



Rita G. Jonse, Mayor
Gil Burrell, Place 1
Maria Amezcua, Mayor Pro Tem, Place 2
Anne Weir, Place 3
Dr. Larry Wallace Jr., Place 4
Deja Hill, Place 5
Valerie Dye, Place 6

**CITY COUNCIL
REGULAR MEETING
AGENDA**

Wednesday, July 17, 2019

7:00 p.m.

Manor City Hall – Council Chambers
105 E. Eggleston Street

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Comments will be taken from the audience on non-agenda related topics for a length of time, not to exceed three (3) minutes per person. Comments on specific agenda items must be made when the item comes before the Council. To address the City Council, please complete the white card and present it to the City Secretary prior to the meeting. **No Action May be Taken by the City Council During Public Comments**

CONSENT AGENDA

All of the following items on the Consent Agenda are considered to be self-explanatory by the Council and will be enacted with one motion. There will be no separate discussion of these items unless requested by the Mayor or a Council Member; in which event, the item will be removed from the consent agenda and considered separately.

1. Consideration, discussion, and possible action to approve the City Council Minutes of the June 19, 2019, Regular Meeting. Lluvia T. Almaraz,
City Secretary

2. Consideration, discussion, and possible action on the acceptance of the June 2019 Departmental Reports:

Thomas Bolt,
City Manager

- Police – Ryan Phipps, Chief of Police
- Development Services – Scott Dunlop, Assistant Dev. Services Director
- Municipal Court – Sarah Friberg, Court Clerk
- Public Works – Mike Tuley, Director of Public Works
- Finance – Lydia Collins, Director of Finance

3. Second and Final Reading: Consideration, discussion and possible action on an ordinance rezoning 5.091 acres of land out of the A C Caldwell Survey No. 52, Abstract 154, locally known as 15105 US Hwy 290 E, from Agricultural (A) to Medium Commercial (C-2). **Applicant:** AAA Storage LLC **Owner:** AAA Storage LLC

Scott Dunlop,
Asst. Dev. Services
Director

4. Second and Final Reading: Consideration, discussion and possible action on an ordinance rezoning 18.67 acres of land out of the Gates G Survey No. 63, Abstract 315, locally known as 12511 and 12601 US Hwy 290 E, from Agricultural (A) to Multi-Family (R-3) and Medium Commercial (C-2). **Applicant:** Callaway Architecture **Owner:** Pilot and Legacy Opportunity Fund, LLC

Scott Dunlop,
Asst. Dev. Services
Director

PUBLIC HEARINGS

5. Public Hearing and First Reading: Consideration, discussion and possible action on an ordinance rezoning 24.15 acres of land out of the James Manor Survey No. 40, Abstract 546, near Gregg Manor Road and Hill Lane and known as Las Entradas North, from Single Family (R-2) and Light Commercial (C-1) to Multi-Family (R-3) and Light Commercial (C-1). **Applicant:** Kimley-Horn & Assoc. **Owner:** Las Entradas Development Corporation

Scott Dunlop,
Asst. Dev. Services
Director

6. Public Hearing and First Reading: Consideration, discussion and possible action on an ordinance rezoning 0.56 acres of land out of the James Manor Survey No. 40, Abstract 546, locally known as 430 West Parsons Street, from Single Family (R-1) to Light Commercial (C-1). **Applicant:** Rene Maruri Avilez **Owner:** Rene Maruri Avilez

Scott Dunlop,
Asst. Dev. Services
Director

7. Public Hearing and First Reading: Consideration, discussion and possible action on an ordinance amending Ordinance 459 Manor Commons East Planned Unit Development to repeal and replace Exhibit A to rezone 14.64 acres from Commercial-PUD to Commercial PUD/Multi-Family, being located near the intersection of N. FM 973 and Old Hwy 20. **Applicant:** ALM Engineering, Inc. **Owner:** Greenview Development 973, LP.

Scott Dunlop,
Asst. Dev. Services
Director

REGULAR AGENDA

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| 8. Consideration, discussion, and possible action on the Annual Audit of the Basic Financial Statements of the City of Manor, Texas for the year ended September 30, 2018. | Lydia Collins,
Director of Finance |
| 9. Consideration, discussion, and possible action on a waiver request for Manor Heights Subdivision from Manor Code of Ordinances, Chapter 10, Article III, Section 41(b)(1) Drainage Improvements to only waive the requirements of Section 1.2.2(D) of the City of Austin's Drainage Criteria Manual. Applicant: Kimley-Horn & Associates. Owner: Sky Village Kimbro Estates, LLC. | Scott Dunlop,
Asst. Dev. Services
Director |
| 10. Acknowledge the resignation of Planning and Zoning Commissioner Gil Burrell, Place No. 3 and declare a vacancy. | Scott Dunlop,
Asst. Dev. Services
Director |
| 11. Acknowledge the resignation of Planning and Zoning Commissioner Mike Burke, Place No. 4 and declare vacancy. | Scott Dunlop,
Asst. Dev. Services
Director |

EXECUTIVE SESSION

The City Council will now Convene into executive session pursuant to Section 551.087, Texas Government Code, to deliberate an offer of financial or economic development incentive.

OPEN SESSION

The City Council will now Reconvene into Open Session to take action as determined appropriate in the City Council's discretion regarding an offer of financial or other economic development incentive.

ADJOURNMENT

In addition to any executive session already listed above, the City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Section §551.071 (Consultation with Attorney), §551.072 (Deliberations regarding Real Property), §551.073 (Deliberations regarding Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations regarding Security Devices) and §551.087 (Deliberations regarding Economic Development Negotiations).

POSTING CERTIFICATION

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Friday, July 12, 2019, by 5:00 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

/s/ Lluvia T. Almaraz, TRMC
City Secretary for the City of Manor, Texas

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:

The City of Manor is committed to compliance with the Americans with Disabilities Act. Manor City Hall and the Council Chambers are wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary at 512.272.5555 or e-mail ltijerina@cityofmanor.org



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 17, 2019

PREPARED BY: Lluvia T. Almaraz, City Secretary

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve the City Council Minutes of the June 19, 2019, Regular Meeting.

BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

June 19, 2019, Regular Meeting Minutes

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the City Council Minutes of the June 19, 2019, Regular Meeting.

PLANNING & ZONING COMMISSION: ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☐ NONE



**CITY COUNCIL
REGULAR SESSION MINUTES
JUNE 19, 2019**

PRESENT:

Rita G. Jonse, Mayor

COUNCIL MEMBERS:

Gene Kruppa, Place 1 (Absent)
Maria Amezcua, Mayor Pro Tem, Place 2
Anne R. Weir, Place 3
Dr. Larry Wallace Jr., Place 4
Deja Hill, Place 5
Valerie Dye, Place 6

CITY STAFF:

Thomas Bolt, City Manager
Lluvia Tijerina, City Secretary
Lydia Collins, Director of Finance
Ryan Phipps, Chief of Police
Scott Dunlop, Assistant Development Services Director
Gracie Montano, Senior Deputy Court Clerk
Tracey Vasquez, HR Coordinator
Michael Tuley, Director of Public Works

REGULAR SESSION – 7:00 P.M.

With a quorum of the Council Members present, the regular session of the Manor City Council was called to order by Mayor Jonse at 7:00 p.m. on Wednesday, June 19, 2019, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

PLEDGE OF ALLEGIANCE

At the request of Mayor Jonse, Lydia Collins, Director of Finance led the Pledge of Allegiance.

PROCLAMATION

Declaring the Month of July 2019, as “National Parks and Recreation Month”

Mayor Jonse read and presented a proclamation declaring the month of July 2019, as “National Parks and Recreation Month” to Anthony Valchar, Streets/Parks Superintendent and Michael Tuley, Director of Public Works.

PUBLIC COMMENTS

Carter York, 2498 Palm Valley Blvd., Round Rock, Texas, 78665, spoke before City Council regarding Senior Access. Mr. York introduced himself and discussed the services provided by Senior Access. He stated that Senior Access was currently providing services around the Round Rock, Pflugerville, Hutto, and East Austin areas. Mr. York stated that Senior Access services for the Manor area would start in July of 2019. He discussed the vision and mission of Senior Access. Mr. York provided the customer service contact information for Senior Access as the following; (512) 310-1060 and/or www.senioracesstx.org. He thanked the Manor residents, leaders, and community for the support and welcoming of Senior Access to the City of Manor.

Vicki McFarland, P.O. Box 936, Manor, Texas, spoke before City Council regarding the ribbon cutting for Senior Access. She stated Senior Access did not have an office in Manor, but the ceremony for the ribbon cutting would be taking place at Jennie Lane Park on Thursday, June 27, 2019, at 10:30 a.m. She invited everyone to attend.

No one else appeared to speak at this time.

CONSENT AGENDA

- 1. Consideration, discussion, and possible action to approve the City Council Minutes of the June 5, 2019, Regular Meeting.**
- 2. Consideration, discussion, and possible action on the acceptance of the April 2019 Departmental Reports:**
 - Police – Ryan Phipps, Chief of Police**
 - Development Services – Scott Dunlop, Assistant Dev. Services Director**
 - Municipal Court – Sarah Friberg, Court Clerk**
 - Public Works – Mike Tuley, Director of Public Works**
 - Finance – Lydia Collins, Director of Finance**

Council Member Weir commented that she was pleased to see the activity for the Drug Cases; Family Violence; and DWI Arrests gone down on the Police Report. She thanked the Police Department for their services.

Council Member Weir also thanked the Public Works Department for the irrigation system issue that was resolved before the ManorPalooza Event at Timmermann’s Park.

3. Consideration, discussion, and possible action on changes to the City of Manor Personnel Policies and Procedures Handbook.

Council Member Hill inquired about the failure to report absence/abuse of sick leave. HR Coordinator Vasquez explained the changes to the policy. She stated the policy needed more clarification and formality for all City Departments. HR Coordinator Vasquez clarified that employees were given 4 hours of sick time biweekly and totaled 104 hours yearly.

4. Consideration, discussion, and possible action on a resolution regarding a contract for the purpose of financing public works equipment and vehicles.

Resolution No. 2019-06: A Resolution Regarding a Contract for the Purpose of Financing “Public Works Equipment and Vehicles”.

MOTION: Upon a motion made by Mayor Pro Tem Amezcua and seconded by Council Member Weir the Council voted six (6) For and none (0) Against to approve and adopt all items on the consent agenda. The motion carried unanimously.

At the request of Mayor Jonse Agenda Item No. 9 was conducted before the Public Hearings.

REGULAR AGENDA

9. Consideration, discussion, and possible action on the Annual Audit of the Basic Financial Statements of the City of Manor, Texas for the year ended September 30, 2018.

The City staff’s recommendation was that the City Council postpone the Annual Audit of the Basic Financial Statements of the City of Manor, Texas for the year ended September 30, 2018 until July 17, 2019, Regular Council Meeting.

Director of Finance Collins stated that the final audit report had not been completed and bank confirmations on a few items were still pending.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Dr. Wallace Jr. the Council voted six (6) For and none (0) Against to postpone the Annual Audit of the Basic Financial Statements of the City of Manor, Texas for the year ended September 30, 2018 until July 17, 2019, Regular Council Meeting. The motion carried unanimously.

PUBLIC HEARINGS

5. Public Hearing and First Reading: Consideration, discussion and possible action on an ordinance rezoning 24.15 acres of land out of the James Manor Survey No. 40, Abstract 546, near Gregg Manor Road and Hill Lane and known as Las Entradas North, from Single Family (R-2) and Light Commercial (C-1) to Multi-Family (R-3) and Light Commercial (C-1). Applicant: Kimley-Horn & Assoc. Owner: Las Entradas Development Corporation

Mayor Jonse opened the public hearing.

The City staff's recommendation was that the City Council postpone a rezoning request for 24.15 acres of land out of the James Manor Survey No. 40, Abstract 546, near Gregg Manor Road and Hill Lane and known as Las Entradas North, from Single Family (R-2) and Light Commercial (C-1) to Multi-Family (R-3) and Light Commercial (C-1) until July 17, 2019, Regular Council Meeting.

Scott Dunlop, Assistant Development Services Director, was available to address any questions posed by the City Council.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Dye the Council voted six (6) For and none (0) Against to postpone a rezoning request for 24.15 acres of land out of the James Manor Survey No. 40, Abstract 546, near Gregg Manor Road and Hill Lane and known as Las Entradas North, from Single Family (R-2) and Light Commercial (C-1) to Multi-Family (R-3) and Light Commercial (C-1) until July 17, 2019, Regular Council Meeting. The motion carried unanimously.

6. Public Hearing and First Reading: Consideration, discussion and possible action on an ordinance rezoning 0.93 acres of land, Lot 3, Block A, Las Entradas North Section 1, locally known as 12424 Gregg Manor Road, from Light Commercial (C-1) to Medium Commercial (C-2). Applicant: Pape Dawson Owner: Las Entradas Development Corporation

Mayor Jonse opened the public hearing.

The City staff's recommendation was that City Council deny a rezoning request for 0.93 acres of land, Lot 3, Block A, Las Entradas North Section 1, locally known as 12424 Gregg Manor Road, from Light Commercial (C-1) to Medium Commercial (C-2).

Scott Dunlop, Assistant Development Services Director, was available to address any questions posed by the City Council.

Chris Rogers with Pape Dawson Engineers, 6800 West Freeway #200, Ft. Worth, Texas, submitted a card in support of this item; however, he did not wish to speak but was available to address any questions posed by the City Council.

City Manager Bolt stated that the amendments to the categories of the C-1 Zoning Ordinance were being reviewed by City staff at this time.

MOTION: Upon a motion made by Council Member Weir and seconded by Mayor Pro Tem Amezcua the Council voted six (6) For and none (0) Against to close the Public Hearing. The motion carried unanimously.

MOTION: Upon a motion made by Council Member Dr. Wallace Jr. and seconded by Council Member Weir the Council voted six (6) For and none (0) Against to deny a rezoning request for 0.93 acres of land, Lot 3, Block A, Las Entradas North Section 1, locally known as 12424 Gregg Manor Road, from Light Commercial (C-1) to Medium Commercial (C-2). The motion carried unanimously.

7. Public Hearing and First Reading: Consideration, discussion and possible action on an ordinance rezoning 5.091 acres of land out of the A C Caldwell Survey No. 52, Abstract 154, locally known as 15105 US Hwy 290 E, from Agricultural (A) to Medium Commercial (C-2). Applicant: AAA Storage LLC Owner: AAA Storage LLC

Mayor Jonse opened the public hearing.

The City staff's recommendation was that the City Council conduct the public hearing and approve the first reading of an ordinance rezoning 5.091 acres of land out of the A C Caldwell Survey No. 52, Abstract 154, locally known as 15105 US Hwy 290 E, from Agricultural (A) to Medium Commercial (C-2).

Scott Dunlop, Assistant Development Services Director, was available to address any questions posed by the City Council.

City Manager Bolt discussed the rezoning ordinance for 15105 US Hwy 290 E., from Agricultural (A) to Medium Commercial (C-2).

MOTION: Upon a motion made by Council Member Dr. Wallace Jr. and seconded by Council Member Dye the Council voted six (6) For and none (0) Against to close the Public Hearing. The motion carried unanimously.

MOTION: Upon a motion made by Council Member Dr. Wallace Jr. and seconded by Council Member Dye the Council voted six (6) For and none (0) Against to approve the first reading of and ordinance rezoning 5.091 acres of land out of the A C Caldwell Survey No. 52, Abstract 154, locally known as 15105 US Hwy 290 E, from Agricultural (A) to Medium Commercial (C-2). The motion carried unanimously.

8. Public Hearing and First Reading: Consideration, discussion and possible action on an ordinance rezoning 18.67 acres of land out of the Gates G Survey No. 63, Abstract 315, locally known as 12511 and 12601 US Hwy 290 E, from Agricultural (A) to Multi-Family (R-3) and Medium Commercial (C-2). Applicant: Callaway Architecture Owner: Pilot and Legacy Opportunity Fund, LLC

Mayor Jonse opened the public hearing.

The City staff's recommendation was that the City Council conduct the public hearing and approve the first reading of an ordinance rezoning 18.67 acres of land out of the Gates G Survey No. 63, Abstract 315, locally known as 12511 and 12601 US Hwy 290 E, from Agricultural (A) to Multi-Family (R-3) and Medium Commercial (C-2).

Scott Dunlop, Assistant Development Services Director, was available to address any questions posed by the City Council.

John Taylor with Callaway Architecture, 1207 Hampshire Lane, Richardson, Texas, presented the attached Power Point Presentation regarding The Residences at Grassdale.

Mr. Taylor presented and discussed the following:

- Location Map
- Existing Survey
- Tax Map
- Proposed Site Plan
- Proposed Zoning Districts
- Elevations

Mr. Taylor presented a 3D video presentation of the proposed project and discussed the amenities for The Residences at Grassdale.

Mayor Jonse inquired about the sizes of the buildings on the property. Mr. Taylor explained the different proposed designs for each unit buildings.

The discussion was held regarding the intent proposal for Lot 2 on the proposed site plan.

Council Member Dr. Wallace Jr. inquired about the laundry facilities in Lot 2. Mr. Taylor stated that all apartment units would have a washer/dryer unit; however, there would provide a separate laundry service unit for all other laundry needs for Grassdale Residents.

Council Member Dr. Wallace Jr. thanked Mr. Taylor for his presentation and explanation of the proposed project.

Council Member Hill inquired about Lot 1 and Lot 2 extending into Highway 290.

City Manager Bolt stated that Highway 290 would eventually be widen by the Texas Department of Transportation (TXDOT) but was unaware of what side and width of the property that would be taken. He stated the City had asked for additional commercial land to help with the commercial development.

The discussion was held regarding the access lane to enter the property.

MOTION: Upon a motion made by Council Member Dr. Wallace Jr. and seconded by Council Member Dye the Council voted six (6) For and none (0) Against to close the Public Hearing. The motion carried unanimously.

MOTION: Upon a motion made by Council Member Dr. Wallace Jr. and seconded by Council Member Dye the Council voted five (5) For and one (1) Against to approve the first reading of an ordinance rezoning 18.67 acres of land out of the Gates G Survey No. 63, Abstract 315, locally known as 12511 and 12601 US Hwy 290 E, from Agricultural (A) to Multi-Family (R-3) and Medium Commercial (C-2). Council Member Hill voted against. The motion carried.

REGULAR AGENDA

10. Consideration, discussion, and possible action on an engineering services contract addendum with Jay Engineering Company, Inc. for the E. US 290 Water Line Improvements, CIP W-17 project.

The City staff's recommendation was that the City Council City Council approve and award a contract addendum to Jay Engineering Company, Inc. for the E. US 290 Water Line Improvements, CIP W-17 project.

Pauline M. Gray with Jay Engineering Company Inc., P.O. Box 1220, Leander, Texas, spoke before City Council in support of this item. She discussed the engineering services contract addendum for the E. US 290 Water Line Improvements, CIP W-17 project.

City Manager Bolt stated that the land for Manor Heights was in the Manville water supply area and they had opted out to service the area. He explained that the extension of the water line would be paid by the developer once the Public Improvement District (PID) was approved. City Manager Bolt stated the approval for the contract was for the design of the waterline only.

The discussion was held regarding the reimbursement to the City by the developer.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Dye the Council voted six (6) For and none (0) Against to approve and award a contract addendum to Jay Engineering Company, Inc. for the E. US 290 Water Line Improvements, CIP W-17 project. The motion carried unanimously.

11. Consideration, discussion, and possible action on a contract addendum with Jay Engineering Company, Inc. for preparation and submittal of a Municipal Separate Storm Sewer System (MS4) and Stormwater Management Program (SWMP) permit application for the renewal and amendment of the City's MS4 and SWMP permit.

The City staff's recommendation was that the City Council approve a contract addendum with Jay Engineering Company, Inc. for preparation and submittal of a Municipal Separate Storm Sewer System (MS4) and Stormwater Management Program (SWMP) permit application for the renewal and amendment of the City's MS4 and SWMP permit.

Pauline M. Gray with Jay Engineering Company Inc., P.O. Box 1220, Leander, Texas, spoke before City Council in support of this item. She discussed the contract addendum for preparation and submittal of a Municipal Separate Storm Sewer System (MS4) and Stormwater Management Program (SWMP) permit application for the renewal and amendment of the City's MS4 and SWMP permit.

The discussion was held regarding the renewal of the contract with the Texas Commission on Environmental Quality (TCEQ) for every 5 years.

MOTION: Upon a motion made by Council Member Hill and seconded by Council Mayor Pro Tem Amezcua the Council voted six (6) For and none (0) Against to approve a contract addendum with Jay Engineering Company, Inc. for preparation and submittal of a Municipal Separate Storm Sewer System (MS4) and Stormwater Management Program (SWMP) permit application for the renewal and amendment of the City's MS4 and SWMP permit. The motion carried unanimously.

12. Consideration, discussion, and possible action to approve an ordinance amending the Code of Ordinance of the City of Manor, Texas by adding Article 1.13, to Chapter 1 General Provisions, Providing requirements and procedures for disposal of surplus, salvage, and junk property.

The City staff's recommendation was that the City Council approve Ordinance No. 542 amending the Code of Ordinance of the City of Manor, Texas by adding Article 1.13, to Chapter 1 General Provisions, Providing requirements and procedures for disposal of surplus, salvage, and junk property.

Heath Ferguson, IT Manager, discussed the ordinance for providing requirements and procedures for disposal of surplus, salvage, and junk property for all city electronic equipment.

The discussion was held regarding the process for disposing city equipment. IT Manager Ferguson confirmed that the destruction on all hard drives would be done onsite by his department. He stated all equipment would be recycled after destruction.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Dye the Council voted six (6) For and none (0) Against to approve Ordinance No. 542 amending the Code of Ordinance of the City of Manor, Texas by adding Article 1.13, to Chapter 1 General Provisions, Providing requirements and procedures for disposal of surplus, salvage, and junk property. The motion carried unanimously.

13. Consideration, discussion, and possible action on approving the Service Agreement between the City of Manor and Resale Resource/Recycling Resource Corporation (R2 Corp) for electronics recycling and asset recovery services.

The City staff's recommendation was that the City Council approve the Service Agreement between the City of Manor and Resale Resource/Recycling Resource Corporation (R2 Corp) for electronics recycling and asset recovery services.

Heath Ferguson, IT Manager, discussed the service agreement between the City of Manor and Resale Resource/Recycling Resource Corporation (R2 Corp). He explained the services that would be available to the City by R2 Corp.

The discussion was held regarding the electronic recycling services that would be available to all Manor residents at the Shred Day Event for 2020.

MOTION: Upon a motion made by Council Member Hill and seconded by Mayor Pro Tem Amezcua the Council voted six (6) For and none (0) Against to approve the Service Agreement between the City of Manor and Resale Resource/Recycling Resource Corporation (R2 Corp) for electronics recycling and asset recovery services. The motion carried unanimously.

14. Consideration, discussion, and possible action on a shared parking agreement between Lots 7B2 and 7C2 Cottonwood South Commercial South Section One, locally known as Greater Texas Center 11401 US Hwy 290 East, to share the entirety of their built and proposed parking spaces.

The City staff's recommendation was that the City Council approve a shared parking agreement between Lots 7B2 and 7C2 Cottonwood South Commercial South Section One, locally known as Greater Texas Center 11401 US Hwy 290 East, to share the entirety of their built and proposed parking spaces.

Scott Dunlop, Assistant Development Services Director, was available to address any questions posed by the City Council.

Stan McElroy with Greater Texas Center, 11401 Highway 290, Manor, Texas submitted a card in support of this item; however, he did not wish to speak but was available to address any questions posed by the City Council.

City Manager Bolt discussed the proposed parking agreement for Greater Texas Center and the new development.

The discussion was held regarding the size of the parking lot and the member size for the congregation.

Council Member Dr. Wallace Jr. expressed his concerns regarding the location of the church. City Manager Bolt stated that by federal law a church could be built anywhere. He discussed the proposed parking in the area.

The discussion was held regarding the access and parking situation during day time for all future church events and the day care facility.

Council Member Hill inquired about the administrative hours for the church staff. Mr. McElroy stated there would be activities during the week and the space would be utilize. He stated that the Church staff would be available during the week between business hours.

MOTION: Upon a motion made by Council Member Dr. Wallace Jr. and seconded by Mayor Pro Tem Amezcua the Council voted six (6) For and none (0) Against to approve a shared parking agreement between Lots 7B2 and 7C2 Cottonwood South Commercial South Section One, locally known as Greater Texas Center 11401 US Hwy 290 East, to share the entirety of their built and proposed parking spaces. The motion carried unanimously.

15. Consideration, discussion, and possible action on an ordinance amending Manor Code of Ordinances, Appendix A, Article A2.000 Building and Development Related Fees.

The City staff's recommendation was that the City Council approve Ordinance No. 543 amending Manor Code of Ordinances, Appendix A, Article A2.000 Building and Development Related Fees.

Scott Dunlop, Assistant Development Services Director, was available to address any questions posed by the City Council.

City Manager Bolt stated due to new Legislation for Building and Development Permits, the related fees were being amended.

MOTION: Upon a motion made by Council Member Dr. Wallace Jr. and seconded by Council Member Dye the Council voted six (6) For and none (0) Against to approve Ordinance No. 543 amending Manor Code of Ordinances, Appendix A, Article A2.000 Building and Development Related Fees. The motion carried unanimously.

16. Consideration, discussion, and possible action on the appointment of three (3) Park Committee Council Members to serve a one -year term.

The City staff's recommendation was that the City Council appoint (3) Park Committee Council Members to serve a one -year term.

Mayor Jonse opened the floor for volunteers.

MOTION: Upon a motion made by Council Member Dr. Wallace Jr. and seconded by Council Member Weir the Council voted six (6) For and none (0) Against to appoint Council Member Dye; Council Member Hill; and Mayor Pro Tem Amezcua to the Park Committee to serve a one-year term. The motion carried unanimously.

Mayor Jonse adjourned the regular session of the Manor City Council into Executive Session at 8:07 p.m. Wednesday, June 19, 2019, in accordance with the requirements of the Open Meetings Law.

EXECUTIVE SESSION

The Manor City Council convened into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in *Section 551.071 and Section 551.087, Texas Government Code to deliberate on economic development incentives; Section 551.072, Texas Government Code to deliberate on the acquisition of real property; and Section 551.074, Texas Government Code to discuss personnel salaries funded through grants, and interview candidates for appointment to fill Council Member Place 1 vacancy* at 8:07 p.m., on Wednesday, June 19, 2019, City Council Conference Room of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

The Executive Session was adjourned at 10:26 p.m. on Wednesday, June 19, 2019.

OPEN SESSION

The City Council reconvene into Open Session Open Session pursuant to the provisions of Chapter 551 Texas Government Code and acted on item(s) discussed during Closed Executive Session at 10:26 p.m. on Wednesday, June 19, 2019, in the Council Chambers of the Manor City Hall.

Mayor Jonse opened the floor for action to be taken on the items discussed in the Executive Session.

There was no action taken on Section 551.071 and Section 551.087, Texas Government Code to deliberate on economic development incentives; Section 551.072, Texas Government Code to deliberate on the acquisition of real property; and Section 551.074, Texas Government Code to discuss personnel salaries funded through grants.

17. Take action as deemed appropriate in the City Council's discretion regarding the City Council, Place 1 vacancy.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Hill the Council voted six (6) For and none (0) Against to appoint Gil Burrell to fill Council Member, Place 1 vacancy for the remainder of the unexpired term. The motion carried unanimously.

ADJOURNMENT

The Regular Session of the Manor City Council Adjourned at 10:30 p.m. on Wednesday, June 19, 2019.

These minutes approved by the Manor City Council on the 17th day of July 2019.

APPROVED:

Rita G. Jonse
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

Draft Minutes



The Residences at Grassdale

U.S. Highway 290 E

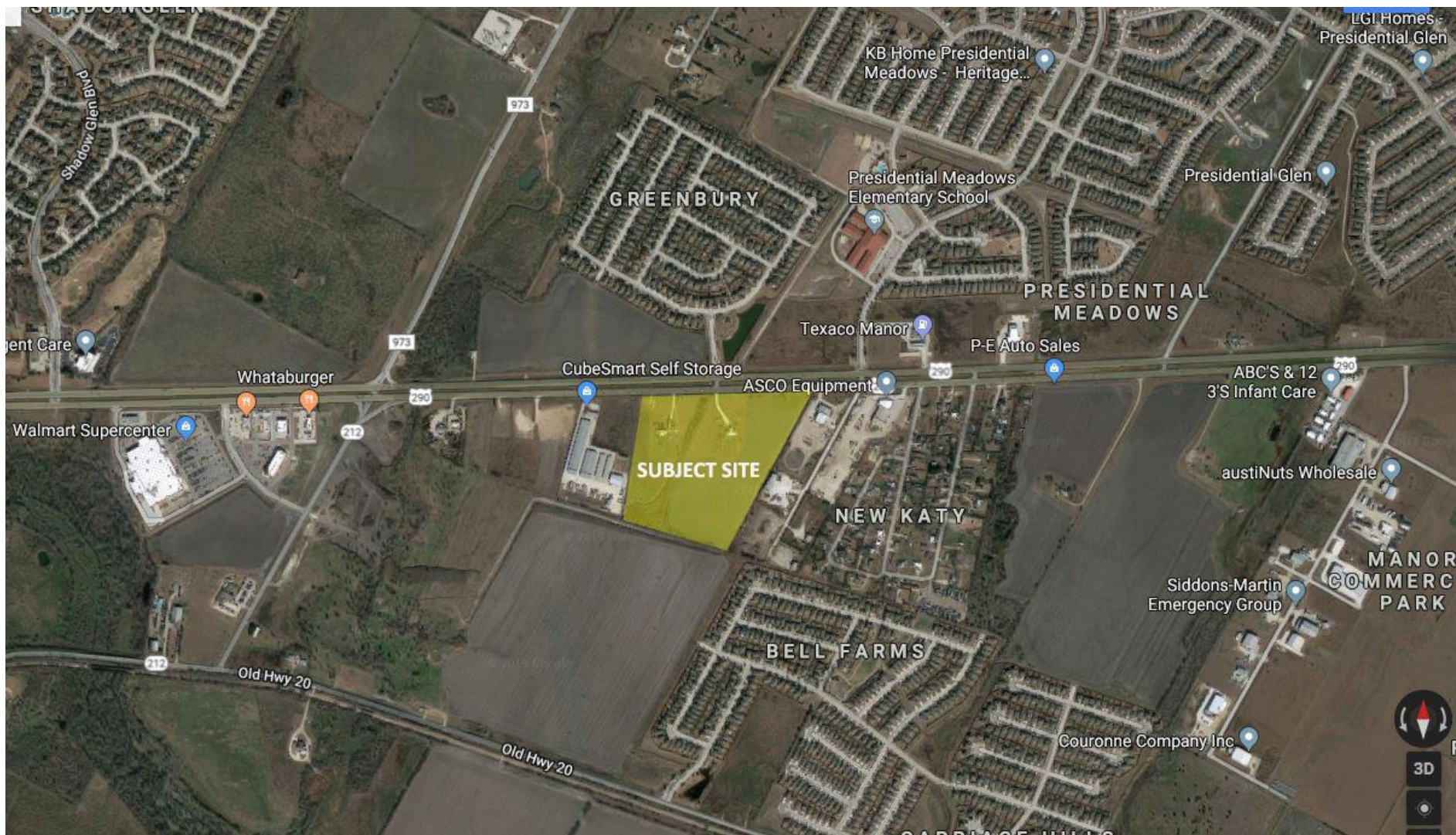
Manor, Texas

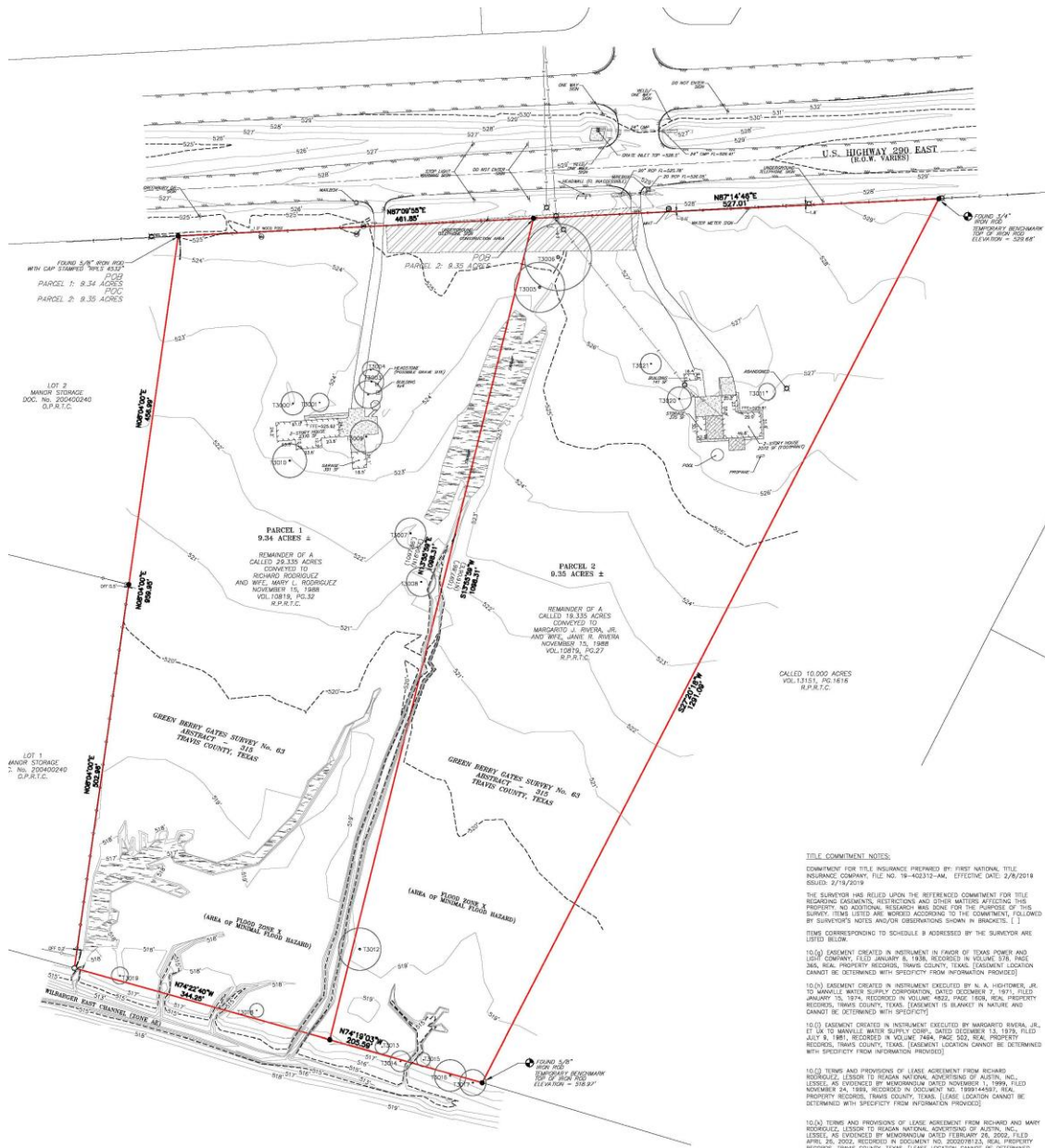




Location Map







TITLE COMMITMENT NOTES:

COMMITMENT FOR TITLE INSURANCE PREPARED BY: FIRST NATIONAL TITLE INSURANCE COMPANY, FILE NO. 78-40232-AM, EFFECTIVE DATE: 2/8/2019 ISSUED: 2/7/2019

THE SURVEYOR HAS RELIED UPON THE REFERENCED COMMITMENT FOR TITLE INSURANCE REGARDING EASEMENTS, RESTRICTIONS AND OTHER MATTERS AFFECTING THIS PROPERTY. NO ADDITIONAL RESEARCH WAS DONE FOR THE PURPOSE OF THIS SURVEY. ITEMS LISTED ARE NOTED ACCORDING TO THE COMMITMENT, FOLLOWED BY SURVEYOR'S NOTES AND/OR OBSERVATIONS SHOWN IN BRACKETS. []

ITEMS CORRESPONDING TO SCHEDULE B ADDRESSED BY THE SURVEYOR ARE LISTED BELOW:

10.10) EASEMENT CREATED IN INSTRUMENT IN FAVOR OF TEXAS POWER AND LIGHT COMPANY, DATED JANUARY 8, 1938, RECORDED IN VOLUME 574, PAGE 366, REAL PROPERTY RECORDS, TRAVIS COUNTY, TEXAS. [EASEMENT LOCATION CANNOT BE DETERMINED WITH SPECIFICITY FROM INFORMATION PROVIDED.]

10.11) EASEMENT CREATED IN INSTRUMENT EXECUTED BY N. A. HIGHTOWER, JR. TO MANVILLE WATER SUPPLY COMPANY, DATED DECEMBER 7, 1971, FILED JANUARY 15, 1974, RECORDED IN VOLUME 1482, PAGE 352, REAL PROPERTY RECORDS, TRAVIS COUNTY, TEXAS. [EASEMENT LOCATION CANNOT BE DETERMINED WITH SPECIFICITY.]

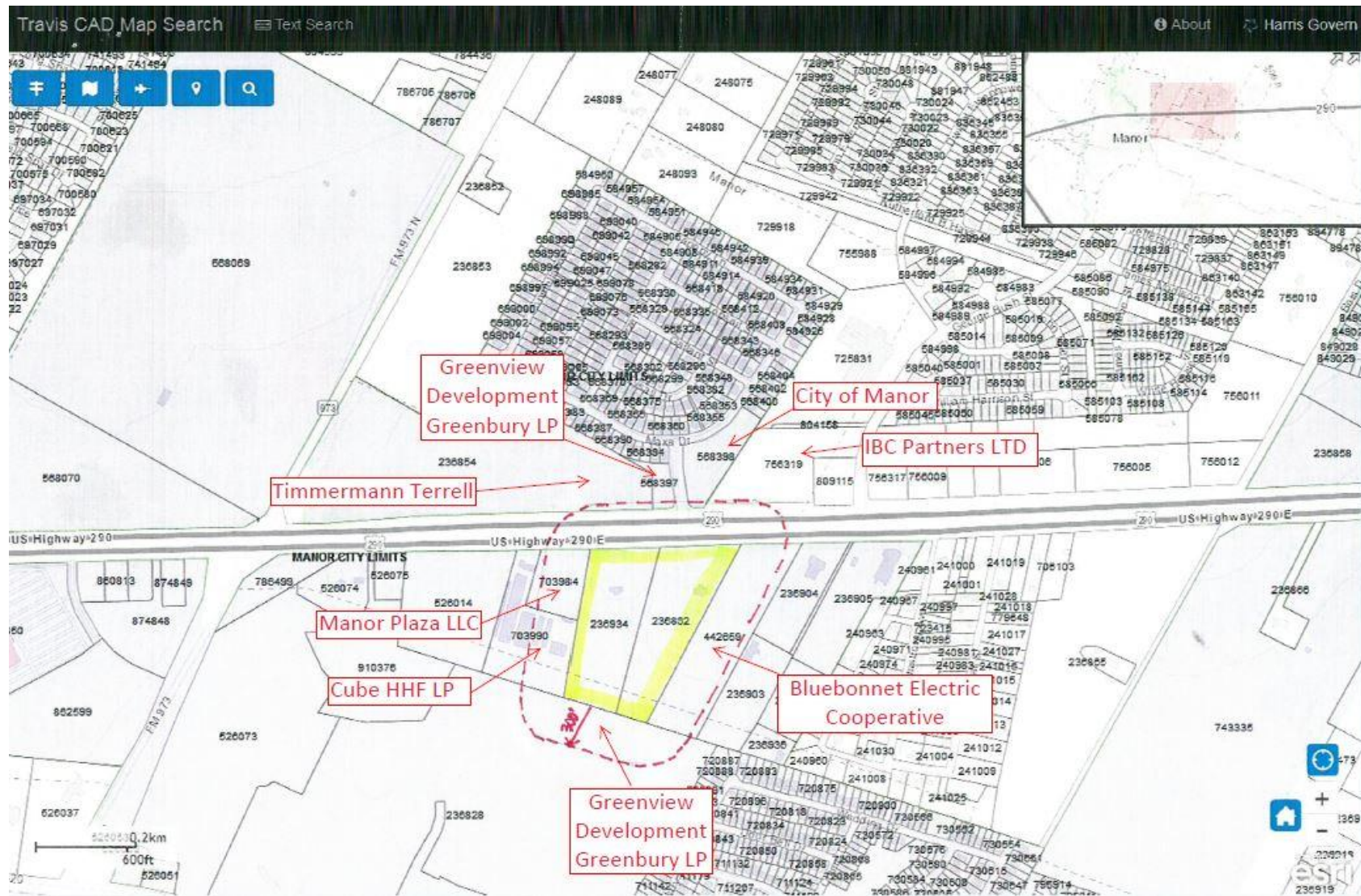
10.12) EASEMENT CREATED IN INSTRUMENT EXECUTED BY MARGARITO RIVERA, JR., ET AL. TO MANVILLE WATER SUPPLY COMPANY, DATED DECEMBER 13, 1979, FILED JULY 8, 1981, RECORDED IN VOLUME 1484, PAGE 352, REAL PROPERTY RECORDS, TRAVIS COUNTY, TEXAS. [EASEMENT LOCATION CANNOT BE DETERMINED WITH SPECIFICITY FROM INFORMATION PROVIDED.]

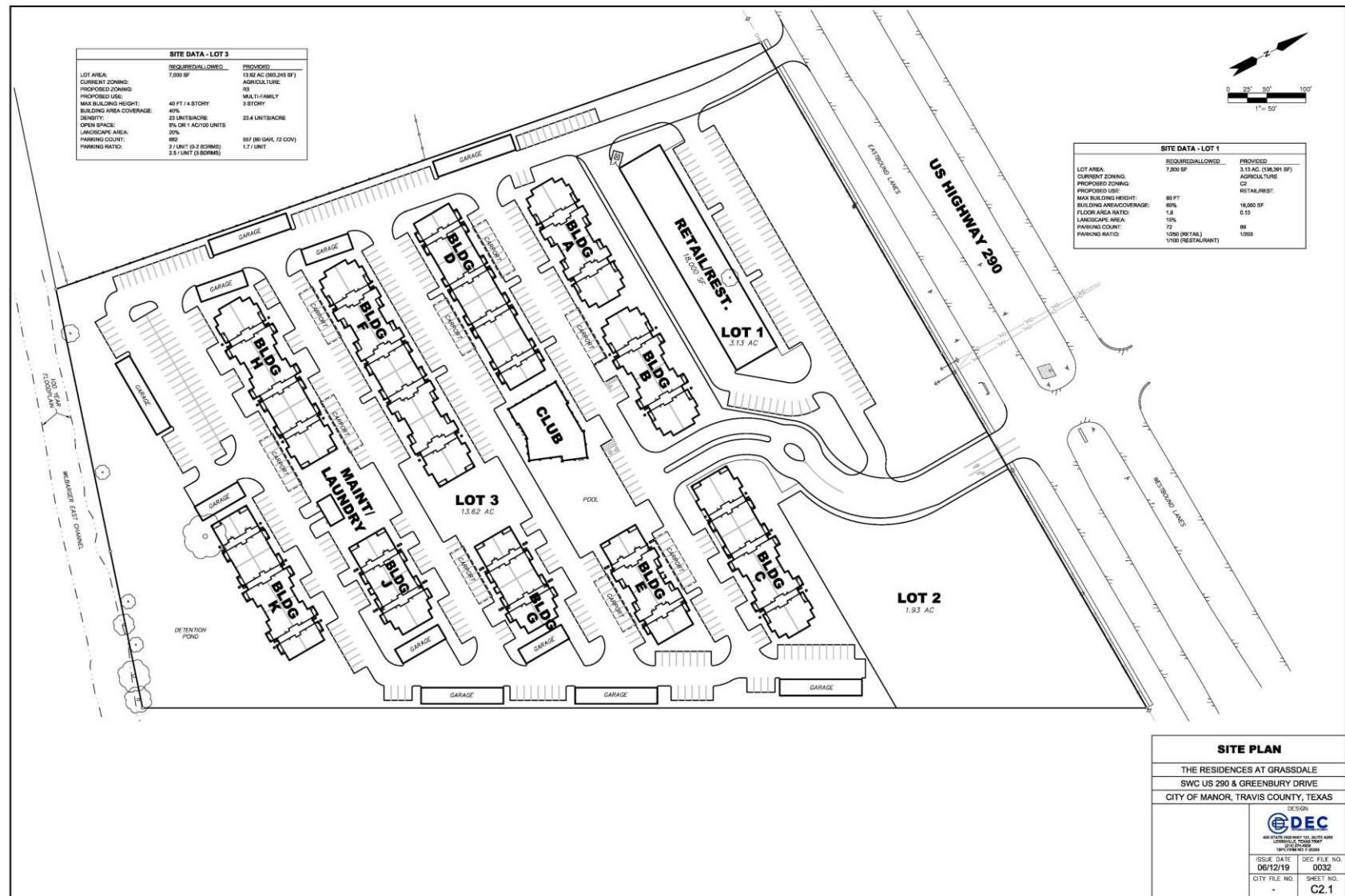
10.13) TERMS AND PROVISIONS OF LEASE AGREEMENT FROM RICHARD RODRIGUEZ, LESSOR TO HEARAN NATIONAL ADVERTISING OF AUSTIN, INC., LESSEE, AS EVIDENCED BY MEMORANDUM DATED NOVEMBER 1, 1999, FILED NOVEMBER 24, 1999, RECORDED IN DOCUMENT NO. 199914483, REAL PROPERTY RECORDS, TRAVIS COUNTY, TEXAS. [LEASE LOCATION CANNOT BE DETERMINED WITH SPECIFICITY FROM INFORMATION PROVIDED.]

10.14) TERMS AND PROVISIONS OF LEASE AGREEMENT FROM RICHARD AND MARY RODRIGUEZ, LESSOR TO HEARAN NATIONAL ADVERTISING OF AUSTIN, INC., LESSEE, AS EVIDENCED BY MEMORANDUM DATED FEBRUARY 26, 2002, FILED APRIL 26, 2002, RECORDED IN DOCUMENT NO. 200203612, REAL PROPERTY RECORDS, TRAVIS COUNTY, TEXAS. [LEASE LOCATION CANNOT BE DETERMINED WITH SPECIFICITY FROM INFORMATION PROVIDED.]



Existing Survey







Typical Side Elevation



Club House Elevation



Typical Front Elevation



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 17, 2019

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the acceptance of the June 2019 Departmental Reports.

BACKGROUND/SUMMARY:

- Police – Ryan Phipps, Chief of Police
- Development Services – Scott Dunlop, Asst. Development Services Director
- Municipal Court – Sarah Friberg, Court Clerk
- Public Works – Mike Tuley, Director of Public Works
- Finance – Lydia Collins, Director of Finance

PRESENTATION: ☐ YES ☒ NO

ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

June 2019 Departmental Reports

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve and accept the June 2019 Departmental Reports.

PLANNING & ZONING COMMISSION: ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☐ NONE



Manor Police Department

Monthly Council Report

Ryan S. Phipps - Chief of Police

Date of Meeting:

7/17/2019

June 2019

Activity	Reported Month	Same month Prior year	Percentage difference	
Calls for Service	1470	1474	0.27↓	Patrol Car Rental Last Month \$1,971 YTD \$21,470
Average CFS per day	49	49.1	0.2↓	
Open Cases	21	28	25↓	
Charges Filed	61	68	10↓	
Alarm Responses	45	52	13↓	
Drug Cases	12	17	29↓	
Family Violence	6	12	50↓	
Arrests Fel/Misd	30Fel/31Misd	13Fel/55 Misd	130Fel↑/43Misd↓	
Animal Control	35	24	46↑	
Traffic Accidents	45	35	28↑	
DWI Arrests	14	26	46↓	
Traffic Violations	595	741	20↓	
Impounds	69	171	59↓	
Ordinance Violations	27	17	58↑	
Victim Services Cases	43	33	30↑	
Total Victims Served	67	57	17↑	
Laboratory Submissions	15	0	100↑	

Notes:

*DNA- DATA NOT AVAILABLE

DEVELOPMENT SERVICES DEPARTMENT REPORT
PROJECT VALUATION AND FEE REPORT

June 1-30, 2019

Description	Projects	Valuation	Fees	Detail
Commercial Electrical	1	\$3,000.00	\$170.00	
Commercial Sign	1	\$49,000.00	\$487.55	Quick N' Clean Car Wash
Residential Electric	6	\$72,084.70	\$642.00	
Residential Irrigation	13	\$16,400.00	\$1,389.00	
Residential Accessory	1	\$2,500.00	\$105.00	
Residential Remodel/Repair	1	\$50,000.00	\$1,076.00	
Residential New	68	\$19,034,489.55	\$342,350.40	
Residential Plumbing	8	\$20,276.00	\$854.00	
Residential Deck/Patio	1	\$8,000.00	\$202.00	
Right of Way	1		\$969.50	
Totals	101	\$19,255,750.25	\$348,245.45	

Total Certificate of Occupancies Issued: 39

Total Inspections(Comm & Res): 1,214

Tom Bolt, City Manager

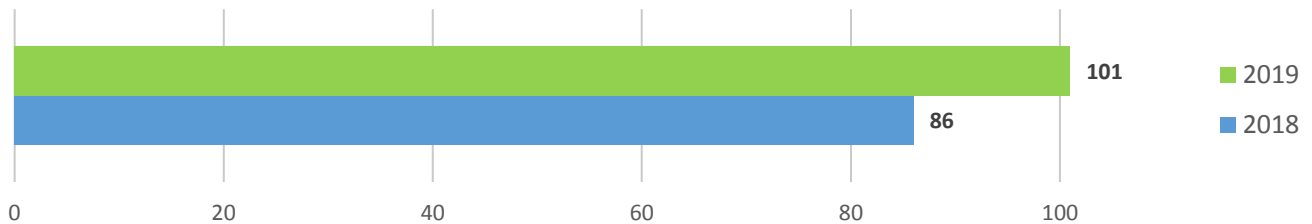




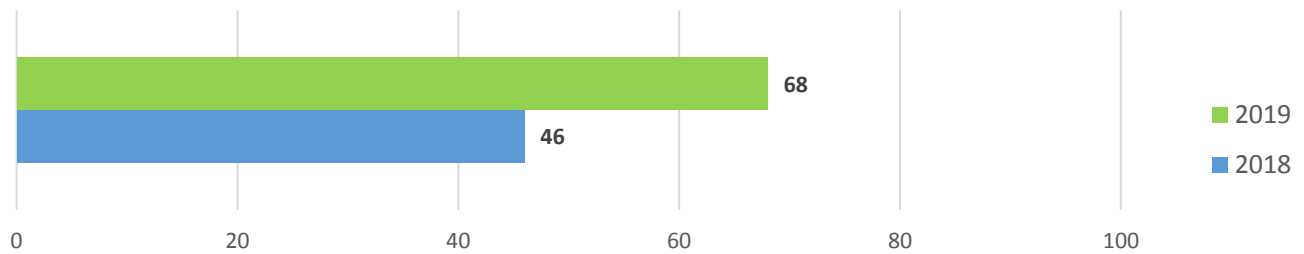
June 2019

DEPARTMENT OF DEVELOPMENT SERVICES
THOMAS BOLT, DIRECTOR

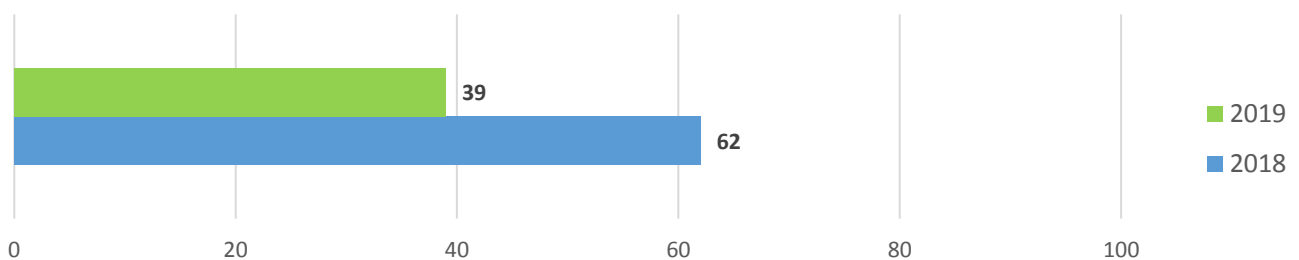
PERMITS ISSUED



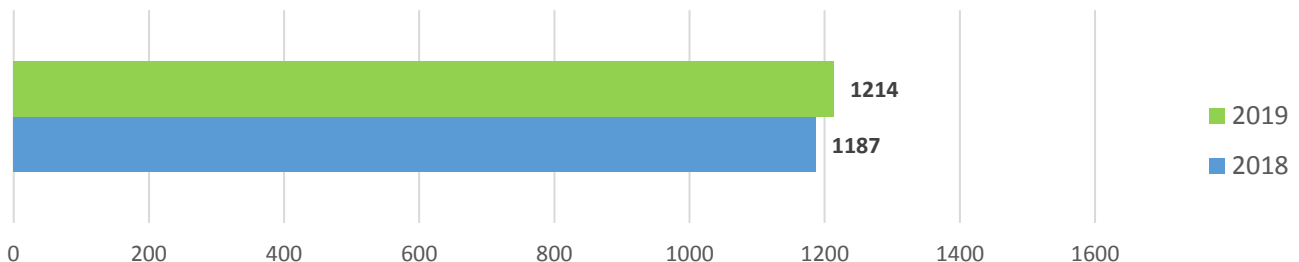
RESIDENTIAL NEW PERMITS



COs ISSUED



INSPECTIONS

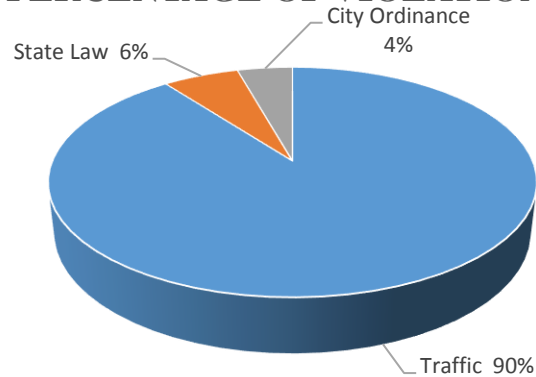


City of Manor Municipal Court

JUNE 2019

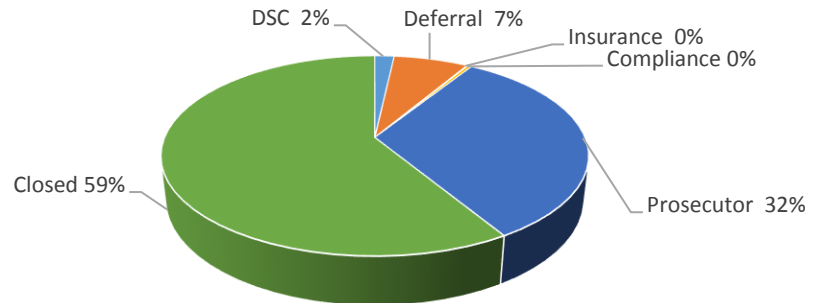
Violations Filed	Jun-19	Jun-18
Traffic	329	493
State Law	22	34
City Ord.	16	15
Total	367	542

PERCENTAGE OF VIOLATIONS



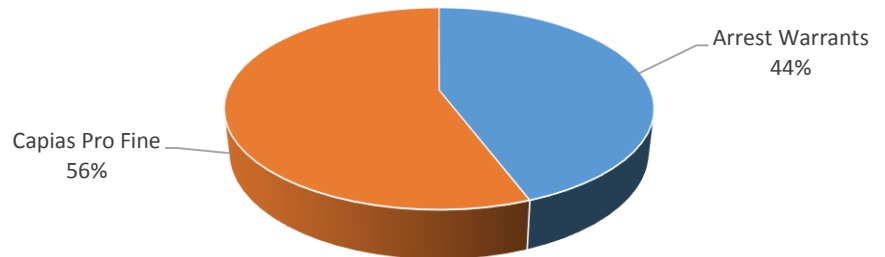
Dismissals	Jun-19	Jun-18
DSC	20	27
Deferral	77	54
Insurance	1	10
Compliance	4	9
Prosecutor	371	34
Closed	671	391
Total	1144	525

PERCENTAGE OF DISMISSALS



Warrants	Jun-19	Jun-18
Arrest Warrants	23	256
Capias Pro Fine	29	45
Total	52	301

PERCENTAGE OF WARRANTS



Money Collected in June 2019

Kept By City	\$39,182.41
kept By State	\$18,071.97
Total	\$57,254.38

Money Collected in June 2018

Kept By City	\$43,272.02
Kept By State	\$21,642.04
Total	\$64,914.06



MEMO

To: Mayor and City Council Members
From: Mike Tuley, Director of Public Works
Date: July 17, 2019
RE: June Monthly Report

Public Works Department

Street and Public, Parks, and Maintenance Department

In the month of June, the Public Parks and Maintenance Department mowed all city facilities, alleys, and right of ways. They cleaned and maintained all city facilities and parks. They performed all maintenance on city vehicles and heavy equipment. In June, the Street Department repaired streets, curbs and signs.

Water and Wastewater Department

In June, the Water Department performed daily maintenance on the water system, repaired water mains, set water meters and tested the water daily. In June, the Wastewater Department performed daily maintenance on the wastewater plant. They cleaned and unstopped wastewater mains.

Water Production & Purchase

In the month of June 46% of the water we supplied to our residents was from our wells, and we purchased 54% from EPCOR and Manville WSC. In June, the estimated population of residents in the City of Manor is 12,774. Estimated population for ShadowGlen is 3,597 residents.

Subdivision Inspections

- Street Inspections- 5
- Water Inspections- 5
- Wastewater Inspections- 3

Streets and Parks Monthly Report June 2019

Daily Duties and Projects 6/1/2019-6/30/2019

- 6/1/2019- Prepping for Manor Palooza was nail biting and exciting all at the same time. The day arrived on this day where most of the work all the guys have done paid off. There was a car show to kick the event off followed by a washer tournament. Live music filled the air all day long while fireworks lit the sky for a full 15 minutes. I can only imagine what next year will bring for this annual event.
- 6/2/2019- This was clean-up day after the event. The parks and streets staff all separated shifts to ensure the special event was staffed at all times. I do want to recognize the entire staff that helped make this event happen and thank them for working all weekend long.
- 6/3/2019- As you may know, vehicles were staged on the newly planted sod along with the just installed irrigation system. After everything was set and done with Manor Palooza, there was work to be done to get the area back in shape. Staff repaired 3 broken pipes, rolled the sod for any ruts that were caused by the event, and watered and fertilized the sod to get it back up to 100%. The area looks amazing and ready for the public.
- 6/4/2019- Supplying water to Timmermann Park was a bit of a challenge. While installing the irrigation system, I noticed the pressure to the system was extremely high. In order to drop the pressure, the parks staff would need to install a pressure regulator valve down by the meter. Installing a PRV on a 2" line can be difficult, but our parks staff is always up for a challenge. After installing and waiting a couple of days to set, the PRV worked amazing and we are now sitting at a normal pressure.
- 6/6/2019- Dead end barricades our at every dead-end road inside the city. City staff has been slowly but surely replacing the old with new. On this day the streets department replaced the dead-end barricade at the end of E. Townes street for safety purposes.
- 6/9/2019- This day will be remembered for one thing, very high wind. Being a Sunday, any tree that fell in the streets was pushed aside until full staff returned on Monday.
- 6/10-12/2019- The more city staff assessed the tree damage the more trees were found up rooted and broke. Any tree that fell on the streets were chopped up and hauled off. Trees that broke in city alleys were removed and discarded. Public works opened their city yard for any victims of the storm to dump fallen trees and or debris. A total of around 15 loads were brought down to the public works yard and discarded. It was nice that we could help as much as we can during hard times.
- 6/13/2019- For many years the Manor Cemetery has had giant century plants growing on the north east corner. As we all know the art picket park has been coming together slowly but surely. 2 large century plants were removed and planted at the art park. In time city staff will ensure they get established and flourish for many years.
- 6/13/2019- The city has also purchased a street sweeper that has helped keep sidewalks and streets debris free. On this day, the full mile of sidewalk was swept at Timmermann Park. Once vegetation is established, there will not be as many washouts during a storm.

- 6/14/2019- The city was called out to West Browning to a road failure. On arrival city staff did notice road failure. City staff cut out all areas that had failed and replaced it with 5 tons of new asphalt.
 - 6/14/2019- North San Marcos street is one of the cities only streets that is not paved. Seeing that it is 100% road base, it still has to be maintained and level for safe access. This was done on this day due to unlevel road base.
 - 6/17/2019- E. Townes street has been due for a tear out and replacement for some time. The very east end of Townes was the worst part. 65' of both sides of Townes was taken out and replaced. It took 30 tons of road base and 14.6 tons of new asphalt. The new paving machine has been great for the streets department and will change the way street repairs are being done.
 - 6/17/2019- Shortly after 5 p.m. a call came in reporting a huge main break on E. Eggleston. After it was all set and done 18 tons of road base and dirt had to be removed . 5 tons of asphalt was replaced. After giving the giant hole some time to settle, the streets department than repaved the area and installed a new stop bar.
 - 6/19/2019- On this day, the Parks Department accepted the proclamation for parks month. The parks are only staffed with 2 employees but a very passionate and hard working 2 employees. Between the 2 employees, they hold a chemical license, an irrigation technician license, a backhoe certification, and a bobcat certification. A big thanks to Frank Salinas and Austin Garcia for all of their hard work for the City of Manor.
 - 6/20/2019- Rather than re-mulching every time to get that dark new look in flower beds, city staff uses a black dye to serve the same purpose. Every other month city staff uses the black dye to touch up mulch rings and flower beds to obtain the fresh look.
 - 6/21/2019- As we all know it is mowing season, I do want to mention that our parks staff and our right of way mowing are on an extensive mowing schedule. These 2 divisions will continue to mow until mowing season slows down towards the fall time. Staying hydrated and cool is our number one goal for these crews seeing they are out in the elements all day long.
 - 6/17-28/2019- E. Townes street has been due for a tear out and replacement for some time. The very east end of Townes was the worst part. 65' of both sides of Townes was taken out and replaced. It took 30 tons of road base and 14.6 tons of new asphalt. The new paving machine has been great for the streets department and will change the way street repairs are being done.
- 6/17-28/2019- Shortly after 5 p.m. a call came in reporting a huge main break on E. Eggleston. After it was all set and done 18 tons of road base and dirt had to be removed and 5 tons of asphalt replaced. After giving the giant hole some time to settle, the streets department than repaved the area and installed a new stop bar.
- Large street projects take numerous days to complete. From the tear out of the old asphalt, to the removal of old base and spoiled dirt. Now adding new road base to grade and rolling it to where it's nice and compacted. Priming the road base with oil is key and letting it sit and soak. Laying the asphalt is the final step that cannot be rushed. The streets department have come a long way in 2 years, and I am very excited to do more streets in house.

Certifications and Classes

Three employees were sent to backhoe training to be certified. The training teaches basic skills on operating the backhoe and most important how to operate the backhoe safely.

Inspections/ Warranties /New subdivision Walkthroughs and Pre-con meetings

Presidential Heights Phase 3&4- Phase 3 have quite a few homes being built and will continue until complete. Phase 4 has all roads paved and utilities in. Phase 4 has passed all inspection walk throughs and will begin on houses shortly.

Stonewater North Phase 1 & 3- All roads are paved and have been inspected in phase 1. All utilities have been installed and awaiting approval before homes can begin.

Presidential Glen Phase 7- Phase 7 has been busy on building multiple homes. For the next few months phase 7 will concentrate on finishing all houses. Phase 7 is nearing completion on all homes.

Lagos Phase 1- Houses are going up extremely fast and will be done before we all know it. Inspections are done weekly to ensure all contractors are keeping the subdivision clean and safe.

Manor Commons- All roads are paved in the first phase of the subdivision. The park is completed and awaiting revegetation from all new construction. Irrigation is key to revegetating and will be the city's priority to ensure all irrigation is running 100%.

Water Monthly Report June 2019

For the month of June, the Water Department had 34 service calls, 6 repair jobs, 8 maintenance jobs, 5 inspections, and flushed all dead-end mains.

Service Calls:

19821 WT Galloway - low water pressure - city side pressure was good at 45 psi notified customer by RM,DD 6-3-19.
19801 Grover Cleveland- check for leak - leak was on customer side notified customer by RM 6-4-19.
19113 Nathan Scott - leave on and read-32 by RM,DD 6-5-19.
12816 Ring Drive - reconnect service by JR 6-5-19.
11203 Burton - low water pressure call- city side pressure was good at 75 psi left door tag to notify customer by RM 6-5-19.
13201 Forest Sage - connect water service and read-57 by RM,DD 6-6-19.
13704 Charles W Fairbanks - leave on and read-13 by RM,DD 6-6-19.
14414 Pebble Run Path - brown water call - water was clear notified customer-we had flushed stone water on normal routine flushing day for the month by RM,DD 6-6-19.
13516 Mizzen - leave on and read-28 by RM,DD 6-6-19.
13605 Nelson Houser- leave on and read-43 by FZ,AM 6-6-19.
701 S. San Marcos - leave on and read-22 by FZ 6-7-19.
11600 Murchison - leave on and read-85 by FZ 6-7-19.
12925 Wedding Drive - connect service and read-30 by FZ 6-7-19.
13204 Constellation - resident moved disconnect service and read-51 by RM,DD 6-7-19.
303 West Eggleston – reconnected service reading-114 by RM 6-12-19.
12900 Gregg - brown water call - water was clear notified customer by RM 6-17-19.
19208 Freedom Hill- check for leak - leak was on Manville water main notified Lee with Manville water by JT 6-19-19.
13412 Arthur Vandenburg- leave on and read-17 by DD 6-20-19.
Manor Middle School - brown water call - flushed water was clear notified Maintenance barn by RM 6-17-19.
19109 Nathan Scott- leave on and read- 96 by JR 6-26-19.
18124 Gallant- turn on by JR 6-26-19.
13301 Mizzen St.-turn on by JR 6-26-19.
17905 Maxa Drive-turn on by JR 6-26-19.
205 West Wheeler-turn on by JR 6-26-19.
13820 Sherri Berry-turn on by JR 6-26-19.
19421 Smith Gin St.-turn on by JR 6-26-19.
14422 Pebble Run Path-turn on by JR 6-26-19.
11806 Athens St-turn on by JR 6-26-19.
18501 Maxa Drive -turn on by JR 6-26-19.
18124 Gallant-turn on by JR 6-26-19.
13413 William McKinley Way -turn on by JR 6-26-19.
13813 Nelson Houser-turn on by JR 6-26-19.
12108 Topsail -city side pressure good at 45 psi notified customer by FZ,RM 6-28-19.
12717 St Mary- cloudy water - air in line on customer side flushed hose bib and it cleared by FZ,AM 6-28-19.

Repairs:

407 East Carrie Manor-repaired a ¾ service line break by FZ,AM,DD 7-11-19.
16625 Trevin Cove-replaced a broken curb stop by RM,AM,DD 6-17-19.
16621 Trevin Cove-replaced a broken curb stop by RM,AM,DD 6-17-19.
Burnet and Browning SW corner- repaired a 1 1/2 broken main by JT,FZ,AM,DD 6-20-19.
La Grange and Eggleston - repaired a 6" broken cast iron main by JT,RM,AM,DD 6-17-19.
Greg interconnection with Crossroads- repaired relief valve on 12" check valve by JT,DD 6-25-19.

Maintenance:

Clearwell - changed 150 lb. cl2 bottle by RM,DD 6-3-19.
Aqua Tech Lab- dropped off first set of 5 Bac T monthly samples by RM 6-3-19.
300 BLK West Boyce and Eggleston alley - add dirt smooth up fill up holes by FZ,RM,DD 6-4-19.
Lagos Elementary School - paint valve covers blue for Backflow preventer and Irrigation meter, building meter by FZ,DD 6-5-19.
407 East Carrie Manor- called locates to repair a small service line leak by RM 6-5-19.
La Grange and Eggleston - cover and clean up from 6" main break by FZ,AM,GS 6-18-19.
309 West Boyce - called locates so bluebonnet can set new pole by JT,FZ,AM 6-25-19.
Aqua Tech Lab -dropped off second set of 5 Bac T monthly samples by RM 6-25-19.
Well 2 on Gilbert Rd. - replaced City of Manor contact information sign by FZ,RM 6-28-19.

Inspections:

FM 973 and Gregg Lane - water main by Sky Blue Utilities by JT,RM 6-3-19 to 6-7-19.
Stonewater Phase 3 - checked valves,curbstops and fire hydrants all by RM,DD 6-7-19.
FM 973 and Gregg Lane - water main by Sky Blue Utilities by JT,RM 6-11-19 to 6-14-19.
FM 973 and Gregg Lane - water main by Sky Blue Utilities by JT,RM 6-17-19 to 6-21-19.
FM 973 and Gregg Lane - water main by Sky Blue Utilities by JT,RM 6-24-19 to 6-28-

Wastewater Monthly Report June 2019

For the month of June, the Wastewater Department had 4 service calls, 10 repair jobs, 8 maintenance jobs and 3 inspections.

Service Calls

16209 Hamilton Point - sewer clog - clog was on customer side notified customer by FZ 6-11-19.
11401 Liberty - sewer clog- jetted city side main and cleared notified customer by RM,CD,AM 6-17-19.
305 East Burton -customer stated odor in pipes- there was no clog on city side or customer side and no odor was detected outside customer will call plumber to check inside pipes by FZ,JT,DD 6-26-19.
18208 Maxa- sewer clog- clog was customer side problem notified customer side by FZ,AM,DD 6-28-18.

Repairs:

307 N. Lagrange - repaired broken clean out cap and lid. Customer stated neighbor had ran it over by RM,AM,DD 6-3-19.
206 East Boyce- replaced broken cleanout cap and lid by FZ,JT 6-12-19.
105 West Parsons-replaced broken cleanout cap and lid by FZ,JT 6-12-19.
209 North Lexington -replaced broken cleanout cap and lid by FZ,JT 6-12-19.
Ditch on easement between Wheeler and Eggleston at Lexington- replaced broken cleanout cap and lid by - FZ,JT 6-12-19.
409 North Lexington-replaced broken cleanout cap and lid by FZ,JT 6-12-19.
Corner of North Bastrop and West Townes-replaced broken cleanout cap and lid by FZ,JT 6-12-19.
709 Lexington St. easement -replaced broken cleanout cap and lid by FZ,JT 6-12-19.
703 North Caldwell -replaced broken cleanout cap and lid by FZ,JT 6-12-19.
809 North Lexington-replaced broken cleanout cap and lid by FZ,JT 6-12-19.

Maintenance:

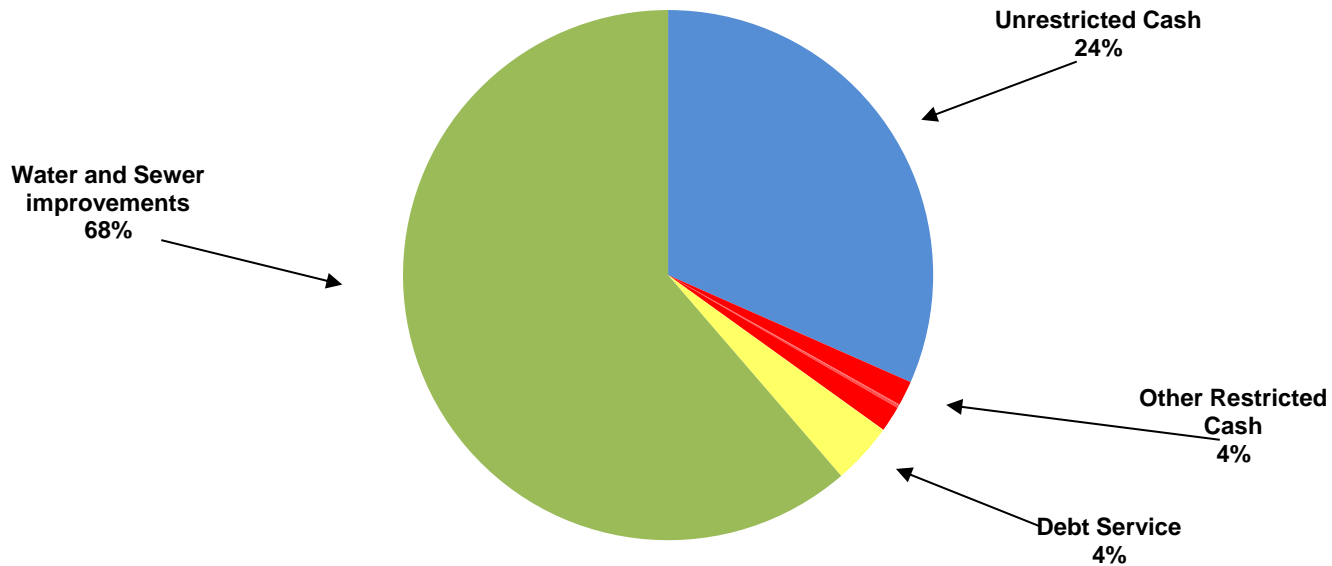
Brenntag - ordered (2) 300-gallon totes of Alum for WWTP 6-4-19.
Brenntag - ordered 6 cl2 150 lb. bottles for WWTP by JT 6-5-19.
Bell Farms Lift Station - repaired the up and down buttons on lift crane replaced contacts by FZ 5-11-19.
Presidential Glen Lift Station on WH Harrison St. -repaired the up and down buttons on lift crane replaced contacts by FZ 5-11-19.
309 West Boyce - called locates so bluebonnet can set new pole by JT,FZ,AM 6-25-19.
Brenntag -ordered 6 150 lbs. cl2 bottles for wastewater plant by JT 6-28-19.
Brenntag- ordered 2 totes of hydrogen peroxide one tote for Bell Farms Lift Station and one tote of alum for Wild Horse Creek Lift Station by JT 6-28-19.
Bell Farms Lift Station -replaced City of Manor contact information sign by FZ,DD 6-28-19.

Inspections:

ShadowGlen Phase 1 section 11- pre-con meeting by JT,AV 6-13-19
ShadowGlen section 21A and 21B - with JL gray construction pressure test mains and vacuum test manholes by JT,RM 6-24-19 to 6-25-19
ShadowGlen section 21A and 21B - with JL gray construction pulled mandrels by JT,RM 6-26-19

**CITY OF MANOR, TEXAS
CASH AND INVESTMENTS
As Of June, 2019**

	GENERAL FUND	UTILITY FUND	DEBT SERVICE FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECTS FUND	TOTAL
CASH AND INVESTMENTS						
Unrestricted:						
Cash for operations	\$ 5,099,616	\$ 7,105,988			\$ -	\$ 12,205,604
Restricted:						
Tourism				581,975		581,975
Court security and technology	20,805					20,805
Rose Hill PID				69,008		69,008
Customer Deposits		604,670				604,670
Park	8,782					8,782
Debt service			1,442,031			1,442,031
Capital Projects						
Water and sewer improvements		15,468,413		8,208,392		23,676,805
TOTAL CASH AND INVESTMENTS	<u>\$ 5,129,203</u>	<u>\$ 23,179,071</u>	<u>\$ 1,442,031</u>	<u>\$ 8,859,375</u>	<u>\$ -</u>	<u>\$ 38,609,680</u>



Overview of funds:

\$ 105,071.11 sales tax collected
 GF is in a favorable status.
 UF is in a favorable status
 DSF is in a favorable status
 CIP Fund is in a favorable status



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 17, 2019

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Second and Final Reading: Consideration, discussion and possible action on an ordinance rezoning 5.091 acres of land out of the A C Caldwell Survey No. 52, Abstract 154, locally known as 15105 US Hwy 290 E, from Agricultural (A) to Medium Commercial (C-2). Applicant: AAA Storage LLC Owner: AAA Storage LLC

BACKGROUND/SUMMARY:

This property was annexed in 2017 and was zoned Agricultural as the default zoning. The property had a site development permit with Travis County prior to the annexation to construct storage units. As a vested use, they were not required to rezone the property when they applied for their building permit. However, sign permits are not associate with vested rights so when an application was made for signs they were informed for properties within the city allowable signs and sign face areas are based on current zoning. Agricultural zones currently don't allow for signs so they are proposing to zone the property to C-2 Medium Commercial, which allows for the current use of the property as "convenience storage" so they can receive sign permits.

Planning Commission voted 5-1 to approve. The Public Hearing and first reading of the ordinance was approved at the June 19, 2019, Regular Council Meeting.

PRESENTATION: ☐ YES ☒ NO

ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

Ordinance No. 544

Rezoning map

Arial Image

Notice Letter

Mailing labels

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the second and final reading of Ordinance No. 544 for 5.091 acres of land out of the A C Caldwell Survey No. 52, Abstract 154, locally known as 15105 US Hwy 290 E, from Agricultural (A) to Medium Commercial (C-2).

PLANNING & ZONING COMMISSION: ☒ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☐ NONE

ORDINANCE NO. 544

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM AGRICULTURAL (A) TO MEDIUM COMMERCIAL (C-2); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

Whereas, the owner of the property described hereinafter (the "Property") has requested that the Property be rezoned;

Whereas, after giving ten days written notice to the owners of land within three hundred feet of the Property, the Planning & Zoning Commission held a public hearing on the proposed rezoning and forwarded its recommendation on the rezoning to the City Council;

Whereas, after publishing notice of the public at least fifteen days prior to the date of such hearing, the City Council at a public hearing has reviewed the request and the circumstances of the Property and finds that a substantial change in circumstances of the Property, sufficient to warrant a change in the zoning of the Property, has transpired;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, THAT:

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Amendment of Ordinance. City of Manor Code of Ordinances Chapter 14 Exhibit A Zoning Ordinance ("Zoning Ordinance" or "Code"), is hereby modified and amended by rezoning the Property as set forth in Section 3.

Section 3. Rezoned Property. The Zoning Ordinance is hereby amended by changing the zoning district for the land and parcel of property described in Exhibit "A" (the "Property"), from the current zoning district Agricultural (A) to zoning district Medium Commercial (C-2). The Property is accordingly hereby rezoned to Medium Commercial (C-2).

Section 4. Open Meetings. That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Texas Gov't. Code.

PASSED AND APPROVED FIRST READING on this the 19th day of June 2019.

PASSED AND APPROVED SECOND AND FINAL READING on this the 17th day of July 2019.

THE CITY OF MANOR, TEXAS

Rita G. Jonse, Mayor

ATTEST:

Lluvia T. Almaraz TRMC, City Secretary

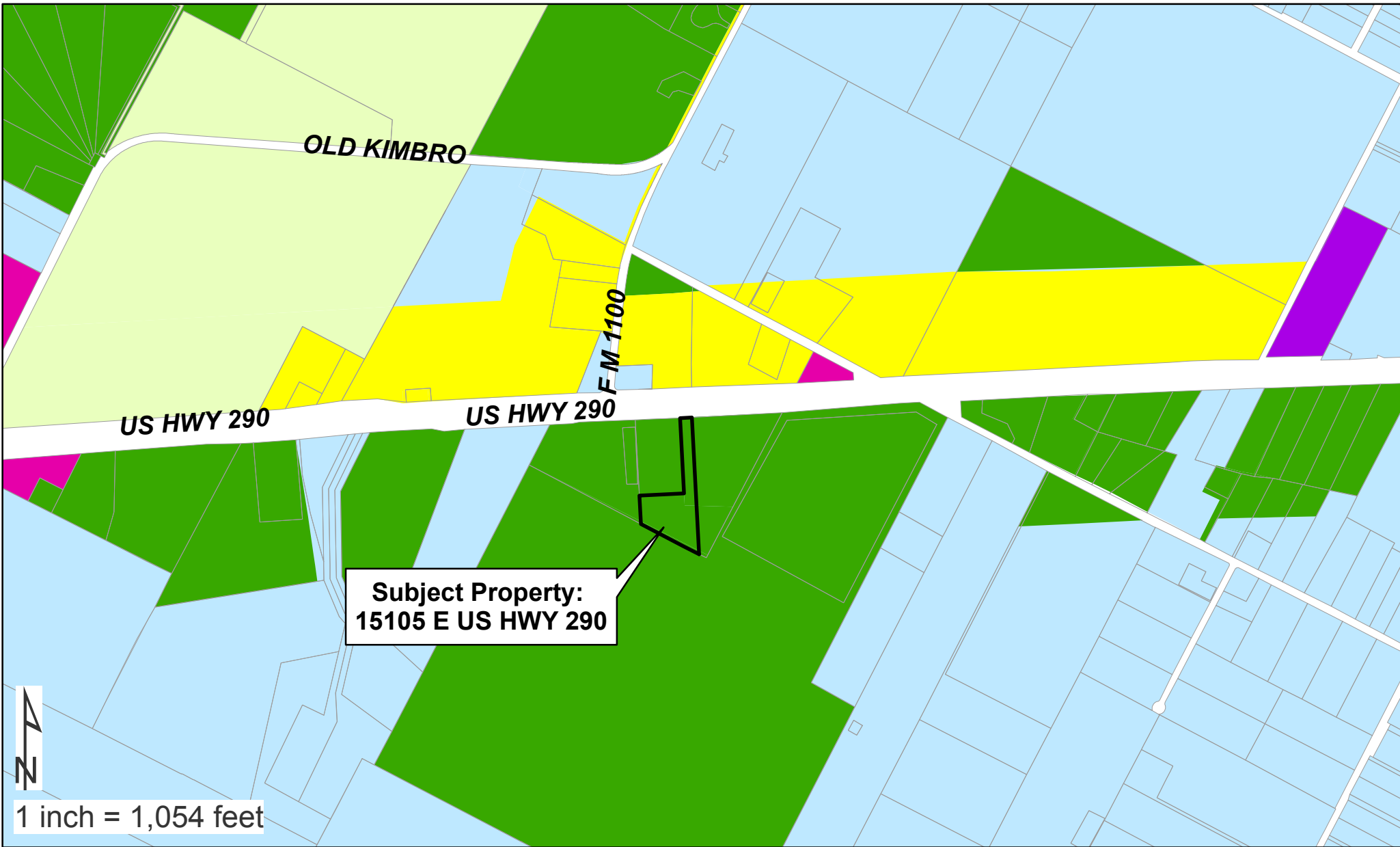
EXHIBIT “A”

Property Legal Description:

5.091 acres of land out of the A C Caldwell Survey No. 52, Abstract 154

Property Address:

15105 US Hwy 290 East, Manor, Texas 78653



Proposed Zoning: **Medium Commercial (C-2)**

Current Zoning District:
Agricultural (A)

Zone		DB - Downtown Business District
 	R-1 - Single Family	
 	R-2 - Single Family	
 	R-3 - Multi Family	
 	R-4 - Multi Family Special	
 	M-1 - Manufactured Housing	
 	M-2 - Manufactured Housing Park	
 	C-1 - Light Commercial	
 	C-2 - Medium Commercial	
		IN-1 - Light Industrial
		IN-2 - Heavy Industrial
		I - Institutional
		PUD - Planned Unit Development
		A - Agricultural
		Manor ETJ





May 28, 2019

RE: 15105 US Hwy 290 E Rezoning

Dear Property Owner:

The City of Manor Planning and Zoning Commission and City Council will be conducting public hearings to consider a rezoning request for 15105 US Hwy 290 E. You are being notified because you own property within 300 feet of the property for which this request is being made. The request will be posted on the agenda as follows:

Public Hearing: Consideration, discussion and possible action on a rezoning request for 5.091 acres of land out of the A C Caldwell Survey No. 52, Abstract 154, locally known as 15105 US Hwy 290 E, from Agricultural (A) to Medium Commercial (C-2).

The Planning and Zoning Commission will convene at 6:30PM on June 12, 2019 at 105 E. Eggleston St. in the City Council Chambers.

The City Council will convene at 7:00PM on June 19, 2019 at 105 E. Eggleston St. in the City Council Chambers.

If you have no interest in the case there is no need for you to attend. You may address any comments to me at the address or phone number listed below. Any communications I receive will be made available to Commission and Council members during the discussion of this item. For your convenience, my email address is sdunlop@cityofmanor.org

Sincerely,

Scott Dunlop
Assistant Development Director
512-272-5555 ext. 5

PURTLE HERBERT GUY
13105 FM 1100
MANOR , TX 78653-4528

SCHULTZ TERRY LEE
15201 VOELKER LN
MANOR , TX 78653-4521

JM ASSETS LP
4203 SPINNAKER CV
AUSTIN, TX 78731-5130

CENTEX MATERIALS LLC
3019 ALVIN DEVANE BLVD STE 100
AUSTIN , TX 78741-7419

CAPITAL AREA YOUTH SOCCER
ASSOCIATION
PO BOX 352
MANOR , TX 78653-0352

JUBY EUGENE & SUE ELLEN
10708 HIBBS LN
MANOR , TX 78653-5207



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 17, 2019

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Second and Final Reading: Consideration, discussion and possible action on an ordinance rezoning 18.67 acres of land out of the Gates G Survey No. 63, Abstract 315, locally known as 12511 and 12601 US Hwy 290 E, from Agricultural (A) to Multi-Family (R-3) and Medium Commercial (C-2). Applicant: Callaway Architecture Owner: Pilot and Legacy Opportunity Fund, LLC

BACKGROUND/SUMMARY:

This property was annexed in 2017 and was zoned Agricultural as the default zoning. The applicant has proposed a multi-family project with retail along the 290 frontage.

Planning Commission voted 6-0 to approve. The Public Hearing and first reading of the ordinance was approved at the June 19, 2019, Regular Council Meeting.

PRESENTATION: ☐ YES ☒ NO

ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

Ordinance No. 545

Letter of Intent

Rezoning Map 1 and 2

Arial Image

Notice Letter and Mailing Labels

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the second and final reading of Ordinance No. 545 for 18.67 acres of land out of the Gates G Survey No. 63, Abstract 315, locally known as 12511 and 12601 US Hwy 290 E, from Agricultural (A) to Multi-Family (R-3) and Medium Commercial (C-2).

PLANNING & ZONING COMMISSION: ☒ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☐ NONE

ORDINANCE NO. 545

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM AGRICULTURAL (A) TO MULTI-FAMILY (R-3) AND MEDIUM COMMERCIAL (C-2); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

Whereas, the owner of the property described hereinafter (the "Property") has requested that the Property be rezoned;

Whereas, after giving ten days written notice to the owners of land within three hundred feet of the Property, the Planning & Zoning Commission held a public hearing on the proposed rezoning and forwarded its recommendation on the rezoning to the City Council;

Whereas, after publishing notice of the public at least fifteen days prior to the date of such hearing, the City Council at a public hearing has reviewed the request and the circumstances of the Property and finds that a substantial change in circumstances of the Property, sufficient to warrant a change in the zoning of the Property, has transpired;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, THAT:

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Amendment of Ordinance. City of Manor Code of Ordinances Chapter 14 Exhibit A Zoning Ordinance ("Zoning Ordinance" or "Code"), is hereby modified and amended by rezoning the Property as set forth in Section 3.

Section 3. Rezoned Property. The Zoning Ordinance is hereby amended by changing the zoning district for the land and parcel of property described in Exhibit "A" (the "Property"), from the current zoning district Agricultural (A) to zoning district Multi-Family (R-3) and Medium Commercial (C-2). The Property is accordingly hereby rezoned to Multi-Family (R-3) and Medium Commercial (C-2).

Section 4. Open Meetings. That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Texas Gov't. Code.

PASSED AND APPROVED FIRST READING on this the 19th day of June 2019.

PASSED AND APPROVED SECOND AND FINAL READING on this the 17th day of July 2019.

THE CITY OF MANOR, TEXAS

Rita G. Jonse, Mayor

ATTEST:

Lluvia T. Almaraz TRMC, City Secretary

EXHIBIT “A”

Property Legal Description:

18.67 acres of land out of the Gates G Survey No. 63, Abstract 315

Property Address:

12511 and 12601 US Hwy 290 East, Manor, Texas 78653



Michael L. Walker, CPM
Pilot And Legacy Opportunity Fund, LLC
16051 Addison Rd, Suite 201
Addison, TX 75001
May 15, 2019

Thomas Bolt
Director of Development Services
City of Manor
105 E. Eggleston Street
Manor, TX 78653

Dear Thomas Bolt:

Manor has been ranked the seventh fastest growing suburb in the country, driving a need for commercial and multifamily development along the Highway 290 corridor. Consequently, I wish to rezone the properties located at 12511 and 12601 U.S. Highway 290 E in Manor, TX. They are both currently zoned agricultural and, in my opinion, this does not allow development to their highest and best use. I propose to re-subdivide the tracts into three parcels: two sites that front on Highway 290 and the third set back behind them. The two highway sites would be zoned Medium Commercial (C-2) and the third site would be zoned Multi-family Residential (R-3). I believe this change in use would be consistent with most of the existing properties along Highway 290 and would prove to benefit the vitality of a growing, prosperous City of Manor.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael L. Walker", written in a cursive style.

Michael L. Walker, CPM
Managing Partner
Pilot And Legacy Opportunity Fund, LLC
Walker Holder Residential, Inc



The Residences at Grassdale

U.S. Highway 290 E

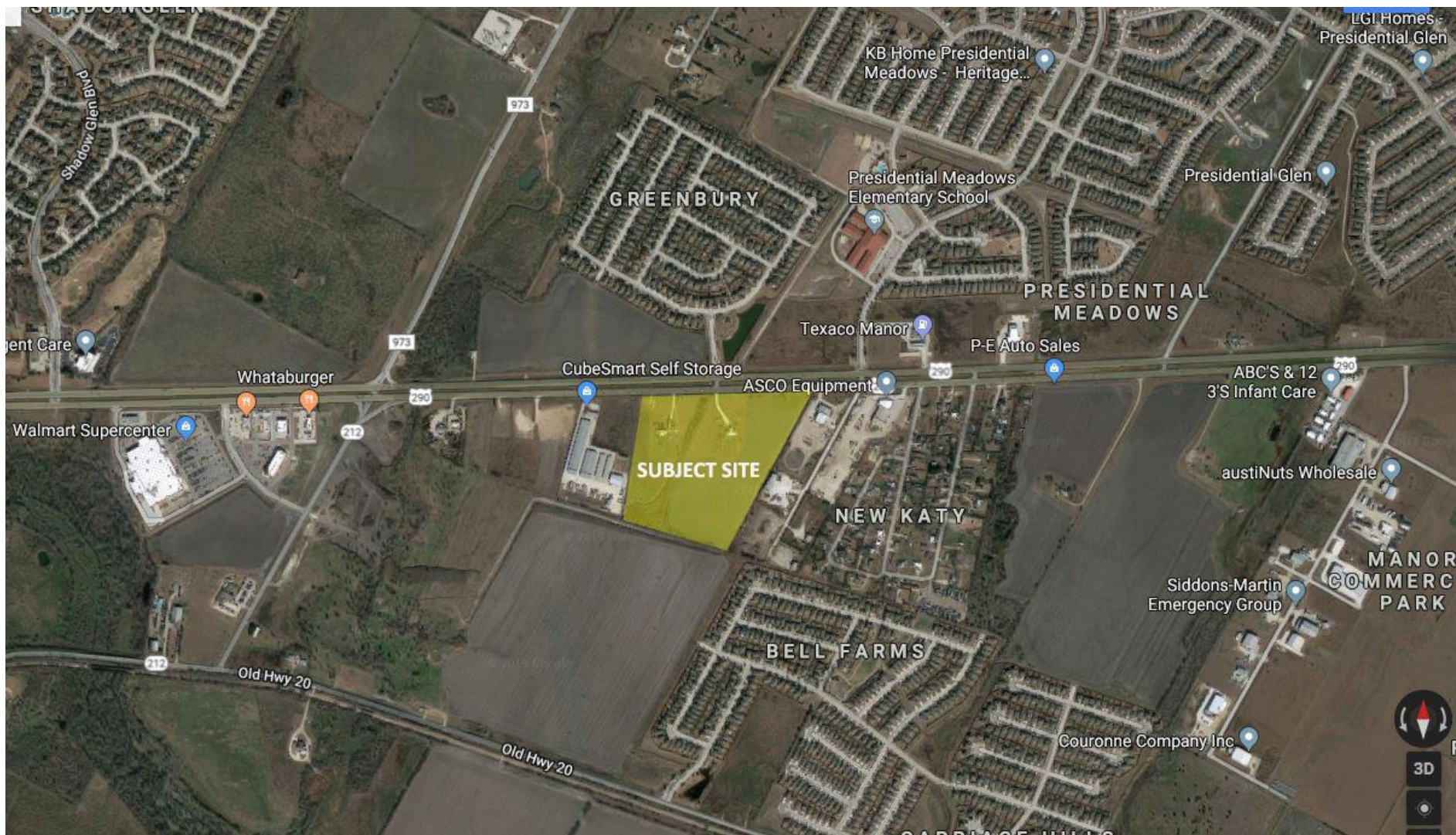
Manor, Texas

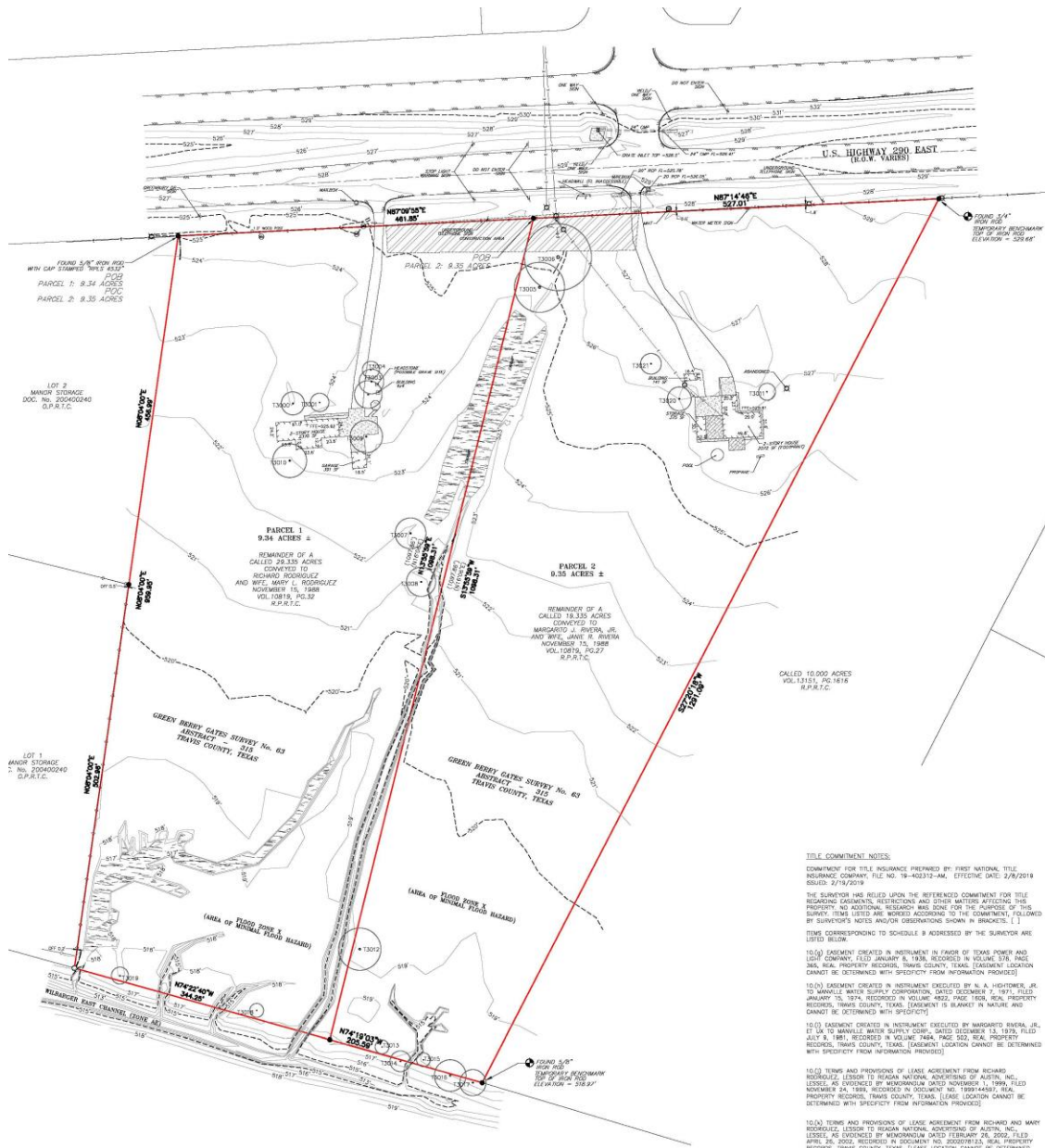




Location Map







TITLE COMMITMENT NOTES:

COMMITMENT FOR TITLE INSURANCE PREPARED BY: FIRST NATIONAL TITLE INSURANCE COMPANY, FILE NO. 78-40232-AM, EFFECTIVE DATE: 2/8/2019 ISSUED: 2/7/2019

THE SURVEYOR HAS RELIED UPON THE REFERENCED COMMITMENT FOR TITLE INSURANCE REGARDING EASEMENTS, RESTRICTIONS AND OTHER MATTERS AFFECTING THIS PROPERTY. NO ADDITIONAL RESEARCH WAS DONE FOR THE PURPOSE OF THIS SURVEY. ITEMS LISTED ARE NOTED ACCORDING TO THE COMMITMENT, FOLLOWED BY SURVEYOR'S NOTES AND/OR OBSERVATIONS SHOWN IN BRACKETS. []

ITEMS CORRESPONDING TO SCHEDULE B ADDRESSED BY THE SURVEYOR ARE LISTED BELOW:

10.10) EASEMENT CREATED IN INSTRUMENT IN FAVOR OF TEXAS POWER AND LIGHT COMPANY, FILED JANUARY 8, 1938, RECORDED IN VOLUME 574, PAGE 366, REAL PROPERTY RECORDS, TRAVIS COUNTY, TEXAS. [EASEMENT LOCATION CANNOT BE DETERMINED WITH SPECIFICITY FROM INFORMATION PROVIDED.]

10.11) EASEMENT CREATED IN INSTRUMENT EXECUTED BY N. A. HIGHTOWER, JR. TO MANVILLE WATER SUPPLY COMPANY, DATED DECEMBER 7, 1971, FILED JANUARY 15, 1974, RECORDED IN VOLUME 1482, PAGE 352, REAL PROPERTY RECORDS, TRAVIS COUNTY, TEXAS. [EASEMENT LOCATION CANNOT BE DETERMINED WITH SPECIFICITY.]

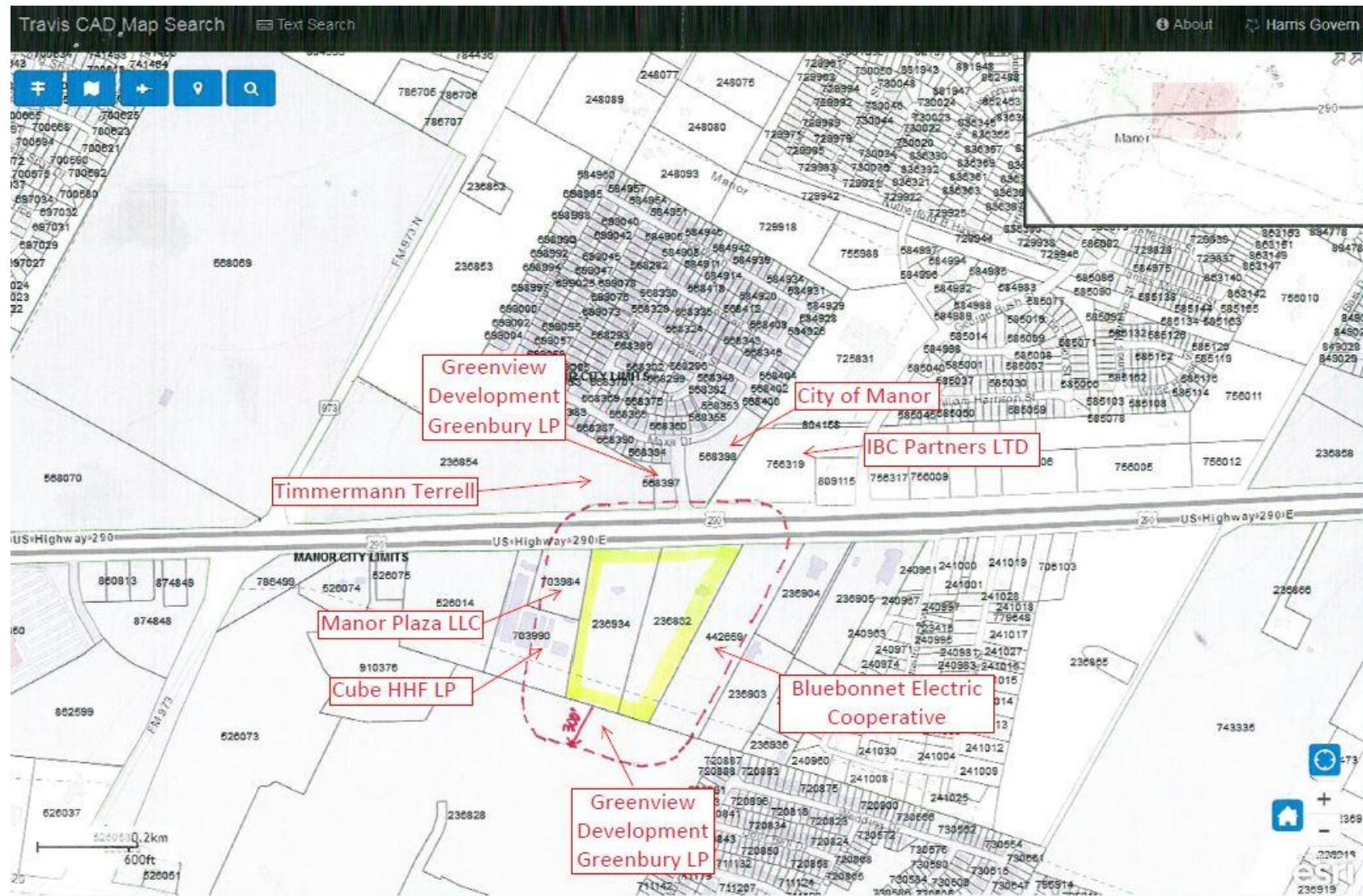
10.12) EASEMENT CREATED IN INSTRUMENT EXECUTED BY MARGARET RIVERA, JR., ET AL. TO MANVILLE WATER SUPPLY COMPANY, DATED DECEMBER 13, 1979, FILED JULY 8, 1981, RECORDED IN VOLUME 1484, PAGE 352, REAL PROPERTY RECORDS, TRAVIS COUNTY, TEXAS. [EASEMENT LOCATION CANNOT BE DETERMINED WITH SPECIFICITY FROM INFORMATION PROVIDED.]

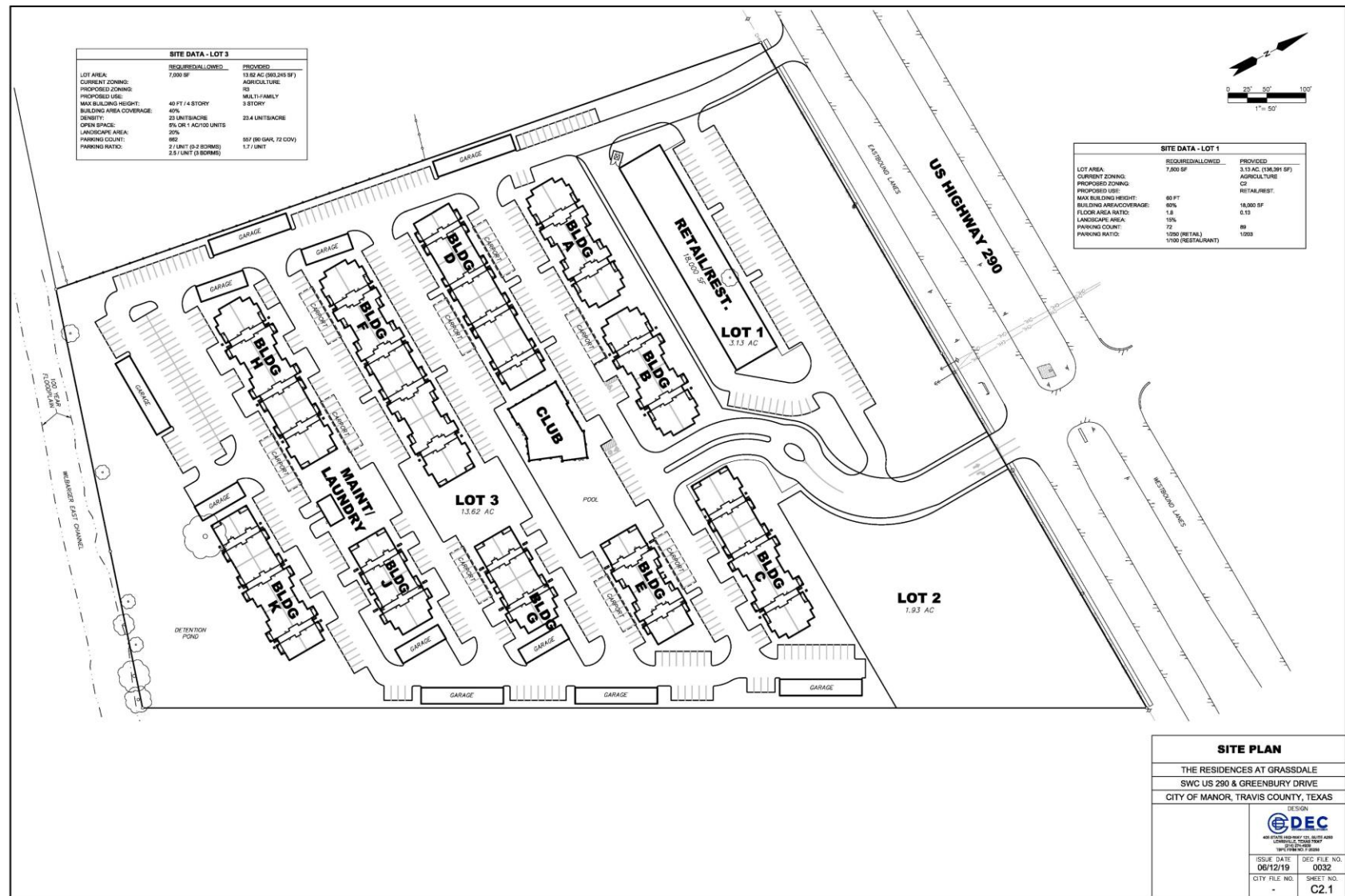
10.13) TERMS AND PROVISIONS OF LEASE AGREEMENT FROM RICHARD RODRIGUEZ, LESSOR TO HEARAN NATIONAL ADVERTISING OF AUSTIN, INC., LESSEE, AS EVIDENCED BY MEMORANDUM DATED NOVEMBER 1, 1999, FILED NOVEMBER 24, 1999, RECORDED IN DOCUMENT NO. 199914483, REAL PROPERTY RECORDS, TRAVIS COUNTY, TEXAS. [LEASE LOCATION CANNOT BE DETERMINED WITH SPECIFICITY FROM INFORMATION PROVIDED.]

10.14) TERMS AND PROVISIONS OF LEASE AGREEMENT FROM RICHARD AND MARY RODRIGUEZ, LESSOR TO HEARAN NATIONAL ADVERTISING OF AUSTIN, INC., LESSEE, AS EVIDENCED BY MEMORANDUM DATED FEBRUARY 26, 2002, FILED APRIL 26, 2002, RECORDED IN DOCUMENT NO. 200203612, REAL PROPERTY RECORDS, TRAVIS COUNTY, TEXAS. [LEASE LOCATION CANNOT BE DETERMINED WITH SPECIFICITY FROM INFORMATION PROVIDED.]



Existing Survey







Typical Side Elevation



Club House Elevation



Typical Front Elevation



May 28, 2019

RE: 12511/12601 US Hwy 290 E Rezoning

Dear Property Owner:

The City of Manor Planning and Zoning Commission and City Council will be conducting public hearings to consider a rezoning request for 12511 & 12601 US Hwy 290 E. You are being notified because you own property within 300 feet of the property for which this request is being made. The request will be posted on the agenda as follows:

Public Hearing: Consideration, discussion and possible action on a rezoning request for 18.67 acres of land out of the Gates G Survey No. 63, Abstract 315, locally known as 12511 and 12601 US Hwy 290 E, from Agricultural (A) to Multi-Family (R-3) and Medium Commercial (C-2).

The Planning and Zoning Commission will convene at 6:30PM on June 12, 2019 at 105 E. Eggleston St. in the City Council Chambers.

The City Council will convene at 7:00PM on June 19, 2019 at 105 E. Eggleston St. in the City Council Chambers.

If you have no interest in the case there is no need for you to attend. You may address any comments to me at the address or phone number listed below. Any communications I receive will be made available to Commission and Council members during the discussion of this item. For your convenience, my email address is sdunlop@cityofmanor.org

Sincerely,

Scott Dunlop
Assistant Development Director
512-272-5555 ext. 5

Terrell Timmermann
PO Box 4784
Austin, TX 78765-4784

Bluebonnet Electric Cooperative Inc.
PO Box 260888
Plano, TX 75026-0888

Greenview Development Greenbury LP
501 Vale St.
Austin, TX 78746-5732

City of Manor
201 E Parsons St
Manor, TX 78653-4785

Manor Plaza LLC
1150 CR 126
Georgetown, TX 78626-2454

Cube HHF LP
5 Old Lancaster Rd
Malvern, PA 19355-2132

IBC Partners LTD
9900 US Highway 290 E
Manor, TX 78653-9720



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 17, 2019

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Public Hearing and First Reading: Consideration, discussion and possible action on an ordinance rezoning 24.15 acres of land out of the James Manor Survey No. 40, Abstract 546, near Gregg Manor Road and Hill Lane and known as Las Entradas North, from Single Family (R-2) and Light Commercial (C-1) to Multi-Family (R-3) and Light Commercial (C-1). Applicant: Kimley-Horn & Assoc. Owner: Las Entradas Development Corporation

BACKGROUND/SUMMARY:

This rezoning is for the portion of Las Entradas north of 290. They are seeking to expand Light Commercial (C-1) acreage, add Multi-Family (R-3) and diminish single family (R-2). There are ongoing PID negotiations that the city council and staff are engaged in with the developer and as part of that discussion land use and proposed commercial square footages are being discussed. After discussions with City Council and staff the developer is revising their land use plan and this rezoning request to add General Office to Las Entradas north (this request) and Neighborhood Business to Las Entradas South (future request). The developer is working on the new exhibits and requested a postponement. The Planning Commission voted 5-0 to postpone until the August 14th P&Z Meeting.

PRESENTATION: ☐ YES ☒ NO

ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

Ordinance
Letter of Intent
Rezoning Map
Notice Letter
Mailing Labels

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council postpone the public hearing and the first reading of an ordinance rezoning 24.15 acres of land out of the James Manor Survey No. 40, Abstract 546, near Gregg Manor Road and Hill Lane and known as Las Entradas North, from Single Family (R-2) and Light Commercial (C-1) to Multi-Family (R-3) and Light Commercial (C-1) to the August 21, 2019 Regular City Council Meeting.

PLANNING & ZONING COMMISSION: ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☒ NONE

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM SINGLE FAMILY (R-2) AND LIGHT COMMERCIAL (C-1) TO MULTI-FAMILY (R-3) AND LIGHT COMMERCIAL (C-1); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

Whereas, the owner of the property described hereinafter (the "Property") has requested that the Property be rezoned;

Whereas, after giving ten days written notice to the owners of land within three hundred feet of the Property, the Planning & Zoning Commission held a public hearing on the proposed rezoning and forwarded its recommendation on the rezoning to the City Council;

Whereas, after publishing notice of the public at least fifteen days prior to the date of such hearing, the City Council at a public hearing has reviewed the request and the circumstances of the Property and finds that a substantial change in circumstances of the Property, sufficient to warrant a change in the zoning of the Property, has transpired;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, THAT:

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Amendment of Ordinance. City of Manor Code of Ordinances Chapter 14 Exhibit A Zoning Ordinance ("Zoning Ordinance" or "Code"), is hereby modified and amended by rezoning the Property as set forth in Section 3.

Section 3. Rezoned Property. The Zoning Ordinance is hereby amended by changing the zoning district for the land and parcel of property described in Exhibit "A" (the "Property"), from the current zoning district Single Family (R-2) and Light Commercial (C-1) to zoning district Multi-Family (R-3) and Light Commercial (C-1). The Property is accordingly hereby rezoned to Multi-Family (R-3) and Light Commercial (C-1).

Section 4. Open Meetings. That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Texas Gov't. Code.

PASSED AND APPROVED FIRST READING on this the ____ day of ____ 2019.

PASSED AND APPROVED SECOND AND FINAL READING on this the ____ day of ____ 2019.

THE CITY OF MANOR, TEXAS

Rita G. Jonse, Mayor

ATTEST:

Lluvia T. Almaraz TRMC, City Secretary

EXHIBIT “A”

Property Legal Description:

24.15 acres of land out of the James Manor Survey No. 40, Abstract 546, Document No.
2007002485

Property Address:

Las Entradas North

April 25, 2019

City of Manor
Attn: Scott Dunlop
105 E. Eggleston St.
Manor, Texas 78653

**Re: Las Entradas North
12.6-Acre Multi-Family, 1.69/9.86-Acre Tracts – Letter of Intent
Northwest of the Intersection of US Highway 290 and Gregg Manor Road
Manor, Texas 78653**

Dear Staff:

Please accept this Summary Letter for the above referenced project. The proposed Las Entradas North development is located along the westbound frontage of US Highway 290 in Manor, Texas. The existing property consists of a 12.3-acre developed tract, and approximately 92 acres of undeveloped land.

A concept plan for the parent tract was previously approved on 08/14/2013, which had originally designated the subject tracts as single-family residential use. Due to market demand, multi-family and commercial uses are now being considered for 12.6 acres and 11.55 acres of land within the existing single family residential use, respectively. Therefore, the Owner intends to submit an application to rezone these tracts of land from R-2 (Single Family Residential) to R-3 (Multi-Family Residential) and C-1 (Light Commercial).

If you have any questions or comments regarding this request, please contact me at 512-418-1771.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Brett Burke
Project Manager



May 28, 2019

RE: Las Entradas North Rezoning

Dear Property Owner:

The City of Manor Planning and Zoning Commission and City Council will be conducting public hearings to consider a rezoning request for Las Entradas North. You are being notified because you own property within 300 feet of the property for which this request is being made. The request will be posted on the agenda as follows:

Public Hearing: Consideration, discussion and possible action on a rezoning request for 24.15 acres of land out of the James Manor Survey No. 40, Abstract 546, near Gregg Manor Road and Hill Lane and known as Las Entradas North, from Single Family (R-2) and Light Commercial (C-1) to Multi-Family (R-3) and Light Commercial (C-1).

The Planning and Zoning Commission will convene at 6:30PM on June 12, 2019 at 105 E. Eggleston St. in the City Council Chambers.

The City Council will convene at 7:00PM on June 19, 2019 at 105 E. Eggleston St. in the City Council Chambers.

If you have no interest in the case there is no need for you to attend. You may address any comments to me at the address or phone number listed below. Any communications I receive will be made available to Commission and Council members during the discussion of this item. For your convenience, my email address is sdunlop@cityofmanor.org

Sincerely,

Scott Dunlop
Assistant Development Director
512-272-5555 ext. 5

Manor Independent School District
P.O. Box 359
Manor, Texas 78653-0359

Scott Baylor & White Health
MS-20-D642
2401 S 31st Street
Temple, Texas 76508-0001

Butler Family Partnership Ltd.
P.O. Box 9190
Austin, Texas 78766-9190

COTTONWOOD HOLDINGS LTD
% DWYER REALTY COMPANIES
9900 US HIGHWAY 290 E
MANOR , TX 78653-9720

LAS ENTRADAS DEVELOPMENT
CORPORATION
9900 US HIGHWAY 290 E
MANOR , TX 78653-9720



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 17, 2019

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Public Hearing and First Reading: Consideration, discussion and possible action on an ordinance rezoning 0.56 acres of land out of the James Manor Survey No. 40, Abstract 546, locally known as 430 West Parsons Street, from Single Family (R-1) to Light Commercial (C-1). Applicant: Rene Maruri Avilez Owner: Rene Maruri Avilez

BACKGROUND/SUMMARY:

This property is across the street from the Lions Club which is zoned C-1 and is 4 properties to the east of a C-1 zoned property. The future Gregg Manor extension will create an intersection where the Lions Club driveway exists currently.

The Planning Commission voted 4-1 to approve.

PRESENTATION: ☐ YES ☒ NO

ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

Ordinance
Rezoning Map
Area Map
Notice Letter
Mailing Labels

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council conduct a public hearing and approve the first reading of an ordinance rezoning 0.56 acres of land out of the James Manor Survey No. 40, Abstract 546, locally known as 430 West Parsons Street, from Single Family (R-1) to Light Commercial (C-1).

PLANNING & ZONING COMMISSION: ☒ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☐ NONE

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM SINGLE FAMILY (R-1) TO LIGHT COMMERCIAL (C-1); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

Whereas, the owner of the property described hereinafter (the "Property") has requested that the Property be rezoned;

Whereas, after giving ten days written notice to the owners of land within three hundred feet of the Property, the Planning & Zoning Commission held a public hearing on the proposed rezoning and forwarded its recommendation on the rezoning to the City Council;

Whereas, after publishing notice of the public at least fifteen days prior to the date of such hearing, the City Council at a public hearing has reviewed the request and the circumstances of the Property and finds that a substantial change in circumstances of the Property, sufficient to warrant a change in the zoning of the Property, has transpired;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, THAT:

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Amendment of Ordinance. City of Manor Code of Ordinances Chapter 14 Exhibit A Zoning Ordinance ("Zoning Ordinance" or "Code"), is hereby modified and amended by rezoning the Property as set forth in Section 3.

Section 3. Rezoned Property. The Zoning Ordinance is hereby amended by changing the zoning district for the land and parcel of property described in Exhibit "A" (the "Property"), from the current zoning district Single Family (R-1) to zoning district Light Commercial (C-1). The Property is accordingly hereby rezoned to Light Commercial (C-1).

Section 4. Open Meetings. That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Texas Gov't. Code.

PASSED AND APPROVED FIRST READING on this the 17th day of July 2019.

PASSED AND APPROVED SECOND AND FINAL READING on this the ____ day of August 2019.

THE CITY OF MANOR, TEXAS

Rita G. Jonse,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

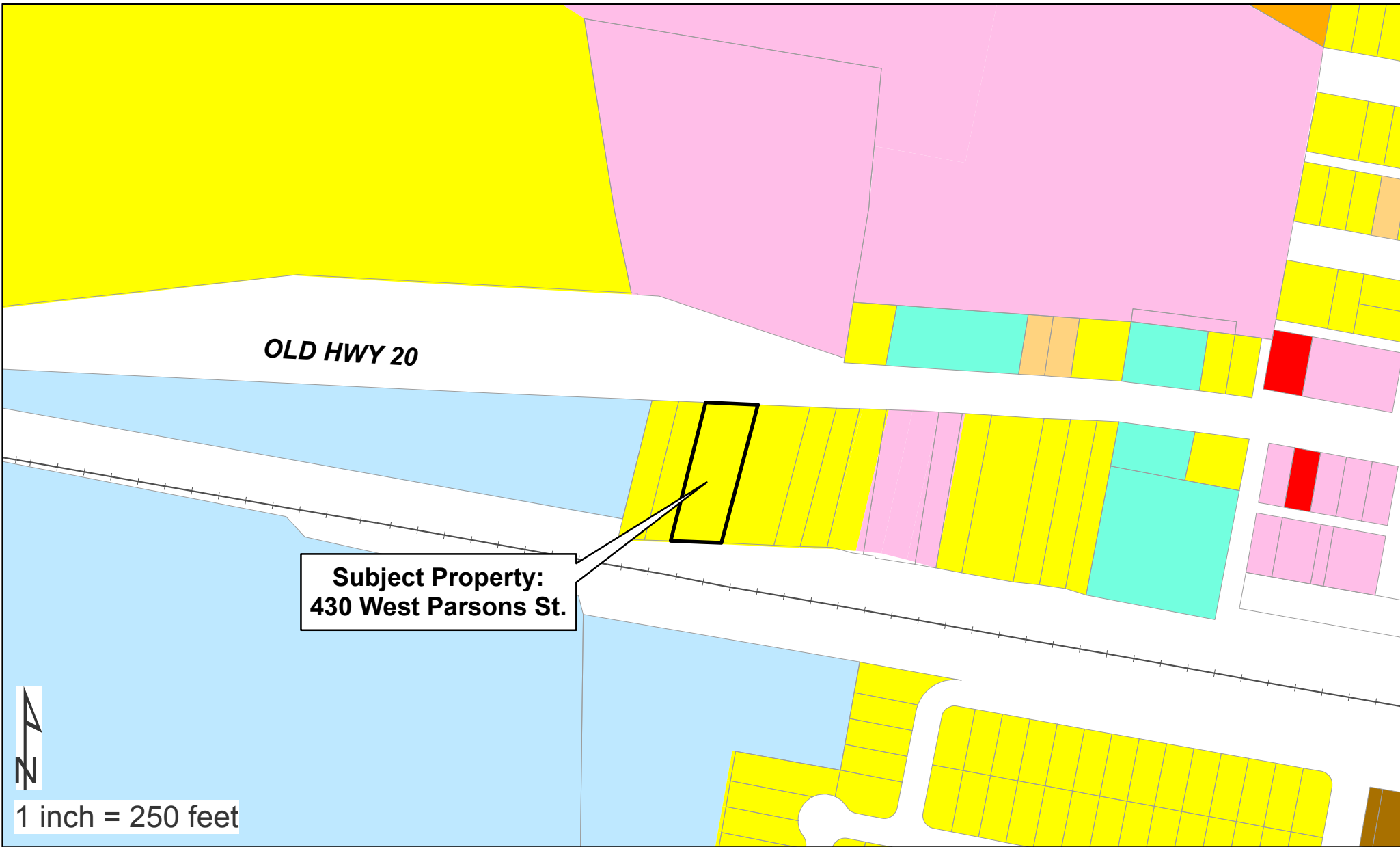
EXHIBIT “A”

Property Legal Description:

0.56 acres of land out of the James Manor Survey No. 40, Abstract 546

Property Address:

430 West Parsons Street, Manor, Texas 78653



Proposed Zoning: Light Commercial (C-1)

*Current Zoning District:
Single Family Residential (R-1)*

Zone		
 	R-1 - Single Family	 DB - Downtown Business District
 	R-2 - Single Family	 NB - Neighborhood Business
 	R-3 - Multi Family	 IN-1 - Light Industrial
 	R-4 - Multi Family Special	 IN-2 - Heavy Industrial
 	M-1 - Manufactured Housing	 I - Institutional
 	M-2 - Manufactured Housing Park	 PUD - Planned Unit Development
 	C-1 - Light Commercial	 A - Agricultural
 	C-2 - Medium Commercial	 Manor ETJ





June 21, 2019

RE: 430 West Parsons Street Rezoning

Dear Property Owner:

The City of Manor Planning and Zoning Commission and City Council will be conducting public hearings to consider a rezoning request for 430 West Parsons Street. You are being notified because you own property within 300 feet of the property for which this request is being made. The request will be posted on the agenda as follows:

Public Hearing: Consideration, discussion and possible action on a rezoning request for 0.56 acres of land out of the James Manor Survey No. 40, Abstract 546, locally known as 430 West Parsons Street, from Single Family (R-1) to Light Commercial (C-1).

The Planning and Zoning Commission will convene at 6:30PM on July 10, 2019 at 105 E. Eggleston St. in the City Council Chambers.

The City Council will convene at 7:00PM on July 17, 2019 at 105 E. Eggleston St. in the City Council Chambers.

If you have no interest in the case there is no need for you to attend. You may address any comments to me at the address or phone number listed below. Any communications I receive will be made available to Commission and Council members during the discussion of this item. For your convenience, my email address is sdunlop@cityofmanor.org

Sincerely,

Scott Dunlop
Assistant Development Director
512-272-5555 ext. 5

Margarita De Mireles &
Christian Mireles
11202 Burton St
Manor Tx, 78653

Martin Urbano & Lucia De Urbano
12202 Abernathy St
Manor Tx, 78653

Travis County
PO BOX 1748
Austin TX, 78767

Arthur & Nydia Jimenez
11301 Carrie Manor St
Manor Tx, 78653

Jorge Briones &
Walkiria Cardy-Briones
945 Playa Del Norte Dr
Tempe Arizona, 85281

Selendra & Davis Laabs
12204 Abernathy St
Manor Tx, 78653

Jessica & Joshua Avery
12206 Abernathy St
Manor Tx, 78653

Marcos Chavez
12555 Kimbro Rd
Manor Tx, 78653

Elbert Burns
PO Box 413
Manor Tx, 78653

Joetta Wilson
411 W Parsons St
Manor Tx, 78653

Juan Benites
4704 W Parsons St
Manor Tx, 78653

Chiamo Okoro
11503 Hereford St
Manor Tx, 78653

Ambus & Purinea Habbit
432 W Parsons St
Manor TX, 78653

Felipe Carbajol & Isabel Ortuno
PO Box 214
Manor Tx, 78653

Finish Milligan
409 W Parson St
Manor Tx, 78653

Oralia Riojas
PO BOX 89
Manor Tx, 78653

Greal & Daisy Barrs
421 W Parsons st
Manor Tx, 78653

Samuel & Rachel Jones
PO Box 416
Manor Tx, 78653

Entradas Las
9900 US Highway 290
Manor Tx, 78653

Antonio Esparza
16709 Hamilton Point Cir
Manor Tx, 78653

Iglesia Nueva Vida Pentecostal
UPCI
Burns Mem Temple Ch Of God In
413 W Parsons St
Manor Tx, 78653

Roberto Montero
709 Busleigh Castle
Pflugerville Tx, 78660

Travis County Emergency Services
PO Box 846
Manor Tx, 78653

Audrey Smith
10304 Ivy Jade
Schertz Tx, 78154

Lions Club of Manor Inc
PO Box 68
Manor Tx, 78653



AGENDA ITEM NO. 7

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 17, 2019

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Public Hearing and First Reading: Consideration, discussion and possible action on an ordinance amending Ordinance 459 Manor Commons East Planned Unit Development to repeal and replace Exhibit A to rezone 14.64 acres from Commercial-PUD to Commercial PUD/Multi-Family, being located near the intersection of N. FM 973 and Old Hwy 20. Applicant: ALM Engineering, Inc. Owner: Greenview Development 973, LP.

BACKGROUND/SUMMARY:

As currently proposed, the realigned 973 will bridge over the rail line and Old Hwy 20 and utilized frontage type roads to route traffic between Old Hwy 20 and 973 where it connects with Ring Road. Due to the roadway being elevated, this corner of Manor Commons is less desirable for retail commercial because access will be limited but it would function well for apartments. Therefore, the developer is seeking to designate the approx. 15 acres as Commercial PUD/Multi-Family which would maintain the commercial uses if that ends up being a viable option but adds the ability for the site to develop as apartments.

The Planning Commission voted 5-0 to approve.

PRESENTATION: ☐ YES ☒ NO

ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

Ordinance
Rezoning Map
Notice Letter
Mailing Labels

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council conduct a public hearing and approve the first reading of an ordinance amending Ordinance 459 Manor Commons East Planned Unit Development to repeal and replace Exhibit A to rezone 14.64 acres from Commercial-PUD to Commercial PUD/Multi-Family, being located near the intersection of N. FM 973 and Old Hwy 20.

PLANNING & ZONING COMMISSION: ☒ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☐ NONE

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING
ORDINANCE 459 BY REPEALING AND REPLACING EXHIBIT "A" TO
REZONE 14.68 ACRES OF LAND FROM COMMERCIAL-PUD TO
COMMERCIAL PUD/MULTI-FAMILY; MAKING FINDINGS OF FACT;
AND PROVIDING FOR RELATED MATTERS.**

Whereas, Ordinance 459 was adopted by the City of Manor City Council on March 1, 2017;

Whereas, the owner of the property described hereinafter (the "Property") has requested that 14.68 acres of the Property be rezoned;

Whereas, after giving ten days written notice to the owners of land within three hundred feet of the Property, the Planning & Zoning Commission held a public hearing on the proposed rezoning and forwarded its recommendation on the rezoning to the City Council;

Whereas, after publishing notice of the public at least fifteen days prior to the date of such hearing, the City Council at a public hearing has reviewed the request and the circumstances of the Property and finds that a substantial change in circumstances of the Property, sufficient to warrant a change in the zoning of the Property, has transpired;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, THAT:

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Amendment of Ordinance. City of Manor Ordinance 459 is hereby modified and amended by repealing Exhibit A in its entirety and replacing it with a new Exhibit A hereto attached describing the rezoning of 14.68 acres of land from Commercial-PUD to Commercial PUD/Multi-Family.

Section 3. Amendment of Conflicting Ordinances. Exhibit "A" of the City's Ordinance 459 is hereby amended as provided in this Ordinance. The remainder of Ordinance 459 remains in effect as adopted. All ordinances and parts of ordinances in conflict with this Ordinance are amended to the extent of such conflict. In the event of a conflict or inconsistency between this Ordinance and any other code or ordinance of the city, the terms and provisions of this Ordinance shall govern.

Section 4. Open Meetings. It is hereby officially found and determined that the meeting at which this ordinance was passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Government Code.

PASSED AND APPROVED FIRST READING on this the 17th day of July 2019.

PASSED AND APPROVED SECOND AND FINAL READING on this the ____ day of August 2019.

ORDINANCE NO.

Page 2

THE CITY OF MANOR, TEXAS

Rita G. Jonse,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

EXHIBIT “A”

Property Address: SE Corner of US Hwy 290 and FM 973

Property Legal Description:

Tract 1: Being 39.15 acres of land located in the Greenbury Gates survey number 63, abstract 315 and the Calvin Barker Survey number 38, abstract number 58, in Travis County, Texas and being all of a called 39.169 acre tract of land recorded in the name of Michael J. Paclik in volume 11368, page 1134, of the Travis County Deed Records (T.C.D.R).

Tract 2: Being 104.61 acres of land located in the Greenbury Gates survey number 63, abstract number 315 and the Calvin Barker survey number 38, abstract 58, in Travis County, Texas, and being all of a called 105.50 acre tract of land recorded in the name of George Bell in volume 869, page 550 of the Travis County Deed Records (T.C.D.R).

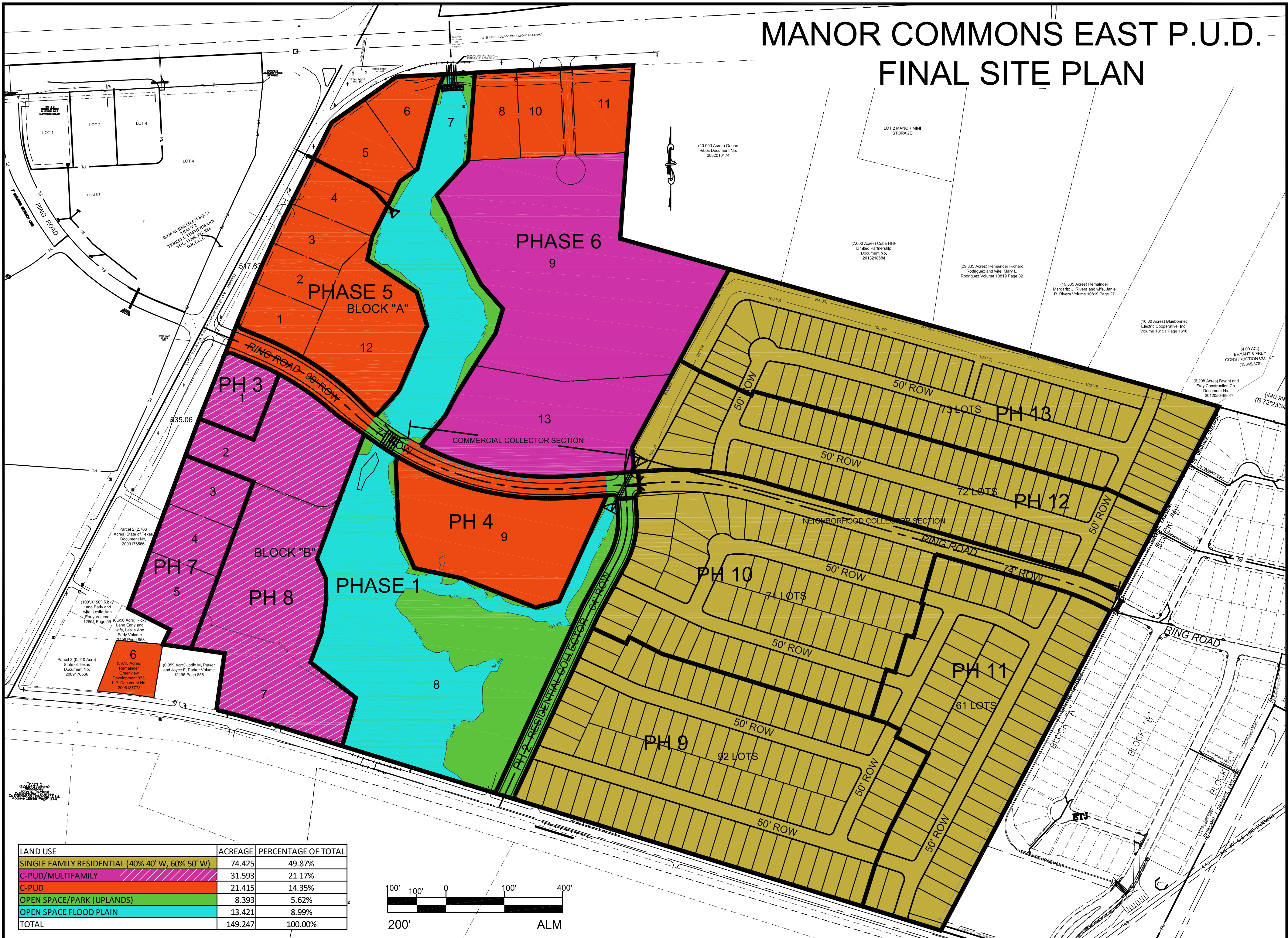
Tract 3: All of that certain 3.017 acre (131,422 S.F.) tract or parcel of land situated in the Greenbury Gates survey number 63, abstract 315, Travis County, Texas and being a portion of the existing Texas Department of Transportation right-of-way (R.O.W.) at the southeast intersection of U.S. Highway 290 and F.M. 973, conveyed to the State of Texas from Mrs. Cecil Hague in volume 622, page 450 of the Travis County Deed Records (T.C.D.R.) and awarded in judgement of condemnation against J.M. Ashmore and wife in volume K, page 35 of the Civil Minutes of Travis County (C.M.T.C.).

Tract 4: All of that certain 2.50 acre tract or parcel of land, situated in the Greenbury Gates survey number 63, abstract 315, Travis County, Texas and being all of a called 2.50 acre tract of land recorded in the name of son Tan Ma in volume 99845, page 595 of the Travis County Deed Records (T.C.D.R).

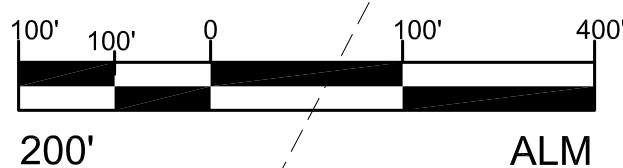
Tract 5: All of that certain 3.62 acre tract or parcel of land, situated in the Greenbury Gates survey 63, abstract 315, Travis County, Texas and being all of a called 3.62 acre tract of land recorded in the name of Billie J. and Barbara K Lyna in volume 6153, page 2376 or the Travis County Deed Records (T.C.D.R.).

MANOR COMMONS EAST P.U.D FINAL SITE PLAN

MANOR COMMONS EAST P.U.D.
FINAL SITE PLAN



LAND USE	ACREAGE	PERCENTAGE OF TOTAL
SINGLE FAMILY RESIDENTIAL (40% 40' W, 60% 50' W)	74.425	49.87%
C-PUD/MULTIFAMILY	31.593	21.17%
C-PUD	21.415	14.35%
OPEN SPACE/PARK (UPLANDS)	8.393	5.62%
OPEN SPACE FLOOD PLAIN	13.421	8.99%
TOTAL	149.247	100.00%



C-PUD
Proposed and Permitted Uses. This district allows a mix of commercial uses including, retail, office, commercial, and similar uses excluding residential and multifamily. This district allows the retail sale of goods and products (in the following listed use areas) to which value has been added on-site, including sales of goods and services outside of the primary structure as customary with the uses specifically listed, and the following:

- Administrative Offices and Administrative Services,
- Art Gallery and Art Workshop,
- Automotive Rental,
- Aviation services,
- Bed and Breakfast,
- Business and Trade Schools,
- Civic Uses including but not limited to: a college or university, cultural services, Communication Service Facilities, Community Events, Community Recreation, Local Utility Services, Major Public Facilities, Private and Public Primary and Secondary Education Facilities, Postal Facilities, Religious Assembly, Safety Services, Transportation Terminal and all other Civic Uses (c).
- Club or Lodge,
- Communication Services,
- Construction Sales and Services,
- Convenience Storage,
- Cocktail lounge,
- Consumer Convenience Services,
- Consumer Convenience Stores,
- Consumer Repair Services,
- Counseling Services,
- Day Care Services,
- Employee Recreation,
- Financial Services,
- Florist,
- Food Court Establishment
- Food Preparation less than 5,000 Sq. Ft. GFA
- Food Sales,
- Funeral,
- General Retail Sales,
- Hospital Services,
- Hotel and Motel,
- Indoor Entertainment and Indoor Sports and Recreation,
- Kennels,
- Laundry Services,
- Liquor Sales,
- Medical Offices,
- Monument Retail Sales,
- Off-Site Accessory Parking,
- Outdoor Entertainment and Outdoor Sports and Entertainment,
- Personal Improvement Services and Personal Services,
- Pet Services,
- Plant Nursery,
- Printing and Publishing,
- Professional Office,
- Recreation Equipment Sales,
- Restaurant,
- Restaurant with drive-through
- Service Station,
- Theater,
- Veterinary Services.

Subdivision Information and Guidelines

The Subdivision Allowances and Guidelines requested by the Manor Commons East PUD are as follows:

- Lot frontage widths of single-family lots shall be as follows:
 - Not more than 40% of such lots, not including cul-de-sac lots, may have a lot frontage width of not less than 40 feet.
 - 60% or more of such lots, not including cul-de-sac lots, shall have a lot frontage width of 50 feet or greater.
- The minimum single-family residential lot shall be 4,800 square feet.
- Single Family residential lots shall have a minimum side set back of five (5) feet for each lot.
- Single family residential lots shall have a minimum rear set back of ten (10) feet for each lot.
- Lots shall not be required to face a similar lot across the street.
- Concept Plan and the Preliminary Plat will expire five (5) years after the filing date instead of the period designated in Ordinance No. 263B.
- Unless the Final Plat is recorded in the Official Public Records within two years of approval by the Commission, such approval shall be void, except that the developer may apply in writing to allow extension of approval prior to the end of such two (2) year period, stating just cause therefore, and the Commission may grant an extension not to exceed one year.

Zoning Guidelines Requested and Zoning Information Provided

The Zoning Allowances and Guidelines requested for the Manor Commons East PUD are as follows:

1. Approved Land Uses

The land uses shown on the master plan shall be permitted. Changes to the location of the land uses shown on the master plan shall be granted by the planning and zoning commission if (a) the proposed land uses are consistent with the following table; or (b) the change in location of land uses does not result in a higher density use than the use shown on the master plan. Any application for a change in location of land uses is deemed approved if the planning and zoning commission does not disapprove it within 30 days after the date the application is filed with the city secretary. If the planning and zoning commission disapproves an application for a change of land uses, then the applicant may appeal that disapproval to the City Council. The City Council will act on appeal within 30 days of the date the appeal is filed with the City Secretary.

LAND USE	ACREAGE	PERCENTAGE OF TOTAL ACREAGE
SINGLE FAMILY RESIDENTIAL	74.425	49.87 %
MULTIFAMILY (R-3) / COMMERCIAL C-PUD	31.593	21.17 %
COMMERCIAL C-PUD	21.415	14.35 %
OPEN SPACE / CITY PARKLAND	21.814	14.61 %
TOTAL	149.247	100.0 %

2. Minimum Lot Size, Height, and Lot Width Information

LAND USE	FRONT YARD SETBACK (FT)	SIDE YARD SETBACK (FT)	STREET SIDE YARD SETBACK (FT)	REAR YARD SETBACK (FT)	MINIMUM LOT SIZE (SQ. FT)	MINIMUM LOT WIDTH (FT)	MAX HEIGHT LIMIT (FT)
SINGLE FAMILY RES.	20	5	15	10	4,800	40	35
R-3	25	5	15	10	7,500	50	50
C-PUD	25	7	15	15	5,750	50	50
OS	25	10	15	25	7,500	60	35

- Note: Single Family Development will follow the guidelines above and below when such category is listed (when a guideline is not listed, Single Family will default to R-2 zoning in the City of Manor Zoning Ordinance for interpretation of a specific guideline):
- Not more than 40% of such lots, not including cul-de-sac lots, may have a lot frontage width of not less than 40 feet.
 - 60% or more of such lots, not including cul-de-sac lots, shall have a lot frontage width of 50 feet or greater.
 - The minimum single-family residential lot shall be 4,800 square feet.
 - Duplexes will not be allowed.
 - Cul-de-sac lots shall have minimum frontage of 33 feet.

3. Multifamily Development

Multifamily Development will follow the guidelines above and below for R-3 zoning when such category is referenced unless an exception is noted. Multifamily development will not allow more than 25% of any project to be affordable units that are in a government program with the exception of Senior Housing in which a community may have an unlimited amount of affordable units. When no specific guideline is listed, Multifamily Development will follow the R-3 Zoning guidelines listed in the City of Manor Zoning Ordinance 185-P effective as of June 20, 2016.

4. Commercial Development

Commercial Development will follow the uses and guidelines listed under C-PUD. When a specific guideline is not listed, Commercial Development will follow the guidelines as listed under C-1 and C-2 Zoning in the City of Manor Zoning ordinance 185-P effective as of June 20, 2016.

5. Lot Coverage

TABLE 3: ALLOWABLE LOT COVERAGE

LAND USE	MAIN BUILDINGS	MAIN AND ACCESSORY BUILDINGS
Single Family Residential	40%	50%
R-3	40%	50%
C-PUD	60%	70%
OS	50%	60%

Note: Single Family development will follow the Single Family Residential Guidelines. Multifamily will follow the R-3 Guidelines, Commercial development will follow the C-PUD Guidelines and Open Space will follow the OS guidelines.

6. Open Space

In addition, to the uses allowed under the OS guidelines, food trailers will be a permitted use. Parkland Dedication requirements for the entire PUD including but not limited to single family, multifamily and commercial will be satisfied upon the dedication of Open Space to the City of Manor by developer.

7. Landscaping

The following percentage of the net area of each lot shall be landscaped. The net lot area shall equal the total area less the area to be left unimproved because of the existence of natural features that are worthy of preservation or that would make improvements impractical.

TABLE 4 LANDSCAPING REQUIREMENTS

LAND USE	NET LOT AREA
Single Family Residential	SEE NOTE
R-3	20%
C-PUD	15%
OS	20%

Note: minimum landscaping requirements for each lot within a single-family dwelling shall be a minimum of two (2) two-inch trees, six (6) two-gallon shrubs and lawn grass from the property line to the front two (2) corners of the structure. Residential structures on reverse frontage lots shall also be required to screen the rear of the structure from the abutting highway, access road, or other public right of ways.

8. Maximum Density

TABLE 5: ALLOWABLE MAXIMUM DENSITIES

LAND USE	MAXIMUM DENSITY
R-3	23 UNITS PER ACRE
C-PUD	1.8 TO 1 FAR

9. Tree Removal and Tree Mitigation

For any commercial lots, all tree mitigation related to a particular lot will occur and be addressed at the time of a site development permit related to such particular lot and will not be required to be addressed prior to such time.

10. Sidewalks on Ring Road

No sidewalks will be required on Ring Road on the south side of the road in areas designated on Exhibit A as an 8 foot concrete walk along the north side of Ring Road. An 8 foot sidewalk will be required on the north side of Ring Road in such designated areas.

11. Landscaping

Landscaping will comply with City of Manor Ordinance 365.

12. Off-street Parking and Loading Facilities

Standard City of Manor Parking requirements will be used but any user may apply for a variance from the City of Manor parking requirements with signed authorization from the developer without revising or amending the PUD document.

13. Environmental

Development will be in accordance with the Environmental Assessment for the site.

14. Drainage

A CLOMR has been approved for the proposed development and drainage requirements will be demonstrated with the Preliminary Plan Submittal.

15. Water and Wastewater

Wastewater for the entire development will be provided by the City of Manor. Water for the commercial areas will be provided by the City of Manor and for the residential areas by Manville W.S.C. The area designated as potential multifamily will be served by Manville W.S.C. unless they differ to the City of Manor.

16. Garbage Service

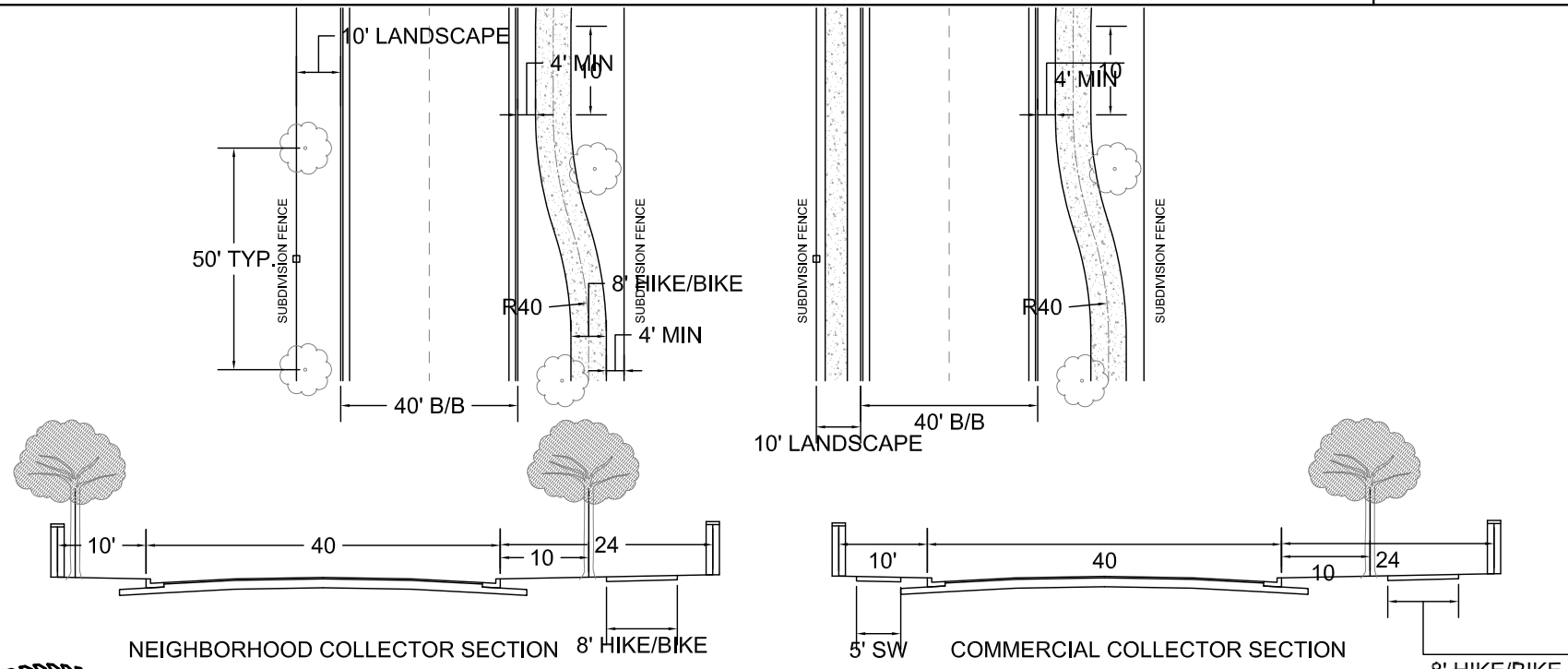
Garbage Service will be provided by a state permitted waste disposal service.

17. Electric and Gas

Electric service will be provided by Bluebonnet Electric. Gas service will be provided by Atmos.



LOCATION MAP
SCALE 1"=2000'



ACCEPTED AND AUTHORIZED for record by the Planning Commission of the City of Manor, Texas, on this the _____ day of _____, 2017, A.D.

Approved:

Attest:

William Myers, Chairperson

City Secretary

ACCEPTED AND AUTHORIZED for record by the City Council of the City of Manor, Texas, on this the _____ day of _____, 2017, A.D.

Approved:

Attest:

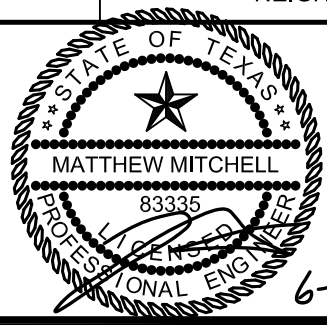
Rita G. Jonse, Mayor

City Secretary

MANOR COMMONS EAST P.U.D.

FINAL SITE PLAN

MANOR, TEXAS



6-12-2017

ALM ENGINEERING, INC.

CONSULTING ENGINEERS
1705 S Capital of TX Hwy, Ste. 150
Austin, Texas, 78746.

(512)431-9600 * almeng@sbcglobal.net

F-3565

SCALE:	1"=200'	#	REVISION	DATE
DATE:	6/10/2019	1	INCREASE C-PUD/MULTIFAMILY ZONING AREA	6/10/2019
JOB:	DRAINAGE			
DRAWN BY:				
CHECKED BY:	MM			



June 21, 2019

RE: Manor Commons East Planned Unit Development Amendment

Dear Property Owner:

The City of Manor Planning and Zoning Commission and City Council will be conducting public hearings to consider an amendment to the Manor Commons East Planned Unit Development. You are being notified because you own property within 300 feet of the property for which this request is being made. The request will be posted on the agenda as follows:

Public Hearing: Consideration, discussion and possible action on an amendment to the Manor Commons East Planned Unit Development to change 14.64 acres from Commercial-PUD to Commercial PUD/Multi-Family and being located near the intersection of N. FM 973 and Old Hwy 20.

The Planning and Zoning Commission will convene at 6:30PM on July 10, 2019 at 105 E. Eggleston St. in the City Council Chambers.

The City Council will convene at 7:00PM on July 17, 2019 at 105 E. Eggleston St. in the City Council Chambers.

If you have no interest in the case there is no need for you to attend. You may address any comments to me at the address or phone number listed below. Any communications I receive will be made available to Commission and Council members during the discussion of this item. For your convenience, my email address is sdunlop@cityofmanor.org

Sincerely,

Scott Dunlop
Assistant Development Director
512-272-5555 ext. 5

WALLACE H DALTON
9505 JOHNNY MORRIS RD
AUSTIN , TX 78724-1527

VARGAS ALANA LORENE & ALEJANDRO
12612 SAINT MARYS DR
MANOR , TX 78653-4598

HABIB ENTERPRISES LLC
% YUSSEF HABIB
PO BOX 27241
AUSTIN , TX 78755-2241

RUNNELS GLADYS
12620 SAINT MARYS DR
MANOR , TX 78653-4598

WEILL JACOB & MICHEAL A WEILL
26120 HALL RD
JUNCTION CITY , OR 97448-8535

SHUMER ROBIN
12628 SAINT MARYS DR
MANOR , TX 78653-4598

TEFERRA GIRMA WOLD &
GENET T GEBREYSUS
12632 SAINT MARYS DR
MANOR , TX 78653-4598

COLEMAN MERLINDA B
12636 SAINT MARYS DR
MANOR , TX 78653-4598

REDKEY TIMOTHY GLEN
8343 EXBOURNE ST
SAN ANTONIO, TX 78250-3221

SANCHEZ ZONIA & WILL A CRUZ
12704 SAINT MARYS DR
MANOR , TX 78653-4599

BUTLER ROSALYN
12708 SAINT MARYS DR
MANOR , TX 78653-4599

MOSLEY SADIE L & ANITA MOODY
12712 SAINT MARYS DR
MANOR , TX 78653-4599

SWAN KAREN ANNE
12716 ST MARY DR
MANOR, TX 78653-4599

GOMEZ ROBERT
12720 SAINT MARYS DR
MANOR , TX 78653-4599

BUTLER TRUDY
11830 FM 356
TRINITY , TX 75862-6566

MUSE MARILYN
12728 SAINT MARYS DR
MANOR , TX 78653-4599

HUT HOMES INC
1803 PALO ALTO
LEANDER, TX 78641-3643

BOLT DEBRA L
144 COUNTY ROAD 703
ATHENS , TN 37303-6019

MARY ANN LAREZ
12740 SAINT MARYS DR
MANOR , TX 78653-4599

WILLIAMS ARTISHA R
12744 SAINT MARYS DR
MANOR , TX 78653-4599

AMERICAN HOMES 4 RENT PROP.
EIGHT LLC
30601 AGOURA RD STE 200
AGOURA HILLS, CA 91301

BUCKNER CLAUDE J
12752 SAINT MARYS DR
MANOR , TX 78653-4599

CARTER GERAIMY T
12756 SAINT MARYS DR
MANOR , TX 78653-4599

CRISTAL C BENITEZ &
VICTOR M ALMAGUER JR
12760 ST MARY DR
MANOR, TX 78653

CRUZ JOSE L & NASARIA OLIVA
12701 SAINT MARYS DR
MANOR , TX 78653-4599

GLASER 2013 FAMILY TRUST
% MITCHELL C GLASER & WENDI ANN
GLASER
1409 OHARE DR
BENICA, CA 94510

DICKERSON CASSANDRA A &
MATTHEW W
12709 SAINT MARYS DR
MANOR , TX 78653-4599

MARTINEZ FELIX RODRIGUEZ
12713 SAINT MARYS DR
MANOR , TX 78653-4599

FASKE EFFIE MARIE
12717 ST MARY DR
MANOR, TX 78653

SHAH BIREN J
9305 GRAND OAK CV
AUSTIN , TX 78750-3843

BORRA MANAGEMENT LLC
12501 PAINTED BUNTING DR
AUSTIN , TX 78726-1754

YANG ALLEN
8230 SPICEWOODSPRINGS RD # 9
AUSTIN , TX 78759-6865

RENTERIA RICARDO &
RAQUEL MALPICA RIVERA
12733 ST MARY DR
MANOR, TX 78653

TIMMONS LARRY
12737 SAINT MARYS DR
AUSTIN, TX 78753

SAULS SHECHEM
12741 SAINT MARY DR
MANOR, TX 78653-4599

DIAZ JULIA K & REBECA DIAZ
12745 SAINT MARY DR
MANOR, TX 78653

LUO TIEN-YING
15301 ORA LN
PFLUGERVILLE, TX 78660

AMERICAN HOMES 4 RENT
PROPERTIES EIGHT LLC
STE 200-AM
280 PILOT RD
Las Vegas, NV 89119-3532

HAMMERSMITH JACOB JOHN
12757 ST MARY DR
MANOR , TX 78653-4599

CAPELO REBEKAH C
12800 SAINT MARYS DR
MANOR , TX 78653-4683

YORK ANTHONY W
19331 PEACHTREE LN
HUNTINGTON BEACH, CA 92648-5507

MARTINE AMANDA
12808 SAINT MARYS DR
MANOR , TX 78653-4683

NEGASH HIRITY H
12812 SAINT MARYS DR
MANOR , TX 78653-4683

COLCHADO JAVIER FRANCO &
MARIA ELENA PENALOZA-MOYA
12816 ST MARY DR
MANOR, TX 78653

RICHTER MARSHALL WAYNE
12820 ST MARY DR
MANOR, TX 78653

GUTIERREZ RITA
12824 SAINT MARYS DR
MANOR , TX 78653-4683

GRIFFIN DEMETRIUS L & WILBERT
12828 SAINT MARYS DR
MANOR , TX 78653-4683

VILLELA TINA W
12832 SAINT MARYS DR
MANOR , TX 78653-4683

CASTELO MONICA
12836 SAINT MARYS DR
MANOR , TX 78653-4683

EJAZ RABIA & ASIM INAM
222 SHORTHORN ST
CEDAR PARK, TX 78613-7743

JACKSON DOUGLAS E
12844 ST MARY DR
MANOR, TX 78653

MORRIS LAUREN C
311 WARPATH LN
BUDA , TX 78610-2583

REYES MARISELA E & CARLOS
GARDUNO
12852 ST MARY DR
MANOR , TX 78653-4683

MYERS ANDREW MASON
12856 SAINT MARYS DR
MANOR , TX 78653-4683

VILLARREAL JORGE S & AIDEE T
12860 ST MARY DR
MANOR , TX 78653-4683

HERRERA LISA & JOSEPH R NIETO
12700 WEDDING
MANOR , TX 78653-5164

MENDOZA DORA ALICIA
12704 WEDDING
MANOR , TX 78653-5164

DELOACH TRACIE D & FREDERICK
12708 WEDDING DR
MANOR , TX 78653-5339

SWOFFORD DEBORAH R
12700 RING DR
MANOR , TX 78653-4682

HANKINS KRISTOPHER C
12704 RING DR
MANOR , TX 78653-4682

PADILLA LUCERO &
ZICO MICHEL GOMEZ-BENITEZ
12701 DOORBELL
MANOR, TX 78653

LINDELL CRISTAL
12705 DOORBELL
MANOR, TX 78653-5162

DOWNER TERESA R
7735 KYLE ST
TUJUNGA , CA 91042-1627

MARTINEZ NANCY
12700 DOOR BELL DR
MANOR, TX 78653

HAYWOOD SHELTON M & TRIMICA S
12704 DOORBELL
MANOR , TX 78653-5162

MORALES JOSE E & CELIDA LOPEZ
12708 DOOR BELL DR
MANOR, TX 78653-5162

BURKE TYLER
12701 WEDDING
MANOR , TX 78653-5164

ESTRADA VICTOR M
12705 WEDDING
MANOR , TX 78653-5164

BRYANT & FREY CONSTRUCTION
COMPANY INC
PO BOX 359
MANOR, TX 78653

BRYANT & FREY CONSTRUCTION
COMPANY INC
PO BOX 359
MANOR, TX 78653

BLUEBONNET ELECTRIC COPERATIVE
INC
PO BOX 260888
PLANO , TX 75026-0888

RIVERA MAGARITO JR & JANIE R
12601 US HIGHWAY 290 E
MANOR , TX 78653-4520

RODRIGUEZ RICHARD & MARY L
12511 US HIGHWAY 290 E
MANOR , TX 78653-4520

CUBE HHF LP
5 OLD LANCASTER RD
MALVERN, PA 19355

HIBBS ODEEN
PO BOX 14332
AUSTIN , TX 78761-4332

GREENVIEW DEVELOPMENT 157 L P
501 VALE ST
AUSTIN , TX 78746

GREENVIEW DEVELOPMENT 157 LP
% BARTH TIMMERMAN
501 VALE ST
AUSTIN , TX 78746

WILBARGER CREEK MUD NO 2
% ARMBURST & BROWN LLP
100 CONGRESS AVE STE 1300
AUSTIN , TX 78701-2744

WILBARGER CREEK MUD NO 2
% ARMBURST & BROWN LLP
100 CONGRESS AVE STE 1300
AUSTIN , TX 78701-2744

COTTONWOOD HOLDINGS LTD
% DWYER REALTY COMPANIES
9900 US HIGHWAY 290 E
MANOR , TX 78653-9720

PARKER JODIE M & JOYCE F
12211 OLD HIGHWAY 20
MANOR , TX 78653-4506

GREENVIEW DEVELOPMENT 973 L P
% BARTH TIMMERMANN
501 VALE ST
AUSTIN , TX 78746

EARLY RICKY LANE & LESLIE ANN
101 OAK BREEZE CV
GEORGETOWN , TX 78633-5608

EARLY RICKY LANE & LESLIE ANN
101 OAK BREEZE CV
GEORGETOWN , TX 78633-5608

ETERNAL FAITH BAPTIST CHURCH
12720 FM 973
MANOR , TX 78653-5151

TIMMERMANN GERALDINE
PO BOX 4784
AUSTIN, TX 78765

GREENVIEW DEVELOPMENT 973 L P
% BARTH TIMMERMANN
501 VALE ST
AUSTIN , TX 78746

BUTLER FAMILY PARTNERSHIP LTD
PO BOX 9190
AUSTIN , TX 78766-9190

BUTLER FAMILY PARTNERSHIP LTD
PO BOX 9190
AUSTIN , TX 78766-9190

BUTLER FAMILY PARTNERSHIP LTD
PO BOX 9190
AUSTIN , TX 78766-9190

TIMMERMANN TERRELL
PO BOX 4784
AUSTIN, TX 78765-4784

TIMMERMANN TERRELL
PO BOX 4784
AUSTIN, TX 78765-4784

GREENVIEW DEVELOPMENT 973 L P
% BARTH TIMMERMANN
501 VALE ST
AUSTIN , TX 78746

GREENVIEW DEVELOPMENT 973 L P
% BARTH TIMMERMANN
501 VALE ST
AUSTIN , TX 78746



AGENDA ITEM NO. ⁸_____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 17, 2019

PREPARED BY: Lydia Collins, Director of Finance

DEPARTMENT: Finance

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the Annual Audit of the Basic Financial Statements of the City of Manor, Texas for the year ended September 30, 2018.

BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

Audit Committee Letter

Financial Statements

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council accept and approve the Annual Audit of the Basic Financial Statements of the City of Manor, Texas for the year ended September 30, 2018.

PLANNING & ZONING COMMISSION: ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☒ NONE



City Council
City of Manor, Texas
P.O. Box 387
Manor, Texas 78653

We have audited the financial statements of the City of Manor, Texas (the City) for the year ended September 30, 2018, and have issued our report thereon dated July 8, 2019. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As communicated in our engagement letter dated December 11, 2018, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. In accordance with *Government Auditing Standards*, we have performed tests of controls over internal control over financial reporting and tests of compliance with certain provisions of laws, regulations, contracts, and grant agreements that contribute to the evidence supporting our opinion on the financial statements. However, they do not provide a basis for opining on the entity's internal control over financial reporting or on compliance and other matters.

Our audit of the financial statements was performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team and our firm have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the City is included in Note A to the financial statements. As described in Note A, the City adopted Government Accounting Standards Board (GASB), Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, GASB Statement No. 81, *Irrevocable Split-Interest Agreements*, GASB Statement No. 82 *Pension Issues – An amendment of GASB Statements No. 67, 68, and No. 73*, GASB Statement No. 85, *Omnibus 2017*, and GASB Statement No. 86, *Certain Debt Extinguishment Issues* during the current year. The cumulative effect of the accounting change required by GASB Statement No. 75 as of the beginning of the year has been reported in the Statement of Activities. There was no significant effect on the financial statements as a result of implementing these accounting changes. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are management's estimate of the allowance for uncollectible receivables and management's estimate of depreciation.

Management's estimate of:

- The allowance for uncollectible receivables is based on past experience with collections of taxes and other fees.
- Accrued liabilities which are based on management's past experience.
- Useful lives and depreciation methods approved by the City Council.
- Pension and OPEB obligations which are based on actuarial reports.

Management's estimates of these areas are based on management's knowledge and experience about past and current events, and assumptions about future events made by management and actuaries.

We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the City's financial statements relate to contingencies, accruals and estimates of future obligations and fair value estimates. See Note A for the presentation change of a special revenue fund now being presented as an enterprise fund.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. Management has corrected all identified misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The misstatements that we identified as a result of our audit procedures were brought to the attention of, and corrected by, management are attached to this letter.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the City's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated July 8, 2019.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing matters.

Other Significant Matters, Findings or Issues

In the normal course of our professional association with the City, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the entity, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the City's auditors.

Modification of the Auditor's Report

We have made the following modifications to our auditor's report:

We have included an emphasis of matter paragraph based on the adoption of Governmental Accounting Standards Board Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, (GASB 75). GASB 75 revises requirements for recognition and disclosure of postemployment benefits other than pensions liabilities and expenditures in the basic financial statements of governmental entities. The net position on the government-wide financial statements as of the beginning of the year ended September 30, 2018, was restated to account for this change in accounting principle.

This report is intended solely for the information and use of the City Council and management and is not intended to be and should not be used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have regarding this report. We appreciate the opportunity to continue to be of service to the City of Manor, Texas.

A handwritten signature in black ink that reads "Atchley & Associates, LLP". The signature is written in a cursive, flowing style.

Austin, Texas
July 8, 2019

City of Manor
Year End: September 30, 2018
Adjusting Journal Entries

Number	Name	Account No	Debit	Credit
1	Net Assets/Equity	10-33000	\$ 1,597	
	Miscellaneous	10-4100-42-42099		\$ 1,505
	Fund Balance - Restricted	10-33002		92
	Deferred Property Taxes	50-DPT-LIAB	14,086	
	Net Assets/Equity	50-33000		14,086
	<i>To roll net position and fund balance.</i>			
2	A/R-Sales Taxes	10-11315	6,712	
	Sales Tax Comptroller	10-4100-40-40025		6,712
	<i>Adjust sales tax revenue and receivable.</i>			
3	Court Allowance A/R	10-11317	157,745	
	Court Costs Earned	10-4500-46-46300	4,879	
	T.I.A. FEES	10-11316		162,624
	<i>Adjustment for court fees receivables and allowance.</i>			
4	Net Pension Asset	20-15000	14,912	
	Pension Expense	20-5100-50-50011	2,564	
	Deferred Outflow	20-13000		17,476
	Net Pension Asset	50-15000	92,353	
	Pension Expense	50-5100-50-50011	15,885	
	Defer Outflow-Pension Cont	50-13000		108,238
	<i>GASB 68 Entry for pension benefits.</i>			
5	Salaries	20-5200-50-50010	7,043	
	Accrued Vacation	20-22020		7,043
	Salaries - Admin	50-5100-50-50010	31,917	
	Accrued Compensated Absences	50-22680		31,917
	<i>To adjust accrued vacation.</i>			

City of Manor
Year End: September 30, 2018
Adjusting Journal Entries

Number	Name	Account No	Debit	Credit
6	A/R Property Taxes	10-11305	\$ 28,624	
	Allowance For D/A-Gf	10-11375		\$ 18,606
	Deferred Property Taxes	10-24525		10,018
	A/R - Property Taxes	30-11305	21,594	
	Allowance For D/A	30-11375		14,877
	Deferred Revenue	30-20125		6,717

To adjust property tax revenue and receivables.

7	Software Annual Fees	10-5700-54-52240	35,380	
	MISD WW Project Pro-rata	10-11327	29,763	
	Accounts Payable	10-22000		65,143

To accrue items that should have been included in accounts payable at year end.

8	Accounts Payable	10-22000	60,088	
	MISD WW Project Pro-rata	10-11327		60,088
	Accounts Payable	20-22000	146,999	
	Water Fees-Bluewater	20-5250-53-53050		66,563
	Wastewater Fees-Austin	20-5275-53-53160		45,286
	Water Fees-Bluewater	20-5250-53-53050		35,150

To rollforward prior year accounts payable entry.

9	Accrued Interest Payable	20-22670	6,735	
	Interest Expense	20-5200-55-52290		6,735
	Accrued Interest Payable	50-22670	986	
	Interest Expense	50-5999-55-60000		986

Accrued interest on long-term debt.

City of Manor
Year End: September 30, 2018
Adjusting Journal Entries

Number	Name	Account No	Debit	Credit
10	Bonds Payable-2016 Co Bonds	20-22997	\$ 689,500	
	Interest - 16 Co Bonds	20-5275-55-59006	390,566	
	Bond Payable-2010 Go Refunding	20-22975	65,000	
	Interest - 10 Go Bonds	20-5275-55-59005	23,389	
	Transfer From Debt Service Fund	20-4275-49-50000		\$1,168,455
	Transfer To Utility Fund	30-5999-59-60000	1,168,455	
	Principal - 16 Co Bond	30-5999-55-59534		689,500
	Interest - 16 Co Bond	30-5999-55-59034		390,566
	Principal - 10 Go Bonds	30-5999-55-59530		65,000
	Interest - 10 Go Bonds	30-5999-55-59030		23,389
	Equipment	50-11806	718,859	
	2015 Refunding Bonds	50-22995	400,000	
	2012 Refunding	50-22980	280,000	
	Bond Payable 2012 Co	50-22990	115,000	
	Capital Lease-Trucks(5)	50-22305	105,317	
	Lease Payable - Police Vehicles	50-22310	84,245	
	Capital Lease- Truck And Equip	50-22306	66,965	
	Lease Payable - Heavy Equipment	50-22309	58,477	
	Capital Leases-Veh,Upfitting	50-22307	43,525	
	Interest Expense	50-5999-55-60000	29,657	
	Capital Lease-Pd Radios	50-22304	12,798	
	Bond Payable- 2016 Co Bond	50-22997	10,500	
	Capital Lease-2 Ford 150'S	50-22303	6,733	
	Taser Leases	50-22308	3,960	
	Investment In Fixed Assets	50-33050		1,187,520
	Lease Payable - Police Vehicles	50-22310		441,289
	Lease Payable - Heavy Equipment	50-22309		277,570
	Loss On 2015 Refunding	50-22996		29,657

GASB 34 Debt Entries for bonds and notes payables.

City of Manor
Year End: September 30, 2018
Adjusting Journal Entries

Number	Name	Account No	Debit	Credit
11	Construction In Process	20-11855	\$ 965,704	
	Machinery & Equipment	20-11800	453,551	
	Depreciation Expense	20-5250-58-5770	339,333	
	2016 Co Bond Expenses	20-5999-58-58005		\$ 965,704
	Meter Purchase	20-5250-51-51747		445,117
	Accumulated Depreciation	20-11880		339,333
	Repairs-Wells,Pumps,Mo	20-5250-52-52460		8,434
	Depreciation Expense	50-5100-58-52300	893,560	
	CIP - MISD Project	50-11877	377,192	
	CIP 2017 Street Project	50-11878	310,459	
	Equipment	50-11806	97,352	
	Accumulated Depreciation	50-11880		893,560
	Investment In Fixed Assets	50-33050		785,003

GASB 34 Entry to record and depreciate capital assets.

12	Net Assets/Equity	20-33000	5,726	
	Pension Expense	20-5100-50-50011	978	
	OPEB Deferred Outflow	20-13500	692	
	Net OPEB Liability	20-15500		7,396
	Net Assets/Equity	50-33000	35,465	
	Pension Expense	50-5100-50-50011	6,057	
	OPEB Deferred Outflow	50-13500	4,283	
	Net OPEB Liability	50-15500		45,805

GASB 75 Entry for the adoption of OPEB Liability.

13	Transfers To Capital Projects Fund	20-5275-59-60010	310,459	
	2016 Co Bond Expenses	20-5999-58-58005		310,459
	2016 Co Bond Expenses	40-5999-58-58005	310,459	
	Transfer From Utility Fund	40-4999-49-50010		310,459

To show the transfer funds for street improvement project.



July 8, 2019

Atchley & Associates, LLP
1005 La Posada Drive
Austin, TX 78752

This representation letter is provided in connection with your audit of the basic financial statements of the City of Manor, Texas (the City), as of and for the year ended September 30, 2018, the related notes to the financial statements and required supplementary information, for the purposes of expressing opinions on whether the basic financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows, where applicable, of the various opinion units of the City in accordance with accounting principles generally accepted for governments in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of the date of this letter:

Financial Statements

We confirm that we are responsible for the following, as set out in the terms of the contract for independent audit services dated December 11, 2018, including appendices and attachments thereto and subsequent modifications:

1. For the preparation and fair presentation of the financial statements of the various opinion units referred to above in accordance with U.S. GAAP.
2. The fair presentation, in the basic financial statements, of the financial position of the governmental activities, each major fund, and the aggregate remaining fund information, in conformity with U.S. GAAP.
3. The measurement and fair presentation of the required supplementary information, including Management's Discussion and Analysis, and additional supplemental schedules accompanying the basic financial statements that are presented for the purpose of additional analysis of the basic financial statements, in conformity with U.S. GAAP.



4. The design, implementation, and maintenance of programs and internal controls relevant to the preparation and fair presentation of financial statements which are free from material misstatement, whether due to fraud or error.
5. The design, implementation, and maintenance of internal controls to prevent and detect fraud.
6. Compliance with the laws, regulations, and provisions of contracts and grant agreements.
7. Establishing and maintaining effective internal control over financial reporting.
8. We have reviewed, approved, and taken responsibility for the financial statements and related notes.
9. We have a process to track the status of audit findings and recommendations.
10. Identifying and communicating to you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
11. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
12. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
13. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
14. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP and we have not consulted legal counsel concerning litigation or claims.
15. All component units, as well as joint ventures with an equity interest, are included and other joint ventures and related organizations are properly disclosed.
16. All funds and activities are properly classified.
17. All funds that meet the quantitative criteria in GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, GASB Statement No. 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus* as amended, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.
18. All components of net position, non-spendable fund balance, and restricted, committed, assigned, and unassigned fund balance are properly classified and, if applicable, approved.



19. Our policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position/fund balance are available is appropriately disclosed and net position/fund balance is properly recognized under the policy.
20. In all material aspects, all revenues within the statement of activities have been properly classified as program revenues or general revenues.
21. In all material aspects, all expenses have been properly classified in or allocated to functions and programs in the statement of activities, and allocations, if any, have been made on a reasonable basis.
22. In all material aspects, all inter-fund and intra-entity transactions and balances have been properly classified and reported.
23. In all material aspects, special items and extraordinary items have been properly and reported.
24. In all material aspects, deposit and investment risks have been properly and fully disclosed.
25. In all material aspects, capital assets, including infrastructure assets, are properly capitalized, reported, and if applicable, depreciated.
26. In all material aspects, all required supplementary information is measured and presented within the prescribed guidelines.
27. In all material aspects, nonexchange and exchange financial guarantees, either written or oral, under which it is more likely than not that a liability exists have been properly recorded, or if we are obligated in any manner, are disclosed.
28. With regard to pensions and Other Post Employment Benefits (OPEB):
 1. We believe that the actuarial assumptions and methods used to measure pension and OPEB liabilities and costs for financial accounting purposes are appropriate in the circumstances.
 2. We are unable to determine the possibility of a withdrawal liability from the Texas Municipal Retirement System (TMRS) Plan, of which we are a sponsor and are not currently contemplating withdrawing from the TMRS.
 3. Increases in benefits, elimination of benefits and all similar amendments have been disclosed in accordance with U.S. GAAP and are included in the most recent actuarial valuation, or disclosed as a subsequent event.
29. With regard to investments and other instruments reported at fair value:
 1. The underlying assumptions are reasonable and they appropriately reflect management's intent and ability to carry out its stated courses of action.



2. The measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied.
3. The disclosures related to fair values are complete, adequate, and in accordance with U.S. GAAP.
4. There are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.

Information Provided

We have provided you with:

1. Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements of the various opinion units referred to above, such as records, documentation, and other matters;
2. Additional information that you have requested from us for the purpose of the audit;
3. Unrestricted access to persons within the City from whom you determined it necessary to obtain audit evidence;
4. Information on where to view minutes of the meetings of the City Council, or provided summaries of actions of recent meetings for which minutes have not yet been prepared;
5. All transactions have been recorded in the accounting records and are reflected in the financial statements;
6. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud;
7. We have no knowledge of any fraud or suspected fraud that affects the City and involves:
 - a. Management
 - b. Employees who have significant roles in internal controls: or
 - c. Others where the fraud could have a material effect on the financial statements
8. We have no knowledge of any instances, that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance, whether communicated by employees, former employees, vendors (contractors), regulators, or others;
9. We have no knowledge of any instances that have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that has a material effect on the determination of the financial statement amounts or other financial data significant to the audit objectives;



10. We have no knowledge of any instances that have occurred or are likely to have occurred of abuse that could be quantitatively or qualitatively material to financial statements or other financial data significant to the audit objectives;
11. If necessary, we have taken timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that you have reported to us;
12. We are not aware of any pending or threatened litigation and claims whose effect should be considered when preparing the financial statements;
13. We have disclosed to you the identity of the City's related parties and all related party relationships and transactions of which we are aware;
14. There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices;
15. The City has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities;
16. We have disclosed to you all guarantees, whether written or oral, under which the City is contingently liable;
17. We have disclosed to you all nonexchange financial guarantees, under which we are obligated and have declared liabilities and disclosed properly in accordance with GASB Statement No. 70, *Accounting and Financial Reporting for Nonexchange Financial Guarantees*, for those guarantees where it is more likely than not that the entity will make a payment on any guarantee;
18. For nonexchange financial guarantees where we have declared liabilities, the amount of the liability recognized is the discounted present value of the best estimate of the future outflows expected to be incurred as a result of the guarantee. Where there was no best estimate but a range of estimated future outflows has been established, we have recognized the minimum amount within the range;
19. We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB Statement No. 62 (GASB-62), *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year;
20. We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement



amounts, including legal and contractual provisions for reporting specific activities in separate funds;

21. There are no:

- a. Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
- b. Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB-62.
- c. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB-62.
- d. Continuing disclosure consent decree agreements or filings with the Securities and Exchange Commission and we have filed updates on a timely basis in accordance with the agreements (Rule 240, 15c2-12).

22. The City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you; and

23. We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

24. To the best of our knowledge, tax-exempt bonds have retained their tax-exempt status.

Supplementary Information in relation to the Financial Statements as a Whole

With respect to supplementary information presented in relation to the financial statements as a whole:

1. We acknowledge our responsibility for the presentation of the supplementary information in accordance with U.S. GAAP.
2. We believe the supplementary information, including its form and content, is fairly presented in accordance with U.S. GAAP.
3. The methods of measurement or presentation have not changed from those used in the prior period.
4. When supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information as they become available, but no later than the date of issuance by the City of the supplementary information and the auditors' report thereon.

Required Supplementary Information



With respect to the required supplementary information accompanying the basic financial statements:

1. We acknowledge our responsibility for the presentation of the required supplementary information in accordance with U.S. GAAP and U.S. GASB.
2. We believe the required supplementary information, including its form and content, is measured and fairly presented in accordance with U.S. GASB and U.S. GASB.
3. The methods of measurement or presentation have not changed from those used in the prior period.
4. When supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information as they become available, but no later than the date of issuance by the City of the supplementary information and the auditors' report thereon.

Compliance Considerations

In connection with your audit, conducted in accordance with Government Auditing Standards, we confirm that management:

1. Is responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to the City.
2. Has identified and disclosed to the auditor all instances, if any, which have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
3. Has identified and disclosed to the auditor all instances, if any, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
4. Has identified and disclosed to the auditor all instances, if any, that have occurred or are likely to have occurred of abuse, financial or otherwise, that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
5. If necessary, has taken timely and appropriate steps to remedy fraud; noncompliance with provisions of laws, regulations, contracts, and grant agreements; or abuse that the auditor reports.
6. Has a process to track the status of audit findings and recommendations.




CITY OF
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7. If any, have provided views on the auditor's reported findings, conclusions, and recommendations, as well as management's planned corrective actions, for the report.
8. We are responsible for and have reviewed and approved the proposed adjustments to the trial balances identified during the audit, which are included in the summarized schedule of posted adjustments and will post all adjustments accordingly. We have reviewed, approved, and are responsible for overseeing the preparation and completion of the basic financial statements and related notes.
9. We have complied with all aspects of contractual agreements, grants, and donor restrictions that would have a material effect on the basic financial statements in the event of noncompliance. In connection therewith, we specifically represent that we are responsible for determining that we are not subject to the requirements of the Single Audit Act and Uniform Guidance, because we have not received, expended, or otherwise been the beneficiary of the required amount of federal awards during the period of this audit.

We are responsible for determining that significant events or transactions that have occurred since the date of the statement of net position and through the date of this letter have been recognized or disclosed in the financial statements. There are no additional events or transactions other than those disclosed in the financial statements have occurred subsequent to the date of the statement of net position and through the date of this letter that would require recognition or disclosure in the financial statements. We further represent that, as of the date of this letter, the financial statements were complete in a form and format that complied with accounting principles generally accepted in the United States of America, and all approvals necessary for issuance of the financial statements had been obtained.

During the course of your audit, you may have accumulated records containing data that should be reflected in our books and records. All such data have been so reflected. Accordingly, copies of such records in your possession are no longer needed by us.

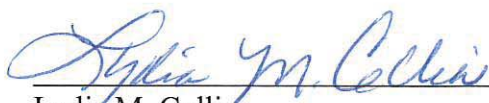
City of Manor, Texas:



Tom Bolt
City Manager

7-8-19

Date



Lydia M. Collins
Director, Finance Department

7-8-19

Date

**CITY OF MANOR, TEXAS
ANNUAL FINANCIAL REPORT
AND
INDEPENDENT AUDITORS' REPORT
YEAR ENDED SEPTEMBER 30, 2018**

CITY OF MANOR, TEXAS

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CITY OF MANOR, TEXAS

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INDEPENDENT AUDITORS' REPORT

To the Honorable Mayor and
Members of the City Council
City of Manor, Texas

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Manor, Texas (the City), as of and for the year ended September 30, 2018, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of September 30, 2018, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis on pages 3 to 10, budgetary comparison information on page 47, schedule of changes in the City's net pension asset/liability and related ratios - last ten years on page 50-51, and Texas Municipal Retirement System schedule of funding progress on page 52 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated July 8, 2019, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Emphasis of Matter

As discussed in Note A to the financial statements, the City adopted Governmental Accounting Standards Board Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, (GASB 75). GASB 75 revises requirements for recognition and disclosure of postemployment benefits other than pensions liabilities and expenditures in the basic financial statements of governmental entities. The net position on the government-wide financial statements as of the beginning of the year ended September 30, 2018, was restated to account for this change in accounting principle. Our opinion is not modified with respect to this matter.



Austin, Texas
July 8, 2019

**MANAGEMENT'S DISCUSSION AND ANALYSIS
(UNAUDITED)**

CITY OF MANOR, TEXAS
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
September 30, 2018

This section of the City of Manor's (the City) annual financial report presents management's discussion and analysis of the City's financial performance during the fiscal year ended September 30, 2018. This discussion and analysis should be read in conjunction with the City's financial statements.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts - management's discussion and analysis (this section), the basic financial statements, and the required supplementary information. The basic financial statements include two types of statements that present different views of the City:

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the City's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the government, reporting the City's operations in more detail than the government-wide statements.
- Governmental funds statements tell how general government services were financed in the short term as well as what remains for future spending.
- The financial statements also include notes to the financial statements explaining some of the information in the financial statements and provide more detailed data.
- The report also contains required supplementary information in addition to the basic financial statements themselves. This contains additional information about the City's General Fund budget and information about the City's pension plan.

FIGURE A-1
REQUIRED COMPONENTS OF THE
CITY'S ANNUAL FINANCIAL REPORT

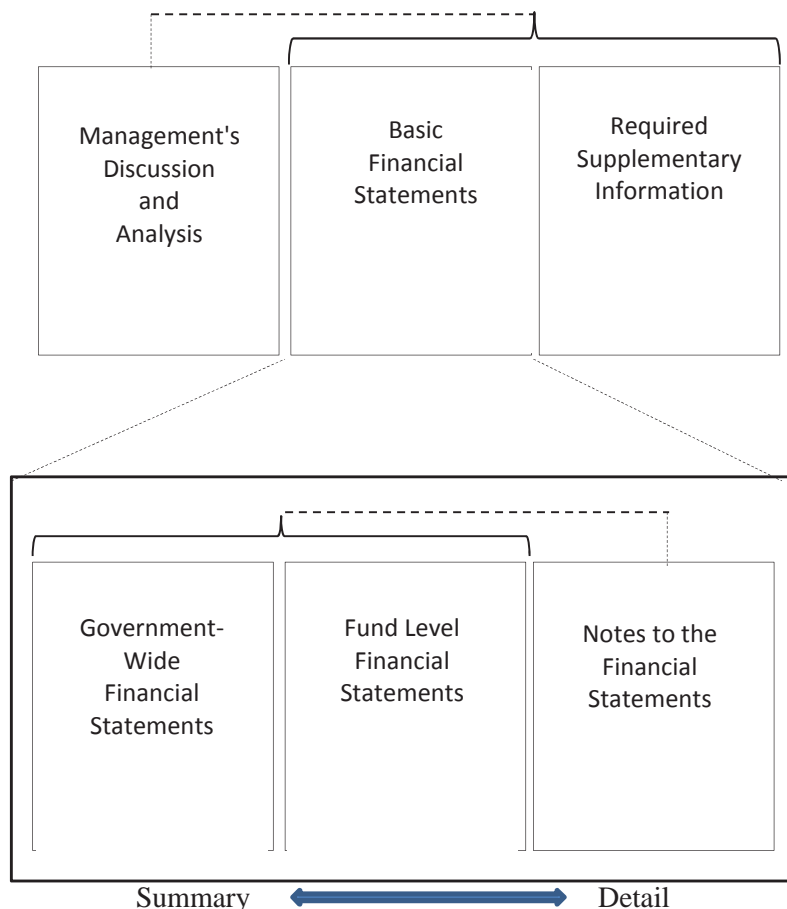


Figure A-1 shows how the parts of this annual report are arranged and related to one another.

The remainder of this overview explains the structure and contents of each of the statements.

CITY OF MANOR, TEXAS
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
September 30, 2018

Government-Wide Financial Statements

The government-wide financial statements report information about the City as a whole using accounting methods similar to those used by private-sector businesses. The statement of net position includes all of the government's assets and liabilities. In the statement of activities, all of the current year's revenues and expenses are accounted for regardless of when cash is received or paid, and all of the City's governmental activities and city services are combined and show how they are financed.

Both government-wide statements report the City's net position and how it has changed. Net position, the difference between the City's assets plus deferred outflows and liabilities plus deferred inflows, is one way to measure the City's financial health or position. Over time, increases or decreases in the City's net position are an indicator of whether its financial health is improving or deteriorating, respectively.

Fund Financial Statements

The fund financial statements provide more detailed information about the City's most significant (major) funds - not the City as a whole. Funds are accounting devices that the City uses to keep track of specific revenue sources and spending for particular purposes.

All cities have at least one major fund:

- **Governmental fund** – The City's basic services are included in governmental funds, which focus on (1) how cash and other financial assets that can readily be converted to cash flow in and out and (2) the balances left at year end that are available for spending. Consequently, the governmental fund statements provide a detailed short-term view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs. Because these funds do not encompass the additional long-term focus of the government-wide statements, additional information is provided following each fund statement that explains the relationship (or difference) between them.

Other common major funds:

- Some common funds are required by State law, such as the debt service fund, special revenues fund and capital projects fund.
- Management may establish other funds to control and manage money for particular purposes or to show that it is properly using certain revenue resources, such as special revenue, capital project, and grant funds.

Figure A-2 summarizes the major features of the City's financial statements, including the portion of the city government they cover, and the types of information they contain.

CITY OF MANOR, TEXAS
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
September 30, 2018

Figure A-2 - Major Features of the City's Government-Wide and Fund Financial Statements

<i>Type of Statements</i>	Government-Wide	Fund Statements	
		Governmental Funds	Proprietary Funds
<i>Scope</i>	Entire City's government (except fiduciary funds) and the City's component units.	The activities of the City that are not proprietary or fiduciary.	Activities the City operates similar to private business: utilities
<i>Required financial statements</i>	Statement of Net Position Statement of Activities	Balance Sheet Statement of Revenues, Expenditures & Changes in Fund Balances	Statement of Net Position Statement of Revenues, Expenses & Changes in Net Position Statement of Cash Flows
<i>Accounting basis and measurement focus</i>	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus	Accrual accounting and economic resources focus
<i>Type of asset/liability information</i>	All assets and liabilities, both financial and capital, short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets or long-term debt included	All assets and liabilities, both financial and capital, and short-term and long-term
<i>Type of inflow/outflow information</i>	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after year end; expenditures when goods or services have been received and payment is made during the year or soon thereafter	All revenues and expenses during the year, regardless of when cash is received or paid

THE CITY AS A WHOLE (GOVERNMENT-WIDE)

FINANCIAL HIGHLIGHTS

- The City's total combined net position was \$25,064,225 at September 30, 2018 (See Figure A-3).
- Current year activity resulted in an increase in the City's net position by \$4,270,739 (See Figure A-4).

CITY OF MANOR, TEXAS
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
September 30, 2018

Figure A-3
City's Net Position

	Governmental Activities		Business-Type Activities		Total	
	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>
Assets:						
Current and other assets	\$3,503,520	\$3,216,563	\$29,954,492	\$28,887,426	\$33,458,012	\$32,103,989
Noncurrent assets	7,125,882	6,515,580	11,226,609	10,146,687	18,352,491	16,662,267
Total assets	<u>10,629,402</u>	<u>9,732,143</u>	<u>41,181,101</u>	<u>39,034,113</u>	<u>51,810,503</u>	<u>48,766,256</u>
Deferred outflows	<u>406,377</u>	<u>539,989</u>	<u>9,192</u>	<u>25,976</u>	<u>415,569</u>	<u>565,965</u>
Liabilities:						
Current liabilities	1,814,077	1,862,972	1,024,130	1,073,405	2,838,207	2,936,377
Long-term liabilities	7,626,927	8,148,362	16,696,713	17,412,805	24,323,640	25,561,167
Total liabilities	<u>9,441,004</u>	<u>10,011,334</u>	<u>17,720,843</u>	<u>18,486,210</u>	<u>27,161,847</u>	<u>28,497,544</u>
Deferred inflows	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net position:						
Investment in capital assets	(1,340,143)	(2,419,106)	10,557,336	9,573,655	9,217,193	7,154,549
Restricted	239,650	241,428	23,696,907	22,861,845	23,936,557	23,103,273
Unrestricted	2,695,268	2,438,476	(10,784,793)	(11,861,621)	(8,089,525)	(9,423,145)
Total net position	<u>\$1,594,775</u>	<u>\$ 260,798</u>	<u>\$23,469,450</u>	<u>\$20,573,879</u>	<u>\$25,064,225</u>	<u>\$20,834,677</u>

CITY OF MANOR, TEXAS
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
September 30, 2018

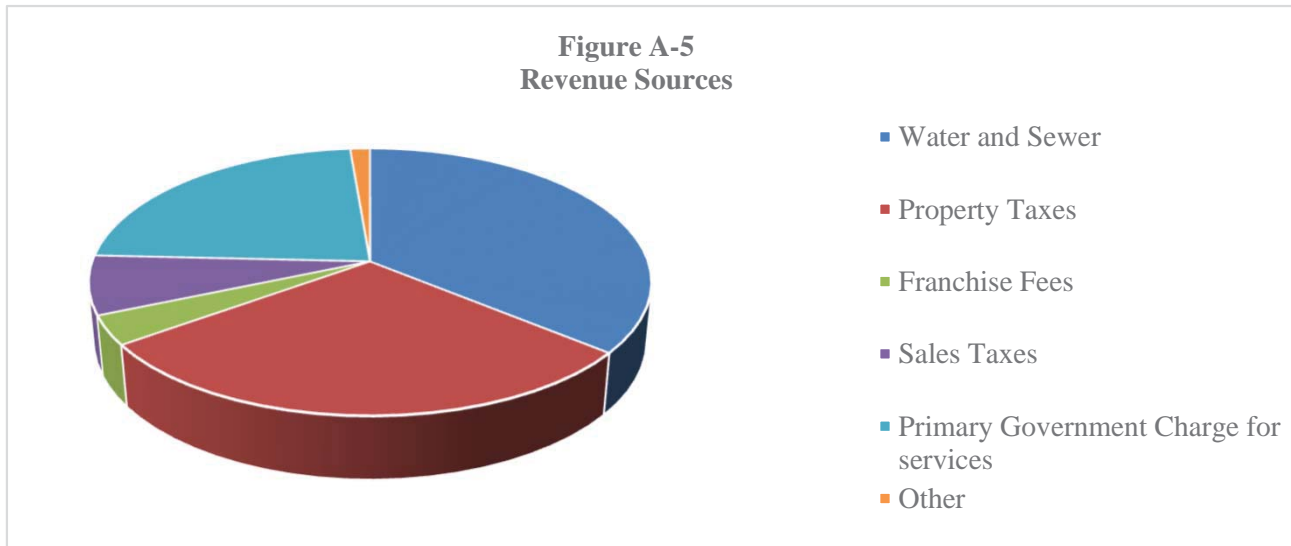
Figure A-4
Changes in City Net Position

	Governmental Activities		Business-Type Activities		Total	
	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>
Revenues:						
Program revenues						
Charges for services	\$3,687,885	\$3,518,820	\$ 5,770,628	\$ 5,813,620	\$ 9,458,513	\$ 9,332,440
General revenues:						
Taxes	6,447,490	5,403,973	-	-	6,447,490	5,403,973
Interest and penalties	15,153	15,211	18,415	7,394	33,568	22,605
Other	134,390	425,906	-	-	134,390	425,906
Total revenues	<u>10,284,918</u>	<u>9,363,910</u>	<u>5,789,043</u>	<u>5,821,014</u>	<u>16,073,961</u>	<u>15,184,924</u>
Expenses:						
General government	1,923,252	1,786,174	-	-	1,923,252	1,786,174
Public safety	3,287,081	2,698,071	-	-	3,287,081	2,698,071
Streets	951,265	1,297,508	-	-	951,265	1,297,508
Municipal court	630,168	446,366	-	-	630,168	446,366
Development services	557,354	392,115	-	-	557,354	392,115
Sanitation	479,285	542,985	-	-	479,285	542,985
Bond issue cost	-	-	-	-	-	-
Interest and fiscal charges	229,075	239,747	414,919	447,353	643,994	687,100
Water and sewer	-	-	3,330,823	3,021,960	3,330,823	3,021,960
Total expenses	<u>8,057,480</u>	<u>7,402,966</u>	<u>3,745,742</u>	<u>3,469,313</u>	<u>11,803,222</u>	<u>10,872,279</u>
Revenues over(under)						
expenses	2,227,438	1,960,944	2,043,301	2,351,701	4,270,739	4,312,645
Capital contributions	-	-	-	-	-	-
Transfers	<u>(857,996)</u>	<u>(1,297,679)</u>	<u>857,996</u>	<u>1,297,679</u>	<u>-</u>	<u>-</u>
Change in net position	1,369,442	663,265	2,901,297	3,649,380	4,270,739	4,312,645
Beginning net position						
Prior to restatement	260,798	(402,467)	20,573,879	16,924,499	20,834,677	16,522,032
Effect of GASB 75	<u>(35,465)</u>	<u>-</u>	<u>(5,726)</u>	<u>-</u>	<u>(41,191)</u>	<u>-</u>
As restated	<u>225,333</u>	<u>(402,467)</u>	<u>20,568,153</u>	<u>16,924,499</u>	<u>20,793,486</u>	<u>16,522,032</u>
Ending net position	<u>\$1,594,775</u>	<u>\$ 260,798</u>	<u>\$23,469,450</u>	<u>\$20,573,879</u>	<u>\$25,064,225</u>	<u>\$20,834,677</u>

CITY OF MANOR, TEXAS
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
September 30, 2018

CITY REVENUES

The majority of the City's revenue is generated from charges for water and sewer services (36%), property taxes (29%), and primary government charges for services (23%). The remaining is obtained from the grants, contributions, sales taxes, franchise fees, court fees and other sources (See Figure A-5).



GROWTH TRENDS

Governmental Activities

The City's property tax rate for maintenance and operations (M&O) decreased from \$0.4381 to \$0.4132 in the current fiscal year generating \$2,525,004 in M&O taxes, an increase of \$353,019 over the previous fiscal year. While the City's franchise fees increased \$83,931, or 17%, and sales taxes increased by \$85,980, or 8%. The new M&O tax rate for the year beginning October 1, 2018 is \$0.4807.

Business-Type Activities

Water sales increased by \$110,945 or 5%, while sewer sales increased by \$64,282, or 4%.

FINANCIAL ANALYSIS OF THE CITY'S FUNDS

General Fund Budgetary Highlights

General Fund revenues exceeded expenditures and transfers by \$343,978 which was \$106,436 less than budgeted. See details of budget and actual revenues on page 47.

Capital Assets

During the year ended September 30, 2018, the City invested \$2,923,117 in a broad range of capital assets, including infrastructure, equipment and buildings (See Figure A-6). These additions were funded from bond proceeds and notes payables.

CITY OF MANOR, TEXAS
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
September 30, 2018

Figure A-6
City's Capital Assets

	Governmental Activities		Business-Type Activities		Total	
	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>
Land	\$ 470,607	\$ 470,607	\$ 406,816	\$ 406,816	\$ 877,423	\$ 877,423
Construction in progress	990,997	303,346	1,273,924	308,220	2,264,921	611,566
Buildings and equipment	5,816,026	4,999,815	1,102,707	649,156	6,918,733	5,648,971
Sidewalks	244,164	244,164	-	-	244,164	244,164
Streets and improvements	5,383,195	5,383,195	12,992	12,992	5,396,187	5,396,187
Water system	-	-	7,465,930	7,465,930	7,465,930	7,465,930
Sewer system	-	-	5,692,383	5,692,383	5,692,383	5,692,383
Total at historical cost	12,904,989	11,401,127	15,954,752	14,535,497	28,859,741	25,936,624
Accumulated depreciation	(5,779,107)	(4,885,547)	(4,728,143)	(4,388,810)	(10,507,250)	(9,274,357)
Net capital assets	\$ 7,125,882	\$ 6,515,580	\$ 11,226,609	\$ 10,146,687	\$ 18,352,491	\$ 16,662,267

Debt Administration

The City's property tax rate for debt services increased from \$0.3357 to \$0.3590 in the current fiscal year generating \$2,169,542 in debt service taxes, an increase of \$525,362 over the previous fiscal year. More detailed information about the City's debt is presented in the Notes to the Financial Statements. The new debt service tax rate for the year beginning October 1, 2018 is \$0.2715.

Figure A-7
City's Long-Term Debt

	Governmental Activities		Business-Type Activities		Total	
	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>
Notes payable	\$ 886,800	\$ 549,961	\$ -	\$ -	\$ 886,800	\$ 549,961
Bonds payable	7,579,225	8,685,242	16,835,775	17,590,275	24,415,000	26,275,517
Total	\$ 8,466,025	\$ 9,235,203	\$ 16,835,775	\$ 17,590,275	\$ 25,301,800	\$ 26,825,478

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

Next year's proposed General Fund budget is projected to remain consistent with this year's actual revenues.

General fund proposed expenditures are expected to increase by \$1,253,080, resulting in an overall operating deficit of approximately \$169,946.

CONTACTING THE CITY'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the City's finances and to demonstrate the City's accountability for the money it receives. Any questions about this report or need for additional financial information should be addressed to the City of Manor, Attn: City Manager, P.O. Box 387, Manor, TX 78653.

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BASIC FINANCIAL STATEMENTS

CITY OF MANOR, TEXAS
STATEMENT OF NET POSITION
September 30, 2018

	Primary Government		
	Governmental	Business-Type	
	Activities	Activities	Total
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 2,999,182	\$ 5,832,168	\$ 8,831,350
Receivables, net	264,688	425,417	690,105
Restricted assets:			
Cash and cash equivalents	(416,703)	23,242,676	22,825,973
Investments	656,353	454,231	1,110,584
Non-current assets:			
Capital assets:			
Non-depreciable	1,461,604	1,680,740	3,142,344
Depreciable, net	5,664,278	9,545,869	15,210,147
Total assets	10,629,402	41,181,101	51,810,503
Deferred outflows			
Deferred outflows related to refunding	270,860	-	270,860
Deferred outflows related to OPEB	4,283	692	4,975
Deferred outflows related to pensions	131,234	8,500	139,734
Total deferred outflows	406,377	9,192	415,569
LIABILITIES			
Current liabilities:			
Payable from unrestricted assets:			
Accounts payable	612,518	191,823	804,341
Unearned revenue	141,765	-	141,765
Payable from restricted assets:			
Interest payable	24,128	48,182	72,310
Notes payable, due within one year	214,791	-	214,791
Bonds payable, due within one year	820,875	784,125	1,605,000
Non-current liabilities:			
Payable from unrestricted assets:			
Compensated absences	156,769	44,825	201,594
Payable from restricted assets:			
Customer deposits	-	568,195	568,195
Notes payable, due more than one year	672,009	-	672,009
Bonds payable, due more than one year	6,758,350	16,051,650	22,810,000
Net OPEB liability	45,805	7,396	53,201
Net pension liability	(6,006)	24,647	18,641
Total liabilities	9,441,004	17,720,843	27,161,847
Deferred inflows	-	-	-
NET POSITION			
Net investment in capital assets	(1,340,143)	10,557,336	9,217,193
Restricted	239,650	23,696,907	23,936,557
Unrestricted	2,695,268	(10,784,793)	(8,089,525)
Total net position	\$ 1,594,775	\$ 23,469,450	\$ 25,064,225

The accompanying notes are an integral part of this financial statement.

CITY OF MANOR, TEXAS
STATEMENT OF ACTIVITIES
Year Ended September 30, 2018

Function/program activities	Expenses	Charges for Services
Primary government:		
Government activities:		
General government	\$ 1,923,252	\$ 1,005
Public safety	3,287,081	130,302
Streets	951,265	-
Municipal court	630,168	839,561
Development services	557,354	1,830,523
Sanitation	479,285	886,494
Interest on long-term debt	229,075	-
Total government activities	<u>8,057,480</u>	<u>3,687,885</u>
Business-type activities:		
Water	1,653,598	2,781,685
Sewer	1,677,225	2,988,943
Interest on long-term debt	414,919	-
Total business-type activities	<u>3,745,742</u>	<u>5,770,628</u>
Total primary government	<u>11,803,222</u>	<u>9,458,513</u>

General revenues:

Taxes:

Property

Sales

Franchise

Other

Investment earnings

Miscellaneous

Transfers

Total general revenues and transfers

Changes in net assets

Net position - beginning of year prior to restatement

Cumulative effect of adopting GASB Statement No. 75 (See Note A)

Net position - beginning of year after restatement

Net position - end of year

The accompanying notes are an integral part of this financial statement.

Program Revenues		Net (Expenses) Revenues and Changes in Net Assets		
Operating Grants & Contributions	Capital Grants & Contributions	Primary Government		
		Governmental Activities	Business-Type Activities	Total
\$ -	\$ -	\$ (1,922,247)	\$ -	\$ (1,922,247)
-	-	(3,156,779)	-	(3,156,779)
-	-	(951,265)	-	(951,265)
-	-	209,393	-	209,393
-	-	1,273,169	-	1,273,169
-	-	407,209	-	407,209
-	-	(229,075)	-	(229,075)
-	-	(4,369,595)	-	(4,369,595)
-	-	-	1,128,087	1,128,087
-	-	-	1,311,718	1,311,718
-	-	-	(414,919)	(414,919)
-	-	-	2,024,886	2,024,886
-	-	(4,369,595)	2,024,886	(2,344,709)
		4,694,546	-	4,694,546
		1,142,564	-	1,142,564
		565,886	-	565,886
		44,494	-	44,494
		15,153	18,415	33,568
		134,390	-	134,390
		(857,996)	857,996	-
		5,739,037	876,411	6,615,448
		1,369,442	2,901,297	4,270,739
		260,798	20,573,879	20,834,677
		(35,465)	(5,726)	(41,191)
		225,333	20,568,153	20,793,486
		\$ 1,594,775	\$ 23,469,450	\$ 25,064,225

The accompanying notes are an integral part of this financial statement.

CITY OF MANOR, TEXAS
BALANCE SHEET
GOVERNMENTAL FUNDS
September 30, 2018

	<u>General Fund</u>	<u>Special Revenues Fund</u>
ASSETS		
Unrestricted		
Cash and cash equivalents	\$ 3,005,451	\$ -
Receivables, net	244,211	-
Restricted assets:		
Cash and cash equivalents	-	223,379
Investments	8,647	371,269
	<u> </u>	<u> </u>
Total assets	<u><u>3,258,309</u></u>	<u><u>594,648</u></u>
 LIABILITIES AND FUND BALANCES		
 LIABILITIES		
Accounts payable	557,821	-
Other liabilities	6,688	38,082
Unearned revenue	137,375	-
	<u> </u>	<u> </u>
Total liabilities	<u>701,884</u>	<u>38,082</u>
 FUND BALANCES		
Restricted	8,647	556,566
Committed	-	-
Unassigned	2,547,778	-
	<u> </u>	<u> </u>
Total fund balances	<u>2,556,425</u>	<u>556,566</u>
 Total liabilities and fund balances	<u><u>\$ 3,258,309</u></u>	<u><u>\$ 594,648</u></u>

The accompanying notes are an integral part of this financial statement.

Debt Service Fund	Capital Projects Fund	Total Governmental Funds
\$ -	\$ (6,269)	\$ 2,999,182
20,477	-	264,688
(640,082)	-	(416,703)
276,437	-	656,353
<u>(343,168)</u>	<u>(6,269)</u>	<u>3,503,520</u>
-	-	557,821
-	9,927	54,697
18,476	-	155,851
<u>18,476</u>	<u>9,927</u>	<u>768,369</u>
(361,644)	-	203,569
-	(16,196)	(16,196)
-	-	2,547,778
<u>(361,644)</u>	<u>(16,196)</u>	<u>2,735,151</u>
<u>\$ (343,168)</u>	<u>\$ (6,269)</u>	<u>\$ 3,503,520</u>

The accompanying notes are an integral part of this financial statement.

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CITY OF MANOR, TEXAS
RECONCILIATION OF THE BALANCE SHEET OF
GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION
September 30, 2018

TOTAL FUND BALANCE - TOTAL GOVERNMENTAL FUNDS	\$ 2,735,151
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Amounts reported for governmental activities in the statement of net position are different due to the following:

Capital assets, net of accumulated depreciation are not financial resources and, therefore, are not reported in the funds.	7,125,882
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Certain receivables are not available to pay current-period expenditures and, therefore, are deferred in the funds. This amount includes deferred property taxes.	14,086
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Deferred outflows represent the consumption of net position that is applicable to a future reporting period and are not reported in the funds.	406,377
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Certain liabilities related to long-term debt are not reported in the funds, such as accrued interest payable.	(24,128)
--	----------

Certain long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.	<u>(8,662,593)</u>
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NET POSITION - GOVERNMENTAL ACTIVITIES	<u><u>\$ 1,594,775</u></u>
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The accompanying notes are an integral part of this financial statement.

CITY OF MANOR, TEXAS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
Year Ended September 30, 2018

	<u>General Fund</u>	<u>Special Revenues Fund</u>
REVENUES		
Property taxes	\$ 2,525,004	\$ -
Sales tax	1,142,564	-
Franchise taxes	565,886	-
Other taxes	11,281	33,213
Licenses and permits	1,830,523	-
Charge for services	886,494	-
Court and police	839,561	-
Public safety	130,302	-
Interest	5,282	5,653
Interest - restricted	9	-
Other	135,395	-
Total revenues	<u>8,072,301</u>	<u>38,866</u>
EXPENDITURES		
Current:		
General government	2,171,365	8,027
Public safety	2,978,086	-
Streets	489,442	-
Municipal court	630,168	-
Development services	549,939	-
Sanitation	856,477	-
Capital outlay	52,846	-
Debt service:		
Principal	-	-
Interest	-	-
Total expenditures	<u>7,728,323</u>	<u>8,027</u>
Excess (deficiency) of revenues over expenditures	<u>343,978</u>	<u>30,839</u>
OTHER FINANCING SOURCES (USES)		
Transfers in	-	-
Transfers out	-	-
Total other financing sources (uses)	<u>-</u>	<u>-</u>
Net change in fund balances	343,978	30,839
Fund balances - beginning of year	<u>2,212,447</u>	<u>525,727</u>
Fund balances - end of year	<u>\$ 2,556,425</u>	<u>\$ 556,566</u>

The accompanying notes are an integral part of this financial statement.

Debt Services Fund	Capital Projects Fund	Total Governmental Funds
\$ 2,169,542	\$ -	\$ 4,694,546
-	-	1,142,564
-	-	565,886
-	-	44,494
-	-	1,830,523
-	-	886,494
-	-	839,561
-	-	130,302
4,209	-	15,144
-	-	9
-	-	135,395
<u>2,173,751</u>	<u>-</u>	<u>10,284,918</u>
1,200	-	2,180,592
-	-	2,978,086
-	-	489,442
-	-	630,168
-	-	549,939
-	-	856,477
-	310,459	363,305
805,500	-	805,500
200,404	-	200,404
<u>1,007,104</u>	<u>310,459</u>	<u>9,053,913</u>
<u>1,166,647</u>	<u>(310,459)</u>	<u>1,231,005</u>
-	310,459	310,459
(1,168,455)	-	(1,168,455)
<u>(1,168,455)</u>	<u>310,459</u>	<u>(857,996)</u>
(1,808)	-	373,009
<u>(359,836)</u>	<u>(16,196)</u>	<u>2,362,142</u>
<u>\$ (361,644)</u>	<u>\$ (16,196)</u>	<u>\$ 2,735,151</u>

The accompanying notes are an integral part of this financial statement.

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CITY OF MANOR, TEXAS
RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES OF
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
Year Ended September 30, 2018

NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS	\$	373,009
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Amounts reported for *governmental activities* in the statement of activities are different due to the following:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation exceeded capital outlay expenses in the current period.		610,302
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The proceeds of debt issuances provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net assets. Repayment of debt principal is an expenditure in the governmental funds, but the long-term liabilities in the statement of net assets. This is the amount by which debt payments exceeded proceeds and changes in accrued interest and amortization of deferred outflows from refunding.		439,990
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Some expenses reported in the statement of activities do not require the use of current financial resources and are not reported as expenditures in the governmental funds. These expenditures include changes in accrued compensation and changes in pension and OPEB benefits and related inflows and outflows.		(53,859)
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CHANGE IN NET ASSETS - GOVERNMENTAL ACTIVITIES	\$	1,369,442
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The accompanying notes are an integral part of this financial statement.

CITY OF MANOR, TEXAS
STATEMENT OF NET POSITION
PROPRIETARY FUND
September 30, 2018

	Water and Sewer System	Capital Impact Fees	Total
ASSETS			
Current assets:			
Unrestricted assets:			
Cash and cash equivalents	\$ 5,832,168	\$ -	\$ 5,832,168
Accounts receivable, net	425,417	-	425,417
Restricted assets:			
Cash and cash equivalents	16,734,697	6,507,979	23,242,676
Investments	-	454,231	454,231
Total current assets	22,992,282	6,962,210	29,954,492
Non-current assets:			
Non-depreciable assets, net	1,680,740	-	1,680,740
Depreciable assets, net	9,545,869	-	9,545,869
Total non-current assets	11,226,609	-	11,226,609
Total assets	34,218,891	6,962,210	41,181,101
DEFERRED OUTFLOWS			
Deferred outflow related to OPEB	692	-	692
Deferred outflow related to pension	8,500	-	8,500
Total deferred outflows	9,192	-	9,192
LIABILITIES			
Current liabilities:			
Accounts payable	191,823	-	191,823
Interest payable	48,182	-	48,182
Bonds payable, due within one year	784,125	-	784,125
Total current liabilities	1,024,130	-	1,024,130
Non-current liabilities:			
Compensated absences	44,825	-	44,825
Customer deposits	568,195	-	568,195
Bonds payable, due after one year	16,051,650	-	16,051,650
Net OPEB liability	7,396	-	7,396
Net pension liability	24,647	-	24,647
Total non-current liabilities	16,696,713	-	16,696,713
Total liabilities	17,720,843	-	17,720,843
NET POSITION			
Investment in capital assets	10,557,336	-	10,557,336
Restricted	16,734,697	6,962,210	23,696,907
Unrestricted	(10,784,793)	-	(10,784,793)
Total net assets	\$ 16,507,240	\$ 6,962,210	\$ 23,469,450

The accompanying notes are an integral part of this financial statement.

CITY OF MANOR, TEXAS
STATEMENT OF REVENUES, EXPENSES, AND
CHANGES IN NET POSITION
PROPRIETARY FUND
Year Ended September 30, 2018

	Water and Sewer System	Capital Impact Fees	Total
OPERATING REVENUES			
Water service	\$ 2,174,032	\$ -	\$ 2,174,032
Sewer service	1,890,531	-	1,890,531
Penalties	85,118	-	85,118
Miscellaneous	805	-	805
Capital impact fees	-	1,620,142	1,620,142
Total operating revenues	<u>4,150,486</u>	<u>1,620,142</u>	<u>5,770,628</u>
OPERATING EXPENSES			
Personnel services	661,490	-	661,490
Operations	87,954	12,784	100,738
Utilities	147,585	-	147,585
Insurance	28,575	-	28,575
Materials and supplies	67,024	-	67,024
Maintenance	97,809	-	97,809
Water fees	1,399,002	-	1,399,002
Wastewater fees	489,267	-	489,267
Depreciation	339,333	-	339,333
Total operating expenses	<u>3,318,039</u>	<u>12,784</u>	<u>3,330,823</u>
OPERATING INCOME	<u>832,447</u>	<u>1,607,358</u>	<u>2,439,805</u>
NON-OPERATING REVENUES (EXPENSES)			
Interest income	8,476	9,939	18,415
Interest expense	(414,919)	-	(414,919)
Total non-operating revenues (expenses)	<u>(406,443)</u>	<u>9,939</u>	<u>(396,504)</u>
INCOME (LOSS) BEFORE CONTRIBUTIONS & TRANSFERS	426,004	1,617,297	2,043,301
CONTRIBUTIONS AND TRANSFERS			
Transfers in (out)	1,168,455	-	1,168,455
Transfers from (to) primary government	(310,459)	-	(310,459)
CHANGE IN NET POSITION	1,284,000	1,617,297	2,901,297
NET POSITION:			
Beginning of year	15,228,966	5,344,913	20,573,879
Restatement related to GASB 75	(5,726)	-	(5,726)
NET POSITION - AS RESTATED	<u>15,223,240</u>	<u>5,344,913</u>	<u>20,568,153</u>
NET POSITION - END OF YEAR	<u>\$ 16,507,240</u>	<u>\$ 6,962,210</u>	<u>\$ 23,469,450</u>

The accompanying notes are an integral part of this financial statement.

CITY OF MANOR, TEXAS
STATEMENT OF CASH FLOWS
PROPRIETARY FUND
Year Ended September 30, 2018

	Proprietary Fund
CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from customers	\$ 5,766,944
Payments to suppliers	(2,402,165)
Payments to employees and contractors	(650,905)
Net cash flows from operating activities	<u>2,713,874</u>
CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES	
Increase in customer deposits	68,506
Increase in restricted assets	(835,062)
Net cash flows from non-capital financing activities	<u>(766,556)</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Transfers from primary government for payment of debt obligations	1,168,455
Transfers to primary government for payment of debt obligations	(310,459)
Additions to capital assets	(1,419,255)
Principal payments on debt	(754,500)
Interest payments on debt	(421,654)
Net cash flows from capital and related financing activities	<u>(1,737,413)</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest income	<u>18,415</u>
Net cash flows from investing activities	<u>18,415</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS	228,320
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>5,603,848</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u><u>\$ 5,832,168</u></u>
<hr/>	
RECONCILIATION OF OPERATING INCOME TO NET CASH FROM OPERATING ACTIVITIES	
Operating income	\$ 2,439,805
Adjustments not affecting cash:	
Depreciation	339,333
(Increase) decrease in assets and increase (decrease) in liabilities:	
Accounts receivable	(3,684)
Accounts payable	(72,165)
Compensated absences	7,043
Deferred outflows	16,784
Net OPEB liability	1,670
Net pension liability	(14,912)
Net cash flows from operating activities	<u><u>\$ 2,713,874</u></u>

The accompanying notes are an integral part of this financial statement.

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2018

A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City of Manor, Texas (City) is a Home Rule city in which citizens elect the mayor and six council members at large by place. The City operates under the Council-Manager form of government and provides such services as are authorized by its charter to advance the welfare, health, comfort, safety, and convenience of the City and its inhabitants.

The financial statements of the City are prepared in accordance with generally accepted accounting principles (GAAP) in the United States of America as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted primary standard-setting body for establishing governmental accounting and financial reporting principles. GASB periodically updates its codification of the existing Governmental Accounting and Financial Reporting Standards, which along with subsequent GASB pronouncements (Statements and Interpretations), constitutes GAAP for governmental units. The more significant accounting and reporting policies and practices used by the City are described below.

Reporting Entity

The City's basic financial statements include all activities, organizations, and functions for which the City is considered to be financially accountable. The criteria considered in determining activities to be reported within the City's basic financial statements include whether:

- the organization is legally separate (can sue and be sued in its own name)
- the City holds the corporate powers of the organization
- the City appoints a voting majority of the organization's board
- the City is able to impose its will on the organization
- the organization has the potential to impose a financial benefit/burden on the City
- there is a fiscal dependency by the organization of the City

The above criteria were applied to potential organizations to determine if the entity should be reported as part of the City. It was determined that the City has no component units or related organizations that should be reported within the City's basic financial statements.

Implementation of New Standards

In fiscal year 2018, the City implemented:

GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The scope of this statement addresses accounting and financial reporting for other postemployment benefits that is provided to the employees of state and local governmental employers. This statement establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures. This statement replaces the requirements of GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, as amended, and GASB Statement No. 57, *OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans*. Please see Note L for further details.

	Governmental Activities	Business-Type Activities	Total
Net position - beginning of year prior to restatement	\$ 260,798	\$ 20,573,879	\$ 20,834,677
Cumulative effect of adopting GASB Statement No. 75	(35,465)	(5,726)	(41,191)
Net position - beginning of year after restatement	<u>\$ 225,333</u>	<u>\$ 20,568,153</u>	<u>\$ 20,793,486</u>

GASB Statement 81, *Irrevocable Split-Interest Agreements*. This statement requires a government that receives resources pursuant to an irrevocable split-interest agreement to recognize assets, liabilities, revenues, and deferred inflows at the inception of the agreement. Revenue should be recognized when the resources become applicable to the reporting period. This statement had no impact on the City.

GASB Statement No. 82, *Pension Issues – An amendment of GASB Statements No. 67, 68, and No. 73*. This statement addresses issues regarding: the presentation of payroll related measures in required supplementary information, the selection of assumptions and the treatment of deviations from the guidance in an Actuarial Standard of Practice for financial reporting purposes, and the classification of payments made by employers to satisfy employee contribution requirements. Certain provisions from this statement were applicable to fiscal year 2017 while other provisions are applicable to this fiscal year. Please see Note K for further details.

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2018

A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Implementation of New Standards - Continued

GASB Statement No. 85, *Omnibus 2017*. This statement addresses a variety of topics including issues related to blending component units, goodwill, fair value measurement and application, and postemployment benefits. The effects of this statement that are applicable to the City can be seen throughout the financial statements.

GASB Statement No. 86, *Certain Debt Extinguishment Issues*. This statement provides guidance for transactions in which cash and other monetary assets acquired with only existing resources-other than refunding debt-are placed in an irrevocable trust for the sole purpose of extinguishing debt. It also improves accounting and financial reporting for prepaid insurance on debt that is extinguished and notes to the financial statements for debt that is defeased in substance. Please see Note H for further details.

Government-Wide Financial Statements

The government-wide financial statements are prepared using the economic resources measurement focus and accrual basis of accounting. Government-wide financial statements do not provide information by individual fund or fund types, but distinguish between the City's governmental activities and business-type activities on the Statement of Net Position and Statement of Activities. The statements report information on all of the non-fiduciary activities of the primary government and its component units. The City's Statement of Net Position includes both non-current assets and non-current liabilities of the City. Accrual accounting reports all of the revenues and cost of providing services each year, not just those received or paid in the current year or soon thereafter. Additionally, the government-wide Statement of Activities reflects depreciation expense on the City's capital assets, including infrastructure.

Statement of Net Position

The Statement of Net Position is designed to display the financial position of the primary government (government and business-type activities). The City reports all capital assets, including infrastructure, in the government-wide Statement of Net Position and reports depreciation expense - the cost of "using up" capital assets - in the Statement of Activities. The net position of the City is broken down into three categories: 1) invested in capital assets, net of related debt; 2) restricted; and 3) unrestricted. Long-term liabilities are reported in two categories: 1) the amount due within one year; and 2) the amount due in more than one year.

Statement of Activities

The government-wide Statement of Activities reports net revenue (expense) in a format that focuses on the cost of each of the City's governmental activities and for each of the City's business-type activities. The expense of individual functions is compared to revenues generated directly by the function (for instance, through user charges or intergovernmental grants). General revenues (including all taxes), investment earnings, special and extraordinary items, and transfers between governmental and business-type activities are reported separately after the total net expenses of the government's functions, ultimately arriving at the change in net position of the period. Program revenues are segregated into three categories: 1) charges for services; 2) program-specific operating grants and contributions; and 3) program-specific capital grants and contributions. Indirect costs are allocated amount functions based on use.

Fund Level Financial Statements

In addition to the government-wide financial statements, the City prepares fund financial statements, which continue to use the modified accrual basis of accounting and the current financial resources measurement focus. The focus on the fund financial statements is on the major individual funds of the governmental and business-type activities, as well as any fiduciary funds (by category) and any component units. Fund financial accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

The City reports the following major governmental funds:

General Fund

Reports as the primary fund of the City. This fund is used to account for all financial resources not reported in any other funds.

Special Revenue Fund

Established to account for revenues assessed and collected for specific purposes.

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2018

A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Fund Level Financial Statements - Continued

Debt Service Fund

Established to account for the accumulation of financial resources for the payment of principal and interest of the City's general obligation debt. The City annually levies *ad valorem* taxes restricted for the retirement of general obligation bonds and interest. This fund reports *ad valorem* taxes collected for debt purposes only.

Capital Projects Fund

Bond Management - Established to account for the capital expenditures of general obligation bond proceeds.

Grants Management - Established to account for the City's capital grants and contributions which fund the acquisition, construction, or rehabilitation of capital assets. These revenues are subject to externally imposed restrictions to these program uses.

The City reports the following major enterprise funds:

Water and Sewer Fund

Accounts for the operating activities of the City's water and sewer services.

Measurement Focus/Basis of Accounting

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, generally including the reclassification or elimination of internal activity (between or within fund). Proprietary fund level financial statements also report using the same focus and basis of accounting although internal activity is not eliminated in these statements. Revenues are recorded when earned and expenses are recorded when liability is incurred, regardless of the timing of related cash flows. Property tax revenues are recognized in the year in which they are levied while grants are recognized when grantor eligibility requirements are met.

Governmental fund level financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available. Available means collectible within the current period or soon enough thereafter to pay current liabilities. The City considers revenues to be available if they are collected within sixty days of the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for debt principal and interest which are reported expenditures in the year due.

Major revenue sources susceptible to accrual include sales and property taxes. In general, other revenues are recognized when cash is received.

Operating income reported in the proprietary fund financial statements includes revenues and expenses related to the primary, continuing operations of the fund. Principal operating revenues for proprietary funds are charges to customers for sales or services. Principal operating expenses are the costs of providing goods or services and included administrative expenses and depreciation of capital assets.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as needed. See Note E for information describing the City's restricted assets.

Assets, Liabilities, and Net Position or Equity

Cash and Cash Equivalents

For purposes of the statement of cash flows, highly liquid investments are considered to be cash equivalents if they have a maturity of three months or less when purchased.

Inventories and Prepaid Items

The City records purchases of supplies as expenditures, utilizing the purchase method of accounting for inventory. Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2018

A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Assets, Liabilities, and Net Position or Equity - Continued

Capital Assets

The City's capital assets and infrastructure with useful lives of more than one year are stated at historical cost and comprehensively reported in the government-wide financial statements. The City maintains infrastructure asset records consistent with all other capital assets. Proprietary capital assets are also reported in their respective funds. Donated assets are stated at fair value on the date donated. The City generally capitalizes assets with a cost of \$5,000 or more as purchases and outlays occur. The cost of normal maintenance and repairs that do not add to the asset value or materially extend useful lives are not capitalized. Capital assets are depreciated using the straight-line method. When capital assets are disposed, the cost and applicable accumulated depreciation are removed from the respective accounts, and the resulting gain or loss is recorded in operations. For information describing capital assets (See Note F).

Estimated useful lives, in years, for depreciable assets are as follows:

Vehicles	5
Software	5
Machinery and equipment	5-7
Buildings and improvements	10-20
Infrastructure	20-50

Deferred Inflows/Outflows of Resources

Deferred outflows of resources represent a consumption of net position that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until that time. Deferred outflows, found on the government-wide statement of net position, consist of deferred losses on refundings and deferred outflows related to pensions. A deferred loss on refunding occurs when there is a difference in the carrying value of the refunded debt and its reacquisition price. The amount is deferred and amortized over the shorter of the life of the refunded debt or refunding debt. Deferred outflows related to pensions consist of amounts paid into the retirement system after the prescribed measurement date plus the net difference between projected and actual earnings.

Deferred inflows of resources represent an acquisition of net position that applies to a future period and will not be recognized as an inflow of resources (revenue) until that time. Deferred inflows, found on the government-wide statement of net position, consist of deferred inflows related to pensions and deferred professional prosecutor revenue. On the governmental funds balance sheet, deferred inflows consist of deferred property tax revenue, deferred special assessment revenue, and deferred professional prosecutor revenue. All amounts are deferred and recognized as inflows of resources in the period that the amounts become available.

Long-Term Debt

In the government-wide and proprietary fund level financial statements, outstanding debt is reported as liabilities. Outstanding debt is reported within governmental activities and business-type activities based on use of proceeds. Bond issue costs are expensed when incurred.

Fund Balance/Net Position

Fund balances/net position are divided into five classifications based primarily on the extent to which the City is bound to observe constraints imposed upon the use of the resources in the governmental funds. The classifications are as follows:

Non-spendable

The non-spendable fund balance category includes amounts that cannot be spent because they are not in spendable form, or legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash. It also includes the long-term amount of interfund loans.

Restricted

Fund balance is reported as restricted when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or is imposed by law through constitutional provisions or enabling legislation. Enabling legislation authorizes the City to assess, levy, charge, or otherwise mandate payment of resources (from external resource providers) and includes a legally enforceable requirement that those resources be used only for the specific purposes stipulated in the legislation. Legal enforceability means that the City can be compelled by an external party-such as citizens, public interest groups, or the judiciary to use resources created by enabling legislation only for the purposes specified by the legislation.

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2018

A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Assets, Liabilities, and Net Position or Equity - Continued

Fund Balance/Net Position - Continued

Committed

The committed fund balance classification includes amounts that can be used only for the specific purposes imposed by formal action (ordinance or resolution) of the City Council. Those committed amounts cannot be used for any other purpose unless the City Council removes or changes the specified use by taking the same type of action (ordinance or resolution) it employed to previously commit those amounts. In contrast to fund balance that is restricted by enabling legislation, committed fund balance classification may be redeployed for other purposes with appropriate due process. Constraints imposed on the use of committed amounts are imposed by the City Council, separate from the authorization to raise the underlying revenue; therefore, compliance with these constraints are not considered to be legally enforceable. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

Assigned

Amounts in the assigned fund balance classification are intended to be used by the City for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the General Fund, the assigned fund balance represents the remaining amount that is not restricted or committed. In the General Fund, assigned amounts represent intended uses established by the City Council or a city official delegated that authority by City Charter or ordinance.

Unassigned

Unassigned fund balance is the residual classification for the General Fund and includes all spendable amounts not contained in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

The City applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Revenues and Expenditures/Expenses

Inter-Fund Activity

Inter-fund activity results from loans, services provided, reimbursements or transfers between funds. Loans are reported as inter-fund receivables and payables as appropriate and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures or expenses. Reimbursements occur when one fund incurs a cost, charges the appropriate benefiting fund, and reduces its related cost as a reimbursement. All other inter-fund transactions are treated as transfers. Transfers-in and transfers-out are netted and presented as a single "Transfers" line on the government-wide statement of activities. Similarly, inter-fund receivables and payables, if applicable, are netted and presented as a single "Internal Balances" line of the government-wide statement of net assets.

Compensated Absences

Compensated absences are reported as accrued in the government-wide financial statements. In the fund level financial statements, only matured compensated absences payable to currently terminating employees are reported.

Use of Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosures of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reported periods. Final amounts could differ from those estimates.

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2018

B. DEPOSITS AND INVESTMENTS

The City's funds are required to be deposited and invested under the terms of a depository contract. The depository bank deposits for safekeeping and trust with the City's agent bank approved pledged securities in an amount sufficient to protect City funds on a day-to-day basis during the period of the contract. The pledge of approved securities is waived only to the extent of the depository bank's dollar amount of Federal Deposit Insurance Corporation (FDIC) insurance.

Cash Deposits

At September 30, 2018, carrying amounts of the City's cash deposits were \$31,657,323 and bank balances were \$31,844,515. The City's cash deposits at September 30, 2018, were entirely covered by FDIC insurance or by pledged collateral held by the City's agent bank in the City's name.

Investments

The City is required by Government Code Chapter 2256, The Public Funds Investment Act (Act), to adopt, implement, and publicize an investment policy. That policy must be written; primarily emphasize safety of principal and liquidity; address investment diversification, yield, and maturity and the quality and capability of investment management; and include a list of the types of authorized investments in which the investing entity's funds may be invested and the maximum allowable stated maturity of any individual investment owned by the entity.

The Act requires an annual audit of investment practices. Audit procedures in this area conducted as a part of the audit of the general purpose financial statements disclosed that in the areas of investment practices, management reports and establishment of appropriate policies, the City adhered to the requirements of the Act. Additionally, investment practices of the City were in accordance with local policies.

The Act determines the types of investments which are allowable for the City. These include, with certain restrictions, (1) obligations of the U.S. Treasury, certain U.S. agencies, and the State of Texas, (2) certificates of deposit, (3) certain municipal securities, (4) money market savings accounts, (5) repurchase agreements, (6) bankers' acceptances, (7) mutual funds, (8) investment pools, (9) guaranteed investment contracts, and (10) common trust funds.

Fair Value Hierarchy

The three levels of the fair value hierarchy under GASB 72 are described as follows:

- | | |
|---------|---|
| Level 1 | Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the entity has the ability to access. |
| Level 2 | Inputs to the valuation methodology include:
Quoted prices for similar assets or liabilities in active markets;
Quoted prices for identical or similar assets or liabilities in inactive markets;
Inputs other than quoted prices that are observable for the asset or liability; and
Inputs that are derived principally from or corroborated by observable market data by correlation or other means. |
| Level 3 | Inputs to the valuation methodology are unobservable and significant and use the best information available under the circumstances. |

The City's investments at September 30, 2018, are shown below. These investments are not classified in a level hierarchy as they are recorded at net asset value.

Investment or Investment Type	Maturity	Fair Value
TexPool Investment	N/A	\$ 1,110,584

GASB Statement No. 79, *Certain External Investment Pools and Pool Participants* (GASB 79). This statement establishes how certain state and local government external investment pools may measure and report their investments. An external investment pool may elect to measure, for reporting purposes, all of its investments at amortized cost if it meets certain criteria. In addition, this statement also establishes additional note disclosures for external investment pools and their participants.

TexPool operates in a manner consistent with the criteria set forth in GASB 79 and therefore uses amortized cost to report net assets to compute share prices. The State Comptroller of Public Accounts exercises oversight responsibility over TexPool. Oversight includes the ability to significantly influence operations, designation of management, and accountability for fiscal matters. Additionally, the State Comptroller has established an advisory board composed of both participants in TexPool and other persons who do not have a business relationship with TexPool. The Advisory Board members review the investment policy and management fee structure. TexPool does not have any restrictions or limitations on withdrawals.

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2018

B. DEPOSITS AND INVESTMENTS - CONTINUED

TexPool is rated AAAM by Standard & Poor's. As a requirement to maintain the rating, weekly portfolio information must be submitted to Standard & Poor's for review. TexPool is also required to send portfolio information to the office of the State Comptroller of Public Accounts.

Analysis of Specific Deposit and Investment Risks

Professional standards require a determination as to whether the City was exposed to the following specific investment risks at year end and if so, the reporting of certain related disclosures:

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The ratings of securities by nationally recognized rating agencies are designed to give an indication of credit risk. At year end, the City was not exposed to a significant amount of credit risk.

Custodial Credit Risk

Deposits are exposed to custodial credit risk if they are not covered by depository insurance and the deposits are uncollateralized, collateralized with securities held by the pledging financial institution, or collateralized with securities held by the pledging financial institution's trust department or agent but not in the City's name.

Investment securities are exposed to custodial credit risk if the securities are uninsured, are not registered in the name of the government, and are held by either the counterparty or the counterparty's trust department or agent but not in the City's name. At September 30, 2018, the City's deposits were entirely covered by depository insurance or collateralized with securities held by the pledging financial institution in the City's name.

Concentration of Credit Risk

This is the risk of loss attributed to the magnitude of a government's investment in a single issuer. At year end, the City was not exposed to concentration of credit risk.

Interest Rate Risk

This is the risk that changes in interest rates will adversely affect the fair value of an investment. At year end, the City was not exposed to interest rate risk.

Foreign Currency Risk

This is the risk that exchange rates will adversely affect the fair value of an investment. At year end, the City was not exposed to foreign currency risk.

C. RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

Explanation of differences between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position:

The governmental fund balance sheet includes a reconciliation between the governmental fund balance on the fund financial statements and total net position of governmental activities on the government-wide financial statements.

Governmental fund balance	\$ 2,735,151
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Difference due to capital assets

Capital assets	12,904,989	
Accumulated depreciation	<u>(5,779,107)</u>	7,125,882

Difference due to unearned revenue

Unearned Revenues	14,086
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CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2018

C. RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS - CONTINUED

Explanation of differences between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position - Continued:

Difference due to deferred outflows

Deferred outflows related to pensions	131,234	
Deferred outflows related to OPEB	4,283	
Deferred loss on refunding	270,860	406,377
	<hr/>	

Difference due to current liabilities

Interest payable		(24,128)
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Difference due to non-current liabilities

Compensated absences	(156,769)	
Net pension liability	6,006	
Net OPEB liability	(45,805)	
Notes payable	(886,800)	
Bonds payable	(7,579,225)	(8,662,593)
	<hr/>	

Government-wide net position		<u><u>\$ 1,594,775</u></u>
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Explanation of differences between the Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balances and the Government-wide Statement of Activities:

The governmental fund statement of revenues, expenditures, and changes in fund balances includes a reconciliation between the change in governmental fund balance on the fund financial statements and change in total net position of governmental activities on the government-wide financial statements.

Change in governmental fund balance	\$ 373,009
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Amount by which depreciation exceeds capital outlay expense and other capital related transactions

Capital outlay	785,003	
Capital outlay - current year capital lease additions	718,859	
Depreciation expense	(893,560)	610,302
	<hr/>	

Long-term debt and related items

Debt payments	1,187,520	
Issuance of note payables	(718,859)	
Accrued interest adjustment	986	
Amortization of loss on refunding	(29,657)	439,990
	<hr/>	

Expenses that do not require the use of current financial resources or have not matured

Changes in pension expense and deferred inflows	(15,885)	
Changes in OPEB expense and deferred inflows	(6,057)	
Compensated absence adjustment	(31,917)	(53,859)
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Change in government-wide net position		<u><u>\$ 1,369,442</u></u>
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CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2018

D. RECEIVABLES, UNCOLLECTIBLE ACCOUNTS, AND DEFERRED REVENUE

Sales Tax Receivable

Sales taxes are collected and remitted to the City by the State Comptroller's Office. All sales taxes are collected within sixty days of year end. At fiscal year end, the receivables represent taxes collected but not yet received by the City and are recorded as revenue.

Property Taxes Receivable and Deferred Revenue

Property taxes are assessed and remitted to the City by the Travis County Tax Assessor's Office. Taxes, levied annually on October 1, are due by January 31. The majority of tax payments are received December through March. Lien dates for real property are July.

Allowances for uncollectible tax receivables reported in the General Fund are based upon historical experience in collecting property taxes. Uncollectible personal property taxes are periodically reviewed and written off when deemed uncollectible; however, state statutes prohibit writing off real property taxes without specific authority from the Texas Legislation.

In the governmental fund level financial statements, property taxes receivable are recorded in the General Fund when assessed (October 1). At fiscal year end, property taxes receivables represent delinquent taxes. If delinquent taxes are not paid within sixty days of fiscal year end, they are recorded as deferred revenue.

In the government-wide financial statements, property tax receivables and related revenues include all amounts due to the City regardless of when cash is received.

At September 30, 2018, receivables for governmental activities are summarized in the government-wide financial statements as follows:

	Receivables	Allowance for Uncollectible Accounts	Net Receivables
Sales tax receivable	\$ 85,634	\$ -	\$ 85,634
Property tax receivable	136,704	(88,858)	47,846
Employee receivable	1,961	-	1,961
Court fines receivable	1,113,405	(1,080,003)	33,402
Other	95,845	-	95,845
Total receivables	<u>\$ 1,433,549</u>	<u>\$ (1,168,861)</u>	<u>\$ 264,688</u>

Business-Type Activities Receivables

Business-type activities receivables represent amounts due from customers for water, wastewater, and sanitation services. These receivables are due within one month. Receivables are reported net of an allowance for uncollectible accounts and revenues net of what is estimated to be uncollectible. The allowance is estimated using accounts receivable past due more than ninety days.

At September 30, 2018, Business-type activities receivables are summarized in the financial statements as follows:

	Receivables	Allowance for Uncollectible Accounts	Net Receivables
Customer receivables	\$ 433,635	\$ (9,418)	\$ 424,217
NSF checks	1,200	-	1,200
Total receivables	<u>\$ 434,835</u>	<u>\$ (9,418)</u>	<u>\$ 425,417</u>

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2018

E. RESTRICTED ASSETS

At September 30, 2018, restricted assets consisted of the following:

	Governmental Activities	Business-Type Activities	Total
Cash and cash equivalents:			
Debt service (deficit)	\$ (640,082)	\$ -	\$ (640,082)
Other	185,223	-	185,223
Rose Hill Public Improvement District	38,156	-	38,156
Customer deposits	-	568,195	568,195
Capital improvements - water system	-	18,682,888	18,682,888
Capital improvements - sewer system	-	3,991,593	3,991,593
Total cash and cash equivalents	<u>\$ (416,703)</u>	<u>\$ 23,242,676</u>	<u>\$ 22,825,973</u>

	Governmental Activities	Business-Type Activities	Total
Investments:			
Parks	\$ 8,647	\$ -	\$ 8,647
Debt service	276,437	-	276,437
Tourism	371,269	-	371,269
Capital improvements - sewer system	-	454,231	454,231
Total investments	<u>\$ 656,353</u>	<u>\$ 454,231</u>	<u>\$ 1,110,584</u>

F. CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2018, was as follows:

	Beginning Balance	Additions	Deletions/ Reclass	Ending Balance
Governmental Activities:				
Non-depreciable assets:				
Land	\$ 470,607	\$ -	\$ -	\$ 470,607
Construction in progress	303,346	687,651	-	990,997
Total non-depreciable assets	<u>\$ 773,953</u>	<u>\$ 687,651</u>	<u>\$ -</u>	<u>\$ 1,461,604</u>
Depreciable assets:				
Buildings	\$ 2,419,785	\$ -	\$ -	\$ 2,419,785
Equipment	2,580,030	816,211	-	3,396,241
Sidewalks	244,164	-	-	244,164
Streets and improvements	5,383,195	-	-	5,383,195
Total depreciable assets	10,627,174	816,211	-	11,443,385
Accumulated depreciation	(4,885,547)	(893,560)	-	(5,779,107)
Depreciable assets, net	<u>\$ 5,741,627</u>	<u>\$ (77,349)</u>	<u>\$ -</u>	<u>\$ 5,664,278</u>
Business-Type Activities:				
Non-depreciable assets:				
Land	\$ 406,816	\$ -	\$ -	\$ 406,816
Construction in progress	308,220	965,704	-	1,273,924
Total non-depreciable assets	<u>\$ 715,036</u>	<u>\$ 965,704</u>	<u>\$ -</u>	<u>\$ 1,680,740</u>
Depreciable assets:				
Machinery and equipment	\$ 649,156	\$ 453,551	\$ -	\$ 1,102,707
Culverts	12,992	-	-	12,992
Infrastructure - water system	7,465,930	-	-	7,465,930
Infrastructure - sewer system	5,692,383	-	-	5,692,383
Total depreciable assets	13,820,461	453,551	-	14,274,012
Accumulated depreciation	(4,388,810)	(339,333)	-	(4,728,143)
Depreciable assets, net	<u>\$ 9,431,651</u>	<u>\$ 114,218</u>	<u>\$ -</u>	<u>\$ 9,545,869</u>

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2018

F. CAPITAL ASSETS - CONTINUED

Depreciation expense was charged to the functions as follows:

Function:	Governmental Activities	Business-Type Activities	Total
General government	\$ 149,611	\$ -	\$ 149,611
Public safety	274,711	-	274,711
Streets	461,823	-	461,823
Development services	7,415	-	7,415
Water	-	214,709	214,709
Sewer	-	124,624	124,624
Total depreciation expense	<u>\$ 893,560</u>	<u>\$ 339,333</u>	<u>\$ 1,232,893</u>

G. INTER-FUND BALANCES AND ACTIVITY

Transfers (To)From Other Funds

Purpose	Debt Service Fund	Proprietary Fund	Capital Projects Fund
Property taxes collected for debt payments	\$ 1,168,455	\$ (1,168,455)	\$ -
Funds for capital projects paid out of the same bond issuance	-	(310,459)	310,459

H. LONG-TERM DEBT

Long-Term Debt Activity

Changes in long-term debt obligations for the year ended September 30, 2018, are as follows:

	Beginning Balances	Increases	Decreases	Ending Balances	Amounts Due Within One Year
Governmental Activities:					
Notes payable	\$ 549,961	\$ 718,859	\$ (382,020)	\$ 886,800	\$ 214,791
Bonds payable	8,384,725	-	(805,500)	7,579,225	820,875
Loss on refunding	300,517	-	(29,657)	270,860	29,657
Total governmental activities	<u>\$ 9,235,203</u>	<u>\$ 718,859</u>	<u>\$ (1,217,177)</u>	<u>\$ 8,736,885</u>	<u>\$ 1,065,323</u>
Business-Type Activities:					
Bonds payable	\$ 17,590,275	\$ -	\$ (754,500)	\$ 16,835,775	\$ 784,125
Total business-type activities	<u>\$ 17,590,275</u>	<u>\$ -</u>	<u>\$ (754,500)</u>	<u>\$ 16,835,775</u>	<u>\$ 784,125</u>

Debt Service Requirements

Notes Payable

On May 23, 2014, the City entered into financing agreements for vehicles totaling \$33,116 at 5.35% fixed interest rate with yearly payments of \$7,469 due in February. The City's balance remaining on the note payable at September 30, 2018, is \$7,092.

On April 1, 2015, the City entered into financing agreements for vehicles totaling \$525,764 at 4.67% fixed interest rate with yearly payments of \$111,203 due in May. The City's balance remaining on the note payable at September 30, 2018, is \$108,219.

On March 15, 2017, the City entered into financing agreements for vehicles totaling \$222,087 at 2.67% fixed interest rate with yearly payments of \$47,660 due in November. The City's balance remaining on the note payable at September 30, 2018, is \$178,562.

On April 26, 2017, the City entered into financing agreements for equipment totaling \$20,750 with annual payments of \$3,960 due in April. The City's balance remaining on the note payable at September 30, 2018, is \$16,790.

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2018

H. LONG-TERM DEBT - CONTINUED

Notes Payable - Continued

On November 15, 2017, the City entered into financing agreements for vehicles totaling \$277,570 at 2.67% fixed interest rate with yearly payments of \$58,477 due in November. The City's balance remaining on the note payable at September 30, 2018, is \$219,093.

On November 15, 2017, the City entered into financing agreements for vehicles totaling \$441,289 at 2.56% fixed interest rate with yearly payments of \$95,053 due in November. The City's balance remaining on the note payable at September 30, 2018, is \$357,044.

Debt service requirements on long-term notes payable at September 30, 2018, were as follows:

For the years ending September 30,	Governmental Activities		
	Principal	Interest	Total
2019	\$ 214,791	\$ 13,978	\$ 228,769
2020	187,932	17,218	205,150
2021	192,751	12,398	205,149
2021	198,648	7,451	206,099
2022	92,678	2,375	95,053
	<u>\$ 886,800</u>	<u>\$ 53,420</u>	<u>\$ 940,220</u>

Bonds Payable

Certificates of Obligation, Series 2007

On September 20, 2007, the City issued \$3,525,000 in certificates of obligation bonds, proceeds to be used for improvements to the City's water and wastewater systems, certain street and drainage improvements, and costs of issuance. Bond interest rates are 4.26% with semi-annual payments due on February 15 and August 15 of each year until maturity in 2027 or prior redemption.

Certificates of Obligation, Series 2007

On September 20, 2007, the City issued \$2,975,000 in certificates of obligation bonds, proceeds to be used for improvements to the City's water and wastewater systems, certain street and drainage improvements, and costs of issuance. Bond interest rates are 4.27% with semi-annual payments due on February 15 and August 15 of each year until maturity in 2027 or prior redemption. This bond is split between the governmental and business-type activities on a 63% and 37%, respectively.

General Obligation Refunding Bonds, Series 2010

On May 15, 2011, the City issued \$935,000 in general obligation bonds, proceeds to be used to refund Series 2009 revenue bonds. Bond interest rates range from 2.83% to 4.70% with semi-annual payments due on March 1 and September 1 of each year until maturity in 2024 or prior redemption.

General Obligation Refunding Bonds, Series 2012

On April 1, 2012, the City issued \$3,510,000 in general obligation bonds, proceeds to be used to refund Series 2001 and 2004 revenue bonds. The bond interest rate of 2.55% with semi-annual payments due on February 15 and August 15 of each year until maturity in 2026 or prior redemption.

Certificate of Obligation Bonds, Series 2012

On September 1, 2012, the City issued \$1,835,000 in certificate of obligation bonds, proceeds to be used for city construction. Bond interest rate of 2.49% with semi-annual payments due on February 15 and August 15 of each year until maturity in 2027 or prior redemption.

General Obligation Refunding Bonds, Series 2015

On February 15, 2015, the City issued \$4,750,000 in general obligation bonds, proceeds to be used to partially refund Series 2007 revenue bonds. Bond interest rate of 2.29% with semi-annual payments due on February 15 and August 15 of each year until maturity in 2026 or prior redemption.

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2018

H. LONG-TERM DEBT - CONTINUED

Bonds Payable - Continued

Combination Tax and Revenue Certificate of Obligation Bonds, Series 2016

On August 18, 2016, the City issued \$18,000,000 in certificate of obligation bonds, proceeds to be used for city street and drainage improvements (\$270,000) and water and waste water improvements (\$17,730,000). Bond interest rate of 2.29% with semi-annual payments due on February 15 and August 15 of each year until maturity in 2031 or prior redemption.

Debt service requirements on long-term bond debt at September 30, 2018, were as follows:

		Series 2010 - \$935,000		
		Principal	Interest	Total
For the years ending September 30,				
	2019	\$ 70,000	\$ 16,571	\$ 86,571
	2020	70,000	15,510	85,510
	2021	-	15,510	15,510
	2022	-	15,510	15,510
	2023	-	15,510	15,510
	2024	330,000	7,755	337,755
	<u>Total</u>	<u>\$ 470,000</u>	<u>\$ 86,366</u>	<u>\$ 556,366</u>
		Series 2012 - \$3,510,000		
		Principal	Interest	Total
For the years ending September 30,				
	2019	\$ 285,000	\$ 49,470	\$ 334,470
	2020	290,000	42,203	332,203
	2021	300,000	34,808	334,808
	2022	310,000	27,158	337,158
	2023	315,000	19,253	334,253
	2024-2026	440,000	16,125	456,125
	<u>Total</u>	<u>\$ 1,940,000</u>	<u>\$ 189,017</u>	<u>\$ 2,129,017</u>
		Series 2012 - \$1,835,000		
		Principal	Interest	Total
For the years ending September 30,				
	2019	\$ 120,000	\$ 29,507	\$ 149,507
	2020	120,000	26,519	146,519
	2021	125,000	23,531	148,531
	2022	130,000	20,418	150,418
	2023	130,000	17,181	147,181
	2024-2027	560,000	35,235	595,235
	<u>Total</u>	<u>\$ 1,185,000</u>	<u>\$ 152,391</u>	<u>\$ 1,337,391</u>
		Series 2015 - \$4,750,000		
		Principal	Interest	Total
For the years ending September 30,				
	2019	\$ 405,000	\$ 96,295	\$ 501,295
	2020	420,000	87,020	507,020
	2021	435,000	77,402	512,402
	2022	450,000	67,441	517,441
	2023	465,000	57,136	522,136
	2024-2027	2,030,000	117,935	2,147,935
	<u>Total</u>	<u>\$ 4,205,000</u>	<u>\$ 503,229</u>	<u>\$ 4,708,229</u>

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2018

H. LONG-TERM DEBT - CONTINUED

Bonds Payable - Continued

For the years ending September 30,	Series 2016 - \$18,000,000		
	Principal	Interest	Total
2019	\$ 725,000	\$ 380,483	\$ 1,105,483
2020	745,000	363,881	1,108,881
2021	755,000	346,821	1,101,821
2022	760,000	329,531	1,089,531
2023	780,000	312,127	1,092,127
2024-2028	6,475,000	1,233,165	7,708,165
2029-2031	6,375,000	294,494	6,669,494
Total	<u>\$ 16,615,000</u>	<u>\$ 3,260,502</u>	<u>\$ 19,875,502</u>

Deferred Outflow on Refunding

The City has deferred outflow of \$373,180 related to the Series 2015 refunding. This outflow represents the amount of the new bond principal, less issuance costs, that was greater than the current principal balance of the bonds refunded and will be amortized, straight-line, over the life of the Series 2015 Bond. The deferred outflow remaining balance at September 30, 2018, was \$270,860.

Continuing Disclosure

The City has entered into a continuing disclosure undertaking to provide Annual Reports and Material Event Notices to the State Information Disclosure Depository of Texas, which is the Municipal Advisory Council. This information is required under SEC Rule 15c2-12 to enable investors to analyze the financial condition and operation of the City.

I. RESTRICTED NET ASSETS

At September 30, 2018, net assets restricted by enabling legislation consisted of the following:

	Governmental Activities	Business-Type Activities	Total
Rose Hill Public Improvement District	\$ 38,156	\$ -	\$ 38,156
Tourism	371,269	-	371,269
Debt service	(363,645)	-	(363,645)
Other	193,870	-	193,870
Capital improvements	-	23,696,907	23,696,907
Total restricted net assets	<u>\$ 239,650</u>	<u>\$ 23,696,907</u>	<u>\$ 23,936,557</u>

J. RISK MANAGEMENT

The City is exposed to various risks of loss related to torts, thefts, damage or destruction of assets, error and omissions, injuries to employees, and natural disasters. During fiscal year 2015, the City obtained general liability coverage at a cost that is considered to be economically justifiable by joining together with other governmental entities in the State as a member of the Texas Municipal League Intergovernmental Risk Pool (TML). TML is a self-funded pool operating as a common risk management and insurance program. The City pays an annual premium to TML for its above insurance coverage. The agreement for the formation of TML provides that TML will be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of acceptable risk levels; however, each category of coverage has its own level of reinsurance. The City continues to carry commercial insurance for other risks of loss. There were no significant reductions in commercial insurance coverage in the past fiscal year and settled claims resulting from these risks have not exceeded coverage in any of the past three fiscal years.

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2018

K. PENSION PLAN

Plan Description

The City provides pension benefits for all of its eligible employees through a non-traditional, joint contributory, hybrid defined benefit plan in the state-wide Texas Municipal Retirement System (TMRS), an agent multiple-employer public employee retirement system. The plan provisions that have been adopted by the City are within the options available in the governing state statutes of TMRS.

TMRS issues a publicly available comprehensive annual financial report that includes financial statements and required supplementary information (RSI) for TMRS. This report also provides detailed explanations of the contributions, benefits, and actuarial methods and assumptions used by TMRS. This report may be obtained by writing to TMRS, P.O. Box 149153, Austin, TX 78714-9153, or by calling 800-924-8677; in addition, the report is available on TMRS's website at www.TMRS.com.

The plan provisions are adopted by the governing body of the City, within the options available in the state statutes governing TMRS. Plan provisions for the City are as follows:

	Plan Year 2016	Plan Year 2017
Employee deposit rate	5.0%	5.0%
Matching ratio (city to employee)	2 to 1	2 to 1
Years required for vesting	5	5
Service retirement eligibility (expressed as age/years of service)	60/5, 0/20	60/5, 0/20
Updated service credit	0%	0%
Annuity increase (to retirees)	0% of CPI	0% of CPI

At December 31, 2017, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	7
Inactive employees entitled to but not yet receiving benefits	33
Active employees	67
	<u>107</u>

Contributions

Under the state law governing TMRS, the contribution rate for each city is determined annually by the actuary, using the Projected Unit Credit actuarial cost method. This rate consists of the normal cost contribution rate and the prior service cost contribution rate, which is calculated to be a level percent of payroll from year to year. The normal cost contribution rate finances the portion of an active member's projected benefit allocated annually; the prior service contribution rate amortizes the unfunded (overfunded) actuarial liability (asset) over the applicable period for that city. Both the normal cost and prior service contribution rates include recognition of the projected impact of annually repeating benefits, such as Updated Service Credits and Annuity Increases.

The City contributes to the TMRS Plan at an actuarially determined rate. Both the employees and the City make contributions monthly. Since the City needs to know its contribution rate in advance for budgetary purposes, there is a one-year delay between the actuarial valuation that serves as the basis for the rate and the calendar year when the rate goes into effect. The actuarially determined required employer contribution rate for calendar years 2018, 2017, and 2016 was 4.36%. The required contribution rate payable by the employee members for calendar years 2018, 2017, and 2016 was 5%.

Net Pension Asset

The City's net pension asset was measured as of December 31, 2017, and the total pension asset used to calculate the net pension asset was determined by an actuarial valuation as of that date.

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2018

K. PENSION PLAN - CONTINUED

Actuarial Assumptions

The total pension liability in the December 31, 2017, actuarial valuation was determined using the following actuarial assumptions:

Actuarial valuation date	December 31, 2017
Actuarial cost method	Entry Age Normal
Amortization method	Level Percentage of Payroll, Closed
Remaining amortization period	25 years
Asset valuation method	10 Year smoothed market; 15.00% soft corridor
Inflation	2.50%
Salary increases	3.50% to 10.50% including inflation
Investment rate of return	6.75%
Retirement age	Experience-based table of rates that are specific to the City's plan of benefits. Last updated for the 2015 valuation pursuant to an experience study of the period 2010 - 2014
Mortality	Adjustment with male rates multiplied by 109% and female rates multiplied by 103% and projected on a fully generational basis with scale BB
Other Information:	
Notes	No benefit changes during the year.

The actuarial assumptions used in the December 31, 2017, valuation were based on the results of an actuarial experience study for the period January 1, 2010 – December 31, 2014.

Discount Rate

The discount rate used to measure the total pension asset was 6.75%. System-wide Investment Return Assumption: 6.75% per year, compounded annually, composed of an assumed 2.50% inflation rate and a 4.25% net real rate of return. This rate represents the assumed return, net of all investment expenses.

Change in Net Pension Asset

	Increase (Decrease)		
	Total Pension Liability / (Asset)	Fiduciary Net Position	Net Pension Liability / (Asset)
	(a)	(b)	(a-b)
Balances as of December 31, 2016	\$ 2,379,492	\$ 2,253,586	\$ 125,906
Changes for the year:			
Service cost	312,499	-	312,499
Interest on total pension liability	169,207	-	169,207
Difference between expected and actual experience	39,102	-	39,102
Effect of assumptions changes or inputs	-	-	-
Benefit payments	(57,953)	-	(57,953)
Administrative expenses	-	(1,619)	1,619
Contributions - employer	-	145,755	(145,755)
Contributions - employee	-	171,891	(171,891)
Net investment income	-	312,128	(312,128)
Benefit payments	-	(57,953)	57,953
Other	-	(82)	82
Net changes	462,855	570,120	(107,265)
Balances as of December 31, 2017	\$ 2,842,347	\$ 2,823,706	\$ 18,641

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2018

K. PENSION PLAN - CONTINUED

Sensitivity of the Net Pension Liability (Asset) to Changes in the Discount Rate

The following presents the net pension liability of the City, calculated using the discount rate of 6.75%, as well as what the City's net pension asset would be if it were calculated using a discount rate that is one percentage point lower (5.75%) or one percentage point higher (7.75%) than the current rate.

	1% Decrease 5.75%	Current Discount Rate 6.75%	1% Increase 7.75%
Net pension liability / (asset)	\$ 506,502	\$ 18,641	\$ (373,094)

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued TMRS's comprehensive annual financial report.

Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

For the year ended September 30, 2018, the City recognized pension expense of \$166,038. At September 30, 2018, deferred outflows and inflows of resources related to pensions were reported from the following sources:

	Deferred Inflows of Resources	Deferred Outflows of Resources
Differences between expected and actual earnings	\$ -	\$ 9,024
Contributions made subsequent to measurement date	-	130,710
	\$ -	\$ 139,734

The \$130,710 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended September 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized as pension expense as follows:

Years Ending September 30,	
2019	\$ 25,090
2020	16,093
2021	(15,741)
2022	(24,435)
2023	6,217
Thereafter	1,800
	\$ 9,024

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2018

K. PENSION PLAN - CONTINUED

Funded Status and Funding Process

The fund status as of December 31, 2017, is presented as follows:

	(a)	(b)	(c)	(d)	(e)	(f)
Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Funded Ratio (a)/(b)	Unfunded AAL (UAAL) (b) - (a)	Covered Payroll	UAAL as of % of Covered Payroll (d)/(e)
12/31/2015	\$ 1,979,798	\$ 2,058,988	96.2%	\$ 79,190	\$ 2,524,736	3.1%
12/31/2016	2,253,586	2,379,492	94.7%	125,906	2,882,032	4.4%
12/31/2017	2,823,706	2,842,347	99.3%	18,641	3,437,829	0.5%

Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual amounts are compared to past expectations and new estimates are made about the future.

Actuarial calculations are based on the benefits provided under the terms of the substantive plan in effect at the time of each valuation, and reflect a long-term perspective. Consistent with that perspective, actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility actuarial in accrued liabilities and the actuarial value of assets. The schedule of funding progress, presented as Required Supplementary Information following the notes to the financial statements, presents multi-year trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability of benefits.

L. OTHER POSTEMPLOYMENT BENEFITS (OPEB) - SUPPLEMENTAL DEATH BENEFITS FUND (SDBF)

Plan Description

The City also participates in the cost sharing multiple-employer defined benefit group-term insurance plan operated by the Texas Municipal Retirement System (TMRS) known as Supplemental Death Benefits Fund (SDBF). The City elected, by ordinance, to provide group-term life insurance coverage to both current and retired employees. The City may terminate coverage under and discontinue participation in the SDBF by adopting an ordinance before November 1 of any year to be effective the following January 1.

The death benefit for active employees provides a lump-sum payment approximately equal to the employee's annual salary (calculated based on the employee's actual earnings, for the 12-month period preceding the month of death); retired employees are insured for \$7,500; this coverage is an "other postemployment benefit," or OPEB.

At December 31, 2017, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	5
Inactive employees entitled to but not yet receiving benefits	4
Active employees	<u>67</u>
	76

Contributions

Due to the SDBF being considered an unfunded OPEB plan, benefit payments are treated as being equal to the employer's yearly contributions for retirees. During the year ended September 30, 2018, the City has not made any contributions to the SDBF.

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2018

L. OTHER POSTEMPLOYMENT BENEFITS (OPEB) - SUPPLEMENTAL DEATH BENEFITS FUND (SDBF) - CONTINUED

Actuarial Assumptions

The total pension liability in the December 31, 2017, actuarial valuation was determined using the following actuarial assumptions:

Actuarial valuation date	December 31, 2017
Inflation	2.50%
Salary increases	3.50% to 10.50% including inflation
Discount rate	3.31%*
Administrative expenses	All administrative expenses are paid through the Pension Trust and accounted for under reporting requirements under GASB Statement No. 68.
Mortality rates - service retirees	Adjustment with male rates multiplied by 109% and female rates multiplied by 103% and projected on a fully generational basis with scale BB.
Mortality rates - disabled retirees	Adjustment with male rates multiplied by 109% and female rates multiplied by 103% with a 3 year set-forward for both males and females. The rates are projected on a fully generational basis with scale BB to account for future mortality improvements subject to the 3% floor.
Other Information:	
Notes	No benefit changes during the year.

*The discount rate was based on the Fidelity Index's "20-Year Municipal GO AA Index" rate as of December 31, 2017.

The actuarial assumptions used in the December 31, 2017, valuation were based on the results of an actuarial experience study for the period January 1, 2010 – December 31, 2014.

<u>Change in Net Pension Asset</u>			
	Increase (Decrease)		
	Total Pension Liability / (Asset) (a)	Fiduciary Net Position (b)	Net Pension Liability / (Asset) (a-b)
Balances as of December 31, 2016	\$ 41,191	\$ -	\$ 41,191
Changes for the year:			
Service cost	4,813	-	4,813
Interest on total pension liability	1,648	-	1,648
Difference between expected and actual experience	-	-	-
Effect of assumptions changes or inputs	5,549	-	5,549
Benefit payments	-	-	-
Administrative expenses	-	-	-
Contributions - employer	-	-	-
Contributions - employee	-	-	-
Benefit payments	-	-	-
Other	-	-	-
Net changes	12,010	-	12,010
Balances as of December 31, 2017	\$ 53,201	\$ -	\$ 53,201

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2018

L. OTHER POSTEMPLOYMENT BENEFITS (OPEB) - SUPPLEMENTAL DEATH BENEFITS FUND (SDBF) - CONTINUED

Sensitivity of the Net Pension Liability (Asset) to Changes in the Discount Rate

The following presents the net pension liability of the City, calculated using the discount rate of 3.31%, as well as what the City's net pension asset would be if it were calculated using a discount rate that is one percentage point lower (2.31%) or one percentage point higher (4.31%) than the current rate.

	1% Decrease 2.31%	Current Discount Rate 3.31%	1% Increase 4.31%
Net pension liability / (asset)	\$ 68,184	\$ 53,201	\$ 42,182

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued TMRS's comprehensive annual financial report.

Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

For the year ended September 30, 2018, the City recognized pension expense of \$166,038. At September 30, 2018, deferred outflows and inflows of resources related to pensions were reported from the following sources:

	Deferred Inflows of Resources	Deferred Outflows of Resources
Changes in assumptions and other inputs	\$ -	\$ 4,975
Contributions made subsequent to measurement date	-	-
	\$ -	\$ 4,975

Amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized as pension expense as follows:

Years Ending September 30,	
2019	\$ 574
2020	574
2021	574
2022	574
2023	574
Thereafter	2,105
	\$ 4,975

M. HEALTH CARE COVERAGE

During the year ended September 30, 2018, employees of the City were covered by a health insurance plan (the Plan). The City paid premiums of \$430,223 to the Plan. Employees, at their option, authorized payroll withholdings to pay premiums for dependents. All premiums were paid to a licensed insurer. The Plan was authorized by Article 3.51-2, Texas Insurance Code and was documented by contractual agreement.

The contract between the City and the licensed insurer is renewable October 1, and terms of coverage and premium costs are included in the contractual provisions.

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2018

N. COMMITMENTS AND CONTINGENCIES

Construction Commitments

On March 21, 2018, the City entered into a contract for the water distribution system improvements. This contract had an remaining cost of \$534,929 and was completed in April 2019.

On March 21, 2018, the City entered into a contract for the Wilbarger Creek Pole Barn construction. This contract had a remaining cost of \$42,319 and was completed in February 2019.

Grant Contingencies

The City participates in grant programs which are governed by various rules and regulations of the grantor agencies. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies; therefore, to the extent that the City has not complied with the rules and regulations governing the grants, refunds of any money received may be required, and the collectability of any related receivable may be impaired. In the opinion of the City, there are no significant contingent liabilities relating to compliance with the rules and regulations governing the respective grants; therefore, no provision has been recorded in the accompanying basic financial statements for such contingencies.

Litigation

The City is subject to certain legal proceedings in the normal course of operations. In the opinion of management, the aggregate liability, if any, with respect to potential legal actions will not materially adversely affect the City's financial position, results of operations, or cash flows.

Arbitrage Rebates

The City invests portions of bond proceeds during construction of related projects and as reserves for debt retirement after construction is complete. Any interest earned on invested bond proceeds over interest paid on bonds must be paid back to the federal government every five years. As of September 30, 2018, the City's arbitrage liability was \$0.

O. SUBSEQUENT EVENTS

On April 3, 2019, the City entered into a contract for the wastewater plant project. This contract has an estimated expense of \$16,722,300 and an estimated completion date in 2020.

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REQUIRED SUPPLEMENTARY INFORMATION

CITY OF MANOR, TEXAS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS) - GENERAL FUND
Year Ended September 30, 2018

	Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
REVENUES				
Property Taxes	\$ 2,547,859	\$ 2,547,859	\$ 2,525,004	\$ (22,855)
Sales taxes	1,013,215	1,135,852	1,142,564	6,712
Franchise taxes	420,500	565,884	565,886	2
Other taxes	5,500	10,815	11,281	466
Licenses and permits	905,680	1,830,118	1,830,523	405
Charge for services	672,500	886,494	886,494	-
Court and police	606,650	844,440	839,561	(4,879)
Public safety	54,000	130,298	130,302	4
Interest	3,100	5,290	5,291	1
Other	153,681	186,875	135,395	(51,480)
Total revenues	6,382,685	8,143,925	8,072,301	(71,624)
EXPENDITURES				
General government	2,106,074	2,136,705	2,171,365	(34,660)
Public safety	2,926,564	2,978,099	2,978,086	13
Streets	667,940	489,603	489,442	161
Municipal court	478,361	630,175	630,168	7
Development services	398,912	549,604	549,939	(335)
Sanitation	690,000	856,478	856,477	1
Capital outlay	82,670	52,847	52,846	1
Debt payments	-	-	-	-
Interest	-	-	-	-
Total expenditures	7,350,521	7,693,511	7,728,323	(34,812)
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(967,836)	450,414	343,978	(106,436)
OTHER FINANCING SOURCES (USES)				
Capital grants and contributions	-	-	-	-
Transfers (to) from other funds:				
Water and sewer fund	-	-	-	-
Capital projects fund	-	-	-	-
Total other financing sources (uses)	-	-	-	-
NET CHANGE IN FUND BALANCE	(967,836)	450,414	343,978	(106,436)
FUND BALANCE - BEGINNING OF YEAR	2,212,447	2,212,447	2,212,447	-
FUND BALANCE - END OF YEAR	\$ 1,244,611	\$ 2,662,861	\$ 2,556,425	\$ (106,436)

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CITY OF MANOR, TEXAS
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
Year Ended September 30, 2018

A. GENERAL FUND BUDGETARY ANALYSIS

Budgetary Information

The City Council adopts an annual budget prepared on a non-GAAP cash basis. City management may transfer part or all of any unencumbered appropriation balance within specific categories (i.e., personnel, operations, supplies, or capital outlay) within programs; however, any revisions that alter the total expenditures of the categories must be approved by the City Council. The City, for management purposes, adopts budgets for all funds. Legal budgets are also adopted for all funds, and the legal level of control is the fund level.

Capital projects are funded through capital grants or general obligation debt authorized for specific purposes.

All unused appropriations, except appropriations for capital expenditures, lapse at the close of the fiscal year to the extent they have not been expended or encumbered. An appropriation for capital expenditures shall continue in force until the purpose for which it was made is accomplished or abandoned. No supplemental budgetary appropriations occurred in the debt service fund or in the general fund. Revised budgets, if any, are used for budget versus actual comparisons.

B. BUDGET VERSUS ACTUAL RESULTS

Operating revenues in the general fund were less than budgeted by \$71,624, and operating expenditures were more than budgeted by \$34,812, resulting in an overall operating variance unfavorable of \$106,436. Due to favorable operating results, there was an overall increase in fund balance of \$343,978 for the City's general fund.

CITY OF MANOR, TEXAS
REQUIRED SUPPLEMENTAL INFORMATION
SCHEDULE OF CHANGES IN THE CITY'S NET PENSION ASSET/LIABILITY
AND RELATED RATIOS
LAST TEN YEARS*
(Unaudited)

	<u>2018</u>	<u>2017</u>
Total Pension Liability (Asset)		
Service cost	\$ 312,499	\$ 263,418
Interest on total pension liability	169,207	144,524
Effect of plan changes	-	-
Difference between expected and actual experience	39,102	11,751
Effect of assumptions changes or inputs	-	-
Benefit payments, including refunds of employee contributions	<u>(57,953)</u>	<u>(99,189)</u>
Net change in total pension liability (asset)	462,855	320,504
 Total pension liability (asset), beginning	 <u>2,379,492</u>	 <u>2,058,988</u>
Total pension liability (asset), ending (a)	<u><u>\$ 2,842,347</u></u>	<u><u>\$ 2,379,492</u></u>
 Fiduciary Net Position		
Employer contributions	\$ 145,755	\$ 96,836
Employee contributions	171,891	144,102
Net investment income	312,128	133,631
Benefit payments, including refunds of employee contributions	(57,953)	(99,189)
Administrative expenses	(1,619)	(1,511)
Other	<u>(82)</u>	<u>(81)</u>
Net change in fiduciary net position	570,120	273,788
 Fiduciary net position, beginning	 <u>2,253,586</u>	 <u>1,979,798</u>
Fiduciary net position, ending (b)	<u><u>\$ 2,823,706</u></u>	<u><u>\$ 2,253,586</u></u>
 Net pension liability (asset), ending = (a) - (b)	 <u><u>\$ 18,641</u></u>	 <u><u>\$ 125,906</u></u>
 Fiduciary net position as a % of total pension liability (asset)	 99.34%	 94.71%
 Pensionable covered payroll	 \$ 3,437,829	 \$ 2,882,032
 Net pension liability (asset) as a % of covered payroll	 0.54%	 4.37%

* Fiscal year 2015 was the first year of implementation, therefore only four years are shown.

<u>2016</u>	<u>2015</u>
\$ 217,127	\$ 131,462
122,699	103,455
-	25,647
14,209	26,291
68,829	-
(16,304)	(41,958)
<u>406,560</u>	<u>244,897</u>

<u>1,652,428</u>	<u>1,407,531</u>
<u>\$ 2,058,988</u>	<u>\$ 1,652,428</u>

\$ 81,392	\$ 42,366
126,237	100,392
2,638	91,356
(16,304)	(41,958)
(1,607)	(953)
(79)	(78)
<u>192,277</u>	<u>191,125</u>

<u>1,787,521</u>	<u>1,596,396</u>
<u>\$ 1,979,798</u>	<u>\$ 1,787,521</u>

<u>\$ 79,190</u>	<u>\$ (135,093)</u>
------------------	---------------------

96.15%	108.18%
--------	---------

\$ 2,524,736	\$ 2,007,847
--------------	--------------

3.14%	-6.73%
-------	--------

CITY OF MANOR, TEXAS
TEXAS MUNICIPAL RETIREMENT SYSTEM
SCHEDULE OF FUNDING PROGRESS
(Unaudited)

	(a)	(b)	(c)	(d)	(e)	(f)
		Actuarial		Unfunded		UAAL as a
	Actuarial	Accrued	Funded Ratio	AAL (UAAL)	Covered	Percentage of
Actuarial	Value of	Liability	(a)/(b)	(b) - (a)	Payroll	Covered
Valuation Date	Assets	(AAL)				Payroll
						(d)/(e)
12/31/2015	\$ 1,979,798	\$ 2,058,988	96.2%	\$ 79,190	\$ 2,524,736	3.1%
12/31/2016	2,253,586	2,379,492	94.7%	125,906	2,882,032	4.4%
12/31/2017	2,823,706	2,842,347	99.3%	18,641	3,437,829	0.5%

CITY OF MANOR, TEXAS
REQUIRED SUPPLEMENTAL INFORMATION
SCHEDULE OF CHANGES IN THE CITY'S TOTAL OPEB ASSET/LIABILITY
AND RELATED RATIOS
LAST TEN YEARS*
(Unaudited)

	<u>2018</u>
Total OPEB Liability (Asset)	
Service cost	\$ 4,813
Interest on total OPEB liability	1,648
Effect of plan changes	-
Difference between expected and actual experience	-
Effect of assumptions changes or inputs	5,549
Benefit payments	<u>-</u>
Net change in total OPEB liability (asset)	12,010
 Total OPEB liability (asset), beginning	 <u>41,191</u>
Total OPEB liability (asset), ending (a)	<u><u>\$ 53,201</u></u>
 Covered payroll	 \$ 3,437,829
 Net OPEB liability (asset) as a % of covered payroll	 1.55%

* Fiscal year 2018 was the first year of implementation, therefore only one year is shown.

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Honorable Mayor and
Members of the City Council
City of Manor, Texas

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Manor, Texas (the City), as of and for the year ended September 30, 2018, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated July 8, 2019.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Atchley & Associates, LLP". The signature is written in a cursive, flowing style.

Austin, Texas

July 8, 2019

**CITY OF MANOR, TEXAS
SCHEDULE OF FINDINGS AND RESPONSES
Year Ended September 30, 2018**

Financial Statement Findings

None

CITY OF MANOR, TEXAS
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
Year Ended September 30, 2018

Prior Audit Findings

None



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 17, 2019

PREPARED BY: Pauline M. Gray, P.E.

DEPARTMENT: City Engineer

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a waiver request for Manor Heights Subdivision from Manor Code of Ordinances, Chapter 10, Article III, Section 41(b)(1) Drainage Improvements to only waive the requirements of Section 1.2.2(D) of the City of Austin's Drainage Criteria Manual. Applicant: Kimley-Horn & Associates. Owner: Sky Village Kimbro Estates, LLC.

BACKGROUND/SUMMARY:

Results of Kimley-Horn's analysis show the proposed development does not cause an adverse impact to Cottonwood Creek, which is the discharge point of the development. The submitted hydraulic routing analysis for the basin showed decreased stormwater flow from the 2, 10, 25 and 100-year storm events at US 290 without detention for the development at buildout. As such, Kimley-Horn requests a Detention Waiver be granted for the portion of the subject tract that drains to Cottonwood Creek.

At the City of Manor's request, Kimley-Horn performed a "Detention Alternative Analysis" to evaluate the impacts to Cottonwood Creek if the proposed Manor Heights development were to be constructed with stormwater detention. Results of the detention alternative analysis show that the detention design would increase peak developed flows compared to existing conditions in Cottonwood Creek.

PRESENTATION: ☐ YES ☒ NO

ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

Engineer's report
waiver request

STAFF RECOMMENDATION:

It is City staff's recommendation to approve a waiver request for Manor Heights Subdivision from Manor Code of Ordinances, Chapter 10, Article III, Section 41(b)(1) Drainage Improvements to only waive the requirements of Section 1.2.2(D) of the City of Austin's Drainage Criteria Manual

PLANNING & ZONING COMMISSION: ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☒ NONE

ENGINEER'S REPORT

Manor Heights Phase 2 Preliminary Plan Manor, Texas 78653

JUNE 12, 2019

Prepared For:

Sky Village Kimbro Estates, LLC
2730 Transit Road
West Seneca, New York 14224



Prepared By:

Kimley»Horn

10814 Jollyville Road
Avallon IV, Suite 300
Austin, Texas 78759

TEXAS REGISTRATION #928

Kimley-Horn Job No. 069255700

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I. INTRODUCTION

The Manor Heights community is located north of Highway 290, northeast of the intersection of Old Kimbro Road and Highway 290. The site is located in the City of Manor, Travis County. The existing property is undeveloped and totals approximately +/-248 acres. Manor Heights Phase 2 encompasses +/- 111 acres of the total property.

The proposed improvements include 265 residential lots, streets, sidewalk, storm sewer, water, wastewater, and other associated site improvements. This project is located within the Cottonwood Creek watershed of the Colorado River basin.

A portion of the site is in the Federal Emergency Management Agency's 100-year floodplain per Flood Insurance Rate Map 48453C0485J dated August 18, 2014 and within the boundaries of the 100 year floodplain as shown on the Flood Insurance Rate Map community panel no. 484533C0505H, effective 09/26/2008, Travis County, Texas and incorporated areas. A CLOMR is has submitted to reduce land in floodplain shown to be developed.

This engineer's report is intended to accompany the Preliminary Plans Submittal for Manor Heights Phase 2 Sections 1 & 2.

II. CURRENT TRACT CONDITIONS

Legal Description

BEING 16.139 ACRES OUT OF THE 157.9603 ACRES OUT OF THE A.C. CALDWELL SURVEY NO.52, ABSTRACT 154 AND THE LEMUEL KIMBRO SURVEY NO.64, ABSTRACT 456, AND BEING THE TRACTS OF LAND CONVEYED TO KIMBRO ROAD ESTATES, LP PER DEED RECORDED AS DOCUMENT NO.2017180865 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS AND BEING 85.810 ACRES OUT OF THE 90.089 ACRES OUT OF THE A.C. CALDWELL SURVEY, ABSTRACT NUMBER 154, TRAVIS COUNTY, TEXAS AND BEING THE TRACTS OF LAND CONVEYED TO RHOF, LLC, A TEXAS LIMITED LIABILITY COMPANY, PER DEED RECORDED AS DOCUMENT NO.2017194263 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS

Land Use

No structures currently exist on the property. Two ponds currently exist on the property. The remainder of the property is undeveloped.

III. PROPOSED DEVELOPMENT

The proposed development includes the construction of 265 residential houses approximately 11,872 linear feet of 50' ROW roadway, 1102' LF of 80' ROW roadway, 3558' LF of 114' ROW roadway, sidewalks, landscaping, stormwater management infrastructure, water, waste water. Two access points will be provided directly to proposed 80' ROW Old Kimbro Road and two additional access points will be

provided to the proposed realignment of 114' ROW Old Kimbro Road. Calculations for impervious cover for the inlet drainage areas are in Appendix B.

There will be three water connections to existing facilities. A proposed 12" water line will connect to a future 16" waterline (By Others) at the intersection of Old Kimbro Road and HWY 290. One 8" waterline shall connect to the proposed 12" waterline at Kimbro Road and Stelfox Street. The water lines are designed to provide 1,500 GPM at a 20 PSI minimum to the furthest hydraulically distant hydrant.

The City is currently completing design and construction of a proposed wastewater line to ultimately serve this and other proposed developments in the area. The proposed 8" wastewater for this development shall tie into the proposed 12" WW LN (By Others) as denoted on the preliminary utility plan. Wastewater will then be conveyed to a proposed lift station on South of HWY 290 and eventually treated by the City of Manor.

Major facilities to be constructed within this phase include roughly 11,616 LF of 8" waste water line to serve the internal lots, and 2,606 LF of 8" waste water line to serve as the connection to the existing 12" waste water line. These major facilities will eventually convey flows to the proposed WWTP

Manor Heights Phase 2 is located within the Full Purpose Jurisdiction of the City of Manor. All roadway Right-Of-Way will be dedicated to the City.

Phasing

Manor Heights Phase 2 is proposed to be permitted in two sections identified Section 1 and Section 2. Section 1 proposes 160 single family lots, 1 medium density lot, 1 neighborhood business lot, and 7 open space lots. Section 2 proposes 105 single family lots and 3 open space lots.

IV. DRAINAGE ANALYSIS

For supporting exhibits and calculations please refer to the Appendices and separately submitted Manor Heights Floodplain Study and Detention Waiver for additional information.

Waterway Classification

This project is located within the Cottonwood Creek watershed of the Colorado River basin.

Flood Plain Information

A portion of the site is in the Federal Emergency Management Agency's 100-year floodplain per Flood Insurance Rate Map 48453C0485J dated August 18, 2014 and within the boundaries of the 100 year floodplain as shown on the Flood Insurance Rate Map community panel no. 484533C0505H, effective 09/26/2008, Travis County, Texas and incorporated areas. Proposed development will impact the FEMA floodplain. A CLOMR has been submitted to reduce the area located within the floodplain. Proposed development will not impact the proposed floodplain.

On-Site Drainage

The property is mostly undeveloped meadow with one to five percent slopes. Approximately two third of the site drains to the creek along the eastern boundary and approximately one third of the site drains to the creek along the southwestern property line.

Under developed conditions, the majority of roadways and lots will sheet flow into a proposed storm system and then to one of five (5) proposed outfall locations located throughout the property. Flows will daylight at the outfalls and be discharged to Cottonwood Creek. Refer to the Appendices and separately submitted Manor Heights Floodplain Study and Detention Waiver for additional information.

Peak flows at U.S. Highway 290 in the 100- and Interim 100-year events shall be in accordance with the Manor Heights Floodplain Study and Detention Waiver which has been submitted separately from this report.

Off-Site Drainage

Offsite flow from the adjacent property enters from the western property boundary by both sheet flow and shallow concentrated flow. Flow entering the site from the West is to be conveyed around the site with no adverse impact from the proposed development. Future Drainage Basins designated as “FUTR” are to be conveyed through the site and conditions are assumed to be fully developed. See proposed inlet drainage area maps in Appendix A for complete details regarding drainage for this phase of the overall development.

Detention

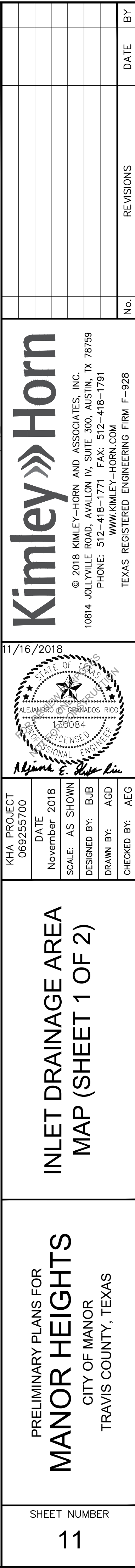
A technical report entitled Detention Waiver Request and Floodplain Study for Manor Heights has been prepared separately and has been submitted concurrently with this report. Please refer to the separately submitted report for complete details regarding the floodplain study and subsequent detention waiver request.

Jurisdictional Waters

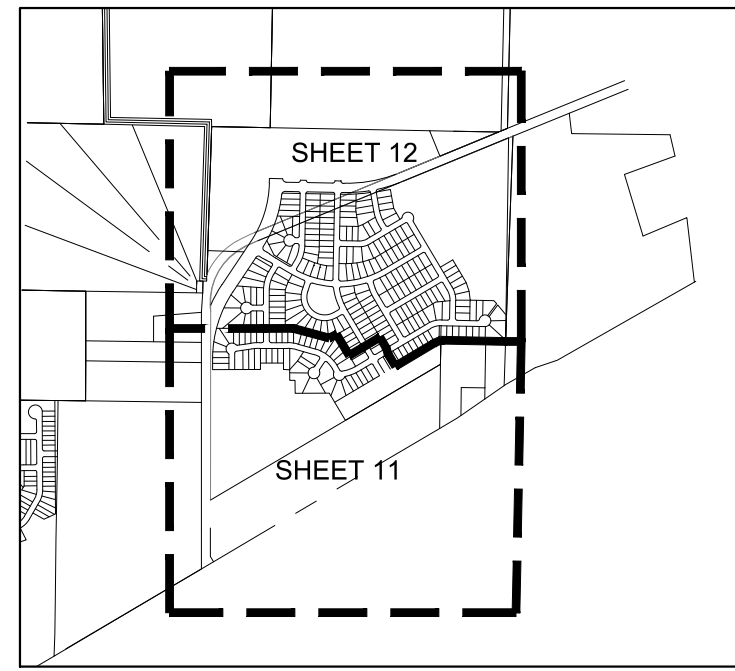
Apart from the Cottonwood Creek centerline, no jurisdictional waterways have been identified on-site.

APPENDIX A

INLET DRAINAGE AREA MAPS



Plotted By: Davis, Adam Date: November 16, 2018 02:05:47pm
File Path: K:\AUS_Civil\069255700 Sky Village South\Cod\Manor Heights Phase 2\Preliminary Phase 2\PlanSheets\INLET DRAINAGE AREA MAP.dwg



0 100' 200'

GRAPHIC SCALE 100'

(126.528 ACRES)
KIMBRO ROAD ESTATES, L.F.
DOC.2005154974



© 2018 KIMLEY-HORN AND ASSOCIATES, INC.
10814 JOLLYVILLE ROAD, AVALLON IV, SUITE 300, AUSTIN, TX 78759
PHONE: 512-418-1771 FAX: 512-418-1791
WWW.KIMLEY-HORN.COM
TEXAS REGISTERED ENGINEERING FIRM F-928

A circular professional engineer seal for the State of Texas. The outer ring contains the text "STATE OF TEXAS" at the top and "LICENSED PROFESSIONAL ENGINEER" at the bottom, separated by stars. The center features a five-pointed star. Below the star, the text "ALEJANDRO E. GRANADOS RICO" and "138084" are printed. A handwritten signature, "Alejandro E. Granados Rico", is written across the bottom of the seal.

INLET DRAINAGE AREA
MAP (SHEET 2 OF 2)

PRELIMINARY PLANS FOR
MANOR HEIGHTS
CITY OF MANOR
TRAVIS COUNTY, TEXAS

SHEET NUMBER

12

APPENDIX B

INLET DRAINAGE AREA CALCULATIONS

Plotted By: Davis, Adam Date: November 16, 2018 02:06:01pm File Path: K:\VAUS_Civil\069255700 Sky Village South\Cod\Manor Heights Phase 2\PlanSheets\DRAINAGE CALCULATIONS.dwg
This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.

Manor Heights Phase 2 Proposed Inlet Runoff (Q) Calculations									
D.A.	Drainage	TOTAL I.C.	Comp.	Comp.	TOTAL	I ₂₅	I ₁₀₀	Q ₂₅	Q ₁₀₀
Number	Area (Ac)	(%)	C ₂₅	C ₁₀₀	T _c (Min.)	(in/hr)	(in/hr)	(cfs)	(cfs)
A1	0.57	56%	0.66	0.74	5.0	10.11	12.54	3.82	5.32
A2	0.25	40%	0.58	0.66	5.0	10.11	12.54	1.48	2.08
A3	0.99	46%	0.61	0.69	5.0	10.11	12.54	6.15	8.61
A4	1.03	31%	0.54	0.62	5.0	10.11	12.54	5.66	8.01
A5	0.92	58%	0.67	0.75	5.0	10.11	12.54	6.26	8.71
A6	0.93	42%	0.60	0.67	5.0	10.11	12.54	5.60	7.86
A7	1.07	61%	0.69	0.77	5.0	10.11	12.54	7.47	10.37
A8	0.83	53%	0.65	0.73	5.0	10.11	12.54	5.47	7.62
A9	0.86	51%	0.64	0.72	5.0	10.11	12.54	5.58	7.79
A10	0.79	56%	0.66	0.75	5.0	10.11	12.54	5.31	7.39
A11	0.49	53%	0.65	0.73	5.0	10.11	12.54	3.21	4.48
B0	0.87	30%	0.54	0.61	5.0	10.11	12.54	4.72	6.68
B1	0.51	38%	0.58	0.66	5.0	10.11	12.54	2.98	4.20
C0	0.97	45%	0.61	0.69	5.0	10.11	12.54	5.97	8.37
C1	1.16	31%	0.54	0.62	5.0	10.11	12.54	6.33	8.97
D0	0.65	40%	0.59	0.66	5.0	10.11	12.54	3.85	5.41
D1	0.74	38%	0.58	0.65	5.0	10.11	12.54	4.32	6.08
E0	0.70	48%	0.62	0.70	5.0	10.11	12.54	4.42	6.18
E1	0.89	44%	0.60	0.68	5.0	10.11	12.54	5.43	7.62
F0	1.08	43%	0.60	0.68	5.0	10.11	12.54	6.58	9.23
F1	0.76	46%	0.61	0.69	5.0	10.11	12.54	4.71	6.60
F2	0.89	50%	0.64	0.72	5.0	10.11	12.54	5.74	8.01
F3	0.94	47%	0.62	0.70	5.0	10.11	12.54	5.90	8.26
F4	0.91	49%	0.63	0.71	5.0	10.11	12.54	5.78	8.08
F5	0.91	44%	0.61	0.68	5.0	10.11	12.54	5.58	7.82
F6	1.21	51%	0.64	0.72	5.0	10.11	12.54	7.82	10.92
F7	1.10	59%	0.68	0.76	5.0	10.11	12.54	7.54	10.48
G0	0.69	50%	0.64	0.72	5.0	10.11	12.54	4.44	6.20
G1	0.61	52%	0.64	0.72	5.0	10.11	12.54	3.96	5.53
G2	0.87	41%	0.59	0.67	5.0	10.11	12.54	5.21	7.32
H1	0.58	42%	0.59	0.67	5.0	10.11	12.54	3.48	4.89
H2	0.46	52%	0.64	0.72	24.1	5.51	7.19	1.63	2.40
H4	0.87	46%	0.61	0.69	5.0	10.11	12.54	5.41	7.58
H5	0.52	52%	0.64	0.72	5.0	10.11	12.54	3.38	4.72
H6	0.46	49%	0.63	0.71	5.0	10.11	12.54	2.93	4.10
I0	0.64	36%	0.57	0.65	5.0	10.11	12.54	3.68	5.19
I1	0.96	40%	0.58	0.66	5.0	10.11	12.54	5.68	7.98
I2	1.16	35%	0.56	0.64	5.0	10.11	12.54	6.56	9.26
I3	0.91	29%	0.53	0.61	5.0	10.11	12.54	4.88	6.91
I4	0.86	50%	0.64	0.72	5.0	10.11	12.54	5.54	7.74
I5	0.69	38%	0.57	0.65	5.0	10.11	12.54	4.01	5.65
J0	0.55	47%	0.62	0.70	5.0	10.11	12.54	3.46	4.84
J1	0.73	40%	0.59	0.66	5.0	10.11	12.54	4.33	6.08
J2	0.58	47%	0.62	0.70	5.0	10.11	12.54	3.63	5.08
J3	0.90	41%	0.59	0.67	5.0	10.11	12.54	5.38	7.55
J4	0.83	41%	0.59	0.67	5.0	10.11	12.54	4.97	6.98
J5	0.92	50%	0.63	0.71	5.0	10.11	12.54	5.89	8.22
J6	0.76	47%	0.62	0.70	5.0	10.11	12.54	4.78	6.68
J7	0.79	49%	0.63	0.71	5.0	10.11	12.54	5.05	7.06
J8	0.96	47%	0.62	0.70	5.0	10.11	12.54	6.04	8.46
K0	0.92	40%	0.59	0.67	5.0	10.11	12.54	5.47	7.69
K1	0.58	42%	0.60	0.68	5.0	10.11	12.54	3.51	4.92
K2	1.27	42%	0.59	0.67	5.0	10.11	12.54	7.64	10.73
K3	1.07	39%	0.58	0.66	5.0	10.11	12.54	6.30	8.86
L0	0.60	51%	0.64	0.72	5.0	10.11	12.54	3.88	5.41
L1	0.44	47%	0.62	0.70	5.0	10.11	12.54	2.77	3.87
L2	0.62	56%	0.66	0.75	5.0	10.11	12.54	4.16	5.80
L3	0.89	52%	0.64	0.72	5.0	10.11	12.54	5.78	8.07
L4	0.71	50%	0.64	0.72	5.0	10.11	12.54	4.57	6.39
L5	0.76	37%	0.57	0.65	5.0	10.11	12.54	4.40	6.19
L6	0.76	58%	0.68	0.76	5.0	10.11	12.54	5.19	7.22
L7	0.96	54%	0.65	0.73	5.0	10.11	12.54	6.35	8.84
L-FUTR	12.80	80%	0.78	0.87	5.0	10.11	12.54	101.21	139.38
M0	0.63	48%	0.62	0.70	5.0	10.11	12.54	3.98	5.57
M1	0.88	48%	0.62	0.70	5.8	9.75	12.15	5.36	7.53
M2	0.72	45%	0.61	0.69	16.0	6.75	8.71	2.98	4.34
M3	0.86	51%	0.64	0.72	5.0	10.11	12.54	5.58	7.79
M4	0.69	50%	0.64	0.72	5.0	10.11	12.54	4.44	6.20
M5	0.79	56%	0.66	0.75	5.0	10.11	12.54	5.31	7.39
M6	0.51	54%	0.65	0.73	5.0	10.11	12.54	3.37	4.69
M7	0.60	43%	0.60	0.68	5.0	10.11	12.54	3.65	5.11
N1	1.24	41%	0.59	0.67	5.0	10.11	12.54	7.40	10.40
N2	0.91	44%	0.60	0.68	5.0	10.11	12.54	5.56	7.79
N3	1.19	26%	0.52	0.59	5.0	10.11	12.54	6.25	8.88
N4	1.03	45%	0.61	0.69	5.0	10.11	12.54	6.36	8.91
N-FUTR	3.77	80%	0.78	0.87	5.0	10.11	12.54	28.81	41.05
O1	1.92	69%	0.73	0.81	5.0	10.11	12.54	14.15	19.57
O2	2.00	60%	0.69	0.77	5.0	10.11	12.54	13.88	19.28

*MINIMUM TIME OF CONCENTRATION OF 5 MINUTES ASSUMED.

Manor Heights Phase 2 Proposed "C" Value Calculations												
DRAINAGE AREA	AREA	Lots	SF of Lots	LF of Local	SF of Local	LF of Collector	SF of Collector	IMPERVIOUS COVER (sf)	IMPERVIOUS COVER %	Comp. C ₁₀	Comp. C ₂₅	Comp. C ₁₀₀
	(Ac.)											
A1	0.57	3.50	9,800	205	3998	0	0	13,798	56%	0.61	0.66	0.74
A2	0.25	0.50	1,400	150	2925	0	0	4,325	40%	0.53	0.58	0.66
A3	0.99	3.50	9,800	510	9945	0	0	19,745	46%	0.56	0.61	0.69
A4	1.03	0.50	1,400	650	12675	0	0	14,075	31%	0.49	0.54	0.62
A5	0.92	2.00	5,600	900	17550	0	0	23,150	58%	0.62	0.67	0.75
A6	0.93	4.00	11,200	295	5753	0	0	16,953	42%	0.54	0.60	0.67
A7	1.07	4.00	14,400	725	14138	0	0	28,538	61%	0.63	0.69	0.77
A8	0.83	4.00	14,400	250	4875	0	0	19,275	53%	0.60	0.65	0.73
A9	0.86	4.00	14,400	250	4875	0	0	19,275	51%	0.59	0.64	0.72
A10	0.79	4.00	14,400	250	4875	0	0	19,275	56%	0.61	0.66	0.75
A11	0.49	1.50	5,400	300	5850	0	0	11,250	53%	0.59	0.65	0.73
B0	0.87	3.00	8,400	150	2925	0	0	11,325	30%	0.49	0.54	0.61
B1	0.51	2.00	5,600	150	2925	0	0	8,525	38%	0.53	0.58	0.66
C0	0.97	5.00	14,000	250	4875	0	0	18,875	45%	0.56	0.61	0.69
C1	1.16	1.00	2,800	650	12675	0	0	15,475	31%	0.49	0.54	0.62
D0	0.65	3.00	8,400	150	2925	0	0	11,325	40%	0.53	0.59	0.66
D1	0.74	3.00	8,400	200	3900	0	0	12,300	38%	0.53	0.58	0.65
E0	0.70	4.50	12,600	100	1950	0	0	14,550	48%	0.57	0.62	0.70
E1	0.89	5.00	14,000	150	2925	0	0	16,925	44%	0.55	0.60	0.68
F0	1.08	4.50	12,600	400	7800	0	0	20,400	43%	0.55	0.60	0.68
F1	0.76	4.00	11,200	200	3900	0	0	15,100	46%	0.56	0.61	0.69
F2	0.89	3.00	10,800	450	8775	0	0	19,575	50%	0.58	0.64	0.72
F3	0.94	4.50	14,400	250	4875	0	0	19,275	47%	0.57	0.62	0.70
F4	0.91	4.00	14,400	250	4875	0	0	19,275	49%	0.57	0.63	0.71
F5	0.91	3.50	12,600	250	4875	0	0	17,475	44%	0.55	0.61	0.68
F6	1.21	5.00	18,000	450	8775	0	0	26,775	51%	0.58	0.64	0.72
F7	1.10	0.50	1,800	1350	26325	0	0	28,125	59%	0.62	0.68	0.76
G0	0.69	4.00	11,200	200	3900	0	0	15,100	50%	0.58	0.64	0.72
G1	0.61	3.50	9,800	200	3900	0	0	13,700	52%	0.59	0.64	0.72
G2	0.87	3.50	9,800	300	5850	0	0	15,650	41%	0.54	0.59	0.67
H1	0.58	0.50	1,400	0	0	350	9100	10,500	42%	0.54	0.59	0.67
H2	0.46	0.00	0	0	0	400	10400	10,400	52%	0.59	0.64	0.72
H3	0.92	2.50	7,000	200	3900	250	6500	17,400	43%	0.55	0.60	0.68
H4	0.87	2.50	7,000	200	3900	250	6500	17,400	46%	0.56	0.61	0.69
H5	0.52	0.00	0	0	0	450	11700	11,700	52%	0.59	0.64	0.72
H6	0.46	0.50	1,400	100	1950	250	6500	9,850	49%	0.58	0.63	0.71
I0	0.64	0.50	1,400	450	8775	0	0	10,175	36%	0.52	0.57	0.65
I1	0.96	3.50	9,800	350	6825	0	0	16,625	40%	0.53	0.58	0.66
I2	1.16	4.50	12,600	250	4875	0	0	17,475	35%	0.51	0.56	0.64
I3	0.91	3.00	8,400	150	2925	0	0	11,325	29%	0.48	0.53	0.61
I4	0.86	5.00	14,000	250	4875	0	0	18,875	50%	0.58	0.64	0.72
I5	0.69	3.00	8,400	150	2925	0	0	11,325	38%	0.52	0.57	0.65
J0	0.55	3.00	8,400	150	2925	0	0	11,325	47%	0.57	0.62	0.70
J1	0.73	3.50	9,800	150	2925	0	0	12,725	40%	0.53	0.59	0.66
J2	0.58	3.00	8,400	175	3413	0	0	11,813	47%	0.57	0.62	0.70
J3	0.90	4.00	11,200	250	4875	0	0	16,075	41%	0.54	0.59	0.67
J4	0.83	1.50	4,200	550	10725	0	0	14,925	41%	0.54	0.59	0.67
J5	0.92	5.00	14,000	300	5850	0	0	19,850	50%	0.58	0.63	0.71
J6	0.76	3.50	9,800	300	5850	0	0	15,650	47%	0.57	0.62	0.70
J7	0.79	0.50	1,400	800	15600	0	0	17,000	49%	0.58	0.63	0.71
J8	0.96	5.00	14,000	300	5850	0	0	19,850	47%	0.57	0.62	0.70
K0	0.92	3.00	8,400	400	7800	0	0	16,200	40%	0.54	0.59	0.67
K1	0.58	0.00	0	550	10725	0	0	10,725	42%	0.55	0.60	0.68
K2	1.27	6.00	16,800	325	6338	0	0	23,138	42%	0.54	0.59	0.67
K3	1.07	2.00	5,600	650	12675	0	0	18,275	39%	0.53	0.58	0.66
L0	0.60	3.00	8,400	250	4875	0	0	13,275	51%	0.58	0.64	0.72
L1	0.44	1.50	4,200	250	4875	0	0	9,075	47%	0.57	0.62	0.70
L2	0.62	4.00	11,200	200	3900	0	0	15,100	56%	0.61	0.66	0.75
L3	0.89	4.00	11,200	450	8775	0	0	19,975	52%	0.59	0.64	0.72
L4	0.71	4.00	11,200	225	4388	0	0	15,588	50%	0.58	0.64	0.72
L5	0.76	3.00	8,400	200	3900	0	0	12,300	37%	0.52	0.57	0.65
L6	0.76	4.00	14,400	250	4875	0	0	19,275	58%	0.62	0.68	0.76
L7	0.96	3.00	10,800	600	11700	0	0	22,500	54%	0.60	0.65	0.73
L-FUTR	12.80	0.00	0	0	0	0	0	0	80%	0.72	0.78	0.87
M0	0.63	4.00	11,200	100	1950	0	0	13,150	48%	0.57	0.62	0.70
M1	0.88	5.50	15,400	150	2925	0	0	18,325	48%	0.57	0.62	0.70
M2	0.72	3.00	8,400	300	5850	0	0	14,250	45%	0.56	0.61	0.69
M3	0.86	4.00	14,400	250	4875	0	0	19,275	51%	0.59	0.64	0.72
M4	0.69	4.00	11,200	200	3900	0	0	15,100	50%	0.58	0.64	0.72
M5	0.79	4.00	14,400	250	4875	0	0	19,275	56%	0.61	0.66	0.75
M6	0.51	2.50	9,000	150	2925	0	0	11,925	54%	0.60	0.65	0.73
M7	0.60	1.50	5,400	300	5850	0	0	11,250	43%	0.55	0.60	0.68
N1	1.24	0.00	0	0	0	650	22100	22,100	41%	0.54	0.59	0.67
N2	0.91	1.50	5,400	0	0	350	11900	17,300	44%	0.55	0.60	0.68
N3	1.19	0.50	1,800	0	0	350	11900	13,700	26%	0.47	0.52	0.59
N4	1.03	2.00	7,200	0	0	500	13000	20,200	45%	0.56	0.61	0.69
N-FUTR	3.77	0.00	0	0	0	0	0	0	80%	0.72	0.78	0.87
O1	1.92	0.00	0	0	0	1700	57800	57,800	69%	0.67	0.73	0.81
O2	2.00	0.00	0	0	0	1550	52700	52,700	60%	0.63	0.69	0.77

APPENDIX C

FLOOD INSURANCE RATE MAP

NOTES TO USERS

This map is for use in administering the National Flood Insurance Program. It does not necessarily identify all areas subject to flooding, particularly from local drainage sources of small size. The **community map repository** should be consulted for possible updated or additional flood hazard information.

To obtain more detailed information in areas where **Base Flood Elevations (BFEs)** and/or **floodways** have been determined, users are encouraged to consult the Flood Profiles and Floodway Data and/or Summary of Stillwater Elevations tables contained within the Flood Insurance Study (FIS) report that accompanies this FIRM. Users should be aware that BFEs shown on the FIRM represent rounded whole-foot elevations. These BFEs are intended for flood insurance rating purposes only and should not be used as the sole source of flood elevation information. Accordingly, flood elevation data presented in the FIS report should be utilized in conjunction with the FIRM for purposes of construction and/or floodplain management.

Coastal Base Flood Elevations shown on this map apply only landward of 0.0' North American Vertical Datum of 1988 (NAVD 88). Users of this FIRM should be aware that coastal flood elevations are also provided in the Summary of Stillwater Elevations table in the Flood Insurance Study report for this jurisdiction. Elevations shown in the Summary of Stillwater Elevations table should be used for construction and/or floodplain management purposes when they are higher than the elevations shown on this FIRM.

Boundaries of the **floodways** were computed at cross sections and interpolated between cross sections. The floodways were based on hydraulic considerations with regard to requirements of the National Flood Insurance Program. Floodway widths and other pertinent floodway data are provided in the Flood Insurance Study report for this jurisdiction.

Certain areas not in Special Flood Hazard Areas may be protected by **flood control structures**. Refer to Section 2.4 "Flood Protection Measures" of the Flood Insurance Study report for information on flood control structures for this jurisdiction.

The **projection** used in the preparation of this map was Texas State Plane central zone (FIPSZONE 4203). The **horizontal datum** was NAD83, GRS1980 spheroid. Differences in datum, spheroid projection or State Plane zones used in the production of FIRMs for adjacent jurisdictions may result in slight positional differences in map features across jurisdiction boundaries. These differences do not affect the accuracy of the FIRM.

Flood elevations on this map are referenced to the North American Vertical Datum of 1988. These flood elevations must be compared to structure and ground elevations referenced to the same **vertical datum**. For information regarding conversion between the National Geodetic Vertical Datum of 1929 and the North American Vertical Datum of 1988, visit the National Geodetic Survey website at <http://www.ngs.noaa.gov/> or contact the National Geodetic Survey at the following address:

NGS Information Services
NOAA, NINGS12
National Geodetic Survey
SSMC-3, #9202
1315 East-West Highway
Silver Spring, MD 20910-3262

To obtain current elevation, description, and/or location information for **bench marks** shown on this map, please contact the Information Services Branch of the National Geodetic Survey at (301) 713-3242, or visit its website at <http://www.ngs.noaa.gov/>.

Base map information shown on this FIRM was provided in digital format by the City of Austin and CAPCOG. This information was photogrammetrically compiled at a scale of at least 1:15,000 from aerial photography dated January 2003.

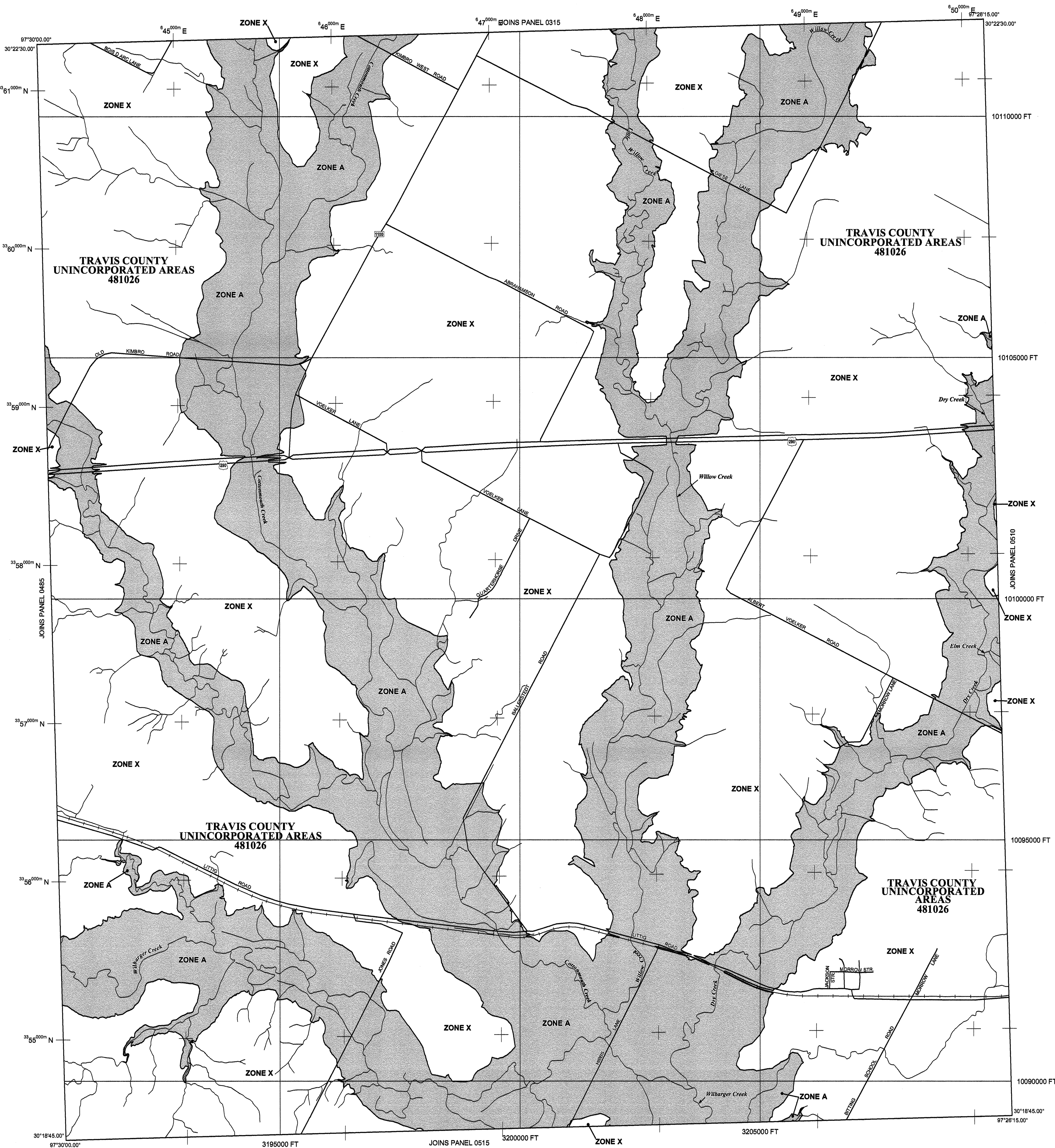
This map reflects more detailed and up-to-date **stream channel configurations** than those shown on the previous FIRM for this jurisdiction. The floodplains and floodways that were transferred from the previous FIRM may have been adjusted to conform to these new stream channel configurations. As a result, the Flood Profiles and Floodway Data tables in the Flood Insurance Study report (which contains authoritative hydraulic data) may reflect stream channel distances that differ from what is shown on this map.

Corporate limits shown on this map are based on the best data available at the time of publication. Because changes due to annexations or de-annexations may have occurred after this map was published, map users should contact appropriate community officials to verify current corporate limit locations.

Please refer to the separately printed **Map Index** for an overview map of the county showing the layout of map panels; community map repository addresses; and a Listing of Communities table containing National Flood Insurance Program dates for each community as well as a listing of the panels on which each community is located.

Contact the **FEMA Map Service Center** at 1-800-358-9616 for information on available products associated with this FIRM. Available products may include previously issued Letters of Map Change, a Flood Insurance Study report, and/or digital versions of this map. The FEMA Map Service Center may also be reached by Fax at 1-800-358-9620 and its website at <http://www.msc.fema.gov/>.

If you have **questions about this map** or questions concerning the National Flood Insurance Program in general, please call 1-877-FEMA-MAP (1-877-336-2627) or visit the FEMA website at <http://www.fema.gov/>.



LEGEND

- SPECIAL FLOOD HAZARD AREAS (SFHAs) SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD**
- The 1% annual chance flood (100-year flood), also known as the base flood, is the flood that has a 1% chance of being equaled or exceeded in any given year. The Special Flood Hazard Area is the area subject to flooding by the 1% annual chance flood. Areas of Special Flood Hazard include Zones A, AE, AH, AO, AR, V, and VE. The Base Flood Elevation is the water-surface elevation of the 1% annual chance flood.
- ZONE A** No Base Flood Elevations determined.
ZONE AE Base Flood Elevations determined.
ZONE AH Flood depths of 1 to 3 feet (usually areas of ponding); Base Flood Elevations determined.
ZONE AO Flood depths of 1 to 3 feet (usually sheet flow on sloping terrain); average depths determined. For areas of alluvial fan flooding, velocities also determined.
ZONE AR Special Flood Hazard Area formerly protected from the 1% annual chance flood by a flood control system that was subsequently decertified. Zone AR indicates that the former flood control system is being restored to provide protection from the 1% annual chance or greater flood.
ZONE A99 Area to be protected from 1% annual chance flood by a Federal flood protection system under construction; no Base Flood Elevations determined.
ZONE V Coastal flood zone with velocity hazard (wave action); no Base Flood Elevations determined.
ZONE VE Coastal flood zone with velocity hazard (wave action); Base Flood Elevations determined.

FLOODWAY AREAS IN ZONE AE

The floodway is the channel of a stream plus any adjacent floodplain areas that must be kept free of encroachment so that the 1% annual chance flood can be carried without substantial increases in flood heights.

OTHER FLOOD AREAS

ZONE X Areas of 0.2% annual chance flood; areas of 1% annual chance flood with average depths of less than 1 foot or with drainage areas less than 1 square mile; and areas protected by levees from 1% annual chance flood.

OTHER AREAS

ZONE X Areas determined to be outside the 0.2% annual chance floodplain.
ZONE D Areas in which flood hazards are undetermined, but possible.

COASTAL BARRIER RESOURCES SYSTEM (CBRS) AREAS

OTHERWISE PROTECTED AREAS (OPAs)

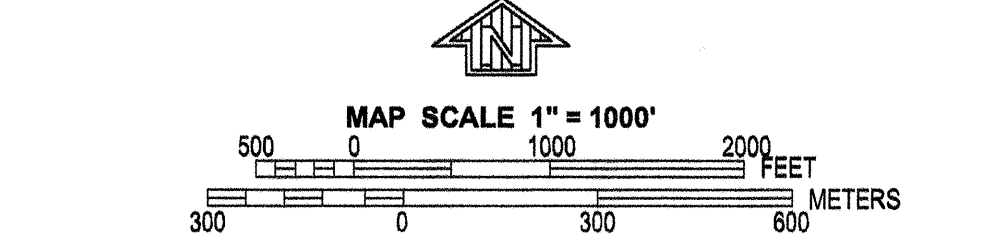
CBRS areas and OPAs are normally located within or adjacent to Special Flood Hazard Areas.

- Floodplain boundary
Floodway boundary
Zone D boundary
CBRS and OPA boundary
Boundary dividing Special Flood Hazard Areas of different Base Flood Elevations, flood depths or flood velocities.
Base Flood Elevation line and value; elevation in feet*
Base Flood Elevation value where uniform within zone; elevation in feet*
* Referenced to the North American Vertical Datum of 1988 (NAVD 88)

- Cross section line
Transect line
Geographic coordinates referenced to the North American Datum of 1983 (NAD 83)
1000-meter Universal Transverse Mercator grid ticks, zone 14
5000-foot grid values: Texas State Plane coordinate system, central zone (FIPSZONE 4203), Lambert Conformal Conic
Bench mark (see explanation in Notes to Users section of this FIRM panel)
River Mile
MAP REPOSITORIES
Refer to Map Repositories list on Map Index
EFFECTIVE DATE OF COUNTYWIDE FLOOD INSURANCE RATE MAP
June 16, 1993
EFFECTIVE DATE(S) OF REVISION(S) TO THIS PANEL
June 5, 1997; January 19, 2000; April 15, 2002
September 28, 2008 - to update corporate limits, to add roads and road names, to incorporate previously issued Letters of Map Revision, and to update map format.

For community map revision history prior to countywide mapping, refer to the Community Map History table located in the Flood Insurance Study report for this jurisdiction.

To determine if flood insurance is available in this community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6620.



NATIONAL FLOOD INSURANCE PROGRAM

PANEL 0505H

FIRM FLOOD INSURANCE RATE MAP

TRAVIS COUNTY, TEXAS

AND INCORPORATED AREAS

PANEL 505 OF 730
(SEE MAP INDEX FOR FIRM PANEL LAYOUT)

CONTAINS:

COMMUNITY	NUMBER	PANEL	SUFFIX
TRAVIS COUNTY	481026	0505	H

Notice to User: The Map Number shown below should be used when placing map orders; the Community Number shown above should be used on insurance applications for the subject community.

MAP NUMBER
48453C0505H

MAP REVISED
SEPTEMBER 26, 2008

Federal Emergency Management Agency



DETENTION WAIVER REQUEST AND FLOODPLAIN STUDY

Manor Heights

City of Manor, Texas

June 11, 2019



Executive Summary

On behalf of our client, Sky Village Kimbro Estates, LLC., Kimley-Horn has prepared a Detention Waiver Request and Floodplain Study for the Manor Heights development. The development is located at Old Kimbro Road and U.S. Highway 290 in the City of Manor and includes approximately 560 acres of single family residential development. The subject tracts are shown on the attached **Drainage Area Map**. The eastern half of the development drains to Cottonwood Creek and the western half drains to an Unnamed Tributary to Cottonwood Creek (Tributary). A memo detailing the impact on the Tributary was submitted to the City on June 9, 2017. This report is limited to the approximately 278 acres of the development that drains to Cottonwood Creek.

We are requesting a waiver to the City of Manor Code of Ordinances, Chapter 10, Article III, Section 41(b)(1), which states that "All drainage improvements within the City's jurisdiction shall be designed in accordance with the City of Austin's Drainage Criteria Manual". The specific section of the City of Austin's Drainage Criteria Manual (DCM) this waiver applies to is Section 1.2.2(D), which states that "Stormwater runoff peak flow rates shall not be increased at any point of discharge from a site for the two (2), ten (10), 25 and 100-year storm frequency events". The proposed development complies with Section 1.2.2(A) of the DCM, which states that "Stormwater runoff peak flow rates for the two (2), ten (10), 25 and 100-year frequency storms shall not cause increased inundation of any building or roadway surface or create any additional adverse flooding impacts."

Results of this analysis show the proposed development does not cause an adverse impact to Cottonwood Creek, which is the discharge point of the site. As such, Kimley-Horn requests a Detention Waiver be granted for the portion of the subject tract that drains to Cottonwood Creek. Results of the analysis also show the proposed reclamation of the floodplain does not adversely impact the 2-, 10-, 25-, 100- or Interim 100-year (NOAA Atlas 14, Volume 11, 2018) floodplain associated with Cottonwood Creek.

At the City of Manor's request, Kimley-Horn has also performed a "Detention Alternative Analysis" to evaluate the impacts to Cottonwood Creek if the proposed Manor Heights development were to be constructed with stormwater detention in accordance with the DCM. The analysis includes a schematic detention design for the proposed Manor Heights development. The schematic ponds are designed to limit peak discharge of the site to the existing condition peak discharge for the 2-, 10-, 25-, 100-, and Interim 100-year (NOAA Atlas 14, Volume 11, 2018) events. The preliminary schematic detention ponds are shown on the attached **Drainage Area Map with Detention**.

Results of the detention alternative analysis show that the preliminary schematic detention design will increase peak flows compared to existing conditions in Cottonwood Creek at U.S. Highway 290, which is the analysis point for this study. As such, Kimley-Horn does not recommend the proposed design concept with detention because it will increase peak flows in Cottonwood Creek in the 2-, 10-, 25-, and 100-year events.

The purpose of this study is to provide technical backup in support of the Detention Waiver Request and floodplain delineation associated with Cottonwood Creek. The following report summarizes methodology used for this analysis, the hydrologic analysis, and the hydraulic analysis. A Conditional Letter of Map Revision for submittal to the City and FEMA describing the floodplain modifications in more detail was submitted to the City on 11/21/2018.

Executive Summary



1.0 Introduction

1.1 AUTHORITY

Sky Village Kimbro Estates, LLC has retained the services of Kimley-Horn and Associates, Inc. ("Kimley-Horn") to prepare a Floodplain Study for submittal to the City of Manor ("City"). This report describes the hydrologic and hydraulic analysis performed by Kimley-Horn to calculate flows and water surface elevations through the subject reaches. Acting on behalf of the Client, the contacts for the study are as follows:

Brad Pickering, P.E., CFM
Kimley-Horn and Associates, Inc.
1400 Woodloch Forest Dr, Suite 225
The Woodlands, Texas 77380
281.475.2831

Alex Granados, P.E.
Kimley-Horn and Associates, Inc.
10814 Jollyville Rd, Building 4, Suite 300
Austin, Texas 78759
512.782.0602

1.2 PURPOSE OF STUDY

The purpose of this study is to provide technical backup in support of the Detention Waiver Request and floodplain delineation associated with Cottonwood Creek. This report is being submitted to the City as a Detention Waiver Request and Floodplain Study submittal. The intent of the study is to show how proposed improvements to the site impact Cottonwood Creek.

1.3 LOCATION

The development is located at Old Kimbro Road and U.S. Highway 290 in the City of Manor and includes approximately 560 acres of single family residential development. The subject tracts are shown on the attached **Drainage Area Map** in **Appendix A**.

1.4 GENERAL SITE CHARACTERISTICS

The existing condition of the subject tract is undeveloped. The proposed condition of the subject tract includes single family residential development with mixed use amenities. Specific proposed condition land use is shown in the attached **CN Exhibit** in **Appendix A**.

1.5 METHODOLOGY

Peak flows in the watershed were calculated using the U.S. Army Corps of Engineer HEC-HMS v. 4.2.1 hydrologic modeling software. Kimley-Horn prepared three HEC-HMS models for the watershed draining to the U.S. Highway 290 crossing of Cottonwood Creek. The models represent existing hydrologic conditions, proposed hydrologic conditions with no stormwater detention, and proposed hydrologic conditions with stormwater detention.

A portion of the subject tract is inundated by Federal Emergency Management Agency (FEMA) effective floodplain associated with Cottonwood Creek. The floodplain is designated as Zone A, which are areas of floodplain where Base Flood Elevations and regulatory flows have not been established. Kimley-Horn

calculated the 100- and Interim 100-year floodplain for Cottonwood Creek from approximately 850 feet downstream of U.S. Highway 290 to approximately 6,550 feet upstream of U.S. Highway 290. The hydraulic analysis was performed using the U.S. Army Corps of Engineers HEC-RAS v. 4.1 hydraulic modeling software.

1.6 RESULTS

Results of the analysis described in this report show the proposed development with no stormwater detention will maintain or decrease peak flows at U.S. Highway 290, which is the point of analysis in Cottonwood Creek, in the 2-, 10-, 25-, 100- and Interim 100-year events. These changes in peak flows maintain or decrease water surface elevation and cause no increase to erosive velocities.

Results of the analysis described in this report show the proposed development with stormwater detention will increase peak flows in Cottonwood Creek at the point of analysis in the 2-, 10-, 25-, and 100-year events. Although this alternative will decrease peak flows generated by the site itself, it will increase peak flows in Cottonwood Creek due to hydrograph timing with the upstream watershed.

2.0 Hydrology

2.1 METHODOLOGY

Peak flows in the watershed were calculated using the U.S. Army Corps of Engineer HEC-HMS v. 4.2.1 hydrologic modeling software. Kimley-Horn prepared three HEC-HMS models for the watershed draining to the U.S. Highway 290 crossing of Cottonwood Creek. The models represent existing hydrologic conditions, proposed hydrologic conditions without detention, and the proposed hydrologic conditions with detention.

The “Proposed” basin was modified to include two reservoirs that represent two conceptual detention ponds to create the “Proposed with Detention” basin. The conceptual detention ponds were sized to reduce peak flows generated by subbasins B1-SF and B2-SF in proposed conditions to their existing condition peak flow levels in the 2-, 10-, 25-, 100-, and interim 100-year events, per the City of Manor’s criteria.

Hydrographs were generated using the NRCS Unit Hydrograph Method in general accordance with the *City of Austin Drainage Criteria Manual* (Manual).

Existing time of concentrations were calculated in accordance with the methodology described in *Technical Release 55* (NRCS, 1986) which is consistent with the requirements of the Manual. Channel flow velocity used in the time of concentration calculations assume four feet per second for open channel flow and eight feet per second for enclosed storm sewer.

The watershed includes Type C and Type D soils (Websoil Survey, 2017). Soils information used in the Curve Number calculations was obtained from the U.S. Department of Agriculture SSURGO database (USDA, 2017).

Land use coverage within the watershed was obtained from the National Land Cover Database (MRLC, 2011). The NLCD was visually verified using recent aerial photography obtained from Bing Maps, and modifications were made based on recent development near U.S. Highway 290.

Infiltration losses were calculated using the Curve Number method. Composite Curve Numbers within the watershed were calculated using ArcGIS processes which aggregated soil and land use information. Curve Numbers consistent with the Manual were assigned to each soil and land use combination and combined to develop a composite Curve Number for each drainage area. Composite Curve Number calculations are included in the attached table, **Composite Curve Number Calculations** in **Appendix A**.

The precipitation model used in this analysis is based on an SCS Type III distribution. The rainfall depths are summarized in Table 1 and were taken from the Manual.

Table 1: 24-Hour Rainfall Depths

Event	Depth (in)
2-Year	3.44
10-Year	6.10
25-Year	7.64
100-Year	10.20
Interim 100-Year	12.70

2.2 HYDROLOGIC ANALYSIS

Existing Conditions

The watershed of Cottonwood Creek at its crossing with U.S. Highway 290 is shown on the attached **Drainage Area Map** in **Appendix A**. Existing condition drainage areas were delineated using aerial topographic information obtained from the City of Austin. The subject tract is located within drainage area B1 and B2.

The existing B1 watershed draining to Cottonwood Creek is 564 acres. Approximately 148 acres of the subject tract drains to Cottonwood Creek in B1. The existing B2 watershed draining to Cottonwood Creek is 604 acres. Approximately 129 acres of the subject tract drains to Cottonwood Creek in B2. Both watersheds generally consist of pasture, cultivated field, and small pockets of single family residential development in existing conditions.

Drainage area B1 was modeled as a single basin in existing conditions with an existing Curve Number of 79.9 and an existing time of concentration of 81.1 minutes. Drainage area B2 was also modeled as a single basin in existing conditions with an existing Curve Number of 79.2 and an existing time of concentration of 78.8 minutes. Drainage areas B1-SF-EX and B2-SF-EX were created to establish existing conditions for the purposes of establishing allowable discharge from the subject tract for the proposed conditions with detention.

Proposed Conditions without Detention

In proposed conditions, the developed portions of the subject tract were split out into separate basins in proposed conditions to accurately capture the modified land use and time of concentration of the development. The subject tract is proposed to be developed as a mixed-use development consisting of mostly small (less than 1/8 acre) single family residential lots. The development also includes medium density residential, commercial, neighborhood business, parkland, open space, and roadway improvements.

This analysis assumes the portion of the subject tract draining to Cottonwood Creek in the B1 watershed will be developed with a proposed Curve Number of 89.0. The offsite area of the B1 watershed maintains the existing condition Curve Number of 79.9. The portion of the subject tract draining to Cottonwood Creek in the B2 watershed is assumed to be developed in the same conditions as the B1 watershed with a Curve Number of 89.0. The offsite area in the B2 watershed maintains the Curve Number of 79.2. Updates to the hydrologic analysis will be performed if future phases change the proposed land use assumptions described herein.

A proposed time of concentration for the developed onsite portion of drainage area B1 was calculated to be 36.9 minutes, and a proposed time of concentration for the developed onsite portion of drainage area B2 was calculated to be 41.2 minutes. The offsite time of concentrations in both basins remain the same as in existing conditions.

Proposed Conditions with Detention

The "Proposed" basin was then modified to include two reservoirs that represent two conceptual detention ponds to create the "Proposed with Detention" basin. The conceptual detention ponds were sized to reduce peak flows generated by subbasins B1-SF and B2-SF in proposed conditions to their existing condition peak flow levels in the 2-, 10-, 25-, 100-, and interim 100-year events, per the City of Manor's criteria. The

time of concentration and other hydrologic parameters are shown on the attached **Drainage Area Map with Detention** in **Appendix A**.

Results

Table 2 summarizes the results of the hydrologic analysis of Cottonwood Creek at U.S. Highway 290 (J-B1) for the 2-, 10-, 25-, 100- and Interim 100-year events. Values shown in green indicate a decrease in peak flow compared to existing conditions and values in red indicate an increase in peak flow compared to existing conditions.

Table 2: Peak Flow Summary at U.S. Highway 290 (J-B1)

Event	Existing (cfs)	Proposed (cfs)	Proposed with Detention (cfs)
2-Year	6,262	6,262	6,271
10-Year	16,087	16,079	16,103
25-Year	22,946	22,937	22,969
100-Year	35,537	35,506	35,548
Interim 100-Year	48,625	48,554	48,598

The results show the proposed development will maintain or decrease peak flows at U.S. Highway 290 for all events and that the proposed development with detention will increase peak flows in Cottonwood Creek at U.S. Highway 290 for all events except the interim 100-year event.

Hydrologic calculations are shown in **Appendix A**. The **HEC-HMS Output** is attached in **Appendix A**, and the **HEC-HMS Model** is included in the Digital Files in **Appendix C**.

3.0 Hydraulics

3.1 METHODOLOGY

A portion of the subject tract is inundated by Federal Emergency Management Agency (FEMA) effective floodplain associated with Cottonwood Creek. The floodplain is designated as Zone A, which are areas of floodplain where Base Flood Elevations and regulatory flows have not been established. Kimley-Horn calculated the 100- and Interim 100-year floodplain for Cottonwood Creek from approximately 850 feet downstream of U.S. Highway 290 to approximately 6,550 feet upstream of U.S. Highway 290.

The hydraulic analysis was performed using the U.S. Army Corps of Engineers HEC-RAS v. 4.1 hydraulic modeling software. Ground geometry used in the hydraulic analysis is based on aerial topographic information obtained from the City of Austin and on-ground survey of the subject tract. Manning's "n" values are based on aerial photography and engineering judgement.

Three crossings are located within the subject reach - two at U.S. Highway 290 and one at Old Kimbro Road. Structure information for U.S. Highway 290 is based on record drawings provided by the Texas Department of Transportation (TxDOT). Structure information for Old Kimbro Road is based on field measurements.

The starting water surface elevation in the hydraulic analysis was calculated using the slope-area method. The slope is based on available topographic information.

Cross section stationing is based on linear feet upstream of the Cottonwood Creek's confluence with Wilbarger Creek.

3.2 HYDRAULIC ANALYSIS

The FEMA effective floodplain associated with Cottonwood Creek is currently designated as Zone A, which are areas of flooding where Base Flood Elevations and regulatory flows have not been established. Kimley-Horn performed a hydraulic analysis of Cottonwood Creek in general accordance with the Manual. The purpose of the hydraulic analysis is to quantify the impact on Cottonwood Creek due to peak flow changes and floodplain modification in the watershed and define the 100-year floodplain limits of Cottonwood Creek through the subject tract based on a detailed study. Proposed floodplain modifications include the reclamation of land from the floodplain, shown on the attached **Hydraulic Workmaps** in **Appendix B**.

Peak flows used in the hydraulic analysis are described in the previous section of this report. Other parameters and inputs for the hydraulic analysis are described in the Methodology section of this report. Cross section locations are shown on the attached **Hydraulic Workmaps** in **Appendix B**.

Results of the hydraulic analysis are summarized in Tables 3 through 7. The tables summarize existing and proposed water surface elevation and velocity at each cross section within the subject reach. Tables 3 through 7 can be found in the attached **WSEL and Velocity Comparison Tables** section of **Appendix B**. The results show the impact of the proposed development is insignificant on water surface elevation and velocity within the subject reach.

The 2-, 10-, 25-, 100- and Interim 100-year event water surface elevation within Cottonwood Creek is maintained or decreases as a result of the proposed development. Minor changes in velocity occur within

Cottonwood Creek due to the development; however, changes are minor and within the 2-, 10-, 25-, 100-year events no increase in velocity exceeds 1%. This is generally considered insignificant. In the Interim 100-year event, velocity increases by less than 2% in two locations, but changes in erosive conditions within Cottonwood Creek are not anticipated due to these changes in velocity.

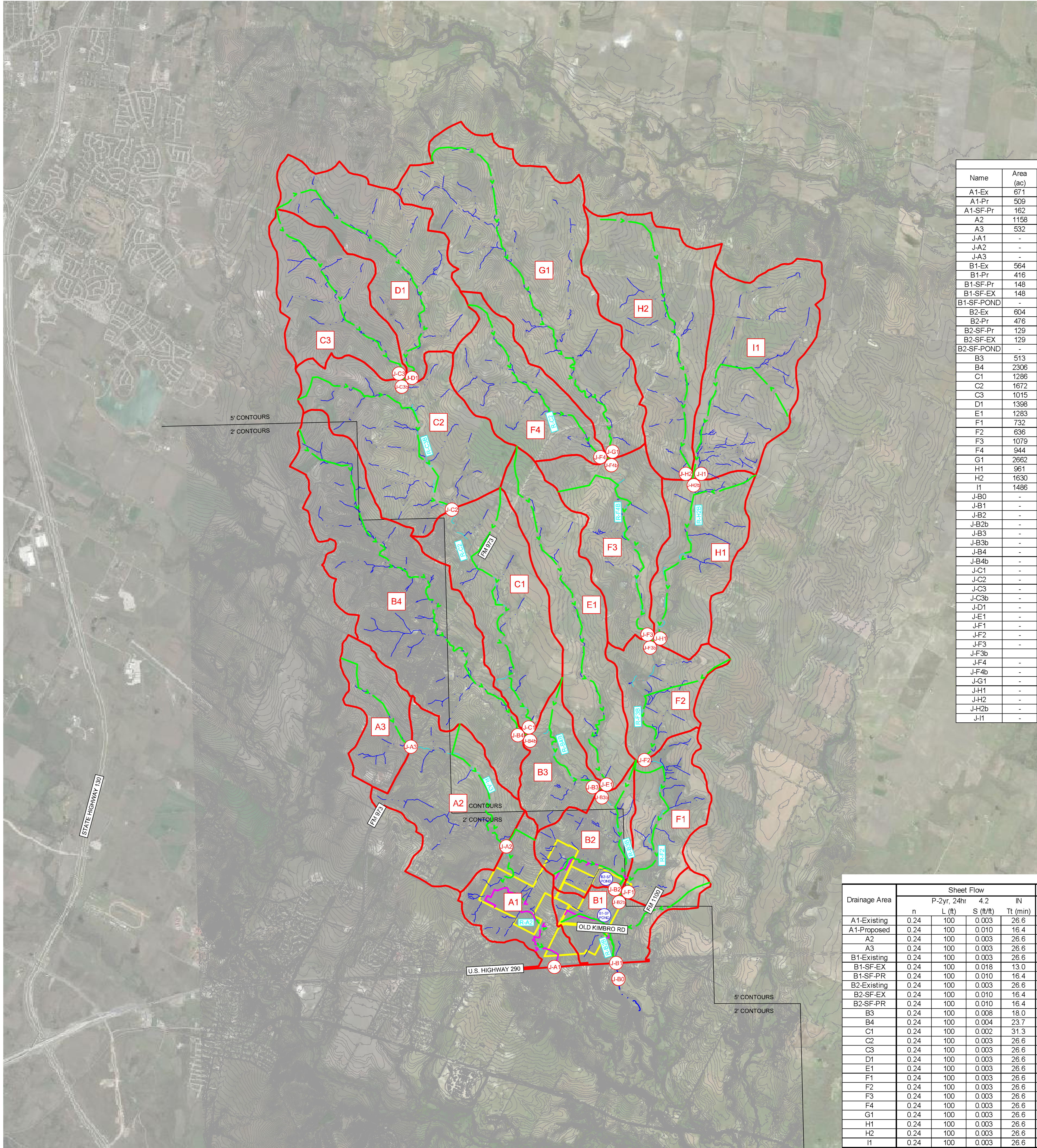
The 100-year existing and proposed condition floodplain delineations are shown on the attached **Hydraulic Workmaps**.

4.0 Conclusion

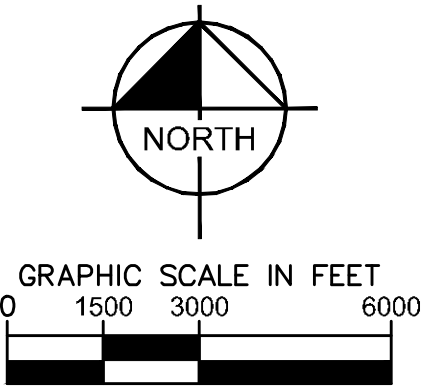
Results of the analysis described in this report show the proposed development with no stormwater detention will maintain or decrease peak flows at U.S. Highway 290, which is the point of analysis in Cottonwood Creek, in the 2-, 10-, 25-, 100- and Interim 100-year events. These changes in peak flows maintain or decrease water surface elevation and cause no increase to erosive velocities.

Results of the detention analysis described in this report show the proposed development with detention will increase peak flows in Cottonwood Creek at the point of analysis in the 2-, 10-, 25-, and 100-year events. Although this alternative will decrease peak flows generated by the site itself, it will increase peak flows in Cottonwood Creek.

Based on a review of the proposed changes in water surface elevation and velocity, Kimley-Horn's opinion is the proposed development will not cause an adverse impact to Cottonwood Creek. On behalf of Sky Village Kimbro Estates, Kimley-Horn requests a Detention Waiver be granted for the portion of the subject tract within the watershed of Cottonwood Creek.



Hydrologic Summary Table							
Name	Area (ac)	Area (sq. mi.)	CN	Tc (min)	Ex 100-Year Flow (cfs)	Pr 100-Year Flow (cfs)	Pr with Detention 100-Year Flow (cfs)
A1-Ex	671	1.049	77.2	85.9	1,925	-	-
A1-Pr	509	0.795	77.2	85.9	-	1,459	1,459
A2	1158	1.809	77.8	71.9	3,742	3,742	3,742
A3	532	0.831	80.9	58.6	2,017	2,017	2,017
JA1	-	-	-	-	-	5,791	5,710
JA2	-	-	-	-	-	4,792	4,792
JA3	-	-	-	-	-	2,017	2,017
B1-Ex	564	0.881	79.9	81.1	1,747	-	-
B1-Pr	416	0.649	79.9	81.1	-	1,287	1,287
B1-SF-Pr	148	0.232	89.0	36.9	-	775	775
B1-SF-EX	148	0.232	79.9	32.3	746	-	746
B1-SF-POND	-	-	-	-	-	-	707
B2-Ex	604	0.944	79.2	78.8	1,885	-	-
B2-Pr	478	0.743	79.2	78.8	-	1,483	1,483
B2-SF-Pr	129	0.201	89.0	41.2	-	638	638
B2-SF-EX	129	0.201	79.2	41.1	573	-	573
B2-SF-POND	-	-	-	-	-	-	491
B3	513	0.802	77.0	79.5	1,540	1,540	1,540
B4	2306	3.603	79.0	142.8	4,856	4,856	4,856
C1	1286	2.009	80.1	111.0	3,264	3,264	3,264
C2	1672	2.613	79.6	82.5	5,101	5,101	5,101
C3	1015	1.586	80.3	90.2	2,956	2,956	2,956
D1	1398	2.184	79.6	87.1	4,119	4,119	4,119
E1	1283	2.005	81.8	129.4	3,009	3,009	3,009
F1	732	1.144	80.6	81.3	2,285	2,285	2,285
F2	636	0.994	80.5	76.6	2,056	2,056	2,056
F3	1079	1.686	79.6	90.4	3,110	3,110	3,110
F4	944	1.475	82.1	70.5	3,273	3,273	3,273
G1	2662	4.159	79.3	131.9	5,948	5,948	5,948
H1	961	1.502	80.6	86.6	2,882	2,882	2,882
H2	1630	2.547	81.7	110.9	4,232	4,232	4,232
I1	1486	2.321	82.7	94.7	4,330	4,330	4,330
JB0	-	-	-	-	35,531	35,500	35,542
JB1	-	-	-	-	35,537	35,506	35,548
JB2	-	-	-	-	16,895	16,871	16,900
JB2b	-	-	-	-	35,282	35,255	35,285
JB3	-	-	-	-	14,972	14,972	14,972
JB3b	-	-	-	-	16,781	16,781	16,781
JB4	-	-	-	-	4,856	4,856	4,856
JB4b	-	-	-	-	14,983	14,983	14,983
J-C1	-	-	-	-	10,984	10,984	10,984
J-C2	-	-	-	-	10,146	10,146	10,146
J-C3	-	-	-	-	2,956	2,956	2,956
J-C3b	-	-	-	-	7,072	7,072	7,072
J-D1	-	-	-	-	4,119	4,119	4,119
J-E1	-	-	-	-	3,009	3,009	3,009
J-F1	-	-	-	-	18,425	18,425	18,425
J-F2	-	-	-	-	19,069	19,069	19,069
J-F3	-	-	-	-	9,537	9,537	9,537
J-F3b	-	-	-	-	19,159	19,159	19,159
J-F4	-	-	-	-	3,273	3,273	3,273
J-F4b	-	-	-	-	8,158	8,158	8,158
J-G1	-	-	-	-	5,948	5,948	5,948
J-H1	-	-	-	-	9,626	9,626	9,626
J-H2	-	-	-	-	4,232	4,232	4,232
J-H2b	-	-	-	-	8,489	8,489	8,489
J-I1	-	-	-	-	4,330	4,330	4,330



LEGEND	
	AERIAL CONTOURS
	PROPERTY BOUNDARY
	CREEK FLOWLINE
	HYDROLOGIC MODEL ROUTE
	DRAINAGE AREA BOUNDARY
	DRAINAGE AREA LABEL
	HYDROLOGIC MODEL JUNCTION
	HYDROLOGIC MODEL RESERVOIR
	TIME OF CONCENTRATION PATH
	PROPOSED TIME OF CONCENTRATION PATH

- NOTES:
- TOPOGRAPHIC INFORMATION BASED ON AERIAL TOPOGRAPHY OBTAINED FROM CITY OF AUSTIN.
 - TOPOGRAPHIC INFORMATION SHOWN ON NAVD 88 VERTICAL DATUM.

Time of Concentration Calculations																				
Drainage Area	Sheet Flow				Shallow Concentrated Flow								Channelized Flow						Total To (min)	Tlag (min)
	P-2yr, 24hr		4.2		Grass Surface				Paved Surface				Channel Flow			Channel Flow 2				
	n	L (ft)	S (ft/ft)	Tt (min)	L (ft)	V (fps)	S (ft/ft)	Tt (min)	L	V (fps)	S	Tt (min)	L (ft)	V (fps)	Tt (min)	L (ft)	V (fps)	Tt (min)		
A1-Existing	0.24	100	0.003	26.6	1,162	2.6	0.025	7.6	-	-	-	-	12,414	4.0	51.7	-	-	-	85.9	51.6
A1-Proposed	0.24	100	0.010	16.4	-	-	-	-	237	1.4	0.005	2.7	8,769	4.0	36.5	1735	8.0	3.6	59.3	36.6
A2	0.24	100	0.003	26.6	1,670	2.2	0.018	12.9	-	-	-	-	7,780	4.0	32.4	-	-	-	71.9	43.1
A3	0.24	100	0.003	26.6	900	2.3	0.020	6.6	-	-	-	-	6,100	4.0	25.4	-	-	-	58.6	35.2
B1-Existing	0.24	100	0.003	26.6	1938	1.2	0.006	25.8	-	-	-	0.0	6868	4.0	28.6	0	-	0.0	81.1	48.6
B1-SF-EX	0.24	100	0.018	13.0	1051	2.5	0.024	7.0	-	-	-	0.0	1899	4.0	7.9	2123	8.0	4.4	32.3	19.4
B1-SF-PR	0.24	100	0.010	16.4	0	1.2	0.006	0.0	287	1.4	0.005	3.3	3334	4.0	13.9	1564	8.0	3.3	36.9	22.1
B2-Existing	0.24	100	0.003	26.6	2861	1.6	0.010	29.6	-	-	-	0.0	5445	4.0	22.7	0	-	0.0	78.8	47.3
B2-SF-EX	0.24	100	0.010	16.4	1160	2.7	0.029	7.1	-	-	-	0.0	3555	4.0	14.8	1320	8.0	2.8	41.1	24.7
B2-SF-PR	0.24	100	0.010	16.4	0	1.6	0.010	0.0	220	1.4	0.005	2.6	4543	4.0	18.9	1571	8.0	3.3	41.2	24.7
B3	0.24	100	0.008	18.0	3106	1.3	0.007	38.3	-	-	-	0.0	5560	4.0	23.2	0	-	0.0	79.5	47.7
B4	0.24	100	0.004	23.7	2275	2.0	0.015	19.2	-	-	-	0.0	23974	4.0	99.9	0	-	0.0	142.8	85.7
C1	0.24	100	0.002	31.3	4369	2.0	0.016	35.7	-	-	-	0.0	13205	5.0	44.0	0	-	0.0	111.0	68.6
C2	0.24	100	0.003	26.6	910	1.8	0.013	8.3	-	-	-	0.0	6392	6.0	8.3	7167	4.0	29.9	82.2	49.5
C3	0.24	100	0.003	26.6	2260	2.0	0.015	19.1	-	-	-	0.0	10680	4.0	44.5	0	-	0.0	90.5	54.1
D1	0.24	100	0.003	26.6	2400	2.2	0.018	18.4	-	-	-	0.0	15165	6.0	42.1	0	-	0.0	87.1	52.3
E1	0.24	100	0.003	26.6	1800	2.0	0.016	14.7	-	-	-	0.0	21145	4.0	88.1	0	-	0.0	129.4	77.6
F1	0.24	100	0.003	26.6	2087	2.1	0.017	16.5	-	-	-	0.0	9160	4.0	38.2	0	-	0.0	81.3	48.8
F2	0.24	100	0.003	26.6	3634	2.3	0.020	26.5	-	-	-	0.0	1702	6.0	4.7	4503	4.0	18.8	76.6	46.0
F3	0.24	100	0.003	26.6	1685	2.4	0.023	11.5	-	-	-	0.0	2150	6.0	6.0	11120	4.0	46.3	90.4	54.2
F4	0.24	100	0.003	26.6	650	1.1	0.005	9.5	-	-	-	0.0	12375	6.0	34.4	0	-	0.0	70.5	42.3
G1	0.24	100	0.003	26.6	850	2.8	0.030	5.1	-	-	-	0.0	24055	4.0	100.2	0	-	0.0	131.9	79.1
H1	0.24	100	0.003	26.6	1441	2.3	0.021	10.3	-	-	-	0.0	2250	6.0	6.3	10438	4.0	43.5	86.6	52.0
H2	0.24	100	0.003	26.6	2406	2.0	0.016	19.6	-	-	-	0.0	15514	4.0	64.6	0	-	0.0	110.9	66.5
I1	0.24	100	0.003	26.6	3350	1.6	0.010	34.6	-	-	-	0.0	1790	6.0	5.0	6851	4.0	28.5	94.7	56.8





AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 17, 2019

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Acknowledge the resignation of Planning and Zoning Commissioner Gil Burrell, Place No. 3 and declare a vacancy.

BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

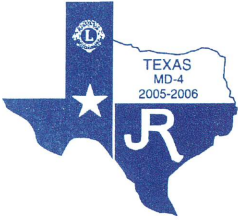
ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

Resignation Letter

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council acknowledge the resignation of Planning and Zoning Commissioner Gil Burrell, Place No. 3 and declare a vacancy.

PLANNING & ZONING COMMISSION: ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☒ NONE



Past District Governor MD-2S3

Gil Burrell

PO Box 68

Manor, Texas 78653

512-272-5100

katyburrell@mail.utexas.edu



6/28/19

Mr. Scott Dunlop

By requirement I must submit my resignation from the Planning and Zoning Board. I have enjoyed my place 3 commitment and will continue to support the P&Z. I am looking forward to continuing my support to the city of Manor.

Gil Burrell



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 17, 2019

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Acknowledge the resignation of Planning and Zoning Commissioner Mike Burke, Place No. 4 and declare vacancy.

BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

Resignation email

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council acknowledge the resignation of Planning and Zoning Commissioner Mike Burke, Place No. 4 and declare vacancy.

PLANNING & ZONING COMMISSION: ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☒ NONE

Lluvia Tijerina

From: Scott Dunlop
Sent: Thursday, July 11, 2019 10:47 AM
To: Lluvia Tijerina
Subject: FW: P&Z

From: Mike Burke
Sent: Monday, July 01, 2019 8:52 AM
To: Scott Dunlop <sdunlop@cityofmanor.org>; Tom Bolt <tbolt@cityofmanor.org>
Subject: P&Z

Good Morning.

I'm sorry to have to do this - our organization is acquiring a company in New Jersey, and with my knowledge of the area, I have been asked to take the lead on the integration. For the next 6 months, I will be traveling Mon.-Fri. to NJ. I don't think you can afford that lon with a member not being able to attend!