



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, March 20, 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.youtube.com/@cityofmanorsocial/streams>

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

INVOCATION

PLEDGE OF ALLEGIANCE

EVENTS/ANNOUNCEMENTS

- A. **Easter Egg-Heli-Drop Event, March 30, 2024, at 15317 US Hwy 290 E.**
Submitted by: Yalondra Valderrama Santana, Heritage & Tourism Manager

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. FY2024 Community Project Funding Award – Gregg Manor Water Pump Station Expansion

Submitted by: Scott Moore, City Manager

Requested by: Dr. Christopher Harvey, Mayor

PUBLIC HEARINGS

1. Conduct a public hearing on an ordinance disannexing a 5.45 acre tract, located within Travis County, Texas; making findings of fact; disannexing certain property; providing a repealing clause; providing a severability clause; providing an open meetings clause and establishing an effective date.

Submitted by: Scott Dunlop, Development Services Director

2. Conduct a public hearing 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

3. Conduct a public hearing on an ordinance amending Ordinance 698 to modify the Planned Unit Development (PUD) Site Plan for the New Haven Final Planned Unit Development rezoning from Planned Unit Development to Planned Unit Development, and being located near the corner of Gregg Ln and FM 973, Manor, Texas.

Applicant: Quiddity Engineering

Owner: Gregg Lane Dev., LLC

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.

4. Consideration, discussion, and possible action to approve the City Council Minutes of March 4, 2024, City Council Special Session.

Submitted by: Lluvia T. Almaraz, City Secretary

5. Consideration, discussion, and possible action on accepting the February 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 Valderrama Santana, Heritage & Tourism Manager
- Municipal Court – Sarah Friberg, 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

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

Submitted by: Scott Moore, City Manager

7. Consideration, discussion, and possible action on a Purchase Contract with Manor Plaza, LLC for a waterline easement and temporary construction easement for Parcel No. 6.

Submitted by: Scott Moore, City Manager

REGULAR AGENDA

8. First Reading: Consideration, discussion, and possible action on an ordinance disannexing a 5.45 acre tract, located within Travis County, Texas; making findings of fact; disannexing certain property; providing a repealing clause; providing a severability clause; providing an open meetings clause and establishing an effective date.

Submitted by: Scott Dunlop, Development Services Director

9. First 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

10. First Reading: Consideration, discussion, and possible action on an ordinance amending Ordinance 698 to modify the Planned Unit Development (PUD) Site Plan for the New Haven Final Planned Unit Development rezoning from Planned Unit Development to Planned Unit Development, and being located near the corner of Gregg Ln and FM 973, Manor, Texas.

Applicant: Quiddity Engineering

Owner: Gregg Lane Dev., LLC

Submitted by: Scott Dunlop, Development Services Director

11. **Consideration, discussion, and possible action on a resolution of the City of Manor, Texas directing the City’s Municipal Advisor to initiate the negotiated sale of the City of Manor General Obligation Bonds, Series 2024.**
Submitted by: Scott Moore, City Manager
12. **Consideration, discussion, and possible action on an ordinance continuing a Disaster Declaration Declared on March 14, 2024, for the April 8, 2024, Solar Eclipse.**
Submitted by: Robbie Barrera, Emergency Management Coordinator
13. **Consideration, discussion, and possible action on an agreement between the City of Manor and HUB International for Benefits Consulting Services.**
Submitted by: Tracey Vasquez, HR Director
14. **Consideration, discussion, and possible action on the Swagit Services Agreement between the City of Manor and Granicus.**
Submitted by: Phil Green, IT Director
15. **Consideration, discussion, and possible action on the camera system upgrade for the City of Manor from Technik.**
Submitted by: Phil Green, IT Director
16. **Consideration, discussion, and possible action on an ordinance amending Chapter 1 General Provisions, Article 1.02 Administration, of the Manor Code of Ordinances, to Include Section 1.02.004 Official City Logo, Repealing Prior Municipal Logos, adopting a new Municipal Logo.**
Submitted by: Scott Moore, City Manager
17. **Consideration, discussion, and possible action on establishing regulations for naming city-owned properties and facilities.**
Submitted by: Scott Moore, City Manager
Requested by: Mayor Pro Tem Emily Hill

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, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding ShadowGlen development;

- 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 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding legislation related to daycares; 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.

18. 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-IA#1 Reimbursement Agreement.

Submitted by: Scott Moore, City Manager

ADJOURNMENT

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, March 15, 2024, by 5:00 PM and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

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.

/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