



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, April 17, 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. Budget Committee**

*Submitted by: Maria Amezcua, Council Member, Chair*

- B. Public Improvement District Committee**  
*Submitted by: Aaron Moreno, Council Member, Chair*
- C. Park Committee - Park Plan Update**  
*Submitted by: Sonia Wallace, Council Member, Chair*
- D. Public Tree Advisory Board**  
*Submitted by: Maria Amezcua, Council Member, Chair*
- E. Economic Development Committee**  
*Submitted by: Mayor Harvey, Chair*
- F. Capital Improvement Committee**  
*Submitted by: Deja Hill, Chair*
- G. Community Collaborative Committee**  
*Submitted by: Mayor Harvey, Chair*
- H. HealthCare Committee – Bristol Myers Update**  
*Submitted by: Anne Weir, Chair*
- I. Emergency Management Committee**  
*Submitted by: Ryan Phipps, Chief of Police, Chair*
- J. Public Safety Committee**  
*Submitted by: Emily Hill, Mayor Pro Tem, Chair*

## **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.**  
*Submitted by: Scott Dunlop, Development Services Director*
- 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*  
*Submitted by: Scott Dunlop, Development Services Director*
- 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*

*Submitted by: Scott Dunlop, Development Services Director*

- 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*

*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.*

- 5. Consideration, discussion, and possible action to approve the City Council Minutes of April 3, 2024, City Council Special Session.**

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

- 6. Consideration, discussion, and possible action on accepting the March 2024 City Council Monthly Reports.**

*Submitted by: Scott Moore, City Manager*

- 7. Consideration, discussion, and possible action on accepting the March 2024 Departmental Reports.**

*Submitted by: Scott Moore, City Manager*

- **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**

## **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.**

*Submitted by: Tyler Shows, E.I.T, Engineer Associate*

- 9. Consideration, discussion, and possible action authorizing the purchasing of sixteen (16) automatic hydrant flushers.**  
*Submitted by: Matthew Woodard, Public Works Director*
- 10. Consideration, discussion, and possible action on a Water Conservation Plan and a Drought Contingency Plan for the City of Manor.**  
*Submitted by: Scott Moore, City Manager*
- 11. Consideration, discussion, and possible action on the allocation of Hotel Occupancy Tax (HOT) Funds for ManorPalooza Expenses.**  
*Submitted by: Yalondra Valderrama, Heritage & Tourism Director*
- 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.**  
*Submitted by: Scott Moore, City Manager*
- 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.**  
*Submitted by: Scott Dunlop, Development Services Director*
- 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*  
*Submitted by: Scott Dunlop, Development Services Director*
- 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*  
*Submitted by: Scott Dunlop, Development Services Director*
- 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*  
*Submitted by: Scott Dunlop, Development Services Director*

- 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*  
*Submitted by: Scott Dunlop, Development Services Director*
- 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.**  
*Submitted by: Scott Moore, City Manager*
- 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.**  
*Submitted by: Scott Dunlop, Development Services Director*
- 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).**  
*Submitted by: Scott Dunlop, Development Services Director*
- 21. Consideration, discussion, and possible action on a Declaration of Public Water Quality Easement for the Shadowglen Development.**  
*Submitted by: Scott Dunlop, Development Services Director*
- 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.**  
*Submitted by: Scott Dunlop, Development Services Director*
- 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.**  
*Submitted by: Scott Jones, Economic Development Director*

- 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.**

*Submitted by: Scott Moore, City Manager*

- 25. Consideration, discussion, and possible action on a Resolution submitting a list of city projects for future Community Project Funding.**

*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:

- *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 Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding legislation related to daycares*

## **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.

- 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.**
- Submitted by: Scott Moore, City Manager*
- 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.**

*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, April 12, 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 [jalmaraz@manortx.gov](mailto:jalmaraz@manortx.gov)