



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 Regular Meeting

Wednesday, November 20, 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.cityofmanor.org/page/livestream>

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

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**PRESENTATION**

- A. Recognition of Retiring Presiding Judge John Yeager**  
*Presented by Dr. Christopher Harvey, Mayor*
- B. Manor Townsquare Development**  
*Presented by: Scott Jones, Economic Development Director*

**PROCLAMATION**

- A. Declaring the Month of November, as “Native American Heritage Month”**

**EVENTS/ANNOUNCEMENTS**

- A. Christmas Tree Lightning, Friday, December 6, 2024, at Jennie Lane Park, 102 E. Rector St. Manor, Texas.**  
*Submitted by: Yalondra Valderrama Santana, Heritage & Tourism Manager*
- B. Holiday in Manor, Saturday, December 7, 2024, at 15317 US HWY 290 E. Manor, Texas.**  
*Submitted by: Yalondra Valderrama Santana, Heritage & Tourism Manager*

## 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 designated area 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 on accepting the October 2024 City Council Monthly Reports.**

*Submitted by: Scott Moore, City Manager*

**2. Consideration, discussion, and possible action on accepting the October 2024 Departmental Reports.**

*Submitted by: Scott Moore, City Manager*

- Finance – Belen Peña, Finance Director
- Police – Ryan Phipps, Chief of Police
- Travis County ESD No. 12 – Chris McKenzie, Interim Fire Chief
- Economic Development – Scott Jones, Economic Development Director
- Development Services – Michael Burrell, Interim Development Services Director
- Community Development – Yalondra V. Santana, Heritage & Tourism Manager
- Municipal Court – Sofi Duran, Court Administrator
- Public Works – Matt Woodard, Director of Public Works
- Human Resources – Tracey Vasquez, HR Manager
- IT – Phil Green, IT Director
- Administration – Lluvia T. Almaraz, City Secretary

## REGULAR AGENDA

**3. Consideration, discussion, and possible action on acceptance of Manor's Downtown Strategic Plan by Catalyst Commercial.**

*Submitted by: Scott Jones, Economic Development Director*



- 4. Consideration, discussion, and possible action on a request to remove two (2) heritage trees in the Boyce Mixed-Use Development Site located at 101 West Boyce St., Manor, TX.**  
*Submitted by: Michael Burrell, Interim Development Services Director*
- 5. Consideration, discussion, and possible action on a Development Agreement for the Mini-Max Gas Station located at 13320 E US HWY 290 Manor, TX.**  
*Submitted by: Michael Burrell, Interim Development Services Director*
- 6. Consideration, discussion, and possible action on an agreement to transfer approximately 10.978 acres from Manville Water Supply Corporation's certificated water service area to the City of Manor's certificated service area.**  
*Submitted by: Michael Burrell, Interim Development Services Director*
- 7. Consideration, discussion, and possible action approving an engagement letter agreement for an appraiser for the EntradaGlen Public Improvement District (PID).**  
*Submitted by: Scott Moore, City Manager*
- 8. Consideration, discussion, and possible action on an ordinance amending Chapter 4 of the Manor Code of Ordinances to revise the provisions governing the collection of evidentiary storage fees and providing for related matters.**  
*Submitted by: Ryan Phipps, Chief of Police*
- 9. Consideration, discussion, and possible action on an ordinance adopting regulations governing special events in the City of Manor, Texas, and providing for related matters.**  
*Submitted by: Yalondra M. Valderrama Santana, Heritage & Tourism*
- 10. Consideration, discussion, and possible action on proposed amendments to City Council Rules of Procedure.**  
*Submitted by: Scott Moore, City Manager*
- 11. Consideration, discussion, and possible action on an ordinance ordering and establishing procedures for the 2024 General Runoff Election in the City of Manor to be held on Saturday, December 14, 2024 to elect the City's Mayor; providing for notice of the election; providing for Early Voting; making provisions for the conduct of the Election; and providing for other matters relating to the Election and providing an Effective Date.**  
*Submitted by: Lluvia T. Almaraz, City Secretary*
- 12. Consideration, discussion, and possible action to close City Offices at 1:00 p.m. on Friday, December 20, 2024.**  
*Submitted by: Tracey Vasquez, HR Director*

## 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:

- *Section 551.074, Texas Government Code, to evaluate the performance and duties of the City Manager;*
- *Section 551.074 Personnel Matters – Discussion of City Manager’s Employment;*
- *Section 551.074, Texas Government Code, to deliberate the evaluation of personnel in the Finance and IT departments;*
- *Section 551.071 Texas Government Code and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the Hibbs Lane Parcel; and*
- *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*

## 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: Saturday, November 16, 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**, November is designated as Native American Heritage Month, a time to recognize and celebrate the rich and diverse cultures, traditions, and histories of Native American people; and

**WHEREAS**, the contributions of Native Americans have greatly enriched our country; they have served as stewards of the land, and their resilience, wisdom, and cultural heritage continue to inspire and shape our society; and

**WHEREAS**, we honor the sacrifices made by Native American veterans who have bravely served in the Armed Forces, protecting our freedoms and values; and

**WHEREAS**, it is important to acknowledge the historical struggles and injustices faced by Native American communities, and to commit ourselves to fostering understanding and respect for all indigenous peoples; and

**WHEREAS**, promoting awareness of Native American heritage will help to build a more inclusive society that respects and values the contributions of every individual; and

**WHEREAS**, throughout this month, we encourage educational programs, community events, and activities that highlight the rich cultural traditions and histories of Native American people, fostering a greater understanding and appreciation among all citizens.

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

### “Native American Heritage Month”

in the City of Manor and I urge all citizens to celebrate this important time by recognizing and honoring the contributions of Native Americans to our nation.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Manor to be affixed this 20<sup>th</sup> day of November 2024.

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Dr. Christopher Harvey, Mayor  
City of Manor



# *Christmas* TREE LIGHTING

Fri., Dec. 6, 2024 | Jennie Lane Park,  
7:00 pm - 9:00 pm | 102 E Rector St, Manor

Join us for a magical evening of holiday cheer as we light up the tree and kick off the Holiday season!

For more information: (512) 272-5555 or [ysantana@manortx.gov](mailto:ysantana@manortx.gov)



Join Us for a Magical Celebration!



# Holiday In Manor

Celebrate the season with *FREE* family-friendly fun, holiday cheer, and festive activities!

Sat. Dec. 7 ❄️ 12PM to 8PM  
15317 US HWY 290 E, Manor TX



Come Enjoy Fun for all ages with:  
Ice Skating ❄️ Winter Rides ❄️ Snow Show  
Holiday Market ❄️ Food Trucks ❄️ Hot Cocoa  
Photo with Santa ❄️ Live Music  
& so much MORE!

For more information: (512) 272-5555 or  
[ysantana@manortx.gov](mailto:ysantana@manortx.gov)



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** November 20, 2024  
**PREPARED BY:** Scott Moore, City Manager  
**DEPARTMENT:** Administration

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on accepting the October 2024 City Council Monthly Reports.

### BACKGROUND/SUMMARY:

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

**LEGAL REVIEW:** Not Applicable

**FISCAL IMPACT:** Not Applicable

**PRESENTATION:** No

**ATTACHMENTS:** Yes

- October 2024 City Council Monthly Reports

### STAFF RECOMMENDATION:

The city staff recommends that the City Council approve and accept the October 2024 City Council Monthly Reports.

# Manor City Council Monthly Report

Name: Dr Christopher Harvey Place/Position Mayor

Start Date: October 1, 2024 End Date: October 31, 2024

Tier	Meeting Criteria and Compensation Guidelines
I	Regular Scheduled City Council Meetings (1st & 3rd Wednesday), Special Called Council Meetings/Workshops, Public Finance Corporation (PFC), Tax Increment Reinvestment Zone (TIRZ), Public Improvement District (PID), and other authorized public meetings (joint meetings with MISD and other state and local government agencies)
II	Committee Meetings - Serve on at least two (2) committees, Chair at least one (1) committee, Host a minimum of 6 meetings per year, and provide meeting notes/reports to the City Council (Quarterly)
	*Request budget funding as necessary
III	Schedule/attend meetings Travis County Commissioner Precinct No. 1/County Judge, State Representatives, U.S. Congressman, Host two (2) Community Meetings, and Attend/Engage H.O.A. at least one (1) event
	*Participate/Speak at TML Annual Conference, Policy Summit, or other large TML event, and earn at least 8-16 TML credit hours
IV	TML Region - 10 Involvement, State Board Appointments, CAPCOG, CapMetro, TEDC, CAMPO, CTRMA, and Austin Health, etc. Memberships approved by City Council
	*Active attendance and participation and provide an update to City Council is a requirement



# TIER 1

Tier	Meeting Criteria and Compensation Guidelines
I	Regular Scheduled City Council Meetings (1st & 3rd Wednesday), Special Called Council Meetings/Workshops, Public Finance Corporation (PFC), Tax Increment Reinvestment Zone (TIRZ), Public Improvement District (PID), and other authorized public meetings (joint meetings with MISD and other state and local government agencies)

## City Council Meetings/Special Called Sessions/Workshops

Type of Meeting	Date	Description
Regular Council	2, 16	Regular council meetings
Workshop	19	HR Policies and procedure updates
Manor Housing Public Facility Corporation	9	Approved paperwork around LLC for tower road apts

## Other Meetings

Type of Meeting	Date	Description
Mayor's Ball	2, 25	Celebration of city community members and city staff accomplishments
Ground breaking ceremonies	9, 17	HEB groundbreaking ceremony; manor crossing ground breaking ceremony

- Please submit any backup material for Tier 1 that supports your community involvement and attendance.

## TIER 2

Tier	Meeting Criteria and Compensation Guidelines
II	Committee Meetings - Serve on at least two (2) committees, Chair at least one (1) committee, Host a minimum of 6 meetings per year, and provide meeting notes/reports to the City Council (Quarterly)
	*Request budget funding as necessary

### Committee Meetings (minimum of 2 and Chair of 1)

Committee Name	Chair (Yes or No)	Meeting Date	*Quarterly Report Date	Description
Community Collaborative	Y			ACC Learning Community and upcoming events
Economic	Y	NA		No meetings, but we had 2 related groundbreaking ceremonies

Committee Name	Chair (Yes or No)	Meeting Date	Quarterly Report Date	Description

### Other

Type	Date	Description

- Please submit any backup material for Tier 2 that supports your community involvement and attendance.

\* Quarterly Committee Reports Due October, January, April, July

## TIER 3

Tier	Meeting Criteria and Compensation Guidelines
III	Schedule/attend meetings Travis County Commissioner Precinct No. 1/County Judge, State Representatives, U.S. Congressman, Host two (2) Community Meetings, and Attend/Engage H.O.A. at least one (1) event
	*Participate/Speak at TML Annual Conference, Policy Summit, or other large TML event, and earn at least 8-16 TML credit hours

### State/County Meetings

Type of Meeting	Date	Description
City of Austin and Austin Chamber	15	State of the City Address – unveiled current state of the city, focused on affordability in the region; need to increase opportunities for businesses.
TML Conference	8-11	State conference in Houston, Texas

### Community Meetings (minimum of 2)

Individual/ Group	Date	Description
Manor Chamber Event	1	Election Forum Event to get to know current council members
BiG Austin & City of Austin	8	Meeting with community and City of Austin staff around new city manager TC Broadnax; discussed current issues and need for changes
City Mayors Update	23	Quarterly meeting for mayors to get updates with travis county, state entities and more
Senior Access	29	Update on senior access data in surrounding cities. learned about manor's data

- Please submit any backup material for Tier 3 that supports your community involvement and attendance.

## TIER 4

Tier	Meeting Criteria and Compensation Guidelines
IV	TML Region - 10 Involvement, State Board Appointments, CAPCOG, CapMetro, TEDC, CAMPO, CTRMA, and Austin Health, etc. Memberships approved by City Council
	*Active attendance and participation and provide an update to City Council is a requirement

### Regional Meetings

Group Name	Date	Description
Austin Health Council	17	Meeting the Mayor – conversations about regional needs in life sciences and land (cheap) for expansion of health care opportunities in austin and east of austin
Cap Metro	15	Meeting to discuss issues with routes, costs, funding model

### Other

Type of Meeting	Date	Description

- Please submit any backup material for Tier 4 that supports your community involvement and attendance.

# Manor City Council

## Monthly Report

Name: Emily Hill Place/Position Mayor Pro Tem

Start Date: Oct 1, 2024 End Date: Oct 31, 2024

Tier	Meeting Criteria and Compensation Guidelines
I	Regular Scheduled City Council Meetings (1st & 3rd Wednesday), Special Called Council Meetings/Workshops, Public Finance Corporation (PFC), Tax Increment Reinvestment Zone (TIRZ), Public Improvement District (PID), and other authorized public meetings (joint meetings with MISD and other state and local government agencies)
II	Committee Meetings - Serve on at least two (2) committees, Chair at least one (1) committee, Host a minimum of 6 meetings per year, and provide meeting notes/reports to the City Council (Quarterly)
	*Request budget funding as necessary
III	Schedule/attend meetings Travis County Commissioner Precinct No. 1/County Judge, State Representatives, U.S. Congressman, Host two (2) Community Meetings, and Attend/Engage H.O.A. at least one (1) event
	*Participate/Speak at TML Annual Conference, Policy Summit, or other large TML event, and earn at least 8-16 TML credit hours
IV	TML Region - 10 Involvement, State Board Appointments, CAPCOG, CapMetro, TEDC, CAMPO, CTRMA, and Austin Health, etc. Memberships approved by City Council
	*Active attendance and participation and provide an update to City Council is a requirement

## TIER 1

Tier	Meeting Criteria and Compensation Guidelines
I	Regular Scheduled City Council Meetings (1st & 3rd Wednesday), Special Called Council Meetings/Workshops, Public Finance Corporation (PFC), Tax Increment Reinvestment Zone (TIRZ), Public Improvement District (PID), and other authorized public meetings (joint meetings with MISD and other state and local government agencies)

### City Council Meetings/Special Called Sessions/Workshops

Type of Meeting	Date	Description
City Council Meeting	10/02/2024	City Council meeting
City Council Meeting	10/16/2024	City Council Meeting

### Other Meetings

Type of Meeting	Date	Description
Mayors Ball meeting	10/02/2024	Discussion on preparations for awards for the Mayors Ball
Manor Housing Public Facility meeting	10/16/2024	Meeting on updates

### Other

Type	Date	Description
City Council Workshop	10/19/2024	Policies and Procedures

- Please submit any backup material for Tier 1 that supports your community involvement and attendance.

## TIER 2

Tier	Meeting Criteria and Compensation Guidelines
II	Committee Meetings - Serve on at least two (2) committees, Chair at least one (1) committee, Host a minimum of 6 meetings per year, and provide meeting notes/reports to the City Council (Quarterly)
	*Request budget funding as necessary

### Committee Meetings (minimum of 2 and Chair of 1)

Committee Name	Chair (Yes or No)	Meeting Date	*Quarterly Report Date	Description
Public Safety Committee	Yes	Tbd		
Community Collaborative Committee	No	10/23/2024		

Committee Name	Chair (Yes or No)	Meeting Date	Quarterly Report Date	Description

### Other

Type	Date	Description
Manor Town Square meeting	10/25/2024	Meet with the developers for the town square proposal

- Please submit any backup material for Tier 2 that supports your community involvement and attendance.

\* Quarterly Committee Reports Due October, January, April, July

## TIER 3

Tier	Meeting Criteria and Compensation Guidelines
III	Schedule/attend meetings Travis County Commissioner Precinct No. 1/County Judge, State Representatives, U.S. Congressman, Host two (2) Community Meetings, and Attend/Engage H.O.A. at least one (
	*Participate/Speak at TML Annual Conference, Policy Summit, or other large TML event, and earn at least 8-16 TML credit hours

### State/County Meetings

Type of Meeting	Date	Description
TML Annual Conference	10/09/2024	Annual TML conference participation for the week of 10/09-10/11

### Community Meetings (minimum of 2)

Individual/ Group	Date	Description
HOA:		
ESD:		
EMS:		
Other:		

### Other

Type	Date	Description
State of the City Address in Austin, Tx	10/15/2024	State of the city address in Austin conducted by Mayor Kirk Watson

- Please submit any backup material for Tier 3 that supports your community involvement and attendance.



## TIER 4

Tier	Meeting Criteria and Compensation Guidelines
IV	TML Region - 10 Involvement, State Board Appointments, CAPCOG, CapMetro, TEDC, CAMPO, CTRMA, and Austin Health, etc. Memberships approved by City Council
	*Active attendance and participation and provide an update to City Council is a requirement

### Regional Meetings

Group Name	Date	Description

### Other

Type of Meeting	Date	Description
AHMO Meeting at the TML Conference	10/09/2024	During the week of the TML conference, AHMO had a business meeting that I attended. New officers were voted in.

- Please submit any backup material for Tier 4 that supports your community involvement and attendance.

# Manor City Council

## Monthly Report

Name: **Sonia Wallace** Place/Position Council Member 4

Start Date: October 01, 2024 End Date: October 31, 2024

Tier	Meeting Criteria and Compensation Guidelines
I	Regular Scheduled City Council Meetings (1st & 3rd Wednesday), Special Called Council Meetings/Workshops, Public Finance Corporation (PFC), Tax Increment Reinvestment Zone (TIRZ), Public Improvement District (PID), and other authorized public meetings (joint meetings with MISD and other state and local government agencies)
II	Committee Meetings - Serve on at least two (2) committees, Chair at least one (1) committee, Host a minimum of 6 meetings per year, and provide meeting notes/reports to the City Council (Quarterly)
	*Request budget funding as necessary
III	Schedule/attend meetings Travis County Commissioner Precinct No. 1/County Judge, State Representatives, U.S. Congressman, Host two (2) Community Meetings, and Attend/Engage H.O.A. at least one (1) event
	*Participate/Speak at TML Annual Conference, Policy Summit, or other large TML event, and earn at least 8-16 TML credit hours
IV	TML Region - 10 Involvement, State Board Appointments, CAPCOG, CapMetro, TEDC, CAMPO, CTRMA, and Austin Health, etc. Memberships approved by City Council
	*Active attendance and participation and provide an update to City Council is a requirement

# TIER 1

Tier	Meeting Criteria and Compensation Guidelines
I	Regular Scheduled City Council Meetings (1st & 3rd Wednesday), Special Called Council Meetings/Workshops, Public Finance Corporation (PFC), Tax Increment Reinvestment Zone (TIRZ), Public Improvement District (PID), and other authorized public meetings (joint meetings with MISD and other state and local government agencies)

## City Council Meetings/Special Called Sessions/Workshops

Type of Meeting	Date	Description
Council Meeting	10/02/24 10/16/24	
MHPFC	10/16/24	

## Other Meetings

Type of Meeting	Date	Description
H-E-B groundbreaking	10/09/24	
Manor crossing groundbreaking	10/17/24	

## Other

Type	Date	Description

- Please submit any backup material for Tier 1 that supports your community involvement and attendance.

## TIER 2

Tier	Meeting Criteria and Compensation Guidelines
II	Committee Meetings - Serve on at least two (2) committees, Chair at least one (1) committee, Host a minimum of 6 meetings per year, and provide meeting notes/reports to the City Council (Quarterly)
	*Request budget funding as necessary

### Committee Meetings (minimum of 2 and Chair of 1)

Committee Name	Chair (Yes or No)	Meeting Date	*Quarterly Report Date	Description
Park Meeting	Yes	10/01/24		

Committee Name	Chair (Yes or No)	Meeting Date	Quarterly Report Date	Description

### Other

Type	Date	Description
Veterans plaque location meeting	10/04/24	
Hispanic heritage celebration	10/05/24	
Manor night at the park	10/25/24	

- Please submit any backup material for Tier 2 that supports your community involvement and attendance.

\* Quarterly Committee Reports Due October, January, April, July

## TIER 3

Tier	Meeting Criteria and Compensation Guidelines
III	Schedule/attend meetings Travis County Commissioner Precinct No. 1/County Judge, State Representatives, U.S. Congressman, Host two (2) Community Meetings, and Attend/Engage H.O.A. at least one (1) event
	*Participate/Speak at TML Annual Conference, Policy Summit, or other large TML event, and earn at least 8-16 TML credit hours

### State/County Meetings

Type of Meeting	Date	Description
State of the city address, Austin Chamber of Commerce	10/15/24	

### Community Meetings (minimum of 2)

Individual/Group	Date	Description
HOA:		
ESD:		
EMS:		
Other:		

### Other

Type	Date	Description

- Please submit any backup material for Tier 3 that supports your community involvement and attendance.

## TIER 4

Tier	Meeting Criteria and Compensation Guidelines
IV	TML Region - 10 Involvement, State Board Appointments, CAPCOG, CapMetro, TEDC, CAMPO, CTRMA, and Austin Health, etc. Memberships approved by City Council
	*Active attendance and participation and provide an update to City Council is a requirement

### Regional Meetings

Group Name	Date	Description
TML	10/09/24-10/11/24	

### Other

Type of Meeting	Date	Description

- Please submit any backup material for Tier 4 that supports your community involvement and attendance.

# Manor City Council

## Monthly Report

Name **Maria Amezcua** Place/Position **Place 3**

Start Date: **October 1st, 2024** End Date: **October 31st, 2024**




Tier	Meeting Criteria and Compensation Guidelines
<b>I</b>	Regular Scheduled City Council Meetings (1st & 3rd Wednesday), Special Called Council Meetings/Workshops, Public Finance Corporation (PFC), Tax Increment Reinvestment Zone (TIRZ), Public Improvement District (PID), and other authorized public meetings (joint meetings with MISD and other state and local government agencies)
<b>II</b>	Committee Meetings - Serve on at least two (2) committees, Chair at least one (1) committee, Host a minimum of 6 meetings per year, and provide meeting notes/reports to the City Council (Quarterly)
	*Request budget funding as necessary
<b>III</b>	Schedule/attend meetings Travis County Commissioner Precinct No. 1/County Judge, State Representatives, U.S. Congressman, Host two (2) Community Meetings, and Attend/Engage H.O.A. at least one (1) event
	*Participate/Speak at TML Annual Conference, Policy Summit, or other large TML event, and earn at least 8-16 TML credit hours
<b>IV</b>	TML Region - 10 Involvement, State Board Appointments, CAPCOG, CapMetro, TEDC, CAMPO, CTRMA, and Austin Health, etc. Memberships approved by City Council
	*Active attendance and participation and provide an update to City Council is a requirement

# TIER 1


Tier	Meeting Criteria and Compensation Guidelines
I	Regular Scheduled City Council Meetings (1st & 3rd Wednesday), Special Called Council Meetings/Workshops, Public Finance Corporation (PFC), Tax Increment Reinvestment Zone (TIRZ), Public Improvement District (PID), and other authorized public meetings (joint meetings with MISD and other state and local government agencies)

## City Council Meetings/Special Called Sessions/Workshops

Type of Meeting	Dates	Notes
Regular Scheduled City Council Meetings	10/06/2024 10/16/2024 10/19/2024	Regular Scheduled Meeting Regular Scheduled Meeting Workshop
Special Called Council Meetings		
MHPFC	10/16/2024	Manor Housing Public Facility Corporation Meeting
Tax Increment Reinvestment Zone (TIRZ)		
Public Improvement District (PID)		

Meeting	Date	Time	Agenda
City Council Workshop	10/19/2024	9:00 AM	
City Council Regular Meeting	10/16/2024	7:00 PM	
City Council Regular Meeting	10/2/2024	7:00 PM	

Meeting	Date	Time	Agenda
Manor Housing Public Facility Corporation	10/16/2024	6:00 PM	

- Please submit any backup material for Tier 1 that supports your community involvement and attendance.



## TIER 2

Tier	Meeting Criteria and Compensation Guidelines
II	Committee Meetings - Serve on at least two (2) committees, Chair at least one (1) committee, Host a minimum of 6 meetings per year, and provide meeting notes/reports to the City Council (Quarterly)
	*Request budget funding as necessary

### Committee Meetings (minimum of 2 and Chair of 1)

Committee Name	Chair (Yes or No)	Meeting Date	*Quarterly Report Date	Description
Capital Improvements	No			
Tree Advisory	Yes	10/28/2024		<ABSENT due to illness>
Emergency Management	No			

### Other

Type	Date	Description
Austin Chamber of Commerce	10/15/2024	Austin State of the City



### State of the City

Tuesday, October 15th  
8:00 a.m. - 10:00 a.m.  
Austin Marriott Downtown  
304 E. Cesar Chavez St. Austin, TX 78701

This event is sold out. Please note that on-site registration will not be available.

- Please submit any backup material for Tier 2 that supports your community involvement and attendance.

\* Quarterly Committee Reports Due October, January, April, July

## TIER 3

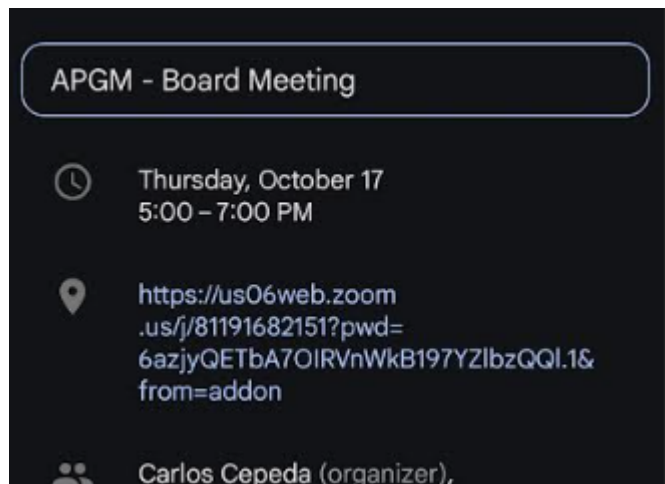
Tier	Meeting Criteria and Compensation Guidelines
III	Schedule/attend meetings Travis County Commissioner Precinct No. 1/County Judge, State Representatives, U.S. Congressman, Host two (2) Community Meetings, and Attend/Engage H.O.A. at least one (1) event
	*Participate/Speak at TML Annual Conference, Policy Summit, or other large TML event, and earn at least 8-16 TML credit hours

### State/County Meetings

Type of Meeting	Date	Description

### Community Meetings (minimum of 2)

Individual/ Group	Date	Description
HOA:	10/17/2024	Board Meeting
ESD:		
EMS:		
Other:		



## TIER 4

Tier	Meeting Criteria and Compensation Guidelines
IV	TML Region - 10 Involvement, State Board Appointments, CAPCOG, CapMetro, TEDC, CAMPO, CTRMA, and Austin Health, etc. Memberships approved by City Council
	*Active attendance and participation and provide an update to City Council is a requirement

### Regional Meetings

Group Name	Date	Description

### Other

Type of Meeting	Date	Description

- Please submit any backup material for Tier 4 that supports your community involvement and attendance.

S

# Manor City Council

## Monthly Report

Name: **Sonia Wallace** Place/Position Council Member 4

Start Date: October 01, 2024 End Date: October 31, 2024

Tier	Meeting Criteria and Compensation Guidelines
I	Regular Scheduled City Council Meetings (1st & 3rd Wednesday), Special Called Council Meetings/Workshops, Public Finance Corporation (PFC), Tax Increment Reinvestment Zone (TIRZ), Public Improvement District (PID), and other authorized public meetings (joint meetings with MISD and other state and local government agencies)
II	Committee Meetings - Serve on at least two (2) committees, Chair at least one (1) committee, Host a minimum of 6 meetings per year, and provide meeting notes/reports to the City Council (Quarterly)
	*Request budget funding as necessary
III	Schedule/attend meetings Travis County Commissioner Precinct No. 1/County Judge, State Representatives, U.S. Congressman, Host two (2) Community Meetings, and Attend/Engage H.O.A. at least one (1) event
	*Participate/Speak at TML Annual Conference, Policy Summit, or other large TML event, and earn at least 8-16 TML credit hours
IV	TML Region - 10 Involvement, State Board Appointments, CAPCOG, CapMetro, TEDC, CAMPO, CTRMA, and Austin Health, etc. Memberships approved by City Council
	*Active attendance and participation and provide an update to City Council is a requirement

# TIER 1

Tier	Meeting Criteria and Compensation Guidelines
I	Regular Scheduled City Council Meetings (1st & 3rd Wednesday), Special Called Council Meetings/Workshops, Public Finance Corporation (PFC), Tax Increment Reinvestment Zone (TIRZ), Public Improvement District (PID), and other authorized public meetings (joint meetings with MISD and other state and local government agencies)

## City Council Meetings/Special Called Sessions/Workshops

Type of Meeting	Date	Description
Council Meeting	10/02/24 10/16/24	
MHPFC	10/16/24	

## Other Meetings

Type of Meeting	Date	Description
H-E-B groundbreaking	10/09/24	
Manor crossing groundbreaking	10/17/24	

## Other

Type	Date	Description

- Please submit any backup material for Tier 1 that supports your community involvement and attendance.

## TIER 2

Tier	Meeting Criteria and Compensation Guidelines
II	Committee Meetings - Serve on at least two (2) committees, Chair at least one (1) committee, Host a minimum of 6 meetings per year, and provide meeting notes/reports to the City Council (Quarterly)
	*Request budget funding as necessary

### Committee Meetings (minimum of 2 and Chair of 1)

Committee Name	Chair (Yes or No)	Meeting Date	*Quarterly Report Date	Description
Park Meeting	Yes	10/01/24		

Committee Name	Chair (Yes or No)	Meeting Date	Quarterly Report Date	Description

### Other

Type	Date	Description
Veterans plaque location meeting	10/04/24	
Hispanic heritage celebration	10/05/24	
Manor night at the park	10/25/24	

- Please submit any backup material for Tier 2 that supports your community involvement and attendance.

\* Quarterly Committee Reports Due October, January, April, July

## TIER 3

Tier	Meeting Criteria and Compensation Guidelines
III	Schedule/attend meetings Travis County Commissioner Precinct No. 1/County Judge, State Representatives, U.S. Congressman, Host two (2) Community Meetings, and Attend/Engage H.O.A. at least one (1) event
	*Participate/Speak at TML Annual Conference, Policy Summit, or other large TML event, and earn at least 8-16 TML credit hours

### State/County Meetings

Type of Meeting	Date	Description
State of the city address, Austin Chamber of Commerce	10/15/24	

### Community Meetings (minimum of 2)

Individual/Group	Date	Description
HOA:		
ESD:		
EMS:		
Other:		

### Other

Type	Date	Description

- Please submit any backup material for Tier 3 that supports your community involvement and attendance.

## TIER 4

Tier	Meeting Criteria and Compensation Guidelines
IV	TML Region - 10 Involvement, State Board Appointments, CAPCOG, CapMetro, TEDC, CAMPO, CTRMA, and Austin Health, etc. Memberships approved by City Council
	*Active attendance and participation and provide an update to City Council is a requirement

### Regional Meetings

Group Name	Date	Description
TML	10/09/24-10/11/24	

### Other

Type of Meeting	Date	Description

- Please submit any backup material for Tier 4 that supports your community involvement and attendance.



# Manor City Council

## Monthly Report

Name: Aaron Moreno Place/Position Place 5

Start Date: October 1, 2024 End Date: October 31, 2024

Tier	Meeting Criteria and Compensation Guidelines
I	Regular Scheduled City Council Meetings (1st & 3rd Wednesday), Special Called Council Meetings/Workshops, Public Finance Corporation (PFC), Tax Increment Reinvestment Zone (TIRZ), Public Improvement District (PID), and other authorized public meetings (joint meetings with MISD and other state and local government agencies)
II	Committee Meetings - Serve on at least two (2) committees, Chair at least one (1) committee, Host a minimum of 6 meetings per year, and provide meeting notes/reports to the City Council (Quarterly)
	*Request budget funding as necessary
III	Schedule/attend meetings Travis County Commissioner Precinct No. 1/County Judge, State Representatives, U.S. Congressman, Host two (2) Community Meetings, and Attend/Engage H.O.A. at least one (1) event
	*Participate/Speak at TML Annual Conference, Policy Summit, or other large TML event, and earn at least 8-16 TML credit hours
IV	TML Region - 10 Involvement, State Board Appointments, CAPCOG, CapMetro, TEDC, CAMPO, CTRMA, and Austin Health, etc. Memberships approved by City Council
	*Active attendance and participation and provide an update to City Council is a requirement

## TIER 1

Tier	Meeting Criteria and Compensation Guidelines
I	Regular Scheduled City Council Meetings (1st & 3rd Wednesday), Special Called Council Meetings/Workshops, Public Finance Corporation (PFC), Tax Increment Reinvestment Zone (TIRZ), Public Improvement District (PID), and other authorized public meetings (joint meetings with MISD and other state and local government agencies)

### City Council Meetings/Special Called Sessions/Workshops

Type of Meeting	Date	Description
Regular City Council Meeting	10/2/24	Attended the regular city council meeting.
Regular City Council Meeting	10/16/24	Attended the regular city council meeting.

### Other Meetings

Type of Meeting	Date	Description
PFC Meeting	10/16/24	Attended the Public Facility Corporation meeting.
City council workshop	10/19/24	Attended the city council workshop and went over policy and procedures.

### Other

Type	Date	Description

- Please submit any backup material for Tier 1 that supports your community involvement and attendance.

## TIER 2

Tier	Meeting Criteria and Compensation Guidelines
II	Committee Meetings - Serve on at least two (2) committees, Chair at least one (1) committee, Host a minimum of 6 meetings per year, and provide meeting notes/reports to the City Council (Quarterly)
	*Request budget funding as necessary

### Committee Meetings (minimum of 2 and Chair of 1)

Committee Name	Chair (Yes or No)	Meeting Date	*Quarterly Report Date	Description
Parks committee meeting	No	10/1/24		Met with the parks committee and went over the fee schedule.

Committee Name	Chair (Yes or No)	Meeting Date	Quarterly Report Date	Description

### Other

Type	Date	Description

- Please submit any backup material for Tier 2 that supports your community involvement and attendance.

\* Quarterly Committee Reports Due October, January, April, July

## TIER 3

Tier	Meeting Criteria and Compensation Guidelines
III	Schedule/attend meetings Travis County Commissioner Precinct No. 1/County Judge, State Representatives, U.S. Congressman, Host two (2) Community Meetings, and Attend/Engage H.O.A. at least one (1) event
	*Participate/Speak at TML Annual Conference, Policy Summit, or other large TML event, and earn at least 8-16 TML credit hours

### State/County Meetings

Type of Meeting	Date	Description
TML conference	10/8-10/11	Attended the annual Texas Municipal League conference in Houston.

### Community Meetings (minimum of 2)

Individual/ Group	Date	Description
HOA:		
ESD:		
EMS:		
Other:		

### Other

Type	Date	Description
HEB Groundbreaking	10/9/24	Attended the groundbreaking ceremony for the HEB
Manor Crossing Groundbreaking	10/17/24	Attended the groundbreaking ceremony for Manor Crossing development.

- Please submit any backup material for Tier 3 that supports your community involvement and attendance.



## TIER 4

Tier	Meeting Criteria and Compensation Guidelines
IV	TML Region - 10 Involvement, State Board Appointments, CAPCOG, CapMetro, TEDC, CAMPO, CTRMA, and Austin Health, etc. Memberships approved by City Council
	*Active attendance and participation and provide an update to City Council is a requirement

### Regional Meetings

Group Name	Date	Description

### Other

Type of Meeting	Date	Description

- Please submit any backup material for Tier 4 that supports your community involvement and attendance.

# Manor City Council

## Monthly Report

Name: Deja Hill Place/Position Place 6

Start Date: 10/1/2024 End Date: 10/31/24

Tier	Meeting Criteria and Compensation Guidelines
I	Regular Scheduled City Council Meetings (1st & 3rd Wednesday), Special Called Council Meetings/Workshops, Public Finance Corporation (PFC), Tax Increment Reinvestment Zone (TIRZ), Public Improvement District (PID), and other authorized public meetings (joint meetings with MISD and other state and local government agencies)
II	Committee Meetings - Serve on at least two (2) committees, Chair at least one (1) committee, Host a minimum of 4 meetings per year, and provide meeting notes/reports to the City Council (Quarterly)
	*Request budget funding as necessary
III	Schedule/attend meetings Travis County Commissioner Precinct No. 1/County Judge, State Representatives, U.S. Congressman, Host two (2) Community Meetings, and Attend/Engage H.O.A. at least one (1) event
	*Participate/Speak at TML Annual Conference, Policy Summit, or other large TML event, and earn at least 8-16 TML credit hours
IV	TML Region - 10 Involvement, State Board Appointments, CAPCOG, CapMetro, TEDC, CAMPO, CTRMA, and Austin Health, etc. Memberships approved by City Council
	*Active attendance and participation and provide an update to City Council is a requirement

## TIER 1

Tier	Meeting Criteria and Compensation Guidelines
I	Regular Scheduled City Council Meetings (1st & 3rd Wednesday), Special Called Council Meetings/Workshops, Public Finance Corporation (PFC), Tax Increment Reinvestment Zone (TIRZ), Public Improvement District (PID), and other authorized public meetings (joint meetings with MISD and other state and local government agencies)

### City Council Meetings/Special Called Sessions/Workshops

Type of Meeting	Date	Description
Regular Meeting	2 <sup>nd</sup> & 16 <sup>th</sup>	Regular council meetings,
Workshop	19 <sup>th</sup>	Policy and Procedures workshop
PFC Meeting	16 <sup>th</sup>	Public Facility Meeting about updates on the progress of the development

### Other Meetings

Type of Meeting	Date	Description
Developer Meeting	22 <sup>nd</sup>	Meeting with investors to discuss the land and development

### Other

Type	Date	Description
Groundbreaking	9 <sup>th</sup>	H-E-B groundbreaking ceremony
TML Conference	8 <sup>th</sup> – 11 <sup>th</sup>	TML conference for networking and training

- Please submit any backup material for Tier 1 that supports your community involvement and attendance.



## TIER 2

Tier	Meeting Criteria and Compensation Guidelines
II	Committee Meetings - Serve on at least two (2) committees, Chair at least one (1) committee, Host a minimum of 4 meetings per year, and provide meeting notes/reports to the City Council (Quarterly)
	*Request budget funding as necessary

### Committee Meetings (minimum of 2 and Chair of 1)

Committee Name	Chair (Yes or No)	Meeting Date	*Quarterly Report Date	Description
Tree Advisory Committee	No	28 <sup>th</sup>	n/a	Discussion of the upcoming Arbor Day Celebration, and Tree Designation

Committee Name	Chair (Yes or No)	Meeting Date	Quarterly Report Date	Description

### Other

Type	Date	Description

- Please submit any backup material for Tier 2 that supports your community involvement and attendance.

\* Quarterly Committee Reports Due October, January, April, July

## TIER 3

Tier	Meeting Criteria and Compensation Guidelines
III	Schedule/attend meetings Travis County Commissioner Precinct No. 1/County Judge, State Representatives, U.S. Congressman, Host two (2) Community Meetings, and Attend/Engage H.O.A. at least one (1) event
	*Participate/Speak at TML Annual Conference, Policy Summit, or other large TML event, and earn at least 8-16 TML credit hours

### State/County Meetings

Type of Meeting	Date	Description

### Community Meetings (minimum of 2)

Individual/ Group	Date	Description
HOA:		
ESD:		
EMS:		
Other:		

### Other

Type	Date	Description

- Please submit any backup material for Tier 3 that supports your community involvement and attendance.

## TIER 4

Tier	Meeting Criteria and Compensation Guidelines
IV	TML Region - 10 Involvement, State Board Appointments, CAPCOG, CapMetro, TEDC, CAMPO, CTRMA, and Austin Health, etc. Memberships approved by City Council
	*Active attendance and participation and provide an update to City Council is a requirement

### Regional Meetings

Group Name	Date	Description

### Other

Type of Meeting	Date	Description

- Please submit any backup material for Tier 4 that supports your community involvement and attendance.



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** November 20, 2024  
**PREPARED BY:** Scott Moore, City Manager  
**DEPARTMENT:** Administration

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on accepting the October 2024 Departmental Reports.

### BACKGROUND/SUMMARY:

- Finance – Belen Peña, Finance Director
- Police – Ryan Phipps, Chief of Police
- Travis County ESD No. 12 – Chris McKenzie, Interim Fire Chief
- Economic Development – Scott Jones, Economic Development Director
- Development Services – Michael Burrell, Interim Development Services Director
- Community Development – Yalondra Valderrama Santana, Heritage & Tourism Manager
- Municipal Court – Sofi Duran, Court Administrator
- Public Works – Matt Woodard, Director of Public Works
- Human Resources – Tracey Vasquez, HR Manager
- IT – Phil Green, IT Director
- Administration – Lluvia T. Almaraz, City Secretary

**LEGAL REVIEW:** Not Applicable

**FISCAL IMPACT:** Not Applicable

**PRESENTATION:** No

**ATTACHMENTS:** Yes

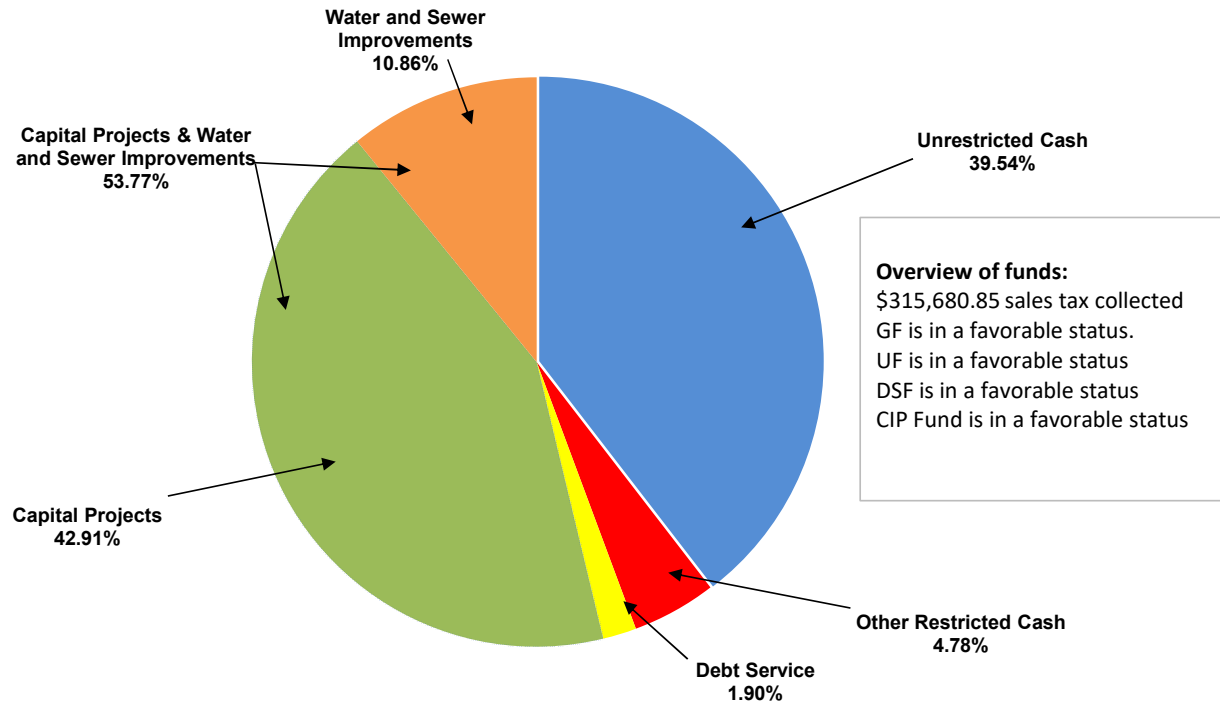
- October 2024 Department Monthly Reports

### STAFF RECOMMENDATION:

The city staff recommends that the City Council approve and accept the October 2024 Departmental Reports.

**CITY OF MANOR, TEXAS**  
**CASH AND INVESTMENTS**  
As Of October 2024

<b>CASH AND INVESTMENTS</b>	<b>GENERAL FUND</b>	<b>UTILITY FUND</b>	<b>DEBT SERVICE FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>CAPITAL PROJECTS FUND</b>	<b>TOTAL</b>
Unrestricted:						
Cash for operations	23,671,115	14,596,977				38,268,092
Restricted:						
Tourism				769,368		769,368
Court security and technology	76,845					76,845
Rose Hill PID				312,495		312,495
Manor Heights TIRZ				128,539		128,539
Lagos PID				1,702,340		1,702,340
Entrada Glen PID				24,123		24,123
Customer Deposits		939,022				939,022
Park	672,549					672,549
Debt service			1,841,261			1,841,261
Capital Projects					41,525,171	41,525,171
Water and sewer improvements				10,511,321		10,511,321
<b>TOTAL CASH AND INVESTMENTS</b>	<b>\$ 24,420,509</b>	<b>\$ 15,535,999</b>	<b>\$ 1,841,261</b>	<b>\$ 13,448,186</b>	<b>\$ 41,525,171</b>	<b>\$ 96,771,126</b>





# Manor Police Department

## Monthly Report October 2024



# Manor Police Department By The Numbers



**1926**

Number of calls for  
service

**62**

Average calls per day



**Total Training Hours**

**152**



**Mental Health Calls**

**10**



**Juvenile Detentions**

**13**

\* Includes academy training hours

## Interactions



13

Community Events

1

Hosted Events

12

External Events



0:04:01

Average response time



2.5

The average number of people  
an officer interacts with per  
call.

1.67

The average number of people  
an officer interacts with per  
stop.



4,815

The estimated number  
people officers interact  
with on calls alone.

1,608

The estimated number  
people officers interact  
with on stops alone.

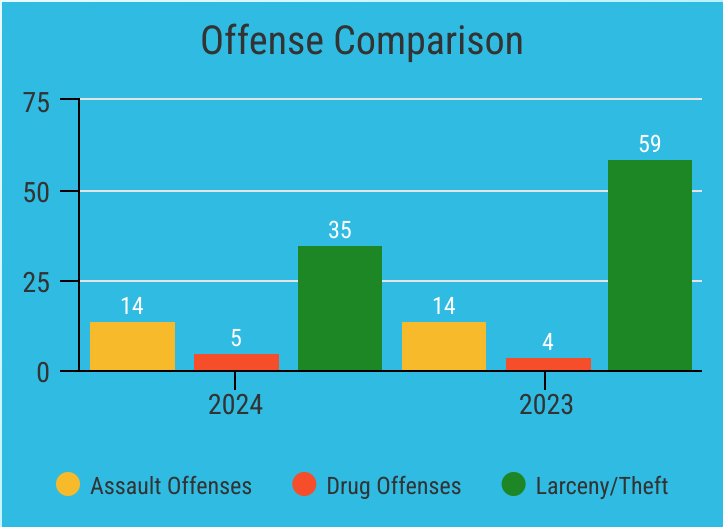
6,423

The estimated number  
people officers interact  
with total.



# Criminal Offenses

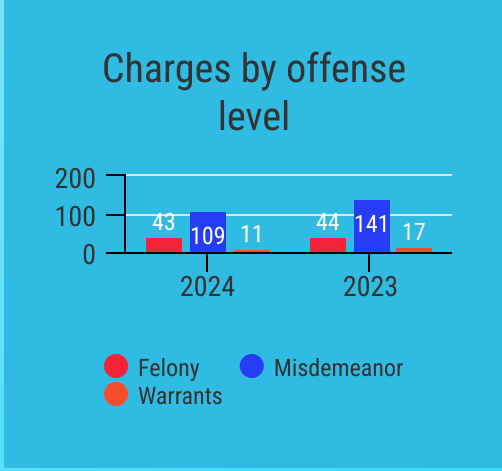
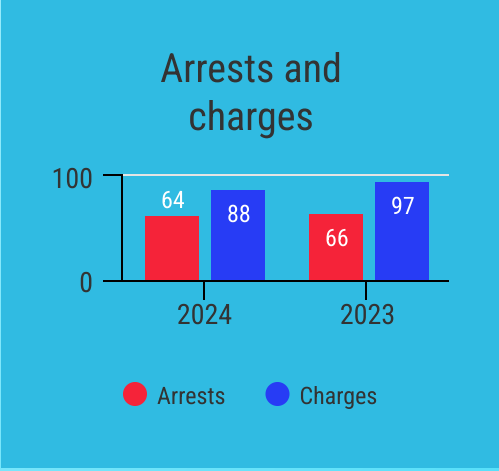
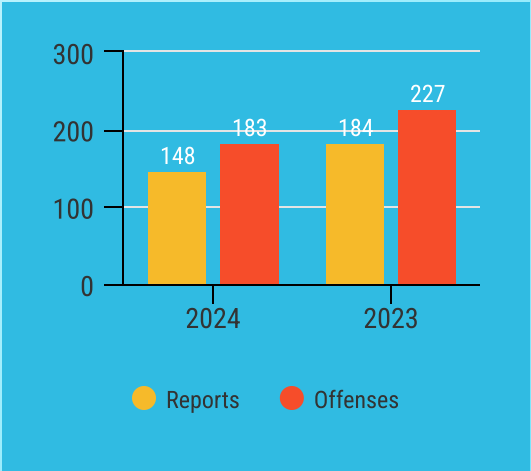
## National Incident Based Reporting System



Offense Group	2024	2023
Group A	98	137
Group B	85	90

Crime Type	2024	2023
Persons	18	22
Property	48	83
Fraud	4	3
Crimes against Children	3	1
Other	110	118

## Incident Reports, Total Offenses, and Arrests



\*Group A offenses are 22 offense categories, including but not limited to assaultive offenses, sex offenses, larceny, arson, and prostitution, where extensive data is collected.

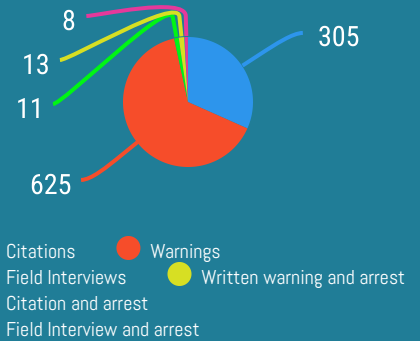
Group B offenses consist of 11 offense categories, including but not limited to bad checks, DWI, non-violent family offenses, and all other offenses, where only arrest data is collected.

# Traffic Enforcement Analysis



## 963

Total traffic stops  
conducted



## 22

Traffic stops resulting in a citation with an arrest, traffic stops resulting in a warning with an arrest, and field interviews that resulted in an arrest. 2.3% of all stops resulted in an arrest



## 39 searches out of 963 stops

Officers conducted a search of the vehicle based on consent, contraband in plain view, incident to arrest, inventory, or probable cause. 4.05% of all stops resulted in a search

**CONTRABAND**

## 7

Contraband, such as alcohol and drugs, was discovered as a result of the stop. 18% of searches produced contraband

## STEP - Selective Traffic Enforcement Program



0

**Total traffic stops  
conducted during STEP**

Texas has lost at least one person every day on Texas roads since Nov. 7, 2000. Officers concentrate traffic enforcement in selected areas where a high number of collisions occur. Enforcement activity targets specific violations to include speeding, seatbelts, intersection, distracted driving, DWIs, and CMV.



0

**Citations**

0

**Warnings**

0

**Arrests**

Enforcement activity is designed to reduce the number of collisions on Texas roadways by gain voluntary compliance to traffic safety laws.



0

**Total Hours  
Worked**



**\$0**

**TxDOT  
Reimbursement**

# Traffic Enforcement Analysis



**Crashes & DWI**

**Responded to  
81**

**0  
Involving Alcohol  
or Drugs**

**25  
DWI  
Arrests**

## DWI Arrests by the numbers\*

**LEADRS**  
Law Enforcement Advanced  
Data Reporting System

### Manor Police Department DWI Profile - October 2024

Sunday 9		Monday 1	Tuesday 3	Thursday 3	Friday 2	Saturday 7
<b>Total Cases</b> 25		<b>Reason for Contact</b>				
Average BAC: 0.153		Hispanic	19	Weaving/Fail to maintain single lane	11	12 AM 1
100% 		Black	4	911 call or Dispatched	7	1 AM 8
		White	2	Suspicious Vehicle/Welfare Concern	5	2 AM 1
				Driving on other than designated roadway	4	3 AM 3
				Almost striking object or vehicle	4	4 AM 1
				Failure to signal or signal inconsistent with acti..	3	7 AM 1
				Unnecessary acceleration or deceleration	2	5 PM 1
				Ran stop sign/light	2	6 PM 1
				Stopping problems (too far, too short, or to jer..	1	8 PM 1
				Speeding	1	9 PM 1
				Slow or failing to respond to officer's signals	1	10 PM 2
				Requested by other officer	1	11 PM 4
				Inappropriate or unusual behaviour (throwing ..	1	
				Following too closely	1	
				Expired Registration	1	
				Driving in opposing lanes or wrong way	1	
				Crash	1	
		<b>Suspected Impairment</b>				
Under 21 2		Alcohol Only	22			
21 to 29 4						
30 to 39 12		Alcohol and Drug	2			
40 to 49 5						
50 to 59 1		Drug Only	1			
Over 60 1						



# Travis County Emergency Services District No.12

## Office of the Fire Chief

11200 Gregg Lane. • PO Box 846

Manor, Texas 78653

O: 512-272-4502 • F: 512-428-5114

Item 2.

## Operational/Prevention Summary – October 2024

### Prevention Division Activities (ESD/CoM)

Builder   Developer Mtgs.....	2 (0/2)	Site Visits.....	75
Reviews.....	54 (32/22)	Initial Inspections .....	67 (42/25)
Under Review.....	31 (18/13)	Reinspection.....	5 (3/2)
Re-submittals.....	19 (12/7)	Residential Inspections.....	0 (0/0)
Approvals / Permits Issued.....	34 (21/13)	Investigation Responses.....	2 (1/1)
Awaiting Response from Applicant.....	12 (6/6)	Hydrant Inspections/Tests.....	4 (3/1)
Review Turn-Around (AVG last 30 days)	9 days		

---

Builder / Developer Meetings .....	2 ( 1/1 )
Building Permits & Tenant Finish Outs .....	15 ( 8/7 )
Plan Reviews – all .....	89 ( 44/45 )
Avg Review Time .....	8 days
Inspection Commercial .....	91
Home Inspections .....	0
Hydrant Inspections .....	2 ( 1/1 )
Investigations .....	8 ( 7/1 )

### Snapshot of Approved Buildings

2 Churches

3 Multi-Tenant Shells

Waffle House

Discount Tire

Storage Facility



# MEMO

To: Mayor and City Council Members

From: Scott Jones, Economic Development Director

Date: November 20, 2024

RE: **October 14 to November 11 Economic Development Department Activity**

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- Proposed Downtown TIRZ and Industrial TIRZ virtual meetings with their consultants, work on boundary maps, developing properties, exclusions and inclusions;
- Manor Crossing retail development groundbreaking ceremony;
- BuildBlock virtual meetings on their developments;
- Ryan, Inc. negotiation of Darden Restaurants Incentives Application/380 Agreement;
- Sponsored Boys & Girls Club American Constructors annual fundraiser;
- Multiple and lengthy Ginsel tract/Shenandoah Development Group virtual and in-person meetings/discussions/negotiations; Manor Town Square development Zoom preview; meeting with Texas Children's hospital for potential MTC facility; discuss P3 formation, process, legal hurdles and PM advisory for City of Manor with Hunt Companies;
- 2 meetings with downtown Manor owners re: future land use (Moein & Kunwar);
- Virtual meeting with Hunden Partners on E. Manor Dev. #1 Feasibility Study update;
- CivicPlus website design virtual meeting; discussions of demographic and property data plug-ins with vendors (GIS Webtech, ReSimplifi, etc.);
- TEDC Addison 3-day conference in Addison; The Darby Apartments ribbon cutting event;
- Manor Commons meeting with GBA discussing wastewater issues and resolution;
- Investor Group Meeting at City Hall in Council Chambers 10/29;
- Met Stephen Miller, State Farm Insurance agent, re: Rental Assistance Program application;
- Met Zena Campbell with Austin Boy's and Girl's Club re: Manor program expansion and future real estate/facility plans; Human Resources training sessions;
- Submitted Quarter Crossing building data to Opportunity Austin's Project Zeus Lightning for consideration 10/23;
- Discussed w/Davis Investments the extension of Chapter 380 Agreement on 109 Lexington due to construction delays and forwarded to legal to draft;
- Scheduled meeting with Jon Conant, Director of Texas Facilities Commission/CAP to discuss Public Private Partnership qualifying projects for Manor on 11/21;
- Attended 2 Regular Council Meetings, 1 City Council Workshop, 1 Manor PFC meeting; 2 City Staff Meetings.

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

**October 1-31, 2024**

Description	Projects	Valuation	Fees	Detail
<b>Commercial / Education</b>				
Certificate of Occupancy (C)	2	\$15,000.00	\$386.00	La Marea Resturant / Pinatas Y Dulceria
Demolition (C)	1	\$38,669.00	\$263.00	
Electrical (C)	4	\$50,600.00	\$1,483.00	
Irrigation (C)	5	\$65,064.06	\$10,814.50	
Mechanical-HVAC (C)	1	\$37,644.12	\$316.00	
New (C)	3	\$4,299,717.58	\$193,167.60	Chick-Fil-A / Chili's / Platinum 973 C-Store
Remodel/Repair (C)	1	\$15,000.00	\$313.00	Action Behavior Centers
Right of Way (C)	2	\$0.00	\$0.00	
Tenant Finish-Out (C)	2	\$261,001.00	\$3,758.80	Vape Xperts Smoke Shop / Upstream Rehabilitation
<b>Totals</b>	<b>21</b>	<b>\$4,782,695.76</b>	<b>\$210,501.90</b>	
<b>Residential</b>				
Deck/Patio (R)	1	\$6,000.00	\$288.00	
Electrical (R)	4	\$36,053.37	\$552.00	
Foundation Repair (R)	10	\$103,096.00	\$1,230.00	
Irrigation (R)	40	\$78,716.72	\$5,520.00	
Mechanical-HVAC (R)	2	\$22,630.00	\$276.00	
New (R)	36	\$11,996,971.35	\$317,756.25	
Plumbing (R)	5	\$8,190.00	\$690.00	
<b>Totals</b>	<b>98</b>	<b>\$12,251,657.44</b>	<b>\$326,312.25</b>	
<b>Grand Totals</b>	<b>119</b>	<b>\$17,034,353.20</b>	<b>\$536,814.15</b>	

Total Certificate of Occupancies Issued: 50  
 Total Inspections(Comm & Res): 1,490  
 Michael Burrell, Development Services Interim Director

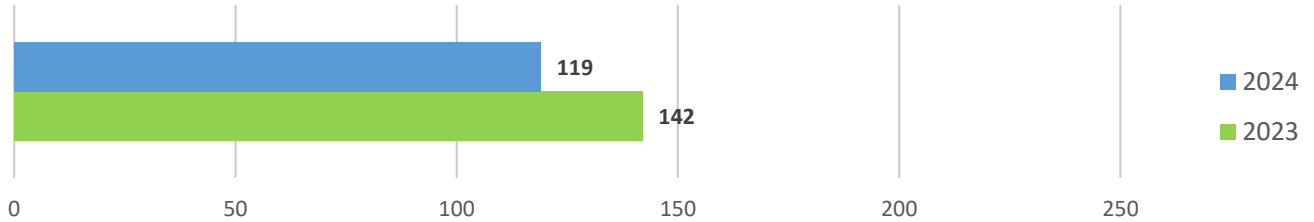




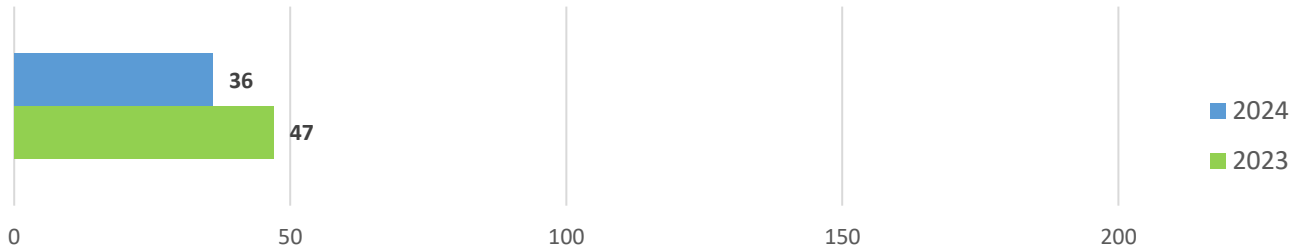
# October 2024

DEPARTMENT OF DEVELOPMENT SERVICES  
MICHAEL BURRELL, INTERIM DIRECTOR

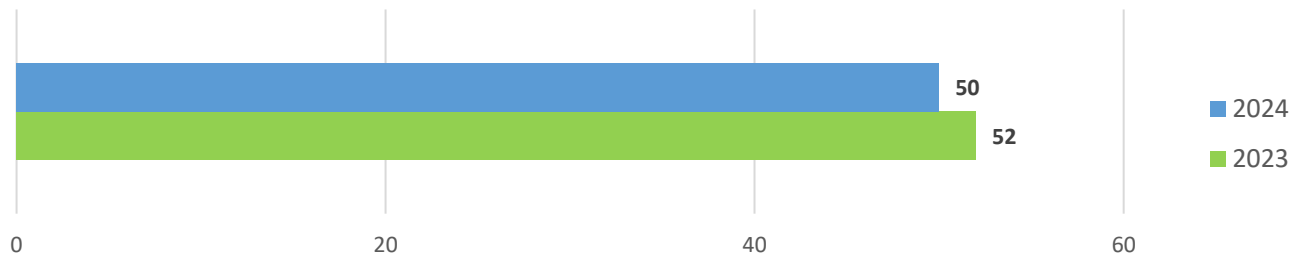
## ALL PERMITS ISSUED



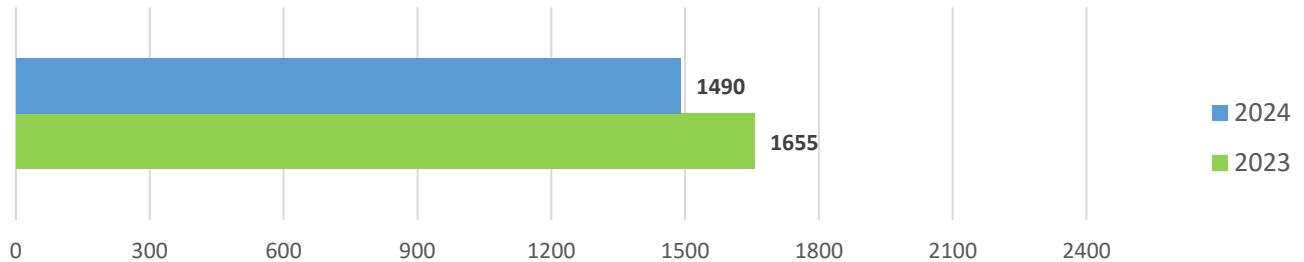
## RESIDENTIAL NEW PERMITS



## COs ISSUED



## INSPECTIONS



\*Charts displayed at different scales





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Purpose. Partnerships.**

# MEMO

To: Mayor and City Council Members  
From: Yalondra M. Valderrama Santana, Heritage & Tourism Manager  
Date: November 20, 2024  
RE: **Community Development Department October Report**

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## OCTOBER EVENTS

### **Hispanic Heritage Celebration – Coordinated Event**

Saturday, October 5, 2024 from 12 PM to 6 PM  
Timmermann Park, 12616 Skimmer Run, Manor, TX  
Estimated Number of attendees = 200  
*See Hispanic Heritage Celebration After Action Report for more details*

## COMMUNITY EVENTS

### **Manor Night at the Park**

POC: Officer Gloria Rock, Manor Police Department  
Friday, October 25<sup>th</sup>, from 6:00 PM to 10:00 PM  
Timmermann Park, 12616 Skimmer Run, Manor TX

## UPCOMING EVENTS

### **Christmas Tree Lighting**

Fri., December 6, 2024 from 7:00pm to 9:00pm  
Location: Jennie Lane Park, 102 E Rector St, Manor, TX  
*Description:* It is a community event where people gather to celebrate the holiday season. A countdown is announced, and when the lights are switched on, the tree brightens up, drawing cheers from the crowd. The event often includes hot cocoa, music, and a festive atmosphere, marking the start of the holiday celebrations.

### **Holiday in Manor**

Sat., December 7, 2024 from 12pm to 8pm  
Location: East Manor Development No. 1, 15317 Us Hwy 290 E. Manor TX  
*Description:* Holiday in the Park is a fun, family-friendly, free event presented by the City of Manor. There will be holiday games, crafts, food trucks, live music, vendors, ice skating, winter rides, photos with Santa & Mrs. Claus, and more



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## **COMMUNITY COLLABORATION**

- Virtual Central Texas Learning Festival Planning Meeting – October 16<sup>th</sup>
- Virtual Central Texas Learning Festival Promotion Meeting – October 17<sup>th</sup>
- Virtual Central Texas Learning Festival Promotion Meeting – October 22<sup>nd</sup>
- Community Collaboration Board Meeting – October 23<sup>rd</sup>

## **TRAINING, EDUCATION, SEMINARS, WORKSHOPS, WEBINARS, ETC.**

- 12<sup>th</sup> Annual TML Conference and Exhibition at Houston, TX – October 9<sup>th</sup> to 11<sup>th</sup>
  - October 9<sup>th</sup>
    - The Future Is Here: AI Application in Municipal Government
  - October 10<sup>th</sup>
    - Funding for Equity: Unlocking Philanthropic & Public Finance Opportunities for Small-to-Medium-Sized Cities
    - Sales Tax Tools: Analyzing Your City and Developing Your Strategy
    - AI and Community Engagement
    - Read the Room: Increase Your Influence by Speed Reading People
    - Small City Talks: Creative Ideas for Downtown Revitalization
    - AHMO Business Meeting
    - Cultivating Strong Towns: Strategies That Close Resource and Affordability Gaps
    - Small City Talks: Effective Ways to Engage Your
  - October 11<sup>th</sup>
    - When “It” Hits the Fan: Effective Communication for Critical Times
    - Leadership Lesson from Mission Control
- Human Resources Training Sessions – October 16<sup>th</sup>
  - Civility in the Workplace
  - Harassment Prevention
- Texas Downtown Annual Conference at Abilene, TX – October 28<sup>th</sup> to 30<sup>th</sup>
  - October 28<sup>th</sup>
    - Roadmap to a Successful Downtown Redevelopment Strategy: The Downtown Abilene Story
    - Downtown 101 & Roadmaps – Creating an implementable framework for revitalization
  - October 29<sup>th</sup>
    - Pink Goldfish - Defy Normal and Exploit Imperfection by Keynote Speaker David Rendall
    - Keynote Speaker Workshop: Pink Goldfish Tank



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- Learning Labs: The Best of Downtown Abilene's SoDA District Bus/Walking Tour
- President's Awards Gala
- October 30<sup>th</sup>
  - 2024 Texas Downtown Annual Members Meeting
  - Your Downtown Master Plan: Prep, Creation, and Implementation
  - Preserving Heritage, Chilling Streets and Creating Vibes: Enhancing Downtown Denton
  - Building a Visitor Experience with Trails
  - Hometown Revival through Murals by Keynote Speaker Calina Mishay

## TOURISM INITIATIVES

- Participation in the Formula 1 Grand Prix 2024 Texas Tourism Experience at the Circuit of Americas (COTA) – October 18<sup>th</sup> to 20<sup>th</sup>
  - Estimated Attendance = Over 500,000 people from all over the world

## COUNCIL & COMMITTEE MEETINGS

- Park Committee Meeting – October 1<sup>st</sup>
- City Council Meeting – October 2<sup>nd</sup>
- City Council Meeting – October 16<sup>th</sup>

## OTHER MEETINGS

- Staff weekly meetings
- City Website Content Process Meeting with Allison Hill from CivicPlus – October 1<sup>st</sup>
- Consultation with Maria Vasquez from SiCoustics – October 2<sup>nd</sup>
- Camino Product Demo with Clariti Software – October 2<sup>nd</sup>
- Event team meeting for Hispanic Heritage Celebration – October 2<sup>nd</sup>
- Planning meeting for Mayor's Ball – October 2<sup>nd</sup>
- Jennie Lane Park Veteran's Plaque Location Meeting - October 4<sup>th</sup>
- GovWell Demo follow-up for Development Services – October 7<sup>th</sup>
- HEB Groundbreaking Ceremony – October 9<sup>th</sup>
- Follow-Up with Maria Vasquez from SiCoustics – October 15<sup>th</sup>
- Meeting with Micheal Burrell, Development Services Inter-Director regarding Online Platforms – October 15<sup>th</sup>
- Manor Crossing Groundbreaking Ceremony – October 17<sup>th</sup>
- Event team meeting for the Holiday Decorations – October 21<sup>st</sup>
- Planning meeting for Mayor's Ball – October 22<sup>nd</sup>
- Planning meeting for Veterans Day Ceremony with Mr. Samaripa – October 22<sup>nd</sup>



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# MEMO

Item 2.

- City Website Design Concept Reveal Meeting with Allison Hill from CivicPlus - October 23<sup>rd</sup>
- Marketing Plan Meeting with Shelly Freitag from Townsquare Media – October 23<sup>rd</sup>
- Partnership Meeting regarding city events with Robert Atterberry from BOFA – October 23<sup>rd</sup>
- Planning meeting for Mayor’s Ball – October 25<sup>th</sup>

## **MANOR YOUTH ADVISORY COMMISSION (MYAC) – COMMUNITY PROGRAMS AND ENGAGEMENT**

- Educational & Recruitment Initiative
  - Visit the Student Leadership Team from Manor New Tech Middle School  
October 25<sup>th</sup> from 8 AM to 9:30 AM
  - Continues push of the marketing recruitment campaign
- Upcoming Meetings, Events, Workshops, Training, & Initiatives
  - Commissioners’ Orientation – Morning Session  
December 3<sup>rd</sup> from 8:00 AM to 9:30 AM  
Manor New Tech Middle School,  
12116 Joyce Turner Dr, Manor, TX 78653
  - Commissioners’ Orientation – Afternoon Session  
December 3<sup>rd</sup> from 5:30 PM to 6:30 PM  
Manor City Council Chambers  
105 E Eggleston St, Manor, TX 78653
  - Commissioners’ Interview 1  
December 9<sup>th</sup> from 5:30 PM to 7:30 PM  
Manor City Hall  
105 E Eggleston St, Manor, TX 78653
  - Commissioner Interview 2  
December 11<sup>th</sup> from 5:30 PM to 7:30 PM  
Manor City Hall  
105 E Eggleston St, Manor, TX 78653
  - Members = 10
    - 8<sup>th</sup> – 7
    - 9<sup>th</sup> – 0
    - 10<sup>th</sup> – 3
    - 11<sup>th</sup> – 0
    - 12<sup>th</sup> – 0

## **MANOR BIZ 101**

- October Report



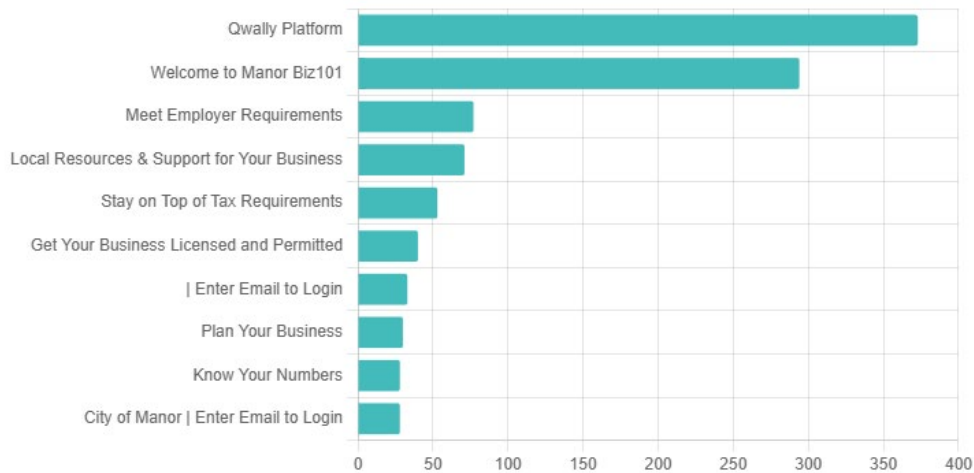
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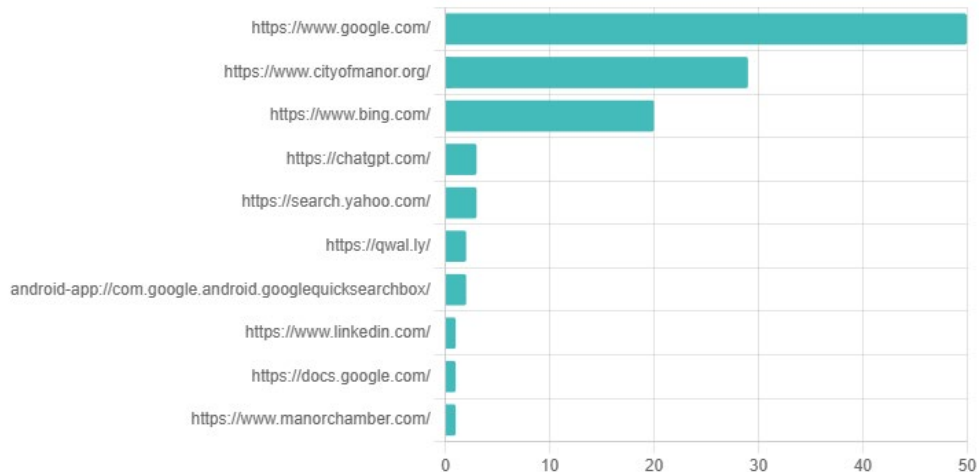
Item 2.

- Page Traffic = 272
- Applications Received = 0
- Staff Action = 0

## Top Pages Viewed



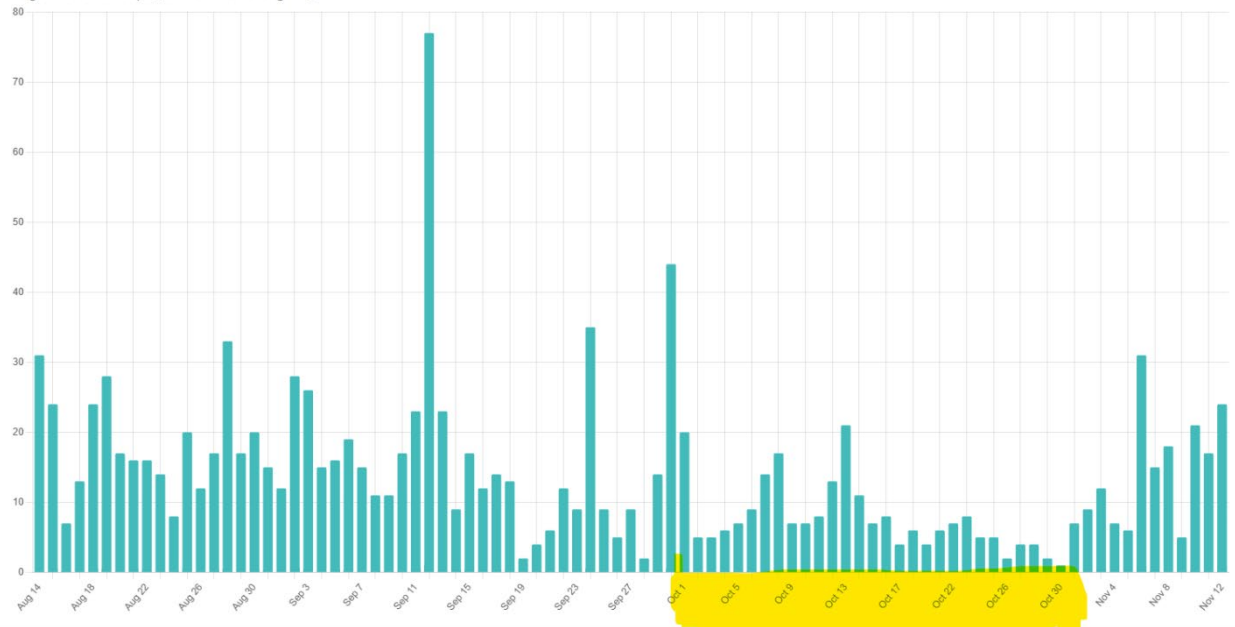
## Top Referral Sources





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Page Views for <https://biz101.manortx.gov>



## OTHER

- Weekly city social media maintenance
- Create marketing materials for social media posts for the city
- Weekly content scheduling for:
  - ManorApp (GoGov)
  - Nextdoor
  - Facebook
  - Instagram
  - All Events websites
- Processing and management of Manor Biz101 Platform
- Promote the FY 24-25 City Events Schedule
- Weekly city website updates
- Managing and updating all city's community engagement platforms
- Create content for the city's multiple public engagement platforms
- Work with Development Services to review the permit software and other online platforms in updating and building content
- Coordinate, plan, and organize the following upcoming events:
  - Veterans Day – November 11<sup>th</sup>
  - Fall Movie Night Out – November 15<sup>th</sup>
  - Texas Arbor Day – November 16<sup>th</sup>

# MEMO



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# MEMO

Item 2.

- Holiday in Manor – December 7<sup>th</sup>
  - Mayor's Ball – December 12<sup>th</sup>
  - Martin Luther King Jr. Ceremony – January 20<sup>th</sup>
  - Spring Movie Night Out – March 14<sup>th</sup> & April 4<sup>th</sup>
  - Easter Egg-Heli-Drop – April 19<sup>th</sup>
  - 5<sup>th</sup> Annual ManorPalooza – May 2<sup>nd</sup> & 3<sup>rd</sup>
- Work with CivicPlus on creating and delivering the new City Website.
  - Submitted the 2<sup>nd</sup> deliveries for the website build
- Daily duties as the Heritage & Tourism Manager





## Hispanic Heritage Celebration

Thursday, July 4, 2024 from 4:00pm to 10:00pm  
Timmermann Park, 12616 Skimmer Run, Manor TX 78653

**HISPANIC HERITAGE**

*Celebration*

**Market | Live Music**  
**Games | Food Truck**  
**Cultural Performance**

**Sat., Oct. 5th | 12 PM – 6 PM**  
**Timmermann Park,**  
**12616 Skimmer Run**

**MANOR**  
EST. TEXAS 1872

Yalondra Valderrama Santana,  
*Heritage & Tourism Manager*



## I. Overview

- *Description:* Hispanic Heritage Month, observed from September 15 to October 15, is a time to celebrate the diverse traditions, histories, and contributions of Hispanic Americans. Rooted in the cultural richness of Spain and 19 Latin American countries and territories: Mexico, Guatemala, Honduras, El Salvador, Nicaragua, Costa Rica, Panama, Colombia, Venezuela, Ecuador, Peru, Bolivia, Paraguay, Chile, Argentina, Uruguay, Cuba, Puerto Rico, and the Dominican Republic. Manor is recognizing Hispanic Americans' contributions and influence on the history, culture, and achievements of the United States. This event celebrates the culture, history, and contributions of Hispanic Americans with food vendors, live music, cultural performances, and a market.
- *Target Audience:* Families in the Manor Community & surrounding areas
- *Estimated Expected Attendees:* 150-200

## II. Timeline & Program

Day	Time	Details	Areas	POC
4-Oct		Drop off Portable Restrooms		AJ
	2:00pm-5:00pm	Drop off tent chairs and tables	Cooling Tent	AJ
5-Oct	7:00am-11:30am	Staff Arrival & Set-Up		Yalondra
	8:00am - 11:30am	Stage, barricades, tents, etc.		
		City Tent & Area	City	Tracey
	10:00am-11:30am	Food Truck Vendor arrival	FT Area	Yalondra
		Market Vendor arrival	Market Area	
	10:30am-11:00am	DP Arrival	PD	PD
	11:30am	FD Arrival	FD	FD
	11:30am-11:45am	Walkthrough		
	12:00pm-12:30pm	Welcoming & Introductions by <b>Mayor Dr. Chris Harvey</b>	Stage	Yalondra
		Invocation by		
		National Anthems		
		Hispanic Heritage Proclamation by Mayor Dr. Chris Harvey		
	12:30pm-1:15pm	Ballet Folklórico de Austin	Stage	Yalondra
	1:20pm-2:20pm	Panama Cultural Expressions		
	2:30pm-3:15pm	Mariachi Amor		
	3:20pm-3:50pm	Encanto Kids Show		
	4:00pm-5:00pm	Grupo Folklorico Estrellas de Panamá		
	5:00pm-6:00pm	Pleneros Tamo'Aki		
	6:00pm-8:00pm	Teardown	All	All

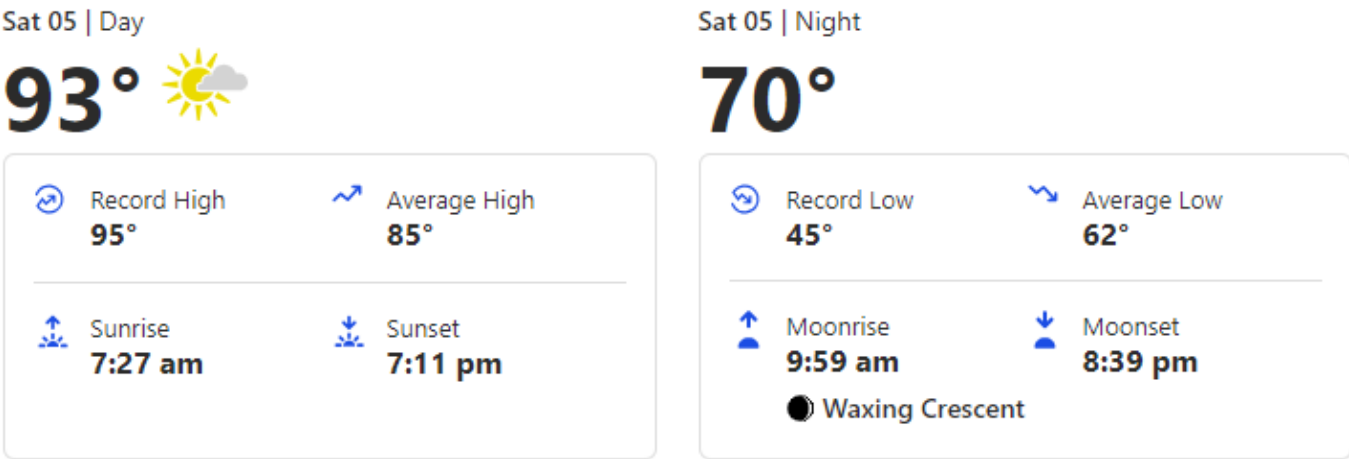
## III. Planning

Planning Areas	Tasks	Done/Confirm By	POC	Details		
Hall Display Sept. 15-Oct. 15.	Hispanic Heritage Artwork Display	9/6/2024	Yalondra	Contacted Manor ISD on 8.6.2024		
	Proclamation	9/2/2024	Lluvia	Review and send to Lluvia on 8.22.2024 <b>DONE</b>		
	Flag/Banner		Yalondra	Ordered on 8.7.2024 Arrived <b>DONE</b>		
	Table Decorations			<b>DONE</b>		
	Frames, axels, etc. to display					
Marketing	SD Flier	8/23/2024	Yalondra	<b>DONE</b> on 8.12.2024		
	Detail Flier	9/6/2024		<b>DONE</b> on 8.12.2024		
	Social Media	8/23/2024		<b>DONE</b> on 8.12.2024		
	Post on Event Websites	9/6/2024		<b>DONE</b> Posted on the following websites on 8.19.2024: <a href="https://www.austintexas.org/events/submit-event/">https://www.austintexas.org/events/submit-event/</a>  <a href="https://austinet.com/austin-events-submission">https://austinet.com/austin-events-submission</a>  <a href="https://austin.culturemap.com/events/submit-new-event/">https://austin.culturemap.com/events/submit-new-event/</a>  <a href="https://365thingsaustin.com/events/community/add">https://365thingsaustin.com/events/community/add</a>  <a href="https://austin.com/community_events">https://austin.com/community_events</a>		
	Printed Marketing	9/23/2024		<b>DONE</b> on 8.12.2024		
	Newspaper - Manor Journal			<b>DONE</b>		
	VIP Invitations	9/6/2024		<b>DONE</b> on 8.6.2024		
	Photographer & Videographer			<b>DONE</b> on 8.12.2024		
	Attractions	Face Painting		9/20/2024	Yalondra	<b>CONFIRMED</b> with Zirenart = \$625
		PD Game Trailer			Gloria	N/A
Photo Booth		Yalondra	<b>CONFIRMED</b> with Capture Charms Photo Booth = \$500			

Entertainment	DJ/Sound System	9/13/2024	Yalondra	<b>CONFIRMED</b> with Lance Stacy = \$1,400
	Cultural Performances			<b>CONFIRMED</b>
	Manor ISD Groups			Contacted Manor ISD on 8.6.2024
Vendors	Market Vendors (Non-Food Vendors)	9/20/2024	Yalondra	<b>DONE</b> Send e-mail and announcement. Deadline is 9.20.2024
	Food Vendors			
	Event Detail E-mail	10/1/2024		<b>DONE</b> Sent on 10.2.2024
Sponsorships	Find Sponsors	9/6/2024	Yalondra	See sponsorship spreadsheet
Safety Plan	First Aid Station	9/20/2024	FD	<b>DONE</b>
	Lost Child			<b>DONE</b>
	Traffic Control		PD	EAP received on 10.2.2024 <b>DONE</b>
	Security			
Layout	Full Event Map	9/20/2024	Yalondra	Draft
	Vendor Map	9/25/2024		Draft
Miscellaneous	Port-A-Potties	9/9/2024	Lance	<b>CONFIRMED</b> with King's Portable Thrones = \$1,225.30
	Light Towers			N/A
	Trash Cans			<b>DONE</b>
	Wind Banner			Ordered_9.5.2024 <b>DONE</b>
	Generator			<b>DONE</b>
	Water for Public			<b>DONE</b>
	Fans			<b>CONFIRMED</b> with Tim from Bluebonnet which is going to donate the fans_8.27.2024
	Performance Tent			<b>DONE</b> Order the walls for the 2 10x10 tents_9.4.2024
	Staff Area/Cooling Tent			<b>CONFIRMED</b> with Noble Party Rental = \$2328.24
	Event Signs	9/16/2024	Yalondra	Ordered on 8.22.2024 <b>RECEIVED</b>

				Item 2.
	Event Timeline & Program	9/23/2024		<b>DONE</b> on 9.23.2024
	Flag/Banner	9/2/2024		Ordered on 8.22.2024 <b>RECEIVED</b>
	Staff Area	9/23/2024		<b>DONE</b>
	Staff T-Shirts	9/23/2024	Tracey	Ordered and received <b>DONE</b>
	Swags/Giveaways			<b>DONE</b>
	City Info. Tent			Need to buy snacks <b>DONE</b>

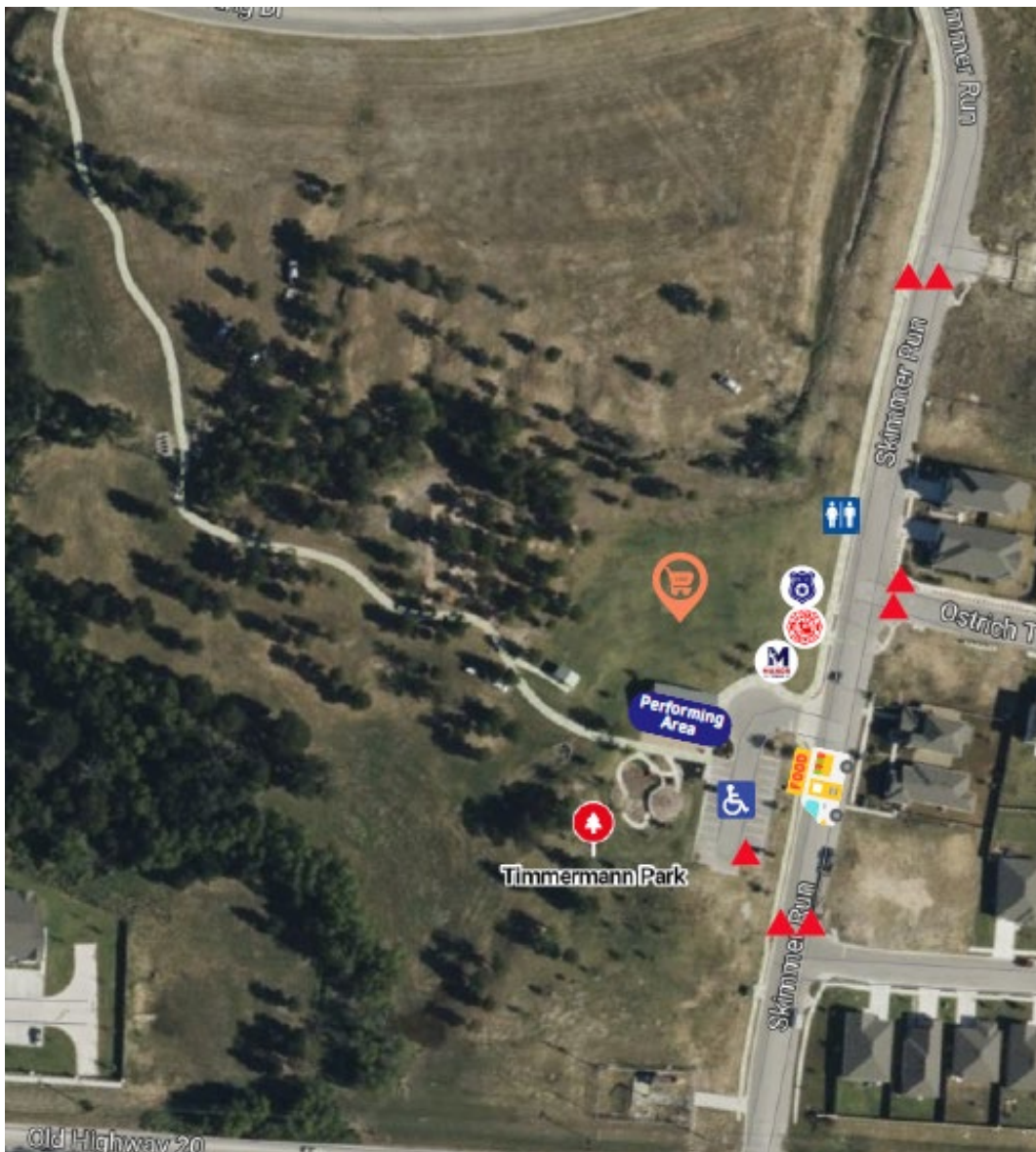
- IV. Marketing
 
  - Flyers
  - Social Media
  - Ad in the Manor Journal
  - Austin/Manor Area Event Websites
  - City Website
  - City Community Engagement Platforms: ManorApp & Nextdoor
- V. Event Data
 
  - Attendees Report:
    - Total Estimated Attendees = ~200
  - Weather:
    - Temperature: 93/70
    - Sunny and hot



- VI. Staff
 
  - Number of Staff
    - Street/Parks = 6
    - City Hall = 2

- Police Department = 3
  - In-Duty = 3
- Fire Department = 6
- Community Development Departments = 1
- Staff Duties
  - Vendor
  - Trash
  - Water & Ice Refills
  - City Tent
  - Set-Up & Teardown
  - First Aide Area
  - Safety
- Staff T-Shirts = 11

## VII. Map & Layout



## VIII. Kids Zone Area

- Face Painting
  - Lisa's Face Painting = 3 Artists
- Photo Booth

## IX. Market & Food Truck Area

- Total Vendors = 31
  - Food Vendors = 4
  - Food Trucks = 4
  - Art & Crafts = 14
  - Specialty = 0
  - Commercial/Businesses = 6
  - Non-Profit = 3

0000	Business	Vendor Type
1	El Bandido Suelto LLC	Food Truck VIN: 5JW0E1423PF044272
2	Sno Ball Dude LLC	Food Truck VIN: 1FDXE40S2XHA11131
3	Mari's Ballon Bar LLC	Food - Carnival Food
4	Ana Treveno	Art & Crafts
5	Eightana Designs	Art & Crafts
6	Artesanias Mexicanas	Art & Crafts
7	myDental	Commercial/Business
8	Faith's Boutique	Commercial/Business
9	HOTWORX	Commercial/Business
10	N'Less Body Care	Art & Crafts
11	Sara's Angels Boutique	Art & Crafts
12	Artesania & Productos Mexicanos "Maria"	Art & Crafts
13	Lil Monkey's Banana Breads & More	Food - Cottage Food
14	Dolce Candy Austin	Food - Cottage Food
15	Zirenart	Art & Crafts
16	Iglesia Christiana Viento y Fuego	Non-Profit/Community Group
17	HUMANA	Commercial/Business
18	That South Fried Bird	Food Truck VIN: 5WKBE182MX1072632
19	I Juan Tacos	Food Truck VIN: 4UZAADU8FCGR5837
20	Linda's Desserts	Food - Cottage Food
21	KT's Boutique	Commercial/Business
22	Mama C's Crafty Creations	Art & Crafts
23	Manor Kids Dental	Commercial/Business
24	Claire Balli	Art & Crafts
25	Stitched Customs	Art & Crafts
26	Diana Accesorios	Art & Crafts
27	Beaded Bendit's Charm Bracelets	Art & Crafts
28	Jazmin's Little Creations	Art & Crafts
29	Manor ISD	Non-Profit/Community Group
30	GETs Prop Shop & More	Art & Crafts
31	KIPP Texas Public	Non-Profit/Community Group

- Total Attended = 23
  - El Bandido Suelto LLC
  - Sno Ball Dude LLC
  - Mari's Ballon Bar LLC

- Eightana Designs
- Artesanias Mexicanas
- myDental
- HOTWORX
- Sara's Angels Boutique
- Artesania & Productos Mexicanos "Maria"
- Zirenart
- Iglesia Christiana Viento y Fuego
- That South Fried Bird
- I Juan Tacos
- Linda's Desserts
- Manor Kids Dental
- Claire Balli
- Stitched Customs
- Diana Accesorios
- Beaded Bendit's Charm Bracelets
- Jazmin's Little Creations
- Manor ISD
- GETs Prop Shop & More
- KIPP Texas Public
- Cancelled/Excused Vendors = 6
  - Ana Treveno
  - N'Less Body Care
  - Lil Monkey's Banana Breads & More
  - Dolce Candy Austin
  - KT's Boutique
  - Mama C's Crafty Creations
- No Show/No Call Vendors = 2
  - Faith's Boutique
  - HUMANA

## X. Entertainment

- Cultural Performances
- Live Music
- Encanto Show and Meet & Greet

## XI. Contracted Vendors

Business	POC	Services
Lance Stacy Pro Sound	Lance Stacy	Sound Equipment/DJ/Music
Zirenart	Evenlyn Reategui-Zirena	Face Painting
Noble Party Rental		Tent, chairs, & tables
King's Portable Thrones		Portable Restroom
Bluebonnet	Tim	Fans
Adam Grumbo Films	Adam Grumbo	Photo/Videographer
Capture Charms Photo Booth	Mandi Lavan	Photo Booth
Lone Star Character Entertainment	Lucinda	Hispanic Characters for kids show
Panama Cultural Expressions	Yira Barron	Panama Cultural Dance Group
Mariachi Amor	Alex Ramirez	Mariachi Band
Ballet Folklórico de Austin	Edgar Yopez & Fernando Baez	Mexican Ballet Folklorico
Pleneros Tamo'Aki		PR Plena
Grupo Folklórico Estrellas de Panamá	Prudencia Lozano	Panama Cultural Dance Group



**XII. Financials**

Item 2.

Account#	Vendor	Item	Price	Quantity	Total	Payment Method	Confirmed
10-5811-51-51010	Adam Grumbo	Photos & Videos	\$2,800.00	1	\$2,800.00	CC	Yes
10-5811-51-51010	Manor Journal	Ad pg	\$165.00	1	\$165.00	Check	Yes
10-5811-51-51043	Amazon	Decorations - Flags	\$12.95	2	\$25.90	CC	Yes
10-5811-51-51043	Amazon	Decorations - Banner	\$9.99	1	\$9.99	CC	Yes
10-5811-51-51043	Amazon	Decorations - Fence Banner	\$7.99	1	\$7.99	CC	Yes
10-5811-51-51043	Amazon	Decorations - Table Runner	\$12.99	4	\$51.96	CC	Yes
10-5811-51-51043	Amazon	Decorations - Desk Flags	\$21.99	1	\$21.99	CC	Yes
10-5811-51-51043	Amazon	Decorations - Buttons	\$11.99	2	\$23.98	CC	Yes
10-5811-51-51043	Amazon	Decorations - Stickers Pack	\$7.99	1	\$7.99	CC	Yes
10-5811-51-51043	King's Portable Thrones	Port-a-Poties	\$1,225.30	1	\$1,225.30	Check	Yes
10-5811-51-51043	Zirenart	Face Painting - 1 Painter	\$625.00	1	\$625.00	Check	Yes
10-5811-51-51043	Lance Stacy	DJ,PA, Sound Equipment	\$1,400.00	1	\$1,400.00	Check	Yes
10-5811-51-51043	Noble Party Rental	30'x30' Tent with tables & chairs	\$2,328.24	1	\$2,328.24	Check	Yes
10-5811-51-51043	Mariachi Amor	Mariachi Band - 45 min	\$425.00	1	\$425.00	Check	Yes
10-5811-51-51043	Esquina Congo Production	Panama Cultural Expressions	\$400.00	1	\$400.00	Check	Yes
10-5811-51-51043	Capture Charms Photo Booth	Photo Booth	\$500.00	1	\$500.00	CC	Yes
10-5811-51-51043	Lone Star Character Entertainment	Characters - Kids show	\$650.00	1	\$650.00	CC	Yes
10-5811-51-51043	Grupo Folklórico Estrellas de Panamá	Panama Cultural Dance Group	\$450.00	1	\$450.00	Check	Yes
10-5811-51-51043	Ballet Folklórico de Austin	Mexican Ballet Folklórico	\$2,000.00	1	\$2,000.00	Check	Yes
10-5811-51-51043	Amazon	Tent Walls	\$69.97	2	\$139.94	CC	Yes



10-5811-51-51043	Ideal Signs	Stage Banner	\$1,344.00	1	\$1,344.00	Check	Item 2. Yes
10-5811-51-51043	Ideal Signs	Pole Banners	\$120.00	10	\$1,200.00	Check	Yes
10-5811-51-51043	Ideal Signs	Banner	\$75.00	1	\$75.00	Check	Yes
10-5811-51-51043	Baby J's Custom Tees	T-Shirts = 181 (Staff=11; Giveaway=170)	\$1,143.50	1	\$1,143.50	CC	Yes
10-5811-51-51043	Pleneros Tamo'Aki	PR Plena group	\$625.00	1	\$625.00	Check	Yes
10-5811-51-51480	I Juan Tacos	Staff Food	\$37.00	1	\$37.00	CC	Yes
10-5811-51-51480	That Southern Fried Bird	Staff Food	\$302.00	1	\$302.00	CC	Yes
10-5811-51-51480	Sno Ball Dude LLC	Staff Food	\$47.00	1	\$47.00	CC	Yes
10-5811-51-51480	El Bandido	Staff Food	\$89.85	1	\$89.85	CC	Yes
10-5811-51-51480	Casa Garcias	Staff Food	\$70.08	1	\$70.08	CC	Yes
			\$0.00				
			\$16,977.83	45	\$18,191.71		

### Sponsorship

Vendors	Donation/Sponsor Level	Total
Bluebonnet	In-Kind - Fans and Waters	\$1,000.00

	\$1,000.00
--	------------

### Revenue

Revenue Source	Total
Market Vendors	\$475.00
Food Truck Vendors	\$200.00
	\$675.00

### Summary

Expense	\$18,191.71
Sponsorshop	\$1,000.00
Revenue	\$675.00
Total	-\$16,516.71

**XIII. Sponsorship**

- Bluebonnet: donated fans and waters

**XIV. What went well?**

- Planning process and timeline worked.
- Kids' zone area was well-managed and organized.
- Vendor area setup was well-managed and ran smoothly throughout the event.
- The pavilion was a great location for cultural performances and live music.
- Groups performing did a great job
- Teardown went smoothly and everyone did a great job in their area
- Face painting was very popular
- Encanto show was a success. All kids had a lot of fun
- Program works perfectly with the event and timeline
- Marketing was successful and managed to reach over 60.5K people per week.
- All staff and contracted vendors were on time
- Food Truck area was organized and well-managed.
- Travis County ESD and Police Department area ran smoothly and with minimal incidents.
- Entertainment program was on time at all times and was well
- Bottles of water for attendees were distributed accordingly and in a timely manner.
- Social Media campaign was successful, and the followers were very interactive.
- Number of staff that worked the event work perfectly

**XV. What can be improved?**

Areas to Improve	Recommendations
Kids Zone	<ul style="list-style-type: none"> <li>• More kids activities such as gaming trailer, bouncy houses, games, etc.</li> </ul>
Event Time	<ul style="list-style-type: none"> <li>• It was too hot, and by 4 PM, attendees were leaving, and we had few expectations for the last performing group.</li> <li>• Change time to early later in the day</li> </ul>

**XVI. Recommendations for Next Year:**

- Use the same event timeline
  - Change the event starting and ending time to later in the day
- Kids Zone:
  - Arts & Crafts
  - More bouncy houses
  - Mobile Arcade
  - Add free teenager activities and attractions
- Entertainment:
  - Keep cultural performances
  - Keep kids show
- Attraction Ideas:

- Adult games
  - Competition
- Food/Market Vendors
  - Alcohol Vendors
- Giveaways
  - More t-shirts
  - Add giveaways such as sunglasses, kids toys, etc.
  - Get adult-friendly giveaways
- Use the same layout
- Use the same or similar marketing strategies
- Use the same stage area and set-up

**XVII.** Next Year Event:

**Hispanic Heritage Celebration 2025**

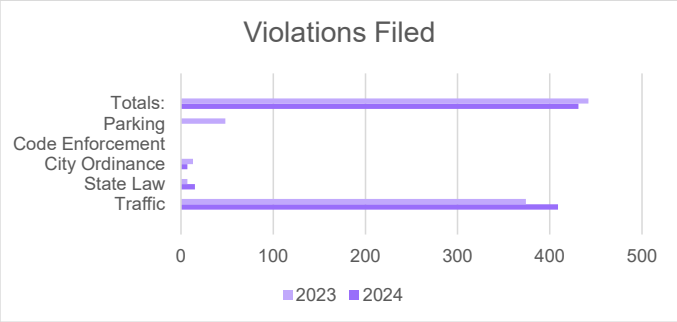
Saturday, October 4, 2025 from TBD

Timmermann Park, 12616 Skimmer Run, Manor TX 78653

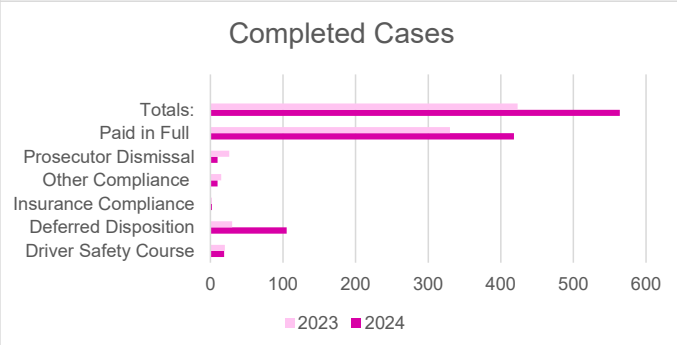


## OCTOBER 2024 Court Report

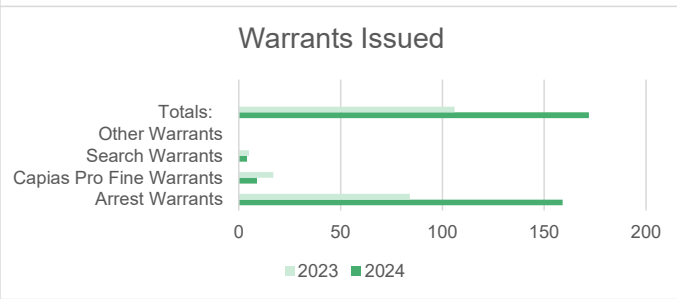
Violations Filed	2024	2023
Traffic	409	374
State Law	15	7
City Ordinance	7	13
Code Enforcement	0	0
Parking	0	48
Totals:	431	442



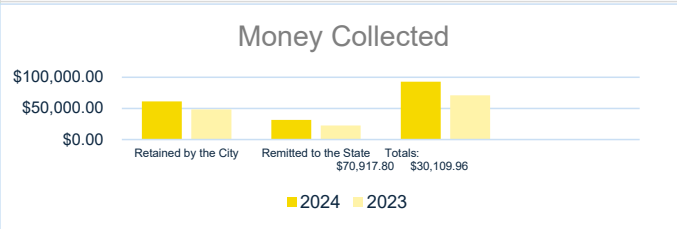
Completed Cases	2024	2023
Driver Safety Course	19	20
Deferred Disposition	105	30
Insurance Compliance	2	2
Other Compliance	10	15
Prosecutor Dismissal	10	26
Paid in Full	418	330
Totals:	564	423



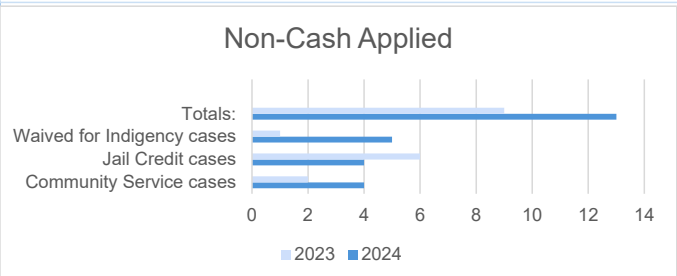
Warrants Issued	2024	2023
Arrest Warrants	159	84
Capias Pro Fine Warrants	9	17
Search Warrants	4	5
Other Warrants	0	0
Totals:	172	106



Money Collected	2024	2023
Retained by the City	\$61,227.66	\$48,176.99
Remitted to the State	\$31,710.84	\$22,740.81
Totals:	\$92,938.50	\$70,917.80



Non-Cash Applied	2024	2023
Community Service cases	4	2
Jail Credit cases	4	6
Waived for Indigency cases	5	1
Totals:	13	9





# MEMO

To: Mayor and City Council Members  
From: Matt Woodard, Director of Public Works  
Date: November 20, 2024  
RE: **October Monthly Report**

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## Public Works Department

### ***Street and Public, Parks, and Maintenance Department***

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

### ***Water and Wastewater Department***

In October, the Water Department performed daily maintenance on the water system, repaired water mains, set water meters, and tested the water daily. The Wastewater Department performed daily maintenance on the wastewater plant.

### ***Water Production & Purchase***

In October, 30 % of the water we supplied to our residents was from our wells, and we purchased 70 % from EPCOR and Manville WSC.

CITY OF MANOR  
CAPITAL PROJECT STATUS REPORT  
PUBLIC WORKS DEPARTMENT  
October 23rd, 2024

PROJECT NAME	PROJECT DESCRIPTION	MONTHLY ACTIVITY	PERCENT CONSTRUCTION COMPLETE/PHASE
Bastrop/Parsons Gravity Main 14627 – Addendum #56	12" gravity wastewater main  The contractor is Guerra Underground, LLC	Paving work to begin next week.	99%
Cottonwood Creek Phase 2 Wastewater Line Extension 14693 - SOW No. 5	The northern extension of the gravity wastewater line in Cottonwood Creek Basin The contractor is R Construction	The Punchlist is completed waiting on administration documents for final acceptance and release of retainage/final pay app. <ul style="list-style-type: none"> <li>- Record Drawings</li> <li>- Bills Paid Affidavit</li> <li>- Separation of Cost Form</li> </ul>	99%
Manor Commercial Park WW Collection System 15072 – SOW No. 7	Phased wastewater collection system improvements for the Beltex area	Phase 1: Precon conducted. Reviewing submittals, and construction to start shortly. NTP signed the 21st  Phase 2: Received TCEQ approval for variance. Finalizing the design in the near future.	Phase 1 Construction Phase  Phase 2 Construction Documents
Gregg Manor Road GST and Pressurization Facilities 15110 - SOW No. 10	Ground storage tank and water pressurization facilities for the EPCOR water delivery point The contractor is CC Carlton	Tank construction scheduled to begin week of October 21. Pump building construction will start as soon as CMU bricks arrive onsite.	Construction Phase
FM 973 and US 290 Water Lines, CIP W-15 & W-16 15110.01 - SOW No. 10	Water line extensions along FM973 and US 290	Working on Plata Holding Parcel 30' PUE. Easements for Grassdale went before Council at Oct. 2 meeting.	Working on easement acquisition and addressing issues/concerns about easements from property owners.

Bell Farms and Presidential Glen LS Imp, CIP-2 & CIP-3 15110.02 - SOW No. 10	Upgrades to the Bell Farms and Presidential Glen lift stations to provide capacity for new growth  The contractor is JM Pipeline	Bell Farms Lift Station: Remaining punch list item is revegetation.  Presidential Glen: Remaining punch list item is revegetation.  Will review final pay app and hold retainage until revegetation has been established.	Construction documents 100%. Bid phase 100% Construction phase 99%
Cottonwood Creek West Tributary WW Improvements 15128 - SOW No. 12	Wastewater CIP Line in Cottonwood Creek West Tributary Basin  The contractor is Santa Clara Construction	Revegetation and cleaning of the lines in progress.  The pipe bedding and true-up change orders are to be submitted shortly.	Construction phase 99%
Cottonwood Creek WWTP Phase II Expansion 15283 - SOW No. 9	Developer-funded expansion of the plant	Received signed cover sheet from City Staff on 9/4/2024. Reviewing specifications. Responded to TCEQ request for additional information.	Construction Documents 100%
Cottonwood Creek WWTP Phase III Grant Project 15130 - SOW No. 9A	Grant-funded expansion of the Cottonwood Wastewater Treatment Plant	Will submit 90% plans at end of the month.	Design Phase Engineering
Wastewater Collection and Treatment Master Plan 15320 - SOW No. 14	Major Goals: Develop & calibrate sewer model; Use model to estimate timing & location of capacity needs; develop improvements to address capacity needs	<ul style="list-style-type: none"> <li>Plan was reviewed with the combined Capital Committee and Council at the workshop the week of August 12.</li> <li>Added an appendix regarding ongoing model maintenance</li> <li>Submitted sealed report 10/3</li> <li>Final review meeting with City on 10/18</li> </ul>	Completed
Water Distribution System Master Plan 15317 - SOW No. 15	Contract approved at September 7 Council Meeting.	Preparing final draft of plan.	Report Phase – working on finalizing report.

2022 Community Impact Fee (CIF) Program Update 15312 - SOW No. 18	Update to the impact fee program	Preparing engineering report and fee recommendation to present to Council. (Roadway impact fees). Ordinance under review by City Legal.	The next meeting will be on November 13.
Gregg Lane Ground Storage Tank and Pressurization Facility 15318 - SOW No. 20	Contract approved at September 7 Council Meeting.	Revising the site layout based on grading provided by the project engineer. Close to having lot dedicated to City.	Construction documents at 75%
FY2022 Tax Note-Funded Water, Wastewater, and Roadway Improvement Project XXXXX - SOW No. 23	Contract approved at September 7 Council Meeting.	Currently working on finalizing FM 973 N waterline plans. Waiting for TxDot permit.  The project includes 973 Water Line, Cottonwood Creek Phase 3, and Hill Lane Improvements.	Construction plans are being worked on. Finalizing plans to go out for bid in October.
FY2022 Cap Metro Paving Project 15451 – SOW No. 25	Paving project improvements using allocated Cap Metro Funding  The contractor is Smith Paving	Work has begun on additional streets. One final change order will be done at the end of the project. Work estimated to be completed by the beginning of December.	Under Construction.
2024 SSES	SSES investigations in the next leakiest basin from the 2022 flow monitoring	Draft report has been submitted to Matt and Raymond.	
Wilbarger Creek WWTP Expansion	Expansion of the existing Wilbarger WWTP from 1.33 to 2.0 MGD, sludge digestion, thickening, and dewatering.	On-site meeting was held on 10/15/24 with filter press vendor to obtain additional information to facilitate equipment selection process. Work progressing towards 60% design.	60% Design Level
East Travis Regional WWTP Permit – SOW No. 31	TCEQ Permit application for Manor's 98-Acre site for East Travis Regional WWTP	Ongoing correspondence with TCEQ permitting and modeling staff regarding influent assumptions and effluent parameter set to establish design criteria.	Permit application



Wilbarger Creek WWTP Permit Renewal – SOW No. 32	TCEQ Permit renewal application for Wilbarger Creek WWTP	SOW authorized 9/4/2024. Project setup complete. Internal kickoff to be scheduled for next week.	Permit application
Emergency Generators – SOW No. 34	Emergency Generators for City Hall and Police Department	On-site meeting was held on 10/9/24. Field notes were taken and will be transcribed on to plan sheet for layout.	2%

## **Streets and Parks Monthly Report October 2024**

### **Daily Duties and Projects**

#### **Streets Maintenance**

Set up and worked the Manor Night Out event at Timmermann Park.

Trail mulch maintenance at Woodlands Trails in ShadowGlen.

Asphalt street repair on E. Browning St.

Repaired “No Trucks” sign at FM 973 and E. Boyce St.

Installed a handicapped parking space at Jennie Lane Park.

Pothole repairs at Morgans Point, Bois -D- Arc, Johnson Rd, Suncrest, Athens, Murchison, Jessie Dr, Abrahamson Rd, Jaron Dr, E. Townes St, N. Burnet St,

Swept and mopped the front building at the E. Manor Development #1.

Crack sealed at Wheeler St, Cemetery, and Pebble Run.

Placed Veterans Plaque at Jennie Lane Park.

Capital Metro Paving Project- Prepped and paved Caldwell St. from Wheeler St. to Parsons St.

#### **Parks Maintenance**

Set up and worked at the Manor Night Out event in Timmermann Park.

Worked at the Hispanic Heritage event and helped with the setup and take down.

Replaced leaky restroom urinal gaskets in men's restrooms at Jennie Lane Park.

Trimmed trees on Blake Manor Road.

Mowed and trimmed trees at E. Manor Development # 1.

Trimmed trees at City Hall.

Mowed the cemetery.

Trimmed trees in downtown alleys.

Power washed City Hall twice on the south and east sides of the building.

Weekly irrigation checks.

Playground and playscape monthly safety checks.

Scheduled weekly Park mowing maintenance.

Friday Afternoons Bulk Drop Off for city residence.

Scheduled weekly Park rounds at park facilities.

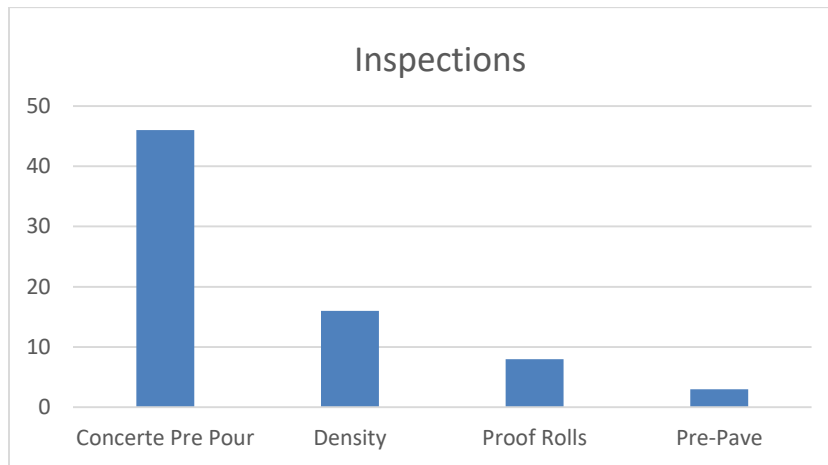
Scheduled weekly (ROW) Right of Way mowing.

Weekly vehicle and equipment check and maintenance.

**MS4 Storm drain inspections monitored New/Construction under warranty**

946 - inspections are done this month.

3 - MS4 reports summited this month as required by TCEQ.



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

Lagos Phase 3 – Building	Gregg Manor GST project – Building	Monarch Ranch/New Haven Offsite WW line – Waiting
Manor Heights Phase 2 Sections 1B – Building	Manor OZ – Manor Apartments – Building	7 Brew Coffee – in Manor Crossing – Waiting to build
Manor Heights Phase 3 Section 2 – Building	Al Noor Muslim Center – Waiting to build	Chic Fil A in Manor Crossing – Building
Manor Heights Phase 4 – Building	Manor Animal Hospital – Waiting to build	Platinum 973 Business Center – Building
Manor Heights Phase 5 – Development process	MiniMax – Building	Chili's – Manor Crossing – Development process
Village at Manor Commons Phases 3 and 4- Building	Home Depot – Building	Manor Village Center – Church – Development process
La Mexicana – Building	Discount Tire – Building	Manor Commercial WW project – Waiting
Palomino Subdivision – Building	New Haven Mass Grading – Building	709 Lexington – Building
Las Entradas Section 4 – Waiting to build	University Federal Credit Union – Building	Manor Crossing Multitenant (Lot 2B) – Development process
Holley Smith Phase 1A – Waiting to build	City of Refuge Site plan – Waiting to build	Okra Phase 1 – Development process
Holley Smith Phase 1B - Building	Frost Bank – over in Manor Crossing – Building	Busy Bee – Development process
The View at Manor – Building	Holley-Smith Phase 4A – Development	Cap Metro Contracted roads are in the process of being prepped for paving.
Monarch Ranch Subdivision Improvements – Building	HEB – Development process	
Amavi Manor – Waiting to build	Abbott's Frozen Custard – hasn't started	
	Landmark – hasn't started	
	Las Entradas North Mass Grading – Development process	

## **Cemetery Report**

October 2, 2024- Monitored the cemetery.

October 3, 2024 – Monitored the cemetery.

October 9, 2024 - Monitored the cemetery.

October 11, 2024 – Monitored the cemetery.

October 14, 2024 – Monitored the cemetery.

October 15, 2024 – Cleaned the cemetery.

October 16, 2024 – Monitored the cemetery.

October 22, 2024 – Monitored the cemetery and met with Phipps to place Mr. Anderson's headstone.

October 23, 2024 – Attended a meeting at the cemetery to discuss the ground penetrating radar request scheduled for November 1, 2024.

October 25, 2024 – Monitored the cemetery.

October 27, 2024 – Monitored the cemetery and pick up trash and lawn chair to the exit trash can.

October 30, 2024 – Monitored the cemetery.

# WATER/ WASTEWATER MONTHLY REPORT OCTOBER

<b>WASTEWATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	5
SEWER BACKUPS	3
LIF STATION CALLS	22
LIFT STATION WORK	
MANHOLES REPAIRED	
CAMERA LINES	
TAPS	
LINES REPAIRED	5
LINES LOCATED	1
LINES CLEANED	
MANHOLES PLUS LINES CLEANED	22
SEWER SMELL	
JOBSITE CLEANUP AND RESTORATION	5
BUILDING MAINTENANCE	8
SCADA TROUBLESHOOTING	
<b>WATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	43
WATER LEAKS SERVICE LEAKS	6
CUSTOMER LEAKS	20
WATER MAIN REPAIRS	1
WATER LINE REPLACEMENT	
HYDRANT MAINTENANCE	
HYDRANT FLUSHED	55
HYDRANT REPAIR/REPLACED	
ISOLATION VALVE MAINTENANCE	2
ANGLE STOPS REPLACED	2
LINES LOCATED	1
WHOLESALE BROWN WATER	
BROWN WATER	1
WATER PRESSURE	2
WATER TURN ON/OFF	16
BAC T SAMPLES	20
JOBSITE CLEANUP AND RESTORATION	15
METER INSTALL	
<b>INSPECTIONS</b>	
SITES	1,174
MANHOLES INSPECTED	11
DENSITIES	204
CONSTRUCTION BAC T	2



# MEMO

To: Mayor and City Council Members

From: Tracey Vasquez, Human Resources Director

Meeting Date: November 20, 2024

RE: October 2024

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## Meetings and Events:

### *HR Workshop Roundtable Meeting*

October 10, 2024

October 24, 2024

### *Staff Meetings*

October 2, 2024

October 8, 2024

October 15, 2024

October 22, 2024

### *City Council Meetings*

October 2, 2024

October 16, 2024

### *Special Events*

#### *Hispanic Heritage*

October 5, 2024

#### *Manor Night Out*

October 25, 2024

## October 2024

- October 1- Civic plus meeting regarding the content process for the City website and departmental pages.
- October 2- Hispanic Heritage meeting regarding Saturday event.
- October 2- Mayor's Ball meeting
- October 4-Manor Night out meeting
- October 9- HEB groundbreaking
- October 15- Interview with Assistant City Secretary set goals and objectives



# MEMO

- October 16- & 21 host TML Civility in the Workplace and Harassment Prevention for Supervisors.
- October 17- Manor Crossing groundbreaking
- October 19- City council workshop HR policies and Procedures handbook sections 1-4
- October 23- Tyler Tech project regarding HR, PO, and Time and Attendance modules.
- October 23- Civic plus design project
- October 25- Mayor's Ball meeting
- October 30- Work Shield meeting and demonstration
- October 31- Analysis call with Isolved flex spending and COBRA host.
- Attached are Neo Gov statistics for third-quarter applicants, with the job posting having 226.83 average views and an average of nine applications per job.

Day-to-day Human Resources and Finance department operations regarding accounts payable, bank records, payroll, departmental projects and reports, property, liability, and worker's comp insurance. Assisted employees with specific needs regarding benefits claims, FMLA, and training schedules.





# MEMO

To: Mayor and City Council Members

From: Phil Green, IT Director

Date: November 20, 2024

RE: October Monthly Report

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The following are accomplishments from June.

1. Completely off Spectrum. Waiting for final bill.
2. Rolled out new surveillance cameras. Addressing issues with two of them. Continues
3. Adjusted meetings for the new website to include other people.
4. Test a camera system for the well sites for Public Works. Last one failed. Will move on to other vendor.
5. 107 Tickets opened for the month, and 107 of those closed. Top contributors PD = 25, City Hall = 67, Public Works = 8. No tickets are waiting for customer response or contractor fulfillment.

# MEMO

To: Mayor and City Council Members  
 From: Lluvia T. Almaraz, City Secretary  
 Date: November 20, 2024  
 Re: **November 2024 – Monthly Report**

## City Records Obtained and Processed:

ACTIVITY	DESCRIPTION	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
City Council Agendas	City Council meetings and workshop agendas prepared and posted in accordance with the Local Government Code.	4	4	2	3	3	3	3	4	4	4		
Council Minutes	Minutes recorded, prepared, approved, archived	6	4	2	2	3	3	3	1	7	3		
Ordinances	Ordinances written, processed, &/or published and forwarded to Municode for Code Supplement	0	3	5	2	7	8	2	2	6	4		
Resolutions	Resolutions written and processed	2	1	2	8	3	2	5	3	3	3		
Proclamations /Recognitions	Proclamations & Recognitions, written & presented	0	1	1	1	3	0	0	0	3	3		
Deeds/ Easements	Executed and Recorded	3	7	1	4	7	0	3	0	1	2		
Annexations	Prepared & Recorded	0	0	0	0	0	1	1	0	0	0		
Public Improvement Districts	Agreements approved & and executed	0	0	0	0	0	0	0	0	0	0		
Contracts & Agreements	Contracts and agreements approved and executed	4	19	5	9	6	14	7	7	9	5		
Bids	Bids advertised, received, tabulated, awarded, recorded	0	0	0	0	1	0	1	0	0	0		

# MEMO

Boards & Commissions appointments	Board appointments implemented and completed; appointments recorded	0	0	0	0	0	0	0	0	0	0		
Alcohol Permits	New Alcohol permit certificate or renewed	2	1	1	1	2	0	0	0	0	0		
Records Management Program	Boxes of documents accessioned to storage in accordance with the retention schedule	0	0	0	0	0	0	0	0	0	0		
Records Manager Program	Shred Day Event 4/13/2024	0	0	0	100 +	0	0	0	0	0	0		
Open Records Requests	Number of Open Records Requests processed (within 10 days as required) Police Requests	21	16	40	42	32	44	50	36	41	35		
	Number of Open Records Requests processed (within 10 days as required) General Requests	19	30	32	25	22	29	25	31	17	22		

## COUNCIL MEETINGS

- Council Regular Meetings – October 2<sup>nd</sup> and 16<sup>th</sup>
- Council Workshop – October 19<sup>th</sup>
- Manor PFC Meeting – October 16<sup>th</sup>

## OTHER MEETINGS

- TMCA Virtual Meeting – October 2<sup>nd</sup>
- CDI Check-In Meeting – October 3<sup>rd</sup>
- Mayors Ball – October 25<sup>th</sup>

## TRAINING/EDUCATION/SEMINARS/WEBINARS

- ARMA Chapter – October 10<sup>th</sup>
- HR Training – October 21<sup>st</sup>
- Civic Plus Website Training – October 23<sup>rd</sup>
- TMCA Seminar – October 30-31<sup>st</sup>



# MEMO

## COMMUNITY

- HEB Groundbreaking – October 9<sup>th</sup>

## OTHER

- Ongoing daily duties and responsibilities include Election Administration, Records Management Administration, Public Information Processes, Open Meetings Compliance, Boards and Commission processes, City Council Committees processes, Alcohol Beverage City Permits processes, Mayor and City Council administrative support, Administrative and Official duties, and Customer Service.



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** November 20, 2024  
**PREPARED BY:** Scott Jones, Economic Development Director  
**DEPARTMENT:** Administration

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on acceptance of Manor's Downtown Strategic Plan by Catalyst Commercial.

### BACKGROUND/SUMMARY:

The Downtown Strategic Plan outlines the vision and strategic actions that can catalyze and set the vision for the future of Downtown Manor. This plan builds upon the goals outlined in the Comprehensive Plan including strategic investments, placemaking, and alignment with community goals. This Downtown Plan includes several key elements:

- a) identification of character areas that comprise downtown;
- b) downtown illustrative plan that reflects the vision;
- c) activation/merchandising strategy to implement the plan.

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

### STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve Manor's Downtown Strategic Plan by Catalyst Commercial direct the consultant to complete the Downtown Tax Increment Reinvestment Zone being developed to spur infrastructure revitalization in downtown by the City.

PLANNING & ZONING COMMISSION:	Recommend Approval	Disapproval	None



People. Principles.  
Purpose. Partnerships.

# MANOR DOWNTOWN MASTER PLAN

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NOVEMBER 2024





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# ACKNOWLEDGMENTS

## Mayor and City Council

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

## Planning and Zoning Commission

Julie Leonard, Place No. 1, Commissioner  
Prince Chavis, Place No. 2, Vice-Chair  
Gabrielle Orion, Place No. 3, Commissioner  
Felix Paiz, Place No. 4, Chairperson  
Jeff Stensland, Place No. 5, Commissioner  
Cecil Meyer, Place No. 6 (ETJ Resident), Commissioner  
James M. Terry, Jr., Place No. 7 (ETJ Resident), Commissioner  
Gabriel Nila, Alternate No. 1, Alternate Commissioner

## Staff

Scott Moore, City Manager  
Scott Dunlop, Planning Director  
Scott Jones, Economic Development Director  
Lluvia T. Almaraz, City Secretary  
Melissa Sanchez, Administrative Assistant, Streets and Parks  
Lance Zeplin, Streets/Parks Superintendent  
Matthew Woodard, Public Works Director  
Yalondra Valderrama Santana, Heritage & Tourism Manager

## Consultant Team

Jason Claunch, Catalyst Commercial, President  
Chris Branham, Catalyst Commercial, Senior Consultant  
Ryan Blair, TBG, Consultant  
Rob Parsons, TBG, Senior Associate  
Erin Welch, BGE, Project Manager  
Marissa Wyrick BGE, Project Manager  
Gregory Miller, Bickerstaff Heath Delgado Acosta LLP, Partner





## Introduction

In 2024, Catalyst was retained to create a comprehensive approach for Downtown Manor by combining community vision with policies, regulations, and investments that can assist with implementation through a market-based and context-sensitive approach. This Master Plan represents the vision for the historic Downtown of Manor. This plan builds upon the 2023 Comprehensive Plan and provides a validated vision and guidance on steps for implementation for Downtown Manor. The Master Plan is comprised of several key elements: Preservation, connectivity, infrastructure, natural areas, parks, open space; and economic development. These plan elements are detailed within this Downtown Master Plan. This Plan provides a framework to realize Manor's vision, which encompasses goals and objectives developed during the master planning process.

## Building Upon an Authentic Downtown

Downtown Manor is rich in history and is surrounded by a community experiencing exponential growth. Manor is within Austin's Metropolitan Statistical Area (MSA) and the Austin MSA's growth outpaced the State of Texas, growing 37% from 2000 to 2010 and 46% from 2010 to 2023. The Austin MSA is expected to continue this growth with an additional 10% total growth from a population of 2.5M in 2023 to 2.7M in 2028. As a result, Manor has also experienced rapid population growth, growing from 1,858 in 2000 to 18,373 in 2023.

Manor was named for James B. Manor who settled on Gilleland Creek, just west of Downtown. Manor was founded as a significant agricultural hub exporting cotton, cottonseed, and grain to the region. Today, Manor still functions as a significant hub and is positioned to serve as hub for various regional trail connections and as a potential gateway for commuter passengers with the planned CapMetro station.

Today, Downtown Manor consists of predominantly residential uses with commercial and civic uses concentrated along Parsons Street and Lexington Avenue. The commercial and housing stock encompasses a wide range of styles and quality. Some new, incremental development and redevelopment has occurred in pockets of Downtown Manor, but there are a number of vacant lots and structures in disrepair.

This Master Plan builds off of Manor's historic character while exploring a context-sensitive approach to creating a contemporary Downtown that can accommodate Manor's current needs, address significant infrastructure challenges, and promote needed public and private investment.

This Master Plan, organized by the Character Areas, guides the implementation recommendations and policies to realize the market potential within a community vision. One-on-one discussions and meetings with the City Council, Planning & Zoning Commission, City staff, and a range of community stakeholders to establish the priorities for the Master Plan. From these discussions, three key opportunities emerged for the Master Plan:

- A connected, pedestrian-friendly street network is necessary to provide access and mobility throughout Downtown. Thus, this Master Plan establishes a comprehensive connectivity framework including pedestrian-focused linkages to new public spaces and expanded locations for parking that supports Downtown as a destination of connected places.
- Many of the buildings on Parsons and Lexington have historic architecture; but several properties are candidates for redevelopment—thus, this Master Plan provides guidance on the scale of redevelopment and its relationship to improved public spaces within Downtown.
- As discovered through the market analysis, Downtown has the potential to be a premier historic center offering regionally significant business, entertainment and diverse living options—the proposed redevelopment program establishes distinct areas for a unique and sustainable Downtown. At the same time, this plan provides recommendations for streets, trails, public spaces, parking, and drainage improvements.

This process resulted in several key implementation strategies:

- Building-scale catalytic plans within the Character Area framework were created, including a proposed Civic Core that can serve as the transition area between the historic Downtown and adjacent neighborhoods;
- Improvement of streets and the creation of gateways within a design hierarchy to accommodate future development, maintain neighborhood integrity, and establish a sense of place;

- A strategy for combining the historic Downtown with the greater Manor brand.

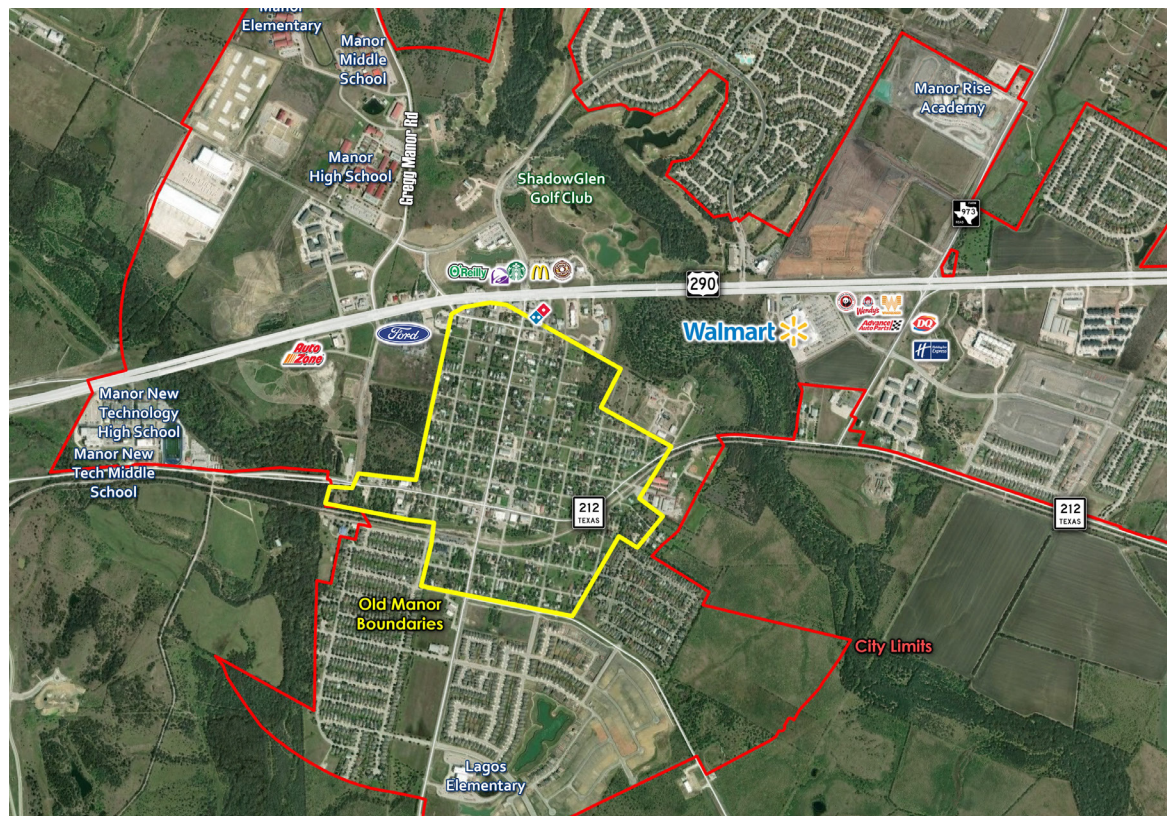
## Advancing an Authentic Place

Downtown plans often advance vision, design, and policy direction for regulation. This Downtown Plan provides additional guidance for strategic public investment to encourage private investment. The following summarizes both the traditional elements and the business-focused elements to maximize economic development and create a virtuous cycle of reinvestment.

## Development Opportunities

The market analysis establishes substantial demand for a range of commercial, retail, entertainment, and a variety of housing to make a complete Downtown. Manor has a strong income base with median household incomes higher than the State of Texas and similar to the Austin region. Manor's median household income is expected to grow 12% over the next five years from \$85,408 to \$95,689 and the average household income is expected to grow 16% from \$99,885 to \$115,605.

The Austin market has failed to keep up with demand for new retail space, keeping vacancy low (currently 2.8% in the Austin MSA) and contributing to rent growth. Increased consumer spending has kept demand for retail goods and services high, but increased development costs make it difficult to deliver space at competitive rents. A lack of available space has kept leasing activity constrained, however current market findings show that Downtown Manor could capture approximately 27,732 square feet of retail annually.



Texas continues to attract and grow corporate jobs with available talent from its strong population growth and a business-friendly economy. It is estimated that Downtown Manor can capture and absorb 4,860 square feet of office space annually, mostly in small office format or second floor spaces.

Population growth will increase the need for housing. Based upon the market analysis, it is estimated that Downtown Manor could capture and absorb 953 owner-occupied units annually (811 units of these being traditional detached single-family housing) and 582 renter-occupied units annually (447 units of these being traditional multifamily housing).



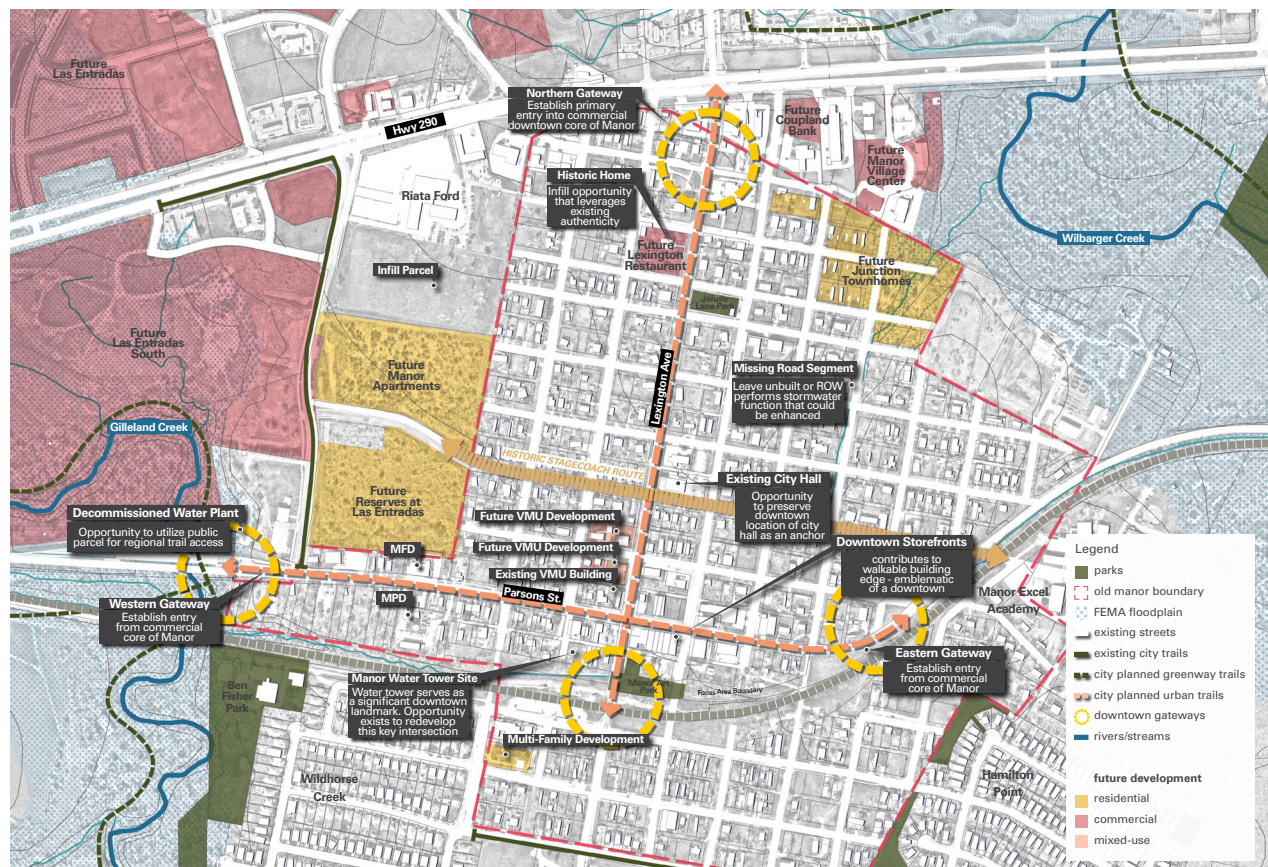
As evidenced, Manor has substantial capacity for new commercial and retail. A significant share of this spending power can be captured in Downtown. The Master Plan and its Character Area framework provides a design and programmatic context to capture that local and regional spending power. A compelling opportunity to address this leaking spending power is establishing a mixed-use Civic District between the historic core at Lexington and Parsons, which would take advantage of public investment as a catalyst to attract greater private investment.

## Implementation

Several core policy, infrastructure and design elements must be considered for near-term implementation for the vision of the Master Plan Update to be realized in a substantial way.

## Connectivity and Open Space

Unlike suburban development, successful downtown redevelopment requires the strategic combination of multimodal transportation options with parking that serves a district rather than single uses. Also necessary is a variety of public spaces linked by the street/pedestrian network so that they provide a safe and inviting environment for people to walk and bike. This walkable context is critical to encourage a pedestrian environment context in Downtown. This updated Master Plan establishes a connected system of streets, public spaces (plazas, parks and open spaces), and parking at Lexington



and Parsons Street, to create a complete street, acting as the east-west and north/south spines. The area has several existing parks and open spaces nearby, including Art Park and Jennie Lane Park, as well as the Gilleland Creek and Wilbarger Creek corridors. These spaces are accessible via the existing and planned network of local streets, sidewalks and trails. In addition, a new Town Plaza would function as a new east/west connector and serve as a second anchor in the Downtown's overall connectivity framework. This plaza also is intended to serve as a catalyst for new Downtown restaurants, spaces for community gatherings and events. Specific improvements are also proposed in this connectivity system to create continuity between mobility and walkability, including local connections to regional trails, and improved trailheads to enable greater functionality of Downtown Manor

as a “hub.” Finally, this plan proposes stronger trail connections that would also function as “signature gateways” and improve multimodal access within the Downtown and linkages to existing regional connections. This connected system transitions adjacent neighborhoods, regional destinations, public spaces, and parking through pedestrian-friendly, multimodal streets and trail connections, resulting in a distinct and connected Downtown.

The City Council, the Planning & Zoning Commission, and staff met on multiple occasions to discuss several critical elements of the Master Plan. The following objectives were proposed to achieve this vision:

- To achieve a Western Downtown Gateway, add secondary Downtown monumentation for the trail corridor entering Ben E. Fisher Park and along Parsons St after the Gilleland Creek bridge.
- To achieve a Northern Downtown Gateway, improve the gateway with landscape improvements and monumentation features to establish a sense of arrival and branding for Downtown from the north.
- To create an Eastern and Southern Downtown Gateway, construct wayfinding features along Parsons St and Lexington St. Construct trail-hub pocket parks where trail corridors intersect with the eastern and southern gateways.

## Street Infrastructure and Drainage

The ability to reinvent portions of the existing street infrastructure, utilities, and drainage systems will require an alignment of substantial redevelopment and the community’s support for investment in that infrastructure. The Master Plan relates the infrastructure improvements with the redevelopment potential at the block level and pedestrian perspective. The Downtown Master Plan enables multiple ownership interests adjacent to one another to invest and redevelop under a common infrastructure plan that can be phased in over time. The Master Plan provides urban design details of an updated infrastructure strategy, including a turnback of Lexington to enable greater infrastructure modifications of Lexington to accommodate pedestrian-oriented improvements. The TxDOT controlled roads of Lexington and Parsons emerged as a major focus, as anticipated. The infrastructure goals include:

- Maintaining a pedestrian-focused character in Downtown by advancing the turnback and reconstructing Lexington St and Parsons St to enhance

walkability, mobility, and accommodate greater downtown-oriented design elements

- Update the Master Thoroughfare Plan to create better harmony between pedestrians and vehicles. Use the existing wide ROW to provide on-street parking for existing and future businesses
- Developing strategies to utilize some of the alleyways for pedestrian ways to create new connections and serve a greater pedestrian environment such as utilizing existing unpaved ROW in Downtown for trail corridors
- Addressing regional infrastructure to accommodate greater development scale and enable individual lots to participate toward the unified vision in this updated Master Plan

## Catalytic Infill

Implementation of this plan should follow the guidelines below:

- Redevelopment of City Hall in Downtown into a new civic use maintains a civic presence that is important to maintain Downtown as a central place. To do so, this plan explored several alternatives to accommodate a new city hall, library, and public spaces.
- Take advantage of vacant and underutilized parcels within Downtown to activate the vision, including the catalyst area at Parsons & Lexington.
- Promote residential infill development with some increased density in the form of “missing middle” housing. Explore policies to allow live-work and first floor retail on units fronting primary corridors such as Lexington Street.

## Additional Key Thrusts

Additional strategies for the success of Downtown include:

- Organization - Create a management structure to oversee Downtown efforts including cultivating partnerships, programming, coordinating prospects, and meet the needs of existing residents and business
- Marketing and branding - Promote Downtown to a wider audience beyond Manor, positioning it as a community hub and highlight unique elements
- Incentives - Develop a policy to coordinate public-private partnerships, capital investment, and incentives for key projects
- Regulations and standards - Implement codes and policy that maintain a vibrant, first class Downtown

## An integrated approach

The vision, goals, and strategies outlined in this Plan represent the culmination of a process to understand opportunities and challenges facing Downtown Manor and how this area can contribute to Manor's core values and strategic objectives. The city staff created a link between the project team, ongoing work tasks, and community goals. The project team held numerous meetings and workshops to gather general input over a period of several months, including visioning meetings, design workshops, and stakeholder sessions aimed to identify future development scenarios to test against city-wide objectives and key design principles outlined during the process. Based on the feedback received, the project team created a final development framework and drafted the Master Plan document with additional oversight from City staff and local stakeholders. The drafts were then refined through a process of meetings with Planning & Zoning and City Council for adoption.



### Mobilization & Visioning

Prepare for and participate in site visits, stakeholder engagement, and internal workshops to discuss goals, objectives and strategies.

### Market Assessment

Conduct a high-level analysis to explore the capacity for future development. This will be prepared in context with the City's regional market position and current market conditions.

### Catalyst Area Analysis

Align market needs with preliminary program justification to inform policy, governance, and regulations framework for scenario planning.

### Activation Framework

Refine scenarios, conduct user testing, create preferred plan, and provide recommendations to activate the project.

### Implementation

Provide fundable and constructable recommendations to implement the plan including public-private partnerships, updated policies, updated code/regulations, financing options, and economic strategy.



## Developing and Testing the Vision

Listening well, educating the public, and collaboration are all strategies to create long-term advocates for the planning areas. The Downtown Plan included an internal kickoff, design meetings to synthesize ideas, and continuous engagement to inform the planning process. The planning process included a number of workshops, stakeholder and City Council and Planning & Zoning meetings, community, and developer testing and each included an interactive series of design workshops to solicit feedback and direction.

The Planning Team met with city staff over the course of the project to discuss and review land use, placemaking, transportation, and market components of the plan prior to public distribution.

## Vision

As part of the planning process, a vision statement was created. The vision for Downtown is that “Downtown Manor is the heart of the city and holds the historic assets that Manor was founded on - a safe and vibrant hub for history, culture, activity, and recreation. Downtown is a nexus of activity. A highly-desirable place to live, visit, and shop due to a diverse and inclusive collection of businesses, housing, and connections. “



To achieve the vision, the following Core Values were defined:

- Welcoming and Safe
- Authentic and Historic
- Vibrant and Active
- Diverse and Mixed-Uses
- Sustainable and Resilient
- Connected Hub



As part of the visioning process, Catalyst conducted a visioning exercise that explored core values, priorities, challenges, big moves, and economic priorities with staff and City Council.

The workshop results described Downtown as:

- Underutilized
- A place for small businesses
- Family-oriented
- City center
- Active
- Diverse
- Needs a relaunch

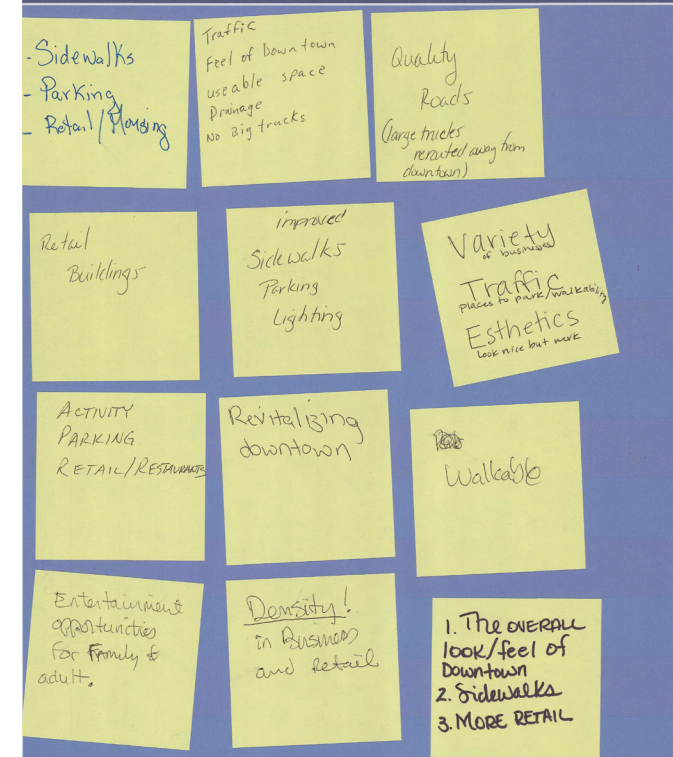
The top priorities for Downtown include:

- Sidewalks
- Parking
- Retail shopping
- Traffic management
- Aesthetics
- More activity
- More entertainment options
- Increased density of commercial
- Better roads
- More housing options
- Storm water management
- More diversity of businesses

What is one word you would use to describe the Downtown?



What are the top 3 things that need to be changed in the next 5-10 years?





Some of the biggest challenges discussed included:

- Existing context and lack of vision
- Public private partnerships
- No process to protect historical structures
- Lack of parking
- Lack of pride and ownership

The top moves to improve Downtown include:

- Increasing walkability
- Improving mobility and traffic management
- A central plaza or town square
- Increase attractive businesses that can generate revenues
- Create funding mechanisms to attract public and private investments
- Create a family-friendly Downtown

The top economic priorities include:

- Infill development
- Revitalization
- Create vibrancy
- Create a vision
- Create design standards
- Create a policy for incentives
- Create funding mechanisms
- Landbank strategic properties
- Maintain existing businesses and increase new businesses
- Protect the character of Downtown by improving existing historical structures

**1. TOPIC #1**  
What challenges does Downtown face that could impede or impact economic opportunity?

Indability to see downtown in a different light. Old perspectives

Opportunities  
P3

Downtown is not defined  
(C) No historical designation  
(C) No parking  
(C) Walkable space (comp plan)  
(C) Preserve historic structures  
(C) Create a vision for the future  
(C) Create a family-friendly Downtown

**2. TOPIC #2**  
What big moves do you think would help improve economic development in Downtown?

Walkability  
Clear traffic flow  
family friendly  
revenue producing

We need a Town Square

Bring in business that families can enjoy - but also generate revenue

Funding on projects

2 OUTCOMES

**3. TOPIC #3**  
What do you feel are the 3 economic priorities for Downtown (i.e. fostering small business, attracting retail, redevelopment of existing structures)?

- Infill development  
- Revitalization of downtown

Vibrant Plan that people can visualize happening

#1  
- Uniform design standards  
- Incentive Policy

Pathway towards funding and land accrual

Getting new businesses to Manor & keep our current local business with us as we grow  
Create a flow design downtown that both be driven & walked  
Preserve our old structures









Lack of sidewalks. Lack of building maintenance. Overhead utilities.



Lack of sidewalks. Lack of building maintenance.



Truck traffic. Lack of parking. Vacant lots. Unsafe pedestrian crossing.



Overhead electric. Limited park maintenance. Vacant structures.



Catalyst participated in Manorpalooza with approximately 4,100 attendees to solicit input on the Downtown Master Plan. The following is a summary of issues identified through this input.

## Biggest issues affecting Downtown are:

- Condition of the buildings
- Truck traffic
- Aesthetics
- Empty buildings
- Road design
- Lack of shopping and tourist attractions
- Conditions of paths and sidewalks.
- Lack of quality retail, restaurants, and entertainment
- Lack of historical character
- Available spaces for businesses

## The missing items in Downtown include:

- Walkable sidewalks
- New streetscapes and landscaping
- Quality housing
- Mixed-use developments that give people reason to actually visit
- More businesses - family friendly and “third space” type. Brewery, coffee shop, cafes.
- Community center, dog park, splash pad, coffee shop
- More amenities and local businesses to attract people to go there.
- A nice green space or park would do a lot
- More shopping facilities, variety of restaurants
- Updated utilities, smart-city features, cultural center/ art installs
- Modernization
- Lack of experiential retail



Population

The State of Texas has experienced consistent population growth for the last two and a half decades, crossing the 20 million resident mark around 2000 and 30 million in 2022. Texas is home to many of the fastest growing counties in the nation as home to six of the top ten fastest growing counties by percent and eight of the top ten fastest growing counties by total numeric change. As a whole, an attractive business environment and relatively lower cost of living than many coastal states make it an ideal location for corporate (re)location.

The Austin Metropolitan Statistical Area (MSA) grew at an even quicker pace than the State, growing 37% from 2000 to 2010 and 46% from 2010 to 2023. In 2024, the Austin MSA's 12-year streak as the fastest growing MSA was broken, outpaced by Jacksonville, Florida. The Austin MSA still held the second spot and continues to grow at a rapid pace. The Austin MSA is expected to continue this growth with an additional 10% total growth from a population of 2.5M in 2023 to 2.7M in 2028.

The City of Manor has experienced rapid population growth since 2000. The population in year 2000 was 1,858 and grew 2.75 times to 5,123 by 2010. Manor continued this rapid trajectory reaching 21,327 by July of 2024 by city estimates and is expected to continue to grow to 24,479 by 2028. Much of this rapid growth

	Manor	Austin MSA	Texas
2000 Population	1,858	1,249,739	20,851,820
2000-10 Growth	176%	37%	21%
2010 Population	5,123	1,716,289	25,145,561
2010-20 Growth	166%	33%	16%
2020 Population	13,652	2,283,371	29,145,505
2020-23 Growth	35%	9%	5%
2023 Population*	21,327	2,499,236	30,506,523
2023-28 Growth	33%	10%	5%
2028 Population	24,479	2,739,628	32,021,944

Source: Esri, City of Manor  
\*April 2024 population estimates for Manor were provided by the City

is due to population growth in the Austin-Round Rock-Georgetown MSA moving outwards towards cities like Manor where land was available for new housing growth. Areas of Manor's ETJ are expected to grow up to 2.8 times their current population over the next five years.

Income

Income is an additional factor in attracting new development or reinvestment in the Downtown. Income is an element of calculating the purchasing power of a region and its ability to support new development. Manor has a strong income base with median household incomes higher than the State of Texas and in line with Austin MSA incomes. Manor's median household income is expected to grow 12% over the next five years to \$95,689, and the average household income is expected to grow 16% to \$115,605. Some areas of Manor's ETJ are expected to grow median household incomes 20-30% over the next five years.

	Manor	Austin MSA	Texas
Median HH Income	\$85,408	\$89,695	\$69,529
Average HH Income	\$99,885	\$126,053	\$102,636
Per Capita Income	\$30,989	\$48,981	\$37,264
Disposable Income	\$71,380	\$75,857	\$58,527

Source: Esri

## Education

The Manor population is similarly educated compared to the State of Texas and less educated than the Austin Metropolitan Statistical Area (MSA). A well-educated population generally translates to higher income earners and discretionary spending. With changes in education level also come cultural changes and changes to the choices and preferences in retail merchandising.

	Manor	Austin MSA	Texas
High School Graduate	81.6%	92.4%	86.8%
Bachelor's Degree	30.1%	50.7%	34.9%
Graduate/Professional Degree	9.1%	18.0%	12.1%

Source: Esri

## Race and Ethnicity

The population in Manor has become increasingly diverse since 2010, with White and Black populations both decreasing in proportion of the population. Changes in the population might require diversification of offerings to better meet the needs and tastes of a more diverse or changing population.

	Manor	Austin MSA	Texas
White	31.5%	55.8%	49.0%
Black/African American	21.1%	7.2%	12.5%
American Indian/Alaska Native	1.5%	1.0%	1.0%
Asian	3.5%	7.5%	5.8%
Pacific Islander	0.1%	0.1%	0.1%
Other/Two or More	42.3%	28.5%	31.7%
Hispanic (of any race)	54.1%	33.1%	39.7%

Source: Esri



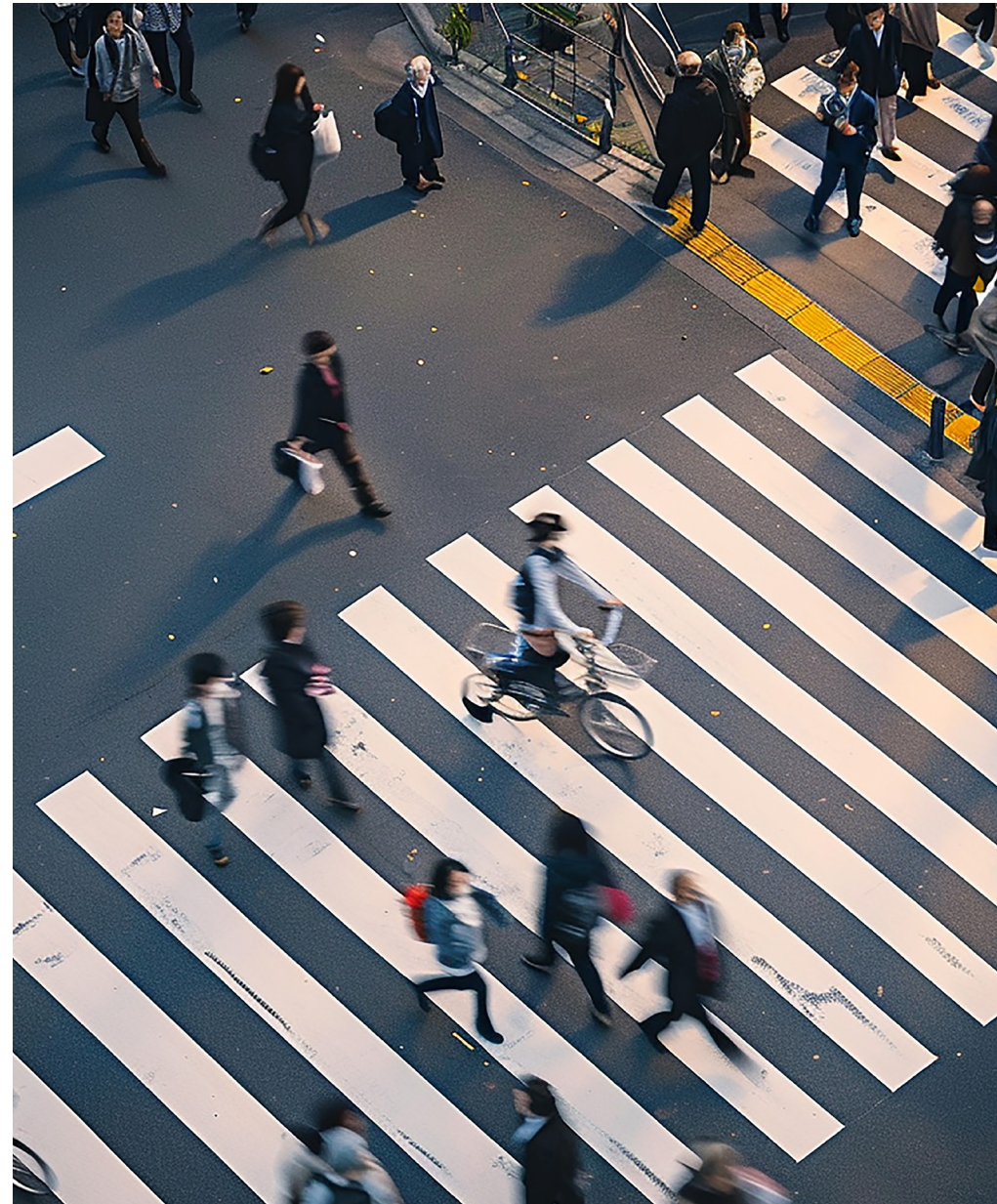
## Psychographic Profile of Manor

Psychographics are developed through quantitative and qualitative methodology to further understand the nuances of consumers' psychological attributes. Psychographics study personality, values, opinions, attitudes, interests, and lifestyles in concert with traditional demographic factors. This includes a wide range of topics — from health, to politics, to technology adoption. Each consumer's unique attitudes influence his or her lifestyle choices. And their lifestyles impact their purchasing decisions on housing, clothing, food, entertainment, and more.

Psychographics are critical in understanding a population's attitudes and interests rather than being limited by "objective" demographics. Although demographics can tell us about a household's size and average income, psychographics can help to paint a picture of why that family may purchase a particular item or have preferences related to technology.

The segmentation profile is based on the Esri Tapestry lifestyle segmentation. A psychographic segment is assigned to each household, based on the dominant lifestyle segment. Once aggregated, a descriptive snapshot of the customer base can be derived. Tapestry classifies residential neighborhoods across the US into 67 unique segments based on demographic and socioeconomic characteristics. The most prevalent segments within the city limits are summarized as follows with detailed descriptions from Esri.

Note: The "Index" represents the ratio of the segment rate to the US rate multiplied by 100.



## UP AND COMING FAMILIES

US Households:  
2,901,200

67.4%  
of Manor Households

Median Age:  
31.4

Average  
Household Size:  
3.12

Median Household Income:  
\$72,000

### Who are we?

Up and Coming Families is a market in transition—residents are younger and more mobile than the previous generation. They are ambitious, working hard to get ahead, and willing to take some risks to achieve their goals. The recession has impacted their financial well-being, but they are optimistic. Their homes are new; their families are young. And this is one of the fastest-growing markets in the country.

### Our Neighborhood

- New suburban periphery: new families in new housing subdivisions.
- Building began in the housing boom of the 2000s and continues in this fast-growing market.
- Single-family homes with a median value of \$194,400 and a lower vacancy rate.
- The price of affordable housing: longer commute times (Index 217).

### Socioeconomic Traits

- Education: 67% have some college education or degree(s).
- Hardworking labor force with a participation rate of 71% (Index 114).
- Most households (61%) have two or more workers.
- Careful shoppers, aware of prices, willing to shop around for the best deals and open to influence by others' opinions.
- Seek the latest and best in technology.
- Young families still feathering the nest and establishing their style.

### Market Profile

- Rely on the internet for entertainment, information, shopping, and banking.
- Prefer imported SUVs or compact cars, late models.
- Carry debt from credit card balances to student loans and mortgages but also maintain retirement plans and make charitable contributions.
- Busy with work and family; use home and landscaping services to save time.
- Find leisure in family activities, movies at home, trips to theme parks or the zoo, and sports, from golfing and weight lifting to taking a jog or run.
- Live in single family housing with a median value of \$194,400.

## URBAN EDGE FAMILIES

US Households:  
1,824,900

30.0%  
of Manor Households

Median Age:  
32.5

Average  
Household Size:  
3.19

Median Household Income:  
\$50,900

### Who are we?

Located throughout the South and West, most Urban Edge Families residents own their own homes, primarily single-family housing—out of the city, where housing is more affordable. Median household income is slightly below average (Index 91). The majority of households include younger married-couple families with children and, frequently, grandparents. Many residents are foreign born. Spending is focused more on the members of the household than the home. Entertainment includes multiple televisions, movie rentals, and video games at home or visits to theme parks and zoos. This market is connected and adept at accessing what they want from the internet.

### Our Neighborhood

- Urban Edge Families residents are family-centric. Most are married couples with children of all ages or single parents; multigenerational homes are common (Index 201).
- Average household size is higher at 3.19 (Index 123).
- Residents tend to live farther out from urban centers—more affordable single family homes and more elbow room.
- Tenure is slightly above average with 64% owner occupancy; primarily single family homes with more mortgages (Index 114) and slightly higher monthly costs (Index 115).
- Three quarters of all housing were built 1970 or later.
- Many neighborhoods are located in the urban periphery of the largest metropolitan areas across the South and West.
- Most households have one or two vehicles available and a longer commute to work.

### Socioeconomic Traits

- Nearly 17% have earned a college degree, and 63% hold a high school diploma only or have spent some time at a college or university.
- Labor force participation is higher at 66%.
- Most Urban Edge Families residents derive income from wages or salaries.
- They tend to spend money carefully and focus more on necessities.
- They are captivated by new technology, particularly feature-rich smartphones.
- Connected: They use the internet primarily for socializing but also for convenience, like paying bills online.

### Market Profile

- When dining out, these residents favor fast-food dining places such as Taco Bell or Little Caesar's, as well as family-friendly restaurants like Olive Garden, Denny's, or IHOP.
- Cell phones are preferred over landlines. Favorite channels include Animal Planet, MTV, Freeform, Bravo, and Nick Jr., as well as programming on Spanish TV.
- Residents listen to urban or Hispanic radio.
- During the summer, family outings to theme parks are especially popular.
- Live in single family housing with a median value of \$145,900.



## GREEN ACRES

US Households:  
**3,923,400**

**2.3%**  
of Manor Households

Median Age:  
**43.9**

Average  
Household Size:  
**2.7**

Median Household Income:  
**\$76,800**

### Who are we?

The Green Acres lifestyle features country living and self-reliance. Avid do-it-yourselfers, they maintain and remodel their homes with all the necessary power tools to accomplish the jobs. Gardening, especially growing vegetables, is a priority, again with the right tools, tillers, tractors, and riding mowers. Outdoor living features a variety of sports: hunting and fishing, motorcycling, hiking and camping, and even golf.

### Our Neighborhood

- This large segment is concentrated in rural enclaves in metropolitan areas.
- Primarily (not exclusively) older homes with acreage; new housing growth in the past 15 years.
- Single-family, owner-occupied housing, with a median value of \$235,500.
- An older market, primarily married couples, most with no children.

### Socioeconomic Traits

- Education: More than 60% are college educated.
- Labor force participation rate is high at 66.8% (Index 107).
- Income is derived not only from wages and salaries but also from selfemployment (more than 13% of households), investments (27% of households), and increasingly, from retirement.
- They are cautious consumers with a focus on quality and durability.
- Comfortable with technology, more as a tool than a trend: banking or paying bills online is convenient; but the internet is not viewed as entertainment.
- Economic outlook is professed as pessimistic, but consumers are comfortable with debt, primarily as home and auto loans, and investments.

### Market Profile

- Purchasing choices reflect Green Acres residents' country life, including a variety of vehicles, from trucks and SUVs to ATVs and motorcycles, preferably late model.
- Homeowners favor DIY home improvement projects and gardening.
- Media of choice are provided by satellite service, radio, and television, also with an emphasis on country and home and garden.
- Green Acres residents pursue physical fitness vigorously, from working out on home exercise equipment to playing a variety of sports.
- Residents are active in their communities and a variety of social organizations, from charitable to veterans' clubs.
- Live in single family housing with a median value of \$235,500.

## Retail Demand

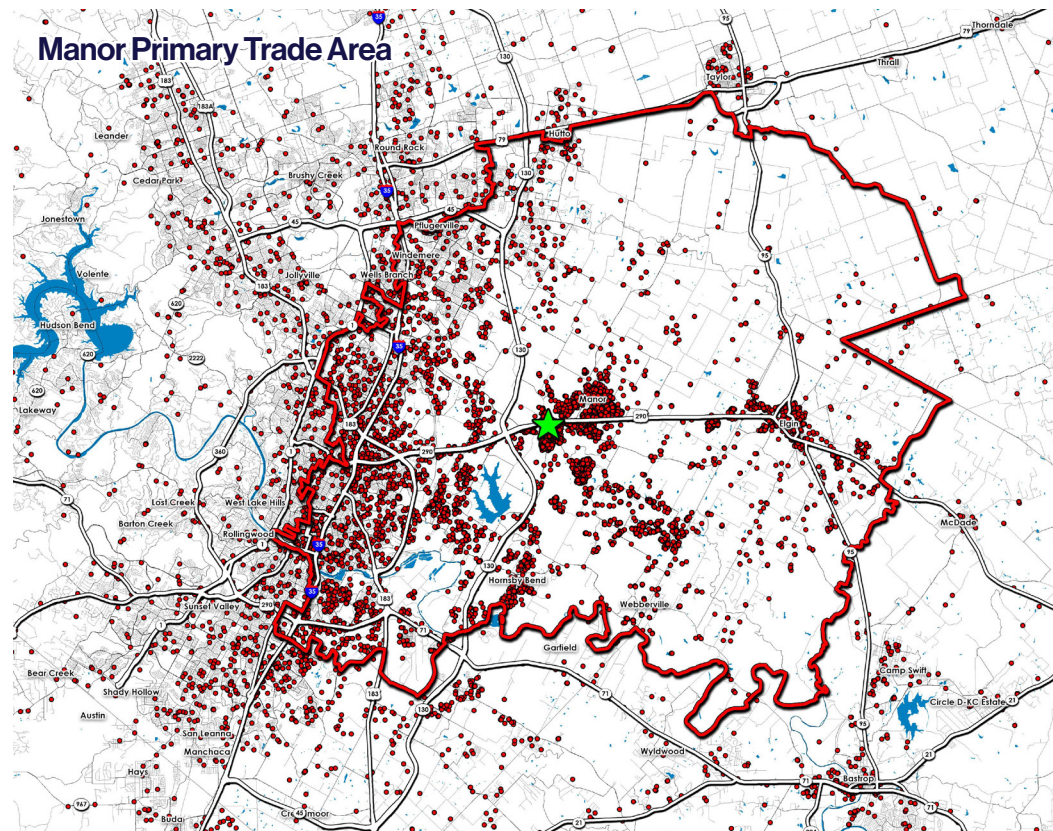
Retail markets across the United States have failed to keep up with the demand for new space, which keeps retail vacancies low and fuels rent growth. Retail space in Manor has a low vacancy rate of 1.3%, indicating there may be some amount of existing retail demand that is not being satisfied or absorbed in Manor due to a lack of available retail inventory. Retail rents in Manor have grown over 40% over the last ten years from \$20.00 PSF in 2014 to \$28.49 today. Increased consumer spending has kept demand for retail goods and services high nationally, but a lack of available space has kept leasing activity constrained in many markets, including Manor.

To understand the reach of Downtown Manor, an analysis was performed on customers visiting Downtown to understand where they are coming from. The closest 65% of these customer samples were used to delineate a Primary Trade Area (PTA) for Downtown. As seen in the map to the right, the Downtown Primary Trade Area has a large reach, much larger than traditional suburban retail, and reaches Downtown Austin in the west and past Elgin in the east. This PTA reaches a customer base of 671,817 residents that have a median household income of \$79,412 and an average household income of \$107,961.

Manor is expected to grow by over 33% in the next five years, and consumer spending is expected to grow with the population. Total growth of the consumer spend within Manor is expected to be \$76.2M. Total growth of the consumer spend within the Downtown Manor PTA is estimated to be \$1.9B over the next five years, which would require an additional 6.3M square feet of retail above what currently exists to satisfy that consumer demand.

It is estimated that Downtown Manor can capture an annual demand of 27,732 square feet over the next five years.

- 20,310 square feet are from population growth and an increase in consumer spending
- 7,422 square feet of demand is from turnover and aging of existing retail space



## Retail Demand

Retail demand from population growth	20,310 SF
Retail demand from market turnover	7,422 SF
<b>Total</b>	<b>27,732 SF</b>

Source: Catalyst Commercial, Esri, CoStar

### Office Demand

Economic uncertainty and a changing workforce model over the last few years has changed the dynamics of the office market. Net absorption of office space across the United States has been negative since the beginning of 2020. Across the nation, companies are becoming ever more efficient with their office space and the average lease size has dropped 17% when compared to leasing activity in 2017-2019. Since 2020, many companies have delayed or canceled renewals and/or expansion. During this time there has been a flight of office users to quality, as companies attempt to provide additional amenities to retain and attract employees.

The Austin office market is currently made up of 135M square feet of office space, with a vacancy of 17.0% and market asking rents of \$43.75 per square foot.

Texas has long seen net positive job growth and been a top importer of jobs from across the nation for over a decade. Recently released data from the Federal Reserve Bank of Dallas shows that over the period from 2010 to 2019, only Florida outranked Texas for net gains of businesses and Texas was number one in net gains of jobs over the same period.

A number of factors make Texas ideal for businesses looking to relocate in search of environments more conducive to their organizations' goals:

- Educated population and access to talent
- Population growth
- Economic growth
- Business-friendly regulations
- Business-targeted incentive programs
- Lower cost of living than coastal metros
- Central location for logistics and travel
- Lower taxes

To understand the capacity of the office market, an analysis was performed to understand Downtown Manor's ability to capture future office demand within the region. Factors analyzed included:

- Current office inventory
- Population growth
- Economic growth
- Office vacancy

Due to parcels in Downtown Manor generally being smaller, it isn't a fit for a large corporate (re)location but rather a better fit for small office, live-work units, or executive suites.

It is estimated that Downtown Manor could capture and absorb approximately 4,860 square feet of new office space annually. A large majority of this demand comes from small-format office as a function of population and economic growth of the region. It is estimated that 2% of retail space becomes obsolete annually (a conservatively assumed 50-year lifecycle for new space) and Downtown Manor could capture 2% of the new demand created by turnover, resulting in an additional annual demand of 551 square feet.

#### Annual Office Demand

Office demand from market growth	4,309 SF
Office demand from market turnover	551 SF
<b>Total</b>	<b>4,860 SF</b>

Source: Catalyst Commercial, Esri, CoStar

## Housing Demand

To understand the capacity of the owner- and renter-occupied residential market, a regional analysis was performed to understand the following factors within Manor and the surrounding region:

- Historical population growth
- Projected population growth
- Historical building permits
- Projected deliveries of multifamily units
- Projected demographic changes

From the understanding of the region underwritten by this analysis, projected owner- and renter-occupied demand was calculated to determine the number of units the market could absorb without becoming oversupplied. From this regional demand, a capture rate was applied to estimate the amount of the regional demand that Downtown Manor could capture and absorb.

It is estimated that Downtown Manor could capture 811 units annually of traditional single family detached as well as an additional 142 units annually of owner-occupied housing in other formats such as townhomes or condos.

It is estimated that Downtown Manor could capture 447 units annually of traditional multifamily as well as an additional 135 units of renter-occupied housing in other formats such as duplex, triplex, fourplex, or single-family build-to-rent.

These demand numbers do not represent what Manor must absorb but the demand that could be absorbed by Manor without oversupplying the market if all product types and price points were targeted. Other factors such as spacing, adjacency, and land availability will also play into which types of housing can be built in Downtown Manor.

### Owner-Occupied Housing Demand

Single-Family Detached Demand	811 units
Homes < \$200k	96 units
Homes \$200k - \$250k	106 units
Homes \$250k - \$350k	272 units
Homes \$350k - \$450k	208 units
Homes \$450k+	129 units

Alternative Owner-Occupied Product Demand	142 units
Homes < \$200k	21 units
Homes \$200k - \$250k	19 units
Homes \$250k - \$350k	46 units
Homes \$350k - \$450k	34 units
Homes \$450k+	21 units

**Total Annual Owner-Occupied Demand 953 units**

### Renter-Occupied Housing Demand

Multifamily Demand	447 units
Rental Rate <\$1,000	63 units
Rental Rate \$1,000 - \$1,500	40 units
Rental Rate \$1,500 - \$2,000	79 units
Rental Rate \$2,000+	265 units

Alternative Renter-Occupied Product Demand	135 units
Rental Rate <\$1,000	18 units
Rental Rate \$1,000 - \$1,500	11 units
Rental Rate \$1,500 - \$2,000	24 units
Rental Rate \$2,000+	82 units

**Total Annual Renter-Occupied Demand 582 units**

Source: Catalyst Commercial, US Census Bureau, Esri

## Program Justification

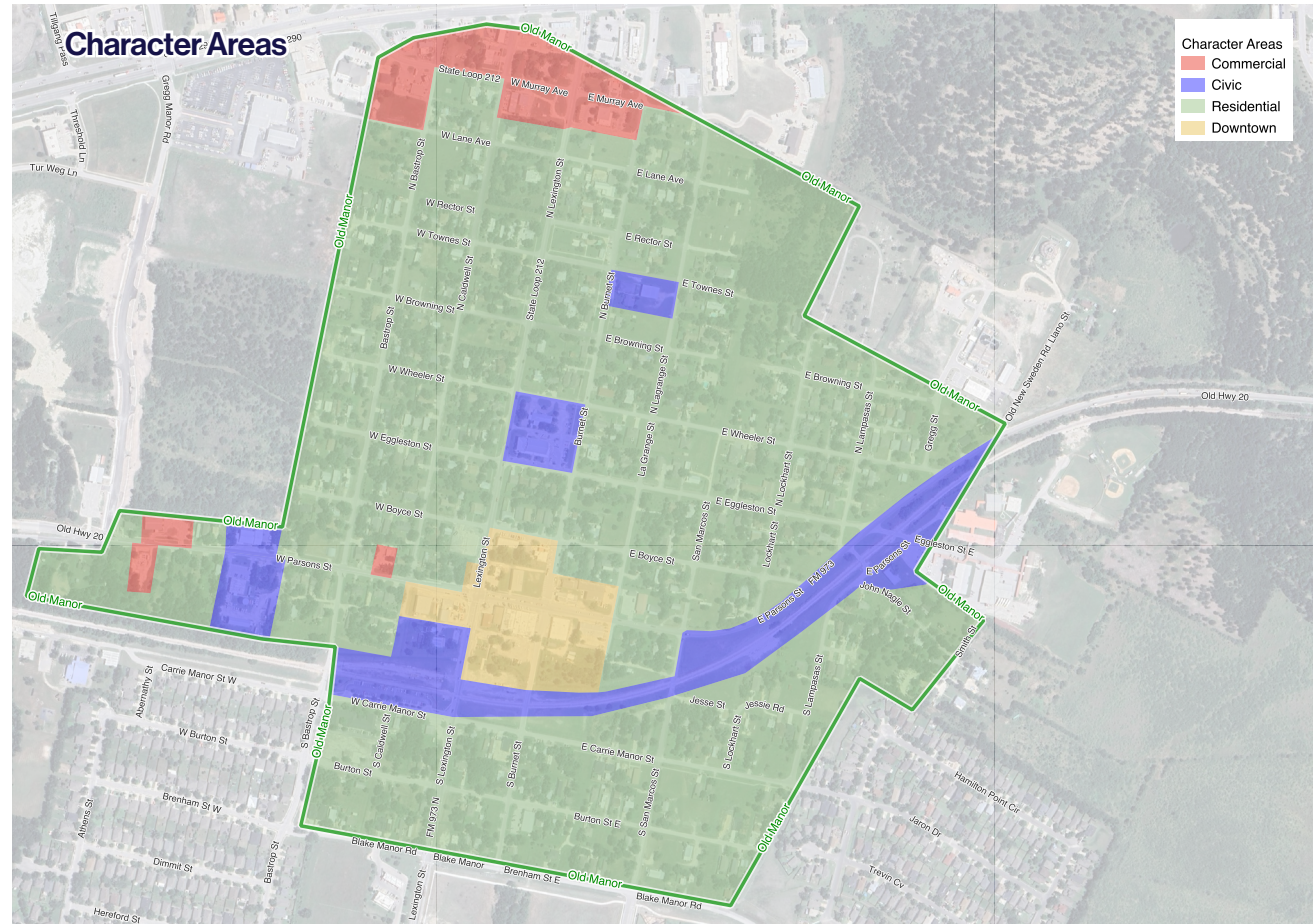
The table below is a summary of the market demand discussed in the document. This demand is shown in annual, 5-year, 10-year, and 20-year increments.

Program Justification						
	Annual Demand	Targeted Uses and Justification	Annual Demand	5 Year Demand	10 Year Demand	20 Year Demand
Retail	27,732 SF	<ul style="list-style-type: none"> <li>• Infill</li> <li>• Destination restaurants and retail: void in the market for destination uses, target local or regional restaurants</li> <li>• Entertainment (also includes "eatertainment")</li> </ul>	27,732 SF	138,660 SF	277,320 SF	554,640 SF
Office	4,860 SF	<ul style="list-style-type: none"> <li>• Small office</li> <li>• Executive suites</li> <li>• Live-work space</li> <li>• Favorable local and state climate for corporate expansion and relocation</li> <li>• "Flight-to-quality" office space</li> </ul>	4,860 SF	24,300 SF	48,600 SF	97,200 SF
Residential	<ul style="list-style-type: none"> <li>• Owner-Occupied: 953 units</li> <li>• Renter-Occupied: 582 units</li> </ul>	<ul style="list-style-type: none"> <li>• Multifamily: \$2.00 PSF rents or higher (59% of renter-occupied demand)</li> <li>• Townhomes</li> <li>• Adjacency to Austin and job centers</li> </ul>	1,535 units	7,675 units	15,350 units	30,700 units

Source: Catalyst Commercial



Downtown Manor largely consists of residential uses bookended by commercial uses in the north along US Hwy 290 and Downtown-oriented commercial in the south around the intersection of Parsons St and Lexington St. Some civic uses exist with the police and fire facilities on the west edge of Downtown along Parsons St, the Manor City Cemetery to the northeast, and the Manor City Hall in the center at the intersection of Eggleston St and Lexington St.



## Redevelopment Opportunity

To understand the issues and opportunities within Downtown Manor, a driving tour was conducted along each roadway within Downtown. Parcels were then categorized by their likelihood to be redeveloped over the next 10-15 years.





## Roadways

Based on coordination with TxDOT, the widening project for FM 973 from two travel lanes to six travel lanes between US Hwy 290 and SH 130 has been environmentally cleared, and right-of-way purchasing can begin. However, there are no funds available for construction at this time. Improvements to South Loop (SL) 212 between US Hwy 290 and Wilbarger Creek will consist of a right-of-way overlay (repaving) that is scheduled for completion by the end of 2024. Improvements to US Hwy 290 between Gregg Manor and FM 973 will consist of a right-of-way overlay (repaving) slated for construction January 2027; as of April 2024, this has not yet been designed. SL 212 and FM 973 from US Hwy 290 to the future connections with Blake Manor currently have no widening plans, but there are plans to repave those street sections sometime in 2024.

Based on coordination with the City of Manor's Public Works Department on existing improvement plans, Gregg Manor from US Hwy 290 south to Parsons Street has been newly improved earlier in 2024. Additionally, Blake Manor from Lexington to the future connection at FM 973 will consist of widening this section to 3 travel lanes, though there are no known current plans for this improvement. Additional coordination with Manor staff and TxDOT will impact the timing of these future improvements.

Regarding the TxDOT Turnback, this is a program that can be utilized to allow Manor to make improvements to existing TxDOT roadways, such as FM 973 and portions of Parsons Street (SL 212 / FM 973 / Old TX 20). Funding for the improvements proposed for roadways, such as trail connections and gateways, is not available from TxDOT, and therefore Manor could create a fund (through the city's CIP or bond funding) to make these improvements without TxDOT.

## Trails

Manor's Hike & Bike Trails Master Plan reflects a mobility hub at the intersection of Parsons and Lexington Street. Crossing through that mobility hub is a major multiuse urban trail planned along Parsons Street east-to-west starting at a proposed major multiuse path at the future extension of Gregg Manor Road then continuing through Downtown Manor and along Old TX 20 as a major multiuse path. Another major multiuse urban trail planned along Lexington

north-to-south starting at a proposed major multiuse path along US Hwy 290 continuing through Downtown and connecting to both a major multiuse path along Brenham Street/Blake Manor Road and a minor multiuse path along FM 973 heading south. The Downtown Manor project proposes to generally align on- and off-street trail connections with these proposed multiuse path locations, while also providing additional trail nodes throughout the heart of Downtown. The project proposes gateways and trailheads at specific locations at the edge of and within Downtown to create a sense of place and arrival to the area. A trailhead at Ben E Fisher Park was recently opened that connects the park and Manor to the regional trail system.

## Transit

The Destination Manor 2050 Comprehensive Plan reflects a potential station for the Green Line, a commuter rail line, to connect Manor to Downtown Austin as part of Project Connect, potentially as soon as 2036. With this potential future station in Manor, residents could have more opportunities for reliable and affordable transportation, connections to employers and activity centers, and an improved quality of life for pedestrian- and bike-friendly development along the transit corridor. The Comprehensive Plan describes a desire to develop Downtown Manor with mixed-use and transit-oriented development to take advantage of future transportation nodes associated with the potential future Green Line and other transit improvements. Additionally, the Comprehensive Plan specifies the need for a complete street policy to accommodate multimodal transportation for pedestrians, cyclists, and vehicles. This would be beneficial not only to Downtown, but the city in general. Though the timeline for rail is long, it is advantageous for the city to maintain the option for transit-oriented development at and near the potential station.

Manor is currently analyzing the viability of a pilot program for a rideshare system to provide an interim transportation option for residents and visitors that can address residents' mobility needs and develop an effective local and regional transit system.

## Utilities

Manor has existing utility infrastructure within the study area for the Downtown



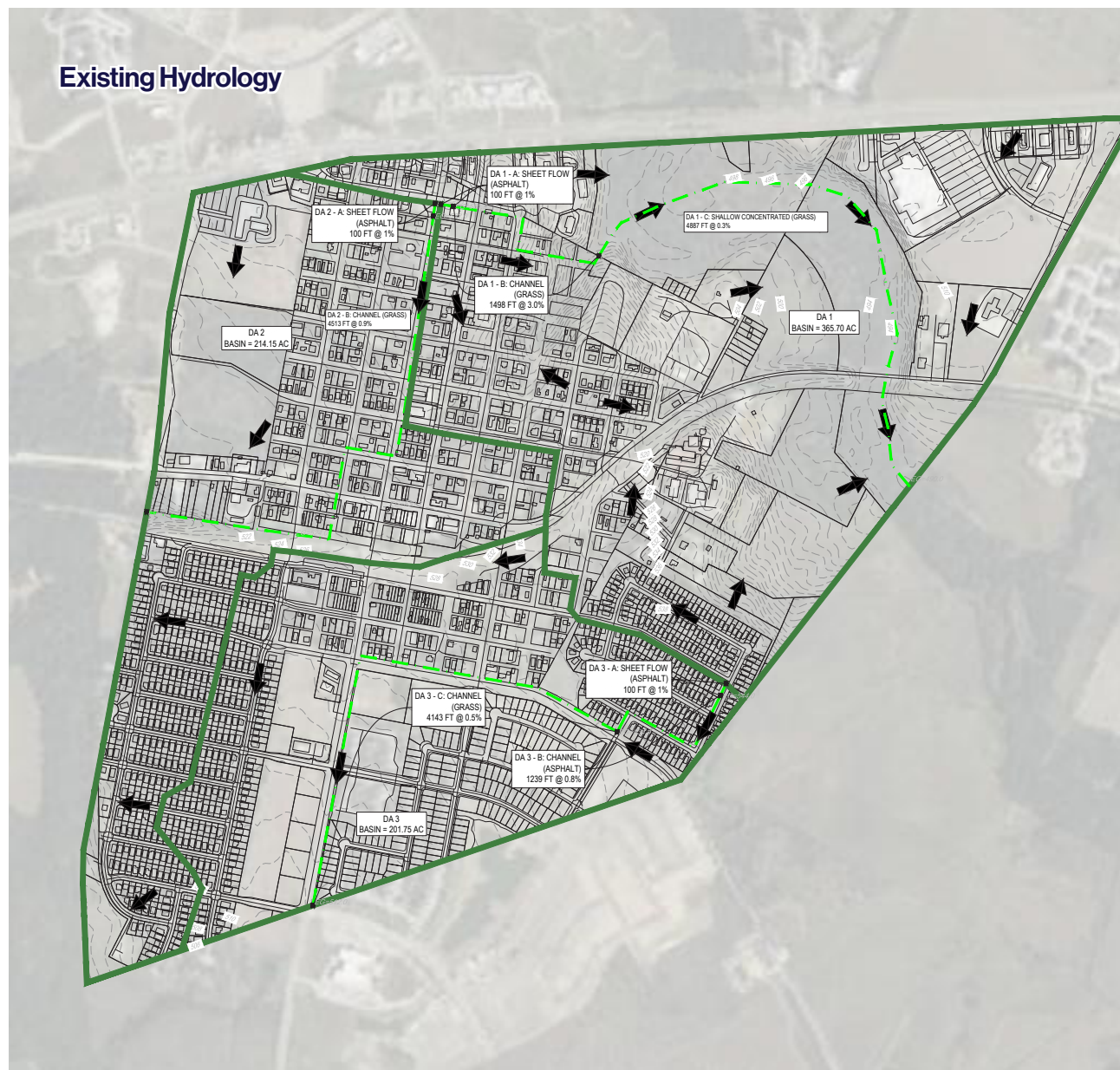
Manor improvements project, including water, wastewater, and electric lines, sufficient to serve existing development.

## Water

Manor's current water system includes 6" waterlines generally throughout the study area, with a 12" transmission line along the western boundary of Downtown, an elevated storage tank west of Downtown, and a water treatment plant on the south side of Parsons Street on the west side of Downtown. The Water Capital Improvement Plan (CIP) reflects future water system improvements within the study area, including water main improvements on the eastern edge of the study area at Parsons Street (where it becomes Old TX 20), south of the study area along Lexington Street and Blake Manor Road, and north of the study area along FM 973.

## Wastewater

Manor's current wastewater system includes Lift Station #1 west of the study area, Lift Station #11 southwest of the study area, 6" and 8" gravity mains throughout the study area, and a 12" gravity main along Parsons Street. The Wastewater Capital Improvement Plan (CIP) reflects future wastewater system improvements within the study area, including a 12" gravity main (S-32) "to correct current capacity issues and serve additional growth."

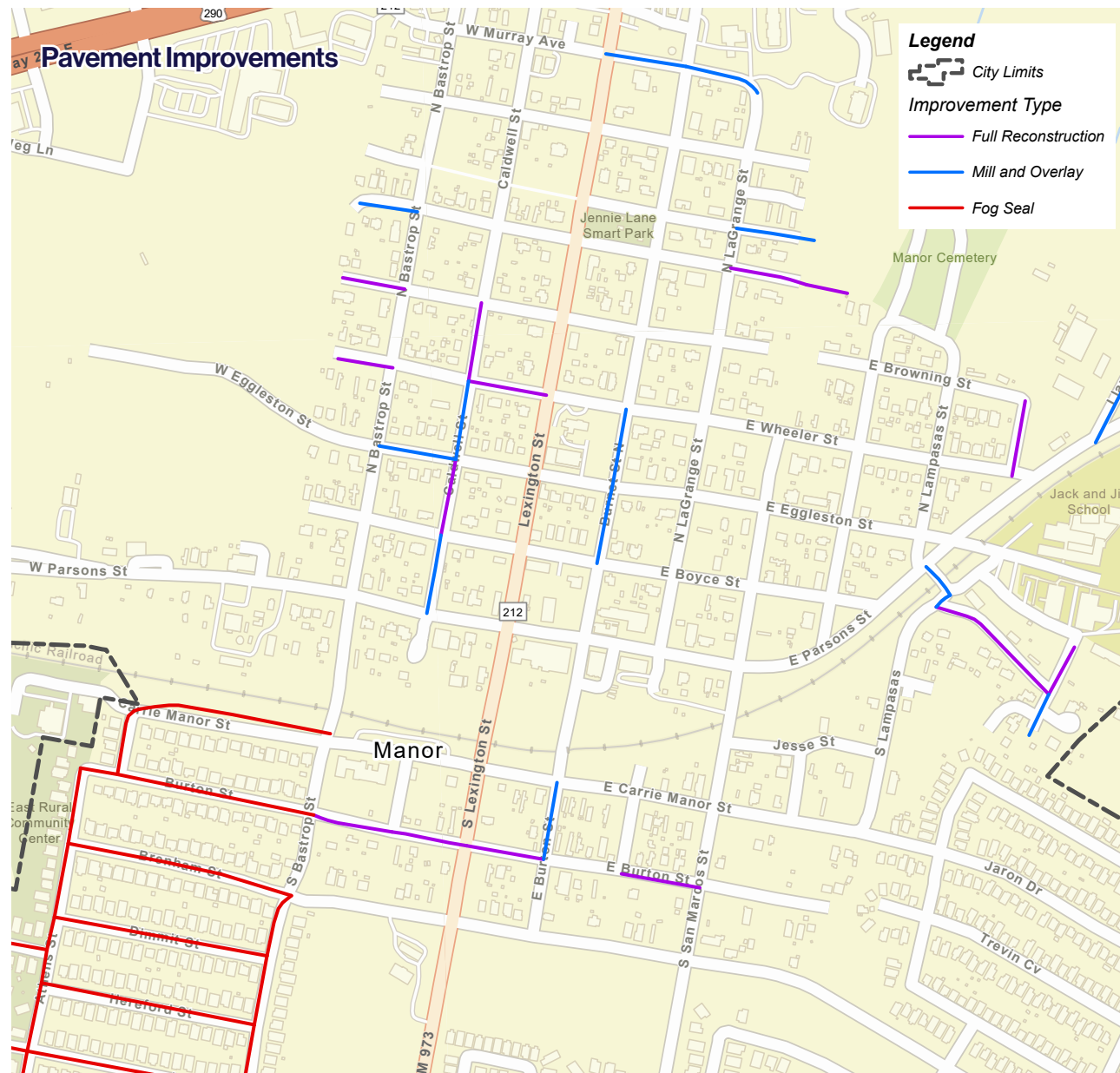


## Topography and Drainage

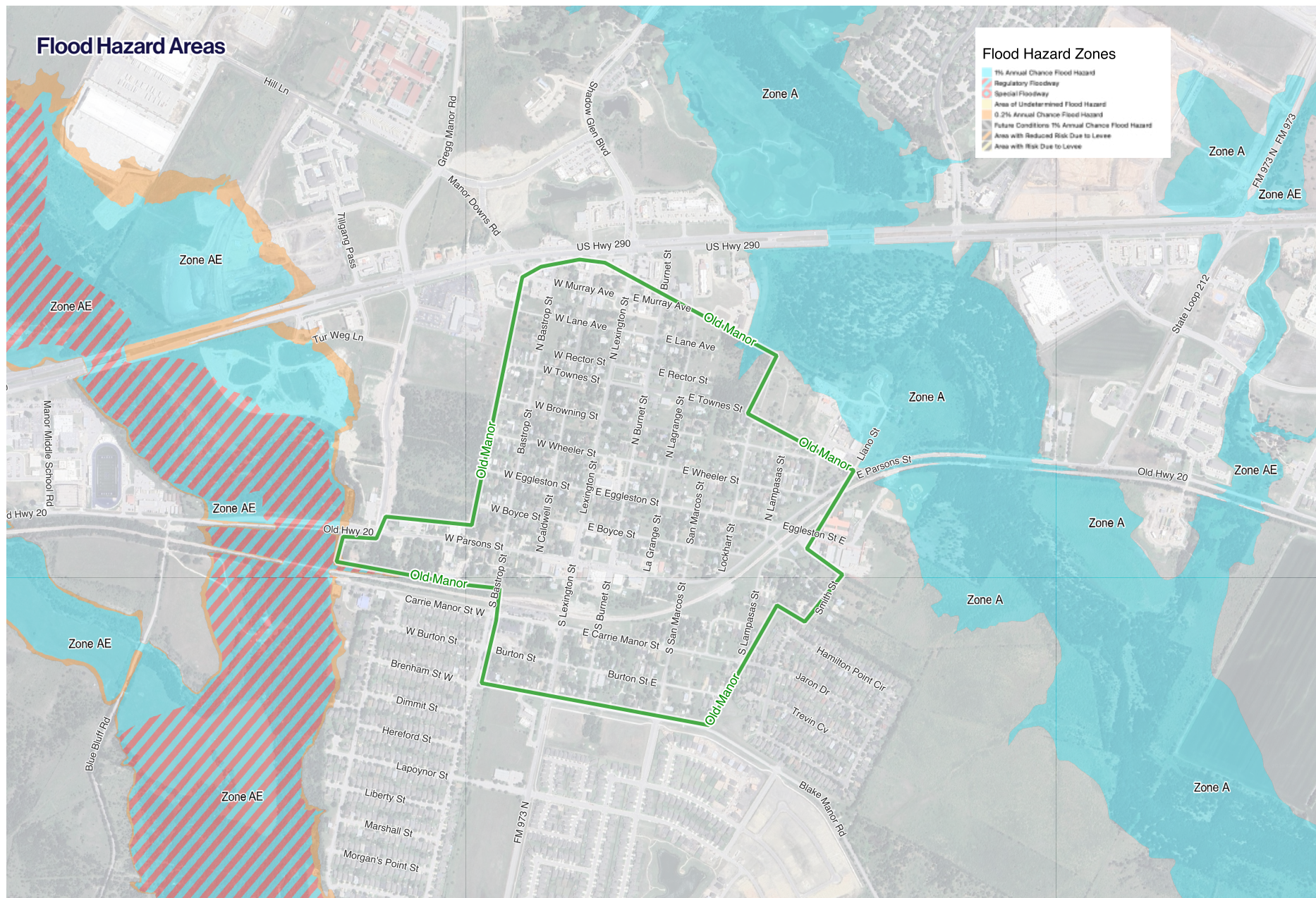
Three major drainage areas were determined based on the existing design of the city. The exhibit provided shows the three overall drainage areas along with each area's approximate flow paths. Drainage Area 1, which diagonally bisects the heart of Downtown and encompasses the northeast portion of the city, is approximately 365 acres and stormwater from this area ultimately conveys to Wilbarger Creek. The southern and western portions of the city are divided in two. The westernmost 215 acres makes up Drainage Area 2 and the southernmost 200 acres makes up Drainage Area 3. Stormwater from Drainage Areas 2 and 3 both flow in a southwesterly direction, ultimately conveying to Gilleland Creek. Preliminary regional detention pond volumes were estimated and a table within the exhibit (provided under separate cover) provides approximate storage volume requirements for 65% and 85% impervious cover.

## Floodplain

Portions of the site will be within the boundaries of the 100-year floodplain as per FEMA Flood Insurance Rate Map community panel numbers 48453C0480J and 48453C0485J. West of the city is the existing floodway and 100-year floodplain centered around Gilleland Creek. While little development is expected here, upstream improvements will be required as Drainage Areas 2 and 3 are draining towards it. Development on the eastern side of the city, as represented by Drainage Area 3, is also constrained by the existence of another 100-year floodplain.









A critical element of vibrant downtowns is the presence of diverse and integrated land uses such as neighborhood retail, office, and a wide range of housing types. Manor's existing platted alleys and small block sizes are ideal for incremental infill development of single and multifamily housing stock, along with appropriately scaled neighborhood retail. An effective strategy to address barriers to these patterns of development is through the utilization of a form-based code. This plan recommends the creation and adoption of a well-calibrated zoning tool, like a form-based code, for Manor's historic Downtown as an overlay district. The existing zoning for the Downtown area is comprised of mostly single-family suburban (SF-1), which limits the infill development consistent with the comprehensive plan's vision. Adoption of a form-based code would allow by-right development of a diversity of housing types and neighborhood-scale retail; both of which contribute to an increased vitality in Downtown Manor. Until a form-based code is formed and adopted, the following code recommendations are proposed under the existing zoning as a stop-gap solution.

## Urban Core Development and Urban Form

### Building setbacks:

Per Sec. 14.02.020 - Non-residential and mixed-use development standards, minimum front and side setbacks for C-1 and Downtown Business (DB) zoning types should be reduced to accommodate the large existing Downtown right of way (ROW) dimensions. A minimal front- and side-setback requirements would allow the required building setback and parkways to be absorbed within the existing 80' Downtown ROW, consistent with the street section recommendations in this document.

### Minimum lot area and dwelling unit size:

Minimum lot area restrictions for C-1 and Downtown Business (DB) in Sec. 14.02.020 restrict development flexibility for retail and office. It is recommended that this area is minimized to allow for smaller retail development patterns. Additionally, reducing the minimum dwelling unit size of C-1 and DB zoning types would allow for a better retrofit of existing underutilized parcels Downtown.

### Minimum open space requirements:

With the limited development space of Downtown infill lots and the need for

Downtown streetscape improvements, consideration should be made to grant streetscape improvements as satisfying the 5% open space requirements outlined in Sec. 14.02.064 (18), with council approval.

### Parking requirements

The minimum parking requirement of 1 stall per 250 square feet for retail and restaurants limits smaller-scale retail and commercial development in Downtown. An overlay is recommended to limit parking requirements within the boundaries of Downtown Manor. To address this issue where parking minimums still stand, with the completion of on-street parking improvements, on-street parking should be considered to satisfy the minimum parking requirements in the code, and shared parking agreements should be promoted and encouraged.

## Infill Residential Development and Missing Middle Housing

The comprehensive plan's vision promotes the need for diversity of housing choice in the City of Manor. This includes cottages, townhomes, duplexes, multiplexes, and accessory dwelling units. Downtown Manor provides the greatest opportunity for addressing this issue. Appropriate architectural and form standards can ensure a "gentle density" through the addition of missing middle housing types in the Downtown area. Several provisions within the current code limit the by-right development of these housing types.

### General housing development restrictions

Per Sec. 14.02.019 - Non-residential and mixed-use land use conditions, only permitting condominiums in tandem with first floor commercial sets an unrealistic standard that limits development of appropriately scaled condominium units. The current scale of Downtown Manor only supports a modest amount of neighborhood commercial, therefore, requiring additional commercial in allowance for condominiums hinders the much needed development of condominiums as a missing middle housing type.

To address diverse housing options and increase vibrancy of Downtown, Sec. 14.02.005 should allow single-family attached (2 units), single-family attached (3 or more units) in SF-1 and C-1 zoning areas. Allowance of smaller units would accommodate housing needs identified in the comprehensive plan.

Additionally, minimum dwelling unit size and maximum units per structure restrictions in Sec. 14.02.007, limit flexibility for innovative infill development to address market needs. Lastly, to increase housing affordability and limit gentrification in Downtown Manor, consideration should be made to allow up to 2 dwelling units per lot in SF-1 zoned areas within the Downtown boundary, opposed to the current limitation of 1 dwelling unit per lot listed in Sec. 14.02.007. Revision of this code element would promote development of accessory dwelling units within SF-1 zoned lots, ensuring access to affordable rental units in the Downtown area without disturbing neighborhood character through the construction of large multifamily units.

## Setbacks

Per Sec. 14.02.007 - Residential development standards, reducing the front setback from 25' to 10' on single family buildings within the Downtown study area will greatly enhance the urban realm by creating a more enclosed, walkable streetscape by pulling architecture and porches closer to the sidewalk. Additionally, reducing the minimum 7.5' side setback for lots within the SF-1 designation would help to address this issue. Allowing as little as 10' minimum front setbacks (to accommodate greenspace, sidewalks, and an urban building rhythm) on SF-1 and SF-2 zoned lots allows the remainder of the building setback and parkway to fall within the existing 80' ROW on Downtown streets.

## Parking Requirement

Parking requirements limit infill development on underutilized lots due to the limited size of infill lots. With developer funded completion of on-street parking improvements, on-street parking shall satisfy the minimum parking requirements for SF-1 zoning areas. An example of this can be seen in the Rector Street and Parsons Street recommended sections of this document.

## Minimum lot sizes

Per Sec. 14.02.007 - Residential development standards, this plan recommends reducing the minimum lot width of SF-1 and SF-2 from 70' and 60' (reduce lot width to 40' if served with an alley loaded garage on anything less than 60') respectively, to encourage a more appropriate downtown block length. Additionally, a reduction of minimum dwelling unit sizes in both SF-1 and SF-2 would provide more flexibility for retrofitting housing units into underutilized

Downtown parcels.

## General Placemaking Elements

### Historic building protection

A main theme that was identified during the public input sessions was the desire to preserve and enhance the existing historic building stock in Downtown Manor. While Downtown Manor is limited in its number of historic buildings, an effort should be made to retain the existing character of architecture of the remaining structures. City Council should consider voting on adoption of a historic building preservation overlay district that requires an additional level of review before demolition of buildings more than 50 years old. In addition to this, funding sources should be identified for restoration of structures where private investment is limited.

### Tactical urbanism

A fast, effective, and low-cost way of improving the pedestrian realm of Downtown Manor is through tactical urbanism efforts. Tactics such as open streets, temporary bike lanes, temporary trails, public art, pop-up parks, and low-cost traffic calming can catalyze public interest and private investment in Downtown before funds exist for major capital improvements. An effort should be made to limit hurdles from code standards when implementing pilot projects. It is recommended to establish an administrative process for implementing tactical urbanism plans.

### Pop-up Parks

Pop-up parks are a great fast, low-cost way to activate public spaces Downtown before resources are available for large scale capital park improvements. These parks can be implemented within underutilized city parcels, within street rights-of-way, or on private parcels through a joint effort. Pop-up parks are a useful way to pilot park programs within public spaces before committing to a fixed design. Low-cost materials such as milk crates, hay bales, shipping pallets, and surplus city benches can be used in the spaces to encourage residents and visitors to stop within the space, adding body heat to the Downtown overall. Lastly, post occupancy assessments can help assess which of the design elements are the most desired among residents.

To increase visual interest and walkability within Downtown Manor, murals at



key intersections can be implemented within the Downtown core. Intersection murals, crosswalk art, and painted plazas can result in a significant decrease in crashes involving pedestrians, according to a 2021 Asphalt Art Initiative study. This low-cost traffic controlling tactic not only increases Downtown pedestrian safety, but also beautifies the community overall.

## Pop-up Bike Lanes

An effective, low-cost method of increasing bikes as a mode of transport through, to, and from Downtown is through the use of temporary bike lanes to reclaim underutilized pavement Downtown and to connect key park spaces. These bike lanes can be used as pilot projects to assess how traffic reacts to potential future permanent bikeway facilities within Downtown before capital funds support permanent construction of this infrastructure. These can be implemented using different physical barrier types that range in cost from simple traffic cones to concrete jersey barriers. Additionally, using large planters with, or in lieu of these barriers can add visual interest to the Downtown. Choice of barrier material used is contingent on the span of the project. Many public works departments already have an inventory of traffic barriers that can be used in the short term.

## Open Streets

Open Streets are a temporary activation of a downtown street by closing the street to automobiles to allow residents and visitors to walk, bike, skate, dance and



play within the public rights-of-way while still allowing local residential vehicular access. Using local streets as public park space can increase public health by encouraging residents to be physically active through walking. Historically, when existing open streets projects were located within a downtown or central business district, there was an increased interest in local vendors, musicians and artist to occupy these spaces, in turn creating wider participation across the community creating significant secondary benefits to Downtown businesses. Lastly, open streets should not be confused with weekend Downtown events or street fairs, as open streets are implemented for a longer interval and promote community activation 7 days per week.





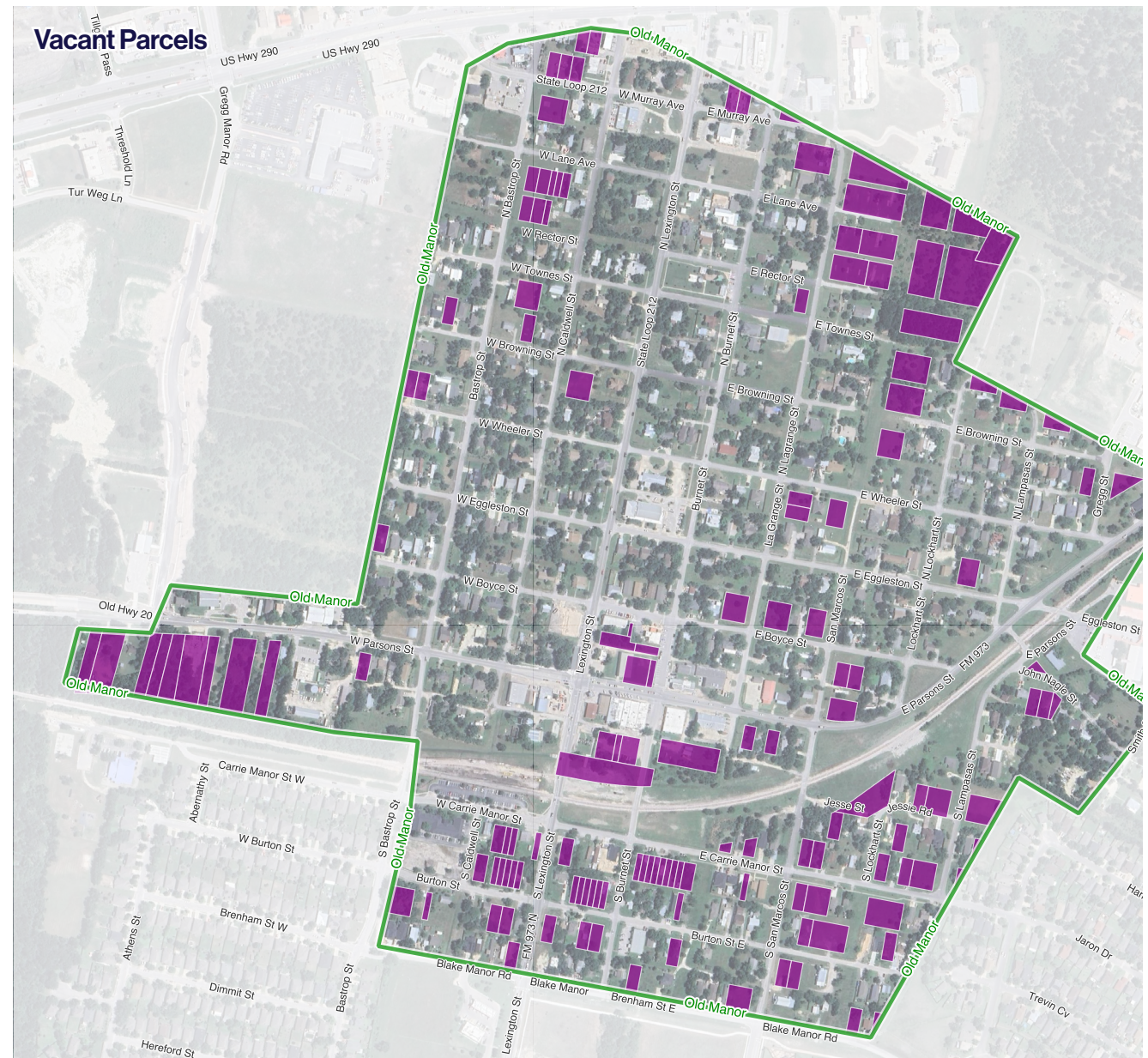
The recommendations on the following pages follow the below themes in their aim toward the betterment of Downtown Manor.

Existing streets and mobility corridors should serve more users than just commercial and personal motor vehicle traffic.

Downtown should be accessible from existing residential within Downtown as well as the neighborhoods adjacent to or near Downtown. Connecting to regional trails and providing open space are also important.

Downtown Manor should be a place where residents and visitors desire to travel to, spend money in, and live within.

Infill development should contribute visually and fiscally to the health of the Downtown area. The map to the right shows those parcels that are most immediately available for infill development as they are currently vacant.





Downtown Manor is uniquely positioned in Central Texas at the nexus of regional trails and open space. With fledgling park space, and soon to come multimodal regional trails, opportunity to utilize these amenities as opportunities for recreation and connection will only continue to grow. Furthermore, there is unpaved existing ROW in the Downtown grid that can be utilized as trail corridors to connect Downtown residents internally and externally to various parks and open spaces.

The existing Downtown park spaces – Manor Art Park, Jennie Lane Park and Ben E. Fisher Park are quality spaces that can be enhanced or expanded to better serve as Downtown destinations.

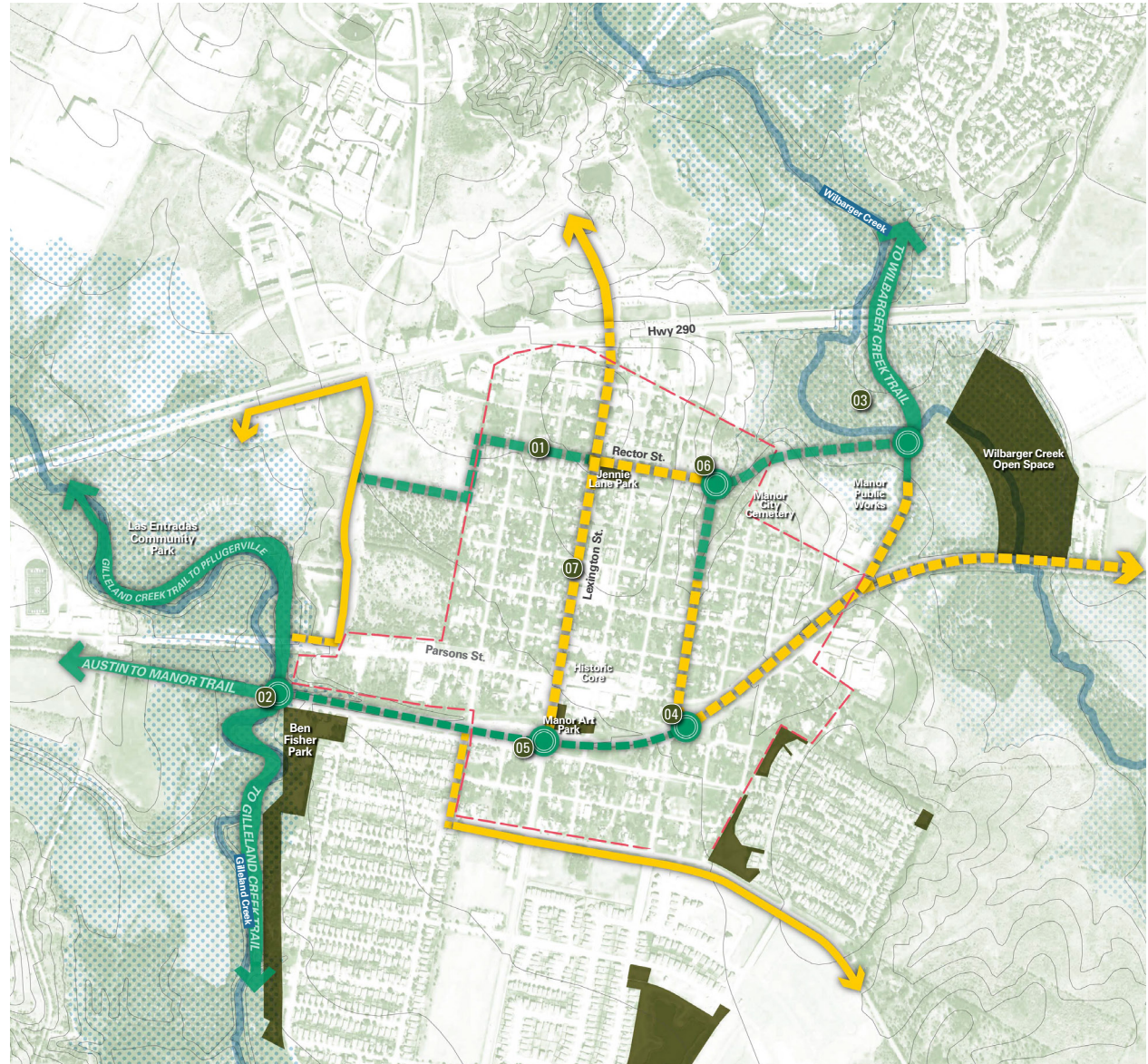
## KEY PARK SYSTEM STRATEGIES

- 01 RECTOR STREET CONNECTION
- 02 TRAIL HUB AT BEN FISHER PARK
- 03 POTENTIAL FUTURE PARK EXPANSION
- 04 TRAILHEAD AT EASTERN GATEWAY
- 05 ART PARK TRAIL HUB
- 06 NE TRAIL HUB
- 07 LEXINGTON STREET IMPROVEMENTS\*

### Legend

- parks
- city limits
- FEMA floodplain
- rivers/creeks
- proposed trail node
- proposed off-street trail connection
- proposed on-street trail connection
- existing on-street trail connection

\*6' sidewalk in the intermediary, 10' sidewalk improvement post TXDOT turn-back





One of Downtown Manor's greatest assets is the historic street grid that provides high levels of connectivity. However, one of the limitations of that is that for the most part the existing streets are designed to only serve vehicle and commercial truck traffic. Over time, there is the opportunity to update these streets to serve all user types and discourage large semi-truck traffic. In addition, the recent investment in trails can be paired with the street improvements to create a complete network that can provide the opportunity to spur redevelopment and infill development.

## STREETSCAPE DEVELOPMENT STRATEGIES

- 01 MUNICIPAL SPINE IMPROVEMENT
- 02 RECTOR STREET IMPROVEMENT
- 03 DOWNTOWN GATEWAY ENHANCEMENTS
- 04 POST TXDOT TURN-BACK IMPROVEMENTS

## KEY PARK SYSTEM STRATEGIES

- 01 TRAIL HUB AT BEN FISHER PARK
- 02 RECTOR STREET GREENWAY CONNECTION
- 03 SAN MARCOS GREENWAY CONNECTION

## Legend

- parks
- FEMA floodplain
- old manor boundary
- proposed off-street trails
- proposed - near term improvements
- proposed - post turn-back improvements





Although many of the Downtown parcels in Manor provide opportunities for infill development, the 4-block "Main & Main" intersection of Parsons Street and Lexington Street provides the greatest opportunity for catalytic infill development. The north-east and south-west quadrants of this block are not currently under best-use conditions. Infill development of vertical mixed use including office, commercial, and civic buildings can help enclose the pedestrian realm while providing a sense of arrival to Manor's "core". Additionally, the existence of the historic Downtown storefronts, Manor Art Park, water tower, and future trail connections to Austin make this focus area a top priority for redevelopment. Improvement of the Art Park, with potential for expansion, can provide a communal space for Downtown events, tying the Downtown core to the larger future trail network.

## LEGEND

- 01 INFILL CIVIC/COMMERCIAL BUILDING  
32,000 SF, 16,000 SF FLOOR PLATE
- 02 DOWNTOWN PARKING GARAGE
- 03 INFILL CIVIC/COMMERCIAL BUILDING  
26,000 SF, 13,000 SF FLOOR PLATE
- 04 WATER TOWER PLAZA
- 05 INFILL VERTICAL MIXED USE  
40,000 SF, 20,000 SF FLOOR PLATE
- 06 EXISTING DOWNTOWN STOREFRONTS
- 07 CIVIC/COMMERCIAL BUILDINGS  
11,000 SF EACH, 5,500 SF FLOOR PLATE
- 09 PARK EXPANSION + IMPROVEMENTS





With Downtown Manor's advantageous proximity to Austin, coupled with Austin's growth pressures and housing affordability crisis, Manor is poised to see an increase in demand for infill housing development. The urban block structure and historic platted alleys provide ample opportunity for a variety of infill housing types to meet the demand of current and future residents of Manor. With the incremental development of "missing middle" housing, gentle density can help address housing affordability while increasing the overall activation of Downtown by adding residents within its boundaries. Additionally, the opportunity exists to allow live-work and first floor retail on units fronting primary corridors such as Lexington Street.

## LEGEND

- 01 LIVE-WORK TOWNHOMES  
*Opportunity for more intense multi-family infill in Neighborhood & Downtown Mixed-Use areas.*
- 02 DETACHED FLATS
- 03 ACCESSORY DWELLING UNITS (ADU)
- 04 DUPLEX
- 05 MULTI-PLEX
- 06 EXISTING BUSINESS
- 07 ON-STREET PARKING





## LEGEND

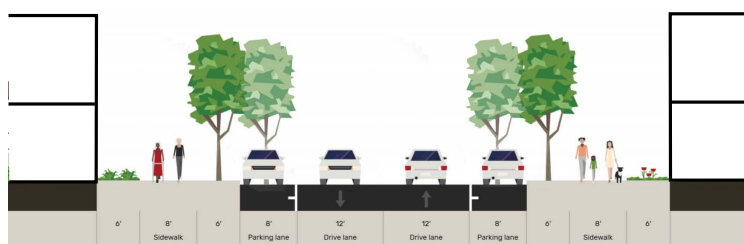
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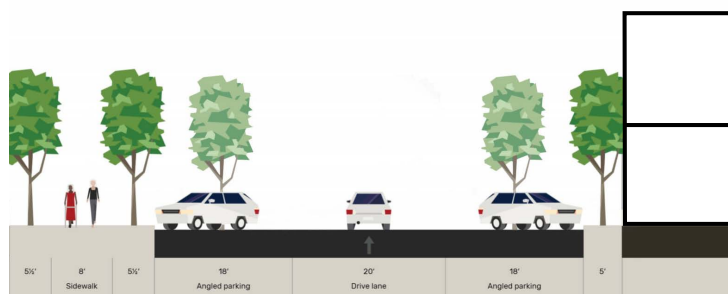
# Recommendations - Street Improvements

Item 3.

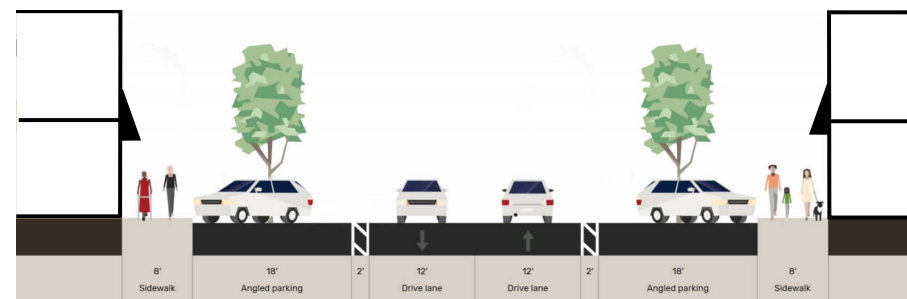
This plan recommends that the city update their Downtown Master Thoroughfare plan to create better harmony between pedestrians and vehicles. The existing conditions of wide pavement sections and limited sidewalks are not conducive to walkability and ultimately, an activated downtown. The recommended roadway improvement sections utilize the existing 80' ROW to provide better pedestrian infrastructure through the implementation of wider parkways. Additionally, the large Downtown right-of-way widths provides opportunity along commercial corridors to serve parking needs of current or future businesses without requiring surface parking lot development – the biggest opportunity for this currently exists on Rector Street and Parsons Street. Lastly, parallel parking on Lexington Street and adjacent Downtown streets addresses the issue of limited Downtown parking while enhancing the pedestrian realm by providing a physical buffer between traffic and pedestrians.



**DOWNTOWN STREETS  
LEXINGTON STREET**



**RECTOR ST. EXTENSION  
ROW: 80'**



**PARSONS ST.  
ROW: 80'**



# Recommendations - Western Downtown Gateway

Item 3.

The western Downtown arrival involves both vehicular and pedestrian experiences. With future regional hike and bike connections to Manor via the Austin to Manor Trail and Gilleland Creek Trail, arrival to the western end of Downtown at Ben E. Fisher Park will serve as a major bike and pedestrian entry

point. Secondary Downtown monumentation is recommended within both the trail corridor entering Ben E Fisher Park and continuing into Downtown and along Parsons St eastbound after crossing the Gilleland Creek bridge.

## Vision Images





# Recommendations - Northern Downtown Gateway

Item 3.

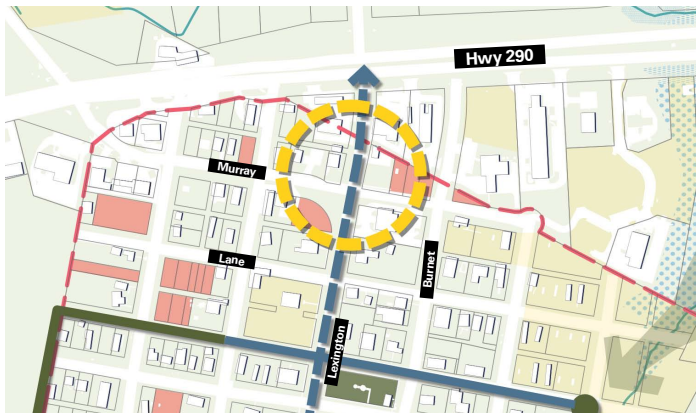
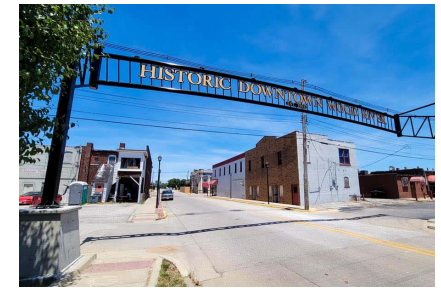
The northern and primary gateway of Downtown at Lexington St and US Hwy 290 is the main entry to Downtown for visitors and for residents living on the north side of US Hwy 290. An improvement of this Gateway utilizing landscape improvements

and monumentation features enhances visitor experience as an iconic threshold of entering Downtown.

## Vision Images



PRIMARY DOWNTOWN ENTRY MONUMENTATION



SECONDARY MONUMENTATION





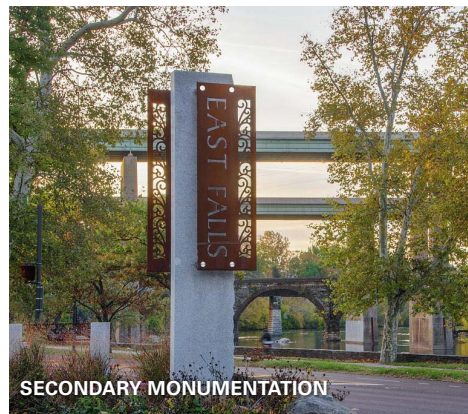
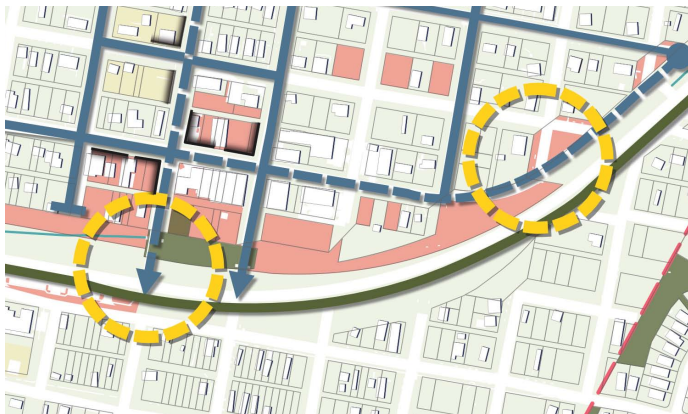
# Recommendations - Eastern and Southern Downtown Gateway

Item 3.

In other areas where major roads enter the historic core such as the eastern (Parsons St) and southern (Lexington St) entries, wayfinding identifiers can help promote the urban realm for both vehicles and pedestrians. With proposed

trail corridors intersecting the eastern and southern gateways, construction of trail-hub pocket parks in tandem with secondary signage provides enhanced placemaking and vibrancy upon arrival.

## Vision Images









## Fiscal Impact of proposed Downtown improvements

Catalyst Commercial conducted a parcel-by-parcel assessment of current conditions and quality to understand and prioritize those parcels and blocks that are likely to redevelop in the near term. Parcels were ranked in quality and condition from the poorest quality and/or in greatest need of repairs or maintenance to the highest quality and/or in excellent condition.

Parcels within the Downtown study area were identified by their likely future land use, in calibration with the City's future land use map. Parcels in poor shape or vacant were then identified as redevelopment opportunities. Using the market demand from earlier in the document, a redevelopment scenario was created to understand the potential fiscal impacts from the scenario over a 20-year period.

	Total Net New Taxable Property Value	Annual Net New Property Tax	Annual Net New Sales Tax
Year 1	\$221,199,760	\$1,501,725	\$164,969
Year 2	\$313,298,752	\$2,126,985	\$329,937
Year 3	\$372,281,436	\$2,527,419	\$494,906
Year 4	\$377,968,735	\$2,566,030	\$659,874
Year 5	\$383,656,034	\$2,604,641	\$824,843
Year 6	\$389,343,333	\$2,643,252	\$989,811
Year 7	\$395,030,632	\$2,681,863	\$1,154,780
Year 8	\$400,717,931	\$2,720,474	\$1,319,748
Year 9	\$406,405,229	\$2,759,085	\$1,484,717
Year 10	\$412,092,528	\$2,797,696	\$1,649,686
Year 15	\$440,529,022	\$2,990,752	\$2,474,528
Year 20	\$449,434,142	\$3,051,208	\$2,633,215
<b>Total</b>		<b>\$54,695,118</b>	<b>\$32,962,303</b>

Source: Catalyst Commercial, Travis CAD



Use	Total Program
Low Density Residential	81 units
Medium Density Residential	548 units
High Density Residential	661 units
Retail	442,656 SF
Office	212,861 SF
Civic	9,000 SF

Source: Catalyst Commercial

This section presents the implementation strategy to realize the Downtown Master Plan vision. The implementation strategy establishes an organizational structure to implement the plan; it identifies and evaluates potential funding mechanisms and development incentives and it details a path to enable the implementation strategy. This chapter's implementation strategy builds a framework for strategic investment and provides a range of action items that decision-makers can execute to accomplish the goals established in the plan. This implementation strategy is intended as a living guide and can evolve as Downtown matures and priorities change due to market conditions and activity.

## Catalytic Infill

There are many vacant and underutilized parcels within Downtown that warrant redevelopment to a higher or better use. Allowing a mix of housing types will make Downtown attractive to all lifestyles and increase livability.

**Goal 1. Establish Downtown as a vibrant destination district with increased commerce, civic uses, restaurants, and entertainment.**

- Objective 1.1 Attract and develop one-of-a-kind businesses through a robust recruitment program.
- Objective 1.2 Redevelop city hall, library, public spaces to maintain Downtown as a central civic district.
- Objective 1.3. Leverage vacant and underutilized parcels within Downtown to activate the vision, including catalyst areas at Parsons St & Lexington St.
- Objective 1.4 Consider an incentive program to reduce the cost of development, encouraging additional infill. This program should consolidate all incentives that may be available (city, state, federal) and include promotion of Downtown as a designated Opportunity Zone.

**Goal 2. Establish Downtown as a livable residential district, doubling residential population by 2034.**

- Objective 2.1. Promote residential infill development with some increased density in the form of "missing middle" housing. Explore policies to allow live-work and first floor retail on units fronting primary corridors such as Lexington Street.
- Objective 2.2. Encourage a mix of housing types, including types that will

appeal to seniors, empty nesters, students, young adults, and families

- Objective 2.3. Ensure well-designed transitions to neighborhoods within Downtown and preserve residential character and connectivity to other districts and other destinations.

**Goal 3. Create policies and regulations to enable the Downtown plan.**

- Objective 3.1. Establish regulations to create adjacency predictability for infill development and design standards that align with the Downtown Master Plan.
  - Action 3.1.1. Establish regulations to create adjacency predictability that aligns with the Downtown Master Plan using a Form-Based or Character-Based Code. See the following "Enabling Tools to Achieve the Vision" section for general and near-term standards that can be explored to facilitate the type of development desired for Downtown Manor.
  - Action 3.1.2. Create Downtown design standards and establish a process for review and approval of new development and redevelopment. This process that reviews applicability and appropriateness is an essential tool for future Downtown projects. It is recommended that there be a threshold whereby larger projects could be reviewed by a design review committee (or appointed board) and minor projects could be reviewed administratively by City Staff.

## Connectivity and Open Space

Connectivity to the adjacent neighborhoods and residents or business outside of Downtown is crucial for success and placement or enhancement of open space will provide quality of life and recreation for residents and visitors to Downtown.

**Goal 1. Create a system of streets, public spaces (plazas, parks, and open spaces), and parking to provide a safe, inviting, and connected Downtown.**

- Objective 1.1. Explore implementation of a new Town Plaza would enable it as a new east/west connector and serve as a second anchor in the Downtown's overall connectivity framework.
- Objective 1.2. Create continuity between mobility and walkability, including

local connections to regional trails and improved trailheads to enable greater functionality of Downtown Manor as a green and connected “hub.”

- Objective 1.3. Adopt and construct stronger trail connections that would also function as “signature gateways” and improve multimodal access within the Downtown and linkages to existing regional connections, including Gilleland Creek Trail, Austin to Manor Trail, and the Wilbarger Creek Trail.
- Objective 1.4. Create direct walkable routes along Parsons St and Lexington St with a focus on shade, comfort, and intersection safety improvements.
- Objective 1.5. Add pedestrian oriented amenities in the Downtown Core including shade features (awnings), plantings, lighting, benches and seating, refuse receptacles, and decorative pavement.
- Objective 1.6. Develop a master plan for Jennie Lane Park, including landscaping and programming for the park.
- Objective 1.7. Develop a master plan for the Art Park, including landscaping and programming for the park.

#### Goal 2. Create a “Rail Ready” Plan.

- Objective 2.1. Create a multimodal hub that maximizes a future potential transit stop near the existing Art Park near Lexington St and Parsons St. This area leverages the existing park-and-ride lot adjacent to CapMetro existing rail. Additionally, the proposed station location is within the Downtown Core and would provide multimodal access to the entire Manor and regional populations.

#### Gateways, Branding and Wayfinding

There is a lack of coordinated efforts for the promotion of Downtown. There is no singular brand for Downtown, no wayfinding, and no defined Downtown district.

#### Goal 1. Enhance the visibility and branding of Downtown.

- Objective 1.1. To achieve a Western Downtown Gateway, add secondary Downtown monumentation for the trail corridor entering Ben E. Fisher Park and along Parsons St after the Gilleland Creek bridge.
- Objective 1.2. To achieve a Northern Downtown Gateway, improve the gateway with landscape improvements and monumentation features to

establish a sense of arrival and branding for Downtown from the north.

- Objective 1.3. To create an Eastern and Southern Downtown Gateway, construct wayfinding features along Parsons St and Lexington St. Construct trail-hub pocket parks where trail corridors intersect with the eastern and southern gateways.
- Objective 1.4. Create a unifying brand for Downtown to be used in branding, advertising, and iconic features for Downtown events and key places. This branding should tie in to the recent rebranding effort of the City.
- Objective 1.5. Develop strategies for preservation of Manor’s historic assets, including the historic stagecoach route that runs through Downtown.

#### Infrastructure and Drainage

Ownership of properties Downtown is fragmented with no unified system to address infrastructure and drainage. Maintenance of systems has been intermittent on an as-needed basis, not strategic to infill opportunities or a unified vision for Downtown.

Goal 1. Establish regulations to create adjacency, predictability, and design standards that align with a pedestrian-focused character in Downtown by advancing the turnback and reconstructing Lexington St and Parsons St to enhance walkability, mobility, and accommodate greater Downtown-oriented design elements.

- Objective 1.1. Update the master thoroughfare plan to create better harmony between pedestrians and vehicles. Use the existing wide ROW to provide on-street parking for existing and future businesses.
- Objective 1.2. Develop strategies to utilize some of the alleyways for pedestrian ways to create new connections and serve a greater pedestrian environment such as utilizing existing unpaved ROW in Downtown for trail corridors.
  - Objective 1.3. Address regional infrastructure to accommodate greater development scale and enable individual lots to participate towards the unified vision in this updated Master Plan.

Goal 2. Create a unified network through Downtown with roads, trails, and parking to accommodate a vibrant and active Downtown.

- Objective 2.1 Update the Master Thoroughfare Plan to establish a policy for the trails and road infrastructure.
- Objective 2.2 Expand, Improve, and maintain sidewalks throughout Downtown.
  - Action 2.2.1 Conduct a facility assessment to identify areas that are missing sidewalks and sidewalks in disrepair or in need of maintenance.
- Objective 2.3 Identify future parking facilities that can accommodate existing and future parking needs.
- Objective 2.4 Explore public/private partnerships of future public facilities that can be leveraged through private investment, grants, or projects to expand the availability of parking.

**Goal 3. Have a road and trail network that maximizes mobility, safety, and livability.**

- Objective 3.1 Create a traffic management strategy that optimizes traffic flow, minimizes congestion, and increases Manor's transportation effectiveness.
  - Action 3.1.1 Explore partnerships to facilitate FM 973 bypass.
  - Action 3.1.1 Explore a turnback process with TxDOT to accommodate traffic calming measures Downtown.

**Goal 4. Provide infrastructure that fosters new development and addresses issues in Downtown infrastructure.**

- Objective 4.1 Reduce the risk for flooding and pollution from urban stormwater runoff from Downtown.
  - Action 4.1.1 Conduct a stormwater master plan that can explore regional strategies to address runoff from existing and future development areas.
  - Action 4.1.2. Identify improvements to the existing drainage ways to accommodate both existing and planned stormwater needs.
- Objective 4.2. Collect and convey wastewater in a manner that protects the health of both the public and the environment.
- Objective 4.3. Provide wastewater management that maximizes economic development and capacity to support future growth.

## Financing

Create policies and guidelines that will address financing gaps and provide

a strategy for future investment in Downtown that will encourage further development that is aligned with this plan.

**Goal 1. Create financial mechanisms that can create a sustainable and prosperous Downtown.**

- Objective 1.1. Establish financial tools to enable financing of public infrastructure and jumpstart catalytic projects.
  - Action 1.1.1. Establish a TIRZ and other sources of funding mechanisms.
  - Action 1.1.2. Explore small-scale incentives that can assist in creating jobs, bridging market needs, and retaining strategic businesses.
- Objective 1.2. Maintain an annual CIP strategy that continually reinvests in Downtown projects, prioritizing the most immediate needs and those that will make big impacts to safety, quality of life, and return on city investment.

## Programming and Activation

Currently there are limited community events and space for events. A unified merchandising strategy is important to attracting additional retail and tourism to Downtown.

**Goal 1. Increase the amount of retail in Downtown.**

- Objective 1.1. Create a retail strategy and recruitment process that identifies retail development sites, recruitment prospects, supports the review and management and financial incentives to foster retail in key locations in Downtown.
  - Action 1.1.1. Develop a comprehensive database of available sites as a prospecting tool.
  - Action 1.1.2. Create marketing information for Downtown to be used as a recruitment tool.
  - Action 1.1.3. Create a retail recruitment team to assist in marketing and outreach of future developments and retail prospects.
  - Action 1.1.4. Development incentives for retailers and public/private partnerships to encourage retail development.

**Goal 2. Increase tourism Downtown.**

- Objective 2.1. Create tactical urbanism installations to enable temporary interventions to improve public spaces.
- Objective 2.2 Promote and host festivals and events Downtown to increase visitor count and increase exposure for Downtown.

## Enabling Tools to Achieve the Vision

The table below describes the tools to be used to implement the vision of this document and achieve the goals set forth.

Urban Core Development	
Building setbacks	Minimum front and side setbacks for C-1 and Downtown Business (DB) zoning types should be reduced to accommodate the large existing Downtown right of way (ROW) dimensions. A minimal front and side setback requirement would allow the required building setback and parkways to be absorbed within the existing 80' Downtown ROW, consistent with the street section recommendations in this document.
Minimum lot area	Minimum lot area restrictions for C-1 and Downtown Business (DB) in Sec. 14.02.020 restrict development flexibility for retail and office. It is recommended that this area is minimized to allow for smaller retail development patterns.
Unit dwelling size	Additionally, reducing the minimum dwelling unit size of C-1 and DB zoning types would allow for a better retrofit of existing underutilized parcels Downtown.
Open space requirements	With the limited development space of Downtown infill lots and the need for Downtown streetscape improvements, consideration should be made to grant streetscape improvements as satisfying the 5% open space requirements outlined in Sec. 14.02.064(18), with council approval.
Parking requirements	Explore commercial parking requirements, including on-street parking and shared parking, or joint parking near public facilities.
Infill Residential Development and Missing Middle Housing	
Housing limitations	Per Sec. 14.02.019 - Non-residential and mixed-use land use conditions, only permitting condominiums in tandem with first floor commercial sets an unrealistic standard that limits development of appropriately scaled condominium units. The current scale of Downtown Manor only supports a modest amount of neighborhood commercial, therefore, requiring additional commercial in allowance for condominiums hinders the much needed development of condominiums as a missing middle housing type.
Housing diversity	Additionally, to address the need for diverse housing options and increase vibrancy of Downtown, Sec. 14.02.005 should allow single-family attached (2 units), single-family attached (3 or more units) in SF-1 and C-1 zoning areas. Allowance of smaller multi-family units in these districts would accommodate the vision of neighborhood-scale multifamily housing and missing middle housing needs identified in the comprehensive plan.
Unit dwelling size	Additionally, minimum dwelling unit size and maximum units per structure restrictions in Sec. 14.02.007 limit flexibility for innovative infill development to address market needs.



## Infill Residential Development and Missing-Middle Housing

Accommodate increased density	Lastly, to increase housing affordability and limit gentrification in Downtown Manor, consideration should be made to allow up to 2 dwelling units per lot in SF-1 zoned areas within the Downtown boundary, opposed to the current limitation of 1 dwelling unit per lot listed in Sec. 14.02.007. Revision of this code element would promote development of accessory dwelling units within SF-1 zoned lots, ensuring access to affordable rental units in the Downtown area without disturbing neighborhood character through the construction of large multifamily units.
Setbacks	Per Sec. 14.02.007 - Residential development standards, reducing the front setback from 25' to 10' on single family buildings within the Downtown study area will greatly enhance the urban realm by creating a more enclosed, walkable streetscape by pulling architecture and porches closer to the sidewalk. Additionally, reducing the minimum 7.5' side setback for lots within the SF-1 designation would help to address this issue. Allowing as little as 6' minimum front setbacks on SF-1 and SF-2 zoned lots allows the remainder of the building setback and parkway to fall within the existing 80' ROW on Downtown streets.
Parking	Parking requirements limit infill development on underutilized lots due to the limited size of infill lots. With developer funded completion of on-street parking improvements, on-street parking shall satisfy the minimum parking requirements for SF-1 zoning areas. An example of this can be seen in the Rector Street and Parsons Street recommended sections of this document.
Minimum lot size	Per Sec. 14.02.007 - Residential development standards, this plan recommends reducing the minimum lot width of SF-1 and SF-2 from 70' and 60' respectively, to encourage a more appropriate Downtown block length. Additionally, a reduction of minimum dwelling unit sizes in both SF-1 and SF-2 would provide more flexibility for retrofitting housing units into underutilized Downtown parcels.

## Placemaking

Tactical urbanism	Tactics such as open streets, temporary bike lanes, temporary trails, public art, pop-up parks, and low-cost traffic calming can catalyze public interest and private investment in the Downtown before funds exist for major capital improvements. An effort should be made to limit hurdles from code standards when implementing pilot projects. It is recommended to establish an administrative process for implementing tactical urbanism plans.
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catalyst



AGENDA ITEM NO. \_\_\_\_\_



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** November 20, 2024  
**PREPARED BY:** Michael Burrell  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a request to remove two (2) heritage trees in the Boyce Mixed-Use Development Site located at 101 West Boyce St., Manor, TX.

### BACKGROUND/SUMMARY:

The Boyce Mixed-Use Development is currently having their site development plan reviewed. As part of their proposed development, they need to remove two (2) heritage trees. Their development agreement would allow for most landscaping to be in the ROW of their property to meet their landscaping requirement. Due to this and parking lot locations, preserving them would significantly limit the usability of the site. The trees are a 27.5" Elm (multitrunked) and a 38" elm.

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

- Letter of intent
- Landscape Plan

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the City Council approve of the tree removal request to remove two (2) heritage trees in the Boyce Mixed-Use Development Site located at 101 West Boyce St., Manor, TX.

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



carrillo DEAN  
Landscape Architecture

Item 4.

June 27, 2024

Planning & Zoning Commission  
City of Manor  
105 E. Eggleston St.  
Manor, TX 78653

Re: Permit Number: 2024-P-1645  
101 W. Boyce St.  
Heritage Tree Removal Request

To Whom it May Concern:

We are writing to request approval to remove two (2) heritage trees on the site proposed for development at 101 W Boyce St. The trees in question are:

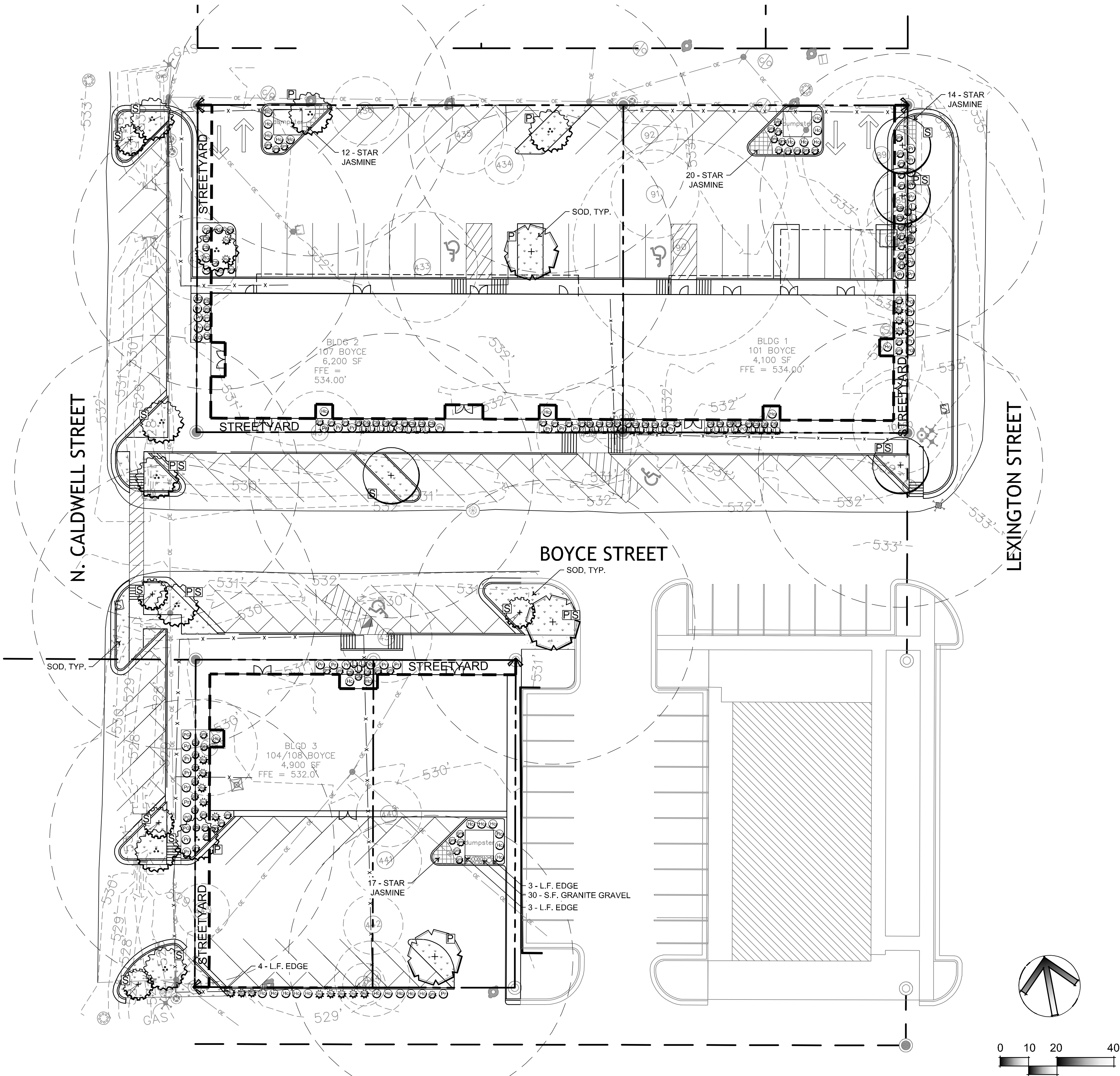
- Tree #89 – 27.5” Elm (multitrunked)
- Tree #90 – 38” Elm

The above referenced trees conflict with proposed building and parking lot locations and preserving them would significantly limit the usability of the site. We request approval to remove these trees and provide mitigation via planting of new trees and/or payment to the city's tree replacement fund.



If you have any questions or require additional information, please contact me at (512) 535-7303.  
Sincerely yours,

Patrick T. Dean, PLA





CANOPY TREES	
SYMBOL	COMMON NAME
	LIVE OAK
	CEDAR ELM
	TEXAS PISTACHE

NO.		REVISION	DATE
<div><div><b>carrillo DEAN</b> Landscape Architecture</div></div> <p>7301 Via Correto Dr. • CarrilloDean.com Austin, Texas 78749 • Phone: 512-535-7303</p>			
<div><p>06/25/24</p></div>			
PROJECT NAME <b>BOYCE STREET COMMERCIAL</b>			
PROJECT ADDRESS <b>101 BOYCE STREET MANOR, TX 78653</b>			
DATE <b>06/25/24</b>	SCALE <b>AS SHOWN</b>	JOB NO. <b>128-06</b>	
SHEET TITLE <b>LANDSCAPE PLAN</b>			
SHEET NO. <b>L1.1</b>			
OF <u>X</u>			



**General Notes:**

1. The contractor is responsible to locate all underground utilities prior to any work (ONE-CALL 1-800-545-6005).
2. Prior to any construction, the contractor shall apply for and secure all proper permits from the appropriate authorities.
3. The contractor shall comply with applicable Federal, State, County and Local regulations governing materials and work.
4. The contractor shall be responsible for filed verification of existing conditions and shall perform field measurements prior to the fabrication of or purchase of any materials. The contractor shall notify the landscape architect should existing site conditions differ from the construction documents.
5. For all slopes or trenches greater than five feet in depth: All construction operations shall be accomplished in accordance with applicable regulations of the U.S. Occupational Safety and Health Administration.
6. The contractor shall provide positive drainage away from all buildings and notify the landscape architect of any potential drainage problems.
7. The contractor is to maintain all existing grades unless otherwise noted.
8. The contractor shall provide all materials, transportation, labor, supervision, etc. required for installation of plant material, complete in accordance with the plans.
9. The contractor is responsible for the quality of workmanship and schedule of work.
10. The contractor shall employ only experienced personnel who are familiar with the required work and shall provide full time supervision by a qualified foreman acceptable to landscape architect.
11. All quantities provided in the plant list are for general use and are to be verified by the contractor.
12. All plant material shall comply with size and conditions as stated in the plant list and as stated by the ACity of Midlothian Landscape Ordinance.
13. During the work, the premises shall be kept neat and orderly at all times. Storage areas for all materials shall be so organized that they, too, are neat and orderly. All trash and debris shall be removed from the site as work progresses. Keep paved areas clean by sweeping or hosing at end of each days work.
14. Shrubs and hedges shall be a minimum of 1 foot in height when measured immediately after planting. Hedges, where installed, shall be planted and maintained so as to form a continuous, unbroken, solid, visual screen, which will be 2 feet high within 1 year after time of planting.
15. All landscape areas shall be protected by a monolithic curb or wheel stops and remain free of trash, litter, and car bumper overhangs.

**LANDSCAPE MAINTENANCE NOTE:**

All landscaping shall be the responsibility of the property owner. It shall be permanently maintained and shall have either an irrigation system installed, meeting all applicable requirements of the City, or shall be located within 75 feet of a bibcock, faucet, or other water source.

- a) Landscaped areas shall be kept free of trash, litter, weeds, and other such material or plants not a part of the landscaping.
- a) All plant materials shall be maintained in a healthy and growing condition as is appropriate for the season of the year.
- b) Plant materials which die shall be replaced with plant material of similar variety and size.

**SOIL CONDITIONING AND MULCHING**

- A. A Minimum of 3 inches of organic mulch shall be added in non-turf areas to the soil surface after planting.
- B. Non-porous material such as sheet plastic shall not be placed under the mulch.
- C. All disturbed areas to be revegetated are required to provide a minimum of six (6) inches of topsoil.
- D. Tree planting areas are to be provided with a minimum of 12 inches of friable native loam soil. Planting in relatively undisturbed existing native soils is encouraged. Soil to a minimum depth of 12 inches is required within the entire landscape median or peninsula. All other planting areas must have a minimum soil depth of 12 inches within a radius of six feet from the tree trunk. Trees are not to be planted in caliche, solid rock, or, in soils whose texture has been compacted by construction equipment. Areas of compaction which have been subsequently amended with 12 inches of friable native soil are suitable for planting.

**CITY CALCULATIONS****REQUIRED LANDSCAPE AREA**

	REQUIRED	PROVIDED
TOTAL SITE AREA	N/A	41,670 S.F.
TOTAL LANDSCAPE AREA	6,251 S.F. (15%)	- S.F. (27%)

TREES (2 / 600 S.F. LANDSCAPE)	22 TREES	- TREES
SHRUBS (4 / 600 S.F. LANDSCAPE)	44 SHRUBS	- SHRUBS

**STREETYARD LANDSAPE**PARKING TREES =  $\bigcirc + S$ 

	REQUIRED	PROVIDED
TOTAL STREET FRONTAGE	N/A	708 L.F.
STREET TREES (1 TREE / 40 L.F.)	18 TREES	18 TREES

**BUILDING FOUNDATION PLANTING**

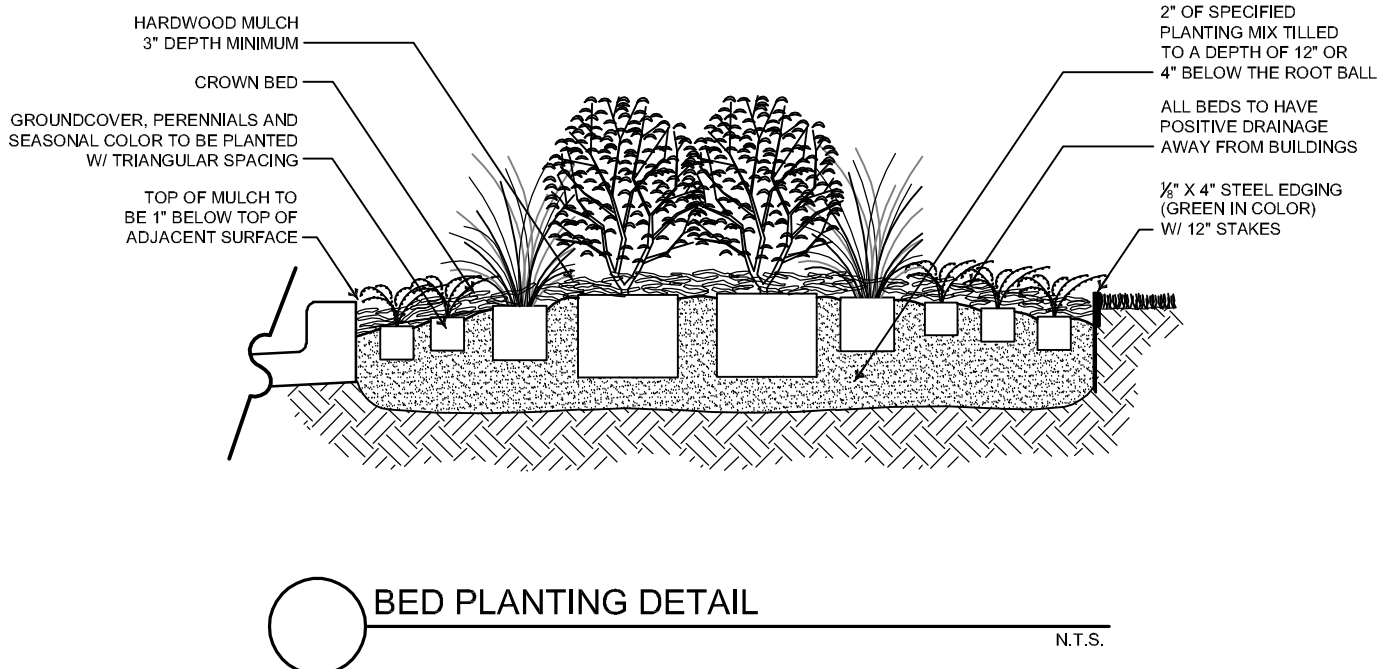
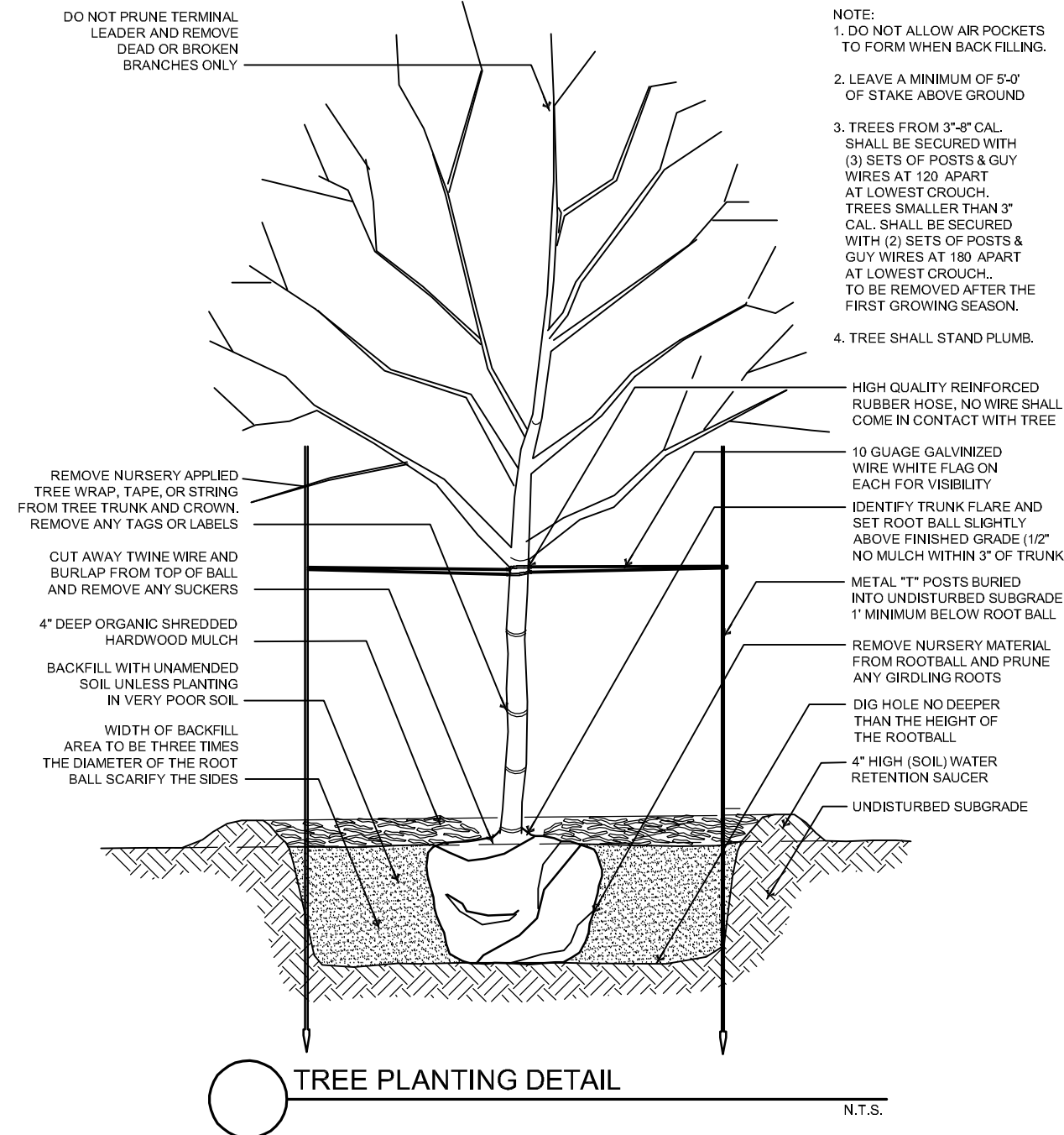
	REQUIRED	PROVIDED
50% OF BUILDING FACADE L.F.	N/A	316 L.F.
SHRUBS (1 SHRUB / 4 L.F.)	79 SHRUBS	- SHRUBS

**PARKING LOT LANDSCSAPE**LANDSCAPE PARKING TREES =  $\bigcirc + P$ 

	REQUIRED	PROVIDED
95 SPACES X 16 S.F. =	1,520 S.F.	>1,520 S.F.
PARKING TREES (95 SPACES / 10) =	10 TREES	11 TREES

**REPLACEMENT TREES ON SITE**

TOTAL INCHES REQUIRED TO BE REPLACED = 363.5	
PROPOSED CANOPY TREES: $\frac{17}{5} \times (4") = \frac{68}{15}$	
PROPOSED ORNAMENTAL TREES: $\frac{5}{5} \times (3") = \frac{15}{15}$	

TOTAL REPLACEMENT INCHES = 83280.5" x \$ - = \$ -280.5" caliper inches of trees removed from this site are to be mitigated by paying \$ - to the City Tree Fund.**TREE MITIGATION TABLE**

	Tag #	Species	Notes	Multi-Size	Size	Removed		Removed		Removed
						8"-17.99" Caliper		18"- 24.99" Caliper		Heritage Tree (25'+)
						Protected	Not Protected	Protected	Not Protected	
R	87	HACKBERRY	Multi-trunk		18		18			
R	88	HACKBERRY			10		10			
R	89	ELM	Multi-trunk, Heritage		27.5					27.5
R	90	ELM	Heritage		38					38
R	91	ELM			15.5	15.5				
R	92	HACKBERRY			10		10			
R	432	HACKBERRY	Multi-trunk		14.5		14.5			
R	433	TEXAS PECAN			19.5			19.5		
R	434	HACKBERRY			7		7			
R	435	CHINABERRY	Multi-trunk		14.5		14			
R	436	CHINABERRY	Multi-trunk		12		12			
R	437	UNKNOWN TREE			14.5	14.5				
R	438	LIVE OAK			18	18				
R	439	TALLOW			16		16			
R	440	TALLOW			11.5		11.5			
R	441	AMERICAN ELM	Multi-trunk		12.75	12.75				
R	442	CATALPAS	Multi-trunk		10.5	10.5				
R	443	TEXAS PECAN			9.5	9.5				
R	444	CATALPAS	Multi-trunk		13.5	13.5				
R	445	CATALPAS	Multi-trunk		7.5		7.5			
R	446	CATALPAS			17	17				
R	10000	CREPE MYRTLE	Multi-trunk		16.75	16.75				
R	10001	CREPE MYRTLE	Multi-trunk		6.75		6.75			
R	10002	LIGUSTRUM	Multi-trunk		11.5		1.5			

OP - Indicates tree is not within the bounds of the property

R - Indicates tree to be removed

IR - Indicates invasive species to be removed

H - Indicates heritage tree

RA - Indicates tree removed by Austin Energy

MC - Indicates tree to be used for mitigation credit

MS - Indicates tree to be preserved but mitigated due to disturbance.

**CANOPY TREES**

QUANTITY	SYMBOL	COMMON NAME	SCIENTIFIC NAME	SIZE & CONDITION
4		LIVE OAK	Quercus virginiana	4" caliper, 12' Ht. / 5' spread.
3		CEDAR ELM	Ulmus crassifolia	4" caliper, 12' Ht. / 5' spread.
10		TEXAS PISTACHE	Pistacia texana	4" caliper, 12' Ht. / 5' spread.

**ORNAMENTAL TREES**

QUANTITY	SYMBOL	COMMON NAME	SCIENTIFIC NAME	SIZE & CONDITION
5		MEXICAN PLUM	Prunus mexicana	3" caliper, 8' height

**SHRUBS & ORNAMENTAL GRASSES**

QUANTITY	SYMBOL	COMMON NAME	SCIENTIFIC NAME	SIZE & CONDITION
78		GULF MUHLY	Muhlenbergia capillaris	3 Gallon, 18" HL/18" spread
32		LIRIOPE	Liriope muscari	1 Gallon, 12" HL/12" spread
30		CHERRY SAGE	Salvia greggii	3 Gallon, 18" HL/18" spread
33		INDIAN HAWTHORNE	Rhaphiolepis indica 'Clara'	5 Gallon, 24" HL/24" spread
23		RED YUCCA	Hesperaloe parviflora	5 Gallon, 24" HL/24" spread
44		PROSTRATE ROSEMARY	Rosmarinus officinalis 'Prostratus'	1 Gallon, 12" HL/12" spread
15		PINK GAURA	Gaura lindheimeri 'Petite Pink'	1 Gallon, 12" HL/12" spread

**GROUND COVER**

QUANTITY	SYMBOL	COMMON NAME	SCIENTIFIC NAME	SIZE & CONDITION
113		STAR JASMINE	Trachelospermum jasminoides	1 gal., 18" spacing

**SOD**

QUANTITY	SYMBOL	COMMON NAME	SCIENTIFIC NAME	SIZE & CONDITION
2,883 S.F.		TIF 419 BERMUDA GRASS	Cynodon spp., TIF 419	Solid sod

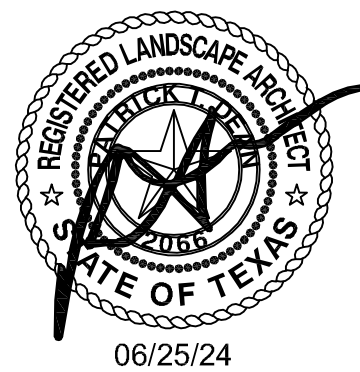
**MISC.**

QUANTITY	SYMBOL / CALLOUT	DESCRIPTION
10 L.F.	L.F. EDGE	Steel edge 1/8" X 4" with 12" stakes, green in color.
Ref. Plan		Limestone Boulders
30 S.F.		Granite Gravel, 3 - 4" deep, over a filter fabric.

NO.	REVISION	DATE



7301 Via Correto Dr. • CarrilloDean.com  
Austin, Texas 78749 • Phone: 512-535-7303



PROJECT NAME

**BOYCE STREET COMMERCIAL**

PROJECT ADDRESS

**101 BOYCE STREET MANOR, TX 78653**

DATE 06/25/24	SCALE AS SHOWN	JOB NO. 128-06
------------------	-------------------	-------------------

SHEET TITLE

**LANDSCAPE NOTES & DETAILS**

SHEET NO.

**L1.2**

OF X

AGENDA ITEM NO. \_\_\_\_\_



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** November 12, 2024  
**PREPARED BY:** Michael Burrell  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Development Agreement for the Mini-Max Gas Station located at 13320 E US HWY 290 Manor, TX.

### BACKGROUND/SUMMARY:

This property is applying for a coordinated sign plan to account for all the signage on site. A coordinated sign plan allows for more signage than is typically allowed on a property but has certain requirements that must be met. Mini-Max meets those requirements as they operate out of multiple buildings. The reason for the development agreements is due to part of the sign package they are applying being two digital pole signs. Due to the type of signage, they must complete this development agreement stating that they will remain in compliance with our outdoor lighting standards as signage typically isn't included in photometric plans.

**LEGAL REVIEW:** Yes, Veronica Rivera, Assistant City Attorney  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Development Agreement

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the City Council approve the development agreement for the Mini-Max Gas Station located at 13320 E US HWY 290 Manor, TX.

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

**DEVELOPMENT AGREEMENT  
ESTABLISHING DEVELOPMENT STANDARDS  
FOR MINIMAX #11 DEVELOPMENT**

This Development Agreement Establishing Development Standards for the **MiniMax #11** Development (the "Agreement") is made and entered into, effective as of the \_\_\_\_ day of November 2024, by and between the **City of Manor, Texas**, a Texas home rule municipal corporation (the "City"), and **NSJ Enterprises, Inc.** (the "Developer"). The City and the Developer are sometimes referred to herein as the "Parties." The Parties agree as follows.

**Section 1. Purpose; Consideration.**

- (a) The Developer owns that certain 8.804-acre tract located in Travis County, Texas, being more particularly described in **Exhibit A** attached hereto and incorporated herein for all purposes (the "Property") and wishes to develop the Property for **MiniMax #11** (the "Development"). The Developer desires that the City allow for the placement and installation of a **Travel Center Sign** more particularly described in **Exhibit B** attached hereto and incorporated herein for all purposes (the "Electronic Sign") on the Property in accordance with the development standards set forth herein regarding the Electronic Sign and for the City to be able to enforce the development standards set forth herein through its sign permit and inspection processes by this Agreement.
- (b) The Developer will benefit from the placement and installation of the Electronic Sign for the Development; and the City enforcing the development standards as set forth herein. The City will benefit from this Agreement by having assurance regarding certain development standards for the Electronic Sign being placed and installed as part of the Development, having certainty that such development standards may be enforced by the City, and preservation of property values within the City.
- (c) The benefits to the Parties set forth in this Section 1, plus the mutual promises expressed herein, are good and valuable consideration for this Agreement, the sufficiency of which is hereby acknowledged by both Parties.

**Section 2. Term; Termination.**

- (a) The term of this Agreement shall be in full force and effect from the Effective Date hereof, subject to earlier termination as provided in this Agreement. Unless earlier terminated as provided in this Agreement, this Agreement shall terminate upon the removal of the Electronic Sign described in Exhibit B.
- (b) The Parties further mutually agree that this Agreement shall be in full force and effect upon the date above first written, provided that the City may terminate this Agreement if Developer defaults under the terms of this Agreement, subject to the notice and cure provisions in Section 6 herein.

**Section 3. Development Standards.**

- (a) **Development Requirements.** The Sign shall be placed and installed on the Property as

described in **Exhibit B** and in accordance with the development standards set out in the City's Code of Ordinances, Chapter 15, Site Development, Section 15.04.018.

- (b) **Sign Permit.** The Developer acknowledges and agrees that compliance with Section 3(a) above will be a condition of issuance of the sign permit. Developer further agrees that the City may use its permitting, inspection, and enforcement processes and procedures to enforce the requirements of Section 3(a) above, including but not limited to rejection of the sign application and plans, stop work orders, and disapproval of inspections for the sign application and/or work that does not comply with this Agreement. The Application and plans for a sign permit must demonstrate compliance with this Agreement in order for a sign permit to be issued. The application for the sign permit must be in compliance with this Agreement, as well as the Applicable Regulations, as herein defined, in order for such application to be approved and the sign permit issued. Plans demonstrating compliance with this Agreement must accompany the sign permit application and will become a part of the approved permit. The Electronic Sign constructed on the Property must comply with this Agreement and the Applicable Regulations for a sign permit to be issued.

**Section 4. Placement and Installation of the Electronic Sign.** Except as modified by this Agreement, the placement and installation of the Electronic Sign will be done in accordance with all applicable local, state, and federal regulations, including but not limited to the City's ordinances and the site plan regulations applicable to the Electronic Sign, and such amendments to City ordinances and regulations that that may be applied to the Electronic Sign under Chapter 245, Texas Local Government Code, and good engineering practices (the "Applicable Regulations"). If there is a conflict between the Applicable Regulations and the Development Standards, the Development Standards shall control.

**Section 5. Assignment of Commitments and Obligations; Covenant Running with the Land.**

- (a) Developer's rights and obligations under this Agreement may be assigned by Developer to one (1) or more purchasers of all or part of the Property; provided the City Council must first approve and consent to any such assignment by Developer of this Agreement or of any right or duty of Developer pursuant to this Agreement, which consent shall not be unreasonably withheld or delayed.
- (b) This Agreement shall constitute a covenant that runs with the Property and is binding on future owners of the Property. The Developer and the City acknowledge and agree that this Agreement is binding upon the City and the Developer and their respective successors, executors, heirs, and assigns, as applicable, for the term of this Agreement.

**Section 6. Default.** Notwithstanding anything herein to the contrary, no party shall be deemed to be in default hereunder until the passage of fourteen (14) business days after receipt by such party of notice of default from the other party. Upon the passage of fourteen (14) business days without cure of the default, such party shall be deemed to have defaulted for purposes of this Agreement; provided that if the nature of the default is that it cannot reasonably be cured within the fourteen (14) business day period, the defaulting party shall have a longer period of time as may be reasonably necessary to cure the default in question; but in no event more than sixty (60) days. In the event of default, the non-defaulting party to this Agreement may pursue the remedy of specific

performance or other equitable legal remedy not inconsistent with this Agreement. All remedies will be cumulative and the pursuit of one authorized remedy will not constitute an election of remedies or a waiver of the right to pursue any other authorized remedy. In addition to the other remedies set forth herein, the City may withhold approval of a building permit application for a structure that does not comply with the Development Standards.

**Section 7. Reservation of Rights.** To the extent not inconsistent with this Agreement, each party reserves all rights, privileges, and immunities under applicable laws, and neither party waives any legal right or defense available under law or in equity.

**Section 8. Attorney's Fees.** In the event of action pursued in court to enforce rights under this Agreement, the prevailing party shall be entitled to its costs and expenses, including reasonable attorneys' fees, incurred in connection with such action.

**Section 9. Waiver.** Any failure by a party to insist upon strict performance by the other party of any provision of this Agreement will not, regardless of length of time during which that failure continues, be deemed a waiver of that party's right to insist upon strict compliance with all terms of this Agreement. In order to be effective as to a party, any waiver of default under this Agreement must be in writing, and a written waiver will only be effective as to the specific default and as to the specific period of time set forth in the written waiver. A written waiver will not constitute a waiver of any subsequent default, or of the right to require performance of the same or any other provision of this Agreement in the future.

**Section 10. Force Majeure.**

- (a) The term "force majeure" as employed herein shall mean and refer to acts of God; strikes, lockouts, or other industrial disturbances; acts of public enemies, orders of any kind of the government of the United States, the State of Texas or any civil or military authority; insurrections; riots; epidemic; landslides; lightning, earthquakes; fires, hurricanes; storms, floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions; breakage or accidents to machinery, pipelines, or canals; or other causes not reasonably within the control of the party claiming such inability.
- (b) If, by reason of force majeure, any party hereto shall be rendered wholly or partially unable to carry out its obligations under this Agreement, then such party shall give written notice of the full particulars of such force majeure to the other party within ten (10) days after the occurrence thereof. The obligations of the party giving such notice, to the extent effected by the force majeure, shall be suspended during the continuance of the inability claimed, except as hereinafter provided, but for no longer period, and the party shall endeavor to remove or overcome such inability with all reasonable dispatch.
- (c) It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any force majeure shall be remedied with all reasonable dispatch shall not require that the settlement be unfavorable in the judgment of the party having the difficulty.

**Section 11. Notices.** Any notice to be given hereunder by any party to another party shall be in



writing and may be affected 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.

Any notice mailed to the City shall be addressed:

City of Manor  
Attn: City Manager  
105 E. Eggleston Street  
Manor, Texas 78653

with a copy to:

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

Any notice mailed to the Developer shall be addressed:

**NSJ Enterprises Inc.**  
**Attention: Inayat Marediya**  
**11700 Dessau Rd**  
**Austin, Texas 78754**

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

**Section 12. Waiver of Alternative Benefits.** The Parties acknowledge the mutual promises and obligations of the Parties expressed herein are good, valuable and sufficient consideration for this Agreement. Therefore, save and except the right to enforce the obligations of the City to perform each and all of the City's duties and obligations under this Agreement, Developer hereby waives any and all claims or causes of action against the City Developer may have for or with respect to any duty or obligation undertaken by Developer pursuant to this Agreement, including any benefits that may have been otherwise available to Developer but for this Agreement.

**Section 13. Severability.** Should any court declare or determine that any provisions of this Agreement is invalid or unenforceable under present or future laws, that provision shall be fully severable; this Agreement shall be construed and enforced as if the illegal, invalid, or unenforceable provision had never comprised a part of this Agreement and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance from this Agreement. Furthermore, in place of each such illegal, invalid, or unenforceable provision, there shall be added automatically as a part of this Agreement a provision as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid, and enforceable. Texas law shall govern the validity and interpretation of this Agreement.

**Section 14. Agreement and Amendment.** This Agreement, together with any exhibits attached hereto, constitutes the entire agreement between Parties and may not be amended except by a writing approved by the City Council of the City that is signed by all Parties and dated subsequent to the date hereof.

**Section 15. No Joint Venture.** The terms of this Agreement are not intended to and shall not be deemed to create any partnership or joint venture among the parties. The City, its past, present and future officers, elected officials, employees and agents, do not assume any responsibilities or liabilities to any third party in connection with the development of the Property. The City enters into this Agreement in the exercise of its public duties and authority to provide for development of property within the city pursuant to its police powers and for the benefit and protection of the public health, safety, and welfare.

**Section 16. No Third-Party Beneficiaries.** This Agreement is not intended, nor will it be construed, to create any third-party beneficiary rights in any person or entity who is not a party, unless expressly provided otherwise herein, or in a written instrument executed by both the City and the third party. Absent a written agreement between the City and third party providing otherwise, if a default occurs with respect to an obligation of the City under this Agreement, any notice of default or action seeking a remedy for such default must be made by the Owner.

**Section 17. Effective Date.** The Effective Date of this Agreement is the defined date set forth in the first paragraph.

**Section 18. Texas Law Governs.** This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and shall be performable in Travis County, Texas. Venue shall lie exclusively in Travis County, Texas.

**Section 19. Interpretation; Terms and Dates.** References made in the singular shall be deemed to include the plural and the masculine shall be deemed to include the feminine or neuter. If any date for performance of an obligation or exercise of a right set forth in this Agreement falls on a Saturday, Sunday or State of Texas holiday, such date shall be automatically extended to the next day which is not a Saturday, Sunday or State of Texas holiday.

**Section 20. Signatory Warranty.** The signatories to this Agreement warrant that each has the authority to enter into this Agreement on behalf of the organization for which such signatory has executed this Agreement.

**Section 21. Counterparts.** This Agreement may be executed in multiple counterparts, including by facsimile, and each such counterpart shall be deemed an original and all such counterparts shall be deemed one and the same instrument.

**Section 22. Anti-Boycott Verification.** To the extent this Agreement constitutes a contract for goods or services within the meaning of Section 2270.002 of the Texas Government Code, as amended, solely for purposes of compliance with Chapter 2270 of the Texas Government Code, and subject to applicable Federal law, the Developer represents that neither the Developer nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of Developer (i)

boycotts Israel or (ii) will boycott Israel through the term of this Agreement. The terms “boycotts Israel” and “boycott Israel” as used in this paragraph have the meanings assigned to the term “boycott Israel” in Section 808.001 of the Texas Government Code, as amended.

**Section 23. Iran, Sudan and Foreign Terrorist Organizations.** To the extent this Agreement constitute a governmental contract within the meaning of Section 2252.151 of the Texas Government Code, as amended, solely for purposes of compliance with Chapter 2252 of the Texas Government Code, and except to the extent otherwise required by applicable federal law, Developer represents that Developer nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of Developer is a company listed by the Texas Comptroller of Public Accounts under Sections 2270.0201, or 2252.153 of the Texas Government Code.

**Section 24. Anti-Boycott Verification – Energy Companies.** The Owner hereby verifies that it and its parent company, wholly- or majority-owned subsidiaries, and other affiliates, if any, do not boycott energy companies and will not boycott energy companies during the term of this Agreement. The foregoing verification is made solely to comply with Section 2274.002, Texas Government Code, and to the extent such Section is not inconsistent with a governmental entity’s constitutional or statutory duties related to the issuance, incurrence, or management of debt obligations or the deposit, custody, management, borrowing, or investment of funds. As used in the foregoing verification, “boycott energy company” means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described by the preceding statement in (A).

**Section 25. Anti-Discrimination Verification – Firearm Entities and Firearm Trade Associations.** The Owner hereby verifies that it and its parent company, wholly- or majority-owned subsidiaries, and other affiliates, if any, do not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and will not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association during the term of this Agreement. The foregoing verification is made solely to comply with Section 2274.002, Texas Government Code. As used in the foregoing verification, “discriminate against a firearm entity or firearm trade association” means: (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; but does not include (a) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; or (b) a company's refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency; or for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity's or association's status as a firearm entity or firearm trade association.

**Section 26. Time is of the Essence.** It is acknowledged and agreed by the Parties that time is of the essence in the performance of this Agreement.

**Section 27. Exhibits.** The following exhibits are attached to this Agreement, and made a part hereof for all purposes:

**Exhibit A** – Property Description

**Exhibit B** – Sign Description

*[signature pages follow]*

EXECUTED in multiple originals this the \_\_\_\_ day of November, 2024.

**CITY:**

**City of Manor, Texas**

a Texas home-rule municipal corporation

Attest:

By: \_\_\_\_\_

Name: Lluvia T. Almaraz

Title: City Secretary

By: \_\_\_\_\_

Name: Scott Moore

Title: City Manager

**THE STATE OF TEXAS           §**  
**COUNTY OF TRAVIS           §**

This instrument was acknowledged before me on this \_\_\_\_ day of November, 2024, by Scott Moore, City Manager of the City of Manor, Texas, a Texas home-rule municipal corporation, on behalf of said corporation.

(SEAL)

\_\_\_\_\_  
Notary Public, State of Texas



**DEVELOPER:**

**NSJ Enterprises, Inc.**

By: \_\_\_\_\_

Name: Inayat Marediya

Title: Secretary

**THE STATE OF TEXAS           §**

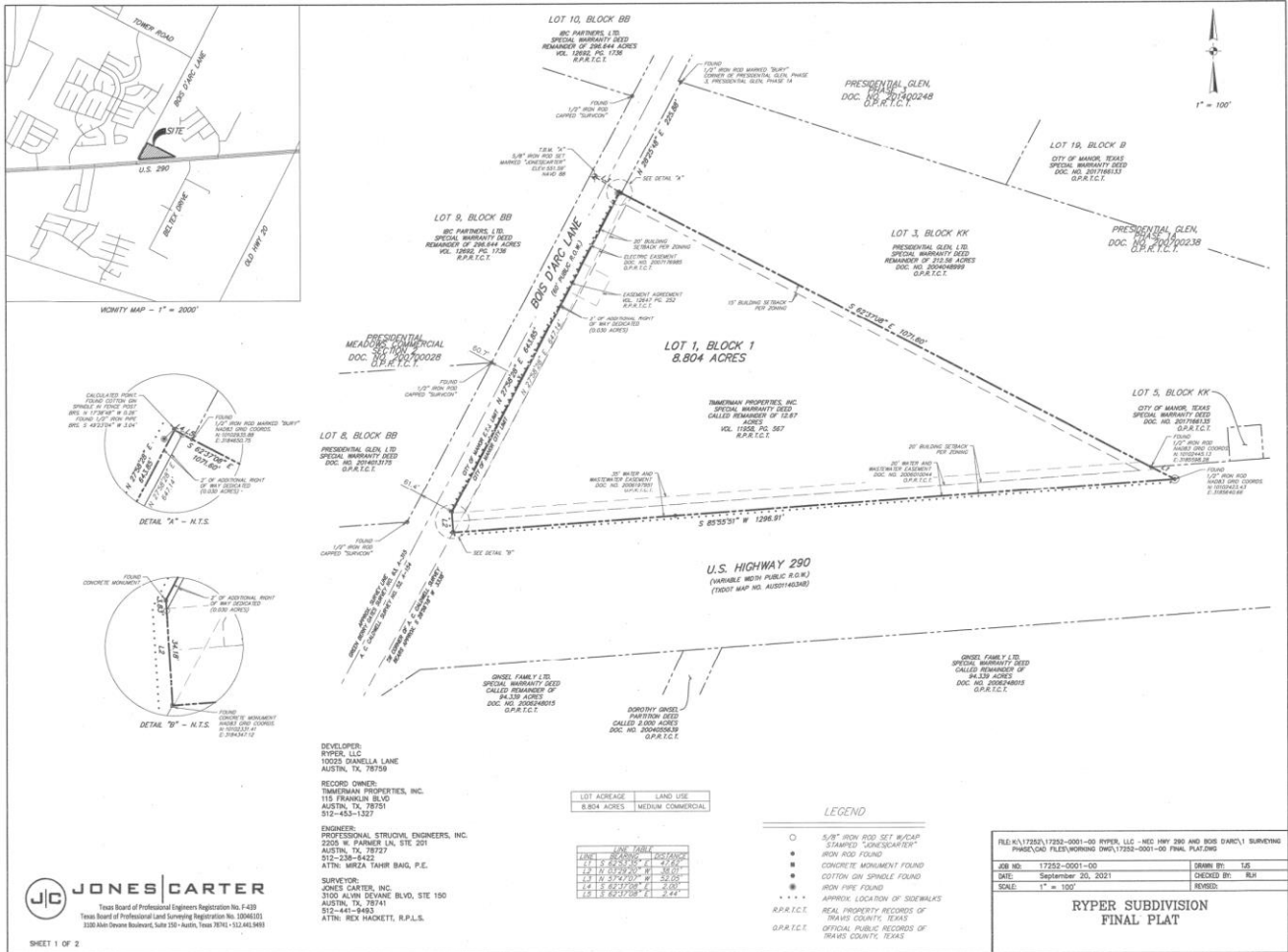
**COUNTY OF \_\_\_\_\_ §**

This instrument was acknowledged before me on this \_\_\_\_ day of November, 2024, by Inayat Marediya, Secretary of NSJ Enterprises, Inc., on behalf of said company.

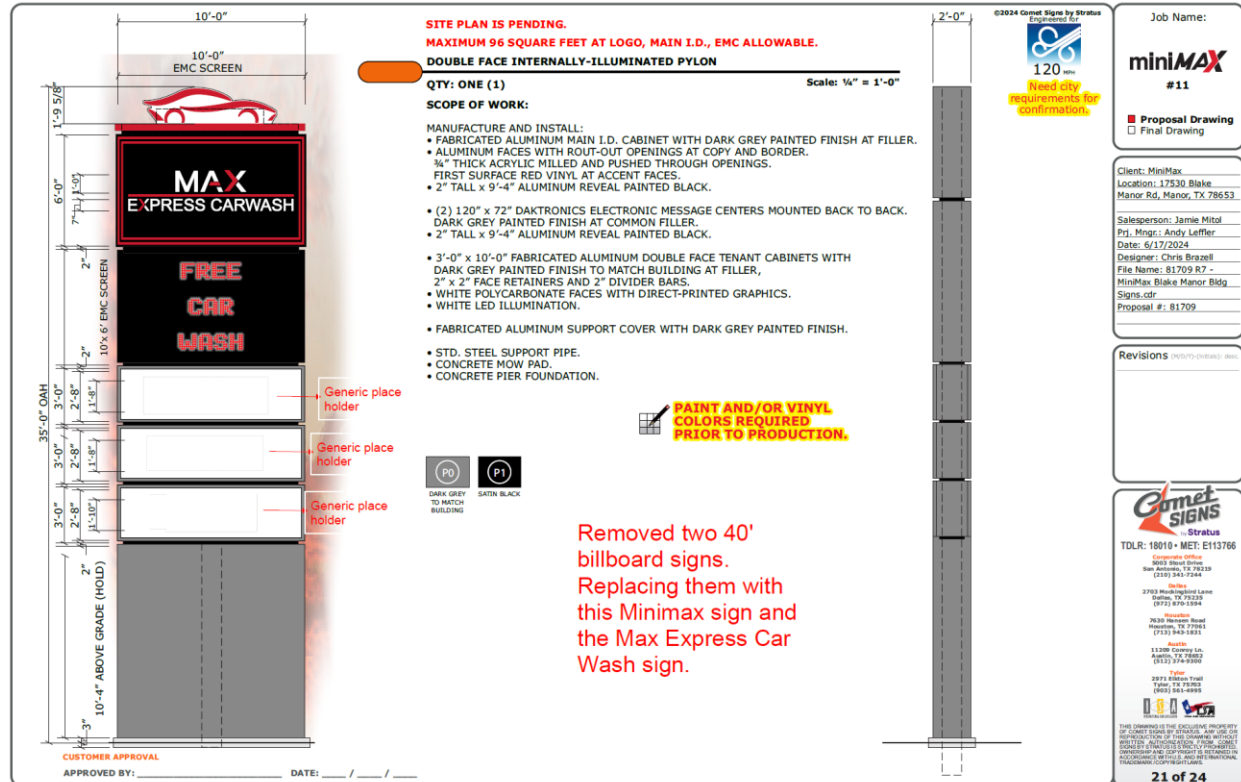
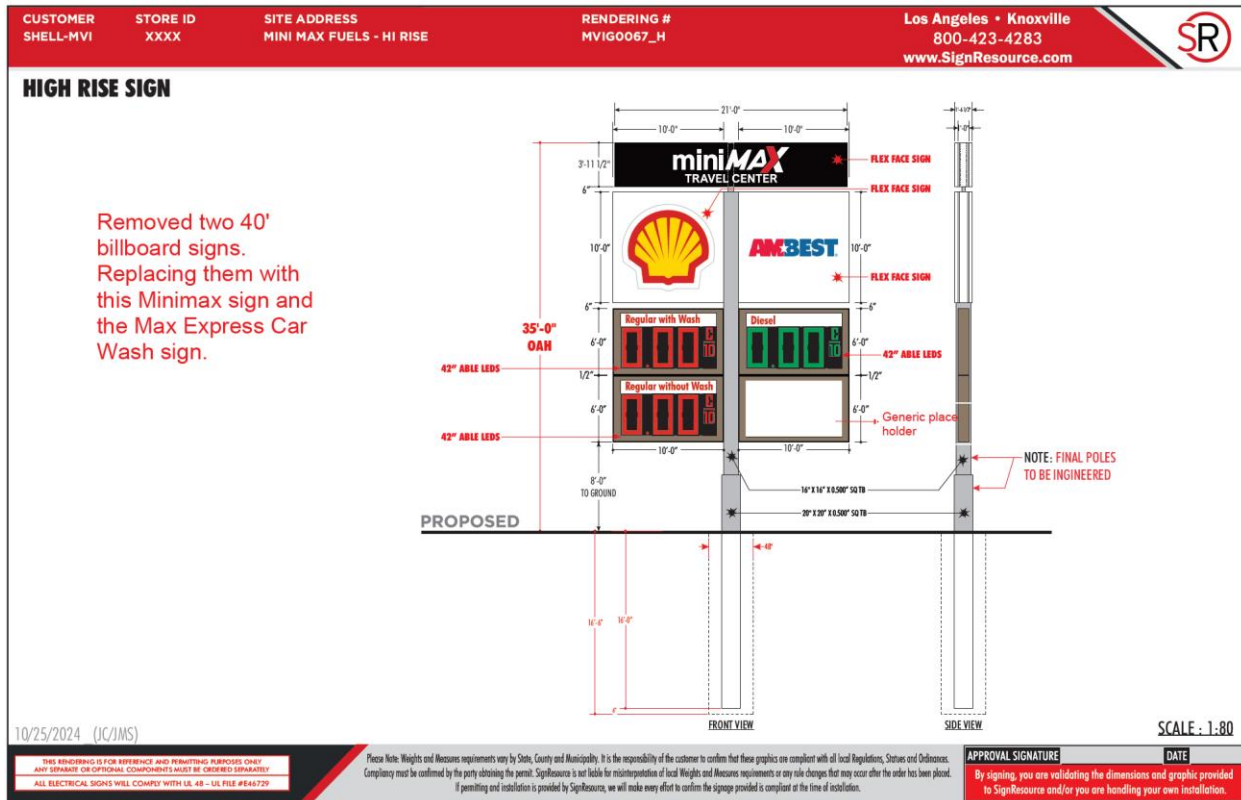
(SEAL)

\_\_\_\_\_  
Notary Public, State of Texas

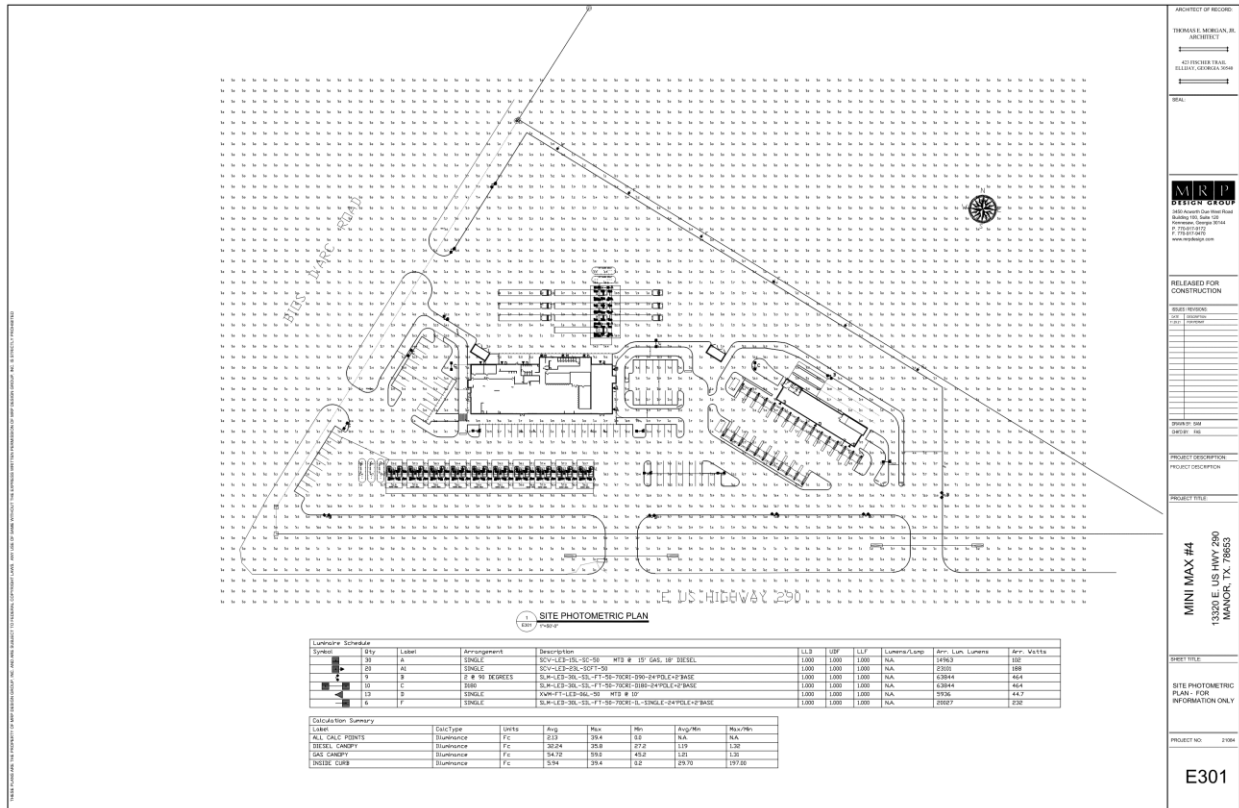
# EXHIBIT A



## EXHIBIT B



## EXHIBIT B



AGENDA ITEM NO. \_\_\_\_\_



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** November 20, 2024  
**PREPARED BY:** Michael Burrell, Interim Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an agreement to transfer approximately 10.978 acres from Manville Water Supply Corporation's certificated water service area to the City of Manor's certificated service area.

**BACKGROUND/SUMMARY:** Property owner Enfield Partners, LLC owns two commercial tracts totaling approximately 10.978 acres in the area of Gregg Lane and FM 973 within the Manor city limits. One tract is approximately 7.267 acres and the other is approximately 3.711 acres. In previous years the tracts were part of a larger property known as Monarch Ranch. The owner is interested in receiving retail water service from Manor.

During the meeting of the Manville Board of Directors held on May 12, 2022, the Board considered and approved Owner's request to transfer the property from Manville's certificate of convenience and necessity (CCN) 11144 to Manor's CCN 10947. No customers or facilities exist on the property proposed for transfer.

**LEGAL REVIEW:** Yes, Irene Montelongo, Assistant City Attorney  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Partially signed Service Area Transfer Agreement with Exhibits

### STAFF RECOMMENDATION:

The City Staff recommends that the City Council approve the agreement to transfer approximately 10.978 acres from Manville Water Supply Corporation's certificated water service area to the City of Manor's certificated service area.

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



## AGREEMENT REGARDING WATER SERVICE TERRITORY

THE STATE OF TEXAS                   §

COUNTY OF TRAVIS                   §

This Agreement Regarding Water Service Territory (this "Agreement") is entered into as of the 15 day of October, 2024 (the "Effective Date") by Manville Water Supply Corporation ("Manville"), a retail public utility operating in the State of Texas and the City of Manor, a home-rule municipality in Travis County, Texas (the "City" or "Manor"). Manville and the City are hereinafter collectively referred to as the "Parties."

### RECITALS

A. WHEREAS, Section 13.248 of the Texas Water Code ("TWC") provides that contracts between retail public utilities designating areas to be served and customers to be served by those retail public utilities, when approved by the Public Utility Commission of Texas ("PUC") after public notice and hearing, are valid and enforceable and are incorporated into the appropriate areas of public convenience and necessity;

B. WHEREAS, both Manville and the City are retail public utilities as defined in Section 13.002(19) of the TWC;

C. WHEREAS, Manville is the holder of water Certificate of Convenience and Necessity ("CCN") No. 11144 and Manor is the holder of water CCN No. 10947, each of which define the certificated retail water service territories of the respective retail public utilities;

D. WHEREAS, Enfield Partners, LLC. owns two separate tracts that, together, total approximately 10.978 acres in the Manville service territory;

E. WHEREAS, the two tracts, a property of approximately 7.267 acres and a property of approximately 3.711 acres ("Transfer Tracts"), are depicted on the maps contained in Exhibits A-D of this Agreement;

F. WHEREAS, the Parties desire that Manville transfer the Transfer Tracts totaling approximately 10.978 acres of its water CCN to the City;

G. WHEREAS, Enfield Partners, LLC. has requested water service from the City and therefore supports transfer of the service territory from Manville to the City;

H. WHEREAS, no existing customers or facilities are being transferred as part of this Agreement;

I. WHEREAS, Manville and the City desire to enter into this Agreement pursuant to TWC Section 13.248 to designate areas and customers to be served by Manor; and

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereafter set forth, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

## I. AGREEMENT

1. **Purpose.** This Agreement shall be a contract designating areas and customers to be served by the Parties in accordance with TWC Section 13.248.
2. **Transfer of the CCN.** Manville transfers and conveys to the City, and the City hereby accepts that transfer from Manville, the 10.978 acres of Manville's CCN that are depicted as the Transfer Tracts in Exhibit C attached hereto, and the Parties hereby designate the City as the retail water service provider for those Transfer Tracts.
3. **Notice Requirements Have Been Fulfilled.** At its Board meeting of May, 2022, the Manville Board of Directors considered and approved this transfer of water service area to Manor. Exhibit E contains the Agenda announcing the May, 2022 Board meeting and the Minutes from that meeting demonstrating that the Board approved the transfer of the 10.978 acres. Exhibit F is an affidavit from Manville General Manager Erik Prinz attesting to the fact that the Manville Board did indeed carry out the public notice. Thus, the public notice requirements set forth at 16 TAC 24.253 (c) (2) and (3) have been fulfilled.
4. **No Continuing Obligation to Serve.** The Parties agree that, upon approval of the application to move the Transfer Tracts from Manville to Manor, Manville shall have no further obligation to provide retail water service to the Transfer Tract.
5. **Compensation.** Manville did require compensation of \$21,940 from Enfield Partners to transfer the Transfer Tracts totaling approximately 10.978 acres to the City. In addition, Manville did not require compensation from the City for the subject transfer.
6. **Application for Approval.** The Parties agree to fully cooperate as necessary regarding the preparation, filing, and prosecution of an application to secure PUC approval of this Agreement (the "PUC Application"). Each party shall bear its own costs and expenses in connection therewith.
7. **List of Exhibits**
  - Exhibit A: Overall Map
  - Exhibit B: PUC CCN Map
  - Exhibit C: Location Map
  - Exhibit D: Detailed Map

Exhibit E: Manville Board Meeting Agenda and Minutes

Exhibit F: Affidavit of Erik Prinz, Manville General Manager

## II. MISCELLANEOUS

8. **Execution.** This Agreement may be simultaneously executed in any number of counterparts, each of which will serve as an original and will constitute one and the same instrument.

9. **Governing Law and Venue.** This Agreement will be governed by the Constitution and laws of the State of Texas. The courts of Texas shall have jurisdiction of any dispute arising out of or concerning this Agreement, either administrative or judicial, and venue shall be proper and lie exclusively in Travis County, Texas.

10. **Successors and Assigns.** The assignment of this Agreement by either Party is prohibited without the prior written consent of the other Party. All the respective covenants, undertakings, and obligations of each of the Parties will bind that Party and will apply to and bind any approved successors or assigns of that Party.

11. **Amendments.** This Agreement may be amended or modified only by written agreement duly authorized by the Parties.

12. **Cooperation.** Each Party agrees to execute and deliver all such other and further instruments and undertake such actions as are or may become necessary or convenient to effectuate the purposes and intent of this Agreement.

13. **Third Party Beneficiaries.** Nothing in this Agreement, express or implied, is intended to confer upon any person, other than the Parties, any rights, benefits, or remedies under or by reason of this Agreement.

14. **Exhibits.** All exhibits attached to this Agreement are hereby incorporated in this Agreement as if the same were set forth in full in the body of this Agreement.

15. **Notices.** Any notice or other communication ("Notice") given under this Agreement must be in writing. Notice may be given or served: (i) by depositing it in the United States Mail, postage paid, certified with return receipt requested, and addressed to the party to be notified; or (ii) by personally delivering it to the party to be notified. Notice deposited in the mail will be effective three days after such deposit. Notice given in any other manner will be effective only if and when received by the party to be notified. For the purposes of notice, the addresses of the parties will be, until changed as provided below, as follows:

Manville: Erik Prinz, General Manager  
 Manville Water Supply Corporation  
 P. O. Box 248  
 Coupland, TX 78615  
 Email: [epprinz@manvillewsc.org](mailto:epprinz@manvillewsc.org)  
 Phone: 512-856-2488 Ext. 223

City of Manor: Scott Moore  
 City Manager  
 105 E. Eggleston Street  
 Manor, Texas 78653  
 Phone: 512/272-5555  
 Email: [smoore@cityofmanor.org](mailto:smoore@cityofmanor.org)

With copies to  
 Paige Saenz  
 City Attorney  
 The Knight Law Firm, LLP  
 223 W. Anderson Lane, Suite A-105  
 Austin, Texas 78752  
 Phone: 512/323-5778  
 Email: [paige@cityattorneytexas.com](mailto:paige@cityattorneytexas.com)

The Parties may change their respective addresses for purposes of notice by giving at least five days written notice of the new address to the other party.

16. **Entire Agreement.** This Agreement, including the attached exhibits, contains the entire agreement between the Parties with respect to the subject matter hereof and supersedes all previous communications, representations, or agreements, either verbal or written, between the Parties with respect to such matters.

IN WITNESS WHEREOF, the Parties hereto have caused this instrument to be signed, sealed and attested in duplicate by their duly authorized officers, as of the date first set forth above.

Manville:

Manville Water Supply Corporation

By: Erik Prinz

Name: Erik Prinz

Title: General Manager

Date: 10-15-2024

Manor:

CITY OF MANOR

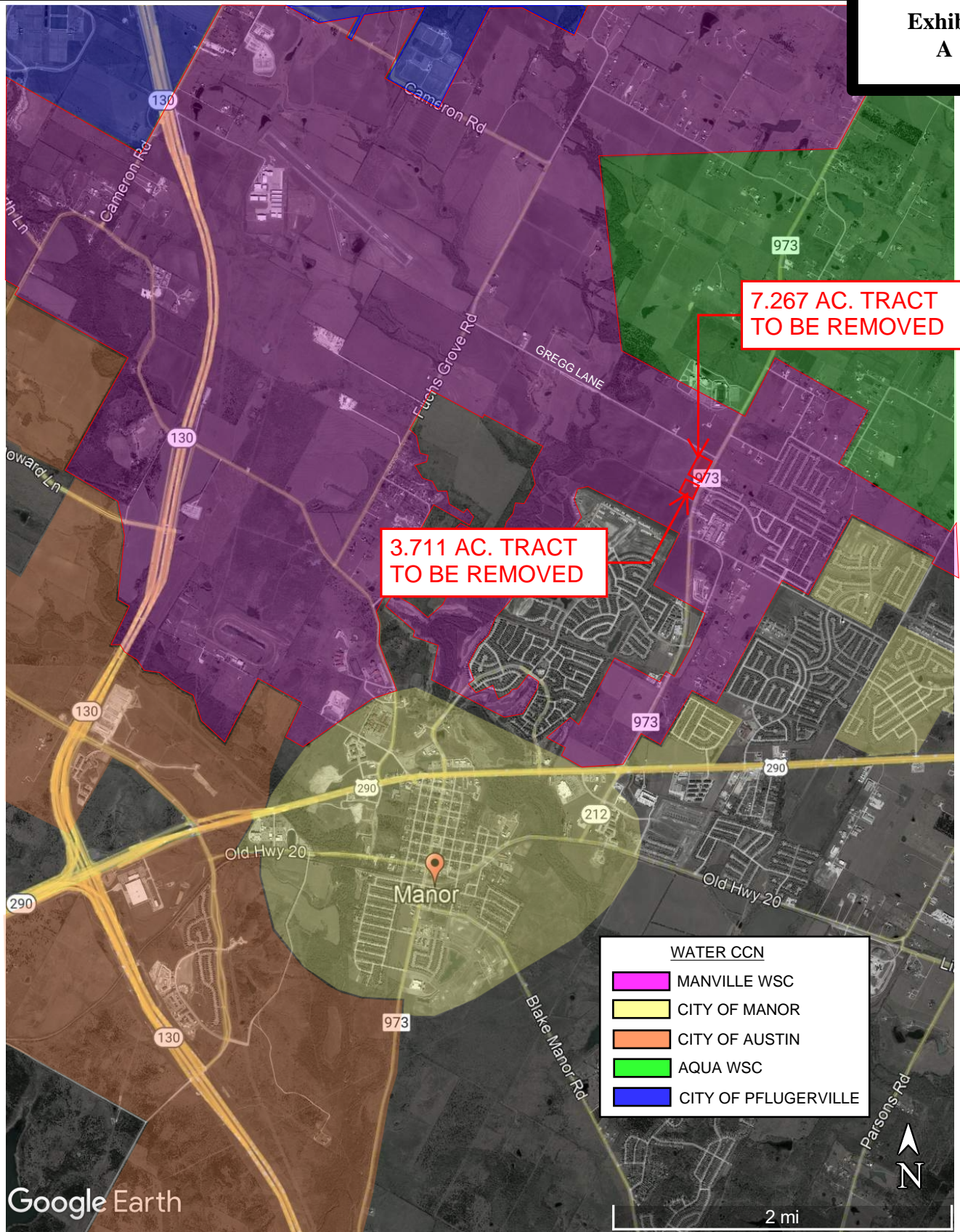
By: \_\_\_\_\_

Name: Scott Moore

Title: City Manager

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





PUBLIC UTILITY COMMISSION OF TEXAS

TRACT TO BE REMOVED FROM  
MANVILLE WSC CCN  
MANOR, TRAVIS COUNTY, TEXAS

**JAMISON CIVIL ENGINEERING LLC**

(TX. PE FIRM REG. #F-17756)  
13812 RESEARCH BLVD. #B-2  
AUSTIN, TEXAS 78750  
OFFICE: (737) 484-0880  
INFO@JAMISONENG.COM

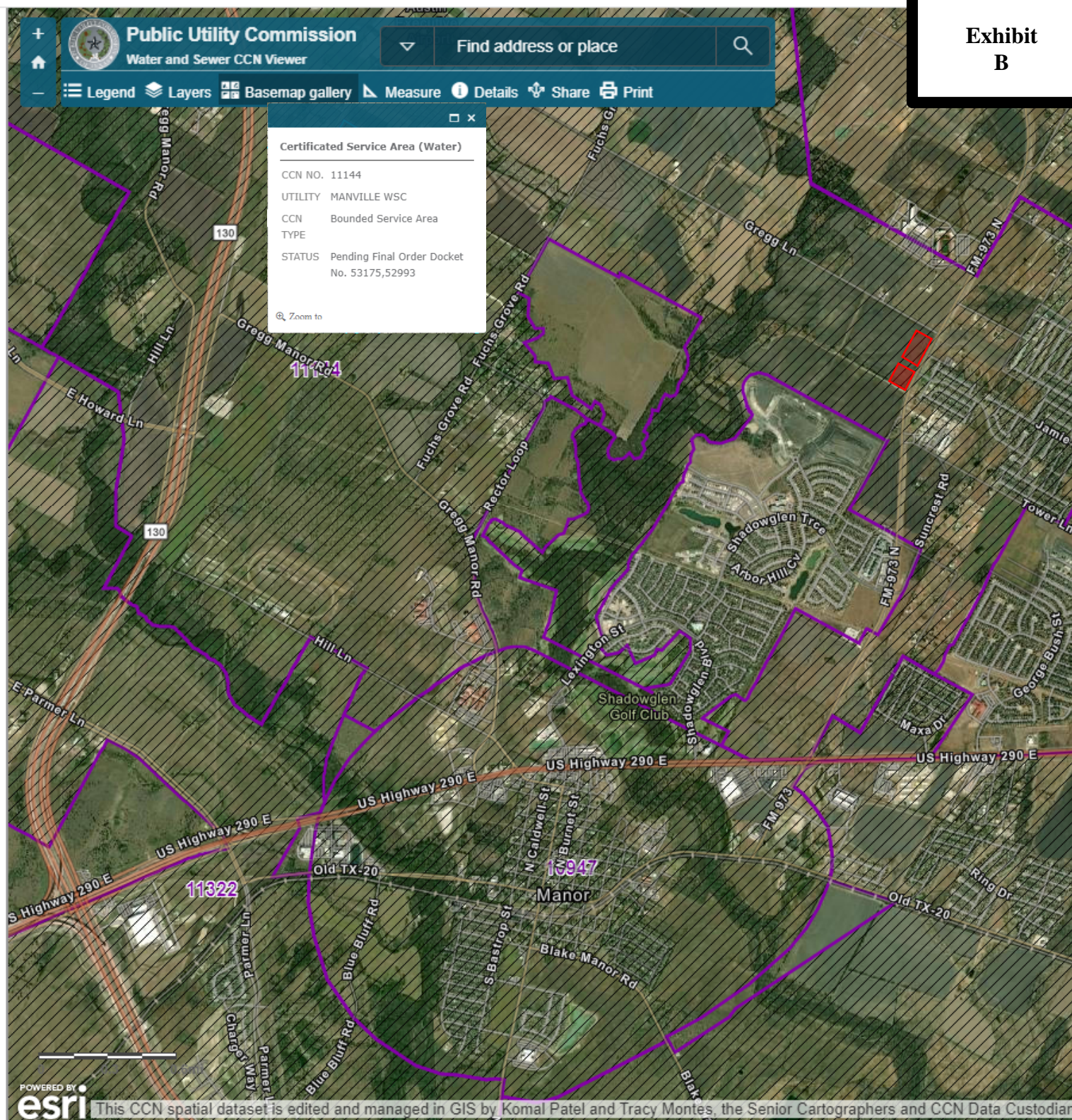
**JCE**

OVERALL MAP

SHEET

01 of 170





PUBLIC UTILITY COMMISSION OF TEXAS

TRACT TO BE REMOVED FROM  
MANVILLE WSC CCN  
MANOR, TRAVIS COUNTY, TEXAS

**JAMISON CIVIL ENGINEERING LLC**

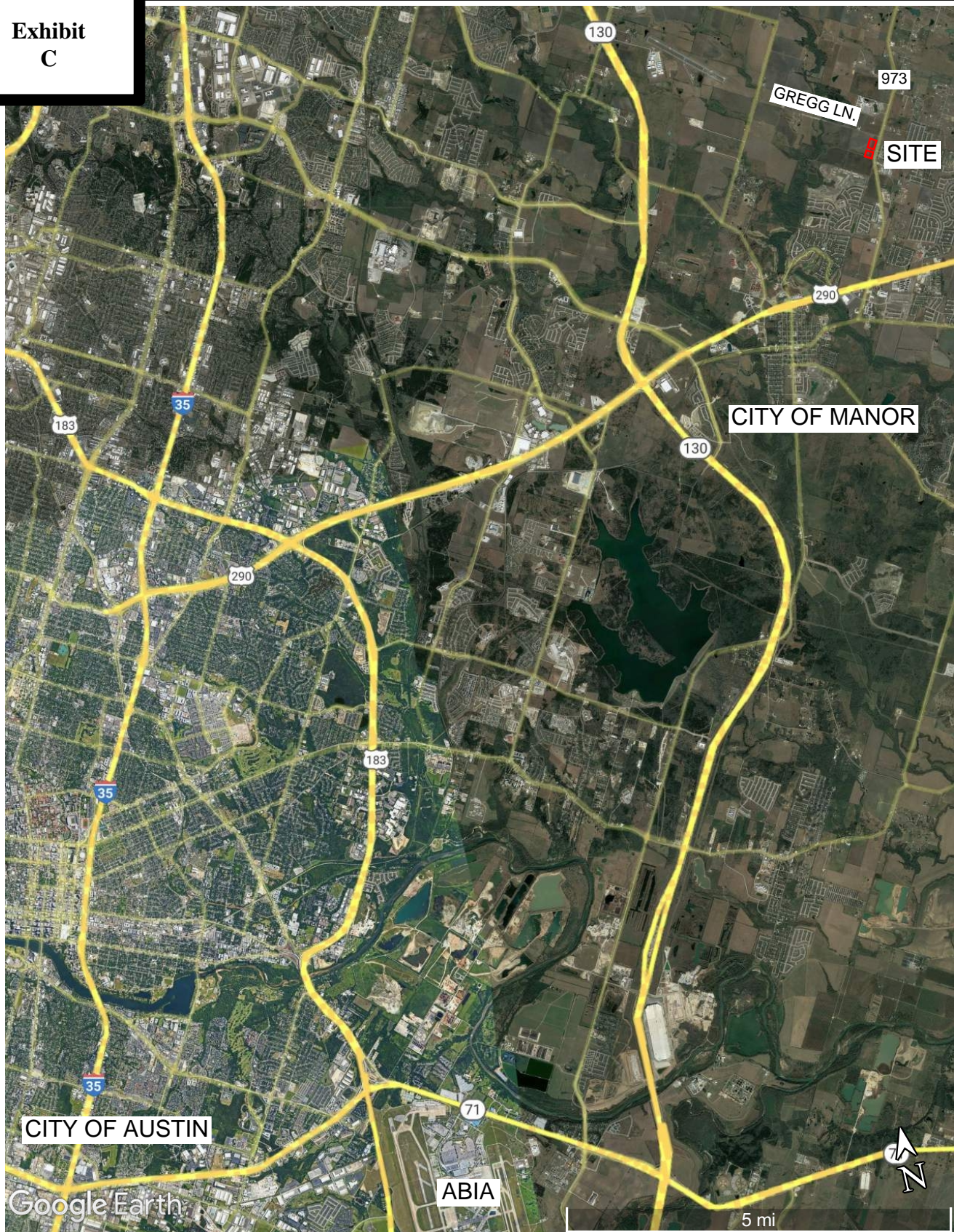
(TX. PE FIRM REG. #F-17756)  
13812 RESEARCH BLVD. #B-2  
AUSTIN, TEXAS 78750  
OFFICE: (737) 484-0880  
INFO@JAMISONENG.COM

# JCE

# PUC CCN MAP

SHEET  
01 of 171





PUBLIC UTILITY COMMISSION OF TEXAS

TRACT TO BE REMOVED FROM  
MANVILLE WSC CCN  
MANOR, TRAVIS COUNTY, TEXAS

**JAMISON CIVIL ENGINEERING LLC**

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13812 RESEARCH BLVD. #B-2  
AUSTIN, TEXAS 78750  
OFFICE: (737) 484-0880  
INFO@JAMISONENG.COM

**JCE**

LOCATION MAP

SHEET

01 of 172





PUBLIC UTILITY COMMISSION OF TEXAS

TRACT TO BE REMOVED FROM  
MANVILLE WSC CCN  
MANOR, TRAVIS COUNTY, TEXAS

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INFO@JAMISONENG.COM

**JCE**

DETAILED MAP

SHEET

01 of 173

## MANVILLE WATER SUPPLY CORPORATION

P. O. Box 248  
Coupland, TX 78615

Toll Free (1-888) 856-2488 • (512) 856-2488  
Fax (1-888) 856-2242 • (512) 856-2029

### NOTICE OF PUBLIC MEETING

Notice is hereby given that the Manville Water Supply Corp. Board of Directors will meet for a regular monthly meeting at the Manville Water Supply office at 13805 South SH 95 in Coupland, Texas at 6:00 P.M., on Thursday, May 12, 2022.

1. Call Meeting to Order
2. Approval of Minutes
3. Citizens Communication
4. Election of Board of Director Officers
5. Manager's Report and Condition of System – Tony Graf  
Report on:
  - Aquifer Report (1<sup>st</sup> Quarter)
  - Monthly System Activities
6. Brief Board on Recent Meetings and Committee Report(s)- No action, report only
7. Discuss and Take Action
  - a. Consider CCN Decertification of Monarch Ranch at Manor, 136.342 acre tract, FM 973 and Gregg Lane – Ken Ramirez
  - b. Consider CCN Decertification of Manor Heights -Phase 6 Commercial, Hwy 290 & Old Kimbro Road – Ken Ramirez
  - c. Consider CCN Decertification of 5203 Cadillac Drive, 4.702 acres & 5204 Cadillac Drive, 9.772 acres – Travis Moltz
  - d. Consider CCN Decertification of FM 973 Building Hope, LLC, 13.189 acres – Karl Moeller
  - e. Consider Amendments and Additions to Tariff provisions of Section 2.01, “Application for Service” – Karl Moeller
  - f. Consider Enacting a Moratorium on Development
  - g. Approve Bid and Consider Awarding Contract for FM 1466 TX Dot Road Widening Project Phase II
  - h. Approve Bid and Consider Awarding Contract for the Eastwood Booster Station Project
  - i. Consider Approval of Village at Manor Commons Phase 3 – 72 LUE's
  - j. Consider Approval of Cielo Ranch, FM 3399 – 3300 LUE's
  - k. Financial Report – Sharon Kreidel
    - Approve Balance Sheet and Income Statement
    - Discuss LUE and Committed Funds Report
  - l. Manville W.S.C. – Water Report, Rolling 12 Month Efficiency Report, Meters Set Report and Delinquent Accounts – Rexanne Pilkenton
8. Engineer's Report – Jerry Fontaine
  - a. Report on Construction Projects
9. Next Board Meeting – Thursday, June 9, 2022
10. Adjourn

Tony Graf, General Manager – May 9, 2022

MWSC is an equal opportunity provider and employer.

**Exhibit  
E**



# MANVILLE WATER SUPPLY CORPORATION

P. O. Box 248  
Coupland, TX 78615

Toll Free (1-888) 856-2488 • (512) 856-2488  
Fax (1-888) 856-2242 • (512) 856- 2029

A meeting of the Manville Water Supply Corporation Board of Directors was held on May 12, 2022, at Manville's office in Coupland.

## Meeting Minutes

### Board of Directors present:

Jack Atterstrom, President  
George Tolleson, Vice President  
Larry Hodde, Secretary  
Tracy Spellings, Treasurer  
Steve Mares  
Joe Coffey  
Jeff Monzingo  
Sam Jones

### Not Present:

Tony Graf, General Manager  
Rexanne Pilkenton, Assistant GM  
Sharon Kreidel, Finance Specialist  
Karl Moeller, Attorney  
Jerry Fontaine – Engineer  
Sean Conner – Engineer

**Visitors:** Ken Ramirez, Attorney for Monarch Ranch & Manor Heights, Travis Moltz, Engineer Cadillac Drive development, Anna & Travis Krause, KBAC Group, Bill Barton, Lennar Homes, Larry Bradley, MWSC member

### Manville Representatives and Staff present:

1. Call Meeting to Order
- Jack Atterstrom, President, called the meeting to order at 6:05 p.m.
2. Approval of Minutes
- George Tolleson made a motion to approve the minutes as submitted to the Directors. Sam Jones seconded the motion; motion carried.
3. Citizens Communication
- None
4. Election of Board of Director Officers
- Jeff Monzingo made a motion to elect the following slate of officers by acclamation: Jack Atterstrom – President, George Tolleson – Vice President, Tracy Spellings – Treasurer and Larry Hodde – Secretary. Joe Coffey seconded the motion; motion carried.
5. Manager's Report and Condition of System – Tony Graf
- Report on:
  - Aquifer Report (1<sup>st</sup> Quarter)  
Tony presented the above noted report which was distributed to the Board.
  - Monthly System Activities  
Tony reported that there has been another 24" water line leak. It was determined during the repair that the leak was due to electrolysis as the line was not properly protected. He added that the Tacon 1 MG ground storage tank is being brought out of service for interior repairs due to unexpected issues.
6. Brief Board on Recent Meetings and Committee Report(s)- No action, report only
- Jack stated that the committee met to discuss the Recharge water purchase offer and have decided to reject the proposal. He added that a second committee meeting was held with Ross Cummings to discuss a proposal he is presenting for 3 wells in Lee County that can produce 12 MGD. The committee will study this option further and make a recommendation to the Board.

Discuss and Take Action

- a. Consider CCN Decertification of Monarch Ranch at Manor, 136.342 acre Tract, FM 973 and Gregg Lane – Ken Ramirez

Joe Coffey made a motion to approve the CCN Decertification Request for Monarch Ranch at Manor, 136.342 acre Tract, FM 973 and Gregg Lane, with compensation of \$2000 per acre & a 20' easement granted to Manville, with details to be worked out by the Manville staff. Steve Mares seconded the motion; motion carried.

- b. Consider CCN Decertification of Manor Heights -Phase 6 Commercial, Hwy 290 & Old Kimbro Road – Ken Ramirez

Joe Coffey made a motion to approve the CCN Decertification Request for Manor Heights -Phase 6 Commercial, Hwy 290 & Old Kimbro Road, with compensation of \$2000 per acre & a 15' easement granted to Manville, with details worked out by the Manville staff. George Tolleson seconded the motion; motion carried.

- c. Consider CCN Decertification of 5203 Cadillac Drive, 4.702 acres & 5204 Cadillac Drive, 9.772 acres – Travis Moltz

Jeff Monzingo made a motion to further consider the CCN Decertification Request for 5203 Cadillac Drive, 4.702 acres & 5204 Cadillac Drive, 9.772 acres with no objections to the developer exploring service from other entities. George Tolleson seconded the motion; motion carried.

- d. Consider CCN Decertification of FM 973 Building Hope, LLC, 13.189 acres – Karl Moeller

Joe Coffey made a motion to approve the CCN Decertification Request for FM 973 Building Hope, LLC, 13.189 acres. Sam Jones seconded the motion; motion carried.

- e. Consider Amendments and Additions to Tariff provisions of Section 2.01, "Application for Service" – Karl Moeller

Sam Jones made a motion to Approve the Amendments and Additions to Tariff provisions of Section 2.01, "Application for Service" as presented. Joe Coffey seconded the motion; motion carried.

- f. Consider Enacting a Moratorium on Development  
Tabled

George Tolleson made a motion to table item 7f. Jeff Monzingo seconded the motion; motion carried.

- g. Approve Bid and Consider Awarding Contract for FM 1466 TX Dot Road Widening Project Phase II

George Tolleson made a motion to Approve the Bid and Award the Contract for the FM 1466 TX Dot Road Widening Project Phase II to the low bidder, Black Construction, for \$76,371.00. Larry Hodde seconded the motion; motion carried.

- h. Approve Bid and Consider Awarding Contract for the Eastwood Booster Station Project

Jeff Monzingo made a motion to Approve the Bid and Award the Contract for the Eastwood Booster Station Project to the low bidder, Black Construction, for \$2,575,000. Larry Hodde seconded the motion; motion carried.

i. Consider Approval of Village at Manor Commons Phase 3 – 72 LUE's

Jeff Monzingo made a motion to Approve Village at Manor Commons Phase 3 – 72 LUE's. Sam Jones seconded the motion; motion carried.

j. Consider Approval of Cielo Ranch, FM 3399 – 3300 LUE's

Sam Jones made a motion for staff to inform the Cielo Ranch Developer of Manville's current water and infrastructure issues impacting the service area of this Development. George Tolleson seconded the motion; motion carried.

k. Financial Report – Sharon Kreidel

- Approve Balance Sheet and Income Statement
- Discuss LUE and Committed Funds Report

Sharon presented the above noted reports which were distributed to the Board.

Larry Hodde made a motion to accept the Financial Reports as presented. Jeff Monzingo seconded the motion; motion carried.

l. Manville W.S.C. – Water Report, Rolling 12 Month Efficiency Report,  
Meters Set Report and Delinquent Accounts – Rexanne Pilkenton

8. Engineer's Report – Jerry Fontaine

a. Report on Construction Projects

Jerry reported that the Gregg- Manor 16" water line Project Phase 1 has been completed and the contractor is now working on Phase 2 from SH 130 to Fuchs Grove to Gregg Lane. The Picadilly Road project is 60% complete and the 1<sup>st</sup> part of the Red Bud Lane project is completed. Contractors are working on the SWWC interconnect project and the Blake- Manor to FM 973 16" water line project. Landmark is constructing the Type 500,000 elevated tank and has cleared the site for the Gregg-Manor 1.5 MG elevated tank. Geo Tech is scheduled for this tank next week to determine foundation requirements. The property location needed for the transfer station for the 36" water line is being studied. Sean added that preliminary plans for the 36" water line are being drafted and will be finalized as the easements have been secured to ensure the placement of the water line.

9. Next Board Meeting – Thursday, June 9, 2022

10. Adjourn

Larry Hodde made a motion the meeting adjourn. Jeff Monzingo seconded the motion, meeting adjourned.

STATE OF TEXAS                   §  
   §  
 COUNTY OF WILLIAMSON       §

**AFFIDAVIT OF ERIK PRINZ**

1. My name is Erik Prinz. I am the General Manager of the Manville Water Supply Corporation ("Manville"). I am over the age of 18 years and reside in Williamson County, Texas. I am of sound mind, have never been convicted of a felony or other crime involving moral turpitude, and fully competent to make this affidavit. I have personal knowledge of the facts stated herein, and they are true and correct.
  
2. During its monthly public meeting held in May of 2022, the Manville Board of Directors approved negotiation and execution of a Water Service Area Transfer Agreement ("Service Area Contract") between Manville the City of Manor, Texas ("the City") to be established pursuant to Texas Water Code § 13.248 and 16 Texas Administrative Code § 24.253, transferring a total of 10.978 acres of land ("Transfer Area") from Manville's water CCN No. 11144 to the City's water CCN No. 10947.
  
3. No existing customers or facilities are being transferred as part of the Service Area Contract.
  
4. Notice of the May, 2022, meeting was given in accordance with the Open Meetings Act, Texas Government Code Chapter 551.

**Acknowledgment**

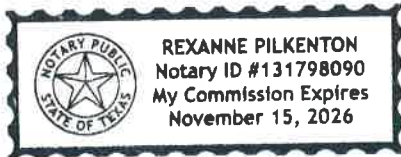
I declare under penalty of perjury that the foregoing is true and correct. Affiant further sayeth not.

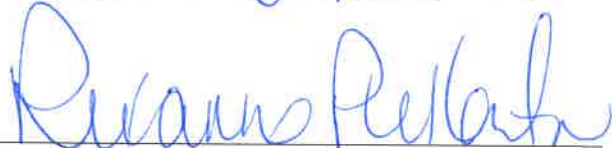
**Exhibit  
F**

  
ERIK PRINZ, GENERAL MANAGER  
MANVILLE WATER SUPPLY CORPORATION

BEFORE ME, the undersigned authority, on this day personally appeared Erik Prinz as the General Manager of Manville Water Supply Corporation, known to me to be the person whose name is subscribed on this document and acknowledged to me that he executed the same for the purposes and consideration herein expressed, in the capacity therein stated and he is authorized to do so.

Given under my hand and seal of office this 15 day of October, 2024.



  
Notary Public in and for the State of Texas

My Commission Expires: 11/15/2026



AGENDA ITEM NO. \_\_\_\_\_



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** November 20, 2024  
**PREPARED BY:** Scott Moore, City Manager  
**DEPARTMENT:** Administration

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action approving an engagement letter agreement for an appraiser for the EntradaGlen Public Improvement District (PID).

### BACKGROUND/SUMMARY:

In accordance with the City's PID policy, the City, with input by the Developer, selects a PID appraiser when a PID is created. The City Council previously approved an appraiser for the creation of the EntradaGlen PID. Since that time, the market land prices have changed and a new appraisal is needed in anticipation of issuing bonds for the EntradaGlen PID. City staff and Developer make the recommendation that Flato Realty Advisors, LLC be selected as the appraiser based on their experience in appraising PIDs in the area.

**LEGAL REVIEW:** Yes, Veronica Rivera, Assistant City Attorney  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Appraiser Engagement Letter Agreement

### STAFF RECOMMENDATION:

Staff recommends that the City Council approve the selection of Flato Realty Advisors, LLC as the appraiser for the EntradaGlen PID and authorize the City Manager to enter and execute the engagement letter for appraisal services with Flato Realty Advisors, LLC.

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

October 29, 2024

Mr. Scott Moore  
City Manager, City of Manor  
105 E Eggleston Street  
Manor, Texas 78653

RE: Market Value Appraisal  
EntradaGlen Public Improvement District, Manor, Travis County, Texas

Dear Mr. Moore,

Thank you for the opportunity to provide a market value appraisal of the above noted proposed and partially complete development, located in Manor, Texas. Flato Realty Advisors, LLC, will complete a market value appraisal of the EntradaGlen PID valued as 20 separate units, including LENR-2, LENC-1A, LENC-2, LENC-3, LENC-4, LENC-5, LENC-6, LENC-7, LESC-1, LESC-2, LESC-3, LESC-4, SG-1, SG-2, SG-3, SG-4, SG-5A, SG-5B, SG-5C. The units range in size from 1.92 acres to 27.66 acres. Per the developer, the units are all projected to be complete within 36 months from current date.

The appraisal will outline the individual values of 20 different units. The valuation will include several of the units on an as-is basis (currently complete) as site and site improvements only, and the remaining units as proposed (prospective) as if site improvements are complete, including the value contribution of onsite and offsite improvements. The valuation will not address the contribution of existing or future vertical improvements.

Our firm has completed a significant number of appraisals of both "as-is" and "prospective" lots and developments in the region over the past number of years. The analysis and report provided will meet the requirements of the Uniform Standards of Professional Practice of the Appraisal Foundation and Code of Ethics of the Appraisal Institute. The scope of work will consist of a physical property inspection, perusal of documents provided, confirmation of comparable improved and land sales and listings, research and confirmation, market analysis, valuation analysis including projecting absorption and sales expenses, and preparation of the (1) value conclusions and (2) valuation report.

It is understood that the purpose of the appraisal is to be for inclusion in an offering document which will be distributed for the purpose of issuing municipal bonds. Flato Realty Advisors, LLC consents to execute necessary certificates in connection therewith (i.e., letter of representation). It is understood that the developer will provide evidence of sufficient funds to complete the improvements contemplated in the appraisal, on hand at the time of bond closing.

Our fee for the market value appraisal, presented as a real estate appraisal report, will be \$13,500 payable as 50% upon engagement and the balance upon completion of the assignment and delivery of the report. Additional work after completion of the report for, but not limited to, research, preparation for court testimony, or court testimony, will be billed at the rate of \$250 per hour. The report can be completed within four weeks of receipt of the executed engagement letter, retainer and subject property information to include (1) updated survey of land, (2) updated plat/survey of planned lots, (3) revised projected/historical development cost, and (4) revised projected development schedule. Flato Realty Advisors, LLC, previously completed an appraisal of the Entrada Glenn PID in 2020; this assignment addresses revised lot sizes and dimensions as well as new market data, current market conditions and revised analysis.

If this proposal is acceptable, please sign and date a copy of this letter and return it. Thank you for the opportunity to be considered for this assignment. We will begin work upon receipt of this executed engagement and retainer. Thank you for consideration of our firm in this important assignment.

Signed,



---

Franklin L. Flato, MAI  
President  
Flato Realty Advisors, LLC

Signed

---

Scott Moore  
City Manager  
City of Manor

**Mutual Limitation of Liability:** Appraiser and Client agree that the following mutual limitation of liability is agreed to in consideration of the fees to be charged and the nature of Appraiser's services under this Agreement. Appraiser and Client agree that to the fullest extent permitted by applicable law, each party's and its Personnel's maximum aggregate or joint liability to the other party for claims and causes of action relating to this Agreement or to appraisals or other services under this Agreement shall be limited to the total fees and costs charged by the Appraiser for the services that are subject of the claim(s) or cause(s) of action. This limitation of liability extends to all types of claims or causes of action, whether in breach of contract or tort, including without limitation claims/causes of action for negligence, professional negligence, or negligent misrepresentation on the part of either party or its Personnel, but excluding claims/causes of action for intentionally fraudulent conduct, criminal conduct or intentionally caused injury. The Personnel of each party are intended third-party beneficiaries of this limitation of liability. "Personnel," as used in this paragraph, means the respective party's staff, employees, contractors, members, partners and shareholders. Appraiser and Client agree that they each have been free to negotiate different terms than stated above or contract with other parties.

AGENDA ITEM NO. \_\_\_\_\_



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** November 20, 2024  
**PREPARED BY:** Ryan Phipps, Chief  
**DEPARTMENT:** Manor Police Department

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an ordinance amending Chapter 4 of the Manor Code of Ordinances to revise the provisions governing the collection of evidentiary storage fees and providing for related matters.

### BACKGROUND/SUMMARY:

The City of Manor currently charges storage fees for evidentiary vehicles, which is contrary to state law. This ordinance amends Chapter 4 to specify that daily storage fees will only begin after the City receives notice from the court with jurisdiction over the case, the court clerk regarding case disposition, the District Attorney's office, or any other legal closure indicating that the evidence is no longer necessary. This change ensures compliance with state statute and clarifies vehicle owner responsibilities regarding fees. The attached ordinance is provided for City Council consideration.

**LEGAL REVIEW:** Yes, Paige Saenz, City Attorney  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Ordinance No. 767 - Amendment for Towing Evidentiary Vehicles

### STAFF RECOMMENDATION:

Staff recommends that the City Council approve Ordinance No. 767 amending Chapter 4 of the Manor Code of Ordinances to revise the provisions governing the collection of evidentiary storage fees and authorizing the City Manager to implement necessary changes to internal policies and procedures.

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

## ORDINANCE NO. 767

**AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING MANOR CODE OF ORDINANCES CHAPTER 4 BUSINESS REGULATIONS BY REVISING THE PROVISIONS GOVERNING THE COLLECTION OF EVIDENTIARY STORAGE FEES FOR VEHICLES TOWED TO THE POLICE DEPARTMENT FOR STORAGE; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR SAVINGS AND SEVERABILITY CLAUSES; PROVIDING FOR OPEN MEETINGS; AND ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING A FOR RELATED MATTERS.**

**WHEREAS**, the City of Manor, Texas (the “City”) passed and approved Ordinance No. 486 on the 20<sup>th</sup> day of September 2017, adopting certain rules regarding business regulations and the enforcement of its business regulations as codified in Chapter 4 Business Regulations, and;

**WHEREAS**, it has become necessary to amend Chapter 4 Business Regulations to enhance clarity regarding the collection of evidentiary storage fees; and

**WHEREAS**, the City Council finds that establishing a clear process for notifying vehicle owners when a vehicle is no longer considered evidentiary is vital for effective governance; and

**WHEREAS**, the City Council seeks to ensure that the registered owners of vehicles understand their responsibilities regarding associated fees and towing costs, thereby improving compliance and efficiency in the handling of evidentiary vehicles; and

**WHEREAS**, the City Council believes that these amendments will contribute to the orderly and efficient administration of the City’s operations and enhance public understanding of the associated processes.

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

**SECTION 1. Findings of Fact.** 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 the Code of Ordinances.** The City Council hereby amends Chapter 4, Business Regulations to amend the section of Evidentiary Storage Fee, Section 4.04.007.

**SECTION 3. Amendment of 4.04.007.** The section of *Evidentiary Storage Fee* is amended to read as follows:

Evidentiary vehicles towed to the police department for storage will accrue a daily fee only after the City has received official notice from the court with jurisdiction over the case, the court clerk regarding case disposition, the District Attorney’s office, or any other legal closure indicating that the evidence is no longer necessary. Prior to this notification, no storage fees shall be assessed. The fees shall be paid by the registered owner of said vehicle at the time the evidentiary value is released. The registered owner will also be responsible for any towing costs incurred for transport to the police department. Failure to pay associated fees will result in the police department issuing liens against the held vehicle and/or seizure of the vehicle through court processes.



**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 of Manor (“City”), the terms and provisions of this ordinance shall control.

**SECTION 5. Savings Clause.** All rights and remedies of the City of Manor are expressly saved as to any and all violations of the provisions of any ordinances affecting towing and storage of vehicles within the City 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 of the Ordinance 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 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 THIS** the 20<sup>th</sup> day of November 2024.

**CITY OF MANOR, TEXAS:**

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

**ATTEST:**

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

AGENDA ITEM NO. \_\_\_\_\_

**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** November 20, 2024  
**PREPARED BY:** Yalondra Santana, Manager  
**DEPARTMENT:** Heritage and Tourism

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on an ordinance adopting regulations governing special events in the City of Manor, Texas, and providing for related matters.

**BACKGROUND/SUMMARY:**

The City of Manor seeks to establish comprehensive regulations for the management and oversight of special events. Key elements include permit application processes, duration and frequency limits, inspection requirements, and conditions for denial or revocation of permits. The attached ordinance is provided for City Council consideration.

**LEGAL REVIEW:** Yes, Shruti Vanaparthi, Assistant City Attorney  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Ordinance No. 768 Special Events

**STAFF RECOMMENDATION:**

Staff recommends that the City Council approve Ordinance No. 768 adopting regulations governing special events and authorizing the City Manager to implement necessary changes to internal policies and procedures.

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## ORDINANCE NO. 768

**AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF MANOR, TEXAS BY ADDING ARTICLE 1.15 TO CHAPTER 1, GENERAL PROVISIONS; ESTABLISHING REQUIREMENTS FOR SPECIAL EVENTS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR SAVINGS AND SEVERABILITY CLAUSES; PROVIDING FOR OPEN MEETINGS; AND ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR RELATED MATTERS.**

**WHEREAS**, the City of Manor, Texas (the “City”) seeks to regulate special events within its jurisdiction to ensure public safety, orderly conduct, and compliance with applicable laws and codes; and

**WHEREAS**, the City Council recognizes the need for a comprehensive framework governing the application, conduct, and oversight of special events; and

**WHEREAS**, these regulations aim to enhance clarity and consistency in the permitting process for special events while addressing the needs of the community; and

**WHEREAS**, the City Council believes that the adoption of these regulations will promote responsible event management, improve public safety, and facilitate communication among event organizers, city officials, and residents; and

**WHEREAS**, the City Council has reviewed and considered the proposed regulations and finds them to be in the best interest of the City and its residents.

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

**SECTION 1. Findings of Fact.** 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. Adoption of Special Events Regulations.** The City Council hereby amends Chapter 1, General Provisions, of the Manor Code of Ordinances to add a new *Article 1.15, Special Events*, attached hereto as Exhibit “A” and incorporated herein for all purposes.

**SECTION 3. Amendment of Section 4.03.005 Special Event Permit.** Section 4.03.050 of the City of Manor Code of Ordinances is hereby amended in its entirety to read as follows:

“Sec. 4.03.050 - Special event permit.

For special event permit application and requirements, see Article 1.15.”

**SECTION 4. Repealing all 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 of Manor, the terms and provisions of this ordinance shall control.

**SECTION 5. Savings Clause.** The City Council of the City of Manor, Texas hereby declares that if any section, subsection, paragraph, sentence, clause, phrase, word or portion of this ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, that, in such event, it would have passed and ordained any and all remaining portions of this ordinance without the inclusion of that portion or portions which may be so found to be unconstitutional or invalid, and declares that its intent is to make no portion of this Ordinance dependent upon the validity of any portion thereof, and that all said remaining portions shall continue in full force and effect.

**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 of the ordinance 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 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 THIS the 20<sup>th</sup> day of November 2024.**

**TEXAS:** **THE CITY OF MANOR,**

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

**ATTEST:**

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

Exhibit "A"**ARTICLE 1.15 SPECIAL EVENTS***Division 1. Special Event***Sec. 1.15.001 Purpose.**

The purpose of this article is to provide requirements to safeguard life or limb, health, property and public welfare by regulating and controlling the location, duration, hours of operation and quality of materials and appurtenances for special events within the city.

**Sec. 1.15.002 Definitions.**

For the purpose of this article, certain phrases and words shall be construed as specified in this section. Where terms are not defined, they shall have their ordinary accepted meanings within the context in which they are used.

*Applicant* shall mean any person who has filed a written application for a special event permit.

*Arterial streets* shall mean major streets in the city's street system that serve as avenues for the circulation of traffic into, out of, or around the city and that carry a high volume of traffic.

*Block parties* shall mean one-time outdoor activities that require the temporary closing of one or more residential streets.

*Carnival* shall mean a temporary amusement area featuring rides, games, and sideshows.

*Chairperson* shall mean the individual responsible for conducting the special event.

*Circus* shall mean a public entertainment with performances by acrobats, clowns, and/or trained animals.

*City-Operated or City-Special Event* shall mean any permitted special event operated directly by the city using city resources and staff. Third-party sponsors might be solicited for city-operated events, but the city retains all final decision-making authority.

*City-Sponsored Event* shall mean any permitted special event that is operated by an outside party that has executed an agreement with the city designating the city as an event sponsor. Sponsorship can come in the form of cash, in-kind equipment, or in-kind personnel support contributed by the city according to the terms of the agreement. A council-approved waiver of fees, in and of itself, shall not be deemed to constitute a city-sponsored event.

*Closure* shall mean the time and equipment used to secure one street at one point from curb to curb.

*Commercial outdoor amusement* shall mean an outdoor area, portable building, or portable and/or motorized equipment open to or used by the public, which provides entertainment or amusement for a fee or admission charge.

*Exhibits* shall mean temporary displays of static art, artifacts, memorabilia, merchandise, or other objects intended for public viewing that extend beyond the normal use of the property or facility.



*Fair* shall mean a temporary outdoor activity involving three or more vendors or exhibitions.

*Festival* shall mean a one-time or recurring outdoor program of performances, attractions, or competitions, especially those requiring temporary street closures or other city support services.

*Code Enforcement Officer* shall mean the officer or his duly authorized representative charged with the administration and enforcement of this article.

*Outdoor concerts* shall mean any event utilizing amplified music.

*Parade* shall mean the assembly of three or more persons or vehicles whose gathering is for the common design and purpose of traveling in procession on a public thoroughfare from one location to another.

*Special event* shall mean a temporary gathering or organized activities using either private or public property and involving one or more of the following:

- (1) When public or private property is to be used in excess of the intended and allowed use for the property. Examples include, but are not limited to, parades, fairs, festivals, exhibits, block parties, street dances, carnivals, circuses, rodeo and equestrian events, automobile exhibitions, temporary commercial outdoor amusements, outdoor concerts, and sporting events. It will be assumed that public or private property is being used in excess of the intended and allowed use for the property any time an event is reasonably expected to have 100 or more attendees per day at any facility outside of the facility's normal, daily, and intended use.
- (2) Temporary installation of a full-sized stage or tent, in excess of 400 square feet in size with or without overhead structural supports, band shell, portable building, portable and/or motorized equipment (except small generators less than 12,000 watts in size), grandstand or bleachers on public or private property.
- (3) Impacts to city property, a city street, city public right-of-way, or city resources to maintain public safety. Examples include, but are not limited to, street closures, blocking or restricting public property, requiring traffic control, placing temporary traffic control signs in public rights-of-way, or public safety support from the city due to the expectation of large crowds of people or traffic congestion beyond the capacity of the premises or surrounding public infrastructure.

*Special event permit* shall mean an official document issued by the neighborhood and inspection services department authorizing performance of a special event.

*Street* shall mean a way for vehicular traffic, whether designated as a street, highway, thoroughfare, parkway, road, boulevard, or any other designation.

*Street dances* shall mean one-time outdoor activities that require the temporary closing of one or more public streets for the purpose of an interactive musical performance, but that do not include third-party vendors, exhibitions or attractions.

*Temporary Gathering* shall refer to, but is not limited to, fairs, festivals, exhibits, street dances, carnivals, circuses, rodeo and equestrian events, automobile exhibitions, temporary commercial outdoor amusements, outdoor concerts, and sporting events.

*Vendor* shall mean a person, organization, partnership, corporation or other entity that reserves space at a permitted special event for the purpose of selling products, goods or services to event attendees.

**Sec. 1.15.003 Preparation, conduct, etc.**

All special events shall comply with the following requirements unless specific exemptions are noted on the special event permit:

- (1) *Barricades*. The traffic division of the public services department will provide, place, remove and control all required barricading for street closures.
- (2) *Notice of property owners*. The applicant shall provide prior written notice to all owners of properties within or abutting a special event location or directly impacted by a planned street closure. The city shall approve the form of the written notice as a part of the special event application process.
- (3) *Parking*. Applicants shall submit evidence of adequate parking. Parking on property not owned by the applicant shall require a written agreement signed by the involved parties.
- (4) *Amusement rides*. Amusement rides and/or attractions associated with special events shall comply with applicable state and local laws, rules and regulations. Proof of a current/valid ride safety certification inspection report is also required.
- (5) *Street closing*. Special events that require street closing (such as, but not limited to, block parties, neighborhood crime watch events, festivals, fairs and street dances) shall be limited to four hours in length. Extended closings can be approved by the City Council. The proposed hours and locations of all closures shall be specified in the special event permit application. If the permit application requests street closures that are the same or less than street closures that have been approved by city manager for past events, then the director of neighborhood and inspection services may issue a permit to the applicant upon conformance with all other requirements of this article without City Manager approval. Street closings for previously unapproved streets shall require submission to and approval by the City Council. Block parties associated with residential street closings shall not require City Manager approval.
- (6) *Tent use, fire lanes*. Special events that include the use of tents, canvas material, any temporary structures, or fire lanes shall comply with the requirements set forth in the Traves County Fire Code as adopted by the city. When required, fire lanes shall be provided and maintained to prevent fire hazards.
- (7) *Americans with Disabilities Act (ADA)*. It shall be the sole responsibility of the applicant to meet ADA requirements for all events open to the public that are held on public property or private property.
- (8) *Fees*. An applicant for, or the holder of, a special event permit shall pay a fee as set forth in the fee schedule in appendix A of this code, which fee shall be a rental for the use of public property, as well as the actual cost for police supervision of the special event if additional officers are required to close streets, monitor crowds or otherwise assist in the special event above the normal duties of the police officers. A bond shall be posted prior to the event of the estimated costs for police officer involvement. Any funds not utilized shall be returned and any deficiencies shall be paid within ten days of being billed.

- (9) *Food service.* Where food service is provided, each food vendor shall comply with the rules and regulations outlined by the Texas Department of State Health Services (Texas Food Establishment Rules). In addition, each food vendor shall obtain necessary foodservice permits from the City of Manor. Food vendors shall comply with insurance requirements outlined in this chapter. All food vendors are required to be inspected and approved prior to the start of sales to the public. All temporary food vendors, including open-air vendors, must comply with the relevant health and safety regulations and obtain the appropriate permits for operation during the event.
- (10) *Sanitary facilities.* Permanent and/or portable type sanitary facilities shall be provided and evenly distributed throughout the premises. The number required shall be one toilet for every 50 people for events lasting less than four hours. For single user portable toilet units clustered at a single location, at least five percent (but no less than one toilet unit) shall comply with ADA standards. Accessible units shall be identified by the international symbol of accessibility. Sanitary facility vendors shall obtain, and maintain compliance with, all licenses and/or permits required by local, state or federal regulations.
- (11) *Animal waste; proximity of animals to other uses.* Waste from animals used in any event shall be removed daily by the applicant from public or private property. Except for city-operated events, animals shall not be kept closer than 300 feet to any residential property or commercial structures during nonoperating hours of such event.
- (12) *City water.* When required, provisions for the purchase of city water shall be arranged through the Public Works Department.
- (13) *Solid waste.* Solid waste containers/dumpsters shall be required for all outdoor special events. Solid waste containers/dumpsters shall be contracted through the current city-approved trash and recycling service. Only approved receptacles will be allowed per the city's solid waste franchise agreement (excludes trash cans and barrels).
- (14) *Liability insurance.*
- (a) *Required.* An applicant for a special event permit shall furnish the city with a certificate of commercial liability insurance, with the city listed as an additional insured before such special event permit is issued. The certificate shall serve as evidence of a policy written by a company licensed in the state. The policy is to be in effect for the duration of the event, with minimum limits of liability of \$500,000.00 per occurrence, \$1,000,000.00 aggregate for bodily injury, personal injury and property damage, and workers' compensation limits as required by the labor code of the State of Texas and employers' liability minimum limits of \$100,000.00 per injury, \$300,000.00 per occurrence and \$100,000.00 per occupational disease.
- (b) *Food, alcohol, and amusement vendors.* Food, alcohol and amusement vendors participating in a city-operated or city-sponsored event shall furnish the city with a certificate of commercial liability insurance, with the city listed as an additional insured before such special event permit is issued. The certificate shall serve as evidence of a policy written by a company licensed in the state. The policy is to be in effect for the duration of the event, with minimum limits of liability of \$500,000.00 per occurrence, \$1,000,000.00 aggregate for bodily injury, personal injury and

property' damage, and workers' compensation limits as required by the labor code of the State of Texas and employers' liability minimum limits of \$100,000.00 per injury, \$300,000.00 per occurrence and \$100,000.00 per occupational disease.

- (c) *Additional requirements for alcohol vendors.* If alcoholic beverages are to be sold or given away during the special event, a valid permit from the Texas Alcoholic Beverage Commission (TABC) shall be posted at the location and beverages shall be served by TABC certified servers. In addition to the insurance requirements stated in subsection (13)b. above, the vendor shall show proof of liquor liability coverage as required by the TABC.
- (d) *Exception.* The provisions of Sec. 1.15.003 shall not apply to private parties that will not be open to the general public.
- (15) *Indemnification of city.* An applicant for any special event permit shall sign an agreement to indemnify and hold harmless the city, its officers, employees, agents and representatives, against all claims and liability in causes of action resulting from injury or damage to persons or property arising out of the special event to the extent permitted by law. If the applicant is a governmental entity or state institution and unable by law to indemnify the city, it shall not be required to indemnify the city but shall instead sign an agreement that the applicant is responsible for the acts and negligence of its own officers, employees, agents and volunteers engaged in the special event.

#### **Sec. 1.15.004 Prohibitions.**

- (1) Safe and orderly movement of normal traffic shall not be substantially interrupted. "Substantially interrupted" shall be determined by the City.
- (2) The event shall not impede the movement of firefighting equipment or ambulances.
- (3) An event shall not conflict, in time and location, with any other event for which a permit has been issued.

#### **Sec. 1.15.005 Restrictions.**

- (1) An event shall not require the diversion of so many police, ambulances or firefighting equipment that it hinders normal emergency services.
- (2) The concentration of people, vehicles and animals at assembly points for any event shall not unduly interfere with fire and police protection or ambulance service to areas near such assembly points.
- (3) The city may prohibit, restrict, or require additional parking when it is deemed reasonable and necessary.

#### **Sec. 1.15.006 Events calendar.**

The city will maintain a special events calendar of events that have been reviewed and approved for permit.

**Sec. 1.15.007 Violations.**

It shall be unlawful for any person to hold a special event or cause the same to be held in violation of this article.

**Sec. 1.15.008 Reserved.***Division 2. Special Event Permit***Sec. 1.15.009 Required.**

No special event shall be held without first obtaining a permit from the city. Applications for special events will not be accepted more than 90 days prior to the event.

**Sec. 1.15.010 Exempt events.**

- (a) A special event permit is not required for funeral processions.
- (b) Exemption from the permit requirement does not authorize any special event to be held in violation of the provisions of this article or any other laws, ordinances or codes of the city.
- (c) Nothing in this article shall be construed to waive any other requirement for separate building, plumbing, electrical, mechanical, health, and fire prevention-related permits when these trades are applied.

**Sec. 1.15.011 Application; issuance.**

- (a) *Contents of the Special Event Application.* To obtain a permit, the applicant shall first file an application in writing on a form furnished by the city for that purpose. Every such application shall:
  - (1) Identify the type of special event to be covered by the permit for which application is made.
  - (2) Identify the purpose of the special event.
  - (3) Give the name, address and telephone number of the person, organization or company conducting the event.
  - (4) Give the name, address and telephone number of the event chairperson or responsible party.
  - (5) Identify the proposed location, parking areas and event dates and hours.
  - (6) For parades or similar events, identify the assembly area, starting point, route, disbanding area and the approximate time to complete the event.
  - (7) Indicate the approximate number of persons and vehicles, also the number and type of any animals.
  - (8) Identify all owners of property within or abutting the proposed location or directly impacted by a proposed street closure and provide a copy of the intended letter of notice of property owner.
  - (9) Give such other data and information as may be required to obtain compliance with this article.
- (b) Filing, review, issuance.



- (1) The application and other such data as may be required shall be filed with the city at a minimum of one month prior to the proposed date of the event. The application shall be reviewed by all relevant departments to verify compliance with this article or any other applicable laws, ordinances or codes of the city. When it has been determined, the special event will conform to the requirements of this article and all other pertinent laws, ordinances and codes, and all fees have been paid, permit will be issued to the applicant.
- (2) If the application for permit contains information which shows that the request for particular arterial street closings is the same or less than particular arterial street closings which have been previously approved by the city council, then the director of neighborhood and inspection services may issue a permit to the applicant upon conformance with all other requirements of this article. Arterial street closings for previously unapproved streets and those wherein approval of the city council was not received shall require submission to and approval by the city council.
- (c) No special event permit or temporary food service permit shall be issued for a location within 1,000 feet of the boundary of an existing permitted special event without written approval from the holder of the existing special event permit.

**Sec. 1.15.012 Notice and verification of insurance.**

When notification of special events to property owners and proof of insurance is required by this article, verification shall be provided prior to the issuance of any special event permit.

**Sec. 1.15.013 Modifications to event specifications.**

Whenever there are practical difficulties involved with date, time, location or route, the city may propose an alternate date, time, location or route for special events. The permit applicant shall have two working days to accept or reject the alternate.

**Sec. 1.15.014 Scope.**

The issuance of a permit for a special event shall not be construed to be a permit for any violation of any of the provisions of this article or any other ordinance or code of the city or any laws of the state, including, but not limited to, noise regulations.

**Sec. 1.15.015 Duration and frequency.**

- (a) *Duration.* No single special event permit shall be valid for a period of more than 14 consecutive days. Setup and takedown related to a special event shall not exceed three days prior to the special event and shall not exceed three days after the special event. After takedown, the location of the special event shall be restored to its use and condition prior to the event.
- (b) *Frequency.* No more than two special event permits shall be issued per premises within a 12-month period. Frequency for special event permits shall be no less than 90 days apart from the completion of takedown. The requirements of this section do not apply to city-sponsored or city-operated events.

**Sec. 1.15.016 Expiration.**

Every permit issued under the provisions of this article shall expire by limitation and become null and void if the special event authorized by such permit is not held on the permitted date. Before such special event can be recommended, a new permit shall be obtained, and the fee shall be half the amount required for the first permit, provided the suspension has not exceeded 45 calendar days from the date of the first permit issuance. In order to renew after this expiration, the applicant shall pay a new full permit fee.

**Sec. 1.15.017 Denial or Revocation.**

- (a) An applicant may be denied a special event permit when City Staff determines from the information provided on the application that the special event will not comply with the requirements of this article, other city codes and ordinances, or the laws of the state.
- (b) The police chief, fire chief or the City may revoke immediately a permit issued under the provisions of this article whenever the permit is issued in error or on the basis of incorrect information supplied, or in violation of any ordinance or code, or any of the provisions of this article, or the laws of the state.
- (c) Failure of a special event permit holder to meet the requirements of this article or repeated violations of nuisance regulations may result in the denial of future special event permits by the city.

**Sec. 1.15.018 Fees.**

- (a) The fees for a special event permit shall be as set by the city council on the Fee schedule.
- (b) Events held by the Manor Independent School District that have a special event permit shall be exempt from all fees at the discretion of the City Manager.
- (c) City-operated events shall be exempt from all fees.
- (d) Except as otherwise provided herein, no waiver of fees may be granted, except by the city council.

**Sec. 1.15.019 Inspections.**

Duly authorized members of the city shall perform inspections of the event premises at any time during a special event. If no hazardous conditions or violations of this Article are detected at the time of the inspection, or reinspection, the applicant shall be allowed to continue with the event. If at any time during the event a violation of this Article occurs, the applicant and/or their representative shall make correction immediately or within the time frame given by the City.

**Sec. 1.15.020 Provision of public safety personnel.**

After review, and at the discretion of the police chief and/or the fire chief, and the City, public safety personnel may be required to be on duty at a special event in order to ensure the safety of special events participants and nonparticipating citizens. The costs incurred by the City for providing public safety personnel when required by the City or when requested by the event organizer shall be included in the calculation of fees and shall be paid prior to issuance of a special event permit.

**Sec. 1.15.021 Appeals.**

The City Council may hear and decide appeals of orders, decisions or determinations made by City Staff. An applicant wishing to appeal shall submit his request in writing 15 working days prior to a regular City Council meeting date in order to have his request placed on the City Council meeting agenda.

**Sec. 1.15.022 Reserved.**

*Division 1. Special Event*

**Sec. 1.15.001 Purpose.**

The purpose of this article is to provide requirements to safeguard life or limb, health, property and public welfare by regulating and controlling the location, duration, hours of operation and quality of materials and appurtenances for special events within the city.

**Sec. 1.15.002 Definitions.**

For the purpose of this article, certain phrases and words shall be construed as specified in this section. Where terms are not defined, they shall have their ordinary accepted meanings within the context in which they are used.

*Applicant* shall mean any person who has filed a written application for a special event permit.

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*Closure* shall mean the time and equipment used to secure one street at one point from curb to curb.

*Commercial outdoor amusement* shall mean an outdoor area, portable building, or portable and/or motorized equipment open to or used by the public, which provides entertainment or amusement for a fee or admission charge.

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*Festival* shall mean a one-time or recurring outdoor program of performances, attractions, or competitions, especially those requiring temporary street closures or other city support services.

*Code Enforcement Officer* shall mean the officer or his duly authorized representative charged with the administration and enforcement of this article.

*Outdoor concerts* shall mean any event utilizing amplified music.

*Parade* shall mean the assembly of three or more persons or vehicles whose gathering is for the common design and purpose of traveling in procession on a public thoroughfare from one location to another.

*Special event* shall mean a temporary gathering or organized activities using either private or public property and involving one or more of the following:

- (1) When public or private property is to be used in excess of the intended and allowed use for the property. Examples include, but are not limited to, parades, fairs, festivals, exhibits, block parties, street dances, carnivals, circuses, rodeo and equestrian events, automobile exhibitions, temporary commercial outdoor amusements, outdoor concerts, and sporting events. It will be assumed that public or private property is being used in excess of the intended and allowed use for the property any time an event is reasonably expected to have 100 or more attendees per day at any facility outside of the facility's normal, daily, and intended use.
- (2) Temporary installation of a full-sized stage or tent, in excess of 400 square feet in size with or without overhead structural supports, band shell, portable building, portable and/or motorized equipment (except small generators less than 12,000 watts in size), grandstand or bleachers on public or private property.
- (3) Impacts to city property, a city street, city public right-of-way, or city resources to maintain public safety. Examples include, but are not limited to, street closures, blocking or restricting public property, requiring traffic control, placing temporary traffic control signs in public rights-of-way, or public safety support from the city due to the expectation of large crowds of people or traffic congestion beyond the capacity of the premises or surrounding public infrastructure.

*Special event permit* shall mean an official document issued by the neighborhood and inspection services department authorizing performance of a special event.

*Street* shall mean a way for vehicular traffic, whether designated as a street, highway, thoroughfare, parkway, road, boulevard, or any other designation.

*Street dances* shall mean one-time outdoor activities that require the temporary closing of one or more public streets for the purpose of an interactive musical performance, but that do not include third-party vendors, exhibitions or attractions.

*Temporary Gathering* shall refer to, but is not limited to, fairs, festivals, exhibits, street dances, carnivals, circuses, rodeo and equestrian events, automobile exhibitions, temporary commercial outdoor amusements, outdoor concerts, and sporting events.

*Vendor* shall mean a person, organization, partnership, corporation or other entity that reserves space at a permitted special event for the purpose of selling products, goods or services to event attendees.



### Sec. 1.15.003 Preparation, conduct, etc.

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- (2) *Notice of property owners.* The applicant shall provide prior written notice to all owners of properties within or abutting a special event location or directly impacted by a planned street closure. The city shall approve the form of the written notice as a part of the special event application process.
- (3) *Parking.* Applicants shall submit evidence of adequate parking. Parking on property not owned by the applicant shall require a written agreement signed by the involved parties.
- (4) *Amusement rides.* Amusement rides and/or attractions associated with special events shall comply with applicable state and local laws, rules and regulations. Proof of a current/valid ride safety certification inspection report is also required.
- (5) *Street closing.* Special events that require street closing (such as, but not limited to, block parties, neighborhood crime watch events, festivals, fairs and street dances) shall be limited to four hours in length. Extended closings can be approved by the City Council. The proposed hours and locations of all closures shall be specified in the special event permit application. If the permit application requests street closures that are the same or less than street closures that have been approved by city manager for past events, then the director of neighborhood and inspection services may issue a permit to the applicant upon conformance with all other requirements of this article without City Manager approval. Street closings for previously unapproved streets shall require submission to and approval by the City Council. Block parties associated with residential street closings shall not require City Manager approval.
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- (7) *Americans with Disabilities Act (ADA).* It shall be the sole responsibility of the applicant to meet ADA requirements for all events open to the public that are held on public property or private property.
- (8) *Fees.* An applicant for, or the holder of, a special event permit shall pay a fee as set forth in the fee schedule in appendix A of this code, which fee shall be a rental for the use of public property, as well as the actual cost for police supervision of the special event if additional officers are required to close streets, monitor crowds or otherwise assist in the special event above the normal duties of the police officers. A bond shall be posted prior to the event of the estimated costs for police officer involvement. Any funds not utilized shall be returned and any deficiencies shall be paid within ten days of being billed.
- (9) *Food service.* Where food service is provided, each food vendor shall comply with the rules and regulations outlined by the Texas Department of State Health Services (Texas Food Establishment Rules). In addition, each food vendor shall obtain necessary

foodservice permits from the City of Manor. Food vendors shall comply with insurance requirements outlined in this chapter. All food vendors are required to be inspected and approved prior to the start of sales to the public. All temporary food vendors, including open-air vendors, must comply with the relevant health and safety regulations and obtain the appropriate permits for operation during the event.

- (10) *Sanitary facilities.* Permanent and/or portable type sanitary facilities shall be provided and evenly distributed throughout the premises. The number required shall be one toilet for every 50 people for events lasting less than four hours. For single user portable toilet units clustered at a single location, at least five percent (but no less than one toilet unit) shall comply with ADA standards. Accessible units shall be identified by the international symbol of accessibility. Sanitary facility vendors shall obtain, and maintain compliance with, all licenses and/or permits required by local, state or federal regulations.
- (11) *Animal waste; proximity of animals to other uses.* Waste from animals used in any event shall be removed daily by the applicant from public or private property. Except for city-operated events, animals shall not be kept closer than 300 feet to any residential property or commercial structures during nonoperating hours of such event.
- (12) *City water.* When required, provisions for the purchase of city water shall be arranged through the Public Works Department.
- (13) *Solid waste.* Solid waste containers/dumpsters shall be required for all outdoor special events. Solid waste containers/dumpsters shall be contracted through the current city-approved trash and recycling service. Only approved receptacles will be allowed per the city's solid waste franchise agreement (excludes trash cans and barrels).
- (14) *Liability insurance.*
  - (a) *Required.* An applicant for a special event permit shall furnish the city with a certificate of commercial liability insurance, with the city listed as an additional insured before such special event permit is issued. The certificate shall serve as evidence of a policy written by a company licensed in the state. The policy is to be in effect for the duration of the event, with minimum limits of liability of \$500,000.00 per occurrence, \$1,000,000.00 aggregate for bodily injury, personal injury and property damage, and workers' compensation limits as required by the labor code of the State of Texas and employers' liability minimum limits of \$100,000.00 per injury, \$300,000.00 per occurrence and \$100,000.00 per occupational disease.
  - (b) *Food, alcohol, and amusement vendors.* Food, alcohol and amusement vendors participating in a city-operated or city-sponsored event shall furnish the city with a certificate of commercial liability insurance, with the city listed as an additional insured before such special event permit is issued. The certificate shall serve as evidence of a policy written by a company licensed in the state. The policy is to be in effect for the duration of the event, with minimum limits of liability of \$500,000.00 per occurrence, \$1,000,000.00 aggregate for bodily injury, personal injury and property' damage, and workers' compensation limits as required by the labor code of the State of Texas and employers' liability minimum limits of \$100,000.00 per injury, \$300,000.00 per occurrence and \$100,000.00 per occupational disease.

- (c) *Additional requirements for alcohol vendors.* If alcoholic beverages are to be sold or given away during the special event, a valid permit from the Texas Alcoholic Beverage Commission (TABC) shall be posted at the location and beverages shall be served by TABC certified servers. In addition to the insurance requirements stated in subsection (13)b. above, the vendor shall show proof of liquor liability coverage as required by the TABC.
- (d) *Exception.* The provisions of Sec. 1.15.003 shall not apply to private parties that will not be open to the general public.
- (15) *Indemnification of city.* An applicant for any special event permit shall sign an agreement to indemnify and hold harmless the city, its officers, employees, agents and representatives, against all claims and liability in causes of action resulting from injury or damage to persons or property arising out of the special event to the extent permitted by law. If the applicant is a governmental entity or state institution and unable by law to indemnify the city, it shall not be required to indemnify the city but shall instead sign an agreement that the applicant is responsible for the acts and negligence of its own officers, employees, agents and volunteers engaged in the special event.

#### **Sec. 1.15.004 Prohibitions.**

- (1) Safe and orderly movement of normal traffic shall not be substantially interrupted. "Substantially interrupted" shall be determined by the City.
- (2) The event shall not impede the movement of firefighting equipment or ambulances.
- (3) An event shall not conflict, in time and location, with any other event for which a permit has been issued.

#### **Sec. 1.15.005 Restrictions.**

- (1) An event shall not require the diversion of so many police, ambulances or firefighting equipment that it hinders normal emergency services.
- (2) The concentration of people, vehicles and animals at assembly points for any event shall not unduly interfere with fire and police protection or ambulance service to areas near such assembly points.
- (3) The city may prohibit, restrict, or require additional parking when it is deemed reasonable and necessary.

#### **Sec. 1.15.006 Events calendar.**

The city will maintain a special events calendar of events that have been reviewed and approved for permit.

#### **Sec. 1.15.007 Violations.**

It shall be unlawful for any person to hold a special event or cause the same to be held in violation of this article.

**Sec. 1.15.008 Reserved.***Division 2. Special Event Permit***Sec. 1.15.009 Required.**

No special event shall be held without first obtaining a permit from the city. Applications for special events will not be accepted more than 90 days prior to the event.

**Sec. 1.15.010 Exempt events.**

- (a) A special event permit is not required for funeral processions.
- (b) Exemption from the permit requirement does not authorize any special event to be held in violation of the provisions of this article or any other laws, ordinances or codes of the city.
- (c) Nothing in this article shall be construed to waive any other requirement for separate building, plumbing, electrical, mechanical, health, and fire prevention-related permits when these trades are applied.

**Sec. 1.15.011 Application; issuance.**

- (a) *Contents of the Special Event Application.* To obtain a permit, the applicant shall first file an application in writing on a form furnished by the city for that purpose. Every such application shall:
  - (1) Identify the type of special event to be covered by the permit for which application is made.
  - (2) Identify the purpose of the special event.
  - (3) Give the name, address and telephone number of the person, organization or company conducting the event.
  - (4) Give the name, address and telephone number of the event chairperson or responsible party.
  - (5) Identify the proposed location, parking areas and event dates and hours.
  - (6) For parades or similar events, identify the assembly area, starting point, route, disbanding area and the approximate time to complete the event.
  - (7) Indicate the approximate number of persons and vehicles, also the number and type of any animals.
  - (8) Identify all owners of property within or abutting the proposed location or directly impacted by a proposed street closure and provide a copy of the intended letter of notice of property owner.
  - (9) Give such other data and information as may be required to obtain compliance with this article.
- (b) Filing, review, issuance.
  - (1) The application and other such data as may be required shall be filed with the city at a minimum of one month prior to the proposed date of the event. The application shall be reviewed by all relevant departments to verify compliance with this article or any other applicable laws, ordinances or codes of the city. When it has been determined, the special event will conform to the requirements of this article and

all other pertinent laws, ordinances and codes, and all fees have been paid, permit will be issued to the applicant.

- (2) If the application for permit contains information which shows that the request for particular arterial street closings is the same or less than particular arterial street closings which have been previously approved by the city council, then the director of neighborhood and inspection services may issue a permit to the applicant upon conformance with all other requirements of this article. Arterial street closings for previously unapproved streets and those wherein approval of the city council was not received shall require submission to and approval by the city council.
- (c) No special event permit or temporary food service permit shall be issued for a location within 1,000 feet of the boundary of an existing permitted special event without written approval from the holder of the existing special event permit.

**Sec. 1.15.012 Notice and verification of insurance.**

When notification of special events to property owners and proof of insurance is required by this article, verification shall be provided prior to the issuance of any special event permit.

**Sec. 1.15.013 Modifications to event specifications.**

Whenever there are practical difficulties involved with date, time, location or route, the city may propose an alternate date, time, location or route for special events. The permit applicant shall have two working days to accept or reject the alternate.

**Sec. 1.15.014 Scope.**

The issuance of a permit for a special event shall not be construed to be a permit for any violation of any of the provisions of this article or any other ordinance or code of the city or any laws of the state, including, but not limited to, noise regulations.

**Sec. 1.15.015 Duration and frequency.**

- (a) *Duration.* No single special event permit shall be valid for a period of more than 14 consecutive days. Setup and takedown related to a special event shall not exceed three days prior to the special event and shall not exceed three days after the special event. After takedown, the location of the special event shall be restored to its use and condition prior to the event.
- (b) *Frequency.* No more than two special event permits shall be issued per premises within a 12-month period. Frequency for special event permits shall be no less than 90 days apart from the completion of takedown. The requirements of this section do not apply to city-sponsored or city-operated events.

**Sec. 1.15.016 Expiration.**

Every permit issued under the provisions of this article shall expire by limitation and become null and void if the special event authorized by such permit is not held on the permitted date. Before such special event can be recommended, a new permit shall be obtained, and the fee shall be half the amount required for the first permit, provided the suspension has not exceeded 45



calendar days from the date of the first permit issuance. In order to renew after this expiration, the applicant shall pay a new full permit fee.

**Sec. 1.15.017 Denial or Revocation.**

- (a) An applicant may be denied a special event permit when City Staff determines from the information provided on the application that the special event will not comply with the requirements of this article, other city codes and ordinances, or the laws of the state.
- (b) The police chief, fire chief or the City may revoke immediately a permit issued under the provisions of this article whenever the permit is issued in error or on the basis of incorrect information supplied, or in violation of any ordinance or code, or any of the provisions of this article, or the laws of the state.
- (c) Failure of a special event permit holder to meet the requirements of this article or repeated violations of nuisance regulations may result in the denial of future special event permits by the city.

**Sec. 1.15.018 Fees.**

- (a) The fees for a special event permit shall be as set by the city council on the Fee schedule.
- (b) Events held by the Manor Independent School District that have a special event permit shall be exempt from all fees at the discretion of the City Manager.
- (c) City-operated events shall be exempt from all fees.
- (d) Except as otherwise provided herein, no waiver of fees may be granted, except by the city council.

**Sec. 1.15.019 Inspections.**

Duly authorized members of the city shall perform inspections of the event premises at any time during a special event. If no hazardous conditions or violations of this Article are detected at the time of the inspection, or reinspection, the applicant shall be allowed to continue with the event. If at any time during the event a violation of this Article occurs, the applicant and/or their representative shall make correction immediately or within the time frame given by the City.

**Sec. 1.15.020 Provision of public safety personnel.**

After review, and at the discretion of the police chief and/or the fire chief, and the City, public safety personnel may be required to be on duty at a special event in order to ensure the safety of special events participants and nonparticipating citizens. The costs incurred by the City for providing public safety personnel when required by the City or when requested by the event organizer shall be included in the calculation of fees and shall be paid prior to issuance of a special event permit.

**Sec. 1.15.021 Appeals.**

The City Council may hear and decide appeals of orders, decisions or determinations made by City Staff. An applicant wishing to appeal shall submit his request in writing 15 working days prior to a regular City Council meeting date in order to have his request placed on the City Council meeting agenda.

**Sec. 1.15.022 Reserved.**

AGENDA ITEM NO. \_\_\_\_\_

**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** November 20, 2024  
**PREPARED BY:** Scott Moore, City Manager  
**DEPARTMENT:** Administrative

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on proposed amendments to City Council Rules of Procedure.

**BACKGROUND/SUMMARY:**

The City of Manor is considering updates to the Rules of Procedure governing Council meetings. The proposed changes aim to improve clarity and efficiency in the conduct of meetings, with specific updates to the process for handling disruptions and ensuring order during proceedings. This item is intended for review and discussion of any additional changes.

**LEGAL REVIEW:** Yes, Shruti Vanaparthi, Assistant City Attorney  
**FISCAL IMPACT:** No No  
**PRESENTATION:** No No  
**ATTACHMENTS:** Yes Yes

- Rules of Procedure

**STAFF RECOMMENDATION:**

Staff recommends that the City Council review and discuss the proposed updates to the Council Rules of Procedure, and provide any feedback or suggested changes.

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# **CITY COUNCIL RULES OF PROCEDURE**

**As Adopted by Ordinance No. 516 Effective  
May 2, 2018**

**Amended by Ordinance No. 598 Effective  
December 16, 2020**

**Amended by Ordinance No. 626 Effective  
November 3, 2021**

**Amended by Ordinance No. 631 Effective  
November 17, 2021**

**Amended by Ordinance No. 644 Effective  
April 20, 2022**

**Amended by Ordinance No. 662 Effective  
July 20, 2022**

**Amended by Ordinance No. 686  
Effective February 6, 2023**

**Amended by Ordinance No. 691  
Effective February 15, 2023**

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## **Section 1 – GENERAL**

Parliamentary law and the rules of procedure derived from such law are essential to all deliberative organizations so that they may consider all matters before them in an effective and efficient manner and produce results that are legal and binding. Moreover, such procedural safeguards ensure due process during deliberations among members of the organization while at the same time protecting the rights of both the group and each member. Accordingly, these rules of procedure establish guidelines to be followed by all persons attending City Council meetings, including members of the City Council, administrative staff, news media, citizens and visitors.

## **Section 2 – AUTHORITY**

The City Charter of Manor, Texas [Adopted: August 15, 2007; Amended: May 9, 2015, and Amended: November 3, 2020] provides in Article III (City Council Judge of its Members), Section 3.04. (Rule of Procedure) that “The Council shall by ordinance determine its own rules and order of business.” Thus, these rules of procedure are established. In the event of any conflict between the City Charter and these rules of procedure, the City Charter shall prevail.

The parliamentary reference for the City Council is the most recent edition of *Robert’s Rules of Order Newly Revised* (RONR). When any issue concerning procedure arises that is not covered by the Rules of Procedure, the City Charter or State law, the Council will refer to RONR, which shall generally determine such procedural issue. [www.robertsrules.com](http://www.robertsrules.com).

## **Section 3 – MEETINGS**

The City Council shall follow both the letter and the spirit of the Texas Open Meetings Act.

### **3.01. Regular Meetings.**

The City Council shall conduct regular meetings generally on the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Wednesdays of each month. All regular meetings shall normally be scheduled to begin at 7:00 p.m. at City Hall and are open to the public.

### **3.02. Special Meetings.**

In accordance with Section 3.07 (Meetings) of the City Charter, “special meetings may be scheduled and held as the council deems necessary to transact the business of the city.” Special meetings are open to the public.

### **3.03. Workshop Sessions.**

Workshop sessions may be scheduled by the Mayor, a majority of Council Members or by the City Manager. They are normally conducted prior to regular or special meetings but may also be conducted at other times as well. Their purpose is to exchange information between council, staff, vendors or other groups. No official action is taken by council during these sessions, but workshops shall be posted and are open to the public. There are no public comments during the workshop sessions. The City

Council may suspend the application of this rule during a workshop session by majority vote of those members present and voting and take action on any item posted on the workshop agenda.

### **3.04. Executive Sessions.**

The City Council may meet in executive session under the provisions of the Texas Open Meetings Act. No vote shall be taken in an executive session on any matter under consideration nor shall any Council Member enter into a commitment with another respecting a vote to be taken subsequently in an open meeting of the City Council.

### **3.05. Public Hearings.**

Public Hearings may be scheduled to present evidence on both sides of issue(s). Some Public Hearings are required by state law such as approving an annual budget and setting a tax rate. Others are conducted voluntarily to obtain a full range of citizen input on important matters, such as a proposed bond issue. Public Hearings may be scheduled as part of a Regular Meeting or on other occasions as necessary.

### **3.06. Town Hall Meetings.**

Town Hall Meetings may be scheduled periodically for the purpose of open discussion with citizens of Manor on specific issues or general matters regarding the activities of the City. Action may not be taken by the City Council at a Town Hall Meeting. If any action is indicated, the matter will be scheduled as an agenda item at a regular meeting of the City Council. Any citizen may participate in a Town Hall Meeting, and there is no requirement to sign up to speak prior to the meeting. Town Hall Meetings will be posted according to the Texas Open Meetings Act.

### **3.07. Public Notice.**

The agenda for all meetings and the notice listing items to be considered shall be posted by the City Secretary on the City's website and on the bulletin board at City Hall in accordance with the Texas Open Meetings Act [Chapter 551, Texas Government Code].

### **3.08. Quorum and Attendance.**

In accordance with Section 3.06 (Quorum and Attendance) of the City Charter, "Four members of the council shall constitute a quorum for transacting business and no action of the council shall be valid or binding unless taken in an open meeting with a quorum present. Less than a quorum may adjourn any meeting, or order and compel the attendance of absent members. It shall be the duty of each member of the council to attend each regular and special council meeting and the failure of any member to attend three consecutive, regular meetings, without good and sufficient cause, shall constitute misconduct in office." [See section 5.05 Excusal from Attendance].

### **3.09. City Manager Participation.**

The City Manager shall attend all meetings of the City Council except when excused by the City Council. The City Manager may make recommendations to the City Council and shall have the right to take part in all discussions but shall not have a vote.

### **3.10. City Attorney Participation.**

The City Attorney, or designated assistant City Attorney, shall attend the meetings of the City Council upon request by the City Manager to advise the City Council on all legal matters and represent the City in all litigation (except where outside counsel is engaged) and other legal matters.

### **3.11. City Secretary Participation.**

The City Secretary shall attend each meeting of the City Council and shall keep, in a record provided for that purpose, accurate minutes of the City Council's proceedings.

### **3.12. City Department Directors Participation.**

The City staff department heads shall attend the second regular meeting of each month to respond to inquiries made by the City Council on departmental monthly reports unless excused by the City Manager. The City Council may request the presence of specific department heads or staff members, through the City Manager, for other meetings or sessions.

### **3.13. Agenda.**

- a. The Mayor, Council Members, City Manager, City Department Directors, City Attorney, and the City Secretary may place items on the agenda. Agenda items shall be submitted in written form to the City Secretary in accordance with subsection (b). The City Secretary will coordinate the placement of items on the agenda with the City Manager who will resolve any conflicts with Mayor and Council Members. Agenda items may be removed only by the Mayor and City Manager, except agenda items requested by City Council.
- b. Agenda items, including any necessary or applicable supporting documents and materials to be included in agenda packets, shall be submitted in written form to the City Secretary in accordance with this section and in order to allow compliance with the Texas Open Meetings Act 72-hour notice provision. Agenda items and presentations are due on or before the Monday of the week preceding the next scheduled City Council meeting.
- c. The City Secretary shall submit a draft agenda to the City Manager and the Mayor on or before the Tuesday of the week preceding the next scheduled City Council meeting for review and revision.

- d. The agenda packets for all regular and special meetings will be delivered via email to the Mayor and Council Members on the Friday preceding the following Wednesday meeting.

### **3.14. Minutes.**

Minutes of City Council meetings will be recorded and maintained by the City Secretary. The Minutes will include final motions with voting results. The Minutes will also reflect the names of those citizens presenting public comments. Minutes of meetings will generally be submitted to the City Council for approval at the next regularly scheduled meeting.

### **3.15. Attendance by the Public.**

Members of the public are invited and encouraged to attend any sessions of the City Council that are not closed to the public in accordance with the Texas Open Meetings Act.

### **3.16. City Legislation and Actions of Significant Public Impact and Concern.**

Any action or ordinance of the City of Manor that falls into the following three categories is considered an action of significant public impact and concern:

- a. Any action or ordinance that criminalizes behavior or creates criminal liability.
- b. Any action or ordinance that has a substantial impact on private property rights.
- c. Any action or ordinance that involves the expenditure of more than three hundred thousand dollars (\$300,000) and that is not a recurring expense or renewal of an expense.

The City Council shall not vote on any action of significant public impact and concern unless and until it has been presented and discussed in at least two Council meetings, which occur within a 60-day period, except as provided in Section 10.

## **Section 4 - STANDARDS OF CONDUCT**

### **4.01. Council Members.**

- a. During City Council meetings, Council Members shall assist in preserving order and decorum and shall neither by conversation or other activity delay or interrupt the proceedings nor refuse to obey the orders of the presiding officer or the rules of the City Council.
- b. A Council Member desiring to speak shall address the Chair and, upon recognition by the presiding officer, shall confine his/her discussion to the question under debate and avoid discussion of personalities, the use of inappropriate language, making personal attacks, and verbally abusing colleagues or anyone else in attendance.



- c. Council Members may question City staff members during meetings when they are making presentations to the City Council. Council Members shall neither berate nor admonish City staff members. Questions to other City staff members who are not making presentations should first be directed to the City Manager who will then ask the appropriate City staff member to respond, or the City Manager may address the question.
- d. A Council Member, once recognized, shall not be interrupted while speaking unless called to order by the presiding officer. If a Council Member is called to order while speaking, that member shall cease speaking immediately until the question of order is determined.
- e. Council Members shall confine their questions to the particular matters before the assembly and in debate shall confine their remarks to the issues before the City Council.
- f. When there is more than one speaker on the same subject, Council Members will delay their subsequent comments until after all speakers on the subject have been heard.

#### **4.02. Council Relations with the Media.**

All City press releases, media advisories, story suggestions, or similar items should go through the City Manager's office for distribution, with exception of factual police department bulletins which designated officers may send directly to the City Manager, with a copy to the City Secretary.

#### **4.03. City Staff.**

- a. Members of the City staff and employees of the City shall observe the same Council Rules of Procedures and decorum applicable to members of the City Council.
- b. Although the presiding officer has the authority to preserve decorum in meetings, the City Manager also is responsible for the orderly conduct and decorum of all City staff members under the City Manager's direction and control.
- c. The City Manager shall take such disciplinary action as may be necessary to ensure that decorum is preserved at all times by City staff members in City Council meetings.
- d. All staff members addressing the City Council, including the City Manager, other staff members, or members of the public shall be recognized by the presiding officer and shall limit their remarks to the matter under discussion.
- e. All remarks and questions addressed to the City Council by staff members shall be addressed to the City Council as a whole and not to any individual member.

#### 4.04. Members of the Public

- a. Members of the Public are invited to attend all open meetings of the City Council and will be admitted to the Council Chambers or other room(s) in which the City Council is meeting, but not to exceed the fire safety capacity of the room(s). All members of the public attending and/or speaking at a City Council Meeting are required to abide by the Council Rules of Procedure.
- b. City Council Meetings are conducted for the official business of the City Council. Members of the public attending City Council meetings shall observe the same rules of civility, decorum and respectful conduct applicable to members of the City Council. To ensure meetings are conducted in a professional and courteous manner which enables the order conduct of business, all persons in attendance or who participate in such meetings shall conduct themselves in a manner that does not interfere with the ability of others to observe and, when allowed, to participate without disruption or fear of intimidation, threats or hostility.
- c. All persons shall remove hats and all individuals shall refrain from private conversations in the chambers while the City Council is in session.
- d. Members of the public desiring to address the City Council shall be recognized by the Chair and shall state his or her name and address in an audible tone for the record and shall limit his or her remarks to an agenda item.
- e. The public has the right to criticize policies, procedure, programs or services of the City or of the actions or omission of the City Council or City staff. A member of the public addressing the City Council shall not engage in any disorderly conduct which disrupts the orderly conduct of any City Council meeting. The Chair may rule a public speaker out of order and in violation of the Council Rules of Procedure if: (a) the speaker exceeds allocated time limit and refuses to yield the floor; (b) the speaker's remarks are not relevant to an agenda item or City business or affairs; (c) the speaker repeatedly interrupts a Council Member; (d) the speaker's remarks are disruptive so as to disturb the peace and good order of the meeting, through use of, without limitation, loud, threatening, hostile, abusive, vulgar or obscene language, racial or ethnic slurs directed any person or group of persons, or any other actions that disturb or are calculated to disturb the meeting; (e) the speaker engages in any conduct with the intent to break up the meeting of the City Council or urges other to commit acts or engage in conduct to break up the meeting, including unreasonably loud and prolonged yelling, screaming, clapping or noise-creating acts which render it impossible or difficult for the City Council to conduct or continue with the meeting; or (f) the speaker willfully refuses or fails to comply with any Council Rules of Procedure or with any reasonable order of the Chair. Any action taken by the Chair shall be in accordance with the Rules of Decorum.
- f. Reactions from the audience following the recognition and rewarding of citizens and special guests is considered appropriate and encouraged. Reactions from the audience during staff presentations to the Council and during debate between Council Members are not appropriate and not permitted. The presiding officer will ensure that the decorum of the meeting is maintained and is appropriate.
- g. No placards, banners, signs, demonstrations, or activities which disturb the peace and good order of the meeting will be permitted in the Council Chamber or in any other room in which the City Council is meeting. Exhibits, displays, and visual aids used in connection with presentations to the City Council, however, are permitted.

- h. Members of the Public attending Council meetings are not allowed to bring food or drink into the Council Chamber or into any other room in which the City Council is meeting.

#### **4.05. Rules of Decorum**

a. Disturbances, transgressions of rules, or disorderly conduct during Council meetings may result in the removal of the offending individual from the meeting. The presiding officer is responsible for maintaining order and may take the following actions in ascending order:

- (1) The presiding officer will call the person to order, advising them of the specific infraction.
- (2) If the disruption continues, the presiding officer will inform the individual that the violation must cease immediately, or they will be required to leave the meeting room.
- (3) If the disruption persists, the presiding officer may order the person to leave the meeting room. If the offending individual is a Council member, the presiding officer will call for a vote on their expulsion from the meeting, which requires a majority vote for adoption.

b. If the person does not comply with the removal order, the presiding officer may direct a peace officer to remove the individual from the meeting room. It is unlawful for any person to resist removal by a peace officer enforcing these rules.

c. The Chief of Police, or a designated member of the Manor police department, shall serve as the sergeant-at-arms for the meeting. The sergeant-at-arms will carry out the orders of the presiding officer and may remove individuals who violate the rules and decorum of the meeting.

d. Any person violating these rules may be subject to a misdemeanor charge and a fine of up to \$500, as provided in Section 1.01.009 of the Manor City Code, upon conviction.

#### **4.06. Recording of Meetings.**

Operation of equipment, such as tape recorders, video cameras, or other mechanism of audio and/or video recording is limited to the area designated for recording equipment that is established by the City Council from time to time.

#### **4.07. Enforcement.**

- a. The sergeant-at-arms (Manor Police Officer) attending the City Council meetings, shall ensure that a safe environment exists for the City Council to conduct its meetings and shall furnish whatever assistance is needed to enforce the Council Rules of Procedure of the City Council.
- b. The Chair shall have the authority to preserve order at all City Council meetings and enforce the Council Rules of Procedure, including the authority to revoke the permission granted to any individual to speak if such individual is disruptive or does

- not adhere to Council Rules of Procedure, to remove or cause the removal of any person from any meeting of the City Council for disorderly conduct, and to exclude a person from returning to that same meeting from which the individual was removed.
- c. If the Chair determines that the Council Rules of Procedure are not being followed, one warning will be given to the individual(s). If the Council Rules of Procedure continue to be violated after one warning, the Chair may revoke the individual's speaking privileges and may remove, or cause to be removed by security personnel, the individual from the Council Chamber. Any individual ordered to be removed from a meeting shall be excluded from returning to that meeting from which the individual was removed and shall be barred from further audience before the City Council during that session of the City Council.

## **Section 5 - DUTIES AND PRIVILEGES OF COUNCIL MEMBERS**

### **5.01. Seating Arrangement.**

In meetings where the Council is seated at the dais, the Mayor shall be seated at the center of the dais; the City Manager shall be seated adjacent to the Mayor, Council Members are seated by Place No. 1-6 and City Secretary shall be seated on the table to the right of the dais.

## **5.02. Right of the Floor.**

A Council Member desiring to speak must first be recognized by the presiding officer. No Council Member shall address the presiding officer or demand the floor while a vote is being taken.

## **5.03. 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 in the form attached hereto in Annex F disclosing the conflict of interest must be filled out and filed with the City Secretary before the matter is discussed.

A City Council member prevented from voting by a conflict of interest, shall remove themselves from the dais.

## **5.04. Voting.**

- a. In accordance with Section 3.08 (Voting) of the City Charter, “All members of the council present shall vote upon every issue, subject or matter properly before the council and requiring a council vote; provided that, if any member of the council has a conflict of interest, that fact shall be stated in the minutes and such member shall abstain from discussion and voting on the issue. No ordinance, resolution, order, action, matter or issue shall be passed, approved, adopted, taken or consented to except by a majority vote of the members of council present and voting, and not less than four affirmative votes shall be required to pass, approve, adopt, take action on or consent to any ordinance, resolution, action, matter, issue or motion.” Any reference to an action of the City Council requiring a majority vote of the members present and voting shall be subject to the requirement set forth in Section 3.08 of the City Charter that not less than four affirmative votes shall be required to pass, approve, adopt, take action on, or consent to the action.
- b. After the result of a vote is announced, a member may not change a vote unless, before the adjournment of that meeting, permission is given to change the vote by a majority vote of the members present and voting.



- c. A tie vote results in a lost motion. In such an instance, any member of the City Council may offer a motion for further action. If there is not an affirmative vote, the result is no action.

#### **5.05. Excusal from Attendance.**

Council Members are expected to attend meetings and remain in attendance during each meeting. Should a Council Member be unable to attend, the Mayor, City Council, City Manager, and the City Secretary should be notified prior to that meeting and the reason for missing the meeting should be provided. Council absence at special meetings, workshop meetings, emergency meetings, regular meetings, and committee meetings to which the Council Member is assigned shall only be excused by a majority vote of council taken during roll call. A Council Member who fails to give prior notice of their absence at a meeting as required by this section shall be counted as absent without good and sufficient cause. In the event that a City Council member is absent from thirty percent (30%) of all special meetings, workshop meetings, emergency meetings, regular meetings, and committee meetings to which the Council Member is assigned, the City Council may revoke its approval of prior excused absences and deem such absences to be without good and sufficient cause for the purposes of Sections 3.04 and 3.08 of the City Charter. A Council Member may not have excused absences revoked until they have been in office at least six months.

#### **5.06. Excusal During Meetings.**

A Council Member needing to be excused during an ongoing session should advise the presiding officer prior to departing the session.

#### **5.07. Confidential Information**

The City Council shall not disclose confidential or proprietary information, or any information they have acquired or obtained in the course of any fiduciary capacity or relationship, that could adversely influence the property, government, or affairs of the City, nor directly or indirectly use his or her position to secure official information about any person or entity for the financial benefit or gain of such public servant or any third party. The City Council shall not release confidential, proprietary or privileged information for any purpose other than the performance of official responsibilities. It shall be a defense to any complaint under this section that the release of information serves a legitimate public purpose, as opposed to the private financial or political interest of the public servant or any third party or group. Failure of a member to comply with this Section shall constitute misconduct in office.

### **Section 6 - CHAIR AND DUTIES**

#### **6.01. Chair.**

The Mayor, if present, shall preside as Chair at all meetings of the City Council. In the absence of the Mayor, the Mayor ProTem shall preside. In the absence of both the Mayor and Mayor ProTem, the remaining Council Members shall, in accordance with the City Charter, by election, designate one member as acting Mayor to preside for that session. The term “presiding officer” when used in these Rules of Council shall mean the Chair.

## **6.02. Call to Order.**

The sessions of the City Council shall be called to order by the Mayor or, in the Mayor's absence, by the Mayor ProTem or, in the Mayor ProTem's absence, by the acting Mayor. In the absence of both the Mayor and Mayor ProTem, the City Manager will temporarily preside over the meeting until the Council selects an acting Mayor to preside over the meeting.

## **6.03. Preservation of Order.**

The Chair shall preserve order and decorum, call upon the sergeant-at-arms as necessary to enforce compliance with the rules, and confine Council Members in debate to the question under discussion. It is the responsibility of the Chair to keep the comments of Council Members on topic during public meetings.

# **Section 7 - ORDER OF BUSINESS**

## **7.01. Regular and Special Meetings.**

Regular and special meetings will generally adhere to the following agenda:

- Call to Order and Announce a Quorum is Present
- Invocation
- Pledge of Allegiance
- Presentations/Proclamations/Recognitions/Events (as appropriate)
- Workshop Sessions (as appropriate)
- Non-Agenda Item Public Comments (related to any matter not on the agenda, no action taken)
- Agenda Item Comments (related to matters on the agenda)
- Public Hearings (as appropriate)
- Reports (as appropriate)
- Consent Agenda (may be moved to Regular Agenda by the Mayor or a Council Member)
- Regular Agenda
- Executive Session (as appropriate)
- Reconvene in Open Session (as appropriate)
- Adjournment

The policy and procedure for presentation of an invocation is found in Annex G and incorporated herein.

## **7.02. Workshops, Executive Sessions and Town Hall Meetings.**

Workshops and executive sessions will normally be conducted in a less formal manner than regular sessions as follows:

- Call to Order
- Overview of matter(s) to be discussed
- Discussion of matter(s)

- Summation
- Adjournment

Town Hall meetings will generally be conducted in the following agenda:

- Call to Order
- Purpose for the meeting
- City Council or City staff presentation (if any)
- Open discussion (facilitated by the Councilmember calling the Meeting)
- Summation
- Adjournment

### **7.03. Public Hearings.**

The City Manager shall schedule public hearings on the City Council's agenda to be held at least two weeks before the City Council must vote on the matter (unless the law requires otherwise, in which case, Public Hearings shall be conducted as provided by state law). In addition to this requirement, when conducted as part of a Regular Meeting, a vote may be taken on the matter at that same meeting. When a Public Hearing is conducted as a stand-alone meeting and not part of a Regular Meeting, the vote may be taken at a subsequent Regular or Special Meeting.

### **7.04. Addressing the City Council.**

Members of the public are invited and encouraged to attend any sessions of the City Council that are not closed to the public in accordance with the Texas Open Meetings Act. It is the desire of the City Council that citizens actively participate in the City's governance system and processes. Therefore, public input to the City Council, both oral and written, is encouraged.

#### **a. Public Comments.**

- (1) Prior to the meeting being called to order, the person wishing to speak shall complete a speaker card and present it to the City Secretary. Late cards will not be accepted. The presiding officer shall call upon those who have submitted cards. No person shall be permitted to speak on an item unless they previously registered to speak and are recognized by the Chair. When called upon to speak by the presiding officer, the person shall come to the podium, state his/her name and address for the record, and, if speaking for an organization or group, identify the group represented. *No formal action can be taken by the City Council during the public comments.*
- (2) Public comments on non-agenda items shall take place during the agenda item entitled "Non-Agenda Item Public Comments". Public comments on agenda items that do not include a public hearing shall take place during the agenda item entitled "Agenda Item Public Comments". Public comments on agenda items that include a public hearing shall take place during the public hearing for that agenda item. Speakers will have a total of three (3) minutes to complete his or her comments on

all non-agenda items. Speakers will have a total of five (5) minutes to complete his or her comment on any non-agenda and agenda items combined. Speakers during public hearings will have a total of two (2) minutes complete his or her comments. The City Council may reduce the time allotted to each speaker for such reasons as the time allocated for the meeting, the number and complexity of agenda items, or the number of persons wishing to address the City Council. A member of the public who addresses the body through a translator shall be given twice the amount of time as a member of the public who does not require the assistance of a translator. The Chair or designee shall maintain the time and advise the speaker when his/her time has expired. The speaker shall then complete his sentence and take his/her seat.

- (3) All remarks shall be addressed to entire City Council and not directed to individual Council Members or members of the city staff.
- (4) Questions or requests for information shall be directed to the presiding officer who shall then determine whether, and in what manner, a response will be provided.
- (5) During comments regarding agenda items, Council members may request the floor to respond to any citizen comment with information or to ask follow up questions as appropriate. Councilmembers may only direct comments and questions to the speaker and may not take the opportunity to discuss matters among themselves.

**b. Written Correspondence and Telephone Calls.**

- (1) Member of the Public may direct written comments to the individual Council Member by addressing their letter to City Hall at: Manor City Hall, 105 E. Eggleston Street, Manor, Texas 78653. The Mayor and each Council Member has an email address listed on the City's website at [www.manortx.gov](http://www.manortx.gov).
- (2) Citizens should expect a timely acknowledgement of their letters and e-mail messages. Telephone calls should be returned in a timely manner, excluding Saturdays, Sundays and official state and national holidays.
- (3) If a matter cannot be resolved within a few days, an interim reply should be expected from City Hall explaining the delay and providing a date when a final reply should be expected.

**c. Media Inquiries.**

- (1) The recognized local media sources may direct questions to members of the City Council through the City Manager.
- (2) Other legitimate regional, state and national media sources are expected to coordinate questions to Council Members and staff through the City Manager.
- (3) All media questions will be initially directed to the City Manager, the Chief of Police, or the Public Information Officer (if one is designated).

**d. Legal Settlements in Regard to Any Claims Against the City.**

All offers for legal settlements for claims or litigation against the City must be submitted in writing.

**Section 8 – RULES OF ORDER**

**8.01. General.**

These rules, consistent with the City Charter and any applicable city ordinance, statute or other legal requirement, shall govern the proceedings of the City Council.

**8.02. Authority of the Chair.**

- a. Subject to appeal of the full City Council, the Chair shall have the authority to prevent the misuse of motions, the abuse of any privilege, or the obstruction of the business of the City Council by ruling any such matter out of order. In so ruling, the Chair shall be courteous and fair and should presume that the moving party is acting in good faith.
- b. The Chair will perform the role of facilitator to assist the City Council in focusing agenda discussions and deliberations.
- c. Any member of the City Council may move to require enforcement of the rules, and the affirmative vote of a majority of the City Council present and voting shall require the Chair to act.

**8.03. Obtaining the Floor.**

Any Council Member wishing to speak must first obtain the floor by being recognized by the presiding officer. The presiding officer must recognize any Council Member who seeks the floor appropriately entitled to do so.

**8.04. Council Deliberations and Order of Speakers.**

- a. The presiding officer shall control the debate and the order of speakers.
- b. Speakers shall generally be called upon in the order of their request to speak.
- c. With the concurrence of the presiding officer, a Council Member holding the floor may address a question to another Council Member, the City Manager, or the City Attorney (if present). The Council Member or City Manager may respond while the floor is still held by the Council Member asking the question.
- d. With the concurrence of the presiding officer, a Council Member holding the floor may address questions to an individual making a presentation to the City Council, e.g., city staff member, consultants, and citizens making public comments.
- e. Comments and questions shall be conducted in rounds to ensure that Council Members have the opportunity to make their comments and then respond to the comments they have heard from their fellow Council Members.
- f. The presiding officer shall only terminate deliberations and debate after all Council



Members have been provided a reasonable time and opportunity to participate and prepare them to render a reasonable and responsible vote on the question.

- g. During presentations by the staff or special guests on agenda items, Council Members may obtain the floor from the presiding officer to ask questions of the presenters regarding details of their presentations.
- h. Following a motion and second of an agenda item, Council Members may enter into additional discussions about the item as described below in subsection 8.08(d).

#### **8.05. Length of Comments.**

Council Members shall govern themselves as to the length of the comments, questions, or presentations. As a courtesy, the presiding officer will signal by hand to a Council Member who has been speaking for over five minutes. This procedure is not meant to limit debate or to cut comments short, but rather to assist Council Members in their efforts to communicate concisely.

#### **8.06. Limit Deliberations to Item at Hand.**

Council Members shall limit their comments and questions to the subject matter, time, or motion being currently being considered by the City Council.

#### **8.07. Motions.**

In accordance with Section 1.05.037 (Motions; deferring action) of the City Charter, “(a) A motion may be made by any member other than the presiding officer.” The presiding officer shall, prior to offering a motion, however, ensure that other Council Members have the opportunity to make the motion. Any member of the City Council, other than the person offering the motion, may second a motion. See Annex B (Chief Purposes of Motions), Annex C (Parliamentary Strategy), Annex D (Basic Information on Motions), and Annex E (Parliamentary Terms).

#### **8.08. Procedures for Motions.**

The following is the general procedure for making motions:

- a. Before a motion can be considered or debated, it must be seconded. If there is no second, the motion fails.
- b. A Council Member who wishes to make a motion should do so through a verbal request to the presiding officer.
- c. A Council Member who wishes to second a motion should do so through a verbal request to the presiding officer.
- d. Once a motion has been properly made and seconded, the presiding officer shall open the matter for additional discussion offering the first opportunity to the moving party and, thereafter, to any Council Member properly recognized by the presiding officer.

### **8.09. Amendments to Motions.**

- a. When a motion is on the floor and an amendment is offered, the amendment shall be acted upon prior to action on the main motion.
- b. No proposal of a subject different from that under consideration shall be admitted as a motion or amendment to a motion.
- c. A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be in order.
- d. Action shall be taken on the amended amendment prior to any other action to further amend the main motion.

### **8.10. Motion to Continue.**

A motion to continue will leave the motion in its present condition for consideration on a date and time certain.

### **8.11. Motion to Remove.**

A motion to remove will take the matter off the agenda and will not be considered by the Council for an indefinite period of time.

### **8.12. Motion to Table.**

A motion to table will delay consideration of the item being discussed by the City Council.

### **8.13. Motion to Refer.**

A motion to refer forwards the item under consideration to the named group, committee, or board for further study.

### **8.14. Withdrawal of Motion.**

A withdrawal of motion indicates a motion may be withdrawn or modified by the Council Member who originally made the motion at any time prior to its passage. If the motion is modified, the Council Member who seconded the motion may withdraw his/her second. If a motion that has received a second is withdrawn by one of the Council Members making the motion, the motion must be seconded by another Council Member to proceed, or it will die for lack of a second.

### **8.15. Motion for Reconsideration.**

- a. A motion to reconsider any action of the City Council may be made, seconded, and voted on not later than the next succeeding regular meeting of the City Council. If reconsideration of the Council action has not been posted on the Council agenda for the meeting at which the motion to reconsider is made, however, actual reconsideration of the item must be delayed until the next regular meeting after the posting requirements of the Texas Open Meetings Act are met.

- b. A motion to reconsider an action of the City Council may only be made by a member who voted with the prevailing side. Any member can second it. No question shall be twice reconsidered except by unanimous vote of the City Council. Actions relating to any contract may be reconsidered at any time before the final execution thereof.

## **Section 9 – CITY COUNCIL COMMITTEES**

### **9.01. Committees Established.**

- a) The City Council can establish standing committees or ad hoc committees when necessary. All committees will be advisory committees. Standing Committees will be established by ordinance.
- b) Each advisory committee shall review matters in its area of responsibility that are referred to it by the City Council, the City Manager, or an individual City Council Member. An advisory committee may recommend action to the City Council, but committee recommendation is not necessary for a matter to be placed on the City Council agenda. The committee chair may make a statement on behalf of the committee on an item in a briefing or voting meeting of the City Council.
- c) City Council shall determine the number of members, not to exceed two (2) council members per committee and appoint a chair to the advisory committee.

### **9.02. Ad Hoc Committees.**

The Mayor may appoint ad hoc committees from time to time to study and review specific issues. The Mayor shall determine the number of members and appoint a chair of ad hoc committees. The ad hoc committees shall be established for a designated period of time, which may be extended by the Mayor and shall meet as needed. The Mayor shall formally announce the establishment of any ad hoc committee along with his appointments to that committee in a regular session of Council prior to the committee convening to conduct business.

### **9.03. Committee Meetings.**

- a. Advisory Committees shall meet as necessary.
- b. The committee chair shall develop committee meeting agendas through coordination with fellow committee members and appropriate supporting staff members.
- c. Citizens wishing to submit Public Comments during open meetings will need to complete the Public Comments Form provided by the City and email the form to [publiccomments@manortx.gov](mailto:publiccomments@manortx.gov) at least two (2) hours prior to the committee meeting indicated within this procedure.
- d. Public Comments will be read by the Chair of the Committee for the record. No action will be taken by the committee during public comments.

#### **9.04. Agenda and Information.**

- a. Before each committee meeting, the Chair and the city staff liaison shall provide an agenda and supporting information for the meeting to committee members. Items may be scheduled on the agenda for committee briefings by the chair, the City Council, the City Manager, or the Mayor.
- b. Summary minutes will be kept by the City Secretary, unless otherwise indicated within this procedure.

### **Section 10 – RULES SUSPENSION, AMENDMENT, AND ANNUAL REVIEW**

#### **10.01. Suspension of Rules.**

Any provision of these rules not governed by the City Charter, City ordinances, or state law may be temporarily suspended by a majority vote of the members of the City Council present and voting. The vote on any such suspension shall be taken by Motion and entered upon the record. The vote on any such suspension shall be taken by Motion and entered upon the record. Provisions that may not be suspended include, but are not limited to:

- a. Rule 3.04, Executive Sessions;
- b. Rule 3.07, Public Notice;
- c. Rule 3.08, Quorum and Attendance;
- d. Rule 3.14, Minutes (the provisions requiring that minutes be kept and the content of minutes)
- e. Rule 3.15, Attendance by the Public;
- f. Rule 3.16, City Legislation and Actions of Significant Public Impact and Concern, if pertaining to zoning and annexation orders required to be read twice in accordance with Section 4.06 of the City Charter;
- g. Rule 5.03, Conflicts of Interest;
- h. Rule 5.04, Voting; and
- i. Rule 6.01, Chair.

#### **10.02. Amendment of Rules.**

These rules may be amended, or new rules adopted, by a majority vote of the members of the City Council present and voting.

#### **10.03. Annual Review of Rules.**

Following the municipal general elections each year, City Council may review these Council Rules of Procedure, make changes as appropriate, and adopt their own Rules of Procedure in accordance with the City Charter. In the event no annual review occurs, the standing Rules of Procedure continue in effect. This does not limit the City Council's right and ability to amend the rules in accordance with the City Charter and Rule 10.02.

## **Section 11 – ADMINISTRATIVE SUPPORT TO COUNCIL MEMBERS**

### **11.01. Mail and E-mail.**

- a. All general mail directed to the Mayor and Council Members at City Hall will be date stamped and distributed as appropriate at City Council Meetings.
- b. All mail providing information on city issues and agenda items will be copied to the Mayor and Council Members.
- c. E-mails are provided to Mayor and Council Members for city business, e-mails requiring a response from the Mayor or Council Member(s) should copy the City Manager.

### **11.02. Clerical Support.**

The City Manager will coordinate appropriate clerical support requested by the Mayor and Council Members.

### **11.03. Master Calendar.**

A master calendar of City Council events, functions, and sessions will be maintained by the City Secretary's office and provided to the Mayor and Council Members as appropriate. Events, functions, and activities to be attended by the Mayor or individual Council Members will be included on the master calendar only at the request of the Mayor or individual Council Member(s).

### **11.04. Requests for Research or Information.**

The Mayor and individual Council Members may request information or research from the city staff on a given topic through the City Manager who will make all members of City Council aware of the special request, as it may be of interest to them as well. Accordingly, the City Manager will provide the results of the request to all members of City Council. In the event the City Manager believes he cannot respond in a timely manner, he and the members of City Council will coordinate a reasonable and responsible timeframe in which to expect the results without unduly interfering with other activities of higher priority.

### **11.05. Notification of Significant Activities or Events.**

The Mayor and Council Members shall expect the City Manager to notify them, and provide periodic updates, regarding significant activities or events in the City related to natural or man-made disasters, major criminal activity, major accidents involving city property, serious injury or death involving a city staff/employee within an hour (if feasible).



# **ANNEX A**

## **Fundamental Principles of Parliamentary Law**

The Mayor, Council Members, City Manager, City Attorney, City Secretary, and City staff members appearing before the various sessions of the Manor City Council should become familiar with following rules and customs:

1. All members have equal rights, privileges, and obligations; rules must be administered impartially.
2. The minority has rights, which must be protected.
3. Full and free discussions of all motions, reports, and other items of business is a right of all members.
4. In doing business the simplest and most direct procedure should be used.
5. Logical precedence governs introduction and disposition of motions.
6. Only one question can be considered at a time.
7. Members may not make a motion or speak in debate until they have been recognized by the Chair and thus have obtained the floor.
8. No member may speak a second time on the same question if anyone who has not spoken on that question wishes to do so.
9. Members must not attack or question the motives of another member. Customarily, all remarks are addressed to the presiding officer.
10. In voting, members have the right to know at all times what motion is before the assembly and what affirmative and negative votes mean.
11. The majority vote decides. This is a fundamental concept of democracy.
12. All meetings will be characterized by fairness and good faith.

# ANNEX B

## The Chief Purposes of Motions

PURPOSE	MOTION
Present an idea for Consideration and action	Main motion Resolution
Improve a pending motion	Amend Division of question
Regulate or cut off debate	Limit or extend debate Previous Question
Delay a decision	Refer to committee Postpone/table to a certain time Recess Adjourn
Kill an item	Postpone Indefinitely
Meet an emergency	Question of privilege Suspend rules Lay on the Table
Gain information on a pending motion	Parliamentary inquiry Request for information Request to ask a member a question Question of privilege
Question the decision of the presiding officer	Point of order
Enforce rights and privileges	Parliamentary inquiry Point of order Appeal from decision of the Chair
Consider a question again	Take from the Table Discharge a committee Reconsider Rescind Renew a motion Amend a previous action Ratify
Change an action already taken	Reconsider Rescind Amend a previous action
Terminate a meeting	Adjourn Recess

# ANNEX C

## Parliamentary Strategy

To Support a Motion	To Oppose a Motion
<ol style="list-style-type: none"> <li>1. Second it promptly and enthusiastically.</li> <li>2. Speak in favor of it as soon as possible.</li> <li>3. Do your homework; know your facts; have handouts, charts, etc., if appropriate.</li> <li>4. Move to amend motion, if necessary, to make it more acceptable to proponents.</li> <li>5. Vote against motion to table or to postpone, unless delay will strengthen your position.</li> <li>6. Move to recess or postpone, if you need time to marshal facts or work behind the scenes.</li> <li>7. If defeat seems likely, move to refer to committee, if that would improve chances.</li> <li>8. If defeat seems likely, move to divide question, if appropriate, to gain at least a partial victory.</li> <li>9. Have available a copy of the Rules of Procedure, City Charter, and <i>Robert's Rules of Order Newly Revised</i>, most recent edition, in case of a procedural dispute.</li> <li>10. If motion is defeated, move to reconsider, if circumstances warrant it.</li> <li>11. If motion is defeated, consider reintroducing it at a subsequent meeting.</li> </ol>	<ol style="list-style-type: none"> <li>1. Speak against it as soon as possible. Raise question; try to put proponents on the defensive.</li> <li>2. Move to amend the motion so as to eliminate objectionable aspects.</li> <li>3. Move to amend the motion to adversely encumber it.</li> <li>4. Draft a more acceptable version and offer as amendment by substitution.</li> <li>5. Move to postpone to a subsequent meeting.</li> <li>6. Move to refer to committee.</li> <li>7. Move to recess, if you need time to round up votes or obtain more facts.</li> <li>8. Question the presence of quorum, if appropriate.</li> <li>9. Move to adjourn</li> <li>10. On a voice vote, vote emphatically.</li> <li>11. If the motion is adopted, move to reconsider, if you might win a subsequent vote.</li> <li>12. If the motion is adopted, consider trying to rescind it at a subsequent meeting.</li> <li>13. Have available a copy of the Rule of Procedure, City Charter, and <i>Robert's Rules of Order Newly Revised</i>, most recent edition, in case of a procedural dispute.</li> </ol>

# **ANNEX D**

## **Basic Information on Motions**

# **ANNEX E**

## **Parliamentary Terms**

(pg.1)



# **ANNEX E**

## **Parliamentary Terms**

(pg.2)

# ANNEX F

## Conflict of Interest

### AFFIDAVIT

**THE STATE OF TEXAS**           §  
**COUNTY OF TRAVIS**         §

I, \_\_\_\_\_, as a member of the City of Manor City Council, make this Affidavit and hereby on oath, state the following:

"I, and/or a person or persons related to me, have a substantial interest in a business entity or real property that may receive a special economic effect by a vote or decision of the City of Manor City Council and the economic effect on my business entity or real property is distinguishable from its effect on the general public. What constitutes a "substantial interest," "business entity," "real property" and a "special economic effect" are terms defined in Chapter 171 of the Texas Local Government Code.

"I affirm that the business entity or real property referred to above is: \_\_\_\_\_

The nature of my substantial interest in this business entity or real property is: (Check all which are applicable.)

- \_\_\_ An ownership interest of 10% or more of the voting stock or shares of the business entity; or
- \_\_\_ An ownership interest either 10% or more or \$15,000 or more of the fair market value of the business entity; or
- \_\_\_ Funds received from the business entity exceed 10% of \_\_\_\_\_(my, his, her) gross income for the previous year; or
- \_\_\_ Real property is involved and \_\_\_\_\_(I, he, she) has/have an equitable or legal ownership with a fair market value of at least \$2,500 or more;
- \_\_\_ A relative of mine related in the first degree by consanguinity (blood) or affinity (marriage), as determined under Chapter 573, Texas Government Code, is considered to have a substantial interest in the business entity or property that would be affected by a decision of the public body of which I am a member.
- \_\_\_ Other: \_\_\_\_\_

"Upon the filing of this Affidavit with the City Secretary, I affirm that I will abstain from any discussion, vote, or decision involving this business entity or real property and from any further participation in this matter whatsoever."

SIGNED this the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
 Signature of public official

SWORN TO AND SUBSCRIBED BEFORE ME, the undersigned authority, by

\_\_\_\_\_, on this the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_, which witness my hand and official seal.

\_\_\_\_\_  
 Notary Public  
 State of Texas

# ANNEX G

## INVOCATION PRESENTATIONS POLICY AND PROCEDURE

Effective February 6, 2023, the City of Manor City Council approved Ordinance No. 686 amending the City Council Rules of Procedure to add “Invocation” into the Order of Business applicable to Regular and Special Meetings. The City Council also considered and approved this policy and procedure to guide the presentation of Invocations.

This policy is intended to guide presenters in preparing and delivering remarks and to help preserve the dignity of the proceeding as the City Council considers matters in service to Manor residents and businesses. This policy serves to acknowledge and express the respect of the City of Manor for the diversity of religious denominations and faiths represented and practiced in Manor and to invite Council members to reflect upon shared ideals and common ends before embarking on the business of governing. No faith or religious denomination is intended to be favored or preferred.

1. Invocation Opportunity. An opportunity for an invocation will be provided at the beginning of City Council Regular and Special meetings.
2. Definitions.
  - a. A regular meeting of the city council is a meeting generally conducted on the first and third Wednesdays of the month.
  - b. A special meeting of the city council is a meeting scheduled and held as the council deems necessary to transact the business of the city.
3. Guidelines.
  - a. Providing the Invocation. Religious leaders who reside within the City of Manor may notify the City Secretary in writing of their interest and willingness to give an invocation at a City Council Regular or Special meeting. Religious leaders expressing such interest will be scheduled on a “first-come first-served basis”.
  - b. Scheduling and Council Rotation. If a religious leader should cancel or if no request has been submitted to the City Secretary by 5:00pm of the Monday of the week preceding the City Council meeting, a Council Member may be scheduled to provide the invocation. The City Secretary will schedule Council Members to provide the invocation based on a rotation list so that each council Member has an opportunity to provide the invocation. A Council Member may decline to give an invocation.
  - c. No Proselytizing or Disparaging. The invocation must not be used to proselytize or advance any one faith or belief or to disparage any other faith or belief.

- d. Voluntary Participation. No one will be required to participate in any invocation. Persons will not be treated differently based on whether they participate in the invocation.
- e. No Compensation. A person who delivers an invocation is not eligible for and shall not receive compensation.
- f. Time Limitation. An invocation should be limited to no more than one (1) minute.
- g. This policy is not intended and shall not be implemented or construed in any way, to affiliate the City Council with, nor express the City Council's preference for, any faith or religious denomination.

AGENDA ITEM NO. \_\_\_\_\_



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** November 20, 2024  
**PREPARED BY:** Lluvia T. Almaraz, City Secretary  
**DEPARTMENT:** Administration

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an ordinance ordering and establishing procedures for the 2024 General Runoff Election in the City of Manor to be held on Saturday, December 14, 2024 to elect the City's Mayor; providing for notice of the election; providing for Early Voting; making provisions for the conduct of the Election; and providing for other matters relating to the Election and providing an Effective Date.

### BACKGROUND/SUMMARY:

On November 5, 2024, a General Election was held to elect the following officials for this City: Mayor, Councilmember Place 1; Councilmember Place 3; and Councilmember Place 5. No candidate for the Mayor election received a majority vote in the election, which is required by the *City Charter* for a candidate to be elected to office. City Charter further requires that if no candidate for an elective office receives a majority of the votes cast for that position in the regular or special election, a run-off election shall be held between the two candidates who received the greatest number of votes. Such run-off election shall be held in accordance with state election laws on a Saturday within the period set by state law for holding runoff elections.

**LEGAL REVIEW:** Yes, Veronica Rivera, Assistant City Attorney  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Ordinance No. 769 ordering runoff election

### STAFF RECOMMENDATION:

Staff recommends that the City Council approve Ordinance No. 769 ordering and establishing procedures for the 2024 General Runoff Election in the City of Manor to be held on Saturday, December 14, 2024 to elect the City's Mayor; providing for notice of the election; providing for Early Voting; making provisions for the conduct of the Election; and providing for other matters relating to the Election and providing an Effective Date.

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



**ORDINANCE NO. 769**

**AN ORDINANCE OF THE CITY OF MANOR, TEXAS, ORDERING AND ESTABLISHING PROCEDURES FOR THE 2024 GENERAL RUNOFF ELECTION IN THE CITY OF MANOR TO ELECT THE MAYOR; SETTING THE DATE FOR THE RUNOFF ELECTION; PROVIDING FOR NOTICE OF THE ELECTION; PROVIDING FOR EARLY VOTING; MAKING PROVISIONS FOR THE CONDUCT OF THE ELECTION; PROVIDING FOR OTHER MATTERS RELATING TO THE ELECTION; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on November 5, 2024, an election was held to elect the following officials for the City of Manor, Texas (the “City”): Mayor, Councilmember Place 1; Councilmember Place 3; and Councilmember Place 5; and

**WHEREAS**, no candidate for the Mayor election received a majority vote in the election, which is required by the City Charter for a candidate to be elected to office; and

**WHEREAS**, if no candidate receives a majority vote, a runoff election for that office is required; and

**WHEREAS**, the *Tex. Elec. Code* is applicable to said election and this Ordinance establishes procedures consistent with the Code, and designates the date and voting place for the runoff election; and

**WHEREAS**, the City lies within the boundaries of Travis County; and

**WHEREAS**, the City has contracted with the Travis County Elections Administrator to conduct the City's runoff election, pursuant to *Chapter 31, Tex. Elec. Code*, and *Chapter 791, Tex. Gov't Code* (the “Election Services Agreement”);

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

**Section 1. Runoff Election.** A Runoff Election of the City is hereby ordered and shall be held on Saturday, December 14, 2024, for the Election of Mayor to serve a term of four (4) years. The candidates’ names appearing on the ballot for the runoff election shall be the names of the two candidates receiving the highest and second highest number of votes cast at the November 5, 2024, General Election for the office of Mayor.

**Section 2. Conformance with the General Election.** The general processes and procedures, and the procedures for approving election judges, early voting clerks, shall be and remain as approved for the general election for Mayor, except as required otherwise by the *Tex. Elec. Code* and this Ordinance. In addition, the runoff election shall be held in accordance with this Ordinance.

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**Section 3. Notice of Election.** Notice of the election shall be given in the manner as provided in the *Tex. Elec. Code* and the *City Charter* for runoff elections. A notice compliant with Chapter 4 of the Election Code and the City Charter shall be posted on the bulletin board used for posting notice of meetings of the governing body at the City Hall not later than the twenty-first (21<sup>st</sup>) day before the election, and by publishing a notice of election compliant with Chapter 4 of the Election Code and the City Charter at least one time not earlier than thirty (30) days no later than ten (10) days prior to said election.

**Section 4. Conduct of Election.** The Travis County Election Officer and his/her employees and appointees, and the election judges, alternate judges and clerks properly appointed for the election, shall hold and conduct the election in the manner provided by the Contract for Election Services, the City Charter, and the law governing the holding of runoff elections; and the official ballots, together with such other election materials as are required by the *Tex. Elec. Code*, shall be prepared in both the English and Spanish languages and shall contain such provisions, markings and language as is required by law.

**Section 5. Joint Election.** The City agrees to conduct a joint runoff election with other political subdivisions within Travis County, provided that such political subdivisions held an election on November 5, 2024, in all or part of the same territory as the City (the "Political Subdivisions"). The joint election for Political Subdivisions will be conducted in accordance with state law, this ordinance, and the respective Election Services Contracts.

**Section 6. Election Precincts and Election Day Polling Places.** The election precincts for the election shall be the election precincts established by the Travis County Election Officer in accordance with applicable law and the City Charter. The polling places for Election Day shall be at such locations designated by the Travis County Election Officer and authorized by state law. The polls shall remain open on the day of the election from 7:00 a.m. to 7:00 p.m. The returns will be provided by precinct and the Travis County Election Officer shall tabulate and provide the election returns for the election.

**Section 7. Early Voting.**

(a) Early voting shall commence on Monday, December 2, 2024, and continue through Tuesday, December 10, 2024, and early voting polls shall remain open for the time specified by the *Texas Election Code*.

(b) Early Voting Conducted by the Travis County Elections Administrator:

1) Early voting, both by personal appearance and by mail will be conducted by the Travis County Elections Administrator in accordance with the *Texas Election Code*. Dyana Limon-Mercado, County Clerk, is hereby designated and appointed as an Early Voting Clerk for the runoff election.

2) Applications for ballot by mail for qualified voters of the City shall be mailed to:  
By mail:

Dyana Limon-Mercado, County Clerk  
Travis County Early Voting Clerk  
PO Box 149325  
Austin, Texas 78714-9325

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By Contract Carriers/ Fedex:  
 Elections Division  
 Travis County Clerk  
 5501 Airport Blvd.  
 Austin, Texas 78751  
 Telephone: (512) 238-8683  
 Email: [elections@traviscountytexas.gov](mailto:elections@traviscountytexas.gov)  
 Website: <https://elections.traviscountytexas.gov/>

3) The main early voting location for the runoff election is:

Travis County Airport Office  
 5501 Airport Blvd.  
 Austin, TX 78751

Polling place hours: Monday – Saturday, 7:00 am – 7:00 pm  
 Sunday, Noon – 6:00 pm

4) Early voting shall be held at the dates, times, and location authorized by the Travis County Elections Administrator. Any early voting polling place may be added or changed by the Administrator upon compliance with applicable law.

**Section 8. Election Judges and Clerks.** The presiding judges, alternate presiding judges and clerks for the election shall be selected and appointed by Travis County and its appointees in compliance with the requirements of state law, and such judges and clerks so selected by Travis County and its appointees are hereby designated and appointed by the city council as the election officers, judges and clerks, respectively, for the holding of said election. The presiding judges, alternate presiding judges and clerks shall perform the functions and duties of their respective positions that are provided by state law. The city council confirms and appoints the election judges and alternate election judges that are appointed by Travis County for the election.

**Section 9. City Secretary Assistance.** The City Secretary is hereby authorized and instructed to aide the Travis County Elections Administrator in the acquisition and furnishing of all election supplies and materials necessary to conduct the election. The City Secretary is further authorized to assist with the giving of notices required for the election, and to take such other and further action as is required to conduct the election in compliance with the Texas Election Code; provided that, pursuant to the Election Services Contracts between the City and the Travis County Elections Administrators, the Travis County Elections Administrators shall have the duty and be responsible for organizing and conducting the election in compliance with the Texas Election Code; and for providing all services specified to be provided in the Election Services Contract.

**Section 10. General.** The runoff election shall be held and conducted by the Travis County Elections Administrators in compliance with the *Tex. Elec. Code* and, to the extent not inconsistent therewith, the *City Charter*, and only resident qualified voters of the City shall be eligible to vote at the election. The Elections Administrator is hereby authorized and instructed to provide and furnish all necessary election supplies to conduct said election. Returns of the election shall be made known as soon as possible after the closing of the polls; and the election returns shall be canvassed by the City Council not earlier than December 17, 2024, nor later than December 26, 2024.

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**Section 11. Authorization to Execute.** The Mayor Pro Tem is authorized to execute and the City Secretary is authorized to attest this Ordinance on behalf of the Council; and the Mayor Pro Tem is authorized to do all other things legal and necessary in connection with the holding and consummation of the Election.

**Section 12. Effective Date; Election Code; Preamble.** This ordinance shall be in full force and effect from and after its passage on the date shown below; provided that if any term or provision of this Ordinance conflicts with, or is inconsistent with, the Texas Elections Code, the Texas Election Code shall govern and control and the Travis County Elections Administrator shall comply with the Texas Elections Code. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes as part of the findings of the City Council for the City.

**Section 13. Severability.** If any provision, section 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 of the ordinance 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 14. Open Meetings.** It is 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 *Chapt. 551, Tex. Gov't. Code*.

**PASSED, ADOPTED AND APPROVED** on this the 20<sup>th</sup> day of November 2024.

**CITY OF MANOR, TEXAS**

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Dr. Christopher Harvey, Mayor

**ATTEST**

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Lluvia T. Almaraz, TRMC  
City Secretary

AGENDA ITEM NO. \_\_\_\_\_



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** November 20, 2024  
**PREPARED BY:** Tracey Vasquez  
**DEPARTMENT:** Human Resources

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to close City Offices at 1:00 p.m. on Friday, December 20, 2024

### BACKGROUND/SUMMARY:

The annual City Employee Holiday Luncheon will be held at the East Manor Development building. This request has been considered for the past several years and will be requested again in 2024. As the city continues to grow and build an inclusive workforce, employees will be able to bond over the varied departments within the City of Manor family. This increases employee morale and assists the city in retaining and attracting new employees throughout our organization.

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

### STAFF RECOMMENDATION:

The City staff recommends that the City Council approve City Offices closing at 1:00 p.m. on Friday, December 20, 2024.

**PLANNING & ZONING COMMISSION:**      **Recommend Approval**      **Disapproval**      **None**  
*(Type X before choice to indicate)*