



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

City Council Regular Meeting

Wednesday, July 21, 2021 at 7:00 PM

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

AGENDA

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

PLEDGE OF ALLEGIANCE

PRESENTATIONS

- A. Presentation by Chris Offensend with Qwally – Manor Biz101**

PROCLAMATIONS

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

PUBLIC COMMENTS

Comments will be taken from the audience on non-agenda related topics for a length of time, not to exceed three (3) minutes per person. Comments on specific agenda items must be made when the item comes before the Council. To address the City Council, please 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. Public Hearing:** Conduct a public hearing on a Concept Plan for the Palomino Subdivision, one hundred twenty-one (121) lots on 50.34 acres more or less, and being located near the intersection of N. FM 973 and Johnson Road, Manor, TX.
Applicant: BGE, Inc.
Owner: Geraldine and Edward Wolf
Submitted by: Scott Dunlop, Development Services Director
- 2. Public Hearing:** Conduct a public hearing on a Concept Plan for the Compass Rose Academy Subdivision, one (1) lot on 13.19 acres more or less, and being located near the intersection of N. FM 973 and Shadowglen Trace, Manor, TX.
Applicant: Kimley-Horn & Associates
Owner: FM 973 Building Hope, LLC
Submitted by: Scott Dunlop, Development Services Director

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

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.

- 4. Consideration, discussion, and possible action to approve the City Council Minutes of the July 7, 2021, City Council Regular Meeting.**
Submitted by: Lluvia T. Almaraz, City Secretary
- 5. Consideration, discussion, and possible action on the destruction of city records that have met their retention requirement; and Authorize the City Manager to execute the customer service agreement with Data Armor.**
Submitted by: Lluvia T. Almaraz, City Secretary
- 6. Consideration, discussion, and possible action on the acceptance of the June 2021 Departmental Reports.**
Submitted by: Thomas Bolt, City Manager
- Police – Ryan Phipps, Chief of Police
 - Development Services – Scott Dunlop, Development Services Director
 - Community Development – Debbie Charbonneau, Heritage and Tourism Manager
 - Municipal Court – Sarah Friberg, Court Clerk
 - Public Works – Michael Tuley, Director of Public Works
 - Finance – Lydia Collins, Director of Finance
 - Human Resources – Tracey Vasquez, HR Manager
 - IT – Heath Ferguson, IT Manager

REGULAR AGENDA

- 7. Consideration, discussion, and possible action on Hotel Occupancy Tax Funds in the amount of up to \$100,000 for the City of Manor's Sesquicentennial year-long celebration.**
Submitted by: Lydia Collins, Director of Finance
- 8. Consideration, discussion, and possible action on a Concept Plan for the Palomino Subdivision, one hundred twenty-one (121) lots on 50.34 acres more or less, and being located near the intersection of N. FM 973 and Johnson Road, Manor, TX.**
Applicant: BGE, Inc.
Owner: Geraldine and Edward Wolf
Submitted by: Scott Dunlop, Development Services Director

- 9. Consideration, discussion, and possible action on a Concept Plan for the Compass Rose Academy Subdivision, one (1) lot on 13.19 acres more or less, and being located near the intersection of N. FM 973 and Shadowglen Trace, Manor, TX.**
Applicant: Kimley-Horn & Associates
Owner: FM973 Building Hope, LLC
Submitted by: Scott Dunlop, Development Services Director
- 10. First Reading: Consideration, discussion, and possible action on an ordinance rezoning 19.81 acres, more or less, out of the James Manor Survey No. 40, Abstract 546, and being located in the 11000 block of Hill Lane, Manor, TX from Light Commercial (C-1) to Light Industrial (IN-1).**
Applicant: Doucet & Associates, Inc.
Owner: Las Entradas Development Corp.
Submitted by: Scott Dunlop, Development Services Director
- 11. Consideration, discussion, and possible action on selecting a trustee for the EntradaGlen Public Improvement District (PID).**
Submitted by: Thomas Bolt, City Manager
- 12. Consideration, discussion, and possible action on selecting an underwriter for the EntradaGlen Public Improvement District (PID).**
Submitted by: Thomas Bolt, City Manager

EXECUTIVE SESSION

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

- Section 551.072 Deliberations regarding Real Property - 10.23 acres more or less located in Travis County, Texas located at the NE corner of Ring Dr and Skimmer Run, Manor, Texas.

OPEN SESSION

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

ADJOURNMENT

In addition to any executive session already listed above, the City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Section §551.071 (Consultation with Attorney), §551.072 (Deliberations regarding Real Property), §551.073 (Deliberations regarding Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations regarding Security Devices) and §551.087 (Deliberations regarding Economic Development Negotiations).

CONFLICT OF INTEREST

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

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

POSTING CERTIFICATION

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Friday, July 16, 2021, by 5:00 PM and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

/s/ Lluvia T. Almaraz, TRMC
City Secretary for the City of Manor, Texas

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:

The City of Manor is committed to compliance with the Americans with Disabilities Act. Manor City Hall and the Council Chambers are wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary at 512.272.5555 or e-mail lalmaraz@cityofmanor.org.

PROCLAMATION

WHEREAS, parks and recreation programs are an integral part of communities throughout this country, including Manor, Texas; and

WHEREAS, our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS, parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS, parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS, parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS, the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS, the City of Manor recognizes the benefits derived from parks and recreation resources.

NOW THEREFORE, I, Dr. Larry Wallace Jr., Mayor of the City of Manor, and on behalf of the Manor City Council, do hereby proclaim that July is recognize as:

“PARKS AND RECREATION MONTH”

in the City of Manor, Texas.

PROCLAIMED this the 21st day of July 2021.

Dr. Larry Wallace Jr., Mayor
City of Manor

AGENDA ITEM NO. 1

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 21, 2021
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

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

Applicant: BGE, Inc.

Owner: Geraldine and Edward Wolf

BACKGROUND/SUMMARY:

This concept plan has been approved by our engineers.

This property was rezoned to Two-Family and Medium Commercial on 10/7/20. This concept plan is their first step in the subdivision process in order to develop the property. It is 117 two-family lots (234 units), 2 commercial lots and 2 parkland lots.

A first public hearing was conducted at P&Z on 7/14

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

- Plat
- Notice Letter
- Mailing Labels

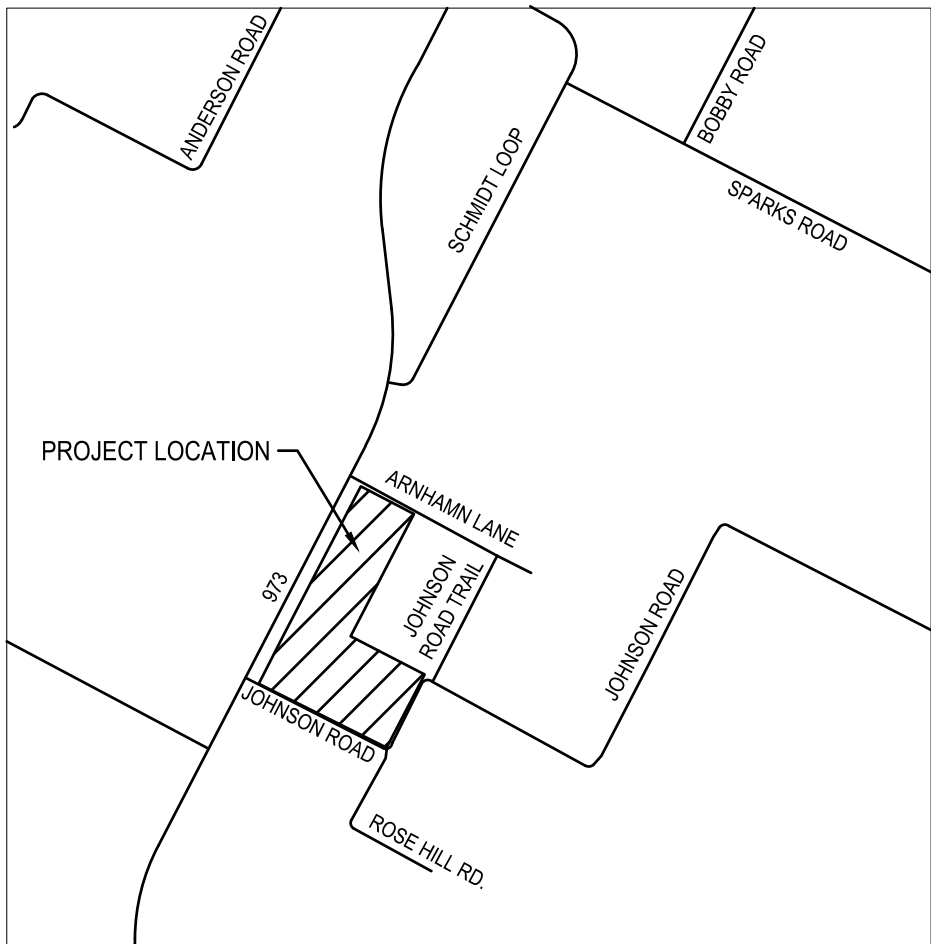
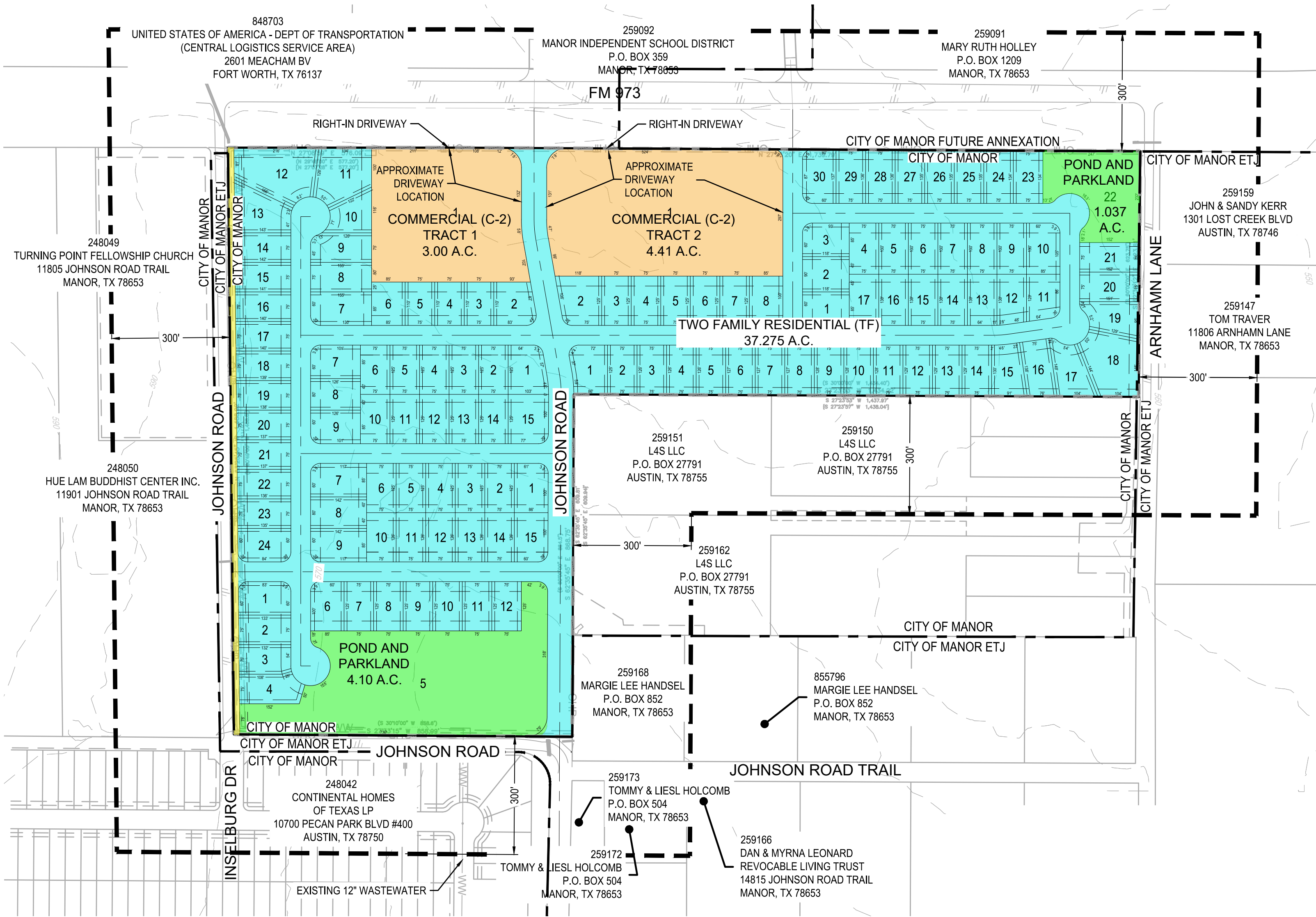
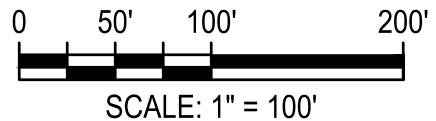
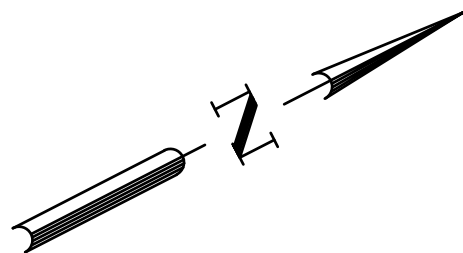
STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council conduct a public hearing on a Concept Plan for the Palomino Subdivision, one hundred twenty-one (121) lots on 50.34 acres more or less, and being located near the intersection of N. FM 973 and Johnson Road, Manor, TX.

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

PALOMINO CONCEPT PLAN

DATE PREPARED: NOVEMBER 11, 2020



LOCATION MAP
SCALE: 1" = 2000'

TOTAL AREA: 50.340 AC.

<div></div>	TWO-FAMILY RESIDENTIAL (TF) 234 UNITS (117 LOTS)	37.275 AC
<div></div>	COMMERCIAL (C-2) 2 LOTS	7.41 AC
<div></div>	PARKLAND	5.137 AC
<div></div>	RIGHT OF WAY DEDICATION	0.513 AC
<div></div>	300' PROPERTY SETBACK	
<div></div>	JURISDICTIONAL BOUNDARY	

OWNER: GERALDINE & EDWARD WOLF
2868 COUNTY ROAD 267
CAMERON, TEXAS 76520

DEVELOPER: D.R. HORTON
10700 PECAN PARK BOULEVARD, 4TH FLOOR
AUSTIN, TEXAS 78750
(512) 533-1468

ENGINEER: BGE, INC., TBPE F-1046
101 W LOUIS HENNA BLVD, SUITE 400
AUSTIN, TEXAS 78728
(512) 879-0400

PROJECT INFORMATION:

WASTEWATER LUE'S:

-RESIDENTIAL (DUPLEX) - 117
-COMMERCIAL (TRACT 1) - 7
-COMMERCIAL (TRACT 2) - 62

WATER LUE'S:

-RESIDENTIAL (DUPLEX) - 234
-COMMERCIAL (RETAIL) - 7
-COMMERCIAL (GAS) - 62

TRAFFIC GENERATION
(VPD):

-RESIDENTIAL (DUPLEX) - 2,273
-COMMERCIAL (TRACT 1) - 5,462
-COMMERCIAL (TRACT 2) - 3,107

CITY OF MANOR ACKNOWLEDGEMENTS

THIS CONCEPT PLAN HAS BEEN SUBMITTED TO AND CONSIDERED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MANOR, TEXAS, AND IS HEREBY RECOMMENDED FOR APPROVAL BY THE CITY COUNCIL ON THIS THE __ DAY OF ____, 20__ A.D.

APPROVED:

ATTEST:

CHAIRPERSON

CITY SECRETARY

ACCEPTED AND APPROVED FOR RECORD BY THE CITY COUNCIL, CITY OF MANOR, TEXAS ON THIS THE __ DAY OF ____, 20__ A.D.

BY:

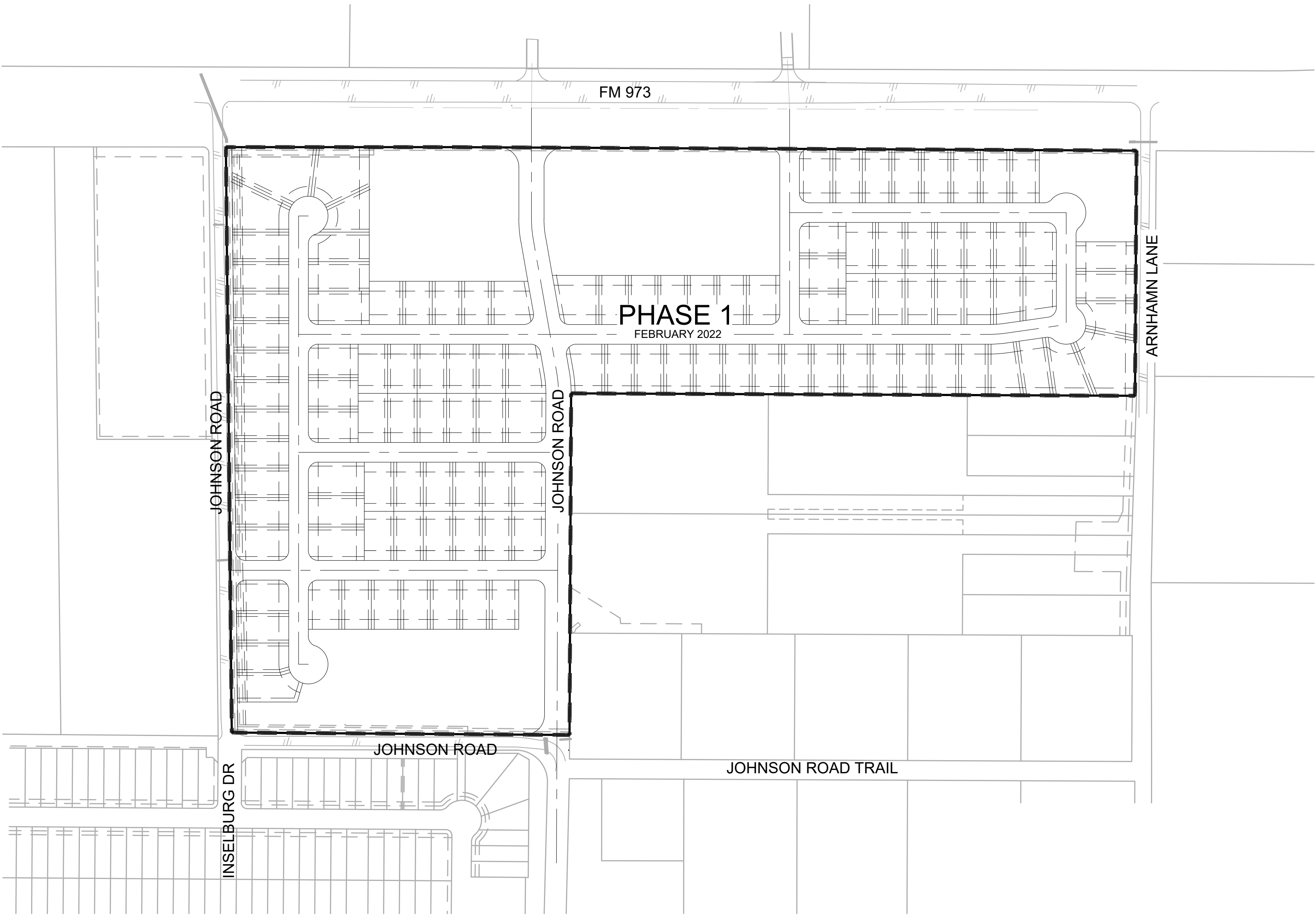
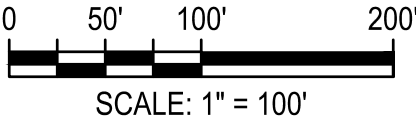
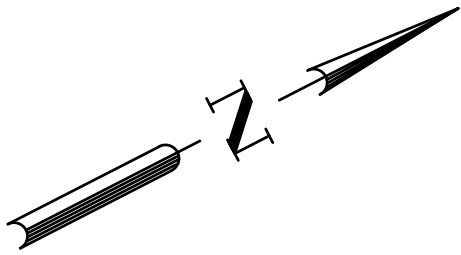
ATTEST:

MAYOR OF THE CITY OF
MANOR, TEXAS

CITY SECRETARY

MANOR WOLF

PHASING PLAN



PHASING LIMIT
PH 1 = 234 UNITS (117 LOTS)

NOTE: THE CONSTRUCTION OF THIS SUBDIVISION
WILL BE COMPLETED IN ONE PHASE



June 23, 2021

City of Manor Development Services

Notification for a Subdivision Concept Plan

Case Number: 2020-P-1288-CP

Case Manager: Scott Dunlop

Contact: sdunlop@cityofmanor.org - 512-215-8262

The City of Manor Planning and Zoning Commission and City Council will be conducting regularly scheduled meetings for the purpose of considering and acting upon on a Subdivision Concept Plan for the Palomino Subdivision located near the intersection of N. FM 973 and Johnson Road, Manor, TX. The request will be posted on the agenda as follows:

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

Applicant: BGE, Inc.

Owner: Geraldine and Edward Wolf

The Planning and Zoning Commission will meet at 6:30PM on July 14, 2021 at 105 East Eggleston Street in the City Hall Council Chambers.

The City Council will meet at 7:00PM on July 21, 2021 at 105 East Eggleston Street in the City Hall Council Chambers.

You are being notified because you own property within 300 feet of the property for which this Concept Plan has been filed. Comments may be addressed to the email address or phone number above. Any communications received will be made available to the Commissioners and Council Members during the discussion of this item.

USA - DEPT OF TRANSPORTATION
CENTRAL LOGISTICS SERVICE AREA
2601 MEACHAM BV
FORT WORTH, TX 76137

USA - DEPT OF TRANSPORTATION
CENTRAL LOGISTICS SERVICE AREA
2601 MEACHAM BV
FORT WORTH, TX 76137

MARY RUTH HOLLEY
P.O. BOX 1209
MANOR, TX 78653

TURNING POINT FELLOWSHIP CHURCH
11805 JOHNSON ROAD TRAIL
MANOR, TX 78653

TURNING POINT FELLOWSHIP CHURCH
11805 JOHNSON ROAD TRAIL
MANOR, TX 78653

MARY RUTH HOLLEY
P.O. BOX 1209
MANOR, TX 78653

HUE LAM BUDDHIST CENTER INC.
11901 JOHNSON ROAD TRAIL
MANOR, TX 78653

HUE LAM BUDDHIST CENTER INC.
11901 JOHNSON ROAD TRAIL
MANOR, TX 78653

MANOR ISD
P.O. BOX 359
MANOR, TX 78653

CONTINENTAL HOMES OF TEXAS LP
10700 PECAN PARK BLVD #400
AUSTIN, TX 78750

CONTINENTAL HOMES OF TEXAS LP
10700 PECAN PARK BLVD #400
AUSTIN, TX 78750

MANOR ISD
P.O. BOX 359
MANOR, TX 78653

TOMMY & LIESL HOLCOMB
P.O. BOX 504
MANOR, TX 78653

TOMMY & LIESL HOLCOMB
P.O. BOX 504
MANOR, TX 78653

DAN & MYRNA LEONARD
14815 JOHNSON ROAD TRAIL
MANOR, TX 78653

DAN & MYRNA LEONARD
14815 JOHNSON ROAD TRAIL
MANOR, TX 78653

MARGIE LEE HANDSEL
P.O. BOX 852
MANOR, TX 78653

MARGIE LEE HANDSEL
P.O. BOX 852
MANOR, TX 78653

L4S LLC
P.O. BOX 27791
AUSTIN, TX 78755

L4S LLC
P.O. BOX 27791
AUSTIN, TX 78755

TOM TRAVER
11806 ARNHAMN LANE
MANOR, TX 78653

TOM TRAVER
11806 ARNHAMN LANE
MANOR, TX 78653

JOHN & SANDY KERR
1301 LOST CREEK BLVD
AUSTIN, TX 78746

JOHN & SANDY KERR
1301 LOST CREEK BLVD
AUSTIN, TX 78746



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 21, 2021
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

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

Applicant: Kimley-Horn & Associates

Owner: FM 973 Building Hope, LLC

BACKGROUND/SUMMARY:

This concept plan has been approved by our engineers.

This is a one lot subdivision for the proposed Compass Rose Charter School near N. FM 973 and Shadowglen Trace.

A first public hearing was conducted at P&Z on 7/14

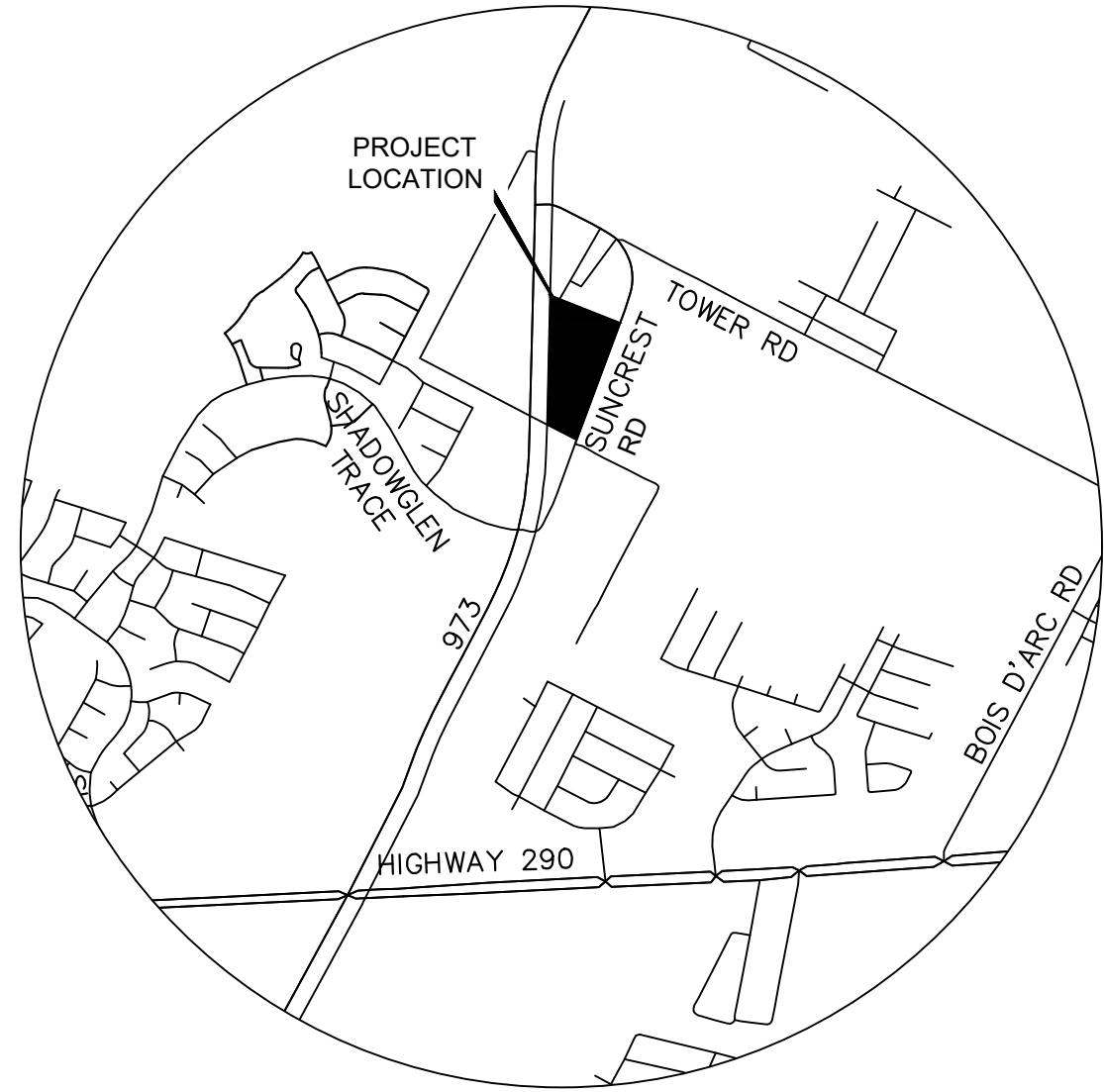
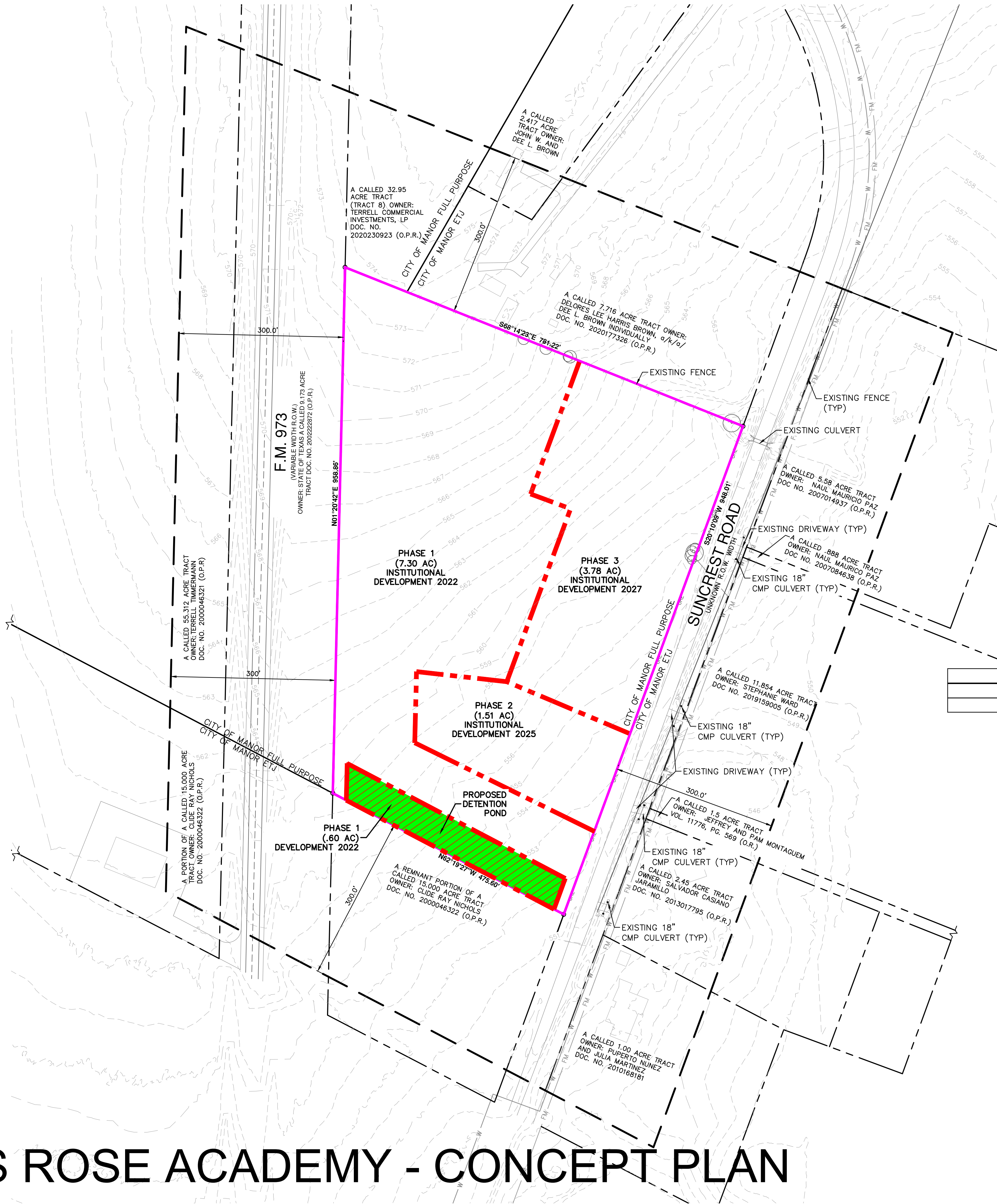
LEGAL REVIEW: Not Applicable
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- Plat
- Notice Letter
- Mailing Label

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council conduct a public hearing on a Concept Plan for the Compass Rose Academy Subdivision, one (1) lot on 13.19 acres more or less, and being located near the intersection of N. FM 973 and Shadowglen Trace, Manor, TX.

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



VICINITY MAP

SCALE: 1" = 2,000'

COMPASS ROSE ACADEMY PHASING PLAN			
PHASE	LAND USE	# Students	ACRES
Phase 1	INSTITUTIONAL (ELEMENTARY SCHOOL)	625	7.90
Phase 2	INSTITUTIONAL (MIDDLE SCHOOL)	406	1.51
Phase 3	INSTITUTIONAL (HIGH SCHOOL)	500	3.78
TOTAL		1531	13.19

LUE BREAKDOWN				
LAND USE	ACRES	NO. LOTS	NO. STUDENTS	LUE's*
Institutional (I)	13.19	1	1531	111.36
TOTALS				111.36

*1 LUE/15 Elementary School Students
*1 LUE/13 Middle/High School Students

TRAFFIC VOLUMES						
LAND USE	ITE Code	Unit	No. Of Units	Daily Trips	AM Trips	PM Trips
Charter Elementary School	537	Sudents	1531	1531	1699	1057

SITE SUMMARY

PROJECT NAME: COMPASS ROSE ACADEMY

SITE ADDRESS: SOUTH OF THE INTERSECTION OF
US HIGHWAY 973 AND SUNCREST ROAD.- MANOR, TX.

CURRENT ZONING: I (INSTITUTIONAL)

OWNER: FM 973 BUILDING HOPE LLC
910 17TH STREET NW #1100
WASHINGTON, D.C. 20006

OWNER'S AGENT: BRANDON HAMMANN, P.E.

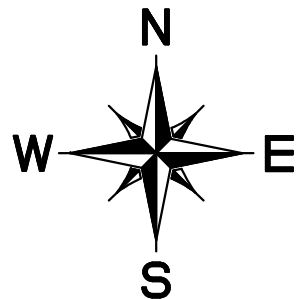
ENGINEER: KIMLEY-HORN
10814 JOLLYVILLE ROAD, CAMPUS IV, SUITE 200
AUSTIN, TEXAS 78759
PHONE (512)271-6314

SURVEYOR: PAPE-DAWSON ENGINEERS
10801 NORTH MOPAC EXPRESSWAY BUILDING 3-SUITE 200
AUSTIN, TEXAS 78759
PHONE: 210.454.8711
CONTACT: VALERIE ZURCHER

LEGAL DESCRIPTION: A 13.189 ACRE, OR 574,517 SQUARE FOOT TRACT OF
LAND BEING OUT OF A REMNANT PORTION OF A CALLED
55.312 ACRE TRACT OF LAND CONVEYED TO TERRELL
TIMMERMAN RECORDED IN DOCUMENT NO. 2000046321
OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY,
TEXAS SITUATED IN THE GREENBURY GATES SURVEY,
SECTION NO. 63, ABSTRACT NO. 311 IN TRAVIS COUNTY TEXAS.
SAID 13.189 ACRE TRACT BEING MORE FULLY DESCRIBED
AS FOLLOWS, WITH BEARINGS BASED ON THE NORTH
AMERICAN DATUM OF 1983 (NAD 2011) EPOCH 2010.00, FROM THE
TEXAS COORDINATE SYSTEM ESTABLISHED FOR THE CENTRAL ZONE.

FLOODPLAIN: NO PORTION OF THIS PROPERTY IS WITHIN A
FLOOD HAZARD AREA AS SHOWN ON THE
FEMA FLOOD INSURANCE RATE MAP PANEL#
4845300485J FOR TRAVIS COUNTY, EFFECTIVE
AUGUST 18, 2014.

NOTES: 1. SURFACE PARKING FOR PHASES 2 AND 3 WILL BE
ADDED WITHIN PHASE 1 LIMITS



0 100' 200'
GRAPHIC SCALE 100'

LEGEND

	CONCEPT PLAN BOUNDARY
	CITY/ETJ LIMITS
	PROPERTY LINE
	PHASE LINE
	MAIL BOX
	WATER VALVE
	TREE
	ADVERTISING/ROAD/UTILITY SIGN WITH DESCRIPTION
	COMMUNICATION, TELEPHONE, CABLE PEDESTAL
	BARBED WIRE FENCE
	POST & RAIL/HOG WIRE FENCE
	CHAIN LINK FENCE
	EXISTING OVERHEAD POWER LINE
	EXISTING WATER LINE
	EXISTING FORCE WASTEWATER LINE
	EXISTING STORM CULVERT
	EXISTING POWER POLE
	EXISTING WATER METER
	EXISTING WASTE WATER MANHOLE

COMPASS ROSE ACADEMY - CONCEPT PLAN

Austin, Texas
May 2021

Kimley»Horn

10814 Jollyville Road
Campus IV, Suite 200
Austin, TX 78759
512-418-1771
State of Texas Registration No. F-928



June 23, 2021

City of Manor Development Services

Notification for a Subdivision Concept Plan

Case Number: 2021-P-1317-CP

Case Manager: Scott Dunlop

Contact: sdunlop@cityofmanor.org - 512-215-8262

The City of Manor Planning and Zoning Commission and City Council will be conducting regularly scheduled meetings for the purpose of considering and acting upon on a Subdivision Concept Plan for the Compass Rose Academy Subdivision located near the intersection of N. FM 973 and Shadowglen Trace, Manor, TX. The request will be posted on the agenda as follows:

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***Applicant:* Kimley-Horn & Associates**

***Owner:* FM 973 Building Hope, LLC**

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The City Council will meet at 7:00PM on July 21, 2021 at 105 East Eggleston Street in the City Hall Council Chambers.

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NICHOLS CLIDE R
415 HONEYCOMB CIR
DRIFTWOOD, TX 78619-5706

NUNEZ RUPERTO & JULIA MARTINEZ
13809 FM 973 N
MANOR , TX 78653-3896

CASIANO-JARAMILLO CESAR & SALVADOR
CASIANO-JARAMILLO
13901 SUNCREST RD
MANOR , TX 78653-4156

MONTAGUE JEFFREY T & PAM
13909 SUNCREST RD
MANOR , TX 78653-3897

WARD STEPHANIE L
13915 SUNCREST RD
MANOR , TX 78653-3897

PAZ NAUL MAURICO
14005 SUNCREST RD
MANOR , TX 78653-3898

PAZ NAUL MAURICIO & FRANCISCO A CHAVEZ
1116 CANYON MAPLE RD
PFLUGERVILLE , TX 78660-5808

BROWN DEE L
14200 SUNCREST RD
MANOR , TX 78653-3902

BROWN DELORES LEE HARRIS
14200A SUNCREST RD
MANOR, TX 78653-3902

TIMMERMANN TERRELL
PO BOX 4784
AUSTIN , TX 78765-4784



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 21, 2021
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

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

Applicant: Doucet & Associates, Inc.

Owner: Las Entradas Development Corp.

BACKGROUND/SUMMARY:

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

A first public hearing was conducted at P&Z on 7/14

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

- Letter of Intent
- Survey exhibit
- Area Image
- Layout Exhibit
- Notice Letter
- Mailing Labels

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council conduct a public hearing upon a rezoning request for 19.81 acres, more or less, out of the James Manor Survey No. 40, Abstract 546, and being located in the 11000 block of Hill Lane, Manor, TX from Light Commercial (C-1) to Light Industrial (IN-1).

PLANNING & ZONING COMMISSION: Recommend Approval Disapproval None



June 10, 2021

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

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

Dear Development Services,

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

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

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

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

Sincerely,

Davood Salek, P.E.

Division Manager, Land Development

North (Williamson County) Office

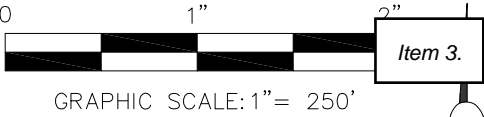
Doucet & Associates, Inc.

TBPE Firm # 3937

State of Texas Surveying Firm Certification # 10105800

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

EXHIBIT OF
19.81 ACRES (863,102 SQUARE FEET)
OUT OF
CALLED 104.825 ACRES
JAMES MANOR SURVEY No. 40
ABSTRACT No. 546
TRAVIS COUNTY, TEXAS



CALLED 275.66 ACRES (TRACT 3)
BUTLER FAMILY PARTNERSHIP, LTD.
VOLUME 12271, PAGE 872
D.R.T.C.T.
DESCRIBED IN
VOLUME 4282, PAGE 1082
D.R.T.C.T.

19.81 ACRES
(863,102 SQUARE FEET)
PORTION OF
CALLED 104.825 ACRES
LAS ENTRADAS DEVELOPMENT CORPORATION
DOCUMENT No. 2007002485
O.P.R.T.C.T.

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

CALLLED 12.468 ACRES
LOT 1, BLOCK A
LAS ENTRADAS NORTH
SECTION 2 REPLAT
DOCUMENT No. 202000038
O.P.R.T.C.T.

NOTES:
BASIS OF BEARING IS THE TEXAS COORDINATE SYSTEM, CENTRAL ZONE [4202], NAD 83 (2011), EPOCH 2010, AS
BASED ON LEICA SMARTNET VRS GPS OBSERVATIONS. ALL COORDINATES AND DISTANCES SHOWN ARE SURFACE
VALUES AND MAY BE CONVERTED TO GRID BY USING THE SURFACE ADJUSTMENT FACTOR OF 0.99993.
UNITS: US SURVEY FEET

THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE COMMITMENT. ENCUMBRANCES MAY EXIST NOT
SHOWN HEREON.

I, J. DILLON FUGATE, REGISTERED PROFESSIONAL LAND SURVEYOR,
HEREBY CERTIFY THAT THIS EXHIBIT AND ACCOMPANYING LEGAL
DESCRIPTION OF EVEN DATE REPRESENT AN ACTUAL SURVEY PERFORMED
ON THE GROUND UNDER MY SUPERVISION.

J. DILLON FUGATE
REGISTERED PROFESSIONAL LAND SURVEYOR
TEXAS REGISTRATION NO. 6360
DOUCET & ASSOCIATES
DFUGATE@DOUCETENGINEERS.COM

ORIGINAL: 06/03/2021
REVISED: 06/30/2021

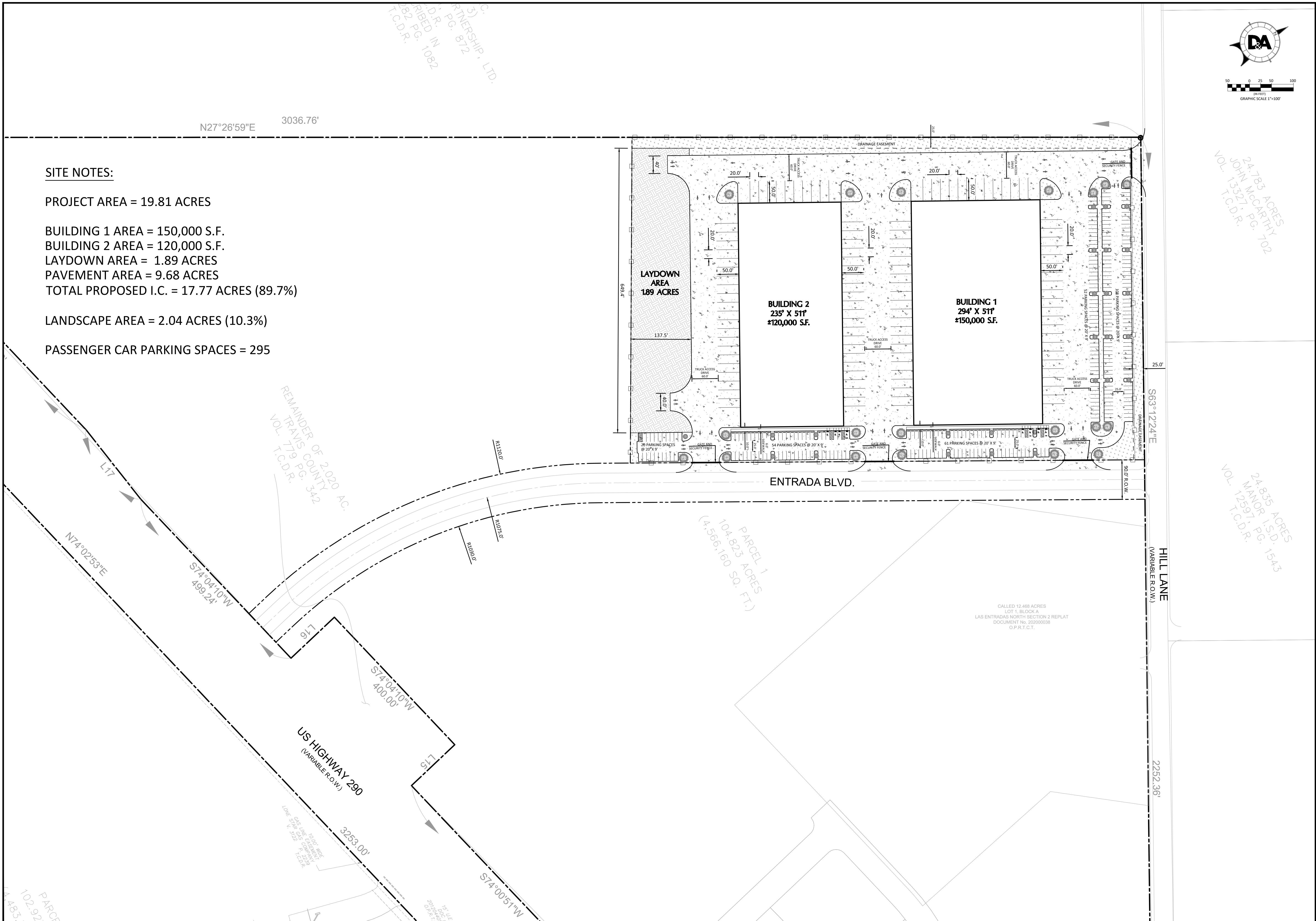


**DOUCET
& ASSOCIATES**
Civil Engineering - Planning - Geospatial
10190 Katy Freeway, Suite 110
Houston, Texas 77042,
Phone: (346)-250-4425
www.doucetengineers.com
TBPLS Firm No.: 10194551

Date:	06/30/2021
Scale:	1"=250'
Drawn by:	JS
Reviewer:	DF
Project:	2281-001
Sheet:	1 OF 1
Field Book:	XXXX
Party Chief:	BS
Survey Date:	06/02/2021



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



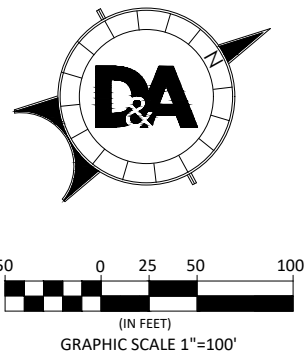
SITE NOTES:

PROJECT AREA = 19.81 ACRES

BUILDING 1 AREA = 150,000 S.F.
BUILDING 2 AREA = 120,000 S.F.
LAYDOWN AREA = 1.89 ACRES
PAVEMENT AREA = 9.68 ACRES
TOTAL PROPOSED I.C. = 17.77 ACRES (89.7%)

LANDSCAPE AREA = 2.04 ACRES (10.3%)

PASSENGER CAR PARKING SPACES = 295



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

CONCEPTUAL PLAN

**TRANSPAK
MANOR, TX**

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

SHEET
1
OF 1

Project No.: 2281-001



June 23, 2021

City of Manor Development Services

Notification for a Rezoning Application

Case Number: 2021-P-1339-ZO

Case Manager: Scott Dunlop

Contact: sdunlop@cityofmanor.org - 512-215-8262

The City of Manor Planning and Zoning Commission and City Council will be conducting regularly scheduled meetings for the purpose of considering and acting upon on a Rezoning Application for 19.81 acres +/- in the 11000 block of Hill Lane, Manor, TX. The request will be posted on the agenda as follows:

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

Applicant: Doucet & Associates, Inc.

Owner: Las Entradas Development Corp.

The Planning and Zoning Commission will meet at 6:30PM on July 14, 2021 at 105 East Eggleston Street in the City Hall Council Chambers.

The City Council will meet at 7:00PM on July 21, 2021 at 105 East Eggleston Street in the City Hall Council Chambers.

You are being notified because you own property within 300 feet of the property for which this Rezoning Application has been filed. Comments may be addressed to the email address or phone number above. Any communications received will be made available to the Commissioners and Council Members during the discussion of this item.

MANOR GRAND LLC
PROPERTY ID: 0239590201
300 CRESCENT CT, STE. 1425
DALLAS, TX 75201-1890

LAS ENTRADAS DEVELOPMENT dba LAS
ENTRADAS (PROPOSED RETAIL)
PROPERTY ID: 0234600805
9900 US HIGHWAY 290 E
MANOR, TX 78653-9720

MANOR INDEPENDENT SCHOOL DIST
PROPERTY ID: 0234600102
PO BOX 359
MANOR, TX 78653-0359

BUTLER FAMILY PARTNERSHIP LTD
PROPERTY ID: 0234500128
PO BOX 9190
AUSTIN, TX 78766-9190

2020 ADELANTE LLC
PROPERTY ID: 0234500202
300 BOWIE ST., STE. 106-A
AUSTIN, TX 78703-4661

ROMAN CATHOLIC DIOCESE OF AUSTIN TEXAS
PROPERTY ID: 0234500203
6225 HWY 290 E
AUSTIN, TX 78723-1025

MANOR INDEPENDENT SCHOOL DISTRICT
PROPERTY ID: 0234600101
PO BOX 359
MANOR, TX 78653-0359



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 21, 2021
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 July 7, 2021, City Council Regular Meeting.

BACKGROUND/SUMMARY:

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

- July 7, 2021, City Council Regular Meeting Minutes

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve the City Council Minutes of the July 7, 2021, City Council Regular Meeting.

PLANNING & ZONING COMMISSION: Recommend Approval Disapproval None



**CITY COUNCIL
REGULAR SESSION MINUTES
JULY 7, 2021**

PRESENT:

Dr. Larry Wallace Jr., Mayor

COUNCIL MEMBERS:

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

CITY STAFF:

Thomas Bolt, City Manager
Lluvia T. Almaraz, City Secretary
Ryan Phipps, Chief of Police
Scott Dunlop, Development Services Director
Tracey Vasquez, HR Manager
Veronica Rivera, Assistant City Attorney
Brad Bullock, Litigation Attorney

REGULAR SESSION – 7:00 P.M.

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

PLEDGE OF ALLEGIANCE

At the direction of Mayor Wallace, Council Member Kruppa, led the Pledge of Allegiance.

PUBLIC COMMENTS

There were no public comments.

REPORTS

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

A. CapMetro

At the direction of Mayor Wallace, Mayor Pro Tem Harvey gave an update on CapMetro.

B. Education Committee

At the direction of Mayor Wallace, Council Member Emily Hill gave an update on the Education Committee.

C. Capital Improvement Committee

At the direction of Mayor Wallace, Council Member Gene Kruppa gave an update on the Capital Improvement Committee.

D. Community Collaborative Committee

Mayor Wallace gave an update on the Community Collaborative Committee.

E. Economic Development Committee

At the direction of Mayor Wallace, Mayor Pro Tem Harvey gave an update on the Economic Development Committee.

F. Health Care Committee

At the direction of Mayor Wallace, Council Member Anne Weir gave an update on the HealthCare Committee.

G. Public Safety Committee

At the direction of Mayor Wallace, Chief of Police Phipps gave an update on the Public Safety Committee.

H. Community Advisory Committee

At the direction of Mayor Wallace, Chief of Police Phipps gave an update on the Community Advisory Committee.

I. Emergency Management Committee

At the direction of Mayor Wallace, Chief of Police Phipps gave an update on the Emergency Management Committee.

CONSENT AGENDA

1. Consideration, discussion, and possible action to approve the City Council Minutes of the June 16, 2021, City Council Regular Meeting.

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

Mayor Wallace adjourned the regular session of the Manor City Council into Executive Session at 7:49 p.m. on Wednesday, July 7, 2021, in accordance with the requirements of the Open Meetings Law.

Council Member Wallace abstained from discussion and consideration of the Executive Session - Section 551.074 Personnel Matters – Interview Candidates for appointments to the Planning and Zoning Commission for Place No's. 2 and 5, as she personally knew one of the candidates. The appropriate Conflict of Interest Affidavit had been filled out and filed with the City Secretary.

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, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Manor RV Park, LLC v. City of Manor, ET AL; and Section 551.074 Personnel Matters – Interview Candidates for appointments to the Planning and Zoning Commission for Place No's. 2 and 5 at 7:49 p.m. on Wednesday, July 7, 2021.*

The Executive Session was adjourned at 10:00 p.m. on Wednesday, July 7, 2021.

OPEN SESSION

The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and took action on item(s) discussed during Closed Executive Session at 10:00 p.m. on Wednesday, July 7, 2021.

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

– *Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Manor RV Park, LLC v. City of Manor, ET AL*

MOTION: Upon a motion made by Mayor Pro Tem Harvey and seconded by Council Member Deja Hill, to authorize legal counsel to finalize the terms of memorandum settlement agreement as discussed in executive session and authorize the Mayor or City Manager to execute the agreement.

There was no further discussion.

Motion to approve carried 7-0

– Section 551.074 Personnel Matters – Interview Candidates for appointments to the Planning and Zoning Commission for Place No's. 2 and 5

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Deja Hill, to appoint Tasha Green to Place No. 2 to fill an unexpired term with an expiration date of 2022 and Grant E. Loveless to Place No. 5 with a term expiration date of 2023.

There was no further discussion.

Motion to approve carried 6-0 (Council Member Wallace abstained)

REGULAR AGENDA

2. Consideration, discussion, and possible action on the Development Agreement (EntradaGlen).

The City staff recommended that the City Council approve the Development Agreement (EntradaGlen).

Assistant City Attorney Rivera discussed the proposed Development Agreement for EntradaGlen.

Danny Burnett with Dwyer Realty Companies, 9900 Highway 290 E., Manor, Texas, submitted a card in support of this item; however, he did not wish to speak but was available to address any questions posed by City Council.

The discussion was held regarding Hill Lane; Mixed Use Land Development; Industrial areas and Parkland.

The discussion was held regarding concerns on floodplains.

The discussion was held regarding funding and the time frame for construction.

The discussion was held regarding the proposed trail.

MOTION: Upon a motion made by Council Member Deja Hill and seconded by Council Member Kruppa, to approve the Development Agreement (EntradaGlen).

There was no further discussion.

Motion to approve carried 7-0

3. Consideration, discussion, and possible action on the Third Amendment to Development Agreement for the ShadowGlen Subdivision.

The City staff recommended that the City Council approve the Third Amendment to Development Agreement for the ShadowGlen Subdivision.

Development Services Director Dunlop discussed the proposed Third Amendment to Development Agreement for ShadowGlen Subdivision.

Danny Burnett with Dwyer Realty Companies, 9900 Highway 290 E., Manor, Texas, submitted a card in support of this item; however, he did not wish to speak but was available to address any questions posed by City Council.

Assistant City Attorney Rivera clarified that the agreement had a provision regarding the Developer's responsibility to construct Hill Lane regardless of any outcome.

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Wallace, to approve the Third Amendment to Development Agreement for the ShadowGlen Subdivision.

There was no further discussion.

Motion to approve carried 7-0

4. Consideration, discussion, and possible action on the First Amendment to the Development Agreement for the Design and Construction of Water and Wastewater Line Improvements.

The City staff recommended that the City Council approve the First Amendment to the Development Agreement for the Design and Construction of Water and Wastewater Line Improvements.

City Manager Bolt discussed the proposed amendment agreement.

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Wallace, to approve the First Amendment to the Development Agreement for the Design and Construction of Water and Wastewater Line Improvements.

There was no further discussion.

Motion to approve carried 7-0

5. Consideration, discussion, and possible action on an ordinance amending Article 1.06 Officers, Employees and Departments to add Division 4. City Attorney to include specific powers and duties for the City Attorney.

The City staff recommended that the City Council approve Ordinance No. 614 amending Article 1.06 Officers, Employees and Departments to add Division 4. City Attorney to include specific powers and duties for the City Attorney.

Assistant City Attorney Rivera discussed the proposed ordinance.

Ordinance No. 614: An Ordinance of The City of Manor, Texas, Amending Article 1.06 Officers, Employees and Departments to Add Division 4. City Attorney; to Include Specific Powers and Duties for the City Attorney; Providing a Savings Clause; Providing for Repeal of Ordinances in Conflict; Providing for Open Meetings Clause; Providing an Effective Date; and Providing for Certain Related Matters.

MOTION: Upon a motion made by Council Member Deja Hill and seconded by Council Member Kruppa, to approve Ordinance No. 614 amending Article 1.06 Officers, Employees and Departments to add Division 4. City Attorney to include specific powers and duties for the City Attorney.

There was no further discussion.

Motion to approve carried 7-0

6. Consideration, discussion, and possible action on a Resolution in support of the coalition of Mayors Against Illegal Guns.

The City staff recommended that the City Council approve Resolution No. 2021-15 in support of the coalition of Mayors Against Illegal Guns.

Mayor Wallace discussed the proposed Resolution.

The discussion was held regarding any financial obligation from the city.

Resolution No. 2021-15: A Resolution of the City Council of the City of Manor Texas in Support of the Coalition of Mayors Against Illegal Guns.

MOTION: Upon a motion made by Council Member Deja Hill and seconded by Council Member Wallace, to approve Resolution No. 2021-15 in support of the coalition of Mayors Against Illegal Guns.

There was no further discussion.

Motion to approve carried 7-0

7. **Second and Final Reading:** Consideration, discussion, and possible action on an ordinance amending the following provisions of Manor Code of Ordinances Chapter 14 Zoning: Definitions; Residential Land Uses, and Land Use Conditions; Modifying General Development Regulations for Single-Family District; Amending Non-Residential and Mixed-Use District Land Uses; Amending Non-Residential and Mixed-Use Districts Conditions; Amending Non-Residential and Mixed-Use Districts Land Use Conditions; Amending Accessory Structures; Amending Development Standards for Outdoor Storage and Display; Amending Single-Family Attached Architectural Standards; and Amending Planned Unit Development Procedures, and other related matters.

The City staff recommended that the City Council approve the second and final reading of Ordinance No. 615 amending the following provisions of Manor Code of Ordinances Chapter 14 Zoning: Definitions; Residential Land Uses, and Land Use Conditions; Modifying General Development Regulations for Single-Family District; Amending Non-Residential and Mixed-Use District Land Uses; Amending Non-Residential and Mixed-Use Districts Conditions; Amending Non-Residential and Mixed-Use Districts Land Use Conditions; Amending Accessory Structures; Amending Development Standards for Outdoor Storage and Display; Amending Single-Family Attached Architectural Standards; and Amending Planned Unit Development Procedures, and other related matters.

Development Services Director Dunlop discussed the proposed zoning ordinance.

Ordinance No. 615: An Ordinance of the City of Manor, Texas, Amending Chapter 14, Zoning, of The Code of Ordinances of the City of Manor, Texas, by Providing for the Amendment of Definitions, Residential Land Uses, and Land Use Conditions; Modifying General Development Regulations for Single Family Standard District; Amending Non-Residential and Mixed-Use District Land Uses; Amending Non-Residential and Mixed-Use Districts Conditions; Amending Non-Residential and Mixed-Use Land Use Conditions; Amending Accessory Structures; Amending Development Standards for Outdoor Storage And Display; Amending Single Family Attached Architectural Standards; and Amending Planned Unit Development Procedures; Providing a Severability Clause, Providing Savings, Open Meetings and Effective Date Clauses; and Providing for Related Matters.

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Deja Hill, to approve the second and final reading of Ordinance No. 615 amending the following provisions of Manor Code of Ordinances Chapter 14 Zoning: Definitions; Residential Land Uses, and Land Use Conditions; Modifying General Development Regulations for Single-Family District; Amending Non-Residential and Mixed-Use District Land Uses; Amending Non-Residential and Mixed-Use Districts Conditions; Amending Non-Residential and Mixed-Use Districts Land Use Conditions; Amending Accessory Structures; Amending Development Standards for Outdoor Storage and Display; Amending Single-Family Attached Architectural Standards; and Amending Planned Unit Development Procedures, and other related matters.

There was no further discussion.

Motion to approve carried 7-0

8. Consideration, discussion, and possible action on the appointment of three (3) HealthCare Committee Council Members; and Chairperson to serve a one-year term.

Mayor Wallace opened the floor for nominations.

Mayor Pro Tem Harvey nominated Council Member Weir, Council Member Wallace, and Council Member Deja Hill; and nominated Council Member Weir as Chair.

MOTION: Upon a motion made by Mayor Pro Tem Harvey and seconded by Council Member Emily Hill to appoint Council Member Weir, Council Member Wallace, and Council Member Deja Hill to the HealthCare Committee; and appoint Council Member Weir as Chairperson to serve a one-year term.

There was no further discussion.

Motion to approve carried 7-0

9. Consideration, discussion, and possible action on the appointment of three (3) Economic Development Committee Council Members; and Chairperson to serve a one-year term.

Mayor Wallace opened the floor for nominations.

Mayor Pro Tem Harvey nominated himself, Mayor Wallace, and Council Member Weir; and nominated himself as Chair.

MOTION: Upon a motion made by Mayor Pro Tem Harvey and seconded by Council Member Deja Hill to appoint Mayor Wallace, Council Member Anne Weir, and Mayor Pro Tem Harvey to the Economic Development Committee; and appoint Mayor Pro Tem Harvey as Chairperson to serve a one-year term.

There was no further discussion.

Motion to approve carried 7-0

Mayor Wallace adjourned the regular session of the Manor City Council into Executive Session at 10:32 p.m. on Wednesday, July 7, 2021, in accordance with the requirements of the Open Meetings Law.

EXECUTIVE SESSION

The Manor City Council convene into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in – *Section 551.074 (Personnel Matters) Texas Government Code, to deliberate the employment of the City Manager* at 10:32 p.m. on Wednesday, July 7, 2021.

The Executive Session was adjourned at 12:15 p.m. on Wednesday, July 7, 2021.

OPEN SESSION

The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and took action on item(s) discussed during Closed Executive Session at 12:15 p.m. on Wednesday, July 7, 2021.

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

There was no action taken.

ADJOURNMENT

The Regular Session of the Manor City Council Adjourned at 12:15 p.m. on Wednesday, July 7, 2021.

These minutes approved by the Manor City Council on the 21st day of July 2021.

APPROVED:

Dr. Larry Wallace Jr.
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 21, 2021
PREPARED BY: Lluvia T. Almaraz, City Secretary
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the destruction of city records that have met their retention requirement; and Authorize the City Manager to execute the customer service agreement with Data Armor.

BACKGROUND/SUMMARY:

On October 1, 2003, the City of Manor approved Resolution No. 2003-17 adopting the Texas State Library and Commission Records Retention Schedules. Per Ordinance No. 440 authority for an active and continuing Records Management Program, the Records Management Committee meets twice a year to review each department's retention schedules. A city purge is normally conducted yearly, due to COVID, the city purge in 2019 was canceled. The Records Manager Officer (City Secretary) has scheduled a city purge destruction on Friday, July 30th at 9am. All city records that have met their retention period will be shredded on site by Data Armor, a certification of destructing will be provided. There are a total of 201 city boxes to be purged.

LEGAL REVIEW: Not Applicable
FISCAL IMPACT: Yes, Budgeted Item
PRESENTATION: No
ATTACHMENTS: Yes

- Departmental Disposition Logs
- Service Agreement

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve the destruction of city records that have met their retention requirement; and Authorize the City Manager to execute the customer service agreement with Data Armor.

PLANNING & ZONING COMMISSION:	Recommend Approval	Disapproval	None
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Records Disposition Log

ADM.

Item 5.

Total Boxes: 7

Prepared by Records Liaison:

J. J. Almaraz

Date

7-15-2021

Director Approval Signature:

Date

RMO Approval Signature:

J. J. Almaraz

Date

7-15-2021

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
1	Capital Improvement Advisory Committee Agendas	2 year	2016-2017	S				
1	P&Z Commission Agendas	2 year	2016-2017	S				
1	City Council Agendas	2 year	2017	S				
1	Potential Quorums Notices	2 year	2017	S				
1	Public Hearing Notices	2 years	2017	S				
1	City Council Agendas	2 year	2016	S				
1	Certified Agendas	2 years	2017	S				
1	Open Records	2 years	2017	S				
1	Open Records	2 years	2018	S				
1	Action Agendas	2 years	2017/2018	S				

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

See Att (See Attachment): Put an X in this field if there is an attachment giving more detail about the records being destroyed.

Records Disposition Log

Prepared by Records Liaison:

Mandy Miller - *MM* Date 07.06.2021

Director Approval Signature:

Date _____

RMO Approval Signature:

D. Almaraz Date 7-15-2021

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
AD2	HR4775-23 - Food Establishment Inspection Reports	2 years	01.01.2013 to 12.31.2013	S	204 pages			
AD2	HR4775-23 - Food Establishment Inspection Reports	2 years	01.01.2014 to 12.31.2014	S	249 pages			
AD2	HR4775-23 - Food Establishment Inspection Reports	2 years	01.01.2012 to 12.31.2012	S	147			
AD2	HR4775-23 - PW5525-05 - Pool and Spa Inspection Reports	3 years	01.01.2012 to 12.31.2012	S	5			
AD2	HR4775-23 - Food Establishment Inspection Reports	2 years	01.01.2011 to 12.31.2011	S	5			
AD2	HR4775-23 - Food Establishment Inspection Reports	2 years	01.01.2015 to 12.31.2015	S	5			
AD2	PW5525-05 - Pool and Spa Inspection Reports	2 years	01.01.2013 to 12.31.2013	S	6 pages			
AD2	PW5525-05 - Pool and Spa Inspection Reports	2 years	01.01.2010 to 12.31.2010	S	1			
AD2	PS4475-08b/HR4775-27 - Custodial Care Sanitation Inspection Report	3 years	01.01.2012 to 12.31.2012	S	6			
AD2	PS4475-08b/HR4775-27 - Custodial Care Sanitation Inspection Report	3 years	01.01.2013 to 12.31.2013	S	11			
AD2	PS4475-08b/HR4775-27 - Custodial Care Sanitation Inspection Report	3 Years	01.01.2014 to 12.31.2014	S	3			
AD2	GR1000-34 PUBLIC INFORMATION/OPEN RECORDS	2 YEARS	03.01.2016 TO 12.31.2016	S	53 REQUESTS			

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

See Att (See Attachment): Put an X in this field if there is an attachment giving more detail about the records being destroyed.

Records Disposition Log

Prepared by Records Liaison:

Mandy Miller

Miller

Date

07.06.2021

Director Approval Signature:

Date

RMO Approval Signature:

Date

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
AD2	GR1000-34 PUBLIC INFORMATION/OPEN RECORDS	2 years	01.01.2017 to 12.31.2017	S	41 requests			
AD2	GR 1000-04 Potential Quorum Notice	2 years	01.01.2018 to 12.31.2018	S	18			
AD2	GR 1000-04 Potential Quorum Notice	2 years	12.04.2018	S	1			
AD2	GR 1000-04 Public Hearing Notice	2 years	01.01.2018 to 12.31.2018	S	5			
AD2	GR 1000-01a - CC Agenda Retreat	2 Years	04.14.2018	S	2 pages			
AD2	GR 1000-01a - CCS Agenda	2 Years	01.01.2018 to 12.31.2018	S	7 pages			
AD2	GR 1000-01a - CC Agenda	2 Years	01.01.2018 to 12.31.2018	S	69 pages			
AD2	GR 1000-01a - CCS Agenda	2 Years	01.01.2019 to 12.31.2019	S	3 pages			
AD2	GR 1000-01a - CC Agenda	2 Years	01.01.2019 to 12.31.2019	S	69 pages			
AD2	GR 1000-01a - P&Z Agenda	2 Years	01.01.2018 to 12.31.2018	S	30 pages			
AD2	EL3100-01a - Election forms (blank)	Election Day + 22 months	1995	S	unk			
AD2	EL3100-01a - Generic Election supplies (unused)	Election Day + 22 months	1995	S	unk			

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

See Att (See Attachment): Put an X in this field if there is an attachment giving more detail about the records being destroyed.

pg. 30 of

Records Disposition Log

Prepared by Records Liaison:

Mandy Miller

Date 07.06.2021

Director Approval Signature:

Date _____

RMO Approval Signature:

Date _____

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
AD2	GR 1000-01a - P&Z Agenda	2 years	01/01/2016 - 12/31/2016	S				
AD2	GR 1000-01a - P&Z Agenda	2 years	06/01/2014 - 12/31/2014	S				
AD2	GR 1000-01a - P&Z Agenda	2 years	01/01/2015 - 12/31/2015	S				

Legend


Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

See Att (See Attachment): Put an X in this field if there is an attachment giving more detail about the records being destroyed.

Records Disposition Log

Prepared by Records Liaison: Mandy Miller  Date 07.06.2021

Director Approval Signature: _____ Date _____

RMO Approval Signature: _____ Date _____

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
AD3	GR 1000-01a - CC Agenda with packet	2 years	01/14/2014 to 12/31/2021	S	589 pages			
AD3	PW5375-04 - City of Austin Tech Reports for Robert Mueller Airport	US	1989-1990	S	12 Books			
AD3	EL3100-10a - Misc. Election Records	Election Day + 22 months	1996	S	37			
AD3	EL3125-02a - Candidacy Applications	Election Day + 2 years	1996	S	15			
AD3	GR1000-01b - Closed meetings	2 years	1989 to 1995	S	41			

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

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Records Disposition Log

Prepared by Records Liaison:

Mandy Miller

Date 07.06.2021

Director Approval Signature:

Date

RMO Approval Signature:

Date

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
AD4	GR1000-09 - Sign-in Forms	90 days after approval	01.01.2015 TO 12.31.2015	S	20 pages			
AD4	GR1000-04 - Potential Quorum	2 Years	01.01.2015 TO 12.31.2015	S	2 pages			
AD4	GR1000-04 - City Council Agendas	2 years	01.01.2015 to 12.31.2015	S	71 pages			
AD4	GR1000-09 - Notes from Meeting	90 days after approval	01.01.2015 TO 12.31.2015	S	223 pages			
AD4	GR1000-04 - P&Z Agendas	2 years	01.01.2015 TO 12.31.2015	S	23 pages			
AD4	GR1000-04 - P&Z Agendas	2 years	01.01.2014 TO 12.31.2014	S	16 pages			
AD4	GR1000-04 - P&Z Agendas	2 years	01.01.2013 TO 07.31.2013	S	10 pages			
AD4	GR1000-09 - Notes from Meeting	90 days after approval	01.01.2012 to 12.31.2013	S	24 pages			
AD4	GR1000-04 - P&Z Agendas	2 years	01.01.2011 TO 12.31.2012	S	23 pages			
AD4	PW5200-01 - Misc. Work Order	2 years	blank	S	14 pages			
AD4	GR1000-39 - Publications (handout booklets)	AV	1996, 2000-2003	S	7 pamphlets			
AD4	EL3100-01a - Official Ballot	Election day + 22 Months	05.2.1992	S	3 ballots			

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

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Records Disposition Log

Prepared by Records Liaison:

Mandy Miller

Date

07.04.2021

Director Approval Signature:

Date

RMO Approval Signature:

Date

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
AD4	PW5450-05c - Daily Collection Data Sheets (Monthly)	5 years	1980 - 1981	S	58 pages			
AD4	GR1000-03g - Agenda Packets	2 years	09/1996	S	90 pages			
AD4	GR1000-03g - Agenda Packets	2 years	08.01.2008 to 10.01.2008	S	167 pages			
AD4	GR1000-03g - Agenda Packets	2 years	09/2007	S	21			
AD4	GR1000-26a - Memorandas	4 years	02/1996	S	24 pages			
AD4	GR1000-45 - Hand written notes (reminders)	CE + 1 year	1997	S	3 notebooks			
AD4	EL3125-02a - Election Packets	Election Day + 2 years	2006 to 2010	S	1,172 pages			
AD4	EL3125-02a - Election Packets	Election Day + 2 years	1996	S	107 pages			
AD4	GL1000-39 - Municipal Law Update booklet	AV	2007/2008	S	1 book			
AD4	GR1000-09 - Sign-in Forms	90 days after approval	1992 - 1993	S	1			
AD4	GR 1000-04 - Public Hearing Notice	2 years	1992 - 1993	S	4			
AD4	GR 1025-01b - Fiscal Audit Records - extra copies	2 years	2011-2016	S	23 booklets			

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

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Records Disposition Log

Prepared by Records Liaison:

Mandy Miller

Date 07.06.2021

Director Approval Signature:

Date

RMO Approval Signature:

Date

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
AD4	GR1025-01b - Fiscal Audit Records - copies of handouts	2 years	2011-2016	S	302 pages			

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

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Records Disposition Log

Item 5.

Prepared by Records Liaison:

Mandy Miller



Date

07.06.2021

Director Approval Signature:

Date

RMO Approval Signature:

Date

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
AD5	GR1000-01a - Certified Agendas	2 years	11.16.1994; 03.21.1995	S	2			
AD5	GR1000-03g - Minutes - supporting doc - copies	2 years	1986 - 1987	S	96 pages			
AD5	EL3125-02a - Candidate Election Packets	Election Day + 2 years	2001	S	276 pages			
AD5	EL3100-01a - Blank Misc. Election forms	Election Day + 22 months	2001	S	52 forms			
AD5	EL3100-01a - Genera; Election supplies (empty envelopes)	Election Day + 22 months	2001	S	29 envelopes			
AD5	EL3100-01 Early Voting Ballots / Tally sheets	Election Day + 22 months	2001	S	55			
AD5	Election Judges - Single appt.	Election Day + 22 months	2001	S	5			
AD5	EL3100-01 Early Voting Ballots / Tally sheets	Election Day + 22 months	1998	S	12			
AD5	Affidavits of Publications - Election Notice	Election Day + 22 months	2001	S	2			
AD5	GR1000-39 (retention Note) - Publication (paperback)	Election Day + 22 months	1994 / 2017 / 2018	S	3 Books			
AD5								
AD5								

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

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Records Disposition Log

Prepared by Records Liaison: Mandy Miller Date _____
Director Approval Signature: _____ Date _____
RMO Approval Signature: _____ Date _____

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
AD6	GR1000-39 (RN) - Publication (gov. code book)	AV	1998	S	1 book			
AD6	EL3100-04a - Election Officer Records	Election Day + 22 months	1988, 1989, 1997,1998, 2001	S				
AD6	EL3100-21b - Election Notices	Election Day + 6 months	1988, 1989, 1997,1998, 2001	S				
AD6	EL3100-03b - Election Records-unused materials	Election Day + 22 months	1988, 1989, 1997,1998, 2001	S				
AD6	EL3100-01 - Early Election Ballots	Election Day + 22 months	1988, 1989, 1997,1998, 2001	S				
AD6	EL3100-10a - Election Records - Signature Rooster	Election Day + 22 Months	1988, 1989, 1997,1998, 2001	S				
AD6	GR1000-26c - Correspondence and Subject Files (copies of RES)	AV	1974	S				
AD6	GR1000-26c - CORRESPONDENCE, INTERNAL MEMO, AND SUBJ. FILES	AV	1996	S	184			
AD6								
AD6								
AD6								
AD6								

Legend
Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent
Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed
Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives
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Records Disposition Log

Prepared by Records Liaison: Lluvia T. Almaraz Date 6/21/2021

Director Approval Signature: _____ Date _____

RMO Approval Signature: _____ Date _____

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
AD7	GR1000-26 - Internal Memorandums	4 years	2004	S				
AD7	GR1025-27 - CA Accounts Receivable Records	FY end +3yrs	2002	S				
AD7	PW5200-02 - PW Work Orders	2 years	1999	S				
AD7	GR1050-23 - Oath of Office	5 years	2004	S				

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

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Records Disposition Log

Prepared by Records Liaison: Veronica Briones - PG 1 Date 7/13/21

Director Approval Signature: *[Signature]* Date 7/13/2021

RMO Approval Signature: *[Signature]* Date 7-15-2021

Total Boxes = 7
UT
Item 5.

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
557015716	GR1025-27a AR Records (UT Receipts)	FE + 3	10/2003 - 2/2004	S				
557015703	UT5000-04 CUSTOMER BILLING RECORDS	FE + 3	7/1997 - 10/1998	S				
621989509	UT5000-04 CUSTOMER BILLING RECORDS	FE + 3	09/1994 - 04/1995	S				
"	GR1025-27a AR Records (UT Receipts)	FE + 3	"	S				
"	GR1025-07a FINANCIAL REPORTS	FE + 3	"	S				
"	GR1025-26a AP Records	FE + 3	"	S				
"	GR1025-28 Banking Records	FE + 5	"	S				
"	LC2350-04 Criminal Case Papers	5	"	S				
621989603	UT5000-04 CUSTOMER BILLING RECORDS	FE + 3	FY 92-93	S				
"	GR1025-28 Banking Records	FE + 5	"	S				
"	GR1025-27a AR Records (UT Receipts)	FE + 3	"	S				
557015612	GR1025-27a AR Records (UT Receipts)	FE + 3	FY 94-95	S				

Boxes = 5

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

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Records Disposition Log

Item 5.

Prepared by Records Liaison: Veronica Briones - PG 2 Date 7/13/21

Director Approval Signature: *Sylvia M. Collins* Date 7/13/2021

RMO Approval Signature: _____ Date _____

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
557015616	UT5000-04 CUSTOMER BILLING RECORDS	FE + 3	FY92-93					
557015667	UT5000-04 CUSTOMER BILLING RECORDS	FE + 3	FY94-95					
621989562	UT5000-04 CUSTOMER BILLING RECORDS	FE + 3	FY96-97					
621989515	GR1025-27a AR RECORDS / BANK STATEMENTS	FE + 3	FY89-90					
621996782	UT5000-04 CUSTOMER BILLING RECORDS	FE + 3	FY06-07					
621996979	GR1025-27a AR RECORDS (UT Deposits)	FE + 3	7/1/09-9/30/09					
621996984	UT5000-11 METER READING RECORDS	3	FY08-09					
621996985	GR1025-27a AR RECORDS (UT Deposits)	FE + 3	9/1/08-11/30/08					
621996987	GR1025-27a AR RECORDS (UT Deposits)	FE + 3	12/1/08-03/31/09					
712146481	UT5000-11 METER READING RECORDS	FE + 3	FY09-10					
621989716	UT5000-04 CUSTOMER BILLING RECORDS	FE + 3	FY93-94					
621989681	UT5000-04 CUSTOMER BILLING RECORDS	FE + 3	FY95-96					

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

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Records Disposition Log

Item 5.

Prepared by Records Liaison: Veronica Briones - PG3 Date 7/13/21
 Director Approval Signature: [Signature] Date 7/13/2021
 RMO Approval Signature: _____ Date _____

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
621989596	GR1025-27a AR RECORDS (UT Deposits)	FE + 3	1990					
621989602	GR1025-27a AR RECORDS (UT Receipt books)	FE + 3	FY89-91					
557015714	GR1025-27a AR RECORDS (UT Receipt books)	FE + 3	FY99-00					
557015698	GR1025-27a AR RECORDS (UT Deposits)	FE + 3	FY95-96					

Boxes = 4

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent
Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed
Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives
See Att (See Attachment): Put an X in this field if there is an attachment giving more detail about the records being destroyed.

Records Disposition Log

Item 5.

Prepared by Records Liaison: Taylor Thomas Date 6/14/2021

Director Approval Signature: [Signature] Date 6/14/2021

RMO Approval Signature: [Signature] Date 7/15/2021

FN

total boxes: 95

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
FN37	GR1205-26A AP/DISBURSE	FE+3	10/2006-9/2007	S				
FN38	GR1025-28 BANKING RECORDS	FE+5	10/2000-9/2001	S				
FN39	GR1205-26A AP/DISBURSE	FE+3	10/1991-9/1992	S				
FN40	GR1205-26A AP/DISBURSE	FE+3	10/2002-9/2003	S				
FN41	GR1050-52A PAYROLL	FE+4	10/1991-9/1992	S				
FN42	GR1205-26A AP/DISBURSE	FE+3	10/1992-9/1994	S				
FN43	GR1205-26A AP/DISBURSE	FE+3	10/2005-9/2006	S				
FN44	GR1205-26A AP/DISBURSE	FE+3	10/1987-9/1988	S				
FN45	GR1205-26A AP/DISBURSE	FE+3	10/2001-9/2002	S				
FN46	GR1205-26A AP/DISBURSE	FE+3	10/2006-9/2007	S				
FN47	GR1025-27A UT RECORDS	FE+3	10/1993-9/1994	S				
FN48	GR1025-28 BANKING RECORDS	FE+5	10/1985-9/1986	S				

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Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

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Records Disposition Log

Prepared by Records Liaison: Taylor Thomas Date 6/14/2021
 Director Approval Signature: *Lidia M Collins* Date 7/12/2021
 RMO Approval Signature: _____ Date _____

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
FN49	GR1025-27A UT RECORDS	FE+3	10/1993-9/1994	S				
FN50	GR1205-26A AP/DISBURSE	FE+3	10/2001-9/2003	S				
FN51	GR1205-26A AP/DISBURSE	FE+3	10/1989-9/1990	S				
FN52	GR1205-26A AP/DISBURSE	FE+3	10/1996-9/1997	S				
FN53	GR1205-26A AP/DISBURSE	FE+3	10/2001-9/2002	S				
FN54	GR1025-28 BANKING RECORDS	FE+5	10/1974-9/1977	S				
FN55	GR1050-52A PAYROLL	FE+4	10/2012-9/2013	S				
FN56	GR1050-52A PAYROLL	FE+4	10/2005-9/2006	S				
FN57	GR1205-26A AP/DISBURSE	FE+3	10/2000-9/2001	S				
FN58	GR1205-26A AP/DISBURSE	FE+3	10/1998-9/1999	S				
FN59	GR1025-28 BANKING RECORDS	FE+5	10/2000-9/2001	S				
FN60	GR1205-26A AP/DISBURSE	FE+3	10/2008-9/2009	S				

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Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

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Records Disposition Log

Prepared by Records Liaison: Taylor Thomas Date 6/14/2021

Director Approval Signature: *Lydia M. Collins* Date 7/12/2021

RMO Approval Signature: _____ Date _____

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
FN61	GR1205-26A AP/DISBURSE	FE+3	10/2001-9/2012	S				
FN62	GR1050-52A PAYROLL	FE+4	10/2000-9/2001	S				
FN63	GR1205-26A AP/DISBURSE	FE+3	10/2012-9/2013	S				
FN64	GR1205-26A AP/DISBURSE	FE+3	10/2001-9/2002	S				
FN65	GR1050-52A PAYROLL	FE+4	10/2005-9/2006	S				
FN66	GR1050-52A PAYROLL	FE+4	10/1995-9/1996	S				
FN67	GR1205-26A AP/DISBURSE	FE+3	10/2011-9/2012	S				
FN68	GR1205-26A AP/DISBURSE	FE+3	10/2013-9/2014	S				
FN69	GR1205-26A AP/DISBURSE	FE+3	10/2005-9/2006	S				
FN70	GR1050-52A PAYROLL	FE+4	10/2006-9/2007	S				
FN71	GR1025-28 BANKING RECORDS	FE+5	10/2005-9/2006	S				
FN72	GR1205-26A AP/DISBURSE	FE+3	10/1989-9/1990	S				

18

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

See Att (See Attachment): Put an X in this field if there is an attachment giving more detail about the records being destroyed.

Records Disposition Log

Prepared by Records Liaison: Taylor Thomas Date 6/14/2021

Director Approval Signature: *Sylvia M Collins* Date 7/12/2021

RMO Approval Signature: _____ Date _____

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
FN73	GR1025-28 BANKING RECORDS	FE+5	10/1988-9/1989	S				
FN74	GR1205-26A AP/DISBURSE	FE+3	10/2002-9/2003	S				
FN75	GR1025-28 BANKING RECORDS	FE+5	10-1999-9/2000	S				
FN76	GR1205-26A AP/DISBURSE	FE+3	10/1996-9/1997	S				
FN77	GR1050-52A PAYROLL	FE+4	10/2014-9/2015	S				
FN78	GR1205-26A AP/DISBURSE	FE+3	10/1991-9/1992	S				
FN79	GR1050-52A PAYROLL	FE+4	10/2002-9/2003	S				
FN80	GR1050-52A PAYROLL	FE+4	10/2011-9/2012	S				
FN81	GR1050-52A PAYROLL	FE+4	10/1994-9/1995	S				
FN82	GR1205-26A AP/DISBURSE	FE+3	10/2004-9/2005	S				
FN83	GR1205-26A AP/DISBURSE	FE+3	10/1994-9/1995	S				
FN84	GR1205-26A AP/DISBURSE	FE+3	10/2006-9/2007	S				

12

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

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Records Disposition Log

Prepared by Records Liaison: Taylor Thomas Date 7/12/2021

Director Approval Signature:  Date 7/12/2021

RMO Approval Signature: _____ Date _____

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
FN85	GR1025-28 BANKING RECORDS	FE+5	10/1988-9/1989	S				
FN86	GR1205-26A AP/DISBURSE	FE+3	10/2002-9/2003	S				
FN87	GR1205-26A AP/DISBURSE	FE+3	10/2013-9/2014	S				
FN88	GR1205-26A AP/DISBURSE	FE+3	10/2012-9/2013	S				
FN89	GR1205-26A AP/DISBURSE	FE+3	10/2002-9/2003	S				
FN90	GR1050-52A PAYROLL	FE+4	10/2012-9/2013	S				
FN91	GR1025-28 BANKING RECORDS	FE+5	10/2003-9/2004	S				
FN92	GR1050-52A PAYROLL	FE+4	10/1985-9/1986	S				
FN93	GR1205-26A AP/DISBURSE	FE+3	10/2014-9/2015	S				
FN94	GR1205-26A AP/DISBURSE	FE+3	10/1992-9/1993	S				
FN95	GR1025-28 BANKING RECORDS	FE+5	10/2002-9/2003	S				
FN96	GR1025-28 BANKING RECORDS	FE+5	10/2000-9/2001	S				

(2)

Legend

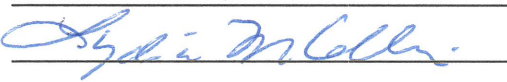
Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

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Records Disposition Log

Prepared by Records Liaison: Taylor Thomas Date 7/13/2021
 Director Approval Signature:  Date 7.13.2021
 RMO Approval Signature: _____ Date _____

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
FN97	GR1025-26A AP/DISBURSE	FE+3	10/1990-9/1991	S				
FN98	GR1050-52A PAYROLL	FE+4	10/2014-9/2015	S				
FN99	GR1025-26A AP/DISBURSE	FE+3	10/1993-9/1994	S				
FN100	GR1025-26A AP/DISBURSE	FE+3	10/1995-9/1996	S				
FN101	GR1025-28 BANKING RECORDS	FE+5	10/2011-9/2012	S				
FN102	GR1050-52A PAYROLL	FE+4	10/2010-9/2011	S				
FN103	GR1025-28 BANKING RECORDS	FE+5	10/1993-9/1994	S				
FN104	GR1025-26A AP/DISBURSE	FE+3	10/2008-9/2009	S				
FN105	GR1025-26A AP/DISBURSE	FE+3	10/1991-9/1992	S				
FN106	GR1025-28 BANKING RECORDS	FE+5	10/2001-9/2002	S				
FN107	GR1025-26A AP/DISBURSE	FE+3	MISC OVER 7YRS	S				
FN108	GR1050-52A PAYROLL	FE+4	10/1993-9/1994	S				

12

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

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Records Disposition Log

Prepared by Records Liaison: Taylor Thomas Date 7/13/2021
 Director Approval Signature: *Lydia M. Collins* Date 7-13-2021
 RMO Approval Signature: _____ Date _____

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
FN109	GR1050-52A PAYROLL	FE+4	10/2013-9/2014	S				
FN110	GR1025-26A AP/DISBURSE	FE+3	10/2011-9/2012	S				
FN111	GR1025-28 BANKING RECORDS	FE+5	10/2006-9/2007	S				
FN112	GR1025-28 BANKING RECORDS	FE+5	10/1989-9/1990	S				
FN113	GR1050-52A PAYROLL	FE+4	10/2013-9/2014	S				
FN114	GR1025-26A AP/DISBURSE	FE+3	10/2008-9/2009	S				
FN115	GR1025-26A AP/DISBURSE	FE+3	10/2013-9/2014	S				
FN116	GR1025-26A AP/DISBURSE	FE+3	10/1991-9/1992	S				
FN117	GR1025-26A AP/DISBURSE	FE+3	10/2003-9/2004	S				
FN118	GR1025-26A AP/DISBURSE	FE+3	10/1995-9/1996	S				
FN119	GR1050-52A PAYROLL	FE+4	10/2012-9/2013	S				
FN120	GR1025-28 BANKING RECORDS	FE+5	10/1984-9/1985	S				

12

Legend

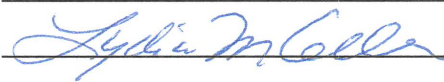
Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

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Records Disposition Log

Prepared by Records Liaison: Taylor Thomas Date 7/13/2021
 Director Approval Signature:  Date 7-13-2021
 RMO Approval Signature: _____ Date _____

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
FN121	GR1050-52A PAYROLL	FE+4	10/2011-9/2012	S				
FN122	GR1025-28 BANKING RECORDS	FE+5	10/1991-9/1992	S				
FN123	GR1025-26A AP/DISBURSE	FE+3	10/2004-9/2005	S				
FN124	GR1025-28 BANKING RECORDS	FE+5	10/2013-9/2014	S				
FN125	GR1050-52A PAYROLL	FE+4	10/1991-9/1992	S				
FN126	GR1025-26A AP/DISBURSE	FE+3	10/2013-9/2014	S				
FN127	GR1025-26A AP/DISBURSE	FE+3	10/2013-9/2014	S				
FN128	GR1025-28 BANKING RECORDS	FE+5	10/2014-9/2015	S				
FN129	GR1025-26A AP/DISBURSE	FE+3	10/2010-9/2011	S				
FN130	GR1025-26A AP/DISBURSE	FE+3	10/2012-9/2013	S				
FN131	GR1025-26A AP/DISBURSE	FE+3	10/1993-9/1994	S				

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Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

See Att (See Attachment): Put an X in this field if there is an attachment giving more detail about the records being destroyed.

Records Disposition Log

HR

Item 5.

Prepared by Records Liaison: Tracey Vasquez Date 03/25/2021

total Boxes: 3

Director Approval Signature: _____ Date _____

RMO Approval Signature: J. Salmaraz Date 7/14/2021

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
1	GR1000-29 2014-2015 TMLIRP Policy	4 years	2014-2015	S				
	GR1050-14 Employment Applications	2 years	2016, 17,18	S				
	GR 1050-08 TMRS Contribution letters, acceptances	AV	2012-2016	S				
	GR1000-46 Insurance Claims	3 years	2018	S				
	GR 1000-46 TMLIRP Summary Reports	AV	2018	S				
	Toll Statements	CE	2018-2020	S				
	TMLHealth & TASC Enrollment Forms	CE	2017-2020	S				
	GR1075-15 Accident/Damage Reports(AT&T 2017 Cable,AT&T Hinson Litigation)	3 years	2017,2018	S				
	GR1050-32 Worker's Comp Claims Records	CE+5years	2014-16	S				
	GR1075-24 Vehicle Registration/Titles	LA	1997-2006	S				
	GR1075-18A Vehicle Service Records 1997-2006	1 year	1997-2006	S				
	APL Enrollment Forms	CE	2018	S				

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

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Records Disposition Log

Item 5.

Prepared by Records Liaison: Tracey Vasquez Date 6/30/2021

Director Approval Signature: _____ Date _____

RMO Approval Signature: _____ Date _____

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
2	GR1000-46 TMLIRP Insurance Claims	3 years	2016,2017	S				
	TASC Open Enrollment Forms	CE	2017	S				
	GR1000-25 TMLIEBP Agreement	CE+ 4years	2015-2017	S				
	GR1050-14 Employment Applications	2 years	2017-2018	S				
	GR1050-14 Employment Applications	2 years	2007	S				
	GR1000-29 2001-2005 TMLIRP Policy	4 years	2001-2005	S				
	GR1075-18A Vehicle Service Records	1 year	1999	S				
	Insurance Benefits Guides	1 year	2007	S				
	GR1075-15 Accident/Damage Reports(AT&T 2007) Eggleston/Wheeler	3 years	2007	S				
	GR 1050 Texas Law Handbook	3 years	1990-1993	S				
3	GR1000-29 1990-1997 TMLIRP Policy	4 years	1990-1997	S				
	GR1000-29 TMLIRP Benefit Plans Amendment	4 years	1990-1996	S				

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

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Records Disposition Log

DV
to full Boxes...
Item 5.

Prepared by Records Liaison: Scott Dunlop Date 7-13-21

Director Approval Signature: Scott Dunlop Date 7-13-21

RMO Approval Signature: J. Palmar Date 7-13-2021

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
DS 1	PW5200-016 public works and services planning studies and reports	5 yrs	1990	S				
DS 1	GR1000-26c Publications	AV	1989	S				
DS 1	UT5100-25 reports and plans to municipality and reg. authority	5 yrs	1990	S				
DS 1	GR1000-264 correspondence	4 yrs	1989-1990	S	-			
DS 1	UT5200-135 Planning Studies	10 yrs	1989	S				
DS 1	UT5200-135 Planning Studies	10 yrs	1989	S				

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

See Att (See Attachment): Put an X in this field if there is an attachment giving more detail about the records being destroyed.

CT
Total Boxes:
74

Records Disposition Log

Prepared by Records Liaison: Sarah Friberg Date 6/30/2021

Director Approval Signature: [Signature] Date 7-1-2021

RMO Approval Signature: [Signature] Date 7-1-2021

Information from the Records Retention Schedule						Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att		
557015579	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X		
557015583	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X		
557015584	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X		
557015585	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X		
557015587	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X		
557015588	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X		
557015593	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X		
557015603	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X		
557015611	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X		
557015615	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X		
557015620	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X		
557015623	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X		

12

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

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Page 1 of 7

Records Disposition Log

Prepared by Records Liaison: Sarah Friberg Date 6/30/2021

Director Approval Signature: _____ Date _____

RMO Approval Signature: _____ Date _____

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
557015632	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015635	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015636	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015637	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015639	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015640	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015641	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015643	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015644	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015646	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015647	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015649	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X

12

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

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Page 2 of 7

Records Disposition Log

Prepared by Records Liaison: Sarah Friberg Date 6/30/2021

Director Approval Signature: _____ Date _____

RMO Approval Signature: _____ Date _____

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
557015650	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015659	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015660	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015663	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015670	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015671	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015672	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015673	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015674	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015675	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015676	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015677	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X

12

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

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Page 3 of 7

Records Disposition Log

Prepared by Records Liaison: Sarah Friberg Date 6/30/2021

Director Approval Signature: _____ Date _____

RMO Approval Signature: _____ Date _____

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
557015678	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015679	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015680	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015681	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015682	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015683	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015684	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015685	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015686	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015687	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015688	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015689	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X

12

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

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Page 4 of 7

Records Disposition Log

Prepared by Records Liaison: Sarah Friberg Date 6/30/2021

Director Approval Signature: _____ Date _____

RMO Approval Signature: _____ Date _____

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
557015690	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015691	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015692	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
557015747	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
621989639	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
621989640	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
621989660	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
621989682	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
621989698	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
621989749	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
621989750	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X
621996791	LC2350-04a -Criminal case papers	5 Years	1980-2009	S&D		7/30/2021	SF	X

12

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

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Page 5 of 7

Records Disposition Log

Prepared by Records Liaison: Sarah Friberg Date 6/30/2021

Director Approval Signature: _____ Date _____

RMO Approval Signature: _____ Date _____

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
RF013406880	LC2350-04a -Criminal case papers	5 Years	1/2014 TO 2/2014	S&D		7/30/2021	SF	X
RF013406881	LC2350-04a -Criminal case papers	5 Years	3/2014 TO 4/2014	S&D		7/30/2021	SF	X
RF013406882	LC2350-04a -Criminal case papers	5 Years	5/2014 TO 6/2014	S&D		7/30/2021	SF	X
RF013406883	LC2350-04a -Criminal case papers	5 Years	7/2014 TO 8/2014	S&D		7/30/2021	SF	X
RF013406884	LC2350-04a -Criminal case papers	5 Years	9/2014 TO 10/2014	S&D		7/30/2021	SF	X
RF013406885	LC2350-04a -Criminal case papers	5 Years	11/2014 TO 12/2014	S&D		7/30/2021	SF	X
RF029547077	LC2350-04a -Criminal case papers	5 Years	1/1/2012 to 12/31/2014	S&D		7/30/2021	SF	X
RF029547078	LC2350-04a -Criminal case papers	5 Years	1/1/2015 to 2/28/2015	S&D		7/30/2021	SF	X
RF029547079	LC2350-04a -Criminal case papers	5 Years	3/1/2015 to 4/15/2015	S&D		7/30/2021	SF	X
RF029547080	LC2350-04a -Criminal case papers	5 Years	4/16/2015 to 6/15/2015	S&D		7/30/2021	SF	X
RF029547081	LC2350-04a -Criminal case papers	5 Years	6/16/2015 to 8/15/2015	S&D		7/30/2021	SF	X
RF029547082	LC2350-04a -Criminal case papers	5 Years	8/16/2015 to 10/15/2015	S&D		7/30/2021	SF	X

12

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

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Page 6 of 7

Records Disposition Log

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Director Approval Signature: _____ Date _____

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Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
RF029547083	LC2350-04a Criminal case papers	5 Years	10/16/2015 to 12/31/2015	S&D		7/30/2021	SF	X
621989593	LC2350-04a Criminal case papers	5 Years	1980 to 2009	S&D		7/30/2021	SF	X

2

Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

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CUSTOMER SERVICE AGREEMENT

CUSTOMER NAME: <u>The City of Manor</u>		
ADDRESS: <u>105 Eggleston St</u>		
CITY: <u>Manor</u>	STATE: <u>TX</u>	ZIP: <u>78653</u>
CONTACT I: <u>Livia Almaraz</u>	FAX:	
TELEPHONE: <u>512-215-8285</u>	EMAIL: <u>LAlmaraz@cityofmanor.org</u>	
AVP CONTACT:	FAX:	
TELEPHONE:	EMAIL:	

SCHEDULED SERVICE

BIN SIZE	CAPACITY (APPROX LBS)	QUANTITY	FREQUENCY	PRICE/LBS	DESTRUCTION FEE	DEPOSIT
24" Consoles	45					
36" Consoles	90					
66 Gallon Cart	200					
95 Gallon Cart	350					
66 Gallon Cart	200					
Total						

Start Date

PURGE SERVICE

BOX SIZE	CAPACITY (APPROX LBS)	QUANTITY	FREQUENCY	PRICE/LBS	DESTRUCTION FEE	DEPOSIT
Std File Box (10x12x15)	30	<u>estimated 100</u>		<u>\$5.50 per standard file box</u>	<u>July 30th, 2021</u>	
Banker Box (10x12x24)	40					
Other						
Total						

Start Date:

NOTES:

Onsite Purge Shred of an estimated 100 Boxes for
\$5.50 per standard file box. Shredding Scheduled for
7-30-21 at Manor City Hall

The parties undersigned have agreed to both this and the reverse side as the agreement and terms and conditions.

SIGNED:		CUSTOMER:	
SIGNED:		SIGNED:	
PRINT:	DATE:	PRINT:	DATE:



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 21, 2021
PREPARED BY: Thomas Bolt, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

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

BACKGROUND/SUMMARY:

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

LEGAL REVIEW: Not Applicable

FISCAL IMPACT: Not Applicable

PRESENTATION: No

ATTACHMENTS: Yes

- June 2021 Department Monthly Reports

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve and accept the June 2021 Departmental Reports.

PLANNING & ZONING COMMISSION:	Recommend Approval	Disapproval	None
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Manor Police Department

Monthly Council Report

Ryan S. Phipps - Chief of Police

Date of Meeting:

7/21/2021

June 2021

Activity	Reported Month	Same month Prior year	Percentage difference	
Calls for Service	1675	2105	20.4↓	Patrol Car Rental
Average CFS per day	56	70	28.5↓	Last Month \$673
Open Cases	60	23	160.8↑	YTD \$10,329
Charges Filed	54	27	100↑	
Alarm Responses	51	39	30.7↑	
Drug Cases	20	6	233.3↑	
Family Violence	7	12	41.6↓	
Arrests Fel/Misd	20FEL/34Misd	6Fel/21 Misd	Fel233.2↑/ Misd61.9↑	
Animal Control	21	38	44.7↓	
Traffic Accidents	51	18	183.3↑	
DWI Arrests	20	9	122.2↑	
Traffic Violations	542	235	130.3↑	
Impounds	70	24	191.6↑	
Ordinance Violations	30	62	51.6↓	
Victim Services Cases	15	42	64.2↓	
Total Victims Served	10	42	76.1↓	
Laboratory Submissions	7	7	0	

Notes:

*DNA- DATA NOT AVAILABLE

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

June 1-30, 2021

Description	Projects	Valuation	Fees	Detail
Certificate of Occupancy	2		\$602.00	Coffee/Internet Café, Salon
Commercial Electrical	8	\$3,379,760.00	\$1,896.00	
Commercial Plumbing	1		\$107.00	
Commercial Sign	2	\$25,600.00	\$353.38	
Residential Deck/Patio	3	\$19,114.00	\$658.00	
Residential Electrical	11	\$209,162.99	\$1,117.00	
Residential Fence	1	\$2,800.00	\$107.00	
Residential Foundation Repair	2	\$1,800.00	\$204.00	
Residential Irrigation	11	\$27,056.30	\$1,177.00	
Residential Mechanical-HVAC	4	\$10,802.00	\$428.00	
Residential New	48	\$14,061,860.35	\$386,950.60	
Residential Plumbing	3	\$3,500.00	\$214.00	
Residential Swimming Pool/Spa	3	\$223,000.00	\$923.00	
Totals	99	\$17,964,455.64	\$394,736.98	

Total Certificate of Occupancies Issued: 34

Total Inspections(Comm & Res): 902

Tom Bolt, City Manager

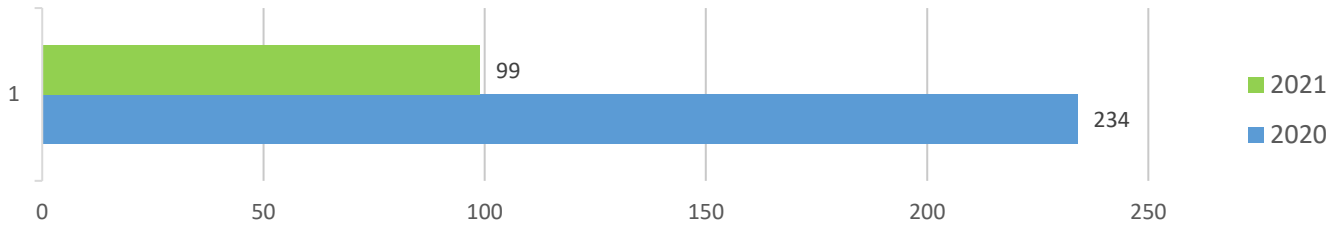




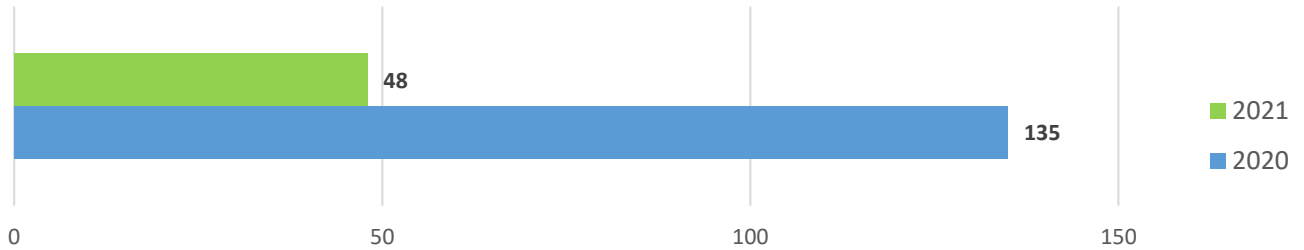
June 2021

DEPARTMENT OF DEVELOPMENT SERVICES
THOMAS BOLT, DIRECTOR

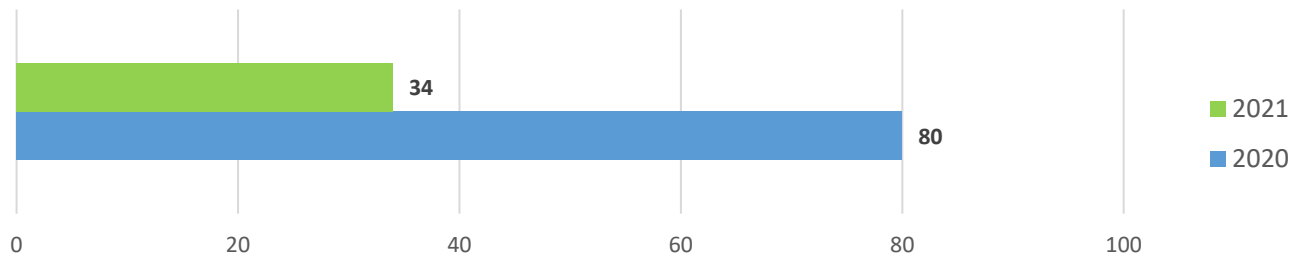
ALL PERMITS ISSUED



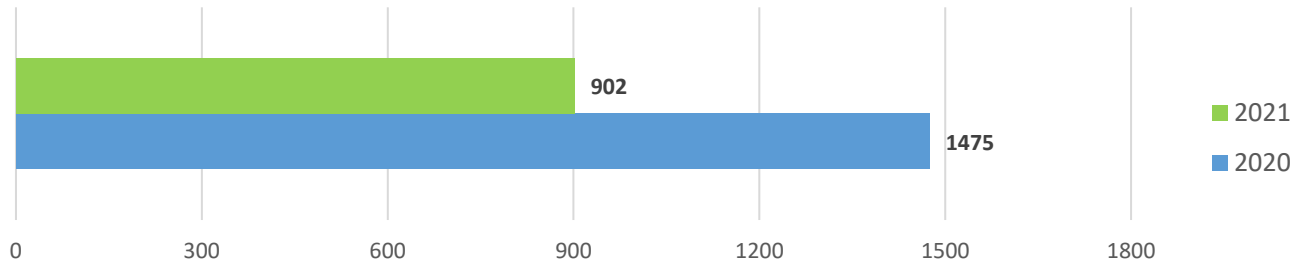
RESIDENTIAL NEW PERMITS



COs ISSUED



INSPECTIONS



*Charts displayed at different scales



MEMO

To: Mayor and City Council Members
From: Debbie Charbonneau, Heritage & Tourism Manager
Date: July 21, 2021
RE: **June 2021 & July 2021**

COMMUNITY MEETINGS

Chamber of Commerce Board Retreat – Tuesday, June 1, 2021 – (In Person)
Chamber of Commerce June Meeting (ZOOM)
Chamber of Commerce July Board of Directors Meeting – July 12, 2021 (In Person)
City of Manor Parks Meeting – Thursday, June 3, 2021
City of Manor Juneteenth Meeting – Friday, June 4, 2021
2022 Sesquicentennial Planning Meeting – Thursday, June 10, 2021
2022 Sesquicentennial Planning Meeting – Tuesday, July 13, 2021
4th of July Meetings – Tuesday, June 8, 15, 22 and Thursday, July 1, 2021
Keep Manor Beautiful – Tuesday, June 15, 2021
Keep Manor Beautiful – Tuesday, July 20, 2021
City Council Meeting – Wednesday, June 16, 2021
Sesquicentennial Sponsorship Committee Meeting – Wednesday, June 16, 2021
ManorPalooza Committee Meeting – June 30, 2021

BUSINESS CONTACTS/VISITS

I made twenty (35) business contacts/visits for the months of June & July.

EVENTS

Texas Downtown Association Conference Committee Meeting – Thursday, July 1, 2021
Texas Downtown Association Summer Camp July 7, 8, 9, 14, 15, 16, 21, 22, 23, 28, 29 & 30, 2021
Topics of Sessions Downtown Housing – Joi Cuatero Austine & Walter Moreau
Downtown & Community Growth – Alexia Jackson & Matt Lewis
Designing a more Creative Community – Centered Downtown – Jane Hervey
Downtown Placemaking – Fred Kent
Six Ways to Use Social Media for Economic Development – Shelia Scarborough
Promoting Your Downtown to a Diverse Audience – Abigail Noel, Katherine White



MEMO

Juneteenth Event – Saturday, June 19, 2021. The event was held from 10:00am – 12:00pm beginning with a Unity Walk from City Hall to Jennie Lane Park. At the park there was music and a Proclamation read by Mayor Larry Wallace, Jr. Everyone enjoyed great food and social time.

“Summer Fun” – The event is being held the month of July and will run the same way as the popular “Spring Fling.” The participating businesses are – Libation Station, Duett’s Tire Service, Maxine’s Gumbo House, Golden Beijing, I’Wayne’s Caribbean Kitchen and Modisett & Sons.

MANORPALOOZA 2022 – MAY 6 & 7, 2022

The Friends of Manor Parks Board of Directors have been meeting and planning the event.

INDEPENDENCE DAY CELEBRATION

The event was on Sunday, July 4, 2021 from 7:00pm – 10:00pm in the parking lot of Manor Senior High School. Music was provided by PDA and the fireworks show by USG. The food trucks arrived at 2:00pm and the gates opened at 4:00pm. The event was free and was open to the public on a first come first serve basis. What a fabulous event it was, and I believe everyone enjoyed the entire event, even with a little rain. A huge shout out to the team: Ryan Phipps, Lydia Collins, Ryan Smith, Tim Schultz, Sean Donnelly, Lance Zeplin, James Torres and so many others who helped put on this very successful event.

OTHER DUTIES

CivStart Bi-Weekly ZOOM Meetings – These meetings are attended by the CivStart team, Tom Bolt, Mayor Wallace, Councilwoman Anne Weir, Scott Dunlop, Lydia Collins, Heath Ferguson, Matt Cody and myself.

CivStart is a nonprofit accelerator for government technology startups dedicated to creating an honest and inclusive ecosystem for innovative solutions to the more pressing problems faced by state and local governments.

CivStart Meeting – June 7, 2021 – Bi-weekly meetings to provide updates about our progress with Qwally.

CivStart Meeting – June 21, 2021 – Bi-weekly meeting to provide updates and progress.

CivStart Meeting – July 12, 2021 – Bi-weekly meetings to provide updates and progress.

CivStart Meeting – July 19, 2021 – Bi-weekly meetings to provide updates and progress.



MEMO

Qwally Meeting – June 7, 2021 – We are meeting weekly as we go through the three-month pilot program on our project. Once the three-month trial period is over and the project is ready to go live, there will be a presentation to the Mayor and City Council as what the future plans will be.

Qwally Meeting – June 14, 2021 – Weekly meeting and update.

Qwally Meeting – June 21, 2021 – Weekly meeting and update.

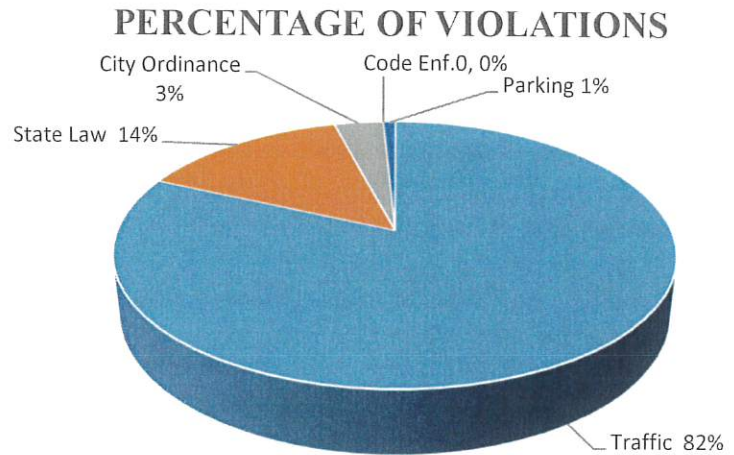
Qwally Meeting – June 28, 2021 – Weekly meeting and update.

CivStart Meeting – July 6, 2021 – Weekly meeting and update.

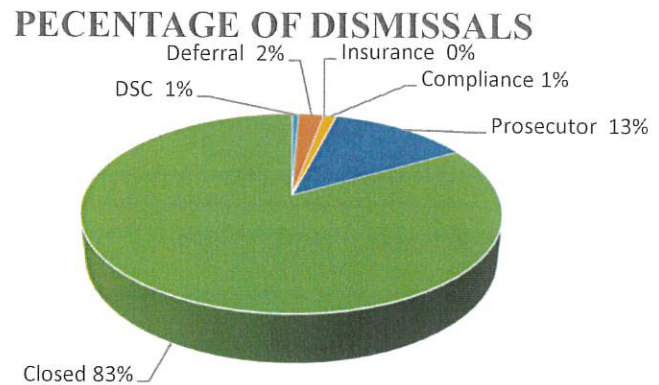
Qwally Meeting – July 13, 2021 – Weekly meeting and update.

City of Manor Municipal Court JUNE 2021

Violations Filed	Jun-21	Jun-20
Traffic	195	121
State Law	34	12
City Ordinance	8	5
Code Enforcement	0	7
Parking	2	2
Total	239	147



Dismissals	Jun-21	Jun-20
DSC	1	7
Deferral	4	52
Insurance	0	4
Compliance	2	4
Prosecutor	22	8
Closed	144	226
Total	173	301



Warrants	Jun-21	Jun-20
Arrest Warrants	0	1
Capias Pro Fine	0	0
Total	0	1



Money Collected in June 2021

Kept By City	\$25,568.04
kept By State	\$9,707.55
Total	\$35,275.59

Money Collected in June 2020

Kept By City	\$37,509.74
Kept By State	\$14,908.00
Total	\$52,417.74



MEMO

To: Mayor and City Council Members
From: Mike Tuley, Director of Public Works
Date: July 12, 2021
RE: June Monthly Report

Public Works Department

Street and Public, Parks, and Maintenance Department

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

Water and Wastewater Department

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

Water Production & Purchase

In the month of June, 41% of the water we supplied to our residents was from our wells, and we purchased 59% from EPCOR and Manville WSC.

Population

City of Manor- 16,055
Shadowglen- 5,886

Subdivision Inspections

- Street Inspections-19
- MS4 - 2
- Water Inspections-3
- Wastewater Inspections-2

CITY OF MANOR
CAPITAL PROJECT STATUS REPORT

PROJECT NAME	PROJECT DESCRIPTION	MONTHLY ACTIVITY	PERCENT CONSTRUCTION COMPLETE/PHASE
Wilbarger Creek Wastewater Treatment and Collection System Improvements, Phase 1	Wilbarger WWTP, Onsite LS, Public Works Bldg.	Final punch list items being corrected	99%
Wilbarger Creek Wastewater Treatment and Collection System Improvements, Phase 2	Creekside Lift Station improvements, Carrie Manor Lift Station	Carrie Manor lift station and manholes under construction	70%
2017 Water Distribution System Improvements	12" water transmission main along Gregg Lane, FM973 and Tower Road	Scope of work substantially complete, project closeout items remain	100%
2020 Cap Metro Paving Improvements	Paving improvements on Burnet, Rector and Townes Streets	Weather events have impacted construction; however, prosecution of the work is being conducted diligently and timely completion is anticipated	40%
Park Bathroom	Public restroom for Timmerman Park	Project award next month	Bidding Phase
Cottonwood Creek Wastewater Treatment Plant	200,000 GPD wastewater treatment plant and lift station	Equipment arriving this month for installation	30%
Cottonwood Creek Wastewater Improvements Project	Gravity wastewater lines and lift station to serve Cottonwood Creek Basin and Cottonwood Creek Tributary Basin	Pipe supplier has issued a force majeure due to limited supplies. We are waiting to hear back on estimated pipe delivery date and any possible cost increases.	Award Phase

US 290 Water Line	12" water line extension from Presidential Glen along US 290 to past Kimbro Road	Change order to reflect pipe cost increases due to the force majeure has been executed by the City and Contractor. Notice to proceed was issued for July 1 with a September 29 completion date.	Construction Phase
FM 973 Water and Wastewater Lines	12" water line and 12"/15" gravity wastewater line in FM 973	Design surveys complete and final design ongoing	Design Phase
Bastrop/Parsons Gravity Main	12" gravity wastewater main	Utility adjustments in Parsons are being conducted concurrently with ongoing construction	30%
CIP W-15 FM973 WL	12" Water Line from downtown to Manor Commons area	Final design nearing completion	Design
Pavement Management Program	Pavement Assessment and Management Program	Mapping of roadway network in GIS complete, field data collection completed, data processing ongoing	Data Processing
I&I Program	Phase 1 and Phase 2 Inflow and Infiltration Program	System mapping and GIS data entry ongoing	Phase 1

Streets and Parks Monthly Report June 2021

Daily Duties and Projects 6-1-2021 / 6-30-2021

- Street Maintenance- West Townes St between Bastrop St & Lexington St milled and removed old asphalt for base repairs for paving.
- Street Maintenance patched potholes on Athens St, S Bastrop St, W Parsons St, N Caldwell St, Jessie RD, W Townes, W Murray St, Abrahamson St, Johnson Rd, Suncrest, Bois D Arc, John Nagle, Lexington St, E Burton St, S Burnet St, W Carrie Manor St,
- Street Maintenance- installed Crosswalk signs on Ring Dr
- Street Maintenance- concrete repair on culvert wall on Browning St @ Bastrop St.
- Street Maintenance- Repaired blinking lights on Lexington St near golf course.
- Street Maintenance- S San Marcos St @ E. Brenham St, Replace sign post @ No Outlet on Browning St.
- Street Maintenance- West Browning St between Bastrop St & Lexington St added base for Asphalt overlay.
- Trimmed trees at City Hall
- Street Maintenance – Worked Juneteenth Event at Jennie Lane Park
- Park Maintenance – Flower bed maintenance at Jennie Lane Park, City Hall, Art Park, Timmerman Park
- Weekly irrigation checks.
- Play ground and play scape monthly safety checks.
- Scheduled weekly Park mowing maintenance completed.
- Friday Afternoons Bulk Drop Off for city residence.
- Scheduled weekly Park rounds @ park facilities completed.
- Scheduled weekly (ROW) Right of Way mowing completed.
- Weekly vehicle & equipment checks and maintenance.

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

MS4 Storm drain inspections monitored New/Construction under warranty

-20 locations inspected once a day.

-2 MS4 reports submitted per month per location as required by TCEQ.

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

Presidential Heights Phase 3 – homes are still being built.

Presidential Heights Phase 3- 2-year walkthrough has been done, contractor in process of repairs.

Presidential Heights Phase 5 – Homes are being built.

Stonewater North Phase 2- Homes are being built.

Stonewater North Phase 3-1-year Walkthrough has been done, contractor in process of repairs.

Lagos Phase 2- Contractor in development process.

Manor Commons- phase 1- 2-year walkthrough has been done, contractor in process of repairs.

Manor Commons – phase 1- homes are still being built.

Manor Commons Apartments – Completed

Manor Heights – Phase I Sec. 1 Contractor in building process.

Manor Heights – Phase I Sec. 2 Contractor hasn't started building process.

Manor Heights – Phase II Sec. 1 Contractor in development process.

Grass Dale Manor Apartment - is in building process.

Manor Grand Apartments - is in building process.

Prose Manor Commons Apartments – is in development process and building process.

Dairy Queen – Contractor in development and building process.

Manor Commons wastewater and water improvements in process.

Logos Phase 4 and 5 in development process.

Logos Village Clusters in development process.

Water Monthly Report June 2021

For the month of June, the Water Department had 30 service calls, 3 repair jobs, 5 maintenance jobs and 3 inspections.

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

Repairs

17201 Hamilton Point – Replaced broken meter curb stop.
 109 East Boyce - Replaced services line to meter.
 421 West Parsons - Replaced services line to meter.
 Lexington and Browning St NE corner- Repair one-inch services line.
 210 West Wheeler - Repair two-inch water line.
 9912 1/2 Greg Ln- Install 12 inch meter at Epcor interconnect.

Maintenance.

Aqua Tech Lab – Perform the first set of monthly water bacteriological samples on 6/9/2021.
 The lab results were negative to any harmful bacteria on 6/10/2021.

Aqua Tech Lab – Perform the second set of monthly water bacteriological samples on 6/14/2021 The lab results were negative to any harmful bacteria's on 6/15/2021.

5311 Gilbert Rd. at Clearwell - changed out cl2 bottle number 150 lbs.

Flush water mains - Perform monthly flushing of fire hydrants at dead end main required by the Texas Commission on Environmental Quality. (TCEQ)
 Clean and cut weeds around fire hydrants.

Locate Water Mains and wastewater lines for contractors. –

300 Blk West Browning St.
 Carrie Manor St. and S Burnet St.
 E Carrie Manor St. and S Lampasas St.
 Jessie St.
 E Carrie Manor St. And S Lockhart St
 Carrie Manor St. and San Marcos St.
 Burnet St. to the south side of Burton St
 18409 Maxa Dr.

Inspections

Manor Prose Apartments- 06/10/2021

Manor Heights Phase 3 section 1 and 2 - pre-construction meeting. 6/15/2021

Ring Drive lots 12A and 12B Block A - pre-construction meeting. 6/29/2021

Wastewater Monthly Report June 2021

For the month of June, the Wastewater Department had 7 service calls, 2 repair jobs, 5 maintenance jobs and 2 inspections.

Service Calls

16229 Hamilton Point-sewer clog-jetted city service and cleared line.
14403 Boudin Ct. – sewer clog-jetted city service and cleared line.
11805 Athens. – sewer clog-jetted city service and cleared line.
307 East Carrie Manor. – sewer clog-jetted city service and cleared line.
11302 Dimmit St. – sewer clog-jetted city service and cleared line.
302 West Wheeler St. – sewer clog-jetted city service and cleared line.
209 North Bastrop St. – sewer clog-jetted city service and cleared line.

Repairs

16229 Hamilton Point -repaired wastewater tap and installed new cleanout.
19617 Andrew Jackson St.- replaced broken clean out cap and lid.

Maintenance

Indian Oak Bend to Camellia Cove - hydro jet main.
High Sierra St. to Carriage Hills Drive - hydro jet main.
Camellia Cove to Indian Oak Bend - hydro jet main.
Pecan Hill to Carriage Hills Drive - hydro jet main.
Forest Sage to Carriage Hills Drive - hydro jet main

Chemical

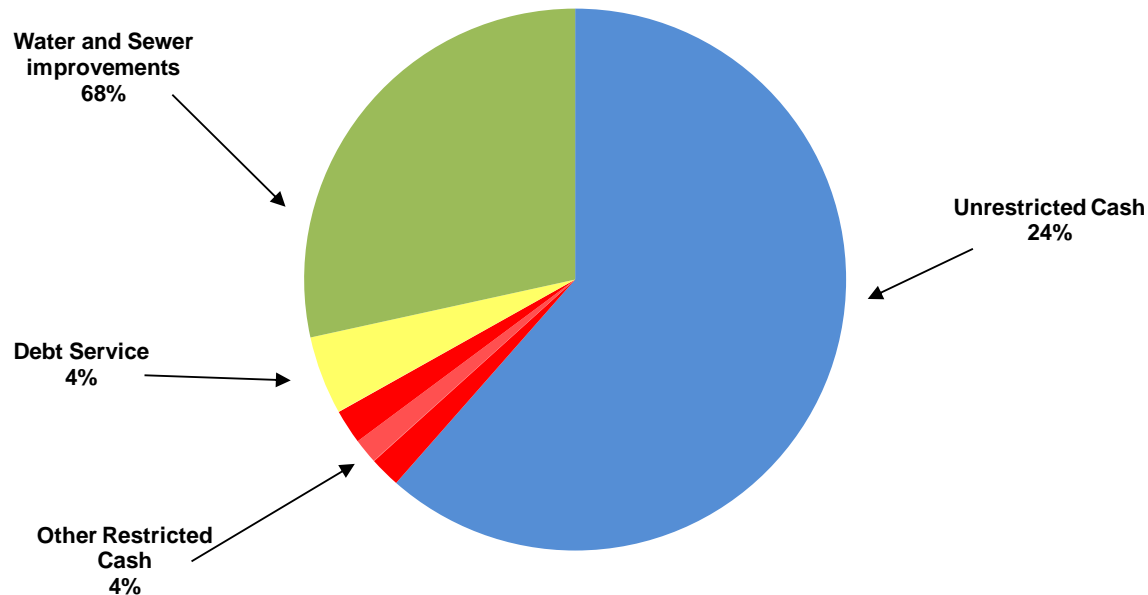
Wilbarger Plant - ordered 1900 gallons of sodium hypochlorite 10% solution for Wilbarger plant

Inspections

Lots 12 A and 12 B at Ring Dr.- inspect manholes coating.
Lagos Phase 3 and 4 - pressure test mains and services and vacuum test manholes.

**CITY OF MANOR, TEXAS
CASH AND INVESTMENTS
As Of June, 2021**

	GENERAL FUND	UTILITY FUND	DEBT SERVICE FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECTS FUND	TOTAL
CASH AND INVESTMENTS						
Unrestricted:						
Cash for operations	\$12,556,034	\$ 9,020,704			\$ -	\$ 21,576,738
Restricted:						
Tourism				640,856		640,856
Court security and technology	8,972					8,972
Rose Hill PID				521,217		521,217
Customer Deposits		720,280				720,280
Park	8,933					8,933
Debt service			1,638,159			1,638,159
Capital Projects						
Water and sewer improvements		-		9,975,624		9,975,624
TOTAL CASH AND INVESTMENTS	\$12,573,939	\$ 9,740,984	\$ 1,638,159	\$ 11,137,697	\$ -	\$ 35,090,779



Overview of funds:

\$171,234.02 sales tax collected
GF is in a favorable status.
UF is in a favorable status
DSF is in a favorable status
CIP Fund is in a favorable status



MEMO

To: Mayor and City Council Members
 From: Tracey Vasquez, Human Resources Manager
 Proposed Meeting Date: July 21, 2021
 RE: June 2021

Meetings and Events:

Juneteenth Committee Meetings

June 4 & 9, 2021

Juneteenth Event

June 19, 2021

Manor Sesquicentennial Committee Meetings

June 10 & 23, 2021

July 13, 2021

Youth Citizens Police Academy Events

June 11, 17, & 25, 2021

Attended the weekly class graduation for each age group.

City Council Meetings

June 2, 2021

Presented options to council regarding Consulting firms and in house options for recruiting a candidate for the City Manager position.

June 16, 2021

Presented Council with established Human Resources Directives and Recruitment Process Timeline.

June 2021

- I met with Mayor and Council regarding the retirement of the current City Manager. With the acceptance of the City Manager's retirement notice, the Mayor, Council, and I established the qualifications for the job description and employment notice, along with the recruitment process and timeline.



MEMO

- Attended several phone conferences with outside sources to assist in the onboarding process of an Economic Development Director.
- Working with Lieutenant James Allen to establish training guidelines regarding FEMA and Active Shooter education for staff and Council.
- Interview and onboarding of 7 candidates for the Parks and Utility departments. Successfully retained one employee for the Parks department.
- Completed records management disposition logs regarding records destruction per the City Secretary. Developed a Human Resources Directive regarding records management for the Human Resources Department.
- Day to day operations of the Human Resources department regarding property, liability, and worker's comp insurance. Assisted employees with specific needs regarding benefits claims, FMLA, and training schedules.

Attached:

- Records Maintenance, Retention, and Destruction Directive

Goals

July- August 2021

- Reconvene meetings via phone, Zoom or in-person with the Mayor and Council regarding pertinent areas for evaluation. Establish a performance appraisal self-assessment process with objectives.
- Assign training modules for Active Shooter, FEMA and Economic Education for specific staff and Council.



Section:3 Organization	Title: HR Directives
Department: Human Resources	Record Maintenance, Retention, and Destruction
Effective Date:	06/2021
Last Review/Revision:	
Author:	Tracey Vasquez

Purpose

The Human Resources (HR) Department retains and destroys personnel records in accordance with the City's Code of Ordinance No. 2003-17 and Ordinance No. 440 as well as the Texas State Library and Archives Commission governing record retention schedule. The HR Department's operating procedures for records retention and destruction of documents when such retention periods have passed. The HR Department maintains but is not limited to personnel records, contracts, agreements, leases, vehicle titles and registration, liability, worker's compensation insurance, property insurance, insurance policies, organizational charts, policy and procedure documentation, claims, and litigation correspondence.

Scope

Intended for all Human Resources employees with the City of Manor.

Procedure

Maintenance of Employee Records:

The following employee information records are maintained in segregated files.

- 1) Pre-employment testing results
- 2) I-9 and W-4 forms.
- 3) Benefits plan and employee medical records.
- 4) Driving records.
- 5) Health and safety records.
- 6) General employee records.

Destruction of Employee and Applicant Records:

All paper personnel records and confidential employee data maintained by the HR department

will be destroyed by shredding after retention dates have passed and City Council approval; this procedure pertains to all personnel records, not just those governed by the Fair and Accurate Credit Transaction Act (FACTA).

Employment applications materials submitted by applicants who were never employed are also to be shredded.

When a confidential record must be discarded or destroyed, it shall be marked on a disposition log sheet to be destroyed in accordance with the record destruction policies. Alternatively, hardcopy confidential records may be shredded using a locked shredder on the City of Manor premises. If hard copies must be printed, created, or kept, they should be stored in a locked cabinet, drawer, or other secure location until they are no longer needed, or until the maximum retention period has ended.

Personnel records include electronic as well as paper records. The HR department will work with the IT department periodically but no less than twice annually to review and ensure that the HR department's electronic records relating to employee information and compliance reports are properly purged.

Litigation Hold:

When the City of Manor is involved in or anticipates that it may be involved in litigation, the General Counsel's office will issue a litigation hold. This means that all documents relating to the litigation matter must be kept preserving any potential evidence. If we fail to do so, the City of Manor can be sanctioned by the court for destroying evidence. A court has broad authority to impose these sanctions, which may include anything from unfavorable procedural rulings during a trial to payment of monetary damages.

If the City of Manor's General Counsel announces a litigation hold on any or all City records because of pending or anticipated litigation, all records covered by such litigation hold **MUST NOT** be discarded, deleted, or destroyed. Further, the IT department will suspend the automatic deletion of emails for all individuals covered by the litigation hold. Any questions about the litigation should be directed to the General Counsel.

Reference

- Ordinance No. 2003-17 and Ordinance No. 440
- Texas Library and Archives Commission
- City Secretary Procedure Manual



MEMO

To: Mayor and City Council Members
From: Heath Ferguson, IT Department Manager
Date: July 21, 2021
RE: **Department Projects and Ticket Update**

June 2021

June 11th- July 10th, 2021

- Completed roll out of new cell phones for Police department to models that include the cell phone aggregation that will provide better signal during times of crisis. During storm Uri we encountered issues where cell phone reception had dropped in our area because of cell towers going down, after working with Verizon rep we found that many of our Police department phones were of a model that did not include aggregation, after research of phone model replacement orders were placed and now all police are carrying new phone models with screen and case protectors.
- Started project with Weaver Technologies to plan network overhaul to allow for further building interconnected networking and to establish all networking equipment such as switches, wireless AP's and routers to be unified with one manufacturer. Current status is Weaver will be performing a on site survey of all buildings on July 27th and from there we will enter the planning phase for purchase and deployment of equipment. Completion of project dependent on product availability, and coordination with Weaver engineers, estimated time 2 months.
- Resolved issue at City garage with internet connection after removal of scada system for move to new building. Internet to building is resolved and working with all devices used in garage.
- Working with WatchGuard on 3 issues with hard drives in police vehicles and also update software to be pushed to all vehicles to bring to most current version. Watchguard currently is experiencing a 3-4week delay on shipment of replacements because of inventory shortage on their end.



MEMO

- Ticket with WatchGuard for 7-14-2021 to address issues experienced with redactive software when editing police camera footage.
- Working with Qwally on website SSL certificate in Azure and connection and TXT record and CNAME additions to our godaddy account in preparation of going live. Attended meetings with Debbie, Council Member Anne Weir and Lydia as well as development team from Qwally for testing and design purposes.
- Ongoing issue with gate to Gregg St entrance to Public works, have identified that issue is not software or badge system related but working in tandem with Lance and construction company on resolution.
- Starting deployment of FLEET to rest of City Vehicles, originally this product was only used by the Police Department but was so successful it was decided to include all City Vehicles including public works. The FLEET system tracks service records, check engine lights (with notifications if one comes on), GPS, driving and user data. Estimated completion of project from Today 7-12-2021 is two to three weeks depending on vehicle availability.
- From the dates of 6-11- to 7-11-2021 we have completed 72 technical support tickets. Details available if requested.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 21, 2021
PREPARED BY: Lydia Collins, Director of Finance
DEPARTMENT: Finance

AGENDA ITEM DESCRIPTION:

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

BACKGROUND/SUMMARY:

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

- H.O.T. Funds Application

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approved the amount of up to \$100,000 from the H.O.T. Funds to be used for the City of Manor's Sesquicentennial year-long celebration.

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



CITY OF MANOR HOTEL OCCUPANCY TAX

Hotel Occupancy Tax Application

(Page 1 of 2)

Organization Information

Date: 7/21/2021 Name of Organization: City of Manor

Address: 105 E Eggleston St

City, State, Zip: Manor, TX 78653

Contact Name: Lydia Collins Contact Phone Number: 512-272-5555

Contact Email Address: lcollins@cityofmanor.org Amount Requested: \$ 100,000.00

Web site address for event or sponsoring entity: www.cityofmanor.org

Organization's tax status: non-profit A private/for profit _____ Tax ID # 74-1664745

Organization's creation date: 1872 Purpose of Organization: _____

Municipality _____

Event or program

Name of event or program: Sesquicentennial for City of Manor

Date of event or program: 2022

Primary location of event or program: City of Manor

Primary purpose of funded event/program: Celebrate Manor

Projected number of attendees: 5,000

Projected number of overnight visitors: 100

Projected number of overnight stays: 2

Relevant historical data: Sesquicentennial for City of Manor

Relevant Manor hotel activity (as it pertains to this event or program or previous ones; include information about room blocks): Red Roof Inn



CITY OF MANOR HOTEL OCCUPANCY TAX

(Page 2 of 2)

Percentage of attendees staying in Manor hotels: 100

Please provide information about past events or programs; identify hotel occupancy tax funding assistance; and number of hotel rooms utilized: Manorpalooza

Identify methods to measure the impact of event or program on Manor hotel activity: Special rates for Red Roof Inn

List other organizations, grants, or funding sources for event or program (include other municipalities):

Friends of Manor Parks sponsorship

Please list all events that your organization hosts:

4th of July

Are any of the above events held at a Manor hotel? (Please list)

No

Supplemental information required with application:

- ☐ P&L from previous year's program
- ☐ Projected budget for entire program
- ☐ List of board of directors with contact phone numbers
- ☐ Schedule of activities relating to your event/expenditure
- ☐ Copy of tax exempt certificate
- ☐ Copy of previous year finances upon request

Hotel occupancy tax funds, if awarded, are to be used solely for this event or program, in accordance with the Texas tax code, chapter 351.

Return application/post event form to:

*City of Manor
City Secretary
105 E. Eggleston / P.O. Box 387
Manor, TX 78653*



It's Our Year!

2022 SESQUICENTENNIAL ADVERTISING

AJR MEDIA

REP – CONNIE BLAIR

PROPOSAL:

Texas Highways.com – Online Banners

Media Details: <http://www.ajrmediagroup.com/media-kit/TexasHighways/Texas-Highways-Digital-Specs.pdf>

Medium Rectangle Banner – \$495.00 per month

Guarantee of 25,000 impressions per month

Homepage placement (& interior pages)

December 2021 – To promote the Kick-Off New Year's Eve

October 2022 – To promote "Shop Small" "Shop Local" and Golf Tournament

November 2022 – To promote Holidays in the Park

TOTAL – \$1,485.00

TourTexas.com – Online Banners

Media Details: <http://www.ajrmediagroup.com/media-kit/TourTexas/TT-Banners.pdf>

Half-Page Banner – \$475.00 per month

Guarantee of 25,000 impressions per month

Interior placement (Event pages etc.)

December 2021 – To promote the Kick-Off New Year's Eve

April 2022 – To promote ManorPalooza

June 2022 – To promote 4th of July

TOTAL – \$1,425.00

Texas Highways Magazine

Media Details: <http://www.ajrmediagroup.com/media-kit/TexasHighways/Texas-Highways-Media-Kit.pdf>

1/3 Page 4C Ad – \$2,731.00 Per Month

300,000+ Total Readership | Published 12X's per year

April 2022 – To promote ManorPalooza

June 2022 – To promote 4th of July

September 2022 – To promote National Night Out

October 2022 – To promote “Shop Small “Shop Local”

November 2022 – To promote Holidays in the Park

TOTAL – \$16,386.00 (If we do 6 – otherwise the price is higher – thoughts?)

Hot & Happening Event eNewsletter

Media Details: <http://www.ajrmediagroup.com/media-kit/TourTexas/TT-HH-eNews.pdf>

Standard Event Listing – \$595.00 per month

Sent once per month (1st Tuesday) to 100,000 opt-in subscribers

Maximum 7 listings per eNewsletter

December 2021 – To promote our New Year's Eve

April 2022 – To promote our ManorPalooza

June 2022 – To promote our 4th of July

October 2022 – To promote our National Night Out

November 2022 – To promote Holidays in the Park

TOTAL – \$2,975.00

TOTAL ADVERTISING PACKAGE - \$22,271.00



It's Our Year!

2022 SESQUICENTENNIAL ADVERTISING

**AUSTIN MONTHLY
REP – DANA HORNER**

PROPOSAL:

Austin Monthly Magazine

1/3 Page 4C Ad - \$1,300.00 Per Month

December 2021 – To promote New Year's Eve

April 2022 – To promote ManorPalooza

June 2022 – To promote 4th of July

September 2022 – To promote National Night Out

October 2022 – To promote "Shop Small "Shop Local"

November 2022 – To promote Holidays in the Park

TOTAL - \$7,800.00

TOTAL ADVERTISING PACKAGE - \$7,800.00

Austin Monthly has a multimedia approach for proving editorial content to its readers by using: Monthly printed publication, weekly newsletters, austinmonthly.com website and social media. Circulations of these products:

- Monthly printed publication – 34,000 Paid Circulations, 140,000 readers per issue, 9,000 newsstands and 8,000 hotel rooms
- Weekly Newsletter with 39,000 subscribers
- Social Media Following with 65,000 on FB and 145,000 on Instagram

Demographic of the audience:

- 57% take a trip or vacation within a 12-month period
- Average net worth is \$1.3m
- 85% are married and 30% have children at home
- 86% are 25 – 54
- 89% read every issue
- 65% purchase products or services from advertisements



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 21, 2021
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

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

Applicant: BGE, Inc.

Owner: Geraldine and Edward Wolf

BACKGROUND/SUMMARY:

This concept plan has been approved by our engineers.

This property was rezoned to Two-Family and Medium Commercial on 10/7/20. This concept plan is their first step in the subdivision process in order to develop the property. It is 117 two-family lots (234 units), 2 commercial lots and 2 parkland lots.

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

LEGAL REVIEW: Not Applicable

FISCAL IMPACT: No

PRESENTATION: No

ATTACHMENTS: Yes

- Plat
- Engineer Comments
- Conformance Letter

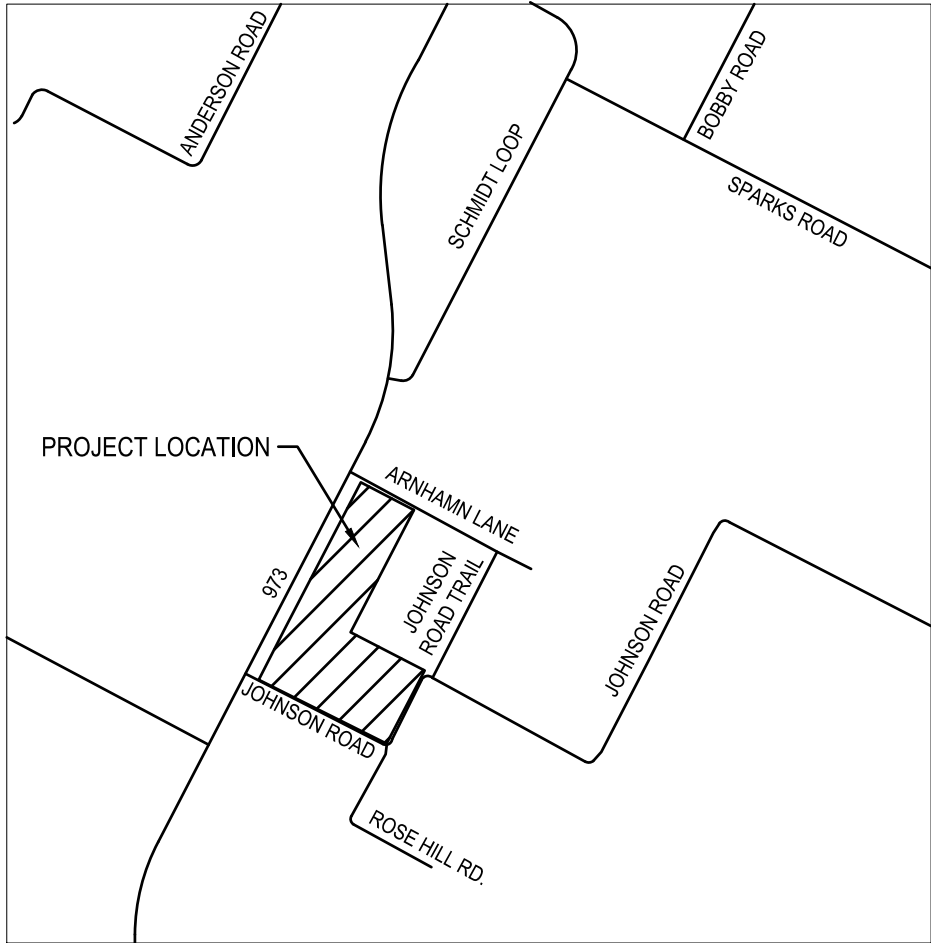
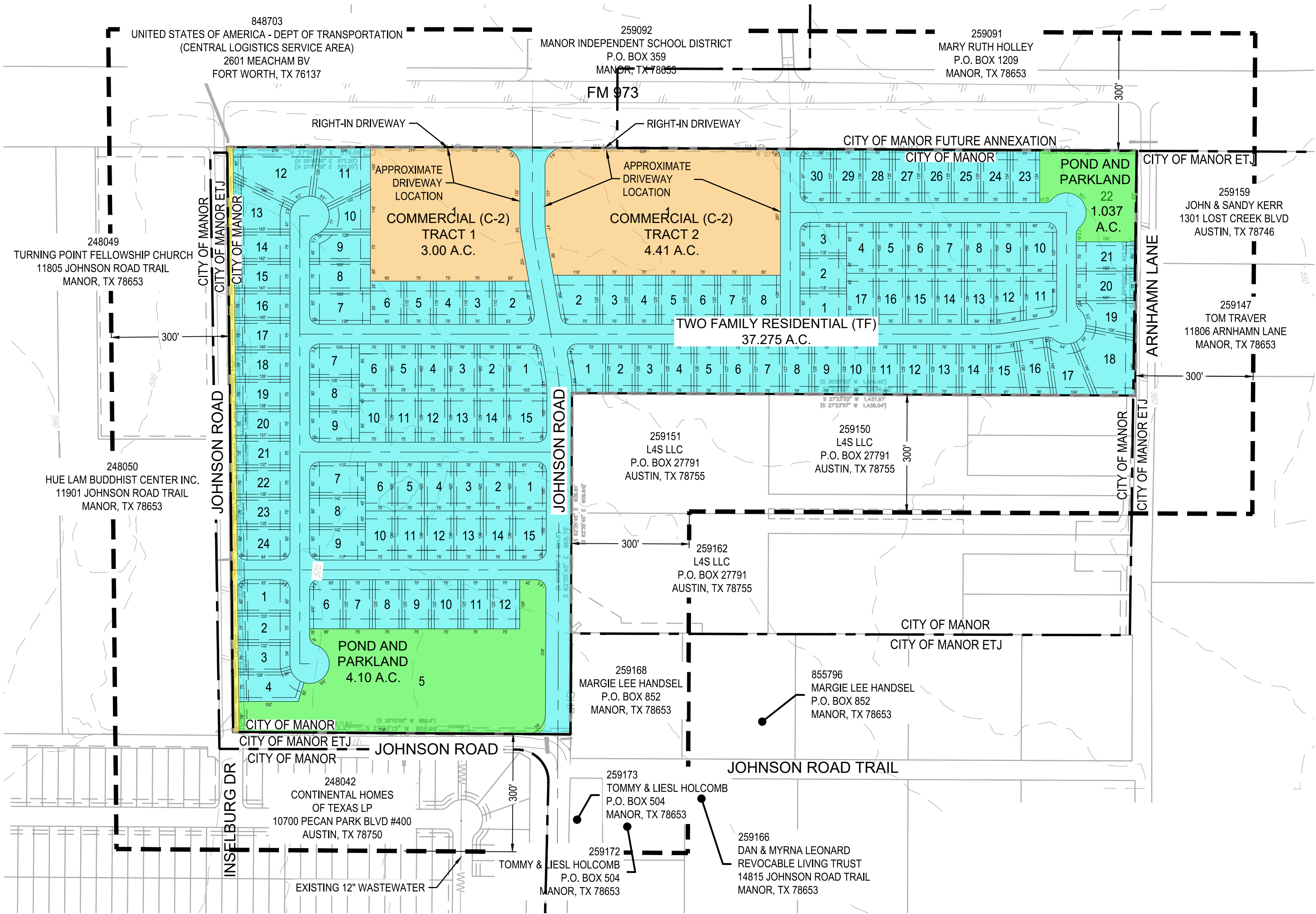
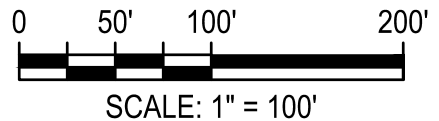
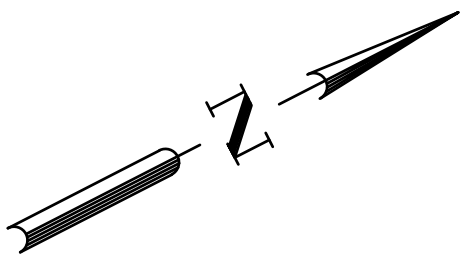
STAFF RECOMMENDATION:

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

PLANNING & ZONING COMMISSION:	Recommend Approval	Disapproval	None
	X		

PALOMINO
CONCEPT PLAN

DATE PREPARED: NOVEMBER 11, 2020



LOCATION MAP
SCALE: 1" = 2000'

TOTAL AREA: 50.340 AC.

<div></div>	TWO-FAMILY RESIDENTIAL (TF) 234 UNITS (117 LOTS)	37.275 AC
<div></div>	COMMERCIAL (C-2) 2 LOTS	7.41 AC
<div></div>	PARKLAND	5.137 AC
<div></div>	RIGHT OF WAY DEDICATION	0.513 AC
<div></div>	300' PROPERTY SETBACK	
<div></div>	JURISDICTIONAL BOUNDARY	

OWNER: GERALDINE & EDWARD WOLF
2868 COUNTY ROAD 267
CAMERON, TEXAS 76520

DEVELOPER: D.R. HORTON
10700 PECAN PARK BOULEVARD, 4TH FLOOR
AUSTIN, TEXAS 78750
(512) 533-1468

ENGINEER: BGE, INC., TBPE F-1046
101 W LOUIS HENNA BLVD, SUITE 400
AUSTIN, TEXAS 78728
(512) 879-0400

PROJECT INFORMATION:

WASTEWATER LUE'S:

-RESIDENTIAL (DUPEX) - 117
-COMMERCIAL (TRACT 1) - 7
-COMMERCIAL (TRACT 2) - 62

WATER LUE'S:

-RESIDENTIAL (DUPEX) - 234
-COMMERCIAL (RETAIL) - 7
-COMMERCIAL (GAS) - 62

TRAFFIC GENERATION
(VPD):

-RESIDENTIAL (DUPEX) - 2,273
-COMMERCIAL (TRACT 1) - 5,462
-COMMERCIAL (TRACT 2) - 3,107

CITY OF MANOR ACKNOWLEDGEMENTS

THIS CONCEPT PLAN HAS BEEN SUBMITTED TO AND CONSIDERED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MANOR, TEXAS, AND IS HEREBY RECOMMENDED FOR APPROVAL BY THE CITY COUNCIL ON THIS THE __ DAY OF ____, 20__ A.D.

APPROVED:

ATTEST:

CHAIRPERSON

CITY SECRETARY

ACCEPTED AND APPROVED FOR RECORD BY THE CITY COUNCIL, CITY OF MANOR, TEXAS ON THIS THE __ DAY OF ____, 20__ A.D.

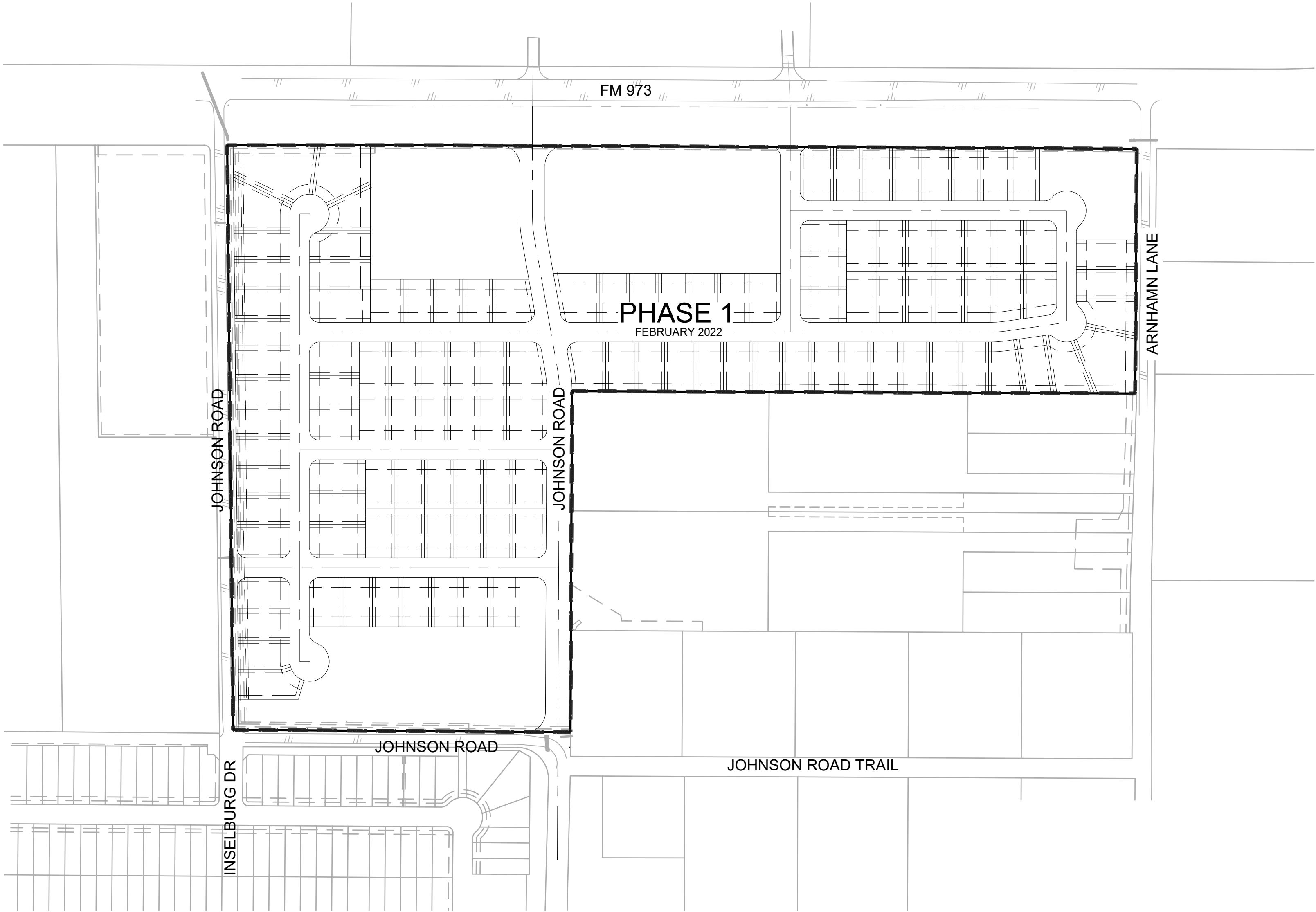
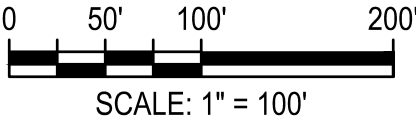
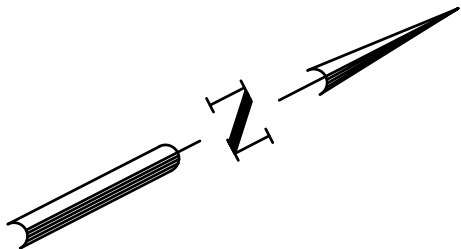
BY:

ATTEST:

MAYOR OF THE CITY OF
MANOR, TEXAS

CITY SECRETARY

MANOR WOLF
PHASING PLAN



PHASING LIMIT
PH 1 = 234 UNITS (117 LOTS)

NOTE: THE CONSTRUCTION OF THIS SUBDIVISION
WILL BE COMPLETED IN ONE PHASE



Texas Engineering Firm #4242

1500 County Road 269
Leander, TX 78641

PO Box 2029
Leander, TX 78646-2029

Date: Monday, January 11, 2021

Richard Rychlik
BGE, Inc
101 W Louis Henna Blvd, Suite 400
Austin TX 78728
rrychlik@bgeinc.com

Permit Number 2020-P-1288-CP
Job Address: Palomino Development - Concept Plan, Manor, TX. 78653

Dear Richard Rychlik,

The first submittal of the Wolf Tract - Palomino Development - Concept Plan (*Concept Plan*) submitted by BGE, Inc and received on May 03, 2021, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

Engineer Review

The review of the submittal package has resulted in the following comments. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (512) 259-3882 or by email at pgray@gbateam.com.

1. Signature blocks for the P&Z Chairperson and City Mayor need to be added to the Concept Plan. A copy will be provided.
2. The anticipated timing of each proposed phase of the development should be listed on the Concept Plan.
3. A proposed phasing plan is required to be included on the Concept Plan.

Please revise the project plans to address the comments noted above. Following revision, please upload one full set of the revised drawings in PDF format. Please include a comment response narrative indicating how comments have been addressed with your plan resubmittal. To access your project online, please go to www.mygovernmentonline.org and use the online portal to upload your drawings in PDF format.

Additional comments may be generated as requested information is provided. Review of this submittal does not constitute verification that all data, information and calculations supplied by the applicant are accurate, complete, or adequate for the intended purpose. The engineer of record is solely responsible for the completeness, accuracy, and adequacy of his/her submittal, whether or not City Engineers review the application for Ordinance compliance.

Thank you,

A handwritten signature in blue ink that reads "Pauline M. Gray".

1/11/2021 11:31:04 AM
Wolf Tract - Palomino Development - Concept Plan
2020-P-1288-CP
Page 2

Pauline Gray, P.E.
Senior Engineer
Jay Engineering, a Division of GBA



January 12, 2021

Pauline Gray, P.E.
Jay Engineering, a Division of GBA
1500 County Road 269
Leander, TX 78641

**RE: Manor Wolf Concept Plan
Permit Number 2020-P-1288-CP
Comments Dated January 11, 2021**

Engineer Review

1. Signature blocks for the P&Z Chairperson and City Mayor need to be added to the Concept Plan. A copy will be provided.

Response: A signature block has been added to the concept plan.

2. The anticipated timing of each proposed phase of the development should be listed on the Concept Plan.

Response: A phasing plan with the requested information has been provided.

3. A proposed phasing plan is required to be included on the Concept Plan.

Response: A phasing plan has been added to the concept plan submittal as requested.

If you have any questions, please feel free to contact me.

Thanks,

A handwritten signature in blue ink, which appears to read "Richard Rychlik".

Richard Rychlik Jr, P.E.
512-879-0460
RRychlik@bgeinc.com



Texas Engineering Firm #4242

1500 County Road 269
Leander, TX 78641

PO Box 2029
Leander, TX 78646-2029

Date: Friday, February 5, 2021

Richard Rychlik
BGE, Inc
101 W Louis Henna Blvd, Suite 400
Austin TX 78728
rrychlik@bgeinc.com

Permit Number 2020-P-1288-CP
Job Address: Palomino Development - Concept Plan, Manor 78653

Dear Richard Rychlik,

We have conducted a review of the concept plan for the above-referenced project, submitted by Richard Rychlik and received by our office on May 03, 2021, for conformance with the City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B. The Plans appear to be in general compliance with City Ordinance requirements and we therefore take no exception to their approval as presented.

Please submit a hard copy of the Concept Plan to Scott Dunlop at the City of Manor for signatures. A copy of the signed Concept Plan will be uploaded under project files on the my permit now website.

Review of this submittal does not constitute verification that all data, information and calculations supplied by the applicant are accurate, complete or adequate for the intended purpose. The engineer of record is solely responsible for the completeness, accuracy and adequacy of his/her submittal, whether or not City Engineers review the application for Ordinance compliance. Please call if you have any questions or need additional information.

Sincerely,

A handwritten signature in blue ink that reads "Pauline Gray".

Pauline Gray, P.E.
Senior Engineer
Jay Engineering, a Division of GBA



Texas Engineering Firm #4242

1500 County Road 269
Leander, TX 78641

PO Box 2029
Leander, TX 78646-2029

Date: Wednesday, April 21, 2021

Richard Rychlik
BGE, Inc
101 W Louis Henna Blvd, Suite 400
Austin TX 78728
rrychlik@bgeinc.com

Permit Number 2020-P-1288-CP
Job Address: Palomino Development - Concept Plan, Manor, TX. 78653

Dear Richard Rychlik,

The first submittal of the Wolf Tract - Palomino Development - Concept Plan (*Concept Plan*) submitted by BGE, Inc and received on May 03, 2021, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

Engineer Review

The review of the submittal package has resulted in the following comments. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (512) 259-3882 or by email at pgray@gbateam.com.

1. These comments are for the revised Concept Plan submitted on March 26, 2021.
2. Provide updated trip generation numbers for the commercial portion of the project if there is an increase in commercial use. Also provide the traffic count for the two family portion of the project. Per City of Manor Subdivision Ordinance 10.02 Article II Section 21(c)(8)(ii). An updated TIA determination form should be provided for review.
3. Please show the boundary line for the City of Manor on the Concept Plan. Per City of Manor Subdivision Ordinance 10.02 Article II Section 21(c)(15).
4. The anticipated timing of each proposed phase of the development should be listed on the concept plan. Per City of Manor Subdivision Ordinance 10.02 Article II Section 21(c)(13).
5. A proposed phasing plan is required to be submitted with the concept plan. Per City of Manor Subdivision Ordinance 10.02 Article II Section 21(c)(16).

Please revise the project plans to address the comments noted above. Following revision, please upload one full set of the revised drawings in PDF format. Please include a comment response narrative indicating how comments have been addressed with your plan resubmittal. To access your project online, please go to www.mygovernmentonline.org and use the online portal to upload your drawings in PDF format.

Additional comments may be generated as requested information is provided. Review of this submittal does not constitute verification that all data, information and calculations supplied by the applicant are accurate, complete, or adequate for the intended purpose. The engineer of record is solely responsible for the completeness, accuracy, and adequacy of his/her submittal, whether or not City Engineers review the application for Ordinance compliance.

Thank you,

A handwritten signature in blue ink that reads "Pauline M. Gray". The signature is fluid and cursive, with the first name "Pauline" being more prominent than the last name "Gray".

Pauline Gray, P.E.
Senior Engineer
Jay Engineering, a Division of GBA



April 30, 2021

Pauline Gray, P.E.
Jay Engineering, a Division of GBA
1500 County Road 269
Leander, TX 78641

**RE: Palomino (Manor Wolf) Concept Plan
Permit Number 2020-P-1288-CP
Comments Dated April 21, 2021**

Engineer Review

1. These comments are for the revised Concept Plan submitted on March 26, 2021.

Response: Acknowledged.

2. Provide updated trip generation numbers for the commercial portion of the project if there is an increase in commercial use. Also provide the traffic count for the two family portion of the project. Per City of Manor Subdivision Ordinance 10.02 Article II Section 21(c)(8)(ii). An updated TIA determination form should be provided for review.

Response: Trip generation numbers have been updated. An updated TIA determination form has been provided.

3. Please show the boundary line for the City of Manor on the Concept Plan. Per City of Manor Subdivision Ordinance 10.02 Article II Section 21(c)(15).

Response: Boundary lines have been provided.

4. The anticipated timing of each proposed phase of the development should be listed on the concept plan . Per City of Manor Subdivision Ordinance 10.02 Article II Section 21(c)(13).

Response: The project will be constructed in one phase. A phasing plan has been added and a note has been added to reflect this timeline.

5. A proposed phasing plan is required to be submitted with the concept plan. Per City of Manor Subdivision Ordinance 10.02 Article II Section 21(c)(16).

Response: The project will be constructed in one phase. A phasing plan has been added and a note has been added to reflect this timeline.

If you have any questions, please feel free to contact me.

Thanks,

A handwritten signature in blue ink, reading "Richard Rychlik Jr." in a cursive style.

Richard Rychlik Jr, P.E.
512-879-0460
RRychlik@bgeinc.com



Texas Engineering Firm #4242

1500 County Road 269
Leander, TX 78641

PO Box 2029
Leander, TX 78646-2029

Date: Monday, May 24, 2021

Richard Rychlik
BGE, Inc
101 W Louis Henna Blvd, Suite 400
Austin TX 78728
rrychlik@bgeinc.com

Permit Number 2020-P-1288-CP
Job Address: Palomino Development - Concept Plan, Manor 78653

Dear Richard Rychlik,

The submittal of the revised Wolf Tract - Palomino Development - Concept Plan Site Plans submitted by BGE, Inc and received by our office on 5/3/2021, has been reviewed for compliance with the City of Manor Zoning Ordinance 185. The Plans appear to be in general compliance with City Ordinance requirements and we therefore take no exception to their approval as presented.

Please submit a hard copy of the cover sheet to Scott Dunlop at the City of Manor for signatures. A copy of the signed cover sheet will be uploaded under project files on the my permit now website.

Review of this submittal does not constitute verification that all data, information and calculations supplied by the applicant are accurate, complete, or adequate for the intended purpose. The engineer of record is solely responsible for the completeness, accuracy, and adequacy of his/her submittal, whether or not City Engineers review the application for Ordinance compliance. Please call if you have any questions or need additional information.

Sincerely,

A handwritten signature in blue ink that reads "Pauline M. Gray".

Pauline Gray, P.E.
Senior Engineer
Jay Engineering, a Division of GBA



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 21, 2021
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

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

Applicant: Kimley-Horn & Associates

Owner: FM 973 Building Hope, LLC

BACKGROUND/SUMMARY:

This concept plan has been approved by our engineers.

This is a one lot subdivision for the proposed Compass Rose Charter School near N. FM 973 and Shadowglen Trace.

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

LEGAL REVIEW: Not Applicable

FISCAL IMPACT: No

PRESENTATION: No

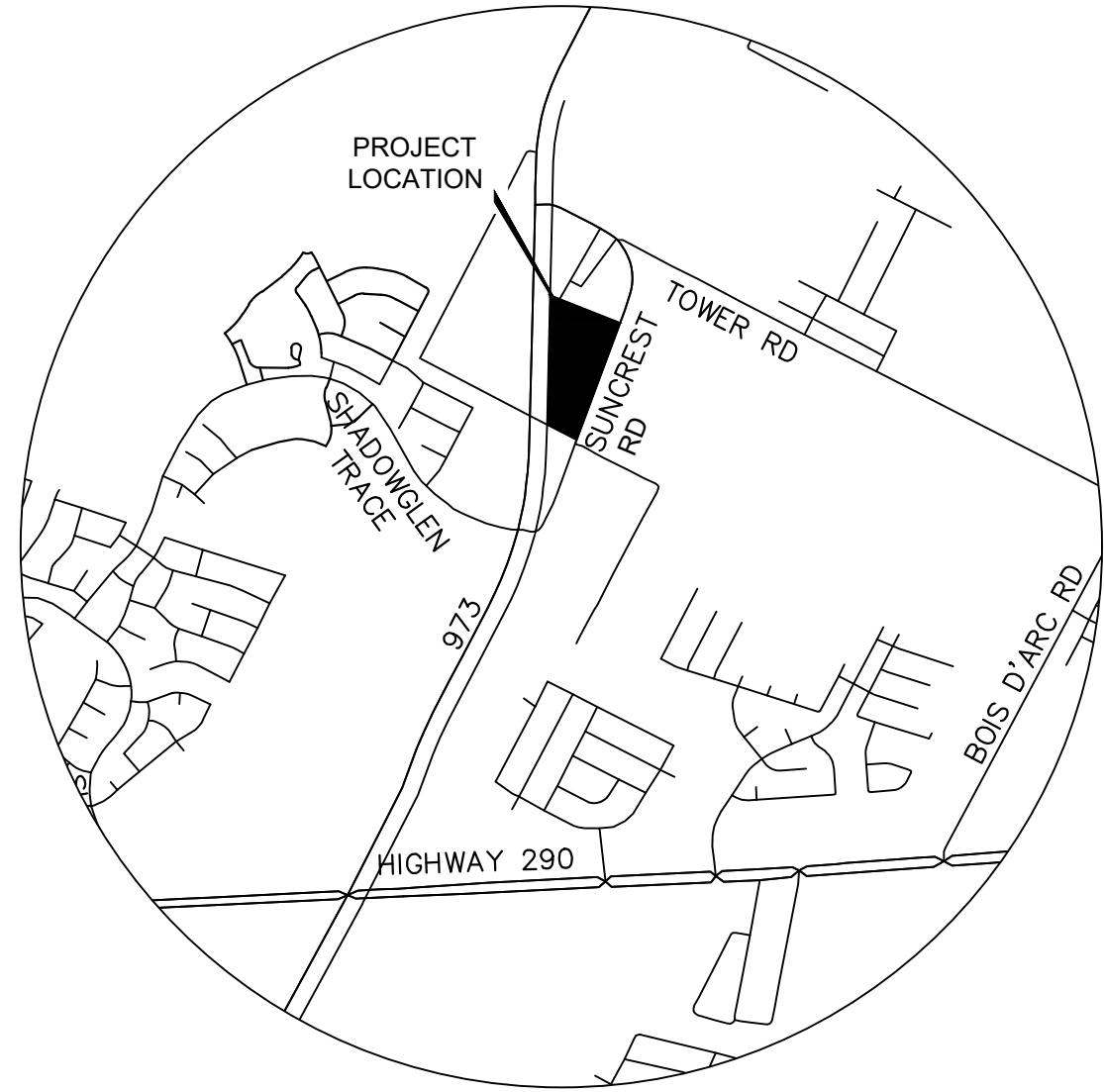
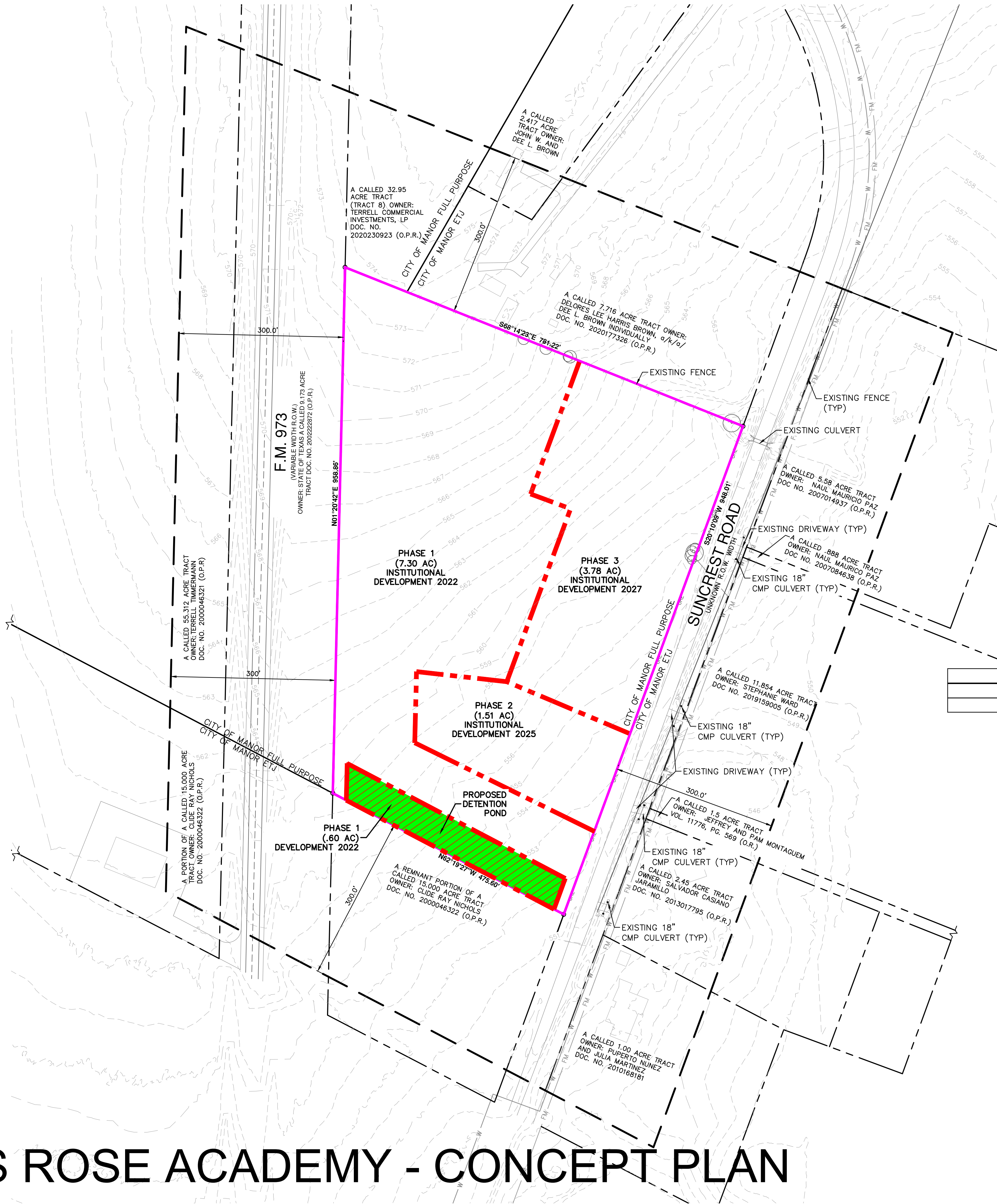
ATTACHMENTS: Yes

- Plat
- Engineer Comments
- Conformance Letter

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve a Concept Plan for the Compass Rose Academy Subdivision, one (1) lot on 13.19 acres more or less, and being located near the intersection of N. FM 973 and Shadowglen Trace, Manor, TX.

PLANNING & ZONING COMMISSION:	Recommend Approval	Disapproval	None
	X		



VICINITY MAP

SCALE: 1" = 2,000'

COMPASS ROSE ACADEMY PHASING PLAN			
PHASE	LAND USE	# Students	ACRES
Phase 1	INSTITUTIONAL (ELEMENTARY SCHOOL)	625	7.90
Phase 2	INSTITUTIONAL (MIDDLE SCHOOL)	406	1.51
Phase 3	INSTITUTIONAL (HIGH SCHOOL)	500	3.78
TOTAL		1531	13.19

LUE BREAKDOWN				
LAND USE	ACRES	NO. LOTS	NO. STUDENTS	LUE's*
Institutional (I)	13.19	1	1531	111.36
TOTALS				111.36

*1 LUE/15 Elementary School Students
*1 LUE/13 Middle/High School Students

TRAFFIC VOLUMES					
LAND USE	ITE Code	Unit	No. of Units	Daily Trips	AM Trips PM Trips
Charter Elementary School	537	Sudents	1531	1531	1699 1057

SITE SUMMARY

PROJECT NAME: COMPASS ROSE ACADEMY

SITE ADDRESS: SOUTH OF THE INTERSECTION OF
US HIGHWAY 973 AND SUNCREST ROAD.- MANOR, TX.

CURRENT ZONING: I (INSTITUTIONAL)

OWNER: FM 973 BUILDING HOPE LLC
910 17TH STREET NW #1100
WASHINGTON, D.C. 20006

OWNER'S AGENT: BRANDON HAMMANN, P.E.

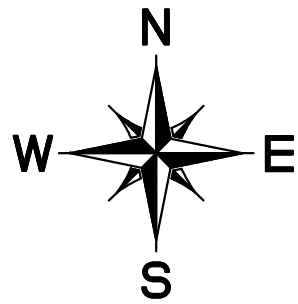
ENGINEER: KIMLEY-HORN
10814 JOLLYVILLE ROAD, CAMPUS IV, SUITE 200
AUSTIN, TEXAS 78759
PHONE (512)271-6314

SURVEYOR: PAPE-DAWSON ENGINEERS
10801 NORTH MOPAC EXPRESSWAY BUILDING 3-SUITE 200
AUSTIN, TEXAS 78759
PHONE: 210.454.8711
CONTACT: VALERIE ZURCHER

LEGAL DESCRIPTION: A 13.189 ACRE, OR 574,517 SQUARE FOOT TRACT OF
LAND BEING OUT OF A REMNANT PORTION OF A CALLED
55.312 ACRE TRACT OF LAND CONVEYED TO TERRELL
TIMMERMAN RECORDED IN DOCUMENT NO. 2000046321
OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY,
TEXAS SITUATED IN THE GREENBURY GATES SURVEY,
SECTION NO. 63, ABSTRACT NO. 311 IN TRAVIS COUNTY TEXAS.
SAID 13.189 ACRE TRACT BEING MORE FULLY DESCRIBED
AS FOLLOWS, WITH BEARINGS BASED ON THE NORTH
AMERICAN DATUM OF 1983 (NAD 2011) EPOCH 2010.00, FROM THE
TEXAS COORDINATE SYSTEM ESTABLISHED FOR THE CENTRAL ZONE.

FLOODPLAIN: NO PORTION OF THIS PROPERTY IS WITHIN A
FLOOD HAZARD AREA AS SHOWN ON THE
FEMA FLOOD INSURANCE RATE MAP PANEL#
4845300485J FOR TRAVIS COUNTY, EFFECTIVE
AUGUST 18, 2014.

NOTES: 1. SURFACE PARKING FOR PHASES 2 AND 3 WILL BE
ADDED WITHIN PHASE 1 LIMITS



0 100' 200'
GRAPHIC SCALE 100'

LEGEND

- CONCEPT PLAN BOUNDARY
- CITY/ETJ LIMITS
- PROPERTY LINE
- PHASE LINE
- MAIL BOX
- WATER VALVE
- TREE
- ADVERTISING/ROAD/UTILITY SIGN WITH DESCRIPTION
- COMMUNICATION, TELEPHONE, CABLE PEDESTAL
- BARBED WIRE FENCE
- POST & RAIL/HOG WIRE FENCE
- CHAIN LINK FENCE
- EXISTING OVERHEAD POWER LINE
- EXISTING WATER LINE
- EXISTING FORCE WASTEWATER LINE
- EXISTING STORM CULVERT
- EXISTING POWER POLE
- EXISTING WATER METER
- EXISTING WASTE WATER MANHOLE

COMPASS ROSE ACADEMY - CONCEPT PLAN

Austin, Texas
May 2021

Kimley»Horn

10814 Jollyville Road
Campus IV, Suite 200
Austin, TX 78759
512-418-1771
State of Texas Registration No. F-928



Texas Engineering Firm #4242

1500 County Road 269
Leander, TX 78641

PO Box 2029
Leander, TX 78646-2029

Date: Friday, April 30, 2021

Becka brien
Kimley Horn
Jollyville Road Campus IV, suite 2
Austin 78759
becka.brien@kimley-horn.com

Permit Number 2021-P-1317-CP
Job Address: 30°21'53.6, manor, TX. 78653

Dear Becka brien,

The first submittal of the Compass Rose Concept Plan (*Concept Plan*) submitted by Kimley Horn and received on May 10, 2021, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

Engineer Review

The review of the submittal package has resulted in the following comments. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (512) 259-3882 or by email at pgray@gbateam.com.

1. The letter submitted by Kimley-Horn states that IDEA has opted to sell the property but has not indicated that the property has been sold, so the title of the project will need to change to "Charter School, Phase 1" instead of "Compass Rose Academy" to match the authorization letter from IDEA to the letter submitted by Kimley-Horn for the project unless documentation is provided to show that the property has been sold.

Please revise the project plans to address the comments noted above. Following revision, please upload one full set of the revised drawings in PDF format. Please include a comment response narrative indicating how comments have been addressed with your plan resubmittal. To access your project online, please go to www.mygovernmentonline.org and use the online portal to upload your drawings in PDF format.

Additional comments may be generated as requested information is provided. Review of this submittal does not constitute verification that all data, information and calculations supplied by the applicant are accurate, complete, or adequate for the intended purpose. The engineer of record is solely responsible for the completeness, accuracy, and adequacy of his/her submittal, whether or not City Engineers review the application for Ordinance compliance.

Thank you,

Pauline Gray, P.E.
Senior Engineer
Jay Engineering, a Division of GBA



KHA Project No. 068691605

May 5, 2021

Jaeco Engineering Firm
1500 County Road 269
Leander, TX 78641

**RE: Compass Rose Manor
2021-P-1317-CP
30°21'53.6, Manor, TX. 78653
Concept Plan – 1st Plan Check**

To Whom It May Concern:

Please accept this *Comment Response Letter* in reply to Compass Rose Manor Concept Plan Review, dated April 09, 2021, regarding the above referenced project. Original comments have been included below for reference. All Kimley-Horn responses are listed in **maroon**.

Concept Plan

1. The letter submitted by Kimley-Horn states that IDEA has opted to sell the property but has not indicated that the property has been sold, so the title of the project will need to change to "Charter School, Phase 1" instead of "Compass Rose Academy" to match the authorization letter from IDEA to the letter submitted by Kimley-Horn for the project unless documentation is provided to show that the property has been sold.

Response: The title was not changed and left as Compass Rose Academy in anticipation of the closing of ownership on 5/18 at which time we will provide proof of the ownership change to FM 973 Building Hope LLC.

End of Report.

Should you have any questions or additional comments, please feel free to contact me using the information in my signature below.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

Brandon Hammann, PE
Brandon.hammann@kimley-horn.com
(512) 271 6314



Texas Engineering Firm #4242

1500 County Road 269
Leander, TX 78641

PO Box 2029
Leander, TX 78646-2029

Date: Thursday, May 27, 2021

Becka brien
Kimley Horn
Jollyville Road Campus IV, suite 2
Austin 78759
becka.brien@kimley-horn.com

Permit Number 2021-P-1317-CP
Job Address: 30°21'53.6, manor 78653

Dear Becka brien,

We have conducted a review of the concept plan for the above-referenced project, submitted by Becka brien and received by our office on May 10, 2021, for conformance with the City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A Subdivision Ordinance 263B. The Plans appear to be in general compliance with City Ordinance requirements and we therefore take no exception to their approval as presented.

Please submit a hard copy of the Concept Plan to Scott Dunlop at the City of Manor for signatures. A copy of the signed Concept Plan will be uploaded under project files on the my permit now website.

Review of this submittal does not constitute verification that all data, information and calculations supplied by the applicant are accurate, complete or adequate for the intended purpose. The engineer of record is solely responsible for the completeness, accuracy and adequacy of his/her submittal, whether or not City Engineers review the application for Ordinance compliance. Please call if you have any questions or need additional information.

Sincerely,

A handwritten signature in blue ink that reads "Pauline Gray".

Pauline Gray, P.E.
Senior Engineer
Jay Engineering, a Division of GBA



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 21, 2021
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

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

Applicant: Doucet & Associates, Inc.

Owner: Las Entradas Development Corp.

BACKGROUND/SUMMARY:

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

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

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

- Letter of Intent
- Survey Exhibit
- Area Image

- Layout Exhibit
- IN-1 Permitted Uses
- Ordinance

STAFF RECOMMENDATION:

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

PLANNING & ZONING COMMISSION:	Recommend Approval	Disapproval	None
	X		

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM LIGHT COMMERCIAL (C-1) TO LIGHT INDUSTRIAL (IN-1); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

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

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

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

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

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

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

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

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

ORDINANCE NO.

Page 2

PASSED AND APPROVED FIRST READING on this the 21st day of July 2021.

PASSED AND APPROVED SECOND AND FINAL READING on this the 4th day of August 2021.

THE CITY OF MANOR, TEXAS

Dr. Larry Wallace Jr.,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC,
City Secretary

EXHIBIT "A"

Property Legal Description:

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

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

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

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

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

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

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



June 10, 2021

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

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

Dear Development Services,

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

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

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

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

Sincerely,

Davood Salek, P.E.

Division Manager, Land Development

North (Williamson County) Office

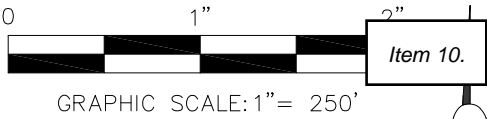
Doucet & Associates, Inc.

TBPE Firm # 3937

State of Texas Surveying Firm Certification # 10105800

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

EXHIBIT OF
19.81 ACRES (863,102 SQUARE FEET)
OUT OF
CALLED 104.825 ACRES
JAMES MANOR SURVEY No. 40
ABSTRACT No. 546
TRAVIS COUNTY, TEXAS



CALLED 275.66 ACRES (TRACT 3)
BUTLER FAMILY PARTNERSHIP, LTD.
VOLUME 12271, PAGE 872
D.R.T.C.T.
DESCRIBED IN
VOLUME 4282, PAGE 1082
D.R.T.C.T.

19.81 ACRES
(863,102 SQUARE FEET)
PORTION OF
CALLED 104.825 ACRES
LAS ENTRADAS DEVELOPMENT CORPORATION
DOCUMENT No. 2007002485
O.P.R.T.C.T.

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

CALLLED 12.468 ACRES
LOT 1, BLOCK A
LAS ENTRADAS NORTH
SECTION 2 REPLAT
DOCUMENT No. 202000038
O.P.R.T.C.T.

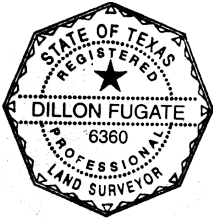
NOTES:
BASIS OF BEARING IS THE TEXAS COORDINATE SYSTEM, CENTRAL ZONE [4202], NAD 83 (2011), EPOCH 2010, AS
BASED ON LEICA SMARTNET VRS GPS OBSERVATIONS. ALL COORDINATES AND DISTANCES SHOWN ARE SURFACE
VALUES AND MAY BE CONVERTED TO GRID BY USING THE SURFACE ADJUSTMENT FACTOR OF 0.99993.
UNITS: US SURVEY FEET

THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE COMMITMENT. ENCUMBRANCES MAY EXIST NOT
SHOWN HEREON.

I, J. DILLON FUGATE, REGISTERED PROFESSIONAL LAND SURVEYOR,
HEREBY CERTIFY THAT THIS EXHIBIT AND ACCOMPANYING LEGAL
DESCRIPTION OF EVEN DATE REPRESENT AN ACTUAL SURVEY PERFORMED
ON THE GROUND UNDER MY SUPERVISION.

J. DILLON FUGATE
REGISTERED PROFESSIONAL LAND SURVEYOR
TEXAS REGISTRATION NO. 6360
DOUCET & ASSOCIATES
DFUGATE@DOUCETENGINEERS.COM

ORIGINAL: 06/03/2021
REVISED: 06/30/2021

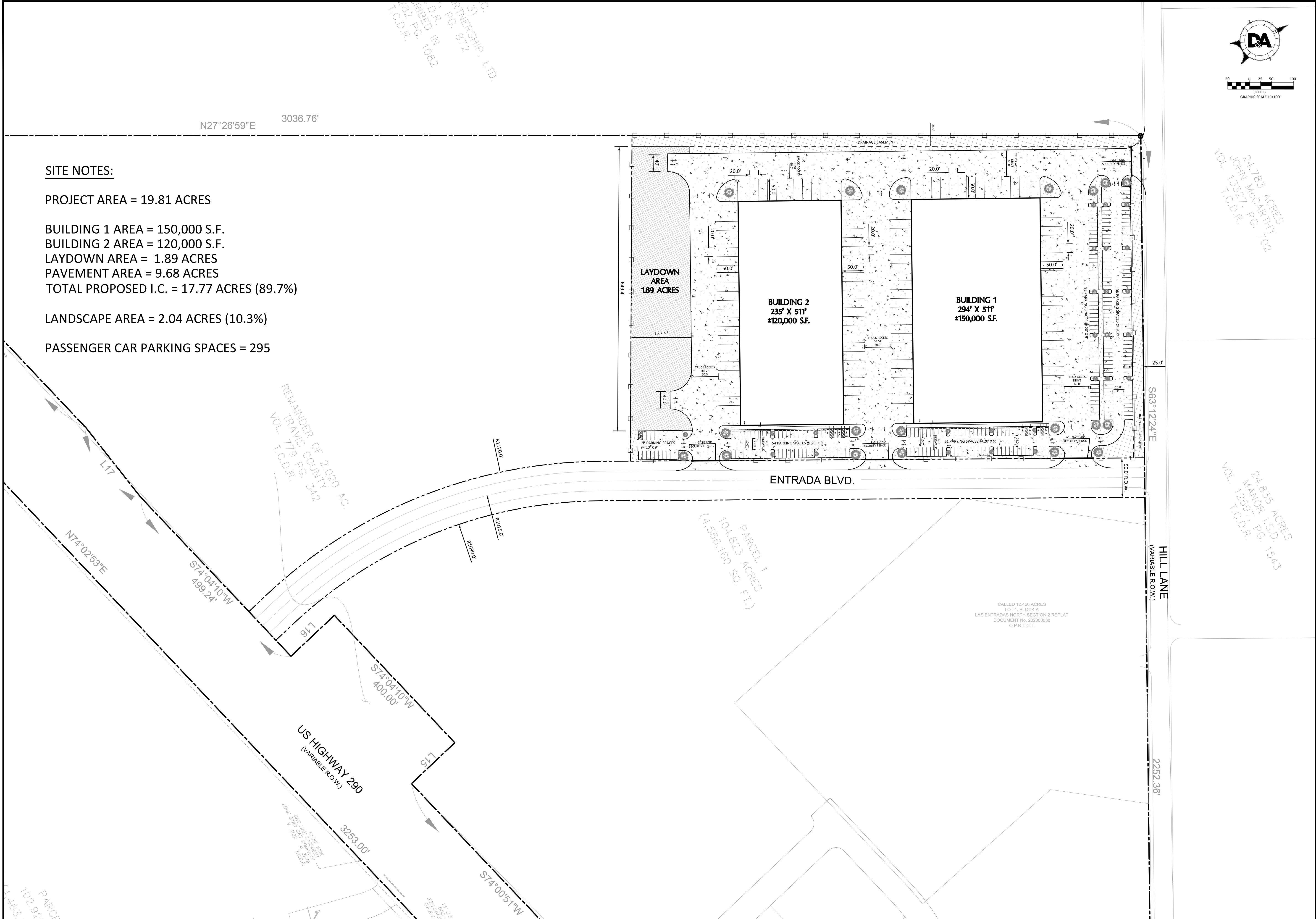


DA DOUCET & ASSOCIATES
Civil Engineering - Planning - Geospatial
10190 Katy Freeway, Suite 110
Houston, Texas 77042,
Phone: (346)-250-4425
www.doucetengineers.com
TBPLS Firm No.: 10194551

Date: 06/30/2021
Scale: 1"=250'
Drawn by: JS
Reviewer: DF
Project: 2281-001
Sheet: 1 OF 1
Field Book: XXXX
Party Chief: BS
Survey Date: 06/30/2021



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



SITE NOTES:

PROJECT AREA = 19.81 ACRES

BUILDING 1 AREA = 150,000 S.F.

BUILDING 2 AREA = 120,000 S.F.

LAYDOWN AREA = 1.89 ACRES

PAVEMENT AREA = 9.68 ACRES

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

LANDSCAPE AREA = 2.04 ACRES (10.3%)

PASSENGER CAR PARKING SPACES = 295

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

CONCEPTUAL PLAN

**TRANSPAK
MANOR, TX**

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

SHEET

1
OF 1

Project No.:
2281-001

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

Item 10.

EXPAND

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

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

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

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

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

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

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

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

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



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 21, 2021
PREPARED BY: Thomas Bolt, City Manager
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

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

BACKGROUND/SUMMARY:

The City adopted a PID policy in February 2018, as amended, whereby the City selects a PID trustee when a PID is created. The City Council approved the creation of the EntradaGlen Public Improvement District on July 18, 2018 and the Development Agreement (EntradaGlen) on July 7, 2021. In anticipation that PID bonds may be issued before the end of this year, City staff makes the recommendation that UMB be selected as the trustee for the EntradaGlen PID based on their experience with PIDs.

LEGAL REVIEW: Yes

FISCAL IMPACT:

PRESENTATION: No

ATTACHMENTS: Yes

- Trustee Fee Quote

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve the selection of UMB as the trustee for the EntradaGlen PID and authorize the City Manager to enter and execute any agreements necessary for trustee services regarding the EntradaGlen PID.

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



July 15, 2021

Re: City of Manor
Special Assessment Revenue Bonds, Series 20XX
(EntradaGlen Public Improvement District)

I am pleased to present our fees to serve as Trustee, Registrar and Paying Agent for the City of Manor (EntradaGlen Public Improvement District) transaction noted above. We appreciate the opportunity to work with you and the financing team.

UMB Corporate Trust & Escrow Services is a nationally ranked provider of bond trustee services to municipalities and corporations throughout Texas and the United States. As a super-regional bank with a National Association charter operating under the regional bank service model, UMB Corporate Trust has several important distinctions. A few of those distinctions are:

Service quality: Every issue is handled internally by extremely qualified trust officers under the regional bank single point of contact model. *All aspects of your account will be handled in our Austin, Texas office.* UMB's commitment to superior service and support has drawn industry-wide recognition. Our vision is "to consistently deliver to our clients an unparalleled client experience via the provision of the best corporate trust and escrow services available in any market place."

Stable and time tested: UMB has been a Midwest based financial institution for over 100 years. UMB provides banking services throughout the nation. Our focus is on rendering professional municipal and corporate trust services.

Experience: UMB has provided corporate trust services for over seventy years and our Relationship Managers have extensive experience in trust administration and the financial services industry. Seasoned, knowledgeable personnel have placed UMB in the forefront of trusts serviced. UMB holds over \$150 billion in assets under custody and ranks among the largest trust banks in the United States. Both nationally and in Texas, we have acted as trustee on many revenue bonds for state agency and conduit authorities, universities, cities, counties and special districts.

The revenue bond structures have been both tax-exempt and taxable, fixed rate and variable rate with super sinkers and interest swaps. Our staff has administered these transactions performing the usual trustee and paying agent functions as required under the bond documents. They have also

been involved in the restructuring and workout of bond issues which have experienced difficulty.

Strength and stature: UMB's strength has consistently gained national recognition from investors, research and analysis groups. Year after year, UMB is among the industry leaders in terms of liquidity, capital strength and asset quality. For the fifth year in a row UMB has ranked in the top best banks, based on eight financial measures of asset quality, capital adequacy and profitability, according to studies by Forbes and SNL Financial.

UMB Corporate Trust and Escrow Services is also a nationally ranked and recognized provider of corporate trust services. We have been consistently ranked as the 3rd. *largest provider nationally of municipal bond paying agency services*, in terms of transactions, over the last several years. UMB administers over \$70 billion in debt with over 6,500 debt and escrow transactions.

UMB's strength and financial foundation and administrative expertise provide the capacity to act as trustee for the size and type of bond issue being proposed.

Again, we greatly appreciate the opportunity to provide this proposal. If you have any questions with regard to our proposal, please do not hesitate to contact me at 512-582-5851.

Sincerely,

Jose Gaytan
Vice President
Jose.gaytan@umb.com | umb.com



FEES AND EXPENSES

Fees for services are as follows (Per Series):

Acceptance Fee:	\$1,000.00
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A one-time fee payable at closing to cover the review of governing documents, communication with financing team, set-up of account records and customary duties and responsibilities relating to the closing.

Annual Administration Fee:	\$3,000.00
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Annual fee to cover the duties and responsibilities related to the administration of the transaction including the maintenance of account records on various systems, the monitoring of required compliance items, payment of debt services and all routine duties as contemplated by the governing documents. An Additional \$500 per year would be charged for Dissemination Fee Agent Services if required or necessary.

Trustee Counsel Fee:	At Cost
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Fees and charges of counsel when UMB Bank utilizes the services of outside counsel to review the governing documents on behalf of the Trustee. A separate charge will apply in situations where a Trustee's Counsel legal opinion is required. Billed as incurred.

Out of Pocket Expenses:	At Cost
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Reimbursement of any expenses paid by the Trustee on behalf of the parties including, but not limited to, UCC filing fees, publication fees, post-closing legal fees and Out of Pocket expenses will be billed at cost.



Extraordinary Services/ Miscellaneous Fees:

The fees, charges and expenses specified herein are for the typical and customary services as Bond Registrar, Paying Agent and Refunding Escrow Agent. Fees for additional or extraordinary services not now part of the customary services provided, such as special services during defaults, additional government reporting requirements, or document amendments will be charged at the then current rates for such services. Extraordinary expenses, such as legal fees and travel expenses, shall be invoiced to the client based upon the actual out of pocket cost to the Trustee. UMB reserves the right to renegotiate its current fee schedule to correspond with changing economic conditions, inflation, and changing requirements relating to the day to day service delivery. Final acceptance of the appointment is subject to approval of authorized officers of UMB, N.A. and full review and execution of all documentation related hereto. Fees paid in advance are not subject to proration. Execution of the governing documents constitutes agreement to the fee schedule noted above.

CUSTOMER INFORMATION REQUIRED BY THE USA PATRIOT ACT:

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account. For a non-individual person such as a business entity, a charity, a Trust or other legal entity we will ask for documentation to verify its formation and existence as a legal entity. We may also ask to see financial statement, licenses, identification and authorization documents from individuals claiming authority to represent the entity or other relevant documentation.

ACKNOWLEDGEMENT:

Name: _____

Title: _____

Company: _____

Signature: _____

Date: _____



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: July 21, 2021
PREPARED BY: Thomas Bolt, City Manager
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

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

BACKGROUND/SUMMARY:

The City adopted a PID policy in February 2018, as amended, whereby the City selects a PID underwriter when a PID is created. The City Council approved the creation of the EntradaGlen Public Improvement District on July 18, 2018 and the Development Agreement (EntradaGlen) on July 7, 2021. In anticipation that PID bonds may be issued before the end of this year, City staff makes the recommendation that FMSbonds, Inc. be selected as the underwriter for the EntradaGlen PID based on their experience with PIDs.

LEGAL REVIEW: Yes

FISCAL IMPACT:

PRESENTATION: No

ATTACHMENTS: Yes

- Letter of Intent for Underwriter Services

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve the selection of FMSbonds, Inc. as the underwriter for the EntradaGlen PID and authorize the City Manager to enter and execute any agreements necessary for underwriter services regarding the EntradaGlen PID.

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



July 15, 2021

Mr. Thomas Bolt
City Manager
City of Manor
105 E. Eggleston Street
Manor, Texas 78653

Re: Letter of Intent for Underwriting Services for Special Assessment Bonds & G-17

Dear Mr. Bolt:

FMSbonds, Inc. ("FMS") is being engaged as the underwriter by the City of Manor (the "City") for its forthcoming issuance of EntradaGlen Public Improvement District Special Assessment Bonds (the "Bonds"). We ask that you, as representative of the Issuer and Obligated Party within the meaning of SEC rules ("Issuer"), agrees, and acknowledge by signing below:

- FMS has been engaged as the underwriter for each issuance of the Bonds (the "Underwriter") and not as financial advisor or municipal advisor;
- As an Underwriter, FMS may provide advice to the City on the structure, timing, terms and other similar matters concerning the Bonds;
- The Issuer has reviewed Attachment I which contains Municipal Securities Rulemaking Board (MSRB) Rule G-17 disclosures;
- It is the present intention of the City that FMS will underwrite each issuance of Bonds for the City, upon formal approval by the City, finalizing the structure of the Bonds, and the execution of a mutually agreed upon Bond Purchase Agreements for each issue.
- Any advice, suggestions, or recommendations we may provide to the Issuer in connection with the structuring and issuance of the Bonds shall be part of our scope of services as Underwriter.
- The services we shall provide as Underwriter are limited in scope to the Bonds and can be terminated at the discretion of the City at any time.

Sincerely yours,

Acknowledged and Agreed to by:

FMSbonds, Inc.

By: _____
Print Name: R.R. "Tripp" Davenport, III
Print Title: Director

By: _____
Print Name: Thomas M. Bolt
Print Title: City Manager

Attachment I

MSRB G-17 Disclosure

The City has engaged FMSbonds, Inc. ("FMS") to serve as underwriter, and not as a financial advisor or municipal advisor, in connection with the issuance of Special Assessment Bonds (the "Bonds"). As part of our services as underwriter, FMS may provide advice concerning the structure, timing, terms, and other similar matters concerning each issuance of Bonds. Any such advice was provided by FMS as an underwriter and not as your financial advisor.

Pursuant to the Notice, we are required by the MSRB to advise you that:

- MSRB Rule G-17 requires an underwriter to deal fairly at all times with both municipal issuers, delegated persons such as the Issuer and investors.
- The underwriter's primary role is to purchase the Bonds with a view to distribution in an arm's-length commercial transaction with the Issuer. As such, the underwriter has financial and other interests that differ from those of the Issuer.
- Unlike a municipal advisor, the underwriter does not have a fiduciary duty to the Issuer under the federal securities laws and are, therefore, not required by federal law to act in the best interests of the Issuer without regard to their own financial or other interests.
- The underwriter has a duty to purchase the Bonds from the Issuer at a fair and reasonable price, but must balance that duty with its duty to sell the Bonds to investors at prices that are fair and reasonable.
- As underwriter, we will review the disclosure document for each issuance of Bonds in accordance with, and as part of, our responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of this transaction.¹

FMS will be compensated by a fee and/or an fee that will be set forth in each bond purchase agreement to be negotiated and entered into in connection with each issuance of Bonds. Payment or receipt of the underwriting fee or discount will be contingent on the closing of the transaction and the amount of the fee or discount may be based, in whole or in part, on a percentage of the principal amount of the Bonds. While this form of compensation is customary in the municipal securities market, it presents a conflict of interest since an underwriter may have an incentive to recommend a transaction that is unnecessary or to recommend that the size of a transaction be larger than is necessary. The Issuer acknowledges no such recommendation has been made by FMS.

Please note nothing in this letter is an expressed nor an implied commitment by us to provide financing or to purchase or place each issuance of Bonds or any other securities. Any such

¹ Under federal securities law, an issuer of securities has the primary responsibility for disclosure to investors. The review of the disclosure document by the underwriters is solely for purposes of satisfying the underwriters' obligations under the federal securities laws and such review should not be construed by an issuer as a guarantee of the accuracy or completeness of the information in the disclosure document.

commitment shall only be set forth in a bond purchase agreement or other appropriate form of agreement for the type of transaction undertaken by you.

Further, our participation in each transaction contemplated herein remains subject to, among other things, the execution of a bond purchase agreement (or other appropriate form of agreement), further internal review and approvals, satisfactory completion of our due diligence investigation and market conditions.

FMS is acting independently in seeking to act as an underwriter in the transactions contemplated herein and shall not be deemed for any purpose to be acting as an agent, joint venturer or partner of any other principal involved in the proposed financing. FMS assumes no responsibility, express or implied, for any actions or omissions of, or the performance of services by, the other underwriters in connection with the transactions contemplated herein or otherwise.

If you or any other Issuer representatives have any questions or concerns about these disclosures, please make those questions or concerns known immediately to FMS. In addition, Issuer should consult with its own financial, municipal, legal, accounting, tax and other advisors, as applicable, to the extent it deems appropriate. Depending on the final structure of the transaction that the City and FMS decide to pursue or if additional actual or perceived material conflicts are identified, we may be required to send you additional disclosures.

It is our understanding that you have the authority to bind the City with us, and that you are not a party to any conflict of interest relating to the subject transaction. If our understanding is incorrect, please notify FMS immediately.

The MSRB requires that we seek your acknowledgement that you have received this letter. Accordingly, please send me an email to that effect, or sign and return the enclosed copy of this letter to me at the address set forth above within five (5) business days of the date of this letter. Depending on the structure of the transaction that the Issuer decides to pursue, or if additional actual or perceived material conflicts are identified, we may be required to send you additional disclosures. At that time, we also will seek your acknowledgement of receipt of any such additional disclosures.