



Dr. Larry Wallace Jr., Mayor
Emily Hill, Place 1
Maria Amezcua, Place 2
Dr. Christopher Harvey, Place 3
Danny Scarbrough, Place 4
Deja Hill, Mayor Pro Tem, Place 5
Valerie Dye, Place 6

**CITY COUNCIL
REGULAR MEETING
AGENDA**

Wednesday, January 15, 2020

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

PRESENTATIONS

Recognitions of outgoing Associate Judge Mark Goodner; and Presiding Judge Robby Chapman, presented by Mayor Dr. Wallace Jr.

PROCLAMATIONS

- A. Declaring the Month of January, as “National Mentor Month”
- B. Declaring Monday, January 20, 2020, as “Martin Luther King, Jr. Day”
- C. Declaring the Month of February, as “Black History Month”

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:

- December 14, 2019, Retreat - Workshop Session; and
 - December 18, 2019, Regular Meeting

Lluvia T. Almaraz,
City Secretary
2. Consideration, discussion, and possible action on the acceptance of the December 2019 Departmental Reports:

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

Thomas Bolt,
City Manager
3. Second and Final 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

PUBLIC HEARING

4. Public Hearing: Conduct a public hearing upon an Ordinance rezoning 0.675 acres more or less, located at 10814 US Hwy 290 East, Manor, TX, from Light Commercial (C-1) to Medium Commercial (C-2).

Scott Dunlop,
Asst. Dev. Services
Director

REGULAR AGENDA

5. First Reading: Consideration, discussion, and possible action on an Ordinance rezoning 0.675 acres more or less, located at 10814 US Hwy 290 East, Manor, TX, from Light Commercial (C-1) to Medium Commercial (C-2). **Applicant**: Kimley-Horn and Associates. **Owner**: Cottonwood Holdings, LTD

Scott Dunlop,
Asst. Dev. Services
Director
6. Consideration, discussion and possible action on a resolution approving determination of Multiple Use Agreements – TXDOT.

Thomas Bolt,
City Manager
7. Consideration, discussion, and possible action on entering into a service agreement with Atchley & Associates for performing an audit of the financial statements of the City of Manor.

Thomas Bolt,
City Manager

- | | |
|---|--|
| 8. Consideration, discussion, and possible action on an appointment to serve as the Capital Area Council of Governments (CAPCOG) General Assembly Representative for the City of Manor. | Thomas Bolt,
City Manager |
| 9. Consideration, discussion, and possible action upon a Concept Plan for IDEA-Manor, one (1) lot on 13.19 acres more or less, located near N. FM 973 and Suncrest Road, Manor, TX. Applicant: Pape-Dawson Engineers. Owner: IDEA Public Schools. | Scott Dunlop,
Asst. Dev. Services
Director |
| 10. <u>First Reading</u> : Consideration, discussion, and possible action on an amendment to the Manor Code of Ordinances Chapter 14 Zoning to amend sections General including Application, and Definitions; Zoning District and Regulations including General Requirements and Limitations, Zoning of Annexed Areas, and Establishment of Zoning Districts; Construction Plans; Conditional Use Permits; Nonconforming Uses; Sexually Oriented Businesses; and other related matters. | Scott Dunlop,
Asst. Dev. Services
Director |

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, January 10, 2020, 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



PROCLAMATION

WHEREAS, mentoring is a proven and effective strategy that helps children and young adults by matching them with caring and responsible adults who can provide guidance and direction, and build their confidence; and

WHEREAS, mentors build character, encourage success, boost confidence, lift expectations, and inspire young people to do their best, serving as friends, role models, teachers, and sources of stability and support during a critical time in a child's life; and

WHEREAS, mentoring strengthens our communities' social well-being by helping young people fulfill their potential while helping maintain healthy families and promoting more vibrant communities.

NOW, THEREFORE, I Dr. Larry Wallace, Jr., Mayor of the City of Manor, Texas, and on behalf of the Manor City Council, do hereby proclaim the month of January 2020 as:

“National Mentor Month”

In the City of Manor and encourage citizens to increase their understanding and awareness on the importance of mentoring and to consider how they might use their time and talents to help transform the lives of our children.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Manor to be affixed this 15th day of January 2020.

Dr. Larry Wallace Jr., Mayor
City of Manor



PROCLAMATION

WHEREAS, Dr. Martin Luther King Jr. devoted his life to advancing equality, social justice, and opportunity for all, and challenged all Americans to participate in the never-ending work of building a more perfect union; and

WHEREAS, Dr. King's teachings can continue to guide and inspire us in addressing challenges in our communities; and

WHEREAS, the King Holiday and Service Act, enacted in 1994, designated the King Holiday as a national day of a volunteer service, and charged the Corporation for National and Community Service with leading this effort; and

WHEREAS, since 1994 millions of Americans have been inspired by the life and work of Dr. Martin Luther King Jr. to serve their neighbors and communities on the King Holiday; and

WHEREAS, serving on the King Holiday is an appropriate way to honor Dr. King, meet local and national needs, bring our citizens together, and strengthen our communities and nation; and

WHEREAS, the King Day of Service is the only federal holiday commemorated as a national day of service, and offers an opportunity for Americans to give back to their communities on the holiday and make an ongoing commitment to service throughout the year; and

WHEREAS, King Day of Service projects are being organized by a wide range of nonprofit and community organizations, educational institutions, public agencies, private businesses, and other organizations across the nation; and

WHEREAS, each of us can and must contribute to making our communities better with increased opportunity for all our citizens, and

WHEREAS, citizens of Manor have the opportunity to participate in events throughout our city on the King Day of Service, January 20, 2020, as well as create and implement community service projects where they identify the need;

NOW THEREFORE, I, Dr. Larry Wallace Jr., Mayor of the City of Manor, Texas, and on behalf of the Manor City Council, do hereby proclaim Monday, January 20, 2020, as:

"Martin Luther King Jr. Day"

in the City of Manor and urge all citizens to observe this day and to pay tribute to the life and works of Dr. King through participation in community service projects on Martin Luther King Day and throughout the year.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Manor to be affixed this 15th day of February 2020.

Dr. Larry Wallace Jr., Mayor
City of Manor



PROCLAMATION

WHEREAS, During Black History Month, we celebrate the many achievements and contributions made by African Americans to our economic, cultural, spiritual and political development; and

WHEREAS, In 1915, Dr. Carter Godwin Woodson, noted Black scholar and son of former slaves, founded the Association for the Study of African American Life and History; and

WHEREAS, Dr. Woodson initiated Black History Week, February 12, 1926; and for many years, the second week of February, chosen to coincide with the birthdays of Frederick Douglas and Abraham Lincoln, was celebrated by African Americans in the United States; and

WHEREAS, In 1976, as part of the nation's bicentennial, Black History Week was expanded and became established as Black History Month, and is now celebrated all over North America; and

WHEREAS, After the Civil War, many black Americans sought a better life, free from oppression and in search of new economic opportunities, and the liberty to create their own lives; and

WHEREAS, Many African American settlers found their way to the Equality State, where they homesteaded or worked in industries like the Transcontinental Rail Road, these Americans played an important role in settling the State of Texas, as well as the rest of the country; and

WHEREAS, The observance of Black History Month calls our Nation's attention to the continued need to battle racism and to build a society that lives up to its democratic ideals.

NOW, THEREFORE, I, Dr. Larry Wallace Jr., Mayor of the City of Manor, Texas, and on behalf of the Manor City Council, do hereby proclaim the month of February 2020 as:

“Black History Month”

In the City of Manor and urge all citizens to celebrate our diverse heritage and culture and continue our efforts to create a world that is more just, peaceful and prosperous for all.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Manor to be affixed this 15th day of February 2020.

Dr. Larry Wallace Jr., Mayor
City of Manor



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 15, 2020

PREPARED BY: Lluvia T. Almaraz, City Secretary

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve the City Council Minutes:

- December 14, 2019, Retreat - Workshop Session; and
- December 18, 2019, Regular Meeting

BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

December 14, 2019, Retreat-Workshop Session

December 18, 2019, Regular Meeting

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the City Council Minutes of the December 14, 2019, Retreat-Workshop Session; and December 18, 2019, Regular Meeting.

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



**CITY COUNCIL
RETREAT – WORKSHOP SESSION MINUTES
DECEMBER 14, 2019**

PRESENT:

Dr. Larry Wallace Jr., Mayor

COUNCIL MEMBERS:

Emily Hill, Place 1
Maria Amezcua, Place 2
Dr. Christopher Harvey, Place 3
Danny Scarbrough, Place 4
Deja Hill, Mayor Pro Tem, Place 5
Valerie Dye, Place 6

CITY STAFF:

Thomas Bolt, City Manager
Lluvia T. Almaraz, City Secretary
Paige Saenz, City Attorney
Lydia Collins, Director of Finance
Ryan Phipps, Chief of Police
Tracey Vasquez, HR Coordinator
Debbie Charbonneau, Community Development Manager
Heath Ferguson, IT Manager
Michael Tuley, Public Works Director
Frank Phelan, P.E., City Engineer
Paige Saenz, City Attorney

WORKSHOP SESSION – 9:00 A.M.

With a quorum of the Council Members present, the workshop session of the Manor City Council was called to order by Mayor Dr. Wallace Jr. at 9:10 a.m. on Saturday, December 14, 2019, in the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

PLEDGE OF ALLEGIANCE

At the request of Mayor Wallace Jr., Chief of Police Phipps, let the Pledge of Allegiance.

PUBLIC COMMENTS

No one appeared to speak at this time.

At the request of City Manager Bolt, Department Introductions and the attached PowerPoint Presentations were made for the following departments.

- Public Works Department – Michael Tuley, Director of Public Works
- Police Department – Ryan Phipps, Chief of Police
- Community Development Department – Debbie Charbonneau, Comm. Dev. Manager
- Human Resources Department – Tracey Vasquez, HR Coordinator
- City Secretary's Office – Lluvia T. Almaraz, City Secretary
- IT Department – Heath Ferguson, IT Manager
- Engineer Department – Frank Phelan, P.E., City Engineer
- Finance Department – Lydia Collins, Director of Finance
- Attorney's Office – Paige Saenz, City Attorney
- Development Services Department – Thomas Bolt, City Manager

The discussion was held regarding the following:

- Hotel Occupancy Taxes (HOT) Funds
- Public Improvement District (PID) vs Tax Increment Reinvestment Zones (TIRZ)
- Transportation Plan
- City Council Rules of Procedures
- Creation of a Council Committee to review the Rules of Procedure annually
- Consent Agenda
- Conflict of Interest
- Public Hearings
- Reading of Ordinances
- Charter Review Committee
- Ethics Commission

Mayor Wallace Jr. suggested for the Goals & Vision topic to be discussed on a later date. He requested two (2) priority city goals from each Council Member to be sent to him. He briefly discussed his goals regarding Economics, Roads, and Communication.

There was no action taken.

ADJOURNMENT

The Workshop Session of the Manor City Council Adjourned at 4:29 p.m. on Saturday, December 14, 2019.

These minutes approved by the Manor City Council on the 15th day of January 2019.

APPROVED:

Dr. Larry Wallace Jr.
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

Draft Minutes

City Council Retreat

Public Works Department

Street Department

Has two different crews

First crew repair pothole, street signs crack seal street, and repaint parking areas for the city. The other reconstruct the roads which includes preparing the base material before new pavement to installed. We are on a schedule for a block every two months.

Parks Department

Has two different crews

First crew mows all right of ways, alleys and open spaces bi-weeks.

The second crew mows parks and City Hall weekly.

Bulk drop-off

We take appointments. We allow a customer to drop off four time a year.

Utility,

Has two different crews

First crew repairs water leaks and wastewater main, unclog wastewater stoppage, and do all service calls related to water and wastewater.

Second crew perform maintain on fire hydrants, valves, water pump, wastewater lift station, and clean wastewater main and manholes.

Third crew maintain and operator the wastewater plant, water plant, and wells.

65% purchase water

Brown water

City of Manor

Bulk Trash Drop Off

ITEMS ACCEPTED	ITEMS NOT ACCEPTED	
Bundled Branches	Bags of Cement	Dead Animals
Extra Bags of Leaves	Cinder Blocks / Bricks / Rocks	Tires
Chairs / Recliners / Couches	Railroad Ties	Carpet
Carboard Boxes	Chemicals / Batteries / Wet Paint	Electronics / TVs / Computers
A/C Units **/ Appliances **	Steel / Metal / Door Frames	Construction Debris / Dirt
Large Furniture / Mattresses	Tile / Sheet Rock / Glass	Bath Tubs / Toilets
Water Heaters	Fencing and Remodeling Debris	Hazardous Materials

***** Refrigerators must have door removed. Both Refrigerators & A/C units must be technician certified Freon free.***

Bulk Drop Off is for Manor Residential debris *only*.

No commercial accounts or commercial debris will be serviced.

CITY WILL ACCEPT (1) PICKUP TRUCK SIZE LOAD PER APPOINTMENT. ** NO UHAULS OR TRAILERS **

Resident can drop off bulk items up to 4 times a year.

Bulk Drop Off Hours: Friday's 1pm-4pm

Address: 547 Llano St. Manor, TX 78653

Bulk Drop Off is scheduled by appointment *only*. To set an appointment, please contact Melissa Sanchez at 512-272-5555 Ext. 3.

MANOR POLICE STATISTICAL DATA

To Date 2019 – Council Retreat



Manor Police Department

Ryan S. Phipps – Chief of Police

402 W. Parsons St.
Manor, Texas 78653

512.272.8177
police@cityofmanor.org
www.cityofmanor.org/police

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Manor Police Department

City Council Retreat – Departmental Introductions

The purpose of this document comes after the election the Manor City Council for the description of the organization, statistical data and information covering important topics.

Department Mission & Values

Mission Statement:

The mission of the Manor Police Department is to maintain order, preserve and protect the life, peace and property of the citizens of the City of Manor, and to enforce the laws within the frame of the United States constitution. The Manor Police Department and its individual members will, without favor or prejudice, work cooperatively with the public to provide a safe community and strive to enhance the quality of life for all citizens.

Values:

The Manor Police Department is dedicated to maintaining the highest moral and ethical standards, through the principles of pride, honesty, trust and courage. The Manor Police Department is dedicated to treating our employees and citizens with dignity, respect and equality. The Manor Police Department is committed to developing well-trained, highly motivated and courteous employees to serve our community and organization with pride and professionalism.

ORGANIZATION

Administration and Staffing

The Manor Police Department is made up of 37 employees, led by Chief Ryan Phipps. There are 31 sworn peace officers and 6 civilian employees.

Administrative Division

Chief Ryan Phipps
Captain Denver Collins
Lieutenant James Allen

Investigations

Sergeant Craig Struble
Detective Brandon Handy
Detective Anne Lopez
Detective Kailey Krumpfer

Patrol Division¹

Day Shift

Sergeant Zon Lout
Officer Marshall Surovik
Officer Albert Diver
Officer Bryan Estrada
Officer Shaun Harr

Sergeant Lawrence Rideau
Officer Gloria Rock
Officer Trevor Tate
Officer Andrew Cehand

Night Shift

Sergeant Randall Anderson
Officer Jessica Jones
Officer Aaron Howe
Officer Shawn Pettersen
Officer Billy Speedy

Sergeant Adam Crews
Officer David Milton
Officer Adrienne Stone
Officer Dylan Harr
Officer Nelson Francis

Traffic Division

Sergeant Colt Stigent
Officer Colton Haupt
Officer Andrew Cruise

Victim Services

Samantha Montemayor - Coordinator
Kara McLeod – Specialist
Margarita Guerrero – Specialist

Civilian Staff

Robyn Jackson – Supervisor
Cynthia Turner – Clerk
Sandra Bocksnick - Clerk

Vacancies²

Patrol Officer
Animal Control Officer

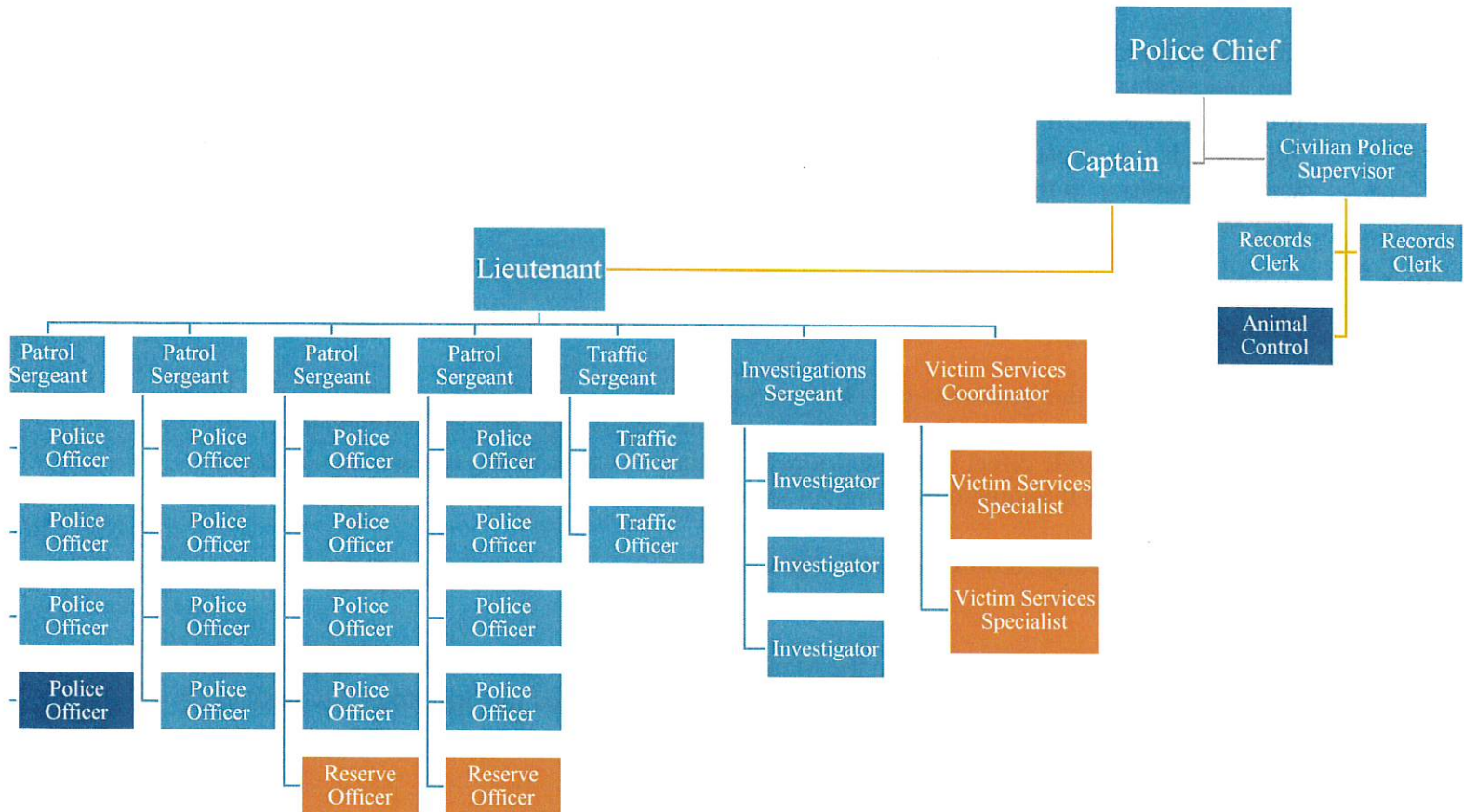
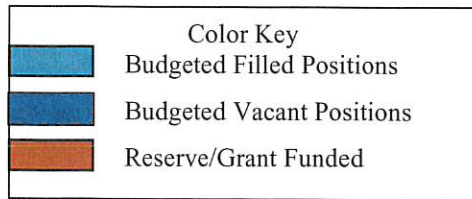
Reserve Officers

Officer Ryan Smith
Officer Josh Heaps

¹ Shift deployment as scheduled for 1/1/2020

² Vacancies as of 12/13/2019

Organizational Chart



Grants

2018 Grants

Total Awards: \$144,205.11

Justice Assistance Grant

Awarded \$56,562.50

The funding provided to this project was used to purchase a specialized evidence collection van package, designed to handle the day to day collection and transportation of evidence. The vehicle is equipped, designed, and constructed to orderly and systematically house evidence collection and forensic investigation equipment and general items intrinsic with processing of a crime scene. In addition to the vehicle and equipment the funding was used to train two department staff on the vehicle and the equipment.

Victims of Crime Act Grant

Awarded \$65,121.28

The funding from this grant was used to start a collaborative victim services program that filled service gaps for the Cities of Manor, Lago Vista, and Jonestown. This has allowed the department to provide direct victim services to victims of crime filling immediate needs and providing services throughout the criminal justice process.

Rifle Resistant Body Armor Grant Program

Awarded \$12,430

The funding from this grant allowed the Manor Police Department to purchase lifesaving rifle resistant ballistic plates and armor carriers. This funding allowed the department to outfit every officer with the rifle resistant body armor.

Office of Justice Programs

Bulletproof Vest Partnership

Awarded \$2,162.50

The funding from this grant helped to minimize the cost of purchasing ballistic vests for officers by reimbursing 50% of the cost. This allowed for the purchase of 5 ballistic vests replacing worn or expired armor.

Strategic Traffic Enforcement Program Grant

Awarded \$7,928.83

The Strategic Traffic Enforcement Program or STEP grant provides funding to agencies to reimburse wages paid to officers who conduct traffic enforcement at certain times and locations throughout the year. This is done to help reduce the number traffic fatalities that occur on our Texas roadways.

2019 Grants

Total Awards: \$391,066.09

Victims of Crime Act Grant

Awarded \$199,698.01

The funding from this grant was used to start a collaborative victim services program that filled service gaps for the Cities of Manor, Lago Vista, and Jonestown. This has allowed the department to continue to provide direct victim services to victims of crime filling immediate needs and providing services throughout the criminal justice process. This funding is for the 2018/2019 and 2019/2020 budget years.

Office of Justice Programs

Bulletproof Vest Partnership

Awarded \$4,976.16

The funding from this grant helped to minimize the cost of purchasing ballistic vests for officers. This funding will allow for the replacement of 5 worn or expired ballistic vests.

Department of Justice

Office for Victims of Crime

Awarded \$174,399

The funding from this grant has allowed the Manor Police Department to create another Victim Services Specialist position. This was a very competitive process, with Manor Police Department being 1 of 16 agencies in the nation to receive this award, and the only one in Texas. This is a three-year grant on a step-out process with the department offering match funds until it is fully funded by the city. This position ensures the availability of a full-time Specialist at Manor Police Department and supported the creation of an internal on-call rotation which began October 1, 2019. Victims in Manor, Lago Vista, and Jonestown will be provided greater access to services to address the critical needs of individuals affected by crime and crisis circumstances.

Strategic Traffic Enforcement Program Grant

Awarded \$11,992.92

The Strategic Traffic Enforcement Program or STEP grant provides funding to agencies to reimburse wages paid to officers who conduct traffic enforcement at certain times and locations throughout the year. This is done to help reduce the number traffic fatalities that occur on our Texas roadways.

Texas Law Enforcement Support Office Program

The Texas Law Enforcement Support Office or LESO program (formerly the 1033 program) allows law enforcement agencies to obtain Department of Defense property or equipment. The Manor Police Department has taken advantage of this program to obtain equipment it may not have otherwise been able to acquire.

2018

ITEM	QUANTITY	APROXIMATE COST NEW
15KW GENERATOR	1	
TOUGH BOOK	26	

2019

ELECTRICAL FEEDER- MEDIUM	3	\$5,799.00
10KW TRAILER MOUNTED GENERATOR	1	\$27,575.00
CARGO TRAILER	2	\$8,954.00
MULTIMETER	1	\$2,89.92
ELECTRICAL TOOL KIT	2	\$844.00
AMMO CAN	50	\$3.88
20KW TRAILER MOUNTED GENERATOR	1	\$50,294.00
EXTENSION CABLE	6	\$110.50
SMALL ARMS TOOL KIT	1	\$1,711.00
REEL, CABLE	2	\$3,287.34
MULTIMETER	1	\$572.28
FIELD DESK	3	\$2,052.4
CHASSIS TRAILER	1	\$4,336.00
ENCLOSED CARGO TRAILER	1	\$26,050.00
2006 FORD F150	1	\$4,169.00
20 FT CONEX	1	\$1,324.00
PRESSURE WASHER	2	\$576.00
SMOKE MACHINE	4	\$9,439.86
TIE DOWN CHAIN KIT	2	\$7,750.98
STORAGE BOX	3	\$627.24
STORAGE BOX	2	\$1,378.00
LIVESTOCK TRAILER	1	\$17,413.00
SMALL GENERATOR	1	\$5,262.00
ELECTRICAL FEEDER- MEDIUM	7	\$5,799.00

APROXIMATE TOTAL COST OF ITEMS RECEIVED WHEN NEW \$287,404.00

OPERATIONS

Vehicle Summary

2018 FLEET INFORMATION

Unit	Year	Make	Model	Mileage	Miles Driven	Use
9900	2005	Ford	F150	71,167	11,001	Animal Control
1201	2013	Chevy	Tahoe	61,187	12,032	Patrol
1202	2013	Chevy	Tahoe	92,876	2,717	Patrol/Pool Unit
1203	2013	Chevy	Tahoe	80,673	14,183	Patrol
1204	2013	Chevy	Tahoe	10,6380	10,351	Patrol
1305	2014	Chevy	Tahoe	74,662	13,193	Patrol
1306	2014	Chevy	Tahoe	68,023	12,218	Patrol
1307	2014	Chevy	Tahoe	67,590	16,863	Patrol
1408	2015	Chevy	Tahoe	34,621	16,070	Patrol
1409	2015	Chevy	Tahoe	40,195	20,449	Patrol
1411	2015	Chevy	Tahoe	37,448	21,947	Patrol
1413	2015	Chevy	Tahoe	60,478	12,973	Patrol
1414	2015	Chevy	Tahoe	46,316	17,464	Patrol
1415	2015	Chevy	Tahoe	46,149	14,492	Patrol
1616	2017	Ford	Taurus	7,672	11,245	CID
1617	2017	Ford	Taurus	5,983	11,337	Administration
1618	2017	Ford	Taurus	8,137	12,849	Administration
1619	2017	Ford	Taurus	10,479	19,211	CID Sergeant
1620	2017	Ford	Taurus	6,952	12,439	CID
1621	2017	Ford	Taurus	5,206	11,683	CID
1722	2018	Ford	Explorer	7,727	7,727	Patrol
1723	2018	Ford	Explorer	8,421	8,421	Patrol
1724	2018	Ford	Explorer	9,515	9,515	Patrol
1725	2018	Ford	Focus	7,482	7,482	VS Coordinator
1726	2012	Honda	Odyssey	29,365	3,593	VS
Cs104	2018	Ford	Van	1,322	1,322	Crime Scene Van

Vehicle Maintenance Expenditures

Parts/Supplies

Labor

Total
\$82,645.01

2019 Fleet Information

Unit	Year	Make	Model	Mileage	Miles Driven	Use
9900	2005	Ford	F150	85,896	3,728	Animal Control.
1201	2013	Chevy	Tahoe	83,397	10,178	Patrol Sergeant
1202	2013	Chevy	Tahoe	96,841	1,248	Patrol/Pool Unit
1203	2013	Chevy	Tahoe	106,741	11,885	Patrol
1204	2013	Chevy	Tahoe	106,380	14,680	Patrol
1305	2014	Chevy	Tahoe	99,942	12,087	Patrol
1306	2014	Chevy	Tahoe	90,089	9,848	Patrol
1307	2014	Chevy	Tahoe	95,492	11,039	Patrol
1408	2015	Chevy	Tahoe	61,466	10,775	Patrol
1409	2015	Chevy	Tahoe	77,926	17,282	Patrol
1411	2015	Chevy	Tahoe	72,396	13,541	Patrol
1413	2015	Chevy	Tahoe	87,324	13,873	Patrol
1414	2015	Chevy	Tahoe	74,252	10,472	Patrol
1415	2015	Chevy	Tahoe	71,446	10,804	Patrol
1616	2017	Ford	Taurus	29,297	10,410	CID
1617	2017	Ford	Taurus	24,965	7,645	Administration
1618	2017	Ford	Taurus	34,715	13,729	Administration
1619	2017	Ford	Taurus	46,762	17,072	CID Sergeant
1620	2017	Ford	Taurus	31,500	12,109	CID
1621	2017	Ford	Taurus	30,426	13,537	CID
1722	2018	Ford	Explorer	19,785	12,148	Patrol
1723	2018	Ford	Explorer	14,716	6,295	Patrol
1724	2018	Ford	Explorer	34,982	25,467	Patrol
1725	2018	Ford	Focus	19,120	11,638	VS Coordinator
1726	2012	Honda	Odyssey	43,635	14,720	VS
1810	2019	Chevy	Tahoe	2,855	2,855	Patrol
1828	2019	Ford	F250	10,358	10,358	Patrol
1829	2019	Ford	Explorer	7,924	7,924	Patrol Sergeant
1830	2019	Ford	Explorer	3,623	3,623	Patrol
1831	2019	Ford	Explorer	7,188	7,188	Patrol Sergeant
1832	2019	Ford	Explorer	2,029	2,029	Patrol
1833	2019	Ford	Explorer	2,649	2,649	Patrol
1834	2019	Ford	Explorer	7,463	7,463	Patrol
1835	2019	Ford	Mustang	5,805	5,805	Traffic Unit
1836	2019	Ford	Mustang	6,310	6,310	Traffic Unit
1837	2019	Ford	Escape	4,920	4,920	VS
1912	2020	Chevy	Tahoe	-	-	Not Outfitted
Cs104	2018	Ford	Van	2,796	1,474	Crime Scene Van

Vehicle Maintenance Expenditures

Parts/Supplies

Labor

Total
\$65,789.00

Manor Police Department 2018/2019 Training Report

Total Employees	37
Peace Officers	31
Chief	1
Captain	1
Lieutenant	1
CID Sergeant	1
Detectives	3
Patrol Sergeants	5
Patrol Officers	19
Reserve	2
Telecommunicators	6
Administrative	3
Victim Services	3
Master Peace Officers	4
Advanced Peace Officers	9
Intermediate Peace Officers	11
Basic Peace Officers	7
Master Telecommunicator	1
Advanced Telecommunicator	1
Intermediate Telecommunicator	1
Basic Telecommunicator	3
Officers with College Degrees	12
Mental Health Officers	9
TCOLE Instructors	11

The Texas Commission on Law Enforcement has two 24-month training periods in a cycle beginning on September 1st of year and ending August 31st of a year. The first cycle began on 9/1/2017 and ended on 8/31/2019. The current cycle began on 9/1/2019 and will end on 8/31/2021. Texas Peace Officers are legislatively mandated to obtain 40 hrs of continuing education for each period with a total of 80 hrs in the cycle. This includes a legislative update every legislative cycle.

Basic Peace Officers are required to attend a TCOLE recognized academy with a minimum of 696 hours of training and have one year of service with a Texas Police Department.

To earn the Intermediate Peace Officer Certification the officer must complete the following courses in addition to meeting certain time in service and training hour requirements;

Child Abuse Prevention and Investigation	24 hrs
Crime Scene Investigation	32 hrs
Use of Force	12 hrs
Arrest Search and Seizure	15 hrs
Spanish for Law Enforcement	20 hrs
Identity Theft	4 hrs
Asset Forfeiture	4 hrs
Racial Profiling	7 hrs
Human Trafficking	4 hrs
Crisis Intervention	40 hrs
Interacting with Deaf Drivers/Hard of Hearing	4 hrs
De-escalation Techniques	8 hrs
Missing and exploited Children	4 hrs
Child Safety Check Alert	4 hrs
Canine Encounters	4 hrs
Cultural Diversity	8 hrs
Special Investigative Topics	24 hrs

To earn the Advanced Peace Officer Certification the officer must have completed all the preceding courses in addition to the following course, and meet certain time in service and training hour requirements;

Advanced Human Trafficking	4 hrs
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To earn the Master Peace Officer Certification the officer must have completed all the preceding courses and meet certain time in service and training hour requirements.

In addition to the TCOLE mandates the Manor Police Department has training requirements specified in department policy. Each newly hired officer will complete 672 hours of field training before being released to full field duty. Officers with at least two years may complete an abbreviated field training program of at least 336 hrs. The officer must be endorsed by at least two field training officers and take a written exam covering directives, operations, geography, and other patrol functions.

The department also requires officers to complete certain in-service training. Every two years Manor Officers must complete training in;

- Sexual Harassment
- Less Lethal Weapons
- Defensive Tactics
- Self-aid/Buddy aid
- Taser re-certification

Every year Manor Officers must complete training in;

- Firearms Qualification
- Response to Resistance Policy
- Use of Deadly Force Policy

Whenever possible the department attempts to complete training in house, host training, or partnering with other agencies to aid in deferring the cost of training. We partnered with two local agencies conducting basic peace officer academies to put three officers through the academy. We provided in-house training to our officers to meet the Crisis Intervention Training 40-hour course for all our officers. We have also hosted classes that provided free training for our officers and an opportunity for other agencies to come to Manor to train.

Hosted Trainings:

- Sexual Assault Family Violence Investigator Course
- Advanced Child Abuse
- SAFVIC Human Trafficking
- Financial Wellness for Law Enforcement

In 2018 our officers attended 3726 hours of TCOLE training.

In 2019 to date, our officers attended 6357 hours of TCOLE training. The 2019 hours includes over 3000 hours of academy training for the three officers we sponsored.

Traffic Enforcement

2018 Traffic Violations

Description	Citation	Warning
Brakes Not Maintained In Good Working Order Or Properly Adjusted	1	0
Cdl Holder Failed To Change Name/Mailing Address Within 30 Days	2	4
Changed Lane When Unsafe/Improper Lane Change	48	61
Clearance Lights Not Visible Sufficient Distance	0	1
Consume Alcohol While Driving	1	0
Crossing Physical Barrier - Turned Across Dividing Section	1	2
Crossing Physical Barrier On Divided Highway	1	2
Cut Across Driveway To Make Turn	3	1
Cut Across Parking/Business Lot To Make Turn	38	58
Cut Across Residential Entrance Lot To Make Turn	0	1
Cut In After Passing	2	0
Defective Brake Lamps	69	99
Defective Equipment - Brake Lamp(S)	164	229
Defective Equipment - Exhaust Emission System	1	0
Defective Equipment - Head Lamps	47	112
Defective Equipment - License Plate Light	135	236
Defective Equipment - Parking Lamp(S)	4	3
Defective Equipment - Safety Glazing Material	2	0
Defective Equipment - Tail Lamp(S)	25	46
Defective Equipment - Turn Signal Lamp(S)	4	4
Display Altered Or Mutilated Driver License	1	0
Display DI / Id Issued To Another	1	1
Display Expired Registration	146	169
Display Fictitious License Plate/ Registration	48	13
Display Unclean/Obscured License Plate(S)	158	147
Disposal Of Solid Waste / Debris On Highway	1	0
Disregard Lane Control Signal	66	12
Disregard No Passing Zone	10	0
Disregard Turn Marks At Intersection	2	4
Disregard Warning Signs/Barricades Water Over Road- Class B	7	0
Disregarded A Police Officer	2	0
Drove Around Barricade(S)/Warning Sign(S)	4	3
Drove Into Block Where Fire Engine Stopped	0	1
Drove In Center Lane And Was Not Passing/Turning	2	0

Drove On Improved Shoulder	176	75
Drove On Left Side Of Road - No Passing Zone	4	5
Drove On Wrong Side Of Divided Highway	1	1
Drove On Wrong Side Of Road	6	7
Drove Onto/From Controlled Access Highway Where Prohibited	1	0
Drove While License Invalid	686	35
Drove Without Headlights When Required	31	34
Drove Wrong Way In Lane Designated For Movement In A Particular Direction	1	3
Emergency Vehicle - Fail To Reduce Speed	9	4
Emergency Vehicle - Fail To Vacate Lane	7	3
Emergency Vehicle - Fail To Yield Row	35	12
Expired DL	122	9
Expired Motor Vehicle Inspection	7	5
Expired Registration / License Plates	788	646
Fail To Control Speed	86	59
Fail To Dim Headlights - Following	6	9
Fail To Dim Headlights - Meeting	10	11
Fail To Display Driver's License	170	57
Fail To Display Registration	30	21
Fail To Display Registration For Commercial Vehicle	0	1
Fail To Drive In A Single Lane	97	117
Fail To Give Half Of Roadway When Passing Vehicle In Opposite Direction	1	1
Fail To Give Information/Render Aid	5	0
Fail To Maintain Financial Responsibility 1st Offense	847	27
Fail To Maintain Financial Responsibility 2nd Offense	28	0
Fail To Maintain Financial Responsibility 3rd Offense	4	0
Fail To Obey A Traffic Control Device	38	84
Fail To Obtain A Texas DL Within 90 Days	3	4
Fail To Pass Safely To The Left Of A Vehicle Traveling Same Direction	1	0
Fail To Pass To The Right A Vehicle Traveling Opposite Direction	0	1
Fail To Report Change Of Address Or Name To Tx Dps	35	37
Fail To Signal Lane Change	65	89
Fail To Signal Right/Left Turn At Least 100' Before Turn	41	42
Fail To Signal Turn	17	21
Fail To Signal With Turn Indicator	2	2
Fail To Stop At Designated Point (Stop Line)	2	5
Fail To Stop At Designated Point (Stop Sign)	97	103
Fail To Stop At Designated Point (Yield Sign)	1	1

Fail To Stop At Proper Place (Traffic Light)	6	12
Fail To Stop At Proper Place At A Flashing Red Signal	0	2
Fail To Stop For A School Bus / Passing A School Bus	1	0
Fail To Use Proper Headlight Beam	3	2
Fail To Yield At Stop Intersection	16	6
Fail To Yield At Yield Intersection	7	3
Fail To Yield Row	22	16
Fail To Yield Row At Open Intersection	4	2
Fail To Yield Row Changing Lanes	2	0
Fail To Yield Row Leaving (Private Drive, Alley, Building)	1	2
Fail To Yield Row Leaving From A Private Drive, Driveway, Alley, Or Building	1	0
Fail To Yield Row To Approaching Vehicle When Turning Left	2	0
Fail To Yield Row To Emergency Vehicle	43	23
Fail To Yield Row To Pedestrian Turning Right/Left At Intersection	1	0
Fictitious DI In Possession	1	0
Following Too Closely	28	15
Horn Violation	1	1
Illegal Backing	3	2
Illegal Pass On Right	7	5
Impeding Traffic	20	18
Improper Flashing Lights	4	3
Improper Turn	6	12
Improper Turn Signal	0	4
Interferes /Obstructs An Official Traffic Control Device	0	2
Leaving A Child In A Vehicle	4	0
Leaving Scene Of Accident	1	0
Loose Material Not Removed-Loaded Vehicle	1	1
Material On Window/Windshield Reducing Light Transmission	1	0
Material On Window/Windshield That Obstructs Operator's View	2	1
Minor Driving Under The Influence Of Alcohol	1	0
Minor Operating Motor Vehicle During Restricted Hours	1	0
Muffler Violation	1	0
No Auto Brake Applied On Breakaway Trailers	1	0
No Commercial DI	1	0
No Dealer's License	6	0
No Driver's License	1,096	22
No Flags On Projecting Load Daytime	1	0
No Mudflaps Or Improper Mudflaps	1	3

No Trailer Tags	0	1
No White/Red Flag On Tow Chain Or Cable	1	1
None Or Defective Parking Brakes	1	0
Non-Parent/Guardian Permitted Unlicensed Minor To Drive	3	0
Obstructing Traffic	0	1
Obtain Unauthorized License Plate	4	5
Open Container	70	0
Operate Motor Vehicle With Fictitious License Plates	3	1
Operate Motor Vehicle Without License Plates	37	51
Operate Motor Vehicle Without Registration Insignia	4	0
Operate Unregistered Motor Vehicle	25	10
Operate Vehicle Without License Plate	5	3
Operating Vehicle Where Prohibited	26	3
Overlength Vehicle	1	0
Parent/Guardian Permitted Unlicensed Minor To Drive	6	0
Passed - Insufficient Clearance	1	0
Passing Authorized Emergency Vehicle	1	0
Racing / Acceleration	3	1
Ran Red Light	136	162
Ran Stop Sign	101	113
Reckless Driving	4	2
Red Light On Front	2	1
Removed Original Equipment Exhaust Emission System	1	1
Seatbelt - Child 8 To 17 Riding In Motor Vehicle Without Safety Belt	20	0
Seatbelt - Operating Motor Vehicle Without Safety Belt	8	4
Seatbelt - Riding In Motor Vehicle Without Safety Belt	5	1
Seatbelt- Transporting Child Under 8/4'9" & Shorter Not Secured By Safety Seat	84	0
Slower Vehicle Failed To Keep To Right	22	21
Speeding 10% Above Posted Limit	1,166	737
Speeding In A School Zone	19	3
Speeding Over 15mph (Cdl Only)	0	1
Too Many Auxiliary Driving Lamps	0	1
Transport Loose Material/Unsecure Load	3	1
Turned Left From Wrong Lane	0	1
Turned Right From Wrong Lane	0	6
Turned Right Too Wide	4	4
Turned When Unsafe	11	9
Unauthorized Use Of Dealers Agent Tag	6	0

Unsafe Speed Construction Zone	1	0
Unsafe Speed/Too Fast For Conditions	5	4
Unsafe Start From Parked,Stopped Or Standing Position	4	0
Unsafe Vehicle	1	0
Use Of Wireless Device For Electronic Messaging	0	1
Violation Of Driver License Restriction	17	2
Wrong Color Backup Light	0	1
Wrong Color Clearance Lights	1	2
Wrong Color License Plate Light	1	2
Wrong Color Stoplight	1	0
Wrong, Fictitious, Altered, Or Obscured Insignia / License Plate	41	15
	7,608	4069

2018 Parking Violations

Description	Citation	Warning
Park / Stand / Block In Prohibited Area	1	0
Park / Stand / Block With Wheels Over 18 Inches From Curb Or Edge Of Road	2	4
Park / Stand / Block Within An Intersection	3	0
Park Bicycle On Sidewalk/Impede Traffic	1	1
Park Or Stand Within 20 Ft Of Cross Walk At Intersection	13	5
Park Or Stand Within 30 Ft Of A Traffic Control Device	10	3
Park/Stand In Front Of Public/Private Drive	3	2
Park/Stop/Stand Prohibited Area-Hwy Sign	1	0
Parked And Failed To Set Brakes	1	0
Parked Facing Traffic	31	52
Parked Fail To Stop Engine	0	1
Parked On Roadway	5	3
Parked With Wheels Over 18 Inches From Curb Or Edge Of Roadway	15	2
Parked Within An Intersection	11	5
Parking In Fire Lane/Zone	18	12
Parking/Standing Within 15 Feet Of A Fire Hydrant	28	1
Parking/Stopping/Standing On A Sidewalk	92	20
	235	111

2018 Ordinance Violations

Description	Citation	Warning
Code Of Ordinance - Alarm Permit Required	25	18
Code Of Ordinance - Animal Left In Vehicle	1	2
Code Of Ordinance - Animal License Required	21	3
Code Of Ordinance - Animal Running At Large	29	4
Code Of Ordinance - Animal Vaccination Required	15	0
Code Of Ordinance - Commercial Vehicles And Routes	6	2
Code Of Ordinance - Curfew - 1st Offense	32	0
Code Of Ordinance - Curfew - 2nd Offense	1	0
Code Of Ordinance - Curfew Daytime	18	0
Code Of Ordinance - Curfew Nighttime	1	0
Code Of Ordinance - Dumping Refuse; Other Materials	2	0
Code Of Ordinance - Earth And Construction Material	1	0
Code Of Ordinance - False Alarm	13	42
Code Of Ordinance - Fireworks Prohibited	8	2
Code Of Ordinance - Insufficient Pen/ Enclosure Size	1	0
Code Of Ordinance - Junked Vehicle	1	0
Code Of Ordinance - Keeping Of Livestock	1	0
Code Of Ordinance - Litter By Pedestrian And / Or Motorist	1	0
Code Of Ordinance - Livestock At Large	2	0
City Ordinance #120 -Loitering	0	1
Code Of Ordinance - Loud Noise - Telev./ Radio/ Cd/Etc.	2	2
Code Of Ordinance - Negligent Care	3	0
Code Of Ordinance - Nuisance Animal	5	1
Code Of Ordinance - Nuisance Animal - Unprovoked Attack	1	0
Code Of Ordinance - Overnight Parking Of Commercial Vehicle	6	8
Code Of Ordinance - Parking	2	19
Code Of Ordinance - Pen / Enclosure Location	1	0
Code Of Ordinance - Permit Required For Open Fire / Burning	0	1
Code Of Ordinance - Prohibited Burning	1	1
Code Of Ordinance - Responsibility To Keep Property Clean; Abate	1	0
Code Of Ordinance - Sound Amplifier In Motor Vehicle	0	1
Code Of Ordinance - Tethered Animal	3	0
Code Of Ordinance - Tower Required 15 Minute Response	0	1
Code Of Ordinance - Transporting Loose Materials	0	1

2018 Crash Data

Manor officers responded to 588 collisions in 2018 and completed 320 crash reports. There were 120 Blue Forms distributed. A Blue Form is a report the involved drivers of collisions estimated by the investigating officer to be less than \$1000 in damages complete and submit to TxDOT. It is estimated that 95 collisions resulted in some form of injury. There was alcohol involved in 11 of the collisions, and 2 collisions involved a commercial motor vehicle. Manor officers responded to 2 traffic collisions that resulted in a fatality.

2019 Traffic Violations

Description	Citation	Warning
Authorized Unlicensed Driver To Operate Motor Vehicle	7	1
Bicyclist Carried Articles Which Interfered With Handling Bicycle	0	1
Cdl Holder Failed To Change Name/Mailing Address Within 30 Days	0	3
Changed Lane When Unsafe/Improper Lane Change	44	53
Clearance Lights Not Visible Sufficient Distance	1	0
Crossing Physical Barrier On Divided Highway	1	0
Cut Across Driveway To Make Turn	0	2
Cut Across Parking/Business Lot To Make Turn	33	45
Cut Across Sidewalk To Make Turn	1	0
Cut In After Passing	2	1
Defective Brake Lamps	7	13
Defective Equipment - Brake Lamp(S)	122	268
Defective Equipment - Exhaust Emission System	1	2
Defective Equipment - Head Lamp	20	66
Defective Equipment - Head Lamps	19	51
Defective Equipment - License Plate Light	106	304
Defective Equipment - Parking Lamp(S)	0	1
Defective Equipment - Safety Glazing Material	0	2
Defective Equipment - Tail Lamp(S)	26	98
Defective Equipment - Turn Signal Lamp(S)	1	4
Disobey Warning Sign(S)/Barricade(S)	1	0
Disobey Warning Sign(S)/Barricade(S) In Construction Work Zone	1	0
Display Altered Or Mutilated Driver License	0	2
Display Altered Registration Insignia	4	0
Display Fictitious License Plate/ Registration	16	10
Display Fictitious Registration Insignia	0	1

Display Obscured Registration Insignia	13	24
Display Unclean/Obscured License Plate(S)	69	109
Display Wrong Registration Insignia	6	9
Displayed Fictitious License Plate	5	4
Displayed Obscured License Plate	7	14
Displayed Wrong License Plate	8	11
Disregard A Police Officer	0	5
Disregard Lane Control Signal	37	1
Disregard No Passing Zone	10	3
Disregard Sole Green Turn Signal Arrow	0	2
Disregard Traffic Control Device	126	198
Disregard Turn Marks At Intersection	11	12
Disregarded Traffic Control Device	37	32
Drove In Center Lane And Was Not Passing/Turning	5	19
Drove Into Block Where Fire Engine Stopped	1	0
Drove On Improved Shoulder	92	113
Drove On Left Side Of Road - No Passing Zone	10	7
Drove On Wrong Side Of Divided Highway	5	1
Drove On Wrong Side Of Road	2	5
Drove On Wrong Side Of Road Approaching Railroad Crossing	1	0
Drove Onto/From Controlled Access Highway Where Prohibited	4	1
Drove Through Safety Zone	1	0
Drove While License Invalid	408	49
Drove While License Invalid - 2nd Offense	13	1
Drove While License Invalid - 3rd Offense	11	2
Drove Without Headlights When Required	19	53
Drove Wrong Way In Lane Designated For Movement In A Particular Direction	8	11
Drove Wrong Way On One-Way Roadway	0	1
Duties Upon Striking A Fixed Object	3	0
Emergency Vehicle - Fail To Reduce Speed	11	15
Emergency Vehicle - Fail To Vacate Lane	10	16
Emergency Vehicle - Fail To Yield Row	42	44
Expired Commercial Driver's License	2	0
Expired DI	122	28
Expired Registration / License Plates	767	1062
Fail To Comply With Requirements On Striking Unattended Vehicle	1	0
Fail To Control Speed	31	39
Fail To Dim Headlights - Following	2	8

Fail To Dim Headlights - Meeting	5	5
Fail To Display Driver's License	100	42
Fail To Display Registration	4	3
Fail To Drive In A Single Lane	58	178
Fail To Give Information/Render Aid	5	0
Fail To Maintain Financial Responsibility 1st Offense	544	23
Fail To Maintain Financial Responsibility 2nd Offense	44	0
Fail To Maintain Financial Responsibility 3rd Offense	38	0
Fail To Obey A Traffic Control Device	19	24
Fail To Obtain A Texas DL Within 90 Days	15	1
Fail To Pass Safely To The Left Of A Vehicle Traveling Same Direction	1	0
Fail To Report Change Of Address Or Name To Tx Dps	38	35
Fail To Signal Lane Change	29	115
Fail To Signal Right/Left Turn At Least 100' Before Turn	10	51
Fail To Signal Turn	8	19
Fail To Signal With Turn Indicator	4	8
Fail To Stop At Designated Point (Stop Line)	72	185
Fail To Stop At Designated Point (Yield Sign)	0	1
Fail To Stop At Proper Place (Traffic Light)	9	15
Fail To Stop For A School Bus / Passing A School Bus	3	1
Fail To Yield At Stop Intersection	13	9
Fail To Yield At Yield Intersection	1	2
Fail To Yield Row	14	18
Fail To Yield Row At Open Intersection	0	5
Fail To Yield Row Changing Lanes	1	2
Fail To Yield Row Leaving (Private Drive, Alley, Building)	3	1
Fail To Yield Row On Green Arrow Signal	0	1
Fail To Yield Row To Approaching Vehicle When Turning Left	2	2
Failure To Identify	4	1
Following Fire Apparatus / Ambulance	0	1
Following Too Closely	22	21
Head Lamps Glaring, Not Adjusted	4	0
Horn Violation	3	1
Illegal Backing	0	1
Illegal Pass On Right	6	3
Impeding Traffic	10	16
Improper Loading	0	2
Improper Turn	21	27
Improper Turn Signal	1	1

Improper Use Of Auxiliary Passing Lamps	1	0
International Fire Code Violation	0	1
Leaving Scene Of Accident	6	0
Material On Window/Windshield Reducing Light Transmission	4	1
Material On Window/Windshield That Obstructs Operator's View	2	4
More Than 4 Driving Lamps Lighted	1	1
No Driver's License	1048	75
No Flags On Projecting Load Daytime	0	2
No Mudflaps Or Improper Mudflaps	1	3
No Trailer Tags	1	0
Not Equipped With Tail Lamps	0	1
Obstructing Traffic	3	6
Open Container	41	1
Operate A Commercial Vehicle Without Proper Endorsement	1	0
Operate Motor Vehicle Without License Plates	29	46
Operate Motor Vehicle Without Registration Insignia	21	17
Operate Unregistered Motor Vehicle	19	4
Operating Vehicle Where Prohibited	13	2
Parent/Guardian Permitted Unlicensed Minor To Drive	3	0
Passed - Insufficient Clearance	2	2
Passing Authorized Emergency Vehicle	0	2
Ran Red Light	335	273
Ran Stop Sign	139	262
Red Or Blue Light On Front	1	2
Seatbelt - Child 8 To 17 Riding In Motor Vehicle Without Safety Belt	9	0
Seatbelt - Operating Motor Vehicle Without Safety Belt	19	8
Seatbelt - Riding In Motor Vehicle Without Safety Belt	3	2
Seatbelt- Transporting Child Under 8/4'9" & Shorter Not Secured By Safety Seat	13	1
Slower Vehicle Failed To Keep To Right	4	8
Speeding 10% Above Posted Limit	921	968
Speeding In A School Zone	19	0
Speeding Over 15mph (Cdl Only)	1	0
Television Improperly Located In Vehicle	1	0
Temporary Registration Improper Location	1	0
Transport Loose Material/Unsecure Load	3	3
Turned Left From Wrong Lane	0	2
Turned Right From Wrong Lane	96	52
Turned Right Too Wide	10	9

Turned When Unsafe	36	19
Unauthorized Use Of Dealers Agent Tag	8	8
Unrestrained Child - Safety Seat Violation	42	2
Unsafe Speed/Too Fast For Conditions	7	5
Unsafe Start From Parked,Stopped Or Standing Position	1	1
Use Of Wireless Device For Electronic Messaging	8	8
Use Of Wireless Device In School Zone	1	2
Violation Of Driver License Restriction	28	9
Violation Of Restriction For Instruction Permit	3	0
Wrong Color Clearance Lights	0	1
Wrong, Fictitious, Altered, Or Obscured Insignia / License Plate	15	12
Wrong/Not Proper Trailer Equipment	1	0
	6345	5472

2019 Parking Citation Count

Description	Citations	Warnings
Park / Stand / Block Bicycle On Sidewalk/Impede Traffic	0	5
Park / Stand / Block In Designated Parking - Disabled	3	3
Park / Stand / Block Facing Traffic	42	22
Park / Stand / Block In Fire Lane/Zone	8	5
Park / Stand / Block In Front Of Public/Private Drive	1	0
Park / Stand / Block On A Crosswalk	1	4
Park / Stand / Block On A Sidewalk	8	46
Park / Stand / Block On Roadway	4	14
Park / Stand / Block Unlawfully/Unauthorized	0	2
Park / Stand / Block With Wheels Over 18 Inches From Curb Or Edge Of Road	21	13
Park / Stand / Block Within 15 Feet Of A Fire Hydrant	38	9
Park / Stand / Block Within 20 Ft Of Cross Walk At Intersection	3	4
Park / Stand / Block Within 30 Ft Of A Traffic Control Device	13	4
Park / Stand / Block Within An Intersection	10	13
	152	144

2019 Ordinance Citation Count

Description	Citations	Warnings
Code Of Ordinance - Alarm Permit Required	21	29
Code Of Ordinance - Animal License Required	28	1
Code Of Ordinance - Animal Running At Large	42	4
Code Of Ordinance - Animal Vaccination Required	20	0
Code Of Ordinance - Commercial Vehicles And Routes	6	40
Code Of Ordinance - Curfew Daytime	33	0
Code Of Ordinance - Curfew Nighttime	7	0
Code Of Ordinance - Dumping Refuse; Other Materials	2	0
Code Of Ordinance - False Alarm	13	94
Code Of Ordinance - Insufficient Pen/ Enclosure Size	1	0
Code Of Ordinance - Junked Vehicle	0	1
Code Of Ordinance - Litter By Pedestrian And / Or Motorist	4	2
Code Of Ordinance - Loud Noise - Telev./ Radio/ Cd/Etc.	4	3
Code Of Ordinance - Negligent Care	4	0
Code Of Ordinance - Nuisance Animal	5	2
Code Of Ordinance - Nuisance Animal - Unprovoked Attack	18	0
Code Of Ordinance - Overnight Parking Of Commercial Vehicle	6	3
Code Of Ordinance - Parking	4	2
Code Of Ordinance - Prohibited Burning	0	1
Code Of Ordinance - Tethered Animal	4	0
	222	182

2019 Crash Data

In 2019 Manor Officers responded to 578 crashes and completed 338 crash reports. There were 240 Blue Forms distributed. A Blue Form is a report the involved drivers of collisions estimated by the investigating officer to be less than \$1000 in damages complete and submit to TxDOT. It is estimated that 62 collisions resulted in some form of injury. There was alcohol involved in 7 of the collisions, and 11 collisions involved a commercial motor vehicle. Manor officers responded to 1 traffic collisions that resulted in a fatality.

2018 – 2019 Calls for Service

Call Type	2018	2019 ³
Total Calls	27072	18147
Total calls for service	9633	10367
Traffic stops	7775	7428
911 Hang ups	5	9
911 Check Welfare	146	88
Abandon/Endanger Child	7	2
Abandon Vehicle	149	266
Abandon Refrig	1	1
Accident Recon	2	2
Aggravated Assault w/DW	13	15
Aggravated Assault w/DW/FV	3	4
Aggravated Robbery w/DW	2	0
Aggravated Assault/PO	1	0
Animal Bites	13	11
Animal Calls	314	411
Arrest/Traffic	3	1
Arrest Warrant/NTRF	176	129
Arson	2	4
Assault by contact	26	26
Assault by contact FV	2	2
Assault by threat	0	3
Assault of public servant	6	7
Assault w/Injury	47	52
Assault w/ Injury	16	14
Assault w/Injury FV	25	28
Assault w/Injury FV Prior	2	0
Assault w/Injury FV Strangle	4	10
Assist other agency	306	284
Assist Complainant	624	675
Assist Motorist	279	239
Attempted burglary of vehicle	3	1
Attempted burglary of non-res	1	0
Attempted burglary of resident	6	6
Attempted Suicide	0	1
Attempted Theft	3	1
Auto Theft	12	14
Block driveway/Hwy	10	11
Bomb threat	1	0
Burglary of non-res	19	10

³ Data for Calendar Year 2019 up to Nov. 30th, 2019.

Burglary residence	15	16
Burglary vehicle	34	17
Check welfare	330	442
Close patrol	112	127
Collisions	591	587
Collisions	228	275
Collisions w/Injury	94	59
CMV collisions	2	8
CMV collision w/injury	1	2
Collision Blue Form	152	149
Collision Leaving Scene	71	86
Collison DWI	11	7
Collision Other	33	9
Fatality	2	1
Community Contact/Event	187	162
Consume ALC/Minor	3	0
Counterfeiting	2	2
Courtesy Ride	21	19
Credit/Debit Card abuse	14	5
Criminal Mischief	44	63
Criminal Mischief FV	3	5
Criminal Trespass	22	27
Criminal Trespass Warn	41	42
Cruelty to animals	61	45
Deadly Conduct	3	1
Deceased person	14	7
Deliver Marijuana	2	5
Deliver Message	13	11
Deliver Controlled Sub Narc	1	6
Direct Traffic	2	5
Directed Patrol	460	1275
Dispose Solid Waste	6	8
Dispose used oil	0	1
Disturbance Stand by	41	55
Disturbance	131	141
Disturbance/Vehicle	5	12
Disturbance w/Gun	2	1
Disturbance Other	124	128
Disorderly Conduct	218	229
DOC-Display Gun	7	8
DOC Exposure	0	3
DOC-Fighting	2	12
DOC-Language	4	2
DOC-Noise	205	204
Dump refuse-Hwy	0	1
DWI	148	102

DWI-First	92	75
DUI Minor	1	2
DWI child in vehicle	4	1
DWI felony	20	6
DWI 2 nd	31	18
Driving w/License Invalid	125	187
Emotionally Disturbed Person	59	51
Eluding	5	6
Engage in Org Crime	2	2
Escape/Custody	0	1
Escort/Other	1	4
Evading Arrest	20	14
Fail to Identify	14	7
False Alarm	414	477
False report to PO	0	1
Family Disturbance	145	154
Fictitious LP	22	14
Field Observation	4	3
Fight in Progress	1	7
Fireworks Violations	47	37
Flagged Down	60	46
Fleet Damage	9	4
Flooded roadway	7	14
Follow Up Investigation	344	378
Forgery	1	1
Found Controlled substance	2	1
Found child	3	6
Found property	20	12
Fraud Use of ID	9	5
Fraud Other	23	38
Harassment	23	32
Harassment FV	1	1
Impounded Vehicle	537	398
Impounded Animal	10	17
Indecency w/child	1	0
Indecent exposure	2	0
Information Call	10	6
Injury to child FV	2	5
Intelligence Info	2	3
Interfere w/Public Duty	1	1
Interference w/Emergency call	3	9
Interference w/Emrg call FV	2	3
Interference w/child custody	2	1
Liquor premises check	1	1
Loose livestock	109	93
Lost property	14	12

Minor in possession	4	3
Missing adult	10	2
Missing child	7	3
Nature unknown	4	5
Open container	26	17
Open door	17	14
Other	25	48
Parking violations	175	235
Person w/gun	1	0
Place weapon prohibited	1	0
Possess Controlled substance/Narc	70	68
Possess criminal instrument	1	0
Possess Drug paraphernalia	150	122
Possess marijuana	76	30
Possess prohibited weapon/body armr	2	1
Possess Danger Drug	9	10
Possess gun/ Felon	4	4
Premise check no liquor	8	0
Prohibited sub in cor facility	1	1
Prowler	1	1
Public demonstration	1	0
Public intoxication	26	9
Public lewdness	0	1
Pursuit	9	5
Received stolen property	0	2
Reckless damage	3	2
Reckless driving	512	399
Recovered vehicle	7	6
Request apprehension	6	5
Resist arrest	19	12
Retaliation	2	0
Robbery Alarm	0	1
Robbery assault	0	3
Runaway child	36	41
Runaway located	8	9
Search warrant	1	1
Selective traffic enforcement	209	175
Sexual assault of child	3	4
Sexual assault	5	0
Shoplifting	23	39
Shots fired	23	19
Abuse 911	1	0
Solicitation of child	1	0
SRO duty	67	154
Structure fire	6	7
Surveillance assignment	6	4

Suspicious package	34	2
Suspicious noise	15	23
Suspicious odor	9	8
Suspicious person	232	189
Suspicious vehicle	371	500
Tamper w/ ID number	0	1
Tamper /Evidence	6	5
Tamper w/Govt record	27	5
Tamper w/ Mail	1	0
Terroristic Threat	9	12
Terroristic threat FV	2	2
Theft	131	106
Traffic initiative	98	84
Traffic Haz/Debris	298	280
Truancy	0	1
Unlawfully carrying weapon	13	12
Unauthorized Use of vehicle	4	11
Unlawful restraint	1	0
Vehicle fire	2	11
Violate Protect/EPO/Court Order	8	2
Violate city ordinance	42	72
Violate state law/other	45	8

Old Town Manor

Calls for service	2018	2019
Total Calls	1491	1461
Traffic Stops	1255	1361
911 Hang up/Check welfare	10	2
Abandon/Endanger Child	2	1
Abandon Vehicle	4	11
Abandon Refrig	1	0
Aggravated Assault w/DW	4	4
Aggravated Assault w/DW FV	2	0
Aggravated Robbery w/DW	1	0
Animal bite	3	1
Animal calls	74	73
Arrest Traffic warrant	1	0
Arrest Non-traffic warrant	53	32
Arson	1	0
Assault	14	15
Assault w/injury	4	3
Assault by contact	3	3
Assault by threat	0	1
Assault w/injury FV	6	7
Assault w/injury FV prior convic	1	0

Assault w/ injury FV strangle	0	1
Assist other agency	27	38
Assist Complainant/Motorist	228	236
Attempted Burglary of vehicle	1	0
Attempted burglary non-residence	1	0
Attempted burglary of residence	1	0
Auto theft	1	2
Burglary of non-residence	10	4
Burglary of residence	4	3
Burglary of vehicle	3	2
Check welfare	57	38
Close patrol	55	4
Collision	53	101
Community Contact/Events	56	32
Courtesy Ride	3	5
Credit/Debit Card abuse	2	2
Criminal Mischief	7	9
Criminal Mischief FV	1	0
Criminal trespass	3	4
Criminal trespass warn	6	2
Deadly conduct	1	0
Deceased person	3	2
Deliver marijuana	0	1
Deliver message	1	1
Direct patrol	33	49
Dispose solid waste	0	2
Dispose used oil	0	1
Disturbance stand by	4	4
Disturbance	44	53
Family disturbance	21	16
Disorderly Conduct	13	26
DWI	26	14
DWI first	17	10
DWI 2 nd	4	3
DWI felony	5	1
Driving while license invalid	28	30
Emotionally disturbed person	6	4
Eluding	0	1
Engage in organized crime	0	1
Evading arrest	4	1
Fail to identify	2	1
False alarm	39	34
False report to PO	0	1
Fictitious LP	4	2
Other	21	8
Fight in progress	0	2

Fireworks violation	4	3
Flagged down	0	12
Fleet damage	4	1
Flooded roadway	0	2
Follow up investigation	73	75
Found property/substance	11	5
Fraud	3	12
Harassment	1	7
Impounded vehicle	112	84
Interfere w/emergency call FV	1	2
Interfere w/custody	0	1
Premise check	2	0
Lost property	4	3
Minor in possession	0	1
Missing adult	0	1
Missing child	2	1
Nature unknown	1	2
Open container	3	2
Open door/window	6	3
Parking violation	5	5
Person w/gun	1	0
Possess controlled substance/narc	16	9
Possess drug paraphernalia	39	20
Possess marijuana	15	3
Possess prohibited weapon/body armor	1	0
Possess dangerous drug	2	1
Possess gun by felon	1	0
Prohibited sub/item in correct facility	1	0
Public intoxication	8	4
Pursuit	2	0
Reckless driving	15	22
Request apprehension	3	2
Resist arrest	1	3
Robbery assault	0	1
Runaway child	5	5
Runaway located	1	2
Search warrant	1	0
Selective traffic enforcement	35	46
Sexual assault	1	0
Sexual assault of child	0	2
Shots fired	1	1
SRO Duty	1	0
Structure fire	2	4
Suspicious package	4	0
Suspicious noise	1	3
Suspicious odor	0	2

Suspicious person	44	35
Suspicious vehicle	65	86
Tamper w/ evidence	2	0
Tamper w/govt record	5	1
Terroristic threat	2	3
Terroristic threat FV	1	0
Theft	17	16
Traffic Initiative	9	27
Traffic Hazard/Debris	27	56
Unlawful carrying weapon	2	3
Violate protective order	2	0
Violate city ordinance	5	15
Violate state law/other	8	5

Hamilton Point Circle

Calls for service	2018	2019
Total calls	198	253
Traffic stops	16	14
911 hang up/check welfare	2	1
Abandon vehicle	4	15
Aggravated assault w/DW	2	2
Aggravated assault w/DW FV	0	1
Animal calls	33	27
Arrest warrant non-traffic	0	2
Assault w/Injury FV	1	2
Assist complainant	19	19
Assist other agency	4	8
Assault by contact FV	1	0
Blocked driveway/Hwy	0	1
Burglary residence	1	0
Burglary vehicle	1	2
Check welfare	7	13
Close patrol	0	2
Collision	3	4
Courtesy ride	0	1
Credit/Debit card abuse	1	0
Criminal mischief	0	2
Criminal trespass warn	1	0
Deceased person	0	2
Deliver message	1	0
Directed patrol	21	57
Disturbance stand by	4	1
Disturbance	3	1
Disorderly conduct w/gun	1	0
Disorderly conduct noise	6	6

DWI 2 nd	0	1
DWI felony	1	0
Emotionally disturbed person	1	1
Evading arrest	1	0
False alarms	10	12
Family disturbances	6	4
Fireworks violations	2	3
Other	5	2
Follow up investigations	17	16
Found child	0	2
Harassment	2	3
Impound vehicle	1	2
Interfere w/child custody	1	0
Open door/window	1	0
Parking violations	3	13
Possess drug paraphernalia	2	1
Reckless driving	0	4
Resist arrest	0	1
Runaway child	2	1
Shots fired	1	1
Structure fire	1	0
Suspicious packages	2	0
Suspicious odor	1	0
Suspicious noise	0	2
Suspicious person	6	3
Suspicious vehicle	7	3
Terroristic threat	1	1
Theft	1	1
Traffic initiative	1	0
Traffic hazard/debris	2	2
Violate city ordinance	0	4
Violate state law/other	1	0

Wildhorse Creek

Calls for service	2018	2019
Total calls for service	472	533
Traffic Stops	49	36
911 check welfare	3	4
Abandon endanger child	1	0
Abandon vehicle	10	22
Aggravated assault w/DW	0	2
Aggravated assault w/DW FV	0	1
Animal calls	44	26
Assault by contact	2	1
Assault w/injury FV	1	3

Assault w/injury	0	1
Assist other agency	10	17
Assist complainant/motorist	46	33
Attempted burglary residence	0	1
Auto theft	1	0
Blocked driveway	1	0
Burglary residence	0	2
Burglary vehicle	4	2
Check welfare	18	20
Close patrol	6	1
Collision	9	12
Community contact	2	4
Counterfeiting	1	0
Criminal mischief	2	6
Criminal trespass	2	0
Criminal trespass warn	6	2
Deadly conduct	1	0
Deceased person	3	1
Deliver marijuana	0	1
Deliver message	1	1
Directed patrol	31	124
Disturbance standby	3	12
Disturbance/other	9	10
Disorderly conduct exposure	0	1
Disorderly conduct fighting	0	1
Disorderly conduct noise	38	20
Driving while license invalid	0	1
Emotionally disturbed person	5	6
Eluding	0	1
Escort/other	1	0
Evading	0	1
Fail to ID	0	1
False alarm	38	29
Family disturbance	14	19
Fictitious LP	1	0
Fight in progress	0	2
Fireworks Violation	11	2
Flagged down	2	1
Follow up investigation	28	21
Found property	1	1
Fraud/Other	0	1
Fraud use of ID	3	0
Harassment	2	1
Impounded vehicle	2	4
Injury to child	0	1
Interfere w/emergency call	0	1

Open door/window	2	3
Other	0	4
Parking violation	37	18
Possess controlled substance/Other	0	1
Possess drug paraphernalia	1	2
Possess gun by felon	0	1
Reckless damage	2	0
Reckless driving	3	4
Recovered vehicle	0	1
Request apprehension	0	1
Runaway child	0	4
Selective/Traffic Initiative	5	0
Sexual Assault of child	1	0
Shots fired	3	0
911 abuse	1	0
Solicitation child	1	0
Structure fire	2	0
Suspicious package	6	0
Suspicious noise	1	1
Suspicious person	12	7
Suspicious vehicle	16	30
Tamper w/ govt record	1	0
Theft	5	7
Traffic hazard debris	1	8
Unlawful carry weapon	0	1
Unauthorized use of motor vehicle	0	5
Violate city ordinance	2	2
Violate court order	1	0
Warrant arrest non-traffic	4	7

Bell Farms/Carriage Hills

Calls for service	2018	2019
Total calls for service	641	755
Traffic Stops	44	32
911 check welfare	5	3
Abandon vehicle	13	50
Animal calls	79	57
Arson	0	2
Assault by contact	5	4
Assault by contact FV	0	1
Assault of public servant	1	1
Assault w/injury	4	6
Assault w/injury FV prior conv	1	0
Assault w/injury FV strangle	1	1
Assault w/injury FV	1	4

Assist other agency	20	17
Assist complainant/motorist	54	54
Attempted burglary residence	2	1
Auto theft	3	1
Blacked driveway/Hwy	1	1
Burglary residence	0	3
Burglary vehicle	3	1
Check welfare	27	29
Close patrol	4	3
Collison	8	2
Community contact	6	8
Courtesy ride	1	2
Credit/debit card abuse	1	0
Criminal mischief	6	12
Criminal mischief FV	1	2
Criminal trespass	2	2
Criminal trespass warn	1	3
Deceased person	2	0
Deliver message	3	3
Directed patrol	53	136
Dispose solid waste	0	1
Disturbance standby	4	6
Disturbance other	14	1
Disorderly conduct	52	53
Noise	50	52
Display gun	1	0
Fighting	1	1
DWI	0	4
Driving while license invalid	1	1
Emotionally disturbed person	10	7
Eluding	0	1
Evading	0	1
Fail to ID	0	1
False alarm	22	33
Family disturbances	25	27
Field observations	2	2
Fireworks violation	6	1
Flagged down	3	1
Follow up investigation	33	21
Forgery	0	1
Found child	0	1
Found property	3	1
Fraud/Other	1	8
Harassment	4	4
Impounded vehicle	3	4
Indecency w/child	1	0

Information call	1	0
Injury to child	0	2
Injury to child FV	0	1
Interference w/emergency call	0	2
Lost property	0	1
Missing adult	1	0
Missing child	2	0
Open container	1	0
Open door/window	0	3
Parking violation	18	65
Possession controlled substance/Narc	1	1
Possession drug paraphernalia	4	4
Possession marijuana	2	0
Reckless driving	9	1
Recovered vehicle	1	0
Request apprehension	3	1
Resist arrest	1	1
Runaway child	7	3
Runaway located	3	2
Selective traffic	0	3
Sexual assault child	1	1
Shots fired	6	2
Surveillance assignment	2	0
Suspicious package	5	1
Suspicious noise	4	4
Suspicious odor	0	1
Suspicious person	22	16
Suspicious vehicle	31	39
Tamer w/govt record	2	0
Terroristic threat FV	1	0
Theft	7	3
Traffic initiative	1	0
Traffic Hazard/Debris	2	1
Unlawful carry weapon	1	0
Violate city ordinance	3	5
Violate court order	0	1
Violate state law/other	1	0
Warrant arrest non-traffic	10	6

Greenbury

Calls for service	2018	2019
Total calls for service	275	354
Traffic stops	48	28
911 check welfare	3	4
Abandon vehicle	2	24

Aggravated assault w/DW	0	2
Aggravated assault w/DW FV	0	1
Animal calls	23	19
Arson	1	1
Assault by contact	4	0
Assault of public servant	0	1
Assault w/injury	5	2
Assault w/injury	2	0
Assault w/injury FV	1	1
Assault w/injury FV strangle	2	1
Assist complainant/motorist	26	45
Assist other agency	9	11
Attempted burglary residence	1	0
Auto theft	0	1
Burglary residence	1	1
Burglary vehicle	2	1
Check welfare	16	24
Close patrol	1	12
Collision	1	1
Community contact	0	1
Courtesy ride	1	0
Credit/debit card abuse	1	1
Criminal mischief	2	5
Criminal mischief FV	1	0
Criminal trespass	0	1
Criminal trespass warn	1	0
Deliver marijuana	1	0
Deliver message	1	0
Deliver controlled substance/Narc	1	0
Directed patrol	19	40
Disturbance standby	3	6
Disturbance other	9	5
Disorderly conduct language	0	1
Disorderly conduct noise	11	19
DWI	1	1
Driving while license invalid	2	2
Emotionally disturbed person	4	1
Evading	0	1
False alarm	14	8
Family disturbance	10	10
Fireworks violation	4	2
Follow up investigation	9	18
Found child	2	0
Fraud use of ID	1	0
Fraud other	1	0
Harassment	2	6

Impounded vehicle	8	6
Injury to child FV	1	0
Lost property	0	1
Missing adult	5	1
Missing child	1	0
Open door/window	1	0
Other	0	4
Parking violation	4	11
Possess controlled substance/Narc	1	1
Possess drug paraphernalia	6	0
Possess marijuana	3	1
Possess dangerous drug	1	0
Prowler	1	0
Reckless driving	0	2
Request apprehension	0	1
Resist arrest	1	1
Runaway child	1	4
Suspicious noise	2	2
Suspicious odor	1	0
Suspicious person	11	12
Suspicious vehicle	16	13
Tampering w/mail	1	0
Terroristic threat	1	3
Terroristic threat FV	0	2
Theft	0	2
Traffic initiative	1	2
Unlawful carry weapon	1	0
Traffic Hazard/debris	0	1
Unauthorized use of motor vehicle	1	3
Vehicle fire	0	1
Violate city ordinance	3	4
Violate state law/other	1	0
Warrant arrest non-traffic	5	1

Presidential Glen

Calls for service	2018	2019
Total calls for service	393	818
Traffic stops	18	54
911 check welfare	15	3
Abandon endanger child	0	1
Abandon vehicle	9	42
Aggravated assault w/DW	0	1
Animal calls	20	37
Assault by contact	2	1
Assault of public servant	0	1

Assault w/injury	7	8
Assault w/ injury	0	2
Assault w/injury FV	7	4
Assault w/injury Strangle FV	0	2
Assist complainant/motorist	27	55
Assist other agency	14	18
Attempted burglary residence	1	1
Attempted suicide	0	1
Auto theft	1	0
Burglary residence	1	4
Burglary vehicle	6	4
Check welfare	16	64
Close patrol	4	7
Collison	8	3
Community contact	2	3
Counterfeiting	0	1
Credit/debit card abuse	1	0
Criminal mischief	5	4
Criminal mischief FV	0	1
Criminal trespass	0	1
Criminal trespass warn	2	1
Deceased person	1	1
Deliver message	2	5
Directed patrol	30	175
Dispose solid waste	1	0
Disturbance standby	4	10
Disturbance other	4	8
Disorderly conduct fighting	0	1
Disorderly conduct noise	18	26
DWI	0	1
Driving while license invalid	0	1
Emotionally disturbed person	4	13
Evading arrest	0	2
Failure to ID	2	0
False alarm	49	72
Family disturbance	9	30
Fireworks violation	3	9
Flagged down	2	1
Follow up investigation	19	33
Found child	0	2
Found property	2	1
Fraud use of ID	1	0
Fraud other	3	2
Harassment	1	1
Impounded vehicle	2	4
Interfere w/emergency call	0	1

Lost property	1	3
Missing adult	2	0
Nature unknown	1	0
Open door/window	2	0
Parking violation	11	26
Pick up item/evidence	0	1
Possess controlled substance/Narc	3	2
Possess drug paraphernalia	0	3
Possess marijuana	1	0
Possess dangerous drug	1	0
Possess gun by felon	2	1
Premises check	1	0
Public intoxication	2	0
Pursuit	0	1
Reckless driving	3	3
Recovered vehicle	1	1
Retaliation	1	0
Resist arrest	0	1
Runaway child	4	20
Runaway located	0	2
Selective traffic	0	1
Shots fired	0	7
Suspicious package	5	0
Suspicious noise	0	3
Suspicious odor	1	3
Suspicious person	21	23
Suspicious vehicle	20	29
Terroristic threat	1	0
Theft	5	8
Traffic hazard/debris	1	4
Vehicle fire	0	1
Violate city ordinance	0	4
Warrant arrest non-traffic	5	1

Presidential Heights

Calls for service	2018	2019
Total calls for service	29	229
Traffic Stops	0	3
911 Check welfare	0	4
Abandon vehicle	2	6
Animal calls	0	8
Assault w/injury FV	0	1
Assist complainant	1	17
Assist other agency	1	8
Attempted burglary residence	0	1

Burglary residence	0	2
Burglary non-residence	2	0
Check welfare	1	10
Close patrol	1	4
Collision	1	2
Criminal mischief	0	1
Criminal trespass	0	1
Directed patrol	11	90
Disturbance standby	0	1
Disorderly conduct display gun	0	1
Disorderly conduct noise	0	6
Emotionally disturbed person	0	3
False alarm	3	19
Family disturbance	0	8
Fireworks violation	0	5
Flagged down	0	1
Follow up investigations	0	5
Harassment	0	3
Interfere w/emergency call	0	1
Parking violation	0	3
Reckless damage	0	1
Robbery/assault	0	1
Shots fired	0	2
Structure fire	0	1
Surveillance assignment	0	1
Suspicious person	1	2
Suspicious vehicle	4	7
Terroristic threat	1	0
Warrant arrest non-traffic	0	2

Stonewater

Calls for service	2018	2019
Total calls for service	813	861
Traffic stops	193	165
911 check welfare	23	16
Abandon vehicle	17	32
Aggravated assault w/DW	1	1
Animal calls	57	37
Assault by contact	1	3
Assault by threat	0	1
Assault of public servant	1	0
Assault w/injury	5	5
Assault w/injury FV	5	3
Assist other agency	25	19
Assist complainant/motorist	50	60

Attempted burglary vehicle	1	0
Attempted burglary residence	1	2
Auto theft	1	4
Blocked driveway/Hwy	7	6
Burglary non-residence	1	0
Burglary residence	2	0
Burglary vehicle	4	2
Check welfare	21	37
Close patrol	4	59
Collison	12	11
Community contact	6	3
Courtesy ride	1	0
Credit/Debit card abuse	2	1
Criminal mischief	7	6
Criminal trespass	2	2
Criminal trespass warning	1	2
Deceased person	2	1
Deliver message	1	0
Direct traffic	0	1
Directed patrol	84	162
Disturbance standby	6	3
Disturbance other	9	11
Disorderly conduct	42	45
Language	1	0
Noise	41	44
Fighting	0	1
DWI	1	1
Driving while license invalid	3	1
Emotionally disturbed person	8	6
Evading arrest	0	1
Fail to ID	2	1
False alarm	82	61
Family disturbance	28	18
Fight in progress	0	1
Fireworks violation	13	7
Flagged down	5	2
Flooded roadway	1	0
Follow up investigation	29	27
Fraud use of ID	1	1
Fraud other	1	4
Harassment	3	4
Impounded vehicle	6	9
Indecent exposure	1	0
Information call	1	1
Interfere w/child custody	1	0
Lost property	2	0

Minor in possession tobacco	1	0
Missing child	1	2
Open door/ window	2	2
Parking violation	47	53
Picked up item/evidence	1	0
Possess controlled substance/Narc	1	2
Possess drug paraphernalia	4	4
Possess dangerous drug	0	2
Possess marijuana	3	1
Public intoxication	1	1
Public lewdness	0	1
Pursuit	0	1
Reckless driving	6	13
Resist arrest	2	0
Runaway child	7	2
Traffic initiative	32	12
Sexual assault	1	0
Shots fired	3	0
Surveillance assignment	1	1
Suspicious package	4	0
Suspicious noise	6	2
Suspicious odor	0	1
Suspicious person	27	18
Suspicious vehicle	38	37
Terroristic threat	0	1
Theft	11	8
Traffic hazard/debris	16	6
Unlawful carry weapon	1	1
Vehicle fire	0	1
Violate city ordinance	5	1
Violate court order	2	0
Warrant arrest non-traffic	5	8

Wal-Mart 11923 E US Hwy 290

Calls for service	2018	2019
Total Calls for service	748	488
Traffic stops	0	6
911 check welfare	4	1
Abandon vehicle	1	0
Aggravated Robbery DW	3	0
Animal calls	5	7
Assault by contact	7	0
Assault by threat	0	1
Assault w/injury FV strangle	4	1
Assault w/injury FV	0	1

Assist other agency	18	6
Assist complainant/motorist	75	57
Attempted theft	3	0
Attempted burglary vehicle	0	1
Auto theft	1	0
Burglary vehicle	8	0
Check welfare	41	9
Close patrol	7	10
Collision	57	25
Community contact	7	36
Courtesy ride	1	1
Credit/Debit card abuse	1	0
Criminal mischief	7	5
Criminal trespass	18	5
Criminal trespass warning	10	17
Directed patrol	15	33
Disturbance standby	0	4
Disturbance	23	13
Disorderly conduct	6	2
DWI	1	1
Eluding	0	1
Escape custody	0	1
Emotionally disturbed person	5	1
Engage in organized crime	1	0
Evading arrest	2	1
Fail to ID	1	1
False alarm	7	9
Family disturbance	9	2
Flagged down	7	1
Follow up investigation	23	50
Found property	1	1
Fraud use of ID	1	0
Fraud other	12	4
Impounded vehicle	4	2
Indecent exposure	1	0
Interfere w/ emergency call FV	1	0
Interfere w/public duty	0	1
Lost property	6	4
Open container	1	0
Parking violation	10	15
Pick up item/evidence	6	0
Place where weapon prohibited	1	0
Possess controlled substance/Narc	19	10
Possess criminal instrument	1	0
Possess drug paraphernalia	3	2
Possess marijuana	3	1

Possess gun by felon	0	1
Premise check	4	0
Public intoxication	2	1
Reckless driving	6	3
Resist arrest	1	0
Runaway child	2	1
Runaway located	0	2
Selective traffic	0	6
Sexual assault	2	0
Theft	187	78
Suspicious noise	0	1
Suspicious odor	0	1
Suspicious package	3	0
Suspicious person	51	15
Suspicious vehicle	22	11
Tamper with evidence	0	2
Terroristic threat	2	1
Traffic Hazard/debris	2	0
Unlawful carry weapon	0	1
Violate city ordinance	2	12
Violate state law	0	1
Warrant arrest non-traffic	14	6

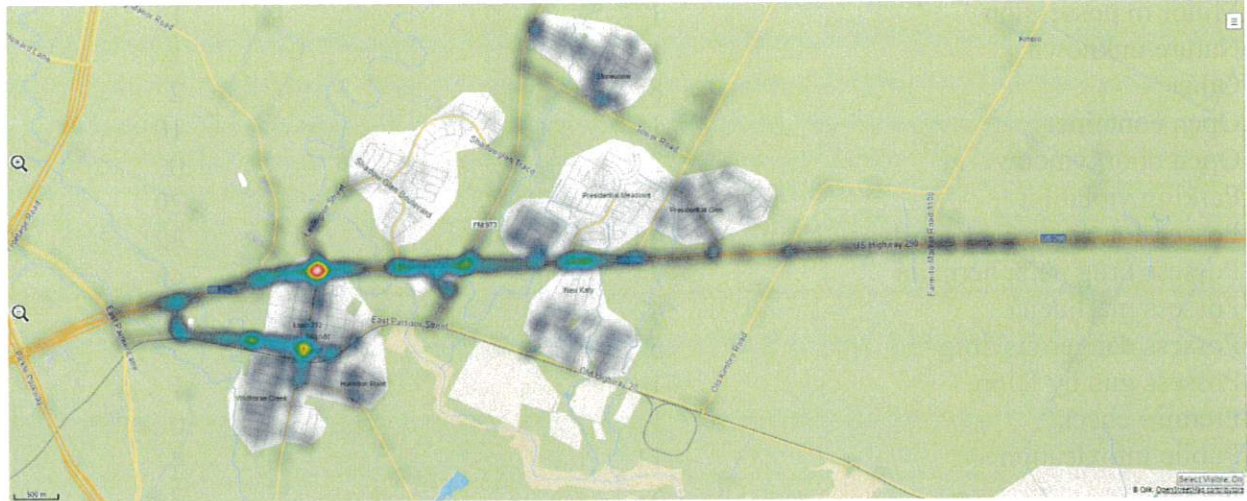
E US Hwy 290

Calls for service	2018	2019
Total calls for service	4562	2731
Traffic stops	4860	3639
911 check welfare	81	34
Abandon/endanger child	2	0
Abandon vehicle	40	31
Accident recon	0	2
Aggravated assault w/DW	5	2
Aggravated assault on police officer	1	0
Animal calls	110	36
Assault by contact	8	4
Assault by contact FV	3	0
Assault by threat	0	1
Assault of public servant	3	1
Assault w/injury	23	6
Assault w/injury FV	12	2
Assault w/injury FV strangle	0	2
Assist other agency	136	51
Assist complainant/motorist	334	265
Attempted burglary vehicle	3	1
Attempted theft	0	1

Auto theft	3	5
Bomb threat	1	0
Blocked driveway/Hwy	0	1
Burglary non-residence	7	4
Burglary residence	1	0
Burglary vehicle	3	3
Check welfare	170	132
Close patrol	2	12
Collision	799	335
Community contact	40	50
Counterfeiting	1	1
Courtesy ride	7	4
Credit/Debit card abuse	0	1
Criminal Mischief	8	9
Criminal trespass	1	6
Criminal trespass warning	7	20
Deceased person	2	0
Deliver marijuana	1	2
Deliver controlled substance	0	2
Direct traffic	0	3
Directed patrol	9	57
Dispose solid waste	2	2
Disturbance standby	1	8
Disturbance	76	47
Disorderly conduct	17	8
DWI	172	53
Driving while license invalid	84	108
Emotionally disturbed person	9	4
Eluding	3	3
Engage in organized crime	1	1
Escape custody	0	1
Escort	0	1
Evading arrest	19	5
Fail to ID	9	1
False Alarm	133	88
Family Disturbance	24	12
Fictitious LP	15	9
Field observation	2	0
Flagged down	12	10
Fleet	11	0
Flooded roadway	0	1
Follow up investigation	29	84
Found property	4	2
Fraud use ID	2	0
Fraud other	2	7
Harassment	1	1

Impounded vehicle	268	185
Information	13	2
Interfere w/public duties	1	1
Interfere w/emergency call	0	1
Lost property	1	4
Minor in possession	1	1
Nature unknown	1	1
Other	8	2
Open container	16	10
Open door/window	2	0
Parking violation	3	20
Possession controlled substance/Narc	43	32
Possess drug paraphernalia	74	46
Possess marijuana	42	15
Possess dangerous drug	5	5
Possess gun by felon	1	1
Premise check	1	0
Public intoxication	11	4
Pursuit	5	2
Recover stolen property	0	1
Reckless damage	1	1
Reckless driving	862	289
Recovered vehicle	6	3
Resist arrest	1	2
Retaliation	1	0
Runaway child	0	1
Runaway located	3	2
Traffic initiative	102	75
Shots fired	11	2
SRO duty	6	3
Suspicious package	1	1
Suspicious noise	3	3
Suspicious odor	6	1
Suspicious person	41	44
Suspicious vehicle	88	95
Tamper w/ID number	0	1
Tamper w/evidence	8	3
Tamper w/govt record	16	3
Theft	30	88
Terroristic threat	0	1
Traffic hazard/debris	284	158
Traffic arrest class c	2	0
Unlawful carry weapon	8	6
Unauthorized use motor vehicle	5	2
Vehicle fire	9	6
Violate court order FV	1	1

Violate city ordinance	13	21
Violate state law/other	28	3
Warrant arrest non-traffic	64	36



⁴ CY 2018 (white hotspot tops at 344 incidents)

⁵ CY 2019 (white hotspot tops at 325 incidents)

INVESTIGATIONS

Criminal Investigations Case Management

Disposition	2018	2019
Arrest	58	65
Inactive	272	239
Referred to Other Agency	14	12
Exceptionally Cleared	1	4
Information	41	42
Active	5	45
Total Cases	394	414

2018 Federal, State, and Local Crime Data

Texas State Total Reported Crime ⁶		Manor Total Reported Crime	
Offenses	2018	Offenses	2018
Murder	1,324	Murder	0
Rape	14,891	Rape	15
Robbery	28,273	Robbery	3
Aggravated Assault	74,165	Aggravated Assault	35
Burglary	117,513	Burglary	32
Larceny-Theft	491,028	Larceny-Theft	214
Motor Vehicle Theft	69,730	Motor Vehicle Theft	6
Total	796,924	Total	305

National Crime Data

FBI Uniformed Crime Report⁷

Homicide

- In 2018, the estimated number of murders in the nation was 16,214. This was a 6.2 percent decrease from the 2017 estimate, a 14.5 percent increase from the 2014 figure, and a 5.3 percent increase from the number in 2009.
- There were 5.0 murders per 100,000 people in 2018. The murder rate in 2018 was down from the rates in 2017 (6.8 percent) and 2009 (1.2 percent). However, the murder rate climbed 11.6 percent when compared with the 2014 rate.

⁶ These offenses are the specific offenses reported to the State of Texas as part of the Uniformed Crime Reporting

⁷ FBI. 2018. Criminal Justice Information Service. <https://www.fbi.gov/services/cjis/ucr>. Quoted overviews from each category

- Of the estimated number of murders in the United States, 46.2 percent were reported in the South, 22.0 percent were reported in the Midwest, 19.9 percent were reported in the West, and 11.9 percent were reported in the Northeast.

Rape

- There were an estimated 139,380 rapes (revised definition) reported to law enforcement in 2018. This estimate was 2.7 percent higher than the 2017 estimate and 18.1 percent higher than the 2014 estimate.

Robbery

- There were an estimated 282,061 robberies nationwide in 2018. The estimated number of robberies decreased 12.0 percent from the 2017 estimate and decreased 12.6 percent from the 2014 estimate. The 2018 estimate was down 31.0 percent from the 2009 estimate.
- The estimated robbery rate of 86.2 per 100,000 inhabitants in 2018 showed a decrease of 12.6 percent when compared with the 2017 rate.
- In 2018, the average dollar value of property stolen per reported robbery was \$2,119. Robberies accounted for an estimated \$598 million in losses. Residences experienced the highest average dollar loss at \$4,600 per offense.
- Among the robberies for which the UCR Program received weapon information in 2018, strong-arm tactics were used in 43.0 percent, firearms in 38.2 percent, and knives or cutting instruments in 8.3 percent. Other dangerous weapons were used in 10.4 percent of robberies in 2018.

Aggravated Assault

- In 2018, there were an estimated 807,410 aggravated assaults in the nation. The estimated number of aggravated assaults decreased 0.4 percent when compared with the 2017 estimate and decreased 0.6 percent when compared with the 2009 estimate.
- The estimated rate of aggravated assaults in 2018 was 246.8 per 100,000 inhabitants. From 2009 to 2018, the rate of aggravated assaults decreased 6.8 percent.
- Of the aggravated assault offenses for which law enforcement provided expanded data in 2018, 26.1 percent were committed with firearms. Personal weapons, such as hands, fists, or feet, were used in 25.2 percent of aggravated assaults, and knives or cutting instruments were used in 17.3 percent. Other weapons were used in 31.5 percent of aggravated assaults.

Burglary

- In 2018, there were an estimated 1,230,149 burglaries, a decrease of 11.9 percent when compared with 2017 data. The number of burglaries decreased 28.2 percent when compared with 2014 data and was down 44.2 percent when compared with the 2009 estimate.
- Burglaries accounted for 17.1 percent of the estimated number of property crimes.
- By subcategory, 56.7 percent of burglaries involved forcible entry, 36.7 percent were unlawful entries, and 6.6 percent were attempted forcible entry.
- Victims of burglary offenses suffered an estimated \$3.4 billion in property losses in 2018. The average dollar loss per burglary offense was \$2,799.
- Burglaries of residential properties accounted for 65.5 percent of all burglary offenses.

Larceny-Theft

- In 2018, there were an estimated 5,217,055 larceny-thefts nationwide. The number of larceny-thefts declined 5.4 percent when compared with the 2017 estimate. The number decreased 10.2 percent when compared with the 2014 estimate, and it declined 17.7 percent when compared with the 2009 estimate.
- The rate of estimated larceny-thefts in 2018 was 1,594.6 per 100,000 inhabitants. From 2017 to 2018, the rate of estimated larceny-thefts declined 6.0 percent, and from 2009 to 2018, the rate decreased 22.8 percent.
- Larceny-thefts accounted for an estimated 72.5 percent of property crimes in 2018.
- The average value of property taken during larceny-thefts was \$1,153 per offense. When the average value is applied to the estimated number of larceny-thefts, the loss to victims nationally was an estimated \$6.0 billion.
- Thefts from motor vehicles accounted for 27.0 percent of all larceny-thefts in 2018.

Motor vehicle theft

- There were an estimated 748,841 thefts of motor vehicles nationwide in 2018. The estimated rate of motor vehicle thefts was 228.9 per 100,000 inhabitants.
- The estimated number of motor vehicle thefts decreased 3.1 percent in 2018 when compared with the 2017 estimates but rose 9.0 percent when compared with the 2014 estimates and dropped 5.9 percent when compared with the 2009 estimates.
- More than \$6 billion (\$6.3) was lost nationwide to motor vehicle thefts in 2018. The average dollar loss per stolen vehicle was \$8,407.
- In 2018, of all motor vehicles stolen, 74.9 percent were automobiles.

2018 Offenses and Arrests

Offense	No. of Offense
Abandon/Endanger Child Criminal Negligence	7
Abandon/Endanger Child Imminent Danger Bodily Inj	3
Abandon/Endanger Child W/Intent To Return	1
Abandon/Endanger Child W/O Intent To Return	1
Accident Involving Damage To Vehicle	4
Aggravated Assault - Against Public Servant	1
Aggravated Assault - W/Deadly Weapon	9
Aggravated Robbery	1
Assault - Against Ems/ Security / Family W/Prior Conviction	3
Assault - Against Public Servant	4
Assault - By Contact	3
Assault - By Contact / Family Violence	10
Assault - By Threat	1
Assault - With Injury	7
Assault - With Injury / Family Violence	30
Assault W/ Injury Strangulation Fv	3

Assault- By Public Servant	1
Burglary Of A Building (Not Habitation)	6
Burglary Of A Residence	7
Burglary Of A Vehicle	13
Child Safety Seats - Child < Age 5, Not Properly Secured	3
Consumption Of Alcohol By A Minor	1
Credit Card Or Debit Card Abuse	1
Criminal Mischief	1
Criminal Mischief \$100 < \$750	7
Criminal Mischief \$2500 < \$30000	2
Criminal Mischief - \$750 < \$2500	5
Criminal Mischief < \$100	1
Criminal Nonsupport	1
Criminal Trespass	8
Criminal Trespass Warning Issued	8
Cruelty To Animals	1
Deadly Conduct Discharge Firearm	1
Defective Stoplamp(S) (Brake Light)	1
Del Marijuana > 5lbs <= 50lbs	1
Del Marijuana >1/4 Oz <= 5lbs	2
Disobeyed No Passing Zone	1
Disobeyed Warning Signs And Barricades	1
Disorderly Conduct By Fighting	2
Disorderly Conduct By Loud And Profane Language	2
Disorderly Conduct Discharge/Display Firearm	1
Display Expired Registration/License Plates	10
Display Fict., Alt., Or Obscured Lp / Registration Insignia	6
Display/Posses An Expired Operator/Drivers License	1
Display/Possess Fictitious License Plate	1
Dog Fighting	1
Driving While Intoxicated	62
Driving While Intoxicated >0.15	26
Driving While Intoxicated 2nd	38
Driving While Intoxicated 3rd Or More	18
Driving While Intoxicated Open Container	16
Driving While Intoxicated With Child Passenger	8
Driving While License Suspended/Invalid	61
Drove On Improved Shoulder	5
Drove Wrong Way In Designated Lane	1
Engage In Organized Criminal Activity	9
Evading Arrest/Detention	14
Evading Arrest/Detention Using Veh	10
Evading Arrest/Detention Using Veh W/Prev Convic	3
Fail To Stop And Provide Information	5
Fail To Stop And Render Aid Injury Collision/Death	1
Failed To Display Operator/Driver License	4

Failed To Drive In A Single Lane	3
Failed To Maintain Financial Responsibility (No Insurance)	36
Failed To Signal - Required Distance 100 Feet	1
Failed To Signal - Turn / Lane Change / Or Start	4
Failed To Yield Right Of Way	1
Failed To Yield Right Of Way To Emergency Vehicle	1
Failure To Appear	7
Failure To Identify	3
Failure To Identify False Information	1
Failure To Identify Fugitive	8
Failure To Identify Fugitive False Information	4
False Statement To Obtain Property Or Credit (Fel)	1
Fleeing From Police Officer	6
Fraud	1
Fraudulent Use Or Possession Of Identifying Information	4
Harassment	4
Harassment Of A Public Servant	1
Improper Turn Or Hand Signal	1
Indecency W/Child Sexual Contact	1
Injury To A Child Reckless/Criminal Neglect	1
Interfere W/Public Duties	1
Interfere With Emergency Telephone Call	4
Intoxicated Assault W/Vehicle Serious Bodily Injury	1
Man Del Cs Pg 1 $\geq 4g < 200g$	2
Minor In Possession Of Tobacco	1
No Operator/Drivers License	27
Obstruct Highway Passageway	2
Obstruction Or Retaliation	2
Open Container In Motor Vehicle	10
Operation Of Vehicle With Wrong License Plate	2
Poss Cs Analogue Pg 1 $\geq 1g < 4g$	2
Poss Cs Pg 1 $< 1g$	28
Poss Cs Pg 1 $\geq 1g < 4g$	15
Poss Cs Pg 1 $\geq 4g < 200g$	11
Poss Cs Pg 2 $< 1g$	4
Poss Cs Pg 2 $< 1g$ Drug Free Zone	1
Poss Cs Pg 2 $\geq 1g < 4g$	6
Poss Cs Pg 2 $\geq 4g < 400g$	1
Poss Cs Pg 3 $< 28g$	12
Poss Cs Pg 3 $< 28g$ Drug Free Zone	1
Poss Cs Pg 4 $\geq 28g < 200g$	1
Poss Del Drug Paraphernalia	3
Poss Marijuana $< 2oz$	72
Poss Marijuana $\leq 2 Oz$ Drug Free Zone	7
Poss Marijuana $> 2oz \leq 4oz$	6
Poss Marijuana $> 4 Oz \leq 5lbs$ Drug Free Zone	1

Poss Marijuana > 4oz <= 5lbs	4
Poss Marijuana > 5lbs <= 50lbs	1
Possession Of A Firearm By A Felon	5
Possession Of Alcohol By A Minor	2
Possession Of Dangerous Drug	10
Possession Of Drug Paraphernalia	63
Possession Of Prohibited Weapon	1
Possession Of Prohibited Weapon	2
Prohibited Substance/Item In Correctional Facility	3
Public Intoxication	28
Ran (Disregard) Stop Sign	1
Ran Red Light (In Traffic Light)	1
Reckless Driving	4
Resist Arrest Search Or Transport	17
Sexual Assault	1
Sexual Assault Of A Child	1
Speeding	10
Speeding - 15 Miles Or Over	1
Speeding In School Zone	1
Tamper/Fabricate Physical Evid W/Intent To Impair	8
Tampering With Governmental Record - Felony	3
Tampering With Governmental Record - Misdemeanor	1
Theft (All Others)	2
Theft (Shoplifting)	1
Theft < \$100	14
Theft < \$100 W/ Prev Convic	1
Theft < \$2500 2 Or More Prev Convic	5
Theft > \$2500 < \$30k	2
Theft >= \$100 < \$750	19
Theft >= \$30k<\$150k	1
Theft >= \$750< \$2500	9
Theft Of Firearm	3
Turned When Unsafe	1
Unauthorized Use Motor Vehicle	1
Unlawful Restraint	1
Unlawful Use Of A Criminal Instrument	2
Unlawfully Carrying A Weapon	15
Unsafe Lane Change	4
Violate Operator/Driver License Restriction (Specify)	2
Violate Promise To Appear	1
Violation Of Protective Order	3
Warrant - Manor Police Dept	2
Warrant - Out Of Jurisdiction	202
Wrong, Fictitious, Altered Or Obscured Insignia	1
<hr/>	
Total Cases	1301
Total Offenses	2147

Total Offenses Charged	1238
Total Arrests	652

Sex and Race Data

Arrests	Male	Female	White	Black	Indian	Asian	Unknown
653	510	143	427	214	0	9	3

Drug and Alcohol Arrests

Type of Offense	Number of Offenses	Number of Arrests
Drug Offenses	257	181
DWI	168	166

2019 Local Crime Data

Manor Total Reported Crime ⁸	
Offenses	2019
Murder	0
Rape	18
Robbery	5
Aggravated Assault	44
Burglary	28
Larceny-Theft	205
Motor Vehicle Theft	18
Total	318

Federal and State Crime Data⁹

The 2019 crime reports are not complete. The reporting system, Uniform Crime Reporting program, for reporting crime in the United States is changing to a more comprehensive program. This is in an effort to improve the quality and the amount of information collected and tabulated. The new system is called the National Incident-Based Reporting System or NIBRS. NIBRS expands the offense categories and provides data on victims, suspects, relationships between suspects and victims, arrestees, and property. It will provide a clearer picture of crime in the US and provide context in certain circumstances as opposed to just accumulating data. The mandate that all agencies go to NIBRS is January 1, 2021. The State of Texas set a deadline of 2019, and the Manor Police Department has been NIBRS compliant since November of 2018.

⁸ These offenses are the specific offenses reported to the State of Texas as part of the Uniformed Crime Reporting. 2019 statistics for state and federal reports have not been tabulated.

⁹ FBI. 2018. Criminal Justice Information Service. <https://www.fbi.gov/services/cjis/ucr>.

2019 Offenses and Arrests

Offense	No. of Offense
Abandon/Endanger Child Criminal Negligence	2
Accident Involving Damage To Vehicle	9
Aggravated Assault - Serious Bodily Injury	2
Aggravated Assault - W/Deadly Weapon	10
Aggravated Robbery	2
Arson	1
Assault - Against Ems/ Security / Family W/Prior Conviction	1
Assault - Against Public Servant	9
Assault - By Contact	4
Assault - By Contact / Family Violence	13
Assault - By Threat	2
Assault - With Injury	6
Assault - With Injury / Family Violence	26
Assault W/ Injury Strangulation Fv	10
Burglary Of A Building (Not Habitation)	1
Burglary Of A Residence	4
Burglary Of A Vehicle	7
Consumption Of Alcohol By A Minor	1
Credit Card Or Debit Card Abuse	3
Criminal Mischief	2
Criminal Mischief \$100 < \$750	10
Criminal Mischief \$2500 < \$30000	1
Criminal Mischief - \$750 < \$2500	2
Criminal Mischief < \$100	5
Criminal Nonsupport	2
Criminal Trespass	7
Criminal Trespass In Habitation	2
Criminal Trespass Warning Issued	4
Cruelty To Non-Livestock Animals	1
Dealer's/Buyer's Temporary Tag Violation	1
Del Marijuana <= 1/4 Oz Remuneration	1
Del Marijuana >1/4 Oz <= 5lbs	4
Disobeyed No Passing Zone	1
Disorderly Conduct By Fighting	9
Disorderly Conduct By Loud And Profane Language	5
Disorderly Conduct Discharge/Display Firearm	3
Display Expired Registration/License Plates	5
Display Fict, Alt, Or Obscured Lp / Registration Insignia	2
Display/Posses An Expired Operator/Drivers License	2
Display/Possess Fictitious License Plate	1
Disruption Of Class	1

Driving Under The Influence - Minor	1
Driving While Intoxicated	52
Driving While Intoxicated >0.15	30
Driving While Intoxicated 2nd	18
Driving While Intoxicated 3rd Or More	10
Driving While Intoxicated Open Container	9
Driving While Intoxicated With Child Passenger	1
Driving While License Suspended/Invalid	28
Drove Without Lights When Required	1
Engage In Organized Criminal Activity	5
Escape While Arrested/Confined	1
Evading Arrest/Detention	14
Evading Arrest/Detention Using Veh	10
Fail To Stop And Provide Information	2
Failed To Comply When Striking Fixtures On Highway	2
Failed To Comply When Striking Unattended Veh.	3
Failed To Display Operator/Driver License	2
Failed To Drive In A Single Lane	2
Failed To Maintain Financial Responsibility (No Insurance)	22
Failed To Signal - Turn / Lane Change / Or Start	1
Failed To Stop At Designated Point (At Stop Sign)	1
Failed To Stop At Designated Point (At Yield Sign)	1
Failed To Yield Right Of Way To Emergency Vehicle	3
Failure To Appear	4
Failure To Identify	1
Failure To Identify False Information	5
Failure To Identify Fugitive	1
Failure To Identify Fugitive False Information	3
False Report To Peace Officer Or Law Enforcement Employee	1
Fleeing From Police Officer	4
Forgery	4
Fraud	3
Fraudulent Use Or Possession Of Identifying Information	3
Harassment	2
Indecency W/Child Sexual Contact	1
Injury To A Child	2
Injury To A Child (Minor Injury/Personal Weapons)	1
Interfere W/Public Duties	2
Interfere With Emergency Telephone Call	11
Issuance Of Bad Check	1
Kidnapping	1
Leave Refuse On Highway (Littering)	1
Man Del Cs Pg 1 \geq 1g < 4g	2
Man Del Cs Pg 1 \geq 4g < 200g	2
Municipal Court Warrants	1
No Operator/Drivers License	21

Open Container In Motor Vehicle	4
Operate Motor Vehicle W/O Financial Responsibility M*	1
Operate Unregistered Motor Vehicle.	2
Passed Stationary Emergency Vehicle	1
Pocs Pg2-A	1
Poss Cs Pg 1 < 1g	32
Poss Cs Pg 1 < 1g Drug Free Zone	1
Poss Cs Pg 1 >= 1g < 4g	17
Poss Cs Pg 1 >= 400g	1
Poss Cs Pg 1 >= 4g < 200g	10
Poss Cs Pg 1a < 20au	1
Poss Cs Pg 2 < 1g	10
Poss Cs Pg 2 >= 1g < 4g	3
Poss Cs Pg 2 >= 4g < 400g	3
Poss Cs Pg 3 < 28g	10
Poss Del Drug Paraphernalia	2
Poss Marijuana < 2oz	41
Poss Marijuana <= 2 Oz Drug Free Zone	3
Poss Marijuana > 2oz <= 4oz	3
Poss Marijuana > 4oz <= 5lbs	1
Possession Of A Firearm By A Felon	6
Possession Of Alcohol By A Minor	8
Possession Of Dangerous Drug	17
Possession Of Drug Paraphernalia	36
Public Intoxication	17
Ran (Disregard) Stop Sign	1
Ran Red Light (In Traffic Light)	2
Reckless Damage Or Destruction	2
Reckless Driving	2
Recovered Stolen Vehicle	1
Resist Arrest Search Or Transport	15
Robbery	2
Runaway - Recovered	1
Seat Belt - Not Wearing	1
Sexual Assault Of A Child	1
Speeding	7
Speeding - 15 Miles Or Over	1
Tamper/Fabricate Physical Evid W/Intent To Impair	4
Tampering With Governmental Record - Felony	1
Terroristic Threat	2
Theft (All Others)	1
Theft < \$100	40
Theft < \$100 W/ Prev Convic	2
Theft < \$2500 2 Or More Prev Convic	6
Theft > \$2500 < \$30k	1
Theft >= \$100 < \$750	20

Theft >= \$20 < \$500 By Check	1
Theft >= \$30k<\$150k	1
Theft >= \$750< \$2500	3
Theft Of Firearm	4
Theft Of Services	2
Unauthorized Use Motor Vehicle	9
Unlawful Possession Of Body Armor	1
Unlawful Restraint	3
Unlawful Use Of A Criminal Instrument	1
Unlawfully Carrying A Weapon	11
Vco 168, Art Iii, Sec 64(A) - License Required (3 Month Or Older)	10
Vco 116 - Loud Music From Vehicle (30 Feet)	1
Vco 119a Juvenile Curfew Daytime/Nighttime	4
Vco 158, Art Ii, Sec 5 - Dumping Refuse; Other Material	1
Vco 168 - Animal Control	1
Vco 168 Art Iii Sec 68 Animal Bite; Submission To Quarantine	1
Vco 168, Art Iii, Sec 63 - Proof Of Vaccination	10
Vco 168, Art V, Sec 91 - Identification Tag Or Marking Required	11
Vco 168, Art V, Sec 96 - Nuisance Animals; At Large	17
Vco 168, Art V, Sec 96(A)(1) - Nuisance Animal; Molests Or Chases	1
Vco 168, Art V, Sec 96(A)(2) - Nuisance Animals; Dangerous Animal	8
Vco 168, Art V, Sec 96(A)(6) – Animal Excessive Noise	2
Vco 168, Art Vi, Sec 129 - Negligent Care	2
Violate Promise To Appear	1
Violation Of Protective Order	2
Warrant - Manor Municipal Court	4
Warrant - Manor Police Dept	6
Warrant - Out Of Jurisdiction	75
Wrong, Fictitious, Altered Or Abscured Insignia	3
<hr/>	
Total Cases	1186
Total Offenses	1798
Total Offenses Charged	1020
Total Arrests	573

Sex and Race Data

Arrests	Male	Female	White	Black	Indian	Asian	Unknown
573	412	161	389	167	1	11	5

2019 Drug and Alcohol Arrests

Type of Offense	Number of Offenses	Number of Arrests
Drug Offenses	201	132
DWI	121	117

VICTIM SERVICES

Manor Police Department Victim Services Division

- In 2018 the Victim Services Network (VSN) was created by the Manor Police Department to address service gaps for Manor and partner agencies. As the lead agency, Manor formally established an Interlocal Agreement with the Lago Vista Police Department and the Jonestown Police Department in response to their cities' continued growth, and their determination to increase the range and availability of services to their community. Prior to this initiative, these three agencies did not have Victim Services personnel; to address this need, two positions were created with the assistance of VOCA grant funding (Coordinator and Specialist). In 2019 the Manor Police Department was awarded a secondary grant through the Department of Justice, Office for Victims of Crime (OVC), to create another Specialist position to increase accessibility of services.
- The primary focus of the VSN is service provision to individuals affected by crime and crisis circumstances. Through the VSN individuals receive services inclusive of crisis intervention, criminal justice support, referrals to community agencies, assistance with establishing personal safety, assistance with exercising constitutional/statutory rights, assistance with crime victim compensation applications, education and emotional support throughout the criminal justice process, and ensuring continuity of services between departments and agencies. In addition to direct services, VSN personnel conduct community outreach, provide training, and serve on multiple boards, committees, and collaborative teams aimed at improving system response to victims, witnesses, and survivors.
- The VSN is currently comprised of a Coordinator and two Specialists, who are employees of the Manor Police Department (MPD). The Coordinator is responsible for creating policy and standard operating procedures, developing and implementing both internal (sworn personnel) and external (community partners) training and outreach, oversees research partnerships, grant writing, project management, strategic planning, on-going supervision, completion of monthly statistical reports, and serves as back-up to the Specialists. The Coordinator directly reports to the MPD Lieutenant. The MPD Lieutenant is responsible for overseeing the VSN program and conducts regular meetings with personnel to review work product, provides on-going training and support, and ensures appropriate service provision to victims. Currently, one Specialist spends one day at LVPD and one day at JPD a week, and three days at MPD offering service provision to those affected by crime and crisis circumstances. The second Specialist is full time at Manor Police Department offering service provision to those affected by crime and crisis circumstances.

- Through the implementation of the VOCA funded project the VSN has been able to address service gaps while identifying and addressing additional needs. Each jurisdiction is experiencing rapid population growth, and with this, growth in crime rates and calls for service. Additionally, these three jurisdictions relied on an outside agency to provide on-call services both during and outside normal business hours. As a result, there were inconsistent services being provided, and there was no internal system in place for victims who require immediate response for Manor, Lago Vista, or Jonestown. Relying on external on-call response created several barriers for victims leading to a breakdown in effective service provision.
- Furthermore, there was currently no full-time personnel dedicated to victims in Manor, resulting in inconsistent routine follow-up. In 2010, the Manor Police Department responded to 7,466 calls for service which resulted in 968 reports. By 2019, Manor Officers responded to 36,899 calls for service with 1,416 reports. This demonstrates a 394% increase in call volume between 2010 and 2019 and a 46% increase in reports. The current population for Manor is being reported as 12,251 (153% increase from 2010); continued rapid growth is expected, and with this, growth in crime rates and calls for service. Lago Vista has experienced similar expansion in population and calls.
- Upon learning this, the City of Manor approved that the Manor Police Department apply for another grant solicitation through the Department of Justice, Office for Victims of Crime, to create another Specialist position, which they were subsequently awarded in 2019. This was a very competitive process, with Manor Police Department being 1 of 16 agencies in the nation to receive this award, and the only one in Texas. With the addition of this new position an internal on-call rotation was created and began October 1, 2019, and victims in Manor, Lago Vista, and Jonestown will be provided greater access to services to address the critical needs of individuals.
- Currently, the VSN has been recognized by the International Association of Chiefs of Police (IACP) as a model agency program and recommended as a site for other LE agencies to visit who are starting or wanting to improve a Victim Services program. Additionally, Sam Houston State University has agreed to partner with MPD to conduct research on victim feedback, departmental response, and officer needs with the goal of improving current practices, identifying areas of growth, and further understanding the impact of procedural justice on the community.
- The Victim Services Network was established to provide services for Manor, Jonestown, and Lago Vista. Under the direction of the Manor Police Lieutenant and the Victim Services Coordinator the unit has risen to meet the needs and challenges that are unique to small communities. No other such collaboration existed in the area, and since its inception other entities have sought out information and direction on establishing similar programs. In the short time the VSN has been in existence it has expanded services for the partner agencies and has received national recognition by the International Association of Chiefs of Police.

- Together, with help from the City, departmental teamwork, and collaboration between agencies, these grant awards and their future sustainability plans were made possible. Currently, these grants are on a “step-out” process, with each agency offering match funds over the next 3-5 years upon which time the positions will be fully city funded aiming to change the way we respond to victims during critical moments of their involvement with our systems.

VICTIM SERVICES STATISTICS 2018-2019

MANOR, LAGO, JONESTOWN CASES 2018 (APR-DEC)	
MANOR	133
LAGO	~88 ¹⁰
JONESTOWN	~73 ¹⁰
TRAVIS CO SO (REGIONAL ON-CALL)	32
TOTAL	326

MANOR, LAGO, JONESTOWN CASES 2019 (JAN-NOV)	
MANOR	323
LAGO	~100 ¹⁰
JONESTOWN	~81 ¹⁰
TRAVIS CO SO (REGIONAL ON-CALL)	15
TOTAL	519

TOTAL VICTIMS SERVED 2018 (APR-DEC)	371
TOTAL VICTIMS SERVED 2019 (JAN-NOV)	421

TYPES OF SERVICE 2018 (APR-DEC)	NUMBER OF TIMES PROVIDED
INFORMATION AND REFERRAL	726
PERSONAL ADVOCACY/ACCOMPANIMENT	280
EMOTIONAL SUPPORT OR SAFETY SERV.	453
SHELTER/HOUSING SERVICES	9
CRIMINAL/CIVIL JUSTICE ASSISTANCE	160
CRIME VICTIM COMPENSATION APP.	34
TOTAL NUMBER OF SERVICES PROVIDED	1,662

TYPES OF SERVICE 2019 (JAN-NOV)	NUMBER OF TIMES PROVIDED
INFORMATION AND REFERRAL	1,341

¹⁰ These numbers are an estimate (likely a low estimate) due to these departments Records Management Systems being unable to run a grand total of cases worked. This will be corrected and captured accurately for 2020.

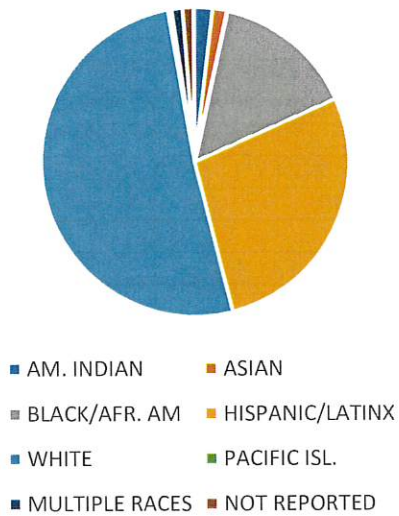
PERSONAL ADVOCACY/ACCOMPANIMENT	1,335
EMOTIONAL SUPPORT OR SAFETY SERV.	685
SHELTER/HOUSING SERVICES	32
CRIMINAL/CIVIL JUSTICE ASSISTANCE	130
CRIME VICTIM COMPENSATION APP.	68
TOTAL NUMBER OF SERVICES PROVIDED	↑ 3,591

TYPES OF CRIME/CRISIS & NUMBER OF VICTIMIZATIONS 2018 (APR-DEC)			
ADULT PHYSICAL ASLT	28	VIOL. OF EPO	4
ADULT SEXUAL ASLT	8	CRIM. TRESPASS	5
ARSON	2	SUICIDE	2
BURGLARY	9	DECEASED PERSON	33
CHILD PHYSICAL ABUSE/NEGLECT	23	ASLT AGAINST PUB SERVANT	4
CHILD SEXUAL ABUSE	29	CHECK WELFARE	1
FAMILY VIOLENCE	42	CRIM. MISCHIEF	3
DUI/DWI INCIDENTS	0	TERR. THREAT	10
ELDER ABUSE/ NEGLECT	5	DEADLY CONDUCT	2
IDENTITY THEFT/FRAUD	4	ASSIT COMP.	17
OTHER VEHICULAR VIC	9	POED	4
ROBBERY	2	ASLT BY CONTACT	10
STALKING/HARASSMENT	16	STRANGULATION	5
VIOL. OF COURT ORDER	6	FAMILY DISTURBANCE	28
DEATH NOTIFICATION	9		

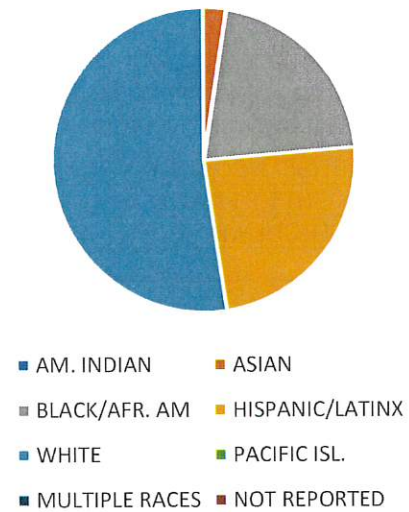
TYPES OF CRIME/CRISIS & NUMBER OF VICTIMIZATIONS 2019 (JAN-NOV)			
ADULT PHYSICAL ASLT	↑ 89	VIOL. OF EPO	↑ 32
ADULT SEXUAL ASLT	7	CRIM. TRESPASS	1
ARSON	2	SUICIDE	↑ 16
BURGLARY	↑ 13	DECEASED PERSON	18
CHILD PHYSICAL ABUSE/NEGLECT	22	ASLT AGAINST PUB SERVANT	4
CHILD SEXUAL ABUSE	↑ 37	CHECK WELFARE	↑ 13
FAMILY VIOLENCE	↑ 50	CRIM. MISCHIEF	↑ 14
DUI/DWI INCIDENTS	↑ 5	TERR. THREAT	3
ELDER ABUSE/ NEGLECT	3	DEADLY CONDUCT	↑ 6
IDENTITY THEFT/FRAUD	↑ 6	ASSIT COMP.	↑ 96
OTHER VEHICULAR VIC	9	POED	1
ROBBERY	↑ 4	ASLT BY CONTACT	7
STALKING/HARASSMENT	↑ 23	STRANGULATION	↑ 11
VIOL. OF COURT ORDER	3	FAMILY DISTURBANCE	↑ 32
DEATH NOTIFICATION	0		

VICTIM SERVICES DEMOGRAPHICS 2018-2019

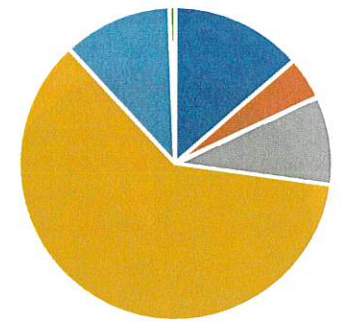
RACE 2018



RACE 2019

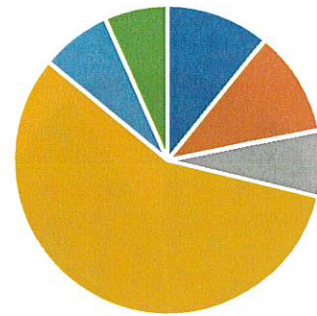


AGE 2018



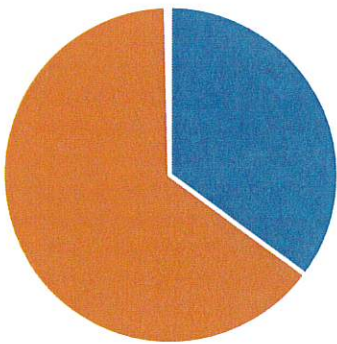
■ 0-12 ■ 13-17
■ 18-24 ■ 25-59
■ 60 AND OLDER ■ NOT REPORTED

AGE 2019



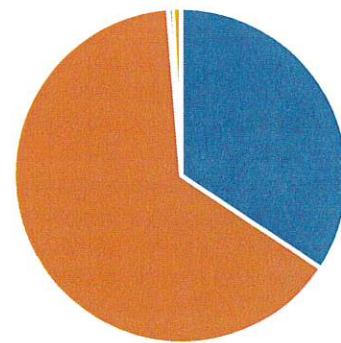
■ 0-12 ■ 13-17
■ 18-24 ■ 25-59
■ 60 AND OLDER ■ NOT REPORTED

GENDER 2018



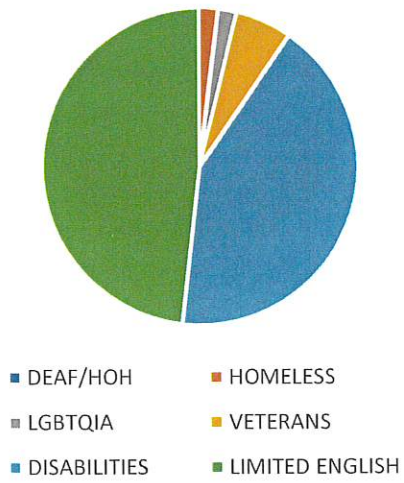
■ MALE ■ FEMALE ■ OTHER ■ NOT REPORTED

GENDER 2019

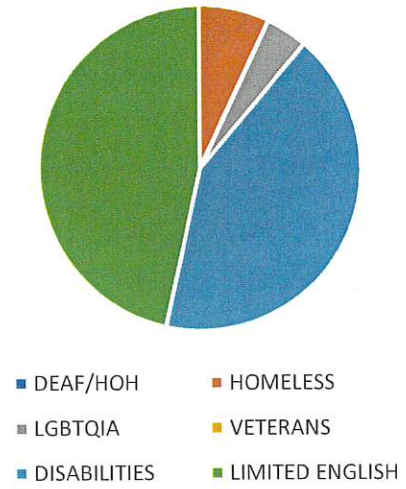


■ MALE ■ FEMALE ■ OTHER ■ NOT REPORTED

SPECIAL CLASSIFICATIONS 2018



SPECIAL CLASSIFICATIONS 2019



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**MANOR CITY COUNCIL RETREAT
SATURDAY, DECEMBER 14, 2019**

COMMUNITY DEVELOPMENT REPORT

GOOD MORNING! MY NAME IS DEBBIE CHARBONNEAU AND I AM THE COMMUNITY DEVELOPMENT MANAGER. I STARTED IN SEPTEMBER AND AM VERY HAPPY TO BE HERE.

I AM A CERTIFIED MAIN STREET MANAGER THROUGH THE NATIONAL TRUST FOR HISTORIC PRESERVATION. THERE ARE ROUGHLY 6 OF US IN THE STATE OF TEXAS. I AM A NATIVE TEXAN AND ALSO A VETERAN.

MY GOALS FOR THE FUTURE OF THE DEPARTMENT ARE:

I HAVE CREATED A COMMUNITY SURVEY FOR THE MANOR COMMUNITY. TO CONTINUE MOVING FORWARD WE WOULD LIKE TO HEAR FROM THE CITIZENS OF MANOR ON THEIR VISION FOR THE FUTURE AND WHAT THEY WOULD LIKE TO SEE COME TO MANOR AND ALSO HOW THEY THINK WE ARE CURRENTLY DOING.

BREAKFAST BITES – I HAD AN IDEA AND TALKED IT OVER WITH TOM AND TOGETHER WE CAME UP WITH A PLAN TO START BREAKFAST BITES. ALEX PONCE HAD CONTACTED TOM AND HAD A SIMILAR IDEA, SO WE ALL MET AND PUT A PLAN TOGETHER. THIS IS A CHANCE FOR BUSINESS OWNERS TO COME TOGETHER TO NETWORK, SHARE IDEAS AND HEAR SPEAKERS ABOUT HOW TO CREATE OR IMPROVE YOUR CURRENT MARKETING PLAN, SOCIAL MEDIA STRATEGIES, HOW TO CREATE OR IMPROVE YOUR CURENT BUSINESS PLAN, FUNDING OPPORTUNITIES, TARGETING AND RETAINING CUSTOMERS AND ANY OTHER TOPICS THAT THEY WOULD LIKE TO HEAR. SOME INTERESTING STATICS FROM OUR OCTOBER MEETING. THERE WERE 1,950 PEOPLE INTERESTED WITH 59.6% BEING WOMEN AND 40.4% BEING MEN. WHERE IS EVERYONE AND WHO IS INTERESTED? THE ELGIN COMMUNITY IS 31.8% WITH THE AUSTIN

COMMUNITY AT 23.5% FOLLOWED BY THE MANOR COMMUNITY AT 19.7%. THERE IS ALSO A BREAKFAST BITES NEWSLETTER AND A FACEBOOK PAGE. WE MEET MONTHLY AND THE NEXT ONE IS TUESDAY, JANUARY 14, 2020 FROM 8:30AM – 9:30AM IN THE CITY HALL COUNCIL CHAMBERS. ALEX IS RESPONSIBLE FOR ALL OF THE MARKETING AND SOCIAL MEDIA. HE WILL BE DOING THE NEXT PRESENTATION ON MARKETING. WE ARE ALSO SEEKING SPONSORS FOR THE MONTHLY EVENT.

SHOP SMALL SHOP LOCAL CAMPAIGN – THIS IS DIFFERENT THAN JUST THE ONE DAY “SHOP SMALL SHOP LOCAL.” HERE IS THE WAY IT WORKS:

THE CAMPAIGN WILL RUN FROM NOVEMBER 1, - NOVEMBER 30, 2020. ALL SMALL BUSINESSES ARE INVITED TO PARTICIPATE IN THE CAMPAIGN. THEY PURCHASE 100 TICKETS FOR \$25.00 AND WHEN A CUSTOMER SHOPS IN THEIR BUSINESS, THE CUSTOMER GET A CHANCE TO FILL OUT A TICKET WHICH IS ENTERED INTO A DRAWING TO WIN \$1,000.00. THE WINNER WILL BE DRAWN AT THE CHRISTMAS FAIR. THE ONLY COMMITMENT THE PARTICIPATING BUSINESSES WILL MAKE IS TO PARTICIPATE AND TO PURCHASE THE TICKETS. I WILL DO ALL OF THE MARKETING AND PROMOTIONS FOR THEM.

THE FIRST YEAR I DID THIS IN HUNTSVILLE, THERE WAS AN ECONOMIC IMPACT IN THE DOWNTOWN AREA OF \$43,000.00 DOLLARS. IT WAS SO MUCH FUN THAT THE NEXT YEAR THE BUSINESS THAT PARTICIPATED GREW AND THEY WANTED TO DO IT FOR TWO MONTHS, SO WE DID OCTOBER AND NOVEMBER. I WAS CHALLENGED BY THE CITY MANAGER TO GET TO \$100,000.00 BUT FELL A LITTLE SHORT, BUT \$94,000.00 IN TWO MONTHS ISN'T BAD FOR AN ECONOMIC IMPACT.

RENTAL ASSISTANCE PROGRAM – THIS PROGRAM PROVIDES RENTAL ASSISTANCE FOR UP TO 12 MONTHS PER FISCAL YEAR FOR ELIGIBLE BUSINESSES THAT CHOOSE TO LOCATE IN THE CITY. ADDITIONALLY, ASSISTANCE FOR EXISTING BUSINESSES TO EXPAND THEIR GROSS RENTABLE SPACE MAY ALSO APPLY. FUNDING IS SUBJECT OT AVAILABLITY OF RESOURCES AND TO THE APPLICAN'T BUSISNESS POTENTIAL TO STRENGTHEN, COMPLIMENT AND DIVERSIFY THE EXISTING BUSINESS MAKEUP.

NON-PROFIT BUSINESSES/ORGANIZATIONS ARE NOT ELIGIBLE FOR CONSIDERATION. BUSINESSES MUST BE CONTRIBUTING TO THE ECONOMIC FOOTPRINT OF THE COMMUNITY AREA TO BE ELIGIBLE.

ANY ELIGIBLE BUSINESS MAY APPLY FOR ASSISTANCE, BUT THOSE FALLING INTO THE FOLLOWING CATEGORIES MAY BE GIVEN GREATER CONSIDERATION.

**RESTAURANTS, COFFEE SHOPS, SPECIALTY FOOD
ENTERTAINMENT
UPSCALE APPAREL/ACCESSORIES, FOOTWEAR
ELECTRONICS – COMPUTERS, PHONES, DIGITAL EQUIPMENT
SPECIALTY RETAIL – TOYS, SPORTING GOODS
VISUAL AND PERFORMING ARTS
HOME FURNISHINGS AND APPLIANCES
PROFESSIONAL OFFICES**

APPLICANTS ARE REQUIRED TO SUBMIT A COMPLETED APPLICATION FORM, A COPY OF AN EXECUTED LEASE BETWEEN THE APPLICANT AND THE PROPERTY OWNERS, A BUSINESS PLAN AND A PROPOSED BUDGET, FINANCIALS AND MARKETING PLAN. COMPLETE APPLICATION PACKET MUST BE SUBMITTED TO THE COMMUNITY DEVELOPMENT MANAGER.

FOR THE EXPANSION OF AN EXISTING BUSINESS, THE APPLICATION FOR RENTAL ASSISTANCE SHOULD INCLUDE AT A MINIMUM A COMPLETED APPLICATION FORM AND A PROFITS AND LOSS STATEMENT.

WITH THE SUCCESS OF THE BUSINESS VENTURE FOREMOST IN EVERYONE'S MIND, IT IS STRONGLY SUGGESTED TO THE APPLICANT TO BECOME FAMILIAR WITH THE BUSINESS MAKEUP OF MANOR AND TO HAVE DISCUSSIONS WITH EXISTING BUSINESS OWNERS IN ORDER TO AVOID POTENTIAL PITFALLS.

ELIGIBLE APPLICANTS MAY BE AWARDED RENTAL ASSISTANCE UP TO 50% OF THE MONTHLY LEASE AMOUNT FOR THE FIRST SIX MONTHS, NOT TO EXCEED

\$750.00 PER MONTH, AND FOR EACH MONTH SEVEN THROUGH 12, PAYMENTS WILL BE REDUCED.

ALL RENTAL ASSISTANCE PAYMENTS WILL BE PAID MONTHLY DIRECTLY TO THE PROPERTY OWNERS AND ONLY AFTER THE BUSINESS HAS RECEIVED ALL CITY PERMITS.

LAST, VERY PLEASED TO ANNOUNCE THAT THE NATIONAL MAIN STREET NOW CONFERENCE WILL BE IN DALLAS FROM MAY 18 – 20, 2020. BEING A PAST PRESIDENT OF THE TEXAS DOWNTOWN ASSOCIATION, I AM ON THE STATE COMMITTEE IN PLANNING THIS CONFERENCE. I AM ALSO THE CHAIR FOR THE TEXAS DELEGATION DINNER. TOM AND I WILL BE ATTENDING THIS VERY EXCITING AND INFORMATIVE CONFERENCE.

Manor City Council Retreat

Saturday, December 14, 2019

HR Coordinator Overview:

Good Morning everyone! I am Tracey Vasquez the HR Coordinator here with the City of Manor. I began my career here with the City in 2013 as the Accounts Payable Clerk in the Finance Department. In 2017 I became the first HR Coordinator for the City. As the HR Coordinator, my duties include : managing all aspects of recruitment, including onboarding for Police Officers and vetting contractual Municipal Judges; compensation, research and development of new PayScale's, positions, and job descriptions; benefits administration, worker's compensation program ,liability and property insurance; FMLA records; records management (retention period, proper storage ie- HIPPA rules TX criminal history) and oversee the employee safety and risk management and wellness programs. It is the Human Resources Department's responsibility to follow up on all new legislation and make sure our policies and procedures adhere to them at all times. Coach Managers and Directors on training and coaching their staff to instill positive reinforcement.

The Goal for the HR Department is to recruit and retain the best of the best for the City of Manor Citizens.

HR Goals:

Set up Human Resources training and education sessions.

Hospitality- What's going on in Manor? What are the best spots to visit or eat at? Employees should know pertinent facts about the City they are representing.

CPR/AED Training

Sexual Harassment/Diversity in the workplace

Retirement- TML, TMRS, Nationwide come to the City and discuss all the options and benefits.

Electronic Communications- SB 944 requiring all Municipalities to have training regarding Chapter 552 Texas Local Govt Code.

MS4- (Separate, Sewer, Storm, Systems) Stormwater drainage- debris from building sites that tend to get into the storm drains.

Active Shooter- unfortunately this is a necessary class for our times.

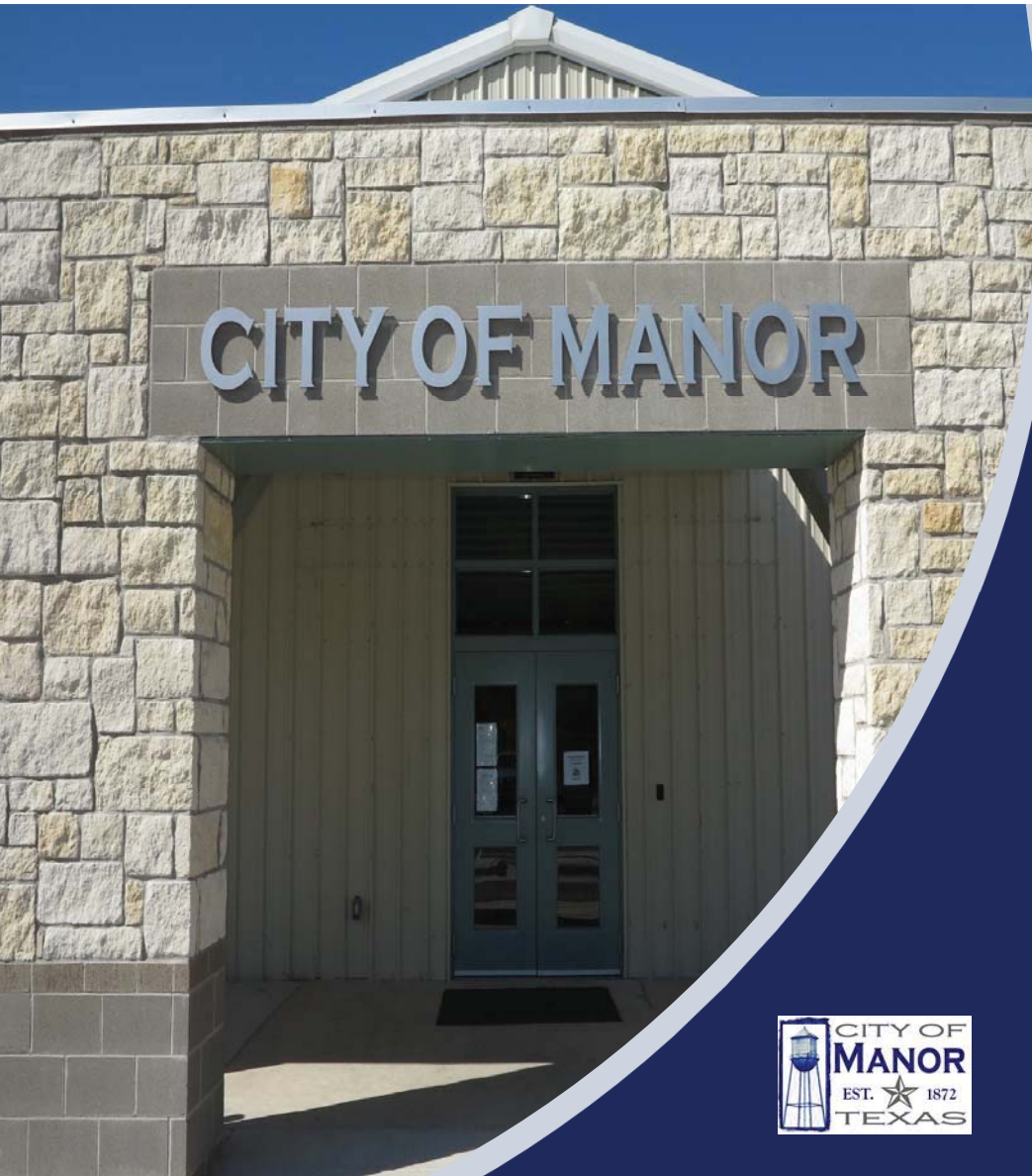
Management Training- for the new up and coming along with the veteran management for refreshers and updates.

Possibly doing a retreat for management staff as well in the near future.

These are just a few of the training modules in the works.

Go over Policy

Thank you for having me!!!



Role of the City Secretary

2019



Office of the City Secretary

- The office of the City Secretary is one of the most interesting and rewarding positions in city government.
- The position of City Secretary is a statutory required position set out in State Law and City Charter.
- The City Secretary is an officer of the City.

Mission of the City Secretary

The City Secretary's Office is committed to support the legislative process, promotes transparency to serve the public, elected officials and city departments. The office strives to provide high quality services and deliver excellent customer service.

But What Do You Do?

Functioning much like the Secretary of State, the City Secretary is the local official responsible for:

- Maintaining the integrity of the election process
- Ensuring transparency and access to city records in compliance with the Texas Open Meetings Act and Texas Public Information Act
- Recording and preserving local government history and safeguarding the City's records
- Serving as the compliance officer for federal, state, and local statutes
- Serving as the filing authority for campaign finance reports and financial disclosure statements.

City Secretary Responsibilities



- Elections Administrator
- Records Management
- Public Information Act
- Open Meetings Act
- Boards and Commissions
- Alcohol Beverage City Permits
- Administrative Duties
- Official Duties
- Mayor and City Council Support



Elections Administration



- Municipal Elections
 - Serve as Elections Administrator for all City General and Special Elections
 - Requires being well versed about Election Laws and knowledgably about Ethics
 - Prepare Election Calendars
 - Prepare Candidate Packets
 - Prepare Election Order & Notices
 - Campaign Finance Reports
 - Prepare Canvass Documents
 - Works closely with Travis County Election Administrators.
 - Assists voters both during early voting and on Election Day with their correct polling location information, voting status, etc.

Records Management

A record is defined as "any information that you create regardless of media"



The City Secretary is designated as the Records Management Officer for the City.

- Responsible for ensuring compliance with State Retention Schedules and destruction of City records. (Texas State Library & Archives Commission)
- Preserve the City's history and legislative action.
- Oversee the Records Management Committee
- Oversee Records Storage, Destruction, & Inventory



Public Information Act

(Open Records)

Violation of the Public Information Act can result in investigation by the Attorney General and fines.

- Receive & Log Records Request
- Distribute to Departments for Responsive Information
- Track Requests
- Prepare Responsive Information & Invoice as Needed
- Process Requests through the City Attorney and Attorney General
- Ensure Compliance with Texas Public Information Act



Boards, Commissions and Committees

- Administer and Coordinate the appointment process for Boards & Commissions.
- Receive applications year-round and maintain Board Applications for one year.

Active City Boards

Planning and Zoning Commission

Board of Adjustment

Ethics Commission

Charter Review Committee

Administrative Duties

- Certify and Issue Alcohol Permits
- Administer Alcohol Permit Fees
- Maintain the City's Code of Ordinances (Municode)
- Official Documents Filings
- Publication of Legal Notices and Ordinances
- Post Meeting Notices & Ensure Compliance with the Texas Open Meetings Act
- Attend all City Council meetings and take minutes, writing the minutes in a final form, having the council approve the minutes.
- Other Duties as assigned by City Manager



Official Duties

- Maintain the City Seal
- Attest to official city documents such as ordinances, resolutions, and contracts.
- Administer Oaths
- Maintain Conflict of Interest Forms
- Maintain Campaign Finance Reports
- Receive Proposed and Final City Budget
- Ensure Records are Authenticated, Archived, and Codified as Appropriate
- Notary Public



Mayor and City Council Support

- Compliance with Open Meeting Act – post public notices of all City Council and Board/Commission/Committee Meetings.
 - Agenda Packet Preparation & Distribution
 - Council Meeting Preparation
 - Agenda Packet for City Council Meetings are on City's website – not a legal requirement; however, this is a benefit to our residents and relays Governmental Transparency for the City.
- Serves as a liaison between the public and Mayor & City Council.
 - Field resident concerns, requests for meetings/attendance at events, proclamations or letters of welcome/thanks.

TRMC – Texas Registered Municipal Clerk

- Texas Municipal Clerks Certification Program is a university-level professional education program through the University of North Texas.
- State sanctioned program that provides certification upon completion of the three year program and requires recertification every five years.



Thank You!
Questions

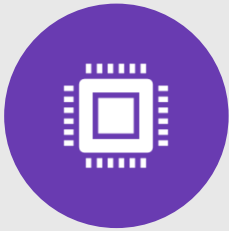




I.T. DEPARTMENT

A summation of duties, responsibilities and current goals.

What we do



The IT (Information Technology) department oversees the installation and maintenance of computer network systems, communication technology and digital storage within a company. Its primary function is to ensure that the network runs smoothly and securely.



We evaluate, install and trouble-shoot the proper hardware and software necessary to keep the network functioning properly.



Installation and maintenance of all communication systems including, cell phones, VOIP and email.



Maintenance of all desktop, laptop, tablets and other City owned electrical equipment. This includes, security systems, specialized police equipment and camera systems.

- The installation and maintenance of the City's Incode server/software. Incode is responsible for all the City's Court billing and records, Utility billing and records as well as City payroll.
- Tyler Technology RMS server/software which is used by our police department to document reports of all incidents, including traffic stops, domestic disputes and all other police calls. Because of the critical nature of the data stored by RMS, stringent security measures must be met by state and federal guidelines.
- WatchGuard camera systems and data storage. All police vehicles and officers are equipped with video surveillance equipment that records all incidents and then stores locally to be used for evidence.

A glimpse into some of our biggest responsibilities

Servers

Incode

RMS

Watchguard



City Communications

- Internet and phone service to all building locations.
- Wireless internet, cellphones and VOIP
- Fiber connection between buildings to allow for smooth and fast transfer of data.
- Network file sharing between departments and locations.
- Satellite connections with Federal government agencies for access to secure information system used by the Police.

- Purchasing of computer hardware and lifeline rotation of equipment throughout the city.
- Deployment of equipment including software installations, printer connections, troubleshooting and in case of hardware failure the replacement of said part or entire system.
- Scheduled Preventative Maintenance.
- Ensuring that each user has the equipment needed to make their job as easy to accomplish as possible and provide the greatest speed and efficiency to all tasks.

Computer purchasing, maintenance and troubleshooting.



A Wide scope view of the City through I.T.

- Over 40 desktop phones
- 35 MDC's (Police Mobile Laptop)
- 90 Monitors
- 50 Desktop Computers
- 12 Laptop Computers
- 25 WatchGuard In-Car camera systems
- 28 WatchGuard Body cameras
- Over 200 Verizon Wireless devices
- Over 30 fleet management devices
- 9 Servers
- 12 Virtual Machines
- 8 Network Switches
- 2 Modems and routers
- Firewall systems at each location
- 7 Wireless AP's
- 11 Unique programs used throughout the City and departments
- City Wide Scada program and equipment

- Just completed deployment of the Fleet Management system for police with plans to expand to the rest of the City vehicles in the future.
- Moving WatchGuard to Cloud Storage
- Upgrading Incode to include TCM modules
- Upgrade of City-wide phone system from old Samsung system to new Verizon OneTalk.
- Finalization of City transfer to E-Lan program with Spectrum, which will connect all buildings with the City by fiber. Network infrastructure will be carried out on the back end allowing for higher speeds and better security.
- Cloud storage of data back ups to further protect City digital assets in case of emergency. (Ransom-ware attack, natural disasters, etc)
- Look to the future and plan accordingly for the growth of the City and it's needs.

Current/Future goals and projects

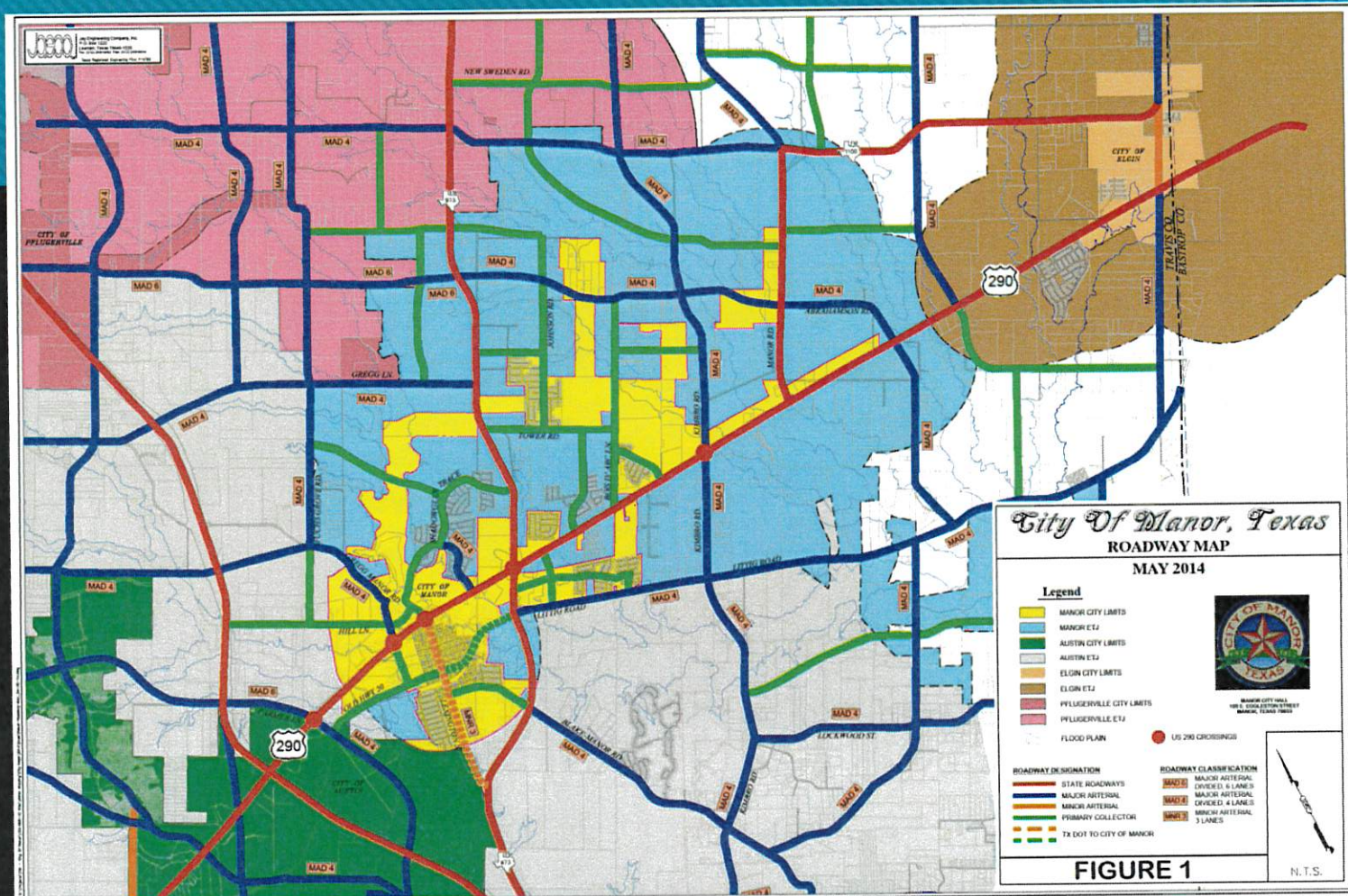
The I.T. Department strives to be pro-active instead of reactive to help make sure the City stays ahead of current demands. We also have built our service model on being more readily available than past and commonly know I.T. Departments so we can build trust with users to better facilitate working relationships among city staff.

CITY OF MANOR

SELECTED INFRASTRUCTURE OVERVIEW

- TRANSPORTATION PLAN
- ROADWAY SECTIONS
- HIKE AND BIKE TRAILS PLAN
- WASTEWATER PROJECTS
- WATER PROJECTS
- STREETS
- COMMUNITY IMPACT FEE PROGRAM

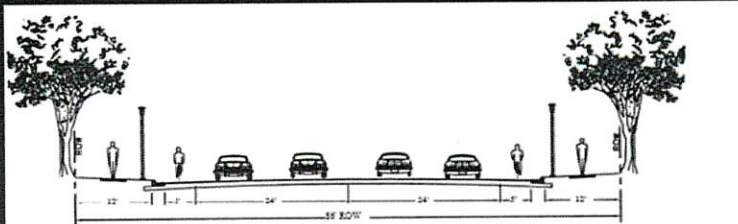
TRANSPORTATION MASTER PLAN



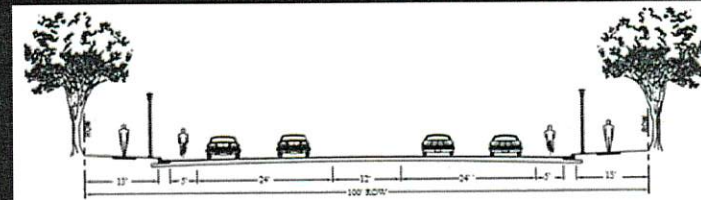
ROADWAY SECTIONS

Street	Type	Lanes	Abbreviation	ROW Width	Pavement Width
Major Arterial	Undivided	4	MAU 4	86 feet	62 feet
Major Arterial	Undivided	5	MAU 5	100 feet	74 feet
Major Arterial	Divided	4	MAD 4	114 feet	66 feet
Major Arterial	Divided	6	MAD 6	140 feet	90 feet

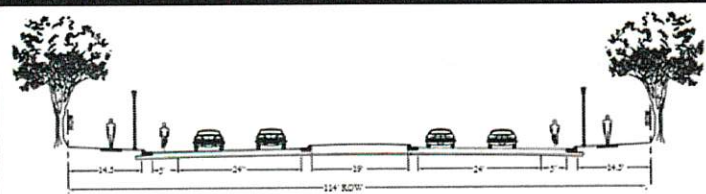
ROADWAY SECTIONS



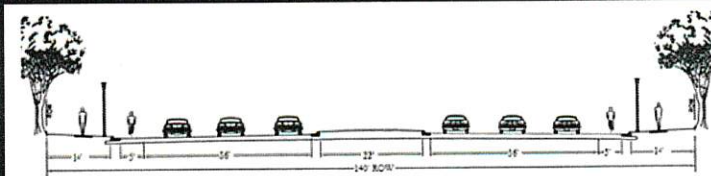
MAJOR ARTERIAL, UNDIVIDED, 4 LANES (MAU 4)



MAJOR ARTERIAL, UNDIVIDED, 5 LANES (MAU 5)



MAJOR ARTERIAL, DIVIDED, 4 LANES (MAD 4)

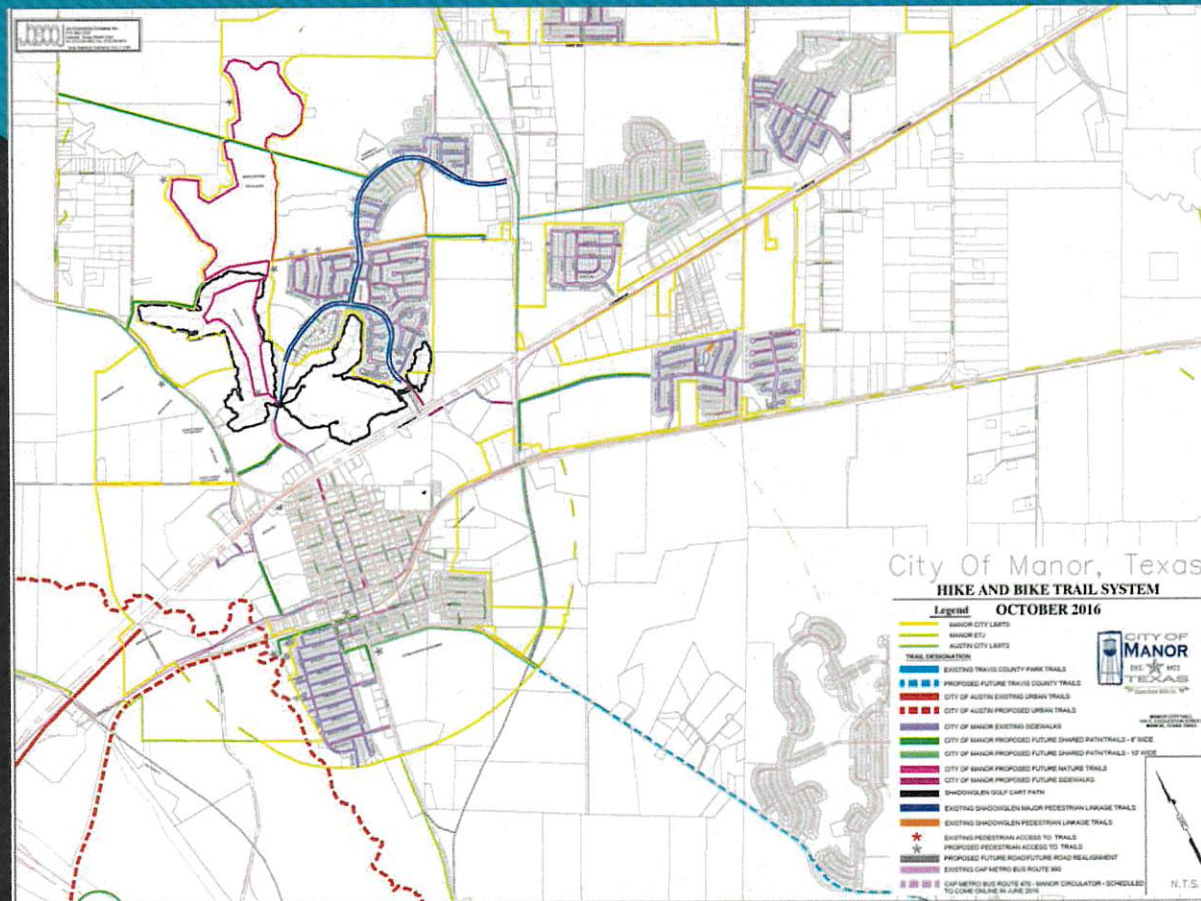


MAJOR ARTERIAL, DIVIDED, 6 LANES (MAD 6)

HIKE AND BIKE TRAIL MASTER PLAN

- MASTER PLAN ASSEMBLED JANUARY 2016
 - ESTABLISHED GOALS
 - BENEFITS
 - PURPOSES
 - IMPLEMENTATION
 - CONCEPTS OF DESIGN
 - DEVELOPMENT BARRIERS
 - TYPES OF TRAILS
 - FEATURES
 - SECTIONS
 - COSTS

HIKE AND BIKE TRAIL MASTER PLAN



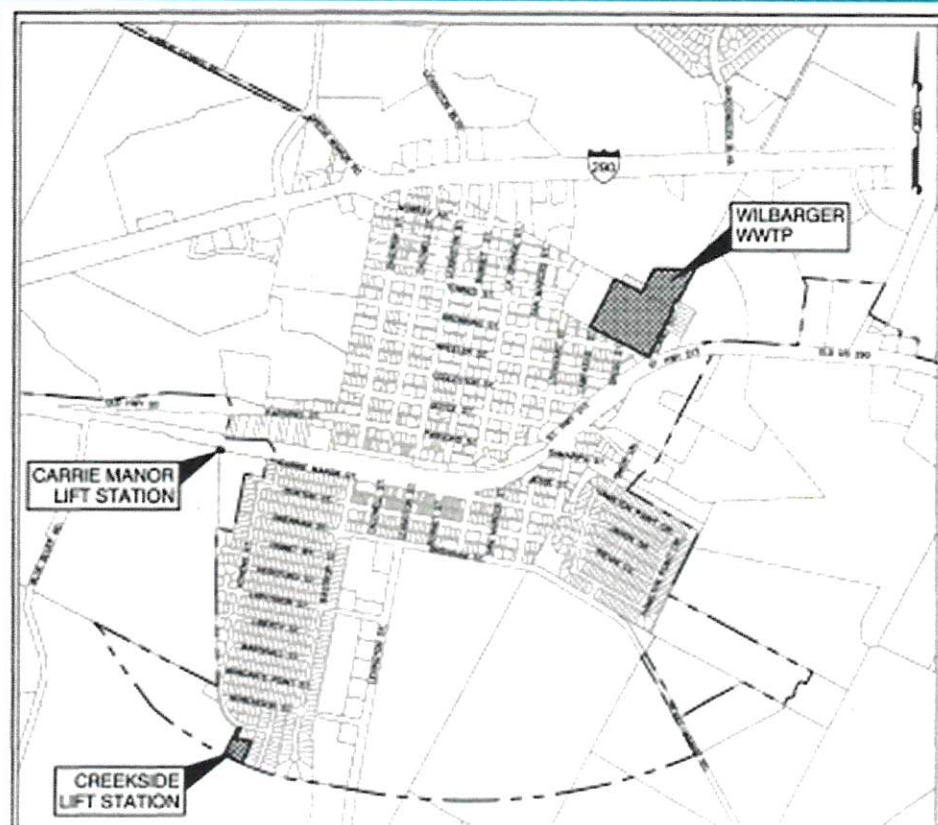
WASTEWATER PROJECTS

- WILBARGER CREEK WASTEWATER TREATMENT AND COLLECTION SYSTEM IMPROVEMENTS PROJECT – PHASE 1 UNDER CONSTRUCTION, COMPLETION 3RD QTR. 2020
 - EXPAND EXISTING 0.5 MGD WWTP TO 1.33 MGD (W/ PROVISIONS FOR 2.0 MGD ULT.)
 - NEW ONSITE LIFT STATION
 - SCADA CENTRALIZATION
 - NEW PUBLIC WORKS BUILDING
 - REPURPOSE OLD 0.5 MGD PLANT FOR SLUDGE PROCESSING AND THICKENING
- WILBARGER CREEK WASTEWATER TREATMENT AND COLLECTION SYSTEM IMPROVEMENTS PROJECT – PHASE 2 ADVERTISING, COMPLETION 4TH QTR. 2020
 - CREEKSIDE LIFT STATION IMPROVEMENTS
 - NEW CARRIE MANOR LIFT STATION

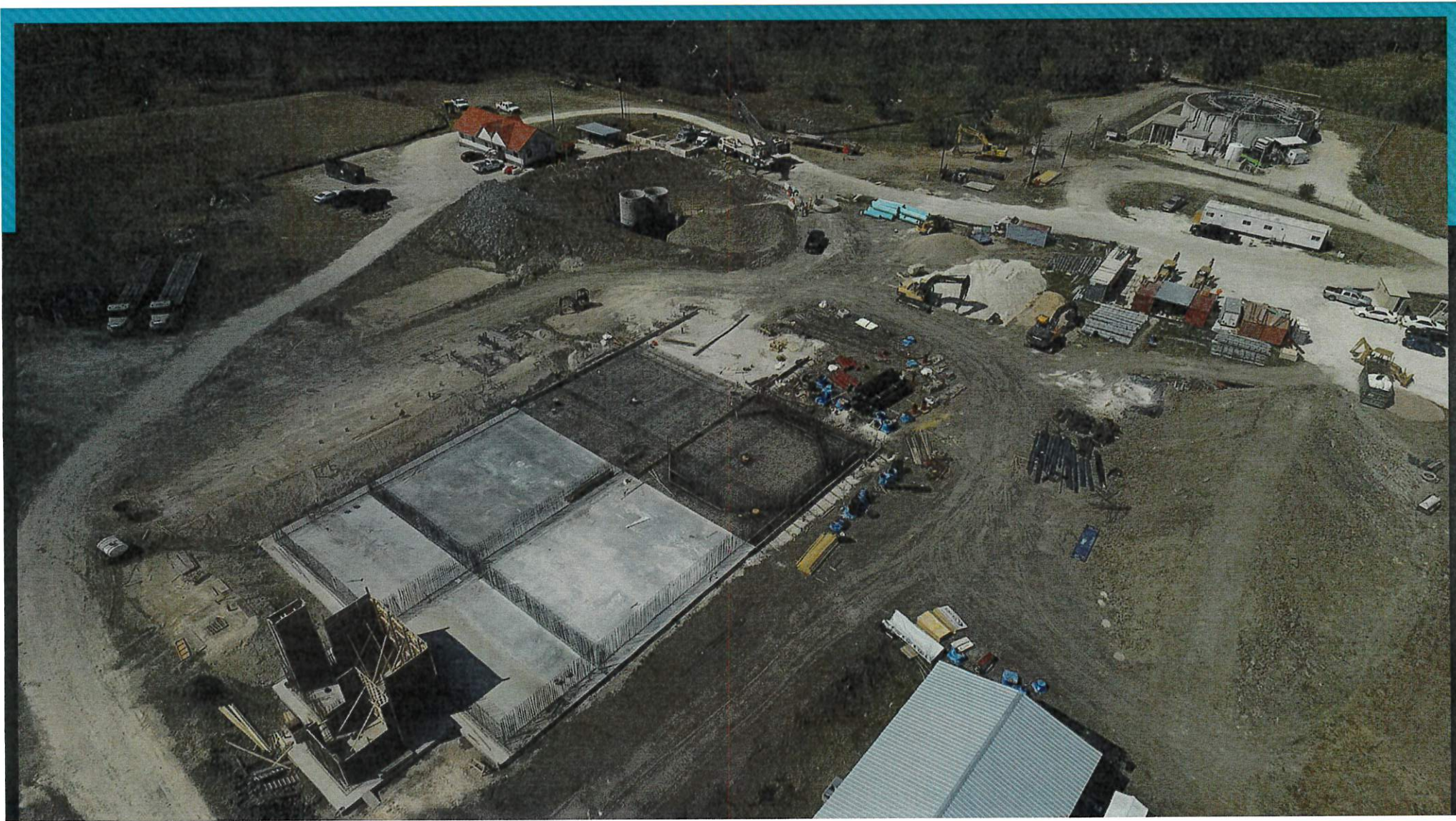
WASTEWATER PROJECTS CONTINUED

- COTTONWOOD CREEK WASTEWATER PROJECTS – SERVING MANOR HEIGHTS AND US 290 COMMERCIAL DEVELOPMENT ON EAST SIDE OF MANOR, BID AND COMPLETE W/IN 15 MONTHS
 - COTTONWOOD CREEK WWTP – 0.4 MGD
 - ONSITE COTTONWOOD CREEK WEST TRIBUTARY LIFT STATIONS AND FORCED MAINS
 - COTTONWOOD CREEK AND COTTONWOOD WEST TRIBUTARY WASTEWATER LINE

WILBARGER CREEK WASTEWATER TREATMENT AND COLLECTION SYSTEM IMPROVEMENTS









WATER PROJECTS

- 2017 WATER DISTRIBUTION SYSTEM IMPROVEMENTS PROJECT
 - WILL PROVIDE FEED FROM EPCOR PIPELINE TO EAST ELEVATED STORAGE TANK
 - PROJECT NEAR COMPLETION – WAITING ON TRAVIS COUNTY DRAINAGE IMPROVEMENTS
- EAST US 290 WATER LINE
 - WILL PROVIDE WATER TO MANOR HEIGHTS PROJECT AND US 290 COMMERCIAL ON EAST SIDE OF MANOR
 - WILL COMPLETE WITHIN 12 MONTHS OF BIDDING

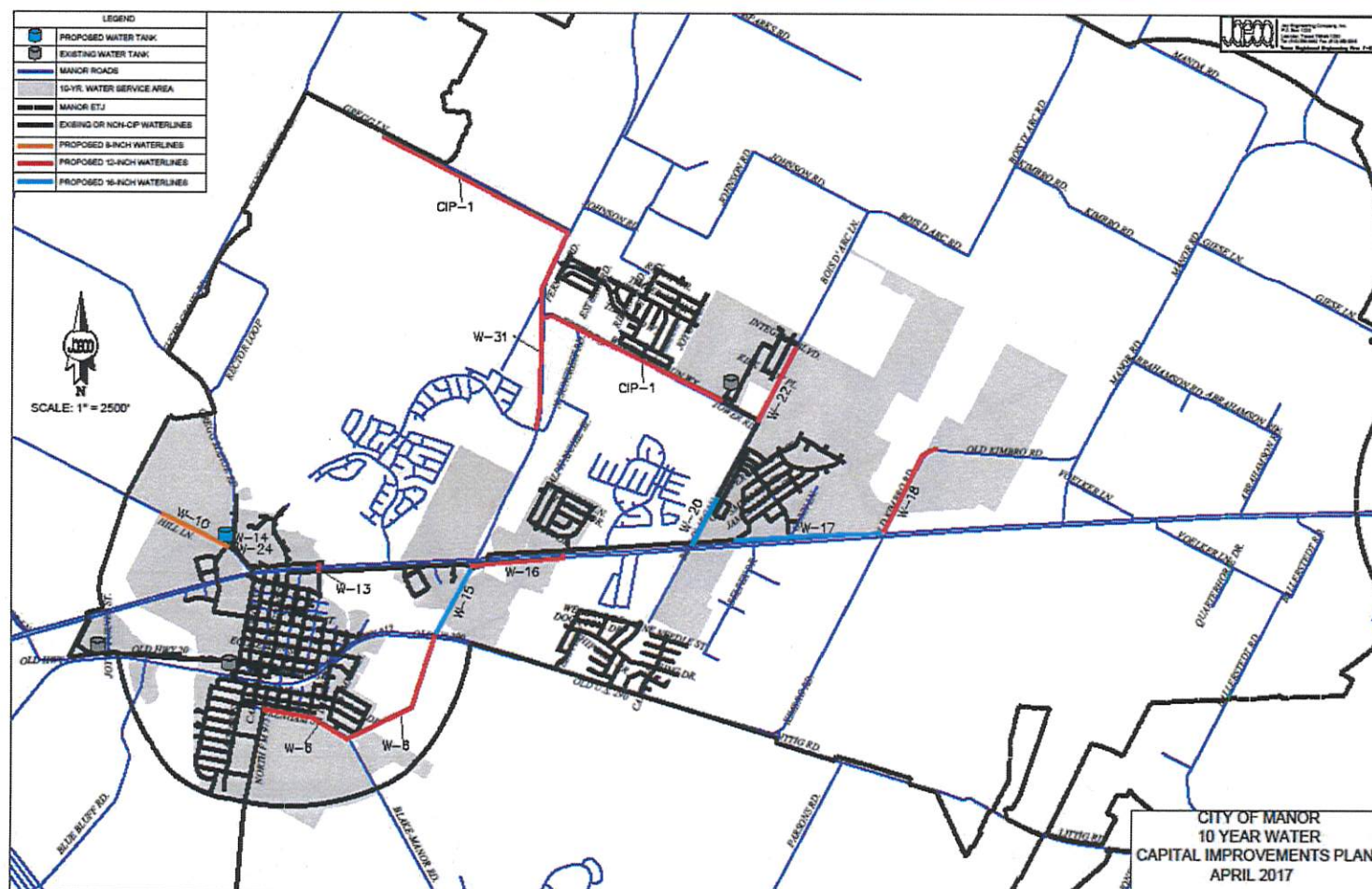
STREET PROJECTS

- 2018 PAVING IMPROVEMENTS – JUST COMPLETED
 - ALL OF HAMILTON POINT (MICROSURFACING)
 - WHEELER STREET (FROM LEXINGTON TO LA GRANGE)
- 2019 PAVING IMPROVEMENTS – IN DESIGN, PAVING OCCUR 2ND QUARTER 2020
 - N. LA GRANGE STREET FROM E. EGLESTON TO E. MURRAY STREETS (300-800 BLOCKS)
 - N. BURNET STREET FROM E. RECTOR STREET TO E. MURRAY STREET (500 & 600 BLOCKS ALT.)
 - S. SAN MARCOS STREET FROM E. BRENHAM STREET TO RAILROAD TRACKS (100-300 BLOCKS ALT.)

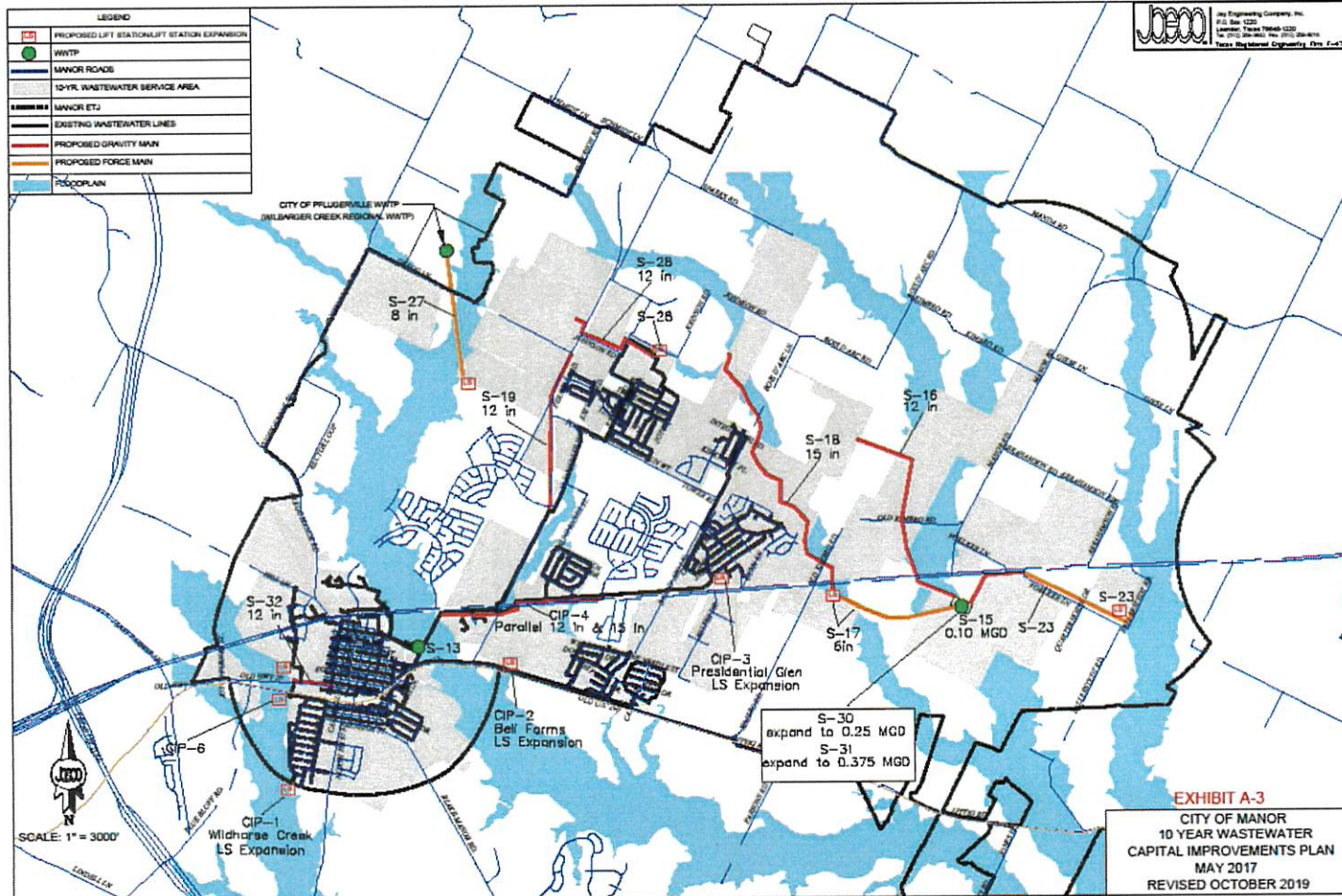
2020 COMMUNITY IMPACT FEE UPDATE

- START PROCESS IN JANUARY OF 2020
 - PROJECT WILL TAKE 6-7 MONTHS
 - UPDATE LAND USE ASSUMPTIONS
 - UPDATE POPULATION PROJECTIONS
 - UPDATE UTILITY DEMANDS
 - UPDATE 10-YEAR CAPITAL IMPROVEMENTS PLANS
 - GENERATE OPINIONS OF PROBABLE COST
 - REVISE IMPACT FEES
 - UPDATE IMPACT FEE ORDINANCE

WATER 10-YEAR CIP



WASTEWATER 10-YEAR CIP



Development Services Departmental Report

The Development Services Department is comprised of Planning and Zoning, Building Review and Inspections, Permitting, and Code Enforcement.

Planning and zoning handles all the subdivision, site plan, zoning, and sign permit applications. Additionally, development agreements, annexations, financial incentives, and mapping are done by planning and zoning. People wanting to develop in the city regularly contact or meet with staff to understand what it takes to build in Manor including the development process, timelines, and fees. Staff also works closely with consultant engineers and legal to review and approve plans and various agreements before taking them to Planning Commission or Council.

Building Review and Inspections are done by our Building Official and assistant building inspector. The Building official reviews all building permits for compliance with applicable building codes. They also perform all the inspections for the city. The building official has frequent communications with Travis County Emergency Services District 12 (ESD 12), our fire department, to ensure building plans have been reviewed and approved by their office before they are approved by Manor. Additionally, they coordinate inspections and discuss projects to ensure all buildings meet all applicable codes.

Permitting includes all permits except those handled by Planning and Zoning such as: new houses and businesses, tenant finish outs, residential/commercial mechanical, plumbing, electric permits, remodels, additions, and irrigation. The permit tech ensures each application is appropriately filled out and has the correct documents attached, forwards any information to the building official for review, processes all the fees, and issues each permit. They additionally answer questions from the public about the permitting process and what is required for a particular type of permit and provide status updates on existing applications.

Code enforcement goes through the entire city looking for ordinance violations. The most frequent violations are maintenance of property (high grass or debris in the yard) and junk vehicle (those with out of date inspection stickers). They also tag vehicles that are parked along streets with pavement widths less than 26, cars parked in drainage ditches, and commercial vehicles in residential zones; all of which is against ordinance. Additionally, they ensure compliance of our sign ordinance by removing signs in the right-of-way or alerting planning and zoning staff of new signs that have been installed without a permit. They also inform the building department of new structures that have been or are being installed to ensure a permit was issued for that work.

Attachments:

Historical population estimates and forecast

Home permits issued by month and calendar year

Fiscal year permit reports from 2013-2014 to current

Annexations by decade map

Year	City of Manor			Shadowglen			Presidential Meadows		TOTAL		Yearly Change
	Households	MF Units	Population	Households	MF Units	Population	Households	Population	Households	Population	
2006	1,548	33	3,946	385		970	261	658	2,227	5,573	
2007	1,625	33	4,140	500		1,260	310	781	2,468	6,181	607
2008	1,630	33	4,152	599		1,509	360	907	2,622	6,569	388
2009	1,651	33	4,205	618		1,557	384	968	2,686	6,730	161
2010	1,735	33	5,037	641		1,615	384	968	2,793	7,620	890
2011	1,803	33	5,562	669		2,047	384	1,175	2,889	8,784	1,164
2012	1,878	33	5,791	724		2,215	384	1,175	3,019	9,182	398
2013	2,137	33	6,584	757		2,316	496	1,518	3,423	10,418	1,236
2014	2,306	33	7,101	760		2,326	496	1,518	3,595	10,944	526
2015	2,572	33	7,915	766		2,344	581	1,778	3,952	12,037	1,092
2016	2,794	33	8,594	787		2,408	776	2,375	4,390	13,377	1,340
2017	3,194	33	9,818	981		3,002	1,041	3,185	5,249	16,006	2,629
2018	3,583	33	11,009	1,122		3,433	1,041	3,185	5,779	17,627	1,622
Nov-19	3,907	33	11,985	1,342	124	4,330	1,041	3,185	6,323	19,500	FIVE YR AVG 2014 - 2018 = 1,442

CITY LIMITS CHANGES	2000 pop.	1,204	2000/2010 diff.	3,833	2000 - 2010 % change	318%
	2010 pop.	5,037	2010/2018 diff.	5,972	2010 - 2018 % change	119%
	2020 pop. est.	12,501	2010/2020 diff. est.	7,464	2010 - 2020 % change est.	148%

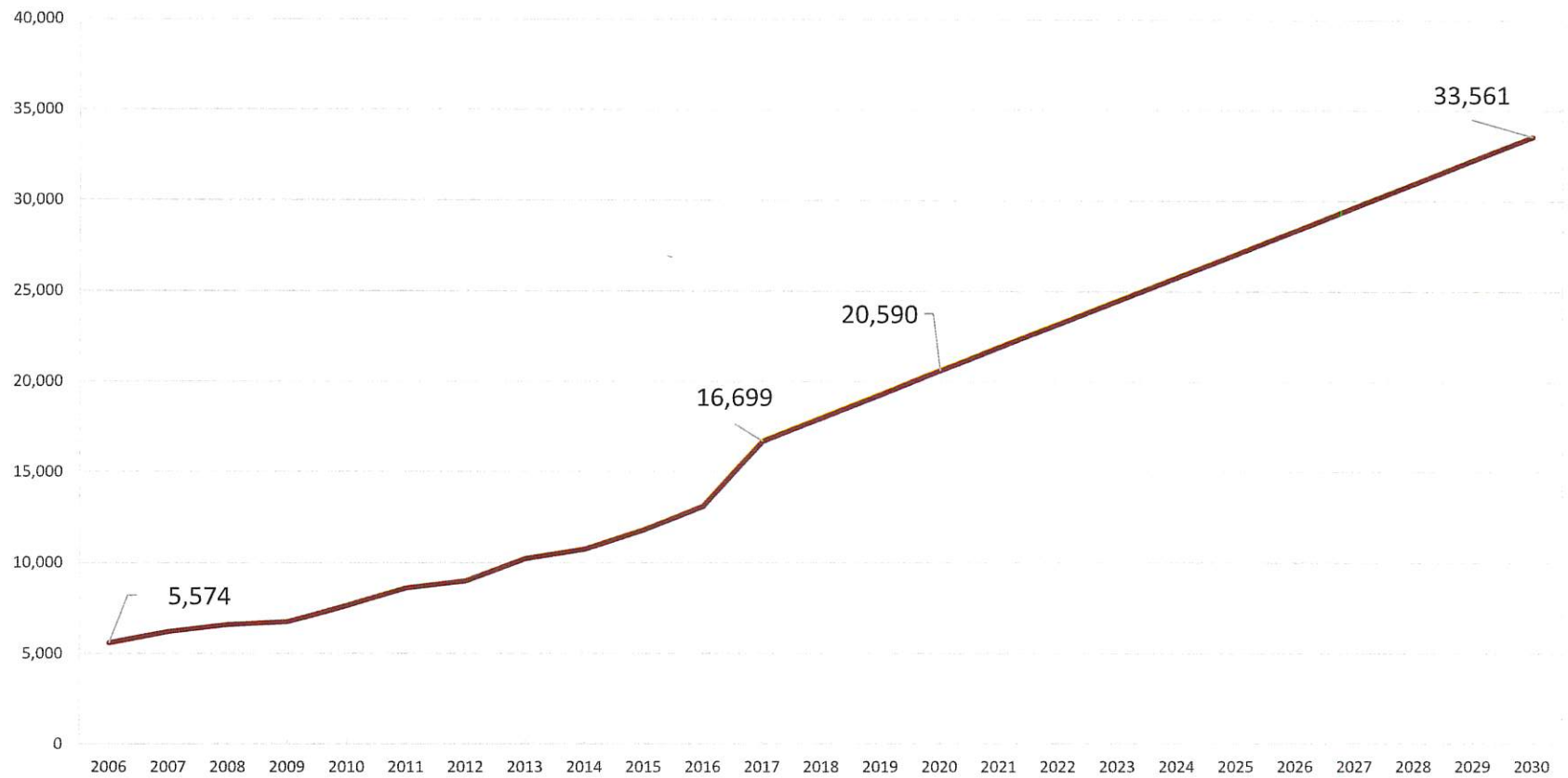
CITY LIMITS, SHADOWGLEN, PRESIDENTIAL MEADOWS CHANGES	2000 pop.	1,204	2000/2010 diff.	6,416	2000 - 2010 % change	533%
	2010 pop.	7,620	2010/2018 diff.	10,007	2010 - 2018 % change	131%
	2020 pop. est.	20,129	2010/2020 diff. est.	12,509	2010 - 2020 % change est.	164%

CITY LIMITS AVERAGES	2010-2018	5,972
	year avg.	746
	month avg.	62
	day avg.	2.0

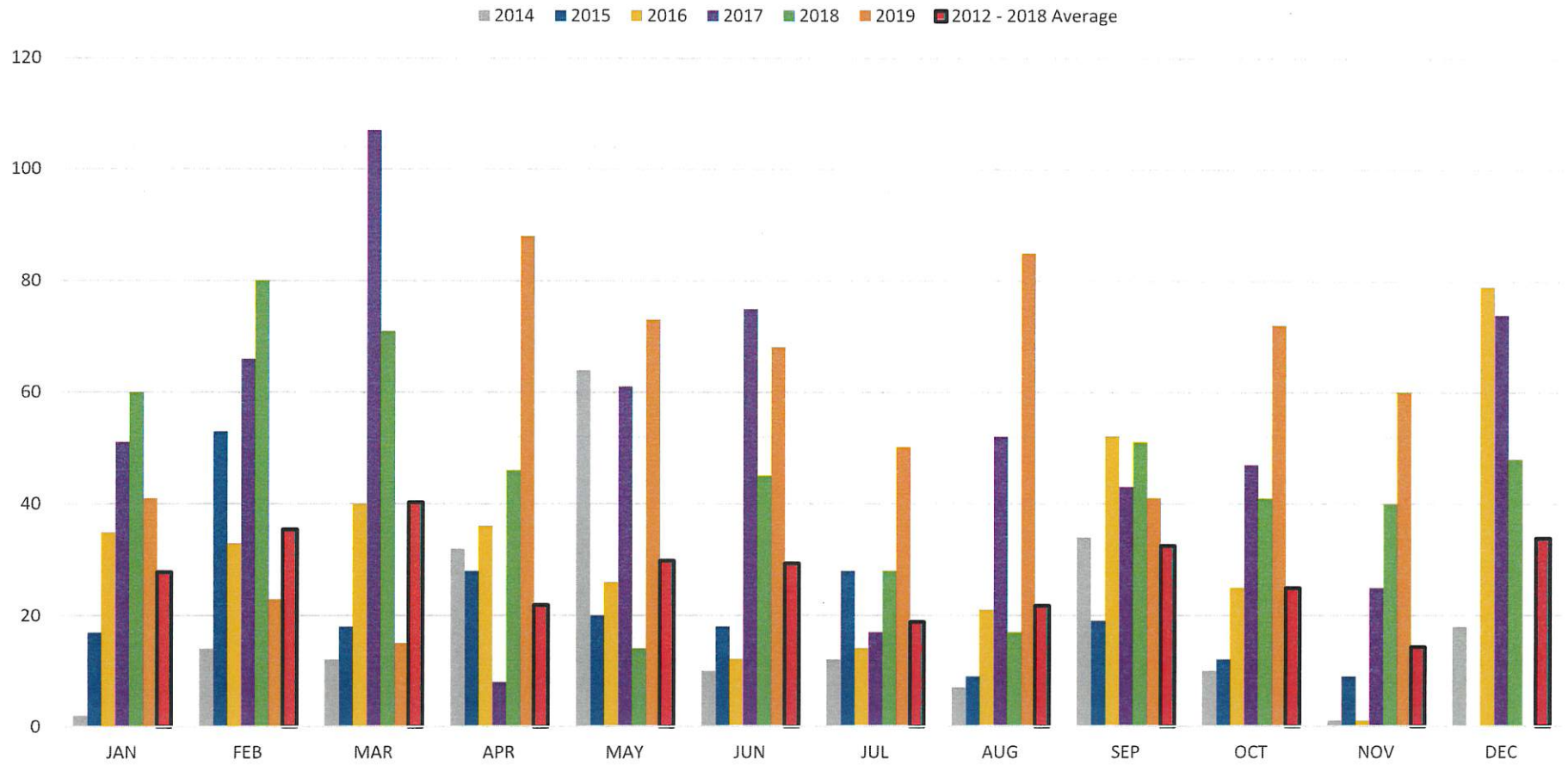
CITY LIMITS, SHADOWGLEN, PRES. MEADOWS AVERAGES	2010-2018	10,007
	year avg.	1,251
	month avg.	104
	day avg.	3.4

Notes: Shadowglen & Presidential Meadows are in the Manor ETJ. Certificates of Occupancy are issued in Shadowglen but not in Presidential Meadows so residential totals in Presidential Meadows are based on platted lots. Prior to 2010 the residential multiplier was 2.8, after 2010 the multiplier is 3.40. Occupancy rate for all years is 90%. 2020 projections are based on simple linear equations with growth rates based on 2010-2018 estimates. Multi-family is averaged at 2 residents per unit. 33 of the total units are senior multi-family averaged at 1 resident per unit.

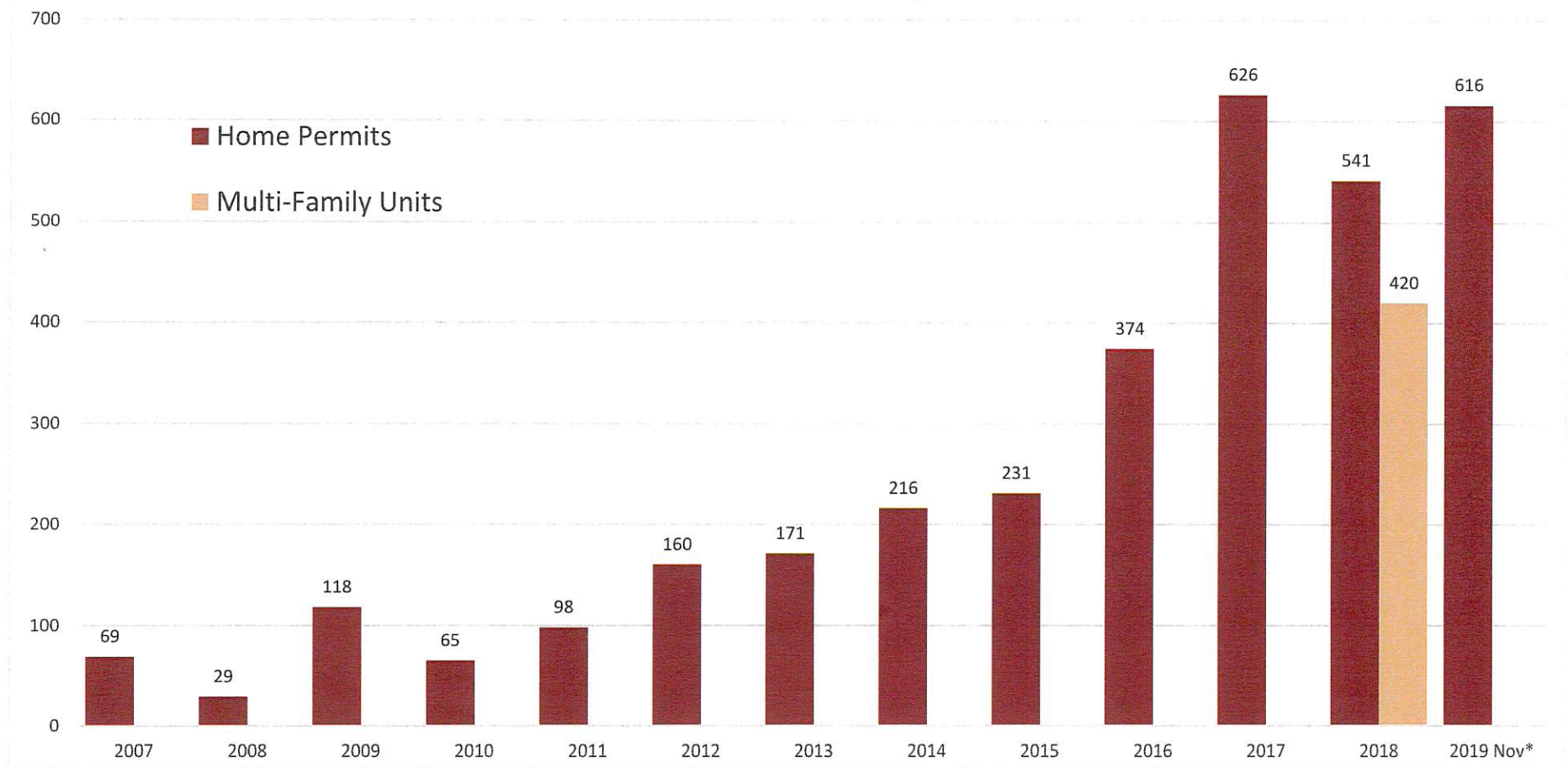
Manor 2030 Growth Projection City Limits, Shadowglen, Presidential Meadows Area



New Home Permits by Month



New Home and Multi-Family Permits Issued by Calendar Year 2007 - 2019



2012 - 2018	AVG RBDs
JAN	28
FEB	35
MAR	40
APR	22
MAY	30
JUN	29
JUL	19
AUG	22
SEP	33
OCT	25
NOV	14
DEC	34
TOTAL	331

2013	RBDs
JAN	29
FEB	1
MAR	27
APR	0
MAY	24
JUN	19
JUL	7
AUG	28
SEP	6
OCT	3
NOV	12
DEC	15
TOTAL	171

2014	RBDs
JAN	2
FEB	14
MAR	12
APR	32
MAY	64
JUN	10
JUL	12
AUG	7
SEP	34
OCT	10
NOV	1
DEC	18
TOTAL	216

2015	RBDs
JAN	17
FEB	53
MAR	18
APR	28
MAY	20
JUN	18
JUL	28
AUG	9
SEP	19
OCT	12
NOV	9
DEC	0
TOTAL	231

2016	RBDs
JAN	35
FEB	33
MAR	40
APR	36
MAY	26
JUN	12
JUL	14
AUG	21
SEP	52
OCT	25
NOV	1
DEC	79
TOTAL	374

2017	RBDs
JAN	51
FEB	66
MAR	107
APR	8
MAY	61
JUN	75
JUL	17
AUG	52
SEP	43
OCT	47
NOV	25
DEC	74
TOTAL	626

2018	RBDs
JAN	60
FEB	80
MAR	71
APR	46
MAY	14
JUN	45
JUL	28
AUG	17
SEP	51
OCT	41
NOV	40
DEC	48
TOTAL	541

2019	RBDs
JAN	41
FEB	23
MAR	15
APR	89
MAY	73
JUN	68
JUL	50
AUG	85
SEP	41
OCT	72
NOV	60
DEC	
TOTAL	616

MONTHLY TOTALS PERMITTING FY **2013-2014**

CITY OF MANOR, TX

	ALL PERMITS ISSUED	RBD PERMITS	#INSPECTIONS	#COs	TECH FEES
October	14	3	398	21	\$ 400.00
November	23	12	166	25	\$ 580.00
December	27	15	158	6	\$ 810.00
January	16	2	202	8	\$ 270.00
February	21	14	257	11	\$ 530.00
March	24	12	289	22	\$ 490.00
April	46	32	190	10	\$ 1,280.00
May	80	64	307	8	\$ 2,440.00
June	33	10	501	15	\$ 1,290.00
July	23	12	491	8	\$ 630.00
August	20	7	472	9	\$ 620.00
September	42	34	524	24	\$ 1,240.00
Totals	369	217	3,955	167	\$ 10,580.00

MONTHLY TOTALS PERMITTING FY 2014-2015

CITY OF MANOR, TX

	ALL PERMITS ISSUED	RBD PERMITS	#INSPECTIONS	#COs	TECH FEES
October	25	10	476	29	\$ 380.00
November	12	1	301	20	\$ 305.00
December	28	18	342	38	\$ 970.00
January	30	17	224	15	\$ 535.00
February	69	53	270	20	\$ 1,770.00
March	33	18	365	15	\$ 690.00
April	53	28	427	15	\$ 1,130.00
May	53	20	379	8	\$ 930.00
June	32	18	510	12	\$ 780.00
July	42	28	605	16	\$ 1,235.00
August	23	9	609	26	\$ 565.00
September	28	19	627	30	\$ 760.00
Totals	428	239	5,135	244	\$ 10,050.00

MONTHLY TOTALS PERMITTING FY 2015-2016

CITY OF MANOR, TX

	ALL PERMITS ISSUED	RBD PERMITS	#INSPECTIONS	#COs	TECH FEES
October	27	12	510	24	\$ 725.00
November	35	9	484	16	\$ 835.00
December	12	0	412	44	\$ 240.00
January	55	35	219	9	\$ 1,320.00
February	52	33	325	8	\$ 1,160.00
March	72	40	490	16	\$ 1,710.00
April	66	36	562	9	\$ 2,010.00
May	40	26	449	9	\$ 1,140.00
June	34	12	575	14	\$ 780.00
July	28	14	675	36	\$ 660.00
August	38	21	528	41	\$ 675.00
September	64	52	589	39	\$ 1,700.00
Totals	523	290	5,818	265	\$ 3,120.00
					\$ 9,835.00

MONTHLY TOTALS PERMITTING FY **2016-2017**

CITY OF MANOR, TX

	ALL PERMITS ISSUED	RBD PERMITS	#INSPECTIONS	#COs	TECH FEES
October	37	25	663	16	\$ 780.00
November	12	1	688	26	\$ 310.00
December	93	79	558	26	\$ 2,530.00
January	61	51	425	17	\$ 1,900.00
February	89	66	552	15	\$ 2,595.00
March	138	107	969	24	\$ 4,000.00
April	27	8	942	18	\$ 695.00
May	82	61	1,011	61	\$ 2,280.00
June	102	75	1,167	49	\$ 2,945.00
July	41	17	1,198	41	\$ 885.00
August	70	52	1,133	53	\$ 2,595.00
September	64	43	1,104	53	\$ 1,305.00
Totals	816	585	10,410	399	\$ 22,820.00

MONTHLY TOTALS PERMITTING FY **2017-2018**

CITY OF MANOR, TX

	ALL PERMITS ISSUED	RBD PERMITS	#INSPECTIONS	#COs	TECH FEES
October	63	47	848	26	\$ 1,910.00
November	51	25	1,032	46	\$ 1,840.00
December	89	74	946	58	\$ 2,190.00
January	75	60	1,323	28	\$ 2,050.00
February	93	80	1,177	48	\$ 2,810.00
March	96	71	1,543	62	\$ 2,515.00
April	73	46	1,557	56	\$ 1,745.00
May	70	14	1,358	54	\$ 1,885.00
June	85	45	1,187	60	\$ 2,200.00
July	62	28	1,175	56	\$ 1,295.00
August	47	17	1,140	59	\$ 1,460.00
September	66	51	793	40	\$ 1,515.00
Totals	870	558	14,079	593	\$ 23,415.00

MONTHLY TOTALS PERMITTING FY **2018-2019**

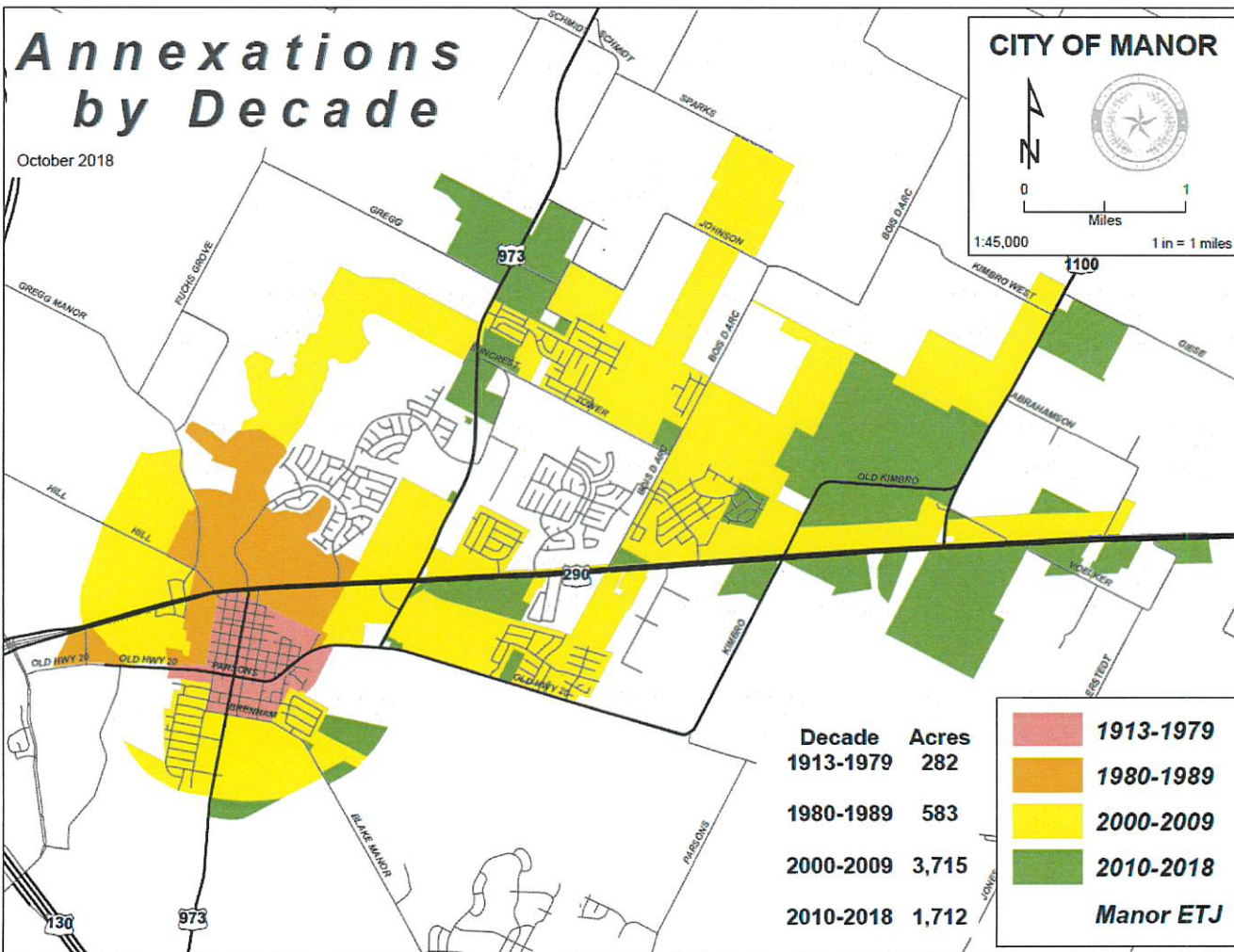
CITY OF MANOR, TX

	ALL PERMITS ISSUED	RBD PERMITS	#INSPECTIONS	#COs	TECH FEES
October	68	41	946	58	\$ 1,550.00
November	66	40	973	32	\$ 1,770.00
December	74	48	1,090	61	\$ 2,295.00
January	74	41	1,078	27	\$ 1,580.00
February	59	23	911	32	\$ 1,210.00
March	65	15	1,139	36	\$ 1,120.00
April	118	89	1,040	55	\$ 3,270.00
May	100	73	1,212	55	\$ 2,720.00
June	101	68	1,211	39	\$ 2,770.00
July	100	50	1,401	50	\$ 1,745.00
August	146	85	1,549	48	\$ 3,385.00
September	100	41	1,571	65	\$ 1,975.00
Totals	1071	614	14,121	558	\$ 25,390.00

MONTHLY TOTALS PERMITTING FY 2019-2020

CITY OF MANOR, TX

	ALL PERMITS ISSUED	RBD PERMITS	#INSPECTIONS	#COs	TECH FEES
October	120	72	1,752	64	\$ 2,710.00
November	109	60	1,228	34	\$ 2,345.00
December	47 (12/13/19)	30 (12/13/19)	742 (12/13/19)	26	\$1,270
January					
February					
March					
April					
May					
June					
July					
August					
September					
Totals	276 (12/13/19)	162 (12/13/19)	3,722 (12/13/19)	124	\$ 6,325





**CITY COUNCIL
REGULAR SESSION MINUTES
DECEMBER 18, 2019**

PRESENT:

Dr. Larry Wallace Jr., Mayor

COUNCIL MEMBERS:

Emily Hill, Place 1
Maria Amezcua, Place 2
Dr. Christopher Harvey, Place 3
Danny Scarbrough, Place 4 (Absent)
Deja Hill, Mayor Pro Tem, Place 5
Valerie Dye, Place 6

CITY STAFF:

Thomas Bolt, City Manager
Lluvia T. Almaraz, City Secretary
Lydia Collins, Director of Finance
Scott Dunlop, Assistant Development Services Director
Debbie Charbonneau, Community Development Manager
Denver Collins, Captain
Sarah Friberg, Court Administrator
Michael Tuley, Public Works Director
Veronica Rivera, City Attorney

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 Dr. Larry Wallace Jr. at 7:00 p.m. on Wednesday, December 18, 2019, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

PLEDGE OF ALLEGIANCE

At the request of Mayor Dr. Wallace Jr., Mayor Pro Tem Hill, led the Pledge of Allegiance.

PUBLIC COMMENTS

No one appeared to speak at this time.

CONSENT AGENDA

- 1. Consideration, discussion, and possible action to approve the City Council Minutes of the December 4, 2019, 2019, Regular Meeting.**
- 2. Consideration, discussion, and possible action on the acceptance of the November 2019 Departmental Reports:**
 - **Police – Ryan Phipps, Chief of Police**
 - **Development Services – Scott Dunlop, Assistant Dev. Services Director**
 - **Community Development – Debbie Charbonneau, Community Dev. Manager**
 - **Municipal Court – Sarah Friberg, Court Clerk**
 - **Public Works – Michael Tuley, Director of Public Works**
 - **Finance – Lydia Collins, Director of Finance**

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Dye, the Council voted six (6) “ayes” and no (0) “nays” to approve and adopt all items on the Consent Agenda. The motion carried unanimously.

PUBLIC HEARINGS

- 3. Public Hearing: Conduct a public hearing upon a Concept Plan for IDEA- Manor, one (1) lot on 13.19 acres more or less, located near N. FM 973 and Suncrest Road, Manor, TX.**

Mayor Dr. Wallace Jr., opened the public hearing.

The City staff’s recommended that the City Council conduct the public hearing.

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

City Manager Bolt discussed the Concept Plan for IDEA-Manor.

Denise Martinez, Travis County Resident spoke before City Council regarding the type of utilities the facility would have and the size of the development.

The discussion was held regarding the zoning regulations for the site.

The discussion was held regarding the notifications to residents regarding this item.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Dye, the Council voted six (6) “ayes” and no (0) “nays” to close the Public Hearing. The motion carried unanimously.

4. Public Hearing: Conduct a public hearing upon a Concept Plan for Las Entradas North, twenty-four (24) lots on 104.6 acres more or less, located near US Hwy 290 E and Gregg Manor Road, Manor, TX.

Mayor Dr. Wallace Jr., opened the public hearing.

The City staff’s recommended that the City Council conduct the public hearing.

Scott Dunlop, Asst. Development Services Director Dunlop discussed the Concept Plan for Las Entradas North.

MOTION: Upon a motion made by Council Member Dye and seconded by Council Member Amezcua, the Council voted six (6) “ayes” and no (0) “nays” to close the Public Hearing. The motion carried unanimously.

5. Public Hearing: Discussion on the issuance of Special Assessment Revenue Bonds, Series 2019 (Lagos Public Improvement District Major Improvement Area Project).

At the direction of City Manager Bolt, Gregory Miller with Bickerstaff Heath Delgado Acosta LLP, spoke before City Council regarding the Bond Documents.

Robert Rivera with FMS Bonds spoke to City Council regarding the underwriting process for the bond.

Tripp Davenport with FMS Bonds spoke to City Council regarding the bond process.

The discussion was held regarding the purchasers of the bonds.

MOTION: Upon a motion made by Council Member Dye and seconded by Council Member Emily Hill, the Council voted six (6) “ayes” and no (0) “nays” to close the Public Hearing. The motion carried unanimously.

REGULAR AGENDA

6. Consideration, discussion, and possible action upon a Concept Plan for IDEA- Manor, one (1) lot on 13.19 acres more or less, located near N. FM 973 and Suncrest Road, Manor, TX. Applicant: Pape-Dawson Engineers. Owner: IDEA Public Schools.

The City staff recommended that the City Council deny a Concept Plan for IDEA-Manor, one (1) lot on 13.19 acres more or less, located near N. FM 973 and Suncrest Road, Manor, TX.

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

MOTION: Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Dye, the Council voted six (6) “ayes” and no (0) “nays” to deny a Concept Plan for IDEA-Manor, one (1) lot on 13.19 acres more or less, located near N. FM 973 and Suncrest Road, Manor, TX. The motion carried unanimously.

7. Consideration, discussion, and possible action upon a Concept Plan for Las Entradas North, twenty-four (24) lots on 104.6 acres more or less, located near US Hwy 290 E and Gregg Manor Road, Manor, TX. Applicant: Kimley-Horn & Associates. Owner: Las Entradas Development Corp.

The City staff recommended that the City Council approve a Concept Plan for Las Entradas North, twenty-four (24) lots on 104.6 acres more or less, located near US Hwy 290 E and Gregg Manor Road, Manor, TX.

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

MOTION: Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Dye, the Council voted six (6) “ayes” and no (0) “nays” to approve a Concept Plan for Las Entradas North, twenty-four (24) lots on 104.6 acres more or less, located near US Hwy 290 E and Gregg Manor Road, Manor, TX. The motion carried unanimously.

8. Consideration, discussion, and possible action on an ordinance authorizing the issuance and sale of the City of Manor, Texas Special Assessment Revenue Bonds, Series 2019 (Lagos Public Improvement District Major Improvement Area Project); approving and authorizing related agreements; and accepting and approving an update to the Service and Assessment Plan and Assessment Roll.

The City staff’s recommendation was that the City Council approve Ordinance No. 563 authorizing the issuance and sale of the City of Manor, Texas Special Assessment Revenue Bonds, Series 2019 (Lagos Public Improvement District Major Improvement Area Project); approving and authorizing related agreements; and accepting and approving an update to the Service and Assessment Plan and Assessment Roll.

Chris Lane, Financial Advisory spoke to City Council regarding the sale of the bonds. She stated the sale was a success.

Ordinance No. 563: An Ordinance of The City of Manor, Texas Authorizing the Issuance of The City of Manor, Texas Special Assessment Revenue Bonds, Series 2019 (Lagos Public Improvement District Major Improvement Area Project); Approving and Authorizing an Indenture Of Trust, a Bond Purchase Agreement, a Limited Offering Memorandum, a Continuing Disclosure Agreement, and other Agreements and Documents in Connection Therewith; Making Findings with Respect to the Issuance of Such Bonds; Providing an

Effective Date; and Accepting and Approving an Update to the Service and Assessment Plan and Assessment Roll.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Dye, the Council voted six (6) “ayes” and no (0) “nays” to approve Ordinance No. 563 authorizing the issuance and sale of the City of Manor, Texas Special Assessment Revenue Bonds, Series 2019 (Lagos Public Improvement District Major Improvement Area Project); approving and authorizing related agreements; and accepting and approving an update to the Service and Assessment Plan and Assessment Roll. The motion carried unanimously.

MOTION: Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Dye, the Council voted six (6) “ayes” and no (0) “nays” to amend the motion with the correction of the year on the caption of Ordinance No. 563 from Series 2019 to Series 2020. The motion carried unanimously.

9. Consideration, discussion and possible action on selecting an appraiser for the Manor Heights Public Improvement District (PID).

The City staff recommended that the City Council approve the selection of Flato Realty Advisors, LLC as the appraiser for the Manor Heights PID and authorize the City Manager to enter and execute any agreements necessary for appraisal services regarding the Manor Heights PID.

At the direction of City Manager Bolt, Veronica Rivera, City Attorney, discussed the selection of appraiser for Manor Heights Public Improvement District (PID).

The discussion was held regarding the deposit agreement with the developer regarding the appraiser fees.

MOTION: Upon a motion made by Council Member Dye and seconded by Council Member Emily Hill, the Council voted six (6) “ayes” and no (0) “nays” to approve the selection of Flato Realty Advisors, LLC as the appraiser for the Manor Heights PID and authorize the City Manager to enter and execute any agreements necessary for appraisal services regarding the Manor Heights PID. The motion carried unanimously.

Council Member Amezcua advised she would be abstaining from discussion and consideration of the following item, as she is a member of the Lions Club that is located across the street of 430 West Parsons Street. The appropriate Conflict of Interest Affidavit had been filled out and filed with the City Secretary.

10. 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

The City staff recommended that the City Council 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).

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

Maricela Ponce, 430 W. Parsons Street, Manor, Texas, spoke before City Council in support of this item. Ms. Ponce is requesting rezoning of her property in order to be able to sale to interested commercial buyers.

The discussion was held regarding the C-1 Light Commercial Development Regulations.

The discussion was held regarding the regulations for Conditional Use Permits.

The discussion was held regarding the future Gregg Manor extension.

MOTION: Upon a motion made by Council Member Dye and seconded by Council Member Emily Hill, the Council voted four (4) “ayes” and one (1) “nays” to 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). Mayor Pro Tem Deja Hill voted against. The motion carried.

11. Consideration, discussion and possible action on the Third Amendment to the Manor Commons Amended and Restated Project and Incentive Agreement.

The City staff recommended that the City Council approve the Third Amendment to the Manor Commons Amended and Restated Project and Incentive Agreement with the Amendment.

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

City Manager Bolt discussed the Third Amendment to the Manor Commons Amended and Restated Project and Incentive Agreement.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Dye, the Council voted six (6) “ayes” and no (0) “nays” to approve the Third Amendment to the Manor Commons Amended and Restated Project and Incentive Agreement with the Amendment. The motion carried unanimously.

12. Consideration, discussion, and possible action upon a Concept Plan for the Manor Commons SE Commercial, nineteen (19) lots on 73 acres more or less, located near US Hwy 290 E and FM 973 N, Manor, TX. Applicant: ALM Engineering. Owner: Greenview Development 973, LP

The City staff recommended that the City Council approve a Concept Plan for the Manor Commons SE Commercial, nineteen (19) lots on 73 acres more or less, located near US Hwy 290 E and FM 973 N. Manor, TX.

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

MOTION: Upon a motion made by Council Member Dye and seconded by Council Member Dr. Harvey, the Council voted six (6) “ayes” and no (0) “nays” to approve a Concept Plan for the Manor Commons SE Commercial, nineteen (19) lots on 73 acres more or less, located near US Hwy 290 E and FM 973 N. Manor, TX. The motion carried unanimously.

13. First Reading: Consideration, discussion, and possible action on an amendment to the Manor Code of Ordinances Chapter 14 Zoning to amend sections General including Application, and Definitions; Zoning District and Regulations including General Requirements and Limitations, Zoning of Annexed Areas, and Establishment of Zoning Districts; Construction Plans; Conditional Use Permits; Nonconforming Uses; Sexually Oriented Businesses; and other related matters.

The City staff recommended that the City Council postpone this item to the January 15, 2020, Regular Council Meeting.

MOTION: Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Emily Hill, the Council voted six (6) “ayes” and no (0) “nays” to postpone this item to the January 15, 2020, Regular Council Meeting. The motion carried unanimously.

14. Consideration, discussion and possible action on an Interlocal Agreement between the City of Manor and the City of Austin for police graphics and decal services.

The City staff recommended that the City Council approve the agreement between the City of Manor and the City of Austin for graphic and decal services.

The discussion was held regarding the term limit of the agreement.

MOTION: Upon a motion made by Council Member Dye and seconded by Council Member Amezcua, the Council voted six (6) “ayes” and no (0) “nays” to approve the agreement between the City of Manor and the City of Austin for graphic and decal services. The motion carried unanimously.

15. Consideration, discussion, and possible action on the appointment of two (2) Planning and Zoning Commissioners to the Tree Advisory Committee.

The City staff recommended that the City Council appoint P&Z Commissioner’s Lian Stutsman and Julie Leonard to the Tree Advisory Committee.

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

City Manager Bolt discussed the recommendation of two (2) P&Z Commissioners to the Tree Advisory Committee.

Mayor Pro Tem Deja Hill spoke on behalf of the Park Committee to nominate P&Z Commissioner's Lian Stutsman and Julie Leonard to the Tree Advisory Committee.

The discussion was held regarding the requirement of the mandated committee for City USA.

The discussion was held regarding the term limit for the committee.

MOTION: Upon a motion made by Mayor Pro Tem Deja Hill and seconded by Council Member Amezcua, the Council voted six (6) "ayes" and no (0) "nays" to appoint P&Z Commissioner's Lian Stutsman and Julie Leonard to the Tree Advisory Committee. The motion carried unanimously.

16. Acknowledge the resignation of Planning and Zoning Commissioner Keith Miller, Place No. 6 and declare a vacancy.

The City staff recommended that the City Council acknowledge the resignation of Keith Miller and declare a vacancy for Place No. 6 on the Planning and Zoning Commission.

MOTION: Upon a motion made by Council Member Dye and seconded by Council Member Emily Hill, the Council voted six (6) "ayes" and no (0) "nays" to acknowledge the resignation of P&Z Commissioner Keith Miller and declare a vacancy for Place No. 6. The motion carried unanimously.

Mayor Dr. Wallace Jr. adjourned the regular session of the Manor City Council into Executive Session at 8:02 p.m. Wednesday, December 18, 2019, in accordance with the requirements of the Open Meetings Law.

Council Member Emily Hill and Council Member Dr. Harvey advised they would be abstaining from the Executive Session as they are involved with Manor ISD. The appropriate Conflict of Interest Affidavit's had been filled out and filed with the City Secretary.

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 551.074 Personnel Matters – Interview Candidates for appointment to the Planning and Zoning Commission for Place No. 6; and Reappointments for Place No. 2 – Jacob Hammersmith and Place No. 4 Isaac Rowe.* at 8:02 p.m., on Wednesday, December 18, 2019, City Council Conference Room of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

The Executive Session was adjourned at 9:05 p.m. on Wednesday, December 18, 2019.

OPEN SESSION

The City Council reconvene into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and took action on item(s) discussed during Closed Executive Session at 9:05 p.m. on Wednesday, December 18, 2019, in the Council Chambers of the Manor City Hall.

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

MOTION: Upon a motion made by Council Member Dye and seconded by Mayor Pro Tem Deja Hill the Council four (4) “ayes” and no (0) “nays” to re-appoint Jacob Hammersmith to Place No. 2 and Isaac Rowe to Place No. 4 and appoint Cecil Myer to Place No. 6 for a 2-year term on the P&Z Commission. The motion carried unanimously.

ADJOURNMENT

The Regular Session of the Manor City Council Adjourned at 9:06 p.m. on Wednesday, December 18, 2019.

These minutes approved by the Manor City Council on the 15th day of January 2020.

APPROVED:

Dr. Larry Wallace Jr.
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 15, 2020

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

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

BACKGROUND/SUMMARY:

- Police – Ryan Phipps, Chief of Police
- Development Services – Scott Dunlop, Asst. Development Services Director
- Community Development - Debbie Charbonneau
- 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

December 2019 Departmental Reports

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve and accept the December 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:

1/15/2020

December 2019

Activity	Reported Month	Same month Prior year	Percentage difference	
Calls for Service	1904	1394	36.5↑	Patrol Car Rental Last Month \$1788.00 YTD \$38623.50
Average CFS per day	61.4	44.9	36.7↑	
Open Cases	23	12	91.6↑	
Charges Filed	44	53	16.9↓	
Alarm Responses	53	44	20.4↑	
Drug Cases	12	26	53.9↓	
Family Violence	7	3	133.3↑	
Arrests Fel/Misd	15Fel/29Misd	25Fel/28Misd	40.0↓Fel/3.5↑Misd	
Animal Control	13	41	68.2↓	
Traffic Accidents	33	58	43.1↓	
DWI Arrests	18	10	80.0↑	
Traffic Violations	729	518	40.7↑	
Impounds	66	108	38.8↓	
Ordinance Violations	59	50	18.0↑	
Victim Services Cases	63	24	162.5↑	
Total Victims Served	75	33	127.2↑	
Laboratory Submissions	7	6	16.6↑	

Notes:

*DNA- DATA NOT AVAILABLE



Manor Police Department

Monthly Council Report

Ryan S. Phipps - Chief of Police

Date of Meeting:

1/15/2020

END OF YEAR

Activity	2019	2018	Percentage difference
Calls for Service	20745	17743	16.9↑
Average CFS per day	56.8	48.6	16.8↑
Open Cases	62	37	67.5↑
Charges Filed	618	652	5.2↓
Alarm Responses	569	444	28.1↑
Drug Cases	152	175	13.1↓
Family Violence	150	118	27.1↑
Arrests F/M	206Fel/413MISD	220Fel/433MISD	6.3↓Fel/4.6↓Misd
Animal Control	387	432	10.4↓
Traffic Accidents	582	457	27.3↑
DWI Arrests	135	159	15.0↓
Traffic Violations	7640	7043	8.4↑
Impounds	1029	974	5.6↑
Ordinance Violations	429	398	7.7↑
Victim Services cases	542	212	155.6↑
Total Victims Served	639	294	117.3↑
Laboratory Submissions	105	95	10.5↑

Notes:

*DNA- DATA NOT AVAILABLE

**DEVELOPMENT SERVICES DEPARTMENT REPORT
PROJECT VALUATION AND FEE REPORT**

December 1-31, 2019

Description	Projects	Valuation	Fees	Detail
Commercial Plumbing	2	\$28,000.00	\$504.00	
Commercial Tenant Finish-Out	2	\$109,992.00	\$2,722.50	Laundris Corp, Rosita's Nails
Commercial Electrical	1	\$2,125.00	\$252.00	
Residential Electrical	6	\$17,701.20	\$1,002.00	
Residential Irrigation	34	\$9,700.00	\$3,638.00	
Residential Foundation	1		\$97.00	
Residential Plumbing	6	\$4,174.00	\$642.00	
Residential New	65	\$18,891,072.36	\$356,675.40	
Residential Driveway	1	\$1,200.00	\$97.00	
Totals	118	\$19,063,964.56	\$365,629.90	

Total Certificate of Occupancies Issued: 66

Total Inspections(Comm & Res): 1,483

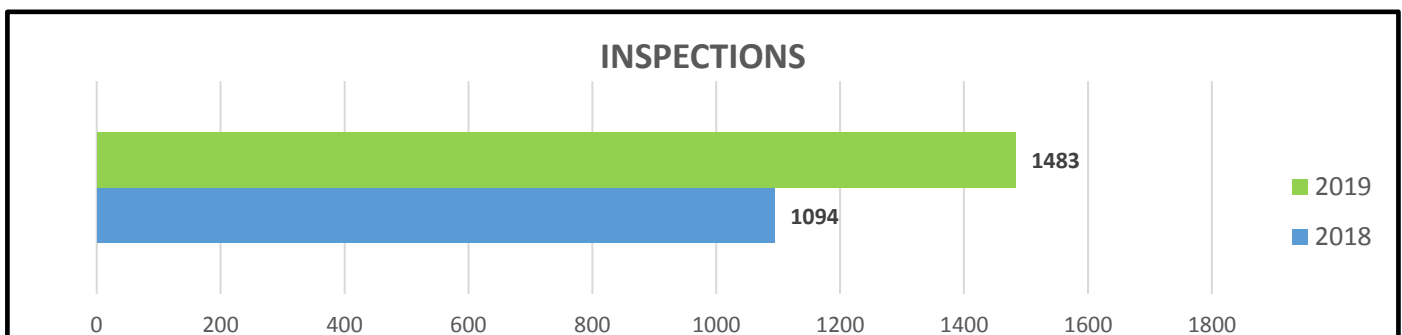
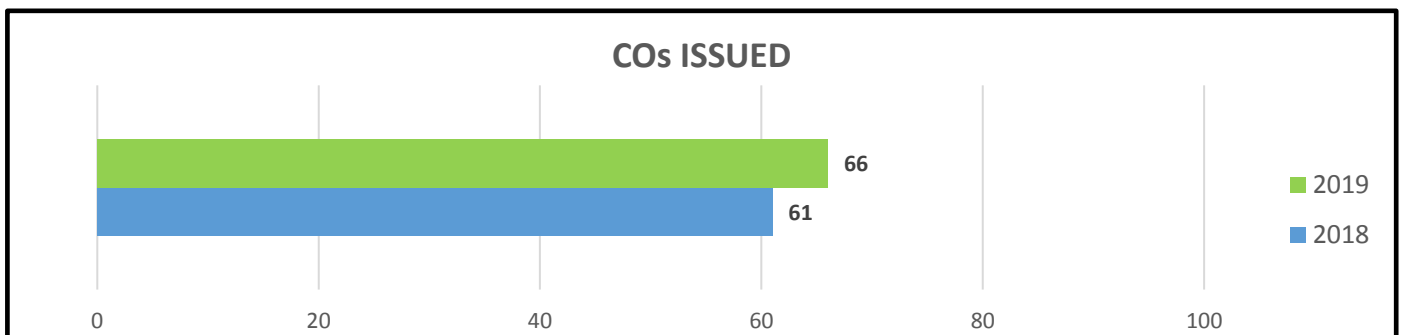
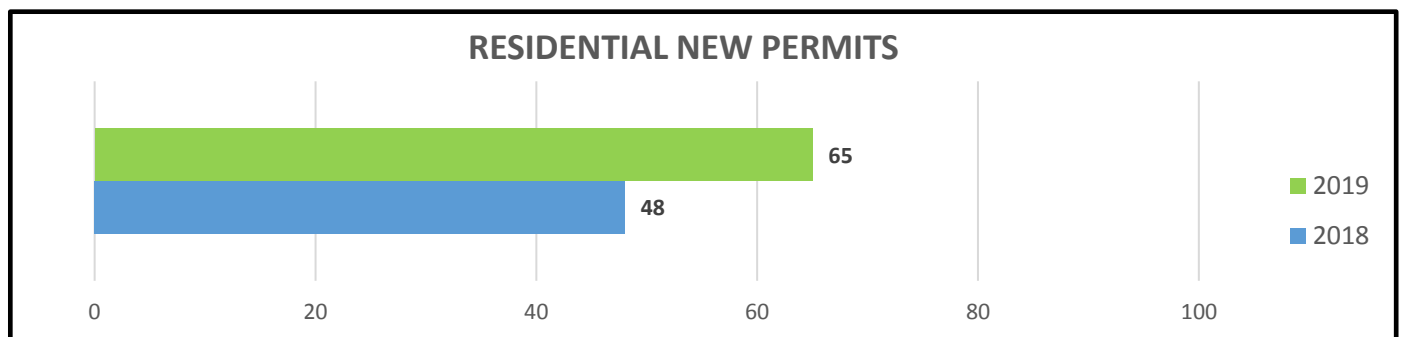
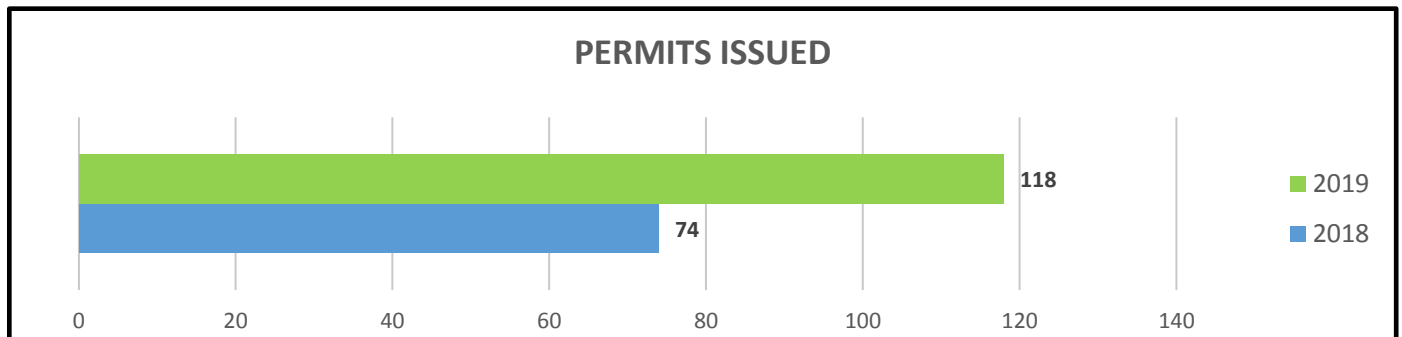
Tom Bolt, City Manager





December 2019

DEPARTMENT OF DEVELOPMENT SERVICES
THOMAS BOLT, DIRECTOR





MEMO

To: Mayor and City Council Members
From: Debbie Charbonneau, Community Development Manager
Date: January 15, 2020
RE: **December Monthly Report**

COMMUNITY MEETINGS

Lunch Meeting with Catherine Sak from the Texas Downtown Association
Regional Partners Meeting in Manor

BUSINESS VISITS

Honeywell – Luis Montes
Artisan Market – Elgin
Luigi's - Elgin
Build Pro Mechanical LLC
Butler Brothers Odd Jobs

EVENTS

Breakfast Bites Planning Meeting for January
Manor Palooza Planning Meeting

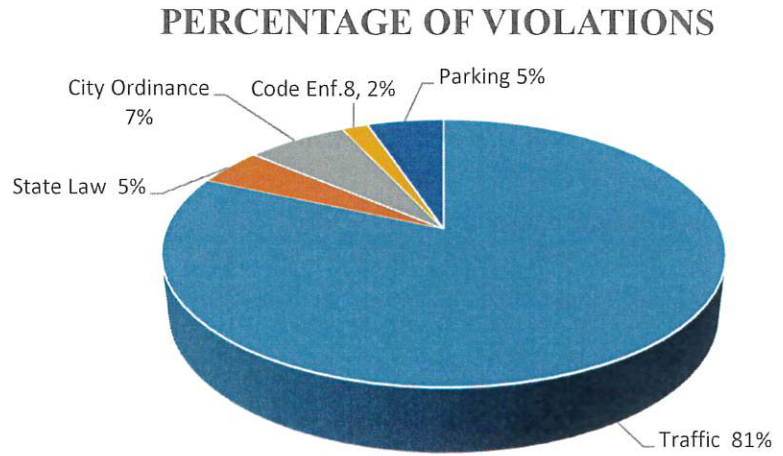
OTHER DUTIES

Texas Main Street Managers Planning Committee Conference Call regarding National Main Street Conference in Dallas from May 18 – 20, 2019
Texas Downtown Association Education Conference Call
Meeting with Daryl Whitworth from Madden Media
City Council Workshop
December City Council Meeting

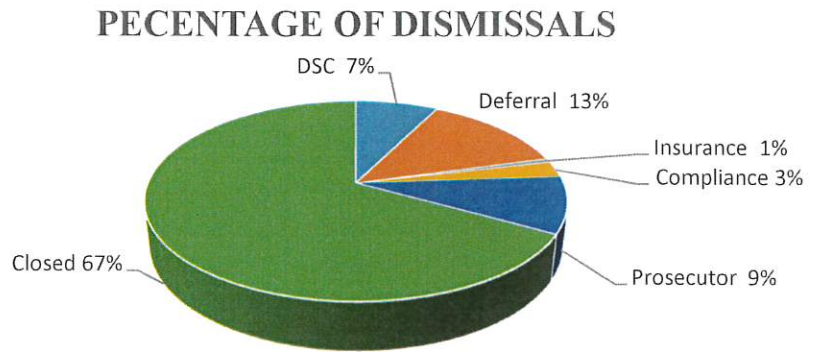
City of Manor Municipal Court

DECEMBER 2019

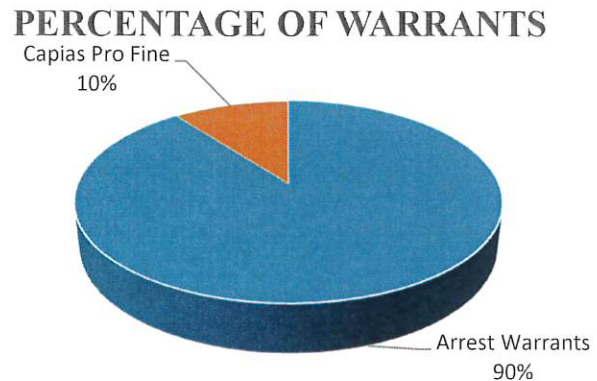
Violations Filed	Dec-19	Dec-18
Traffic	358	502
State Law	20	24
City Ordinance	30	5
Code Enforcement	8	0
Parking	23	9
Total	439	540



Dismissals	Dec-19	Dec-18
DSC	47	28
Deferral	82	58
Insurance	4	6
Compliance	16	11
Prosecutor	57	50
Closed	418	419
Total	624	572



Warrants	Dec-19	Dec-18
Arrest Warrants	205	8
Capias Pro Fine	24	49
Total	229	57



Money Collected in December 2019

Kept By City	\$35,275.14
Kept By State	\$20,121.22
Total	\$55,396.36

Money Collected in December 2018

Kept By City	\$45,989.52
Kept By State	\$29,520.55
Total	\$75,510.07



MEMO

To: Mayor and City Council Members
From: Mike Tuley, Director of Public Works
Date: January 15, 2020
RE: December Monthly Report

Public Works Department

Street and Public, Parks, and Maintenance Department

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

Water and Wastewater Department

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

Water Production & Purchase

In the month of December 11% of the water we supplied to our residents was from our wells, and we purchased 89% from EPCOR and Manville WSC. In December, the estimated population of residents in the City of Manor is 13,626. Estimated population for ShadowGlen is 4,026 residents.

Subdivision Inspections

- Street Inspections- 7
- Water Inspections- 1
- Wastewater Inspections- 2

Street and Parks Monthly Report December 2019

Daily Duties and Projects 12/1/2019-12/31/2019

12/2/2019- Rye grass at all parks are in full swing. Monitoring the grass that is stays healthy and green is more complex than it may seem. Constant mowing, fertilizing, watering, and topdressing are some of the maintenance items that are done around this time of the year.

12/3/2019- The streets department will always set time aside for potholes. The streets department will order 2 tons of asphalt and hit every potential area that could cause damage and or injury to street users.

12/5/2019- Keeping machines up to date on preventative maintenance is extremely important. On this day, every piece of machine was greased, cleaned, and double checked to ensure it was at 100%.

12/9/2019- The art park has been in the making for some time now. Without electricity on site, lighting the park for the holidays would be a challenge. There was a possibility that we could connect temporary power if we did the work behind the scenes to make it happen. That is exactly what we did, and the art park looked great for the holidays.

12/11-18/2019- As we all know, there are plenty of streets on our plate that will need to be repaved. As of last year, the city has purchased an asphalt paver. Out with the small repairs and in with entire streets getting repaved. E. Browning block 100 will be the next street getting replaced from the base up.

12/19/2019- Keeping sidewalks safe and free of trip hazards is a big task. The more subdivisions that are built in Manor, the more sidewalks to maintain. Every year, the streets division works alongside a concrete raising company to save hundreds of feet of sidewalk. Most sidewalks in Manor are still in good shape, and just need to be releveled. There were 5 spots in Stonewater subdivision that city staff leveled with a product called perma-patch. The product will serve as a temporary fix until it is releveled.

12/23/2019- The city maintains numerous city facilities. Once a year, all outdoor outlets and breaker boxes are checked over. This electrical check will ensure all outlets remain safe and working when needed.

12/26/2019- Stopping vandalism to public property seems impossible. Bouncing back quickly and repairing all items that were vandalized is our goal. Jennie Lane bathroom partitions have been victim of vandalism a few times in the past few years. Upgrading to a stronger material is what will need to happen to minimize the chance of vandalism.

12/26/2019- When another department is in need of assistance, we are always happy to help. The Police department has been needing a mailbox with the appropriate concrete foundation to hold it. City staff did not hesitate and built the concrete platform and installed the mailbox. Teamwork!

12/30/2019- If you have not taken a visit to the art park, the time is now to do so. The streets department has installed all painted lines, and appropriate handi-cap parking spaces. Brand new bright yellow wheel stops were also installed to each parking space to ensure safety. The grounds look amazing, and a great place to view all the great art.

Certifications and Training Classes

2 park employees were sent to irrigator school to obtain an irrigation technician license. Testing for the license will be in the month of February 2020.

Inspections/Warranties/New subdivision Walkthroughs and Pre-Construction meetings.

Presidential Heights Phase 5- Excavation has begun on this phase. The city will continue on their regular site inspections to ensure all contractors are following the rules that are in place.

Presidential Heights Phase 3&4- Phase 3 is almost completely built out and closing on their amenity center. Phase 4 had some contractor issues along the way but seem to be back on track. Home building will begin here in the next month.

Stonewater North Phase 1&3- Homes are being built in Phase 1. Phase 3 roads and utilities are in and awaiting home building.

Stonewater North Phase 2- The city had its first pre-construction meeting for Phase 2. Ground-breaking has already began and moving along very fast.

Presidential Phase 7- Phase 7 is close to all homes being completed.

Lagos Phase 1- Homes are continuing to go up and regular inspections are done on a weekly basis. The subdivision has done a great job on keeping all sites clean.

Manor Commons- All roads are paved, and Timmermann Park is complete. Most of the open land is revegetated and on a weekly mowing schedule. The park is turning into a very nice area for the citizens of Manor to enjoy.

Water Monthly Report December 2019

For the month of December, the Water Department had 51 service calls, 8 repair jobs, 3 maintenance jobs, 1 inspection, and flushed all dead-end mains.

Service calls include: Low water pressure calls, meter leaks, line locates, brown water calls, disconnect water services, and connected water services.

Repairs

11503 Lapoynor- Replaced a broken 1" curb stop with new one by CD,AM 12-4-19.

11608 Lapoynor- Replaced a broken 3/4 curb stop with new one by CD,DD 12-6-19.

11507 Carrie Manor- Replaced a broken curb stop with new one by RM,CD,DD 12-11-19.

104 South San Marcos- Repaired a 2" main break (Leaking at a bell joint) and backfilled by FZ,CD,DD 12-17-19.

205 West Wheeler- Replaced the 3/4 service line from water meter to main, installed a new curb stop by FZ,CD,AM 12-19-19.

306 West Eggleston - Repaired a 1" service line break by CD,DD,AM 12-27-19.

16817 Trevin Cove- Replaced a broken curb stop with new one by DD,AM 12-30-19.

Browning and Burnet SW corner- Repaired a 2" main break by FZ,CD,DD 12-20-19.

Maintenance

Aqua Tech Lab - Dropped off first set of 5 monthly Bac T samples by RM 12-2-19.

Aqua Tech Lab - Dropped off first second of 5 monthly Bac T samples by RM 12-18-19.

Clear well on Gilbert Lane - Changed a cl2 bottle 150 lbs. by RM,CD 12-26-19.

Inspections

Presidential Heights Phase 5- Received Bac T sample results for new construction all came back good by JT 12-13-19.

Wastewater Monthly Report December 2019

For the month of December, the Wastewater Department had 11 service calls, 3 repair jobs, 4 maintenance jobs and 2 inspections.

Service Calls

11302 Dimmit- checked sewer back up- jetted city side service and cleared also called locates to make repairs where city side meets customer side notified customer by JT,CD 12-2-19.
18417 Maxa- sewer clog – jetted city side and cleared, also called locates to make repairs where city side meets customer side by CD 12-2-19.
201 East Burton - sewer clog - city side service was clear customer was notified by RM,DD 12-2-19.
12713 Door Bell- sewer clog - jetted city side service and cleared and notified customer by RM,CD 12-9-19.
207 East Burton - sewer clog - jetted city side service and cleared notified customer by FZ,DD 12-16-19.
14422 Pebble Run path- called locates so we can make repairs where city side meets customer side by CD,AM 12-16-19.
12733 Bella Parkway- customer clean out was broken, notified customer by CD,AM 12-16-19.
14804 Tuff Rd - sewer clog - clog was on customer side, notified customer by DD 12-24-19.
708 John Nagle St. - sewer clog- jetted city main and cleared notified customer by RM,AM 12-26-19.
306 West Boyce St.- sewer clog - city side was cleared, notified customer by JT,RM 12-27-19.
12604 Camellia cove- jetted city side service and cleared notified customer by RM 12-31-19.

Repairs

18417 Maxa-called line locates and repaired where city side meets customer and installed a new clean out, notified customer repairs have been made by RM,CD,DD 12-3-19.
14422 Pebble Run path -called line locates and repaired where city side meets customer and installed a new clean out, notified customer repairs have been made by RM,CD,DD 12-23-19.
18124 Gallant St.-called line locates and repaired where city side meets customer and installed a new clean out, notified customer repairs have been made by CD,DD,AM 12-30-19.

Maintenance

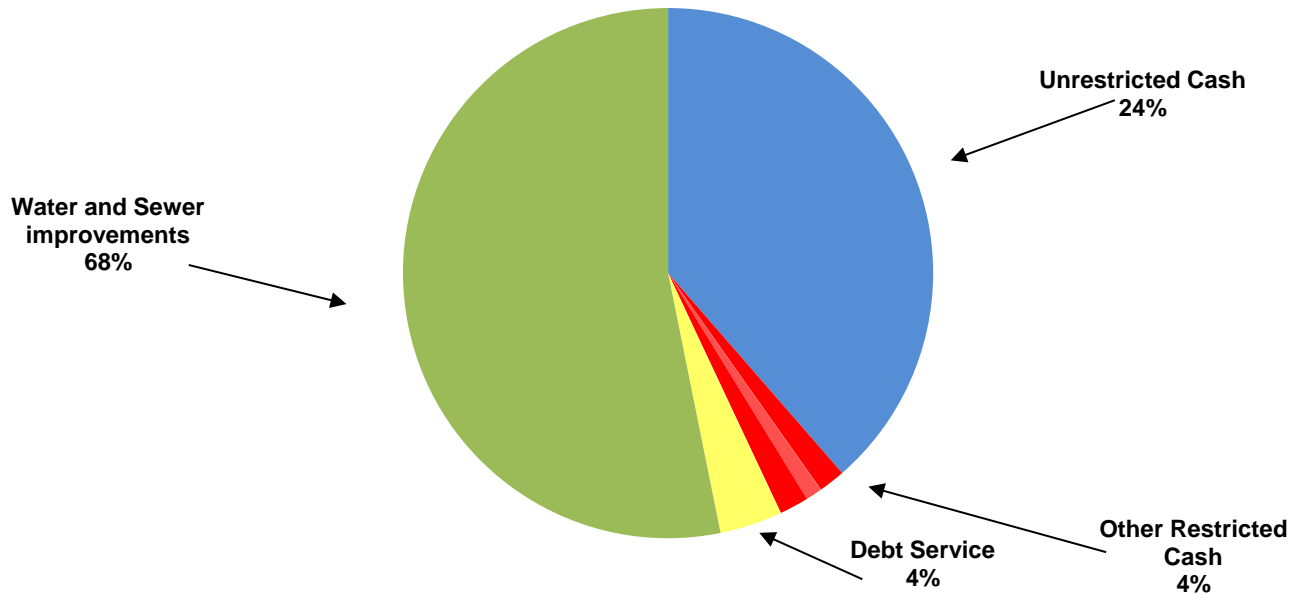
Brenntag - ordered (6) 150 lbs. cl2 bottles for wastewater treatment plant by JT
Brenntag- ordered (2) 300-gallon totes of alum for WWTP by JT 12-10-19.
WWTP – greased sand filter bridge by JR 12-17-19.
WWTP- added 1 gallon of oil to clarifier drive by JR 12-23-19.

Inspections

ShadowGlen section 11- raising of castings by JL gray construction by JT,RM 12-3-19
HT Fitness HWY 290 - pulled mandrels on wastewater main passed by RM 12-19-19

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

CASH AND INVESTMENTS	GENERAL FUND	UTILITY FUND	DEBT SERVICE FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECTS FUND	TOTAL
Unrestricted:						
Cash for operations	\$ 5,852,979	\$ 7,716,450			\$ -	\$ 13,569,429
Restricted:						
Tourism				568,923		568,923
Court security and technology	6,346					6,346
Rose Hill PID				348,993		348,993
Customer Deposits		626,458				626,458
Park	8,888					8,888
Debt service			1,334,150			1,334,150
Capital Projects						
Water and sewer improvements		10,662,136		8,033,616		18,695,752
TOTAL CASH AND INVESTMENTS	\$ 5,868,213	\$ 19,005,044	\$ 1,334,150	\$ 8,951,532	\$ -	\$ 35,158,940



Overview of funds:

\$129,343.45 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: January 15, 2020

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 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 on July 10th. This item originally appeared before Council on July 17th but due to quorum issues related to conflicts of interest, the item was indefinitely postponed until after the election and the potential for a new council to not have conflicts of interest. First reading was approved on December 18th.

PRESENTATION: ☐ YES ☒ NO

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

Ordinance No. 564

Rezoning Map

Area Map

C-1 and C-2 zoning information

Notice Letter, Mailing Labels

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve Ordinance No. 564 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. 564

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 18th day of December 2019.

PASSED AND APPROVED SECOND AND FINAL READING on this the 15th day of January 2020.

THE CITY OF MANOR, TEXAS

Dr. Larry Wallace Jr.,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

EXHIBIT “A”

Property Address:
430 West Parsons Street, Manor, Texas 78653

Property Legal Description:
0.56 acres of land out of the James Manor Survey No. 40, Abstract 546

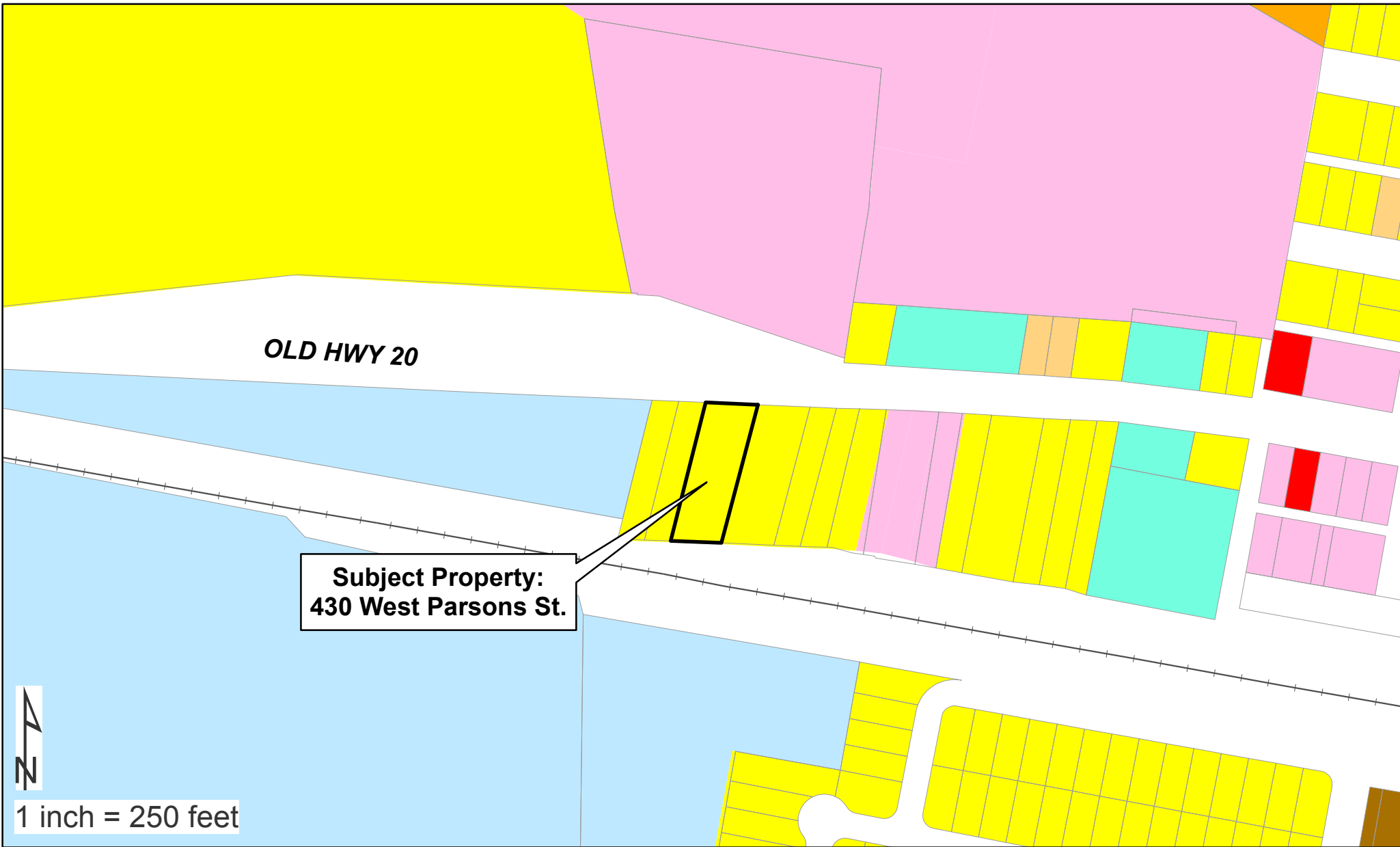
BEGINNING at a ½” iron rod found for the northeast corner of the herein described tract, being on the south right-of-way line of Parson Street (Old State Highway 20) and is the northwest corner of that 0.63-acre tract of land conveyed to Samuel and Racheal Jones by the deed recorded in Volume 12787, Page 2149 of the said Deed Records;

THENCE, S10° 07’ 00” W, (S12° 15’ W – 275.00 feet), with the west line of said 0.63 acre tract, at a distance of 230.18 feet passing a ½” iron rod found perpendicular and 2.41 feet to the east, continuing for a total distance of 256.81 feet to a ½” iron rod set with a plastic cap (stamped “Capital Surveying Co. Inc.”) for the southeast corner of the herein described tract, being on the north right-of-way line of the old H. & T.C. Railroad (200 feet wide), said railroad right-of-way having been conveyed to the City of Austin by a Quit Claim Deed recorded in Volume 9837, Page 414 of the aforementioned Deed Records;

THENCE, N79° 53’ 00” W, (West – 100.00 feet), along the north line of the said railroad right-of-way, being parallel with and 100.00 feet northeast of the center of the existing rails, a distance of 96.53 feet to a ½” iron rod set with a plastic cap (stamped “Capital Surveying Co. Inc.”) for the southwest corner of the herein described tract and the southeast corner of that 0.31 acre tract of land conveyed to Morris Williams by a deed recorded in Volume 4018, Page 1794 of the above said Deed Record;

THENCE, N10° 07’ 00” E, (N12° 15’ – 275.00 feet), leaving the north line of the said railroad right-of-way, with the east line of the 0.31 acre tract, 244.40 feet to a ½” iron rod set with a plastic cap (stamped “Capital Surveying Co. Inc.”) for the northwest corner of the herein described tract, being on the south right-of-way line of the aforesaid Parsons Street and the northeast corner of the said 0.31 acre tract bears N87° 12’ 34” W 50.41 feet;

THENCE, S87° 12’ 34” E, (East – 100.00 feet), with the south right-of-way line of Parsons Street, 97.33 feet to the POINT OF BEGINNING, and CONTAINING within these metes and bounds 0.5554 acres of land area.



Proposed Zoning: **Light Commercial (C-1)**

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

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



COMMERCIAL DISTRICTS

C-1

Light Commercial

This District allows a mix of commercial uses including retail, office, light commercial, and similar uses excluding residential and multifamily. Allows the retail of goods and products to which value is added on-site, including sales of goods and services outside of the primary structure.

Site Development Standards

Lot		Massing	
Minimum Lot Size	5,750 sq ft	Maximum Height	60 ft
Minimum Lot Width	50 ft	Maximum FAR	1.8
Maximum Building Coverage	60%	Minimum Setbacks:	
Maximum Building Coverage		Front Yard	25 ft
with Accessory Buildings	70%	Street Side Yard	15 ft
Landscape Requirement	15%	Side Yard	25 ft*
		Rear Yard	25 ft^

* 0 or 10 ft side yard to all C, I, IN

^ 10 ft rear yard to all C, I, IN

Permitted and Conditional Uses

Civic

College or University	Cultural Services
Communication Service Facilities	Postal Facilities
Community Events	Religious Assembly
Community Recreation	Safety Services
Private Primary and Secondary Education Facilities	Transportation Terminal
Public Primary and Secondary Education Facilities	All Other Civic Uses

C-1

Light Commercial

Commercial

Art Gallery	Game Rooms (c)
Art Workshop	General Retail Sales
Bed and Breakfast	Hotel and Motel
Business and Trade Schools	Indoor Entertainment
Club or Lodge	Indoor Sports and Recreation
Cocktail Lounge	Laundry Services
Commercial Off-Street Parking	Liquor Sales
Consumer Convenience Stores	Monument Retail Sales
Consumer Repair Services	Off-Site Accessory Parking
Counseling Services	Personal Improvement Services
Day Care Services	Personal Services
Financial Services	Pet Services
Florist - no greenhouse	Printing and Publishing
Food Court Establishment (c)	Restaurant
Food Preparation less than 2,500 sq. ft. GFA	Restaurant Drive-Through
Food Sales	Service Station (c)
Funeral Services Not Including Crematory	Theater

C-2

Medium Commercial

This District allows a mix of commercial uses including retail, office, light commercial, large format commercial, and similar uses excluding residential and multifamily. Allows the retail of goods and products to which value is added on-site, including sales of goods and services outside of the primary structure.

Site Development Standards

Lot		Massing	
Minimum Lot Size	7,500 sq ft	Maximum Height	60 ft
Minimum Lot Width	60 ft	Maximum FAR	1.8
Maximum Building Coverage	60%	Minimum Setbacks:	
Maximum Building Coverage		Front Yard	25 ft
with Accessory Buildings	70%	Street Side Yard	15 ft
Landscape Requirement	15%	Side Yard	25 ft*
		Rear Yard	25 ft^

* 0 or 10 ft side yard to all C, I, IN

^ 10 ft rear yard to all C, I, IN

Permitted and Conditional Uses

Residential

Convalescent Services

Civic

College or University	Private Primary and Secondary
Communication Service Facilities	Education Facilities
Community Events	Public Primary and Secondary
Community Recreation	Education Facilities
Cultural Services	Religious Assembly
Local Utility Services	Safety Services
Postal Facilities	Transportation Services
	All Other Civic Uses

Commercial

Administrative Offices	Food Preparation less than 5,000 sq. ft.
Administrative Services	GFA
Art Gallery	Food Sales
Art Workshop	Funeral Services
Automotive Rental	Game Rooms

C-2

Medium Commercial

Commercial

Automotive Repair Services	General Retail Sales
Automotive Sales	Hospital Services
Automotive Washing	Hotel and Motel
Aviation Services	Indoor Entertainment
Bail Bond Services	Indoor Sports and Recreation
Building Maintenance Services	Kennels
Business and Trade Schools	Laundry Services
Carriage Stable	Liquor Sales
Club or Lodge	Marina
Cocktail Lounge	Monument Retail Sales
Commercial Blood Plasma Center (c)	Off-Site Accessory Parking
Commercial Off-Street Parking	Outdoor Entertainment
Communication Services	Outdoor Sports and Entertainment
Construction Sales and Services	Pawnshop Services (c)
Consumer Convenience Stores	Personal Improvement Services
Consumer Repair Services	Personal Services
Convenience Storage	Pet Services
Counseling Services	Plant Nursery
Day Care Services	Printing and Publishing
Employee Recreation	Recreational Equipment Sales
Financial Services	Restaurant
Florist	Restaurant Drive-Through
Food Court Establishment (c)	Service Station
	Theater
	Veterinary Services

Open Space

Camp	Park and Recreation Facilities
Campground	
Cemetery	



November 18, 2019

RE: 430 West Parsons Street Rezoning

Dear Property Owner:

The City of Manor 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: Conduct a public hearing 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 City Council will convene at 7:00PM on December 4, 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 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 SUMMARY FORM

PROPOSED MEETING DATE: January 15, 2020

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Public Hearing: Conduct a public hearing upon an Ordinance rezoning 0.675 acres more or less, located at 10814 US Hwy 290 East, Manor, TX, from Light Commercial (C-1) to Medium Commercial (C-2).

BACKGROUND/SUMMARY:

A public hearing to rezone the property where Top Liquor is located from Light Commercial (C-1) to Medium Commercial (C-2).

The applicant has requested this item be postponed until the February 19th meeting. The public hearing can be conducted as notified (open & closed), it can be opened and left open, or it can be postponed and not opened. A public hearing was conducted at P&Z on January 8th, but when the action item was opened the applicant requested a postponement so P&Z has taken no action on this item.

PRESENTATION: ☐ YES ☒ NO

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

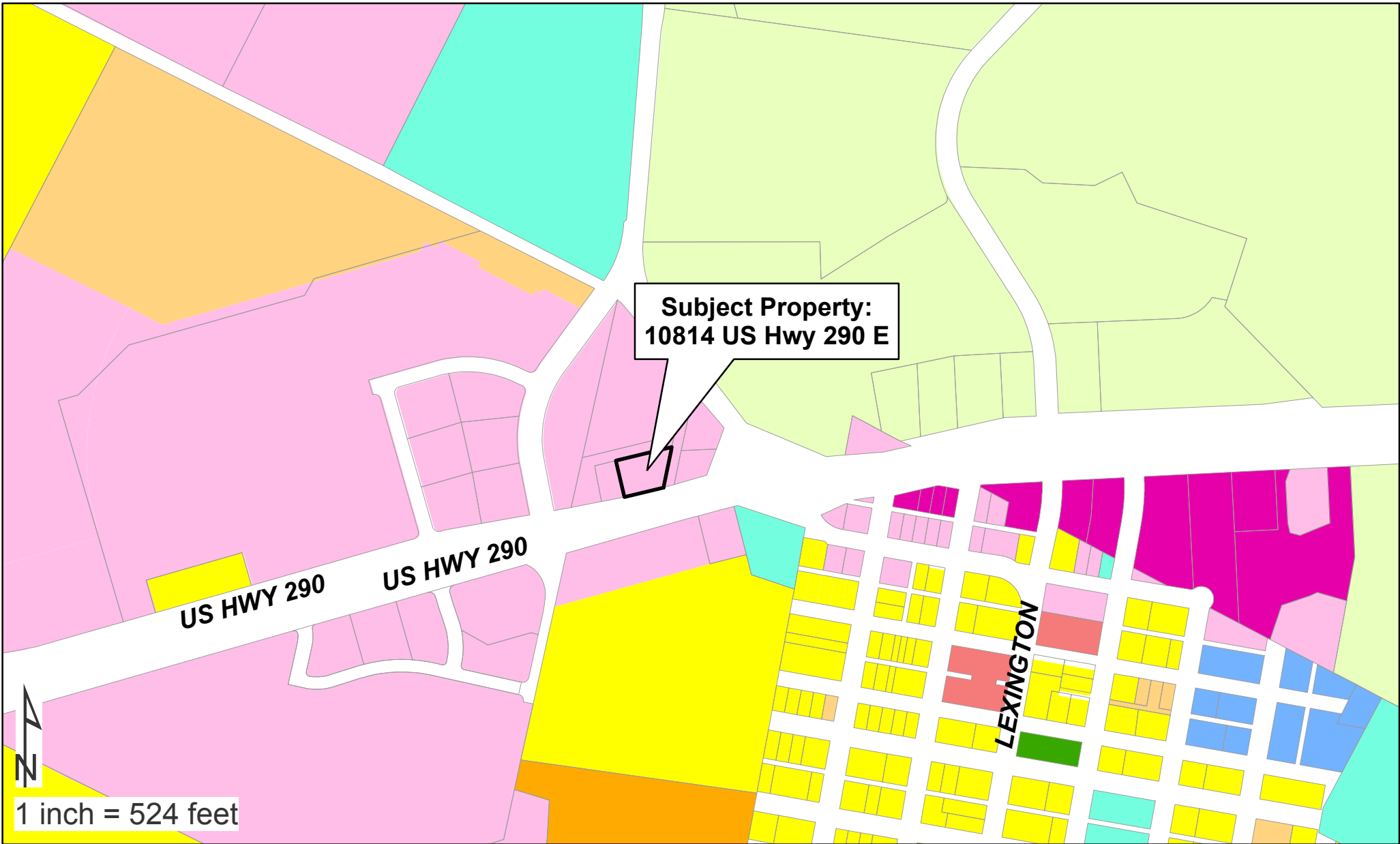
Map

C-1 and C-2 land use regulations

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council postpone the public hearing to the February 19, 2020, Regular Council Meeting.

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



Proposed Rezoning: Medium Commercial (C-2)

*Current Zoning District:
Light Commercial (C-1)*

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

COMMERCIAL DISTRICTS

C-1

Light Commercial

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Site Development Standards

Lot		Massing	
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Maximum Building Coverage		Front Yard	25 ft
with Accessory Buildings	70%	Street Side Yard	15 ft
Landscape Requirement	15%	Side Yard	25 ft*
		Rear Yard	25 ft^

* 0 or 10 ft side yard to all C, I, IN

^ 10 ft rear yard to all C, I, IN

Permitted and Conditional Uses

Civic

College or University	Cultural Services
Communication Service Facilities	Postal Facilities
Community Events	Religious Assembly
Community Recreation	Safety Services
Private Primary and Secondary Education Facilities	Transportation Terminal
Public Primary and Secondary Education Facilities	All Other Civic Uses

C-1

Light Commercial

Commercial

Art Gallery	Game Rooms (c)
Art Workshop	General Retail Sales
Bed and Breakfast	Hotel and Motel
Business and Trade Schools	Indoor Entertainment
Club or Lodge	Indoor Sports and Recreation
Cocktail Lounge	Laundry Services
Commercial Off-Street Parking	Liquor Sales
Consumer Convenience Stores	Monument Retail Sales
Consumer Repair Services	Off-Site Accessory Parking
Counseling Services	Personal Improvement Services
Day Care Services	Personal Services
Financial Services	Pet Services
Florist - no greenhouse	Printing and Publishing
Food Court Establishment (c)	Restaurant
Food Preparation less than 2,500 sq. ft. GFA	Restaurant Drive-Through
Food Sales	Service Station (c)
Funeral Services Not Including Crematory	Theater

C-2

Medium Commercial

This District allows a mix of commercial uses including retail, office, light commercial, large format commercial, and similar uses excluding residential and multifamily. Allows the retail of goods and products to which value is added on-site, including sales of goods and services outside of the primary structure.

Site Development Standards

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Landscape Requirement	15%	Side Yard	25 ft*
		Rear Yard	25 ft^

* 0 or 10 ft side yard to all C, I, IN

^ 10 ft rear yard to all C, I, IN

Permitted and Conditional Uses

Residential

Convalescent Services

Civic

College or University	Private Primary and Secondary
Communication Service Facilities	Education Facilities
Community Events	Public Primary and Secondary
Community Recreation	Education Facilities
Cultural Services	Religious Assembly
Local Utility Services	Safety Services
Postal Facilities	Transportation Services
	All Other Civic Uses

Commercial

Administrative Offices	Food Preparation less than 5,000 sq. ft.
Administrative Services	GFA
Art Gallery	Food Sales
Art Workshop	Funeral Services
Automotive Rental	Game Rooms

C-2

Medium Commercial

Commercial

Automotive Repair Services	General Retail Sales
Automotive Sales	Hospital Services
Automotive Washing	Hotel and Motel
Aviation Services	Indoor Entertainment
Bail Bond Services	Indoor Sports and Recreation
Building Maintenance Services	Kennels
Business and Trade Schools	Laundry Services
Carriage Stable	Liquor Sales
Club or Lodge	Marina
Cocktail Lounge	Monument Retail Sales
Commercial Blood Plasma Center (c)	Off-Site Accessory Parking
Commercial Off-Street Parking	Outdoor Entertainment
Communication Services	Outdoor Sports and Entertainment
Construction Sales and Services	Pawnshop Services (c)
Consumer Convenience Stores	Personal Improvement Services
Consumer Repair Services	Personal Services
Convenience Storage	Pet Services
Counseling Services	Plant Nursery
Day Care Services	Printing and Publishing
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Financial Services	Restaurant
Florist	Restaurant Drive-Through
Food Court Establishment (c)	Service Station
	Theater
	Veterinary Services

Open Space

Camp	Park and Recreation Facilities
Campground	
Cemetery	



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 15, 2020

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

First Reading: Consideration, discussion, and possible action on an Ordinance rezoning 0.675 acres more or less, located at 10814 US Hwy 290 East, Manor, TX, from Light Commercial (C-1) to Medium Commercial (C-2).

Applicant: Kimley-Horn and Associates. Owner: Cottonwood Holdings, LTD

BACKGROUND/SUMMARY:

This is the property where Top Liquor is currently located. The owner would like to rezone from Light Commercial (C-1) to Medium Commercial (C-2) because the development standards in C-1 are not conducive to the Medium Commercial uses they want. The surrounding zoning is all C-1. Rezoning to higher commercial category could create inconsistent land uses and development standards in a relatively small area. Generally C-2 properties are larger and meant for bigger scaled developments. The smallest tracts to be rezoned to C-2 recently were the 2-acre and 3-acre tracts as part of the Grassdale multi-family (R-3) zoning. This property is 0.675 acres and could further be reduced when the highway 290 is improved. This item was requested by the applicant to be postponed at P&Z until the February 12th meeting. Staff's recommendation was denial due to the aforementioned reasons.

PRESENTATION: ☐ YES ☐ NO

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

Letter of Intent

Rezoning Map

C-1 and C-2 land use regulations

Notice Letter

Mailing Labels

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council postpone the first reading of an ordinance rezoning 0.675 acres more or less, located at 10814 US Hwy 290 East, Manor, TX, from Light Commercial (C-1) to Medium Commercial (C-2) to the February 19, 2020, Regular Council Meeting.

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

December 4, 2019

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

**Re: Manor Food Store Lot Rezoning
0.675-Acre Tract – Letter of Intent
Northeast 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 Manor Food Store development is located along the westbound frontage of US Highway 290 in Manor, Texas. The existing property consists of a 0.675 acre developed tract.

The Owner intends to submit an application to rezone this tract of land from C-1 (Light Commercial) to C-2 (Medium Commercial).

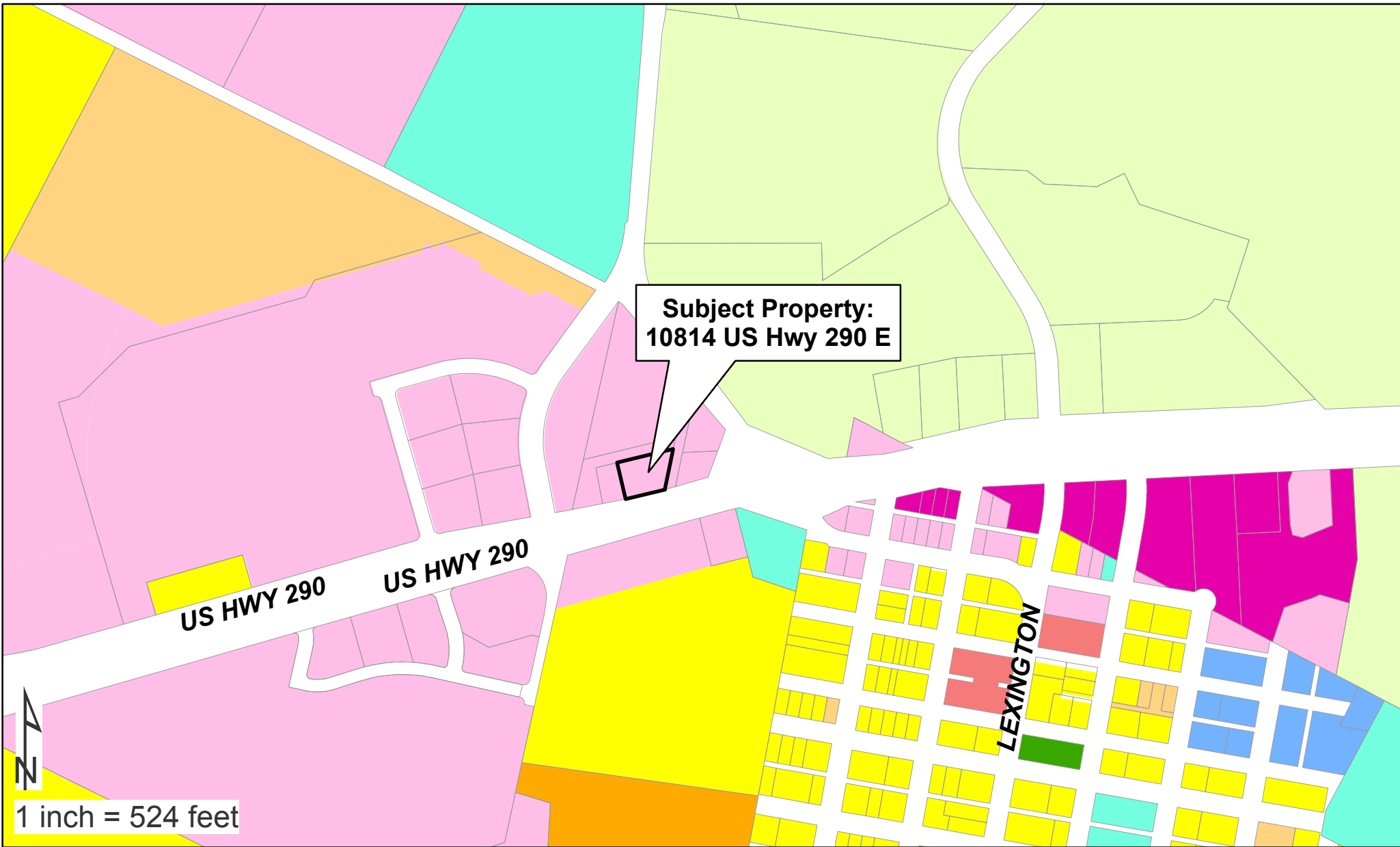
If you have any questions or comments regarding this request, please contact me at 512-350-5703.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Robert J. Smith, P.E.
Project Manager



Proposed Rezoning: Medium Commercial (C-2)

*Current Zoning District:
Light Commercial (C-1)*

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

COMMERCIAL DISTRICTS

C-1

Light Commercial

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Site Development Standards

Lot		Massing	
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Landscape Requirement	15%	Side Yard	25 ft*
		Rear Yard	25 ft^

* 0 or 10 ft side yard to all C, I, IN

^ 10 ft rear yard to all C, I, IN

Permitted and Conditional Uses

Civic

College or University	Cultural Services
Communication Service Facilities	Postal Facilities
Community Events	Religious Assembly
Community Recreation	Safety Services
Private Primary and Secondary	Transportation Terminal
Education Facilities	All Other Civic Uses
Public Primary and Secondary	
Education Facilities	

C-1

Light Commercial

Commercial

Art Gallery	Game Rooms (c)
Art Workshop	General Retail Sales
Bed and Breakfast	Hotel and Motel
Business and Trade Schools	Indoor Entertainment
Club or Lodge	Indoor Sports and Recreation
Cocktail Lounge	Laundry Services
Commercial Off-Street Parking	Liquor Sales
Consumer Convenience Stores	Monument Retail Sales
Consumer Repair Services	Off-Site Accessory Parking
Counseling Services	Personal Improvement Services
Day Care Services	Personal Services
Financial Services	Pet Services
Florist - no greenhouse	Printing and Publishing
Food Court Establishment (c)	Restaurant
Food Preparation less than 2,500 sq. ft. GFA	Restaurant Drive-Through
Food Sales	Service Station (c)
Funeral Services Not Including Crematory	Theater

C-2

Medium Commercial

This District allows a mix of commercial uses including retail, office, light commercial, large format commercial, and similar uses excluding residential and multifamily. Allows the retail of goods and products to which value is added on-site, including sales of goods and services outside of the primary structure.

Site Development Standards

Lot		Massing	
Minimum Lot Size	7,500 sq ft	Maximum Height	60 ft
Minimum Lot Width	60 ft	Maximum FAR	1.8
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Maximum Building Coverage		Front Yard	25 ft
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* 0 or 10 ft side yard to all C, I, IN

^ 10 ft rear yard to all C, I, IN

Permitted and Conditional Uses

Residential

Convalescent Services

Civic

College or University	Private Primary and Secondary
Communication Service Facilities	Education Facilities
Community Events	Public Primary and Secondary
Community Recreation	Education Facilities
Cultural Services	Religious Assembly
Local Utility Services	Safety Services
Postal Facilities	Transportation Services
	All Other Civic Uses

Commercial

Administrative Offices	Food Preparation less than 5,000 sq. ft.
Administrative Services	GFA
Art Gallery	Food Sales
Art Workshop	Funeral Services
Automotive Rental	Game Rooms

C-2

Medium Commercial

Commercial

Automotive Repair Services	General Retail Sales
Automotive Sales	Hospital Services
Automotive Washing	Hotel and Motel
Aviation Services	Indoor Entertainment
Bail Bond Services	Indoor Sports and Recreation
Building Maintenance Services	Kennels
Business and Trade Schools	Laundry Services
Carriage Stable	Liquor Sales
Club or Lodge	Marina
Cocktail Lounge	Monument Retail Sales
Commercial Blood Plasma Center (c)	Off-Site Accessory Parking
Commercial Off-Street Parking	Outdoor Entertainment
Communication Services	Outdoor Sports and Entertainment
Construction Sales and Services	Pawnshop Services (c)
Consumer Convenience Stores	Personal Improvement Services
Consumer Repair Services	Personal Services
Convenience Storage	Pet Services
Counseling Services	Plant Nursery
Day Care Services	Printing and Publishing
Employee Recreation	Recreational Equipment Sales
Financial Services	Restaurant
Florist	Restaurant Drive-Through
Food Court Establishment (c)	Service Station
	Theater
	Veterinary Services

Open Space

Camp	Park and Recreation Facilities
Campground	
Cemetery	



DEVELOPMENT SERVICES DEPARTMENT

December 18, 2019

RE: Notification for a Rezoning Application – 10814 US Hwy 290 East

Dear Property Owner,

The City of Manor Planning and Zoning Commission and City Council will be conducting a regularly scheduled meeting for the purpose of considering and acting upon on a rezoning application. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing upon a Rezoning Application from Light Commercial (C-1) to Medium Commercial (C-2) on 0.675 acres more or less, located at 10814 US Hwy 290 East, Manor, TX.

The Planning and Zoning Commission will meet at 6:30PM on January 8, 2020 at 105 East Eggleston in the City Hall Council Chambers.

The City Council will meet at 7:00PM on January 15, 2020 at 105 East Eggleston Street in the City Hall Council Chambers.

You are being notified because you own property within 300 feet of the property for which this short form final plat has been filed.

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 below. Any communications I receive will be made available to the Commissioners during the discussion of this item.

Sincerely,

Scott Dunlop,
Assistant Development Director

sdunlop@cityofmanor.org
512-272-5555 ext. 5

*105 E. EGGLESTON STREET • P.O. BOX 387 • MANOR, TEXAS 78653
(T) 512.272.5555 • (F) 512.272.8636 • WWW.CITYOFMANOR.ORG*

K-N CORPORATION
1717 W 6TH ST, STE 330
AUSTIN, TX 78703-4791

K-N CORPORATION
1717 W 6TH ST, STE 330
AUSTIN, TX 78703-4791

DOAN XUAN ETAL
1411 DEXFORD DR
AUSTIN, TX 78753-1607

DOAN XUAN ETAL
1411 DEXFORD DR
AUSTIN, TX 78753-1607

9 SUNNY PARTNERS LP
2207 LAKE AUSTIN BLVD
AUSTIN, TX 78703-4547

9 SUNNY PARTNERS LP
2207 LAKE AUSTIN BLVD
AUSTIN, TX 78703-4547

HORTON JOHN E
5201 RAIN CREEK PKWY
AUSTIN, TX 78759-5641

HORTON JOHN E
5201 RAIN CREEK PKWY
AUSTIN, TX 78759-5641

COTTONWOOD HOLDINGS LTD
9900 HWY 290E
MANOR, TX 78653-9720

COTTONWOOD HOLDINGS LTD
9900 HWY 290E
MANOR, TX 78653-9720

MANOR QUICK STOP INC
ATTN: DONNIE R URBANOVSKY
PO BOX 1232
MANOR, TX 78653-1232

MANOR QUICK STOP INC
ATTN: DONNIE R URBANOVSKY
PO BOX 1232
MANOR, TX 78653-1232

JOHNSON ROBERT J & CURT D JOHN
CURT D JOHNSON &
501 W KOENIG LN
AUSTIN , TX 78751

JOHNSON ROBERT J & CURT D JOHN
CURT D JOHNSON &
501 W KOENIG LN
AUSTIN , TX 78751

LAS ENTRADAS DEVELOPMENT
CORPORATION
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: January 15, 2020

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion and possible action on a resolution approving determination of Multiple Use Agreements – TXDOT.

BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

TxDOT Letter

Resolution No. 2020-01

Exhibit A - Termination of Multiple Use Agreements

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve Resolution No. 2020-01 authorizing the termination of the Multiple Use Agreement between the State and the City of Manor dated May 20, 2009; and the termination of the Multiple Use Agreement between the State and the City of Manor dated June 15, 2011.

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



October 25, 2019

City of Manor
201 East Parson Street
P.O. Box 387
Manor

Termination of Multiple Use Agreement
Travis County
Loop 212
Sidewalk

Recent guidance from TxDOT Legal Department determined Multiple Use Agreements are no longer required for sidewalks as they are covered under existing Municipal Maintenance Agreements which regulate public sidewalks on State ROW.

To streamline the duplicate coverage, the State is terminating the current MUA in place. Please find attached Form 2528 Termination of Multiple Use Agreements. Please have it signed and return to us. Once we receive and process, a copy will be returned to you.

To complete the process, the City will need to include a Resolution for the Terminations. If you have multiple locations for sidewalks, you can include them all in the same resolution. Form 2528 will need to be completed for each location, however.

If you have any questions or concerns you can contact me at 512 832-7261 or by email at mlynn.mckeethan@txdot.gov.

Sincerely,

M'Lynn McKeethan
Contract Specialist

Attachment

Cc: Victor Vargas

THE TEXAS PLAN

REDUCE CONGESTION • ENHANCE SAFETY • EXPAND ECONOMIC OPPORTUNITY • IMPROVE AIR QUALITY
PRESERVE THE VALUE OF TRANSPORTATION ASSETS

An Equal Opportunity Employer

RESOLUTION NO. 2020-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, AUTHORIZING THE TERMINATION OF THE MULTIPLE USE AGREEMENT BETWEEN THE STATE AND THE CITY OF MANOR DATED MAY 20, 2009; AND THE TERMINATION OF THE MULTIPLE USE AGREEMENT BETWEEN THE STATE AND THE CITY OF MANOR DATED JUNE 15, 2011.

WHEREAS, the Texas Department of Transportation (TxDOT) on behalf of the State of Texas and the City of Manor (the “City”) entered into that certain Multiple Use Agreement dated May 20, 2009, and that certain Multiple Use Agreement dated June 15, 2011 for the installation and maintenance of sidewalks (collectively, “Multiple Use Agreements”);

WHEREAS, TxDOT has determined that the Multiple Use Agreements are no longer required for sidewalks as sidewalks are covered under existing Municipal Maintenance Agreements which regulate public sidewalks on State right-of-way;

WHEREAS, the City Council of the City of Manor (the “City Council”) desires to streamline the duplicate process with TxDOT; and

WHEREAS, the City Council has determined it is in the best interest of the City to authorize the termination of the Multiple Use Agreements; and authorize the Mayor of the City (the “Mayor”) to execute termination agreements with TxDOT.

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

SECTION 1. 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. The City Council hereby approves the termination agreements in substantially the form attached hereto as Attachment 1, and hereby authorizes and directs the Mayor to execute the termination agreements, in substantially the forms attached hereto as Attachment 1, with such changes as may be required to carry out the purposes of this Resolution.

SECTION 3. Should any section or part of this Resolution be held unconstitutional, illegal, or invalid, or the application to any person or circumstance thereof ineffective or inapplicable, such unconstitutionality, illegality, invalidity, or ineffectiveness of such section or part shall in no way affect, impair or invalidate the remaining portion or portions thereof; but as to such remaining portion or portions, the same shall be and remain in full force and effect and to this end the provisions of this Resolution are declared severable.

SECTION 4. It is hereby officially found and determined that the meeting at which this Resolution is passed was open to the public as required and that the public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, *Chapter 551, Tex. Gov't. Code*.

PASSED AND ADOPTED by the City Council of Manor, Texas, on this the 15th day of January 2020.

CITY OF MANOR, TEXAS:

Dr. Larry Wallace Jr., Mayor

ATTEST:

Lluvia T. Almaraz, City Secretary
City of Manor, Texas

**Attachment 1
Termination Agreements**



TERMINATION OF THE MULTIPLE USE AGREEMENT

BETWEEN THE STATE AND the City of Manor
FOR THE Public Sidewalk

STATE OF TEXAS §

COUNTY OF TRAVIS §

This Agreement terminates the previously executed Multiple Use Agreement for construction, maintenance, and operation of Public Sidewalk on the Texas Department of Transportation right-of-way, in Travis County, originally dated the 15th day of June, 2011, by and between the Texas Department of Transportation, hereinafter referred to as "State" and the City of Manor, hereinafter referred to as the City.

WITNESSETH

WHEREAS, the City has requested the State to discontinue their responsibilities for the continued maintenance and operation, of public sidewalk, located within State right-of-way on FM 973, Control 0114-20 Section in Travis County, and being more particularly described in the exhibits attached hereto and made a part hereof; and

WHEREAS, the governing body of the the City has indicated by Resolution/Ordinance No. NA, on the NA day of NA, 20 NA to dissolve their partnership with the State evidenced by the execution of the this Agreement with the State; and

~~**WHEREAS**, the the City will undertake to restore the area to a condition acceptable to the State prior to the execution of this agreement.~~ NA

- A. Exhibit A - site map;
- B. Copy of Original Multiple Use Agreement
- C. Copy of Resolution/Ordinance

IN WITNESS WHEREOF, the parties have hereunto affixed their signature, the _____ on the _____ day of _____, 20____, and the State on the _____ day of _____, 20____.

STATE OF TEXAS

Certified as being executed for the purpose of activating and/or carrying out the orders, established policies, or work programs heretofore approved by the Texas Transportation Commission.

(Name of other party)

By: _____
Signature

Printed Name

By: _____
Director, Maintenance Division Signature

Title

Director, Maintenance Division Printed Name

APPROVAL RECOMMENDED:

Contact Name

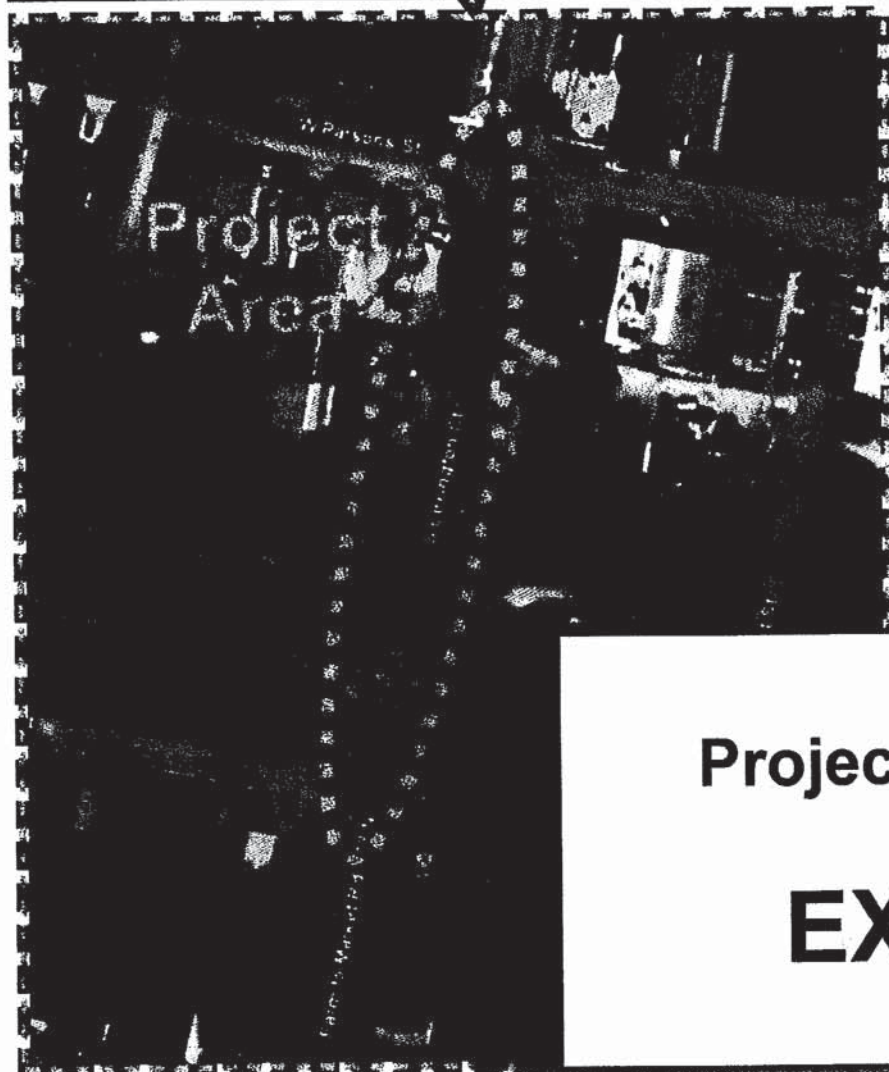
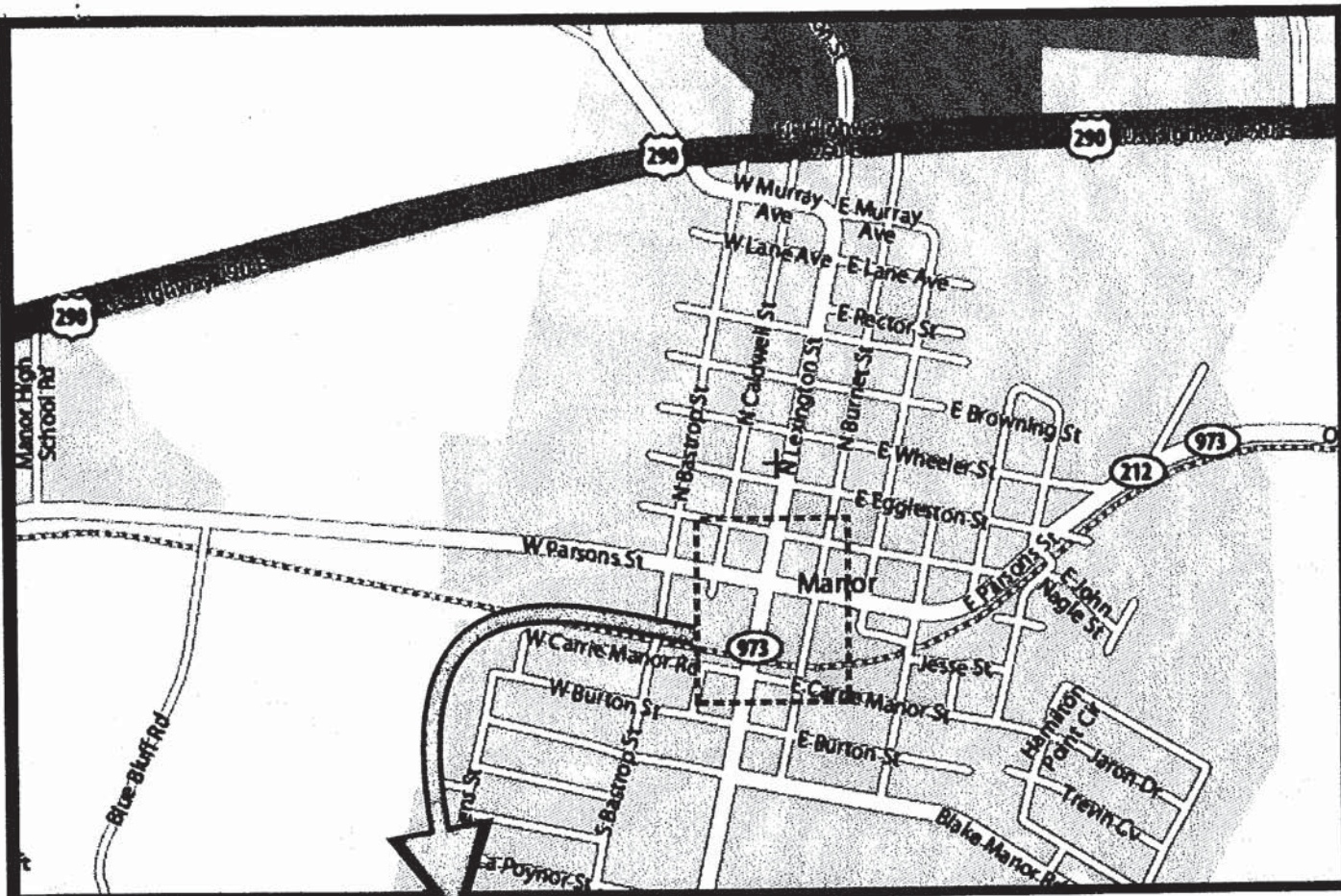
By: _____
District Engineer Signature

Contact Telephone No.

Tucker Ferguson, P.E.
District Engineer Printed Name

Date

Exhibit A
Site Map



Project Location Map

EXHIBIT A

Exhibit B
Copy of Original Multiple Use Agreement

MULTIPLE USE AGREEMENT

STATE OF TEXAS §

COUNTY OF TRAVIS §

THIS AGREEMENT made by the State of Texas by and between the Texas Department of Transportation, hereinafter referred to as "State", party of the first part, and the City of Manor, hereinafter called the "City", party of the second part, is to become effective when fully executed by both parties.

WITNESSETH

WHEREAS, on the 15th day of June, 2011, the governing body for the City, entered into Resolution/Ordinance No. 2011-5, hereinafter identified by reference, authorizing the City's participation in this agreement with the State; and

WHEREAS, the City has requested the State to permit the construction, maintenance and operation of a public sidewalk on the west side of the highway right of way of FM 973 (South Lexington Street) between West Carrie Manor Street and West Parsons Street, shown graphically by the preliminary conceptual site plan in Exhibit "A" and being more specifically described by metes and bounds of Exhibit "B", which are attached and made a part hereof; and

WHEREAS, the State has indicated its willingness to approve the establishment of such facilities and other uses conditioned that the City will enter into agreements with the state for the purpose of determining the respective responsibilities of the City and the State with reference thereto, and conditioned that such uses are in the public interest and will not damage the highway facilities, impair safety, impede maintenance or in any way restrict the operation of the highway facility, all as determined from engineering and traffic investigations conducted by the state.

AGREEMENT

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the parties hereto to be by them respectively kept and performed as hereinafter set forth, it is agreed as follows:

1. DESIGN AND CONSTRUCTION

The City will prepare or provide for the construction plans for the facility, and will provide for the construction work as required by said plans at no cost to the State. Said plans shall include the design of the access control, necessary horizontal and vertical clearances for highway structures, adequate landscape treatment, adequate detail to ensure compliance with applicable structural design standards, sufficient traffic control provisions, and general layout. They shall also delineate and define the construction responsibilities of both parties hereto. Completed plans will be submitted

to State for review and approval and when approved shall be attached to the agreement and made a part thereof in all respects. Construction shall not commence until plans have been approved by the State. Any future revisions or additions shall be made after prior written approval of the State.

2. INSPECTION

Ingress and egress shall be allowed at all times to such facility for Federal Highway Administration personnel and State Forces and equipment when highway maintenance operations are necessary, and for inspection purposes; and upon request, all parking or other activities for periods required for such operations will be prohibited.

3. PARKING REGULATIONS

Parking regulations shall be established limiting parking to single unit motor vehicles of size and capacity no greater than prescribed for 1¹/₂ ton trucks, such vehicles to conform in size and use to governing laws. Parking shall be permitted only in marked spaces

Parking shall be prohibited when a security threat, as determined by TxDOT, exists.

4. PROHIBITION/SIGNS

Regulations shall be established prohibiting the parking of vehicles transporting flammable or explosive loads and prohibiting use of the area in any manner for peddling, advertising or other purposes not in keeping with the objective of a public facility. The erection of signs other than those required for proper use of the area will be prohibited. All signs shall be approved by the State prior to the actual erection.

5. RESPONSIBILITIES

Maintenance and operation of the facility shall be entirely the responsibility of the City. Such responsibility shall not be transferred, assigned or conveyed to a third party without the advanced written approval of the State. Further, such responsibility shall include picking up trash, mowing and otherwise keeping the facility in a clean and sanitary condition, and surveillance by police patrol to eliminate the possible creation of a nuisance or hazard to the public. Hazardous or unreasonably objectionable smoke, fumes, vapor or odors shall not be permitted to rise above the grade line of the highway, nor shall the facility subject the highway to hazardous or unreasonably objectionable dripping, droppings or discharge of any kind, including rain or snow.

6. FEES

Any fees levied for use of the facilities in the area shall be nominal and no more than are sufficient to defray the cost of construction, maintenance and operations thereof, and shall be subject to State approval.

7. TERMINATION UPON NOTICE

This provision is expressly made subject to the rights herein granted to both parties to terminate this agreement upon notice, and upon the exercise of any such right by either party, all obligations herein to make improvements to said facility shall immediately cease and terminate.

8. MODIFICATION/TERMINATION OF AGREEMENT

If in the sole judgment of the State it is found at any future time that traffic conditions have so changed that the existence or use of the facility is impeding maintenance, damaging the highway facility, impairing safety or that the facility is not being properly operated, that it constitutes a nuisance, is abandoned, or if for any other reason it is the State's judgment that such facility is not in

the public interest, this agreement under which the facility was constructed may be : (1) modified if corrective measures acceptable to both parties can be applied to eliminate the objectionable features of the facility; or (2) terminated and the use of the area as proposed herein discontinued.

9. PROHIBITION OF STORAGE OF FLAMMABLE MATERIALS

All structures located or constructed within the area covered by the agreement shall be fire resistant. The storage of flammable, explosive or hazardous materials is prohibited. Operations deemed to be a potential fire hazard shall be subject to regulation by the State.

10. RESTORATION OF AREA

The City shall provide written notification to the State that such facility will be discontinued for the purpose defined herein. The City shall, within thirty (30) days from the date of said notification, clear the area of all facilities that were its construction responsibility under this agreement and restore the area to a condition satisfactory to the State.

11. PREVIOUS AGREEMENTS

It is understood that this agreement in no way modifies or supersedes the terms and provisions of any existing agreements between the parties hereto.

12. INDEMNIFICATION

Each party acknowledges that it is not an agent, servant, or employee of the other party. Each party is responsible for its own acts and deeds and for those of its agents, servants, or employees.

Neither party hereto intends to waive, relinquish, limit or condition its right to avoid any such liability by claiming its governmental immunity.

When notified by the State to do so, the other party hereto shall within thirty (30) days from receipt of the State's written notification pay the State for the full cost of repairing any damages to the highway facility which may result from its construction, maintenance or operation of the facility, and shall promptly reimburse the State for costs of construction and/or repair work made necessary by reason of such damages.

Nothing in this agreement shall be construed as creating any liability in favor of any third party against the State and the City. Additionally, this agreement shall not ever be construed as relieving any third party from any liability against the State and the City shall become fully subrogated to the State and shall be entitled to maintain any action over and against the third party which may be liable for having caused the City to pay or disburse any sum of money hereunder.

13. HOLD HARMLESS

The City shall indemnify and save harmless the State and its officers and employees from all claims and liability due to its materials or activities of itself, its agents, or employees, performed under this agreement and that are caused by or result from error, omission, or negligent act of the party or of any person employed by the party. The City shall also indemnify and save harmless the State from any and all expense, including but not limited to attorney fees that may be incurred by the State in litigation or otherwise resisting the claim or liabilities that may be imposed on the State as a result of such activities by the City, its agents, or employees authorized under this agreement. The City further agrees to indemnify and save harmless the State from and against all claims, demands, and causes of action of every kind and character brought by any employee of the party against the State due to personal injuries and/or death to such employee resulting from any alleged negligent act by

either commission or omission on the part of the City. The indemnification of the State shall extend for a period of three (3) years beyond the date of termination of this agreement.

14. INSURANCE

The City, shall provide necessary safeguards to protect the public on State maintained highways including adequate insurance for payment of any damages which might result during the construction, maintenance and operation of the facility occupying such airspace or thereafter, and to save the State harmless from damages, to the extent of said insurance coverage and insofar as it can legally do so. Prior to beginning work on the State's right of way, the City's construction contractor shall submit to the State a completed insurance form (TxDOT Form No. 1560) and shall maintain the required coverage during the construction of the facility.

15. USE OF RIGHT OF WAY

It is understood that the State by execution of this agreement does not impair or relinquish the State's right to use such land for highway purposes when it is required for the construction or re-construction of the traffic facility for which it was acquired, nor shall use of the land under such agreement ever be construed as abandonment by the State of such land acquired for highway purposes, and the State does not purport to grant any interest in the land described herein but merely consents to such use to the extent its authority and title permits.

16. ADDITIONAL CONSENT REQUIRED

The State asserts only that it has sufficient title for highway purposes. The City shall be responsible for obtaining such additional consent, permits or agreement as may be necessary due to this agreement. This includes, but is not limited to, appropriate permits and clearances for environmental, ADA and public utilities.

17. FHWA ADDITIONAL REQUIREMENTS

If the Facility is located on the Federal-Aid Highway System, "ATTACHMENT A", which states additional requirements as set forth in the Federal Highway Administration's Title 23, Code of Federal Regulations, § 710, shall be attached to and become a part of this agreement.

18. CIVIL RIGHTS ASSURANCES

The City, for itself, its personal representatives, successors and interests and assigns, as part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that: (1) no persons, on the grounds of race, color, sex, age, national origin, religion or disabling condition, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facility; (2) that in the construction of any improvements on, over or under such land and the furnishing of services thereon, no person on the ground of race, color, sex, age, national origin, religion or disabling condition, shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination; (3) that the City shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-Assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

That if in the event of any breach of the above non-discrimination covenants, the State shall have the right to terminate the agreement and reenter and repossess said land and the facilities thereon, and hold the same as if said agreement had never been made or issued.

19. AMENDMENTS

Any changes in the time frame, character or responsibilities of the parties hereto shall be enacted by a written amendment executed by both parties hereto.

20. LEGAL CONSTRUCTION

In case one or more of the provisions contained in this agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any provision hereof and this agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in this agreement.

21. AUDIT

The State may conduct an audit or investigation of any aspect of this agreement. The City must provide the State with access to any information the State considers relevant to the investigation or audit. The audit can include, but is not limited to, any contract for construction or maintenance of any facility or structure authorized by this agreement or any contract to provide a service to the City if that service is authorized by this agreement.

22. AUTHORITY OF STATE AUDITOR

The state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under the contract or indirectly through a subcontract under the contract. Acceptance of funds directly under the contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.

23. NOTICES

All notices required under this agreement shall be mailed or hand delivered to the following respective addresses:

STATE
(Mailing Address)

Texas Department of Transportation
Maintenance Division
125 East 11th Street
Austin, Texas 78701-2483

CITY
(Mailing Address)

City of Manor
201 East Parson Street
P.O. Box 387
Manor, Texas 78653

24. WARRANTS

The signatories to this agreement warrant that each has the authority to enter into this agreement on behalf of the party represented.

List of Attached Exhibits:

Exhibit A - General Layout
Exhibit B - Metes and Bounds Description
Exhibit C - Approved Construction Plans
Exhibit D - Certificate of Insurance (TxDOT Form 1560)
Exhibit E - Attachment A (FHWA Additional Requirements)

IN WITNESS WHEREOF, the parties have hereunto affixed their signature, the City on the 15th
day of June, 2011, and the State
on the 8th day of September, 2011.

CITY OF MANOR

By: Jeff Turner

Mayor
Title

Jeff Turner

Printed Name

6-15-11

Date

STATE OF TEXAS

Executed and approved for the Texas
Transportation Commission for the purpose
and effect of activating and/or carrying out
the orders, and established policies or work
programs heretofore approved and
authorized by the Texas Transportation
Commission.

By: Robert H. Blackwell

for Director, Maintenance Division

Toribio Garza, Jr., P.E.

Printed Name

9-8-11

Date

APPROVAL RECOMMENDED:

R. L. Stuard PE

District Engineer

for
Carlos A. Lopez, P.E.

Printed Name

7-18-11

Date

ATTACHMENT A

Inasmuch as this project is on the Federal-Aid highway system, the following additional requirements as applicable with the Federal Highway Administration's Title 23, Code of Federal Regulations, § 710.

1. Any significant revision in the design or construction of the facility shall receive prior approval by the Texas Department of Transportation subject to concurrency by the FHWA.
2. Any change in the authorized use of airspace shall receive prior approval by the Texas Department of Transportation subject to concurrence by the FHWA.
3. The airspace shall not be transferred, assigned or conveyed to another party without prior Texas Department of Transportation approval subject to concurrence by the FHWA.
4. This agreement will be revocable in the event that the airspace facility ceases to be used or is abandoned.

EXHIBIT E

**SUPPORTING
RESOLUTION or ORDINANCE**

CITY OF MANOR
P.O. BOX 387
MANOR, TX. 78653



Telephone (512) 272-5555
Fax (512) 272-8636
www.cityofmanor.org

RESOLUTION NO. 2011-5

**A RESOLUTION AUTHORIZING THE APPROVAL OF A
MULTIPLE USE AGREEMENT BETWEEN THE CITY AND
THE TEXAS DEPARTMENT OF TRANSPORTATION;
AUTHORIZING THE MAYOR TO SIGN NECESSARY
DOCUMENTS; AND PROVIDING A FOR RELATED
MATTERS.**

WHEREAS, the Texas Department of Transportation (TxDOT) Transportation and the City of Manor (the "City") have coordinated efforts to install a public sidewalk along the western boundary of FM 973 (South Lexington Street) between West Carrie Manor Street and West Parsons Street (the "Project");

WHEREAS, the City desires to enter into a Multiple Use Agreement (the "Agreement") with TxDOT to accomplish the installation and construction of the Project;

WHEREAS, the City is a home rule municipality authorized to enter into such an Agreement;

WHEREAS, the City acknowledges that it will generally abide by the terms of the Agreement and upon completion of the Project, it intends to maintain the sidewalks;

WHEREAS, it is determined that construction of the Project is in the public's interest and will increase the safety of pedestrian's traversing that particular portion of roadway along FM 973.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL 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. Authorization to Participate. The City Council hereby authorizes the Mayor to execute such documents as required to enter into the Agreement, to participate in the Project and to coordinate staff as deemed necessary.

Section 3. Open Meetings. It is hereby officially found and determined that the meeting at which this Resolution 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, Tex. Gov't. Code.*


PASSED AND APPROVED on the 15th day of June, 2011.

Attest:

City of Manor, Texas

A handwritten signature in cursive script, appearing to read "Phil Tate", written over a horizontal line.

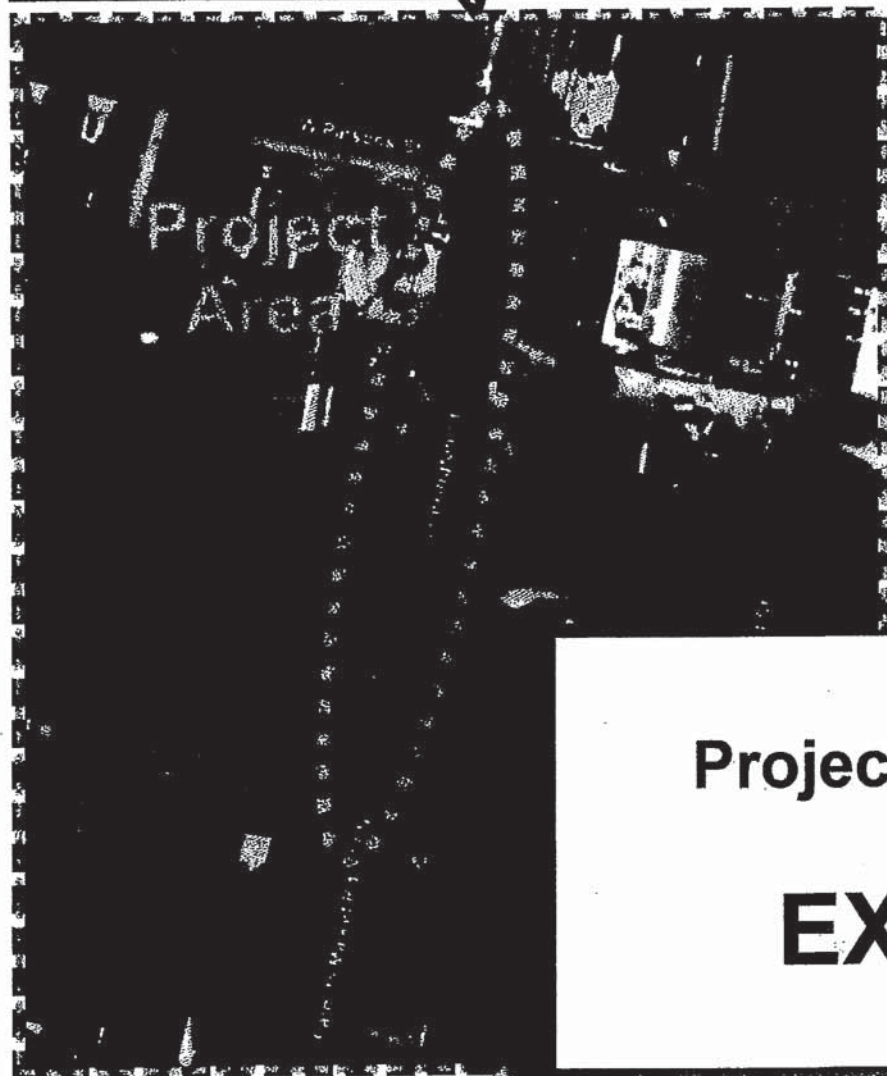
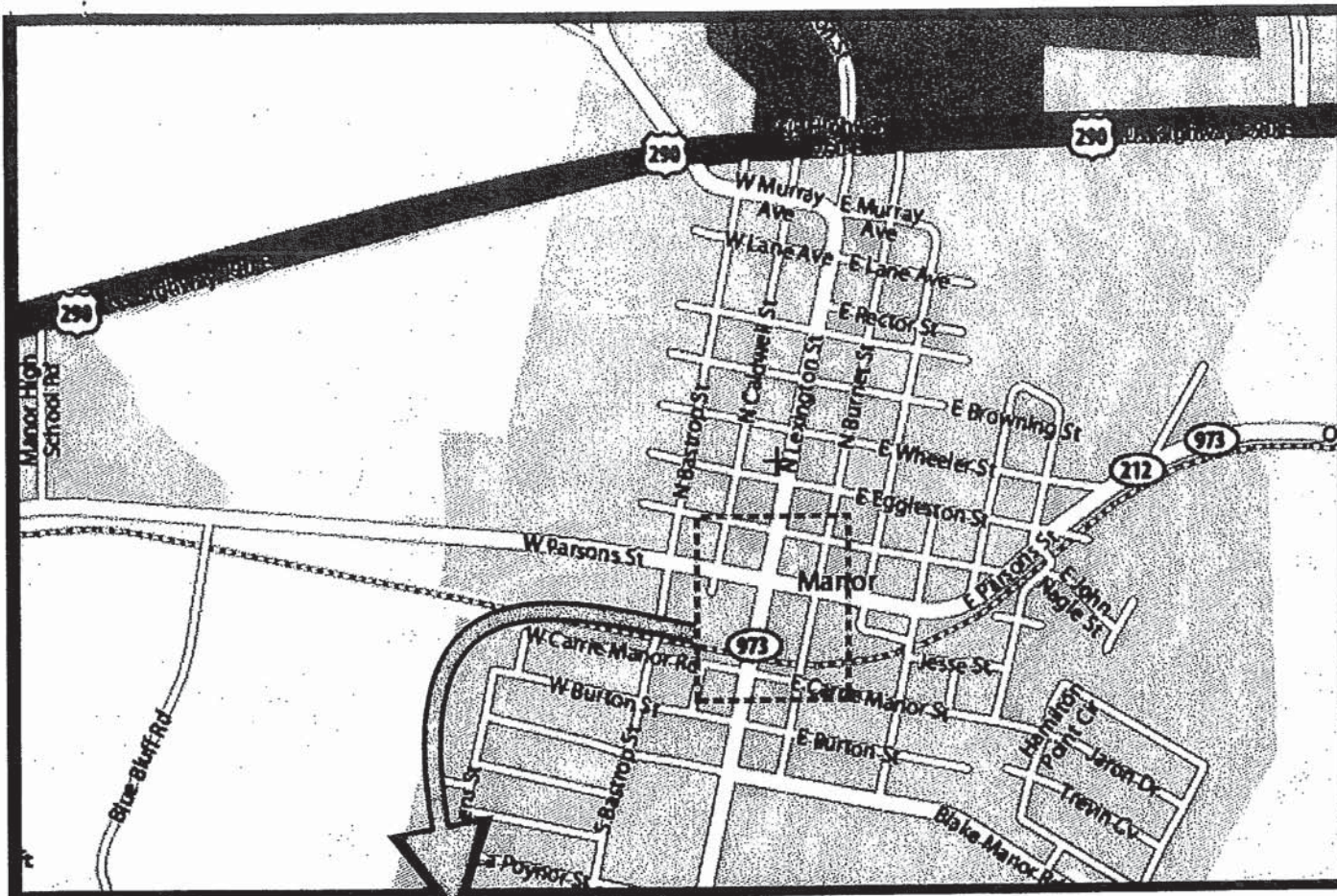
Phil Tate, City Manager

A handwritten signature in cursive script, appearing to read "Jeff Turner", written over a horizontal line.

Jeff Turner, Mayor

EXHIBIT A

General Layout and Location



Project Location Map

EXHIBIT A

EXHIBIT B
Proposed Construction Plans
(Metes and Bounds Description)

METRO
CAPITAL

Capital Metro
2910 East Fifth Street
Austin, Texas 78702
Tel: 512.369.6037
Fax: 512.760.6080

Tel: 512.389.7448
Fax: 512.369.6080
ted.parsons@capmetro.org

THIS PROJECT INCLUDES CONSTRUCTING PARKING LOT, DRIVE AISLES AND ASSOCIATED FEATURES FOR THE PROPOSED PARK AND RIDE.

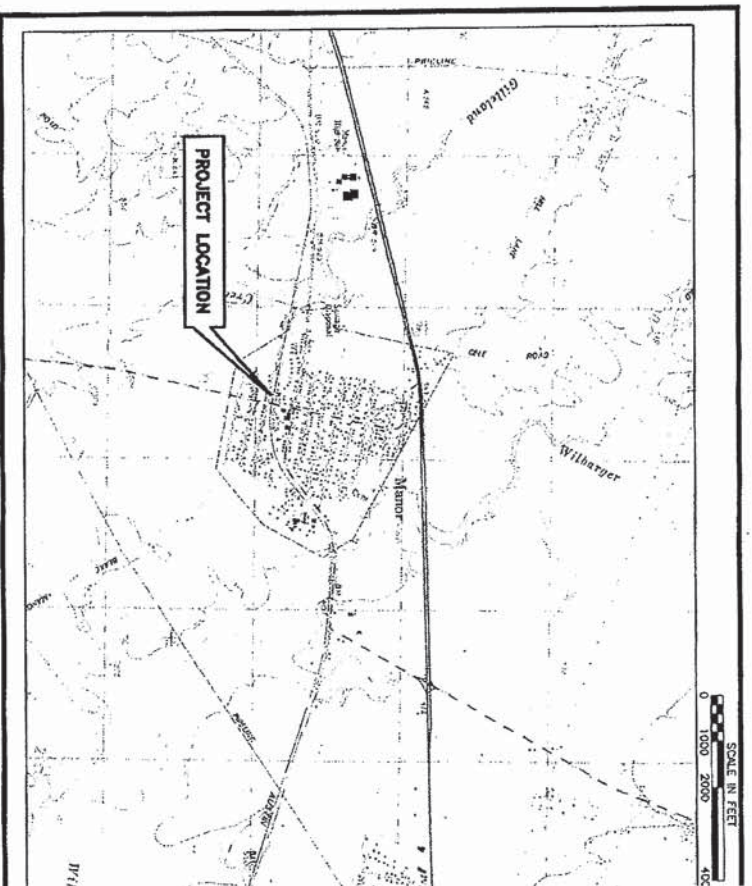
ADAM W. MEHEVEC, P.E.

Associated Consulting Engineers, Inc.
Texas Registered Engineering Firm F-38
206 Wild Basin Rd., Suite A-240
Austin, Texas 78746
Phone 512.329.0006
Fax 512.329.0096

SITE AREA: 1.19 ACRES
IMPERVIOUS COVER: 0.58 AC
IMPERVIOUS COVER: 49%
BUILDING COVERAGE: N/A
FAR: N/A
LEGAL DESCRIPTION: PORTION OF CAPITALMETRO RAILROAD RIGHT OF WAY
SITE ZONING: PUBLIC ROW

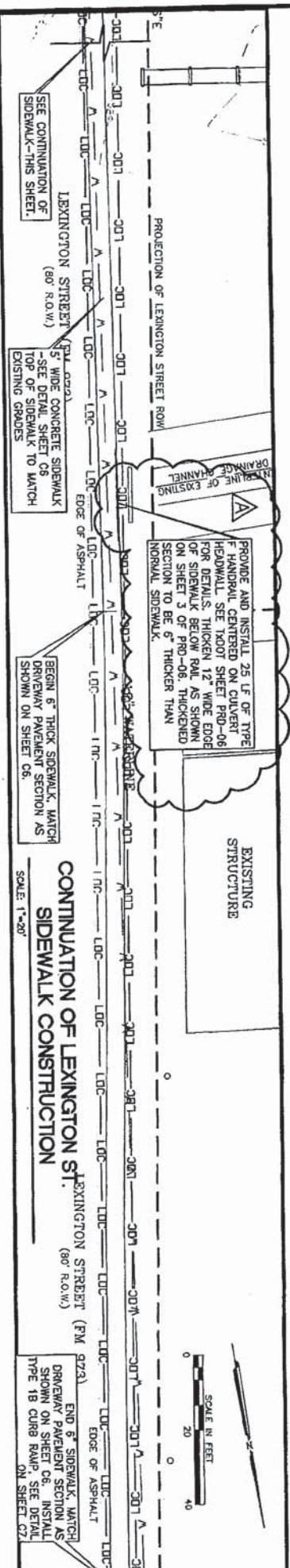
1. CONTRACTOR SHALL NOTIFY THE CITY OF MANOR PERMITTING DEPARTMENT 24 HOURS PRIOR TO STARTING CONSTRUCTION OR CLEARING OPERATIONS.
2. CONTRACTOR SHALL CALL "ONE CALL" AT 1-800-344-6377 FOR UTILITY LOCATIONS AT LEAST 48 HOURS PRIOR TO ANY WORK IN CITY EASEMENTS OR STREET RIGHT-OF-WAY.

ALL RESPONSIBILITY FOR THE ADEQUACY OF THESE PLANS REMAINS WITH THE ENGINEER WHO PREPARED THEM. IN REVIEWING THESE PLANS, THE CITY OF MANOR MUST RELY UPON THE ADEQUACY OF THE WORK OF THE DESIGN ENGINEER. REVIEW OF THE SUBMITTED MATERIALS DOES NOT CONSTITUTE A VERIFICATION OF ALL DATA, INFORMATION AND CALCULATIONS SUPPLIED BY THE APPLICANT. THE ENGINEER OF RECORD IS SOLELY RESPONSIBLE FOR THE COMPLETENESS, ACCURACY AND ADEQUACY OF HIS/HER SUBMITTAL, WHETHER OR NOT THE APPLICATION IS REVIEWED FOR ORDINANCE COMPLIANCE BY THE CITY ENGINEER.



PROJECT LOCATION MAP
201 W. CARRIE MANOR RD

[illegible]



DIMENSIONAL CONTROL NOTE:
1. COORDINATES AND ELEVATIONS SHOWN ARE BASED ON TEXAS STATE PLANE SYSTEM. CONTRACTOR SHALL CONTROL ELEVATION TO REGISTERED ELECTRONIC C&D. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROPOSED WORK. PROPOSED APPOINTMENTS TO BE LAID OUT BY REGISTERED SURVEYOR AT CONTRACTOR'S EXPENSE.

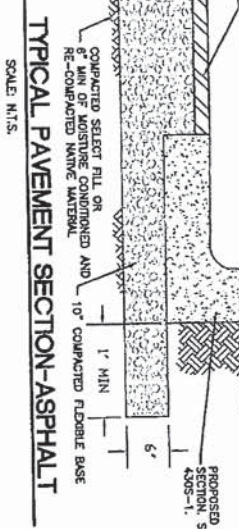
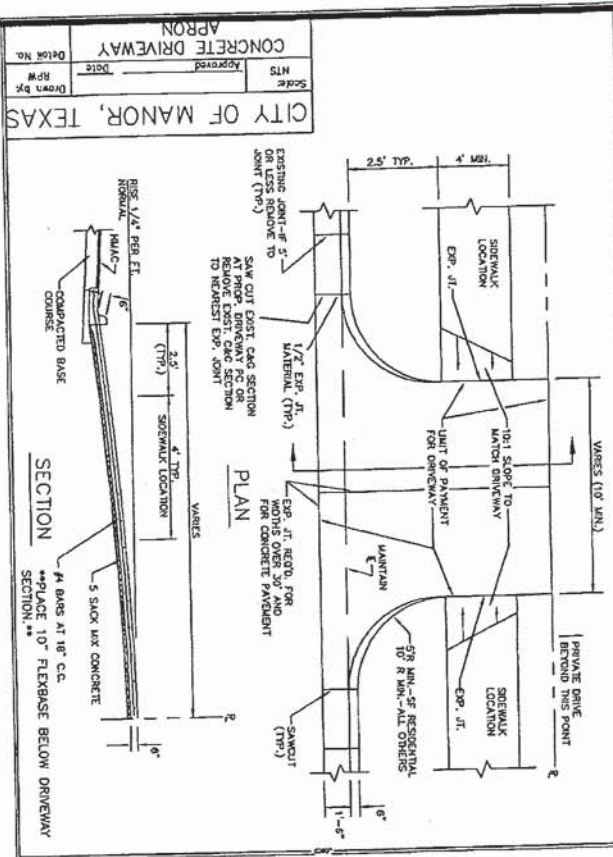
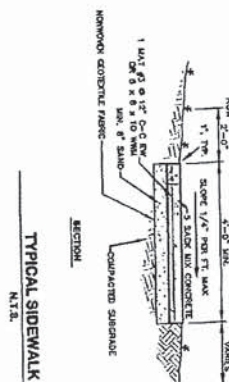
1. ALL WHITE STRIPING AND STOP BARS ON SHEET SHALL BE SURROUNDED BY 2" BLACK BORDER MATERIAL AS STRIPING.
2. STOP BARS SHALL BE 24" WIDE WHITE SHEET WITH 2" BLACK BORDER ON EACH SIDE.
3. ALL DIMENSIONS AND CONTROL POINTS UNLESS OTHERWISE NOTED.
4. ALL STRIPING SHALL BE TYPE 1 THERMAL SPECIFIED IN SPECIFICATION 2993.



**Associated Consulting
Engineers, Inc. F-38**
206 WILD BASIN, SUITE A-240
Austin, Texas 78746
Phone 512.329.0006
Fax 512.329.0096

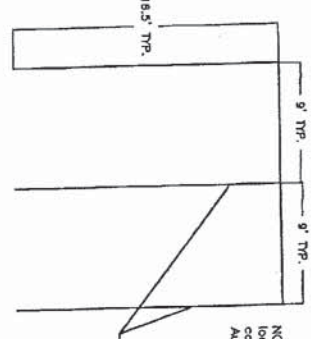
ENGINEERING
ACE
ENVIRONMENTAL

ME
MANOR PA
201 W CARR
MANOR, TE



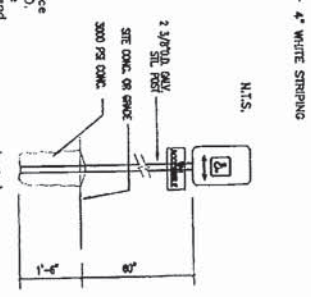
REV	DATE	DESCRIPTION
△		
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BOLLARD DETAIL N.T.S.



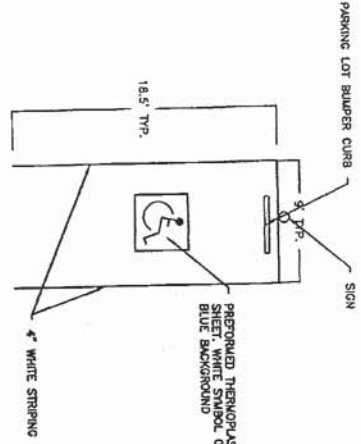
1. USE ONLY OPEN GRADED ROCK 4-8 INCH DIAMETER FOR STREAM FLOW CONDITIONS.
2. THE ROCK BERM SHALL BE SECURED WITH A WOVEN WIRE SHEATHING HAVING MAXIMUM 1 INCH OPENING AND MINIMUM WIRE DIAMETER OF 20 GAUGE.
3. THE ROCK BERM SHALL BE INSPECTED WEEKLY OR AFTER EACH RAIN, AND THE STONE AND/OR FABRIC CORE-WOVEN SHEATHING SHALL BE REPAIRED IMMEDIATELY WHEN THE STRUCTURE CLAVES TO FUNCTION AS INTENDED. DAMAGE, ETC., ACCUMULATION AMONG THE ROCKS, WASHOUT, CORROSION, DAMAGE, ETC., WHEN SILT REACHES A DEPTH EQUAL TO ONE-THIRD THE HEIGHT OF THE BERM OR ONE FOOT, WHICHEVER IS LESS, THE BERM SHALL BE REPAIRED AND DISPERSED TO THE NEAREST SLOPE AND IN A MANNER AS TO NOT CREATE A SITUATION PROBLEM.
4. ONLY INSPECTION SHALL BE MADE ON SEVERE-SERVICE ROCK BERMS; SILT SHALL BE REMOVED WHEN ACCUMULATION REACHES 6 INCHES.
5. WHEN THE SITE IS COMPLETELY STABILIZED, THE BERM AND ACCUMULATED SILT SHALL BE REMOVED AND DISPOSED OF IN AN APPROVED MANNER.

TYPICAL PARKING STALLS N.T.S.



NOTE: Cross-slopes for accessible space shall be in accordance with the International Symbol of Access. Each accessible parking space shall be identified by a sign centered at the head of each space. The sign must include the International Symbol of Accessibility and the words 'RESERVED' or equivalent language. The sign shall be located a minimum of 60\"/>

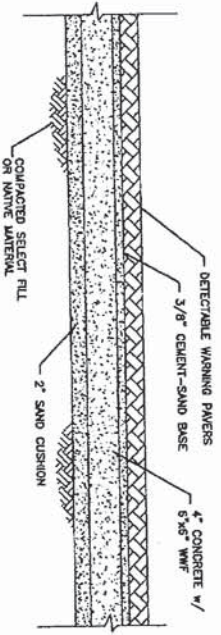
HANDICAP SIGN N.T.S.



TYPICAL ACCESSIBLE PARKING STALLS N.T.S.

GENERAL SIDEWALK AND PAVEMENT NOTES

1. ALL CONCRETE SHALL HAVE A COMPRESSIVE STRENGTH OF 4000 PSI AT 28 DAYS (MINIMUM), UNLESS OTHERWISE SPECIFIED.
2. ALL CONCRETE EDGES NOT CHAMFERED SHALL BE TOoled.
3. ALL REINFORCING STEEL SHALL BE SUPPORTED BY CHAIRS.
4. ALL CONCRETE SHALL BE CURED ACCORDING TO TxDOT STANDARD SPECIFICATIONS AND MUST BE COVERED IMMEDIATELY AFTER CURING, POLYETHYLENE, ETC.) AT TIME OF INSPECTION.
5. FLEXIBLE BASE SHALL BE PLACED IN ACCORDANCE WITH TxDOT STANDARD SPECIFICATIONS.
6. NOTES FOR CEMENT-SAND FOR PAVEMENT INSTALLATION:
 1. MATERIAL TO BE 1 PART CEMENT AND 3 PARTS SAND.
 2. THE DRY MIXTURE SHALL BE LIGHTLY WETTED PRIOR TO PLACEMENT OF PAVERS.
 3. MATERIAL AND EXCESS MATERIAL REMOVED FROM PAVING SURFACE.
 4. THE COMPLETED JOINTS SHALL BE FOGGED LIGHTLY WITH WATER.



CURB RAMP PAYER INSTALLATION SCALE: N.T.S.



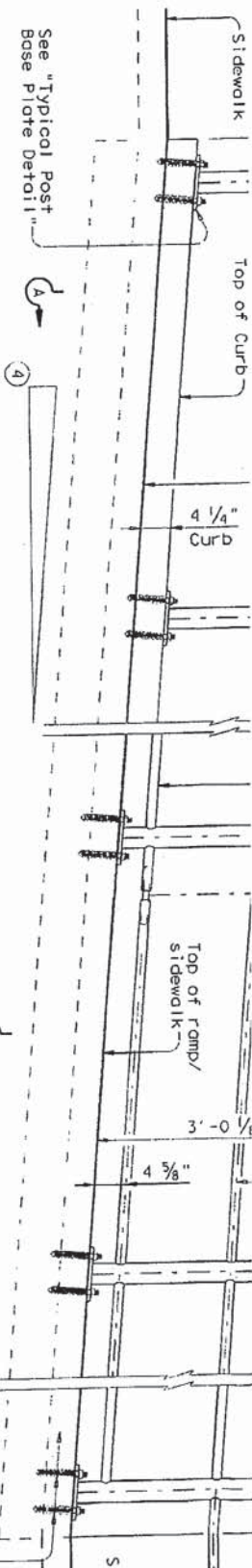
Associated Consulting Engineers, Inc. F-38
 206 Wild Basin, Suite A-240
 Austin, Texas 78746
 Phone 512.329.0006
 Fax 512.329.0096



MANOR PA
 201 W CARR
 MANOR, TX

DISCLAIMER:
The use of this standard is governed by the "Texas Engineering Pro
kind is made by TxDOT for any purpose whatsoever". TxDOT assumes no res
of this standard to other formats or for incorrect results or damages r

DATE:
FILE:



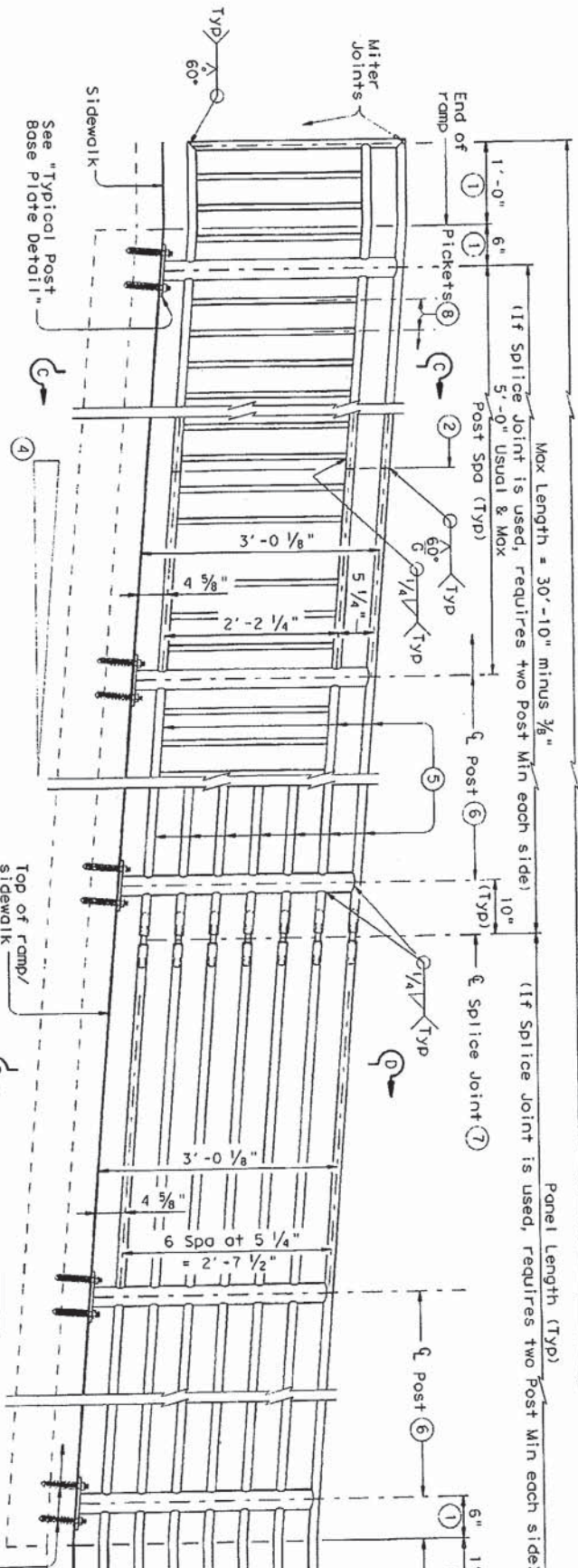
TY A

(Shop Splices and Splice Joints only shown on one Type for clarity)

ELEVATION

TY B

Anchor Bolts (Typ) (1)



TY C

ELEVATION

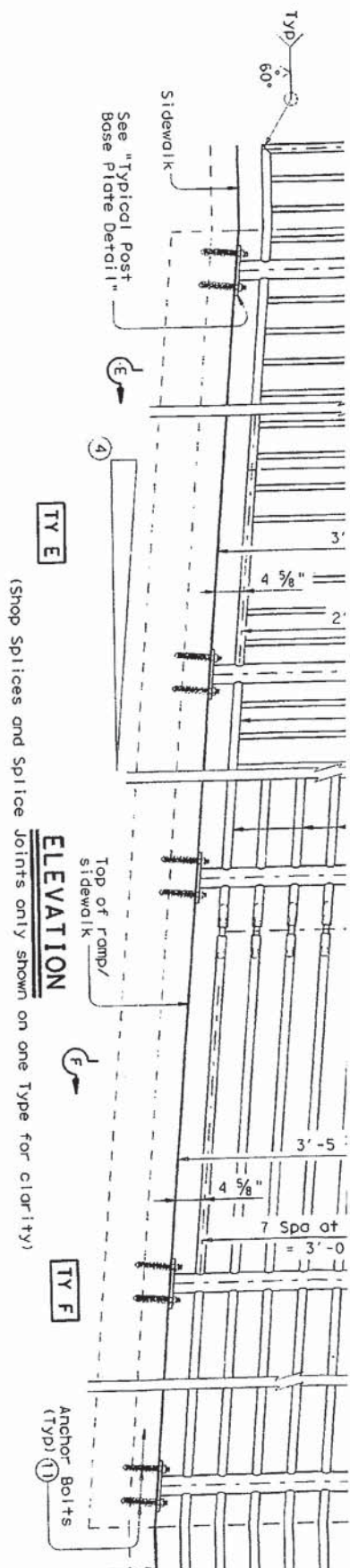
TY D

(Shop Splices and Splice Joints only shown on one Type for clarity)

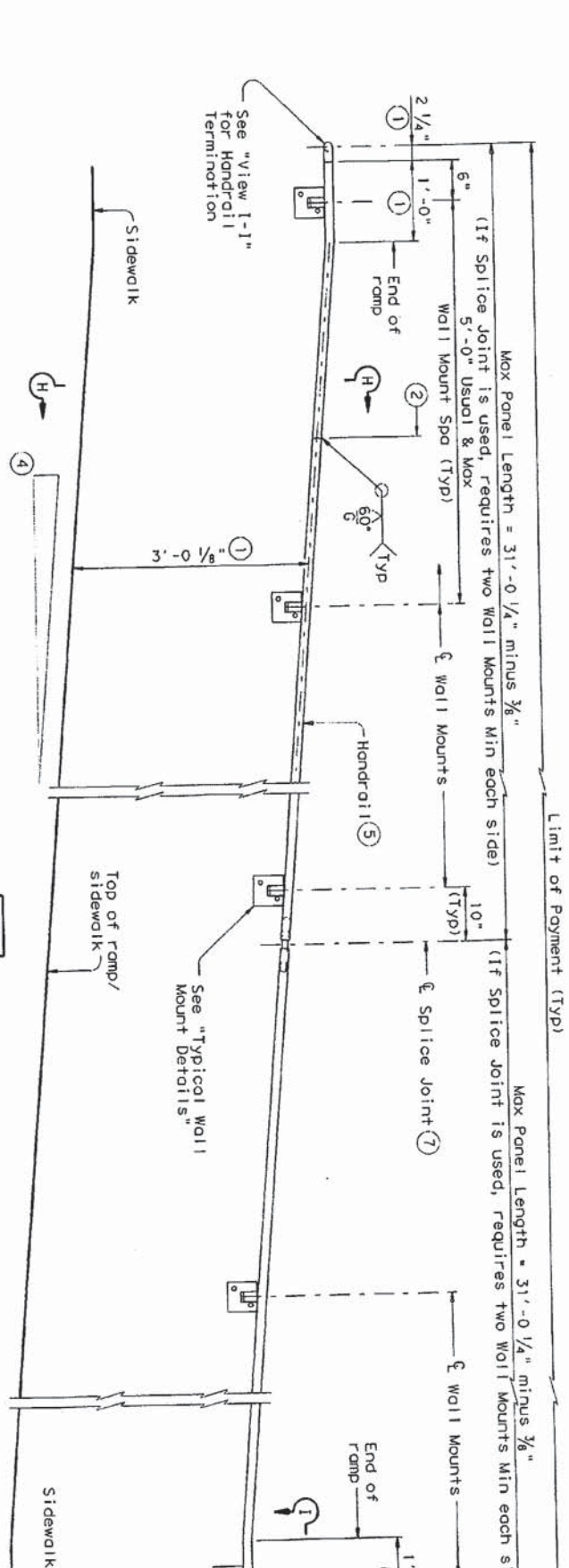
- ① Parallel to ground.
- ② One shop splice per panel is permitted with minimum 85 percent penetration. The weld may be square groove or single vee groove. Grind smooth.
- ③ Shop splice is permitted with minimum 85 percent penetration. The weld may be square groove or single vee groove. Grind smooth.
- ④ See Ramp Details located elsewhere in plans for ramp slope and dimensions. Maximum ramp slope will not exceed 8.3 percent. Level landing required for each 30" rise if grade exceeds 5 percent.
- ⑤ 1" Dia Extra Heavy Pipe (1.315" O.D., 0.179" wall thickness). Parallel to ramp/sidewalk. Provide holes as needed in 1" Dia pipe for galvanizing drainage and venting.
- ⑥ 2 1/2" Dia Standard Pipe (2.875" O.D., 0.21 thickness). Plumb all posts. See "Post for crimping and trimming post to fit Dia provide holes as needed in post for galva drainage and venting.
- ⑦ See "Handrail Fabrication Details" for Sp
- ⑧ 1/2" Dia Round Bar Eq Spa at 4 1/2" Max.
- ⑨ When needed for accessibility (grade > 5
- ⑩ Not to be used on bridges.
- ⑪ See "General Notes" for anchor bolt infor

DISCLAIMER:
The use of this standard is governed by the "Texas Engineering Pro
kind is made by TxDOT for any purpose whatsoever. TxDOT assumes no re
of this standard to other formats or for incorrect results or damages

DATE:
FILE:

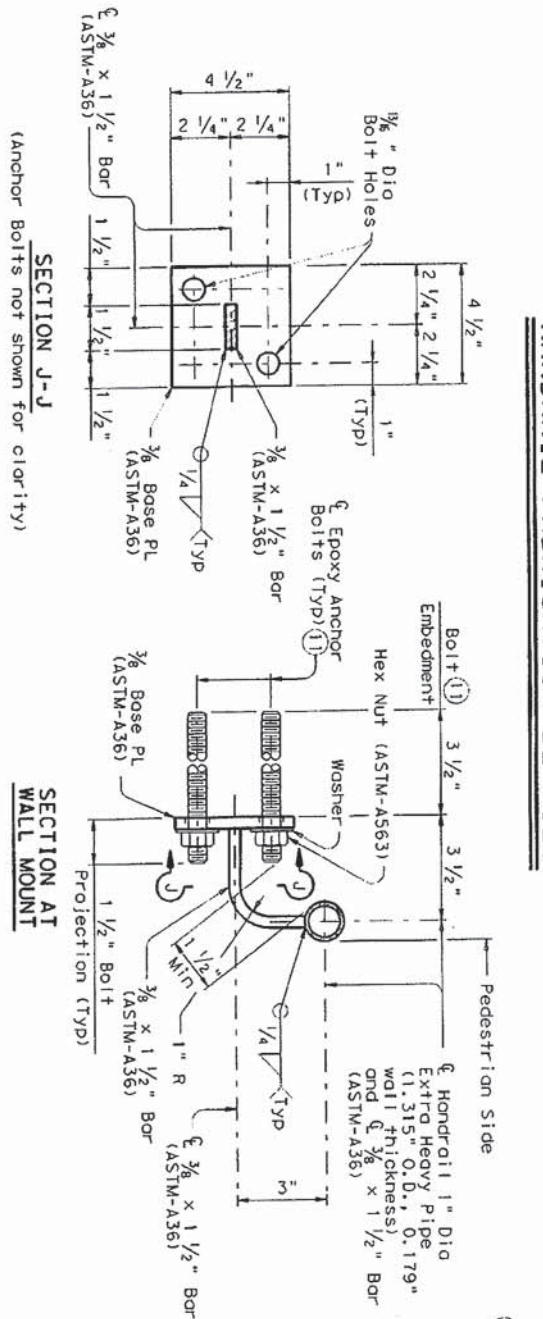
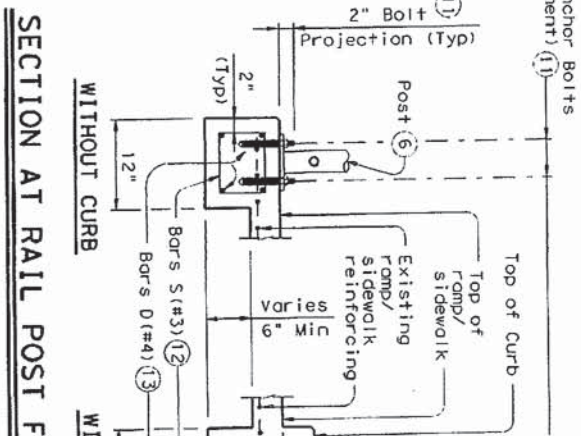


(Shop Splices and Splice Joints only shown on one Type for clarity)



- ① Parallel to ground.
- ② One shop splice per panel is permitted with minimum 85 percent penetration. The weld may be square groove or single vee groove. Grind smooth.
- ③ Shop splice is permitted with minimum 85 percent penetration. The weld may be square groove or single vee groove. Grind smooth.
- ④ See Ramp Details located elsewhere in plans for ramp slope and dimensions. Maximum ramp slope will not exceed 8.3 percent. Level landing required for each 30" rise if grade exceeds 5 percent.
- ⑤ 1" Dia Extra Heavy Pipe (1.315" O.D., 0.179" wall thickness). Parallel to ramp/sidewalk. Provide holes as needed in 1" Dia Pipe for galvanizing drainage and venting.
- ⑥ 2 1/2" Dia Standard Pipe (2.875" O.D., 0.21" thickness). Plumb all posts. See "Post for crimping and trimming post to fit Dia Provide holes as needed in post for galv drainage and venting.
- ⑦ See "Handrail Fabrication Details" for Sp
- ⑧ 1/2" Dia Round Bar Eq Spo at 4 1/2" Max. all pickets.
- ⑨ See "General Notes" for anchor bolt infor

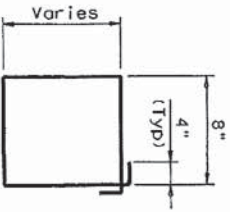
HANDRAIL FABRICATION DETAILS

SECTION AT
WALL MOUNTSECTION AT RAIL POST F
WITHOUT CURB

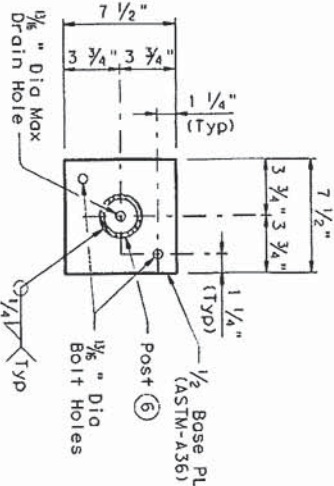
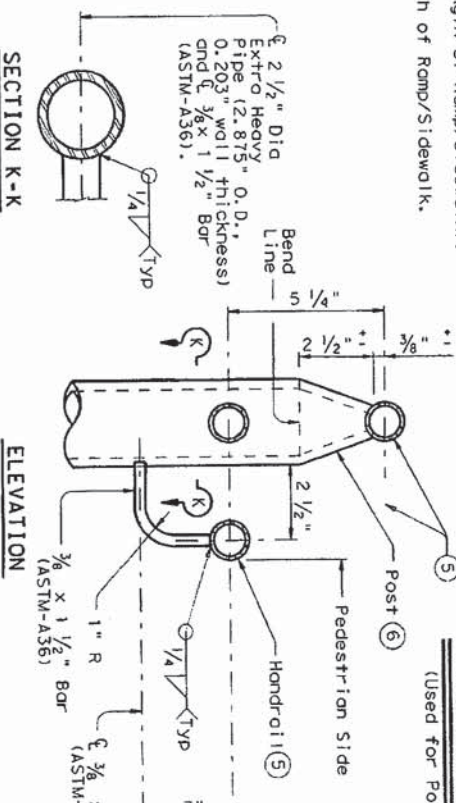
DISCLAIMER:
The use of this standard is governed by the "Texas Engineering Pro
kind is made by TxDOT for any purpose whatsoever. TxDOT assumes no re
of this standard to other formats or for incorrect results or damages

TYPICAL WALL MOUNT DETAILS

- ⑤ 1" Dia Extra Heavy Pipe (1.315" O.D., 0.179" wall thickness). Parallel to ramp/sidewalk.
- ⑥ 2 1/2" Dia Standard Pipe (2.875" O.D., 0.203" wall thickness). Plumb all posts. See "Post Mount Detail" for crimping and trimming post to fit Dia of top rail. Provide holes as needed in post for galvanizing drainage and venting.
- ⑦ See "General Notes" for anchor bolt information.
- ⑧ Bars S(#3) spaced at 12" Max (Spaced 3" from outside edge of overall length of Ramp/Sidewalk).
- ⑨ Provide 1 1/2" end cover to Bars D(#4) from outside edge of overall length of Ramp/Sidewalk.



BARS S (#3)

TYPICAL POST
BASE PLATE DETAIL

SECTION K-K

ELEVATION

CAST-
ANCHOR B
(Used for Post)

Flush or 1/8" Max

DATE:
FILE:

EXHIBIT C
Approved Construction Plans

To be made part of document prior to beginning of construction

EXHIBIT D

Certificate of Insurance (TxDOT Form 1560)

To be made part of document prior to beginning of construction

EXHIBIT E

Attachment A (FHWA Additional Requirements)

To be made part of document if applicable

Exhibit C
Copy of Resolution

TERMINATION OF THE
MULTIPLE USE AGREEMENT

BETWEEN THE STATE AND the City of Manor
FOR THE Public Sidewalk

STATE OF TEXAS §

COUNTY OF TRAVIS §

This Agreement terminates the previously executed Multiple Use Agreement for construction, maintenance, and operation of Public Sidewalk on the Texas Department of Transportation right-of-way, in Travis County, originally dated the 20th day of May, 2009, by and between the Texas Department of Transportation, hereinafter referred to as "State" and City of Manor, hereinafter referred to as the City.

WITNESSETH

WHEREAS, the City has requested the State to discontinue their responsibilities for the continued maintenance and operation, of Public Sidewalk, located within State right-of-way on Loop 212, Control Section in City and/or County, and being more particularly described in the exhibits attached hereto and made a part hereof; and

WHEREAS, the governing body of the City has indicated by Resolution/Ordinance No. 143, on the day of, 20to dissolve their partnership with the State evidenced by the execution of the this Agreement with the State; and

~~WHEREAS, the City will undertake to restore the area to a condition acceptable to the State prior to the execution of this agreement.~~ NA

- A. Exhibit A - site map;
- B. Copy of Original Multiple Use Agreement
- C. Copy of Resolution/Ordinance

IN WITNESS WHEREOF, the parties have hereunto affixed their signature, the _____ on the _____ day of _____, 20____, and the State on the _____ day of _____, 20____.

STATE OF TEXAS

Certified as being executed for the purpose of activating and/or carrying out the orders, established policies, or work programs heretofore approved by the Texas Transportation Commission.

(Name of other party)

By: _____
Signature

Printed Name

By: _____
Director, Maintenance Division Signature

Title

Director, Maintenance Division Printed Name

Contact Name

APPROVAL RECOMMENDED:

Contact Telephone No.

By: _____
District Engineer Signature

Tucker Ferguson, P.E.
District Engineer Printed Name

Date

Exhibit A
Site Map

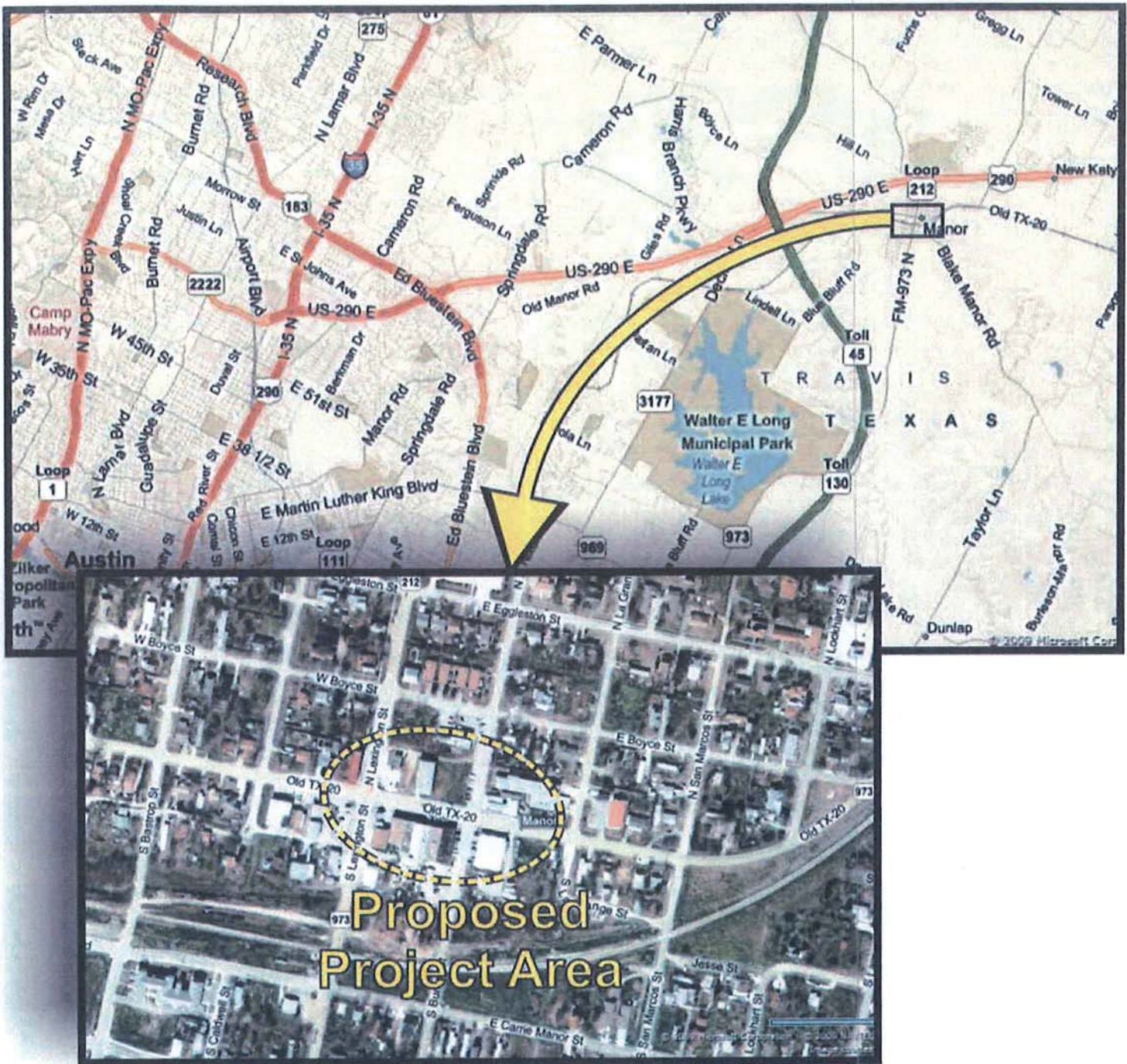


EXHIBIT A LOCATION MAP

C:\Projects-Municipalities\COM - Sidewalk - 2007_100-053-20\Misc-Files\100053-sidewalk-Exh A-042009.dwg



Jay Engineering Company, Inc.
P.O. Box 1220
Llano, Texas 78648-1220
Tel. (512) 264-3682 Fax. (512) 266-6016

ENGINEER
DAVID F. SIMONS, P.E.

DATE
07 - 02 - 07

DRAWN BY
JJD

PROJECT NO.
100-053-20

SCALE
1"=800'

Exhibit B
Copy of Original Multiple Use Agreement



MULTIPLE USE AGREEMENT

STATE OF TEXAS §

COUNTY OF TRAVIS §

THIS AGREEMENT made by the State of Texas by and between the Texas Department of Transportation, hereinafter referred to as "State", party of the first part, and the City of Manor _____, hereinafter called the City _____, party of the second part, is to become effective when fully executed by both parties.

WITNESSETH

WHEREAS, on the 20th day of May, 20 09, the governing body for the _____ City _____, entered into Resolution/Ordinance No. 2009-06 hereinafter identified by reference, authorizing the _____ City _____'s participation in this agreement with the State; and

WHEREAS, the _____ City _____ has requested the State to permit the construction, maintenance and operation of a public sidewalk _____ on the highway right of way, (General description of area) of Loop 212 between Lexington St. and Burnet St.

shown graphically by the preliminary conceptual site plan in Exhibit "A" and being more specifically described by metes and bounds of Exhibit "B", which are attached and made a part hereof; and

WHEREAS, the State has indicated its willingness to approve the establishment of such facilities and other uses conditioned that the _____ City _____ will enter into agreements with the State for the purpose of determining the respective responsibilities of the City _____ and the State with reference thereto, and conditioned that such uses are in the public interest and will not damage the highway facilities, impair safety, impede maintenance or in any way restrict the operation of the highway facility, all as determined from engineering and traffic investigations conducted by the State.

AGREEMENT

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the parties hereto to be by them respectively kept and performed as hereinafter set forth, it is agreed as follows:

1. DESIGN AND CONSTRUCTION

The City _____ will prepare or provide for the construction plans for the facility, and will provide for the construction work as required by said plans at no cost to the State. Said plans shall include the design of the access control, necessary horizontal and vertical clearances for highway structures, adequate landscape treatment, adequate detail to ensure compliance with applicable structural design standards, sufficient traffic control provisions, and general layout. They shall also delineate and define the construction responsibilities of both parties hereto. Completed plans will be submitted to State for review and approval and when approved shall be attached to the agreement and made a part thereof in all respects. Construction shall not commence until plans have been approved by the State. Any future revisions or additions shall be made after prior written approval of the State.

2. INSPECTION

Ingress and egress shall be allowed at all times to such facility for Federal Highway Administration personnel and State Forces and equipment when highway maintenance operations are necessary, and for inspection purposes; and upon request, all parking or other activities for periods required for such operations will be prohibited.

The state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under the contract or indirectly through a subcontract under the contract. Acceptance of funds directly under the contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.

3. PARKING REGULATIONS

Parking regulations shall be established limiting parking to single unit motor vehicles of size and capacity no greater than prescribed for 1 $\frac{1}{2}$ ton trucks, such vehicles to conform in size and use to governing laws. Parking shall be permitted only in marked spaces.

Parking shall be prohibited when a security threat, as determined by TxDOT, exists.

4. PROHIBITION/SIGNS

Regulations shall be established prohibiting the parking of vehicles transporting flammable or explosive loads and prohibiting use of the area in any manner for peddling, advertising or other purposes not in keeping with the objective of a public facility. The erection of signs other than those required for proper use of the area will be prohibited. All signs shall be approved by the State prior to the actual erection.

5. RESPONSIBILITIES

Maintenance and operation of the facility shall be entirely the responsibility of the City _____. Such responsibility shall not be transferred, assigned or conveyed to a third party without the advanced written approval of the State. Further, such responsibility shall include picking up trash, mowing and otherwise keeping the facility in a clean and sanitary condition, and surveillance by police patrol to eliminate the possible creation of a nuisance or hazard to the public. Hazardous or unreasonably objectionable smoke, fumes, vapor or odors shall not be permitted to rise above the grade line of the highway, nor shall the facility subject the highway to hazardous or unreasonably objectionable dripping, droppings or discharge of any kind, including rain or snow.

6. FEES

Any fees levied for use of the facilities in the area shall be nominal and no more than are sufficient to defray the cost of construction, maintenance and operations thereof, and shall be subject to State approval.

7. TERMINATION UPON NOTICE

This provision is expressly made subject to the rights herein granted to both parties to terminate this agreement upon notice, and upon the exercise of any such right by either party, all obligations herein to make improvements to said facility shall immediately cease and terminate.

8. MODIFICATION/TERMINATION OF AGREEMENT

If in the sole judgment of the State it is found at any future time that traffic conditions have so changed that the existence or use of the facility is impeding maintenance, damaging the highway facility, impairing safety or that the facility is not being properly operated, that it constitutes a nuisance, is abandoned, or if for any other reason it is the State's judgment that such facility is not in the public interest, this agreement under which the facility was constructed may be : (1) modified if corrective measures acceptable to both parties can be applied to eliminate the objectionable features of the facility; or (2) terminated and the use of the area as proposed herein discontinued.

13. INSURANCE

The City _____ shall provide necessary safeguards to protect the public on State maintained highways including adequate insurance for payment of any damages which might result during the construction, maintenance and operation of the facility occupying such airspace or thereafter, and to save the State harmless from damages, to the extent of said insurance coverage and insofar as it can legally do so. Prior to beginning work on the State's right of way, the _____ City _____'s construction contractor shall submit to the State a completed insurance form (TxDOT Form No. 1560) and shall maintain the required coverage during the construction of the facility.

14. USE OF RIGHT OF WAY

It is understood that the State by execution of this agreement does not impair or relinquish the State's right to use such land for highway purposes when it is required for the construction or re-construction of the traffic facility for which it was acquired, nor shall use of the land under such agreement ever be construed as abandonment by the State of such land acquired for highway purposes, and the State does not purport to grant any interest in the land described herein but merely consents to such use to the extent its authority and title permits.

15. ADDITIONAL CONSENT REQUIRED

The State asserts only that it has sufficient title for highway purposes. The City _____ shall be responsible for obtaining such additional consent, permits or agreement as may be necessary due to this agreement. This includes, but is not limited to, appropriate permits and clearances for environmental, ADA and public utilities.

16. FHWA ADDITIONAL REQUIREMENTS

If the Facility is located on the Federal-Aid Highway System, "ATTACHMENT A", which states additional requirements as set forth in the Federal Highway Administration's Title 23, Code of Federal Regulations, § 710, shall be attached to and become a part of this agreement.

17. CIVIL RIGHTS ASSURANCES

The _____ City _____, for itself, its personal representatives, successors and interests and assigns, as part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that: (1) no persons, on the grounds of race, color, sex, age, national origin, religion or disabling condition, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facility; (2) that in the construction of any improvements on, over or under such land and the furnishing of services thereon, no person on the ground of race, color, sex, age, national origin, religion or disabling condition, shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination; (3) that the

City _____ shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-Assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

That if in the event of any breach of the above non-discrimination covenants, the State shall have the right to terminate the agreement and reenter and repossess said land and the facilities thereon, and hold the same as if said agreement had never been made or issued.

18. AMENDMENTS

Any changes in the time frame, character or responsibilities of the parties hereto shall be enacted by a written amendment executed by both parties hereto.

19. LEGAL CONSTRUCTION

In case one or more of the provisions contained in this agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any provision hereof and this agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in this agreement.

20. NOTICES

All notices required under this agreement shall be mailed or hand delivered to the following respective addresses:

STATE (Mailing Address)	(Name of other party) (Mailing Address)
Texas Department of Transportation	City of Manor
Maintenance Division	201 East Parson Street
125 East 11th Street	P.O. Box 387
Austin, Texas 78701-2483	Manor, Texas 78653

21. WARRANTS

The signatories to this agreement warrant that each has the authority to enter into this agreement on behalf of the party represented.

List of Attached Exhibits:

Exhibit A - General Layout
Exhibit B - Metes and Bounds Description
Exhibit C - Approved Construction Plans
Exhibit D - Certificate of Insurance (TxDOT Form 1560)
Exhibit E - Attachment A (FHWA Additional Requirements)

IN WITNESS WHEREOF, the parties have hereunto affixed their signature, the

City _____ on the 20th day of MAY,
20 09, and the State on the 22nd day of July, 20 09.

City of Manor

(Name of other party)

By:

Joe Sanchez
Title
MAYOR

JOE SANCHEZ

Printed Name

5-20-09

Date

STATE OF TEXAS

Executed and approved for the Texas

Transportation Commission for the purpose and
effect of activating and/or carrying out the orders,
and established policies or work programs
heretofore approved and authorized by the Texas
Transportation Commission.

By:

Toribio Garza Jr. P.E.
Director, Maintenance Division

TORIBIO GARZA, JR., P.E.

DIRECTOR, MAINTENANCE DIVISION

7/21/09

Date

APPROVAL RECOMMENDED:

RL Stuard P.E.
for District Engineer

RL STUARD

Printed Name

7/6/09

Date

ATTACHMENT A

Inasmuch as this project is on the Federal-Aid highway system, the following additional requirements as applicable with the Federal Highway Administration's Title 23, Code of Federal Regulations, § 710.

1. Any significant revision in the design or construction of the facility shall receive prior approval by the Texas Department of Transportation subject to concurrency by the FHWA.
2. Any change in the authorized use of airspace shall receive prior approval by the Texas Department of Transportation subject to concurrence by the FHWA.
3. The airspace shall not be transferred, assigned or conveyed to another party without prior Texas Department of Transportation approval subject to concurrence by the FHWA.
4. This agreement will be revocable in the event that the airspace facility ceases to be used or is abandoned.

EXHIBIT E

**SUPPORTING
RESOLUTION or ORDINANCE**

CITY OF MANOR
P.O. BOX 387
MANOR, TX. 78653



Telephone (512) 272-5555
Fax (512) 272-8636
www.cityofmanor.org


RESOLUTION No. 2009-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, AUTHORIZING THE ACCEPTANCE OF A MULTIPLE USE AGREEMENT BETWEEN THE CITY OF MANOR AND THE TEXAS DEPARTMENT OF TRANSPORTATION.

WHEREAS, the City of Manor has requested the State to permit the construction, maintenance and operation of a public sidewalk on highway right of way;

Now, THEREFORE, be it resolved that the City Council of the City of Manor, hereby expressly declares the intent of the City of Manor to maintain the sidewalk for public use and abide by the terms of the multiple use agreement dated and adopted on May 20, 2009.

Adopted this the 20th day of May, 2009.



Dustin Haisler
City Secretary



Phil Tate
City Manager

EXHIBIT A

General Layout and Location

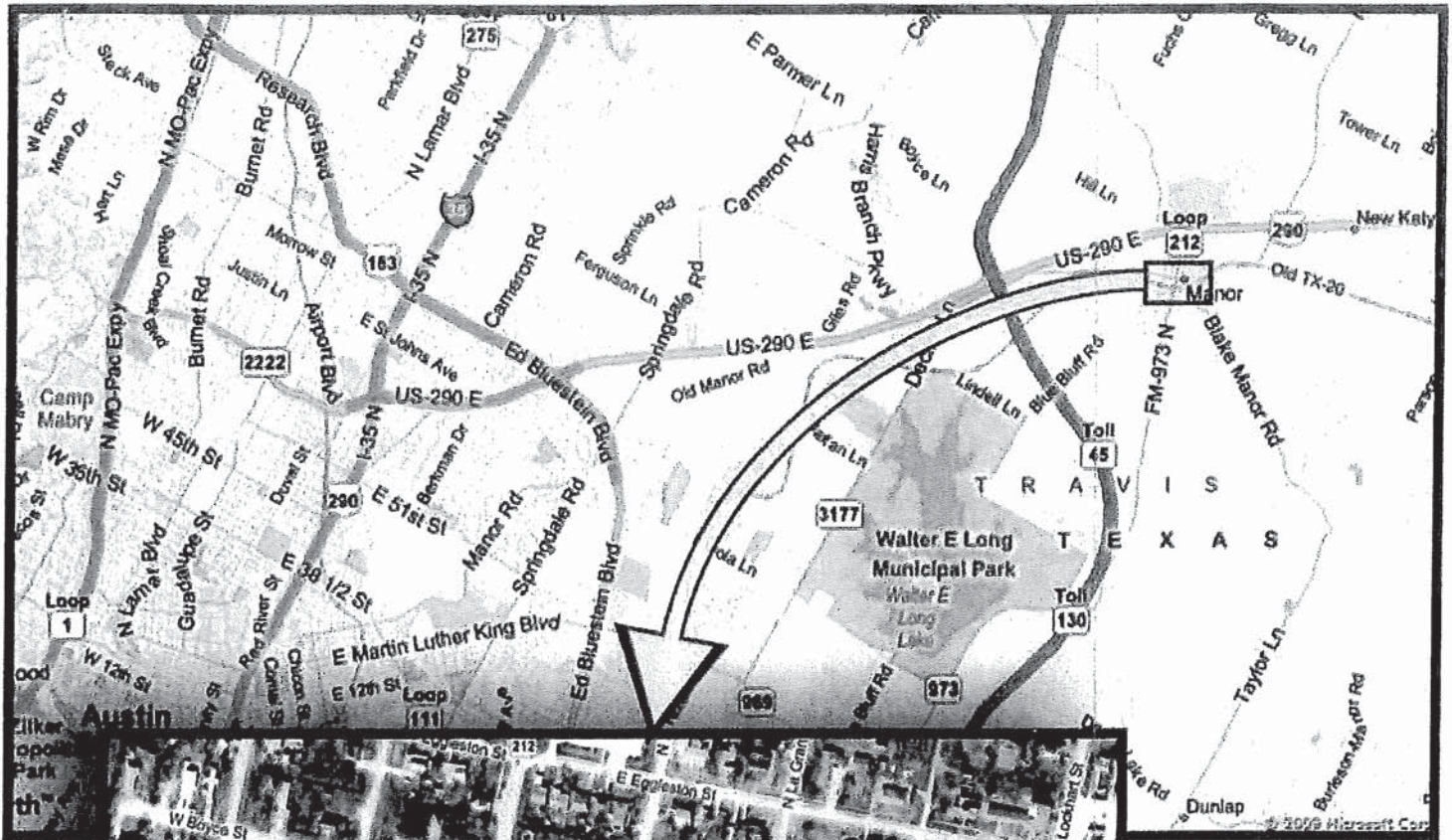


EXHIBIT A LOCATION MAP

C:\Projects-Municipalities\COM-Sidewalk-Imp-2007_100-053-20\Misc-Files\100053-sidewalk-Exh A-042009.dwg

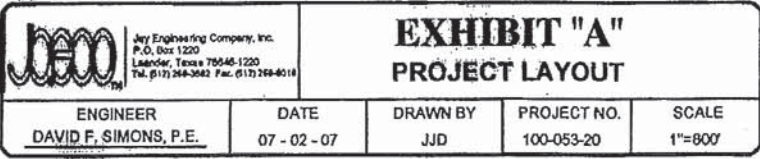


EXHIBIT B
Proposed Construction Plans
(Metes and Bounds Description)

See attached plans

100% PLAN SUBMITTAL

NAME OF CONTRACTOR: _____

DATE OF LETTING: _____

DATE WORK BEGAN: _____

DATE WORK COMPLETED: _____

DATE WORK ACCEPTED: _____

SUMMARY OF CHANGE ORDERS: _____

CITY C

PLANS C

SIDEWALK

FEDEF

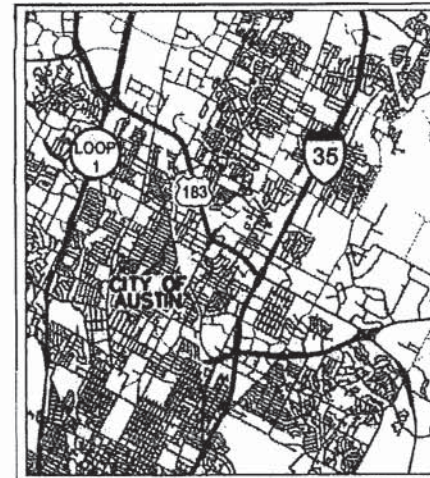
CS

M
TRA

SHEET INDEX

SHT NO.	DESCRIPTION
1. _____	COVER SHEET & LOCATION MAP
2.-4. _____	GENERAL NOTES
5. _____	STORM WATER POLLUTION PREVENTION PLAN
6. _____	KEY MAP
7. _____	PLAN - PARSONS STREET
8. _____	PLAN - PARSONS STREET
9. _____	PLAN - CARRIE MANOR
10. _____	PLAN - BURNET STREET
11. _____	PLAN - BURNET STREET
12. _____	INTERSECTION DETAILS
13. _____	INTERSECTION DETAILS
14. _____	INTERSECTION DETAILS
15. - 34. _____	CONSTRUCTION DETAILS
35. _____	TRAFFIC CONTROL PLAN
36. - 47. _____	TRAFFIC CONTROL DETAILS

TOTAL LENGTH OF PROJ. _____
TYPE _____
CONSISTING OF: G _____



LOC

Manor C

Joe Sanchez, Mayor
Sharon Snowden
Stacia Mayer

WORK WAS COMPLETED ACCORDING
TO THE PLANS AND CONTRACT

_____, P.E. _____
Signature Of Registrant Date

NO.	DATE	REVISION	APPV.

JAECO JOB NO.: 100-053-20

THE ENCLOSED TEXAS DEPARTMENT OF TRANSPORTATION SPECIFICATIONS, SPECIAL SPECIFICATIONS, GENERAL NOTES AND SPECIFICATIONS HAVE BEEN SELECTED BY ME, OR MY SUPERVISOR AS BEING APPLICABLE TO THIS PROJECT. A RESPONSIBLE ENGINEER IS AN OBTAINED FROM THE TEXAS DEPARTMENT OF TRANSPORTATION. ENGINEERING PROFESSIONAL SEAL REQUIRED.

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C:\Projects\Municipalities\COM - Sewer\k-hrp - 2007_100-053-30\Caust-Plan-Final-030709\100053-3-sta-k-hrp-030309.dwg



1. EXISTING UTILITY LOCATIONS SHOWN HEREON ARE APPROXIMATE. CONTRACTOR IS TO VERIFY LOCATIONS OF ALL EXISTING UTILITY LINES PRIOR TO COMMENCING WORK.

Sta. 6+72
5'x5' PASSING SPACE

PROPOSED 4'
WIDE SIDEWALK

WV: COVER=528.86
TOP OF VALVE=523.95

SILT FENCE
45 L.F.

N. BASTROP STREET

3 214 mmol glucose = 3

SILT FENCE
10 L.F.

SILT FENCE
25 L.F.

Pa

Sta. 13+56
5'x5' PASSING SPACE

PROPOSED 4'
WIDE SIDEWALK

END 4'
WIDE SIDEWALK
MATCH EXIST.
SIDEWALK

134 W. PARSONS STREET

14+00

15+00

WV: COVER=528.93
TOP OF VALVE=526.4

WV: COVER=528.44
TOP OF VALVE=524.94

BLOCK "24"

LOOP 212

FM 973.

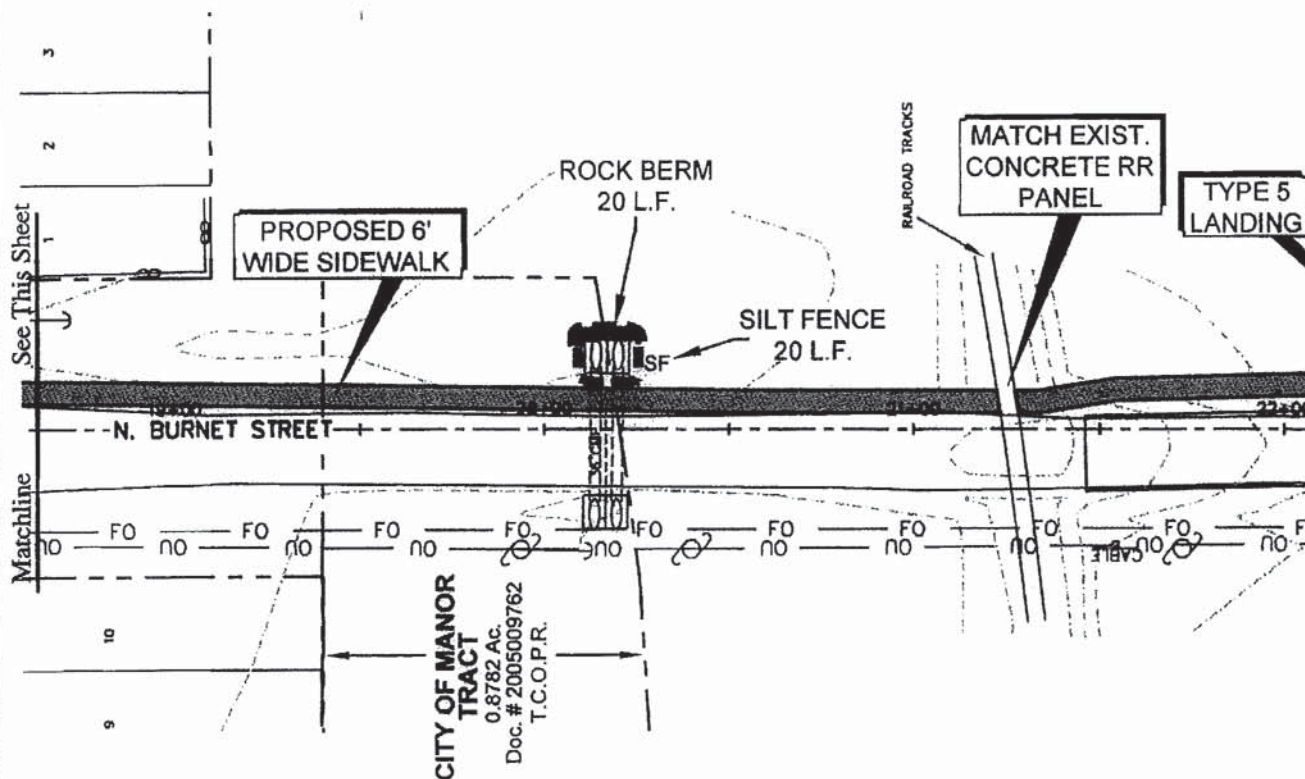
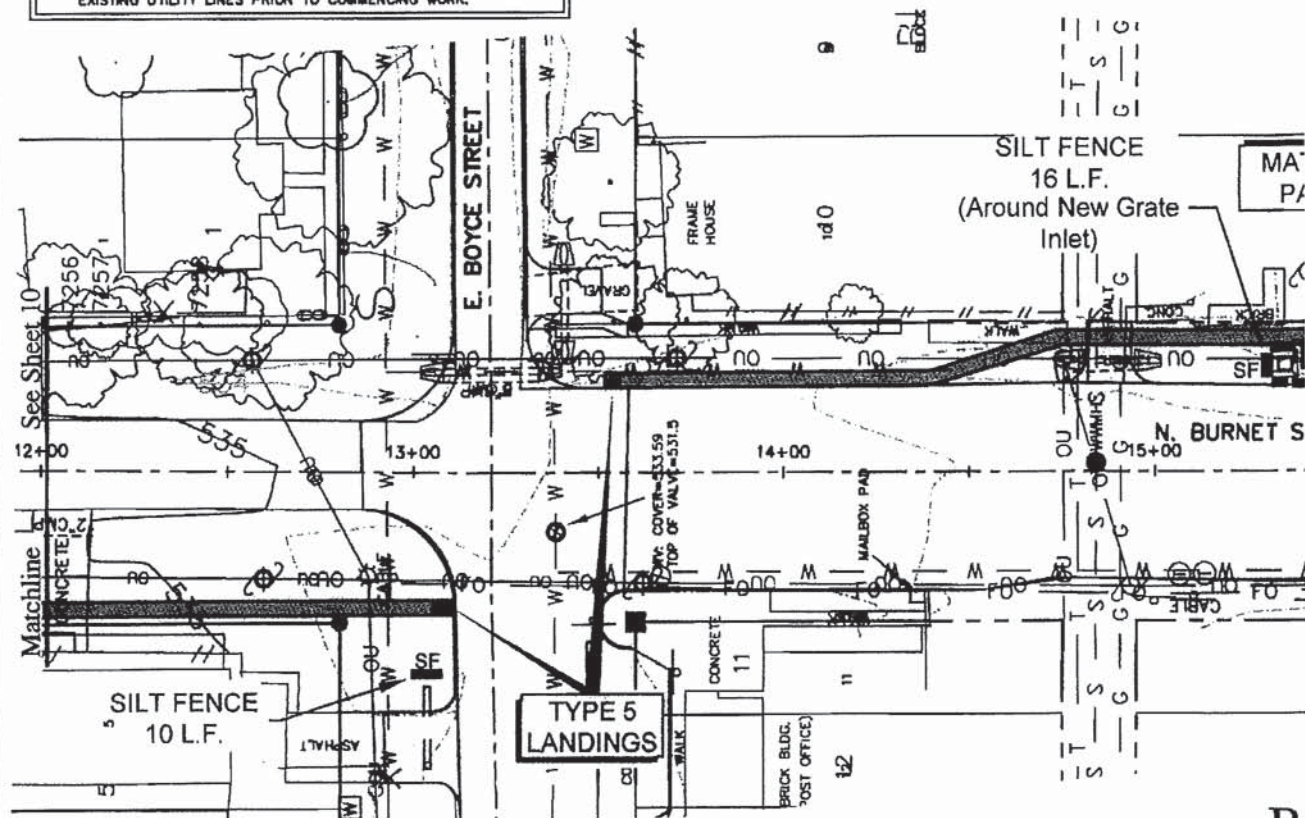
STATE R.O.W. 7

Pa

C:\Projects-Municipalities\COM-Sidewalk-imp-2007_100-053-20\Const-PLans-Final-030309\100053-sh7-14-G-B-030309.dwg

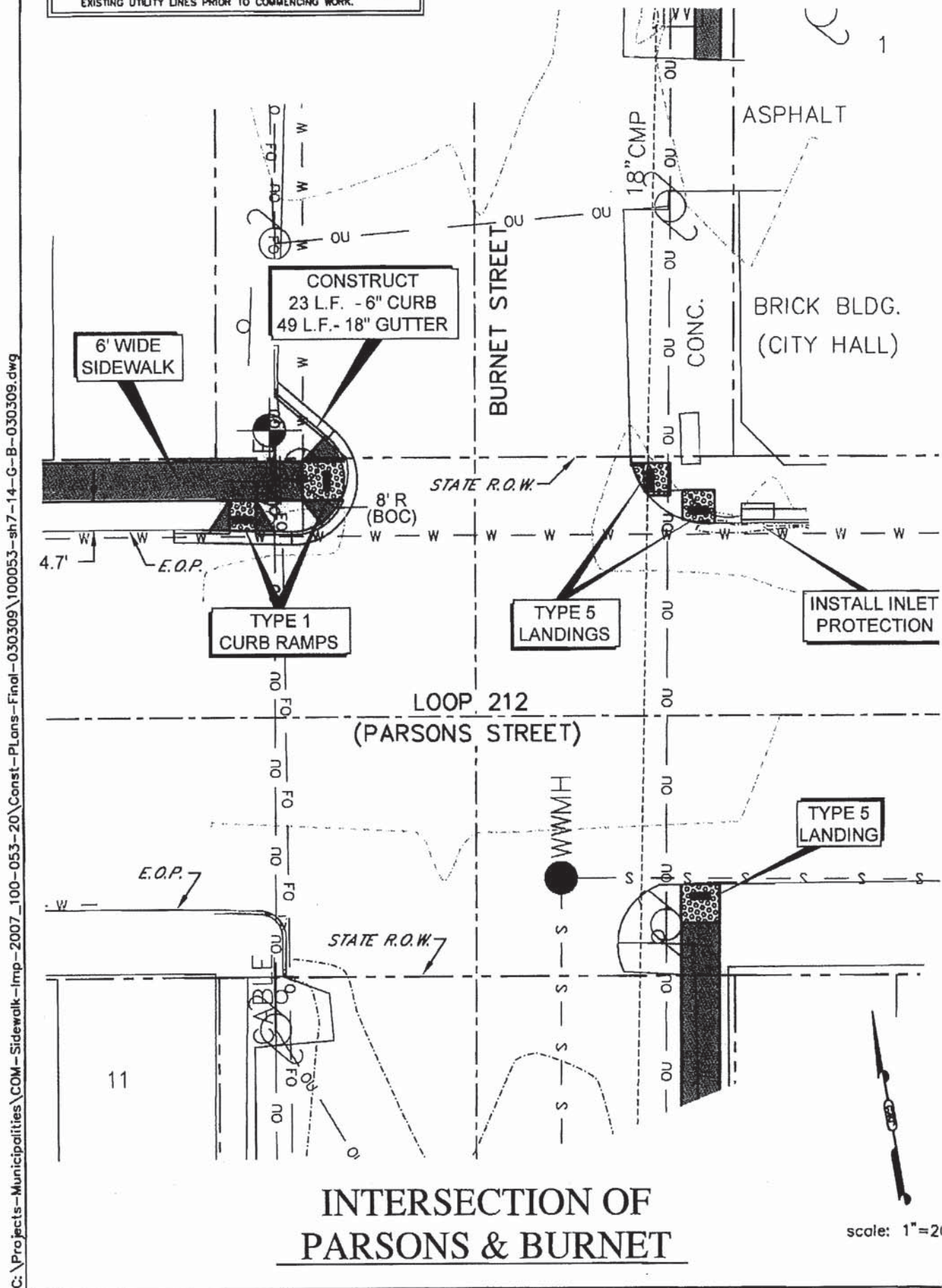
NOTE:

1. EXISTING UTILITY LOCATIONS SHOWN HEREON ARE APPROXIMATE. CONTRACTOR IS TO VERIFY LOCATIONS OF ALL EXISTING UTILITY LINES PRIOR TO COMMENCING WORK.



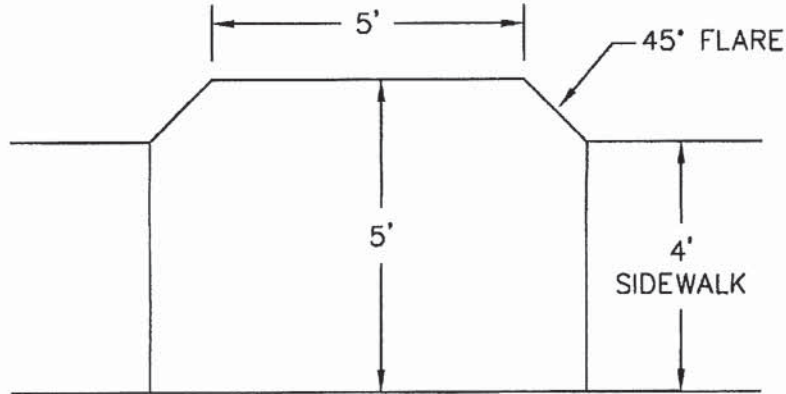
Burnet Street

1. EXISTING UTILITY LOCATIONS SHOWN HEREON ARE APPROXIMATE. CONTRACTOR IS TO VERIFY LOCATIONS OF ALL EXISTING UTILITY LINES PRIOR TO COMMENCING WORK.



NOTE:

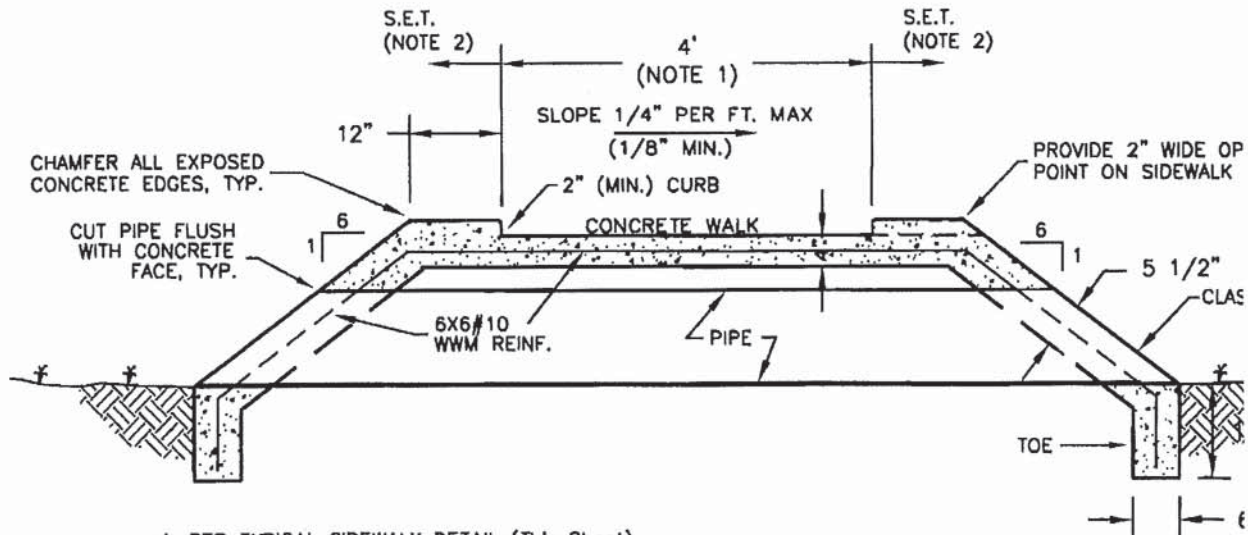
1. EXISTING UTILITY LOCATIONS SHOWN HEREON ARE APPROXIMATE. CONTRACTOR IS TO VERIFY LOCATIONS OF ALL EXISTING UTILITY LINES PRIOR TO COMMENCING WORK.



5'x5' PASSING SPACE

N.T.S.

NONWOV



1. PER TYPICAL SIDEWALK DETAIL (This Sheet)

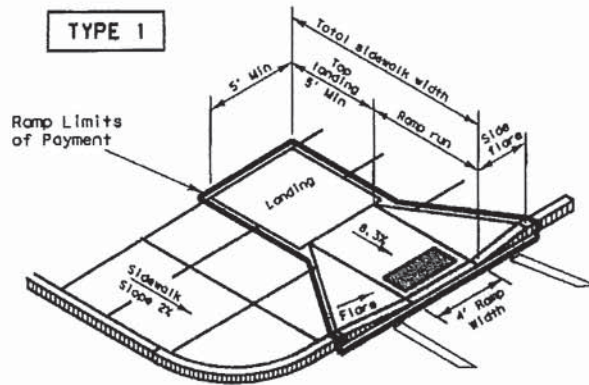
2. WITHIN LIMITS OF S.E.T. (OR HEADWALL, IF APPLICABLE), CULVERT PIPE IS INCLUDED IN S.E.T. BID ITEM

SIDEWALK CULVERT

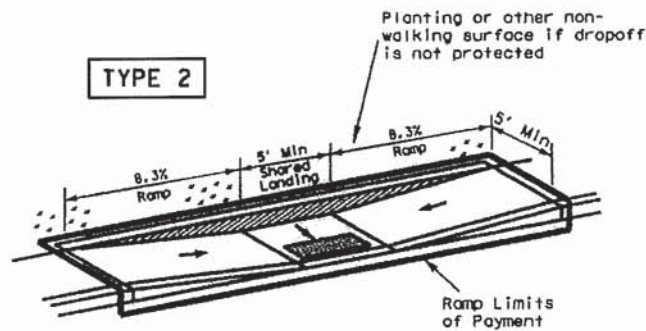
N.T.S.

DISCLAIMER: The use of this standard is governed by the "Texas Engineering Practice Act". No warranty of any kind is made by TxDOT for any purpose whatsoever. TxDOT assumes no responsibility for the conversion of this standard to other formats or for incorrect results or damages resulting from its use.

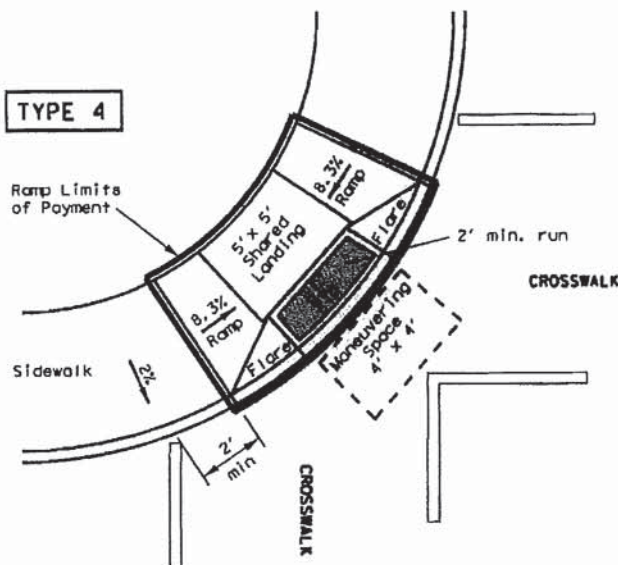
LEVELS DISPLAYED
1



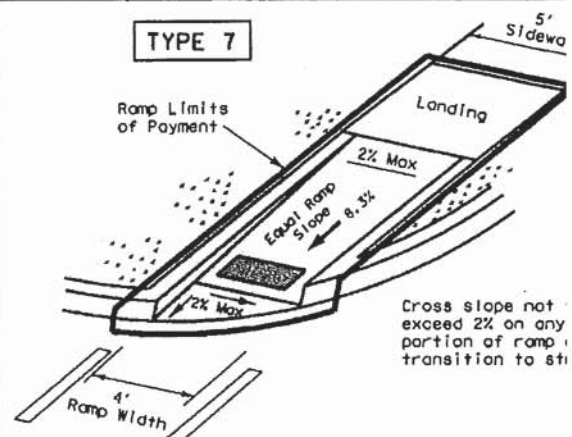
PERPENDICULAR CURB RAMP



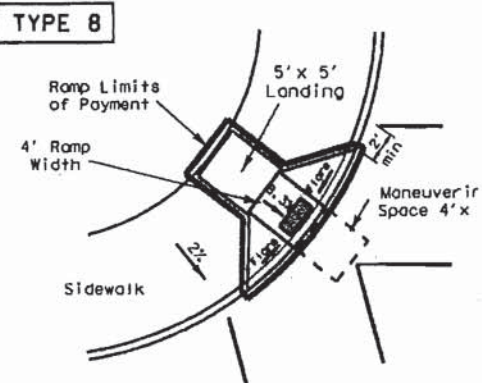
PARALLEL CURB RAMP
(Use only where water will not pond in the landing.)



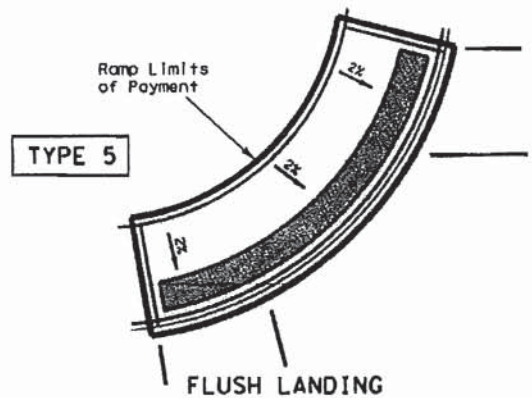
DIAGONAL COMBINATION CURB RAMP
Perpendicular to the Tangent of the Curb Radius and Contained in Crosswalk



DIRECTIONAL RAMP WITHIN RADIUS
(Sidewalk set back from curb)

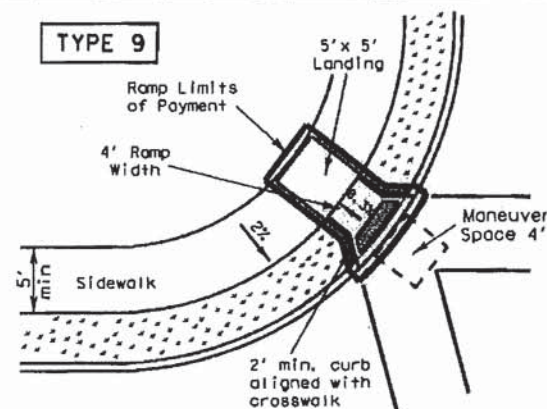


DIAGONAL CURB RAMP (FLARED SIDES)



TYPE 5

FLUSH LANDING



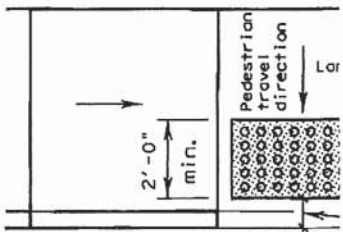
TYPE 9

DIAGONAL CURB RAMP (RETURNED CURB)

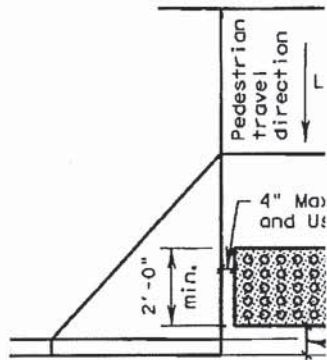
DETECTABLE WARNINGS

General Notes for Detectable Warnings

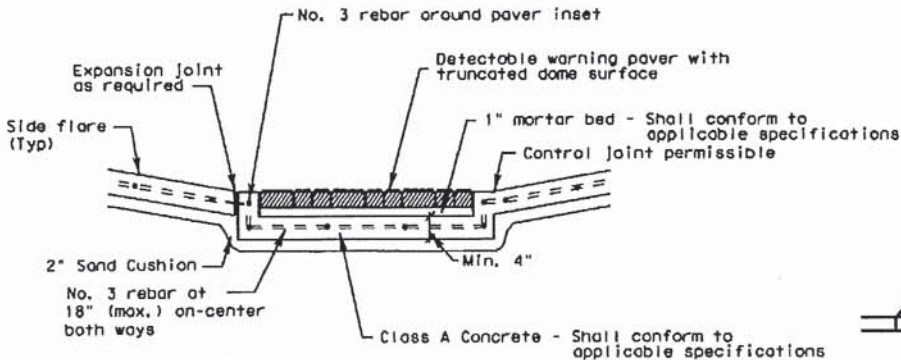
1. Curb ramps must contain a detectable warning surface that consists of raised truncated domes complying with Section 4.29 of the Texas Accessibility Standards (TAS). The surface must contrast visually with adjoining surfaces, including side flares. Furnish dark brown or dark red detectable warning surface adjacent to uncolored concrete, unless specified elsewhere in the plans.
2. Detectable warning surfaces must be slip resistant and not allow water to accumulate.
3. Align truncated domes in the direction of pedestrian travel when entering the street.
4. Shaded areas on Sheet 1 of 4 indicate the approximate location for the detectable warning surface for each curb ramp type.
5. Detectable warning surfaces shall be a minimum of 24" in depth in the direction of pedestrian travel, and extend the full width of the curb ramp or landing where the pedestrian access route enters the street.
6. Detectable warning surfaces shall be located so that the edge nearest the curb line is a minimum of 6" and a maximum of 10" from the extension of the face of curb. Detectable warning surfaces may be curved along the corner radius.
7. TxDOT maintains a list of Qualified Detectable Warning Materials. Details are provided herein for the placement of landscape pavers. For other materials, refer to the manufacturer's product manual for proper installation.



Typical placement of detectable warning surface on landing



Typical placement of detectable warning surface on curb ramp

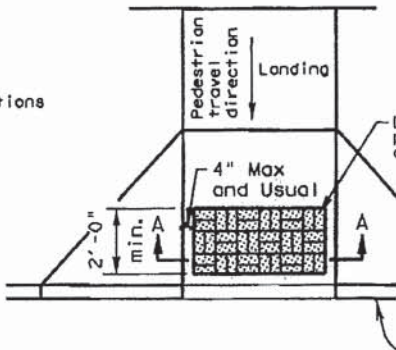


Section A-A

General Notes (Pavers)

Furnish detectable warning paver units meeting all requirements of ASTM C-936, C-33. Lay in a two by two unit basket weave pattern or as directed.

Lay full-size units first followed by closure units consisting of at least 25 percent of a full unit. Cut detectable warning paver units using a power saw.



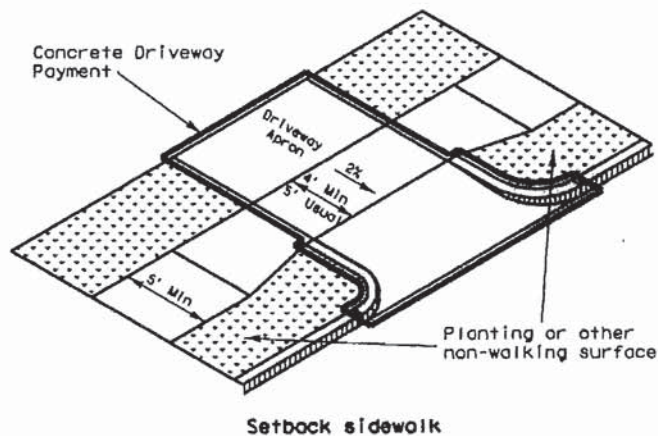
Truncated Dome Pattern

DETECTABLE WARNING PAVES

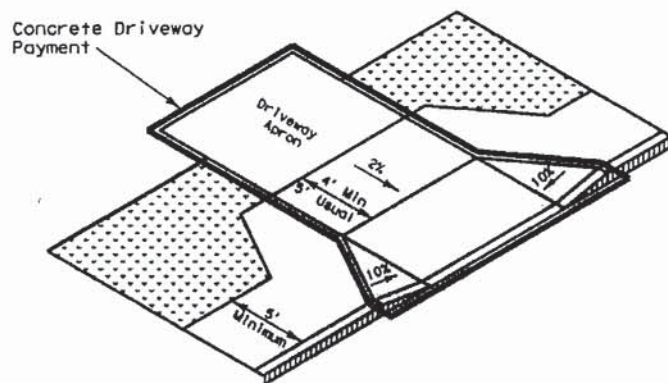
DISCLAIMER: The use of this standard is governed by the "Texas Engineering Practice Act". No warranty of any kind is made by TxDOT for any purpose whatsoever. TxDOT assumes no responsibility for the conversion of this standard to other formats or for incorrect results or damages resulting from its use.

LEVELS DISPLAYED

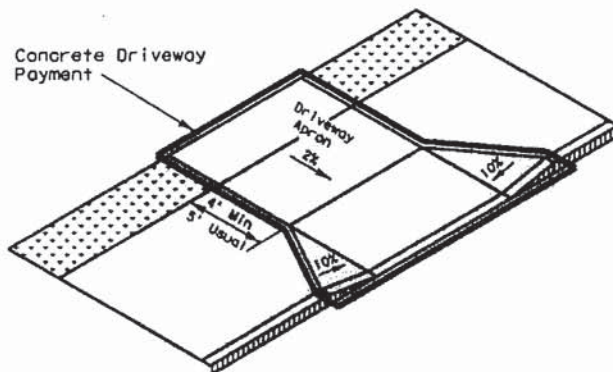
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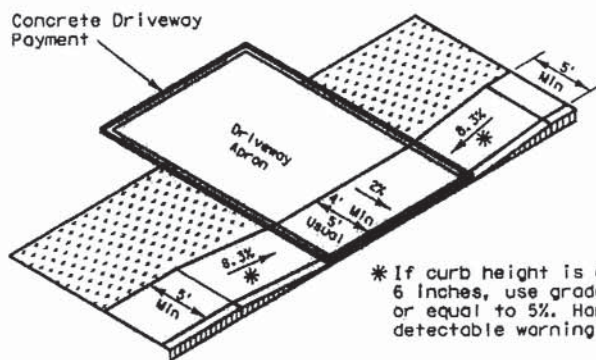
Setback sidewalk



Apron offset sidewalk

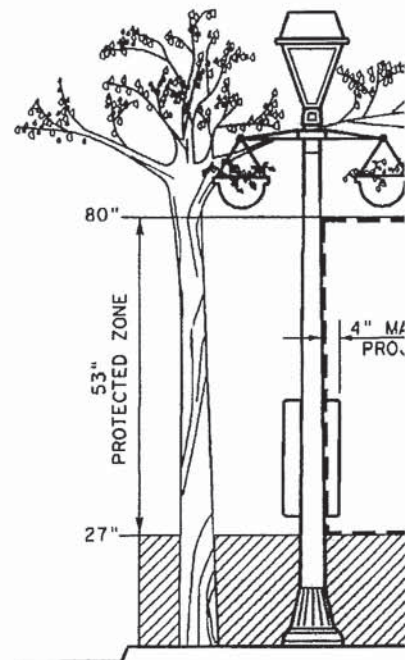


Wide sidewalk



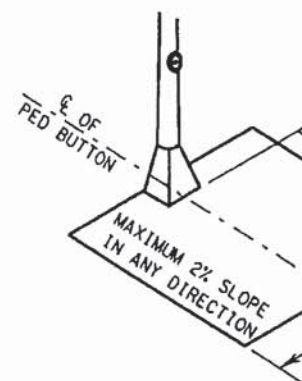
Ramp sidewalk

SIDEWALK TREATMENT AT DRIVEWAYS

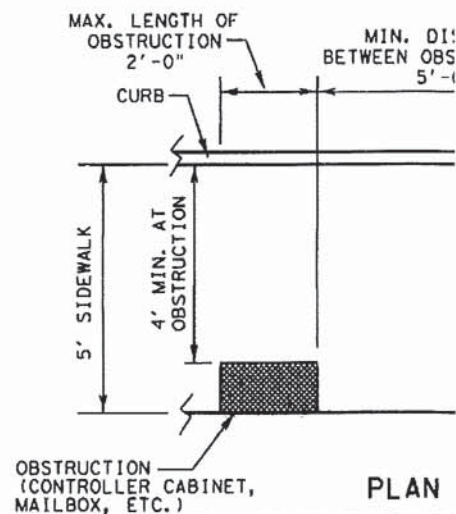


PROTEC

In pedestrian circulation
for post or wall mounted
above the surface.



CLEAR GROUND AT PEDESTRIA

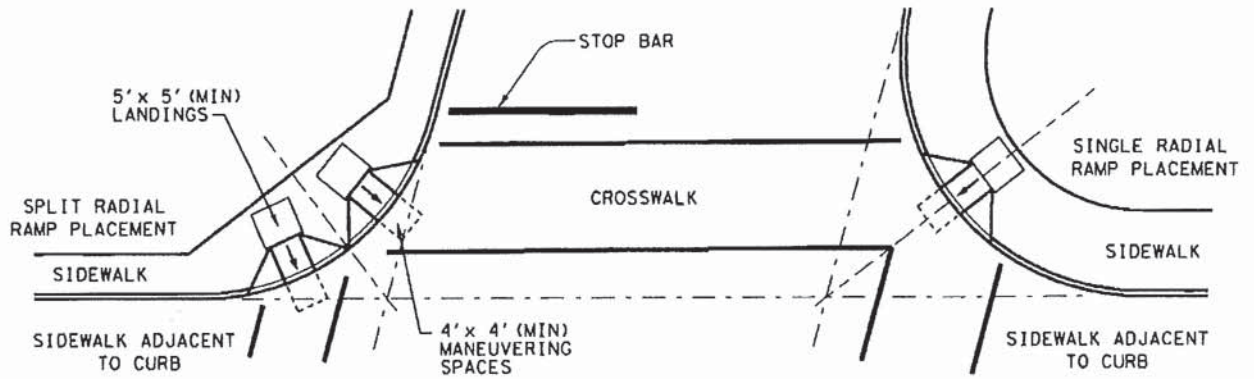


PLACEMENT OF ST

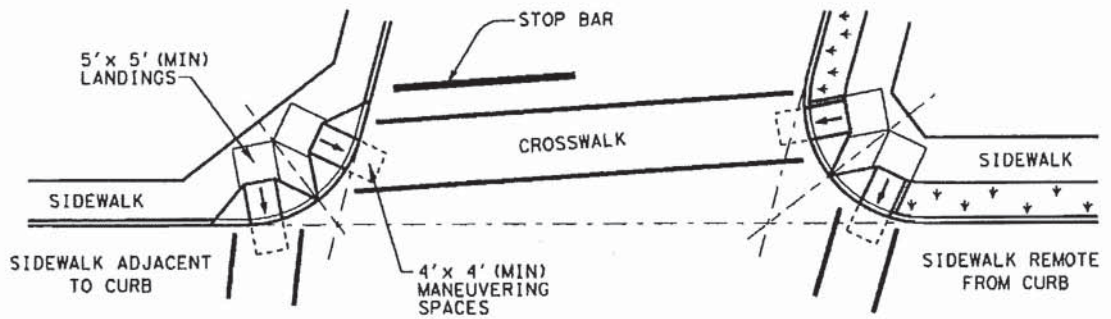
(ITEMS NOT INTENDED
MINIMUM 4' x 4' CLEARANCE
REQUIRED AT PUBLIC

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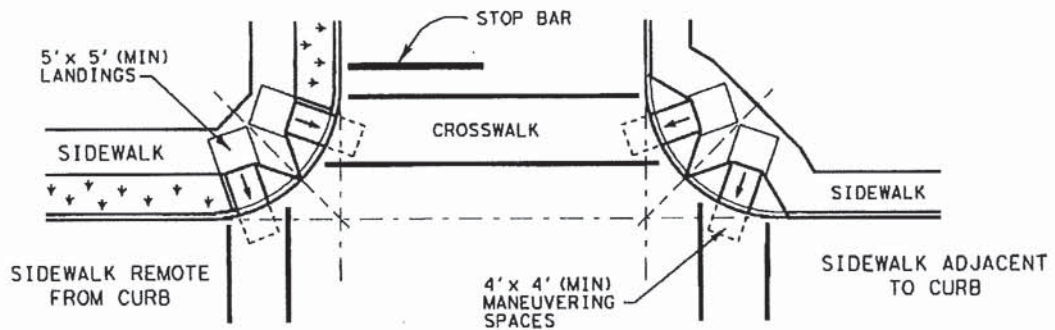
LEVELS DISPLAYED
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SKewed INTERSECTION WITH "LARGE" RADIUS



SKewed INTERSECTION WITH "SMALL" RADIUS



NORMAL INTERSECTION WITH "SMALL" RADIUS

EXHIBIT C
Approved Construction Plans

To be made part of document prior to beginning of construction

EXHIBIT D

Certificate of Insurance (TxDOT Form 1560)

To be made part of document prior to beginning of construction

Exhibit C
Copy of Resolution



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 15, 2020

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on entering into a service agreement with Atchley & Associates for performing an audit of the financial statements of the City of Manor.

BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

Engagement Letter

STAFF RECOMMENDATION:

It is City staff's recommendation that Council approve a service agreement with Atchely & Associates and authorize the City Manager to sign the engagement letter.

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



January 2, 2020

Finance Committee
City of Manor
P.O. Box 387
Manor, Texas 78653

This letter is to explain our understanding of the arrangements for the services that Atchley & Associates, LLP (the Firm) is to perform for City of Manor for the year ending September 30, 2019. We ask that you either confirm or amend this understanding.

The Objective and Scope of the Audit of the Financial Statements

You have requested that we audit the financial statements of the City of Manor, Texas (the City), which comprise governmental activities, business-type activities, aggregate discretely presented component units, each major fund and aggregate remaining fund information as of and for the year-ended September 30, 2019, which collectively comprise the basic financial statements, and the required supplementary information of the statement of revenue, expenditures, and changes in fund balances – budget and actual, related notes, the schedule of changes in the City's net pension asset/liability and related ratios – last ten years (unaudited), and the Texas municipal retirement system – schedule of funding progress (unaudited). We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

The Responsibilities of the Auditor

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and *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 auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. 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.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements. The determination of abuse is subjective; therefore, *Government Auditing Standards* do not expect us to provide reasonable assurance of detecting abuse.

In making our risk assessments, we consider internal control relevant to the City'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 City's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate to the Finance Committee (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential).

The funds that you have told us are maintained by the City and that are to be included as part of our audit are listed here.

- General Fund
- Capital Projects Fund
- Special Revenue Fund
- Debt Service Fund
- Utility Enterprise Fund

Our reports on internal control will include any significant deficiencies and material weaknesses in controls of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with requirements of the standards and circulars identified above. Our report(s) on compliance matters will address material errors, fraud, abuse, violations of compliance obligations, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts, and any state or federal grant, entitlement, or loan program questioned costs of which we become aware, consistent with requirements of the standards and circulars identified above.

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility

- a. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the

financial statements. Management also agrees that it will not evaluate subsequent events earlier than the date of the management representation letter referred to below;

- c. For 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; and
- d. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit including among other items:

- a. That management has fulfilled its responsibilities as set out in the terms of this letter; and
- b. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for identifying and ensuring that the City complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements. Management is also responsible for informing us of its knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, or others.

Management is responsible for the preparation of the supplementary information in accordance with accounting principles generally accepted in the United States of America. Management agrees to include the auditor's report on the supplementary information in any document that contains the supplementary information and that indicates that the auditor has reported on such supplementary information. Management also agrees to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

The Finance Committee is responsible for informing us of its views about the risks of fraud within the City, and its knowledge of any fraud or suspected fraud affecting the City.

The City agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, the City agrees to contact us before it includes our reports or otherwise makes reference to us, in any public or private securities offering.

Our association with an official statement is a matter for which separate arrangements will be necessary. The City agrees to provide us with printer's proofs or masters of such offering documents for our review and approval before printing and with a copy of the final reproduced material for our approval before it is distributed. In the event our auditor/client relationship has been terminated when the City seeks such consent, we will be under no obligation to grant such consent or approval.

We agree that our association with any proposed offering is not necessary, providing the City agrees to clearly indicate that we are not associated with the contents of any such official statement or memorandum. The City agrees that the following disclosure will be prominently displayed in any such official statement or memorandum:

Atchley & Associates, LLP, our independent auditor, has not been engaged to perform, and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Atchley & Associates, LLP, also has not performed any procedures relating to this official statement.

Because the Firm will rely on the City and its management and Finance Committee to discharge the foregoing responsibilities, the City holds harmless and releases the Firm, its partners, and employees from all claims, liabilities, losses, and costs arising in circumstances where there has been a knowing misrepresentation by a member of the City's management which has caused, in any respect, the Firm's breach of contract or negligence. This provision shall survive the termination of this arrangement for services.

The City's Records and Assistance

If circumstances arise relating to the condition of the City's records, the availability of appropriate audit evidence, or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion, issue a report, or withdraw from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the City's books and records. The City will determine that all such data, if necessary, will be so reflected. Accordingly, the City will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by City personnel, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Lydia Collins, Finance Director. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

If, in connection with our audit, you request us to perform accounting services necessary for the preparation of the financial statements (such as maintaining depreciation schedules, drafting the financial statements, etc.), you agree to designate an appropriate individual to oversee the services, make all management decisions involved in those services, evaluate the adequacy and results of the services, and accept responsibility for the results of the services.

Fees, Costs, and Access to Workpapers

Our fees for the audit and accounting services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Our fee estimate and completion of our work is based upon the following criteria:

- a. Anticipated cooperation from City personnel
- b. Timely responses to our inquiries
- c. Timely completion and delivery of client assistance requests
- d. Timely communication of all significant accounting and financial reporting matters
- e. The assumption that unexpected circumstances will not be encountered during the engagement

If any of the aforementioned criteria are not met, then fees may increase. Interim billings will be submitted as work progresses and as expenses are incurred. We will notify you immediately of any circumstances we encounter which could significantly affect our initial estimate of fees, excluding direct out-of-pocket expenses, estimated to be \$29,000 - \$32,000 for the audit services. All other provisions of this letter will survive any fee adjustment. In accordance with our firm policies, work may be suspended if your account becomes sixty or more days overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

You may terminate the arrangement at any time by written notice to us. Termination for any reason will not affect your obligation to pay us for fees and expenses incurred prior to termination or in transferring files to and otherwise cooperating with any successor auditor. All provisions of this arrangement will survive termination or cancellation, except that (a) we will not have any obligation to provide services after termination and (b) you will not have any obligation to pay us for any services that we perform after termination, except for costs incurred to cooperate with a successor auditor or regulatory agency subpoena or inquiry.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a partner or professional employee leaves the firm and is subsequently employed by or associated with a client in a key position. Accordingly, the City agrees it will compensate the Firm for any additional costs incurred as a result of the City's employment of a partner or professional employee of the Firm.

In the event we are requested or authorized by the City or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the City, the City will, so long as we are not a party to the proceeding in which

the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

In a legal action in which the Firm or its partners are not the defendants, we shall also be entitled to fees at \$400.00 per hour and reimbursements for testimony if we are subpoenaed as a witness in a subsequent litigation by third parties and such testimony involves the work we performed pursuant to this agreement. If we are ordered by a state or federal judge to permit the subsequent inspection and/or reproduction of files, records, and other documents relating to work performed by us pursuant to this agreement, then you agree that we may comply with these orders without prior notice to you.

Claim Resolution

The City and the Firm agree that no claim arising out of services rendered pursuant to this agreement shall be filed more than two years after the date of the audit report issued by the Firm or the date of this arrangement letter if no report has been issued. The City waives any claim for punitive damages. The Firm's liability for all claims, damages and costs of the City arising from this engagement is limited to the amount of fees paid by the City to the Firm for the services rendered under this arrangement letter.

Indemnification is intended to protect the Firm and its principals and employees against being named in any lawsuit arising from this engagement as a result of having completed this engagement. You shall indemnify the Firm and its principals and employees and hold us harmless from all claims, liabilities, losses, and counsel fees and expenses unless it shall have been determined by a court of competent jurisdiction that we have acted negligently in the performance of the work covered by our engagement. In no event shall the Firm and its principals and employees be liable for consequential, special, incidental or punitive loss, damage or expense (including without limitation, lost profits, opportunity costs, etc.) even if we have been advised of their possible existence.

If a dispute arises out of or relates to this contract or engagement letter, or the obligations of the parties therein, and if the dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by mediation using the Commercial Mediation Rules of the American Arbitration Association (AAA) before resorting to arbitration, litigation, or some other dispute resolution procedure. Thereafter, any unresolved controversy or claim arising from or relating to this contract or the obligations of the parties hereunder shall be settled by arbitration administered using the American Arbitration Association or another mutually agreeable arbitration service using the AAA Arbitration Rules for Professional Accounting and Related Services Disputes and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

Reporting

We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the Finance Committee of the City. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

This letter constitutes the complete and exclusive statement of agreement between the Firm and the City, superseding all proposals, oral or written, and all other communications, with respect to the terms of the engagement between the parties.

Please sign and return a copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

Atchley & Associates, LLP
Atchley & Associates, LLP

Confirmed on behalf of City of Manor, Texas:

Thomas M. Bolt
City Manager

Date

Lydia Collins
Finance Director

Date



AGENDA ITEM NO. ⁸_____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 15, 2020

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an appointment to serve as the Capital Area Council of Governments (CAPCOG) General Assembly Representative for the City of Manor.

BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

CAPCOG Appointment Form

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council appoint Mayor Dr. Larry Wallace Jr., to serve as the Capital Area Council of Governments (CAPCOG) General Assembly Representative for the City of Manor.

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



APPOINTMENT FORM - GENERAL ASSEMBLY REPRESENTATIVE CAPITAL AREA COUNCIL OF GOVERNMENTS

The governing bodies of CAPCOG's members designate General Assembly representatives.

Counties: Official appointments are made at Commissioners Court.
Cities, Towns, Villages: Official appointments are made at City Council meetings.
Organizations: Official appointments are made by the Board or other governing body.

PLEASE COMPLETE THE FOLLOWING SECTION

Governing Body:

☐ County Commissioners Court (e.g., Travis County Commissioners Court)
-OR-
☐ City Council (e.g., Austin City Council)
-OR-
☐ Other (Board or other governing body)

City, County, or Organization being represented

Name of Representative

Position

Address

City, Zip Code

Telephone Number

Fax Number

Email address *(General Assembly Reps. will be subscribed to the CAPCOG Connections, Training, & Data Points email lists)*

Check One:

☐ Reappointment
☐ Filling Vacancy
☐ Changing Representative

Name of Previous Representative

I confirm our governing body appointed the above individual to serve as a CAPCOG General Assembly Representative for the above entity on _____.
Date of Meeting

Signature of Chief Elected Official/Chair of Governing Board

Date

Please fax this form to 512-916-6001 or email it to dbrea@capcog.org. For questions about completing this form, call Deborah Brea at 512-916-6018.



AGENDA ITEM NO. 9

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 15, 2020

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action upon a Concept Plan for IDEA- Manor, one (1) lot on 13.19 acres more or less, located near N. FM 973 and Suncrest Road, Manor, TX. Applicant: Pape-Dawson Engineers. Owner: IDEA Public Schools.

BACKGROUND/SUMMARY:

This is a 1 lot subdivision to plat the property the IDEA is proposed to locate. This item has been approved by our engineer and was approved by P&Z at their January 8th meeting.

PRESENTATION: ☐ YES ☒ NO

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

Plan

TIA Determination form

Engineer Comments

Concurrence Letter

Notice Letter, Mailing Labels

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve a Concept Plan for IDEA- Manor, one (1) lot on 13.19 acres more or less, located near N. FM 973 and Suncrest Road, Manor, TX.

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

OWNER:

IDEA PUBLIC SCHOOLS
2115 W. PIKE BLVD.
WESLACO, TEXAS 78596
CONTACT: WYATT TRUSCHERT
PH: (956) 377-8000

DEVELOPER:

PROJECT MANAGEMENT SERVICES, INC.
1822 W. BRAKER LANE, STE. 81734
AUSTIN, TEXAS 78758
CONTACT: PETER HAYES
PH: (512) 989-7045

ENGINEER:

PAPE-DAWSON ENGINEERS, INC.
2000 NW LOOP 410
SAN ANTONIO, TX 78213
CONTACT: SHAUNA WEAVER, P.E.
STACEY WEICHERT, P.E.
PH: (210) 375-9000

SURVEYOR:

PAPE-DAWSON ENGINEERS, INC.
10801 NORTH MOPAC EXPRESSWAY
BLDG. 3, SUITE 200
AUSTIN, TX 78759
CONTACT: VALERIE ZURCHER, R.P.L.S.
PH: (512) 454-8711

SITE INFORMATION:

1 LOT, K-12 SCHOOL

PHASE 1: ~80,300 SF
STUDENTS: 635
LUE:16
TRAFFIC VOLUME (TRIPS PER DAY):1,175
OPENING FALL 2021

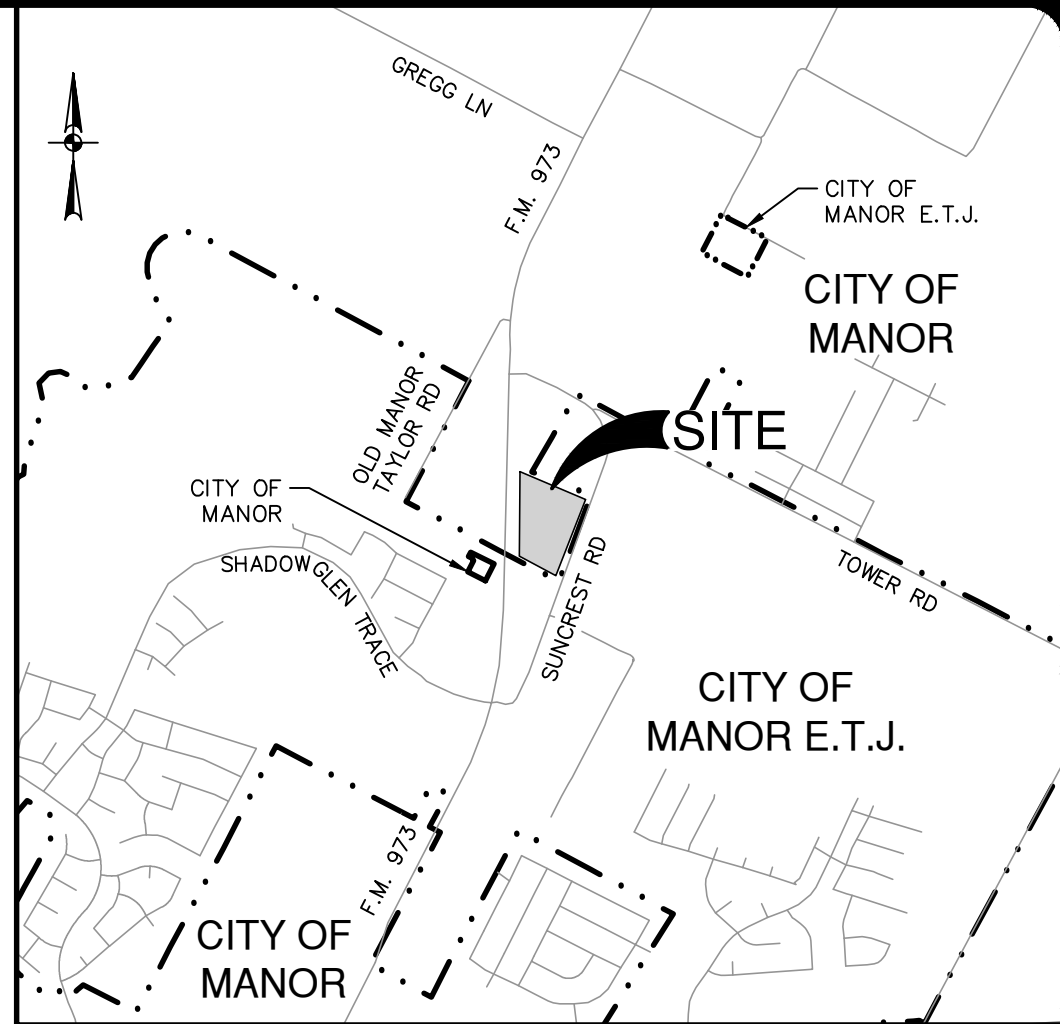
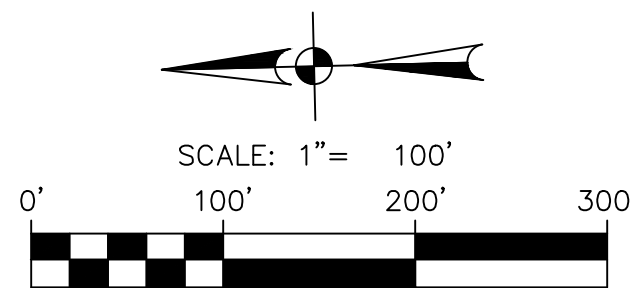
PHASE 2: ~27,100 SF
STUDENTS: 896
LUE:0
TRAFFIC VOLUME (TRIPS PER DAY):1,657
OPENING FALL 2023

FULL BUILD: ~107,400 SF
TOTAL STUDENTS: 1,531
TOTAL TRAFFIC VOLUME (TRIPS PER DAY): 2,832

NOTES:
1. THE PROPERTY REFERENCED ON THIS CONCEPT PLAN IS CONSIDERED CITY OF MANOR.
2. THERE ARE NO PARKS, PUBLIC FACILITIES OR OTHER COMMONLY OWNED AREAS ASSOCIATED WITH THIS CONCEPT PLAN.

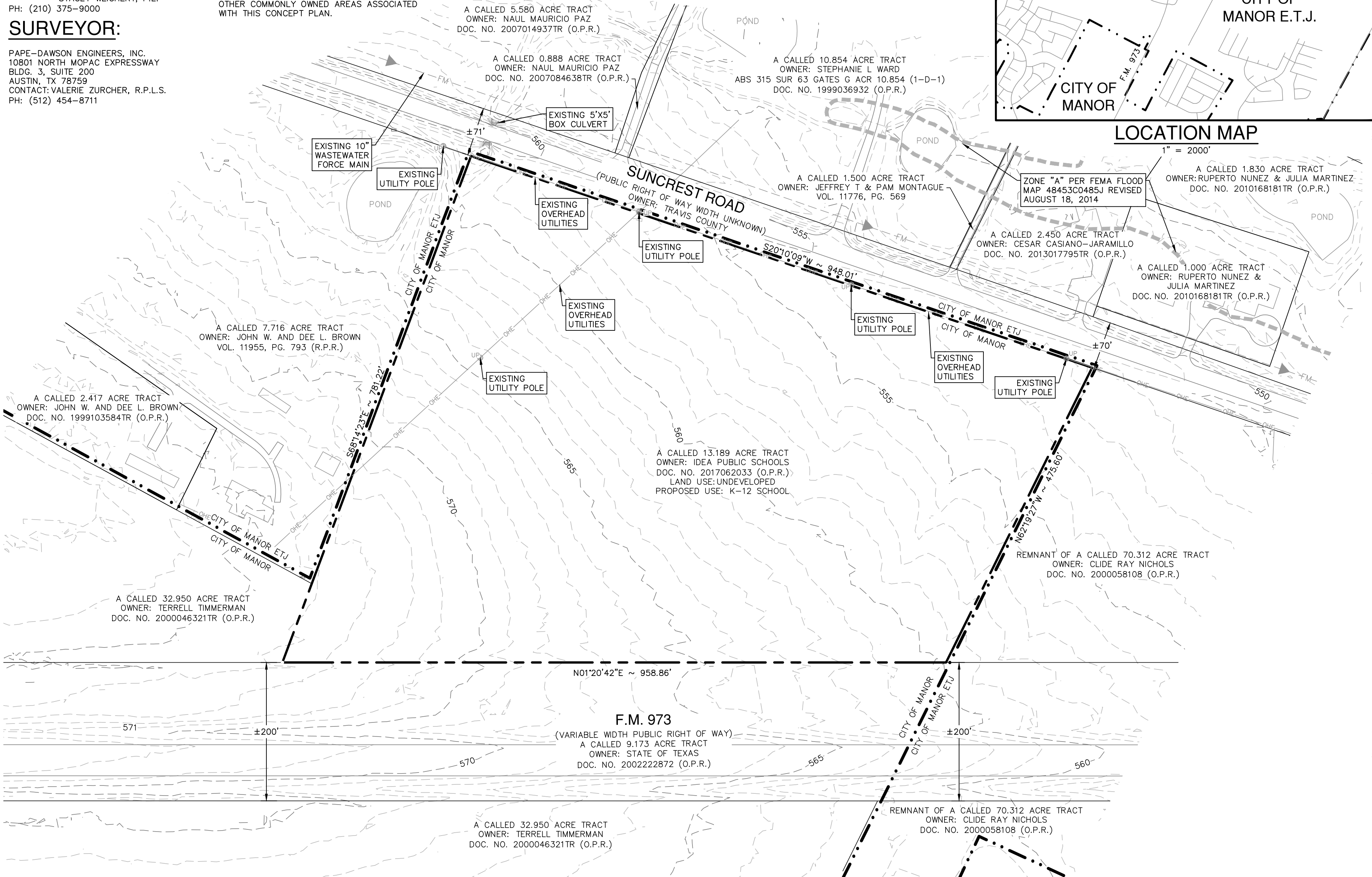
LEGEND:

- PROPERTY LINE
- PROPERTY LINE (ADJACENT)
- CITY LIMITS LINE
- EXISTING WASTEWATER FORCE MAIN
- EXISTING OVERHEAD ELECTRIC
- EXISTING CONTOURS
- FEMA FLOOD BOUNDARY

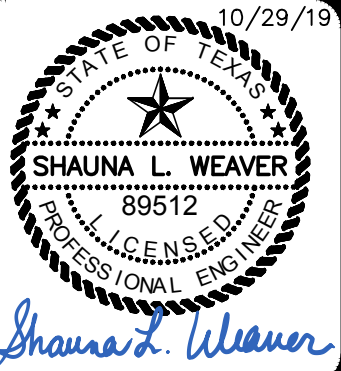


LOCATION MAP

1" = 2000'



NO.	REVISION	DATE
0	INITIAL SUBMITTAL	10/29/19



PAPE-DAWSON ENGINEERS

SAN ANTONIO | AUSTIN | HOUSTON | FORT WORTH | DALLAS
2000 NW LOOP 410 | SAN ANTONIO, TX 78213 | 210.375.9000
TBPE FIRM REGISTRATION #470 | TBPLS FIRM REGISTRATION #10028800

IDEA - MANOR
MANOR, TEXAS
CONCEPT PLAN

PLAT NO.	
JOB NO.	11175-00
DATE	OCTOBER 29, 2019
DESIGNER	SW
CHECKED	SW
DRAWN	JF
SHEET	EXH



TRAFFIC IMPACT ANALYSIS (TIA) DETERMINATION WORKSHEET

APPLICANT MUST FILL IN WORKSHEET PRIOR TO SUBMITTING FOR TIA DETERMINATION

PROJECT NAME: IDEA - Manor

LOCATION: Along FM 973, between Shadowglen Trace and Suncrest Road

APPLICANT: Grant Wuebben, P.E. TELEPHONE NO: 210-375-9000

APPLICATION STATUS: DEVELOPMENT ASSESSMENT: ZONING: SITE PLAN: X

EXISTING:

FOR OFFICE USE ONLY

TRACT NUMBER	TRACT ACRES	BLDG SQ.FT.	ZONING	LAND USE	L.T.E CODE	TRIP RATE	TRIPS PER DAY
891268	13.189	N/A	Institutional	N/A	N/A	N/A	N/A

PROPOSED

FOR OFFICE USE ONLY

TRACT NUMBER	TRACT ACRES	BLDG SQ.FT.	ZONING	LAND USE	L.T.E CODE	TRIP RATE	TRIPS PER DAY
891268	13.189	635 Students	Institutional	Charter School (Phase 1)	537	1.85	1,175
		896 Students	Institutional	Charter School (Phase 2)	537	1.85	1,657
		1,531 Students			Total		2,832

ABUTTING ROADWAYS

FOR OFFICE USE ONLY

STREET NAME	PROPOSED ACCESS?	PAVEMENT WIDTH	CLASSIFICATION
FM 973	One Full-Access Driveway		
Suncrest Road	One Full-Access Driveway		

FOR OFFICE USE ONLY

- A traffic impact analysis is required. The consultant preparing the study must meet with a transportation planner to discuss the scope and requirements of the study before beginning the study.
- A traffic impact analysis is NOT required. The traffic generated by the proposal does not exceed the thresholds established in the Land Development Code.
- A neighborhood traffic analysis will be performed by the City for this project. The applicant may have to collect existing traffic counts. See a transportation planner for information.

REVIEWED BY: _____ DATE: _____

DISTRIBUTION: _____
 _____ FILE _____ CAP. METRO _____ TxDOT _____ Austin DSD _____ TRAVIS CO. _____ TOTAL COPIES: _____

NOTE: A TIA determination must be made prior to submittal of any preliminary plat or site plan application, therefore, this completed and reviewed form MUST ACCOMPANY any subsequent application for the IDENTICAL project. CHANGES to the proposed project will REQUIRE a new TIA determination to be made.



Date: Monday, December 9, 2019

Nicole Kinchen
Pape-Dawson Engineers
2000 NW Loop 410
San Antonio TX 78213
nkinchen@pape-dawson.com

Permit Number 2019-P-1224-CP
Job Address: IDEA Public Schools Concept Plan, Manor, TX. 78653

Dear Nicole Kinchen,

The first submittal of the IDEA Public Schools Concept Plan (*Concept Plan*) submitted by Pape-Dawson Engineers and received on December 20, 2019, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

Engineer Review

The review of the submittal package has resulted in the following comments. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (512) 259-3882 or by email at pgray@jaeco.net.

1. Provide calculations for LUEs generated for the site.
2. Additional students are added in the proposed second phase of the development, but no additional LUEs are proposed. Please clarify.
3. A signature block should be added to the Concept Plan. An example will be provided.
4. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 21(c)(11), significant drainage features and structures including any regulatory one hundred (100) year floodplains should be shown on the Concept Plan.
5. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 21(c)(12), significant existing features on, or within 200 feet of, the property, such as railroads, roads, buildings, utilities and drainage structures should be shown on the Concept Plan.
6. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 21(c)(13), approximate boundaries and anticipated timing of proposed phases of development and uses should be shown on the Concept Plan.

Please revise the project plans to address the comments noted above. Following revision, please upload one full set of the revised drawings in PDF format. Please include a comment response narrative indicating how comments have been addressed with your plan resubmittal. To access your project online, please go to www.mygovernmentonline.org and use the online portal to upload your drawings in PDF format.

Additional comments may be generated as requested information is provided. Review of this submittal does not constitute verification that all data, information and calculations supplied by the applicant are accurate, complete, or adequate for the intended purpose. The engineer of record is solely responsible for the completeness, accuracy, and adequacy of his/her submittal, whether or not City Engineers review the application for Ordinance compliance.

Thank you,

A handwritten signature in blue ink, reading "Pauline M. Gray". The signature is cursive and fluid.

Pauline Gray, P.E.
Staff Engineer
Jay Engineering Company, Inc.



Memo

TO: Pauline Gray, P.E.
Jay Engineering Company, Inc.
FROM: Nicole Kinchen, EIT
DATE: 12/11/19
PROJECT NO.: 11175-00
CC:
RE: IDEA Public Schools Concept Plan, Manor, TX. 78653
Permit Number 2019-P-1224-CP

We have reviewed your concept plan comments dated December 9, 2019 for the above-referenced project and offer the following responses.

1. Provide calculations for LUEs generated for the site.
Response: *Water LUEs are based on meter size per City table. For sewer LUE estimate, we are providing meter records and justification for use of 2 gpd/student to reflect average water usage at a typical IDEA school (no irrigation). See email and backup sent today (attached) and revised Concept Plan.*
2. Additional students are added in the proposed second phase of the development, but no additional LUEs are proposed. Please clarify.
Response: *Water meters are installed in phase 1 and account for water LUEs in both phases. Sewer LUEs associated with both phases have been added to the site information notes per LUE calculation in item 1. Please see revised Concept Plan.*
3. A signature block should be added to the Concept Plan. An example will be provided.
Response: *Signature block has been added. Please see revised Concept Plan.*
4. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 21(c)(11), significant drainage features and structures including any regulatory one hundred (100) year floodplains should be shown on the Concept Plan.
Response: *Drainage features, structures and floodplain are labeled on Concept Plan. No revision made, please provide specific comment (desired change is unclear)*

5. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 21(c)(12), significant existing features on, or within 200 feet of, the property, such as railroads, roads, buildings, utilities and drainage structures should be shown on the Concept Plan.

Response: Significant features with 200' of property boundary are labeled on Concept Plan. No revision made, please provide specific comment (desired change is unclear)

6. Per City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B Section 21(c)(13), approximate boundaries and anticipated timing of proposed phases of development and uses should be shown on the Concept Plan.

Response: Unclear on desired change; however, we did add indication of general project phasing. Please see revised Concept Plan.

We hope this material adequately responds to your questions and comments. If you have any questions or require additional information, please do not hesitate to contact our office at your earliest convenience.

Attachments:

LUE Calculation e-mail and water usage spreadsheet

Memo, Attachments, and Revised Concept Plan uploaded to My Permit Now 12/11/19.

End of Memo

P:\111\75\00\Word\Memos\191210a1.docx



Date: Tuesday, December 31, 2019

Nicole Kinchen
Pape-Dawson Engineers
2000 NW Loop 410
San Antonio TX 78213
nkinchen@pape-dawson.com

Permit Number 2019-P-1224-CP
Job Address: IDEA Public Schools Concept Plan, Manor 78653

Dear Nicole Kinchen,

We have conducted a review of the concept plan for the above-referenced project, submitted by Nicole Kinchen and received by our office on December 20, 2019, for conformance with the City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B. The Plans appear to be in general compliance with City Ordinance requirements and we therefore take no exception to their approval as presented.

Please submit a hard copy of the Concept Plan to Scott Dunlop at the City of Manor for signatures. A copy of the signed Concept Plan will be uploaded under project files on the my permit now website.

Review of this submittal does not constitute verification that all data, information and calculations supplied by the applicant are accurate, complete or adequate for the intended purpose. The engineer of record is solely responsible for the completeness, accuracy and adequacy of his/her submittal, whether or not City Engineers review the application for Ordinance compliance. Please call if you have any questions or need additional information.

Sincerely,

A handwritten signature in blue ink that reads "Pauline M. Gray".

Pauline Gray, P.E.
Staff Engineer
Jay Engineering Company, Inc.



DEVELOPMENT SERVICES DEPARTMENT

November 18, 2019

RE: Notification for a Concept Plan

Dear Property Owner,

The City of Manor Planning and Zoning Commission and City Council will be conducting public hearings for the purpose of considering and acting upon on a concept plan. The request will be posted on the agenda as follows:

Public Hearing: Consideration, discussion, and possible action upon a Concept Plan for IDEA- Manor, one (1) lot on 13.19 acres more or less, located near N. FM 973 and Suncrest Road, Manor, TX.

The Planning and Zoning Commission will meet at 6:30PM on December 11, 2019 at 105 East Eggleston in the City Hall Council Chambers.

The City Council will meet at 7:00PM on December 18, 2019 at 105 East Eggleston in the City Hall Council Chambers.

You are being notified because you own property within 300 feet of the property for which this concept plan has been filed.

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 below. Any communications I receive will be made available to the Commissioners and Council during the discussion of this item.

Sincerely,


Scott Dunlop,
Assistant Development Director

sdunlop@cityofmanor.org
512-272-5555 ext. 5

Ruperto Nunez & Julia Martinez
13809 FM 973 N
Manor, Tx 78653-3896

John W. & Dee L. Brown
14200 Suncrest Rd.
Manor, Tx 78653-3902

Cesar Casiano-Jaramillo & Salvador
Casiano-Jaramillo
13901 Suncrest Rd.
Manor, Tx 78653-4156

Jeffrey T. & Pam Montague
13909 Suncrest Rd.
Manor, Tx 78653-3897

Stephaine L. Ward & Annette W. Klyberg
13915 Suncrest Rd.
Manor, Tx 78653-3897

Naul Mauricio Paz
14005 Suncrest Rd.
Manor, Tx 78653-3898

Naul Mauricio Paz & Francisco A. Chavez
1116 Canyon Maple Rd.
Pflugerville, Tx 78660-5808

Emehul & Maria G. Alvarado
12101 Tower Rd.
Manor, Tx 78653-4541

Clide R. Nichols
415 Honeycomb Cir.
Driftwood, Tx 78619-5706

Terrell Timmerman
PO Box 4784
Austin, Tx 78765-4784

Dee L. Brown
14200 Suncrest Rd.
Manor, Tx 78653-3902



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 15, 2020

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

First Reading: Consideration, discussion, and possible action on an amendment to the Manor Code of Ordinances Chapter 14 Zoning to amend sections General including Application, and Definitions; Zoning District and Regulations including General Requirements and Limitations, Zoning of Annexed Areas, and Establishment of Zoning Districts; Construction Plans; Conditional Use Permits; Nonconforming Uses; Sexually Oriented Businesses; and other related matters.

BACKGROUND/SUMMARY:

This amendment rewrites a majority of our zoning ordinance. Permitted uses within each zoning category didn't change much, but various conditions were added to certain types of uses. Development standards (setback, building size, etc.) were changed for all uses. New zoning categories are Single Family Estate, Two-Family, Townhome, and Multi-family 15. Modified zones are Single Family Suburban, Single Family Standard, Multi-family 25, Institutional Small and Institutional Large. Also added were sections on architectural standards, outdoor storage, and temporary uses. Conditional uses were changed to Specific Use Permits with a modified section and the nonconformities section was modified. Over half the definitions were written and updated. Sections that will be added to existing or new ordinances are the Sexually Oriented Business, parking reqs., and construction plans.

PRESENTATION: ☐ YES ☒ NO

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

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council postpone this item to the February 19, 2020, Regular Council Meeting.

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