



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

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## City Council Regular Meeting

Wednesday, November 04, 2020 at 7:00 PM

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

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### AGENDA

#### Via Telephone/Video Conference (Zoom Meeting)

This meeting will be live streamed on Manor Facebook Live  
You can access the meeting at <https://www.facebook.com/cityofmanor/>

*Pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act to allow for telephonic or videoconference meetings of governmental bodies that are accessible to the public in an effort to reduce in person meetings that assemble large groups of people the City Council meeting scheduled for Wednesday, November 4<sup>th</sup>, will only be open to the public via remote access.*

#### **Instructions for Public Speaking:**

- *Members of the public that wish to speak during public comments, public hearing or an agenda item will need to register in advance by visiting [www.cityofmanor.org](http://www.cityofmanor.org) where a registration link will be posted on the calendar entry for each public meeting. You will register by filling in the speaker card available for that specific meeting and submitting it to [publiccomments@cityofmanor.org](mailto:publiccomments@cityofmanor.org). Once registered, instructions will be emailed to you on how to join the videoconference by calling in. Your Speaker Card must be received two (2) hours prior to scheduled meeting.*

#### **Upon receiving instructions to join zoom meeting the following rules will apply:**

- *All speakers must address their comments to the Mayor rather than to individual Council Members or city staff. Speakers should speak clearly into their device and state their name and address prior to beginning their remarks. Speakers will be allowed three (3) minutes for testimony. Speakers making personal, impertinent, profane or slanderous remarks may be removed from the meeting.*

## CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

## PLEDGE OF ALLEGIANCE

## PROCLAMATIONS

- A.** Declaring Friday, November 6, 2020, as “*Texas Arbor Day*”
- B.** Declaring the Week of November 2-6, 2020, as “*Municipal Court Week*”

## PUBLIC COMMENTS

*Comments will be taken from the audience participating in zoom meeting 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 register and submit the speaker card following the instructions for public speaking above. No Action May be Taken by the City Council During Public Comments*

## PUBLIC HEARINGS

- 1.** Conduct a public hearing on the Land Use Assumptions Map and proposed Capital Improvement Projects recommended by the Advisory Committee.  
*Submitted by: Pauline M. Gray, P.E., City Engineer*

## 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.*

- 2.** Consideration, discussion, and possible action to approve the City Council Minutes of October 21, 2020, Regular Session, and Joint Meeting with Planning and Zoning Commission.  
*Submitted by: Lluvia T. Almaraz, City Secretary*
- 3.** Consideration, discussion, and possible action on an ordinance rezoning 24.81 acres, more or less, out of the Sumner Bacon Survey No. 62, Travis County, Texas, and being located at 9910 Hill Lane, Manor, TX from Light Commercial (C-1) to Multi-Family 15 (MF-1).  
*Applicant: Kimley-Horn & Associates*  
*Owner: 9 Sunny Partners, LP*  
*Submitted by: Scott Dunlop, Assistant Development Services Director*

## REGULAR AGENDA

- 4.** Consideration, discussion, and possible action on a resolution accepting a petition for the dissolution of the original EntradaGlen Public Improvement District (PID) and the creation of a new EntradaGlen PID.  
*Submitted by: Thomas Bolt, City Manager*
- 5.** Consideration, discussion, and possible action on an ordinance closing, vacating, and abandoning a portion (161,158 square feet) of street right-of-way commonly known as Old Kimbro Road (80 feet wide).  
*Submitted by: Thomas Bolt, City Manager*

- 6. Consideration, discussion, and possible action on a resolution to adopt the Land Use Assumptions Map and proposed Water and Wastewater Capital Improvement Projects recommended by the Advisory Committee.**  
*Submitted by: Pauline M. Gray, P.E., City Engineer*
  
- 7. Consideration, discussion, and possible action on an ordinance of the City of Manor, Texas amending Chapter 10, Subdivision Regulation, Article 10.02 Subdivision Ordinance, Ordinance 263B, Exhibit A of the Code of Ordinances of the City of Manor providing for the amendment of general and alternative review procedures, approval of concept plans, establishing expiration and extension dates, approval of easement and license agreements, establishing lot widths in the ETJ, and procedures for water and wastewater service in the ETJ.**  
*Submitted by: Scott Dunlop, Assistant Development Services Director*
  
- 8. Consideration, discussion, and possible action with regard to the renaming the position title of “Community Development Manager” to the position title of “Heritage and Tourism Manager”.**  
*Submitted by: Tracey Vasquez, HR Manager*

**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, October 30, 2020, 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*, Texas first observed Arbor Day in 1889, under the leadership of the Texas Forestry Association; and

*Whereas*, All across Texas, from towering pines to majestic oaks to scrubby mesquites — the many trees of Texas are beautiful and prominent features of our unique and breathtaking landscape; and

*Whereas*, As Texans, we value our trees and the benefits they provide each of us every day. Benefits like clean air, clean water, improving our health and even saving us money on energy bills; and

*Whereas*, We encourage people in our community to plant trees and celebrate them on the first Friday each November on Texas Arbor Day; and

*Whereas*, This holiday for trees is an opportunity to teach fundamental lessons about the stewardship of our natural resources and caring for our environment. It is an opportunity to learn what each of us can do to keep our community trees healthy and vibrant, and it is a time we can pause to appreciate trees in our lives; and

*Whereas*, Together, we can create a brighter and more beautiful future for the next generation. They, in turn, can affirm the duty of protecting our natural resources by being responsible stewards of this great land.

*Now, Therefore*, I, Dr. Larry Wallace Jr., Mayor of the City of Manor, and on behalf of the Manor City Council, do hereby proclaim Friday, November 6, 2020, as:

## *“Texas Arbor Day”*

in the City of Manor and urge all citizens to support efforts to care for our trees and woodlands and I urge all citizens to plant trees to gladden the hearts and promote well-being of present and future generations.

*Proclaimed* this the 4<sup>th</sup> day of November 2020

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Dr. Larry Wallace Jr., Mayor  
City of Manor

# PROCLAMATION



**Whereas**, the Municipal Court of Manor, a time honored and vital part of local government, has existed since 1872; and

**Whereas**, more people, citizens and non-citizens alike, come in personal contact with municipal courts than all other Texas courts combined; and

**Whereas**, public impression of the entire Texas judicial system is largely dependent upon the public’s experience in municipal court; and

**Whereas**, Municipal Judges and court support personnel have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all, and conform to the standards set by the Canons of Judicial Conduct; and

**Whereas**, Municipal Courts play a significant role in preserving the quality of life in Texas communities through the adjudication of traffic offenses, ensuring a high level of traffic safety for our citizens; and

**Whereas**, the Municipal Courts serve as the local justice center for the enforcement of local ordinances and fine-only state offenses that protect the peace and dignity of our community; and

**Whereas**, the Municipal Judges and Clerks continually strive to improve the administration of justice through participation in judicial education programs, seminars, workshops and the annual meetings of their state and local professional organizations; and

**Whereas**, it is most appropriate that we recognize the accomplishments of the 916 Texas Municipal Courts, and salute their critical role in preserving public safety, protecting the quality of life in Texas communities, and deterring future criminal behavior.

**Now, Therefore**, I Dr. Larry Wallace Jr., Mayor of the City of Manor, and on behalf of the Manor City Council, do recognize the week of November 2 - November 6, 2020, as

## *“Municipal Court Week”*

and further extend appreciation to all Manor Municipal Judges and court support personnel for the vital services they perform and their exemplary dedication to our community. I call upon all residents of Manor to join with the City Council in recognizing the vital service they perform and their exemplary dedication to the communities they represent.

**Proclaimed** this the 4<sup>th</sup> day of November 2020

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Dr. Larry Wallace Jr., Mayor  
City of Manor



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** November 4, 2020  
**PREPARED BY:** Pauline M. Gray  
**DEPARTMENT:** City Engineer

**AGENDA ITEM DESCRIPTION:**

Conduct a public hearing on the Land Use Assumptions Map and proposed Capital Improvement Projects recommended by the Advisory Committee.

**BACKGROUND/SUMMARY:**

Periodically, updates to the City's adopted Community Impact Fee Program are necessary to address changing development conditions. The City Council reappointed the Planning and Zoning Commission and one representative of the development community as the Community Impact Fee Advisory Committee. The Committee met several times and has evaluated the City's current Impact Fee Program and has come up with recommendations for proposed changes to the Community Impact Fee Land Use Assumptions Map and Water and Wastewater Capital Improvements Plans.

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

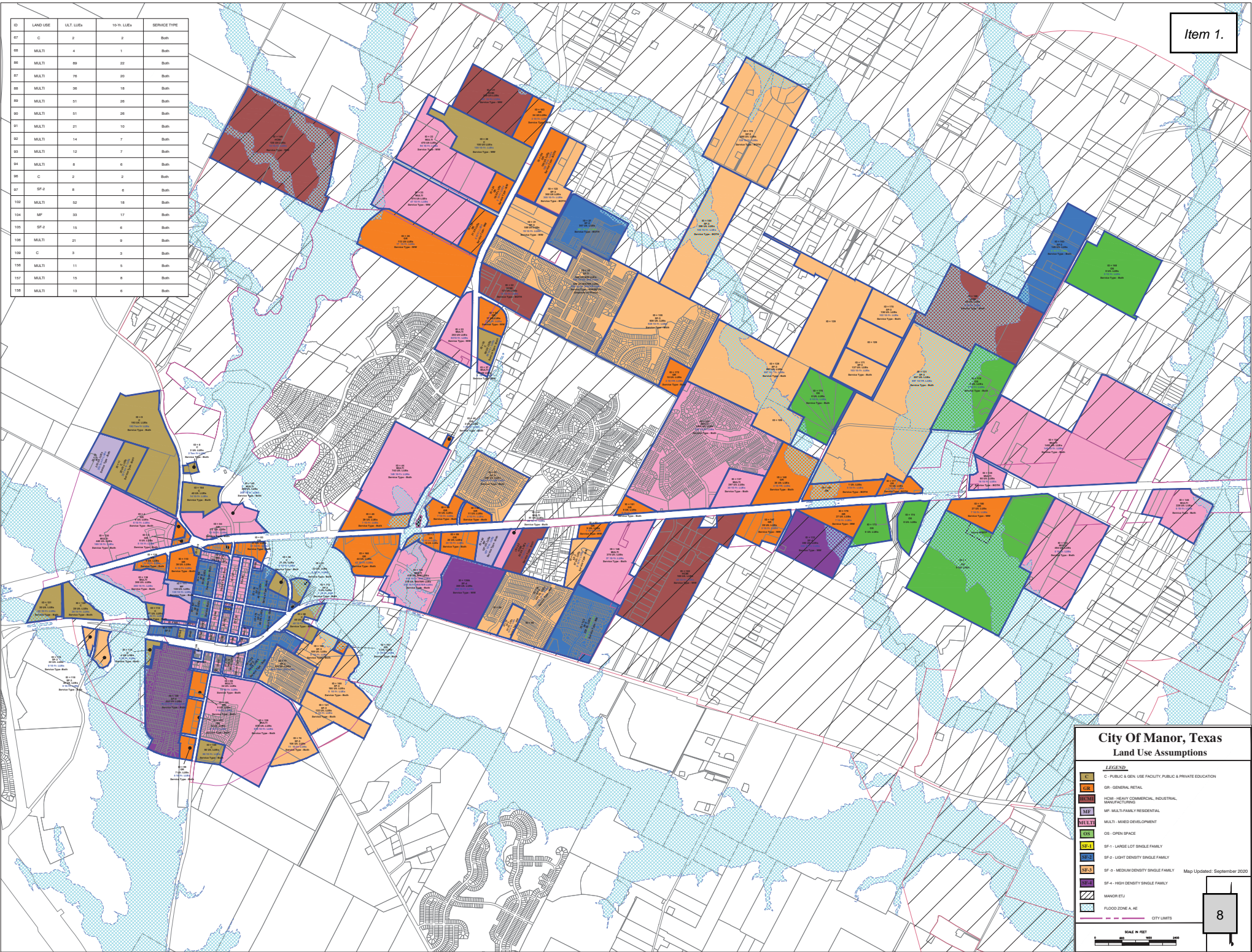
- Land Use Assumption Map
- Water Capital Improvements Plan
- Wastewater Capital Improvements Plan

**STAFF RECOMMENDATION:**

It is City staff's recommendation that the City Council conduct the Public Hearing.

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





ID	LAND USE	ULT. LUEs	10-Yr. LUEs	SERVICE TYPE
67	C	2	2	Both
68	MULTI	4	1	Both
69	MULTI	89	22	Both
71	MULTI	75	20	Both
85	MULTI	35	10	Both
89	MULTI	51	25	Both
90	MULTI	51	25	Both
91	MULTI	21	10	Both
92	MULTI	14	7	Both
93	MULTI	12	7	Both
94	MULTI	8	6	Both
95	C	2	2	Both
97	SF-2	8	6	Both
100	MULTI	52	18	Both
104	MP	33	17	Both
105	SF-2	15	9	Both
106	MULTI	21	9	Both
109	C	3	3	Both
109	MULTI	11	3	Both
187	MULTI	19	9	Both
195	MULTI	13	6	Both

**City of Manor, Texas  
Land Use Assumptions**

**LEGEND:**










- C - PUBLIC & GEN. USE FACILITY, PUBLIC & PRIVATE EDUCATION
- GR - GENERAL RETAIL
- HIC/IND - HOME / HEAVY COMMERCIAL, INDUSTRIAL, MANUFACTURING
- MP - MULTI-FAMILY RESIDENTIAL
- MULTI - MIXED DEVELOPMENT
- OS - OPEN SPACE
- SF-1 - LARGE LOT SINGLE FAMILY
- SF-2 - LIGHT DENSITY SINGLE FAMILY
- SF-3 - MEDIUM DENSITY SINGLE FAMILY
- SF-4 - HIGH DENSITY SINGLE FAMILY
- MANOR ETJ
- FLOOD ZONE A, AE
- CITY LIMITS

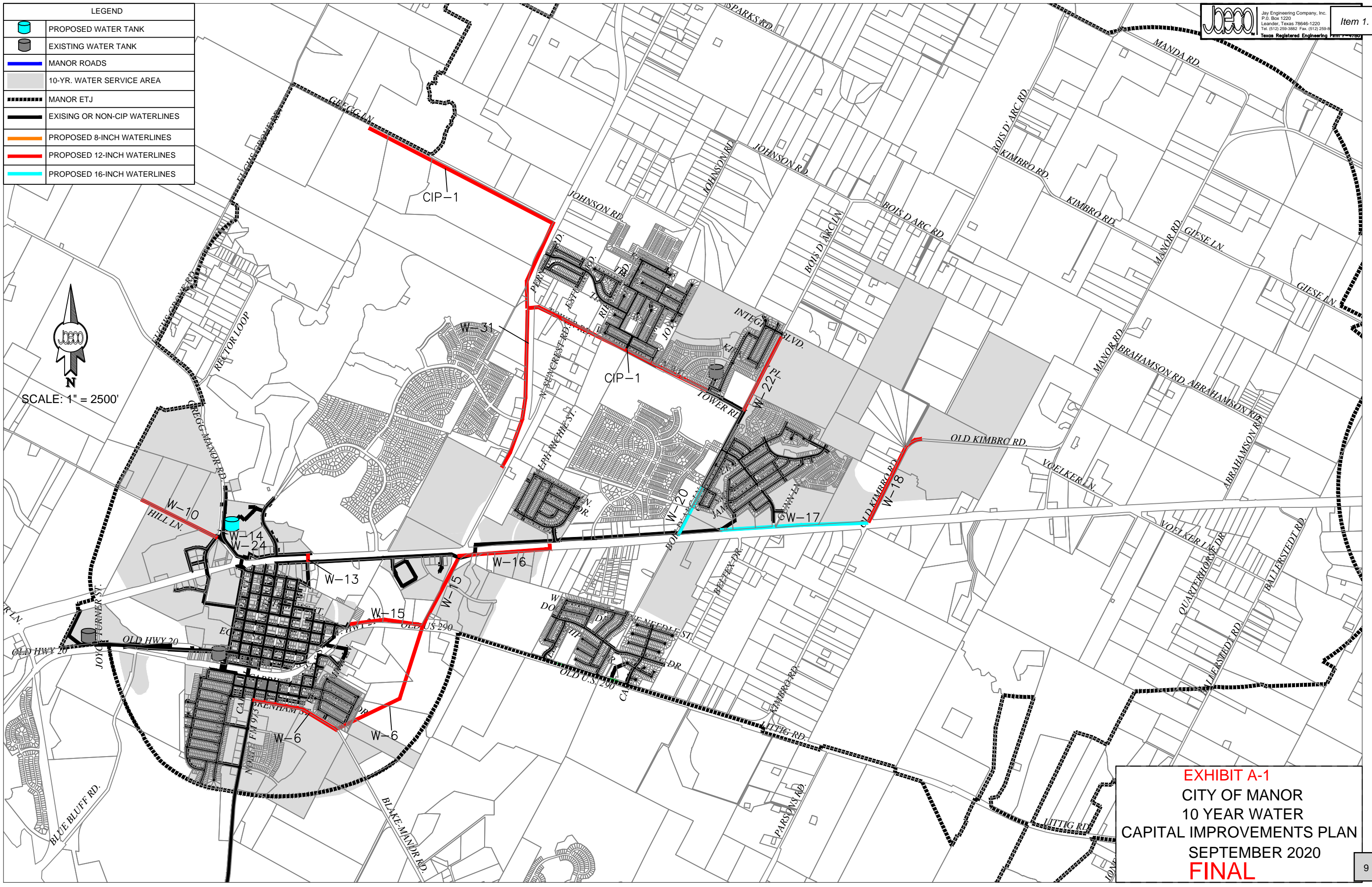
Map Updated: September 2020


SCALE IN FEET

8



LEGEND	
	PROPOSED WATER TANK
	EXISTING WATER TANK
	MANOR ROADS
	10-YR. WATER SERVICE AREA
	MANOR ETJ
	EXISTING OR NON-CIP WATERLINES
	PROPOSED 8-INCH WATERLINES
	PROPOSED 12-INCH WATERLINES
	PROPOSED 16-INCH WATERLINES



  
 SCALE: 1" = 2500'

**EXHIBIT A-1**  
 CITY OF MANOR  
 10 YEAR WATER  
 CAPITAL IMPROVEMENTS PLAN  
 SEPTEMBER 2020  
**FINAL**

EXHIBIT A-2  
CITY OF MANOR WATER IMPROVEMENTS  
10-YEAR CAPITAL IMPROVEMENTS PLAN  
SEPTEMBER 2020

The following projects have been identified as required to serve new growth within the service area, in accordance with approved land use assumptions and as part of the 10-year Capital Improvements Plan

Project No.	Year	Description	Size	Unit	Length (ft)	Construction Cost (2020 Dollars)	Annual Interest	Period (yr)	Construction Cost (adjusted for Inflation @ 5% per annum)	Soft Costs	Contingency (10% + 1% per annum)	Financing Cost (5% over 20 Years)	Total Project Costs	Detailed Description
W-6	2021	Blake Manor Road Water Line	12	inch	3,200	\$ 268,800.00	0.050	20	\$ 322,560.00	\$ 48,400.00	\$ 48,200.00	\$ 253,529.66	\$ 673,000.00	Transmission main from downtown along Blake Manor Road to future FM 973. Includes replacing 400 LF of 6" pipe in Downtown Plant
W-10	2020	Hill Lane Water Line	12	inch	3,450	\$ 289,800.00	0.050	20	\$ 333,270.00	\$ 50,000.00	\$ 46,000.00	\$ 259,644.71	\$ 689,000.00	Water Distribution main along Hill Lane to serve new growth
W-13	2025	US 290 Crossing at Golf Course	12	inch	250	\$ 100,000.00	0.050	20	\$ 140,000.00	\$ 21,000.00	\$ 27,400.00	\$ 113,954.07	\$ 302,000.00	Connect 12" water lines on north and south sides of US 290
W-14	2021	Gregg Manor Road Water Supply - Ground Storage Tank and Pumps	250,000	gallon		\$ 2,000,000.00	0.050	20	\$ 2,400,000.00	\$ 360,000.00	\$ 358,800.00	\$ 1,886,411.62	\$ 5,005,000.00	250,000 gal Ground Storage Tank and 1,400 gpm expandable pump station for wholesale water supply connection
W-15	2021	FM 973 Water Line	12	inch	4000	\$ 336,000.00	0.050	20	\$ 403,200.00	\$ 60,500.00	\$ 60,300.00	\$ 316,942.31	\$ 841,000.00	Transmission main from US 290 to serve new growth on the east and west sides of FM 973
W-16	2021	US 290 Water Line	12	inch	2900	\$ 243,600.00	0.050	20	\$ 292,320.00	\$ 43,800.00	\$ 43,700.00	\$ 229,734.79	\$ 610,000.00	Parallel 12" waterline to increase US 290 capacity
W-17	2020	US 290 Water Line	16	inch	4400	\$ 540,000.00	0.050	20	\$ 621,000.00	\$ 93,200.00	\$ 85,700.00	\$ 483,820.91	\$ 1,284,000.00	Extend transmission main from Presidential Glen to Old Kimbro Road
W-18	2020	Old Kimbro Road Water Line	12	inch	3000	\$ 474,000.00	0.050	20	\$ 545,100.00	\$ 81,800.00	\$ 75,200.00	\$ 424,666.41	\$ 1,127,000.00	Transmission main to serve new growth north of US 290
W-20	2025	Bois D'Arc Lane Water Line	16	inch	2700	\$ 302,400.00	0.050	20	\$ 423,360.00	\$ 63,500.00	\$ 82,800.00	\$ 344,559.84	\$ 914,000.00	Transmission main to improve delivery of water from East EST
W-22	2025	Bois D'Arc Lane Water Line	12	inch	2500	\$ 210,000.00	0.050	20	\$ 294,000.00	\$ 44,100.00	\$ 57,500.00	\$ 239,279.35	\$ 635,000.00	Transmission main to serve new growth north of Tower Rd
W-24	2025	Gregg Manor Road Pump Improvements	1200	gpm		\$ 200,000.00	0.050	20	\$ 280,000.00	\$ 42,000.00	\$ 54,700.00	\$ 227,847.65	\$ 605,000.00	Increase Pump Capacity (and contracted supply) at wholesale water connection
W-31	2021	FM 973 Water Line	12	inch	5200	\$ 436,800.00	0.050	20	\$ 524,160.00	\$ 78,600.00	\$ 78,400.00	\$ 412,000.81	\$ 1,093,000.00	Transmission main along FM 973 from Tower Road to Canopy Lane to serve new growth.
Water CIP-1	2020	Gregg Lane to Tower Road Waterline	12	inch	3400	\$ 1,560,000.00	0.050	20	\$ 1,794,000.00	\$ 269,100.00	\$ 247,600.00	\$ 1,397,630.92	\$ 3,708,000.00	Transmission main from Manville WSC Booster Station to East Elevated Storage Tank
Water CIP-2	2017	AMR Water Meters				\$ 300,000.00	0.05	20	\$ 300,000.00	\$ 45,000.00	\$ 31,100.00	\$ 227,484.74	\$ 604,000.00	1350 Meter bodies and AMR registers, 810 replacement meter box lids, software, two vehicle transmitter units, two laptops.
Water CIP-3	2018	AMR Water Meters				\$ 400,000.00	0.05	20	\$ 420,000.00	\$ 63,000.00	\$ 48,300.00	\$ 321,357.73	\$ 853,000.00	1350 Meter bodies and AMR registers, 810 replacement meter box lids, software, two vehicle transmitter units, two laptops.
												<b>Total</b>	<b>\$ 18,943,000.00</b>	

Notes:  
Water LUEs are defined as requiring 451 gallons of water per day per single family residence as determined in the the City of Manor Water Master Plan.



LEGEND	
<span style="border: 1px solid red; padding: 2px;">LS</span>	PROPOSED LIFT STATION/LIFT STATION EXPANSION
<span style="color: green;">●</span>	WWTP
<span style="border-bottom: 2px solid blue; width: 20px; display: inline-block;"></span>	MANOR ROADS
<span style="background-color: lightgray; width: 20px; height: 10px; display: inline-block;"></span>	10-YR. WASTEWATER SERVICE AREA
<span style="border-bottom: 2px dashed black; width: 20px; display: inline-block;"></span>	MANOR ETJ
<span style="border-bottom: 2px solid black; width: 20px; display: inline-block;"></span>	EXISTING WASTEWATER LINES
<span style="border-bottom: 2px solid red; width: 20px; display: inline-block;"></span>	PROPOSED GRAVITY MAIN
<span style="border-bottom: 2px solid orange; width: 20px; display: inline-block;"></span>	PROPOSED FORCE MAIN
<span style="background-color: lightblue; width: 20px; height: 10px; display: inline-block;"></span>	FLOODPLAIN

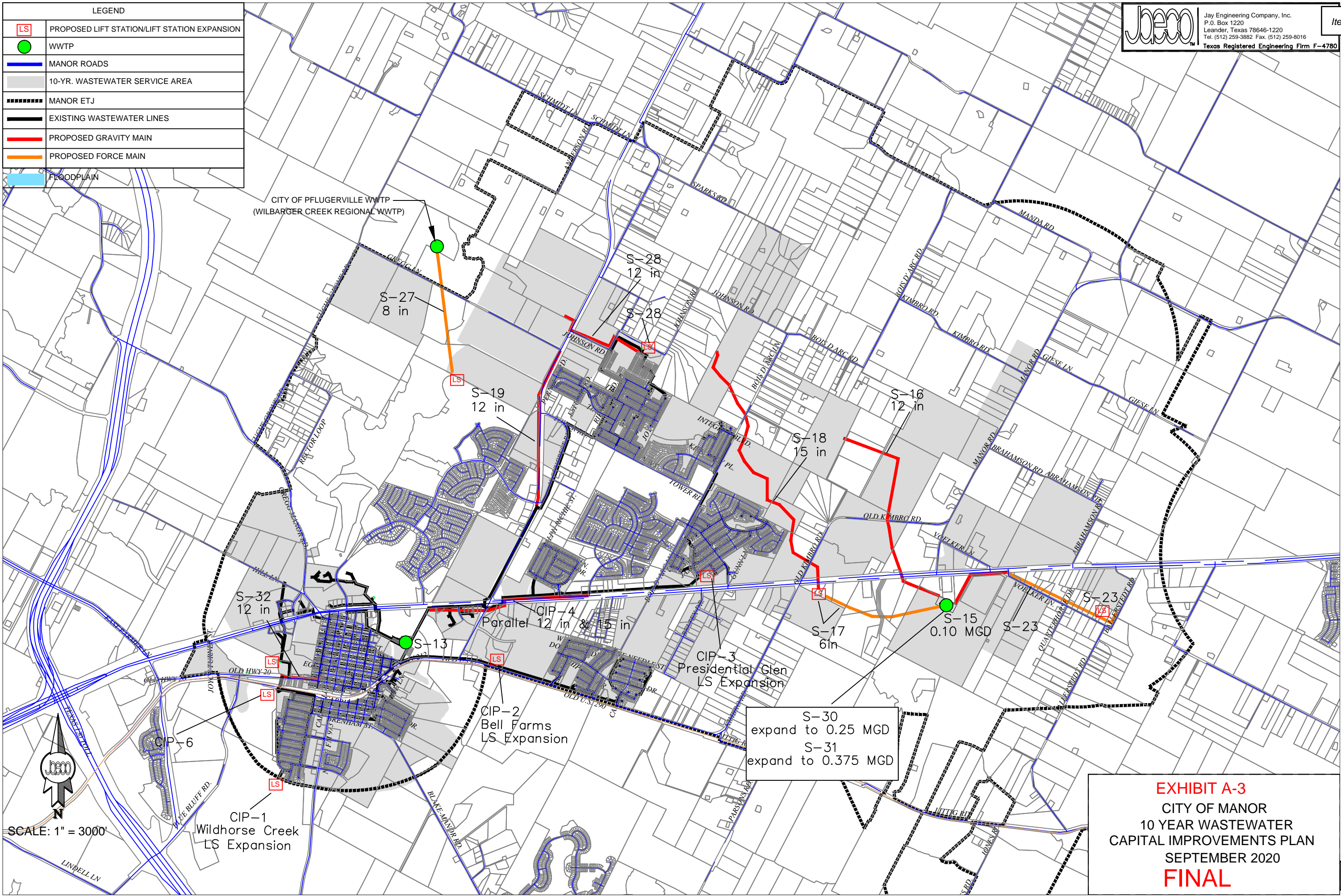




EXHIBIT A-4  
CITY OF MANOR WASTEWATER IMPROVEMENTS  
10-YEAR CAPITAL IMPROVEMENTS PLAN  
SEPTEMBER 2020

The following projects have been identified as required to serve new growth within the service area, in accordance with approved land use assumptions and as part of the 10-year Capital Improvements Plan

Project No.	Year	Description	Construction Cost (2019 Dollars)	Interest	Period (months)	Payment	Total Payment	Size	Length	Construction Cost (adjusted for inflation @ 5% per annum)	Soft Costs	Contingency (10% + 1% per annum)	Financing Cost (5.1% over 20 Years)	Total Project Costs	Detailed Description
S-13	2020	Addl. Wilbarger WWTP Capacity	\$ 16,825,000.00	0.00425	240	\$ 145,667.98	\$ 34,960,314.38	1.33 MGD		\$ 19,348,750.00	\$ 2,140,000.00	\$ 400,000.00	\$ 13,071,564.38	\$ 34,960,000.00	New Treatment Plant Capacity to Serve Addl Growth
S-15	2021	Cottonwood WWTP, Phase 1, 0.20 MGD	\$ 4,191,000.00	0.00425	240	\$ 40,812.65	\$ 9,795,037.18	0.20 MGD		\$ 5,029,200.00	\$ 398,000.00	\$ 705,500.00	\$ 3,662,337.18	\$ 9,795,000.00	Build plant at Regional Site, road and electrical improvements add \$500,000
S-16	2021	East Cottonwood Gravity Line	\$ 750,000.00	0.00425	240	\$ 6,788.02	\$ 1,629,125.49	12"	3,200	\$ 900,000.00	\$ 51,000.00	\$ 69,000.00	\$ 609,125.49	\$ 1,629,000.00	Extend East Cottonwood gravity ww to Regional Site, sized for 10-year capacity
S-17	2021	West Cottonwood LS and FM	\$ 849,000.00	0.00425	240	\$ 7,631.87	\$ 1,831,648.15	6" FM and 350 gpm LS	3,700	\$ 1,018,800.00	\$ 79,000.00	\$ 49,000.00	\$ 684,848.15	\$ 1,832,000.00	Extend 27" and 30" gravity ww from confluence with East Cottonwood to US 290, ultimate capacity
S-18	2022	West Cottonwood Gravity Line, Phase 2	\$ 464,000.00	0.00425	240	\$ 4,591.90	\$ 1,102,055.48	15"	8,200	\$ 580,000.00	\$ 64,000.00	\$ 46,000.00	\$ 412,055.48	\$ 1,102,000.00	Serves West Cottonwood Sub-Basin up to Bois D'Arc Ln, 21" and 24" gravity ww sized for ultimate capacity
S-19	2021	FM 973 Gravity Wastewater Line	\$ 591,600.00	0.00425	240	\$ 6,139.30	\$ 1,473,432.21	12"	5,800	\$ 709,920.00	\$ 106,500.00	\$ 106,100.00	\$ 550,912.21	\$ 1,473,000.00	Serves FM 973 Corridor up to Wilbarger Basin divide (approx. Gregg Ln)
S-23	2024	Willow Lift Station and Force Main	\$ 466,320.00	0.00425	240	\$ 5,588.35	\$ 1,341,204.72	200 gpm		\$ 629,532.00	\$ 94,400.00	\$ 115,800.00	\$ 501,472.72	\$ 1,341,000.00	Lift Station and Force Main to serve 220 LUEs in Willow Basin along US 290. 10-Yr ADF approx. 60,000 gpd, PWWF approx 200 gpm
S-27	2026	Wilbarger Lift Station and Force Main to CoP WWTP	\$ 700,000.00	0.00425	240	\$ 9,166.49	\$ 2,199,958.29	8"	5,100	\$ 1,015,000.00	\$ 152,300.00	\$ 210,100.00	\$ 822,558.29	\$ 2,200,000.00	Lift Station and Force Main to serve area north of Shadowglen in Wilbarger Basin
S-28	2018	High School gravity line to Stonewater Lift Station; Stonewater Lift Station Upgrades	\$ 26,271.96	0.00425	240	\$ 202.10	\$ 48,503.92	12"	3,100	\$ 26,271.96	\$ 4,096.48	\$ -	\$ 18,135.48	\$ 49,000.00	Gravity main to serve new high school; upgrades to existing Stonewater Lift Station.
S-30	2022	Expand Cottonwood WWTP to 0.40 MGD Capacity	\$ 2,000,000.00	0.00425	240	\$ 21,811.51	\$ 5,234,763.54	0.40 MGD		\$ 2,500,000.00	\$ 375,000.00	\$ 402,500.00	\$ 1,957,263.54	\$ 5,235,000.00	New Treatment Plant Capacity to Serve Addl Growth
S-31	2025	Expand Cottonwood WWTP to 0.50 MGD Capacity	\$ 2,500,000.00	0.00425	240	\$ 31,340.04	\$ 7,521,608.52	0.50 MGD		\$ 3,500,000.00	\$ 525,000.00	\$ 684,300.00	\$ 2,812,308.52	\$ 7,522,000.00	New Treatment Plant Capacity to Serve Addl Growth
S-32	2021	Bastrop-Parsons WW Improvements	\$ 390,000.00	0.00425	240	\$ 4,047.53	\$ 971,406.01	12"		\$ 468,000.00	\$ 70,200.00	\$ 70,000.00	\$ 363,206.01	\$ 971,000.00	Replacement of existing wastewater line in Bastrop and Parsons; to correct current capacity issues and serve additional growth
CIP-1	2021	Wildhorse Creek Lift Station Expansion	\$ 750,000.00	0.00425	240	\$ 7,520.06	\$ 1,804,815.50	1,075 gpm, 2nd WW		\$ 900,000.00	\$ 135,000.00	\$ 95,000.00	\$ 75,900.00	\$ 1,206,000.00	Change in discharge point increased Phase 1 capacity from 440 to 1026 LUEs, currently at about 706 LUEs. Will need to expand LS when Lagos develops to ultimate 1586 LUE capacity.
CIP-2	2021	Bell Farms Lift Station Expansion	\$ 300,000.00	0.00425	240	\$ 2,894.89	\$ 694,774.11	1,400 gpm, 2nd WW		\$ 360,000.00	\$ 45,000.00	\$ 30,000.00	\$ 259,774.11	\$ 695,000.00	Presently at approximately 730 LUES. Current phase 1 capacity is 1264 LUES. Ultimate Capacity at phase 2 is 2172.
CIP-3	2021	Presidential Glen Lift Station Expansion	\$ 300,000.00	0.00425	240	\$ 2,894.89	\$ 694,774.11	2,275 gpm, 2nd WW		\$ 360,000.00	\$ 45,000.00	\$ 30,000.00	\$ 259,774.11	\$ 695,000.00	Presently at approximately 1281 LUES. Actual phase 1 capacity with current wastewater flows is in excess of 1500 LUES. Ultimate Capacity at phase 2 is 3517.
CIP-4	2022	US 290 WW Line Expansion	\$ 603,378.00	0.00425	240	\$ 6,579.87	\$ 1,579,169.64	12" & 15"	2,760	\$ 754,222.50	\$ 113,100.00	\$ 121,400.00	\$ 590,447.14	\$ 1,579,000.00	Presently at approximately 264 PG+308 SW = 572 LUEs out of 1800 LUE capacity, expansion will double capacity.
CIP-6	2020	Travis County Rural Center Lift Station, force main	\$ 1,931,000.00	0.00425	240	\$ 16,288.93	\$ 3,909,342.17	500 gpm	500	\$ 2,220,650.00	\$ 127,000.00	\$ 100,000.00	\$ 1,461,692.17	\$ 3,909,000.00	Lift Station and Force Main from Rural Center to existing wastewater line
													<b>Total:</b>	<b>\$ 76,193,000.00</b>	

Notes:  
Wastewater LUEs are defined as producing 275 gallons of wastewater per day per single family residence as determined in the the City of Manor Wastewater Master Plan.



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** November 4, 2020  
**PREPARED BY:** Lluvia T. Almaraz, City Secretary  
**DEPARTMENT:** Administration

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action to approve the City Council Minutes of the October 21, 2020, Regular Session and Joint Meeting with Planning and Zoning Commission.

**BACKGROUND/SUMMARY:**

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

- October 21, 2020, Regular Session and Joint Meeting with Planning and Zoning Commission Minutes

**STAFF RECOMMENDATION:**

It is the City Staff's recommendation that the City Council approve the City Council Minutes of the October 21, 2020, Regular Session and Joint Meeting with Planning and Zoning Commission.

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



**CITY COUNCIL REGULAR SESSION  
AND  
JOINT MEETING WITH PLANNING AND ZONING COMMISSION  
MINUTES  
OCTOBER 21, 2020**

The meeting was live streamed on Manor Facebook Live beginning at 7:00 p.m.  
<https://www.facebook.com/cityofmanor/>

**PRESENT:**

Dr. Larry Wallace Jr., Mayor

**COUNCIL MEMBERS:**

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

**P&Z COMMISSION MEMBERS:**

- Philip Tryon, Chairperson, Place 3
- Julie Leonard, Vice-Chair, Place 1
- Jacob Hammersmith, Place 2
- Isaac Rowe, Place 4
- Ruben Cardona, Place 5 (Absent)
- Cecil Meyer, Place 6
- LaKesha Small, Place 7

**CITY STAFF:**

- Thomas Bolt, City Manager
- Lluvia T. Almaraz, City Secretary
- Ryan Phipps, Chief of Police
- Mike Tuley, Director of Public Works
- Heath Ferguson, IT Manager
- Paige Saenz, City Attorney
- Daniel Sanchez, Manor Police Officer

**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 Jr. at 7:05 p.m. on Wednesday, October 21, 2020, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**PLEDGE OF ALLEGIANCE**

At the direction of Mayor Wallace Jr., P&Z Chair Tryon led the Pledge of Allegiance.

**PUBLIC COMMENTS**

No one appeared to speak at this time.

**CALLED PLANNING AND ZONING COMMISSION MEETING SPECIAL SESSION**

With a quorum of the Planning and Zoning Commission Members present, the special session of the Manor P&Z Commission was called to order by Mayor Wallace Jr. at 7:05 p.m. on Wednesday, October 21, 2020, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

Mayor Wallace Jr. adjourned the joint session of the Manor City Council and Planning and Zoning Commission into Executive Session at 7:08 p.m. on Wednesday, October 21, 2020, in accordance with the requirements of the Open Meetings Law.

**EXECUTIVE SESSION**

The Manor City Council convene into a joint executive session together with the Planning and Zoning Commission pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in *Section 551.071 Consultation with Attorney and Section 1.05, Texas Disciplinary Rules of Professional Conduct - Regarding pending litigation, specifically Civil Action No. 1:20-cv-1017, Manor RV Park, LLC v. City of Manor, et al pending in the United States District Court Western District of Texas Austin Division at 7:08 p.m. on Wednesday, October 21, 2020.*

The joint Executive Session was adjourned at 7:57 p.m. on Wednesday, October 21, 2020.

**OPEN SESSION**

The City Council together with the Planning and Zoning Commission 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 7:57 p.m. on Wednesday, October 21, 2020.

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

There was no action taken.

## **ADJOURNMENT**

The Joint Session of the Manor City Council and Planning and Zoning Commission Adjourned at 7:57 p.m. on Wednesday, October 21, 2020.

## **CONTINUATION OF REGULAR MEETING OF CITY COUNCIL**

With a quorum of the Council Members present, the regular session of the Manor City Council was called to order by Mayor Wallace Jr. at 7:58 p.m. on Wednesday, October 21, 2020, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

Mayor Wallace Jr. adjourned the regular session of the Manor City Council into Executive Session at 7:58 p.m. on Wednesday, October 21, 2020, 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 551.071 Consultation with Attorney - Regarding subdivision fees* at 7:58 p.m. on Wednesday, October 21, 2020.

The Executive Session was adjourned at 8:30 p.m. on Wednesday, October 21, 2020.

## **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 8:30 p.m. on Wednesday, October 21, 2020.

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

There was no action taken.

## **REPORTS**

*Reports about item of community interest on which no action was taken.*

### **A. Youth Justice Action Month Report**

Mayor Wallace Jr. discussed the Youth Justice Action Program.

## B. Economic Development Report - CAYSA

Mayor Wallace Jr. discussed the potential partnership with the City of Manor and the Central Austin Youth Soccer Association (CAYSA).

### PUBLIC HEARINGS

- 1. Conduct a public hearing upon a rezoning request for 24.81 acres, more or less, out of the Sumner Bacon Survey No. 62, Travis County, Texas, and being located at 9910 Hill Lane, Manor, TX from Light Commercial (C-1) to Multi-Family 15 (MF-1).  
*Applicant: Kimley-Horn & Associates; Owner: 9 Sunny Partners, LP***

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

Mayor Wallace Jr. opened the public hearing.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Mayor Pro Tem Hill, to close the Public Hearing.

Mayor Wallace Jr. open the floor for any questions to the motion.

There was no further discussion.

**Motion to close carried 4-0**

- 2. Conduct a public hearing upon a Concept Plan for Presidential Glen Commercial Subdivision, three (3) lots on 5.4 acres, more or less, and being located at 13600 US Hwy 290 E., Manor, TX. *Applicant: Kimley-Horn & Associates; Owner: West Elgin Development Corporation***

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

Mayor Wallace Jr. opened the public hearing.

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

Mayor Wallace Jr. open the floor for any questions to the motion.

There was no discussion.

**Motion to close carried 4-0**

## CONSENT AGENDA

3. **Consideration, discussion, and possible action to approve the City Council Minutes of the October 7, 2020, Regular Meeting.**
4. **Consideration, discussion, and possible action on the acceptance of the September 2020 Departmental Reports.**
  - **Police – Ryan Phipps, Chief of Police**
  - **Development Services – Scott Dunlop, Asst. Dev. Services Director**
  - **Community Development – Debbie Charbonneau, Community Dev. Manager**
  - **Municipal Court – Sarah Friberg, Court Clerk**
  - **Public Works – Michael Tuley, Director of Public Works**
  - **Finance – Lydia Collins, Director of Finance**

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Mayor Pro Tem Hill to approve and adopt all items on the Consent Agenda.

Mayor Wallace Jr. open the floor for any questions to the motion.

The discussion was held regarding additional reports to be added for the month of November.

There was no further discussion.

**Motion to approve carried 4-0**

## REGULAR AGENDA

5. **Consideration, discussion, and possible action on an engagement letter for litigation legal services.**

The City staff recommended that the City Council approve an engagement letter for litigation legal services.

City Attorney Saenz discussed the engagement letter for litigation legal services with Russell Rodriguez Hyde Bullock, LLP.

**MOTION:** Upon a motion made by Mayor Pro Tem Hill and seconded by Council Member Amezcua, to approve an engagement letter for litigation legal services.

Mayor Wallace Jr. open the floor for any questions to the motion.

There was no further discussion.

**Motion to approve carried 4-0**



**6. Consideration, discussion, and possible action on the Second Amendment to Development Agreement (Manor Heights).**

The City staff recommended that the City Council approve the Second Amendment to Development Agreement (Manor Heights).

City Manager Bolt discussed the Second Amendment to Development Agreement for Manor Heights.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Mayor Pro Tem Hill, to approve the Second Amendment to Development Agreement (Manor Heights).

Mayor Wallace Jr. open the floor for any questions to the motion.

There was no further discussion.

**Motion to approve carried 4-0**

**7. Consideration, discussion and possible action on an ordinance rezoning 24.81 acres, more or less, out of the Sumner Bacon Survey No. 62, Travis County, Texas, and being located at 9910 Hill Lane, Manor, TX from Light Commercial (C-1) to Multi-Family 15 (MF-1). Applicant: Kimley-Horn & Associates; Owner: 9 Sunny Partners, LP**

The City staff recommended that the City Council approve the first reading of an ordinance rezoning request for 24.81 acres, more or less, out of the Sumner Bacon Survey No. 62, Travis County, Texas, and being located at 9910 Hill Lane, Manor, Texas, from Light Commercial (C-1) to Multi-Family 15 (MF-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 Multi-Family 15 (MF-1); Making Findings of Fact; and Providing for Related Matters.

**MOTION:** Upon a motion made by Mayor Pro Tem Hill and seconded by Council Member Dr. Harvey, to approve the first reading of an ordinance rezoning request for 24.81 acres, more or less, out of the Sumner Bacon Survey No. 62, Travis County, Texas, and being located at 9910 Hill Lane, Manor, Texas, from Light Commercial (C-1) to Multi-Family 15 (MF-1).

Mayor Wallace Jr. open the floor for any questions to the motion.

There was no further discussion.

**Motion to approve carried 4-0**

**8. Consideration, discussion, and possible action upon a Concept Plan for Presidential Glen Commercial Subdivision, three (3) lots on 5.4 acres, more or less, and being located at 13600 US Hwy 290 E., Manor, TX. Applicant: Kimley-Horn & Associates; Owner: West Elgin Development Corporation**

The City staff recommended that the City Council approve a Concept Plan for Presidential Glen Commercial Subdivision, three (3) lots on 5.4 acres, more or less, and being located at 13600 US Hwy 290 E., Manor, Texas.

**MOTION:** Upon a motion made by Council Member Dr. Harvey and seconded by Mayor Pro Tem Hill, to approve a Concept Plan for Presidential Glen Commercial Subdivision, three (3) lots on 5.4 acres, more or less, and being located at 13600 US Hwy 290 E., Manor, Texas.

Mayor Wallace Jr. open the floor for any questions to the motion.

There was no further discussion.

**Motion to approve carried 4-0**

**9. Consideration, discussion, and possible action to waive Chapter 10, Exhibit A, Article II, Section 22(d)(1)(i) to waive payment of all applicable application fees for Shadowview Commercial Section 3 Preliminary Plans project number 2020-P-1271-PP. Applicant: Kimley-Horn & Associates; Owner: Shadowglenn Development Corporation.**

City Manager Bolt discussed the waiver request from the developer.

**MOTION:** Upon a motion made by Mayor Pro Tem Hill and seconded by Council Member Amezcua, to deny the waiver request fee of \$1,890.

Mayor Wallace Jr. open the floor for any questions to the motion.

There was no further discussion.

**Motion to deny carried 4-0**

**10. Consideration, discussion, and possible action to approve the Purchase Contract with Chau Dinh and Anh Kim Pham for a wastewater easement with temporary construction easement. Submitted by: Samuel D. Kiger, P.E., City Engineer**

The City staff recommended that the City Council approve the Purchase Contract with Chau Dinh and Anh Kim Pham for a wastewater easement with temporary construction easement.

**MOTION:** Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Amezcua, to approve the Purchase Contract with Chau Dinh and Anh Kim Pham for a wastewater easement with temporary construction easement.

Mayor Wallace Jr. open the floor for any questions to the motion.

There was no discussion.

**Motion to approve carried 4-0**

**11. Consideration, discussion, and possible action to approve the Purchase Contract with John Gebauer Jr. and Patricia A. Gebauer for a special warranty deed with temporary construction easement. Submitted by: Samuel D. Kiger, P.E., City Engineer**

The City staff recommended that the City approve the Purchase Contract with John Gebauer Jr. and Patricia A. Gebauer for a special warranty deed with temporary construction easement.

**MOTION:** Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Amezcua to approve the Purchase Contract with John Gebauer Jr. and Patricia A. Gebauer for a special warranty deed with temporary construction easement.

Mayor Wallace Jr. open the floor for any questions to the motion.

There was no discussion.

**Motion to approve carried 4-0**

**12. Consideration, discussion, and possible action on the appointment of a Chairperson to the Public Safety Committee.**

The City staff recommended that the City Council appoint a Chairperson to the Public Safety Committee to serve a one-year term.

Mayor Wallace Jr. opened the floor for nominations.

Council Member Dr. Harvey nominated Chief Ryan Phipps.

**MOTION:** Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Amezcua to appoint Chief Ryan Phipps as Chairperson to the Public Safety Committee to serve a one-year term.

Mayor Wallace Jr. open the floor for any questions to the motion.

There was no discussion.

**Motion to approve carried 4-0**

**13. Consideration, discussion, and possible action on a Resolution in support of the National League of Cities City Innovation Ecosystem (CIE) Program.**

The City staff recommended that the City Council approve Resolution No. 2020-12 in support of the National League of Cities City Innovation Ecosystem (CIE) Program.

Mayor Wallace Jr. discussed the City's support to the National League of Cities CIE Program.

Resolution No. 2020-12: A Resolution of The City Council of The City of Manor, Texas, in Support of The National League of Cities City Innovation Ecosystem (CIE) Program.

**MOTION:** Upon a motion made by Mayor Pro Tem Hill and seconded by Council Member Amezcua, to approve Resolution No. 2020-12 in support of the National League of Cities City Innovation Ecosystem (CIE) Program.

Mayor Wallace Jr. open the floor for any questions to the motion.

The discussion was held regarding the city's commitment to the program.

There was no further discussion.

**Motion to approve carried 4-0**

**14. Consideration, discussion, and possible action on a Resolution in support of Cities United violent prevention efforts.**

The City staff recommended that the City Council adopt and approve Resolution No. 2020-13 supporting Cities United violent prevention efforts.

Mayor Wallace Jr. discussed the City's support to Cities United program.

Resolution No. 2020-13: A Resolution of The City Council of The City of Manor, Texas, in Support of the Cities United Violent Prevention Efforts.

**MOTION:** Upon a motion made by Mayor Pro Tem Hill and seconded by Council Member Amezcua, to adopt and approve Resolution No. 2020-13 supporting Cities United violent prevention efforts.

Mayor Wallace Jr. open the floor for any questions to the motion.

The discussion was held regarding the mission and support to the program and liaison appointment.

Mayor Pro Tem Hill amended her motion to the following.

**MOTION:** Upon a motion made by Mayor Pro Tem Hill seconded by Council Member Amezcua, to adopt and approve Resolution No. 2020-13 supporting Cities United violent prevention efforts and include the appointment of Program Liaison to Council Member Dr. Harvey for 2021.

There was no further discussion.

**Motion to approve carried 4-0**

**15. Consideration, discussion, and possible action on the appointment(s) of a City Council Member and/or City staff member to serve as the City of Manor Board Liaison to the Manor Chamber of Commerce.**

Mayor Wallace Jr. discussed the appointment of a City Council Member and/or City staff member to serve as the City of Manor Board Liaison to the Manor Chamber of Commerce.

City Manager Bolt recommended for City Council to postpone appointment until after the Chamber Election. He stated that a city staff member had submitted her application to serve on the board.

The discussion was held regarding a deadline to submit the board liaison to the Chambers.

City Manager Bolt volunteered to be appointed for a one-year term.

**MOTION:** Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Amezcua, to appoint City Manager Thomas Bolt to serve as the City of Manor Board Liaison to the Manor Chamber of Commerce for a one-year term.

Mayor Wallace Jr. open the floor for any questions to the motion.

The discussion was held regarding the commitment and communication the board liaison would have between the Chambers and City Council.

There was no further discussion.

**Motion to approve carried 4-0**

**ADJOURNMENT**

The Regular Session of the Manor City Council Adjourned at 9:17 p.m. on Wednesday, October 21, 2020.

These minutes approved by the Manor City Council on the 4<sup>th</sup> day of November 2020.

**APPROVED:**

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

**ATTEST:**

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

Draft Minutes

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



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** November 4, 2020  
**PREPARED BY:** Scott Dunlop, Assistant Development Services Director  
**DEPARTMENT:** Development Services

### AGENDA ITEM DESCRIPTION:

Consideration, discussion and possible action on an ordinance rezoning 24.81 acres, more or less, out of the Sumner Bacon Survey No. 62, Travis County, Texas, and being located at 9910 Hill Lane, Manor, TX from Light Commercial (C-1) to Multi-Family 15 (MF-1).

*Applicant: Kimley-Horn & Associates*

*Owner: 9 Sunny Partners, LP*

### BACKGROUND/SUMMARY:

This property is located mid-way along Hill Lane and is the last property on that road in the city limits. Past this property is Austin's ETJ and Manor Downs. This property is currently zoned C-1 Light Commercial but due to its location there is likely to be very little pass-by traffic to support the retail uses permitted in C-1, so destination or residential uses are more suitable.

The Planning and Zoning Commission voted 4-1 to recommend approval.

The first reading was approved at the October 21, 2020, Council meeting.

**LEGAL REVIEW:** Not Applicable

**FISCAL IMPACT:** Not Applicable

**PRESENTATION:** No

**ATTACHMENTS:** Yes

- Ordinance No. 588
- Letter of Intent
- Rezoning Map
- Thoroughfare Plan of area

### STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve the second and final reading of Ordinance No. 588 rezoning request for 24.81 acres, more or less, out of the Sumner Bacon Survey No. 62, Travis County, Texas, and being located at 9910 Hill Lane, Manor, TX from Light Commercial (C-1) to Multi-Family 15 (MF-1).

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





**ORDINANCE NO. 588**

**AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM LIGHT COMMERCIAL (C-1) TO MULTI-FAMILY 15 (MF-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 Multi-Family 15 (MF-1) with the condition that no more than twenty-five percent of the total dwelling units shall be or designed for use as affordable housing. The Property is accordingly hereby rezoned to Multi-Family 15 (MF-1) with the condition set forth herein.

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

**ORDINANCE NO. 588**

**PASSED AND APPROVED FIRST READING** on this the 21<sup>st</sup> day of October 2020.

**PASSED AND APPROVED SECOND AND FINAL READING** on this the 4<sup>th</sup> day of November 2020.

**THE CITY OF MANOR, TEXAS**

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

**ATTEST:**

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

**EXHIBIT "A"**

Property Address:  
9910 Hill Lane, Manor, Texas 78653

## Property Legal Description:

Field notes for 24.811 acres, more or less, of land out of the Sumner Bacon Survey No. 62, Travis County, Texas, called 24.81 acres by deed to Fred Akers recorded in Document No. 2004002724, Travis County Official Public Records, said 24.811 acres being described by metes and bounds as follows:

## Metes and Bounds:

BEGINNING at a ½" steel pin found at a fence corner at the northwest corner of said 24.81, also the northwest corner of a 25.08 acre tract conveyed to Manor Downs by deed recorded in Volume 10884, Page 862, Travis County Deed Records, also the southwest corner of a 65.00 acre tract conveyed to Manor I.S.D. by deed recorded in Document No. 200144922, Travis County Official Public Records, for the northwest corner thereof;

THENCE with the south line of said 65.00 acres and the north line of said 24.81 acres, generally following a fence, these 2 courses:

1. S69° 02' 19" E 808.00 feet to a ½" steel pin found for angle point,
2. S67° 28' 33" E 11.21 feet to a ½" steel pin found 1.8 feet west of a side fence, at the northwest corner of a 24.783 acre tract conveyed to John McCarthy by deed recorded in Volume 13327, Page 702, Travis County Deed Records and the northeast corner of said 24.81 acres, for the northeast corner thereof;

THENCE S30° 15' 00" W 1393.05 feet with the west line of said 24.783 acres and the east line of said 24.81 acres, generally following a fence, to a ½" steel pin near the end of the fence, in the north ROW line of Hill Lane, for the southeast corner thereof;

THENCE with the north ROW line of Hill Lane the following 2 courses:

1. N56° 47' 09" W 2.46 feet to a ½" steel pin found for an angle point,
2. N60° 04' 35" W 815.50 feet to a ½" steel pin found near the end of a fence, at the southeast corner of said 25.08 acres and the southwest corner of said 24.81 acres, for the southwest corner thereof;

THENCE N30° 40' 37" E 1265.65 feet with the east line of said 25.08 acres and the west line of said 24.81 acres, generally following a fence, to the POINT OF BEGINNING, containing 24.811 acres of land, more or less.

September 11, 2020

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

**Re: Manor Downs Rezoning  
Rezoning – Letter of Intent  
9910 Hill Lane  
Manor, Texas 78653**

To Whom It May Concern:

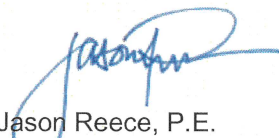
Please accept this Summary Letter for the above referenced project. The proposed Manor Downs development is located at 9910 Hill Lane, Manor, Texas, Travis County. The existing property is comprised of two individual tracts that encompasses approximately 24.811 acres of undeveloped property. The larger tract fronts the north side of Hill Lane and the small tract lies entirely within the larger tract. Both are located at the western boundary of the City's Limits.

The proposed development intends to construct multi-family housing. The two tracts are currently zoned C-1 and after discussions with City of Manor staff, rezoning to a MF-1 zoning would be supported as the current vehicular traffic makes it difficult to support a C-1 zoning and the planned classification of Hill Lane would only allow it to be a primary collector roadway.

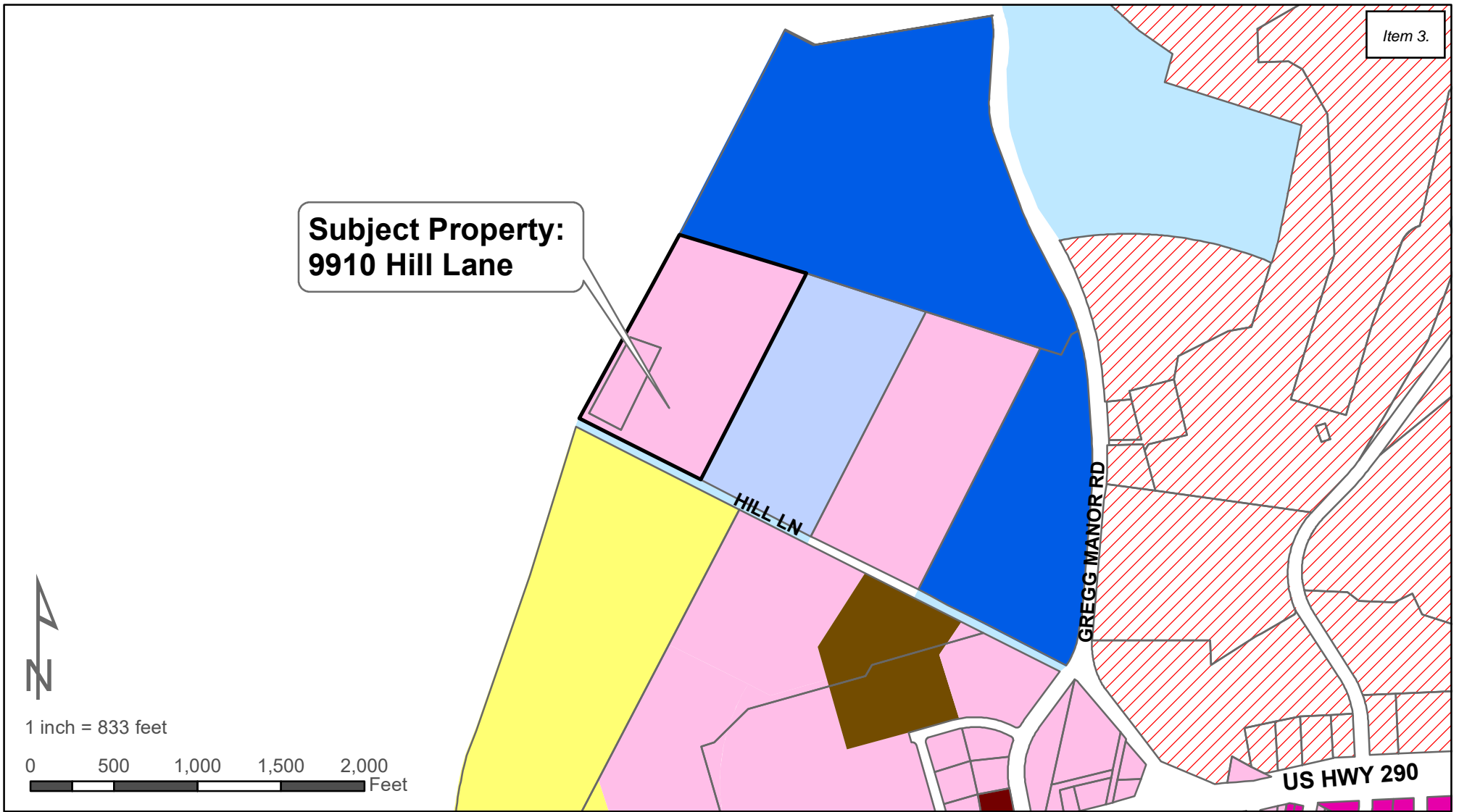
If you have any questions or comments regarding this request, please contact me at 512-418-1771.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



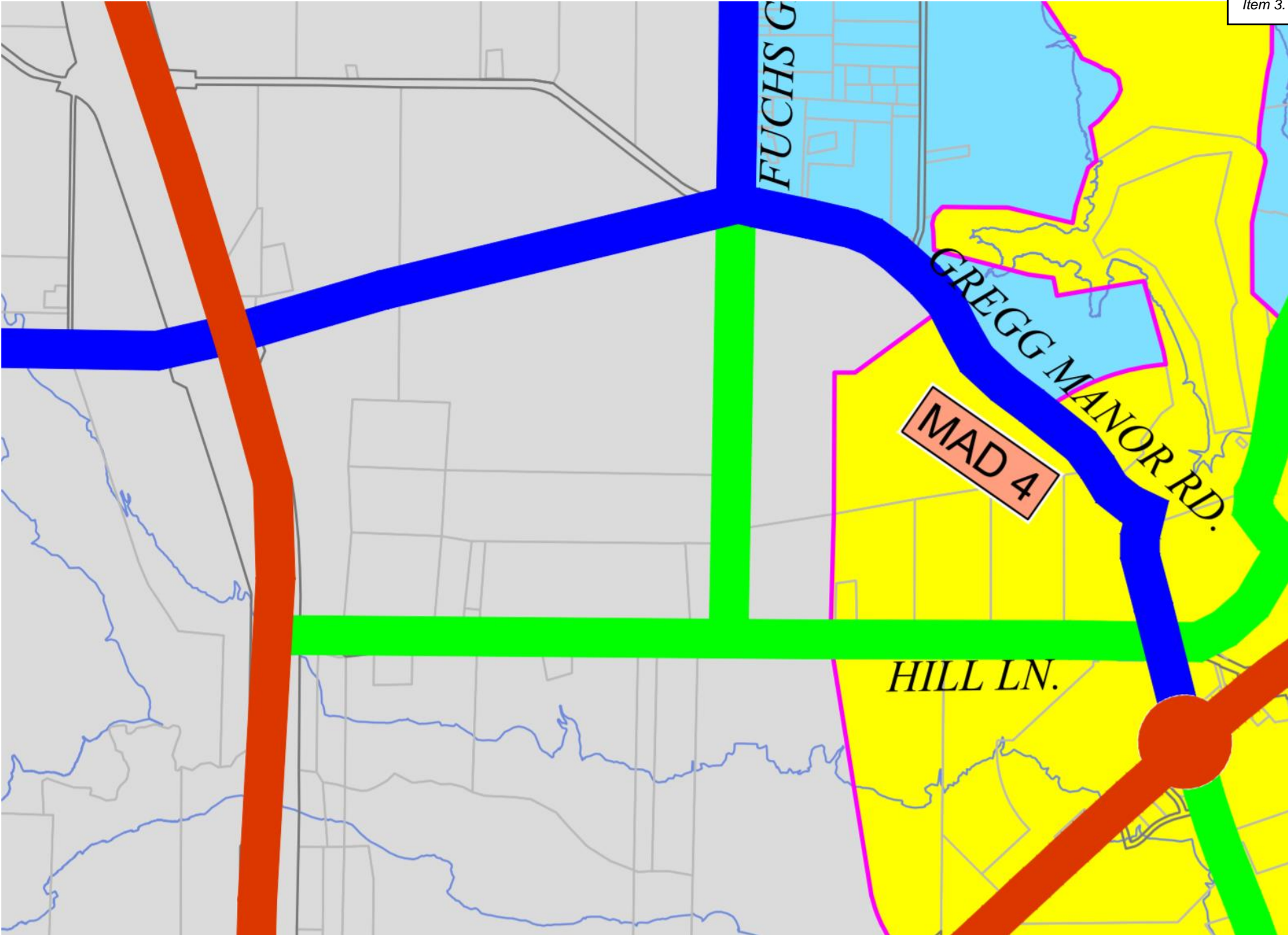
Jason Reece, P.E.  
Project Manager



# Proposed Zoning: Multi-Family 15 (MF-1)

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

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





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



### AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** November 4, 2020  
**PREPARED BY:** Thomas Bolt, City Manager  
**DEPARTMENT:** Development Services

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on a resolution accepting a petition for the dissolution of the original EntradaGlen Public Improvement District (PID) and the creation of a new EntradaGlen PID.

**BACKGROUND/SUMMARY:**

See attached Summary Narrative.

**LEGAL REVIEW:** Yes, Completed  
**FISCAL IMPACT:** Not Applicable  
**PRESENTATION:** Yes  
**ATTACHMENTS:** Yes

- Summary Narrative
- Resolution No. 2020-14 with PID Petition

**STAFF RECOMMENDATION:**

It is the City Staff’s recommendation that the City Council approve Resolution No. 2020-14 and accept the PID Petition for the dissolution of the original EntradaGlen Public Improvement District (PID) and the creation of a new EntradaGlen PID, set public hearings on December 2, 2020 and direct the City Secretary to publish the notices of public hearing on or before November 13, 2020.

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

## EntradaGlen Public Improvement District Project

### Update to City Council

#### **Public Improvement District**

The EntradaGlen Public Improvement District (PID) was commenced by a Petition for the Creation of a Public Improvement District to Finance Improvements to Las Entradas and ShadowGlen Subdivisions (EntradaGlen Public Improvement District) dated September 16, 2016 and signed by property owners Cottonwood Holdings, ShadowGlen Development Corporation and Las Entradas Development Corporation. The PID project area contained a total of 322.6 acres. The PID creation resolution (Resolution No. 2018-06) was approved by a unanimous City Council action on July 18, 2018.

The original petitioners have filed a Petition for the Dissolution of the Original EntradaGlen PID of 322.6 acres and for the Creation of a new PID for Las Entradas and ShadowGlen of 262.091 acres. This is part of a proposal to remove three parcels which were formerly known as ShadowGlen (SG) 6, SG-7 and SG -8. The property owners and the City discussed that those parcels were more remote from the part of the PID where most of the road and improvement construction will take place, i.e., in or near the core area of the PID, the Master Improvement Area. The City and the property owners considered several options, including amending the boundaries to exclude the three parcels. The City bond counsel and PID consultant recommended that the simplest path going forward would be to dissolve the original PID boundaries and create a new PID without the three parcels but otherwise including the remainder of the original PID area.. The second part of the Petition asks to concurrently approve the new PID at the reduced acreage reflecting the removal of parcels SG 6, SG 7 and SG 8.

#### **Development Agreements**

With the new PID, a Development Agreement for Las Entradas will be presented to the City Council and will elevate the standards for the Development. ShadowGlen, which is already a Planned Unit Development with a Development Agreement, will be amending its Development Agreement for consistency with the Las Entradas Development and the PID project. Gregg

Manor Road South will start construction as soon as the Las Entradas Development Agreement is approved. The Hill Lane extension is anticipated to be constructed within a year of final approvals.

### **The Development**

Las Entradas Development Corporation sponsors Las Entradas as a Gateway Mixed Use Master Planned Community located on the Western Edge of Manor Texas. The Approved Concept Plans for both the Las Entradas North and the Las Entradas South describe an upscale vision for a Live Work Play Development that can provide a quality first impression when coming into the Community of Manor from the West.

The name “Entrada” is Spanish for “entry” or “entrance” or the use of “de entrada” connotes a beginning, so Las Entradas is meant to signify the Entry, or Beginning of the City of Manor when coming from the west.

Cottonwood Holdings and its wholly owned subsidiary ShadowGlen Development Corporation are the original developers of ShadowGlen, another Mixed Use Master Planned Community that will consist of nearly 4,000 homes, 2,000 apartments and hundreds of thousands of square feet of commercial, retail and service business space at full build out, not to mention the world class ShadowGlen Golf Course.

The common thread of Dwyer Realty within the ownership of Las Entradas and ShadowGlen, and the connectivity of the new roads and trails being built, led to a joint pursuit of the EntradaGlen PID. Created as an economic development tool, the EntradaGlen PID will be used to develop enhancements within the community. New roads, new sidewalks and trails, green spaces. The most well known roads which will be created first are the extension of Gregg Manor Road south of Riata Ford to Parsons Street and the extension of Hill Lane from Manor High School to Lexington Street.

Trails and Bike/Pedways: Substantial 6, 8 and 10 foot wide bicycle and pedestrian trails will be able to be developed connecting the Highway 290 “Manor Expressway” trail to the Austin to Manor Rail Trail; the Parmer Lane trails, and the future Gilleland Creek Greenway Trails.

The Developers continue to work with City Staff and the City's PID Consultants on the PID Financing Agreement, Development Agreements and other Agreements and those efforts have led to a request and agreement to change the shape of the PID Boundaries.



*R. M. ...*  
10/29/2020

**RESOLUTION NO. 2020-14**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, ACCEPTING A PETITION FOR THE DISSOLUTION OF THE ORIGINAL ENTRADAGLEN PUBLIC IMPROVEMENT DISTRICT AND THE CREATION OF A NEW ENTRADAGLEN PUBLIC IMPROVEMENT DISTRICT AND CALLING FOR PUBLIC HEARINGS.**

---

**WHEREAS**, the City of Manor, Texas (the “City”) is authorized by Chapter 372, Texas Local Government Code, as amended (the “Act”) to dissolve and create a public improvement district and to levy special assessments against property within the district to pay the costs of public improvement projects that confer a special benefit on property within the district; and

**WHEREAS**, the City Council of the City of Manor (the “City Council”) has previously created the EntradaGlen Public Improvement District (the “District”) pursuant to Resolution 2018-06 adopted on July 18, 2018 (the “Creation Resolution”); and

**WHEREAS**, on or about October 29, 2020, the owners of real property located in the City of Manor submitted to and filed with the City Secretary of the City that certain “Petition for the Dissolution of the Original EntradaGlen Public Improvement District and for the Creation of a New Public Improvement District to Finance Improvements to Las Entradas and Shadowglen Subdivisions (EntradaGlen Public Improvement District)” (the “Petition”), which is attached as Exhibit “A,” meeting the requirements of the Act and indicating: (i) the owners of more than fifty percent (50%) of the appraised value of the taxable real property liable for assessment; and (ii) the owners of more than fifty percent (50%) of the area of all taxable real property liable for assessment within the District (the “Owner” or “Developer”) have executed the Petition requesting that the City Council dissolve the original EntradaGlen Public Improvement District (the “original EntradaGlen PID”), as shown on Exhibit “A” of the Petition, and requesting that the City Council create the new EntradaGlen Public Improvement District (the “new EntradaGlen PID”), as shown on Exhibit “B” of the Petition (the “Map and Field Notes of the District”); and

**WHEREAS**, the Act states that prior to the adoption of a resolution dissolving the original EntradaGlen PID, the City Council must hold a public hearing on the advisability of the dissolution of the original EntradaGlen PID (the “Dissolution Public Hearing”); and

**WHEREAS**, the Act further requires that prior to the adoption of a resolution creating and determining the boundaries of the proposed new EntradaGlen PID, the City Council must hold a public hearing on the advisability of the improvements, the nature of the improvements contemplated, the estimated costs of the improvements, the method of assessment, and the apportionment, if any, of the costs between the proposed new EntradaGlen PID and the City (the “Creation Public Hearing”).

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

**SECTION 1.** The City Council hereby approves the recitals contained in the preamble of this Resolution and finds that all the recitals are true and correct and incorporate the same in the body of this Resolution as findings of fact.

**SECTION 2.** City staff reviewed the Petition and determined that same complied with the requirements of the Act and the City Council accepts the Petition. The Petition is filed with the office of the City Secretary and is available for public inspection.

**SECTION 3.** The City Council calls a Dissolution Public Hearing to be scheduled at or after 7:00 p.m. on December 2, 2020 to be held at either at Manor City Hall, 105 E. Eggleston Street, Manor, Texas or by videoconference on the advisability of the dissolution of the original EntradaGlen PID. All residents and property owners within the District, and all other persons, are hereby invited to appear in person, or by their attorney, and speak on the dissolution of the original EntradaGlen PID.

**SECTION 4.** The Dissolution Public Hearing may be adjourned from time to time. Upon the closing of the Dissolution Public Hearing, the City Council may consider the adoption of a resolution dissolving the original EntradaGlen PID or may defer the adoption of such a resolution for up to six (6) months. The adoption of such a resolution is within the sole discretion of the City Council.

**SECTION 5.** The City Council calls a Creation Public Hearing to be scheduled at or after 7:00 p.m. on December 2, 2020 to be held at Manor City Hall, 105 E. Eggleston Street, Manor, Texas or by videoconference on the advisability of the improvements, the nature of the improvements contemplated, the estimated costs of the improvements, the boundaries of the new EntradaGlen PID, the method of assessment, and the apportionment, if any, of the costs between the new EntradaGlen PID and the City. All residents and property owners within the new EntradaGlen PID, and all other persons, are hereby invited to appear in person, or by their attorney, and speak on the creation of the new EntradaGlen PID.

**SECTION 6.** The Creation Public Hearing may be adjourned from time to time. Upon the closing of the Creation Public Hearing, the City Council may consider the adoption of a resolution creating the new EntradaGlen PID or may defer the adoption of such a resolution for up to six (6) months. The adoption of such a resolution is within the sole discretion of the City Council.

**SECTION 7.** The City Council hereby authorizes and directs the City Secretary, on or before November 13, 2020, in accordance with the Act, to: (a) publish notices of the Dissolution Public Hearing and the Creation Public Hearing in a newspaper of general circulation in the City; and (b) mail notice of the Dissolution Public Hearing and the Creation Public Hearing to the owners of the District and the new EntradaGlen PID respectively as reflected on the tax rolls.

**SECTION 8.** If any section, article, paragraph, sentence, clause, phrase or word in this resolution or application thereof to any persons or circumstances is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this resolution; and the City Council hereby declares it would have passed such remaining portions of the resolution despite such invalidity, which remaining portions shall remain in full force and effect.

**PASSED AND ADOPTED** by the City Council of Manor, Texas, at a regular meeting on the 4<sup>th</sup> day of November 2020, at which a quorum was present, and for which due notice was given pursuant to Government Code, Chapter 551.

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

**ATTEST:**

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

**EXHIBIT "A"**  
**PETITION**



PETITION FOR THE DISSOLUTION OF  
THE ORIGINAL ENTRADAGLEN PUBLIC IMPROVEMENT DISTRICT AND  
FOR THE CREATION OF A NEW PUBLIC IMPROVEMENT DISTRICT  
TO FINANCE IMPROVEMENTS TO  
LAS ENTRADAS AND SHADOWGLEN SUBDIVISIONS  
(ENTRADAGLEN PUBLIC IMPROVEMENT DISTRICT)

THE STATE OF TEXAS    §  
                                  §  
COUNTY OF TRAVIS    §

TO: THE CITY OF MANOR, TRAVIS COUNTY, TEXAS

The undersigned petitioners (the “Petitioners”), acting pursuant to the provisions of Chapter 372, Texas Local Government Code, as amended (the “Act”), submit this petition to request that the City of Manor, Texas (the “City”) dissolve the original EntradaGlen Public Improvement District (the “original EntradaGlen PID”), created on July 18, 2018 in the territory described in **Exhibit “A”** attached, and create the new EntradaGlen Public Improvement District (the “new EntradaGlen PID”) in the territory described in **Exhibit “B”** attached (the “Land”) within Travis County, and in support of this petition the Petitioners present the following:

Section 1. Standing of Petitioners for Dissolution. In compliance with the requirements of Section 372.011 of the Act, which provides that a public hearing may be called and held for the purpose of dissolving a district if a petition requesting dissolution is filed and the petition contains the signatures of at least enough property owners in the district to make a petition sufficient under Section 372.005(b), as determined by the current tax roll of the Travis Central Appraisal District, the Petitioners for dissolution are: (i) the owners of taxable real property representing more than 50% of the appraised value of taxable real property liable for assessment in the original EntradaGlen PID; and (ii) the record owners of taxable real property that constitutes more than 50% of the area of all taxable real property that is liable for assessment under such district.

Section 2. Petition for Dissolution. The Petitioners petition for the City to dissolve the original EntradaGlen PID, which petition for dissolution is made expressly conditioned on the City’s creation of a new EntradaGlen PID in the Land by approval of a single resolution in substantially the form of **Exhibit “C”** attached, and which petition for dissolution is withdrawn if a single resolution dissolving the original PID and creating the new PID is not approved.

Section 3. Standing of Petitioners for Creation. In compliance with the requirements of Section 372.005(b) of the Act, as determined by the current tax roll of the Travis Central Appraisal District, the Petitioners for creation are: (i) the owners of taxable real property representing more than 50% of the appraised value of taxable real property liable for assessment under the proposal described herein; and (ii) the record owners of taxable real property that constitutes more than 50% of the area of all taxable real property that is liable for assessment under such proposal.

{W1003509.2}

Section 4. Petition for Creation. The Petitioners petition for the City to create the new EntradaGlen PID in the Land, which petition for creation is made conditioned on the City's dissolution of the original EntradaGlen PID by approval of a single resolution in substantially the form of Exhibit "C" attached.

Section 5. General Nature of the Proposed Construction and Maintenance of the Public Improvements. The general nature of the proposed public improvements are: (i) acquisition, construction, and improvement of streets, roadways, rights-of-way, and related facilities; (ii) the establishment of parks and open space, together with the design, construction, and maintenance of any ancillary structures, features or amenities such as trails, public art, pavilions, community facilities, irrigation, multiuse paths, lighting, benches, swimming pools, other recreational facilities, trash receptacles, and any similar items; (iii) landscaping improvements; (iv) acquisition, construction, and improvement of water, wastewater, and drainage facilities; (v) construction of entry monumentation and features; (vi) projects similar to those listed in subsections (i) – (v) above; and (vii) payment of costs associated with constructing and financing the public improvements listed in subparagraphs (i) – (vi) above, including costs of establishing, administering, and operating the new EntradaGlen PID.

Section 6. Estimated Cost of the Authorized Improvements: The Petitioners estimate that the cost to fund the Authorized Improvements is \$40,000,000.00.

Section 7. Boundaries. The proposed boundaries of the new EntradaGlen PID include the approximately 262.09 acres located in the City of Manor and described on Exhibit "B" attached hereto.

Section 8. Proposed Method of Assessment. An assessment methodology will be prepared that will address: (i) how the costs of the public improvements financed with the assessments are assessed against the property in the new EntradaGlen PID, (ii) the assessments to be collected each year, and (iii) reduction of the assessments for costs savings (pursuant to the annual review of the service plan for the new EntradaGlen PID). Additionally, a report will be prepared showing the special benefits accruing to property in the new EntradaGlen PID and how the costs of the public improvements are assessed to property on the basis of the special benefits. The result will be that equal shares of the costs will be imposed on property similarly benefited. The assessment methodology will result in each parcel of property within the new EntradaGlen PID that is subject to assessments paying its fair share of the costs of the public improvements provided with the assessments based on the special benefits received by the property from the public improvements and property equally situated paying equal shares of the costs of the public improvements.

Section 9. Apportionment of Cost between the City and the District. Approval and creation of the new EntradaGlen PID will not obligate the City to provide any funds to finance the proposed public improvements. All of the costs of the proposed public improvements will be paid by assessments of the property within the new EntradaGlen PID and from other sources of funds available to the owner of the Land.

Section 10. Management of the District. The City will manage the new EntradaGlen PID, or, to the extent allowed by law, the City may contract with either a nonprofit, or a for-profit

organization to carry out all or a part of the responsibilities of managing the PID, including the day-to-day management and administration of the PID. The new EntradaGlen PID will fund all costs related to the management and administration of the PID and the City will have no financial obligations related to the management and administration of the PID.

Section 11. Advisory Board. An advisory board may be established to develop and recommend an improvement plan to the City.

Section 12. Operations & Maintenance Public Improvement District. The Petitioners will be permitted to request approval for a service and assessment plan, and an assessment roll, to levy an annual assessment to provide enhanced operations and maintenance services for the public facilities and associated common areas within the new EntradaGlen PID.

This petition supersedes any prior petition submitted by the petitioners. The signers of this petition request the dissolution of the original EntradaGlen PID, and the creation of the new EntradaGlen PID, and this petition will be filed with the City Secretary in support of the dissolution and creation, respectively, of the districts by the City Council.

[Signatures on following page]

PETITIONER:  
COTTONWOOD HOLDINGS, LTD., a Texas  
limited partnership

By: COTTONWOOD GENERAL PARTNER,  
L.L.C., a Texas limited liability company,  
as General Partner

By: *Peter A. Dwyer*  
Name: Peter A. Dwyer  
Title: President *10/28/2020*

ACKNOWLEDGMENT

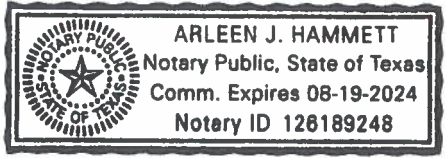
THE STATE OF TEXAS §

COUNTY OF TRAVIS §

This instrument was acknowledged before me on this 29th day of October, 2020,  
by Peter A. Dwyer, President of Cottonwood General Partner, L.L.C., a Texas limited liability  
company, General Partner of Cottonwood Holdings, Ltd., a Texas limited partnership on behalf of  
that limited liability company and limited partnership.

*Arleen J. Hammett*  
Notary Public Signature

(SEAL)



SHADOWGLEN DEVELOPMENT CORPORATION, a Texas corporation

By: [Signature]  
Name: Peter A. Dwyer  
Title: President  
10/20/2020

ACKNOWLEDGMENT

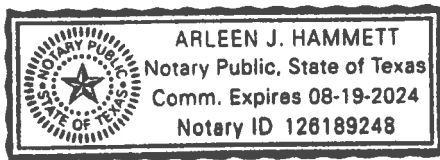
THE STATE OF TEXAS §

COUNTY OF TRAVIS §

This instrument was acknowledged before me on this 29th day of October, 2020, by Peter A. Dwyer, President of Shadowglen Development Corporation, a Texas corporation, on behalf of that corporation.

Arleen J. Hammett  
Notary Public Signature

(SEAL)



LAS ENTRADAS DEVELOPMENT CORPORATION., a Texas corporation

By: *[Signature]*  
Name: Peter A. Dwyer  
Title: President *10/28/2020*

ACKNOWLEDGMENT

THE STATE OF TEXAS §

COUNTY OF TRAVIS §

This instrument was acknowledged before me on this 29th day of October, 2020, by Peter A. Dwyer, President of Las Entradas Development Corporation, a Texas corporation, on behalf of that corporation.

*Arleen J. Hammett*  
Notary Public Signature

(SEAL)

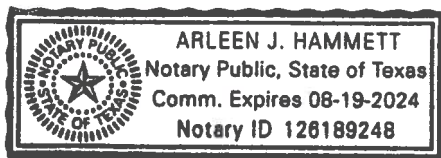
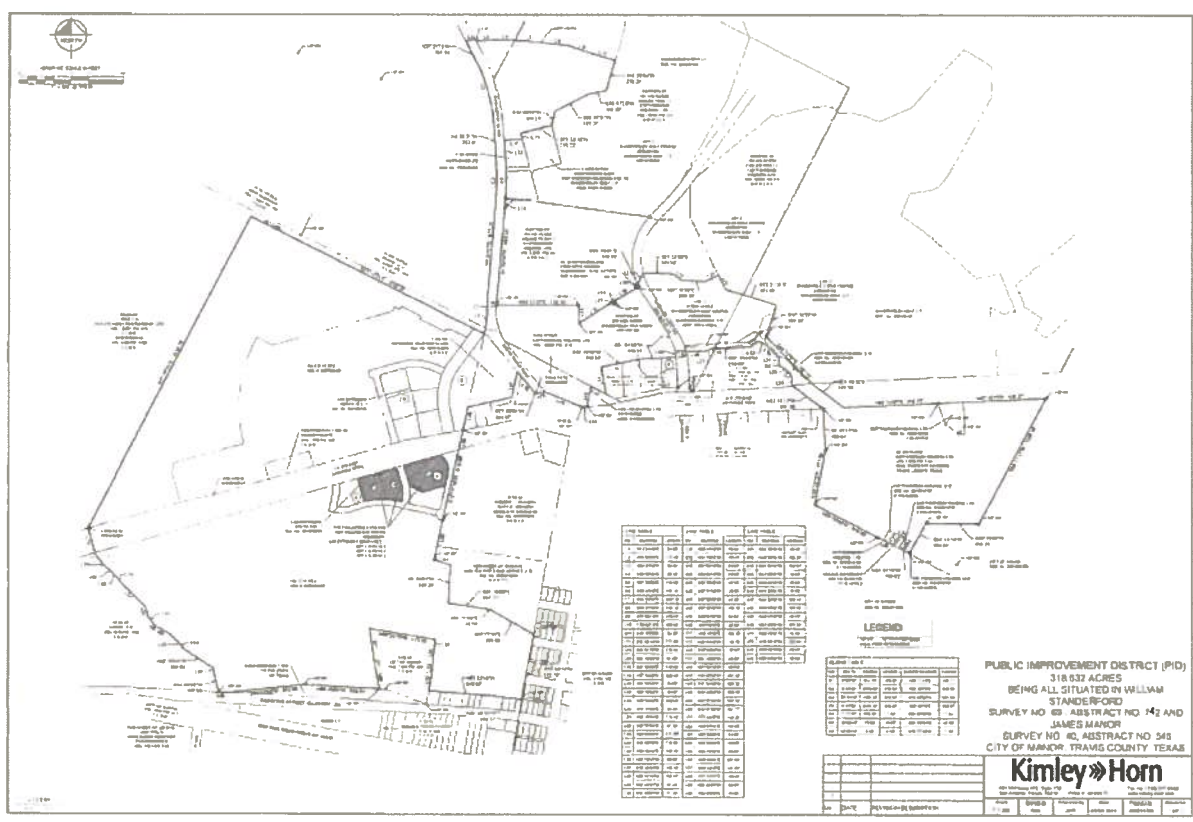


EXHIBIT "A"  
ORIGINAL ENTRADAGLEN PID BOUNDARIES

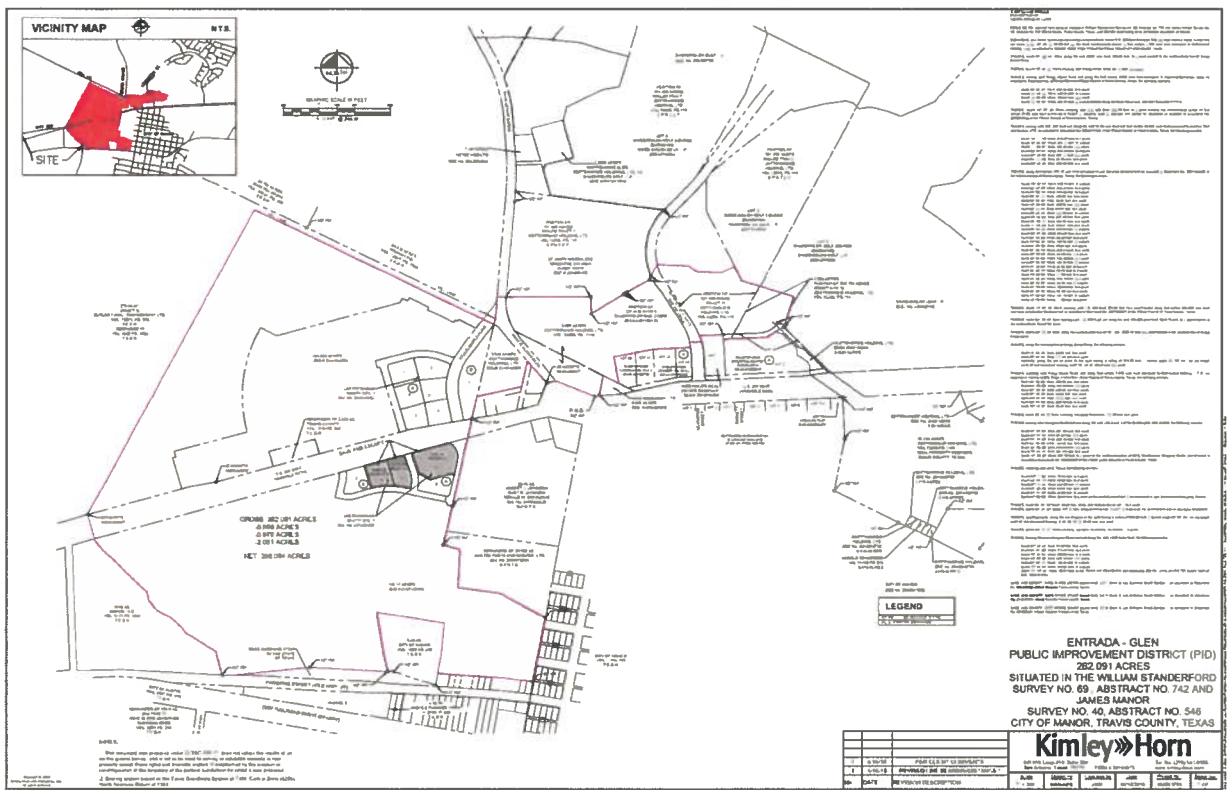


{W1003509.2}

Exhibit "A"



### EXHIBIT "B" NEW ENTRADAGLEN PID BOUNDARIES



{W1003509.2}

Exhibit "B"



EXHIBIT "C"  
RESOLUTION FOR DISSOLUTION AND CREATION OF PID (form of)

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY OF MANOR, TEXAS  
DISSOLVING THE ORIGINAL ENTRADAGLEN PUBLIC IMPROVEMENT DISTRICT  
AND CREATING A NEW ENTRADAGLEN PUBLIC IMPROVEMENT DISTRICT

WHEREAS, Chapter 372 of the Texas Local Government Code (the "Act") authorizes the creation and dissolution of public improvement districts; and

WHEREAS, owners of real property located in the City of Manor, generally located in north and south of U.S. Highway 290 East, east and west of Gregg Manor Road, and east and west of Lexington Street, delivered to the City of Manor a petition (the "Petition") indicating (i) the owner of more than 50% of the appraised value of the taxable real property liable for assessment and (ii) the owners of more than 50% of the area of all taxable real property liable for assessment within the District (the "Owner" or "Developer") have executed the Petition requesting that the City Council dissolve the original EntradaGlen Public Improvement District (the "original EntradaGlen PID"), as shown on Exhibit "A", and conditioning such request on the City's creation, by same motion, of the new EntradaGlen PID (the "new EntradaGlen PID"), as shown on Exhibit "B" (the "Map and Field Notes of the District"); and

WHEREAS, after providing the notices required by Section 372.009 of the Act, and pursuant to Section 372.011 of the Act, the City Council, on \_\_\_\_\_, conducted a public hearing on the advisability of dissolution of the original EntradaGlen District (the "Dissolution Public Hearing"); and

WHEREAS, after providing the notices required by Section 372.009 of the Act, the City Council, on \_\_\_\_\_, conducted a public hearing on the advisability of the improvements and services related to the proposed new EntradaGlen PID (the "Creation Public Hearing"); and

WHEREAS, the City Council, after receiving the public input and considering same, and evaluating the supporting information received by the City from the Developer, related to the dissolution of the original EntradaGlen PID and the creation of the new EntradaGlen PID, the Council takes the following action.

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

SECTION 1. **FINDINGS.** Pursuant to the requirements of the Act, and the City's Public Improvement District Policy adopted March 21, 2018, and amended August 7, 2019 (collectively the "PID Policy"), the City Council, after considering the Petition for dissolution of the original EntradaGlen PID and for creation of the proposed new Entrada Glen PID and the evidence and testimony presented at the Dissolution Public Hearing and Creation Public Hearing, respectively, hereby finds and declares:

{W1003512.3}

{W1003509.2}

- (a) It is advisable to dissolve the original EntradaGlen PID, provided that the new EntradaGlen PID is created as described in the Petition and herein.
- (b) Compliance with the City's PID Policy. All provisions of the City's PID Policy, except for home prices within the new EntradaGlen PID exceeding other surrounding new home community pricing by \$30,000, have been met. The City Council hereby grants an exception to the home price expectation and finds that waiving the home price expectation is in the best interest of the City.
- (c) Advisability of Services and Improvements Proposed for the District. It is advisable to create the new EntradaGlen PID to provide the services and improvements described in this Resolution; the services and improvements will contribute to the public health, safety, and welfare of the District and to the City.
- (d) Nature of the Services and Improvements. The general nature of the services and improvements to be performed by the new EntradaGlen PID are:
- (i) acquisition, construction, and improvement of streets, roadways, rights-of-way, and related facilities;
  - (ii) the establishment of parks and open space, together with the design, construction, and maintenance of any ancillary structures, features or amenities such as trails, public art, pavilions, community facilities, irrigation, multiuse paths, lighting, benches, swimming pools, other recreational facilities, trash receptacles, and any similar items;
  - (iii) landscaping improvements;
  - (iv) acquisition, construction, and improvement of water, wastewater, and drainage facilities;
  - (v) construction of entry monumentation and features;
  - (vi) projects similar to those listed in subsections (i) – (v) above; and
  - (vii) payment of costs associated with constructing and financing the public improvements listed in subparagraphs (i) – (vi) above, including costs of establishing, administering, and operating the new EntradaGlen PID.
- (e) Estimated Cost of Services and Improvements. The estimated amount of bonds to be issued for the new EntradaGlen PID, through assessments for the first three (3) years of the District's term, is not more than \$40,000,000. The total bonded indebtedness over the term of the new EntradaGlen PID is anticipated to be not more than \$40,000,000. The petitioners have represented to the City that these amounts will be supplemented with (i) additional revenue expected to be received from governmental reimbursement and participation agreements, and (ii) developer equity investment and debt financing. These anticipated additional funds are expected to be detailed in the proposed Service Plan associated with the new EntradaGlen PID.

{W1003512.3}

2

{W1003509.2}

Exhibit "C" Page 2

- (f) Boundaries. The new EntradaGlen PID is located in the City of Manor, Texas. The boundaries of the new EntradaGlen PID are shown on the Map of the District, Exhibit "B."
- (g) Method of Assessment. The new EntradaGlen PID costs may be assessed using any methodology that results in the imposition of equal shares of the costs on property similarly benefited within the new EntradaGlen PID.

The City shall exclude the following classes of property from assessment: (i) property of the City; (ii) property of the County; (iii) property owned by political subdivisions of the State of Texas and used for public purposes; and (iv) other property that is excluded by law or by agreement of the City and the petitioners.

- (h) Assessment Roll and Setting of Rate. The City Manager shall annually prepare an assessment roll and file that roll with the County Clerk, in conformity with the exemptions from the assessment established under subparagraph (f) above. The annual assessment installment for the first year for which bonds are issued shall not exceed \$3.26 of each parcel's anticipated build out value per \$100.00 valuation of taxable real property as shown on the tax rolls of the Travis Central Appraisal District.

**SECTION 2. DISSOLUTION.** The original EntradaGlen Public Improvement District is hereby dissolved under the Act in accordance with the findings set forth in this Resolution as to the advisability of the dissolution.

**SECTION 3. AUTHORIZATION AND CREATION.** The new EntradaGlen PID is hereby authorized and created as a Public Improvement District under the Act in accordance with the findings set forth in this Resolution as to the advisability of the services and improvements. The new EntradaGlen PID shall be subject to the terms, conditions, limitations, and reservations contained in the findings of Section 1 of this Resolution.

**SECTION 4. NOTICE OF AUTHORIZATION.** The City Secretary is directed to give notice of the authorization of establishment of the new EntradaGlen PID by publishing a copy of this Resolution once in a newspaper of general circulation in the City of Manor. Such authorization shall take effect and the new EntradaGlen PID shall be deemed to be established effective upon publication of such notice. The new EntradaGlen PID can be terminated as provided by law or as provided in that certain Agreement Regarding Dissolution of the EntradaGlen Public Improvement District dated \_\_\_\_\_, 2020 (the "Dissolution Agreement"). Subject to the last sentence of this Section 4, the power of the City to continue to levy and collect assessments within the new EntradaGlen PID pursuant to the Act will cease and the PID will be dissolved following the date that a petition requesting dissolution is filed with the City Secretary of the City of Manor, and the petition contains signatures of at least the number of property owners in the new EntradaGlen PID to make the petition sufficient for creation of a public improvement district as provided in Section 372.005(b) of the Act, and a public hearing has been held by the City Council as described in Section 372.011 of the Act, or as otherwise provided in the Dissolution Agreement. If the new EntradaGlen PID is dissolved, the PID shall remain in effect for the purpose of meeting obligations of indebtedness.

{W1003512.3}

3

{W1003509.2}

Exhibit "C" Page 3

PASSED AND ADOPTED by the City Council of Manor, Texas, at a regular meeting on the \_\_\_ day of \_\_\_\_\_, 20\_\_, at which a quorum was present, and for which due notice was given pursuant to Government Code, Chapter 551.

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

**ATTEST:**

\_\_\_\_\_  
Lluvia Almaraz, City Secretary  
City of Manor, Texas

[CITY SEAL]

{W1003512.3}

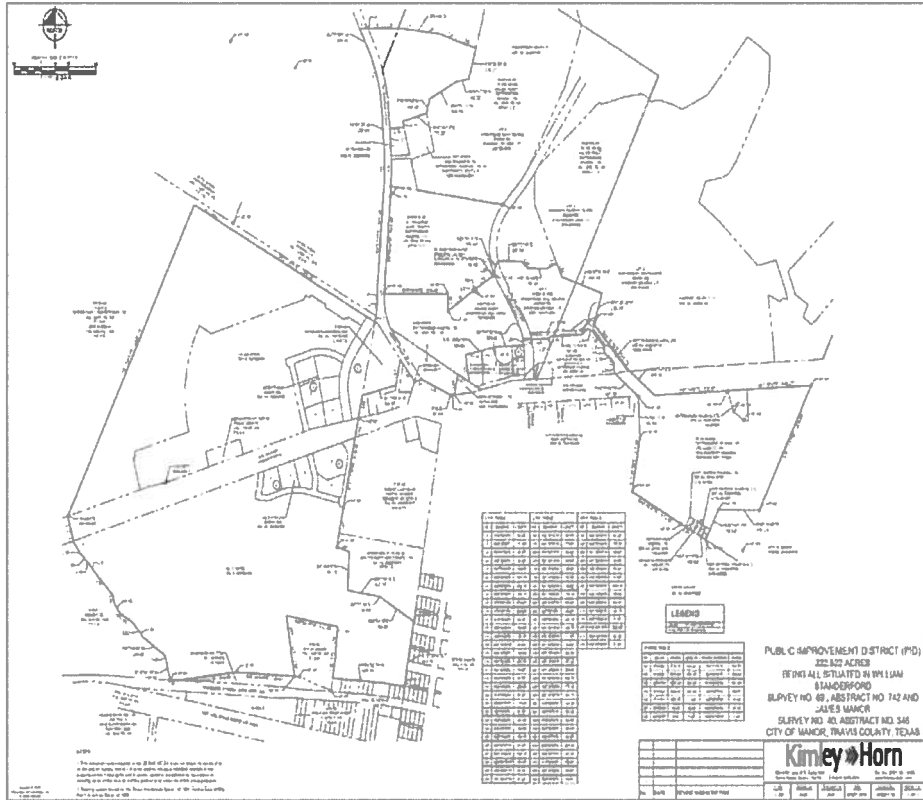
4

{W1003509.2}

Exhibit "C" Page 4



EXHIBIT "A"  
ORIGINAL ENTRADAGLEN PID BOUNDARIES



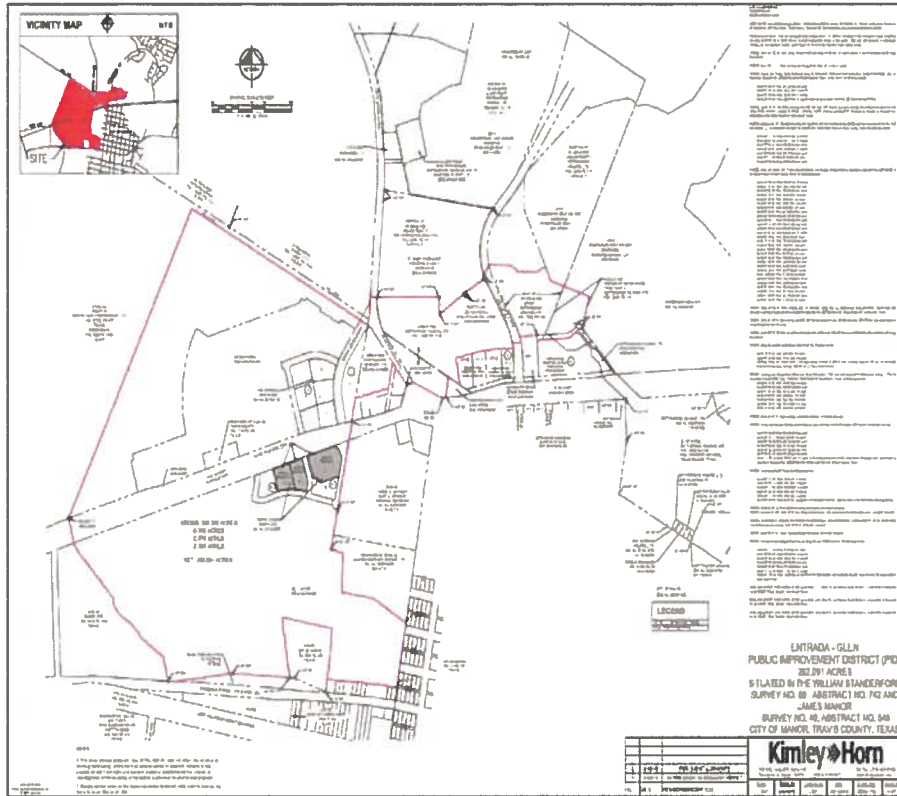
{W1003512.3}

Exhibit "A"

{W1003509.2}

Exhibit "C" Page 5

EXHIBIT "B"  
MAP AND FIELD NOTES OF THE DISTRICT



{W1003512.3}

Exhibit "B"

{W1003509.2}

Exhibit "C" Page 6

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



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** November 4, 2020  
**PREPARED BY:** Thomas Bolt, City Manager  
**DEPARTMENT:** Development Services

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on an ordinance closing, vacating, and abandoning a portion (161,158 square feet) of street right-of-way commonly known as Old Kimbro Road (80 feet wide).

**BACKGROUND/SUMMARY:**

On October 21, 2020, the City Council approved the Second Amendment to the Development Agreement (Manor Heights) which among other things contemplated the City commencing proceedings to vacate and abandon a portion of Old Kimbro Road. The attached ordinance abandons a portion of the right-of-way and requires compliance with the Second Amendment before conveying the abandoned road.

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

- Ordinance No. 589

**STAFF RECOMMENDATION:**

It is the City Staff's recommendation that the City Council approve Ordinance No. 589 closing, vacating, and abandoning a portion (161,158 square feet) of street right-of-way commonly known as Old Kimbro Road (80 feet wide) and authorize the Mayor to execute the Special Warranty Deed.

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

**ORDINANCE NO. 589**

**AN ORDINANCE OF THE CITY OF MANOR, TEXAS, CLOSING, VACATING, AND ABANDONING A PORTION (161,158 SQUARE FEET) OF STREET RIGHT-OF-WAY COMMONLY KNOWN AS OLD KIMBRO ROAD (80 FEET WIDE); AUTHORIZING CONVEYANCE TO ABUTTING PROPERTY OWNERS; PROVIDING FINDINGS OF FACT; AUTHORIZING CONVEYANCE OF SUCH ABANDONED RIGHT-OF-WAY BY SPECIAL WARRANTY DEED; PROVIDING SEVERABILITY, EFFECTIVE DATE AND OPEN MEETINGS CLAUSES; AND PROVIDING FOR RELATED MATTERS.**

**WHEREAS**, the City of Manor (the “City”) contemplates a new alignment of Old Kimbro Road; and

**WHEREAS**, the portion of the street right-of-way as shown in Exhibit “A”, commonly known as Old Kimbro Road located in the City of Manor, Texas is not necessary for use by the City, the general public, or the landowners adjacent thereto as an alley or street with the new alignment;

**WHEREAS**, by statutory authority a home rule municipality may vacate, abandon, or close a street or alley, pursuant to Section 311.007 of the Texas Transportation Code; and

**WHEREAS**, Chapt. 272 of the Texas Local Government Code, authorizes political subdivisions to convey rights-of-way to abutting owners in proportion to abutting ownership at an appraised fair market value; and

**WHEREAS**, the City has established the fair market value of the above described street right-of-way; and

**WHEREAS**, the City Council of the City of Manor has determined that closure of the aforementioned portion of Old Kimbro Road to be in the best interest of the public health, safety, and general welfare of the citizens of the City.

**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 incorporated into this Ordinance as findings of fact by the City Council of Manor, Texas.

**Section 2. Old Kimbro Road.** The 161,158 square feet portion of Old Kimbro Road (80 feet wide) as more particularly described by metes and bounds in Exhibit “A” attached hereto and incorporated herein for all purposes (the “Property” or “right-of-way”), is hereby permanently closed, vacated, and abandoned by the City and the general public.



**Section 3. Consideration and Authorization to Execute Special Warranty Deed.** The Mayor and the City Secretary are hereby authorized, empowered, instructed and directed to execute a special warranty deed in a form substantially similar to that set forth in Exhibit “B” (the “Deed”), conveying the rights and interests of the City in the Property to the abutting property owners, in proportion to their ownership of the abutting property in exchange for the dedication by plat of right-of-way for the new alignment of Old Kimbro Road; and further provided that the provisions set out in that certain Second Amendment to Development Agreement (Manor Heights) dated October 21, 2020 (the “Second Amendment”) be complied with and adhered to. Upon compliance with the provisions set out in the Second Amendment, any surveying fees, and a proportionate amount of attorneys fees related to drafting and reviewing documents necessary to convey the Property, and the execution and filing of a release in the county real property records, as necessary, and the execution of such Deed, such Deed shall be and become a valid and binding act of the City of Manor, Texas.

**Section 4. Severability.** Should any section or part of this ordinance be held unconstitutional, illegal, or invalid, or the application to any person or circumstance thereof ineffective or inapplicable, such unconstitutionality, illegality, invalidity, or ineffectiveness of such section or part shall in no way affect, impair or invalidate the remaining portion or portions thereof; but as to such remaining portion or portions, the same shall be and remain in full force and effect and to this end the provisions of this ordinance are declared to be severable.

**Section 5. Effective Date.** This ordinance shall take effect immediately from and after its passage.

**Section 6. Open Meetings.** 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, Tex. Gov't. Code.

**PASSED AND APPROVED** on this 4<sup>th</sup> day of November 2020.

**THE CITY OF MANOR, TEXAS**

---

Dr. Larry Wallace, Jr., Mayor

**ATTEST**

---

Lluvia T. Almaraz, City Secretary

**Exhibit “A”**

**[see attached]**

**A METES AND BOUNDS  
DESCRIPTION OF A  
3.700 ACRE RIGHT-OF-WAY OF LAND**

**BEING** a 3.700 acre (161,158 square feet) tract of land situated in the A.C. Caldwell Survey No. 52, Abstract No. 154, City of Manor, Travis County, Texas; and being a portion of Old Kimbro Road (80 feet wide); and being more particularly described as follows:

**COMMENCING**, at a 1/2-inch iron rod with a plastic cap stamped "KHA" found on the southerly right-of-way line of said Old Kimbro Road marking the northwest corner of a called 51.533 acre tract of land described in instrument to Chau Dinh and Kim Pham recorded in Document No. 2014139510 of the Official Public Records of Travis County, same being the northeast corner of a called 90.0888 acre tract of land described in instrument to RHOF, LLC recorded in Document No. 2017194263 of the Official Public Records of Travis County;

**THENCE**, North 85°48'57" West, 846.55 feet, along the southerly right-of-way line of Old Kimbro Road and the north line of said 90.0888 acre tract to the **POINT OF BEGINNING** of the herein described tract;

**THENCE**, continuing along the southerly right-of-way of said Old Kimbro Road and along the north line of said 90.0888 acre tract the following two (2) courses and distances:

1. North 85°48'57" West, 1629.02 feet to an iron rod with plastic cap stamped "KHA" found for a point of curvature;
2. in a southwesterly direction, along a tangent curve to the left, a central angle of 43°49'58", a radius of 533.10 feet, a chord bearing and distance of South 72°20'04" West, 397.96 feet, and a total arc length of 407.84 feet to a point for corner;

**THENCE**, departing the north line of said 90.0888 acre tract and crossing said Old Kimbro Road the following two (2) courses and distances:

1. North 40°17'42" West, 46.07 feet to a point for corner;
2. North 61°40'04" West, 35.46 feet to a 5/8-iron rod found on the northerly right-of-way line of said Old Kimbro Road marking the southwest corner of a called 157.9603 acre tract of land described in instrument to RHOF, LLC recorded in Document No. 2017180885 of the Official Public Records of Travis County;

**THENCE**, along the northerly right-of-way line of said Old Kimbro Road and along the south line of said 157.9603 acre tract the following three (3) courses and distances:

1. in a northeasterly direction, along a non-tangent curve to the right, a central angle of 36°32'19", a radius of 613.14 feet, a chord bearing and distance of North 68°23'46" East, 384.42 feet, and a total arc length of 391.01 feet to a 1/2-iron rod found for a point for corner;
2. in a northeasterly direction, along a non-tangent curve to the right, a central angle of 7°10'29", a radius of 1407.07 feet, a chord bearing and distance of South 89°23'14" East, 176.08 feet, and a total arc length of 176.20 feet to a concrete monument found for a point of tangency;
3. South 85°54'35" East, 1541.16 feet to a point for corner;

**THENCE**, South 4°11'03" West, 80.00 feet departing the south line of said 157.9603 acre tract and crossing said Old Kimbro Road to the **POINT OF BEGINNING**, and containing 3.700 acres of right-of-way in Travis County, Texas. The basis of bearing for this description is the Texas State Plane Coordinate System Grid, Central Zone (FIPS 4203) (NAD'83). All distances are on the surface and shown in U.S. Survey Feet. To convert grid distances to grid, apply the combined SURFACE to GRID scale factor of 0.99992097045. This document was prepared in the office of Kimley-Horn and Associates, Inc. in San Antonio, Texas.

ABEL P. STENDAHL  
REGISTERED PROFESSIONAL  
LAND SURVEYOR NO. 6754  
601 NW LOOP 410, SUITE 350  
SAN ANTONIO, TEXAS 78216  
PH. 210-541-9166  
abel.stendahl@kimley-horn.com



**EXHIBIT OF A 3.700 ACRE  
RIGHT-OF-WAY  
TO BE RELEASED**

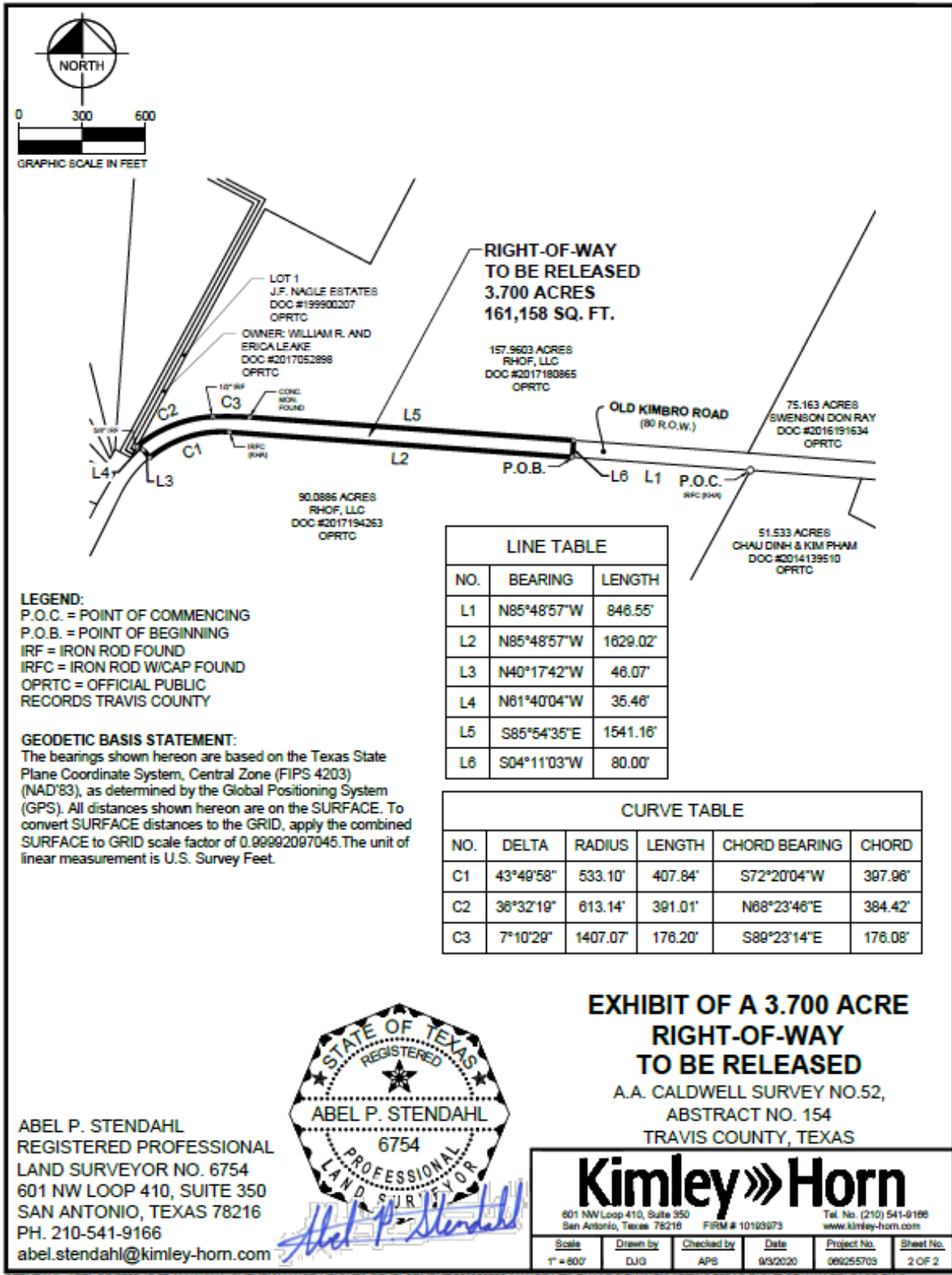
A.A. CALDWELL SURVEY NO.52,  
ABSTRACT NO. 154  
TRAVIS COUNTY, TEXAS

**Kimley»Horn**

601 NW Loop 410, Suite 350 San Antonio, Texas 78216 FIRM # 1019973 Tel. No. (210) 541-9166 www.kimley-horn.com

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
N/A	DJG	APS	9/3/2020	069255703	1 OF 2

STENDAHL, ABEL 9/3/2020 10:57 AM K:\SNA\_SURVEY\MANOR HEIGHTS DEVELOPMENT\069255703-MANOR HTS PHASE 2\DWG\EXHIBITS\3.700AC RIGHT OF WAY RELEASE.DWG



STENDAHL, ABEL 9/3/2020 10:57 AM K18NA\_SURVEYMANOR HEIGHTS DEVELOPMENT\069255703-MANOR HTS PHASE 2\DWG\EXHIBITS\3.700AC RIGHT OF WAY RELEASE.DWG

**Exhibit "B"**

**SPECIAL WARRANTY DEED**

**THE STATE OF TEXAS                    §**

**COUNTY OF TRAVIS                    § KNOW ALL PERSONS BY THESE PRESENTS:**

That the **City of Manor, Texas**, a Texas municipal corporation, hereinafter called "**GRANTOR**," for and in consideration of the sum of Ten and No/100 Dollars (\$10.00), together with other good and valuable consideration, to **GRANTOR** cash in hand paid by \_\_\_\_\_, [*insert name(s) of buyer(s)*], hereinafter called "**GRANTEE**", the receipt of which is hereby acknowledged, has **GRANTED, SOLD and CONVEYED**, and by these presents does **GRANT, SELL and CONVEY** unto the said **GRANTEE**, all that certain lot, tract or parcel of land known and described as follows:

**PROPERTY:** [*insert property description*]

This conveyance is expressly made subject to the the restrictions, covenants and easements, if any, apparent on the ground, in use or existing of record in the office of the County Clerk of Travis County, Texas, to which reference is here made for all purposes.

**TO HAVE AND TO HOLD** the above described premises, together with all and singular, the rights and appurtenances thereto in anywise belonging, unto the said **GRANTEE**, the heirs, executors, successors and assigns forever, and **GRANTOR** does hereby bind its successors and assigns to **WARRANT AND FOREVER DEFEND**, all and singular, the said premises unto the said **GRANTEE**, the heirs, executors, successors and assigns, against every person whomsoever lawfully claiming or to claim the same by, through or under the City of Manor, Texas, but not otherwise.

**EXECUTED** at Manor, Travis County, Texas, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Attest:**

**City of Manor, Texas**

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

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





**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** November 4, 2020  
**PREPARED BY:** Pauline M. Gray  
**DEPARTMENT:** City Engineer

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on a resolution to adopt the Land Use Assumptions Map and proposed Water and Wastewater Capital Improvement Projects recommended by the Advisory Committee.

**BACKGROUND/SUMMARY:**

Periodically, updates to the City's adopted Community Impact Fee Program are necessary to address changing development conditions. The City Council reappointed the Planning and Zoning Commission and one representative of the development community as the Community Impact Fee Advisory Committee. The Committee has met several times and has evaluated the City's current Impact Fee Program and has come up with recommendations for proposed changes to the Community Impact Fee Land Use Assumptions Map and Water and Wastewater Capital Improvements Plans.

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

- Resolution No. 2020-15
- Exhibit 2020 Land Use Map
- Exhibit Water CIP
- Exhibit Wastewater CIP

**STAFF RECOMMENDATION:**

It is City staff's recommendation that the City Council approve Resolution No. 2020-15 approving the Land Use Assumptions and Capital Improvements Plan for the City's Water and Wastewater Impact Fee Service Area.

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

**RESOLUTION NO. 2020-15****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS APPROVING THE LAND USE ASSUMPTIONS AND CAPITAL IMPROVEMENTS PLAN FOR THE CITY'S WATER AND WASTEWATER IMPACT FEE SERVICE AREA; AND DECLARING AN EFFECTIVE DATE.**

**WHEREAS**, TEXAS LOCAL GOVERNMENT CODE §395.045 states that to impose water and wastewater impact fees, the City Council must, after holding a public hearing, approve Land Use Assumptions and a Capital Improvements Plan for the City's Water and Wastewater Impact Fee service area; and,

**WHEREAS**, A map of Land Use Assumptions for the Implementation of Impact Fees for the City's Water and Wastewater Impact Fee service area has been prepared for the City as well as a Capital Improvements Plan for Implementation of Water and Wastewater Impact Fees for the City's Water and Wastewater Impact Fee service area have been prepared for the City and,

**WHEREAS**, The City Council finds and determines that the City has complied with the requirements in TEXAS LOCAL GOVERNMENT CODE §395.042 and §394.043 for publicizing the Land Use Assumptions Map and the Capital Improvements Plan List and Maps before the public hearing on those reports; and,

**WHEREAS**, The Advisory Committee, met on September 9, 2020 and recommended that the City Council approve the Land Use Assumptions Map and the Capital Improvements Plan Lists and Maps; and,

**WHEREAS**, The City Council has held a public hearing on November 4, 2020 to consider the Land Use Assumptions Map and the Capital Improvements Plan Lists and Maps.

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

**SECTION 1.** The Land Use Assumptions Map (a copy of which is attached to this Resolution and incorporated into this Resolution for all purposes) is approved as the City's system-wide land use assumptions for the City's Water and Wastewater Impact Fee service area.



**RESOLUTION NO. 2020-15**

**SECTION 2.** The Capital Improvements Plan Lists and Maps (copies of which are attached to this Resolution and incorporated into this Resolution for all purposes) are approved as the City's Capital Improvements Plan for the City's Water and Wastewater Impact Fee service area.

**SECTION 3.** This resolution is in full force and effect immediately upon its adoption.

**PASSED, APPROVED AND ADOPTED** by an affirmative vote of the City Council of the City of Manor, this the 4<sup>th</sup> day of November 2020.

**THE CITY OF MANOR, TEXAS**

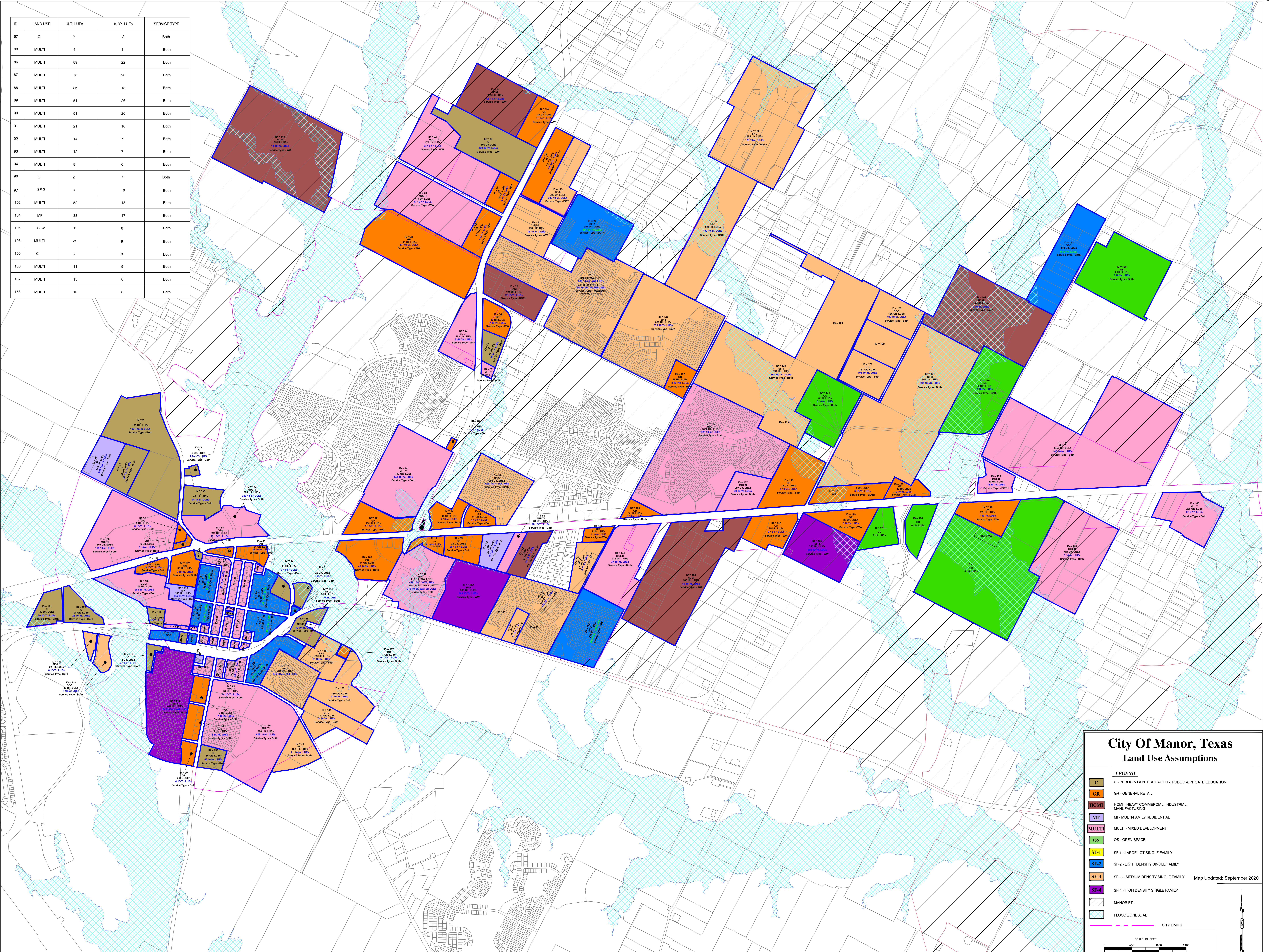
\_\_\_\_\_  
Dr. Larry Wallace, Jr.  
Mayor

**ATTEST:**

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



ID	LAND USE	ULT. LUEs	10-Yr. LUEs	SERVICE TYPE
67	C	2	2	Both
68	MULTI	4	1	Both
86	MULTI	69	22	Both
87	MULTI	76	20	Both
88	MULTI	36	18	Both
89	MULTI	51	26	Both
90	MULTI	51	26	Both
91	MULTI	21	10	Both
92	MULTI	14	7	Both
93	MULTI	12	7	Both
94	MULTI	8	6	Both
96	C	2	2	Both
97	SF-2	8	6	Both
102	MULTI	52	18	Both
104	MF	33	17	Both
105	SF-2	15	6	Both
106	MULTI	21	9	Both
109	C	3	3	Both
156	MULTI	11	5	Both
157	MULTI	15	6	Both
158	MULTI	13	6	Both



### City of Manor, Texas Land Use Assumptions










**LEGEND**

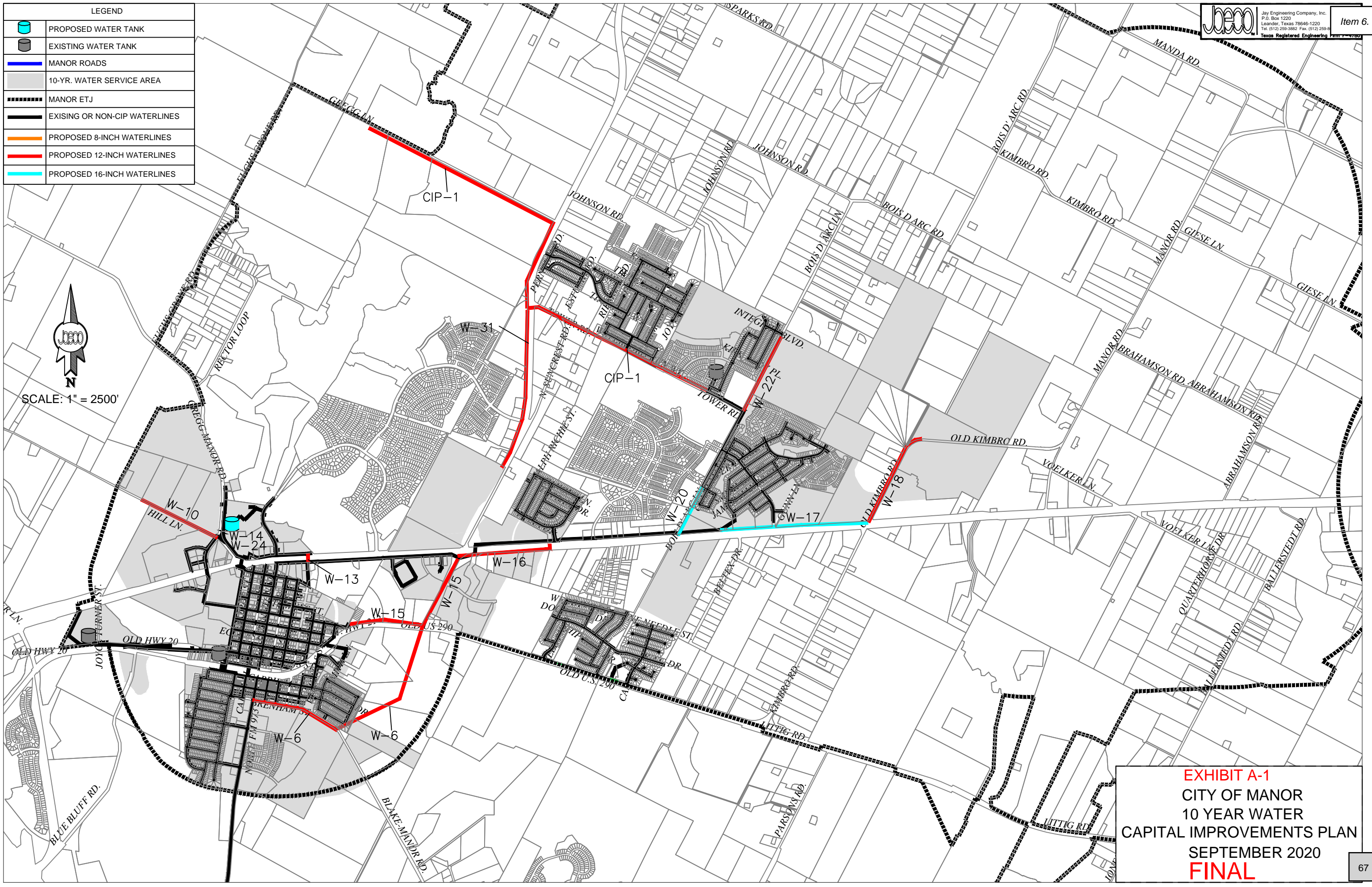
- C - PUBLIC & GEN. USE FACILITY, PUBLIC & PRIVATE EDUCATION
- GR - GENERAL RETAIL
- HCM - HEAVY COMMERCIAL, INDUSTRIAL, MANUFACTURING
- MF - MULTI-FAMILY RESIDENTIAL
- MULTI - MIXED DEVELOPMENT
- OS - OPEN SPACE
- SF-1 - LARGE LOT SINGLE FAMILY
- SF-2 - LIGHT DENSITY SINGLE FAMILY
- SF-3 - MEDIUM DENSITY SINGLE FAMILY
- SF-4 - HIGH DENSITY SINGLE FAMILY
- MANOR ETJ
- FLOOD ZONE A-AE
- CITY LIMITS

Map Updated: September 2020

SCALE IN FEET  
0 500 1000 2000



LEGEND	
	PROPOSED WATER TANK
	EXISTING WATER TANK
	MANOR ROADS
	10-YR. WATER SERVICE AREA
	MANOR ETJ
	EXISTING OR NON-CIP WATERLINES
	PROPOSED 8-INCH WATERLINES
	PROPOSED 12-INCH WATERLINES
	PROPOSED 16-INCH WATERLINES



**EXHIBIT A-1**  
 CITY OF MANOR  
 10 YEAR WATER  
 CAPITAL IMPROVEMENTS PLAN  
 SEPTEMBER 2020  
**FINAL**

EXHIBIT A-2  
CITY OF MANOR WATER IMPROVEMENTS  
10-YEAR CAPITAL IMPROVEMENTS PLAN  
SEPTEMBER 2020

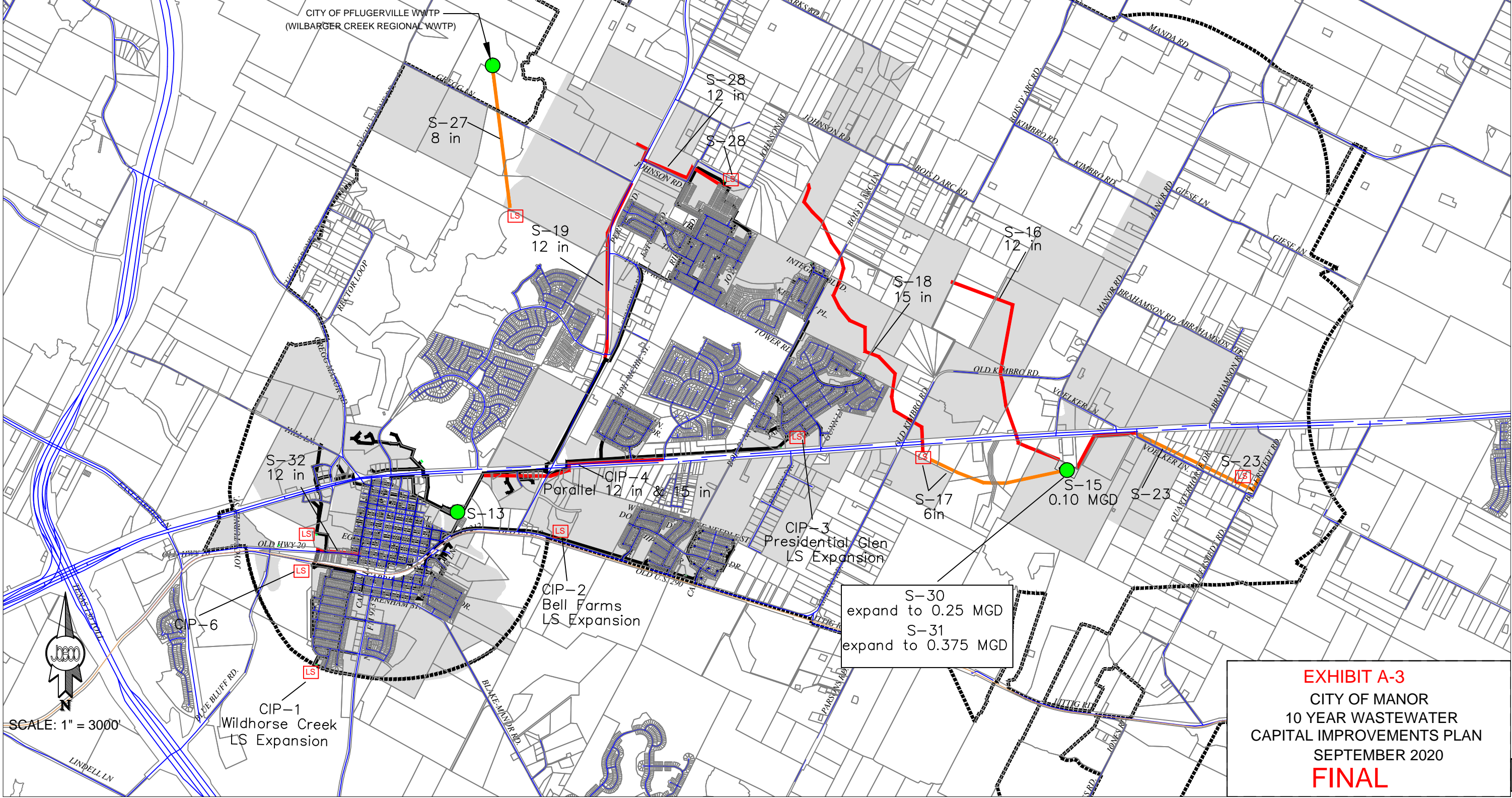
The following projects have been identified as required to serve new growth within the service area, in accordance with approved land use assumptions and as part of the 10-year Capital Improvements Plan

Project No.	Year	Description	Size	Unit	Length (ft)	Construction Cost (2020 Dollars)	Annual Interest	Period (yr)	Construction Cost (adjusted for Inflation @ 5% per annum)	Soft Costs	Contingency (10% + 1% per annum)	Financing Cost (5% over 20 Years)	Total Project Costs	Detailed Description
W-6	2021	Blake Manor Road Water Line	12	inch	3,200	\$ 268,800.00	0.050	20	\$ 322,560.00	\$ 48,400.00	\$ 48,200.00	\$ 253,529.66	\$ 673,000.00	Transmission main from downtown along Blake Manor Road to future FM 973. Includes replacing 400 LF of 6" pipe in Downtown Plant
W-10	2020	Hill Lane Water Line	12	inch	3,450	\$ 289,800.00	0.050	20	\$ 333,270.00	\$ 50,000.00	\$ 46,000.00	\$ 259,644.71	\$ 689,000.00	Water Distribution main along Hill Lane to serve new growth
W-13	2025	US 290 Crossing at Golf Course	12	inch	250	\$ 100,000.00	0.050	20	\$ 140,000.00	\$ 21,000.00	\$ 27,400.00	\$ 113,954.07	\$ 302,000.00	Connect 12" water lines on north and south sides of US 290
W-14	2021	Gregg Manor Road Water Supply - Ground Storage Tank and Pumps	250,000	gallon		\$ 2,000,000.00	0.050	20	\$ 2,400,000.00	\$ 360,000.00	\$ 358,800.00	\$ 1,886,411.62	\$ 5,005,000.00	250,000 gal Ground Storage Tank and 1,400 gpm expandable pump station for wholesale water supply connection
W-15	2021	FM 973 Water Line	12	inch	4000	\$ 336,000.00	0.050	20	\$ 403,200.00	\$ 60,500.00	\$ 60,300.00	\$ 316,942.31	\$ 841,000.00	Transmission main from US 290 to serve new growth on the east and west sides of FM 973
W-16	2021	US 290 Water Line	12	inch	2900	\$ 243,600.00	0.050	20	\$ 292,320.00	\$ 43,800.00	\$ 43,700.00	\$ 229,734.79	\$ 610,000.00	Parallel 12" waterline to increase US 290 capacity
W-17	2020	US 290 Water Line	16	inch	4400	\$ 540,000.00	0.050	20	\$ 621,000.00	\$ 93,200.00	\$ 85,700.00	\$ 483,820.91	\$ 1,284,000.00	Extend transmission main from Presidential Glen to Old Kimbro Road
W-18	2020	Old Kimbro Road Water Line	12	inch	3000	\$ 474,000.00	0.050	20	\$ 545,100.00	\$ 81,800.00	\$ 75,200.00	\$ 424,666.41	\$ 1,127,000.00	Transmission main to serve new growth north of US 290
W-20	2025	Bois D'Arc Lane Water Line	16	inch	2700	\$ 302,400.00	0.050	20	\$ 423,360.00	\$ 63,500.00	\$ 82,800.00	\$ 344,559.84	\$ 914,000.00	Transmission main to improve delivery of water from East EST
W-22	2025	Bois D'Arc Lane Water Line	12	inch	2500	\$ 210,000.00	0.050	20	\$ 294,000.00	\$ 44,100.00	\$ 57,500.00	\$ 239,279.35	\$ 635,000.00	Transmission main to serve new growth north of Tower Rd
W-24	2025	Gregg Manor Road Pump Improvements	1200	gpm		\$ 200,000.00	0.050	20	\$ 280,000.00	\$ 42,000.00	\$ 54,700.00	\$ 227,847.65	\$ 605,000.00	Increase Pump Capacity (and contracted supply) at wholesale water connection
W-31	2021	FM 973 Water Line	12	inch	5200	\$ 436,800.00	0.050	20	\$ 524,160.00	\$ 78,600.00	\$ 78,400.00	\$ 412,000.81	\$ 1,093,000.00	Transmission main along FM 973 from Tower Road to Canopy Lane to serve new growth.
Water CIP-1	2020	Gregg Lane to Tower Road Waterline	12	inch	3400	\$ 1,560,000.00	0.050	20	\$ 1,794,000.00	\$ 269,100.00	\$ 247,600.00	\$ 1,397,630.92	\$ 3,708,000.00	Transmission main from Manville WSC Booster Station to East Elevated Storage Tank
Water CIP-2	2017	AMR Water Meters				\$ 300,000.00	0.05	20	\$ 300,000.00	\$ 45,000.00	\$ 31,100.00	\$ 227,484.74	\$ 604,000.00	1350 Meter bodies and AMR registers, 810 replacement meter box lids, software, two vehicle transmitter units, two laptops.
Water CIP-3	2018	AMR Water Meters				\$ 400,000.00	0.05	20	\$ 420,000.00	\$ 63,000.00	\$ 48,300.00	\$ 321,357.73	\$ 853,000.00	1350 Meter bodies and AMR registers, 810 replacement meter box lids, software, two vehicle transmitter units, two laptops.
												<b>Total</b>	<b>\$ 18,943,000.00</b>	

Notes:  
Water LUEs are defined as requiring 451 gallons of water per day per single family residence as determined in the the City of Manor Water Master Plan.



LEGEND	
<span style="border: 1px solid red; padding: 2px;">LS</span>	PROPOSED LIFT STATION/LIFT STATION EXPANSION
<span style="color: green;">●</span>	WWTP
<span style="border-bottom: 2px solid blue; width: 20px; display: inline-block;"></span>	MANOR ROADS
<span style="background-color: lightgray; width: 20px; height: 10px; display: inline-block;"></span>	10-YR. WASTEWATER SERVICE AREA
<span style="border-bottom: 2px dashed black; width: 20px; display: inline-block;"></span>	MANOR ETJ
<span style="border-bottom: 2px solid black; width: 20px; display: inline-block;"></span>	EXISTING WASTEWATER LINES
<span style="border-bottom: 2px solid red; width: 20px; display: inline-block;"></span>	PROPOSED GRAVITY MAIN
<span style="border-bottom: 2px solid orange; width: 20px; display: inline-block;"></span>	PROPOSED FORCE MAIN
<span style="background-color: lightblue; width: 20px; height: 10px; display: inline-block;"></span>	FLOODPLAIN



S-30 expand to 0.25 MGD  
 S-31 expand to 0.375 MGD

**EXHIBIT A-3**  
 CITY OF MANOR  
 10 YEAR WASTEWATER  
 CAPITAL IMPROVEMENTS PLAN  
 SEPTEMBER 2020  
**FINAL**

EXHIBIT A-4  
CITY OF MANOR WASTEWATER IMPROVEMENTS  
10-YEAR CAPITAL IMPROVEMENTS PLAN  
SEPTEMBER 2020

The following projects have been identified as required to serve new growth within the service area, in accordance with approved land use assumptions and as part of the 10-year Capital Improvements Plan

Project No.	Year	Description	Construction Cost (2019 Dollars)	Interest	Period (months)	Payment	Total Payment	Size	Length	Construction Cost (adjusted for inflation @ 5% per annum)	Soft Costs	Contingency (10% + 1% per annum)	Financing Cost (5.1% over 20 Years)	Total Project Costs	Detailed Description
S-13	2020	Addl. Wilbarger WWTP Capacity	\$ 16,825,000.00	0.00425	240	\$ 145,667.98	\$ 34,960,314.38	1.33 MGD		\$ 19,348,750.00	\$ 2,140,000.00	\$ 400,000.00	\$ 13,071,564.38	\$ 34,960,000.00	New Treatment Plant Capacity to Serve Addl Growth
S-15	2021	Cottonwood WWTP, Phase 1, 0.20 MGD	\$ 4,191,000.00	0.00425	240	\$ 40,812.65	\$ 9,795,037.18	0.20 MGD		\$ 5,029,200.00	\$ 398,000.00	\$ 705,500.00	\$ 3,662,337.18	\$ 9,795,000.00	Build plant at Regional Site, road and electrical improvements add \$500,000
S-16	2021	East Cottonwood Gravity Line	\$ 750,000.00	0.00425	240	\$ 6,788.02	\$ 1,629,125.49	12"	3,200	\$ 900,000.00	\$ 51,000.00	\$ 69,000.00	\$ 609,125.49	\$ 1,629,000.00	Extend East Cottonwood gravity ww to Regional Site, sized for 10-year capacity
S-17	2021	West Cottonwood LS and FM	\$ 849,000.00	0.00425	240	\$ 7,631.87	\$ 1,831,648.15	6" FM and 350 gpm LS	3,700	\$ 1,018,800.00	\$ 79,000.00	\$ 49,000.00	\$ 684,848.15	\$ 1,832,000.00	Extend 27" and 30" gravity ww from confluence with East Cottonwood to US 290, ultimate capacity
S-18	2022	West Cottonwood Gravity Line, Phase 2	\$ 464,000.00	0.00425	240	\$ 4,591.90	\$ 1,102,055.48	15"	8,200	\$ 580,000.00	\$ 64,000.00	\$ 46,000.00	\$ 412,055.48	\$ 1,102,000.00	Serves West Cottonwood Sub-Basin up to Bois D'Arc Ln, 21" and 24" gravity ww sized for ultimate capacity
S-19	2021	FM 973 Gravity Wastewater Line	\$ 591,600.00	0.00425	240	\$ 6,139.30	\$ 1,473,432.21	12"	5,800	\$ 709,920.00	\$ 106,500.00	\$ 106,100.00	\$ 550,912.21	\$ 1,473,000.00	Serves FM 973 Corridor up to Wilbarger Basin divide (approx. Gregg Ln)
S-23	2024	Willow Lift Station and Force Main	\$ 466,320.00	0.00425	240	\$ 5,588.35	\$ 1,341,204.72	200 gpm		\$ 629,532.00	\$ 94,400.00	\$ 115,800.00	\$ 501,472.72	\$ 1,341,000.00	Lift Station and Force Main to serve 220 LUEs in Willow Basin along US 290. 10-Yr ADF approx. 60,000 gpd, PWWF approx 200 gpm
S-27	2026	Wilbarger Lift Station and Force Main to CoP WWTP	\$ 700,000.00	0.00425	240	\$ 9,166.49	\$ 2,199,958.29	8"	5,100	\$ 1,015,000.00	\$ 152,300.00	\$ 210,100.00	\$ 822,558.29	\$ 2,200,000.00	Lift Station and Force Main to serve area north of Shadowglen in Wilbarger Basin
S-28	2018	High School gravity line to Stonewater Lift Station; Stonewater Lift Station Upgrades	\$ 26,271.96	0.00425	240	\$ 202.10	\$ 48,503.92	12"	3,100	\$ 26,271.96	\$ 4,096.48	\$ -	\$ 18,135.48	\$ 49,000.00	Gravity main to serve new high school; upgrades to existing Stonewater Lift Station.
S-30	2022	Expand Cottonwood WWTP to 0.40 MGD Capacity	\$ 2,000,000.00	0.00425	240	\$ 21,811.51	\$ 5,234,763.54	0.40 MGD		\$ 2,500,000.00	\$ 375,000.00	\$ 402,500.00	\$ 1,957,263.54	\$ 5,235,000.00	New Treatment Plant Capacity to Serve Addl Growth
S-31	2025	Expand Cottonwood WWTP to 0.50 MGD Capacity	\$ 2,500,000.00	0.00425	240	\$ 31,340.04	\$ 7,521,608.52	0.50 MGD		\$ 3,500,000.00	\$ 525,000.00	\$ 684,300.00	\$ 2,812,308.52	\$ 7,522,000.00	New Treatment Plant Capacity to Serve Addl Growth
S-32	2021	Bastrop-Parsons WW Improvements	\$ 390,000.00	0.00425	240	\$ 4,047.53	\$ 971,406.01	12"		\$ 468,000.00	\$ 70,200.00	\$ 70,000.00	\$ 363,206.01	\$ 971,000.00	Replacement of existing wastewater line in Bastrop and Parsons; to correct current capacity issues and serve additional growth
CIP-1	2021	Wildhorse Creek Lift Station Expansion	\$ 750,000.00	0.00425	240	\$ 7,520.06	\$ 1,804,815.50	1,075 gpm, 2nd WW		\$ 900,000.00	\$ 135,000.00	\$ 95,000.00	\$ 75,900.00	\$ 1,206,000.00	Change in discharge point increased Phase 1 capacity from 440 to 1026 LUEs, currently at about 706 LUEs. Will need to expand LS when Lagos develops to ultimate 1586 LUE capacity.
CIP-2	2021	Bell Farms Lift Station Expansion	\$ 300,000.00	0.00425	240	\$ 2,894.89	\$ 694,774.11	1,400 gpm, 2nd WW		\$ 360,000.00	\$ 45,000.00	\$ 30,000.00	\$ 259,774.11	\$ 695,000.00	Presently at approximately 730 LUES. Current phase 1 capacity is 1264 LUES. Ultimate Capacity at phase 2 is 2172.
CIP-3	2021	Presidential Glen Lift Station Expansion	\$ 300,000.00	0.00425	240	\$ 2,894.89	\$ 694,774.11	2,275 gpm, 2nd WW		\$ 360,000.00	\$ 45,000.00	\$ 30,000.00	\$ 259,774.11	\$ 695,000.00	Presently at approximately 1281 LUES. Actual phase 1 capacity with current wastewater flows is in excess of 1500 LUES. Ultimate Capacity at phase 2 is 3517.
CIP-4	2022	US 290 WW Line Expansion	\$ 603,378.00	0.00425	240	\$ 6,579.87	\$ 1,579,169.64	12" & 15"	2,760	\$ 754,222.50	\$ 113,100.00	\$ 121,400.00	\$ 590,447.14	\$ 1,579,000.00	Presently at approximately 264 PG+308 SW = 572 LUEs out of 1800 LUE capacity, expansion will double capacity.
CIP-6	2020	Travis County Rural Center Lift Station, force main	\$ 1,931,000.00	0.00425	240	\$ 16,288.93	\$ 3,909,342.17	500 gpm	500	\$ 2,220,650.00	\$ 127,000.00	\$ 100,000.00	\$ 1,461,692.17	\$ 3,909,000.00	Lift Station and Force Main from Rural Center to existing wastewater line
													<b>Total:</b>	<b>\$ 76,193,000.00</b>	

Notes:  
Wastewater LUEs are defined as producing 275 gallons of wastewater per day per single family residence as determined in the the City of Manor Wastewater Master Plan.



### AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** November 4, 2020  
**PREPARED BY:** Scott Dunlop  
**DEPARTMENT:** Development Services

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on an ordinance of the City of Manor, Texas amending Chapter 10, Subdivision Regulation, Article 10.02 Subdivision Ordinance, Ordinance 263B, Exhibit A of the Code of Ordinances of the City of Manor providing for the amendment of general and alternative review procedures, approval of concept plans, establishing expiration and extension dates, approval of easement and license agreements, establishing lot widths in the ETJ, and procedures for water and wastewater service in the ETJ.

**BACKGROUND/SUMMARY:**

It's been a year since we last amended the Subdivision code to be in accordance with the new state law. After working under the new code for a year there were a couple areas that we found needed tweaking/clean up and few sections that need clarification and/or updating.

Attached is an explanation of each section of the Ordinance and the reason for the amendment.

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

- Ordinance No. 590

**STAFF RECOMMENDATION:**

It is the City Staff's recommendation that the City Council approve Ordinance no. 590 of the City of Manor, Texas amending Chapter 10, Subdivision Regulation, Article 10.02 Subdivision Ordinance, Ordinance 263B, Exhibit A of the Code of Ordinances of the City of Manor providing for the amendment of general and alternative review procedures, approval of concept plans, establishing expiration and extension dates, approval of easement and license agreements, establishing lot widths in the ETJ, and procedures for water and wastewater service in the ETJ.

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



**ORDINANCE NO. 590**

**AN ORDINANCE OF THE CITY OF MANOR, TEXAS AMENDING CHAPTER 10, SUBDIVISION REGULATION, ARTICLE 10.02 SUBDIVISION ORDINANCE, ORDINANCE 263B, EXHIBIT A, AS AMENDED, OF THE CODE OF ORDINANCES OF THE CITY OF MANOR, TEXAS PROVIDING FOR THE AMENDMENT OF GENERAL PROCEDURES, ALTERNATIVE REVIEW PROCEDURES AND APPROVAL OF CONCEPT PLANS; ESTABLISHING EXPIRATION AND EXTENSION DATES; PROVIDING FOR THE APPROVAL OF EASEMENTS AND LICENSE AGREEMENTS; PROVIDING PROCEDURES FOR WATER AND WASTEWATER SERVICES IN THE ETJ; ESTABLISHING LOT WIDTHS IN THE ETJ; PROVIDING A SEVERABILITY CLAUSE, PROVIDING SAVINGS, EFFECTIVE DATE AND OPEN MEETINGS CLAUSES, AND PROVIDING FOR RELATED MATTERS.**

**WHEREAS**, the City of Manor, Texas (the “City”) is a home-rule City authorized to regulate subdivisions within its city limits and extraterritorial jurisdiction; and

**WHEREAS**, the City Council of the City of Manor, Texas (the “City Council”) reviews the City’s subdivision regulations from time to time to consider amendments to the City’s subdivision ordinance; and

**WHEREAS**, the City finds it necessary to amend the subdivision ordinance and adopt the amendments set forth in this ordinance;

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

**SECTION 1. Findings.** The above and foregoing recitals are hereby found to be true and correct and are incorporated herein as findings of fact.

**SECTION 2. Amendment of Code of Ordinances.** The City Council hereby amends Chapter 10, Subdivision Regulation, Article 10.02 Subdivision Ordinance, Ordinance 263B, Exhibit A of the Manor Code of Ordinances (the “Subdivision Ordinance”) to amend the general procedures, alternative review procedures and approval of concept plans, establish expiration and extension dates, provide for the approval of easements and license agreements, provide procedures for water and wastewater services in the ETJ and establish lot widths in the ETJ; as provided for in Sections 3. through 13. of this Ordinance.

**SECTION 3. Amendment of Section 20, General Procedures.** Section 20. of the Subdivision Ordinance is hereby amended to delete subsection (c) in its entirety to read as follows:

“(c) **Pre-Development Meeting.** The applicant is required to attend a pre-development meeting with city staff to help familiarize the applicant with applicable codes and regulations before the first application is submitted. The Director of Development Services may waive this requirement if they deem that the meeting is not necessary. If the first application is not filed within six (6) months after the date of the pre-development meeting with city staff, the applicant shall be required to schedule a new pre-development meeting to satisfy the meeting requirement set out herein.”

**SECTION 4. Amendment of Section 20B, Alternative Review Procedure; Waiver of Approval Procedure.** Section 20B. of the Subdivision Ordinance is hereby amended to revise the following subsections as follows:

(a) Subsection (a)(ii) is hereby amended in its entirety to read as follows:

“(a)(ii) Review of the application by Staff and return of comments to the applicant in accordance with the review schedule prepared by the Director of Development Services. The comments shall consist of the reasons that the application does not comply with City ordinances or state law and references to applicable City ordinances or state law.”

(b) Subsection (a)(iv) is hereby amended in its entirety to read as follows:

“(a)(iv) If an applicant requests the Alternative Review Procedure, then the deadlines for action on plats or plans, the requirement for a pre-development meeting, and the requirement for payment of Resubmittal Application Fees will not apply unless the applicant requests in writing submitted on a date established for submission of plats or plans for an application to be moved back into the Standard Approval Procedure. Under the Alternative Review Procedure, if requested by the applicant, the City Engineer may, at his/her discretion, approve an application as complete for processing without the need for an applicant to submit documents listed on an application, including but not limited to, Geotech and SWPPP documents.”

**SECTION 5. Amendment of Section 21. – Concept Plan.** Section 21. of the Subdivision Ordinance is hereby amended to revise the following subsections as follows:

(a) Subsection (d)(3) is hereby amended in its entirety to read as follows:

“(3) The application shall be scheduled for consideration by the Commission within thirty (30) days of the application Filing Date (or within the applicable extension period if an extension is granted), or within fifteen (15) days of the

Resubmittal Date, as applicable. The application shall be scheduled for consideration by the Council thirty (30) days of the Commission's approval or conditional approval action on the application (or within the applicable extension period if an extension is granted), or within fifteen (15) days of Commission's approval or conditional approval action on a Resubmittal Application, as applicable."

- (b) Subsection (f)(1) is hereby amended in its entirety to read as follows:

"(1) The Commission shall take action on the application within thirty (30) days of the Filing Date. The failure of either the Commission to act within thirty (30) days of the Filing Date (or within sixty (60) days of the Filing Date where an extension has been granted), or the Council to act within thirty (30) days of approval action on the Concept Plan by the Commission (or within sixty (60) days where an extension has been granted) shall be deemed an approval of the plan by the respective body, except as otherwise agreed to by the applicant pursuant to Section 20A(b)."

- (c) Subsection (f)(2) is hereby amended in its entirety to read as follows:

"(2) The Council, within thirty (30) days of the date of approval action of the Concept Plan application by the Commission (or within sixty (60) days of the date of approval action by the Commission where an extension has been granted), shall take action on the Concept Plan application."

**SECTION 6. Amendment of Section 22. – Preliminary Plat.** Section 22. of the Subdivision Ordinance is hereby amended to revise the following subsections as follows:

- (a) Subsection (c)(3)(viii) is hereby amended in its entirety to read as follows:

"(viii) Replacement Trees shall be shown on the Preliminary Plat based on the replacement tree ratio in Section 15.03.036 Tree Removal."

- (b) Subsection (c)(4)(iii) is hereby amended to replace "the County Health District" to "Travis County Transportation and Natural Resources".

**SECTION 7. Amendment of Section 23. – Construction Plans.** Section 23. of the Subdivision Ordinance is hereby amended to add the following subsections as follows:

- (a) Subsection (h) is hereby added to read as follows:

"(h) *Expiration.*

(1) The approval of the Construction Plans shall expire two (2) years after the filing date, unless an extension is granted by the Commission in accordance with this Ordinance.

(2) If the Construction Plans expire, all fees shall be repaid as if the Construction Plans were initially being submitted.”

(b) Subsection (i) is hereby added to read as follows:

“(i) *Extension.* The developer may apply for an extension, in writing, prior to the end of the initial two (2) year period, stating reasons for needing the extension and demonstrating pursuit of approvals for a Final Plat in accordance with this Ordinance. Upon receipt of this written request, the Commission may, at its discretion, grant up to a one-year extension.”

**SECTION 8. Amendment of Section 24. – Final Plat.** Section 24. of the Subdivision Ordinance is hereby amended to delete, add or revise the following subsections as follows:

(a) Subsection (c)(1)(viii) is hereby amended in its entirety to read as follows:

“(viii) Certification from the Travis County Transportation and Natural Resources that a subdivision is located in an area which cannot reasonably be served by an organized wastewater collection system and that the use of septic tank or other means of disposal has been approved by the Travis County Transportation and Natural Resources. Said certificate shall show the limitations, if any, of such approval.”

(b) Subsection (f) *Approval.* is hereby amended to delete subsection (3) in its entirety and renumber subsections (4), (5) and (6) as subsections (3), (4), (5) respectively.

(c) Subsection (j) is hereby added to read as follows:

“(j) *Expiration.*

(1) Unless the Final Plat is recorded in the Official County Records within two (2) years after approval by the Commission, such approval of the Final Plat shall be void, unless an extension is granted by the Commission in accordance with this Ordinance.

(2) If the Final Plat expires, all fees shall be repaid as if the Final Plat was initially being submitted.”

(d) Subsection (k) is hereby added to read as follows:

“(k) *Extension.* The developer may apply for an extension, in writing, prior to the end of the initial two (2) year period, stating just cause for needing the extension. Upon receipt of this written request, the Commission may, at its discretion, grant up to a one-year extension.”

**SECTION 9. Amendment of Section 27. – Amended Plats.** Section 27. of the Subdivision Ordinance is hereby amended to add or revise the following subsections as follows:

- (a) Subsection (g) is hereby amended in its entirety to read as follows:

“(g) *Expiration.* Approval of an Amended Plat shall expire if said plat is not recorded in the plat records of the County within two (2) years of City approval.”

- (b) Subsection (j) is hereby added to read as follows:

“(j) *Extension.* The developer may apply for an extension, in writing, prior to the end of the initial two (2) year period, stating just cause for needing the extension. Upon receipt of this written request, the Commission may, at its discretion, grant up to a one-year extension.”

**SECTION 10. Amendment of Section 28. – Short Form Final Plats.** Section 28. of the Subdivision Ordinance is hereby amended to add the following subsections as follows:

- (a) Subsection (j) is hereby added to read as follows:

“(j) *Expiration.*

(1) Unless the Short Form Final Plat is recorded in the Official County Records within two (2) years after approval by the Commission, such approval of the Short Form Final Plat shall be void, unless an extension is granted by the Commission in accordance with this Ordinance.

(2) If the Short Form Final Plat expires, all fees shall be repaid as if the Short Form Final Plat was initially being submitted.”

- (b) Subsection (k) is hereby added to read as follows:

“(k) *Extension.* The developer may apply for an extension, in writing, prior to the end of the initial two (2) year period, stating just cause for needing the extension. Upon receipt of this written request, the Commission may, at its discretion, grant up to a one-year extension.”

**SECTION 11. Amendment of Section 45. – Blocks and Lots.** Section 45. of the Subdivision Ordinance is hereby amended to delete subsection (b)(9) to read as follows:

“(9) All lots shall face and have contiguous frontage on a usable, dedicated public road right-of-way except lots within a PUD which may have similar frontage on a private street under common ownership. The extent of this frontage (front line) shall conform to the minimum lot width requirements set forth in the City's Zoning Ordinance. Lots in the ETJ shall have a minimum lot width of sixty (60) feet of frontage.”

**SECTION 12. Amendment of Section 46 Easements.** Section 46. of the Subdivision Ordinance is hereby amended to revise the section and to add subsections as follows:

- (a) The title of Section 46 is hereby amended to replace “Easements” to “Easements and License Agreements”.
- (b) Subsections (f) and (g) are hereby added to read as follows:

“(f) The City Manager is authorized to sign approval and acceptance of easements granted outside of the subdivision platting process that have been reviewed and approved by the City Engineer and that are granted using a form substantially similar to the form approved by the City Attorney.

“(g) The City Manager is authorized to enter into and execute license agreements as may be required by a plat note or granted outside the subdivision platting process and that are granted using a form substantially similar to the form approved by the City Attorney.”

**SECTION 13. Addition of Section 49. Water and Wastewater Services in the ETJ.** The Subdivision Ordinance is hereby amended to add Section 49. to read as follows:

**“SECTION 49. WATER AND WASTEWATER SERVICES IN THE ETJ.**

(a) *Applicability.* This Section applies to the extension of water and wastewater services to property not within the City Certificate of Convenience and Necessity (“CCN”) but within the extraterritorial jurisdiction of the City (“ETJ”). The use of term “services” in this Section shall mean City water and/or wastewater services on a retail or wholesale basis.

(b) *Annexation Required.* No property in the ETJ, but not in the City’s CCN, shall receive services until it is first annexed into the City limits, except as pursuant to subsection (c), herein. A property owner requesting the extension of services to a property located in the ETJ shall first request in writing that the City annex the area proposed to be serviced and shall comply with any and all requirements for annexation under the Texas Local Government Code, as amended, to authorize the City to annex the property. If the City Council agrees to initiate proceedings on the requested annexation, such annexation shall be completed prior to the extension of City services to the property.

(c) *Conditions Under Which Services May Be Provided In The ETJ Prior To Annexation.* The City Council may determine, in its sole discretion, to provide services in the ETJ without first annexing the property upon: (i) compliance with the conditions set forth below; and (ii) a determination by the City Council that the provision of services is in the best interest of the City.

(1) Adequate capacity exists. There is adequate capacity of City services available for the purpose of servicing residential and commercial users outside the City without impairing services within the City's service area. Whether such adequate capacity exists shall be determined solely by the City Engineer, and the determination of the City Engineer shall be final.

(2) Protection of resources. The extension of services shall not lead to significant degradation of water quality or other environmental resources, or cause or have the potential to cause the City's non-compliance with any local, State, or federal regulations or statutes.

(3) Owners outside City limits to bear costs of service facilities and furnish easements. The property owner requesting service shall be responsible for all costs relating to the design and construction of service facilities. The property owner shall also furnish suitable construction and permanent easements and rights-of-way for utility lines.

(4) Construction to conform to City standards. All design and construction of service facilities shall be in accordance with City standards and specifications.

(5) New subdivisions to comply with City subdivision regulations. New subdivisions recorded after the date of passage of this section desiring services shall comply with the subdivision regulations of the City of Manor, Texas, in effect at the time such new subdivision is approved.

(6) City to have right of review. The City shall have the right to review and approve all plats and plans where service is to be provided. The property owner requesting the service shall pay for all reviews in accordance with the Manor Code of Ordinances Appendix A - Fee Schedule, as amended.

(7) Water and sewer facility requirements. Water service will not be provided to residential and commercial users who utilize private sewage facilities.

(8) Service lines to meet ultimate requirements of the City. All service lines shall be sized to serve the ultimate requirements of the City.

(9) City may reimburse owner for oversized service lines. Where the service lines required to meet the ultimate requirements for the City are larger than the total capacity required to serve the tract of land to be developed, the City may enter into a contract with the property owner constructing the service lines for reimbursement for the excess capacity.



(10) Extended service lines to be inspected by the City. All service lines and facilities extending from existing City facilities to any tract of land outside the City limits requesting service shall be inspected by the City's Engineering Department. The property owner requesting the service shall pay for inspections in accordance with the Manor Code of Ordinances, Appendix A - Fee Schedule, as amended.

(11) Wholesale service to another retail public utility. Any provision of City services on a wholesale basis to another retail public utility in the City's ETJ will be governed by a separate wholesale service agreement approved by the City Council incorporating terms and conditions determined by the City Council to be in the best interest of the City. Expenses incurred by the City in the negotiation and execution of a wholesale service agreement shall be reimbursed by the property owner or retail public utility requesting the wholesale service.

(12) Development agreement. The property owner shall enter into a development agreement with the City identifying specific design standards, use restrictions, connection of public infrastructure as deemed necessary by the Director of Engineering, commitment to allow annexation of the property and to comply with any and all requirements to facilitate the annexation under the Texas Local Government Code, and any other terms determined by the City Council to be in the best interest of the City.

(d) *Rates.* The rates paid by residential and commercial users located in the ETJ for services shall be in accordance with the Manor Code of Ordinances, Appendix A – Fee Schedule, as amended.”

**SECTION 14. Conflicting Ordinances.** The Manor Code of Ordinances is amended as provided herein. All ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance as adopted herein, are hereby amended to the extent of such conflict. In the event of a conflict or inconsistency between this ordinance and any other code or ordinance of the City, the terms and provisions of this ordinance shall govern.

**SECTION 15. 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 subdivision 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 16. Effective Date.** This ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Tex. Loc. Gov't. Code and the City Charter.

**ORDINANCE NO. 590**

**SECTION 17. Severability.** It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable and, if any phrase, sentence, paragraph or section of this Ordinance should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation of this ordinance of any such invalid phrase, clause, sentence, paragraph or section. If any provision of this Ordinance shall be adjudged by a court of competent jurisdiction to be invalid, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision, and to this end the provisions of this Ordinance are declared to be severable.

**SECTION 18. Open Meetings.** 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.

**PASSED AND APPROVED** on this 4<sup>th</sup> day of November 2020.

**THE CITY OF MANOR, TEXAS**

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

**ATTEST:**

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



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** November 4, 2020  
**PREPARED BY:** Tracey Vasquez, HR Manager  
**DEPARTMENT:** Human Resources

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action with regard to renaming of the position title of “Community Development Manager” to the position title of “Heritage and Tourism Manager”.

**BACKGROUND/SUMMARY:**

For better clarification concerning job descriptions and responsibilities, the City staff is recommending renaming the position titled “Community Development Manager” with the position title of “Heritage and Tourism Manager”; there will not be any adjustment in pay scale. The term “economic” is being removed from the job description to better identify the job duties and responsibilities under this position.

(Red lines will be deletions and highlights will be additions).

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

- Community Development Manager job description
- Heritage and Tourism Manager job description

**STAFF RECOMMENDATION:**

It is the City Staff’s recommendation that the City Council approve to renaming of the position titled “Community Development Manager” to the position title of “Heritage and Tourism Manager”; maintain the current pay scale and remove the term “economic” from the job description to better identify the job duties and responsibilities under this position.

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



## Community Development Manager

Under the direction of the City Manager or their designee, this position will coordinate, preserve, program, market, and guide the continued revitalization of the City of Manor. Represent the department and City in certain tourism, arts and economic development opportunities as identified by the City Manager. Assist efforts to enhance community partnerships, provide special event support, and contribute to the City and engagement efforts. The ideal candidate would be an energetic leader who is passionate about advocacy, builds consensus, and possesses exceptional marketing and interpersonal skills.

**Reports to:**

City Manager

**Salary:**

\$56,915- \$77,004

**Exempt:**

Yes

**Essential Functions:**

Duties include, but are not limited, to:

- Develop and encourage opportunities for new business and growth or expansion of current business in the community.
- Develop a data system on reinvestment in the community, available properties, and on businesses, jobs, and property owners.
- Identify unique assets and resources within the community.
- Prepares a variety of communications, including analytical reports, correspondence, commentary, and drafts of promotion, design, organization and economic restructuring.
- Build opportunities for partnership with the Chamber of Commerce, developmental organizations, and key downtown/neighborhood organizations.
- Assist businesses and property owners with property improvement projects.
- Manages community/economic development activities and initiatives for a designated market area and local venues.
- Coordinate marketing strategies and initiatives to the community and other interest groups.
- Develop, manage and evaluate marketing plans and innovative strategies for the City.
- Assists with the development and distribution of special event promotions, brochures, downtown newsletters, and other marketing materials.

- Explores and evaluates the current and future needs of the community and develops a strong understanding of local issues and needs.
- Conduct market research.
- Uses computers and software programs for various programs and projects.
- May instruct others in work procedures and may provide direction to others on a project basis.
- Performs related work as assigned.
- Maintain regular attendance.

**Qualification Requirements:**

- Typical administrative practices and processes associated with local government offices or functions, or possess ability to acquire and put such knowledge into practice.
- General computer operations, specifically familiarity of Microsoft Office software.
- Office machines, such as scanner, computer, copier and fax machine; and of office practices and procedures.
- Able to maintain a pleasant and courteous demeanor working in a fast pace environment.
- Establish and maintain an effective working relationship with all levels of management, City officials, vendors, other employees, and the general public.
- Communicate effectively in person, by telephone, and by e-mail with all levels of management, City officials, vendors, other employees, and the general public.
- Meet deadlines and perform multiple tasks under pressure.
- Basic ability to read and requires the basic knowledge of grammar and spelling.
- Basic mathematical, in order to calculate fees, work hours and sufficient math to complete reports and basic bookkeeping skills.
- Able to perform multiple task efficiently and applies knowledge of procedures to fulfill essential job duties.
- Ability to organize, prioritize, and carry out office work with minimal supervision.
- Maintain a professional appearance and attire.

**Education/Experience Required:**

- High School diploma/GED required.
- Historic preservation knowledge a plus.
- Preferred Bachelor's degree in Marketing.
- Two (2) years of experience and training in Community Development, or an equivalent combination of education, training, and experience.

**Other Requirements:**

- Valid Texas Class C Driver's License with satisfactory driving record, as defined by City policy.
- Proof of citizenship and/or eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test.
- Bilingual preferred
- Texas Downtown Association Membership
- Membership in Texas Economic Development Council (TEDC)
- Membership in the Film Friendly Texas (FFTX) Office of the Governor
- Membership in Texas Association of Convention and Visitor Bureau (TACVB).
- Texas Travel Industry Association Membership.



**Preferred Certification:**

- First Aid and CPR/AED

**Supervisory Responsibilities:**

No

**Working Conditions:**

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A portion of work takes place in an outdoor setting in extreme temperatures including heat, cold, and temperature swings and inclement weather. Subject to sunburn and other sun exposure related incidents.
- May include flexible hours, including weekends, holidays and some after-hours work or overtime work in response to emergencies and meetings
- Stressful situations are inherent to this position.
- Work may require travel, including over-night stays, involving training and conducting City business.

**Physical Requirements:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit or stand for long periods answering phones, performing keyboarding, computer work, filing, copying and other administrative work.
- Must possess general manual dexterity to operate computer, office machines, perform filing or other office functions; and reach with hands or arms.
- Must be able to move about office, bend or stoop, retrieve files, lift books or other materials, use step-stools and step-ladders to store and retrieve items of various sizes, shapes and forms weighing up to 30 pounds.
- Must be able to handle stressful situations.
- Must possess mental acuity for attention to accuracy and detail.
- Must see in the normal visual range with or without correction.
- Must hear in the normal audio range with or without correction.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

This description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

This job description is subject to change at any time.

City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.

**The City of Manor is an Equal Opportunity Employer**



## Heritage and Tourism Manager

Under the direction of the City Manager or their designee, this position will coordinate, preserve, program, market, and guide the continued revitalization of the City of Manor. Represent the department and City in certain tourism, arts and development opportunities as identified by the City Manager. Assist efforts to enhance community partnerships, provide special event support, and contribute to the City and engagement efforts. The ideal candidate would be an energetic leader who is passionate about advocacy, builds consensus, and possesses exceptional marketing and interpersonal skills.

**Reports to:**

City Manager

**Salary:**

\$56,915- \$77,004

**Exempt:**

Yes

**Essential Functions:**

Duties include, but are not limited, to:

- Develop and encourage opportunities for new business and growth or expansion of current business in the community.
- Develop a data system on reinvestment in the community, available properties, and on businesses, jobs, and property owners.
- Identify unique assets and resources within the community.
- Prepares a variety of communications, including analytical reports, correspondence, commentary, and drafts of promotion, design, organization and restructuring.
- Build opportunities for partnership with the Chamber of Commerce, developmental organizations, and key downtown/neighborhood organizations.
- Assist businesses and property owners with property improvement projects.
- Manages community development activities and initiatives for a designated market area and local venues.
- Coordinate marketing strategies and initiatives to the community and other interest groups.
- Develop, manage and evaluate marketing plans and innovative strategies for the City.
- Assists with the development and distribution of special event promotions, brochures, downtown newsletters, and other marketing materials.



- Explores and evaluates the current and future needs of the community and develops a strong understanding of local issues and needs.
- Conduct market research.
- Uses computers and software programs for various programs and projects.
- May instruct others in work procedures and may provide direction to others on a project basis.
- Performs related work as assigned.
- Maintain regular attendance.

**Qualification Requirements:**

- Typical administrative practices and processes associated with local government offices or functions or possess ability to acquire and put such knowledge into practice.
- General computer operations, specifically familiarity of Microsoft Office software.
- Office machines, such as scanner, computer, copier and fax machine; and of office practices and procedures.
- Able to maintain a pleasant and courteous demeanor working in a fast pace environment.
- Establish and maintain an effective working relationship with all levels of management, City officials, vendors, other employees, and the general public.
- Communicate effectively in person, by telephone, and by e-mail with all levels of management, City officials, vendors, other employees, and the general public.
- Meet deadlines and perform multiple tasks under pressure.
- Basic ability to read and requires the basic knowledge of grammar and spelling.
- Basic mathematical, in order to calculate fees, work hours and sufficient math to complete reports and basic bookkeeping skills.
- Able to perform multiple task efficiently and applies knowledge of procedures to fulfill essential job duties.
- Ability to organize, prioritize, and carry out office work with minimal supervision.
- Maintain a professional appearance and attire.

**Education/Experience Required:**

- High School diploma/GED required.
- Historic preservation knowledge a plus.
- Preferred Bachelor's degree in Marketing.
- Two (2) years of experience and training in Community Development, or an equivalent combination of education, training, and experience.

**Other Requirements:**

- Valid Texas Class C Driver's License with satisfactory driving record, as defined by City policy.
- Proof of citizenship and/or eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test.
- Bilingual preferred
- Texas Downtown Association Membership
- Membership in Texas Economic Development Council (TEDC)
- Membership in the Film Friendly Texas (FFTX) Office of the Governor
- Membership in Texas Association of Convention and Visitor Bureau (TACVB).
- Texas Travel Industry Association Membership.

**Preferred Certification:**

- First Aid and CPR/AED

**Supervisory Responsibilities:**

No

**Working Conditions:**

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**Physical Requirements:**

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