



**CITY COUNCIL  
REGULAR SESSION MINUTES  
APRIL 17, 2024**

**This meeting was live-streamed on Manor's YouTube Channel  
<https://www.youtube.com/@cityofmanorsocial/streams>**

**PRESENT:**

Dr. Christopher Harvey, Mayor

**COUNCIL MEMBERS:**

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

**CITY STAFF:**

Scott Moore, City Manager  
Lluvia T. Almaraz, City Secretary  
Denver Collins, Assistant Chief of Police  
Scott Dunlop, Development Services Director  
Matthew Woodard, Public Works Director  
Sofi Duran, Court Administrator  
Tracey Vasquez, HR Director  
Yalondra V. Santana, Heritage & Tourism Manager  
Veronica Rivera, Assistant City Attorney  
Gregory Miller, Public Finance Counsel  
Christina M. Lane, Finance Consultant  
Pauline Gray, P.E, City Engineer  
Tyler Shows, EIT, City Engineer Associate  
Chasem Creed, IT Technician

**REGULAR SESSION – 7:00 P.M.**

With a quorum of the Council Members present, the regular session of the Manor City Council was called to order by Mayor Harvey at 7:05 p.m. on Wednesday, April 17, 2024, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**INVOCATION**

Mayor Harvey gave the invocation.

**PLEDGE OF ALLEGIANCE**

Mayor Harvey led the Pledge of Allegiance.

**PUBLIC COMMENTS**

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed his concerns and his opposition to Agenda Items No. 7, 11, 12, 14, 16, 17, 18 and 23.

No one else appeared at this time.

**REPORTS**

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

- A. Budget Committee**
- B. Public Improvement District Committee**
- C. Park Committee – Park Plan Update**
- D. Public Tree Advisory Board**
- E. Economic Development Committee**
- F. Capital Improvement Committee**
- G. Community Collaborative Committee**
- H. HealthCare Committee – Bristol Myers Update**
- I. Emergency Management Committee**
- J. Public Safety Committee**

Gandolf Burrus, President of Grant Development Services Inc. presented the attached PowerPoint presentation regarding the Park Plan Update.

Topic of Discussion:

- Park Improvements
- Park Priorities
- Skateboard facility
- Skateboard facility location
- Public Input Questionnaire
- Grant Opportunities
- Public Engagement

Dr. Chris Cervini, Vice Chancellor of Austin Community College (ACC), spoke in support of the Health Care initiative with Black Men’s Health Clinic. He also announced that ACC had approved the free tuition for Manor ISD graduates.

Dr. Estreall Barrera, Associate Dean for Health Services, and Nina Almasy, RN Dean, were both present in support of the Black Men’s Health Clinic initiative.

There was no discussion or action taken.

## **PUBLIC HEARINGS**

- 1. Conduct a public hearing on an Ordinance annexing 1.273 acres, more or less, being located in Travis County, Texas, including 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.**

The city staff recommended that the City Council conduct the public hearing.

Mayor Harvey opened the Public Hearing.

Development Services Director Dunlop discussed the proposed annexation.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to close the public hearing.

There was no further discussion.

**Motion to close carried 7-0**

- 2. Conduct a public hearing on an ordinance rezoning two (2) lots on 12.627 acres, more or less, and being located at 13105 FM 1100, Manor, TX from Agricultural (A) to Medium Commercial (C-2). Applicant: Professional StruCIVIL Engineers Inc.; Owner: Najib Wehbe**

The city staff recommended that the City Council conduct the public hearing.

Mayor Harvey opened the Public Hearing.

Robert Battaile, 502 E. Eggleston St. Unit A, Manor, Texas, submitted a speaker card and discussed his concerns with the proposed rezoning request.

Mirza Tahir Baig, PSCE, Inc., 2205 W. Parmer Lane, Austin, Texas, submitted a speaker card in support of this item; however, he did not wish to speak but was available to answer any questions posed by the City Council.

Development Services Director Dunlop discussed the proposed rezoning request.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to close the public hearing.

There was no further discussion.

**Motion to close carried 7-0**

- 3. Conduct a public hearing on a Specific Use Permit for one (1) lot on 1.273 acres, more or less, and being located at 13105 FM 1100, Manor, TX to allow for a 14,020sf general retail / Mexican market building, six MPDs, three diesel MPDs, and associated parking and drive aisles. Applicant: Professional StruCIVIL Engineers Inc.; Owner: Najib Wehbe**

The city staff recommended that the City Council conduct the public hearing.

Mayor Harvey opened the Public Hearing.

Mirza Tahir Baig, PSCE, Inc., 2205 W. Parmer Lane, Austin, Texas, submitted a speaker card in support of this item; however, he did not wish to speak but was available to answer any questions posed by the City Council.

Development Services Director Dunlop discussed the proposed permit request.

A discussion was held regarding P&Z Commission recommendations and concerns.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to close the public hearing.

There was no further discussion.

**Motion to close carried 7-0**

- 4. Conduct a public hearing on an ordinance rezoning one lot (1) lot on .23 acres, more or less, being Lot 6A, Block 1, Town of Manor, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF).  
*Applicant: Savvy ATX Realty, LLC; Owner: Wenkai Chen***

The city staff recommended that the City Council conduct the public hearing.

Mayor Harvey opened the Public Hearing.

Robert Battaile, 502 E. Eggleston St. Unit A, Manor, Texas, submitted a speaker card and discussed his concerns with the proposed rezoning request.

Development Services Director Dunlop discussed the proposed rezoning request

A discussion was held regarding P&Z Commission recommendations and concerns.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to close the public hearing.

There was no further discussion.

**Motion to close carried 6-1 (Mayor Pro Tem Emily Hill voted against)**

#### **CONSENT AGENDA**

- 5. Consideration, discussion, and possible action to approve the City Council Minutes of April 3, 2024, City Council Special Session.**
- 6. Consideration, discussion, and possible action on accepting the March 2024 City Council Monthly Reports.**
- 7. Consideration, discussion, and possible action on accepting the March 2024 Departmental Reports.**
  - **Finance – Scott Moore, City Manager**
  - **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 – Yalondra V. Santana, Heritage & Tourism Manager**
  - **Municipal Court – Sofi Duran, Court Administrator**
  - **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 accept and approve the Consent Agenda.

There was no further discussion.

**Motion to approve carried 7-0**

## **REGULAR AGENDA**

### **8. Consideration, discussion, and possible action on a change order to the construction contract for the Bell Farms and Presidential Glenn Lift Station Expansion project.**

The city staff recommended that the City Council approve Change Order No. 3 to the construction contract for the Bell Farms and Presidential Glenn Lift Station Expansion project with JM Pipeline in the amount of \$19,811.18 and the addition of 52 calendar days to the contract completion date for this project.

Tyler Shows, EIT, City Engineer Associate discussed the proposed change order.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Moreno to approve Change Order No. 3 to the construction contract for the Bell Farms and Presidential Glenn Lift Station Expansion project with JM Pipeline in the amount of \$19,811.18 and the addition of 52 calendar days to the contract completion date for this project.

There was no further discussion.

**Motion to approve carried 7-0**

### **9. Consideration, discussion, and possible action authorizing the purchasing of sixteen (16) automatic hydrant flushers.**

The city staff recommended that the City Council approve purchasing sixteen (16) automatic hydrant flushers from Core & Main in an amount not to exceed \$38,400.00.

Mathew Woodard, Public Works Director discussed the proposed purchase of automatic hydrant flushers.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve purchasing sixteen (16) automatic hydrant flushers from Core & Main in an amount not to exceed \$38,400.00.

There was no further discussion.

**Motion to approve carried 7-0**

**10. Consideration, discussion, and possible action on a Water Conservation Plan and a Drought Contingency Plan for the City of Manor.**

The city staff recommended that the City Council direct the City Manager to make any final additions to the Water Conservation and Drought Contingency Plans for approval on May 1, 2024.

Matthew Woodard, Public Works Director discussed the current Water Conservation and Drought Contingency Plan.

He discussed the urgency of adopting a revised plan.

A discussion was held regarding establishing a rebate and education program for residents to be educated in water conservation.

Raymond Muniz, Utilities Superintendent, discussed the difference between flushers and how water could be conserved.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to direct the City Manager to make any final additions to the Water Conservation and Drought Contingency Plans for approval on May 1, 2024.

There was no further discussion.

**Motion to approve carried 7-0**

**11. Consideration, discussion, and possible action on the allocation of Hotel Occupancy Tax (HOT) Funds for ManorPalooza Expenses.**

The city staff recommended that the City Council direct the City Manager to report back in June on the final event expenditures that qualify for Hotel Occupancy Tax funds to be disbursed.

Heritage and Tourism Manager Valderrama Santana discussed the proposed expenses for ManorPalooza.

Mayor Harvey discussed his concerns regarding the allocation of HOT Funds for ManorPalooza.

A discussion was held regarding past sponsorships.

A discussion was held regarding the data collected regarding the attendance rate for 2023.

Mayor Harvey requested a list of non-participating sponsors for this year.

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Assistant City Attorney Rivera advised the council on options to consider regarding the motion.

A discussion was held regarding the clarification of estimated amounts on expenses.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill to direct city staff to return on May 1, 2024, and provide the council with additional funding sources.

Council Member Deja Hill asked for a HOT Fund report to be provided to the council for review.

There was no further discussion.

**Motion to approve carried 7-0**

**12. Consideration, discussion, and possible action on a resolution authorizing the Professional Services Agreement between the City of Manor and Grant Development Services to submit an application to the Texas Parks and Wildlife Department (TPWD) grant.**

The city staff recommended that the City Council approve Resolution No. 2024-11, authorizing the City Manager to execute the Professional Services Agreement with Grant Development Services in an amount not to exceed \$10,000.

Resolution No. 2024-11: A Resolution of the City Council of the City of Manor, Texas, Supporting the City of Manor's Submission of a Texas Parks and Wildlife Department Application, Authorizing the City Manager to Execute all Necessary Documentation, and Establishing an Effective Date.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Mayor Pro Tem Emily Hill to approve Resolution No. 2024-11, authorizing the City Manager to execute the Professional Services Agreement with Grant Development Services in an amount not to exceed \$10,000.

Assistant City Attorney Rivera stated that legal hadn't reviewed the contract and asked for an amendment motion to add the review of legal before signing.

**MOTION:** Upon an amended motion made by Council Member Moreno and seconded by Mayor Pro Tem Emily Hill to add the review of the final agreement by legal staff.

There was no further discussion.

**Motion to approve carried 7-0**



**13. First Reading: Consideration, discussion, and possible action on an Ordinance annexing 1.273 acres, more or less, being located in Travis County, Texas, including 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.**

The city staff recommended that the City Council approve the first reading of an ordinance annexing 1.273 acres, more or less, being located in Travis County, Texas, and adjacent and contiguous to the city limits, providing for an open meeting, and other related matters.

Council Member Deja Hill removed herself from the dais.

Development Services Director Dunlop discussed the proposed annexation request.

Ordinance: An Ordinance of the City of Manor, Texas Annexing 1.273 Acres of Land, More or Less Located in Travis County, Texas 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.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Moreno to approve the first reading of an ordinance annexing 1.273 acres, more or less, being located in Travis County, Texas, and adjacent and contiguous to the city limits, providing for an open meeting, and other related matters.

There was no further discussion.

**Motion to approve carried 5-1 (Council Member Weir voted against)**

**14. First Reading: Consideration, discussion, and possible action on an ordinance rezoning two (2) lots on 12.627 acres, more or less, and being located at 13105 FM 1100, Manor, TX from Agricultural (A) to Medium Commercial (C-2). *Applicant: Professional StruCIVIL Engineers Inc.; Owner: Najib Wehbe***

The city staff recommended that the City Council approve the first reading of an ordinance rezoning two (2) lots on 12.627 acres, more or less, and being located at 13105 FM 1100, Manor, TX from Agricultural (A) to Medium Commercial (C-2).

Mirza Tahir Baig, PSCE, Inc., 2205 W. Parmer Lane, Austin, Texas, submitted a speaker card in support of this item; however, he did not wish to speak but was available to answer any questions posed by the City Council.

Development Services Director Dunlop discussed the proposed rezoning request.

Ordinance: An Ordinance of the City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From Agricultural (A) and Single-Family Suburban (SF-1) to Medium Commercial (C-2); Making Findings of Fact; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the first reading of an ordinance rezoning two (2) lots on 12.627 acres, more or less, and being located at 13105 FM 1100, Manor, TX from Agricultural (A) to Medium Commercial (C-2).

There was no further discussion.

**Motion to approve carried 6-1 (Council Member Weir voted against)**

**15. First Reading: Consideration, discussion, and possible action on a Specific Use Permit for one (1) lot on 1.273 acres, more or less, and being located at 13105 FM 1100, Manor, TX to allow for a 14,020sf general retail / Mexican market building, six MPDs, three diesel MPDs, and associated parking and drive aisles. *Applicant: Professional StruCIVIL Engineers Inc.; Owner: Najib Wehbe***

The city staff recommended that the City Council postpone item to the May 15, 2024, regular council meeting due to P&Z Commission recommendations.

Mirza Tahir Baig, PSCE, Inc., 2205 W. Parmer Lane, Austin, Texas, submitted a speaker card in support of this item; however, he did not wish to speak but was available to answer any questions posed by the City Council.

Development Services Director Dunlop discussed the proposed Special Use Permit and the applicant's request for postponement.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Mayor Pro Tem Emily Hill to postpone the item until the May 15, 2024, regular council meeting.

There was no further discussion.

**Motion to postpone carried 7-0**

**16. First Reading: Consideration, discussion, and possible action on an ordinance rezoning one lot (1) lot on .23 acres, more or less, being Lot 6A, Block 1, Town of Manor, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF). *Applicant: Savvy ATX Realty, LLC; Owner: Wenkai Chen***

The city staff recommended that the City Council approve the first reading of an ordinance rezoning one lot (1) lot on .23 acres, more or less, being Lot 6A, Block 1, Town of Manor, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF).

Development Services Director Dunlop discussed the proposed rezoning request.

Mirza Tahir Baig, PSCE, Inc., 2205 W. Parmer Lane, Austin, Texas, submitted a speaker card in support of this item; however, she did not wish to speak but was available to answer any questions posed by the City Council.

A discussion was held regarding the clarification of the proposed structure size.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Weir to approve the first reading of an ordinance rezoning one lot (1) lot on .23 acres, more or less, being Lot 6A, Block 1, Town of Manor, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF).

Development Services Director Dunlop clarified that no feedback had been received from residents.

There was no further discussion.

**Motion to approve failed 4-3  
(Council Member Deja Hill, Mayor Pro Tem Emily Hill, and Council Member Wallace voted against)**

**17. Second and Final Reading: Consideration, discussion, and possible action on a Specific Use Permit for Medical Offices in Manor Crossing allowing 15,000 sq. ft. of medical office and/or medical clinic tenant space, one (1) lot on 18.1 acres, more or less, and being located at the intersection of Shadowglen Blvd and US Hwy 290, Manor, Texas.  
*Applicant: Retail Connections; Owner: Retail Connections***

The city staff recommended that the City Council approve the second and final reading of a Specific Use Permit for Medical Offices in Manor Crossing allowing 7500 sq. ft. of medical office and/or medical clinic tenant space, one (1) lot on 18.1 acres, more or less, and being located at the intersection of Shadowglen Blvd and US Hwy 290, Manor, Texas.

Development Services Director Dunlop discussed the proposed Specific Use permit.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Mayor Pro Tem Emily Hill to approve the second and final reading of a Specific Use Permit for Medical Offices in Manor Crossing allowing 7500 sq. ft. of medical office and/or medical clinic tenant space, one (1) lot on 18.1 acres, more or less, and being located at the intersection of Shadowglen Blvd and US Hwy 290, Manor, Texas.

Development Services Director Dunlop clarified the recommendation of 7500 sq. ft. from the city council at the last council meeting.

There was no further discussion.

**Motion to approve carried 7-0**

**18. Consideration, discussion, and possible action on an Ordinance providing for the issuance of the City of Manor, Texas General Obligation Bonds in one or more series; levying a tax in payment thereof; approving an official statement; approving the execution of a purchase contract; and enacting other provisions relating thereto.**

The city staff recommended that the City Council approve Ordinance No. 738 providing for the issuance of the City of Manor, Texas General Obligation Bonds in one or more series; levying a tax in payment thereof; approving an official statement; approving the execution of a purchase contract; and enacting other provisions relating thereto.

Christina Lane, Finance Consultant discussed the proposed issuance of the City of Manor, Texas General Obligation Bonds.

Ordinance No. 738: An Ordinance Providing for the Issuance of City of Manor, Texas, General Obligation Bonds, in one or More Series; Levying a Tax in Payment Thereof; Approving an Official Statement; Approving the Execution of a Purchase Contract; and Enacting Other Provisions Relating Thereto.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Weir to approve Ordinance No. 738 providing for the issuance of the City of Manor, Texas General Obligation Bonds in one or more series; levying a tax in payment thereof; approving an official statement; approving the execution of a purchase contract; and enacting other provisions relating thereto.

There was no further discussion.

**Motion to approve carried 7-0**

**19. Consideration, discussion, and possible action on a Resolution of the City of Manor, Texas determining the costs of certain authorized improvements to be financed by the Manor Heights Public Improvement District; Approving a preliminary amended and restated service and assessment plan, including the proposed Assessment Roll; Calling for notice of a public hearing for May 1, 2024, to consider an ordinance levying assessments on property located within Improvement Area #4 of the Manor Heights Public Improvement District; Directing the filing of the proposed Assessment Roll with the City Secretary to make said proposed Assessment Roll available for public inspection; Directing City Staff to publish and mail notice of said public hearing; and resolving other matters related to the foregoing.**

The city staff recommended that the City Council approve Resolution No. 2024-09 of the City of Manor, Texas determining the costs of certain authorized improvements to be financed by the Manor Heights Public Improvement District; Approving a preliminary amended and restated service and assessment plan, including the proposed Assessment Roll; Calling for notice of a public hearing for May 1, 2024, to consider an ordinance levying assessments on property located within Improvement Area #4 of the Manor Heights Public Improvement District; Directing the filing of the proposed Assessment Roll with the City Secretary to make said proposed Assessment Roll available for public inspection; Directing City Staff to publish and mail notice of said public hearing; and resolving other matters related to the foregoing.

Gregory Miller, Public Finance Counsel discussed the proposed resolution.

Council Member Wallace stepped away from the dais.

Resolution No. 2024-09: A Resolution of The City of Manor, Texas Determining the Costs of Certain Authorized Improvements to be Financed by the Manor Heights Public Improvement District; Approving a Preliminary 2024 Amended and Restated Service and Assessment Plan, Including the Proposed Assessment Roll; Calling for Notice of a Public Hearing for May 1, 2024, to Consider an Ordinance Levying Assessments on Property Located Within Improvement Area #4 of the Manor Heights Public Improvement District; Directing the Filing of the Proposed Assessment Roll With the City Secretary to Make Said Proposed Assessment Roll Available for Public Inspection; Directing City Staff to Publish and Mail Notice of Said Public Hearing; and Resolving Other Matters Related to the Foregoing.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Mayor Pro Tem Emily Hill to approve Resolution No. 2024-09 of the City of Manor, Texas determining the costs of certain authorized improvements to be financed by the Manor Heights Public Improvement District; Approving a preliminary amended and restated service and assessment plan, including the proposed Assessment Roll; Calling for notice of a public hearing for May 1, 2024, to consider an ordinance levying assessments on property located within Improvement Area #4 of the Manor Heights Public Improvement District; Directing the filing of the proposed Assessment Roll with the City Secretary to make said proposed Assessment Roll available for public inspection; Directing City Staff to publish and mail notice of said public hearing; and resolving other matters related to the foregoing.

There was no further discussion.

**Motion to approve carried 6-0**

**20. Consideration, discussion, and possible action on a Resolution of the City of Manor, Texas approving the form and authorizing the distribution of a Preliminary Limited Offering Memorandum for the City of Manor, Texas Special Assessment Revenue Bonds, Series 2024 (Manor Heights Public Improvement District Improvement Area #4 Project).**

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The city staff recommended that the City Council approve Resolution No. 2024-10 of the City of Manor, Texas approving the form and authorizing the distribution of a Preliminary Limited Offering Memorandum for the City of Manor, Texas Special Assessment Revenue Bonds, Series 2024 (Manor Heights Public Improvement District Improvement Area #4 Project).

Gregory Miller, Public Finance Counsel discussed the proposed resolution.

Resolution No. 2024-10: A Resolution Approving the Form and Authorizing the Distribution of a Preliminary Limited Offering Memorandum for City of Manor, Texas Special Assessment Revenue Bonds, Series 2024 (Manor Heights Public Improvement District Improvement Area #4 Project).

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to approve Resolution No. 2024-10 of the City of Manor, Texas approving authorizing the distribution of a Preliminary Limited Offering Memorandum for the City of Manor, Texas Special Assessment Revenue Bonds, Series 2024 (Manor Heights Public Improvement District Improvement Area #4 Project).

There was no further discussion.

**Motion to approve carried 7-0**

**21. Consideration, discussion, and possible action on a Declaration of Public Water Quality Easement for the Shadowglen Development.**

The city staff recommended that the City Council approve a Declaration of Public Water Quality Easement for the Shadowglen Development.

Development Services Director Dunlop discussed the proposed easement.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to approve a Declaration of Public Water Quality Easement for the Shadowglen Development.

There was no further discussion.

**Motion to approve carried 7-0**

**22. Consideration, discussion, and possible action on a License Agreement for the City of Refuge Church of God in Christ for the construction, improvement, installation, maintenance, access, and use of a driveway located on certain real property in the Carriage Hills Section One Subdivision.**

The city staff recommended that the City Council approve a License Agreement for the City of Refuge Church of God in Christ for the construction, improvement, installation, maintenance, access, and use of a driveway located on certain real property in the Carriage Hills Section One Subdivision.

Development Services Director Dunlop discussed the proposed license agreement.

Assistant City Attorney Rivera clarified the request for the license agreement.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Moreno to License Agreement for the City of Refuge Church of God in Christ for the construction, improvement, installation, maintenance, access, and use of a driveway located on certain real property in the Carriage Hills Section One Subdivision.

There was no further discussion.

**Motion to approve carried 7-0**

**23. Consideration, discussion, and possible action on the selection and award for the Mixed Use Sports/Entertainment Development Feasibility Study services for the 236-acre East Manor Development No. 1 property.**

The city staff recommended that the City Council authorize the City Manager to select and award the Mixed Use Sports/Entertainment Development Feasibility Study services for the 236-acre East Manor Development No. 1 property to a consultant from the list of responding firms based on his and the selection committee's input and scoring of the Request for Proposals in an amount not to exceed \$546,000, and to negotiate and execute a final service contract with the consultant selected.

City Manager Moore discussed the proposed award for the Mixed Use Sports/Entertainment Development Feasibility Study.

A discussion was held regarding a potential consultant that was being considered.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to authorize the City Manager to select and award the Mixed Use Sports/Entertainment Development Feasibility Study services for the 236-acre East Manor Development No. 1 property to a consultant from the list of responding firms based on his and the selection committee's input and scoring of the Request for Proposals in an amount not to exceed \$546,000, and to negotiate and execute a final service contract with the consultant selected.

A discussion was held regarding the chosen consultant to present at a future meeting for council consideration.

**MOTION:** Upon an amended motion made by Council Member Moreno and seconded by Council Member Wallace to negotiate a final service contract to be presented back to the city council.

There was no further discussion.

**Motion to approve carried 7-0**

**24. Consideration, discussion, and possible action on a Resolution Finding Public Convenience and Necessity and Authorizing the Use of Eminent Domain to Condemn if Necessary a 10,540 Square Foot Water Line Easement and a 10,500 Square Foot Temporary Construction Easement (both as described in the Resolution and Exhibit "A" attached to the Resolution) from that certain 10.00 Acre Tract Conveyed to Plata Holdings, LLC and recorded at Document Number 2021219060 of the Official Public Records of Travis County, Texas, for the Public Use and Purpose of Construction of a Water Line.**

The City Staff recommends that the Council approve Resolution No. 2024-12 as follows:

"I move that the City of Manor authorize the use of the power of eminent domain to acquire both a permanent water line easement of 10,540 square feet and a temporary construction easement of 10,500 square feet from property owned by Plata Holdings, LLC and described in Agenda Item No. 24 for the public use of constructing and operating public water lines and infrastructure improvements."

Assistant City Attorney Rivera discussed the proposed resolution.

Resolution No. 2024-12: A Resolution of the City Council of the City of Manor, Texas Finding Public Convenience and Necessity and Authorizing Eminent Domain Proceedings, if Necessary, for Acquisition of a Permanent Water Line Easement Over a 10,540 Square Foot Parcel of Land and a Temporary Construction Easement Over a 10,500 Square Foot Parcel of Land, Both Parcels Being Situated in the Green Berry Gates Survey, Abstract No. 315, in Travis County, Texas, and Both Parcels Also Being out of That Same Tract of Land Conveyed to Plata Holdings, LLLC in Document No. 2021219060 of the Official Public Records of Travis, County, Texas, and Establishing an Effective Date; and Finding and Determining That the Meeting at Which This Resolution is Passed was Noticed and is Open to the Public as Required by Law.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Weir to approve Resolution No. 2024-12 as follows: "I move that the City of Manor authorize the use of the power of eminent domain to acquire both a permanent water line easement of 10,540 square feet and a temporary construction easement of 10,500 square feet from property owned by Plata Holdings, LLC and described in Agenda Item No. 24 for the public use of constructing and operating public water lines and infrastructure improvements."



There was no further discussion.

**Motion to approve carried 7-0**

**25. 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. 2024-13 authorizing 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.

City Manager Moore discussed the proposed resolution for future Community Project Funding.

Resolution No. 2024-13: A Resolution of The City Council of The City of Manor, Texas, Authorizing the Filing of Community Project Funding Applications for Energy and Water Development, Interior, Environment, Public Safety Technology and Equipment, 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 Moreno and seconded by Council Member Wallace to approve Resolution No. 2024-13 authorizing 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 10:01 p.m. on Wednesday, April 17, 2024, in accordance with the requirements of the Open Meetings Law.

**EXECUTIVE SESSION**

The Manor City Council convened into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in *Section 551.074 Personnel Matters to discuss duties of the City Manager; 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; Sections 551.07 Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Shadowglen PUD; 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; and Sections 551.071 Texas Government Code, and*

**City Council Regular Session Minutes**  
**April 17, 2024**

*Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding legislation related to daycares at 10:01 p.m. on Wednesday, April 17, 2024.*

The Executive Session was adjourned at 11:36 p.m. on Wednesday, April 17, 2024.

**OPEN SESSION**

The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and took action on item(s) discussed during the Closed Executive Session at 11:36 p.m. on Wednesday, April 17, 2024.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to authorize negotiation of the deposit agreement, executed by the City Manager or Mayor, and return to the council for ratification on the May 1<sup>st</sup> regular meeting.

There was no further discussion.

**Motion to approve carried 7-0**

**26. Consideration, discussion, and possible action on a Resolution of the City of Manor, Texas approving and authorizing the execution of the EntradaGlen Public Improvement District Reimbursement Agreement.**

The city staff recommended that the City Council approve Resolution No. 2024-03 of the City of Manor, Texas approving and authorizing the Manor EntraGlen Public Improvement District Reimbursement Agreement.

Assistant City Attorney Rivera discussed the proposed Resolution approving and authorizing the Manor EntraGlen Public Improvement District Reimbursement Agreement.

Danny Burnett, Dwyer Realty, 9900 Highway 290 E. Manor, Texas, submitted a speaker card in support of this item. He clarified that the naming of the streets would be followed by district regulations.

Pete Dwyer, Dwyer Realty, 9900 Highway 290 E. Manor, Texas, submitted a speaker card in support of this item; however, he did not wish to speak but was available to answer any questions posed by the City Council.

Jordan Dwyer, Dwyer Realty, 9900 Highway 290 E. Manor, Texas, submitted a speaker card in support of this item; however, she did not wish to speak but was available to answer any questions posed by the City Council.

Sharon Smith, 100 Congress Avenue, Suite 1300, Austin, Texas, submitted a speaker card in support of this item; however, she did not wish to speak but was available to answer any questions posed by the City Council.

**City Council Regular Session Minutes**  
**April 17, 2024**

Resolution No. 2024-13: A Resolution of The City Council of The City of Manor, Texas, Authorizing the Filing of Community Project Funding Applications for Energy and Water Development, Interior, Environment, Public Safety Technology and Equipment, 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 Wallace and seconded by Council Member Moreno approve Resolution No. 2024-03 of the City of Manor, Texas approving and authorizing the Manor EntraGlen Public Improvement District Reimbursement Agreement.

There was no further discussion.

**Motion to approve carried 7-0**

**27. Consideration, discussion, and possible action on an ordinance of the City of Manor, Texas establishing an exemption from ad valorem taxes for qualifying childcare facility properties, providing a severability clause, providing savings, effective date, and open meetings clauses, and providing for related matters.**

**MOTION:** Upon a motion made by Council Member Deja Hill and seconded by Council Member Moreno postpone the item indefinitely.

There was no further discussion.

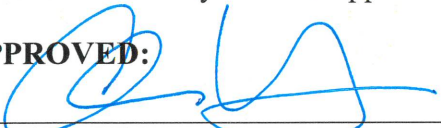
**Motion to postpone carried 7-0**

**ADJOURNMENT**

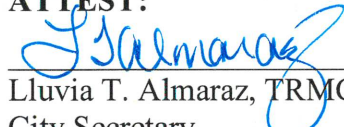
The Regular Session of the Manor City Council was Adjourned at 11:43 p.m. on Wednesday, April 17, 2024.

The Manor City Council approved these minutes on May 1, 2024.

**APPROVED:**

  
\_\_\_\_\_  
Dr. Christopher Harvey,  
Mayor

**ATTEST:**

  
\_\_\_\_\_  
Luvia T. Almaraz, TRMC  
City Secretary





*City Council Meeting*

*April 17, 2024*

**Action PR.8: Improve Jennie Lane Park.**

Consider the following improvements to Jennie Lane Park.

- Install more prominent park signage.
- Add a splash pad.
- Add a half-court basketball court or two pickleball courts.
- Add trees along the perimeter of the park for additional shade.
- Expand the veteran’s memorial.

**Action PR.9: Prepare an updated Timmermann Park Master Plan.**

A conceptual master plan was completed for Timmermann Park in 2016. Based on current park improvements, the potential to possibly expand the park boundaries through land acquisition, and the facility needs identified in this plan, it is recommended that the City update the master plan. The update process should include an opportunity for community input. Potential elements to evaluate in the master plan could include the following, with consideration that they will likely not all fit on the site:

- Expanded park boundaries.
- Enhanced boundary delineation and park signage.
- Disc golf course.
- Event lawn.

- Multipurpose field and/or baseball field.
- Dog park.
- Basketball court.
- Splash pad.
- Skate park.
- Additional picnic areas.
- Shade over the playground.
- Improving drainage near the playground.
- Additional shade along the trail.
- Trail lighting.
- Enhanced pedestrian crossing at Ring Drive.
- Opportunities for floodplain and waterway enhancements for water quality.

**Action PR.10: Implement the Timmermann Park Master Plan.**

After updating the master plan, the City should move forward with implementation of the improvements as funding becomes available. Implementation of playground improvements, shade for the trail, and trail lighting should be considered in the near term.

**Action PR.11: Develop a ShadowGlen Open Space Master Plan.**

ShadowGlen Open Space is the City’s largest park and remains largely undeveloped. It is also entirely in the floodplain. Improvements will need to be carefully considered to



*Splash pads provide water-based recreation that can be easily incorporated into a park setting*

# City of Manor Park Priorities 2024

We Want to Hear From You!

The City of Manor’s Planning & Zoning Commission is conducting a survey to prioritize future recreational improvements within Timmerman Park.

The survey takes less than 5 minutes, is anonymous, and will influence future policy, design, and management of Manor’s Parks and Recreation services.

Do you live in Manor?

- Yes
- No

What is your Age?

- 5-10
- 11-16
- 17-25
- 26-40
- 41-60
- 61+

Please rank the most needed major recreational elements for the City of Manor.

**#1 being the highest priority and #10 being the lowest priority.**

	1 - Highest Priority	2	3	4	5	6	7	8	9	10 - Lowest Priority
Skateboard Facility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Basketball Courts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pickle Ball	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tennis Courts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creekside Trails	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kayak Launch Points	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nature Preserve/ Green Space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sports Fields	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dog Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# City of Manor Park Priorities 2024

Please rank the importance of adding the following park elements to our inventory.

	Not Important	Kind of Important	Neutral	Important	Very Important
Pavilions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public Wi-Fi	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Solar Lighting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
BBQ Pits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Art	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Picnic Tables or Benches	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Restrooms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Security Cameras	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Swings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Playgrounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Splash Pad	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disc Golf	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please share any additional thoughts you may have about the City of Manor adding park features or programs to Timmerman Park.

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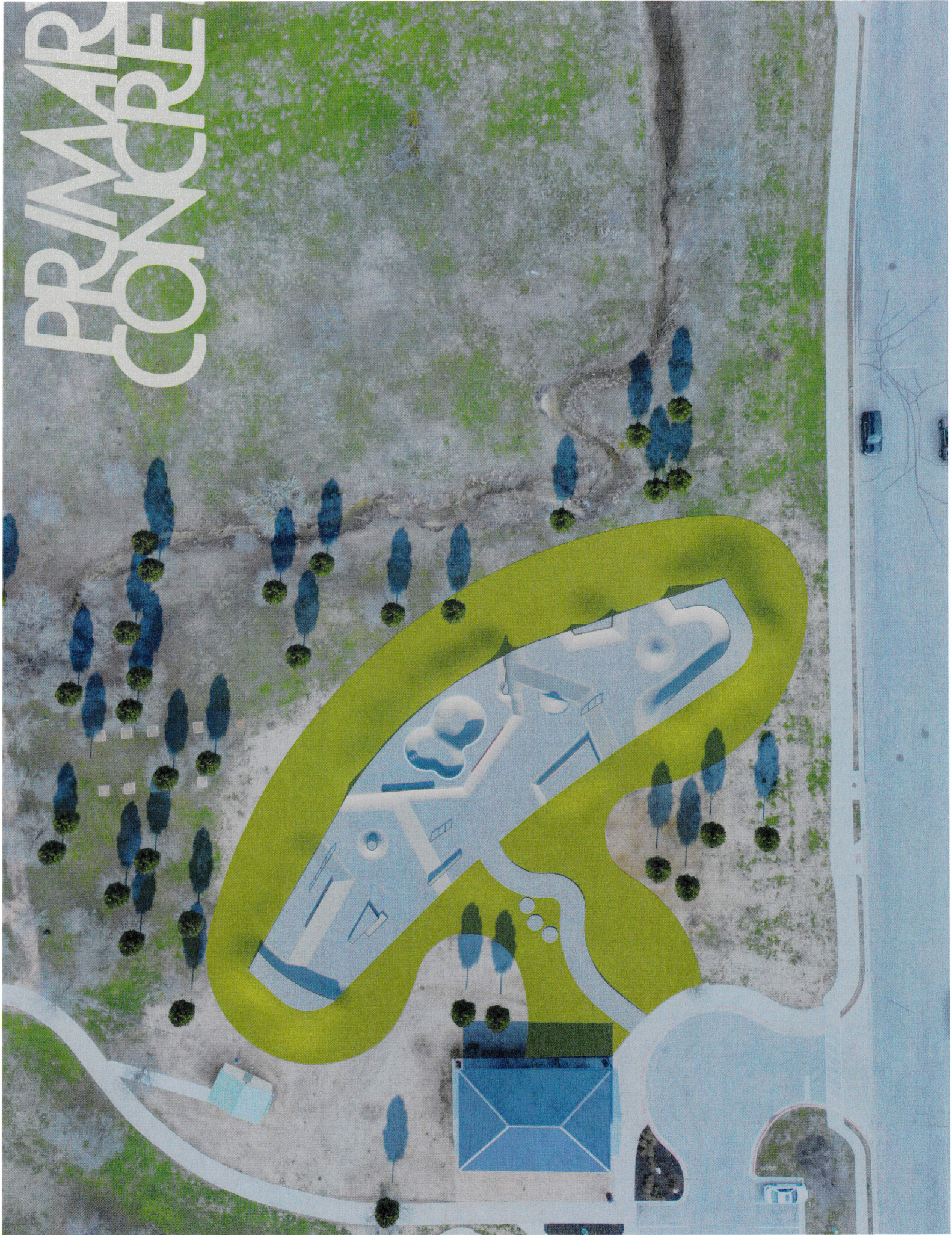






ARTE

# PRIMAR CONCRETE



# PRIMARY CONCRETE

3200 square feet





BY

## Shared Pathway with Skateboard Amenities



## Shared Pathway with Skateboard Amenities





Floodplain

Developable Area  
230,000 SF

Developable Area  
40,000 SF

Developable Area  
18,000 SF

Developable Area  
42,000 SF

Floodplain

Floodplain





