



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 15, 2023 at 7:00 PM

Manor City Hall, Council Chambers, 105 E. Eggleston St.

AGENDA

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

INVOCATION

PLEDGE OF ALLEGIANCE

PRESENTATIONS

- A. Oath-of-Office to Associate Municipal Judge, Jay Caballero by Presiding Judge John Yeager.

PROCLAMATIONS

- A. Declaring the month of March, as “*Women’s History Month*”
- B. Declaring the week of March 20-26, 2023, as “*International Adolescent Health 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.

PUBLIC HEARINGS

1. **Conduct a public hearing on an ordinance rezoning one (1) lot on 22.78 acres, more or less, out of the AC Caldwell Survey 52, Abstract 154 and being located at 14807 E US 290, Manor, TX from Agricultural (A) to Multi-Family 25 (MF-2).**

Applicant: Jackson Walker

Owner: Krantz Properties

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.

2. **Consideration, discussion, and possible action to approve the City Council Minutes of the March 1, 2023, City Council Regular Meeting.**

Submitted by: Lluvia T. Almaraz, City Secretary

3. **Second and Final Reading: Consideration, discussion, and possible action on an ordinance annexing 8.517 acres of land, more or less, located in Travis County, including abutting streets, roadways, and rights-of-way into the corporate limits of the city, at the request of the property owner, and approving an agreement for the provision of services for the annexed area.**

Submitted by: Scott Dunlop, Development Services Director

4. **Second and Final Reading: Consideration, discussion, and possible action on an ordinance annexing 5.470 acres of land, more or less, located in Travis County, including abutting streets, roadways, and rights-of-way into the corporate limits of the city, at the request of the property owner, and approving an agreement for the provision of services for the annexed area.**

Submitted by: Scott Dunlop, Development Services Director

5. **Consideration, discussion, and possible action on the acceptance of the February 2023 Departmental Reports.**

Submitted by: Scott Moore, City Manager

- **Finance – Lydia Collins, Director of Finance**
- **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 – 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**

REGULAR AGENDA

- 6. Consideration, discussion, and possible action on allocating funds for youth health program training within the City of Manor.**
Submitted by: Scott Moore, City Manager
- 7. Consideration, discussion, and possible action on a resolution authorizing the creation of the Manor Housing Public Facility Corporation, a Texas nonprofit public facility corporation; and approving the certificate of formation, the purpose and activities of the corporation, and the appointment of the initial board of directors.**
Submitted by: Scott Moore, City Manager
- 8. Consideration, discussion, and possible action on a Statement of Work No. 25 to the Master Services Agreement between the City of Manor and George Butler Associates, Inc. for the FY2022 Capital Metro BCT Paving Improvements Project.**
Submitted by: Pauline Gray, P.E., City Engineer
- 9. Consideration, discussion, and possible action on a Statement of Work No. 26 to the Master Services Agreement between the City of Manor and George Butler Associates, Inc. for the One-Time Capital Metro BCT Paving Improvements Project.**
Submitted by: Pauline Gray, P.E., City Engineer
- 10. First Reading: Consideration, discussion, and possible action on an ordinance rezoning one (1) lot on 22.78 acres, more or less, out of the AC Caldwell Survey 52, Abstract 154 and being located at 14807 E US 290, Manor, TX from Agricultural (A) to Multi-Family 25 (MF-2).**
Submitted by: Scott Dunlop, Development Services Director
- 11. Consideration, discussion, and possible action on a Development Agreement for Manor Commercial Park Development – Easy Jet.**
Submitted by: Scott Dunlop, Development Services Director
- 12. Consideration, discussion, and possible action on a Development Agreement for Manor Commercial Park Development – Maddtex.**
Submitted by: Scott Dunlop, Development Services Director
- 13. Consideration, discussion, and possible action on a Resolution accepting the petition for annexing 2.942 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.**
Submitted by: Scott Dunlop, Development Services Director
- 14. Consideration, discussion, and possible action on a Resolution accepting the petition for annexing 2.855 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.**
Submitted by: Scott Dunlop, Development Services Director

- 15. Consideration, discussion, and possible action on a License and Maintenance Agreement between the City of Manor and Housing Authority of Travis County for the construction, improvement, installation, and maintenance of underground stormwater and landscaping improvements located within South Bastrop Street, East Burton Street, and South Caldwell Street rights-of-way for the Manor Townhomes Phase II development.**
Submitted by: Scott Dunlop, Development Services Director
- 16. Consideration, discussion, and possible action on a contract between the City of Manor and Enterprise Fleet Management.**
Submitted by: Lydia Collins, Director of Finance
- 17. Consideration, discussion, and possible action on an Effluent Reuse Agreement between the City of Manor and Shadowglen Golf, L.P**
Submitted by: Scott Moore, City Manager
- 18. Consideration, discussion, and possible action on a Professional Service Agreement with Kimley-Horn for the design of Hill Lane Extension.**
Submitted by: Scott Moore, City Manager
- 19. Consideration, discussion, and possible action on entering into an agreement with Whole Foods to share cost for resurfacing Hill Lane.**
Submitted by: Scott Moore, City Manager
- 20. Consideration, discussion, and possible action on securing a Public Utility Easement for the Gregg Manor Ground Storage Tank Facility.**
Submitted by: Scott Moore, City Manager
- 21. 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:

- *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 Manor Spring.*

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, March 10, 2023, by 6:00 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