



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, May 17, 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

PROCLAMATIONS

- A. Declaring the week of May 21-27, 2023, as “Public Works Week”**

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.

PRESENTATION

- A. 2023 TML Small Town Conference Update, presented by Mayor Harvey.**

PUBLIC HEARINGS

1. **Conduct a public hearing on an ordinance rezoning five (5) lots on .23 acres, more or less, out of the South 40 ft of Lots 6-10, Block 1, AE Lanes Addition, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF).**

Applicant: Saavy ATX Realty LLC

Owner: Wenkai Chen

Submitted by: Scott Dunlop, Development Services Director

2. **Conduct a public hearing on an ordinance rezoning one (1) lot on 1.069 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 13500 FM 973, Manor, TX from Industrial Light (IN-1) to Commercial Light (C-1).**

Applicant: Henry Juarez

Owner: Henry Juarez

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 of May 3, 2023, City Council Regular Meeting.**

Submitted by: Lluvia T. Almaraz, City Secretary

4. **Consideration, discussion, and possible action on accepting the April 2023 Departmental Reports.**

Submitted by: Scott Moore, City Manager

- **Police – Ryan Phipps, Chief of Police**
- **Finance – Lydia Collins, Director of Finance**
- **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**

5. **Consideration, discussion, and possible action on the Purchase Agreements with Carlota Nunez and Simon Nunez for a wastewater easement with a temporary construction easement.**

Submitted by: Scott Moore, City Manager

REGULAR AGENDA

6. **Consideration, discussion, and possible action on an Interlocal Agreement Between Manor Independent School District and the City of Manor for the Summer Library Program.**
Submitted by: Scott Moore, City Manager
7. **First Reading: Consideration, discussion, and possible action on an Ordinance rezoning five (5) lots on .23 acres, more or less, out of the South 40 ft of Lots 6-10, Block 1, AE Lanes Addition, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF).**
Applicant: Saavy ATX Realty LLC
Owner: Wenkai Chen
Submitted by: Scott Dunlop, Development Services Director
8. **First Reading: Consideration, discussion, and possible action on an ordinance rezoning one (1) lot on 1.069 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 13500 FM 973, Manor, TX from Industrial Light (IN-1) to Commercial Light (C-1).**
Applicant: Henry Juarez
Owner: Henry Juarez
Submitted by: Scott Dunlop, Development Services Director
9. **Consideration, discussion, and possible action on a Performance Bond Extension request for the Village at Manor Commons Phase 3.**
Submitted by: Scott Dunlop, Development Services Director
10. **Consideration, discussion, and possible action on a resolution of the City of Manor, Texas, approving and authorizing the Manor Heights Public Improvement District Reimbursement Agreement (Improvement Area #3).**
Submitted by: Scott Dunlop, Development Services Director
11. **Consideration, discussion, and possible action on the City of Manor Fiscal Year 2023-2024 Budget Priorities with the Legislative Agenda.**
Submitted by: Lydia Collins, Finance Director
12. **Consideration, discussion, and possible action on a resolution to conduct a public hearing to consider amendment of Water and Wastewater Community Impact Fees as recommended by the Advisory Committee.**
Submitted by: Pauline M. Gray, P.E., City Engineer
13. **Consideration, discussion, and possible action on the approval to submit the FY2023 Project Improvement List to Capital Metro.**
Submitted by: Pauline M. Gray, P.E., City Engineer

- 14. Consideration, discussion, and possible action on a change order to the construction contract for the Cottonwood Creek Phase 2 Wastewater Collection System Improvement project.**
Submitted by: Frank T. Phelan, P.E., City Engineer
- 15. Consideration, discussion, and possible action on a statement of work for engineering services for the Manor Commercial Park Wastewater Collection System & Carriage Hills Lift Station #5 Improvements project.**
Submitted by: Frank T. Phelan, P.E., City Engineer
- 16. Consideration, discussion, and possible action on the 2022 Fall Inflow and Infiltration Report.**
Submitted by: Frank T. Phelan, P.E., City Engineer
- 17. Consideration, discussion, and possible action on an amendment to the Space Needs Assessment and Facilities Master Plan Contract with PGAL.**
Submitted by: Lydia Collins, Finance Director
- 18. Consideration, discussion, and possible action on creating the City Facilities Design Committee; and appointing Mayor Harvey and two (2) City Councilmembers to the City Facilities Design Committee with City staff.**
Submitted by: Lydia Collins, Finance Director
- 19. Consideration, discussion, and possible action on approving and authorizing the Scope of Work included in the Request for Proposals for City Branding and Ongoing Communications Services.**
Submitted by: Scott Jones, Economic Development Director
- 20. Consideration, discussion, and possible action on an ordinance of the City of Manor, Texas, repealing Ordinance No. 309.**
Submitted by: Scott Jones, Economic Development 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:

- *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, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Multi-Family Project Development Using Public Facility Corporations; and*
- *Section 551.071 and Section 551.087, Texas Government Code to deliberate on the acquisition 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.

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, May 12, 2023, by 5:00 PM and remained so posted continuously for at least 72 hours preceding the scheduled time of the 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