



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, September 06, 2023 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**

**PROCLAMATIONS**

- A. Declaring Monday, September 11, 2023, as “National Day of Service and Remembrance (9/11 Day)”
- B. Declaring Tuesday, September 19, 2023, as “National Voter Registration Day”
- C. Declaring September 15 – October 15, 2023, as “Hispanic Heritage Month”

**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. Pavement Inventory and Management Report FY2022**

*Submitted by: Nikki Conley, P.E., City Engineer - George Butler Associates, Inc. (GBA)*

## PUBLIC HEARINGS

**1. Conduct a public hearing on an ordinance amending the Shadowglen Planned Unit Development (PUD) and being located at the intersections of Lexington Street and US Hwy 290 as well as Shadowglen Boulevard and US Hwy 290, Manor, TX.**

*Applicant: Marcus Equity*

*Owner: Cottonwood Holdings Limited, LLC*

*Submitted by: Scott Dunlop, Development Services Director*

**2. Conduct a public hearing on the FY 2023-2024 Proposed Annual Budget of the City of Manor, Texas.**

*Submitted by: Lydia Collins, Director of Finance*

## 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.**

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

- **August 16, 2023, City Council Regular Meeting; and**
- **August 28, 2023, City Council Called Special Session**

**4. Consideration, discussion, and possible action on a 1.019 acre Drainage Easement for Transpak Manor Facility, LLC.**

*Submitted by: Scott Dunlop, Development Services Director*

**5. Consideration, discussion, and possible action on a Sidewalk Escrow Agreement with Transpak Manor Facility, LLC.**

*Submitted by: Scott Dunlop, Development Services Director*

**6. Second and Final Reading: Consideration, discussion, and possible action on a Specific Use Permit for a Medical Clinic located at the southwest corner of US Hwy 290 and Gregg Manor Road, Manor, TX.**

*Applicant: StreetLevel Investments*

*Owner: SL Manor 290 LP*

*Submitted by: Scott Dunlop, Development Services Director*

7. **Second and Final Reading: Consideration, discussion, and possible action on an ordinance rezoning (1) lot on .132 acres, more or less, and being located at 209 N. Lexington Street, Manor, TX from Single Family Suburban (SF-1) to Neighborhood Business (NB).**

*Applicant: Marcos Chavez*

*Owner: Marcos Chavez*

*Submitted by: Scott Dunlop, Development Services Director*

## **REGULAR AGENDA**

8. **Reconsideration of the vote on an ordinance levying Ad Valorem taxes for the use and support of the municipal government of the City of Manor for the fiscal year beginning October 1, 2023, and ending September 30, 2024.**

*Submitted by: Scott Moore, City Manager*

9. **Consideration, discussion, and possible action on setting a public hearing for the FY 2023-2024 Proposed Property Tax Rate of the City of Manor.**

*Submitted by: Lydia Collins, Finance Director*

10. **Consideration, discussion, and possible action regarding compensation and benefits for City Council Members.**

*Submitted by: Scott Moore, City Manager and Tracey Vasquez, HR Director*

11. **Consideration, discussion, and possible action on amending the on-call service contract for consulting services with Raftelis.**

*Submitted by: Scott Moore, City Manager*

12. **Consideration, discussion, and possible action on city-owned equipment and fleet to be auctioned and/or disposed of.**

*Submitted by: Scott Moore, City Manager*

13. **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, City Engineer*

14. **First Reading: Consideration, discussion, and possible action on the first reading of an Ordinance amending the Shadowglen Planned Unit Development (PUD) and being located at the intersections of Lexington Street and US Hwy 290 as well as Shadowglen Boulevard and US Hwy 290, Manor, TX.**

*Applicant: Marcus Equity*

*Owner: Cottonwood Holdings Limited, LLC*

*Submitted by: Scott Dunlop, Development Services Director*

15. **Consideration, discussion, and possible action on the Third Amendment to the Development Agreement Under Section 43.035, Texas Local Government Code with Jefferson Triangle Marine, LP.**

*Submitted by: Scott Dunlop, Development Services Director*

- 16. Consideration, discussion, and possible action on a Development Agreement establishing development standards for the St. Joseph Catholic Church Development.**  
*Submitted by: Scott Dunlop, Development Services Director*
- 17. Consideration, discussion, and possible action to grant members of the Manor Arts Council to restore portions of the Manor Art Park picket fence.**  
*Submitted by: Matt Woodard, Director of Public Works*

## **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 551.071 Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding 707 N. Bastrop Street Short Form Final Plat;*
- *Section 551.071 and Section 551.087, Texas Government Code to deliberate on the acquisition of real property; and*
- *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.*

## **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 the Closed Executive Session.

- 18. Reconsideration of the vote on a Short Form Final Plat for one (1) lot on .23 acres, more or less, and being located at 707 Bastrop St, Manor, TX with variances to allow for 40 ft lot width, 20 ft front setback, 5 ft side setbacks, and 10 ft rear setback, and a depth-to-width ratio of 6.25:1.**  
*Applicant: SAVVY ATX REALTY LLC*  
*Owner: Wenkai Chen*  
*Submitted by: Scott Dunlop, Development Services Director*
- 19. Reconsideration, discussion, and possible action on a Short Form Final Plat for one (1) lot on .23 acres, more or less, and being located at 707 Bastrop St, Manor, TX with variances to allow for 40 ft lot width, 20 ft front setback, 5 ft side setbacks, and 10 ft rear setback, and a depth-to-width ratio of 6.25:1.**  
*Applicant: SAVVY ATX REALTY LLC*  
*Owner: Wenkai Chen*  
*Submitted by: Scott Dunlop, Development Services Director*

## **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, September 1, 2023, 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)