



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, October 16, 2024 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.cityofmanor.org/page/livestream>

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

INVOCATION

PLEDGE OF ALLEGIANCE

PROCLAMATIONS

A. Declaring Friday, November 1, 2024, as “Texas Arbor Day”

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 designated area prior to the meeting.

REPORTS

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

A. FY 2024-2025 Special Events Schedule

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

- **September 18, 2024, City Council Regular Meeting;**
- **September 26, 2024, City Council Called Special Session; and**
- **October 2, 2024, City Council Regular Meeting**

2. Consideration, discussion, and possible action on accepting the 2024 Fourth Quarter City Council Committee Reports.

Submitted by: Scott Moore, City Manager

3. Consideration, discussion, and possible action on accepting the September 2024 City Council Monthly Reports.

Submitted by: Scott Moore, City Manager

4. Consideration, discussion, and possible action on accepting the September 2024 Departmental Reports.

Submitted by: Scott Moore, City Manager

- **Finance – Belen Peña, Finance Director**
- **Police – Ryan Phipps, Chief of Police**
- **Travis County ESD No. 12 – Chris McKenzie, Interim Fire Chief**
- **Economic Development – Scott Jones, Economic Development Director**
- **Development Services – Michael Burrell, Interim Development Services Director**
- **Community Development – Yalondra V. Santana, Heritage & Tourism Manager**
- **Municipal Court – Sofi Duran, Court Administrator**
- **Public Works – Matt Woodard, Director of Public Works**
- **Human Resources – Tracey Vasquez, HR Manager**
- **IT – Phil Green, IT Director**
- **Administration – Lluvia T. Almaraz, City Secretary**

5. **Consideration, discussion, and possible action on a resolution authorizing the issuance of Manor Housing Public Facility Corporation Multifamily Housing Revenue Bonds (Tower Road Apartments), Series 2024; approving the form of a trust indenture and loan agreement; approving the Tower Road Apartment Development; authorizing the execution of documents and instruments necessary or convenient to carry out the purposes of this resolution; and containing other provision relating thereto.**
Submitted by: Scott Moore, City Manager
6. **Consideration, discussion, and possible action on a resolution authorizing the issuance of Manor Housing Public Facility Corporation Subordinate Multifamily Housing Revenue Bonds (Tower Road Apartments), Series 2024; approving the form of a subordinate trust indenture and subordinate loan agreement; approving the Tower Road Apartment Development; authorizing the execution of documents and instruments necessary or convenient to carry out the purposes of this resolution; and containing other provision relating thereto.**
Submitted by: Scott Moore, City Manager
7. **Consideration, discussion, and possible action on a Conservation Easement for the Blue Bluff Project.**
Submitted by: Michael Burrell, Interim Development Services Director
8. **Consideration, discussion, and possible action on a resolution making available to members of the City Council the optional benefit of a deferred compensation plan administered by Nationwide Retirement Solutions and authorizing payroll deductions for participating Council members.**
Submitted by: Tracey Vasquez, HR Director
9. **Consideration, discussion, and possible action on a resolution making available to members of the City Council the services offered by LegalShield and authorizing payroll deductions for participating Council members.**
Submitted by: Tracey Vasquez, HR Director
10. **Consideration, discussion, and possible action on a Donation and Exchange Agreement with The Shops at Grassdale, LLC.**
Submitted by: Scott Moore, City Manager
11. **Consideration, discussion, and possible action on a 4,399 square foot Waterline Easement and Temporary Construction Easement.**
Submitted by: Scott Moore, City Manager
12. **Consideration, discussion, and possible action on a 6,589 square foot Waterline Easement and Temporary Construction Easement.**
Submitted by: Scott Moore, City Manager

REGULAR AGENDA

- 13. Consideration, discussion, and possible action on a Development Agreement Establishing Development Standards for the Boyce PJT Development (101 Boyce Street).**
Submitted by: Michael Burrell, Interim Development Services Director
- 14. Consideration, discussion, and possible action on a Chapter 380 Grant Agreement to Jiwon Jung owner of the property located at 101 W. Boyce Street to provide development incentives for the development of the property and employment opportunities.**
Submitted by: Scott Jones, Economic Development Director
- 15. Consideration, discussion, and possible action on a Development Agreement Establishing Development Standards for the Boyce PJT Development (104 and 108 Boyce Street).**
Submitted by: Michael Burrell, Interim Development Services Director
- 16. Consideration, discussion, and possible action on a Chapter 380 Grant Agreement to Build Block, Inc. of the properties located at 104 and 108 W. Boyce Street to provide development incentives for the development of the properties and employment opportunities.**
Submitted by: Scott Jones, Economic Development Director
- 17. Consideration, discussion, and possible action on a Development Agreement Establishing Development Standards for the Boyce PJT Development (107 Boyce Street).**
Submitted by: Michael Burrell, Interim Development Services Director
- 18. Consideration, discussion, and possible action on a Chapter 380 Grant Agreement to Jiwon Jung owner of the property located at 107 W. Boyce Street to provide development incentives for the development of the property and employment opportunities.**
Submitted by: Scott Jones, Economic Development Director
- 19. Consideration, discussion, and possible action on an ordinance amending Manor Code of Ordinances Appendix A Fee Schedule by repealing existing sections A5.002 and A5.003 relating to parks and special event rental fees; adopting new section A5.002 relating to parks and amenities rental fees; adopting new section A5.003 relating to special event rental fees; amending section A5.004 relating to film projects using city property fees; adopting new section A5.007 relating to equipment rental and fees for staff services; providing for an effective date, savings, severability, and open meetings clauses; and providing for related matters.**
Submitted by: Yalondra M. Valderrama Santana, Heritage & Tourism Manager
- 20. Consideration, discussion, and possible action on the approval to submit the FY2024 Project Improvement List to Capital Metro.**
Submitted by: Pauline M. Gray, P.E., City Engineer

- 21. Consideration, discussion, and possible action on a Statement of Work No. 35 to the Master Services Agreement with George Butler Associates, Inc. for the replacement of the existing 12-inch diameter waterline with a 16-inch diameter waterline between the intermediate tank to downtown.**
Submitted by: Frank T. Phelan, P.E., City Engineer
- 22. Consideration, discussion, and possible action on a Statement of Work No. 37 to the Master Services Agreement with George Butler Associates, Inc. for the construction of a waterline necessary to provide adequate conveyance across 290 from the Gregg Manor Road ground storage tank and pressurization facility to the south side of US 290 that serves downtown Manor.**
Submitted by: Frank T. Phelan, P.E., City Engineer
- 23. Consideration, discussion, and possible action on a Statement of Work No. 38 to the Master Services Agreement with George Butler Associates, Inc. for the design and construction of a waterline that will complete a loop along Bois d'Arc lane to provide improved water quality, system reliability and enhanced system capacity.**
Submitted by: Frank T. Phelan, P.E., City Engineer
- 24. Consideration, discussion, and possible action on a Statement of Work No. 40 to the Master Services Agreement with George Butler Associates, Inc. for the upgrade/up sizing of existing gravity relief pipes, with pipe diameters ranging from 18-inches to 36 inches. The total length of pipe to be installed is 4,060 linear feet.**
Submitted by: Frank T. Phelan, P.E., City Engineer

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 the construction contract for the Bell Farms and Presidential Glen Lift Station Project;*
- *Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the Interlocal Agreement with City of Austin regarding the Transfer of the Manor Downs/Dalfen property;*
- *Section 551.071 and 551.072, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the purchase of the Gildon property a 0.198 acre tract of land;*
- *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 public safety;*

- Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the license agreement with Lennar Homes; and

- 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

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.

25. Consideration, discussion, and possible action to approve a change order to the construction contract for the Bell Farms and Presidential Glenn Lift Station Expansion project.

Submitted by: Tyler Shows, E.I.T., City Engineer

26. Consideration, discussion, and possible action on an Interlocal Cooperation Agreement with the City of Austin for the release and transfer of property from the City of Austin Extraterritorial Jurisdiction (ETJ) to the City of Manor ETJ.

Submitted by: Scott Moore, City Manager

27. Consideration, discussion, and possible action on a resolution authorizing the purchase and closing of a tract of real property consisting of 0.1980 acres, more or less, located in Travis County, Texas for \$169,900, plus closing costs, title insurance cost, providing for approval of the purchase and sale agreement and an amendment to the 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, October 11, 2024, 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