



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

City Council Regular Meeting

Wednesday, August 16, 2023 at 7:00 PM

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

AGENDA

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

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

INVOCATION

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Non-Agenda Item Public Comments (white card): Comments will be taken from the audience on non-agenda related topics for a length of time, not to exceed three (3) minutes per person.

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

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

PUBLIC HEARINGS

- 1. Conduct a Public Hearing on the FY2023-2024 Proposed Property Tax Rate of the City of Manor, Texas.**

Submitted by: Lydia Collins, Director of Finance

- 2. Conduct a public hearing on an ordinance amending the Shadowglen Planned Unit Development (PUD) and being located at the intersections of Lexington Street and US Hwy 290 as well as Shadowglen Boulevard and US Hwy 290, Manor, TX.**
Applicant: Marcus Equity
Owner: Cottonwood Holdings Limited, LLC
Submitted by: Scott Dunlop, Development Services Director
- 3. Conduct a public hearing on an ordinance rezoning two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF-1) to Downtown Business (DB).**
Applicant: Jiwon Jung
Owner: Build Block
Submitted by: Scott Dunlop, Development Services Director
- 4. Conduct a public hearing on an ordinance rezoning (1) lot on .132 acres, more or less, and being located at 209 N. Lexington Street, Manor, TX from Single Family Suburban (SF-1) to Neighborhood Business (NB).**
Applicant: Marcos Chavez
Owner: Marcos Chavez
Submitted by: Scott Dunlop, Development Services Director
- 5. Conduct a public hearing on an ordinance rezoning five (5) lots on .23 acres, more or less, out of the South 40 ft of Lots 6-10, Block 1, AE Lanes Addition, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF).**
Applicant: Saavy ATX Realty LLC
Owner: Wenkai Chen
Submitted by: Scott Dunlop, Development Services Director
- 6. Conduct a public hearing on a Short Form Final Plat for one (1) lot on .23 acres, more or less, and being located at 707 Bastrop St, Manor, TX with variances to allow for 40 ft lot width, 20 ft front setback, 5 ft side setbacks, and 10 ft rear setback, and a depth-to-width ratio of 6.25:1.**
Applicant: Saavy ATX Realty LLC
Owner: Wenkai Chen
Submitted by: Scott Dunlop, Development Services Director
- 7. Conduct a public hearing on a Subdivision Short Form Final Plat for the Las Entradas North Subdivision, two (2) lots on 0.769 acres, more or less, and located at 13301 E US Hwy 290, Manor, TX and being filed with a variance from Manor Code of Ordinances, Chapter 10, Exhibit A, Article III, Section 45(6) and (7) relating to lot shape.**
Applicant: Estacado Interests
Owner: Llano Las Entradas I, LLC
Submitted by: Scott Dunlop, Development Services Director

8. Conduct a public hearing on a Specific Use Permit for a Medical Clinic located at the southwest corner of US Hwy 290 and Gregg Manor Road, Manor, TX.

Applicant: StreetLevel Investments

Owner: SL Manor 290 LP

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.

9. Consideration, discussion, and possible action to approve the City Council Minutes.

Submitted by: Lluvia T. Almaraz, City Secretary

- **August 2, 2023, City Council Regular Meeting; and**
- **August 8, 2023, City Council Budget Workshop**

10. Consideration, discussion, and possible action on accepting the July 2023 Departmental Reports.

Submitted by: Scott Moore, City Manager

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

11. Consideration, discussion, and possible action on a Joint Agreement with Travis County for the November 7, 2023, Special Election.

Submitted by: Scott Moore, City Manager

12. Second and Final Reading: Consideration, discussion, and possible action on a Preliminary Planned Unit Development (PUD) Site Plan for the Okra Tract Development, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX.

Applicant: Sotol Ventures

Owner: Dalton Wallace

Submitted by: Scott Dunlop, Development Services Director

REGULAR AGENDA

- 13.** Consideration, discussion, and possible action on proposed bond propositions.
Submitted by: Scott Moore, City Manager
- 14.** Consideration, discussion, and possible action on an ordinance Calling a Special Bond Election for November 7, 2023; Making Provisions for Conducting the Election; and Ordering Other Matters Incident and Related to such election.
Submitted by: Scott Moore, City Manager
- 15.** Consideration, discussion, and possible action on a resolution approving the acquisition of an accessible voting system in compliance with state and federal laws through a service agreement with Travis County.
Submitted by: Scott Moore, City Manager
- 16.** Consideration, discussion, and possible action on an ordinance levying Ad Valorem taxes for the use and support of the municipal government of the City of Manor for the fiscal year beginning October 1, 2023, and ending September 30, 2024.
Submitted by: Lydia Collins, Director of Finance
- 17.** **First Reading:** Consideration, discussion, and possible action on an ordinance amending the Shadowglen Planned Unit Development (PUD) and being located at the intersections of Lexington Street and US Hwy 290 as well as Shadowglen Boulevard and US Hwy 290, Manor, TX.
Applicant: Marcus Equity
Owner: Cottonwood Holdings Limited, LLC
Submitted by: Scott Dunlop, Development Services Director
- 18.** **First Reading:** Consideration, discussion, and possible action on an ordinance rezoning two (2) lots on .297 acres, more or less, at 108 W. Boyce & 104 W Boyce St., Manor, TX from Single Family (SF-1) to Downtown Business (DB).
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Owner: Build Block
Submitted by: Scott Dunlop, Development Services Director
- 19.** **First Reading:** Consideration, discussion, and possible action on an ordinance rezoning (1) lot on .132 acres, more or less, and being located at 209 N. Lexington Street, Manor, TX from Single Family Suburban (SF-1) to Neighborhood Business (NB).
Applicant: Marcos Chavez
Owner: Marcos Chavez
Submitted by: Scott Dunlop, Development Services Director

- 20. First Reading:** Consideration, discussion, and possible action on an ordinance rezoning five (5) lots on .23 acres, more or less, out of the South 40 ft of Lots 6-10, Block 1, AE Lanes Addition, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF).
Applicant: Saavy ATX Realty LLC
Owner: Wenkai Chen
Submitted by: Scott Dunlop, Development Services Director
- 21.** Consideration, discussion, and possible action on a Short Form Final Plat for one (1) lot on .23 acres, more or less, and being located at 707 Bastrop St, Manor, TX with variances to allow for 40 ft lot width, 20 ft front setback, 5 ft side setbacks, and 10 ft rear setback, and a depth-to-width ratio of 6.25:1.
Applicant: Saavy ATX Realty LLC
Owner: Wenkai Chen
Submitted by: Scott Dunlop, Development Services Director
- 22.** Consideration, discussion, and possible action on a Subdivision Short Form Final Plat for the Las Entradas North Subdivision, two (2) lots on 0.769 acres, more or less, and located at 13301 E US Hwy 290, Manor, TX and being filed with a variance from Manor Code of Ordinances, Chapter 10, Exhibit A, Article III, Section 45(6) and (7) relating to lot shape.
Applicant: Estacado Interests
Owner: Llano Las Entradas I, LLC
Submitted by: Scott Dunlop, Development Services Director
- 23. First Reading:** Consideration, discussion, and possible action on a Specific Use Permit for a Medical Clinic located at the southwest corner of US Hwy 290 and Gregg Manor Road, Manor, TX.
Applicant: StreetLevel Investments
Owner: SL Manor 290 LP
Submitted by: Scott Dunlop, Development Services Director
- 24.** Consideration, discussion, and possible action awarding a bid for Plan Review and Inspection Services.
Submitted by: Scott Dunlop, Development Services Director
- 25.** Consideration, discussion, and possible action to authorize the Manor Police Department to enter into an agreement with American Signal Corporation for the purchase and deployment of a storm warning siren system.
Submitted by: Ryan Phipps, Chief of Police

EXECUTIVE SESSION

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

- *Sections 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding EntradaGlen PID;*
- *Section 551.074 Personnel Matters to deliberate the duties and performance of the City Manager;*
- *Section 551.071 Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Council member stipends; and*
- *Section 551.071 and Section 551.087, Texas Government Code to deliberate on the acquisition of real property.*

OPEN SESSION

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

ADJOURNMENT

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

CONFLICT OF INTEREST

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

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

POSTING CERTIFICATION

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Friday, August 11, 2023, 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 10 days prior to this meeting. Please contact the City Secretary at 512.215.8285 or e-mail lalmaraz@manortx.gov



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 16, 2023
PREPARED BY: Lydia Collins, Director of Finance
DEPARTMENT: Finance

AGENDA ITEM DESCRIPTION:

Conduct a Public Hearing on the FY2023-2024 Proposed Property Tax Rate of the City of Manor, Texas.

BACKGROUND/SUMMARY:

On August 2, 2023, City Council approved to set the public hearing at City Hall located at 105 E Eggleston St Manor, TX 78653 at 7pm

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

- Form 50-856

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council conduct the public hearing.

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

2023 Tax Rate Calculation Worksheet

Taxing Units Other Than School Districts or Water Districts

Form 50-856

Item 1.

City of Manor	512-272-5555
Taxing Unit Name	Phone (area code and number)
105 E Eggleston St Manor, TX 78653	www.manortx.gov
Taxing Unit's Address, City, State, ZIP Code	Taxing Unit's Website Address

GENERAL INFORMATION: Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	2022 total taxable value. Enter the amount of 2022 taxable value on the 2022 tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). ¹	\$ 1,763,624,291
2.	2022 tax ceilings. Counties, cities and junior college districts. Enter 2022 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2022 or a prior year for homeowners age 65 or older or disabled, use this step. ²	\$ 0
3.	Preliminary 2022 adjusted taxable value. Subtract Line 2 from Line 1.	\$ 1,763,624,291
4.	2022 total adopted tax rate.	\$.7470 /\$100
5.	2022 taxable value lost because court appeals of ARB decisions reduced 2021 appraised value.	
	A. Original 2022 ARB values:	\$ 77,796,879
	B. 2022 values resulting from final court decisions:	-\$ 74,969,725
	C. 2022 value loss. Subtract B from A. ³	\$ 2,827,154
6.	2022 taxable value subject to an appeal under Chapter 42, as of July 25.	
	A. 2022 ARB certified value:	\$ 5,801,437.00
	B. 2022 disputed value:	-\$ 580,144.00
	C. 2022 undisputed value. Subtract B from A. ⁴	\$ 5,221,293
7.	2022 Chapter 42 related adjusted values. Add Line 5C and Line 6C.	\$ 8,048,447

¹ Tex. Tax Code §26.012(14)
² Tex. Tax Code §26.012(14)
³ Tex. Tax Code §26.012(13)
⁴ Tex. Tax Code §26.012(13)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
8.	2022 taxable value, adjusted for actual and potential court-ordered adjustments. Add Line 3 and Line 7.	\$ 1,771,672,738
9.	2022 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2022. Enter the 2021 value of property in deannexed territory. ⁵	\$ 0
10.	<p>2022 taxable value lost because property first qualified for an exemption in 2023. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in 2023 does not create a new exemption or reduce taxable value.</p> <p>A. Absolute exemptions. Use 2022 market value: \$ 0</p> <p>B. Partial exemptions. 2023 exemption amount or 2023 percentage exemption times 2022 value: + \$ 0</p> <p>C. Value loss. Add A and B.⁶</p>	\$ 5,060,147
11.	<p>2022 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2023. Use only properties that qualified in 2023 for the first time; do not use properties that qualified in 2022.</p> <p>A. 2022 market value: \$ 0</p> <p>B. 2023 productivity or special appraised value: - \$ 0</p> <p>C. Value loss. Subtract B from A.⁷</p>	\$ 0
12.	Total adjustments for lost value. Add Lines 9, 10C and 11C.	\$ 5,060,147
13.	2022 captured value of property in a TIF. Enter the total value of 2022 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which 2022 taxes were deposited into the tax increment fund. ⁸ If the taxing unit has no captured appraised value in line 18D, enter 0.	\$ 3,574,060
14.	2022 total value. Subtract Line 12 and Line 13 from Line 8.	\$ 1,763,038,531
15.	Adjusted 2022 total levy. Multiply Line 4 by Line 14 and divide by \$100.	\$ 13,184,516.33
16.	Taxes refunded for years preceding tax year 2022. Enter the amount of taxes refunded by the taxing unit for tax years preceding tax year 2022. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2022. This line applies only to tax years preceding tax year 2022. ⁹	\$ 14,618.50
17.	Adjusted 2022 levy with refunds and TIF adjustment. Add Lines 15 and 16. ¹⁰	\$ 13,184,516.33
18.	<p>Total 2023 taxable value on the 2023 certified appraisal roll today. This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled.¹¹</p> <p>A. Certified values: \$ 1,874,671,097</p> <p>B. Counties: Include railroad rolling stock values certified by the Comptroller's office: + \$ 0</p> <p>C. Pollution control and energy storage system exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: - \$ 1,447,735</p> <p>D. Tax increment financing: Deduct the 2023 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the 2023 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below.¹² - \$ 8,483,281</p> <p>E. Total 2023 value. Add A and B, then subtract C and D.</p>	\$ 1,864,740,081

⁵ Tex. Tax Code §26.012(15)
⁶ Tex. Tax Code §26.012(15)
⁷ Tex. Tax Code §26.012(15)
⁸ Tex. Tax Code §26.03(c)
⁹ Tex. Tax Code §26.012(13)
¹⁰ Tex. Tax Code §26.012(13)
¹¹ Tex. Tax Code §26.012, 26.04(c-2)
¹² Tex. Tax Code §26.03(c)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
19.	Total value of properties under protest or not included on certified appraisal roll. ¹³	
	A. 2023 taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. ¹⁴	\$ <u>236,699,338</u>
	B. 2023 value of properties not under protest or included on certified appraisal roll. The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. ¹⁵	+ \$ <u>0</u>
	C. Total value under protest or not certified. Add A and B.	\$ <u>236,699,388</u>
20.	2023 tax ceilings. Counties, cities and junior colleges enter 2023 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2022 or a prior year for homeowners age 65 or older or disabled, use this step. ¹⁶	\$ <u>0</u>
21.	2023 total taxable value. Add Lines 18E and 19C. Subtract Line 20. ¹⁷	\$ <u>2,101,439,419</u>
22.	Total 2023 taxable value of properties in territory annexed after Jan. 1, 2022. Include both real and personal property. Enter the 2023 value of property in territory annexed. ¹⁸	\$ <u>0</u>
23.	Total 2023 taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in 2022. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, 2022 and be located in a new improvement. New improvements do include property on which a tax abatement agreement has expired for 2023. ¹⁹	\$ <u>152,1159,241</u>
24.	Total adjustments to the 2023 taxable value. Add Lines 22 and 23.	\$ <u>152,159,241</u>
25.	Adjusted 2023 taxable value. Subtract Line 24 from Line 21.	\$ <u>1,949,280,178</u>
26.	2023 NNR tax rate. Divide Line 17 by Line 25 and multiply by \$100. ²⁰	\$ <u>.6763</u> /\$100
27.	COUNTIES ONLY. Add together the NNR tax rates for each type of tax the county levies. The total is the 2023 county NNR tax rate. ²¹	\$ <u>0</u> /\$100

SECTION 2: Voter-Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

- Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
- Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
28.	2022 M&O tax rate. Enter the 2022 M&O tax rate.	\$ <u>.5090</u> /\$100
29.	2022 taxable value, adjusted for actual and potential court-ordered adjustments. Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>1,771,672,738</u>

¹³ Tex. Tax Code §26.01(c) and (d)
¹⁴ Tex. Tax Code §26.01(c)
¹⁵ Tex. Tax Code §26.01(d)
¹⁶ Tex. Tax Code §26.012(6)(B)
¹⁷ Tex. Tax Code §26.012(6)
¹⁸ Tex. Tax Code §26.012(17)
¹⁹ Tex. Tax Code §26.012(17)
²⁰ Tex. Tax Code §26.04(c)
²¹ Tex. Tax Code §26.04(d)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
30.	Total 2022 M&O levy. Multiply Line 28 by Line 29 and divide by \$100	9,017,814.24
31.	<p>Adjusted 2022 levy for calculating NNR M&O rate.</p> <p>A. M&O taxes refunded for years preceding tax year 2022. Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2022. This line applies only to tax years preceding tax year 2022. + \$ <u>9,960.93</u></p> <p>B. 2022 taxes in TIF. Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2023 captured appraised value in Line 18D, enter 0. - \$ <u>128103.75</u></p> <p>C. 2022 transferred function. If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. +/- \$ <u>0</u></p> <p>D. 2022 M&O levy adjustments. Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function. \$ <u>118,142.82</u></p> <p>E. Add Line 30 to 31D.</p>	\$ <u>8,899,671.42</u>
32.	Adjusted 2023 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>1,949,280,178</u>
33.	2023 NNR M&O rate (unadjusted). Divide Line 31E by Line 32 and multiply by \$100.	\$ <u>.4565</u> /\$100
34.	<p>Rate adjustment for state criminal justice mandate. ²³ If not applicable or less than zero, enter 0.</p> <p>A. 2023 state criminal justice mandate. Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. \$ <u>0</u></p> <p>B. 2022 state criminal justice mandate. Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies. - \$ <u>0</u></p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ <u>0</u> /\$100</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ <u>0</u> /\$100
35.	<p>Rate adjustment for indigent health care expenditures. ²⁴ If not applicable or less than zero, enter 0.</p> <p>A. 2023 indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state assistance received for the same purpose. \$ <u>0</u></p> <p>B. 2022 indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state assistance received for the same purpose. - \$ <u>0</u></p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ <u>0</u> /\$100</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ <u>0</u> /\$100

²² [Reserved for expansion]

²³ Tex. Tax Code §26.044

²⁴ Tex. Tax Code §26.0441

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
36.	<p>Rate adjustment for county indigent defense compensation. ²⁵ If not applicable or less than zero, enter 0.</p> <p>A. 2023 indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state grants received by the county for the same purpose..... \$ 0</p> <p>B. 2022 indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state grants received by the county for the same purpose..... \$ 0</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100..... \$ 0 /\$100</p> <p>D. Multiply B by 0.05 and divide by Line 32 and multiply by \$100..... \$ 0 /\$100</p> <p>E. Enter the lesser of C and D. If not applicable, enter 0.</p>	\$ 0 /\$100
37.	<p>Rate adjustment for county hospital expenditures. ²⁶ If not applicable or less than zero, enter 0.</p> <p>A. 2023 eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2022 and ending on June 30, 2023. \$ 0</p> <p>B. 2022 eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2021 and ending on June 30, 2022. \$ 0</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100..... \$ 0 /\$100</p> <p>D. Multiply B by 0.08 and divide by Line 32 and multiply by \$100..... \$ 0 /\$100</p> <p>E. Enter the lesser of C and D, if applicable. If not applicable, enter 0.</p>	\$ 0 /\$100
38.	<p>Rate adjustment for defunding municipality. This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code Section 26.0444 for more information.</p> <p>A. Amount appropriated for public safety in 2022. Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year..... \$ 0</p> <p>B. Expenditures for public safety in 2022. Enter the amount of money spent by the municipality for public safety during the preceding fiscal year..... \$ 0</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100 \$ 0 /\$100</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ 0 /\$100
39.	<p>Adjusted 2023 NNR M&O rate. Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.</p>	\$.4565 /\$100
40.	<p>Adjustment for 2022 sales tax specifically to reduce property taxes. Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in 2022 should complete this line. These entities will deduct the sales tax gain rate for 2023 in Section 3. Other taxing units, enter zero.</p> <p>A. Enter the amount of additional sales tax collected and spent on M&O expenses in 2022, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent..... \$ 0</p> <p>B. Divide Line 40A by Line 32 and multiply by \$100 \$ 0 /\$100</p> <p>C. Add Line 40B to Line 39.</p>	\$.4565 /\$100
41.	<p>2023 voter-approval M&O rate. Enter the rate as calculated by the appropriate scenario below.</p> <p>Special Taxing Unit. If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08.</p> <p style="text-align: center;">- or -</p> <p>Other Taxing Unit. If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.</p>	\$.4724 /\$100

²⁵ Tex. Tax Code §26.0442

²⁶ Tex. Tax Code §26.0443

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
D41.	<p>Disaster Line 41 (D41): 2023 voter-approval M&O rate for taxing unit affected by disaster declaration. If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of</p> <p>1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or</p> <p>2) the third tax year after the tax year in which the disaster occurred</p> <p>If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08.²⁷ If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).</p>	\$ <u>0</u> /\$100
42.	<p>Total 2023 debt to be paid with property taxes and additional sales tax revenue. Debt means the interest and principal that will be paid on debts that:</p> <p>(1) are paid by property taxes,</p> <p>(2) are secured by property taxes,</p> <p>(3) are scheduled for payment over a period longer than one year, and</p> <p>(4) are not classified in the taxing unit's budget as M&O expenses.</p> <p>A. Debt also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here.²⁸</p> <p>Enter debt amount \$ <u>4,177,523.50</u></p> <p>B. Subtract unencumbered fund amount used to reduce total debt. - \$ _____</p> <p>C. Subtract certified amount spent from sales tax to reduce debt (enter zero if none) - \$ _____</p> <p>D. Subtract amount paid from other resources - \$ _____</p> <p>E. Adjusted debt. Subtract B, C and D from A. \$ <u>4,177,523.50</u></p>	\$ <u>4,177,523.50</u>
43.	<p>Certified 2022 excess debt collections. Enter the amount certified by the collector.²⁹</p>	\$ <u>0</u>
44.	<p>Adjusted 2023 debt. Subtract Line 43 from Line 42E.</p>	\$ <u>4,177,523.50</u>
45.	<p>2023 anticipated collection rate.</p> <p>A. Enter the 2023 anticipated collection rate certified by the collector.³⁰ <u>100</u> %</p> <p>B. Enter the 2022 actual collection rate. <u>100</u> %</p> <p>C. Enter the 2021 actual collection rate. <u>101</u> %</p> <p>D. Enter the 2020 actual collection rate. <u>100</u> %</p> <p>E. If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%.³¹</p>	<u>100</u> %
46.	<p>2023 debt adjusted for collections. Divide Line 44 by Line 45E.</p>	\$ <u>4,177,523.50</u>
47.	<p>2023 total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i>.</p>	\$ <u>2,101,439,419</u>
48.	<p>2023 debt rate. Divide Line 46 by Line 47 and multiply by \$100.</p>	\$ <u>.1987</u> /\$100
49.	<p>2023 voter-approval tax rate. Add Lines 41 and 48.</p>	\$ <u>.6711</u> /\$100
D49.	<p>Disaster Line 49 (D49): 2023 voter-approval tax rate for taxing unit affected by disaster declaration. Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.</p>	\$ <u>0</u> /\$100

²⁷ Tex. Tax Code §26.042(a)
²⁸ Tex. Tax Code §26.012(7)
²⁹ Tex. Tax Code §26.012(10) and 26.04(b)
³⁰ Tex. Tax Code §26.04(b)
³¹ Tex. Tax Code §526.04(h), (h-1) and (h-2)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
50.	COUNTIES ONLY. Add together the voter-approval tax rates for each type of tax the county levies. The total is the 2023 county voter-approval tax rate.	\$ <u>0</u> /\$100

SECTION 3: NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
51.	Taxable Sales. For taxing units that adopted the sales tax in November 2022 or May 2023, enter the Comptroller's estimate of taxable sales for the previous four quarters. ³² Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November 2022, enter 0.	\$ <u>0</u>
52.	Estimated sales tax revenue. Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. ³³ Taxing units that adopted the sales tax in November 2022 or in May 2023. Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. ³⁴ - or - Taxing units that adopted the sales tax before November 2022. Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	\$ <u>0</u>
53.	2023 total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>2,101,439,419</u>
54.	Sales tax adjustment rate. Divide Line 52 by Line 53 and multiply by \$100.	\$ <u>0</u> /\$100
55.	2023 NNR tax rate, unadjusted for sales tax. ³⁵ Enter the rate from Line 26 or 27, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>.6763</u> /\$100
56.	2023 NNR tax rate, adjusted for sales tax. Taxing units that adopted the sales tax in November 2022 or in May 2023. Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November 2022.	\$ <u>0</u> /\$100
57.	2023 voter-approval tax rate, unadjusted for sales tax. ³⁶ Enter the rate from Line 49, Line D49 (disaster) or Line 50 (counties) as applicable, of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ <u>.6711</u> /\$100
58.	2023 voter-approval tax rate, adjusted for sales tax. Subtract Line 54 from Line 57.	\$ <u>.6711</u> /\$100

SECTION 4: Voter-Approval Tax Rate Adjustment for Pollution Control

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
59.	Certified expenses from the Texas Commission on Environmental Quality (TCEQ). Enter the amount certified in the determination letter from TCEQ. ³⁷ The taxing unit shall provide its tax assessor-collector with a copy of the letter. ³⁸	\$ <u>0</u>
60.	2023 total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>2,101,439,419</u>
61.	Additional rate for pollution control. Divide Line 59 by Line 60 and multiply by \$100.	\$ <u>0</u> /\$100
62.	2023 voter-approval tax rate, adjusted for pollution control. Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax).	\$ <u>.6711</u> /\$100

³² Tex. Tax Code §26.041(d)

³³ Tex. Tax Code §26.041(i)

³⁴ Tex. Tax Code §26.041(d)

³⁵ Tex. Tax Code §26.04(c)

³⁶ Tex. Tax Code §26.04(c)

³⁷ Tex. Tax Code §26.045(d)

³⁸ Tex. Tax Code §26.045(i)

SECTION 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the difference between the adopted tax rate and voter-approval tax rate adjusted to remove the unused increment rate for the prior three years.³⁹ In a year where a taxing unit adopts a rate by applying any portion of the unused increment rate, the portion of the unused increment rate must be backed out of the calculation for that year.

The difference between the adopted tax rate and adjusted voter-approval tax rate is considered zero in the following scenarios:

- a tax year before 2020;⁴⁰
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);⁴¹ or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.⁴²

Individual components can be negative, but the overall rate would be the greater of zero or the calculated rate.

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.⁴³

Line	Unused Increment Rate Worksheet	Amount/Rate
63.	Year 3 component. Subtract the 2022 actual tax rate and the 2022 unused increment rate from the 2022 voter-approval tax rate.	
	A. Voter-approval tax rate \$ <u>.7355</u> /\$100	
	As applicable: Line 49, Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control)	
	B. Unused increment rate (Line 66)..... \$ <u>0</u> /\$100	
	C. Subtract B from A \$ <u>.7355</u> /\$100	
	D. Adopted Tax Rate..... \$ <u>.7470</u> /\$100	
	E. Subtract D from C..... \$ <u>-.0115</u> /\$100	
64.	Year 2 component. Subtract the 2021 actual tax rate and the 2021 unused increment rate from the 2021 voter-approval tax rate.	
	A. Voter-approval tax rate \$ <u>.7667</u> /\$100	
	As applicable: Line 49, Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control)	
	B. Unused increment rate (Line 66)..... \$ <u>.0054</u> /\$100	
	C. Subtract B from A \$ <u>.7613</u> /\$100	
	D. Adopted Tax Rate..... \$ <u>.7827</u> /\$100	
	E. Subtract D from C..... \$ <u>-.0214</u> /\$100	
65.	Year 1 component. Subtract the 2020 actual tax rate and the 2020 unused increment rate from the 2020 voter-approval tax rate.	
	A. Voter-approval tax rate \$ <u>.8215</u> /\$100	
	As applicable: Line 47, Line 50 (counties), Line 56 (taxing units with the additional sales tax) or Line 60 (taxing units with pollution control)	
	B. Unused increment rate..... \$ <u>0</u> /\$100	
	C. Subtract B from A \$ <u>.8215</u> /\$100	
	D. Adopted Tax Rate..... \$ <u>.8161</u> /\$100	
	E. Subtract D from C..... \$ <u>.0054</u> /\$100	
66.	2023 unused increment rate. Add Lines 63E, 64E and 65E.	\$ <u>0</u> /\$100
67.	Total 2023 voter-approval tax rate, including the unused increment rate. Add Line 66 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control).	\$ <u>.6711</u> /\$100

³⁹ Tex. Tax Code §26.013(a)
⁴⁰ Tex. Tax Code §26.013(c)
⁴¹ Tex. Tax Code §26.0501(a) and (c)
⁴² Tex. Local Gov't Code §120.007(d), effective Jan. 1, 2022
⁴³ Tex. Tax Code §26.063(a)(1)
⁴⁴ Tex. Tax Code §26.012(8-a)
⁴⁵ Tex. Tax Code §26.063(a)(1)

SECTION 6: De Minimis Rate

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit.⁴⁴ This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.⁴⁵

Line	De Minimis Rate Worksheet	Amount/Rate
68.	Adjusted 2023 NNR M&O tax rate. Enter the rate from Line 39 of the <i>Voter-Approval Tax Rate Worksheet</i>	\$ <u>.4565</u> /\$100
69.	2023 total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>2,101,439,419</u>
70.	Rate necessary to impose \$500,000 in taxes. Divide \$500,000 by Line 69 and multiply by \$100.	\$ <u>.0237</u> /\$100
71.	2023 debt rate. Enter the rate from Line 48 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ <u>.1987</u> /\$100
72.	De minimis rate. Add Lines 68, 70 and 71.	\$ <u>.6789</u> /\$100

SECTION 7: Voter-Approval Tax Rate Adjustment for Emergency Revenue Rate

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.⁴⁶

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year.⁴⁷

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago. This section will apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Line	Emergency Revenue Rate Worksheet	Amount/Rate
73.	2022 adopted tax rate. Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>0</u> /\$100
74.	Adjusted 2022 voter-approval tax rate. Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line. If a disaster occurred in 2022 and the taxing unit calculated its 2022 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2022 worksheet due to a disaster, complete the applicable sections or lines of Form 50-856-a, Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet. - or - If a disaster occurred prior to 2022 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2022, complete the separate <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> to recalculate the voter-approval tax rate the taxing unit would have calculated in 2022 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the year(s) following the disaster. ⁴⁸ Enter the final adjusted 2022 voter-approval tax rate from the worksheet. - or - If the taxing unit adopted a tax rate above the 2022 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	\$ <u>0</u> /\$100
75.	Increase in 2022 tax rate due to disaster. Subtract Line 74 from Line 73.	\$ <u>0</u> /\$100
76.	Adjusted 2022 taxable value. Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>0</u>
77.	Emergency revenue. Multiply Line 75 by Line 76 and divide by \$100.	\$ <u>0</u>
78.	Adjusted 2023 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>0</u>
79.	Emergency revenue rate. Divide Line 77 by Line 78 and multiply by \$100. ⁴⁹	\$ <u>0</u> /\$100

⁴⁶ Tex. Tax Code §26.042(b)

⁴⁷ Tex. Tax Code §26.042(f)

⁴⁸ Tex. Tax Code §26.042(c)

⁴⁹ Tex. Tax Code §26.042(b)

Line	Emergency Revenue Rate Worksheet	Amount/Rate
80.	2023 voter-approval tax rate, adjusted for emergency revenue. Subtract Line 79 from one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 67 (taxing units with the unused increment rate).	\$ 0 / \$100

SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

- No-new-revenue tax rate.** \$.6763 / \$100
 As applicable, enter the 2023 NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax).
 Indicate the line number used: _____
- Voter-approval tax rate.** \$.6711 / \$100
 As applicable, enter the 2023 voter-approval tax rate from: Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 67 (adjusted for unused increment), or Line 80 (adjusted for emergency revenue).
 Indicate the line number used: _____
- De minimis rate.** \$.6789 / \$100
 If applicable, enter the 2022 de minimis rate from Line 72.

SECTION 9: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in the Tax Code.⁵⁰

print here ▶ Lydia M. Collins

 Printed Name of Taxing Unit Representative

sign here ▶ *Lydia Collins* _____ 8/5/2023
 Taxing Unit Representative Date

⁵⁰ Tex. Tax Code §§26.04(c-2) and (d-2)



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 16, 2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Conduct a public hearing on an ordinance amending the Shadowglen Planned Unit Development (PUD) and being located at the intersections of Lexington Street and US Hwy 290 as well as Shadowglen Boulevard and US Hwy 290, Manor, TX.

Applicant: Marcus Equity

Owner: Cottonwood Holdings Limited, LLC

BACKGROUND/SUMMARY:

This is a city-initiated amendment with the purpose to make the original 1996 PUD zoning ordinance consistent with the land plan in the Shadowglen Development Agreement.

The original PUD zoning ordinance for the in-city portions of Shadowglen (the commercial on US 290, golf course, and Wilbarger Creek open space area) was approved back in 1996. The original Shadowglen Development Agreement was approved in 2001, which was amended in 2005 and 2007 and expired in 2011 when the developer defaulted. The Agreement was then revised and approved in 2013 and included exhibits of the approved land uses for the in-city and out-of-city portions of Shadowglen. The exhibit for the in-city portion of the development did not follow the land uses shown on the 1996 PUD but followed the developer’s land use plan from 2003. The land use plan in the development agreement was further amended in 2018.

This city-initiated PUD amendment is only to make the zoning ordinance for Shadowglen consistent with the 2018 land use plan from the development agreement and no changes are sought to the 2018 plan by this amendment. The portions of Shadowglen outside the city limits, which is all the single-family residential, the Flats apartments, and the commercial around Shadowglen Trace/973 are not being changed and are regulated only by the development agreement.

The Planning and Zoning Commission voted to approve 6-0 with the condition that a letter or some form of communication with the residents on the provided mailing list and HOA is sent out explaining that no changes are being made to the PUD, the map is simply being updated to reflect what currently exists.

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

- Ordinance
- 2018 Land Plan – Zoning Exhibit
- Aerial Image
- 1996 PUD Zoning Ordinance
- Public Notice
- Mailing Labels

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council conduct the public hearing.

PLANNING & ZONING COMMISSION:	Recommend Approval	Disapproval	None
	X		

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING
ORDINANCE 126 TO MODIFY THE PLANNED UNIT DEVELOPMENT
LAND USE PLAN FOR THE SHADOWGLEN DEVELOPMENT;
REZONING FROM PLANNED UNIT DEVELOPMENT (PUD) TO
PLANNED UNIT DEVELOPMENT (PUD); MAKING FINDINGS OF FACT;
AND PROVIDING FOR RELATED MATTERS.**

Whereas, the City of Manor, Texas (the “City”) has initiated that the property described hereinafter in Exhibit “A” attached hereto and incorporated herein as if fully set forth (the “Property”) be rezoned from zoning district Planned Unit Development (PUD) to zoning district Planned Unit Development (PUD);

Whereas, Ordinance No. 126 was adopted by the City of Manor, Texas City Council (the “City Council”) on July 23, 1996;

Whereas, the City has initiated an amendment to Ordinance No. 126 in order to modify the Planned Unit Development Land Use Plan for the Shadowglen Subdivision Planned Unit Development;

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; and

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. Ordinance No. 126 is hereby modified and amended by replacing Appendix “A” in its entirety and replacing with a new Appendix “A” which is attached hereto and incorporated herein as if fully set forth as Exhibit “B” to include the modified Planned Unit Development Land Use Plan for the Shadowglen Planned Unit Development.

Section 3. Amendment of Conflicting Ordinances. Appendix “A” of the City’s Ordinance No. 126 is hereby amended as provided in this Ordinance. All ordinances and parts of ordinances in conflict with this ordinance are amended to the extent of such conflict. In the event of a conflict or inconsistency between this ordinance and any code or ordinance of the city, the terms and provisions of this ordinance shall govern.

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.

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PASSED AND APPROVED FIRST READING on this the ____ day of August 2023.

PASSED AND APPROVED SECOND AND FINAL READING on this the ____ day of September 2023.

THE CITY OF MANOR, TEXAS

Dr. Christopher Harvey,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC,
City Secretary

ORDINANCE NO.

Page 3

EXHIBIT "A"

Property Legal Description:

AREA INSIDE MANOR CITY LIMITS FOR "P.U.D. GENERAL LAND USE PLAN"

METES AND BOUNDS DESCRIPTION

Being all that certain 292.7963 acre tract or parcel of land out of and part of that certain 1020.318 acre tract as described in Deed to Cottonwood General Partner, L.C., recorded in Volume 12251, Page 1531, Travis County Real Property Records (TCRPR) and out of that certain 97.212 acre tract (called Tract 2) in Deed to Cottonwood Holdings, Ltd. and as described in Deed recorded in Volume 9658, Page 366, TCRPR, and being comprised of a 58.1610 acre tract (TRACT 1) called a 58.134 acre tract (called Second Tract of a 816.928 acre tract) in Deed to Austin Manor Investments recorded in Volume 8623, Page 931, Travis County Real Property Records (TCRPR), and, a 0.3629 acre tract (TRACT 2) called a 0.36 acre tract (called Third Tract of a 203.39 acre tract) in said Deed to Austin Manor Investments recorded in Volume 8623, Page 931, TCRPR; and out of and part of that certain 758.794 acre tract (called First Tract of 816.928 acres) and out of and part of that certain 181.445 acre tract (called First Tract of 203.39 acres, both as described in Warranty Deed to Austin Manor Investments, and recorded in Volume 8623, Page 931, Travis County Real Property Records (TCRPR); all being situated in the SUMNER BACON SURVEY NO. 62 and the WILLIAM STANDERFORD SURVEY NO. 69, Travis County, Texas, all being originally out of Tracts 2, 3, 4, 5, 6, 7, 8, and 9, of the T. M. RECTOR ESTATE, according to the map or plat thereof as described in Volume 52, Page 323, Cause No. 6096, Travis County Probate Records, and being a 3.0418 acre tract situated in the JAMES MANOR SURVEY NO. 40, A-546 (called 3.055 acres), as described in Deed to Austin Manor Investments by Deed recorded in Volume 8103, Page 270, TCRPR; said 292.7963 acre tract being more particularly described by metes and bounds as follows, to-wit:

BEGINNING at a point marking the Northeast corner of the herein described tract, same being located at the intersection with the existing City of Manor City Limits Line, same being located in the East line of said 1020.318 acre tract and being further located North $31^{\circ}25'$ East-654.09 feet from a concrete monument found marking the intersection of the Northerly right-of-way line of U.S. Highway 290, with the said East line of the 1020.318 acre tract;

THENCE, South $31^{\circ}25'$ West, with the East line of said 1020.318 acre tract, a distance of 654.09 feet to a concrete monument found marking the intersection of the Northerly right-of-way line of U.S. Highway 290 with the said East line of the said 1020.318 acre tract;

THENCE, crossing said U.S. Highway 290, South $31^{\circ}49'03''$ West, a distance of 258.62 feet to an iron rod found marking the Northeast corner of the herein described tract, same being the Northeast corner of said 58.5239 acre tract, same being the Northwest corner of that certain 93.787 acre tract as conveyed by Deed to Ruben H. Johnson Company, recorded in Volume 5610, Page 828, Travis County Deed Records (TCDR), same being located in the South right-of-way line of U.S. 290 East (based on 222 feet in width) and being further located South $31^{\circ}49'03''$ West, a distance of 258.62 feet from a State Department of Highways and Public Transportation (SDHPT) concrete monument;

THENCE, South $31^{\circ}28'34''$ West, with the Southeast line of the herein described tract and the Southeast line of said 58.5239 acre tract, and the Northwesterly line of an old abandoned county road, as vacated in Volume D, Page 520, TCDR, a distance of 1620.28 feet to an iron rod found for angle point and corner, same being an internal "L" corner of said 93.787 acre tract, same being located North $56^{\circ}12'18''$ West, a distance of 20.76 feet from an iron rod found marking the Northwest corner of that certain 0.23 acre tract as conveyed by Deed to Cleora McVade, recorded in Volume 7585, Page 917, TCDR;

THENCE, South $33^{\circ}05'54''$ West, with the Southeast line of the herein described tract, a distance of 106.33 feet to a 60d nail found in fence corner marking the Southeast corner of the herein described tract and the Southeast corner of said 58.5239 acre tract, same being in the Northerly line of that certain 9.997 acre tract as conveyed by Deed to A. Jo Baylor, Trustee, recorded in Volume 865, Page 277, TCRPR;

ORDINANCE NO.

THENCE, North 59°03'21" West, with the Southwest line of the herein described tract and the said 58.5239 acre tract and the Northeast line of said 9.997 acre tract, a distance of 356.38 feet to an iron rod found for angle point and corner;

THENCE, North 60°15'09" West, with the said Southwest line of the herein described tract and the said Northeast line of the 9.997 acre tract, passing at a distance of 43.45 feet a point marking the Southeast corner of that certain 0.115 acre tract conveyed by Deed to Gary Warren, recorded in Volume 12187, Page 18, TCRPR, passing at a distance of 93.45 feet the Southeast corner of that certain 0.115 acre tract conveyed by Deed to Howard Richards, recorded in Volume 12269, Page 1278, TCRPR, passing at a distance of 143.45 feet the Southeast corner of that certain 0.115 acre tract conveyed by Deed to H. Schneider, recorded in Volume 8585, Page 396, TCRPR, passing at a distance of 193.45 feet the Southeast corner of that certain 0.115 acre tract conveyed by Deed to R. Eppright, recorded in Volume 8585, Page 393, TCRPR, passing at a distance of 243.45 feet the Southwest corner of that certain 0.115 acre tract conveyed by Deed to R. Rochner, recorded in Volume 8585, Page 390, TCRPR, and continuing a total distance of 350.91 feet to an iron rod found for angle point and corner, same being the Northwest corner of said 9.997 acre tract and the Northeast corner of the City of Manor Cemetery;

THENCE, North 59°52'02" West, with the said Southwest line of the herein described tract and the Northeast line of said City of Manor Cemetery, a distance of 366.67 feet to an iron rod found for angle point and corner, same being the Northwest corner of said Cemetery and the original Northeast corner of A. E. LANE'S ADDITION, a subdivision according to the map or plat thereof recorded in Volume 2, Page 223, Travis County Plat Records (TCPR);

THENCE, North 58°29'42" West, with the said Southwest line of the herein described tract and the said 58.5239 acre tract and the Northeast line of that certain tract conveyed to Anderson by Deed recorded in Volume 8702, Page 813, TCRPR, a distance of 141.14 feet to an iron rod found for angle point and corner;

THENCE, with the said Southwest line of the herein described tract and of the said 58.5239 acre tract and the Northeast line of said A. E. LANE'S ADDITION, and the Southwesterly line of COTTONWOOD COMMERCIAL SOUTH SECTION ONE, the following five (5) courses and distances:

- (1) North 59°05'39" West, passing at a distance of 103.35 feet the Southeast corner of Lot 7 of COTTONWOOD COMMERCIAL SOUTH SECTION ONE, a subdivision of a portion of said 58.5239 acres recorded in Volume 94, Page 393, TCPR, and continuing a total distance of 457.00 feet to an iron rod set for angle point and corner;
- (2) North 59°00'00" West-359.92 feet to an iron rod set for angle point and corner;
- (3) North 59°05'00" West-243.47 feet to an iron rod found for angle point and corner;
 -) North 58°42'33" West, passing at a distance of 81.40 feet an iron rod found marking the common North corner of Lot 1 and Lot 2, Block 11, A. E. LANE'S ADDITION, passing at a distance of 133.75 feet an iron rod found marking the common North corner of Lot 2 and Lot 3, passing at a distance of 186.33 feet an iron rod found marking the common North corner of Lot 3 and Lot 4, and continuing a total distance of 314.95 feet to an iron rod found for angle point and corner; and
- (5) North 58°51'13" West-112.14 feet to an iron rod set marking the Southwest corner of said 58.1610 acre tract, the Southeast corner of said 0.3629 acre tract and the common West corner of said T. M. RECTOR ESTATE Tract 3 and Tract 4;

THENCE, continue with the Southwest line of the herein described tract and of the said 0.3629 acre tract and the said Northeast line of A. E. LANE'S ADDITION the following two (2) courses and distances:

- (1) North 58°51'13" West-81.45 feet to an iron rod found marking the West 1/2 of Lot 8, Block 10; and
- (2) North 58°26'34" West-149.08 feet to an iron rod set for the most Westerly corner of the herein described tract and of said 0.3629 acre tract, same being located in the said South right-of-way line of U.S. 290 East (variable width), same being the most Westerly apex corner of said 58.5239 acre tract, and of said COTTONWOOD COMMERCIAL SOUTH SECTION ONE;

ORDINANCE NO.

Page 6

THENCE, crossing said U.S. Highway 290 North $59^{\circ}13'54''$ West, a distance of 0.32 feet an iron rod set for angle point and corner, same being in the original Northeast line of A. E. LANE'S ADDITION, a subdivision in Travis County, Texas, according to the map or plat thereof recorded in Volume 2, Page 223, Travis County Plat Records (TCPR);

THENCE, North $59^{\circ}17'58''$ West, with the Southwesterly line of said 203.39 acre tract and the Northeast line of said A. E. LANE'S ADDITION, passing at a distance of 1.98 feet an iron rod found and continuing a total distance of 295.07 feet to an iron rod found marking the Northeast corner of said 3.0418 acre tract, same being the common North corner of Lot 7 and Lot 8, Block 3, said A. E. LANE'S ADDITION, same being further located South $59^{\circ}07'23''$ East, a distance of 100.33 feet from an iron pipe found marking the Northwest corner of Lot 6, Block 3, and the original Northwest corner of said A. E. LANE'S ADDITION;

THENCE, South $13^{\circ}42'48''$ West, with the East line of said 3.0418 acre tract and the East line of said Lot 7, Block 3, a distance of 178.33 feet to an iron rod set for the Southeast corner of said 3.0418 acre tract, same being located in the curving North right-of-way line of U.S. 290 East;

THENCE, in a Southwesterly direction along the arc of a curve to the left and with the said North right-of-way line of U.S. 290 East, said curve having a radius of 3836.62 feet, a chord bearing and distance of South $87^{\circ}01'47''$ West-42.27 feet to an iron rod found for angle point and corner;

THENCE, North $64^{\circ}14'41''$ West, with a Southwest line of the said 3.0418 acre tract and the Northeasterly right-of-way of Gregg-Manor Road, a distance of 347.67 feet to a SDHPT brass monument found for angle point and corner;

THENCE, with the Easterly right-of-way line of Gregg-Manor Road and the West line of said 3.0418 acre tract and said 203.39 acre tract, and the herein described tract, the following eleven (11) courses and distances:

- (1) North $34^{\circ}16'29''$ West-220.71 feet to an iron rod found for angle point and corner;
- (2) North $35^{\circ}24'43''$ West-200.14 feet to an iron rod found for angle point and corner;
- (3) North $34^{\circ}33'22''$ West-141.01 feet to an iron pipe found marking the most Westerly corner of said 3.0418 acre tract, same being in the Westerly line of said 203.39 acre tract;
- (4) North $58^{\circ}35'33''$ West-2.78 feet with the said Westerly line of the 203.39 acre tract to an iron rod set for corner and the point of curvature of a curve to the right;
- (5) In a Northwesterly direction along an arc of a curve to the right, said curve having a radius of 532.96 feet, an arc length of 322.71 feet, a chord bearing and distance of North $09^{\circ}10'09''$ West-317.80 feet to an iron rod found for point of tangency,

same being further located South $82^{\circ}01'15''$ East-79.83 feet from an iron rod found on the West right-of-way line of said Gregg-Manor Road;

- (6) North $08^{\circ}09'25''$ East-625.30 feet to a point for corner;
- (7) North $08^{\circ}09'25''$ East-207.80 feet to a point of curvature;
- (8) In a Northeasterly direction along the arc of a curve to the left, said curve having a radius of 2905.45 feet, an arc length of 451.27 feet, a chord bearing and distance of North $03^{\circ}43'55''$ East-450.31 feet;
- (9) North $00^{\circ}47'03''$ West-282.72 feet to a point of curvature;
- (10) In a Northwesterly direction along the arc of a curve to the left, said curve having a radius of 1469.50 feet, an arc length of 599.72 feet, a chord bearing and distance of North $12^{\circ}24'45''$ West-595.57 feet; and
- (11) North $24^{\circ}05'00''$ West, a distance of 275.25 feet to an iron rod set for the Northwest corner of the herein described tract, same being located in the curving said City of Manor City Limits Line;

THENCE, in a Southeasterly direction along the arc of a curve to the right and with the said City of Manor City Limits Line, said curve having a radius of 2640.00 feet, a chord bearing and distance of South $78^{\circ}20'55''$ East-1029.14 feet to a point of compound curvature for a corner of the herein described tract;

THENCE, continue, in a Southeasterly direction along the arc of a curve to a right and with the said City of Manor City Limits Line, said curve having a radius of 2640.00 feet, a chord bearing and distance of South 65° 02'05" East-545.91 feet to a point of tangency of the herein described tract;

THENCE, South 59°05'36" East, with the said City of Manor City Limits Line, a distance of 4380.39 feet to the POINT OF BEGINNING and containing 292.7968 acres of land, not including the area encompassed by existing U.S. Highway 290 right-of-way.

Compiled From Office and Field Information By:

Robert M. Sherrrod, R.P.L.S.
GEO, A Geographical Land Services Co.
4412 Spicewood Springs Road, #1002
Austin, Texas 78759
RMS:ks
May 28, 1996
Revised: July 22, 1996
GEO Job No. 966467



ORDINANCE NO.

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EXHIBIT “B”
Planned Unit Development Land Use Plan
[attached]



PHASE I (APPROVED)
EAST OF WILBARGER CREEK
AND SOUTH OF POWER EASEMENT

PHASE II
EAST OF WILBARGER CREEK
AND NORTH OF POWER EASEMENT

PHASE III
WEST OF WILBARGER CREEK

Land Use	Average	Percentage of Total Acreage
COMMERCIAL	60.5	11.8%
MULTI-FAMILY RESIDENTIAL	13.3	2.6%
SINGLE-FAMILY RESIDENTIAL	77.9	15.1%
OPEN SPACE	281.3	55.3%
MAJOR ROADWAYS	11.9	2.3%
TOTAL	395.7	100%

PLANNED UNIT DEVELOPMENT
A MENDED & REVISED
MASTER PLAN

MANOR, TEXAS
JUNE, 2023



APPROVED AND AUTHORIZED FOR RECORD BY THE CITY COUNCIL FOR THE CITY OF MANOR, TEXAS.

DATED THIS _____ DAY OF _____, 2018.

BY: _____
HONORABLE MAYOR RITA GLENN
MAYOR OF THE CITY OF MANOR, TEXAS

ATTEST:

CITY SECRETARY _____

THIS 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.

DATED THIS _____ DAY OF _____, 2018.

BY: _____
CHAIRPERSON



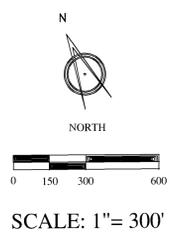
PHASE I (APPROVED)
EAST OF WILBARGER CREEK
AND SOUTH OF POWER EASEMENT

PHASE II
EAST OF WILBARGER CREEK
AND NORTH OF POWER EASEMENT

PHASE III
WEST OF WILBARGER CREEK

Land Use	Acreage	Percentage of Total Acreage
COMMERCIAL (C-180.9 & C-2)	69.5	11.67
MULTI-FAMILY RESIDENTIAL	18.2	3.06
NEIGHBORHOOD BUSINESS	7.9	1.33
OPEN SPACE (OS)	481.4	80.81
INSTITUTIONAL (I)	6.8	1.14
MAJOR ROADWAYS	11.9	1.99
TOTAL	595.7	100.0

PLANNED UNIT DEVELOPMENT A MENDED & REVISED MASTER PLAN



APPROVAL AND AUTHORIZED FOR RECORD BY THE CITY COUNCIL FOR THE CITY OF MANOR, TEXAS.

DATED THIS _____ DAY OF _____ 2018.

BY: _____
HONORABLE MAYOR RITA G. JENSEN
MAYOR OF THE CITY OF MANOR, TEXAS

ATTEST: _____

CITY SECRETARY _____

THIS 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.

DATED THIS _____ DAY OF _____ 2018.

BY: _____
CHAIRPERSON

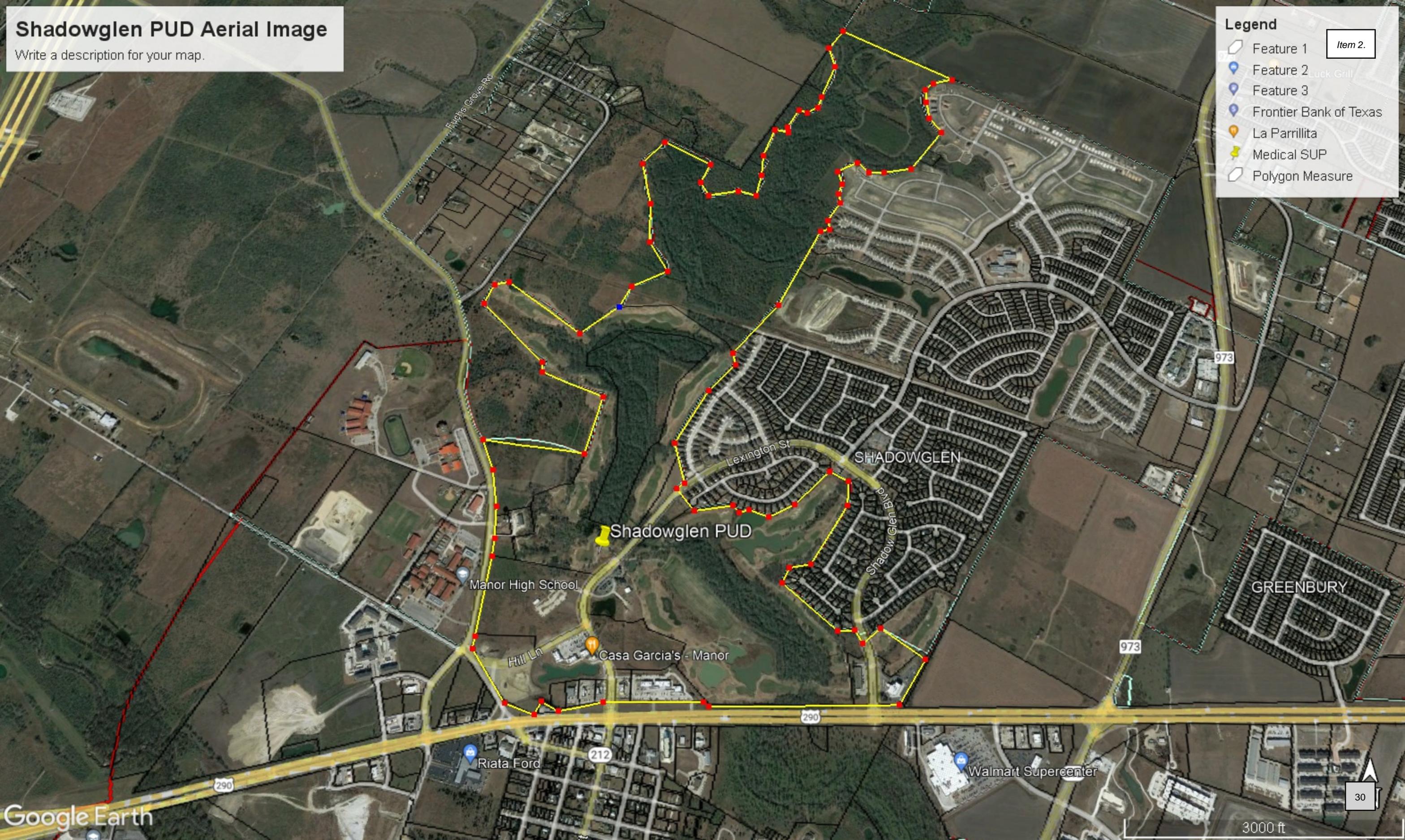
Shadowglen PUD Aerial Image

Write a description for your map.

Legend

- Feature 1
- Feature 2
- Feature 3
- Frontier Bank of Texas
- La Parrillita
- Medical SUP
- Polygon Measure

Item 2.



ORDINANCE NO. 126

AN ORDINANCE GRANTING APPROVAL OF A LAND USE PLAN IN CONNECTION WITH A PLANNED UNIT DEVELOPMENT; PROVIDING FOR CERTAIN CONDITIONS AND DEPARTURES FROM PROVISIONS OF ORDINANCES; PROVIDING FOR SCOPE APPROVAL OF THE PROJECT; PROVIDING FOR PROCEDURES FOR FUTURE DEVELOPMENT WITHIN THE PLANNED UNIT DEVELOPMENT; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

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

Section 1. Planned Unit Development Approved.

(a) The Planned Unit Development ("PUD") and the zoning designation as such, proposed by Cottonwood Holdings, Ltd. and the Eppright family interests and the Land Use Plan submitted in connection with the PUD are hereby approved.

(b) The boundaries of the PUD district shall be as is set forth by a metes and bounds description contained in Exhibit "A-1" attached hereto and incorporated herein by reference.

(c) Approval of the Land Use Plan is subject to the following conditions:

- (1) The PUD designation is applicable only to lands located within the municipal city limits. The authorization provided herein pertains only to those lands set forth in the Land Use Plan located within the City's municipal limits as is set forth in Exhibit "A-1".
- (2) The Land Use Plan approved herein consists of those documents attached hereto and incorporated by reference as follows:

Appendix A. - A document entitled "Planned Unit Development General Land Use Plan dated June 11, 1996 setting forth a map of the PUD, notes, land account table, additional conditions and phasing approach, prepared on behalf of Cottonwood Holdings, Ltd. by Land Design Studio.

Appendix B. - A memorandum dated July 11, 1996 authored by Gary Bellomy, ASLA, which sets forth the intention of the developers of land within the PUD to develop the project in accordance with the concepts stated therein.

- (3) Additional documents relating to the PUD are on file in the office of the City Secretary, as follows:
- i. Schematic map (entitled "Concept Plan Alternate") showing streets, parks, public areas, area uses, etc., prepared by Land Design Studio.
 - ii. Cottonwood PUD Development Report authored by Gary Bellomy.

These documents may be used as references to show the general intention for "neo-traditional" development. However, it is understood that they indicate examples of such development.

Section 2. Scope of Approval. The approval of the PUD contained herein applies on that portion of the PUD which is within the City's municipal limits at the effective date of this ordinance, subject to potential extension under Section 6 herein.

Section 3. Compliance Required. The Applicant for the PUD shall comply with the Land Use Plan approved herein and with all of the ordinances of the City of Manor and the conditions and terms set forth herein except where departures are specifically authorized in Section 5 of this ordinance or by a variance or special exception in accordance with the Zoning Ordinance No. 36-P, or the Subdivision Ordinance.

Section 4. Conditions. Approval of this subdivision plat of lands located within the PUD's boundary or proposed boundary is specifically conditioned upon the following conditions being met at the time the applications for subdivisions are submitted:

(a) A water and wastewater plan showing which areas will be served with utility services and other information required to be shown by the Subdivision Ordinance, as amended.

(b) The requirements for parkland dedication in the Subdivision Ordinance must be complied with, except that any previous "excess" dedications may be carried forward and applied to satisfy dedication requirements on subsequent plats in the PUD.

(c) Proof that the width of the streets will not unduly hamper fire trucks from traversing the streets must be submitted. This may be proved with a certificate signed by the chief of the appropriate fire department to show that the street width is sufficient in the opinion of the chief, or other proof reasonably acceptable to the City reviewing officer or body.

(d) A declaration of which streets are to be public and which are to be private must be made, and there must be a showing of how and by whom the streets will be maintained in the future.

(e) The development and each phase approved shall generally adhere to the neo-traditional neighborhood concepts for all residential projects and shall generally conform to the concepts as are set forth in Section 1(c) herein, and the development goals and objectives set forth in Section 5 (j) (7 through 8) of the Zoning Ordinance as amended. If there is a substantial departure from these concepts, then when the PUD Developer submits applications required under Section 6 (c) (1-3) herein, the said applications may be processed for a development to reflect the actual applications under the conventional requirements for R-1 residential or C, or I, as indicated in the Land Use Plan without rezoning, but the departures set forth in Section 5 herein shall not be allowed for those particular applications.

(f) The FEMA 100 year floodplain data shall determine the location of the 100 year floodplain in the PUD notwithstanding any designation to the contrary.

Section 5. Departures. The developer or its successor is specifically approved to depart from requirements set forth in the City of Manor's Ordinances as follows:

- (a) Width of minor street at 24' - 26' rather than 30'.
- (b) Single family lot size at 4,500 s.f. likely rather than 7,500 (R-1) or 7,200 (R-2).
- (c) Minimum lot width of 40' rather than 60'.
- (d) Single family setbacks of 10' front, 10' rear and 5' side yard. Multifamily setbacks of 15' front, 10' side and 10' rear.
- (e) Dwelling unit density for multi-family of 20 dwelling units/acre vs. 36 dwelling units/acre in ordinance.
- (f) Others stated in or incorporated by reference herein.

Section 6. Future Build-Out of PUD.

(a) The City Council has considered the entire Land Use Plan consisting of approximately 1248.9997 acres of land and approves in concept the plans and specifications pertaining to the PUD. It will be necessary for the developer or its successor to submit applications for the PUD district zoning designation for lands which may be added in the future, but no filing fees need to be paid for PUD district zoning approvals. The application may incorporate the original application documents for this

PUD, in lieu of new documents. When and if lands located within the boundaries of the PUD proposal are annexed into the City, such lands shall be given the appropriate zoning classification in accordance with the procedures set forth in Section 13 of the Zoning Ordinance.

(b) The property description of the entire area encompassing the 1248.9997 acres of land is set forth herein as Exhibits A-1 and A-2 and incorporated by reference.

(c) The PUD developers who apply to enlarge the PUD within the City's municipal limits shall:

- (1) Petition the City for annexation of land in accordance with Chapter 43 of the Local Government Code, as amended.
- (2) Petition the City to zone the subject parcel of land as PUD.
- (3) Submit application for Preliminary and Final Plat approval to the City in accordance with the Subdivision Ordinance, as amended.

Such applications or petitions may all be interlinked and submitted together, so that all would be granted or none would be granted.

(d) Joint meetings of the City of Manor, City Council and the Planning and Zoning Commission may be held to consider the foregoing applications in accordance with Section 18 of the Zoning Ordinance.

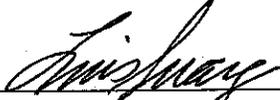
Section 7. Severability. If any word, phrase, clause, sentence, paragraph, section or other part of this ordinance or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, neither the remainder of this ordinance, nor the application of such word, phrase, clause, sentence, paragraph, section or other part of this ordinance to any other persons or circumstances, shall be affected thereby.

Section 8. Adoption. The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each hearing on the PUD and meeting at which this ordinance was discussed, considered or acted upon was given in the manner required by the Texas Open Meetings Act, as amended, and that each such hearing and meeting has been open to the public as required by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

Section 9. Effective Date. This ordinance shall become effective immediately upon adoption and signature, except as otherwise provided above.

PASSED AND APPROVED this 23rd day of July, 1996.

THE CITY OF MANOR

By: 
Luis Suarez, Mayor

ATTEST:

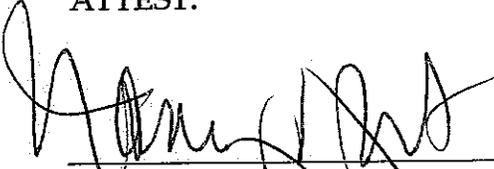

Nancy Boatright, City Secretary

Exhibit A-1

AREA INSIDE MANOR CITY LIMITS FOR "P.U.D. GENERAL LAND USE PLAN"

METES AND BOUNDS DESCRIPTION

Being all that certain 292.7963 acre tract or parcel of land out of and part of that certain 1020.318 acre tract as described in Deed to Cottonwood General Partner, L.C., recorded in Volume 12251, Page 1531, Travis County Real Property Records (TCRPR) and out of that certain 97.212 acre tract (called Tract 2) in Deed to Cottonwood Holdings, Ltd. and as described in Deed recorded in Volume 9658, Page 366, TCRPR, and being comprised of a 58.1610 acre tract (TRACT 1) called a 58.134 acre tract (called Second Tract of a 816.928 acre tract) in Deed to Austin Manor Investments recorded in Volume 8623, Page 931, Travis County Real Property Records (TCRPR), and, a 0.3629 acre tract (TRACT 2) called a 0.36 acre tract (called Third Tract of a 203.39 acre tract) in said Deed to Austin Manor Investments recorded in Volume 8623, Page 931, TCRPR; and out of and part of that certain 758.794 acre tract (called First Tract of 816.928 acres) and out of and part of that certain 181.445 acre tract (called First Tract of 203.39 acres, both as described in Warranty Deed to Austin Manor Investments, and recorded in Volume 8623, Page 931, Travis County Real Property Records (TCRPR); all being situated in the SUMNER BACON SURVEY NO. 62 and the WILLIAM STANDERFORD SURVEY NO. 69, Travis County, Texas, all being originally out of Tracts 2, 3, 4, 5, 6, 7, 8, and 9, of the T. M. RECTOR ESTATE, according to the map or plat thereof as described in Volume 52, Page 323, Cause No. 6096, Travis County Probate Records, and being a 3.0418 acre tract situated in the JAMES MANOR SURVEY NO. 40, A-546 (called 3.055 acres), as described in Deed to Austin Manor Investments by Deed recorded in Volume 8103, Page 270, TCRPR; said 292.7963 acre tract being more particularly described by metes and bounds as follows, to-wit:

BEGINNING at a point marking the Northeast corner of the herein described tract, same being located at the intersection with the existing City of Manor City Limits Line, same being located in the East line of said 1020.318 acre tract and being further located North $31^{\circ}25'$ East-654.09 feet from a concrete monument found marking the intersection of the Northerly right-of-way line of U.S. Highway 290, with the said East line of the 1020.318 acre tract;

THENCE, South $31^{\circ}25'$ West, with the East line of said 1020.318 acre tract, a distance of 654.09 feet to a concrete monument found marking the intersection of the Northerly right-of-way line of U.S. Highway 290 with the said East line of the said 1020.318 acre tract;

THENCE, crossing said U.S. Highway 290, South $31^{\circ}49'03''$ West, a distance of 258.62 feet to an iron rod found marking the Northeast corner of the herein described tract, same being the Northeast corner of said 58.5239 acre tract, same being the Northwest corner of that certain 93.787 acre tract as conveyed by Deed to Ruben H. Johnson Company, recorded in Volume 5610, Page 828, Travis County Deed Records (TCDR), same being located in the South right-of-way line of U.S. 290 East (based on 222 feet in width) and being further located South $31^{\circ}49'03''$ West, a distance of 258.62 feet from a State Department of Highways and Public Transportation (SDHPT) concrete monument;

THENCE, South $31^{\circ}28'34''$ West, with the Southeast line of the herein described tract and the Southeast line of said 58.5239 acre tract, and the Northwesterly line of an old abandoned county road, as vacated in Volume D, Page 520, TCDR, a distance of 1620.28 feet to an iron rod found for angle point and corner, same being an internal "L" corner of said 93.787 acre tract, same being located North $56^{\circ}12'18''$ West, a distance of 20.78 feet from an iron rod found marking the Northwest corner of that certain 0.23 acre tract as conveyed by Deed to Cleora McVade, recorded in Volume 7585, Page 917, TCDR;

THENCE, South $33^{\circ}05'54''$ West, with the Southeast line of the herein described tract, a distance of 106.33 feet to a 60d nail found in fence corner marking the Southeast corner of the herein described tract and the Southeast corner of said 58.5239 acre tract, same being in the Northerly line of that certain 9.997 acre tract as conveyed by Deed to A. Jo Baylor, Trustee, recorded in Volume 865, Page 277, TCRPR;

THENCE, North 59°03'21" West, with the Southwest line of the herein described tract and the said 58.5239 acre tract and the Northeast line of said 9.997 acre tract, a distance of 356.38 feet to an iron rod found for angle point and corner;

THENCE, North 60°15'09" West, with the said Southwest line of the herein described tract and the said Northeast line of the 9.997 acre tract, passing at a distance of 43.45 feet a point marking the Southeast corner of that certain 0.115 acre tract conveyed by Deed to Gary Warren, recorded in Volume 12187, Page 18, TCRPR, passing at a distance of 93.45 feet the Southeast corner of that certain 0.115 acre tract conveyed by Deed to Howard Richards, recorded in Volume 12269, Page 1278, TCRPR, passing at a distance of 143.45 feet the Southeast corner of that certain 0.115 acre tract conveyed by Deed to H. Schneider, recorded in Volume 8585, Page 396, TCRPR, passing at a distance of 193.45 feet the Southeast corner of that certain 0.115 acre tract conveyed by Deed to R. Eppright, recorded in Volume 8585, Page 393, TCRPR, passing at a distance of 243.45 feet the Southwest corner of that certain 0.115 acre tract conveyed by Deed to R. Rochner, recorded in Volume 8585, Page 390, TCRPR, and continuing a total distance of 350.91 feet to an iron rod found for angle point and corner, same being the Northwest corner of said 9.997 acre tract and the Northeast corner of the City of Manor Cemetery;

THENCE, North 59°52'02" West, with the said Southwest line of the herein described tract and the Northeast line of said City of Manor Cemetery, a distance of 366.67 feet to an iron rod found for angle point and corner, same being the Northwest corner of said Cemetery and the original Northeast corner of A. E. LANE'S ADDITION, a subdivision according to the map or plat thereof recorded in Volume 2, Page 223, Travis County Plat Records (TCPR);

THENCE, North 58°29'42" West, with the said Southwest line of the herein described tract and the said 58.5239 acre tract and the Northeast line of that certain tract conveyed to Anderson by Deed recorded in Volume 8702, Page 813, TCRPR, a distance of 141.14 feet to an iron rod found for angle point and corner;

THENCE, with the said Southwest line of the herein described tract and of the said 58.5239 acre tract and the Northeast line of said A. E. LANE'S ADDITION, and the Southwesterly line of COTTONWOOD COMMERCIAL SOUTH SECTION ONE, the following five (5) courses and distances:

- (1) North 59°05'39" West, passing at a distance of 103.35 feet the Southeast corner of Lot 7 of COTTONWOOD COMMERCIAL SOUTH SECTION ONE, a subdivision of a portion of said 58.5239 acres recorded in Volume 94, Page 393, TCRPR, and continuing a total distance of 457.00 feet to an iron rod set for angle point and corner;
- (2) North 59°00'00" West-359.92 feet to an iron rod set for angle point and corner;
- (3) North 59°05'00" West-243.47 feet to an iron rod found for angle point and corner;
-) North 58°42'33" West, passing at a distance of 81.40 feet an iron rod found marking the common North corner of Lot 1 and Lot 2, Block 11, A. E. LANE'S ADDITION, passing at a distance of 133.75 feet an iron rod found marking the common North corner of Lot 2 and Lot 3, passing at a distance of 186.33 feet an iron rod found marking the common North corner of Lot 3 and Lot 4, and continuing a total distance of 314.95 feet to an iron rod found for angle point and corner; and
- (5) North 58°51'13" West-112.14 feet to an iron rod set marking the Southwest corner of said 58.1610 acre tract, the Southeast corner of said 0.3629 acre tract and the common West corner of said T. M. RECTOR ESTATE Tract 3 and Tract 4;

THENCE, continue with the Southwest line of the herein described tract and of the said 0.3629 acre tract and the said Northeast line of A. E. LANE'S ADDITION the following two (2) courses and distances:

- (1) North 58°51'13" West-81.45 feet to an iron rod found marking the West 1/2 of Lot 8, Block 10; and
- (2) North 58°26'34" West-149.08 feet to an iron rod set for the most Westerly corner of the herein described tract and of said 0.3629 acre tract, same being located in the said South right-of-way line of U.S. 290 East (variable width), same being the most Westerly apex corner of said 58.5239 acre tract, and of said COTTONWOOD COMMERCIAL SOUTH SECTION ONE;

THENCE, crossing said U.S. Highway 290 North $59^{\circ}13'54''$ West, a distance of 0.32 feet an iron rod set for angle point and corner, same being in the original Northeast line of A. E. LANE'S ADDITION, a subdivision in Travis County, Texas, according to the map or plat thereof recorded in Volume 2, Page 223, Travis County Plat Records (TCPR);

THENCE, North $59^{\circ}17'58''$ West, with the Southwesterly line of said 203.39 acre tract and the Northeast line of said A. E. LANE'S ADDITION, passing at a distance of 1.98 feet an iron rod found and continuing a total distance of 295.07 feet to an iron rod found marking the Northeast corner of said 3.0418 acre tract, same being the common North corner of Lot 7 and Lot 8, Block 3, said A. E. LANE'S ADDITION, same being further located South $59^{\circ}07'23''$ East, a distance of 100.33 feet from an iron pipe found marking the Northwest corner of Lot 6, Block 3, and the original Northwest corner of said A. E. LANE'S ADDITION;

THENCE, South $13^{\circ}42'48''$ West, with the East line of said 3.0418 acre tract and the East line of said Lot 7, Block 3, a distance of 178.33 feet to an iron rod set for the Southeast corner of said 3.0418 acre tract, same being located in the curving North right-of-way line of U.S. 290 East;

THENCE, in a Southwesterly direction along the arc of a curve to the left and with the said North right-of-way line of U.S. 290 East, said curve having a radius of 3836.62 feet, a chord bearing and distance of South $87^{\circ}01'47''$ West-42.27 feet to an iron rod found for angle point and corner;

THENCE, North $64^{\circ}14'41''$ West, with a Southwest line of the said 3.0418 acre tract and the Northeasterly right-of-way of Gregg-Manor Road, a distance of 347.67 feet to a SDHPT brass monument found for angle point and corner;

THENCE, with the Easterly right-of-way line of Gregg-Manor Road and the West line of said 3.0418 acre tract and said 203.39 acre tract, and the herein described tract, the following eleven (11) courses and distances:

- (1) North $34^{\circ}16'29''$ West-220.71 feet to an iron rod found for angle point and corner;
- (2) North $35^{\circ}24'43''$ West-200.14 feet to an iron rod found for angle point and corner;
- (3) North $34^{\circ}33'22''$ West-141.01 feet to an iron pipe found marking the most Westerly corner of said 3.0418 acre tract, same being in the Westerly line of said 203.39 acre tract;
- (4) North $58^{\circ}35'33''$ West-2.78 feet with the said Westerly line of the 203.39 acre tract to an iron rod set for corner and the point of curvature of a curve to the right;
- (5) In a Northwesterly direction along an arc of a curve to the right, said curve having a radius of 532.96 feet, an arc length of 322.71 feet, a chord bearing and distance of North $09^{\circ}10'09''$ West-317.80 feet to an iron rod found for point of tangency,

same being further located South $82^{\circ}01'45''$ East-79.83 feet from an iron rod found on the West right-of-way line of said Gregg-Manor Road;

- (6) North $08^{\circ}09'25''$ East-625.30 feet to a point for corner;
- (7) North $08^{\circ}09'25''$ East-207.80 feet to a point of curvature;
- (8) In a Northeasterly direction along the arc of a curve to the left, said curve having a radius of 2905.45 feet, an arc length of 451.27 feet, a chord bearing and distance of North $03^{\circ}43'55''$ East-450.81 feet;
- (9) North $00^{\circ}47'03''$ West-282.72 feet to a point of curvature;
- (10) In a Northwesterly direction along the arc of a curve to the left, said curve having a radius of 1469.50 feet, an arc length of 599.72 feet, a chord bearing and distance of North $12^{\circ}24'45''$ West-595.57 feet; and
- (11) North $24^{\circ}05'00''$ West, a distance of 275.25 feet to an iron rod set for the Northwest corner of the herein described tract, same being located in the curving said City of Manor City Limits Line;

THENCE, in a Southeasterly direction along the arc of a curve to the right and with the said City of Manor City Limits Line, said curve having a radius of 2640.00 feet, a chord bearing and distance of South $78^{\circ}20'55''$ East-1029.14 feet to a point of compound curvature for a corner of the herein described tract;

THENCE, continue, in a Southeasterly direction along the arc of a curve to a right and with the said City of Manor City Limits Line, said curve having a radius of 2640.00 feet, a chord bearing and distance of South 65° 02'05" East-545.91 feet to a point of tangency of the herein described tract;

THENCE, South 59°05'36" East, with the said City of Manor City Limits Line, a distance of 4380.39 feet to the POINT OF BEGINNING and containing 292.7963 acres of land, not including the area encompassed by existing U.S. Highway 290 right-of-way.

Compiled From Office and Field Information By:

Robert M. Sherrrod, R.P.L.S.
GEO, A Geographical Land Services Co.
4412 Spicewood Springs Road, #1002
Austin, Texas 78759
RMS:Ks
May 28, 1996
Revised: July 22, 1996
GEO Job No. 966467



Exhibit A-2

AREA OUTSIDE MANOR CITY LIMITS FOR "P.U.D. GENERAL LAND USE PLAN"

METES AND BOUNDS DESCRIPTION

Being all that certain 956.2034 acre tract or parcel of land out of and part of that certain 1020.318 acre tract as described in Deed to Cottonwood General Partner, L.C., recorded in Volume 12251, Page 1531, Travis County Real Property Records (TCRPR) and out of that certain 97.212 acre tract (called Tract 2) in Deed to Cottonwood Holdings, Ltd. and as described in Deed recorded in Volume 9658, Page 366, TCRPR, all being situated in the SUMNER BACON SURVEY NO. 62 and the WILLIAM STANDERFORD SURVEY NO. 69 AND NO. 70, Travis County, Texas, all being originally out of Tracts 2, 4, 5, 6, 7, 8, and 9, of the T. M. RECTOR ESTATE, according to the map or plat thereof as described in Volume 52, Page 323, Cause No. 6096, Travis County Probate Records; said 956.2034 acre tract being more particularly described by metes and bounds as follows, to-wit:

BEGINNING at a point marking the Southeast corner of the herein described tract, same being located at the intersection with the existing City of Manor City Limits Line, same being located in the East line of said 1020.318 acre tract and being further located North $31^{\circ}25'$ East-654.09 feet from a concrete monument found marking the intersection of the Northerly right-of-way line of U.S. Highway 290, with the said East line of the 1020.318 acre tract, same being in the West line of that certain tract to R. A. Butler as recorded in Volume 4968, Page 2223, TCDR;

THENCE, North $31^{\circ}25'$ East, with the said East line of 1020.318 acre tract, a distance of 502.95 feet to an internal "L" corner, same being the Northwest corner of said Butler tract;

THENCE, South $58^{\circ}59'$ East, a distance of 4.21 feet to a point for external "L" corner, same being the Southwest corner of a tract to R. C. Sneed as recorded in Volume 4678, Page 1843, TCDR;

THENCE, North $31^{\circ}04'$ East, with the said East line of 1020.318 acre tract, a distance of 1128.36 feet to an angle point for corner;

THENCE, North $30^{\circ}25'$ East, with the said East line of 1020.318 acre tract, a distance of 1079.18 feet to a point for corner, same being the Southeast corner of that certain 150.00 acre tract to Russell Eppright;

THENCE, North $30^{\circ}25'$ East, with the said East line of 1020.318 acre tract, a distance of 436.19 feet to an angle point for corner, same being the Northwest corner of said Sneed tract and the Southwest corner of that certain tract to G. J. Eppright as recorded in Volume 4036, Page 513, TCDR;

THENCE, North $30^{\circ}57'$ East, with the said East line of 1020.318 acre tract, a distance of 1714.11 feet to a point marking the Northeast corner of said 1020.318 acre tract, same being the common East corner of Tracts 7 and 8, said T. M. RECTOR ESTATE;

THENCE, North $30^{\circ}57'$ East, with the East line of said 150.00 acre tract, a distance of 1523.35 feet to an iron rod found for the Northeast corner of the herein described tract, same being located in the West line of that certain tract to D. S. Daniel as recorded in Volume 6759, Page 2272, TCDR, same being the Southeast corner of that certain tract to E. Gonzenback as recorded in Volume 3188, Page 1047, TCDR;

THENCE, North $58^{\circ}56'$ West, with the North line of said 150.00 acre tract, a distance of 1857.88 feet to angle point, same being the most Northerly Northwest corner of said 150.00 acre tract and the Northeast corner of said 97.212 acre tract;

THENCE, North $58^{\circ}56'$ West, with the North line of said 97.212 acre tract, a distance of 3185.81 feet to an iron rod found for the Northwest corner of said 97.212 acre tract, same being an internal corner of that certain tract to E. Weiss as recorded in Volume 681, Page 216, TCDR;

THENCE, South $34^{\circ}17'$ West, with the West line of said 97.212 acre tract, a distance of 337.78 feet to an angle point;

THENCE, South $32^{\circ}35'$ West, with the said West line of the 97.212 acre tract, a distance of 1185.56 feet to a point for the Southwest corner of said 97.212 acre tract, same being the most Northerly corner of said 1020.318 acre tract, same being in the common line of said Tracts 7 and 8, T. M. RECTOR ESTATE;

THENCE, South $32^{\circ}35'$ West, with a West line of said 1020.318 acre tract, a distance of 210.79 feet to an iron rod found for internal "L" corner;

THENCE, with the North line of said 1020.318 acre tract, the following five (5) courses and distances:

- (1) North $59^{\circ}42'$ West-437.88 feet, to an iron pipe found for angle point;
- (2) North $60^{\circ}15'$ West-247.97 feet, to an angle point;
- (3) North $59^{\circ}31'$ West-367.73 feet, to an angle point;
- (4) North $58^{\circ}55'$ West-356.59 feet, to an angle point; and
- (5) North $60^{\circ}16'$ West-552.57 feet, to an iron rod found for the Northeast corner of said 1020.318 acre tract, same being in the Southeasterly right-of-way line of Fuchs Grove Road (60 feet in width);

THENCE, South $30^{\circ}49'$ West, with the said Southeasterly right-of-way line of Fuchs Grove Road and the West line of said 1020.318 acre tract, a distance of 3706.11 feet to an iron rod found marking the Southwest corner of said 1020.318 acre tract, same being located in the Northeasterly right-of-way line of Gregg-Manor Road (80 feet in width);

THENCE, with the said Northeasterly right-of-way line of Gregg-Manor Road and the Southwest line of said 1020.318 acre tract, the following seven (7) courses and distances:

- (1) South $18^{\circ}01'$ East-263.64 feet to a point of curvature;
- (2) In a Southeasterly direction along the arc of a curve to the right, having a radius of 613.20 feet, a chord bearing and distance of South $05^{\circ}28'$ East-266.49 feet to a point of tangency;
- (3) South $07^{\circ}05'$ West-342.26 feet to a point of curvature;
- (4) In a Southeasterly direction along the arc of a curve to the left, having a radius of 532.82 feet, a chord bearing and distance of South $05^{\circ}05'$ East-224.59 feet to a point of tangency;
- (5) South $17^{\circ}15'$ East-416.20 feet to a point of curvature;
- (6) In a Southeasterly direction along the arc of a curve to the left, having a radius of 1392.09 feet, a chord bearing and distance of South $20^{\circ}40'$ East-165.93 feet to a point of tangency; and
- (7) South $24^{\circ}05'$ East-118.95 feet to an iron found marking the Southwest corner of the herein described tract of land, same being at the intersection of the existing City of Manor City Limits Line;

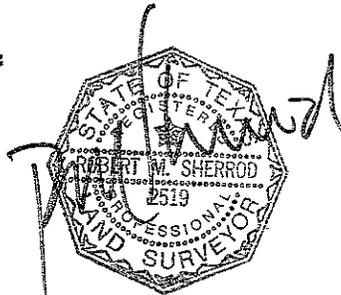
THENCE, in a Southeasterly direction along the arc of a curve to the right and with the said City of Manor City Limits Line, said curve having a radius of 2640.00 feet, a chord bearing and distance of South $78^{\circ}20'55''$ East-1029.14 feet to a point of compound curvature for a corner of the herein described tract;

THENCE, continue, in a Southeasterly direction along the arc of a curve to the right and with the said City of Manor City Limits Line, said curve having a radius of 2640.00 feet, a chord bearing and distance of South $65^{\circ}02'05''$ East-545.91 feet to a point of tangency of the herein described tract;

THENCE, South $59^{\circ}05'36''$ East, with the said City of Manor City Limits Line, a distance of 4380.39 feet to the POINT OF BEGINNING and containing 956.2034 acres of land.

Compiled From Office and Field Information By:

Robert M. Sherrod, R.P.L.S.
 GEO, A Geographical Land Services Co.
 4412 Spicewood Springs Road, #1002
 Austin, Texas 78759
 RMS:ks
 May 28, 1996
 Revised: July 22, 1996
 GEO Job No. 966467



(Enlargement of notes from approved PUD plan.)

Planned Unit Developm General Land Use Plan



GREGG LN.

NOTES

Boundaries and Areas. The interior boundaries and areas shown in this plan have not been surveyed. They are approximations. An approved subdivision plat may change a boundary or area as a non-substantial amendment, but only if the PUD remains within the maximum densities and yields stated in the Land Account Table.

Non-Substantial Amendments. Non-substantial amendments to this plan may be approved by the Zoning & Planning & Planning Commission (when acting on a plat), by the City Engineer or other designated City plan reviewer, without Council action. Approval of an amendment shall be expeditiously granted if: (1) the amendment is applied for as prescribed by this plan and (2) the amendment is not a "substantial amendment" as defined. Non-substantial amendments are deemed to be in compliance with this plan, the zoning ordinance and the comprehensive plan.

Intensity of Uses; Conversion. An amendment that increases a land use intensity of an area shown in this plan is deemed to be substantial, unless there is a corresponding and equivalent decrease in the intensity in another area or areas. Intensity is measured in dwelling units (or DU's) for purely residential uses and square feet of gross building floor space (SF's) for other uses. See the Land Account Table. DU's can be converted to SF's, and vice versa, at the rate of 2,000 SF's per DU.

All Plans Incorporated, Etc. This plan incorporates the Land Use Plan and all other plans required by the zoning ordinance.

Non-Residential Use. The maximum amount of non-residential uses which may be contained in a residential tract designated in this plan is 10%.

LAND ACCOUNT TABLE

Land Use	Area (Acres)	Density	Yield	Req. Po
MF	Multi Family	30.69	20 / Ac.	614 DU

Residential uses and square feet of gross building floor area. See the Land Account Table. DU's can be converted to SF's, and versa, at the rate of 2,000 SF's per DU.

Platts Incorporated, Etc. This plan incorporates the Land Use Plan and all other plans required by the zoning ordinance.

Non-Residential Use. The maximum amount of non-residential uses which may be contained in a residential tract designated in this plan is 10%.

(Enlargement of notes from approved PUD pl.

LAND ACCOUNT TABLE

Land Use	Area (Acres)	Density	Yield	Req. Parking	Min Lot size	Setbacks			Max. Height	
						Front	Rear	Side		
MF	30.69	20 / Ac.	614 DU		8,000 SF 50' width	Per Ordinance	15'	10'	10'	3 Stories
SF	531.35	4 / Ac.	2125 DU		4,500 SF 40' width	Per Ordinance	10'	10'	5'	2 Stories
PS	440.92	N/A	N/A		N/A	N/A	N/A	N/A	N/A	2 Stories
PF	48.58	N/A	N/A		N/A	N/A	N/A	N/A	N/A	5 Stories
C	44.06	1.0 FAR	1,919,108 SF		5,750 SF 50' width	Per Ordinance	25'	0'	10'	5 Stories
I	171.40	1.0 FAR	7,466,032 SF		5,750 SF 50' width	Per Ordinance	0'	0'	0'	5 Stories
Total			1267.00							

Slopes greater than 15%

(Enlargement of notes from approved PUD plan.

ADDITIONAL CONDITIONS

Because of the numerous in-depth reviews this plan has received, not only by the City Council and by the Zoning & Planning Commission, but also by the City's consultants and committees and various other engineers and land planners, and also because of the overlapping utility district jurisdiction and the associated mandatory planning for water, sewer and drainage, the following items are waived (or modified) for this plan: (i) locations and dimensions of setback areas are defined by use district and shall be specified when individual plats are approved, (ii) no fees have been established at the time this plan is submitted, so none is applicable to this plan, (iii) any necessary agreements, provisions and covenants governing use, maintenance, etc. shall be provided with each plat, (iv) additional development plans or reports are not required for this PUD, but any application for amendment must include a clear description and explanation of the proposed amendment, (v) no expiration dates are required for site plans, (vi) street patterns may be designed to encourage multiple routes through neighborhoods, so long as they do not unduly encourage through traffic, (vii) setbacks are prescribed, by land use, in the Land Account Table, (viii) curb cuts will be identified at time of building permits.

PHASING APPROACH

PHASE I SF#1, SF#2, SF#3, PF#1, PF#2, MF#1, C#3, C#4, C#5, C#6, C#7 and part of PS#1. Shall commence by Dec. 31, 1999.

PHASE II SF#5, SF#6, PF#4, MF#2, C#1, C#2, I#2 and part of PS#1.

PHASE III SF#4, SF#7, SF#8, PF#3, PF#5, PF#6, PF#7, I#1 and part of PS#1. Shall conclude by Dec. 31, 2026.

July 11, 1996

The Honorable Mayor and
City Council of Manor

RE: Cottonwood Planned Unit Development

land planning

landscape architecture

urban design

environmental graphics

At the request of your consulting city engineer, we offer the following explanation of several points in our Planned Unit Development (P.U.D.) application. It is important to keep in mind the philosophy behind the P.U.D. classification expressed in the zoning ordinance. For your convenience, we have paraphrased it as follows:

"The purpose and intent of a Planned Unit Development District is to provide a flexible, alternative procedure to encourage imaginative and innovative designs for the unified development of property..." and further, "When considering a P.U.D., the unique nature of each proposal for a P.U.D. may require, under proper circumstances, the departure from the strict enforcement of certain present codes and ordinances, e.g., without limitation, the width of surfacing of streets and highways, lot size, set backs, alleyways for public utilities, curbs, gutters, sidewalks, and street lights, public parks and playgrounds, school sites... Final approval of a P.U.D. by the city council shall constitute authority for such flexible planning to the extent that the P.U.D. as approved departs from the existing codes and ordinances."

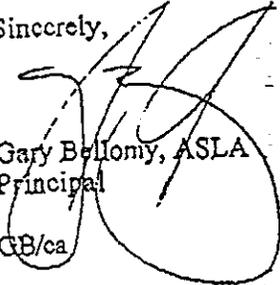
The table below attempts to clarify "departures" from the ordinances and states the benefits of each.

<u>Departure Item</u>	<u>Benefit</u>	
1. Width of minor street @ 24'-26' rather than 30'.	Slower vehicle speeds, more room for street trees to shade street area, less paving and impervious cover.	
2. Single family lot size at 4,500 sf likely rather than 7,500 (R-1) or 7,200 (R-2).	Allows ample room for smaller houses to be built; allows many small neighborhood parks to be included in plan.	8711 burnet road
3. Minimum lot width of 40' rather than 60'.	Makes more efficient use of land and allows large greenbelt areas to be incorporated in plan; works in harmony with curving street layouts to vary front and rear lot widths along curvature.	suite 170 austin, texas 78757 512.467.7767 phone
4. Single family setbacks of 10' front, 10' rear and 5' side yard. Multi-family setbacks of 15' front, 10' side and 10' rear.	Allows buildings to be closer to street, thus encouraging a more lively street atmosphere, allows garages to be near alleys for proper access.	512 452 2378 fax a clean cut affiliate

5. Dwelling unit density for multi-family of 20 dwelling unites/acre vs. 36 dwelling units/acre in ordinance. Provides for a more probable suburban density of development.

We hope this summary aids in your review of the Cottonwood P.U.D., and we look forward to discussing the project next week.

Sincerely,

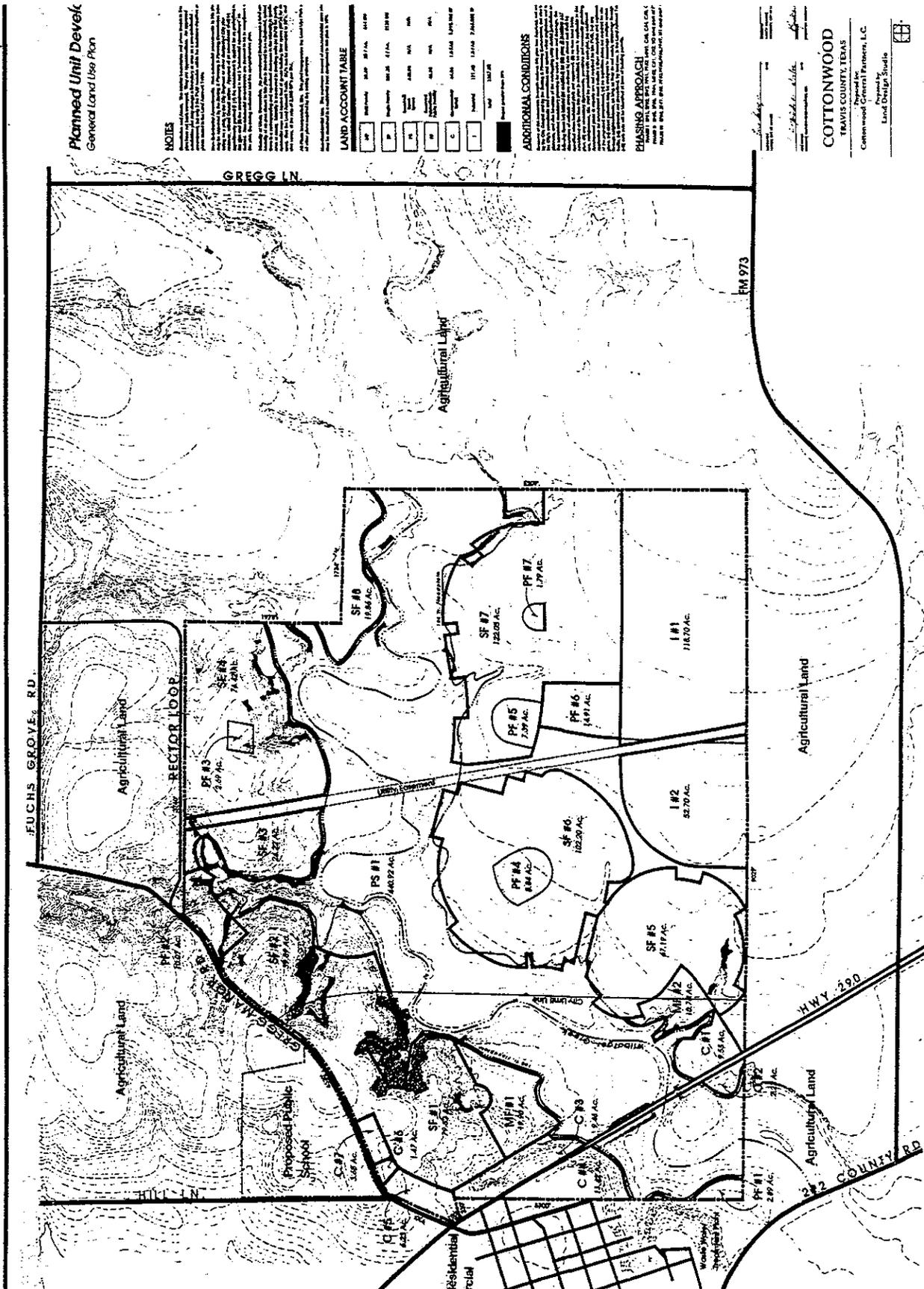


Gary Bellomy, ASLA
Principal

GB/ca

cc: Jim Koehn
Dick Lilly
Jim Carpenter

(Note: This plan is greatly reduced. See Tab 1 for a larger version.)
 (Enlargements of notes follow this





7/26/2023

City of Manor Development Services

Notification for a PUD Amendment

Project Name: Shadowglen 4th PUD amendment
 Case Number: 2023-P-1551-ZO
 Case Manager: Michael Burrell
 Contact: mburrell@manortx.gov – 512-215-8158

The City of Manor Planning and Zoning Commission and City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Planned Unit Development (PUD) Amendment for the Shadowglen PUD and being located at the intersections of Lexington Street and US Hwy 290 as well as Shadowglen Boulevard and US Hwy 290, Manor, TX. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a Planned Unit Development (PUD) Amendment for the Shadowglen PUD and being located at the intersections of Lexington Street and US Hwy 290 as well as Shadowglen Boulevard and US Hwy 290, Manor, TX.

Applicant: *Marcus Equity*

Owner: *COTTONWOOD HOLDINGS LIMITED LLC*

The Planning and Zoning Commission will meet at 6:30PM on August 9, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The Manor City Council will meet at 7:00 PM on August 16, 2023 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 PUD Amendment has been filed. Comments may be addressed to the email address or phone number above. Any communications received will be made available to the Commissioners during the discussion of this item.

Yajat LLC
 1204 S Saddle Lakes Dr
 Abilene, TX 79602-5472
 Property ID: 247968

Moellenberg Jerry A & Marilyn
 PO Box 156
 Manor, TX 78653-0156
 Property ID: 248000

Ninh Lilian Doan Etal
 1411 Dexford Dr
 Austin, TX 78753-160
 Property ID: 240883

Shadowglen Development Corporation
 9900 Hwy 290 E
 Manor, TX 78653-9720
 Property ID: 841241

POkorney Daniel & Sherri Lynne
 169 Pleasant Grove Rd
 Elgin, TX 78621-5011
 Property ID: 240895

Mcdonald's Real Estate Company
 PO Box 182571
 Columbus, OH 43218-2571
 Property ID: 783982

Phillips Meredith Ashley & Michael James
 16904 Christina Garza Dr
 Manor, TX 78653-2337
 Property ID: 942294

Junction Development LLC
 14747 N Northsight Blvd Ste 111-431
 Scottsdale, AZ 85260-2631
 Property ID: 377653

Leavitt Lumber Company Inc
 PO Box 96 395 South 300 East
 Kamas, UT 84036-0096
 Property ID: 784605

POHanka Timothy And Cindy Living Trust
 16904 John Michael Dr
 Manor, TX 78653-3394
 Property ID: 760463

Young Alan E & Veronica L
 16904 Jonse Ct
 Manor, TX 78653-3391
 Property ID: 760509

Dwyer Peter A
 9900 Us Highway 290 E
 Manor, TX 78653-9720
 Property ID: 526067

Smith Tyler Cearley
 16920 John Michael Dr
 Manor, TX 78653-3394
 Property ID: 760467

Jimenez Jaime Gallardo & Uiber Gallardo GUTierrez
 16908 Jonse Ct
 Manor, TX 78653-3391
 Property ID: 760510

City Of Manor
 PO Box 387
 Manor, TX 78653-0387
 Property ID: 526070

Phairr Damian
 11312 Runnel Ridge Rd
 Manor, TX 78653-3873
 Property ID: 568213

POLLARD Jeannie
 13305 Craven Ln
 Manor, TX 78653-3387
 Property ID: 760514

Gonzales Alejandro & Alisha
 13313 Craven Ln
 Manor, TX 78653-3387
 Property ID: 760546

Curry George Melvin & Marilyn Taylor Curry
 111 Comal Cv
 Elgin, TX 78621-5824
 Property ID: 526042

Nguyen Hoang & Hieu
 11309 Runnel Ridge Rd
 Manor, TX 78653-3873
 Property ID: 568209

Markert Rodney B & Sherry L
 11324 Terrace Meadow Way
 Manor, TX 78653-3871
 Property ID: 568199

Dharmarajan Mayilvahanan & Karthikeyan
 9916 Paulines Way
 Austin, TX 78717-4062
 Property ID: 940250

Tamayo Henry Cabra & Paula Andrea Lezama Romero
 14313 Sage Blossom Dr
 Manor, TX 78653-2355
 Property ID: 940249

Leo Vera W
 11401 Terrace Meadow Way
 Manor, TX 78653-3872
 Property ID: 568236

Camarena Ernest Jr & Lindsey J Thomas
 11405 Terrace Meadow Way
 Manor, TX 78653-3872
 Property ID: 568235

Gautam Bishal
 14309 Sage Blossom Dr
 Manor, TX 78653-2355
 Property ID: 940248

Jones Shannon Wm Iii
 14313 McArthur
 Manor, TX 78653-2359
 Property ID: 940229

ASC Medical 8 Holdings LLC
 885 Woodstock Rd Ste 430-330
 Roswell, GA 30075-2277
 Property ID: 710219

King Zachary & Adrienne
 13812 Calera Cv
 Manor, TX 78653-3692
 Property ID: 568252

Lacey Marion & Brenda
 13604 Amber Dawn Ct
 Manor, TX 78653-3868
 Property ID: 696933

MK Revocable Trust
 15215 Calaveras Dr
 Austin, TX 78717-4636
 Property ID: 696944

Rodriguez Gabriel Elias
 11205 Terrace Meadow Way
 Manor, TX 78653-3870
 Property ID: 696909

SG Land Holdings LLC
 2646 Dupont Dr Ste 60 Pmb 520
 Irvine, CA 92612-7651
 Property ID: 961983

Sybille Fabian & NIDa Haqqi-Sybille
 17309 Howdy Way
 Manor, TX 78653-2730
 Property ID: 962007

Rhodes Nefertitti
 17404 Howdy Way
 Manor, TX 78653
 Property ID: 962002

Lee Byeongju & Catalina Herrera
 17800 Claress Ln
 Manor, TX 78653-2491
 Property ID: 961963

Travis County Mud #2
 100 Congress Ave Ste 1300
 Austin, TX 78701-2744
 Property ID: 724199

**Vennam Saikrishna & POonam
 Reena Bhikha**
 4509 Night Owl Ln
 Austin, TX 78723-6076
 Property ID: 962327

Baez Family Living Trust
 14612 Kira Ln
 Manor, TX 78653-2693
 Property ID: 962329

Huang Yizhi
 14613 Kira Ln
 Manor, TX 78653-2693
 Property ID: 962336

Meritage Homes Of Texas LLC
 17013 Bridgefarmer Boulevard
 Pflugerville, TX 78660
 Property ID: 962598

Meritage Homes Of Texas LLC
 17013 Bridgefarmer Boulevard
 Pflugerville, TX 78660
 Property ID: 962677

Manor Independent School Distr
 PO Box 359
 Manor, TX 78653-0359
 Property ID: 236804

Las Entradas Development
 9900 US Highway 290 E
 Manor, TX 78653-9720
 Property ID: 864848

**Protestant Episcopal Church Of
 Diocese TX**
 9900 US Highway 290 E
 Manor, TX 78653-9720
 Property ID: 845116

Meritage Homes Of Texas LLC
 17013 Bridgefarmer Boulevard
 Pflugerville, TX 78660
 Property ID: 547346

290 East Not West LLC
 421d Congress Ave
 Austin, TX 78701
 Property ID: 240825

Reta Realty LLC
 5301 Heather Ct
 Flower Mound, TX 75022-5684
 Property ID: 240828

Avv Foundation Inc
 12801 Lexington St
 Manor, TX 78653-3333
 Property ID: 568067

Meritage Homes Of Texas LLC
 17013 Bridgefarmer Boulevard
 Pflugerville, TX 78660
 Property ID: 460807

Cottonwood Holdings Ltd
 54 Rainey St Apt 509
 Austin, TX 78701-4391
 Property ID: 725391

Patel Harshad & Rajeshree
 16912 Christina Garza Dr
 Manor, TX 78653
 Property ID: 942296

**Domenico AstrID Elisabeth & Nathan
 A Donham**
 16900 Christina Garza Dr
 Manor, TX 78653-2337
 Property ID: 942293

Tucker Debra C & Elvis L
 13112 Craven Ln
 Manor, TX 78653
 Property ID: 760484

Coulter Adam David & Megan Ann
 16808 Rakesh Way
 Manor, TX 78653-2327
 Property ID: 942269

Hoang Trung H & Thuy L Cao
 16817 Christine Garza Dr
 Manor, TX 78653-2336
 Property ID: 942263

Coulter Adam David & Megan Ann
 16808 Rakesh Way
 Manor, TX 78653-2327
 Property ID: 942269

Hoang Trung H & Thuy L Cao
 16817 Christine Garza Dr
 Manor, TX Us 78653-2336
 Property ID: 942263

**Blanco Krista M & Mauricio A
 Blanco Leguizamo**
 16809 Christina Garza Dr
 Manor, TX 78653-2336
 Property ID: 942264

Gonzalez Hipolito LII
 1600 Cheristina Garza Dr
 Manor, TX 78653
 Property ID: 942283

Diaz Eric Salvador
16705 Christina Garza Dr
Manor, TX 78653-2335
Property ID: 942254

Schoonmaker Daniel & Crystal
Turnbull
16812 John Michael Dr
Manor, TX 78653-3392
Property ID: 760528

Brilliott Glenda Carlene &
Paul Brilliott
13201 Craven Ln
Manor, TX 78653-3390
Property ID: 760503

Diekow Bruce Brian & Miran Peak
16705 Edwin Reinhardt Dr
Manor, TX 78653-2159
Property ID: 910207

Bennett Marva A
16516 Christina Garza Dr
Manor, TX 78653-2163
Property ID: 910243

Campbell Willie Edward Jr & Mary
Elizabeth Campbell
16504 Christina Garza Dr
Manor, TX 78653-2163
Property ID: 910240

Freeman Crystal
16500 Christina Garza Dr
Manor, TX 78653-2163
Property ID: 910239

Marshall Craig Brian & Shari Dee
16428 Christina Garza Dr
Manor, TX 78653-2162
Property ID: 910238

Fields Willie & Evelyn
16900 John Michael Dr
Manor, TX 78653-3394
Property ID: 760462

Gomez Alexander Daniel
16501 Christina Garza Dr
Manor, TX 78653-2163
Property ID: 910212

Garza Daniel C & Laura R
16413 Christina Garza Dr
Manor, TX 78653-2162
Property ID: 910216

Hessel Torvald T V & Ryan Elizabeth
G Fleming
16408 Christina Garza Dr
Manor, TX 78653-2162
Property ID: 910232

Cabrera Everardo & Elizabeth
Gamez
16405 Christina Garza Dr
Manor, TX 78653-2162
Property ID: 910218

Flair Richard John & Jessica Diana
Flair
16401 Christina Garza Dr
Manor, TX 78653-2162
Property ID: 910219

CamPOs Juan Carlos
11300 Runnel Ridge Rd
Manor, TX 78653-3873
Property ID: 821544

GIAZe Gordon & Patricia Michelle
Glaze
17016 John Michael Dr
Manor, TX 78653-3393
Property ID: 760535

Anderson Eric Todd & Brivery O
Miles
17017 John Michael Dr
Manor, TX 78653-3393
Property ID: 760548

Smith Audrey B Sr
10304 Ivy Jade
Schertz, TX 78154-6255
Property ID: 526041

Mcvade Cleora Estate
PO Box 288
Manor, TX 78653-0288
Property ID: 526046

Dwyer Peter A Dwyer Realty
Companies
9900 US Highway 290 E
Manor, TX 78653-9720
Property ID: 547112

Howard Russell T & Michael T
Mckee
11320 Runnel Ridge Rd
Manor, TX 78653-3873

Wallace Larimen T & Sabrena
11313 Runnel Ridge Rd
Manor, TX 78653-3873
Property ID: 568208

Wolfe Josefina Ortiz
17020 John Michael Dr
Manor, TX 78653-3393
Property ID: 760536

Griffin Melissa &
Christopher H
17028 Jon Michael Dr
Manor, TX 78653-3393
Property ID: 760538

Shadowglen Residential Property
Owners
Association Inc
11525 Shadowglen Trce
Manor, TX 78653-3878
Property ID: 760545

Luevano Sylvia M & Jacobo A
14321 Sage Blossom Dr
Manor, TX 78653-2355
Property ID: 940251

Vierra Bella Salvador
11401 Runnel Ridge Rd
Manor, TX 78653-3874
Property ID: 568226

Vu Kathy
11413 Runnel Ridge Rd
Manor, TX 78653-3874
Property ID: 568224

Farkas Tibor W
13600 Sun Dapple Ct
Manor, TX 78653-3869
Property ID: 696922

Norton Kyle & Lisa
13436 Holly Crest Ter
Manor, TX 78653-3749
Property ID: 568625

Cong Ruby Monica
13440 Holly Crest Ter
Manor, TX 78653-3749
Property ID: 568626

**Banda Felipe Dejesus & Jose
Eduardo Tobias**
14300 Mc Arthur Dr
Manor, TX 78653-2359
Property ID: 940234

ROH Jason
14212 MacArthur Dr
Manor, TX 78653-2358
Property ID: 940235

**Shadowglen Residential Property
Owners
Association Inc**
11525 Shadowglen Trce
Manor, TX 78653-3878
Property ID: 568253

Broughton John M & Glenda V
11217 Terrace Meadow Way
Manor, TX 78653-3870
Property ID: 696948

SG Land Holdings LLC
2646 Dupont Dr Ste 60 Pmb 520
Irvine, CA 92612-7651
Property ID: 961977

LGI Homes-Texas LLC
5345 Towne Square Dr Ste 145
Plano, TX 75024-2448
Property ID: 961979

SG Land Holdings LLC
2646 Dupont Dr Ste 60 Pmb 520
Irvine, CA 92612-7651
Property ID: 961990

Purcell Thad & Misty
11521 Pillion Pl
Manor, TX 78653
Property ID: 568266

SG Land Holdings LLC
2646 Dupont Dr Ste 60 Pmb 520
Irvine, CA 92612-7651
Property ID: 961986

LGI Homes-Texas LLC
5345 Towne Square Dr Ste 145
Plano, TX 75024-2448
Property ID: 962005

**Colmenero Eduardo & Michelle
Marquez**
17212 Howdy Way
Manor, TX 78653-2729
Property ID: 961969

LGI Homes-Texas LLC
1450 Lake Robbins Dr Ste 430
The Woodlands, TX 77380-3294
Property ID: 961960

Purram Malla Reddy
17816 Claress Ln
Manor, TX 78653-2491
Property ID: 962077

Perry Homes LLC
PO Box 34306
Houston, TX 77234-4306
Property ID: 962321

**Shadowglen Residential Property
Owners
Association Inc**
11525 Shadowglen Trce
Manor, TX 78653-3878
Property ID: 962425

Kim Jinhwan & Heesoon Park
14716 Kira Ln
Manor, TX 78653-2692
Property ID: 962322

Guajardo Kathy Ann
14708 Kira Ln
Manor, TX 78653
Property ID: 962324

Thummala Venkata Reddy & Sailaja
14704 Kira Ln
Manor, TX 78653-2692
Property ID: 962325

Ortego Craig
14717 Kira Ln
Manor, TX 78653-2692
Property ID: 962341

**Shadowglen Residential Property
Ownership Association Inc**
11525 Shadowglen Trace
Manor, TX 78653
Property ID: 962607

Yoo Young Eun
14608 Kira Ln
Manor, TX 78653-2693
Property ID: 962330

Perry Homes LLC
PO Box 34306
Houston, TX 77234-4306
Property ID: 962335

Meritage Homes Of Texas LLC
17013 Bridgefarmer Boulevard
Pflugerville, TX 78660
Property ID: 962681

Meritage Homes Of Texas LLC
17013 Bridgefarmer Boulevard
Pflugerville, TX 78660
Property ID: 962678

Manor Independent School District
PO Box 359
Manor, TX 78653-0359
Property ID: 500910

Cottonwood Holdings Ltd
9900 Us Highway 290 E
Manor, TX 78653-9720
Property ID: 725401

Llano Las Entradas I LLC
1537 Singleton Blvd
Dallas, TX 75212-5239
Property ID: 240888

Shadowglen Golf L P
12801 Lexington St
Manor, TX 78653-3333
Property ID: 568065

Meritage Homes Of Texas LLC
17013 Bridgefarmer Boulevard
Pflugerville, TX 78660
Property ID: 815596

K-N Corporation
1717 W 6th St Ste 330
Austin, TX 78703-4791
Property ID: 240882

Reta Realty LLC
5301 Heather Ct
Flower Mound, TX 75022-5684
Property ID: 240893

Shadowglen Development Corporation
9900 Hwy 290 E
Manor, TX 78653-9720
Property ID: 860829

Coupland State Bank
PO Box 616
Mckinney, TX 75070-8141
Property ID: 377657

Rivera Margarito & Janie
13109 Craven Ln
Manor, TX 78653-3389
Property ID: 760516

Shadowglen Residential Property Owners Association Inc
11525 Shadowglen Trce
Manor, TX 78653-3878
Property ID: 942266

Cho Hwa & Jung J Cho
16804 Rakesh Way
Manor, TX 78653-2327
Property ID: 942268

Yang Julie O
16701 Christina Garza Dr
Manor, TX 78653-2335
Property ID: 942255

Buitink Nickolas & Joseph
16604 Christna Garza Dr
Manor, TX 78653-2164
Property ID: 910246

Silva David Mark Jr & Natalia Nicole Longway
16600 Christina Garza Dr
Manor, TX 78653-2164
Property ID: 910245

Loveland Tim James & Rosa Elena
16520 Christina Garza Dr
Manor, TX 78653-2163
Property ID: 910244

Junction Development LLC
14747 N Northsight Blvd Ste 111-431
Scottsdale, AZ 85260-2631
Property ID: 377653

King Donald Keith & Cynthia Lee Flores
16808 John Michael Dr
Manor, TX 78653-3392
Property ID: 760527

Wagner James Andrew
16701 Edwin Reinhardt Dr
Manor, TX 78653-2159
Property ID: 910208

Sekhar Sathish Kumar M
16421 Christina Garza Dr
Manor, TX 78653-2162
Property ID: 910214

Schneider Harold
7709 Palacios Dr
Austin, TX 78749-3126
Property ID: 526065

Hearne Rayfield Jr & Riette S
16908 John Michael Dr
Manor, TX 78653-3394
Property ID: 760464

Johnson Marlon Anton & Melanie Wilkes
16912 John Michael Dr
Manor, TX 78653-3394
Property ID: 760465

Grant Lester Lee Jr & Robyn Dean
11308 Runnel Ridge Rd
Manor, TX Usa 78653-3873
Property ID: 568212

Sanchez Alvaro & Monica
17004 John Michael Dr
Manor, TX 78653-3393
Property ID: 760532

Shadowglen Residential Property Owners Association Inc
11525 Shadowglen Trce
Manor, TX 78653-3878
Property ID: 568629

Curry George M Sr & Marilyn T Marilyn Taylor Curry
111 Comal Cv
Elgin, TX 78621-5824
Property ID: 526043

Kylberg Lanny M & Lee
11321 Runnel Ridge Rd
Manor, TX 78653-3873
Property ID: 568206

Yancey Brandon Drew & Leticia
11404 Terrace Meadow Way
Manor, TX 78653-3872
Property ID: 568204

Lapeyra-Gutierrez Adriana O & Juan Gutierrez
11332 Terrace Meadow Way
Manor, TX 78653-3871
Property ID: 568201

Crump Gerald R
11312 Terrace Meadow Way
Manor, TX 78653-3871
Property ID: 696914

Kelley Scott Charles & Nancy Elizabeth
17024 John Michael Dr
Manor, TX 78653-3393
Property ID: 760537

Vazquez Edgar I & Laura M
11420 Terrace Meadow Way
Manor, TX 78653-3872
Property ID: 568229

Ramos Kathleen Ann
13604 Sun Dapple Ct
Manor, TX 78653-3869
Property ID: 696923

Alexander Franchetta Evon
13601 Sun Dapple Ct
Manor, TX 78653-3869
Property ID: 696931

Lang Nikkolette C
 14304 Sage Blossom Dr
 Manor, TX 78653-2355
 Property ID: 940255

Pinedo Juan & Rosie
 14305 Sage Blossom Dr
 Manor, TX 78653-2355
 Property ID: 940247

SG Land Holdings LLC
 2646 Dupont Dr Ste 60 Pmb 520
 Irvine, CA 92612-7651
 Property ID: 961975

**Shadowglen Residential Property
 Owners
 Association Inc**
 11525 Shadowglen Trce
 Manor, TX 78653-3878
 Property ID: 568230

Lee Sun Gorn
 13804 Calera Cv
 Manor, TX 78653-3692
 Property ID: 568250

**Shadowglen Residential Property
 Owners Association Inc**
 11525 Shadowglen Trce
 Manor, TX 78653-3878
 Property ID: 568685

Park Chan Woong
 12026 Reichling Ln
 Whittier, CA 90606
 Property ID: 940226

SG Land Holdings LLC
 2646 Dupont Dr Ste 60 Pmb 520
 Irvine, CA 92612-7651
 Property ID: 961982

SG Land Holdings LLC
 2646 Dupont Dr Ste 60 Pmb 520
 Irvine, CA 92612-7651
 Property ID: 961991

SG Land Holdings LLC
 2646 Dupont Dr Ste 60 Pmb 520
 Irvine, CA 92612-7651
 Property ID: 961984

**Shadowglen Residential Property
 Owners Association Inc**
 11525 Shadowglen Trce
 Manor, TX 78653-3878
 Property ID: 961972

Scott Fennis G & Mae K Scott
 11525 Pillion Pl
 Manor, TX 78653-3690
 Property ID: 568267

Cobb Thomas David & Marcelina
 13721 Shadowlawn Trce
 Manor, TX 78653-3693
 Property ID: 568259

Wal-Mart Real Estate Business Trust
 PO Box 8050
 Bentonville, AR 72712-8055
 Property ID: 830450

**DiAZ Ramon & Maria
 Revocable Trust**
 17517 Canyonwood Dr
 Riverside, CA 92504-8810
 Property ID: 568271

Lange Peter
 11616 Pillion Pl
 Manor, TX 78653-3691
 Property ID: 697017

Egbuonye Victor C & Sheila D
 11613 Pillion Pl
 Manor, TX 78653-3691
 Property ID: 568273

**Murphy Tara Louis Revocable Living
 Trust**
 3029 Market St
 San Francisco, CA 94114-1824
 Property ID: 697018

Smith George & Karen Smith
 13712 Shadowglade Pl
 Manor, TX 78653-3768
 Property ID: 697012

Wilson Dejuane & Teena Dozier
 17312 Howdy Way
 Manor, TX 78653
 Property ID: 962004

Rodriguez Jesse & Alma Pioquinto
 17716 Claress Ln
 Manor, TX 78653-2727
 Property ID: 961965

White Sherman Jr & Sylvia M
 13720 Shadowglade Pl
 Manor, TX 78653-3768
 Property ID: 697020

Molad Mickey Jonathan & Rachel
 13724 Shadowglade Pl
 Manor, TX 78653-3768
 Property ID: 697021

**Pizzatti Luis Rafael Rodriguez &
 Greiby Marleny Guillen Morales**
 17801 Claress Ln
 Manor, TX 78653
 Property ID: 961997

Hayes Ronald W & Roxanne Selene
 14804 Kira Ln
 Manor, TX 78653
 Property ID: 962319

**Hollenbeck Shannon Renee & Milad
 Davoodi**
 14701 Kira Ln
 Manor, TX 78653-2692
 Property ID: 962338

Perry Homes LLC
 PO Box 34306
 Houston, TX 77234-4306
 Property ID: 962334

Shippen Family Trust
 PO Box 9167
 Springfield, MO 65801-9167
 Property ID: 841238

**Shadowglen Development
 Corporation**
 9900 Hwy 290 E
 Manor, TX 78653-9720
 Property ID: 783981

Junction Development LLC
 14747 N Northsight Blvd Ste 111-431
 Scottsdale, AZ 85260-2631
 Property ID: 377654

Lawson Erica
 13104 Craven Ln
 Manor, TX 78653-3389
 Property ID: 760519

Rohm Timothy Mark & Bonnie Jean
 22295 Mission Hills Ln
 Yorba Linda, CA 92887-2708
 Property ID: 942289

Brower Ashley Hamilton & Philip
 16716 Christina Garza Dr
 Manor, TX 78653-2335
 Property ID: 942287

Ayala Jonathan Carl
 16708 Christina Graza Dr
 Manor, TX Usa 78653-2335
 Property ID: 942285

Chadda Vikash
 13101 Craven Ln
 Manor, TX 78653-3389
 Property ID: 760460

Crosby Melody Lynette
 16713 Christina Garza Dr
 Manor, TX 78653-2335
 Property ID: 942252

Junction Development LLC
 14747 N Northsight Blvd Ste 111-431
 Scottsdale, AZ 85260-2631
 Property ID: 377651

Lopez Nereida Sofia & Christian Lopez
 16508 Christina Garza Dr
 Manor, TX 78653-2163
 Property ID: 910241

Nolton Allison Elizabeth & Sean
 16420 Christina Garza Drive
 Manor, TX 78653
 Property ID: 910236

City Of Manor
 PO Box 387
 Manor, TX 78653-0387
 Property ID: 526036

Moales Eric & Cicely
 16901 John Michael Dr
 Manor, TX 78653-3394
 Property ID: 760498

Herrera Villaverde Sergio & Isabel Sanchez Tello
 16509 Christina Garza Dr
 Manor, TX 78653-2163
 Property ID: 910210

Perez Armando & Paula P Rabago
 16417 Christina Garza Dr
 Manor, TX 78653-2162
 Property ID: 910215

Duran Fernando & Noemi Duran
 16404 Christina Garza Dr
 Manor, TX 78653-2162
 Property ID: 910231

Quin Gerald & Chanphen
 17001 John Michael Dr
 Manor, TX 78653-3393
 Property ID: 760494

Dwyer Peter A
 9900 Us Highway 290 E
 Manor, TX 78653-9720
 Property ID: 526069

Garza Adam Anthony Jr
 11306 Runnel Ridge Rd
 Manor, TX 78653-3873
 Property ID: 821546

Moales Demetrius Roshawn
 16924 John Michael Dr
 Manor, TX 78653-3394
 Property ID: 760529

Brennick Adam & Amelia
 17005 John Michael Dr
 Manor, TX 78653-3393
 Property ID: 760493

Brannen Russell Frederic Iii & Jennifer Leigh Brannen
 17009 John Michael Dr
 Manor, TX 78653-3393
 Property ID: 760550

Anspaugh Robert John & Elinor Pisano
 17008 John Michael Dr
 Manor, TX 78653-3393
 Property ID: 760533

Lemere Curt & Janis Sapperstein
 17012 John Michael Dr
 Manor, TX 78653-3393
 Property ID: 760534

Shadowglen Residential Property Owners Association Inc
 11525 Shadowglen Trce
 Manor, TX 78653-3878
 Property ID: 940281

Timmermann Geraldine
 PO Box 4784
 Austin, TX 78765-4784
 Property ID: 824766

Avra Alex & Nuzhat
 11408 Runnel Ridge Rd
 Manor, TX 78653-3874
 Property ID: 568218

Montemayor Michael
 11408 Terrace Meadow Way
 Manor, TX 78653-3872
 Property ID: 568205

Skiles Erik D & Melissa Pink-Skiles
 13328 Craven Ln
 Manor, TX 78653-3387
 Property ID: 760540

Reed Ricky
 3668 Grand Point Ln
 Elk Grove, CA 95758-4638
 Property ID: 568219

Johnson D Kirk Sr & Sondra D
 11228 Terrace Meadow Way
 Manor, TX 78653-3870
 Property ID: 696918

Yamashiro Maria & Robert T
 13448 Holly Crest Ter
 Manor, TX 78653-3749
 Property ID: 568628

Wright Nathan Thomas
14308 Sage Blossom Dr
Manor, TX 78653-2355
Property ID: 940254

Saylor Jacob Harrison
14312 McArthur Dr
Manor, TX 78653-2359
Property ID: 940231

Shadowglen Residential Property Owners Association Inc
11525 Shadowglen Trce
Manor, TX 78653-3878
Property ID: 568260

Hurst Jasmine E
11509 Pillion Pl
Manor, TX 78653-3690
Property ID: 568263

Villalobos Fay Rosenberg & Louis
11533 Pillion Pl
Manor, TX 78653-3690
Property ID: 568269

SG Land Holdings LLC
2646 Dupont Dr Ste 60 Pmb 520
Irvine, CA 92612-7651
Property ID: 961985

Lawrence Kenneth R & Mary E
225 Oxbow Cv
Georgetown, TX 78628-7088
Property ID: 962003

Gonzalez Hector Jr
17817 Claress Ln
Manor, TX 78653-2491
Property ID: 962000

Ayala Mario & Sandy
17804 Claress Ln
Manor, TX 78653-2491
Property ID: 961962

Flamer Paul Douglas
14808 Kira Ln
Manor, TX 78653-2691
Property ID: 962318

Braden Family Trust
14812 Kira Ln
Manor, TX 78653
Property ID: 962317

Blea Vanessa Darene
14700 Kira Ln
Manor, TX 78653-2692
Property ID: 962326

Meritage Homes Of Texas LLC
17013 Bridgefarmer Boulevard
Pflugerville, TX Us 78660
Property ID: 962680

Meritage Homes Of Texas LLC
17013 Bridgefarmer Boulevard
Pflugerville, TX Us 78660
Property ID: 962597

Meritage Homes Of Texas LLC
17013 Bridgefarmer Boulevard
Pflugerville, TX Us 78660
Property ID: 962613

Manor Lodging Development LLC
29711 S Legends Village Ct
Spring, TX 77386-2036
Property ID: 725803

Ninh Lilian Doan Etal
1411 Dexford Dr
Austin, TX 78753
Property ID: 240884

Cottonwood Holdings Ltd
9900 Us Highway 290 E
Manor, TX 78653-9720
Property ID: 834308

City Of Manor
105 E Eggleston St
Manor, TX 78653-3463
Property ID: 877922

Metro H2o Ltd
P.O. Box 1119
Dripping Springs, TX 78620
Property ID: 526013

Meritage Homes Of Texas LLC
17013 Bridgefarmer Boulevard
Pflugerville, TX 78660
Property ID: 248029

8700 North Lamar Ltd
3267 Bee Caves Rd Ste 107
Austin, TX 78746-6773
Property ID: 240824

Lind Ella L
10011 Taylor Ln
Manor, TX 78653-4712
Property ID: 240827

290 Manor LLC
7-Eleven, Inc. P.O. Box 711
Dallas, TX 75221
Property ID: 377648

City Of Manor
105 E Eggleston St
Manor, TX 78653-3463
Property ID: 726008

Junction Development LLC
14747 N Northsight Blvd Ste 111-431
Scottsdale, AZ 85260-2631
Property ID: 377654

Norton Vickie Renee
16908 Christina Garza Dr
Manor, TX 78653-2337
Property ID: 942295

Junction Development LLC
14747 N Northsight Blvd Ste 111-431
Scottsdale, AZ 85260-2631
Property ID: 377651

Herman Ian & Lauren
13105 Craven Ln
Manor, TX 78653-3389
Property ID: 760515

Liefschultz Jake Randall
13116 Craven Ln
Manor, TX 78653-3389
Property ID: 760483

Perry Homes LLC
 9000 Gulf Fwy
 Houston, TX 77017-7018
 Property ID: 942261

Fernandez Richard Angue
 16812 Rakesh Way
 Manor, TX 78653-2327
 Property ID: 942270

Winterroth Edmund And E
 Revocable Trust
 2020 Denton Dr
 Austin,
 TX 78758-4504

**Leber Glen J & Cindy L Handwerk-
 Leb**
 16704 Christina Garza Dr
 Manor, TX 78653-2335
 Property ID: 942284

City Of Manor
 105 E Eggleston St
 Manor, TX 78653-3463
 Property ID: 816134

Williams Joyce B
 13113 Craven Ln
 Manor, TX 78653-3389
 Property ID: 760526

**Betancourt-Banda Beatriz M & Martin
 Banda**
 16700 Edwin Reinhardt Dr
 Manor, TX 78653-2159
 Property ID: 910247

Francisco Glen & Nedra
 16512 Christina Garza
 Manor, TX 78653-2163
 Property ID: 910242

Moore Lena & Eugene Jr
 16513 Christine Garza Dr
 Manor, TX 78653-2163
 Property ID: 910209

Hernandez Juan
 16813 John Michael Dr
 Manor, TX 78653-3392
 Property ID: 760500

Lee Donnie R & Ronda D
 13209 Craven Ln
 Manor, TX 78653-3390
 Property ID: 760505

Deleon Guadalupe & Diana Gamboa
 13213 Craven Ln
 Manor, TX 78653-3390
 Property ID: 760506

**Pruitt Jonathan Daniel & Meghan
 Elizabeth Laurin**
 16409 Christina Garza Dr
 Manor, TX 78653-2162
 Property ID: 910217

**Tiger Audrey E M & Anthony Wayne
 Tiger**
 16412 Christina Garza Dr
 Manor, TX 78653-2162
 Property ID: 910233

Meritage Homes Of Texas LLC
 17013 Bridgefarmer Boulevard
 Pflugerville, TX 78660
 Property ID: 804535

Russell Merrill W Iii & Linda M Russell
 16913 John Michael Dr
 Manor, TX 78653-3394
 Property ID: 760496

Larson Bryan & Ashley
 16905 Jonse Ct
 Manor, TX 78653-3391
 Property ID: 760511

Mcvade Connie E
 PO Box 2175
 Hammond, IN 46323-0175
 Property ID: 526039

Black Albert L & Kathy N
 11304 Runnel Ridge Rd
 Manor TX 78653-3873
 Property ID: 821545

Villalobos Gisela & Artemio
 11301 Runnel Ridge Rd
 Manor TX Usa 78653-3873
 Property ID: 568211

Mcvade Connie E
 PO Box 2175
 Hammond In 46323-0175
 Property ID: 526040

**Youngblood Saintjovite & Gloria
 Teresa Yee**
 11404 Runnel Ridge Rd
 Manor, TX 78653-3874
 Property ID: 568217

Wood Lori C
 11336 Terrace Way
 Manor, TX 78653
 Property ID: 568202

De La Pena Yvonne
 11300 Terrace Meadow Way
 Manor, TX 78653-3871
 Property ID: 696912

**Jankowiak Jon L & Shauna R Life
 Estate**
 13320 Craven Ln
 Manor, TX 78653-3387
 Property ID: 760542

Hfs Brothers Investments LLC
 107 Ranch Road 620 S Ste 350
 Lakeway, TX 78734-3980
 Property ID: 707692

Spitzengel Bruce
 1711 Oak Shade Dr
 Sugar Land, TX 77479-6480
 Property ID: 568227

Small Lakesha
 13605 Sun Dapple Ct
 Manor, TX 78653-3869
 Property ID: 696930

Cervantes Julie & Able
 11304 Terrace Meadow Way
 Manor, TX 78653-3871
 Property ID: 696916

**Shadowglen Residential Property
 Owners Association Inc**
 11525 Shadowglen Trce
 Manor, TX 78653-3878
 Property ID: 568684

Yakubek Ronald
 14213 Sage Blossom Dr
 Manor, TX 78653-2343
 Property ID: 940244

Turnquist Anthony John & Hannah
 Kathleen Keating
 14317 Mcarthur Dr
 Manor, TX Usa 78653-2359
 Property ID: 940230

Lank Alexandra Noelle
 14308 Mcarthur Dr
 Manor, TX Usa 78653-2359
 Property ID: 940232

Montgomery Cara Rae & Michael
 Lawre
 147 Kellogg Ln
 Bastrop, TX 78602-3214
 Property ID: 568262

Kelly Diana
 13808 Calera Cv
 Manor, TX 78653-3692
 Property ID: 568251

Sneed Karlton John & Brenda Kay
 Sneed
 13601 Amber Dawn Ct
 Manor, TX 78653-3868
 Property ID: 696942

Donnelly Lisa G
 13605 Amber Dawn Ct
 Manor, TX 78653-3868
 Property ID: 696941

Saleh Sam F & Gaukhar
 Kanlybayeva
 11209 Terrace Meadow Way
 Manor, TX 78653-3870
 Property ID: 696910

SG Land Holdings LLC
 2646 Dupont Dr Ste 60 Pmb 520
 Irvine, CA 92612-7651
 Property ID: 961973

Scf Rc Funding Iv LLC
 902 Carnegie Center Blvd Ste 520
 Princeton, NJ 08540-6531
 Property ID: 830449

Chavarria Jeremy
 11513 Pillion PI
 Manor, TX 78653-3690
 Property ID: 568264

SG Land Holdings LLC
 2646 Dupont Dr Ste 60 Pmb 520
 Irvine, CA 92612-7651
 Property ID: 961989

SG Land Holdings LLC
 2646 Dupont Dr Ste 60 Pmb 520
 Irvine, CA 92612-7651
 Property ID: 961987

Wal-Mart Real Estate Business Trust
 PO Box 8050
 Bentonville, AR 72712-8055
 Property ID: 830451

13100 Fm 973 Inc
 10095 Us Highway 290 E
 Manor, TX 78653-0539
 Property ID: 568070

Gonzales Kristen & Jacob
 11608 Pillion PI
 Manor, TX 78653-3691
 Property ID: 568255

Lick Dustin S & Heather L
 17701 Claress Ln
 Manor, TX 78653
 Property ID: 961994

Mura Raymond C & Linda S
 11700 Pillion PI
 Manor, TX 78653-3767
 Property ID: 697052

Sanchez Arturo & Sanjuana Perez
 Sanchez
 13717 Shadowglade PI
 Manor, TX 78653-3768
 Property ID: 697025

Shadowglen Residential Property
 Owners Association Inc
 11525 Shadowglen Trce
 Manor, TX 78653-3878
 Property ID: 962362

Randle Lamont & Sharla M
 11709 Pillow PI
 Manor, TX 78653
 Property ID: 697026

Bichugatti Kiran & Shivani V
 Thanalapati
 14616 Kira Ln
 Manor, TX 78653-2693
 Property ID: 962328

Jackson Adrian Jerome & Carol
 Michelle Jackson
 14209 Kira Ln
 Manor, TX 78653
 Property ID: 962339

Perry Homes LLC
 PO Box 34306
 Houston, TX 77234-4306
 Property ID: 962345

Dwyer Peter A
 9900 Us Highway 290 E
 Manor, TX 78653-9720
 Property ID: 240887

Shadowglen Golf L P
 12801 Lexington St
 Manor, TX 78653-3333
 Property ID: 888159

Manor Independent School Distr
 PO Box 359
 Manor,, TX 78653-0359
 Property ID: 240891

290 East Not West LLC
 421d Congress Ave
 Austin, TX 78701
 Property ID: 240825

Reta Realty LLC
 5301 Heather Ct
 Flower Mound, TX 75022-5684
 Property ID: 240892

Pokorney Daniel & Sherri Lynne
 169 Pleasant Grove Rd
 Elgin, TX 78621-5011
 Property ID: 240896

Rector Cemetery
12801 Lexington St
Manor, TX 78653-3333
Property ID: 822534

Mkr Properties LLC Series 11211 Us Hwy 290
5905 York Bridge Cir
Austin, TX 78749-2211
Property ID: 377649

Sonic Development Of Central Texas
PO Box 17788
Austin, TX 78760-7788
Property ID: 377650

Kusum Hospitality LLC
11301 Us Hwy 290 E
Manor, TX 78653-9714
Property ID: 377658

Ghulam Jeelani & Vikash Chadda
13100 Craven Ln
Manor, TX 78653-3389
Property ID: 760458

Shadowglen Residential Property Owners Association Inc
11525 Shadowglen Trce
Manor, TX 78653-3878
Property ID: 942298

Perry Homes LLC
9000 Gulf Fwy
Houston, TX 77017-7018
Property ID: 942297

Camara Ivan D & Evelyn G Zirena
16800 Christina Garza Dr
Manor, TX 78653-2336
Property ID: 942288

Thurman Jeff Lynn Jr & Kristeen Ann
16901 Christina Garza Dr
Manor, TX 78653-2337
Property ID: 942262

Perry Homes LLC
9000 Gulf Fwy
Houston, TX 77017-7018
Property ID: 942260

Perry Homes LLC
9000 Gulf Fwy
Houston, TX 77017-7018
Property ID: 942259

Brew Darrell Gurome
16616 Christina Garza Dr
Manor, TX 78653-2164
Property ID: 942282

Brown Brandy Nichole
16612 Christina Garza Dr
Manor, TX 78653-2164
Property ID: 942281

Ibarra Roanda Lopez Etal
16613 Christina Garza Dr
Manor, TX 78653-2164
Property ID: 942257

Lee Junhee
16704 Edwin Reinhardt Dr
Manor, TX 78653-2159
Property ID: 910248

Needles Kay Elaine
16816 John Michael Dr
Manor, TX 78653-3392
Property ID: 760461

Hauflaire Jordan & Drake Hauflaire
13205 Craven Ln
Manor, TX 78653-3390
Property ID: 760504

Harrison Chandler Court & Kathryn Paige Bouldin
16425 Christina Garza Dr
Manor, TX 78653-2162
Property ID: 910213

SG Land Holdings LLC
2646 Dupont Dr Ste 60 Pmb 520
Irvine, CA 92612-7651
Property ID: 804541

Shadowglen Residential Property Owners Association Inc
11525 Shadowglen Trce
Manor, TX 78653-3878
Property ID: 910220

Dwyer Peter A
9900 Us Highway 290 E
Manor, TX 78653-9720
Property ID: 526066

Eckman James P & Cynthia Edmondson
16916 John Michael Dr
Manor, TX 78653-3394
Property ID: 760466

Dwyer Peter A
9900 Us Highway 290 E
Manor, TX 78653-9720
Property ID: 526064

Meritage Homes Of Texas LLC
17013 Bridgefarmer Boulevard
Pflugerville, TX 78660
Property ID: 804537

Spence Carnelia
PO Box 518
Manor, TX 78653-0518
Property ID: 526044

Curry-Ikner Dallas
1112 Autumn Sage Way
Pflugerville, TX 78660-5864
Property ID: 526045

Habte-Ab Fess & MeAZa Demissie
11400 Runnel Ridge Rd
Manor, TX 78653-3874
Property ID: 568216

Marino Vincent D
11305 Runnel Ridge Rd
Manor, TX 78653-3873
Property ID: 568210

Ruth Mark W
11400 Terrace Meadow Way
Manor, TX 78653-3872
Property ID: 568203

Scott Trust
11328 Terrace Meadow Way
Manor, TX 78653-3871
Property ID: 568200

**De La Pena Yvonne & Luz Maria
Oranday**
11300 Terrace Meadow Way
Manor, TX 78653-3871
Property ID: 696917

**Arellano Sonya & Nicolas Tejada
Valdez**
13600 Amber Dawn Ct
Manor, TX 78653-3868
Property ID: 696932

Anwar Shadab & Shaista Perween
11220 Terrace Meadow Way
Manor, TX 78653-3870
Property ID: 696920

Joann M Hansen
11204 Terrace Meadow Way
Manor, TX 78653-3870
Property ID: 696906

Wang Xiaomeng
12516 78th Ln Ne
Kirkland, WA 98034-7518
Property ID: 940246

Carreon Siggly J
14309 Mc Arthur Dr
Manor, TX 78653-2359
Property ID: 940228

City Of Manor
105 E Eggleston St
Manor, TX 78653-3463
Property ID: 862598

Larson Jessica
11213 Terrace Meadow Way
Manor, TX 78653-3870
Property ID: 696911

Hudson Melissa A & Marc Jordan
11200 Terrace Meadow Way
Manor, TX 78653-3870
Property ID: 696907

Masi Cheri & John
11201 Terrace Meadow Way
Manor, TX 78653-3870
Property ID: 696908

SG Land Holdings LLC
2646 Dupont Dr Ste 60 Pmb 520
Irvine, CA 92612-7651
Property ID: 961976

Burrell Elliott Charles & Brenda J
13805 Calera Cv
Manor, TX 78653-3692
Property ID: 568247

Molla Syfuddin Md & Jahanara Pervin
13808 Shadowlawn Trce
Manor, TX 78653-3694
Property ID: 568244

**Brazauski Adam Joseph Charles &
Bethan Grace Castle**
17700 Claress Ln
Manor, TX 78653-2727
Property ID: 961968

Vandeliwala Ismail
17708 Claress Ln
Manor, TX 78653-2727
Property ID: 961966

**Swartz Robert Walter & Joan Ruska
Benedetti**
11609 Pillion Pl
Manor, TX 78653-3691
Property ID: 568272

**Stubbs Michael Reyes & Catalina
Burgos**
17305 Howdy Way
Manor, TX 78653-2730
Property ID: 962006

Gagarin Ako & Gabriella Georgedes
17713 Claress Ln
Manor, TX 78653
Property ID: 961995

House Sharon D & Wadine Miles
11704 Pillion Pl
Manor, TX 78653-3767
Property ID: 697053

McClure Thomas Trent
14816 Kira Ln
Manor, TX 78653-2691
Property ID: 962316

**Shadowglen Residential Property
Owners Association Inc**
11525 Shadowglen Trce
Manor, TX 78653-3878
Property ID: 962426

Butler Family Partnership Ltd
PO Box 9190
Austin, TX 78766-9190
Property ID: 568069

**Kirksy Mylon Jamar & Diego Israel
Rodriguez Camacho**
14813 Kira Ln
Manor, TX 78653
Property ID: 962344

Meritage Homes Of Texas LLC
17013 Bridgefarmer Boulevard
Pflugerville, TX 78660
Property ID: 962683

Paredes Joanne & Danny Tran
14621 Kira Ln
Manor, TX 78653-2693
Property ID: 962337

Meritage Homes Of Texas LLC
17013 Bridgefarmer Boulevard
Pflugerville, TX Us 78660
Property ID: 962682

290 East Not West LLC
421d Congress Ave
Austin, TX 78701
Property ID: 240826

**Shadowglen Development
Corporation**
9900 Hwy 290 E
Manor, TX 78653-9720
Property ID: 860828

**Shadowglen Residential Property
Owners Association Inc**
11525 Shadowglen Trce
Manor, TX 78653-3878
Property ID: 725396

Alexander Darrell & Veronica
16808 Christina Garza Dr
Manor, TX 78653-2336
Property ID: 942290

11311 East Hwy 290 LLC
11311 Us Highway 290 E
Manor, TX 78653-9714
Property ID: 377659

Shadowglen Residential Property
Owners Association Inc
11525 Shadowglen Trce
Manor, TX 78653-3878
Property ID: 760459

Johnson Chelsea Ann
16709 Christina Garza Dr
Manor, TX 78653-2335
Property ID: 942253

Ladd Wendell Nelson Iii
16617 Christina Garza Dr
Manor, TX 78653-2164
Property ID: 942256

Dwyer Peter A
9900 Us Highway 290 E
Manor, TX 78653-9720
Property ID: 725370

SchnelDer Luiza H & Andrew Walt
16505 Christina Garza Dr
Manor, TX 78653-2163
Property ID: 910211

Monje Pablo Hernandez
16905 John Michael Dr
Manor, TX 78653-3394
Property ID: 760497

Banks Michael D & Rachel Banks
16921 John Michael Dr
Manor, TX 78653-3394
Property ID: 760495

Morales Jose D Aguilar
13301 Craven Ln
Manor, TX 78653-3387
Property ID: 760513

Fry Elizabeth L & Briana S
17000 John Michael Dr
Manor, TX 78653-3393
Property ID: 760531

Mitri Nicolas & Catherine Chedrawi
11317 Runnel Ridge Rd
Manor, TX 78653-3873
Property ID: 568207

Willis William & Tia Kenyon
13324 Craven Ln
Manor, TX 78653-3387
Property ID: 760541

Klock Lauren Nicole & Charles
Sumter Belote Iv
14316 Sage Blossom Dr
Manor, TX 78653-2355
Property ID: 940252

Haisler Dustin & Amanda
11216 Terrace Meadow Way
Manor, TX 78653-3870
Property ID: 696921

Jaganathan Shiva And Sudha
14300 Sage Blossom Dr
Manor, TX 78653-2355
Property ID: 940256

Hooper Mikisha & Bryce R Davis
14217 Sage Blossom Dr
Manor, TX 78653-2343
Property ID: 940245

Kazmi Sajjad & Jamie Lynn
PettyJohn
13801 Calera Cv
Manor, TX 78653-3692
Property ID: 568248

Francis-Scott Angelene & Donald
Scott
13600 Branch Light Ln
Manor, TX 78653-3867
Property ID: 696943

SG Land Holdings LLC
2646 Dupont Dr Ste 60 Pmb 520
Irvine, CA 92612-7651
Property ID: 961993

SG Land Holdings LLC
2646 Dupont Dr Ste 60 Pmb 520
Irvine, CA 92612-7651
Property ID: 961992

Taylor Charles E & Jaimie Michelle
Murga
13809 Calera Cv
Manor, TX 78653-3692
Property ID: 568246

Warren Suzanne
13812 Shadowlawn Trce
Manor, TX 78653-3694
Property ID: 568245

Vasquez Jose Jr
13813 Shadowlawn Trace
Manor, TX 78653-3694
Property ID: 568256

Sierra Jesus & Veronica Luna
17204 Howdy Way
Manor, TX 78653-2729
Property ID: 961971

Insignares Eliana B & Shawn
Dileonardo
11601 Pillion PI
Manor, TX 78653-3691
Property ID: 568270

Kattengell Mario
11612 Pillion PI
Manor, TX 78653-3691
Property ID: 697016

Willis Sonny & April Ann
13728 Shadowglade PI
Manor, TX 78653-3768
Property ID: 697022

Realtron Inc
13276 Research Blvd Ste 105
Austin, TX 78750-3225
Property ID: 697023

Ewing Phillip P & Irma
13721 Shadowglade PI
Manor, TX 78653-3768
Property ID: 697024

Lawrence Kenneth Robert & Mary
Ellen Lawrence
225 Oxbow Cv
Georgetown, TX 78628-7088
Property ID: 961999

**Talley Angel E Perez & Ashley M
Perez Talley**
17808 Claress Ln
Manor, TX 78653-2491
Property ID: 961961

Murphy Nicholas & Tess Rebecca
14800 Kira Ln
Manor, TX 78653
Property ID: 962320

Sanchez Glen & Sydnie J Saechow
17820 Claress Ln
Manor, TX 78653-2491
Property ID: 962076

**Taylor Derek Maurice & Alejandra
Aldana Del**
14712 Kira Ln
Manor, TX 78653-2692
Property ID: 962323

**Sangam Purnachandra Rao &
Prashant**
14809 Kira Ln
Manor, TX 78653-2691
Property ID: 962343

Guan Ping
14604 Kira Ln
Manor, TX 78653-2693
Property ID: 962331

Meritage Homes Of Texas LLC
17013 Bridgefarmer Boulevard
Pflugerville, TX 78660
Property ID: 962679

Meritage Homes Of Texas LLC
17013 Bridgefarmer Boulevard
Pflugerville, TX 78660
Property ID: 962612

Zeulka Theresa C Life Estate
13245 Gregg Manor Rd
Manor, TX 78653-3312
Property ID: 248003

Dwyer Peter A
9900 Us Highway 290 E
Manor, TX 78653-9720
Property ID: 240885

290 East Not West LLC
421d Congress Ave
Austin, TX 78701
Property ID: 240832

290 East Not West LLC
421d Congress Ave
Austin, TX 78701
Property ID: 240831

**Shadowglen Residential Property
Owners Association Inc**
11525 Shadowglen Trce
Manor, TX 78653-3878
Property ID: 725399

**Flake Michael Raymond & Linda
Marie**
16816 Christina Garza Dr
Manor, TX 78653-2336
Property ID: 942292

Allen Daniel Carl & Miguel
16812 Christina Garza Dr
Manor, TX 78653-2336
Property ID: 942291

**Gadberry Kelly Lee & Audrey Jean
Nicholson**
16712 Christina Garza Dr
Manor, TX 78653-2335
Property ID: 942286

**Greater Texas Federal Credit U
Federal Credit Union**
12544 Riata Vista Circle
Austin, TX 78727
Property ID: 773172

Cebol Leonard G & Marlene G
13108 Craven Ln
Manor, TX 78653-3389
Property ID: 760518

Forbes Christina & Tabitha A Croft
16608 Christina Garza Dr
Manor, TX 78653-2164
Property ID: 942280

Junction Development LLC
14747 N Northsight Blvd Ste 111-431
Scottsdale, AZ 85260-2631
Property ID: 377652

Chong Lyndsey Juliane Etal
16609 Christina Garza Dr
Manor, TX 78653-2164
Property ID: 942258

**VelAZquez Roberto & Monica
Rodriguez**
16424 Christina Garza Dr
Manor, TX Usa 78653-2162
Property ID: 910237

Stevenson Timothy & Harriet
16416 Christina Garza Dr
Manor, TX 78653-2162
Property ID: 910235

Elengold Mitchell E & Tresa L
16817 John Michael
Manor, TX 78653-3392
Property ID: 760499

**Perez Carlos & Iris CamPOs
Rodriguez**
17013 John Michael Dr
Manor, TX 78653-3393
Property ID: 760549

Ogsby Raymond Lee & Lou Ann
13412 Holly Crest Ter
Manor, TX 78653-3749
Property ID: 568619

Villarreal Miguel & Edith
11316 Runnel Ridge Rd
Manor, TX 78653-3873
Property ID: 568214

**Shadowglen Residential Property
Owners Association Inc**
11525 Shadowglen Trce
Manor, TX 78653-3878
Property ID: 940253

Thompson Peyton
11416 Runnel Ridge Rd
Manor, TX 78653-3874
Property ID: 568220

**Copeland Joseph Jr & Paulette
Chatman-Copeland**
11421 Runnel Ridge Rd
Manor, TX 78653-3874
Property ID: 568222

Llew Keltner
PO Box 1688
Portland, OR 97207-1688
Property ID: 568221

Wall James E
11409 Runnel Ridge Rd
Manor, TX 78653-3874
Property ID: 568225

Howard David & Leah
PO Box 722
Manor, TX 78653-0722
Property ID: 568223

Love Nathan & Kristina Achuff
11308 Terrace Meadow Way
Manor, TX 78653-3871
Property ID: 696915

Carter Richard E & RUTHie
11224 Terrace Meadow Way
Manor, TX 78653-3870
Property ID: 696919

Snow Troy
11212 Terrace Meadow Way
Manor, TX 78653-3870
Property ID: 696904

Henton Nettie S & Lonnie M
11208 Terrace Meadow Way
Manor, TX 78653-3870
Property ID: 696905

Shadowglen Residential
11525 Shadowglen Trace
Manor, TX 78653-3878
Property ID: 568630

Winkler Howard
13444 Holy Crest Ter
Manor, TX 78653-3749
Property ID: 568627

Benavides Erin
14304 Mcarthur Dr
Manor, TX Usa 78653-2359
Property ID: 940233

Weaver Warren B
14305 Mcarthur Dr
Manor, TX 78653-2359
Property ID: 940227

SG Land Holdings LLC
2646 Dupont Dr Ste 60 Pmb 520
Irvine, CA 92612-7651
Property ID: 961974

Calderon Fecita Naomi
11501 Pillion PI
Manor, TX 78653-3690
Property ID: 568261

Ortiz Noel
14217 Mcarthur Dr
Manor, TX Usa 78653-2358
Property ID: 940225

SG Land Holdings LLC
2646 Dupont Dr Ste 60 Pmb 520
Irvine, CA 92612-7651
Property ID: 961978

De La Rosa Gabriel & Patricia
11517 Pillion PI
Manor, TX 78653-3690
Property ID: 568265

Riedl David A & Kristy L
11529 Pillion PI
Manor, TX 78653-3690
Property ID: 568268

Vanbuskirk Jr John C & Sherri L
Vanbuskirk
13809 Shadowlawn Trce
Manor, TX 78653-3694
Property ID: 568257

Law Jonathan & Christine Law
17208 Howdy Way
Manor, TX 78653-2729
Property ID: 961970

Saini Sameer & Summer SIDdiqui
17704 Claress Ln
Manor, TX 78653-2727
Property ID: 961967

Jackson Travis & Tameika
13717 Shadowlawn Trce
Manor TX 78653-3693
Property ID: 697011

Sethuraman Priya
13708 Shadowglade PI
Manor, TX 78653-3768
Property ID: 697013

LGI Homes-Texas LLC
1450 Lake Robbins Dr Ste 430
The Woodlands, TX 77380-3294
Property ID: 962008

Berlin Tyler Andrew & Lauren Nicole
17720 Claress Ln
Manor, TX 78653-2727
Property ID: 961964

LGI Homes-Texas LLC
1450 Lake Robbins Dr Ste 430
The Woodlands, TX 77380-3294
Property ID: 961996

Keller James li & Danielle M Newlin
13716 Shadowglade PI
Manor, TX 78653-3768
Property ID: 697019

LGI Homes-Texas LLC
1450 Lake Robbins Dr Ste 430
The Woodlands, TX 77380-3294
Property ID: 961998

Pettis Clarizet Rene & Jermaine
Marquest
14801 Kira Ln
Manor, TX 78653-2691
Property ID: 962342

Thompson Nicholas & Cherise
14713 Kira Ln
Manor, TX 78653-2692
Property ID: 962340



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 16, 2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Conduct a public hearing on an ordinance rezoning two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF-1) to Downtown Business (DB).

Applicant: Jiwon Jung

Owner: Build Block

BACKGROUND/SUMMARY:

The property at 108 W. Boyce was previously requested to be rezoned to Downtown Business by the same applicant. At the February 8th P&Z meeting, discussion was held and the rezoning request for 108 W. Boyce was recommended for denial due to the lot’s small size and the remaining single-family home at 104 W. Boyce between 108 W. Boyce and 109 N. Lexington. The City Council also denied the request for 108 W. Boyce for the same reasons. The applicant has purchased the lot at 104 W. Boyce to alleviate the prior concerns as the property is now larger and there won’t be a single-family residence between two commercial/mixed-use developments.

The applicant has provided a conceptual layout of a 3-story mixed-use building for the property. Downtown Business zoning is consistent with the area’s designation in the Comprehensive Plan’s Future Land Use Map as Downtown Mixed-Use. A combination of on-site and off-site (street) parking is envisioned.

The Planning and Zoning Commission voted 5-1 to postpone until the next commission meeting on September 13th when a rendering of what the development looks like is provided.

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

- Ordinance
- Letter of Intent
- Rezoning map
- Aerial Image
- Conceptual Site Plan
- FLUM
- Downtown Mixed-Use Dashboard
- Public Notices and Labels

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council conduct the public hearing.

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

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM SINGLE FAMILY SUBURBAN (SF-1) TO DOWNTOWN BUSINESS (DB); 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 Single Family Suburban (SF-1) to zoning district Downtown Business (DB). The Property is accordingly hereby rezoned to Downtown Business (DB).

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 ____ day of ____ 2023.

PASSED AND APPROVED SECOND AND FINAL READING on this the ____ day of ____ 2023.

THE CITY OF MANOR, TEXAS

Dr. Christopher Harvey,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC,
City Secretary

ORDINANCE NO.

Page 3

EXHIBIT “A”

Property Address:
104-108 West Boyce Street, Manor, TX 78653

Property Legal Description 104 West Boyce Street:

Being the west one-half (1/2) of Lot 16, 17 and east one-half (1/2) of Lot 18, Block 29, Town of Manor

Property Legal Description 108 West Boyce Street:

Being the west one-half (1/2) Lot 18, 19, and 20, Block 29, Town of Manor

May. 15, 2023

Development Services
City of Manor
105 E Eggleston Street
Manor, TX 78653

Letter of Intent for Rezoning

Project Address: 104 Boyce St, Manor, TX 78653

Property ID: 238661

Legal Description: W 1/2 OF LOT 16, 17 & E 1/2 OF LOT 18 BLK 29 MANOR TOWN OF

The property owner seeks to rezone the 0.165-acre lot located at 108 W Boyce St, Manor, TX 78653 from SF-1(Single Family Suburban) to DB (Downtown Business).

Manor city is planning to expand its central commercial area to revitalize the city and improve the quality of life of adjacent residential areas. To keep up with that idea, dense development of urban areas, especially divided into Downtown Mixed-Use uses including the site, will be required. However, the subject site, which is in the Downtown Mixed-Use area, is currently designated as an SF-1(Single Family Suburban) zone, and only low-density development is possible, which is not in line with Manor city's urban planning. In this situation, I hope that we can create a dense commercial and residential community to meet the idea of Manor city planning, through this zoning change.

As a large multi-family and mixed-use development project such as Manor Crossing Project is planned, the owner seeks an opportunity to respond to the population growth. Rezoning this tract will allow providing opportunities for cultural diversity and commercial growth. The property currently sits along West Boyce Street as a cross lot being DB-zoned parcel. I believe that rezoning the subject tract as proposed will not alter or impair the adjacent uses/properties.

I 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 with your questions and comments.

Sincerely,

Jiwon Jung
CEO of Build Block Inc.
2700 E 2nd St
Los Angeles, CA 90033

May. 15, 2023

Development Services
City of Manor
105 E Eggleston Street
Manor, TX 78653

Letter of Intent for Rezoning

Project Address: 108 W Boyce St, Manor, TX 78653

Property ID: 238660

Legal Description: W 1/2 OF LOT 18,19-20 BLK 29 MANOR TOWN OF

The property owner seeks to rezone the 0.165-acre lot located at 108 W Boyce St, Manor, TX 78653 from SF-1(Single Family Suburban) to DB (Downtown Business).

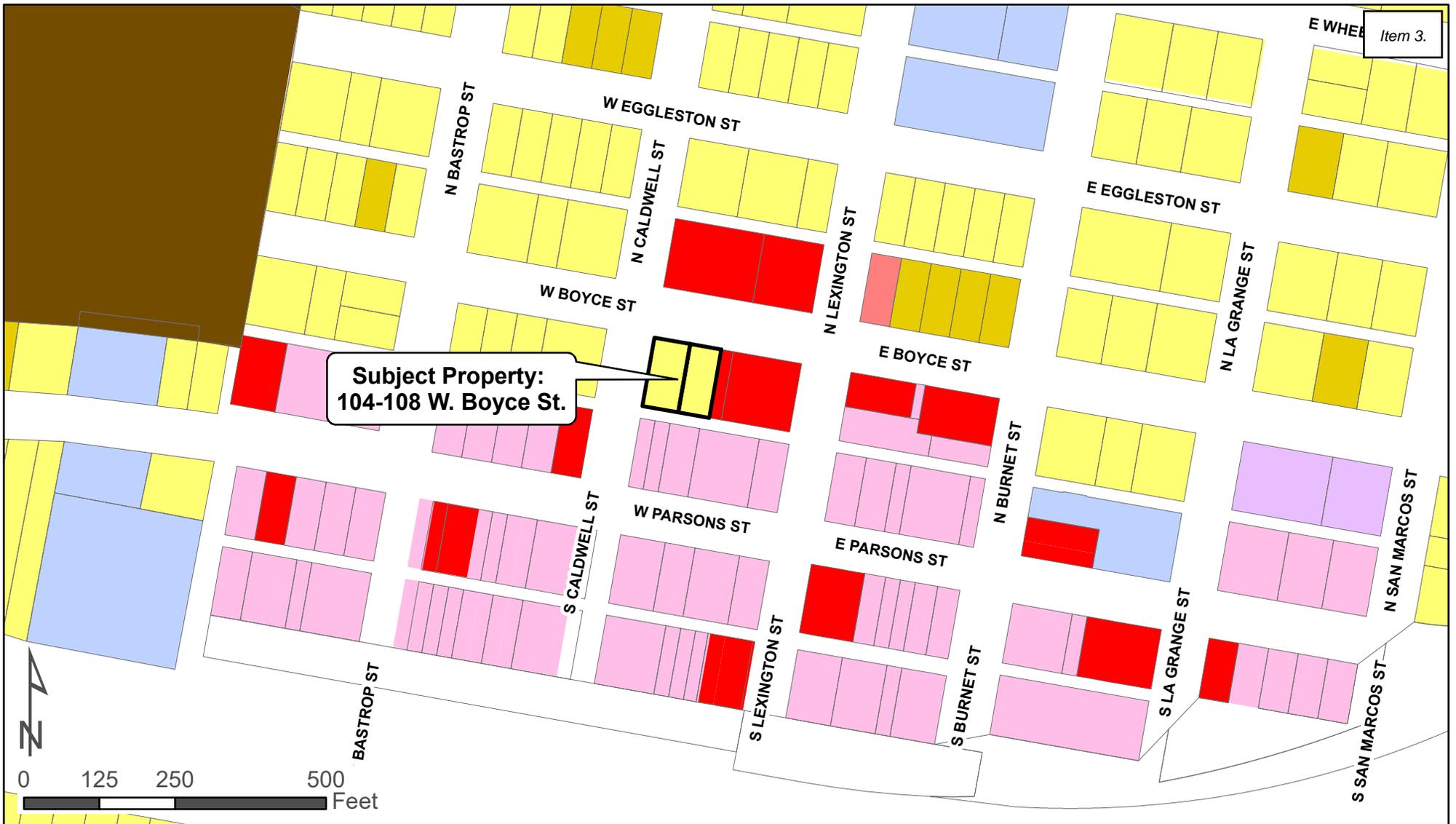
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As a large multi-family and mixed-use development project such as Manor Crossing Project is planned, the owner seeks an opportunity to respond to the population growth. Rezoning this tract will allow providing opportunities for cultural diversity and commercial growth. The property currently sits along West Boyce Street as a cross lot being DB-zoned parcel. I believe that rezoning the subject tract as proposed will not alter or impair the adjacent uses/properties.

I 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 with your questions and comments.

Sincerely,

Jiwon Jung
CEO of Build Block Inc.
2700 E 2nd St
Los Angeles, CA 90033



**Subject Property:
104-108 W. Boyce St.**

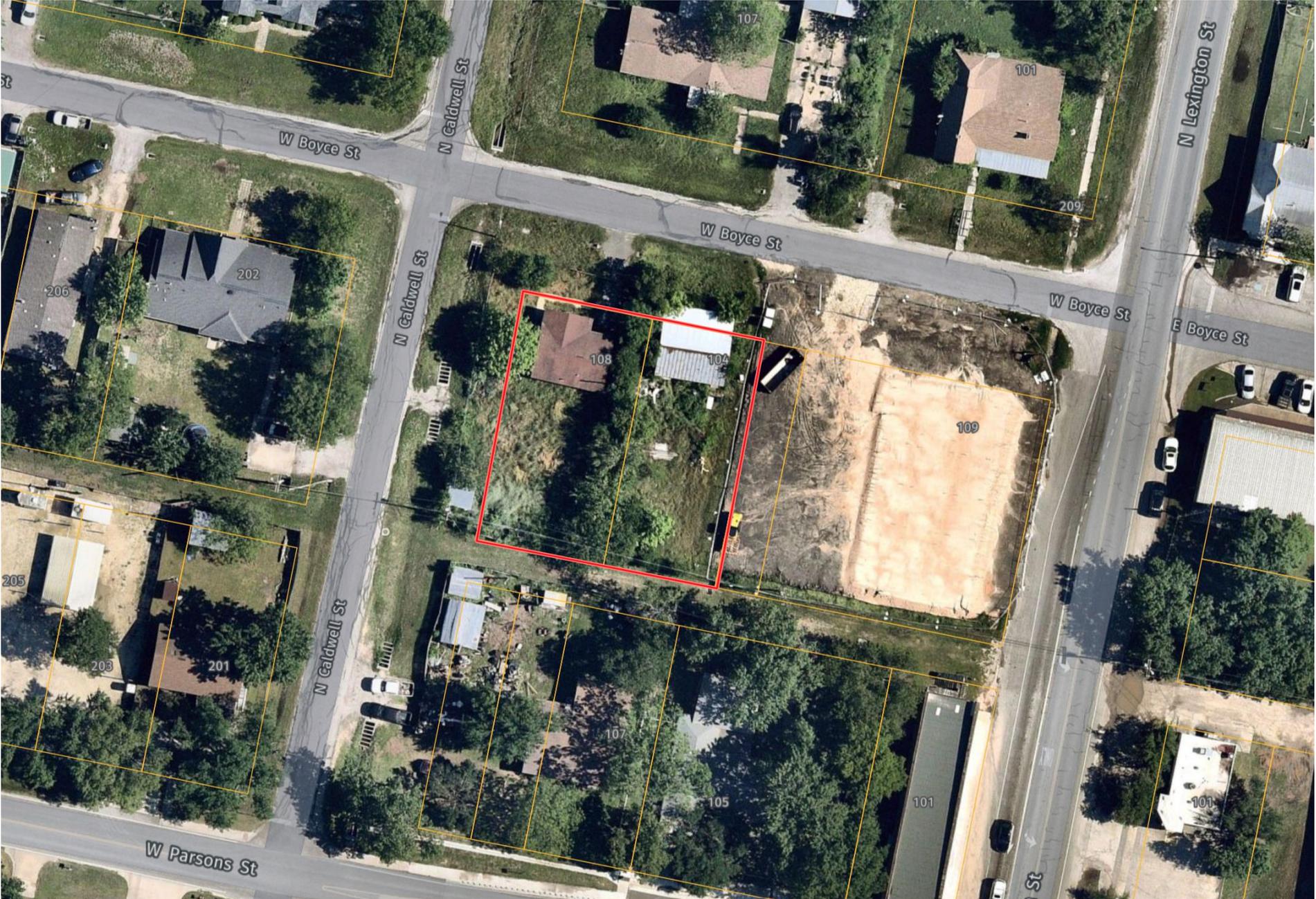
Item 3.

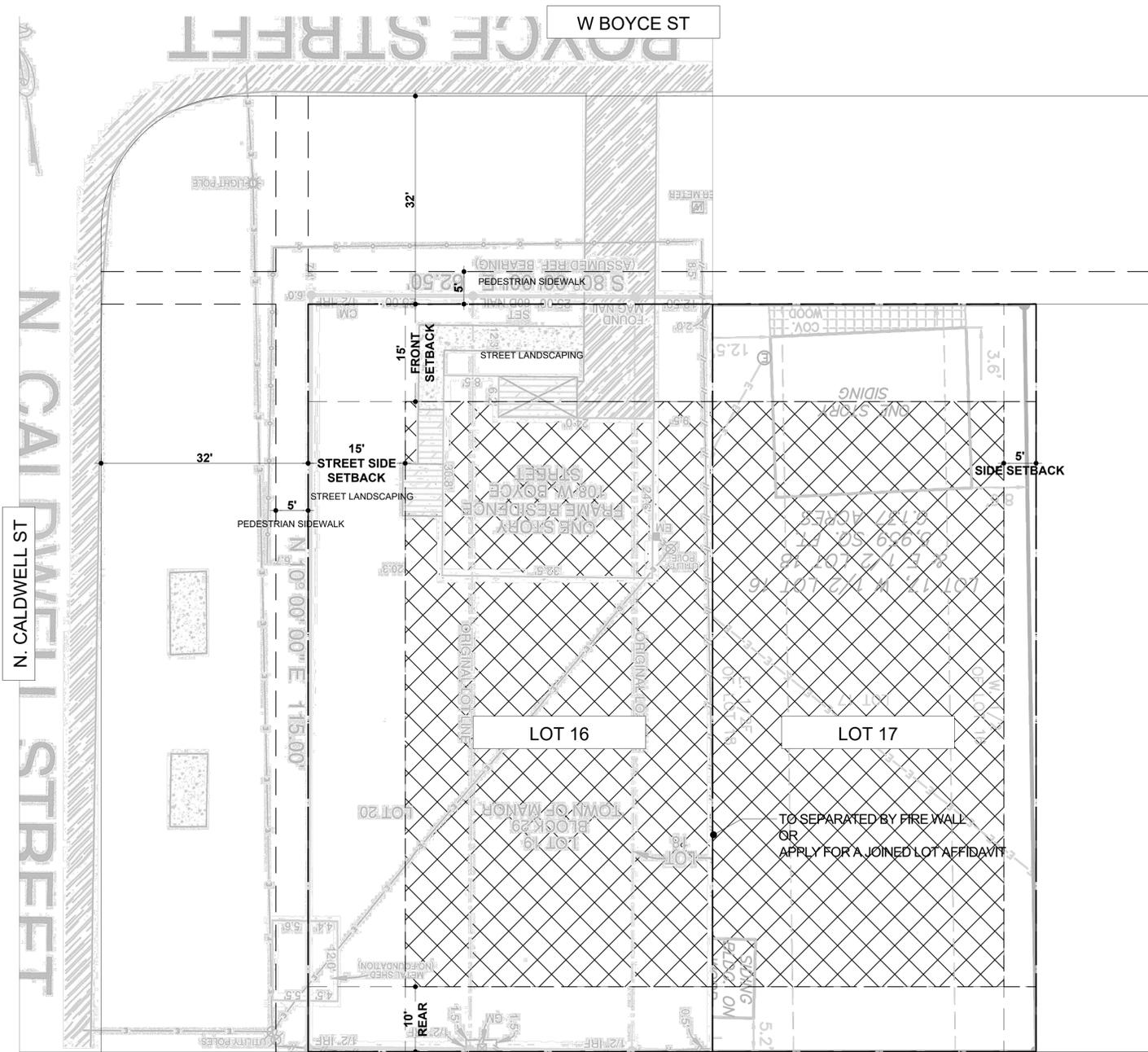


**Current:
Single Family Suburban (SF-1)**

**Proposed:
Downtown Business (DB)**

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





— — — PROPERTY LINE
 [Cross-hatched box] BUILDABLE AREA (64% LOTS)

A (N) BUILDABLE AREA
 SCALE = 3/32" = 1'-0"

SITE INFORMATION - 108 BOYCE

Site Address: 108 W Boyce St, Manor, TX 78653
 Block: 29
 Legal Description: W 1/2 of lot 18, 19-20 BLK 29 Town of Manor
 Lot Size: 0.165 acres (7,187.4 SF)

SITE INFORMATION - 104 BOYCE

Site Address: 104 W Boyce St, Manor, TX 78653
 Block: 29
 Legal Description: W 1/2 of lot 16, 17 & E 1/2 of lot 18 BLK 29 Town of Manor
 Lot Size: 0.132 acres (5,749.92 SF)

BUILDING CODE ANALYSIS (DOWNTOWN BUSINESS)

Setbacks
 Front: 15 ft
 Side: 0 ft with Fire-Rated Walls
 Rear: 10 ft
 Street Side: 15 ft

Max. Building Height: 60 ft
 Max. Building Coverage: 95%

Minimum Dwelling Size: 500 SF, Historic
 Max. # of Dwelling Units: 25 per Acre

PARKING ANALYSIS

Residential
 1 1/2 Required for 1-Bedroom unit
 2 Required for each 2-Bedroom unit
 2 1/2 Required for 3+ Bedroom unit
 - 10% of total spaces for guests

Commercial
 1 per 250 square feet

OWNER: BUILD BLOCK
 PROJECT ADDRESS: 108, 104 W BOYCE ST, MANOR, TX 78653
MIXED-USE DEVELOPMENT

REVISION TABLE

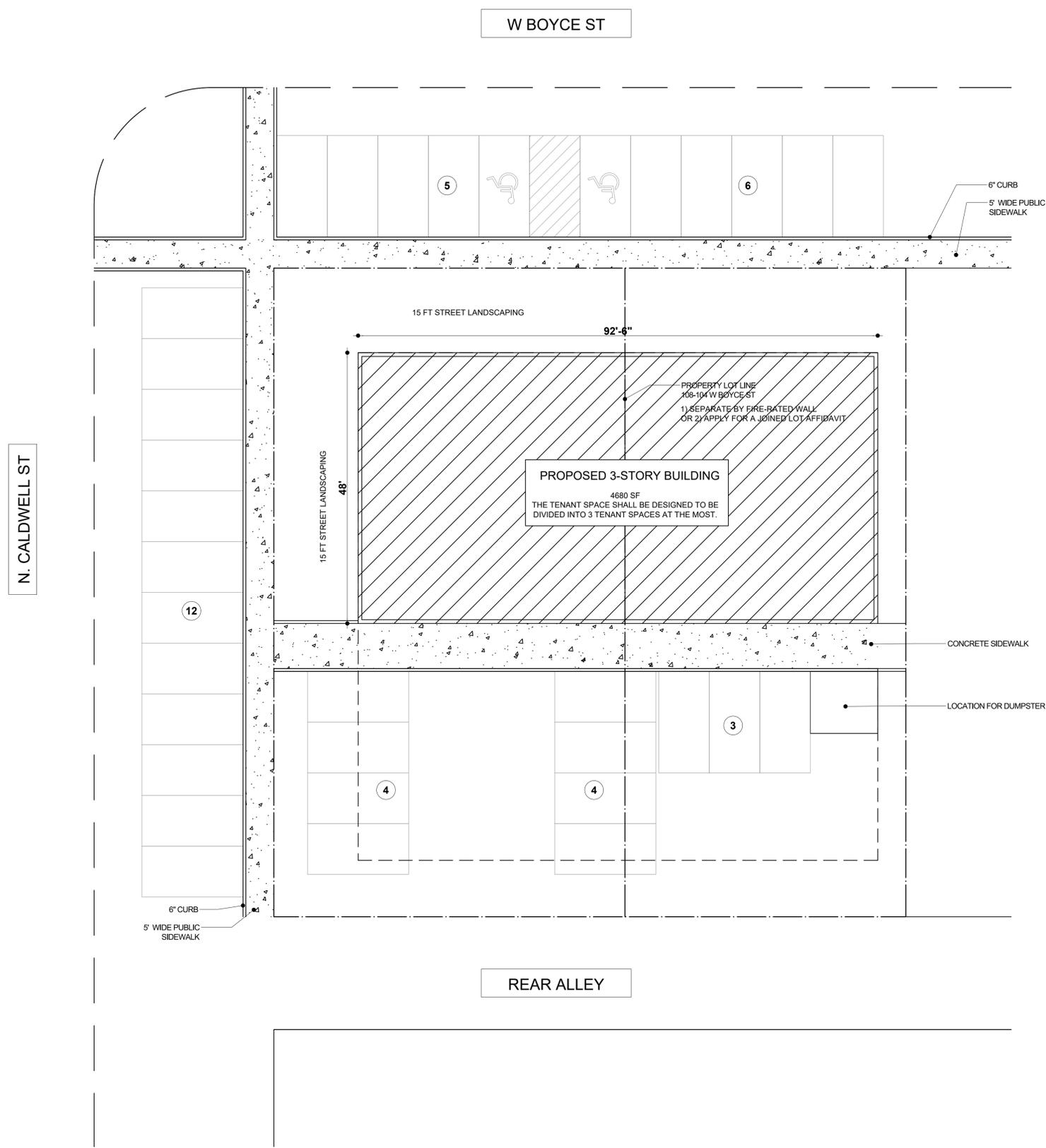
Number	Date	Description
1	MAY 22, 2023	REZONING APPLICATION

PROJECT # : 21036101 - 2
 PLOT DATE : 2023 / 05 / 22
 DRAWN BY : JIWON JUNG
 CHECKED BY : JIWON JUNG

ALL IDEAS, ARRANGEMENTS AND DESIGN CONCEPTS ARE PROPRIETARY TO JIWON JUNG AND SHALL NOT BE USED OR REPRODUCED IN PART OR IN WHOLE WITHOUT THE EXPRESS PERMISSION IN WRITING BY JIWON JUNG.

PROJECT SUMMARY

A-0.0



ARTICLE 15.02 - PARKING STANDARDS

USE	# OF PARKING SPACES	REQUIRED	PROVIDED
RESIDENTIAL - MULTI-FAMILY	1 & 1/2 SPACE FOR EACH 1-BEDROOM UNIT	6	15
	2 SPACES FOR EACH 2-BEDROOM UNIT	8	
RETAIL SALES	ONE SPACE FOR EACH 250 SF OF RETAIL FLOOR AREA	19	19
TOTAL		34	35

A GROUND FLOOR PLAN (COMMERCIAL)
SCALE = 3/32" = 1'-0"

OWNER: BUILD BLOCK
PROJECT ADDRESS: 108, 104 W BOYCE ST, MANOR, TX 78663
MIXED-USE DEVELOPMENT

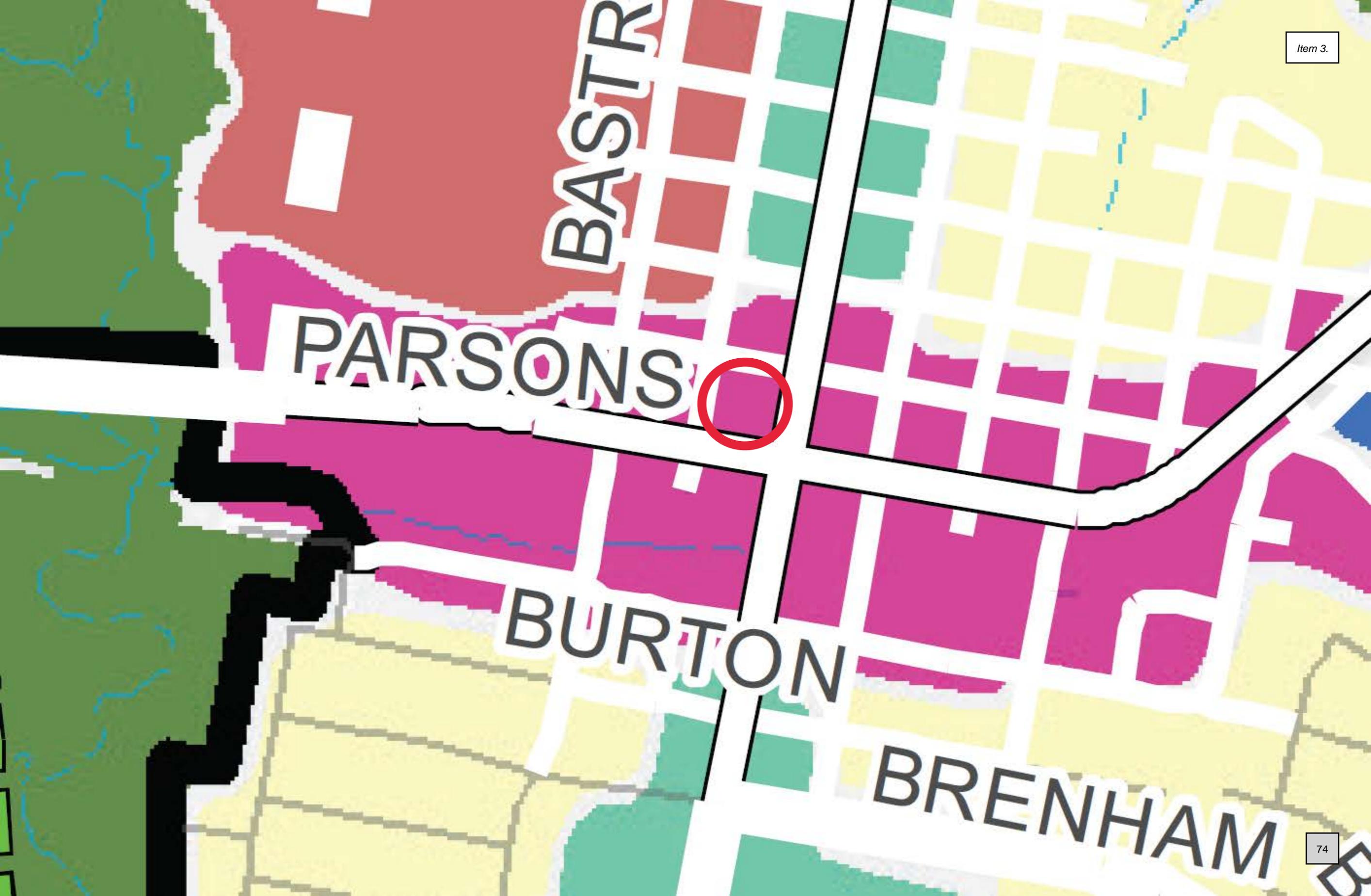
REVISION TABLE

Number	Date	Description
	MAY 22, 2023	REZONING APPLICATION

PROJECT # : 21036101 - 2
PLOT DATE : 2023 / 05 / 22
DRAWN BY : JIWON JUNG
CHECKED BY : JIWON JUNG
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PRELIMINARY PLANS

A- 0.1



PARSONS

BASTR

BURTON

BRENHAM

DOWNTOWN MIXED-USE

Downtown Mixed-Use is intended for the residential, commercial, business, and office uses that line the Old Highway 20 corridor and adjacent streets, including the traditional downtown shopping district of Manor.

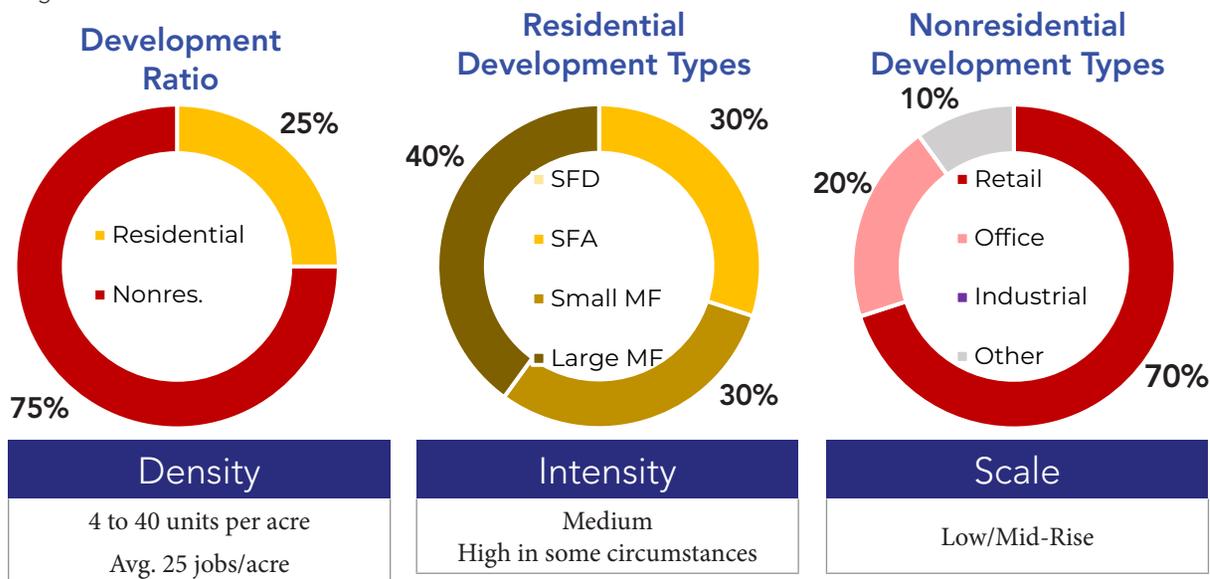
Not only is this area currently a mixed-use environment currently, but it is envisioned to see a strong reinvention via more density and a higher mix of uses in the future. This area should be designed to accommodate transit, should rail services extend to Manor from Austin. However, even if the rail does not come, a downtown that is comprised of high-density mixed-use development will still bring many opportunities and benefits to the community.

Densities range between 4 and 40 units per acre, although individual sites may achieve higher densities if they are coordinated within the rest of the area, provide superior access to services and amenities, and appropriate compatibility to adjacent uses is provided.

Here, infill development especially presents opportunities for small businesses, unique and dense housing options and potentially even small scale/artisan manufacturing.

The pedestrian environment and experience should be top priority in Downtown and feature public gathering places, active streets, engaging storefronts, and sidewalk cafes. This is the best place in Manor to double down on and invest in creating a sense of place and identity for the community.

Figure 3.10. Downtown Mixed-Use Land Use Mix Dashboard



DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	● ○ ○ ○ ○	Not considered compatible since the intent is to provide retail/services, activity centers and diversified housing to support surrounding neighborhoods and drive community identity/gathering
SFD + ADU	● ○ ○ ○ ○	
SFA, Duplex	● ○ ○ ○ ○	
SFA, Townhomes and De-tached Missing Middle	● ● ● ○ ○	This can be compatible provided that the overall Downtown Mixed Use area also contains mixed-use urban flex buildings or shopping centers with which this housing product integrates in a manner to promote walkability and transitions; these development types should be located on secondary roads rather than primary thoroughfares within Downtown, as those areas are best reserved for ground-floor retail and services
Apartment House (3-4 units)	● ● ● ○ ○	
Small Multifamily (8-12 units)	● ● ● ○ ○	
Large Multifamily (12+ units)	● ● ● ○ ○	
Mixed-Use Urban, Neighborhood Scale	● ● ● ● ●	This is the ideal form of development within the Downtown Mixed Use category; provides for activity centers, retail, services and diverse housing options at a scale compatible with and supportive of surrounding neighborhoods to promote walkability; design should emphasize the pedestrian experience rather than people driving automobiles
Mixed-Use Urban, Community Scale	● ● ● ○ ○	Not generally considered compatible due to incompatible scale with neighborhoods, but can be depending on adjacencies to green space or more intensive uses
Shopping Center, Neighborhood Scale	● ● ● ● ○	While less preferred than a mixed-use urban flex building, the use provides for activity centers, retail and services at a scale compatible with and supportive of surrounding neighborhoods to promote walkability; becomes more compatible if a horizontal approach to mixed-use is deployed, such as inclusion of small apartments nearby or within the same site, or to match the scale of adjacent historic buildings
Shopping Center, Community Scale	● ● ○ ○ ○	Not generally considered compatible due to incompatible scale with Downtown, but can be depending on adjacencies to green space or more intensive uses; may function better on the western and eastern edges of the Downtown Mixed Use area
Light Industrial Flex Space	● ● ○ ○ ○	Not generally considered compatible due to incompatible scale with Downtown, but can be if particularly small-scale and included alongside more appropriate development types, or with integration of a storefront experience. Examples of appropriate uses might include maker spaces, coffee roasting, micro-breweries, and similar businesses
Manufacturing	● ○ ○ ○ ○	Not considered compatible
Civic	● ● ● ● ●	Considered supportive to the function and livability of this future land use category, government buildings, schools and community facilities can serve as activity hubs.
Parks and Open Space	● ● ● ● ●	Generally considered appropriate or compatible within all Land Use Categories.



5/31/2023

City of Manor Development Services

Notification for a Rezoning Application

Project Name: 108 W Boyce & 104 W Boyce Rezoning from SF-1 to DB
 Case Number: 2023-P-1541-ZO
 Case Manager: Michael Burrell
 Contact: mburrell@manortx.gov – 512-215-8158

The City of Manor Planning and Zoning Commission and City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Rezoning Application for 108 W Boyce & 104 W Boyce St., Manor, TX. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a Rezoning Application for two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF-1) to Downtown Business (DB).

Applicant: Jiwon Jung
Owner: Build Block

The Planning and Zoning Commission will meet at 6:30PM on June 14, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The City Council will meet at 7:00PM on June 21, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

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

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

Behzad Bahrami
PO Box 82653
Austin TX 78708

Ramon E Jr Paiz
PO Box 280
Manor TX 78653

Marcos & Maria Chavez
127 Dry Creek Rd
Unit B Manor TX 78653

Claudie G & Sammie M Young
PO Box 145
Manor TX 78653

Juan Jr & Diana E Gerl Vasquez
PO Box 449
Manor TX 78653

Monica Ann Castillo
PO Box 1097
Manor TX 78653

Veronica Michelle Donley
204 W. Eggleston St
Manor TX 78653

Debbie Ann & Darrell Guajardo
2501 Goforth Rd
Kyle TX 78640

Helen Casas
PO BOX 223
Manor TX 78653

Victor M & Debra B Almaguer
3209 Ray St
Austin TX 78702

Nora L & Jose A Jr Sanchez
PO Box 232
Manor TX 78653

Maria Rocha
207 W Boyce St
Manor TX 78653

Jesse & Julia Rocha
PO Box 1002
Manor TX 78653

Alfredo, Contreras Renteria, Aurelia
PO Box 11
Manor TX 78653

Bradley G & Paula B Bowen
18109 Whitewater CV
Round Rock TX 78681

Jesse & Olivia Sanchez
PO Box 811
Manor TX 78653

Jose Soto & Maribella, Cortez Gonzalez,
Jaimes
14845 Bois Darc LN
Manor TX 78653

Sepeco
PO Box 170309
Austin TX 78717

2017 Manor LLC
203 W Parsons St
Manor TX 78653

Barbarita Samudio Sanchez
PO Box 142
Manor TX 78653

Jorge Moreno
4301 Jan St Unit B
Harlingen TX 78550

Davis Capital Investments LLC
PO Box 268
Manor TX 78653

William C Gault
PO Box 32
Manor TX 78653

Michael E & Tabatha A Darilek
PO Box 976
Manor TX 78653

Virginia Z Cardenas
PO Box 243
Manor TX 78653

Timothy Mack Sherrod
2705 Taft Blvd
Wichita Falls TX 76308

120 East Boyce Street LLC
1004 Meriden Ln
Austin TX 78703

Ernesto Suarez
14121 Bois D Arc Ln
Manor TX 78653

Lundgren Edwin O Estate
507 Arbors CIR
Elgin TX 78621

Lopez Mar Lift Estate
208 West Parsons
Manor TX 78653

Ringo Ming-Ling, Yu Chi Sun, Wu
707 Knollwood Dr
Austin TX 78746

L&L Investment Enterprises LLC
302 E 32nd St
Austin TX 78705

Aurelio Jr Ponce
200 W Parsons St
Manor TX 78653

Billy C Duett
Po Box 562
Manor TX 78653

Maqil Inc
PO Box 399
Manor TX 78653

Moein M Hassan
Po Box 140853
Austin TX 78714



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 16, 2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Conduct a public hearing on an ordinance rezoning (1) lot on .132 acres, more or less, and being located at 209 N. Lexington Street, Manor, TX from Single Family Suburban (SF-1) to Neighborhood Business (NB).

Applicant: Marcos Chavez

Owner: Marcos Chavez

BACKGROUND/SUMMARY:

This property was previously requested to be rezoned C-1 Light Commercial back in 2018. It came before the Planning and Zoning Commission on 10/3/18 and recommended for denial then it went to the City Council on 11/7/18. The item was postponed at City Council to the 12/5/18 meeting, where it was denied. Parking concerns were the reason for the denials.

This application is to rezone the property to Neighborhood Business (NB), which is our most restrictive commercial zoning category and has similar lot development standards as Single Family – maximum building height is 35’ and the maximum lot coverage for the building is 40%. NB zoning is intended to be directly adjacent to and/or surrounded by single-family and other residential uses. NB is a low-density commercial zoning that allows for office, retail, restaurant, and personal service uses. The applicant is proposing a hair salon use. Parking and other site development regulations like landscaping, drainage, and outdoor lighting would follow city code as no variances are requested at this time. Personal Services require 1 parking space per 200 sf of gross floor area. The current building on the property is approximately 900 sf so 5 parking spaces would be required.

This property in the Comprehensive Plan’s Future Land Use Map is within a block designated as Downtown Mixed-Use but it is on the border with the Neighborhood Mixed-Use designation that extends north along Lexington Street. The properties directly south on the other side of the alley are zoned Downtown Business (DB), as well as the ones south of Boyce Street. North of this property exists other Neighborhood Business zoned properties including 409 N. Lexington, 709 N. Lexington, and 810 N. Lexington. Neighborhood Business (NB) zoning is more consistent with the Neighborhood Mixed-Use designation which allows a combination of dense residential and nonresidential uses in a compact, neighborhood-scale design to create a walkable environment. Adaptive reuse of residential structures for commercial purposes and infill commercial buildings with residential design characteristics are common and appropriate in these areas.

The Planning and Zoning Commission voted approval 6-0

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

- Rezoning Map
- Aerial Image
- FLUM
- Downtown Mixed-Use Dashboard
- Neighborhood Mixed-Use Dashboard
- Notice and Mailing Labels

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council conduct the public hearing.

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 SINGLE FAMILY SUBURBAN (SF-1) TO NEIGHBORHOOD BUSINESS (NB); 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 Single Family Suburban (SF-1) to zoning district Neighborhood Business (NB). The Property is accordingly hereby rezoned to Neighborhood Business (NB).

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 ____ day of ____ 2023.

PASSED AND APPROVED SECOND AND FINAL READING on this the ____ day of ____ 2023.

THE CITY OF MANOR, TEXAS

Dr. Christopher Harvey,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC,
City Secretary

ORDINANCE NO.

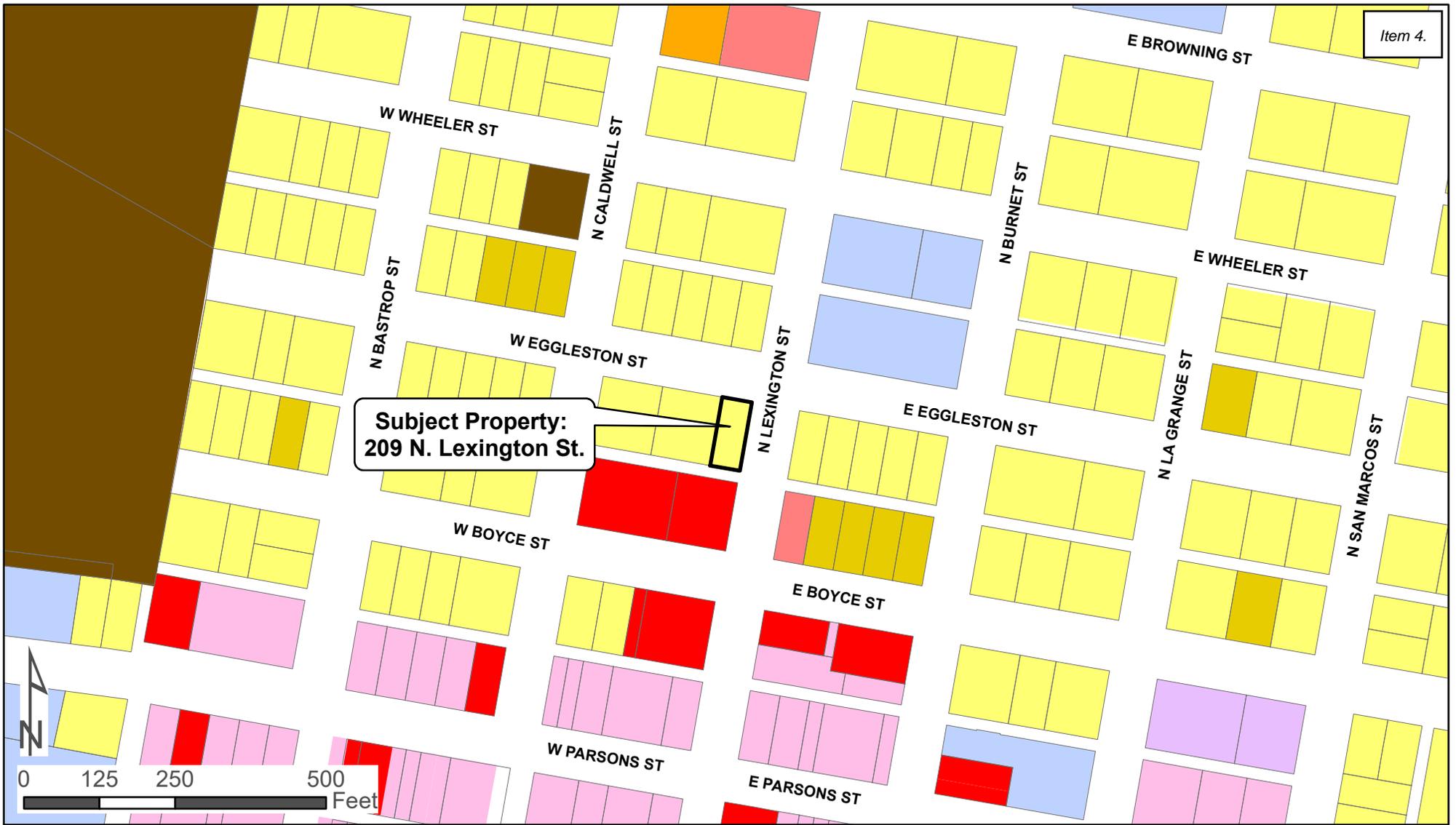
Page 3

EXHIBIT "A"

Property Address:
209 North Lexington Street, Manor, TX 78653

Property Legal Description:

Lot 6, Block 43, Town of Manor, and Addition in Travis County, Texas, according to the map or plat thereof recorded in Volume V, Page 796, of the Deed Records, Travis County, Texas



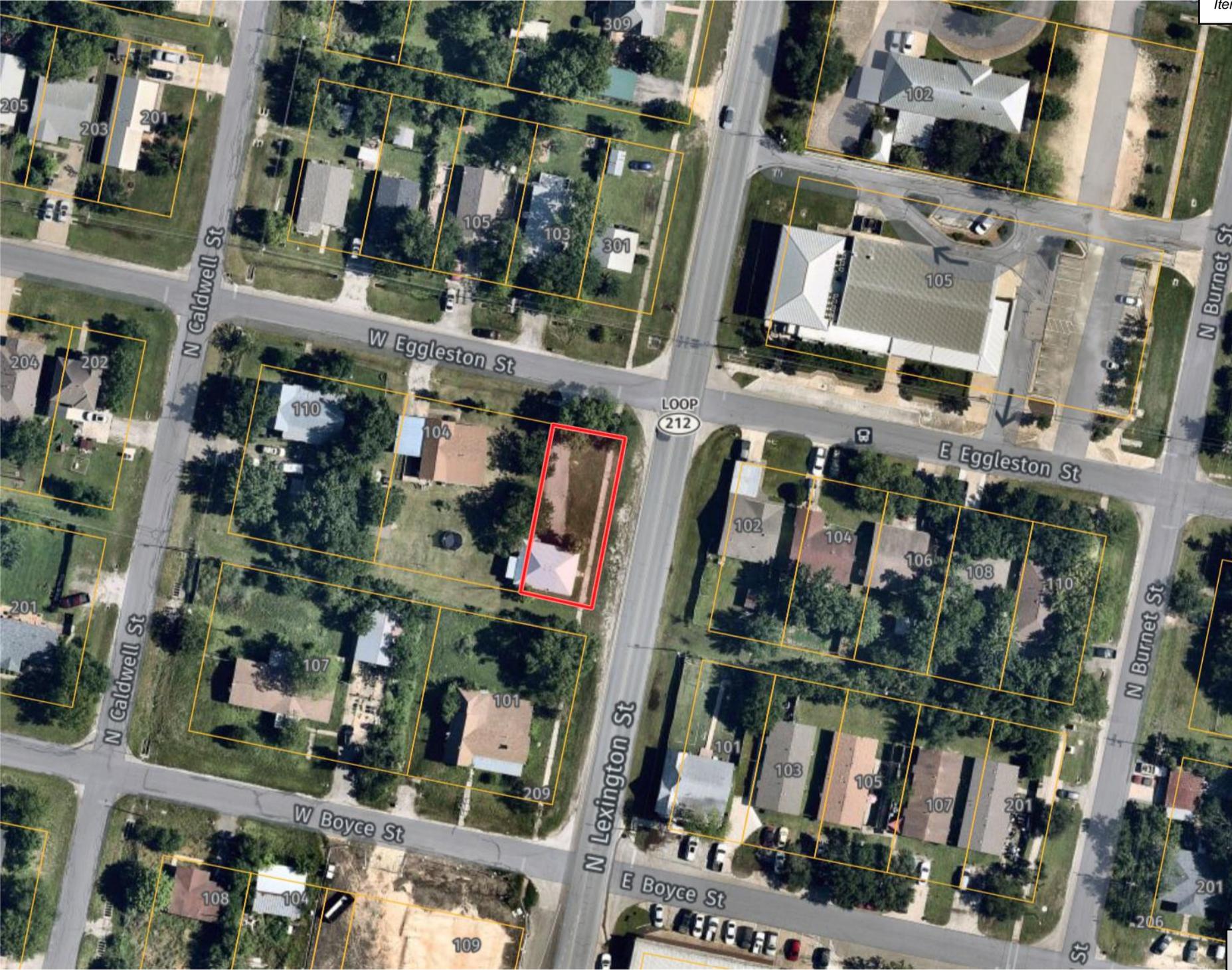
Subject Property:
209 N. Lexington St.

Current:
 Single Family Suburban (SF-1)

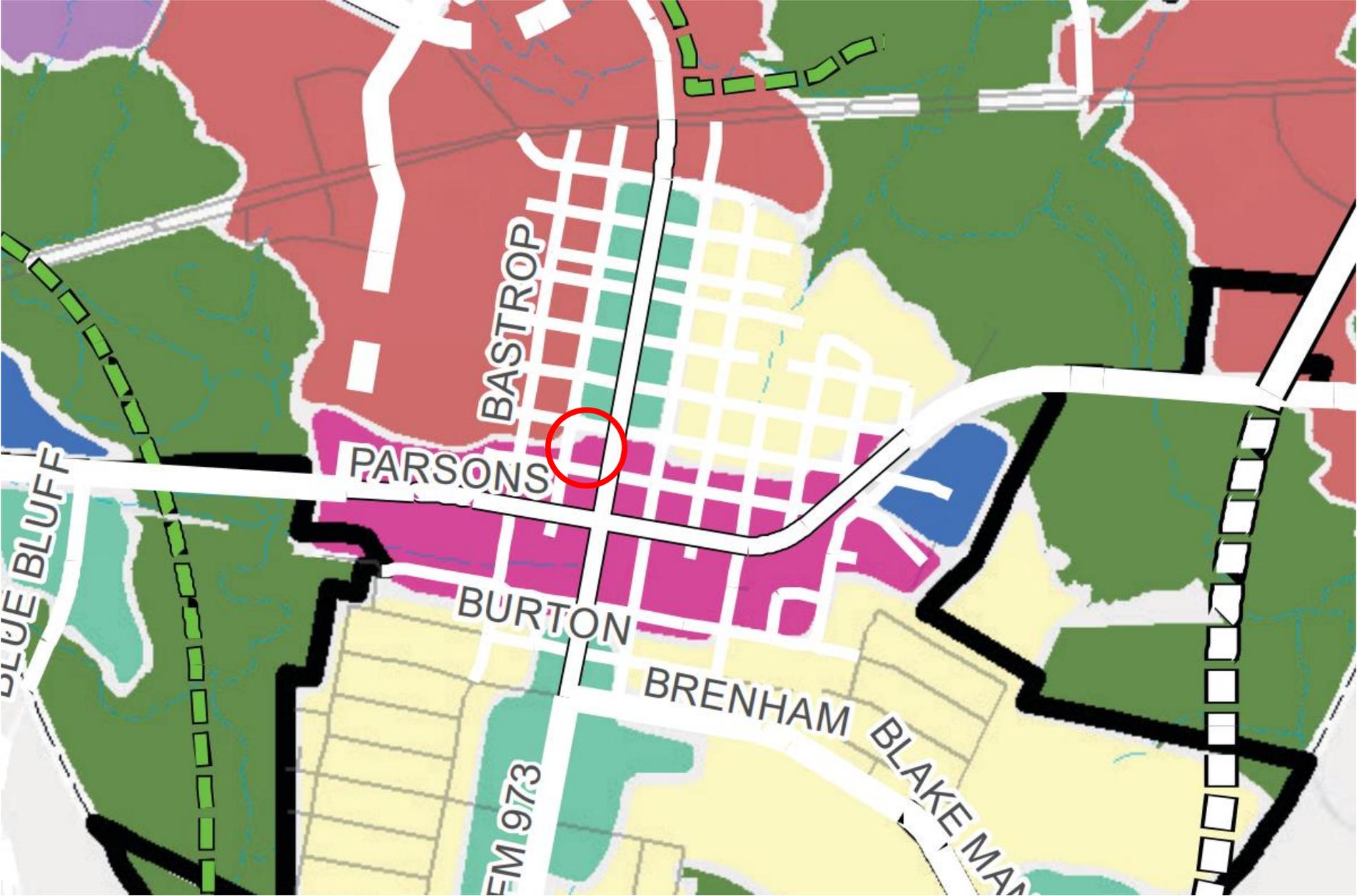
Proposed:
 Neighborhood Business (NB)



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







FUTURE LAND USE MAP

The Future Land Use Map serves as the guide for future zoning and development decisions and provides a foundation to support the vision and recommendations of the plan. This is accomplished by setting a land use framework that influences regulatory mechanisms and policy decisions that shape the built environment. Each of the designations presented on the land use categories below correlates with the map on the right.

- 

Neighborhoods: Residential one- and two-family homes, along with townhomes, are found near neighborhood mixed-use areas and allow up to 8 dwelling units per acre.
- 

Mixed-Density Neighborhoods: Mixed density residential uses primarily support a mix of housing options that may consist of one or more of the following housing types: single family detached, single family attached, duplexes, townhomes, cluster housing and small-scale multifamily.
- 

Commercial Corridor: This category consists of nonresidential land uses that meet the needs of both local and regional residents. This includes big box stores and multi-tenant commercial uses.
- 

Employment: This category applies to the business centers along SH 290 and FM 973. The primary uses for employment centers are large urban employment centers, corporate campuses, and mixed-use environments.
- 

Neighborhood Mixed-Use: This category allows a combination of dense residential and nonresidential uses in a compact, neighborhood-scale design to create a walkable environment. Residential densities within this area should be between 4 and 20 dwelling units per acre.
- 

Downtown Mixed-Use: This category includes commercial, business, and office uses that line the Old Highway 20 corridor and adjacent streets, including the traditional downtown shopping district of Manor.
- 

Community Mixed-Use: This category allows a combination of dense residential and nonresidential uses in a compact, design at a larger scale than neighborhood mixed-use to create a walkable environment.
- 

Public/Semi-Public: This category includes uses that are governmental, institutional or religious in nature.
- 

Parks and Open Space: This category consists of parks, recreational facilities, and open spaces that are currently in existence or planned.

DOWNTOWN MIXED-USE

Downtown Mixed-Use is intended for the residential, commercial, business, and office uses that line the Old Highway 20 corridor and adjacent streets, including the traditional downtown shopping district of Manor.

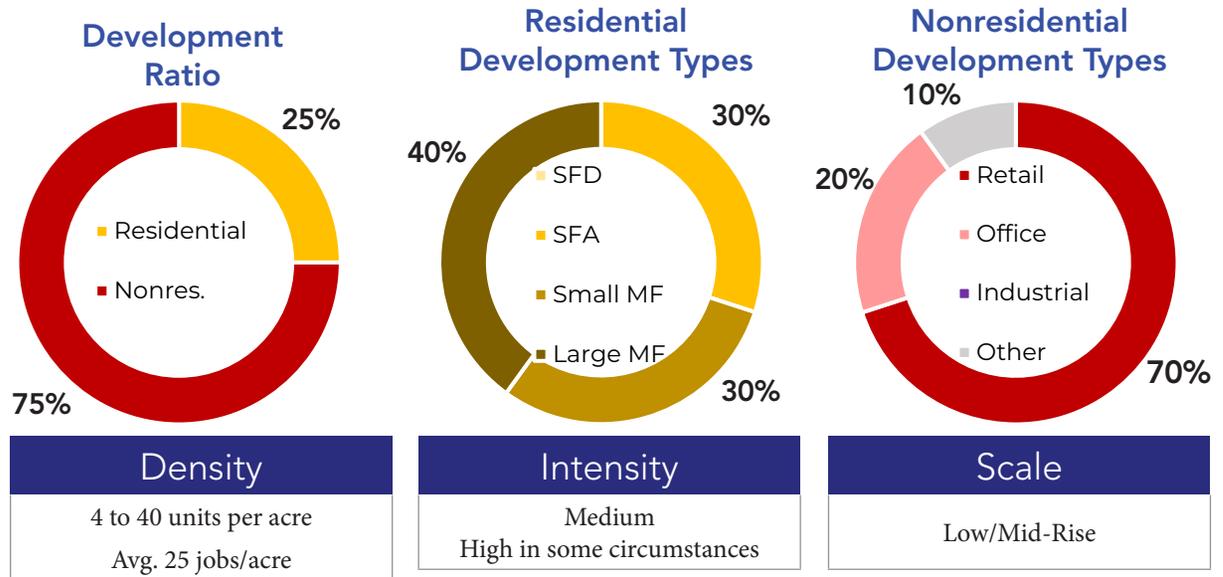
Not only is this area currently a mixed-use environment currently, but it is envisioned to see a strong reinvention via more density and a higher mix of uses in the future. This area should be designed to accommodate transit, should rail services extend to Manor from Austin. However, even if the rail does not come, a downtown that is comprised of high-density mixed-use development will still bring many opportunities and benefits to the community.

Densities range between 4 and 40 units per acre, although individual sites may achieve higher densities if they are coordinated within the rest of the area, provide superior access to services and amenities, and appropriate compatibility to adjacent uses is provided.

Here, infill development especially presents opportunities for small businesses, unique and dense housing options and potentially even small scale/artisan manufacturing.

The pedestrian environment and experience should be top priority in Downtown and feature public gathering places, active streets, engaging storefronts, and sidewalk cafes. This is the best place in Manor to double down on and invest in creating a sense of place and identity for the community.

Figure 3.10. Downtown Mixed-Use Land Use Mix Dashboard



DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	● ○ ○ ○ ○	Not considered compatible since the intent is to provide retail/services, activity centers and diversified housing to support surrounding neighborhoods and drive community identity/gathering
SFD + ADU	● ○ ○ ○ ○	
SFA, Duplex	● ○ ○ ○ ○	
SFA, Townhomes and Detached Missing Middle	● ● ● ○ ○	This can be compatible provided that the overall Downtown Mixed Use area also contains mixed-use urban flex buildings or shopping centers with which this housing product integrates in a manner to promote walkability and transitions; these development types should be located on secondary roads rather than primary thoroughfares within Downtown, as those areas are best reserved for ground-floor retail and services
Apartment House (3-4 units)	● ● ● ○ ○	
Small Multifamily (8-12 units)	● ● ● ○ ○	
Large Multifamily (12+ units)	● ● ● ○ ○	
Mixed-Use Urban, Neighborhood Scale	● ● ● ● ●	This is the ideal form of development within the Downtown Mixed Use category; provides for activity centers, retail, services and diverse housing options at a scale compatible with and supportive of surrounding neighborhoods to promote walkability; design should emphasize the pedestrian experience rather than people driving automobiles
Mixed-Use Urban, Community Scale	● ● ● ○ ○	Not generally considered compatible due to incompatible scale with neighborhoods, but can be depending on adjacencies to green space or more intensive uses
Shopping Center, Neighborhood Scale	● ● ● ● ○	While less preferred than a mixed-use urban flex building, the use provides for activity centers, retail and services at a scale compatible with and supportive of surrounding neighborhoods to promote walkability; becomes more compatible if a horizontal approach to mixed-use is deployed, such as inclusion of small apartments nearby or within the same site, or to match the scale of adjacent historic buildings
Shopping Center, Community Scale	● ● ○ ○ ○	Not generally considered compatible due to incompatible scale with Downtown, but can be depending on adjacencies to green space or more intensive uses; may function better on the western and eastern edges of the Downtown Mixed Use area
Light Industrial Flex Space	● ● ○ ○ ○	Not generally considered compatible due to incompatible scale with Downtown, but can be if particularly small-scale and included alongside more appropriate development types, or with integration of a storefront experience. Examples of appropriate uses might include maker spaces, coffee roasting, micro-breweries, and similar businesses
Manufacturing	● ○ ○ ○ ○	Not considered compatible
Civic	● ● ● ● ●	Considered supportive to the function and livability of this future land use category, government buildings, schools and community facilities can serve as activity hubs.
Parks and Open Space	● ● ● ● ●	Generally considered appropriate or compatible within all Land Use Categories.

NEIGHBORHOOD MIXED-USE

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

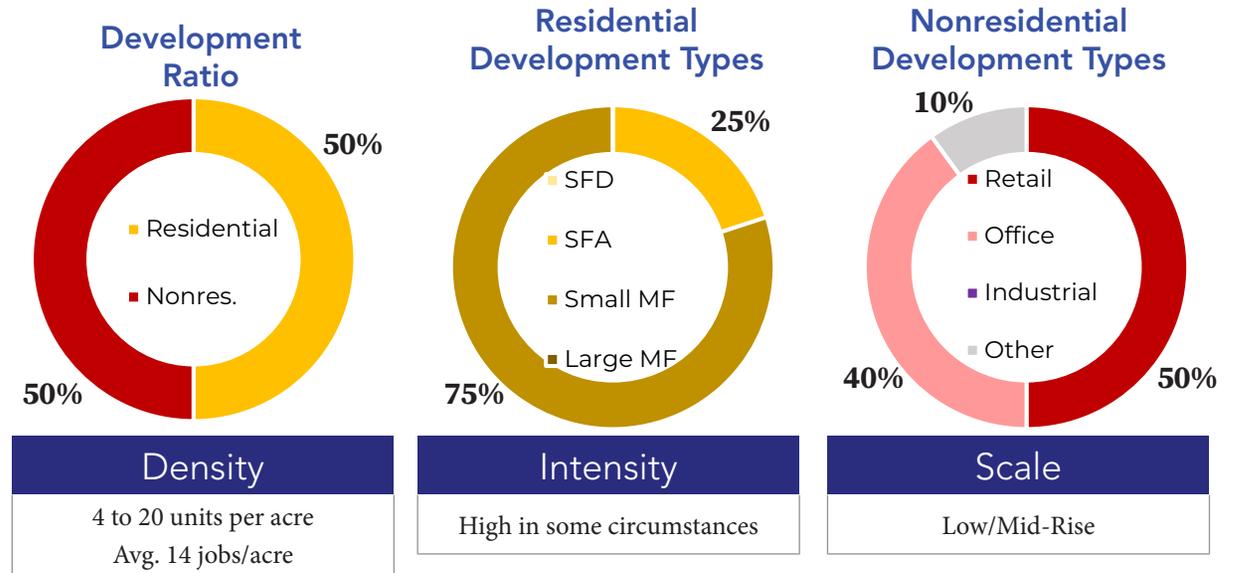
Neighborhood mixed-use areas allow residential units in close proximity to goods, services and civic activities, thus reducing dependence on the car and promoting community interaction, belonging, identity, and pride.

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

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

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

Figure 3.8. Neighborhood Mixed-Use Land Use Mix Dashboard



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



6/28/2023

City of Manor Development Services

Notification for a Rezoning Application

Project Name: 209 N Lexington Rezoning from SF-1 to NB
 Case Number: 2023-P-1546-ZO
 Case Manager: Michael Burrell
 Contact: mburrell@manortx.gov – 512-215-8158

The City of Manor Planning and Zoning Commission and City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Rezoning Application for 209 N Lexington, Manor, TX. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a Rezoning Application for one (1) lot on .132 acres, more or less, at 209 N Lexington, Manor, TX from Single Family (SF-1) to Neighborhood Business (NB).

Applicant: Chavez Welding & Fencing LLC
Owner: MARCOS CHAVEZ

The Planning and Zoning Commission will meet at 6:30PM on July 12, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The City Council will meet at 7:00PM on July 19, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

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

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

CASTILLO MONICA ANN (442097)
PO BOX 1097
MANOR TX 78653-1097

SANCHEZ NORA L & JOSE A JR (373442)
PO BOX 232
MANOR TX 78653-0232

BUILD BLOCK INC (1907925)
2700 E 2nd St
Los Angeles CA 90033-4102

DAVIS CAPITAL INVESTMENTS LLC
(1850555)
P.O. BOX 248
MANOR TX 78653

120 EAST BOYCE STREET LLC (1754550)
1004 MERIDEN LN
AUSTIN TX 78703-3823

TANCOR LLC (1278159)
9009 FAIRWAY HILL DR
AUSTIN TX 78750-3023

BAHRAMI BEHZAD (212733)
PO BOX 82653
AUSTIN TX 78708-2653

ALVARADO MIGUEL ANGEL & GLORIA
(215770)
PO BOX 294
MANOR TX 78653-0294

ACOSTA MOSES (1574304)
PO BOX 645
MANOR TX 78653

MENDEZ JUAN OJEDA (215768)
104 E EGGLESTON ST
MANOR TX 78653-3407

PAIZ RAMON E JR (1372820)
PO BOX 280
MANOR TX 78653-0280

LUTZ JAMES T & ALEXANDRA CARRILLO
(1323195)
14812 FM 973 N
MANOR TX 78653-3540

MCDONNELL COLE FOSTER & STEPHEN
SNYDER MCDONNELL (1939832)
103 W Eggleston St
Manor TX 78653-3371

RODRIGUEZ ROSALINDA (1829444)
105 W EGGLESTON
MANOR TX 78653-3371

NUNN LILLIE M (215593)
PO BOX 207
MANOR TX 78653-0207

NUNN ROSS ETUX (215594)
PO BOX 207
MANOR TX 78653-0207

YOUNG CLAUDIE G & SAMMIE M
(215610)
PO BOX 145
MANOR TX 78653-0145

VASQUEZ JUAN JR & DIANA E GERL
(215609)
PO BOX 499
MANOR TX 78653-0499

JUNG JIWON (1897485)
2700 E 2ND ST
LOS ANGELES CA 90033-4102

JUNG JIWON (1899139)
101 W BOYCE ST
MANOR TX 78653



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 16, 2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Conduct a public hearing on an ordinance rezoning five (5) lots on .23 acres, more or less, out of the South 40 ft of Lots 6-10, Block 1, AE Lanes Addition, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF).
Applicant: Saavy ATX Realty LLC
Owner: Wenkai Chen

BACKGROUND/SUMMARY:

This is a narrow (40') but deep (250') lot on North Bastrop Street. Sometime in the 1980s, or possibly even 1950s, the 5 lots on West Lane Ave were broken up and the back 40' of each lot was sold to create this 40' x 250' lot. Its unique size and shape make it more challenging to develop but the applicant is seeking to rezone it from Single Family Suburban (SF-1) to Two-Family (TF) to be able to place a two-family building on the property. The lot meets the minimum lot size for a Two-Family lot, it's 10,000 sf while the minimum is 8,750 sf, however, the narrowness of the lot will require a variance when it is platted to the lot width and setbacks to make development feasible. These variances would be necessary even if the property remained zoned SF-1.

The Comprehensive Plan's Future Land Use Map has this general area as Community Mixed-Use which generally seeks higher densities, but given the character of the neighborhood and unique lot size, a two-family dwelling unit would be appropriate and achieve some of the goals of the Plan including LU2 – encourage a range of product types and lot sizes, ED14 – encourage diverse housing in terms of type and affordability to align with workforce needs, LU. A – encourage a balanced mix of residential, commercial, and employment uses at varying densities and intensities to reflect gradual transition from urban to suburban to rural development, LU.B – promote more compact, higher density, well-connected development within appropriate infill locations, LU 1 – encourage innovative forms of compact, pedestrian-friendly development and wider array of affordable housing choices through smart regulatory provisions and incentives, DU 11 – increase development of housing units close to multi-modal infrastructure and mixed-use developments, including in Downtown.

This item was postponed at the April 12th and the May 10th meetings so the applicant can provide updated renderings of the proposed units. The updated renderings have been provided so the item has been brought back before the Commission.

The Planning and Zoning Commission voted denial 6-0

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

- Ordinance
- Letter of intent
- Updated renderings
- Rezone Map

- Aerial Image
- Conceptual Layout
- FLUM
- Public Notice
- Mailing Labels

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council conduct the public hearing.

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 SINGLE FAMILY SUBURBAN (SF-1) TO TWO-FAMILY (TF); 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 Single Family Suburban (SF-1) to zoning district Two-Family (TF). The Property is accordingly hereby rezoned to Two-Family (TF).

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 ___ day of August 2023.

PASSED AND APPROVED SECOND AND FINAL READING on this the ___ day of September 2023.

THE CITY OF MANOR, TEXAS

Dr. Christopher Harvey,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC,
City Secretary

ORDINANCE NO.

Page 3

EXHIBIT "A"

Property Address:

707 North Bastrop Street, Manor, TX 78653

Property Legal Description:

The South forty (40) feet of Lots 6-10, Block 1, A.E. Lane Addition, and addition in Travis County, Texas, according to the plat recorded in Volume 2, Page 223, Plat Records, Travis County, Texas.

Letter of Intent

March 12, 2023

City of Manor
 Development Services Department
 Attn: Mr. Scott Dunlop, Director
 105 E. Eggleston Street
 Manor, Texas 78653

Re: [707 BASTROP ST TX 78653](#)

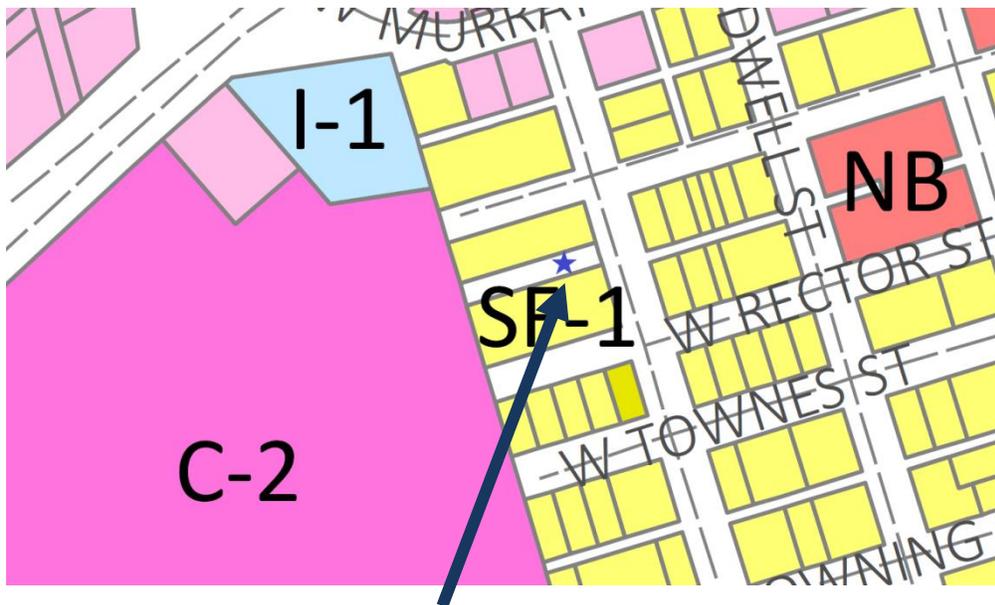
Dear Mr. Dunlop,

We are writing to you to zone the subject property to TF.

The subject property 707 Bastrop ST TX 78653, Legal description as: **S40FT OF LOT 6-10 BLK 1 LANE A E ADDN**. The current configuration is 39.94 ft wide and 250 ft long, with a total of 9,986 sqft.

We are requesting to:

1. Zone it as TF (Two-Family) – currently it doesn't have zoning assigned (per zoning map downloaded from <https://www.cityofmanor.org/>), see below. Since the total lot size is 9,986 sqft, we are proposing the property to **TF (Two Family)** in support the growth of Manor TX.



Subject Property: [707 BASTROP ST TX 78653](#)

Please see below conceptual design of the proposed TF (duplex).



Please help to grant these requests and let me know if you have any questions.

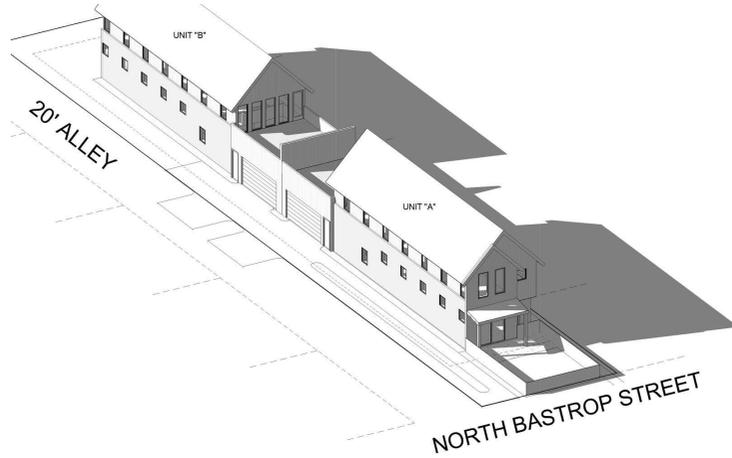
Respectfully,

A handwritten signature in blue ink, appearing to read 'Katherine Chen'.

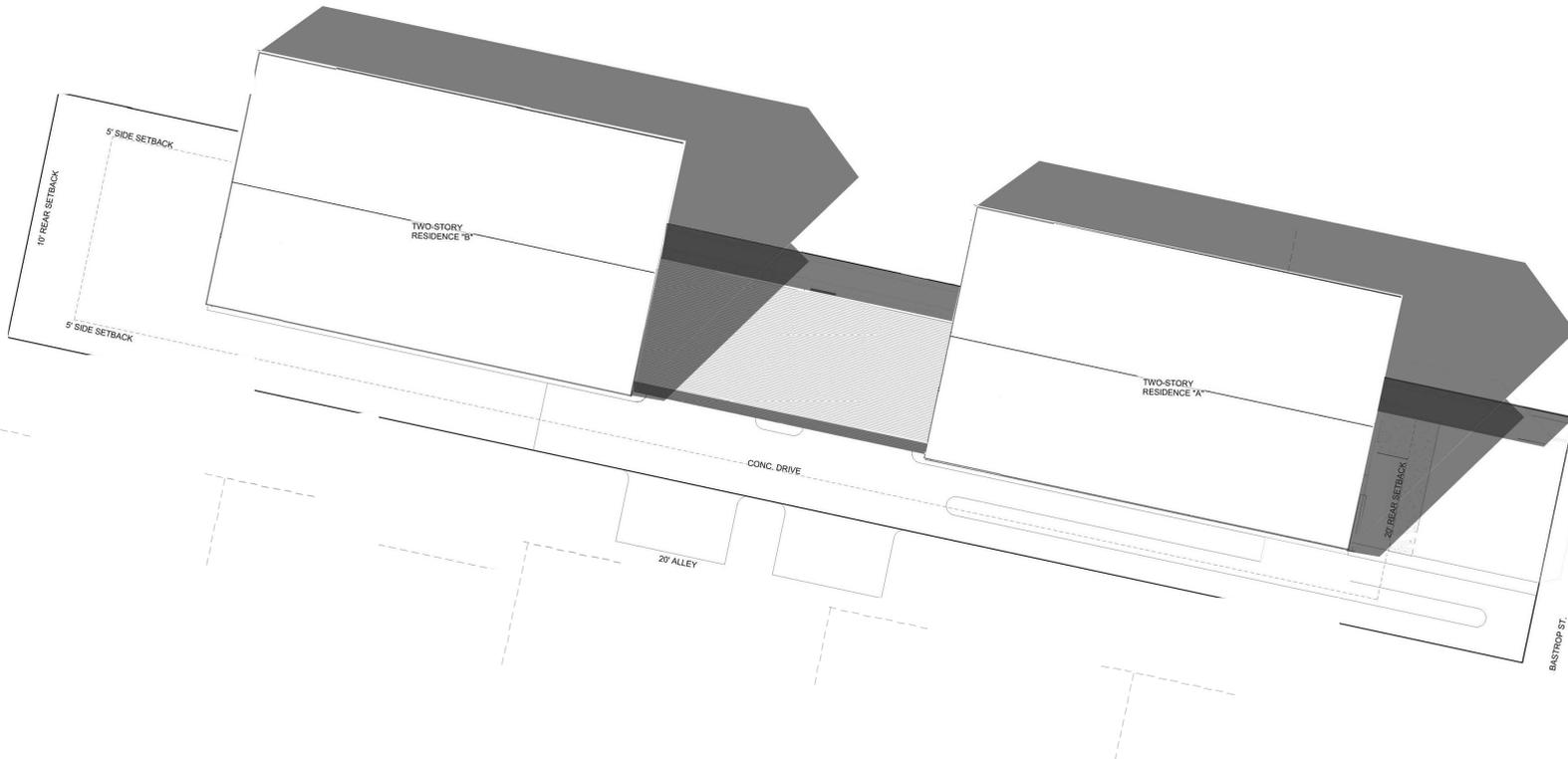
Katherine Chen
Savvy ATX Realty

Appendix B: Architecture Design (high level) and Rendering

Item 5.



3D AXONOMETRIC EXHIBIT



CONCEPT SITE PLAN INFORMATION

TOTAL	9,986 SF
BUILDING COVER	
UNIT 'A'	1,584 SF
UNIT 'B'	1,584 SF
TOTAL	3,168 SF
PAVED AREA	
DRIVEWAY	2,001 SF
SIDEWALK	658 SF
TOTAL	2,659 SF
TOTAL IMPERVIOUS COVER	4,243 SF
IMPERVIOUS COVER %	42%
PRINCIPAL STRUCTURE %	21%
PRINCIPAL/ACCESSORY %	42%

INTERIM REVIEW DOCUMENTS
NOT FOR REGULATORY APPROVAL, PERMITTING OR CONSTRUCTION
Daniel B. Shearer
Tx. Reg. No. 26562

6.12.2023

CIRCLE + SQUARE
600 Congress Avenue
14th Floor
Austin, Texas
214.280.3527

PROJECT OWNER
Katherine Chen

PROJECT NAME
707 N. Bastrop St
Manor, Texas 78655

COMMENTS:

6.12.2023

ARCHITECTURAL

103

SCHEMATIC DESIGN

INTERIM REVIEW DOCUMENT IS NOT FOR REGULATORY APPROVAL, PERMITTING OR CONSTRUCTION
Daniel S. Shreve
Tx. Reg. No. 28562

6.12.2023

CIRCLE + SQUARE

600 Congress Avenue
Austin, Texas
214.280.3627

PROJECT OWNER

Katherine Chen

PROJECT NAME

707 N. Bastrop St.
Manor, Texas 78653

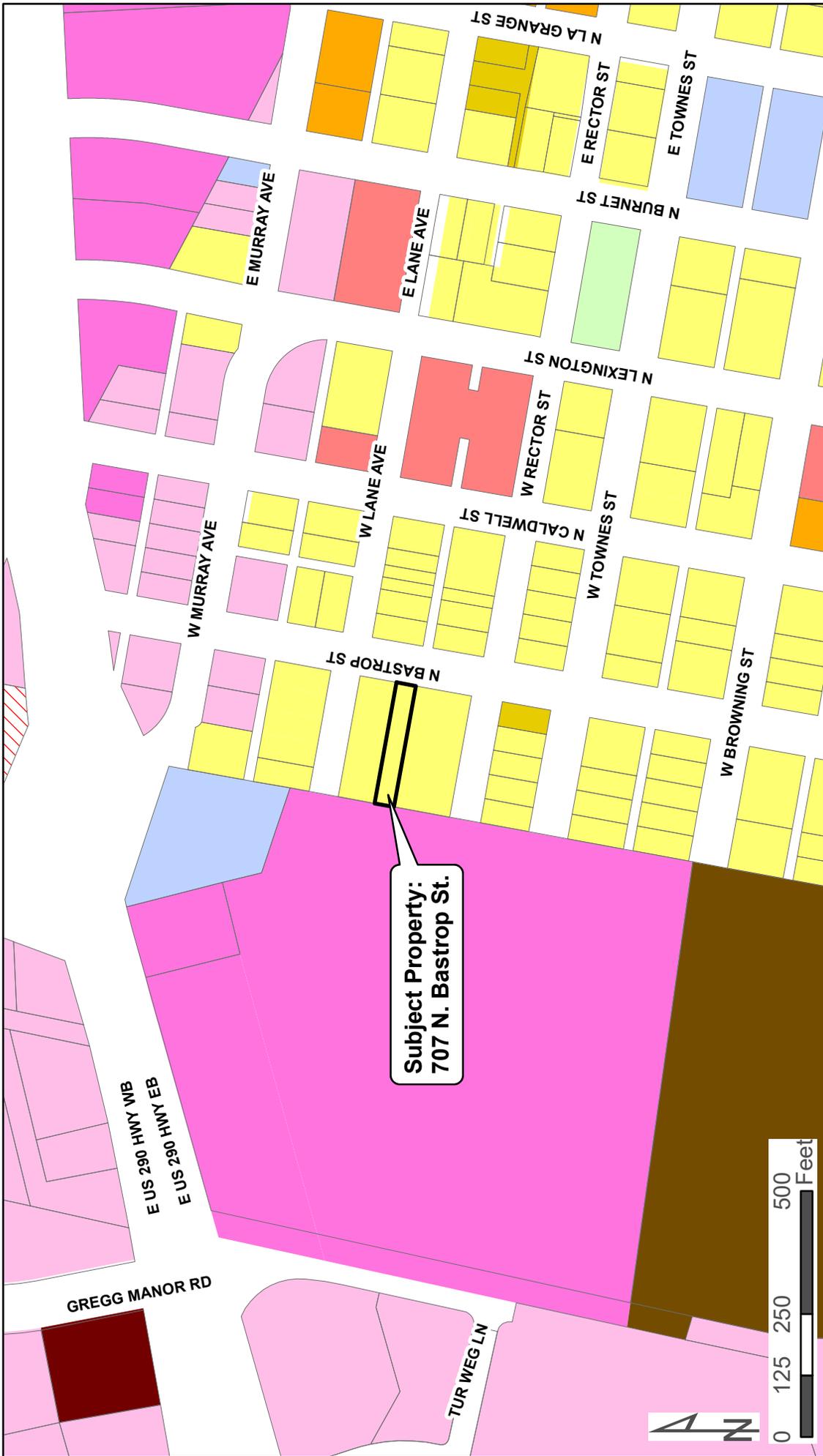
COMMENTS:

Vertical lines for comments input.

6.12.2023

EXTERIOR VIEWS



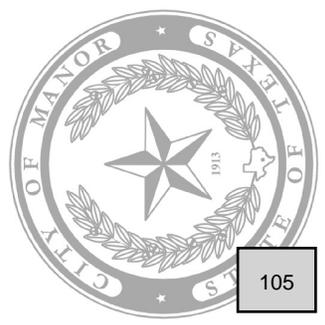


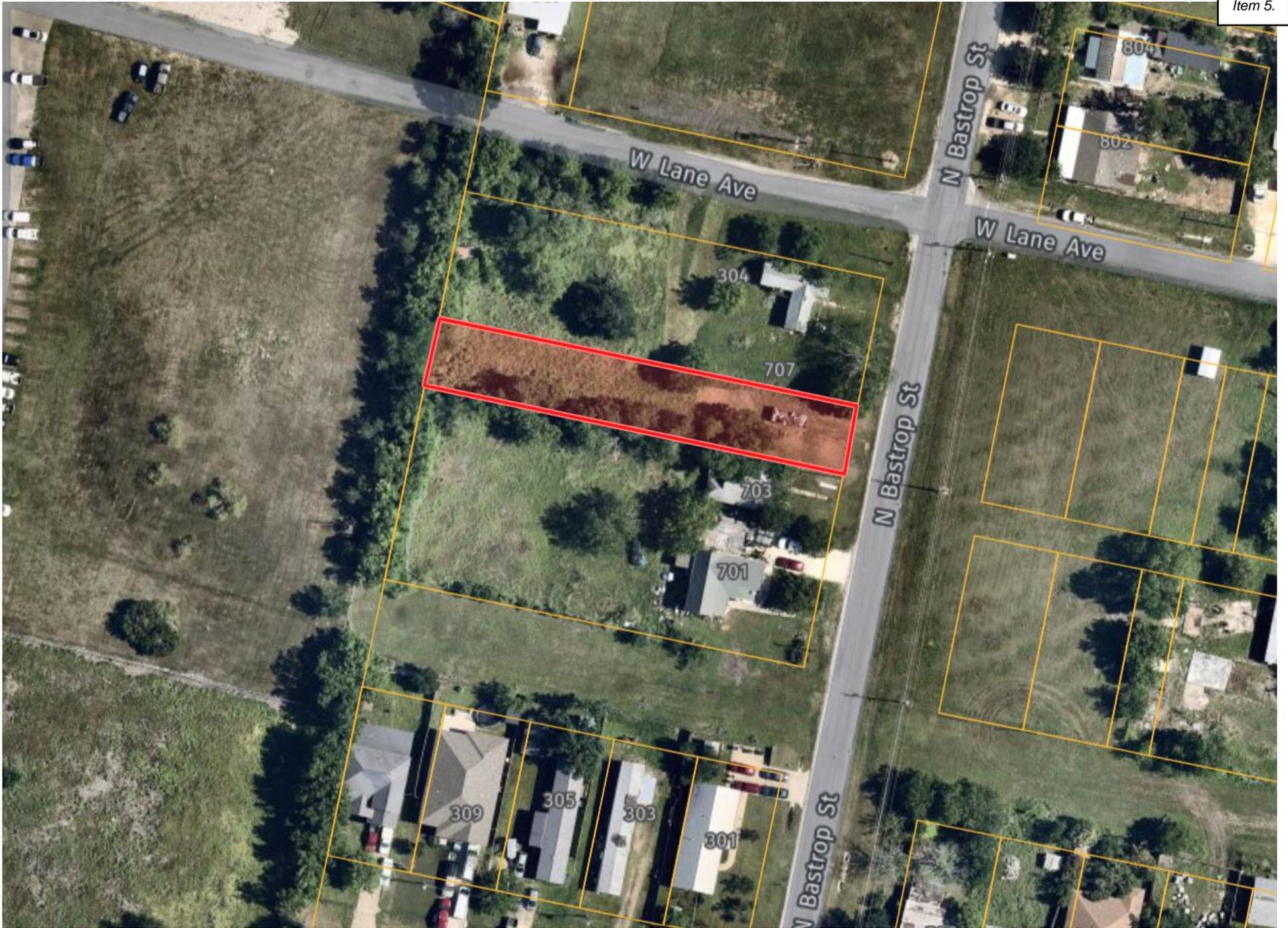
Zone	
GO - General Office	A - Agricultural
C-1 - Light Commercial	SF-1 - Single Family Suburban
C-2 - Medium Commercial	SF-2 - Single Family Standard
C-3 - Heavy Commercial	TF - Two Family
NB - Neighborhood Business	TH - Townhome
DB - Downtown Business	MF-1 - Multi-Family 15
IN-1 - Light Industrial	MF-2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

Item 5.

Current:
Single Family Suburban (SF-1)

Proposed:
Two-Family (TF)





COMMUNITY MIXED-USE

The Community Mixed-Use allows a combination of dense residential and nonresidential uses in a compact design to create a walkable environment, but at a larger scale than Neighborhood Mixed-Use.

The category encourages a density range of 18-40 dwelling units per acre, although elements within a coordinated community mixed-use area could reach higher densities provided superior access to services and amenities and appropriate compatibility to adjacent uses is provided.

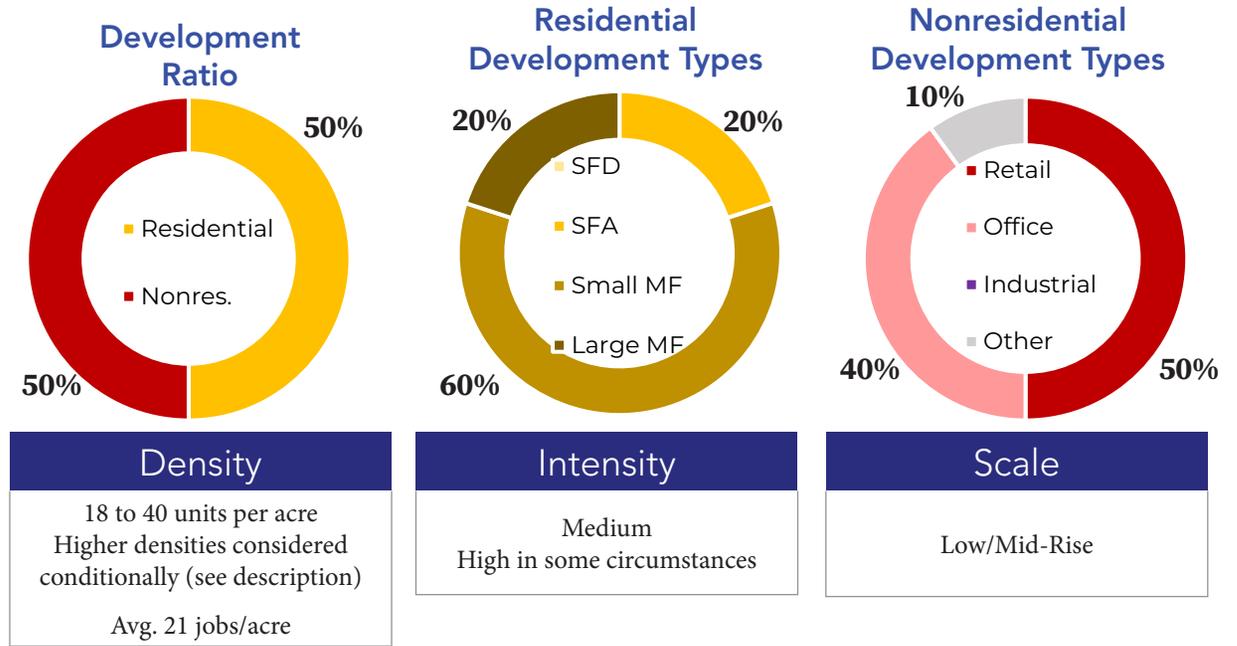
Community Mixed-Use areas allow residential units in close proximity to goods, services and civic activities, reducing residents' dependence on the car.

Community Mixed-Use places a great emphasis on the following design elements: density, intensity and scale; the mix of housing; walkability; streetscapes and a high quality public realm; parking management; and access to amenities such as parks, civic spaces and neighborhood services.

This district is especially appropriate for several needs that residents of Manor currently look elsewhere to provide, including:

- Healthcare services, including hospitals.
- Larger employers in a variety of industries that residents currently commute to outside of Manor.
- Specialized facilities that support workforce and skills development, such as information technology, skilled trades and advanced manufacturing; provided such facilities fit the form described above.

Figure 3.9. Community Mixed-Use Land Use Mix Dashboard



DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	● ○ ○ ○ ○	Not considered appropriate since the intent is to provide retail, services, activity centers and diversified housing to support surrounding neighborhoods, achieve strong fiscal performance, and drive community identity and gathering.
SFD + ADU	● ○ ○ ○ ○	
SFA, Duplex	● ○ ○ ○ ○	
SFA, Townhomes and Detached Missing Middle	● ● ● ○ ○	This can be appropriate provided that the overall Community Mixed-Use area also contains mixed-use buildings and/or shopping centers with which this product integrates in a manner to promote walkability and access. Can be utilized as a transition between Community Mixed-Use and other uses. These development types should be located on secondary roads rather than primary thoroughfares, as primary frontages are best reserved for ground-floor retail and services.
Apartment House (3-4 units)	● ● ● ○ ○	
Small Multifamily (8-12 units)	● ● ● ○ ○	
Large Multifamily (12+ units)	● ● ● ○ ○	
Mixed-Use Urban, Neighborhood Scale	● ● ● ● ●	This is the ideal form of development within the Community Mixed Use category; provides for activity centers, retail, services and diverse housing options. Design should emphasize the pedestrian experience rather than people driving automobiles. Vertical mixed-use is likely most appropriate, in order to achieve the intended densities. Ground floor uses are encouraged to be food and beverage or pedestrian-oriented retail and services, to promote foot traffic and activity.
Mixed-Use Urban, Community Scale	● ● ● ● ●	
Shopping Center, Neighborhood Scale	● ● ● ● ○	While less preferred, this use can provide retail and services near housing, promoting walkability and 10-minute neighborhoods. Becomes more appropriate if a horizontal approach to mixed-use is deployed.
Shopping Center, Community Scale	● ● ● ● ○	
Light Industrial Flex Space	● ● ○ ○ ○	Not generally considered appropriate due to lower sales tax generation and limited ability to design at pedestrian scale, but can be if particularly small-scale and included alongside more appropriate development types, or with integration of a storefront experience.
Manufacturing	● ○ ○ ○ ○	Not considered appropriate.
Civic	● ● ● ● ●	Considered supportive to the function and livability of this future land use category, government buildings, schools and community facilities can serve as activity hubs.
Parks and Open Space	● ● ● ● ●	Generally considered appropriate or compatible within all Land Use Categories.



7/26/2023

City of Manor Development Services

Notification for a Subdivision Rezoning Application

Project Name: 707 Bastrop St Rezoning SF-1 to TF
 Case Number: 2023-P-1523-ZO
 Case Manager: Michael Burrell
 Contact: mburrell@manortx.gov – 512-215-8158

The City of Manor Planning and Zoning Commission and City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Rezoning Application for 707 Bastrop Street, Manor, TX. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on Rezoning Application for five (5) lots on .23 acres, more or less, out of the South 40 ft of Lots 6-10, Block 1, AE Lanes Addition, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF).

Applicant: SAVVY ATX REALTY LIMITED LIABILITY COMPANY

Owner: Wenkai Chen

The Planning and Zoning Commission will meet at 6:30PM on August 9, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The Manor City Council will meet at 7:00 PM on August 16, 2023 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 Subdivision Rezoning Application has been filed. Comments may be addressed to the email address or phone number above. Any communications received will be made available to the Commissioners during the discussion of this item.

MARTINEZ ORALIA
1301 CHICON ST 303
AUSTIN TX 78702-2154

CERON AMPARO PATRICIA C & MIGUEL
ANEL CASTILLO MENDIETA
305 W TOWNES ST
MANOR TX 78653-2107

PAZ NAUL MAURICIO & ZOILA MORE
1116 CANYON MAPLE RD
PFLUGERVILLE TX 78660-5808

JASMIN SHAKESPEARE & LINDA
PO BOX 455 MANOR TX 78653-0455

ECKART STEPHEN
PO BOX 170309
AUSTIN TX 78717-0019

JACKSON BONNIE & VSYNTHIA
LENA MCCOY
PO BOX 985
MANOR TX 78653-0985

GUERRERO JOSE
& MAXIMINA CLEMENS
307 W TOWNES ST
MANOR TX 78653-2107

ROMERO RONALDO & ANTONIA
5808 HERON DR
BUDA TX US 78610

FORREST DELORES M
3262 KESTRAL WAY
SACRAMENTO CA 95833-9616

LOZANO BENJAMIN KEEF
8005 Briarwood Ln
Austin TX 78757-8111

SEPECO
PO BOX 170309
AUSTIN TX 78717-0019

BARRS PHYLLIS Y & SANDRA V
& S MCCARTHER LIFE ESTATE
13604 HARRIS RIDGE BLVD UNIT A
PFLUGERVILLE TX 78660-8892

TREJO GERARDO &
JENNIFER I BARAHONA DE TREJO
801 CALDWELL ST
MANOR TX 78653-3318

RIVER CITY PARTNERS LTD
501 E KOENIG LN
AUSTIN TX 78751-1426

SHAW HUGHIE L & RUBY L
8808 CINCH LN # 1060
AUSTIN TX 78724-5011

GARCIA EDWARD
PO BOX 452
MANOR TX 78653-0452

ROBINSON WALTER L
& CURTIS ROBINSON
3608 EAGLES NEST ST
ROUND ROCK TX 78665-1131

LUNA BENITA GONZALEZ
802 N BASTROP ST
MANOR TX 78653-5430

JOHNSON ONNIE MAE LIFE ESTATE
PO BOX 228
MANOR TX 78653-0228

MANOR INDEPENDENT SCHOOL
DISTR DISTRICT
PO BOX 359
MANOR TX 78653-0359

TURMAN THOMAS M
21609 UNION LEE CHURCH RD
MANOR TX 78653-5329



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 16, 2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Conduct a public hearing on a Short Form Final Plat for one (1) lot on .23 acres, more or less, and being located at 707 Bastrop St, Manor, TX with variances to allow for 40 ft lot width, 20 ft front setback, 5 ft side setbacks, and 10 ft rear setback, and a depth-to-width ratio of 6.25:1.

Applicant: SAVVY ATX REALTY LLC

Owner: Wenkai Chen

BACKGROUND/SUMMARY:

This plat has been approved by our engineer and it is filed with a variance that the Commission and City Council can consider.

The current zoning of the property is SF-1 Single Family Suburban which has a minimum lot width of 70'. A rezoning case for TF Two-Family has been filed which also has minimum lot width of 70'.

The requested variances are:

1. 40' lot width (70' required)
2. 20' front setback (25' required)
3. 10' rear setback (25' required)
4. 5' side setback (7.5 required)
5. 6.25:1 depth-to-width ratio (2.5:1 required)

The earliest deed creating the tract was in February 1983. There was no zoning code at the time to regulate lot widths but the subdivision code in effect (Ord. 47 dated 12-14-77) had a provision that lot widths do not exceed three times the lot depth. This tract is 250' in depth, which exceeds that regulation so had a plat been filed in 1983 it would not have been approved. Current subdivision code has a lot width to depth ratio of 2.5:1.

This tract as currently subdivided is undevelopable since it is portions of 5 lots that are 40'x50' each and only one has frontage on a dedicated right-of-way. While the tract has never been a legal lot, it has existed in its current configuration for 40 years and only through the approval of the variances can it be improved upon. When granting a subdivision variance the Planning and Zoning Commission and City Council shall consider:

1. The public convenience and welfare will be substantially served;
2. The appropriate use of surrounding property will not be substantially or permanently impaired or diminished;
3. The applicant has not created the hardship for which relief is sought;
4. The variance will not confer upon the applicant a special right or privilege not commonly shared or available to the other owners of similar and surrounding property;

- 5. The hardship from which relief is sought is not solely of an economic nature;
- 6. The variance is not contrary to the public interests;
- 7. Due to special circumstances, the literal enforcement of the ordinance would result in an unnecessary hardship; and
- 8. In granting the variance the spirit of the ordinance is observed and substantial justice is done.

The Planning and Zoning Commission voted denial 6-0

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

- Letter of Intent
- Plat
- Deed from 1983
- Subdivision Code of 1977
- AE Lane Addition Plat Map
- Engineer Comments
- Conformance Letter
- Notice and Labels

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council conduct the public hearing.

PLANNING & ZONING COMMISSION:	Recommend Approval	Disapproval	None
		X	

Letter of Intent

July 17, 2023

City of Manor
 Development Services Department
 Attn: Mr. Scott Dunlop, Director
 105 E. Eggleston Street
 Manor, Texas 78653

Re: **707 BASTROP ST TX 78653**

Dear Mr. Dunlop,

We are writing to you to request three variances' approval for the subject property. The three variances approval we seek are:

1. Setback Waiver - the side setbacks to 5', the front to 20' and the rear to 10'
2. Minimum Lot Width Variance - to reduce to 40 ft
3. "Lot Depth to Width ratio" variance – Per Manor Code of Ordinances, Chapter 10, Exhibit A, Article III, Section 45 Lots and Blocks, (b) Lots (8) The ratio of average depth to average width shall not exceed two and one-half to one (2.5:1). However, this property Depth to Width ratio: 6.25:1 (250 ft long, 40 ft wide)

The subject property 707 Bastrop ST TX 78653, Legal description as: **S40FT OF LOT 6-10 BLK 1 LANE A E ADDN**. The current configuration is 40 ft wide and 250 ft long, with a total of ~10,000 sqft.

Per our research, the subject property's current configuration existed in 1958. It is NOT conforming with the current Manor code of Ordinances. We are requesting to grant these variances for this lot in order to proceed with the development. Our architect designed the building in such a way that **the ratio** of the depth of each unit to the width of each unit **is as close to the Golden Ration (1.618) as possible**. The depth of each unit is 37 ft, the width of each unit is 23 ft (ratio is 1.61). Please see the attached Appendix B for the design and the rendering. We believe this duplex will add the charm and elegance to the surrounding properties and neighbors.

In this package, you will find

Appendix A: The property map/location

Appendix B: Architecture design (high level) and rendering

Please help to grant these requests and let me know if you have any questions.

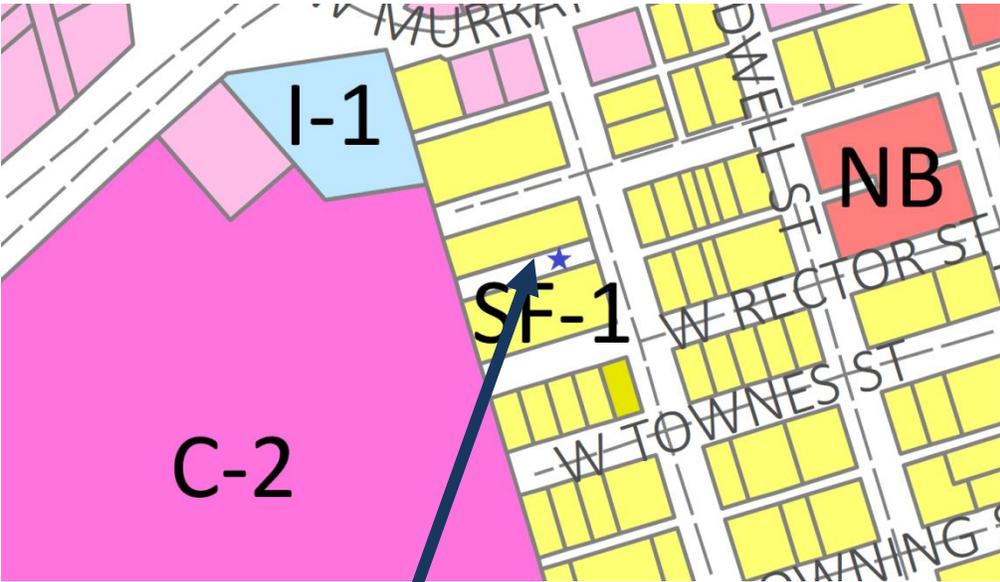
Respectfully,



Katherine Chen

Savvy ATX Realty

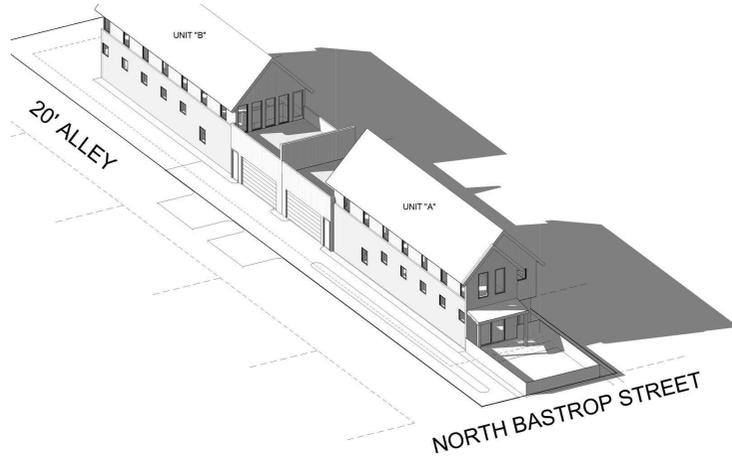
Appendix A: The property map/location



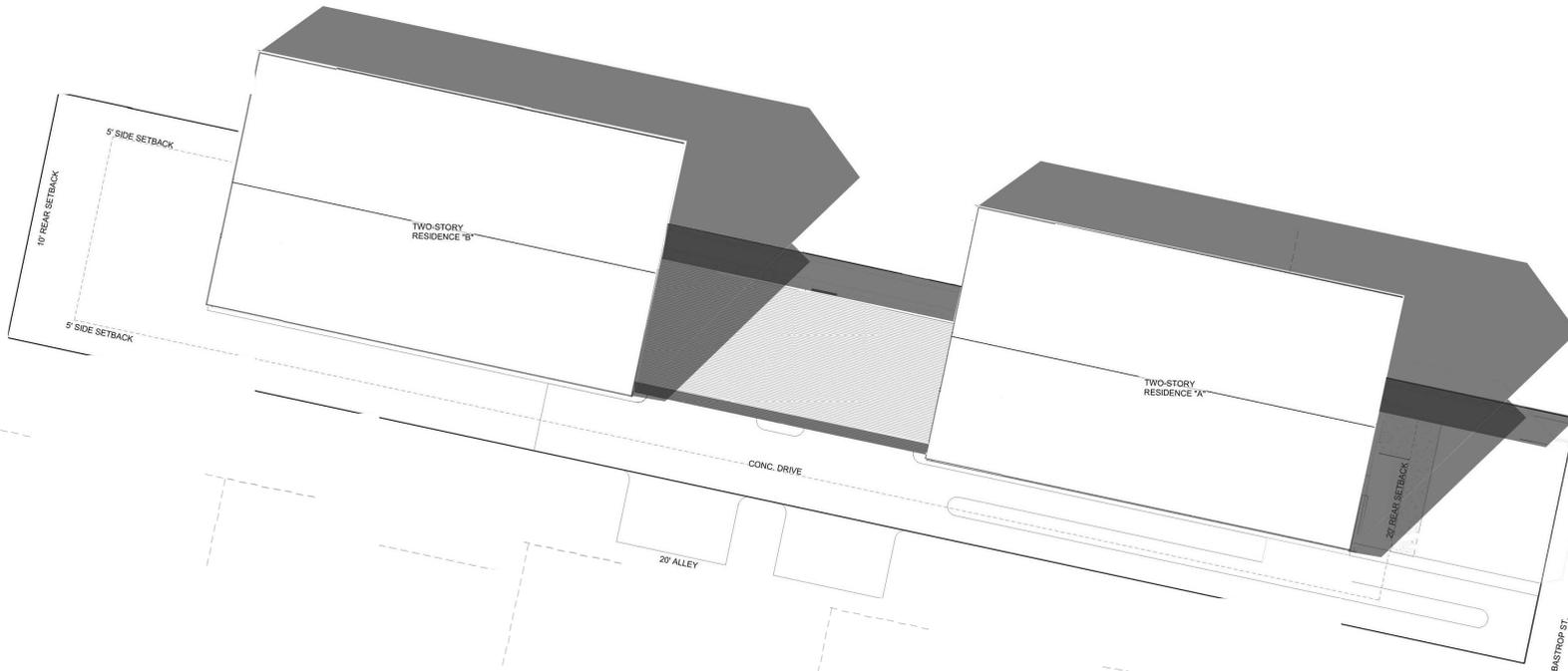
Subject Property: **707 BASTROP ST TX 78653**

Appendix B: Architecture Design (high level) and Rendering

Item 6.



3D AXONOMETRIC EXHIBIT



CONCEPT SITE PLAN INFORMATION

TOTAL	9,986 SF
BUILDING COVER	
UNIT 'A'	1,584 SF
UNIT 'B'	1,584 SF
TOTAL	3,168 SF
PAVED AREA	
DRIVEWAY	2,001 SF
SIDEWALK	658 SF
TOTAL	2,659 SF
TOTAL IMPERVIOUS COVER	
IMPERVIOUS COVER %	4,243 SF
	42%
PRINCIPAL STRUCTURE %	21%
PRINCIPAL/ACCESSORY %	42%

INTERIM REVIEW DOCUMENTS
NOT FOR REGULATORY APPROVAL, PERMITTING OR CONSTRUCTION
Daniel B. Shearer
Tx. Reg. No. 26562

6.12.2023

CIRCLE + SQUARE
600 Congress Avenue
14th Floor
Austin, Texas
214.280.3527

PROJECT OWNER
Katherine Chen

PROJECT NAME
707 N. Bastrop St.
Manor, Texas 78655

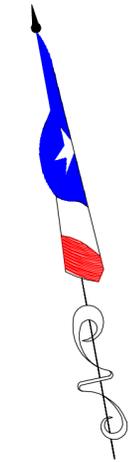
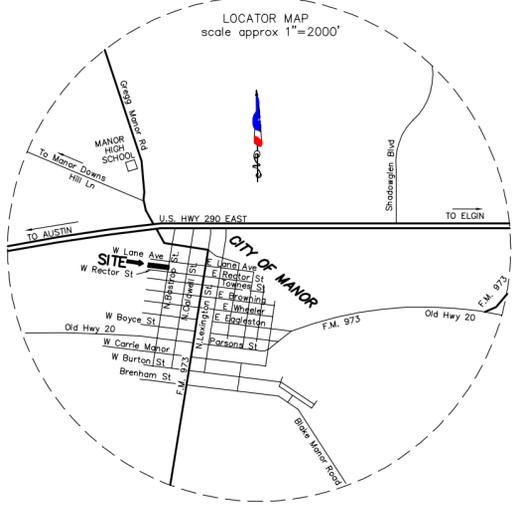
COMMENTS:

6.12.2023

ARCHITECTURAL

115

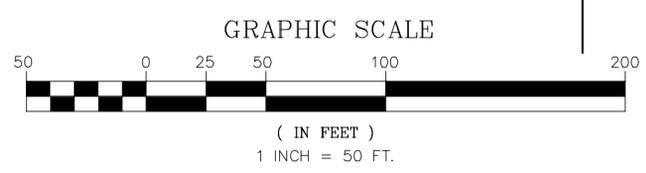
RESUBDIVISION OF PORTION OF LOTS 6-10 A.E. LANE'S ADDITION TO THE TOWN OF MANOR SHORT FORM FINAL PLAT



RIVER CITY PARTNERS LTD
20.00 AC
DOC# 2005128121
LOT 1 RIATA FORD MANOR

LEGEND
FOUND 1/2" IRON ROD FIR
FOUND 1/2" IRON ROD W/CAP FIR
BUILDING LINE BL
BENCHMARK BM:
Mag nail in asphalt;
Elevation 542.21' NAVD88

BEARING BASE:
THE BEARINGS SHOWN HEREON ARE CENTRAL TEXAS ZONE
STATE PLANE COORDINATES, BASED ON LOCAL NETWORK
GPS OBSERVATION.



FIELD NOTES
0.2292 ACRES OF LAND OUT OF AND A PART OF THE JASPER MANOR SURVEY, CITY OF MANOR, TRAVIS COUNTY, TEXAS, BEING THE SOUTH 40 FEET OF LOTS 6-10, BLOCK 1, A.E. LANE'S ADDITION TO THE TOWN OF MANOR, TRAVIS COUNTY, TEXAS, CONVEYED TO WENKAI CHEN BY GENERAL WARRANTY DEED RECORDED IN DOCUMENT NO. 2021189596, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, FOR WHICH A MORE PARTICULAR DESCRIPTIONS BY METES AND BOUNDS IS AS FOLLOWS:

BEGINNING at a 1/2" iron rod found with cap(premier) in the west right of way of North Bastrop Street, at the SE corner of that certain 0.2292 acre of land described in Document No. 2021189596, Official Public Records, Travis County, Texas, same being the SE corner of Lot 10, Block 1, A.E. Lane's Addition to the town of Manor, a subdivision in Travis County, Texas, according to the map or plat recorded in Volume 2, Page 223, Plat Records, for the SE corner hereof, and further being in the north line of the 20 foot alley in Block 1;
THENCE N79°37'24"W, along said alley for a distance of 249.95 feet to a 1/2" iron rod with cap(premier) found at the SW corner of Lot 6, Block 1, for the SW corner hereof, same being in the west line of a 20.00 acre tract conveyed to River City Partners LTD by deed recorded in Document No. 2005128121, Official Public Records;
THENCE N10°18'08"E along said west line hereof for a distance of 39.94 feet to a 1/2" iron rod with cap (premier) found at the NW corner hereof, also being the south line of a tract conveyed to Walter L. Robinson, being the North 75 feet of lots 6-10, Block 1;
THENCE S79°37'39"E, crossing through said lots for a distance of 249.99 feet to a 1/2" iron rod with cap(premier) found in the west line of North Bastrop Street, in the east line of Lot 10, for the NE corner hereof, from which point a 1/2" iron rod found at the NE corner of Lot 10 bears N10°15'22"E at a distance of 74.81 feet;
THENCE S10°21'28"W along the west ROW of North Bastrop Street for a distance of 39.96 feet to the POINT OF BEGINNING of this tract, containing 0.2292 acres of land, more or less.

Surveyors Certification

I, THOMAS P. DIXON, AM AUTHORIZED UNDER THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF SURVEYING AND HEREBY CERTIFY THAT THIS PLAT COMPLIES WITH THE SURVEY RELATED PORTIONS OF THE CITY OF MANOR SUBDIVISION ORDINANCE, IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE BY ME OR UNDER MY DIRECT SUPERVISION, ON THE GROUND, JANUARY 17, 2023

THOMAS P. DIXON R.P.L.S. #4324
7/17/23
DATE

OWNER:
WENKAI CHEN
1132 NORTHWESTERN AVE UNIT A
AUSTIN, TEXAS 78702
LEGAL DESCRIPTION:
0.2292 ACRES OF LAND OUT OF AND A PART OF THE JASPER MANOR SURVEY, CITY OF MANOR, TRAVIS COUNTY, TEXAS, BEING THE SOUTH 40 FEET OF LOTS 6-10, BLOCK 1, A.E. LANE'S ADDITION TO THE TOWN OF MANOR, TRAVIS COUNTY, TEXAS.

WATERLOO SURVEYORS LLC
P.O. BOX 160176
AUSTIN, TEXAS 78716-0176
Phone: 512-481-9602
www.waterloosurveyors.com
FIRM# 10124400
A1079P



PROPOSED 1 RESIDENTIAL LOT
PREPARATION DATE: JANUARY 17, 2023
SUBMITTAL DATE: APRIL 27, 2017
PAGE 2 OF 2

RESUBDIVISION OF PORTION OF LOTS 6-10 A.E. LANE'S ADDITION TO THE TOWN OF MANOR
SHORT FORM FINAL PLAT

State of Texas:
County of Travis: KNOW ALL PERSONS BY THESE PRESENTS:

THAT I, WENKAI CHEN, OWNER OF 0.2292 ACRES OF LAND OUT OF AND A PART OF THE JASPER MANOR SURVEY, IN THE CITY OF MANOR, TRAVIS COUNTY, TEXAS, BEING THE SOUTH 40 FEET OF LOTS 6-10, BLOCK 1, A.E. LANE'S ADDITION TO THE TOWN OF MANOR, TRAVIS COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT RECORDED IN VOLUME 2, PAGE 226, PLAT RECORDS, CONVEYED TO ME BY GENERAL WARRANTY DEED RECORDED IN DOCUMENT NO. 2021189596, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, DO HEREBY RESUBDIVIDE SAID 0.2292 ACRES PURSUANT TO THE PUBLIC NOTIFICATION AND HEARING PROVISION OF CHAPTER 212 OF THE LOCAL GOVERNMENT CODE, IN ACCORDANCE WITH THE ATTACHED MAP OR PLAT SHOWN HEREON, TO BE KNOWN AS:

RESUBDIVISION OF A PORTION OF LOTS 6-10, A.E. LANE'S ADDITION TO THE TOWN OF MANOR

AND DO DEDICATE TO THE PUBLIC FOREVER THE USE OF ALL STREETS AND EASEMENTS SHOWN ON SAID PLAT, THE PUBLIC THE USE OF ALL STREETS AND EASEMENTS SHOWN ON SAID PLAT, SUBJECT TO ANY EASEMENTS AND/OR RESTRICTIONS HERETOFORE GRANTED AND NOT RELEASED.

WITNESS MY HAND THIS THE ____ DAY OF _____, 202__

WENKAI CHEN
1132 NORTHWESTERN AVE UNIT A
AUSTIN, TEXAS 78702

State of Texas:
County of Travis:

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED WENKAI CHEN, KNOWN KNOWN TO BE THE PERSON OR AGENT WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE ____ DAY OF _____, 202__, A.D., NOTARY PUBLIC IN AND FOR TRAVIS COUNTY, TEXAS.

NOTARY: _____
PRINT OR STAMP NAME HERE MY COMMISSION EXPIRES

JURISDICTION

THIS SUBDIVISION IS LOCATED WITHIN THE FULL PURPOSE JURISDICTION OF THE CITY OF MANOR, TEXAS, ON THIS THE ____ DAY OF _____, 202__.

ACCEPTED AND AUTHORIZED FOR RECORD BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MANOR, TEXAS, ON THIS THE ____ DAY OF _____, 202__.

APPROVED: _____ ATTEST: _____
LAKESHA SMALL, CHAIRPERSON LLUVIA T. ALMARAZ, CITY SECRETARY

ACCEPTED AND AUTHORIZED FOR RECORD BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, ON THIS THE ____ DAY OF _____, 202__.

APPROVED: _____ ATTEST: _____
DR. CHRISTOPHER HARVEY, MAYOR LLUVIA T. ALMARAZ, CITY SECRETARY

NOTES:

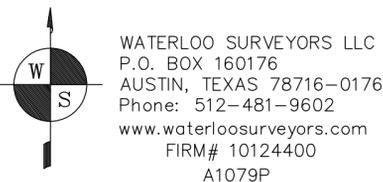
- 1. WATER AND WASTEWATER SYSTEMS SERVING THIS SUBDIVISION SHALL BE DESIGNED AND INSTALLED IN ACCORDANCE WITH THE CITY OF MANOR AND STATE HEALTH DEPARTMENT PLANS AND SPECIFICATIONS. PLANS AND SPECIFICATIONS SHALL BE SUBMITTED TO THE CITY OF MANOR, WATER AND WASTEWATER DEPARTMENT FOR REVIEW.
- 2. ALL WATER AND WASTEWATER CONSTRUCTION MUST BE INSPECTED BY THE CITY OF MANOR.
- 3. NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO THE CITY OF MANOR WATER SUPPLY COMPANY AND TO CITY OF MANOR WASTEWATER SERVICE.
- 4. PRIOR TO CONSTRUCTION, A SITE DEVELOPMENT PERMIT MUST BE OBTAINED FROM THE CITY OF MANOR.
- 5. PRIOR TO CONSTRUCTION ON LOTS IN THIS SUBDIVISION, DRAINAGE PLANS WILL BE SUBMITTED TO THE CITY OF MANOR FOR REVIEW. RAINFALL RUN-OFFS SHALL BE HELD TO THE AMOUNT EXISTING AT UNDEVELOPED STATUS BY PONDING OR OTHER APPROVED METHODS.
- 6. THE PROPERTY OWNERS OR ASSIGNS SHALL MAINTAIN ALL DRAINAGE EASEMENTS ON PRIVATE PROPERTY.
- 7. PROPERTY OWNER SHALL PROVIDE FOR ACCESS TO DRAINAGE EASEMENTS AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY GOVERNMENTAL AUTHORITIES.
- 8. BUILDING SET-BACK LINES ARE IN CONFORMANCE WITH CITY OF MANOR ZONING REGULATIONS.
- 9. NO PORTION OF THIS TRACT IS IN A FLOOD HAZARD ZONE AS IDENTIFIED BY THE FEDERAL INSURANCE ADMINISTRATION DEPARTMENT OF HUD FLOOD BOUNDARY MAP AS PER MAP NO. 48453C0485J, TRACT IS IN ZONE X, DATED AUGUST 18, 2014
- 10. NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTION IS MADE TO THE CITY OF MANOR WASTEWATER SYSTEM.
- 11. WATER IS SUPPLIED BY THE CITY OF MANOR.
- 12. THE PROPOSED USAGE IS RESIDENTIAL.
- 13. PLAT WILL REQUIRE A SETBACK VARIANCE.
- 14. PLAT WILL REQUIRE A LOT-WIDTH VARIANCE.
- 15. A SIDEWALK IS NEEDED TO BE PROPOSED ALONG NORTH BASTROP STREET.
- 16. PERFORMANCE AND MAINTENANCE GUARANTEES AS REQUIRED BY THE CITY.
- 17. PLAT WILL REQUIRE A LOT-RATIO VARIANCE.

COUNTY CLERK

State of Texas:
County of Travis:

I, DYANA LIMON-MERCADO, CLERK OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING AND IT'S CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE ____ DAY OF _____, 202__, A.D. AT ____ O'CLOCK ____ M., DULY RECORDED ON THE ____ DAY OF _____, 202__ A.D. AT ____ O'CLOCK ____ M., PLAT RECORDS IN SAID COUNTY AND STATE IN DOCUMENT NO. _____ OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS.
DYANA LIMON-MERCADO, COUNTY CLERK TRAVIS COUNTY, TEXAS

BY DEPUTY



FEB 16 83 2255 5.00

WARRANTY DEED

3-10 6028

THE STATE OF TEXAS
COUNTY OF TRAVIS

} KNOW ALL MEN BY THESE PRESENTS:

That Johnnie Mae Fisher

of the County of Travis and State of Texas for and in consideration of the sum of Ten (\$10.00) Dollars and the payment of real property taxes, and other valuable consideration to the undersigned paid by the grantee herein named, the receipt of which is hereby acknowledged,

have GRANTED, SOLD AND CONVEYED, and by these presents do GRANT, SELL AND CONVEY unto Barbara Hutchins, whose address is 4804 B Hillspring Circle, Austin, Texas 78721 of the County of Travis and State of Texas, all of the following described real property in Travis County, Texas, to-wit:

The South Forty (40) feet of Lots 6-10, Block 1, A. E. LANE ADDITION, an addition in Travis County, Texas, according to the plat recorded in Volume 2, Page 223, Plat Records, Travis County, Texas.

TO HAVE AND TO HOLD the above described premises, together with all and singular the rights and appurtenances thereto in anywise belonging, unto the said grantee her heirs and assigns forever; and I do hereby bind myself, my heirs, executors and administrators to WARRANT AND FOREVER DEFEND all and singular the said premises unto the said grantee, her heirs and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

This conveyance is made subject to all easements, covenants, restrictions and conditions of record pertaining to the above described property, as recorded in the office of the Travis County Clerk.

Grantor warrants that the above described property is her sole and separate property, acquired by descent and distribution from her mother, Carrie Sorrells.

EXECUTED this 16th day of February, A.D. 19 83

Johnnie Mae Fisher
Johnnie Mae Fisher

DEED RECORDS
Travis County, Texas

7996 320

Mailing address of each grantee:

Name: Barbara Hutchins
Address: 4804 B Hillspring
Austin, TX 78721

Name:
Address:

3-10 6029

(Acknowledgment)

STATE OF TEXAS
COUNTY OF

This instrument was acknowledged before me on the
by Johnnie Mae Fisher

16th day of February, 19 83

Cheryl D. Melrose
Cheryl D. Melrose

My commission expires:

NOTARY SEAL

May 28, 1985

Notary Public, State of Texas
Notary's printed name:

(Acknowledgment)

STATE OF TEXAS
COUNTY OF

This instrument was acknowledged before me on the
by

day of , 19

My commission expires:

Notary Public, State of Texas
Notary's printed name:

(Corporate Acknowledgment)

STATE OF TEXAS
COUNTY OF

This instrument was acknowledged before me on the day of
by of
a corporation, on behalf of said corporation.

FILED
1983 FEB 17 AM 10:38
Loris D. Hampshire
COUNTY CLERK
TRAVIS COUNTY, TEXAS 19

My commission expires:

Notary Public, State of Texas
Notary's printed name:

AFTER RECORDING RETURN TO:

Barbara Hutchins
4804 B Hillspring
Austin, TX 78721

STATE OF TEXAS COUNTY OF TRAVIS
I hereby certify that this Instrument was FILED on the
state and at the time stamped hereon by me; and was duly
RECORDED, in the Volume and Page of the named RECORDS
of Travis County, Texas, as stamp hereon by me, on

FEB 17 1983



Loris D. Hampshire
COUNTY CLERK
TRAVIS COUNTY, TEXAS

7996 321

to a grade parallel with the longitudinal street grade, and the ground elevation at the right-of-way line shall be not more than two (2) feet, nor less than three (3) inches above the elevation of the top of the adjacent curb. Landing walks of a width not less than eighteen (18) inches may be installed abutting the rear of the curb.

Sec. 6.5 LOTS: Standards that apply to residential lots follow.

6.501. Lot Size: All lots within subdivisions within the jurisdiction of this Ordinance, both inside and outside the City, shall meet the following conditions:

A. The depth of any lot shall not exceed three (3) times the average of the front lot and rear lot dimensions.

B. The minimum area of any lot shall be not less than seventy five hundred (7,500) square feet. For lots not to be served by sanitary sewer, where results of a percolation test prescribed by the Travis County Health Officer deems the minimum lot area insufficient, the City shall require additional area sufficient to accommodate the sanitary facilities deemed necessary by the Travis County Health Officer; provided that if the lot is within an area officially designated commercial by the City Council, then, such lot size shall be adequate to meet anticipated needs.

C. Corner lots shall have a minimum width of seventy-five (75) feet.

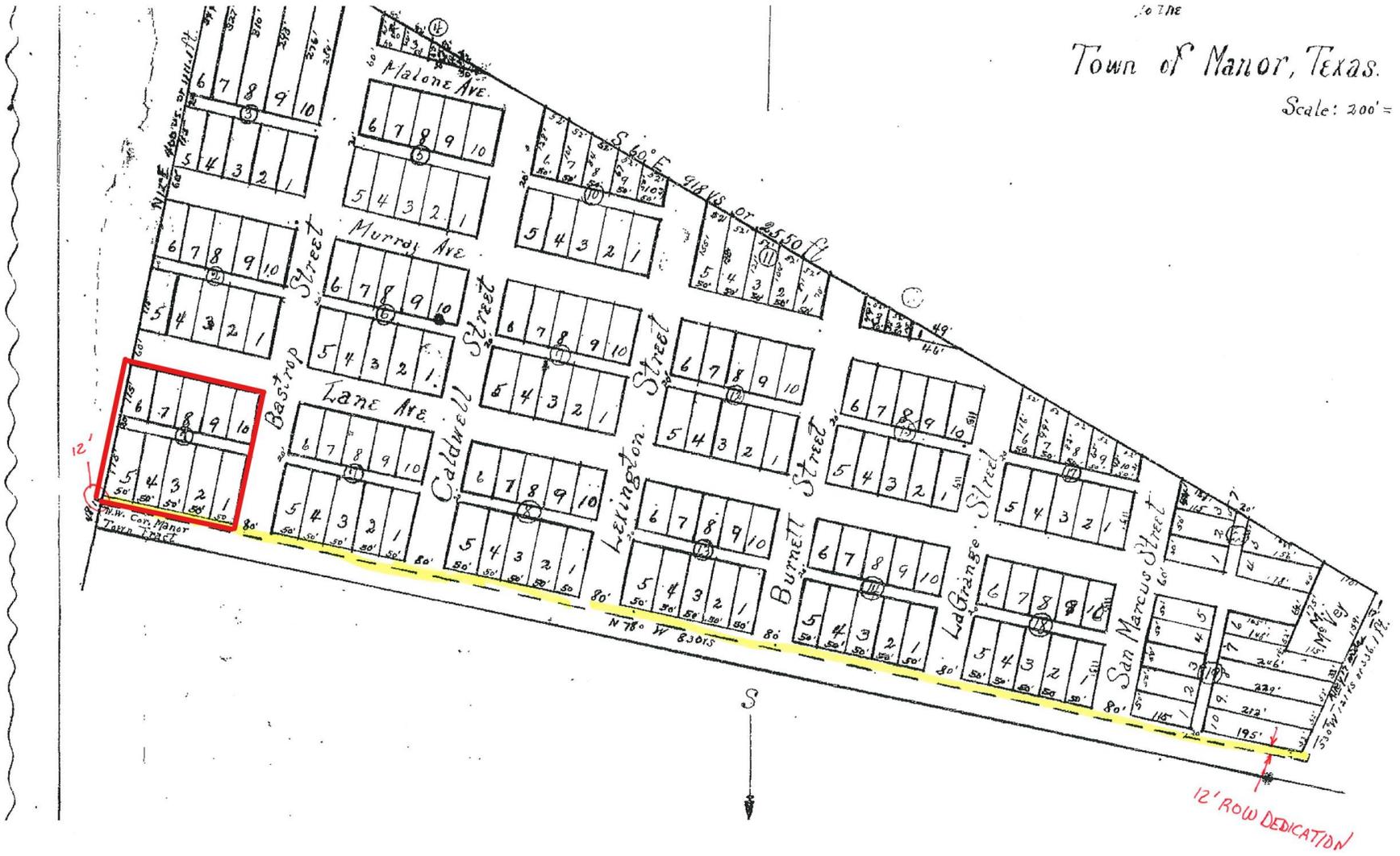
D. Minimum usable lot depths for lots backing on natural drainage easements shall be not less than one hundred (100) feet measured between front lot line and drainage easement.

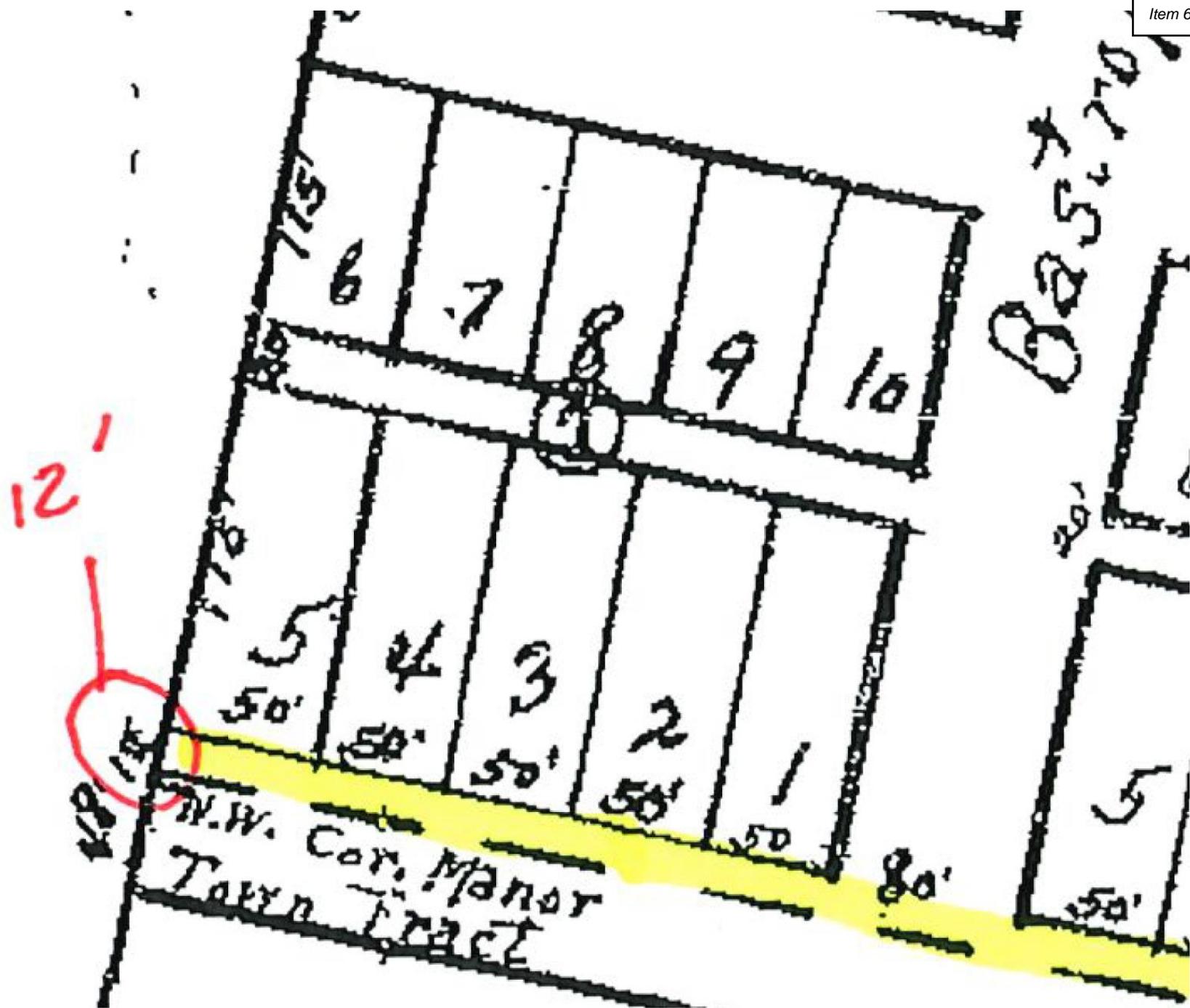
6.502. Lot Facing:

A. Street Frontage: Each lot shall be provided with the minimum frontage on an existing or proposed public street required by the Zoning Ordinance.

A.E. LANE ADDITION PLAT MAP

Town of Manor, Texas.
Scale: 200' = 1 inch.







1500 County Road 269
Leander, TX 78641

P.O. Box 2029
Leander, TX 78646-2029

Date: Thursday, April 6, 2023

Katherine Chen
SAVVY ATX REALTY LIMITED LIABILITY COMPANY
100 Congress AVE STE 2000, Austin TX 78701
Austin TX 78701
katherine.chen@savvytech.us

Permit Number 2023-P-1522-SF
Job Address: 707 Bastrop, Manor, TX. 78653

Dear Katherine Chen,

The first submittal of the 707 Bastrop St Short Form Final Plat (*Short Form Final Plat*) submitted by SAVVY ATX REALTY LIMITED LIABILITY COMPANY and received on April 19, 2023, 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 Tyler Shows by telephone at (737) 247-7552 or by email at tshows@gbateam.com.

1. Note: Submit the short form final plat as one PDF, not individual sheets.
2. Will the water be supplied by Manville or City of Manor? Notes 3 and 11 are contradicting. If water is supplied by Manville, provide documentation that this has been approved by Manville.
3. Provide X and Y coordinates for four (4) property corners, using the state plane coordinate system.
4. Provide the location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries. As per Manor Code of Ordinance Chapter 14 Section 14.02.007
5. A sidewalk is needed to be proposed along North Bastrop Street, if you have any questions you can defer to Scott Dunlop.
6. Provide the following note "Performance and maintenance guarantees as required by the City".

4/6/2023 12:13:37 PM
707 Bastrop St Short Form Final Plat
2023-P-1522-SF
Page 2

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,



Tyler Shows
Staff Engineer
GBA

Answers to Engineer Review

Item 6.

April 18, 2023

City of Manor
Development Services Department
Attn: Mr. Scott Dunlop, Director
105 E. Eggleston Street
Manor, Texas 78653

Re: [707 BASTROP ST TX 78653](#)
Permit Number 2023-P-1522-SF

Dear Mr. Dunlop,

We received the review/feedback related to “707 Bastrop St Short Form Final Plat” and revised the project plans accordingly to address the comments noted. Please see the details of our revisions below.

Engineer Review – Please see our answers in red pen below.

1. Note: Submit the short form final plat as one PDF, not individual sheets.
 - **Katherine: Done. We combined it to one PDF.**
2. Will the water be supplied by Manville or City of Manor? Notes 3 and 11 are contradicting. If water is supplied by Manville, provide documentation that this has been approved by Manville.
 - **Katherine: The water will be supplied by City of Manor. Please see Notes 3.**
3. Provide X and Y coordinates for four (4) property corners, using the state plane coordinate system.
 - **Katherine: Done. Please see the updates in the PDF, all corners were updated.**
4. Provide the location of building setback lines, as required by the City’s Zoning Ordinance and indicated by dashed lines on the plat, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries. As per Manor Code of Ordinance Chapter 14 Section 14.02.007 \
 - **Katherine: Building setback lines were updated. Per Tyler: “The second part of comment #4 is a standard comment that the City of Manor uses, based on this Short Form Final Plat, since there are already existing utilities in the area (within existing easements) no additional easements are required.”, hence no additional easements are required.**
5. A sidewalk is needed to be proposed along North Bastrop Street, if you have any questions you can defer to Scott Dunlop.
 - **Katherine: Since the sidewalk will be proposed during the construction, we added Notes 15 “15.A SIDEWALK IS NEEDED TO BE PROPOSED ALONG NORTH BASTIROP STIREET.”**
6. Provide the following note “Performance and maintenance guarantees as required by the City”.
 - **Katherine: Done. Please see Notes 16. “16: PERFORMANCE AND MAINTENANCE GUARANTEES AS REQUIRED BY THE CITY.”**

Please let me know if you have any questions.

Respectfully,



Katherine Chen
Savvy ATX Realty



1500 County Road 269
Leander, TX 78641

P.O. Box 2029
Leander, TX 78646-2029

Date: Monday, May 15, 2023

Katherine Chen
SAVVY ATX REALTY LIMITED LIABILITY COMPANY
100 Congress AVE STE 2000, Austin TX 78701
Austin TX 78701
katherine.chen@savvytech.us

Permit Number 2023-P-1522-SF
Job Address: 707 Bastrop, Manor 78653

Dear Katherine Chen,

We have conducted a review of the final plat for the above-referenced project, submitted by Katherine Chen and received by our office on April 19, 2023, for conformance with City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A, Article II, Section 24. The Plat appears to be in general compliance with City Ordinance requirements and we, therefore, take no exception to their approval as presented. Please submit TWO (2) mylar copies of the final plat along with a current tax certificate and a check made out to Travis County for the filing fees to the City of Manor for signatures. One mylar is for City records and the other is for Travis County.

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.
Lead AES
GBA



7/26/2023

City of Manor Development Services

Notification for a Subdivision Short Form Final Plat

Project Name: 707 Bastrop St Short Form Final Plat
 Case Number: 2023-P-1522-SF
 Case Manager: Michael Burrell
 Contact: mburrell@manortx.gov – 512-215-8158

The City of Manor Planning and Zoning Commission and City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Subdivision Short Form Final Plat with variances for 707 Bastrop St, Manor, TX. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a Short Form Final Plat for one (1) lot on .23 acres, more or less, and being located at 707 Bastrop St, Manor, TX with with variances from Manor Code of Ordinances, Chapter 14, Article 14.02, Division 2, Section 14.02.007(a) relating to lot width and lot setbacks and Manor Code of Ordinances, Chapter 10, Exhibit A, Article III, Section 45(8) relating to lot depth.

Applicant: SAVVY ATX REALTY LIMITED LIABILITY COMPANY
Owner: Wenkai Chen

The Planning and Zoning Commission will meet at 6:30PM on August 9,2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The Manor City Council will meet at 7:00PM on August 16, 2023 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 Subdivision Short Form Final Plat has been filed. Comments may be addressed to the email address or phone number above. Any communications received will be made available to the Commissioners during the discussion of this item.

MARTINEZ ORALIA
1301 CHICON ST 303
AUSTIN TX 78702-2154

CERON AMPARO PATRICIA C & MIGUEL ANEL
CASTILLO MENDIETA
305 W TOWNES ST
MANOR TX 78653-2107

PAZ NAUL MAURICIO & ZOILA MORE
1116 CANYON MAPLE RD
PFLUGERVILLE TX 78660-5808

JASMIN SHAKESPEARE & LINDA
PO BOX 455 MANOR TX 78653-0455

ECKART STEPHEN
PO BOX 170309
AUSTIN TX 78717-0019

JACKSON BONNIE & VSYNTHIA
%LENA MCCOY
PO BOX 985
MANOR TX 78653-0985

GUERRERO JOSE
& MAXIMINA CLEMENS
307 W TOWNES ST
MANOR TX 78653-2107

ROMERO RONALDO & ANTONIA
5808 HERON DR
BUDA TX US 78610

FORREST DELORES M
3262 KESTRAL WAY
SACRAMENTO CA 95833-9616

LOZANO BENJAMIN KEEF
8005 Briarwood Ln
Austin TX 78757-8111

SEPECO
PO BOX 170309
AUSTIN TX 78717-0019

BARRS PHYLLIS Y & SANDRA V
% S MCCARTHER LIFE ESTATE
13604 HARRIS RIDGE BLVD UNIT A
PFLUGERVILLE TX 78660-8892

TREJO GERARDO &
JENNIFER I BARAHONA DE TREJO
801 CALDWELL ST
MANOR TX 78653-3318

RIVER CITY PARTNERS LTD
501 E KOENIG LN
AUSTIN TX 78751-1426

SHAW HUGHIE L & RUBY L
8808 CINCH LN # 1060
AUSTIN TX 78724-5011

GARCIA EDWARD
PO BOX 452
MANOR TX 78653-0452

ROBINSON WALTER L
% CURTIS ROBINSON
3608 EAGLES NEST ST
ROUND ROCK TX 78665-1131

LUNA BENITA GONZALEZ
802 N BASTROP ST
MANOR TX 78653-5430

JOHNSON ONNIE MAE LIFE ESTATE
PO BOX 228
MANOR TX 78653-0228

MANOR INDEPENDENT SCHOOL
DISTR DISTRICT
PO BOX 359
MANOR TX 78653-0359

TURMAN THOMAS M
21609 UNION LEE CHURCH RD
MANOR TX 78653-5329



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 16, 2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Conduct a public hearing on a Subdivision Short Form Final Plat for the Las Entradas North Subdivision, two (2) lots on 0.769 acres, more or less, and located at 13301 E US Hwy 290, Manor, TX and being filed with a variance from Manor Code of Ordinances, Chapter 10, Exhibit A, Article III, Section 45(6) and (7) relating to lot shape.

Applicant: Estacado Interests
Owner: Llano Las Entradas I, LLC

BACKGROUND/SUMMARY:

This plat has been approved by our engineer and it is filed with a variance that the Commission and City Council can consider.

This two-lot plat, along with the already platted adjacent Lot 2A in Las Entradas, form a three-lot development. The developer has filed plans to modify the existing access and construct new access points in TxDOT approved locations and construct proper fire lanes for new developments on these lots.

These lots do not fully comply with our lot standards that generally require rectangular shaped lots. Lot 1, Block A is angled on its western boundary due to the existing 30' waterline easement and the eastern property boundary angles in response that western property boundary's angle so the necessary parking and improvements for the proposed Lot 1 can be accommodated.

Planning and Zoning Commission voted approval 6-0

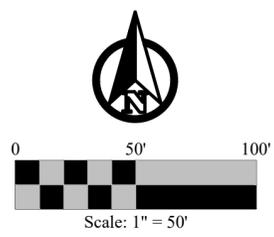
LEGAL REVIEW: Not Applicable
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- Plat
- Driveway site plan
- Engineer Comments
- Conformance Letter
- Notice
- Labels

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council conduct the public hearing.

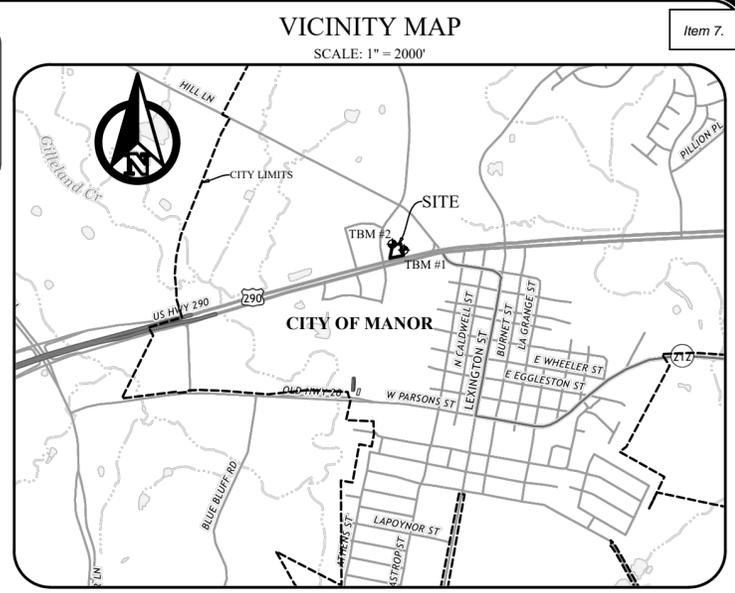
PLANNING & ZONING COMMISSION:	Recommend Approval	Disapproval	None
	X		



MONUMENTS / DATUMS / BEARING BASIS
Monuments are found if not marked MNS or CRS.
 CRS ○ 1/2" rebar stamped "JPH Land Surveying" set
 MNS ○ Mag nail & washer stamped "JPH Land Surveying" set
 TBM ○ Site benchmark (see vicinity map for general location)
 "+-+" "±" cut in concrete
 ○ 1/2" rebar stamped "JPH Land Surveying" set at lot corner
 Coordinate values, if shown, are US.SyFt./TxCS/83,CZ
 Elevations, if shown, are NAVD'88 (Geoid 18)
 Bearings are based on the TxCS/83,CZ
 Distances & areas shown are represented in surface values
TYPE I ○ TxDOT Right of Way tapered concrete monument.

LEGEND OF ABBREVIATIONS
 US.SyFt. United States Survey Feet
 TxCS/83,CZ Texas Coordinate System of 1983, Central Zone
 NAVD'88 North American Vertical Datum of 1988
 P.R.T.C.T. Plat Records of Travis County, Texas
 O.P.R.T.C.T. Official Public Records of Travis County, Texas
 D.R.T.C.T. Deed Records of Travis County, Texas
 VOL/Pg/INST# Volume/Page/Instrument Number
 POB/POC Point of Beginning/Point of Commencing
 ESMT/BL Easement/Building Line
 AE Access Easement
 UE Utility Easement
 DE Drainage Easement
 LE Landscape Easement
 * Easement/Setback Hereby Dedicated by this Plat

LEGEND OF LINE TYPES
 - - - - - EASEMENT LINE
 - - - - - DEED/ADJOINER LINE
 - - - - - BUILDING SETBACK LINE
 - - - - - BOUNDARY LINE



FINAL PLAT OF LAS ENTRADAS NORTH 9900

A SUBDIVISION OF 0.769 OF AN ACRE
 SITUATED IN THE
 JAMES MANOR SURVEY NO. 40, ABSTRACT NO. 546
 CITY OF MANOR
 TRAVIS COUNTY, TEXAS

PREPARED: SEPTEMBER 2022

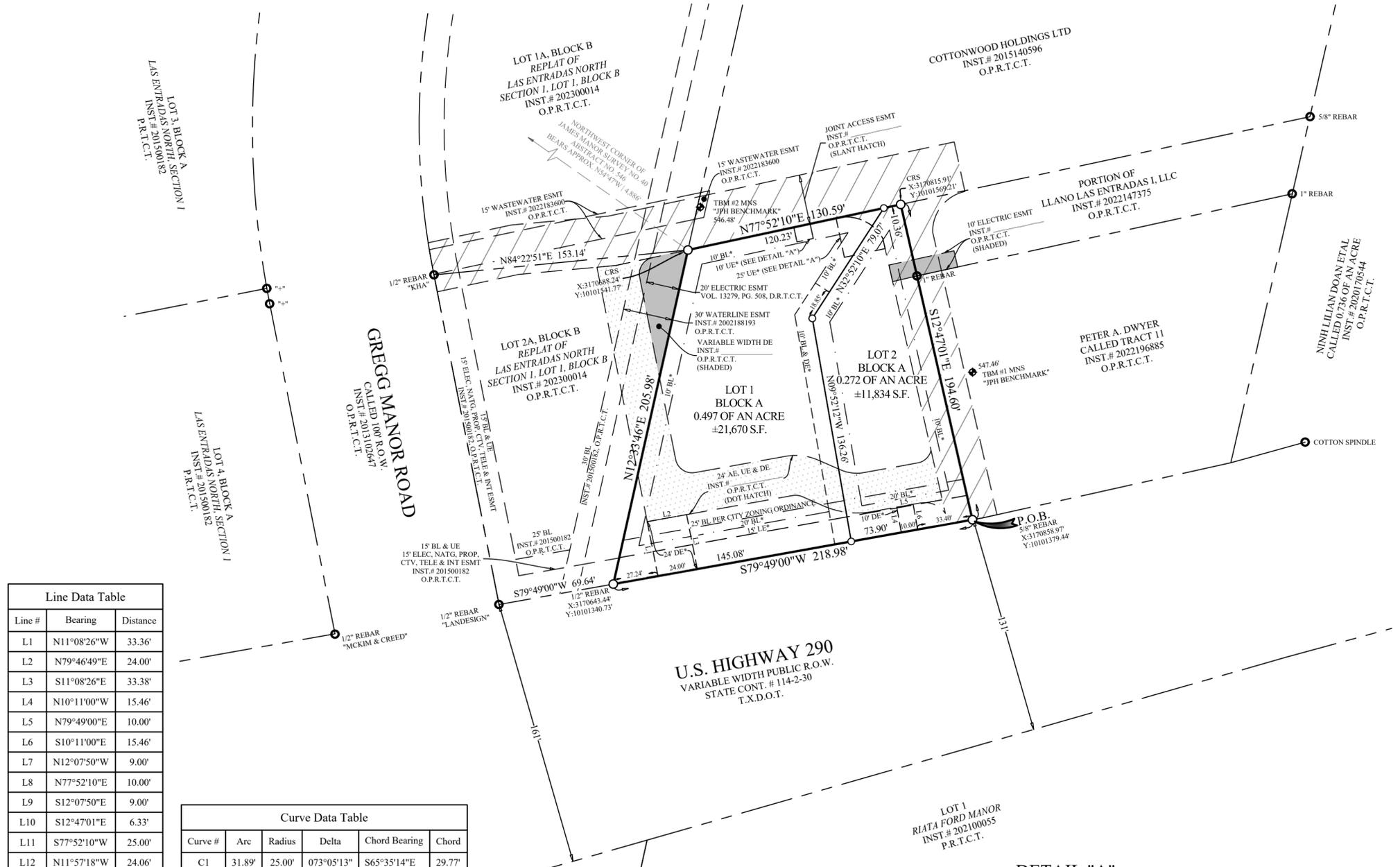
TOTAL NUMBER OF BLOCKS: 1
 TOTAL NUMBER OF LOTS: 2
 TOTAL ACREAGE: 0.769
 LINEAR FEET OF STREETS: NONE
 PROPOSED USE: COMMERCIAL

OWNER:
 Llano Las Entradas I, LLC
 1537 Singleton Boulevard
 Dallas, Texas 75212

SURVEYOR:
 JPH Land Surveying, Inc.
 1516 E. Palm Valley Blvd, Ste. A4
 Round Rock, Texas 78664
 (817) 431-4971

ENGINEER:
 Triangle Engineering LLC
 1784 W. McDermott Drive, Ste. 110
 Allen, Texas 75013
 (469)-331-8566

DEVELOPER:
 Estacado Interests
 1537 Singleton Blvd.
 Dallas, Texas 75212

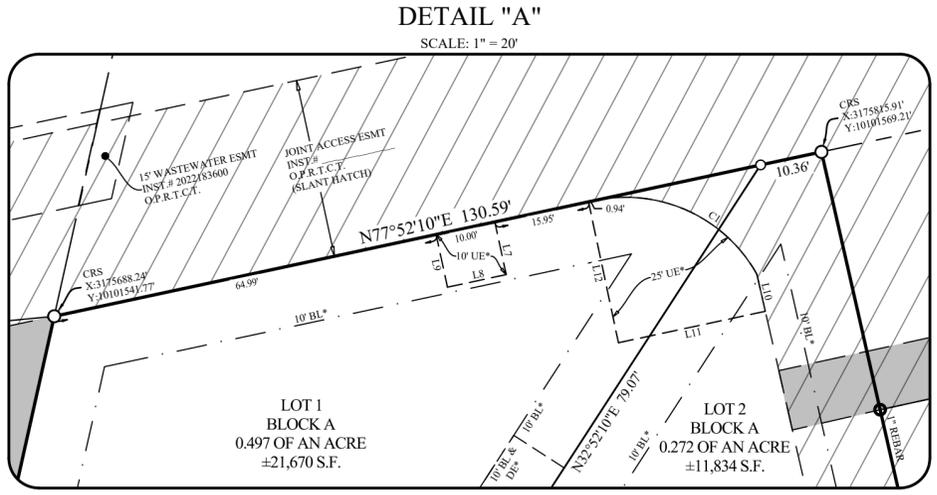


Line Data Table

Line #	Bearing	Distance
L1	N11°08'26"W	33.36'
L2	N79°46'49"E	24.00'
L3	S11°08'26"E	33.38'
L4	N10°11'00"W	15.46'
L5	N79°49'00"E	10.00'
L6	S10°11'00"E	15.46'
L7	N12°07'50"W	9.00'
L8	N77°52'10"E	10.00'
L9	S12°07'50"E	9.00'
L10	S12°47'01"E	6.33'
L11	S77°52'10"W	25.00'
L12	N11°57'18"W	24.06'

Curve Data Table

Curve #	Arc	Radius	Delta	Chord Bearing	Chord
C1	31.89'	25.00'	073°05'13"	S65°35'14"E	29.77'



JPH Job/Drawing No. (see below)
 2022.143.003 9900 HWY. 290, Manor, Travis Co., TX- PLAT R3.dwg
 © 2023 JPH Land Surveying, Inc. - All Rights Reserved
 1516 E. Palm Valley Blvd., Ste. A4, Round Rock, Texas 78664
 Telephone (817) 431-4971 www.jphlandsurveying.com
 TBPELS Firm #10019500
 DFW | Central Texas | West Texas | Houston

BENCHMARKS:
 The first site benchmark (TBM #1) is a mag nail with metal washer stamped "JPH BENCHMARK" set in a concrete sidewalk, located approximately 87 feet northwesterly from the north right-of-way line of U.S. Highway 290, and approximately 306 feet northeasterly from the east right-of-way line of Gregg Manor Road. Benchmark Elevation = 547.46' (NAVD'88). See vicinity map for general location.
 The second site benchmark (TBM #2) is a mag nail with metal washer stamped "JPH BENCHMARK" set in concrete, located approximately 214 feet northwesterly from the north right-of-way line of U.S. Highway 290, and approximately 165 feet northeasterly from the east right-of-way line of Gregg Manor Road. Benchmark Elevation = 546.48' (NAVD'88). See vicinity map for general location.



1500 County Road 269
Leander, TX 78641

P.O. Box 2029
Leander, TX 78646-2029

Date: Monday, November 7, 2022

Cannon Maki
Estacado Interests
1537 Singleton Blvd
Dallas 75212
cannon@estacadointerests.com

Permit Number 2022-P-1475-SF
Job Address: Las Entradas North, , LA.

Dear Cannon Maki,

The first submittal of the LAS ENTRADAS NORTH 9900 A SUBDIVISION - Short Form Final Plat (*Short Form Final Plat*) submitted by Estacado Interests and received on June 26, 2023, 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 (737) 247-7557 or by email at pgray@gbateam.com.

1. ~~A tax bill was provided.~~ **A TAX CERTIFICATE is required to be submitted. Certification from all applicable taxing authorities that all taxes due on the property have been PAID is required.**
2. ~~The P&Z Chairperson is Julie Leonard.~~
3. ~~The Mayor is Dr. Christopher Harvey.~~
4. ~~The City Secretary is Lluvia Almaraz.~~
5. ~~Identification and location of proposed uses and reservations for all lots within the subdivision shall be provided. This needs to be provided on the final plat.~~
6. ~~Gregg Manor road is spelled incorrectly.~~
7. ~~The ROW width of US 290 should be provided in lieu of stating the ROW varies.~~
8. ~~The County Clerk's signature block should be corrected. The signature information is on the plat twice.~~
9. ~~The title should be provided for anyone who will be signing the plat.~~
10. ~~The location, dimensions, names, and descriptions of all existing and recorded streets, alleys, reservations, railroads, easements, or other public rights-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries, as determined from the current deed and plat records. The existing right~~

11/7/2022 10:28:40 AM
 LAS ENTRADAS NORTH 9900 A SUBDIVISION -
 Short Form Final Plat
 2022-P-1475-SF
 Page 2

~~of way width of any boundary street to the proposed subdivision shall also be shown. Document numbers should be added to the plat.~~

~~11. The property lines and number designations of all proposed lots and blocks, with complete bearings, distances, and dimensions for the front, rear, and side lot lines. The surveyor shall certify that all lots meet the City's minimum requirements set forth herein.~~

~~12. The location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries.~~

~~13. The P&Z Chairperson is LaKesha Small.~~

~~14. The Travis County Clerk is Dyana Limon-Mercado.~~

15. The City held a pre-development meeting for a proposed drive through restaurant at the corner of 290 and Gregg. If Lot 2 Block A is plotted as configured it would create a non-conforming lot because of an existing building on that lot that appears to be located within the side setback. The plat cannot be approved as it will create a non-conformity. Either the lot needs to be modified or the building will need to be moved. Commercial lots require 10' side setbacks to other commercial lots.

16. A comment response letter is required to be submitted in order for explanation as to how the comments have been addressed.

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.
 Lead AES
 GBA

Llano Las Entradas I, LLC
1537 Singleton Blvd.
Dallas, TX 75212

November 29, 2022

City of Manor – City Hall
ATTN: Scott Dunlop, AICP
105 E. Eggleston Street
Manor, TX 78653

Re: Comment Response Narrative – Final Plat of Las Entradas North 9900 A Subdivision of 1.275 of an Acre Situated in the James Manor Survey No. 40, Abstract No. 546 City of Manor, Travis County, Texas

- 1) Tax Certificates attached. Please let us know if we need to mail the physical copies
- 2) Updated signature block.
- 3) Updated signature block.
- 4) Updated signature block.
- 5) Lot use descriptions attached as separate file.
- 6) Gregg Manor road is now spelled correctly.
- 7) ROW width is now shown.
- 8) Updated signature block.
- 9) Titles added.
- 10) Included.
- 11) Included.
- 12) Included.

Sincerely,



Cannon Maki

C: 817-999-0491

E: cannon@estacadointerests.com



1500 County Road 269
Leander, TX 78641

P.O. Box 2029
Leander, TX 78646-2029

Date: Tuesday, December 27, 2022

Cannon Maki
Estacado Interests
1537 Singleton Blvd
Dallas 75212
cannon@estacadointerests.com

Permit Number 2022-P-1475-SF
Job Address: Las Entradas North,

Dear Cannon Maki,

The subsequent submittal of the LAS ENTRADAS NORTH 9900 A SUBDIVISION - Short Form Final Plat submitted by Estacado Interests and received on June 26, 2023, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B. We can offer the following comments based upon our review (satisfied comments stricken, new or outstanding comments in bold):

Engineer Review

The following comments have been provided by Pauline Gray, P.E.. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (737) 247-7557 or by email at pgray@gbateam.com.

1. ~~A tax bill was provided.~~ **A TAX CERTIFICATE is required to be submitted. Certification from all applicable taxing authorities that all taxes due on the property have been PAID is required.**
2. ~~The P&Z Chairperson is Julie Leonard.~~
3. ~~The Mayor is Dr. Christopher Harvey.~~
4. ~~The City Secretary is Lluvia Almaraz.~~
5. ~~Identification and location of proposed uses and reservations for all lots within the subdivision shall be provided. This needs to be provided on the final plat.~~
6. ~~Gregg Manor road is spelled incorrectly.~~
7. ~~The ROW width of US 290 should be provided in lieu of stating the ROW varies.~~
8. ~~The County Clerk's signature block should be corrected. The signature information is on the plat twice.~~

~~9. The title should be provided for anyone who will be signing the plat.~~

~~10. The location, dimensions, names, and descriptions of all existing and recorded streets, alleys, reservations, railroads, easements, or other public rights of way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries, as determined from the current deed and plat records. The existing right of way width of any boundary street to the proposed subdivision shall also be shown. Document numbers should be added to the plat.~~

~~11. The property lines and number designations of all proposed lots and blocks, with complete bearings, distances, and dimensions for the front, rear, and side lot lines. The surveyor shall certify that all lots meet the City's minimum requirements set forth herein.~~

~~12. The location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries.~~

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~~14. The Travis County Clerk is Dyana Limon-Mercado.~~

15. The City held a pre-development meeting for a proposed drive through restaurant at the corner of 290 and Gregg. If Lot 2 Block A is plotted as configured it would create a non-conforming lot because of an existing building on that lot that appears to be located within the side setback. The plat cannot be approved as it will create a non-conformity. Either the lot needs to be modified or the building will need to be moved. Commercial lots require 10' side setbacks to other commercial lots.

16. A comment response letter is required to be submitted in order for explanation as to how the comments have been addressed.

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. To access your project online, please go to www.mygovernmentonline.org and use the online portal to upload your drawings in PDF format.

Should you have questions regarding specific comments, please contact the staff member referenced under the section in which the comment occurs. Should you have questions or require additional information regarding the plan review process itself, please feel free to contact me directly. I can be reached by telephone at (737) 247-7557, or by e-mail at pgray@gbateam.com.

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.
Lead AES
GBA



1500 County Road 269
Leander, TX 78641

P.O. Box 2029
Leander, TX 78646-2029

Date: Monday, March 20, 2023

Cannon Maki
Estacado Interests
1537 Singleton Blvd
Dallas 75212
cannon@estacadointerests.com

Permit Number 2022-P-1475-SF
Job Address: Las Entradas North,

Dear Cannon Maki,

The subsequent submittal of the LAS ENTRADAS NORTH 9900 A SUBDIVISION - Short Form Final Plat submitted by Estacado Interests and received on June 26, 2023, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B. We can offer the following comments based upon our review (satisfied comments stricken, new or outstanding comments in bold):

Engineer Review

The following comments have been provided by Pauline Gray, P.E.. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (737) 247-7557 or by email at pgray@gbateam.com.

1. ~~A tax bill was provided.~~ **A TAX CERTIFICATE is required to be submitted. Certification from all applicable taxing authorities that all taxes due on the property have been PAID is required.**
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~~9. The title should be provided for anyone who will be signing the plat.~~

~~10. The location, dimensions, names, and descriptions of all existing and recorded streets, alleys, reservations, railroads, easements, or other public rights of way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries, as determined from the current deed and plat records. The existing right of way width of any boundary street to the proposed subdivision shall also be shown. Document numbers should be added to the plat.~~

~~11. The property lines and number designations of all proposed lots and blocks, with complete bearings, distances, and dimensions for the front, rear, and side lot lines. The surveyor shall certify that all lots meet the City's minimum requirements set forth herein.~~

~~12. The location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries.~~

~~13. The P&Z Chairperson is LaKesha Small.~~

~~14. The Travis County Clerk is Dyana Limon-Mercado.~~

15. The City held a pre-development meeting for a proposed drive through restaurant at the corner of 290 and Gregg. If Lot 2 Block A is plotted as configured it would create a non-conforming lot because of an existing building on that lot that appears to be located within the side setback. The plat cannot be approved as it will create a non-conformity. Either the lot needs to be modified or the building will need to be moved. Commercial lots require 10' side setbacks to other commercial lots.

16. A comment response letter is required to be submitted in order for explanation as to how the comments have been addressed.

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. To access your project online, please go to www.mygovernmentonline.org and use the online portal to upload your drawings in PDF format.

Should you have questions regarding specific comments, please contact the staff member referenced under the section in which the comment occurs. Should you have questions or require additional information regarding the plan review process itself, please feel free to contact me directly. I can be reached by telephone at (737) 247-7557, or by e-mail at pgray@gbateam.com.

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.
Lead AES
GBA



1500 County Road 269
Leander, TX 78641

P.O. Box 2029
Leander, TX 78646-2029

Date: Friday, May 26, 2023

Cannon Maki
Estacado Interests
1537 Singleton Blvd
Dallas 75212
cannon@estacadointerests.com

Permit Number 2022-P-1475-SF
Job Address: Las Entradas North,

Dear Cannon Maki,

The subsequent submittal of the LAS ENTRADAS NORTH 9900 A SUBDIVISION - Short Form Final Plat submitted by Estacado Interests and received on June 26, 2023, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B. We can offer the following comments based upon our review (satisfied comments stricken, new or outstanding comments in bold):

Engineer Review

The following comments have been provided by Pauline Gray, P.E.. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (737) 247-7557 or by email at pgray@gbateam.com.

1. ~~A tax bill was provided.~~ **A TAX CERTIFICATE is required to be submitted. Certification from all applicable taxing authorities that all taxes due on the property have been PAID is required.**
2. ~~The P&Z Chairperson is Julie Leonard.~~
3. ~~The Mayor is Dr. Christopher Harvey.~~
4. ~~The City Secretary is Lluvia Almaraz.~~
5. ~~Identification and location of proposed uses and reservations for all lots within the subdivision shall be provided. This needs to be provided on the final plat.~~
6. ~~Gregg Manor road is spelled incorrectly.~~
7. ~~The ROW width of US 290 should be provided in lieu of stating the ROW varies.~~
8. ~~The County Clerk's signature block should be corrected. The signature information is on the plat twice.~~

~~9. The title should be provided for anyone who will be signing the plat.~~

~~10. The location, dimensions, names, and descriptions of all existing and recorded streets, alleys, reservations, railroads, easements, or other public rights of way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries, as determined from the current deed and plat records. The existing right of way width of any boundary street to the proposed subdivision shall also be shown. Document numbers should be added to the plat.~~

~~11. The property lines and number designations of all proposed lots and blocks, with complete bearings, distances, and dimensions for the front, rear, and side lot lines. The surveyor shall certify that all lots meet the City's minimum requirements set forth herein.~~

~~12. The location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries.~~

~~13. The P&Z Chairperson is LaKesha Small.~~

~~14. The Travis County Clerk is Dyana Limon-Mercado.~~

15. The City held a pre-development meeting for a proposed drive through restaurant at the corner of 290 and Gregg. If Lot 2 Block A is plotted as configured it would create a non-conforming lot because of an existing building on that lot that appears to be located within the side setback. The plat cannot be approved as it will create a non-conformity. Either the lot needs to be modified or the building will need to be moved. Commercial lots require 10' side setbacks to other commercial lots.

16. A comment response letter is required to be submitted in order for explanation as to how the comments have been addressed.

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. To access your project online, please go to www.mygovernmentonline.org and use the online portal to upload your drawings in PDF format.

Should you have questions regarding specific comments, please contact the staff member referenced under the section in which the comment occurs. Should you have questions or require additional information regarding the plan review process itself, please feel free to contact me directly. I can be reached by telephone at (737) 247-7557, or by e-mail at pgray@gbateam.com.

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.
Lead AES
GBA



1500 County Road 269
Leander, TX 78641

P.O. Box 2029
Leander, TX 78646-2029

Date: Tuesday, June 27, 2023

Cannon Maki
Estacado Interests
1537 Singleton Blvd
Dallas 75212
cannon@estacadointerests.com

Permit Number 2022-P-1475-SF
Job Address: Las Entradas North,

Dear Cannon Maki,

We have conducted a review of the final plat for the above-referenced project, submitted by Cannon Maki and received by our office on June 26, 2023, for conformance with City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A, Article II, Section 24. The Plat appears to be in general compliance with City Ordinance requirements and we, therefore, take no exception to their approval as presented. Please submit TWO (2) mylar copies of the final plat along with a current tax certificate and a check made out to Travis County for the filing fees to the City of Manor for signatures. One mylar is for City records and the other is for Travis County.

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.
Lead AES
GBA



7/26/2023

City of Manor Development Services

Notification for a Subdivision Short Form Final Plat

Project Name: LAS ENTRADAS NORTH 9900 A SUBDIVISION - Short Form Final Plat
 Case Number: 2022-P-1475-SF
 Case Manager: Michael Burrell
 Contact: mburrell@manortx.gov – 512-215-8158

The City of Manor Planning and Zoning Commission and City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Subdivision Short Form Final Plat for the Las Entradas North Subdivision located at 13301 E US Hwy 290, Manor, TX and being filed with a variance. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a Subdivision Short Form Final Plat for the Las Entradas North Subdivision located at 13301 E US Hwy 290, Manor, TX and being filed with a variance from Manor Code of Ordinances, Chapter 10, Exhibit A, Article III, Section 45(6) and (7) relating to lot shape.

Applicant: Estacado Interests
Owner: Llano Las Entradas I, LLC

The Planning and Zoning Commission will meet at 6:30PM on August 9, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The Planning and Zoning Commission will meet at 7:00PM on August 16, 2023 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 Subdivision Short form Final Plat has been filed. Comments may be addressed to the email address or phone number above. Any communications received will be made available to the Commissioners during the discussion of this item.

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

FRONTIER BANK OF TEXAS (1538664)
PO BOX 551
ELGIN TX 78621-0551

MANOR QUICK STOP INC (217593)
PO BOX 1232
MANOR TX 78653-1232

COTTONWOOD HOLDINGS LTD (176360)
9900 US HIGHWAY 290 E
MANOR TX 78653-9720

COTTONWOOD HOLDINGS LTD (1660278)
9900 HWY 290E
MANOR TX 78653-9720

NINH LILIAN DOAN ETAL (1855929)
1411 DEXFORD DR
AUSTIN TX 78753-1607

MANOR LODGING DEVELOPMENT LLC
(1940242)
29711 S Legends Village Ct
Spring TX 77386-2036

CVS PHARMACY INC (563231)
1 CVS DR UNIT 11210 01
WOONSOCKET RI 02895-6146

K-N CORPORATION (1282419)
1717 W 6TH ST STE 330
AUSTIN TX 78703-4791

RIVER CITY PARTNERS LTD (109336)
501 E KOENIG LN
AUSTIN TX 78751-1426

LAS ENTRADAS DEVELOPMENT (1335894)
9900 US HIGHWAY 290 E
MANOR TX 78653-9720

GABS INC (1676601)
407 TALKEETNA LN
CEDAR PARK TX 78613-2532

MANOR INDEPENDENT SCHOOL DISTR
(217594)
PO BOX 359
MANOR TX 78653-0359

SCOTT BAYLOR & WHITE HEALTH
(1720556)
301 N WASHINGTON AVE
DALLAS TX 75246-1754



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 16, 2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Conduct a public hearing on a Specific Use Permit for a Medical Clinic located at the southwest corner of US Hwy 290 and Gregg Manor Road, Manor, TX.

Applicant: StreetLevel Investments

Owner: SL Manor 290 LP

BACKGROUND/SUMMARY:

This property is zoned C-1 Light Commercial which permits office and medical uses with the approval of a Specific Use Permit. The proposed user would like to construct a Medical Clinic that offers 24-hour emergency care and has also proposed partnering with Travis County EMS to include a facility for their use. Their proposed site plan is for a 10,840 sf Medical Clinic, 990 sf EMS station, and 60 parking spaces. Access is proposed to be taken from the existing roadways of Gregg Manor Road (two access points) and Threshold Lane (one access point). No driveways on US 290 are proposed.

The Planning and Zoning Commission voted approval 6-0

LEGAL REVIEW: Not Applicable

FISCAL IMPACT: No

PRESENTATION: No

ATTACHMENTS: Yes

- Letter of Intent
- Site Plan
- Aerial Image
- Notice
- Labels

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council conduct the public hearing.

PLANNING & ZONING COMMISSION:	Recommend Approval	Disapproval	None
	X		



Manor Texas Specific Use Permit Narrative

Dear City of Manor Staff,

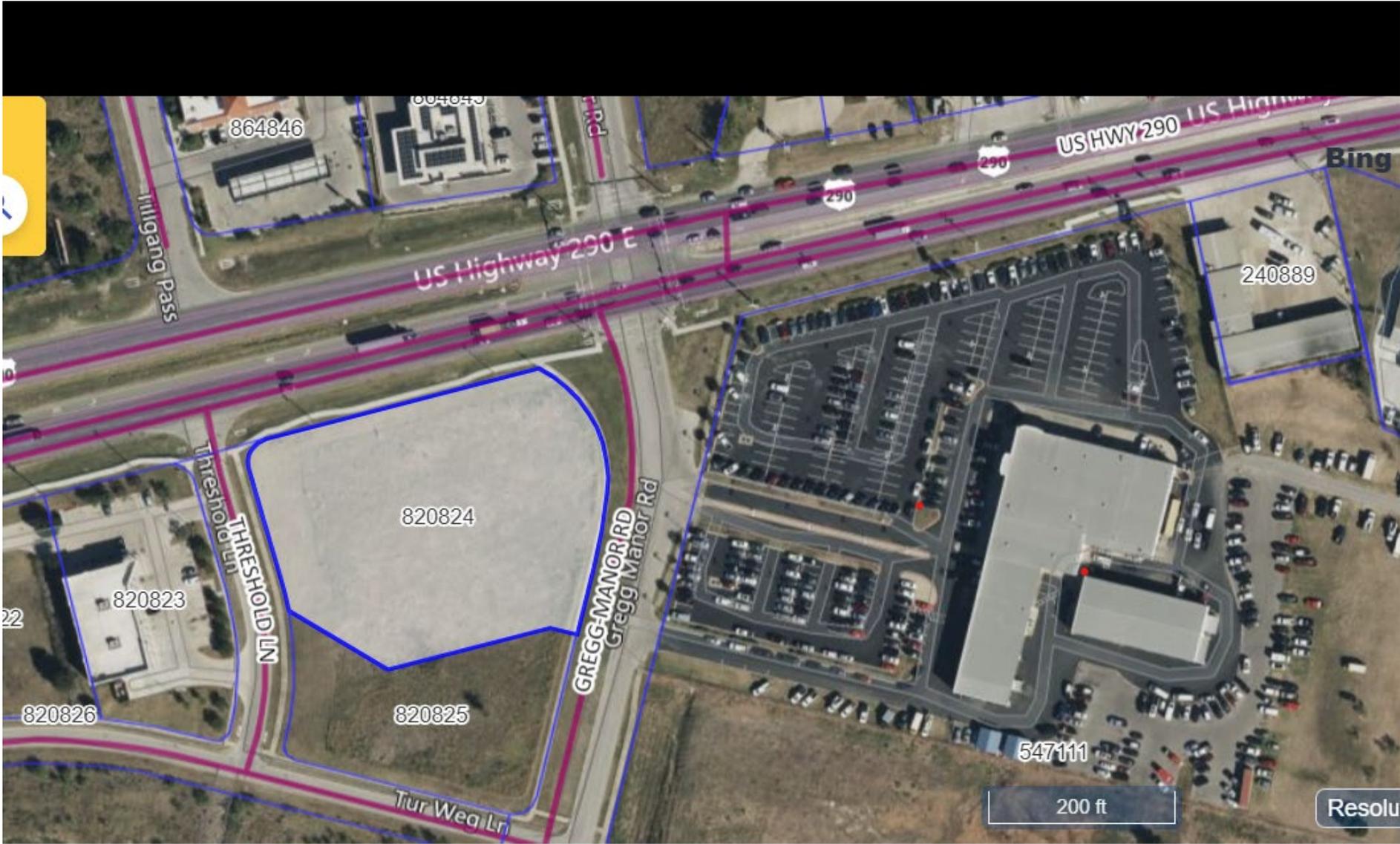
I respectfully am submitting this application for a Specific Use Permit for the property located at the southwest corner of US 290 and Greg Manor Rd. The subject site is shown below on **Exhibit A**.

StreetLevel Investments goals are to provide exceptional development and acquisition services benefiting our retailer, restaurant and medical user relationships, appropriate risk-adjusted returns to our capital partners, and deliver high quality developments and experiences for the communities they serve. StreetLevel Investments provides an investment perspective it describes as its Knowledge Advantage developed through its principals' 70+ combined years of development and investment experience. The StreetLevel principals previously held executive positions with Endeavor Real Estate Group and Staubach Retail and have participated in hundreds of transactions with a combined value in excess of \$1 Billion.

The current site is zoned C-1, and we are requesting an SUP for a Medical Clinic. The Medical Clinic use requires an SUP in all commercial districts within the City of Manor. The proposed Medical Clinic will be operated by St. David's and utilized as a Free-Standing Emergency Department. With a use like emergency departments, access is a critical component in site selection. The subject site is a perfect fit for this type of user, given the signalized intersection, accessibility is ideal for this user.

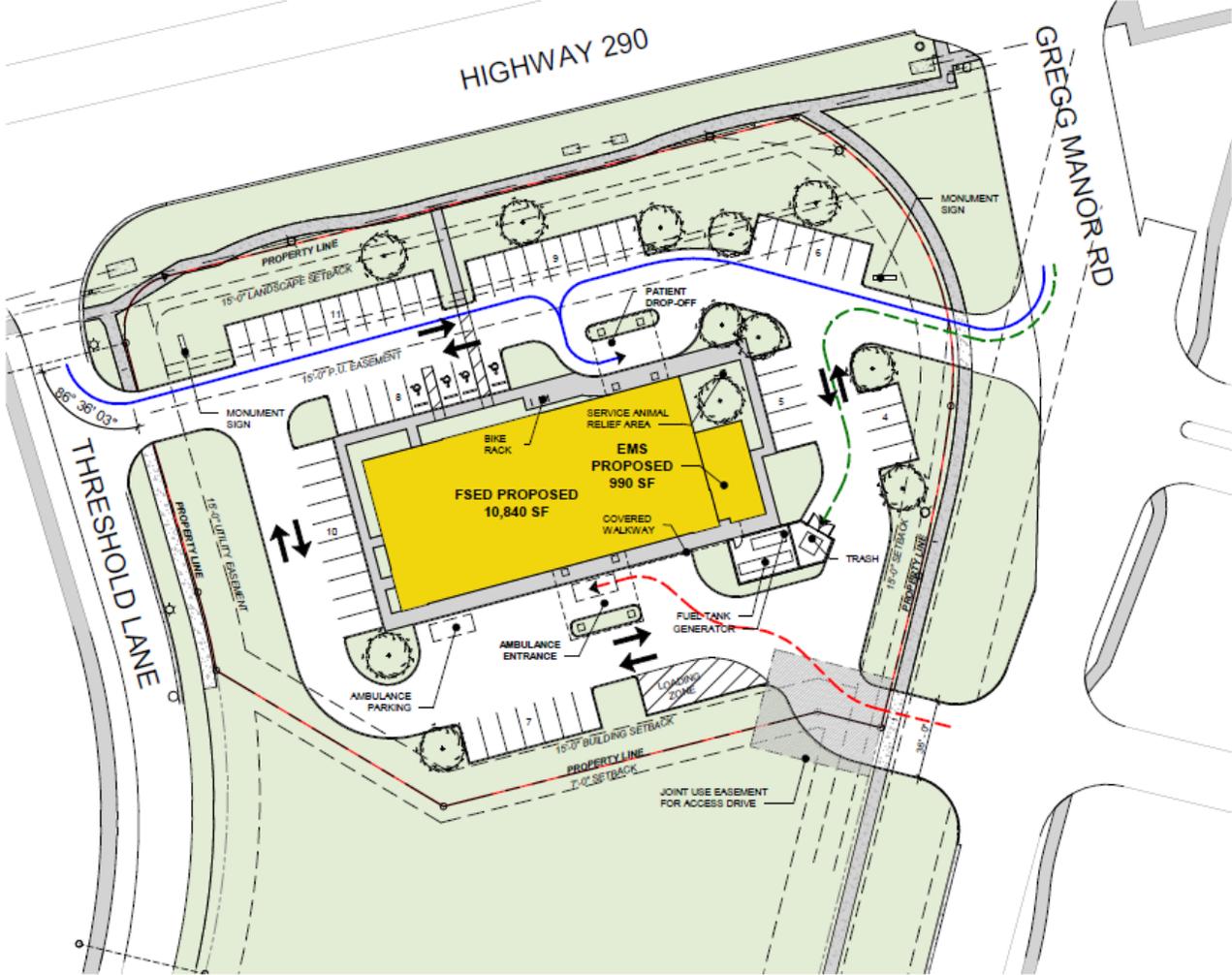
Free-Standing Emergency Departments also prefer sites with optimum visibility. Due to these requirements, this site makes obvious sense for this use, given the adjacent retail users like Auto Zone, Chevron, Texaco, Starbucks, Taco Bell, and Frontier Bank. We strongly believe this will be a quality development and user for the City of Manor and look forward to working with the City of Manor and St. David's on this excellent development.

EXHIBIT A



STREET LEVEL

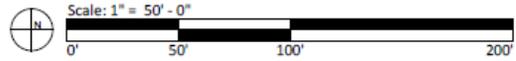
EXHIBIT B

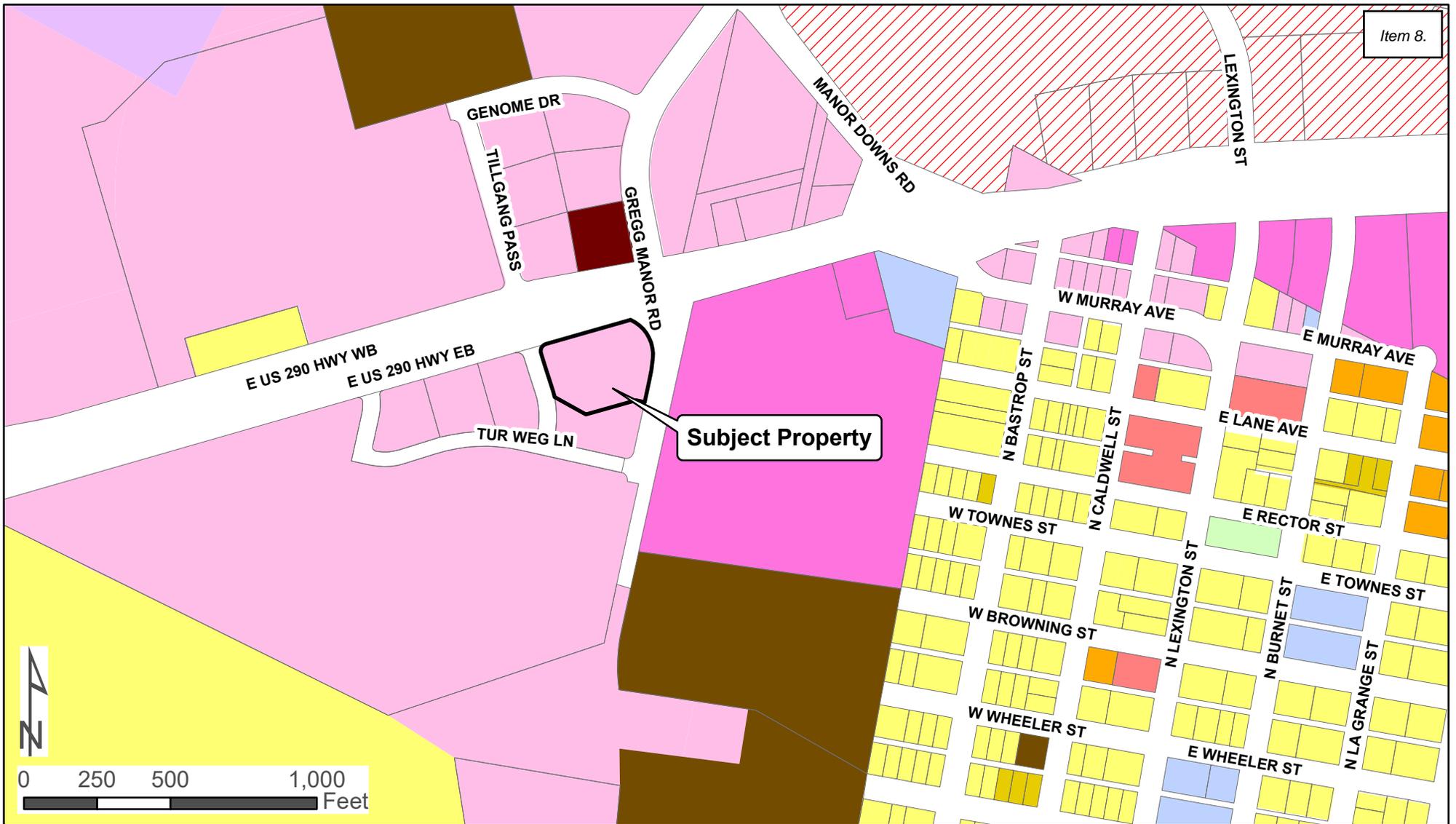


SITE 2 TEST FIT - OPTION 2 UPDATED

SITE INFORMATION	
ADDRESS	HWY 290 & GREGG MANOR RD MANOR, TEXAS 78853
ZONING	C-1 (NON-PERMITTED USE)
PLANNED USE	MEDICAL CLINIC
BUILDING INFORMATION	
BUILDING	10,840 G.S.F.
EMS BUILDING	990 G.S.F.
CANOPY/COVERED WALK	3,025 S.F.
TOTAL	14,855 G.S.F.
PARKING CALCULATION	
MINIMUM REQUIRED 1/200 SF	60 STALLS
TOTAL REQUIRED	60 STALLS
TOTAL PROVIDED	60 STALLS
ADA PROVIDED	4 STALLS
TOTAL LOT SIZE:	2.05 ACRES

SITE INFORMATION	
	VISITOR / PATIENT
	TRASH SERVICE
	AMBULANCE





Item 8.

Subject Property



Zoning:
Light Commercial (C-1)

Specific Use Permit:
Medical Clinic

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

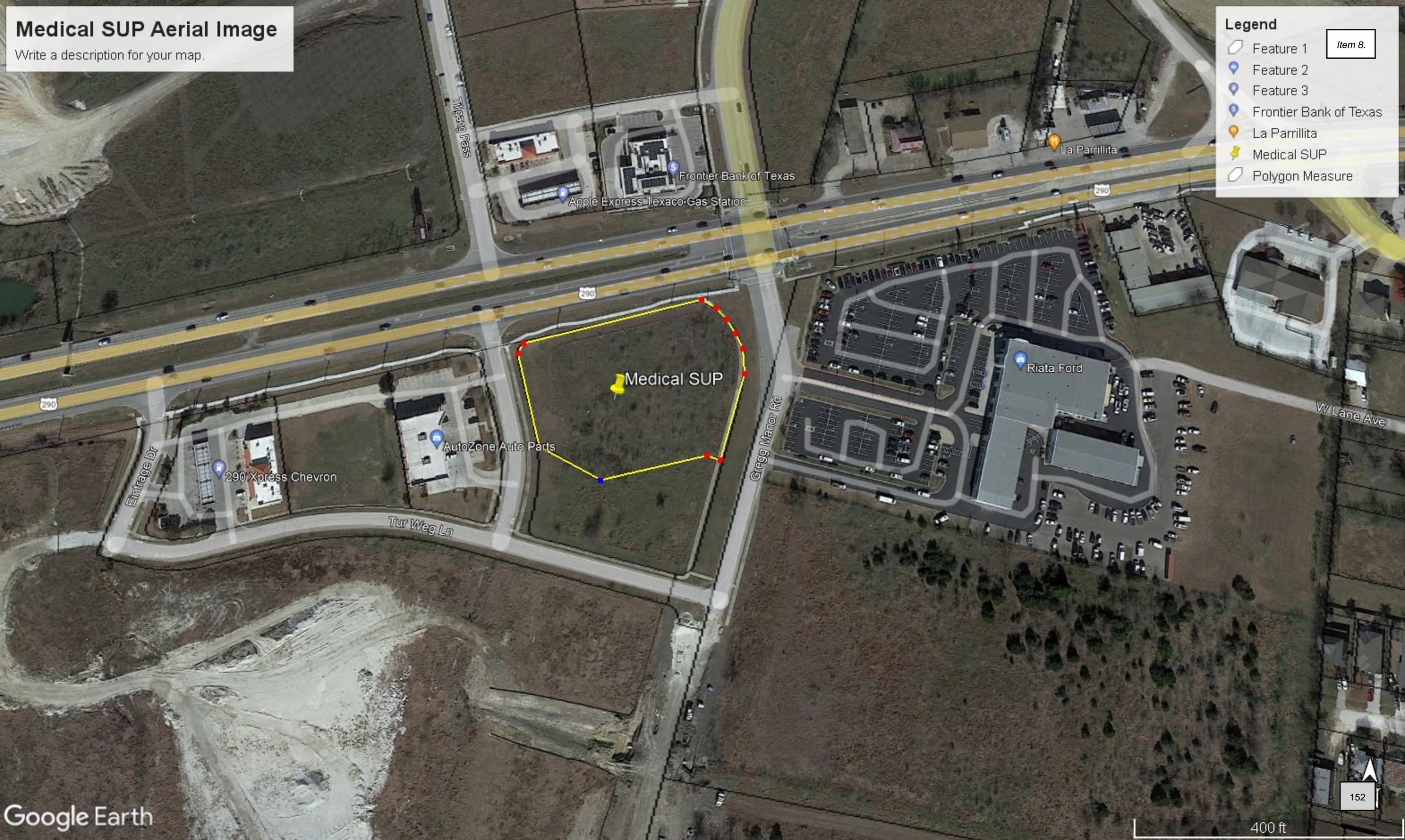
Medical SUP Aerial Image

Write a description for your map.

Legend

- Feature 1
- Feature 2
- Feature 3
- Frontier Bank of Texas
- La Parrillita
- Medical SUP
- Polygon Measure

Item 8.





7/26/2023

City of Manor Development Services

Notification for a Subdivision Concept Plan

Project Name: Medical Clinic Specific Use permit - Las Entradas South
 Case Number: 2023-P-1559-CU
 Case Manager: Michael Burrell
 Contact: mburrell@manortx.gov – 512-215-8158

The City of Manor Planning and Zoning Commission will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Specific Use Permit for the Las Entradas Subdivision located at the southwest corner of 290 and Greg Manor Road, Manor, TX. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a Specific Use Permit for the Las Entradas Subdivision located at the southwest corner of 290 and Greg Manor Road, Manor, TX.

Applicant: StreetLevel Investments
Owner: SL Manor 290 LP

The Planning and Zoning Commission will meet at 6:30PM on August 9, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The Manor City Council will meet at 7:00PM on August 16, 2023 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 Specific Use Permit has been filed. Comments may be addressed to the email address or phone number above. Any communications received will be made available to the Commissioners during the discussion of this item.

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

Las Entradas Development Corporation
9900 US HIGHWAY 290 E
MANOR TX, 78653

AUTOZONE TEXAS LP
123 S FRONT ST
MEMPHIS TN, 38103

RANDOLPH-BROOKS FEDERAL *Item 8.*
UNION ATTN: ACCOUNTING
P.O. Box 2097
UNIVERSAL CITY TX, 78148

RIVER CITY PARTNERS LTD
501 E KOENIG LN
AUSTIN TX, 78751

FRONTIER BANK OF TEXAS
PO BOX 551
ELGIN TX, 78621

GABS INC
407 TALLEETNA LN
CEDAR PARK TX, 78613



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 16, 2023
PREPARED BY: Lluvia T. Almaraz, City Secretary
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

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

- August 2, 2023, City Council Regular Session; and
- August 8, 2023, City Council Budget Workshop

BACKGROUND/SUMMARY:

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

- August 2, 2023, City Council Regular Meeting Minutes; and
- August 8, 2023, City Council Budget Workshop Minutes

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council approve the City Council Minutes of the August 2, 2023, City Council Regular Meeting; and August 8, 2023, City Council Budget Workshop.

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



**CITY COUNCIL
REGULAR SESSION MINUTES
AUGUST 2, 2023**

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

PRESENT:

Dr. Christopher Harvey, Mayor

COUNCIL MEMBERS:

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

CITY STAFF:

Scott Moore, City Manager
Lluvia T. Almaraz, City Secretary
Scott Dunlop, Development Services Director
Lydia Collins, Finance Director
Ryan Phipps, Chief of Police
Scott Jones, Economic Development Director
Matthew Woodard, Public Works Director
Tracey Vasquez, HR Director
Veronica Rivera, Assistant City Attorney
Pauline Gray, P.E., City Engineer
Chasem Creed, IT Technician

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 Harvey at 7:05 p.m. on Wednesday, August 2, 2023, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

INVOCATION

Councilman Moreno gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

PUBLIC COMMENTS

Ruth Taylor Briscoe submitted a speaker card and asked if she could meet with each Council Member individually to speak in regard to her concerns with the community.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed his concerns and frustration with the City of Manor Parks. Mr. Battaile also opposed to Agenda Items Nos 5,6,8, 12,14, and 16.

No one else appeared at this time.

REPORTS

A. Park Committee Update

Public Works Director Woodard provided a brief update on the following topics:

- Timmermann Park lighting
- Recycle Bins
- Future Projects at Jennie Lane Park
- New Wall installation at Jennie Lane Park
- Park Amenities
- Fence installation around the play area at Timmerman Park
- Parkland Dedication
- Park Grants

Discussion was held regarding implementing the comprehensive plan for park amenities.

B. Budget Committee Update

Finance Director Collins provided a brief update on the following topics:

- Parks clean up and repainting of curbs with community volunteers
- Increase Council's training budget
- Repairs to the Miller building for roof and flooring
- Budget Workshop recommendation for Council
- Taxation

CONSENT AGENDA

1. **Consideration, discussion, and possible action to approve the City Council Minutes of the July 19, 2023, Regular Meeting.**
2. **Consideration, discussion, and possible action on the City of Manor License and Maintenance Agreement.**
3. **Consideration, discussion, and possible action of a License and Maintenance Agreement for the 109 West Lane Development.**

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Weir, to accept and approve the Consent Agenda as read.

There was no further discussion.

Motion to approve carried 7-0

REGULAR AGENDA

4. **Consideration, discussion, and possible action on a construction contract for the FY2022 Capital Metro Paving Project.**

The city staff recommended that the City Council approve and award the construction contract for the FY2022 Capital Metro Paving Project to Smith Paving, Inc., in the amount of \$1,033,072.10.

City Engineer Gray discussed the proposed contract for the FY2022 Capital Metro Paving Project.

A discussion was held regarding the construction schedule of completion.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to approve and award the construction contract for the FY2022 Capital Metro Paving Project to Smith Paving, Inc., in the amount of \$1,033,072.10.

There was no further discussion.

Motion to approve carried 7-0

At the direction of Mayor Harvey, Item No. 5 was pulled and not considered.

- ~~5. **Consideration, discussion, and possible action on the Friends of Manor Parks H.O.T. Funds application for reimbursement of actual expenses that meet the State of Texas Hotel Tax Law requirements Section 351.1010 for Manor Palooza.**~~

6. Consideration, discussion, and possible action on setting public hearings for the FY 2023-2024 Proposed Annual Budget of the City of Manor.

The city staff recommended that the City Council set the public hearing on the FY 2023-2024 Proposed Annual Budget of the City of Manor, Texas for September 6, 2023, and September 20, 2023, at 7:00 p.m.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Weir, to set the public hearing on the FY 2023-2024 Proposed Annual Budget of the City of Manor, Texas for September 6, 2023, and September 20, 2023, at 7:00 p.m.

A discussion was held regarding additional meetings to be conducted prior to setting the final budget.

There was no further discussion.

Motion to approve carried 7-0

7. Consideration, discussion, and possible action on setting a public hearing for the FY 2023-2024 Proposed Property Tax Rate of the City of Manor.

The city staff recommended that the City Council set the public hearing on the FY 2023-2024 Proposed Property Tax Rate of the City of Manor for August 16, 2023, at 7:00 p.m.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua, to set the public hearing on August 16, 2023, at 7:00 p.m. for the FY2023-2024 Proposed Property Tax Rate.

There was no further discussion.

Motion to approve carried 7-0

8. Consideration, discussion, and possible action to set a City Council workshop for the FY 2023-2024 proposed Annual Budget as recommended by the Budget Committee.

The city staff recommended that the City Council set the City Council workshop on the FY2023-2024 Proposed Annual Budget of the City of Manor, Texas.

A discussion was held regarding available dates to conduct the workshop.

MOTION: Upon a motion made by Council Member Deja Hill and seconded by Council Member Amezcua, to set the City Council Budget Workshop on Tuesday, August 8, 2023, at 6:00 p.m. and Thursday, August 10, 2023, at 10:30 a.m.

There was no further discussion.

Motion to approve carried 7-0

9. Consideration, discussion, and possible action on an ordinance adopting the 2023 Annual Update to the Service and Assessment Plan and Assessment Roll for the Lagos Public Improvement District Including the Collection of the 2023 Annual Installments.

The city staff recommended that the City Council adopt Ordinance No. 711 approving the Lagos PID 2023 Annual Service Plan Update including the collection of the 2023 annual installments.

Rob Hayslip, PID Administrator with P3Works discussed the proposed ordinance for the 2023 Annual Update to the Service and Assessment Plan and Assessment Roll for the Lagos Public Improvement District Including the Collection of the 2023 Annual Installments.

Ordinance No. 711: An Ordinance of the City Council of the City of Manor, Texas Approving the 2023 Annual Update to the Service and Assessment Plan and Assessment Roll for the Lagos Public Improvement District Including the Collection of the 2023 Annual Installments.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno, to adopt Ordinance No. 711 approving the Lagos PID 2023 Annual Service Plan Update including the collection of the 2023 annual installments.

There was no further discussion.

Motion to approve carried 7-0

10. Consideration, discussion, and possible action on an ordinance adopting the 2023 Annual Update to the Amended and Restated Service and Assessment Plan and Assessment Roll for the Rose Hill Public Improvement District Including the Collection of the 2023 Annual Installments.

The city staff recommended that the City Council adopt Ordinance No. 712 approving the Rose Hill PID 2023 Amended and Restated Service and Assessment Plan including the collection of the 2023 annual installments.

Rob Hayslip, PID Administrator with P3Works discussed the proposed ordinance for the 2023 Annual Update to the Amended and Restated Service and Assessment Plan and Assessment Roll for the Rose Hill Public Improvement District Including the Collection of the 2023 Annual Installments.

Ordinance No. 712: An Ordinance of the City Council of the City of Manor, Texas Approving the 2023 Annual Update to the Service and Assessment Plan and Assessment Roll for the Rose Hill Public Improvement District Including the Collection of the 2023 Annual Installments.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace, to adopt Ordinance No. 712 Approving the 2023 Annual Update to the Service and Assessment Plan and Assessment Roll for the Rose Hill Public Improvement District Including the Collection of the 2023 Annual Installments.

There was no further discussion.

Motion to approve carried 7-0

11. Consideration, discussion, and possible action on an ordinance amending Manor Code of Ordinances, Chapter 3 by adopting Article 3.09 to establish regulations for industrialized housing, establishing a variance procedure, and amending definitions.

The city staff recommended that the City Council approve Ordinance No. 713 amending the Manor Code of Ordinances, Chapter 3 by adopting Article 3.09 establishing regulations for industrialized housing, establishing a variance procedure, and amending definitions.

Development Services Director Dunlop discussed the proposed ordinance amendment.

A discussion was held regarding regulation requirements moving from the zoning code to the building code.

Ordinance No. 713: An Ordinance of the City of Manor, Texas, Adopting Article 3.09 to Establish Regulations for Industrialized Housing; Establishing a Variance Procedure; Amending Section 3.01.002 to Establish Definitions for Drive Approach and Driveway Providing an Effective Date, Savings, Severability, and Open Meetings Clauses; and Providing for Related Matters.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace, to approve Ordinance No. 713 amending the Manor Code of Ordinances, Chapter 3 by adopting Article 3.09 establishing regulations for industrialized housing, establishing a variance procedure, and amending definitions.

There was no further discussion.

Motion to approve carried 7-0

12. Consideration, discussion, and possible action on a variance request from Manor Code of Ordinances, Chapter 3, Article 3.09, Section 3.09.002(d).

The city staff recommended that the City Council grant the variance being requested by the petitioner.

Heather Gabert, 216 Lopsch Dr., Manor, Texas, submitted a speaker card and spoke in support of this item. Mrs. Gabert stated that her home was burned down and was a total loss. She stated that they moved a modular home onto their property but had recently found out that the home did not fully comply with the zoning requirements. Mrs. Gabert is requesting a variance from the city to be able to work on her module home and carport to be able to live in it.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Weir, to approve that the City Council grant the variance being requested by the petitioner.

A discussion was held regarding the process if additional variances would be needed.

There was no further discussion.

Motion to approve carried 7-0

13. Consideration, discussion, and possible action on an ordinance amending Manor Code of Ordinances, Chapter, 10, Subdivision Regulation, Article 10.02 Subdivision Ordinance, Ordinance 263B, Exhibit A for the amendment of Article I General, Section 1 Definitions, and Article III Design Standards for Improvements, Section 48 Park Land Dedication.

The city staff recommended that the City Council approve Ordinance No. 714 amending Manor Code of Ordinances, Chapter, 10, Subdivision Regulation, Article 10.02 Subdivision Ordinance, Ordinance 263B, Exhibit A for the amendment of Article I General, Section 1 Definitions, and Article III Design Standards for Improvements, Section 48 Park Land Dedication.

Development Services Director Dunlop discussed the proposed amendment to the Park Land Regulation ordinance.

A discussion was held regarding the types of parks that would meet the requirement of the regulations.

Ordinance No. 714: An Ordinance of the City of Manor, Texas Amending Chapter 10, Subdivision Regulation, Article 10.02 Subdivision Ordinance, Ordinance 263b, Exhibit A, as Amended, of the Code Of Ordinances of the City of Manor, Texas Providing for the Amendment of Article I, General, Section I, Definitions, And Article III, Design Standards for Improvements, Section 48, Park Land Dedication, Providing a Severability Clause, Providing Savings, Effective Date and Open Meetings Clauses, and Providing for Related Matters.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno, to approve Ordinance No. 714 amending Manor Code of Ordinances, Chapter, 10, Subdivision Regulation, Article 10.02 Subdivision Ordinance, Ordinance 263B, Exhibit A for the amendment of Article I General, Section 1 Definitions, and Article III Design Standards for Improvements, Section 48 Park Land Dedication.

There was no further discussion.

Motion to approve carried 7-0

14. Consideration, discussion, and possible action on Housing Policies and Regulations.

The city staff recommended that the City Council provide direction on housing policies and regulations.

A discussion was held regarding recommended changes to the PID Policy, Zoning Codes, and a potential housing policy.

A discussion was held regarding the economic impact of new development requirements.

A discussion was held regarding changes to the PID Policy development standard requirements.

A discussion was held regarding the process for disclosures to homeowners.

A discussion was held regarding changes to the disclosure section to add commercial disclosure requirements.

There was no further discussion, and no action was taken.

15. Consideration, discussion, and possible action on the Water Service Area Transfer Agreement.

The city staff recommended that the City Council approve the Water Service Area Transfer Agreement.

Development Services Director Dunlop discussed the proposed transfer agreement.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua, to approve the Water Service Area Transfer Agreement.

There was no further discussion.

Motion to approve carried 7-0

16. Consideration, discussion, and possible action on the Third Amendment to the EntradaGlen Development Agreement.

Development Services Director Dunlop stated that the item was being pulled per the applicant's request and there was no action needed.

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 8:36 p.m. on Wednesday, August 2, 2023, in accordance with the requirements of the Open Meetings Law.

EXECUTIVE SESSION

The Manor City Council convened into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in *Sections 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding EntradaGlen PID; Section 551.071 Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Regulating Decorum and the City Council Rules of Procedure; Section 551.071 Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the settlement agreement with the Manor RV Park LLC; Sections 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding an 18-acre tract of land in Manor's city limits; Section 551.071 and Section 551.087, Texas Government Code to deliberate on the acquisition of real property; Section 551.071 Texas Government Code to consult with legal counsel regarding the proposed bond propositions and proposed bond election; Section 551.074 Personnel Matters to review and discuss a study regarding employee compensation; and Section 551.074 Personnel Matters to Interview Candidates for appointment to the Planning and Zoning Commission, Place No 2 to fill an unexpired term.* at 8:36 p.m. on Wednesday, August 2, 2023.

The Executive Session was adjourned at 12:34 a.m. on Thursday, August 3, 2023.

OPEN SESSION

The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and took action on item(s) discussed during the Closed Executive Session at 12:34 a.m. on Thursday, August 3, 2023.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace, to honor the commitment by appointing Prince Chavis to the Planning and Zoning Commission, Place No. 2, and recommend for an ordinance to be brought back to council in regard to P&Z Commission Alternates.

There was no further discussion.

Motion to approve carried 7-0

17. Consideration, discussion, and possible action on a resolution to adopt a uniform compensation system for all City of Manor employees; repealing conflicting policies; providing a savings clause.

Resolution No. 2023-29: A Resolution of the City Council of the City of Manor, Texas Adopting a Uniform Compensation System for all City of Manor Employees; Repealing Conflicting Policies; Providing a Savings Clause.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace, to approve Resolution No. 2023-29 adopting a uniform compensation system for all City of Manor employees; repealing conflicting policies; providing a savings clause.

There was no further discussion.

Motion to approve carried 7-0

18. Consideration, discussion, and possible action on proposed bond propositions.

City Manager Moore recommended that the City Council Budget Workshop be taken place first to be able to discuss the proposed amounts for the propositions. He stated that the final amounts would be presented at the next council meeting when the special election would be called.

There was no further discussion, and no action was taken.

ADJOURNMENT

The Regular Session of the Manor City Council was Adjourned at 12:38 a.m. on Thursday, August 3, 2023.

These minutes were approved by the Manor City Council on the 16th day of August 2023.

APPROVED:

Dr. Christopher Harvey
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary



**CITY COUNCIL
WORKSHOP SESSION MINUTES
AUGUST 8, 2023**

PRESENT:

Dr. Christopher Harvey, Mayor

COUNCIL MEMBERS:

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

CITY STAFF:

- Scott Moore, City Manager
- Lluvia T. Almaraz, City Secretary
- Ryan Phipps, Chief of Police
- Lydia Collins, Director of Finance
- Scott Jones, Economic Development Director
- Matthew Woodard, Public Works Director
- Phil Green, IT Director
- Trace Vasquez, HR Director
- Pauline Gray, P.E., City Engineer
- Frank Phelan, P.E., City Engineer
- Christina Lane, Finance Consultant
- Michael Pachnick, IT Technician

WORKSHOP SESSION – 6:00 P.M.

With a quorum of the Council Members present, the workshop session of the Manor City Council was called to order by Mayor Harvey at 6:04 p.m. on Tuesday, August 7, 2023, in the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

A. Discussion of the Proposed FY23-24 Annual Budget

The attached PowerPoint presentation was followed and discussed by Finance Director Collins and Finance Consultant Lane.

- Budget & Tax Rate Schedule
- Ad Valorem Rate Worksheets
- Travis Central Appraisal District (TCAD) Correspondence
- Draft Proposed Certificate of Obligation (CO) & General Obligation (GO) Bonds
- Debt Service Obligations
- Proposed Budget G/L Worksheets
- Organizational Chart
- TML Correspondence
- TMRS Correspondence

ADJOURNMENT

The Workshop Session of the Manor City Council Adjourned at 7:48 p.m. on Tuesday, August 8, 2023.

These minutes were approved by the Manor City Council on the 16th day of August 2023.

APPROVED:

Dr. Christopher Harvey
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

The City Manager's

Proposed Annual Budget

Fiscal Year 2023 - 2024



COUNCIL MEMBERS

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

~ Presented to the City Council on August 8, 2023 ~



**BUDGET & TAX RATE
SCHEDULE**

**AD VALOREM RATE
WORKSHEETS**

**TCAD
CORRESPONDENCE**

**DRAFT PROPOSED CO & GO
BONDS**

**DEBT SERVICE
OBLIGATIONS**

**PROPOSED BUDGET
G/L WORKSHEETS**

ORGANIZATIONAL CHART

**TML
CORRESPONDENCE**

**TMRS
CORRESPONDENCE**

**Proposed
FY 2023-2024
Annual Budget
City Council
Workshop**

August 2023

July '23							September '23							October '23						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1						1	2	1	2	3	4	5	6	7
2	3	4	5	6	7	8	3	4	5	6	7	8	9	8	9	10	11	12	13	14
9	10	11	12	13	14	15	10	11	12	13	14	15	16	15	16	17	18	19	20	21
16	17	18	19	20	21	22	17	18	19	20	21	22	23	22	23	24	25	26	27	28
23	24	25	26	27	28	29	24	25	26	27	28	29	30	29	30	31				
30	31																			

Item 9.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
			CC Meeting Set 2023 Tax Rate Public Hearing			FORM 50-856 to be published in Travis Taxes Portal
6	7	8	9	10	11	12
	Publish for Tax Rate Public Hearing	CC Budget Workshop		CC Budget Workshop		
13	14	15	16	17	18	19
			CC Meeting 1st Public Hearing on proposed Budget		CM delivers proposed Budget to CS for posting also certifies No New Rev Tax Rate	
20	21	22	23	24	25	26
27	28	29	30	31		
	Publish for Budget Public Hearing					
		Notes				

September 2023

August '23

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October '23

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '23

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Item 9.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Labor Day CITY HALL CLOSED	5	6 CC Meeting 1st Public Hearing on proposed Budget	7	8	9
10 Grandparents Day	11	12	13	14	15	16
17	18	19	20 CC Meeting 2nd Public Hearing on proposed Budget Adopt Municipal Budget FY 23-24	21	22	23
24	25	26	27	28	29	30
		Notes				

Notice About 2023 Tax Rates

(current year)

Property Tax Rates in City of Manor
(taxing unit's name)

This notice concerns the 2023 property tax rates for City of Manor.
(current year) (taxing unit's name)

This notice provides information about two tax rates used in adopting the current tax year's tax rate. The no-new-revenue tax rate would impose the same amount of taxes as last year if you compare properties taxed in both years. In most cases, the voter-approval tax rate is the highest tax rate a taxing unit can adopt without holding an election. In each case, these rates are calculated by dividing the total amount of taxes by the current taxable value with adjustments as required by state law. The rates are given per \$100 of property value.

Taxing units preferring to list the rates can expand this section to include an explanation of how these tax rates were calculated.

This year's no-new-revenue tax rate \$.6763 /\$100

This year's voter-approval tax rate \$.6711 /\$100

To see the full calculations, please visit www.TravisTaxes.com for a copy of the Tax Rate Calculation Worksheet.
(website address)

Unencumbered Fund Balances

The following estimated balances will be left in the taxing unit's accounts at the end of the fiscal year. These balances are not encumbered by corresponding debt obligation.

Type of Fund	Balance
	\$

Current Year Debt Service

The following amounts are for long-term debts that are secured by property taxes. These amounts will be paid from upcoming property tax revenues (or additional sales tax revenues, if applicable).

Description of Debt	Principal or Contract Payment to be Paid From Property Taxes	Interest to be Paid From Property Taxes	Other Amounts to be Paid	Total Payment
2022 Tax Note	\$ 1,340,000.00	\$ 257,350.50	\$	\$ 1,597,350.50
2012 Series GO Refunding	315,000.00	11,220.00	150.00	326,370.00
2012 Certificate of Obligation	135,000.00	13,944.00		148,944.00
2015 Series GO Refunding	485,000.00	46,487.00		531,487.00
2016 Series CO Bond	800,000.00	294,265.00	635.00	1,094,900.00
2021 CO Bond	380,000.00	98,472.00		478,472.00

(expand as needed)

Item 9.

Total required for <u>2023</u> debt service.....	\$ <u>4,177,523.50</u>
<i>(current year)</i>	
- Amount <i>(if any)</i> paid from funds listed in unencumbered funds	\$ <u>0</u>
- Amount <i>(if any)</i> paid from other resources	\$ <u>0</u>
- Excess collections last year	\$ <u>0</u>
= Total to be paid from taxes in <u>2023</u>	\$ <u>4,177,523.50</u>
<i>(current year)</i>	
+ Amount added in anticipation that the taxing unit will collect	
only <u>100</u> % of its taxes in <u>2023</u>	\$ <u>0</u>
<i>(collection rate)</i> <i>(current year)</i>	
= Total Debt Levy	\$ <u>4,177,523.50</u>

Voter-Approval Tax Rate Adjustments

State Criminal Justice Mandate

The _____ County Auditor certifies that _____ County has spent \$ _____ *(minus any amount received from state revenue for such costs)* in the previous 12 months for the maintenance and operations cost of keeping inmates sentenced to the Texas Department of Criminal Justice. _____ County Sheriff has provided _____ information on these costs, minus the state revenues received for the reimbursement of such costs. This increased the voter-approval tax rate by \$ _____ /\$100.

Indigent Health Care Compensation Expenditures

The _____ spent \$ _____ from July 1 _____ to Jun 30 _____ on indigent health care compensation procedures at the increased minimum eligibility standards, less the amount of state assistance. For the current tax year, the amount of increase above last year's enhanced indigent health care expenditures is \$ _____. This increased the voter-approval tax rate by \$ _____ /\$100.

Indigent Defense Compensation Expenditures

The _____ spent \$ _____ from July 1 _____ to June 30 _____ to provide appointed counsel for indigent individuals, less the amount of state grants received by the county. In the preceding year, the county spent \$ _____ for indigent defense compensation expenditures. The amount of increase above last year's indigent defense expenditures is \$ _____. This increased the voter-approval rate by \$ _____ /\$100 to recoup _____.

Eligible County Hospital Expenditures

The _____ spent \$ _____ from July 1 _____ to June 30 _____
(name of taxing unit) (amount) (prior year) (current year)

on expenditures to maintain and operate an eligible county hospital. In the preceding year, the _____
(taxing unit name)

spent \$ _____ for county hospital expenditures. For the current tax year, the amount of increase above last year's expenditures is
 \$ _____. This increased the voter-approval tax rate by _____ /\$100 to recoup _____.
(amount of increase) (use one phrase to complete sentence: the increased expenditures, or 8% more than the preceding year's expenditures)

This notice contains a summary of the no-new-revenue and voter-approval calculations as

certified by Lydia M. Collins Director of Finance 8/7/2023.
(designated individual's name and position) (date)

Visit [Texas.gov/PropertyTaxes](https://www.texas.gov/PropertyTaxes) to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property.

The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

TRAVIS CENTRAL APPRAISAL DISTRICT

BOARD OFFICERS
JAMES VALADEZ
CHAIRPERSON
THERESA BASTIAN
VICE CHAIRPERSON
NICOLE CONLEY
SECRETARY/TREASURER



MARYA CRIGLER
CHIEF APPRAISER

BOARD MEMBERS
TOM BUCKLE
DEBORAH CARTWRIGHT
OSEZUA EHIYAMEN
BRUCE ELFANT
VIVEK KULKARNI
ELIZABETH MONTOYA
BLANCA ZAMORA-GARCIA

July 24, 2023

CITY OF MANOR

THE HONORABLE DR. CHRISTOPHER HARVEY, MAYOR
PO BOX 387
MANOR, TX 78653

In accordance with Tax Code Section 26.01(a-1) enclosed is the **2023 Certified Estimate** for your taxing unit. The values in the Certified Estimate shall be used to calculate the no-new-revenue tax rate and the voter-approval tax rate, per Tax Code Section 26.04(c-2). The value remaining under protest is reported, pursuant to Tax Code Section 26.01(c), as the owner's opinion of value or the preceding year's value, whichever is lower. Accordingly, it is a conservative estimate.

The information page included with your Certified Value is based on the last available worksheet (Tax Year 2023) and has information to assist you in completing the Truth in Taxation calculations and postings. The calculated tax rates and hearing date information should be posted to the taxing unit portal maintained by the appraisal district, as established in Tax Code Section 26.17(e). For taxing units required to comply with Tax Code Section 26.04(e), the 26.17(e) postings should be completed by August 7, 2023. Please feel free to contact me if you have any questions or need additional information.

Approved Freeze Adjusted Taxable	\$1,874,671,097
Certification Percentage	87%
Section 26.01(c) Value Under Protest	\$236,699,338
Net Taxable Value	\$2,111,370,435

Sincerely,

A handwritten signature in cursive script, appearing to read "Marya Crigler".

Marya Crigler
Chief Appraiser
mcrigler@tcadcentral.org
(512) 834-9317 ext 337

2023 Proposed Bond Proposition Funding Levels

	100,000 Population
Proposition. No. 1_Economic Development	\$ 15,000,000
Proposition. No. 2_Recreation Center	\$ 61,695,000
Proposition. No. 3_City Hall/Public Library	\$ 90,105,000
Total	\$ 166,800,000
Wilbarger WWTP Expansion + (24-25 CIP Water & WW Projects)	\$ 30,000,000
Police Department	\$ 64,200,000
Regional WWTP	\$ 39,000,000
Certificate of Obligation Subtotal	\$ 133,200,000
Grand Total	\$ 300,000,000

US 290 Crossing at Golf Course	\$ 600,000.00
Bois d'Arc 16" Waterline	\$ 1,512,000.00
Bois d'Arc 12" Waterline	\$ 1,209,000.00
Willow Lift Station and force main	\$ 3,000,000.00
US 290 Wastewater Line	\$ 1,500,000.00
Wilbarger Creek WWTP Expansion	\$ 16,900,000.00
Blake Manor Improvements	\$ 4,786,600.00
Total	\$ 29,507,600.00

CITY OF MANOR												
Previous Ad Valorem Tax Levies, Rates and Values												
Year	Taxable \$ Value	% Change Value	O&M Tax Rate	O&M Taxes @100%	Debt Service Tax Rate	Debt Service Tax @100%	Total Rate	Total Tax Levy	Past Due Tax M&O	Past Due Tax Debt Service	Total Past Due	% of Tax Levy Past Due
2023-2024	\$2,101,439,419	19.15%	0.4802	10,091,112	0.1987	4,177,524	0.67890	14,266,672	31,315.34	12,957.84	44,273.18	0.31%
Chg	337,815,128						(0.0681)					
2022-2023	\$1,763,624,291	45.20%	0.5090	8,976,848	0.2380	4,176,588	0.74700	13,174,273	30,168.76	14,106.42	44,275.18	0.34%
Chg	549,027,123						(0.0357)					
2021-2022	\$1,214,597,168	3.46%	0.6034	7,328,879	0.1793	2,193,122	0.78270	9,506,652	34,134.22	10,142.96	44,277.18	0.47%
Chg	40,669,837						(0.0334)					
2020-2021	\$1,173,927,331	26.16%	0.6009	7,054,129	0.2152	2,189,128	0.81610	9,580,421	32,603.06	11,676.12	44,279.18	0.46%
Chg	243,393,605						-					
2019-2020	\$930,533,726	15.80%	0.5845	5,438,970	0.2316	2,186,096	0.81610	7,594,086	31,714.68	12,566.50	44,281.18	0.58%
Chg	126,988,026						0.0639					
2018-2019	\$803,545,700	32.66%	0.4807	3,862,644	0.2715	2,182,229	0.75220	6,044,271	28,299.55	15,983.63	44,283.18	0.73%
Chg	197,819,800						(0.0200)					
2017-2018	\$605,725,900	23.89%	0.4132	2,502,859	0.3590	2,174,637	0.77220	4,677,415	23,696.76	20,588.42	44,285.18	0.95%
Chg	116,801,136						(0.0193)					
2016-2017	\$488,924,764	24.50%	0.4558	2,228,519	0.3357	2,176,104	0.79150	3,869,840	25,503.60	18,783.58	44,287.18	1.14%
Chg	96,223,624						0.0797					
2015-2016	392,701,140	19.75%	0.43810	1,720,424	0.2737	1,256,148	0.71180	2,795,247	27,259.19	17,029.99	44,289.18	1.58%
Chg	64,765,049						(0.0000)					
2014-2015	327,936,091	26.73%	0.38010	1,246,485	0.3317	1,087,803	0.71181	2,334,288	23,651.02	20,640.16	44,291.18	1.90%
Chg	69,170,074						(0.0977)					
2013-2014	258,766,017	19.03%	0.39400	1,019,538	0.4155	1,075,173	0.80950	2,094,711	21,558.38	22,734.80	44,293.18	2.11%
Chg	41,376,378						(0.0988)					
2012-2013	217,389,639	-0.28%	0.41370	899,341	0.4946	1,075,173	0.90828	1,974,514	20,175.33	24,119.85	44,295.18	2.24%
Chg	(602,018)						0.0871					
2011-2012	217,991,657	-0.77%	0.39340	857,579	0.4278	932,568	0.82120	1,790,147	21,220.79	23,076.39	44,297.18	2.47%
Chg	(1,681,106)						0.0185					
2010-2011	219,672,763	-4.44%	0.39030	857,383	0.4124	905,895	0.80268	1,763,278	21,540.20	22,758.98	44,299.18	2.51%
Chg	(10,215,481)						0.1293					
2009-2010	229,888,244	3.88%	0.32570	748,746	0.3477	799,321	0.6734	1,548,067	6,678.77	7,129.89	13,808.66	0.89%
Chg	8,592,242						0.0152					
2008-2009	221,296,002	6.69%	0.32570	720,761	0.3325	735,809	0.6582	1,456,570	3,202.99	3,269.87	6,472.86	0.44%
Chg	13,875,616						0.0447					
2007-2008	207,420,386	13.89%	0.30250	627,447	0.3110	645,077	0.6135	1,272,524	1,995.15	2,051.21	4,046.36	0.32%
Chg	25,302,331						0.2154					
2006-2007	182,118,055	40.25%	0.19250	350,577	0.2056	374,435	0.3981	725,012	1,189.39	1,270.33	2,459.72	0.34%
Chg	52,268,374						(0.0927)					
2005-2006	129,849,681	37.37%	0.20100	260,998	0.2898	376,304	0.4908	637,302	1,269.64	1,830.55	3,100.19	0.49%
Chg	35,324,658						0.0222					
2004-2005	94,525,023	48.13%	0.19060	180,165	0.2780	262,780	0.4686	442,944	962.55	1,403.94	2,366.49	0.53%
Chg	30,714,730						(0.0267)					
2003-2004	63,810,293	52.45%	0.26220	167,311	0.2331	148,742	0.4953	316,052	1,034.89	920.04	1,954.93	0.62%
Total									43,533.77	42,233.98	95,621.26	

CITY OF MANOR

WORKING DRAFT FOR PLANNING & LEGISLATIVE PURPOSES

PROJECTED NEW DEBT:	\$ 70,000,000	Certificates of Obligation and/or General Obligation
Assumptions:	\$ 30,000,000	Certificates of Obligation (Water & Wastewater)
5% Interest Rate	\$ 70,000,000	Certificates of Obligation and/or General Obligation
30 Year Bonds	\$ 70,000,000	Certificates of Obligation and/or General Obligation
(Will be evaluated before each issue)	\$ 60,000,000	Certificates of Obligation and/or General Obligation
	\$ 300,000,000	Total Bonds Issued within 10 Years

LOWER GROWTH - 3% INCREASE IN O&M - CONTRIBUTION FROM IMPACT &/OR RESERVE

Tax Year/Fiscal Year	Projected Assessed Value	Projected Increase in AV	Project. % Increase in AV	Projected 2024/2025 GO or C/Os New Debt	Projected 2024 Water & W/W New Debt	Projected 2027/2028 GO or C/Os New Debt	Projected 2030/2031 GO or C/Os New Debt	Projected 2033/2034 GO or C/Os New Debt	Current Outstanding Debt Payment	Projected Contribution from other Available Funds	Projected New Total Debt Payment	Projected Total Tax Rate Debt Tax Rate	Assumes 3% increase Annually in Total O&M Tax Rate	Projected Total Tax	Projected O&M Increase 3%
2022/2023	\$ 1,763,624,291								\$ 4,268,471		\$ 4,268,471	\$ 0.2380	\$ 0.5090	\$ 0.7470	\$ 9,000,000
2023/2024	\$ 2,101,439,419	\$ 337,815,128	19.15%						\$ 4,268,854		\$ 4,268,854	\$ 0.2031	\$ 0.4746	\$ 0.6711	\$ 9,974,114
2024/2025	\$ 2,248,540,178	\$ 147,100,759	7.00%	\$ 2,483,333	\$ 1,150,000				\$ 4,274,432	\$ 1,800,000	\$ 6,107,765	\$ 0.2716	\$ 0.4569	\$ 0.7285	\$ 10,273,337
2025/2026	\$ 2,405,937,991	\$ 157,397,812	7.00%	\$ 3,642,500	\$ 1,642,500				\$ 4,278,323	\$ 1,800,000	\$ 7,763,323	\$ 0.3227	\$ 0.4398	\$ 0.7625	\$ 10,581,538
2026/2027	\$ 2,574,353,650	\$ 168,415,659	7.00%	\$ 3,635,000	\$ 1,635,000				\$ 4,284,780	\$ 1,800,000	\$ 7,754,780	\$ 0.3012	\$ 0.4234	\$ 0.7246	\$ 10,898,984
2027/2028	\$ 2,754,558,406	\$ 180,204,756	7.00%	\$ 3,627,500	\$ 1,627,500	\$ 2,483,333			\$ 4,283,853	\$ 1,800,000	\$ 10,222,186	\$ 0.3711	\$ 0.4075	\$ 0.7786	\$ 11,225,953
2028/2029	\$ 2,947,377,494	\$ 192,819,088	7.00%	\$ 3,620,000	\$ 1,620,000	\$ 3,642,500			\$ 4,300,795	\$ 1,800,000	\$ 11,383,295	\$ 0.3862	\$ 0.3923	\$ 0.7785	\$ 11,562,732
2029/2030	\$ 3,153,693,919	\$ 206,316,425	7.00%	\$ 3,462,500	\$ 2,347,500	\$ 4,605,000			\$ 2,709,817	\$ 1,800,000	\$ 11,324,817	\$ 0.3591	\$ 0.3776	\$ 0.7367	\$ 11,909,614
2030/2031	\$ 3,374,452,493	\$ 220,758,574	7.00%	\$ 3,462,500	\$ 2,348,250	\$ 4,604,000	\$ 2,483,333		\$ 2,718,586	\$ 1,800,000	\$ 13,816,669	\$ 0.4094	\$ 0.3635	\$ 0.7730	\$ 12,266,902
2031/2032	\$ 3,610,664,167	\$ 236,211,675	7.00%	\$ 5,617,500	\$ 2,346,750	\$ 4,605,250	\$ 3,642,500		\$ 485,920	\$ 500,000	\$ 16,197,920	\$ 0.4486	\$ 0.3499	\$ 0.7985	\$ 12,634,909
2032/2033	\$ 3,863,410,659	\$ 252,746,492	7.00%	\$ 5,614,750	\$ 2,348,000	\$ 4,603,500	\$ 4,605,000		\$ 488,088		\$ 17,659,338	\$ 0.4571	\$ 0.3369	\$ 0.7939	\$ 13,013,956
2033/2034	\$ 4,133,849,405	\$ 270,438,746	7.00%	\$ 5,616,750	\$ 2,346,750	\$ 4,603,750	\$ 4,604,000	\$ 2,150,000	\$ 490,080		\$ 19,811,330	\$ 0.4792	\$ 0.3243	\$ 0.8035	\$ 13,404,375
2034/2035	\$ 4,257,864,888	\$ 124,015,482	3.00%	\$ 5,613,000	\$ 2,348,000	\$ 4,600,750	\$ 4,605,250	\$ 3,142,500	\$ 491,896		\$ 20,801,396	\$ 0.4885	\$ 0.3243	\$ 0.8128	\$ 13,806,506
2035/2036	\$ 4,385,600,834	\$ 127,735,947	3.00%	\$ 5,613,500	\$ 2,346,500	\$ 4,604,500	\$ 4,603,500	\$ 3,945,000	\$ 493,536		\$ 21,606,536	\$ 0.4927	\$ 0.3243	\$ 0.8169	\$ 14,220,702
2036/2037	\$ 4,517,168,859	\$ 131,568,025	3.00%	\$ 6,107,750	\$ 2,347,250	\$ 4,604,500	\$ 4,603,750	\$ 3,942,000			\$ 21,605,250	\$ 0.4783	\$ 0.3243	\$ 0.8026	\$ 14,647,323
2037/2038	\$ 4,652,683,925	\$ 135,515,066	3.00%	\$ 6,105,750	\$ 2,345,000	\$ 4,600,750	\$ 4,600,750	\$ 3,941,750			\$ 21,594,000	\$ 0.4641	\$ 0.3243	\$ 0.7884	\$ 15,086,742
2038/2039	\$ 4,792,264,443	\$ 139,580,518	3.00%	\$ 6,105,750	\$ 2,344,750	\$ 4,603,250	\$ 4,604,500	\$ 3,944,000			\$ 21,602,250	\$ 0.4508	\$ 0.3243	\$ 0.7750	\$ 15,539,345
2039/2040	\$ 4,936,032,376	\$ 143,767,933	3.00%	\$ 6,107,250	\$ 2,346,250	\$ 4,601,500	\$ 4,604,500	\$ 3,943,000			\$ 21,603,000	\$ 0.4377	\$ 0.3243	\$ 0.7619	\$ 16,005,525
2040/2041	\$ 5,084,113,347	\$ 148,080,971	3.00%	\$ 6,104,750	\$ 2,349,250	\$ 4,605,500	\$ 4,600,750	\$ 3,945,250			\$ 21,605,500	\$ 0.4250	\$ 0.3243	\$ 0.7492	\$ 16,485,691
2041/2042	\$ 5,236,636,748	\$ 152,523,400	3.00%	\$ 6,103,000	\$ 2,348,500	\$ 4,604,750	\$ 4,603,250	\$ 3,944,000			\$ 21,603,500	\$ 0.4125	\$ 0.3243	\$ 0.7368	\$ 16,980,261
2042/2043	\$ 5,393,735,850	\$ 157,099,102	3.00%	\$ 6,106,500	\$ 2,349,000	\$ 4,604,250	\$ 4,601,500	\$ 3,944,750			\$ 21,606,000	\$ 0.4006	\$ 0.3243	\$ 0.7248	\$ 17,489,669
2043/2044	\$ 5,555,547,926	\$ 161,812,076	3.00%	\$ 6,104,500	\$ 2,345,500	\$ 4,603,750	\$ 4,605,500	\$ 3,942,250			\$ 21,601,500	\$ 0.3888	\$ 0.3243	\$ 0.7131	\$ 18,014,359
2044/2045	\$ 5,722,214,363	\$ 166,666,438	3.00%	\$ 6,106,750	\$ 2,348,000	\$ 4,603,000	\$ 4,604,750	\$ 3,941,500			\$ 21,604,000	\$ 0.3775	\$ 0.3243	\$ 0.7018	\$ 18,554,790
2045/2046	\$ 5,893,880,794	\$ 171,666,431	3.00%	\$ 6,107,500	\$ 2,346,000	\$ 4,601,750	\$ 4,604,250	\$ 3,942,250			\$ 21,601,750	\$ 0.3665	\$ 0.3243	\$ 0.6908	\$ 19,111,434
2046/2047	\$ 6,070,697,218	\$ 176,816,424	3.00%	\$ 6,106,250	\$ 2,344,500	\$ 4,604,750	\$ 4,603,750	\$ 3,944,250			\$ 21,603,500	\$ 0.3559	\$ 0.3243	\$ 0.6801	\$ 19,684,777
2047/2048	\$ 6,252,818,135	\$ 182,120,917	3.00%	\$ 6,102,500	\$ 2,348,250	\$ 4,601,500	\$ 4,603,000	\$ 3,942,250			\$ 21,597,500	\$ 0.3454	\$ 0.3243	\$ 0.6697	\$ 20,275,320
2048/2049	\$ 6,440,402,679	\$ 187,584,544	3.00%	\$ 6,105,750	\$ 2,346,750	\$ 4,602,000	\$ 4,601,750	\$ 3,941,250			\$ 21,597,500	\$ 0.3353	\$ 0.3243	\$ 0.6596	\$ 20,883,580
2049/2050	\$ 6,633,614,759	\$ 193,212,080	3.00%			\$ 4,605,750	\$ 4,604,750	\$ 3,941,000			\$ 13,151,500	\$ 0.1983	\$ 0.3243	\$ 0.5225	\$ 21,510,087
2050/2051	\$ 6,832,623,202	\$ 199,008,443	3.00%			\$ 4,602,250	\$ 4,601,500	\$ 3,941,250			\$ 13,145,000	\$ 0.1924	\$ 0.3243	\$ 0.5166	\$ 22,155,390
2051/2052	\$ 7,037,601,898	\$ 204,978,696	3.00%			\$ 4,601,500	\$ 4,602,000	\$ 3,941,750			\$ 13,145,250	\$ 0.1868	\$ 0.3243	\$ 0.5110	\$ 22,820,051
2052/2053	\$ 7,248,729,955	\$ 211,128,057	3.00%			\$ 4,603,000	\$ 4,605,750	\$ 3,942,250			\$ 13,151,000	\$ 0.1814	\$ 0.3243	\$ 0.5057	\$ 23,504,653
2053/2054	\$ 7,466,191,853	\$ 217,461,899	3.00%			\$ 4,601,250	\$ 4,602,250	\$ 3,942,500			\$ 13,146,000	\$ 0.1761	\$ 0.3243	\$ 0.5003	\$ 24,209,793
2054/2055	\$ 7,690,177,609	\$ 223,985,756	3.00%			\$ 4,601,000	\$ 4,601,500	\$ 3,942,250			\$ 13,144,750	\$ 0.1709	\$ 0.3243	\$ 0.4952	\$ 24,936,086
2055/2056	\$ 7,920,882,937	\$ 230,705,328	3.00%			\$ 4,601,750	\$ 4,603,000	\$ 3,941,250			\$ 13,146,000	\$ 0.1660	\$ 0.3243	\$ 0.4902	\$ 25,684,169
2056/2057	\$ 8,158,509,425	\$ 237,626,488	3.00%			\$ 4,603,000	\$ 4,601,250	\$ 3,944,250			\$ 13,148,500	\$ 0.1612	\$ 0.3243	\$ 0.4854	\$ 26,454,694
2057/2058	\$ 8,403,264,708	\$ 244,755,283	3.00%			\$ 4,604,250	\$ 4,601,000	\$ 3,940,750			\$ 13,146,000	\$ 0.1564	\$ 0.3243	\$ 0.4807	\$ 27,248,335
2058/2059	\$ 8,655,362,649	\$ 252,097,941	3.00%				\$ 4,601,750	\$ 3,945,750			\$ 8,547,500	\$ 0.0988	\$ 0.3243	\$ 0.4230	\$ 28,065,785
2059/2060	\$ 8,915,023,529	\$ 259,660,879	3.00%				\$ 4,603,000	\$ 3,943,500			\$ 8,546,500	\$ 0.0959	\$ 0.3243	\$ 0.4201	\$ 28,907,758
2060/2061	\$ 9,182,474,235	\$ 267,450,706	3.00%				\$ 4,604,250	\$ 3,944,000			\$ 8,548,250	\$ 0.0931	\$ 0.3243	\$ 0.4174	\$ 29,774,991
2061/2062	\$ 9,457,948,462	\$ 275,474,227	3.00%					\$ 3,941,750			\$ 3,941,750	\$ 0.0417	\$ 0.3243	\$ 0.3659	\$ 30,668,241
2062/2063	\$ 9,741,686,916	\$ 283,738,454	3.00%					\$ 3,941,500			\$ 3,941,500	\$ 0.0405	\$ 0.3243	\$ 0.3647	\$ 31,588,288
2063/2064	\$ 10,033,937,523	\$ 292,250,607	3.00%					\$ 3,942,750			\$ 3,942,750	\$ 0.0393	\$ 0.3243	\$ 0.3636	\$ 32,535,937
				\$ 131,382,833	\$ 54,615,750	\$ 139,617,583	\$ 139,617,583	\$ 119,633,000	\$ 29,300,106	\$ 13,100,000	\$ 601,066,855				

(1) Impact fee balance \$5,700,000 + \$2,800,000 (less) \$1,100,000 = \$7,400,000 (provided by the City)
 (2) There additional funds in the Water and W/W account and the General Fund Reserve that could be used to balance the budget and lower the tax rate.

AV Increase over last 10 Years	
23.55%	Average
44.11%	High
8.17%	Low
18.33%	Remove High & Low

CITY OF MANOR

WORKING DRAFT FOR PLANNING & LEGISLATIVE PURPOSES

PROJECTED NEW DEBT:	\$ 70,000,000	Certificates of Obligation and/or General Obligation
Assumptions:	\$ 30,000,000	Certificates of Obligation (Water & Wastewater)
5% Interest Rate	\$ 70,000,000	Certificates of Obligation and/or General Obligation
30 Year Bonds	\$ 70,000,000	Certificates of Obligation and/or General Obligation
(Will be evaluated before each issue)	\$ 60,000,000	Certificates of Obligation and/or General Obligation
	\$ 300,000,000	Total Bonds Issued within 10 Years

HIGHER PROJECTED GROWTH - 5% INCREASE O&M - SMALLER CONTRIBUTION FROM IMPACT FEES

Tax Year/Fiscal Year	Projected Assessed Value	Projected Increase in AV	Project. % Increase in AV	Projected 2024/2025 GO or C/Os New Debt \$70,000,000	Projected 2024 Water & W/W New Debt \$30,000,000	Projected 2027/2028 GO or C/Os New Debt \$70,000,000	Projected 2030/2031 GO or C/Os New Debt \$70,000,000	Projected 2033/2034 GO or C/Os New Debt \$60,000,000	Current Outstanding Debt Payment	Projected Contribution from other Available Funds	Projected New Total Debt Payment	Projected Total Tax Rate Debt Tax Rate	Assumes 5% increase Annually in Total O&M Tax Rate	Projected Total Tax	Projected O&M Increase 5%
2022/2023	\$ 1,763,624,291								\$ 4,268,471		\$ 4,268,471	\$ 0.2380	\$ 0.5090	\$ 0.7470	\$ 9,000,000
2023/2024	\$ 2,101,439,419	\$ 337,815,128	19.15%						\$ 4,268,854		\$ 4,268,854	\$ 0.2031	\$ 0.4746	\$ 0.6711	\$ 9,974,114
2024/2025	\$ 2,416,655,332	\$ 315,215,913	15.00%	\$ 2,483,333	\$ 1,150,000				\$ 4,274,432	\$ 1,800,000	\$ 6,107,765	\$ 0.2527	\$ 0.4334	\$ 0.6861	\$ 10,472,820
2025/2026	\$ 2,779,153,632	\$ 362,498,300	15.00%	\$ 3,642,500	\$ 1,642,500				\$ 4,278,323	\$ 1,800,000	\$ 7,763,323	\$ 0.2793	\$ 0.3957	\$ 0.6750	\$ 10,996,461
2026/2027	\$ 3,196,026,676	\$ 416,873,045	15.00%	\$ 3,635,000	\$ 1,635,000				\$ 4,284,780		\$ 9,554,780	\$ 0.2990	\$ 0.3613	\$ 0.6602	\$ 11,546,284
2027/2028	\$ 3,675,430,678	\$ 479,404,001	15.00%	\$ 3,627,500	\$ 1,627,500	\$ 2,483,333			\$ 4,283,853		\$ 12,022,186	\$ 0.3271	\$ 0.3299	\$ 0.6570	\$ 12,123,598
2028/2029	\$ 4,226,745,280	\$ 551,314,602	15.00%	\$ 3,620,000	\$ 1,620,000	\$ 3,642,500			\$ 4,300,795		\$ 13,183,295	\$ 0.3119	\$ 0.3012	\$ 0.6131	\$ 12,729,778
2029/2030	\$ 4,522,617,449	\$ 295,872,170	7.00%	\$ 3,462,500	\$ 2,347,500	\$ 4,605,000			\$ 2,709,817		\$ 13,124,817	\$ 0.2902	\$ 0.2955	\$ 0.5857	\$ 13,366,267
2030/2031	\$ 4,839,200,671	\$ 316,583,221	7.00%	\$ 3,462,500	\$ 2,348,250	\$ 4,604,000	\$ 2,483,333		\$ 2,718,586		\$ 15,616,669	\$ 0.3227	\$ 0.2900	\$ 0.6127	\$ 14,034,580
2031/2032	\$ 5,177,944,717	\$ 338,744,047	7.00%	\$ 5,617,500	\$ 2,346,750	\$ 4,605,250	\$ 3,642,500		\$ 485,920		\$ 16,697,920	\$ 0.3225	\$ 0.2846	\$ 0.6071	\$ 14,736,309
2032/2033	\$ 5,540,400,848	\$ 362,456,130	7.00%	\$ 5,614,750	\$ 2,348,000	\$ 4,603,500	\$ 4,605,000		\$ 488,088		\$ 17,659,338	\$ 0.3187	\$ 0.2793	\$ 0.5980	\$ 15,473,124
2033/2034	\$ 5,928,228,907	\$ 387,828,059	7.00%	\$ 5,616,750	\$ 2,346,750	\$ 4,603,750	\$ 4,604,000	\$ 2,150,000	\$ 490,080		\$ 19,811,330	\$ 0.3342	\$ 0.2741	\$ 0.6082	\$ 16,246,781
2034/2035	\$ 6,106,075,774	\$ 177,846,867	3.00%	\$ 5,613,000	\$ 2,348,000	\$ 4,600,750	\$ 4,605,250	\$ 3,142,500	\$ 491,896		\$ 20,801,396	\$ 0.3407	\$ 0.2794	\$ 0.6200	\$ 17,059,120
2035/2036	\$ 6,289,258,047	\$ 183,182,273	3.00%	\$ 5,613,500	\$ 2,346,500	\$ 4,604,500	\$ 4,603,500	\$ 3,945,000	\$ 493,536		\$ 21,606,536	\$ 0.3435	\$ 0.2848	\$ 0.6284	\$ 17,912,076
2036/2037	\$ 6,477,935,789	\$ 188,677,741	3.00%	\$ 6,107,750	\$ 2,347,250	\$ 4,604,500	\$ 4,603,750	\$ 3,942,000			\$ 21,605,250	\$ 0.3335	\$ 0.2903	\$ 0.6239	\$ 18,807,680
2037/2038	\$ 6,672,273,863	\$ 194,338,074	3.00%	\$ 6,105,750	\$ 2,345,000	\$ 4,600,750	\$ 4,600,750	\$ 3,941,750			\$ 21,594,000	\$ 0.3236	\$ 0.2960	\$ 0.6196	\$ 19,748,063
2038/2039	\$ 6,872,442,078	\$ 200,168,216	3.00%	\$ 6,105,750	\$ 2,344,750	\$ 4,603,250	\$ 4,604,500	\$ 3,944,000			\$ 21,602,250	\$ 0.3143	\$ 0.3017	\$ 0.6161	\$ 20,735,467
2039/2040	\$ 7,078,615,341	\$ 206,173,262	3.00%	\$ 6,107,250	\$ 2,346,250	\$ 4,601,500	\$ 4,604,500	\$ 3,943,500			\$ 21,603,000	\$ 0.3052	\$ 0.3076	\$ 0.6128	\$ 21,772,240
2040/2041	\$ 7,290,973,801	\$ 212,358,460	3.00%	\$ 6,104,750	\$ 2,349,250	\$ 4,605,500	\$ 4,600,750	\$ 3,945,250			\$ 21,605,500	\$ 0.2963	\$ 0.3136	\$ 0.6099	\$ 22,860,852
2041/2042	\$ 7,509,703,015	\$ 218,729,214	3.00%	\$ 6,103,000	\$ 2,348,500	\$ 4,604,750	\$ 4,603,250	\$ 3,944,000			\$ 21,603,500	\$ 0.2877	\$ 0.3196	\$ 0.6073	\$ 24,003,895
2042/2043	\$ 7,734,994,105	\$ 225,291,090	3.00%	\$ 6,106,500	\$ 2,349,000	\$ 4,604,250	\$ 4,601,500	\$ 3,944,750			\$ 21,606,000	\$ 0.2793	\$ 0.3258	\$ 0.6052	\$ 25,204,089
2043/2044	\$ 7,967,043,929	\$ 232,049,823	3.00%	\$ 6,104,500	\$ 2,345,500	\$ 4,603,750	\$ 4,605,500	\$ 3,942,250			\$ 21,601,500	\$ 0.2711	\$ 0.3322	\$ 0.6033	\$ 26,464,294
2044/2045	\$ 8,206,055,246	\$ 239,011,318	3.00%	\$ 6,106,750	\$ 2,348,000	\$ 4,603,000	\$ 4,604,750	\$ 3,941,500			\$ 21,604,000	\$ 0.2633	\$ 0.3386	\$ 0.6019	\$ 27,787,508
2045/2046	\$ 8,452,236,904	\$ 246,181,657	3.00%	\$ 6,107,500	\$ 2,346,000	\$ 4,601,750	\$ 4,604,250	\$ 3,942,250			\$ 21,601,750	\$ 0.2556	\$ 0.3452	\$ 0.6008	\$ 29,176,884
2046/2047	\$ 8,705,804,011	\$ 253,567,107	3.00%	\$ 6,106,250	\$ 2,344,500	\$ 4,604,750	\$ 4,603,750	\$ 3,944,250			\$ 21,603,500	\$ 0.2482	\$ 0.3519	\$ 0.6001	\$ 30,635,728
2047/2048	\$ 8,966,978,131	\$ 261,174,120	3.00%	\$ 6,102,500	\$ 2,348,250	\$ 4,601,500	\$ 4,603,000	\$ 3,942,250			\$ 21,597,500	\$ 0.2409	\$ 0.3587	\$ 0.5996	\$ 32,167,514
2048/2049	\$ 9,235,987,475	\$ 269,009,344	3.00%	\$ 6,105,750	\$ 2,346,750	\$ 4,602,000	\$ 4,601,750	\$ 3,941,250			\$ 21,597,500	\$ 0.2338	\$ 0.3657	\$ 0.5995	\$ 33,775,890
2049/2050	\$ 9,513,067,100	\$ 277,079,624	3.00%			\$ 4,605,750	\$ 4,604,750	\$ 3,941,000			\$ 13,151,500	\$ 0.1382	\$ 0.3728	\$ 0.5110	\$ 35,464,685
2050/2051	\$ 9,798,459,112	\$ 285,392,013	3.00%			\$ 4,602,250	\$ 4,601,500	\$ 3,941,250			\$ 13,145,000	\$ 0.1342	\$ 0.3800	\$ 0.5142	\$ 37,237,919
2051/2052	\$ 10,092,412,886	\$ 293,953,773	3.00%			\$ 4,601,500	\$ 4,602,000	\$ 3,941,750			\$ 13,145,250	\$ 0.1302	\$ 0.3874	\$ 0.5177	\$ 39,099,815
2052/2053	\$ 10,395,185,272	\$ 302,772,387	3.00%			\$ 4,603,000	\$ 4,605,750	\$ 3,942,250			\$ 13,151,000	\$ 0.1265	\$ 0.3949	\$ 0.5215	\$ 41,054,806
2053/2054	\$ 10,707,040,831	\$ 311,855,558	3.00%			\$ 4,601,250	\$ 4,602,250	\$ 3,942,500			\$ 13,146,000	\$ 0.1228	\$ 0.4026	\$ 0.5254	\$ 43,107,546
2054/2055	\$ 11,028,252,056	\$ 321,211,225	3.00%			\$ 4,601,000	\$ 4,601,500	\$ 3,942,250			\$ 13,144,750	\$ 0.1192	\$ 0.4104	\$ 0.5296	\$ 45,262,923
2055/2056	\$ 11,359,099,617	\$ 330,847,562	3.00%			\$ 4,601,750	\$ 4,603,000	\$ 3,941,250			\$ 13,146,000	\$ 0.1157	\$ 0.4184	\$ 0.5341	\$ 47,526,069
2056/2057	\$ 11,699,872,606	\$ 340,772,989	3.00%			\$ 4,603,000	\$ 4,601,250	\$ 3,944,250			\$ 13,148,500	\$ 0.1124	\$ 0.4265	\$ 0.5389	\$ 49,902,373
2057/2058	\$ 12,050,868,784	\$ 350,996,178	3.00%			\$ 4,604,250	\$ 4,601,000	\$ 3,940,750			\$ 13,146,000	\$ 0.1091	\$ 0.4348	\$ 0.5439	\$ 52,397,492
2058/2059	\$ 12,412,394,847	\$ 361,526,064	3.00%			\$ 4,601,750	\$ 4,601,750	\$ 3,945,750			\$ 8,547,500	\$ 0.0689	\$ 0.4432	\$ 0.5121	\$ 55,017,366
2059/2060	\$ 12,784,766,693	\$ 372,371,845	3.00%			\$ 4,603,000	\$ 4,603,000	\$ 3,943,500			\$ 8,546,500	\$ 0.0668	\$ 0.4519	\$ 0.5187	\$ 57,768,234
2060/2061	\$ 13,168,309,694	\$ 383,543,001	3.00%			\$ 4,604,250	\$ 4,604,250	\$ 3,944,000			\$ 8,548,250	\$ 0.0649	\$ 0.4606	\$ 0.5255	\$ 60,656,646
2061/2062	\$ 13,563,358,984	\$ 395,049,291	3.00%					\$ 3,941,750			\$ 3,941,750	\$ 0.0291	\$ 0.4696	\$ 0.4986	\$ 63,689,478
2062/2063	\$ 13,970,259,754	\$ 406,900,770	3.00%					\$ 3,941,500			\$ 3,941,500	\$ 0.0282	\$ 0.4787	\$ 0.5069	\$ 66,873,952
2063/2064	\$ 14,389,367,547	\$ 419,107,793	3.00%					\$ 3,942,750			\$ 3,942,750	\$ 0.0274	\$ 0.4880	\$ 0.5154	\$ 70,217,650
				\$ 131,382,833	\$ 54,615,750	\$ 139,617,583	\$ 139,617,583	\$ 119,633,000	\$ 29,300,106	\$ 3,600,000	\$ 610,566,855				

(1) Impact fee balance \$5,700,000 + \$2,800,000 (less) \$1,100,000 = \$7,400,000 (provided by the City)
 (2) There additional funds in the Water and W/W account and the General Fund Reserve that could be used to balance the budget and lower the tax rate.

AV Increase over last 10 Years	
23.55%	Average
44.11%	High
8.17%	Low
18.33%	Remove High & Low

**Debt Service Obligations
2023 AV Tax Year**

**BUDGET
FY 2023-24**

CITY OF MANOR DEBT OBLIGATIONS			
	Purpose	Amount of Issue	Outstanding as of Oct 1, 2023
2012 Series GO Refunding	2001,2004 GO, & 2004 CO	3,510,000.00	440,000.00
2012 Certificate of Obligation	City Hall, PD Bldg., & PW Bldg.	1,835,000.00	560,000.00
2015 Series GO Refunding	2007 GO & 2007 CO	4,750,000.00	2,030,000.00
2016 Series CO Bond	W/WW Expansion & Streets	18,000,000.00	12,850,000.00
2021 CO Bond	W/WW Expansion	6,360,000.00	5,595,000.00
2022 Tax Note		10,000,000.00	8,665,000.00
2023 Tax Note		10,000,000.00	10,000,000.00
Totals		44,455,000.00	30,140,000.00

Fiscal Year Oct 1, 2023 to Sept 30, 2024			
Principal Due	Interest Due	Fees	Total
315,000.00	11,220.00	150.00	326,370.00
135,000.00	13,944.00		148,944.00
485,000.00	46,487.00		531,487.00
800,000.00	294,265.00	635.00	1,094,900.00
380,000.00	98,472.00		478,472.00
1,340,000.00	257,350.50		1,597,350.50
1,650,000.00			1,650,000.00
3,455,000.00	721,738.50	785.00	5,827,523.50

	2022-23	2022-23	Change
Total Taxable Property Value	1,788,475,384	2,101,439,419	312,964,035
Adjusted -Total I&S Fund Pymts (Debt Service)	4,176,588	5,827,524	1,650,936
I&S Rate for Ad Valorem Tax	0.2335	0.27731	0.04378

LESS YEAR END BALANCE FORWARD: 0.00

ADJUSTED 2023 DEBT SERVICE = 5,827,523.50

Proposed Annual Budget

Fiscal Year 2023 - 2024



The budget will raise \$1,114,264 (12.94% approx) more property tax revenues than last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$1,033,009.



Proposed Annual Budget Fiscal Year 2023-24

Original Budget Adopted: _____
 Ordinance Number: _____
 Amended Budget Adopted: _____
 Ordinance Number: _____

FY 2022-2023		
BUDGETED REVENUES	BUDGETED EXPENSES	NET
13,826,933	1,766,619	12,060,314
-	1,010,592	(1,010,592)
1,512,341	4,138,912	(2,626,571)
3,156,273	1,368,994	1,787,279
40,000	1,027,666	(987,666)
419,079	596,512	(177,433)
131,999	6,331,462	(6,199,463)
-	942,605	(942,605)
100	253,475	(253,375)
-	296,034	(296,034)
-	338,199	(338,199)
-	-	-
-	-	-
19,086,725	18,071,070	1,015,655

4-Aug-23		
FYTD ACTUAL REVENUES	FYTD ACTUAL EXPENSES	NET
13,068,484	1,465,844	11,602,640
0	766,245	(766,245)
1,687,952	3,492,687	(1,804,735)
2,188,738	1,087,322	1,101,416
40,000	581,698	(541,698)
412,775	357,040	55,735
123,435	4,466,224	(4,342,789)
-	624,845	(624,845)
-	190,756	(190,756)
-	341,318	(341,318)
-	187,509	(187,509)
-	-	-
-	-	-
17,521,384	13,561,488	3,959,896

FY 2023-24		
BUDGET REVENUES	BUDGET EXPENSES	NET
15,207,946	1,514,282	13,693,664
-	1,085,379	(1,085,379)
1,307,474	4,152,408	(2,844,934)
2,428,521	1,511,043	917,478
-	1,112,045	(1,112,045)
420,437	599,483	(179,046)
118,651	7,068,810	(6,950,159)
-	996,302	(996,302)
-	1,179,411	(1,179,411)
-	301,471	(301,471)
-	277,500	(277,500)
315,105	-	315,105
19,798,134	19,798,134	-

FUND BALANCES	
ESTIMATED 30-Sep-23	PROJECTED 30-Sep-24

0	534,114	(534,114)
3,819,736	3,853,668	(33,932)
2,878,132	1,827,657	1,050,475
-	-	-
6,697,868	6,215,439	482,429

0	521,516	(521,516)
2,842,862	2,895,826	(52,964)
2,283,053	1,431,854	851,199
-	-	-
5,125,915	4,849,196	276,719

UTILITY FUND		
BUDGET REVENUES	BUDGET EXPENSES	NET
0	731,543	(731,543)
4,505,107	4,535,119	(30,012)
3,059,651	2,298,097	761,554
-	-	-
7,564,758	7,564,759	(1)

25,784,593	24,286,509	1,498,084
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22,647,299	18,410,684	4,236,615
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27,362,892	27,362,893	(1)
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5,060,640	5,060,639
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4,176,713	4,178,063	(1,350)
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4,192,220	4,177,279	14,941
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4,188,697	4,177,524	11,174
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91,186	102,360
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12,000	7,307	4,693
8,600	7,620	980
33,225	9,000	24,225
392,006	-	392,006
864,500	-	864,500
-	-	-
15,925,445	15,925,445	0
17,235,776	15,949,372	1,286,404

3,282	-	3,282
3,740	-	3,740
30,709	305,285	(274,576)
841,821	832,975	8,846
1,958,592	5,055,637	(3,097,045)
-	-	-
16,271,513	690,831	15,580,682
19,536,479	7,221,081	12,315,399

RESTRICTED FUNDS		
BUDGET REVENUES	BUDGET EXPENSES	NET
9,500	9,500	-
8,400	500	7,900
66,556	100,000	(33,444)
392,006	364,102	27,904
2,615,438	3,909,455	(1,294,017)
-	334	(334)
15,580,682	14,611,410	969,272
18,672,582	18,995,301	(322,719)

46,674	46,674
12,518	20,418
457,267	423,823
734,293	762,197
2,208,728	914,711
671,747	671,413
-	-
4,178,198	2,886,207

47,197,082	44,413,944	2,783,138
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46,375,998	29,809,044	16,566,955
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50,224,171	50,535,718	(311,547)
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9,330,024	9,018,477
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The General Fund is the general operating fund and the largest fund of the city as it includes all traditional government services such general administration, street and drainage, maintenance, development services, police and courts, and parks. The Utility Fund accounts for the city's water and wastewater enterprise. Unlike the general fund it operates as a proprietary fund functioning more like a business. The Restricted Funds are used only for specific purposes. Revenues and payments are limited either by state law or local ordinance.

**10 -GENERAL FUND
FINANCIAL SUMMARY**

FY2023-2024 PROPOSED BUDGET

**Proposed Annual BUDGET
FY 2023-24**

WORKSHOP

83.33 % OF YEAR COMPLETE

REVENUE SUMMARY	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2023-24 BUDGET
ADMINISTRATION							
TAXES	12,140,315	12,140,315	11,690,777	96.3	449,538	11,690,777	13,927,200
MISCELLANEOUS	102,000	111,810	(140,468)	(125.6)	252,278	(140,468)	31,810
PERMITS/LICENSES	6,290	6,290	225	3.6	6,065	225	6,290
OTHER	50,129	50,129	1,242,673	2,479.0	(1,192,544)	1,242,673	1,242,646
TOTAL ADMINISTRATION	12,298,734	12,308,544	12,793,207	103.9	(484,663)	12,793,207	15,207,946
STREET							
MISCELLANEOUS	187,474	187,474	312,885	166.9	(125,411)	312,885	187,474
SANITATION CHARGES	1,120,000	1,120,000	1,235,311	110.3	(115,311)	1,235,311	1,120,000
TOTAL STREET	1,307,474	1,307,474	1,548,196	118.4	(240,722)	1,548,196	1,307,474
DEVELOPMENT SERVICES							
MISCELLANEOUS	48,930	48,930	46,219	94.5	2,711	25,909	54,310
PERMITS/LICENSES	3,100,850	3,100,850	2,096,530	67.6	1,004,320	2,096,530	2,374,211
TOTAL DEVELOPMENT SERVICES	3,149,780	3,149,780	2,142,749	68.0	1,007,031	2,122,439	2,428,521
COURT							
MISCELLANEOUS	1,200	1,200	1,668	139.0	(468)	1,668	1,400
COURT FEES	417,098	417,098	393,734	94.4	23,364	388,325	419,037
TOTAL COURT	418,298	418,298	395,402	94.5	22,896	389,993	420,437
POLICE							
MISCELLANEOUS	42,513	42,513	71,648	168.5	(29,135)	71,648	42,513
POLICE CHARGES/FEES	56,850	56,850	50,317	88.5	6,533	50,317	76,138
TOTAL POLICE	99,363	99,363	121,965	122.7	(22,602)	121,965	118,651
NON-DEPARTMENTAL							
TRANSFERS	0	0	0	0.0	0	0	315,105
TOTAL NON-DEPARTMENTAL	0	0	0	0.0	0	0	315,105
TOTAL REVENUES	17,273,649	17,283,459	17,001,519	98.4	281,940	16,975,800	19,798,134

**FY2023-2024 PROPOSED BUDGET
WORKSHOP**

**10 -GENERAL FUND
FINANCIAL SUMMARY**

**Proposed Annual BUDGET
FY 2023-24**

EXPENDITURE SUMMARY	83.33 % OF YEAR COMPLETE					PROJECTED YEAR END	REQUESTED 2023-24 BUDGET
	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE		
<u>ADMINISTRATION</u>							
PERSONNEL	469,587	469,587	308,203	65.6	161,383	308,203	498,583
OPERATING	445,532	445,532	252,677	56.7	192,855	252,677	437,799
REPAIRS & MAINTENANCE	44,000	44,000	36,999	84.1	7,001	36,999	38,600
CONTRACTED SERVICES	288,300	288,300	739,382	256.5	(451,082)	739,382	539,300
TOTAL ADMINISTRATION	1,247,419	1,247,419	1,337,261	107.2	(89,842)	1,337,261	1,514,282
<u>FINANCE</u>							
PERSONNEL	708,012	708,012	474,518	67.0	233,495	474,518	757,499
OPERATING	237,680	237,680	203,846	85.8	33,834	203,846	237,680
REPAIRS & MAINTENANCE	2,700	2,700	6,159	228.1	(3,459)	6,159	3,000
CONTRACTED SERVICES	63,200	63,200	44,543	70.5	18,657	44,543	67,200
DEBT PAYMENTS	0	0	0	0.0	0	0	20,000
TOTAL FINANCE	1,011,592	1,011,592	729,067	72.1	282,526	729,067	1,085,379
<u>STREET</u>							
PERSONNEL	574,079	574,079	366,909	63.9	207,170	366,909	675,637
OPERATING	243,095	243,095	211,415	87.0	31,680	211,414	248,670
REPAIRS & MAINTENANCE	190,000	190,000	109,639	57.7	80,361	109,639	190,000
CONTRACTED SERVICES	2,444,000	2,444,000	1,830,840	74.9	613,160	1,830,840	2,782,800
DEBT PAYMENTS	235,301	235,301	699,205	297.2	(463,904)	699,205	235,301
CAPITAL OUTLAY < \$5K	10,000	10,000	229,497	2,295.0	(219,497)	229,497	10,000
CAPITAL OUTLAY > \$5K	10,000	10,000	3,011	30.1	6,989	3,011	10,000
TOTAL STREET	3,706,475	3,706,475	3,450,518	93.1	255,957	3,450,517	4,152,408

**FY2023-2024 PROPOSED BUDGET
WORKSHOP**

DEVELOPMENT SERVICES

PERSONNEL	888,261	888,261	499,800	56.3	388,461	33,742	948,228
OPERATING	140,899	140,899	130,233	92.4	10,667	89,786	219,915
REPAIRS & MAINTENANCE	4,400	4,400	2,037	46.3	2,363	5,774	4,400
CONTRACTED SERVICES	270,000	270,000	407,259	150.8	(137,259)	407,259	310,000
DEBT PAYMENTS	20,000	20,000	6,458	32.3	13,542	6,458	28,500
TOTAL DEVELOPMENT SERVICES	1,323,560	1,323,560	1,045,786	79.0	277,774	543,019	1,511,043

PARKS

PERSONNEL	502,589	502,589	378,959	75.4	123,630	378,959	606,627
OPERATING	42,250	42,250	33,744	79.9	8,506	33,742	54,650
REPAIRS & MAINTENANCE	393,500	393,500	76,727	19.5	316,773	76,727	341,000
CONTRACTED SERVICES	4,000	4,000	15,457	386.4	(11,457)	15,457	12,000
DEBT PAYMENTS	41,889	41,889	6,458	15.4	35,431	6,458	54,518
GRANT EXPENDITURES	0	0	0	0.0	0	0	10,000
CAPITAL OUTLAY < \$5K	8,250	8,250	5,774	70.0	2,476	5,774	8,250
CAPITAL OUTLAY > \$5K	25,000	25,000	0	0.0	25,000	0	25,000
TOTAL PARKS	1,017,478	1,017,478	517,118	646.6	500,359	517,116	1,112,045

COURT

PERSONNEL	237,840	237,840	199,701	84.0	38,140	199,701	351,112
OPERATING	52,245	52,245	19,162	36.7	33,083	19,161	52,245
CONTRACTED SERVICES	291,500	291,500	122,820	42.1	168,680	122,820	181,198
CAPITAL OUTLAY < \$5K	1,620	1,620	0	0.0	1,620	0	1,620
CAPITAL OUTLAY > \$5K	13,307	13,307	0	0.0	13,307	0	13,307
TOTAL COURT	596,512	596,512	341,682	57.3	254,830	341,681	599,483

FY2023-2024 PROPOSED BUDGET

	WORKSHOP						
<u>POLICE</u>							
PERSONNEL	4,613,172	4,613,172	2,954,564	64.0	1,658,608	2,952,734	4,963,924
OPERATING	462,762	462,762	401,905	86.8	60,857	401,905	709,878
REPAIRS & MAINTENANCE	96,500	96,500	92,451	95.8	4,049	92,451	111,500
CONTRACTED SERVICES	346,000	346,000	322,985	93.3	23,015	322,985	393,349
DEBT PAYMENTS	565,500	565,500	422,104	74.6	143,396	422,104	565,500
CAPITAL OUTLAY < \$5K	1,000	1,000	1,052	105.2	(52)	1,052	1,000
CAPITAL OUTLAY > \$5K	126,470	126,470	97,851	77.4	28,619	97,851	323,659
TOTAL POLICE	6,211,404	6,211,404	4,292,912	69.1	1,918,492	4,291,081	7,068,810
<u>INFORMATION TECHNOLOGY (I.T.)</u>							
PERSONNEL	267,185	267,185	195,545	73.2	71,639	195,545	310,447
OPERATING	250,600	250,600	137,408	54.8	113,192	137,257	251,600
REPAIRS & MAINTENANCE	5,000	5,000	2,565	51.3	2,435	2,565	5,000
CONTRACTED SERVICES	274,371	274,371	190,293	69.4	84,078	190,293	274,371
CAPITAL OUTLAY < \$5K	35,000	35,000	50,843	145.3	(15,843)	50,843	45,000
CAPITAL OUTLAY > \$5K	109,884	109,884	14,344	13.1	95,540	2,674	109,884
TOTAL I.T.	942,040	942,040	590,999	62.7	351,041	588,283	996,302
<u>ECONOMIC DEV. SVCS</u>							
PERSONNEL	167,085	167,085	174,111	104.2	44,021	123,064	174,111
OPERATING	81,200	81,200	21,087	26.0	385,475	21,087	86,300
CONTRACT SERVICES	385,000	388,000	2,525	0.7	385,475	2,525	919,000
TOTAL ECONOMIC DEV SVCS	633,285	636,285	197,724	31.1	814,971	146,676	1,179,411
<u>HUMAN RESOURCES</u>							
PERSONNEL	224,734	224,734	139,443	62.0	85,291	139,443	230,871
OPERATING	270,834	270,834	187,506	69.2	83,327	8,277	70,600
TOTAL HUMAN RESOURCES	495,568	495,568	326,949	66.0	168,619	147,720	301,471
<u>COMMUNITY DEV. SVCS</u>							
PERSONNEL	125,349	125,349	93,630	74.7	31,719	169	120,649
OPERATING	212,850	212,850	92,391	43.4	120,459	2,133	156,850
TOTAL COMMUNITY DEV	338,199	338,199	186,021	55.0	152,178	2,302	277,499
TOTAL EXPENDITURES	17,523,533	17,526,533	13,016,037	74.3	4,566,109	10,692,626	19,798,134
REVENUES OVER/(UNDER) EXPENDITURES	(249,884)	(243,074)	3,985,482		(4,228,556)	6,283,173	(0)

**FY2023-2024 PROPOSED BUDGET
WORKSHOP**

Item 9.

10 -GENERAL FUND

REVENUES

83.33 % OF YEAR COMPLETE

**Proposed Annual BUDGET
FY 2023-24**

ADMINISTRATION REVENUES

TAXES

	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2023-24 BUDGET
10-4100-40-40000 AD VALOREM TAXES - CURRENT	8,932,774	8,932,774	8,784,846	98	147,928	8,784,846	10,271,817
10-4100-40-40010 AD VALOREM TAXES - PRIOR	60,000	60,000	27,092	45	32,908	27,092	35,000
10-4100-40-40016 VEHICLE DEALER INVENTORY	1,200	1,200	7,188	599	-5,988	7,188	7,188
10-4100-40-40020 AD VALOREM TAXES P&I	50,000	50,000	31,558	63	18,442	31,558	50,000
10-4100-40-40025 SALES TAX COMPROLLER	2,134,325	2,134,325	2,030,424	95	103,902	2,030,424	2,561,190
10-4100-40-40040 FRANCHISE TAX-ELECTRIC	430,000	430,000	409,658	95	20,342	409,658	430,000
10-4100-40-40043 FRANCHISE TAX-CABLE TE	96,000	96,000	67,362	70	28,638	67,362	96,000
10-4100-40-40044 FRANCHISE PEG TAX - CABLE TV	13,511	13,511	13,689	101	-178	13,689	13,700
10-4100-40-40045 FRANCHISE TAX-GAS/PROP	25,000	25,000	59,684	239	-34,684	59,684	60,000
10-4100-40-40047 FRANCHISE TAX-TELEPHONE	60,000	60,000	51,115	85	8,885	51,115	60,000
10-4100-40-40050 FRANCHISE TAX-SOLID WASTE	318,000	318,000	185,531	58	132,469	185,531	318,000
10-4100-40-40051 SIGN KIOSK FEES	4,000	4,000	3,750	94	250	3,750	4,000
10-4100-40-40060 MIXED BEVERAGE TAXES	13,200	13,200	17,907	136	-4,707	17,907	18,000
10-4100-40-40061 OPEN RECORD FEES	2,305	2,305	975	42	1,330	975	2,305
TOTAL TAXES	12,140,315	12,140,315	11,690,777	96	449,538	11,690,777	13,927,200

MISCELLANEOUS

10-4100-42-42070 CITY MERCH	2,000	2,000	2,084	104	-84	2,084	2,000
10-4100-42-42099 MISCELLANEOUS	100,000	100,000	-152,362	-152	252,362	-152,362	20,000
10-4100-42-42200 VERIZON LEASE AGREEMENT	0	9,810	9,810	100	0	9,810	9,810
TOTAL MISCELLANEOUS	102,000	111,810	-140,468	52	252,278	-140,468	31,810

PERMITS/LICENSES

10-4100-45-42010 PERMITS-PET	440	440	10	2	430	10	440
10-4100-45-42040 PERMITS- CITY MISC	150	150	40	27	110	40	150
10-4100-45-42050 LICENSES- ALCHOLIC BEV	5,700	5,700	175	3	5,525	175	5,700
TOTAL PERMITS/LICENSES	6,290	6,290	225	4	6,065	225	6,290

**FY2023-2024 PROPOSED BUDGET
WORKSHOP**

Item 9.

OTHER

10-4100-48-42050 NOTARY FEES	129	129	156	121	-27	156	129
10-4100-48-48000 INTEREST INCOME	50,000	50,000	1,242,517	2,485	-1,192,517	1,242,517	1,242,517
TOTAL OTHER	50,129	50,129	1,242,673	2,479	-1,192,544	1,242,673	1,242,646

TOTAL ADMINISTRATION REVENUES	12,298,734	12,308,544	12,793,207	104	-484,663	12,793,207	15,207,946
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STREET REVENUES	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2023-24 BUDGET
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MISCELLANEOUS

10-4225-42-42098 CAP METRO BCT	169,000	169,000	84,500	50	84,500	84,500	169,000
10-4225-42-42099 MISCELLANEOUS	18,474	18,474	228,385	1,236	-209,911	228,385	18,474
TOTAL MISCELLANEOUS	187,474	187,474	312,885	167	-125,411	312,885	187,474

SANITATION CHARGES

10-4225-44-44010 SOLID WASTE REVENUE	1,100,000	1,100,000	1,214,499	110	-114,499	1,214,499	1,100,000
10-4225-44-44025 LATE FEES TRASH	20,000	20,000	20,812	104	-812	20,812	20,000
TOTAL SANITATION CHARGES	1,120,000	1,120,000	1,235,311	110	-115,311	1,235,311	1,120,000

TOTAL STREET REVENUES	1,307,474	1,307,474	1,548,196	118	-240,722	1,548,196	1,307,474
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DEVELOPMENT SERVICES REVENUES	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2023-24 BUDGET
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MISCELLANEOUS

10-4300-42-42090 TECHNOLOGY FEES	34,000	34,000	25,909	76	8,091	25,909	34,000
10-4300-42-42091 ONLINE PAYMENT FEE	3,800	3,800	4,310	113	-510	4,310	4,310
10-4300-42-42099 MISCELLANEOUS	10,745	10,745	15,000	140	-4,255	15,000	15,000
10-4300-42-42100 RETURN CHECK FEE	385	385	1,000	260	-615	1,000	1,000
TOTAL MISCELLANEOUS	48,930	48,930	46,219	94	2,711	25,909	54,310

**FY2023-2024 PROPOSED BUDGET
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PERMITS/LICENSES

10-4300-45-44095 SIGN PERMITS	1,000	1,000	3,083	308	-2,083	3,083	3,083
10-4300-45-44096 SITE PLAN	21,000	21,000	26,936	128	-5,936	26,936	26,936
10-4300-45-44097 NOTIFICATIONS	7,000	7,000	7,525	108	-525	7,525	7,525
10-4300-45-45050 PLAT AND PLAN FEES	160,000	160,000	69,616	44	90,384	69,616	160,000
10-4300-45-45075 BLDG. PLAN REVIEW	100	100	0	0	100	0	100
10-4300-45-45076 SUBDIVISION TEST & INSP	565,000	565,000	552,681	98	12,319	552,681	565,000
10-4300-45-45077 ZONING	4,400	4,400	9,217	209	-4,817	9,217	9,217
10-4300-45-45100 BUILDING PERMITS	1,730,000	1,730,000	884,174	51	845,826	884,174	1,000,000
10-4300-45-45101 R.O.W. PEMITS	2,250	2,250	1,200	53	1,050	1,200	2,250
10-4300-45-45200 BUILDINGS INSPECTION FEES	610,000	610,000	542,099	89	67,901	542,099	600,000
10-4300-45-45500 PROFESSIONAL DEPOSIT FEES	100	100	0	0	100	0	100
10-4300-45-45501 W/WW FEASIBILITY STUDY	0	0	0	0	0	0	0
TOTAL PERMITS/LICENSES	3,100,850	3,100,850	2,096,530	68	1,004,320	2,096,530	2,374,211

TOTAL DEVELOPMENT SERVICES REVENUES	3,149,780	3,149,780	2,142,749	68	1,007,031	2,122,439	2,428,521
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COURT REVENUES	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2023-24 BUDGET
10-4500-42-42090 ONLINE PAYMENT FEES	1,200	1,200	1,668	139	-468	1,668	1,400
TOTAL MISCELLANEOUS	1,200	1,200	1,668	139	-468	1,668	1,400

COURT FEES	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2023-24 BUDGET
10-4500-46-46100 COURT TECHNOLOGY FEE	12,000	12,000	5,079	42	6,921	5,079	12,000
10-4500-46-46200 COURT BUILDING SECURITY	8,600	8,600	5,825	68	2,775	5,825	8,600
10-4500-46-46300 COURT COSTS EARNED	393,028	393,028	377,421	96	15,608	377,421	393,028
10-4500-46-46301 JUVENILE CASE MGR FUND	3,400	3,400	5,303	156	-1,903	5,303	5,303
10-4500-46-46302 JURY FUND	70	70	106	151	-36	106	106
TOTAL COURT FEES	417,098	417,098	393,734	94	23,364	388,325	419,037

TOTAL COURT REVENUES	418,298	418,298	395,402	95	22,896	389,993	420,437
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	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2023-24 BUDGET
POLICE REVENUES							
MISCELLANEOUS							
10-4600-42-41015 GRANT PROCEEDS - POLIC	22,513	22,513	3,583	16	18,930	3,583	22,513
10-4600-42-42099 MISCELLANEOUS	20,000	20,000	68,065	340	-48,065	68,065	20,000
TOTAL MISCELLANEOUS	42,513	42,513	71,648	169	-29,135	71,648	42,513
POLICE CHARGES/FEES							
10-4600-47-47000 ASSET SEIZURES	1,250	1,250	0	0	1,250	0	1,250
10-4600-47-47009 ALARM PERMIT	7,000	7,000	3,285	47	3,715	3,285	7,000
10-4600-47-47011 FINGER PRINTING	190	190	165	87	25	165	190
10-4600-47-47110 MOTOR VEHICLE DISB	4,500	4,500	12,288	273	-7,788	12,288	12,288
10-4600-47-47200 WARRANT AND FTA FEES	2,410	2,410	32	1	2,378	32	2,410
10-4600-47-47310 IMPOUNDS	11,500	11,500	23,435	204	-11,935	23,435	23,000
10-4600-47-47400 POLICE CAR RENTAL INCO	30,000	30,000	11,111	37	18,889	11,111	30,000
TOTAL POLICE CHARGES/FEES	56,850	56,850	50,317	89	6,533	50,317	76,138
TOTAL POLICE REVENUES	99,363	99,363	121,965	123	-22,602	121,965	118,651
TOTAL REVENUES	17,274,799	17,284,609	17,001,519	98	283,090	16,975,800	19,798,134

**FY2023-2024 PROPOSED BUDGET
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**10 -GENERAL FUND
DEPARTMENTAL EXPENDITURES**

**Proposed Annual BUDGET
FY 2023-24**

83.33 % OF YEAR COMPLETE

ADMINISTRATION EXPENDITURES	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2023-24 BUDGET
PERSONNEL							
10-5100-50-50010 SALARIES	334,652	334,652	232,068	69	102,584	232,068	352,040
10-5100-50-50050 OVERTIME	691	691	0	0	691	0	708
10-5100-50-50075 LONGEVITY	700	700	700	100	0	700	1,000
10-5100-50-50200 EMPLOYER PAID TAXES	25,707	25,707	17,828	69	7,879	17,828	27,319
10-5100-50-50255 WORKERS' COMPENSATION	1,379	1,379	142	10	1,237	142	170
10-5100-50-50325 HEALTH INSURANCE	36,087	36,087	23,754	66	12,333	23,754	45,185
10-5100-50-50335 HEALTH ASSISTANCE	260	260	0	0	260	0	260
10-5100-50-50410 EMPLOYER RETIREMENT CO	29,064	29,064	18,068	62	10,996	18,068	30,155
10-5100-50-50520 EMPLOYEE EDUCATION	5,360	5,360	3,113	58	2,247	3,113	5,360
10-5100-50-50521 COUNCIL EDUCATION	22,886	22,886	6,714	29	16,172	6,714	22,886
10-5100-50-50650 VEHICLE ALLOWANCE	12,300	12,300	5,815	47	6,485	5,815	13,000
10-5100-50-50700 REIMBURSABLE UNEMPLOYM	500	500	0	0	500	0	500
TOTAL PERSONNEL	469,587	469,587	308,203	66	161,383	308,203	498,583
OPERATING							
10-5100-51-51010 ADVER/NOTIFICATION/PUBLIC HEARING	14,500	14,500	9,933	69	4,567	9,933	14,500
10-5100-51-51011 PRE-EMPLO SCREENING	50	50	1	2	49	1	50
10-5100-51-51012 ADMIN RENT	3,800	3,800	4,010	106	-210	4,010	3,800
10-5100-51-51018 COMMUNITY PROGRAMS	300,000	300,000	9,435	3	290,565	9,435	300,000
10-5100-51-51043 CITY EVENTS	15,000	15,000	10,482	70	4,518	10,482	15,000
10-5100-51-51044 AUTHORIZE.NET FEES	0	0	240	0	-240	240	210
10-5100-51-51160 ELECTION EXPENSES	16,500	16,500	5,819	35	10,681	5,819	7,000
10-5100-51-51335 INSURANCE-PROPERTY, CA	3,720	3,720	922	25	2,798	922	1,110
10-5100-51-51339 INSURANCE-SPECIAL EVENTS	0	0	424	0	-424	424	180
10-5100-51-51480 MEETING EXPENSES	7,500	7,500	4,963	66	2,537	4,963	7,500
10-5100-51-51485 MISCELLANEOUS	45,000	45,000	174,186	387	-129,186	174,186	45,000
10-5100-51-51602 PENALTIES & INTEREST	150	150	0	0	150	0	150
10-5100-51-51603 PERIODICALS AND PUBLIC	650	650	44	7	606	44	200
10-5100-51-51625 POSTAGE/DELIVERY	2,000	2,000	248	12	1,752	248	500

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10-5100-51-51635 PROFESSIONAL & MEMBERS	6,000	6,000	10,529	175	-4,529	10,529	9,500
10-5100-51-51746 SUPPLIES-OFFICE	7,562	7,562	3,355	44	4,207	3,355	7,562
10-5100-51-51780 STAFF TRAVEL	7,100	7,100	2,514	35	4,586	2,514	2,100
10-5100-51-51790 COUNCIL TRAVEL	0	0	0	0	0	0	5,000
10-5100-51-51813 UTILITIES-ELECTRIC BLU	9,500	9,500	8,779	92	721	8,779	11,522
10-5100-51-51817 UTILITIES-NATURAL GAS	1,000	1,000	1,212	121	-212	1,212	1,415
10-5100-51-52110 OFFICE EQUIPMENT LEASE	5,500	5,500	4,162	76	1,338	4,162	5,500
TOTAL OPERATING	445,532	445,532	252,677	57	192,855	252,677	437,799

REPAIRS & MAINTENANCE

10-5100-52-52010 BUILDING REPAIRS & MAI	30,000	30,000	34,137	114	-4,137	34,137	35,000
10-5100-52-52012 CLEANING & MAINTENANCE	14,000	14,000	2,862	20	11,138	2,862	3,600
TOTAL REPAIRS & MAINTENANCE	44,000	44,000	36,999	84	7,001	36,999	38,600

CONTRACTED SERVICES

10-5100-54-51165 ENGINEERING/PLANNING S	85,000	85,000	225,955	266	-140,955	225,955	180,000
10-5100-54-51440 LEGAL FEES	65,000	65,000	127,939	197	-62,939	127,939	65,000
10-5100-54-51441 JUSTFOIA	5,000	5,000	3,625	73	1,375	3,625	5,000
10-5100-54-51442 MEETING/AGENDA MANAGEMENT	3,800	3,800	3,800	100	0	3,800	3,800
10-5100-54-XXXXX LASERFISCHE			0	0	0	0	80,000
10-5100-54-51504 MUNICODE	15,000	15,000	8,937	60	6,064	8,937	15,000
10-5100-54-51520 R.O.W. PURCHASE	0	0	249,086	0	-249,086	249,086	100,000
10-5100-54-51590 DOCUMENT STORAGE/DESTRUCTION	4,500	4,500	773	17	3,727	773	4,500
10-5100-54-51760 TAXING DISTRICT FEES	50,000	50,000	43,141	86	6,859	43,141	56,000
10-5100-54-51998 NEEDS ASSESSMENT	50,000	50,000	60,126	120	-10,126	60,126	10,000
10-5100-54-51999 GRANT WRITER SERVICE	10,000	10,000	16,000	160	-6,000	16,000	20,000
TOTAL CONTRACTED SERVICES	288,300	288,300	739,382	256	-451,082	739,382	539,300

TOTAL ADMINISTRATION EXPENDITURES	1,247,419	1,247,419	1,337,261	107	-89,842	1,337,261	1,514,282
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FINANCE EXPENDITURES	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2023-24 BUDGET
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PERSONNEL							
10-5150-50-50010 SALARIES	536,907	536,907	376,443	70	160,463	376,443	562,544
10-5150-50-50050 OVERTIME	3,153	3,153	1,438	46	1,715	1,438	4,000
10-5150-50-50075 LONGEVITY	4,700	4,700	2,600	55	2,100	2,600	5,000

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10-5150-50-50200 EMPLOYER PAID TAXES	41,073	41,073	27,287	66	13,787	27,287	43,726
10-5150-50-50255 WORKERS' COMPENSATION	1,900	1,900	413	22	1,487	413	600
10-5150-50-50325 HEALTH INSURANCE	64,799	64,799	36,829	57	27,970	36,829	84,111
10-5150-50-50410 EMPLOYER RETIREMENT CO	45,422	45,422	29,160	64	16,262	29,160	47,018
10-5150-50-50520 EMPLOYEE EDUCATION	5,000	5,000	347	7	4,653	347	5,000
10-5150-50-50650 VEHICLE ALLOWANCE	4,800	4,800	0	0	4,800	0	5,500
TOTAL PERSONNEL	708,012	708,012	474,518	67	233,495	474,518	757,499

OPERATING

10-5150-51-51010 ADVER/POSTING/PUBLIC HEARING	4,500	4,500	100	2	4,400	100	4,500
10-5150-51-51011 PRE-EMPLOYMENT SCREEN	100	100	0	0	100	0	100
10-5150-51-51042 CREDIT CARD MERCHANT SVCS	150,000	150,000	129,984	87	20,016	129,984	150,000
10-5150-51-51080 CASH SHORT & OVER	500	500	-236	-47	736	-236	500
10-5150-51-51335 INSURANCE-PROPERTY, CA	3,305	3,305	2,396	72	909	2,396	3,305
10-5150-51-51338 INSURANCE LIABILITY	110	110	67	61	43	67	110
10-5150-51-51480 MEETING EXPENSES	500	500	440	88	60	440	500
10-5150-51-51485 MISCELLANEOUS	1,250	1,250	705	56	545	705	1,250
10-5150-51-51602 PENALTIES & INTEREST	600	600	0	0	600	0	600
10-5150-51-51603 PERIODICALS AND PUBLIC	100	100	84	84	17	84	100
10-5150-51-51625 POSTAGE/DELIVERY	60,000	60,000	61,595	103	-1,595	61,595	60,000
10-5150-51-51635 PROFESSIONAL & MEMBERS	240	240	179	75	61	179	240
10-5150-51-51746 SUPPLIES-OFFICE	3,500	3,500	1,941	55	1,559	1,941	3,500
10-5150-51-51780 TRAVEL	5,000	5,000	876	18	4,124	876	5,000
10-5150-51-52110 OFFICE EQUIPMENT LEASE	3,475	3,475	3,271	94	204	3,271	3,475
10-5150-51-52340 VEHICLE FUEL & OIL	4,500	4,500	2,444	54	2,056	2,444	4,500
TOTAL OPERATING	237,680	237,680	203,846	86	33,834	203,846	237,680

REPAIRS & MAINTENANCE

10-5150-52-52320 VEHICLE REPAIRS & MAINT	2,700	2,700	6,159	228	-3,459	6,159	3,000
TOTAL REPAIRS & MAINTENANCE	2,700	2,700	6,159	228	-3,459	6,159	3,000

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CONTRACTED SERVICES

10-5150-54-51000 ACCOUNTING & AUDITING	45,000	45,000	43,752	97	1,248	43,752	55,000
10-5150-54-51440 LEGAL FEES	6,500	6,500	30	0	6,470	30	6,500
10-5150-54-51441 AFTER HOURS SERVICES	0	0	0	0	0	0	4,000
10-5150-54-51590 DOCUMENT STORAGE	1,700	1,700	762	45	938	762	1,700
TOTAL CONTRACTED SERVICES	63,200	63,200	44,543	70	18,657	44,543	67,200

DEBT PAYMENTS

10-5150-55-52310 VEHICLE LEASE EXPENSE	0	0	0	0	7,634	0	20,000
TOTAL DEBT PAYMENTS	0	0	0	0	7,634	0	20,000

TOTAL FINANCE EXPENDITURES	1,011,592	1,011,592	729,067	72	282,526	729,067	1,085,379
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STREET EXPENDITURES	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2023-24 BUDGET
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PERSONNEL

10-5225-50-50010 SALARIES	393,269	393,269	252,910	64	140,360	252,910	474,066
10-5225-50-50050 OVERTIME	11,798	11,798	15,681	133	-3,883	15,681	14,222
10-5225-50-50075 LONGEVITY	3,900	3,900	5,100	131	-1,200	5,100	5,700
10-5225-50-50200 EMPLOYER PAID TAXES	31,286	31,286	20,411	65	10,875	20,411	37,790
10-5225-50-50255 WORKERS' COMPENSATION	14,000	14,000	12,264	88	1,736	12,264	14,000
10-5225-50-50325 HEALTH INSURANCE	72,899	72,899	38,145	52	34,755	38,145	84,111
10-5225-50-50410 EMPLOYER RETIREMENT CO	34,599	34,599	20,543	59	14,056	20,543	40,248
10-5225-50-50520 EMPLOYEE EDUCATION	3,000	3,000	1,856	62	1,144	1,856	3,500
10-5225-50-50700 REIMB UNEMPLOYMENT	9,069	9,069	0	0	9,069	0	2,000
TOTAL PERSONNEL	574,079	574,079	366,909	64	207,170	366,909	675,637

OPERATING

10-5225-51-51011 PRE-EMPLOYMENT SCREENING	200	200	1	1	199	1	200
10-5225-51-51335 INSURANCE-PROPERTY, CA	4,800	4,800	8,925	186	-4,125	8,925	4,800
10-5225-51-51338 INSURANCE LIABILITY	1,910	1,910	1,394	73	516	1,394	1,910
10-5225-51-51620 PHYSICALS/DRUG TESTING	200	200	101	51	99	101	200
10-5225-51-51740 SUPPLIES CHEMICALS & MAT'LS	50,000	50,000	50,924	102	-924	50,924	45,000
10-5225-51-51741 SUPPLIES CHEMICALS			0	0	0	0	4,000
10-5225-51-51746 SUPPLIES-OFFICE	500	500	0	0	500	0	500

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10-5225-51-51780 TRAVEL	100	100	0	0	100	0	100
10-5225-51-51800 UNIFORMS & ACCESSORIES	3,135	3,135	2,901	93	234	2,901	6,960
10-5225-51-51813 UTILITIES-ELECTRIC BLU	120,000	120,000	110,498	92	9,502	110,498	120,000
10-5225-51-51815 UTILITIES-ELECTRIC TX	20,000	20,000	10,768	54	9,232	10,768	20,000
10-5225-51-52340 FUEL & OIL	22,000	22,000	20,838	95	1,162	20,838	25,000
10-5225-51-52440 EQUIPMENT RENTAL	5,000	5,000	330	7	4,670	330	5,000
10-5225-51-54020 STREET SIGNS	15,000	15,000	4,437	30	10,563	4,437	15,000
10-5225-51-52442 INCLEMENT WEATHER ROAD/BRIDGE			0	0	0	0	0
TOTAL OPERATING	243,095	243,095	211,415	87	31,680	211,414	248,670
REPAIRS & MAINTENANCE							
10-5225-52-52010 BUILDING REPAIRS & MAI	10,000	10,000	58	1	9,942	58	10,000
10-5225-52-52320 VEH REPAIRS & MAINTENA	20,000	20,000	5,348	27	14,652	5,348	20,000
10-5225-52-52430 MACHINERY EQUIP-REPAIR	10,000	10,000	11,090	111	-1,090	11,090	10,000
10-5225-52-54010 STREET REPAIRS & MAINT	150,000	150,000	93,143	62	56,857	93,143	150,000
TOTAL REPAIRS & MAINTENANCE	190,000	190,000	109,639	58	80,361	109,639	190,000
CONTRACTED SERVICES							
10-5225-54-51165 ENGINEERING/PLANNING S	169,000	169,000	66,838	40	102,163	66,838	169,000
10-5225-54-51166 STREET CONTRACTED REPAIRS	700,000	700,000	420,381	60	279,619	420,381	800,000
10-5225-54-51167 DRAINAGE STUDY	75,000	75,000	31,895	43	43,105	31,895	213,800
10-5225-54-54100 TRASH COLLECTION FEES	1,500,000	1,500,000	1,311,727	87	188,273	1,311,727	1,600,000
TOTAL CONTRACTED SERVICES	2,444,000	2,444,000	1,830,840	75	613,160	1,830,840	2,782,800
DEBT PAYMENTS							
10-5225-55-52310 VEHICLE LEASE EXPENSE	119,899	119,899	147,177	123	-27,278	147,177	119,899
10-5225-55-52410 MACHINERY EQUIPMENT LE	115,403	115,403	552,028	478	-436,625	552,028	115,403
TOTAL DEBT PAYMENTS	235,301	235,301	699,205	297	-463,904	699,205	235,301
CAPITAL OUTLAY < \$5K							
10-5225-57-52400 MACHINERY EQUIPMENT-PU	5,000	5,000	227,545	4,551	-222,545	227,545	5,000
10-5225-57-52450 TOOLS	5,000	5,000	1,952	39	3,048	1,952	5,000
TOTAL CAPITAL OUTLAY < \$5K	10,000	10,000	229,497	2,295	-219,497	229,497	10,000

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CAPITAL OUTLAY > \$5K

10-5225-58-52400 MACHINERY EQUIPMENT-PU	10,000	10,000	3,011	30	6,989	3,011	10,000
TOTAL CAPITAL OUTLAY > \$5K	10,000	10,000	3,011	30	6,989	3,011	10,000

TOTAL STREET EXPENDITURES	3,706,475	3,706,475	3,450,518	93	255,957	3,450,517	4,152,408
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DEVELOPMENT SERVICES EXPENDITURES	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2023-24 BUDGET
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PERSONNEL

10-5300-50-50010 SALARIES	686,647	686,647	394,421	57	292,226	394,421	720,835
10-5300-50-50050 OVERTIME	2,139	2,139	249	12	1,890	249	3,253
10-5300-50-50075 LONGEVITY	3,500	3,500	2,200	63	1,300	2,200	4,100
10-5300-50-50200 EMPLOYER PAID TAXES	52,908	52,908	28,744	54	24,164	28,744	55,706
10-5300-50-50255 WORKERS' COMPENSATION	1,500	1,500	425	28	1,075	425	500
10-5300-50-50325 HEALTH INSURANCE	72,899	72,899	40,526	56	32,374	40,526	93,456
10-5300-50-50410 EMPLOYER RETIREMENT CO	58,510	58,510	29,791	51	28,719	29,791	59,777
10-5300-50-50520 EMPLOYEE EDUCATION	4,600	4,600	3,445	75	1,155	3,445	4,600
10-5300-50-50650 VEHICLE ALLOWANCE	4,800	4,800	0	0	4,800	0	5,500
10-5300-50-50700 REIMB UNEMPLOYMENT	500	500	0	0	500	0	500
TOTAL PERSONNEL	888,261	888,261	499,800	56	388,461	499,800	948,228

OPERATING

10-5300-51-51011 PRE-EMPLOYMENT SCREENING	600	600	5	1	595	5	100
10-5300-51-51042 CREDIT CARD MERCHANT	66,500	66,500	40,441	61	26,059	40,441	66,500
10-5300-51-51330 BLDG INSPECTION FEES	15,000	15,000	42,420	283	-27,420	42,420	75,000
10-5300-51-51331 SUB DIV & INSP. FEES	10,000	10,000	0	0	10,000	0	10,000
10-5300-51-51332 OVERPAYMENT/REFUNDS	10,500	10,500	7,618	73	2,882	7,618	10,500
10-5300-51-51335 INSURANCE-PROPERTY, CA	1,248	1,248	1,173	94	75	1,173	1,248
10-5300-51-51338 INSURANCE LIABILITY	690	690	516	75	174	516	690
10-5300-51-51485 MISCELLANEOUS	1,250	1,250	16,607	1,329	-15,357	16,607	16,282
10-5300-51-51603 POSTING & NOTIFICATION	4,516	4,516	7,832	173	-3,316	7,832	9,000
10-5300-51-51610 PERMITS & LICENSES	120	120	0	0	120	0	120
10-5300-51-51611 TRAVIS CO RECORDATION FEES	2,500	2,500	1,000	40	1,500	1,000	2,500
10-5300-51-51625 POSTAGE/DELIVERY	1,475	1,475	1,670	113	-195	1,670	1,475
10-5300-51-51635 PROF/MEMBERSHIP DUES	2,000	2,000	1,973	99	27	1,973	2,000

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10-5300-51-51746 SUPPLIES-OFFICE	3,000	3,000	4,449	148	-1,449	4,449	3,000
10-5300-51-51780 TRAVEL	7,000	7,000	0	0	7,000	0	7,000
10-5300-51-51800 UNIFORMS & ACCESSORIES	2,000	2,000	73	4	1,927	73	2,000
10-5300-51-52110 OFFICE EQUIP LEASES	2,500	2,500	0	0	2,500	0	2,500
10-5300-51-52340 VEHICLE FUEL & OIL	10,000	10,000	4,456	45	5,544	4,456	10,000
TOTAL OPERATING	140,899	140,899	130,233	92	10,667	89,786	219,915

REPAIRS & MAINTENANCE

10-5300-52-52320 VEHICLE REPAIRS & MAIN	4,400	4,400	2,037	46	2,363	2,037	4,400
TOTAL REPAIRS & MAINTENANCE	4,400	4,400	2,037	46	2,363	2,037	4,400

CONTRACTED SERVICES

10-5300-54-51165 ENG/PLANNING SERVICES	200,000	200,000	222,064	111	-22,064	222,064	200,000
10-5300-54-51166 FEE SCHEDULE STUDY	0	0	8,098	0	-8,098	8,098	10,000
10-5300-54-51440 LEGAL FEES	50,000	50,000	42,097	84	7,903	42,097	50,000
10-5300-54-51450 COMPREHENSIVE PLANNING SVC	20,000	20,000	135,000	675	-115,000	135,000	50,000
TOTAL CONTRACTED SERVICES	270,000	270,000	407,259	151	-137,259	407,259	310,000

DEBT PAYMENTS

10-5300-55-52310 VEHICLE LEASE EXPENSE	20,000	20,000	6,458	0	0	6,458	28,500
TOTAL DEBT PAYMENTS	20,000	20,000	6,458	32	13,542	6,458	28,500

TOTAL DEVELOPMENT SERVICES EXPENDITURES	1,323,560	1,323,560	1,045,786	378	277,774	1,005,340	1,511,043
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PARKS EXPENDITURES	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2023-24 BUDGET
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PERSONNEL							
10-5400-50-50010 SALARIES	350,404	350,404	266,081	76	84,323	266,081	427,452
10-5400-50-50050 OVERTIME	10,512	10,512	14,558	138	-4,046	14,558	12,824
10-5400-50-50075 LONGEVITY	4,400	4,400	700	16	3,700	700	3,600
10-5400-50-50200 EMPLOYER PAID TAXES	27,947	27,947	21,424	77	6,523	21,424	33,956
10-5400-50-50255 WORKERS' COMPENSATION	9,900	9,900	6,132	62	3,768	6,132	7,220
10-5400-50-50325 HEALTH INSURANCE	64,799	64,799	48,675	75	16,125	48,675	84,111
10-5400-50-50410 EMPLOYER RETIREMENT CO	30,906	30,906	21,125	68	9,780	21,125	36,165

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10-5400-50-50520 EMPLOYEE EDUCATION	500	500	264	53	236	264	800
10-5400-50-50700 REIMB UNEMPLOYMENT	3,000	3,000	0	0	3,000	0	500
TOTAL PERSONNEL	502,589	502,589	378,959	75	123,630	378,959	606,627

OPERATING

10-5400-51-51011 PRE-EMPLOYMENT SCREENING	250	250	2	1	248	2	20
10-5400-51-51620 PHYSICALS/DRUG TESTING	200	200	1	1	199	1	200
10-5400-51-51635 PROFESSIONAL & MEMBERSHIP DUES							
10-5400-51-51740 SUPPLIES-CHEMICAL & MATERIALS	25,000	25,000	13,700	55	11,300	13,700	30,000
10-5400-51-51780 TRAVEL	100	100	0	0	100	0	100
10-5400-51-51800 UNIFORMS & ACCESSORIES	3,200	3,200	3,630	113	-430	3,630	7,830
10-5400-51-51813 UTILITIES-ELECTRIC BLU	1,200	1,200	900	75	300	900	1,200
10-5400-51-52340 FUEL & OIL	10,000	10,000	15,281	153	-5,281	15,281	13,000
10-5400-51-52440 EQUIPMENT RENTAL	1,500	1,500	0	0	1,500	0	1,500
10-5400-51-54020 PARKS SIGNS	600	600	230	38	370	230	600
TOTAL OPERATING	42,250	42,250	33,744	80	8,506	33,742	54,650

REPAIRS & MAINTENANCE

10-5400-52-52010 BUILDING REPAIRS & MAI	5,000	5,000	128	3	4,872	128	5,000
10-5400-52-52320 VEH REPAIRS & MAINTENA	5,500	5,500	1,187	22	4,313	1,187	6,000
10-5400-52-52430 MACHINERY EQUIP-REPAIR	8,000	8,000	10,390	130	-2,390	10,390	10,000
10-5400-52-54015 PARK REPAIRS /MAINTENAN	300,000	300,000	46,777	16	253,223	46,777	300,000
10-5400-52-54016 CEMETARY REPAIRS/MAINTENANCE	35,000	35,000	10,000	29	25,000	10,000	20,000
TOTAL REPAIRS & MAINTENANCE	393,500	393,500	76,727	19	316,773	76,727	341,000

CONTRACTED SERVICES

10-5400-54-51165 ENGINEERING/PLANNING S	3,000	3,000	10,132	338	-7,132	10,132	11,000
10-5400-54-51440 LEGAL FEES	1,000	1,000	5,325	533	-4,325	5,325	1,000
TOTAL CONTRACTED SERVICES	4,000	4,000	15,457	386	-11,457	15,457	12,000

DEBT PAYMENTS

10-5400-55-52310 VEHICLE LEASE EXPENSE	32,371	32,371	6,458	20	25,913	6,458	45,000
10-5400-55-52410 MACHINERY EQUIPMENT LE	9,518	9,518	0	0	9,518	0	9,518
TOTAL DEBT PAYMENTS	41,889	41,889	6,458	15	35,431	6,458	54,518

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GRANT EXPENDITURES

10-5400-56-58000 GRANT EXPENDITURES	-1	0	0	0	0	0	10,000
TOTAL GRANT EXPENDITURES	-1	0	0	0	0	0	10,000

CAPITAL OUTLAY < \$5K

10-5400-57-52400 MACHINERY EQUIPMENT-PU	7,500	7,500	4,758	63	2,742	4,758	7,500
10-5400-57-52450 TOOLS	750	750	1,016	135	-266	1,016	750
TOTAL CAPITAL OUTLAY < \$5K	8,250	8,250	5,774	70	2,476	5,774	8,250

CAPITAL OUTLAY > \$5K

10-5400-58-52400 MACHINERY EQUIPMENT-PU	25,000	25,000	0	0	25,000	0	25,000
TOTAL CAPITAL OUTLAY > \$5K	25,000	25,000	0	0	25,000	0	25,000

TOTAL PARKS EXPENDITURES	1,017,478	1,017,478	517,118	51	500,359	517,116	1,112,045
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MUNICIPAL COURT EXPENDITURES	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2023-24 BUDGET
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PERSONNEL

10-5500-50-50010 SALARIES	143,639	143,639	126,806	88	16,833	126,806	241,407
10-5500-50-50050 OVERTIME	16,000	16,000	5,320	33	10,680	5,320	2,414
10-5500-50-50075 LONGEVITY	1,300	1,300	1,700	131	-400	1,700	2,200
10-5500-50-50150 MUNICIPAL JUDGES SALAR	24,000	24,000	23,306	97	694	23,306	27,192
10-5500-50-50200 EMPLOYER PAID TAXES	13,052	13,052	11,862	91	1,190	11,862	18,821
10-5500-50-50255 WORKERS' COMPENSATION	480	480	330	69	150	330	389
10-5500-50-50325 HEALTH INSURANCE	23,228	23,228	19,113	82	4,115	19,113	37,383
10-5500-50-50410 EMPLOYER RETIREMENT CO	12,383	12,383	10,064	81	2,319	10,064	17,807
10-5500-50-50520 EMPLOYEE EDUCATION	3,000	3,000	1,200	40	1,800	1,200	3,000
10-5500-50-50700 REIMB UNEMPLOYMENT	500	500	0	0	500	0	500
TOTAL PERSONNEL	237,840	237,840	199,701	84	38,140	199,701	351,112

OPERATING

10-5500-51-51011 PRE-EMPLOYMENT SCREENING	25	25	1	4	24	1	25
10-5500-51-51042 COURT TECHNOLOGY EXPEN	36,300	36,300	11,482	32	24,818	11,482	36,300
10-5500-51-51080 CASH SHORT (OVER)	100	100	0	0	100	0	100
10-5500-51-51485 MISCELLANEOUS	1,500	1,500	1,473	98	27	1,473	1,500
10-5500-51-51603 PERIODICALS & PUBLICAT	100	100	0	0	100	0	100

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10-5500-51-51625 POSTAGE/DELIVERY	3,600	3,600	1,325	37	2,276	1,325	3,600
10-5500-51-51635 PROFESSIONAL & MEMBERS	320	320	165	52	155	165	320
10-5500-51-51746 SUPPLIES-OFFICE	4,500	4,500	1,325	29	3,175	1,325	4,500
10-5500-51-51780 TRAVEL	1,500	1,500	1,036	69	464	1,036	1,500
10-5500-51-52100 COURT SECURITY	1,900	1,900	401	21	1,500	401	1,900
10-5500-51-52110 OFFICE EQUIPMENT LEASE	2,400	2,400	1,955	81	445	1,955	2,400
TOTAL OPERATING	52,245	52,245	19,162	37	33,083	19,161	52,245
<u>CONTRACTED SERVICES</u>							
10-5500-54-51440 LEGAL FEES	37,000	37,000	12,208	33	24,792	12,208	37,000
10-5500-54-51595 COLLECTION FEES	32,000	32,000	31,053	97	947	31,053	32,000
10-5500-54-56010 STATE COURT COST	222,000	222,000	79,522	36	142,478	79,522	111,698
10-5500-54-56425 JURY EXPENSE	500	500	36	7	464	36	500
TOTAL CONTRACTED SERVICES	291,500	291,500	122,820	42	168,680	122,820	181,198
<u>CAPITAL OUTLAY < \$5K</u>							
10-5500-57-56105 CAP OUTLAY-COURT SECUR	1,620	1,620	0	0	1,620	0	1,620
TOTAL CAPITAL OUTLAY < \$5K	1,620	1,620	0	0	1,620	0	1,620
<u>CAPITAL OUTLAY > \$5K</u>							
10-5500-58-56105 CAP OUTLAY-COURT SECUR	6,000	6,000	0	0	6,000	0	6,000
10-5500-58-56108 CAP OUTLAY-COURT TECH	7,307	7,307	0	0	7,307	0	7,307
TOTAL CAPITAL OUTLAY > \$5K	13,307	13,307	0	0	13,307	0	13,307
TOTAL MUNICIPAL COURT EXPENSES	596,512	596,512	341,682	163	254,830	341,681	599,483

POLICE EXPENDITURES	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2023-24 BUDGET
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<u>PERSONNEL</u>							
10-5600-50-50010 SALARIES	3,332,922	3,332,922	2,030,235	61	1,302,687	2,030,235	3,523,077
10-5600-50-50050 OVERTIME	155,695	155,695	236,047	152	-80,352	236,047	202,824
10-5600-50-50075 LONGEVITY PAY	17,200	17,200	21,448	125	-4,248	21,448	18,100
10-5600-50-50200 EMPLOYER PAID TAXES	265,567	265,567	172,322	65	93,245	172,322	286,416
10-5600-50-50255 WORKERS' COMPENSATION	65,000	65,000	48,322	74	16,678	48,322	85,000
10-5600-50-50325 HEALTH INSURANCE	404,997	404,997	219,207	54	185,790	219,207	467,913
10-5600-50-50326 TEAM BUILDING	4,300	4,300	85	2	4,215	85	4,300
10-5600-50-50335 HEALTH ASSISTANCE	258	258	10,500	4,070	-10,242	10,500	0

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10-5600-50-50410 EMPLOYER RETIREMENT CO	294,466	294,466	172,456	59	122,010	172,456	305,793
10-5600-50-50520 EMPLOYEE EDUCATION	60,000	60,000	42,111	70	17,889	42,111	70,000
10-5600-50-50700 REIMB UNEMPLOYMENT	500	500	0	0	500	0	500
TOTAL PERSONNEL	4,613,172	4,613,172	2,954,564	64	1,658,608	2,952,734	4,963,924

OPERATING

10-5600-51-51010 ADVER/RECRUITING	500	500	0	0	500	0	20,000
10-5600-51-51335 INSURANCE-PROPERTY, CA	13,673	13,673	19,575	143	-5,902	19,575	23,303
10-5600-51-51338 INSURANCE LIABILITY	76,818	76,818	46,760	61	30,058	46,760	55,875
10-5600-51-51485 MISCELLANEOUS	7,500	7,500	54,799	731	-47,299	54,799	10,000
10-5600-51-51603 PERIODICALS & PUBLICAT	500	500	103	21	397	103	500
10-5600-51-51610 LICENSING	500	500	245	49	255	245	500
10-5600-51-51620 PHYSICALS/DRUG TESTING	4,200	4,200	4,236	101	-36	4,236	6,000
10-5600-51-51625 POSTAGE/DELIVERY	4,000	4,000	850	21	3,150	850	4,000
10-5600-51-51635 PROFESSIONAL & MEMBERS	5,500	5,500	945	17	4,555	945	5,500
10-5600-51-51746 SUPPLIES-OFFICE	15,000	15,000	9,704	65	5,296	9,704	15,000
10-5600-51-51748 SUPPLIES-POLICE SPECIAL	20,000	20,000	13,030	65	6,970	13,030	25,000
10-5600-51-51780 TRAVEL	30,000	30,000	17,631	59	12,369	17,631	45,000
10-5600-51-51781 COMMUNITY PROGRAMS	4,000	4,000	907	23	3,093	907	5,000
10-5600-51-51782 SOCIAL RESOURCE MISCELLANEOUS	5,000	5,000	44	1	4,956	44	5,000
10-5600-51-51783 ANIMAL CONTROL MISCELLANEOUS	5,500	5,500	0	0	5,500	0	15,000
10-5600-51-51784 K-9	0	0	0	0	0	0	80,000
10-5600-51-51785 CTRS	0	0	0	0	0	0	60,000
10-5600-51-51798 CRIME LAB	7,500	7,500	2,799	37	4,701	2,799	7,500
10-5600-51-51799 CID SPECIALTY EQUIPMENT	30,000	30,000	57,451	192	-27,451	57,451	62,500
10-5600-51-51800 UNIFORMS & ACCESSORIES	45,000	45,000	39,747	88	5,253	39,747	50,000
10-5600-51-51801 SAFETY & ACCESSORIES	7,000	7,000	6,861	98	139	6,861	7,000
10-5600-51-51802 AMMO/RANGE	30,000	30,000	9,014	30	20,986	9,014	40,000
10-5600-51-51803 HONOR GUARD	4,000	4,000	100	3	3,900	100	4,000
10-5600-51-51804 CITIZEN POLICE ACADEMY	7,500	7,500	3,287	44	4,213	3,287	7,500
10-5600-51-51805 POLICE BANQUET	3,371	3,371	4,910	146	-1,539	4,910	5,000
10-5600-51-51806 TRAFFIC SPECIALTY EQUIP	10,000	10,000	6,818	68	3,182	6,818	25,000
10-5600-51-51813 UTILITIES-ELECTRIC BLU	12,000	12,000	6,560	55	5,440	6,560	12,000
10-5600-51-52110 OFFICE EQUIPMENT LEASE	16,500	16,500	7,273	44	9,227	7,273	16,500
10-5600-51-52340 FUEL & OIL	96,000	96,000	87,696	91	8,304	87,696	96,000
10-5600-51-57400 WRECKER SERVICE	1,200	1,200	558	47	642	558	1,200

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TOTAL OPERATING	462,762	462,762	401,905	87	60,857	401,905	709,878
REPAIRS & MAINTENANCE							
10-5600-52-52010 BUILDING REPAIRS & MAI	17,500	17,500	6,829	39	10,671	6,829	17,500
10-5600-52-52012 CLEANING & MAINTENANCE	4,000	4,000	2,294	57	1,706	2,294	4,000
10-5600-52-52320 VEHICLE REPAIRS & MAIN	60,000	60,000	73,462	122	-13,462	73,462	75,000
10-5600-52-52321 VEHICLE DAMAGE	15,000	15,000	9,866	66	5,134	9,866	15,000
TOTAL REPAIRS & MAINTENANCE	96,500	96,500	92,451	96	4,049	92,451	111,500
CONTRACTED SERVICES							
10-5600-54-51440 LEGAL FEES	5,000	5,000	720	14	4,280	720	5,000
10-5600-54-51502 CONSULTING SERVICES	1,000	1,000	0	0	1,000	0	1,000
10-5600-54-51590 DESTRUCTION SERVICES	1,000	1,000	32	3	968	32	1,000
10-5600-54-57001 RRS EMERGENCY RADIO SYS	29,000	29,000	11,495	40	17,505	11,495	29,000
10-5600-54-57350 EMERGENCY DISPATCH SER	310,000	310,000	310,738	100	-738	310,738	357,349
TOTAL CONTRACTED SERVICES	346,000	346,000	322,985	93	23,015	322,985	393,349
DEBT PAYMENTS							
10-5600-55-52310 VEHICLE LEASE EXPENSE	565,500	565,500	422,104	75	143,396	422,104	565,500
TOTAL DEBT PAYMENTS	565,500	565,500	422,104	75	143,396	422,104	565,500
CAPITAL OUTLAY < \$5K							
10-5600-57-57101 OFFICE EQUIP PURCHASE	1,000	1,000	1,052	105	-52	1,052	1,000
TOTAL CAPITAL OUTLAY < \$5K	1,000	1,000	1,052	105	-52	1,052	1,000
CAPITAL OUTLAY > \$5K							
10-5600-58-52101 PD CONSTRUCTION SITE	1,000	1,000	0	0	1,000	0	1,000
10-5600-58-52330 POLICE SPECIALTY EQUIP	30,000	30,000	77,280	258	-47,280	77,280	227,189
10-5600-58-57300 POLICE COMMUNICATION E	86,000	86,000	367	0	85,633	367	86,000
10-5600-58-58000 GRANT EXPENDITURES	9,470	9,470	20,204	213	-10,734	20,204	9,470
TOTAL CAPITAL OUTLAY > \$5K	126,470	126,470	97,851	77	28,619	97,851	323,659
TOTAL POLICE EXPENDITURES	6,211,404	6,211,404	4,292,912	69	1,918,492	4,291,081	7,068,810

FY2023-2024 PROPOSED BUDGET

Item 9.

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IT EXPENDITURES	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2023-24 BUDGET
<u>PERSONNEL</u>							
10-5700-50-50010 SALARIES	197,872	197,872	152,180	77	45,692	152,180	229,987
10-5700-50-50050 OVERTIME	2,000	2,000	2,040	102	-40	2,040	3,483
10-5700-50-50075 LONGEVITY PAY	400	400	400	100	0	400	700
10-5700-50-50200 EMPLOYER PAID TAXES	15,344	15,344	11,140	73	4,204	11,140	17,914
10-5700-50-50255 WORKERS' COMPENSATION	500	500	189	38	311	189	300
10-5700-50-50325 HEALTH INSURANCE	24,300	24,300	15,276	63	9,024	15,276	28,037
10-5700-50-50410 EMPLOYER RETIREMENT CO	16,969	16,969	11,541	68	5,428	11,541	19,527
10-5700-50-50520 EMPLOYEE EDUCATION	4,500	4,500	2,780	62	1,720	2,780	4,500
10-5700-50-50650 VEHICLE ALLOWANCE	4,800	4,800	0	0	4,800	0	5,500
10-5700-50-50700 REIMB UNEMPLOYMENT	500	500	0	0	500	0	500
TOTAL PERSONNEL	267,185	267,185	195,545	73	71,639	195,545	310,447
<u>OPERATING</u>							
10-5700-51-51485 MISCELLANEOUS	500	500	151	30	349	151	500
10-5700-51-51625 POSTAGE/DELIVERY	100	100	0	0	100	0	100
10-5700-51-51635 PROFESSIONAL/MEMBERSHIP	1,900	1,900	139	7	1,761	139	1,900
10-5700-51-51746 SUPPLIES-OFFICES	2,000	2,000	2,674	134	-674	2,674	3,000
10-5700-51-51769 INTERNET SERVICE	110,000	110,000	53,626	49	56,374	53,626	110,000
10-5700-51-51770 TELEPHONE COMMUNICATION	5,100	5,100	7,211	141	-2,111	7,211	5,100
10-5700-51-51775 WIRELESS COMMUNICATION	125,000	125,000	71,321	57	53,679	71,321	125,000
10-5700-51-51780 TRAVEL	6,000	6,000	2,287	38	3,713	2,287	6,000
TOTAL OPERATING	250,600	250,600	137,408	55	113,192	137,257	251,600
<u>REPAIRS & MAINTENANCE</u>							
10-5700-52-52011 BUILDING SECURITY	5,000	5,000	2,565	51	2,435	2,565	5,000
TOTAL REPAIRS & MAINTENANCE	5,000	5,000	2,565	51	2,435	2,565	5,000
<u>CONTRACTED SERVICES</u>							
10-5700-54-51501 IT CONSULTING SERVICES	25,000	25,000	8,654	35	16,346	8,654	25,000
10-5700-54-52005 EMERGENCY NOTIFICATION	4,371	4,371	4,371	100	0	4,371	4,371
10-5700-54-52240 SOFTWARE ANNUAL FEES	245,000	245,000	177,268	72	67,732	177,268	245,000
TOTAL CONTRACTED SERVICES	274,371	274,371	190,293	69	84,078	190,293	274,371

**FY2023-2024 PROPOSED BUDGET
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CAPITAL OUTLAY <\$5K

10-5700-57-52200 COMPUTER EQUIPMENT	35,000	35,000	50,843	145	-15,843	50,843	45,000
TOTAL CAPITAL OUTLAY<\$5K	35,000	35,000	50,843	145	-15,843	50,843	45,000

CAPITAL OUTLAY >\$5K

10-5700-58-52200 COMPUTER EQUIPMENT	109,884	109,884	14,344	13	95,540	14,344	109,884
TOTAL CAPITAL OUTLAY>5K	109,884	109,884	14,344	13	95,540	14,344	109,884

TOTAL IT EXPENDITURES	942,040	942,040	590,999	63	351,041	588,283	996,302
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ECONOMIC DEV. SVCS	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2023-24 BUDGET
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PERSONNEL

10-5800-50-50010 SALARIES	121,001	121,001	99,440	82	21,561	99,440	125,565
10-5800-50-50075 LONGEVITY PAY	0	0	0	0	0	0	200
10-5800-50-50200 EMPLOYER PAID TAXES	9,257	9,257	7,920	86	1,337	7,920	9,621
10-5800-50-50255 WORKERS' COMPENSATION	300	300	85	28	215	85	200
10-5800-50-50325 HEALTH INSURANCE	8,100	8,100	2,924	36	5,176	2,924	9,346
10-5800-50-50410 EMPLOYER RETIREMENT CO	10,643	10,643	7,817	73	2,826	7,817	10,695
10-5800-50-50520 EMPLOYEE EDUCATION	12,985	12,985	1,001	8	11,984	1,001	12,985
10-5800-50-50650 VEHICLE ALLOWANCE	4,800	4,800	3,877	81	923	3,877	5,500
TOTAL PERSONNEL	167,085	167,085	123,064	74	44,021	123,064	174,111

OPERATING

10-5800-51-51010 ADVERTISING	34,200	34,200	5,039	15	29,162	5,039	35,000
10-5800-51-51480 MEETING EXPENSES	2,500	2,500	720	29	1,780	720	3,000
10-5800-51-51625 POSTAGE/DELIVERY	3,500	3,500	169	5	3,331	169	3,500
10-5800-51-51630 SUBSCRIPTIONS	5,800	5,800	7,235	125	-1,435	7,235	5,800
10-5800-51-51635 PROFESSIONAL/MEMBERSHIP	22,000	22,000	5,330	24	16,670	5,330	25,000
10-5800-51-51746 SUPPLIES-OFFICES	3,000	3,000	1,624	54	1,376	1,624	3,000
10-5800-51-51780 TRAVEL	10,000	10,000	960	10	9,040	960	10,000
10-5800-51-51800 UNIFORMS & ACCESSORIES	200	200	10	5	190	10	1,000
TOTAL OPERATING	81,200	81,200	21,087	266	60,113	21,087	86,300

CONTRACTED SERVICES

10-5800-54-51440 LEGAL FEES	0	0	0	0	0	0	50,000
10-5800-54-51501 CONSULTING SERVICES	0	3,000	2,525	84	475	2,525	356,000

FY2023-2024 PROPOSED BUDGET

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10-5800-54-51502 SALES TAX REBATE GREENVIEW	300,000	300,000	0	0	300,000	0	360,000
10-5800-54-51503 AD VALEROM REBATE GREENVIEW	85,000	85,000	0	0	85,000	0	153,000
TOTAL	385,000	388,000	2,525	84	385,475	2,525	919,000

TOTAL ECONOMIC DEV SVCS EXPENDITURES	633,285	636,285	146,676	158	429,496	146,676	1,179,411
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	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2023-24 BUDGET
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HUMAN RESOURCES

PERSONNEL

10-5810-50-50010 SALARIES	158,375	158,375	110,608	70	47,767	110,608	160,166
10-5810-50-50050 OVERTIME	0	0	838	0	-838	838	1,532
10-5810-50-50075 LONGEVITY PAY	900	900	1,300	144	-400	1,300	1,500
10-5810-50-50200 EMPLOYER PAID TAXES	12,185	12,185	8,353	69	3,831	8,353	12,485
10-5810-50-50255 WORKERS' COMPENSATION	300	300	0	0	300	0	200
10-5810-50-50325 HEALTH INSURANCE	16,200	16,200	6,270	39	9,929	6,270	18,691
10-5810-50-50410 EMPLOYER RETIREMENT CO	13,475	13,475	8,568	64	4,906	8,568	13,297
10-5810-50-50411 HR REQUIRED EDUCATION	13,500	13,500	0	0	13,500	0	10,000
10-5810-50-50520 EMPLOYEE EDUCATION	5,000	5,000	3,504	70	1,496	3,504	7,500
10-5810-50-50650 VEHICLE ALLOWANCE	4,800	4,800	0	0	4,800	0	5,500
TOTAL PERSONNEL	224,734	224,734	139,443	62	85,291	139,443	230,871

OPERATING

10-5810-51-51010 EMPLOYMENT ADVERTISING	1,000	1,000	0	0	1,000	0	2,500
10-5810-51-51011 PRE-EMPLOYMENT SCREENING	100	100	0	0	100	0	100
10-5810-51-51041 EMPLOYEE APPRECIATION	20,000	20,000	8,398	42	11,602	8,398	25,000
10-5810-51-51060 MARKETING MATERIALS			0	0	0	0	15,000
10-5810-51-51480 MEETING EXPENSES	1,000	1,000	132	13	868	132	1,500
10-5810-51-51485 MISCELLANEOUS	2,500	2,500	31,228	1,249	-28,728	31,228	3,500
10-5810-51-51603 PERIODICALS & PUBLICATIONS	2,000	2,000	29	1	1,971	29	2,500
10-5810-51-51635 PROFESSIONAL/MEMBERSHIP	4,000	4,000	1,506	38	2,494	1,506	5,000
10-5810-51-51746 SUPPLIES-OFFICES	3,000	3,000	4,524	151	-1,524	4,524	3,000
10-5810-51-51780 TRAVEL	7,500	7,500	2,202	29	5,298	2,202	7,500
10-5810-54-51440 LEGAL FEES	5,000	5,000	45	1	4,955	45	5,000
TOTAL OPERATING	46,100	46,100	48,064	104	-1,964	8,277	70,600

TOTAL HUMAN RESOURCES EXPENDITURES	270,834	270,834	187,506	166	83,327	147,720	301,471
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**FY2023-2024 PROPOSED BUDGET
WORKSHOP**

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COMMUNITY DEV. SVCS	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2023-24 BUDGET
PERSONNEL							
10-5811-50-50010 SALARIES	93,175	93,175	76,382	82	16,793	76,382	89,124
10-5811-50-50200 EMPLOYER PAID TAXES	7,158	7,158	6,130	86	1,029	6,130	6,818
10-5811-50-50255 WORKERS' COMPENSATION	300	300	0	0	300	0	100
10-5811-50-50325 HEALTH INSURANCE	8,100	8,100	412	5	7,688	412	8,346
10-5811-50-50410 EMPLOYER RETIREMENT CO	7,916	7,916	6,709	85	1,208	6,709	7,261
10-5811-50-50520 EMPLOYEE EDUCATION	3,500	3,500	675	19	2,825	675	3,500
10-5811-50-50650 VEHICLE ALLOWANCE	4,800	4,800	3,323	69	1,477	3,323	5,500
TOTAL PERSONNEL	125,349	125,349	93,630	75	31,719	93,630	120,649
OPERATING							
10-5811-51-51010 ADVERTISING	20,000	20,000	2,381	12	17,619	2,381	20,000
10-5811-51-51011 SMALL BUSINESS RENTAL ASST	25,000	25,000	0	0	25,000	0	25,000
10-5811-51-51043 CITY EVENTS	100,000	100,000	86,229	86	13,771	86,229	100,000
10-5811-51-51480 MEETING EXPENSES	2,500	2,500	1,079	43	1,421	1,079	2,500
10-5811-51-51625 POSTAGE/DELIVERY	1,500	1,500	0	0	1,500	0	500
10-5811-51-51635 PROFESSIONAL/MEMBERSHIP	1,850	1,850	350	19	1,500	350	1,850
10-5811-51-51746 SUPPLIES-OFFICES	2,000	2,000	1,214	61	786	1,214	2,000
10-5811-51-51780 TRAVEL	5,000	5,000	491	10	4,509	491	5,000
TOTAL OPERATING	212,850	212,850	92,391	43	120,459	2,133	156,850
TOTAL COMMUNITY DEV SVCS EXPENDITURES	338,199	338,199	186,021	118	152,178	95,763	277,499
TOTAL EXPENDITURES	17,298,799	17,301,799	12,825,547	74%	4,263,961	12,554,743	19,798,134
REVENUES OVER/(UNDER) EXPENDITURES	-24,000	-17,190	4,175,972		-4,193,162	4,421,057	0

**FY2023-2024 PROPOSED BUDGET
WORKSHOP**

**20 -UTILITY FUND
FINANCIAL SUMMARY**

**Proposed Annual BUDGET
FY 2023-24**

	0							
REVENUE SUMMARY	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2023-24 BUDGET	
<u>WATER</u>								
MISCELLANEOUS	525	525	77,330	14,729.5	(76,805)	77,330	525	
WATER/SEWER CHARGES	3,328,429	3,328,429	2,769,883	83.2	558,546	2,769,883	3,527,371	
TRANSFERS	0	0	0	0.0	0	0	977,211	
TOTAL WATER	3,328,954	3,328,954	2,847,213	85.5	481,741	2,769,883	4,505,107	
<u>WASTEWATER</u>								
WATER/SEWER CHARGES	2,878,132	2,878,132	3,116,385	108.3	(238,253)	3,116,385	3,059,651	
TOTAL WASTEWATER	2,878,132	2,878,132	3,116,385	108.3	(238,253)	3,116,385	3,059,651	
TOTAL REVENUES	6,207,086	6,207,086	5,963,599	96.1	243,488	5,886,269	7,564,758	

**FY2023-2024 PROPOSED BUDGET
WORKSHOP**

Item 9.

EXPENDITURE SUMMARY	FY 2022-23	FY 2022-23	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
	ORIG. BUDGET	CURR. BUDGET	AS OF 7/25/2023	BUDGET	BALANCE	YEAR END	2023-24 BUDGET
0							
<u>PUBLIC WORKS</u>							
PERSONNEL	413,704	413,704	402,711	97.3	10,993	402,711	619,396
OPERATING	28,450	28,450	14,204	49.9	14,246	28,354	29,702
REPAIRS & MAINTENANCE	11,500	11,500	9,909	86.2	1,591	9,909	41,500
CONTRACTED SERVICES	31,045	31,045	73,480	236.7	(42,435)	73,480	31,445
TOTAL PUBLIC WORKS	494,199	494,199	500,305	101.2	(6,106)	514,454	731,543
<u>WATER</u>							
PERSONNEL	487,951	487,951	208,495	42.7	279,456	208,495	603,164
OPERATING	296,219	296,219	424,706	143.4	(128,487)	424,706	438,039
REPAIRS & MAINTENANCE	66,500	66,500	65,167	98.0	1,333	65,167	102,500
WATER/WASTEWATER	2,267,750	2,267,750	1,677,576	74.0	590,174	1,677,576	2,267,750
CONTRACTED SERVICES	138,300	138,300	77,253	55.9	61,048	77,253	138,300
DEBT PAYMENTS	129,308	129,308	51,022	39.5	78,286	51,022	129,308
CAPITAL OUTLAY < \$5K	8,000	8,000	6,610	82.6	1,390	6,610	8,000
CAPITAL OUTLAY > \$5K	253,840	253,840	331,944	130.8	(78,104)	98,104	848,058
TOTAL WATER	3,647,868	3,647,868	2,842,772	77.9	805,096	2,608,932	4,535,119
<u>WASTEWATER</u>							
PERSONNEL	203,733	203,733	145,761	71.5	57,972	145,761	468,982
OPERATING	585,357	585,357	352,134	60.2	233,223	352,134	533,412
REPAIRS & MAINTENANCE	71,500	71,500	170,762	238.8	(99,262)	170,762	92,000
WATER/WASTEWATER	68,000	68,000	50,086	73.7	17,914	50,086	80,500
CONTRACTED SERVICES	804,000	804,000	673,538	83.8	130,462	673,538	835,248
DEBT PAYMENTS	9,210	9,210	0	0.0	9,210	0	20,000
CAPITAL OUTLAY < \$5K	5,000	5,000	0	0.0	5,000	0	5,000
CAPITAL OUTLAY > \$5K	30,000	30,000	0	0.0	30,000	0	262,955
TOTAL WASTEWATER	1,776,800	1,776,800	1,392,281	78.4	384,519	1,392,281	2,298,097
TOTAL EXPENDITURES	5,918,867	5,918,867	4,735,358	80.0	1,183,509	4,515,667	7,564,759
REVENUES OVER/(UNDER) EXPENDITURES	288,219	288,219	1,228,241		(940,022)	1,370,602	0

**FY2023-2024 PROPOSED BUDGET
WORKSHOP**

Item 9.

**20 -UTILITY FUND
REVENUES**

**Proposed Annual BUDGET
FY 2023-24**

	83.33 % OF YEAR COMPLETE					Proposed Annual BUDGET	
	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2023-24 BUDGET
WATER REVENUES							
WATER/SEWER CHARGES							
20-4250-42-42099 MISCELLANEOUS	525	525	493,302	93,962.3	(492,777)	493,302	525
TOTAL MISCELLANEOUS	525	525	493,302	93,962	-492,777	493,302	525
20-4250-43-42099 CREDIT CARD PAYMENT FEE	75,000	75,000	78,997	105.3	(3,997)	78,997	75,000
20-4250-43-43000 ADJUSTMENTS	0	0	0	0.0	0	0	0
20-4250-43-43010 WATER SALES	2,835,527	2,835,527	2,344,899	82.7	490,628	2,344,899	3,034,014
20-4250-43-43015 BULK WATER SALES	92	92	0	0.0	92	0	92
20-4250-43-43025 LATE FEES WATER	56,500	56,500	52,322	92.6	4,178	52,322	56,500
20-4250-43-43028 RETURN CHECK FEES	560	560	1,085	193.8	(525)	1,085	1,015
20-4250-43-43075 WATER TAP FEES	280,000	280,000	215,250	76.9	64,750	215,250	280,000
20-4250-43-43076 WATER METER FEE	250	250	0	0.0	250	0	250
20-4250-43-43080 CONNECTION CHARGES	80,500	80,500	77,330	96.1	3,170	77,330	80,500
TOTAL WATER/SEWER CHARGES	3,328,429	3,328,429	2,769,883	83.2	558,546	2,769,883	3,527,371
TRANSFERS							
20-4250-49-50010 TRANSFER FROM CPF	0	0	0	0.0	0	0	977,211
TOTAL TRANSFERS	0	0	0	0.0	0	0	977,211
TOTAL WATER REVENUES	3,328,954	3,328,954	3,263,185	98.0	65,769	2,769,883	4,505,107
WASTEWATER REVENUES							
WATER/SEWER CHARGES							
20-4275-43-43110 SEWER SERVICE	2,593,132	2,593,132	2,829,216	109.1	(236,084)	2,829,216	2,774,651
20-4275-43-43125 LATE FEES SEWER	35,000	35,000	43,420	124.1	(8,420)	43,420	35,000
20-4275-43-43175 SEWER TAP FEES	250,000	250,000	243,750	97.5	6,250	243,750	250,000
TOTAL WATER/SEWER CHARGES	2,878,132	2,878,132	3,116,385	108.3	(238,253)	3,116,385	3,059,651
TOTAL WASTEWATER REVENUES	2,878,132	2,878,132	3,116,385	108.3	(238,253)	3,116,385	3,059,651
TOTAL REVENUES	6,207,086	6,207,086	6,379,570	102.8	(172,484)	5,886,269	7,564,758

**FY2023-2024 PROPOSED BUDGET
WORKSHOP**

Item 9.

**20 -UTILITY FUND
EXPENDITURES**

**Proposed Annual BUDGET
FY 2023-24**

	83.33 % OF YEAR COMPLETE						
	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2023-24 BUDGET
<u>PUBLIC WORKS EXPENDITURES</u>							
<u>PERSONNEL</u>							
20-5200-50-50010 SALARIES	319,755	319,755	328,475	102.7	(8,719)	328,475	475,806
20-5200-50-50050 OVERTIME	560	560	0	0.0	560	0	743
20-5200-50-50075 LONGEVITY	2,600	2,600	2,600	100.0	0	2,600	3,100
20-5200-50-50200 EMPLOYER PAID TAXES	24,707	24,707	23,731	96.0	976	23,731	36,693
20-5200-50-50255 WORKERS' COMPENSATION	600	600	283	47.2	317	283	400
20-5200-50-50325 HEALTH INSURANCE	32,400	32,400	19,968	61.6	12,432	19,968	56,074
20-5200-50-50326 TEAM BUILDING	500	500	0	0.0	500	0	2,000
20-5200-50-50335 HEALTH ASSISTANCE	258	258	0	0.0	258	0	0
20-5200-50-50410 EMPLOYER RETIREMENT CO	27,323	27,323	25,669	93.9	1,655	25,669	39,079
20-5200-50-50520 EMPLOYEE EDUCATION	1,000	1,000	1,986	198.6	(986)	1,986	5,000
20-5200-50-50700 REIMBURSABLE UNEMPLOYMENT	4,000	4,000	0	0.0	4,000	0	500
TOTAL PERSONNEL	413,704	413,704	402,711	97.3	10,993	402,711	619,396
<u>OPERATING</u>							
20-5200-51-51010 ADVERTISING/POSTING/NOTIFICATION	1,000	1,000	1,333	133.3	(333)	1,333	1,100
20-5200-51-51011 PRE-EMPLOYMENT SCREENING	65	65	0	0.0	65	0	65
20-5200-51-51012 SAFETY & ACCESSORIES	2,000	2,000	1,782	89.1	218	1,782	2,000
20-5200-51-51040 BAD DEBTS	0	0	0	0.0	0	0	0
20-5200-51-51480 MEETING EXPENSES	500	500	55	11.0	445		500
20-5200-51-51485 MISCELLANEOUS	2,000	2,000	1,667	83.4	333	1,667	2,000
20-5200-51-51610 PERMITS & LICENSES	200	200	156	78.2	44	156	200
20-5200-51-51620 PHYSICALS/DRUG TESTING	85	85	0	0.0	85	0	85
20-5200-51-51625 POSTAGE/DELIVERY	200	200	125	62.4	75	125	200
20-5200-51-51635 PROFESSIONAL & MEMBERS	100	100	860	860.0	(760)	860	2,000
20-5200-51-51743 SUPPLIES-EQUIPMENT	0	0	0	0.0	0	5,363	0
20-5200-51-51746 SUPPLIES-OFFICE	5,500	5,500	5,363	97.5	137	432	6,000
20-5200-51-51780 TRAVEL	300	300	432	144.0	(132)	440	300
20-5200-51-51800 UNIFORMS & ACCESSORIES	1,500	1,500	440	29.4	1,060	0	1,500
20-5200-51-51813 UTILITIES-ELECTRIC BLU	12,000	12,000	0	0.0	12,000	1,991	5,489
20-5200-51-52110 OFFICE EQUIPMENT LEASE	3,000	3,000	1,991	66.4	1,009	14,204	8,263
TOTAL OPERATING	28,450	28,450	14,204	49.9	14,246	28,354	29,702

**FY2023-2024 PROPOSED BUDGET
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REPAIRS & MAINTENANCE

20-5200-52-52010 BUILDING REPAIRS & MAI	5,000	5,000	6,732	134.6	(1,732)	6,732	35,000
20-5200-52-52012 CLEANING & MAINTENANCE	6,500	6,500	3,177	48.9	3,323	3,177	6,500
TOTAL REPAIRS & MAINTENANCE	11,500	11,500	9,909	86.2	1,591	9,909	41,500

CONTRACTED SERVICES

20-5200-54-51001 CONSULTANT FEES - RATE STUDY	27,345	27,345	72,895	266.6	(45,550)	72,895	27,345
20-5200-54-51165 ENGINEERING/PLANNING SVCS	3,500	3,500	0	0.0	3,500	0	3,500
20-5200-54-51440 LEGAL FEES	200	200	585	292.5	(385)	585	600
20-5200-54-51501 I/T CONSULTANT SERVICES	0	0	0	0.0	0	0	0
20-5200-54-51590 DOCUMENT STORAGE	0	0	0	0.0	0	0	0
TOTAL CONTRACTED SERVICES	31,045	31,045	73,480	236.7	(42,435)	73,480	31,445

DEBT PAYMENTS

20-5200-55-52310 VEHICLE LEASE EXPENSE	9,500	9,500	0	0.0	9,500		9,500
TOTAL DEBT PAYMENTS	9,500	9,500	0	0.0	9,500	0	9,500

TOTAL PUBLIC WORKS EXPENDITURES	494,199	494,199	500,305	101.2	(6,106)	514,454	731,543
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WATER EXPENDITURES	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2023-24 BUDGET
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PERSONNEL

20-5250-50-50010 SALARIES	337,406	337,406	131,513	39.0	205,893	131,513	423,610
20-5250-50-50050 OVERTIME	15,000	15,000	24,125	160.8	(9,125)	24,125	25,000
20-5250-50-50075 LONGEVITY PAY	1,300	1,300	1,300	100.0	0	1,300	1,600
20-5250-50-50200 EMPLOYER PAID TAXES	27,008	27,008	12,064	44.7	14,944	12,064	27,008
20-5250-50-50255 WORKERS' COMPENSATION	10,070	10,070	7,075	70.3	2,995	7,075	10,070
20-5250-50-50325 HEALTH INSURANCE	64,799	64,799	20,065	31.0	44,734	20,065	74,765
20-5250-50-50410 EMPLOYER RETIREMENT CO	29,868	29,868	12,053	40.4	17,815	12,053	36,111
20-5250-50-50520 EMPLOYEE EDUCATION	2,000	2,000	300	15.0	1,700	300	5,000
20-5250-50-50700 REIMB UNEMPLOYMENT	0	0	0	0.0	0	0	0
TOTAL PERSONNEL	487,951	487,951	208,495	42.7	279,456	208,495	603,164

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OPERATING

20-5250-51-51011 PRE-EMPLOYMENT SCREENING	200	200	0	0.0	200	0	200
20-5250-51-51335 INSURANCE-PROPERTY, CA	15,844	15,844	16,570	104.6	(726)	16,570	15,844
20-5250-51-51338 INSURANCE LIABILITY	4,640	4,640	2,393	51.6	2,247	2,393	4,640
20-5250-51-51485 MISCELLANEOUS	500	500	749	149.8	(249)	749	500
20-5250-51-51610 PERMITS & LICENSES	11,000	11,000	9,707	88.2	1,293	9,707	11,000
20-5250-51-51620 PHYSICALS/DRUG TESTING	200	200	0	0.0	200	0	200
20-5250-51-51635 PROFESSIONAL & MEMBERS	600	600	0	0.0	600	0	600
20-5250-51-51740 SUPPLIES - CHEMICALS & MATERIALS	60,000	60,000	155,242	258.7	(95,242)	155,242	95,000
20-5250-51-51743 SUPPLIES-EQUIPMENT	1,000	1,000	38,669	3,866.9	(37,669)	38,669	40,000
20-5250-51-51747 METER PURCHASE	111,000	111,000	118,230	106.5	(7,230)	118,230	125,000
20-5250-51-51780 TRAVEL	1,000	1,000	217	21.7	783	217	1,000
20-5250-51-51800 UNIFORMS & ACCESSORIES	3,200	3,200	1,376	43.0	1,824	1,376	5,220
20-5250-51-51809 R.O.W FEES	700	700	14,388	2,055.4	(13,688)	14,388	25,000
20-5250-51-51810 UTILITIES-ELECTRIC AUS	45,000	45,000	22,640	50.3	22,360	22,640	45,000
20-5250-51-51813 UTILITIES-ELECTRIC BLU	23,335	23,335	12,254	52.5	11,081	12,254	23,335
20-5250-51-52340 FUEL & OIL	11,000	11,000	8,937	81.2	2,063	8,937	15,000
20-5250-51-52440 EQUIPMENT RENTAL	500	500	0	0.0	500	0	500
20-5250-51-53010 TESTING WATER AND WAST	6,500	6,500	23,333	359.0	(16,833)	23,333	30,000
TOTAL OPERATING	296,219	296,219	424,706	143.4	(128,487)	424,706	438,039

REPAIRS & MAINTENANCE

20-5250-52-52010 BUILDING REPAIRS & MAI	4,000	4,000	0	0.0	4,000	0	15,000
20-5250-52-52320 VEHICLE REPAIRS & MAIN	6,500	6,500	8,311	127.9	(1,811)	8,311	7,500
20-5250-52-52430 MACHINERY EQUIPMENT-RE	16,000	16,000	2,861	17.9	13,139	2,861	20,000
20-5250-52-52460 REPAIRS-WELLS,PUMPS,MO	40,000	40,000	53,995	135.0	(13,995)	53,995	60,000
TOTAL REPAIRS & MAINTENANCE	66,500	66,500	65,167	98.0	1,333	65,167	102,500

WATER/WASTEWATER

20-5250-53-53030 WATER FEES-AUSTIN	500	500	339	67.7	161	339	500
20-5250-53-53040 WATER FEES-MANVILLE	532,250	532,250	378,879	71.2	153,371	378,879	532,250
20-5250-53-53050 WATER FEES-EPCOR	1,700,000	1,700,000	1,281,548	75.4	418,452	1,281,548	1,700,000
20-5250-53-53060 WELL ROYALTIES-FOWLER	25,000	25,000	11,647	46.6	13,353	11,647	25,000
20-5250-53-53070 WELL ROYALTIES-LEE	10,000	10,000	5,163	51.6	4,837	5,163	10,000
TOTAL WATER/WASTEWATER	2,267,750	2,267,750	1,677,576	74.0	590,174	1,677,576	2,267,750

CONTRACTED SERVICES

20-5250-54-51165 ENGINEERING/PLANNING S	137,500	137,500	77,253	56.2	60,248	77,253	137,500
20-5250-54-51595 MVBA UTIL COLLECTION	800	800	0	0.0	800	0	800
TOTAL CONTRACTED SERVICES	138,300	138,300	77,253	55.9	61,048	77,253	138,300

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DEBT PAYMENTS

20-5250-55-52310 VEHICLE LEASE EXPENSE	57,630	57,630	19,630	34.1	38,000	19,630	57,630
20-5250-55-52410 MACHINERY EQUIPMENT LE	71,679	71,679	31,392	43.8	40,287	31,392	71,679
TOTAL DEBT PAYMENTS	129,308	129,308	51,022	39.5	78,286	51,022	129,308

CAPITAL OUTLAY < \$5K

20-5250-57-52400 MACHINERY EQUIPMENT-PU	5,000	5,000	3,031	60.6	1,969	3,031	5,000
20-5250-57-52450 TOOLS	3,000	3,000	3,579	119.3	(579)	3,579	3,000
TOTAL CAPITAL OUTLAY < \$5K	8,000	8,000	6,610	82.6	1,390	6,610	8,000

CAPITAL OUTLAY > \$5K

20-5250-58-52400 MACHINERY EQUIPMENT-PU	20,000	20,000	98,104	490.5	(78,104)	98,104	49,000
20-5250-58-58004 WATER TANK PURCHASE	233,840	233,840	233,840	100.0	0	233,840	799,058
TOTAL CAPITAL OUTLAY > \$5K	253,840	253,840	331,944	130.8	(78,104)	98,104	848,058

TOTAL WATER EXPENDITURES	3,647,868	3,647,868	2,842,772	77.9	805,096	2,608,932	4,535,119
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WASTEWATER EXPENDITURES	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2023-24 BUDGET
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PERSONNEL

20-5275-50-50010 SALARIES	132,180	132,180	77,735	58.8	54,445	77,735	310,841
20-5275-50-50050 OVERTIME	15,201	15,201	30,952	203.6	(15,751)	30,952	35,747
20-5275-50-50075 LONGEVITY PAY	1,300	1,300	1,000	76.9	300	1,000	1,700
20-5275-50-50200 EMPLOYER PAID TAXES	11,374	11,374	8,429	74.1	2,945	8,429	26,644
20-5275-50-50255 WORKERS' COMPENSATION	3,600	3,600	2,830	78.6	770	2,830	3,600
20-5275-50-50325 HEALTH INSURANCE	24,300	24,300	15,279	62.9	9,021	15,279	56,074
20-5275-50-50410 EMPLOYER RETIREMENT CO	12,578	12,578	8,126	64.6	4,452	8,126	28,377
20-5275-50-50520 EMPLOYEE EDUCATION	1,200	1,200	1,410	117.5	(210)	1,410	5,500
20-5275-50-50700 REIMB UNEMPLOYMENT	2,000	2,000	0	0.0	2,000	0	500
TOTAL PERSONNEL	203,733	203,733	145,761	71.5	57,972	145,761	468,982

**FY2023-2024 PROPOSED BUDGET
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OPERATING

20-5275-51-51011 PRE-EMPLOYMENT SCREENING	100	100	0	0.0	100	0	100
20-5275-51-51335 INSURANCE-PROPERTY, CA	11,750	11,750	14,093	119.9	(2,343)	14,093	20,000
20-5275-51-51338 INSURANCE LIABILITY	2,995	2,995	1,556	52.0	1,439	1,556	1,900
20-5275-51-51603 PERIODICALS & PUBLICAT	100	100	0	0.0	100	0	100
20-5275-51-51610 PERMITS & LICENSES	7,542	7,542	7,558	100.2	(16)	7,558	7,542
20-5275-51-51620 PHYSICALS/DRUG TESTING	120	120	0	0.0	120	0	120
20-5275-51-51635 PROFESSIONAL & MEMBERS	0	0	0	0.0	0	0	600
20-5275-51-51740 SUPPLIES CHEMICALS & MATERIALS	265,000	265,000	98,864	37.3	166,136	98,864	200,000
20-5275-51-51780 TRAVEL							500
20-5275-51-51800 UNIFORMS & ACCESSORIES	1,500	1,500	959	63.9	541	959	6,300
20-5275-51-51809 R.O.W. FEES	750	750	0	0.0	750	0	750
20-5275-51-51813 UTILITIES-ELECTRIC BLU	275,000	275,000	217,103	78.9	57,897	217,103	275,000
20-5275-51-51815 UTILITIES-ELECTRIC TX	15,000	15,000	10,403	69.4	4,597	10,403	15,000
20-5275-51-52340 FUEL & OIL	5,500	5,500	1,598	29.0	3,902	1,598	5,500
TOTAL OPERATING	585,357	585,357	352,134	60.2	233,223	352,134	533,412

REPAIRS & MAINTENANCE

20-5275-52-52010 BUILDING REPAIRS & MAI	15,000	15,000	319	2.1	14,681	319	15,000
20-5275-52-52320 VEHICLE REPAIRS & MAIN	1,500	1,500	931	62.1	569	931	2,000
20-5275-52-52430 MACHINERY EQUIPMENT-RE	20,000	20,000	22,277	111.4	(2,277)	22,277	25,000
20-5275-52-52460 REPAIRS-WELLS,PUMPS,MO	35,000	35,000	147,234	420.7	(112,234)	147,234	50,000
TOTAL REPAIRS & MAINTENANCE	71,500	71,500	170,762	238.8	(99,262)	170,762	92,000

WATER/WASTEWATER

20-5275-53-53010 TESTING WATER AND WAST	65,000	65,000	36,130	55.6	28,870	36,130	65,000
20-5275-53-53040 WATER FEES-MANVILLE	3,000	3,000	13,956	465.2	(10,956)	13,956	15,500
TOTAL WATER/WASTEWATER	68,000	68,000	50,086	73.7	17,914	50,086	80,500

CONTRACTED SERVICES

20-5275-54-51165 ENGINEERING/PLANNING S	604,000	604,000	431,872	71.5	172,128	431,872	604,000
20-5275-54-51440 LEGAL FEES	0	0	1,248	0.0	(1,248)	1,248	1,248
20-5275-54-53150 SLUDGE DISPOSAL	200,000	200,000	240,417	120.2	(40,417)	240,417	230,000
TOTAL CONTRACTED SERVICES	804,000	804,000	673,538	83.8	130,462	673,538	835,248

DEBT PAYMENTS

20-5275-55-52310 VEHICLE LEASE EXPENSE	9,210	9,210	0	0.0	9,210	0	20,000
TOTAL DEBT PAYMENTS	9,210	9,210	0	0.0	9,210	0	20,000

CAPITAL OUTLAY < \$5K

20-5275-57-52400 MACHINERY EQUIPMENT-PURCHASES	5,000	5,000	0	0.0	5,000	0	5,000
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TOTAL CAPITAL OUTLAY < \$5K	5,000	5,000	0	0.0	5,000	0	5,000
CAPITAL OUTLAY > \$5K							
20-5275-58-52400 MACHINERY EQUIPMENT-PU	15,000	15,000	0	0.0	15,000	0	247,955
20-5275-58-52410 CAPITAL OUTLAY	15,000	15,000	0	0.0	15,000	0	15,000
TOTAL CAPITAL OUTLAY > \$5K	30,000	30,000	0	0.0	30,000	0	262,955
TOTAL WASTEWATER EXPENDITURES	1,776,800	1,776,800	1,392,281	78.4	384,519	1,392,281	2,298,097
TOTAL EXPENDITURES	5,918,867	5,918,867	4,735,358	80.0	1,183,509	4,515,667	7,564,759
REVENUES OVER/(UNDER) EXPENDITURES	288,219	288,219	1,644,213		(1,355,994)	1,370,602	0

**FY2023-2024 PROPOSED BUDGET
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**30 -DEBT SERVICE FUND
FINANCIAL SUMMARY**

**Proposed Annual BUDGET
FY 2023-24**

83.33 % OF YEAR COMPLETE

REVENUE SUMMARY	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2022-23 BUDGET
<u>NON-DEPARTMENTAL</u>							
TAXES	4,176,588	4,176,588	4,182,539	100.1	(5,951)	4,182,539	4,176,588.00
OTHER	12,109	665	9,383	1,410.9	(8,718)	9,383	12,109.00
TRANSFERS	0	0	0	0.0	0	0	-
TOTAL NON-DEPARTMENTAL	4,188,697	4,177,253	4,191,922	100.4	(14,669)	4,191,922	4,188,697.00
TOTAL REVENUES	4,188,697	4,177,253	4,191,922	100.4	(14,669)	4,191,922	4,188,697.00
<u>EXPENDITURE SUMMARY</u>							
<u>NON-DEPARTMENTAL</u>							
OPERATING	150	150	150	100.0	0	150	150.00
DEBT PAYMENTS	4,176,438	4,176,438	4,176,979	100.0	(541)	2,466,979	4,177,373.50
TRANSFERS	0	0	0	0.0	0	0	-
TOTAL NON-DEPARTMENTAL	4,176,588	4,176,588	4,177,129	100.0	(541)	2,467,129	4,177,523.50
TOTAL EXPENDITURES	4,176,588	4,176,588	4,177,129	100.0	(541)	2,467,129	4,177,523.50
REVENUES OVER/(UNDER) EXPENDITURES	12,109	665	14,793		(14,128)	1,724,793	11,173.50

**FY2023-2024 PROPOSED BUDGET
WORKSHOP**

Item 9.

**30 -DEBT SERVICE FUND
REVENUES**

**Proposed Annual BUDGET
FY 2023-24**

NON-DEPARTMENTAL REVENUES	83.33 % OF YEAR COMPLETE					PROJECTED YEAR END	REQUESTED 2022-23 BUDGET
	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE		
TAXES							
30-4999-40-40000 ADVALOREM TAXES - CURR	4,176,588	4,176,588	4,173,974	99.9	2,614	4,173,974	4,176,588
TOTAL TAXES	4,176,588	4,176,588	4,182,539	100.1	(5,951)	4,182,539	4,176,588
OTHER							
30-4999-48-48000 INTEREST INCOME	12,109	12,109	9,383	77.5	2,726	9,383	12,109
TOTAL OTHER	12,109	12,109	9,383	77.5	2,726	9,383	12,109
TOTAL NON-DEPARTMENTAL REVENUES	4,188,697	4,188,697	4,191,922	100.1	(3,225)	4,191,922	4,188,697
TOTAL REVENUES	4,188,697	4,188,697	4,191,922	100.1	(3,225)	4,191,922	4,188,697

**30 -DEBT SERVICE FUND
EXPENDITURES**

**Proposed Annual BUDGET
FY 2023-24**

NON-DEPARTMENTAL EXPENDITURES	83.33 % OF YEAR COMPLETE					PROJECTED YEAR END	REQUESTED 2022-23 BUDGET
	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE		
OPERATING							
30-5999-51-51050 BANK ADMIN FEES	150	150	150	100.0	0	150	150
TOTAL OPERATING	150	150	150	100.0	0	150	150
DEBT PAYMENTS							
30-5999-55-53000 BOND ADMIN FEES	670	670	0	0.0	670	0	635
30-5999-55-59031 INTEREST - 2012 GO BONDS	19,253	19,253	19,253	100.0	0	19,253	11,220
30-5999-55-59032 INTEREST - 2012 CO BONDS	17,181	17,181	17,118	99.6	63	17,118	13,944
30-5999-55-59033 INTEREST - 2015 GO BONDS	57,136	57,136	56,934	99.6	201	56,934	46,487
30-5999-55-59034 INTEREST - 2016 CO BONDS	312,127	312,127	312,127	100.0	0	312,127	294,265
30-5999-55-59035 INTEREST - 2021 CO BONDS	105,072	105,072	105,072	100.0	0	105,072	98,472
30-5999-55-59036 INTEREST - 2022 TAX NOTES	262,000	262,000	266,475	101.7	(4,475)	266,475	257,351

**FY2023-2024 PROPOSED BUDGET
WORKSHOP**

Item 9.

30-5999-55-59531 PRINCIPAL -2012 GO BOND	315,000	315,000	315,000	100.0	0	315,000	315,000
30-5999-55-59532 PRINCIPAL -2012 CO BOND	130,000	130,000	130,000	100.0	0	130,000	135,000
30-5999-55-59533 PRINCIPAL -2015 CO BOND	465,000	465,000	465,000	100.0	0	465,000	485,000
30-5999-55-59534 PRINCIPAL -2016 CO BOND	780,000	780,000	780,000	100.0	0	780,000	800,000
30-5999-55-59535 PRINCIPAL -2021 CO BOND	375,000	375,000	375,000	100.0	0	375,000	380,000
30-5999-55-59536 PRINCIPAL -2022 TAX NOTES	1,338,000	1,338,000	1,335,000	99.8	3,000	1,335,000	1,340,000
TOTAL DEBT PAYMENTS	4,176,438	4,176,438	4,176,979	100.0	(541)	2,466,979	4,177,374
TOTAL NON-DEPARTMENTAL EXPENDITURES	4,176,588	4,176,588	4,177,129	100.0	(541)	2,467,129	4,177,524
TOTAL EXPENDITURES	4,176,588	4,176,588	4,177,129	100.0	(541)	2,467,129	4,177,524
REVENUES OVER/(UNDER) EXPENDITURES	12,109	12,109	14,793		(2,684)	1,724,793	11,174

**FY2023-2024 PROPOSED BUDGET
WORKSHOP**

Item 9.

**40 -CAPITAL PROJECTS FUND
FINANCIAL SUMMARY**

**Proposed Annual BUDGET
FY 2023-24**

83.33 % OF YEAR COMPLETE

REVENUE SUMMARY	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2022-23 BUDGET
NON-DEPARTMENTAL							
OTHER	346,068	346,068	346,068	100.0	0	346,068	346,068
TOTAL NON-DEPARTMENTAL	346,068	346,068	346,068	100.0	0	346,068	346,068
TOTAL REVENUES	346,068	346,068	346,068	100.0	0	346,068	346,068
EXPENDITURE SUMMARY							
BOND PROJECTS							
CAPITAL OUTLAY > \$5K	663,023	663,023	663,023	100.0	(0)	663,023	663,023
TOTAL BOND PROJECTS	663,023	663,023	663,023	100.0	(0)	663,023	663,023
TOTAL EXPENDITURES	663,023	663,023	663,023	100.0	(0)	663,023	663,023
REVENUES OVER/(UNDER) EXPENDITURES	(316,955)	(316,955)	(316,956)		1	(316,956)	(316,955)

**FY2023-2024 PROPOSED BUDGET
WORKSHOP**

Item 9.

**40 -CAPITAL PROJECTS FUND
REVENUES**

**Proposed Annual BUDGET
FY 2023-24**

83.33 % OF YEAR COMPLETE							
	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2022-23 BUDGET
NON-DEPARTMENTAL REVENUES							
OTHER							
40-4999-48-48000 INTEREST INCOME	346,068	346,068	346,068	100.0	0	346,068	346,068
TOTAL OTHER	346,068	346,068	346,068	100.0	0	346,068	346,068
TOTAL NON-DEPARTMENTAL REVENUES	346,068	346,068	346,068	100.0	0	346,068	346,068
TOTAL REVENUES	346,068	346,068	346,068	100.0	0	346,068	346,068

**40 -CAPITAL PROJECTS FUND
EXPENDITURES**

**Proposed Annual BUDGET
FY 2023-24**

83.33 % OF YEAR COMPLETE							
	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2022-23 BUDGET
IMPACT FEE PROJECTS EXPENDITURES							
BOND PROJECTS EXPENDITURES							
CAPITAL OUTLAY > \$5K							
40-5997-58-58006 2021 CO BOND EXPENSES	280,686	280,686	280,686	100.0	(0)	280,686	280,686
40-5997-58-58007 2022 TAX NOTE BOND EXP	382,337	382,337	382,337	100.0	0	382,337	382,337
TOTAL CAPITAL OUTLAY > \$5K	663,023	663,023	663,023	100.0	(0)	663,023	663,023
TOTAL BOND PROJECTS EXPENDITURES	663,023	663,023	663,023	100.0	(0)	663,023	663,023
TOTAL EXPENDITURES	663,023	663,023	663,023	100.0	(0)	663,023	663,023
REVENUES OVER/(UNDER) EXPENDITURES	(316,955)	(316,955)	(316,956)		1	(316,956)	(316,955)

**FY2023-2024 PROPOSED BUDGET
WORKSHOP**

Item 9.

**60 -SPECIAL REVENUE FUND
FINANCIAL SUMMARY**

**Proposed Annual BUDGET
FY 2023-24**

83.33 % OF YEAR COMPLETE							
REVENUE SUMMARY	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2022-23 BUDGET
<u>ADMINISTRATION</u>							
TAXES	66,610	66,610	206,479	310.0	(139,869)	78,375	84,548
OTHER	25	25	0	0.0	25	0	15,452
TOTAL ADMINISTRATION	66,635	66,635	206,479	309.9	(139,844)	78,375	100,000
TOTAL REVENUES	66,635	66,635	206,479	309.9	(139,844)	78,375	100,000
<u>EXPENDITURE SUMMARY</u>							
ADMINISTRATION							
OPERATING	100,000	100,000	66,626	66.6	33,374	66,626	100,000
TOTAL ADMINISTRATION	100,000	100,000	66,626	66.6	33,374	66,626	100,000
TOTAL EXPENDITURES	100,000	100,000	66,626	66.6	33,374	66,626	100,000
REVENUES OVER/(UNDER) EXPENDITURES	(33,365)	(33,365)	139,853		(173,218)	11,749	0

**FY2023-2024 PROPOSED BUDGET
WORKSHOP**

Item 9.

**60 -SPECIAL REVENUE FUND
REVENUES**

**Proposed Annual BUDGET
FY 2023-24**

83.33 % OF YEAR COMPLETE

ADMINISTRATION REVENUES	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2022-23 BUDGET
TAXES							
60-4100-40-40020 MANOR HEIGHTS TIRZ TAX	0	0	128,104	0.0	(128,104)	128,104	128,104
60-4100-40-40030 HOTEL OCCUPANCY TAXES	65,110	65,110	58,932	90.5	6,178	58,932	65,110
60-4100-40-40031 LATE PENALTIES	0	0	5	0.0	(5)	5	0
60-4100-40-48000 HOT INTEREST INCOME	1,500	1,500	19,438	1,295.9	(17,938)	19,438	19,438
TOTAL TAXES	66,610	66,610	206,479	310.0	(139,869)	78,375	84,548
OTHER							
60-4100-48-48001 INTEREST INCOME - TIRZ	0	0	0	0.0	0	0	15,427
60-4100-48-48002 INTEREST INCOME - RH	25	25	0	0.0	25	0	25
TOTAL OTHER	25	25	0	0.0	25	0	15,452
TOTAL ADMINISTRATION REVENUES	66,635	66,635	206,479	309.9	(139,844)	78,375	100,000
TOTAL REVENUES	66,635	66,635	206,479	309.9	(139,844)	78,375	100,000
ADMINISTRATION EXPENDITURES							
OPERATING							
60-5100-51-51000 HOTEL OCCUPANCY EXPEND	100,000	100,000	66,626	66.6	33,374	66,626	100,000
60-5100-51-51020 TIRZ EXPENDITURES	0	0	0	0.0	0	0	0
60-5100-51-52000 ROSE HILL PID EXPENDIT	0	0	0	0.0	0	0	0
TOTAL OPERATING	100,000	100,000	66,626	66.6	33,374	66,626	100,000
TOTAL ADMINISTRATION EXPENDITURES	100,000	100,000	66,626	66.6	33,374	66,626	100,000
TOTAL EXPENDITURES	100,000	100,000	66,626	66.6	33,374	66,626	100,000
REVENUES OVER/(UNDER) EXPENDITURES	(33,365)	(33,365)	139,853		(173,218)	11,749	0

**FY2023-2024 PROPOSED BUDGET
WORKSHOP**

Item 9.

**70 -CAPITAL IMPACT FEES FUND
FINANCIAL SUMMARY**

**Proposed Annual BUDGET
FY 2023-24**

REVENUE SUMMARY	83.33 % OF YEAR COMPLETE						PROJECTED YEAR END	REQUESTED 2022-23 BUDGET
	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE			
WATER								
OTHER	630,434	630,434	506,280	80.3	124,154	759,420	656,444	
TOTAL WATER OTHER	630,434	630,434	506,280	80.3	124,154	759,420	656,444	
WASTEWATER								
OTHER	1,682,352	1,682,352	1,431,447	85.1	250,905	1,431,447	1,682,352	
TOTAL WASTEWATER OTHER	1,682,352	1,682,352	1,431,447	85.1	250,905	1,431,447	1,682,352	
TOTAL REVENUES	2,312,786	2,312,786	1,937,727	83.8	375,059	2,190,867	2,338,796	
EXPENDITURE SUMMARY								
EXPENDITURE SUMMARY	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2022-23 BUDGET	
WATER								
REPAIRS & MAINTENANCE	6,500	6,500	0	0.0	6,500	0	454,544	
CONTRACTED SERVICES	6,500	6,500	251,996	3,876.9	(245,496)	0	6,500	
TOTAL WATER	6,500	6,500	251,996	3,876.9	(245,496)	0	461,044	
WASTEWATER								
REPAIRS & MAINTENANCE	5,702,752	5,702,752	1,815,010	31.8	3,887,742	1,815,010	1,852,752	
CONTRACTED SERVICES	25,000	25,000	0	0.0	25,000	0	25,000	
TOTAL WASTEWATER	5,727,752	5,727,752	1,815,010	31.7	3,912,742	1,815,010	1,877,752	
TOTAL EXPENDITURES	5,734,252	5,734,252	2,067,007	3,909	3,667,245	1,815,010	2,338,796	
REVENUES OVER/(UNDER) EXPENDITURES	(3,421,466)	(3,421,466)	(129,280)		(3,292,186)	375,857	(0)	

**FY2023-2024 PROPOSED BUDGET
WORKSHOP**

**70 -CAPITAL IMPACT FEES FUND
REVENUES**

**Proposed Annual BUDGET
FY 2023-24**

83.33 % OF YEAR COMPLETE

	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2022-23 BUDGET
WATER REVENUES							
OTHER							
70-4250-48-43090 CIF WATER	490,506	490,506	344,381	70.2	146,126	344,381	490,506
70-4250-48-43091 DR HORTONMH WATER FEE	138,428	138,428	144,358	104.3	(5,930)	144,358	144,358
70-4250-48-48000 INTEREST INCOME - WATE	1,500	1,500	17,542	1,169.4	(16,042)	17,542	21,580
TOTAL OTHER	630,434	630,434	506,280	80.3	124,154	759,420	656,444
TOTAL WATER REVENUES	630,434	630,434	506,280	80.3	124,154	759,420	656,444
WASTEWATER REVENUES							
OTHER							
70-4275-48-43190 CIF WASTEWATER	964,000	964,000	713,595	74.0	250,405	713,595	964,000
70-4275-48-43191 DDR HORTON MH WW FEES	717,852	717,852	717,852	100.0	0	717,852	717,852
70-4275-48-48000 INTEREST INCOME - WAST	500	500	0	0.0	500	0	500
TOTAL OTHER	1,682,352	1,682,352	1,431,447	85.1	250,905	1,431,447	1,682,352
TOTAL WASTEWATER REVENUES	1,682,352	1,682,352	1,431,447	85.1	250,905	1,431,447	1,682,352
TOTAL REVENUES	2,312,786	2,312,786	1,937,727	83.8	375,059	2,190,867	2,338,796

**FY2023-2024 PROPOSED BUDGET
WORKSHOP**

**70 -CAPITAL IMPACT FEES FUND
EXPENDITURES**

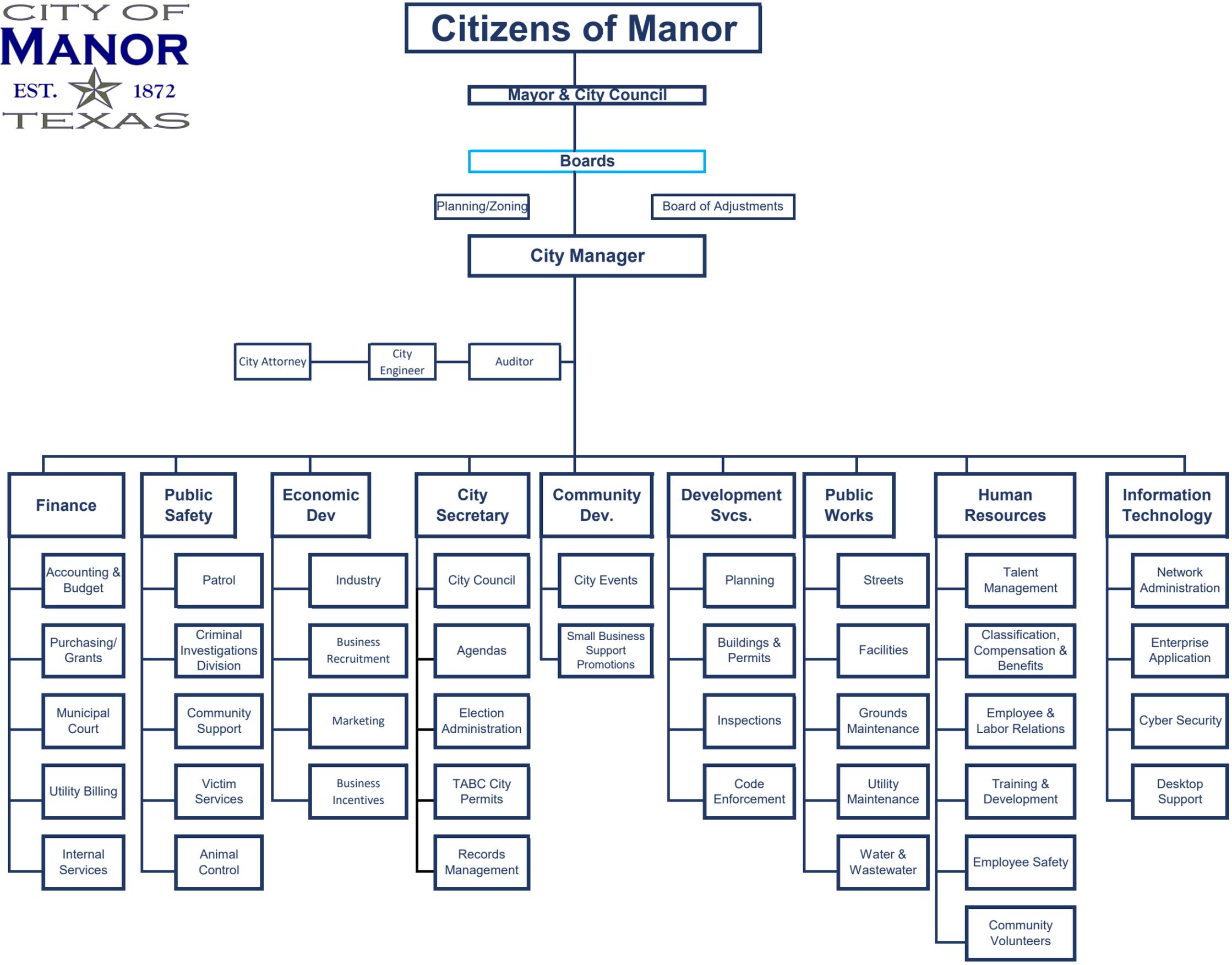
**Proposed Annual BUDGET
FY 2023-24**

83.33 % OF YEAR COMPLETE

	FY 2022-23 ORIG. BUDGET	FY 2022-23 CURR. BUDGET	Y-T-D ACTUAL AS OF 7/25/2023	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2022-23 BUDGET
WATER EXPENDITURES							
REPAIRS & MAINTENANCE							
70-5250-52-53001 WATER IMPROVEMENTS	900,000	900,000	70,198	7.8	829,802	70,198	254,544
70-5250-52-53002 DR HORTON MH 50% REPMNT	200,000	200,000	181,799	90.9	18,202	181,799	200,000
TOTAL REPAIRS & MAINTENANCE	1,100,000	1,100,000	251,996	22.9	848,004	181,799	454,544
CONTRACTED SERVICES							
70-5250-54-51165 IMPACT FEE STUDY - WAT	6,500	6,500	0	0.0	6,500	0	6,500
TOTAL CONTRACTED SERVICES	6,500	6,500	0	0.0	6,500	0	6,500
TOTAL WATER EXPENDITURES	1,106,500	1,106,500	251,996	22.8	854,504	0	461,044
WASTEWATER EXPENDITURES							
REPAIRS & MAINTENANCE							
70-5275-52-53001 WASTEWATER IMPROVEMENTS	4,600,000	4,600,000	712,259	15.5	3,887,741	712,259	750,000
70-5275-52-53002 DR HORTON MH 100% REPMNT	1,102,752	1,102,752	1,102,752	100.0	0	1,102,752	1,102,752
TOTAL REPAIRS & MAINTENANCE	5,702,752	5,702,752	1,815,010	31.8	3,887,742	1,815,010	1,852,752
CONTRACTED SERVICES							
70-5275-54-51165 IMPACT FEE STUDY - WW	25,000	25,000	0	0.0	25,000	0	25,000
TOTAL CONTRACTED SERVICES	25,000	25,000	0	0.0	25,000	0	25,000
TOTAL WASTEWATER EXPENDITURES	5,727,752	5,727,752	1,815,010	31.7	3,912,742	1,815,010	1,877,752
TOTAL EXPENDITURES	6,834,252	6,834,252	2,067,007	30.2	4,767,245	1,815,010	2,338,796
REVENUES OVER/(UNDER) EXPENDITURES	(4,521,466)	(4,521,466)	(129,280)		(4,392,186)	375,857	0



**CITY OF
MANOR**
EST. 1872
TEXAS



Renewal Outlook

16%

overall average

0%
Minimum

NO
Maximum

Based on your group's 5-year claims history and loss ratio. Small groups rated on current census.



June 6, 2023

City # 00796

City of Manor
P.O. Box 387
Manor, TX 78653

Attention: Finance Director

Subject: 2024 City Contribution Rate

Your city's 2024 monthly contribution rates are shown below. These rates were determined by the December 31, 2022 actuarial valuation.

Normal Cost	5.90 %
Prior Service	<u>2.01</u>
Full Retirement	7.91 %
Supplemental Death Benefit	<u>0.18</u>
Combined Contribution	8.09 %

Detailed information on your city's TMRS plan is contained in the attached report. The Full Retirement Rate shown above represents the Actuarially Determined Employer Contribution (ADEC) for 2024.

If your city provides Supplemental Death Benefit (SDB) coverage, changes have been made in the calculation of your SDB Rate for 2023 and 2024. Please see the *Supplemental Death Benefit Rate Increase* section for more information.

If you have questions about your city's contribution rate or would like to evaluate potential changes to your TMRS plan, please contact me at 512-225-3760 or lhardy@tmrs.com.

Sincerely,

Leslee S. Hardy, ASA, EA, FCA, MAAA
Director of Plan Design & Funding



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 16, 2023
PREPARED BY: Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on accepting the July 2023 Departmental Reports.

BACKGROUND/SUMMARY:

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

LEGAL REVIEW: Not Applicable

FISCAL IMPACT: Not Applicable

PRESENTATION: No

ATTACHMENTS: Yes

- July 2023 Department Monthly Reports

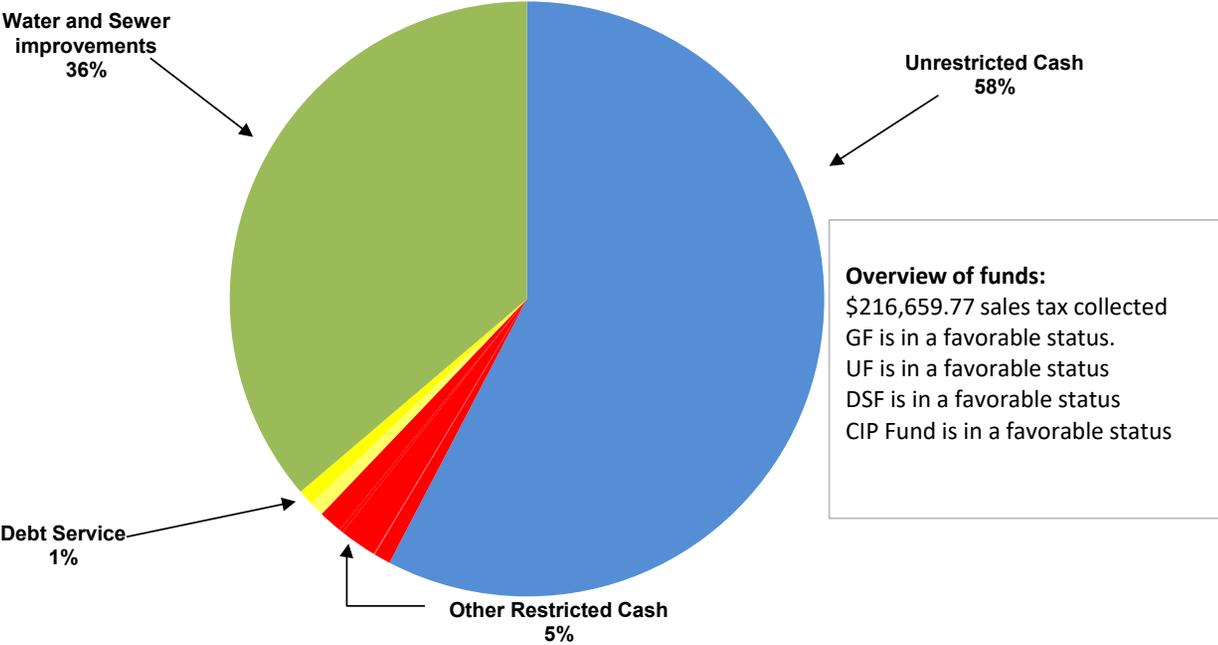
STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve and accept the July 2023 Departmental Reports.

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

**CITY OF MANOR, TEXAS
CASH AND INVESTMENTS
As Of JULY, 2023**

	<u>GENERAL FUND</u>	<u>UTILITY FUND</u>	<u>DEBT SERVICE FUND</u>	<u>SPECIAL REVENUE FUNDS</u>	<u>CAPITAL PROJECTS FUND</u>	<u>TOTAL</u>
CASH AND INVESTMENTS						
Unrestricted:						
Cash for operations	23,719,048	13,644,465				37,363,514
Restricted:						
Tourism				584,297		584,297
Court security and technology	38,594					38,594
Rose Hill PID				1,316,949		1,316,949
Manor Heights TIRZ				128,104		128,104
Customer Deposits		837,004				837,004
Park	513,681					513,681
Debt service			549,691			549,691
Capital Projects						
Water and sewer improvements				7,889,371	15,580,684	23,470,054
TOTAL CASH AND INVESTMENTS	<u>\$ 24,271,323</u>	<u>\$ 14,481,470</u>	<u>\$ 549,691</u>	<u>\$ 9,918,720</u>	<u>\$ 15,580,684</u>	<u>\$ 64,801,887</u>





Manor Police Department

Monthly Report July 2023



Manor Police Department By The Numbers February



1742

Number of calls for service

56

Average calls per day



Total Training Hours

1001



Mental Health Calls

3



Juvenile Detentions

1

Interactions



5

Community Events

2

Hosted Events

3

External Events



0:02:00

Average response time



2.5

The average number of people an officer interacts with per call

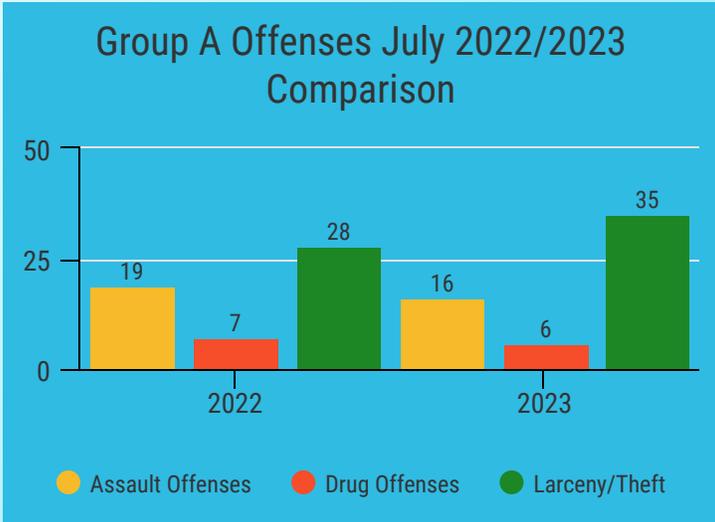


4,355

The estimated number people officers interact with on calls alone

Criminal Offenses

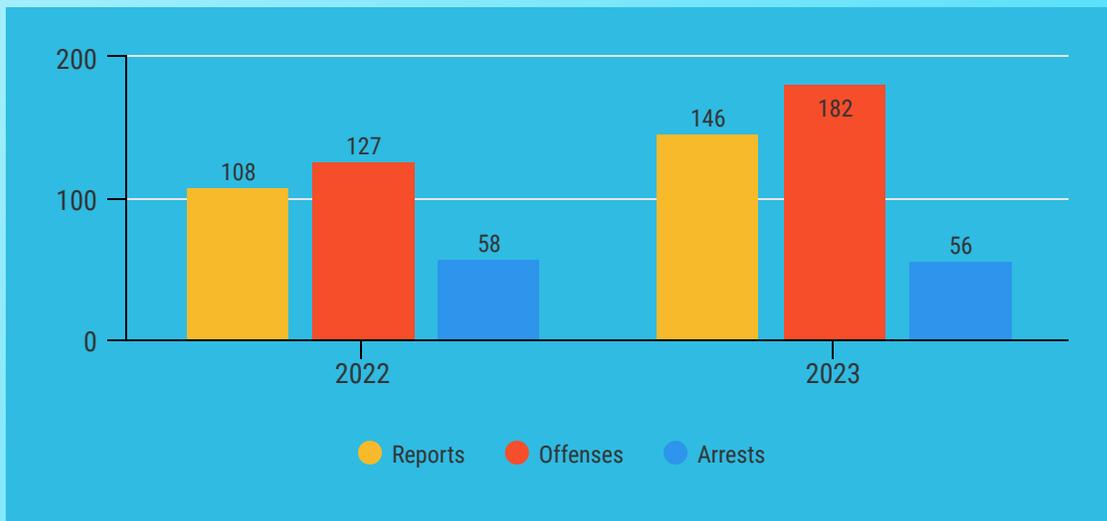
National Incident Based Reporting System



Offense Group	July 2022	July 2023
Group A	62	83
Group B	48	69

Crime Type	July 2022	July 2023
Persons	20	25
Property	41	51
Fraud	1	6
Crimes against Children	1	1

Incident Reports, Total Offenses, and Arrests

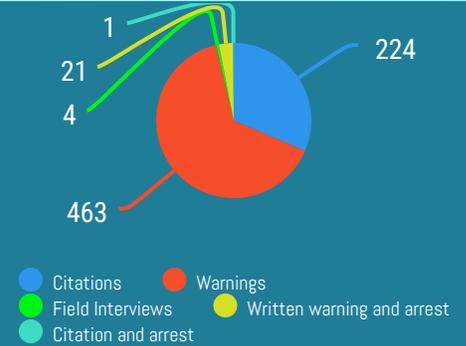


*Group A offenses are 22 offense categories, including but not limited to assaultive offenses, sex offenses, larceny, arson, and prostitution, where extensive data is collected.
 Group B offenses consist of 11 offense categories, including but not limited to bad checks, DWI, non-violent family offenses, and all other offenses, where only arrest data is collected.

Traffic Enforcement Analysis



713
Total traffic stops
conducted



22

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



**34 searches
out of 713
stops**

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

CONTRABAND

15

Contraband, such as alcohol and drugs, was discovered as a result of the stop.

Traffic Enforcement Analysis



17
Crashes

1
Involving Alcohol
or Drugs

23
DWI
Arrests

DWI Arrests by the numbers*



Manor Police Department DWI Profile - July 2023

	Sunday 7	Monday 2	Tuesday 2	Wednesday 1	Thursday 4	Friday 2	Saturday 5
Total Cases 23							
Average BAC: 0.141							
Gender							
Female (4%)							
Male (96%)							
Age Group							
21 to 29	8						
30 to 39	9						
40 to 49	4						
50 to 59	1						
Over 60	1						
Race							
Hispanic	20						
White	2						
Black	1						
Suspected Impairment							
Alcohol Only	20						
Alcohol and Drug	3						
Reason for Contact							
Weaving/Fail to maintain single lane	12						
Varying speed	5						
Speeding	5						
911 call or Dispatched	5						
Unnecessary acceleration or deceleration	4						
Suspicious Vehicle/Welfare Concern	4						
Crash	4						
Ran stop sign/light	3						
Inappropriate or unusual behaviour (throwing ..	3						
Following too closely	3						
Failure to signal or signal inconsistent with acti..	3						
Driving on other than designated roadway	3						
Stopping problems (too far, too short, or to jer..	2						
Stopping in lane for no apparent reason or unre..	2						
Slow or failing to respond to officer's signals	2						
Expired Registration	2						
Almost striking object or vehicle	2						
Turning with a wide radius or improper turn	1						
Requested by other officer	1						
Improper or unsafe lane change	1						
Driving without headlights at night	1						
Driving in opposing lanes or wrong way	1						
Time of Day							
12 AM	3						
1 AM	3						
2 AM	3						
3 AM	3						
4 AM	3						
1 PM	1						
8 PM	1						
9 PM	1						
10 PM	1						
11 PM	4						



Travis County Emergency Services District No.12

Item 10.

Office of the Fire Chief

11200 Gregg Lane. • PO Box 846

Manor, Texas 78653

O: 512-272-4502 • F: 512-428-5114

Operational/Prevention Summary – July 2023

Calls - Month

2023 - 406 (+0.5%)

2022 - 404 (+8.3%)

2021 - 373

Calls by Unit

Eng1201 - 142

Eng1202 - 95

Bat1201 - 47

SQ1203 - 40

SQ1201 - 158

Eng1203 - 137

FMO1201 - 16,

159 call reviews

Calls - CYTD

2023 - 2828 (+4.0%)

2022 - 2719 (+6.5%)

2021 - 2554

AVG Response Time - Month

8 min, 07 sec

AVG Response Time - CYTD

8 min, 40 sec

Aiding Departments	Month Received	Month Given	CYTD Received	CYTD Given
Austin FD	8	6	41	26
Bastrop Co. ESDs	0	0	0	0
BT1/ESD 13	0	0	0	0
Elgin VFD	0	4	1	11
TC ESD 2	6	5	53	81
TC ESD 11	2	0	25	1
TC ESD 9/6/3	0	0	15	0
WILCO Dept's	0	0	6	7
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TOTAL	16	15	141	126

Incident by Type

100 Fire.....	83	200 Rupture/Explosion...	0	300 EMS/Rescue	269
400 Hazardous Condition.	7	500 Service Call.....	24	600 Good Intent.	10
700 False Calls.....	13	900 Other.....	0	800 Nat. Disaster	0

Training and Events

- Fire alarm training @ Executive Airport
- Active Attack Training online
- Citizen Police Academy
- Popsicles with PD
- Meeting with new MISD Super
- Manville board meeting visit
- New prevention and logistics trucks

Awards and Recognition

- FE Bah and FL Gatica 5yrs.
- Insp / Inv Rapp 4yrs.
- FE Frias, FE Fritsche and FF Straka 3yrs.



Travis County Emergency Services District No.12

Item 10.

Office of the Fire Chief

11200 Gregg Lane. • PO Box 846

Manor, Texas 78653

O: 512-272-4502 • F: 512-428-5114

Operational/Prevention Summary – July 2023

Prevention Division Activities (ESD/CoM)

Builder Developer Mtgs.....	0 (0/0)	Site Visits.....	63
Reviews.....	45 (29/16)	Initial Inspections	41 (16/25)
Under Review.....	4 (3/1)	Reinspection.....	15 (7/8)
Re-submittals.....	23 (15/8)	Residential Inspections.....	2
Approvals / Permits Issued.....	30 (19/11)	Investigation Responses.....	6 (3/3)
Awaiting Response from Applicant.....	7 (5/2)	Hydrant Inspections/Tests.....	5
Review Turn-Around (AVG last 30 days)	5 days		

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MEMO

To: Mayor and City Council Members

From: Scott Jones, Economic Development Director

Date: August 16, 2023

RE: **July 15 to August 11 Economic Development Department activity**

- Attended 3-day CSEF Conference on Public Private Partnership Development of Conference Sports and Entertainment Facilities in San Diego including educational and break-out sessions with potential developers and consultants; P3 Bootcamp; made numerous business contacts;
- Attended 2 City Council Meetings; Planning & Zoning (no quorum); 2 Staff meetings;
- Follow-up meetings with contacts from CSEF conference (Gensler, JLL, CBRE, Hunden Partners, WT Partners); need P3 advisor (like WT) and feasibility study (Hunden proposing) for sports/entertainment project; P3 could be an alternate strategy if bond election not successful for city facilities; PFC is also an alternative;
- Met w/Manor Grocery Store principal and City Manager to discuss remodel plans;
- Met w/Qwally and Scott Dunlop to review Biz101 program content: input needed;
- Met Rone Engineers re: future geotechnical needs;
- Virtual meeting with Han's Laser, City Staff, City Attorney and City Engineer to discuss development process and timeline, legal expectations and next steps; mid-2025 startup;
- Met and toured town with Opportunity Austin staff and City staff; discussed projects and available sites and buildings, upcoming projects and development underway, infrastructure plans, etc.;
- Met with Samsung regarding future cooperative business development;
- Met 5F Manufacturing principals at City Hall to discuss Bentoli Building remodel plans, process, issues and needs; set up meeting with ESD#12, City and 5F principals;
- ED Committee Lunch Meeting 8/4 at City Hall; 10 in attendance to discuss Manor ED SWOT, active and closed projects, progress reports, status, and obtain member input;
- Attended Senior Access Advisory Council transportation meeting;
- Completed budget updates; attended Council Budget Workshop;
- Met with Williamson County Economic Development regarding business recruitment;
- Hosted Opportunity Austin Business Retention & Expansion Blitz Program virtual meeting;
- Attended Chamber of Commerce monthly business luncheon.

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

July 1-31, 2023

Description	Projects	Valuation	Fees	Detail
Commercial Electrical	1	\$0.00	\$0.00	
Commercial New	1	\$901,671.31	\$44,824.32	
Commercial Sign	4	\$77,323.00	\$994.00	
Educational Addition	1	\$8,000.00	\$456.00	
Educational Remodel/Repair	1	\$23,000.00	\$332.00	
Residential Deck/Patio	1	\$12,500.00	\$227.00	
Residential Electrical	2	\$28,187.00	\$214.00	
Residential Foundation	1	\$0.00	\$97.00	
Residential Irrigation	53	\$98,200.00	\$5,671.00	
Residential Mechanical-HVAC	2	\$0.00	\$214.00	
Residential New	25	\$8,661,182.45	\$192,654.00	
Residential Plumbing	1	\$1,366.00	\$107.00	
Totals	93	\$9,811,429.76	\$245,790.32	

Total Certificate of Occupancies Issued: 72

Total Inspections(Comm & Res): 1,790

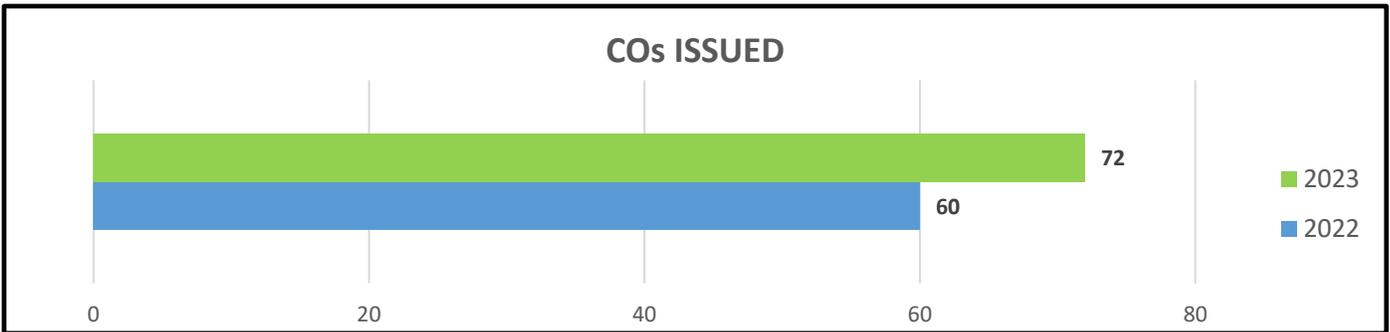
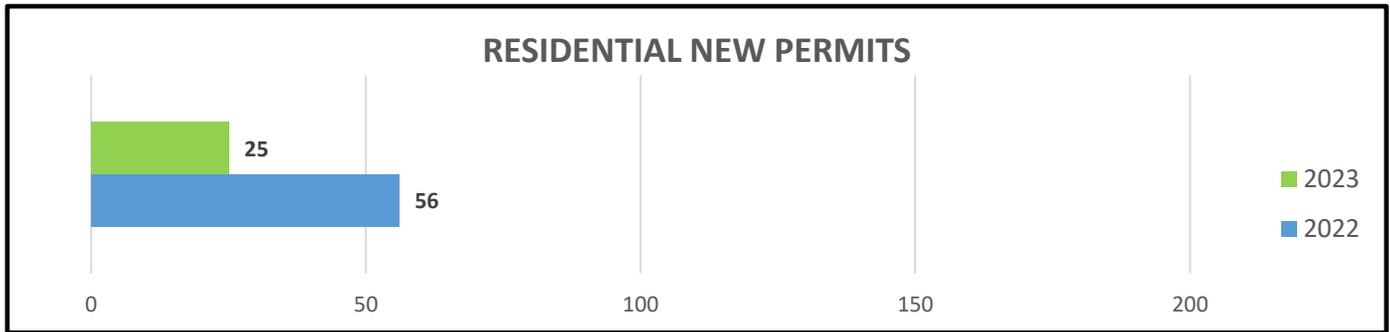
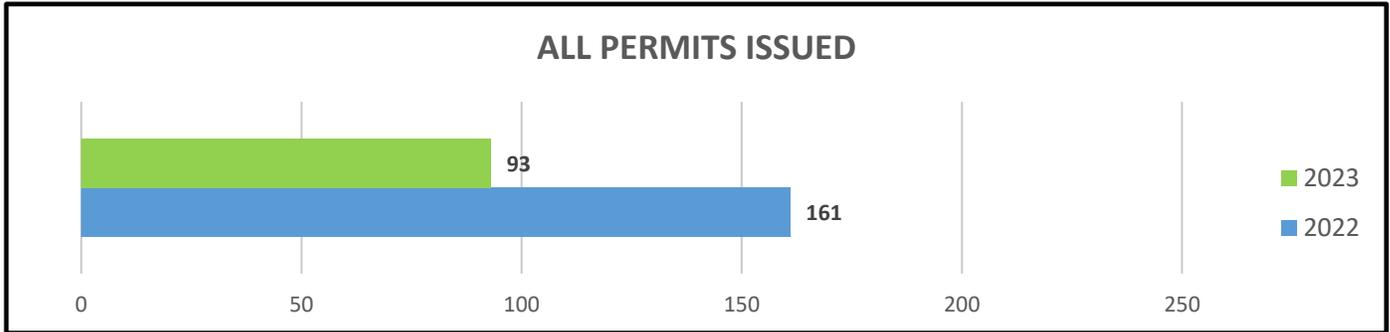
Scott Dunlop, Development Services Director





July 2023

DEPARTMENT OF DEVELOPMENT SERVICES
SCOTT DUNLOP, DIRECTOR

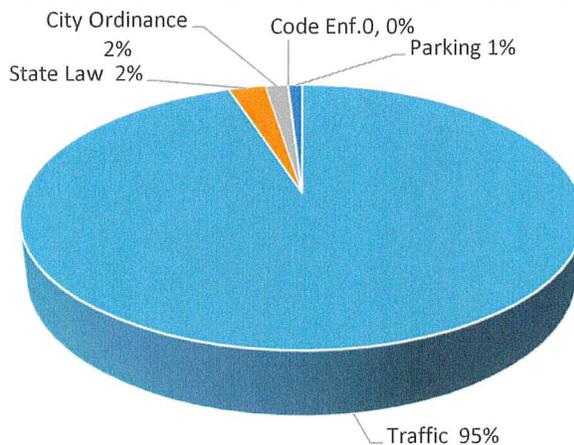


*Charts displayed at different scales

City of Manor Municipal Court JULY 2023

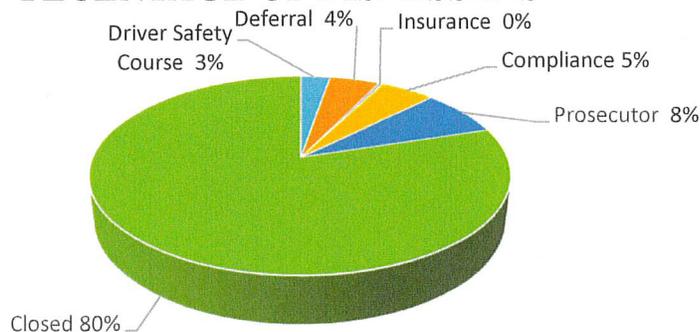
Violations Filed	Jul-23	Jul-22
Traffic	300	156
State Law	8	29
City Ordinance	5	6
Code Enforcement	0	2
Parking	3	4
Total	316	197

PERCENTAGE OF VIOLATIONS



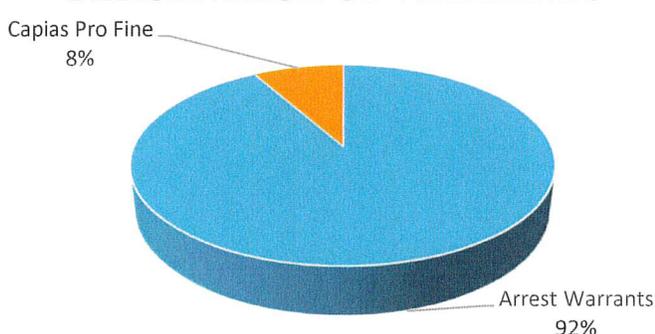
Dismissals	Jul-23	Jul-22
Driver Safety Course	7	7
Deferral	12	15
Insurance	1	1
Compliance	13	5
Prosecutor	20	26
Closed	210	178
Total	263	232

PERCENTAGE OF DISMISSALS



Warrants	Jul-23	Jul-22
Arrest Warrants	67	87
Capias Pro Fine	6	12
Total	73	99

PERCENTAGE OF WARRANTS



Money Collected in July 2023

Kept By City	\$28,211.96
Kept By State	\$14,190.94
Total	\$42,402.90

Money Collected in July 2022

Kept By City	\$30,751.38
Kept By State	\$10,775.55
Total	\$41,526.93



MEMO

To: Mayor and City Council Members
From: Matt Woodard, Director of Public Works
Date: August 9, 2023
RE: July Monthly Report

Public Works Department

Street and Public, Parks, and Maintenance Department

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

Water and Wastewater Department

In July, the Water Department performed daily maintenance on the water system, repaired water mains, set water meters and tested the water daily. The Wastewater Department performed daily maintenance on the wastewater plant. In July, The City of Manor water system experienced low levels in the storage tank facilities. Due to circumstances beyond the Water Utilities personnel control, our wholesale water provider (EPCOR 130 Project Inc.) has been experiencing issues providing consistent and adequate flow to the City and their other contractual customers. In order to maintain sufficient storage tank levels between the multiple facilities, the City is on Stage 3 Restrictions effective July 21st and will continue to closely monitor our system levels during this drought. Well 1 has received a new pump and motor for installation and is in the process of having Well 1 back in operation. Water Department also installed lights on the 150th Water Tower.

Water Production & Purchase

In July, 43% of the water we supplied to our residents was from our wells, and purchased 57% from EPCOR and Manville WSC.

Population

City of Manor- 20,359

Shadowglen- 7,485

CITY OF MANOR
CAPITAL PROJECT STATUS REPORT
PUBLIC WORKS DEPARTMENT
August 2nd, 2023

PROJECT NAME	PROJECT DESCRIPTION	MONTHLY ACTIVITY	PERCENT CONSTRUCTION COMPLETE/PHASE
Cottonwood Creek Wastewater Collection System Improvements Project 14621 – Addendum #49	Gravity wastewater lines and lift station to serve Cottonwood Creek Basin and Cottonwood Creek Tributary Basin	Starting the next steps for sending a formal notice of abandonment. Punchlist items still remain.	99%
Bastrop/Parsons Gravity Main 14627 – Addendum #56	12” gravity wastewater main	Waiting on the geotech report.	99%
Pavement Management Program 14843 - SOW No. 3	Pavement Assessment and Management Program	PMP has been signed and sealed and will present to the council in August. 80/20 forecast conducted. Currently, the project is budgeted at \$2.2 Million, updating the list to include additional streets and 2025 work.	Draft copy presented to City Staff. Final draft to be presented to Council in August.
Cottonwood Creek Phase 2 Wastewater Line Extension 14693 - SOW No. 5	The northern extension of the gravity wastewater line in Cottonwood Creek Basin	The easement has been purchased. Waiting on a schedule from the sub-contractor (JL Gray) received COI.	Construction Phase - Precon with JL Gray to be held today.
Manor Commercial Park WW Collection System 15072 – SOW No. 7	Phased wastewater collection system improvements for the Beltex area	The amendment got approved on 7/19. Had an internal meeting with city staff. Field notes will be the next step for easements. Conducting an internal review of the design memo and OPC.	Construction Documents
Gregg Manor Road GST and Pressurization Facilities 15110 - SOW No. 10	Ground storage tank and water pressurization facilities for the EPCOR water delivery point	Invitation to bid will be published on Friday, August 4, 2023. Bid opening scheduled for August 22, 2023.	Working on bid documents.
FM 973 and US 290 Water Lines, CIP W-15 & W-16 15110.01 - SOW No. 10	Water line extensions along FM973 and US 290	Working on easements.	Design; working on easement acquisition

Bell Farms and Presidential Glen LS Imp, CIP-2 & CIP-3 15110.02 - SOW No. 10	Upgrades to the Bell Farms and Presidential Glen lift stations to provide capacity for new growth	The project was awarded on February 15, 2023. Accepted Genset, pump submittals, and control panel submittals. Schedule: Bypass will be in Q4. Generator delivery past substantial completion (4/30/2024). Looking at other options for genset. Working on access easement for West Elgin property. Meeting with contractor to revise schedule 8/7/23.	Under construction.
Cottonwood Creek West Tributary WW Improvements 15128 - SOW No. 12	Wastewater CIP Line in Cottonwood Creek West Tributary Basin	Working on 100% plans, specs, and bid documents. Verifying easements, commissioner hearing scheduled for August 9 th and 22 nd for a few parcels.	Construction documents.
Cottonwood Creek WWTP Phase II Expansion 15283 - SOW No. 9	Developer-funded expansion of the plant	Finish preliminary design. Incorporating City comments, including retrofits to Phase 1.	Working on Construction Documents
Cottonwood Creek WWTP Phase III Grant Project 15130 - SOW No. 9A	Grant-funded expansion of the Cottonwood Wastewater Treatment Plant	All grant-required preliminary engineering is complete. Grant Admin. waiting on the executed purchase agreement for the plant site to submit an application package.	Design Phase Engineering
Wastewater Collection and Treatment Master Plan 15320 - SOW No. 14	Major Goals: Develop & calibrate sewer model; Use model to estimate timing & location of capacity needs; Develop & choose improvement alternatives to address capacity needs	In progress: Growth projections Model Development	Study Phase
Water Distribution System Master Plan 15317 - SOW No. 15	Contract approved at September 7 Council Meeting.	Began working on the Water master plan report. The water model is set up, working on scenarios, future growth, and alternative water sources.	Study Phase

2022 Community Impact Fee (CIF) Program Update 15312 - SOW No. 18	Update to the impact fee program	Water and Wastewater fees were presented to Council on July 5. Roadway Impact Fee - Working on finalizing the service unit calculations and project list in order to calculate the impact fees for each service area.	The next meeting will be on September 15, 2023
Gregg Lane Ground Storage Tank and Pressurization Facility 15318 - SOW No. 20	Contract approved at September 7 Council Meeting.	Preliminary layout complete. Received ROE. Reviewing geotech report.	Preliminary engineering.
FY2022 Bond-Funded Water, Wastewater, and Roadway Improvement Project XXXXX - SOW No. 23	Contract approved at September 7 Council Meeting.	The project includes 973 Water Line, Cottonwood Creek Phase 3, and Hill Lane Improvements. Hill lane – construct Entrada entrance first, update on a drainage easement location for outfall. Currently working on FM 973 N waterline alignment and obtaining easements.	Working on the preliminary layout for FM 973 (north) Waterline. Right of Entry documents have been completed. Survey will be out onsite within the next couple of weeks.
Cottonwood Creek WWTP Permit Amendment 15402.00 - SOW No. 24	Permit Amendment to expand permit from 0.5 MGD to 0.8 MGD	Permit review payments to TCEQ, Mayor signed the permit application package the week of May 1 st , permit application package was submitted to TCEQ the week of May 8. Currently awaiting completeness review from the board	Permit Submittal
FY2022 Cap Metro Paving Project 15451 – SOW No. 25	Paving project improvements using allocated Cap Metro Funding	Bid opening held on July 7, 2023. Contract to go before Council at August 1, 2023 meeting.	Recommendation of the award will be presented at the August 2 Council meeting.
One-Time BCT Cap Metro Funding Paving Project 15452 – SOW No.26	Paving project improvements using allocated one-time funding from Cap Metro	Researching traffic calming devices for Lexington. Need decision on Gregg Manor landscaping.	Plans are 85% complete.

Streets and Parks Monthly Report July 2023

Daily Duties and Projects 7-1-2023 / 7-31-2023

Streets Maintenance

Pavement repair around a manhole at James Manor St.

Layed down synthetic grass on Lexington Street along the right of way.

Prepped for laying down synthetic grass on Lexington Street.

Crack sealed at W. Wheeler St, W. Browning St, W. Townes St, and N. Caldwell St.

Replaced 6 faded railroad crossing signs at S. San Marcos St, S Burnet St, and S. Bastrop St.

Repaired potholes at E. Eggleston St, Wheeler St, N. Bastrop, Suncrest, Shadow Glen Blvd, Johnson Rd, W. Eggleston St, E. Burnet St, and E. Parsons St.

Restriped yellow and white lines at Joyce Turner Dr.

Parks/Street Maintenance

Poured slab and installed water fountain donated by the Loins Club at Timmermann Park.

Installed checkers game table at Timmermann Park pavilion.

Installed stop bars for a 4-way stop at Skimmer Run and Ring Dr.

Worked 4th of July event.

Cleaned up debris from 4th of July event.

Trimmed trees on Brenham St. and S. Burnet St.

Table setups and take downs at City Hall as requested.

Irrigation repairs at Jennie Lane Park.

Placed kiddy mulch in playscape at Greenbury Park.

Power washed City Hall twice South and East side of the building.

Weekly irrigation checks.

Playground and play scape monthly safety checks.

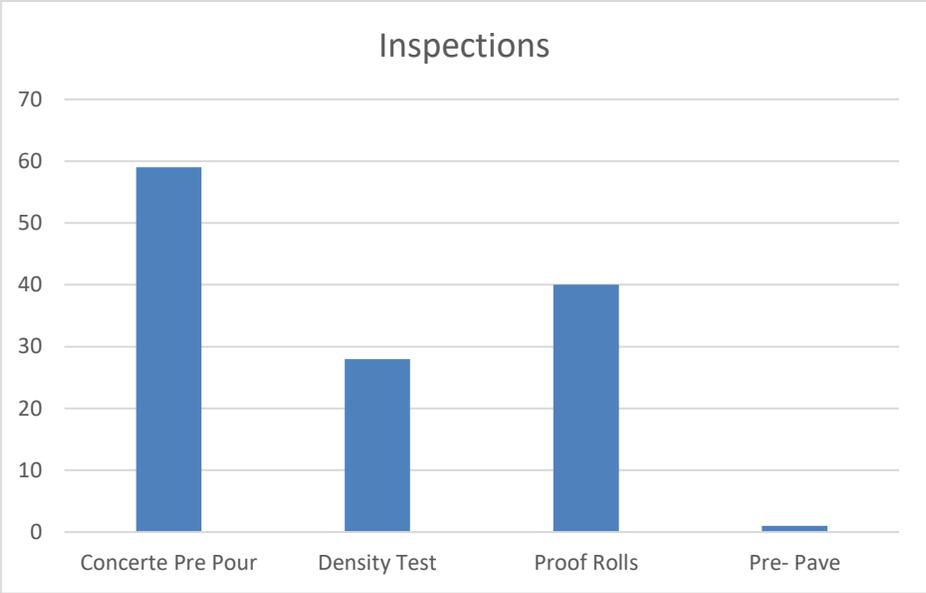
Scheduled weekly Park mowing maintenance completed.

Friday Afternoons Bulk Drop Off for city residence.

Scheduled weekly Park rounds at park facilities completed.

Scheduled weekly (ROW) Right of Way mowing completed.

Weekly vehicle and equipment check maintenance.



MS4 Storm Drain Inspections monitored New/Construction under warranty.

920 inspections done for the month of July.

3 - MS4 reports submitted for the month of July as required by TCEQ.

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

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

Presidential Heights Phase 5 – 2 -year walkthrough has been done. Contractor in process of repairs. September 2022.

Presidential Heights Phase 4 – 2 years walkthrough has been done. Contractor in process of repairs.

Manor Heights – Phase II Sec. 1- Homes are being built.

Manor Heights – Phase II Sec. 1B & 2B- Contractor in building process.

Manor Heights – Phase II Sec.2- Contractor in building process.

Manor Heights – Phase III Sec. 1- Homes are being built.

Manor Heights Phase 3 Sec. 2 – Homes are being built.

Manor Heights Phase 4 – Development process.

LA Mexicana – about to start Development process.

North Forest Office Building – Building process.

Manor New Tech – Building process.

Manor Crossing (Butler Tract)- Development process.

Logos Phase 3- Waiting on homes to be built.

Logos Phase 4- Homes are being built.

Logos Phase 5- Waiting to build houses.

Logos Phase 5- Walkthrough has been completed.

Lagos Phase 2- Homes are being built.

Shadowglen Phase 2 Sec 22 & 23A- Walkthrough punch list. September 2021 still waiting.

Shadowglen Phase 2 Sec 25 & 26- 1-year walkthrough punch list September 2022.

Shadowglen Phase 2 Sec 27A & 27B- Walkthrough punch list September 2021 still waiting.

Shadowglen Phase 2 Sec 17- 2-year walkthrough has been done, contractor in process of repairs.

Shadowglen Phase 2 Sec 21A & 21B- Walkthrough punch list. January 2022 still waiting.

Palomino Subdivision – Waiting to build.

Presidential Glen Commercial WW – In building process.

Manor Heights Medium Density -Has not started.

9910 Hill Lane Apartments - Building process

Presidential Glen Townhomes – Has not started.

Sherwin Williams - Building process.

Las Entradas Section 3- Building process.

Las Entradas Section 4 – Building process.

109 Lexington Apartments – Building process.

Manor Town Apartments Phase 2 – Development process.

The LEX at FM 973 and Murchison – Has not started.

Valvoline – Has not started.

Holley smith Phase 1A – Has not started.

Eggleston Extension – Development process.

The View at Manor Apartments – Has not started.

Cemetery Report

July 3, 2023- Checked and walkthrough the cemetery.

July 7, 2023 – Checked and walkthrough the cemetery.

July 11, 2023 – Checked and walkthrough the cemetery.

July 14, 2023 – Checked and walkthrough the cemetery.

July 19, 2023 – Ordered a pile of dirt for sunken graves.

July 21, 2023 – Checked and walkthrough the cemetery.

July 25, 2023 – Meet with Benitez Family to set headstones.

July 27, 2023 – Checked and walkthrough the cemetery.

July 31, 2023 –Checked and walkthrough cemetery.

WATER/ WASTEWATER MONTHLY REPORT JULY

WASTEWATER	TASK COMPLETED
SERVICE CALLS	8
LINES CLEANED	1
CLEANOUTS REPAIRED	5
SEWER SMELL	2
WATER	TASK COMPLETED
SERVICE CALLS	103
WATER LEAKS SERVICE LEAKS	2
CUSTOMER LEAKS	6
NEW SERVICE TAPS	2
HYDRANT FLUSHED	38
HYDRANT REPAIR/REPLACED	1
ANGLE STOPS REPLACED	3
LINES LOCATED	1
MANVILLE BROWN WATER	1
MANVILLE PRESSURE	1
BROWN WATER	9
WATER PRESSURE	36
WATER TURN ON/OFF	3
METER BOX	1
INSPECTIONS WATER/ WASTEWATER	TASK COMPLETED
SITES INSPECTED	240
MANHOLES INSPECTED	4
MANDRELS	3/698 FEET
WATER PRESSURE TESTED	3/698 FEET
INSPECTED WATER TAPS	3
INSPECTED SEWER TAPS	1
FLOW TEST	2



MEMO

To: Mayor and City Council Members
 From: Tracey Vasquez, Human Resources Director
 Date: August 16, 2023
 RE: **July 2023**

Meetings and Events:

HR Workshop Roundtable Meeting

July 13, 2023
 July 27, 2023

Staff Meetings

July 11, 2023
 July 25, 2023

City Council Meetings

July 5, 2023- Executive Session
 July 11, 2023- Branding Workshop
 July 19, 2023- Executive Session

July 2023

- July 6- exit interview with outgoing Police Officer.
- July 6- met with ASEZ WAO volunteers to initiate “We applaud you” grab and go luncheon for employees.
- July 10- SYEP second session began, had only a total of three (3) teens participated.
- July 10- USI luncheon on optional health, vision, dental benefits.
- July 11- Met with Express Evaluation Demo with Hannah Michelle regarding evaluation processes, forms, and training.
- July 14-Met with McGrath Firm and the City Manager about the questions concerning City Council.
- July 17- Water Ops Academy close out meeting at EPCOR in Round Rock.
- July- 17 Onboarding of newly hired Police Cadet.



MEMO

- July 18- Met with our AFLAC representative for supplemental benefit options for the City employees and Council.
- July 18- Onboarding of newly hired Police Cadet.
- July 20- Met with SYEP representative on the youth participation in the first session of the program.
- July 25- Orchestrated with ASEZ WAO on “We applaud you” luncheon.
- July 26- Holidays in the Park meeting in house and on site.
- July 27- Met with Cuellar on optional health, dental, and vision benefits.
- 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.



MEMO

To: Mayor and City Council Members

From: Phil Green, Director

Date: August 16, 2023

RE: **July Monthly Report**

The following are accomplishments from the month of July

1. Active directory cleanup finished. Waiting on the new website to finish the move to manortx.gov
2. Move to AT&T for Internet services is moving forward.
3. Evaluation move to AT&T for phones and cellular. Lawyers have reviewed. Waiting for the Internet services project to complete.
4. Training.
5. Installed new UPS at City Hall and removed old, outdated ones.
6. Evaluating offsite storage of backups taken at City Hall, PD and Public Works. Possible storage increase for added files identified.



MEMO

To: Mayor and City Council Members
 From: Lluvia T. Almaraz, City Secretary
 Date: August 16, 2023
 Re: **July 2023**

City Records Obtained and Processed:

ACTIVITY	DESCRIPTION	January	February	March	April	May	June	July
City Council Agendas	City Council meetings & workshop agendas prepared & posted in accordance with Local Government Code.	4	5	3	4	4	3	3
Council Minutes	Minutes recorded, prepared, approved, archived	4	5	3	4	3	3	4
Ordinances	Ordinances written, processed, &/or published and forward to Municode for Code Supplement	0	6	4	3	5	5	1
Resolutions	Resolutions written & processed	0	3	5	3	7	7	1
Proclamations /Recognitions	Proclamations & Recognitions, written & presented	0	2	2	1	4	0	1
Bids	Bids advertised, received, tabulated, awarded, recorded	1	0	0	0	0	0	1
Boards & Commissions appointments	Board appointments implemented & completed; appointments recorded	4	0	0	1	0	0	0
Contracts & Agreements	Contracts & Agreements approved & executed	2	1	14	10	8	17	10
Open Records Requests	Number of Open Records Requests processed (within 10 days as required)	64	32	47	38	41	66	60



MEMO

COUNCIL MEETINGS

- Council Regular Meetings – July 5th and July 19th
- Council Workshop – July 11th

TRAINING/OTHER MEETINGS

- Travis County Elections Division Meeting – July 13th
- TML Region 10 Officer's Meeting – July 14th
- TMCA Step-by-Step Conduct Election Webinar Training – July 20th
- Capital Chapter Meeting – July 28th

COMMUNITY EVENTS

- 4th of July Event – July 1st

OTHER

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



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE:

PREPARED BY: Scott Moore, City Manager

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Joint Agreement with Travis County for the November 7, 2023, Special Election.

BACKGROUND/SUMMARY:

Travis County will be conducting general and special elections for participating entities on November 7, 2023.

Under Texas Election Code Section 271.002, political subdivisions of the State of Texas are authorized to hold elections jointly in voting precincts that can be served by common polling places if elections are ordered by the authorities of two or more political subdivisions to be held on the same day in all or part of the same territory.

Texas Government Code Chapter 791 authorizes local governments to contract with one another and with state agencies for various governmental functions, including those in which the contracting parties are mutually interested.

It would benefit the County, the Participating Entities, and their respective citizens and voters to hold the elections jointly in the election precincts that common polling places can serve.

LEGAL REVIEW: Yes

FISCAL IMPACT: No

PRESENTATION: No

ATTACHMENTS: Yes

- Joint Election Agreement

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve a Joint Agreement with Travis County for the November 7, 2023, Special Election and authorize the mayor to execute the agreement.

PLANNING & ZONING COMMISSION:	Recommend Approval	Disapproval	None
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JOINT ELECTION AGREEMENT FOR November 7, 2023 ELECTIONS

Recitals

1. Travis County (the “County”) will be conducting general and special elections for the participating entities (each, a “Participating Entity,” and together, the “Participating Entities”) listed in Exhibit A, which is attached to and incorporated into this agreement, on November 7, 2023. The Participating Entities require elections to be held on November 7, 2023, in those portions of Travis County as shown on the maps and metes and bounds descriptions in Exhibit B, also attached to and incorporated into this agreement.
2. Under Texas Election Code Section 271.002, political subdivisions of the State of Texas are authorized to hold elections jointly in voting precincts that can be served by common polling places if elections are ordered by the authorities of two or more political subdivisions to be held on the same day in all or part of the same territory.
3. Texas Government Code Chapter 791 authorizes local governments to contract with one another and with state agencies for various governmental functions, including those in which the contracting parties are mutually interested.
4. It would benefit the County, the Participating Entities, and their respective citizens and voters to hold the elections jointly in the election precincts that common polling places can serve.

Pursuant to Texas Election Code Sections 271.002 and 271.003 and Texas Government Code Chapter 791, this Joint Election Agreement is entered into by and between Travis County, a political subdivision of the State of Texas acting by and through the Travis County Commissioners Court, and the Participating Entities, each acting by and through their respective governing bodies.

I. Scope of Joint Election Agreement

This agreement covers the November 7, 2023 Joint General and Special Elections for the parties to this agreement to be held on November 7, 2023. The County and the Participating Entities will hold these elections on November 7, 2023 (“Election Day”) jointly for the voters in those portions of Travis County identified on the maps and descriptions in Exhibit B.

II. Election Officer

The Participating Entities hereby appoint the Travis County Clerk, the election officer for Travis County, as the election officer to perform or supervise the County’s duties and responsibilities involved in conducting the joint election covered by this agreement.

III. Early Voting

Each of the Participating Entities agrees to conduct its early voting jointly. Each of the Participating Entities appoints the Travis County Clerk, the early voting clerk for Travis County,

as the early voting clerk for the joint election. Early voting for the Participating Entities will be conducted at the dates, times, and locations to be mutually agreed upon by the election officer and authorized and ordered by the governing body of each Participating Entity.

A. County Responsibilities [continue]

1. The County will provide to the governing body of each Participating Entity a list of places, times, and dates of early voting suitable for consideration and adoption by the governing body, under Texas Election Code chapter 85.

2. The Travis County Clerk, as the early voting clerk, will be responsible for conducting early voting by mail and by personal appearance for all Travis County voters voting in the joint election. The Travis County Clerk will receive from each Participating Entity's regular early voting clerk applications for early voting ballots to be voted by mail, under Texas Election Code Title 7. The Travis County Clerk will send early voting ballots by mail and receive early voting ballots for early voting by mail. And the Travis County Clerk may appoint such deputy early voting clerks as necessary to assist the Travis County Clerk with voting to take place at the early voting locations.

3. The County will determine the number of election workers to hire to conduct early voting in the joint election. The Travis County Clerk will arrange or contract for training for all election workers and will assign all election workers employed for early voting in the joint election. The training of these election workers is mandatory; these individuals will be compensated for their time in training. The County will provide a training facility for election schools to train election workers employed in conducting early voting, including early voting by personal appearance at main and temporary branch early voting polling places, early voting by mail, and other aspects of the early voting program for the joint election. The County will name early voting deputies and clerks employed to conduct early voting.

4. The County will provide and deliver all supplies and equipment necessary to conduct early voting for the joint election, including ballots, election forms, any necessary ramps, utility hook-ups, signs, registration lists and ballot boxes, to early voting polling places. The County will designate and confirm all early voting polling place locations.

5. The County will be responsible for preparing and transporting the electronic voting equipment necessary to conduct early voting. The County will perform all tests of voting equipment as required, including posting notice of equipment testing.

6. Under Election Code sections 66.058 and 271.010, the Participating Entities appoint the Travis County Clerk as the joint custodian of records for the sole purpose of preserving all voted ballots securely in a locked room in the locked ballot boxes for the preservation period that the Election Code requires.

7. The County will receive ballot language in both English and Spanish from each Participating Entity and format the ballots as needed to include these languages. The County will provide each Participating Entity with a final proof of ballot language for approval before printing the ballots. Upon final proof approval, ballots will be printed in an expedited timeframe so as to

allow ballot allocations for the Early Voting by Personal Appearance Program, and the ballot mail outs for the Early Voting by Mail Program.

8. A single joint voter sign-in process consisting of a common list of registered voters, and common signature rosters will be used for early voting. A single, combined ballot and single ballot box will be used. The County will use an electronic voting system, as defined and described in Texas Election Code Title 8, and agrees to use ballots that are compatible with such equipment.

9. The County will be responsible for conducting the Early Voting Ballot Board. The County will designate a person to serve as the presiding judge for the Early Voting Ballot Board and will provide that information to the governing body of each Participating Entity for entry of an order by that authority appointing this official. The presiding judge for the Early Voting Ballot Board is eligible to serve in this capacity. The presiding judge for the Early Voting Ballot Board will appoint two or more election clerks, and the judge and clerks will compose the Early Voting Ballot Board and will count and return early voting ballots, and perform other duties the Election Code requires of it.

B. Participating Entities' Responsibilities

1. Each Participating Entity will appoint a qualified person to serve as the regular early voting clerk for the Participating Entity. The regular early voting clerk for each respective Participating Entity will receive requests for applications for early voting ballots to be voted by mail and will forward in a timely manner, as prescribed by law, any and all applications for early voting ballots to be voted by mail, received in the Entity's office, to the Travis County Clerk.

2. Each Participating Entity will appoint a qualified person to act as custodian of records for the Participating Entity to perform the duties imposed by the Election Code on the custodian of records for its respective entity.

3. Each Participating Entity will provide ballot language for the respective portion of the official ballot to the County in both English and Spanish. The Participating Entity must make any additions, modifications, deletions, or other changes to such ballot contents or language before the Participating Entity's final proof approval. The County will provide the Participating Entity with a final proof of ballot language, as it is to appear on the ballot, for final proof approval. Upon final proof approval, the ballot will be programmed for the voting equipment in an expedited timeframe so as to allow ballot allocations for the Early Voting by Personal Appearance Program, and the printed ballot mail outs for the Early Voting by Mail Program.

IV. **Election Day**

A. County Responsibilities

1. The County will designate and confirm all Election Day polling place locations for the joint election and will forward such information to the Participating Entities in a timely fashion to allow the governing body of the respective Participating Entities to enter orders designating such polling places.

2. The County will designate the presiding election judge and the alternate presiding election judge to administer the election in the precinct in which a common polling place is to be used and will forward such information to the Participating Entities to allow the governing bodies of the respective Participating Entities to enter appropriate orders designating such officials before the election. The presiding election judge and alternate presiding election judge must be qualified voters of the Travis County. The presiding election judge for the location in which a common polling place is used may appoint election clerks as necessary to assist the judge in conducting the election at the precinct polling place. The alternate presiding election judge may be appointed as a clerk. The alternate presiding election judge may serve as the presiding election judge for the precinct in the presiding election judge's absence. Election judges and clerks will be compensated at the rate established by the County. The Texas Election Code and other applicable laws will determine compensable hours.
3. One set of election officials will preside over the election in the precinct using a common polling place. There will be a single joint voter sign-in process consisting of a common list of registered voters and common signature rosters in the precinct using a common polling place. A single, combined ballot and single ballot box will be used. The officer designated by law to be the custodian of the voted ballots for the County will be custodian of all materials used in common in the precinct using a common polling place. The County will use an electronic voting system, as defined and described by Texas Election Code Title 8, and agrees to use ballots that are compatible with such equipment.
4. The County will arrange for training and will provide the instructors, manuals and other training materials deemed necessary for training all judges and clerks. Training for election judges and alternate judges is mandatory, and these individuals will be compensated for their time in training.
5. The County will arrange for Election Day voter registration precinct lists for the joint election. The County will determine the amount of election supplies needed for Election Day voting.
6. The County, by and through the County Clerk's Elections Division, and Administrative Operations, will be responsible for preparing and transporting voting equipment and election-day supplies for use on Election Day.
7. The County, by and through the County Voter Registrar, will provide the list of registered voters as needed in the overlapping jurisdictions identified in the attached exhibits, with designation of registered voters in each Participating Entity, for use at the joint election day polling place on Election Day.
8. The common polling place is designated as the polling place that the County uses. At the common polling place, a single ballot box will be used for depositing all ballots cast in the joint election. At this polling place, one voter registration list and one combination poll list and signature roster form will be kept for the joint election. The final returns for each Participating Entity and the County will be canvassed separately by each respective Participating Entity. The Travis County Clerk will maintain a return center on Election Day for the purpose of receiving

returns from the County. The Travis County Clerk will provide unofficial election results to the qualified individual appointed by each Participating Entity.

9. On Election Day, the Travis County Clerk or the clerk's Elections Division will field all questions from election judges.

10. The County will make available translators capable of speaking English and Spanish to assist Spanish-speaking voters in understanding and participating in the election process in the territory covered by this agreement.

B. Participating Entities' Responsibilities

1. Before Election Day, each Participating Entity will answer questions from the public with respect to the Participating Entity's election during regular office hours of 8:00 a.m. – 5:00 p.m.

2. The custodian of records for each Participating Entity will receive returns from the Travis County Clerk on Election Day.

V. **Election Night**

A. County Responsibilities

1. The County will be responsible for all activities on election night, including setting up a central counting station, coordinating and supervising the results tabulation, coordinating and supervising the physical layout of the support stations that are the joint election's receiving substations, and coordinating and managing election media coverage.

2. The County is responsible for transporting voted ballot boxes to the central counting station.

3. The County will appoint the presiding judge and alternate presiding judge of the central counting station to maintain order at the central counting station, to administer oaths as necessary, to receive sealed ballot boxes, and to perform such other duties that the Texas Election Code requires, and will forward such information to each Participating Entity in a timely fashion to allow the governing body of each Participating Entity to enter appropriate orders designating such election officials before the election. The presiding judge of the central counting station may appoint clerks to serve at the central counting station. In addition, the County will appoint a tabulation supervisor to be in charge of operating the automatic tabulating equipment at the central counting station; an individual to serve as central counting station manager; and an assistant counting station manager to be in charge of administering the central counting station and generally supervising the personnel working at the central counting station. The County will forward such information to each Participating Entity in a timely fashion to allow the governing body of each Participating Entity to enter appropriate orders designating such election officials before the election.

4. The County will provide the Participating Entities with reasonable space in a public area adjacent to the central counting station at which each Participating Entity may have representatives or other interested persons present during the counting process.

B. Participating Entities' Responsibilities

1. Other than receiving returns from the Travis County Clerk, the Participating Entities have no role or responsibility on the night of the election.

VI. County Resources

A. The County will provide the Elections Division permanent staff and offices to administer the joint election, under the Travis County Clerk's direction.

B. For early voting, the County will provide a locked and secure area in which voted ballot boxes will be stored until the Early Voting Ballot Board convenes. The County, by and through Administrative Operations, will be responsible for transporting the ballot boxes to the central counting station for the Early Voting Ballot Board.

C. The County will be responsible for providing and maintaining voting equipment and testing any voting equipment as required by the Texas Election Code.

D. The County will process the payroll for all temporary staff hired to conduct the joint election. The payroll processing includes statutory reporting and providing W-2 forms where applicable.

E. The County will conduct early voting as indicated in this agreement.

VII. Joint Election Costs; Payment

A. Concurrently with its submittal of an executed copy of this agreement, each Participating Entity must also submit payment via check or ACH, in the amount equal to the deposit identified for that Participating Entity in the Cost Estimate attached as Exhibit C, which is also incorporated into this agreement. **The County is under no obligation to conduct a Participating Entity's elections until the County receives that Participating Entity's payment of Cost Estimate.** All checks must be made payable to Travis County. This deposit represents approximately 75% of the costs of the Participating Entity's share of the estimated election costs. The County will submit an invoice to each Participating Entity for the balance of the Participating Entity's actual joint election expenses upon the election's completion. Joint-election expenses include expenses for facilities, personnel, supplies, and training that the County actually incurs for establishing and operating all early voting and election-day activities at the polling place in the joint election territory as well as activities related to tabulating votes, all as reflected on the Cost Estimate. Each Participating Entity will pay the total amount of its invoice within thirty (30) days of receiving it.

B. In the event of a recount, the expense of the recount will be borne by the Participating Entity involved in the recount on a pro-rata basis.

C. In the event a Participating Entity cancels its respective election because of unopposed candidates under Texas Election Code Title 1, the Participating Entity will be responsible for its

respective share of election expenses incurred through the date that the election is canceled as allocated to the cancelling entity based on the formula in the Cost Estimate, adjusted for the actual expenses incurred by the County through the date of the cancellation. When the Participating Entity cancels its election, the County will recalculate the allocation percentages among the remaining Participating Entities according to the formula used in the Cost Estimate.

D. In the event there are any expenses associated with processing a ballot arising from a write-in candidate, the Participating Entity that received the declaration will bear the expenses.

E. A Participating Entity that establishes an early voting polling place, other than one that was mutually agreed upon by all Participating Entities, will bear the expense of doing so. The Cost Estimate for each individual Participating Entity will include additional polling locations for each Participating Entity, as set forth in Exhibit C.

VIII. General Provisions

A. Legal Notices

Each of the Participating Entities will be individually responsible for preparing the election orders, resolutions, notices, and other pertinent documents for adoption or execution by its own respective governing board and for all related expenses. The Travis County Clerk will provide each Participating Entity information on changes affecting the Participating Entity's election, such as polling place changes and changes in voting equipment, when such changes are confirmed, verified, or otherwise become known to the clerk's office. Each of the Participating Entities will be individually responsible for posting or publishing election notices and for all related expenses. Each of the Participating Entities further will be individually responsible for election expenses incurred in relation to any polling place that is not a common polling place as designated in this agreement.

B. Communication

Throughout this agreement's term, the Travis County Clerk or the clerk's employee will meet as necessary with the designated representative of each Participating Entity to discuss and resolve any problems that might arise regarding the joint election.

C. Custodian

The Travis County Clerk will serve as the custodian of the keys to the ballot boxes for voted ballots in the joint election.

D. Effective Date

This agreement takes effect upon its complete execution by all Participating Entities and the County. The obligation of each Participating Entity to the County under this agreement will not end until that Participating Entity pays the County its share of the joint election costs.

IX. Miscellaneous Provisions

A. Amendment/Modification of Exhibits A, B, and C

1. The Participating Entities acknowledge and agree that Exhibits A, B, and C may be amended to add or remove entities wishing to participate or cease participating in the agreement. The Participating Entities agree to future amendments of Exhibits A, B, and C and authorize the County to enter into such amendments without the Participating Entities' having to sign the future amendments. The County agrees to notify all Participating Entities of any amendments to Exhibits A, B, and C.

2. Except as otherwise provided, this Agreement may not be amended in any respect whatsoever except by a further agreement in writing, duly executed by the parties to this agreement. No official, representative, agent, or employee of the County has any authority to modify this Agreement except by express authorization from the Travis County Commissioners Court. No official, representative, agent, or employee of any Participating Entity has any authority to modify this agreement except by express authorization from the governing body of the respective Participating Entity. The Travis County Clerk may propose necessary amendments to this agreement in writing in order to conduct the joint election smoothly and efficiently, except that any such proposed amendment must be approved by the Travis County Commissioners Court and the governing body of each respective Participating Entity before the amendment will be effective.

B. Notice

Any notice to be given in this agreement, by any party to the other, must be in writing and delivered personally or by certified mail, return receipt requested, to the proper party at the addresses listed in Exhibit A.

Each party may change the address for notice to it by giving notice of the change under this section's terms.

C. Force Majeure

In the event that the County cannot perform any of its obligations in this agreement or is interrupted or delayed by any occurrence not occasioned by its own conduct, whether it be an act of God, the result of war, riot, civil commotion, sovereign conduct, or like reason, then the County will be excused from performing for such period of time as is reasonably necessary after such occurrence to remedy its effects.

D. Venue and Choice of Law

The Participating Entities agree that venue for any dispute arising under this agreement will lie in the appropriate courts of Austin, Travis County, Texas. This agreement is governed by and is to be construed under the laws of Texas and the United States of America.

E. Entire Agreement

This agreement contains the parties' entire agreement relating to the rights granted and the obligations assumed in it, and it supersedes all prior agreements, including prior election services contracts relating to each Participating Entity's November 7, 2023 election. Any prior agreements, promises, negotiations, or representations not expressly contained in this agreement are of no force or effect. Any oral representations or modifications concerning this agreement have no force or effect, except a subsequent amendment in writing as this agreement provides.

F. Severability

If any provision of this agreement is found to be invalid, illegal, or unenforceable by a court of competent jurisdiction, such invalidity, illegality, or unenforceability will not affect the agreement's remaining provisions; and its parties will perform their obligations under the agreement's surviving terms and provisions.

G. Breach

In the event that any Participating Entity or the County breaches any of its obligations under this agreement, the non-breaching party will be entitled to pursue any and all rights and remedies allowed by law.

H. Payments from Current Revenues

Payments made by the Participating Entities in meeting their obligations under this agreement will be made from current revenue funds available to the governing body of the respective Participating Entity. Payments made by the County in meeting its obligations under this agreement will be made from current revenue funds available to the County.

I. Other Instruments

The Participating Entities agree that they will execute other and further instruments or any documents as may become necessary or convenient to effectuate and carry out this agreement's purposes.

J. Third-Party Beneficiaries

Except as otherwise provided in this agreement, nothing in this agreement, expressed or implied, is intended to confer upon any person, other than the parties to it, any of its benefits, rights or remedies.

K. Other Joint Election Agreements

The County and the Participating Entities expressly understand and acknowledge that each may enter into other joint election agreements with other political subdivisions, to be held on Election Day and at common polling places covered by this agreement, and that the addition of other political subdivisions as parties to this agreement will require amending Exhibits A, B, and C.

L. Mediation

When mediation is acceptable to both parties in resolving a dispute arising under this agreement, the parties agree to use a mutually agreed upon mediator, or a person appointed by a court of competent jurisdiction, for mediation as described in Texas Civil Practice and Remedies Code section 154.023. Unless both parties are satisfied with the mediation’s result, the mediation will not constitute a final and binding resolution to the dispute. All communications within the scope of the mediation will remain confidential as described in section 154.073, unless both parties agree, in writing, to waive the confidentiality. Despite this, the parties intend to fully comply with the Texas Open Meetings Act and the Texas Public Information Act whenever applicable. The term “confidential” as used in this agreement has the same meanings as defined and construed under the Texas Public Information Act and the Texas Open Meetings Act. Notwithstanding any provision to the contrary, nothing in this Agreement requires the County or a Participating Entity to waive any applicable exceptions to disclosure under the Texas Public Information Act.

M. Counterparts

This Agreement may be executed in multiple counterparts, all of which will be deemed originals and with the same effect as if all parties to it had signed the same document. Signatures transmitted electronically by e-mail in a “PDF” format or by DocuSign or similar e-signature service shall have the same force and effect as original signatures All of such counterparts will be construed together and will constitute one and the same agreement.

TRAVIS COUNTY

BY: _____
Andy Brown
County Judge

Date: _____

BY: _____
Dyana Limon Mercado
County Clerk

Date: _____

SIGNATURE PAGE

Name of Participating Entity City of Manor

Address 105 E. Eggleston Street

Manor, Texas 78653

Name of Authorized Signatory Dr. Christopher Harvey, Mayor

Signature _____

Date signed _____

E-mail address lalmaraz@manortx.gov and smoore@manortx.gov



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 16, 2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Second and Final Reading: Consideration, discussion, and possible action on a Preliminary Planned Unit Development (PUD) Site Plan for the Okra Tract Development, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX.

Applicant: Sotol Ventures

Owner: Dalton Wallace

BACKGROUND/SUMMARY:

This Preliminary PUD allows up to 325 single family lots with up to 80% of the lots being 50' and 20% being 60' wide. The minimum lot size is 6,000 (50' x 120') and the minimum dwelling unit size (heated/cooled area) is 1,700 sf.

There are 4.1 acres of C-2 Medium Commercial on FM 973 with certain uses prohibited.

The PUD is consistent with the land use designations in the Comprehensive Plan's Future Land Use Map with Commercial Corridor uses on FM 972 and Neighborhood uses between the commercial and Wilbarger Creek. The PUD is also consistent with the Trails Plan and Thoroughfare Plan in the Comprehensive Plan.

The PUD has 8.8 acres of non-floodplain, non-detention area parkland in three areas and connected by a trail system. The amount of parkland acreage exceeds code requirements by 3.88 acres. Within the parkland, they'll construct a 2-5 year old playground, 5-12 year old playground, minimum 20 stall parking lot, 10,000 sf dog park, minimum 20'x30' pavilion, and a basketball court. These are public amenities but maintained by the HOA.

Additionally, the owner is retaining the floodplain/open space but is dedicating an access easement for a regional trail that will be constructed with this PUD that connects to the Shadowglen trail(s) in the south and Monarch Ranch to the north, as well as internal trails that connect to the proposed Monarch Ranch internal trails. To provide a safe trail crossing across the collector road, a crosswalk with pedestrian-activated flashing lights will be installed.

Staff also recommends that one additional trail connection be made into Shadowglen from the sidewalk trail that extends from Allard Drive to the southern boundary of the Okra Tract.

The PUD also contains two unloaded collector roads that are 64' ROW, one of which is on our Thoroughfare Plan and would be a parallel north-south route to FM 973. This roadway, Silent Falls Way, would extend through Okra and Monarch Ranch, then cross Gregg Lane and extend north through the New Haven and Mustang Valley subdivisions to Anderson Lane ending at Schmidt Lane. Similar to Mustang Valley, New Haven and Monarch Ranch, the collector roads will have a 10' landscaping buffer along them and upgraded subdivision fencing with masonry columns.

TxDOT has provided and the developer has agreed in-lieu of a TIA they will extend the center turn lane from Tinajero to the northern connection of Suncrest with it tapering off past Suncrest. A right turn lane on southbound FM 973 will also be added. No signal is planned. Travis County also waived a TIA as the County roads that are being connected to within Shadowglen are built-out and no further improvements would be required. No existing city roads are being connected to so the city is not requiring a TIA as TxDOT has worked out the necessary mitigations with the developer.

Due to the lack of a quorum at the June and July P&Z meetings, the City Council chose to conduct the public hearing for this item at their July 19th meeting and after the City Council voted to approve the first reading of this PUD. It is planned to go back to the City Council on August 16th with any recommendations provided by the Commission for second reading.

If the Preliminary PUD is approved on second reading, the applicant will revise the PUD based on approved comments and resubmit it as a Final PUD which will come back before the Commission and City Council for recommendation and approval.

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

- PUD Site Plan
- Rezoning Map
- Aerial Image
- FLUM & Dashboards
- FM 973 Improvement Area
- Collector Road Alignment
- Allard Drive Trail Connection
- Engineer Comments & Acceptance
- Public Notice and Labels

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council approve the final reading of a Preliminary Planned Unit Development (PUD) Site Plan for the Okra Tract Development, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX with one additional trail connection be made into Shadowglen from the sidewalk trail that extends from Allard Drive to the southern boundary of the Okra Tract

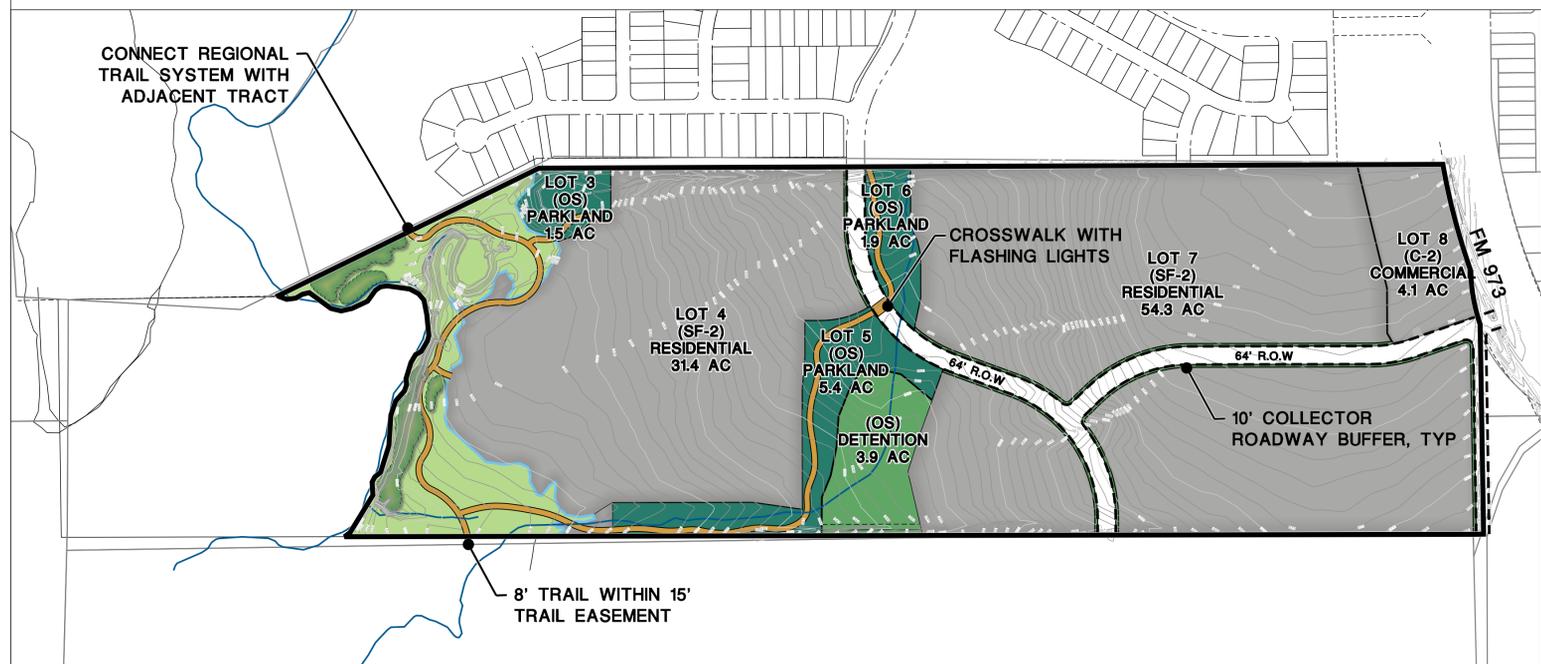
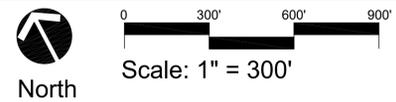
PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**





LAND USE	ACREAGE	LOTS	DENSITY
(SF-2) RESIDENTIAL	86.0 ACRES	325 LOTS	3.7 DU/AC
(C-2) MEDIUM COMMERCIAL	4.1 ACRES	1 LOTS	
(OS) FLOODPLAIN (RETAINED BY OWNER)	10.9 ACRES	1 LOTS	
(OS) PARKLAND	8.8 ACRES	3 LOTS	
(OS) DETENTION	3.9 ACRES	1 LOTS	
TOTAL	113.4 ACRES		2.9 DU/AC

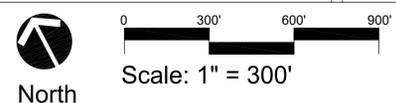
LEGEND
— PLAN BOUNDARY
- - - - PROPOSED RIGHT-OF-WAY
- · - · - · CITY LIMITS
— 8' TRAILS



PARK PLAN
PARK LAND DEDICATION:

325	/66 x 1 =	4.9	8.8
(number of dwelling units)		(required park acreage)	(proposed park acreage)

8' CONCRETE TRAILS 4,733 L.F.



Approval and authorized for record by the City Council for the City of Manor, Texas.
Dated this ____ Day of _____, 20__
By: _____
Honorable Mayor Dr. Christopher Harvey
Mayor of the City of Manor, Texas

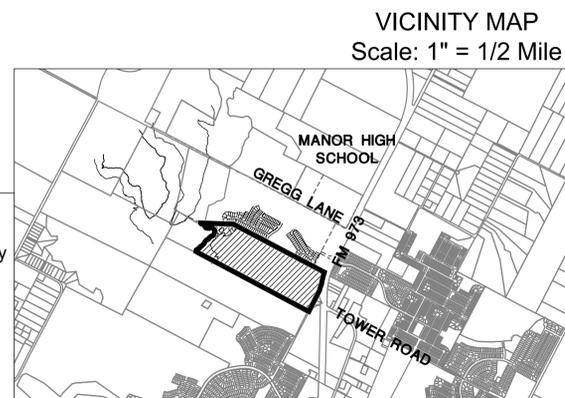
- A. Purpose and Intent**
- The Okra Tract Planned Unit Development (PUD) is comprised of approximately 136.3 acres. The development of this Property is a combination of light commercial along FM 973 at the Eastern edge of the Property and a single-family detached residential community on the remainder of the Property.
- B. Applicability and Base Zoning**
- All aspects regarding the development of this PUD shall comply with the City of Manor Code of Ordinances, except as established in this exhibit, titled Final PUD Site Plan.
 - For the purpose of establishing development standards for the PUD, the following base zoning districts have been selected from the Manor Code of Ordinances:
SF-2 (Single-Family Standard)
C-2 (Medium Commercial)
- C. Conceptual Site Layout and Land Use Plan**
- The Land Use Plan has been attached to this PUD to illustrate the design intent for the Property. The Final PUD Site Plan is intended to serve as a guide to illustrate the general community vision and design concept and is not intended to serve as a final document.
- D. Allowable/Prohibited Uses**
- The allowable residential use shall be detached single-family dwellings on individually platted lots. The maximum residential lot count shall be three hundred and twenty five (325). Commercial uses shall be consistent with allowable C-2 (Medium Commercial) land uses as defined in Division 3, Section 14.02.017 of City of Manor Code of Ordinances except as modified herein.
 - The following uses shall be prohibited within the C-2 area of the PUD:
 - Amusement (outdoor)
 - Automobile Repair (minor)
 - Automobile Repair (major)
 - Commercial Off-Street Parking
 - Contractor's Shop
 - Financial Services (alternative)
 - Funeral Services
 - Kennel
 - Laundry Services
 - Mini-Storage Warehouse
 - Off-Site Accessory Parking
 - Pawnshop
 - Recreational Vehicle Sales and Rental
 - Truck and Trailer Sales and Rental
 - Veterinary Service, Large

- E. Residential Development Standards**
- To ensure product diversity, the following single-family detached residential percentages shall apply to the residential district within this PUD:
 - A maximum of 80 percent (80%) of the total lots may have a width of less than sixty feet (60').
 - A minimum of 20 percent (20%) of the total shall have a width of sixty feet (60') or wider.
 - The Okra Tract residential development will comply with the Development Standards set forth below:
RESIDENTIAL USES
Lot Area: 6,000 s.f. Minimum (fronted loaded garage)
Lot Width: (minimum)50 ft.
Front Setback: (minimum)25 ft.
Side Setback: (minimum)5 ft.
Street Side Setback: (minimum)15 ft.
Rear Setback to residential:(minimum)10 ft.
Rear Setback to commercial: 15 ft.
Minimum dwelling unit size: 1,700 sq. ft.
Maximum building coverage: 50%
Maximum building coverage plus accessory structures: 60%
 - Standards not listed follow code, as amended
- F. Commercial Development Standards**
- The Okra Tract commercial development shall comply with the C-2 (Medium Commercial) development standards set forth in the City of Manor Code of Ordinances, as amended.

- G. Drainage Dedication and Facilities**
- Residential drainage facilities shall utilize earthen berms and be designed with a curvilinear shape where possible. If concrete retaining walls are required in the design of detention facilities, such areas shall be limited to not more than forty percent (40%) of the perimeter of the pond.

- H. Parkland and Open Space**
- This Final PUD Site Plan provides approximately 8.8 acres of park and open space with the dedication of three (3) tracts of land as illustrated on the Parks Plan on this sheet. The parks and open space will include detention facilities for the project, tree preservation areas, trail corridor easement and active programmed parkland.
 - An eight-foot (8') concrete trail located within a fifteen-foot (15') public trail easement shall provide pedestrian/bike access along the owner retained floodplain connecting from the north property boundary to the south property boundary, as depicted on Park Plan. Trees shall be planted parallel to the concrete trail at a spacing of one (1) tree for every forty (40) linear feet. Trees shall be a minimum of three (3) inch caliper and selected from the Type A/B tree list of the City of Manor Code of Ordinances.
 - Parkland amenities located within the Okra Tract PUD shall include a minimum of the following recreational elements: playground, parking area, dog park, picnic areas, picnic pavilion and open lawn/gaming area.
 - Age 5-12 playground
 - Age 2-5 playground
 - Parking area with a minimum of 20 parking spaces
 - Minimum 10,000 square foot dog park
 - Minimum 20 foot by 30 foot picnic pavilion
 - Basketball court
 - The proposed parkland and public regional trail shall be dedicated to the City of Manor and privately maintained by the Okra Tract Homeowner's Association.

- I. Landscaping**
- Unloaded Collector Landscape Buffer.
 - For internal, unloaded collector roadways, a minimum ten (10) foot landscape buffer, measured from the edge of the collector right of way, shall be provided. One (1), minimum three (3) inch caliper, Type A large or Type B medium native tree (as defined by the Manor Code of Ordinances) and five (5), minimum three (3) gallon, shrubs shall be planted per 50 linear feet of landscape buffer.
 - Subdivision wall fence standard for fence walls along the unloaded collector roadways, a minimum (6) foot masonry walls with masonry columns a minimum of (200) foot apart.
 - Storm Water Detention
 - Storm water detention facilities, if required shall be screened according to the requirements outlined in the City of Manor Code of Ordinances, Section 15.03.021 (f).
 - All landscape buffers and walls shall be privately maintained by the Okra Tract Homeowners Association.



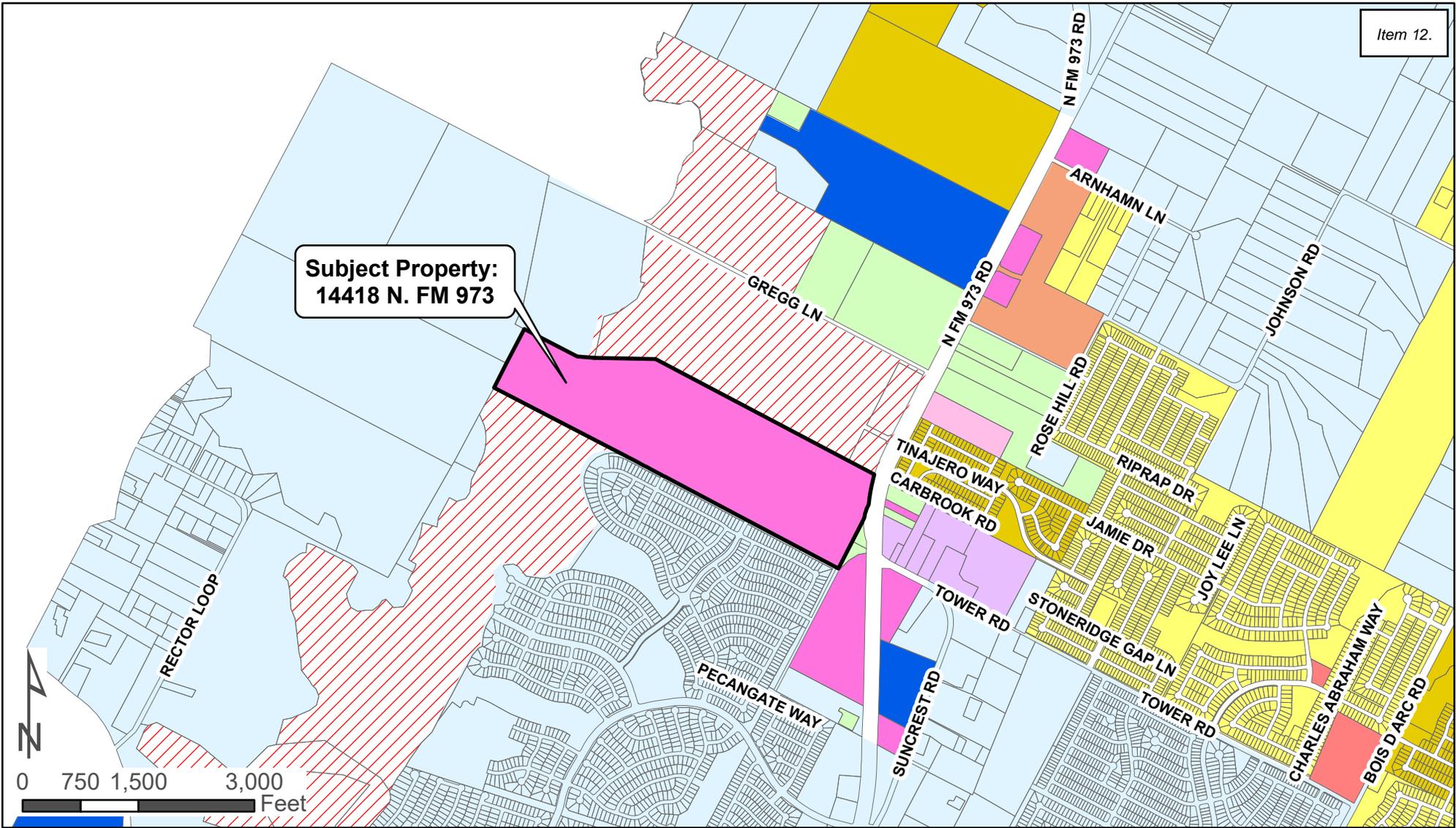
OKRA TRACT PRELIMINARY PUD SITE PLAN
MANOR, TEXAS

Issue Date: 2/10/2023

Issued:	2/10/2023
1. PUD Submittal	
2.	
3.	
4.	
5.	
Revisions:	
1. 3/29/2023	
2.	
3.	
4.	
5.	

Drawn By: TW
Reviewed By: MB
Project No. 220013 - BBGR
SHEET 1 of 1
© 2022 SEC Planning, LLC

**Subject Property:
14418 N. FM 973**



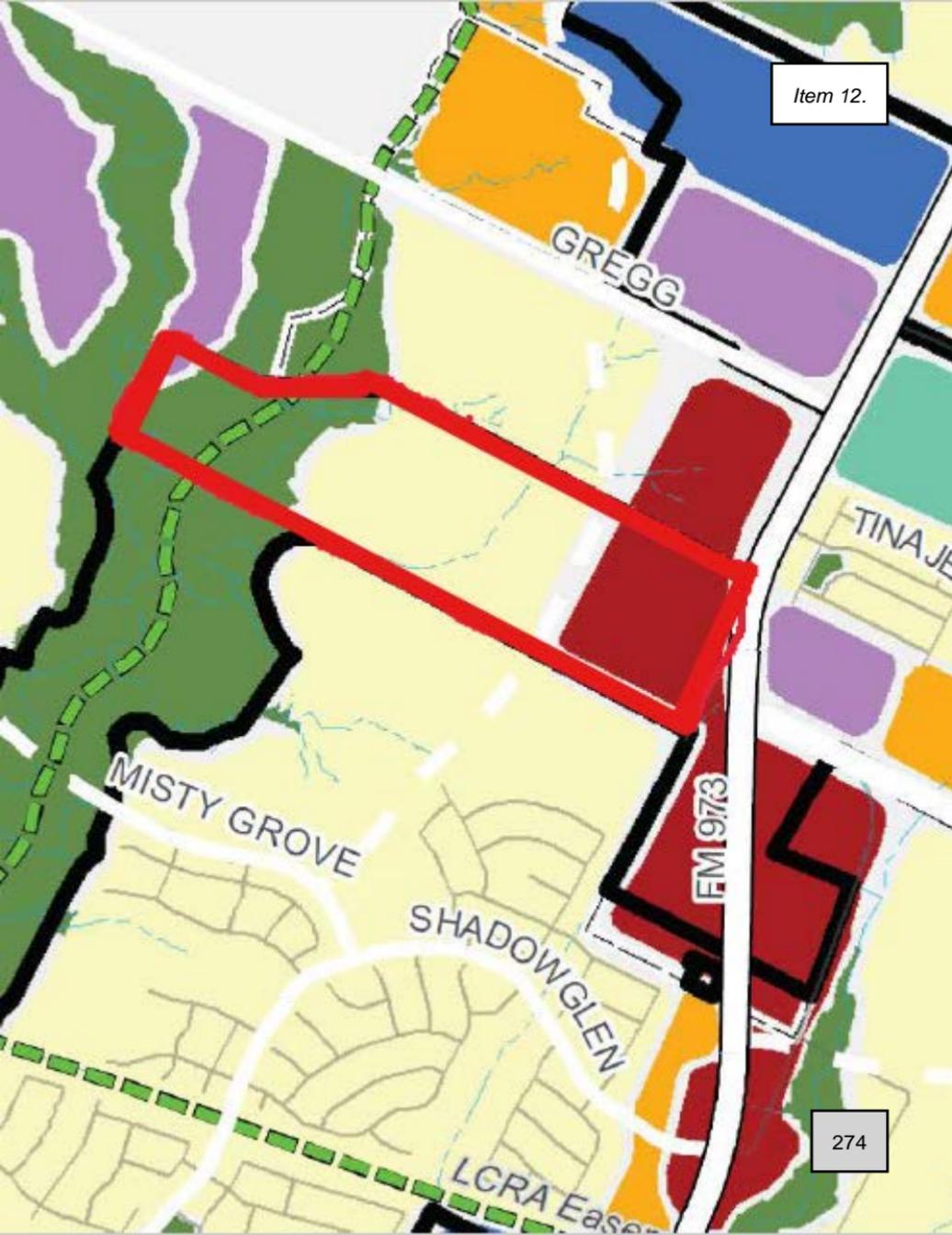
**Current:
Medium Commercial (C-2)**

**Proposed:
Planned Unit Development (PUD)**

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



Item 12.



COMMERCIAL CORRIDOR

Commercial Corridors consist of nonresidential land uses that meet the needs of both local and regional residents. This includes big box stores and multi-tenant commercial or retail uses.

They are typically located along high volume roadways or at high volume intersections and generate large amounts of sales tax revenue.

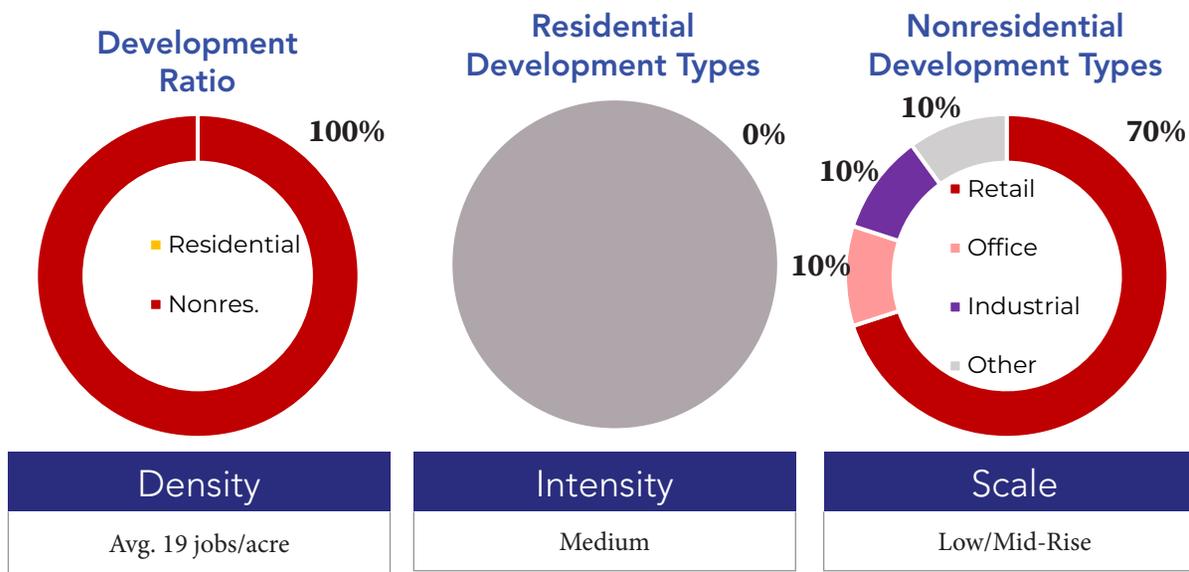
Commercial corridors often consist of traditional and suburban commercial development with large surface parking lots that front a major roadway or highway.

While it is recognized these corridors rely upon automobile accessibility and exposure, development should seek opportunities to leverage different forms with elements of mixed-use within the non-residential use framework. This introduces walkability for people once they arrive, reducing the number of trips and increasing the area's appeal as a destination.

This district is especially appropriate for several needs that residents of Manor currently look elsewhere to provide, including:

- Healthcare services, including hospitals.
- Retail and entertainment.
- Specialized facilities that support workforce and skills development, such as information technology, skilled trades and advanced manufacturing.

Figure 3.6. Commercial Corridor Land Use Mix Dashboard



DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	● ○ ○ ○ ○	Not considered appropriate, as the Commercial Corridors are generally oriented towards uses that rely on access and visibility to major roadways and highways and residential is not encouraged along the major roadways and highways for environmental justice and quality of life reasons. The activity and traffic generated by Commercial Corridor uses is not compatible with residential housing.
SFD + ADU	● ○ ○ ○ ○	
SFA, Duplex	● ○ ○ ○ ○	
SFA, Townhomes and Detached Missing Middle	● ○ ○ ○ ○	
Apartment House (3-4 units)	● ○ ○ ○ ○	
Small Multifamily (8-12 units)	● ○ ○ ○ ○	
Large Multifamily (12+ units)	● ○ ○ ○ ○	
Mixed-Use Urban, Neighborhood Scale	● ● ● ○ ○	May be nonresidential mixed-use, such as office over retail or some residential can be appropriate if deeper within a site and less proximate to the major roadways. Residential mixed-use can also be appropriate to support transition to adjacent, lower density or residential areas. To note, mixed-use buildings are typically considered the highest fiscally performing development type on a per-acre basis.
Mixed-Use Urban, Community Scale	● ● ● ○ ○	
Shopping Center, Neighborhood Scale	● ● ● ● ●	Appropriate overall.
Shopping Center, Community Scale	● ● ● ● ●	
Light Industrial Flex Space	● ● ○ ○ ○	Not considered appropriate due to limited potential for sales tax revenue generation and lower dependence on direct exposure to major roadways; can be appropriate if deeper within a site and less proximate to the major roadways, but should not be predominant use.
Manufacturing	● ○ ○ ○ ○	Not considered appropriate.
Civic	● ● ● ● ●	Considered supportive to the function of this future land use category; likely more functional facilities, such as utilities, rather than people-centered or community serving facilities.
Parks and Open Space	● ● ● ● ●	Generally considered appropriate or compatible within all Land Use Categories.

NEIGHBORHOODS

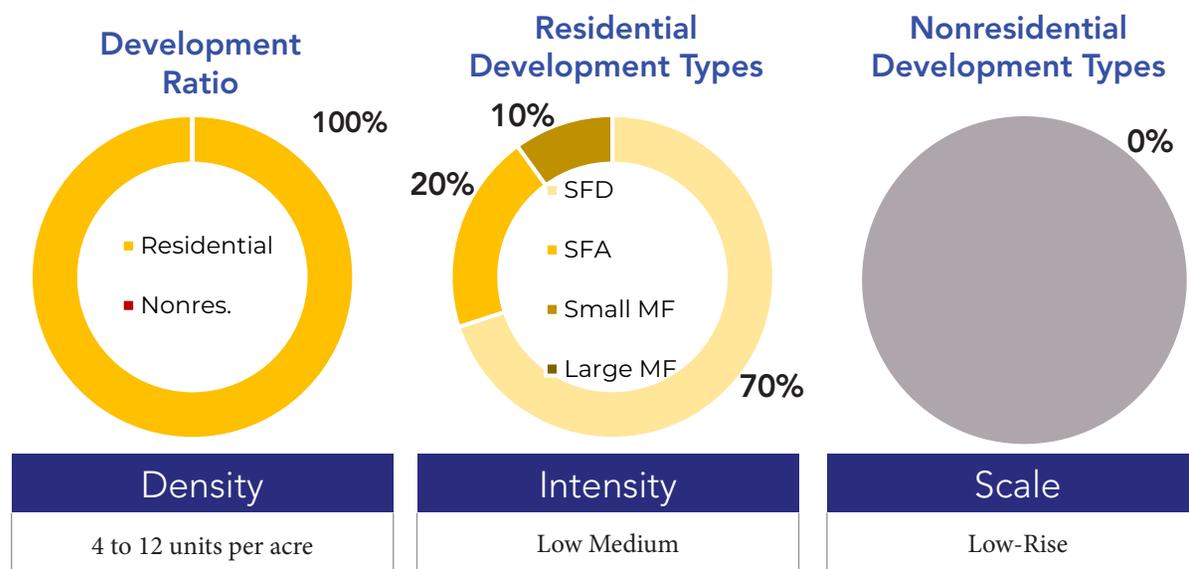
Residential one- and two-family/duplex homes make up the majority of this land use category. Some townhomes and lower density missing middle housing should be included to create diversity and housing choice and are good options to create transitions between neighborhoods and other land use areas. A mixture of housing types allows people to stay in the neighborhood even as their housing needs change, promoting long-term stability.

These housing types typically fall under the International Residential Code for one- and two-family dwellings, and can be financed via conventional Federally-backed mortgages.

While some neighborhood areas are currently adjacent to commercial centers, a more appropriate transition between the two would be the Mixed-Density Neighborhood land use categories.

Neighborhood lots are typically 5,000 square feet to 15,000 square feet for one- and two-family homes, with townhome lots being between 2,000 square feet and 3,000 square feet. Given the density expectations, smaller lot sizes should be offset by open space with an emphasis on creating interconnected greenways that connect neighborhoods to one another and to jobs, services, and parks.

Figure 3.4. Neighborhoods Land Use Mix Dashboard



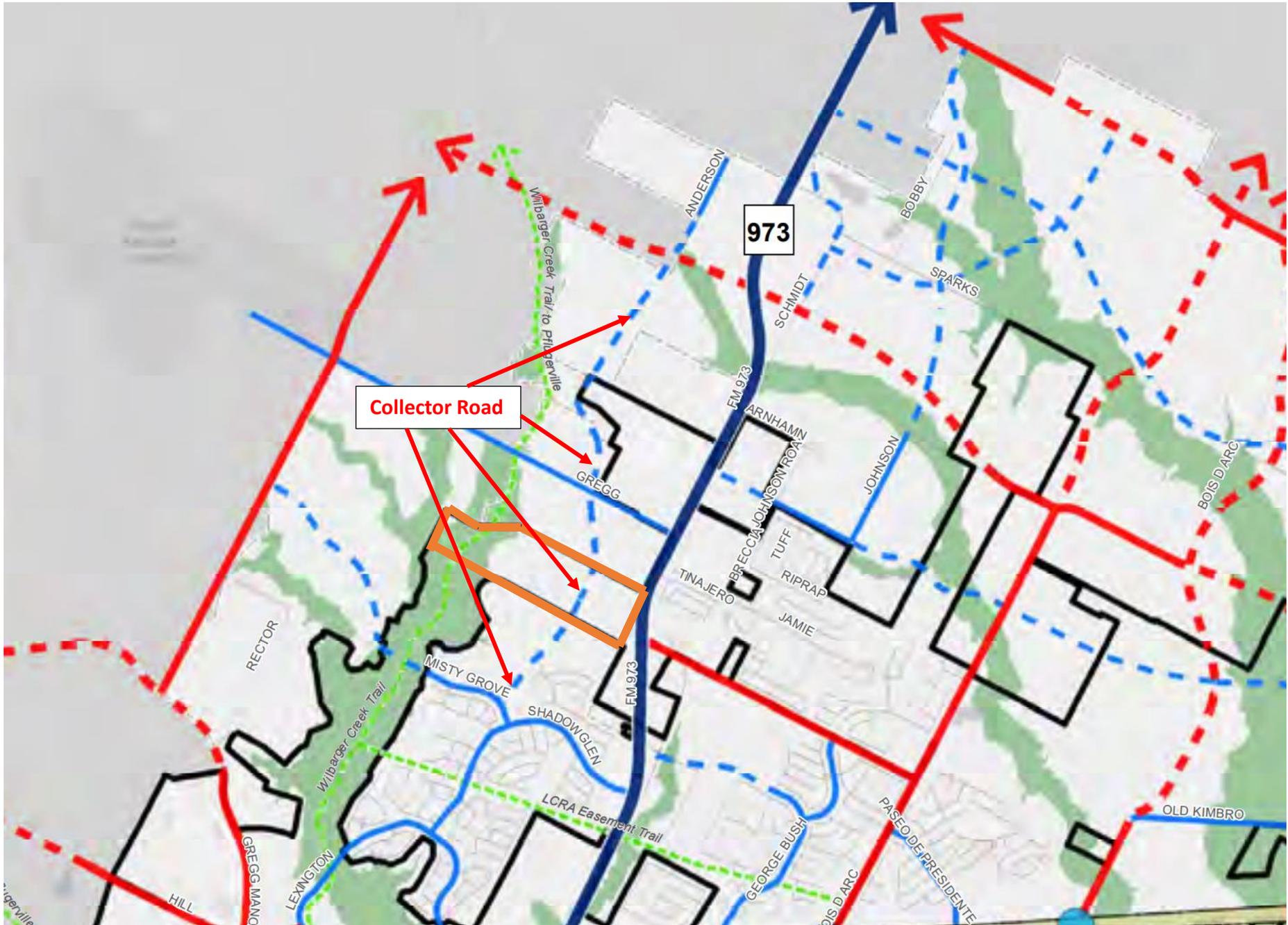
DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	●●●●○	Appropriate overall, but with this housing type being so prominent in the City currently, seek to integrate with other forms of housing to create diversity and housing choice. Encourage diversity of lot sizes. Encourage joint driveways, alley access and rear parking.
SFD + ADU	●●●●●	Lot and site design should accommodate an ADU to the side or rear; ADU should be clearly secondary to the primary residence.
SFA, Duplex	●●●●●	Similar in character and lot standards to single-family detached; Joint/shared driveways encouraged, as well as alleys and rear parking; ADUs can be included consistent with the above.
SFA, Townhomes and Detached Missing Middle	●●●●●	Townhouses and Bungalow Courts should include at least 4 units, Pocket Neighborhoods 8-12 units. Functions best at corner properties (excluding townhomes). Encouraged especially when retail/services are nearby. Encourage joint driveways, alley access and rear parking. ADUs consistent with above.
Apartment House (3-4 units)	●●●●○	Can be part of a diverse housing type palette within the Neighborhood category. Similar in character and lot standards to SFD; functions best at corner properties. Encouraged especially when retail/services are nearby. Encourage joint driveways, alley access and rear parking.
Small Multifamily (8-12 units)	●●●○○	Scale is not typically appropriate with neighborhood-scale, unless adjacent to Neighborhood Mixed Use. May be appropriate as a transitional use from land use categories containing nonresidential uses.
Large Multifamily (12+ units)	●○○○○	Not considered appropriate, but may occur in other future land use categories adjacent to Neighborhoods.
Mixed-Use Urban, Neighborhood Scale	●○○○○	
Mixed-Use Urban, Community Scale	●○○○○	Not considered appropriate.
Shopping Center, Neighborhood Scale	●○○○○	Not considered appropriate, but may occur in other future land use categories adjacent to Neighborhoods.
Shopping Center, Community Scale	●○○○○	Not considered appropriate.
Light Industrial Flex Space	●○○○○	
Manufacturing	●○○○○	
Civic	●●●●●	Considered supportive to the function and livability of this future land use category; government buildings, schools and community facilities can serve as activity hubs within neighborhoods.
Parks and Open Space	●●●●●	Generally considered appropriate or compatible within all Land Use Categories.

APPROXIMATE CENTER TURN LANE IMPROVEMENT AREA: TINAJERO TO SUNCREST

RIGHT TURN LANE ON SOUTHBOUND FM 973 AT SITE DRIVEWAY

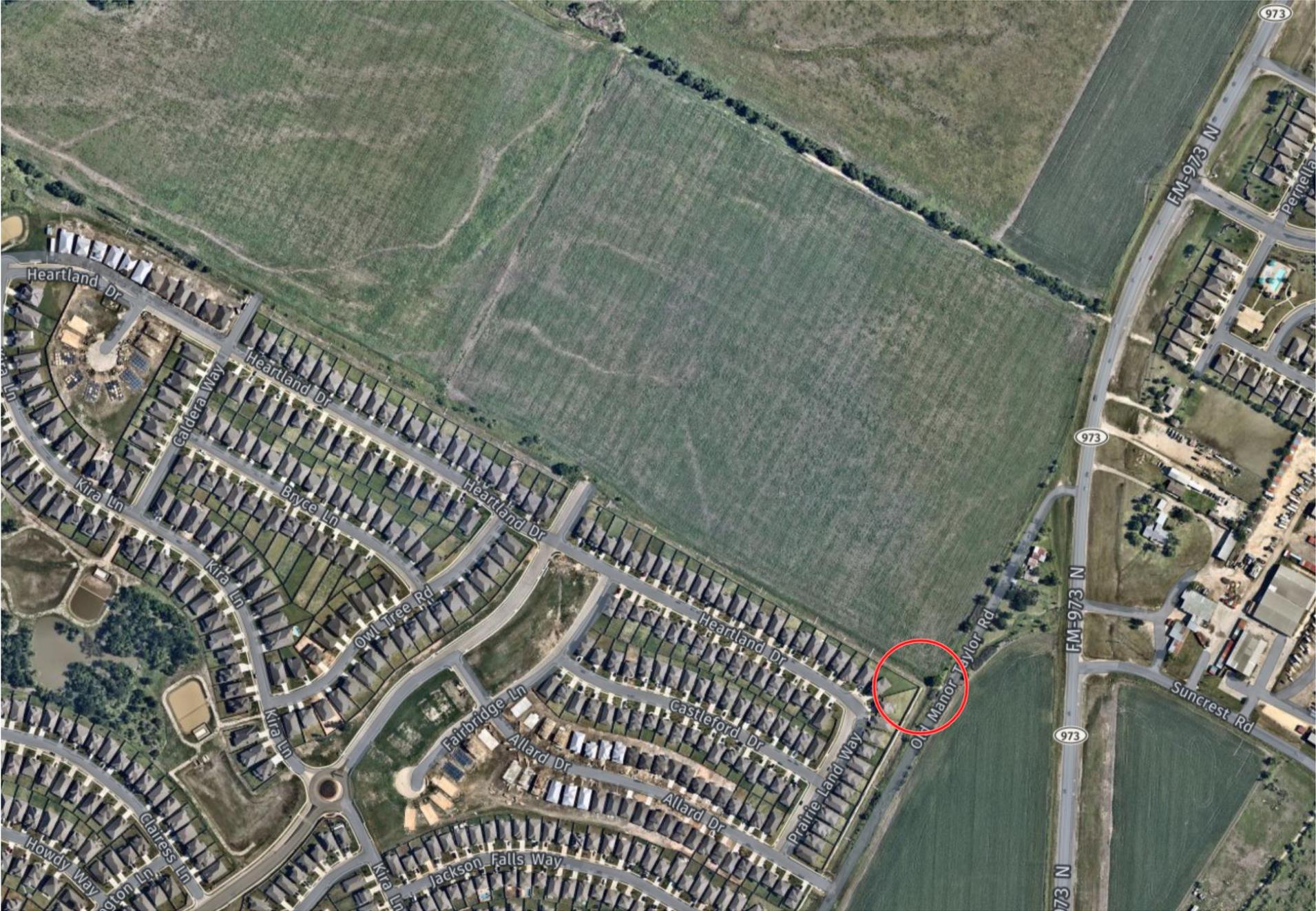


COLLECTOR ROADWAY ALIGNMENT



ADDITIONAL TRAIL CONNECTION AREA TO SHADOWGLEN AT ALLARD DRIVE









1500 County Road 269
Leander, TX 78641

P.O. Box 2029
Leander, TX 78646-2029

Date: Tuesday, March 21, 2023

Rachel Shanks
Sotol Ventures

rshanks@sotolventures.com

Permit Number 2023-P-1515-ZO
Job Address: 14418 Old Manor-Taylor Road, Manor, Austin, TX. 78653

Dear Rachel Shanks,

The first submittal of the Okra Tract PUD (*Zoning Request*) submitted by Sotol Ventures and received on May 12, 2023, have been reviewed for compliance with the City of Manor Site Development/Zoning Ordinance 185.

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 (737) 247-7557 or by email at pgray@gbateam.com.

The following are Comments from the City Engineer:

1. The drawing name should be Preliminary PUD Site Plan.
2. The P&Z Signature Block should say Preliminary PUD Site Plan.
3. Please provide labels for topographical data. Parkland is to be located in areas where the slope is less than or equal to 5%.
4. Provide the depth of the proposed commercial portion of the PUD. There is a 25' setback for commercial. Provide information on how much of the site is usable for commercial.
5. Will the parkland have any amenities like bathrooms, benches, lights, etc. If so, then the proposed quantity and size should be provided.
6. The City's Zoning Ordinance requires that information be submitted describing the environmental impact of the development relating to the preservation of existing natural resources on the site and the impact on the natural resources of the surrounding properties and neighborhood.
7. Trees should be planted along the trail located in Lot 3. The tree spacing should be 40 feet and the trees should be Type A/B per the City's Ordinance.
8. Landscape lots should be shown in the PUD. Buffer yards should be shown as well.
9. Landscape lots should be located outside of the right-of-way and should be maintained by the HOA.
10. Note 2 is missing from the Landscaping Notes.
11. Landscaping is required for all detention facilities.
12. The proposed trails should be maintained by the HOA.

The following are comments from the City Planner:

1. How much of the parkland is detention facilities. Detention areas can no longer be counted as parkland.
2. Remove note 4. The amenity center can't reduce public parkland.
3. Add a basketball court to the amenities. P&Z and City Council are requiring amenities for young adults.
4. Update P&Z chair to LaKesha Small
5. What is the depth of the commercial area? Commercial uses have a 25' landscaping buffer to residential along with a 15' streetscape landscaping requirement that cannot contain any buildings, parking or paving so the lot depth needs to be deep enough for a commercial site with that combined 40' of landscaping buffers/setbacks.
6. How much floodplain is there? Parkland and floodplain are listed as 10.9 acres, but the diagram only calls out parkland.

3/21/2023 2:12:01 PM
Okra Tract PUD
2023-P-1515-ZO
Page 3

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.
Lead AES
GBA



1500 County Road 269
Leander, TX 78641

P.O. Box 2029
Leander, TX 78646-2029

Date: Tuesday, March 21, 2023

Rachel Shanks
Sotol Ventures

rshanks@sotolventures.com

Permit Number 2023-P-1515-ZO
Job Address: 14418 Old Manor-Taylor Road, Manor, Austin, TX. 78653

Dear Rachel Shanks,

The first submittal of the Okra Tract PUD (*Zoning Request*) submitted by Sotol Ventures and received on February 21, 2023, have been reviewed for compliance with the City of Manor Site Development/Zoning Ordinance 185.

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 (737) 247-7557 or by email at pgray@gbateam.com.

The following are comments from the City Planner:

1. How much of the parkland is detention facilities. Detention areas can no longer be counted as parkland.

Approximately 4 to 5 acres in the 7.5 acre central park is detention. Plan and park calculations have been revised to remove detention area. Please note this is zoning and the detention pond has not been engineered, so this is an approximate estimate.

2. Remove note 4. The amenity center can't reduce public parkland.

Amenity center has been removed from the PUD.

3. Add a basketball court to the amenities. P&Z and City Council are requiring amenities for young adults.

Added.

4. Update P&Z chair to LaKesha Small

Added.

5. What is the depth of the commercial area? Commercial uses have a 25' landscaping buffer to residential along with a 15' streetscape landscaping requirement that cannot contain any buildings, parking or paving so the lot depth needs to be deep enough for a commercial site with that combined 40' of landscaping buffers/setbacks.

Depth is approximately 290 feet. There is ample room for the required buffers and landscaping, parking and building in the commercial parcel.

6. How much floodplain is there? Parkland and floodplain are listed as 10.9 acres, but the diagram only calls out parkland.

Floodplain is 10.9 acres. Color and acreage are shown in the legend on the land use plan.

The following are Comments from the City Engineer:

1. The drawing name should be Preliminary PUD Site Plan.

Okay. Revised. On the Monarch PUD to the north we had to revise the language to say Final Site Plan.

2. The P&Z Signature Block should say Preliminary PUD Site Plan.

Okay. Revised

3. Please provide labels for topographical data. Parkland is to be located in areas where the slope is less than or equal to 5%.

Contour labels are on the lines. We increased the label size and have tried to create a higher resolution image so you can zoom in and read if you like.

4. Provide the depth of the proposed commercial portion of the PUD. There is a 25' setback for commercial. Provide information on how much of the site is usable for commercial.

Depth is 290 feet approximately.

5. Will the parkland have any amenities like bathrooms, benches, lights, etc. If so, then the proposed quantity and size should be provided.

Since we are still in the entitlement process, the park area has not been designed. The list of amenities guaranteed are in the PUD language under H.3

6. The City's Zoning Ordinance requires that information be submitted describing the environmental impact of the development relating to the preservation of existing natural resources on the site and the impact on the natural resources of the surrounding properties and neighborhood.

Please see attached Phase 1 Environmental Report.

7. Trees should be planted along the trail located in Lot 3. The tree spacing should be 40 feet and the trees should be Type A/B per the City's Ordinance.

The trail in Lot 3 is intended to meander around the existing trees along the creek. However, Section H.2 of the PUD already calls out trees every 40 feet along the trail.

8. Landscape lots should be shown in the PUD. Buffer yards should be shown as well.

The landscape buffers along the collector road are shown on the park plan and labeled accordingly. We added the buffers to the land use plan as well in case you missed them. Any other internal landscape lots are not defined at this zoning stage.

9. Landscape lots should be located outside of the right-of-way and should be maintained by the HOA.

The 10 foot wide landscape area has been added graphically along the collector roads. Other landscape lots will not be fully known until more detailed subdivision plans are prepared. The PUD already states that the landscape and parks will be maintained by the HOA.

10. Note 2 is missing from the Landscaping Notes.

Numbers have been re-formatted.

11. Landscaping is required for all detention facilities.

We call out in the PUD, Section L, that we will landscape the detention per the Manor ordinance.

12. The proposed trails should be maintained by the HOA.

Section H of the PUD requires parks and trails to be maintained by the HOA.

addressed with your plan resubmittal. To access your project online, please go to www.mygovernmentonline.org at the online portal to upload your drawings in PDF format.

Item 12.

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.
Lead AES
GBA



1500 County Road 269
Leander, TX 78641

P.O. Box 2029
Leander, TX 78646-2029

Date: Thursday, May 4, 2023

Rachel Shanks
Sotol Ventures

rshanks@sotolventures.com

Permit Number 2023-P-1515-ZO
Job Address: 14418 Old Manor-Taylor Road, Manor, Austin 78653

Dear Rachel Shanks,

The subsequent submittal of the Okra Tract PUD submitted by Sotol Ventures and received on May 12, 2023, have been reviewed for compliance with the City of Manor Site Development/Zoning Ordinance 185. We can offer the following comments based upon our review (satisfied comments stricken, new or outstanding comments in bold):

Engineer Review

The following comments have been provided by Tyler Shows. Should you have any questions or require additional information regarding any of these comments, please contact Tyler Shows by telephone at (737) 247-7552 or by email at tshows@gbateam.com.

The following are comments from the city planner:

- i. ~~How much of the parkland is detention facilities. Detention areas can no longer be counted as parkland.~~
- ii. ~~Remove note 4. The amenity center can't reduce public parkland.~~
- iii. Add a basketball court to the amenities. P&Z and City Council are requiring amenities for young adults. Refer to question 7.
- iv. ~~Update P&Z chair to LaKeshia Small~~
- v. ~~What is the depth of the commercial area? Commercial uses have a 25' landscaping buffer to residential along with a 15' streetscape landscaping requirement that cannot contain any buildings, parking or paving so the lot depth needs to be deep enough for a commercial site with that combined 40' of landscaping buffers/setbacks.~~
- vi. ~~How much floodplain is there? Parkland and floodplain are listed as 10.9 acres, but the diagram only calls out parkland.~~
- vii. Section H1 - update park acreage. Has 10.9 when the Parks Plan has 8.8
- viii. Section H3f - is "sports court" a basketball court?
- ix. Section I1 - add subdivision wall standard for fence walls along unloaded collectors: Minimum 6' masonry walls with masonry columns a minimum of 200' apart

The following are comments from the city planner:

1. ~~The drawing name should be Preliminary PUD Site Plan.~~
2. ~~The P&Z Signature Block should say Preliminary PUD Site Plan.~~
3. ~~Please provide labels for topographical data. Parkland is to be located in areas where the slope is less than or equal to 5%.~~
4. Provide the depth of the proposed commercial portion of the PUD. There is a 25' setback for commercial. Provide information on how much of the site is usable for commercial. **Provide a callout for the depth of the commercial portion. (290 feet approximately).**
5. ~~Will the parkland have any amenities like bathrooms, benches, lights, etc. If so, then the proposed quantity and size should be provided.~~
6. ~~The City's Zoning Ordinance requires that information be submitted describing the environmental impact of the development relating to the preservation of existing natural resources on the site and the impact on the natural resources of the surrounding properties and neighborhood.~~
7. ~~Trees should be planted along the trail located in Lot 3. The tree spacing should be 40 feet and the trees should be Type A/B per the City's Ordinance.~~
8. ~~Landscape lots should be shown in the PUD. Buffer yards should be shown as well.~~
9. ~~Landscape lots should be located outside of the right-of-way and should be maintained by the HOA.~~
10. ~~Note 2 is missing from the Landscaping Notes.~~
11. ~~Landscaping is required for all detention facilities.~~
12. ~~The proposed trails should be maintained by the HOA~~

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. To access your project online, please go to www.mygovernmentonline.org and use the online portal to upload your drawings in PDF format.

Should you have questions regarding specific comments, please contact the staff member referenced under the section in which the comment occurs. Should you have questions or require additional information regarding the plan review process itself, please feel free to contact me directly. I can be reached by telephone at /Manor/Parts/Blank, or by e-mail at tshows@gbateam.com.

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,



Tyler Shows
Staff Engineer
GBA



1500 County Road 269
Leander, TX 78641

P.O. Box 2029
Leander, TX 78646-2029

Date: Wednesday, May 24, 2023

Rachel Shanks
Sotol Ventures

rshanks@sotolventures.com

Permit Number 2023-P-1515-ZO

Job Address: 14418 Old Manor-Taylor Road, Manor, Austin 78653

Dear Rachel Shanks,

The subsequent submittal of the Okra Tract PUD Site Plans submitted by Rachel Shanks and received by our office on May 12, 2023, 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 black ink, appearing to read 'Tyler Shows'.

Tyler Shows
Staff Engineer
GBA

Pauline Gray, P.E.
Lead AES,
Jay Engineering, A Division of GBA



7/26/2023

City of Manor Development Services

Notification for a Preliminary PUD Site Plan

Project Name: Orka Tract Preliminary PUD
 Case Number: 2023-P-1515-ZO
 Case Manager: Michael Burrell
 Contact: mburrell@manortx.gov – 512-215-8158

The City of Manor Planning and Zoning Commission and City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Subdivision Preliminary Planned Use Development for the Okra Tract Subdivision located at 14418 N. FM 973, Manor, TX. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a Preliminary PUD for the Okra Tract Development, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX.

Applicant: Sotol Ventures

Owner: Dalton Wallace

The Planning and Zoning Commission will meet at 6:30PM on August 9, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

City Council will meet at 7:00PM on August 16, 2023 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 Preliminary PUD Site 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.

14420 Pernella Rd Intervivos Revocable Trust
14420 Pernella Rd
Manor, TX 78653

ANDERSSON CATHERINE & DANIEL
13917 HEARTLAND DR
Manor, TX 78653

Arthur Ray & Odette Vanessa Taylor
14416 Pernella Rd
Manor, TX 78653

BAJWA NAJM US SAQIB & TAHIRA NAJM
139 HEARTLAND DR
Manor, TX 78653

BIREDDY ANVESH REDDY
14012 Heartland Dr
Manor, TX 78653

BRASSELL REBECCA & PATRICK
14005 HEARTLAND DR
Manor, TX 78653

CABRERA KEVIN E & ISABEL S
14401 HEARTLAND DR
Manor, TX 78653

CITY OF MANOR
105 E EGGLESTON ST
Manor, TX 78653

CONROY KEVIN
13916 Heartland Dr
Manor, TX 78653

DAVIS ANISSA CHEREE & ARTHUR JR
13925 HEARTLAND DR
Manor, TX 78653

De Jesus-Martinez Ignacio ETAL
14405 FM 973 N
Manor, TX 78653

DEROCH MANDY BARBER
14108 HEARTLAND DR
Manor, TX 78653

DIACONU MARIANA & GERALD BRANDON TODD
14420 Heartland Dr
Manor, TX 78653

DICK GEOFFREY SCOTT & ANIKA VAN BOOM
14316 HEARTLAND DR
Manor, TX 78653

Enfield Partners LLC ETAL
2303 Camino Alto
Austin, TX 78746

GHAFFAR AAMIR & SOPHIA BAWANY
13933 HEARTLAND DR
Manor, TX 78653

Gliberto & Maria Estrada
1411 FM 973 N
Manor, TX 78653

GLORIA ALVARO F
13904 Heartland Dr
Manor, TX 78653

GUZMAN MASON ANDREW
14208 HEARTLAND DR
Manor, TX 78653

HAYNES BUCHANAN CAROL M
14200 HEARTLAND DR
Manor, TX 78653

Henrietta Velasquez
14315 Old Manor-Taylor Rd
Manor, TX 78653

JACKSON NICOLETTE & CARSON JAMES GOSSETT
14029 Heartland Dr
Manor, TX 78653

JAIN KRITIKA & ANAND BHAVANE JAYANTI
14032 Heartland Dr
Manor, TX 78653

JEFF 1 LLC
5001 PLAZA ON THE LATE #200
Austin, TX 78746

JOHN LIPIKA R & SHERVIN AMBANATTU BABU
13901 Heartland Dr
Manor, TX 78653

Juan Chaparro
14408 Pernella Rd
Manor, TX 78653

KALE MICHAEL & LASHONDRA M
14013 HEARTLAND DR
Manor, TX 78653

Kristine & Matthew Escobedo
14400 Pernella Rd
Manor, TX 78653

KURIAN CLEMENT & LIZ MANDAPATHIL
14004 Heartland Dr
Manor, TX 78653

LAKE ELIJAH & KANESHA
14301 HEARTLAND DR
Manor, TX 78653

LEKCAM Communication LLC
16404 Marcello Dr
Pflugerville, TX 78660

LEONARD SCOTT
13921 Heartland Dr
Manor, TX 78653

MADHYASTHA SUHASA & ASHRITHA PURADAWANE
BALACHANDRA
14309 HEARTLAND DR
Manor, TX 78653

Mary Clark
14404 Pernella Rd
Manor, TX 78653

Masrur Reza, Mustafa Ali Reza Chowdhury, Fauzia Zaman
14412 Pernella Rd
Manor, TX 78653

MCCUE KEVIN & BRITTANY BAMBERG
14033 Heartland Dr
Manor, TX 78653

Meritage Homes of Texas LLC
611 S Congress Ave, suite 510
Austin, TX 78704

Meritage Homes of Texas LLC
17101 Orinda Lane
Pflugerville, TX 78660

Monarch Ranch at Manor LLC
310 Enterprise Dr.
Oxford, MS 38655

PADILLA ELIAS JOSE
14308 HEARTLAND DR
Manor, TX 78653

PERRY HOMES LLC
PO BOX 34306
Houston, TX 77234

Roy & Frank Velasquez
14301 Old Manor-Taylor Rd
Manor, TX 78653

RUSSELL RACHEL R & WILLIAM B WRIGHT
14421 HEARTLAND DR
Manor, TX 78653

RUST CREEK LLC
9606 OLD MANOR RD #1
Austin, TX 78724

SAMUEL ANCY & SIJU THOMAS VARGHESE
14325 HEARTLAND DR
Manor, TX 78653

SANTIAGO JONA FATIMA P & HONOFRE JOEY
14017 HEARTLAND DR
Manor, TX 78653

SG LAND HOLDINGS LLC
2646 DUPONT DR STE 60 PMB 520
Irvine, CA 92612

SG LAND HOLDINGS LLC
2646 DUPONT DR STE 60 PMB 520
Irvine, CA 92612

SG LAND HOLDINGS LLC
2646 DUPONT DR STE 60 PMB 520
Irvine, CA 92612

SNELL TYLER & MATTIE
13908 HEARTLAND DR
Manor, TX 78653

SNYDER JACOB ADAM
13913 HEARTLAND DR
Manor, TX 78653

SORATHIA BHARGAV
3472 Fitzsimmons Cmn
Fremont, CA 94538

SRIHARI FNU & PRIYANKA PUPPALA
14009 Heartland Dr
Manor, TX 78653

Stanley & Sandra Voelker
14401 FM 973 N
Manor, TX 78653

STEVES DANIEL & JANELLE
14400 HEARTLAND DR
Manor, TX 78653

STEWART MARIANNE K & LARRY N
14300 HEARTLAND DR
Manor, TX 78653

STONE LEISA M & ZACHARY P
14413 HEARTLAND DR
Manor, TX 78653

SUTT DYLAN J
14104 Heartland Dr
Manor, TX 78653

THOMPSON MATTHEW
14505 HEARTLAND DR
Manor, TX 78653

Timmerman Commercial Investments LP
501 Vale ST
Austin, TX 78746

TRIPATHI ANKIT MANI
14205 HEARTLAND DR
Manor, TX 78653

UNAL BELGIN & AYHAN
14320 HEARTLAND DR
Manor, TX 78653

VALENZUELA MELINDA S & MATTHEW R
14204 HEARTLAND DR
Manor, TX 78653

WANG YILI & YUNQING XIA
14001 HEARTLAND DR
Manor, TX 78653

WEISS KERMIT R & EMMAGENE
PO BOX 25
Manor, TX 78653

WILLIAMS LAURA
14305 HEARTLAND DR
Manor, TX 78653

YINGST ALEX BICERA
13920 Heartland Dr
Manor, TX 78653

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AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 16, 2023
PREPARED BY: Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on proposed bond propositions.

BACKGROUND/SUMMARY:

On June 21st, the City Council held a workshop that discussed the needs assessment for City Hall, Library facility, Police Department, Recreation Center, Warehouse facility, and Economic Development initiatives.

Based on the discussion the City Council had on the city's need for future facilities for our projected population growth of 35,000 to 100,000, the following three (3) propositions were the consensus areas:

- Proposition - City/Library Complex
- Proposition – Recreation Center
- Proposition – Economic Development

Public meetings and community surveys will be utilized to gather citizen input on the construction of future facilities. The City of Manor is posed to attract additional commercial and retail development and expanding our facilities and city service options would be achievable as the community reaches another growth tier here in the region.

Proposed Propositions are as follows:

City of Manor Proposition A

SHALL the City Council of the City of Manor, Texas, be authorized to issue general obligation bonds of the City in the aggregate principal amount of \$15,000,000 to provide funds for promoting economic development throughout the City, through (i) planning, designing, constructing, improving, extending and expanding public street, utility, and other infrastructure facilities, including the acquisition of land therefore, (ii) the City's programs for economic development, including the acquisition of improved and unimproved properties and the demolition of existing structures, and (iii) making grants and loans of bond proceeds for private commercial, industrial, retail, and health care projects and facilities, workforce development programs, residential and mixed-use development, neighborhood revitalization projects, and mixed income development; such bonds of each series or issue, respectively, to mature serially or otherwise over a period not to exceed forty (40) years from their date, and to be issued in such installments and sold at such price or prices and to bear interest at any rate or rates (fixed, floating, variable or otherwise and not exceed the maximum rate prescribed by law) as shall be determined within the discretion of the City Council under laws in effect at the time of issuance; and to provide for the payment of the principal of and interest on said bonds by levying and collecting annual ad valorem taxes upon all taxable property within the City in an amount sufficient to pay the

annual interest on said bonds and to provide a sinking fund sufficient to pay said bonds as they become due?

City of Manor Proposition B

SHALL the City Council of the City of Manor, Texas, be authorized to issue general obligation bonds of the City in the aggregate principal amount of \$61,695,000 to provide funds for City parks and recreation purposes within the City through (i) planning, designing, renovating, constructing, developing, improving, expanding, furnishing, maintaining, and equipping a single new facility that will serve as a Recreation Center, and the acquisition of land therefore; and (ii) planning, designing, renovating, constructing, developing, improving, expanding, furnishing, maintaining, upgrading, and equipping parks, park facilities, and open spaces, including the acquisition of land therefore; such bonds of each series or issue, respectively, to mature serially or otherwise over a period not to exceed forty (40) years from their date, and to be issued in such installments and sold at such price or prices and to bear interest at any rate or rates (fixed, floating, variable or otherwise and not exceed the maximum rate prescribed by law) as shall be determined within the discretion of the City Council under laws in effect at the time of issuance; and to provide for the payment of the principal of and interest on said bonds by levying and collecting annual ad valorem taxes upon all taxable property within the City in an amount sufficient to pay the annual interest on said bonds and to provide a sinking fund sufficient to pay said bonds as they become due?

City of Manor Proposition C

SHALL the City Council of the City of Manor, Texas, be authorized to issue general obligation bonds of the City in the aggregate principal amount of \$90,105,000 to provide funds for designing, planning, constructing, improving, upgrading, maintaining, and equipping a single new facility that will serve as a City Hall and Public Library, and the acquisition of land therefore; such bonds of each series or issue, respectively, to mature serially or otherwise over a period not to exceed forty (40) years from their date, and to be issued in such installments and sold at such price or prices and to bear interest at any rate or rates (fixed, floating, variable or otherwise and not exceed the maximum rate prescribed by law) as shall be determined within the discretion of the City Council under laws in effect at the time of issuance; and to provide for the payment of the principal of and interest on said bonds by levying and collecting annual ad valorem taxes upon all taxable property within the City in an amount sufficient to pay the annual interest on said bonds and to provide a sinking fund sufficient to pay said bonds as they become due?

LEGAL REVIEW: Yes, Gregory Miller, Bond Counsel
FISCAL IMPACT: No
PRESENTATION: Yes
ATTACHMENTS: Yes

- Draft Bond Propositions and Ballot Language

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council approve the proposed Bond Propositions A through C as proposed.

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

CITY OF MANOR
BOND PROPOSITIONS FOR
NOVEMBER 7, 2023, SPECIAL BOND ELECTION

City of Manor Proposition A

SHALL the City Council of the City of Manor, Texas, be authorized to issue general obligation bonds of the City in the aggregate principal amount of \$15,000,000 to provide funds for promoting economic development throughout the City, through (i) planning, designing, constructing, improving, extending and expanding public street, utility, and other infrastructure facilities, including the acquisition of land therefore, (ii) the City's programs for economic development, including the acquisition of improved and unimproved properties and the demolition of existing structures, and (iii) making grants and loans of bond proceeds for private commercial, industrial, retail, and health care projects and facilities, workforce development programs, residential and mixed-use development, neighborhood revitalization projects, and mixed income development; such bonds of each series or issue, respectively, to mature serially or otherwise over a period not to exceed forty (40) years from their date, and to be issued in such installments and sold at such price or prices and to bear interest at any rate or rates (fixed, floating, variable or otherwise and not exceed the maximum rate prescribed by law) as shall be determined within the discretion of the City Council under laws in effect at the time of issuance; and to provide for the payment of the principal of and interest on said bonds by levying and collecting annual ad valorem taxes upon all taxable property within the City in an amount sufficient to pay the annual interest on said bonds and to provide a sinking fund sufficient to pay said bonds as they become due?

City of Manor Proposition B

SHALL the City Council of the City of Manor, Texas, be authorized to issue general obligation bonds of the City in the aggregate principal amount of \$61,695,000 to provide funds for City parks and recreation purposes within the City through (i) planning, designing, renovating, constructing, developing, improving, expanding, furnishing, maintaining, and equipping a single new facility that will serve as a Recreation Center, and the acquisition of land therefore; and (ii) planning, designing, renovating, constructing, developing, improving, expanding, furnishing, maintaining, upgrading, and equipping parks, park facilities, and open spaces, including the acquisition of land therefore; such bonds of each series or issue, respectively, to mature serially or otherwise over a period not to exceed forty (40) years from their date, and to be issued in such installments and sold at such price or prices and to bear interest at any rate or rates (fixed, floating, variable or otherwise and not exceed the maximum rate prescribed by law) as shall be determined within the discretion of the City Council under laws in effect at the time of issuance; and to provide for the payment of the principal of and interest on said bonds by levying and collecting annual ad valorem taxes upon all taxable property within the City in an amount sufficient to pay the annual interest on said bonds and to provide a sinking fund sufficient to pay said bonds as they become due?

CITY OF MANOR
BOND PROPOSITIONS FOR
NOVEMBER 7, 2023, SPECIAL BOND ELECTION
City of Manor Proposition C

SHALL the City Council of the City of Manor, Texas, be authorized to issue general obligation bonds of the City in the aggregate principal amount of \$90,105,000 to provide funds for designing, planning, constructing, improving, upgrading, maintaining, and equipping a single new facility that will serve as a City Hall and Public Library, and the acquisition of land therefore; such bonds of each series or issue, respectively, to mature serially or otherwise over a period not to exceed forty (40) years from their date, and to be issued in such installments and sold at such price or prices and to bear interest at any rate or rates (fixed, floating, variable or otherwise and not exceed the maximum rate prescribed by law) as shall be determined within the discretion of the City Council under laws in effect at the time of issuance; and to provide for the payment of the principal of and interest on said bonds by levying and collecting annual ad valorem taxes upon all taxable property within the City in an amount sufficient to pay the annual interest on said bonds and to provide a sinking fund sufficient to pay said bonds as they become due?

CITY OF MANOR PROPOSITION A

FOR

THE ISSUANCE OF \$15,000,000 OF CITY OF MANOR, TEXAS GENERAL OBLIGATION BONDS FOR ECONOMIC DEVELOPMENT PROJECTS WITHIN THE CITY, AND THE LEVY OF A TAX IN PAYMENT THEREOF.

AGAINST

CITY OF MANOR PROPOSITION B

FOR

THE ISSUANCE \$61,695,000 OF CITY OF MANOR, TEXAS GENERAL OBLIGATION BONDS FOR PARKS, TRAILS, AND RECREATIONAL FACILITIES INCLUDING A NEW RECREATION CENTER, AND THE LEVY OF A TAX IN PAYMENT THEREOF.

AGAINST

CITY OF MANOR PROPOSITION C

FOR

THE ISSUANCE OF \$90,105,000 CITY OF MANOR, TEXAS GENERAL OBLIGATION BONDS FOR A CITY HALL/PUBLIC LIBRARY FACILITY, AND THE LEVY OF A TAX IN PAYMENT THEREOF.

AGAINST



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 16, 2023
PREPARED BY: Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an ordinance Calling a Special Bond Election for November 7, 2023; Making Provisions for Conducting the Election; and Ordering Other Matters Incident and Related to such election.

BACKGROUND/SUMMARY:

On June 21st, the City Council held a workshop that discussed the needs assessment for City Hall, Library facility, Police Department, Recreation Center, Warehouse facility, and Economic Development initiatives.

Based on the discussion the City Council had on the city's need for future facilities for our projected population growth of 35,000 to 100,000, the following three (3) propositions were the consensus areas:

- Proposition - City/Library Complex
- Proposition – Recreation Center
- Proposition – Economic Development

On August 2nd, the City Council gave direction to city staff to set the estimated dollar amounts for the proposed bond propositions.

The City of Manor will be contracting with the Travis County Elections Officer to hold and conduct the election for the City, which the election will be held as a joint election.

The special bond election is ordered to be held in the city on Tuesday, November 7, 2023, between the hours of 7:00 a.m. and 7:00 p.m., for the purpose of submitting to the qualified voters of the city bond propositions. The special bond election will be held and conducted by the Travis County Elections Officer and located within the same territory as the City.

LEGAL REVIEW: Yes, Gregory Miller, Bond Counsel
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- Ordinance No. 716

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve Ordinance No. 715 Calling Bond Election for November 7, 2023; Making Provisions for Conducting the Election; and Ordering Other Matters Incident and Related to such election.

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

ORDINANCE NO. 715

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, CALLING A SPECIAL BOND ELECTION FOR NOVEMBER 7, 2023; MAKING PROVISIONS FOR CONDUCTING THE ELECTION; AND ORDERING OTHER MATTERS INCIDENT AND RELATED T SUCH ELECTION.

WHEREAS, the City Council (the “Council”) of the City of Manor, Texas (the “City”) hereby finds that an election should be held to determine whether said governing body shall be authorized to issue bonds of said City in the amount and for the purposes hereinafter identified; and

WHEREAS, the Council has authority pursuant to Chapter 31, Texas Election Code, to enter into a contract for election services with Travis County, Texas, under which the election may be conducted; and

WHEREAS, the Council has authority pursuant to Chapter 271, Texas Election Code, to enter into joint election agreements with other political subdivisions also holding a general or special election on the same date in all or part of the same territory; and

WHEREAS, the Council is authorized under Chapters 42 and 85 of the Texas Election Code to designate dates, times, and location for early voting by personal appearance and on Election Day; and

WHEREAS, the Council hereby finds that it is in the public interest that the City special bond election be conducted as provided for by the Council.

THEREFORE, BE IT ORDERED, ADJUDGED AND DECREED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS:

Section 1. Call of Election, Date, Eligible Electors and Hours. A special election (the “Election”) shall be held on Tuesday, November 7, 2023 (“Election Day”), which is seventy-eight (78) or more days from the date of the adoption of this ordinance (the “Ordinance”), within and throughout the territory of the City at which all resident, qualified electors of the City shall be entitled to vote. The Council hereby finds that holding the Election on such date is in the public interest.

Section 2. Conduct of Election, Election Services Agreements, and Appointment of Election Officers. The Election shall be conducted by election officers, in accordance with the City Charter, Chapter 1251 of the Texas Government Code, the Texas Election Code and the Constitution and laws of the State of Texas and the United States of America. To the extent required by law, all election materials and proceedings relating to the Election shall be printed in both English and Spanish. The ES&S ExpressVote Universal Voting System and DS200 Digital Precinct Scanner shall be utilized for the Election.

The City Secretary for the City of Manor is the City’s Elections Administrator to perform the duties of conducting the Election that are not otherwise provided by the Travis County Clerk. Pursuant to Chapters 31 and 271 of the Texas Election Code, the Council is authorized to enter

into a contract for election services with Travis County and joint election agreements with any political subdivision also holding an election on the same date and in the same territory. The Council hereby finds that this Election shall be conducted under these agreements.

Travis County's currently existing election precincts located wholly or partially within the City shall be the precincts for the Election unless vote centers established by Travis County are used. The Council finds the use of vote centers, if applicable, under the Countywide Polling Place Program as described in Section 43.007, Texas Election Code, will result in a more convenient voting opportunity for the voters and a more efficient and cost-effective administration of the election, and use of vote centers by Travis County, where applicable, are hereby approved. All voting locations to be used for the Election are attached as **Exhibit A** and incorporated herein by reference. **Exhibit A** may be modified by City officials to include additional or different voting locations.

To the extent any polling place utilized by the City and designated by the Council for the conduct of the Election is located outside the boundaries of a City election precinct, the Council, pursuant to Section 271.003 of the Texas Election Code, finds that such polling place can adequately and conveniently serve the affected voters and will facilitate the orderly conduct of the Election. In the event that the Travis County Clerk shall determine that the polling places hereby established and designated shall become unavailable or unsuitable for such use, or if the City determines that it would be in its best interest to relocate the polling place, the County Clerk is hereby authorized to designate, in writing, substitute polling places, giving such notice as is required by the Texas Election Code.

The Council approves the appointment of persons designated by the Travis County Clerk to serve as election workers. Such proposed presiding judges and alternate judges shall meet the eligibility requirements of Chapter 32, Subchapter C of the Texas Election Code. The rate of pay for judges and clerks of the Election shall be determined according to the contract for election services. Compensable hours shall be determined in accordance with the provisions of the Texas Election Code, as amended (the "Election Code") and other applicable laws. The Council also approves the appointment of persons designated by the Travis County Clerk to serve as Deputy Early Voting Clerks, on the Early Voting Ballot Board, and Central Counting Station, as applicable.

Section 3. Propositions. At the Election there shall be submitted to the resident, qualified electors of the City the following propositions (the "Propositions"):

City of Manor Proposition A

"SHALL the City Council of the City of Manor, Texas, be authorized to issue general obligation bonds of the City in the aggregate principal amount of \$15,000,000 to provide funds for promoting economic development throughout the City, through (i) planning, designing, constructing, improving, extending and expanding public street, utility, and other infrastructure facilities, including the acquisition of land therefore, (ii) the City's programs for economic development, including the acquisition of improved and unimproved properties and the demolition of existing structures, and (iii) making grants and loans of bond proceeds for private commercial, industrial, retail, and health care projects and facilities, workforce development programs, residential and mixed-use

development, neighborhood revitalization projects, and mixed income development; such bonds of each series or issue, respectively, to mature serially or otherwise over a period not to exceed forty (40) years from their date, and to be issued in such installments and sold at such price or prices and to bear interest at any rate or rates (fixed, floating, variable or otherwise and not exceed the maximum rate prescribed by law) as shall be determined within the discretion of the City Council under laws in effect at the time of issuance; and to provide for the payment of the principal of and interest on said bonds by levying and collecting annual ad valorem taxes upon all taxable property within the City in an amount sufficient to pay the annual interest on said bonds and to provide a sinking fund sufficient to pay said bonds as they become due?”

City of Manor Proposition B

“SHALL the City Council of the City of Manor, Texas, be authorized to issue general obligation bonds of the City in the aggregate principal amount of \$61,695,000 to provide funds for City parks and recreation purposes within the City through (i) planning, designing, renovating, constructing, developing, improving, expanding, furnishing, maintaining, and equipping a single new facility that will serve as a Recreation Center, and the acquisition of land therefore; and (ii) planning, designing, renovating, constructing, developing, improving, expanding, furnishing, maintaining, upgrading, and equipping parks, park facilities, and open spaces, including the acquisition of land therefore; such bonds of each series or issue, respectively, to mature serially or otherwise over a period not to exceed forty (40) years from their date, and to be issued in such installments and sold at such price or prices and to bear interest at any rate or rates (fixed, floating, variable or otherwise and not exceed the maximum rate prescribed by law) as shall be determined within the discretion of the City Council under laws in effect at the time of issuance; and to provide for the payment of the principal of and interest on said bonds by levying and collecting annual ad valorem taxes upon all taxable property within the City in an amount sufficient to pay the annual interest on said bonds and to provide a sinking fund sufficient to pay said bonds as they become due?”

City of Manor Proposition C

“SHALL the City Council of the City of Manor, Texas, be authorized to issue general obligation bonds of the City in the aggregate principal amount of \$90,105,000 to provide funds for designing, planning, constructing, improving, upgrading, maintaining, and equipping a single new facility that will serve as a City Hall and Public Library, and the acquisition of land therefore; such bonds of each series or issue, respectively, to mature serially or otherwise over a period not to exceed forty (40) years from their date, and to be issued in such installments and sold at such price or prices and to bear interest at any rate or rates (fixed, floating, variable or otherwise and not exceed the maximum rate prescribed by law) as shall be determined within the discretion of the City Council under laws in effect at the time of issuance; and to provide for the payment of the principal of and interest on said bonds by levying and collecting annual ad valorem taxes upon all taxable property within the City in an

amount sufficient to pay the annual interest on said bonds and to provide a sinking fund sufficient to pay said bonds as they become due?"

Section 4. **Ballots.** The ballots shall conform to the requirements of the Texas Election Code and shall permit voters to vote "FOR" or "AGAINST" the aforesaid measure, which shall appear on the ballot substantially as follows:

OFFICIAL BALLOT

CITY OF MANOR PROPOSITION A

FOR
THE ISSUANCE OF \$15,000,000 OF CITY OF MANOR, TEXAS GENERAL OBLIGATION BONDS FOR ECONOMIC DEVELOPMENT PROJECTS WITHIN THE CITY, AND THE LEVY OF A TAX IN PAYMENT THEREOF.

AGAINST

CITY OF MANOR PROPOSITION B

FOR
THE ISSUANCE OF \$61,695,000 OF CITY OF MANOR, TEXAS GENERAL OBLIGATION BONDS FOR PARKS, TRAILS, AND RECREATIONAL FACILITIES INCLUDING A NEW RECREATION CENTER, AND THE LEVY OF A TAX IN PAYMENT THEREOF.

AGAINST

CITY OF MANOR PROPOSITION C

FOR
THE ISSUANCE OF \$90,105,000 OF CITY OF MANOR, TEXAS GENERAL OBLIGATION BONDS FOR A CITY HALL/PUBLIC LIBRARY FACILITY, AND THE LEVY OF A TAX IN PAYMENT THEREOF.

AGAINST

Section 5. **Debt Service and Tax Rate Information of the City.**

The following information is provided in accordance with the provisions of Section 3.009(b), Election Code:

(a) The Proposition language that will appear on the ballot is set forth in Section 4 hereof.

(b) The purposes for which the bonds are to be authorized are set forth in Sections 3 and 4 hereof.

(c) The total principal amount of the debt obligations to be authorized is \$166,800,000.

(d) Taxes sufficient to pay the annual principal of and interest on the bonds may be imposed.

(e) If the bonds are approved, they may be issued in one or more series, to mature serially, over a period not to exceed forty (40) years from the date of issuance of each series of bonds.

(f) The City's outstanding aggregate ad valorem tax-supported principal amount of debt as of the date of this Ordinance is \$30,230,000.

(g) The aggregate amount of the interest owed on such City debt obligations, through respective maturity as of the date of this Ordinance, is \$3,341,074.

(h) The City has levied an ad valorem debt service tax rate for its outstanding debt obligations of \$0.238 per \$100 of taxable assessed valuation.

(i) The City will issue the bonds authorized by the Propositions in accordance with a schedule to be determined by the Council based upon a number of factors, including, but not limited to, the then-current needs of the City, demographic changes, prevailing market conditions, assessed valuations in the City and management of the City's short-term and long-term interest rate exposure. Market conditions, demographics, and assessed valuations vary based upon several factors beyond the City's control, and therefore, the City cannot and does not guarantee a particular interest rate or tax rate associated with the bonds authorized by the Propositions. As such, the information contained in this paragraph is provided solely for illustrative purposes and does not establish any limitations or restrictions or create a contract with the voters. The City currently estimates that, if the Propositions were approved and the bonds proposed herein were authorized and issued in accordance with the City's current estimated project plan of finance, the maximum interest rate of the bonds is not expected to exceed 15%. Such estimate considers several factors, including the issuance schedule, maturity schedule, and the expected bond ratings of the proposed bonds.

If a majority of the resident, qualified electors of the City voting at the Election, including those voting early, shall vote in favor of the Propositions, then the issuance and sale of the bonds shall be authorized in the maximum respective amounts contained therein, and the bonds shall be issued and sold at the price or prices and in such denominations determined by the Council to be in the City's best interests. City staff shall prepare a voter information document and post such document in accordance with Section 1251.052 of the Texas Government Code.

Section 6. Early Voting. The City Secretary shall be the Early Voting Clerk for the City. The Early Voting Clerk shall collect any applications for ballot by mail received by the City and forward those applications to the Travis County Clerk, who will be serving as the Joint Early Voting Clerk.

Early Voting by Mail

Ballot applications shall be addressed to the Joint Early Voting Clerk as follows:

Joint Early Voting Clerk
 Travis County Clerk
 P.O. Box 149325
 Austin, TX 78714

Additional contact information:

Physical address (Commercial carrier address):
 Elections Division
 Travis County Clerk
 5501 Airport Boulevard
 Austin, TX 78751

Phone: 512-238-VOTE
 Website: <https://countyclerk.traviscountytexas.gov/departments/elections/>
 Email: elections@traviscountytexas.gov

An original, signed application for a ballot by mail may also be emailed to elections@traviscountytexas.gov. The original application must be mailed to the Joint Early Voting Clerk and must be received within four (4) days of the submission of the application. For the use of those voters who are entitled by law to vote early by mail, the Joint Early Voting Clerk shall provide each voter with a ballot with instructions to mark the ballot indicating his or her vote “FOR” or “AGAINST” the Propositions on the same ballots utilized for early voting by personal appearance at the Election. The period to apply for a ballot by mail is January 1, 2023 through October 27, 2023. The application must be received by the Joint Early Voting Clerk by October 27, 2023 (mere postmarking by the deadline is insufficient).

Early Voting by Personal Appearance

Early voting by personal appearance shall be conducted beginning October 23, 2023 through November 3, 2023. The hours and address of the main early voting location are designated in **Exhibit A** to this Ordinance. Additionally, permanent and/or temporary branch early voting locations may be established and maintained in accordance with the Election Code. Information regarding the locations, dates, and hours of operation for early voting at these locations shall be determined by the Travis County Clerk, as identified in **Exhibit A** hereto. **Exhibit A** may be modified to include additional or different early voting locations and hours.

Section 7. Delivery of Voted Ballots; Counting; Tabulation; Canvassing of Returns; Declaring Results. In accordance with the requirements of the Election Code, the Election Officers shall make and deliver a written return of the Election results to the Council in accordance with the Election Code. The Council shall canvass the returns and declare the results of the Election.

Section 8. Appointment of Custodian of Records. To the extent not otherwise provided for in the contract for election services or joint election agreement, the City Secretary is the custodian of records to perform the duties related to the conduct and maintenance of records of the Election as required under the Election Code during the period beginning the third (3rd) day after the Election is ordered and ending not earlier than the fortieth (40th) day after the date of the Election.

The City Secretary shall maintain an office open for election duties for at least three (3) hours each day, during regular office hours, on regular business days during the period required by law and shall post notice of the location and hours of office as required by the Election Code. The City Secretary shall maintain in her office the documents, records, and other items relating to the Election and shall be the person designated to receive documents on behalf of the City that are required by the Election Code. The Joint Custodian of Records ("Joint Custodian"), when the joint election agreement is adopted, pursuant to Sections 66.058 and 271.010 of the Election Code, shall preserve all voted ballots securely in a locked room in the locked ballot boxes, or if they are electronic records, in a secure container, for the period of preservation required by the Election Code.

In the event that the City Secretary shall determine from time to time that (a) the voting locations hereby established and designated shall become unavailable or unsuitable for such use, or it would be in the City's best interests to relocate the polling places, or (b) that the Presiding Election Judge or Alternate Presiding Judges appointed or hereinafter designated shall become disqualified or unavailable, the City Secretary is hereby authorized to designate and appoint in writing substitute voting locations, Presiding Election Judges or Alternate Presiding Elections Judges, giving such notice as is required by the Election Code and as deemed sufficient. Furthermore, the City Secretary is hereby authorized to allow Presiding Election Judges or Alternate Presiding Election Judges, upon request, to designate and appoint such additional clerks as may be required from time to time to assist at polling places in order to efficiently carry out the duties of the office, giving such notice as is required by the Election Code and as deemed sufficient.

Section 9. Notice of Election Publication and Posting Requirements.

Publication of Notice of Election

Notice of the Election, containing a substantial copy of this Ordinance, shall be published on the same day in each of two successive weeks, in the English and Spanish languages, in a newspaper published within the City's territory, with the first publication being at least fourteen (14) days before the Election and no more than thirty (30) days before the Election and as otherwise may be required by the Election Code. Moreover, Notice of the Election, containing a substantial copy of this Ordinance, in both the English and Spanish languages, shall also be posted (i) on the notice board used by the Council to post notices of the Council's meetings, (ii) at three (3) other

public places within the City, and (iii) on the City's Internet website, prominently and, together with the notice of the election, voter information document, sample ballot, and contents of the Propositions, no later than the twenty-first (21st) day before the Election. Additionally, the Mayor and the City Secretary, in consultation with bond counsel, are hereby authorized and directed to provide any other manner of notice as authorized by law. A copy of this Ordinance and the voter information document, in both the English and Spanish languages, shall be posted in a prominent location at each early voting location and at each voting location on Election Day.

Section 10. Necessary Actions. The Mayor and the City Secretary, in consultation with the City Attorney and bond counsel, shall have the authority to take, or cause to be taken, all actions reasonable and necessary to ensure that the Election is fairly held and returns properly counted and tabulated for canvass by the City Council, which actions are hereby ratified and confirmed. Without limiting the generality of the immediately preceding sentence, the Mayor and City Secretary and their designees are hereby authorized to complete and update, as necessary, the exhibits attached hereto with voting locations and other information as the same is made available by the Travis County Clerk.

Section 11. Preamble Incorporation. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

Section 12. Inconsistent Provisions. All ordinances and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters ordered herein.

Section 13. Governing Law. This Ordinance shall be construed and enforced in accordance with the City Charter and the laws of the State of Texas and the United States of America.

Section 14. Severability. If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Council hereby declares that this Ordinance would have been enacted without such invalid provision.

Section 15. Notice of Meeting. It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 16. Authorization to Execute. The Mayor is authorized to execute and the City Secretary is authorized to attest to this Ordinance on behalf of the Council, and the Mayor is authorized to do all other things legal and necessary in connection with the holding and consummation of the Election.

Section 17. Effective Date. This Ordinance is effective immediately upon its passage and approval.

[Remainder of page intentionally left blank.]

PASSED AND APPROVED THIS ___ DAY OF _____, 2023.

THE CITY OF MANOR, TEXAS

Dr. Christopher Harvey,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

EXHIBIT A
EARLY VOTING DATES, TIMES, AND LOCATIONS
AND ELECTION DAY VOTING LOCATIONS

EXHIBIT A

EARLY VOTING DATES, TIMES, AND LOCATIONS
AND ELECTION DAY VOTING LOCATIONS

Travis County Early Voting locations

Early Voting begins Monday, October 23, 2023 and ends on Friday, November 3, 2023

Monday—Saturday (7 am -7 pm), Sunday (Noon -6 pm)*

MEGA-CENTERS WILL BE OPEN UNTIL 9 pm on Saturday, October 28 and Friday, November 3, 2023

Central

Austin Permitting & Development **MEGA-CENTER/MEGA-CENTRO**, 6310 Wilhelmina Delco Dr, Austin, 78752
Austin City Hall, 301 W 2nd St, Austin, 78701
Austin Energy Headquarters, 4815 Mueller Blvd, Austin, 78723
Austin Recreation Center, 1301 Shoal Creek Blvd, Austin, 78701
LBJ School of Public Affairs, 2315 Red River St, Austin, 78712
Travis County Granger Building, 314 W 11th St, Austin, 78701
UT Flawn Academic Center, 2304 Whitis Ave, Austin, 78705

North/Norte

PACE Campus Gym **MEGA-CENTER/MEGA-CENTRO**, 700 W Pecan St, Pflugerville, 78660
Balcones Woods Shopping Center, Suite 102 (*next to Party City*), 11150 Research Blvd, Austin, 78759
Elevate Event, 15806 Windermere Dr, Pflugerville, 78660
Gus Garcia Recreation Center, 1201 E Rundberg Ln, Austin, 78753
Disability Rights Texas, 2222 W Braker Ln, Austin, 78758
RRISD Hartfield Performing Arts Center, 5800 McNeil Dr, Austin, 78729
Unity Church of the Hills, 9905 Anderson Mill Rd, Austin, 78750

South/Sur

Southpark Meadows, Suite 500 **MEGA-CENTER/MEGA-CENTRO**, 9600 South IH-35, Austin, 78748
Austin Oaks Church, 4220 Monterey Oaks Blvd, Austin, 78749
Bee Cave City Hall, 4000 Galleria Pkwy, Bee Cave, 78738
One Texas Center, Room 325, 505 Barton Springs Rd, Austin, 78704
Pleasant Hill Branch Library, 211 E William Cannon Dr, Austin, 78745
Randalls Flagship - West Lake Hills, 3300 Bee Caves Rd, West Lake Hills, 78746
South Austin Recreation Center, 1100 Cumberland Rd, Austin, 78704
Westoak Woods Baptist Church, 2900 W Slaughter Ln, Austin, 78748

East/Este

Millennium Youth Complex **MEGA-CENTER/MEGA-CENTRO**, 1156 Hargrave St, Austin, 78702
Carver Branch Library, 1161 Angelina St, Austin, 78702
Community Center at Del Valle, 3518 FM 973, Del Valle, 78617
Conley-Guerrero Senior Activity Center, 808 Nile St, Austin, 78702
Dan Ruiz Branch Library, 1600 Grove Blvd, Austin, 78741
Delco Center, 4601 Pecan Brook Dr, Austin, 78724
George Morales Dove Springs Recreation Center, 5801 Ainez Dr, Austin, 78744
Manor ISD Admin Building, 10335 US-290, Manor, 78653

West/Oeste

Ben Hur Shrine Center **MEGA-CENTER/MEGA-CENTRO**, 7811 Rockwood Ln, Austin, 78757
Christ Episcopal, 3520 W Whitestone Blvd, Cedar Park, 78613
Lake Travis ISD Educational Development Center, 607 Ranch Rd 620N, Austin, 78734
Lakeway Activity Center, 105 Cross Creek, Lakeway, 78734
Old Quarry Branch Library, 7051 Village Center Dr, Austin, 78731
Randalls Steiner Ranch at Quinlan Crossing, 5145 N FM 620, Austin, 78732
Riverbend Centre, 4214 N Capital of Texas Hwy, Austin, 78746
Westminster Presbyterian, 3208 Exposition Blvd, Austin, 78703

Travis County Election Day Vote Centers

Tuesday, November 7, 2023 Polls are open 7 am – 7 pm

VOTE CENTER ELECTION - On Election Day, eligible Travis County VOTERS MAY VOTE AT ANY of the locations listed on this page. Voters are NOT limited to only voting in the precinct where they are registered to vote.

Creedmoor: Creedmoor Community Center, 12511 FM 1625, 78610

Cedar Park: Christ Episcopal, 3520 W Whitestone Blvd, 78613

Cedar Park: Deer Creek Elementary, 2420 Zeppelin Dr, 78613

Del Valle: Community Center at Del Valle, 3518 S FM 973, 78617

Del Valle: Del Valle ISD Admin Building, 5301 Ross Rd, 78617

Del Valle: Elroy Community Library, 13512 FM 812, 78617

Elgin: Elgin High School, 14000 County Line Rd, 78621

Leander: Round Mountain Baptist, 14500 Round Mountain Rd, 78641

Leander: Volente Fire Dept, 15406 FM 2769, 78641

Jonestown: Community Center at Jonestown, 18649 FM 1431 STE 6A, 78645

Lago Vista: K-Oaks Clubhouse, 7000 Bar K Ranch Road, 78645

Lago Vista: Lago Vista High School, 5185 Lohman Ford Rd, 78645

Manor: Manor ISD Admin Building, 10335 Hwy 290, 78653

Manor: New Sweden Lutheran, 12809 New Sweden Church Rd, 78653

Manor: Whisper Valley Discovery and Amenity Ctr, 9400 Petrichor Blvd, 78653

Pflugerville: Avalon Pool and Amenity Center, 19729 Jakes Hill Rd, 78660

Pflugerville: Bible Baptist Church of Pflugerville, 14400 Immanuel Rd, 78660

Pflugerville: Boulder Ridge Clubhouse, 3300 Killingsworth Ln, 78660

Pflugerville: CrossLife Christian Academy, 4109 Kelly Ln, 78660

Pflugerville: Elevate Event Center, 15806 Windermere Dr #100a, 78660

Pflugerville: Hendrickson High School, 19201 Colorado Sand Dr, 78660

Pflugerville: PACE Campus Gym, 700 W Pecan St, 78660

Pflugerville: Pflugerville Lions Club, 500 N Railroad Ave, 78660

Round Rock: All Nations, 16804 Radholme Ct, 78664

Briarcliff: Briarcliff POA Community Center, 22801 Briarcliff Dr, 78669

Austin: Austin City Hall, 301 W 2nd St, 78701

Austin: Austin Recreation Center, 1301 Shoal Creek Blvd, 78701

Austin: Mexican American Cultural Center, 600 River St, 78701

Austin: Sam Houston Building, 201 E 14th St, 78701

Austin: Travis County Granger Building, 314 W 11th

St, 78701

Austin: Cantu Pan Am Recreation Center, 2100 E 3rd St, 78702

Austin: Carver Branch Library, 1161 Angelina St, 78702

Austin: Conley-Guerrero Senior Activity Center, 808 Nile St, 78702

Austin: Huston-Tillotson University, 900 Chicon St, 78702

Austin: Millennium Youth Complex, 1156 Hargrave St, 78702

Austin: Mt. Zion Baptist, 2938 E 13th St, 78702

Austin: Rodolfo 'Rudy' Mendez Recreation Center, 2407 Canterbury St, 78702

Austin: Terrazas Branch Library, 1105 E Cesar Chavez St, 78702

Austin: O Henry Middle School, 2610 W 10th St, 78703

Austin: St Luke United Methodist, 1306 W Lynn St, 78703

Austin: Westminster Presbyterian, 3208 Exposition Blvd, 78703

Austin: Church on Congress Avenue, 1511 S Congress Ave, 78704

Austin: Faith Presbyterian, 1314 E Oltorf St, 78704

Austin: One Texas Center, 505 Barton Springs Rd, 78704

Austin: South Austin Recreation Center, 1100 Cumberland Rd, 78704

Austin: South Austin Senior Activity Center, 3911 Menchaca Rd, 78704

Austin: St Edward's University, 3001 S Congress Ave, 78704

Austin: St John's Lutheran, 409 W Ben White Blvd, 78704

Austin: Twin Oaks Branch Library, 1800 S 5th St, 78704

Austin: Zilker Elementary, 1900 Bluebonnet Ln, 78704

Austin: Austin Presbyterian Theological Seminary, 100 E 27th St, 78705

Austin: Lamar Senior Activity Center, 2874 Shoal Crest Ave, 78705

Austin: Texas Hillel Foundation, 2105 San Antonio St, 78705

Austin: LBJ School of Public Affairs, 2315 Red River St, 78712

Austin: UT Flawn Academic Center, 2304 Whitis Ave, 78712

Austin: Givens Recreation Center, 3811 East 12th St, 78721

Austin: Sky Candy, 1023 Springdale Rd #8a, 78721

Austin: Southwest Key Programs, 6002 Jain Ln, 78721

Austin: Genesis Presbyterian, 1507 Wilshire Blvd, 78722

Austin: Austin Energy Headquarters, 4815 Mueller Blvd, 78723
Austin: East Nineteenth St Missionary Baptist, 3401 Rogge Ln, 78723
Austin: Memorial United Methodist, 6100 Berkman Dr, 78723
Austin: Region 13 - Education Service Center, 5701 Springdale Rd, 78723
Austin: Windsor Park Branch Library, 5833 Westminster Dr, 78723
Austin: YMCA East Communities Y, 5315 Ed Bluestein Blvd, 78723
Austin: Community First! Village, 9301 Hog Eye Rd, 78724
Austin: Delco Center, 4601 Pecan Brook, 78724
Austin: Turner-Roberts Recreation Center, 7201 Colony Loop Dr, 78724
Austin: Dailey Middle School, 14000 Westall St, 78725
Austin: Grandview Hills Elementary, 12024 Vista Parke Dr, 78726
Austin: Peace Lutheran, 10625 N FM 620, 78726
Austin: Davis Elementary, 5214 Duval Rd, 78727
Austin: Milwood Branch Library, 12500 Amherst Drive, 78727
Austin: Affinity at Wells Branch, 14508 Owen Tech Blvd, 78728
Austin: Wells Branch Community Center, 2106 Klattenhoff Dr, 78728
Austin: Wells Branch MUD Recreation Center, 3000 Shoreline Dr, 78728
Austin: RRISD Hartfield Performing Arts Center, 5800 McNeil Dr, 78729
Austin: River Place Elementary, 6500 Sitio Del Rio Blvd, 78730
Austin: Shepherd of the Hills Christian, 6909 W Courtyard Dr, 78730
Austin: Church at Highland Park, 5206 Balcones Dr, 78731
Austin: Highland Village Church of Christ, 4716 Bull Creek Rd, 78731
Austin: Old Quarry Branch Library, 7051 Village Center, 78731
Austin: Canyon Ridge Middle School, 12601 Country Trails Ln, 78732
Austin: Randalls Steiner Ranch, 5145 N Ranch Road 620 Ste A, 78732
Austin: St Luke's on the Lake Episcopal, 5600 Ranch Rd 620 N, 78732
Austin: Ce Bar Fire Dept, 353 S Commons Ford Rd, 78733
Austin: Laura Bush Community Library, 9411 Bee Caves Rd, 78733
Austin: Lake Travis ISD Educational Development Ctr, 607 Ranch Road 620 N, 78734
Austin: Travis County Sheriff West Command, 3800 Hudson Bend Rd, 78734
Austin: Community Center at Oak Hill, 8656 W Hwy 71, 78735
Austin: Oak Hill Fire Dept No 302, 4111 Barton Creek Blvd, 78735
Austin: Western Hills Church of Christ, 6211

Parkwood Dr, 78735
Austin: Oak Hill Fire Dept No 301, 9211 Circle Dr, 78736
Austin: Bee Cave City Hall, 4000 Galleria Pkwy, 78738
Austin: Lake Travis ISD Transportation Center, 16101 W State Hwy 71, Bldg A, 78738
Austin: Travis County Parks Office, 14624 Hamilton Pool Rd, 78738
Austin: Bailey Middle School, 4020 Lost Oasis Hollow, 78739
Austin: Circle C Community Center, 7817 La Crosse Avenue, 78739
Austin: Dan Ruiz Branch Library, 1600 Grove Blvd, 78741
Austin: Good Shepherd on the Hill, 1700 Woodland Ave., 78741
Austin: Montopolis Recreation Center, 1200 Montopolis Dr, 78741
Austin: Addison Amenity Center, 6100 Kara Dr, 78744
Austin: George Morales Dove Springs Rec Center, 5801 Ainez Dr, 78744
Austin: Langford Elementary, 2206 Blue Meadow Dr, 78744
Austin: Newton Collins Elementary, 7609 Apogee Blvd, 78744
Austin: Ojeda Middle School, 4900 McKinney Falls Pky, 78744
Austin: Bedichek Middle School, 6800 Bill Hughes Rd, 78745
Austin: Berkeley United Methodist, 2407 Berkeley Ave, 78745
Austin: Dittmar Recreation Center, 1009 W Dittmar Rd, 78745
Austin: Manchaca Road Branch Public Library, 5500 Menchaca Rd, 78745
Austin: Odom Elementary, 1010 Turtle Creek Blvd, 78745
Austin: Pleasant Hill Branch Library, 211 E William Cannon Dr, 78745
Austin: Sunset Valley City Hall, 3205 Jones Rd, 78745
Austin: Hill Country Middle School, 1300 Walsh Tarlton Ln, 78746
Austin: Lost Creek Limited District, 1305 Quaker Ridge Dr, 78746
Austin: Randalls Flagship West Lake Hills, 3300 Bee Caves Rd, 78746
Austin: Riverbend Centre, 4214 N Capital of Texas Hwy, 78746
Austin: Rollingwood Municipal Building, 403 Nixon Dr, 78746
Austin: Blazier Intermediate, 8801 Vertex Blvd, 78747
Austin: St Alban's Episcopal, 11819 IH 35 S, 78747
Austin: Akins High School, 10701 S 1st St, 78748
Austin: Shady Hollow HOA Community Center, 3303 Doe Run, 78748
Austin: Southpark Meadows suite 500, 9600 S IH 35 Frontage Rd, 78748
Austin: Texas Oaks Baptist, 9910 Bilbrook Place,

78748

Austin: Westoak Woods Baptist, 2900 W Slaughter Ln, 78748**Austin:** Austin Oaks, 4220 Monterey Oaks Blvd, 78749**Austin:** Gorzycki Middle School, 7412 W Slaughter Ln, 78749**Austin:** Oak Hill Baptist, 6907 Convict Hill Rd, 78749**Austin:** Shepherd of the Hills Presbyterian, 5226 W William Cannon Dr, 78749**Austin:** Will Hampton Branch Library, 5125 Convict Hill Rd, 78749**Austin:** Central City Austin, 9023 Old Lampasas Trail, 78750**Austin:** Lakewood HOA, 7317 Lakewood Dr, 78750**Austin:** Unity Church of the Hills, 9905 Anderson Mill Rd, 78750**Austin:** Baker Center Alamo Drafthouse, 3908 Avenue B, 78751**Austin:** Winters Building, 701 W 51st St, 78751**Austin:** Austin Achieve Northeast Campus, 7424 E Hwy 290, 78752**Austin:** City of Austin Permitting and Development Ctr, 6310 Wilhelmina Delco Dr, 78752**Austin:** Barrington Elementary, 400 Cooper Dr, 78753**Austin:** Connally High School, 13212 N Lamar, 78753**Austin:** Gus Garcia Recreation Center, 1201 E Rundberg Ln, 78753**Austin:** North Austin Muslim Community Center, 11900 N Lamar Blvd, 78753**Austin:** Our Savior Lutheran, 1513 E Yager Ln, 78753**Austin:** St Mark United Methodist, 601 W Braker Ln, 78753**Austin:** Asian American Resource Center, 8401 Cameron Rd, 78754**Austin:** Bluebonnet Trail Elementary, 11316 Farmhaven Rd, 78754**Austin:** Pioneer Crossing Elementary, 11300 Samsung Blvd, 78754**Austin:** Congregation Beth Israel, 3901 Shoal Creek Blvd, 78756**Austin:** GTAustin, 2700 Northland Dr, 78756**Austin:** McCallum High School - Arts Center, 5600 Sunshine Dr, 78756**Austin:** Yarborough Branch Library, 2200 Hancock Drive, 78756**Austin:** Ben Hur Shrine Center, 7811 Rockwood Ln, 78757**Austin:** Brentwood Bible, 6301 Woodrow Ave, 78757**Austin:** Gullett Elementary, 6310 Treadwell Blvd, 78757**Austin:** North Village Branch Library, 2505 Steck Ave, 78757**Austin:** Disability Rights Texas, 2222 W Braker Ln, 78758**Austin:** Grant AME Worship Center, 1701 Kramer Ln, 78758**Austin:** Jaime Padron Elementary, 2011 W Rundberg Ln, 78758**Austin:** Juan P Navarro Early College High School, 1201 Payton Gin Rd, 78758**Austin:** St John's Episcopal, 11201 Parkfield Dr, 78758**Austin:** YMCA North Austin, 1000 W Rundberg Ln, 78758**Austin:** Anderson High School, 8403 Mesa Dr, 78759**Austin:** Balcones Woods Shopping Center, 11150 Research Blvd, 78759**Austin:** Kathy Caraway Elementary, 11104 Oak View Dr, 78759**Austin:** Spicewood Springs Branch Library, 8637 Spicewood Springs Rd, 78759**Austin:** St Matthew's Episcopal, 8134 Mesa Dr, 78759**Lakeway:** Lakeway Activity Center, 105 Cross Creek, 78734**Manchaca:** State Firefighters/Fire Marshals Assoc of Texas, 707 FM 1629, 78748



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 16, 2023
PREPARED BY: Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a resolution approving the acquisition of an accessible voting system in compliance with state and federal laws through a service agreement with Travis County.

BACKGROUND/SUMMARY:

Section 61.012 of the Texas Election Code requires that the City Council must provide at least one accessible voting system in each polling place used in a Texas election on or after August 1, 2023. This system must comply with state and federal laws setting the requirements for voting systems that permit voters with physical disabilities to cast a secret ballot.

Sections 123.032 and 123.035 of the Texas Election Code authorize the acquisition of voting systems by local political subdivisions and further mandate certain minimum requirements for contracts relating to the acquisition of such voting systems.

As chief elections officer of the City of Manor, the City Secretary shall provide at least one ExpressVote® Universal Voting System and DS200 Digital® Precinct Scanner in every early voting and election day polling place used to conduct any and every election ordered on or after August 1, 2023. The ES&S ExpressVote® Universal Voting System and DS200 Digital® Precinct Scanner may be acquired by any legal means available to the City of Manor, including but not limited to lease or rental from the County of Travis or from any other legal source, as authorized or required by Sections 123.032 and 123.035, Texas Election Code.

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

- Resolution No. 2023-30
- Election Service Agreement

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve Resolution No. 2023-30 approving the acquisition of an accessible voting system in compliance with state and federal laws through a service agreement with Travis County and authorize the mayor to execute the Election Agreement.

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

RESOLUTION NO. 2023-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, AUTHORIZING THE ACQUISITION OF AN ACCESSIBLE VOTING SYSTEM IN COMPLIANCE WITH STATE AND FEDERAL LAWS THROUGH A SERVICE AGREEMENT WITH TRAVIS COUNTY FOR ELECTIONS HELD AFTER AUGUST 1, 2023.

WHEREAS, on August 16, 2023, the City Council of the City of Manor, Texas (the “City Council”) adopted Ordinance No. 715 ordering a special bond election to be held on November 7, 2023;

WHEREAS, Section 61.012 of the Texas Election Code requires that the City Council must provide at least one accessible voting system in each polling place used in a Texas election on or after August 1, 2023. This system must comply with state and federal laws setting the requirements for voting systems that permit voters with physical disabilities to cast a secret ballot.

WHEREAS, the Office of the Texas Secretary of State has certified that the ExpressVote® Universal Voting System Version 6.3.0.0 provided by Election Systems & Software (ES&S) is an accessible voting system that may legally be used in Texas elections. Early voting and election day voting, including provisional ballots will take place on the ExpressVote® Universal Voting System, ballot marking device, in conjunction with the DS200 Digital® Precinct Scanner. The DS450, DS850 & DS950 Digital® Central Count Scanner will be used to process all by mail ballots.

WHEREAS, Sections 123.032 and 123.035 of the Texas Election Code authorize the acquisition of voting systems by local political subdivisions and further mandate certain minimum requirements for contracts relating to the acquisition of such voting systems.

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

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

SECTION 2. As chief elections officer of the City of Manor, the City Secretary shall provide at least one ExpressVote® Universal Voting System and DS200 Digital® Precinct Scanner in every early voting and election day polling place used to conduct any and every election ordered on or after August 1, 2023. The ES&S ExpressVote® Universal Voting System and DS200 Digital® Precinct Scanner may be acquired by any legal means available to the City of Manor, including but not limited to lease or rental from the County of Travis or from any other legal source, as authorized or required by Sections 123.032 and 123.035, Texas Election Code.

SECTION 3. The City Council does hereby authorize the Mayor or the City Manager to enter into and execute the Agreement (a copy of which is attached hereto as Exhibit “A” and incorporated herein) with Travis County for the lease and use of the voting system described in the above Recitals and Section 2, among other things related to elections held after August 1, 2023.

SECTION 4. If any section, article, paragraph, sentence, clause, phrase or word in this resolution or application thereof to any persons or circumstances is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this resolution; and the City Council hereby declares it would have passed such remaining portions of the resolution despite such invalidity, which remaining portions shall remain in full force and effect.

PASSED AND APPROVED by the City Council of Manor, Texas, at a regular meeting on the 16th day of August 2023, at which a quorum was present, and for which due notice was given pursuant to Government Code, Chapter 551.

THE CITY OF MANOR, TEXAS

Dr. Christopher Harvey
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

Exhibit "A"
Travis County Election Agreement
[attached]

ELECTION AGREEMENT BETWEEN TRAVIS COUNTY AND CITY OF MANOR

Pursuant to Chapter 31, Subchapter D, Chapter 123, and Chapter 271 of the Texas Election Code and Chapter 791 of the Texas Government Code, Travis County (the “County”) and City of Manor (“Participating Entity”) enter into this agreement (this “Agreement”) for the Travis County Clerk, as the County’s election officer (the “Election Officer”), to conduct the Participating Entity’s elections, including runoffs, and for the Participating Entity’s use of the County’s current or future-acquired election equipment for any voting system that the County adopts, as authorized under Title 8 of the Texas Election Code, for all Participating Entity elections. The purpose of this Agreement is to maintain consistency and accessibility in voting practices, polling places, and election procedures in order to best assist the voters of the Participating Entity.

Section 1. GENERAL PROVISIONS

- (A) Except as otherwise provided in this Agreement, the term “election” refers to any Participating Entity election, occurring on any uniform election date prescribed by the Texas Election Code or a primary election date, along with any resulting runoff, if necessary, within all Participating Entity’s territory located in Travis County. If a runoff is necessary, the Participating Entity shall work with the Election Officer to determine a mutually acceptable run-off date. In the event that the Participating Entity and the Election Officer do not agree on a run-off date, the Participating Entity agrees to the run-off date selected by the Election Officer.
- (B) If the Participating Entity determines it is necessary to conduct an election during a time other than that specified in Section 1(A), the Election Officer and a representative designated by the Participating Entity will meet as soon as possible thereafter to determine the feasibility of the Election Officer conducting such an election. If both parties agree that the Election Officer will administer the election, the new election will be based on all other applicable provisions of this Agreement except provisions that are inconsistent and cannot be feasibly applied.
- (C) Except as otherwise provided in this Agreement:
- (1) The term “Election Officer” refers to the Travis County Clerk;
 - (2) The term “precinct” means all precincts in the territory of the Participating Entity located within Travis County.
 - (3) The term “election services” refers to services used to perform or supervise any or all of the duties and functions that the Election Officer determines necessary for the conduct of an election.
 - (4) The term “cost for election services” includes the costs for personnel, supplies, materials, or services needed for providing these services as

permitted by the Texas Election Code but does not refer to costs relating to the use of the voting equipment.

- (D) Except as otherwise provided in this Agreement, the cost for “use of voting equipment” for a particular election is the amount the County will charge the Participating Entity for use of the County’s voting equipment in use at the time of that election.
- (E) The Participating Entity agrees to commit the funds necessary to pay for all election-related expenses for Participating Entity elections in accordance with this Agreement.
- (F) The Election Officer has the right to enter into agreements with other entities at any time, including during the dates listed in Section 1(A).
- (G) As a condition for providing election services and equipment usage, the Election Officer may require authorities of political subdivisions holding elections on the same day in all or part of the same territory to enter into a joint election agreement as authorized in Chapter 271 of the Texas Election Code, and the Participating Entity agrees to enter into any joint election agreement required by the County.

SECTION 2. PARTICIPATING ENTITY’S USE OF VOTING EQUIPMENT; DUTIES OF THE ELECTION OFFICER AND OF THE PARTICIPATING ENTITY

The County shall make available to the Participating Entity the County’s current voting system and any future-acquired voting system as authorized under Title 8 of the Texas Election Code, subject to restrictions and conditions imposed by the Election Officer to ensure availability of the equipment for County-ordered elections, primary elections, special elections, and subsequent runoff elections, if applicable. The Election Officer may also impose restrictions and conditions to protect the equipment from misuse or damage.

SECTION 3. APPOINTMENT OF ELECTION OFFICER

- (A) The Travis County Election Officer (“Election Officer”) is appointed to serve as the Participating Entity’s Election Officer and Early Voting Clerk to conduct the Participating Entity’s elections described in Section 1.
- (B) As the Participating Entity’s Election Officer and Early Voting Clerk, the Election Officer shall coordinate, supervise, and conduct all aspects of administering voting in Participating Entity elections in compliance with all applicable laws, subject to Section 3(C) below.
- (C) The Participating Entity shall continue to perform those election duties listed in (1) through (7) below and any other election duties, such as receipt of candidate applications, that are not allowed to be delegated to another governmental entity:

- (1) Preparing, adopting, and publishing all required election orders, resolutions, notices, and other documents, including bilingual materials, evidencing action by the governing authority of the Participating Entity necessary to the conduct of an election, except that:
 - a. The Election Officer does not provide newspaper notices on behalf of the Participating Entity with respect to a specific election.
 - b. With respect to each debt obligation election the Election Officer conducts for the Participating Entity pursuant to this Agreement:
 - i. The Election Officer, after receiving from the Participating Entity a copy of the debt obligation election order, shall post the notice required by and in accordance with Texas Election Code Section 4.003(f)(1) on election day and during early voting by personal appearance, in a prominent location at each polling place;
 - ii. The Election Officer shall provide written confirmation to the Participating Entity that the debt obligation election order was posted in accordance with Texas Election Code Section 4.003(f)(1); and
 - iii. The Participating Entity shall pay any applicable expenses incurred by the Election Officer that directly relates to the posting required by Texas Election Code Section 4.003(f)(1).
 - (2) Preparing the text for the Participating Entity's official ballot in English and Spanish and any other languages as required by law;
 - (3) Providing the Election Officer with a list of candidates or propositions showing the order and the exact manner in which the candidates' names and the propositions are to appear on the official ballot;
 - (4) Conducting the official canvass of a Participating Entity election;
 - (5) Administering the Participating Entity's duties under state and local campaign finance laws;
 - (6) Filing the Participating Entity's annual voting system report to the Secretary of State as required under Texas Election Code Chapter 123.
- (D) The Participating Entity shall also be responsible for proofing and attesting to the accuracy of all ballot language, including any required language translations, and format information programmed by the County. This includes any information programmed for use with the audio or tactile button features of the equipment. The Participating Entity may also monitor and review all logic and accuracy testing and mandatory tabulations. The Participating Entity will complete its duties within timeframes as prescribed by the County. If the Participating Entity finds any discrepancies or concerns, it will immediately report them to the Election Officer and work with her to resolve any issues so that final approval can be reached. The

Participating Entity shall be responsible for any and all actual costs associated with correcting the ballot and ballot programming if the error is discovered after the Participating Entity has signed off on its final proof containing the error.

- (E) **The City Secretary** will assist the County whenever possible when the conduct of the election requires assistance from Participating Entity departments and staff. **The City Secretary** will serve as the Regular Early Voting Clerk for the Participating Entity to receive requests for applications for early voting ballots and forward these applications to the Joint Early Voting Clerk. **The City Secretary** will serve as the Custodian of Records for the Participating Entity to complete those tasks in the Texas Election Code that the Election Officer will not perform.

SECTION 4. ELECTION WORKERS AND POLLING PLACES

- (A) For presentation to the governing body of the Participating Entity, the County shall provide a list containing the locations, times, and dates of early voting polling places suitable for consideration and adoption by the governing body in accordance with Texas Election Code Chapter 85. The Election Officer will designate and confirm all Election Day polling place locations.
- (B) The Election Officer will assume the responsibility for recruiting election personnel; however, if by the 5th day before the Election, the Election Officer reports vacancies in positions for election judges, alternate judges, election day clerks, early voting ballot board, receiving substation clerks, or any other key election personnel, the Participating Entity shall provide emergency personnel in these positions.
- (C) The Election Officer shall notify each of the election judges and alternates of their appointment and the eligibility requirements that pertain to them and to the selection of Election Day clerks. Included in this notification will be the number of clerks that each precinct should have in addition to the election judge and alternate judge. The election judges and/or the alternates are responsible for recruiting and supervising their clerks.
- (D) All election workers must agree to attend training sessions as determined by the Election Officer. Costs for these training sessions and compensation for attendees will be included as part of the election services costs.
- (E) During any election and any subsequent runoff election that involve entities in addition to the Participating Entity, the Election Officer will work with all parties to find a plan that can be agreed upon regarding the designation of polling places. If an agreement cannot be reached, the Election Officer will resolve the differences. **In all cases, the Election Officer has sole discretion to determine whether polling place changes are necessary.**

SECTION 5. PAYMENTS FOR ELECTION SERVICES

- (A) Costs and payments for the use of voting equipment are addressed separately in Section 6 of this Agreement.
- (B) Requests for Election Services. For each election the Participating Entity desires the Election Officer to conduct, the Participating Entity must submit a written request to the Election Officer that describes the general nature of the election and specifies the date of the election.
- (C) Cancellations. On or before 11:59 p.m. on the 68th day before an election for which the Participating Entity has requested election services, the Participating Entity shall notify the Election Officer as to whether the Participating Entity anticipates the cancellation of its election, and on or before 11:59 p.m. on the 60th day before the election the Participating Entity shall notify the Election Officer as to whether the Participating Entity will cancel that election. If the Election Officer receives written notice from the Participating Entity on or before 11:59 p.m. of the 60th day before an election that the Participating Entity's election will be cancelled, the Contracting Officer shall only be entitled to receive the actual expenses incurred before the date of cancellation in connection with the election and an administrative fee of \$75 in accordance with Sections 2.051 - 2.053 of the Texas Election Code.
- (D) Notice, Cost Estimate, Initial Invoicing, and Initial Payment.
- (1) Notwithstanding the provisions in Section 9(B), the County and the Participating Entity agree that notice under Section 5 can be provided via e-mail. The following e-mail address will be used for e-mail communications to or from the County pursuant to Section 5: elections@traviscountytexas.gov, with a copy to ElectionEntities@traviscountytexas.gov. The Participating Entity has designated [the City Secretary as the Participating Entity's representative for sending and receiving](#) e-mail communications under Section 5, and the Participating Entity designates the following e-mail address as the Participating Entity's email address for sending and receiving e-mail communications pursuant to Section 5: lalmaraz@manortexas.gov.
 - (2) Initial Cost Estimate. On or before the 60th day before an election for which the Participating Entity has requested election services, the Election Officer will mail and/or email to the Participating Entity a cost estimate for conducting the election. The cost estimate will include an administrative fee that is equal to 10% of the total estimated cost of conducting the Participating Entity's election, excluding the costs of voting equipment. In the event of a joint election, the cost estimate will reflect that election costs will be divided on a pro-rata basis among all entities involved in the election in the manner set forth in this Section 5. The proportional cost for the Election Officer to conduct each participating entity's election will be calculated by dividing the number of registered voters in the territorial jurisdiction of each participating

entity by the total number of registered voters for all of the participating entities involved in the joint election and multiplying that quotient by the total cost of the election. The product of these numbers is the pro rata cost share for each participating entity. The Participating Entity acknowledges and understands that if any other participating entity listed in the cost estimate cancels its election, each remaining participating entity's pro rata cost (including the Participating Entity's pro rata cost share) will result in a proportionate cost increase.

- (3) Initial Invoice and Initial Payment. Along with the initial cost estimate, the Election Officer will also include an initial invoice for the Participating Entity to pay 75% of the initial cost estimate. The Participating Entity must pay the County the amount specified in each invoice no later than 30 days after the Participating Entity's receipt of the invoice.
 - (4) Runoff Elections. For each runoff election the Participating Entity has requested that the Election Officer conduct, the Participating Entity must make a payment equal to 75% of the projected costs for the runoff election no later than three business days after receiving that cost estimate from the Election Officer. The projected share of election costs will include an administrative fee that is equal to 10% of the total estimated cost of conducting the Participating Entity's runoff election, excluding the costs of voting equipment.
 - (5) Each party may change its respective email addresses for e-mail communications under this Section 5, without the need to amend this Agreement, by sending a notice to the other party in accordance with Section 9(B).
- (F) Final Accounting and Final Invoice. The County will send the Participating Entity a final invoice of election expenses not later than 90 days after an election unless the Election Officer notifies the Participating Entity during that 90-day period following the election that the Election Officer requires additional time to send a final invoice to the Participating Entity. The final invoice will include a listing of additional costs incurred at the Participating Entity's behalf and specify the total payment due from the Participating Entity for any unpaid portion of the Participating Entity's costs.
- (1) Within 30 days after receipt of an election cost invoice setting forth the Election Officer's actual contract expenses and charges incurred in the conduct of the election, the Participating Entity shall pay the Election Officer the balance due on each final invoice no later than 30 days after the Participating Entity's receipt of that invoice.
 - (2) A refund may be due from the County to the Participating Entity if the final costs are lower than the amount already paid by the Participating Entity or if,

at the end of the calendar year, the County Auditor's Office makes adjustments to the election workers' payroll and the amount already paid by the Participating Entity for election worker payroll costs exceeds the payroll amounts calculated by the County Auditor's Office.

- (G) The Participating Entity shall promptly review an election invoice and any supporting documentation when received from the County. The Participating Entity may audit, during the County's normal business hours, relevant County election or accounting records upon reasonable notice to the County. The Participating Entity shall pay the entire final invoice or the undisputed portion of the final invoice not later than the 30th day after receiving the invoice. Failure by the Participating Entity to timely pay an invoice in full may impact the Election Officer's participation in future elections with the Participating Entity.

SECTION 6. PAYMENTS FOR USE OF VOTING EQUIPMENT

- (A) The Election Officer shall conduct elections using a voting system certified by the Secretary of State in accordance with the Texas Election Code and that has been approved for use by the Travis County Commissioners Court unless otherwise agreed upon by the Participating Entity, the Travis County Clerk, and the Travis County Commissioners Court.
- (B) The Participating Entity shall make payments to Travis County as consideration for the use of the County's voting equipment.
- (1) For each election the Election Officer conducts for the Participating Entity after January 1, 2023, through January 1, 2024, the Participating Entity shall pay three percent of the cost of the electronic voting system equipment installed at a polling place and three percent for each unit of other electronic equipment used by the Travis County Clerk's Office to conduct the election or provide election services.
 - (2) In this Agreement "other electronic equipment" includes ballot marking devices, ballot scanners, ballot printers, ballot tabulators, electronic pollbooks, and ballot programming software.
- (C) Payment by the Participating Entity to the County for voting equipment is due no later than 30 days after the Participating Entity's receipt of an invoice from the County.
- (D) If the County acquires additional equipment, different voting equipment, or upgrades to existing equipment during the term of this Agreement, the charge for the use of the equipment may be renegotiated.

SECTION 7. ADDITIONAL EARLY VOTING LOCATIONS

- (A) All of the Participating Entity's voters within Travis County will have access to all of the Travis County Early Voting sites in each election at no additional cost.
- (B) If the Participating Entity desires to have one or more early voting sites that are in addition to those sites the Election Officer has already selected for a specific election, the Participating Entity must submit the request to the Election Officer no later than 60 days before the election, and the Election Officer will thereafter provide a written estimate to the Participating Entity that sets forth the estimated cost for providing the additional early voting location(s) and the deadline by which the cost estimate must be paid. If, after receiving the cost estimate, the Participating Entity desires to move forward with having the additional early voting location(s), the Participating Entity will notify the Election Officer and include payment of the cost estimate with the Participating Entity's notice to the Election Officer no later than the deadline specified in the Election Officer's cost estimate. *Pursuant to Texas Election Code Section 85.064(b) and notwithstanding any provision to the contrary, the Election Officer has sole discretion to determine whether to provide any additional early voting sites requested by the Participating Entity.*

SECTION 8. COMMUNICATIONS

- (A) The Participating Entity and the Election Officer shall each designate a member of their staff to serve as the primary contact for the respective offices under this Agreement and provide the name and contact information for that individual to the other party. Each party may change their designated staff members by sending notice to the other party without the further need to amend this Agreement.
- (B) Throughout the term of this Agreement, the Participating Entity and the County will engage in ongoing communications on issues related to Participating Entity elections, the use of County's voting equipment, and the delivery of services under this Agreement and, when necessary, the County Clerk, Elections Division staff members, and other election workers shall meet with the Participating Entity to discuss and resolve any problems which might arise under this Agreement.
- (C) The Election Officer shall be the main point of media contact for election information related to election administration. The Participating Entity shall designate a contact to be the main point of contact for matters related to the content of the Participating Entity's ballot or candidates.

SECTION 9. MISCELLANEOUS PROVISIONS

- (A) Amendment/Modification

Except as otherwise provided, this Agreement may not be amended, modified, or changed in any respect whatsoever, except by a further Agreement in writing and

duly executed by the parties hereto. No official, representative, agent, or employee of the County has any authority to modify this Agreement except pursuant to such expressed authorization as may be granted by the Commissioners Court of Travis County, Texas. No official, representative, agent, or employee of the Participating Entity has any authority to modify this Agreement except pursuant to such expressed authorization as may be granted by the governing body of the Participating Entity. Dyana Limon-Mercado, Travis County Clerk (or her successor), may propose necessary amendments or modifications to this Agreement in writing in order to conduct a joint election smoothly and efficiently, except that any such proposals must be approved by the Commissioners Court of the County and the governing body of the Participating Entity.

(B) Notice

Unless otherwise provided herein, any notice to be given hereunder by any party to the other shall be in writing and may be affected by personal delivery, by certified mail, or by common carrier. Notice to a party shall be addressed as follows:

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

TRAVIS COUNTY
 Honorable Dyana Limon-Mercado, Travis County Clerk (or her successor)
 1000 Guadalupe Street, Room 222
 Austin, Texas 78701

Cc: Honorable Delia Garza, Travis County Attorney (or her successor)
 314 West 11th Street, 5th Floor
 Austin, Texas 78701

Notice by hand-delivery is deemed effective immediately, notice by certified mail is deemed effective three days after deposit with a U.S. Postal Office or in a U.S. Mail Box, and notice by a common carrier, is deemed effective upon receipt. Each party may change the address for notice to it by giving notice of such change in accordance with the provisions of this Section. When notices by e-mail are permitted by this Agreement, (1) the notice is deemed effective upon the day it is sent if the e-mail is received before 5:00 p.m. on a business day; (2) the notice is deemed effective on the first business day after the e-mail was received if the email was received after 5:00 p.m. on a business day or anytime on a Saturday or Sunday. In this Agreement, "business day" means any weekday that is not a holiday designated by the Travis County Commissioners Court.

(C) Force Majeure

In the event that the performance by the County of any of its obligations or undertakings hereunder shall be interrupted or delayed by any occurrence not occasioned by its own conduct, whether such occurrence be an act of God or the result of war, riot, civil commotion, sovereign conduct, or the act or condition of any persons not a party hereto or in privity thereof, then it shall be excused from such performance for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof.

(D) Venue and Choice of Law

The Participating Entity agrees that venue for any dispute arising under this Agreement will lie in the appropriate courts of Austin, Travis County, Texas. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and the United States of America.

(E) Entire Agreement

This Agreement contains the entire agreement of the parties relating to the rights herein granted and the obligations herein assumed and also supersedes all prior agreements, including prior election services contracts and prior agreements to conduct joint elections. Any prior agreements, promises, negotiations, or representations not expressly contained in this Agreement are of no force or effect. Any oral representations or modifications concerning this Agreement shall be of no force or effect, excepting a subsequent modification in writing as provided herein.

(F) Severability

If any provision of this Agreement is found to be invalid, illegal or unenforceable by a court of competent jurisdiction, such invalidity, illegality or unenforceability shall not affect the remaining provisions of this Agreement. Parties to this Agreement shall perform their obligations under this Agreement in accordance with the intent of the parties to this Agreement as expressed in the terms and provisions of this Agreement.

(G) Breach

In the event that Participating Entity or County breaches any of its obligations under this Agreement, the non-breaching party shall be entitled to pursue any and all rights and remedies allowed by law.

(H) Payments from Current Revenues

Payments made by the Participating Entity in meeting its obligations under this Agreement shall be made from current revenue funds available to the governing body of the Participating Entity. Payments made by the County in meeting its obligations under this Agreement shall be made from current budget or revenue available to the County.

(I) Other Instruments

The County and the Participating Entity agree that they will execute other and further instruments, or any documents as may become necessary or convenient to effectuate and carry out the purposes of this Agreement.

(J) Third Party Beneficiaries

Except as otherwise provided herein, nothing in this Agreement, expressed or implied, is intended to confer upon any person, other than the parties hereto, any benefits, rights or remedies under or by reason of this Agreement.

(K) Joint Election Agreements

The County and the Participating Entity expressly understand and acknowledge that each may enter into other joint election agreements with other jurisdictions, to be held on Election Day and at common polling places covered by this Agreement.

When mediation is acceptable to both parties in resolving a dispute arising under this Agreement, the parties agree to use a mutually agreed upon mediator, or a person appointed by a court of competent jurisdiction, for mediation as described in Section 154.023 of the Texas Civil Practice and Remedies Code. Unless both parties are satisfied with the result of the mediation, the mediation will not constitute a final and binding resolution of the dispute. All communications within the scope of the mediation shall remain confidential as described in Section 154.053 of the Texas Civil Practice and Remedies Code unless both parties agree, in writing, to waive the confidentiality. Notwithstanding the foregoing, the parties intend to fully comply with the Texas Open Meetings Act and the Texas Public Information Act whenever applicable. The term “confidential” as used in this Agreement has the same meaning as defined and construed under the Texas Public Information Act and the Texas Open Meetings Act.

(L) Addresses for Payments

Payments made to the County, or the Participating Entity under this Agreement shall be addressed to following respective addresses:

Travis County Clerk – Elections Division
P.O. Box 149325
Austin, Texas 78714

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

- (M) This Agreement is effective upon execution by both parties and remains in effect until either party terminates this agreement for any reason upon providing 60 days written notice to the other party.
- (N) All times referenced in this Agreement are to Central Time, and in all instances, the time-stamp clock used by the Travis County Clerk’s Office at 5501 Airport Boulevard in Austin, Texas is the official clock for determining the correct time.
- (O) The individuals below have been authorized to sign this Agreement.

IN TESTIMONY WHEREOF, the parties hereto have executed this Agreement in multiple copies, each of equal dignity, and this Agreement takes effect on the date it is

fully executed by the Participation Entity, the Travis County Judge (on behalf of the Travis County Commissioners Court), and the Travis County Clerk.

[Signatures on following page]

CITY OF MANOR

BY: _____
Dr. Christopher Harvey,
Mayor

DATE: August 16, 2023

TRAVIS COUNTY

BY: _____
Andy Brown (or his successor)
County Judge

DATE: _____

BY: _____
Dyana Limon-Mercado (or her successor)
County Clerk

DATE: _____



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 16, 2023
PREPARED BY: Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an ordinance levying Ad Valorem taxes for the use and support of the municipal government of the City of Manor for the fiscal year beginning October 1, 2023, and ending September 30, 2024.

BACKGROUND/SUMMARY:

A public hearing was conducted on August 16, 2023, at City Hall Chambers located at 105 E Eggleston St Manor, TX 78653 at 7pm.

The proposed Tax rate for FY 2023-2024:

Operation & Maintenance (O&M)	.4802
Debt Service	<u>.1987</u>
Total Tax Rate	.6789

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

- Ordinance No. 716
- Form 50-856

STAFF RECOMMENDATION:

It is the City Staff’s recommendation that Council approve Ordinance No. 716 for FY 2023-2024 Property Tax Rate
 “I move that the property tax rate be decreased by the adoption of a tax rate of \$0.6789 on each \$100.00 valuation of property, which is effectively a 10.03% decrease in the tax rate.”

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

2023 Tax Rate Calculation Worksheet

Taxing Units Other Than School Districts or Water Districts

City of Manor

512-272-5555

Taxing Unit Name

Phone (area code and number)

105 E Eggleston St Manor, TX 78653

www.manortx.gov

Taxing Unit's Address, City, State, ZIP Code

Taxing Unit's Website Address

GENERAL INFORMATION: Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	2022 total taxable value. Enter the amount of 2022 taxable value on the 2022 tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). ¹	\$ 1,763,624,291
2.	2022 tax ceilings. Counties, cities and junior college districts. Enter 2022 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2022 or a prior year for homeowners age 65 or older or disabled, use this step. ²	\$ 0
3.	Preliminary 2022 adjusted taxable value. Subtract Line 2 from Line 1.	\$ 1,763,624,291
4.	2022 total adopted tax rate.	\$.7470 /\$100
5.	2022 taxable value lost because court appeals of ARB decisions reduced 2021 appraised value.	
	A. Original 2022 ARB values:.....	\$ 77,796,879
	B. 2022 values resulting from final court decisions:.....	-\$ 74,969,725
	C. 2022 value loss. Subtract B from A. ³	\$ 2,827,154
6.	2022 taxable value subject to an appeal under Chapter 42, as of July 25.	
	A. 2022 ARB certified value:.....	\$ 5,801,437.00
	B. 2022 disputed value:.....	-\$ 580,144.00
	C. 2022 undisputed value. Subtract B from A. ⁴	\$ 5,221,293
7.	2022 Chapter 42 related adjusted values. Add Line 5C and Line 6C.	\$ 8,048,447

¹ Tex. Tax Code §26.012(14)
² Tex. Tax Code §26.012(14)
³ Tex. Tax Code §26.012(13)
⁴ Tex. Tax Code §26.012(13)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
8.	2022 taxable value, adjusted for actual and potential court-ordered adjustments. Add Line 3 and Line 7.	\$ 1,771,672,738
9.	2022 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2022. Enter the 2021 value of property in deannexed territory. ⁵	\$ 0
10.	<p>2022 taxable value lost because property first qualified for an exemption in 2023. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in 2023 does not create a new exemption or reduce taxable value.</p> <p>A. Absolute exemptions. Use 2022 market value: \$ 0</p> <p>B. Partial exemptions. 2023 exemption amount or 2023 percentage exemption times 2022 value: + \$ 0</p> <p>C. Value loss. Add A and B.⁶</p>	\$ 5,060,147
11.	<p>2022 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2023. Use only properties that qualified in 2023 for the first time; do not use properties that qualified in 2022.</p> <p>A. 2022 market value: \$ 0</p> <p>B. 2023 productivity or special appraised value: - \$ 0</p> <p>C. Value loss. Subtract B from A.⁷</p>	\$ 0
12.	Total adjustments for lost value. Add Lines 9, 10C and 11C.	\$ 5,060,147
13.	2022 captured value of property in a TIF. Enter the total value of 2022 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which 2022 taxes were deposited into the tax increment fund. ⁸ If the taxing unit has no captured appraised value in line 18D, enter 0.	\$ 3,574,060
14.	2022 total value. Subtract Line 12 and Line 13 from Line 8.	\$ 1,763,038,531
15.	Adjusted 2022 total levy. Multiply Line 4 by Line 14 and divide by \$100.	\$ 13,184,516.33
16.	Taxes refunded for years preceding tax year 2022. Enter the amount of taxes refunded by the taxing unit for tax years preceding tax year 2022. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2022. This line applies only to tax years preceding tax year 2022. ⁹	\$ 14,618.50
17.	Adjusted 2022 levy with refunds and TIF adjustment. Add Lines 15 and 16. ¹⁰	\$ 13,184,516.33
18.	<p>Total 2023 taxable value on the 2023 certified appraisal roll today. This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled.¹¹</p> <p>A. Certified values: \$ 1,874,671,097</p> <p>B. Counties: Include railroad rolling stock values certified by the Comptroller's office: + \$ 0</p> <p>C. Pollution control and energy storage system exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: - \$ 1,447,735</p> <p>D. Tax increment financing: Deduct the 2023 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the 2023 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below.¹² - \$ 8,483,281</p> <p>E. Total 2023 value. Add A and B, then subtract C and D.</p>	\$ 1,864,740,081

⁵ Tex. Tax Code §26.012(15)
⁶ Tex. Tax Code §26.012(15)
⁷ Tex. Tax Code §26.012(15)
⁸ Tex. Tax Code §26.03(c)
⁹ Tex. Tax Code §26.012(13)
¹⁰ Tex. Tax Code §26.012(13)
¹¹ Tex. Tax Code §26.012, 26.04(c-2)
¹² Tex. Tax Code §26.03(c)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
19.	Total value of properties under protest or not included on certified appraisal roll. ¹³	
	A. 2023 taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. ¹⁴	\$ <u>236,699,338</u>
	B. 2023 value of properties not under protest or included on certified appraisal roll. The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. ¹⁵	+ \$ <u>0</u>
	C. Total value under protest or not certified. Add A and B.	\$ <u>236,699,388</u>
20.	2023 tax ceilings. Counties, cities and junior colleges enter 2023 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2022 or a prior year for homeowners age 65 or older or disabled, use this step. ¹⁶	\$ <u>0</u>
21.	2023 total taxable value. Add Lines 18E and 19C. Subtract Line 20. ¹⁷	\$ <u>2,101,439,419</u>
22.	Total 2023 taxable value of properties in territory annexed after Jan. 1, 2022. Include both real and personal property. Enter the 2023 value of property in territory annexed. ¹⁸	\$ <u>0</u>
23.	Total 2023 taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in 2022. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, 2022 and be located in a new improvement. New improvements do include property on which a tax abatement agreement has expired for 2023. ¹⁹	\$ <u>152,1159,241</u>
24.	Total adjustments to the 2023 taxable value. Add Lines 22 and 23.	\$ <u>152,159,241</u>
25.	Adjusted 2023 taxable value. Subtract Line 24 from Line 21.	\$ <u>1,949,280,178</u>
26.	2023 NNR tax rate. Divide Line 17 by Line 25 and multiply by \$100. ²⁰	\$ <u>.6763</u> /\$100
27.	COUNTIES ONLY. Add together the NNR tax rates for each type of tax the county levies. The total is the 2023 county NNR tax rate. ²¹	\$ <u>0</u> /\$100

SECTION 2: Voter-Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

- Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
- Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
28.	2022 M&O tax rate. Enter the 2022 M&O tax rate.	\$ <u>.5090</u> /\$100
29.	2022 taxable value, adjusted for actual and potential court-ordered adjustments. Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>1,771,672,738</u>

¹³ Tex. Tax Code §26.01(c) and (d)
¹⁴ Tex. Tax Code §26.01(c)
¹⁵ Tex. Tax Code §26.01(d)
¹⁶ Tex. Tax Code §26.012(6)(B)
¹⁷ Tex. Tax Code §26.012(6)
¹⁸ Tex. Tax Code §26.012(17)
¹⁹ Tex. Tax Code §26.012(17)
²⁰ Tex. Tax Code §26.04(c)
²¹ Tex. Tax Code §26.04(d)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
30.	Total 2022 M&O levy. Multiply Line 28 by Line 29 and divide by \$100	9,017,814.24
31.	<p>Adjusted 2022 levy for calculating NNR M&O rate.</p> <p>A. M&O taxes refunded for years preceding tax year 2022. Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2022. This line applies only to tax years preceding tax year 2022. + \$ <u>9,960.93</u></p> <p>B. 2022 taxes in TIF. Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2023 captured appraised value in Line 18D, enter 0. - \$ <u>128103.75</u></p> <p>C. 2022 transferred function. If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. +/- \$ <u>0</u></p> <p>D. 2022 M&O levy adjustments. Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function. \$ <u>118,142.82</u></p> <p>E. Add Line 30 to 31D.</p>	\$ <u>8,899,671.42</u>
32.	Adjusted 2023 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>1,949,280,178</u>
33.	2023 NNR M&O rate (unadjusted). Divide Line 31E by Line 32 and multiply by \$100.	\$ <u>.4565</u> /\$100
34.	<p>Rate adjustment for state criminal justice mandate. ²³ If not applicable or less than zero, enter 0.</p> <p>A. 2023 state criminal justice mandate. Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. \$ <u>0</u></p> <p>B. 2022 state criminal justice mandate. Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies. - \$ <u>0</u></p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ <u>0</u> /\$100</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ <u>0</u> /\$100
35.	<p>Rate adjustment for indigent health care expenditures. ²⁴ If not applicable or less than zero, enter 0.</p> <p>A. 2023 indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state assistance received for the same purpose. \$ <u>0</u></p> <p>B. 2022 indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state assistance received for the same purpose. - \$ <u>0</u></p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ <u>0</u> /\$100</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ <u>0</u> /\$100

²² [Reserved for expansion]

²³ Tex. Tax Code §26.044

²⁴ Tex. Tax Code §26.0441

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
36.	<p>Rate adjustment for county indigent defense compensation. ²⁵ If not applicable or less than zero, enter 0.</p> <p>A. 2023 indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state grants received by the county for the same purpose..... \$ 0</p> <p>B. 2022 indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state grants received by the county for the same purpose..... \$ 0</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100..... \$ 0 /\$100</p> <p>D. Multiply B by 0.05 and divide by Line 32 and multiply by \$100..... \$ 0 /\$100</p> <p>E. Enter the lesser of C and D. If not applicable, enter 0.</p>	\$ 0 /\$100
37.	<p>Rate adjustment for county hospital expenditures. ²⁶ If not applicable or less than zero, enter 0.</p> <p>A. 2023 eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2022 and ending on June 30, 2023. \$ 0</p> <p>B. 2022 eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2021 and ending on June 30, 2022. \$ 0</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100..... \$ 0 /\$100</p> <p>D. Multiply B by 0.08 and divide by Line 32 and multiply by \$100..... \$ 0 /\$100</p> <p>E. Enter the lesser of C and D, if applicable. If not applicable, enter 0.</p>	\$ 0 /\$100
38.	<p>Rate adjustment for defunding municipality. This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code Section 26.0444 for more information.</p> <p>A. Amount appropriated for public safety in 2022. Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year..... \$ 0</p> <p>B. Expenditures for public safety in 2022. Enter the amount of money spent by the municipality for public safety during the preceding fiscal year..... \$ 0</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100 \$ 0 /\$100</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ 0 /\$100
39.	Adjusted 2023 NNR M&O rate. Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.	\$.4565 /\$100
40.	<p>Adjustment for 2022 sales tax specifically to reduce property taxes. Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in 2022 should complete this line. These entities will deduct the sales tax gain rate for 2023 in Section 3. Other taxing units, enter zero.</p> <p>A. Enter the amount of additional sales tax collected and spent on M&O expenses in 2022, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent..... \$ 0</p> <p>B. Divide Line 40A by Line 32 and multiply by \$100 \$ 0 /\$100</p> <p>C. Add Line 40B to Line 39.</p>	\$.4565 /\$100
41.	<p>2023 voter-approval M&O rate. Enter the rate as calculated by the appropriate scenario below.</p> <p>Special Taxing Unit. If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08.</p> <p>- or -</p> <p>Other Taxing Unit. If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.</p>	\$.4724 /\$100

²⁵ Tex. Tax Code §26.0442

²⁶ Tex. Tax Code §26.0443

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
D41.	<p>Disaster Line 41 (D41): 2023 voter-approval M&O rate for taxing unit affected by disaster declaration. If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of</p> <p>1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or</p> <p>2) the third tax year after the tax year in which the disaster occurred</p> <p>If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08.²⁷ If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).</p>	\$ <u>0</u> /\$100
42.	<p>Total 2023 debt to be paid with property taxes and additional sales tax revenue. Debt means the interest and principal that will be paid on debts that:</p> <p>(1) are paid by property taxes,</p> <p>(2) are secured by property taxes,</p> <p>(3) are scheduled for payment over a period longer than one year, and</p> <p>(4) are not classified in the taxing unit’s budget as M&O expenses.</p> <p>A. Debt also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here.²⁸</p> <p>Enter debt amount \$ <u>4,177,523.50</u></p> <p>B. Subtract unencumbered fund amount used to reduce total debt. - \$ _____</p> <p>C. Subtract certified amount spent from sales tax to reduce debt (enter zero if none) - \$ _____</p> <p>D. Subtract amount paid from other resources - \$ _____</p> <p>E. Adjusted debt. Subtract B, C and D from A. \$ <u>4,177,523.50</u></p>	\$ <u>4,177,523.50</u>
43.	Certified 2022 excess debt collections. Enter the amount certified by the collector. ²⁹	\$ <u>0</u>
44.	Adjusted 2023 debt. Subtract Line 43 from Line 42E.	\$ <u>4,177,523.50</u>
45.	<p>2023 anticipated collection rate.</p> <p>A. Enter the 2023 anticipated collection rate certified by the collector.³⁰ <u>100</u> %</p> <p>B. Enter the 2022 actual collection rate. <u>100</u> %</p> <p>C. Enter the 2021 actual collection rate. <u>101</u> %</p> <p>D. Enter the 2020 actual collection rate. <u>100</u> %</p> <p>E. If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%.³¹</p>	<u>100</u> %
46.	2023 debt adjusted for collections. Divide Line 44 by Line 45E.	\$ <u>4,177,523.50</u>
47.	2023 total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>2,101,439,419</u>
48.	2023 debt rate. Divide Line 46 by Line 47 and multiply by \$100.	\$ <u>.1987</u> /\$100
49.	2023 voter-approval tax rate. Add Lines 41 and 48.	\$ <u>.6711</u> /\$100
D49.	<p>Disaster Line 49 (D49): 2023 voter-approval tax rate for taxing unit affected by disaster declaration. Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.</p>	\$ <u>0</u> /\$100

²⁷ Tex. Tax Code §26.042(a)
²⁸ Tex. Tax Code §26.012(7)
²⁹ Tex. Tax Code §26.012(10) and 26.04(b)
³⁰ Tex. Tax Code §26.04(b)
³¹ Tex. Tax Code §526.04(h), (h-1) and (h-2)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
50.	COUNTIES ONLY. Add together the voter-approval tax rates for each type of tax the county levies. The total is the 2023 county voter-approval tax rate.	\$ <u>0</u> /\$100

SECTION 3: NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
51.	Taxable Sales. For taxing units that adopted the sales tax in November 2022 or May 2023, enter the Comptroller's estimate of taxable sales for the previous four quarters. ³² Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November 2022, enter 0.	\$ <u>0</u>
52.	Estimated sales tax revenue. Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. ³³ Taxing units that adopted the sales tax in November 2022 or in May 2023. Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. ³⁴ - or - Taxing units that adopted the sales tax before November 2022. Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	\$ <u>0</u>
53.	2023 total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>2,101,439,419</u>
54.	Sales tax adjustment rate. Divide Line 52 by Line 53 and multiply by \$100.	\$ <u>0</u> /\$100
55.	2023 NNR tax rate, unadjusted for sales tax. ³⁵ Enter the rate from Line 26 or 27, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>.6763</u> /\$100
56.	2023 NNR tax rate, adjusted for sales tax. Taxing units that adopted the sales tax in November 2022 or in May 2023. Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November 2022.	\$ <u>0</u> /\$100
57.	2023 voter-approval tax rate, unadjusted for sales tax. ³⁶ Enter the rate from Line 49, Line D49 (disaster) or Line 50 (counties) as applicable, of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ <u>.6711</u> /\$100
58.	2023 voter-approval tax rate, adjusted for sales tax. Subtract Line 54 from Line 57.	\$ <u>.6711</u> /\$100

SECTION 4: Voter-Approval Tax Rate Adjustment for Pollution Control

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
59.	Certified expenses from the Texas Commission on Environmental Quality (TCEQ). Enter the amount certified in the determination letter from TCEQ. ³⁷ The taxing unit shall provide its tax assessor-collector with a copy of the letter. ³⁸	\$ <u>0</u>
60.	2023 total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>2,101,439,419</u>
61.	Additional rate for pollution control. Divide Line 59 by Line 60 and multiply by \$100.	\$ <u>0</u> /\$100
62.	2023 voter-approval tax rate, adjusted for pollution control. Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax).	\$ <u>.6711</u> /\$100

³² Tex. Tax Code §26.041(d)
³³ Tex. Tax Code §26.041(i)
³⁴ Tex. Tax Code §26.041(d)
³⁵ Tex. Tax Code §26.04(c)
³⁶ Tex. Tax Code §26.04(c)
³⁷ Tex. Tax Code §26.045(d)
³⁸ Tex. Tax Code §26.045(i)

SECTION 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the difference between the adopted tax rate and voter-approval tax rate adjusted to remove the unused increment rate for the prior three years.³⁹ In a year where a taxing unit adopts a rate by applying any portion of the unused increment rate, the portion of the unused increment rate must be backed out of the calculation for that year.

The difference between the adopted tax rate and adjusted voter-approval tax rate is considered zero in the following scenarios:

- a tax year before 2020;⁴⁰
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);⁴¹ or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.⁴²

Individual components can be negative, but the overall rate would be the greater of zero or the calculated rate.

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.⁴³

Line	Unused Increment Rate Worksheet	Amount/Rate
63.	Year 3 component. Subtract the 2022 actual tax rate and the 2022 unused increment rate from the 2022 voter-approval tax rate.	
	A. Voter-approval tax rate \$ <u>.7355</u> /\$100 As applicable: Line 49, Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control)	
	B. Unused increment rate (Line 66)..... \$ <u>0</u> /\$100	
	C. Subtract B from A \$ <u>.7355</u> /\$100	
	D. Adopted Tax Rate..... \$ <u>.7470</u> /\$100	
	E. Subtract D from C..... \$ <u>-.0115</u> /\$100	
64.	Year 2 component. Subtract the 2021 actual tax rate and the 2021 unused increment rate from the 2021 voter-approval tax rate.	
	A. Voter-approval tax rate \$ <u>.7667</u> /\$100 As applicable: Line 49, Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control)	
	B. Unused increment rate (Line 66)..... \$ <u>.0054</u> /\$100	
	C. Subtract B from A \$ <u>.7613</u> /\$100	
	D. Adopted Tax Rate..... \$ <u>.7827</u> /\$100	
	E. Subtract D from C..... \$ <u>-.0214</u> /\$100	
65.	Year 1 component. Subtract the 2020 actual tax rate and the 2020 unused increment rate from the 2020 voter-approval tax rate.	
	A. Voter-approval tax rate \$ <u>.8215</u> /\$100 As applicable: Line 47, Line 50 (counties), Line 56 (taxing units with the additional sales tax) or Line 60 (taxing units with pollution control)	
	B. Unused increment rate..... \$ <u>0</u> /\$100	
	C. Subtract B from A \$ <u>.8215</u> /\$100	
	D. Adopted Tax Rate..... \$ <u>.8161</u> /\$100	
	E. Subtract D from C..... \$ <u>.0054</u> /\$100	
66.	2023 unused increment rate. Add Lines 63E, 64E and 65E.	\$ <u>0</u> /\$100
67.	Total 2023 voter-approval tax rate, including the unused increment rate. Add Line 66 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control).	\$ <u>.6711</u> /\$100

³⁹ Tex. Tax Code §26.013(a)
⁴⁰ Tex. Tax Code §26.013(c)
⁴¹ Tex. Tax Code §26.0501(a) and (c)
⁴² Tex. Local Gov't Code §120.007(d), effective Jan. 1, 2022
⁴³ Tex. Tax Code §26.063(a)(1)
⁴⁴ Tex. Tax Code §26.012(8-a)
⁴⁵ Tex. Tax Code §26.063(a)(1)

SECTION 6: De Minimis Rate

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit.⁴⁴ This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.⁴⁵

Line	De Minimis Rate Worksheet	Amount/Rate
68.	Adjusted 2023 NNR M&O tax rate. Enter the rate from Line 39 of the <i>Voter-Approval Tax Rate Worksheet</i>	\$ <u>.4565</u> /\$100
69.	2023 total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>2,101,439,419</u>
70.	Rate necessary to impose \$500,000 in taxes. Divide \$500,000 by Line 69 and multiply by \$100.	\$ <u>.0237</u> /\$100
71.	2023 debt rate. Enter the rate from Line 48 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ <u>.1987</u> /\$100
72.	De minimis rate. Add Lines 68, 70 and 71.	\$ <u>.6789</u> /\$100

SECTION 7: Voter-Approval Tax Rate Adjustment for Emergency Revenue Rate

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.⁴⁶

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year.⁴⁷

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago. This section will apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Line	Emergency Revenue Rate Worksheet	Amount/Rate
73.	2022 adopted tax rate. Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>0</u> /\$100
74.	Adjusted 2022 voter-approval tax rate. Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line. If a disaster occurred in 2022 and the taxing unit calculated its 2022 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2022 worksheet due to a disaster, complete the applicable sections or lines of Form 50-856-a, Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet. - or - If a disaster occurred prior to 2022 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2022, complete the separate <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> to recalculate the voter-approval tax rate the taxing unit would have calculated in 2022 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the year(s) following the disaster. ⁴⁸ Enter the final adjusted 2022 voter-approval tax rate from the worksheet. - or - If the taxing unit adopted a tax rate above the 2022 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	\$ <u>0</u> /\$100
75.	Increase in 2022 tax rate due to disaster. Subtract Line 74 from Line 73.	\$ <u>0</u> /\$100
76.	Adjusted 2022 taxable value. Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>0</u>
77.	Emergency revenue. Multiply Line 75 by Line 76 and divide by \$100.	\$ <u>0</u>
78.	Adjusted 2023 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>0</u>
79.	Emergency revenue rate. Divide Line 77 by Line 78 and multiply by \$100. ⁴⁹	\$ <u>0</u> /\$100

⁴⁶ Tex. Tax Code §26.042(b)

⁴⁷ Tex. Tax Code §26.042(f)

⁴⁸ Tex. Tax Code §26.042(c)

⁴⁹ Tex. Tax Code §26.042(b)

Line	Emergency Revenue Rate Worksheet	Amount/Rate
80.	2023 voter-approval tax rate, adjusted for emergency revenue. Subtract Line 79 from one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 67 (taxing units with the unused increment rate).	\$ 0 /\$100

SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

- No-new-revenue tax rate.** \$.6763 /\$100
 As applicable, enter the 2023 NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax).
 Indicate the line number used: _____
- Voter-approval tax rate.** \$.6711 /\$100
 As applicable, enter the 2023 voter-approval tax rate from: Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 67 (adjusted for unused increment), or Line 80 (adjusted for emergency revenue).
 Indicate the line number used: _____
- De minimis rate.** \$.6789 /\$100
 If applicable, enter the 2022 de minimis rate from Line 72.

SECTION 9: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in the Tax Code.⁵⁰

print here ▶ Lydia M. Collins

 Printed Name of Taxing Unit Representative

sign here ▶ *Lydia Collins* _____ 8/5/2023
 Taxing Unit Representative Date

⁵⁰ Tex. Tax Code §§26.04(c-2) and (d-2)

ORDINANCE NO. 716

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, LEVYING AD VALOREM TAXES FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024; PROVIDING FOR APPORTIONING EACH LEVY FOR SPECIFIC PURPOSES; AND ESTABLISHING WHEN TAXES SHALL BECOME DUE AND SAME SHALL BECOME DELINQUENT, IF NOT PAID.

WHEREAS, the City Council of the City of Manor, Texas approved the annual budget for the municipality's fiscal year beginning October 1, 2023, and ending September 30, 2024; and

WHEREAS, it is necessary that an Ordinance be passed levying an ad valorem tax on all property, real and personal, within the corporate limits of the City of Manor, Texas in accordance with such annual budget and the Texas Tax Code; and

WHEREAS, the City Council conducted one public hearing to discuss a proposal to increase total tax revenues on August 16, 2023, as provided by law;

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

Section 1. There is hereby levied and there shall be collected for the use and support of the municipal government of the City of Manor, Texas (herein the "City") and to provide an Interest and Sinking Fund for the fiscal year 2023-2024, upon all property, real, and personal, and mixed, within the corporate limits of said City on January 1, 2024 subject to taxation, a tax of **\$0.6789** on each \$100.00 valuation of property, said tax being so levied and apportioned to the specific purposes here set forth:

- A.** For the maintenance and operations of the municipal government (General Fund), **\$0.4802** on each \$100.00 valuation of property; and
- B.** For the debt service of the municipality (Interest and Sinking Fund), **\$0.1987** on each \$100.00 valuation of property.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

THE TAX RATE WILL EFFECTIVELY BE DECREASED BY 10.03% PERCENT. AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$273,027 HOME BY APPROXIMATELY \$41.22.

Section 2. Taxes levied under this Ordinance shall be due October 1, 2023 and, if not paid on or before February 1, 2024, shall immediately become delinquent.

Section 3. All taxes shall become a lien upon the property against which assessed, and the Travis County Tax Assessor-Collector, as the assessor and collector for the City, is hereby authorized and empowered to enforce the collection of such taxes according to the Constitution and Laws of the State of Texas and Ordinances of the City, and shall by virtue of the tax rolls, fix and establish a lien by levying upon such property, whether real or personal, for the payment of said taxes, penalty and interest, and the penalty and interest collected from such delinquent taxes shall be apportioned to the General Fund of the City. All delinquent taxes shall bear interest at the rate prescribed by State law.

Section 4. This Ordinance shall take effect and be in full force from and after its passage.

PASSED, ADOPTED, AND APPROVED on this 16th day of August 2023.

The motion to adopt was made by Councilmember _____, with the following language: "I move that the property tax rate be decreased by the adoption of a tax rate of \$0.6789 on each \$100.00 valuation of property, which is effectively a **10.03%** percent decrease in the tax rate."

The motion was seconded by Councilmember _____, and the result of the vote by the Council was _____ FOR, _____ AGAINST, and _____ ABSTAINING.

THE CITY OF MANOR, TEXAS

Dr. Christopher Harvey,
Mayor

ATTEST:

Lluvia T. Almaraz,
City Secretary



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 16, 2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

First Reading: Consideration, discussion, and possible action on the first reading of an Ordinance amending the Shadowglen Planned Unit Development (PUD) and being located at the intersections of Lexington Street and US Hwy 290 as well as Shadowglen Boulevard and US Hwy 290, Manor, TX.

Applicant: Marcus Equity

Owner: Cottonwood Holdings Limited, LLC

BACKGROUND/SUMMARY:

This is a city-initiated amendment with the purpose to make the original 1996 PUD zoning ordinance consistent with the land plan in the Shadowglen Development Agreement.

The original PUD zoning ordinance for the in-city portions of Shadowglen (the commercial on US 290, golf course, and Wilbarger Creek open space area) was approved back in 1996. The original Shadowglen Development Agreement was approved in 2001, which was amended in 2005 and 2007 and expired in 2011 when the developer defaulted. The Agreement was then revised and approved 2013 and included exhibits of the approved land uses for the in-city and out-of-city portions of Shadowglen. The exhibit for the in-city portion of the development did not follow the land uses shown on the 1996 PUD but followed the developer’s land use plan from 2003. The land use plan in the development agreement was further amended in 2018.

This city-initiated PUD amendment is only to make the zoning ordinance for Shadowglen consistent with the 2018 land use plan from the development agreement and no changes are sought to the 2018 plan by this amendment. The portions of Shadowglen outside the city limits, which is all the single family residential, the Flats apartments, and the commercial around Shadowglen Trace/973 is not being changed and is regulated only by the development agreement.

Planning and Zoning Commission voted to approve 6-0 with the condition that a letter or some form of communication with the residents on the provided mailing list and HOA is sent out explaining that no changes are being made to the PUD, the map is simply being updated to reflect what currently exists.

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

- Ordinance
- 2018 Land Plan – Zoning Exhibit
- Aerial Image
- 1996 PUD Zoning Ordinance
- Public Notice
- Mailing Labels

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council approve the first reading of an ordinance amending the Shadowglen Planned Unit Development (PUD) and being located at the intersections of Lexington Street and US Hwy 290 as well as Shadowglen Boulevard and US Hwy 290, Manor, TX.

PLANNING & ZONING COMMISSION:	Recommend Approval	Disapproval	None
	X		

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING ORDINANCE 126 TO MODIFY THE PLANNED UNIT DEVELOPMENT LAND USE PLAN FOR THE SHADOWGLEN DEVELOPMENT; REZONING FROM PLANNED UNIT DEVELOPMENT (PUD) TO PLANNED UNIT DEVELOPMENT (PUD); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

Whereas, the City of Manor, Texas (the “City”) has initiated that the property described hereinafter in Exhibit “A” attached hereto and incorporated herein as if fully set forth (the “Property”) be rezoned from zoning district Planned Unit Development (PUD) to zoning district Planned Unit Development (PUD);

Whereas, Ordinance No. 126 was adopted by the City of Manor, Texas City Council (the “City Council”) on July 23, 1996;

Whereas, the City has initiated an amendment to Ordinance No. 126 in order to modify the Planned Unit Development Land Use Plan for the Shadowglen Subdivision Planned Unit Development;

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; and

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. Ordinance No. 126 is hereby modified and amended by replacing Appendix “A” in its entirety and replacing with a new Appendix “A” which is attached hereto and incorporated herein as if fully set forth as Exhibit “B” to include the modified Planned Unit Development Land Use Plan for the Shadowglen Planned Unit Development.

Section 3. Amendment of Conflicting Ordinances. Appendix “A” of the City’s Ordinance No. 126 is hereby amended as provided in this Ordinance. All ordinances and parts of ordinances in conflict with this ordinance are amended to the extent of such conflict. In the event of a conflict or inconsistency between this ordinance and any code or ordinance of the city, the terms and provisions of this ordinance shall govern.

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 ____ day of August 2023.

PASSED AND APPROVED SECOND AND FINAL READING on this the ____ day of September 2023.

THE CITY OF MANOR, TEXAS

Dr. Christopher Harvey,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC,
City Secretary

ORDINANCE NO.

Page 3

EXHIBIT "A"

Property Legal Description:

AREA INSIDE MANOR CITY LIMITS FOR "P.U.D. GENERAL LAND USE PLAN"

METES AND BOUNDS DESCRIPTION

Being all that certain 292.7963 acre tract or parcel of land out of and part of that certain 1020.318 acre tract as described in Deed to Cottonwood General Partner, L.C., recorded in Volume 12251, Page 1531, Travis County Real Property Records (TCRPR) and out of that certain 97.212 acre tract (called Tract 2) in Deed to Cottonwood Holdings, Ltd. and as described in Deed recorded in Volume 9658, Page 366, TCRPR, and being comprised of a 58.1610 acre tract (TRACT 1) called a 58.134 acre tract (called Second Tract of a 816.928 acre tract) in Deed to Austin Manor Investments recorded in Volume 8623, Page 931, Travis County Real Property Records (TCRPR), and, a 0.3629 acre tract (TRACT 2) called a 0.36 acre tract (called Third Tract of a 203.39 acre tract) in said Deed to Austin Manor Investments recorded in Volume 8623, Page 931, TCRPR; and out of and part of that certain 758.794 acre tract (called First Tract of 816.928 acres) and out of and part of that certain 181.445 acre tract (called First Tract of 203.39 acres, both as described in Warranty Deed to Austin Manor Investments, and recorded in Volume 8623, Page 931, Travis County Real Property Records (TCRPR); all being situated in the SUMNER BACON SURVEY NO. 62 and the WILLIAM STANDERFORD SURVEY NO. 69, Travis County, Texas, all being originally out of Tracts 2, 3, 4, 5, 6, 7, 8, and 9, of the T. M. RECTOR ESTATE, according to the map or plat thereof as described in Volume 52, Page 323, Cause No. 6096, Travis County Probate Records, and being a 3.0418 acre tract situated in the JAMES MANOR SURVEY NO. 40, A-546 (called 3.055 acres), as described in Deed to Austin Manor Investments by Deed recorded in Volume 8103, Page 270, TCRPR; said 292.7963 acre tract being more particularly described by metes and bounds as follows, to-wit:

BEGINNING at a point marking the Northeast corner of the herein described tract, same being located at the intersection with the existing City of Manor City Limits Line, same being located in the East line of said 1020.318 acre tract and being further located North $31^{\circ}25'$ East-654.09 feet from a concrete monument found marking the intersection of the Northerly right-of-way line of U.S. Highway 290, with the said East line of the 1020.318 acre tract;

THENCE, South $31^{\circ}25'$ West, with the East line of said 1020.318 acre tract, a distance of 654.09 feet to a concrete monument found marking the intersection of the Northerly right-of-way line of U.S. Highway 290 with the said East line of the said 1020.318 acre tract;

THENCE, crossing said U.S. Highway 290, South $31^{\circ}49'03''$ West, a distance of 258.62 feet to an iron rod found marking the Northeast corner of the herein described tract, same being the Northeast corner of said 58.5239 acre tract, same being the Northwest corner of that certain 93.787 acre tract as conveyed by Deed to Ruben H. Johnson Company, recorded in Volume 5610, Page 828, Travis County Deed Records (TCDR), same being located in the South right-of-way line of U.S. 290 East (based on 222 feet in width) and being further located South $31^{\circ}49'03''$ West, a distance of 258.62 feet from a State Department of Highways and Public Transportation (SDHPT) concrete monument;

THENCE, South $31^{\circ}28'34''$ West, with the Southeast line of the herein described tract and the Southeast line of said 58.5239 acre tract, and the Northwesterly line of an old abandoned county road, as vacated in Volume D, Page 520, TCDR, a distance of 1620.28 feet to an iron rod found for angle point and corner, same being an internal "L" corner of said 93.787 acre tract, same being located North $56^{\circ}12'18''$ West, a distance of 20.76 feet from an iron rod found marking the Northwest corner of that certain 0.23 acre tract as conveyed by Deed to Cleora McVade, recorded in Volume 7585, Page 917, TCDR;

THENCE, South $33^{\circ}05'54''$ West, with the Southeast line of the herein described tract, a distance of 106.33 feet to a 60d nail found in fence corner marking the Southeast corner of the herein described tract and the Southeast corner of said 58.5239 acre tract, same being in the Northerly line of that certain 9.997 acre tract as conveyed by Deed to A. Jo Baylor, Trustee, recorded in Volume 865, Page 277, TCRPR;

ORDINANCE NO.

THENCE, North 59°03'21" West, with the Southwest line of the herein described tract and the said 58.5239 acre tract and the Northeast line of said 9.997 acre tract, a distance of 356.38 feet to an iron rod found for angle point and corner;

THENCE, North 60°15'09" West, with the said Southwest line of the herein described tract and the said Northeast line of the 9.997 acre tract, passing at a distance of 43.45 feet a point marking the Southeast corner of that certain 0.115 acre tract conveyed by Deed to Gary Warren, recorded in Volume 12187, Page 18, TCRPR, passing at a distance of 93.45 feet the Southeast corner of that certain 0.115 acre tract conveyed by Deed to Howard Richards, recorded in Volume 12269, Page 1278, TCRPR, passing at a distance of 143.45 feet the Southeast corner of that certain 0.115 acre tract conveyed by Deed to H. Schneider, recorded in Volume 8585, Page 396, TCRPR, passing at a distance of 193.45 feet the Southeast corner of that certain 0.115 acre tract conveyed by Deed to R. Eppright, recorded in Volume 8585, Page 393, TCRPR, passing at a distance of 243.45 feet the Southwest corner of that certain 0.115 acre tract conveyed by Deed to R. Rochner, recorded in Volume 8585, Page 390, TCRPR, and continuing a total distance of 350.91 feet to an iron rod found for angle point and corner, same being the Northwest corner of said 9.997 acre tract and the Northeast corner of the City of Manor Cemetery;

THENCE, North 59°52'02" West, with the said Southwest line of the herein described tract and the Northeast line of said City of Manor Cemetery, a distance of 366.67 feet to an iron rod found for angle point and corner, same being the Northwest corner of said Cemetery and the original Northeast corner of A. E. LANE'S ADDITION, a subdivision according to the map or plat thereof recorded in Volume 2, Page 223, Travis County Plat Records (TCPR);

THENCE, North 58°29'42" West, with the said Southwest line of the herein described tract and the said 58.5239 acre tract and the Northeast line of that certain tract conveyed to Anderson by Deed recorded in Volume 8702, Page 813, TCRPR, a distance of 141.14 feet to an iron rod found for angle point and corner;

THENCE, with the said Southwest line of the herein described tract and of the said 58.5239 acre tract and the Northeast line of said A. E. LANE'S ADDITION, and the Southwesterly line of COTTONWOOD COMMERCIAL SOUTH SECTION ONE, the following five (5) courses and distances:

- (1) North 59°05'39" West, passing at a distance of 103.35 feet the Southeast corner of Lot 7 of COTTONWOOD COMMERCIAL SOUTH SECTION ONE, a subdivision of a portion of said 58.5239 acres recorded in Volume 94, Page 393, TCPR, and continuing a total distance of 457.00 feet to an iron rod set for angle point and corner;
- (2) North 59°00'00" West-359.92 feet to an iron rod set for angle point and corner;
- (3) North 59°05'00" West-243.47 feet to an iron rod found for angle point and corner;
 -) North 58°42'33" West, passing at a distance of 81.40 feet an iron rod found marking the common North corner of Lot 1 and Lot 2, Block 11, A. E. LANE'S ADDITION, passing at a distance of 133.75 feet an iron rod found marking the common North corner of Lot 2 and Lot 3, passing at a distance of 186.33 feet an iron rod found marking the common North corner of Lot 3 and Lot 4, and continuing a total distance of 314.95 feet to an iron rod found for angle point and corner; and
- (5) North 58°51'13" West-112.14 feet to an iron rod set marking the Southwest corner of said 58.1610 acre tract, the Southeast corner of said 0.3629 acre tract and the common West corner of said T. M. RECTOR ESTATE Tract 3 and Tract 4;

THENCE, continue with the Southwest line of the herein described tract and of the said 0.3629 acre tract and the said Northeast line of A. E. LANE'S ADDITION the following two (2) courses and distances:

- (1) North 58°51'13" West-81.45 feet to an iron rod found marking the West 1/2 of Lot 8, Block 10; and
- (2) North 58°26'34" West-149.08 feet to an iron rod set for the most Westerly corner of the herein described tract and of said 0.3629 acre tract, same being located in the said South right-of-way line of U.S. 290 East (variable width), same being the most Westerly apex corner of said 58.5239 acre tract, and of said COTTONWOOD COMMERCIAL SOUTH SECTION ONE;

ORDINANCE NO.

THENCE, crossing said U.S. Highway 290 North $59^{\circ}13'54''$ West, a distance of 0.32 feet an iron rod set for angle point and corner, same being in the original Northeast line of A. E. LANE'S ADDITION, a subdivision in Travis County, Texas, according to the map or plat thereof recorded in Volume 2, Page 223, Travis County Plat Records (TCPR);

THENCE, North $59^{\circ}17'58''$ West, with the Southwesterly line of said 203.39 acre tract and the Northeast line of said A. E. LANE'S ADDITION, passing at a distance of 1.98 feet an iron rod found and continuing a total distance of 295.07 feet to an iron rod found marking the Northeast corner of said 3.0418 acre tract, same being the common North corner of Lot 7 and Lot 8, Block 3, said A. E. LANE'S ADDITION, same being further located South $59^{\circ}07'23''$ East, a distance of 100.33 feet from an iron pipe found marking the Northwest corner of Lot 6, Block 3, and the original Northwest corner of said A. E. LANE'S ADDITION;

THENCE, South $13^{\circ}42'48''$ West, with the East line of said 3.0418 acre tract and the East line of said Lot 7, Block 3, a distance of 178.33 feet to an iron rod set for the Southeast corner of said 3.0418 acre tract, same being located in the curving North right-of-way line of U.S. 290 East;

THENCE, in a Southwesterly direction along the arc of a curve to the left and with the said North right-of-way line of U.S. 290 East, said curve having a radius of 3836.62 feet, a chord bearing and distance of South $87^{\circ}01'47''$ West-42.27 feet to an iron rod found for angle point and corner;

THENCE, North $64^{\circ}14'41''$ West, with a Southwest line of the said 3.0418 acre tract and the Northeasterly right-of-way of Gregg-Manor Road, a distance of 347.67 feet to a SDHPT brass monument found for angle point and corner;

THENCE, with the Easterly right-of-way line of Gregg-Manor Road and the West line of said 3.0418 acre tract and said 203.39 acre tract, and the herein described tract, the following eleven (11) courses and distances:

- (1) North $34^{\circ}16'29''$ West-220.71 feet to an iron rod found for angle point and corner;
- (2) North $35^{\circ}24'43''$ West-200.14 feet to an iron rod found for angle point and corner;
- (3) North $34^{\circ}33'22''$ West-141.01 feet to an iron pipe found marking the most Westerly corner of said 3.0418 acre tract, same being in the Westerly line of said 203.39 acre tract;
- (4) North $58^{\circ}35'33''$ West-2.78 feet with the said Westerly line of the 203.39 acre tract to an iron rod set for corner and the point of curvature of a curve to the right;
- (5) In a Northwesterly direction along an arc of a curve to the right, said curve having a radius of 532.96 feet, an arc length of 322.71 feet, a chord bearing and distance of North $09^{\circ}10'09''$ West-317.80 feet to an iron rod found for point of tangency,

same being further located South $82^{\circ}01'15''$ East-79.83 feet from an iron rod found on the West right-of-way line of said Gregg-Manor Road;

- (6) North $08^{\circ}09'25''$ East-625.30 feet to a point for corner;
- (7) North $08^{\circ}09'25''$ East-207.80 feet to a point of curvature;
- (8) In a Northeasterly direction along the arc of a curve to the left, said curve having a radius of 2905.45 feet, an arc length of 451.27 feet, a chord bearing and distance of North $03^{\circ}43'55''$ East-450.31 feet;
- (9) North $00^{\circ}47'03''$ West-282.72 feet to a point of curvature;
- (10) In a Northwesterly direction along the arc of a curve to the left, said curve having a radius of 1469.50 feet, an arc length of 599.72 feet, a chord bearing and distance of North $12^{\circ}24'45''$ West-595.57 feet; and
- (11) North $24^{\circ}05'00''$ West, a distance of 275.25 feet to an iron rod set for the Northwest corner of the herein described tract, same being located in the curving said City of Manor City Limits Line;

THENCE, in a Southeasterly direction along the arc of a curve to the right and with the said City of Manor City Limits Line, said curve having a radius of 2640.00 feet, a chord bearing and distance of South $78^{\circ}20'55''$ East-1029.14 feet to a point of compound curvature for a corner of the herein described tract;

ORDINANCE NO.

THENCE, continue, in a Southeasterly direction along the arc of a curve to a right and with the said City of Manor City Limits Line, said curve having a radius of 2640.00 feet, a chord bearing and distance of South 65° 02'05" East-545.91 feet to a point of tangency of the herein described tract;

THENCE, South 59°05'36" East, with the said City of Manor City Limits Line, a distance of 4380.39 feet to the POINT OF BEGINNING and containing 292.7968 acres of land, not including the area encompassed by existing U.S. Highway 290 right-of-way.

Compiled From Office and Field Information By:

Robert M. Sherrrod, R.P.L.S.
GEO, A Geographical Land Services Co.
4412 Spicewood Springs Road, #1002
Austin, Texas 78759
RMS:ks
May 28, 1996
Revised: July 22, 1996
GEO Job No. 966467



ORDINANCE NO.

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EXHIBIT "B"

Planned Unit Development Land Use Plan
[attached]



PHASE I (APPROVED)
EAST OF WILBARGER CREEK
AND SOUTH OF POWER EASEMENT

PHASE II
EAST OF WILBARGER CREEK
AND NORTH OF POWER EASEMENT

PHASE III
WEST OF WILBARGER CREEK

Land Use	Average	Percentage of Total Acreage
COMMERCIAL	60.5	11.2%
MULTI-FAMILY RESIDENTIAL	13.3	2.6%
SINGLE-FAMILY RESIDENTIAL	77.9	14.7%
OPEN SPACE	281.2	53.3%
MAJOR ROADWAYS	11.9	2.3%
TOTAL	395.7	100%

PLANNED UNIT DEVELOPMENT
A MENDED & REVISED
MASTER PLAN

MANOR, TEXAS
JUNE, 2023



APPROVED AND AUTHORIZED FOR RECORD BY THE CITY COUNCIL FOR THE CITY OF MANOR, TEXAS.

DATED THIS _____ DAY OF _____, 2018.

BY: _____
HONORABLE MAYOR RITA GLENN
MAYOR OF THE CITY OF MANOR, TEXAS

ATTEST:

CITY SECRETARY _____

THIS 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.

DATED THIS _____ DAY OF _____, 2018.

BY: _____
CHAIRPERSON



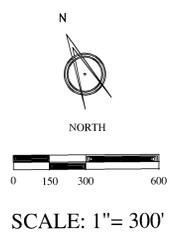
PHASE I (APPROVED)
EAST OF WILBARGER CREEK
AND SOUTH OF POWER EASEMENT

PHASE II
EAST OF WILBARGER CREEK
AND NORTH OF POWER EASEMENT

PHASE III
WEST OF WILBARGER CREEK

Land Use	Acreage	Percentage of Total Acreage
COMMERCIAL (C-180.9 & C-2)	69.5	11.67
MULTI-FAMILY RESIDENTIAL	18.2	3.06
NEIGHBORHOOD BUSINESS	7.9	1.33
OPEN SPACE (OS)	481.4	80.81
INSTITUTIONAL (I)	6.8	1.14
MAJOR ROADWAYS	11.9	1.99
TOTAL	595.7	100.0

PLANNED UNIT DEVELOPMENT A MENDED & REVISED MASTER PLAN



APPROVAL AND AUTHORIZED FOR RECORD BY THE CITY COUNCIL FOR THE CITY OF MANOR, TEXAS.

DATED THIS _____ DAY OF _____ 2018.

BY: _____
HONORABLE MAYOR RITA G. JENSEN
MAYOR OF THE CITY OF MANOR, TEXAS

ATTEST: _____

CITY SECRETARY _____

THIS 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.

DATED THIS _____ DAY OF _____ 2018.

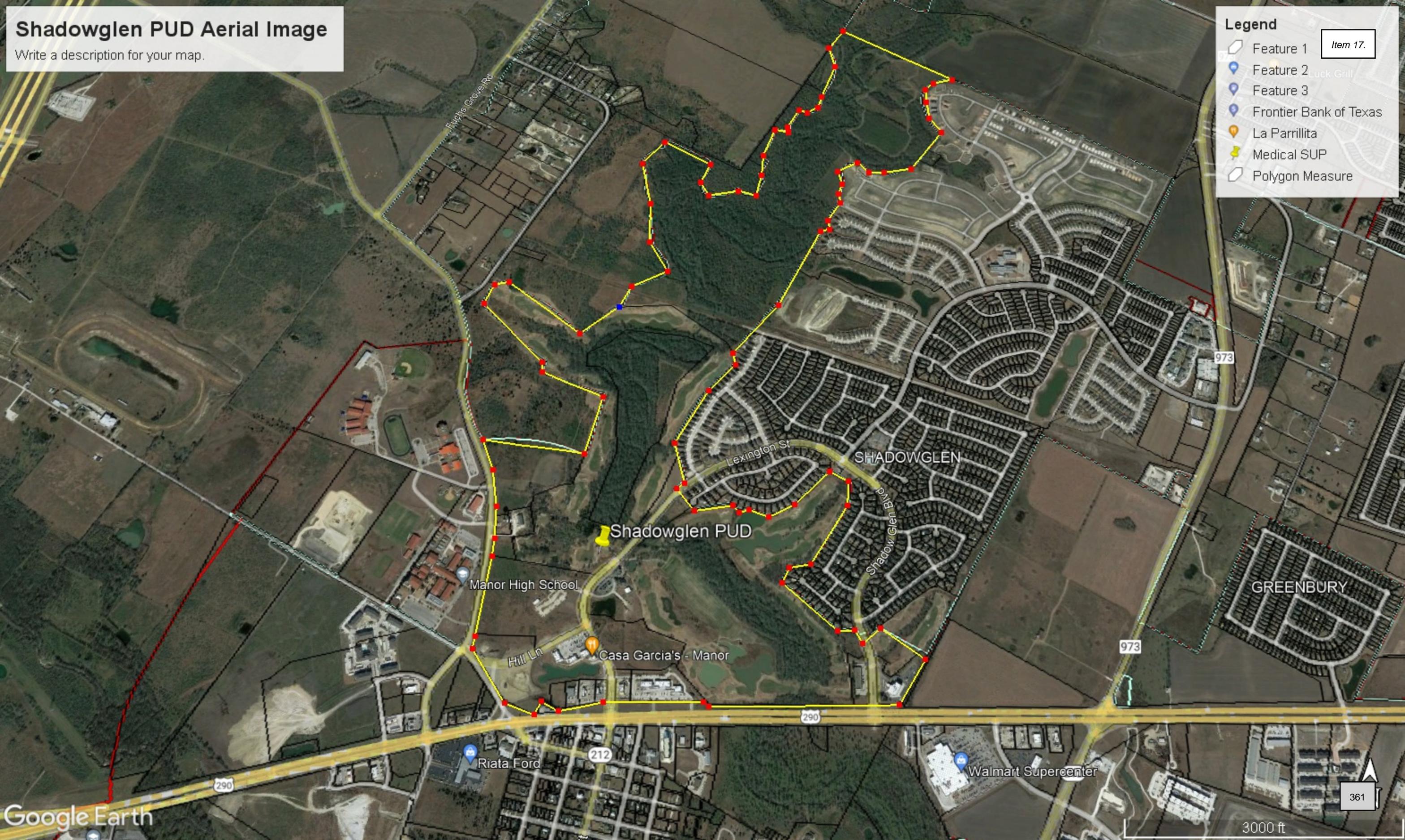
BY: _____
CHAIRPERSON

Shadowglen PUD Aerial Image

Write a description for your map.

Legend

- Feature 1 Item 17.
- Feature 2 Luck Grill
- Feature 3
- Frontier Bank of Texas
- La Parrillita
- Medical SUP
- Polygon Measure



ORDINANCE NO. 126

AN ORDINANCE GRANTING APPROVAL OF A LAND USE PLAN IN CONNECTION WITH A PLANNED UNIT DEVELOPMENT; PROVIDING FOR CERTAIN CONDITIONS AND DEPARTURES FROM PROVISIONS OF ORDINANCES; PROVIDING FOR SCOPE APPROVAL OF THE PROJECT; PROVIDING FOR PROCEDURES FOR FUTURE DEVELOPMENT WITHIN THE PLANNED UNIT DEVELOPMENT; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

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

Section 1. Planned Unit Development Approved.

(a) The Planned Unit Development ("PUD") and the zoning designation as such, proposed by Cottonwood Holdings, Ltd. and the Eppright family interests and the Land Use Plan submitted in connection with the PUD are hereby approved.

(b) The boundaries of the PUD district shall be as is set forth by a metes and bounds description contained in Exhibit "A-1" attached hereto and incorporated herein by reference.

(c) Approval of the Land Use Plan is subject to the following conditions:

- (1) The PUD designation is applicable only to lands located within the municipal city limits. The authorization provided herein pertains only to those lands set forth in the Land Use Plan located within the City's municipal limits as is set forth in Exhibit "A-1".
- (2) The Land Use Plan approved herein consists of those documents attached hereto and incorporated by reference as follows:

Appendix A. - A document entitled "Planned Unit Development General Land Use Plan dated June 11, 1996 setting forth a map of the PUD, notes, land account table, additional conditions and phasing approach, prepared on behalf of Cottonwood Holdings, Ltd. by Land Design Studio.

Appendix B. - A memorandum dated July 11, 1996 authored by Gary Bellomy, ASLA, which sets forth the intention of the developers of land within the PUD to develop the project in accordance with the concepts stated therein.

- (3) Additional documents relating to the PUD are on file in the office of the City Secretary, as follows:
 - i. Schematic map (entitled "Concept Plan Alternate") showing streets, parks, public areas, area uses, etc., prepared by Land Design Studio.
 - ii. Cottonwood PUD Development Report authored by Gary Bellomy.

These documents may be used as references to show the general intention for "neo-traditional" development. However, it is understood that they indicate examples of such development.

Section 2. Scope of Approval. The approval of the PUD contained herein applies on that portion of the PUD which is within the City's municipal limits at the effective date of this ordinance, subject to potential extension under Section 6 herein.

Section 3. Compliance Required. The Applicant for the PUD shall comply with the Land Use Plan approved herein and with all of the ordinances of the City of Manor and the conditions and terms set forth herein except where departures are specifically authorized in Section 5 of this ordinance or by a variance or special exception in accordance with the Zoning Ordinance No. 36-P, or the Subdivision Ordinance.

Section 4. Conditions. Approval of this subdivision plat of lands located within the PUD's boundary or proposed boundary is specifically conditioned upon the following conditions being met at the time the applications for subdivisions are submitted:

(a) A water and wastewater plan showing which areas will be served with utility services and other information required to be shown by the Subdivision Ordinance, as amended.

(b) The requirements for parkland dedication in the Subdivision Ordinance must be complied with, except that any previous "excess" dedications may be carried forward and applied to satisfy dedication requirements on subsequent plats in the PUD.

(c) Proof that the width of the streets will not unduly hamper fire trucks from traversing the streets must be submitted. This may be proved with a certificate signed by the chief of the appropriate fire department to show that the street width is sufficient in the opinion of the chief, or other proof reasonably acceptable to the City reviewing officer or body.

(d) A declaration of which streets are to be public and which are to be private must be made, and there must be a showing of how and by whom the streets will be maintained in the future.

(e) The development and each phase approved shall generally adhere to the neo-traditional neighborhood concepts for all residential projects and shall generally conform to the concepts as are set forth in Section 1(c) herein, and the development goals and objectives set forth in Section 5 (j) (7 through 8) of the Zoning Ordinance as amended. If there is a substantial departure from these concepts, then when the PUD Developer submits applications required under Section 6 (c) (1-3) herein, the said applications may be processed for a development to reflect the actual applications under the conventional requirements for R-1 residential or C, or I, as indicated in the Land Use Plan without rezoning, but the departures set forth in Section 5 herein shall not be allowed for those particular applications.

(f) The FEMA 100 year floodplain data shall determine the location of the 100 year floodplain in the PUD notwithstanding any designation to the contrary.

Section 5. Departures. The developer or its successor is specifically approved to depart from requirements set forth in the City of Manor's Ordinances as follows:

- (a) Width of minor street at 24' - 26' rather than 30'.
- (b) Single family lot size at 4,500 s.f. likely rather than 7,500 (R-1) or 7,200 (R-2).
- (c) Minimum lot width of 40' rather than 60'.
- (d) Single family setbacks of 10' front, 10' rear and 5' side yard. Multifamily setbacks of 15' front, 10' side and 10' rear.
- (e) Dwelling unit density for multi-family of 20 dwelling units/acre vs. 36 dwelling units/acre in ordinance.
- (f) Others stated in or incorporated by reference herein.

Section 6. Future Build-Out of PUD.

(a) The City Council has considered the entire Land Use Plan consisting of approximately 1248.9997 acres of land and approves in concept the plans and specifications pertaining to the PUD. It will be necessary for the developer or its successor to submit applications for the PUD district zoning designation for lands which may be added in the future, but no filing fees need to be paid for PUD district zoning approvals. The application may incorporate the original application documents for this

PUD, in lieu of new documents. When and if lands located within the boundaries of the PUD proposal are annexed into the City, such lands shall be given the appropriate zoning classification in accordance with the procedures set forth in Section 13 of the Zoning Ordinance.

(b) The property description of the entire area encompassing the 1248.9997 acres of land is set forth herein as Exhibits A-1 and A-2 and incorporated by reference.

(c) The PUD developers who apply to enlarge the PUD within the City's municipal limits shall:

- (1) Petition the City for annexation of land in accordance with Chapter 43 of the Local Government Code, as amended.
- (2) Petition the City to zone the subject parcel of land as PUD.
- (3) Submit application for Preliminary and Final Plat approval to the City in accordance with the Subdivision Ordinance, as amended.

Such applications or petitions may all be interlinked and submitted together, so that all would be granted or none would be granted.

(d) Joint meetings of the City of Manor, City Council and the Planning and Zoning Commission may be held to consider the foregoing applications in accordance with Section 18 of the Zoning Ordinance.

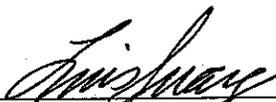
Section 7. Severability. If any word, phrase, clause, sentence, paragraph, section or other part of this ordinance or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, neither the remainder of this ordinance, nor the application of such word, phrase, clause, sentence, paragraph, section or other part of this ordinance to any other persons or circumstances, shall be affected thereby.

Section 8. Adoption. The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each hearing on the PUD and meeting at which this ordinance was discussed, considered or acted upon was given in the manner required by the Texas Open Meetings Act, as amended, and that each such hearing and meeting has been open to the public as required by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

Section 9. Effective Date. This ordinance shall become effective immediately upon adoption and signature, except as otherwise provided above.

PASSED AND APPROVED this 23rd day of July, 1996.

THE CITY OF MANOR

By:  _____
Luis Suarez, Mayor

ATTEST:

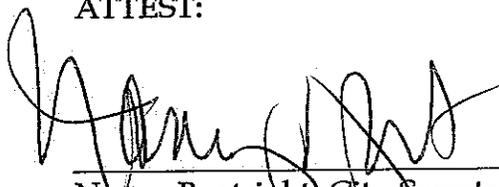
 _____
Nancy Boatright, City Secretary

Exhibit A-1

AREA INSIDE MANOR CITY LIMITS FOR "P.U.D. GENERAL LAND USE PLAN"

METES AND BOUNDS DESCRIPTION

Being all that certain 292.7963 acre tract or parcel of land out of and part of that certain 1020.318 acre tract as described in Deed to Cottonwood General Partner, L.C., recorded in Volume 12251, Page 1531, Travis County Real Property Records (TCRPR) and out of that certain 97.212 acre tract (called Tract 2) in Deed to Cottonwood Holdings, Ltd. and as described in Deed recorded in Volume 9658, Page 366, TCRPR, and being comprised of a 58.1610 acre tract (TRACT 1) called a 58.134 acre tract (called Second Tract of a 816.928 acre tract) in Deed to Austin Manor Investments recorded in Volume 8623, Page 931, Travis County Real Property Records (TCRPR), and, a 0.3629 acre tract (TRACT 2) called a 0.36 acre tract (called Third Tract of a 203.39 acre tract) in said Deed to Austin Manor Investments recorded in Volume 8623, Page 931, TCRPR; and out of and part of that certain 758.794 acre tract (called First Tract of 816.928 acres) and out of and part of that certain 181.445 acre tract (called First Tract of 203.39 acres, both as described in Warranty Deed to Austin Manor Investments, and recorded in Volume 8623, Page 931, Travis County Real Property Records (TCRPR); all being situated in the SUMNER BACON SURVEY NO. 62 and the WILLIAM STANDERFORD SURVEY NO. 69, Travis County, Texas, all being originally out of Tracts 2, 3, 4, 5, 6, 7, 8, and 9, of the T. M. RECTOR ESTATE, according to the map or plat thereof as described in Volume 52, Page 323, Cause No. 6096, Travis County Probate Records, and being a 3.0418 acre tract situated in the JAMES MANOR SURVEY NO. 40, A-546 (called 3.055 acres), as described in Deed to Austin Manor Investments by Deed recorded in Volume 8103, Page 270, TCRPR; said 292.7963 acre tract being more particularly described by metes and bounds as follows, to-wit:

BEGINNING at a point marking the Northeast corner of the herein described tract, same being located at the intersection with the existing City of Manor City Limits Line, same being located in the East line of said 1020.318 acre tract and being further located North $31^{\circ}25'$ East-654.09 feet from a concrete monument found marking the intersection of the Northerly right-of-way line of U.S. Highway 290, with the said East line of the 1020.318 acre tract;

THENCE, South $31^{\circ}25'$ West, with the East line of said 1020.318 acre tract, a distance of 654.09 feet to a concrete monument found marking the intersection of the Northerly right-of-way line of U.S. Highway 290 with the said East line of the said 1020.318 acre tract;

THENCE, crossing said U.S. Highway 290, South $31^{\circ}49'03''$ West, a distance of 258.62 feet to an iron rod found marking the Northeast corner of the herein described tract, same being the Northeast corner of said 58.5239 acre tract, same being the Northwest corner of that certain 93.787 acre tract as conveyed by Deed to Ruben H. Johnson Company, recorded in Volume 5610, Page 828, Travis County Deed Records (TCDR), same being located in the South right-of-way line of U.S. 290 East (based on 222 feet in width) and being further located South $31^{\circ}49'03''$ West, a distance of 258.62 feet from a State Department of Highways and Public Transportation (SDHPT) concrete monument;

THENCE, South $31^{\circ}28'34''$ West, with the Southeast line of the herein described tract and the Southeast line of said 58.5239 acre tract, and the Northwesterly line of an old abandoned county road, as vacated in Volume D, Page 520, TCDR, a distance of 1620.28 feet to an iron rod found for angle point and corner, same being an internal "L" corner of said 93.787 acre tract, same being located North $56^{\circ}12'18''$ West, a distance of 20.78 feet from an iron rod found marking the Northwest corner of that certain 0.23 acre tract as conveyed by Deed to Cleora McVade, recorded in Volume 7585, Page 917, TCDR;

THENCE, South $33^{\circ}05'54''$ West, with the Southeast line of the herein described tract, a distance of 106.33 feet to a 60d nail found in fence corner marking the Southeast corner of the herein described tract and the Southeast corner of said 58.5239 acre tract, same being in the Northerly line of that certain 9.997 acre tract as conveyed by Deed to A. Jo Baylor, Trustee, recorded in Volume 865, Page 277, TCRPR;

THENCE, North 59°03'21" West, with the Southwest line of the herein described tract and the said 58.5239 acre tract and the Northeast line of said 9.997 acre tract, a distance of 356.38 feet to an iron rod found for angle point and corner;

THENCE, North 60°15'09" West, with the said Southwest line of the herein described tract and the said Northeast line of the 9.997 acre tract, passing at a distance of 43.45 feet a point marking the Southeast corner of that certain 0.115 acre tract conveyed by Deed to Gary Warren, recorded in Volume 12187, Page 18, TCRPR, passing at a distance of 93.45 feet the Southeast corner of that certain 0.115 acre tract conveyed by Deed to Howard Richards, recorded in Volume 12269, Page 1278, TCRPR, passing at a distance of 143.45 feet the Southeast corner of that certain 0.115 acre tract conveyed by Deed to H. Schneider, recorded in Volume 8585, Page 396, TCRPR, passing at a distance of 193.45 feet the Southeast corner of that certain 0.115 acre tract conveyed by Deed to R. Eppright, recorded in Volume 8585, Page 393, TCRPR, passing at a distance of 243.45 feet the Southwest corner of that certain 0.115 acre tract conveyed by Deed to R. Rochner, recorded in Volume 8585, Page 390, TCRPR, and continuing a total distance of 350.91 feet to an iron rod found for angle point and corner, same being the Northwest corner of said 9.997 acre tract and the Northeast corner of the City of Manor Cemetery;

THENCE, North 59°52'02" West, with the said Southwest line of the herein described tract and the Northeast line of said City of Manor Cemetery, a distance of 366.67 feet to an iron rod found for angle point and corner, same being the Northwest corner of said Cemetery and the original Northeast corner of A. E. LANE'S ADDITION, a subdivision according to the map or plat thereof recorded in Volume 2, Page 223, Travis County Plat Records (TCPR);

THENCE, North 58°29'42" West, with the said Southwest line of the herein described tract and the said 58.5239 acre tract and the Northeast line of that certain tract conveyed to Anderson by Deed recorded in Volume 8702, Page 813, TCRPR, a distance of 141.14 feet to an iron rod found for angle point and corner;

THENCE, with the said Southwest line of the herein described tract and of the said 58.5239 acre tract and the Northeast line of said A. E. LANE'S ADDITION, and the Southwesterly line of COTTONWOOD COMMERCIAL SOUTH SECTION ONE, the following five (5) courses and distances:

- (1) North 59°05'39" West, passing at a distance of 103.35 feet the Southeast corner of Lot 7 of COTTONWOOD COMMERCIAL SOUTH SECTION ONE, a subdivision of a portion of said 58.5239 acres recorded in Volume 94, Page 393, TCRPR, and continuing a total distance of 457.00 feet to an iron rod set for angle point and corner;
- (2) North 59°00'00" West-359.92 feet to an iron rod set for angle point and corner;
- (3) North 59°05'00" West-243.47 feet to an iron rod found for angle point and corner;
-) North 58°42'33" West, passing at a distance of 81.40 feet an iron rod found marking the common North corner of Lot 1 and Lot 2, Block 11, A. E. LANE'S ADDITION, passing at a distance of 133.75 feet an iron rod found marking the common North corner of Lot 2 and Lot 3, passing at a distance of 186.33 feet an iron rod found marking the common North corner of Lot 3 and Lot 4, and continuing a total distance of 314.95 feet to an iron rod found for angle point and corner; and
- (5) North 58°51'13" West-112.14 feet to an iron rod set marking the Southwest corner of said 58.1610 acre tract, the Southeast corner of said 0.3629 acre tract and the common West corner of said T. M. RECTOR ESTATE Tract 3 and Tract 4;

THENCE, continue with the Southwest line of the herein described tract and of the said 0.3629 acre tract and the said Northeast line of A. E. LANE'S ADDITION the following two (2) courses and distances:

- (1) North 58°51'13" West-81.45 feet to an iron rod found marking the West 1/2 of Lot 8, Block 10; and
- (2) North 58°26'34" West-149.08 feet to an iron rod set for the most Westerly corner of the herein described tract and of said 0.3629 acre tract, same being located in the said South right-of-way line of U.S. 290 East (variable width), same being the most Westerly apex corner of said 58.5239 acre tract, and of said COTTONWOOD COMMERCIAL SOUTH SECTION ONE;

THENCE, crossing said U.S. Highway 290 North $59^{\circ}13'54''$ West, a distance of 0.32 feet an iron rod set for angle point and corner, same being in the original Northeast line of A. E. LANE'S ADDITION, a subdivision in Travis County, Texas, according to the map or plat thereof recorded in Volume 2, Page 223, Travis County Plat Records (TCPR);

THENCE, North $59^{\circ}17'58''$ West, with the Southwesterly line of said 203.39 acre tract and the Northeast line of said A. E. LANE'S ADDITION, passing at a distance of 1.98 feet an iron rod found and continuing a total distance of 295.07 feet to an iron rod found marking the Northeast corner of said 3.0418 acre tract, same being the common North corner of Lot 7 and Lot 8, Block 3, said A. E. LANE'S ADDITION, same being further located South $59^{\circ}07'23''$ East, a distance of 100.33 feet from an iron pipe found marking the Northwest corner of Lot 6, Block 3, and the original Northwest corner of said A. E. LANE'S ADDITION;

THENCE, South $13^{\circ}42'48''$ West, with the East line of said 3.0418 acre tract and the East line of said Lot 7, Block 3, a distance of 178.33 feet to an iron rod set for the Southeast corner of said 3.0418 acre tract, same being located in the curving North right-of-way line of U.S. 290 East;

THENCE, in a Southwesterly direction along the arc of a curve to the left and with the said North right-of-way line of U.S. 290 East, said curve having a radius of 3836.62 feet, a chord bearing and distance of South $87^{\circ}01'47''$ West-42.27 feet to an iron rod found for angle point and corner;

THENCE, North $64^{\circ}14'41''$ West, with a Southwest line of the said 3.0418 acre tract and the Northeasterly right-of-way of Gregg-Manor Road, a distance of 347.67 feet to a SDHPT brass monument found for angle point and corner;

THENCE, with the Easterly right-of-way line of Gregg-Manor Road and the West line of said 3.0418 acre tract and said 203.39 acre tract, and the herein described tract, the following eleven (11) courses and distances:

- (1) North $34^{\circ}16'29''$ West-220.71 feet to an iron rod found for angle point and corner;
- (2) North $35^{\circ}24'43''$ West-200.14 feet to an iron rod found for angle point and corner;
- (3) North $34^{\circ}33'22''$ West-141.01 feet to an iron pipe found marking the most Westerly corner of said 3.0418 acre tract, same being in the Westerly line of said 203.39 acre tract;
- (4) North $58^{\circ}35'33''$ West-2.78 feet with the said Westerly line of the 203.39 acre tract to an iron rod set for corner and the point of curvature of a curve to the right;
- (5) In a Northwesterly direction along an arc of a curve to the right, said curve having a radius of 532.96 feet, an arc length of 322.71 feet, a chord bearing and distance of North $09^{\circ}10'09''$ West-317.80 feet to an iron rod found for point of tangency,

same being further located South $82^{\circ}01'45''$ East-79.83 feet from an iron rod found on the West right-of-way line of said Gregg-Manor Road;

- (6) North $08^{\circ}09'25''$ East-625.30 feet to a point for corner;
- (7) North $08^{\circ}09'25''$ East-207.80 feet to a point of curvature;
- (8) In a Northeasterly direction along the arc of a curve to the left, said curve having a radius of 2905.45 feet, an arc length of 451.27 feet, a chord bearing and distance of North $03^{\circ}43'55''$ East-450.81 feet;
- (9) North $00^{\circ}47'03''$ West-282.72 feet to a point of curvature;
- (10) In a Northwesterly direction along the arc of a curve to the left, said curve having a radius of 1469.50 feet, an arc length of 599.72 feet, a chord bearing and distance of North $12^{\circ}24'45''$ West-595.57 feet; and
- (11) North $24^{\circ}05'00''$ West, a distance of 275.25 feet to an iron rod set for the Northwest corner of the herein described tract, same being located in the curving said City of Manor City Limits Line;

THENCE, in a Southeasterly direction along the arc of a curve to the right and with the said City of Manor City Limits Line, said curve having a radius of 2640.00 feet, a chord bearing and distance of South $78^{\circ}20'55''$ East-1029.14 feet to a point of compound curvature for a corner of the herein described tract;

THENCE, continue, in a Southeasterly direction along the arc of a curve to a right and with the said City of Manor City Limits Line, said curve having a radius of 2640.00 feet, a chord bearing and distance of South 65° 02'05" East-545.91 feet to a point of tangency of the herein described tract;

THENCE, South 59°05'36" East, with the said City of Manor City Limits Line, a distance of 4380.39 feet to the POINT OF BEGINNING and containing 292.7963 acres of land, not including the area encompassed by existing U.S. Highway 290 right-of-way.

Compiled From Office and Field Information By:

Robert M. Sherrrod, R.P.L.S.
GEO, A Geographical Land Services Co.
4412 Spicewood Springs Road, #1002
Austin, Texas 78759
RMS:Ks
May 28, 1996
Revised: July 22, 1996
GEO Job No. 966467



Exhibit A-2

AREA OUTSIDE MANOR CITY LIMITS FOR "P.U.D. GENERAL LAND USE PLAN"

METES AND BOUNDS DESCRIPTION

Being all that certain 956.2034 acre tract or parcel of land out of and part of that certain 1020.318 acre tract as described in Deed to Cottonwood General Partner, L.C., recorded in Volume 12251, Page 1531, Travis County Real Property Records (TCRPR) and out of that certain 97.212 acre tract (called Tract 2) in Deed to Cottonwood Holdings, Ltd. and as described in Deed recorded in Volume 9658, Page 366, TCRPR, all being situated in the SUMNER BACON SURVEY NO. 62 and the WILLIAM STANDERFORD SURVEY NO. 69 AND NO. 70, Travis County, Texas, all being originally out of Tracts 2, 4, 5, 6, 7, 8, and 9, of the T. M. RECTOR ESTATE, according to the map or plat thereof as described in Volume 52, Page 323, Cause No. 6096, Travis County Probate Records; said 956.2034 acre tract being more particularly described by metes and bounds as follows, to-wit:

BEGINNING at a point marking the Southeast corner of the herein described tract, same being located at the intersection with the existing City of Manor City Limits Line, same being located in the East line of said 1020.318 acre tract and being further located North $31^{\circ}25'$ East-654.09 feet from a concrete monument found marking the intersection of the Northerly right-of-way line of U.S. Highway 290, with the said East line of the 1020.318 acre tract, same being in the West line of that certain tract to R. A. Butler as recorded in Volume 4968, Page 2223, TCDR;

THENCE, North $31^{\circ}25'$ East, with the said East line of 1020.318 acre tract, a distance of 502.95 feet to an internal "L" corner, same being the Northwest corner of said Butler tract;

THENCE, South $58^{\circ}59'$ East, a distance of 4.21 feet to a point for external "L" corner, same being the Southwest corner of a tract to R. C. Sneed as recorded in Volume 4678, Page 1843, TCDR;

THENCE, North $31^{\circ}04'$ East, with the said East line of 1020.318 acre tract, a distance of 1128.36 feet to an angle point for corner;

THENCE, North $30^{\circ}25'$ East, with the said East line of 1020.318 acre tract, a distance of 1079.18 feet to a point for corner, same being the Southeast corner of that certain 150.00 acre tract to Russell Eppright;

THENCE, North $30^{\circ}25'$ East, with the said East line of 1020.318 acre tract, a distance of 436.19 feet to an angle point for corner, same being the Northwest corner of said Sneed tract and the Southwest corner of that certain tract to G. J. Eppright as recorded in Volume 4036, Page 513, TCDR;

THENCE, North $30^{\circ}57'$ East, with the said East line of 1020.318 acre tract, a distance of 1714.11 feet to a point marking the Northeast corner of said 1020.318 acre tract, same being the common East corner of Tracts 7 and 8, said T. M. RECTOR ESTATE;

THENCE, North $30^{\circ}57'$ East, with the East line of said 150.00 acre tract, a distance of 1523.35 feet to an iron rod found for the Northeast corner of the herein described tract, same being located in the West line of that certain tract to D. S. Daniel as recorded in Volume 6759, Page 2272, TCDR, same being the Southeast corner of that certain tract to E. Gonzenback as recorded in Volume 3188, Page 1047, TCDR;

THENCE, North $58^{\circ}56'$ West, with the North line of said 150.00 acre tract, a distance of 1857.88 feet to angle point, same being the most Northerly Northwest corner of said 150.00 acre tract and the Northeast corner of said 97.212 acre tract;

THENCE, North $58^{\circ}56'$ West, with the North line of said 97.212 acre tract, a distance of 3185.81 feet to an iron rod found for the Northwest corner of said 97.212 acre tract, same being an internal corner of that certain tract to E. Weiss as recorded in Volume 681, Page 216, TCDR;

THENCE, South $34^{\circ}17'$ West, with the West line of said 97.212 acre tract, a distance of 337.78 feet to an angle point;

THENCE, South 32°35' West, with the said West line of the 97.212 acre tract, a distance of 1185.56 feet to a point for the Southwest corner of said 97.212 acre tract, same being the most Northerly corner of said 1020.318 acre tract, same being in the common line of said Tracts 7 and 8, T. M. RECTOR ESTATE;

THENCE, South 32°35' West, with a West line of said 1020.318 acre tract, a distance of 210.79 feet to an iron rod found for internal "L" corner;

THENCE, with the North line of said 1020.318 acre tract, the following five (5) courses and distances:

- (1) North 59°42' West-437.88 feet, to an iron pipe found for angle point;
- (2) North 60°15' West-247.97 feet, to an angle point;
- (3) North 59°31' West-367.73 feet, to an angle point;
- (4) North 58°55' West-356.59 feet, to an angle point; and
- (5) North 60°16' West-552.57 feet, to an iron rod found for the Northeast corner of said 1020.318 acre tract, same being in the Southeasterly right-of-way line of Fuchs Grove Road (60 feet in width);

THENCE, South 30°49' West, with the said Southeasterly right-of-way line of Fuchs Grove Road and the West line of said 1020.318 acre tract, a distance of 3706.11 feet to an iron rod found marking the Southwest corner of said 1020.318 acre tract, same being located in the Northeasterly right-of-way line of Gregg-Manor Road (80 feet in width);

THENCE, with the said Northeasterly right-of-way line of Gregg-Manor Road and the Southwest line of said 1020.318 acre tract, the following seven (7) courses and distances:

- (1) South 18°01' East-263.64 feet to a point of curvature;
- (2) In a Southeasterly direction along the arc of a curve to the right, having a radius of 613.20 feet, a chord bearing and distance of South 05°28' East-266.49 feet to a point of tangency;
- (3) South 07°05' West-342.26 feet to a point of curvature;
- (4) In a Southeasterly direction along the arc of a curve to the left, having a radius of 532.82 feet, a chord bearing and distance of South 05°05' East-224.59 feet to a point of tangency;
- (5) South 17°15' East-416.20 feet to a point of curvature;
- (6) In a Southeasterly direction along the arc of a curve to the left, having a radius of 1392.09 feet, a chord bearing and distance of South 20°40' East-165.93 feet to a point of tangency; and
- (7) South 24°05' East-118.95 feet to an iron found marking the Southwest corner of the herein described tract of land, same being at the intersection of the existing City of Manor City Limits Line;

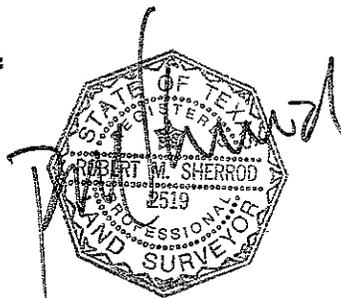
THENCE, in a Southeasterly direction along the arc of a curve to the right and with the said City of Manor City Limits Line, said curve having a radius of 2640.00 feet, a chord bearing and distance of South 78°20'55" East-1029.14 feet to a point of compound curvature for a corner of the herein described tract;

THENCE, continue, in a Southeasterly direction along the arc of a curve to the right and with the said City of Manor City Limits Line, said curve having a radius of 2640.00 feet, a chord bearing and distance of South 65°02'05" East-545.91 feet to a point of tangency of the herein described tract;

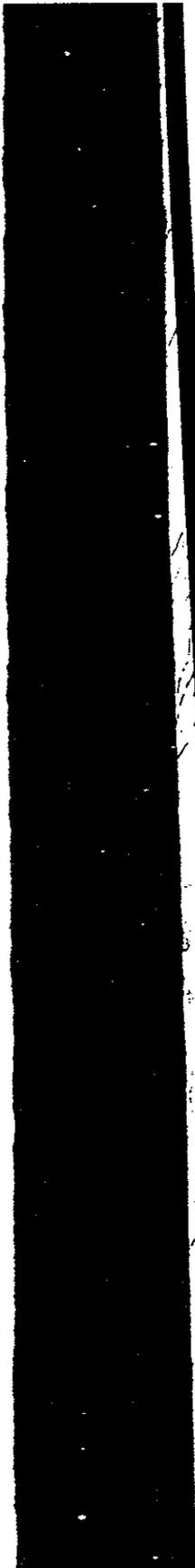
THENCE, South 59°05'36" East, with the said City of Manor City Limits Line, a distance of 4380.39 feet to the POINT OF BEGINNING and containing 956.2034 acres of land.

Compiled From Office and Field Information By:

Robert M. Sherrod, R.P.L.S.
GEO, A Geographical Land Services Co.
4412 Spicewood Springs Road, #1002
Austin, Texas 78759
RMS:ks
May 28, 1996
Revised: July 22, 1996
GEO Job No. 966467



(Enlargement of notes from approved PUD plan.)



GREGG LN.

Planned Unit Developm

General Land Use Plan

NOTES

Boundaries and Areas. The interior boundaries and areas shown in this plan have not been surveyed. They are approximations. An approved subdivision plat may change a boundary or area as a non-substantial amendment, but only if the PUD remains within the maximum densities and yields stated in the Land Account Table.

Non-Substantial Amendments. Non-substantial amendments to this plan may be approved by the Zoning & Planning & Planning Commission (when acting on a plat), by the City Engineer or other designated City plan reviewer, without Council action. Approval of an amendment shall be expeditiously granted if: (1) the amendment is applied for as prescribed by this plan and (2) the amendment is not a "substantial amendment" as defined. Non-substantial amendments are deemed to be in compliance with this plan, the zoning ordinance and the comprehensive plan.

Intensity of Uses; Conversion. An amendment that increases a land use intensity of an area shown in this plan is deemed to be substantial, unless there is a corresponding and equivalent decrease in the intensity in another area or areas. Intensity is measured in dwelling units (or DU's) for purely residential uses and square feet of gross building floor space (SF's) for other uses. See the Land Account Table. DU's can be converted to SF's, and vice versa, at the rate of 2,000 SF's per DU.

All Plans Incorporated, Etc. This plan incorporates the Land Use Plan and all other plans required by the zoning ordinance.

Non-Residential Use. The maximum amount of non-residential uses which may be contained in a residential tract designated in this plan is 10%.

LAND ACCOUNT TABLE

Land Use	Area (Acres)	Density	Yield	Req. Po
MF	Multi Family	30.69	20 / Ac.	614 DU

Pe
Ordin

entail uses and square feet of gross building floor area. See the Land Account Table. DU's can be converted to SF's, and versa, at the rate of 2,000 SF's per DU.

Platts Incorporated, Etc. This plan incorporates the Land Use Plan and all other plans required by the zoning ordinance.

Non-Residential Use. The maximum amount of non-residential uses which may be contained in a residential tract designated in this plan is 10%.

(Enlargement of notes from approved PUD pl.

LAND ACCOUNT TABLE

Land Use	Area (Acres)	Density	Yield	Req. Parking	Min Lot size	Setbacks			Max. Height
						Front	Rear	Side	
MF	30.69	20 / Ac.	614 DU	Per Ordinance	8,000 SF 50' width	15'	10'	10'	3 Stories
SF	531.35	4 / Ac.	2125 DU	Per Ordinance	4,500 SF 40' width	10'	10'	5'	2 Stories
PS	440.92	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2 Stories
PF	48.58	N/A	N/A	N/A	N/A	N/A	N/A	N/A	5 Stories
C	44.06	1.0 FAR	1,919,108 SF	Per Ordinance	5,750 SF 50' width	25'	0'	10'	5 Stories
I	171.40	1.0 FAR	7,466,032 SF	Per Ordinance	5,750 SF 50' width	0'	0'	0'	5 Stories
Total			1267.00						

Slopes greater than 15%

(Enlargement of notes from approved PUD plan.

ADDITIONAL CONDITIONS

Because of the numerous in-depth reviews this plan has received, not only by the City Council and by the Zoning & Planning Commission, but also by the City's consultants and committees and various other engineers and land planners, and also because of the overlapping utility district jurisdiction and the associated mandatory planning for water, sewer and drainage, the following items are waived (or modified) for this plan: (i) locations and dimensions of setback areas are defined by use district and shall be specified when individual plats are approved, (ii) no fees have been established at the time this plan is submitted, so none is applicable to this plan, (iii) any necessary agreements, provisions and covenants governing use, maintenance, etc. shall be provided with each plat, (iv) additional development plans or reports are not required for this PUD, but any application for amendment must include a clear description and explanation of the proposed amendment, (v) no expiration dates are required for site plans, (vi) street patterns may be designed to encourage multiple routes through neighborhoods, so long as they do not unduly encourage through traffic, (vii) setbacks are prescribed, by land use, in the Land Account Table, (viii) curb cuts will be identified at time of building permits.

PHASING APPROACH

PHASE I SF#1, SF#2, SF#3, PF#1, PF#2, MF#1, C#3, C#4, C#5, C#6, C#7 and part of PS#1. Shall commence by Dec. 31, 1999.

PHASE II SF#5, SF#6, PF#4, MF#2, C#1, C#2, I#2 and part of PS#1.

PHASE III SF#4, SF#7, SF#8, PF#3, PF#5, PF#6, PF#7, I#1 and part of PS#1. Shall conclude by Dec. 31, 2026.

July 11, 1996

The Honorable Mayor and
City Council of Manor

RE: Cottonwood Planned Unit Development

land planning

landscape architecture

urban design

environmental graphics

At the request of your consulting city engineer, we offer the following explanation of several points in our Planned Unit Development (P.U.D.) application. It is important to keep in mind the philosophy behind the P.U.D. classification expressed in the zoning ordinance. For your convenience, we have paraphrased it as follows:

"The purpose and intent of a Planned Unit Development District is to provide a flexible, alternative procedure to encourage imaginative and innovative designs for the unified development of property..." and further, "When considering a P.U.D., the unique nature of each proposal for a P.U.D. may require, under proper circumstances, the departure from the strict enforcement of certain present codes and ordinances, e.g., without limitation, the width of surfacing of streets and highways, lot size, set backs, alleyways for public utilities, curbs, gutters, sidewalks, and street lights, public parks and playgrounds, school sites... Final approval of a P.U.D. by the city council shall constitute authority for such flexible planning to the extent that the P.U.D. as approved departs from the existing codes and ordinances."

The table below attempts to clarify "departures" from the ordinances and states the benefits of each.

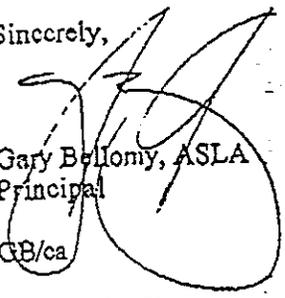
<u>Departure Item</u>	<u>Benefit</u>	
1. Width of minor street @ 24'-26' rather than 30'.	Slower vehicle speeds, more room for street trees to shade street area, less paving and impervious cover.	
2. Single family lot size at 4,500 sf likely rather than 7,500 (R-1) or 7,200 (R-2).	Allows ample room for smaller houses to be built; allows many small neighborhood parks to be included in plan.	8711 burnet road
3. Minimum lot width of 40' rather than 60'.	Makes more efficient use of land and allows large greenbelt areas to be incorporated in plan; works in harmony with curving street layouts to vary front and rear lot widths along curvature.	suite 170 austin, texas 78757 512.467.7767 phone
4. Single family setbacks of 10' front, 10' rear and 5' side yard. Multi-family setbacks of 15' front, 10' side and 10' rear.	Allows buildings to be closer to street, thus encouraging a more lively street atmosphere, allows garages to be near alleys for proper access.	512 452 2375 fax a clean cut affiliate

Page 2

5. Dwelling unit density for multi-family of 20 dwelling unites/acre vs. 36 dwelling units/acre in ordinance. Provides for a more probable suburban density of development.

We hope this summary aids in your review of the Cottonwood P.U.D., and we look forward to discussing the project next week.

Sincerely,

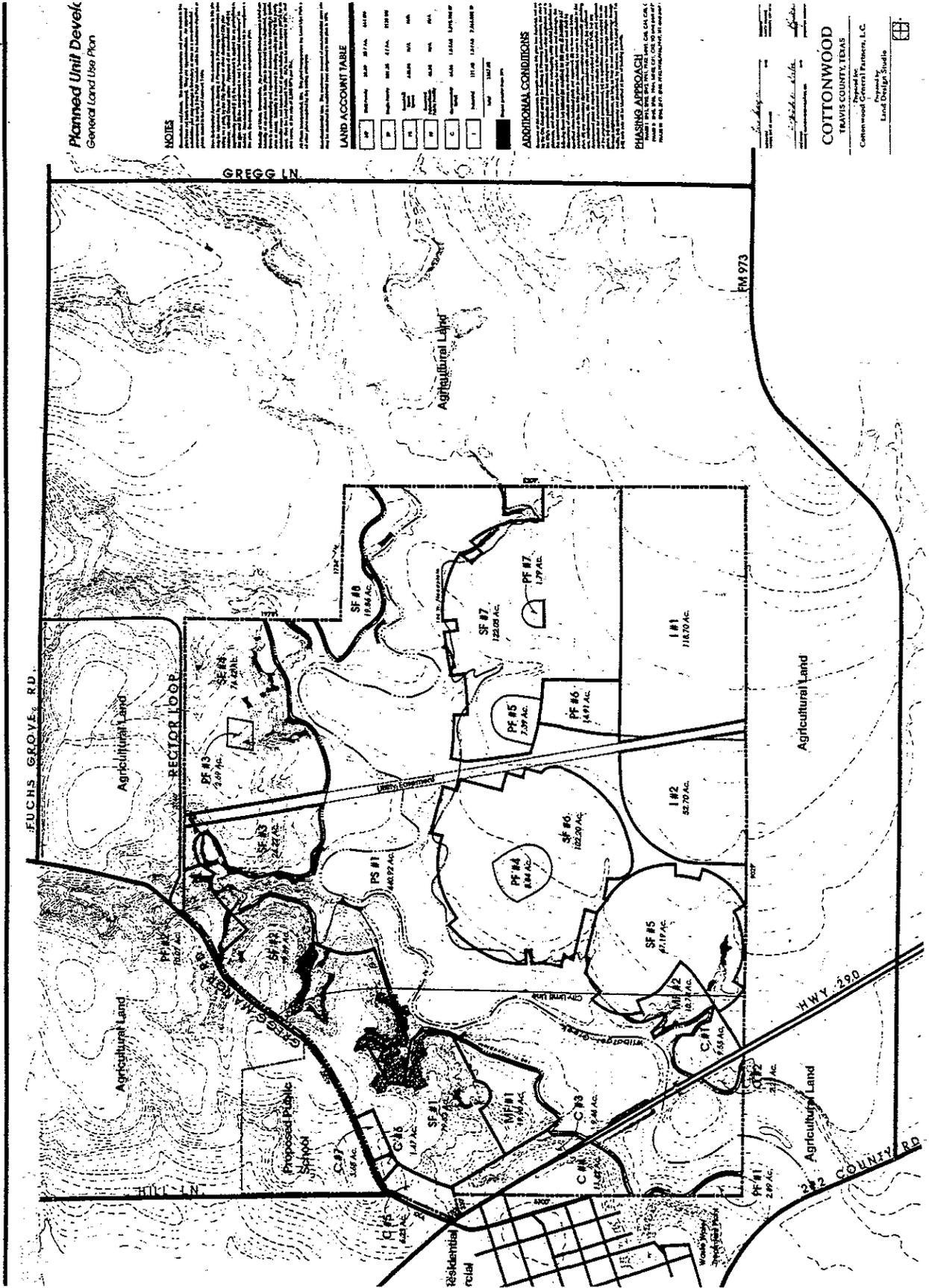


Gary Bellomy, ASLA
Principal

GB/ca

cc: Jim Koehn
Dick Lilly
Jim Carpenter

(Note: This plan is greatly reduced. See Tab 1 for a larger version.)
 (Enlargements of notes follow this)





7/26/2023

City of Manor Development Services

Notification for a PUD Amendment

Project Name: Shadowglen 4th PUD amendment
 Case Number: 2023-P-1551-ZO
 Case Manager: Michael Burrell
 Contact: mburrell@manortx.gov – 512-215-8158

The City of Manor Planning and Zoning Commission and City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Planned Unit Development (PUD) Amendment for the Shadowglen PUD and being located at the intersections of Lexington Street and US Hwy 290 as well as Shadowglen Boulevard and US Hwy 290, Manor, TX. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a Planned Unit Development (PUD) Amendment for the Shadowglen PUD and being located at the intersections of Lexington Street and US Hwy 290 as well as Shadowglen Boulevard and US Hwy 290, Manor, TX.

Applicant: *Marcus Equity*

Owner: *COTTONWOOD HOLDINGS LIMITED LLC*

The Planning and Zoning Commission will meet at 6:30PM on August 9, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The Manor City Council will meet at 7:00 PM on August 16, 2023 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 PUD Amendment has been filed. Comments may be addressed to the email address or phone number above. Any communications received will be made available to the Commissioners during the discussion of this item.

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

Yajat LLC
 1204 S Saddle Lakes Dr
 Abilene, TX 79602-5472
 Property ID: 247968

Moellenberg Jerry A & Marilyn
 PO Box 156
 Manor, TX 78653-0156
 Property ID: 248000

Ninh Lilian Doan Etal
 1411 Dexford Dr
 Austin, TX 78753-160
 Property ID: 240883

Shadowglen Development Corporation
 9900 Hwy 290 E
 Manor, TX 78653-9720
 Property ID: 841241

POkorney Daniel & Sherri Lynne
 169 Pleasant Grove Rd
 Elgin, TX 78621-5011
 Property ID: 240895

Mcdonald's Real Estate Company
 PO Box 182571
 Columbus, OH 43218-2571
 Property ID: 783982

Phillips Meredith Ashley & Michael James
 16904 Christina Garza Dr
 Manor, TX 78653-2337
 Property ID: 942294

Junction Development LLC
 14747 N Northsight Blvd Ste 111-431
 Scottsdale, AZ 85260-2631
 Property ID: 377653

Leavitt Lumber Company Inc
 PO Box 96 395 South 300 East
 Kamas, UT 84036-0096
 Property ID: 784605

POHanka Timothy And Cindy Living Trust
 16904 John Michael Dr
 Manor, TX 78653-3394
 Property ID: 760463

Young Alan E & Veronica L
 16904 Jonse Ct
 Manor, TX 78653-3391
 Property ID: 760509

Dwyer Peter A
 9900 Us Highway 290 E
 Manor, TX 78653-9720
 Property ID: 526067

Smith Tyler Cearley
 16920 John Michael Dr
 Manor, TX 78653-3394
 Property ID: 760467

Jimenez Jaime Gallardo & Uiber Gallardo GUTierrez
 16908 Jonse Ct
 Manor, TX 78653-3391
 Property ID: 760510

City Of Manor
 PO Box 387
 Manor, TX 78653-0387
 Property ID: 526070

Phairr Damian
 11312 Runnel Ridge Rd
 Manor, TX 78653-3873
 Property ID: 568213

POLLard Jeannie
 13305 Craven Ln
 Manor, TX 78653-3387
 Property ID: 760514

Gonzales Alejandro & Alisha
 13313 Craven Ln
 Manor, TX 78653-3387
 Property ID: 760546

Curry George Melvin & Marilyn Taylor Curry
 111 Comal Cv
 Elgin, TX 78621-5824
 Property ID: 526042

Nguyen Hoang & Hieu
 11309 Runnel Ridge Rd
 Manor, TX 78653-3873
 Property ID: 568209

Markert Rodney B & Sherry L
 11324 Terrace Meadow Way
 Manor, TX 78653-3871
 Property ID: 568199

Dharmarajan Mayilvahanan & Karthikeyan
 9916 Paulines Way
 Austin, TX 78717-4062
 Property ID: 940250

Tamayo Henry Cabra & Paula Andrea Lezama Romero
 14313 Sage Blossom Dr
 Manor, TX 78653-2355
 Property ID: 940249

Leo Vera W
 11401 Terrace Meadow Way
 Manor, TX 78653-3872
 Property ID: 568236

Camarena Ernest Jr & Lindsey J Thomas
 11405 Terrace Meadow Way
 Manor, TX 78653-3872
 Property ID: 568235

Gautam Bishal
 14309 Sage Blossom Dr
 Manor, TX 78653-2355
 Property ID: 940248

Jones Shannon Wm Iii
 14313 McArthur
 Manor, TX 78653-2359
 Property ID: 940229

ASC Medical 8 Holdings LLC
 885 Woodstock Rd Ste 430-330
 Roswell, GA 30075-2277
 Property ID: 710219

King Zachary & Adrienne
 13812 Calera Cv
 Manor, TX 78653-3692
 Property ID: 568252

Lacey Marion & Brenda
 13604 Amber Dawn Ct
 Manor, TX 78653-3868
 Property ID: 696933

MK Revocable Trust
 15215 Calaveras Dr
 Austin, TX 78717-4636
 Property ID: 696944

Rodriguez Gabriel Elias
 11205 Terrace Meadow Way
 Manor, TX 78653-3870
 Property ID: 696909

SG Land Holdings LLC
 2646 Dupont Dr Ste 60 Pmb 520
 Irvine, CA 92612-7651
 Property ID: 961983

Sybille Fabian & NIDa Haqqi-Sybille
 17309 Howdy Way
 Manor, TX 78653-2730
 Property ID: 962007

Rhodes Nefertitti
 17404 Howdy Way
 Manor, TX 78653
 Property ID: 962002

Lee Byeongju & Catalina Herrera
 17800 Claress Ln
 Manor, TX 78653-2491
 Property ID: 961963

Travis County Mud #2
 100 Congress Ave Ste 1300
 Austin, TX 78701-2744
 Property ID: 724199

**Vennam Saikrishna & POonam
 Reena Bhikha**
 4509 Night Owl Ln
 Austin, TX 78723-6076
 Property ID: 962327

Baez Family Living Trust
 14612 Kira Ln
 Manor, TX 78653-2693
 Property ID: 962329

Huang Yizhi
 14613 Kira Ln
 Manor, TX 78653-2693
 Property ID: 962336

Meritage Homes Of Texas LLC
 17013 Bridgefarmer Boulevard
 Pflugerville, TX 78660
 Property ID: 962598

Meritage Homes Of Texas LLC
 17013 Bridgefarmer Boulevard
 Pflugerville, TX 78660
 Property ID: 962677

Manor Independent School Distr
 PO Box 359
 Manor, TX 78653-0359
 Property ID: 236804

Las Entradas Development
 9900 US Highway 290 E
 Manor, TX 78653-9720
 Property ID: 864848

**Protestant Episcopal Church Of
 Diocese TX**
 9900 US Highway 290 E
 Manor, TX 78653-9720
 Property ID: 845116

Meritage Homes Of Texas LLC
 17013 Bridgefarmer Boulevard
 Pflugerville, TX 78660
 Property ID: 547346

290 East Not West LLC
 421d Congress Ave
 Austin, TX 78701
 Property ID: 240825

Reta Realty LLC
 5301 Heather Ct
 Flower Mound, TX 75022-5684
 Property ID: 240828

Avv Foundation Inc
 12801 Lexington St
 Manor, TX 78653-3333
 Property ID: 568067

Meritage Homes Of Texas LLC
 17013 Bridgefarmer Boulevard
 Pflugerville, TX 78660
 Property ID: 460807

Cottonwood Holdings Ltd
 54 Rainey St Apt 509
 Austin, TX 78701-4391
 Property ID: 725391

Patel Harshad & Rajeshree
 16912 Christina Garza Dr
 Manor, TX 78653
 Property ID: 942296

**Domenico AstrID Elisabeth & Nathan
 A Donham**
 16900 Christina Garza Dr
 Manor, TX 78653-2337
 Property ID: 942293

Tucker Debra C & Elvis L
 13112 Craven Ln
 Manor, TX 78653
 Property ID: 760484

Coulter Adam David & Megan Ann
 16808 Rakesh Way
 Manor, TX 78653-2327
 Property ID: 942269

Hoang Trung H & Thuy L Cao
 16817 Christine Garza Dr
 Manor, TX 78653-2336
 Property ID: 942263

Coulter Adam David & Megan Ann
 16808 Rakesh Way
 Manor, TX 78653-2327
 Property ID: 942269

Hoang Trung H & Thuy L Cao
 16817 Christine Garza Dr
 Manor, TX Us 78653-2336
 Property ID: 942263

**Blanco Krista M & Mauricio A
 Blanco Leguizamo**
 16809 Christina Garza Dr
 Manor, TX 78653-2336
 Property ID: 942264

Gonzalez Hipolito LII
 1600 Cheristina Garza Dr
 Manor, TX 78653
 Property ID: 942283

Diaz Eric Salvador
16705 Christina Garza Dr
Manor, TX 78653-2335
Property ID: 942254

Schoonmaker Daniel & Crystal
Turnbull
16812 John Michael Dr
Manor, TX 78653-3392
Property ID: 760528

Brilliott Glenda Carlene
Paul Brilliott
13201 Craven Ln
Manor, TX 78653-3390
Property ID: 760503

Diekow Bruce Brian & Miran Peak
16705 Edwin Reinhardt Dr
Manor, TX 78653-2159
Property ID: 910207

Bennett Marva A
16516 Christina Garza Dr
Manor, TX 78653-2163
Property ID: 910243

Campbell Willie Edward Jr & Mary
Elizabeth Campbell
16504 Christina Garza Dr
Manor, TX 78653-2163
Property ID: 910240

Freeman Crystal
16500 Christina Garza Dr
Manor, TX 78653-2163
Property ID: 910239

Marshall Craig Brian & Shari Dee
16428 Christina Garza Dr
Manor, TX 78653-2162
Property ID: 910238

Fields Willie & Evelyn
16900 John Michael Dr
Manor, TX 78653-3394
Property ID: 760462

Gomez Alexander Daniel
16501 Christina Garza Dr
Manor, TX 78653-2163
Property ID: 910212

Garza Daniel C & Laura R
16413 Christina Garza Dr
Manor, TX 78653-2162
Property ID: 910216

Hessel Torvald T V & Ryan Elizabeth
G Fleming
16408 Christina Garza Dr
Manor, TX 78653-2162
Property ID: 910232

Cabrera Everardo & Elizabeth
Gamez
16405 Christina Garza Dr
Manor, TX 78653-2162
Property ID: 910218

Flair Richard John & Jessica Diana
Flair
16401 Christina Garza Dr
Manor, TX 78653-2162
Property ID: 910219

CamPOs Juan Carlos
11300 Runnel Ridge Rd
Manor, TX 78653-3873
Property ID: 821544

GIAZe Gordon & Patricia Michelle
Glaze
17016 John Michael Dr
Manor, TX 78653-3393
Property ID: 760535

Anderson Eric Todd & Brivery O
Miles
17017 John Michael Dr
Manor, TX 78653-3393
Property ID: 760548

Smith Audrey B Sr
10304 Ivy Jade
Schertz, TX 78154-6255
Property ID: 526041

Mcvade Cleora Estate
PO Box 288
Manor, TX 78653-0288
Property ID: 526046

Dwyer Peter A Dwyer Realty
Companies
9900 US Highway 290 E
Manor, TX 78653-9720
Property ID: 547112

Howard Russell T & Michael T
Mckee
11320 Runnel Ridge Rd
Manor, TX 78653-3873

Wallace Larimen T & Sabrena
11313 Runnel Ridge Rd
Manor, TX 78653-3873
Property ID: 568208

Wolfe Josefina Ortiz
17020 John Michael Dr
Manor, TX 78653-3393
Property ID: 760536

Griffin Melissa &
Christopher H
17028 Jon Michael Dr
Manor, TX 78653-3393
Property ID: 760538

Shadowglen Residential Property
Owners
Association Inc
11525 Shadowglen Trce
Manor, TX 78653-3878
Property ID: 760545

Luevano Sylvia M & Jacobo A
14321 Sage Blossom Dr
Manor, TX 78653-2355
Property ID: 940251

Vierra Bella Salvador
11401 Runnel Ridge Rd
Manor, TX 78653-3874
Property ID: 568226

Vu Kathy
11413 Runnel Ridge Rd
Manor, TX 78653-3874
Property ID: 568224

Farkas Tibor W
13600 Sun Dapple Ct
Manor, TX 78653-3869
Property ID: 696922

Norton Kyle & Lisa
13436 Holly Crest Ter
Manor, TX 78653-3749
Property ID: 568625

Cong Ruby Monica
 13440 Holly Crest Ter
 Manor, TX 78653-3749
 Property ID: 568626

**Banda Felipe Dejesus & Jose
 Eduardo Tobias**
 14300 Mc Arthur Dr
 Manor, TX 78653-2359
 Property ID: 940234

ROH Jason
 14212 MacArthur Dr
 Manor, TX 78653-2358
 Property ID: 940235

**Shadowglen Residential Property
 Owners
 Association Inc**
 11525 Shadowglen Trce
 Manor, TX 78653-3878
 Property ID: 568253

Broughton John M & Glenda V
 11217 Terrace Meadow Way
 Manor, TX 78653-3870
 Property ID: 696948

SG Land Holdings LLC
 2646 Dupont Dr Ste 60 Pmb 520
 Irvine, CA 92612-7651
 Property ID: 961977

LGI Homes-Texas LLC
 5345 Towne Square Dr Ste 145
 Plano, TX 75024-2448
 Property ID: 961979

SG Land Holdings LLC
 2646 Dupont Dr Ste 60 Pmb 520
 Irvine, CA 92612-7651
 Property ID: 961990

Purcell Thad & Misty
 11521 Pillion Pl
 Manor, TX 78653
 Property ID: 568266

SG Land Holdings LLC
 2646 Dupont Dr Ste 60 Pmb 520
 Irvine, CA 92612-7651
 Property ID: 961986

LGI Homes-Texas LLC
 5345 Towne Square Dr Ste 145
 Plano, TX 75024-2448
 Property ID: 962005

**Colmenero Eduardo & Michelle
 Marquez**
 17212 Howdy Way
 Manor, TX 78653-2729
 Property ID: 961969

LGI Homes-Texas LLC
 1450 Lake Robbins Dr Ste 430
 The Woodlands, TX 77380-3294
 Property ID: 961960

Purram Malla Reddy
 17816 Claress Ln
 Manor, TX 78653-2491
 Property ID: 962077

Perry Homes LLC
 PO Box 34306
 Houston, TX 77234-4306
 Property ID: 962321

**Shadowglen Residential Property
 Owners
 Association Inc**
 11525 Shadowglen Trce
 Manor, TX 78653-3878
 Property ID: 962425

Kim Jinhwan & Heesoon Park
 14716 Kira Ln
 Manor, TX 78653-2692
 Property ID: 962322

Guajardo Kathy Ann
 14708 Kira Ln
 Manor, TX 78653
 Property ID: 962324

Thummala Venkata Reddy & Sailaja
 14704 Kira Ln
 Manor, TX 78653-2692
 Property ID: 962325

Ortego Craig
 14717 Kira Ln
 Manor, TX 78653-2692
 Property ID: 962341

**Shadowglen Residential Property
 Ownership Association Inc**
 11525 Shadowglen Trace
 Manor, TX 78653
 Property ID: 962607

Yoo Young Eun
 14608 Kira Ln
 Manor, TX 78653-2693
 Property ID: 962330

Perry Homes LLC
 PO Box 34306
 Houston, TX 77234-4306
 Property ID: 962335

Meritage Homes Of Texas LLC
 17013 Bridgefarmer Boulevard
 Pflugerville, TX 78660
 Property ID: 962681

Meritage Homes Of Texas LLC
 17013 Bridgefarmer Boulevard
 Pflugerville, TX 78660
 Property ID: 962678

Manor Independent School District
 PO Box 359
 Manor, TX 78653-0359
 Property ID: 500910

Cottonwood Holdings Ltd
 9900 Us Highway 290 E
 Manor, TX 78653-9720
 Property ID: 725401

Llano Las Entradas I LLC
 1537 Singleton Blvd
 Dallas, TX 75212-5239
 Property ID: 240888

Shadowglen Golf L P
 12801 Lexington St
 Manor, TX 78653-3333
 Property ID: 568065

Meritage Homes Of Texas LLC
 17013 Bridgefarmer Boulevard
 Pflugerville, TX 78660
 Property ID: 815596

K-N Corporation
 1717 W 6th St Ste 330
 Austin, TX 78703-4791
 Property ID: 240882

Reta Realty LLC
 5301 Heather Ct
 Flower Mound, TX 75022-5684
 Property ID: 240893

**Shadowglen Development
 Corporation**
 9900 Hwy 290 E
 Manor, TX 78653-9720
 Property ID: 860829

Coupland State Bank
 PO Box 616
 Mckinney, TX 75070-8141
 Property ID: 377657

Rivera Margarito & Janie
 13109 Craven Ln
 Manor, TX 78653-3389
 Property ID: 760516

**Shadowglen Residential Property
 Owners Association Inc**
 11525 Shadowglen Trce
 Manor, TX 78653-3878
 Property ID: 942266

Cho Hwa & Jung J Cho
 16804 Rakesh Way
 Manor, TX 78653-2327
 Property ID: 942268

Yang Julie O
 16701 Christina Garza Dr
 Manor, TX 78653-2335
 Property ID: 942255

Buitink Nickolas & Joseph
 16604 Christna Garza Dr
 Manor, TX 78653-2164
 Property ID: 910246

**Silva David Mark Jr & Natalia Nicole
 Longway**
 16600 Christina Garza Dr
 Manor, TX 78653-2164
 Property ID: 910245

Loveland Tim James & Rosa Elena
 16520 Christina Garza Dr
 Manor, TX 78653-2163
 Property ID: 910244

Junction Development LLC
 14747 N Northsight Blvd Ste 111-431
 Scottsdale, AZ 85260-2631
 Property ID: 377653

**King Donald Keith & Cynthia Lee
 Flores**
 16808 John Michael Dr
 Manor, TX 78653-3392
 Property ID: 760527

Wagner James Andrew
 16701 Edwin Reinhardt Dr
 Manor, TX 78653-2159
 Property ID: 910208

Sekhar Sathish Kumar M
 16421 Christina Garza Dr
 Manor, TX 78653-2162
 Property ID: 910214

Schneider Harold
 7709 Palacios Dr
 Austin, TX 78749-3126
 Property ID: 526065

Hearne Rayfield Jr & Riette S
 16908 John Michael Dr
 Manor, TX 78653-3394
 Property ID: 760464

**Johnson Marlon Anton & Melanie
 Wilkes**
 16912 John Michael Dr
 Manor, TX 78653-3394
 Property ID: 760465

Grant Lester Lee Jr & Robyn Dean
 11308 Runnel Ridge Rd
 Manor, TX Usa 78653-3873
 Property ID: 568212

Sanchez Alvaro & Monica
 17004 John Michael Dr
 Manor, TX 78653-3393
 Property ID: 760532

**Shadowglen Residential Property
 Owners Association Inc**
 11525 Shadowglen Trce
 Manor, TX 78653-3878
 Property ID: 568629

**Curry George M Sr & Marilyn T
 Marilyn Taylor Curry**
 111 Comal Cv
 Elgin, TX 78621-5824
 Property ID: 526043

Kylberg Lanny M & Lee
 11321 Runnel Ridge Rd
 Manor, TX 78653-3873
 Property ID: 568206

Yancey Brandon Drew & Leticia
 11404 Terrace Meadow Way
 Manor, TX 78653-3872
 Property ID: 568204

**Lapeyra-Gutierrez Adriana O & Juan
 Gutierrez**
 11332 Terrace Meadow Way
 Manor, TX 78653-3871
 Property ID: 568201

Crump Gerald R
 11312 Terrace Meadow Way
 Manor, TX 78653-3871
 Property ID: 696914

**Kelley Scott Charles & Nancy
 Elizabeth**
 17024 John Michael Dr
 Manor, TX 78653-3393
 Property ID: 760537

Vazquez Edgar I & Laura M
 11420 Terrace Meadow Way
 Manor, TX 78653-3872
 Property ID: 568229

Ramos Kathleen Ann
 13604 Sun Dapple Ct
 Manor, TX 78653-3869
 Property ID: 696923

Alexander Franchetta Evon
 13601 Sun Dapple Ct
 Manor, TX 78653-3869
 Property ID: 696931

Lang Nikkolette C
 14304 Sage Blossom Dr
 Manor, TX 78653-2355
 Property ID: 940255

Pinedo Juan & Rosie
 14305 Sage Blossom Dr
 Manor, TX 78653-2355
 Property ID: 940247

SG Land Holdings LLC
 2646 Dupont Dr Ste 60 Pmb 520
 Irvine, CA 92612-7651
 Property ID: 961975

**Shadowglen Residential Property
 Owners
 Association Inc**
 11525 Shadowglen Trce
 Manor, TX 78653-3878
 Property ID: 568230

Lee Sun Gorn
 13804 Calera Cv
 Manor, TX 78653-3692
 Property ID: 568250

**Shadowglen Residential Property
 Owners Association Inc**
 11525 Shadowglen Trce
 Manor, TX 78653-3878
 Property ID: 568685

Park Chan Woong
 12026 Reichling Ln
 Whittier, CA 90606
 Property ID: 940226

SG Land Holdings LLC
 2646 Dupont Dr Ste 60 Pmb 520
 Irvine, CA 92612-7651
 Property ID: 961982

SG Land Holdings LLC
 2646 Dupont Dr Ste 60 Pmb 520
 Irvine, CA 92612-7651
 Property ID: 961991

SG Land Holdings LLC
 2646 Dupont Dr Ste 60 Pmb 520
 Irvine, CA 92612-7651
 Property ID: 961984

**Shadowglen Residential Property
 Owners Association Inc**
 11525 Shadowglen Trce
 Manor, TX 78653-3878
 Property ID: 961972

Scott Fennis G & Mae K Scott
 11525 Pillion Pl
 Manor, TX 78653-3690
 Property ID: 568267

Cobb Thomas David & Marcelina
 13721 Shadowlawn Trce
 Manor, TX 78653-3693
 Property ID: 568259

Wal-Mart Real Estate Business Trust
 PO Box 8050
 Bentonville, AR 72712-8055
 Property ID: 830450

**DiAZ Ramon & Maria
 Revocable Trust**
 17517 Canyonwood Dr
 Riverside, CA 92504-8810
 Property ID: 568271

Lange Peter
 11616 Pillion Pl
 Manor, TX 78653-3691
 Property ID: 697017

Egbuonye Victor C & Sheila D
 11613 Pillion Pl
 Manor, TX 78653-3691
 Property ID: 568273

**Murphy Tara Louis Revocable Living
 Trust**
 3029 Market St
 San Francisco, CA 94114-1824
 Property ID: 697018

Smith George & Karen Smith
 13712 Shadowglade Pl
 Manor, TX 78653-3768
 Property ID: 697012

Wilson Dejuane & Teena Dozier
 17312 Howdy Way
 Manor, TX 78653
 Property ID: 962004

Rodriguez Jesse & Alma Pioquinto
 17716 Claress Ln
 Manor, TX 78653-2727
 Property ID: 961965

White Sherman Jr & Sylvia M
 13720 Shadowglade Pl
 Manor, TX 78653-3768
 Property ID: 697020

Molad Mickey Jonathan & Rachel
 13724 Shadowglade Pl
 Manor, TX 78653-3768
 Property ID: 697021

**Pizzatti Luis Rafael Rodriguez &
 Greiby Marleny Guillen Morales**
 17801 Claress Ln
 Manor, TX 78653
 Property ID: 961997

Hayes Ronald W & Roxanne Selene
 14804 Kira Ln
 Manor, TX 78653
 Property ID: 962319

**Hollenbeck Shannon Renee & Milad
 Davoodi**
 14701 Kira Ln
 Manor, TX 78653-2692
 Property ID: 962338

Perry Homes LLC
 PO Box 34306
 Houston, TX 77234-4306
 Property ID: 962334

Shippen Family Trust
 PO Box 9167
 Springfield, MO 65801-9167
 Property ID: 841238

**Shadowglen Development
 Corporation**
 9900 Hwy 290 E
 Manor, TX 78653-9720
 Property ID: 783981

Junction Development LLC
 14747 N Northsight Blvd Ste 111-431
 Scottsdale, AZ 85260-2631
 Property ID: 377654

Lawson Erica
 13104 Craven Ln
 Manor, TX 78653-3389
 Property ID: 760519

Rohm Timothy Mark & Bonnie Jean
 22295 Mission Hills Ln
 Yorba Linda, CA 92887-2708
 Property ID: 942289

**Brower Ashley Hamilton
 Philip**
 16716 Christina Garza Dr
 Manor, TX 78653-2335
 Property ID: 942287

Ayala Jonathan Carl
 16708 Christina Graza Dr
 Manor, TX Usa 78653-2335
 Property ID: 942285

Chadda Vikash
 13101 Craven Ln
 Manor, TX 78653-3389
 Property ID: 760460

Crosby Melody Lynette
 16713 Christina Garza Dr
 Manor, TX 78653-2335
 Property ID: 942252

Junction Development LLC
 14747 N Northsight Blvd Ste 111-431
 Scottsdale, AZ 85260-2631
 Property ID: 377651

**Lopez Nereida Sofia & Christian
 Lopez**
 16508 Christina Garza Dr
 Manor, TX 78653-2163
 Property ID: 910241

Nolton Allison Elizabeth & Sean
 16420 Christina Garza Drive
 Manor, TX 78653
 Property ID: 910236

City Of Manor
 PO Box 387
 Manor, TX 78653-0387
 Property ID: 526036

Moales Eric & Cicely
 16901 John Michael Dr
 Manor, TX 78653-3394
 Property ID: 760498

**Herrera Villaverde Sergio & Isabel
 Sanchez Tello**
 16509 Christina Garza Dr
 Manor, TX 78653-2163
 Property ID: 910210

Perez Armando & Paula P Rabago
 16417 Christina Garza Dr
 Manor, TX 78653-2162
 Property ID: 910215

Duran Fernando & Noemi Duran
 16404 Christina Garza Dr
 Manor, TX 78653-2162
 Property ID: 910231

Quin Gerald & Chanphen
 17001 John Michael Dr
 Manor, TX 78653-3393
 Property ID: 760494

Dwyer Peter A
 9900 Us Highway 290 E
 Manor, TX 78653-9720
 Property ID: 526069

Garza Adam Anthony Jr
 11306 Runnel Ridge Rd
 Manor, TX 78653-3873
 Property ID: 821546

Moales Demetrius Roshawn
 16924 John Michael Dr
 Manor, TX 78653-3394
 Property ID: 760529

Brennick Adam & Amelia
 17005 John Michael Dr
 Manor, TX 78653-3393
 Property ID: 760493

**Brannen Russell Frederic Iii &
 Jennifer Leigh Brannen**
 17009 John Michael Dr
 Manor, TX 78653-3393
 Property ID: 760550

**Anspaugh Robert John & Elinor
 Pisano**
 17008 John Michael Dr
 Manor, TX 78653-3393
 Property ID: 760533

Lemere Curt & Janis Sapperstein
 17012 John Michael Dr
 Manor, TX 78653-3393
 Property ID: 760534

**Shadowglen Residential Property
 Owners Association Inc**
 11525 Shadowglen Trce
 Manor, TX 78653-3878
 Property ID: 940281

Timmermann Geraldine
 PO Box 4784
 Austin, TX 78765-4784
 Property ID: 824766

Avra Alex & Nuzhat
 11408 Runnel Ridge Rd
 Manor, TX 78653-3874
 Property ID: 568218

Montemayor Michael
 11408 Terrace Meadow Way
 Manor, TX 78653-3872
 Property ID: 568205

Skiles Erik D & Melissa Pink-Skiles
 13328 Craven Ln
 Manor, TX 78653-3387
 Property ID: 760540

Reed Ricky
 3668 Grand Point Ln
 Elk Grove, CA 95758-4638
 Property ID: 568219

Johnson D Kirk Sr & Sondra D
 11228 Terrace Meadow Way
 Manor, TX 78653-3870
 Property ID: 696918

Yamashiro Maria & Robert T
 13448 Holly Crest Ter
 Manor, TX 78653-3749
 Property ID: 568628

Wright Nathan Thomas
14308 Sage Blossom Dr
Manor, TX 78653-2355
Property ID: 940254

Saylor Jacob Harrison
14312 McArthur Dr
Manor, TX 78653-2359
Property ID: 940231

Shadowglen Residential
Owners Association Inc
11525 Shadowglen Trce
Manor, TX 78653-3878
Property ID: 568260

Hurst Jasmine E
11509 Pillion Pl
Manor, TX 78653-3690
Property ID: 568263

Villalobos Fay Rosenberg & Louis
11533 Pillion Pl
Manor, TX 78653-3690
Property ID: 568269

SG Land Holdings LLC
2646 Dupont Dr Ste 60 Pmb 520
Irvine, CA 92612-7651
Property ID: 961985

Lawrence Kenneth R & Mary E
225 Oxbow Cv
Georgetown, TX 78628-7088
Property ID: 962003

Gonzalez Hector Jr
17817 Claress Ln
Manor, TX 78653-2491
Property ID: 962000

Ayala Mario & Sandy
17804 Claress Ln
Manor, TX 78653-2491
Property ID: 961962

Flamer Paul Douglas
14808 Kira Ln
Manor, TX 78653-2691
Property ID: 962318

Braden Family Trust
14812 Kira Ln
Manor, TX 78653
Property ID: 962317

Blea Vanessa Darene
14700 Kira Ln
Manor, TX 78653-2692
Property ID: 962326

Meritage Homes Of Texas LLC
17013 Bridgefarmer Boulevard
Pflugerville, TX Us 78660
Property ID: 962680

Meritage Homes Of Texas LLC
17013 Bridgefarmer Boulevard
Pflugerville, TX Us 78660
Property ID: 962597

Meritage Homes Of Texas LLC
17013 Bridgefarmer Boulevard
Pflugerville, TX Us 78660
Property ID: 962613

Manor Lodging Development LLC
29711 S Legends Village Ct
Spring, TX 77386-2036
Property ID: 725803

Ninh Lilian Doan Etal
1411 Dexford Dr
Austin, TX 78753
Property ID: 240884

Cottonwood Holdings Ltd
9900 Us Highway 290 E
Manor, TX 78653-9720
Property ID: 834308

City Of Manor
105 E Eggleston St
Manor, TX 78653-3463
Property ID: 877922

Metro H2o Ltd
P.O. Box 1119
Dripping Springs, TX 78620
Property ID: 526013

Meritage Homes Of Texas LLC
17013 Bridgefarmer Boulevard
Pflugerville, TX 78660
Property ID: 248029

8700 North Lamar Ltd
3267 Bee Caves Rd Ste 107
Austin, TX 78746-6773
Property ID: 240824

Lind Ella L
10011 Taylor Ln
Manor, TX 78653-4712
Property ID: 240827

290 Manor LLC
7-Eleven, Inc. P.O. Box 711
Dallas, TX 75221
Property ID: 377648

City Of Manor
105 E Eggleston St
Manor, TX 78653-3463
Property ID: 726008

Junction Development LLC
14747 N Northsight Blvd Ste 111-431
Scottsdale, AZ 85260-2631
Property ID: 377654

Norton Vickie Renee
16908 Christina Garza Dr
Manor, TX 78653-2337
Property ID: 942295

Junction Development LLC
14747 N Northsight Blvd Ste 111-431
Scottsdale, AZ 85260-2631
Property ID: 377651

Herman Ian & Lauren
13105 Craven Ln
Manor, TX 78653-3389
Property ID: 760515

Liefschultz Jake Randall
13116 Craven Ln
Manor, TX 78653-3389
Property ID: 760483

Perry Homes LLC
 9000 Gulf Fwy
 Houston, TX 77017-7018
 Property ID: 942261

Fernandez Richard Angue
 16812 Rakesh Way
 Manor, TX 78653-2327
 Property ID: 942270

**Winterroth Edmund And
 Revocable Trust**
 2020 Denton Dr
 Austin,
 TX 78758-4504

**Leber Glen J & Cindy L Handwerk-
 Leb**
 16704 Christina Garza Dr
 Manor, TX 78653-2335
 Property ID: 942284

City Of Manor
 105 E Eggleston St
 Manor, TX 78653-3463
 Property ID: 816134

Williams Joyce B
 13113 Craven Ln
 Manor, TX 78653-3389
 Property ID: 760526

**Betancourt-Banda Beatriz M & Martin
 Banda**
 16700 Edwin Reinhardt Dr
 Manor, TX 78653-2159
 Property ID: 910247

Francisco Glen & Nedra
 16512 Christina Garza
 Manor, TX 78653-2163
 Property ID: 910242

Moore Lena & Eugene Jr
 16513 Christine Garza Dr
 Manor, TX 78653-2163
 Property ID: 910209

Hernandez Juan
 16813 John Michael Dr
 Manor, TX 78653-3392
 Property ID: 760500

Lee Donnie R & Ronda D
 13209 Craven Ln
 Manor, TX 78653-3390
 Property ID: 760505

Deleon Guadalupe & Diana Gamboa
 13213 Craven Ln
 Manor, TX 78653-3390
 Property ID: 760506

**Pruitt Jonathan Daniel & Meghan
 Elizabeth Laurin**
 16409 Christina Garza Dr
 Manor, TX 78653-2162
 Property ID: 910217

**Tiger Audrey E M & Anthony Wayne
 Tiger**
 16412 Christina Garza Dr
 Manor, TX 78653-2162
 Property ID: 910233

Meritage Homes Of Texas LLC
 17013 Bridgefarmer Boulevard
 Pflugerville, TX 78660
 Property ID: 804535

Russell Merrill W Iii & Linda M Russell
 16913 John Michael Dr
 Manor, TX 78653-3394
 Property ID: 760496

Larson Bryan & Ashley
 16905 Jonse Ct
 Manor, TX 78653-3391
 Property ID: 760511

Mcvade Connie E
 PO Box 2175
 Hammond, IN 46323-0175
 Property ID: 526039

Black Albert L & Kathy N
 11304 Runnel Ridge Rd
 Manor TX 78653-3873
 Property ID: 821545

Villalobos Gisela & Artemio
 11301 Runnel Ridge Rd
 Manor TX Usa 78653-3873
 Property ID: 568211

Mcvade Connie E
 PO Box 2175
 Hammond In 46323-0175
 Property ID: 526040

**Youngblood Saintjovite & Gloria
 Teresa Yee**
 11404 Runnel Ridge Rd
 Manor, TX 78653-3874
 Property ID: 568217

Wood Lori C
 11336 Terrace Way
 Manor, TX 78653
 Property ID: 568202

De La Pena Yvonne
 11300 Terrace Meadow Way
 Manor, TX 78653-3871
 Property ID: 696912

**Jankowiak Jon L & Shauna R Life
 Estate**
 13320 Craven Ln
 Manor, TX 78653-3387
 Property ID: 760542

Hfs Brothers Investments LLC
 107 Ranch Road 620 S Ste 350
 Lakeway, TX 78734-3980
 Property ID: 707692

Spitzengel Bruce
 1711 Oak Shade Dr
 Sugar Land, TX 77479-6480
 Property ID: 568227

Small Lakesha
 13605 Sun Dapple Ct
 Manor, TX 78653-3869
 Property ID: 696930

Cervantes Julie & Able
 11304 Terrace Meadow Way
 Manor, TX 78653-3871
 Property ID: 696916

**Shadowglen Residential Property
 Owners Association Inc**
 11525 Shadowglen Trce
 Manor, TX 78653-3878
 Property ID: 568684

Yakubek Ronald
 14213 Sage Blossom Dr
 Manor, TX 78653-2343
 Property ID: 940244

Turnquist Anthony John & Hannah
 Kathleen Keating
 14317 Mcarthur Dr
 Manor, TX Usa 78653-2359
 Property ID: 940230

Lank Alexandra Noelle
 14308 Mcarthur Dr
 Manor, TX Usa 78653-2359
 Property ID: 940232

Montgomery Cara Rae & Michael
 Lawre
 147 Kellogg Ln
 Bastrop, TX 78602-3214
 Property ID: 568262

Kelly Diana
 13808 Calera Cv
 Manor, TX 78653-3692
 Property ID: 568251

Sneed Karlton John & Brenda Kay
 Sneed
 13601 Amber Dawn Ct
 Manor, TX 78653-3868
 Property ID: 696942

Donnelly Lisa G
 13605 Amber Dawn Ct
 Manor, TX 78653-3868
 Property ID: 696941

Saleh Sam F & Gaukhar
 Kanlybayeva
 11209 Terrace Meadow Way
 Manor, TX 78653-3870
 Property ID: 696910

SG Land Holdings LLC
 2646 Dupont Dr Ste 60 Pmb 520
 Irvine, CA 92612-7651
 Property ID: 961973

Scf Rc Funding Iv LLC
 902 Carnegie Center Blvd Ste 520
 Princeton, NJ 08540-6531
 Property ID: 830449

Chavarria Jeremy
 11513 Pillion PI
 Manor, TX 78653-3690
 Property ID: 568264

SG Land Holdings LLC
 2646 Dupont Dr Ste 60 Pmb 520
 Irvine, CA 92612-7651
 Property ID: 961989

SG Land Holdings LLC
 2646 Dupont Dr Ste 60 Pmb 520
 Irvine, CA 92612-7651
 Property ID: 961987

Wal-Mart Real Estate Business Trust
 PO Box 8050
 Bentonville, AR 72712-8055
 Property ID: 830451

13100 Fm 973 Inc
 10095 Us Highway 290 E
 Manor, TX 78653-0539
 Property ID: 568070

Gonzales Kristen & Jacob
 11608 Pillion PI
 Manor, TX 78653-3691
 Property ID: 568255

Lick Dustin S & Heather L
 17701 Claress Ln
 Manor, TX 78653
 Property ID: 961994

Mura Raymond C & Linda S
 11700 Pillion PI
 Manor, TX 78653-3767
 Property ID: 697052

Sanchez Arturo & Sanjuana Perez
 Sanchez
 13717 Shadowglade PI
 Manor, TX 78653-3768
 Property ID: 697025

Shadowglen Residential Property
 Owners Association Inc
 11525 Shadowglen Trce
 Manor, TX 78653-3878
 Property ID: 962362

Randle Lamont & Sharla M
 11709 Pillow PI
 Manor, TX 78653
 Property ID: 697026

Bichugatti Kiran & Shivani V
 Thanalapati
 14616 Kira Ln
 Manor, TX 78653-2693
 Property ID: 962328

Jackson Adrian Jerome & Carol
 Michelle Jackson
 14209 Kira Ln
 Manor, TX 78653
 Property ID: 962339

Perry Homes LLC
 PO Box 34306
 Houston, TX 77234-4306
 Property ID: 962345

Dwyer Peter A
 9900 Us Highway 290 E
 Manor, TX 78653-9720
 Property ID: 240887

Shadowglen Golf L P
 12801 Lexington St
 Manor, TX 78653-3333
 Property ID: 888159

Manor Independent School Distr
 PO Box 359
 Manor,, TX 78653-0359
 Property ID: 240891

290 East Not West LLC
 421d Congress Ave
 Austin, TX 78701
 Property ID: 240825

Reta Realty LLC
 5301 Heather Ct
 Flower Mound, TX 75022-5684
 Property ID: 240892

Pokorney Daniel & Sherri Lynne
 169 Pleasant Grove Rd
 Elgin, TX 78621-5011
 Property ID: 240896

Rector Cemetery
12801 Lexington St
Manor, TX 78653-3333
Property ID: 822534

Mkr Properties LLC Series 11211 Us Hwy 290
5905 York Bridge Cir
Austin, TX 78749-2211
Property ID: 377649

Sonic Development Of Central Texas
PO Box 17788
Austin, TX 78760-7788
Property ID: 377650

Kusum Hospitality LLC
11301 Us Hwy 290 E
Manor, TX 78653-9714
Property ID: 377658

Ghulam Jeelani & Vikash Chadda
13100 Craven Ln
Manor, TX 78653-3389
Property ID: 760458

Shadowglen Residential Property Owners Association Inc
11525 Shadowglen Trce
Manor, TX 78653-3878
Property ID: 942298

Perry Homes LLC
9000 Gulf Fwy
Houston, TX 77017-7018
Property ID: 942297

Camara Ivan D & Evelyn G Zirena
16800 Christina Garza Dr
Manor, TX 78653-2336
Property ID: 942288

Thurman Jeff Lynn Jr & Kristeen Ann
16901 Christina Garza Dr
Manor, TX 78653-2337
Property ID: 942262

Perry Homes LLC
9000 Gulf Fwy
Houston, TX 77017-7018
Property ID: 942260

Perry Homes LLC
9000 Gulf Fwy
Houston, TX 77017-7018
Property ID: 942259

Brew Darrell Gurome
16616 Christina Garza Dr
Manor, TX 78653-2164
Property ID: 942282

Brown Brandy Nichole
16612 Christina Garza Dr
Manor, TX 78653-2164
Property ID: 942281

Ibarra Roanda Lopez Etal
16613 Christina Garza Dr
Manor, TX 78653-2164
Property ID: 942257

Lee Junhee
16704 Edwin Reinhardt Dr
Manor, TX 78653-2159
Property ID: 910248

Needles Kay Elaine
16816 John Michael Dr
Manor, TX 78653-3392
Property ID: 760461

Hauflaire Jordan & Drake Hauflaire
13205 Craven Ln
Manor, TX 78653-3390
Property ID: 760504

Harrison Chandler Court & Kathryn Paige Bouldin
16425 Christina Garza Dr
Manor, TX 78653-2162
Property ID: 910213

SG Land Holdings LLC
2646 Dupont Dr Ste 60 Pmb 520
Irvine, CA 92612-7651
Property ID: 804541

Shadowglen Residential Property Owners Association Inc
11525 Shadowglen Trce
Manor, TX 78653-3878
Property ID: 910220

Dwyer Peter A
9900 Us Highway 290 E
Manor, TX 78653-9720
Property ID: 526066

Eckman James P & Cynthia Edmondson
16916 John Michael Dr
Manor, TX 78653-3394
Property ID: 760466

Dwyer Peter A
9900 Us Highway 290 E
Manor, TX 78653-9720
Property ID: 526064

Meritage Homes Of Texas LLC
17013 Bridgefarmer Boulevard
Pflugerville, TX 78660
Property ID: 804537

Spence Carnelia
PO Box 518
Manor, TX 78653-0518
Property ID: 526044

Curry-Ikner Dallas
1112 Autumn Sage Way
Pflugerville, TX 78660-5864
Property ID: 526045

Habte-Ab Fess & MeAZa Demissie
11400 Runnel Ridge Rd
Manor, TX 78653-3874
Property ID: 568216

Marino Vincent D
11305 Runnel Ridge Rd
Manor, TX 78653-3873
Property ID: 568210

Ruth Mark W
11400 Terrace Meadow Way
Manor, TX 78653-3872
Property ID: 568203

Scott Trust
11328 Terrace Meadow Way
Manor, TX 78653-3871
Property ID: 568200

**De La Pena Yvonne & Luz Maria
Oranday**
11300 Terrace Meadow Way
Manor, TX 78653-3871
Property ID: 696917

**Arellano Sonya & Nicolas Tejada
Valdez**
13600 Amber Dawn Ct
Manor, TX 78653-3868
Property ID: 696932

Anwar Shadab & Shaista Perween
11220 Terrace Meadow Way
Manor, TX 78653-3870
Property ID: 696920

Joann M Hansen
11204 Terrace Meadow Way
Manor, TX 78653-3870
Property ID: 696906

Wang Xiaomeng
12516 78th Ln Ne
Kirkland, WA 98034-7518
Property ID: 940246

Carreon Siggly J
14309 Mc Arthur Dr
Manor, TX 78653-2359
Property ID: 940228

City Of Manor
105 E Eggleston St
Manor, TX 78653-3463
Property ID: 862598

Larson Jessica
11213 Terrace Meadow Way
Manor, TX 78653-3870
Property ID: 696911

Hudson Melissa A & Marc Jordan
11200 Terrace Meadow Way
Manor, TX 78653-3870
Property ID: 696907

Masi Cheri & John
11201 Terrace Meadow Way
Manor, TX 78653-3870
Property ID: 696908

SG Land Holdings LLC
2646 Dupont Dr Ste 60 Pmb 520
Irvine, CA 92612-7651
Property ID: 961976

Burrell Elliott Charles & Brenda J
13805 Calera Cv
Manor, TX 78653-3692
Property ID: 568247

Molla Syfuddin Md & Jahanara Pervin
13808 Shadowlawn Trce
Manor, TX 78653-3694
Property ID: 568244

**Brazauski Adam Joseph Charles &
Bethan Grace Castle**
17700 Claress Ln
Manor, TX 78653-2727
Property ID: 961968

Vandeliwala Ismail
17708 Claress Ln
Manor, TX 78653-2727
Property ID: 961966

**Swartz Robert Walter & Joan Ruska
Benedetti**
11609 Pillion Pl
Manor, TX 78653-3691
Property ID: 568272

**Stubbs Michael Reyes & Catalina
Burgos**
17305 Howdy Way
Manor, TX 78653-2730
Property ID: 962006

Gagarin Ako & Gabriella Georgedes
17713 Claress Ln
Manor, TX 78653
Property ID: 961995

House Sharon D & Wadine Miles
11704 Pillion Pl
Manor, TX 78653-3767
Property ID: 697053

McClure Thomas Trent
14816 Kira Ln
Manor, TX 78653-2691
Property ID: 962316

**Shadowglen Residential Property
Owners Association Inc**
11525 Shadowglen Trce
Manor, TX 78653-3878
Property ID: 962426

Butler Family Partnership Ltd
PO Box 9190
Austin, TX 78766-9190
Property ID: 568069

**Kirksy Mylon Jamar & Diego Israel
Rodriguez Camacho**
14813 Kira Ln
Manor, TX 78653
Property ID: 962344

Meritage Homes Of Texas LLC
17013 Bridgefarmer Boulevard
Pflugerville, TX 78660
Property ID: 962683

Paredes Joanne & Danny Tran
14621 Kira Ln
Manor, TX 78653-2693
Property ID: 962337

Meritage Homes Of Texas LLC
17013 Bridgefarmer Boulevard
Pflugerville, TX Us 78660
Property ID: 962682

290 East Not West LLC
421d Congress Ave
Austin, TX 78701
Property ID: 240826

**Shadowglen Development
Corporation**
9900 Hwy 290 E
Manor, TX 78653-9720
Property ID: 860828

**Shadowglen Residential Property
Owners Association Inc**
11525 Shadowglen Trce
Manor, TX 78653-3878
Property ID: 725396

Alexander Darrell & Veronica
16808 Christina Garza Dr
Manor, TX 78653-2336
Property ID: 942290

11311 East Hwy 290 LLC
11311 Us Highway 290 E
Manor, TX 78653-9714
Property ID: 377659

Shadowglen Residential Property
Owners Association Inc
11525 Shadowglen Trce
Manor, TX 78653-3878
Property ID: 760459

Johnson Chelsea Ann
16709 Christina Garza Dr
Manor, TX 78653-2335
Property ID: 942253

Ladd Wendell Nelson Iii
16617 Christina Garza Dr
Manor, TX 78653-2164
Property ID: 942256

Dwyer Peter A
9900 Us Highway 290 E
Manor, TX 78653-9720
Property ID: 725370

SchnelDer Luiza H & Andrew Walt
16505 Christina Garza Dr
Manor, TX 78653-2163
Property ID: 910211

Monje Pablo Hernandez
16905 John Michael Dr
Manor, TX 78653-3394
Property ID: 760497

Banks Michael D & Rachel Banks
16921 John Michael Dr
Manor, TX 78653-3394
Property ID: 760495

Morales Jose D Aguilar
13301 Craven Ln
Manor, TX 78653-3387
Property ID: 760513

Fry Elizabeth L & Briana S
17000 John Michael Dr
Manor, TX 78653-3393
Property ID: 760531

Mitri Nicolas & Catherine Chedrawi
11317 Runnel Ridge Rd
Manor, TX 78653-3873
Property ID: 568207

Willis William & Tia Kenyon
13324 Craven Ln
Manor, TX 78653-3387
Property ID: 760541

Klock Lauren Nicole & Charles
Sumter Belote Iv
14316 Sage Blossom Dr
Manor, TX 78653-2355
Property ID: 940252

Haisler Dustin & Amanda
11216 Terrace Meadow Way
Manor, TX 78653-3870
Property ID: 696921

Jaganathan Shiva And Sudha
14300 Sage Blossom Dr
Manor, TX 78653-2355
Property ID: 940256

Hooper Mikisha & Bryce R Davis
14217 Sage Blossom Dr
Manor, TX 78653-2343
Property ID: 940245

Kazmi Sajjad & Jamie Lynn
PettyJohn
13801 Calera Cv
Manor, TX 78653-3692
Property ID: 568248

Francis-Scott Angelene & Donald
Scott
13600 Branch Light Ln
Manor, TX 78653-3867
Property ID: 696943

SG Land Holdings LLC
2646 Dupont Dr Ste 60 Pmb 520
Irvine, CA 92612-7651
Property ID: 961993

SG Land Holdings LLC
2646 Dupont Dr Ste 60 Pmb 520
Irvine, CA 92612-7651
Property ID: 961992

Taylor Charles E & Jaimie Michelle
Murga
13809 Calera Cv
Manor, TX 78653-3692
Property ID: 568246

Warren Suzanne
13812 Shadowlawn Trce
Manor, TX 78653-3694
Property ID: 568245

Vasquez Jose Jr
13813 Shadowlawn Trace
Manor, TX 78653-3694
Property ID: 568256

Sierra Jesus & Veronica Luna
17204 Howdy Way
Manor, TX 78653-2729
Property ID: 961971

Insignares Eliana B & Shawn
Dileonardo
11601 Pillion PI
Manor, TX 78653-3691
Property ID: 568270

Kattengell Mario
11612 Pillion PI
Manor, TX 78653-3691
Property ID: 697016

Willis Sonny & April Ann
13728 Shadowglade PI
Manor, TX 78653-3768
Property ID: 697022

Realtron Inc
13276 Research Blvd Ste 105
Austin, TX 78750-3225
Property ID: 697023

Ewing Phillip P & Irma
13721 Shadowglade PI
Manor, TX 78653-3768
Property ID: 697024

Lawrence Kenneth Robert & Mary
Ellen Lawrence
225 Oxbow Cv
Georgetown, TX 78628-7088
Property ID: 961999

**Talley Angel E Perez & Ashley M
Perez Talley**
17808 Claress Ln
Manor, TX 78653-2491
Property ID: 961961

Murphy Nicholas & Tess Rebecca
14800 Kira Ln
Manor, TX 78653
Property ID: 962320

Sanchez Glen & Sydnie J Saechow
17820 Claress Ln
Manor, TX 78653-2491
Property ID: 962076

**Taylor Derek Maurice & Alejandra
Aldana Del**
14712 Kira Ln
Manor, TX 78653-2692
Property ID: 962323

**Sangam Purnachandra Rao &
Prashant**
14809 Kira Ln
Manor, TX 78653-2691
Property ID: 962343

Guan Ping
14604 Kira Ln
Manor, TX 78653-2693
Property ID: 962331

Meritage Homes Of Texas LLC
17013 Bridgefarmer Boulevard
Pflugerville, TX 78660
Property ID: 962679

Meritage Homes Of Texas LLC
17013 Bridgefarmer Boulevard
Pflugerville, TX 78660
Property ID: 962612

Zeulka Theresa C Life Estate
13245 Gregg Manor Rd
Manor, TX 78653-3312
Property ID: 248003

Dwyer Peter A
9900 Us Highway 290 E
Manor, TX 78653-9720
Property ID: 240885

290 East Not West LLC
421d Congress Ave
Austin, TX 78701
Property ID: 240832

290 East Not West LLC
421d Congress Ave
Austin, TX 78701
Property ID: 240831

**Shadowglen Residential Property
Owners Association Inc**
11525 Shadowglen Trce
Manor, TX 78653-3878
Property ID: 725399

**Flake Michael Raymond & Linda
Marie**
16816 Christina Garza Dr
Manor, TX 78653-2336
Property ID: 942292

Allen Daniel Carl & Miguel
16812 Christina Garza Dr
Manor, TX 78653-2336
Property ID: 942291

**Gadberry Kelly Lee & Audrey Jean
Nicholson**
16712 Christiana Garza Dr
Manor, TX 78653-2335
Property ID: 942286

**Greater Texas Federal Credit U
Federal Credit Union**
12544 Riata Vista Circle
Austin, TX 78727
Property ID: 773172

Cebol Leonard G & Marlene G
13108 Craven Ln
Manor, TX 78653-3389
Property ID: 760518

Forbes Christina & Tabitha A Croft
16608 Christina Garza Dr
Manor, TX 78653-2164
Property ID: 942280

Junction Development LLC
14747 N Northsight Blvd Ste 111-431
Scottsdale, AZ 85260-2631
Property ID: 377652

Chong Lyndsey Juliane Etal
16609 Christina Garza Dr
Manor, TX 78653-2164
Property ID: 942258

**VelAZquez Roberto & Monica
Rodriguez**
16424 Christina Garza Dr
Manor, TX Usa 78653-2162
Property ID: 910237

Stevenson Timothy & Harriet
16416 Christina Garza Dr
Manor, TX 78653-2162
Property ID: 910235

Elengold Mitchell E & Tresa L
16817 John Michael
Manor, TX 78653-3392
Property ID: 760499

**Perez Carlos & Iris CamPOs
Rodriguez**
17013 John Michael Dr
Manor, TX 78653-3393
Property ID: 760549

Ogsby Raymond Lee & Lou Ann
13412 Holly Crest Ter
Manor, TX 78653-3749
Property ID: 568619

Villarreal Miguel & Edith
11316 Runnel Ridge Rd
Manor, TX 78653-3873
Property ID: 568214

**Shadowglen Residential Property
Owners Association Inc**
11525 Shadowglen Trce
Manor, TX 78653-3878
Property ID: 940253

Thompson Peyton
11416 Runnel Ridge Rd
Manor, TX 78653-3874
Property ID: 568220

**Copeland Joseph Jr & Paulette
Chatman-Copeland**
11421 Runnel Ridge Rd
Manor, TX 78653-3874
Property ID: 568222

Llew Keltner
PO Box 1688
Portland, OR 97207-1688
Property ID: 568221

Wall James E
11409 Runnel Ridge Rd
Manor, TX 78653-3874
Property ID: 568225

Howard David & Leah
PO Box 722
Manor, TX 78653-0722
Property ID: 568223

Love Nathan & Kristina Achuff
11308 Terrace Meadow Way
Manor, TX 78653-3871
Property ID: 696915

Carter Richard E & RUThie
11224 Terrace Meadow Way
Manor, TX 78653-3870
Property ID: 696919

Snow Troy
11212 Terrace Meadow Way
Manor, TX 78653-3870
Property ID: 696904

Henton Nettie S & Lonnie M
11208 Terrace Meadow Way
Manor, TX 78653-3870
Property ID: 696905

Shadowglen Residential
11525 Shadowglen Trace
Manor, TX 78653-3878
Property ID: 568630

Winkler Howard
13444 Holy Crest Ter
Manor, TX 78653-3749
Property ID: 568627

Benavides Erin
14304 Mcarthur Dr
Manor, TX Usa 78653-2359
Property ID: 940233

Weaver Warren B
14305 Mcarthur Dr
Manor, TX 78653-2359
Property ID: 940227

SG Land Holdings LLC
2646 Dupont Dr Ste 60 Pmb 520
Irvine, CA 92612-7651
Property ID: 961974

Calderon Fecita Naomi
11501 Pillion PI
Manor, TX 78653-3690
Property ID: 568261

Ortiz Noel
14217 Mcarthur Dr
Manor, TX Usa 78653-2358
Property ID: 940225

SG Land Holdings LLC
2646 Dupont Dr Ste 60 Pmb 520
Irvine, CA 92612-7651
Property ID: 961978

De La Rosa Gabriel & Patricia
11517 Pillion PI
Manor, TX 78653-3690
Property ID: 568265

Riedl David A & Kristy L
11529 Pillion PI
Manor, TX 78653-3690
Property ID: 568268

Vanbuskirk Jr John C & Sherri L
Vanbuskirk
13809 Shadowlawn Trce
Manor, TX 78653-3694
Property ID: 568257

Law Jonathan & Christine Law
17208 Howdy Way
Manor, TX 78653-2729
Property ID: 961970

Saini Sameer & Summer SIDdiqui
17704 Claress Ln
Manor, TX 78653-2727
Property ID: 961967

Jackson Travis & Tameika
13717 Shadowlawn Trce
Manor TX 78653-3693
Property ID: 697011

Sethuraman Priya
13708 Shadowglade PI
Manor, TX 78653-3768
Property ID: 697013

LGI Homes-Texas LLC
1450 Lake Robbins Dr Ste 430
The Woodlands, TX 77380-3294
Property ID: 962008

Berlin Tyler Andrew & Lauren Nicole
17720 Claress Ln
Manor, TX 78653-2727
Property ID: 961964

LGI Homes-Texas LLC
1450 Lake Robbins Dr Ste 430
The Woodlands, TX 77380-3294
Property ID: 961996

Keller James li & Danielle M Newlin
13716 Shadowglade PI
Manor, TX 78653-3768
Property ID: 697019

LGI Homes-Texas LLC
1450 Lake Robbins Dr Ste 430
The Woodlands, TX 77380-3294
Property ID: 961998

Pettis Clarizet Rene & Jermaine
Marquest
14801 Kira Ln
Manor, TX 78653-2691
Property ID: 962342

Thompson Nicholas & Cherise
14713 Kira Ln
Manor, TX 78653-2692
Property ID: 962340



AGENDA ITEM SUMMARY FORM

PREPARED MEETING DATE: August 16, 2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

First Reading: Consideration, discussion, and possible action on an ordinance rezoning two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF-1) to Downtown Business (DB).
Applicant: Jiwon Jung
Owner: Build Block

BACKGROUND/SUMMARY:

The property at 108 W. Boyce was previously requested to be rezoned to Downtown Business by the same applicant. At the February 8th P&Z meeting, discussion was held and the rezoning request for 108 W. Boyce was recommended for denial due to the lot’s small size and the remaining single-family home at 104 W. Boyce between 108 W. Boyce and 109 N. Lexington. The City Council also denied the request for 108 W. Boyce for the same reasons. The applicant has purchased the lot at 104 W. Boyce to alleviate the prior concerns as the property is now larger and there won’t be a single-family residence between two commercial/mixed-use developments.

The applicant has provided a conceptual layout of 3-story mixed-use building for the property. Downtown Business zoning is consistent with the area’s designation in the Comprehensive Plan’s Future Land Use Map as Downtown Mixed-Use. A combination of on-site and off-site (street) parking is envisioned.

The Planning and Zoning Commission voted 5-1 to postpone until the next commission meeting on September 13th when a rendering of what the development looks like is provided.

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

- Ordinance
- Letter of Intent
- Rezoning map
- Aerial Image
- Conceptual Site Plan
- FLUM
- Downtown Mixed-Use Dashboard
- Public Notices and Labels

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council approve the first reading of an ordinance rezoning two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF-1) to Downtown Business (DB).

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

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM SINGLE FAMILY SUBURBAN (SF-1) TO DOWNTOWN BUSINESS (DB); 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 Single Family Suburban (SF-1) to zoning district Downtown Business (DB). The Property is accordingly hereby rezoned to Downtown Business (DB).

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 ___ day of ___ 2023.

PASSED AND APPROVED SECOND AND FINAL READING on this the ___ day of ___ 2023.

THE CITY OF MANOR, TEXAS

Dr. Christopher Harvey,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC,
City Secretary

ORDINANCE NO.

Page 3

EXHIBIT "A"

Property Address:
104-108 West Boyce Street, Manor, TX 78653

Property Legal Description 104 West Boyce Street:

Being the west one-half (1/2) of Lot 16, 17 and east one-half (1/2) of Lot 18, Block 29, Town of Manor

Property Legal Description 108 West Boyce Street:

Being the west one-half (1/2) Lot 18, 19, and 20, Block 29, Town of Manor

May. 15, 2023

Development Services
City of Manor
105 E Eggleston Street
Manor, TX 78653

Letter of Intent for Rezoning

Project Address: 104 Boyce St, Manor, TX 78653

Property ID: 238661

Legal Description: W 1/2 OF LOT 16, 17 & E 1/2 OF LOT 18 BLK 29 MANOR TOWN OF

The property owner seeks to rezone the 0.165-acre lot located at 108 W Boyce St, Manor, TX 78653 from SF-1(Single Family Suburban) to DB (Downtown Business).

Manor city is planning to expand its central commercial area to revitalize the city and improve the quality of life of adjacent residential areas. To keep up with that idea, dense development of urban areas, especially divided into Downtown Mixed-Use uses including the site, will be required. However, the subject site, which is in the Downtown Mixed-Use area, is currently designated as an SF-1(Single Family Suburban) zone, and only low-density development is possible, which is not in line with Manor city's urban planning. In this situation, I hope that we can create a dense commercial and residential community to meet the idea of Manor city planning, through this zoning change.

As a large multi-family and mixed-use development project such as Manor Crossing Project is planned, the owner seeks an opportunity to respond to the population growth. Rezoning this tract will allow providing opportunities for cultural diversity and commercial growth. The property currently sits along West Boyce Street as a cross lot being DB-zoned parcel. I believe that rezoning the subject tract as proposed will not alter or impair the adjacent uses/properties.

I 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 with your questions and comments.

Sincerely,

Jiwon Jung
CEO of Build Block Inc.
2700 E 2nd St
Los Angeles, CA 90033

May. 15, 2023

Development Services
City of Manor
105 E Eggleston Street
Manor, TX 78653

Letter of Intent for Rezoning

Project Address: 108 W Boyce St, Manor, TX 78653

Property ID: 238660

Legal Description: W 1/2 OF LOT 18,19-20 BLK 29 MANOR TOWN OF

The property owner seeks to rezone the 0.165-acre lot located at 108 W Boyce St, Manor, TX 78653 from SF-1(Single Family Suburban) to DB (Downtown Business).

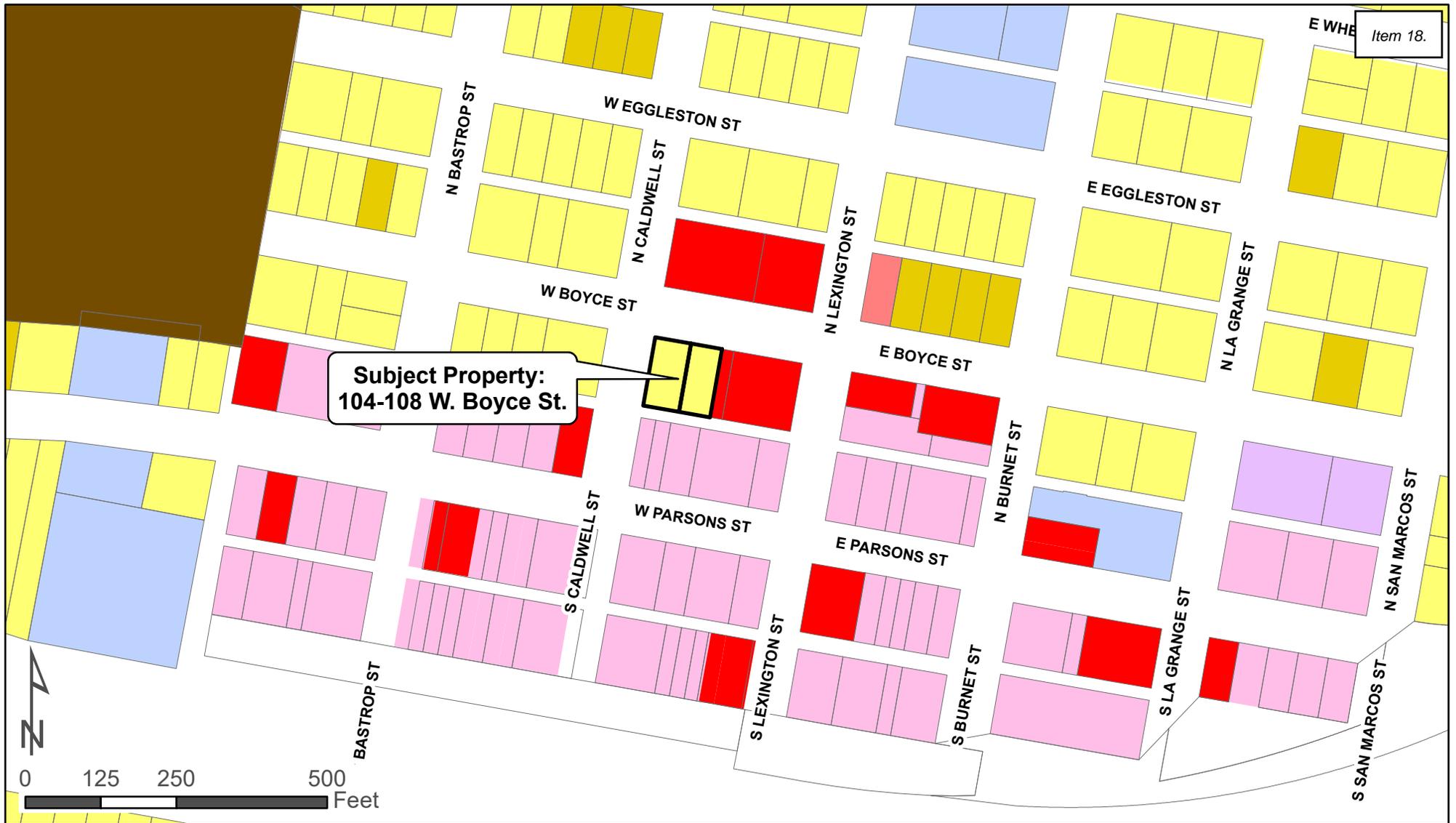
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Sincerely,

Jiwon Jung
CEO of Build Block Inc.
2700 E 2nd St
Los Angeles, CA 90033



Subject Property:
104-108 W. Boyce St.

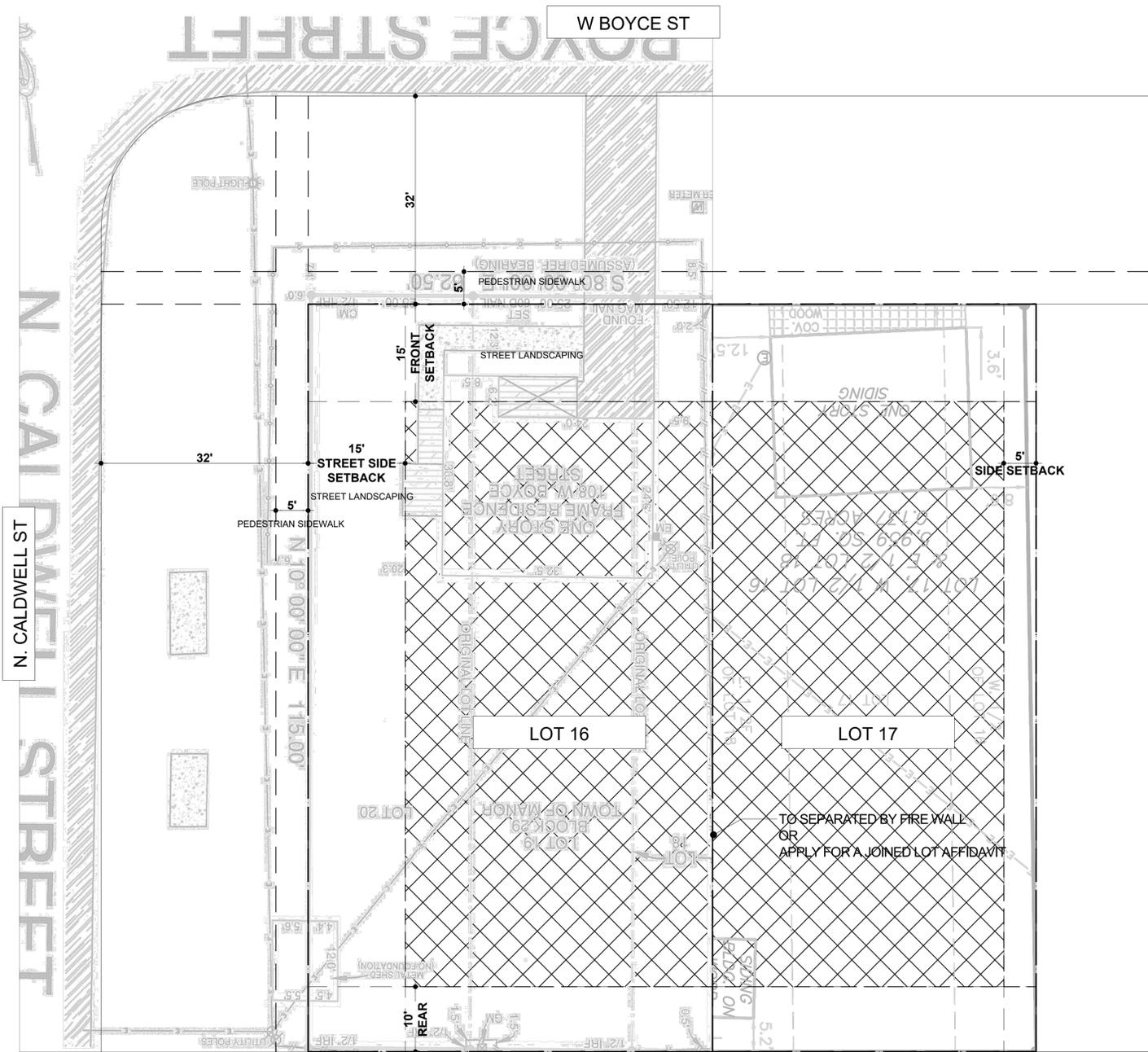
Current:
Single Family Suburban (SF-1)

Proposed:
Downtown Business (DB)



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





— — — PROPERTY LINE
 [Hatched Box] BUILDABLE AREA (64% LOTS)

A (N) BUILDABLE AREA
 SCALE = 3/32" = 1'-0"

SITE INFORMATION - 108 BOYCE

Site Address: 108 W Boyce St, Manor, TX 78653
 Block: 29
 Legal Description: W 1/2 of lot 18, 19-20 BLK 29 Town of Manor
 Lot Size: 0.165 acres (7,187.4 SF)

SITE INFORMATION - 104 BOYCE

Site Address: 104 W Boyce St, Manor, TX 78653
 Block: 29
 Legal Description: W 1/2 of lot 16, 17 & E 1/2 of lot 18 BLK 29 Town of Manor
 Lot Size: 0.132 acres (5,749.92 SF)

BUILDING CODE ANALYSIS (DOWNTOWN BUSINESS)

Setbacks
 Front: 15 ft
 Side: 0 ft with Fire-Rated Walls
 Rear: 10 ft
 Street Side: 15 ft
 Max. Building Height: 60 ft
 Max. Building Coverage: 95%
 Minimum Dwelling Size: 500 SF, Historic
 Max. # of Dwelling Units: 25 per Acre

PARKING ANALYSIS

Residential
 1 1/2 Required for 1-Bedroom unit
 2 Required for each 2-Bedroom unit
 2 1/2 Required for 3+ Bedroom unit
 - 10% of total spaces for guests
 Commercial
 1 per 250 square feet

OWNER: BUILD BLOCK
 PROJECT ADDRESS: 108, 104 W BOYCE ST, MANOR, TX 78653
MIXED-USE DEVELOPMENT

REVISION TABLE

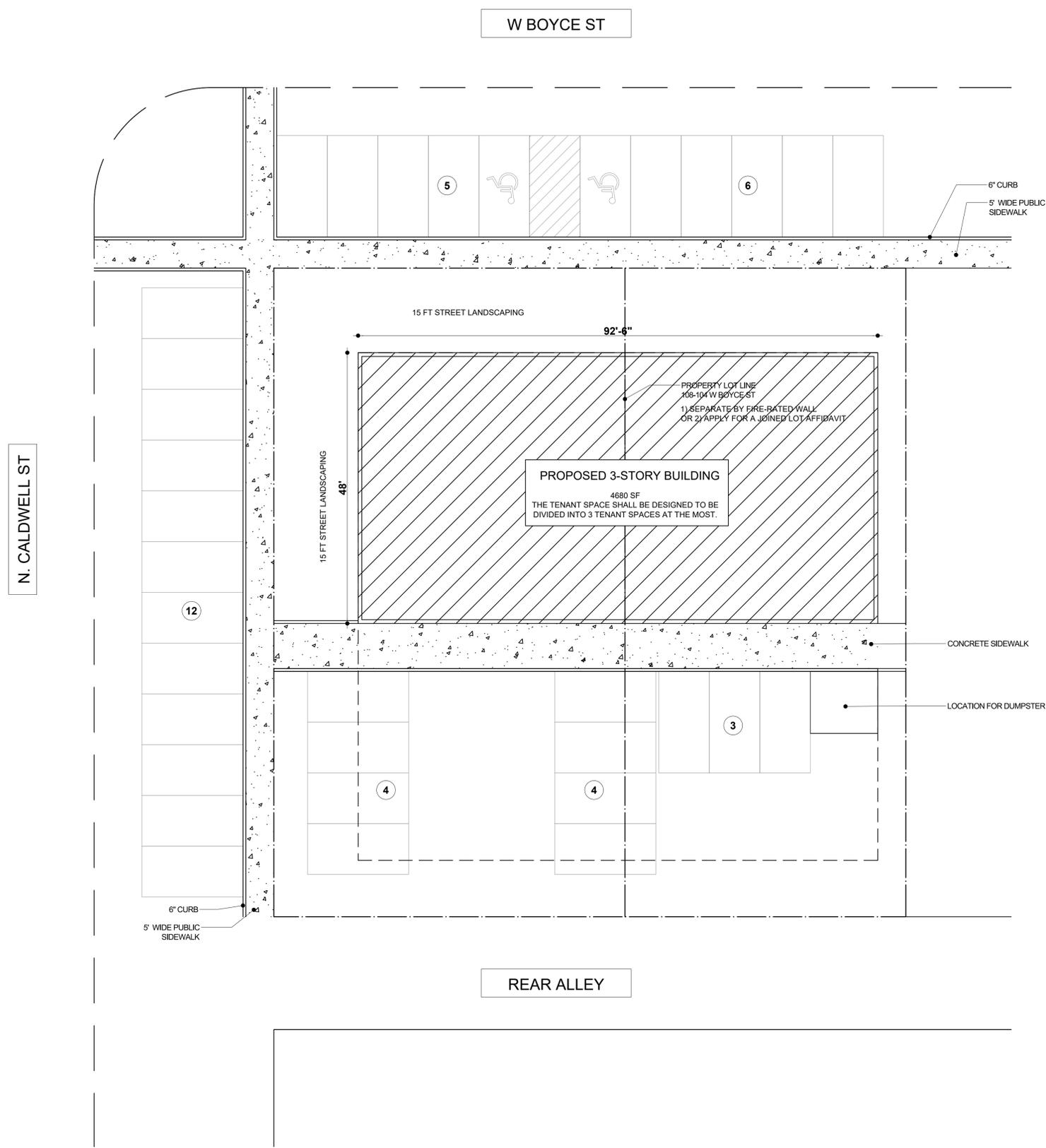
Number	Date	Description
1	MAY 22, 2023	REZONING APPLICATION

PROJECT # : 21036101 - 2
 PLOT DATE : 2023 / 05 / 22
 DRAWN BY : JIWON JUNG
 CHECKED BY : JIWON JUNG

ALL IDEAS, ARRANGEMENTS AND DESIGN CONCEPTS ARE PROPRIETARY TO JIWON JUNG AND SHALL NOT BE USED OR REPRODUCED IN PART OR IN WHOLE WITHOUT THE EXPRESS PERMISSION IN WRITING BY JIWON JUNG.

PROJECT SUMMARY

A-0.0



ARTICLE 15.02 - PARKING STANDARDS

USE	# OF PARKING SPACES	REQUIRED	PROVIDED
RESIDENTIAL - MULTI-FAMILY	1 & 1/2 SPACE FOR EACH 1-BEDROOM UNIT	6	15
	2 SPACES FOR EACH 2-BEDROOM UNIT	8	
RETAIL SALES	ONE SPACE FOR EACH 250 SF OF RETAIL FLOOR AREA	19	19
TOTAL		34	35

A GROUND FLOOR PLAN (COMMERCIAL)
SCALE = 3/32" = 1'-0"

OWNER: BUILD BLOCK
PROJECT ADDRESS: 108, 104 W BOYCE ST, MANOR, TX 78663
MIXED-USE DEVELOPMENT

REVISION TABLE

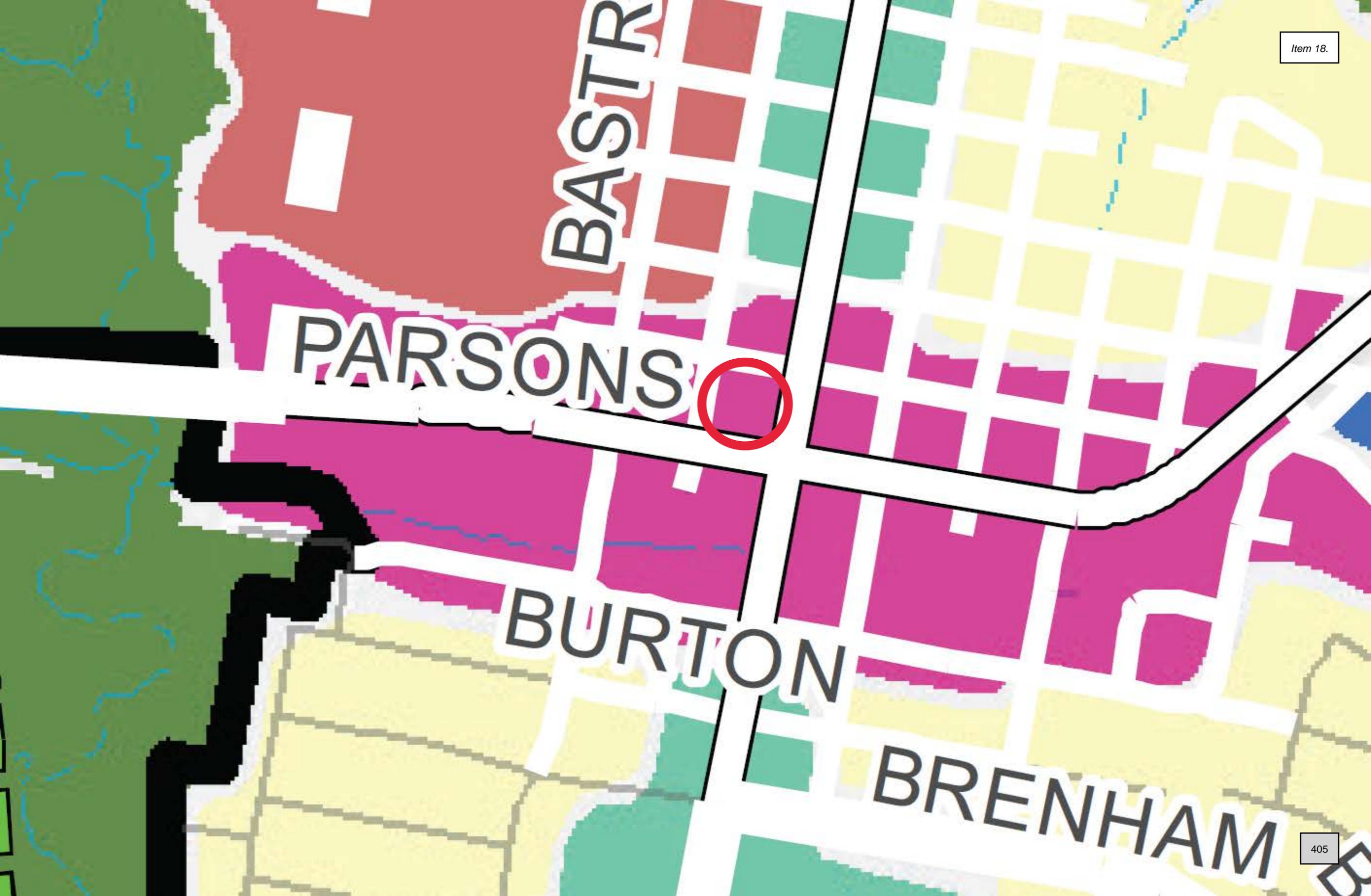
Number	Date	Description
1	MAY 22, 2023	REZONING APPLICATION

PROJECT # : 21036101 - 2
PLOT DATE : 2023 / 05 / 22
DRAWN BY : JIWON JUNG
CHECKED BY : JIWON JUNG

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PRELIMINARY PLANS

A- 0.1



DOWNTOWN MIXED-USE

Downtown Mixed-Use is intended for the residential, commercial, business, and office uses that line the Old Highway 20 corridor and adjacent streets, including the traditional downtown shopping district of Manor.

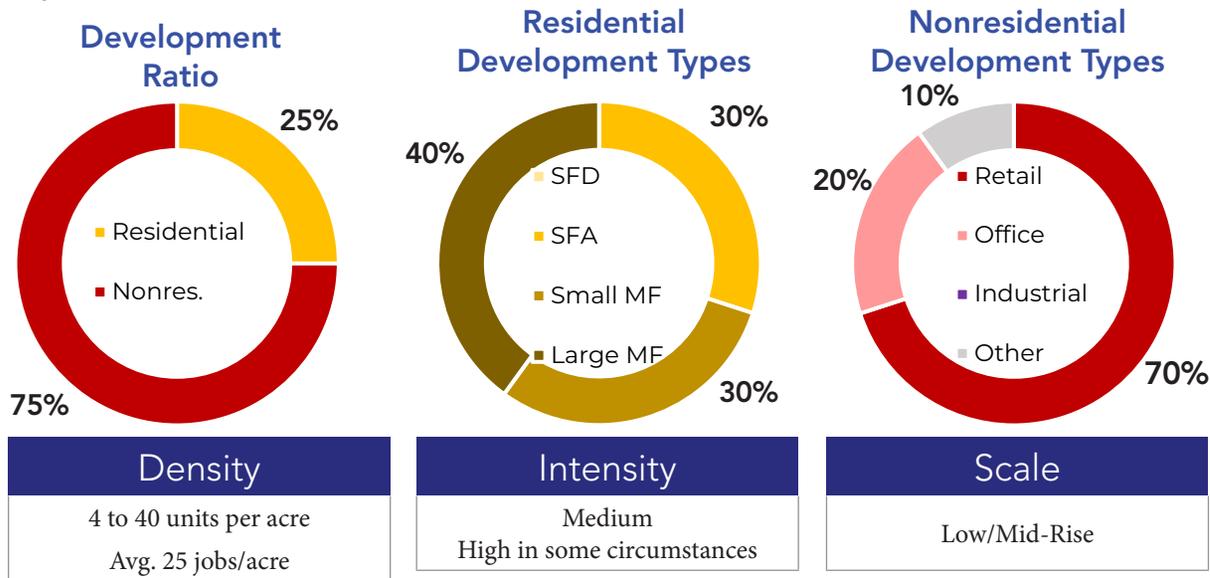
Not only is this area currently a mixed-use environment currently, but it is envisioned to see a strong reinvention via more density and a higher mix of uses in the future. This area should be designed to accommodate transit, should rail services extend to Manor from Austin. However, even if the rail does not come, a downtown that is comprised of high-density mixed-use development will still bring many opportunities and benefits to the community.

Densities range between 4 and 40 units per acre, although individual sites may achieve higher densities if they are coordinated within the rest of the area, provide superior access to services and amenities, and appropriate compatibility to adjacent uses is provided.

Here, infill development especially presents opportunities for small businesses, unique and dense housing options and potentially even small scale/artisan manufacturing.

The pedestrian environment and experience should be top priority in Downtown and feature public gathering places, active streets, engaging storefronts, and sidewalk cafes. This is the best place in Manor to double down on and invest in creating a sense of place and identity for the community.

Figure 3.10. Downtown Mixed-Use Land Use Mix Dashboard



DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	● ○ ○ ○ ○	Not considered compatible since the intent is to provide retail/services, activity centers and diversified housing to support surrounding neighborhoods and drive community identity/gathering
SFD + ADU	● ○ ○ ○ ○	
SFA, Duplex	● ○ ○ ○ ○	
SFA, Townhomes and Detached Missing Middle	● ● ● ○ ○	This can be compatible provided that the overall Downtown Mixed Use area also contains mixed-use urban flex buildings or shopping centers with which this housing product integrates in a manner to promote walkability and transitions; these development types should be located on secondary roads rather than primary thoroughfares within Downtown, as those areas are best reserved for ground-floor retail and services
Apartment House (3-4 units)	● ● ● ○ ○	
Small Multifamily (8-12 units)	● ● ● ○ ○	
Large Multifamily (12+ units)	● ● ● ○ ○	
Mixed-Use Urban, Neighborhood Scale	● ● ● ● ●	This is the ideal form of development within the Downtown Mixed Use category; provides for activity centers, retail, services and diverse housing options at a scale compatible with and supportive of surrounding neighborhoods to promote walkability; design should emphasize the pedestrian experience rather than people driving automobiles
Mixed-Use Urban, Community Scale	● ● ● ○ ○	Not generally considered compatible due to incompatible scale with neighborhoods, but can be depending on adjacencies to green space or more intensive uses
Shopping Center, Neighborhood Scale	● ● ● ● ○	While less preferred than a mixed-use urban flex building, the use provides for activity centers, retail and services at a scale compatible with and supportive of surrounding neighborhoods to promote walkability; becomes more compatible if a horizontal approach to mixed-use is deployed, such as inclusion of small apartments nearby or within the same site, or to match the scale of adjacent historic buildings
Shopping Center, Community Scale	● ● ○ ○ ○	Not generally considered compatible due to incompatible scale with Downtown, but can be depending on adjacencies to green space or more intensive uses; may function better on the western and eastern edges of the Downtown Mixed Use area
Light Industrial Flex Space	● ● ○ ○ ○	Not generally considered compatible due to incompatible scale with Downtown, but can be if particularly small-scale and included alongside more appropriate development types, or with integration of a storefront experience. Examples of appropriate uses might include maker spaces, coffee roasting, micro-breweries, and similar businesses
Manufacturing	● ○ ○ ○ ○	Not considered compatible
Civic	● ● ● ● ●	Considered supportive to the function and livability of this future land use category, government buildings, schools and community facilities can serve as activity hubs.
Parks and Open Space	● ● ● ● ●	Generally considered appropriate or compatible within all Land Use Categories.



5/31/2023

City of Manor Development Services

Notification for a Rezoning Application

Project Name: 108 W Boyce & 104 W Boyce Rezoning from SF-1 to DB
 Case Number: 2023-P-1541-ZO
 Case Manager: Michael Burrell
 Contact: mburrell@manortx.gov – 512-215-8158

The City of Manor Planning and Zoning Commission and City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Rezoning Application for 108 W Boyce & 104 W Boyce St., Manor, TX. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a Rezoning Application for two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF-1) to Downtown Business (DB).

Applicant: Jiwon Jung
Owner: Build Block

The Planning and Zoning Commission will meet at 6:30PM on June 14, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The City Council will meet at 7:00PM on June 21, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

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

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

Behzad Bahrami
PO Box 82653
Austin TX 78708

Ramon E Jr Paiz
PO Box 280
Manor TX 78653

Marcos & Maria Chavez
127 Dry Creek Rd
Unit B Manor TX 78653

Claudie G & Sammie M Young
PO Box 145
Manor TX 78653

Juan Jr & Diana E Gerl Vasquez
PO Box 449
Manor TX 78653

Monica Ann Castillo
PO Box 1097
Manor TX 78653

Veronica Michelle Donley
204 W. Eggleston St
Manor TX 78653

Debbie Ann & Darrell Guajardo
2501 Goforth Rd
Kyle TX 78640

Helen Casas
PO BOX 223
Manor TX 78653

Victor M & Debra B Almaguer
3209 Ray St
Austin TX 78702

Nora L & Jose A Jr Sanchez
PO Box 232
Manor TX 78653

Maria Rocha
207 W Boyce St
Manor TX 78653

Jesse & Julia Rocha
PO Box 1002
Manor TX 78653

Alfredo, Contreras Renteria, Aurelia
PO Box 11
Manor TX 78653

Bradley G & Paula B Bowen
18109 Whitewater CV
Round Rock TX 78681

Jesse & Olivia Sanchez
PO Box 811
Manor TX 78653

Jose Soto & Maribella, Cortez Gonzalez,
Jaimes
14845 Bois Darc LN
Manor TX 78653

Sepeco
PO Box 170309
Austin TX 78717

2017 Manor LLC
203 W Parsons St
Manor TX 78653

Barbarita Samudio Sanchez
PO Box 142
Manor TX 78653

Jorge Moreno
4301 Jan St Unit B
Harlingen TX 78550

Davis Capital Investments LLC
PO Box 268
Manor TX 78653

William C Gault
PO Box 32
Manor TX 78653

Michael E & Tabatha A Darilek
PO Box 976
Manor TX 78653

Virginia Z Cardenas
PO Box 243
Manor TX 78653

Timothy Mack Sherrod
2705 Taft Blvd
Wichita Falls TX 76308

120 East Boyce Street LLC
1004 Meriden Ln
Austin TX 78703

Ernesto Suarez
14121 Bois D Arc Ln
Manor TX 78653

Lundgren Edwin O Estate
507 Arbors CIR
Elgin TX 78621

Lopez Mar Lift Estate
208 West Parsons
Manor TX 78653

Ringo Ming-Ling, Yu Chi Sun, Wu
707 Knollwood Dr
Austin TX 78746

L&L Investment Enterprises LLC
302 E 32nd St
Austin TX 78705

Aurelio Jr Ponce
200 W Parsons St
Manor TX 78653

Billy C Duett
Po Box 562
Manor TX 78653

Maqil Inc
PO Box 399
Manor TX 78653

Moein M Hassan
Po Box 140853
Austin TX 78714



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 16, 2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

First Reading: Consideration, discussion, and possible action on an ordinance rezoning (1) lot on .132 acres, more or less, and being located at 209 N. Lexington Street, Manor, TX from Single Family Suburban (SF-1) to Neighborhood Business (NB).

Applicant: Marcos Chavez

Owner: Marcos Chavez

BACKGROUND/SUMMARY:

This property was previously requested to be rezoned C-1 Light Commercial back in 2018. It came before the Planning and Zoning Commission on 10/3/18 and recommended for denial then it went to the City Council on 11/7/18. The item was postponed at City Council to the 12/5/18 meeting, where it was denied. Parking concerns were the reason for the denials.

This application is to rezone the property to Neighborhood Business (NB), which is our most restrictive commercial zoning category and has similar lot development standards as Single Family – maximum building height is 35’ and the maximum lot coverage for the building is 40%. NB zoning is intended to be directly adjacent to and/or surrounded by single family and other residential uses. NB is a low-density commercial zoning that allows for office, retail, restaurant, and personal service uses. The applicant is proposing a hair salon use. Parking and other site development regulations like landscaping, drainage, and outdoor lighting would follow city code as no variances are requested at this time. Personal Services require 1 parking space per 200 sf of gross floor area. The current building on the property is approximately 900 sf so 5 parking spaces would be required.

This property in the Comprehensive Plan’s Future Land Use Map is within a block designated as Downtown Mixed-Use but it is on the border with the Neighborhood Mixed-Use designation that extends north along Lexington Street. The properties directly south on the other side of the alley are zoned Downtown Business (DB), as well as the ones south of Boyce Street. North of this property exists other Neighborhood Business zoned properties including 409 N. Lexington, 709 N. Lexington, and 810 N. Lexington. Neighborhood Business (NB) zoning is more consistent with the Neighborhood Mixed-Use designation which allows a combination of dense residential and nonresidential uses in a compact, neighborhood-scale design to create a walkable environment. Adaptive reuse of residential structures for commercial purposes and infill commercial buildings with residential design characteristics are common and appropriate in these areas.

Planning and Zoning Commission voted to approve 6-0

LEGAL REVIEW: Not Applicable

FISCAL IMPACT: No

PRESENTATION: No
ATTACHMENTS: Yes

- Rezoning Map
- Aerial Image
- FLUM
- Downtown Mixed-Use Dashboard
- Neighborhood Mixed-Use Dashboard
- Notice and Mailing Labels

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve the first reading of an ordinance rezoning (1) lot on .132 acres, more or less, and being located at 209 N. Lexington Street, Manor, TX from Single Family Suburban (SF-1) to Neighborhood Business (NB).

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 SINGLE FAMILY SUBURBAN (SF-1) TO NEIGHBORHOOD BUSINESS (NB); 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 Single Family Suburban (SF-1) to zoning district Neighborhood Business (NB). The Property is accordingly hereby rezoned to Neighborhood Business (NB).

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 19st day of July 2023.

PASSED AND APPROVED SECOND AND FINAL READING on this the ___ day of August 2023.

THE CITY OF MANOR, TEXAS

Dr. Christopher Harvey,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC,
City Secretary

ORDINANCE NO.

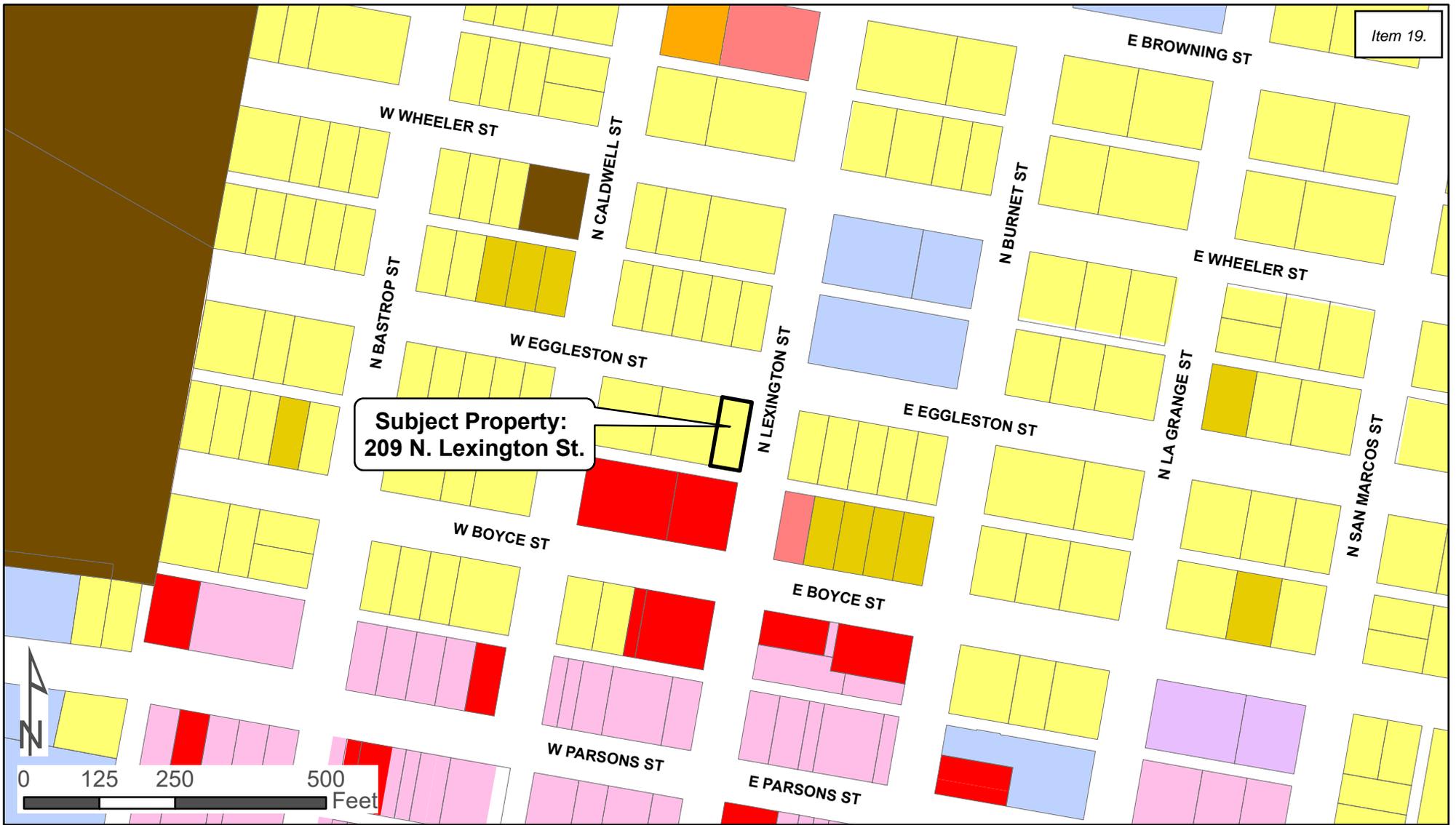
Page 3

EXHIBIT "A"

Property Address:
209 North Lexington Street, Manor, TX 78653

Property Legal Description:

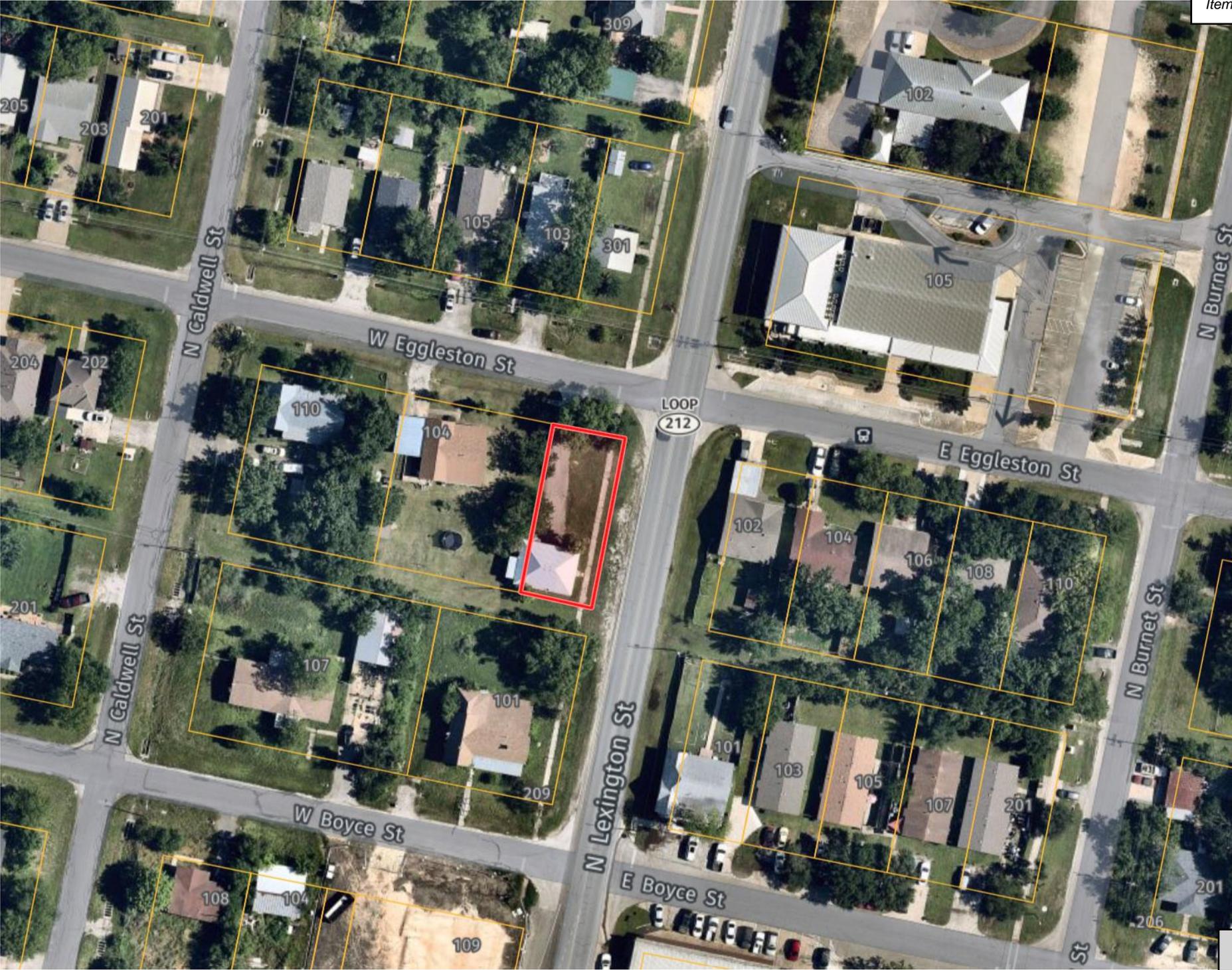
Lot 6, Block 43, Town of Manor, and Addition in Travis County, Texas, according to the map or plat thereof recorded in Volume V, Page 796, of the Deed Records, Travis County, Texas

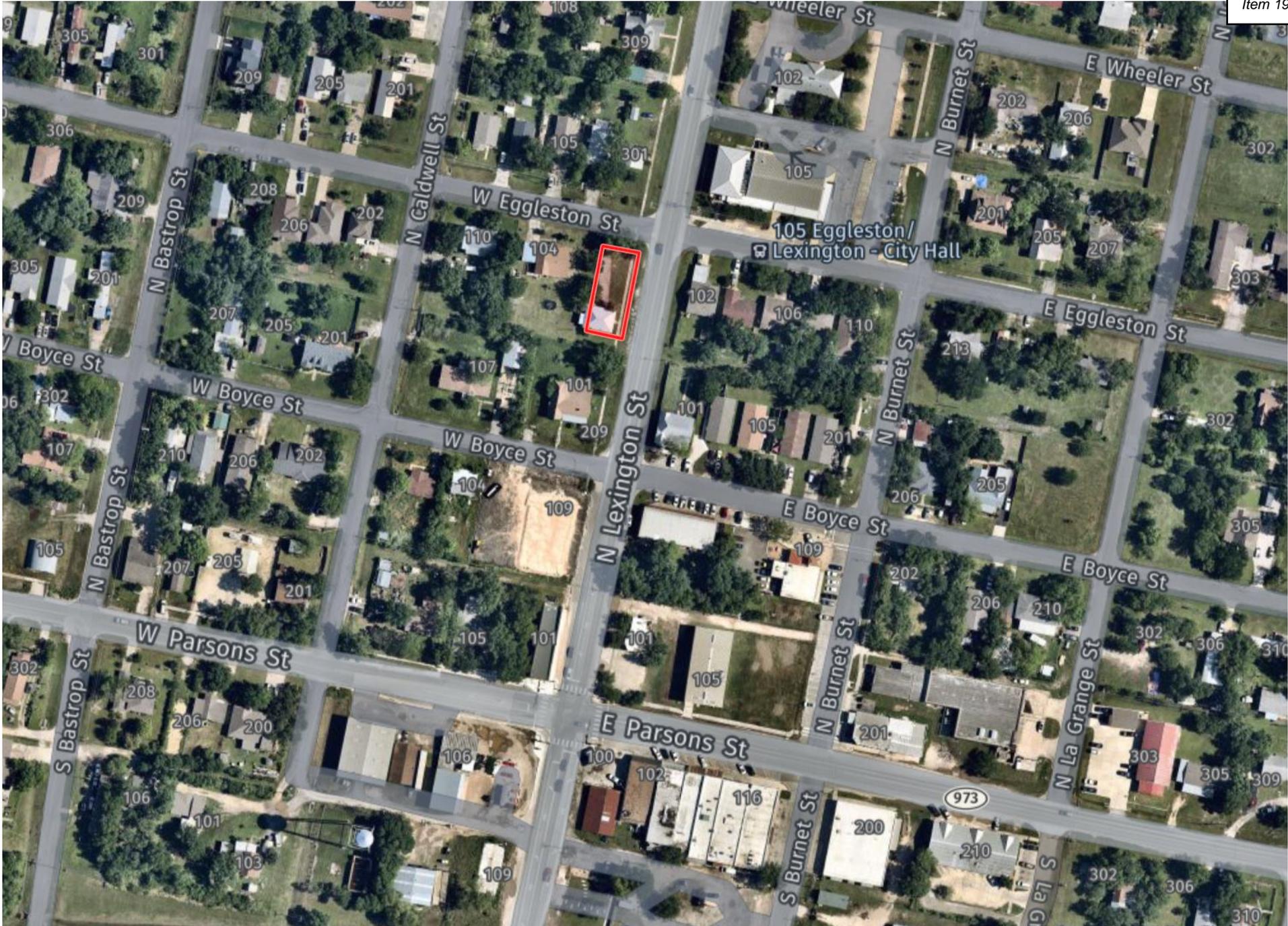


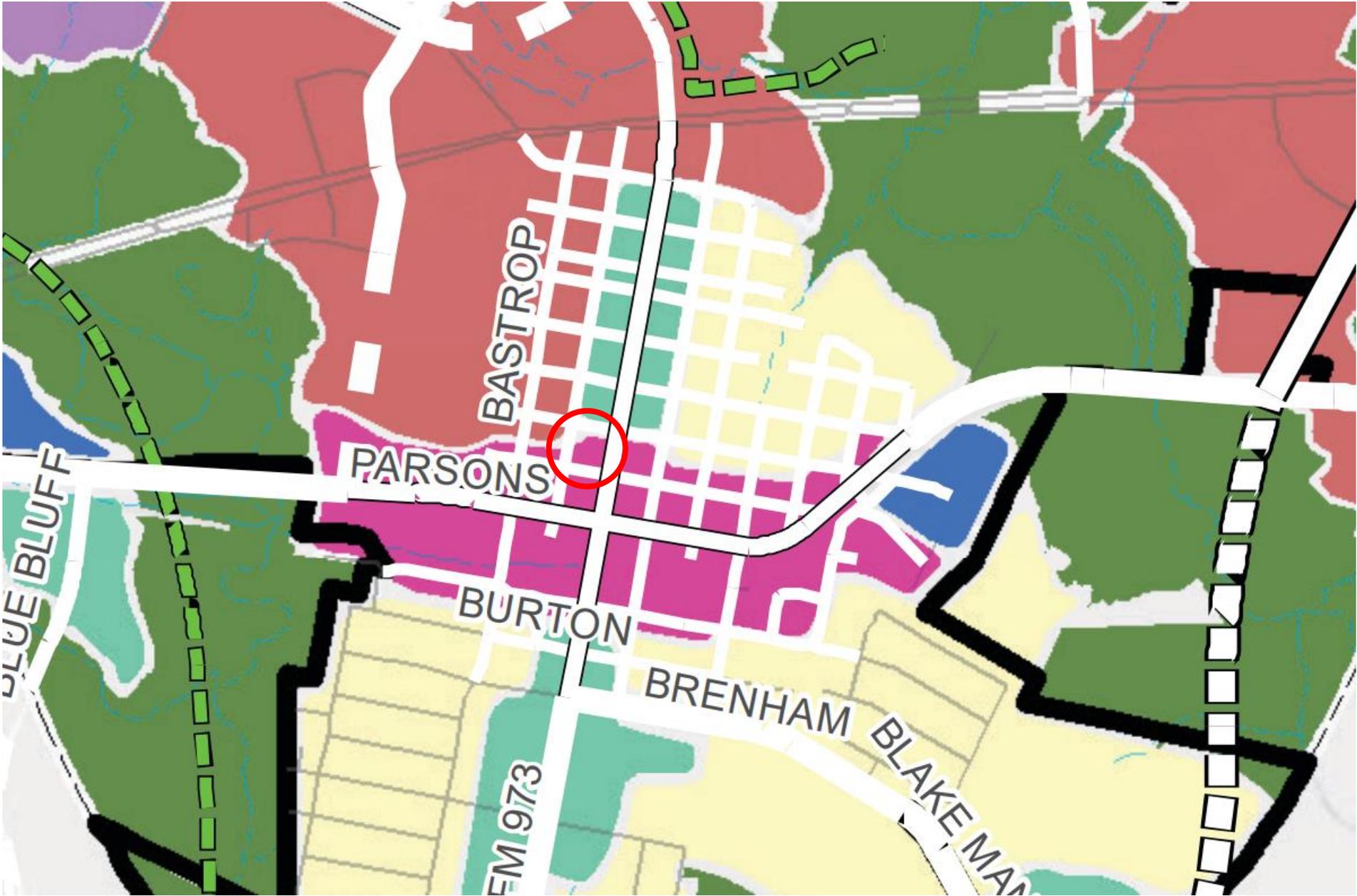
Current:
Single Family Suburban (SF-1)

Proposed:
Neighborhood Business (NB)

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







FUTURE LAND USE MAP

The Future Land Use Map serves as the guide for future zoning and development decisions and provides a foundation to support the vision and recommendations of the plan. This is accomplished by setting a land use framework that influences regulatory mechanisms and policy decisions that shape the built environment. Each of the designations presented on the land use categories below correlates with the map on the right.

-  Neighborhoods: Residential one- and two-family homes, along with townhomes, are found near neighborhood mixed-use areas and allow up to 8 dwelling units per acre.
-  Mixed-Density Neighborhoods: Mixed density residential uses primarily support a mix of housing options that may consist of one or more of the following housing types: single family detached, single family attached, duplexes, townhomes, cluster housing and small-scale multifamily.
-  Commercial Corridor: This category consists of nonresidential land uses that meet the needs of both local and regional residents. This includes big box stores and multi-tenant commercial uses.
-  Employment: This category applies to the business centers along SH 290 and FM 973. The primary uses for employment centers are large urban employment centers, corporate campuses, and mixed-use environments.
-  Neighborhood Mixed-Use: This category allows a combination of dense residential and nonresidential uses in a compact, neighborhood-scale design to create a walkable environment. Residential densities within this area should be between 4 and 20 dwelling units per acre.
-  Downtown Mixed-Use: This category includes commercial, business, and office uses that line the Old Highway 20 corridor and adjacent streets, including the traditional downtown shopping district of Manor.
-  Community Mixed-Use: This category allows a combination of dense residential and nonresidential uses in a compact, design at a larger scale than neighborhood mixed-use to create a walkable environment.
-  Public/Semi-Public: This category includes uses that are governmental, institutional or religious in nature.
-  Parks and Open Space: This category consists of parks, recreational facilities, and open spaces that are currently in existence or planned.

DOWNTOWN MIXED-USE

Downtown Mixed-Use is intended for the residential, commercial, business, and office uses that line the Old Highway 20 corridor and adjacent streets, including the traditional downtown shopping district of Manor.

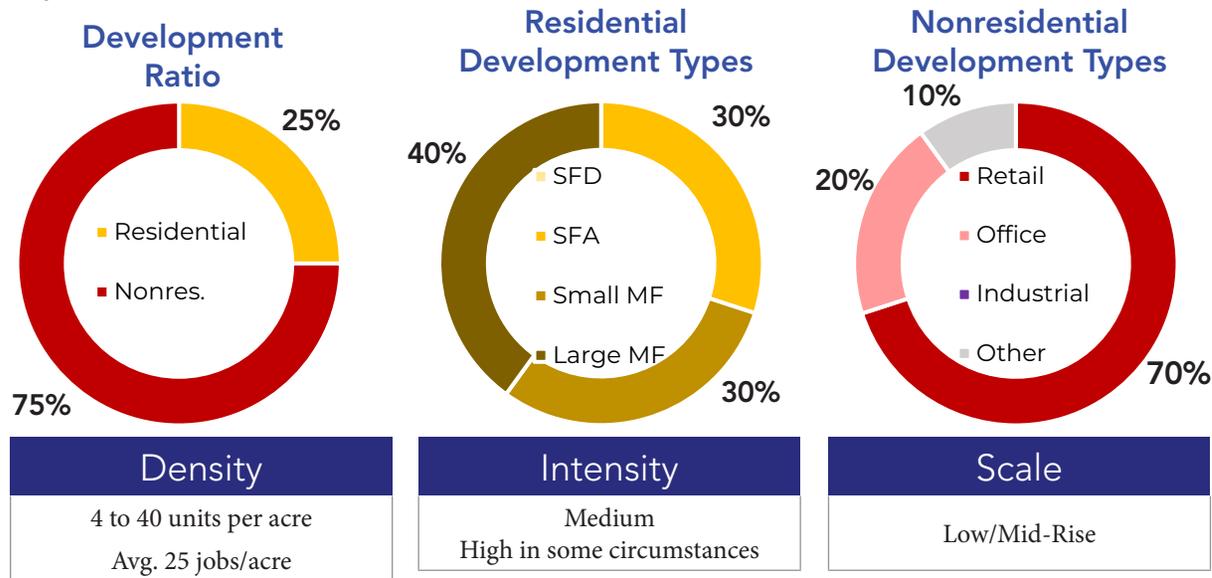
Not only is this area currently a mixed-use environment currently, but it is envisioned to see a strong reinvention via more density and a higher mix of uses in the future. This area should be designed to accommodate transit, should rail services extend to Manor from Austin. However, even if the rail does not come, a downtown that is comprised of high-density mixed-use development will still bring many opportunities and benefits to the community.

Densities range between 4 and 40 units per acre, although individual sites may achieve higher densities if they are coordinated within the rest of the area, provide superior access to services and amenities, and appropriate compatibility to adjacent uses is provided.

Here, infill development especially presents opportunities for small businesses, unique and dense housing options and potentially even small scale/artisan manufacturing.

The pedestrian environment and experience should be top priority in Downtown and feature public gathering places, active streets, engaging storefronts, and sidewalk cafes. This is the best place in Manor to double down on and invest in creating a sense of place and identity for the community.

Figure 3.10. Downtown Mixed-Use Land Use Mix Dashboard



DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	● ○ ○ ○ ○	Not considered compatible since the intent is to provide retail/services, activity centers and diversified housing to support surrounding neighborhoods and drive community identity/gathering
SFD + ADU	● ○ ○ ○ ○	
SFA, Duplex	● ○ ○ ○ ○	
SFA, Townhomes and Detached Missing Middle	● ● ● ○ ○	This can be compatible provided that the overall Downtown Mixed Use area also contains mixed-use urban flex buildings or shopping centers with which this housing product integrates in a manner to promote walkability and transitions; these development types should be located on secondary roads rather than primary thoroughfares within Downtown, as those areas are best reserved for ground-floor retail and services
Apartment House (3-4 units)	● ● ● ○ ○	
Small Multifamily (8-12 units)	● ● ● ○ ○	
Large Multifamily (12+ units)	● ● ● ○ ○	
Mixed-Use Urban, Neighborhood Scale	● ● ● ● ●	This is the ideal form of development within the Downtown Mixed Use category; provides for activity centers, retail, services and diverse housing options at a scale compatible with and supportive of surrounding neighborhoods to promote walkability; design should emphasize the pedestrian experience rather than people driving automobiles
Mixed-Use Urban, Community Scale	● ● ● ○ ○	Not generally considered compatible due to incompatible scale with neighborhoods, but can be depending on adjacencies to green space or more intensive uses
Shopping Center, Neighborhood Scale	● ● ● ● ○	While less preferred than a mixed-use urban flex building, the use provides for activity centers, retail and services at a scale compatible with and supportive of surrounding neighborhoods to promote walkability; becomes more compatible if a horizontal approach to mixed-use is deployed, such as inclusion of small apartments nearby or within the same site, or to match the scale of adjacent historic buildings
Shopping Center, Community Scale	● ● ○ ○ ○	Not generally considered compatible due to incompatible scale with Downtown, but can be depending on adjacencies to green space or more intensive uses; may function better on the western and eastern edges of the Downtown Mixed Use area
Light Industrial Flex Space	● ● ○ ○ ○	Not generally considered compatible due to incompatible scale with Downtown, but can be if particularly small-scale and included alongside more appropriate development types, or with integration of a storefront experience. Examples of appropriate uses might include maker spaces, coffee roasting, micro-breweries, and similar businesses
Manufacturing	● ○ ○ ○ ○	Not considered compatible
Civic	● ● ● ● ●	Considered supportive to the function and livability of this future land use category, government buildings, schools and community facilities can serve as activity hubs.
Parks and Open Space	● ● ● ● ●	Generally considered appropriate or compatible within all Land Use Categories.

NEIGHBORHOOD MIXED-USE

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

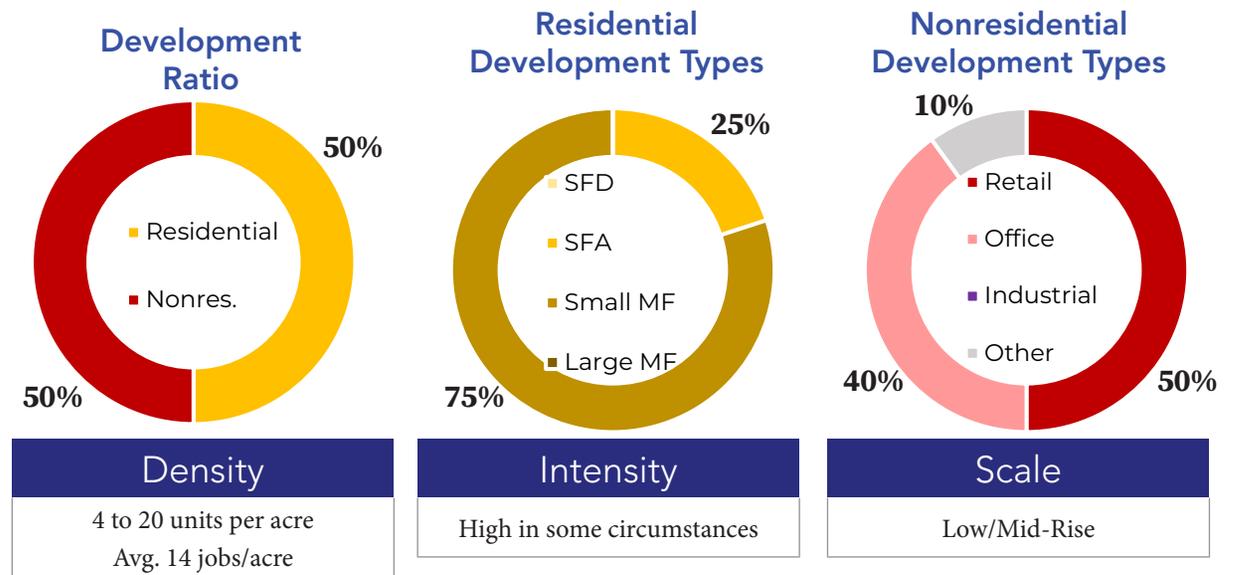
Neighborhood mixed-use areas allow residential units in close proximity to goods, services and civic activities, thus reducing dependence on the car and promoting community interaction, belonging, identity, and pride.

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

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

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

Figure 3.8. Neighborhood Mixed-Use Land Use Mix Dashboard



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



6/28/2023

City of Manor Development Services

Notification for a Rezoning Application

Project Name: 209 N Lexington Rezoning from SF-1 to NB
 Case Number: 2023-P-1546-ZO
 Case Manager: Michael Burrell
 Contact: mburrell@manortx.gov – 512-215-8158

The City of Manor Planning and Zoning Commission and City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Rezoning Application for 209 N Lexington, Manor, TX. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a Rezoning Application for one (1) lot on .132 acres, more or less, at 209 N Lexington, Manor, TX from Single Family (SF-1) to Neighborhood Business (NB).

Applicant: Chavez Welding & Fencing LLC
Owner: MARCOS CHAVEZ

The Planning and Zoning Commission will meet at 6:30PM on July 12, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The City Council will meet at 7:00PM on July 19, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

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

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

CASTILLO MONICA ANN (442097)
PO BOX 1097
MANOR TX 78653-1097

SANCHEZ NORA L & JOSE A JR (373442)
PO BOX 232
MANOR TX 78653-0232

BUILD BLOCK INC (1907925)
2700 E 2nd St
Los Angeles CA 90033-4102

DAVIS CAPITAL INVESTMENTS LLC
(1850555)
P.O. BOX 248
MANOR TX 78653

120 EAST BOYCE STREET LLC (1754550)
1004 MERIDEN LN
AUSTIN TX 78703-3823

TANCOR LLC (1278159)
9009 FAIRWAY HILL DR
AUSTIN TX 78750-3023

BAHRAMI BEHZAD (212733)
PO BOX 82653
AUSTIN TX 78708-2653

ALVARADO MIGUEL ANGEL & GLORIA
(215770)
PO BOX 294
MANOR TX 78653-0294

ACOSTA MOSES (1574304)
PO BOX 645
MANOR TX 78653

MENDEZ JUAN OJEDA (215768)
104 E EGGLESTON ST
MANOR TX 78653-3407

PAIZ RAMON E JR (1372820)
PO BOX 280
MANOR TX 78653-0280

LUTZ JAMES T & ALEXANDRA CARRILLO
(1323195)
14812 FM 973 N
MANOR TX 78653-3540

MCDONNELL COLE FOSTER & STEPHEN
SNYDER MCDONNELL (1939832)
103 W Eggleston St
Manor TX 78653-3371

RODRIGUEZ ROSALINDA (1829444)
105 W EGGLESTON
MANOR TX 78653-3371

NUNN LILLIE M (215593)
PO BOX 207
MANOR TX 78653-0207

NUNN ROSS ETUX (215594)
PO BOX 207
MANOR TX 78653-0207

YOUNG CLAUDIE G & SAMMIE M
(215610)
PO BOX 145
MANOR TX 78653-0145

VASQUEZ JUAN JR & DIANA E GERL
(215609)
PO BOX 499
MANOR TX 78653-0499

JUNG JIWON (1897485)
2700 E 2ND ST
LOS ANGELES CA 90033-4102

JUNG JIWON (1899139)
101 W BOYCE ST
MANOR TX 78653



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 16, 2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

First Reading: Consideration, discussion, and possible on an ordinance rezoning five (5) lots on .23 acres, more or less, out of the South 40 ft of Lots 6-10, Block 1, AE Lanes Addition, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF).
Applicant: Saavy ATX Realty LLC
Owner: Wenkai Chen

BACKGROUND/SUMMARY:

This is a narrow (40') but deep (250') lot on North Bastrop Street. Sometime in the 1980s, or possibly even 1950's, the 5 lots on West Lane Ave were broken up and the back 40' of each lot was sold to create this 40' x 250' lot. Its unique size and shape make it more challenging to develop but the applicant is seeking to rezone it from Single Family Suburban (SF-1) to Two-Family (TF) to be able to place a two-family building on the property. The lot meets the minimum lot size for a Two-Family lot, it's 10,000 sf while the minimum is 8,750 sf, however, the narrowness of the lot will require a variance when it is platted to the lot width and setbacks to make development feasible. These variances would be necessary even if the property remained zoned SF-1.

The Comprehensive Plan's Future Land Use Map has this general area as Community Mixed-Use which generally seeks higher densities, but given the character of the neighborhood and unique lot size, a two-family dwelling unit would be appropriate and achieve some of the goals of the Plan including LU2 – encourage a range of product types and lot sizes, ED14 – encourage diverse housing in terms of type and affordability to align with workforce needs, LU.A – encourage a balanced mix of residential, commercial, and employment uses at varying densities and intensities to reflect a gradual transition from urban to suburban to rural development, LU.B – promote more compact, higher density, well-connected development within appropriate infill locations, LU 1 – encourage innovative forms of compact, pedestrian-friendly development and wider array of affordable housing choices through smart regulatory provisions and incentives, DU 11 – increase development of housing units close to multi-modal infrastructure and mixed-use developments, including in Downtown.

This item was postponed at the April 12th and the May 10th meetings so the applicant can provide updated renderings of the proposed units. The updated renderings have been provided so the item has been brought back before the Commission.

Planning and Zoning Commission voted denial 6-0

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

- Ordinance
- Letter of intent
- Updated renderings
- Rezone Map

- Aerial Image
- Conceptual Layout
- FLUM
- Public Notice
- Mailing Labels

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council approve the first reading of an Ordinance rezoning five (5) lots on .23 acres, more or less, out of the South 40 ft of Lots 6-10, Block 1, AE Lanes Addition, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF).

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 SINGLE FAMILY SUBURBAN (SF-1) TO TWO-FAMILY (TF); 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 Single Family Suburban (SF-1) to zoning district Two-Family (TF). The Property is accordingly hereby rezoned to Two-Family (TF).

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 ___ day of August 2023.

PASSED AND APPROVED SECOND AND FINAL READING on this the ___ day of September 2023.

THE CITY OF MANOR, TEXAS

Dr. Christopher Harvey,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC,
City Secretary

ORDINANCE NO.

Page 3

EXHIBIT "A"

Property Address:

707 North Bastrop Street, Manor, TX 78653

Property Legal Description:

The South forty (40) feet of Lots 6-10, Block 1, A.E. Lane Addition, and addition in Travis County, Texas, according to the plat recorded in Volume 2, Page 223, Plat Records, Travis County, Texas.

Letter of Intent

March 12, 2023

City of Manor
 Development Services Department
 Attn: Mr. Scott Dunlop, Director
 105 E. Eggleston Street
 Manor, Texas 78653

Re: [707 BASTROP ST TX 78653](#)

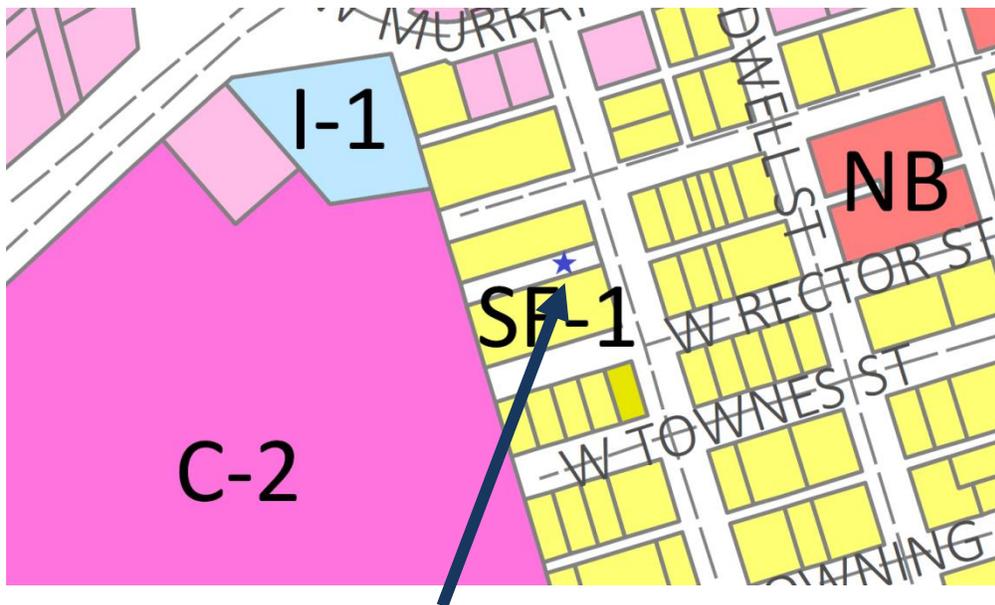
Dear Mr. Dunlop,

We are writing to you to zone the subject property to TF.

The subject property 707 Bastrop ST TX 78653, Legal description as: **S40FT OF LOT 6-10 BLK 1 LANE A E ADDN**. The current configuration is 39.94 ft wide and 250 ft long, with a total of 9,986 sqft.

We are requesting to:

1. Zone it as TF (Two-Family) – currently it doesn't have zoning assigned (per zoning map downloaded from <https://www.cityofmanor.org/>), see below. Since the total lot size is 9,986 sqft, we are proposing the property to **TF (Two Family)** in support the growth of Manor TX.



Subject Property: [707 BASTROP ST TX 78653](#)

Please see below conceptual design of the proposed TF (duplex).



Please help to grant these requests and let me know if you have any questions.

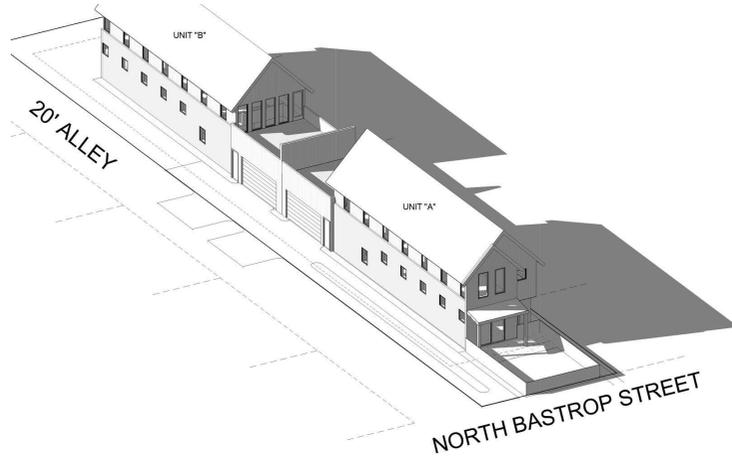
Respectfully,

A handwritten signature in blue ink, appearing to read "Katherine Chen".

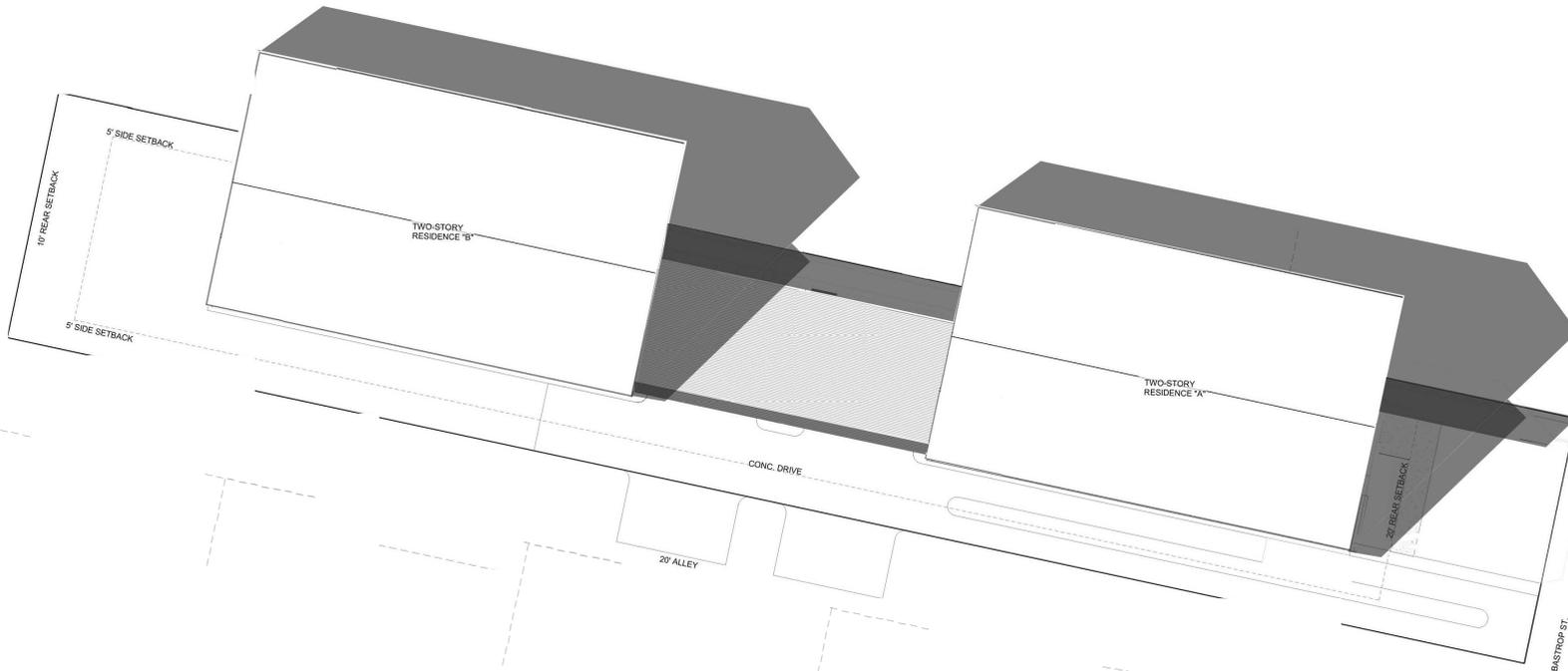
Katherine Chen
Savvy ATX Realty

Appendix B: Architecture Design (high level) and Rendering

Item 20.



3D AXONOMETRIC EXHIBIT



CONCEPT SITE PLAN INFORMATION

	9,986 SF
BUILDING COVER	
UNIT A*	1,584 SF
UNIT B*	1,584 SF
TOTAL	3,168 SF
PAVED AREA	
DRIVEWAY*	2,001 SF
SIDEWALK	658 SF
TOTAL	2,659 SF
TOTAL IMPERVIOUS COVER	4,243 SF
IMPERVIOUS COVER %	42%
PRINCIPAL STRUCTURE %	21%
PRINCIPAL/ACCESSORY %	42%

INTERIM REVIEW DOCUMENTS
NOT FOR REGULATORY APPROVAL, PERMITTING OR CONSTRUCTION
Daniel B. Shearer
Tx. Reg. No. 26562

6.12.2023

CIRCLE + SQUARE
600 Congress Avenue
14th Floor
Austin, Texas
214.280.3527

PROJECT OWNER
Katherine Chen

PROJECT NAME
707 N. Bastrop St.
Manor, Texas 78655

COMMENTS:

6.12.2023

ARCHITECTURAL

434

SCHEMATIC DESIGN

INTERIM REVIEW DOCUMENT IS NOT FOR REGULATORY APPROVAL, PERMITTING OR CONSTRUCTION
Daniel S. Shreve
Tx. Reg. No. 28562

6.12.2023

CIRCLE + SQUARE
600 Congress Avenue
Austin, Texas
214.280.3627

PROJECT OWNER
Katherine Chen

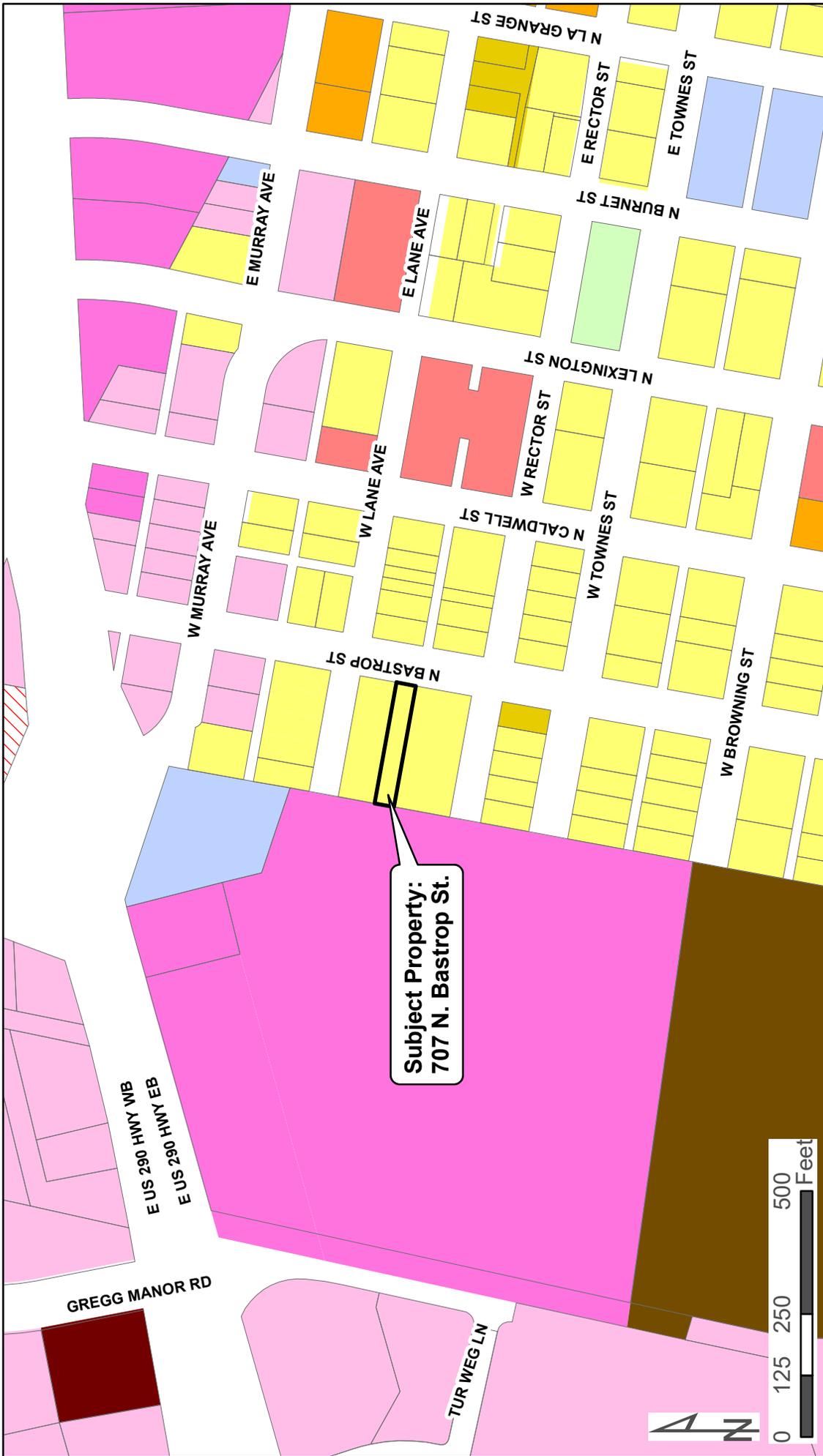
PROJECT NAME
707 N. Bastrop St.
Manor, Texas 78653

COMMENTS:

6.12.2023

EXTERIOR VIEWS





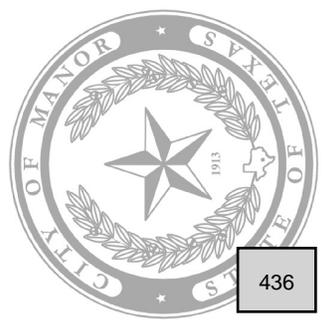
Subject Property:
707 N. Bastrop St.

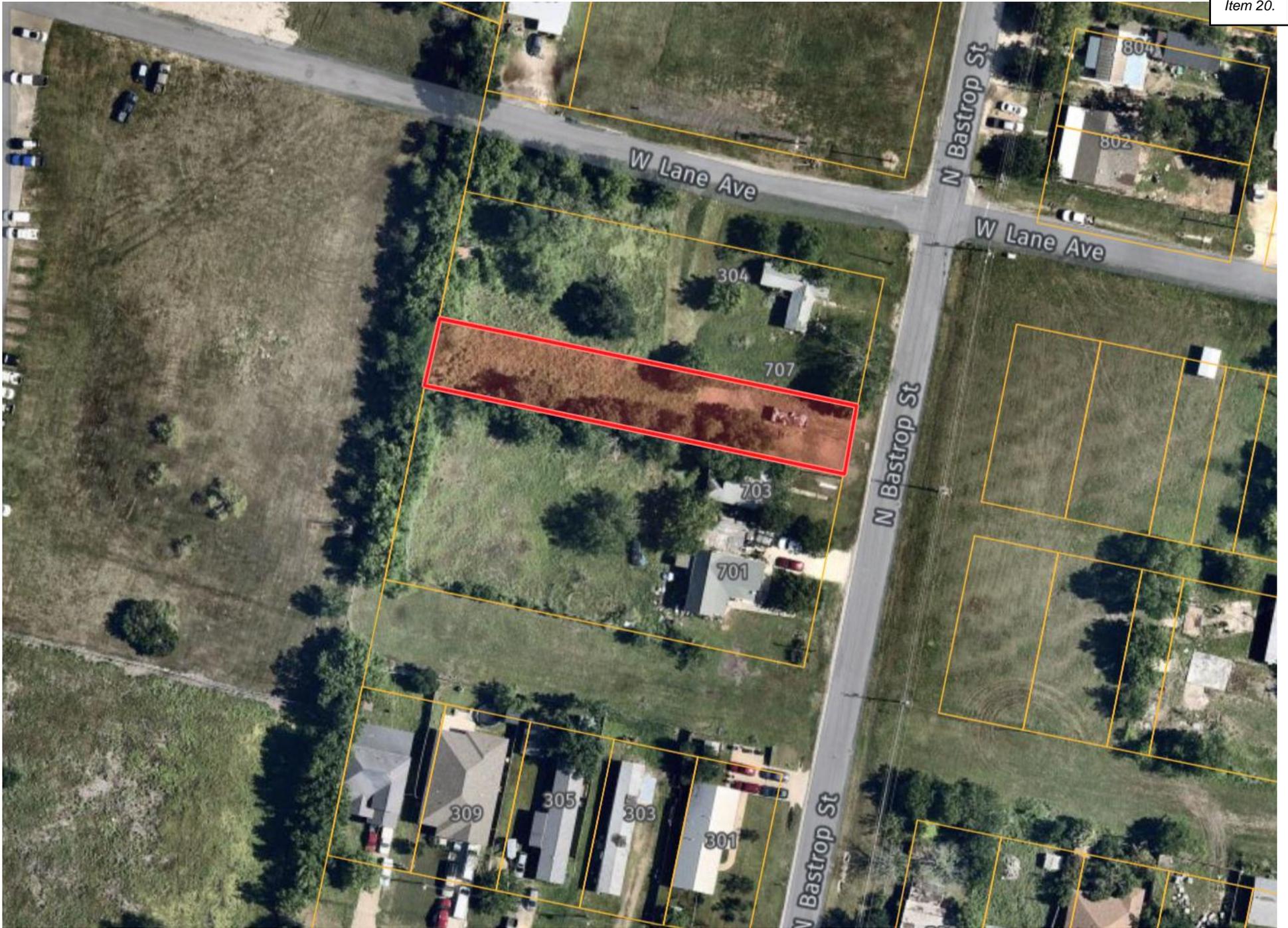
Zone	
GO - General Office	A - Agricultural
C-1 - Light Commercial	SF-1 - Single Family Suburban
C-2 - Medium Commercial	SF-2 - Single Family Standard
C-3 - Heavy Commercial	TF - Two Family
NB - Neighborhood Business	TH - Townhome
DB - Downtown Business	MF-1 - Multi-Family 15
IN-1 - Light Industrial	MF-2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

Item 20.

Current:
Single Family Suburban (SF-1)

Proposed:
Two-Family (TF)





COMMUNITY MIXED-USE

The Community Mixed-Use allows a combination of dense residential and nonresidential uses in a compact design to create a walkable environment, but at a larger scale than Neighborhood Mixed-Use.

The category encourages a density range of 18-40 dwelling units per acre, although elements within a coordinated community mixed-use area could reach higher densities provided superior access to services and amenities and appropriate compatibility to adjacent uses is provided.

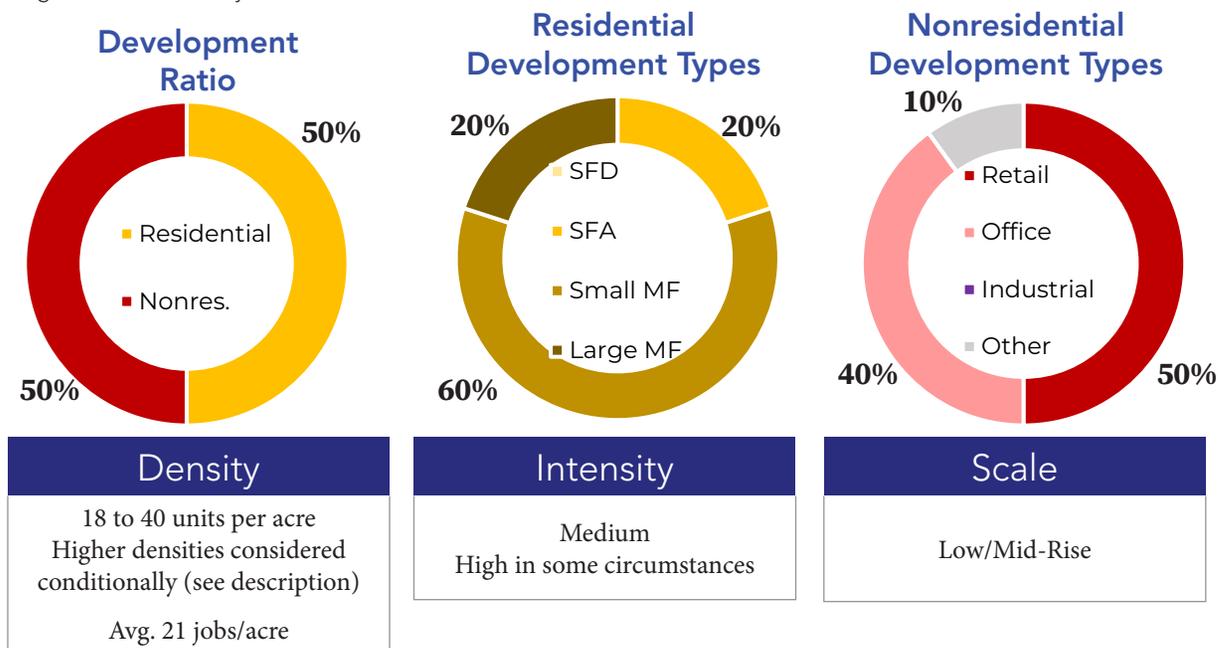
Community Mixed-Use areas allow residential units in close proximity to goods, services and civic activities, reducing residents' dependence on the car.

Community Mixed-Use places a great emphasis on the following design elements: density, intensity and scale; the mix of housing; walkability; streetscapes and a high quality public realm; parking management; and access to amenities such as parks, civic spaces and neighborhood services.

This district is especially appropriate for several needs that residents of Manor currently look elsewhere to provide, including:

- Healthcare services, including hospitals.
- Larger employers in a variety of industries that residents currently commute to outside of Manor.
- Specialized facilities that support workforce and skills development, such as information technology, skilled trades and advanced manufacturing; provided such facilities fit the form described above.

Figure 3.9. Community Mixed-Use Land Use Mix Dashboard



DEVELOPMENT TYPE	APPROPRIATENESS	CONDITIONS
Single-Family Detached (SFD)	● ○ ○ ○ ○	Not considered appropriate since the intent is to provide retail, services, activity centers and diversified housing to support surrounding neighborhoods, achieve strong fiscal performance, and drive community identity and gathering.
SFD + ADU	● ○ ○ ○ ○	
SFA, Duplex	● ○ ○ ○ ○	
SFA, Townhomes and Detached Missing Middle	● ● ● ○ ○	This can be appropriate provided that the overall Community Mixed-Use area also contains mixed-use buildings and/or shopping centers with which this product integrates in a manner to promote walkability and access. Can be utilized as a transition between Community Mixed-Use and other uses. These development types should be located on secondary roads rather than primary thoroughfares, as primary frontages are best reserved for ground-floor retail and services.
Apartment House (3-4 units)	● ● ● ○ ○	
Small Multifamily (8-12 units)	● ● ● ○ ○	
Large Multifamily (12+ units)	● ● ● ○ ○	
Mixed-Use Urban, Neighborhood Scale	● ● ● ● ●	This is the ideal form of development within the Community Mixed Use category; provides for activity centers, retail, services and diverse housing options. Design should emphasize the pedestrian experience rather than people driving automobiles. Vertical mixed-use is likely most appropriate, in order to achieve the intended densities. Ground floor uses are encouraged to be food and beverage or pedestrian-oriented retail and services, to promote foot traffic and activity.
Mixed-Use Urban, Community Scale	● ● ● ● ●	
Shopping Center, Neighborhood Scale	● ● ● ● ○	While less preferred, this use can provide retail and services near housing, promoting walkability and 10-minute neighborhoods. Becomes more appropriate if a horizontal approach to mixed-use is deployed.
Shopping Center, Community Scale	● ● ● ● ○	
Light Industrial Flex Space	● ● ○ ○ ○	Not generally considered appropriate due to lower sales tax generation and limited ability to design at pedestrian scale, but can be if particularly small-scale and included alongside more appropriate development types, or with integration of a storefront experience.
Manufacturing	● ○ ○ ○ ○	Not considered appropriate.
Civic	● ● ● ● ●	Considered supportive to the function and livability of this future land use category, government buildings, schools and community facilities can serve as activity hubs.
Parks and Open Space	● ● ● ● ●	Generally considered appropriate or compatible within all Land Use Categories.



7/26/2023

City of Manor Development Services

Notification for a Subdivision Rezoning Application

Project Name: 707 Bastrop St Rezoning SF-1 to TF
 Case Number: 2023-P-1523-ZO
 Case Manager: Michael Burrell
 Contact: mburrell@manortx.gov – 512-215-8158

The City of Manor Planning and Zoning Commission and City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Rezoning Application for 707 Bastrop Street, Manor, TX. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on Rezoning Application for five (5) lots on .23 acres, more or less, out of the South 40 ft of Lots 6-10, Block 1, AE Lanes Addition, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF).

Applicant: SAVVY ATX REALTY LIMITED LIABILITY COMPANY

Owner: Wenkai Chen

The Planning and Zoning Commission will meet at 6:30PM on August 9, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The Manor City Council will meet at 7:00 PM on August 16, 2023 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 Subdivision Rezoning Application has been filed. Comments may be addressed to the email address or phone number above. Any communications received will be made available to the Commissioners during the discussion of this item.

MARTINEZ ORALIA
1301 CHICON ST 303
AUSTIN TX 78702-2154

CERON AMPARO PATRICIA C & MIGUEL
ANEL CASTILLO MENDIETA
305 W TOWNES ST
MANOR TX 78653-2107

PAZ NAUL MAURICIO & ZOILA MORE
1116 CANYON MAPLE RD
PFLUGERVILLE TX 78660-5808

JASMIN SHAKESPEARE & LINDA
PO BOX 455 MANOR TX 78653-0455

ECKART STEPHEN
PO BOX 170309
AUSTIN TX 78717-0019

JACKSON BONNIE & VSYNTHIA
LENA MCCOY
PO BOX 985
MANOR TX 78653-0985

GUERRERO JOSE
& MAXIMINA CLEMENS
307 W TOWNES ST
MANOR TX 78653-2107

ROMERO RONALDO & ANTONIA
5808 HERON DR
BUDA TX US 78610

FORREST DELORES M
3262 KESTRAL WAY
SACRAMENTO CA 95833-9616

LOZANO BENJAMIN KEEF
8005 Briarwood Ln
Austin TX 78757-8111

SEPECO
PO BOX 170309
AUSTIN TX 78717-0019

BARRS PHYLLIS Y & SANDRA V
& S MCCARTHER LIFE ESTATE
13604 HARRIS RIDGE BLVD UNIT A
PFLUGERVILLE TX 78660-8892

TREJO GERARDO &
JENNIFER I BARAHONA DE TREJO
801 CALDWELL ST
MANOR TX 78653-3318

RIVER CITY PARTNERS LTD
501 E KOENIG LN
AUSTIN TX 78751-1426

SHAW HUGHIE L & RUBY L
8808 CINCH LN # 1060
AUSTIN TX 78724-5011

GARCIA EDWARD
PO BOX 452
MANOR TX 78653-0452

ROBINSON WALTER L
& CURTIS ROBINSON
3608 EAGLES NEST ST
ROUND ROCK TX 78665-1131

LUNA BENITA GONZALEZ
802 N BASTROP ST
MANOR TX 78653-5430

JOHNSON ONNIE MAE LIFE ESTATE
PO BOX 228
MANOR TX 78653-0228

MANOR INDEPENDENT SCHOOL
DISTR DISTRICT
PO BOX 359
MANOR TX 78653-0359

TURMAN THOMAS M
21609 UNION LEE CHURCH RD
MANOR TX 78653-5329



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 16, 2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Short Form Final Plat for one (1) lot on .23 acres, more or less, and being located at 707 Bastrop St, Manor, TX with variances to allow for 40 ft lot width, 20 ft front setback, 5 ft side setbacks, and 10 ft rear setback, and a depth-to-width ratio of 6.25:1.

Applicant: SAVVY ATX REALTY LLC

Owner: Wenkai Chen

BACKGROUND/SUMMARY:

This plat has been approved by our engineer and it is filed with a variance that the Commission and City Council can consider.

The current zoning of the property is SF-1 Single Family Suburban which has a minimum lot width of 70'. A rezoning case for TF Two-Family has been filed which also has minimum lot width of 70'.

The requested variances are:

1. 40' lot width (70' required)
2. 20' front setback (25' required)
3. 10' rear setback (25' required)
4. 5' side setback (7.5 required)
5. 6.25:1 depth-to-width ratio (2.5:1 required)

The earliest deed creating the tract was in February 1983. There was no zoning code at the time to regulate lot widths but the subdivision code in effect (Ord. 47 dated 12-14-77) had a provision that lot widths do not exceed three times the lot depth. This tract is 250' in depth, which exceeds that regulation so had a plat been filed in 1983 it would not have been approved. Current subdivision code has a lot width to depth ratio of 2.5:1.

This tract as currently subdivided is undevelopable since it is portions of 5 lots that are 40'x50' each and only one has frontage on a dedicated right-of-way. While the tract has never been a legal lot, it has existed in its current configuration for 40 years and only through the approval of the variances can it be improved upon. When granting a subdivision variance the Planning and Zoning Commission and City Council shall consider:

1. The public convenience and welfare will be substantially served;
2. The appropriate use of surrounding property will not be substantially or permanently impaired or diminished;
3. The applicant has not created the hardship for which relief is sought;
4. The variance will not confer upon the applicant a special right or privilege not commonly shared or available to the other owners of similar and surrounding property;

5. The hardship from which relief is sought is not solely of an economic nature;
6. The variance is not contrary to the public interests;
7. Due to special circumstances, the literal enforcement of the ordinance would result in an unnecessary hardship; and
8. In granting the variance the spirit of the ordinance is observed and substantial justice is done.

Planning and Zoning Commission voted denial 6-0

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

- Letter of Intent
- Plat
- Deed from 1983
- Subdivision Code of 1977
- AE Lane Addition Plat Map
- Engineer Comments
- Conformance Letter
- Notice and Labels

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve a Short Form Final Plat for one (1) lot on .23 acres, more or less, and being located at 707 Bastrop St, Manor, TX with variances to allow for 40 ft lot width, 20 ft front setback, 5 ft side setbacks, and 10 ft rear setback, and a depth-to-width ratio of 6.25:1.

PLANNING & ZONING COMMISSION:	Recommend Approval	Disapproval	None
		X	

Letter of Intent

July 17, 2023

City of Manor
Development Services Department
Attn: Mr. Scott Dunlop, Director
105 E. Eggleston Street
Manor, Texas 78653

Re: **707 BASTROP ST TX 78653**

Dear Mr. Dunlop,

We are writing to you to request three variances' approval for the subject property. The three variances approval we seek are:

1. Setback Waiver - the side setbacks to 5', the front to 20' and the rear to 10'
2. Minimum Lot Width Variance - to reduce to 40 ft
3. "Lot Depth to Width ratio" variance – Per Manor Code of Ordinances, Chapter 10, Exhibit A, Article III, Section 45 Lots and Blocks, (b) Lots (8) The ratio of average depth to average width shall not exceed two and one-half to one (2.5:1). However, this property Depth to Width ratio: 6.25:1 (250 ft long, 40 ft wide)

The subject property 707 Bastrop ST TX 78653, Legal description as: **S40FT OF LOT 6-10 BLK 1 LANE A E ADDN**. The current configuration is 40 ft wide and 250 ft long, with a total of ~10,000 sqft.

Per our research, the subject property's current configuration existed in 1958. It is NOT conforming with the current Manor code of Ordinances. We are requesting to grant these variances for this lot in order to proceed with the development. Our architect designed the building in such a way that **the ratio** of the depth of each unit to the width of each unit **is as close to the Golden Ration (1.618) as possible**. The depth of each unit is 37 ft, the width of each unit is 23 ft (ratio is 1.61). Please see the attached Appendix B for the design and the rendering. We believe this duplex will add the charm and elegance to the surrounding properties and neighbors.

In this package, you will find

Appendix A: The property map/location

Appendix B: Architecture design (high level) and rendering

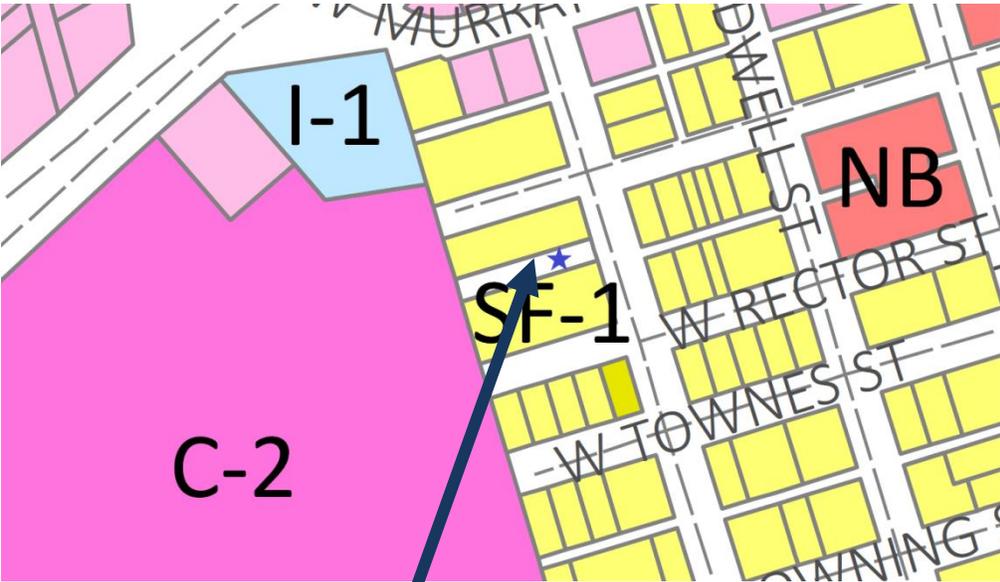
Please help to grant these requests and let me know if you have any questions.

Respectfully,

Katherine Chen

Savvy ATX Realty

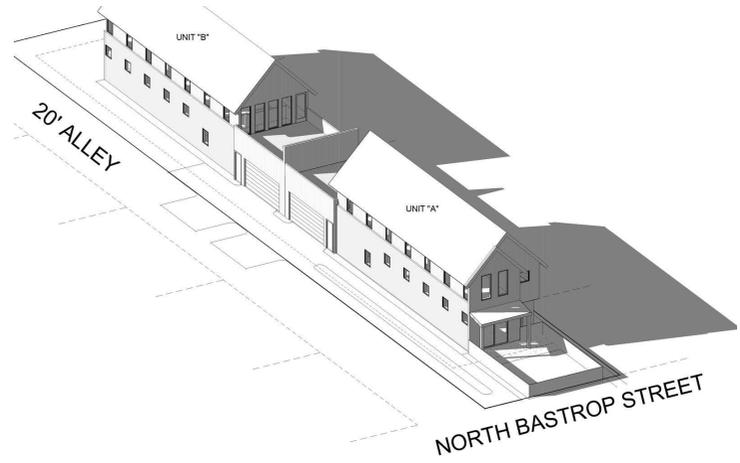
Appendix A: The property map/location



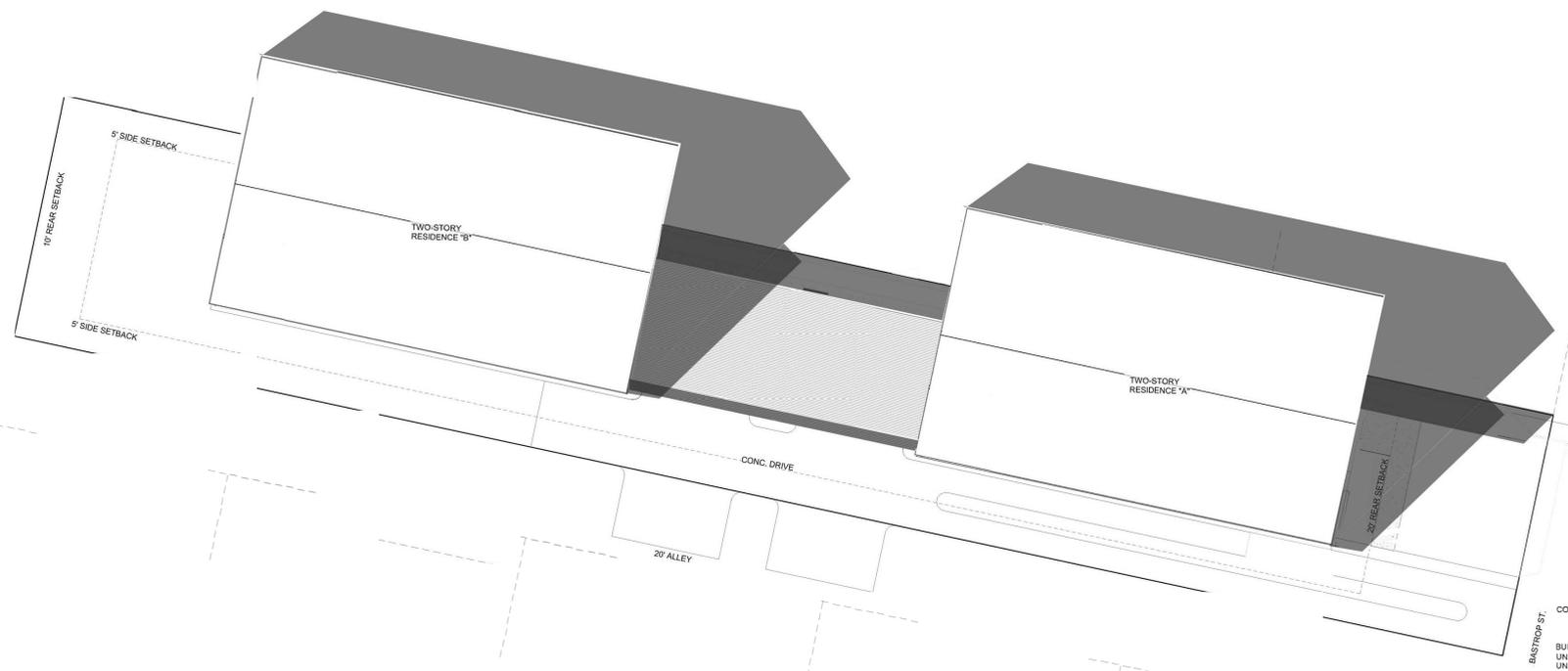
Subject Property: **707 BASTROP ST TX 78653**

Appendix B: Architecture Design (high level) and Rendering

Item 21.



3D AXONOMETRIC EXHIBIT



CONCEPT SITE PLAN INFORMATION

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BUILDING COVER	
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UNIT B*	1,584 SF
TOTAL	3,168 SF
PAVED AREA	
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NOT FOR REGULATORY APPROVAL, PERMITTING OR CONSTRUCTION
Daniel B. Shearer
Tx. Reg. No. 26562

6.12.2023

CIRCLE + SQUARE
600 Congress Avenue
14th Floor
Austin, Texas
214.280.3527

PROJECT OWNER
Katherine Chen

PROJECT NAME
707 N. Bastrop St.
Manor, Texas 78655

COMMENTS:

6.12.2023

ARCHITECTURAL

446

SCHEMATIC DESIGN

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PROJECT NAME
707 N. Bastrop St.
Manor, Texas 78653

COMMENTS:

6.12.2023

EXTERIOR VIEWS



RESUBDIVISION OF PORTION OF LOTS 6-10 A.E. LANE'S ADDITION TO THE TOWN OF MANOR SHORT FORM FINAL PLAT



RIVER CITY PARTNERS LTD
20.00 AC
DOC# 2005128121
LOT 1 RIATA FORD MANOR

N 10100857.551
E 3171488.4600
(premier)
FIRC

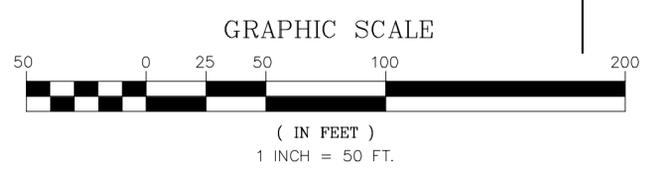
N 10100818.257
E 3171481.3173
(premier)
FIRC

N 10100812.542
E 3171734.3643
(premier)
FIRC

N 10100773.235
E 3171727.1802
(premier)
FIRC

LEGEND
FOUND 1/2" IRON ROD FIR
FOUND 1/2" IRON ROD W/CAP FIRC
BUILDING LINE BL
BENCHMARK BM:
Mag nail in asphalt;
Elevation 542.21' NAVD88

BEARING BASE:
THE BEARINGS SHOWN HEREON ARE CENTRAL TEXAS ZONE
STATE PLANE COORDINATES, BASED ON LOCAL NETWORK
GPS OBSERVATION.



FIELD NOTES
0.2292 ACRES OF LAND OUT OF AND A PART OF THE JASPER MANOR SURVEY, CITY OF MANOR, TRAVIS COUNTY, TEXAS, BEING THE SOUTH 40 FEET OF LOTS 6-10, BLOCK 1, A.E. LANE'S ADDITION TO THE TOWN OF MANOR, TRAVIS COUNTY, TEXAS, CONVEYED TO WENKAI CHEN BY GENERAL WARRANTY DEED RECORDED IN DOCUMENT NO. 2021189596, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, FOR WHICH A MORE PARTICULAR DESCRIPTIONS BY METES AND BOUNDS IS AS FOLLOWS:

BEGINNING at a 1/2" iron rod found with cap (premier) in the west right of way of North Bastrop Street, at the SE corner of that certain 0.2292 acre of land described in Document No. 2021189596, Official Public Records, Travis County, Texas, same being the SE corner of Lot 10, Block 1, A.E. Lane's Addition to the town of Manor, a subdivision in Travis County, Texas, according to the map or plat recorded in Volume 2, Page 223, Plat Records, for the SE corner hereof, and further being in the north line of the 20 foot alley in Block 1;

THENCE N79°37'24"W, along said alley for a distance of 249.95 feet to a 1/2" iron rod with cap (premier) found at the SW corner of Lot 6, Block 1, for the SW corner hereof, same being in the west line of a 20.00 acre tract conveyed to River City Partners LTD by deed recorded in Document No. 2005128121, Official Public Records;

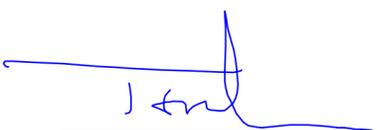
THENCE N10°18'08"E along said west line hereof for a distance of 39.94 feet to a 1/2" iron rod with cap (premier) found at the NW corner hereof, also being the south line of a tract conveyed to Walter L. Robinson, being the North 75 feet of lots 6-10, Block 1;

THENCE S79°37'39"E, crossing through said lots for a distance of 249.99 feet to a 1/2" iron rod with cap (premier) found in the west line of North Bastrop Street, in the east line of Lot 10, for the NE corner hereof, from which point a 1/2" iron rod found at the NE corner of Lot 10 bears N10°15'22"E at a distance of 74.81 feet;

THENCE S10°21'28"W along the west ROW of North Bastrop Street for a distance of 39.96 feet to the POINT OF BEGINNING of this tract, containing 0.2292 acres of land, more or less.

Surveyors Certification

I, THOMAS P. DIXON, AM AUTHORIZED UNDER THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF SURVEYING AND HEREBY CERTIFY THAT THIS PLAT COMPLIES WITH THE SURVEY RELATED PORTIONS OF THE CITY OF MANOR SUBDIVISION ORDINANCE, IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE BY ME OR UNDER MY DIRECT SUPERVISION, ON THE GROUND, JANUARY 17, 2023


THOMAS P. DIXON R.P.L.S. #4324
DATE 7/17/23

OWNER:
WENKAI CHEN
1132 NORTHWESTERN AVE UNIT A
AUSTIN, TEXAS 78702

LEGAL DESCRIPTION:
0.2292 ACRES OF LAND OUT OF AND A PART OF THE JASPER MANOR SURVEY, CITY OF MANOR, TRAVIS COUNTY, TEXAS, BEING THE SOUTH 40 FEET OF LOTS 6-10, BLOCK 1, A.E. LANE'S ADDITION TO THE TOWN OF MANOR, TRAVIS COUNTY, TEXAS.

WATERLOO SURVEYORS LLC
P.O. BOX 160176
AUSTIN, TEXAS 78716-0176
Phone: 512-481-9602
www.waterloosurveyors.com
FIRM# 10124400
A1079P



PROPOSED 1 RESIDENTIAL LOT
PREPARATION DATE: JANUARY 17, 2023
SUBMITTAL DATE: APRIL 27, 2017

RESUBDIVISION OF PORTION OF LOTS 6-10 A.E. LANE'S ADDITION TO THE TOWN OF MANOR
SHORT FORM FINAL PLAT

State of Texas:
County of Travis: KNOW ALL PERSONS BY THESE PRESENTS:

THAT I, WENKAI CHEN, OWNER OF 0.2292 ACRES OF LAND OUT OF AND A PART OF THE JASPER MANOR SURVEY, IN THE CITY OF MANOR, TRAVIS COUNTY, TEXAS, BEING THE SOUTH 40 FEET OF LOTS 6-10, BLOCK 1, A.E. LANE'S ADDITION TO THE TOWN OF MANOR, TRAVIS COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT RECORDED IN VOLUME 2, PAGE 226, PLAT RECORDS, CONVEYED TO ME BY GENERAL WARRANTY DEED RECORDED IN DOCUMENT NO. 2021189596, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, DO HEREBY RESUBDIVIDE SAID 0.2292 ACRES PURSUANT TO THE PUBLIC NOTIFICATION AND HEARING PROVISION OF CHAPTER 212 OF THE LOCAL GOVERNMENT CODE, IN ACCORDANCE WITH THE ATTACHED MAP OR PLAT SHOWN HEREON, TO BE KNOWN AS:

RESUBDIVISION OF A PORTION OF LOTS 6-10, A.E. LANE'S ADDITION TO THE TOWN OF MANOR

AND DO DEDICATE TO THE PUBLIC FOREVER THE USE OF ALL STREETS AND EASEMENTS SHOWN ON SAID PLAT, THE PUBLIC THE USE OF ALL STREETS AND EASEMENTS SHOWN ON SAID PLAT, SUBJECT TO ANY EASEMENTS AND/OR RESTRICTIONS HERETOFORE GRANTED AND NOT RELEASED.

WITNESS MY HAND THIS THE ____ DAY OF _____, 202__

WENKAI CHEN
1132 NORTHWESTERN AVE UNIT A
AUSTIN, TEXAS 78702

State of Texas:
County of Travis:

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED WENKAI CHEN, KNOWN KNOWN TO BE THE PERSON OR AGENT WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE ____ DAY OF _____, 202__, A.D., NOTARY PUBLIC IN AND FOR TRAVIS COUNTY, TEXAS.

NOTARY: _____
PRINT OR STAMP NAME HERE MY COMMISSION EXPIRES

JURISDICTION

THIS SUBDIVISION IS LOCATED WITHIN THE FULL PURPOSE JURISDICTION OF THE CITY OF MANOR, TEXAS, ON THIS THE ____ DAY OF _____, 202__.

ACCEPTED AND AUTHORIZED FOR RECORD BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MANOR, TEXAS, ON THIS THE ____ DAY OF _____, 202__.

APPROVED: _____ ATTEST: _____
LAKESHA SMALL, CHAIRPERSON LLUVIA T. ALMARAZ, CITY SECRETARY

ACCEPTED AND AUTHORIZED FOR RECORD BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, ON THIS THE ____ DAY OF _____, 202__.

APPROVED: _____ ATTEST: _____
DR. CHRISTOPHER HARVEY, MAYOR LLUVIA T. ALMARAZ, CITY SECRETARY

NOTES:

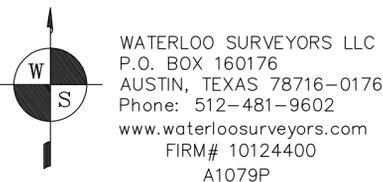
- 1. WATER AND WASTEWATER SYSTEMS SERVING THIS SUBDIVISION SHALL BE DESIGNED AND INSTALLED IN ACCORDANCE WITH THE CITY OF MANOR AND STATE HEALTH DEPARTMENT PLANS AND SPECIFICATIONS. PLANS AND SPECIFICATIONS SHALL BE SUBMITTED TO THE CITY OF MANOR, WATER AND WASTEWATER DEPARTMENT FOR REVIEW.
- 2. ALL WATER AND WASTEWATER CONSTRUCTION MUST BE INSPECTED BY THE CITY OF MANOR.
- 3. NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO THE CITY OF MANOR WATER SUPPLY COMPANY AND TO CITY OF MANOR WASTEWATER SERVICE.
- 4. PRIOR TO CONSTRUCTION, A SITE DEVELOPMENT PERMIT MUST BE OBTAINED FROM THE CITY OF MANOR.
- 5. PRIOR TO CONSTRUCTION ON LOTS IN THIS SUBDIVISION, DRAINAGE PLANS WILL BE SUBMITTED TO THE CITY OF MANOR FOR REVIEW. RAINFALL RUN-OFFS SHALL BE HELD TO THE AMOUNT EXISTING AT UNDEVELOPED STATUS BY PONDING OR OTHER APPROVED METHODS.
- 6. THE PROPERTY OWNERS OR ASSIGNS SHALL MAINTAIN ALL DRAINAGE EASEMENTS ON PRIVATE PROPERTY.
- 7. PROPERTY OWNER SHALL PROVIDE FOR ACCESS TO DRAINAGE EASEMENTS AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY GOVERNMENTAL AUTHORITIES.
- 8. BUILDING SET-BACK LINES ARE IN CONFORMANCE WITH CITY OF MANOR ZONING REGULATIONS.
- 9. NO PORTION OF THIS TRACT IS IN A FLOOD HAZARD ZONE AS IDENTIFIED BY THE FEDERAL INSURANCE ADMINISTRATION DEPARTMENT OF HUD FLOOD BOUNDARY MAP AS PER MAP NO. 48453C0485J, TRACT IS IN ZONE X, DATED AUGUST 18, 2014
- 10. NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTION IS MADE TO THE CITY OF MANOR WASTEWATER SYSTEM.
- 11. WATER IS SUPPLIED BY THE CITY OF MANOR.
- 12. THE PROPOSED USAGE IS RESIDENTIAL.
- 13. PLAT WILL REQUIRE A SETBACK VARIANCE.
- 14. PLAT WILL REQUIRE A LOT-WIDTH VARIANCE.
- 15. A SIDEWALK IS NEEDED TO BE PROPOSED ALONG NORTH BASTROP STREET.
- 16. PERFORMANCE AND MAINTENANCE GUARANTEES AS REQUIRED BY THE CITY.
- 17. PLAT WILL REQUIRE A LOT-RATIO VARIANCE.

COUNTY CLERK

State of Texas:
County of Travis:

I, DYANA LIMON-MERCADO, CLERK OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING AND IT'S CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE ____ DAY OF _____, 202__, A.D. AT ____ O'CLOCK ____ M., DULY RECORDED ON THE ____ DAY OF _____, 202__ A.D. AT ____ O'CLOCK ____ M., PLAT RECORDS IN SAID COUNTY AND STATE IN DOCUMENT NO. _____ OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS.
DYANA LIMON-MERCADO, COUNTY CLERK TRAVIS COUNTY, TEXAS

BY DEPUTY



Prepared by the State Bar of Texas for use by lawyers only. Reviewed 1-1-76. Revised to include grantee's address (art. 6626, RCS) 1-1-82.

FEB 16 83 2255 5.00

WARRANTY DEED

3-10 6028

THE STATE OF TEXAS
COUNTY OF TRAVIS

} KNOW ALL MEN BY THESE PRESENTS:

That Johnnie Mae Fisher

of the County of Travis and State of Texas for and in consideration of the sum of Ten (\$10.00) Dollars and the payment of real property taxes, and other valuable consideration to the undersigned paid by the grantee herein named, the receipt of which is hereby acknowledged,

have GRANTED, SOLD AND CONVEYED, and by these presents do GRANT, SELL AND CONVEY unto Barbara Hutchins, whose address is 4804 B Hillspring Circle, Austin, Texas 78721 of the County of Travis and State of Texas, all of the following described real property in Travis County, Texas, to-wit:

The South Forty (40) feet of Lots 6-10, Block 1, A. E. LANE ADDITION, an addition in Travis County, Texas, according to the plat recorded in Volume 2, Page 223, Plat Records, Travis County, Texas.

TO HAVE AND TO HOLD the above described premises, together with all and singular the rights and appurtenances thereto in anywise belonging, unto the said grantee her heirs and assigns forever; and I do hereby bind myself, my heirs, executors and administrators to WARRANT AND FOREVER DEFEND all and singular the said premises unto the said grantee, her heirs and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

This conveyance is made subject to all easements, covenants, restrictions and conditions of record pertaining to the above described property, as recorded in the office of the Travis County Clerk.

Grantor warrants that the above described property is her sole and separate property, acquired by descent and distribution from her mother, Carrie Sorrells

EXECUTED this 16th day of February, A.D. 19 83

Johnnie Mae Fisher
Johnnie Mae Fisher

DEED RECORDS
Travis County, Texas

7996 320

Mailing address of each grantee:

Name: Barbara Hutchins
Address: 4804 B Hillspring
Austin, TX 78721

Name:
Address:

3-10 6029

(Acknowledgment)

STATE OF TEXAS
COUNTY OF

This instrument was acknowledged before me on the
by Johnnie Mae Fisher

16th day of February, 19 83

Cheryl D. Melrose
Cheryl D. Melrose

My commission expires:

NOTARY SEAL

May 28, 1985

Notary Public, State of Texas
Notary's printed name:

(Acknowledgment)

STATE OF TEXAS
COUNTY OF

This instrument was acknowledged before me on the
by

day of , 19

My commission expires:

Notary Public, State of Texas
Notary's printed name:

(Corporate Acknowledgment)

STATE OF TEXAS
COUNTY OF

This instrument was acknowledged before me on the day of
by of
a corporation, on behalf of said corporation.

FILED
1983 FEB 17 AM 10:38
Loris D. Hampshire
COUNTY CLERK
TRAVIS COUNTY, TEXAS

My commission expires:

Notary Public, State of Texas
Notary's printed name:

AFTER RECORDING RETURN TO:

Barbara Hutchins
4804 B Hillspring
Austin, TX 78721

STATE OF TEXAS COUNTY OF TRAVIS
I hereby certify that this Instrument was FILED on the
state and at the time stamped hereon by me; and was duly
RECORDED, in the Volume and Page of the named RECORDS
of Travis County, Texas, as stamp hereon by me, on

FEB 17 1983



Loris D. Hampshire
COUNTY CLERK
TRAVIS COUNTY, TEXAS

7993 321

to a grade parallel with the longitudinal street grade, and the ground elevation at the right-of-way line shall be not more than two (2) feet, nor less than three (3) inches above the elevation of the top of the adjacent curb. Landing walks of a width not less than eighteen (18) inches may be installed abutting the rear of the curb.

Sec. 6.5 LOTS: Standards that apply to residential lots follow.

6.501. Lot Size: All lots within subdivisions within the jurisdiction of this Ordinance, both inside and outside the City, shall meet the following conditions:

A. The depth of any lot shall not exceed three (3) times the average of the front lot and rear lot dimensions.

B. The minimum area of any lot shall be not less than seventy five hundred (7,500) square feet. For lots not to be served by sanitary sewer, where results of a percolation test prescribed by the Travis County Health Officer deems the minimum lot area insufficient, the City shall require additional area sufficient to accommodate the sanitary facilities deemed necessary by the Travis County Health Officer; provided that if the lot is within an area officially designated commercial by the City Council, then, such lot size shall be adequate to meet anticipated needs.

C. Corner lots shall have a minimum width of seventy-five (75) feet.

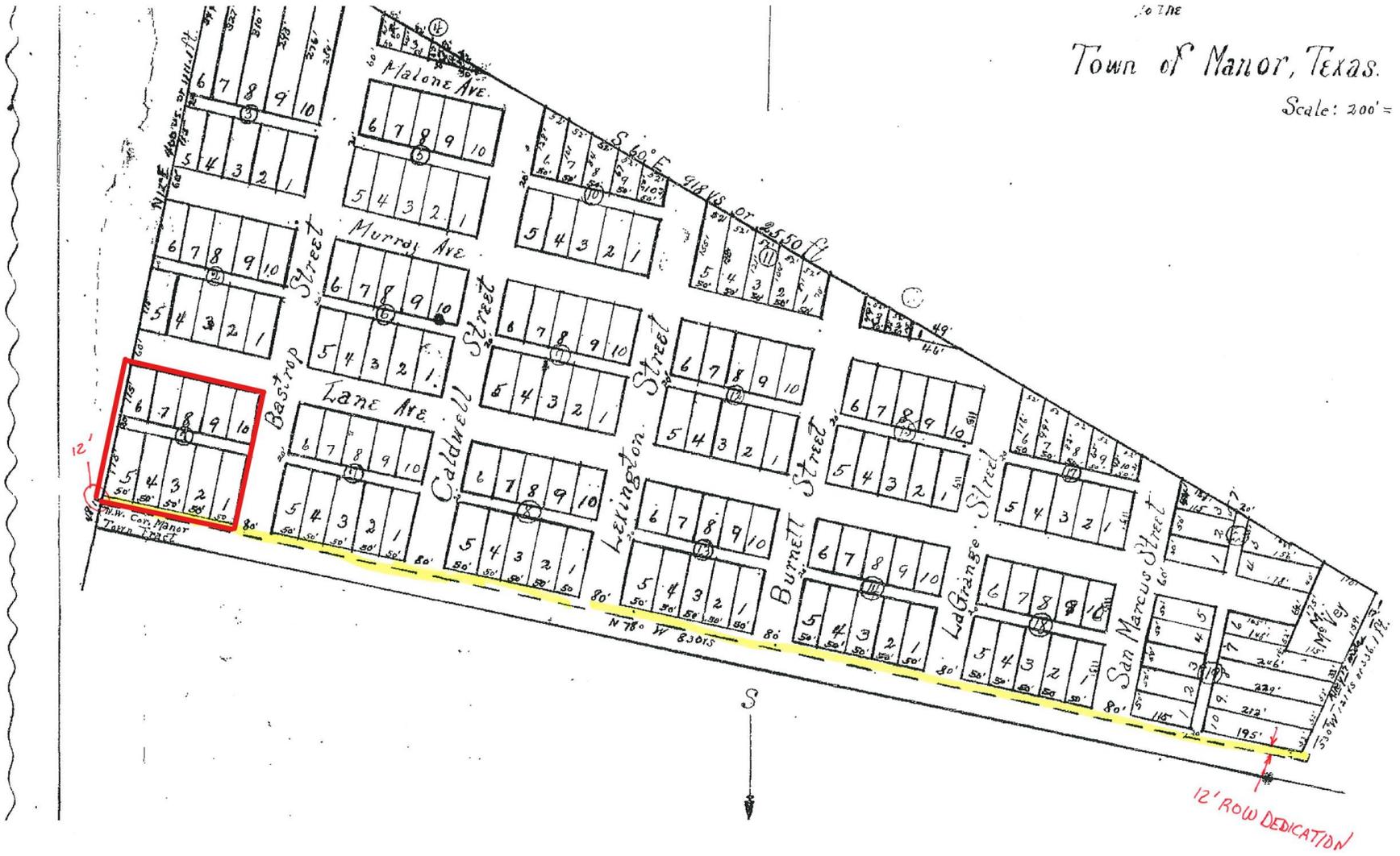
D. Minimum usable lot depths for lots backing on natural drainage easements shall be not less than one hundred (100) feet measured between front lot line and drainage easement.

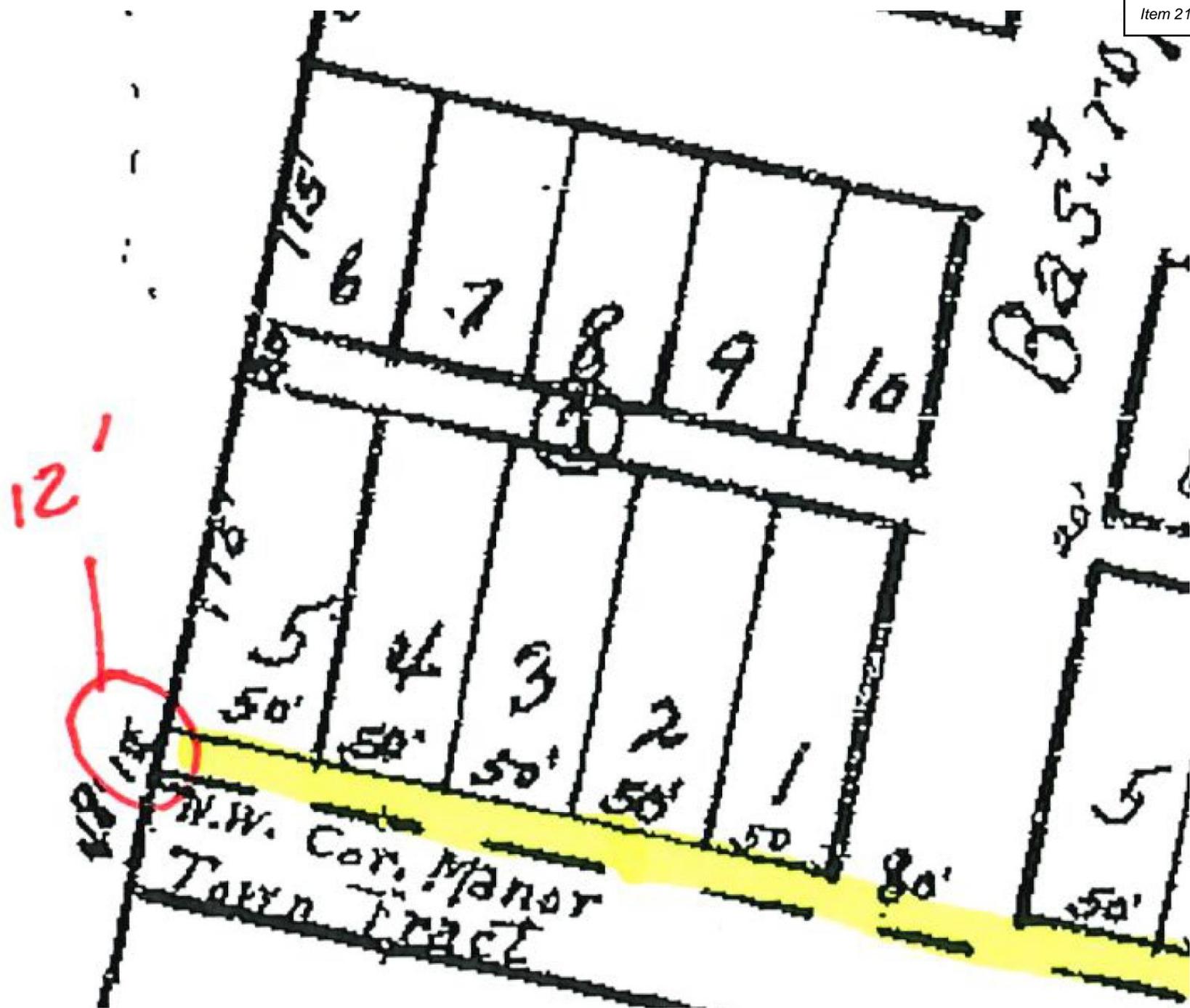
6.502. Lot Facing:

A. Street Frontage: Each lot shall be provided with the minimum frontage on an existing or proposed public street required by the Zoning Ordinance.

A.E. LANE ADDITION PLAT MAP

Town of Manor, Texas.
Scale: 200' = 1 inch.







1500 County Road 269
Leander, TX 78641

P.O. Box 2029
Leander, TX 78646-2029

Date: Thursday, April 6, 2023

Katherine Chen
SAVVY ATX REALTY LIMITED LIABILITY COMPANY
100 Congress AVE STE 2000, Austin TX 78701
Austin TX 78701
katherine.chen@savvytech.us

Permit Number 2023-P-1522-SF
Job Address: 707 Bastrop, Manor, TX. 78653

Dear Katherine Chen,

The first submittal of the 707 Bastrop St Short Form Final Plat (*Short Form Final Plat*) submitted by SAVVY ATX REALTY LIMITED LIABILITY COMPANY and received on April 19, 2023, 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 Tyler Shows by telephone at (737) 247-7552 or by email at tshows@gbateam.com.

1. Note: Submit the short form final plat as one PDF, not individual sheets.
2. Will the water be supplied by Manville or City of Manor? Notes 3 and 11 are contradicting. If water is supplied by Manville, provide documentation that this has been approved by Manville.
3. Provide X and Y coordinates for four (4) property corners, using the state plane coordinate system.
4. Provide the location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries. As per Manor Code of Ordinance Chapter 14 Section 14.02.007
5. A sidewalk is needed to be proposed along North Bastrop Street, if you have any questions you can defer to Scott Dunlop.
6. Provide the following note "Performance and maintenance guarantees as required by the City".

4/6/2023 12:13:37 PM
707 Bastrop St Short Form Final Plat
2023-P-1522-SF
Page 2

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,



Tyler Shows
Staff Engineer
GBA

Answers to Engineer Review

April 18, 2023

City of Manor
 Development Services Department
 Attn: Mr. Scott Dunlop, Director
 105 E. Eggleston Street
 Manor, Texas 78653

Re: [707 BASTROP ST TX 78653](#)
 Permit Number 2023-P-1522-SF

Dear Mr. Dunlop,

We received the review/feedback related to “707 Bastrop St Short Form Final Plat” and revised the project plans accordingly to address the comments noted. Please see the details of our revisions below.

Engineer Review – Please see our answers in red pen below.

1. Note: Submit the short form final plat as one PDF, not individual sheets.
 - **Katherine: Done. We combined it to one PDF.**
2. Will the water be supplied by Manville or City of Manor? Notes 3 and 11 are contradicting. If water is supplied by Manville, provide documentation that this has been approved by Manville.
 - **Katherine: The water will be supplied by City of Manor. Please see Notes 3.**
3. Provide X and Y coordinates for four (4) property corners, using the state plane coordinate system.
 - **Katherine: Done. Please see the updates in the PDF, all corners were updated.**
4. Provide the location of building setback lines, as required by the City’s Zoning Ordinance and indicated by dashed lines on the plat, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries. As per Manor Code of Ordinance Chapter 14 Section 14.02.007 \
 - **Katherine: Building setback lines were updated. Per Tyler: “The second part of comment #4 is a standard comment that the City of Manor uses, based on this Short Form Final Plat, since there are already existing utilities in the area (within existing easements) no additional easements are required.”, hence no additional easements are required.**
5. A sidewalk is needed to be proposed along North Bastrop Street, if you have any questions you can defer to Scott Dunlop.
 - **Katherine: Since the sidewalk will be proposed during the construction, we added Notes 15 “15.A SIDEWALK IS NEEDED TO BE PROPOSED ALONG NORTH BASTROP STREET.”**
6. Provide the following note “Performance and maintenance guarantees as required by the City”.
 - **Katherine: Done. Please see Notes 16. “16: PERFORMANCE AND MAINTENANCE GUARANTEES AS REQUIRED BY THE CITY.”**

Please let me know if you have any questions.

Respectfully,



Katherine Chen
 Savvy ATX Realty



1500 County Road 269
Leander, TX 78641

P.O. Box 2029
Leander, TX 78646-2029

Date: Monday, May 15, 2023

Katherine Chen
SAVVY ATX REALTY LIMITED LIABILITY COMPANY
100 Congress AVE STE 2000, Austin TX 78701
Austin TX 78701
katherine.chen@savvytech.us

Permit Number 2023-P-1522-SF
Job Address: 707 Bastrop, Manor 78653

Dear Katherine Chen,

We have conducted a review of the final plat for the above-referenced project, submitted by Katherine Chen and received by our office on April 19, 2023, for conformance with City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A, Article II, Section 24. The Plat appears to be in general compliance with City Ordinance requirements and we, therefore, take no exception to their approval as presented. Please submit TWO (2) mylar copies of the final plat along with a current tax certificate and a check made out to Travis County for the filing fees to the City of Manor for signatures. One mylar is for City records and the other is for Travis County.

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.
Lead AES
GBA



7/26/2023

City of Manor Development Services

Notification for a Subdivision Short Form Final Plat

Project Name: 707 Bastrop St Short Form Final Plat
 Case Number: 2023-P-1522-SF
 Case Manager: Michael Burrell
 Contact: mburrell@manortx.gov – 512-215-8158

The City of Manor Planning and Zoning Commission and City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Subdivision Short Form Final Plat with variances for 707 Bastrop St, Manor, TX. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a Short Form Final Plat for one (1) lot on .23 acres, more or less, and being located at 707 Bastrop St, Manor, TX with with variances from Manor Code of Ordinances, Chapter 14, Article 14.02, Division 2, Section 14.02.007(a) relating to lot width and lot setbacks and Manor Code of Ordinances, Chapter 10, Exhibit A, Article III, Section 45(8) relating to lot depth.

Applicant: SAVVY ATX REALTY LIMITED LIABILITY COMPANY
Owner: Wenkai Chen

The Planning and Zoning Commission will meet at 6:30PM on August 9,2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The Manor City Council will meet at 7:00PM on August 16, 2023 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 Subdivision Short Form Final Plat has been filed. Comments may be addressed to the email address or phone number above. Any communications received will be made available to the Commissioners during the discussion of this item.

MARTINEZ ORALIA
1301 CHICON ST 303
AUSTIN TX 78702-2154

CERON AMPARO PATRICIA C & MIGUEL ANEL
CASTILLO MENDIETA
305 W TOWNES ST
MANOR TX 78653-2107

PAZ NAUL MAURICIO & ZOILA MORE
1116 CANYON MAPLE RD
PFLUGERVILLE TX 78660-5808

JASMIN SHAKESPEARE & LINDA
PO BOX 455 MANOR TX 78653-0455

ECKART STEPHEN
PO BOX 170309
AUSTIN TX 78717-0019

JACKSON BONNIE & VSYNTHIA
%LENA MCCOY
PO BOX 985
MANOR TX 78653-0985

GUERRERO JOSE
& MAXIMINA CLEMENS
307 W TOWNES ST
MANOR TX 78653-2107

ROMERO RONALDO & ANTONIA
5808 HERON DR
BUDA TX US 78610

FORREST DELORES M
3262 KESTRAL WAY
SACRAMENTO CA 95833-9616

LOZANO BENJAMIN KEEF
8005 Briarwood Ln
Austin TX 78757-8111

SEPECO
PO BOX 170309
AUSTIN TX 78717-0019

BARRS PHYLLIS Y & SANDRA V
% S MCCARTHER LIFE ESTATE
13604 HARRIS RIDGE BLVD UNIT A
PFLUGERVILLE TX 78660-8892

TREJO GERARDO &
JENNIFER I BARAHONA DE TREJO
801 CALDWELL ST
MANOR TX 78653-3318

RIVER CITY PARTNERS LTD
501 E KOENIG LN
AUSTIN TX 78751-1426

SHAW HUGHIE L & RUBY L
8808 CINCH LN # 1060
AUSTIN TX 78724-5011

GARCIA EDWARD
PO BOX 452
MANOR TX 78653-0452

ROBINSON WALTER L
% CURTIS ROBINSON
3608 EAGLES NEST ST
ROUND ROCK TX 78665-1131

LUNA BENITA GONZALEZ
802 N BASTROP ST
MANOR TX 78653-5430

JOHNSON ONNIE MAE LIFE ESTATE
PO BOX 228
MANOR TX 78653-0228

MANOR INDEPENDENT SCHOOL
DISTR DISTRICT
PO BOX 359
MANOR TX 78653-0359

TURMAN THOMAS M
21609 UNION LEE CHURCH RD
MANOR TX 78653-5329



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 16, 2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Subdivision Short Form Final Plat for the Las Entradas North Subdivision, two (2) lots on 0.769 acres, more or less, and located at 13301 E US Hwy 290, Manor, TX and being filed with a variance from Manor Code of Ordinances, Chapter 10, Exhibit A, Article III, Section 45(6) and (7) relating to lot shape.

Applicant: Estacado Interests
Owner: Llano Las Entradas I, LLC

BACKGROUND/SUMMARY:

This plat has been approved by our engineer and it is filed with a variance that the Commission and City Council can consider.

This two-lot plat, along with the already platted adjacent Lot 2A in Las Entradas, forms a three-lot development. The developer has filed plans to modify the existing access and construct new access points in TxDOT-approved locations and construct proper fire lanes for new developments on these lots.

These lots do not fully comply with our lot standards that generally require rectangular-shaped lots. Lot 1, Block A is angled on its western boundary due to the existing 30' waterline easement and the eastern property boundary angles in response that the western property boundary's angle so the necessary parking and improvements for the proposed Lot 1 can be accommodated.

Planning and Zoning Commission voted approval 6-0

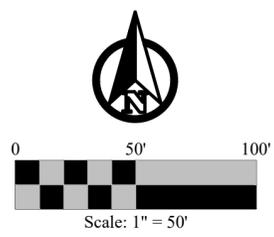
LEGAL REVIEW: Not Applicable
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- Plat
- Driveway site plan
- Engineer Comments
- Conformance Letter
- Notice
- Labels

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve a Subdivision Short Form Final Plat for the Las Entradas North Subdivision, two (2) lots on 0.769 acres, more or less, and located at 13301 E US Hwy 290, Manor, TX and being filed with a variance from Manor Code of Ordinances, Chapter 10, Exhibit A, Article III, Section 45(6) and (7) relating to lot shape.

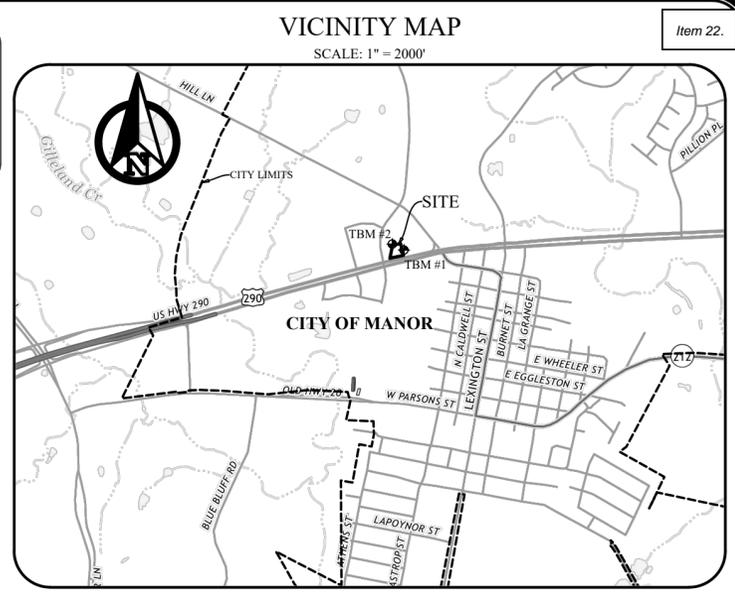
PLANNING & ZONING COMMISSION:	Recommend Approval	Disapproval	None
	X		



MONUMENTS / DATUMS / BEARING BASIS
Monuments are found if not marked MNS or CRS.
 CRS ○ 1/2" rebar stamped "JPH Land Surveying" set
 MNS ○ Mag nail & washer stamped "JPH Land Surveying" set
 TBM ○ Site benchmark (see vicinity map for general location)
 "+-+" "±" cut in concrete
 ○ 1/2" rebar stamped "JPH Land Surveying" set at lot corner
 Coordinate values, if shown, are US.SyFt./TxCS./83,CZ
 Elevations, if shown, are NAVD'88 (Geoid 18)
 Bearings are based on the TxCS./83,CZ
 Distances & areas shown are represented in surface values
TYPE I ○ TxDOT Right of Way tapered concrete monument.

LEGEND OF ABBREVIATIONS
 US.SyFt. United States Survey Feet
 TxCS./83,CZ Texas Coordinate System of 1983, Central Zone
 NAVD'88 North American Vertical Datum of 1988
 P.R.T.C.T. Plat Records of Travis County, Texas
 O.P.R.T.C.T. Official Public Records of Travis County, Texas
 D.R.T.C.T. Deed Records of Travis County, Texas
 VOL/PAGE/INST# Volume/Page/Instrument Number
 POB/POC Point of Beginning/Point of Commencing
 ESMT/BL Easement/Building Line
 AE Access Easement
 UE Utility Easement
 DE Drainage Easement
 LE Landscape Easement
 * Easement/Setback Hereby Dedicated by this Plat

LEGEND OF LINE TYPES
 - - - - - EASEMENT LINE
 - - - - - DEED/ADJOINER LINE
 - - - - - BUILDING SETBACK LINE
 - - - - - BOUNDARY LINE



FINAL PLAT OF LAS ENTRADAS NORTH 9900

A SUBDIVISION OF 0.769 OF AN ACRE
 SITUATED IN THE
 JAMES MANOR SURVEY NO. 40, ABSTRACT NO. 546
 CITY OF MANOR
 TRAVIS COUNTY, TEXAS

PREPARED: SEPTEMBER 2022

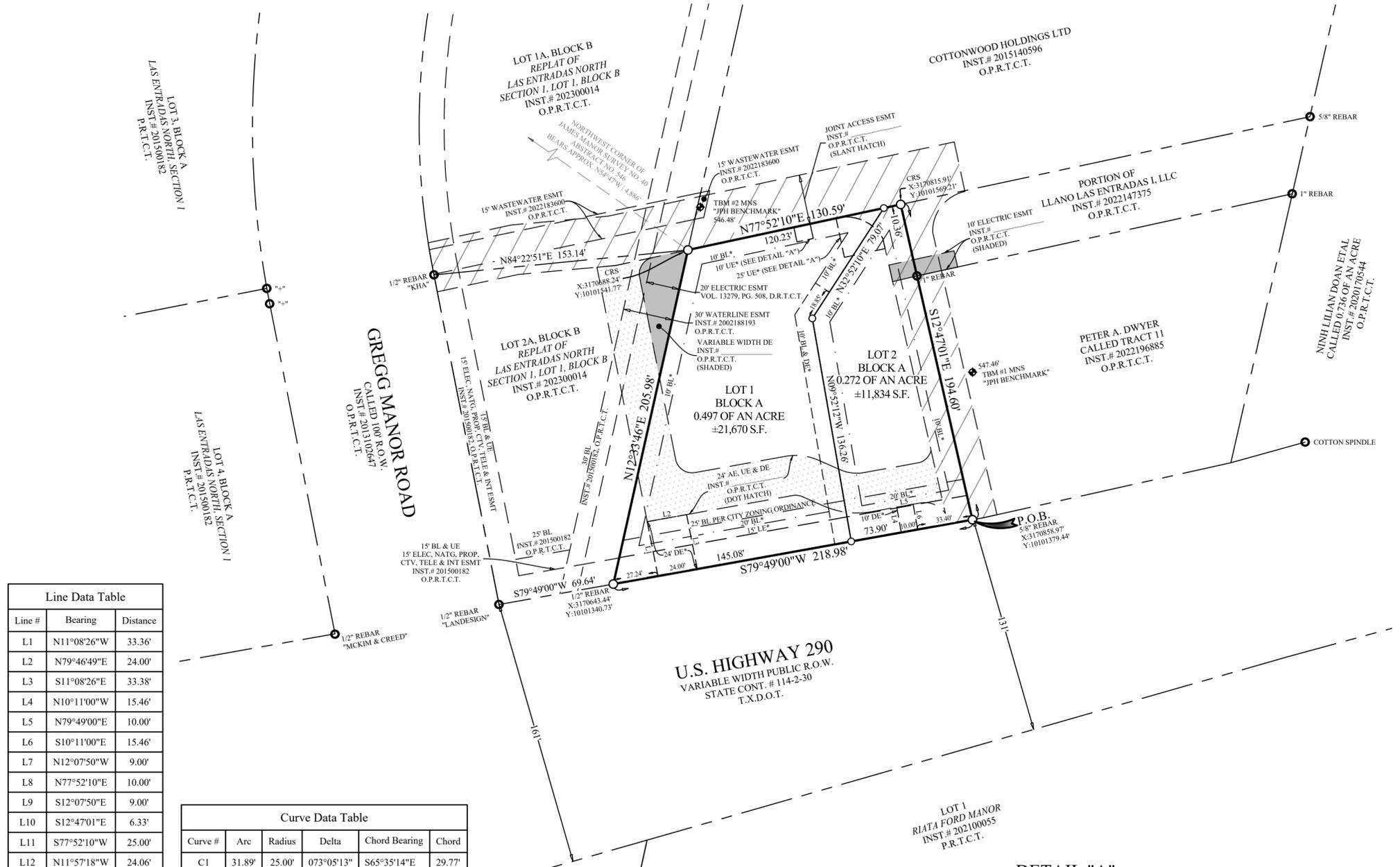
TOTAL NUMBER OF BLOCKS: 1
 TOTAL NUMBER OF LOTS: 2
 TOTAL ACREAGE: 0.769
 LINEAR FEET OF STREETS: NONE
 PROPOSED USE: COMMERCIAL

OWNER:
 Llano Las Entradas I, LLC
 1537 Singleton Boulevard
 Dallas, Texas 75212

SURVEYOR:
 JPH Land Surveying, Inc.
 1516 E. Palm Valley Blvd, Ste. A4
 Round Rock, Texas 78664
 (817) 431-4971

ENGINEER:
 Triangle Engineering LLC
 1784 W. McDermott Drive, Ste. 110
 Allen, Texas 75013
 (469)-331-8566

DEVELOPER:
 Estacado Interests
 1537 Singleton Blvd.
 Dallas, Texas 75212

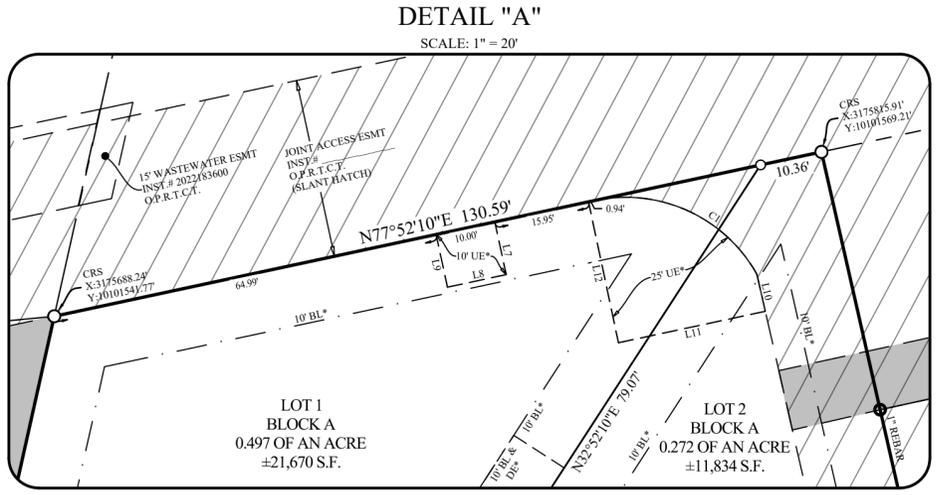


Line Data Table

Line #	Bearing	Distance
L1	N11°08'26"W	33.36'
L2	N79°46'49"E	24.00'
L3	S11°08'26"E	33.38'
L4	N10°11'00"W	15.46'
L5	N79°49'00"E	10.00'
L6	S10°11'00"E	15.46'
L7	N12°07'50"W	9.00'
L8	N77°52'10"E	10.00'
L9	S12°07'50"E	9.00'
L10	S12°47'01"E	6.33'
L11	S77°52'10"W	25.00'
L12	N11°57'18"W	24.06'

Curve Data Table

Curve #	Arc	Radius	Delta	Chord Bearing	Chord
C1	31.89'	25.00'	073°05'13"	S65°35'14"E	29.77'



JPH Job/Drawing No. (see below)
 2022.143.003 9900 HWY. 290, Manor, Travis Co., TX- PLAT R3.dwg
 © 2023 JPH Land Surveying, Inc. - All Rights Reserved
 1516 E. Palm Valley Blvd., Ste. A4, Round Rock, Texas 78664
 Telephone (817) 431-4971 www.jphlandsurveying.com
 TBPELS Firm #10019500
 DFW | Central Texas | West Texas | Houston

BENCHMARKS:
 The first site benchmark (TBM #1) is a mag nail with metal washer stamped "JPH BENCHMARK" set in a concrete sidewalk, located approximately 87 feet northwesterly from the north right-of-way line of U.S. Highway 290, and approximately 306 feet northeasterly from the east right-of-way line of Gregg Manor Road. Benchmark Elevation = 547.46' (NAVD'88). See vicinity map for general location.
 The second site benchmark (TBM #2) is a mag nail with metal washer stamped "JPH BENCHMARK" set in concrete, located approximately 214 feet northwesterly from the north right-of-way line of U.S. Highway 290, and approximately 165 feet northeasterly from the east right-of-way line of Gregg Manor Road. Benchmark Elevation = 546.48' (NAVD'88). See vicinity map for general location.



1500 County Road 269
Leander, TX 78641

P.O. Box 2029
Leander, TX 78646-2029

Date: Monday, November 7, 2022

Cannon Maki
Estacado Interests
1537 Singleton Blvd
Dallas 75212
cannon@estacadointerests.com

Permit Number 2022-P-1475-SF
Job Address: Las Entradas North, , LA.

Dear Cannon Maki,

The first submittal of the LAS ENTRADAS NORTH 9900 A SUBDIVISION - Short Form Final Plat (*Short Form Final Plat*) submitted by Estacado Interests and received on June 26, 2023, 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 (737) 247-7557 or by email at pgray@gbateam.com.

1. ~~A tax bill was provided.~~ **A TAX CERTIFICATE is required to be submitted. Certification from all applicable taxing authorities that all taxes due on the property have been PAID is required.**

2. ~~The P&Z Chairperson is Julie Leonard.~~

3. ~~The Mayor is Dr. Christopher Harvey.~~

4. ~~The City Secretary is Lluvia Almaraz.~~

5. ~~Identification and location of proposed uses and reservations for all lots within the subdivision shall be provided. This needs to be provided on the final plat.~~

6. ~~Gregg Manor road is spelled incorrectly.~~

7. ~~The ROW width of US 290 should be provided in lieu of stating the ROW varies.~~

8. ~~The County Clerk's signature block should be corrected. The signature information is on the plat twice.~~

9. ~~The title should be provided for anyone who will be signing the plat.~~

10. The location, dimensions, names, and descriptions of all existing and recorded streets, alleys, reservations, railroads, easements, or other public rights-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries, as determined from the current deed and plat records. The existing right

11/7/2022 10:28:40 AM
LAS ENTRADAS NORTH 9900 A SUBDIVISION -
Short Form Final Plat
2022-P-1475-SF
Page 2

~~of way width of any boundary street to the proposed subdivision shall also be shown. Document numbers should be added to the plat.~~

~~11. The property lines and number designations of all proposed lots and blocks, with complete bearings, distances, and dimensions for the front, rear, and side lot lines. The surveyor shall certify that all lots meet the City's minimum requirements set forth herein.~~

~~12. The location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries.~~

~~13. The P&Z Chairperson is LaKesha Small.~~

~~14. The Travis County Clerk is Dyana Limon-Mercado.~~

15. The City held a pre-development meeting for a proposed drive through restaurant at the corner of 290 and Gregg. If Lot 2 Block A is plotted as configured it would create a non-conforming lot because of an existing building on that lot that appears to be located within the side setback. The plat cannot be approved as it will create a non-conformity. Either the lot needs to be modified or the building will need to be moved. Commercial lots require 10' side setbacks to other commercial lots.

16. A comment response letter is required to be submitted in order for explanation as to how the comments have been addressed.

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.
Lead AES
GBA

Llano Las Entradas I, LLC
1537 Singleton Blvd.
Dallas, TX 75212

November 29, 2022

City of Manor – City Hall
ATTN: Scott Dunlop, AICP
105 E. Eggleston Street
Manor, TX 78653

Re: Comment Response Narrative – Final Plat of Las Entradas North 9900 A Subdivision of 1.275 of an Acre Situated in the James Manor Survey No. 40, Abstract No. 546 City of Manor, Travis County, Texas

- 1) Tax Certificates attached. Please let us know if we need to mail the physical copies
- 2) Updated signature block.
- 3) Updated signature block.
- 4) Updated signature block.
- 5) Lot use descriptions attached as separate file.
- 6) Gregg Manor road is now spelled correctly.
- 7) ROW width is now shown.
- 8) Updated signature block.
- 9) Titles added.
- 10) Included.
- 11) Included.
- 12) Included.

Sincerely,



Cannon Maki

C: 817-999-0491

E: cannon@estacadointerests.com



1500 County Road 269
Leander, TX 78641

P.O. Box 2029
Leander, TX 78646-2029

Date: Tuesday, December 27, 2022

Cannon Maki
Estacado Interests
1537 Singleton Blvd
Dallas 75212
cannon@estacadointerests.com

Permit Number 2022-P-1475-SF
Job Address: Las Entradas North,

Dear Cannon Maki,

The subsequent submittal of the LAS ENTRADAS NORTH 9900 A SUBDIVISION - Short Form Final Plat submitted by Estacado Interests and received on June 26, 2023, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B. We can offer the following comments based upon our review (satisfied comments stricken, new or outstanding comments in bold):

Engineer Review

The following comments have been provided by Pauline Gray, P.E.. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (737) 247-7557 or by email at pgray@gbateam.com.

1. ~~A tax bill was provided.~~ **A TAX CERTIFICATE is required to be submitted. Certification from all applicable taxing authorities that all taxes due on the property have been PAID is required.**
2. ~~The P&Z Chairperson is Julie Leonard.~~
3. ~~The Mayor is Dr. Christopher Harvey.~~
4. ~~The City Secretary is Lluvia Almaraz.~~
5. ~~Identification and location of proposed uses and reservations for all lots within the subdivision shall be provided. This needs to be provided on the final plat.~~
6. ~~Gregg Manor road is spelled incorrectly.~~
7. ~~The ROW width of US 290 should be provided in lieu of stating the ROW varies.~~
8. ~~The County Clerk's signature block should be corrected. The signature information is on the plat twice.~~

~~9. The title should be provided for anyone who will be signing the plat.~~

~~10. The location, dimensions, names, and descriptions of all existing and recorded streets, alleys, reservations, railroads, easements, or other public rights of way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries, as determined from the current deed and plat records. The existing right of way width of any boundary street to the proposed subdivision shall also be shown. Document numbers should be added to the plat.~~

~~11. The property lines and number designations of all proposed lots and blocks, with complete bearings, distances, and dimensions for the front, rear, and side lot lines. The surveyor shall certify that all lots meet the City's minimum requirements set forth herein.~~

~~12. The location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries.~~

~~13. The P&Z Chairperson is LaKesha Small.~~

~~14. The Travis County Clerk is Dyana Limon-Mercado.~~

15. The City held a pre-development meeting for a proposed drive through restaurant at the corner of 290 and Gregg. If Lot 2 Block A is plotted as configured it would create a non-conforming lot because of an existing building on that lot that appears to be located within the side setback. The plat cannot be approved as it will create a non-conformity. Either the lot needs to be modified or the building will need to be moved. Commercial lots require 10' side setbacks to other commercial lots.

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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. To access your project online, please go to www.mygovernmentonline.org and use the online portal to upload your drawings in PDF format.

Should you have questions regarding specific comments, please contact the staff member referenced under the section in which the comment occurs. Should you have questions or require additional information regarding the plan review process itself, please feel free to contact me directly. I can be reached by telephone at (737) 247-7557, or by e-mail at pgray@gbateam.com.

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Thank you,



Pauline Gray, P.E.
Lead AES
GBA



1500 County Road 269
Leander, TX 78641

P.O. Box 2029
Leander, TX 78646-2029

Date: Monday, March 20, 2023

Cannon Maki
Estacado Interests
1537 Singleton Blvd
Dallas 75212
cannon@estacadointerests.com

Permit Number 2022-P-1475-SF
Job Address: Las Entradas North,

Dear Cannon Maki,

The subsequent submittal of the LAS ENTRADAS NORTH 9900 A SUBDIVISION - Short Form Final Plat submitted by Estacado Interests and received on June 26, 2023, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B. We can offer the following comments based upon our review (satisfied comments stricken, new or outstanding comments in bold):

Engineer Review

The following comments have been provided by Pauline Gray, P.E.. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (737) 247-7557 or by email at pgray@gbateam.com.

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5. ~~Identification and location of proposed uses and reservations for all lots within the subdivision shall be provided. This needs to be provided on the final plat.~~
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Thank you,



Pauline Gray, P.E.
Lead AES
GBA



1500 County Road 269
Leander, TX 78641

P.O. Box 2029
Leander, TX 78646-2029

Date: Friday, May 26, 2023

Cannon Maki
Estacado Interests
1537 Singleton Blvd
Dallas 75212
cannon@estacadointerests.com

Permit Number 2022-P-1475-SF
Job Address: Las Entradas North,

Dear Cannon Maki,

The subsequent submittal of the LAS ENTRADAS NORTH 9900 A SUBDIVISION - Short Form Final Plat submitted by Estacado Interests and received on June 26, 2023, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B. We can offer the following comments based upon our review (satisfied comments stricken, new or outstanding comments in bold):

Engineer Review

The following comments have been provided by Pauline Gray, P.E.. Should you have any questions or require additional information regarding any of these comments, please contact Pauline Gray, P.E. by telephone at (737) 247-7557 or by email at pgray@gbateam.com.

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16. A comment response letter is required to be submitted in order for explanation as to how the comments have been addressed.

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Should you have questions regarding specific comments, please contact the staff member referenced under the section in which the comment occurs. Should you have questions or require additional information regarding the plan review process itself, please feel free to contact me directly. I can be reached by telephone at (737) 247-7557, or by e-mail at pgray@gbateam.com.

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Thank you,



Pauline Gray, P.E.
Lead AES
GBA



1500 County Road 269
Leander, TX 78641

P.O. Box 2029
Leander, TX 78646-2029

Date: Tuesday, June 27, 2023

Cannon Maki
Estacado Interests
1537 Singleton Blvd
Dallas 75212
cannon@estacadointerests.com

Permit Number 2022-P-1475-SF
Job Address: Las Entradas North,

Dear Cannon Maki,

We have conducted a review of the final plat for the above-referenced project, submitted by Cannon Maki and received by our office on June 26, 2023, for conformance with City of Manor Code of Ordinances Chapter 10, Section 10.02 Exhibit A, Article II, Section 24. The Plat appears to be in general compliance with City Ordinance requirements and we, therefore, take no exception to their approval as presented. Please submit TWO (2) mylar copies of the final plat along with a current tax certificate and a check made out to Travis County for the filing fees to the City of Manor for signatures. One mylar is for City records and the other is for Travis County.

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.
Lead AES
GBA



7/26/2023

City of Manor Development Services

Notification for a Subdivision Short Form Final Plat

Project Name: LAS ENTRADAS NORTH 9900 A SUBDIVISION - Short Form Final Plat
 Case Number: 2022-P-1475-SF
 Case Manager: Michael Burrell
 Contact: mburrell@manortx.gov – 512-215-8158

The City of Manor Planning and Zoning Commission and City Council will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Subdivision Short Form Final Plat for the Las Entradas North Subdivision located at 13301 E US Hwy 290, Manor, TX and being filed with a variance. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a Subdivision Short Form Final Plat for the Las Entradas North Subdivision located at 13301 E US Hwy 290, Manor, TX and being filed with a variance from Manor Code of Ordinances, Chapter 10, Exhibit A, Article III, Section 45(6) and (7) relating to lot shape.

Applicant: *Estacado Interests*
Owner: *Llano Las Entradas I, LLC*

The Planning and Zoning Commission will meet at 6:30PM on August 9, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The Planning and Zoning Commission will meet at 7:00PM on August 16, 2023 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 Subdivision Short form Final Plat has been filed. Comments may be addressed to the email address or phone number above. Any communications received will be made available to the Commissioners during the discussion of this item.

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

FRONTIER BANK OF TEXAS (1538664)
PO BOX 551
ELGIN TX 78621-0551

MANOR QUICK STOP INC (217593)
PO BOX 1232
MANOR TX 78653-1232

COTTONWOOD HOLDINGS LTD (176360)
9900 US HIGHWAY 290 E
MANOR TX 78653-9720

COTTONWOOD HOLDINGS LTD (1660278)
9900 HWY 290E
MANOR TX 78653-9720

NINH LILIAN DOAN ETAL (1855929)
1411 DEXFORD DR
AUSTIN TX 78753-1607

MANOR LODGING DEVELOPMENT LLC
(1940242)
29711 S Legends Village Ct
Spring TX 77386-2036

CVS PHARMACY INC (563231)
1 CVS DR UNIT 11210 01
WOONSOCKET RI 02895-6146

K-N CORPORATION (1282419)
1717 W 6TH ST STE 330
AUSTIN TX 78703-4791

RIVER CITY PARTNERS LTD (109336)
501 E KOENIG LN
AUSTIN TX 78751-1426

LAS ENTRADAS DEVELOPMENT (1335894)
9900 US HIGHWAY 290 E
MANOR TX 78653-9720

GABS INC (1676601)
407 TALKEETNA LN
CEDAR PARK TX 78613-2532

MANOR INDEPENDENT SCHOOL DISTR
(217594)
PO BOX 359
MANOR TX 78653-0359

SCOTT BAYLOR & WHITE HEALTH
(1720556)
301 N WASHINGTON AVE
DALLAS TX 75246-1754



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 16, 2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

First Reading: Consideration, discussion, and possible action on a Specific Use Permit for a Medical Clinic located at the southwest corner of US Hwy 290 and Gregg Manor Road, Manor, TX.

Applicant: StreetLevel Investments

Owner: SL Manor 290 LP

BACKGROUND/SUMMARY:

This property is zoned C-1 Light Commercial which permits office and medical uses with the approval of a Specific Use Permit. The proposed user would like to construct a Medical Clinic that offers 24-hour emergency care and has also proposed partnering with Travis County EMS to include a facility for their use. Their proposed site plan is for a 10,840 sf Medical Clinic, 990 sf EMS station, and 60 parking spaces. Access is proposed to be taken from the existing roadways of Gregg Manor Road (two access points) and Threshold Lane (one access point). No driveways on US 290 are proposed.

Planning and Zoning Commission voted approval 6-0

LEGAL REVIEW: Not Applicable

FISCAL IMPACT: No

PRESENTATION: No

ATTACHMENTS: Yes

- Letter of Intent
- Site Plan
- Aerial Image
- Notice
- Labels

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council approve the first reading of a Specific Use Permit for a Medical Clinic located at the southwest corner of US Hwy 290 and Gregg Manor Road, Manor, TX.

PLANNING & ZONING COMMISSION:	Recommend Approval	Disapproval	None
	X		



Manor Texas Specific Use Permit Narrative

Dear City of Manor Staff,

I respectfully am submitting this application for a Specific Use Permit for the property located at the southwest corner of US 290 and Greg Manor Rd. The subject site is shown below on **Exhibit A**.

StreetLevel Investments goals are to provide exceptional development and acquisition services benefiting our retailer, restaurant and medical user relationships, appropriate risk-adjusted returns to our capital partners, and deliver high quality developments and experiences for the communities they serve. StreetLevel Investments provides an investment perspective it describes as its Knowledge Advantage developed through its principals' 70+ combined years of development and investment experience. The StreetLevel principals previously held executive positions with Endeavor Real Estate Group and Staubach Retail and have participated in hundreds of transactions with a combined value in excess of \$1 Billion.

The current site is zoned C-1, and we are requesting an SUP for a Medical Clinic. The Medical Clinic use requires an SUP in all commercial districts within the City of Manor. The proposed Medical Clinic will be operated by St. David's and utilized as a Free-Standing Emergency Department. With a use like emergency departments, access is a critical component in site selection. The subject site is a perfect fit for this type of user, given the signalized intersection, accessibility is ideal for this user.

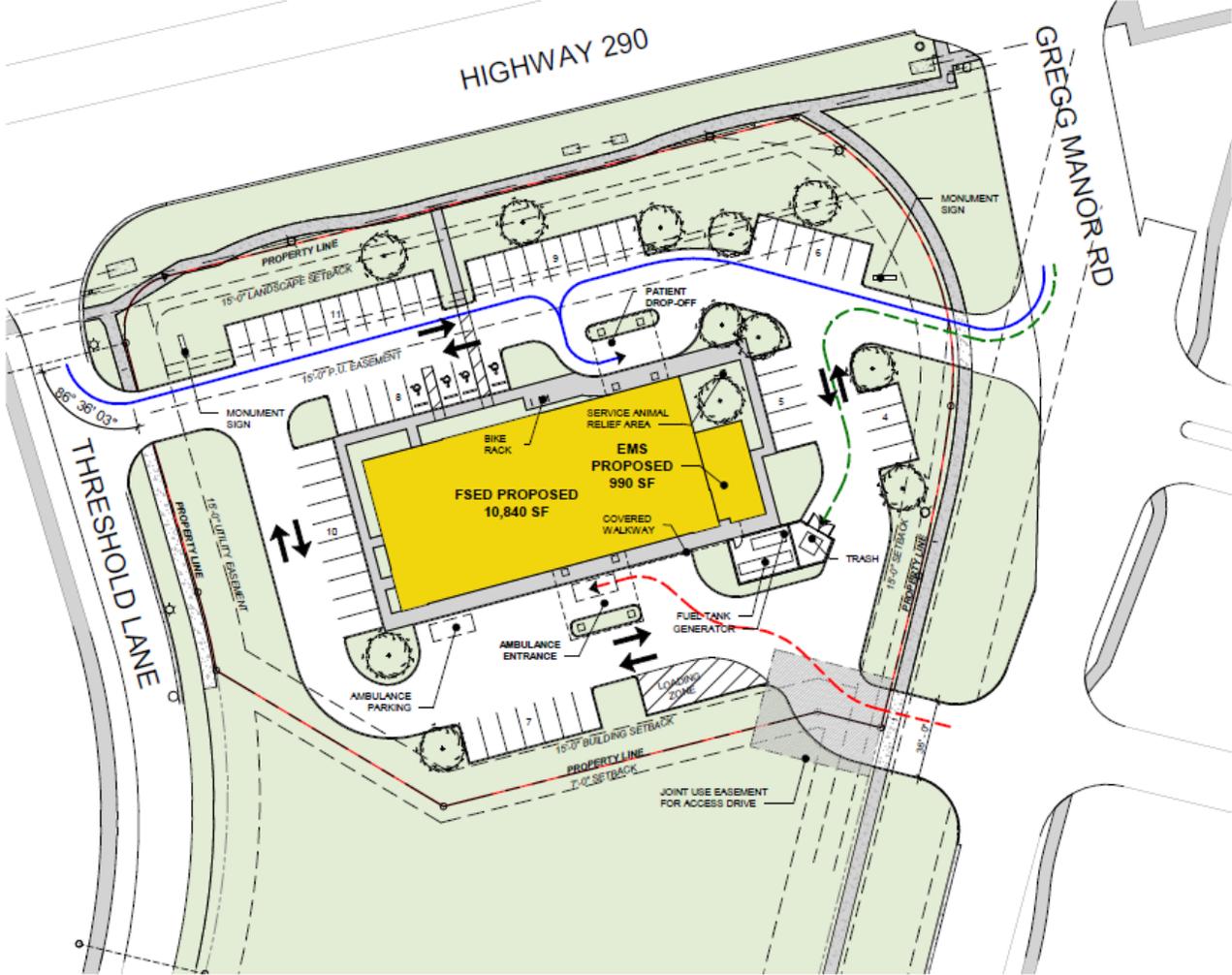
Free-Standing Emergency Departments also prefer sites with optimum visibility. Due to these requirements, this site makes obvious sense for this use, given the adjacent retail users like Auto Zone, Chevron, Texaco, Starbucks, Taco Bell, and Frontier Bank. We strongly believe this will be a quality development and user for the City of Manor and look forward to working with the City of Manor and St. David's on this excellent development.

EXHIBIT A



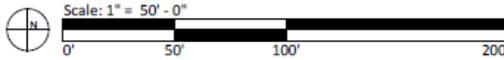
STREET LEVEL

EXHIBIT B

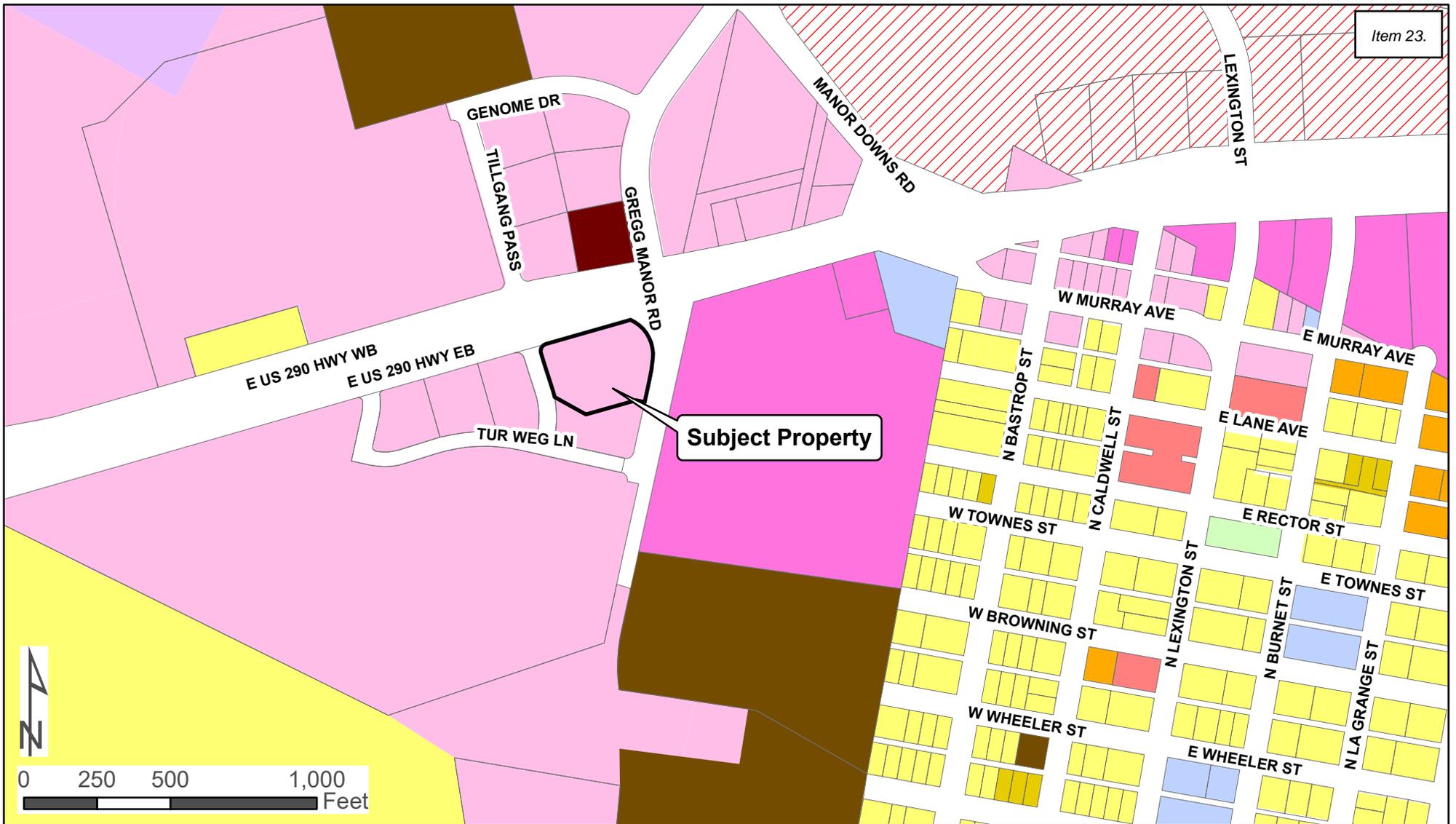


SITE INFORMATION	
ADDRESS	HWY 290 & GREGG MANOR RD MANOR, TEXAS 78853
ZONING	C-1 (NON-PERMITTED USE)
PLANNED USE	MEDICAL CLINIC
BUILDING INFORMATION	
BUILDING	10,840 G.S.F.
EMS BUILDING	990 G.S.F.
CANOPY/COVERED WALK	3,025 S.F.
TOTAL	14,855 G.S.F.
PARKING CALCULATION	
MINIMUM REQUIRED 1/200 SF	60 STALLS
TOTAL REQUIRED	60 STALLS
TOTAL PROVIDED	60 STALLS
ADA PROVIDED	4 STALLS
TOTAL LOT SIZE:	2.05 ACRES

SITE INFORMATION	
	VISITOR / PATIENT
	TRASH SERVICE
	AMBULANCE



SITE 2 TEST FIT - OPTION 2 UPDATED



Zoning:
Light Commercial (C-1)

Specific Use Permit:
Medical Clinic



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



7/26/2023

City of Manor Development Services

Notification for a Subdivision Concept Plan

Project Name: Medical Clinic Specific Use permit - Las Entradas South
 Case Number: 2023-P-1559-CU
 Case Manager: Michael Burrell
 Contact: mburrell@manortx.gov – 512-215-8158

The City of Manor Planning and Zoning Commission will be conducting a Regularly Scheduled meeting for the purpose of considering and acting upon on a Specific Use Permit for the Las Entradas Subdivision located at the southwest corner of 290 and Greg Manor Road, Manor, TX. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing on a Specific Use Permit for the Las Entradas Subdivision located at the southwest corner of 290 and Greg Manor Road, Manor, TX.

Applicant: StreetLevel Investments

Owner: SL Manor 290 LP

The Planning and Zoning Commission will meet at 6:30PM on August 9, 2023 at 105 East Eggleston Street in the City Hall Council Chambers.

The Manor City Council will meet at 7:00PM on August 16, 2023 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 Specific Use Permit has been filed. Comments may be addressed to the email address or phone number above. Any communications received will be made available to the Commissioners during the discussion of this item.

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

Las Entradas Development Corporation
9900 US HIGHWAY 290 E
MANOR TX, 78653

AUTOZONE TEXAS LP
123 S FRONT ST
MEMPHIS TN, 38103

RANDOLPH-BROOKS FEDERAL
UNION ATTN: ACCOUNTING
P.O. Box 2097
UNIVERSAL CITY TX, 78148

Item 23.

RIVER CITY PARTNERS LTD
501 E KOENIG LN
AUSTIN TX, 78751

FRONTIER BANK OF TEXAS
PO BOX 551
ELGIN TX, 78621

GABS INC
407 TALLEETNA LN
CEDAR PARK TX, 78613



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 16, 2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action awarding a bid for Plan Review and Inspection Services.

BACKGROUND/SUMMARY:

We solicited quotes from 4 companies to enter into a contract with the city for plan review and inspection services. The 4 companies are Bureau Veritas, ATS, Aoka, and SAFEBuilt. The city in the past used Bureau Veritas for inspection services but upon hiring an in-house inspector and plans examiner, they were only used when the inspector was on vacation. A few years ago, we moved those services to ATS, and in the past 2 years, we've used ATS for daily inspections. They account for about 30% of our daily inspections. Last fiscal year the City Council funded 2 inspector positions and a plans examiner position. We have only been able to fill one of those inspector positions. With our Building Official acting as plans examiner and inspector, along with one additional inspector, the workload is beyond their capacity, especially for plan review. This promoted the department to explore other companies that could perform plan review and inspection services for the city until such time as we are fully staffed. Once fully staffed the chosen company would be used on an as-needed basis.

The quoted fees within each company's proposals were combined into a single chart and example projects are provided to show what the city charged in plan review (building) and inspections fees and the estimated charges from each company based on their provided fees. The example projects are: Grassdale Apartments, Whole Foods Cold Storage Dist. Center, Bank of America, and a Single-Family Home. SAFEBuilt was the lowest for the Grassdale Apartment, Bank of America, and Single-Family home and ATS was the lowest for the Whole Foods Dist. Center. The plan for this service is for the chosen company to be provided a new project when it comes in for both plan review and inspection services, so the combined rate on the table is what is evaluated. Also, larger commercial, multi-family, and industrial projects are planned to be sent to the chosen company while smaller residential and commercial projects would remain in-house until we're fully staffed then most projects would remain in-house.

Staff recommends an award to SAFEBuilt and for the City Manager to execute a contract for their services. SAFEBuilt is more competitive on pricing for most project types, they provide 10-day turnaround times on reviews and 5-day for resubmittals and provide pre-submittal meetings to applicants at no cost. SAFEBuilt also provides Public Works and Fire Code reviews and inspections should we need those.

LEGAL REVIEW: Not Applicable – the contract will be reviewed pending award
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- Comparison Tables
- Quotes

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council award a Plan Review and Inspections Services bid to SAFEBuilt and for the City Manager to execute the contract for services.

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

Grassdale Apartments

Fee Type	ATS	AOKA	BV	SafeBuilt	Manor
Building	\$ 33,659.75	\$ 21,590.85	\$ 43,276.74	\$ 21,590.85	\$ 71,969.50
Inspection	\$ 32,400.00	\$ 12,960.00	\$ 66,500.70	\$ 21,600.00	\$ 25,920.00
Combo	\$ 66,059.75	\$ 68,522.65	\$ 109,777.44	\$ 43,190.85	\$ 97,889.50

Grassdale

	Valuation	Inspections
Total	\$ 33,405,000.00	432
Clubhouse	\$ 4,701.90	18
Maintenance	\$ 490.00	10
Building A	\$ 5,715.20	28
Building B	\$ 5,266.00	26
Building C	\$ 7,372.40	38
Building D	\$ 8,508.80	52
Building E	\$ 4,965.80	28
Building F	\$ 10,592.20	52
Building G	\$ 4,522.60	28
Building H	\$ 7,980.60	40
Building J	\$ 4,522.60	28
Building K	\$ 6,946.40	40
Garage	\$ 35.00	4

Whole Foods Cold Storage Distribution Center

Fee Type	ATS	AOKA	BV	SafeBuilt	Manor
Building	\$ 16,119.52	\$ 27,823.32	\$ 20,566.75	\$ 27,823.32	\$ 92,744.40
Inspection	\$ 2,625.00	\$ 1,400.00	\$ 31,604.87	\$ 1,750.00	\$ 2,800.00
Combo	\$ 18,744.52	\$ 66,881.08	\$ 52,171.62	\$ 29,573.32	\$ 95,544.40

Single Family Home

Fee Type	ATS	AOKA	BV	SafeBuilt	Manor
Building	\$ 75.00	\$ 270.00	\$ 200.00	\$ 175.00	\$ 900.00
Inspection	\$ 520.00	\$ 240.00	\$ 615.36	\$ 400.00	\$ 480.00
Combo	\$ 595.00	\$ 966.00	\$ 815.36	\$ 575.00	\$ 1,380.00

Bank of America

Fee Type	ATS	AOKA	BV	SafeBuilt	Manor
Building	\$ 2,945.65	\$ 1,057.35	\$ 3,510.06	\$ 1,057.35	\$ 3,524.50
Inspection	\$ 1,125.00	\$ 600.00	\$ 5,395.81	\$ 750.00	\$ 1,200.00
Combo	\$ 4,070.65	\$ 3,307.15	\$ 8,905.87	\$ 1,807.35	\$ 4,724.50

Whole Foods

	Valuation	Inspections
Total	\$ 14,941,596.00	35

Single Family Home

1500 SF	8
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Bank of America

	Valuation	Inspections
Total	\$ 1,074,368.30	15

Fee Type	ATS	AOKA	BV	SafeBuilt	Manor
<i>Residential</i>					
Inspection	\$65 - charge for each	50% of Manor Fee (\$35)	\$76.92/per address	\$50/stop - multiple combined	\$ 60.00
Plan Review Insp + Plan Review 0 - 1,500 sf	\$ 75.00	30% of Manor Fee (\$0.21 sf), third + review \$80/hour 70% of Manor Fee	\$ 200.00	\$175 new home, \$125 other plan review	.60/sf
1,501 - 10,000 sf			\$ 785.00 \$785 for 1500 sf + \$0.35 for each sf over		
10,000 + sf			\$3,760 for 10,000 sf + \$0.15 for each sf over		
<i>Commerical</i>					
Inspection \$1 - \$10,000	\$75 charge for each	50% of Manor Fee (\$40)	\$ 76.92	\$50/stop - multiple combined	\$ 80.00
\$10,001 - \$25,000			\$108.75 first \$10,000 + \$8.40 each \$1,000		
\$25,001 - \$50,000			\$234.75 first \$25,000 + \$6.06 each \$1,000		
\$50,001 - \$100,000			\$386.25 first \$50,000 + \$4.20 each \$1,000		
\$100,001 - \$500,000			\$596.25 first \$100,000 + \$3.36 each \$1,000		
\$500,001 - \$1,000,000			\$1,940.25 first \$500,000 + \$2.85 each \$1,000		
\$1,000,001 + Inspection Special Insp + Plan Review	Combo \$125.00	70% of Manor Fee 30% of Manor Fee (\$0.24 sf), third + review \$80/hour	\$3,365.25 first \$1,000,000 + \$1.89 for each \$1,000	\$225 project < 200k 30% of permit > 200k	\$ 0.70
Plan Review \$1 - \$10,000			\$ 50.00		
\$10,001 - \$25,000			\$70.69 first \$10,000 + \$5.46 each \$1,000		
\$25,001 - \$50,000			\$152.59 first \$25,000 + \$3.49 each \$1,000		
\$1 - 50,000	\$ 100.00		\$251.09 first \$50,000 + \$2.73 each \$1,000		
\$50,001 - \$100,000	\$100 first \$50,000, then \$3.50 for each \$1,000		\$387.59 first \$100,000 + \$2.19 each \$1,000		
\$100,000 - \$500,000	\$275 first \$100,000, then \$2.25 for each \$1,000 \$1,175 first \$500,000, then \$1.50 for each \$1,000		\$1,263.59 first \$500,000 + \$1.85 each \$1,000		
\$500,000 - \$1,000,000	\$1,925 first \$1,000,000, then \$0.95 for each \$1,000		\$2,188.59 first \$1,000,000 + \$1.23 each \$1,000		
\$1,000,001 +					
<i>Fire Code</i>					
Plan Review	No Fire Code			\$125/hour	
Less than \$6,250		\$ 200.00	\$ 200.00		
6,250 - 250,000		\$ 300.00	\$ 300.00		
250,001 - 500,000		\$ 425.00	\$ 425.00		
500,001 - 1,000,000		\$ 550.00	\$ 550.00		
1,000,000 - 3,000,000		\$ 800.00	\$ 800.00		
3,000,001 - 6,000,000		\$ 1,200.00	\$ 1,200.00		
6,000,001 +		\$1,200 + \$0.38 for each \$1,000	\$1,200 + \$0.38 for each \$1,000		
Inspections				\$80/stop	
Less than \$6,250		\$ 300.00	\$ 300.00		
6,250 - 250,000		\$ 425.00	\$ 425.00		
250,001 - 500,000		\$ 525.00	\$ 525.00		
500,001 - 1,000,000		\$ 675.00	\$ 675.00		
1,000,000 - 3,000,000		\$ 950.00	\$ 950.00		
3,000,001 - 6,000,000		\$ 1,425.00	\$ 1,425.00		
6,000,001 +		\$1,425 + \$0.38 for each \$1,000	\$1,425 + \$0.38 for each \$1,000		
<i>Public Works</i>					
Inspection	No Public Works			\$80/stop	
Plan Review		\$90/hour	2.5% of project cost	\$250/hour	
Insp + Plan Review		\$90/hour	3% of project cost		

SAFEbuilt.



Together, we design, build, and create beautiful places
We partner with the business community for their development and infrastructure needs to support initiatives that ensure projects, schedules, and budgets are realized.

PROFESSIONAL BUILDING SERVICES

Manor, TX

Tracy Rodriguez

SAFEbuilt Business
Developer, Building Official
(936) 647-6773
trodriguez@bbgcode.com

Sasha Landrigan

SAFEbuilt Sales Developer
(970) 237-2238
slandrigan@safebuilt.com

Craig Rush

SAFEbuilt Account
Manager
(469) 836-7587
crush@safebuilt.com

Kevin Taylor

SAFEbuilt Operations
Director
(972) 746-6671
ktaylor@bbgcode.com

SAFEbuilt Texas, LLC is pleased to present our proposal for professional plan review, building and civil inspections, and services for Manor. Accurate and timely plan reviews and inspections are critical to the safety of your city and the citizens who live there. SAFEbuilt offers efficient and effective solutions, using proven methods to deliver high customer satisfaction at a reasonable cost.

It is essential to choose a company with demonstrated experience capable of fully delivering the professional services needed for Manor. Our long-term experience with municipalities and developers throughout Texas provides SAFEbuilt with a thorough working knowledge of the requirements and expectations required in Manor. Our previous work provides us with the technical expertise needed to perform these services in a timely, well-qualified, and resourceful manner.

Our team consists of building service professionals, including permit techs, plan examiners, inspectors. We prioritize the education of our team ensuring they know the most updated codes along with completing and exceeding the required ICC-training hours with our internal SAFEbuilt Academy. Your city will be staffed with ICC-certified professionals who hold multiple licenses, including a State of Texas Plumbing Inspectors License.

We have 56 FTEs in the State, allowing us to provide professional residential and commercial plan review, and inspections services throughout Texas. We practice outstanding customer service, clarity, and communication with all our clients. SAFEbuilt is your local partner with the capacity to customize services to meet your needs. We will seamlessly implement services, delivering the solutions your community needs in a manner that elected officials and citizens desire and deserve.

We keep your city's development on schedule by staffing multiple plan examiners, and inspectors during periods of peak demand.

SAFEbuilt is excited to deliver outstanding professional building services to Manor. We enthusiastically present this proposal, which outlines our services and fees for your review and evaluation.

Thank you for your time and consideration in reviewing our qualifications. Please feel free to contact me with any questions at (970) 237-2238 or email slandrigan@safebuilt.com

Best Regards,
Sasha Landrigan



Sales Development Representative
SAFEbuilt Texas, LLC



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SAFEbuilt History

In 1992, SAFEbuilt began providing exceptional Community Development services to local governments. Today, we are a national leader performing value-added professional, technical, and consulting services in 31 states and the District of Columbia for the efficient delivery of third-party solutions.

While we started by simply providing construction inspections and plan reviews for several communities in Northern Colorado, our areas of service have expanded over the past 29 years to include:

✓ Full Service and Supplement Building Department	✓ Roof Inspections	✓ Accessibility Inspections
✓ Commercial & Residential Inspections	✓ Structural Inspections	✓ Substandard Structure
✓ Commercial and Residential Plan Review	✓ Electrical Inspections	✓ Accessory Building
✓ Education and Hospital Inspections and Plan Review	✓ Plumbing Inspections	✓ Irrigation
	✓ Mechanical Inspections	✓ Swimming Pool
	✓ HUD Inspections	✓ On-Site Sewage Facilities
	✓ Mobile Home	✓ Post-Disaster Inspections

Qualifications

Working together with your team, we will deliver services efficiently and accurately, meeting the service needs to keep the project on schedule. Your SAFEbuilt team is current with certifications and fully compliant with continuing education requirements. Also, our team is well-versed in understanding and working in compliance with the following: Texas Department of Licensing and Regulation, 2020 National Electrical Code (NEC), Texas State Board of Plumbing Examiners, 2015 and 2018 International Code Council (ICC), 2020 National Electrical Code (NEC)

Our team is committed to meeting all requirements, including all code years up to 2021

✓ 2021 International Building Code	✓ 2021 International Pool and Spa Code
✓ 2021 International Residential Building Code	✓ 2021 International Energy Conservation Code
✓ 2021 International Plumbing Code	✓ 2021 International Existing Building Code with Resource A
✓ 2021 International Fuel Gas Code	✓ 2021 International Fire Code and All Other Required Fire Codes
✓ 2021 International Mechanical Code	✓ 2021 ANSI Standards
✓ 2021 International Property Maintenance Code	✓ 2021 National Electric Code NFFA 70

The SAFEbuilt Approach

The SAFEbuilt Team is committed to a partnership-style approach to delivering services. Through clear and consistent communication, our promise to sustain quality services, and our ability to provide the necessary qualified staff for your needs, SAFEbuilt will maintain a continuously high customer satisfaction level—our top priority.

Our solid reputation as an industry leader demonstrates our knowledge, flexibility, and cost efficiencies, giving us the reliability, you need in a team. You'll find our people love what they do and eagerly contribute solutions and recommendations that are proven, time-tested and specific to your needs. Our staff recognizes that an educational, informative approach is the most effective way to improve the customer's experience. Our team brings virtually all skills and experiences needed to meet our clients' development management needs.

SAFEbuilt will provide the following services:

- ✓ Plan review of partial and preliminary plans and code interpretation assistance to identify potential issues as early as possible in the design and construction document production phases.
- ✓ Plan review staff to determine compliance with the Building, Mechanical, Electrical, and Plumbing codes as adopted by the Jurisdiction of Authority.
- ✓ Field inspections during the construction phases to determine compliance with Building, Mechanical, Electrical, and Plumbing codes adopted by the Jurisdiction of Authority.
- ✓ Provide needed resources to ensure inspection needs are met during periods of peak demand.
- ✓ Utilize our permit tracking system, CommunityCore, to record all inspections and notes.
- ✓ We will provide in-field consultations during scheduled inspection visits at no additional charge.

All SAFEbuilt Team Members will:

- ✓ Wear/display proper identification.
- ✓ Possess/maintain required certifications and are experienced performing compliant inspections and plan reviews.
- ✓ Be knowledgeable of the principles of design, local zoning, and topographical site plans.
- ✓ Remain proficient and knowledgeable of federal, state, and local laws, rules, regulations, directives, codes, and ordinances applicable to their work.
- ✓ Offer exemplary customer service while performing their duties and interacting with the other teams who are will be a part of the project.
- ✓ Always exhibit professional and courteous conduct and an appropriate appearance during interactions both on and off the job site.
- ✓ Meet all job safety requirements and OSHA safety standards.
- ✓ Be available to perform inspections during standard business hours. If services are needed outside of standard business hours, SAFEbuilt will arrange to provide these services for an additional fee. Any requests for services outside of standard business hours will require 48 hours of advance notice.

Plan Review Services

SAFEbuilt ensures submittals are properly coordinated and tracked by following an established internal plan check process. Each plan is entered into our database, processed, and returned to the client on time. Our plan tracking procedures track each submittal throughout the review process and maintain accurate and comprehensive records.

SAFEbuilt Plan Examiners/Reviewers will provide all services identified in the Plan Examiners/Reviewers' Scope of Work.

Some highlights of the Plan Examiners' responsibilities include:

- ✓ Screen and log each application to ensure timely routing to all plan reviews.
- ✓ Review submittals for compliance with all relevant requirements. The log serves as a tracking device to assure turnaround times and completeness of the review.
- ✓ Plan reviews will be done in accordance with Local, State, and Federal regulations with which local jurisdictions are mandated to enforce, as well as all codes and ordinances in effect.
- ✓ Preliminary consultations are provided to the applicant upon request to assist and guide them in the design and plan preparation process.
- ✓ The information shown on each permit application is verified.
- ✓ Construction valuation is based on information provided and compared to estimates provided by the applicant.
- ✓ Provide plan check management.
- ✓ Use compliance checklists during plan reviews.
- ✓ Provide (at a minimum) the following in the plan review letter:
 - Cite the applicable construction drawing sheet number(s).
 - Note code section(s) and provide the code language.
 - Provide a brief but concise comment explaining the identified issues.
- ✓ Provide design advice only in the context of achieving code compliance (written and verbal communication).
- ✓ We assure that corrections are handled within established timeframes and as succinctly and clearly as possible.
- ✓ We will help each project through the plan review process.
- ✓ All corrections are identified based on compliance with specified codes and regulations.
- ✓ Written corrections will be issued.

- ✓ Provide oral and written communications with project representatives, as needed.
- ✓ The authority having jurisdiction approves the development of any customized correction sheets.

Correction sheets for specific projects shall be forwarded along with a cover memo containing at a minimum, the following:

- ✓ The date(s) plans were received and reviewed by SAFEbuilt.
- ✓ The date(s) the applicant was notified of completed plan reviews.
- ✓ The name and telephone number of the applicant.

Plan Review Turnaround Times

We understand this project will have large plans to be reviewed. Thus, we will customize our turnaround times to meet your schedule. Our team will work directly with the designers to reach code compliance quickly and efficiently.

The following table outlines SAFEbuilt's proposed plan review turnaround times:

INSPECTION SERVICES	Inspections requested before 4:00 p.m. completed the following business day		
PRE-SUBMITTAL MEETINGS	Provide pre-submittal meetings to applicants by appointment		
PLAN REVIEW TURNAROUND TIMES	Provide comments within the following timeframes: Day 1 = first full business day after receipt of plans and all supporting documents		
	<u>Project Type:</u>	<u>First Comments</u>	<u>Second Comments</u>
	✓ Single-family	5 business days	3 business days or less
	✓ Multi-family	10 business days	5 business days or less
✓ All Commercial	10 business days	5 business days or less	
✓ OSSF	7 business days	5 business days or less	

Inspection Services

We work with you to develop a customized inspection notification process and inspection timeframes that meet your needs. We use a GPS routing program, ensuring that inspections are conducted efficiently and within the allotted time. Inspection checklists and building guides are accessible from the Inspector's iPad to assist customers in the field.

Some highlights of the Building Inspector's responsibilities include the following:

- ✓ Review all plans submitted before each inspection.
- ✓ Adhere to inspection times as scheduled.
- ✓ Verify approved plans are onsite and verify construction has not deviated from approved plans.
- ✓ Verify onsite condition is consistent with the appropriate records for square footage, setbacks, heights, and other requirements that may be applicable.

- ✓ Perform field inspections, including building, mechanical, electrical, and plumbing in accordance with the City's adopted ordinances, codes, and standards.
- ✓ Perform job site inspections and issue notices to contractors for cleanliness, tree protection, stormwater pollution prevention, and sanitation requirements as detailed in the city's code of ordinances.
- ✓ Use inspection checklists and codebooks during the inspections.
- ✓ Provide all required inspections and record the results for those inspections.
- ✓ Identify code violations per the national and state building codes, city codes ordinances, and local amendments.
- ✓ Work with contractors to facilitate appropriate remedies for code violations.
- ✓ Inspectors will result inspections on their tablets and review the reports and comments with the construction contractor onsite whenever possible.
- ✓ Provide the written inspection results to the Project Manager or their designee within a reasonable amount of time following the inspection, but not to exceed 24 hours.
- ✓ Provide Inspection reports to all parties.
- ✓ Maintain inspection logs and records.
- ✓ Perform work at a level of competency in accordance with industry standards.
- ✓ All inspections will be performed by ICC-certified personnel.

Code Knowledge

With our exceptional reputation and licensed professional staff, our team is ideally suited to meet your permitting goals and objectives. All staff is highly skilled and adept in their chosen disciplines. We provide:

- | | |
|---|------------------------------------|
| ✓ Registered Structural, Civil, and Electrical & Mechanical Engineers | ✓ ICC Certified Building Officials |
| ✓ International Code Council (ICC) Certified Building Plans Examiners | ✓ ICC Certified Inspectors |
| | ✓ ICC Certified Permit Technicians |

All our staff attends various training courses presented by such building organizations as the International Code Council (ICC). Many of our staff members are highly sought after to lecture, teach, and mentor. We also provide in-house training and cross-training to our staff on a regular basis. Through our dealings with other client building departments, our plan review staff is well trained in the use of multiple building permit software programs and permit application processes.

Personnel Qualifications

Due to our far reach across many states, we can utilize staff when/where needed, adjusting our service levels based on need. Hiring and retaining qualified staff is the foundation for any successful technical and customer-centric operation. Through our work with similar communities in Texas, as well as our valued staff longevity, you can be assured our team will provide the necessary resources, expertise, and customer-focused attitude throughout our work.

Team Members

Between our National Plan Review and Fire Code Review offices, Building Inspectors and Code Enforcers located in Texas, we are fully staffed with employees prepared to accommodate your plan reviews and inspection services.

Mr. Kevin Taylor joined SAFEbuilt in 2022, bringing more than 15 years of experience in Building Services Support roles. Mr. Taylor successfully ran the firm BBG, which was acquired by SAFEbuilt in 2022, when he joined us as the **State Operations Director**. His previous experience includes working in Bellaire, Baytown, and Jersey Village. Kevin's ICC certifications include Master Code Professional, Certified Building Official, and American Concrete Institute Concrete Field-Testing Technician Grade 1.



Mr. Bryan Surgi will also support the client in the role of **Building Official**. Mr. Surgi joined SAFEbuilt 2020 in the role of Building Official. Mr. Surgi has a strong background in building inspections starting with field service as an Electrician in 1998 and before coming to SAFEbuilt he was the Building Official Hutto



KEVIN TAYLOR, ICC, CBO, MCP

Texas Operations Director

Kevin is a construction professional with more than 15 years of experience in residential and commercial construction as an Inspector, Plans Examiner, Supervisor, and Manager. He is one of just over 800 individuals in the country to have achieved the status of Master Code Professional and one of the few individuals in the State of Texas to be both a Licensed Plumbing Inspector and Master Code Professional.

Kevin's inspection experience includes quality control for all phases of commercial and residential construction, infrastructure, environmental construction, and projects for both public and private-sector clients.

EXPERIENCE

- **Contract Services for Plan Review and Inspection Services** City of Rosenberg
- **Contract Services for Plan Review and Inspection Services** City of Bellaire
- **Contract Services for Plan Review and Inspection Services** City of Baytown
- **Contract Services for Plan Review and Inspection Services** City of Dickinson
- **Contract Services for Plan Review and Inspection Services** City of Jersey Village
- **Houston Area Manager** Energy Inspectors Corp. | June 2014 – March 2016
- **Senior Plans Examiner** City of Baytown | Nov 2012 – June 2014
- **Municipal Operations Manager** Building Code Consulting Services | Nov 2011 – Dec 2012

LICENSES & CERTIFICATIONS

American Concrete Institute Concrete Field-Testing Technician Grade 1
 International Code Council (ICC)
 Certified Building Official (CBO)
 Master Code Professional (MCP)
 Accessibility Inspector
 Accessibility Plans Examiner
 Combination Inspector
 Building Plans Examiner
 Building Inspector
 Commercial Electrical Inspector
 Commercial Energy Inspector
 Commercial Energy Plans Examiner
 Commercial Mechanical Inspector
 Commercial Plumbing Inspector
 Commercial Building Inspector



Kevin Taylor's Résumé, page 2

Plumbing Plans Examiner

Mechanical Plans Examiner

Residential Electrical Inspector

Residential Plumbing Inspector

Residential Mechanical Inspector

Residential Energy Inspector

Residential Plans Examiner

Residential Building Inspector

Texas State Board of Plumbing Examiners

Licensed Plumbing Inspector #3082

Texas Flood Plain Management Association Certified Flood-Plain Manager (CFM) #2480-13N



BRYAN C SURGI

Construction
Administrator

Construction
Inspector

EDUCATION

**Associates of Science
Electronic Engineering**
R.E.T.S., Metairie, LA
1993

CERTIFICATIONS

ICC certified Building Official.

ICC certified Combination
inspector (Building, Electrical,
Plumbing and Mechanical)

Texas state licensed
plumbing inspector

PROFESSIONAL EXPERIENCE

- **Building Official**, SAFEbuilt, LLC, Austin, TX, June 2020 to Current
- **Construction Administrator / Construction Inspector**,
DBR Engineering Consultants, INC, 2018 to Current
 - Inspect renovation and new construction commercial construction projects including but not limited to, Austin ISD schools, hospitals, low rise buildings and retail centers. Prepare detailed observation reports that include a narrative for corrective action. Review RFIs and proposal request for change orders. Observe M.E.P. work to verify engineering specifications and code compliance are being followed. Review and document project material submittals. Attend equipment startups to ensure correct procedures are followed.
- **Chief Building Official**, City of Hutto, TX, 2017 to 2019
 - Accepts management responsibility for activities, operations and services of the Building Division; directs, coordinates, reviews and participates in the work of professional and technical employees and contract personnel to ensure that codes are property enforced with uniformity, equity, and safety; provides interpretation and decisions on applicable codes, rules, regulations and technical problems of enforcement; monitors plan check flow; coordinates activities with other City departments, outside agencies, contract service providers and organizations.
 - Performs residential and commercial plan review
 - Performs residential and commercial inspections to ensure code requirements are followed.
- **Chief Building Official**, City of Harahan, LA, 2015-2017
 - Accepts management responsibility for activities, operations and services of the Building Division; directs, coordinates, reviews and participates in the work of professional and technical employees and contract personnel to ensure that codes are property enforced with uniformity, equity, and safety; provides interpretation and decisions on applicable codes, rules, regulations and technical problems of enforcement; monitors plan check flow; coordinates activities with other City departments, outside agencies, contract service providers and organizations.

- Performs residential and commercial plan review
 - Performs residential and commercial inspections to ensure code requirements are followed.
- **I.E.C.I.**, Metairie, LA , October 2011
 - Perform 3rd party electrical, mechanical, gas and building inspections.
 - Perform 3rd party construction and demolition consultations and inspection audits on residential and commercial buildings.
 - Perform 3rd party plan review to ensure national and local codes are followed.
 - Document inspections and ensure local governments receive inspection reports.
 - Train and mentor new inspectors.
 - Ensure inspections are scheduled and performed in a timely, efficient manner.
 - **Independent Software Consultant**, (Contract basis only not full time. Worked full time in construction industry), Houma, LA, June 2004 to October 2011
 - Design and implementation of software interface engines and EDI translation in hospital pharmacy and materials management departments.
 - Consulted for Intellidot corp, GHX, Patient Safe Solutions, West Jefferson Medical Center and Neoforma.
 - **Electrical Inspector**, City of New Orleans Inspection Dept. New Orleans, LA, March 2008 to February 2009
 - Perform residential and commercial electrical inspections
 - Perform electrical plan review
 - **Owner Partner**, Surgi Services, LLC, Metairie, LA, February 2007 – March 2011
 - Building and electrical general contractor
 - Renovated residential and commercial buildings to include electrical, mechanical and building trades.
 - Building and electrical general contractor
 - Renovated residential and commercial buildings to include electrical, mechanical and building trades.
 - **Interface Engineer / Field Service Technician**, Cardinal Health, San Diego, CA, May 1998 to June 2004
 - Design and implementation of software interface engines and EDI translation in hospital pharmacy and materials management departments.
 - Repaired or replaced computer and network equipment in hospital environment
 - **Bio-Med Engineer / Electrician**, Natchez Regional Medical Center Natchez, MS, February 1996 to May 1998
 - Maintain hospital medical equipment.
 - Maintenance electrician

NATHAN DUDLEY

Lead Inspector

ICC CERTIFICATIONS

Building Inspector
 Combination Inspector
 Commercial Building Inspector
 Commercial Combination
 Inspector
 Commercial Electrical Inspector
 Commercial Mechanical Inspector
 Commercial Plumbing Inspector
 Electrical Inspector
 ICC / AACE Property Maintenance
 and Housing Inspector
 Mechanical Inspector
 Plumbing Inspector
 Residential Building Inspector
 Residential Combination Inspector
 Residential Electrical Inspector
 Residential Mechanical Inspector
 Residential Plumbing Inspector

LICENSES

**Texas State Board of Plumbing
 Examiners**
 Plumbing Inspector License
 #I-2902

CONTINUING EDUCATION

NFPA 99C Medical Gas & Brazing
 (attended 40-hour course)
 Cross Connection Control and
 Backflow Prevention
 (attended 40-hour course)
 Basic Code Enforcement
 (attended 36-hour course)

EXPERIENCE

- **Inspector** SAFEbuilt, LLC | 06/2020 to Present
 - Perform assigned field inspections in accordance with adopted codes.
 - Collaborate with other inspectors to discuss code information and code interpretations to help ensure consistency of inspections.
 - Interpret and enforce the adopted building codes in a consistent manner for each jurisdiction assigned.
 - Document inspection results so that the information is clear, concise, complete, and understandable.
 - Perform inspections for existing client jurisdictions while identifying areas for improvement in customer service levels and implement changes with the approval of the Building Official.
 - Suggest/recommend procedures to improve operations.
 - Answer code related questions from builders and the general public.
 - Schedule/assign inspections, complete/result inspection tickets, generate and print out inspection tickets in jurisdiction relevant software package.
 - Attend jurisdictional board meetings, planning meetings or pre-construction meetings as required or requested.
 - Compensation for attending board and planning meetings after normal work hours is addressed under SAFEbuilt Ambassador Program.
 - Execute sound safety practices in the execution of daily activities and wear proper safety equipment at job sites. Keep safety equipment in proper working condition and notify supervisor of any malfunctioning or missing safety equipment.
- **Construction Manager** Caledonia Builders; Austin, TX | 12/2019 to 06/2020
- **Combination Inspector** Bureau Veritas; Austin, TX | 05/2011 to 12/2019
- **Combination Inspector** DPIS Engineering; San Antonio, TX | 02/2010 to 03/2011
- **Combination Inspector** City of Cibolo; Cibolo, TX | 03/2007 to 02/2010

SCOTT WILLIAMS

Building Official

LICENSES & CERTIFICATIONS

Certified Flood Plain Manager
 Electrical Plans Examiner
 Building Inspector
 Building Code Specialist
 Mechanical Plans Examiner
 Building Plans Examiner
 Commercial Mechanical Inspector
 Commercial Building Inspector
 Certified Building Official
 Residential Building Inspector
 Commercial Electrical Inspector

Scott is a construction professional with more than 16 years of experience in the building inspection and plan review services. He has worked as a Building Official for many communities and has implemented building codes while managing a team of Inspectors, Permit Clerks, and other building department staff.

Scott started his career in building services while working for a plumbing company. He also has experienced the importance of flood everyday management and building codes in terms of a natural disaster. In August 2017, the Houston Metropolitan Area suffered Hurricane Harvey, which unleashed a record amount of rainfall. With the adoption of building codes, drainage criteria, and improvements to drainage, the Houston area fared better than it would have otherwise.

EXPERIENCE

- **Building Official** City of Pearland | June 2017 – Feb 2022
- **Chief Building Official** City of Baytown | July 2012 – June 2017
- **Chief Inspector** City of Pasadena | Nov 2007– March 2011
- **Building Inspector** City of Seabrook | Jan 2005 – Nov 2007
- **Plumbing/Mechanical Inspector** City of Pasadena | Nov 2001 – Jan 2005



EVAN DUVALL, AICP

Planner

EDUCATION

University of California at Irvine

Masters of City and Regional
Planning
Bachelor of Arts in Social
Ecology

LICENSES & CERTIFICATIONS

American Institute Certified
Planners (AICP)
Commercial Energy Inspector
Commercial Energy Plans
Examiner
Commercial Building Inspector
Building Plans Examiner

PROFESSIONAL AFFILIATIONS

Member of Bike Houston
Member of Texas American
Planning Association

Evan has worked on a variety of current and long-range projects throughout his almost 10-year career as a Planner. This experience has enabled him to find solutions to complex problems whenever possible and work diligently on achieving the short and long-term goals of a City. He is responsible for all current and long-range functions for the City of Webster. Evan coordinates development projects with other departments, businesses, and staff. He manages planning projects from beginning to end.

Evan evaluates community issues and provides solutions for community issues such as food trucks, walking signs, fun-runs and sensitive land uses. He facilitates the long-range planning functions for the community, including the 2013-2014 update of the comprehensive plan, utilizing existing staff, and conducting community surveys. Evan coordinate and assists economic development to achieve the goals of the City's Comprehensive Plan and ensure an economically sustainable community.

EXPERIENCE

- **Planner II** City of Webster | July 2012 – July 2019
- **Planner II** City of Pearland | July 2010 – July 2012
- **Planner I** City of Las Vegas | September 2007 – May 2010



CHRIS TAYLOR, ICC

Project Inspector

LICENSES & CERTIFICATIONS

DSA Class 1 #2626

ICC Master of Special Inspections

ICC Reinforced Concrete Special
Inspector

ICC Structural Masonry Special
Inspector

ICC Pre-Stressed Concrete Special
Inspector

ICC Structural Steel & Welding
Special Inspector

ICC Structural Welding Special
Inspector

ICC Structural Steel and Bolting
Special Inspector

ACI Concrete Field-Testing Technician
Grade I

ICC Spray-Applied Fireproofing
Special Inspector

ICC Commercial Plumbing Inspector

ICC Residential Plumbing
Inspector

ICC Residential Building
Inspector

ICC Commercial Building
Inspector

ICC Building Plans Examiner

ICC Residential Electrical
Inspector

ICC Residential Mechanical
Inspector

ICC Commercial Mechanical
Inspector

Residential Combination
Inspector

Texas State Licensed
Plumbing Inspector #3662

Chris is a construction professional with 33 years of experience in commercial and publicly funded construction as an Inspector, Supervisor, Manager and Licensed General Contractor. He is certified in several disciplines of construction including a Master of Special Inspection and State of California DSA Class 1 Inspector. Chris' inspection experience includes Inspector of Record and Quality Control Manager for all phases of commercial and publicly funded construction primarily focused on K-12 construction projects in California.

Mr. Taylor's experience in quality control includes oversight of site preparation, reinforcement, concrete placement, framing, plumbing, electrical, and mechanical systems for additions, modernizations, remodel, and new K-12 schools and higher education, as well as commercial development.

RELEVANT EXPERIENCE

- General Construction
- Public and Private Works
- Pre-Construction Design
- Cost Estimation
- Scheduling



TONYA PALMER- MACHANN, ICC, CBCO

Senior Plans Examiner

EDUCATION

Texas Tech University
Certified Public Manager

LICENSES & CERTIFICATIONS

ICC Certified Building Inspector
ICC Certified Building
Code Official
ICC Certified Combination
Inspector
ICC Certified Plans Examiner
ICC Disaster Inspector's
Endorsement

Tonya is a dedicated Public Administrator with a 35-year career in City Government working with the general public, Builders, Architects, Engineers, and Developers to promote residential and commercial growth while gain compliance with numerous City-adopted building codes and ordinances.

Ms Palmer-Machann is a respected community leader and Director of code enforcement, building permits, inspections, and health departments, managing a team of 12, and working with numerous Division Managers, Service Area Managers, and City staff on various projects including code and ordinance adoptions. She is a seasoned Plans Examiner with over 15 years of commercial, industrial, and residential plan review experience.

EXPERIENCE

- **Building Official/Plans Examiner** City of Rosenberg | June 2009 – Dec 2017
- **Building Official** City of San Angelo | May 1983 – April 2009



JEFF TAYLOR, ICC

Senior Inspector I/ Plan Reviewer

LICENSES & CERTIFICATIONS

American Concrete
Institute Concrete Field-Testing
Technician Grade I
International Code Council (ICC)
Certified Building Official (CBO)
Master Code Professional (MCP)
Accessibility Inspector
Accessibility Plans
Examiner
Combination Inspector
Building Plans Examiner
Building Inspector
Commercial Electrical Inspector
Commercial Energy
Inspector
Commercial Energy Plans
Examiner
Commercial Mechanical Inspector
Commercial Plumbing Inspector
Commercial Building Inspector
Residential Electrical Inspector
Residential Plumbing Inspector
Residential Mechanical Inspector
Residential Energy
Inspector
Residential Plans Examiner
Residential Building
Inspector
Reinforced Concrete Special
Inspector
Residential Energy Plans Examiner

Jeff has 14 years of experience in the construction industry managing Quality Control and Quality Assurance. He has managed over 1 billion dollars in construction costs. Jeff has provided QA/QC management for healthcare, aviation, higher education, mixed use high rise, hospitality, and public works projects. His duties included developing and implementing a QA/QC plan, performing on-site inspections, and managing the commissioning and close out process.

EXPERIENCE

- **QA/QC Manager** Austin Commercial; Dallas, TX | April 2014 – September 2019
- **Inspector of Record** JT Inspection, Inc. | 2009 – March 2015



KYLE CHEW, ICC

Building Official

EDUCATION

Texas State Technical College

Associate of Science in
Construction Management

Kyle has 25+ years of experience in the construction industry as a Residential Building Inspector, Construction Manager, and Estimator. He has strong documentation, records retention, and work paper organizational skills.

Kyle's experience includes contract administration, scheduling, estimating, and construction cost reporting. He understands and interprets/ explains engineering designs, plans, specifications, and contract documents for projects. Kyle has the ability to manage people and resources effectively. He has excellent people skills and is able to communicate effectively with clients.

EXPERIENCE

- **Building Official** TX BBG Consulting, Inc. | Aug 2021- Present
- **Building Official** West University | 2009 – Aug 2021
- **Construction Consultant** Burgess Construction Consultants | 2005 - 2009
- **Owner** Houston Home Remodeling, LLC | 2003 - 2005
- **Construction Manager** Madison Custom Homes | 2002-2003
- **Estimator** Home Lumber & Hardware | 2000 - 2003
- **Construction Manager** Houston and Austin | 1983 - 2000

LICENSES & CERTIFICATIONS

ICC Certified Building Official
 ICC Commercial Mechanical Inspector
 ICC Commercial Plumbing Inspector
 ICC Residential Plans Examiner
 ICC Residential Building Inspector
 ICC Residential Mechanical Inspector
 ICC Residential Electrical Inspector
 ICC Residential Plumbing Inspector
 ICC Residential Plans Examiner
 ICC Residential Combination Inspector
 ICC Plumbing Inspector
 ICC Mechanical Inspector
 ICC Mechanical Plans Examiner
 ICC Plumbing Plans Examiner
 Texas Licensed Plumbing Inspector #3068
 TRCC Inspector #1242
 TREC License #4174
 NAHB Green Home Verifier
 2-10 HBW Inspector
 Zurn Pex Plumbing Certification #13072
 Certified Flood Plain Manager



VICKI MIKEL, ICC

**Inspector I/Planner I
/Accounts Manger**

EDUCATION

Norther Arizona University
Bachelor of Science in
Business Management

Alvin Community College
Associates Degree in Science

LICENSES & CERTIFICATIONS

ICC Fuel Gas Inspector
Residential Electrical Inspector
Residential Mechanical Inspector

Vicki is presently working toward her Plumbing certification and splits her time between the planning side, being responsible for account management, and in-field residential. She also assists Contractors in smoothly and efficiently working together to build and create more prosperity within the community.

EXPERIENCE

- **Contract Services for Plan Review and Inspection Services TX**
BBG Consulting, Inc. | 2015 – Present
– Vicki began at BBG Consulting in 2015 after a 15-year career in the medical field. At BBG Consulting, started as an Accounts Manager, then branching out to Planner I and Mechanical and Electrical Residential Inspector. She now works in Contract Services for Plan Review and Inspections.



EXHIBIT A – SCOPE AND FEE SCHEDULE FOR TEXAS SERVICES

1. FEE SCHEDULE

- 1.1. Beginning 24 months after the execution of this Agreement, and annually thereafter, the flat rates and lump sum rates listed shall be increased by 4.5% or based upon the annual increase in the Department of Labor, Bureau of Labor Statistics or successor thereof, Consumer Price Index (United States City Average, All Items (CPI-U), Not Seasonally adjusted, All Urban Consumers, referred to herein as the “CPI”) for the Municipality or, if not reported for the Municipality the CPI for cities of a similar size within the applicable region from the previous calendar year, such increase, however, not to exceed 4.5% per annum. The increase will become effective upon publication of the applicable CPI data. If the index decreases, the rates listed shall remain unchanged.
- 1.2. Consultant fees for Services provided pursuant to this Agreement will be as follows:

2. CODE REFERENCE

- 2.1. Plan Review and Inspection of commercial and residential construction to verify compliance with the Municipality’s locally adopted codes and amendments to those locally adopted codes and the International Building Code, International Residential Code, International Mechanical Code, International Fuel Gas Code, and the current edition of the National Electrical Code (or later versions as adopted by the Municipality), as published by the National Fire Protection Association.

3. PLAN REVIEW

- 3.1. Plan Review shall be performed within five (5) days of notification by the Municipality. All reasonable effort shall be made by Consultant to perform plan reviews when, at the request of the Municipality, there is a need for immediate services.

PLAN REVIEW FEES	
Residential Projects	
Residential Single-Family Home (New or Addition)	\$ 175 per plan review
OSSF (On-Site Sewer Facilities)	\$ 275 per plan review
Residential Miscellaneous (Remodel or other plan review)	\$ 125 per plan review
Commercial Projects	
Commercial Projects < \$200k project value	\$ 225 per plan review
Commercial Projects > \$200k project value	30% of Muni Comm Permit Fee

EXHIBIT A – SCOPE AND FEE SCHEDULE FOR TEXAS SERVICES

4. INSPECTIONS

4.1. Inspections shall be performed within 24 hours of notification by Municipality. All reasonable effort shall be made by Consultant to perform inspections when, at the request of Consultant, there is a need for immediate services. Such inspections shall be performed at no additional cost to Municipality. Consultant will provide next day inspection services for all inspection request received before 4 pm. Inspection only services for all projects will be provided on a stop per day basis fee as detailed in the table below:

INSPECTION FEES	
Residential and Commercial Building, Mechanical, Electrical, Plumbing – Local	
Price per stop	\$ 50 per stop
Residential and Commercial Civil – Local	
Price per stop	\$ 80 per stop
EXAMPLE OF A STOP – One Address, All Inspections = One Stop	
123 Alphabet Lane	Plumbing Rough - Electrical Rough - Mechanical Rough

5. HOURLY RATES – SERVICES BEYOND PLAN REVIEW AND INSPECTIONS

- 5.1. Consultant may provide Municipality with a qualified Floodplain Review, Building Official, City Planner, Fire Plan Review & Inspector, Civil Engineer, and Code Enforcement Officer to perform duties as needed.
- 5.2. Assist the Building Department in implementing procedures to make the building department more effective, advise and assist with engineering reviews, zoning ordinance review and edits, project management, code adoption or other services as requested. Consultant staff shall make a diligent effort to recommend and implement agreed upon improvements.
- 5.3. Municipality from time to time may request building code interpretation or explanation from the Consultant based on their expertise in this field. Even when Consultant is performing Building Official responsibilities for the Municipality, the final interpretive authority rests with the Municipality.
- 5.4. Consultant provides Code Enforcement Inspection Services on an as reported basis. Typically, this service includes investigations into a reported issue, attendance at council meetings for specific discussion, attendance at meetings to discuss known issue coming before municipality, attendance for representation of issue going before the municipal court, and assistance in code writing for issue prevention or enforcement process. For this service all time worked is on an hourly basis per fee schedule below.
- 5.5. These services detailed shall be performed at an hourly rate for a fee as detailed below:

HOURLY RATE SCHEDULE	
Building Official / City Planner	\$ 105 per hour
Fire Plan Review & Inspector	\$ 125 per hour
Civil Engineer	\$ 250 per hour

EXHIBIT A – SCOPE AND FEE SCHEDULE FOR TEXAS SERVICES



Proposal for Plan Review and Inspection Services (Building, Civil, Fire)

Prepared for:



Prepared: February 28, 2023



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COVER LETTER

February 28, 2023

Scott Dunlop, Director of Development
The City of Manor
105 E Eggleston St
Manor, TX 78653

Mr. Dunlop:

Aoka is pleased to present our proposal for building plan review and inspection services to the city of Manor. Our staff have a minimum of ten (10) years of experience and include licensed engineers and ICC certified professionals. Aoka will perform plan review and inspection services in accordance with all building codes adopted by the city.

We excel at leveraging technology and providing complete digital plan review services. We are experienced in My Government Online platform, we currently use MGO to report inspection results and plan review notes with several municipalities. Our clients have found these offerings save both time and money for their municipalities and their citizens, while improving customer service.

We perform services for single-family residential, multi-family residential, commercial, and industrial projects in numerous municipalities throughout the region and the United States. We hope to add the city of Manor to our list of highly satisfied clients.

At Aoka, we value high-quality customer service, timely job completion, quality work, and cost-competitive solutions. When you choose Aoka you will receive:

- Outstanding customer service and communication
- Licensed, certified, and experienced professional team members
- Technology driven processes – ensuring timely, accurate, and efficient project completion
- Industry leading turnaround times
- Detailed and thorough digital record generation, and delivery
- Cost-effective and unrivaled quality performance

Sincerely,

Ganesh Chapagain, CEO
713-962-0889
ganesh@aokaengineering.com



SCOPE OF SERVICES

We provide our services using a tri-fold approach - an **established process** that is **centered on technology** and uses **qualified people**.

We have extremely qualified plan examiners, inspectors and professional engineers on staff who have ICC certifications and/or licenses in their fields as well as decades of experience in residential, multi-family, commercial, municipal, and industrial projects. This includes **six Master Code Professionals** (the highest designation for code professionals), and **six Certified Building Officials**. Our staff has in-depth code knowledge and can review any kind of plans as well as solve any code problems that may arise. We pride ourselves on the quality of our work including detailed comments which reference and quote the relevant code.

We also have an established process centered on technology that reduces inefficiencies and allows us to turn plans around in industry leading times. We leverage technology to provide easy uploading of documents, digital plan examination, easy communication with contractors/homeowners and quick inspection reporting.

More details about our services can be found below:

Building Plan Review

Our building plan review service ensures building safety all the while helping contractors meet their construction goals. When a contractor submits a drawing of their building to us through the city, ICC professionals well versed in building safety codes will review it to ensure what is being planned to build is safe. We provide building plan review services at an industry leading **turn around time of 3-10 days**. With our expert plan review staff supported by our technology centered process, plans are reviewed accurately and timely.

All plans are eligible for electronic submission. The process is as follows:

- The city intakes the permit application with design documents.
- The project is submitted to us through the city's own system or through an easy upload to Aoka's website.
- Aoka's project manager is notified as soon as the city uploads the design documents.
- The project manager will assign the project to one or multiple relevant plan examiners.
- The plan examiners will review the design documents.
- The plan examiners upload their plan check report according to the direction of the city, either on the city's system or on Aoka's digital platform, which can be accessed by the city in real time.
- The project manager will review the plan check report to ensure quality.
- The city will be notified by email as soon as the plan examination and quality review is completed.
- The city will be able to access the plan check reports prepared by the plans examiner which can be distributed to the permit applicant. Transparency is key.

Building Inspection

Aoka will inspect all residential, commercial, multifamily and industrial projects, to ensure compliance with all model building codes adopted by the State of Texas and all local ordinances.



Aoka inspectors will:

- Maintain all necessary certificates and licenses.
- Provide the City with necessary information to determine what inspections are required for a given application.
- Perform inspections under the direction of Aoka’s Building Official.
- Complete inspections timely and courteously.
- Represent the City in a professional manner.
- Coordinate inspections with other City departments as necessary.
- Maintain specific records of completed inspections and inspection reports and transmit them in real time to the City.
- Assist in complaint investigations, hazardous building inspections, and assist the City in prosecuting violations.
- In addition to on-site inspections, Aoka offers a virtual inspection process. Virtual inspection increases efficiency and reduces costs, and we adhere to all ICC’s virtual inspection guidelines.

Public Works/ Civil Plan Review and Inspection

Aoka provides the highest-level of civil plan review and inspection services. Our staff has performed civil plan review for private subdivisions and development improvement plans for both on-site and public right-of-way improvements. Our review/inspections include, but are not limited to:

- Paving
- Lot Grading
- Retention Pond
- Drainage / Storm Sewer
- Sanitary Sewer
- Street Sign and Sidewalk
- Street Lighting
- Water Layout
- Erosion Control

Public Works Permit Service

Aoka can review residential, commercial, and industrial permit applications for public works permits – including water and sewer services, driveways, roadways, utility installation, and other work within the City’s right-of-way. Our staff can provide customer service and technical information for permit application process related questions, infrastructure requirements, and other public works issues within the City.

Stormwater Plan Review and Inspections

Aoka can provide a Qualified SWPPP Developer (QSD) for stormwater plan review. Plans will be carefully reviewed for compliance with all stormwater technical guidelines. We will review preventative maintenance plans and ensure they meet or exceed regulatory stormwater standards. Our staff has completed plan review for and inspected various treatment methodologies permitted by the C3 stormwater technical guidelines for public, private, and special projects. If needed, we can provide Certified Erosion and Sediment Control Lead (CESCL) training.



Floodplain Manager Service

Permits are required prior to any construction conducted in a floodplain designated by the Federal Emergency Management Agency as “AO,” “AE,” or “Floodway”. Our Floodplain Managers can process, verify, and approve floodplain development permits.

Fire Protection Plan Review and Inspection

Aoka can provide fire and life safety plan review and inspection services to the City of Manor. Our staff include ICC certified fire marshals and NFPA certified fire plans examiners who have performed comprehensive fire and life safety reviews. With proficiency in virtually all types of construction and occupancies, our team will review fire sprinkler system plan, fire alarm plan, fire suppression system plan, CO2 system plan, and fuel storage tank plan. Aoka can check for allowable height and area, fire restrictive construction, means of egress, fire access, hazardous materials, and smoke management systems.

Availability and Turnaround Times

We propose the following turnaround times for the services listed below:

- Plan Review (<\$5M valuation) -within 5 business days
- Plan Review (>\$5M valuation) -within 10 business days
- Plan Review Rechecks -within 3 business days
- Inspections -within 24 hours



REFERENCES

City of Kenedy, Texas

Scope: Building, fire, public works plan review and inspection
Completion Notes: Ongoing
Client Contact: Jamie S. Albiar, Building Official
830-299-0072
codecompliance@kenedytx.gov

City of Pleasanton, Texas

Scope: Building plan review and inspection
Completion Notes: Ongoing
Client Contact: John Rainey, Building Official
830-480-6363
jraney@pleasantontx.gov

City of Boerne, Texas

Scope: Building plan review
Completion Notes: Ongoing
Client Contact: Nathan Crane, Assistant Planning Director
830-248-1521
ncrane@boerne-tx.gov

City of Winona, Texas

Scope: Building, fire, and public works plan review and inspection
Completion Notes: Ongoing
Client Contact: Rachel Moreno, Mayor
903-316-0696
mayor@winonatx.gov

City of Desoto, Texas

Scope: Building inspection
Completion Notes: Ongoing
Client Contact: Esther Willaims, Assistant to the City Manager
469-354-6556
ewilliams@desototexas.gov

City of Longview, Texas

Scope: Commercial Building Plan Review
Completion Notes: Ongoing
Client Contact: Michael Sherley, Director of Development Services
903-237-1059
mshirley@longviewtexas.gov

PAST PROJECT EXPERIENCE HIGHLIGHTS

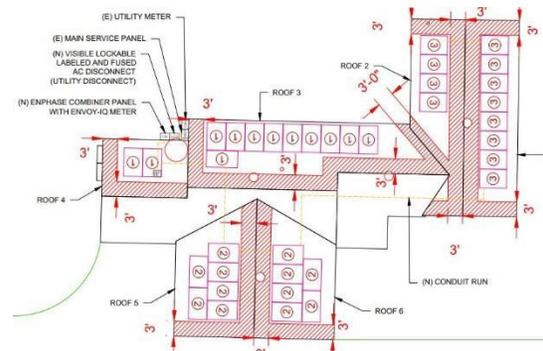
Our team has experience and knowledge in providing comprehensive plan review services. Technologically advanced-efficient digital plan review, industry leading turnaround times, and competitive cost is our hallmark. We have provided a sample of notable projects across multiple construction types.

Residential Solar

Location: Kenedy, Texas
 Date: 2021
 Valuation: \$58K
 Completion time: 1 day

Description

Plan review of a solar installation comprising roof mounting of 36 LG 375 solar panels and 36 IQ7+ micro inverters.



Commercial Construction Plan Review

RPGA Design Group Office

Location: Fort Worth, Texas
 Date: 2023
 Valuation: \$1M
 Sq. Ft.: 9496



Description

Review consisted of design documents to remodel an existing 3-story building to provide meeting and office space for a professional design firm.

HEB Grocery Store

Location: Kenedy, Texas
 Date: 2021
 Valuation: \$48K
 Completion time: 3 days



Description

Plan review of a commercial remodel. Review consisted of building, mechanical, electrical, and plumbing design documents.

Proposal for Plan Review and Inspection Services (Building, Civil, Fire) – Manor, Texas

Kenedy Meat Market & Bakery

Location: Kenedy, Texas
 Date: 2023
 Valuation: \$686K
 Sq. Ft.: 4994



Description

Plan review of a commercial new construction project. Review consisted of building (structural and non-structural), mechanical, electrical, plumbing, accessibility and civil design documents.

Multi-Family Construction Plan Review

One West Apartments

Location: West Haven, Utah
 Date: 2019
 Valuation: \$16M
 Completion time: 5 days



Description

Review consisted of plans to construct 512 units- 16 buildings multi-family complex. Each unit was roughly 1000 sq/ft. Review consisted of building (structural and non-structural), mechanical, electrical, and plumbing plans.

11 West Apartments

Location: West Haven, Utah
 Date: 2021
 Valuation: \$8.4
 Completion time: 4 days



Description

Review consisted of plans to construct 86 units- total 72,000 sq/ft of multi-family complex. Review consisted of building (structural and non-structural), mechanical, electrical, and plumbing plans.



FEE SCHEDULE

Aoka will bill the City the following percentage of the listed fees:

- Digital plan review and on-site inspection: 70% of the City of Manor’s most current adopted permit fees, and inspection fees (below).
- Digital plan review only: 30% of the City of Manor’s most current adopted permit fees and inspection fees (below).
- On-site inspections only: 50% of the City of Manor’s most current adopted permit fees and inspection fees (below).

Permit	Permit Fee	Insp Rate	Tech Fee
Residential Building Fees			
New building permit fee (1 and 2 family) Note: (1) Trade permits and Certificate of Occupancy are included in rates above. (2) \$100 Non-refundable application fee is included in rates above. (3) Minimum eight (8) inspections charged to each new residential building permit.	\$.60 per sq. ft.	\$60.00 each	\$30.00
Multi-Family Fees			
New building (MEP trade permits are the same as single-family)	\$.20 per sq. ft. Includes trades.	\$60.00 each	\$50.00
Commercial and Educational Building Fees			
Commercial building permit	\$.70 per sq. ft., includes trade permits	\$80.00 each	\$50.00

Additional Notes:

- Plan review includes an initial review and second review- as necessary. Subsequent review (if needed) will be billed at an additional hourly rate of \$80 with a prior approval from the city
- Expedited plan review fee: 150% of the regular plan review fee.



Commercial and Multi-Family Plan Review (Fire Alarm System & Fire Sprinkler System)

Valuation	Fee, Each System
Less than \$6,250.00	\$200.00
\$6,250.00 to \$250,000.00	\$300.00
\$250,001.00 to \$500,000.00	\$425.00
\$500,001.00 to \$1,000,000.00	\$550.00
\$1,000,001.00 to \$3,000,000.00	\$800.00
\$3,000,001.00 to \$6,000,000.00	\$1,200.00
\$6,000,000 and up	\$1,200.00 plus \$0.38 for each additional \$1000.00

Commercial and Multi-Family Inspection (Fire Alarm System & Fire Sprinkler System)

Valuation	Fee, Each System
Less than \$6,250.00	\$300.00
\$6,250.00 to \$250,000.00	\$425.00
\$250,001.00 to \$500,000.00	\$525.00
\$500,001.00 to \$1,000,000.00	\$675.00
\$1,000,001.00 to \$3,000,000.00	\$950.00



\$3,000,001.00 to \$6,000,000.00	\$1,425.00
\$6,000,000 and up	\$1,425.00 plus \$0.38 for each additional \$1000.00

Miscellaneous Fire Related Items	Hourly rate
Underground fire code plan review	\$90
Fuel storage tank plan review	\$90
Underground fire code inspection	\$120
Fire extinguisher inspection	\$120
Fire certificate of occupancy inspection	\$120
Fuel storage tank inspection	\$120
Annual fire safety inspection	\$120

Public Work Services

Plan review	\$90 per hour
Inspection	\$90 per hour



Response to a Request for Qualifications

By the

City of Manor Texas

Development Services Department

105 E. Eggleston St.

Manor, Texas 78653

For

Plan Review and Building Inspection Services

Contact Linda Brown (512)328-6995 ext. 115 linda_brown@ats-engineers.com

4910 West Hwy. 290, Austin, Texas 78735



TBPE FIRM REG. #2487
TBPLS FIRM REG. #10126000

4910 West Hwy 290
Suite 300
Austin, Texas 78735
512.328.6995
512.328.6996. Fax

Commercial and
Residential Engineering

- Structural
- Mechanical
- Electrical
- Plumbing

Rehabilitation Designs

Property Condition
Inspections

Land Surveying

Texas Accessibility
Standards (ADA)
Compliance Reviews
& Inspections

Certified Code
Compliance Inspectors
& Plan Reviewers

Energy Code Consulting
& Inspections
Green Building Consulting
& Certification

Construction Consulting

Letter of Interest (Pg. 3)

Plan Review and Inspection Capabilities (Pg. 4)

ATS Project Experience (Pg. 6)

Jurisdictional Experience (Pg. 9)

Resumes (Pg. 12)



December 27, 2022

Brad Schubert
ATS Engineers,
Inspectors & Surveyors
4910 West Hwy 290
Austin, TX 78735
(512) 328-6995 ext. 102
brad_schubert@ats-engineers.com

Scott Dunlop
Director Development Services
Manor, Texas

Dear Mr Dunlop,

On behalf of Arch Technical Services LLC., dba ATS Engineers, Inspectors & Surveyors (ATS), I am pleased to provide this Statement of Qualifications to provide Plan Review and Building Inspection Services for the City of Manor.

ATS is a registered engineering firm with the State of Texas. Our registration number is 2487. I, Brad Schubert, Chief Operating Officer, am authorized by ATS to contractually obligate the business for the purpose of this RFQ. You may contact Linda Brown, Business Development Manager, for clarification questions regarding this RFQ at 512-328-6995 ext. 115 or via email at linda_brown@ats-engineers.com.

Our mission is to be a valuable and dependable resource to our clients. We are dedicated to our clients' success and strive to distinguish ATS through our professionalism, commitment and integrity.

Sincerely,

Brad Schubert

Brad Schubert
Chief Operating Officer
ATS Engineers, Inspectors & Surveyors



Plan Review and Inspection Capabilities

ATS Engineers, Inspectors & Surveyors (ATS) currently represents over 43 local jurisdictions in Central Texas as their inspection and plan review authority. We have been providing these services for over 29 years. In 2022 ATS conducted over 600 commercial plan reviews and over 3,100 residential plan reviews. ATS also conducts over 99,000 code related inspections annually and provides code compliance and construction consulting to over 500 builders in central Texas.

Many of our jurisdictional clients utilize systems like **MyGovernmentOnline** and **MyGov**. ATS has experience working with these systems and works seamlessly within these frameworks to provide plan review and inspection documents.

Our staff of highly skilled, qualified and certified plans examiners, inspectors and engineers, equipped with reliable technology and support staff, are able to competently perform plan reviews and inspection services for multiple building types and uses. Commercial Building Typologies reviewed and inspected include, but are not limited to the following: Hotel/Motel; Retail; “Big Box” Retail; Restaurant; Industrial/Warehouse; Office; Medical; Daycare; Multifamily; Mixed-Use; Assisted Living Facility; Church/Civic; numerous Schools – and associated facilities (auditorium, theater, gymnasium, cafeteria, stadium, fields, etc.); Fire Station; Military Facilities; and Air Field/Hangar.

ATS’ staff is also highly qualified with decades of collective Plan Review, Inspection, Engineering, Architectural and Construction Consulting experience plus extensive certifications and training. Our Plan Review Department Manager is an International Code Council (ICC) Certified Building Official and Registered Accessibility Specialist. With the diversified support of our MEP and Structural Professional Engineers, an in-house Architect, a Registered Professional Land Surveyor and other certified and experienced employees, we have all the “tools” required to provide outstanding plan review and inspection services.

In addition to Plan Review and Inspection Services, ATS offers a full complement of engineering disciplines including Land Survey, Structural, and MEP. We are a consulting engineering firm that provides services to commercial, industrial, retail, and residential clients. ATS consistently works with local municipalities in the roles of Building Official.



ATS' mission is to be a valuable and dependable resource to our clients. We are dedicated to our client's success and strive to distinguish ATS through our professionalism, commitment and integrity.



Confidential

ATS Project Experience

Our Plan Review and Inspection Departments have extensive experience performing code compliance plan review, inspections, accessibility reviews (TAS), and energy compliance reviews and ratings for all sizes of residential and commercial projects. We have been providing plan review and inspection services for over 29 years. The following is a partial list of projects ATS has provided services:

Manor ISD Plan Review and Inspections New Senior High School

14832 FM973
Manor, Texas 78653
\$42,958,034 Project Cost
Started 2016. Completion September 2018

Client Contact:

Bob Farmer with AG/CM inc.
11503 Jones Maltzberger Road
San Antonio, Texas 78216
bfarmer@agcm.com

Hays Consolidated ISD Plan Review and Inspections McCormick Middle School – Renovations and Additions

5700 Dacy Lane
Buda, Texas 78610
\$7,800,000 Project Cost
Started 2021. Completion August 2022

Client Contact:

Erin Van Doren with O'Connell Robertson Architects
811 Barton Springs Road, Suite 900
Austin, Texas 78704

Hays Consolidated ISD Plan Review Sunfield Elementary – New Elementary School

155 Vista Gardens Drive
Buda, Texas 78610
115,000 Square Feet. \$23,000,000 Project Cost
Completion 2020

Client Contact:

Rod Walls with Hays Consolidated ISD
21003 IH 35
Kyle, Texas 78640

**Confidential****Skidmore – Tynan ISD Plan Review****New Skidmore High School**

213 W. Walton St.

Skidmore, Texas 78389

\$15,000,000 Project Cost

Completion 2022

Client Contact:

Richard Waterhouse with Skidmore - Tynan ISD

224 W. Main St.

Skidmore, Texas 78389

Del Valle ISD – Inspections**New Replacement School for Hornsby Dunlap Elementary School**

13901 FM 969

Del Valle, Texas 78724

103,379 Square Feet. \$32,000,000 Project Cost

Started 2021. Ongoing

Client Contact:

Jimmy Jones with Del Valle ISD

2404 Shapard Lane

Del Valle, Texas 78617

**Texas Military Department – Construction & Facilities Management Office
Establishing Process Guidelines and Recommendations for Third Party
Milestone/Building Inspections – Included Inspections of 5 Texas Military
Department Facilities.****Camp Mabry Building 83 (Billets Building)**

Renovation and HVAC Repairs \$2,700,000 Began May 2020 (ongoing)

Camp Mabry Building 87

Renovation \$900,000 Began July 2021 (ongoing)

Camp Swift Readiness Center

Renovation \$5,000,000 Began July 2021 (ongoing)

Corpus Christi Readiness Center

Renovation \$6,200,000 Began July 2021 (ongoing)

**Confidential****New Braunfels Readiness Center**

Renovation \$4,000,000 Began 2022 (ongoing)

Client Contact:

Chris "Kaz" Wojtevicz, CTCM

Management Analyst

Texas Military Department

Construction & Facilities Management Office

Camp Mabry, Bldg. 37

Austin, TX

512-782-5715 Christopher.k.wojtevicz.mil@mail.mil Ongoing**Austin Community College – Elgin Campus – Inspections**

Performed Inspections on behalf of the City of Elgin, Texas

New Construction of 2 New Buildings; 1 Academic and 1 Agricultural**29,500 Square Feet. \$11,399,950 Project Cost****Completion August 2020****Fire Station #3 – Williamson County Emergency Services District #3 – Inspections****New Fire Station #3** located at 211 Limmer Loop, Hutto, Texas. Performed inspections for the fire authority having jurisdiction under the authorization of Fire Chief Scott Kerwood.

11,500 Square Feet. \$4,000,000 Project Cost

Started May 2021. Completion May 2022



ATS has been or currently is the third-party plan review and inspection authority for the following jurisdictions. Commercial and residential projects are reviewed and inspected by ATS at all phases of construction.

TBPE FIRM REG. #2487
TBPLS FIRM REG. #10126000

4910 West Hwy 290
Suite 300
Austin, Texas 78735
Tel. 512.328.6995
ats-engineers.com

Commercial and Residential Engineering

- Structural
- Mechanical
- Electrical
- Plumbing

Rehabilitation Designs

Property Condition Inspections

Land Surveying

Texas Accessibility Standards (ADA) Compliance Reviews & Inspections

Certified Code Compliance Inspectors & Plan Reviewers

Energy Code Consulting & Inspections
Green Building Consulting & Certification

Construction Consulting

City of Taylor

Tom Yantis
Director of Development Services
400 Porter Street
Taylor, Texas 76574
City Offices 512-352-3675
Tom.yantis@taylortx.gov

City of Horseshoe Bay

Eric Winter
Development Services Manager
P.O. Box 7765
Horseshoe Bay, Texas 78657
City Offices 830-598-9970
ewinter@horseshoe-bay-tx.gov

City of West Lake Hills

Anjali Naini
Director of Building & Development Services
911 Westlake Drive
West Lake Hills, Texas 78746
City Offices 512-327-3628
planner@westlakehills.org

City of Hutto

Yvette Glover
Development Coordinator
409 W. Front Street Suite 200
Hutto, Texas 78634
City Offices 512-759-5971
Yvette.glover@huttotx.gov

City of Elgin

David Harrell
Director of Planning and Development
dharrell@ci.elgin.tx.us
Melissa Lipiec
mlipiec@ci.elgin.tx.us
1135 Swenson Blvd.
Elgin, Texas 78621
City Offices 512-281-0119

City of Bastrop

Shirley Ellis, C.B.O.
Building Official
1311 Chestnut Street
P.O. Box 427
Bastrop, Texas 78735
City Offices 512-332-8842
sellis@cityofbastrop.org

City of Kyle

Amber Lewis
Assistant City Manager
100 W. Center St.
Kyle, TX. 78640
City Offices 512- 262-1010
alewis@cityofkyle.com

City of Rollingwood

Carrie Caylor
Administration
reception@cityofrollingwood.com
administrator@cityofrollingwood.com
403 Nixon Drive
Rollingwood, TX. 78746
(512)327-1838

City of Woodcreek

Linda Land
 City Secretary
 41 Champion Circle
 Woodcreek, Texas 78676
 City Offices 512-847-9390
City.clerk@woodcreektx.gov

City of Jonestown

Cynthia Jolly
 Building Coordinator
 18649 FM 1431 Ste. 1-A
 Jonestown, Texas 78645
 City Offices 512-267-0359
cjolly@jonestown.org

City of Cottonwood Shores

Bobby Herrin
 Assistant City Secretary
 3808 Cottonwood Drive
 Cottonwood Shores, Texas 78657
 City Offices 830-693-3830
bobby@cottonwoodshores.org

Village of Volente

Nanette Akinleye
 City Secretary
 16100 Wharf Cove
 Volente, Texas 78641
 City Offices 512-250-2075
City.secretary@volentetexas.gov

City of Creedmoor

Robert Wilhite
 Mayor & Administrator
 12513 FM 1625
 Creedmoor, Texas 78610
 City Offices 512-243-6700
administrator@cityofcreedmoortx.gov

City of Wimberley

Tim Patek
 City Manager
 P.O. Box 2027
 Wimberley, Texas 78676
 City Offices 512-847-0025
tpatek@cityofwimberley.com

City of Niederwald

Richard Crandal
 City Administrator
 8807 Niederwald Strasse
 Niederwald, Texas 78640
 City Offices 512-398-6338
cityofniederwald@yahoo.com

Village of Point Venture

Vickie Knight
 City Secretary
 555 Venture Blvd. S.
 Point Venture, Texas 78645
 City Offices 512-267-5511
villagesecretary@vopv.org

Village of Briarcliff

Terri Randolph
 Court Clerk
 402 Sleat Drive
 Briarcliff, Texas 78669
 City Offices 512-264-2274
vbriarcliff@hotmail.com

City of Meadowlakes

Evan Bauer
 City Secretary
 177 Broadmoor Ste. #A
 Meadowlakes, Texas 78654
 830-693-6840
ebauer@meadowlakestexas.org

City of Keene

Molly Martin
Cheryl McCain
Development Services Coordinator
developmentsservices@keentx.com
P.O. Box 637
Keene, TX. 76059
(817)641-3336
molly.martin@keenetx.com

City of Lago Vista

Alice Drake
adrake@lago-vista.org
Development Service Director
P.O. Box 4727
5803 Thunderbird St.
Lago Vista, TX. 78645
(512)527-3534

City of Thrall

Troy Marx
Mayor of Thrall
Melissa Perry
City Secretary
104 Main St.
Thrall, TX. 76578
troymarx@hotmail.com
cityclerk@cityofthrall.com

City of Bartlett

Chief Holt
Chief of Police
140 W. Clark St.
Bartlett, TX. 76511
(254) 527-3219
chiefpd@bartlett-tx.us
cityadmin@bartlett-tx.us
markus.holt@bartlett-tx.us



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Commercial and
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- Structural
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- Electrical
- Plumbing

Rehabilitation Designs

Property Condition
Inspections

Land Surveying

Texas Accessibility
Standards (ADA)
Compliance Reviews
& Inspections

Certified Code
Compliance Inspectors
& Plan Reviewers

Energy Code Consulting
& Inspections
Green Building Consulting
& Certification

Construction Consulting

Richard B. Emerson

PROFESSIONAL CERTIFICATIONS / TRAINING / EDUCATION

- Medical Gas Endorsement to Plumbing Inspector License
 - Energy Star V3.0 Certification
 - Texas Windstorm Insurance Association Certification
 - Vale National Training Center, Property Adjuster Course
 - Amcat Xactimate 27 software training program
 - PEC Basic Safety Awareness Orientation
 - HERS rater certification
 - NAHB Green Verifier certification
 - ICC, Commercial Energy Plans Examiner
 - ICC, Commercial Energy Inspector
 - ICC, Accessibility Inspector and Plan Review certification
 - ICC, International Energy Conservation Code Inspection and Plan Review certification
 - ICC, Building Plans Examiner
 - ICC, Certified Building Official
 - ICC, Mechanical Inspector
 - ICC, Plumbing Plans Examiner
 - ICC, Residential Electrical Inspector
 - ICC, Building Inspector
 - ICC, Certified Building Code Official
 - ICC, Certified Plumbing Code Official
 - ICC, Plumbing Inspector
 - ICC, Residential Combination Inspector
- Texas Department of Insurance Adjuster All Lines License #1787155
 - TDLR Registered Accessibility Specialist License #0245
 - TREC Professional Inspector License # 3435
 - TSBPE Plumbing Inspector License #1-2149

PROFESSIONAL EXPERIENCE / WORK HISTORY

ATS Engineers, Inspectors & Surveyors 2012 – Present

North Texas Division Manager – March 2006 to May 2010; August 2001 to September 2003. Chief Building Official and Code Enforcement Officer for several small North and Central Texas Municipalities Plans Examiner and Combination Inspector, project management, Plans Examiner Department Director, Special Inspector, and Fire Investigator.

MS Energy Services 2010 – 2012

MWD Engineer - MSFS, MSFS Serial and Quickshot

Bureau Vertias Graham Marcus 2003 – 2006

Building Code, TAS, and Energy Plans Examiner

Corridor Professional Inspections 2000 – 2001

Owner – Combination Inspector, Plan Review, and Construction Consulting

City of San Marcos 1996 – 2000

Combination Building Inspector and Code Enforcement Officer



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& Certification

Construction Consulting

Mark Hardin

PROFESSIONAL CERTIFICATIONS / TRAINING

- ICC Residential Combination Inspector
- ICC Electrical Plans Examiner
- ICC Energy Code Specialist
- ICC Combination Plans Examiner
- ICC Building Inspector
- ICC Plumbing Plans Examiner
- ICC Coastal and Floodplain Construction Inspector- C1
- ICC Residential Fire Sprinkler Inspector/Plans Examiner
- ICC Zoning Inspector
- ICC Certified Building Official
- ICC Accessibility Inspector/Plans Examiner
- ICC Commercial Energy Plans Examiner
- ICC Residential Energy Inspector/Plans Examiner
- ICC Permit Specialist
- ICC Building Code Specialist
- ICC Plumbing Code Specialist
- ICC Mechanical Code Specialist
- ICC Electrical Code Specialist
- ICC Commercial Energy Inspector
- ICC Commercial Combination Inspector
- ICC Combination Inspector
- ICC Electrical Inspector
- ICC Building Code Official
- ICC Permit Technician
- ICC Commercial Electrical Inspector
- ICC Green Building - Residential Examiner
- ICC Fire Inspector I
- ICC Electrical Code Official
- ICC Plumbing Inspector
- ICC Building Plans Examiner
- ICC Mechanical Code Official
- ICC Fuel Gas Inspector
- ICC Housing Code Official
- ICC Mechanical Inspector
- ICC Plumbing Code Official
- ICC Master Code Professional
- ICC Mechanical Plans Examiner
- ICC Property Maintenance and Housing Inspector
- TSBPE Plumbing Inspector, I-940

EDUCATION

BA Construction Management & Technology, Richland College (Dallas, TX)

PROFESSIONAL EXPERIENCE / WORK HISTORY

Plan Reviewer – ATS Engineers, Inspectors & Surveyors 12/2022 – Present
Conduct daily building code inspections for residential and commercial projects.

Sr. Plans Examiner – Stantec Engineering Consulting (Dallas, TX) 01/2022 – 09/2022
Plan review for the City of Dallas, TX

Managing Director – Aoka Engineering (Texas) 02/2021 – 08/2021
Solicited cities for inspection & plan review services. Managed & scheduled inspectors to various cities.

Building Official – the City of Desoto, TX**03/2017 – 05/2020**

I Hired & managed 1 plan reviewer and 2 inspectors and developed an electronic plan review process. I implemented the use of the “I-Worq” system for contractors to request inspections and/or results and allow them to pull permits online.

Building Official – the City of Sulphur Springs, TX**01/2012 – 03/2017**

Spearheaded code requirements for the complete revitalization of the Downtown area. I implemented the use of the “I-Worq” system for streamlining several workflows.

Building Inspector – Bureau Veritas NA (Plano, TX) 02/2011 – 01/2012

Performed Building, Electrical, Mechanical, Energy, and Plumbing Inspections for various cities in the Northeast Texas area.

Senior Building Inspector – the City of University Park, TX 11/1999 – 10/2009

Review all residential and commercial projects. Issued all building permits. Set up a procedure for submittals and plan reviews and assisted in setting up the Impact Computer System. Educated clients about Zoning and Building Code Ordinances.

Building Official – the City of Terrell, TX 05/1984 – 10/1999

Also handled all Boards such as Planning & Zoning, Zoning Board of Adjustments, and Specific Use Permits. Developed & implemented multiple systems for efficiency.

Quality Control Engineer – Lone Star Ready-Mix (Dallas, TX)**06/1982 – 03/1984**

Designed lightweight and normal-weight concrete for various High-Rise projects in the Metroplex area. Performed testing of concrete materials in concrete plants and on job sites.



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& Plan Reviewers

Energy Code Consulting
& Inspections
Green Building Consulting
& Certification

Construction Consulting

Marlin Hartmann

PROFESSIONAL CERTIFICATIONS / TRAINING

- TSBPE Plumbing Inspector, I-2193
- ICC Certified Inspector, 5167434
- ICC Residential Energy Inspector / Plans Examiner
- ICC Building Inspector
- ICC Residential Building Inspector
- ICC Plumbing Inspector
- Commercial Mechanical Inspector
- TLDR Master Electrician, ME-10478

PROFESSIONAL EXPERIENCE / WORK HISTORY

Building Inspector – ATS Engineers, Inspectors & Surveyors 04/2022 – Present
Conduct daily building code inspections for residential and commercial projects.

Commercial Building Insp. Supervisor – City of Austin, TX 02/2019 – 04/2022
Employed by the City of Austin as Commercial Building Inspector Supervisor.

Commercial Building Inspector – City of Austin, TX 02/2015 – 02/2019
Employed by the City of Austin as a Commercial Building Inspector.

Residential Combination Inspector – City of Austin, TX 07/2014 – 02/2015
Employed by the City of Austin as a Residential Combination Inspector.

Freelance Inspector – Atmos Energy & Fredericksburg ISD 07/2010 – 07/2014
After retiring from the City of Fredericksburg, I used the skills I developed to help with projects while working with Atmos Energy and Fredericksburg ISD.

Building Inspector – the City of Fredericksburg, TX 03/1986 – 07/2010
Employed with the City of Fredericksburg until retirement. I have held various positions with the city, such as Building Inspector (2002 – 2010), City's Electrician & Backup to the Plumbing Inspector (1999 – 2002), Troubleshooter with the Electric Department (1996 – 1999), Lineman for Electric Department (1986 – 1996).

Electrician – Itz Electric (Fredericksburg, TX) 08/1982 – 03/1986
Responsibilities included wiring commercial and residential buildings.



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& Inspections
Green Building Consulting
& Certification

Construction Consulting

Doug McAfee

PROFESSIONAL CERTIFICATIONS / TRAINING

- TSBPE Plumbing Inspector, I-2266
- TSBPE Endorsements: MedGas, MRFPS, WSPS
- TSBPE Journeyman Plumber, 30895
- TSBPE Master Plumber, 20525
- Instructor for TSBPE Continuing Education
- ICC Certifications; ICC # 8145454
- ICC Building Plans Examiner
- ICC Residential Mechanical Inspector
- ICC Electrical Inspector
- ICC Combination Inspector
- ICC Residential Energy ICC Inspector/Plans Examiner
- ICC Commercial Building Inspector
- ICC Mechanical Inspector
- ICC Residential Electrical Inspector
- ICC Commercial Electrical Inspector
- ICC Plumbing Inspector
- ICC Residential Plans Examiner
- ICC Residential Combination Inspector
- ICC Commercial Mechanical Inspector
- ICC Building Inspector
- ICC Commercial Plumbing Inspector
- ICC Residential Building Inspector
- ICC Plumbing Plans Examiner
- ICC Residential Plumbing Inspector
- ICC Commercial Combination Inspector
- ICC Mechanical Plans Examiner
- ICC/AACE Property Maintenance and Housing Inspector
- ICC Accessibility Inspector/Plans Examiner
- NFPA & APHCC
- Flowguard Certified
- Gastite Certified
- Zurn Pex Certified
- Wardflex Certified

EDUCATION

High School Diploma, Mesquite High School, 1984 – 1989 (Mesquite, TX)

PROFESSIONAL EXPERIENCE / WORK HISTORY

Building Inspector – ATS Engineers, Inspectors & Surveyors 05/2021 – Present

Conduct daily building code inspections for residential and commercial projects.

Building Inspector II – City of Cedar Park, TX 07/2015 – 05/2021

While employed at the City of Cedar Park, I acquired my Medical Gas Inspector and Master endorsements, as well as becoming certified as an ICC Residential Combination Inspector certification, ICC Commercial Combination Inspector certification, and plan review certifications. Daily responsibilities: routing inspections, performing plan reviews, interactions with customers and contractors as well as performing inspections.

Building Inspector – City of Austin, TX 03/2008 – 08/2015

My job description was Plumbing Inspector, there is so much more to the job than just that. I would say that the job is more of a “Customer relations” style of job. Daily I work with numerous people and help them through the inspection process and answer any questions that they may have.

Supervisor and PM – L&S Plumbing LTD. (Richardson, TX) 08/2001 – 03/2008

I supervised the scheduling, installation, and budgets of installing plumbing in new construction housing. Later I was promoted to Project Manager where I was responsible for all phases of plumbing under construction in that shop.

PROFESSIONAL EXPERIENCE

I have been in the plumbing field for more than 30 years; I hold a current Master Plumbers license, Journeyman Plumbers license, as well as a Plumbing Inspectors license along with Fire Suppression and Medical Gas endorsements on both my master's and inspector's license. I also am certified through ICC and gaining certifications currently. I enjoy the field of plumbing and have been employed as a superintendent as well as a project manager for one of the largest plumbing companies in Texas. I am also an instructor teaching plumbing continuing education for the State Board of Plumbing Examiners. I pride myself on my communication skills, as well as on helping others.

I have more than 30 years of construction experience and my background comes from the plumbing field. I enjoy all aspects of construction and enjoy learning new things and expanding my knowledge. I feel I can bring both a working knowledge as well as technical knowledge of the trades and codes to the job and how they apply to the field.



David J. Velasquez

PROFESSIONAL CERTIFICATIONS / TRAINING

- ICC Prestressed Concrete Special Inspector
- ICC Spray Applied Fire Proofing Special Inspector
- ICC Structural Masonry Special Inspector
- ICC Building Inspector
- ICC Commercial Electrical Inspector
- ICC Commercial Mechanical Inspector
- ICC Building Plans Examiner
- ICC Residential Plumbing Inspector
- ICC Commercial Plumbing Inspector
- ICC Plumbing Inspector

EDUCATION

Orange Coast College, general education

- Student government business manager of \$1 million budget, 1993-1994
- Interdisciplinary studies

Larsen School of Inspections

Advanced Contractors Licensing Center

California Department of the State Architect Accessibility Academy

CSUMB Extended Education Supervisor training, 2018

California Building Officials training

- Electrical, Fire Life Safety, Soft Skills, and Plumbing

PROFESSIONAL EXPERIENCE / WORK HISTORY

Building Inspector – ATS Engineers, Inspectors & Surveyors 2022 – Present

Conduct daily building code inspections for residential and commercial projects.

Campus Inspector of Record – CSU Long Beach 2018 – 2020

Ph-2 renovation “Student Success Center” \$40,000,000 – LEED Gold

CSU Chancellors Office “Renewal Project” of all 6 Floors \$24,000,000 – LEED Silver

Minor capital projects, permit process, accessibility review \$2,650,000

CSU “Horn Center” Renovation \$29,000,000 – LEED Silver

Inspector of Record / Administrator – CSU Monterey Bay 2013 – 2018

06.2013-2014 Business and Internet Technology building, 56k sq ft 2/3 story building, with an atrium.

06.2013-2018 Campus Inspector for an 8,000 student University including all support services. The University has 68 Buildings, including 12 Dormitories and student housing, and 1,280 Residential Buildings (Duplexes to 8-plex) that include Campus staff housing; the university controls its own Electrical service and maintains all underground utilities.

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Green Building Consulting
& Certification

Construction Consulting

Quality Assurance Inspections – Construction Special Inspector 2011 – 2013

Lead Special Inspector for Concrete, Masonry, Fireproofing, and Post-tension concrete, coordinating staff, resources, testing, and inspections. Worked on various projects from Cast in Place concrete buildings, tilt-ups, CMU commercial construction, Structural frame buildings, post tension parking structures, earthen anchor shoring assemblies, commercial residential buildings, Department of the State Architect (DSA) shotcrete walls and pools, DSA masonry projects.

Inspector of Record – CUS Long Beach 2009 – 2011

ASI Student Recreation and Wellness Center (2-Story, 16k sq. ft.)

Inspection, tracking, and observation of the ground-up installation of all systems and structural elements in this building. Including the exterior Boiler room and fire pump. Underground sewer, storm Drain, and domestic plumbing, including the Firewater feed to the pump room. Fire life safety systems including fire sprinklers, fire alarms, and emergency egress. Mechanical Air Handlers including supply/return elements and hydronic piping. Carpentry and Finish Carpentry, Electrical service from switch gear to the main switch in the building and all step-down elements for power, and lighting. BDF room with several IDF room build-outs and data cable feeds. Audio Visual systems and buildouts and all finishes in the building.

Special Inspector – CSU Long Beach 2005 – 2009

Palo Verde North Parking Structure, \$21,000,000

Palo Verde South Parking Structure, \$20,000,000

Outpost dining facility renovation, \$3,000,000

George H. Allen field fence project, \$4,000,000

Hall of Sciences building, \$60,000,000

Special Inspector Consultant – Various Laboratories 1996 – 2005

Lead Special Inspector for Concrete, Masonry, Fireproofing, and Post-tension concrete, coordinating staff, resources, testing, and inspections. Worked on various projects from CIP buildings, tilt-ups, CMU commercial construction, Structural frame buildings, post tension parking structures, earthen anchor shoring assemblies, commercial residential buildings, Department of the State Architect shotcrete walls and pools, DSA masonry projects.

PROFESSIONAL EXPERIENCE

Over 21 years of experience as Inspector of Record/Project Manager who follows the seven principles of ISO: client focus, engagement, providing good leadership, process approach, improvements, fact-based decision making, and maintaining relationships.

OBJECTIVE: Represent a professional attitude and approach to all matters, persevere in difficult working relationships and situations, be an agent of critical thinking and problem solving and apply all that I am for favorable outcomes to projects and daily work environments.



Oscar Chavarria Jr.

PROFESSIONAL CERTIFICATIONS / TRAINING

- ICC Certified Inspector, # 5166624
- ICC Residential Energy Inspector/Plans Examiner
- ICC Property Maintenance and Housing Inspector
- ICC Residential Building Inspector
- ICC Commercial Energy Inspector
- ICC Plumbing Inspector
- TSBPE Plumbing Inspector, # I-2625

EDUCATION

Bryan High School, Diploma, 1980

PROFESSIONAL EXPERIENCE / WORK HISTORY

Building Inspector – ATS Engineers, Inspectors & Surveyors 08/2019 – Present

Conduct daily building code inspections for residential and commercial projects.

Construction Inspector – Hill International, Inc. (Houston, TX) 04/2016 – 10/2018

Participated in the initial plan review and also conduct daily building code inspections for 4 commercial projects; Tarleton Residence Hall, Park West Development, FBO & Hangar for Austin Aviation, Texas A&M University Hotel & Conference Center.

Combination Building Inspector – City of College Station, TX 2001 – 2016

Conduct daily building code inspections for residential and commercial projects. Investigate complaints regarding code violations or problem conditions. Reviewed building damages after a fire or other natural disasters. Specialized in "I Track It."

Meter Service Technician – City of College Station, TX 1993 – 2001

Completed service installation and change requests. Investigated unusual utility usages to determine causes & dealt with delinquent customers daily.

Quality Control Technician – Westinghouse (College Station, TX) 1987 – 1993

Inspected electronic circuit boards which were installed in military aircraft radar units per government specifications. Read and interpreted government-approved drawings and acquired knowledge of government specifications to confirm standards for the fabrication of electronic circuit boards. Also, cross-trained to inspect different types of government programs.

Inspector – Babcock, and Wilcox (Bryan, TX) 1980 – 1987

Inspected and tested threaded oil field tubing per customer specifications. Worked with different inspection tools and gauges used in the oil field tubing business including stand-off ring, thread-height gauge, thread taper gauge, chamfer gauge, and micrometers.

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& Certification

Construction Consulting

PROFESSIONAL EXPERIENCE

Thirty-six years of combined experience in the construction, quality control, and manufacturing industry. With more than seventeen years of experience in the inspection of residential and commercial buildings. In addition, experience conducting field inspections, preparing reports/correspondence, reviewing damaged buildings, and inspecting high-technology electric circuit boards.

As Inspector, read and interpret building drawings, applicable building codes, contract specifications, applicable standards and shop structural drawings; verify compliance with the contract documents; and communicate effectively with contractors, engineers and architects, and project management staff. Also, perform in-process inspections associated with building construction projects and possess a thorough knowledge of materials and methods used in building facilities.



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& Certification

Construction Consulting

To: City of Manor, Texas

December 27, 2022

Attn: Scott Dunlop
sdunlop@cityofmanor.org
512-272-5555

Re: Proposal for Plan Review & Inspection Services

Mr. Dunlop,

Thank you for allowing Arch Technical Services LLC., dba ATS Engineers, Inspectors & Surveyors (ATS) an opportunity to provide a proposal for inspection and plan review services. Listed below is an à la carte selection of services.

Residential

Plan Review \$75.⁰⁰ flat fee each
New Submittals 5 business day turn around
Revision re-submittals 3 business day turn around

Third Party Inspections (Residential)

Plumbing Rough Inspection	\$65. ⁰⁰ each
Foundation Pre-pour Inspection	\$65. ⁰⁰ each
Water/Sewer Line Inspection	\$65. ⁰⁰ each
Copper/PEX Inspection	\$65. ⁰⁰ each
Sheathing Inspection	\$65. ⁰⁰ each
Frame/MEP rough-in combo Inspection	\$65. ⁰⁰ each
Shear Wall Inspection	\$65. ⁰⁰ each
Insulation Inspection	\$65. ⁰⁰ each
Wallboard Inspection	\$65. ⁰⁰ each
Final Inspection	\$65. ⁰⁰ each
Re-inspections	\$65. ⁰⁰ each
Customer Service Inspection (CSI)	\$65. ⁰⁰ each

**If you do not see your inspection listed, please inquire.*
All inspections scheduled by 3pm are usually next day.

Commercial

Plan Review
New Submittals 10 business day turn around
Revision re-submittals 5 business day turn around

Commercial and Multi Family Construction plan review

Valuation	Fee
\$1.00 to \$50,000	\$100.00
\$50,001 to \$100,000	\$100.00 for the first \$50,000 plus \$3.50 for each additional \$1,000
\$100,001 to \$500,000	\$275 for the first \$100,000 plus \$2.25 for each additional \$1,000
\$500,001 to \$1,000,000	\$1,175 for the first \$500,000 plus \$1.50 for each additional \$1,000
\$1,000,001 and up	\$1,925 plus 0.95 for each additional \$1,000

Third Party Inspections (Commercial)

Plumbing Rough Inspection	\$75. ⁰⁰ each
Foundation Pre-pour Inspection	\$75. ⁰⁰ each
Water/Sewer Line Inspection	\$75. ⁰⁰ each
Copper/PEX Inspection	\$75. ⁰⁰ each
Sheathing Inspection	\$75. ⁰⁰ each
Frame MEP Combination Inspection	\$125. ⁰⁰ each
Mechanical Rough Inspection	\$75. ⁰⁰ each
Electrical Rough Inspection	\$75. ⁰⁰ each
Plumbing Top Out Inspection	\$75. ⁰⁰ each
Shear Wall Inspection	\$75. ⁰⁰ each
Insulation Inspection	\$75. ⁰⁰ each
Wallboard Inspection	\$75. ⁰⁰ each
Final Combination Inspection	\$125. ⁰⁰ each
Final Building Inspection	\$75. ⁰⁰ each
Final Mechanical Inspection	\$75. ⁰⁰ each
Final Electrical Inspection	\$75. ⁰⁰ each
Final Plumbing Inspection	\$75. ⁰⁰ each
Med-Gas Inspection	\$250. ⁰⁰ each
Re-inspections	\$75. ⁰⁰ each

**If you do not see your inspection listed, please inquire.*

Inspection fees are per building, per trip.

Consultation services are \$125.00/hour.

Scheduling

All inspections scheduled by 3:00pm are typically next day, Monday through Friday.

Voice 512-328-6995 Ext. 158

Email inspections@ats-engineers.com

Fees

Fees may be adjusted annually.

Description of Services

While performing its duties on behalf of the City of Manor, as described in this proposal, ATS and its employees shall operate under the designation of "Inspector"

and shall be subject to limitations and description of duties and powers as described within the codes adopted by the Jurisdiction or State law.

Employees

The City of Manor agrees not to separately contract with employees of ATS or otherwise separately employ members of ATS's staff without written approval of ATS during the period this Proposal is effective and for a period of two years after the termination of this Proposal. This Proposal is effective as an Agreement beginning on the date it is authorized, by way of signature, by the City of Manor. Either party may terminate this Agreement by giving thirty (30) days written notice.

We appreciate you considering ATS for your inspection and plan review needs. If this proposal meets with your approval, please sign the authorization form and return to me. If authorization to proceed is given later than 90 days from the date of this proposal, the above fees will no longer be valid, and a new fee schedule may be required. Additionally, if inspections and plan review services fail to commence within one (1) year from the date of acceptance, a new fee schedule may be required. If you have any questions about this proposal, please do not hesitate to contact me.

Please feel free to contact me if you have any questions.

Thank you,

Linda Brown

Linda Brown
Business Development Manager
Linda_brown@ats-engineers.com
Office: 512-328-6995 x115
Cell: 512-809-1773

Authorization

Name (please print) Signature Date

Street City State Zip

Email Telephone Number

By signing above, I agree to be responsible for the fees outlined in this proposal. I am aware that additional charges may be assessed if payment is not received within 30 days from the invoice date. In addition to the scope of work described herein, our Agreement shall be subject to, and only to, the terms and conditions in the attached ATS Standard Contract Provisions, which are incorporated by reference.

Invoicing Contact

SAME AS ABOVE

Contact Name

Street City State Zip

Email

Telephone

ATS Standard Contract Provisions

(A) **Definitions:** "Consultant" shall refer to Arch Technical Services, LLC. (ATS Engineers, Inspectors & Surveyors). "Client" shall refer to the signatory and/or entity designated within the "Agreement". "Agreement" shall collectively refer to the executed proposal and ATS Standard Contract Provisions.

(B) **Client's Responsibilities.** In addition to responsibilities described herein or imposed by law, the Client shall:

- 1) Provide all information reasonably relevant to Consultant's scope of services. Consultant shall not be responsible for adhering to criteria or consider other conditions when information related to the scope of services is not properly conveyed to Consultant. Consultant shall not be required to independently verify accuracy of information provided by Client.
- 2) Review work product presented by the Consultant and render in writing decisions pertaining thereto within a reasonable time.
- 3) Provide written notice to the Consultant whenever the Client becomes aware of any development that affects the period of services, scope of services, or payment of the Consultant's services or any defect or noncompliance affecting the scope of services.
- 4) Provide safe access to the property as applicable to the Consultant's work.

(C) **Period of Services.** Consultant makes no guarantee or warranty as to the date of completion. Delivery dates when provided are estimates and may be subject to extensions due to circumstances that the Consultant does not control or are otherwise unforeseen. Consultant reserves the right to renegotiate the Agreement fee(s) when project delays not attributed to Consultant exceed 60 days. Unless otherwise stated herein, the Consultant will begin work after receipt of a properly executed copy of this Agreement and receipt of any required retainer amount. If the Client suspends the scope of services for more than 60 consecutive days for reasons other than the fault of the Consultant, the Consultant shall be compensated in full for services performed prior to suspension of the scope of services. When the scope of services is resumed, the Consultant shall be compensated in full for expenses incurred in the interruption and resumption of the Consultant's services. Causes for expenses incurred may include, but are not limited to, building code changes, material strength availability, innovations, and resources.

(D) **Additional Services.** Consultant's scope of services is defined solely by the Agreement. Additional services, if requested by Client and undertaken by Consultant, shall also be governed by this Agreement. Unless otherwise agreed to in writing, the Client shall pay the Consultant for any Additional Services an amount based upon the Consultant's hourly travel and consulting rates at follows:

Principal Engineer \$150/hr. - \$225/hr.

Manager \$125/hr. - \$175/hr.

Senior Engineer \$100/hr. - \$175/hr.

Engineer or Non-Licensed Graduate Professional \$75/hr. - \$100/hr.

Designer/CAD Operator \$50/hr. - \$75/hr.

Administrative \$30/hr. - \$70/hr.

Plan Review and Inspection Services – Please contact ATS office for project specific pricing.

(E) **Method of Payment.** The following provisions shall apply:

- 1) All retainers will be held by the Consultant for the duration of the project and applied against the final invoice. Consultant is not obligated to begin work until retainer is received. However, execution of the Agreement by Client may serve as basis to begin work, solely at the discretion of the Consultant.
- 2) When progress invoices are described in the scope of services. Payment of each invoice will be due within 30 calendar days of transmitting the invoice. Consultant may suspend future work for any unpaid balance.
- 3) Interest will be added to the balance on accounts not paid within calendar 30 days at the rate of 1.5% per month beginning on the 30th day. If the Client fails to make any payment due to the Consultant within 30

calendar days after the Consultant's transmittal of its invoice, the Consultant may, at its discretion, suspend services and withhold deliverables until all amounts due are paid in full. Consultant shall not be limited to pursue any other legal recourse, including filing liens, to secure its right to payment under this Agreement.

- 4) Client shall advise the Consultant in writing for any objection to an invoice within 15 calendar days of receipt of the invoice or the Client's objections will be waived, and the invoice shall be deemed due and owing. If the Client objects to only a portion of the invoice, payment for all other portions remain due within 30 days of receipt.
- 5) Consultant may recover, in addition to all amounts due, reasonable attorneys' and expert's fees, collection expenses determined at Consultants billing rates described herein and other expenses related to the collections of unpaid invoices.
- 6) Client agrees that the payment to the Consultant is not subject to any contingency or condition. The Consultant may negotiate payment of any check tendered by the Client, even if the words "in full satisfaction" or words intended to have similar effect appear on the check without such negotiation being an accord and satisfaction of any disputed debt and without prejudicing any right of the Consultant to collect additional amounts from the Client.

(F) Construction Phase Services.

- 1) Client assumes the sole responsibility for interpretation of the documents and for construction observation unless Consultant has been engaged to provide construction phase services. Client waives all claims against the Consultant in any way connected to performance of the work unless Consultant has been engaged to provide construction phase services.
- 2) Consultant's performance of construction phase services does not warranty or guarantee work is performed in accordance with the contract documents, governing laws and/or the adopted codes. Services are intended to provide the Client a greater degree of reliability that the completed work generally conforms to the construction documents for those areas where the Consultant has been specifically engaged to provide construction oversight.
- 3) Consultant shall have no responsibility or authority to oversee the work, methods or safety of the contractor(s) or other assigns. The Client agrees that each contract with any contractor shall state that the contractor shall be solely responsible for job site safety and for its means and methods; that the contractor shall indemnify the Client and the Consultant for all claims and liability arising out of job site accidents; and that the Client and the Consultant shall be made additional insured under the contractor's general liability insurance policy.

(G) Termination. Either party may terminate this Agreement for cause or convenience with written notification. Consultant shall be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by the Consultant as a result of such termination.

(H) Use and Ownership of Documents. Client agrees that all documents including electronic files prepared by Consultant under this Agreement are instruments of Consultant's service and shall remain the property of the Consultant. Client may use the documents only in connection with this Agreement if the Client has satisfied all of its obligations under this Agreement. The documents are not intended or represented to be suitable for use, partial use or reuse by the Client or others on extensions of this project or on any other project.

Client shall indemnify the Consultant for any claim associated with the reuse of documents without Consultant's consent. Electronic files not containing an electronic seal are provided only for the convenience of the Client, and use of them is at the Client's sole risk. In the case of any defects in the electronic files or any discrepancies between them and the hardcopy of the documents prepared by the Consultant, the hardcopy shall govern.

(I) **Opinions of Construction Cost.** The Consultant cannot and does not guarantee that opinions offered of construction and materials costs will not differ from actual costs or bid proposals. Client acknowledges that the Consultant does not control the cost of materials, labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding, or market conditions. Consultant's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.

(J) **LIMITATION OF LIABILITY.** In recognition of the relative risks and benefits of the Project to the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent of the law, and notwithstanding any other provisions of this Agreement or the existence of applicable insurance coverage, that the total liability, in the aggregate, of the Consultant and the Consultant's officers, directors, employees, agents, and subconsultants to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to the services under this Agreement from any cause or causes, including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of the Consultant or the Consultant's officers, directors, employees, agents, and subconsultants, shall not exceed the greater of the total compensation received by the Consultant under this Agreement or \$25,000. \$1,000,000 limit of liability may be applied for an additional fee of 5% of the total project amount. It is intended by the parties to this Agreement that Consultant's Services in connection with the Project shall not subject the engineer of record and/or registered land surveyor of record for the Services which are the subject matter of this Agreement, or its current or past individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Under no circumstances shall the Consultant be liable for extra costs or other consequences due to changed conditions, or for costs related to the failure of contractors to perform work in accordance with the plans and specifications. This section is intended solely to limit the remedies available to the Client or those claiming by or through the Client, and nothing in this section require the Client to indemnify the Consultant.

(K) **Standard of Care.** Consultant's standard of care will be the degree of care ordinarily exercised by consultants performing similar services in the same time and in the same geographic area as the Consultant. No warranty, either expressed or implied, is made or intended by the Consultant's undertaking of services and it is understood that Consultant is not obligated to exercise judgment or skill greater than can reasonably expected from other Consultants in like circumstances. It is agreed that the Consultant is not a fiduciary with respect to the Client.

(L) **Mutual Waiver of Consequential Damages.** In no event shall either party be liable to the other for any consequential, incidental, punitive, or indirect damages including but not limited to loss of income or loss of profits.

(M) **Mediation.** All claims by the Client arising out of this Agreement or its breach shall be submitted first to mediation in accordance with the Construction Industry Mediation Procedures of the American Arbitration Association as a condition precedent to litigation. Any mediation or civil action by Client must be commenced within one year of the accrual of the cause of action asserted but in no event later than allowed by applicable statutes.

(N) **No Third-Party Beneficiaries or Assignment.** All duties and responsibilities undertaken pursuant to this Agreement will be for the sole benefit of the Client and the Consultant and are not transferable to any third party without written consent of the Consultant.

(O) **Venue and Miscellaneous Provisions.** This Agreement is to be governed by law of the State of Texas. Any dispute arising hereunder shall lie exclusively in Travis County, Texas. This Agreement represents the entire understanding between Client and Consultant and supersedes all prior negotiations, representation or agreements, written or oral. Invalidation of any portion of this Agreement shall not invalidate remainder of the Agreement. The Agreement can be supplemented or amended only by a written document executed by both parties.



**BUREAU
VERITAS**

STATEMENT OF QUALIFICATIONS

PLAN REVIEW AND INSPECTION SERVICES

CITY OF MANOR, TX

December 8, 2022

CONTACT REGARDING THIS STATEMENT OF QUALIFICATIONS

Michael "MO" Olson C.B.O., C.F.M., I-2954, Waco/ North Austin Area Manager
Bureau Veritas North America, Inc.
1000 Jupiter Road, Suite 900
Plano, TX 75704
254.258.8171
Michael.Olson@bureauveritas.com





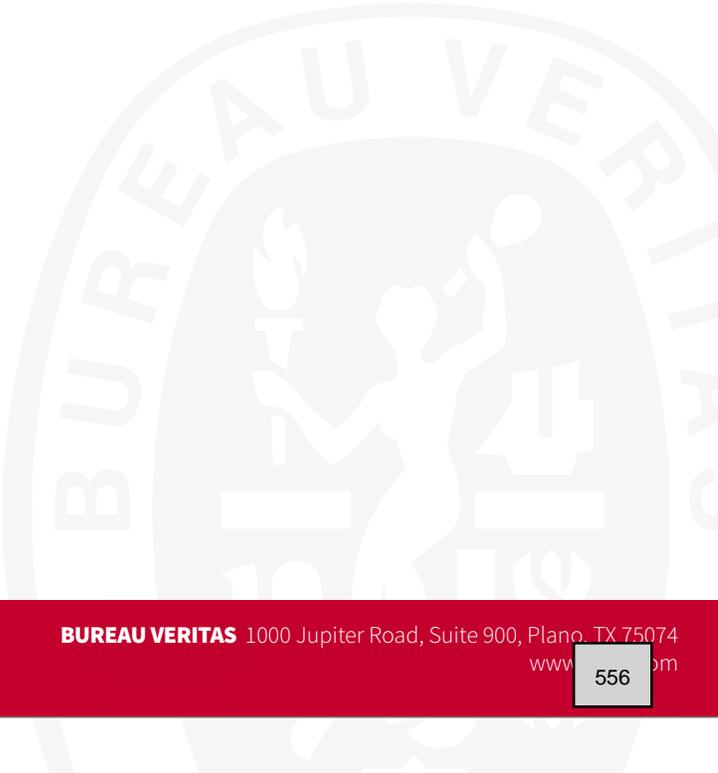
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FIRM INFORMATION



B U R E A U

V E R I T A S

FIRM INFORMATION

FIRM HISTORY AND QUALIFICATIONS

Bureau Veritas is a multinational corporation with a history which includes **over 194 years** of providing worldwide regulatory compliance service to industry and governmental agencies. Founded in 1828, Bureau Veritas is a global leader in quality assurance, health, safety, and environmental (QHSE) solutions. Recognized and accredited by the largest national and international organizations and with over 80,000 employees, the firm has unparalleled resources to manage projects requiring a broad range of expertise across vast geographies. With operations in 140 countries and all continents, Bureau Veritas draws on the synergies between its local teams and dedicated technical centers throughout the world. The firm's local presence allows it to provide timely delivery and exceptional customer service in the most cost-effective manner and it is the top independent environmental consulting firm and largest elevator inspection firm in the United States.



Within the United States, Bureau Veritas North America, Inc., a corporation incorporated in the state of Delaware, is recognized as being the largest code compliance firm in the nation with over 4,000 employees working out of 100+ offices. Many of the firm's staff have been public agency employees or augmented public agency personnel who know and understand government processes. Consequently BV is ready to step in immediately at whatever level the City of Manor (the City) requires and bring one integrated source to meet its needs.

The firm has provided conceptual design review, plan review (e.g., structural, mechanical/plumbing, electrical, fire, access compliance, architectural, civil, etc.) and inspection services for more than 500 municipalities throughout the United States. BV's clients include jurisdictions of all sizes, multiple universities and education institutions, and high profile projects.

The firm possesses an extensive background in professional services and its range of experience in this unique arena covers literally every key area of service defining a building department in today's industry. The firm is skilled at helping existing departments augment or refine their current level of client service or capable of crafting a department from the ground up.

What Sets BV Apart

BV understands while the company offers a wide range of services, not every client needs the same solutions. The firm's ability to offer a variety of customizable services for each client makes BV an ideal partner. The firm is committed to timely and ongoing communication with both the City and applicants and is dedicated to working closely with stakeholders to address deficiencies in an effort to expedite the plan review, inspection, and approval process. BV's team will consistently share best practices and discuss resolutions to code interpretations and deficiencies. BV is justly suited to provide plan review and inspection services because the firm is solution oriented and possess:

Unparalleled Code Consulting Expertise

- Proven code compliance, engineering, and building safety track record to more than 500 agencies nationally for more than 47 years
- Project management and staff augmentation expertise
- Key staff which have assisted in the development and implementation of the latest codes

Depth of Resources and Proximity to Meet Peak Workloads

- Building Plan Review and Inspection Services will be provided out of the firm's office located in Plano, TX
- 200+ offices throughout the United States
- Registered architects, engineers, and ICC certified staff dedicated to code compliance

Best Practices and State-of-the-Art Processes to Consistently Meet Turnaround Schedules

- First U.S. firm to achieve IAS Certification for third party accreditation (Plano, TX)
- Comprehensive and formalized plan review and inspection procedure
- Award-winning web-based project tracking and controls
- A commitment to early and ongoing communication including pre-submittal meetings, one-on-one reviews, etc. to expedite the approval process
- Electronic plan review to save time, money, and paper - a **GREEN** solution

FIRM INFORMATION

Strong Municipal Focus

- Assisted in the establishment and management of departments for more than 20 newly incorporated cities
- Provided building, fire, and civil engineering department head positions for more than 50 cities

Putting the Right People to Work for You

BV has extensive resources and a large pool of **licensed and certified experts** who are equipped to handle all of the City's needs. The firm's professionals have extensive experience in educational, residential, commercial, industrial, and other related projects of all sizes and complexities, allowing them to tailor solutions specifically to client needs.

Competence Through Certification - International Code Council

Building safety depends on more than codes and standards. Service levels of the highest quality during the provision of these services result from providing trained professionals with the resources and ongoing support necessary to stay current with the latest advancements in the building safety field. ICC certification ensures competent building and fire safety individuals are involved in the critical building approval process. It also helps to continue attracting an increasing level of competence and professionalism into the building code community. The ICC certification represents the BV team's commitment to providing professional and qualified staff to the firm's clients.

Accessibility Inspector	Fire Inspector I
Accessibility Plans Examiner	Fire Inspector II
Building Inspector	Fire Plans Examiner
Building Plans Examiner	Green Building Residential Examiner
Certified Building Code Official	Property Maintenance & Housing Inspector
Certified Building Official	Master Code Professional
Certified Electrical Code Official	Mechanical Inspector
Certified Fire Code Official	Mechanical Inspector UMC
Certified Housing Code Official	Mechanical Plans Examiner
Certified Mechanical Code Official	Plumbing Inspector
Certified Plumbing Code Official	Plumbing Inspector UPC
Combination Inspector	Plumbing Plans Examiner
Combination Plans Examiner	Residential Building Inspector
Commercial Combination Inspector	Residential Combination Inspector
Commercial Energy Inspector	Residential Electrical Inspector
Commercial Energy Plans Examiner	Residential Energy Inspector/Plans Examiner
Disaster Response Inspector	Residential Fire Sprinkler Inspector
Electrical Inspector	Residential Fire Sprinkler Plans Examiner
Electrical Plans Examiner	Residential Mechanical Inspector
Energy Code Specialist	Residential Plumbing Inspector

A Technical Expertise Recognized by Multiple Accreditation Bodies

BV has acquired skills and know-how in a large number of technical areas in addition to a broad knowledge of regulations. The firm is currently authorized or accredited by a large number of national and international delegating authorities and accreditation bodies. BV constantly seeks to maintain, renew and extend its portfolio of accreditations and authorizations. It is subject to regular controls and audits by authorities and accreditation bodies to ensure its procedures, the qualification of its personnel, and its management systems comply with the applicable standards, norms, references, and regulations.

IAS AC251 Accreditation

In October 2010, Bureau Veritas proudly became the first company to achieve accreditation under the International Accreditation Service (IAS) Third-Party Permitting, Plan Review, and Inspection Service Providers Accreditation Program (AC 251). AC 251 outlines requirements for the accreditation of third-party non-governmental providers of building department services and thus recognizes the important role private firms play in ensuring public safety. The goal of this program is to provide accreditation to independent providers of building department services based on



FIRM INFORMATION

quality management principles and best practices, to ensure the outstanding safety record of buildings in the U.S., as compared to buildings elsewhere in the world, is maintained. Building departments can use the IAS program to verify the companies they hire are qualified to provide building safety services for the jurisdiction. For Bureau Veritas, accreditation is a way to provide independent verification of its established quality procedures and best practices which have been an integral part of the company since its founding in 1828.

For Bureau Veritas to achieve IAS accreditation, evaluators assessed Bureau Veritas across several distinct categories including code administration, construction codes, plan review processes, professional credentials and licensing, and inspection procedures. In addition, IAS also assessed critical elements of the services provided to jurisdictions such as contract details, operational procedures and plans, and fiscal year budgets. The International Accreditation Service is a nonprofit, internationally recognized accreditation body and a subsidiary of the International Code Council (ICC). IAS accredits building departments, third-party building department service providers, special inspection agencies, product certification agencies, inspection programs for metal building manufacturers, fabricator inspection programs, testing and calibration laboratories, inspection agencies, training agencies, curriculum developers, and field evaluation bodies.

Management Systems Certified

As a world leader in Testing, Inspection, and Certification, Bureau Veritas provides its clients with solutions to meet their quality, health, safety, environmental protection, and social responsibility (QHSE-SR) objectives. The firm prides itself on its commitment to these principals, and has obtained global certification to each of the following International Management Systems Standards:

- ISO 9001:2015 - Quality
- ISO 14001:2015 - Environmental
- OSHAS 18001:2007 - Health and Safety



SERVICES OVERVIEW



B U R E A

V E R I T A

SERVICES OVERVIEW

SERVICE OFFERINGS OVERVIEW

BV has a robust team prepared to provide the City of Manor with exemplary Plan Review and Inspection Services. The firm's team of expert professionals and the technical resources allows it to provide complete building department administration for jurisdictions both large and small. BV aims to partner with existing jurisdiction staff in a way which best complements their efforts and talents. In some instances, providing a plan review engineer "behind the counter" for two days a week is enough, while other jurisdictions may need a complete development department staff on-site for several years. BV has the capacity to seamlessly adjust its personnel and resources to facilitate both ends of the spectrum and everything in-between.

Partnering with BV provides the City with immediate resources. As the demand on the agency increases, the firm supplements the additional workload by augmenting its resources. Because of the firm's familiarity with the policies and procedures necessary for maintaining a building department, it has the ability to immediately begin assisting the jurisdiction with its code compliance service and administration needs.

One of BV's key assets is the depth of experience its staff possesses. Professional personnel with years of industry experience coupled with a wide-ranging collection of business resources allows BV to uniquely customize and focus on its client jurisdiction's specific needs and requirements. BV has worked directly with jurisdictions in a variety of capacities and is familiar and comfortable working in the fast-changing pace of a growing municipality with evolving departments.

The firm's consulting services include, but are not limited to:

- Plan Review
- Inspections
- Permitting
- Code Interpretation
- Code Adoption and Ordinance Preparation
- Planning and Zoning Administration
- City Council Meeting Attendance
- Building Official Duties
- Permit Tracking and Record Keeping
- Plan Reviewer, Inspector, and Permit Tech Training

- Pre-Design and Pre-Construction Meetings
- Designer and Builder Training
- Fee Schedule Evaluation and Updates

BV's local presence allows the firm to provide timely delivery and exceptional customer service in the most cost-effective manner. BV will bring a cooperative and creative problem solving approach to the needs of any jurisdiction. The firm fully understands its role as a team member committed to achieving successful projects for its municipal clients and their customers. BV's staff has considerable review experience of virtually any structure requiring permits, plan reviews, and inspections. With such a large and licensed staff, BV is able to manage numerous and complex projects simultaneously.

Plan Review Services

As the largest plan review firm in the United States, BV provides full-service code consulting and plan review services for compliance with a variety of codes, including the International Building, Plumbing, Electrical, Mechanical, and Fire Codes, as well as the National Electric Codes as adopted by each jurisdiction. The firm has specific experience working through a variety of challenges, including (but not limited to) infill commercial development; adaptive reuse and change of occupancies of existing buildings; retrofit of un-reinforced masonry or soft-story buildings; large commercial shopping centers and mixed-use multi-family developments; live-work projects; and high tech, research, and development facilities.



BV personnel have performed and managed plan review for thousands of projects. Project types include high-rise hotels and office buildings; institutional occupancies (including jails, shipping facilities, and room additions); single-family tract and custom homes; tilt-up shells; and tenant improvements. Our staff has considerable review experience of virtually any structure requiring permits, plan reviews, and inspections. Our large, licensed plan review staff enables us to manage numerous and complex projects simultaneously, as well as provide discipline specific plan reviews (e.g., structural, mechanical/plumbing, electrical, fire).

The firm has the capacity to deliver plan review services related to the following disciplines:

- Architectural, fire and life safety plans examination
- Structural plans examination
- Mechanical, plumbing, and electrical code plans

SERVICES OVERVIEW

examination

- Review and approval of alternate materials, alternative design, and methods of construction
- Fire plan check (as-needed) including:
 - » Fire sprinkler/fire alarm
 - » Smoke detection and dampers
 - » Underground

Plan Review Turnaround Schedule

At your request, BV can provide plan review activities on a fast-track basis. Turnaround times for each submittal will relate to the size and nature of the project and its impact on the construction schedule. To reduce turnaround times for plan review, the firm utilizes electronic submittals, phased submittals, conference calling, and videoconferencing.

BV has built long-term partnerships with numerous agencies. The firm understands accuracy, efficiency, and integrity in all aspects of professional services are required. Testimony to BV's professional excellence is the fact it has provided services to many of its municipal clients since their incorporation. Because of the BV's large pool of accessible resources, the firm can assemble experienced personnel in order to help with project schedule recovery when necessary. BV's team maintains efficient turnaround times on all reviews as a key measurement of performance for the provision of plan review services.

BV will also accommodate preliminary reviews to facilitate fast-tracked, or accelerated, projects. This aids with timely turnaround and enhances client and public relations. If designers include construction drawings which do not conform to the prescriptive requirements of the codes, the City of Manor's designee will have final approval over the plan being reviewed. If requested, BV's staff will make recommendations for resolution. The firm is also available to meet with architects/engineers/designers, City of Manor representatives, or others as needed to discuss findings.

Electronic Plan Reviewing

BV provides an alternative solution to traditional plan checking. By utilizing Adobe Acrobat with electronic plan submittal and commenting, the firm's plan reviewers can quickly and accurately review plans for compliance with applicable codes. This allows for economical movement of plans and quick turnaround, eliminating shipping time and costs. In this way, electronic plans with comments can be viewed and discussed with tenant, designer, and plans examiner as needed to resolve issues quickly and efficiently.

As part of this process, plans are first submitted as PDF files via a secure and confidential FTP site in which the City also has access. BV's staff then reviews these plans and places comments and redlines directly on the plans, corresponding to areas needing revisions. Next, redlined plans with

comments are forwarded to, or placed on, the secure FTP site for the designers, engineers, and architects. Plans can then be revised and resubmitted via the same method described. Once all items are resolved, hard copy plans are sent to BV for approval stamps and signatures. Finally, these stamped and signed approved drawings are sent to the jurisdiction for permitting.

Digital plan review presents customers with a convenient alternative solution to printing and delivering paper plans to jurisdiction offices at zero cost. BV has successfully implemented and utilized digital plan review in over 60 federal, state, and local agencies for multiple years.

Transmittal of Plans and Correction Lists

BV assumes responsibility for the pickup and return of plans. All plans shall be picked up from the jurisdiction and/or designer offices within 24 hours of notification. Should the volume of work be sufficient, the firm proposes to establish regular pickup of plans on a consistent basis. BV will also utilize shipping courier at no additional cost to the jurisdiction and/or designer.

Upon completion of each plan review, BV will forward a copy of the correction list to both the jurisdiction and the designer by mail. When corrected plans are resubmitted, the firm will either follow the previous procedure, or the applicant may schedule an office visit to go over any corrections in person. BV will forward completed plans once they are stamped and signed by the firm's staff. BV's transmittal forms are customized for use unique to the specific jurisdiction.

Inspection Services

BV is dedicated to being client-focused and customizing the work according to your specific needs. The firm can provide inspection services for a single project which presents



unique complexities due to its construction or size, or it can provide enough staff to handle all inspection services for an entire jurisdiction. BV's building inspection services can be adjusted to provide a high level of coordination specifically suited to the design-build concept. The firm's inspectors are ICC certified and have extensive experience in the construction trades. Fast-tracked projects may be built into small phases based on incremental design and fabrication steps. In such cases, BV's inspection team keeps daily logs to track corrections and plan review changes.

BV's inspection teams also provide on-call building

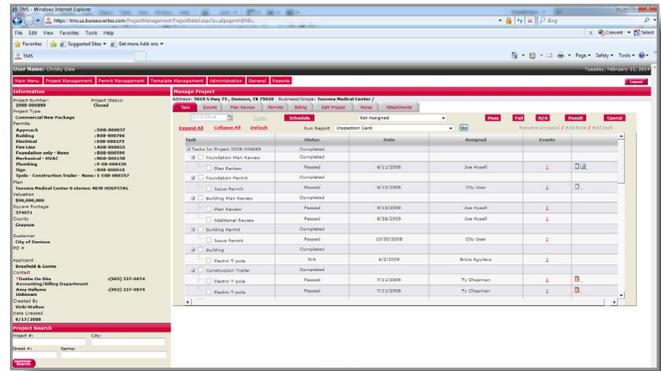
SERVICES OVERVIEW

inspection services to cover staff vacation time, peak workloads, specialized inspection activities, and any other situations which may arise. These activities may include next-day inspections and same-day response to important or urgent requests.

Inspection Methodology

BV will provide the City of Manor with ICC certified personnel who will adhere to the following procedure to deliver building inspection services:

- Read and study project specifications, plans, and drawings to become familiar with project prior to inspection, ensuring structural or architectural changes have been stamped as approved by appropriate authority and recognizing the need for and requiring plan checks for electrical, plumbing, and mechanical code requirements.
- Perform and document inspections on construction projects to determine all aspects of the project such as foundations, building, electrical, plumbing, and mechanical systems conform to the applicable building codes, zoning ordinances, energy conservation, and disabled access requirements including known local, city, state, and federal requirements.
- Review plans for building construction, plumbing, electrical, and mechanical details prior to making inspection.
- Bring to the attention of the City for approval of certain changes in building, plumbing, mechanical, electrical, and related work consistent with code and ordinance requirements.
- Participate in reviews with fire, health, and other government agency inspectors, as well as owners.
- Maintain a record of non-complying items and follow up to resolution of such items.
- Upon request, the firm will inspect existing buildings for substandard, unsafe conditions.



WEB-BASED COMPREHENSIVE PROJECT TRACKING

BV's web-based project tracking system offers comprehensive features to easily record, process, track, and report all phases of the project. The BV Task Management System (TMS) provides an effective tool to issue and track a variety of permits and associated administrative, and inspection tasks from preliminary review to final approval.

Because the BV Task Management System is completely web-based, users with a login name and password can access the system from any computer connected to the internet. The system uses SSL security to protect user passwords and stored project data. The System will be available to the City of Manor and any applicable stakeholders. First-time users will be provided with a short training course to introduce them to the application, and the firm's technical support team will respond to all technical inquiries/issues within 24 hours.

Web-Based Tracking of Inspections

The BV Task Management System provides an efficient tool to ensure all inspections are scheduled and performed in a responsive and timely manner. It manages all inspections for the project, ensuring inspections are scheduled at the appropriate phases and completed prior to scheduling the next phase of inspections. Inspections scheduled out of sequence will need authorization of an inspection manager. The system provides the users the ability to check the up-to-date records of the inspection status.

PROPOSED TEAM



B U R E A

V E R I T A

PROPOSED TEAM

PROPOSED TEAM

BV has assembled a team of experts who are equipped to facilitate exemplary deliverables associated with the provision of Plan Review and Inspection Services to the City of Manor. Each individual brings a wealth of knowledge unmatched by any other company and has been specifically chosen for their experience in performing the required scope of work as well as their extensive list of certifications and licenses. The organizational chart below presents lines of communication and areas of work for the proposed professionals. Resumes have been included in the following pages which provide the team’s qualifications, professional certifications, overall experience, and recent experience.



Core Management Team

Ty Chapman, C.B.O., M.C.P.

**Director of Operations/
Principal-in-Charge**

Michael Olson, C.B.O.

Area Manager

Key Project Staff

Michael Ramirez

Christopher Stahl

Bryan Ellis





**BUREAU
VERITAS**

RESUMÉ

Ty Chapman, C.B.O., M.C.P. Director of Operations

LICENSES/CERTIFICATIONS

- ICC Certified:
- Accessibility Inspector/Plans Examiner
- Building Inspector
- Building Plans Examiner
- Certified Building Code Official
- Certified Building Official
- Certified Electrical Code Official
- Certified Fire Code Official
- Certified Housing Code Official
- Certified Mechanical Code Official
- Certified Plumbing Code Official
- Combination Inspector
- Combination Inspector - Legacy
- Combination Plans Examiner
- Commercial Combination Inspector
- Commercial Energy Inspector
- Commercial Energy Plans Examiner
- Electrical Inspector
- Electrical Plans Examiner
- Fire Inspector I
- Fire Inspector II
- Fire Plans Examiner
- ICC/AACE Property Maint. & Housing Inspector
- Master Code Professional
- Mechanical Inspector
- Mechanical Inspector UMC
- Mechanical Plans Examiner
- Plumbing Inspector
- Plumbing Inspector UPC
- Plumbing Plans Examiner
- Residential Comb. Inspector
- Residential Energy Inspector/Plans Examiner

Texas Department of Licensing and Regulation:
Master Electrician

PROFESSIONAL AFFILIATIONS

International Code Council (ICC)

TENURE AT BV

16+

TOTAL YEARS OF EXPERIENCE

25+

With more than 14 years in the code compliance sector, Ty Chapman has extensive experience allocating technical resources, evaluating pre-construction requirements, reviewing design drawings and inspecting all manner of construction projects. Over the course of his career, Ty has served as inspector, plan reviewer, building official and business unit manager.

An expert code professional, Ty has aided in a number of code changes, updating and implementing the latest code adoption for many cities. He also served as Frisco's first combination inspector and created a full-time building inspection department for the city of Anna.

Ty came to BV as a combination inspector in 2004. Clients appreciate his knowledge, attitude and communication skills with contractors, architects and the public. He now serves as Business Unit Manager, where he manages a staff of inspectors.

SELECT PROJECT EXPERIENCE:

Director of Operations

Bureau Veritas North America, Inc.

- Manages inspection services for North Texas area
- Hires and trains inspection staff
- Responsible for operational and implementation functions of business unit
- Conducts follow up inspections to ensure quality
- Administers municipal contracts
- Performs inspections

Building Official/Fire Marshal/ Plans Examiner/Code Enforcement

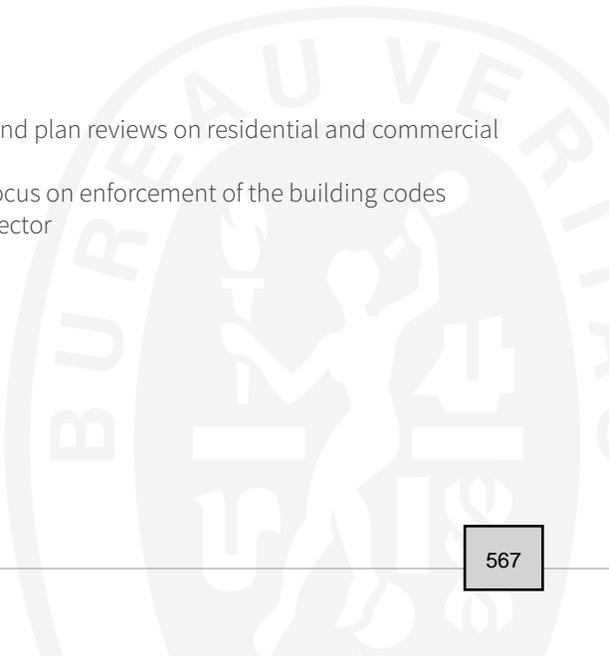
City of Anna

- Created a full-time building inspection/development department for the city
- Conducted fire inspections and served as code training officer for the fire department
- Performed plan review and inspections on all commercial and residential projects
- Consulted with client municipalities looking to update their building codes

Senior Building Inspector/Plans Examiner

City of Frisco

- Conducted multi-disciplined inspections and plan reviews on residential and commercial structures
- Trained new inspectors with the primary focus on enforcement of the building codes
- Recognized as city's first combination inspector





**BUREAU
VERITAS**

RESUMÉ

Michael Olson, C.B.O. Waco Area Manager/Project Manager

LICENSES/CERTIFICATIONS

ICC Certified:
Residential Plumbing Inspector
Residential Energy Inspector/
Plans Examiner
Residential Building Inspector
Legal Module
Management Module
Building Codes and Standards
Module
Certified Building Official

PROFESSIONAL AFFILIATIONS

International Code Council (ICC)
ICC Sustainability Membership
Council
Building Officials Association of
Texas (BOAT) - Vice President,
2015
Texas Municipal League (TML)

TENURE AT BV

3+

TOTAL YEARS OF EXPERIENCE

27+

Michael Olson possesses more than 27 years of experience in the construction and code compliance sectors. His protracted background has lead him to develop an in-depth knowledge of codes, regulations, and legal requirements and how these are applied on a jurisdictional level. Additionally, Michael developed his management and administrative skills during his role as the Director of Community Development for the City of McGregor for over 10 years. Additionally, he was the Senior Building Inspector for the City of Copperas Cove as well as the Chief Building Official for the City of McGregor.

SELECT PROJECT EXPERIENCE:

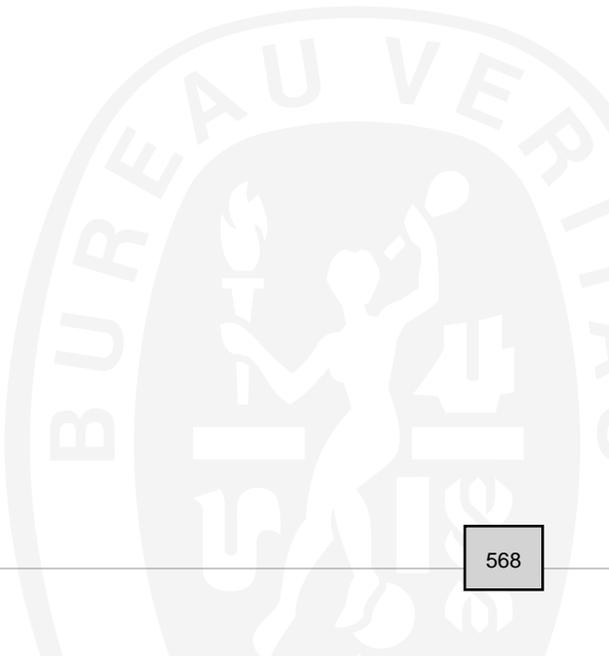
Waco Area Manager/Inspector
Bureau Veritas North America, Inc.

2018 - Present

Oversees inspection services for the Waco area and hires and trains new inspection staff for said region. As an inspector, performs field inspections to determine compliance with the approved plans and all applicable Federal, State and local codes, ordinances, and standards. Furthermore, documents work, prepares technical reports, and maintains accurate records related to assigned work or projects. Responds to requests for information, assists customers such as developers, contractors, and the public in resolving issues, and provides general information regarding permitting policies, procedures, building codes, standards and requirements, and other related matters.

Director of Community Development
City of McGregor

Managed and directed planning and management initiatives for the City. Worked closely with community partners, businesses, organizations, and the public to develop strategies for improving economic, architectural, and community initiatives while preserving neighborhood and community cohesion. Also monitored programs and budgets for department initiatives.





**BUREAU
VERITAS**

RESUMÉ

Michael Ramirez

Building Inspector

EDUCATION

Associates Degree, Electrical/
Mechanical Engineering

LICENSES/CERTIFICATIONS

Residential Electrical Inspector
Residential Plumbing Inspector
Residential Energy Inspector
Commercial Building Inspector
Commercial Electrical Inspector
Commercial Mechanical Inspector
Commercial Plumbing Inspector
Accessibility Inspector/Plans
Examiner
Building Code Official

TENURE AT BV

2+

TOTAL YEARS OF EXPERIENCE

35+

Michael is a skilled and detail-oriented electrical designer and building code inspector with over 35 years experience in a multitude of industries including industrial, commercial, residential, and federal government projects. He possesses a diverse background of working on projects throughout the United States, Mexico, and Canada and his experience lies in all facets of building construction, building inspection, and life safety awareness. Additionally, Michael has a construction management background which ranges from coordination of civil, structural, mechanical, electrical, plumbing, and general construction. He is committed to achieving accurate and timely results and excels at planning efficient schedules and routes to maximize productivity while leveraging his expertise in all facets of building construction to attain top-notch building compliance. He is proficient in programs such as Revit, CATIA, AutoCAD, and AutoDesk.

SELECT PROJECT EXPERIENCE:

Inspector

Bureau Veritas North America, Inc.

2020 - Present

Conducts inspections to ensure building construction is in compliance with the applicable municipal, State of Texas, and federal codes and ordinances. Reads and studies project specifications, plans, and drawings to become familiar with the project prior to inspection, confirming structural or architectural changes have been stamped as approved by the relevant authority. Documents inspections on construction projects to determine all aspects of the project such as foundations, building, electrical, plumbing, and mechanical systems conform to the applicable building codes, zoning ordinances, energy conservation, and disabled access requirements.

Building Inspector/Building Code Consultant

Private Company

2016 - 2019

Was a commercial building inspector and reviewed for mechanical, electrical, plumbing, building, and accessibility compliance. Provided residential building inspections as well for mechanical, electrical, plumbing, and building compliance. Also acted as a certified building code official.

Owner/Inspector

Private Company

2004 - Present

Specialized in commercial and residential building code enforcement and construction management.

Electrical Engineer and Designer

Private Company

2002 - 2003

Designed primary power distribution systems for educational and commercial facilities. Additionally, designed lighting, telephone, intercom, fire alarm, security, and data systems for educational and commercial applications. He reviewed specifications and reviewed submittals as well as managed electrical projects.



**BUREAU
VERITAS**

RESUMÉ

Chris Stahl Building Inspector

Chris Stahl is a Building Inspector with over 24 years of experience. He has various certifications and has gained experience through various courses and projects in his career. Chris Stahl is a hard working individual with the necessary skill set and knowledge to complete any project he is a part of.

EDUCATION

Building Construction Management
- University Of Wisconsin
Apprenticeship And Training
Trust - Associated Builders And
Contractors Of Wisconsin, Inc.

LICENSES/CERTIFICATIONS

State of Texas:
Plumbing Inspector
ICC Certified:
Residential Electrical Inspector
Residential Mechanical Inspector
Residential Plumbing Inspector
Residential Building Inspector
Residential Combination Inspector

PROFESSIONAL AFFILIATIONS

International Code Council
Ventura Region Chapter (ICC)
State of Texas

TENURE AT BV

>1

TOTAL YEARS OF EXPERIENCE

24+

SELECT PROJECT EXPERIENCE:

Inspector

Bureau Veritas North America, Inc.

2022 - Present

Conducts inspections to ensure building construction is in compliance with the applicable municipal, State of Texas, and federal codes and ordinances. Reads and studies project specifications, plans, and drawings to become familiar with the project prior to inspection, confirming structural or architectural changes have been stamped as approved by the relevant authority. Documents inspections on construction projects to determine all aspects of the project such as foundations, building, electrical, plumbing, and mechanical systems conform to the applicable building codes, zoning ordinances, energy conservation, and disabled access requirements.

Building Inspector II

City Of Jarrell

2021 - 2022

- Ensured compliance with national and state building codes and city ordinances
- Confirmed work is completed in accordance with submitted plans

Building Inspector II

City Of Pflugerville

2020-2021

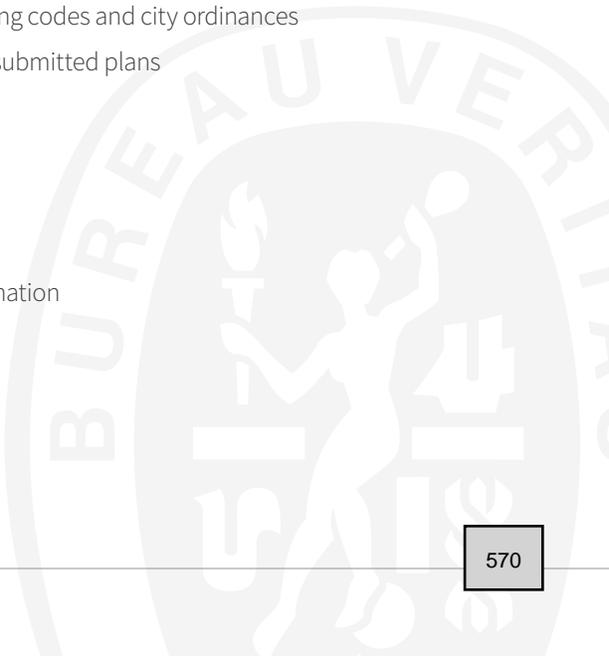
- Ensured compliance with national and state building codes and city ordinances
- Confirmed work is completed in accordance with submitted plans

Journeyman Foreman Electrician

Casper Electric

2015-2018

- Foreman electrician responsible for job site coordination





**BUREAU
VERITAS**

RESUMÉ

Bryan Ellis **Building Inspector**

EDUCATION

High School Diploma,
Lampasas High School

LICENSES/CERTIFICATIONS

Master Plumber License
Plumbing Inspector License
Med Gas Endorsement
Code Enforcement
Residential Building Inspector
Residential Electrical Inspector
10-hour OSHA

TENURE AT BV

>1

TOTAL YEARS OF EXPERIENCE

9+

SELECT PROJECT EXPERIENCE:

Building Inspector
Bureau Veritas North America, Inc.
September 2022 - Current

Conducts inspections to ensure building construction is in compliance with the applicable municipal, State of Texas, and federal codes and ordinances. Reads and studies project specifications, plans, and drawings to become familiar with the project prior to inspection, confirming structural or architectural changes have been stamped as approved by the relevant authority. Documents inspections on construction projects to determine all aspects of the project such as foundations, building, electrical, plumbing, and mechanical systems conform to the applicable building codes, zoning ordinances, energy conservation, and disabled access requirements.

Owner/Master Plumber
L.S. Plumbing, LLC
December 2018 - September 2022

Review and bid plans for residential and commercial projects, hire and manage employees while ordering and coordinating materials and deliveries.

Building Official
City of Lampasas, TX
July 2015 - December 2018

Reviewed plans and issued permits on residential and commercial projects. Ran construction board and Planning and Zoning meetings, and attended Council meetings. Handled all inspections inside the city limits and ETJ.

Commercial Plumbing Plans Examiner
City of Austin, TX
January 2013 - July 2015

Reviewed plumbing and utility plans for compliance with COA Development Regulation and Plumbing Codes. Assisted a variety of customers including the General Public, Real Estate Developers, General Contractors, and Engineers with Preliminary Plans Reviews, Site plan reviews, and Plumbing Code Requirements.

Represented Triad with Developers and General Contractors while managing 40 plus employees tasked with completing the plumbing and utility portions of large commercial projects. Operational responsibility for purchasing, scheduling, manpower allocation, equipment, maintaining contractual obligations, etc. for both the plumbing and utility portions of large projects.

RELEVANT EXPERIENCE



BUREAU

VERITAS

RELEVANT EXPERIENCE

RELEVANT EXPERIENCE

BV has extensive experience in the provision of Plan Review and Inspection Services throughout the State of Texas and across the United States. The most important selection criteria for clients who choose BV is expertise. Having provided building and safety services for over a century, the firm is the foremost expert in the field. The firm's greatest asset is its reputation. This reputation comes from the best experts in the industry, all acting with the utmost integrity and ethics. The following provides examples of relevant experience akin to the services being required by the City of Manor.

PLAN REVIEW AND INSPECTION SERVICES

City of Pflugerville, TX

BV currently provides plan review and inspection services to the City of Pflugerville and has partnered with the City for the delivery of the aforementioned services since 2014. Inspection services are conducted on an as-needed basis as required by the City's Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code, and Energy Code. Special Inspections as specified in chapter 17 and non-prescriptive structural inspections of the adopted International Building Code are not included and may be required as specified in the International Building Code. Any violations of the City's codes or concealment of any work prior to approval by BV are reported to the Building Official. Non-Structural Plan Review services are conducted as required by the City's Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code, and Energy Code, and other provided code related documents, as approved by the City. Applicants are notified of Plan Review Comments and are responsible for addressing comments to the satisfaction of the City. Additionally, the firm has provided Building Official Services to the City in the past.

A prominent project the firm has worked on for the City is the Stone Hill Town Center. This 196 acre master planned development has approximately 1,000,000 square feet of retail space and 5,100 feet of street frontage. The project also includes a luxury, multi-family project with 325 units, and is slated for hotel and professional offices as part of its future development.



PLAN REVIEW AND INSPECTION SERVICES

City of Leander, TX

BV has been providing as-needed building and fire plan review and inspection services to the City of Leander since 2015. The firm facilitates a turnkey outsourcing partnership to assist the City on an as-needed basis with various permits and inspections. Plan review services include, but are not limited to, review for compliance with building, fire, zoning, subdivision, and other applicable code provisions as well as for compliance with the applicable state and federal laws. Building inspection services include, but are not limited to, comprehensive field inspections in accordance with the City's adopted ordinances, codes, and standards. Fire inspection services include fire protections systems acceptance testing, fire wall, and other comprehensive field inspections in accordance with the City's adopted ordinances, codes, and standards. Additionally, the firm acknowledges receipt of work order no later than 24-hours after the City sends electronic notification of said order; communicates with City staff and contractors by phone, email, and in person; attends meetings, if necessary, with staff to understand process changes or updates; and proficiently uses the City's system for electronic review and inspection management. Furthermore, BV provides the Building Official and Fire Marshal with a monthly detailed record of all plan reviews and inspections performed.



RELEVANT EXPERIENCE

PLAN REVIEW AND INSPECTION SERVICES

Village of Salado, TX

BV has been providing building and plan review and inspection services to the Village of Salado since 2006. The firm's inspector is retained by the Village under the designation of "Building Inspector" and "Department of Building Safety" and makes all inspections required or requested by the Village under appropriate ordinances and codes. The inspector reviews all building plans submitted to the Village upon request and makes written reports noting code compliance or any deviations from all inspections, and delivers a copy of such reports to the Village's office within two business days after the receipt of request for inspection. Additionally, the inspector may be called upon to perform the following services: Attend meetings of the Village Council, when requested by the Development Coordinator; Attend other public or private meetings involving inspection matters related to the duties performed under the agreement between the Village and the firm; Testify in court proceedings, including civil and criminal courts (excluding expert testimony and/or third party opinions). BV inspectors honor requests for inspection within one business day of receipt. With regards to plan reviews, construction document submittals are picked up within one business day upon notification. Reviewed plans and construction documents are returned no later than ten business days for commercial or multi-family construction projects.



PLAN REVIEW AND INSPECTION SERVICES

City of Florence, TX

BV has been providing plan review and inspection services to the City of Florence since 2012. BV and the representatives of BV are charged with the enforcement of the provisions of the Jurisdiction's Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code, and Energy Code. Non-Structural Plan Review services are conducted as required by the Jurisdiction's Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code and Energy Code, and other provided code related documents, as approved by the Jurisdiction. Applicants are notified of Plan Review Comments and are responsible for addressing comments to the satisfaction of the Jurisdiction. Inspection services are conducted as required by the Jurisdiction's Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code, and Energy Code. Special inspections as specified in chapter 17 and non-prescriptive structural inspections of the adopted International Building Code are not included and may be required as specified in the International Building Code. Any violations of the Jurisdiction's codes or concealment of any work prior to approval by BV are reported to the City's Building Official.





www.bvna.com



**BUREAU VERITAS NORTH AMERICA, INC.
STANDARD PROFESSIONAL SERVICES AGREEMENT**

This STANDARD PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is made and entered into this _____ day of _____, 2022, by and between Bureau Veritas North America, Inc., (“BVNA”), and the City of ~~Killeen~~Manor, Texas, (“Client”).

These Terms and Conditions govern the work to be performed by Bureau Veritas North America, Inc. (“BVNA”), as specified in the proposal prepared by BVNA of which these Terms and Conditions are a part thereof.

WHEREAS, the Client desires that BVNA provide independent professional services for Client under the terms of a Standard Professional Services Agreement;

WHEREAS, BVNA represents that it is a professional independent consulting firm and is willing and able to perform such services upon terms and conditions hereinafter set forth;

WHEREAS, all services will be conducted in accordance with these terms and conditions and the agreed upon Scope of Services and Fee Schedule the forms of which are attached as Attachments “A” and “B” respectively.

NOW, THEREFORE, in consideration of the foregoing and of the benefits to each of the parties accruing, the parties hereto do mutually agree as follows:

AGREEMENT

1. **Initiation of Services:** During the term of this Agreement, Client may call upon BVNA to perform specific work from the scope to be defined per project in accordance with the agreed upon fees. Individual projects may be delineated via a specific proposal in accordance with the terms and conditions set forth in this Agreement. BVNA agrees to furnish services in conformity with the terms hereof and the following documents which are incorporated by reference and made a part hereof. No subsequent amendment to this Agreement shall be binding on either BVNA or Client unless reduced to writing and signed by an authorized Representative of BVNA and Client. Any pre-printed forms including, but not limited to: purchase orders, shipping instructions, or sales acknowledgment forms of either party containing terms or conditions at variance with or in addition to those set forth herein shall not in any event be deemed to modify or vary the terms of this Agreement.

2. **Scope of Services:** BVNA shall provide its services at the time, place, and in the manner specified in the proposal.

3. **Term.** This Agreement shall remain in effect from the effective date of the Agreement unless terminated by written notice to the other party at least thirty (30) days prior to termination. Fees may be adjusted annually.

4. **Time of Performance:** The services of BVNA are to commence upon execution of this Agreement and shall continue until all authorized work is completed. BVNA shall use commercially reasonable best efforts

in performing services under these Terms and Conditions, and the Companion Documents (“Agreement”). Companion Documents shall mean any documents accompanying BVNA’s Proposal, including but not limited to the Scope of Work, Fee Schedules or any other Exhibits specific to the project. BVNA shall not be responsible for failure to perform its services if i) there is a failure or delay by Client or its contractors in providing BVNA with the necessary access to properties, documentation, information, or materials; ii) Client or its contractors fail to approve or disapprove BVNA’s work; or iii) if Client causes delays in any way whatsoever. In any of these events, BVNA’s time for completion of its service shall be extended accordingly. BVNA shall not be responsible for failure to perform if such failure is due to any act of God, labor trouble, fire, inclement weather, act of governmental authority, failure of transportation, accident, power failure or interruption, or any other cause reasonably beyond BVNA’s control. In any of these events, BVNA’s time for completion of its services shall be extended accordingly.

5. **Compensation:** Compensation to be paid to BVNA shall be in accordance with the Schedule of Fees set forth in accordance with the agreed upon fee schedule per project.

6. **Method of Payment:** BVNA shall submit monthly billings to Client describing the work performed during the preceding month. Client shall pay BVNA no later than thirty (30) days after receipt of the monthly invoice by Client’s staff. If the invoice is not paid within such period, Client shall be liable to BVNA for a late charge accruing from the date of such invoice to the date of payment at the lower of eighteen (18) percent per annum or the maximum rate allowed by law. Further, if the invoice is not paid within such period, BVNA may, at any time, and without waiving any other rights or claims against Client and without thereby incurring any liability to Client, elect to terminate performance of services immediately following written notice from BVNA to Client. Notwithstanding any such termination of services, Client shall pay BVNA for all services rendered by BVNA up to the date of termination of services plus all interest, termination costs and expenses incurred by BVNA. Client shall reimburse BVNA for all costs and expenses of collection, including reasonable attorney’s fees. For work requiring a construction permit to be issued, the total fee will be billed when the permit is issued by the Jurisdiction.

7. **Construction Monitoring:** If BVNA is engaged by Client to provide a site representative for the purpose of monitoring specific portions of any construction work, as set forth in the proposal, then this Section 7 shall apply. If BVNA’s engagement does not include such construction monitoring, then this Section shall be null and void. In connection with construction monitoring, BVNA will report observations and professional opinions to Client. BVNA shall report to Client any observed work which, in BVNA’s opinion, does not conform to plans and specifications. BVNA shall have no authority to reject or terminate the work of any agent or contractor of Client. No action, statements, or communications of BVNA, or BVNA’s site representative, can be construed as modifying any agreement between Client and others. BVNA’s presence on the Project site in no way guarantees the completion or quality of the performance of the work of any party retained by Client to provide construction related services. Neither the professional activities of BVNA, nor the presence of BVNA or its employees, representatives, or subcontractors on the Project Site, shall be construed to impose upon BVNA any responsibility for methods of work performance, superintendence, sequencing of construction, or safety conditions at the Project site. Client acknowledges that Client or its general contractor is solely responsible for job site safety, and warrants and agrees that such responsibility shall be made evident in any Project owner’s agreement with the general contractor. Client also agrees to make BVNA an additional insured under any general contractor’s General Liability insurance policy. Prior to the commencement of the Work, Client shall provide BVNA with a certificate of insurance evidencing the required insurance. Such certificates shall be issued by an insurance carrier(s) acceptable to BVNA and shall be endorsed to include: (1) BVNA as additional insured; (2) thirty (30) days prior written notice of cancellation or material change in any of the coverages; and (3) a waiver of subrogation as to BVNA. Each policy of insurance required shall be written by an insurance company with a minimum rating by A.M. Bests & Company of A-VI. This insurance shall be primary to any insurance available to BVNA. In the event BVNA expressly assumes any health and safety responsibilities for hazardous materials or other items specified in this Agreement, the acceptance of such responsibility does not and shall not be deemed an acceptance of responsibility for any other

health and safety requirements, such as, but not limited to, those relating to excavation, trenching, drilling or backfilling.

8. Ownership of Documents: All plans, studies, documents and other writings prepared by BVNA, its officers, employees and agents and subcontractors in the course of implementing this Agreement shall remain the property of BVNA. The Client acknowledges that all intellectual property rights related to the performance of the Agreement, including but not limited to the names, service marks, trademarks, inventions, logos and copyrights of BVNA and its affiliates, (collectively, the “**Rights**”) are and shall remain the sole property of BVNA or its affiliates and shall not be used by the Client, except solely to the extent that the Client obtains the prior written approval of BVNA and then only in the manner prescribed by BVNA. If BVNA terminates the Agreement in accordance with the provisions of Article 29 below, any such license granted by BVNA to the Client shall automatically terminate.

9. Use of Data or Services: BVNA shall not be responsible for any loss, liability, damage, expense or cost arising from any use of BVNA’s analyses, reports, certifications, advice or reliance upon BVNA’s services, which is contrary to, or inconsistent with, or beyond the provisions and purposes set forth therein or included in these Terms and Conditions, or in the Companion Documents. Client understands and agrees that BVNA’s analyses, reports, certifications and services shall be used solely by the Client, and only Client is allowed to rely on such work product. If a third party relies on the services, analyses, reports or certifications without BVNA’s written permission, then Client agrees to defend and indemnify BVNA from any claims or actions that are brought as a result of such reliance.

10. Independent Contractor: It is understood that BVNA, in the performance of the work and services agreed to be performed, shall act as and be an independent contractor and shall not act as an agent or employee of the Client. BVNA shall obtain no rights to retirement benefits or other benefits which accrue to Client’s employees, and BVNA hereby expressly waives any claim it may have to any such rights.

11. Standard of Care: BVNA REPRESENTS THAT THE SERVICES, FINDINGS, RECOMMENDATIONS AND/OR ADVICE PROVIDED TO CLIENT WILL BE PREPARED, PERFORMED, AND RENDERED IN ACCORDANCE WITH PROCEDURES, PROTOCOLS AND PRACTICES ORDINARILY EXERCISED BY PROFESSIONALS IN BVNA’S PROFESSION FOR USE IN SIMILAR ASSIGNMENTS AND PREPARED UNDER SIMILAR CONDITIONS AT THE SAME TIME AND LOCALITY. CLIENT ACKNOWLEDGES AND AGREES THAT BVNA HAS MADE NO OTHER IMPLIED OR EXPRESSED REPRESENTATION, WARRANTY OR CONDITION WITH RESPECT TO THE SERVICES, FINDINGS, RECOMMENDATIONS OR ADVICE TO BE PROVIDED BY BVNA PURSUANT TO THIS AGREEMENT.

12. Indemnity: Subject to the Limitation of Liability included in this Agreement, BVNA shall indemnify and hold harmless Client from and against losses, liabilities, and reasonable costs and expenses (for property damage and bodily injury, including reasonable attorney’s fees), to the extent directly and proximately caused by BVNA’s negligent performance of services or breach of warranty under this Agreement.

BVNA shall not be obligated to defend the Client until there is an actual finding of negligence or if the parties agree otherwise. Client shall defend, indemnify and hold harmless BVNA, its employees, directors, officers, and agents, from and against claims, losses, liabilities, and reasonable costs and expenses (including reasonable attorney’s fees) that are: i) related to, or caused by the negligence or willful misconduct of Client, its employees, or agents; ii) related to this Agreement or the work to be performed by BVNA for which BVNA is not expressly responsible; or iii) the expressed responsibility of the Client under this Agreement.

13. Limitation of Liability: To the fullest extent permitted by law and notwithstanding anything else in this Agreement to the contrary, the total aggregate liability of BVNA, its affiliates, employees, officers, directors and agents (Collectively referred to in this paragraph as “BVNA”) for all claims for negligent

professional acts, errors or omissions arising out of this Agreement is limited to \$50,000 or the amount of the total fees hereunder, whichever is greater.

14. **Insurance:** BVNA, at BVNA's own cost and expense, shall procure and maintain, for the duration of the contract, the following insurance policies with insurers possessing a Best's rating of no less than A:VII:

- a. **Workers' Compensation Coverage:** BVNA shall maintain Workers' Compensation and Employer's Liability Insurance for its employees in accordance with the laws of the state where the services are being performed. Any notice of cancellation or non-renewal of all Workers' Compensation policies will be sent to the Client in accordance with the policy provisions.
- b. **General Liability Coverage:** BVNA shall maintain Commercial General Liability insurance in an amount not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage.
- c. **Automobile Liability Coverage:** BVNA shall maintain Automobile Liability insurance covering bodily injury and property damage for activities of BVNA employee arising out of or in connection with the work to be performed under this Agreement, including coverage for owned, hired and non-owned vehicles, in an amount not less than one million dollars (\$1,000,000) combined single limit for each occurrence.
- d. **Professional Liability Coverage:** BVNA shall maintain Professional Errors and Omissions Liability for protection against claims alleging negligent acts, errors or omissions which may arise from BVNA's services under this Agreement. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis.

BVNA shall name Client as additional insured and other parties that it deems appropriate to be additionally insured under BVNA's Commercial General Liability policy and Automobile Liability policy, if requested to do so by Client. The Client, on its own behalf and on the behalf of any others that are named as additionally insured at Client's request, agrees that providing such insurance or the additional insured endorsement shall in no way be construed as an assumption by BVNA of any liability for the negligence or willful misconduct or any wrongful behavior on the part of Client or others that are named additionally insured.

15. **Consequential and Punitive Damages:** Neither BVNA nor Client shall be liable under any circumstances for loss of profits, loss of product, consequential damages of any kind, indirect damages of any kind or special damages of any kind to the other party, or to any third party. No punitive or exemplary damages of any kind shall be recoverable against either party under any circumstances.

16. **Cause of Action:** If Client makes a claim against BVNA, for any alleged error, omission, or other act arising out of the performance of its professional services and to the extent the Client fails to prove such claim, then the Client shall pay all costs including attorney's fees incurred by BVNA in defending the claim. Any cause of action brought against BVNA shall be brought within one (1) year of the work or services performed under this Agreement.

17. **Compliance with Laws:** BVNA shall use the standard of care in its profession to comply with all applicable federal, state and local laws, codes, ordinance and regulations in effect as of the date services are provided.

18. **Resolution of Disputes:** All claims, disputes, controversies or matters in question arising out of, or relating to, this Agreement or any breach thereof, including but not limited to disputes arising out of alleged design defects, breaches of contract, errors, omissions, or acts of professional negligence, except

those disputes which arise out of or are related to collection matters or fees alone under this Agreement, (collectively "Disputes") shall be submitted to mediation before and as a condition precedent to pursuing any other remedy. Upon written request by either party to this Agreement for mediation of any dispute, Client and BVNA shall select a neutral mediator by mutual agreement. Such selection shall be made within ten (10) calendar days of the date of receipt by the other party of the written request for mediation. In the event of failure to reach such agreement or in any instance when the selected mediator is unable or unwilling to serve and a replacement mediator cannot be agreed upon by Client and BVNA within ten (10) calendar days, a mediator shall be chosen as specified in the Mediation Rules of the American Arbitration Association then in effect, or any other appropriate rules upon which the parties may agree.

Should either party to this Agreement commence any legal action against the other party arising out of this Agreement, the prevailing party shall be entitled to recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and attorney's fees.

19. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the state where the BVNA office originating the work or proposal is located.

20. Releases: All lien releases will be limited to payment issues; no additional terms and conditions may be added to a release of lien.

21. Waiver of Jury Trial: Each party waives its right to a jury trial in any court action arising between the parties, whether under this Agreement or otherwise related to the work being performed under this Agreement.

22. Third Party Beneficiary: It is expressly understood and agreed that the enforcement of these terms and conditions shall be reserved to the Client and BVNA. Nothing contained in the Agreement shall give or allow any claim or right of action whatsoever by any third person. It is the express intent of the Client and BVNA that any such person or entity, other than Client or BVNA, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary.

23. Written Notification: Any notice, demand, request, consent, approval or communication that either party desires or is required to give to the other party shall be in writing and either served personally or sent prepaid, first class mail. Any such notice, demand, etc., shall be addressed to the other party at the address set forth in the proposal. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to Client: _____

If to BVNA: Bureau Veritas North America, Inc.
Attn: Contract Processing
1000 Jupiter Road, Suite 900
Plano, TX 75074

With cc to: Bureau Veritas North America, Inc.
Attention: Legal Department
1601 Sawgrass Corporate Parkway, Suite 400
Fort Lauderdale, FL 33323

24. Confidential Information: Neither party shall disclose information identified as confidential to anyone except those individuals who need such information to perform the Services; nor should either party use such confidential information, except in connection with the Work, the performance of the Services or as authorized by the other party in writing. Regardless of the term of this Agreement, each party shall be bound by this obligation until such time as the confidential information shall become part of the public domain. Confidential information shall not include information which is either: (i) known to the public; (ii) was known to the receiving party prior to its disclosure; or (iii) received in good faith from a third party. If either party is required to produce information by valid subpoena or Court order, parties agree to first provide prompt notice to other party in order to allow the party to seek a protective order or other appropriate remedy. This shall not prevent either party from disclosing information to the extent reasonably necessary to substantiate a claim or defense in any adjudicatory proceeding. Client agrees that BVNA shall be permitted to use Client's name and logos in BVNA's marketing materials unless advised or prohibited against it by the Client in writing. The technical and pricing information contained in any proposal or other documents submitted to the Client by BVNA shall be considered confidential and proprietary and shall not be released or disclosed to a third party without BVNA's written consent.

25. Assignment: Neither party may assign this Agreement or any right or obligation hereunder without the prior written consent of the other party, which shall not be unreasonably withheld or delayed; provided, however, that no consent shall be necessary in the event of an assignment to a successor entity resulting from a merger, acquisition or consolidation by either party or an assignment to an Affiliate of either party if such successor or Affiliate assumes all obligations under this Agreement. Any attempted assignment, which requires consent hereunder, shall be void and shall constitute a material breach of this Agreement if such consent is not obtained.

26. Non-Solicitation/Hiring of Employees:

(a) To promote an optimum working relationship, the Client agrees in good faith that for the term of this Agreement and one year after the completion or termination of the Agreement not to directly or indirectly employ or otherwise engage any current employee of BVNA or any former employee of BVNA who left the employ of BVNA within the six (6) months prior to and including the date of the execution of the Agreement. The loss of any such employee would involve considerable financial loss of an amount that could not be readily established by BVNA. Therefore, in the event that Client should breach this provision and without limiting any other remedy that may be available to BVNA, the Client shall pay to BVNA a sum equal to the employee's current annual salary plus twelve (12) additional months of the employee's current annual salary for training of a new employee as liquidated damages.

(b) BVNA's employees shall not be retained as expert witnesses except by separate written agreement. Client agrees to pay BVNA's legal expenses, administrative costs and fees pursuant to BVNA's then current fee schedule for BVNA to respond to any subpoena.

27. Prevailing Wage: This Agreement and any proposals hereunder specifically exclude compliance with any project labor agreement or other union or apprenticeship requirements. In addition, unless explicitly agreed to in the body of the proposal, this Agreement and any proposals hereunder specifically exclude compliance with any State or Federal prevailing wage law or associated requirements, including the Davis Bacon Act. Due to the professional nature of its services BVNA is generally exempt from the Davis Bacon Act and other prevailing wage schemes. It is agreed that no applicable prevailing wage classification or wage rate has been provided to BVNA, and that all wages and cost estimates contained herein are based solely upon standard, no-prevailing wage rates. Should it later be determined by the Client or any applicable agency that in fact prevailing wage applies, then it is agreed that the contract value of this agreement shall be equitably adjusted to account for such changed circumstance. These exclusions shall survive the completion of the project and shall be merged into any subsequently executed documents between the parties, regardless of the terms of such agreement. Client will reimburse, defend, indemnify and hold

harmless BVNA from any liability resulting from a subsequent determination that prevailing wage regulations cover the Projects, including all costs, fines and reasonable attorney's fees.

28. Waiver: No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder.

29. Amendments: This Agreement may be modified or amended only by a written document executed by both BVNA and Client.

30. Entire Agreement: This Agreement constitutes the complete and exclusive statement of Agreement between the Client and BVNA. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in total by this Agreement.

31. Termination: This Agreement may be terminated immediately for cause or by either party without cause upon fifteen (15) days written notice of termination. Upon termination, BVNA shall be entitled to compensation for services performed up to the effective date of termination.

(a) Termination by Client: If the Client terminates this agreement without cause, the Client shall have two options concerning work and assignments that are in-progress. The Client shall select from: (1) Allowing BVNA the opportunity to complete all work and assignments in-progress that may be completed by another provider after the effective date of BVNA's termination; or (2) Providing BVNA with a complete and unconditional release from any and all liability and indemnification requirements regarding all work and assignments that remain in-progress upon BVNA's termination effective date. In the event that Client is silent on termination or does not make an affirmative selection, option (2) providing BVNA with a complete and unconditional release from any and all liability and indemnification requirements will be the default and active selection.

(b) Termination by BVNA: If BVNA terminates without cause, BVNA will provide client with a thirty (30) day transition period from the notice of termination to allow Client sufficient time to secure a new Service Provider. During this transition period, BVNA and Client's responsibilities under this agreement will remain in full force and effect. At the end of the thirty (30) day transition period BVNA will cease all activities. In the event Client shall request BVNA to continue to provide any Services beyond the expiration of the transition period, including any extensions, then BVNA and Client may negotiate in good faith terms of any such extension, including the pricing of Services.

32. Interpretation of Agreement: This Agreement shall be interpreted as though prepared by all parties and shall not be construed unfavorably against either party.

33. Severability of Agreement: If any provision or provisions of this Agreement shall be held to be invalid, illegal, unenforceable or in conflict with the laws of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be effected and shall remain in full force and effect.

[signatures on following page]

IN WITNESS WHEREOF, the parties hereby execute this agreement upon the terms and conditions stated above and the Attachments following the signatures below.

BUREAU VERITAS NORTH AMERICA, INC.	CLIENT
Signature:	Signature:
Name:	Name:
Title:	Title:
Date:	Date:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
DTQR	
Date	

ATTACHMENT A SCOPE OF SERVICES

BVNA and the representatives of BVNA are charged with the enforcement of the provisions of the Jurisdiction's Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code and Energy Code, acting in good faith and without malice in the discharge of the duties required by these codes or other pertinent law or ordinance shall not thereby be rendered personally liable for damages that may accrue to persons or property as a result of an act or by reason of an act or omission in the discharge of such duties.

Plan Review

Non-Structural Plan Review services shall be conducted as required by the Jurisdiction's Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code and Energy Code, and other provided code related documents, as approved by the Jurisdiction. Applicants will be notified of Plan Review Comments and are responsible for addressing comments to the satisfaction of the Jurisdiction. The Jurisdiction has final interpretive authority over all plans and specifications. Permits are issued by the Jurisdiction.

Inspections

Inspection services shall be conducted as required by the Jurisdiction's Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code and Energy Code. Special inspections as specified in chapter 17 and non-prescriptive structural inspections of the adopted International Building Code are not included and may be required as specified in the International Building Code. Any violations of the Jurisdiction's codes or concealment of any work prior to approval by BVNA will be reported to the Building Official of the Jurisdiction. The Building Official of the Jurisdiction is the final interpretive authority and the Certificate of Occupancy will be issued at the discretion of the Jurisdiction.

**ATTACHMENT B
FEE SCHEDULE**

Fee Table 1 - Commercial and Multi-Family construction plan review

Valuation	Fee
\$1. ⁰⁰ to \$10,000. ⁰⁰	\$50. ⁰⁰
\$10,001. ⁰⁰ to \$25,000. ⁰⁰	\$70.69 for the first \$10,000. ⁰⁰ plus \$5.46 for each additional \$1000. ⁰⁰
\$25,001. ⁰⁰ to \$50,000. ⁰⁰	\$152.59 for the first \$25,000. ⁰⁰ plus \$3.94 for each additional \$1000. ⁰⁰
\$50,001. ⁰⁰ to \$100,000. ⁰⁰	\$251.09 for the first \$50,000. ⁰⁰ plus \$2.73 for each additional \$1000. ⁰⁰
\$100,001. ⁰⁰ to \$500,000. ⁰⁰	\$387.59 for the first \$100,000. ⁰⁰ plus \$2.19 for each additional \$1000. ⁰⁰
\$500,001. ⁰⁰ to \$1,000,000. ⁰⁰	\$1,263.59 for the first \$500,000. ⁰⁰ plus \$1.85 for each additional \$1000. ⁰⁰
\$1,000,001. ⁰⁰ and up	\$2,188.59 for the first \$1,000,000. ⁰⁰ plus \$1.23 for each additional \$1000. ⁰⁰

Fee Table 2 - Commercial and Multi-Family construction inspection

Valuation	Fee
\$1. ⁰⁰ to \$10,000. ⁰⁰	\$76. ⁹²
\$10,001. ⁰⁰ to \$25,000. ⁰⁰	\$108.75 for the first \$10,000. ⁰⁰ plus \$8.40 for each additional \$1000. ⁰⁰
\$25,001. ⁰⁰ to \$50,000. ⁰⁰	\$234.75 for the first \$25,000. ⁰⁰ plus \$6.06 for each additional \$1000. ⁰⁰
\$50,001. ⁰⁰ to \$100,000. ⁰⁰	\$386.25 for the first \$50,000. ⁰⁰ plus \$4.20 for each additional \$1000. ⁰⁰
\$100,001. ⁰⁰ to \$500,000. ⁰⁰	\$596.25 for the first \$100,000. ⁰⁰ plus \$3.36 for each additional \$1000. ⁰⁰
\$500,001. ⁰⁰ to \$1,000,000. ⁰⁰	\$1,940.25 for the first \$500,000. ⁰⁰ plus \$2.85 for each additional \$1000. ⁰⁰
\$1,000,001. ⁰⁰ and up	\$3,365.25 for the first \$1,000,000. ⁰⁰ plus \$1.89 for each additional \$1000. ⁰⁰

Fee Table 3 - Construction or Improvement of a Residential Dwelling

New Residential Construction	
Plan Review and Inspection Fee	
Square Footage (S.F.)	Fee
0 - 1,500 S.F.	\$785.00
1,501 - 10,000 S.F.	\$785.00 for the first 1,500 S.F. plus \$0.35 for each additional S.F. to and including 10,000 S.F.
Over 10,000 S.F.	\$3,760.00 for the first 10,000 S.F. plus \$0.15 for each additional S.F. over 10,000 S.F.
Plan Review Only	
Plan Review Fee Only Per Dwelling Unit, a new plan for previously reviewed plan or Master Plan	\$200.00 per Plan or per Address

Plan review fee when a permit has been issued for the dwelling and the construction plans are altered such that an additional plan review is required (excludes new plan)	\$150.00 per Plan or per Address
Alterations / Additions / Improvements for Residential Construction	
Trade Permits	Fee
Building, Mechanical, Electrical, Plumbing, Fuel Gas and similar	\$100.00 per trade
Other project types not listed above	\$160.00 per trade
Miscellaneous residential projects such as, but not limited to, Accessory Structures, Fences, Pools, etc.	See Fee Table 2

* All fees billed upon issuance of the permit by the jurisdiction

Back-up inspections

* Backup inspections will be performed during times of inspector absence due to illness, vacation or training at the listed rates. All other project activity will utilize the tables above.

- Single Family Residential \$76.92 per address/building
- Commercial and non-Single Family Residential \$125.00 per address/building/unit

The construction valuation is determined by the greater of the declared valuation of the project or the valuation calculated using the International Code Council Building Valuation Data table, first update of each calendar year.

Example:

Square Foot Construction Costs

Group (2018 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
B Business	200.26	192.96	186.54	177.38	161.90	155.84	170.40	142.43	136.08

The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

New Building

Group B occupancy

Type VB construction

10,000 square feet total building area

Declared construction valuation \$1,200,000

Calculated construction valuation - 10,000 square feet X \$136.08 per square foot = \$1,360,800

The calculated construction valuation is greater than the declared construction valuation so \$1,360,800 is used to calculate the Bureau Veritas fee for the project.

* Note: BVNA fees do not include any taxes, licensing or other fees imposed by governmental or outside agencies.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 16, 2023
PREPARED BY: Ryan Phipps, Chief
DEPARTMENT: Police

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to authorize the Manor Police Department to enter into an agreement with American Signal Corporation for the purchase and deployment of a storm warning siren system.

BACKGROUND/SUMMARY:

Over the past several years, Central Texas communities have seen a drastic increase in severe weather events, and the City of Manor has experienced some of its share of historic “close-calls” events. The changing weather patterns have forced Emergency Response Coordinators to evaluate their emergency response plans and the addition of storm sirens is one measure of safety that would provide an extra level of protection for our citizens and local municipalities' response to severe weather events. It is proposed that the City of Manor purchase the Tempest T-128 rotating storm siren system, manufactured by American Signal Corporation.

These five (5) units system offers a wide range of features including Robust & Reliable Design, Omni-Directional coverage, Advanced Sound Technology, Remote activation and monitoring, seamless integration with NOAA, and compliance with industry standards.

Implementing this advanced storm siren system, will achieve a safety and preparedness priority for the community and increase our ability to properly alert our residents for future severe weather events through scheduled testing of the system on a regular basis.

LEGAL REVIEW: Not Applicable
FISCAL IMPACT: Yes, a one-time expense of \$ 196,638.84
PRESENTATION: No
ATTACHMENTS: Yes

- Quote
- Map – Sirens Location

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve and authorize the Manor Police Department to enter into an agreement with American Signal Corporation for the purchase and deployment of a storm warning siren system in an amount not to exceed \$196,638.84.

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



8600 W. Bradley Road,
Milwaukee, WI 53224

Tel: (800) 243-2911

Tel: +1 414 358-8000

Fax: +1 414 358-8008

Web: www.americansignal.com

Sales Person: Justin Raff

Quote #: 230517JR

Date: 5/11/2023

Project: Manor Warning System

Company: Manor TX

Address: 402 W Parsons St

City, State, ZIP: Manor TX 78653

Country: USA

Contact Name: Ryan Phipps

Title: Chief of Police

E-Mail: rphipps@manortx.gov

Telephone: 512-272-8177

Mobile:

Other:

[Priced for TIPS purchase](#)

Item	Qty.	Model	American Signal Equipment	Unit	Extended Price
T-128 AC					
1	5	T-128-DC	Rotating Siren 129.5dB 48v DC Siren	\$ 13,130.00	\$ 65,650.00
2	5	T-240-MC-AC-DB	AC Motor Control 112/121/128 - UL Listed Deep Box (Used for Internal Mounted RTU) NEMA 4X Aluminum Powder Coated Gray	\$ 5,030.00	\$ 25,150.00
3	5	RTU--DC Door Mt.	RTU, Universal Controller, Panel Mount DC Tempest-MC's	\$ 1,980.00	\$ 9,900.00
4	5	SENSOR - Current	Current Sensor, Tempest-Series	\$ 160.00	\$ 800.00
5	5	KIT-ECC-32-AC	ECC Format Card, for AC Mechanical Sirens	\$ 510.00	\$ 2,550.00
6	5	MR-VHF25W	Motorola- 25 Watt Motorola VHF Radio	\$ 1,153.00	\$ 5,765.00
7	5	KIT-RRM	Motorola 'Radio Interface, VHF & UHF (All)	\$ 75.00	\$ 375.00
8	5	KIT-OMNI-ANT-7	Antenna, VHF, 35' coax Omni-Directional	\$ 270.00	\$ 1,350.00
9	5	KIT-ARR-2	Lightning Arrestor, VHF, PL-259	\$ 260.00	\$ 1,300.00
11	5	PM-4	Pole Mount - Tempest T-128	\$ 660.00	\$ 3,300.00
Command And Control Software & Hardware					
14	1	CSC-960-FSK	Central Station Controller-960, FSK Format includes 10 programmable push buttons	\$ 5,400.00	\$ 5,400.00
15	1	RK-V	30 Watt Kenwood Radio VHF 150-170Mhz	\$ 1,017.00	\$ 1,017.00
16	1	KIT-KCT-19	Kenwood 'Radio Interface, UHF/VHF MHz	\$ 75.00	\$ 75.00
17	1	KIT-ARR-2	Lightning Arrestor, VHF, PL-259	\$ 260.00	\$ 260.00
18	1	KIT-OMNI-ANT-7	Antenna, VHF, 35' coax Omni-Directional	\$ 270.00	\$ 270.00
19	1	NEXGen	CompuLert™ NEXGen Command and Control Server software with Google Chrome client. Requires Ubuntu LTS Server operating system, and Google Chrome for the Client	\$ 10,200.00	\$ 10,200.00
20	1	Server	Tower Server-Includes RAID 1 data mirroring, 8Gb RAM, 21" Monitor, Keyboard, Mouse. Preloaded with Ubuntu LTS and supporting environment for CompuLert™ NEXGen.	\$ 5,100.00	\$ 5,100.00
21	1	NOAA Auto Activation	Auto-Activation from NOAA	\$ 2,500.00	included
Installation					
23	5	Install	Provide 55' Class II Wood Pole. Assemble Components on Pole. Auger and Set Assembly. Note: 120 VAC, 20 Amp Service, Meter (if required) and Disconnect Brought to the Pole by Others. Underground Utility Locates by Others.	\$ 9,450.00	\$ 47,250.00
	5	55' steel pole	pole pricing	\$ 6,800.00	\$ 34,000.00
24	1	Install	Installation of control point and NEXGEN software (if applicable)	\$ 1,000.00	\$ 1,000.00
Other					
26	1	Bid Type	Customs	\$ -	\$ -
27	1	Bid Type	Bond	\$ -	\$ -
Rock Clause					
29		Rock Clause	During the Augering Process should Rock or some other impenetrable Substrate be encountered and a Pier Drilling Rig or Secondary Pole Site be Required an Additional Fee May Apply		\$ -
System Commissioning					
31	1	Commissioning	ASC Certified Installer to Perform Start Up and Commissioning of System. Provide One (1) Day of Operational and Maintenance Training on the System	\$ 1,000.00	included
Shipping					
33			EXW:8600 W. Bradley Road, Milwaukee Wisconsin 53224		\$ 850.00
34			Discount Only Applies to Equipment Does Not Apply to Installation & Commissioning	18.00%	\$ (24,923.16)
35			Standard ASC Warranty Applies to Order		\$ 196,638.84
36			Taxes - Not Included		
37			Project Totals - US Funds		\$ 196,638.84
					25% Due with order = \$ 49,159.71

Domestic Payment Terms:

All prices are in USD and Equipment Accounts are 25% due at time of order. (Engineering, Mobilization & Acquisition), 75% due Net 30 days upon shipment of equipment. If project is turn key installation contract 25% Down payment with 65% Net 30 days upon shipment of equipment to customer designated location or installers site with a 10% retainage. Net 10 days upon final start up and test of system. Payments tendered by Credit Card will be subject to a 4% processing Fee. Payment terms are subject to credit approval.

Validity: This quotation is valid for 30 days from date of issuance.

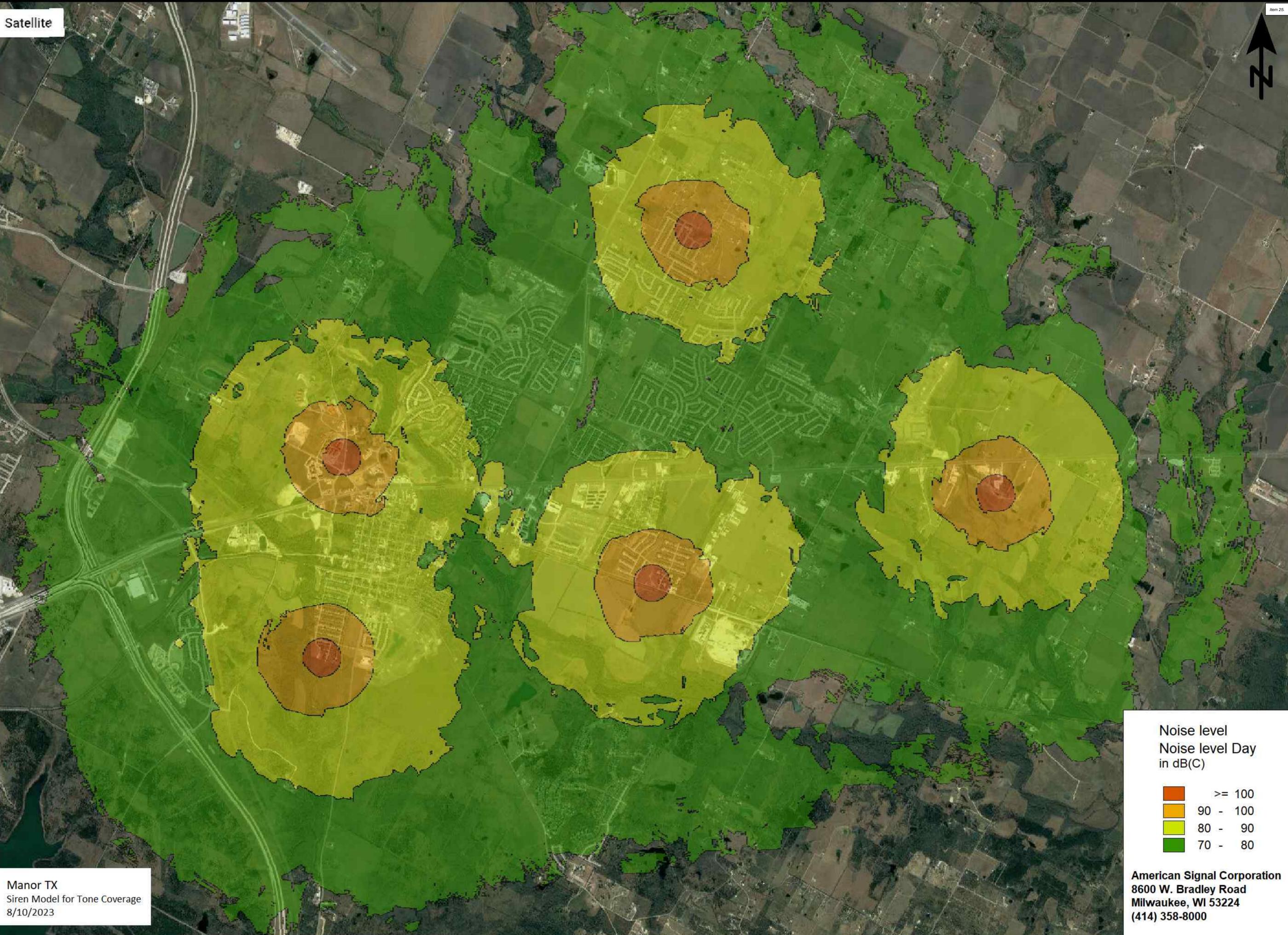
Shipping Terms: EXW Factory, 8600 W. Bradley Road, Milwaukee Wisconsin 53224 in accordance with Incoterms® 2010.

Installation services: If installation services are provided in contract, all change orders will be authorized in writing before work is performed outside of the scope of the contract. If during installation of a system we encounter rock that cannot be removed by standard drill and pier methods, all work will stop and the customer will be notified of the situation before work resumes. Special equipment required to penetrate the rock or other site conditions as well as relocation of the site/pole will continue on a cost plus basis once authorized in writing by the customer.

These are standard ASC Terms and Conditions and are not reflective of negotiated or proposed contract language under invitations to bid or final requests for proposals. All



Satellite



Manor TX
Siren Model for Tone Coverage
8/10/2023

Noise level
Noise level Day
in dB(C)

- >= 100
- 90 - 100
- 80 - 90
- 70 - 80

American Signal Corporation
8600 W. Bradley Road
Milwaukee, WI 53224
(414) 358-8000



This map was compiled using data believed to be reasonably current and accurate, but a degree of error is inherent in all maps.

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