



Dr. Larry Wallace Jr., Mayor  
Dr. Christopher Harvey, Mayor Pro Tem, Place 3  
Emily Hill, Place 1  
Anne Weir, Place 2  
Sonia Wallace, Place 4  
Deja Hill, Place 5  
Gene Kruppa, Place 6

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## City Council Regular Meeting

Wednesday, August 04, 2021 at 7:00 PM

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

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### AGENDA

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

**PLEDGE OF ALLEGIANCE**

**PROCLAMATIONS**

A. Declaring Saturday, August 7, 2021, as “Purple Heart Day”

**PUBLIC COMMENTS**

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

**REPORTS**

*Reports about items of community interest on which no action will be taken.*

**A. Capital Metro**

*Submitted by: Mayor Pro Tem Harvey*

**CONSENT AGENDA**

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

1. **Consideration, discussion, and possible action to approve the City Council Minutes of the July 7, 2021, City Council Regular Meeting.**

*Submitted by: Lluvia T. Almaraz, City Secretary*

- 2. Consideration, discussion, and possible action on a Resolution ordering the November 2, 2021, General Election; Authorization for the Mayor to execute the Notice of General Election; and Authorization for the City Manager to execute the election agreements with Travis County.**  
*Submitted by: Lluvia T. Almaraz, City Secretary*

- 3. Second and Final Reading: Consideration, discussion, and possible action on an ordinance rezoning 19.81 acres, more or less, out of the James Manor Survey No. 40, Abstract 546, and being located in the 11000 block of Hill Lane, Manor, TX from Light Commercial (C-1) to Light Industrial (IN-1).**

*Applicant: Doucet & Associates, Inc.*

*Owner: Las Entradas Development Corp.*

*Submitted by: Scott Dunlop, Development Services Director*

## **REGULAR AGENDA**

- 4. Consideration, discussion, and possible action on a Statement of Work No. 5 to the Master Services Agreement between the City of Manor and George Butler Associates, Inc. for Cottonwood Creek Phase 2 Wastewater Collection System Improvements.**  
*Submitted by: Samuel D. Kiger, P.E.*
- 5. Consideration, discussion, and possible action on a Statement of Work No. 6 to the Master Services Agreement between the City of Manor and George Butler Associates, Inc. for the 2021 Community Impact Fee Update project.**  
*Submitted by: Frank T. Phelan, P.E.*

## **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 (Personnel Matters) to deliberate the employment and appointment of the City Manager; and*
- *Section 551.071 (Consultation with Attorney) and Section 551.074 (Personnel Matters) to deliberate the employment and appointment of an Economic Development Director*

## **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: Friday, July 30, 2021, 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 48 hours prior to this meeting. Please contact the City Secretary at 512.272.5555 or e-mail [lalmaraz@cityofmanor.org](mailto:lalmaraz@cityofmanor.org).



## PROCLAMATION

**WHEREAS**, the City of Manor, Texas has always supported its military veteran population; and

**WHEREAS**, the Purple Heart is the oldest military decoration in present use and was initially created as the Badge of Military Merit by General George Washington for the common soldier in 1782; and

**WHEREAS**, the Purple Heart is awarded to members of the Armed Forces who are wounded or killed, or who has died or may hereafter die after being wounded in any action against an enemy of the United States; and

**WHEREAS**, the Purple Heart is a most prestigious symbol of a soldier's willingness to sacrifice all to protect and defend our great country; and

**WHEREAS**, veterans have paid the high price of freedom by leaving their families and communities to be placed in harm's way for the good of all; therefore, the contributions and sacrifices of these men and women are vital to the U.S. Armed Forces ability to maintain the freedom and way of life each citizen enjoys; and,

**WHEREAS**, the City of Manor, a Purple Heart City, joins in honoring the legacies of Purple Heart recipients in our community and beyond for our country and other countries throughout the world are forever indebted to their service and sacrifice.

**NOW THEREFORE**, I, Dr. Larry Wallace Jr., Mayor of the City of Manor, Texas, and on behalf of the Manor City Council, do hereby proclaim Saturday, August 7, 2021, as:

## PURPLE HEART DAY

in the City of Manor and encourage all citizens to show their appreciation and respect to Purple Heart recipients and all those who have placed themselves in harm's way in service to our country on this day and every day.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Manor to be affixed this 4<sup>th</sup> day of August 2021.

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Dr. Larry Wallace Jr., Mayor  
City of Manor



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** August 4, 2021  
**PREPARED BY:** Lluvia T. Almaraz, City Secretary  
**DEPARTMENT:** Administration

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve the City Council Minutes of the July 21, 2021, City Council Regular Meeting.

### BACKGROUND/SUMMARY:

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

- July 21, 2021, City Council Regular Meeting Minutes

### STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve the City Council Minutes of the July 21, 2021, City Council Regular Meeting.

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<b>PLANNING &amp; ZONING COMMISSION:</b>	<b>Recommend Approval</b>	<b>Disapproval</b>	<b>None</b>
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**CITY COUNCIL  
REGULAR SESSION MINUTES  
JULY 21, 2021**

**PRESENT:**

Dr. Larry Wallace Jr., Mayor

**COUNCIL MEMBERS:**

Dr. Christopher Harvey, Mayor Pro Tem, Place 3 (Absent)  
Emily Hill, Place 1  
Anne Weir, Place 2  
Sonia Wallace, Place 4  
Deja Hill, Place 5  
Gene Kruppa, Place 6 (Absent)

**CITY STAFF:**

Thomas Bolt, City Manager  
Lluvia T. Almaraz, City Secretary  
Ryan Phipps, Chief of Police  
Denver Collins, Captain  
Scott Dunlop, Development Services Director  
Debbie Charbonneau, Heritage and Tourism Manager  
Michael Tuley, Director of Public Works  
Lance Zeplin, Streets/Parks Superintendent  
Tracey Vasquez, HR Manager  
Sarah Friberg, Court Administrator  
Veronica River, Assistant City Attorney

**REGULAR SESSION – 7:00 P.M.**

With a quorum of the Council Members present, the regular session of the Manor City Council was called to order by Mayor Wallace at 7:02 p.m. on Wednesday, July 21, 2021.

**PLEDGE OF ALLEGIANCE**

At the direction of Mayor Wallace, Chief Phipps, led the Pledge of Allegiance.

## PRESENTATION

### A. Presentation by Chris Offensend with Qwally – Manor Biz101

Mr. Offensend introduced himself and presented the attached PowerPoint presentation regarding Manor Biz101.

## PRESENTATION

### B. Declaring the month of July 2021, as “Parks and Recreation Month”

Mayor Wallace read and presented the proclamation to Michael Tuley, Public Works Director and Lance Zeplin, Streets/Parks Superintendent.

## PUBLIC COMMENTS

Mayor Wallace presented a certificate of recognition to Caleb Zuniga from Manor, Texas, for his hard work and determination to be a world title contender. His achievements of being currently ranked #2 in the Nation for his age and weight, and top five (5) since the age of eight (8) years old is a testament to his 4x - Texas Silver Gloves Champion, 4x - Junior Olympic Region/State Champion, 4x - Texas Champion recognitions.

## PUBLIC HEARINGS

- 1. Public Hearing: Conduct a public hearing on a Concept Plan for the Palomino Subdivision, one hundred twenty-one (121) lots on 50.34 acres more or less, and being located near the intersection of N. FM 973 and Johnson Road, Manor, TX.**

*Applicant: BGE, Inc. Owner: Geraldine and Edward Wolf*

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

Mayor Wallace opened the public hearing.

Development Services Director Dunlop discussed the Concept Plan for the Palomino Subdivision.

**MOTION:** Upon a motion made by Council Member Anne Weir and seconded by Council Member Wallace, to close the Public Hearing.

There was no further discussion.

**Motion to close carried 5-0**

**2. Public Hearing: Conduct a public hearing on a Concept Plan for the Compass Rose Academy Subdivision, one (1) lot on 13.19 acres more or less, and being located near the intersection of N. FM 973 and Shadowglen Trace, Manor, TX.**

*Applicant: Kimley-Horn & Associates Owner: FM 973 Building Hope, LLC*

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

Mayor Wallace opened the public hearing.

Development Services Director Dunlop discussed the Concept Plan for the Compass Rose Academy Subdivision.

**MOTION:** Upon a motion made by Council Member Anne Weir and seconded by Council Member Deja Hill, to close the Public Hearing.

There was no further discussion.

**Motion to close carried 5-0**

**3. Public Hearing: Conduct a public hearing upon a rezoning request for 19.81 acres, more or less, out of the James Manor Survey No. 40, Abstract 546, and being located in the 11000 block of Hill Lane, Manor, TX from Light Commercial (C-1) to Light Industrial (IN-1). *Applicant: Doucet & Associates, Inc. Owner: Las Entradas Development Corp.***

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

Mayor Wallace opened the public hearing.

Development Services Director Dunlop discussed the rezoning request.

**MOTION:** Upon a motion made by Council Member Deja Hill and seconded by Council Member Emily Hill, to close the Public Hearing.

There was no further discussion.

**Motion to close carried 5-0**

**CONSENT AGENDA**

- 4. Consideration, discussion, and possible action to approve the City Council Minutes of the July 7, 2021, City Council Regular Meeting.**
- 5. Consideration, discussion, and possible action on the destruction of city records that have met their retention requirement; and Authorize the City Manager to execute the customer service agreement with Data Armor.**



**6. Consideration, discussion, and possible action on the acceptance of the June 2021 Departmental Reports.**

- **Police – Ryan Phipps, Chief of Police**
- **Development Services – Scott Dunlop, Development Services Director**
- **Community Development – Debbie Charbonneau, Heritage and Tourism Manager**
- **Municipal Court – Sarah Friberg, Court Clerk**
- **Public Works – Michael Tuley, Director of Public Works**
- **Finance – Lydia Collins, Director of Finance**
- **Human Resources – Tracey Vasquez, HR Manager**
- **IT – Heath Ferguson, IT Manager**

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Emily Hill, to approve and adopt all items on the Consent Agenda.

There was no further discussion.

**Motion to approve carried 5-0**

**REGULAR AGENDA**

**7. Consideration, discussion, and possible action on Hotel Occupancy Tax Funds in the amount of up to \$100,000 for the City of Manor's Sesquicentennial year-long celebration.**

The city staff recommended that the City Council approve the amount of up to \$100,000 from the H.O.T. Funds to be used for the City of Manor's Sesquicentennial year-long celebration.

Director of Finance Collins discussed the City of Manor's H.O.T Funds application for the Sesquicentennial year-long celebration.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Emily Hill, to approve the amount of up to \$100,000 from the H.O.T. Funds to be used for the City of Manor's Sesquicentennial year-long celebration.

There was no further discussion.

**Motion to approve carried 5-0**

**8. Consideration, discussion, and possible action on a Concept Plan for the Palomino Subdivision, one hundred twenty-one (121) lots on 50.34 acres more or less, and being located near the intersection of N. FM 973 and Johnson Road, Manor, TX. Applicant: BGE, Inc. Owner: Geraldine and Edward Wolf**

The city staff recommended that the City Council approve a Concept Plan for the Palomino Subdivision, one hundred twenty-one (121) lots on 50.34 acres more or less, and being located near the intersection of N. FM 973 and Johnson Road, Manor, TX.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Weir, to approve a Concept Plan for the Palomino Subdivision, one hundred twenty-one (121) lots on 50.34 acres more or less, and being located near the intersection of N. FM 973 and Johnson Road, Manor, TX.

There was no further discussion.

**Motion to approve carried 4-1 (Council Member Deja Hill voted against)**

**9. Consideration, discussion, and possible action on a Concept Plan for the Compass Rose Academy Subdivision, one (1) lot on 13.19 acres more or less, and being located near the intersection of N. FM 973 and Shadowglen Trace, Manor, TX.**

The city staff recommended that the City Council approve the Compass Rose Academy Subdivision, one (1) lot on 13.19 acres more or less, and being located near the intersection of N. FM 973 and Shadowglen Trace, Manor, TX.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Wallace, to approve the Compass Rose Academy Subdivision, one (1) lot on 13.19 acres more or less, and being located near the intersection of N. FM 973 and Shadowglen Trace, Manor, TX.

There was no further discussion.

**Motion to approve carried 5-0**

**10. First Reading: Consideration, discussion, and possible action on an ordinance rezoning 19.81 acres, more or less, out of the James Manor Survey No. 40, Abstract 546, and being located in the 11000 block of Hill Lane, Manor, TX from Light Commercial (C-1) to Light Industrial (IN-1).**

The city staff recommended that the City Council approve the first reading of an ordinance rezoning 19.81 acres, more or less, out of the James Manor Survey No. 40, Abstract 546, and being located in the 11000 block of Hill Lane, Manor, TX from Light Commercial (C-1) to Light Industrial (IN-1).

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

**MOTION:** Upon a motion made by Council Member Deja Hill and seconded by Council Member Wallace, to approve the first reading of an ordinance rezoning 19.81 acres, more or less, out of the James Manor Survey No. 40, Abstract 546, and being located in the 11000 block of Hill Lane, Manor, TX from Light Commercial (C-1) to Light Industrial (IN-1).

There was no further discussion.

**Motion to approve carried 5-0**

**11. Consideration, discussion, and possible action on selecting a trustee for the EntradaGlen Public Improvement District (PID).**

The city staff recommended that the City Council approve the selection of UMB as the trustee for the EntradaGlen PID and authorize the City Manager to enter and execute any agreements necessary for trustee services regarding the EntradaGlen PID.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Wallace, to approve the selection of UMB as the trustee for the EntradaGlen PID and authorize the City Manager to enter and execute any agreements necessary for trustee services regarding the EntradaGlen PID.

There was no further discussion.

**Motion to approve carried 5-0**

**12. Consideration, discussion, and possible action on selecting an underwriter for the EntradaGlen Public Improvement District (PID).**

The city staff recommended that the City Council approve the selection of FMSbonds, Inc. as the underwriter for the EntradaGlen PID and authorize the City Manager to enter and execute any agreements necessary for underwriter services regarding the EntradaGlen PID.

**MOTION:** Upon a motion made by Council Member Deja Hill and seconded by Council Member Weir to approve the selection of FMSbonds, Inc. as the underwriter for the EntradaGlen PID and authorize the City Manager to enter and execute any agreements necessary for underwriter services regarding the EntradaGlen PID.

There was no further discussion.

**Motion to approve carried 5-0**

Mayor Wallace adjourned the regular session of the Manor City Council into Executive Session at 8:22 p.m. on Wednesday, July 21, 2021, in accordance with the requirements of the Open Meetings Law.

### **EXECUTIVE SESSION**

The Manor City Council convene into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in - *Section 551.072 Deliberations regarding Real Property - 10.23 acres more or less located in Travis County, Texas located at the NE corner of Ring Dr and Skimmer Run, Manor, Texas.* at 8:22 p.m. on Wednesday, July 21, 2021.

The Executive Session was adjourned at 8:56 p.m. on Wednesday, July 21, 2021.

### **OPEN SESSION**

The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and took action on item(s) discussed during Closed Executive Session at 8:56 p.m. on Wednesday, July 21, 2021.

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

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Emily Hill to approve the letter of intent for the purchase of land as discussed in Executive Session.

There was no further discussion.

**Motion to approve carried 5-0**

### **ADJOURNMENT**

The Regular Session of the Manor City Council Adjourned at 8:57 p.m. on Wednesday, July 21, 2021.

These minutes approved by the Manor City Council on the 4<sup>th</sup> day of August 2021.

**APPROVED:**

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Dr. Larry Wallace Jr.  
Mayor

**ATTEST:**

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Lluvia T. Almaraz, TRMC  
City Secretary

Draft Minutes



**July 21st, 2021**



**Matt Cody**  
**Courtney Francis**  
**Chris Offensend**  
**James Schafer**  
**Thomas Surette**

# Background

Item 1.

Part of Manor's participation in the City Innovation Ecosystems Program

Sponsored and organized by



# Objective

Item 1.

Pilot a small business support platform to increase business engagement and to support emerging entrepreneurs.



# Expected Benefits

Item 1.

## For Small Businesses

Relevant and timely information for navigating business formation and other processes

Faster and better support, service, interaction with City of Manor staff

## City of Manor

Better insights into the local business community and ecosystem

Improved coordination with local business support organizations

# Pilot Overview

Item 1.

## Discovery

- Conduct Interviews
- Background Research
- Develop Persona
- Develop User Journey Map
- Initial Content Planning

## Implementation

- Refine/revise Content Plan
- Develop and Approve Wireframes
- Set up Small Business Portal
- Set up Administrative Dashboard
- Set up Resource Directory

## Testing

- Seek/incorporate feedback from stakeholders and community members
- Set up City subdomain for URL
- Prepare public launch communications



# Questions?



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** August 4, 2021  
**PREPARED BY:** Lluvia T. Almaraz, City Secretary  
**DEPARTMENT:** Administration

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Resolution ordering the November 2, 2021, General Election; Authorization for the Mayor to execute the Notice of General Election; and Authorization for the City Manager to execute the election agreements with Travis County.

### BACKGROUND/SUMMARY:

The City of Manor will hold a General Election on November 2, 2021, for the following positions on the City Council: Mayor; Council Member, Place 1; Council Member, Place 3; and Council Member, Place 5. The Final Notice of General Election will address polling locations for both Early Voting and Election Day to the registered voters of the City of Manor, Texas. Notices will be published on the city's webpage and the local newspaper as required by the Texas Election Code.

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

- Resolution No. 2021-16

### STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve Resolution No. 2021-16 ordering the November 2, 2021, General Election; Authorize the Mayor to execute the final Notice of General Election; and Authorize the City Manager to execute the election agreements with Travis County.

PLANNING & ZONING COMMISSION:	Recommend Approval	Disapproval	None
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## **RESOLUTION NO. 2021-16**

**A RESOLUTION OF THE CITY OF MANOR, TEXAS, ORDERING A GENERAL ELECTION TO BE HELD ON NOVEMBER 2, 2021, FOR THE PURPOSE OF ELECTING A MAYOR AND THREE (3) COUNCIL MEMBERS OF THE CITY COUNCIL (PLACE NOS. 1, 3, AND 5); MAKING PROVISIONS FOR THE CONDUCT OF THE ELECTION; PROVIDING FOR OTHER MATTERS RELATING TO THE ELECTION; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Manor wishes to order a general election for the purpose of electing a Mayor and three (3) Council Members by the qualified voters of the City of Manor; and

**WHEREAS**, the City Council wishes to proceed with the ordering of an election to be held on November 2, 2021; and

**WHEREAS**, the Texas Election Code is applicable to said election, and in order to comply with said Code, a resolution should be passed calling the election and establishing the procedures to be followed in said election, and designating the voting place for said election; and

**WHEREAS**, the City Council wishes to designate certain officials to conduct various aspects of election services for the City.

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

Section 1. General Election Ordered. A general election is hereby ordered to be held on November 2, 2021, for the purpose of electing a Mayor and three (3) Council Members: Council Member Place 1; Council Member Place 3; and Council Member Place 5; of the City of Manor, Texas. A candidate for Mayor and a candidate to fill Place 1, 3, and 5 will be elected for a three-year term.

Section 2. Joint Election Administration Contract. The City Secretary is hereby authorized to contract with Travis County ("County") for election administration services (the "Agreement"). The City Council further authorizes and agrees to the conduct of a joint election with other political subdivisions within Travis County, provided that such political subdivisions hold an election on November 2, 2021, in all or part of the same territory as the City (the "Political Subdivisions"). Any joint election shall be conducted in accordance with state law, this Resolution, the City Charter and the Agreement with Travis County. In the event of a conflict between this Resolution and the Agreement, the Agreement shall control.

Section 3. Election Precincts and Election Day Polling Place. The election precincts shall be those established by the County. The polling locations shall be those designated by the Travis County Elections Division.

Section 4. Election Officers. The Travis County Election Officer is appointed to serve as the City's Election Officer and Early Voting Clerk and shall coordinate, supervise, and conduct all aspects of administering voting for the City's joint election. The Travis County Election Officer assumes the responsibility for recruiting election personnel and training thereof.

Section 5. Early Voting. Early voting in said election shall be designated by Travis County Elections Division in accordance with state law. Requests for applications for early voting ballots by mail should be mailed to Travis County Clerk-Elections Division, P.O. Box 149325, Austin, Texas 78714-9325.

Section 6. Candidate Filing Period. In accordance with Section 143.007 of the Texas Election Code ("Code"), the filing period for an application for a place on the ballot, for this election, is declared to begin at 8:00 a.m. on Saturday, July 17, 2021, and will conclude at 5:00 p.m. on Monday, August 16, 2021. All candidates for the offices to be filled, in the election, to be held on November 2, 2021, shall file their application to become candidates with the City Secretary at City Hall, 105 E. Eggleston Street, Manor, Texas, on any weekday that is not a City holiday between 8:00 a.m. and 5:00 p.m., and all of said applications shall be on a form as prescribed by the Election Code of the State of Texas.

Section 7. Drawing. The order in which the names of the candidates are to be printed on the ballot shall be determined by a drawing conducted by the City Secretary, as provided by the Election Code. Such drawing will be held at 9:00 a.m. on Monday, August 23, 2021, at City Hall in the Council Chamber.

Section 8. Notice and Publication. This Resolution shall serve as the Order of Election (as required by Section 3.001 of the Code) for the General Election. A copy of the Resolution shall be posted on the bulletin board used for posting notices of the meetings of the City Council at least twenty-one (21) days before the election. Notice of General Election (as required by Section 4.001 of the Code) shall be published in the newspaper in accordance with state law. A copy of the Notice of General Election shall be posted on the bulletin board used for posting notices of the meetings of the City Council at least twenty-one (21) days before the election.

Section 9. Governing Law. The election shall be held in accordance with the Constitution of the State of Texas and the Texas Election Code, and all resident, qualified voters of the City shall be eligible to vote at the election.

Section 10. Necessary Actions. The Mayor and the City Secretary, in consultation with the City Attorney, are authorized and directed to take all actions necessary to comply with the provisions of the Texas Election Code, the City Charter, and the City Code in carrying out and conducting the election, whether or not expressly authorized by this Resolution.

Section 11. Election Results. The Travis County Elections Administrator shall conduct an unofficial tabulation of results after the closing of the polls on November 2, 2021. The official canvass, tabulations and declaration of the results of the election shall be conducted by the City Council at a regular or special meeting held in accordance with provisions of the Texas Election Code.

Section 12. Effective Date. This resolution shall be effective immediately upon approval.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, ON THIS THE 4<sup>th</sup> DAY OF AUGUST 2021.**

**CITY OF MANOR, TEXAS**

\_\_\_\_\_  
Dr. Larry Wallace Jr.,  
Mayor

**ATTEST:**

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



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** August 4, 2021  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Second and Final Reading: Consideration, discussion, and possible action on an ordinance rezoning 19.81 acres, more or less, out of the James Manor Survey No. 40, Abstract 546, and being located in the 11000 block of Hill Lane, Manor, TX from Light Commercial (C-1) to Light Industrial (IN-1).

*Applicant: Doucet & Associates, Inc.*

*Owner: Las Entradas Development Corp.*

### BACKGROUND/SUMMARY:

This 19.81 tract is in the Las Entradas North development. This Light Industrial (IN-1) request is directly adjacent to a recently approved IN-1 tract (Butler Family tract). As part of this development, the Las Entradas developer will improve Hill Lane and construct Entradaglen Blvd to provide increased access to the site and area. This property is within the Entradaglen Public Improvement District (PID), which is funding the roadway improvements, but as part of the associated Development Agreement with that PID, which was approved by City Council on 7/7/21, any loading docks that face a public right-of-way or major drive aisle has to have additional screening to our buffer yard standards to minimize the impact to surround commercial and multifamily projects.

P&Z recommended approval 7 – 0 on 7/14

City Council approved the first reading at the July 21, 2021, Regular Council Meeting

**LEGAL REVIEW:** Not Applicable

**FISCAL IMPACT:** No

**PRESENTATION:** No

**ATTACHMENTS:** Yes

- Ordinance No. 617
- Letter of Intent
- Survey Exhibit
- Area Image
- Layout Exhibit
- IN-1 Permitted Uses

### STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve the second and final reading of Ordinance No. 617 rezoning 19.81 acres, more or less, out of the James Manor Survey No. 40, Abstract 546, and being located in the 11000 block of Hill Lane, Manor, TX from Light Commercial (C-1) to Light Industrial (IN-1).

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



**ORDINANCE NO. 617****AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM LIGHT COMMERCIAL (C-1) TO LIGHT INDUSTRIAL (IN-1); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.**

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

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

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

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

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

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

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

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

**PASSED AND APPROVED FIRST READING** on this the 21<sup>st</sup> day of July 2021.

**PASSED AND APPROVED SECOND AND FINAL READING** on this the 4<sup>th</sup> day of August 2021.

**THE CITY OF MANOR, TEXAS**

\_\_\_\_\_  
Dr. Larry Wallace Jr.,  
Mayor

**ATTEST:**

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

**EXHIBIT "A"**

## Property Legal Description:

**BEING A 19.81 ACRE [863,102 SQUARE FEET] PARCEL OF LAND OUT OF THE JAMES MANOR SURVEY NUMBER 40, ABSTRACT NUMBER 546, TRAVIS COUNTY, TEXAS, SAID PARCEL OF LAND BEING A PORTION OF A CALLED 104.825 ACRE TRACT OF LAND CONVEYED TO LAS ENTRADAS DEVELOPMENT CORPORATION, AS RECORDED IN DOCUMENT No. 2007002485 OF THE OFFICIAL PUBLIC RECORDS TRAVIS COUNTY, TEXAS [O.P.R.T.C.T.], SAID 19.81 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:**

**BEGINNING** at a found 5/8-inch iron pipe found at the northwest corner of a called 104.825 acre tract of land conveyed to Las Entradas Development Corporation, under Clerk's File No. 2007002485 O.P.R.T.C.T., also being the northeast corner of a called 275.66 acre tract of land conveyed to Butler Family Partnership, LTD. under Volume 12271, Page 872 of the Deed Records of Travis County, Texas [D.R.T.C.T.], and being in the south right-of-way of Hill Lane, for the **POINT OF BEGINNING** of the herein described parcel of land;

**THENCE** South 63°12'32" East, along the north line of said 104.825 acre tract, common with said south right-of-way line of Hill Lane, a distance of 723.53 feet to a point for the northeast corner of the herein described parcel, from which 1/2-inch iron rod with cap stamped "KHA" found for the an interior northeast corner of the remainder portion of said 104.825 acre tract, being common with the northwest corner of a called 12.468 acre tract of land, being Lot 1, Block A, of the Las Entradas North Section 2 Replat, as recorded under Document No. 202000038 O.P.R.T.C.T. bears South 63°11'04" East, 152.40 feet;

**THENCE** South 27°02'24" West, departing said common line and across said remainder of the 104.825 acre tract of land, a distance of 1,191.44 feet to a point for the southeast corner of the herein described parcel of land;

**THENCE** North 62°17'41" West, a distance of 732.46 feet to a point in the west line of said 104.825 acre tract, common with the east line of the aforementioned 275.66 acre tract, and being the southwest corner of the herein described parcel of land;

**THENCE** North 27°28'18" East, along said common line, a distance of 1,179.83 feet to the **POINT OF BEGINNING** and containing 19.81 acres [863,102 square feet].

Basis of bearings is the Texas Coordinate System, Central Zone [4203], NAD83 (2011), Epoch 2010. All coordinates and distances are surface values and may be converted to grid by using the surface adjustment factor of 0.99993. Units: U.S. Survey Feet.



June 10, 2021

City of Manor  
Development Services  
105 E. Eggleston St.  
Manor, Texas 78653

RE: 19.81-acre Tract Rezoning Request  
South of Hill Ln., North of US 290 E – Travis CAD ID #938234  
Manor, Texas 78653

Dear Development Services,

On behalf of the property owner, Las Entradas Development Corporation, Doucet & Associates is submitting the attached rezoning application request for the above referenced tract. This document shall serve as the Letter of Intent for this application.

The subject tract is approximately 19.81 acres and is located along Hill Ln., south of Manor High School and north of US 290 E in the City of Manor Full Purpose Jurisdiction. At this time, we are requesting that the subject tract be rezoned from Light Commercial (C-1) to Light Industrial (IN-1).

The demand for industrial warehouse space is growing rapidly in Central Texas and as such Las Entradas Development Corporation, on behalf of Transpak, is seeking to fill that void at this proposed location. Rezoning this tract will allow Transpak to bring an employment center to Manor and will provide opportunities for job training and growth for Manor graduates. The Transpak business line is a catalyst for proposed rooftop and commercial growth and their employment is forecasted to double over the next three years. The tract to the west was rezoned to Light Industrial just last month, so we believe that rezoning the subject tract as proposed will not alter or impair the adjacent uses/properties.

We appreciate your consideration of the proposed rezoning application for approval and will be available to answer questions you might have regarding this matter. Please do not hesitate to email or call with your questions and comments.

Sincerely,

Davood Salek, P.E.

*Division Manager, Land Development*

*North (Williamson County) Office*

Doucet & Associates, Inc.

TBPE Firm # 3937

State of Texas Surveying Firm Certification # 10105800

—————	PROPERTY LINE
=====	EXISTING PROPERTY LINE
-----	EXISTING EASEMENT
●	IRON ROD FOUND [UNLESS NOTED]
⊙	IRON PIPE FOUND [AS NOTED]
PFC	POINT FOR CORNER
P.O.B.	POINT OF BEGINNING
DOC. NO.	DOCUMENT NUMBER
VOL.	VOLUME
PG.	PAGE
O.P.R.T.C.T.	OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS
D.R.T.C.T.	DEED RECORDS, TRAVIS COUNTY, TEXAS

N27°28'18"E 1,179.83'

PORTION OF  
CALLED 104.825 ACRES  
LAS ENTRADAS DEVELOPMENT CORPORATION  
DOCUMENT No. 2007002485  
O.P.R.T.C.T.

FOUND 1/2-INCH-  
IRON ROD

FOUND 1/2-INCH  
IRON ROD  
W/ "KHA" CAP

**GENOME DRIVE**

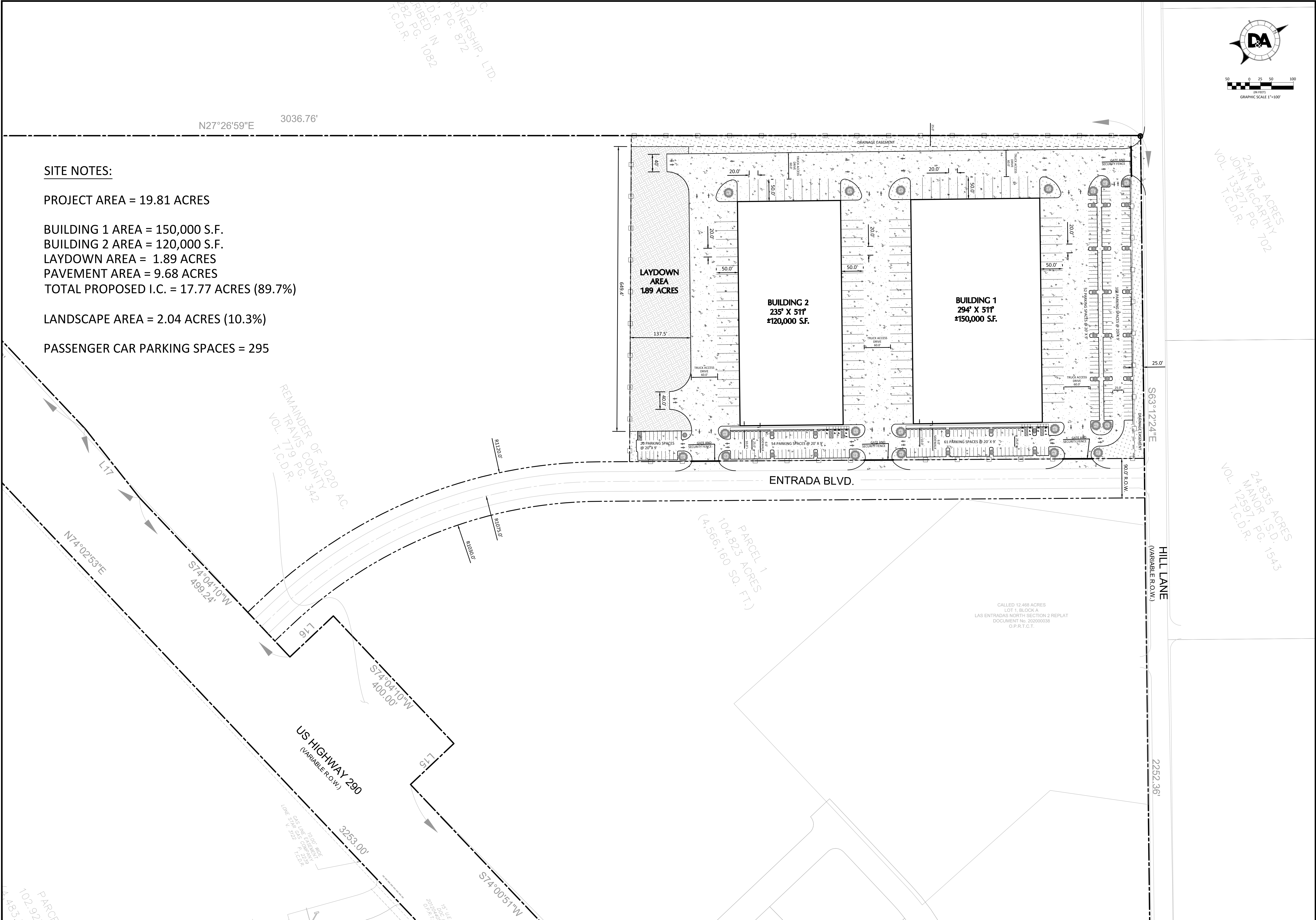
**Civil Engineering - Planning - Geospatial**  
**10190 Katy Freeway, Suite 110**  
**Houston, Texas 77042,**  
**Phone: (346)-250-4425**  
**[www.doucetengineers.com](http://www.doucetengineers.com)**  
**TBPLS Firm No.: 10194551**

28





Drawing: C:\ew\_working\charad.pham\dm65140\Conceptual Plan.dwg  
User: RBAVA  
Last Modified: Jun 29, 21 - 15:33  
Plot Date/Time: Jun 29, 21 - 15:33:45



**SITE NOTES:**

PROJECT AREA = 19.81 ACRES

BUILDING 1 AREA = 150,000 S.F.

BUILDING 2 AREA = 120,000 S.F.

LAYDOWN AREA = 1.89 ACRES

PAVEMENT AREA = 9.68 ACRES

TOTAL PROPOSED I.C. = 17.77 ACRES (89.7%)

LANDSCAPE AREA = 2.04 ACRES (10.3%)

PASSENGER CAR PARKING SPACES = 295

**DA DOUCET & ASSOCIATES**  
Civil Engineering - Planning - Geospatial  
7401 B. Highway 71 W, Suite 160  
Austin, TX 78735 Tel: (512)-583-2400  
www.doucetengineers.com  
TBPE Firm Number: 3937  
TBPLS Firm Number: 10105800

**CONCEPTUAL PLAN**

**TRANSPAK  
MANOR, TX**

Designed: RP  
Drawn: JCR  
Reviewed: DS  
Date: 6/28/2021

SHEET

**1**  
OF 1

Project No.:  
2281-001

(b) *Non-residential uses in non-residential and mixed-use zoning districts.*

Item 3.

EXPAND

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Adult day care		P	P					P	P		
Adult-oriented businesses									C/S	C/S	
Alcoholic beverage establishment					S	P	P	P	P		
Amusement (indoor)							C	C	C		
Amusement (outdoor)								C	C		
Antique shop					P	P	P	P	P		
Art studio or gallery		P	P		P	P	P	P	P	P	
Automobile repair (major)								C	C	C	C
Automobile repair (minor)							C	C	C	C	
Automobile sales and rental								C	C		
Automobile washing								C	C		

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Brewery, micro								P	P	P	P
Brewery, regional									P	P	P
Brewpub						P	P	P	P		
Business support services					P	P	P	P	P		
Campground	S	S	S								
Cemetery	S	P	P								
Child care center (intermediate)		P	P	P	P	P	P	P	P		
Child care center (large)		P	P	P	P	P	P	P	P		
Club or lodge		P	P	P	P	P	P	P	P		
Commercial off- street parking						C	C	C	C		
Communication services or facilities				P			P	P	P	P	
Construction and equipment sales (Major)									P	P	



Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Construction and equipment sales (Minor)								P	P	P	
Construction services								C	C	C	C
Consumer repair services					P	P	P	P	P		
Contractor's shop									C	C	C
Data center				P					P	P	
Day camp	S	P	P								
Distillery, micro								P	P	P	P
Distillery, regional									P	P	P
Event center		P	P		C/S	C/S	C/S	P	P		
Financial services				C	C	C	C	C	C		
Financial services, alternative								C	C		
Florist					C	C	C	C	C		
Food court establishment								C/S	C/S	C/S	
Food preparation						C	C	C	C	C	C

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Food sales					C	C	C	C	C		
Funeral services		C	C		C	C	C	C	C	C	C
Game room								C/S	C/S	C/S	
Gasoline station (full-service)								C	C		
Gasoline station (limited)					C/S		C/S	C	C		
General retail sales (convenience)				P	P	P	P	P	P		
General retail sales (general)					P	P	P	P	P		
Golf course/country club	S										
Governmental facilities	P	P	P	P	P	P	P	P	P	P	P
Hospital services		P	P	P							
Hotel					C/S	C	C	C	C		
Industrial use, light									P	P	
Industrial use, heavy											P

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Kennel								C	C	C	
Laundry services								P	P	P	P
Laundry services (self)					P	P	P	P	P		
Liquor sales					P	P	P	P	P		
Medical clinic		P	P	P	P	P					
Metal recycling entity											C
Mini-storage warehouse								C	C	C	
Offices, government	P	P	P	P	P	P	P	P	P	P	P
Offices, medical		P	P	P	P	P					
Offices, professional		P	P	P	P	P					
Offices, showroom									P	P	
Offices, warehouse									C	C	C
Off-site accessory parking		P	P	P		P	P	P	P	P	P
Pawnshop								C/S	C/S	C/S	

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Personal improvement services					P	P	P	P	P		
Personal services					P	P	P	P	P		
Printing and publishing				C	C	C	C	C	C		
Product development services (general)				P					P	P	
Product development services (hazard)											P
Recreational vehicle park								C/S	C/S		
Recreational vehicle sales, service, and rental								C	C	C	
Recycling operation (indoor)										P	P
Recycling operation (outdoor)											C
Religious assembly	P	P	P	P	P	P	P	P	P	P	P

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Research services (general)				P					P	P	
Research services (hazard)											P
Restaurant				P	P	P	P	P	P		
Restaurant—Drive- in or drive-through							C	C	C		
School, boarding		P	P				P	P	P		
School, business or trade		P	P				P	P	P		
School, college or university		P	P					P	P		
School, private or parochial		P	P				P	P	P		
School, public		P	P				P	P	P		
Shooting range, indoor									P	P	
Smoke shop or tobacco store								P	P		
Theater							P	P	P		

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Transportation terminal								C	C	C	C
Truck and trailer sales and rental								C	C	C	
Truck stop									P	P	
Utility services, major			C							C	C
Utility services, minor	P	P	P	P	P	P	P	P	P	P	P
Vehicle storage facility									C	C	
Veterinary services, large								C	C		
Veterinary services, small					C	C	C	C	C		
Wireless transmission facilities (WTF), attached	C	C	C	C	C/S	C/S	C	C	C	C	C
Wireless transmission facilities (WTF) monopole	C/S	C/S	C/S	C/S			C/S	C/S	C/S	C/S	C/S

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Wireless transmission facilities (WTF), stealth	C	C	C	C	C/S	C/S	C	C	C	C	C
Zoo, private								P	P		



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** August 4, 2021  
**PREPARED BY:** Samuel D. Kiger, P.E.  
**DEPARTMENT:** City Engineer

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Statement of Work No. 5 to the Master Services Agreement between the City of Manor and George Butler Associates, Inc. for Cottonwood Creek Phase 2 Wastewater Collection System Improvements.

### BACKGROUND/SUMMARY:

This scope of services comprises preparation of drawings, specifications, and contract documents for Cottonwood Creek Phase 2 Wastewater Collection System Improvements project, to include approximately 6,900 LF of gravity WW line. Design surveys, bidding, construction phase services, inspection and testing are included for lump sum fee of \$98,800.

**LEGAL REVIEW:** Not Applicable  
**FISCAL IMPACT:** No, Costs are covered by the developer per the terms of the DA  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- *Statement of Work #5*

### STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve the Statement of Work #5 to the existing Master Services Agreement with George Butler Associates, Inc. for the Cottonwood Creek Phase 2 Wastewater Collection System Improvements in the amount of \$98,800.

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



**EXHIBIT A**

**Statement of Work (SOW) No. 5  
TO MASTER SERVICES AGREEMENT**

Statement of Work No. 5 to the Master Services Agreement between the City of Manor, Texas, as CITY, and George Butler Associates, Inc., as ENGINEER, dated October 7, 2020.

Through this SOW, CITY hereby authorizes ENGINEER to undertake the work assignment described in the following, said assignment to be performed within the terms and conditions defined in said Master Services Agreement, except as modified herein.

ASSIGNMENT: **Engineering Design, Bidding and Construction Phase services for COTTONWOOD CREEK PHASE 2 WASTEWATER COLLECTION SYSTEM IMPROVEMENTS.**

SCOPE OF SERVICES: Prepare drawings, specifications, and contract documents for Cottonwood Creek Phase 2 Wastewater Collection System Improvements project, to include approximately 6,900 LF of gravity WW line. Design surveys, bidding and construction phase services, inspection and testing are included herein. Boundary or easement survey work for land acquisition are not included herein but can be provided as additional services under Standard Rates.

**COMPENSATION:**

- ☒ Lump Sum Fee Per Attached Task List Fee Schedule, plus Additional Service
- ☐ \_\_\_\_ (%) Preset Percent of Construction Cost (curve fee times actual construction cost)
- ☐ TSPE/ACEC Fees of Median Compensation (fee determined by actual construction cost)

CITY OF MANOR, TEXAS

GEORGE BUTLER ASSOCIATES, INC.

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

By: Larry S. Beck

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

Date: 07/15/2021

### TASK LIST FEE SCHEDULE

Task	Fee
Preliminary Engineering Phase	\$ 9,300
Final Design and Contract Documents	\$ 37,400
Bidding & Contracting Phase	\$ 8,100
Construction Phase	\$ 39,800
<u>Contract Closeout</u>	<u>\$ 4,200</u>
Total	\$ 98,800



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** August 4, 2021  
**PREPARED BY:** Frank T. Phelan, P.E.  
**DEPARTMENT:** City Engineer

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Statement of Work No. 6 to the Master Services Agreement between the City of Manor and George Butler Associates, Inc. for the 2021 Community Impact Fee Update project.

### BACKGROUND/SUMMARY:

Community Impact Fee (CIF) programs are updated at a minimum every five years to comply with the statutory requirements of Chapter 395 of the Local Government Code. The last update to the Water and Wastewater CIF programs was conducted in 2020. Due to recent changes in growth and development within the service area, City Staff determined that a full update to both the Water and Wastewater CIFs are recommended now to meet demands for new utility services. The process will take roughly six months to complete the update. The City's Planning and Zoning Commission in concert with a development representative and the Advisory Consultant will develop the updates for Council consideration and final CIF Ordinance adoption.

**LEGAL REVIEW:** Not Applicable  
**FISCAL IMPACT:** Yes, project is fundable through impact fee funds  
**PRESENTATION:** Yes  
**ATTACHMENTS:** Yes

- Statement of Work

### STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve the Statement of Work #6 to the existing Master Services Agreement with George Butler Associates, Inc. for the 2021 Community Impact Fee Update project in the amount of \$25,240.00.

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

## EXHIBIT A

### Statement of Work (SOW) No. 6 TO MASTER SERVICES AGREEMENT

Statement of Work No. 6 to the Master Services Agreement between the City of Manor, Texas, as CITY, and George Butler Associates, Inc., as ENGINEER, dated October 7, 2020.

Through this SOW, CITY hereby authorizes ENGINEER to undertake the work assignment described in the following, said assignment to be performed within the terms and conditions defined in said Master Services Agreement, except as modified herein.

**ASSIGNMENT:** Review current program status and new growth needs with advisory committee. Perform growth projections, land use assumptions, and conduct public hearing/meetings. Develop impact fee project list for water and wastewater, prepare cost estimates with fee-eligible portions, recommend new fee structure and conduct public hearing/meetings. Furnish support documentation and mapping for City files and provide implementation guidelines.

#### SCOPE OF SERVICES:

##### **TASK 100: REVIEW ADVISORY COMMITTEE MAKEUP AND ACTIVITIES**

Reconstitute Advisory Committee (AC) from 2020 and revise committee member selection as necessary. Review last meeting to initiate 2021 updates effectively:

SUBTASK 1: Contract Maintenance

SUBTASK 2: Kickoff Meeting

##### **TASK 200: EVALUATE LUA'S WITH ASSISTANCE FROM AC**

SUBTASK 1: Generate Updated LUA Map: The ENGINEER will update the CITY's existing LUA map with any identified changes for 2021 due to changes in development projects and timelines.

SUBTASK 2: Review LUA Map with AC: AC will provide comments to ENGINEER on the updated LUA map.

SUBTASK 3: Revise LUA Map from AC Comments: ENGINEER will incorporate discussed AC changes in LUA map before presentation to City Council.

SUBTASK 4: Present LUA Map to City Council: ENGINEER will attend City Council meeting to present revised LUA map.

##### **TASK 300: GENERATE POPULATION PROJECTIONS AND CIP NEEDS**

SUBTASK 1: Generate Population Projections and CIP Needs. ENGINEER will work with City Staff and AC to develop expected population growth projections based upon the updated LUA map.

**TASK 400: GENERATE CIP WITH REVIEW AND COMMENT FROM AC**

SUBTASK 1: Generate CIP and Review with AC: ENGINEER will revise the CIP elements accordingly to meet the utility service requirements as determined via the updated LUA's and population projections.

SUBTASK 2: Review CIP with AC: ENGINEER will incorporate discussed AC changes in the CIP before presentation to City Council.

SUBTASK 3: Revise CIP from AC Comments ENGINEER will attend City Council meeting to present revised CIP.

**TASK 500: PRESENT LUA'S AND CIP TO COUNCIL; DISCUSS CIF CALCULATION**

SUBTASK 1: Present CIP to Council and Discuss CIF Calculation: Engineer will include survey of local area CIF for selected municipalities to compare against current, maximum and proposed CIFs.

**TASK 600: RECOMMEND COMMUNITY IMPACT FEE**

SUBTASK 1: Update Ordinance: ENGINEER will revise CIF Ordinance to reflect changes to CIP costs and maximum assessable CIF.

SUBTASK 2: Recommend CIF: ENGINEER will provide updated CIF Ordinance, including CIF amounts as recommended by the AC, to the City Council for consideration.

**ADDITIONAL SERVICES:**

Services specifically excluded under this Agreement include:

1. Additional meetings and site visits not specifically listed.
2. Any other service not specifically listed.

**COMPENSATION:**

TASK 100 FEE:	\$2,428
TASK 200 FEE:	\$8,736
TASK 300 FEE:	\$2,688
TASK 400 FEE:	\$6,328
TASK 500 FEE:	\$2,580
TASK 600 FEE:	\$2,480

**Grand Total (Tasks 100-600): \$25,240**

CITY OF MANOR, TEXAS

GEORGE BUTLER ASSOCIATES, INC.

*Mary S. Beck*

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

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

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

Date: 7/28/2021