



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

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## City Council Regular Meeting

Wednesday, July 03, 2024 at 7:00 PM

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

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### 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.*

**REPORTS**

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

**A. The Manor Community Day & 5K Update**

*Presented by: Derrick White, Founder & Executive Director of Evolution of Health, Corp.*

*Submitted by: Yalondra Valderrama Santana, Heritage & Tourism Manager*

## CONSENT AGENDA

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

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

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

- **June 17, 2024, City Council Special Session; and**
- **June 18, 2024, City Council Special Session**

## REGULAR AGENDA

**2. Consideration, discussion, and possible action on the selection of insurance benefits service providers for employee insurance benefits covering medical, dental, vision, disability, and life insurance.**

*Submitted by: Tracey Vasquez, HR Director*

**3. Consideration, discussion, and possible action to approve a resolution Authorizing the Creation of an Employee Benefits Trust; Designating the City Manager, Finance Director, And Human Resources Director to Be Trustees Of Said Trust; And Authorizing The Trust To Purchase Various Forms Of Insurance For The Benefit Of City Officers, Employees, Qualified Retirees, And Their Dependents.**

*Submitted by: Tracey Vasquez, HR Director*

**4. Consideration, discussion, and possible action on a resolution creating a youth advisory commission; establishing a youth advisory commission program; approving branding; approving bylaws; approving an application process; selecting and appointing a City staff liaison; and providing for related matters.**

*Submitted by: Yalondra Valderrama Santana, Heritage & Tourism Manager*

**5. Consideration, discussion, and possible action on a naming policy for city-owned property and facilities in the City of Manor.**

*Submitted by: Scott Moore, City Manager*

**6. Second and Final Reading: Consideration, discussion, and possible action on an Ordinance of the City of Manor, Texas annexing a 1.222 acre, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits, making findings of fact, providing severability clause and an effective date, and providing for open meetings and other related matters.**

*Submitted by: Scott Dunlop, Development Services Director*

**7. Second and Final Reading: Consideration, discussion, and possible action on an Ordinance rezoning one (1) lot on 4.475 acres, more or less, and being located at 16011 E US Hwy 290, Manor, TX from (A) Agricultural to (C-3) Heavy Commercial.**

*Applicant: Phantastic Endeavor LLC*

*Owner: Kimley-Horn*

*Submitted by: Scott Dunlop, Development Services Director*

8. **Second and Final Reading: Consideration, discussion, and possible action on the submission of a Specific Use Permit to permit up to 3,860 square feet of medical office and medical clinic in Manor Crossing Block A, Lot 7, being one (1) acre, more or less, and located at the northwest intersection of FM 973 and US HWY 290, Manor, TX.**

*Applicant: Development Collaborative LLC*

*Owner: Endeavor Real Estate Group, Inc.*

*Submitted by: Scott Dunlop, Development Services Director*

9. **Acknowledge the resignation of Planning and Zoning Commissioner Celestine Sermo, Place No. 5; and declare a vacancy.**

*Submitted by: Scott Dunlop, Development Services Director*

## **EXECUTIVE SESSION**

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

- *Section 551.074 Personnel Matters to Interview Candidates for appointment to the Planning and Zoning Commission, to fill unexpired terms;*
- *Section 551.074 Personnel Matters to deliberate, discuss, and evaluate the employment tiers and duties of City employees;*
- *Sections 551.071 and 551.072, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel and to deliberate the purchase of real property;*
- *Sections 551.071 Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Shadowglen PUD;*
- *Section 551.071 Texas Government Code and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the Hibbs Lane Parcel;*
- *Section 551.071 Texas Government Code and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the 155.050 acre Koether tract; and*
- *Section 551.071 Texas Government Code and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding litigation matter Austin Bocce League vs. City of Manor*

## **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.

10. **Consideration, discussion, and possible action on the appointment of commissioners to the Planning and Zoning Commission to fill unexpired terms.**

*Submitted by: Scott Dunlop, Development Services Director*

- 11. Consideration, discussion, and possible action on a resolution requesting the release of a portion of the extraterritorial jurisdiction of the City of Austin, Texas consisting of a 155.050-acre tract, more or less, to the extraterritorial jurisdiction of the City of Manor, Texas.**

*Submitted by: Scott Moore, City Manager*

- 12. Consideration, discussion, and possible action on a resolution providing for approval of the letter agreement for litigation services; authorizing the City Manager to execute the letter agreement; and providing for related matters.**

*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, June 28, 2024, by 5:00 PM and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

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

### **NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:**

The City of Manor is committed to compliance with the Americans with Disabilities Act. Manor City Hall and the Council Chambers are wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 10 days prior to this meeting. Please contact the City Secretary at 512.215.8285 or e-mail [almaraz@manortx.gov](mailto:almaraz@manortx.gov)