



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, May 15, 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.*

## PUBLIC HEARINGS

- 1. Conduct a public hearing on an Ordinance amending Chapter 13, Utilities, of the Code of Ordinances of the City of Manor, Texas, by amending the title for Article 13.02, adding Division 6 to Article 13.02, amending definitions, declaring stormwater drainage to be a public utility, establishing a municipal stormwater utility system, providing for the establishment and calculations of stormwater drainage utility charges and credits, providing for penalties and appeals, providing for a severability clause, providing savings, effective date, and open meetings clauses, and providing for other related matters.**  
*Submitted by: Scott Dunlop, Development Services Director*
- 2. Conduct a Public Hearing on the levying of assessments in Improvement Area #4 of the Manor Heights Public Improvement District.**  
*Submitted by: Scott Dunlop, Development Services Director*
- 3. Conduct a Public Hearing on the issuance of Improvement Area #4 Bonds for the Manor Heights Public Improvement District.**  
*Submitted by: Scott Dunlop, Development Services Director*
- 4. Conduct a public hearing on an ordinance rezoning one (1) lot on 0.26 acres, more or less, and being located at 310 W. Murray St., Manor, TX from (SF-1) Single-Family Suburban to (NB) Neighborhood Business.**  
*Applicant: Carilu Texas Realty LLC*  
*Owner: Carilu Texas Realty LLC*  
*Submitted by: Scott Dunlop, Development Services Director*
- 5. Conduct a public hearing on an ordinance rezoning one (1) lot on 3.75 acres, more or less, and being located at 14122 FM 1100, Manor, TX from (SF-1) Single-Family Suburban to (C-2) Medium Commercial.**  
*Applicant: Rocio Velazquez*  
*Owner: Rocio Velazquez*  
*Submitted by: Scott Dunlop, Development Services Director*
- 6. Conduct a public hearing on a Subdivision Concept Plan for Manor Commons Northeast Commercial, eighteen (18) lots on 33.93 acres, more or less, and being located at the northeast corner of the intersection of US HWY 290 and FM 973, Manor, Texas.**  
*Applicant: ALM Engineering, Inc.*  
*Owner: Timmermann Commercial Investments, LP*  
*Submitted by: Scott Dunlop, Development Services Director*
- 7. Conduct a public hearing on a Revised Subdivision Concept Plan for New Haven, two hundred sixty-one (261) lots on 91 acres, more or less, and being located near the intersection of Gregg Lane and FM 973, Manor, Texas.**  
*Applicant: Quiddity Engineering*  
*Owner: Ashton Grey*  
*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.

- 8. Consideration, discussion, and possible action to approve the City Council Minutes of May 1, 2024, Regular Meeting.**  
*Submitted by: Lluvia T. Almaraz, City Secretary*
- 9. Consideration, discussion, and possible action on accepting the April 2024 City Council Monthly Reports.**  
*Submitted by: Scott Moore, City Manager*
- 10. Consideration, discussion, and possible action on accepting the April 2024 Departmental Reports.**  
*Submitted by: Scott Moore, City Manager*
  - Finance – Belen Peña, Finance Director
  - 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
  - Human Resources – Tracey Vasquez, HR Manager
  - IT – Phil Green, IT Director
  - Administration – Lluvia T. Almaraz, City Secretary
- 11. Consideration, discussion, and possible action on a Drainage Easement in Extraterritorial Jurisdiction with Required Maintenance for Lots 8 and 9, Kimbro Road Estates.**  
*Submitted by: Scott Dunlop, Development Services Director*
- 12. Consideration, discussion, and possible action on a right-of-way dedication easement for Old Manor-Taylor Road.**  
*Submitted by: Scott Dunlop, Development Services Director*
- 13. Consideration, discussion, and possible action on a wastewater easement for the Okra Development.**  
*Submitted by: Scott Dunlop, Development Services Director*
- 14. Consideration, discussion, and possible action on an electric, water, and lift station easement for the Okra development.**  
*Submitted by: Scott Dunlop, Development Services Director*

15. **Consideration, discussion, and possible action on a partial release of the wastewater utility and lift station easement recorded in Document No. 2023012392.**

*Submitted by: Scott Dunlop, Development Services Director*

#### REGULAR AGENDA

16. **Consideration, discussion, and possible action on an Ordinance of the City of Manor, Texas, amending Chapter 13, Utilities, of the Code of Ordinances of the City of Manor, Texas, by amending the title for Article 13.02, adding Division 6 to Article 13.02, amending definitions, declaring stormwater drainage to be a public utility, establishing a municipal stormwater utility system, providing for the establishment and calculations of stormwater drainage utility charges and credits, providing for penalties and appeals, providing for a severability clause, providing savings, effective date, and open meetings clauses, and providing for other related matters.**

*Submitted by: Scott Dunlop, Development Services Director*

17. **Consideration, discussion, and possible action on an Ordinance of the City of Manor, Texas Making a Finding of Special Benefit to the Property in Improvement Area #4 of the Manor Heights Public Improvement District; Providing for the Method of Assessment of Special Assessments Against Property in Improvement Area #4 of the District; Approving an Assessment Roll for Improvement Area #4 of the District; Levying Assessments against Property within Improvement Area #4 of the District; Providing for Payment of the Assessments; Providing for Penalties and Interest on Delinquent Assessments; Establishing a Lien on Property within Improvement Area #4 of the District; Approving an Amended and Restated Service and Assessment Plan; Providing for Related Matters in Accordance with Chapter 372, Texas Local Government Code; Providing an Effective Date; and Providing for Severability.**

*Submitted by: Scott Dunlop, Development Services Director*

18. **Consideration, discussion, and possible action on an Ordinance Authorizing the Issuance of the City of Manor, Texas Special Assessment Revenue Bonds, Series 2024 (Manor Heights Public Improvement District Improvement Area #4 Project); Approving and Authorizing an Indenture of Trust, a Bond Purchase Agreement, a Limited Offering Memorandum, a Continuing Disclosure Agreement, and Other Agreements and Documents in Connection Therewith; Making Findings with Respect to the Issuance of Such Bonds; and Providing an Effective Date.**

*Submitted by: Scott Dunlop, Development Services Director*

19. **Consideration, discussion, and possible action on a Resolution authorizing the submission of a Master Plan for Parks, Recreation, and Open Spaces to the Texas Parks and Wildlife Department.**

*Submitted by: Scott Moore, City Manager*

20. **Consideration, discussion, and possible action on a Statement of Work for surplus services with GTS Technology Solutions.**

*Submitted by: Phil Green, IT Director*

21. **First Reading**: Consideration, discussion, and possible action on an Ordinance rezoning one (1) lot on 0.26 acres, more or less, and being located at 310 W. Murray St., Manor, TX from (SF-1) Single-Family Suburban to (NB) Neighborhood Business.  
*Applicant: Carilu Texas Realty LLC*  
*Owner: Carilu Texas Realty LLC*  
*Submitted by: Scott Dunlop, Development Services Director*
  
22. **First Reading**: Consideration, discussion, and possible action on an Ordinance rezoning one (1) lot on 3.75 acres, more or less, and being located at the 14122 FM 1100, Manor, TX from (SF-1) Single-Family Suburban to (C-2) Medium Commercial.  
*Applicant: Rocio Velazquez*  
*Owner: Rocio Velazquez*  
*Submitted by: Scott Dunlop, Development Services Director*
  
23. Consideration, discussion, and possible action on a Subdivision Concept Plan for Manor Commons Northeast Commercial, eighteen (18) lots on 33.93 acres, more or less, and being located at the northeast corner of the intersection of US HWY 290 and FM 973, Manor, TX.  
*Applicant: ALM Engineering, Inc.*  
*Owner: Timmermann Commercial Investments, LP*  
*Submitted by: Scott Dunlop, Development Services Director*
  
24. Consideration, discussion, and possible action on a Revised Subdivision Concept Plan for New Haven, two hundred sixty-one (261) lots on 91 acres, more or less, and being located near the intersection of Gregg Lane and FM 973, Manor, TX.  
*Applicant: Quiddity Engineering*  
*Owner: Ashton Grey*  
*Submitted by: Scott Dunlop, Development Services Director*
  
25. Consideration, discussion, and possible action on a Specific Use Request 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*
  
26. Consideration, discussion, and possible action on a Pump and Haul Agreement with Maddtex, LP for the Lonestar Development.  
*Submitted by: Scott Dunlop, Development Services Director*
  
27. Consideration, discussion, and possible action on a Pump and Haul Agreement with Easy Jet, LP for the Lonestar Development.  
*Submitted by: Scott Dunlop, Development Services Director*

- 28. Consideration, discussion, and possible action on a City of Manor, Texas Deposit Agreement for the Proposed Water Service Transfer for the Platinum 973, LLC Project.**  
*Submitted by: Scott Dunlop, Development Services Director*
- 29. Consideration, discussion, and possible action on an Ordinance closing, vacating, and abandoning a portion of street right-of-way commonly known as Old Manor-Taylor Road consisting of 0.171 acres (approximately 7,432 sq ft) in the Sumner Bacon Survey No. 62, in Travis County, Texas; authorizing conveyance to abutting property owners in proportion to abutting ownership; providing for findings of fact; and authorizing conveyance of such abandoned right-of-way by special warranty deed.**  
*Submitted by: Scott Dunlop, Development Services Director*
- 30. Consideration, discussion, and possible action on an Ordinance closing, vacating, and abandoning a portion of street right-of-way commonly known as Old Manor-Taylor Road consisting of 0.143 acres (approximately 6,235 sq ft) in the Sumner Bacon Survey No. 62, in Travis County, Texas; authorizing conveyance to abutting property owners in proportion to abutting ownership; providing for findings of fact; and authorizing conveyance of such abandoned right-of-way by special warranty deed.**  
*Submitted by: Scott Dunlop, Development Services Director*
- 31. Consideration, discussion, and possible action on a naming policy for city-owned property and facilities in the City of Manor.**  
*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 551.072, 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 Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Shadowglen PUD;*
- *Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding council compensation; and*
- *Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the release of a portion of the extraterritorial jurisdiction of the City of Austin*

## **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.

- 32. Consideration, discussion, and possible action on an Ordinance amending Ordinance No. 724 establishing compensation for the Mayor and City Council and a structured policy and procedure process.**

*Submitted by: Scott Moore, City Manager*

- 33. Consideration, discussion, and possible action on a Resolution requesting the release of a portion of the extraterritorial jurisdiction of the City of Austin, Texas consisting of a 146.920-acre tract, more or less, to the extraterritorial jurisdiction of the City of Manor, Texas.**

*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, May 10, 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 [lalmaraz@manortx.gov](mailto:lalmaraz@manortx.gov)