



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, September 04, 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 Wednesday, September 11, 2024, as “National Day of Service and Remembrance (9/11 Day)”**
- B. **Declaring September 15 – October 15, 2024, as “Hispanic Heritage Month”**
- C. **Declaring Tuesday, September 17, 2024, as “National Voter Registration 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 City Secretary, or designee prior to the meeting.

PUBLIC HEARINGS

- 1. Conduct a public hearing to receive public comments on a proposed franchise ordinance to provide solid waste and recycling collection and disposal services within the City of Manor.**
Submitted by: Scott Jones, Economic Development Director
- 2. Conduct a public hearing on the FY2024-2025 Proposed Property Tax Rate of the City of Manor, Texas.**
Submitted by: Belen Peña, Finance Director
- 3. Conduct a public hearing on the FY 2024-2025 Proposed Annual Budget of the City of Manor, Texas.**
Submitted by: Belen Peña, Finance Director

CONSENT AGENDA

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

- 4. Consideration, discussion, and possible action to approve the City Council Minutes.**
Submitted by: Lluvia T. Almaraz, City Secretary
 - **July 17, 2024, City Council Regular Meeting**
 - **August 5, 2024, City Council Workshop**
 - **August 7, 2024, City Council Regular Meeting**
 - **August 20, 2024, City Council Workshop**
 - **August 21, 2024, City Council Regular Meeting**
 - **August 27, 2024, City Council Workshop**
- 5. Consideration, discussion, and possible action on accepting the July 2024 City Council Monthly Reports.**
Submitted by: Scott Moore, City Manager
- 6. Consideration, discussion, and possible action on accepting the July 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 – Scott Dunlop, 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**

7. Consideration, discussion, and possible action on an Amendment to Sidewalk, Trail, and Recreational Easement.

Submitted by: Michael Burrell, Interim Development Services Director

REGULAR AGENDA

8. Consideration, discussion, and possible action on a franchise ordinance for Municipal Solid Waste Collection, Transportation, and Disposal (Residential, Commercial, Industrial, and Recycling).

Submitted by: Scott Jones, Economic Development Director

9. Consideration, discussion, and possible action on Statement of Work No. 34 to the Master Services Agreement with George Butler Associates, Inc. for the Emergency Generator Improvements Project at City Hall and the Police Station.

Submitted by: Frank T. Phelan, P.E., City Engineer

10. Consideration, discussion, and possible action on a resolution of the City of Manor, Texas approving and authorizing the Newhaven Public Improvement District Financing Agreement.

Submitted by: Michael Burrell, Interim Development Services Director

11. Consideration, discussion, and possible action on a resolution supporting a Submission of a U.S. Economic Development Administration (EDA) - Public Works Assistance Grant Application.

Submitted by: Scott Moore, City Manager

12. Consideration, discussion, and possible action on an ordinance approving the 2024 Annual Update to the Service and Assessment Plan and Assessment Roll for the Lagos Public Improvement District Including the Collection of the 2024 Annual Installments.

Submitted by: Scott Moore, City Manager

13. Consideration, discussion, and possible action on an ordinance approving the 2024 Annual Update to the Service and Assessment Plan and Assessment Roll for the Rose Hill Public Improvement District Including the Collection of the 2024 Annual Installments.

Submitted by: Scott Moore, City Manager

14. Consideration, discussion, and possible action on a Supplement to the Agreement for Street Lighting Service By and Between Oncor Electric Delivery Company and the City of Manor for street lighting in the New Haven Subdivision Phase 1.

Submitted by: Michael Burrell, Interim Development Services Director

15. **Consideration, discussion, and possible action to award a Construction Contract for the Manor Commercial Park Wastewater Collection System and Carriage Hills Lift Station #5 Improvements Phase 1 Project.**
Submitted by: Tyler Shows, EIT, Design Engineer
16. **Consideration, discussion, and possible action on a change order to the construction contract for the FY2022 Capital Metro Pavement Improvements project.**
Submitted by: Pauline M. Gray, P.E., City Engineer
17. **Consideration, discussion, and possible action on authorizing a project closeout letter to Capital Metro for the One-Time Capital Metro BCT Funded Paving Improvements Project.**
Submitted by: Pauline M. Gray, P.E., City Engineer
18. **Consideration, discussion, and possible action on a change order to the construction contract for the One-Time BCT Funded Paving Improvements project.**
Submitted by: Pauline M. Gray, P.E., City Engineer
19. **Consideration, discussion, and possible action on selecting the FY 2024 CIP project option for 2023 Certificates of Obligation funding and commencement.**
Submitted by: Frank T. Phelan, P.E., City Engineer
20. **Consideration, discussion, and possible action on a Statement of Work No. 31 to the Master Services Agreement with George Butler Associates, Inc. for the East Travis Regional Wastewater Treatment Plant Permit Application.**
Submitted by: Frank T. Phelan, P.E., City Engineer
21. **Consideration, discussion, and possible action on a Statement of Work No. 32 to the Master Services Agreement with George Butler Associates, Inc. for the Wilbarger Creek Wastewater Treatment Plant TCEQ permit renewal.**
Submitted by: Pauline M. Gray, P.E., City Engineer
22. **Consideration, discussion, and possible action on a Statement of Work No. 33 to the Master Services Agreement with George Butler Associates, Inc. for the Cottonwood Creek Wastewater Treatment Plant TCEQ permit renewal.**
Submitted by: Pauline M. Gray, P.E., City Engineer
23. **Consideration, discussion, and possible action on a code of conduct policy addressing disruptive behavior in City-owned facilities and on City-owned property.**
Submitted by: Scott Moore, City Manager
24. **Consideration, discussion, and possible action on the Texas Municipal League (TML) Region 10 Director Election.**
Submitted by: Scott Moore, City Manager

EXECUTIVE SESSION

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

- *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; and*
- *Section 551.074 Personnel matters to discuss duties of the City Manager*

OPEN SESSION

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

ADJOURNMENT

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

CONFLICT OF INTEREST

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

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

POSTING CERTIFICATION

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Friday, August 30, 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