



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, April 05, 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 an Ordinance annexing 2.942 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.
Submitted by: Scott Dunlop, Development Services Director**

- 2. Conduct a public hearing on an Ordinance annexing 2.855 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.
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.

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

Submitted by: Lluvia T. Almaraz, City Secretary

- **March 15, 2023, City Council Regular Meeting; and**
- **March 20, 2023, City Council Called Special Session**

EXECUTIVE SESSION

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

- *Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Manor Apartments;*
- *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 the Lexington at West Boyce mixed use development;*
- *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 and Section 551.087, Texas Government Code to deliberate on the acquisition of real property; and*
- *Section 551.074 (Personnel Matters) to Interview Candidates for appointments to the Planning and Zoning Commission for Place No. 5 to fill a vacancy.*

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.

REGULAR AGENDA

4. Consideration, discussion, and possible action on an appointment to the Planning and Zoning Commission for Place No. 5 to fill a vacancy.

Submitted by: Scott Dunlop, Development Services Director

5. Consideration, discussion, and possible action on a Chapter 380 Grant Agreement between The City of Manor and Davis Capital Investments, LLC known as the Project - Lexington at West Boyce.

Submitted by: Scott Jones, Economic Development Director

- 6.** Consideration, discussion, and possible action on a change order to the construction contract for the FM 973 Water Main project.
Submitted by: Pauline M. Gray, P.E. City Engineer
- 7.** Consideration, discussion, and possible action on a change order for the FY2021 Capital Metro Paving Improvements Project.
Submitted by: Pauline M. Gray, P.E., City Engineer
- 8.** Consideration, discussion, and possible action on an ordinance for the Proposed FY2021-2022 Amended Annual Budget.
Submitted by: Lydia Collins, Finance Director
- 9.** Consideration, discussion, and possible action on a Resolution designating Public Works vehicles as emergency vehicles pursuant to Chapter 541, Subchapter C, Section 541.201 of the Texas Transportation Code.
Submitted by: Matthew Woodard, Public Works Director
- 10.** Consideration, discussion, and possible action on a Right-of-Way Easement for Hill Lane.
Submitted by: Scott Dunlop, Development Services Director
- 11.** Consideration, discussion, and possible action on a Resolution authorizing the sale and conveyance of a 0.176 acres of land, more or less, in the James Manor Survey No. 40, Abstract No. 546, Travis County, Texas, being a portion of a remnant tract of the Town of Manor, a subdivision recorded in Volume V, Page 796 of the Plat of Records of Travis County, Texas and authorizing conveyance of such small area remnant tract by Special Warranty Deed.
Submitted by: Scott Dunlop, Development Services Director
- 12.** Consideration, discussion, and possible action on a Texas Department of Transportation Asset Maintenance Form for sidewalks and pedestrian ramps at the intersection of N. FM 973 and Murchison Street.
Submitted by: Scott Dunlop, Development Services Director
- 13.** Consideration, discussion, and possible action on a Statement of Work to the CivicPlus Supplementation Subscription Services for the City of Manor.
Submitted by: Scott Moore, City Manager
- 14.** Consideration, discussion, and possible action on authorizing a letter of support for CapMetro's FY24 Community Project Funding request.
Submitted by: Scott Moore, City Manager
- 15.** Consideration, discussion, and possible action on authorizing a letter of support to the Central Texas Regional Mobility Authority for U.S. 290 Highway Improvements.
Submitted by: Scott Moore, City Manager

ADJOURNMENT

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

CONFLICT OF INTEREST

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

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

POSTING CERTIFICATION

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Friday, March 31, 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: April 5,2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Conduct a public hearing on annexing 2.942 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.

BACKGROUND/SUMMARY:

This is for the Gregg Lane right-of-way from Wilbarger Creek to 1002' from FM 973. It was initially annexed as part of the Monarch Ranch annexation (Ord. 634), but the County has an updated process for ROW annexations whereby the city must request from the County that the County voluntarily request from the City that we annex the ROW. The County Commissioners Court approved their request for annexation on January 10, 2023. The City Council approved the Resolution accepting the petition on March 15, 2023. Two public hearings are required before annexation and this is the first public hearing, The second public hearing will be held April 19th.

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

- Petition

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the City Council conduct a public hearing on annexing 2.942 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.

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

STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

**PETITION FOR VOLUNTARY ANNEXATION
OF PROPERTY INTO THE CITY LIMITS
OF THE CITY OF MANOR, TEXAS**

To the Mayor and City Council of the City of Manor, Texas:

The undersigned owner or agent of a tract of land being a portion of the right-of-way of Gregg Lane in Travis County do hereby request and petition the City of Manor (“City”), pursuant to the Texas Local Government Code, to extend the present corporate limits of the City and annex the right-of-way more fully described in Exhibit A, which description is attached and incorporated herein for all purposes.

I/We certify and swear that:

1. Travis County is the owner or agent of the road right-of-way described in Exhibit A; and
2. This request for annexation of the tract by Manor is made voluntarily.

Travis County

By:

DocuSigned by:

C21317DB291D47D...
 Name County Judge
 Address: 700 Lavaca St, 2nd Floor
 Austin, TX 78701
 Date : 2/3/2023 | 1:51 PM PST

Item 1.

EXHIBIT A
Right of Way Legal Description

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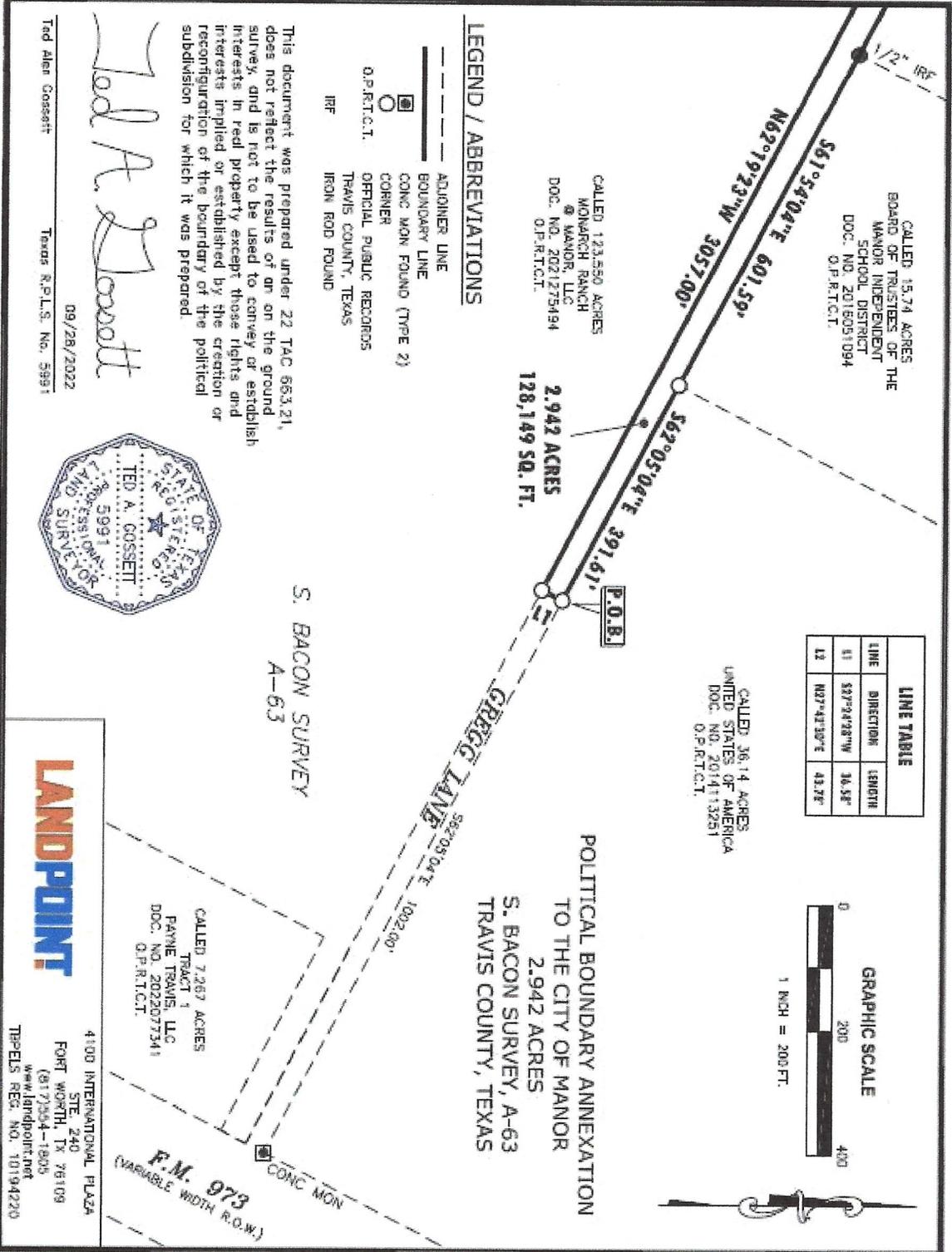
PAGE 1 OF 3

FILED BY: WS

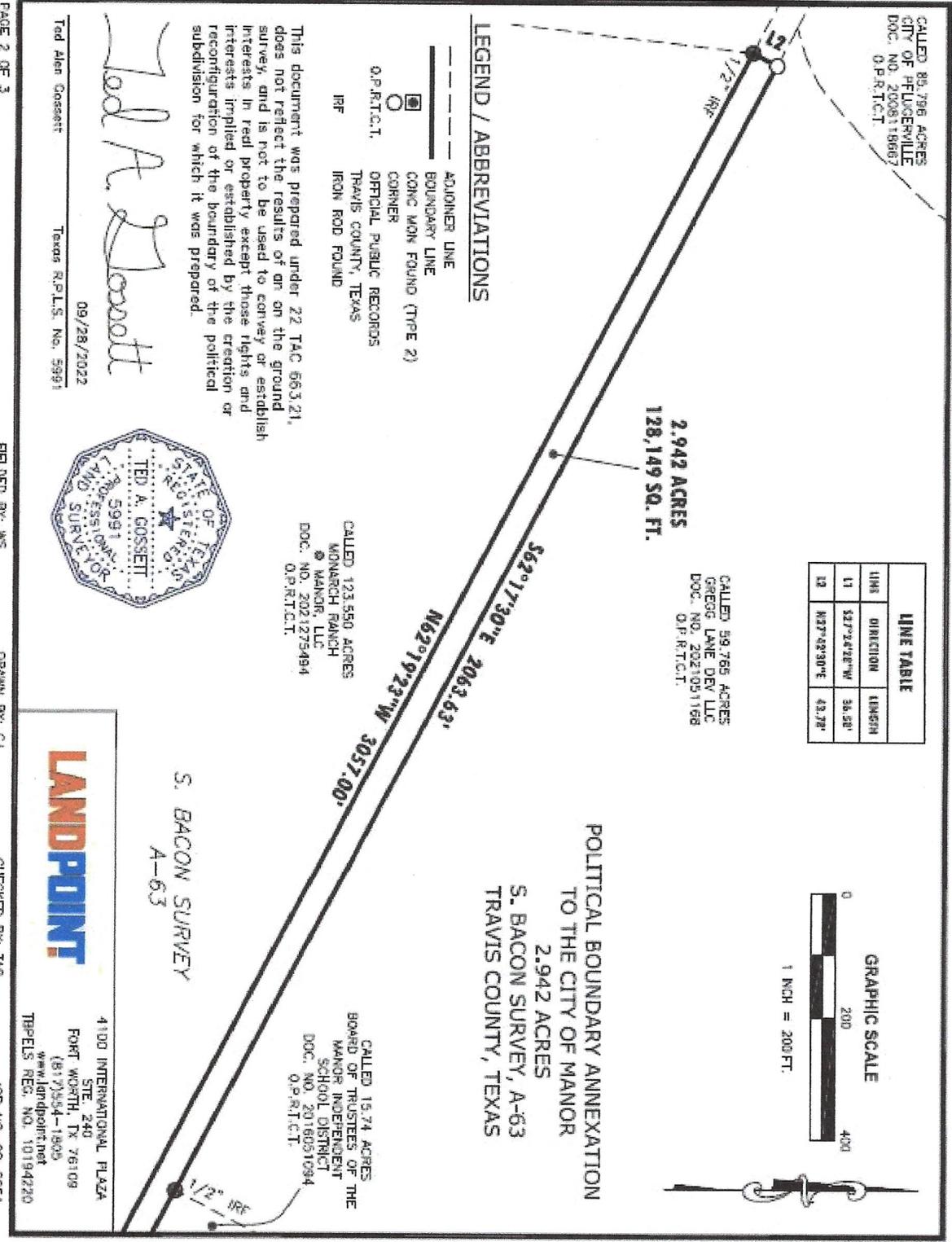
DRAWN BY: CJ

CHECKED BY: TAG

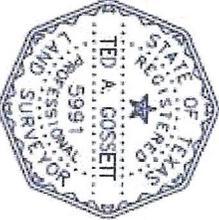
JOB NO. 22-2051



X:\2022\22-2051\Survey\DWG\22-2051 GREGG LANE ANNEXATION.dwg



This document was prepared under 22 TAC 663.21, does not reflect the results of an on the ground survey, and is not to be used to convey or establish interests in real property except those rights and interests implied or established by the creation or reconfiguration of the boundary of the political subdivision for which it was prepared.



LANDPOINT
4100 INTERNATIONAL PLAZA
STE. 240
FORT WORTH, TX 76109
(817) 255-1805
www.landpoint.net
TPELS REG. NO. 10194220

PREPARED BY: WMS DRAWN BY: CJ CHECKED BY: TAO JOB NO. 22-2051

Ted A. Gossett
09/28/2022
Texas R.P.L.S. No. 5991

LEGAL DESCRIPTION

Being all that certain tract or parcel of land situated in the S. Bacon Survey, Abstract No. 63, Travis County, Texas, being a part of Gregg Lane, a variable width right-of-way and being more particularly described by mete and bounds and follows:

BEGINNING at the East corner of said tract being described herein at a point in the Northeasterly right-of-way line of said Gregg Lane and the Southeasterly line of that certain called 36.14 acre tract of land described in the deed to the United States of America, recorded in Document No. 2014113251, Official Public Records, Travis County, Texas, from which a concrete monument found in the Northwesterly right-of-way line of F.M. 973 for the South corner of said 36.14 acre tract of land bears S62°05'04"E, a distance of 1002.00 feet;

THENCE S27°24'28"W, over and across said Gregg Lane, a distance of 36.58 feet to a point in the Southwesterly line of said Gregg Lane and the Northeasterly line of that certain called 123.550 acre tract of land described in the deed to Monarch Ranch @ Manor, LLC, recorded in Document No. 2021275494, Official Public Records, Travis County, Texas for the South corner of said tract herein described;

THENCE N62°19'23"W, with the Southwesterly right-of-way line of said Gregg Lane and the Northeasterly line of said 123.550 acre tract of land, a distance of 3057.00 feet to a 1/2-inch iron rod found for the North corner of said 123.550 acre tract of land and the West corner of said tract herein described;

THENCE N27°42'30"E, over and across said Gregg Lane, a distance of 43.78 feet to a point in the Northeasterly right-of-way line of said Gregg Lane and the Southwesterly line of that certain called 59.765 acre tract of land described in the deed to Gregg Lane Dev LLC, recorded in Document No. 2021051168, Official Public Records, Travis County, Texas for the North corner of said tract herein described;

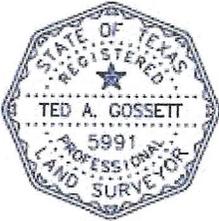
THENCE S62°17'30"E, with the Northeasterly right-of-way line of said Gregg Lane and the Southwesterly line of said 59.765 acre tract of land, a distance of 2063.63 feet to a 1/2-inch iron rod found for the South corner of said 59.765 acre tract of land and the West corner of that certain called 15.74 acre tract of land described in the deed to Board of Trustees of the Manor Independent School District, recorded in Document No. 2016051094, Official Public Records, Travis County, Texas;

THENCE S61°54'04"E, continuing with the Northeasterly right-of-way line of said Gregg Lane and the Southwesterly line of said 15.74 acre tract of land, a distance of 601.59 feet to a point for the South corner of said 15.74 acre tract of land and the West corner of said 36.14 acre tract of land;

THENCE S62°05'04"E, continuing with the Northeasterly right-of-way line of said Gregg Lane and the Southwesterly line of said 36.14 acre tract of land, a distance of 391.61 feet to the POINT OF BEGINNING and containing 2.942 acres of land.

X:\2022\22-2051\Survey\DWG\22-2051 GREGG LANE ANNEXATION.dwg

This document was prepared under 22 TAC 663.21, does not reflect the results of an on the ground survey, and is not to be used to convey or establish interests in real property except those rights and interests implied or established by the creation or reconfiguration of the boundary of the political subdivision for which it was prepared.



Ted A. Gossett

09/28/2022

Ted Allen Gossett Texas R.P.L.S. No. 5991

LANDPOINT

4100 INTERNATIONAL PLAZA
STE. 240
FORT WORTH, TX 76109
(817)554-1805
www.landpoint.net
TBPELS REG. NO. 10194220



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: April 5,2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Conduct a public hearing on annexing 2.855 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.

BACKGROUND/SUMMARY:

This is for the Kimbro Road right-of-way from US 290 extending south approximately 1,400'. It was initially annexed as part of the Jefferson Triangle annexation (Ord. 663), but the County has an updated process for ROW annexations whereby the city must request from the County that the County voluntarily request from the City that we annex the ROW. The County Commissioners Court approved their request for annexation on January 10, 2023. The City Council approved the Resolution accepting the petition on March 15, 2023. Two public hearings are required before annexation and this is the first public hearing, The second public hearing will be held April 19th.

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

- Petition

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council conduct a public hearing on annexing 2.855 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.

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

STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

**PETITION FOR VOLUNTARY ANNEXATION
OF PROPERTY INTO THE CITY LIMITS
OF THE CITY OF MANOR, TEXAS**

To the Mayor and City Council of the City of Manor, Texas:

The undersigned owner or agent of a tract of land being a portion of the right-of-way of Old Kimbro Road in Travis County do hereby request and petition the City of Manor (“City”), pursuant to the Texas Local Government Code, to extend the present corporate limits of the City and annex the right-of-way more fully described in Exhibit A, which description is attached and incorporated herein for all purposes.

I/We certify and swear that:

1. Travis County is the owner or agent of the road right-of-way described in Exhibit A; and
2. This request for annexation of the tract by Manor is made voluntarily.

Travis County

By:

DocuSigned by:

C21317DB291D47D...
 Name County Judge
 Address: 700 Lavaca St, 2nd Floor
 Austin, TX 78701
 Date : 2/3/2023 | 1:52 PM PST

EXHIBIT A
Right of Way Legal Description



10090 W Highway 29 | Liberty Hill, Texas 78642
 TBPELS Firm No. 10001800 | 512-238-7901 office

EXHIBIT "A"

METES AND BOUNDS DESCRIPTION

BEING 2.855 ACRES OF LAND SURVEYED BY LANDESIGN SERVICES, INC., SITUATED IN THE A.C. CALDWELL SURVEY NO. 52, ABSTRACT NO. 154, IN TRAVIS COUNTY, TEXAS AND BEING A PORTION OF THE EXISTING RIGHT-OF-WAY OF OLD KIMBRO ROAD (OLD STATE HWY 20 - 80' R.O.W.), DESCRIBED IN A DEED TO THE STATE OF TEXAS, RECORDED IN VOL. 482, PG. 419, OF THE DEED RECORDS OF TRAVIS COUNTY, TEXAS (D.R.T.C.T.), AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a 1/2-inch iron rebar with cap stamped "4WARD BOUNDARY" found at the intersection of the existing Southerly right-of-way line of U.S. 290 (R.O.W. Varies) and the existing Easterly right-of-way line of said Old Kimbro Road, for the Westerly common corner of a called 62.8431 acre tract of land described in a General Warranty Deed to Jefferson Triangle Marine, L.P., recorded in Document No. 2008096315 of the Official Public Records of Travis County, Texas (O.P.R.T.C.T.) and of a called 4.382 acre tract of land described in a Warranty Deed with Vendor's Lien to Auspro Enterprises, L.P., recorded in Document No. 2019013915 of said O.P.R.T.C.T.;

THENCE **South 26°27'38" West** with the existing Easterly right-of-way line of said Old Kimbro Road and the common Westerly line of said 62.8431 acre tract, a distance of **1,403.61** feet to a 1/2-inch iron rebar found for the Westerly common corner of said 62.8431 acre tract and of a called 56.652 acre tract of land described in a General Warranty Deed to Horsefeathers Farms, Inc., recorded in Document No. 2002187747 of said O.P.R.T.C.T.;

THENCE **North 64°02'06" West** over and across the existing right-of-way of said Old Kimbro Road a distance of **79.52** feet to a Calculated Point in the existing Westerly right-of-way line of said Old Kimbro Road and the common Easterly line of Lot 7, KIMBRO BUSINESS PARK, a subdivision of record in Volume 86, Page 187D, of the Plat Records of Travis County, Texas (P.R.T.C.T.);

THENCE **North 25°57'54" East** with the existing Westerly right-of-way line of said Old Kimbro Road and the common Easterly line of said Lot 7, a distance of **126.53** feet to a 1/2-inch iron rebar found for the Northeast corner of said Lot 7;

THENCE **North 72°12'08" West** with the existing Westerly right-of-way line of said Old Kimbro Road and the common Northerly line of said Lot 7, a distance of **4.94** feet to a Calculated Point for the Southeast corner of Lot 6, REPLAT OF LOTS 3,4,5 AND 6 KIMBRO BUSINESS PARK, a subdivision of record in Volume 93, Page 17 of said P.R.T.C.T.



KA21021 - FTM Old Kimbro Rd\Descriptions\Old Kimbro Road ROW.docx

Sheet 1 of 4

THENCE with the existing Westerly right-of-way line of said Old Kimbro Road and the common Easterly line of said REPLAT OF LOTS 3,4,5 AND 6 KIMBRO BUSINESS PARK, the following five (5) courses and distances:

1. **North 26°35'54" East** a distance of **248.92** feet to a Calculated Point for the Easterly common corner of said Lot 6 and of Lot 5, REPLAT OF LOTS 3,4,5 AND 6 KIMBRO BUSINESS PARK;
2. **North 26°03'55" East** a distance of **26.15** feet to a Calculated Point;
3. **North 26°26'49" East** a distance of **284.11** feet to a Calculated Point for the Easterly common corner of said Lot 5 and of Lot 4, REPLAT OF LOTS 3,4,5 AND 6 KIMBRO BUSINESS PARK;
4. **North 26°28'40" East** a distance of **497.03** feet to a Calculated Point; and
5. **North 09°25'54" West** a distance of **150.32** feet to a Calculated Point at the intersection of the existing Westerly right-of-way line of said Old Kimbro Road and the existing Southerly right-of-way line of said U.S. 290, for the Northeast corner of said Lot 4;

THENCE **North 86°19'03" East** with the existing Southerly right-of-way line of said U.S. 290, over and across the existing right-of-way of said Old Kimbro Road, a distance of **200.20** feet to the **POINT OF BEGINNING** and containing 2.855 acres of land, more or less;

This project is referenced for all bearing and coordinate basis to the Texas State Plane Coordinate System, North American Datum of 1983 (NAD83 - 2011 adjustment), Central Zone (4203). Distances and Areas shown hereon are Grid values represented in U.S. survey feet.

This property description accompanies a separate plat of even date and was prepared by an on the ground survey made under my supervision during the month of September, 2022.

 09/20/2022

Frank W. Funk
Registered Professional Land Surveyor
State of Texas No. 6803



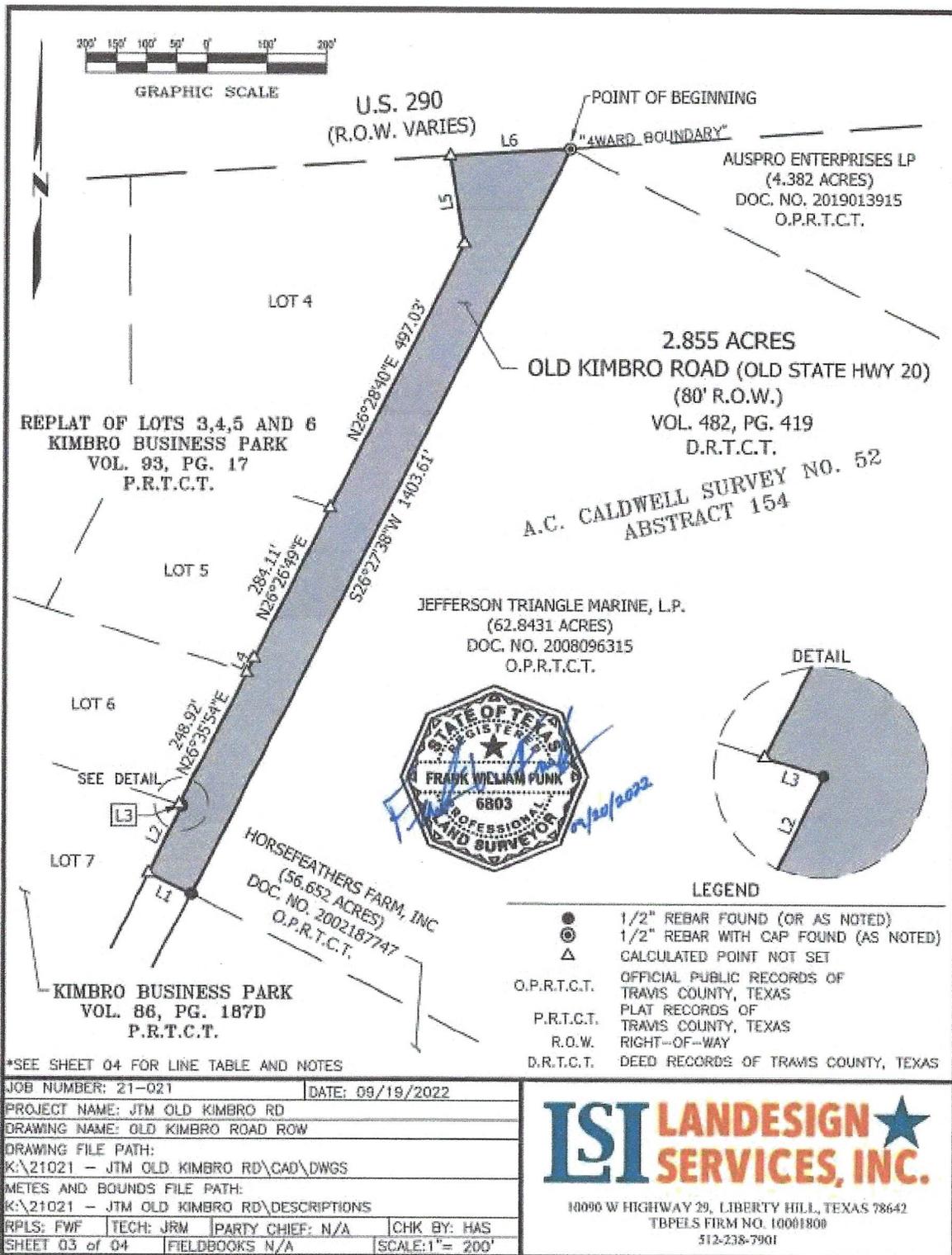
Job Number: 21-021

Attachments: K:\21021 - JTM OLD KIMBRO RD\CAID\DWG\OLD KIMBRO ROAD ROW.DWG



K:\21021 - JTM Old Kimbro Rd\Descriptions\Old Kimbro Road ROW.dwg

Sheet 2 of 4



LINE TABLE		
LINE #	BEARING	DISTANCE
L1	N64°02'06"W	79.52'
L2	N25°57'54"E	126.53'
L3	N72°12'08"W	4.94'
L4	N26°03'55"E	26.15'
L5	N09°25'54"W	150.32'
L6	N86°19'03"E	200.20'

GENERAL NOTES:

THIS PROJECT IS REFERENCED FOR ALL BEARING AND COORDINATE BASIS TO THE TEXAS COORDINATE SYSTEM, NORTH AMERICAN DATUM OF 1983 (NAD83 - 2011 ADJUSTMENT), CENTRAL ZONE (4203).

DISTANCES AND AREAS SHOWN HEREON ARE SURFACE VALUES REPRESENTED IN U.S. SURVEY FEET BASED ON A GRID-TO-SURFACE COMBINED ADJUSTMENT FACTOR OF 1.00005359.

SOME FEATURES SHOWN HEREON MAY BE OUT OF SCALE FOR CLARITY.

JOB NUMBER: 21-021		DATE: 09/19/2022	
PROJECT NAME: JTM OLD KIMBRO RD			
DRAWING NAME: OLD KIMBRO ROAD ROW			
DRAWING FILE PATH:			
K:\21021 - JTM OLD KIMBRO RD\CAD\DWGS			
METES AND BOUNDS FILE PATH:			
K:\21021 - JTM OLD KIMBRO RD\DESCRIPTIONS			
RPLS: FWF	TECH: JRM	PARTY CHIEF: N/A	CHK BY: HAS
SHEET 04 of 04	FIELDBOOKS N/A	SCALE: 1" = 200'	



10090 W HIGHWAY 29, LIBERTY HILL, TEXAS 78642
 TBPELS FIRM NO. 10001800
 512-238-7901



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: April 5, 2023
PREPARED BY: Lluvia T. Almaraz, City Secretary
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

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

- March 15, 2023, City Council Regular Meeting; and
- March 20, 2023, City Council Called Special Session

BACKGROUND/SUMMARY:

LEGAL REVIEW: Not Applicable

FISCAL IMPACT: Not Applicable

PRESENTATION: No

ATTACHMENTS: Yes

- March 15, 2023, City Council Regular Meeting Minutes; and
- March 20, 2023, City Council Called Special Session Minutes

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council approve the City Council Minutes of the March 15, 2023, City Council Regular Meeting; and March 20, 2023, City Council Called Special Session.

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



**CITY COUNCIL
REGULAR SESSION MINUTES
MARCH 15, 2023**

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
Ryan Phipps, Chief of Police
Denver Collins, Assistant Chief of Police
Lydia Collins, Finance Director
Scott Jones, Economic Development Director
Matthew Woodard, Public Works Director
Phil Green, IT Director
Chasem Creed, IT Technician
Debbie Charbonneau, Heritage and Tourism Manager
Sarah Friberg, Court Administrator
Veronica Rivera, Assistant City Attorney
Pauline Gray, P.E., City Engineer

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 7:02 p.m. on Wednesday, March 15, 2023, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

INVOCATION

Fr. Henry Cuellar Jr., Pastor with St. Joseph Catholic Church gave the Invocation.

PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

PRESENTATIONS

A. Oath-of-Office to Associate Municipal Judge, Jay Caballero by Presiding Judge John Yeager.

On behalf of Presiding Judge Yeager, Sarah Friberg, Court Administrator administered the Oath-of-Office to new appointed Associate Municipal Judge, Jay Caballero.

PROCLAMATIONS

A. Declaring the month of March, as *“Women’s History Month”*

Mayor Harvey read proclamation declaring the month of March as “Women’s History Month” and presented to all council women and city staff women.

B. Declaring the week of March 20-26, 2023, as *“International Adolescent Health Week”*

Mayor Harvey read proclamation declaring the week of March 20-26, 2023, as “International Adolescent Health Week” and presented to Dr. Chinwe Efuribe with Centered Youth Clinic and Consulting.

PUBLIC COMMENTS

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed his concerns regarding the removal of the old barber shop in downtown Manor; Manor’s Historic District; and disagreement with the Comprehensive Plan. He also expressed his concerns with Agenda Item’s 10, 15 and 21.

Fay D. Carter, 18128 Topsail St., Manor, Texas, submitted a speaker card and spoke in regard to her safety concerns with the merging lane from FM973 into Highway 290. She suggested for an additional right lane to be added for easier merging access to the Highway.

No one else appeared at this time.

PUBLIC HEARINGS

1. **Conduct a public hearing on an ordinance rezoning one (1) lot on 22.78 acres, more or less, out of the AC Caldwell Survey 52, Abstract 154 and being located at 14807 E US 290, Manor, TX from Agricultural (A) to Multi-Family 25 (MF-2).**

Applicant: Jackson Walker

Owner: Krantz Properties

The city staff recommended that the City Council open the public hearing and postpone Public Hearing to the April 19, 2023, Regular Council Meeting.

Mayor Harvey opened the Public Hearing.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Weir, to postpone the Public Hearing and leave open until the April 19, 2023, Regular Council Meeting.

There was no further discussion.

Motion to postpone carried 7-0

CONSENT AGENDA

2. **Consideration, discussion, and possible action to approve the City Council Minutes of the March 1, 2023, City Council Regular Meeting.**
3. **Second and Final Reading: Consideration, discussion, and possible action on an ordinance annexing 8.517 acres of land, more or less, located in Travis County, including abutting streets, roadways, and rights-of-way into the corporate limits of the city, at the request of the property owner, and approving an agreement for the provision of services for the annexed area.**

Ordinance No. 694: An Ordinance of the City of Manor, Texas Annexing 8.517 Acres of Land, More or Less Located in Travis County, Including the Abutting Streets, Roadways, and Rights-of-Way into the Corporate Limits of the City, at the Request of the Property Owner; Approving an Agreement for the Provision of Services for the Annexed Area; Making Findings of Fact; Providing a Severability Clause and an Effective Date; and Providing for Open Meetings and Other Related Matters.

4. **Second and Final Reading: Consideration, discussion, and possible action on an ordinance annexing 5.470 acres of land, more or less, located in Travis County, including abutting streets, roadways, and rights-of-way into the corporate limits of the city, at the request of the property owner, and approving an agreement for the provision of services for the annexed area.**

Ordinance No. 695: An Ordinance of The City of Manor, Texas Annexing 5.470 Acres of Land, More or Less Located in Travis County, Including the Abutting Streets, Roadways, and Rights-Of-Way Into the Corporate Limits of The City, at the Request of the Property Owner; Approving an Agreement for the Provision of Services for The Annexed Area; Making Findings of Fact; Providing a Severability Clause and an Effective Date; and Providing for Open Meetings and Other Related Matters.

5. Consideration, discussion, and possible action on the acceptance of the February 2023 Departmental Reports.

- **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**
- **Community Development – Debbie Charbonneau, Heritage and Tourism Manager**
- **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**

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Weir to approve the Consent Agenda.

There was no further discussion.

Motion to approve carried 7-0

REGULAR AGENDA

6. Consideration, discussion, and possible action on allocating funds for youth health program training within the City of Manor.

The city staff recommended that the City Council direct the City Administration to execute an agreement with Centered Youth Clinic in an amount not to exceed \$6,000.

Mayor Harvey discussed the proposed request for allocating funds for the youth health programs within the city.

Dr. Chinwe Efuribe with Centered Youth Clinic and Consulting discussed and presented the attached PowerPoint presentation.

Topics of discussion:

- Partnerships
- Connection
- Pediatric Care
- Specialty Adolescent Care
- Group Visits
- Medical Training for the Youth
- Youth Engagement
- Internship Opportunities

Discussion was held regarding the opportunity for Manor ISD student involvement.

Discussion was held regarding the length of the youth program.

Discussion was held regarding bilingual volunteer opportunities.

MOTION: Upon a motion made by Council Member Wallace to direct the City Administration to execute an agreement with Centered Youth Clinic in an amount of \$6,000 with a caveat cost for interpreter services.

Assistant City Attorney Rivera advised that the motion needed to include a not to exceed amount.

MOTION: Upon an amended motion made by Council Member Wallace and seconded by Council Member Moreno to direct the City Administration to execute an agreement with Centered Youth Clinic in an amount not to exceed \$10,000, allocating \$6,000 for the program and \$4,000 for interpreter services.

Discussion was held regarding clarification on the amount for the program and requirement of residence for Manor Youth participants.

Discussion was held regarding funding from the Community Programs Fund.

Assistant City Attorney Rivera advised for the amendment motion to include where the funds were being allocated from.

MOTION: Upon an amended motion made by Council Member Wallace and seconded by Council Member Moreno to clarify that the funding will be allocated from the Community Program Fund.

There was no further discussion.

Motion to approve carried 7-0

7. Consideration, discussion, and possible action on a resolution authorizing the creation of the Manor Housing Public Facility Corporation, a Texas nonprofit public facility corporation; and approving the certificate of formation, the purpose and activities of the corporation, and the appointment of the initial board of directors.

The city staff recommended that the City Council table the item to be considered after the Executive Session and item to be added to the Executive Session discussion.

MOTION: Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Hill to table this item until after the Executive Session and add it to the Executive Session discussion.

There was no further discussion.

Motion to table carried 7-0

8. Consideration, discussion, and possible action on a Statement of Work No. 25 to the Master Services Agreement between the City of Manor and George Butler Associates, Inc. for the FY2022 Capital Metro BCT Paving Improvements Project.

The city staff recommended that the City Council approve the Statement of Work No. 25 to the existing Master Services Agreement with George Butler Associates, Inc. for the FY2022 Capital Metro BCT Paving Improvements Project.

City Engineer Gray discussed the proposed Statement of Work No. 25 for the FY2022 Capital Metro BCT Paving Improvements Project.

Discussion was held regarding the roads that have been chosen for the paving improvements project.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace, to approve the Statement of Work No. 25 to the existing Master Services Agreement with George Butler Associates, Inc. for the FY2022 Capital Metro BCT Paving Improvements Project.

Discussion was held regarding the clarification of the allocated funds from Capital Metro.

There was no further discussion.

Motion to approve carried 7-0

9. Consideration, discussion, and possible action on a Statement of Work No. 26 to the Master Services Agreement between the City of Manor and George Butler Associates, Inc. for the One-Time Capital Metro BCT Paving Improvements Project.

The city staff recommended that the City Council approve the Statement of Work No. 26 to the existing Master Services Agreement with George Butler Associates, Inc. for the one-time Capital Metro BCT Paving Improvements Project.

City Engineer Gray discussed the proposed Statement of Work No. 26 for the one-time Capital Metro BCT Paving Improvements Project.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua, to approve the Statement of Work No. 26 to the existing Master Services Agreement with George Butler Associates, Inc. for the one-time Capital Metro BCT Paving Improvements Project.

There was no further discussion.

Motion to approve carried 7-0

10. First Reading: Consideration, discussion, and possible action on an ordinance rezoning one (1) lot on 22.78 acres, more or less, out of the AC Caldwell Survey 52, Abstract 154 and being located at 14807 E US 290, Manor, TX from Agricultural (A) to Multi-Family 25 (MF-2).

The city staff recommended that the City Council postpone item until the April 19, Regular Council Meeting.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno, to postpone item to the April 19th , Regular Council Meeting.

There was no further discussion.

Motion to postpone carried 7-0

11. Consideration, discussion, and possible action on a Development Agreement for Manor Commercial Park Development – Easy Jet.

The city staff recommended that the City Council approve a Development Agreement for Manor Commercial Park Development – Easy Jet.

Development Services Director Dunlop discussed the proposed agreement.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua, to approve a Development Agreement for Manor Commercial Park Development – Easy Jet.

Discussion was held regarding the clarification of the wastewater services within comprehensive plan.

There was no further discussion.

Motion to approve carried 7-0

12. Consideration, discussion, and possible action on a Development Agreement for Manor Commercial Park Development – Maddtex.

The city staff recommended that the City Council approve a Development Agreement for Manor Commercial Park Development – Maddtex.

Development Services Director Dunlop discussed the proposed agreement.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace, to approve a Development Agreement for Manor Commercial Park Development – Maddtex.

There was no further discussion.

Motion to approve carried 7-0

13. Consideration, discussion, and possible action on a Resolution accepting the petition for annexing 2.942 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.

The city staff recommended that the City Council approve Resolution No. 2023-07 accepting the petition for annexing 2.942 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.

Development Services Director Dunlop discussed the proposed annexation.

Resolution No. 2023-07: A Resolution of the City of Manor, Texas, Accepting the Petition for Annexation of 2.942 Acres of Land, More or Less; Being Located in Travis County, Texas and Adjacent and Contiguous to the City Limits; and Providing for Open Meetings and Other Related Matters.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace, to approve Resolution No. 2023-07 accepting the petition for annexing 2.942 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.

There was no further discussion.

Motion to approve carried 7-0

14. Consideration, discussion, and possible action on a Resolution accepting the petition for annexing 2.855 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.

The city staff recommended that the City Council approve Resolution No. 2023-08 accepting the petition for annexing 2.855 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.

Development Services Director Dunlop discussed the proposed annexation.

Resolution No. 2023-08: A Resolution of The City of Manor, Texas, Accepting the Petition for Annexation of 2.855 Acres of Land, More or Less; Being Located in Travis County, Texas and Adjacent and Contiguous to the City Limits; and Providing for Open Meetings and Other Related Matters.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve Resolution No. 2023-08 accepting the petition for annexing 2.855 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.

There was no further discussion.

Motion to approve carried 7-0

15. Consideration, discussion, and possible action on a License and Maintenance Agreement between the City of Manor and Housing Authority of Travis County for the construction, improvement, installation, and maintenance of underground stormwater and landscaping improvements located within South Bastrop Street, East Burton Street, and South Caldwell Street rights-of-way for the Manor Townhomes Phase II development.

The city staff recommended that the City Council approve a License and Maintenance Agreement between the City of Manor and Housing Authority of Travis County for the construction, improvement, installation, and maintenance of underground stormwater and landscaping improvements located within South Bastrop Street, East Burton Street, and South Caldwell Street rights-of-way for the Manor Townhomes Phase II development.

Development Services Director Dunlop discussed the proposed agreement.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve a License and Maintenance Agreement between the City of Manor and Housing Authority of Travis County for the construction, improvement, installation, and maintenance of underground stormwater and landscaping improvements located within South Bastrop Street, East Burton Street, and South Caldwell Street rights-of-way for the Manor Townhomes Phase II development and authorize the City Manager to execute the contract.

There was no further discussion.

Motion to approve carried 7-0

16. Consideration, discussion, and possible action on a contract between the City of Manor and Enterprise Fleet Management.

The city staff recommended that the City Council approve the Enterprise Fleet Management contract; and authorize the City Manager to execute the contact after legal review.

Finance Director Collins discussed the attached PowerPoint Presentation.

Topic of discussion:

- Reduce Overall Age of the Fleet
- Reduce Operational Downtime and Expenses
- Maintain a Management Vehicle Budget
- Increasing Efficiencies, Sustainability & Safety

Discussion was held regarding maintenance of vehicles.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Weir to approve the Enterprise Fleet Management contract; and authorize the City Manager to execute the contact after legal review.

Discussion was held regarding the current vehicles that are no utilized.

There was no further discussion.

Motion to approve carried 7-0

17. Consideration, discussion, and possible action on an Effluent Reuse Agreement between the City of Manor and Shadowglen Golf, L.P.

The city staff recommended that the City Council approve the Effluent Reuse Agreement between the City of Manor and Shadowglen Golf, L.P.; and authorize the Mayor and City Manager to execute the agreement.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno to approve the Effluent Reuse Agreement between the City of Manor and Shadowglen Golf, L.P.; and authorize the Mayor and City Manager to execute the agreement.

There was no further discussion.

Motion to approve carried 7-0

18. Consideration, discussion, and possible action on a Professional Service Agreement with Kimley-Horn for the design of Hill Lane Extension.

The city staff recommended that the City Council approve a professional services agreement and Scope of Services Agreement with Kimley Horn for engineering services for the reconstruction for a portion of Hill Lane from Entrada Boulevard to the city’s western corporate limits.

Assistant City Attorney Rivera discussed the amendments to the proposed agreement and asked if council was in agreement the motion would need to include the additions of revisions to the standard provisions and required the additional provisions as provided by legal counsel.

City Manager Moore discussed the proposed services agreement.

Discussion was held regarding the completion of the road construction.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Deja Hill to approve a professional services agreement and Scope of Services Agreement with Kimley Horn for engineering services for the reconstruction for a portion of Hill Lane from Entrada Boulevard to the city’s western corporate limits with revisions to standard provisions and approving revisions to add required additional provisions as provided by legal counsel.

Discussion was held regarding the clarification on all proposed revisions.

There was no further discussion.

Motion to approve carried 7-0

19. Consideration, discussion, and possible action on entering into an agreement with Whole Foods to share cost for resurfacing Hill Lane.

The city staff recommended that the City Council approve the proposal of Texas Material and Temporary Construction/Cost Share Agreement with Whole Foods to overlay Hill Lane from Gregg Manor to the city limit boundary in an amount not to exceed \$375,000.

Assistant City Attorney Rivera discussed the proposed agreement. She also suggested for the motion to include the revisions on Section 5.01 to include “business” days.

Jay P. Warren, Vice President, Associate General Counsel, Real Estate for Whole Foods Market Global Office spoke on behalf on Wholefoods and confirmed approved revisions to the agreement.

City Manager Moore asked Council to not include the approval of the contractor at this time in their motion. He mentioned a called special session would be conducted on a later date to approve the recommended contractor for the project.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member to approve the Temporary Construction/Cost Share Agreement with Whole Foods to overlay Hill Lane from Gregg Manor to the city limit boundary in an amount not to exceed \$375,000 with the provisions provided by legal counsel.

Assistant City Attorney Rivera asked for a friendly amendment to the motion regarding the name change of the agreement to Temporary Transportation Improvement Cost Participation Agreement.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the Temporary Construction/Cost Share Agreement with Whole Foods to overlay Hill Lane from Gregg Manor to the city limit boundary in an amount not to exceed \$375,000 with the revisions to the name change of the agreement provided by legal counsel.

Discussion was held regarding the type of materials use for the road structure.

Discussion was held regarding the width of the road structure.

There was no further discussion.

Motion to approve carried 7-0

20. Consideration, discussion, and possible action on securing a Public Utility Easement for the Gregg Manor Ground Storage Tank Facility.

The city staff recommended that the City Council approve and authorize the execution of a utility easement with Shadowglen Golf L.P. to complete the construction of the Gregg Manor Ground Storage Tank Facility.

City Engineer Gray discussed the proposed easement for the Gregg Manor Ground Storage Tank Facility.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno to approve and authorize the execution of an utility easement with Shadowglen Golf L.P. to complete the construction of the Gregg Manor Ground Storage Tank Facility.

There was no further discussion.

Motion to approve carried 7-0

21. Consideration, discussion, and possible action on a Resolution submitting a list of city projects for future Community Project Funding.

The city staff recommended that the City Council approve Resolution No. 2023-09 authorize Mayor Harvey to submit the city's letter of support to Congressman Greg Casar seeking financial support for the city's Community Project Funding priorities.

Mayor Harvey discussed the proposed Resolution for the support for city's community project funding.

City Manager Moore discussed the projects that were submitted for consideration.

Resolution No. 2023-09: A Resolution of The City Council of The City of Manor, Texas, Authorizing the Filing of Community Project Funding Applications for Public Water and Sewer Infrastructure, Public Safety Technology and Equipment, and Transportation, and Housing and Urban Development; and Authorizing the City Manager to Act as the Grantee's Authorized Official in all Matters Pertaining to the City's Participation Community Project Funding Grant Submittal Process.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Mayor Pro Tem Emily Hill to approve Resolution No. 2023-09 authorize Mayor Harvey to submit the city's letter of support to Congressman Greg Casar seeking financial support for the city's Community Project Funding priorities.

There was no further discussion.

Motion to approve carried 7-0

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 9:11 p.m. on Wednesday, March 15, 2023, in accordance with the requirements of the Open Meetings Law.

EXECUTIVE SESSION

The Manor City Council convene into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in *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 Manor Spring and Regular Agenda Item No. 7* at 9:11 p.m. on Wednesday, March 15, 2023.

The Executive Session was adjourned at 10:06 p.m. on Wednesday, March 15, 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 Closed Executive Session at 10:06 p.m. on Wednesday, March 15, 2023.

7. Consideration, discussion, and possible action on a resolution authorizing the creation of the Manor Housing Public Facility Corporation, a Texas nonprofit public facility corporation; and approving the certificate of formation, the purpose and activities of the corporation, and the appointment of the initial board of directors.

The city staff recommended that the City Council approve Resolution No. 2023-06 authorizing the creation of the Manor Housing Public Facility Corporation, a Texas nonprofit public facility corporation; and approving the certificate of formation, the purpose and activities of the corporation, and the appointment of the initial board of directors.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to approve Resolution No. 2023-06 authorizing the creation of the Manor Housing Public Facility Corporation, a Texas nonprofit public facility corporation; and approving the certificate of formation, the purpose and activities of the corporation, and the appointment of the initial board of directors appointing Mayor Harvey; Mayor Pro Tem Emily Hill and Place No.2 Councilwoman Anne Weir as board directors.

Discussion was held regarding the appointment of officers.

MOTION: Upon an amended motion made by Council Member Moreno and seconded by Council Member Amezcua to include the appointment of officers as follows: Mayor as President; Mayor Pro Tem as Secretary; and Place 2 as Treasurer.

There was no further discussion.

Motion to approve carried 7-0

ADJOURNMENT

The Regular Session of the Manor City Council Adjourned at 10:12 p.m. on Wednesday, March 15, 2023.

These minutes approved by the Manor City Council on the 5th day of April 2023. *(audio and video recording archived)*

APPROVED:

Dr. Christopher Harvey
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

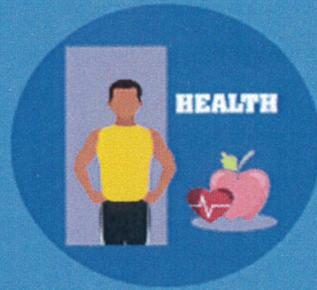
Draft Minutes



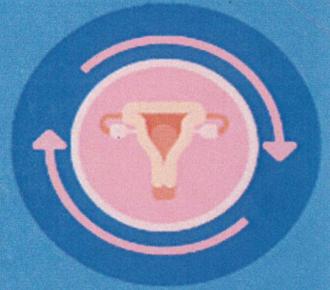
upstream^{USA}

Centered Youth Groups

Learn health and fitness skills to be healthy the rest of your life!



CENTERED BODIES



CENTERED CYCLES

What: In-person group visits for weight management (Centered Bodies) and menstrual concerns (Centered Cycles)

Who: Youth aged 12-19, English-speaking

Activities: Health kits, fun challenges, buddy support, field trips

When: Sunday afternoon, 2hrs (Time TBD per group), 5 weeks

How to join: Text/call 512-900-1780 or Email hello@centeredyouth.com

FEATURES



Developmentally-appropriate health kits, coaching and goal-setting



Fitness experts to share skills for fit bodies & injury prevention



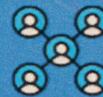
Group visits for weight management and menstrual concerns



Youth-friendly medical provider for individual care in Adolescent & Lifestyle Medicine



Mental health counseling to manage mind-body connections



Community-building with peers and mentors

Empowering Adolescents
TOTAKECHARGE OF THEIR HEALTH
through centered groups

Chinwe Efuribe, Md, mph
FOUNDER, CENTERED YOUTH CLINIC AND CONSULTING

ALONZO NEEDUM
MAJOR: BIOCHEMISTRY, HONORS
UT-AUSTIN CLASS OF 2023

Why CYCC?

OUR PARTNERS

CONNECT WITH US!

in @ t d f

CLINIC HOURS
 Tue, Wed: 8:30am - 5:30pm
 Fri: 8:30am - 4:00pm

TELEHEALTH ONLY
 Mon, Thurs: 8:30am - 12:30pm

hello@centeredyouth.com
 www.centeredyouth.com

14008 Shadowglen Blvd.
 Suite 300
 Manor, Texas 78653

Office: 512-900-1780
 Fax: 254-232-3495

Engaging Youth for Wellness

CYCC
 CENTERED YOUTH
 CLINIC AND CONSULTING, PLLC

Direct Pediatric Care
 Primary care: routine well-visits, acute sick visits, sports physicals, mild-moderate mood disorders (depression, anxiety, disruptive, OCD)

Specialty Adolescent Care upstream USA
 Contraceptive counseling, menstrual disorders, motivational interviewing for high-risk behaviors, new-onset eating disorders, teen-tot care

Group Visits Centering Healthcare Institute
 Mood management, Weight management and menstrual disorders (irregular bleeding, painful and/or prolonged periods)

ABOUT CYCC

At CYCC, we provide direct primary and specialized healthcare to youth (newborn - 25yrs) using team-based, trauma-informed, lifestyle medicine principles through individual and group visits.

...
**YOUTH
 ADVISORY
 COUNCIL (YAC)**

**The LINK
 Youth Clinic**

Youth-Focused Healthcare Peer Support Groups Self-Care + Mental Health Professional Development Community Outreach



*Why
 Group Visits*

CDC's National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP)

CHRONIC DISEASES IN AMERICA

6 IN 10

Adults in the US have a **chronic disease**



4 IN 10

Adults in the US have **two or more**

THE LEADING CAUSES OF DEATH AND DISABILITY and Leading Drivers of the Nation's \$3.5 Trillion in Annual Health Care Costs

 HEART DISEASE	 CANCER	 CHRONIC LUNG DISEASE	 STROKE	 ALZHEIMER'S DISEASE	 DIABETES	 CHRONIC KIDNEY DISEASE
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THE KEY LIFESTYLE RISKS FOR CHRONIC DISEASE

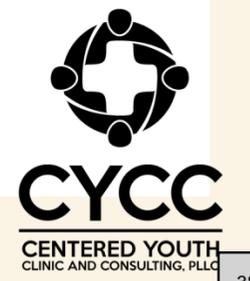
 TOBACCO USE	 POOR NUTRITION	 LACK OF PHYSICAL ACTIVITY	 EXCESSIVE ALCOHOL USE
--	---	---	--

 HEALTHFUL EATING of whole, plant-based food	 Increase PHYSICAL ACTIVITY	 Develop strategies to MANAGE STRESS
---	--	---

LIFESTYLE MEDICINE FOCUSES ON 6 AREAS TO IMPROVE HEALTH

 Avoid risky SUBSTANCES	 Improve your SLEEP	 Form & maintain RELATIONSHIPS
---	--	--

AMERICAN COLLEGE OF
Lifestyle Medicine



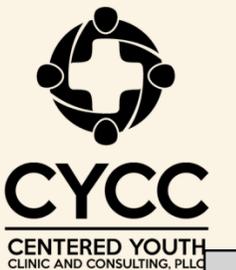
Youth Engagement



N ORIGINAL
Centered Youth Clinic and Consulting
 ★★★★★ 2021
 Centered Youth Clinic and Consulting (CYCC) is a youth clinic founded by Dr. Chinwe Efuribe. This clinic is designed with youth for youth. CYCC takes a centering approach to healthcare which allows for an emphasis on education, social support and empowerment. The clinic goes beyond the average doctor's visit by providing valuable resources to help patients become ready to take charge of their health.

Because you want volunteer opportunities

- Social Media**
Manage and create content for our Instagram, TikTok, and YouTube accounts
- Centering Groups**
Manage a group chat for each six-week group session to build social support & remind youth of upcoming events
- Events**
Create a plan for our youth to celebrate milestones, birthdays, and holidays
- Professional**
Partner with CYCC to gain experience, knowledge, and skills for your future health career





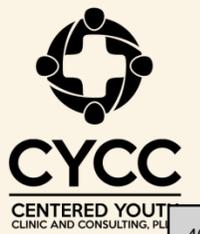
BACKGROUND

- Immigrant mother
- First-Generation College Student
- Pre-Medical student at UT
- No connection to medical field before college

Impact Story

WHAT CYCC HAS GIVEN ME

- Guidance
- Motivation
- Sense of Direction
- Mentorship



OUR PARTNERS

Centering Healthcare Institute

CITY OF MANOR TEXAS ATLAS

African American Youth

BLACK MAMAS ATX

Austin Area Urban League

SAFE | stop abuse for everyone



LIFESTYLE MEDICINE FOCUSES ON 6 AREAS TO IMPROVE HEALTH

- HEALTHFUL EATING of whole, plant-based food
- INCREASE PHYSICAL ACTIVITY
- DEVELOP STRATEGIES TO MANAGE STRESS
- AVOID RISKY SUBSTANCES
- IMPROVE YOUR SLEEP
- FORM & MAINTAIN RELATIONSHIPS

CONNECT WITH US!



CLINIC HOURS
 Tue, Wed: 8:30am - 5:30pm
 Fri: 8:30am - 5:30pm

TELEHEALTH ONLY
 Mon, Thurs: 8:30am - 12:30pm

hello@centeredyouth.com
 www.centeredyouth.com

14008 Shadowglen Blvd.
 Suite 201
 Manor, Texas 78653

Office: 512-900-1780
 Fax: 254-232-3495



Engaging Youth for Wellness



CYCC
 CENTERED YOUTH
 CLINIC AND CONSULTING, PLLC



ABOUT CYCC

At CYCC, we provide direct primary and specialized healthcare to youth (newborn - 25yrs) using team-based, trauma-informed, lifestyle medicine principles through individual and group visits.





Our Account Teams Manage



Item 3.
LAKE WORTH
TEXAS

COMPETITIVE BID AWARDS



City of Manor is a Member ID#159990



THE INTERLOCAL PURCHASING SYSTEM



Sourcing. Strategy. Savings.

RECAP & KEY OBJECTIVES

- **Reduce Overall Age of the Fleet:**
 - *Current Fleet: Average Age (Non ERV's) = **6 Years***
 - *6 of 33 Vehicles are 2012 Years or Older*
- **Reduce Operational Downtime and Expenses:**
 - *Industry Average for Maintenance Expense based off Vehicle Type, Age & Utilization*
 - *~ Conservatively \$96/Vehicle/Month*
 - *Reduced to an average of \$26.87/Vehicle/Month*
- **Maintain a Management Vehicle Budget:**
 - *Acquiring 2-3 Vehicles per Year (last 10 years) or on **12 Year Replacement Plan***
- **Increasing Efficiencies, Sustainability & Safety**
 - *3 Year Replacement Plan to ensure safety/sustainability is a top priority*

Conservative Savings Opportunity over \$527,311 versus Today's Plan

Vehicle Safety- STANDARD OPTIONS

2007

- Front/Side crash test
- Anti-lock brakes
- Airbags

**7.89% of vehicles in current fleet are pre-2007*

2012

- **Electronic Stability Control**
- Lane Departure Warning
- Rear Video

**16% of vehicles in current fleet are pre-2012*

2018

- Forward Collision Warning
- Blind Spot Warning
- Offset-crash test

**29% of vehicles in current fleet are pre-2018*



5-Star Safety Ratings
More Stars. Safer Cars.

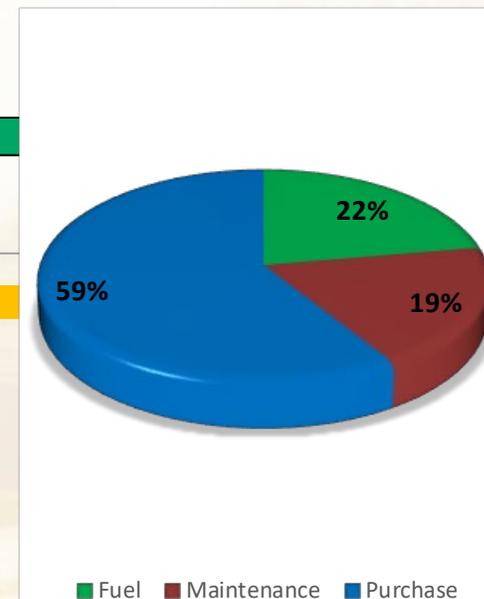
33	Vehicle Information							Contract			
Qty	Vehicle Type	Year	Make	Model	Description	(X) 4x4	(Y/M)	Term	Annual Miles	AM\$	1
4	Compact Sedan	2022	Nissan	Sentra	12012-S 4dr Sedan			36	6,100	-	
2	Minivan-Passenger	2022	Chrysler	Yogager Passenger Van	RUCL53-LX Passenger Van			36	7,300	-	
4	3/4 Ton Van Cargo	2022	Ford	Transit-250 Cargo	R1Y-Base Rear-Wheel Drive Low Roof			36	6,900	3,000	
1	Compact SUV 4x2	2022	Jeep	Compass	MPTL74-Sport 4dr Front-Wheel Drive			36	6,800		
7	1/2 Ton Pickup Reg 4x2	2023	Chevrolet	Silverado 1500 Regular Cab	CC10903-Work Truck 4x2 Regular Cab			36	6,800	-	
2	1/2 Ton Pickup Ext 4x2	2023	Chevrolet	Silverado 1500 Double Cab	CC10753-Work Truck 4x2 Double Cab			36	5,900	-	
2	1/2 Ton Pickup Quad 4x2	2023	Chevrolet	Silverado 1500 Crew Cab	CC10543-Work Truck 4x2 Crew Cab 5.7			36	6,400	-	
2	1/2 Ton Pickup Quad 4x4	2022	Ford	F-150 Crew Cab	W1E-XL 4x4 SuperCrew Cab 5.5 ft. box X			36	4,900	-	
7	3/4 Ton Pickup Quad 4x2	2022	Ford	F-250 Crew Cab	W2A-XL 4x2 SD Crew Cab 6.75 ft. box			36	6,000	-	
2	3/4 Ton Pickup Quad 4x4	2022	Ford	F-250 Crew Cab	W2B-XL 4x4 SD Crew Cab 6.75 ft. box X			36	6,900	-	

City of Manor - Fleet Planning Analysis

Item 3.

Current Fleet	33	Fleet Growth	0.00%	Proposed Fleet	33
Current Cycle	12.22	Annual Miles	6,400	Proposed Cycle	3.06
Current Maint.	\$96.00			Proposed Maint.	\$26.87
Maint. Cents Per Mile	\$0.18	Current MPG	17	Price/Gallon	\$3.65

Fleet Costs Analysis



Fiscal Year	Fleet Mix			Fleet Cost							Annual Net Cash	
	Fleet Size	Annual Needs	Owned	Leased	Annual Finance Payment	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel		Fleet Budget
Average	33	2.7	33	0	120,000	0			38,016	45,346	203,362	0
'23	33	6	27	6	0	48,430	-5,500		33,038	43,697	119,665	83,697
'24	33	8	19	14	0	108,784	-16,000		26,401	41,498	160,684	42,678
'25	33	1	18	15	0	118,493	-3,500	-64,870	25,572	41,224	116,918	86,444
'26	33	17	7	26	0	210,890	-65,500	-93,405	16,446	38,200	106,631	96,731
'27	33	15	0	33	0	280,739	-59,500	-19,964	10,639	36,277	248,191	-44,829
'28	33	1	0	33	0	280,739		-209,412	10,639	36,277	118,243	85,119
'29	33	16	0	33	0	280,739		-216,610	10,639	36,277	111,045	92,317
'30	33	15	0	33	0	280,739		-32,010	10,639	36,277	295,644	-92,283
'31	33	2	0	33	0	280,739		-209,412	10,639	36,277	118,243	85,119
'32	33	16	0	33	0	280,739		-216,610	10,639	36,277	111,045	92,317

10 Year Savings	\$527,311	Avg. Sustainable Savings	\$52,518
------------------------	------------------	---------------------------------	-----------------

Current Fleet Equity Analysis

YEAR	2023	2024	2025	2026	2027	Under-Utilized
QTY	6	8	1	11	7	0
Est \$	\$917	\$2,000	\$3,500	\$5,955	\$8,500	\$0
TOTAL	\$5,500	\$16,000	\$3,500	\$65,500	\$59,500	\$0
Estimated Current Fleet Equity**					\$150,000	

* Lease Rates are conservative estimates

**Estimated Current Fleet Equity is based on the current fleet "sight unseen" and can be adjusted after physical inspection

Lease Maintenance costs are exclusive of tires unless noted on the lease rate quote.

KEY OBJECTIVES

Lower average age of the fleet

18% of the current light and medium duty fleet is over 10 years old
Resale of the aging fleet is significantly reduced

Reduce operating costs

Newer vehicles have a significantly lower maintenance expense
Newer vehicles have increased fuel efficiency with new technology implementations

Maintain a manageable vehicle budget

Challenged by inconsistent yearly budgets
Currently vehicle budget is underfunded



Katy Carver
Account Executive
737-610-9245
Katy.e.carver@efleets.com



**CITY COUNCIL
CALLED SPECIAL SESSION MINUTES
MARCH 20, 2023**

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 (Arrived at 4:06 p.m.)
- Deja Hill, Place 6 (Absent)

CITY STAFF:

- Scott Moore, City Manager
- Lluvia T. Almaraz, City Secretary
- Matthew Woodard, Public Works Director
- Scott Jones, Economic Development Director
- Phil Green, IT Director
- Chasem Creed, IT Technician

SPECIAL SESSION – 4:03 P.M.

With a quorum of the Council Members present, the special session of the Manor City Council was called to order by Mayor Harvey at 4:03 p.m. on Monday, March 20, 2023, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

INVOCATION

Council Member Wallace gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

PUBLIC COMMENTS

No one appeared at this time.

REGULAR AGENDA

1. Consideration, discussion, and possible action on approval of contractor and construction contract for the temporary overlay of Hill Lane.

City staff's recommendation was that the City Council approve Texas Material Group, Inc. as the contractor for the temporary overlay of Hill Lane and authorize the City Manager to execute the contract after legal review.

City Manager Moore discussed the proposed contract with Texas Material Group, Inc for the temporary overlay of Hill Lane.

Discussion was held regarding the funding for the project.

Discussion was held regarding the time frame of completion.

Discussion was held regarding additional road construction for the area.

Discussion was held regarding proper signate installation.

Discussion was held regarding the selection of contractor.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to approve Texas Material Group, Inc. as the contractor for the temporary overlay of Hill Lane and authorize the City Manager to execute the contract after legal review.

There was no further discussion.

Motion to approve carried 6-0

ADJOURNMENT

The Special Session of the Manor City Council Adjourned at 4:16 p.m. on Monday, March 20, 2023.

These minutes approved by the Manor City Council on the 5th day of April 2023. *(Audio recording archived)*

APPROVED:

Dr. Christopher Harvey
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

Draft Minutes



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: April 5,2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an appointment to the Planning and Zoning Commission for Place No. 5 to fill a vacancy.

BACKGROUND/SUMMARY:

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

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council appoint a new member to the Planning and Zoning Commission for Place No. 5 with a term expiring on January 1, 2025.

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



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: April 5, 2023
PREPARED BY: Scott Jones, Director
DEPARTMENT: Economic Development

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Chapter 380 Grant Agreement between The City of Manor and Davis Capital Investments, LLC known as the Project - Lexington at West Boyce.

BACKGROUND/SUMMARY:

Davis Capital Investments owns .363 acres of property located at 109 N. Lexington in Manor and wishes to construct a 14,795 square foot mixed use facility consisting of capital improvements of \$3,700,000.00 on the property for up to 8 residential apartments for rent above and up to 4 commercial office/retail/service tenants at street level. The maximum potential grant amount to be recouped through sales tax and ad valorem tax reimbursement over ten years is 10% of the capital investment. The grant requires compliance with the Performance Criteria in Section IV, and Grant Criteria in Section V(A) and (B). 15 FTEs will be hired within 120 days of opening, 20 FTEs will be maintained in Year 2 and 25 FTEs in Year 3. There are statutory claw backs included in the agreement for non-performance.

LEGAL REVIEW: Yes, Completed
FISCAL IMPACT: \$31.6M taxable sales and purchases; \$5.7M additional revenues over 20 years
PRESENTATION: Yes
ATTACHMENTS: No

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve the Chapter 380 Grant Agreement Project – Lexington at West Boyce between The City of Manor and Davis Capital Investments, LLC and authorize the Mayor to execute the agreement.

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



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: April 5, 2023
PREPARED BY: Pauline M. Gray, P.E.
DEPARTMENT: City Engineer

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a change order to the construction contract for the FM 973 Water Main project.

BACKGROUND/SUMMARY:

The project included the construction of a new 12" waterline which is Capital Improvements Project W-15. The waterline runs from the intersection of East Browning and Gregg Street along Old Hwy 20 to FM 973. This project is to serve new growth and development on the east and west sides of FM 973 south of US Hwy 290.

The purpose of this change order is for the **decrease** in costs for decommissioning of the existing septic systems for the three properties located on Llano Street and associated work.

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

- Change Order No. 4

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve Change Order No. 4 to the construction contract for the FM 973 12" Water Main project with M&C Fonseca Construction Company, Inc. which will reduce the overall project costs by \$2,400.00.



1500 County Road 2
Leander, TX 78641

PO Box 2029
Leander, TX 78646-2029

CHANGE ORDER

ORDER NO.: 4
DATE: March 9, 2023
AGREEMENT DATE: October 20, 2021

NAME OF PROJECT: FM 973 12" WATER MAIN

OWNER: City of Manor

CONTRACTOR: M&C Fonseca Construction Company, Inc.

The following changes are hereby made to the CONTRACT DOCUMENTS:

1. Justification:

Item No. 1 - Add Item CO4.1 – Price adjustment for decommissioning of existing septic tank for houses on Llano Street – deduct (3) @ \$800.00/EA (Price reduced from \$3,200.00 to \$2,400.00)

2. Change to CONTRACT PRICE:

Original CONTRACT PRICE: \$400,211.00
Current CONTRACT PRICE adjusted by previous CHANGE ORDERS \$454,405.00
The CONTRACT PRICE due to this CHANGE ORDER will be DECREASED by \$2,400.00
New CONTRACT PRICE including this CHANGE ORDER will be: \$452,005.00

Approvals Required:

To be effective, this order must be signed by all parties to the Agreement if it changes the scope or objective of the PROJECT, or as may otherwise be required by the SUPPLEMENTAL GENERAL CONDITIONS.

Recommended by: Pauline M. Gray, P.E. Signed: 
Engineer

Ordered by: _____ Signed _____
Owner City of Manor

Accepted by: _____ Signed _____
Contractor



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: April 5, 2023
PREPARED BY: Pauline Gray, P.E., City Engineer
DEPARTMENT: Engineer

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a change order for the FY2021 Capital Metro Paving Improvements Project.

BACKGROUND/SUMMARY:

Street reconstruction and resurfacing including excavation, subgrade preparation, flexible base, mill and overlay, and hot mix asphalt concrete in selected areas. The project included a base bid as well as two alternate bid items. The change order is to adjust quantities to what was installed in the field along with some additional work that was required. The change order will reduce the overall cost of the project.

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

- Change Order #1
- Bid Tabulation

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve Change Order No. 1 for the FY2021 Capital Metro Paving Improvements Project with Forsythe Brothers Infrastructure, LLC., which will reduce the overall project costs by \$8,463.75.

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

CHANGE ORDER

ORDER NO.: 1
DATE: March 24, 2023
AGREEMENT DATE: April 7, 2022

NAME OF PROJECT: FY2021 Capital Metro Paving Improvements

OWNER: City of Manor

CONTRACTOR: Forsythe Brothers Infrastructure, LLC

The following changes are hereby made to the CONTRACT DOCUMENTS:

1. Justification:

- Item No. 1 – Remove 63 SY from Bid Item No. 4 – 6” subgrade prep @ \$1.00/SY
- Item No. 2 – Remove 15 CY from Bid Item No. 5 – excavation of existing street @ \$17.50/CY
- Item No. 3 – Remove 50 SY from Bid Item No. 6 – 12” flexible base @ \$37.00/SY
- Item No. 4 – Remove 33 SY from Bid Item No. 7 – 2” HMAC Type D @ \$16.75/SY
- Item No. 5 – Add 1 EA from Bid Item No. 8 – Wastewater manhole adjustment @ \$1,000.00/EA
- Item No. 6 – Remove 17 SY from Bid Item No. 11 – 6” subgrade prep @ \$1.00/SY
- Item No. 7 – Remove 10 CY from Bid Item No. 12 – excavation of existing street @ \$15.00/CY
- Item No. 8 – Remove 15 SY from Bid Item No. 13 – 12” Flexible base @ \$37.00/SY
- Item No. 9 – Remove 31 SY from Bid Item No. 14 – 2” HMAC @ \$16.75/SY
- Item No. 10 – Remove 88 SY from Bid Item No. 25 – 6” subgrade prep @ \$1.00/SY
- Item No. 11 – Remove 5 CY from Bid Item No. 26 – Excavation of existing street @ \$17.50/CY
- Item No. 12 – Remove 1 EA from Bid Item No. 29 – Manhole adjustment @ \$1,000.00/EA
- Item No. 13 – Remove 367 SY from Bid Item No. 33 – 2” HMAC @ \$16.75/SY
- Item No. 14 – Remove 2 EA from Bid Item No. 35 – New to existing pavement joints @ \$50.00/EA
- Item No. 15 – Remove 10 EA from Bid Item No. 36 – Driveway pavement joints @ \$50.00/EA
- Item No. 16 – Remove 1 SY from Bid Item No. 37 – 2” HMAC @ \$16.75/SY
- Item No. 17 – Remove 1 EA from Bid Item No. 38 – Wastewater manhole adjustment @ \$1,000.00/EA
- Item No. 18 – Remove 4 EA from Bid Item No. 40 – driveway pavement joint @ \$50.00/EA
- Item No. 19 – Remove 9 SY from Bid Item No. 41- 2” HMAC @ \$16.75/SY
- Item No. 20 – Remove 2 EA from Bid Item No. 44 – Driveway Pavement Joint @ \$50.00/EA
- Item No. 21 – Remove 6 EA from Bid Item No. 48 – driveway pavement joint @ \$50.00/EA
- Item No. 22 – Remove 215 SY from Bid Item No. A-2 – 6” subgrade prep @ \$1.00/SY
- Item No. 23 – Remove 75 CY from Bid Item No. A-3 – excavation of existing street @ \$15.00/CY
- Item No. 24 – Remove 250 SY of Bid Item No. A-4 – 12” flex base @ \$28.00/SY
- Item No. 25 – Remove 4 SY of Bid Item No. A-5 – 2” HMAC @ \$16.75/SY
- Item No. 26 – Remove 885 SY of Bid Item No. A-10 – Milling asphalt concrete pavement @ \$1.00/SY
- Item No. 27 – Remove 885 SY of Bid Item No. A-11 – 2” HMAC @ \$16.75/SY
- Item No. 28 – Add 541 SY of 2” HMAC to Bid Item No. B-2 – 2” HMAC @ \$16.75/SY
- Item No. 29 – CO1.1 – Add 1 LS of work on East Lane to perform grading and base work prior to paving @ \$5,000.00/LS
- Item No. 30 – CO1.2 – Add 1 LS additional work and base transport for alley behind Duett’s @ \$12,500.00/LS

Item No. 31 – CO1.2 – Add 1 EA driveway cut for Duett Property @ \$1,750.00.

- 2. Change to CONTRACT PRICE:
Original CONTRACT PRICE: \$888,149.75
Current CONTRACT PRICE adjusted by previous CHANGE ORDER \$888,149.75
The CONTRACT PRICE due to this CHANGE ORDER will be decreased by: \$8,463.75
New CONTRACT PRICE including this CHANGE ORDER will be: \$879,686.00
- 3. Change to CONTRACT TIME:
No change to contract time.

Approvals Required:

To be effective, this order must be signed by all parties to the Agreement if it changes the scope or objective of the PROJECT, or as may otherwise be required by the SUPPLEMENTAL GENERAL CONDITIONS.

Recommended by: Pauline M. Gray, P.E. Signed: *Pauline M Gray*
Engineer

Ordered by: _____ Signed: _____
Owner City of Manor

Accepted by: _____ Signed: _____
Contractor

City of Manor 2021 Paving Improvements													
Contract No: 2022-04													
Change Order #1													
Location: East lane St.							Location: E Alley Behind Duetts Tire Service						
Labor: No Charge							Labor: No Charge						
Subtotal \$ -							Subtotal \$ -						
Subtotal							Subtotal						
Materials: Materials supplied by City of Manor-none used							Materials: Flexible Base						
Daily Rate							Daily Rate						
Rate Unit Subtotal							Rate Unit Subtotal						
John Deere 544 Wheel Loader \$ 250.00 5 \$ 1,250.00							John Deere 544 Wheel Loader \$ 250.00 6 \$ 1,500.00						
Case SV208 Roller \$ 205.00 5 \$ 1,025.00							Case SV208 Roller \$ 205.00 6 \$ 1,230.00						
Case Cx36 B mini excavator \$ 105.00 5 \$ 525.00							Case Cx36 B mini excavator \$ 105.00 6 \$ 630.00						
Ingersoll Rand 240 Pneumatic Roller \$ 310.00 5 \$ 1,550.00							Ingersoll Rand 240 Pneumatic Roller \$ 310.00 6 \$ 1,860.00						
Subtotal \$ 4,350.00							Subtotal \$ 10,920.00						
Overhead and Profit-rated at 15% \$ 652.50							Overhead and Profit-rated at 15% \$ 1,638.00						
Total \$ 5,002.50							Total \$ 12,558.00						



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: Aril 19, 2023
PREPARED BY: Lydia Collins, Director
DEPARTMENT: Finance

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an ordinance for the Proposed FY2021-2022 Amended Annual Budget.

BACKGROUND/SUMMARY:

The Budget Committee met on March 9th and 30th to discuss and review Proposed Amended Budget for Fiscal Year 2021-2022. The Budget Committee were presented the General Fund and Utility Fund balance from the previous fiscal year and gained insight on how the city finances have generated a savings in both funds and the steps that were taking to operate within the polices and guidelines established by the City Council. The City Administration will continue to follow the best management practices in managing our daily operations and revenue enhancements. Staff will continue to work with our financial advisors and bond counsel in reviewing the city’s debt limits and capacity to upgrade our facilities and manage our current revenue and expenditures as fiscally as possible. The future growth of the community is headed in a direction where budget amendments will be discussed annually as priorities and future opportunities present themselves for the City Council to take action.

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

- Presentation
- Ordinance No. 696 and Exhibit A

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council approve Ordinance No. 696 Adopting an Amended Annual Budget for the Ensuing Fiscal Year Beginning October 1, 2021, and Ending September 30, 2022.

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

ORDINANCE NO. 696**FY 2021-2022 AMENDED ANNUAL BUDGET**

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, ADOPTING AN AMENDED ANNUAL BUDGET FOR THE ENSUING FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022; APPROPRIATING THE VARIOUS AMOUNTS THEREOF, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Manager of the City of Manor, Texas (the "City") has submitted to the City Council a proposed amended annual budget of the revenues of said City and the expenditures necessary for conducting the affairs thereof, and providing a complete financial plan for FY 2021-2022, and which said proposed amended annual budget has been compiled from detailed information obtained from the several departments, divisions, and offices of the City; and

WHEREAS, the City Council has received said City Manager's proposed amended annual budget, a copy of which, along with all supporting schedules, have been filed with the City.

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

Section 1. The proposed amended annual budget of the revenue of the City and the expenses of conducting the affairs thereof providing a complete financial plan for the ensuing fiscal year beginning October 1, 2021, and ending September 30, 2022, as submitted to the City Council by the City Manager of said City, and which budget is attached hereto as Exhibit "A", be and the same is in all things adopted and approved as the amended annual budget of all current expenditures/expenses as well as fixed charges against said City for the fiscal year beginning October 1, 2021, and ending September 30, 2022.

Section 2. The sums shown on Exhibit "A" are hereby appropriated from the respective funds for the payment of expenditures on behalf of the City government as established in the approved amended annual budget document for the fiscal year ending September 30, 2022.

Section 3. Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 4. This Ordinance shall be and remain in full force and effect from and after its final passage and publication as herein provided.

PASSED, ADOPTED, AND APPROVED on this 5th day of April 2023.

THE CITY OF MANOR, TEXAS

Dr. Christopher Harvey,
Mayor

ATTEST:

Lluvia T. Almaraz,
City Secretary



Proposed Amended Annual Budget Fiscal Year 2021-22

Original Budget Adopted: 15-Sep-2021
Ordinance Number: 621

Amended Budget Adopted: 20-Apr-2022
Ordinance Number: 643

Amended Budget Adopted: _____
Ordinance Number: _____

FY 2021-2022			30-Sep-22			FY 2021-22			FUND BALANCES	
BUDGETED REVENUES	BUDGETED EXPENSES	NET	FYTD ACTUAL REVENUES	FYTD ACTUAL EXPENSES	NET	BUDGET REVENUES	BUDGET EXPENSES	NET	ESTIMATED 30-Sep-21	PROJECTED 30-Sep-22
GENERAL FUND										
10,973,664	1,748,711	9,224,953	14,095,614	1,227,865	12,867,749	14,095,617	1,227,865	12,867,752		
-	794,391	(794,391)	0	831,022	(831,022)	-	831,715	(831,715)		
1,652,474	3,435,385	(1,782,911)	1,575,059	3,343,562	(1,768,503)	1,575,059	3,343,579	(1,768,520)		
3,422,300	908,987	2,513,313	3,601,857	999,396	2,602,461	3,601,782	999,397	2,602,385		
40,000	1,206,418	(1,166,418)	40,000	1,073,185	(1,033,185)	40,000	1,073,313	(1,033,313)		
406,270	596,512	(190,242)	525,334	454,758	70,576	525,334	454,791	70,543		
330,861	4,975,239	(4,644,378)	140,956	4,724,904	(4,583,948)	140,956	4,725,098	(4,584,142)		
-	767,741	(767,741)	-	681,947	(681,947)	-	681,947	(681,947)		
1,150	415,668	(414,518)	1,132	309,521	(308,389)	1,150	309,521	(308,371)		
-	181,009	(181,009)	-	146,375	(146,375)	-	146,377	(146,377)		
16,826,719	15,030,061	1,796,658	19,979,952	13,792,535	6,187,417	19,979,898	13,793,603	6,186,295		
UTILITY FUND										
0	563,139	(563,139)	0	551,725	(551,725)	0	551,943	(551,943)		
2,448,743	2,998,967	(550,224)	3,678,398	2,600,497	1,077,901	3,678,398	2,600,499	1,077,899		
2,040,250	1,151,127	889,123	3,138,623	1,277,163	1,861,460	3,138,623	1,277,165	1,861,458		
4,488,993	4,713,233	(224,240)	6,817,021	4,429,385	2,387,636	6,817,021	4,429,607	2,387,414		
TOTAL POOLED FUNDS										
21,315,712	19,743,294	1,572,418	26,796,973	18,221,920	8,575,053	26,796,919	18,223,210	8,573,709	17,541,224	26,114,933
TOTAL DEBT SERVICE										
2,210,787	2,573,123	(362,336)	2,195,933	2,817,069	(621,136)	2,195,933	2,817,070	(621,137)	91,186	(529,951)
RESTRICTED FUNDS										
9,500	9,500	-	9,944	7,691	2,253	9,944	7,691	2,253	46,674	48,927
8,400	500	7,900	8,894	-	8,894	8,894	-	8,894	12,518	21,412
33,200	9,000	24,200	81,215	63,945	17,270	81,215	120,545	(39,330)	410,704	371,374
392,006	-	392,006	1,065,066	960,031	105,035	845,134	837,429	7,705	2,282,907	2,290,612
864,500	-	864,500	4,703,534	5,720,540	(1,017,006)	1,967,532	5,078,005	(3,110,473)	7,479,905	4,369,432
-	-	-	192,500	-	192,500	192,500	-	192,500	479,247	671,747
-	-	-	6,283,904	349,701	5,934,204	6,283,904	349,701	5,934,204	-	-
1,307,606	19,000	1,288,606	12,771,879	7,438,260	5,333,619	9,389,123	6,393,371	2,995,753	10,758,927	7,820,476
GRAND TOTALS										
24,834,105	22,335,417	2,498,688	41,764,785	28,477,249	13,287,536	38,381,975	27,433,651	10,948,325	28,391,338	39,339,662

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.



CITY OF MANOR

TRAVIS COUNTY, TEXAS

PROPOSED FY 2021-2022 Amended Annual Budget

City of Manor, Texas

Scott Moore, City Manager
Lydia M. Collins, Director of Finance
April 5, 2023



As required by section 102.005 (d) of the Texas Local Government Code, the City of Manor provides the following statement on this cover page of its budget:

This budget will raise more total property taxes than last year’s budget by \$1,402,804 or 17.34%, and of that amount \$851,165 is tax revenue to be raised from new property added to the tax roll this year.

(2) the record vote of each member of the governing body;

Christopher Harvey, Mayor _____ Emily Hill, Mayor Pro Tem _____ Councilmembers; Anne Weir _____, Maria Amezcua _____, Sonia Wallace _____, Aaron Moreno _____, Deja Hill _____.

(3) the municipal property tax rates for the preceding fiscal year:

Operation and Maintenance Rate	\$0.6034
Debt Rate	<u>\$0.1793</u>
Total	\$0.7827
A. The property tax rate;	\$0.7827
B. The no-new-revenue (NNR) tax rate	\$0.7617
C. The NNR M&O tax rate	\$0.5624
D. The voter-approval tax rate	\$0.5820
E. The debt rate	\$0.1793
F. The de minimis rate	\$0.7827

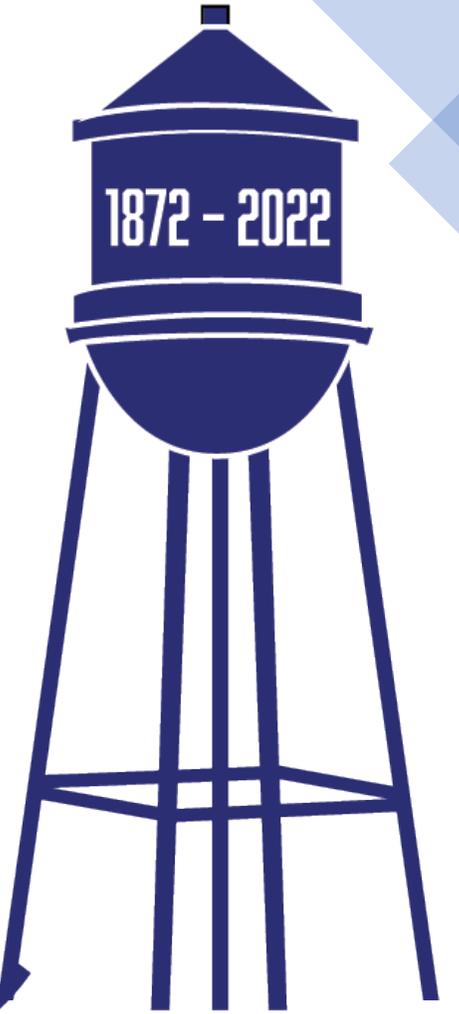
(4) total amount of municipal debt obligations \$ 29,030,000

CITY OF MANOR



150TH

Anniversary



CITY OF MANOR

COUNCIL-APPOINTED ADVISORY GROUPS, ORGANIZATIONS, AND REPRESENTATIVE AGENCIES

CITY

- Board of Adjustment
- Planning & Zoning Commission
- Budget Committee
- Public Improvement District (PID) Committee
- Tax Increment Reinvestment Zone, No. 1 (TIRZ)
- Park Committee
- Public Tree Advisory Board
- Economic Development Committee
- Emergency Management Committee
- Public Safety Committee
- Capital Improvement Committee
- Community Collaborative Committee
- Healthcare Committee
- Ethics Commission
- Charter Review Commission

REGION

- Capital Area Council of Governments (CAPCOG)
- Capital Area Metropolitan Planning Organization (CAMPO)
- Capital Metro
- Travis County ESD#12
- Friends of Manor Parks
- Keep Manor Beautiful
- Manville Water
- EPCOR
- Oncor Electric
- Bluebonnet Electric
- Texas Film Commission
- Travis County Office of Emergency Management



City of Manor – City Council



Dr. Christopher Harvey
Mayor



Emily Hill
Council Member
Place 1
Mayor Pro Tem



Anne Weir
Council Member
Place 2



Maria Amezcua
Council Member
Place 3



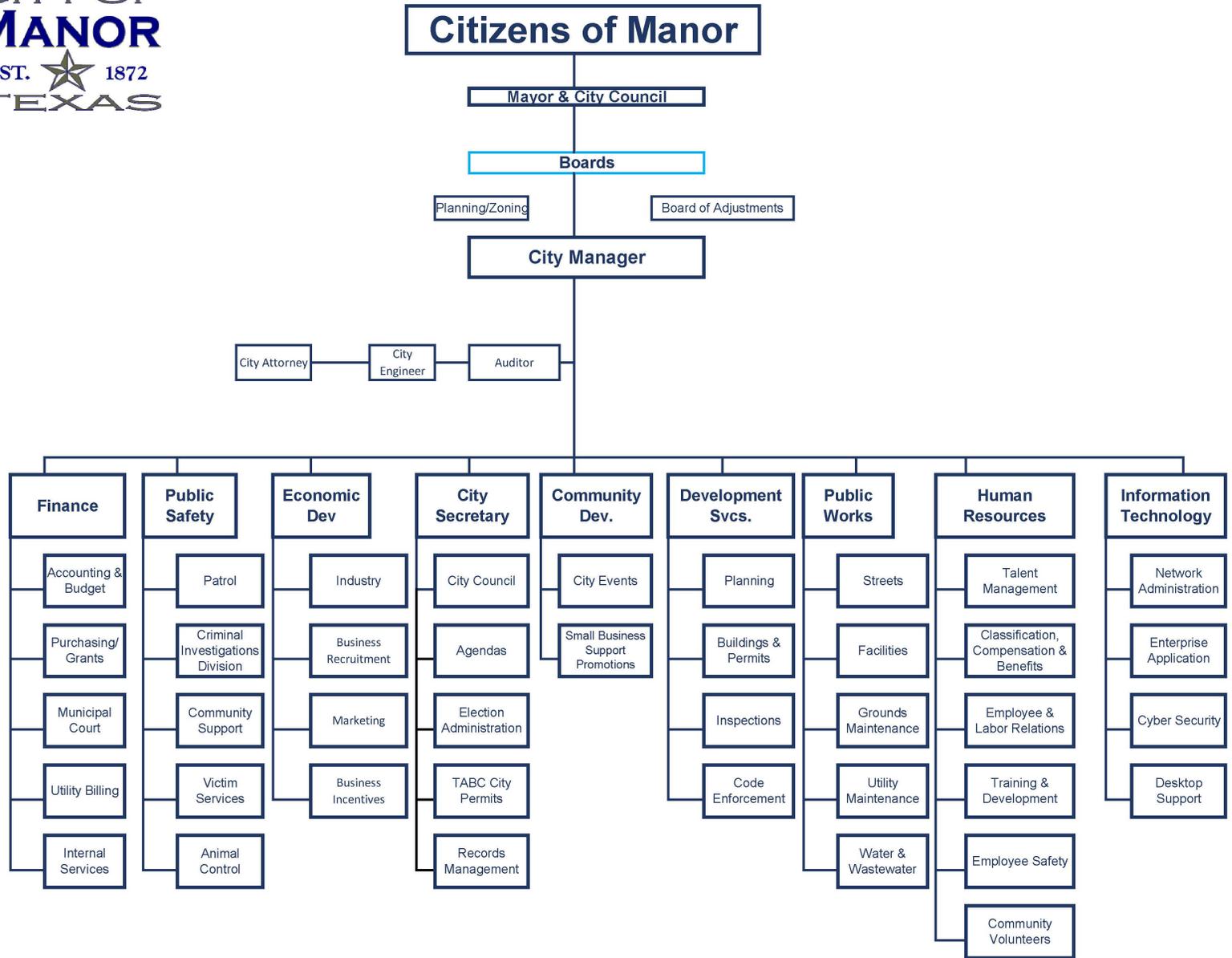
Sonia Wallace
Council Member
Place 4



Aaron Moreno
Council Member
Place 5



Deja Hill
Council Member
Place 6



CITY OF MANOR SENIOR MANAGEMENT TEAM

- Scott Moore**.....City Manager
- Lydia Collins**.....Director of Finance
- Ryan Phipps**.....Chief of Police
- Lluvia Almaraz**.....City Secretary
- Matthew Woodard**.....Director of Public Works
- Scott Dunlop**.....Director of Development Services
- Debra Charbonneau**.....Director of Community Services
- Tracey Dubois-Vasquez**.....Director of Human Resources
- Scott Jones**.....Director of Economic Development
- Phil Green**.....Director of Information Technology



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Mayor and City Council,

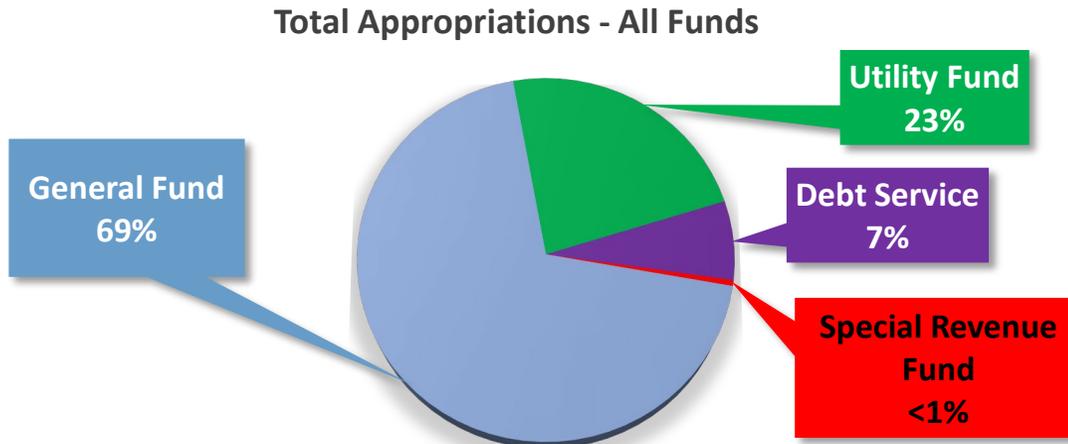
In accordance with the provisions of Article III Section 8.04 of the Manor City Charter, the proposed *Annual Operating Budget* for the City of Manor for the Fiscal Year of October 1, 2021 through September 30, 2022, is hereby presented for your consideration.

The grand total of all appropriations for all departments, operations, and functions proposed for the FY 2021-2022 Amended Annual Budget is \$19,979,898 to be generally distributed as described herein.

The proposed FY 2021-2022 Amended Annual Budget is a zero based, balanced, and appropriately conservative financial plan wherein all operating expenditures are supported by revenue generated during the fiscal year; and was developed through a comprehensive review of financing for all existing programs, operations and services.

The FY 2021-2022 Amended Annual Budget as proposed is delineated into four (4) basic funding categories:

- * **General Fund (\$19.9M)** – revenues and expenditures related to the provision of primary or traditional city services whose main financial support comes from tax dollars
- * **Utility Fund (\$6.8M)** – an enterprise fund monitoring all financial transactions relating to the provision of potable water and sanitary sewer services through the city’s systems
- * **Debt Service (\$2.2M)** – all proceeds and expenditures related to servicing, annual debt payments, and/or management of various debt obligations
- * **Special Revenue (\$0.057M)** – revenues and expenditures related to various projects and programs that are supported by a dedicated revenue stream

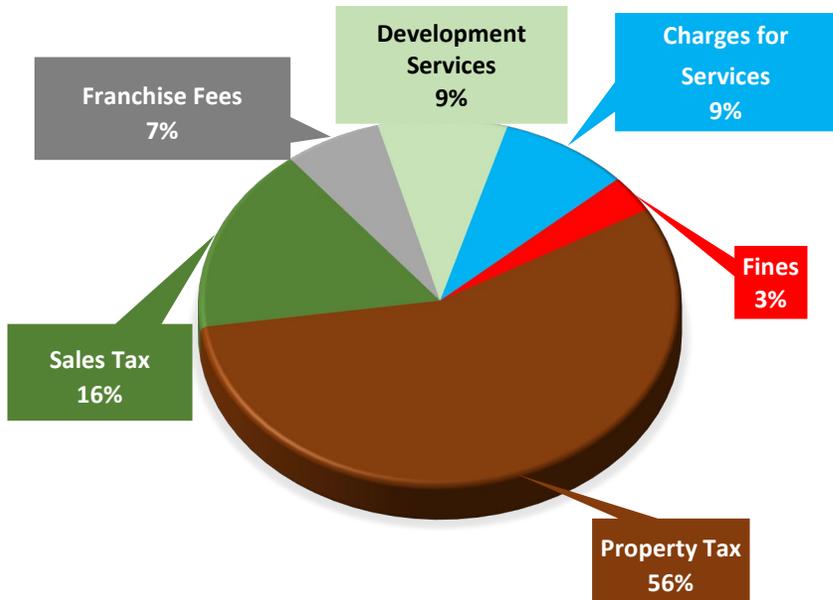


FY 2021-2022 AMENDED ANNUAL BUDGET- BUDGET HIGHLIGHTS

General Fund Revenue

The General Fund is the City of Manor’s principal operating fund for essential city services and is supported by a variety of revenue sources. Property (Ad Valorem) Taxes and Sales Tax, however, provide the primary funding support as the graph below shows.

- **Property Taxes** – Property tax revenue in FY21-22 is moderate growth in the city’s taxable valuation, as home construction is anticipated to continue at its present rate throughout the fiscal year.
 - The FY21-22 Amended Annual Budget has adoption of a tax rate of \$0.7827. This rate will lower the tax rate from \$.8161 by \$.0334.



- **Sales Tax** – The State of Texas imposes a 6.25% sales and use tax on “all retail sales, leases and rentals of most goods, as well as taxable services”. The City of Manor imposes an additional 2.0% sales tax to create a maximum combined rate of 8.25%. **Of that total Austin MTA (Capital Metro) receives 1.0%, and Travis County Emergency Services District 12 0.05%.** The City has experienced steady annual increases in sales tax revenue over the last decade, but the last two years have produced historical income levels:
 - Total Sales Tax Revenue was **\$2.1M** by FY21-22 year-end

Historical Sales and Use Tax





Proposed Amended Annual Budget Fiscal Year 2021-22

Original Budget Adopted: 15-Sep-2021
Ordinance Number: 621

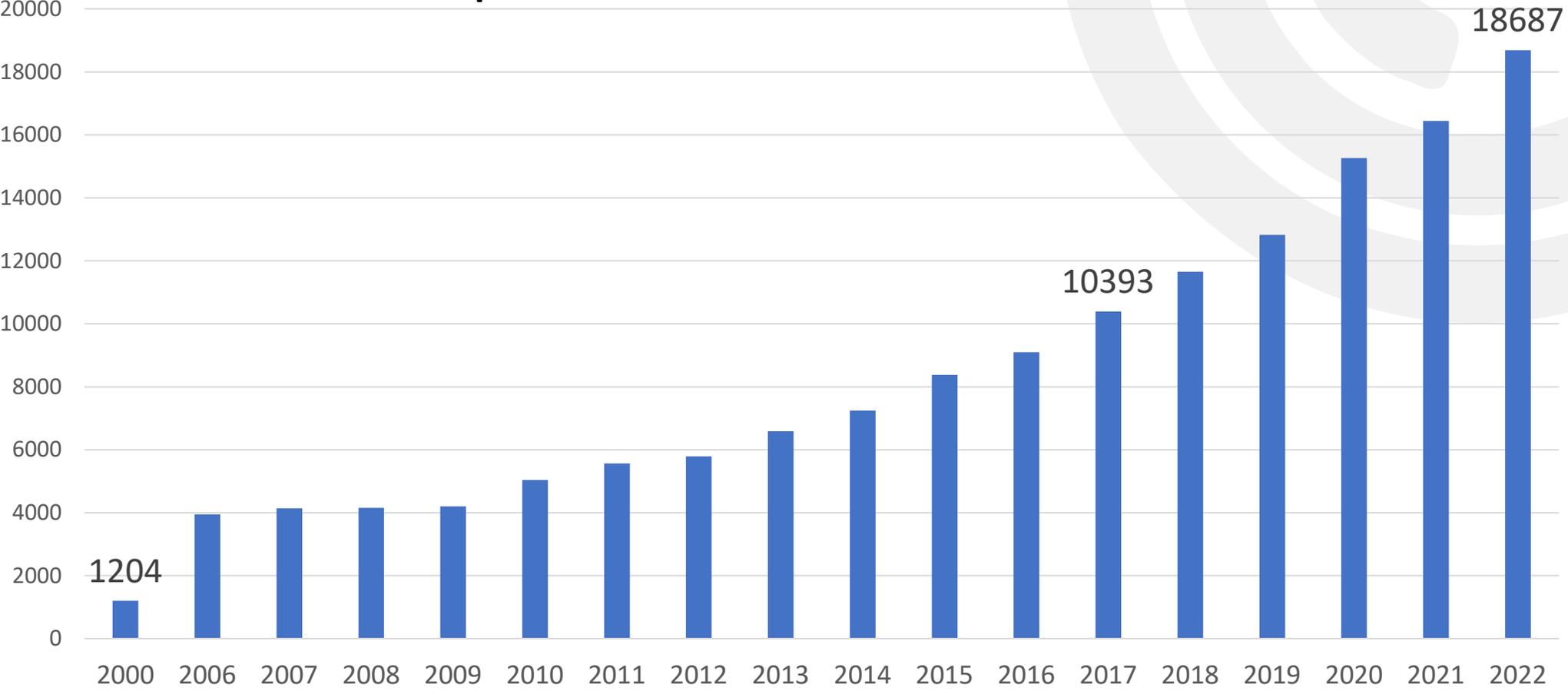
Amended Budget Adopted: 20-Apr-2022
Ordinance Number: 643

Amended Budget Adopted: _____
Ordinance Number: _____

FY 2021-2022			30-Sep-22			FY 2021-22			FUND BALANCES	
BUDGETED REVENUES	BUDGETED EXPENSES	NET	FYTD ACTUAL REVENUES	FYTD ACTUAL EXPENSES	NET	BUDGET REVENUES	BUDGET EXPENSES	NET	ESTIMATED 30-Sep-21	PROJECTED 30-Sep-22
10,973,664	1,748,711	9,224,953	14,095,614	1,227,865	12,867,749	14,095,617	1,227,865	12,867,752		
-	794,391	(794,391)	-	831,022	(831,022)	-	831,715	(831,715)		
1,652,474	3,435,385	(1,782,911)	1,575,059	3,343,562	(1,768,503)	1,575,059	3,343,579	(1,768,520)		
3,422,300	908,987	2,513,313	3,601,857	999,396	2,602,461	3,601,782	999,397	2,602,385		
40,000	1,206,418	(1,166,418)	40,000	1,073,185	(1,033,185)	40,000	1,073,313	(1,033,313)		
406,270	596,512	(190,242)	525,334	454,758	70,576	525,334	454,791	70,543		
330,861	4,975,239	(4,644,378)	140,956	4,724,904	(4,583,948)	140,956	4,725,098	(4,584,142)		
-	767,741	(767,741)	-	681,947	(681,947)	-	681,947	(681,947)		
1,150	415,668	(414,518)	1,132	309,521	(308,389)	1,150	309,521	(308,371)		
-	181,009	(181,009)	-	146,375	(146,375)	-	146,377	(146,377)		
16,826,719	15,030,061	1,796,658	19,979,952	13,792,535	6,187,417	19,979,898	13,793,603	6,186,295		
-	563,139	(563,139)	-	551,725	(551,725)	-	551,943	(551,943)		
2,448,743	2,998,967	(550,224)	3,678,398	2,600,497	1,077,901	3,678,398	2,600,499	1,077,899		
2,040,250	1,151,127	889,123	3,138,623	1,277,163	1,861,460	3,138,623	1,277,165	1,861,458		
4,488,993	4,713,233	(224,240)	6,817,021	4,429,385	2,387,636	6,817,021	4,429,607	2,387,414		
21,315,712	19,743,294	1,572,418	26,796,973	18,221,920	8,575,053	26,796,919	18,223,210	8,573,709	17,541,224	26,114,933
2,210,787	2,573,123	(362,336)	2,195,933	2,817,069	(621,136)	2,195,933	2,817,070	(621,137)	91,186	(529,951)
9,500	9,500	-	9,944	7,691	2,253	9,944	7,691	2,253	46,674	48,927
8,400	500	7,900	8,894	-	8,894	8,894	-	8,894	12,518	21,412
33,200	9,000	24,200	81,215	63,945	17,270	81,215	120,545	(39,330)	410,704	371,374
392,006	-	392,006	1,065,066	960,031	105,035	845,134	837,429	7,705	2,282,907	2,290,612
864,500	-	864,500	4,703,534	5,720,540	(1,017,006)	1,967,532	5,078,005	(3,110,473)	7,479,905	4,369,432
-	-	-	192,500	-	192,500	192,500	-	192,500	479,247	671,747
-	-	-	6,283,904	349,701	5,934,204	6,283,904	349,701	5,934,204	-	-
1,307,606	19,000	1,288,606	12,771,879	7,438,260	5,333,619	9,389,123	6,383,371	2,995,753	10,758,927	7,820,476
24,834,105	22,335,417	2,498,688	41,764,785	28,477,248	13,287,536	38,381,975	27,433,651	10,948,325	28,381,338	38,338,662

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.

Historical Population Growth



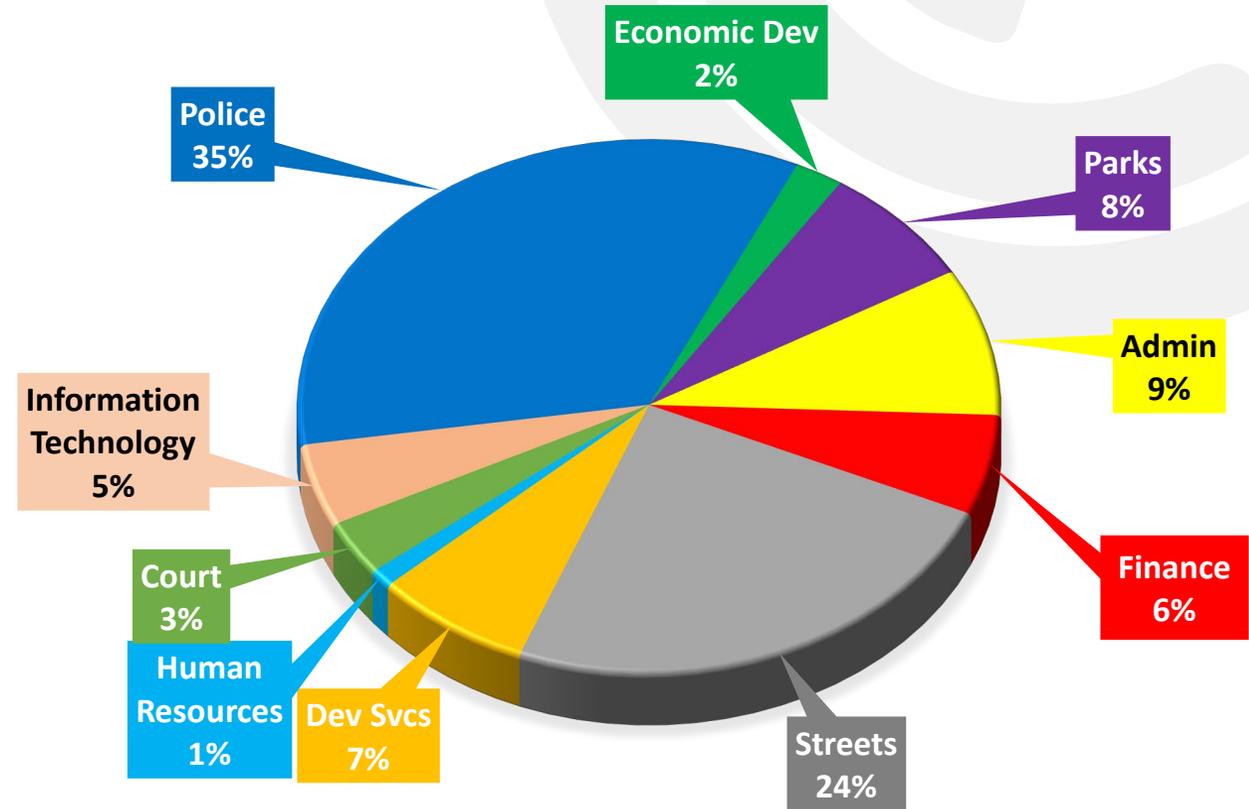
*Graph shows population within City limits

FY 2021-2022 AMENDED ANNUAL BUDGET- BUDGET HIGHLIGHTS CONT.

General Fund Expenditures

The General Fund is the primary operating fund of the City of Manor and is utilized to account for all costs traditionally associated with city government. The proposed FY 2021-2022 Amended Annual Budget includes total General Fund expenditures of **\$13.8M**.

Within City of Manor operations, General Fund Expenditures are those costs associated with the provision of essential city services including, but not limited to public safety, parks, public works, mobility and asset maintenance. The primary sources of income supporting the General Fund are Property and Sales Taxes.



General Fund

Article III Section 8.05 of the Manor City Charter states “the City Manager is responsible for the timely preparation and presentation of the budget”. The **General Fund** is the primary operating fund in the budget used to account for resources not required to be accounted for in other funds devoted to specific activities. It is used to account for operations of basic City functions such as public safety, public works, cultural and leisure programs, community planning/development plus direction and management of all municipal functions. Services provided by the City are classified according to activity and presented as operating departments in the Budget.

As a spending plan for the year the budget contains estimates of revenues expected to be generated in the forthcoming year as well as the cost of programs that are planned for the year. Two basic elements of all funds are revenue and expenditures, the latter of which authorize expenditures for line items that appear in each departmental breakdown. These are detailed in the budget document for each activity in each fund. The former are estimates of fiscal resources that are expected to be generated during the subject fiscal year and are intended to finance programs of “Expenditures” for that same time frame.

Total revenue received for the 2021-22 fiscal year is \$19,979,898. Direct expenditures were \$13,793,603. The following are general comments on sources and expected trends of revenue for the General Fund.

General Fund Revenue Summary

- Revenues are generally a function of certain “rates” applied to specific quantifiable amounts such as assessed property values, volumes of water used, a percentage of gross revenues (franchise fees), etc. The chart summarizes revenue for the general fund by major funding category. This is followed by a more detailed look at revenue by general category.

	FY 2021-22 ORIG. BUDGET	FY 2021-22 CURR. BUDGET	Y-T-D ACTUAL AS OF 09/30/2022	REQUESTED 2021-22 BUDGET
REVENUE SUMMARY				
ADMINISTRATION				
TAXES	9,955,027	10,434,245	10,665,656	10,665,659
MISCELLANEOUS	215,000	433,000	3,268,638	3,268,638
PERMITS/LICENSES	6,290	6,290	3,975	3,975
OTHER	100,129	100,129	157,345	157,345
TOTAL ADMINISTRATION	10,276,446	10,973,664	14,095,614	14,095,617
STREET				
MISCELLANEOUS	187,474	187,474	105,018	105,018
SANITATION CHARGES	1,117,130	1,465,000	1,470,042	1,470,041
TOTAL STREET	1,304,604	1,652,474	1,575,059	1,575,059
DEVELOPMENT SERVICES				
MISCELLANEOUS	38,345	49,320	51,078	51,078
PERMITS/LICENSES	1,880,497	3,372,980	3,550,779	3,550,704
TOTAL DEVELOPMENT SERVICES	1,918,842	3,422,300	3,601,857	3,601,782
PARKS/RECREATION				
MISCELLANEOUS	40,000	40,000	40,000	40,000
TOTAL PARKS/RECREATION	40,000	40,000	40,000	40,000
COURT				
MISCELLANEOUS	1,096	2,200	2,294	2,294
COURT FEES	403,660	404,070	523,039	523,040
TOTAL COURT	404,756	406,270	525,333	525,334
POLICE				
MISCELLANEOUS	272,661	272,661	66,004	66,004
POLICE CHARGES/FEES	57,730	58,200	74,953	74,952
TOTAL POLICE	330,391	330,861	140,956	140,956
ECONOMIC DEV SVCS				
TAXES	400	1,150	1,132	1,150
TOTAL COMMUNITY SERVICES	400	1,150	1,132	1,150
TOTAL REVENUES	14,275,439	16,826,719	19,979,953	19,979,898

GENERAL FUND EXPENDITURE SUMMARY

- A summary of expenditures is included for each department. Expenditures are grouped into the following categories; these categories apply to both the General and Utility Fund.
- **Personnel** - Accounts for all funded staff salaries, benefits, overtime, all insurance, payroll taxes as well as the City's portion of retirement contribution.
- **Operating** – Expenditures for the operations of the department; and supplies and services utilized by the department.
- **Repairs & Maintenance** – Expenditures for the maintenance of equipment and buildings
- **Contracted Services** – Expenditures for engineering and legal services; and document storage.
- **Debt Payments** – The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

	FY 2021-22	FY 2021-22	Y-T-D ACTUAL	REQUESTED
EXPENDITURE SUMMARY	ORIG. BUDGET	CURR. BUDGET	AS OF 09/30/2022	2021-22 BUDGET
ADMINISTRATION				
PERSONNEL	430,840	295,099	298,109	298,108
OPERATING	601,510	638,312	253,534	253,534
REPAIRS & MAINTENANCE	44,000	44,000	29,394	29,394
CONTRACTED SERVICES	651,800	771,300	647,448	646,829
TOTAL ADMINISTRATION	1,728,150	1,748,711	1,228,485	1,227,865
FINANCE				
PERSONNEL	603,665	563,489	530,095	530,096
OPERATING	151,365	165,002	239,647	240,339
REPAIRS & MAINTENANCE	2,700	2,700	1,060	1,060
CONTRACTED SERVICES	57,900	63,200	60,220	60,220
TOTAL FINANCE	815,631	794,391	831,022	831,715
STREET				
PERSONNEL	531,301	373,918	376,747	376,746
OPERATING	183,495	217,195	248,156	248,167
REPAIRS & MAINTENANCE	175,000	335,000	241,471	241,470
CONTRACTED SERVICES	1,923,250	2,395,350	2,351,517	2,351,524
DEBT PAYMENTS	36,359	53,922	86,169	86,169
CAPITAL OUTLAY < \$5K	10,000	10,000	5,353	5,353
CAPITAL OUTLAY > \$5K	50,000	50,000	34,150	34,150
TOTAL STREET	2,909,405	3,435,385	3,343,562	3,343,579
DEVELOPMENT SERVICES				
PERSONNEL	550,904	498,768	468,677	468,677
OPERATING	100,121	135,819	169,618	169,619
REPAIRS & MAINTENANCE	4,400	4,400	1,216	1,216
CONTRACTED SERVICES	270,000	270,000	355,283	353,427
TOTAL DEVELOPMENT SERVICES	925,425	908,987	1,001,252	999,397

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GENERAL FUND EXPENDITURE SUMMARY CON'T

- A summary of expenditures is included for each department. Expenditures are grouped into the following categories; these categories apply to both the General and Utility Fund.
- **Personnel** - Accounts for all funded staff salaries, benefits, overtime, all insurance, payroll taxes as well as the City's portion of retirement contribution.
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	FY 2021-22	FY 2021-22	Y-T-D ACTUAL	REQUESTED
	ORIG. BUDGET	CURR. BUDGET	AS OF 09/30/2022	2021-22 BUDGET
PARKS				
PERSONNEL	417,152	401,179	322,340	322,342
OPERATING	25,850	35,850	38,408	38,534
REPAIRS & MAINTENANCE	183,000	665,621	467,881	467,881
CONTRACTED SERVICES	1,500	1,500	1,518	1,518
DEBT PAYMENTS	24,518	24,518	32,371	32,371
CAPITAL OUTLAY < \$5K	10,750	10,750	716	716
CAPITAL OUTLAY > \$5K	67,000	67,000	209,951	209,951
TOTAL PARKS	729,770	1,206,418	1,073,185	1,073,313
COURT				
PERSONNEL	350,202	237,840	223,998	224,011
OPERATING	51,245	52,245	41,255	41,271
CONTRACTED SERVICES	291,500	291,500	189,505	189,509
CAPITAL OUTLAY < \$5K	1,620	1,620	0	0
CAPITAL OUTLAY > \$5K	13,307	13,307	0	0
TOTAL COURT	707,874	596,512	454,758	454,791
POLICE				
PERSONNEL	3,861,713	3,477,412	3,354,040	3,354,045
OPERATING	336,444	454,095	436,095	436,183
REPAIRS & MAINTENANCE	96,500	147,000	191,292	190,542
CONTRACTED SERVICES	306,207	306,207	284,674	284,674
DEBT PAYMENTS	453,500	507,855	410,105	410,105
CAPITAL OUTLAY < \$5K	6,200	6,200	865	965
CAPITAL OUTLAY > \$5K	125,470	76,470	48,583	48,583
TOTAL POLICE	5,186,034	4,975,239	4,725,654	4,725,098

GENERAL FUND EXPENDITURE SUMMARY CON'T

- A summary of expenditures is included for each department. Expenditures are grouped into the following categories; these categories apply to both the General and Utility Fund.
- **Personnel** - Accounts for all funded staff salaries, benefits, overtime, all insurance, payroll taxes as well as the City's portion of retirement contribution.
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- **Contracted Services** – Expenditures for engineering and legal services; and document storage.
- **Debt Payments** – The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

	FY 2021-22	FY 2021-22	Y-T-D ACTUAL	REQUESTED
	ORIG. BUDGET	CURR. BUDGET	AS OF 09/30/2022	2021-22 BUDGET
INFORMATION TECHNOLOGY (I.T.)				
PERSONNEL	274,649	179,701	174,122	174,122
OPERATING	174,500	221,600	221,183	221,184
REPAIRS & MAINTENANCE	11,085	11,085	4,514	4,514
CONTRACTED SERVICES	190,000	210,471	217,781	192,939
CAPITAL OUTLAY < \$5K	35,000	35,000	72,394	72,394
CAPITAL OUTLAY > \$5K	70,000	109,884	16,794	16,794
TOTAL I.T	755,234	767,741	706,788	681,947
ECONOMIC DEV. SVCS				
PERSONNEL	246,129	174,558	176,313	175,498
OPERATING	137,850	241,110	134,022	134,023
TOTAL COMMUNITY DEV	383,979	415,668	310,336	309,521
HUMAN RESOURCES				
PERSONNEL	121,009	121,009	124,619	124,620
OPERATING	60,000	60,000	21,756	21,757
TOTAL HUMAN RESOURCES	181,009	181,009	146,375	146,377

UTILITY FUND REVENUE SUMMARY

A summary of expenditures is included for each department. Expenditures are grouped into the following categories; these categories apply to both the General and Utility Fund.

Personnel - Accounts for staff salaries, benefits, overtime, all insurance, payroll taxes as well as the City’s portion of retirement contribution.

Operating – Expenditures for the operations of the department; and supplies and services utilized by the department.

Repairs & Maintenance – Expenditures for the maintenance of equipment and buildings

Contracted Services – Expenditures for engineering and legal services; and document storage.

Debt Payments – The City’s obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

	FY 2021-22	FY 2021-22	Y-T-D ACTUAL	REQUESTED
REVENUE SUMMARY	ORIG. BUDGET	CURR. BUDGET	AS OF 09/30/2022	2021-22 BUDGET
WATER				
MISCELLANEOUS	525	525	0	0
WATER/SEWER CHARGES	2,448,158	2,448,218	3,678,433	3,678,398
TOTAL WATER	2,448,683	2,448,743	3,678,433	3,678,398
WASTEWATER				
WATER/SEWER CHARGES	2,040,250	2,040,250	3,138,623	3,138,623
TOTAL WASTEWATER	2,040,891	2,040,250	3,138,623	3,138,623
TOTAL REVENUES	4,489,574	4,488,993	6,817,056	6,817,021

UTILITY FUND EXPENDITURE SUMMARY

- A summary of expenditures is included for each department. Expenditures are grouped into the following categories; these categories apply to both the General and Utility Fund.
- **Personnel** - Accounts for all funded staff salaries, benefits, overtime, all insurance, payroll taxes as well as the City’s portion of retirement contribution.
- **Operating** – Expenditures for the operations of the department; and supplies and services utilized by the department.
- **Repairs & Maintenance** – Expenditures for the maintenance of equipment and buildings
- **Contracted Services** – Expenditures for engineering and legal services; and document storage.
- **Debt Payments** – The City’s obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

	FY 2021-22	FY 2021-22	Y-T-D ACTUAL	REQUESTED
EXPENDITURE SUMMARY	ORIG. BUDGET	CURR. BUDGET	AS OF 09/30/2022	2021-22 BUDGET
PUBLIC WORKS				
PERSONNEL	437,745	467,744	485,447	485,447
OPERATING	28,350	28,350	11,163	11,163
REPAIRS & MAINTENANCE	36,000	36,000	21,269	21,269
CONTRACTED SERVICES	3,500	31,045	34,064	34,064
TOTAL PUBLIC WORKS	505,595	563,139	551,943	551,943
WATER				
PERSONNEL	501,562	501,562	228,675	228,675
OPERATING	214,934	258,502	277,357	277,359
REPAIRS & MAINTENANCE	66,500	66,500	89,038	89,038
WATER/WASTEWATER	2,053,750	2,053,750	1,884,712	1,884,713
CONTRACTED SERVICES	3,800	8,300	9,361	9,361
DEBT PAYMENTS	80,353	80,353	81,617	81,617
CAPITAL OUTLAY < \$5K	10,000	10,000	1,727	1,727
CAPITAL OUTLAY > \$5K	20,000	20,000	28,009	28,009
TOTAL WATER	2,950,899	2,998,967	2,600,499	2,600,499
WASTEWATER				
PERSONNEL	196,338	195,568	162,265	162,265
OPERATING	360,315	404,907	495,211	495,211
REPAIRS & MAINTENANCE	59,000	59,000	43,305	43,305
WATER/WASTEWATER	59,650	184,650	253,803	253,803
CONTRACTED SERVICES	239,002	272,002	309,500	309,500
CAPITAL OUTLAY > \$5K	30,000	30,000	13,081	13,081
TOTAL WASTEWATER	949,305	1,151,127	1,277,165	1,277,165

DEBT SERVICE FUND SUMMARY

Debt Service – The City’s obligation to pay the principal and interest of all bonds according to a pre-determined payment schedule.

	FY 2021-22	FY 2021-22	Y-T-D ACTUAL	REQUESTED
REVENUE SUMMARY	ORIG. BUDGET	CURR. BUDGET	AS OF 09/30/2022	2021-22 BUDGET
NON-DEPARTMENTAL				
TAXES	2,210,122	2,210,122	2,193,923	2,193,923
OTHER	125	665	2,010	2,010
TOTAL NON-DEPARTMENTAL	2,210,247	2,210,787	2,195,933	2,195,933
TOTAL REVENUES	2,210,247	2,210,787	2,195,933	2,195,933
	FY 2021-22	FY 2021-22	Y-T-D ACTUAL	REQUESTED
EXPENDITURE SUMMARY	ORIG. BUDGET	CURR. BUDGET	AS OF 09/30/2022	2021-22 BUDGET
NON-DEPARTMENTAL				
OPERATING	150	150	300	300
DEBT PAYMENTS	2,182,973	2,572,973	2,816,770	2,816,770
TOTAL NON-DEPARTMENTAL	2,183,123	2,573,123	2,817,070	2,817,070
TOTAL EXPENDITURES	2,183,123	2,573,123	2,817,070	2,817,070

SPECIAL RESERVE H.O.T. FUND SUMMARY

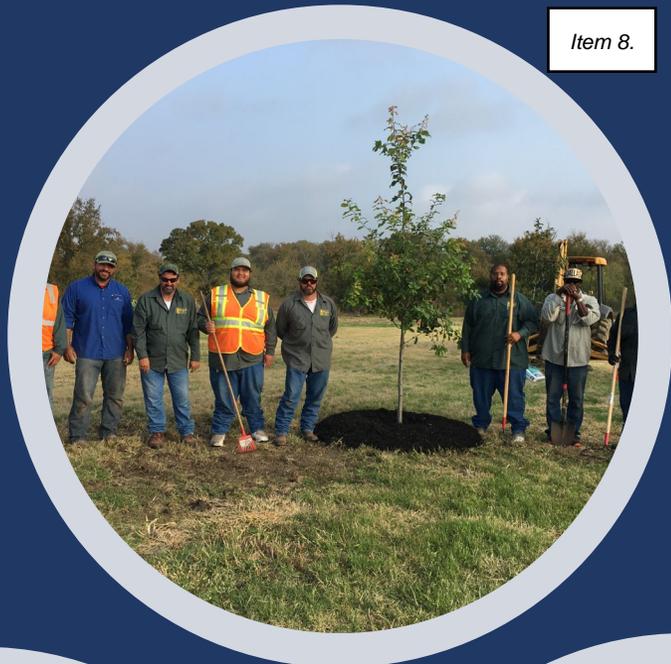
Hotel Tax Fund – Funds from this source are collected from lodging establishments located in the City and its ETJ, that offer rooms for rent daily. Revenue from this source is to be used for promotional activities of the City

	FY 2021-22	FY 2021-22	Y-T-D ACTUAL	REQUESTED
REVENUE SUMMARY	ORIG. BUDGET	CURR. BUDGET	AS OF 09/30/2022	2021-22 BUDGET
ADMINISTRATION				
TAXES	33,200	33,200	81,215	81,215
TOTAL ADMINISTRATION	33,225	33,225	81,215	81,215
TOTAL REVENUES	33,225	33,225	81,215	81,215
	FY 2021-22	FY 2021-22	Y-T-D ACTUAL	REQUESTED
EXPENDITURE SUMMARY	ORIG. BUDGET	CURR. BUDGET	AS OF 09/30/2022	2021-22 BUDGET
ADMINISTRATION				
OPERATING	9,000	9,000	120,545	120,545
TOTAL ADMINISTRATION	9,000	9,000	120,545	120,545
TOTAL EXPENDITURES	9,000	9,000	120,545	120,545

SPECIAL RESERVE IMPACT FEE FUND SUMMARY

- Impact Fee Funds:** Impact fees are mechanisms authorized by the Local Government Code and used by City's to build up reserves for future costs of extending water and wastewater facilities to new development and provide for the expansion of treatment facilities that are needed because of the addition of new users.

	FY 2021-22	FY 2021-22	Y-T-D ACTUAL	REQUESTED
REVENUE SUMMARY	ORIG. BUDGET	CURR. BUDGET	AS OF 09/30/2022	2021-22 BUDGET
WATER				
OTHER	392,006	392,006	1,065,066	1,065,066
TOTAL WATER	392,006	392,006	1,065,066	1,065,066
WASTEWATER				
OTHER	864,500	864,500	4,703,534	4,703,534
TOTAL WASTEWATER	864,500	864,500	4,703,534	4,703,534
TOTAL REVENUES	1,256,506	1,256,506	5,768,600	5,768,600
	FY 2021-22	FY 2021-22	Y-T-D ACTUAL	REQUESTED
EXPENDITURE SUMMARY	ORIG. BUDGET	CURR. BUDGET	AS OF 09/30/2022	2021-22 BUDGET
WATER				
REPAIRS/MAINTENANCE	0	0	955,577	955,577
CONTRACTED SERVICES	0	0	4,454	4,454
TOTAL WATER	0	0	960,031	960,031
WASTEWATER				
REPAIRS & MAINTENANCE	0	0	5,699,357	5,699,357
CONTRACTED SERVICES	0	0	21,183	21,183
TOTAL WASTEWATER	0	0	5,720,540	5,720,540
TOTAL EXPENDITURES	0	0	6,680,572	6,680,571



City Sponsored Events for FY 2021-2022

- OctoberManor Night at the Park
- NovemberArbor Day
- DecemberHolidays in the Park
- FebruaryBlack History Luncheon
- July4th of July Fireworks Show

City Partnered Events for FY 2021-2022

- MayManorPalooza
- JuneJuneteenth
- NovemberVeteran’s Day Service



PROPOSED FY 2021-2022 AMENDED ANNUAL BUDGET

CITY OF MANOR, TEXAS





AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: April 5,2023
PREPARED BY: Matthew Woodard, Director
DEPARTMENT: Public Works

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Resolution designating Public Works vehicles as emergency vehicles pursuant to Chapter 541, Subchapter C, Section 541.201 of the Texas Transportation Code.

BACKGROUND/SUMMARY:

This Resolution from the City Council will ensure that our Public Works fleet can respond and utilize the Central Texas Mobility Authority (CTRMA) Toll Road and or any other toll roads that requires authorization for the city to utilize. By adding the Public Works fleet as authorized vehicles, will allow the city crew to save an average of 20-25 minutes per trip to perform daily maintenance and emergency response situations. There would be a cost savings to the city for securing the exempt status for the Public Works fleet.

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

- Resolution No. 2023-10

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council approve Resolution No. 2023-10 designating Public Works vehicles as emergency vehicles pursuant to Chapter 541, Subchapter C, Section 541.201 of the Texas Transportation Code.

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

RESOLUTION NO. 2023-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, DESIGNATING PUBLIC WORKS VEHICLES AS EMERGENCY VEHICLES PURSUANT TO CHAPTER 541, SUBCHAPTER C, SECTION 541.201 OF THE TEXAS TRANSPORTATION CODE.

WHEREAS, the Texas Transportation Code (TTC) Section 370.177 provides for the imposition of fees when a vehicle travels through a toll collection facility on the turnpike;

WHEREAS, TTC Section 370.177 provides an exception from the toll requirement for emergency vehicles properly identified and authorized pursuant to TTC Section 541.201;

WHEREAS, TTC Section 541.201 allows a city to authorize municipal department or public service corporation emergency vehicles as emergency vehicles exempt to the toll requirements in TTC Section 370.177; and

WHEREAS, The City of Manor desires to designate certain vehicles utilized by the Public Works Department as emergency vehicles pursuant to TTC 541.201.

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

Section 1

The facts and recitations contained in the preamble of this Resolution are hereby found and declared to be true and correct.

Section 2

The City Council hereby designates vehicles utilized by the Public Works Department as emergency vehicle pursuant to Texas Transportation Code (TTC) Section 541.201(D), a copy of which is attached as **Exhibit "A"**. License plate numbers for the specific vehicles being designated include:

140-8627, 117-8216, 125-7246, 142-9839, 121-7146, 123-8648, 135-4437, 912-6094, 114-7736, 904-4262, 913-9162, 911-8678, 143-0279, 135-4066, 912-6095, 913-9184, 146-3727, 913-9479, 123-8647, 143-0280, 142-9840, 912-6254, 140-8628, 910-7679, 135-4065, 143-5132, 117-8215, 912-6094, 907-1835, 900-5538, 149-7679, 143-5645, 912-6390, 114-7732, 135-4066, 907-1842, 149-7790, 910-6949, 912-3788, 114-7733, 140-8628, 911-5098

Section 3

The City Council hereby authorizes the Director of Public Works, or their designee, is hereby instructed and authorized to take the steps necessary to exempt the vehicles from toll collection pursuant to TTC Section 370.177.

Section 4

The City Council hereby authorizes for the list of vehicles being designated to be updated administratively by declaration of the Public Works Director without further action from City Council.

Section 5

This resolution becomes effective upon passing.

DULY PASSED AND APPROVED this 5th day of April 2023.

THE CITY OF MANOR, TEXAS

Dr. Christopher Harvey, Mayor

ATTEST:

Lluvia T. Almaraz, City Secretary

EXHIBIT A
PUBLIC WORKS EMERGENCY VEHICLES

TX License Plate	Year	Make	Model	Type
140-8627	2019	Ford	F250	Truck
117-8216	2014	Ford	F150	Truck
125-7246	2016	FRHT	M2106	Truck
142-9839	2020	Chevrolet	Silverado	Truck
121-7146	2015	Ford	F250	Truck
123-8648	2015	Ford	F150	Truck
135-4437	2018	Ford	F550	Truck
912-6094	2019	C&M	Water Trailer	Trailer
114-7736	2004	Ford	F550	Truck
904-4262	2004	Trailerman	UT	Trailer
913-9162	2019	USJT	UT	Trailer
911-8678	2016	DITC	UT	Trailer
143-0279	2021	Chevrolet	PK	Truck
135-4066	2018	Ford	PK	Truck
912-6095	2019	C&M	UT	Trailer
913-9184	2021	CAND	UT	Trailer
146-3727	2022	Chevrolet	Silverado	Truck
913-9479	2022	Stallion	VN	Trailer
123-8647	2016	Ford	F250	Truck
143-0280	2021	Chevrolet	C/K 2500	Truck
142-9840	2020	Chevrolet	Silverado	Truck
912-6254	2020	Texas Pride	Lowboy	Tailer
140-8628	2019	Ford	F550	Truck
910-7679	2017	CARR	UT	Trailer
135-4065	2018	Ford	F250	Truck
143-5132	2021	Ford	TN	Truck
117-8215	2014	Ford	F150	Truck
912-6094	2019	CM	UT	Trailer
907-1835	2015	CAND	UT	Trailer
900-5538	2007	CAND	UT	Trailer
149-7679	2023	Chevrolet	PK	Truck
143-5645	2021	Chevrolet	SIL	Truck
912-6390	2021	Crafco	125DC100	Trailer
114-7732	2013	Ford	F150	Truck
135-4066	2018	Ford	F250	Truck
907-1842	2014	CAND	UT	Trailer
149-7790	2016	FRHT	M21	Truck
910-6949	2016	DITC	UT	Truck
912-3788	2019	USJT	UT	Trailer
114-7733	2013	Ford	F150	Truck
140-8628	2019	Ford	F550	Truck
911-5098	2017	WANC	CE	Trailer



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: April 5,2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Right-of-Way Easement for Hill Lane.

BACKGROUND/SUMMARY:

This 9’ easement along the south side of Hill Lane provides the necessary width for the roadway to be expanded to a primary collector, which is planned to have 3 12-foot lanes, sidewalks, and street lighting. Once the property is platted the ROW will be dedicated by plat, but this easement allows for the developer’s construction plans for reconstructing Hill Lane to be approved as they’ll have the necessary ROW.

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

- Hill Lane ROW Easement

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council approve a Right-of-Way Easement for Hill Lane; and authorize the City Manager to execute the easement.

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

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

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

HILL LANE RIGHT-OF-WAY DEDICATION

DATE: February 27th, 2023

GRANTOR: Manor Lodging Development LLC, a Texas Limited Liability Company including its successors and assigns

GRANTOR'S MAILING ADDRESS (including county):

29711 S Legends Village Ct
Spring, Tx 77386
Harris County

GRANTEE: City of Manor, a Texas municipal corporation, including its successors and assigns

GRANTEE'S MAILING ADDRESS (including county):

City of Manor
105 E. Eggleston Street
Manor, Texas 78653
Travis County

LIENHOLDER: _____

LIENHOLDER'S MAILING ADDRESS:

_____ County

CONSIDERATION: Ten Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged.

EASEMENT PROPERTY:

A _____ acre right-of-way easement tract located in Travis County, Texas, as more particularly described in Exhibit "A" attached hereto and incorporated herein as if fully transcribed herein.

See "Sketch" attached hereto and made a part of Exhibit "A" for all intents and purposes hereunto and in any wise pertaining, showing such Easement Property.

EASEMENT PURPOSE: The right-of-way easement shall be dedicated to the public and used for the purpose of constructing, operating, repairing, maintaining, rebuilding, replacing, relocating and removing or causing to be placed, constructed, operated, repaired, maintained, rebuilt, replaced, relocated and removed facilities or improvements reasonably necessary and useful for a public right-of-way for streets, drives, drainage, public utilities, utility services, public places and other public uses (the "Facilities").

EXCEPTIONS TO WARRANTY: This conveyance is made and accepted subject to any and all restrictions, conditions, covenants, easements, rights-of-way, encumbrances, mineral or royalty reservations or interests or other matters affecting the Easement Property, and appearing of record in the Official Public Records of Travis County, Texas, to the extent that the same are in effect and validly enforceable against the Easement Property.

GRANT OF EASEMENT: Grantor, for the Consideration, and subject to the Exceptions to Warranty, does hereby grants, sells, conveys and dedicates unto Grantee and Grantee's successors and assigns a permanent, public right-of-way easement (the "Easement") in upon, over, on, under, above and across the Easement Property for the Easement Purpose, subject to the continuing and future control and regulation of the use of such public right-of-way by the City of Manor.

Covenants and Conditions: The Easement granted is subject to the following covenants and conditions:

1. The Easement and the rights granted herein are exclusive, subject to all of the terms hereof.
2. The duration of the Easement is perpetual.

The covenants, terms and conditions of this Easement are covenants running with the land, and inure to the benefit of, and are binding upon, Grantor, Grantee, and their respective legal representatives, successors and assigns.

TO HAVE AND TO HOLD the same Easement and Temporary Construction Easement, together with all and singular the rights and appurtenances thereto in anywise belonging unto Grantee and its successors and assigns forever. Grantor does hereby binds itself and its successors and assigns, to **WARRANT AND FOREVER DEFEND** all and singular the easements herein granted, unto Grantee, its successors and assigns, against every person whomsoever lawfully claiming or to claim the easements or any part thereof.

When the context requires, singular nouns and pronouns include the plural.

[Signature pages follow this page.]

IN WITNESS WHEREOF, this instrument is executed on the date first provided above.

GRANTOR:

Manor Lodging Development LLC,
a Texas Limited Liability Company

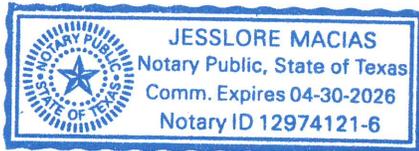
By: Kishan Bechar
Name: Kishan Bechar
Title: Manager

THE STATE OF TEXAS

§
§
§

COUNTY OF Montgomery

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this the 2nd day of February 2023, personally appeared Kishan Bechar, Grantor herein, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged that [s]he executed the same for the purposes and consideration therein expressed and in the capacity therein stated.



Jesslore Macias
Notary Public - State of Texas

ACCEPTED:

Grantee: City of Manor, a Texas municipal corporation

By: _____
Scott Moore, City Manager

THE STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this the _____ day of _____ 20____, personally appeared Scott Moore, City Manager, on behalf of the City of Manor, Texas, as Grantee herein, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same for the purposes and consideration therein expressed and in the capacity therein stated.

Notary Public - State of Texas

AFTER RECORDING RETURN TO:

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

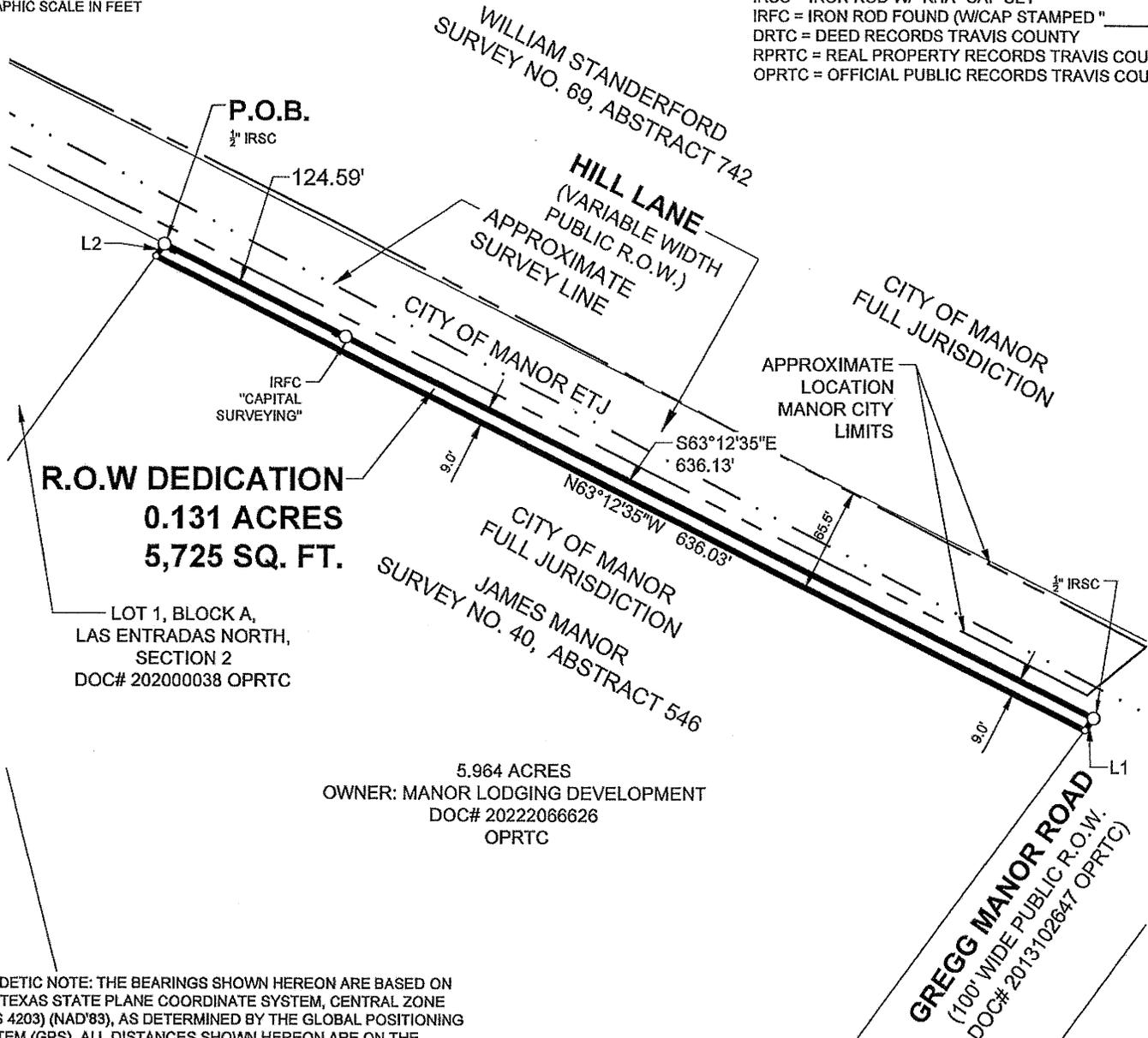
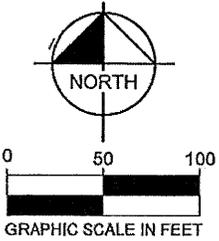
Exhibit "A"
Legal Description and Sketch of the Right-of-Way Easement Property

[ATTACHED]

21.5801 ACRES
 MANOR INDEPENDENT
 SCHOOL DISTRICT
 VOL.12597, PG.1548
 OPRTC

LEGEND:

POB = POINT OF BEGINNING
 IRSC = IRON ROD W/ "KHA" CAP SET
 IRFC = IRON ROD FOUND (W/CAP STAMPED "____")
 DRTC = DEED RECORDS TRAVIS COUNTY
 RPRTC = REAL PROPERTY RECORDS TRAVIS COUNTY
 OPRTC = OFFICIAL PUBLIC RECORDS TRAVIS COUNTY



R.O.W DEDICATION
0.131 ACRES
5,725 SQ. FT.

LOT 1, BLOCK A,
 LAS ENTRADAS NORTH,
 SECTION 2
 DOC# 202000038 OPRTC

5.964 ACRES
 OWNER: MANOR LODGING DEVELOPMENT
 DOC# 20222066626
 OPRTC

GEODETIC NOTE: THE BEARINGS SHOWN HEREON ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE (FIPS 4203) (NAD'83), AS DETERMINED BY THE GLOBAL POSITIONING SYSTEM (GPS). ALL DISTANCES SHOWN HEREON ARE ON THE SURFACE. THE COMBINED SURFACE TO GRID SCALE FACTOR FOR THE PROJECT IS 0.99992337881. THE UNIT OF LINEAR MEASUREMENT IS U.S. SURVEY FEET.

CERTIFICATION: THIS IS A LEGAL DESCRIPTION BASED ON A FIELD SURVEY BY KIMLEY-HORN PERSONNEL. NO IMPROVEMENTS ARE SHOWN. ALL EXISTING EASEMENTS ARE NOT SHOWN. THIS IS NOT A LAND TITLE SURVEY. SEE THE SEPARATE LAND TITLE SURVEY UNDER JOB NUMBER 069241754 FOR ADDITIONAL INFORMATION.

JOHN G. MOSIER
 REGISTERED PROFESSIONAL
 LAND SURVEYOR NO. 6330
 10101 REUNION PLACE, SUITE 400
 SAN ANTONIO, TEXAS 78216
 PH. 210-541-9166
 greg.mosier@kimley-horn.com

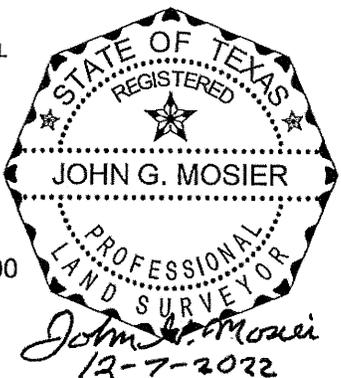


EXHIBIT OF A
0.131 ACRE
9' WIDE R.O.W. DEDICATION
JAMES MANOR SURVEY NO. 40,
ABSTRACT NO. 546 CITY OF
MANOR, TRAVIS COUNTY, TEXAS

Kimley»Horn

601 NW Loop 410, Suite 350 San Antonio, Texas 78216 FIRM # 10193973 Tel. No. (210) 541-9166 www.kimley-horn.com

Scale 1" = 100'	Drawn by BB	Checked by JGM	Date 11/22/2022	Project No. 069241754	Sheet No. 2 OF 2
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AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: April 5,2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Resolution authorizing the sale and conveyance of a 0.176 acres of land, more or less, in the James Manor Survey No. 40, Abstract No. 546, Travis County, Texas, being a portion of a remnant tract of the Town of Manor, a subdivision recorded in Volume V, Page 796 of the Plat of Records of Travis County, Texas and authorizing conveyance of such small area remnant tract by Special Warranty Deed.

BACKGROUND/SUMMARY:

The request to purchase this remnant tract is being made by the landowner surrounding the tract, who is the developer of the downtown townhome project currently called The Junction. At the February 15, 2023 City Council meeting, the sale of certain rights-of-way and alleys was approved to this developer. This remnant tract was never platted as right-of-way so it is considered real property and had to be considered separate from the rights-of-way and alley sale transaction. The appraised value of the tract is \$7.849 per square foot, which provides a sale price of \$60,174.83. The sale of this 0.176 acre tract would complete their property acquisitions and allow them to move forward with platting and development.

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

- Resolution No. 2023-11
- Tract Area
- Comprehensive Plan support

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the City Council approve Resolution No. 2023-11 authorizing the sale and conveyance of a 0.176 acres of land, more or less, in the James Manor Survey No. 40, Abstract No. 546, Travis County, Texas, being a portion of a remnant tract of the Town of Manor, a subdivision recorded in Volume V, Page 796 of the Plat of Records of Travis County, Texas and authorizing conveyance of such small area remnant tract by Special Warranty Deed.

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

RESOLUTION NO. 2023-11

A RESOLUTION OF THE CITY OF MANOR, TEXAS, AUTHORIZING THE SALE AND CONVEYANCE TO ABUTTING PROPERTY OWNER OF A 0.176 ACRE OF LAND, MORE OR LESS, IN THE JAMES MANOR SURVEY NO. 40, ABSTRACT NO. 546, TRAVIS COUNTY, TEXAS, BEING A PORTION OF A REMNANT TRACT OF THE TOWN OF MANOR, A SUBDIVISION RECORDED IN VOLUME V, PAGE 796 OF THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS; PROVIDING FINDINGS OF FACT; AUTHORIZING CONVEYANCE OF SUCH SMALL AREA REMNANT TRACT BY SPECIAL WARRANTY DEED; PROVIDING SEVERABILITY, AND OPEN MEETINGS CLAUSES; AND PROVIDING FOR RELATED MATTERS.

WHEREAS, the 0.176 acre tract of land as shown in Exhibit “A” is a small area of land that cannot be used independently under its current zoning or under applicable subdivision or other development control ordinances and not necessary for use by the City or the general public;

WHEREAS, Chapter 272 of the Texas Local Government Code authorizes political subdivisions to sell and convey small areas of land that cannot be used independently under its current zoning or under applicable subdivision or other development control ordinances to abutting owners at an appraised fair market value; and

WHEREAS, the City of Manor (“City”) has established the fair market value of the above-described remnant tract of land as being \$7.849 per square foot.

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

SECTION ONE: The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council of Manor, Texas (“City Council”) and made a part hereof for all purposes as findings of fact.

SECTION TWO: The City Council authorizes the sale and conveyance to abutting property owner of the following described 0.176 acre of land, more or less, being a remnant tract located in Travis County, Texas:

Being a 0.176 acres, more or less (approximately 7,654 Sq. Ft.), in the James Manor Survey No. 40, Abstract No. 546, in Travis County, Texas, and being a portion of a remnant tract of the Town of Manor, a subdivision as recorded in Volume V, Page 796 of the Plat Records of Travis County, Texas, said 0.176 acre tract of land being more particularly described in Exhibit “A” attached hereto and incorporated herein for all purposes (“Property”).

SECTION THREE: The Mayor and the City Secretary are hereby authorized, empowered, instructed and directed to execute a special warranty deed, from time to time, in a form substantially similar to that set forth in Exhibit “B”, conveying the rights and interests of the City in the Property to abutting property owner; and provided that the purchase price to be paid for such property shall be \$7.849 per square foot of such remnant tract. Upon the payment of the purchase price, any surveying fees, and a proportionate amount of attorneys fees related to drafting and reviewing documents necessary to convey the Property, and the execution of such deed, such deed shall be and become a valid and binding act and deed of the City of Manor, Texas.

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

SECTION FIVE: It is hereby officially found and determined that the meeting at which this Resolution is passed was open to the public as required and that the public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Government Code.

PASSED AND APPROVED this the 5th day of April 2023.

ATTEST:

CITY OF MANOR, TEXAS:

Lluvia T. Almaraz, City Secretary

Dr. Christopher Harvey, Mayor

Exhibit "A"
Property Description
+/- 0.176 Acre



**Professional Land Surveying, Inc.
Surveying and Mapping**

Office: 512-443-1724
Fax: 512-389-0943

3500 McCall Lane
Austin, Texas 78744

PORTION OF
TOWN OF MANOR
(REMNANT TRACT)

0.176 ACRES

**JAMES MANOR SURVEY NO. 40, ABSTRACT NO. 546
CITY OF MANOR, TRAVIS COUNTY, TEXAS**

A DESCRIPTION OF 0.176 ACRES (APPROXIMATELY 7,654 SQ. FT.) IN THE JAMES MANOR SURVEY NO. 40, ABSTRACT NO. 546, TRAVIS COUNTY, TEXAS, BEING A PORTION OF A REMNANT TRACT OF THE TOWN OF MANOR, A SUBDIVISION RECORDED IN VOLUME V, PAGE 796 OF THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS; SAID 0.176 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a 1/2" rebar with "Chaparral" cap found in the north right-of-way line of Townes Street (80' public right-of-way) for the southeast corner of Lot 5, Block 75, said Town of Manor subdivision and southwest corner hereof;

THENCE North 10°11'18" East, with the east line of said Lot 5, a distance of **100.00 feet** to a 1/2" rebar with "Chaparral" cap found in the south right-of-way line of Rector Street (58' public right-of-way) for the northeast corner of Lot 5;

THENCE North 10°11'18" East, with the east terminus of Rector Street, a distance of **46.18 feet** to a calculated point in the south line of a 12-foot portion of Rector Street dedicated by A.E. Lane's Addition, a subdivision of record in Volume 2, Page 223 of the Plat Records of Travis County, Texas, for the northeast corner hereof;

THENCE South 79°48'42" East, with the south line of said 12-foot portion of Rector Street, a distance of **74.74 feet** to a calculated point in the east right-of-way line of a 17' Alley, same being the west line of a called 5.0954 acre tract, known as the City of Manor Cemetery, for the northeast corner hereof, from which a 1/2" rebar found for the northwest corner of said 5.0954 acre tract, bears North 27°12'37" East a distance of 355.11 feet;

THENCE South 27°12'37" West, with the west line of the 5.0954 acre tract, a distance of **152.88 feet** to a calculated point for the southeast corner hereof, from which a mag nail found in stone with washer stamped "Manor Cemetery S/W Corner" for the southwest corner of the 5.0954 acre tract, bears South 27°12'37" West a distance of 74.16 feet;

1890-001-REM

Page 2 of 2

THENCE North 79°48'42" East, a distance of **29.98 feet** to the **POINT OF BEGINNING**, containing **0.176 acres** of land, more or less.

Surveyed on the ground February 8, 2022.

Bearing basis: The Texas Coordinate System of 1983 (NAD83), Central Zone (4203), based on GPS solutions from the National Geodetic Survey (NGS) On-line Positioning User System (OPUS).

Attachments: 1890-001-REM

Paul J. Flugel *12-20-2022*

Paul J. Flugel
Registered Professional Land Surveyor
State of Texas No. 5096
T.B.P.L.S. Firm No. 10124500



1890-001-REM

RESOLUTION NO. 2023-11

SKETCH TO ACCOMPANY A DESCRIPTION OF 0.176 ACRES (APPROXIMATELY 7,654 SQ. FT.) IN THE JAMES MANOR SURVEY NO. 40, ABSTRACT NO. 546, TRAVIS COUNTY, TEXAS, BEING A PORTION OF A REMNANT TRACT OF THE TOWN OF MANOR, A SUBDIVISION RECORDED IN VOLUME V, PAGE 796 OF THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS.

LINE TABLE		
LINE	BEARING	DISTANCE
L1	N10°11'18"E	46.18'
L2	N79°48'42"W	29.98'

- LEGEND
- 1/2" REBAR FOUND (OR AS NOTED)
 - ^{CH} 1/2" REBAR WITH "CHAPARRAL" CAP FOUND
 - ▲ MAG NAIL FOUND (OR AS NOTED)
 - △ CALCULATED POINT
 - R.O.W. RIGHT-OF-WAY
 - P.O.B. POINT OF BEGINNING
 - () RECORD INFORMATION



Paul J. Flugel 12-20-2022

DATE OF SURVEY: 02/08/2022
 PLOT DATE: 12/20/2022
 DRAWING NO.: 1890-001-REM
 PROJECT NO.: 1890-001
 T.B.P.E.L.S. FIRM NO. 10124500
 DRAWN BY: PAQ
 SHEET 1 OF 2



BEARING BASIS: THE TEXAS COORDINATE SYSTEM OF 1983 (NAD83), CENTRAL ZONE, BASED ON GPS SOLUTIONS FROM THE NATIONAL GEODETIC SURVEY (NGS) ON-LINE POSITIONING USER SERVICE (OPUS).
 ATTACHMENTS: METES AND BOUNDS DESCRIPTION 1890-001-REM

Exhibit "B"

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

SPECIAL WARRANTY DEED

THE STATE OF TEXAS §

COUNTY OF TRAVIS § KNOW ALL PERSONS BY THESE PRESENTS:

That the **City of Manor, Texas**, a Texas municipal corporation, hereinafter called "**GRANTOR**," for and in consideration of the sum of Ten and No/100 Dollars (\$10.00), together with other good and valuable consideration, to **GRANTOR** cash in hand paid by

_____ (*insert name(s) of buyer(s)*), hereinafter called "**GRANTEE**", the receipt of which is hereby acknowledged, has **GRANTED, SOLD and CONVEYED**, and by these presents does **GRANT, SELL and CONVEY** unto the said **GRANTEE**, all that certain lot, tract or parcel of land known and described as follows:

PROPERTY: (insert property description)

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

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

[signature page follows]

EXECUTED at Manor, Travis County, Texas, this the ___ day of _____ 20__.

Attest:

City of Manor, Texas

Lluvia T. Almaraz, City Secretary

Dr. Christopher Harvey, Mayor

THE STATE OF TEXAS §

COUNTY OF TRAVIS §

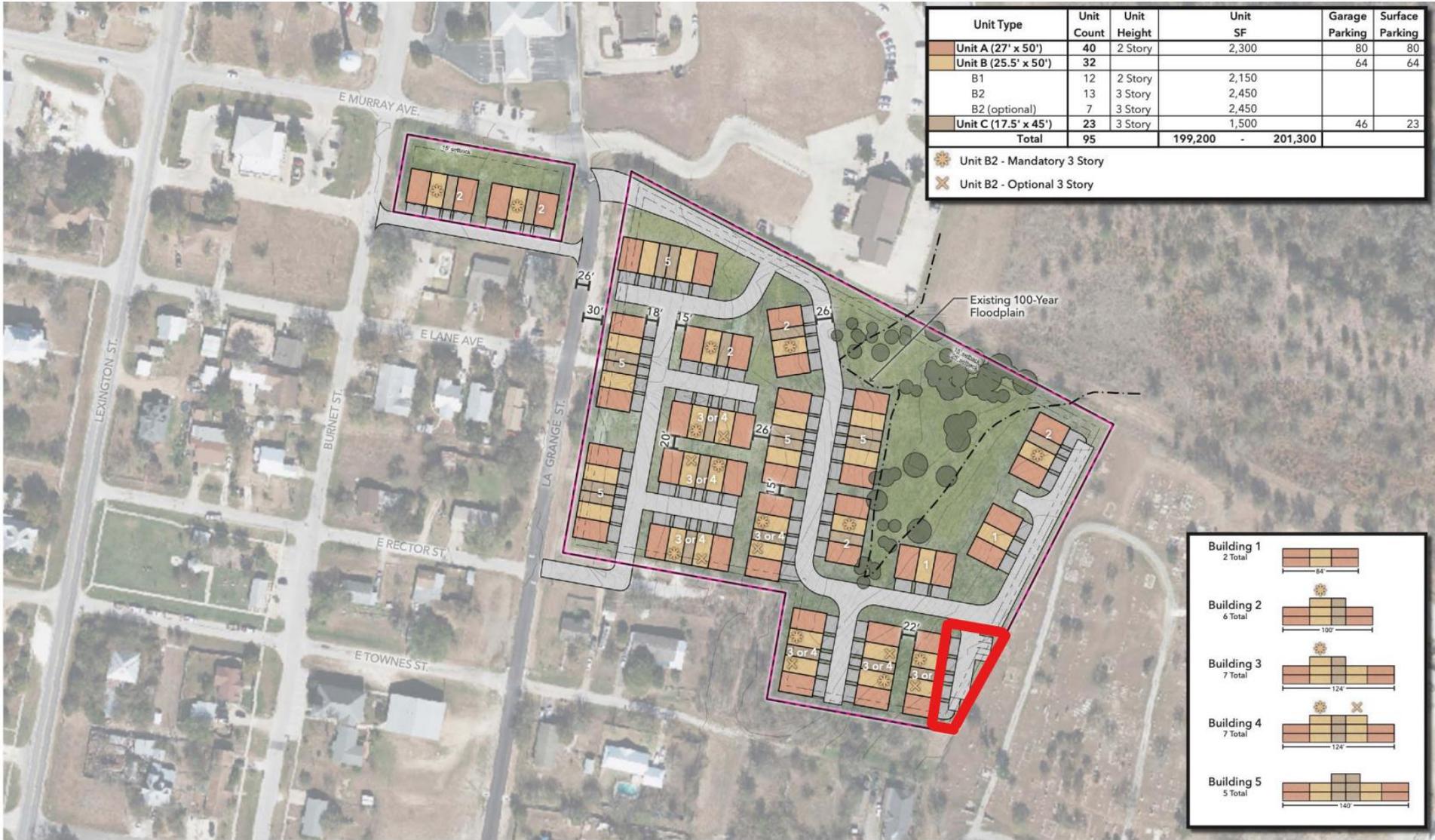
BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared Dr. Christopher Harvey, Mayor, of the City of Manor, Texas, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the ___ day of 20__.

Notary Public-State of Texas

AFTER RECORDING PLEASE RETURN TO:

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



	GUIDING PRINCIPLES				
	EMBEDDED EQUITY	HEALTHY COMMUNITY	CONNECTED COMMUNITY	RESILIENT AND TRANSFORMATIVE ECONOMY	LIVABLE PLACES FOR ALL
Downtown and Urban Design Goal 1 – Compact, Connected & Complete Communities. Increase the stock of compact and connected housing units within connected and complete communities.		✓	✓		✓
Infrastructure and Facilities Goal 2 – Development Patterns that Support Infrastructure System Success. Encourage development patterns that achieve system efficiency and high fiscal performance, particularly development and redevelopment along existing infrastructure alignments with capacity.			✓	✓	✓
Land Use Goal 1 – Diverse Land Use Patterns to Support Access to Opportunities. Promote dense and diverse transit-ready and pedestrian-oriented development patterns, particularly in downtown but also other areas of Manor, with complementary land uses and development patterns that support diverse housing and retail choices, greater transportation options, and access to economic and educational opportunity.	✓	✓	✓	✓	✓

ACTION NO.	ACTION DESCRIPTION	STRATEGY TYPE REGULATORY FRAMEWORK DECISION FRAMEWORK PLANS, PROGRAMS, PARTNERSHIPS	TIMING			
			SHORT-TERM 1-3	MID-TERM 4-6	LONG-TERM 7-10+	ON-GOING
ED. 14	Encourage diverse housing in terms of type and affordability to align with workforce needs.	Decision Framework	●			
DU.7	Transform Downtown by increasing the number of buildings and encouraging a greater mix of uses and businesses in the District and providing public amenities including parking, civic spaces, etc.	Plans, Programs, Partnerships		●		
DU.11	Increase development of housing units close to multi-modal infrastructure and mixed-use developments, including in Downtown.	Decision Framework				●



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: April 5,2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Texas Department of Transportation Asset Maintenance Form for sidewalks and pedestrian ramps at the intersection of N. FM 973 and Murchison Street.

BACKGROUND/SUMMARY:

Sidewalk maintenance within TxDOT ROW has generally been the city’s responsibility for maintenance. TxDOT will be installing sidewalks and pedestrian ramps when they install the new traffic signal at N. FM 973 and Murchison, by Lagos Elementary, and they have provided the city with this Asset Maintenance Form that provides that the city will maintain, control, supervise, and regulate those sidewalks and pedestrian ramps.

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

- Asset Maintenance Form

STAFF RECOMMENDATION:

It is the City Staff’s recommendation that the City Council approve a Texas Department of Transportation Asset Maintenance Form for sidewalks and pedestrian ramps at the intersection of N. FM 973 and Murchison Street; and authorize the City Manager to execute the maintenance form.

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

DATE: 3/13/2023 10:53:52 AM FILE: p:\txdot\project\secon\line.com\TXDOT4\documents\14 - AUS\Design\Plan\Serv1 - Design\Plan\Serv1 - General\Standards\AUS_ASSET_MAINT_TEMPLATE.DGN

ASSET DESCRIPTION	ROADWAY	LIMITS	
		FROM	TO
Shared Use Path/ Sidewalk	FM973	30.3348827, -97.5592128	30.3295160, -97.5605305
	MURCHISON ST.	30.3348827, -97.5592128	30.3295160, -97.5605305
Pedestrian Ramps	FM973	30.3348827, -97.5592128	30.3295160, -97.5605305
	MURCHISON ST.	30.3348827, -97.5592128	30.3295160, -97.5605305
Pedestrian Rail			
Pedestrian Bridges			
Crosswalks & Signs			
Drainage Facilities			
Water Quality Ponds/ Detention Ponds			

Note: The asset locations specified in the tables are provided in GPS grid coordinates.

The City of MANOR accepts the fixed responsibility to maintain, control, supervise, and regulate the above on State highway ROW through its corporate limits Code.

This document is per Chapter 311 of the Texas Transportation Code supplemental to the existing Municipal Maintenance Agreement (MMA) with the City of MANOR.

This document does not relieve the City of MANOR from their responsibility to maintain all roads within their city limits as stated in the MMA.

Executed on behalf of the City by: _____ Date: April 5, 2023
Scott Moore, City Manager

**Austin District
Maintenance Office**

**FM973
ASSET MAINTENANCE**

SHEET 1 OF 2

© 2022	CONT	SECT	JOB	HIGHWAY
DIS	03	064	FM 973	
OFF	DIST	COUNTY	SHEET NO.	
AUS	TRAVIS	7A		



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: April 5, 2023
PREPARED BY: Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Statement of Work to the CivicPlus Supplementation Subscription services for the City of Manor.

BACKGROUND/SUMMARY:

Municode/CivicPlus is transferring to an annual fee for Supplement Services. This Supplementation as a Service billing model means:

- **No Surprises.** The annual fee will cover the cost of legislation such as Planning and Zoning documents; Full Chapter Replacements; Tables; Images; and Graphics. With few exceptions such as: Legal Work; Documents created in InDesign or that contain Form-Based code requirements; Creation of Fee Schedules; Gender Neutral Review/Implementation; External Linking; or codifying a newly adopted Term Change, your annual fee will be known, empowering you and your community to send us all your legislation for one annual fee.
- **Reduced Administrative Processing**
- **Consistent Budgeting.** Easily budget for your supplementation costs.
- **Increased Transparency**

Inflation Adjustment

Over the past 10 years, Municode has only raised prices two times. They have raised the prices for the Online Code Hosting service in 2012 and raised prices slightly in 2017.

As we are all experiencing in our day to day lives, the U.S. Dollar has had an average inflation rate of 3.31% per year between 2017 and today, producing a cumulative price increase of 21.58%. In 2022 alone, the rate of inflation was just below 8% nationwide. In order to keep up with the increasing pressures of inflation and to ensure Municode is making the necessary investments in us, their team and their products, the following adjustments will be made:

- Supplementation Page Rates: If we would like to remain with the per page billing model, the per page rate will increase approximately 30%.
- Supplementation as a Service: In order to help keep our costs down, if we opt for the Supplement as a Service model, the price quoted, typically represents only a 10% price increase over the three-year average of city's supplementation bills, plus a 14% increase in your administrative support fee.
- Online Code Hosting and any Electronic Products: With our next renewal, our annual fee will increase 14%.

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

- Statement of Work

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve the Statement of Work to the CivicPlus Supplementation Subscription services for the City of Manor and authorize the City Manager to execute the agreement.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None** 118



CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
Date:
Customer:

Q-33818-1
1/4/2023 10:46 AM
MANOR, TEXAS

Product Name	DESCRIPTION	QTY	TOTAL
Full-Service Supplementation Subscription	Full Service Supplementation Subscription	1.00	USD 6,833.20
MuniDocs Subscription: 100+ GB	MuniDocs Subscription: 100+ GB	1.00	USD 399.00
Custom Online Code Hosting	Online Code Hosting Subscription	1.00	USD 1,362.30
Annual State Law Reference Linking Review Subscription	Annual State Law Reference Linking Review Subscription	1.00	USD 342.00
Annual Recurring Supplement Services - Initial Term			USD 8,936.50

1. This Statement of Work (“SOW”) is between Manor Texas (“Customer”) and CivicPlus, LLC (“CivicPlus”), the acquirer and sole owner of Municode, LLC f/k/a Municipal Code Corporation, and incorporates and is subject to the terms and conditions located at Addendum 1 attached to this SOW.

2. This SOW shall begin on 7/1/2023 (“Effective Date”) and all the services provided to Customer listed in the above line items (the “Services”) shall align to renew annually on each anniversary of the Effective Date (“Renewal Date”). Unless terminated, Customer shall be invoiced for the Annual Recurring Services on each Renewal Date of each calendar year subject to 5% annual increase. Customer will pay all invoices within 30 days of the date of such invoice.

Acceptance

Item 13.

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:



Name:

Name:

Amy Vikander _____

Title:

Title:

Senior Vice President of Customer Success

Date:

Date:

This agreement ("Agreement") is explicitly agreed to by the Customer listed on the Statement of Work. All terms used in this Agreement that are not otherwise defined shall have the definition ascribed to it in the Statement of Work.

1. Scope of Services. The Services provided to Customer under this Agreement are set forth in the CivicPlus Statement of Work signed by the parties (the "SOW"). Customer may purchase additional services for additional cost at any time upon mutual written consent of the Parties, including but not limited to updating the frequency of Supplement updates, additional labor required because of delays, errors or omissions on the part of Customer.

2. Limitations of Services. Annual Recurring Supplement Service does NOT include:

- a. Additional copies, reprints, binders and tab orders;
- b. Documents drafted in InDesign or that contain form-based code requirements, are subject to additional editorial fees;
- c. Legal work, creation of fee schedules, gender neutral review/ implementation, external linking;
- d. Codifying a newly adopted term change legislation. This may be subject to a one-time additional editorial fee. Material to be reviewed upon receipt;
- e. Online Code hosting and online features, this is listed separately.

For services outside the scope of the Annual Recurring Supplement Services, a per page rate of \$23 will be applied.

3. Each document for processing should be its own individual file, named by its ordinance number. Customer should send in all documents to CivicPlus as MS WORD versions or a convertible PDF version.

4. Term and Termination. This Agreement shall remain in full force and effect for an initial period of one year commencing on the Effective Date ("Initial Term"), at the end of the Initial Term, this Agreement shall automatically renew for additional one-year terms (each a "Renewal Term"). If either Party does not intend to renew this Agreement, they shall provide sixty days prior notice to the end of the then-current term. Either party may terminate this Agreement for cause in the event the other party materially breaches any term of this Agreement and does not substantially cure such breach within thirty days after receiving notice of such breach. A delinquent Customer account remaining past due for longer than 90 days is a material breach by Customer and is grounds for CivicPlus termination.

5. Compensation. Unless otherwise stated in an SOW signed by the Customer, the Customer shall pay CivicPlus for the Services annually at the start of each Renewal Term, within 30 days of the date an invoice is sent.

6. Integration. This Agreement sets forth the entire agreement between and among the parties with respect to the Services. This Agreement supersedes all prior written or oral agreements between the parties or their predecessors-in-interest with respect to all or any part of the subject matter hereof.

7. Limitation of Liability. CivicPlus' liability arising out of or related to this Agreement, or any associated SOW, will not exceed five times the amounts paid by Customer for the Services in the year prior to such claim of liability. In no event will CivicPlus be liable to Customer for any consequential, indirect, special, incidental, or punitive damages arising out of or related to this Agreement. If applicable law limits the application of the provisions of this Limitation of Liability section, CivicPlus' liability will be limited to the maximum extent permissible.

8. Ownership. Customer shall own all right, title, and interest in and to the code created under this Agreement. Customer is responsible for providing all necessary and correct documentation, materials and communication in a timely manner in order to enable CivicPlus to perform the Services and acknowledges CivicPlus cannot begin performance of the Services until all necessary documentation, materials and communication is received.

9. Customer acknowledges that any legal analysis provided by CivicPlus is provided to Customer for their use and direction. However, Customer agrees the Services provided for herein do not review legal codes for legal sufficiency, draw legal conclusions, provide legal advice, opinions or recommendations about Customer's legal rights, remedies, defenses, options, selection of forms, or strategies, or apply the law to the facts of any particular situation or establish an attorney-Customer relationship. CivicPlus is not a law firm and may not perform services performed by an attorney, and the Services contemplated herein do not constitute a substitute for the advice or services of an attorney.

10. In the event either party is unable to perform its obligations under the terms of this Agreement because of acts of God, strikes, damage or other causes reasonably beyond its control, such party shall not be liable for damages to the other for any damages resulting from such failure to perform or otherwise from such causes.

Contact Information

Item 13.

*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

Organization URL

Street Address

Address 2

City State Postal Code

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays).
Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for
ensuring CivicPlus has current updates.

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Billing Contact E-Mail

Phone Ext. Fax

Billing Address

Address 2

City State Postal Code

Tax ID # Sales Tax Exempt #

Billing Terms Account Rep

Info Required on Invoice (PO or Job #)

Are you utilizing any external funding for your project (ex. FEMA, CARES): Y [] or N []

Please list all external sources: _____

Contract Contact Email

Phone Ext. Fax

Project Contact Email

Phone Ext. Fax



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: April 5, 2023
PREPARED BY: Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on authorizing a letter of support for CapMetro’s FY24 Community Project Funding request.

BACKGROUND/SUMMARY:

The City of Manor has been requested to support CapMetro’s Green line improvements are part of Project Connect and part of the November 2020 ballot the voters approved. The first phase of the Green Line project will be eight (8) miles long and include seven new transit stations, terminating at Colony Park.

This FY24 Community Project Funding request that was submitted was the MetroRail Green Line Planning and Environmental Linkages Study (PEL); this study is the extension contemplated by Project Connect to the City of Manor and City of Elgin. A PEL study is a high-level, early-planning study process representing an approach to transportation decision-making that considers environmental, community, and economic goals early in the planning stage and carries them through project development, design, and construction, including capital and operating costs. The purpose of PEL studies is to gather feedback during planning to inform the environmental review process, including the National Environmental Policy Act. Supporting this initiative and working with other agencies to improve the quality of life for Manor residents and transportation mobility of the region is a priority the City Council will continue to endorse.

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

- Letter of Support CapMetro

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council approve and authorizing a letter of support for CapMetro’s FY24 Community Project Funding request.

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



March 31, 2023

The Honorable Greg Casar
U.S. Congressman
1339 Longworth House Office Building
Washington, DC 20515

Dear Congressman Casar,

I am writing to express my strong support for the recent FY24 Community Project Funding request submission by CapMetro for the MetroRail Green Line Planning and Environmental Linkages Study (PEL). This project has the potential to greatly benefit our region, and could provide future benefits to the City of Manor and the eastern portion of Travis County.

Commuter rail service would not only provide a convenient transportation option for residents, but it would also create job opportunities and promote economic growth. As more people begin to call the Central Texas region home, it is essential that we identify projects that are built around employment centers that will ease traffic congestion and reduce carbon emissions by encouraging more people to use public transportation.

The proposed Green line improvements are part of Project Connect and part of the November 2020 ballot approved by the voters. The first phase of the Green Line project will be eight miles long and include seven new transit stations, terminating at Colony Park. This FY24 Community Project Funding request will study the extension contemplated by Project Connect to City of Manor and City of Elgin. A future commuter rail would offer a reliable and efficient transportation option that would make our daily commutes much more effortless. This project would also attract new businesses and investments in our eastern Travis County communities, which will ultimately lead to a stronger and more prosperous communities in the region.

We seek your support for this CapMetro initiative and our region through a MetroRail Green Line Planning and Environmental Linkages Study. Thank you for your attention to this matter.

Always working to make the world a better place,

Dr. Chris Harvey, Mayor



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: April 5, 2023
PREPARED BY: Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on authorizing a letter of support to the Central Texas Regional Mobility Authority for U.S. 290 Highway Improvements.

BACKGROUND/SUMMARY:

The City Council is being requested to support the Central Texas Regional Mobility Authority (CTRMA) to initiate the process of conducting a feasibility study for the expansion of U.S. 290 from SH130 Toll to the City of Elgin. The 290 corridor through the City of Manor generates over 62,000 vehicles per day. With an estimated 14,400 new homes planned for the community, this will increase the city’s population by an estimated 43,200 new residents over the next 7 to 10 years.

The city has requested TXDOT officials to add the U.S. 290 project to their long range list of capital projects and requesting CTRMA to consider this corridor as well in the long range plans would allow the appropriate preliminary environmental studies to be initiated. The preliminary study is a high-level assessment that is required to evaluate best approach to expanding the highway within the existing right-of-way limits and identify any environmental constraints while understanding the community and economic goals during the planning phase of the study. The study will assist the state and federal agencies properly evaluate the project development, design, and construction, including capital and operating costs. The preliminary study is required to gather community feedback and inform us of those significant findings during the review entire process.

LEGAL REVIEW: Not Applicable

FISCAL IMPACT: Not Applicable

PRESENTATION: No

ATTACHMENTS: Yes

- Letter of Support CTRMA

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council approve and authorizing a letter of support to the Central Texas Regional Mobility Authority for U.S. 290 Highway Improvements.

PLANNING & ZONING COMMISSION:	Recommend Approval	Disapproval	None
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