



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 20, 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 Saturday, September 23, 2023, as "Austin Community College District Day"**

**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 the FY2023-2024 Proposed Property Tax Rate of the City of Manor, Texas.**  
*Submitted by: Lydia Collins, Director of Finance*

2. **Conduct a Public Hearing on the FY2023-2024 Proposed Annual Budget of the City of Manor, Texas.**  
*Submitted by: Lydia Collins, Director of Finance*
  
3. **Conduct a public hearing on an ordinance amending Chapter 14 Zoning of the Manor Code of Ordinances to Modify the Provisions for the Residential Land Use Table Relating to Single Family Attached (2 units) and Single Family Attached (3 or more units); Industrialized Housing Standards; and Office, Commercial, Institutional Architectural Standards.**  
*Submitted by: Scott Dunlop, Development Services Director*
  
4. **Conduct a public hearing on an ordinance for the Okra Tract Development Final Planned Unit Development Site Plan, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX.**  
*Applicant: Sotol Ventures*  
*Owner: Dalton Wallace*  
*Submitted by: Scott Dunlop, Development Services Director*
  
5. **Conduct a public hearing on an ordinance for the Manor Heights (Carillon) Subdivision Planned Unit Development (PUD) Amendment located at 13201 Old Kimbro Road, Manor, TX.**  
*Applicant: Kimley Horn and Associates, Inc*  
*Owner: RHOF, LLC*  
*Submitted by: Scott Dunlop, Development Services Director*
  
6. **Conduct a public hearing on an ordinance rezoning two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF-1) to Downtown Business (DB).**  
*Applicant: Jiwon Jung*  
*Owner: Build Block*  
*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.*

7. **Consideration, discussion, and possible action to approve the City Council Minutes.**  
*Submitted by: Lluvia T. Almaraz, City Secretary*
  - **September 6, 2023, City Council Regular Meeting;**
  - **September 11, 2023, City Council Called Special Session; and**
  - **September 15, 2023, City Council Called Special Session**

**8. Consideration, discussion, and possible action on accepting the August 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
- 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

**9. Consideration, discussion, and possible action on a License and Maintenance Agreement with Lagos Residential Community, Inc. for the construction, improvement, installation, and maintenance of landscaping.**

*Submitted by: Scott Dunlop, Development Services Director*

**REGULAR AGENDA**

**10. Consideration, discussion, and possible action on an amendment to a Statement of Work No. 9 for the Cottonwood Creek Wastewater Treatment Plant, Phase III project.**

*Submitted by: Frank T. Phelan, P.E., City Engineer*

**11. Consideration, discussion, and possible action 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*

**12. Consideration, discussion, and possible action on an ordinance adopting the Annual Budget for the City of Manor for the fiscal year beginning October 1, 2023, and ending September 30, 2024.**

*Submitted by: Scott Moore, City Manager*

**13. First Reading: Consideration, discussion, and possible action on an ordinance amending to Chapter 14 Zoning of the Manor Code of Ordinances to Modify the Provisions for the Residential Land Use Table Relating to Single Family Attached (2 units) and Single Family Attached (3 or more units); Industrialized Housing Standards; and Office, Commercial, Institutional Architectural Standards.**

*Submitted by: Scott Dunlop, Development Services Director*

14. **First Reading: Consideration, discussion, and possible action on an ordinance for the Okra Tract Development Final Planned Unit Development Site Plan, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX.**  
*Applicant: Sotol Ventures*  
*Owner: Dalton Wallace*  
*Submitted by: Scott Dunlop, Development Services Director*
15. **First Reading: Consideration, discussion, and possible action on an ordinance for the Manor Heights (Carillon) Subdivision Planned Unit Development (PUD) Amendment located at 13201 Old Kimbro Road, Manor, TX.**  
*Applicant: Kimley Horn and Associates, Inc*  
*Owner: RHOF, LLC*  
*Submitted by: Scott Dunlop, Development Services Director*
16. **First Reading: Consideration, discussion, and possible action on an ordinance rezoning two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF-1) to Downtown Business (DB).**  
*Applicant: Jiwon Jung*  
*Owner: Build Block*  
*Submitted by: Scott Dunlop, Development Services Director*
17. **Consideration, discussion, and possible action on a lease contract for the funding of City of Manor Police vehicles.**  
*Submitted by: Lydia Collins, Director of Finance*
18. **Consideration, discussion, and possible action on renewing the re-rate medical cost projection form for FY 2023-2024 between the City of Manor and the health insurance pool, TX Health Benefits Pool; and authorized the City Manager to execute the re-rate notice and benefits form.**  
*Submitted by: Tracey Vasquez, HR Director*
19. **Consideration, discussion, and possible action regarding compensation and benefits for City Council Members.**  
*Submitted by: Scott Moore, City Manager and Tracey Vasquez, HR Director*
20. **Consideration, discussion, and possible action regarding authorizing the City Manager to select a consultant and negotiate and execute a legal agreement to perform services pursuant to the August 25, 2023 Request for Proposal Scope of Services solicited under the Terms and Conditions for the Downtown Strategic Plan Consulting Services for the City of Manor, and, in the instance a contract cannot be negotiated and/or terms agreed to by the parties, then to hire an alternate to perform the contract services, subject to legal review.**  
*Submitted by: Scott Jones, Economic Development Director*

## 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 the Manor Spring project; and*
- *Sections 551.071 and 551.072 Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding a resolution of the City of Manor, Texas authorizing the purchase and closing of real property for \$20,800,000.00, plus closing costs; providing for the approval of the Real Estate Purchase Contract and an amendment to the Contract; and authorizing the Mayor or City Manager to execute any and all contracts and documents necessary to purchase and close on the purchase of the property identified herein; and providing for related matters.*

## 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.

- 21. Consideration, discussion, and possible action on a resolution of the City of Manor, Texas authorizing the purchase and closing of real property for \$20,800,000.00, plus closing costs; providing for the approval of the Real Estate Purchase Contract and an amendment to the Contract; and authorizing the Mayor or City Manager to execute any and all contracts and documents necessary to purchase and close on the purchase of the property identified herein; 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, September 15, 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 [almaraz@manortx.gov](mailto:almaraz@manortx.gov)