



Dr. Christopher Harvey, Mayor  
Emily Hill, Mayor Pro Tem, Place 1  
Anne Weir, Place 2  
Maria Amezcua, Place 3  
Sonia Wallace, Place 4  
Aaron Moreno, Place 5  
Deja Hill, Place 6

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## City Council Called Special Session

Monday, March 04, 2024 at 7:00 PM

Manor City Hall, Council Chambers, 105 E. Eggleston St.

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### AGENDA

This meeting will be live-streamed on Manor's YouTube Channel  
You can access the meeting at <https://www.youtube.com/@cityofmanorsocial/streams>

**CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**PROCLAMATIONS**

**A. Declaring the month of March, as “Women’s History Month”**

**PUBLIC COMMENTS**

*Non-Agenda Item Public Comments (white card): 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.*

*Agenda Item Public Comments (yellow card): Comments will be taken from the audience on non-agenda and agenda items combined for a length of time, not to exceed five (5) minutes total per person on all items, except for Public Hearings. Comments on Public Hearing items must be made when the item comes before the Council and, not to exceed two (2) minutes per person. No Action or Discussion May be Taken by the City Council during Public Comments on Non-Agenda Items.*

*To address the City Council, please complete the white or yellow card and present it to the City Secretary, or designee prior to the meeting.*

## CONSENT AGENDA

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

- 1. Consideration, discussion, and possible action to approve the City Council Minutes of February 21, 2024, City Council Regular Meeting.**  
*Submitted by: Lluvia T. Almaraz, City Secretary*

## REGULAR AGENDA

- 2. Second and Final Reading: Consideration, discussion, and possible action on an ordinance rezoning the Dominium development, one (1) lot on 15.42 acres, more or less, and being located at 12200 Tower Rd, Manor, TX from (IN-1) Light Industrial to (MF-2) Multifamily – 25.**  
*Applicant: Dominium*  
*Owner: Kenneth Tumlinson*  
*Submitted by: Scott Dunlop, Development Services Director*
- 3. Second and Final Reading: Consideration, discussion, and possible action on an ordinance rezoning Lots 8-10, Block 68, Town of Manor, locally known as 104 East Townes St., from Single Family Suburban (SF-1) to Townhome (TH).**  
*Applicant: Development and Consulting Bridgeway LLC.*  
*Owner: Carlos Moyeda*  
*Submitted by: Scott Dunlop, Development Services Director*
- 4. Consideration, discussion, and possible action on an ordinance amending the Manor Code of Ordinances Appendix A Fee Schedule by establishing special events permit fees.**  
*Submitted by: Yalondra Valderrama Santana, Heritage & Tourism Manager*
- 5. Consideration, discussion, and possible action on a change order to the construction contract for the One-Time BCT Funded Paving Improvements project.**  
*Submitted by: Pauline M. Gray, P.E., City Engineer*
- 6. Consideration, discussion, and possible action on a Memorandum of Understanding (MOU) agreement between the City of Manor and the Pflugerville Independent School District (PFISD).**  
*Submitted by: Tracey Vasquez, HR Director*
- 7. Consideration, discussion, and possible action on a Metal Detecting Ordinance establishing regulations for the City of Manor.**  
*Submitted by: Matthew Woodard, Public Works Director*



**8. Consideration, discussion, and possible action on a Resolution submitting a list of city projects for future Community Project Funding.**

*Submitted by: Scott Moore, City Manager*

**EXECUTIVE SESSION**

The City Council will now Convene into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in:

*- Sections 551.071 and 551.072, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel and to deliberate the purchase of real property; and*

*- Sections 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding ShadowGlen development.*

**OPEN SESSION**

The City Council will now reconvene into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and take action, if any, on item(s) discussed during Closed Executive Session.

**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).

***CONFLICT OF INTEREST***

*In accordance with Section 12.04 (Conflict of Interest) of the City Charter, “No elected or appointed officer or employee of the city shall participate in the deliberation or decision on any issue, subject or matter before the council or any board or commission, if the officer or employee has a personal financial or property interest, direct or indirect, in the issue, subject or matter that is different from that of the public at large. An interest arising from job duties, compensation or benefits payable by the city shall not constitute a personal financial interest.”*

*Further, in accordance with Chapter 171, Texas Local Government Code (Chapter 171), no City Council member and no City officer may vote or participate in discussion of a matter involving a business entity or real property in which the City Council member or City officer has a substantial interest (as defined by Chapter 171) and action on the matter will have a special economic effect on the business entity or real property that is distinguishable from the effect on the general public. An affidavit disclosing the conflict of interest must be filled out and filed with the City Secretary before the matter is discussed.*

### **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: Thursday, February 29, 2024, by 5:00 PM and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

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/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 10 days prior to this meeting. Please contact the City Secretary at 512.215.8285 or e-mail [lalmaraz@manortx.gov](mailto:lalmaraz@manortx.gov)



## PROCLAMATION

**WHEREAS**, American women of every race, class, and ethnic background have made historic contributions to the growth and strength of our Nation in countless recorded and unrecorded ways; and

**WHEREAS**, American women have played and continue to play critical economic, cultural, and social roles in every sphere of the life of the Nations by constituting a significant portion of the labor force working inside and outside of the home; and

**WHEREAS**, American women have played a unique role throughout the history of the Nation by providing the majority of the volunteer labor force of the Nation; and

**WHEREAS**, American women were particularly important in the establishment of early charitable, philanthropic, and cultural institutions in our Nation; and

**WHEREAS**, American women of every race, class, and ethnic background served as early leaders in the forefront of every major progressive social change movement; and

**WHEREAS**, American women have served our country courageously in the military; and

**WHEREAS**, American women have been leaders, not only in securing their rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, and other movements, especially the peace movement, which create a more fair and just society for all; and

**WHEREAS**, Despite these contributions, the role of American women in history has been consistently overlooked and undervalued, in literature, teaching, and study of American history.

**NOW, THEREFORE**, I, Dr. Christopher Harvey, Mayor of the City of Manor, Texas, and on behalf of the Manor City Council, do hereby proclaim March 2024 as:

### “Women’s History Month”

in the City of Manor and urge all citizens to observe this month with appropriate programs, activities, and reflections and to continue efforts to seek gender equality and seek to improve the lives of all women.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Manor to be affixed this 4<sup>th</sup> day of March 2024.

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Dr. Christopher Harvey, Mayor  
City of Manor



### AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** March 4, 2024  
**PREPARED BY:** Lluvia T. Almaraz, City Secretary  
**DEPARTMENT:** Administration

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action to approve the City Council Minutes of the February 21, 2024, City Council Regular Meeting.

**BACKGROUND/SUMMARY:**

**LEGAL REVIEW:** Not Applicable  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- February 21, 2024, City Council Regular Meeting Minutes

**STAFF RECOMMENDATION:**

The city staff recommends that the City Council approve the City Council Meeting minutes as presented.

**PLANNING & ZONING COMMISSION:**      **Recommend Approval**      **Disapproval**      **None**



**CITY COUNCIL  
REGULAR SESSION MINUTES  
FEBRUARY 21, 2024**

**This meeting was live-streamed on Manor's YouTube Channel**  
<https://www.youtube.com/@cityofmanorsocial/streams>

**PRESENT:**

Dr. Christopher Harvey, Mayor

**COUNCIL MEMBERS:**

Emily Hill, Mayor Pro Tem, Place 1  
Anne Weir, Place 2  
Maria Amezcua, Place 3  
Sonia Wallace, Place 4  
Aaron Moreno, Place 5 (Absent)  
Deja Hill, Place 6

**CITY STAFF:**

Scott Moore, City Manager  
Lluvia T. Almaraz, City Secretary  
Ryan Phipps, Chief of Police  
Scott Dunlop, Development Services Director  
Scott Jones, Economic Development Director  
Matthew Woodard, Public Works Director  
Tracey Vasquez, HR Director  
Yalondra Valderrama Santana, Heritage & Tourism Manager  
Frank T. Phelan, P.E. City Engineer  
Pauline Gray, P.E., City Engineer  
Veronica Rivera, Assistant City Attorney  
Gregory Miller, Bond Counsel

**REGULAR SESSION – 7:11 P.M.**

With a quorum of the Council Members present, the regular session of the Manor City Council was called to order by Mayor Harvey at 7:11 p.m. on Wednesday, February 21, 2024, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

## INVOCATION

Pastor, Carl Harvey Sr. with Turning Point Bible Fellowship Church gave the invocation.

## PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

## PUBLIC COMMENTS

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed his concerns regarding the Manor's Cemetery and other related city developments.

Kathryn Bookout with BusyBee PreSchool submitted a speaker card, discussed the Daycare Tax Exemption opportunity given by the state, and requested that the city consider the proposition.

Denise Martinez, 12200 Tower Rd, Manor, Texas, submitted a speaker card and discussed her concerns regarding the trash and the placement of the trash bins in the affordable housing future development by her neighborhood. She also suggested that the infrastructure of sewer services be in place in that area for future development.

No one else appeared at this time.

## PUBLIC HEARINGS

- 1. Conduct a public hearing on an ordinance rezoning Lots 8-10, Block 68, Town of Manor, locally known as 104 East Townes St., from Single Family Suburban (SF-1) to Townhome (TH). Applicant: Development and Consulting Bridgeway LLC.; Owner: Carlos Moyeda**

The city staff recommended that the City Council conduct the public hearing.

Mayor Harvey opened the Public Hearing.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed his concerns regarding the proposed development.

Development Services Director Dunlop discussed the proposed rezoning request.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to close the public hearing.

There was no further discussion.

**Motion to close carried 6-0**

## **CONSENT AGENDA**

### **2. Consideration, discussion, and possible action to approve the City Council Minutes.**

- February 6, 2024, City Council Workshop Session;
- February 7, 2024, City Council Regular Meeting; and
- February 12, 2024, City Council Workshop Session

### **3. Consideration, discussion, and possible action on accepting the January 2024 Departmental Reports.**

- Finance – Scott Moore, City Manager
- Police – Ryan Phipps, Chief of Police
- Travis County ESD No. 12 – Ryan Smith, Fire Chief
- Economic Development – Scott Jones, Economic Development Director
- Development Services – Scott Dunlop, Development Services Director
- Community Development – Yalondra Valderrama Santana, Heritage & Tourism Manager
- Municipal Court – Sarah Friberg, Court Administrator
- Public Works – Matt Woodard, Director of Public Works
- Manor Cemetery – Nora Sanchez, MC Manager
- Human Resources – Tracey Vasquez, HR Manager
- IT – Phil Green, IT Director
- Administration – Lluvia T. Almaraz, City Secretary

### **4. Consideration, discussion, and possible action on accepting the January 2024 City Council Monthly Reports.**

### **5. Consideration, discussion, and possible action on five Wastewater, Drainage, and Public Utility Easements for the Monarch Ranch Subdivision.**

- A 0.261-acre Drainage Easement with Required Maintenance
- A 1.007-acre Public Utility Easement
- A 0.294-acre Wastewater Easement
- A 0.201-acre Wastewater Easement
- A 1.312-acre Wastewater Easement

### **6. Consideration, discussion, and possible action on the approval of the consent to the Collateral Assignment of Rights to Contract and Proceeds Under Contract for the Newhaven development.**

### **7. Consideration, discussion, and possible action on a Purchase Contract with First United Builders, LLC for a wastewater easement with temporary construction easement.**

Chief Phipps introduced Robbie Barrera as the new Emergency Management Coordinator for the City of Manor.



**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Mayor Pro Tem Emily Hill to accept and approve the Consent Agenda.

There was no further discussion.

**Motion to approve carried 7-0**

## **REGULAR AGENDA**

**8. First Reading: Consideration, discussion, and possible action on an ordinance rezoning Lots 8-10, Block 68, Town of Manor, locally known as 104 East Townes St., from Single Family Suburban (SF-1) to Townhome (TH).**

***Applicant: Development and Consulting Bridgeway LLC.; Owner: Carlos Moyeda***

The city staff recommended that the City Council approve the first reading of an ordinance rezoning Lots 8-10, Block 68, Town of Manor, locally known as 104 East Townes St., from Single Family Suburban (SF-1) to Townhome (TH).

Development Services Director Dunlop discussed the proposed rezoning request.

Ordinance: An Ordinance of The City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From Single Family Suburban (SF-1) to Townhome (TH); Making Findings of Fact; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the first reading of an ordinance rezoning Lots 8-10, Block 68, Town of Manor, locally known as 104 East Townes St., from Single Family Suburban (SF-1) to Townhome (TH).

There was no further discussion.

**Motion to approve carried 5-1  
(Mayor Pro Tem Emily Hill voted against)**

**9. Consideration, discussion, and possible action on entering into a subscription software agreement for the Perry Weather Data and Alerting System.**

The city staff recommended that the City Council approve and authorize the City Manager to enter into a subscription software agreement for the Perry Weather Data and Alerting System for a 1-year term at the cost of \$3,850 after legal review.

Chief Phipps discussed the proposed software for the Perry Weather Date and Alerting System.

Lisa Moore with Perry Weather Data and Alerting System introduced herself and explained the proposed software.

Discussion was held regarding the use of the system alerts and weather station alerts.

Discussion was held regarding the clarification of the yearly increase amount.

Discussion was held regarding the location of the device, which would be at the Police Station.

Discussion was held regarding the coverage area for the area and Manor ISD.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Mayor Pro Tem Emily Hill to approve and authorize the City Manager to enter into a subscription software agreement after legal review for the Perry Weather Data and Alerting System for a 1-year term at the cost of \$3,850.

There was no further discussion.

**Motion to approve carried 6-0**

**10. Consideration, discussion, and possible action on adding the Commander position to the current Pay Scale.**

The city staff recommended that the City Council approve the addition of the Commander position to the current Pay Scale and freeze the lieutenant positions and Pay Scale to be re-opened later.

HR Director Vasquez discussed the proposed position.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve adding the Commander position to the current Pay Scale and freeze the lieutenant positions and Pay Scale to be re-opened later.

Discussion was held regarding clarifying the current salary survey positions.

Discussion was held regarding opportunities for growth within the police department.

Discussion was held regarding postponing the item until the next budget committee meeting.

Discussion was held regarding clarification of the next Council Budget Workshop.

Assistant City Attorney Rivera advised the council on the options they could take regarding the motion on the table.

**MOTION:** Upon a substitute motion made by Council Member Deja Hill and seconded by Council Member Wallace to postpone the item until the next Council's Budget workshop.

There was no further discussion.

**Motion to approve carried 6-0**

**11. Consideration, discussion, and possible action on a Statement of Work No. 8 to the Master Services Agreement between the City of Manor and George Butler Associates, Inc. for the Wilbarger Wastewater Treatment Plant Expansion project.**

The city staff recommended that the City Council approve the Statement of Work No. 8 to the existing Master Services Agreement with George Butler Associates, Inc. for the Wilbarger Treatment Plant Expansion project in the amount of \$1,429,300.

City Engineer Phelan discussed the proposed statement of work for the Wilbarger Wastewater Treatment Plant Expansion project.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill to approve the Statement of Work No. 8 to the existing Master Services Agreement with George Butler Associates, Inc. for the Wilbarger Treatment Plant Expansion project in the amount of \$1,429,300.

There was no further discussion.

**Motion to approve carried 6-0**

Mayor Pro Tem Emily stepped away from the dais for personal reasons.

**12. Consideration, discussion, and possible action on a change order to the construction contract for the 2020 Wastewater Collection System Improvements, CIP S-32 project.**

The city staff recommended that the City Council approve a change order to the construction contract for the 2020 Wastewater Collection System Improvements, CIP S-32 project with Guerra Underground, LLC.

City Engineer Gray discussed the proposed change order for the 2020 Wastewater Collection System Improvements, CIP S-32 project.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Weir to approve a change order to the construction contract for the 2020 Wastewater Collection System Improvements, CIP S-32 project with Guerra Underground, LLC.

There was no further discussion.

**Motion to approve carried 5-0**

Mayor Pro Tem Emily Hill returned to the dais.

**13. Consideration, discussion, and possible action authorizing the execution of a construction agreement for a waterline extension project along US290.**

The city staff recommended that the City Council approve the Construction Agreement with Joe Bland Construction to complete the waterline installation extension and authorize the City Manager to execute the Construction Agreement in an amount not to exceed \$40,150.

Public Works Director Woodard discussed the proposed construction agreement.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the Construction Agreement with Joe Bland Construction to complete the waterline installation extension and authorize the City Manager to execute the Construction Agreement in an amount not to exceed \$40,150.

There was no further discussion.

**Motion to approve carried 6-0**

**14. Consideration, discussion, and possible action authorizing the execution of a construction agreement for Timmerman Park's sidewalk installation.**

The city staff recommended that the City Council approve the Construction Agreement with Forsythe Brothers Infrastructure, LLC for Timmermann Park's sidewalk installation and authorize the City Manager to execute the Construction Agreement in an amount not to exceed \$49,540.

Public Works Director Woodard discussed the proposed construction agreement.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Mayor Pro Tem Emily Hill to approve the Construction Agreement with Forsythe Brothers Infrastructure, LLC for Timmermann Park's sidewalk installation and authorize the City Manager to execute the Construction Agreement in an amount not to exceed \$49,540.

There was no further discussion.

**Motion to approve carried 6-0**

**15. Consideration, discussion, and possible action authorizing the execution of a construction agreement for Timmermann Park's trail lighting installation.**

The city staff recommended that the City Council approve the Construction Agreement with Forsythe Brothers Infrastructure, LLC for Timmermann Park's trail lighting installation and authorize the City Manager to execute the Construction Agreement in an amount not to exceed \$164,000.

Public Works Director Woodard discussed the proposed construction agreement.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Weir to approve the Construction Agreement with Forsythe Brothers Infrastructure, LLC for Timmermann Park's trail lighting installation and authorize the City Manager to execute the Construction Agreement in an amount not to exceed \$164,000.

There was no further discussion.

**Motion to approve carried 6-0**

**16. Consideration, discussion, and possible action on approving and authorizing the Scope of Work included in the request for proposals for a Mixed-Use Sports/Entertainment Development Feasibility Study on the 236-acre East Manor Development No. 1 property purchased for Economic Development and Public Use.**

The city staff recommended that the City Council approve and authorize the Scope of Work included in the Request for Proposals for a Mixed-Use Sports/Entertainment Development Feasibility Study for the 236-acre "East Manor Development No. 1" property.

Economic Development Director Jones discussed the proposed Request for Proposals (RFP) for a Mixed-Use Sports/Entertainment Development Feasibility Study for the 236-acre "East Manor Development No. 1" property.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill to approve and authorize the Scope of Work included in the Request for Proposals for a Mixed-Use Sports/Entertainment Development Feasibility Study for the 236-acre "East Manor Development No. 1" property.

There was no further discussion.

**Motion to approve carried 6-0**

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 8:35 p.m. on Wednesday, February 21, 2024, in accordance with the requirements of the Open Meetings Law.

## EXECUTIVE SESSION

The Manor City Council convened into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in *Sections 551.071 and 551.072, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel and to deliberate the purchase of real property; Sections 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding ShadowGlen development; Sections 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding legislation related to daycares; Sections 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the Butler/Manor Crossing development and Item No. 17 at 8:35 p.m. on Wednesday, February 21, 2024.*

The Executive Session was adjourned at 9:58 p.m. on Wednesday, February 21, 2024.

## OPEN SESSION

The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and took action on item(s) discussed during the Closed Executive Session at 9:58 p.m. on Wednesday, February 21, 2024.

### **17. Consideration, discussion, and possible action on the First Amendment to the Chapter 380 Grant Agreement Butler Commercial Project.**

The city staff recommended that the City Council approve the First Amendment to the Chapter 380 Grant Agreement Butler Commercial Project.

Economic Development Director Jones discussed the proposed first amendment to the Chapter 380 Grant Agreement Butler Commercial Project.

Matt Harris, Chief Financial Officer for Butler Commercial Development explained the reasons for the amendment.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill to approve the First Amendment to the Chapter 380 Grant Agreement Butler Commercial Project.

There was no further discussion.

### **Motion to approve carried 6-0**

At the direction of Mayor Harvey Item No. 30 was considered next.

**30. Consideration, discussion, and possible action on the Fourth Amendment to the Development Agreement (Butler/East Hwy 290 & 13100 N. FM 973).**

The city staff recommended that the City Council approve the Fourth Amendment to the Development Agreement (Butler/East Hwy 290 & 13100 N. FM973).

Development Services Director Dunlop discussed the proposed amendment.

Matt Harris, Chief Financial Officer for Butler Commercial Development, explained the reasons for the amendment.

Discussion was held regarding clarification of parking space for the development.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Wallace to approve the Fourth Amendment to the Development Agreement (Butler/East Hwy 290 & 13100 N. FM973).

There was no further discussion.

**Motion to approve carried 4-2  
(Council Member Deja Hill and Council Member Amezcua voted against)**

**18. Consideration, discussion, and possible action on a Services Agreement with CitizenLab.**

The city staff recommended that the City Council approve a Service Agreement with Citizenlab.

Development Services Director Dunlop discussed the proposed agreement with Citizenlab.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill to approve a Service Agreement with Citizenlab.

There was no further discussion.

**Motion to approve carried 6-0**

**19. First Reading: Consideration, discussion, and possible action on an ordinance rezoning the Dominion development, one (1) lot on 15.42 acres, more or less, and being located at 12200 Tower Rd, Manor, TX from (IN-1) Light Industrial to (MF-2) Multifamily – 25. Applicant: Dominion; Owner: Kenneth Tumlinson**

The city staff recommended that the City Council approve the first reading of an ordinance rezoning the Dominion development, one (1) lot on 15.42 acres, more or less, and being located at 12200 Tower Rd, Manor, TX from (IN-1) Light Industrial to (MF-2) Multifamily – 25.



Development Services Director Dunlop discussed the proposed rezoning request.

David D'Amelio with Dominion presented the attached PowerPoint presentation.

Ordinance: An Ordinance of The City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From Light Industrial (IN-1) to Multi-Family 25 (MF-2); Making Findings of Fact; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the first reading of an ordinance rezoning the Dominion development, one (1) lot on 15.42 acres, more or less, and being located at 12200 Tower Rd, Manor, TX from (IN-1) Light Industrial to (MF-2) Multifamily – 25.

There was no further discussion.

**Motion to approve carried 6-0**

**20. Consideration, discussion, and possible action on a Services Agreement with Raftelis for Stormwater Utility Fee Implementation Services.**

The city staff recommended that the City Council approve a Service Agreement with Raftelis for Stormwater Utility Implementation Services.

Development Services Director Dunlop discussed the proposed service agreement for Stormwater Utility Fee Implementation Services.

Amy Hunter with Raftelis discussed the timeline for the completion of the implantation services.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill to approve a Service Agreement with Raftelis Financial Consultants, Inc. for Stormwater Utility Implementation Services.

There was no further discussion.

**Motion to approve carried 6-0**

**21. Consideration, discussion, and possible action on the Second Amendment to the Development Agreement Establishing Development Standards for Monarch Ranch.**

The city staff recommended that the City Council approve the Second Amendment to the Development Agreement Establishing Development Standards for Monarch Ranch.

Development Services Director Dunlop discussed the proposed amendment to the Development Agreement Establishing Development Standards for Monarch Ranch.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the Second Amendment to the Development Agreement Establishing Development Standards for Monarch Ranch.

There was no further discussion.

**Motion to approve carried 6-0**

**22. Consideration, discussion, and possible action on the First Amendment to the Services Agreement with Nearmap US, Inc.**

The city staff recommended that the City Council approve the First Amendment to the Services Agreement with Nearmap US, Inc. and authorize the City Manager to sign the agreement.

Development Services Director Dunlop discussed the proposed agreement.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the First Amendment to the Services Agreement with Nearmap US, Inc. and authorize the City Manager to sign the agreement.

There was no further discussion.

**Motion to approve carried 6-0**

**23. Consideration, discussion, and possible action on a waiver from Manor Code of Ordinances, Section 15.03.023 Bufferyard Standards for Lot 3, Block KK, Phase 1A, Presidential Glen Subdivision, to install a minimum of 30 evergreen trees and 112 evergreen shrubs.**

The city staff recommended that the City Council discuss extending buffer yard trees the full length of the property boundary with the single-family neighborhood and approve a waiver from Manor Code of Ordinances, Section 15.03.023 Bufferyard Standards for Lot3, Block KK, Phase 1A, Presidential Glen Subdivision.

Development Services Director Dunlop discussed the proposed waiver request.

**MOTION:** Upon a motion made by Council Member Deja Hill and seconded by Council Member Amezcua to approve extending buffer yard trees the full length of the property boundary with the single-family neighborhood and approve a waiver from Manor Code of Ordinances, Section 15.03.023 Bufferyard Standards for Lot3, Block KK, Phase 1A, Presidential Glen Subdivision.

Brian Baca with Advantage Construction Inc. spoke regarding the size of trees that would be installed. He requested that the motion approve installing shorter trees instead of the minimum required height.

Discussion was held regarding tree regulations.

**MOTION:** Upon an amendment made by Council Member Deja Hill and seconded by Council Member Amezcua to approve extending buffer yard trees the full length of the property boundary with the single-family neighborhood and approve a waiver from Manor Code of Ordinances, Section 15.03.023 Bufferyard Standards for Lot3, Block KK, Phase 1A, Presidential Glen Subdivision with shorter trees than required by the code and the length of coverage as recommended by the Development Services Director.

There was no further discussion.

**Motion to approve carried 6-0**

**24. Consideration, discussion, and possible action on a resolution of the City of Manor, Texas approving and authorizing the execution of the EntradaGlen Public Improvement District-IA#1 Reimbursement Agreement.**

The city staff recommended that the City Council postpone the item until March 20, 2024.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to postpone the item to March 20, 2024, City Council Regular Meeting.

There was no further discussion.

**Motion to postpone carried 6-0**

**25. Consideration, discussion, and possible action on a resolution approving and authorizing the Mayor to execute Landowner Agreements and Notices of Assessment (EntradaGlen Public Improvement District-Improvement Area #1”).**

The city staff recommended that the City Council approve Resolution No. 2024-04 of the City of Manor, Texas “EntradaGlen Public Improvement District-Improvement Area#1 Landowner Agreements.

Bond Counsel Miller discussed the proposed Landowner Agreements and Notices of Assessment (EntradaGlen Public Improvement District-Improvement Area #1”).

Resolution No. 2024-04: A Resolution of The City of Manor, Texas Approving and Authorizing the Mayor to Execute Landowner Agreements and Notices of Assessment (Entradaglen Public Improvement District – Improvement Area #1).

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve Resolution No. 2024-04 of the City of Manor, Texas “EntradaGlen Public Improvement District-Improvement Area#1 Landowner Agreements.

There was no further discussion.

**Motion to approve carried 6-0**

**26. Consideration, discussion, and possible action on an ordinance amending Chapter 1 General Provisions, Article 1.05 Boards, Commissions, and Committees, Division 6 Budget Committee, by repealing Ordinance Number 607.**

The city staff recommended that the City Council approve Ordinance No. 731 amending Chapter 1 General Provisions, Article 1.05 Boards, Commissions, and Committees, Division 6 Budget Committee, by repealing Ordinance Number 607.

Ordinance No. 731: An Ordinance of the City of Manor, Texas, Amending Chapter 1 General Provisions, Article 1.05 Boards, Commissions, and Committees, Division 6 Budget Committee, by Repealing Ordinance Number 607 which Created the Budget Committee, and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Wallace to approve Ordinance No. 731 amending Chapter 1 General Provisions, Article 1.05 Boards, Commissions, and Committees, Division 6 Budget Committee, by repealing Ordinance Number 607.

There was no further discussion.

**Motion to approve carried 6-0**

**27. Consideration, discussion, and possible action on the appointments of the City Council Committees.**

The city staff recommended that the City Council evaluate and redistribute Council Committee assignments for 2024 and confirm and/or reappoint chairpersons for each committee.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Weir to appoint Council Member Amezcua and Council Member Deja Hill to the Public Tree Advisory Board and appoint Council Member Amezcua as Chair.

There was no further discussion.

**Motion to approve carried 6-0**

**28. Consideration, discussion, and possible action on canceling the March 6, 2024, Regular City Council Meeting and setting a Called Special Session.**

The city staff recommended that the City Council cancel the March 6, 2024, Regular Meeting and set a Special Called Session for Monday, March 4, 2024, at 7:00 p.m.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Weir to cancel the March 6, 2024, Regular Meeting and set a Special Called Session for Monday, March 4, 2024, at 7:00 p.m.

There was no further discussion.

**Motion to approve carried 6-0**

**29. Consideration, discussion, and possible action on allocating funds for the 2024 Manor Community 5K event.**

The city staff recommended that the City Council direct the City Administration to secure funding for the 2024 Manor Family Community Fun Day event not to exceed \$5,000.

City Manager Moore stated that there was a sponsorship opportunity from the community in the amount of \$5,000 for the 2024 Manor Community 5K event.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Wallace to direct the City Administration to secure funding for the 2024 Manor Family Community Fun Day event not to exceed \$5,000.

There was no further discussion.

**Motion to approve carried 6-0**

**ADJOURNMENT**

The Regular Session of the Manor City Council was Adjourned at 11:35 p.m. on Wednesday, February 21, 2024.

These minutes were approved by the Manor City Council on March 4, 2024.

**APPROVED:**

---

Dr. Christopher Harvey,  
Mayor

**ATTEST:**

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Lluvia T. Almaraz, TRMC  
City Secretary



# DOMINIUM

## Tower Road Apartments City Council Meeting

What we do hits H O M E.



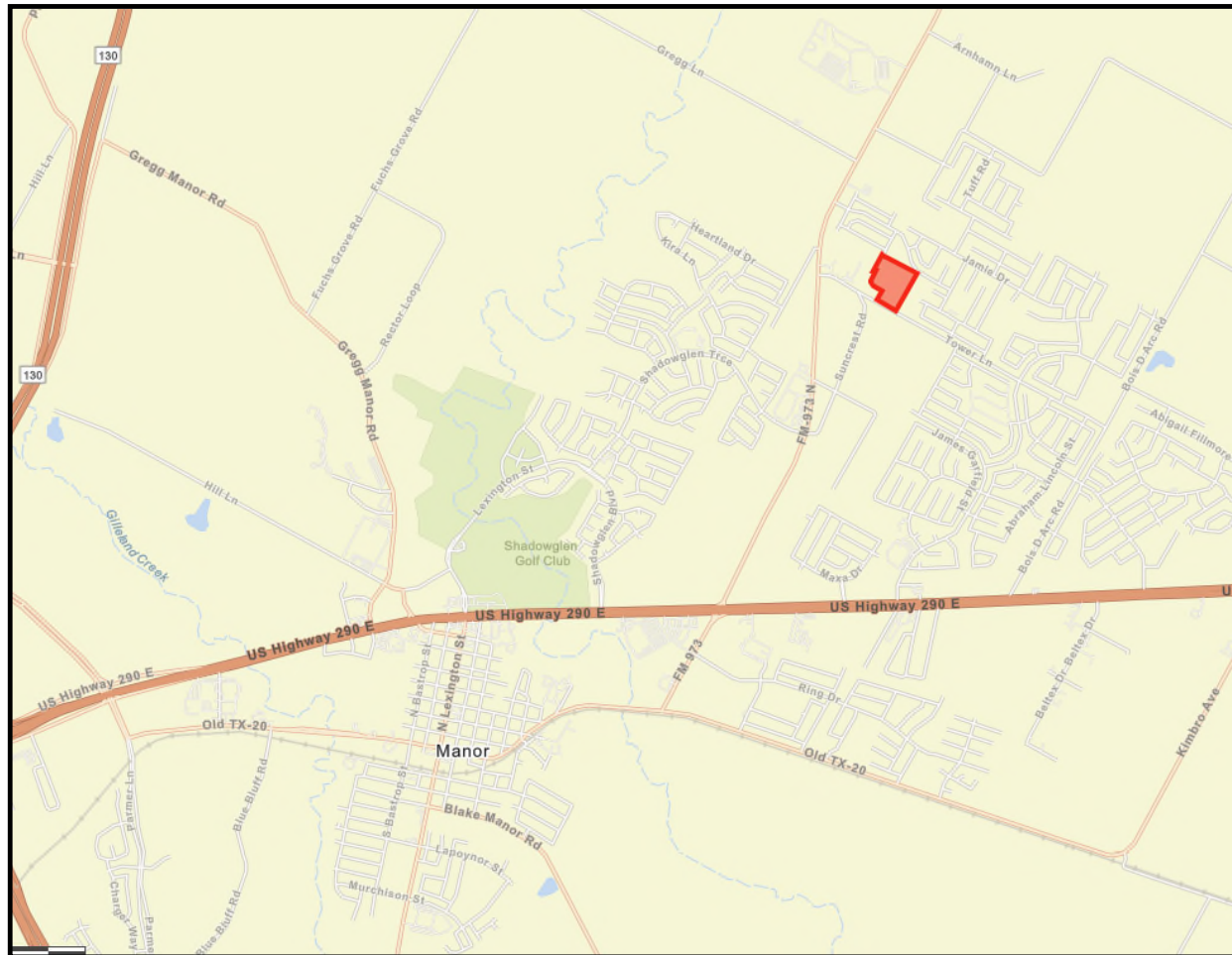


# DOMINIUM

## Development Overview



# Location

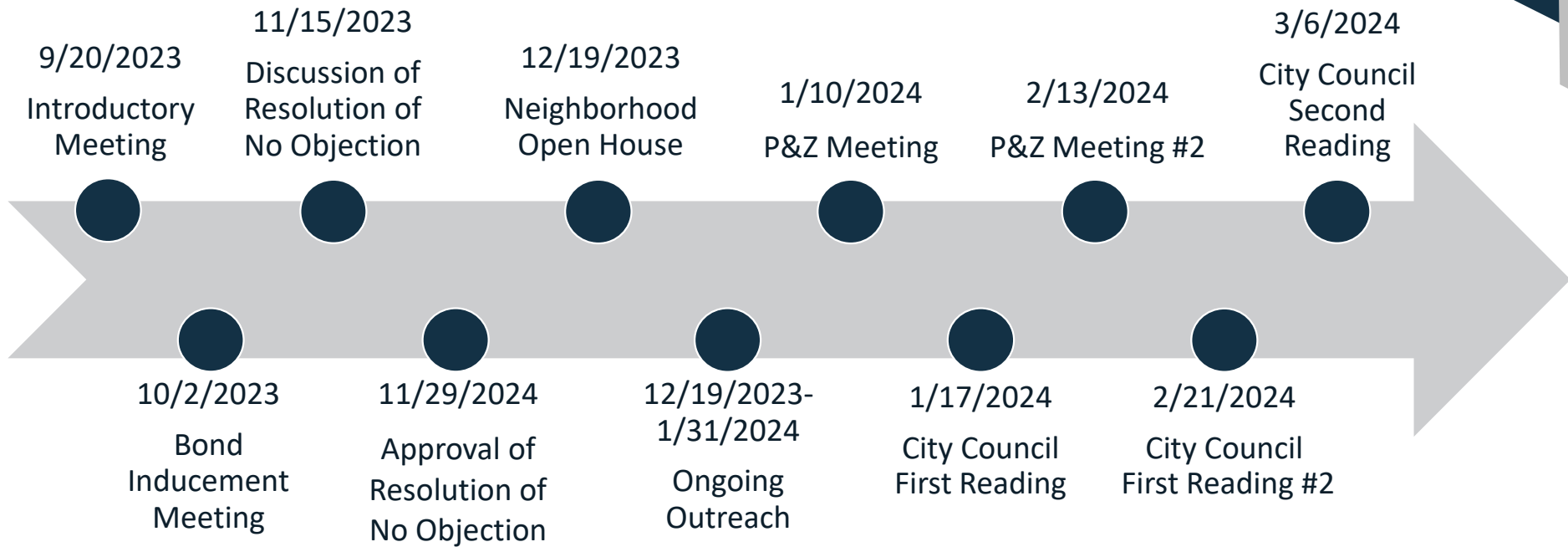


# Zoning

- The site is zoned for industrial use
  - The proposed development will establish a buffer zone between the industrial and residential homes
  - Marketing efforts on the tract for other uses have proved unsuccessful
- Manor Comprehensive Plan – Mixed Density Neighborhoods
- Two Access Points will be off Tower Road
- Ordered, received, and updated a traffic study per P&Z feedback to analyze traffic impact
- Fencing, landscaping, and screening requirements will be followed



# Milestones







DOMINIUM

Updated  
Renderings























# DOMINIUM P&Z Meeting Follow-Ups



# Traffic

- How will this impact traffic?
  - An additional 124 trips will be generated in the morning peak hour, and 160 trips in the evening peak hour
- At what time were the traffic counts taken, and what was the methodology?
  - Traffic movements were visually counted twice
  - Temporary cameras were placed at the intersections studied:
    - FM 973 at Suncrest Road
    - Suncrest and Tower Road
    - Bois D'Arc Road at Tower Road
  - Traffic Counts were taken on Thursday, December 7<sup>th</sup>, 2023, from
    - 7:00 to 9:00 AM
    - 4:00 to 6:00 PM



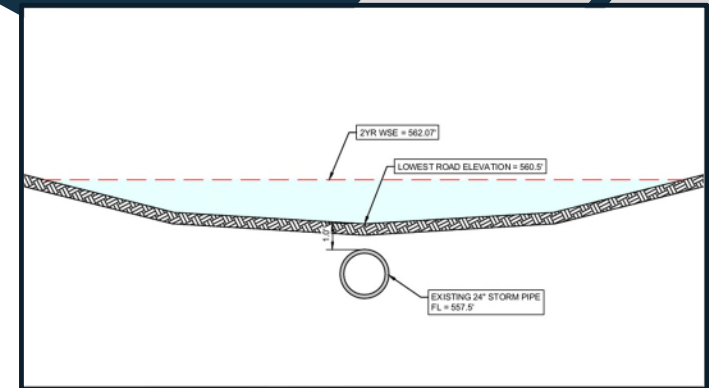
# Traffic

- Does the Draft TIA contemplate the new developments in the area or the nearby schools?
  - Any traffic generated by existing developments would have been included in the analysis. We updated the Traffic Impact Analysis (TIA) to incorporate expected trips and planned mitigation for the new schools being constructed and the Monarch subdivision.
- Were buses or pedestrians considered in the analysis?
  - Busses were counted and considered in the analysis. A design factor was used to account for large vehicle traffic based on the number of buses counted.
  - Pedestrian traffic was considered; there is virtually no pedestrian traffic in the area in existing conditions.
  - We are installing a crosswalk at Suncrest that the TIA uses to address any additional walkers.

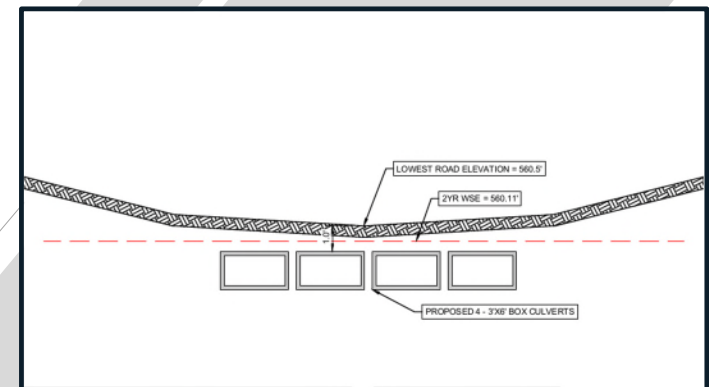


# Drainage

- How will the proposed culvert under Tower Road improve the flooding situation?
  - Under the proposed conditions, we would be replacing the pipe with the culverts, which have more engineering capacity due to the design, which allows water to trickle through instead of filling up
- Will the construction of a culvert increase the flooding experienced downstream?
  - No, the culverts under Tower Road will prevent the water from ponding above the road but will not increase the flow of water downstream in accordance with City of Manor regulations and the Texas Water Code



*Existing Conditions*



*Proposed Modification*

# Drainage

- How much impervious cover is the development considering?
  - The development will have an impervious coverage of 59%
- How will the detention be handled?
  - The stormwater design will consider the upstream drainage basin, and the detention pond will be sized to mitigate any increase in stormwater runoff



# Safety & Security

- Is there sufficient emergency access?
  - We have spoken with the fire marshal, and he has indicated that our two access points off Tower Road are sufficient
  - No longer planning an emergency access point into Stonewater and have confirmed it works with the fire marshal
- Will you provide garages or a gate?
  - Garages will not be provided
    - The implementation of garages will reduce parking, causing residents to park on the street
  - A gate will not be provided
    - Gates break frequently and are a safety hazard
    - A stub out for a future gate will be provided
  - Security measures will be implemented
    - Security cameras, LED downlighting, and on-site management
    - Additional mitigation efforts in concert with the police department
    - Fob systems and compliance measures



# Additional Concerns

- Have you met with the charter school?
  - Met with school leadership, where they expressed support for the affordable housing nature of the development and alignment with their mission
  - Expressed how increasing their enrollment helps their financial position
  - Provided an update on pedestrian infrastructure
- Will the new Traffic light be synced with the others?
  - TxDOT coordinates new signals with adjacent traffic signals
- Will you correct the address?
  - We have changed our address to 12102 Tower Road, Manor, TX 78653



# Thank You



**David D'Amelio** 🧑

(214) 960-1309 ☎

david.damelio@dominiuminc.com ✉

**Neal Route** 🧑

(214) 960-1162 ☎

nroute@dominiuminc.com ✉

DominiumApartments.com 🌐

**Nicholas Koutani** 🧑

(214) 233-3104 ☎

nicholas.koutani@dominiuminc.com ✉



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** March 4, 2024  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Second and Final Reading: Consideration, discussion, and possible action on an ordinance rezoning the Dominion development, one (1) lot on 15.42 acres, more or less, and being located at 12200 Tower Rd, Manor, TX from (IN-1) Light Industrial to (MF-2) Multifamily – 25.

*Applicant: Dominion*

*Owner: Kenneth Tumlinson*

### BACKGROUND/SUMMARY:

This item is discretionary.

This property was annexed into the city in 2010 by Ord. 383. It was zoned from interim zoning to IN-1 Light Industrial in December 2017 by Ord. 499. A previous rezoning case was heard by the Commission on Sept. 14, 2022 to rezone the property from IN-1 to MF-2 Multi-Family 25. The Commission recommended MF-1 Multi-Family 15, but the City Council denied the request at their Nov. 2, 2022 meeting. They requested the seller spend more time marketing to industrial users before considering a residential use.

At the time of the first multi-family zoning request, the seller did not have an end user for the property. Since Nov. 2022, a new group – Dominion, has approached the city's Public Facilities Corporation with the intent to partner with the PFC to provide affordable rental units. As part of their process to partner with PFC and gain funding, they need proper zoning entitlements so they have filed to rezone the property to Multi-Family 25 (MF-2).

The property is 15.4217 acres and has frontage on Tower Road. To the west are existing light industrial buildings, to the north is the Stonewater Subdivision, and to the east is a 6-acre tract that has 1 single-family dwelling. The northern property boundary to Stonewater only directly abuts 1 single-family dwelling, with the majority of the northern property boundary being adjacent to a detention pond or Tinajero Way. The northern and eastern property boundaries abut less intense residential uses so the multi-family property would have 80' building setbacks along those boundaries and of those 80 feet, 25' would be landscaping bufferyards that would have additional tree and shrub planting as well as a minimum 6' privacy screening fence.

At 15.4217 acres and 25 units/acre under MF-2, the property would be entitled to 386 units. They are planning to have 324 units, and through the city's PFC, they all would be affordable to people earning 60% of the area median income (AMI).

The developer plans to have access points on Tower Road and has indicated they'll conduct a Traffic Impact Analysis.

This property on our Future Land Use Map is designated as Mixed-Density Neighborhoods. Mixed-Density Neighborhoods support residential uses that are 12-25 units per acre. Mixed Density Neighborhoods primarily support a mix of housing options that may consist of one or more of the following housing types from more dense single family homes to small multifamily, with a higher proportion of attached, missing middle, and multifamily products than the Neighborhood category. The mixed density neighborhood areas are intended to diversify residential areas and allow for infill of different housing types among new or existing single family homes. This use can serve as an appropriate transition from nonresidential and mixed-use areas to the lower density Neighborhoods.

At the January 10<sup>th</sup> P&Z meeting, the public hearing was conducted but action on this item was postponed so the applicant could supply more information regarding the Traffic Impact Analysis and when the traffic counts were collected or would be collected, if the developer had spoken with Compass Rose of MISD about school traffic in the area, modifications to their entrances including gates and fire access into Stonewater, more details about their proposed mitigations on Tower Road, and to have the property receive a 911 address.

At the January 17<sup>th</sup> City Council meeting, the public hearing was conducted but because the Planning and Zoning Commission had not provided a recommendation, the item was postponed to the February 21<sup>st</sup> meeting.

P&Z voted 4-2 to approve. The two denial votes were regarding concerns about traffic and a desire to see the area remain as industrial and that land use being more appropriate.

The City Council approved the first reading 6-0 on February 21<sup>st</sup>.

<b>LEGAL REVIEW:</b>	Not Applicable
<b>FISCAL IMPACT:</b>	No
<b>PRESENTATION:</b>	Yes
<b>ATTACHMENTS:</b>	Yes

- Ordinance No. 732
- Letter of Intent
- Rezoning Map
- Aerial Image
- Renderings

- Traffic Count Methodology
- Drainage Memo and Exhibit
- Future Land Use Map
- Mixed-Density Neighborhood Dashboard
- Public Notice
- Mailing Labels

#### **STAFF RECOMMENDATION:**

The city staff recommends that the City Council approve the second and final reading of Ordinance No. 732 rezoning the Dominion development, one (1) lot on 15.42 acres, more or less, and being located at 12200 Tower Rd, Manor, TX from (IN-1) Light Industrial to (MF-2) Multifamily – 25.

<b>PLANNING &amp; ZONING COMMISSION:</b>	<b>Recommend Approval</b>	<b>Disapproval</b>	<b>None</b>
	<b>X</b>		

**ORDINANCE NO. 732****AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM LIGHT INDUSTRIAL (IN-1) TO MULTI-FAMILY 25 (MF-2); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.**

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

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

**Whereas**, after publishing notice of the public hearing 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 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 the property described in Exhibit "A" (the "Property"), from Light Industrial (IN-1) to zoning district Multi-Family 25 (MF-2). The Property is accordingly hereby rezoned to Multi-Family 25 (MF-2).

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



**ORDINANCE NO. 732**

**Page 2**

**PASSED AND APPROVED FIRST READING** on this the 21<sup>st</sup> day of February 2024.

**PASSED AND APPROVED SECOND AND FINAL READING** on this the 4<sup>th</sup> day of March 2024.

**THE CITY OF MANOR, TEXAS**

\_\_\_\_\_  
Dr. Christopher Harvey,  
Mayor

**ATTEST:**

\_\_\_\_\_  
Lluvia T. Almaraz, TRMC  
City Secretary

**EXHIBIT "A"**

## Property Legal Description:

BEING a tract of land situated in the Green Berry Gates Survey, Abstract No. 315, located in the City of Manor, Travis County, Texas being all of a called 15.4217 acre tract of land conveyed to Kenneth R. Tumlinson and Suanna M. Tumlinson by deed recorded in Instrument No. 2023004432, Official Public Records of Travis County, Texas (O.P.R.T.C.T.), and being more particularly described as follows:

BEGINNING at a 1/2-inch iron rod found for the southeast corner of said 15.4217 acre tract of land, same being the southwest corner of a called 5.793 acre tract of land conveyed to Christopher S. Martinez and Denise M. Martinez by deed recorded in Instrument No. 2008103555, O.P.R.T.C.T., same being the north right of way line of Tower Road, a variable width right of way, from which a 5/8-inch iron rod found for the southeast corner of said 5.793 acre tract, same being the southwest corner of a called 1.095 acre tract of land conveyed to Christopher S. Martinez and Denise M. Martinez by deed recorded in Instrument No. 1999001598, O.P.R.T.C.T., bears South 62°20'23" East, 170.86 feet;

THENCE North 61°09'12" West, along the south line of said 15.4217 acre tract, same being said north right of way line, 489.24 feet to a 1/2-inch iron rod found for the southwest corner of said 15.4217 acre tract, same being the southeast corner of a called 5.187 acre tract of land conveyed to Venkata Chitanya Buddharaju and Jesse Raveen Mamuhewa by deed recorded in Instrument No. 2023040807, O.P.R.T.C.T.;

THENCE along the west line of said 15.4217 acre tract, same being the east line of said 5.187 acre tract the following courses:

North 27°35'08" East, 233.10 feet to a 1/2-inch iron rod found capped (stamped "Traverse Station");

North 63°21'35" West, 214.99 feet to a 1/2-inch iron rod found;

North 34°51'50" West, 94.27 feet to a 1/2-inch iron rod found capped (stamped "Traverse Station");

North 27°04'12" East, 23.13 feet to a 1/2-inch iron rod found capped (stamped "Traverse Station");

North 22°18'36" East, 228.47 feet to a 1/2-inch iron rod found capped (stamped "Survcon");

North 62°54'17" West, 42.57 feet to a 5/8-inch iron rod set capped (stamped "KHA") for a westerly corner of said 15.4217 acre tract, same being the southeast corner of Block A, Lot 2 of KST/Voelker Tract, a platted addition to Travis County recorded in Instrument No. 201200170, O.P.R.T.C.T.;

**ORDINANCE NO. 732****Page 4**

THENCE North 27°19'53" East, continuing along the west line of said 15.4217 acre tract, same being the east line of said Lot 2, 383.27 feet to a 5/8-inch iron rod set capped (stamped "KHA") for the northwest corner of said 15.4217 acre tract, same being the northeast corner of said Lot 2, and same being in the south right of way line of Estuary Drive, a called 50 foot right of way, dedicated by Stonewater Phase 5, a platted addition to Travis County recorded in Instrument No. 201600298, O.P.R.T.C.T., from which a 1/2-inch iron rod found capped (stamped "Baseline") for

the southwest corner of said Estuary Drive, same being the southeast corner of Block R, Lot 21 of said Stonewater Phase 5 bears, North 63°08'19" West, 23.73 feet;

THENCE South 63°08'19" East, along the north line of said 15.4217 acre tract, same being the south line of said Stonewater Phase 5, passing at 26.27 feet a 1/2-inch iron rod found for the southeast corner of said Estuary Drive, same being the southwest corner of Block C, Lot 41 of said Stonewater Phase 5, passing at 146.28 feet a 1/2-inch iron rod found capped (stamped "Baseline") for the southeast corner of said Lot 41, same being the southwest corner of Block C Drainage Lot of Stonewater Phase 2, a platted addition to Travis County recorded in Instrument No. 201600180, O.P.R.T.C.T., and continuing along said north line, same being the south line of said Drainage Lot, for a total distance of 841.30 feet to a 5/8-inch iron rod found (bent) for the northeast corner of said 15.4217 acre tract, same being the northwest corner of said 5.793 acre tract, and same being in the south line of Block C Open Space lot of said Stonewater Phase 2, from which a 1/2-inch iron rod found capped (stamped "Baseline") in the south line of said Open Space lot bears South 63°08'19" East, 320.36 feet;

THENCE South 26°51'02" West, along the east line of said 15.4217 acre tract, same being the west line of said 5.793 acre tract, 928.17 feet to the POINT OF BEGINNING and containing 672,331 square feet or 15.435 acres of land.



December 1<sup>st</sup>, 2023  
Scott Dunlop  
Development Services Director  
City of Manor  
105 E Eggleston St.  
Manor, TX 78653

***RE: Zoning Application, 12200 Tower Road, Manor, TX 78653***

Mr. Dunlop,

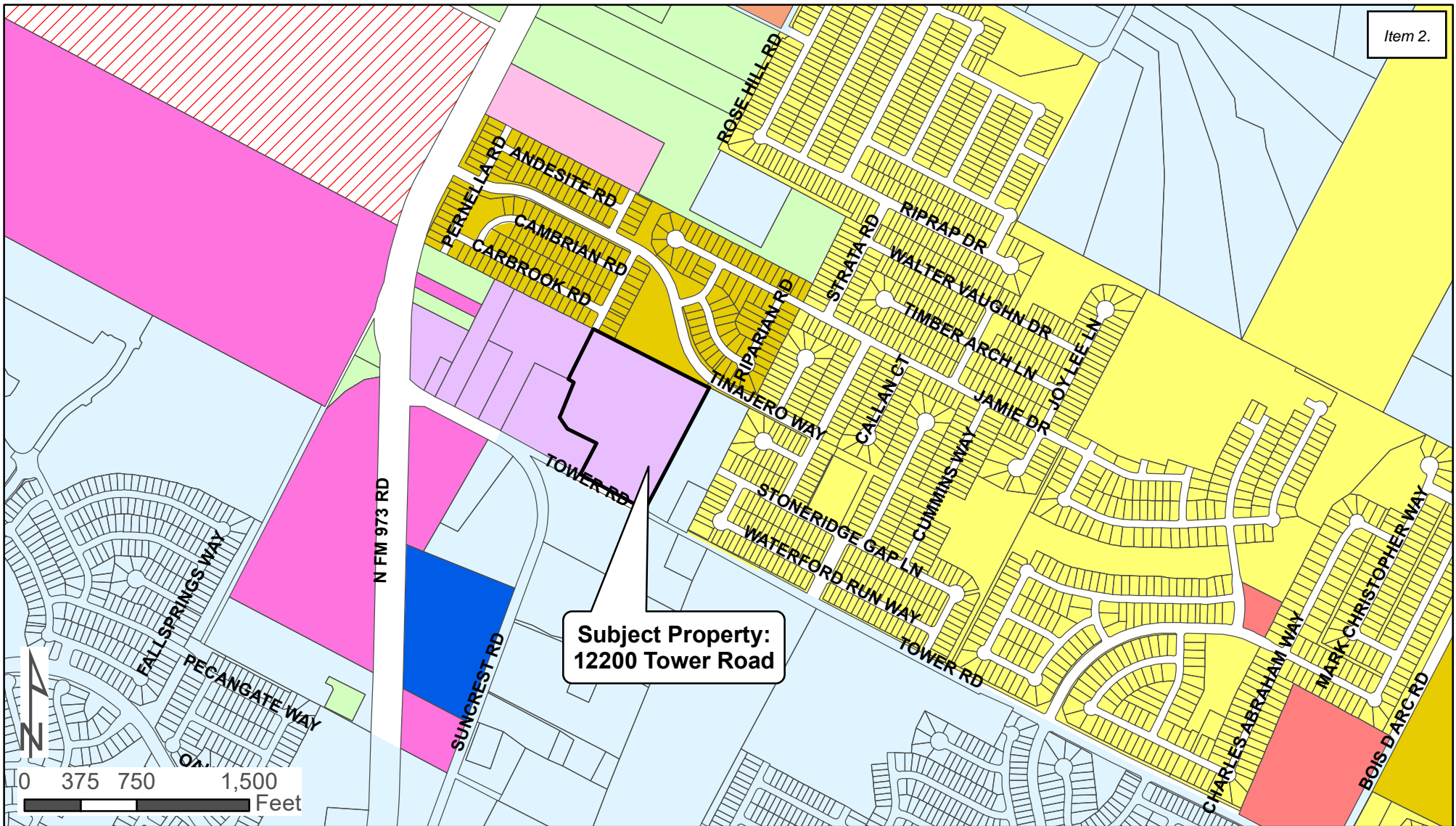
Dominium is requesting that the City of Manor accept our zoning application for the above-referenced property. We intend to rezone the property from Light Industrial (IN-1) to Multi-Family 25 (MF-2). This will give us the opportunity to partner with Manor PFC to provide affordable homes where there is much-needed demand. The intention is to develop 324 affordable homes across eleven 3-story garden-style buildings. All units will be restricted to 60% Area Median Income. The subject parcel has been marketed with the current zoning for over a year and has had minimal interest. Limited demand for industrial space on the parcel arises from its size being too small for extensive industrial use and excessively large for light industrial use. The proposed rezoning will establish a buffer zone between the present industrial facilities to the west and the surrounding residential homes. Accepting this letter will allow us to continue pursuing the anticipated development.

Thank you for considering this request.

Sincerely,

Mr. Neal Route  
Dominium  
Vice President & Project Partner





Current:  
Light Industrial (IN-1)

Proposed:  
Multi-Family 25 (MF-2)

#### Zone

A - Agricultural	I-1 - Institutional Small	MH-1 - Manufactured Home	NB - Neighborhood Business
SF-1 - Single Family Suburban	I-2 - Institutional Large	GO - General Office	DB - Downtown Business
SF-2 - Single Family Standard	C-1 - Light Commercial	IN-1 - Light Industrial	IN-2 - Heavy Industrial
TF - Two Family	C-2 - Medium Commercial	PUD - Planned Unit Development	ETJ
TH - Townhome	C-3 - Heavy Commercial		
MF-1 - Multi-Family 15			
MF-2 - Multi-Family 25			



Aerial image

Write a description for your map.

Legend

1220 Item 2. d



Hiland Dairy Foods

Ornamental Iron and Fence Supply

Tinajero Way

Riparian Rd

Tinajero Way

Bordin Ct

Tinajero Way

Greywacke Dr

Tower Rd

Tower Rd

Suncrest Rd





Site Data				
Family - 3 Stories Unit Mix			No.	%
2 Bedroom			78	24.1
3 Bedroom			180	55.5
4 Bedroom			66	20.4
Totals			324	
Parking Required			Parking Provided	
2 Beds	2.0/unit	156	516	1.59/unit
3 Beds	2.5/unit	450		
4 Beds	2.5/unit	165		
Total Res.	2.38/unit	771		
Guest	10%	77		
Total	2.62/unit	848		















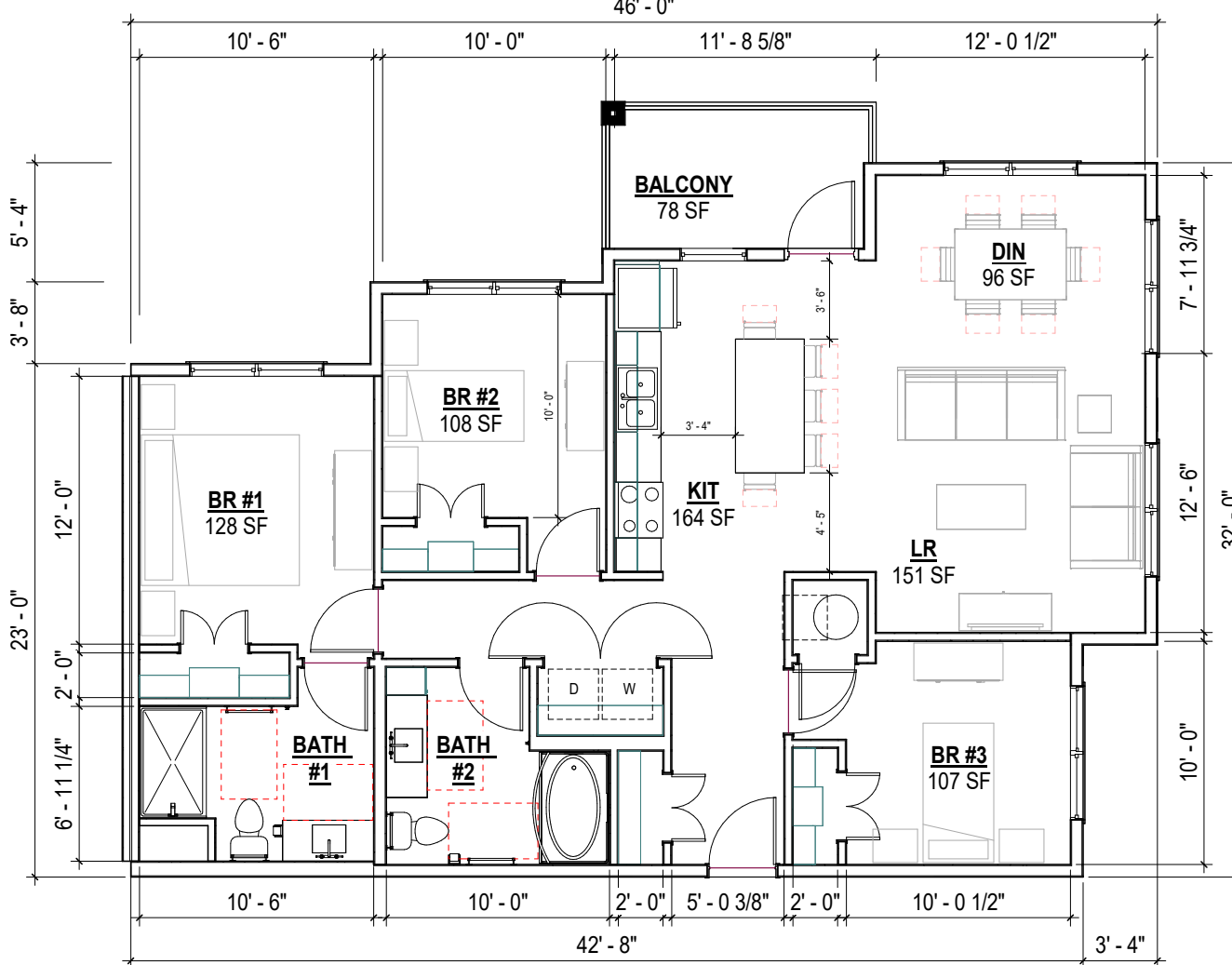
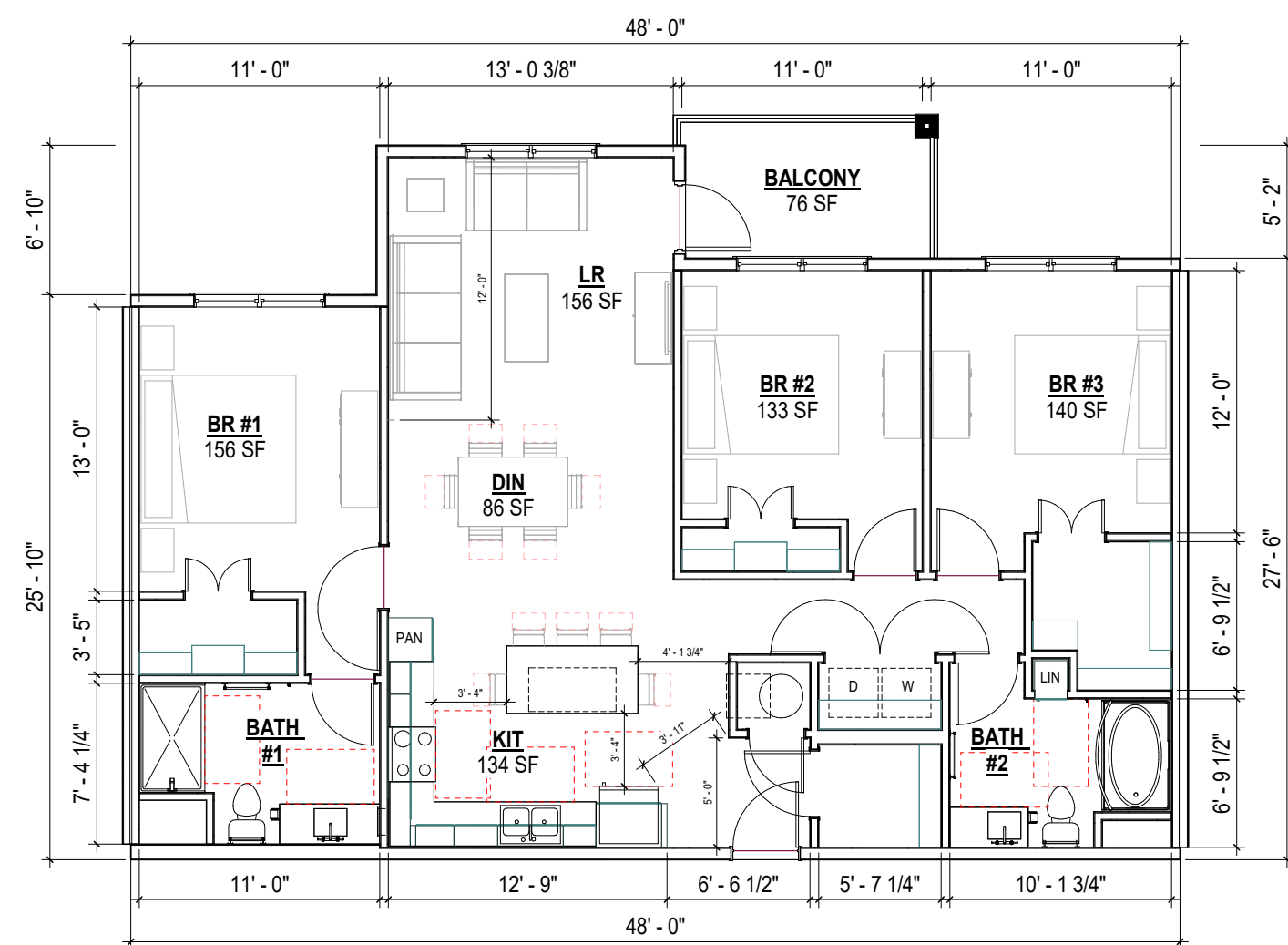
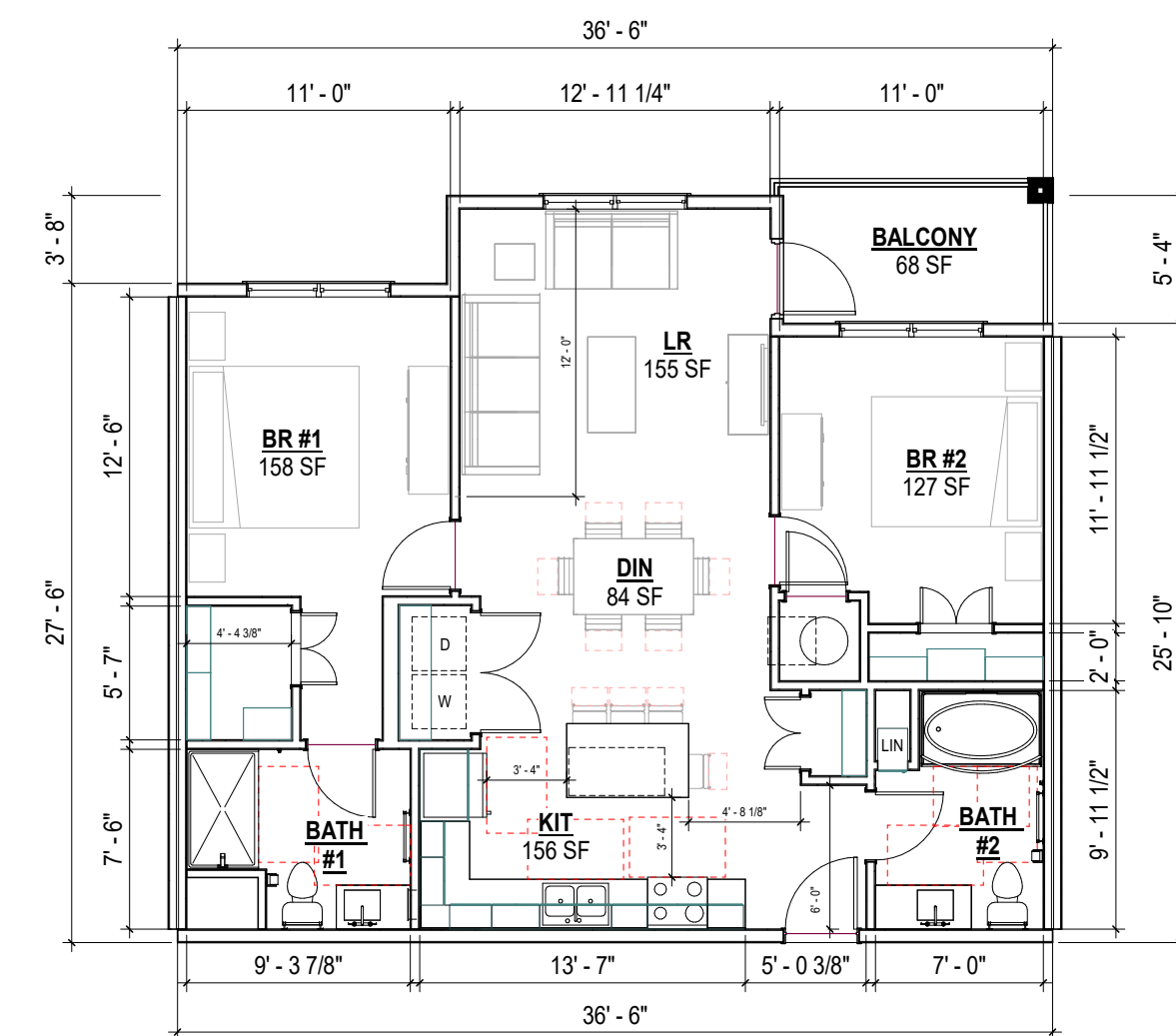
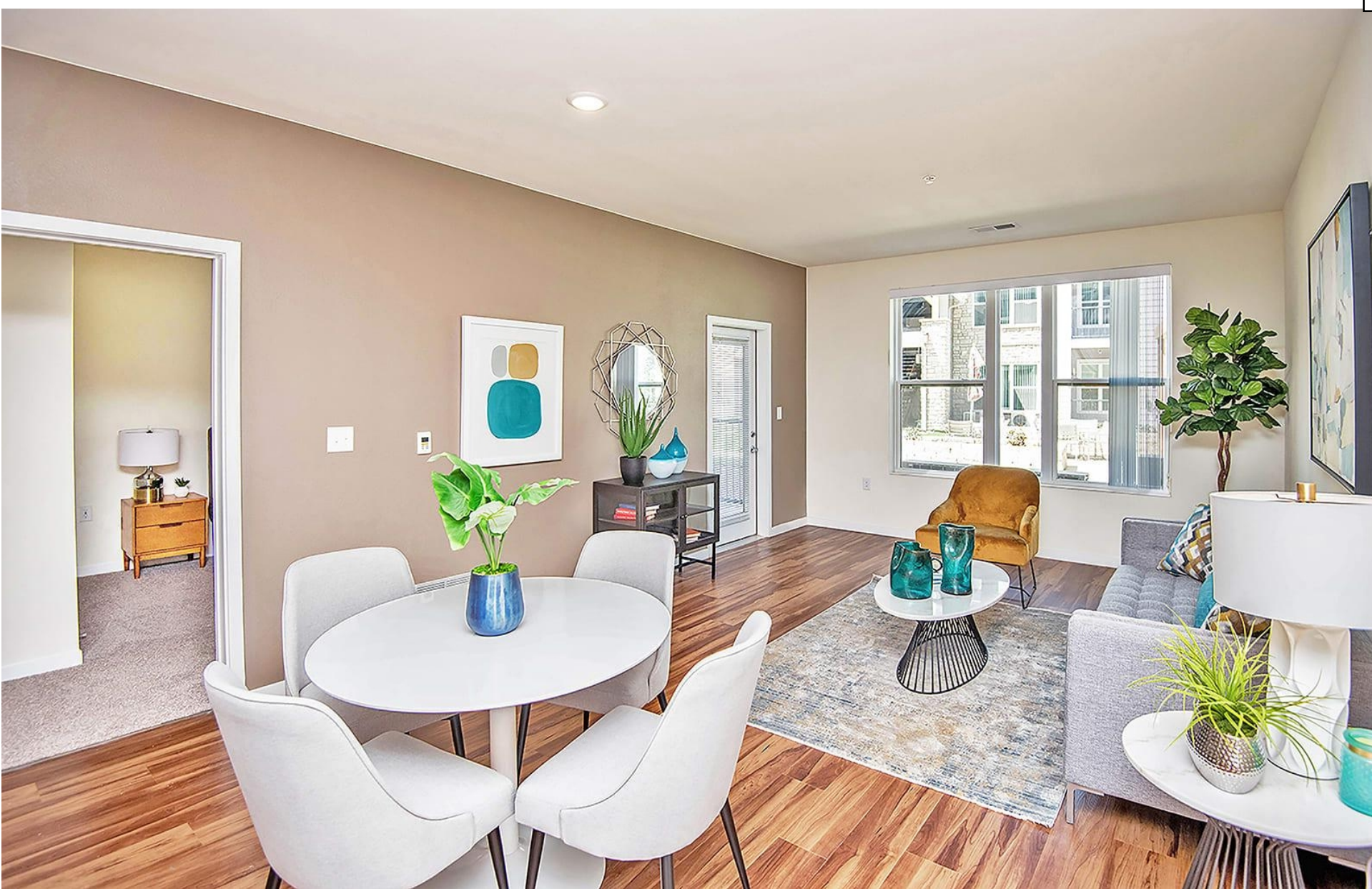








SCHARBAUER FLATS - MIDLAND, TX



UNIT PLAN EXAMPLES



**T E C H N I C A L   M E M O R A N D U M**

**DATE:** February 8, 2024

**TO:** City of Manor  
**FROM:** Ben Plett, P.E.

**RE:** Dominion Manor Multifamily Traffic Count Methodology

This memorandum documents the traffic counts methodology for the Dominion Manor Development. The site is located north of US 290 and between FM 973 and Bois D'Arc Road in the City of Manor, Travis County, Texas. The objective of this memo is to summarize the traffic count methodology.

Weekday AM and PM peak period turning movement counts were collected by Quality Counts, LLC. Quality Counts is a national traffic data collection company with 15+ offices nationwide and are a trusted partner to Kimley-Horn and other transportation engineers throughout the county.

Quality Counts records turning movement counts with video cameras and tabulates the data using artificial intelligence, manual review, and a proprietary quality control application. The counts were collected at the following study intersections from 7:00am to 9:00am and from 4:00pm to 6:00pm while school was in session on Thursday, December 7<sup>th</sup>, 2023. It should be noted that one day of traffic counts is an industry standard and the subconsultant verifies that there are no issues that interfere with the integrity of the data collection including inclement weather, construction, vehicle crashes, and/or any other atypical roadway operations.

The peak hour is defined as the 60-minute period in which the greatest number of vehicles enter an intersection. The peak hour at each intersection was observed as follows:

1. FM 973 at Suncrest Road
  - AM Peak Hour: 7:00 AM – 8:00 AM
  - PM Peak Hour: 4:30 PM – 5:30 PM
2. Suncrest Road at Tower Road
  - AM Peak Hour: 7:00 AM – 8:00 AM
  - PM Peak Hour: 5:00 PM – 6:00 PM
3. Bois D'Arc Road at Tower Road
  - AM Peak Hour: 7:00 AM – 8:00 AM
  - PM Peak Hour: 5:00 PM – 6:00 PM


School times were captured during the AM peak period, however higher volumes of traffic from individuals returning home from work were identified to be during 5-6pm for the PM peak period. While school is let out before the PM peak hour, generally more traffic is observed between 4pm and 6pm, thus this is referred to as the PM peak hour. Through field observation, the existing counts indicate there are no pedestrian volumes near the site. The raw count sheets are provided in **Appendix A**.

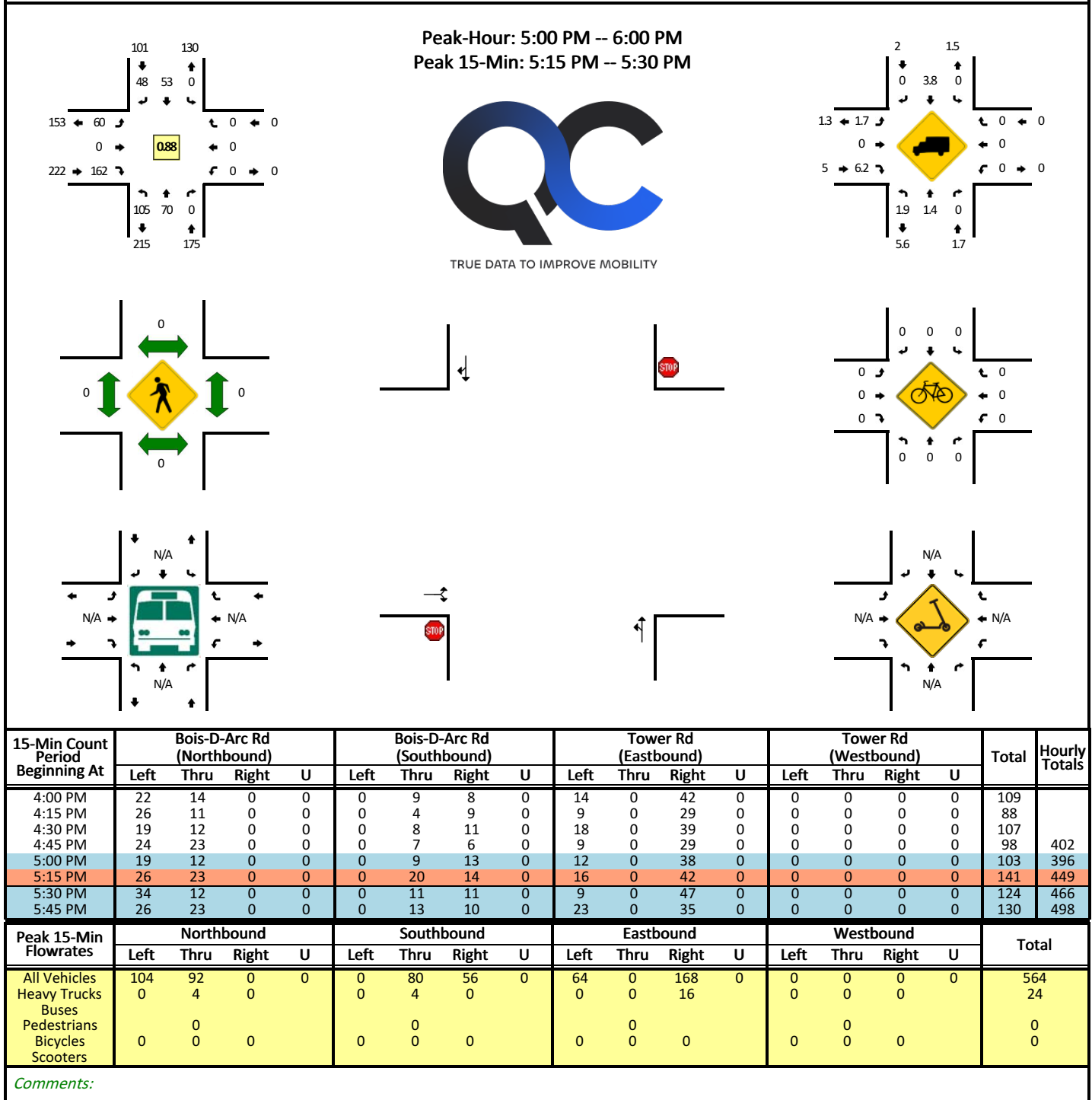
# Appendix A: Traffic Counts

Traffic Count Database System  
(TCDS)

# Volume Count Report

LOCATION INFO		INTERVAL: 15-MIN					
Location ID	227H31	Time	15-min Interval				Hourly Count
Type	SPOT		1st	2nd	3rd	4th	
Funct'l Class	4	0:00-1:00	32	35	28	33	128
Located On	FM0973	1:00-2:00	19	19	22	20	80
Loc On Alias	FM0973-KG	2:00-3:00	21	20	17	16	74
Direction	2-WAY	3:00-4:00	28	22	35	31	116
County	Travis	4:00-5:00	39	52	72	65	228
Community	Manor	5:00-6:00	125	155	197	221	698
MPO ID	90	6:00-7:00	226	262	258	294	1,040
HPMS ID	ASSIGNED	7:00-8:00	277	255	254	270	1,056
Agency	Texas DOT	8:00-9:00	238	228	224	211	901
		9:00-10:00	235	212	228	211	886
		10:00-11:00	200	183	220	219	822
		11:00-12:00	249	229	199	217	894
		12:00-13:00	227	236	227	230	920
		13:00-14:00	225	228	243	207	903
		14:00-15:00	222	228	243	229	922
		15:00-16:00	248	250	288	293	1,079
		16:00-17:00	313	291	300	310	1,214
		17:00-18:00	328	316	312	305	1,261
		18:00-19:00	281	295	253	245	1,074
		19:00-20:00	176	169	177	164	686
		20:00-21:00	137	163	136	127	563
		21:00-22:00	125	104	103	99	431
		22:00-23:00	101	89	57	71	318
		23:00-24:00	65	52	54	32	203
		Total					16,497
		AADT					15,772
		AM Peak	06:15-07:15 1,091				
		PM Peak	16:45-17:45 1,266				

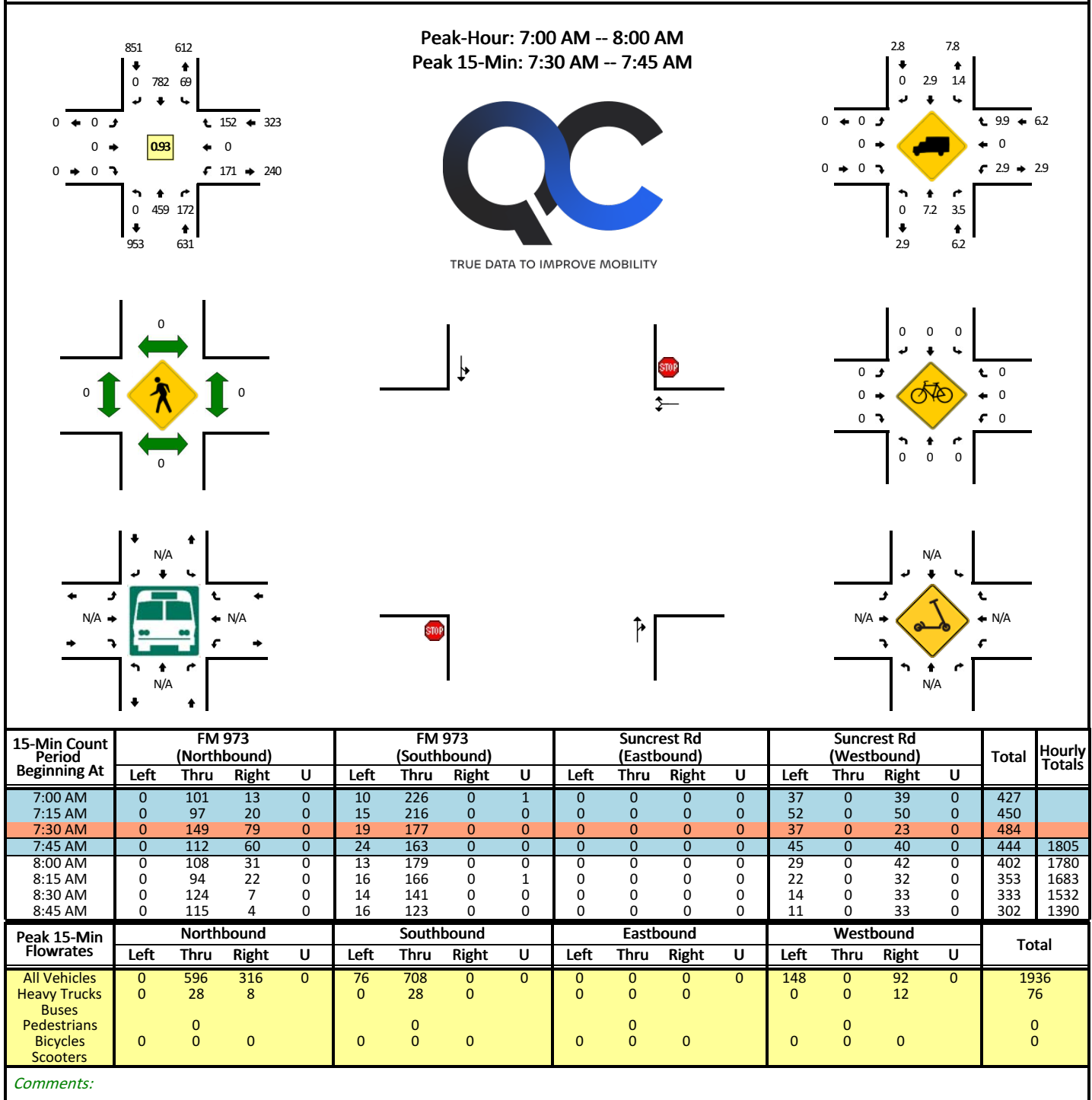
COUNT DATA INFO	
Count Status	Accepted
Holiday	No
Start Date	Mon 12/20/2021
End Date	Tue 12/21/2021
Start Time	4:00:00 AM
End Time	4:00:00 AM
Direction	
Notes	
Station	
Study	
Speed Limit	
Description	
Sensor Type	Axle/Tube
Source	
Latitude, Longitude	30.351029, -97.537562 

**LOCATION:** Bois-D-Arc Rd -- Tower Rd**CITY/STATE:** Manor, TX**QC JOB #:** 16426706**DATE:** Thu, Dec 7 2023



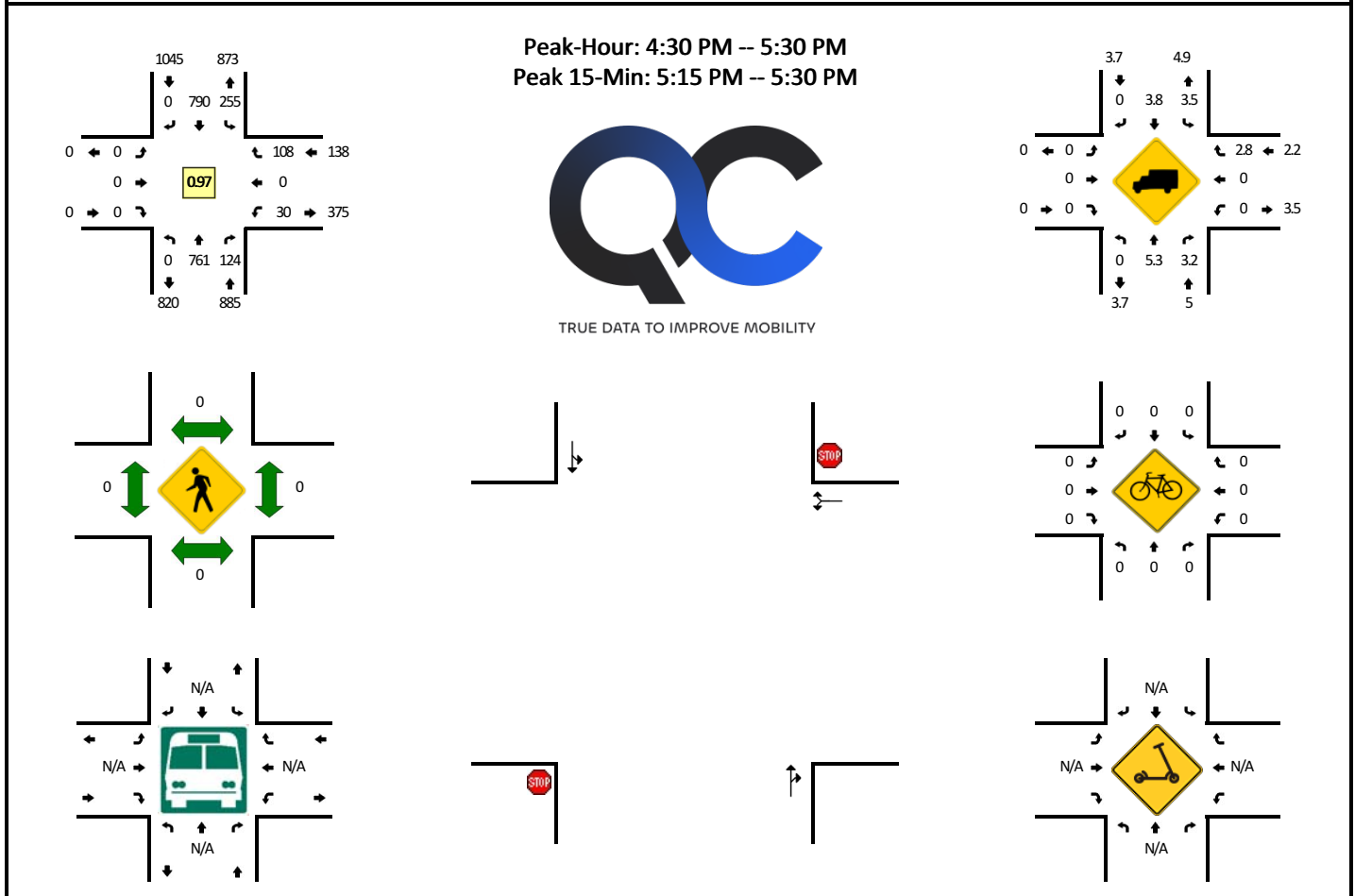
**LOCATION:** FM 973 -- Suncrest Rd  
**CITY/STATE:** Manor, TX

**QC JOB #:** 16426701  
**DATE:** Thu, Dec 7 2023



**LOCATION:** FM 973 -- Suncrest Rd  
**CITY/STATE:** Manor, TX

**QC JOB #:** 16426702  
**DATE:** Thu, Dec 7 2023



15-Min Count Period Beginning At	FM 973 (Northbound)				FM 973 (Southbound)				Suncrest Rd (Eastbound)				Suncrest Rd (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
4:00 PM	0	174	69	0	45	170	0	0	0	0	0	0	3	0	28	0	489	
4:15 PM	0	173	26	0	57	199	0	2	0	0	0	0	1	0	30	0	488	
4:30 PM	0	187	35	0	63	188	0	2	0	0	0	0	9	0	33	0	517	
4:45 PM	0	192	30	0	55	197	0	1	0	0	0	0	6	0	29	0	510	2004
5:00 PM	0	186	26	0	65	207	0	0	0	0	0	0	6	0	17	0	507	2022
5:15 PM	0	196	33	0	68	198	0	1	0	0	0	0	9	0	29	0	534	2068
5:30 PM	0	178	39	0	45	182	0	5	0	0	0	0	6	0	22	2	479	2030
5:45 PM	0	110	33	0	71	177	0	4	0	0	0	0	12	0	19	2	428	1948
Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total	
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
All Vehicles	0	784	132	0	272	792	0	4	0	0	0	0	36	0	116	0	2136	
Heavy Trucks	0	24	0		12	36	0		0	0	0	0	0	0	0		72	
Buses																		
Pedestrians	0	0			0	0			0	0			0	0			0	
Bicycles	0	0	0		0	0	0		0	0	0		0	0	0		0	
Scooters																		

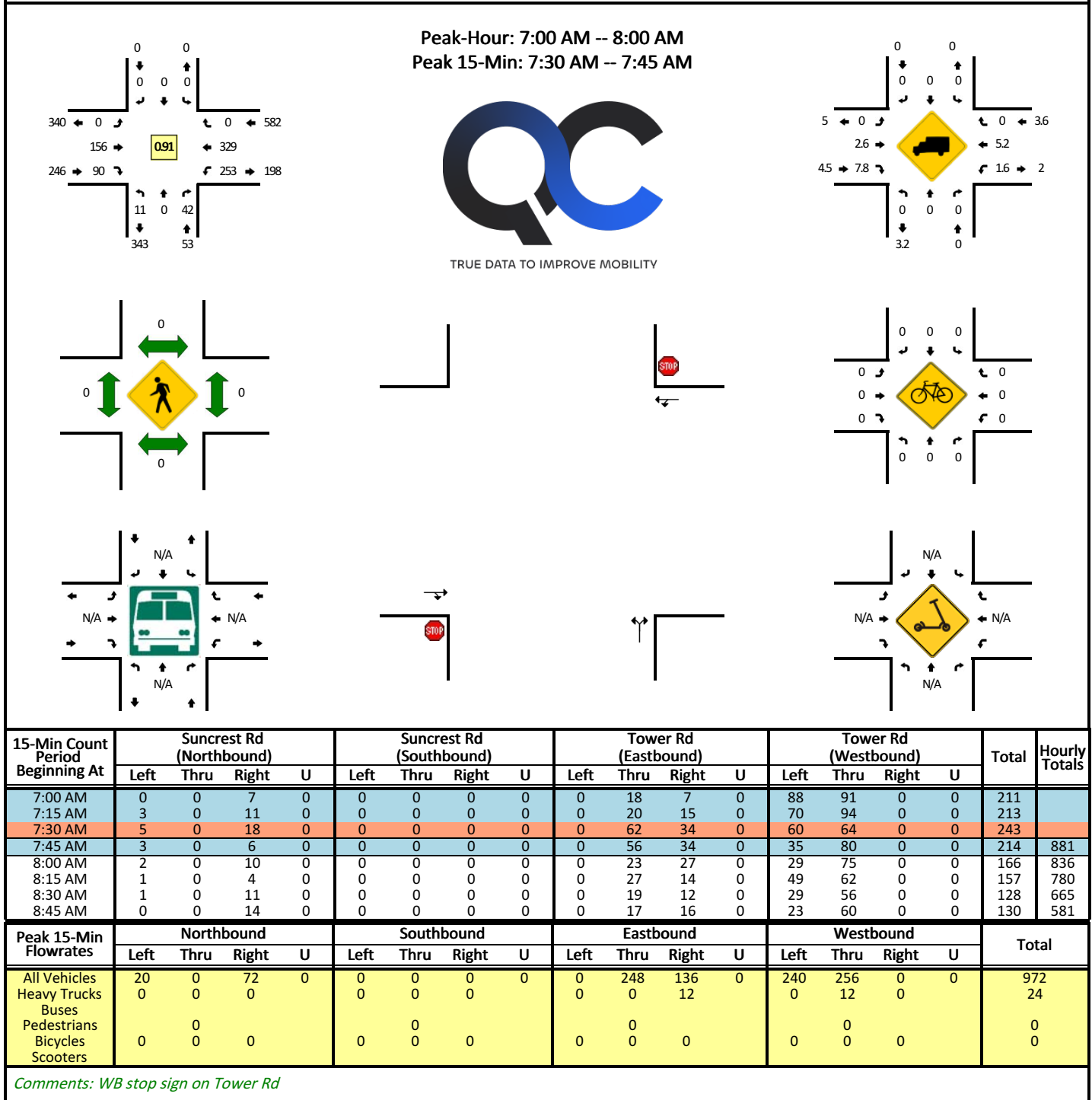
**Comments:**

Report generated on 12/11/2023 1:35 PM

SOURCE: Quality Counts, LLC (<http://www.qualitycounts.net>) 1-877-580-2212

**LOCATION:** Suncrest Rd -- Tower Rd  
**CITY/STATE:** Manor, TX

**QC JOB #:** 16426703  
**DATE:** Thu, Dec 7 2023

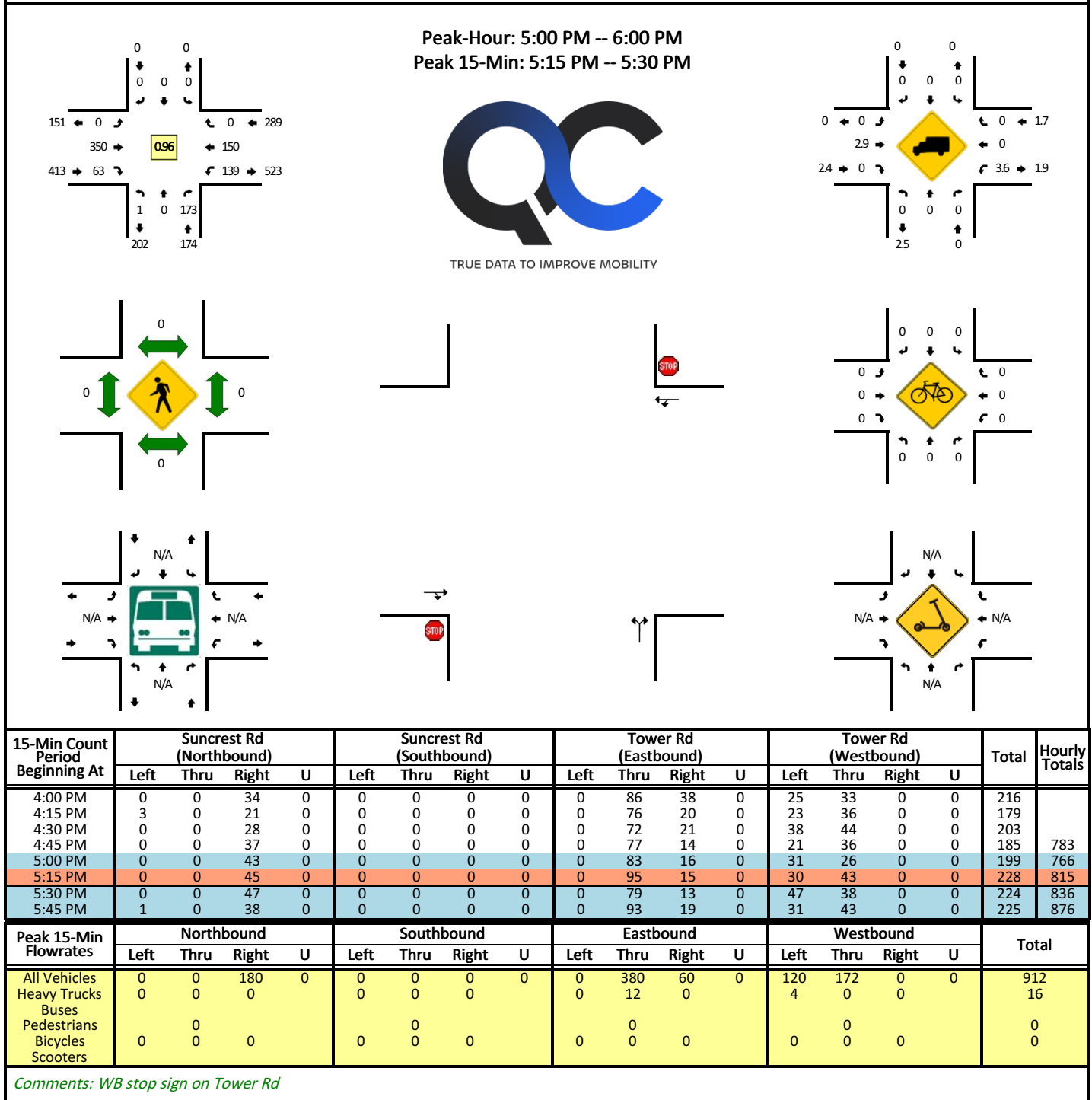


Report generated on 12/11/2023 1:35 PM

SOURCE: Quality Counts, LLC (<http://www.qualitycounts.net>) 1-877-580-2212

**LOCATION:** Suncrest Rd -- Tower Rd  
**CITY/STATE:** Manor, TX

**QC JOB #:** 16426704  
**DATE:** Thu, Dec 7 2023



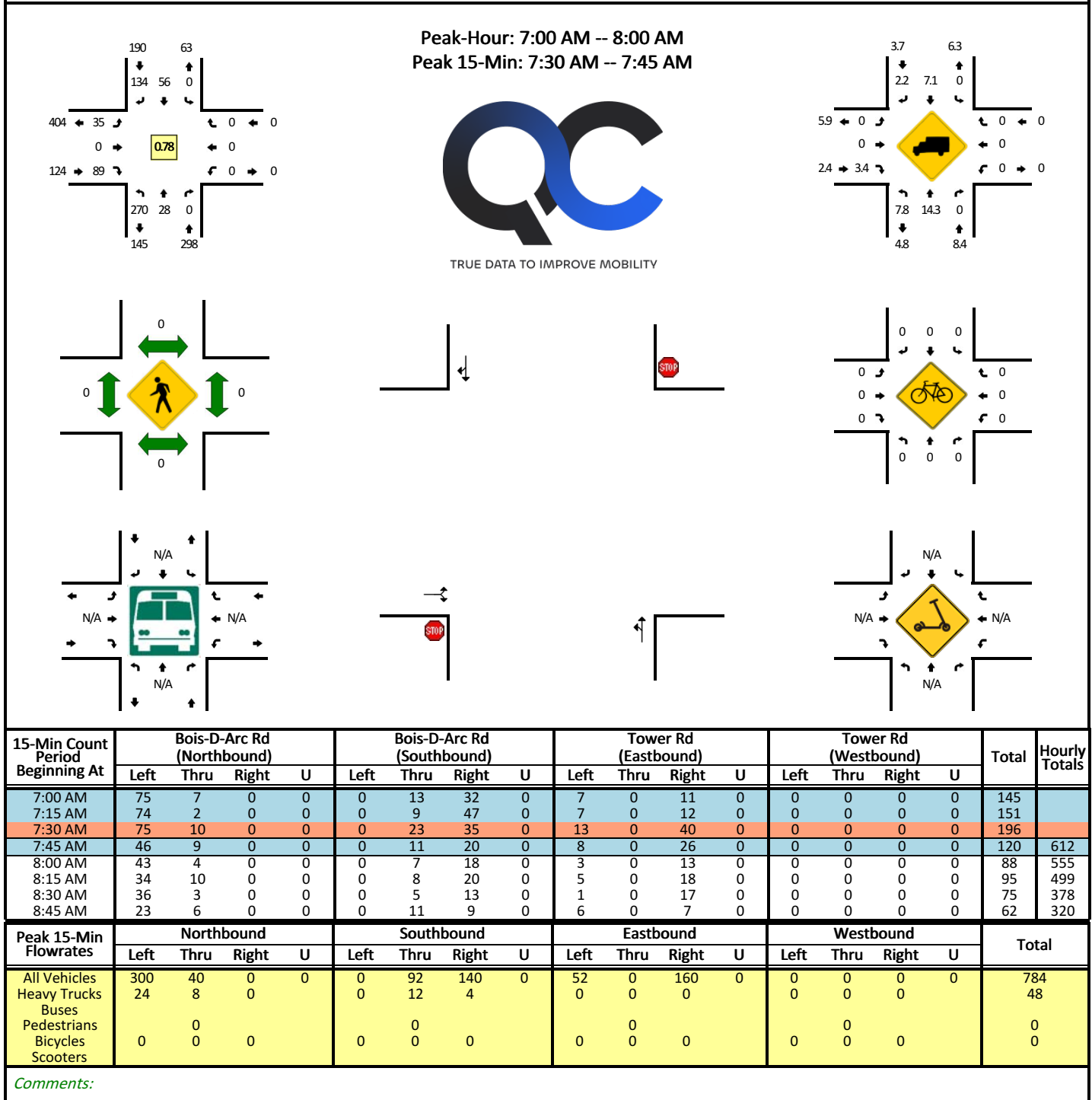
Report generated on 12/11/2023 1:35 PM

SOURCE: Quality Counts, LLC (<http://www.qualitycounts.net>) 1-877-580-2212



**LOCATION:** Bois-D-Arc Rd -- Tower Rd  
**CITY/STATE:** Manor, TX

**QC JOB #:** 16426705  
**DATE:** Thu, Dec 7 2023





## Memorandum

To: Dominion Inc.

From: Ben L. Green, P.E. – Kimley-Horn and Associates

Date: February 8, 2024

Subject: **Technical Memo: Tower Road Drainage Improvements**

---

The content of this memo is based on a 15.49-acre tract of land located in City of Manor, approximately 500 feet east of the intersection of Tower Road and Suncrest Road. Kimley-Horn (KH) has prepared this memo to evaluate the existing drainage conditions of Tower Road at this location and to provide possible solutions to minimize the current flooding in this area. KH has been made aware that there is frequent flooding along Tower Road at this location which has prompted the need for this analysis.

The following summarizes the technical elements of the existing drainage problems and proposed drainage improvements on Tower Road for this location:

- Currently there is an existing 24" corrugated metal pipe storm culvert crossing under Tower Road. Per KH's analysis, this culvert is severely undersized resulting in frequent flooding during all significant storm events including the 2-year storm event.
- KH has determined that constructing four (4) - 3'X6' box culverts would allow sufficient storm water to pass under Tower Road and to prevent water from backing up and overtopping the existing roadway in the 2-year storm event and flooding in larger storm events such as the 25-year and 100-year would be reduced.

Tower Road experiences flooding in the lowest commonly analyzed rain event, the 2-year storm event, and it can be expected to flood in smaller rain events multiple times per year. This 2-year storm event is defined as approximately 4 inches of rain over 24 hours and statistically has a 50% chance to occur each year, per NOAA ATLAS 14 precipitation estimates, the latest available data from the National Weather Service.

In the existing condition, the volume of water generated by the 2-year storm can be expected to surcharge the existing undersized culvert. As the culvert fills with water, excess water will back up behind the roadway, causing water to overtop Tower Road at a depth of approximately 1.5 feet over the pavement at its deepest location. This overtopping flow spans along Tower Road for approximately 239 feet which creates an unsafe driving condition during most sustained rain events.

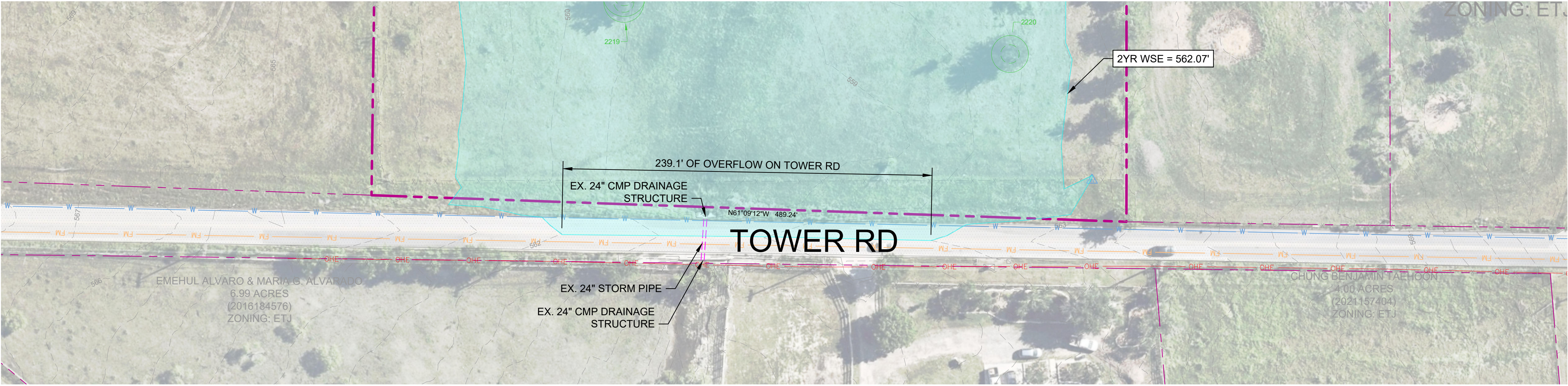
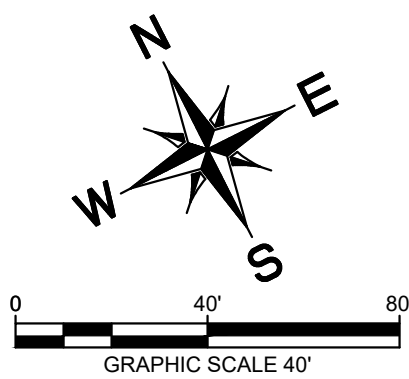
With the installation of the four (4) 3'X6' culverts, drainage will be improved such that water during the 2-year storm event and smaller storm events would be fully conveyed underneath the roadway and contained within underground storm infrastructure. In essence, the proposal would be to replace the

existing pipe with larger culverts, which have more flow capacity due an increased opening area which allows water to pass through instead of backing up behind the roadway. The proposed box culverts would not be conveying more flow downstream. Rather, the same amount of water that would originally be passing above the roadway would be passing underneath the roadway in the proposed box culverts. Per Texas Water Code and City of Manor regulations, the amount of flow downstream will not be allowed to increase, but the manner in which the flow will be conveyed will be safer for motorists. Since the water will no longer overtop the roadway; this will ensure Tower Road remains functional during the majority of rain events through the year.

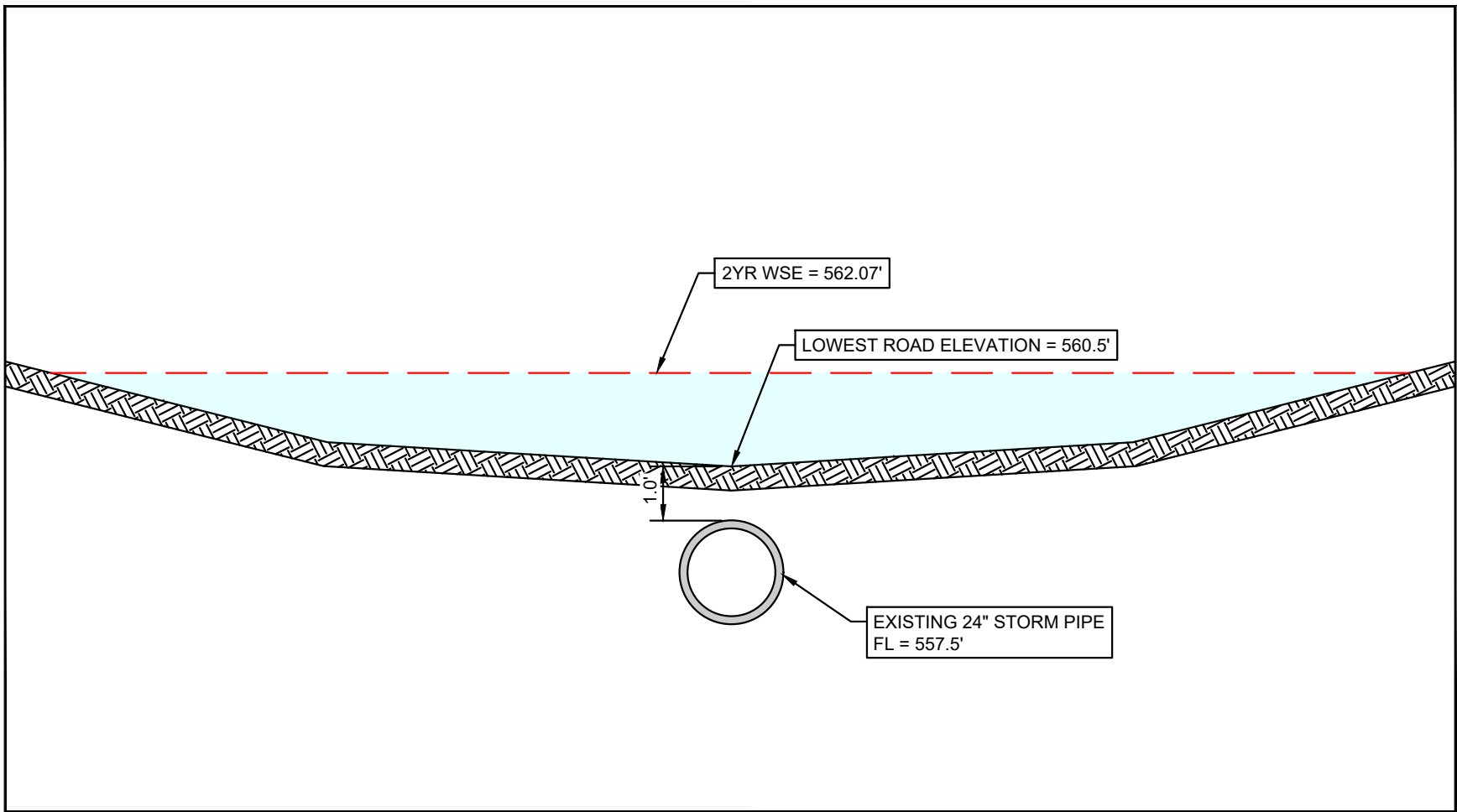
Per standard engineering practice and in conformance with the Texas Water Code and City of Manor regulations, the proposed development will be required to ensure that the proposed development will not increase flow downstream of the development. During the course of design of the onsite civil plans, KH will perform a drainage model using Soil Conservation Service Curve Number model methodology to ensure the flow of water downstream does not increase when additional impervious cover proposed by the development is constructed. The maximum amount of impervious cover proposed onsite will be dictated by the zoning. The proposed culverts under Tower Road will not impact the amount of impervious cover allowed or designed. KH will propose a variety of storm maintenance measures, including underground pipe conduit, open channels, and detention ponds, to reduce the proposed flows generated by the additional impervious cover to be lower than the flow in existing conditions. The City of Manor will have to approve of the drainage design for the development in order for the development to receive Site Development Permits.

The Culvert Exhibit provided depicts the existing and proposed conditions described above.

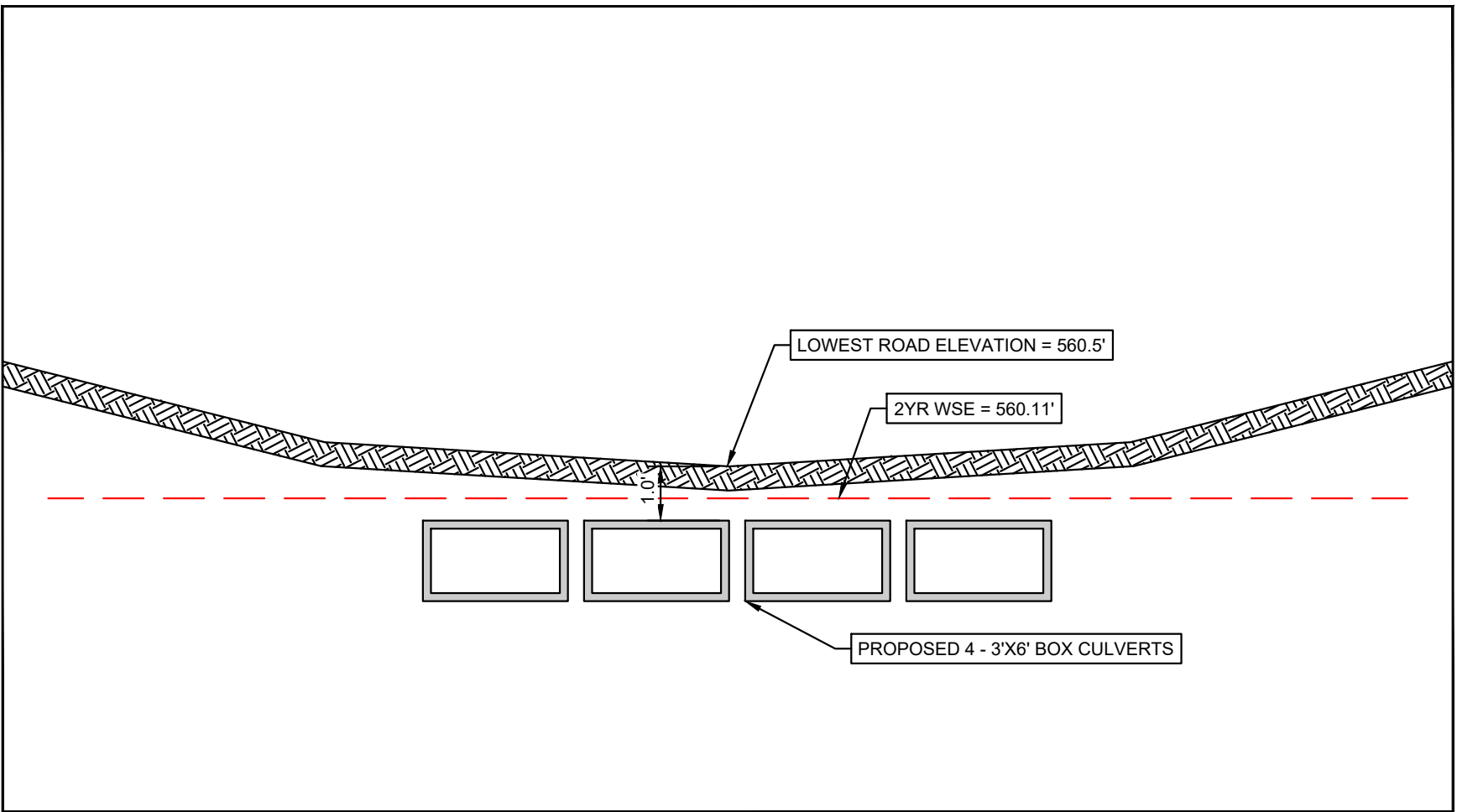




LEGEND	
	PROPERTY LINE
	EXISTING WASTEWATER LINE
	EXISTING WATER LINE
	EXISTING FORCE MAIN LINE
	EXISTING WASTEWATER MANHOLE
	EXISTING STORM DRAIN LINE
	EXISTING FIRE HYDRANT
	EXISTING STORM DRAIN INLET
	EXISTING OVERHEAD POWERLINE
	EXISTING POWER POLE



ROAD PROFILE - EXISTING OVERTOPPING DEPTH  
N.T.S.

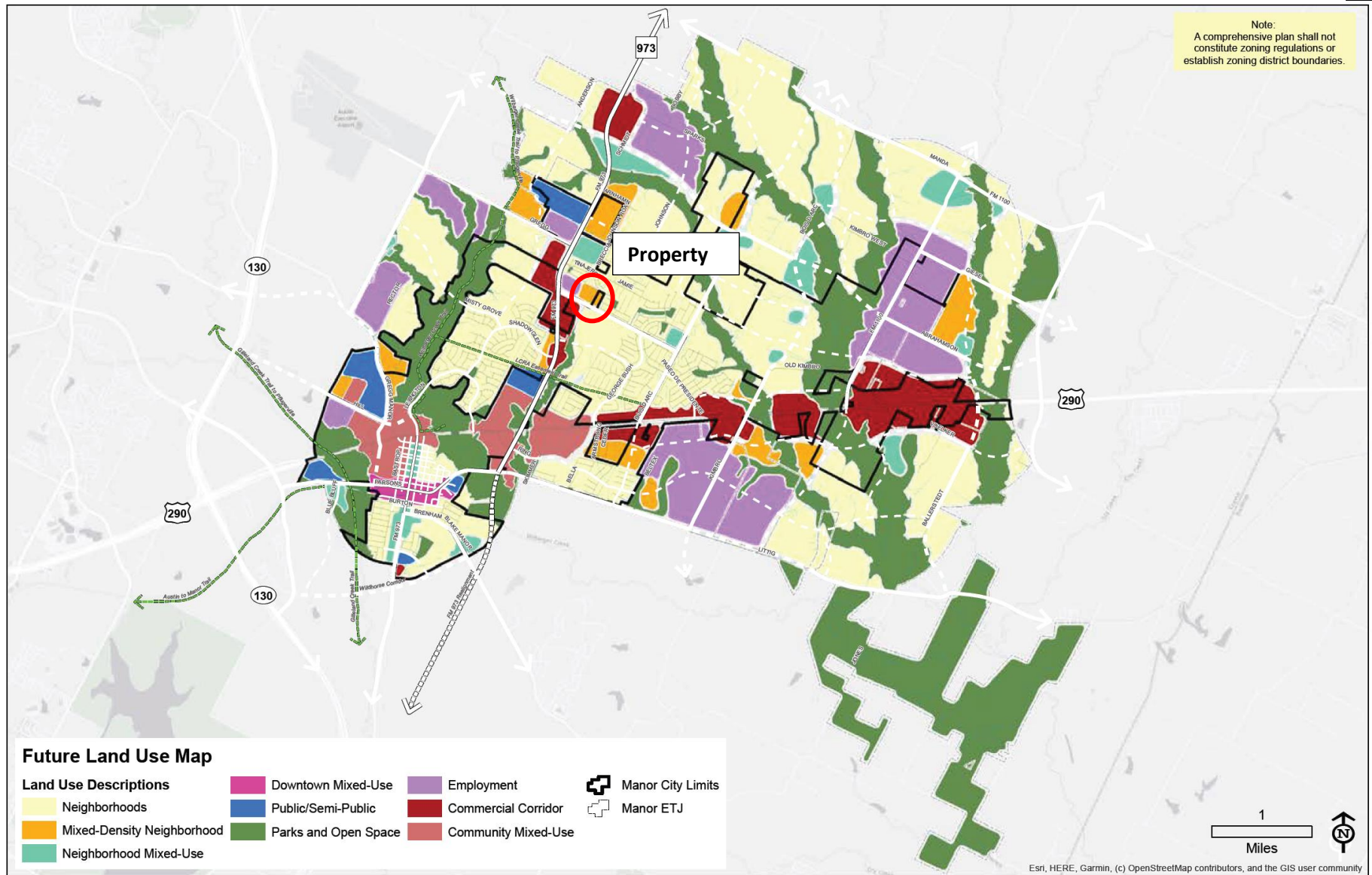


ROAD PROFILE - PROPOSED OVERTOPPING DEPTH  
N.T.S.

TOWER RD  
CULVERT EXHIBIT  
MANOR, TEXAS  
December 23

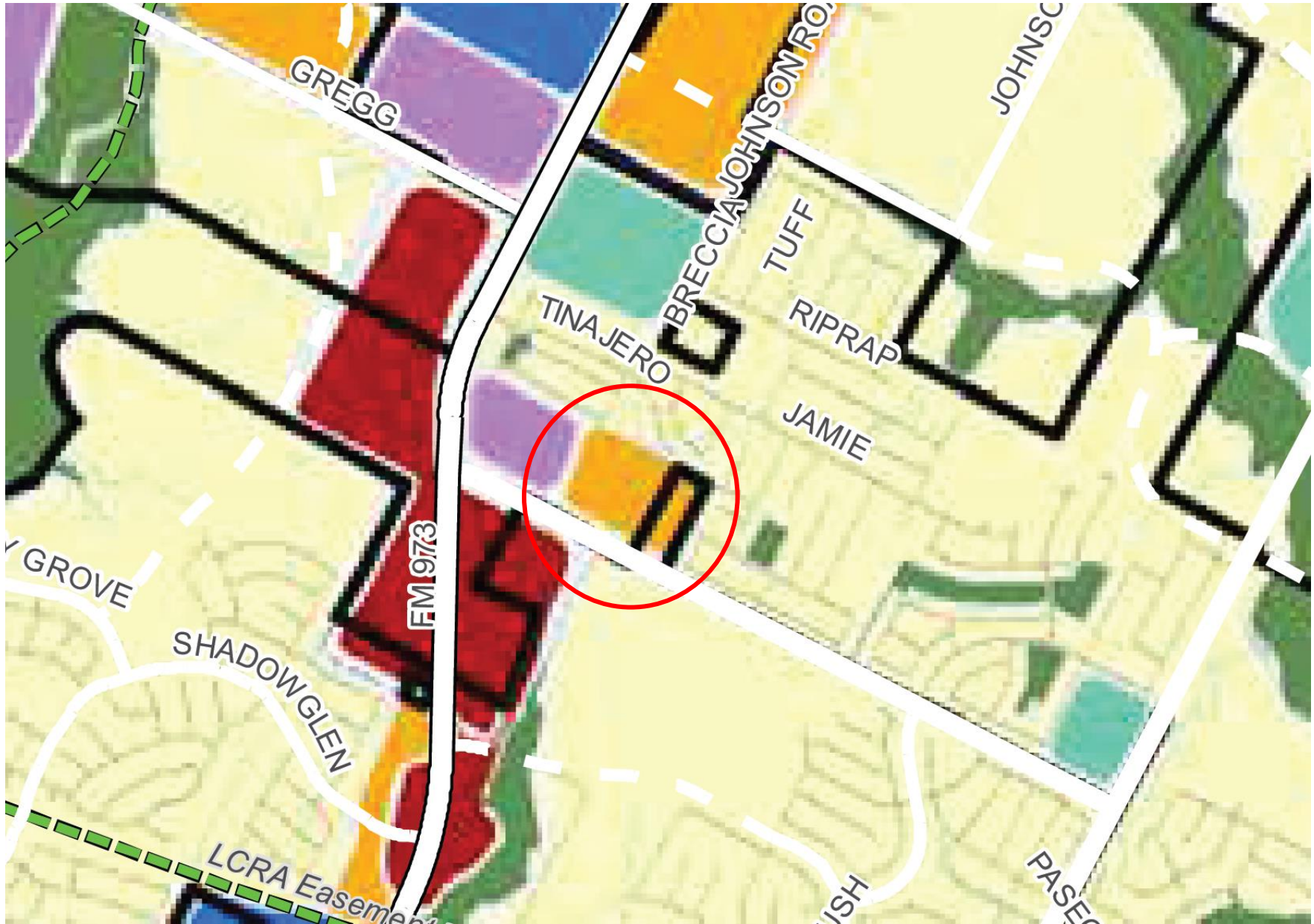
Kimley»Horn  
5301 SOUTHWEST PARKWAY  
BUILDING 2, SUITE 100  
AUSTIN, TEXAS 78746  
512-646-2237  
State of Texas Registration No. F-928





Map 3.1. Future Land Use Map







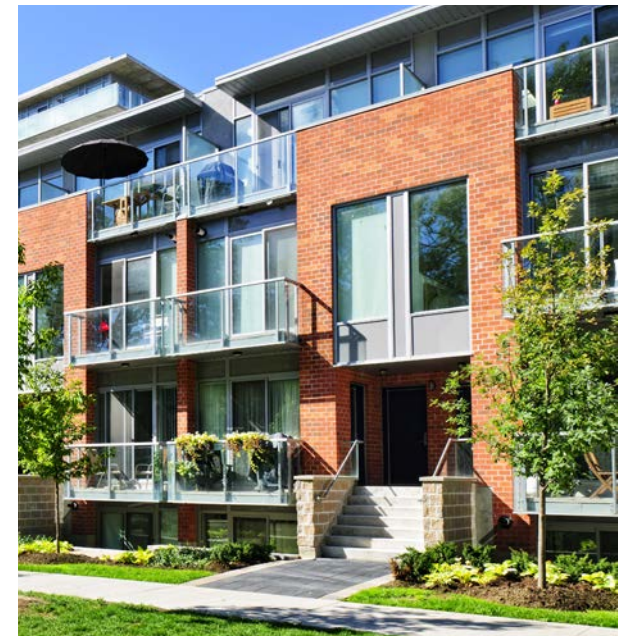
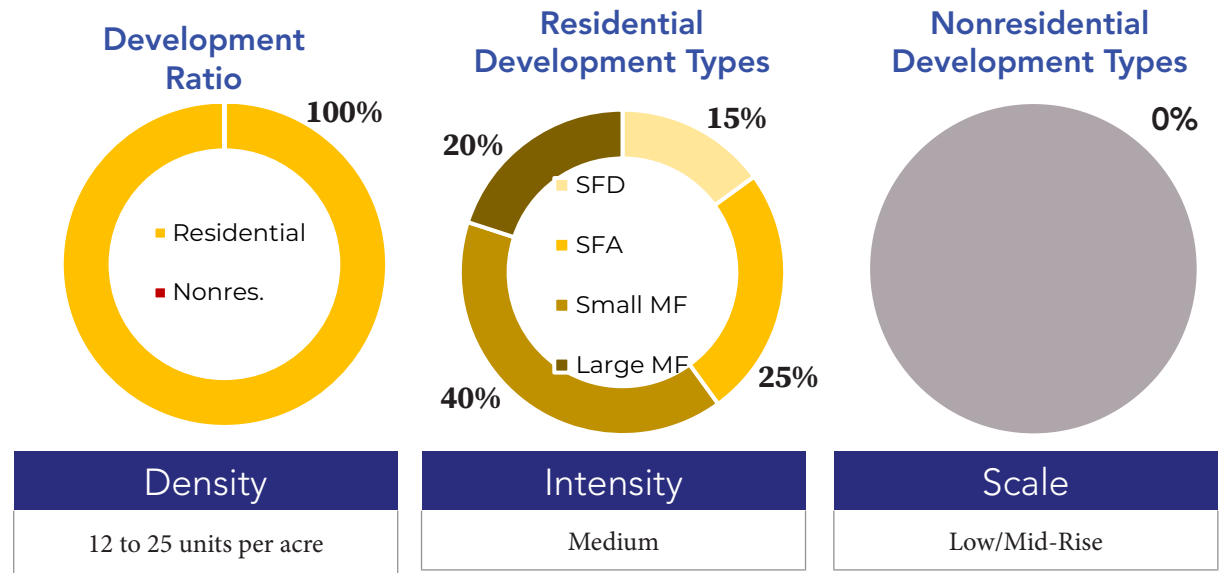
## MIXED DENSITY NEIGHBORHOODS

Mixed Density Neighborhoods primarily support a mix of housing options that may consist of one or more of the following housing types from more dense single family homes to small multifamily, with a higher proportion of attached, missing middle, and multifamily products than the Neighborhood category.

The mixed density neighborhood areas are intended to diversify residential areas and allow for infill of different housing types among new or existing single family homes.

This use can serve as an appropriate transition from nonresidential and mixed-use areas to the lower density Neighborhoods.

Figure 3.5. Mixed Density Neighborhoods Land Use Mix Dashboard



DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	●●●○○	Appropriate if a denser product on smaller lots, condo regime, or “build-to-rent” products.
SFD + ADU	●●●●○	
SFA, Duplex	●●●●●	
SFA, Townhomes and Detached Missing Middle	●●●●●	Appropriate overall.
Apartment House (3-4 units)	●●●●●	
Small Multifamily (8-12 units)	●●●●●	
Large Multifamily (12+ units)	●●●○○	Appropriate when adjacent to retail and employment opportunities, with superior access to open space and roadways. Should be integrated with small multifamily and other missing middle housing options.
Mixed-Use Urban, Neighborhood Scale	●○○○○	Not considered appropriate, but may occur in other future land use categories adjacent to Mixed-Density Neighborhoods.
Mixed-Use Urban, Community Scale	●○○○○	
Shopping Center, Neighborhood Scale	●○○○○	
Shopping Center, Community Scale	●○○○○	
Light Industrial Flex Space	●○○○○	
Manufacturing	●○○○○	Not considered appropriate.
Civic	●●●●●	Considered supportive to the function and livability of this future land use category; government buildings, schools and community facilities can serve as activity hubs within neighborhoods.
Parks and Open Space	●●●●●	Generally considered appropriate or compatible within all Land Use Categories.



12/27/23

## City of Manor Development Services

# Notification for a Rezoning Application

Project Name: Dominion Multi-Family Rezoning  
 Case Number: 2023-P-1596-ZO  
 Case Manager: Michael Burrell  
 Contact: [mburrell@manortx.gov](mailto:mburrell@manortx.gov) – 512-215-8158

The City of Manor Planning and Zoning Commission and City Council will be conducting Regularly Scheduled meetings for the purpose of considering and acting upon a Rezoning Application for the Dominion Multi-Family apartments located at 12200 Tower Rd, Manor, TX from (IN-1) Industrial-Light to (MF-2) Multi-Family 25. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing on a Rezoning Application for the Dominion, one (1) lot on 15.42 acres, more or less, and being located at 12200 Tower Rd, Manor, TX from (IN-1) Industrial Light to (MF-2) Multifamily – 25.**

***Applicant: Dominion***  
***Owner: Kenneth Tumlinson***

The Planning and Zoning Commission will meet at 6:30PM on January 10, 2024 at 105 East Eggleston Street in the City Hall Council Chambers.

The Manor City Council will meet at 7:00 PM on January 17, 2024 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 Rezoning Application has been filed. Comments may be addressed to the email address or phone number above. Any communications received will be made available to the Commissioners during the discussion of this item.

105 E. EGGLESTON STREET • P.O. BOX 387 • MANOR, TEXAS 78653  
 (T) 512.272.5555 • (F) 512.272.8636 • [WWW.CITYOFMANOR.ORG](http://WWW.CITYOFMANOR.ORG)

Shaterica & Wesley Roberson  
14401 ESTUARY RD  
MANOR, TX 78653

Josias Gaona & Elvira Fernadez  
14405 ESTUARY RD  
MANOR, TX 78653

Willie Earl Easley & Tracy Y. Lee  
14409 ESTUARY RD  
MANOR, TX 78653

Donald R. & Cindy L. Williams  
14413 ESTUARY RD  
MANOR, TX 78653

Gaurav Dhingra & Saxena B. Charul  
2688 Corey Pl  
SAN RAMON, CA 94583

Marco A. Zarate  
14421 ESTUARY RD  
MANOR, TX 78653

Phillip & Lillian Howard  
11740 CARBROOK RD  
MANOR, TX 78653

Jorge Nicanor  
11736 CARBROOK RD  
MANOR, TX 78653

Tommy Ortegon & Amy Martinez  
11732 CARBROOK RD  
MANOR, TX 78653

Yvonne & Christopher T. Solis  
11728 CARBROOK RD  
MANOR, TX 78653

Jiacheng Hong & Duan Yuqiong  
1436 CABRILLO AVE  
BURLINGAME, CA 94010

Dechard & Doris Freeman  
11720 CARBROOK RD  
MANOR, TX 78653

John Allan Doranski  
1801 ROBERT TYLER DR  
KILLEN, TX 76542

Magdaleno C. Moreno Jr.  
11725 CARBROOK RD  
MANOR, TX 78653

Mary Davis & Jordan Wesley Barrs  
11729 CARBROOK RD  
MANOR, TX 78653

Chasalyn M. Rowlett  
11733 CARBROOK RD  
MANOR, TX 78653

Jeremiah Gonzales & Ashley D.  
Endicott  
11737 CARBROOK RD  
MANOR, TX 78653

Kevin J. Carlin & Taylor Nicole Radke  
11741 CARBROOK RD  
MANOR, TX 78653

Standford B. Routt  
1926 MULLIGAN DR  
ROUND ROCK, TX 78664

Vishal & Aparna Bhatnagar  
11913 RIPARIAN RD  
MANOR, TX 78653

Kenyata B. Jones  
11917 RIPARIAN RD  
MANOR, TX 78653

Sebastian Joseph & Lauren Ann Breci  
11921 RIPARIAN RD  
MANOR, TX 78653

Tsegaye K. Alemu & Birru A. Ejigayehu  
11925 RIPARIAN RD  
MANOR, TX 78653

Vishnu Santhi Kallam  
24300 SW HIDDEN VALLEY RD  
PECULIAR, MO 64078

Mary L. Geil  
11933 RIPARIAN RD  
MANOR, TX 78653

Portia R. Vincent  
11937 RIPARIAN RD  
MANOR, TX 78653

Maria M. Williams  
12001 RIPARIAN RD  
MANOR, TX 78653

Rochan Bhuptani  
752 SPRINGFIELD DR  
CAMPBELL, CA 95008

Rafaela Resendez & Juana Rosales  
12009 RIPARIAN RD  
MANOR, TX 78653

Fidele Kimararungu & Nyabirori Odette  
12013 RIPARIAN RD  
MANOR, TX 78653



Douglas & Glenda Sparks  
12017 RIPARIAN RD  
MANOR, TX 78653

Christopher & Denise Martinez  
12200 TOWER RD  
MANOR, TX 78653

Benjamin Taehoon Chung  
PO BOX 812  
MANOR, TX 78653

Stan Voelker  
14401 N FM 973  
MANOR, TX 78653

Emehul & Maria Alvarado  
12101 TOWER RD  
MANOR, TX 78653

Dee L. Brown  
14200 SUNCREST RD  
MANOR, TX 78653



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** March 4, 2024  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Second and Final Reading: Consideration, discussion, and possible action on an ordinance rezoning Lots 8-10, Block 68, Town of Manor, locally known as 104 East Townes St., from Single Family Suburban (SF-1) to Townhome (TH).

*Applicant: Development and Consulting Bridgeway LLC.*

*Owner: Carlos Moyeda*

### BACKGROUND/SUMMARY:

This item is discretionary.

The property is currently three platted lots that are zoned Single Family Suburban (SF-1) across from Jennie Lane Park. There exists one home situated on both Lots 9 and 10. Under their current entitlements, the property owner can remove the existing home and construct three single-family homes. They are proposing to rezone the property to Townhome (TH) and construct one building with four residential units.

In the Comprehensive Plan, this area is designated as Neighborhood Mixed-Use, which is a combination of dense residential and nonresidential uses in a compact, neighborhood-scale design to create a walkable environment. Residential development intensities within Neighborhood Mixed-Use encourage single-family attached (townhomes) and small multi-family, ranging in unit densities of 4-20 per acre. The four proposed units, on a per acre density on this property, which is .396 of an acre, would be approximately 10 units/acre, which is within the range suggested in Neighborhood Mixed Use.

Planning and Zoning Commission voted 4-2 to approve. The two denial votes were regarding concerns about parking, traffic, and additional rental units in the area.

The first reading was approved by the City Council 5-1 on February 21<sup>st</sup>.

**LEGAL REVIEW:** Not Applicable  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Ordinance No. 733
- Rezoning Map
- Aerial Image
- FLUM
- Neighborhood Mixed-Use Dashboard
- Sample townhome design
- Sample townhome floorplan
- Survey
- Public Notice and Mailing Labels

**STAFF RECOMMENDATION:**

The City Staff recommends that the City Council approve the second and final reading of Ordinance No. 733 rezoning Lots 8-10, Block 68, Town of Manor, locally known as 104 East Townes St., from Single Family Suburban (SF-1) to Townhome (TH).

**PLANNING & ZONING COMMISSION:****Recommend Approval****Disapproval****None****X**

**ORDINANCE NO. 733****AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM SINGLE FAMILY SUBURBAN (SF-1) TO TOWNHOME (TH); 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 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 the property described in Exhibit "A" (the "Property"), from Single Family Suburban (SF-1) to zoning district Townhome (TH). The Property is accordingly hereby rezoned to Townhome (TH).

**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.

**ORDINANCE NO.**

**Page 2**

**PASSED AND APPROVED FIRST READING** on this the 21<sup>st</sup> day of February 2024.

**PASSED AND APPROVED SECOND AND FINAL READING** on this the 4<sup>th</sup> day of March 2024.

**THE CITY OF MANOR, TEXAS**

\_\_\_\_\_  
Dr. Christopher Harvey,  
Mayor

**ATTEST:**

\_\_\_\_\_  
Lluvia T. Almaraz, TRMC  
City Secretary



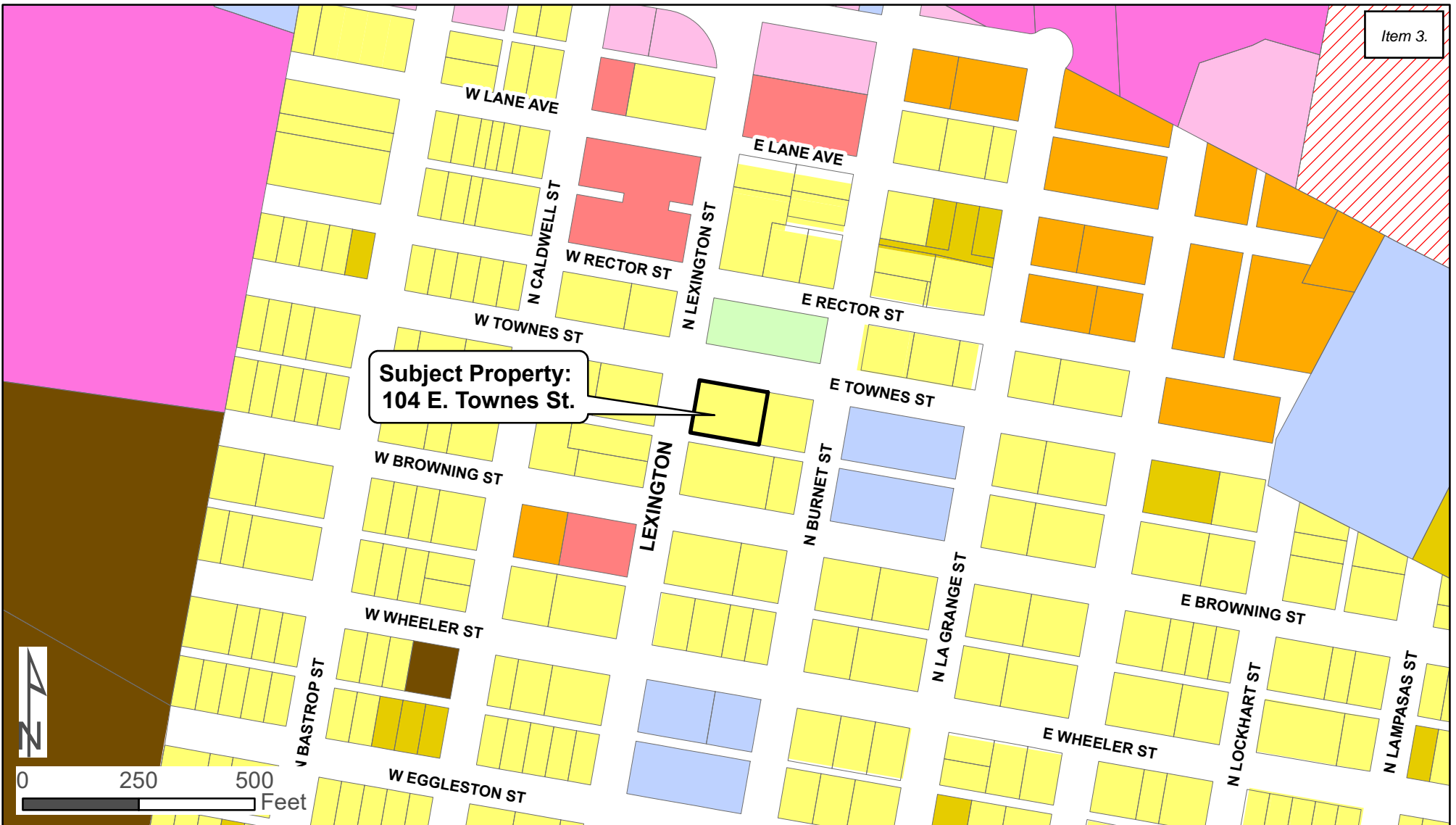
**ORDINANCE NO.**

**Page 3**

**EXHIBIT “A”**

Property Legal Description:

Lots 8, 9, 10, Block 68, Town of Manor as recorded in Volume “V”, Page 796, Travis County,  
Texas



Current:  
(SF-1) Single Family Suburban

Proposed:  
(TH) Townhome

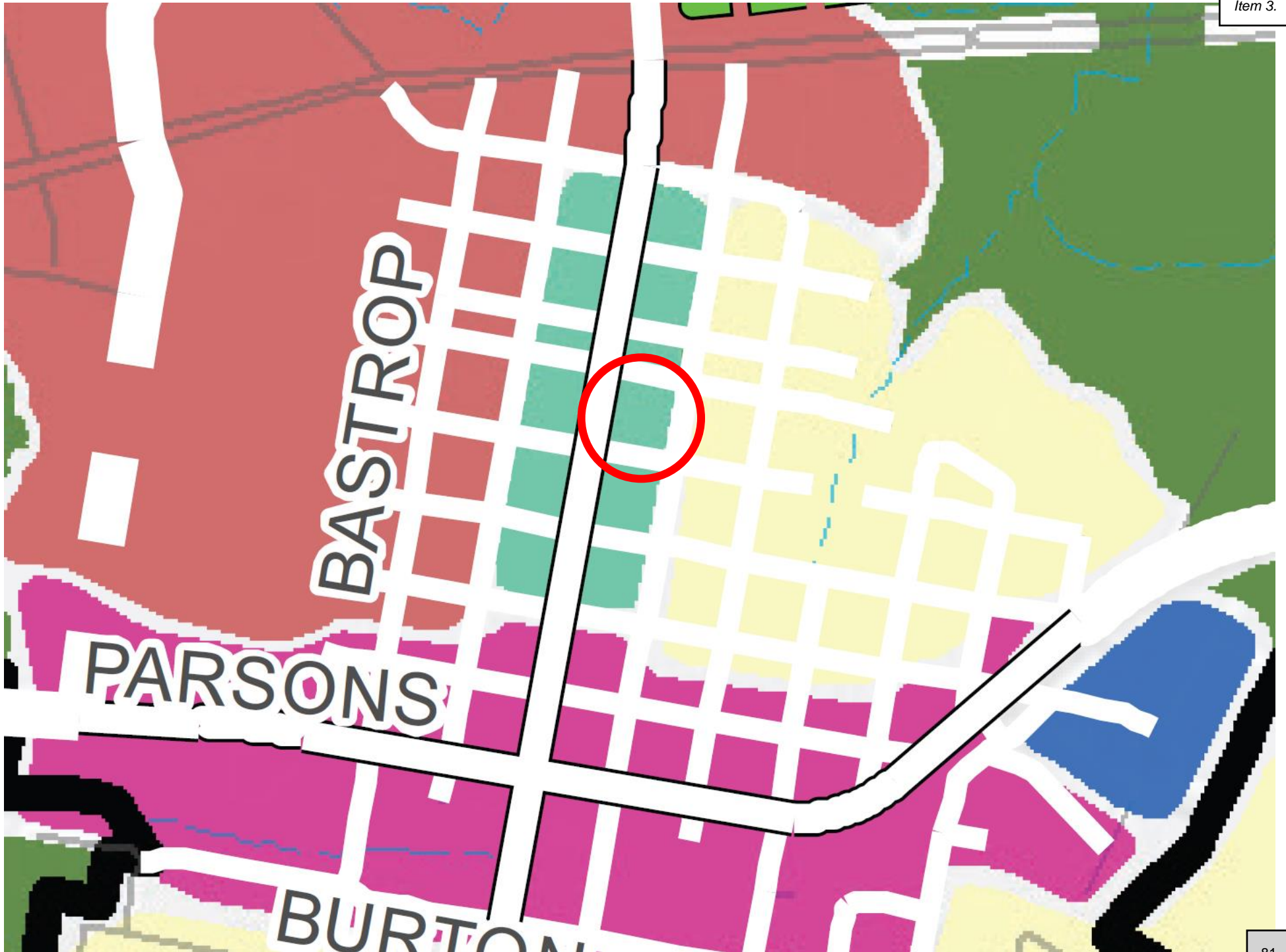
**Zone**

A - Agricultural	GO - General Office
SF-1 - Single Family Suburban	C-1 - Light Commercial
SF-2 - Single Family Standard	C-2 - Medium Commercial
TF - Two Family	C-3 - Heavy Commercial
TH - Townhome	NB - Neighborhood Business
MF-1 - Multi-Family 15	DB - Downtown Business
MF-2 - Multi-Family 25	IN-1 - Light Industrial
MH-1 - Manufactured Home	IN-2 - Heavy Industrial
I-1 - Institutional Small	PUD - Planned Unit Development
I-2 - Institutional Large	ETJ









## NEIGHBORHOOD MIXED-USE

Neighborhood Mixed-Use allows a combination of dense residential and nonresidential uses in a compact, neighborhood-scale design to create a walkable environment.

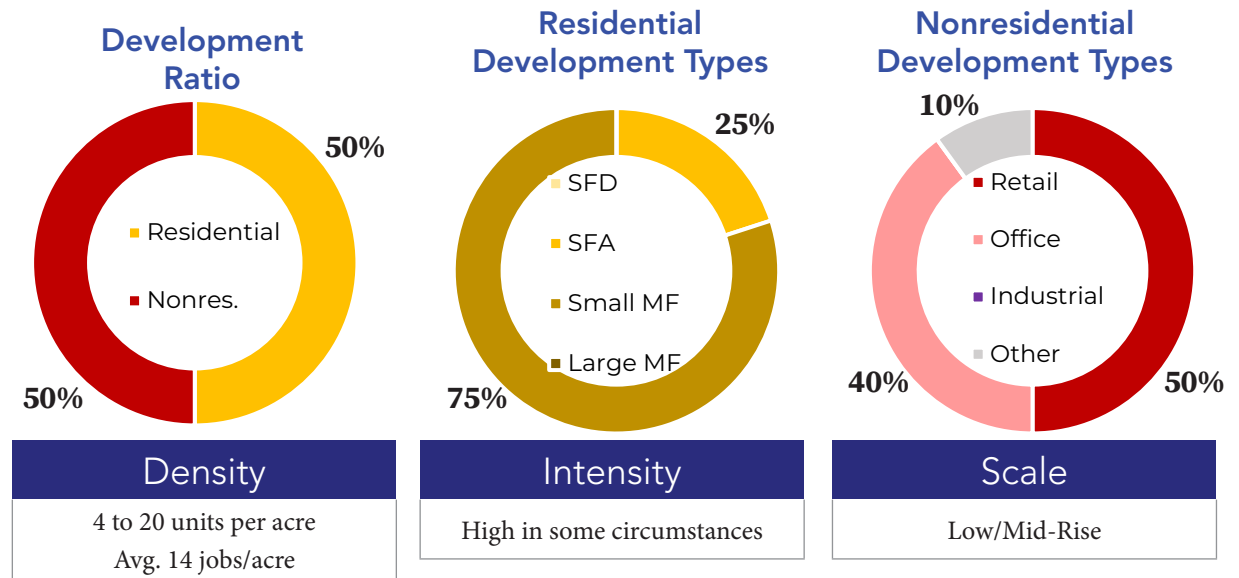
Neighborhood mixed-use areas allow residential units in close proximity to goods, services and civic activities, thus reducing dependence on the car and promoting community interaction, belonging, identity, and pride.

These places emphasize urban design and the experience created through density, intensity and scale; the mix of housing; walkability; streetscapes and a high quality public realm; parking management; and access to amenities such as parks, civic spaces and neighborhood services.

Often situated around an activity-generating element or an active public gathering spot, mixing of uses can take shape as either or both vertical (stacked on top of each other) and horizontal (next to each other). In vertical mixed-use, the ground floor is encouraged to be food and beverage or pedestrian-oriented retail and services, to promote foot traffic and activity.

Adaptive reuse of residential structures to commercial purposes and infill commercial buildings with residential design characteristics are common and appropriate in these areas.

Figure 3.8. Neighborhood Mixed-Use Land Use Mix Dashboard





DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	●○○○○	Not considered appropriate since the intent of mixed-use is to provide retail/services, activity centers and diversified housing in more dense and compact forms; these uses will provide opportunities and amenities to surrounding lower density neighborhoods.
SFD + ADU	●○○○○	
SFA, Duplex	●○○○○	
SFA, Townhomes and Detached Missing Middle	●●●○○	This can be appropriate provided that the overall Neighborhood Mixed-Use area also contains mixed-use buildings and/or shopping centers with which this product integrates in a manner to promote walkability and access. Can be utilized as a transition between Neighborhood Mixed-Use and other uses.
Apartment House (3-4 units)	●●●○○	
Small Multifamily (8-12 units)	●●●○○	
Large Multifamily (12+ units)	●○○○○	Not considered appropriate due to incompatible scale with neighborhoods
Mixed-Use Urban, Neighborhood Scale	●●●●●	This is the ideal form of development within the Neighborhood Mixed Use category; provides for activity centers, retail, services and diverse housing options at a scale compatible with and supportive of surrounding neighborhoods. Promotes walkability and 10-minute neighborhoods.
Mixed-Use Urban, Community Scale	●●○○○	Not generally considered appropriate due to incompatible scale with neighborhoods; may be appropriate if adjacent to green space or more intensive uses.
Shopping Center, Neighborhood Scale	●●●●○	While less preferred, this use can provide retail and services at a scale compatible with and supportive of surrounding neighborhoods, promoting walkability and 10-minute neighborhoods. Becomes more appropriate if a horizontal approach to mixed-use is deployed.
Shopping Center, Community Scale	●●○○○	Not generally considered appropriate due to incompatible scale with neighborhoods; may be appropriate if adjacent to green space or more intensive uses.
Light Industrial Flex Space	●●○○○	Not generally considered appropriate due to incompatible scale with neighborhoods, but can be if particularly small-scale and included alongside more appropriate development types; examples might include artisan-scale manufacturing, maker spaces, and similar businesses.
Manufacturing	●○○○○	Not considered appropriate.
Civic	●●●●●	Considered supportive to the function and livability of this future land use category, government buildings, schools and community facilities can serve as activity hubs.
Parks and Open Space	●●●●●	Generally considered appropriate or compatible within all Land Use Categories.











LEXINGTON STREET

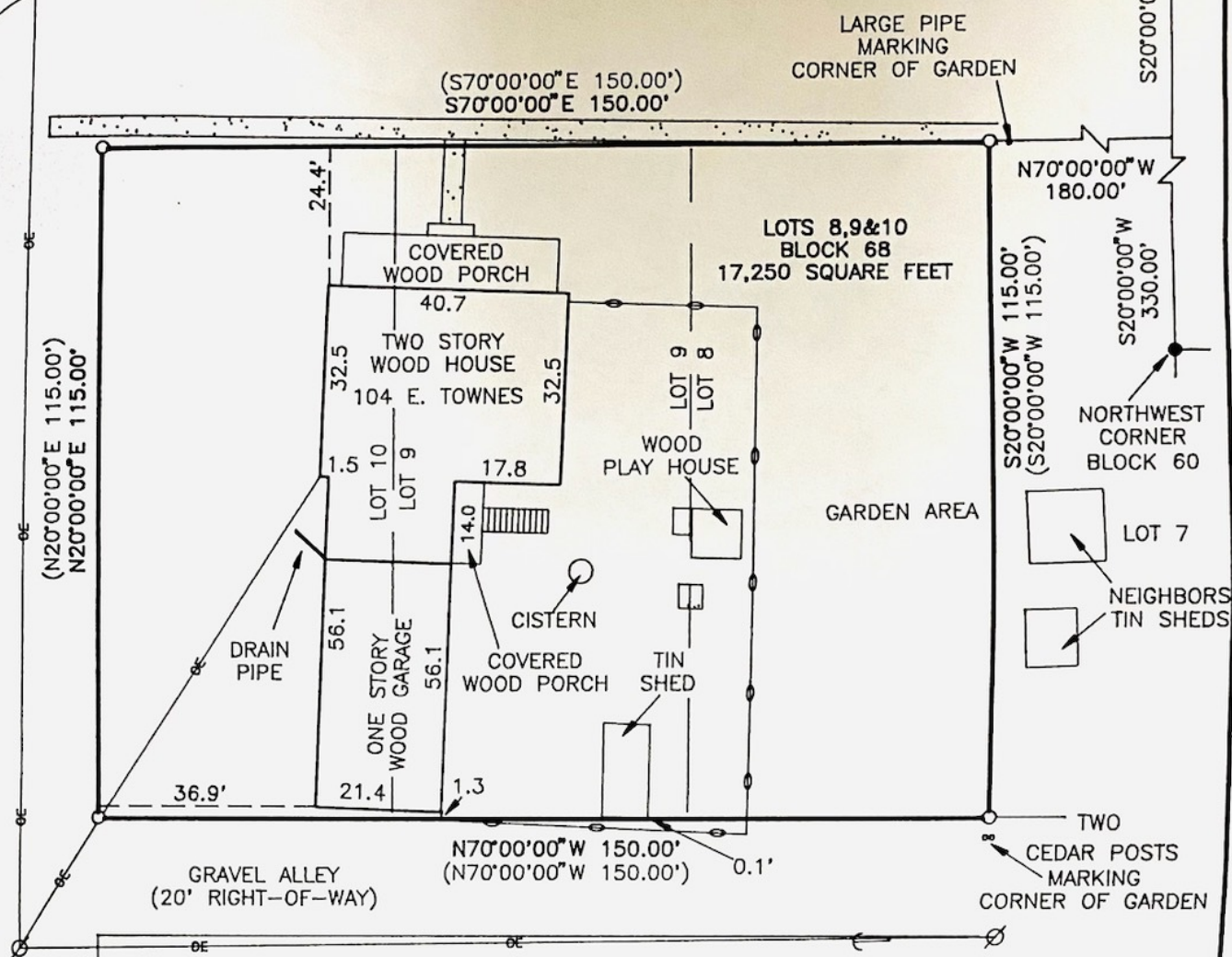
(80' RIGHT-OF-WAY)  
— VOLUME "V", PAGE 796  
T.C.D.R.

# TOWNES STREET

(80' RIGHT-OF-WAY)  
VOLUME "V", PAGE 796  
T.C.D.R.

SOUTHWEST  
CORNER  
BLOCK 14  
Item 3.

EDGE OF ASPHALT



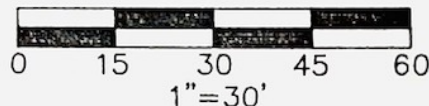
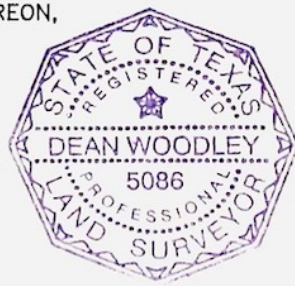
## NOTES:

1. ANY EASEMENTS AND BUILDING LINES AS PER TITLE COMMITMENT GF# GF#9610002 AS SUPPLIED BY HEART OF TEXAS TITLE COMPANY, DATED DECEMBER 18, 1996 NO ADDITIONAL RESEARCH WAS DONE BY LIVE OAK SURVEYING FOR ANY EASEMENTS, RESTRICTIONS, OR CONDITIONS OF RECORD WHICH MAY AFFECT THIS PROPERTY.
2. THE PROPERTY SHOWN HEREON IS IN FLOOD ZONE "X", AREAS OUTSIDE THE 500 YEAR FLOOD, AS IDENTIFIED BY THE FLOOD INSURANCE RATE MAP PANEL NO. 481027-0055-E, DATED: JUNE 16, 1993

TO ROBERT CHASE OZMENT, A'LISA CAROL OZMENT, BECKY ANDERSON KLAUS, HEART OF TEXAS TITLE AND FIDELITY NATIONAL TITLE GF#9610002  
THE UNDERSIGNED DOES HEREBY CERTIFY THAT THIS SURVEY WAS MADE ON THE GROUND OF THE PROPERTY SHOWN HEREON AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND THAT THERE ARE NO DISCREPANCIES, ENCROACHMENTS, OVERLAPPING OF IMPROVEMENTS, VISIBLE UTILITY LINE OR ROADS IN PLACE, EXCEPT AS SHOWN HEREON, AND SAID PROPERTY ADJOINS A PUBLIC ROADWAY, EXCEPT AS SHOWN HEREON

DEAN A WOODLEY  
REGISTERED PROFESSIONAL  
LAND SURVEYOR NO. 5086

DATE:



## LEGEND

- 1/2" IRON ROD FOUND
- 1/2" IRON ROD SET
- ( ) RECORD INFORMATION
- Ø UTILITY POLE
- GUY WIRE
- CHAIN FENCE
- OVERHEAD ELECTRIC
- CONCRETE
- T.C.D.R. TRAVIS COUNTY DEED RECORDS

CLIENT: Heart of Texas  
FIELD BOOK: 9  
DRAWN BY: D.W.  
PROJECT NO.: 129-74-97  
DATE: 2-13-97  
FILE: 1297497.DWG

**SURVEY**  
OF LOTS 8, 9 & 10, BLOCK 68  
TOWN OF MANOR  
AS RECORDED IN VOLUME "V", PAGE 796  
TRAVIS COUNTY, TEXAS



**LIVE OAK SURVEYING**  
12905 IRONGATE AVE.  
AUSTIN, TX 78727-4314  
(512) 837-1011





1/26/24

## City of Manor Development Services

### Notification for a Rezoning Application

Project Name: 104 E. Townes Rezoning from SF-1 to TH

Case Number: 2024-P-1612-ZO

Case Manager: Michael Burrell

Contact: [mburrell@manortx.gov](mailto:mburrell@manortx.gov) – 512-215-8158

The City of Manor Planning and Zoning Commission will be conducting a Special Called meeting and the City of Manor City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon a Rezoning Application for 104 E. Townes St., Manor, TX from (SF-1) Single Family Suburban to (TH) Townhome. The request will be posted on the agenda as follows:

**Public Hearing: Conduct a public hearing on a Rezoning Application for Lots 8-10, Block 68, Town of Manor, locally known as 104 East Townes St., from Single Family Suburban (SF-1) to Townhome (TH).**

***Applicant: Development and Consulting Bridgeway LLC.***

***Owner: Carlos Moyeda***

The Planning and Zoning Commission will meet at 6:30PM on February 13, 2024 at 105 East Eggleston Street in the City Hall Council Chambers.

The City of Manor City Council will meet at 7:00PM on February 21, 2024 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 Rezoning Application has been filed. Comments may be addressed to the email address or phone number above. Any communications received will be made available to the Commissioners during the discussion of this item.

105 E. EGGLESTON STREET • P.O. BOX 387 • MANOR, TEXAS 78653  
(T) 512.272.5555 • (F) 512.272.8636 • [WWW.CITYOFMANOR.ORG](http://WWW.CITYOFMANOR.ORG)



GUERRERO RUDY & ALICE R (217648)  
121 E. KILLEN LN  
TEMPLE TX 76501-1420

REYNOLDS STACIE & MARGARET SALEEM  
(1854871)  
505 N LEXINGTON ST  
MANOR TX 78653-3341

SOSA BENTURA & PATRICIA ANN (397177)  
PO BOX 26  
MANOR TX 78653-0026

RICH RICHARD (1674648)  
PO BOX 374  
MANOR TX 78653-0374

LEXINTON BROWNING LLC (1923599)  
1410 E PALM VALLEY BLVD  
ROUND ROCK TX 78664-4549

WINKLER MARIE A (1461366)  
1807 LEXINGTON ST  
TAYLOR TX 76574-1564

NINH JAMIE D (1693000)  
409 BURNETT ST  
MANOR TX 78653-3422

MOSELEY CHRISTINE ANDERSON  
(217639)  
PO BOX 593  
MANOR TX 78653-0593

BAUER DOUGLAS A & LAURALEA (217642)  
PO BOX 1048  
MANOR TX 78653-1048

DOVER GARY WAYNE (1978698)  
101 E Rector St  
Manor TX 78653-3316

MORENO DANIEL & RUPERTA &  
(1670228)  
505 NORTH BURNET ST  
MANOR TX 78653-3366

GONZALEZ LEOPOLDO (1582565)  
107 RECTOR ST  
MANOR TX 78653-3316

FLORES FRANCISCO JR & (1782491)  
9705 DALLUM DR  
AUSTIN TX 78753-4309

MANOR UNITED METHODIST CHURCH  
(215687)  
PO BOX J  
MANOR TX 78653





## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** March 4, 2024  
**PREPARED BY:** Yalonda M. Valderrama Santana, Heritage & Tourism Manager  
**DEPARTMENT:** Community Development

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an ordinance amending Manor Code of Ordinances Appendix A Fee Schedule by Establishing Special Events Permit Fees.

### BACKGROUND/SUMMARY:

On February 7, 2024, the City Special Event Vendor Proposal was presented to the City Council which contained a new approval process for vendors, special event vendors rules & regulations, and a special event vendor fees analysis.

### CITY SPECIAL EVENT VENDORS PROPOSAL

- Rules & Regulations
- Surrounded/Similar Cities Special Events Vendor Analysis

Cities	Vendor Types & Fees	Booth Space
Elgin	Depends on the event's type and size	
Bastrop	N/A	N/A
Pflugerville	Depends on the event's type and size	
Kyle	Food = \$250 Canopy/Non-Food = \$150	Food Truck: 10x20 Canopy Food Vendors = 10x10 Regular Vendors: 10x10
Georgetown	<i>Vendor Application Fee = \$25</i> Food = \$800-\$1,200; <i>depends on location requested &amp; if city supply power</i> Non-Food = \$325/10x10; \$650/10x20	Non-Food Vendors = 10x10 or 10x20



<b>Taylor</b>	Festival = \$100 per 10x10 spaces Farmers Market = \$50 per 10x10 spaces Bazaar = \$50 per 10x10 spaces	All Vendors: 10x10 Charge by space. City charges the vendors for the space their footprint requires
<b>Temple</b>	Depends on the event's type and size Food Rages: \$150-\$250 Non-Food Rages: \$100-\$150	
<b>Belton</b>	Food Truck = \$125 Canopy/Regular = \$100	Food Trucks: 20x10 Regular Vendors: 10x10
<b>Harker Heights</b>	Food Truck = \$100 Food = \$100 Arts & Crafts = \$25 Commercial/Business = \$100	
<b>Killeen</b>	Food Truck = \$50 Food = \$50 Crafts = \$25 Commercial/Business = \$100 Specialty = \$100	Food Trucks: 20x10 Canopy Food Vendors = 10x10 Regular Vendors: 10x10
<b>Coppers Cove</b>	Food Trucks = \$450 Canopy Food = \$300 Craft = \$300 Promotional Booth = \$75	Food Trucks: N/A Canopy Food Vendors = 10x10 Regular Vendors: 10x10

## Average Fees:

Food Truck = \$150-\$250

Food Vendor = \$100-\$200

Non-Food Vendor = \$50-100"

- Special Events Vendor Propose Fees

<b>Vendor Type</b>	<b>Description</b>	<b>Fees (per Booth Space/Day)</b>
Food Vendors (Indoor & Outdoor)	Food-based vendor that provides hot and ready-to-eat foods, cottage foods, or temperature-controlled foods inside a facility or out of a mobile food vending area such as a food truck.	\$50 - \$100
Art & Craft Vendors	Arts and crafts vendor whose product is made by the owner or employees associated with the business. No resale items.	\$25-\$50
Commercial/Business Vendors	Commercial or home-based business that wishes to collect payment for memberships, advertise business services, and/or sell products. Examples: Include but are not limited to direct sales business, membership-based business (i.e. Sam's Club, fitness business, etc.), selling of resale items such as light-up toys, etc.	\$25-\$50
Specialty Vendor	Business that charges a fee for services offered at an event. This includes but is not limited to face painting, professional photography, spas, etc.	\$50-\$75



Non-Profit/Community Groups	Local non-profit organization that offers a value-added activity/program to the event. Vendor may advertise information regarding the non-profit but <u>cannot exchange money</u> .	\$0
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**LEGAL REVIEW:** Yes

**FISCAL IMPACT:** Yes, it will bring revenue to the city

**PRESENTATION:** No

**ATTACHMENTS:** Yes

- Ordinance No. 734 - Sec. A5.003 Special event permit fees
- Special Event Vendor Application
- Special Event Vendor Rules & Regulations

**STAFF RECOMMENDATION:**

The city staff recommends that the City Council approve Ordinance No. 734 amending Manor Code of Ordinances Appendix A Fee Schedule by Establishing Special Events Permit Fees as presented.

**PLANNING & ZONING COMMISSION:**      **Recommend Approval**      **Disapproval**      **None**

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## ORDINANCE NO. 734

### AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING MANOR CODE OF ORDINANCES APPENDIX A FEE SCHEDULE BY ESTABLISHING SPECIAL EVENTS PERMIT FEES; PROVIDING FOR AN EFFECTIVE DATE, SAVINGS, SEVERABILITY, AND OPEN MEETINGS CLAUSES; AND PROVIDING FOR RELATED MATTERS.

**WHEREAS**, the City of Manor, Texas (the “City”) is experiencing significant growth and development and such growth is expected to continue;

**WHEREAS**, the City’s fees and charges are not adequate to cover the City’s actual costs of providing reviews, inspections, and services required to be provided by the City; and

**WHEREAS**, the City Council of the City (the “City Council”) has determined that the proposed provisions are reasonable and necessary to more effectively regulate special events.

**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 Code of Ordinances.** The City Council hereby amends Appendix A, Fee Schedule of the Manor Code of Ordinances (the “Fee Schedule”) to amend the special event permit fees as provided for in Section 3 of this Ordinance.

**Section 3. Amendment of Section A5.003, Special event permit fees.** Section A5.003 of the Fee Schedule is hereby amended in its entirety to read as follows:

**“Sec. A5.003 Special event permit fees.**

(1) The following fees and charges are established and shall be collected for all special events:

- (A) Park rental fees as provided in section A5.002, excluding maintenance deposit.
- (B) Closure or obstruction of public street or right-of-way, including parking lots and on-street parking: \$50.00 per block.
- (C) City staff maintenance: \$40.00/hour minimum per staff member (minimum two hours).
- (D) City vehicle use: \$15.00 per hour.
- (E) Barricades: \$100.00.



(F) Cancellation fee (less than 48 hours before event): 50 percent of total fee paid non-refundable.

(2) The following fees and charges are established for vendors in association with a special event:

(A) Food Vendors (Indoor & Outdoor): \$50.00 per booth space/day

(B) Arts and Crafts Vendors: \$25 per booth space/day

(C) Commercial/Business: \$25 per booth space/day

(D) Specialty Vendor: \$50 per booth space/day

(E) Non-Profit/Community Groups: \$0”

**Section 4. Amendment of Conflicting Ordinances.** All ordinances or parts thereof conflicting or inconsistent with the provisions of this Ordinance as adopted herein are hereby amended to the extent of such conflict. In the event of a conflict or inconsistency between this Ordinance and any other code or ordinance of the City, the terms and provisions of this Ordinance shall control.

**Section 5. Savings Clause.** All rights and remedies of the City are expressly saved as to any and all violations of the provisions of any ordinances affecting fees or charges which have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

**Section 6. Severability.** If any provision of this Ordinance or the application of any provision to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications hereof which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

**Section 7. Open Meetings.** It is hereby officially found and determined that the meeting at which this Ordinance was considered and passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Government Code.

**Section 8. Effective Date.** This Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Texas Local Government Code.



**PASSED AND APPROVED** on this 4<sup>th</sup> day of March 2024.

**THE CITY OF MANOR, TEXAS**

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Dr. Christopher Harvey, Mayor

**ATTEST:**

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Lluvia T. Almaraz, City Secretary





## City of Manor Special Event Vendor Application

Return all paperwork and applicable fees:  
Yalondra M. Valderrama Santana • [ysantana@manortx.gov](mailto:ysantana@manortx.gov) • (512) 367-2340  
105 E. Eggleston St., Manor, TX 78653

City of Manor's events provide the community with various opportunities to become engaged with family, friends, and neighbors.

*The vendor must submit a completed application and appropriate licenses and must be approved by the event organizer before an applicant is eligible to participate and/or sell at any event. Applications can take up to 10 business days to be approved. An approval e-mail will be sent upon acceptance. After approval, the vendor has 5 business days to submit vendor fee payment.*

### **Vendor Checklist**

- ☐ Submit a photo of the vendor setup
- ☐ Food vendors must provide the following documents:
  - Travis County Mobile Food Vendor Inspection Report
  - (Manor must be listed as the jurisdiction) for *Mobile Food Vendors ONLY*
  - Mobile Food Trucks VIN number for *Mobile Food Vendors ONLY*
  - Texas Sales & Use Tax Permit (except food cottage vendors)
  - Food Handler's Certificate
  - Valid Government Issue US Photo ID
  - Liability Insurance (except food cottage vendors)
  - Cottage Food Vendor must submit a sample photo of their labeled products
- ☐ Submit completed Special Event Vendor Application
- ☐ Upon receiving approval e-mail, vendors have 5 business days to submit payment for vendor fee



### **Special Event Vendor Application**

Return all paperwork and applicable fees:



A completed application and appropriate documents must be submitted and approved by staff before the applicant is eligible to participate and/or sell at any event. An approval e-mail will be sent upon acceptance.

**A. Business / Organization Information**

Name of Applicant: \_\_\_\_\_

Business / Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**B. Vending Information**

**Vendor Type:** \*Refer to Rules & Regulations for vendor definitions.

☐ Food Vendor (Indoor & Outdoor)  
    ○ Mobile Food VIN#: \_\_\_\_\_

☐ Art & Craft Vendor

☐ Commercial/Business Vendor  
☐ Specialty Vendor  
☐ Non-Profit/Community Groups

**Does your setup use a propane grill, charcoal grill, or gas/battery generator?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Utilities needed?** None \_\_\_ Electric \_\_\_ Water \_\_\_

(Please note that electricity and water supply is limited and may not be granted)

**C. Product/Services List:** \*Describe services or products you will offer and what value you will add to the event.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. Release of Liability/Hold Harmless:**

*I and my heirs, executors, administrators, and assignees, do hereby agree to defend, indemnify, release, and hold harmless the City of Manor, its employees, officers, volunteers, agents, and sponsors from any and all claims, damages of every type, causes of action, costs, attorney fees, and interest which now exists or hereafter, arising out of or related to acts or omissions of myself or the City of Manor or any of its employees, officers, volunteers, agents or sponsors during my participation. I attest and verify that I fully knowledge the risks involved in this event. I have read and fully understand the content and meaning of this statement and execute it voluntarily.*

**The vendor has read and agrees to the Rules and regulations created and enforced by the City of Manor. The vendor agrees to share the Rules and regulations with everyone at their booth.**

Authorized by (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by (Signature): \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Photos Rec'd: \_\_\_\_\_

Method of Payment: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date Recv'd: \_\_\_\_\_ Utilities: \_\_\_\_\_ Staff Initials: \_\_\_\_\_



### GUIDELINES:

1. Vendors must submit the Special Event Vendor Application.
2. All applications must be turned in and completed with all necessary documentation by the deadline. **NO EXCEPTIONS**
3. It is understood that the vendor will comply with all applicable local, state, and federal laws, and failure to do so may result in immediate forfeiture of vendor status.
  - Food vendors must provide the following documents:
    - a. Travis County Mobile Food Vendor Inspection Report  
(Manors must be listed as the jurisdiction) for Mobile Food Vendors ONLY
    - b. Mobile Food Trucks VIN number
    - c. Texas Sales & Use Tax Permit  
(except food cottage vendors)
    - d. Food Handler's Certificate
    - e. Valid Government Issue US Photo ID
    - f. Liability Insurance  
(except food cottage vendors)
  - Food vendors should check the [Austin Public Health](#) (APH) resources for more information
    - a. [How to Set Up a Temporary Event Booth](#) by AHP
    - b. [Temporary Food Event FAQs](#) by AHP
4. Upon approval, the vendor acknowledges that they will be present for the event they have signed up for. Should the vendor have to be absent from an event, they must notify the event organizer via e-mail four (4) business days before the event to avoid the next signed-up event restrictions.
5. We do not offer exclusivity for any products or services nor guarantee you will not be placed near a competitor. We will attempt to limit duplications as much as possible.

### LOCATION:

1. Set-up maps will be e-mailed 3 business days before the event. The map will verify the location of the event, set up time, tear down time, and parking.
2. The entire set-up must fit in the designated 10x10-foot space. Food trucks will need to fit inside their designated 20x20-foot space. If additional space is required, multiple vendor spots may be purchased.
3. Spots are assigned on a first-come-first-serve basis, pending application acceptance. Vendors are not allowed to sub-let or share their space without the permission of the event organizer.
4. Waste disposal for items such as oil and grease will be the responsibility of the food establishment and will not be disposed of on City property.
5. The vendor must ensure that no trash or any other items are left behind, and space should be returned in the condition in which the space was found.
6. Vendor's booth requests will be considered on a first-come-first-served basis.

### SET UP LOGISTICS:

1. The vendor is responsible for all & any set-up needs: tables, chairs, shade devices, set up, tear down, staffing, materials, lighting if needed, keeping the area clean, disposing of trash, etc. Unless otherwise communicated by the Recreation Manager.
2. Average booth space is 10 ft. x 10 ft. and 20 ft. x 20ft. for food trucks.
3. No vehicles are permitted in the event area unless you are a food truck, or it is part of the vendor booth 30 minutes before the event starts. Vendors must **IMMEDIATELY** unload and then move the vehicle to a parking spot outside the event area.
4. Vendor tear-down begins shortly after the event ends. Vendors must stay during the duration of the event and are asked not to leave early. Vehicles will be allowed in the event area shortly after the event ends and once the crowd has cleared.
5. If you have a grill or sterno as part of your vendor setup, you must always have a Class 2A-10 BC-rated fire extinguisher on site and within reach of your booth during the event. The fire extinguisher must have a current inspection and be fully charged. If you use food fryers, a class K extinguisher will be required on-site and within your booth's reach.
6. If the vendor chooses to use a tent it must be clean and well working. We prefer vendors to have a 10 ft. x 10 ft. EzupTent or Zshade Tent. Most accidents at events involve pop-up tents. It is your job to minimize the



risk. The tent must be weighed down. NO EXCEPTIONS. Tents must be **weighed down by at least 25 lbs** **leg**. If you show up and do not have weights, you may not use a tent. (Gallon water jugs and single bricks are not safe. Professional grade tent weights, including PVC pipe filled with concrete or tent-weight sandbags, are safe ways to weigh down tents. Strong gusts come up without warning at any time before, during, or after the event. Tying tents to tables, coolers, or any other object that is not a weight provides tripping hazards and frequently does not provide adequate weight.) Vendor safety is just as important as event-goer safety.

#### **NOT ACCEPTABLE WEIGHTS**



#### **ACCEPTABLE**



#### **WEATHER POLICY:**

Texas weather is extremely unpredictable, and we ask that vendors plan accordingly. The City of Manor is not responsible for loss due to inclement weather. In case of inclement weather, vendors will be asked to leave for safety. Due to the unpredictability of Mother Nature, there will be **no refund** of vendor fees.

#### **SECURITY:**

Minimum event security is provided at our events. The City of Manor is not responsible for the safety of the vendors or their property, employees, visitors, or customers from theft, disappearance, pilferage, injury, or damage; the responsibility lies solely with the vendor.

#### **PROFESSIONAL CODE OF CONDUCT:**

In the spirit of professionalism, participants shall:

1. Conduct themselves in a manner that represents the City of Manor with honor, dignity, and respect.
2. Demonstrate the qualities of civility and professionalism at all times.
3. Do not use vulgar, abusive, racist, sexist, demeaning, or intimidating language at any time.
4. Support fellow vendors and staff in a positive manner.
5. Treat other vendors, staff, and customers with courtesy and respect at all times.

#### **RESTRICTIONS:**

No vendor permitted under this section will be allowed to do the following. Failure to comply will result in immediate forfeiture of permit(s):

1. Sell or distribute alcohol without the approval of the event organizer, necessary documentation, and permits.
2. Leave a vehicle or cart unattended.
3. Park at a designated spot overnight.
4. There is **NO DRIVING ON PARK GROUNDS** permitted during event time.
5. NO smoking, vaping, chewing, or any tobacco products of any kind are permitted by vendors and/ or their agents.
6. Have pets/live animals for sale or accompanied by vendors. Only service animals are allowed.
7. Have fires except in barbecue grills and/or kettles.

#### **VIOLATIONS:**

1. Failure to provide proper notice of cancelation for the event will result in skipping the next signed-up event.
2. Arriving late for the event, the vendor will not be able to set up and will skip the next signed-up event.
3. Not complying with the vendor terms on the approved application. Such as selling and offering unapproved merchandise and/or services.
4. Leaving the event early will result in skipping the next signed-up event.



Operating without the proper permit, in violation of the City of Manor and/or Travis County, or in violation of guidelines may result in fines and/or additional penalties. The City of Manor may revoke a permit granted for any activity, which is found to be in violation of any ordinance, law, or conditions of approval. In the event that the applicant is not ready to vend at the designated time or if vital vending individuals is/are not present, or if the applicant arrives in such a condition as to appear to a reasonable person to be incapable of vending in a reasonably acceptable manner, then the applicant shall be deemed to have violated these terms.

#### **VENDOR TYPES, DESCRIPTION & FEES:**

Vendor Type	Description	Fees (per Booth Space/Day)
Food Vendors (Indoor & Outdoor)	<p>Food-based vendor that provides hot and ready-to-eat foods, cottage foods, or temperature-controlled foods inside a facility or out of a mobile food vending area such as a food truck.</p> <p>Cottage Food Vendors must follow the <a href="#">Texas Cottage Food Law</a>  A cottage food production operation is defined as an individual, operating out of the individual's home, who:</p> <ul style="list-style-type: none"> <li>- Produces any of the following at their home: A baked good that is not a time and <a href="#">temperature control for safety food</a> (TCS food) Candy, Coated and uncoated nuts, Unroasted nut butters, Fruit butters, canned jam or jelly, fruit pie, Dehydrated fruit or vegetables, including dried beans, Popcorn and popcorn snacks, Cereal, including granola, Dry mix, Vinegar, Pickled fruit or vegetables, including beets and carrots, that are preserved in vinegar, brine, or a similar solution at an equilibrium pH value of 4.6 or less, Mustard, Roasted coffee or dry tea, A dried herb or dried herb mix, Plant-based acidified canned goods, Fermented vegetable products, including products that are refrigerated to preserve quality, Frozen raw and uncut fruit or vegetables, and any other food that is not a TCS food.</li> <li>- Has an annual gross income of \$50,000 or less from the sale of the described foods.</li> <li>- Sells the foods produced directly to consumers.</li> <li>- Delivers products to the consumer at the point of sale or another location designated by the consumer.</li> </ul>	\$50
Art & Craft Vendors	Arts and crafts vendor whose product is made by the owner or employees associated with the business. No resale items.	\$25
Commercial/Business Vendors	Commercial or home-based business that wishes to collect payment for memberships, advertise business services, and/or sell products. Examples: Include but are not limited to direct sales business, membership-based business (i.e. Sam's Club, fitness business, etc.), selling of resale items such as light-up toys, etc.	\$25
Specialty Vendor	Business that charges a fee for services offered at an event. This includes but is not limited to face painting, professional photography, spas, etc.	\$50
Non-Profit/Community Groups	Local non-profit organization that offers a value-added activity/program to the event. Vendor may advertise information regarding the non-profit but <u>cannot exchange money</u> .	\$0

#### **VENDOR INFORMATION**

1. All vendors must submit a photo of their vendor setup.
2. All Food Cottage Vendors must submit a sample photo of their labeled products.
3. Applications can take up to 10 business days to be approved. Vendors have 5 business days to submit payment for vendor fees upon approval.



**VENDOR REFUND POLICY & PAYMENT DETAILS:**

The City of Manor presents a number of annual special events that unite our community. Through these events, we strive to positively impact citizens of all ages, building traditions and a sense of community with families, friends, and neighbors.

Vendors play an essential role in these special events, allowing us to provide our community with top-notch programming at little to no cost.

After the vendor receives the approval e-mail, you will have 5 business days to pay the vendor fee.

If the vendor decides to withdraw, it may receive a vendor fee refund. If withdrawal is made up to five (5) business days before the event, there is an administrative fee of \$10, that will be taken from the vendor fee. A check with the remainder of the balance will be mailed to the vendor with the refund. The vendor must communicate with the event organizer via e-mail to confirm the withdrawal request. If a withdrawal is made within five (5) business days before the event, there will be NO REFUND.

Acceptable forms of payment are:

- Cash
- Card (Visa & Master card ONLY plus \$3.00 service charge)
- Money Order or/and Business Check (Made payable to the City of Manor).

Payments can be sent by mail or made in person at:

Manor City Hall  
105 E. Eggleston St.  
Manor, TX 78653  
Monday - Friday, 8 a.m. to 5 p.m.







## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** March 4, 2024  
**PREPARED BY:** Pauline M. Gray, P.E.  
**DEPARTMENT:** City Engineer

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a change order to the construction contract for the One-Time BCT Funded Paving Improvements project.

The improvements consist of mill and overlay and hot mix asphalt concrete in selected areas. As reflected on the attached Bid Tabulation, five bids were received. The low bidder was Asphalt Inc., LLC dba Lone Star Paving Company. The process of verifying the Contractor's qualifications has been completed. Based on submitted project information, previous work on similar types of projects, and project references Asphalt Inc., LLC dba Lone Star Paving Company has extensive experience with street paving improvements. The proposed change order is for construction work in the median of Lexington to extend the left turn lane and to adjust pavement markings in the area around McDonald's to allow for safer turning movements.

**LEGAL REVIEW:** Yes, Deron Henry, Legal Associate  
**FISCAL IMPACT:** Yes  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Change Order #1
- Change Order Exhibit
- Change Order Proposal

### STAFF RECOMMENDATION:

The City Staff recommends that the City Council approve Change Order No. 1 for the One-Time BCT Funded Paving Improvements project in the amount of \$69,334.65.

**PLANNING & ZONING COMMISSION:**      **Recommend Approval**      **Disapproval**      **None**



**CHANGE ORDER**

ORDER NO.: 1  
DATE: February 20, 2024  
AGREEMENT DATE: January 3, 2024

NAME OF PROJECT: One-Time Capital Metro BCT Funded Paving Improvements

OWNER: City of Manor

CONTRACTOR: Asphalt Inc, LLC dba Lone Star Paving Company

The following changes are hereby made to the CONTRACT DOCUMENTS:

1. Justification:

Item No. 1 – Add item CO1.1 - Lexington Street – Remove curb and area in the existing median as shown in the attached exhibit, excavate 10” down in this area, and replace the removed area with 8” of type B PG64-22 (Black Base), install new curb in the adjusted median – 1 LS @ \$60,652.15/LS.

Item No. 2 – Add item CO1.2 – Add new pavement markings and delineators to Lexington St. as shown in the attached exhibit – 1 LS @ \$6,727.50/LS

Item No. 3 – Add item CO1.3 – Install 2” HMAC Type D, PG64-22 pavement overlay – 115 SY @ \$17.00/SY

2. Change to CONTRACT PRICE:

Original CONTRACT PRICE: \$579,457.90

Current CONTRACT PRICE adjusted by previous CHANGE ORDERS \$0.00

The CONTRACT PRICE due to this CHANGE ORDER will be increased by: \$69,334.65

New CONTRACT PRICE including this CHANGE ORDER will be: \$648,792.55

3. Change to CONTRACT TIME:

The CONTRACT TIME will be increased by 10 calendar days. The date for completion of all work will be , May 8, 2024.



Approvals Required:  
To be effective, this order must be signed by all parties to the Agreement if it changes the scope or objective of the PROJECT, or as may otherwise be required by the SUPPLEMENTAL GENERAL CONDITIONS.

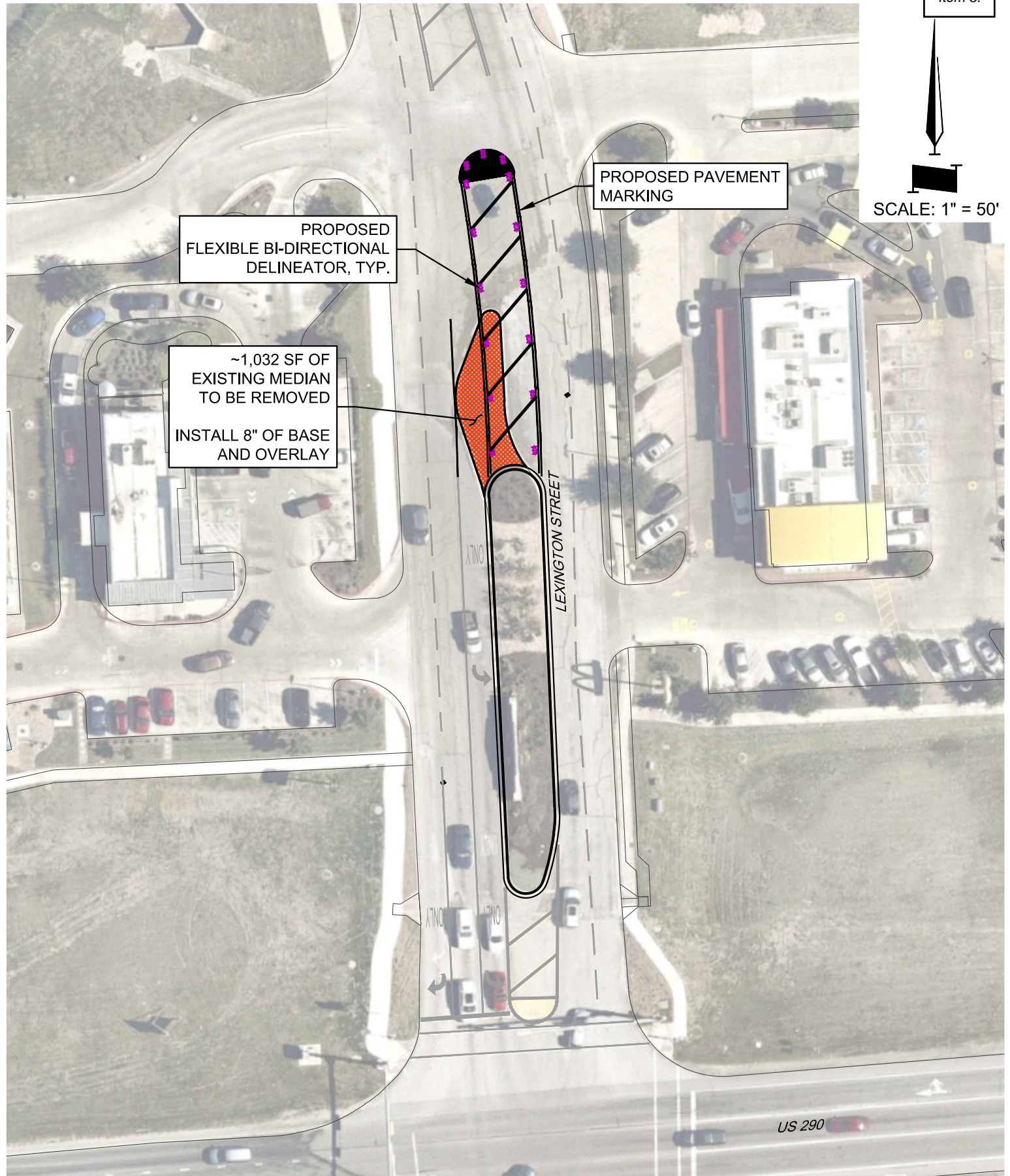
Recommended by: Pauline M. Gray, P.E. Signed: Pauline M. Gray  
Engineer

Ordered by: \_\_\_\_\_ Signed: \_\_\_\_\_  
Owner City of Manor

Accepted by: \_\_\_\_\_ Signed: \_\_\_\_\_  
Contractor



Item 5.



PROJECT NUMBER

15452

DATE

1/18/24

CITY OF MANOR, TEXAS

**LEXINGTON STREET  
MEDIAN MODIFICATION**

SHEET NUMBER

**1** 104





11675 JOLLYVILLE RD, SUITE 150  
AUSTIN, TX 78759

Phone #

(512)-428-5778

PRICING VALID FOR CONSTRUCTION THROUGH 9/1/2024 (IF CONSTRUCTION EXTENDS PAST 9/1/2024, ADDITIONAL COSTS WILL BE ADDED TO UNIT PRICES)

Item No.	Description	Qty	U/M	UNIT PRICE	Total
1	LEXINGTON ST: REMOVE MEDIAN, EXCAVATE 10", REPLACE WITH 8" TY B PG64-22 HMA, REPLACE CURB	1.00	LS	\$60,652.15	\$60,652.15
2	ADDED PAVEMENT MARKINGS TO LEXINGTON ST	1.00	LS	\$6,727.50	\$6,727.50
3	2" HMA TYPE D, PG64-22 PAVEMENT OVERLAY	115.00	SY	\$17.00	\$1,955.00
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The above prices, specifications, and conditions are satisfactory and are hereby accepted. Payment will be made as outlined above.

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_





## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** March 4, 2024  
**PREPARED BY:** Tracey Vasquez, Director  
**DEPARTMENT:** Human Resources

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Memorandum of Understanding (MOU) agreement between the City of Manor and the Pflugerville Independent School District (PFISD).

### BACKGROUND/SUMMARY:

The City of Manor is collaborating with PFISD to enhance its workforce by participating in the Skilled Trades Academy Consortium. Under the leadership of the PFISD CTE Director, this academy has expanded its reach to include Manor ISD students while forging partnerships with prominent local businesses like ManorISD, EPCOR, Crossroads, TRWA, Austin ISD, City of Round Rock, and Leander ISD. This marks the second year of collaboration with Manor, building on the success of last year's program, which saw two participating students secure employment with the city. The project has garnered attention, featured on KVUE News, and is eligible for the current EPA Grant.

**LEGAL REVIEW:** Yes  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- MOU
- Scope of Project

### STAFF RECOMMENDATION:

City staff recommends that the City Council approve the MOU agreement between the City of Manor and Pflugerville Independent School District and authorize the City Manager to execute the MOU agreement.

**PLANNING & ZONING COMMISSION:**      **Recommend Approval**      **Disapproval**      **None**



**MEMORANDUM OF UNDERSTANDING**  
**by and between**  
**the Pflugerville Independent School District**  
**and**  
**City of Manor**

The following Memorandum of Understanding (the “Agreement”) sets forth the terms of agreement between the **Pflugerville Independent School District**, hereinafter referred to as “PfISD” and the City of Manor hereinafter referred to as the “City.”

**AGREEMENT**

In consideration of the mutual aims and desires of the parties to this Agreement and in recognition of the public benefit to be derived from effective implementation of the programs involved, the receipt and sufficiency of which are hereby acknowledged, City and PFISD hereby agree as follows:

**I. Purpose of Agreement**

It is the purpose of this Agreement to establish a cooperative and mutually beneficial relationship between the parties and to set forth the relative responsibilities regarding the Summer Skilled Trades: Water Operation Academy.

**II. Duration of Agreement**

The Agreement will commence on April 1, 2024 **and** shall remain in full force until April 1, 2025. This Agreement may be extended upon review of terms and conditions to ensure appropriate funding and delivery of services if all parties are in agreement. The Agreement may be extended at any time during the designated period with written notice by any party or if there are substantial amendments.

**III. City of Manor**

The City of Manor is a Municipal Home-Rule Corporation within Travis County, Texas.

**IV. Pflugerville Independent School District**

The PFISD is a public school district based in Pflugerville, Texas. The district serves over 25,000 students on 34 campuses, including 21 elementary schools, 7 middle schools, 4 high schools, and 2 alternative schools. With a mission to provide innovative opportunities for all students to learn and succeed, PfISD has become a top choice for families seeking quality education in the region. PfISD offers 22 career and technical education programs, each with a goal of career and college readiness for all students, including industry-based certification and college credit, where available.

**V. General Provisions**



It is understood by the parties that each should be able to fulfill its responsibilities under this Agreement in accordance with the provisions of law and regulation which govern their activities. Nothing in this Agreement is intended to negate or otherwise render ineffective any such provisions or operating procedures. If at any time any party is unable to perform its functions under this Agreement consistent with such party's statutory and regulatory mandates, the affected party/ies shall immediately provide written notice to the other to establish a date for mutual resolution of the conflict.

## **VI. Services Provided**

### **Responsibilities of the Parties Under Agreement**

The parties agree that their responsibilities under this Agreement shall be as follows:

#### **1) PfISD shall:**

- Provide a campus classroom for instruction.
- Provide computers for instruction and TCEQ testing.
- Pay a PfISD employee to serve as a course facilitator and chaperone for the duration of the academy.
- Provide and pay for transportation for all participating students to/from site visits.
- Provide school breakfast/lunch, through Aramark, for all participating students.
- Communicate the academy schedule with partners, at least one week prior to start date.
- Provide a copy of the documentation types all participating students will need to bring to the academy, at least one week prior to start date.
- Provide transportation to/from the campus for PfISD participating students, as needed.
- Secure a Data Privacy Agreement for student data to be collected by TEEX training staff and Texas Commission on Environmental Quality (TCEQ) for licensing application.

#### **2) The City shall:**

- Provide industry experts, including Public Works and Human Resources personnel for guest speaking engagements.
- Guarantee a job interview to students who successfully complete the academy.
- Participate in the recruitment video interview.
- Host site visits to treatment facilities, and proved demonstrations as available.

## **VII. Confidentiality**

All parties shall secure the confidentiality of records and agree and acknowledge that all information provided to them by the other parties is confidential by law and will only be used for the purposes set forth in this Agreement.

Student information required for Texas Commission on Environmental Quality (TCEQ) records:



- Last name, first name, middle initial;
- Social Security Number, or Personal Identification Number;
- Mailing address, city, state, zip code;
- Home phone number;
- Work (or cell phone) number;
- Date of birth;
- Highest level of education;
- Copy of High School Diploma (as soon as available);
- 20-hour Class D Water Operator Training Certificate; and
- Criminal background check, including all convictions (deferred or dismissed cases above a Class C Misdemeanor regardless of age) and all arrests, regardless of age.

### **VIII. Other Provisions or Agreements**

#### **1) Alterations, additions, or deletions**

Any alterations, additions, or deletions to the terms of this Agreement which are required by changes in the state law, federal law, or by regulations are automatically incorporated in this Agreement without written amendment and shall become effective on the date designated by such law or regulation. Any party from time to time may seek to amend this Agreement. A notice of the intention to amend the contract must be provided to the other parties to the Agreement thirty (30) days prior to the effective date of the proposed amendment.

#### **2) Notices**

Any notice may be effected by personal delivery or by sending said notices by registered or certified mail, return receipt requested, to the address set forth below. Notice shall be deemed given when deposited with the United States Postal Service with sufficient postage affixed or by email with confirmed receipt.

If to PfISD:

Pflugerville ISD

Attn: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

With a copy to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If to City:



City of Manor  
 Attn: Scott Moore, City Manager  
 105 E. Eggleston Street  
 Manor, TX 78653

With a copy to:

The Knight Law Firm, LLP  
 Attn: Paige Saenz  
 223 West Anderson Lane, Suite A-105  
 Austin, TX 78752

Any party may change the address for notice to it by giving notice of such change in accordance with the provisions of this section.

#### **IX. Equal Opportunity and Non-Discrimination and Disabilities Provision**

All parties agree to abide by the Equal Opportunity and Non-Discrimination provisions of the following laws:

- WIOA Title I, Section 188 — Nondiscrimination;
- Titles VI and VII of the Civil Rights Act of 1964;
- Title IX of the Education Amendments of 1972;
- The Pregnancy Discrimination Act;
- Equal Pay Act of 1963;
- Age Discrimination in Employment Act of 1967 (AREA);
- Americans with Disabilities Act of 2008, as amended by the Americans with Disabilities Act of 1990 (ADA), including Title II;
- Sections 102 and 103 of the Civil Rights Act of 1991;
- Sections 501, 504 and 505 of the Rehabilitations Act of 1973;
- The Genetic Information Nondiscrimination Act of 2008 (GINA); and
- Other Federal and State required accessibility and non-discrimination requirements.

#### **X. Grievance Procedure**

In the instance of a dispute between the parties to this Agreement, the process for resolution is agreed to as follows:

- informal discussion between the parties must occur;
- formal discussion of the disagreement constitutes the second step;



- failing to find a resolution in steps one or two, outside mediation should be considered; and
- formal arbitration constitutes the final step in the resolution process in accordance with this agreement.

**APPROVED:**

The undersigned parties bind themselves to the faithful performance of this Agreement. It is mutually understood that this Agreement shall not become effective until approved by all parties involved.

**Pflugerville Independent School District:**

**City of Manor:**

\_\_\_\_\_  
(signature of designated representative)

\_\_\_\_\_  
(signature of designated representative)

**Adelaida Olivarez, Chief Academic/Innovation Officer**

**Scott Moore, City Manager**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
**Lluvia T. Almaraz, City Secretary**



**Executive Summary**

The Skilled Trades High School Academy will provide high school students, grades 11-12, an opportunity to participate in Texas Commission on Environmental Quality (TCEQ) license training for employment as licensed professionals in Class D Water and Class D Basic Wastewater Operations.

Over the past two summers the Skilled Trades Consortium, a partnership of public and private utility firms and Pflugerville ISD, has developed a training model for grade 12 high school students and trained 13 high school graduates. Four met licensing eligibility requirements and have gained full-time employment as Class D Water Operators with consortium partners, and as a result industry partnership has expanded from four to six. All 13 students reported the academy was valuable, they would recommend it to friends, and were glad they participated.

There is now an opportunity to expand the academy through the Texas Legislature's action to enact a bill (HB 1845) that allows high school students to earn a provisional license from TCEQ before graduation. With the provisional license option, the consortium will open the academy to students enrolled in grades 11 and 12, representing at least four central Texas school districts comprised of more than 100,000 students from urban, suburban, and rural areas.

The Skilled Trades Academy model's success is achieved through a blended learning approach. Students participate in direct instruction with a TCEQ approved training provider, visit treatment plants, well sites, and testing facilities to see the learning in practice, participate in a resume writing workshop and mock interview, and engage in demonstrations of relevant equipment and processes. The four-week academy is scheduled four-hours per day, five-days per week; sometimes extending to five-hours per day for site tours. At the conclusion of the academy TCEQ sends an exam proctor to administer the licensing exam at the training site and expedited the result reporting process. Students who successfully complete the academy are eligible for a guaranteed job interview with at least one industry partner.

Graduates who complete the academy will receive a stipend to offset missed employment income and a guaranteed job interview with a consortium partner. Additionally, successful academy participants entering high school grade 12 may apply for a competitive paid internship, to stay engaged with the industry partners until full-time employment eligibility upon high school graduation, and 18-years of age.



**Project Area:**

The Skilled Trades High School Academy, operated by the Skilled Trades Consortium, will address the need to increase the skilled talent pipeline in water and wastewater operations through a high school summer training program for students in grades 11 and 12.

This innovative approach takes advantage of direct industry partnerships and collaboration with the Texas Commission on Environmental Quality (TCEQ) to train and license students while completing high school through a short-term academy offered during the summer. This model is efficient, does not interfere with student high school schedules, and is targeted to students not pursuing direct-to-college enrollment upon graduation. Students gain valuable industry training, network with employers, and can complete licensing requirements while employers help develop their workforce and raise awareness of the industry.

Regional employers recognize the need to increase awareness of the industry, and train new operators to enter the field as at least 30% of the professionals currently in the field will retire within the next ten years. The Skilled Trades Consortium was formed of a community representing Pflugerville Independent School District and surrounding public and private water and wastewater businesses. The consortium has expanded over two years to add additional school and industry partners. Pflugerville ISD has an existing partnership with the Workforce Solutions Capital Area workforce development board for many career and technical education (CTE) programs, and they have been a beneficial partner in providing workforce readiness training and labor market data. The consortium meets about eight times per year to review previous academy results and plan for the upcoming academy. Each partner determines their level of commitment to the academy and contributes staff and resources to enhance the learning experience for students. The Pflugerville ISD Career and Technical Education (CTE) Director serves as the consortium chairperson, and coordinates meetings, academy scheduling, and consortium activities like career fairs and recruitment events.

Students in grades 11 and 12 will be recruited for the academy from at least four central Texas school districts, and the academy held in a central location, which has previously been a Pflugerville ISD campus. Recruitment activities include participation in career fairs hosted by regional school districts and chambers of commerce, presentations to students at their campuses, and web/social media-based postings. Additionally, the academy is being highlighted in local news outlets in November 2023, and that will be used by the schools to raise awareness of the academy. A Google Form is used to collect student interest throughout the recruitment phase, and the Consortium Chairperson connects with interested students and families through email, phone, and their school



counselor/Career and College Advisor. Direct recruitment events, at the high school campuses, occurs between February – April, with enrollment finalized in early May so instructional materials, transportation, and other supports can be secured.

The academy will expand from Class D Water Operator license training to also include both Class D Basic Wastewater Operator and general utility safety training courses. The courses will be taught over a four-week period in June, scheduled for four hours each weekday. Over the course of the four-week academy students will receive in-person classroom instruction from TCEQ approved instructors supplemented with video instruction created by a statewide water professionals' organization, guest speaking engagements with operators employed by the industry consortium members, and presentations from partner industry professional organizations. Students will also participate in site tours of water and wastewater treatment facilities, well sites, and testing labs throughout the academy to bring relevance and authenticity to the classroom instruction. A Career and Education Coach from Texas Workforce Solutions Capital Area will provide a half-day training on resume writing and interview skills, and Human Resource representatives from the employer partners will lead students through mock interviews designed to prepare them for application to employment at the conclusion of the academy. These mock interviews help the students and employers learn more and determine which might be the best fit for each other. In addition to the work-based learning experiences mentioned above, students will also engage in demonstrations and hands-on learning activities by water and wastewater operations vendors. Certified instructors will lead the safety training from the consortium employer partners and is being added at the request of the employers as an essential skill for their workforce.

The first day of the academy includes introductions to the employer partners, licensing training instructor, the academy structure overview and schedule, and dissemination of learning materials and personal protective equipment (PPE). Topics required in the respective 20-hour training courses will be introduced by the licensed instructor, supplemented with TCEQ approved training videos and industry guest speakers on one day and then demonstrated through work-based learning experiences the next day. This format will be used throughout the four-week academy at the request of former students, who previously completed the entire 20-hour training in one week and participated in all work-based learning experiences the remaining three weeks. Student and partner surveys are used to gather valuable input on strengths and areas for improvement each summer and help the consortium to update the academy structure to maximize success in subsequent years. The video instruction is also a new addition to the academy and is expected to support the diverse learning styles of students who participate in the academy



**Project Partnerships**

The consortium partners work together, during the planning meetings, to determine roles and responsibilities and establish Memorandums of Understanding that clearly outlines each partner's obligations to the academy. All employer partners agree, at a minimum, to provide at least one guest speaker and/or site for tour, an HR representative for the mock interviews, and guarantee job interviews to successful academy graduates. The education partners agree to actively recruit students through career fairs, class presentations and meetings, parent newsletters and meetings, and other means as available, such as counselor one-on-one meetings with students. And, the industry professional organization partners provide contacts for guest speaking, demonstrations, site tours, and instructional resources like training videos and TCEQ approved instructors. Pflugerville ISD provides a training site for classroom instruction, bus transportation to and from the work-based learning sites, and a PfISD staff member to facilitate in the classroom and serve as chaperone for travel to the sites. Pflugerville ISD also makes lunch available to all participating students at the training site to the extent permissible by school meal rules. All consortium members participate, on an as-needed basis, in the career fairs to recruit for the academy, and promote the academy within their respective circles of professional influence.





## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** March 4, 2024  
**PREPARED BY:** Matthew Woodard, Director  
**DEPARTMENT:** Public Works

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Metal Detecting Ordinance establishing regulations for the City of Manor.

### BACKGROUND/SUMMARY:

On January 18, 2024, the Parks Committee met with staff and discussed metal detection in the parks. The recommendation from the committee was to present the current Metal Detecting Ordinance to the council for consideration and discussion on either changing the ordinance to no metal detecting or giving staff direction on an ordinance to consider bringing back to the council. The current ordinance is in **Sec 1.12.049 Metal Detectors** **The use of metal detectors in city parks without a permit is prohibited.** We have no permitting process or associated fees for permits for metal detection in the parks.

**LEGAL REVIEW:** No  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Code of Federal Regulations- Metal Detecting
- Texas Law on Metal Detecting
- Antiquities Code of Texas
- Austin Ordinance- Metal Detecting
- Houston Ordinance – Metal Detecting
- San Antonio Guidelines– Metal Detecting

### STAFF RECOMMENDATION:

The city staff recommends that the City Council give direction on changing the ordinance to no metal detection or suggestions on making an ordinance and permitting procedures within the guidelines of federal and state laws.

**PLANNING & ZONING COMMISSION:**      **Recommend Approval**      **Disapproval**      **None**



## Code of Federal Regulations

### § 2.1 Preservation of natural, cultural and archeological resources.

(a) Except as otherwise provided in this chapter, the following is prohibited:

(1) Possessing, destroying, injuring, defacing, removing, digging, or disturbing from its natural state:

(i) Living or dead wildlife or fish, or the parts or products thereof, such as antlers or nests.

(ii) Plants or the parts or products thereof.

(iii) Nonfossilized and fossilized paleontological specimens, cultural or archeological resources, or the parts thereof.

(iv) A mineral resource or cave formation or the parts thereof.

(2) Introducing wildlife, fish or plants, including their reproductive bodies, into a park area ecosystem.

(3) Tossing, throwing or rolling rocks or other items inside caves or caverns, into valleys, canyons, or caverns, down hillsides or mountainsides, or into thermal features.

(4) Using or possessing wood gathered from within the park area: *Provided, however,* That the superintendent may designate areas where dead wood on the ground may be collected for use as fuel for campfires within the park area.

(5) Walking on, climbing, entering, ascending, descending, or traversing an archeological or cultural resource, monument, or statue, except in designated areas and under conditions established by the superintendent.

(6) Possessing, destroying, injuring, defacing, removing, digging, or disturbing a structure or its furnishing or fixtures, or other cultural or archeological resources.

(7) Possessing or using a mineral or metal detector, magnetometer, side scan sonar, other metal detecting device, or subbottom profiler.

**This paragraph does not apply to:** (i) A device broken down and stored or packed to prevent its use while in park areas.

(ii) Electronic equipment used primarily for the navigation and safe operation of boats and aircraft.

(iii) Mineral or metal detectors, magnetometers, or subbottom profilers used for authorized scientific, mining, or administrative activities.



## Texas Law on Metal Detecting

### Metal Detecting on Private Property

An individual who wants to use a metal detector on private property in Texas should get the permission of the landowner. It is a good idea to get the permission in writing. The treasure hunter and landowner should address how they want to cover digging on the property, such as how the treasure hunter plans to dig and fill holes.

The parties should determine what will happen if the treasure hunter finds valuable artifacts. The landowner may want to receive payment or a percentage of the sale of the items.

### Metal Detecting in City Parks

Municipal regulations in cities such as [San Antonio](#) and [Houston](#) may permit metal detecting in city parks. A city may require an individual to get a permit to engage in this activity. This is true in San Antonio, where a candidate must submit a completed application to engage in metal detection.

San Antonio's [guidelines for metal detecting](#) in city parks limit the use of metal detectors to developed parks that do not contain designated archaeological sites and are not designated natural areas. The guidelines limit use of metal detectors in certain areas, such as ball fields. Detectorists may not use tools of any kind for digging. If they find an archaeological artifact, the permit holder is required to notify the San Antonio Parks and Recreation Department, and the state of Texas retains ownership of the artifact.

In Houston, it is prohibited to disturb plants and animals in a city park. Metal detector users may not destroy public property. This means they cannot dig in the ground of a public park to retrieve an artifact that they locate with a metal detector.



# Antiquities Code of Texas

The Antiquities Code of Texas (the Code) was enacted in 1969 to protect archeological sites and historic buildings on public land. The law was precipitated by an incident in the late 1960s wherein a sunken 16th century Spanish treasure ship was plundered without regard for proper archeological controls, and significant historical information was lost.

The Code requires state agencies and political subdivisions of the state — including cities, counties, river authorities, municipal utility districts, and school districts — to notify the Texas Historical Commission (THC) of ground-disturbing activity on public land and work affecting state-owned historic buildings. The law also established the designation of [State Antiquities Landmark](#), which may be applied to historic buildings and archeological sites. The Antiquities Code (Texas Natural Resource Code, Title 9, Chapter 191) and accompanying Rules of Practice and Procedure (Texas Administrative Code, Title 13, Chapter 26) can be found under [Statutes, Regulations, and Rules](#).

Examples of projects that require review under the Antiquities Code of Texas include:

- construction of reservoirs by river authorities and water districts;
- construction of recreational parks or the expansion of existing facilities by city governments;
- energy exploration by private companies on public land;
- construction of water and wastewater lines and treatment plants; and
- rehabilitation or demolition of a building owned by a state agency or university that is at least 50 years old.

The THC issues antiquities permits for archeological studies or work at designated buildings and structures. The Antiquities Permit Application forms for Archeology and for Historic Buildings & Structures may be downloaded from the [Forms](#) page. An archeological permit may be issued only to a professional archeologist who meets the definition of a principal investigator as defined in Rules of Practice and Procedure for the Antiquities Code of Texas, available in [Statutes, Regulations, and Rules](#). Similarly, the project professional for historic buildings and structures permits generally must be an architect meeting the qualifications listed in the Rules, or under certain circumstances, other qualified professionals or contractors.

## Notification Requirements

### Political Subdivisions of the State



Counties, municipalities, and other local government agencies must notify the THC prior to commencing any project on public land that may affect archeological sites and will involve five or more acres of ground disturbance; 5,000 or more cubic yards of earth moving; will occur in a historic district or other designated historic site; or will affect a recorded archeological site. THC staff will review the project within 30 days of receipt of the notification and may issue recommendations regarding the project or require an antiquities permit for archeological studies prior to construction. The effects of a project on buildings, structures, or other above-ground historic resources are not considered in this review. Regardless of the size of a development project on public land, if archeological sites are encountered, the land-owning agency should stop work in those areas and notify the THC.

## State Agencies

State agencies, including public universities, must notify the THC prior to breaking ground on public land. The ground-disturbance thresholds listed above are not applicable, and smaller projects will also require notification. THC staff will review the project within 30 days of receipt of the notification and may require an antiquities permit for archeological studies prior to construction.

Regarding historic buildings, state agencies must notify the THC at least 60 days prior to making modifications to or demolishing any building 50 years old or older. THC staff will evaluate the historic and architectural significance of the building and may make recommendations regarding the proposed work. The THC can waive the remainder of the notification period, or if the building is eligible for designation as a State Antiquities Landmark, may commence designation proceedings.

## State Antiquities Landmarks

The Code defines all cultural resources on non-federal public lands in the State of Texas as eligible to be designated as [State Antiquities Landmarks](#) (SALs). Historic buildings and other aboveground historic resources must be listed in the National Register of Historic Places before they can be designated as SALs, but archeological sites do not have the same prerequisite. The Rules of Practice and Procedure for the Antiquities Code of Texas (available in [Statutes, Regulations, and Rules](#)) contain eligibility criteria for official SAL designations for both archeological sites and historic buildings. SAL designation does not mean that sites or buildings cannot be altered or destroyed. The land-owning agency must consult with the THC about such proposed actions through the permit process, and the THC will determine whether the work will be allowed. The Antiquities Permit Application forms for Archeology and for Historic Buildings & Structures may be downloaded from the [Forms](#) page.



Buildings designated as SALs are listed in the [Texas Historic Sites Atlas](#). However, information about designated archeological sites is not available to the general public to protect the sites from vandalism and destruction.

## Antiquities Code and Federal Review

Many development projects involve both federal and state jurisdiction because they occur on lands owned by a state agency or political subdivision of the state, and also involve federal funding, permit, or license. In these cases, the review procedures and responsibilities will follow the [Section 106](#) process, but permits under the jurisdiction of the Code may also be required by the THC.

## History of the Antiquities Code of Texas

The Antiquities Code of Texas was established as part of Chapter 442, Texas Government Code, by Senate Bill 58 in 1969, and it was re-codified as Title 9, Chapter 191 of the Texas Natural Resource Code when the law was enacted by Senate Bill 1207 in 1977. Revisions to the Antiquities Code were added as a result of the Sunset Review process as reflected in Senate Bill 231 in 1983 and Senate Bill 365 in 1995. Amendments were also made by Senate Bill 659 and House Bill 1074 in 1981, House Bill 2056 in 1987, Senate Bill 1865 and House Bill 2848 in 1997, and House Bill 3632 in 2009. In 1995, the 74th Legislature abolished the Texas Antiquities Committee and made the Texas Historical Commission the legal custodian of the Antiquities Code.



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### **14.1.20 Protected Resources**

(A) Wildlife.

- (1) All wildlife in a park is protected. A person may not harm, harass, hunt, trap, or remove an animal, including a mammal, fish, insect, bird, reptile, or other living creature from a park except with the written approval of the director.
- (2) This does not apply to fishing by a person in an area where fishing is allowed, if the person is in compliance with state law requiring a fishing license.

(B) Plant and Fungal Life.

- (1) Plant and fungal life in a park is protected. A person may not intentionally injure, thrash, or remove any live plant or fungus, or a portion of a plant or fungus, except with the approval of the director.
- (2) A person may not collect or harvest dead wood or plants, or portions thereof, including mowing, clearing for wildfire mitigation, and invasive plant removal, except with the written approval of the director.
- (3) A person may collect fruits and nuts on the ground. Except in an area designated by PARD for the purpose, and clearly posted, a person may not pick fruits or nuts.
- (4) A person may not release or plant a plant or a fungal prologue, including a seed, cutting, or spore in a park except with the written approval of the director.

(C) Artifacts and Geological Resources.

- (1) Every site, object, building, artifact, implement, and location of historical, archaeological, geologic, scientific, or educational interest of every character located in, on, or under the surface of a park is protected.
- (2) A person may not remove, excavate, take, dig into, harm, or destroy any site, object, building, artifact, implement, or location of archaeological, geological, scientific or historical interest without having a permit required by the Texas Natural Resources Code, and without having the written permission of the director.
- (3) A person may not use a metal detector in a park without a permit.

Source: Rule No. R0161-14.25, 11-19-14 .



## Houston- Metal Detecting

### METAL DETECTING

Please note metal detecting or ground penetrating radar at the park sites is not allowed. The Houston Parks and Recreation Department is obligated to follow State and local law as well as the terms of our strict deed restrictions.

According to State of Texas Antiquities Code and deed restrictions:

- Digging ("breaking ground") for anything like this in a park requires a permit from the State Historical Commission.
- The party breaking ground must be a qualified archeologist approved by the State per code
- Anything actually found beneath the surface is the property of the State of Texas per code
- It would not be considered a project in keeping with the deed restrictions within a number of City of Houston parks.



## METAL DETECTORS GUIDELINES

1. Use of metal detectors is limited to developed parks that do not contain any designated archeological sites or are not designated Natural Areas. Certain parks, in their entirety, are off limits. This list may be amended at any time by the Director of Parks and Recreation.
2. A Permit Request Form must be submitted and signed, acknowledging receipt and understanding of Metal Detectors policies.
3. A permit will be issued by the Director's Office of the Parks and Recreation Department. Permits are limited to six months in duration and will specify location(s) to be visited. A maximum of twenty parks may be listed on one permit.
4. Use is prohibited in the following locations:
  - ball fields, including open playfield areas utilized for practice
  - fenced locations that normally require a park permit for access
5. A metal detector permit does not reserve a park area. Activities may not occur in areas where someone holds a park reservation permit or during special events in the park.
6. **No tools for digging of any kind are allowed.**
7. A litter apron or bag is to be worn or carried during metal detector use and all litter disposed of in trash containers or removed from site.
8. If an archeological artifact is found, the metal detecting activity shall cease and the permit holder shall promptly notify the Parks and Recreation Department, which shall follow notification procedures to the State of Texas as required by the Texas Natural Resources Code, administered by the Texas Historical Commission. The State of Texas shall retain ownership of the artifact. Questions about whether objects are significant may be referred to the Texas Historical Commission Regional Archeologist.
9. The Director of Parks and Recreation may approve use of a metal detector in areas where their use is normally prohibited, only upon special arrangement, in cases when a specific item is lost or to assist with official investigations.



10. All other park policies must be followed.

11. A copy of the permit must be in possession of permit holder when using metal detector and permit holder must have photo identification. Park Police Officers may review permit and check on activity. If actions are questionable, as per the officer, metal detecting should cease immediately until situation is clarified.

12. Failure to follow established procedures will cause permit to be revoked and may cause civil action if warranted.

#### Metal Detectors Code of Ethics

- (1) Respect the rights and properties of others.
- (2) Observe all laws whether national, state or local.
- (3) Aid law enforcement officials whenever possible.
- (4) Never destroy priceless historical or archaeological treasures.
- (5) Leave land and vegetation as it was.
- (6) Remove all trash and litter when you leave.
- (7) All treasure hunters may be judged by the example you set.
- (8) Always conduct yourself with courtesy and consideration for others.

For more information about metal detecting in the San Antonio area, you may contact the San Antonio Area Metal Detectors Club at: [www.sanantoniometaldetectingclub.com](http://www.sanantoniometaldetectingclub.com)





## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** March 4, 2024  
**PREPARED BY:** Scott Moore, City Manager  
**DEPARTMENT:** Administration

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Resolution submitting a list of city projects for future Community Project Funding.

### BACKGROUND/SUMMARY:

The City of Manor has been asked to submit a list of community projects through the FY25 House Appropriations funding bill through Congressman Michael McCaul's Office. Below are the funding areas the city will seek to submit a qualified project for:

- Agriculture and Food and Drug Administration(FDA)
- Commerce, Justice, Science, and Related Agencies
- Energy and Water Development and Related Agencies (Regional Water and Sewer Projects)
- Homeland Security
- Military Construction and Veterans Affairs
- Interior and Environment and Related Agencies (Clean Water Projects)
- Transportation, Housing & Urban Development

Over the past 24 months, the City Council has discussed taking a regional approach to initiating community projects. The City of Manor is in a good position to submit projects that provide local and regional connectivity with assistance from our state and federal agencies, and Travis County officials. Building sustainable and cost-effective initiatives is a good indication the Manor community is seeking to leverage its resources to address our water and sewer infrastructure needs. Improving these areas would benefit the development community and industry executives looking to expand their services and operations in eastern Travis County.

Having shovel-ready projects identified and prepared for funding consideration is an important strategy for the community to build upon and maintain on an annual basis. Receiving federal support for the FM 973 north corridor and U.S. 290 corridor project toward Bastrop County, is a vital transportation priority for the City Council to advocate for to help handle the future growth that is planned for our community. Improving the mobility along these two major highway corridors is critical to keeping travelers safe who travel through the community as well as helping our public safety agencies respond to calls for service in a timely manner.

**LEGAL REVIEW:** NO  
**FISCAL IMPACT:** NO  
**PRESENTATION:** NO



**ATTACHMENTS:**

YES

Item 8.

- Resolution 2024-05
- Letter of Support

**STAFF RECOMMENDATION:**

It is the city staff's recommendation that the City Council approve Resolution 2024-05 authorize Mayor Harvey to submit the city's letter of support to Congressman Michael McCaul seeking financial support for the city's Community Project Funding priorities.

PLANNING & ZONING COMMISSION:	Recommend Approval	Disapproval	None
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**RESOLUTION NO. 2024-05**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, AUTHORIZING THE FILING OF COMMUNITY PROJECT FUNDING APPLICATIONS FOR ENERGY AND WATER DEVELOPMENT, AND TRANSPORTATION, AND HOUSING AND URBAN DEVELOPMENT; AND AUTHORIZING THE CITY MANAGER TO ACT AS THE GRANTEE'S AUTHORIZED OFFICIAL IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION COMMUNITY PROJECT FUNDING GRANT SUBMITTAL PROCESS.**

**Whereas**, the City of Manor finds it in the best interest of the citizens of the City of Manor, Texas to authorize the City Manager to apply for Community Project Funding opportunities for the purpose of upgrading water and sewer infrastructure, transportation, and housing development resources;

**Whereas**, the City of Manor agrees that in the event of loss or misuse of Community Project funding, City of Manor assures that the funds will be returned in full; and

**Whereas**, the City of Manor designates the City Manager as the grantee's authorized official.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS THAT;**

City of Manor, Texas approves submission of the city's Community Project Funding. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

**PASSED AND APPROVED** this 4<sup>th</sup> day of March 2024.

**THE CITY OF MANOR, TEXAS**

\_\_\_\_\_  
Dr. Christopher Harvey,  
Mayor

**ATTEST:**

\_\_\_\_\_  
Lluvia T. Almaraz,  
City Secretary





**March 4, 2024**

Michael McCaul, Congressman 10<sup>th</sup> District of Texas  
 Chairman, House Foreign Affairs Committee  
 175 Century Square Dr. | Suite 210 | College Station, Texas 77840

Re: Letter of Support for 10<sup>th</sup> District of Texas Community Projects and Funding

Dear Congressman McCaul,

On behalf of the citizens and businesses of the City of Manor, I am seeking your office's support and prioritization of funding to help our community address our water and sewer infrastructure needs in providing a regional solution to the growth taking place in your district. The City of Manor is partnering with the Texas Department of Transportation, Central Texas Regional Mobility Authority, and Travis County Commissioner Court to fund their respective highway and roadway improvements in this section of Travis County.

Since the 2010 census, the City of Manor has emerged from a small town of 5,037 population with limited transportation assets to be strategically located in the path of growth at the intersection of U.S. 290 and FM 973, to a community of 30,000+ citizens that include ShadowGlen and Presidential Meadow municipal utility districts.

Improving our regional transportation in the 10<sup>th</sup> District portion of Travis County is critical in seeking your support to fund the required transportation studies and construction funds to upgrade the state highway system through our community safely. Prioritizing the Community Project Funding projects that we submit will illustrate the City Council's strategic vision of planning and preparing our citizens and business stakeholders for the unique opportunity that will transcend jurisdictional boundaries and accelerate public infrastructure improvements for viable short- and long-term solutions for our local and regional mobility needs.

With the City of Manor projected to add 14,000 housing units (an estimated 42,000 population increase) residing in our community over the next 7 to 10 years, managing the region's rapid growth and transportation infrastructure has become a top priority, FM 973 North, U.S. 290 East, and SH 95 South are regional projects that cannot be understated. Texas Municipal League Region 10 cities and businesses stand united with us.

We look forward to collaborating and assisting your office with supporting the city's list of Community Project Funding priorities for the eastern crescent of Travis County and providing the families and businesses a sense of community and genuine care for their safety and protection.

Always working to make the world a better place,

Dr. Christopher Harvey, Mayor