



**CITY COUNCIL  
REGULAR SESSION MINUTES  
FEBRUARY 15, 2023**

**PRESENT:**

Dr. Christopher Harvey, Mayor

**COUNCIL MEMBERS:**

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 STAFF:**

Scott Moore, City Manager  
Lluvia T. Almaraz, City Secretary  
Scott Dunlop, Development Services Director  
Ryan Phipps, Chief of Police  
Denver Collins, Assistant Chief of Police  
Lydia Collins, Finance Director  
Scott Jones, Economic Development Director  
Matthew Woodard, Public Works Director  
Phil Green, IT Director  
Chasem Creed, IT Technician  
Michael Pachnick, IT Technician  
Tracey Vasquez, HR Manager  
Debbie Charbonneau, Heritage and Tourism Manager  
Sarah Friberg, Court Administrator  
Paige Saenz, City Attorney  
Veronica Rivera, Assistant City Attorney  
Frank T. Phelan, P.E., City Engineer

## **REGULAR SESSION – 7:00 P.M.**

With a quorum of the Council Members present, the regular session of the Manor City Council was called to order by Mayor Harvey at 7:09 p.m. on Wednesday, February 15, 2023, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

### **INVOCATION**

Pastor David Cox with Deliverance Worship Center gave the Invocation.

### **PLEDGE OF ALLEGIANCE**

Mayor Harvey led the Pledge of Allegiance.

### **PUBLIC COMMENTS**

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed his disagreement with the previous workshop meeting minutes regarding the racial comments he had made. He asked to go on record that he did not say any racial abusive statements and apologized to the mayor for taking his statements wrong that caused him to be escorted out of the workshop. Mr. Battaile read the Texas Open Meetings Act regarding public comments. He also expressed his frustration with the closure of the Bocce Ball Courts and requested for the Confederate Monument to be removed from the cemetery.

James D. Sulcer, 200 W. Carrie Manor, Apt. 202, Manor, Texas, submitted a speaker card and spoke in support of the Bocce Ball Courts and asked City Council to reconsider and reopen the courts for seniors.

Manuel Dasilva, 13728 Andrew Johnson St., Manor, Texas, submitted a speaker card and spoke in support of the Bocce Ball Courts and asked the City Council to reconsider the reopening of the courts.

Clara Henson, 200 W. Carrie Manor, Apt. 115 Manor, Texas, submitted a speaker card and spoke in support of the Bocce Ball Courts and asked the City Council to reconsider the reopening of the courts.

Faustino Samudio, Manor Texas, submitted a speaker card and expressed his concerns regarding the cars speeding on Highway 20 old bridge.

No one else appeared at this time.

## 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*

Development Services Director Dunlop stated that the developer had requested postponement of the Public Hearing and action item, due to additional information they would like to provide the P&Z Commission.

City Attorney Saenz clarified that the public notice would need to be republished in the newspaper if items were being postponed.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Moreno, to postpone the Public Hearing and Item No. 7 to the March 15, 2023, Regular Council Meeting.

There was no further discussion.

**Motion to postpone carried 7-0**

2. **Conduct a public hearing on a Subdivision Concept Plan for the Ginsel Tract, four (4) lots on 84.2 acres, more or less, and being located at 13301 E US Hwy 290, Manor, TX.**

*Applicant: SEC Planning, LLC; Owner: Manor 290 OZ Real Estates LP*

The city staff recommended that the City Council conduct the public hearing.

Mayor Harvey opened the public hearing.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and suggested for City Council to demand parkland and in-lieu fees from the developer. He also suggested for the developer to give a plaza to the city.

Development Services Director Dunlop discussed the proposed Subdivision Concept Plan located at 13301 E. US Highway 290, Manor, Texas.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Wallace, to close the Public Hearing.

There was no further discussion.

**Motion to close carried 7-0**

At the direction of Mayor Harvey, Item No. 4 was pulled from the Consent Agenda to be considered separately.

### **CONSENT AGENDA**

#### **3. Consideration, discussion, and possible action to approve the City Council Minutes.**

- **February 6, 2023, City Council Special Session; and**
- **February 10, 2023, City Council Special Session**

**MOTION:** Upon a motion made by Council Member Deja Hill and seconded by Council Member Amezcua to approve the Consent Agenda and pull Item No. 4 for discussion.

There was no further discussion.

**Motion to approve carried 7-0**

### **REGULAR AGENDA**

#### **4. Consideration, discussion, and possible action on the acceptance of the January 2023 Departmental Reports.**

- **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**

HR Manager Vasquez introduced IT Technician, Chasem Creed. She also mentioned that an Animal Control Officer was being hired and would start on February 27, 2023.

**MOTION:** Upon a motion made by Council Member Deja Hill and seconded by Council Member Amezcua to approve Item No. 4.

Council Member Deja Hill commented that she liked that Manor PD had included a total of Mental Health Calls on their report.

There was no further discussion.

**Motion to approve carried 7-0**

**5. Consideration, discussion, and possible action on a construction contract for the Bell Farms and Presidential Glen Lift Station Improvement Project.**

The city staff recommended that the City Council approve and award the construction contract for the Bell Farms and Presidential Glen Lift Station Improvement project to JM Pipeline, LLC in the amount of \$1,731,127.00.

City Engineer Phelan discussed the proposed contract for the Bell Farms and Presidential Glen Lift Station Improvement Project.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to approve and award the construction contract for the Bell Farms and Presidential Glen Lift Station Improvement project to JM Pipeline, LLC in the amount of \$1,737,127.00.

Clarification on the amount was discussed.

**MOTION:** Upon an amended motion made by Council Member Moreno and seconded by Council Member Amezcua to approve and award the construction contract for the Bell Farms and Presidential Glen Lift Station Improvement project to JM Pipeline, LLC in the amount of \$1,731,127.00.

Discussion was held regarding clarification of projects timeline.

There was no further discussion.

**Motion to approve carried 7-0**

**6. Consideration, discussion and possible action on the City of Manor Water and Wastewater Rate Study Report; and setting Public Hearing on the Water and Wastewater Rate for residential and commercial customers of the City of Manor, Texas.**

The city staff recommended that the City Council approve accept and approve the City of Manor Water and Wastewater Rate Study Report; and set the Public Hearing on the Water and Wastewater Rate for residential and commercial customers of the City of Manor, Texas for March 1, 2023, at 7:00 p.m.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and discussed the city's population growth. He suggested for a bond issuance for crossroads and infrastructure development.

Director of Finance Director discussed the City of Manor Water and Wastewater Rate Study Report.

Justin Rasor, Manager with Raftelis presented and discussed the attached PowerPoint Presentation.

Topics of discussion:

- Rate Study Process
- Financial Plan Assumptions
- Utility Financial Plan
- Rate and Typical Bill Comparison

Discussion was held regarding clarification on the Residential Rates Tier's fees.

Discussion was held regarding the sewer average billing that is done for residential.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to accept and approve the City of Manor Water and Wastewater Rate Study Report; and set the Public Hearing on the Water and Wastewater Rate for residential and commercial customers of the City of Manor, Texas for March 1, 2023, at 7:00 p.m.

There was no further discussion.

**Motion to approve carried 7-0**

**7. 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). Applicant: Jackson Walker; Owner: Krantz Properties**

Item No. 7 was postponed along with the Public Hearing Item No. 1 to the March 15, 2023, Regular Council Meeting. One motion was provided for both items.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Moreno, to postpone the Public Hearing and Item No. 7 to the March 15, 2023, Regular Council Meeting.

There was no further discussion.

**Motion to postpone carried 7-0**

**8. Consideration, discussion, and possible action on a Subdivision Concept Plan for the Ginsel Tract, four (4) lots on 84.2 acres, more or less, and being located at 13301 E US Hwy 290, Manor, TX. Applicant: SEC Planning, LLC; Owner: Manor 290 OZ Real Estates LP**

The city staff recommended that the City Council approve a Subdivision Concept Plan for the Ginsel Tract, four (4) lots on 84.2 acres, more or less, and being located at 13301 E. ES Highway 290, Manor, Texas

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and suggested for City Council to request parkland and in-lieu fees from the developer. He also suggested for the developer to give a plaza to the city. He requested for procedures to be given to developers.

Development Services Director Dunlop discussed the proposed Subdivision Concept Plan and clarified that policies and procedures were being provided to the developers.

Clarification was discussed if developer had talked to the Economic Development Department.

Discussion was held regarding the development's entry and exit points.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Wallace, to approve a Subdivision Concept Plan for the Ginsel Tract, four (4) lots on 84.2 acres, more or less, and being located at 13301 E. ES Highway 290, Manor, Texas

There was no further discussion.

**Motion to approve carried 6-1 (Council Member Deja Hill voted against)**

**9. First Reading: Consideration, discussion, and possible action on an Ordinance rezoning one (1) lot on .264 acres, more or less, and being located at 101 W. Boyce, Manor, TX from Neighborhood Business (NB) to Downtown Business (DB). Applicant: Jiwon Jung  
Owner: Buildblock**

The city staff recommended that the City Council approve the first reading of an ordinance rezoning one (1) lot on .264 acres, more or less, and being located at 101 W. Boyce, Manor, TX from Neighborhood Business (NB) to Downtown Business (DB).

Yungi Jung, 107 W. Boyce St., Manor, Texas, submitted a speaker card in support of this item; however, they did not wish to speak but were available to answer any questions posed by the City Council.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and discussed his point of view regarding neighborhood business in old town Manor.

Development Services Director Dunlop discussed the proposed rezoning request.

Discussion was held regarding clarification on development regulations in the downtown area.

Discussion was held regarding lighting regulations.

Ordinance: An Ordinance of the City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From Neighborhood Business (NB) to Downtown Business (DB); Making Findings of Fact; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Moreno, to approve the first reading of an ordinance rezoning one (1) lot on .264 acres, more or less, and being located at 101 W. Boyce, Manor, TX from Neighborhood Business (NB) to Downtown Business (DB).

There was no further discussion.

**Motion to approve carried 6-1 (Council Member Deja Hill voted against)**

**10. First Reading: Consideration, discussion, and possible action on an Ordinance rezoning one (1) lot on .396 acres, more or less, and being located at 107 W. Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB). Applicant: Jiwon Jung; Owner: Buildblock**

The city staff recommended that the City Council approve the first reading of an ordinance rezoning one (1) lot on .396 acres, more or less, and being located at 107 W. Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).

Yungi Jung, 107 W. Boyce St., Manor, Texas, submitted a speaker card in support of this item; however, they did not wish to speak but were available to answer any questions posed by the City Council.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and discussed his point of view regarding the rezoning request.

Ordinance: An Ordinance of the City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From Single Family Suburban (SF-1) to Downtown Business (DB); Making Findings of Fact; and Providing for Related Matters.



**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Amezcua, to approve the first reading of an ordinance rezoning one (1) lot on .396 acres, more or less, and being located at 107 W. Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).

There was no further discussion.

**Motion to approve carried 6-1 (Council Member Deja Hill voted against)**

**11. First Reading: Consideration, discussion, and possible action on an Ordinance rezoning one (1) lot on .165 acres, more or less, and being located at 108 W. Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB). Applicant: Jiwon Jung; Owner: Buildblock**

The city staff recommended that the City Council approve the first reading of an ordinance rezoning one (1) lot on .165 acres, more or less, and being located at 108 W. Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).

Yungi Jung, 107 W. Boyce St., Manor, Texas, submitted a speaker card in support of this item; however, they did not wish to speak but were available to answer any questions posed by the City Council.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and discussed his point of view regarding the rezoning request.

Mayor Harvey clarified that the proposal was aligned with the Comprehensive Plan and what voters had voted for in November.

Ordinance: An Ordinance of the City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From Single Family Suburban (SF-1) to Downtown Business (DB); Making Findings of Fact; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Amezcua, to approve the first reading of an ordinance rezoning one (1) lot on .165 acres, more or less, and being located at 108 W. Boyce, Manor, TX from Single Family Suburban (SF-1) to Downtown (DB).

There was no further discussion.

**Motion to approve failed 5-2 (Council Member Wallace and Council Member Deja Hill voted against)**

**12. Consideration, discussion, and possible action on an ordinance closing, vacating, and abandoning 2.491 acres (approximately 108,524 square feet) in the James Manor Survey No. 40, Abstract No. 546, Travis County, Texas, Being Portions of E. Lane Avenue (60' Public Right-Of-Way), San Marcos Street (80' Public Right-Of-Way), a 12' Portion of Rector Street Right-of-Way, Four 20' Alleys Crossing Blocks 17, 18, 19 and 20, and a 17' Alley Abutting Both Block 19 And a 0.397 Acre Tract, all Dedicated by the A.E. Lane's Addition, a Subdivision In Travis County, Texas According To The Map Or Plat Of Record In Book 2, Page 223 Of The Plat Records Of Travis County, Texas As Well as a 46' Portion of Rector Street Right-Of-Way Dedicated by the Town of Manor Subdivision Plat Recorded in Volume V, Page 796 of the Plat Records of Travis County, Texas; Authorizing Conveyance to Abutting Property Owners in Proportion to Abutting Ownership; Providing Findings of Fact; Authorizing Conveyance of Such Abandoned Street and Alley Right-of-Way by Special Warranty Deed.**

The city staff recommended that the City Council approve Ordinance No. 690 closing, vacating, and abandoning 2.491 acres (approximately 108,524 square feet) in the James Manor Survey No. 40, Abstract No. 546, Travis County, Texas, Being Portions of E. Lane Avenue (60' Public Right-Of-Way), San Marcos Street (80' Public Right-Of-Way), a 12' Portion of Rector Street Right-of-Way, Four 20' Alleys Crossing Blocks 17, 18, 19 and 20, and a 17' Alley Abutting Both Block 19 And a 0.397 Acre Tract, all Dedicated by the A.E. Lane's Addition, a Subdivision In Travis County, Texas According To The Map Or Plat Of Record In Book 2, Page 223 Of The Plat Records Of Travis County, Texas As Well as a 46' Portion of Rector Street Right-Of-Way Dedicated by the Town of Manor Subdivision Plat Recorded in Volume V, Page 796 of the Plat Records of Travis County, Texas; Authorizing Conveyance to Abutting Property Owners in Proportion to Abutting Ownership; Providing Findings of Fact; Authorizing Conveyance of Such Abandoned Street and Alley Right-of-Way by Special Warranty Deed.

Tommy Tucker with Legacy Performance Capital discussed and presented the attached PowerPoint presentation.

Topic of discussion:

- Right-of-Way Acquisition
- Junction
- Housing Dynamics & Middle-Income Housing
- Relevant Experience – The Isabella and Cooper's Square

Discussion was held regarding the timeline of the project.

Discussion was held regarding Public Utility Easements to the Wastewater lines.

Discussion was held regarding clarification on development proposal.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Weir, to approve Ordinance No. 690 closing, vacating, and abandoning 2.491 acres (approximately 108,524 square feet) in the James Manor Survey No. 40, Abstract No. 546, Travis County, Texas, Being Portions of E. Lane Avenue (60' Public Right-Of-Way), San Marcos Street (80' Public Right-Of-Way), a 12' Portion of Rector Street Right-of-Way, Four 20' Alleys Crossing Blocks 17, 18, 19 and 20, and a 17' Alley Abutting Both Block 19 and a 0.397 Acre Tract, all Dedicated by the A.E. Lane's Addition, a Subdivision in Travis County, Texas According to the Map or Plat of Record in Book 2, Page 223 of the Plat Records of Travis County, Texas as well as a 46' Portion of Rector Street Right-Of-Way Dedicated by the Town of Manor Subdivision Plat Recorded in Volume V, Page 796 of the Plat Records of Travis County, Texas; Authorizing Conveyance to Abutting Property Owners in Proportion to Abutting Ownership; Providing Findings of Fact; Authorizing Conveyance of Such Abandoned Street and Alley Right-of-Way by Special Warranty Deed.

There was no further discussion.

**Motion to approve carried 5-2 (Council Member Moreno and Council Member Deja Hill voted against)**

Assistant City Attorney Rivera apologized and clarified that Item No. 11 did not pass due to a super majority vote needed. She suggested that the item could be reconsidered by one of the Council Members that voted against to be brought back for discussion or be brought back to the next council meeting. Council Member Deja Hill and Council Member Wallace did not reconsider motion to approved failed. Minutes were corrected to reflect vote for Item No. 11.

**13. Consideration, discussion, and possible action on tree mitigation fee-in-lieu for Shadowglen Phase 3 Section 1 and 2.**

The city staff recommended that the City Council approve a tree mitigation fee-in-lieu for Shadowglen Phase 3 Section 1 and 2 in the amount of \$182.33 per caliper inch.

Robert Battaile 502 E. Eggleston Street, Unit A, Manor, Texas, submitted a speaker card and expressed his thoughts regarding the proposed request and also asked for parkland.

Council Member Amezcua asked for Point of Order and stated she was not entertaining any questions at this time.

Development Services Director Dunlop discussed the proposed action on tree mitigation fee-in-lieu for Shadowglen Phase 3 Section 1 and 2.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Moreno to approve a tree mitigation fee-in-lieu for Shadowglen Phase 3 Section 1 and 2 in the amount of \$182.33 per caliper inch.

There was no further discussion.

**Motion to approve carried 7-0**

**14. Consideration, discussion, and possible action on the Development Agreement for the LanZola Development.**

The city staff recommended that the City Council approve the Development Agreement for the LanZola Development.

Robert Battaile 502 E. Eggleston Street, Unit A, Manor, Texas, submitted a speaker card and expressed his thoughts regarding the proposed request.

Ricca Keepers along with Bernardo Reita with Lanzola discussed the proposed development agreement.

Topic of discussion:

- Commercial Opportunity
- Open Space
- Parkland
- Housing Development

Development Services Director Dunlop discussed the proposed agreement and highlights of the development.

Discussion was held regarding clarification on regulations for the manufacturing homes ownership.

Discussion was held regarding the cost of homes and home sizes.

Discussion was held regarding the size of lots.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to approve the Development Agreement for the LanZola Development.

There was no further discussion.

**Motion to approve carried 6-1 (Council Member Deja Hill voted against)**

**15. Consideration, discussion, and possible action on a Resolution accepting a voluntary petition for annexation of 8.517 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.**

The city staff recommended that the City Council approve Resolution No. 2023-03 accepting a voluntary petition for annexation of 8.517 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.

Development Services Director Dunlop discussed the proposed annexation.

Resolution No. 2023-03: A Resolution of the City of Manor, Texas, Accepting the Petition for Annexation of 8.517 Acres of Land, More or Less; Being Located in Travis County, Texas and Adjacent and Contiguous to the City Limits; and Providing for Open Meetings and Other Related Matters.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to approve Resolution No. 2023-03 accepting a voluntary petition for annexation of 8.517 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.

There was no further discussion.

**Motion to approve carried 7-0**

**16. Consideration, discussion, and possible action on a Resolution accepting a voluntary petition for annexation of 5.470 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.**

The city staff recommended that the City Council approve Resolution No. 2023-04 accepting a voluntary petition for annexation of 5.470 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.

Development Services Director Dunlop discussed the proposed annexation.

Resolution No. 2023-04: A Resolution of the City of Manor, Texas, Accepting the Petition for Annexation of 5.470 Acres of Land, More or Less; Being Located in Travis County, Texas and Adjacent and Contiguous to the City Limits; and Providing for Open Meetings and Other Related Matters.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to approve Resolution No. 2023-04 accepting a voluntary petition for annexation of 5.470 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.

There was no further discussion.

**Motion to approve carried 7-0**

Mayor Pro Tem Emily Hill left the meeting due to a personal emergency.

**17. Consideration, discussion, and possible action on a resolution regarding a contract for the purpose of financing public works equipment.**

The city staff recommended that the City Council approve Resolution No. 20233-05 regarding a contract for the purpose of financing public works equipment.

City Manager Moore discussed the proposed contract for the purchase of financing public works equipment.

Public Works Director Woodard explained the equipment and maintenance summary assessment.

Discussion was held regarding the financing payment schedule.

Trevor Royal with HEIL of Texas spoke in regard to the quote that was provided to staff in the amount of \$490,767.25.

Mayor Harvey suggested to table item to be able to receive additional information on proposal.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno to table the item until after Executive Session.

There was no further discussion.

**Motion to table carried 6-0**

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 9:46 p.m. on Wednesday, February 15, 2023, in accordance with the requirements of the Open Meetings Law.

**EXECUTIVE SESSION**

The Manor City Council 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 proposed amendments to and implementation of the City Council Rules of Procedure; Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding release of a portion of City's water CCN; Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Manor Apartments; 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 Springs; and Section 551.074 Personnel Matters to discuss duties of the City Manager* at 9:46 p.m. on Wednesday, February 15, 2023.

The Executive Session was adjourned at 11:31 p.m. on Wednesday, February 15, 2023.

## **OPEN SESSION**

The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and took action on item(s) discussed during Closed Executive Session at 11:31 p.m. on Wednesday, February 15, 2023.

### **17. Consideration, discussion, and possible action on a resolution regarding a contract for the purpose of financing public works equipment.**

The city staff recommended that the City Council postpone item to the March 1, 2023, Council Meeting due to missing information.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to postpone item to the March 1, 2023, Regular Council Meeting.

Discussion was held regarding clarification on postponement due to missing contract terms and quote.

Discussion was held regarding clarification on the new equipment purchased and life of equipment.

Discussion was held regarding clarification on the quote and purchase order issuance.

There was no further discussion.

**Motion to postpone carried 6-0**

### **18. Consideration, discussion, and possible action on an ordinance regarding proposed amendments and implementation of the City Council Rules of Procedures.**

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to approve ordinance No. 691 with amendments discussed in executive session.

There was no further discussion.

**Motion to approve carried 6-0**

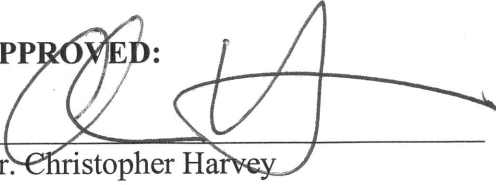
There was no further action taken.

## **ADJOURNMENT**

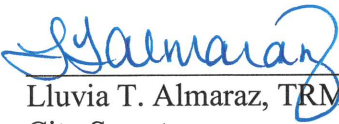
The Regular Session of the Manor City Council Adjourned at 11:40 p.m. on Wednesday, February 15, 2023.

These minutes approved by the Manor City Council on the 1<sup>st</sup> day of March 2023. (*Audio recording archived*)

**APPROVED:**

  
\_\_\_\_\_  
Dr. Christopher Harvey  
Mayor

**ATTEST:**

  
\_\_\_\_\_  
Luvia T. Almaraz, TRMC  
City Secretary





# City of Manor

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## 2023 Water and Wastewater Rate Study

February 15, 2023





# Agenda



**Rate Study Process**



**Financial Plan Assumptions**



**Utility Financial Plan**



**Rate and Typical Bill Comparison**

# Themes



# City of Manor's rates and fees must:



# How we'll get there



**Fund Operations**



**Fund Capital Projects**



**Maintain Reserves and DSC**



**Fund Growth**



**Ensure Customer Rate Equity**



**Rate Revenue**



**Impact Fees**

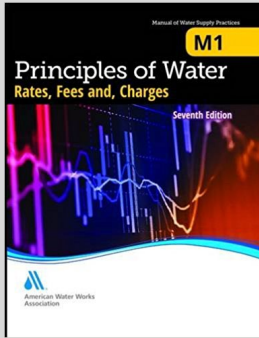


**Financial Plan**



**Rate Design**

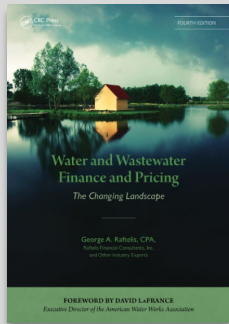
# Guided by industry-standard financial planning and rate-setting approaches



American Water Works Association,  
Manual M-1, Principles of Rates, Fees, and Charges



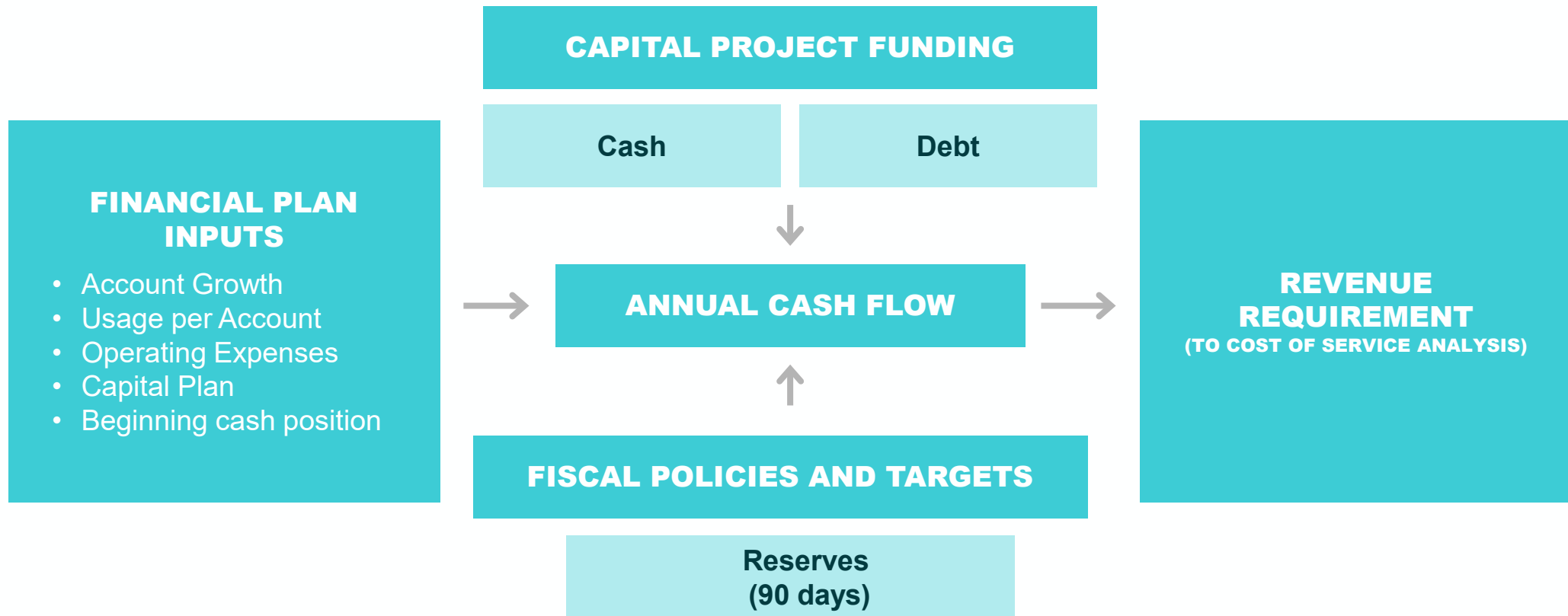
Water Environment Federation  
Financing and Charges for Wastewater Systems



Raftelis Financial Consultants  
Water and Wastewater Finance and Pricing



# Financial Planning Process



# Financial Plan Assumptions





# Expenses

- Inflationary pressure on Capital, Personnel, and Critical Operations expenses.
- Capital Improvements Plan \$66 Million over next 5 years
  - › WWTP Regional Plant, WWTP Expansions, and Rehabs
  - › Water and Wastewater Lines and Improvements
- Water Supply Costs
- **No Rate Increase since FY 2019 for Water & Sewer**

# Assumptions

- O&M Inflation 4% for FY 2024 & FY 2025
- Maintain Operating Balance 90 days
- Debt Issuance
  - › \$16.7 Million FY 2024
  - › \$38 Million FY 2025 – 2027

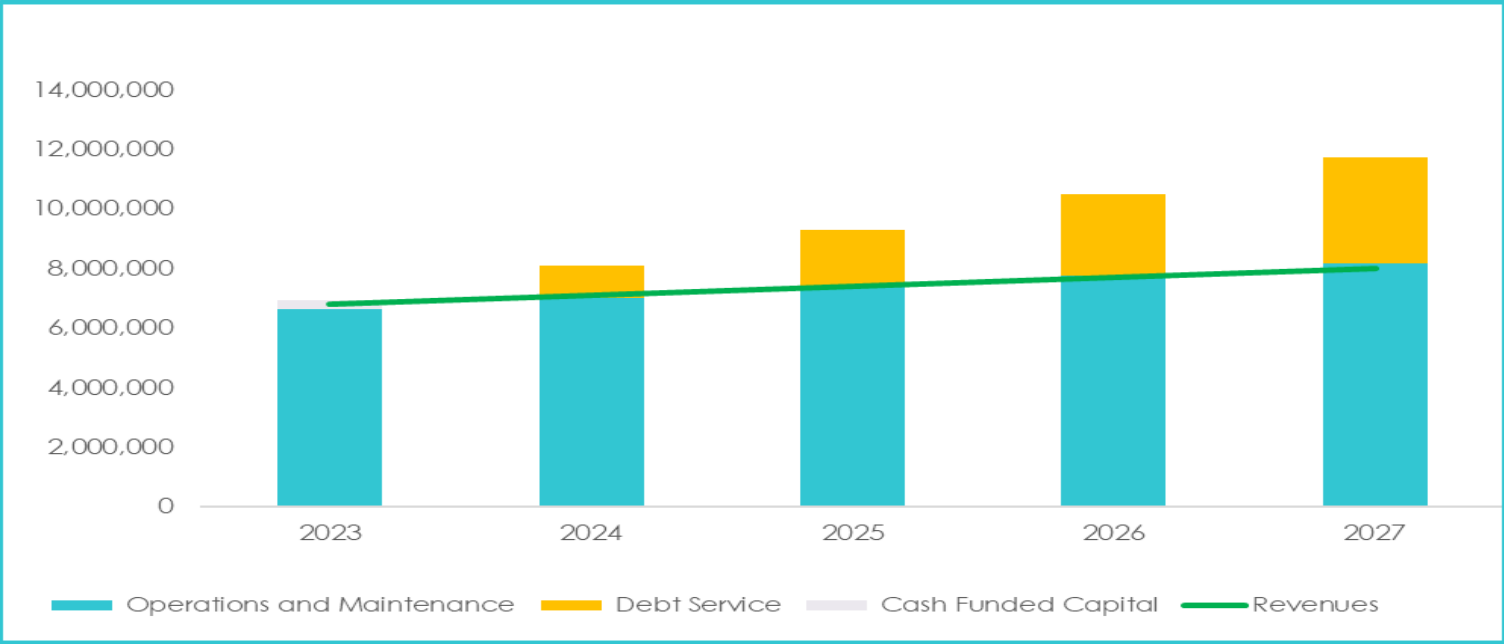
# Utility Financial Plan



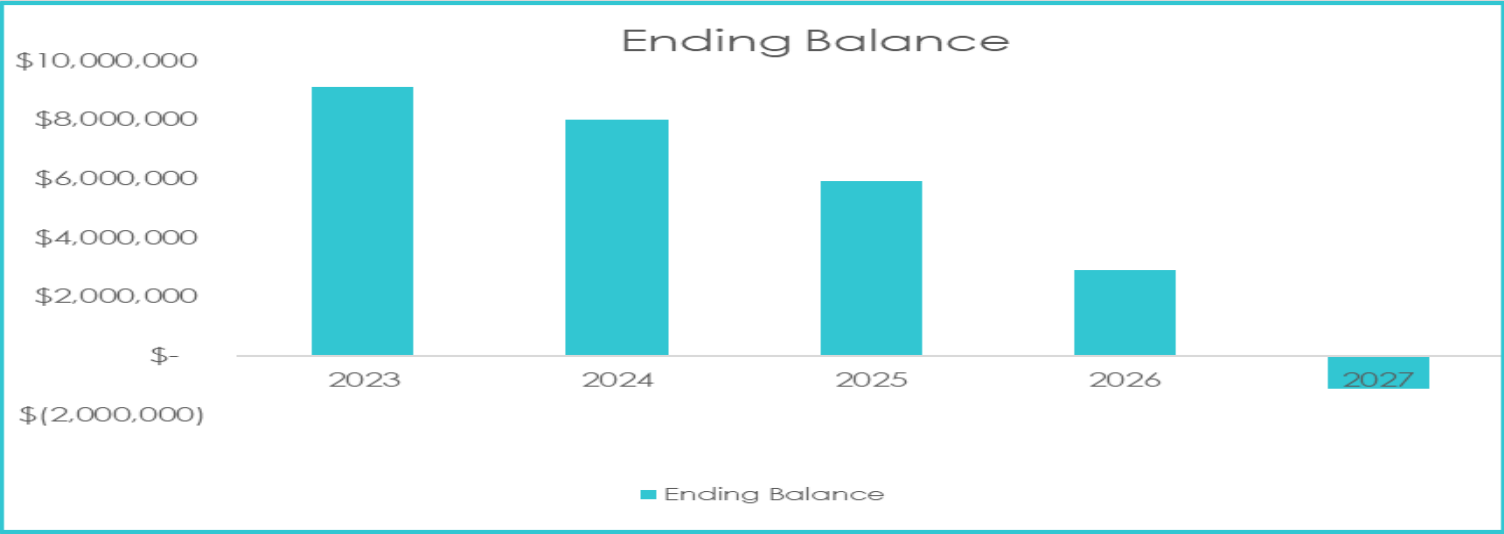
# 5-year Combined Cashflow Results

*No Annual Increases*

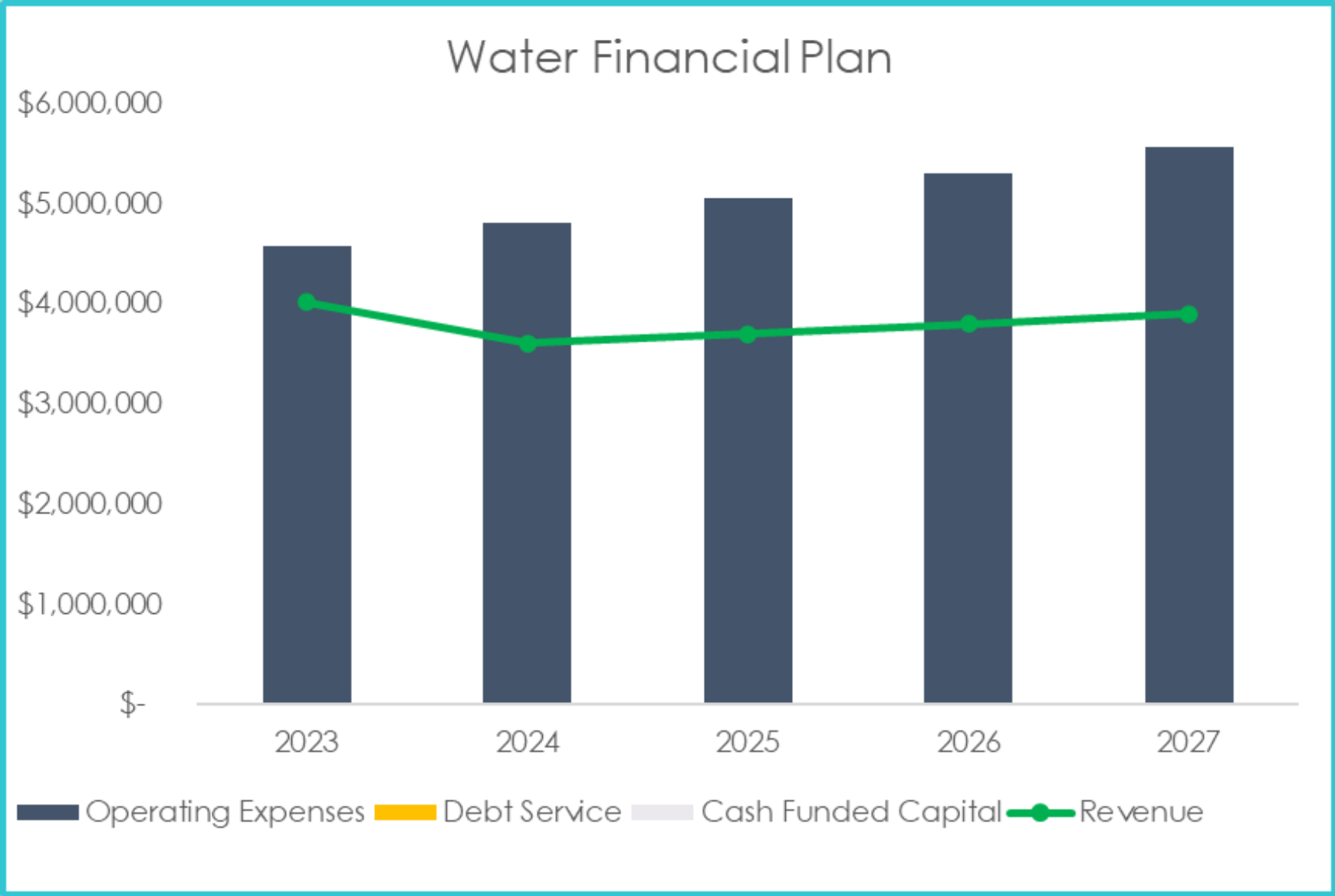
**Operating Revenues and Expenditures**



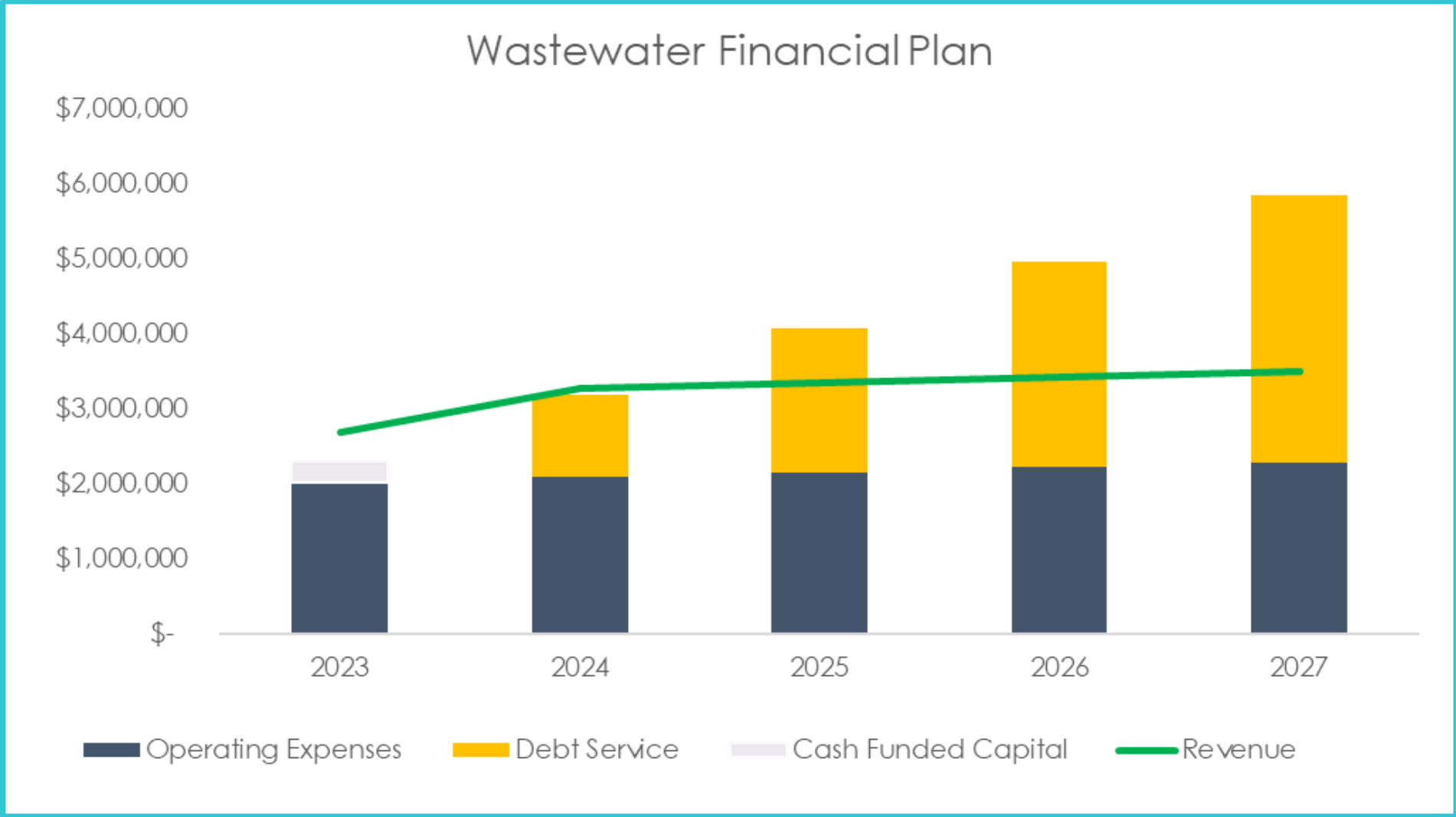
**Operating Ending Fund Balance**



# Water 5 Year (No Increase)



# Wastewater 5 Year (No Increase)



# Current State



# Residential Rates

Water	
Description	Charge
Monthly Charge	\$ 27.16
Volume Charge	
Tier 1 (0-2 kgal)	\$ 0.56
Tier 2 (2-5 kgal)	3.02
Tier 3 (5-10 kgal)	3.36
Tier 4 (10-15 kgal)	3.64
Tier 5 (15-25 kgal)	3.92
Tier 5 ( > 25kgal)	4.76

Wastewater	
Description	Charge
Monthly Charge	\$ 19.00
Volume Charge	
Tier 1 (0-8 kgal)	\$ 3.75
Tier 2 (>8 kgal)	4.40



# Commercial Rates

Water	
Description	Charge
Monthly Charge	
3/4"	\$ 15.12
1"	45.36
1-1/2"	50.40
Volume Charge	
All usage	\$ 6.30

Wastewater	
Description	Charge
Monthly Charge	
3/4"	\$ 22.50
1"	37.50
1-1/2"	75.00
Volume Charge	
All usage	\$ 6.00

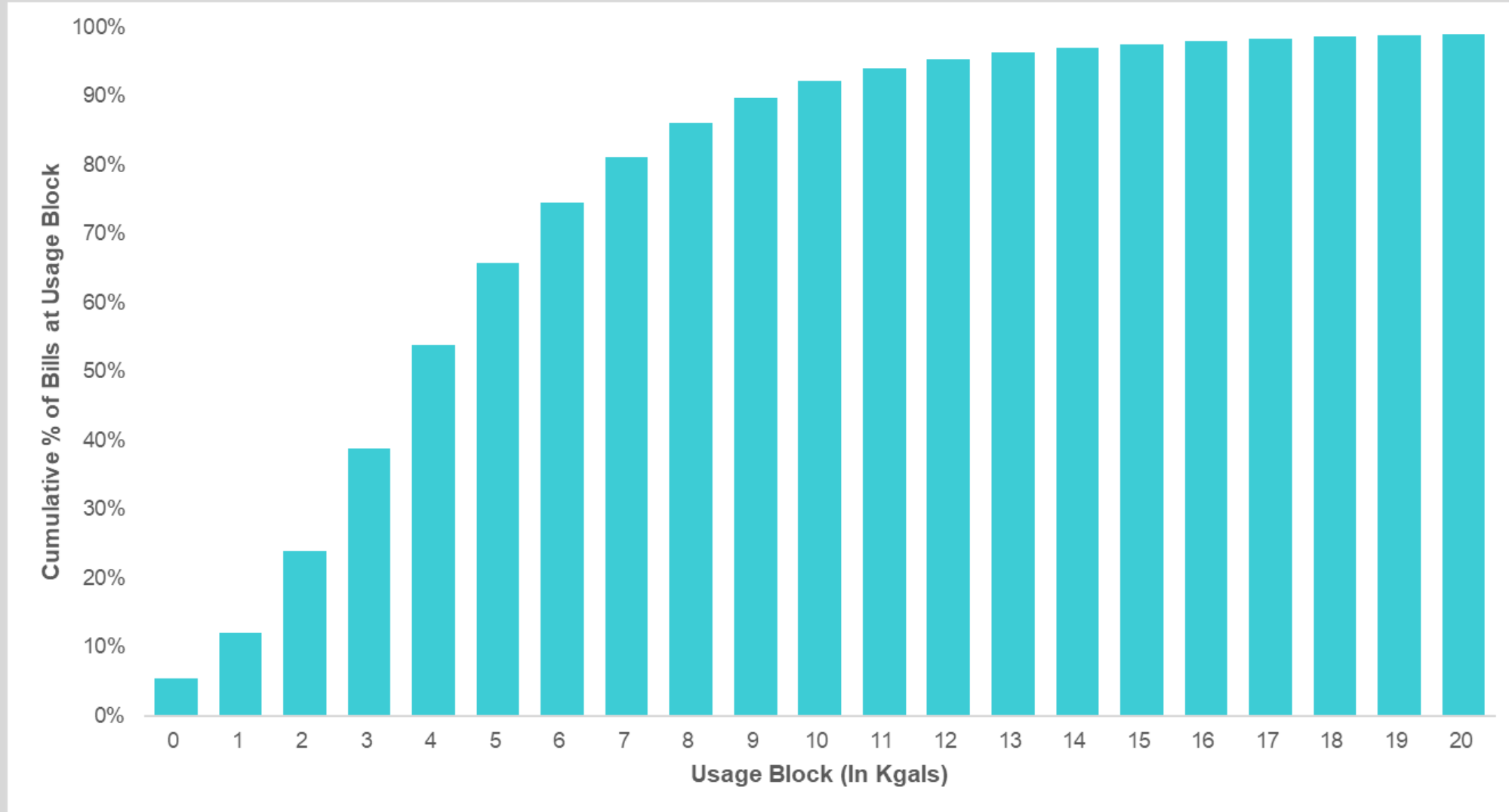
# Recommendations



# Recommendations Summary

- Increase Rates (Base Case) FY 2023 & FY 2024
  - › Two Scenarios: Base Case / Worst Case
- Rate Design Change for Water Conservation
- Implement Irrigation Class Rate (Highest Peaking Class)
- Financial Plan and Full Cost-of-Service Study for FY 25
  - › Reassess growth and Water Supply Contract Assumptions
  - › Rate Equity (Is everyone paying their fair share?)

# Water Bill Frequency Analysis



# Water Rate Structure Changes

	Current	Proposed
Description	Charge	Charge
Monthly Charge	\$ 27.16	\$ 29.06
Volume Charge		
Tier 1 (0-2 kgal)	\$ 0.56	\$ 0.56
Tier 2 (2-5 kgal)	3.02	3.02
Tier 3 (5-10 kgal)	3.36	3.78
Tier 4 (10-15 kgal)	3.64	4.72
Tier 5 (15-25 kgal)	3.92	5.90
Tier 5 ( > 25kgal)	4.76	7.37

# Financial Plan Rate Increases Worst Case (3% Growth, High Supply Cost)

	2023	2024	2025
<b>Water Rate Increase</b>	7.00%	7.00%	7.00%
<b>Wastewater Rate Increase</b>	7.00%	7.00%	7.00%
<b>Water Surplus/(Deficit)</b>	\$ (93,971)	\$ (790,204)	\$ (1,164,159)
<b>Wastewater Surplus/(Deficit)</b>	\$ 560,810	\$ 443,242	\$ (156,128)
<b>Surplus/(Deficit)</b>	\$ 466,839	\$ (346,962)	\$ (1,320,286)
<b>Ending Balance</b>	\$ 9,769,062	\$ 9,422,100	\$ 8,101,814

# Financial Plan Rate Increases

## Base Case

### (5% Growth)

	2023	2024	2025
<b>Water Rate Increase</b>	7.00%	7.00%	7.00%
<b>Wastewater Rate Increase</b>	7.00%	7.00%	7.00%
<b>Water Surplus/(Deficit)</b>	\$ (325,511)	\$ (695,672)	\$ (520,528)
<b>Wastewater Surplus/(Deficit)</b>	\$ 610,155	\$ 553,064	\$ 27,192
<b>Surplus/(Deficit)</b>	\$ 284,644	\$ (142,608)	\$ (493,336)
<b>Ending Balance</b>	\$ 9,586,867	\$ 9,444,258	\$ 8,950,923

# Peer Utility Survey

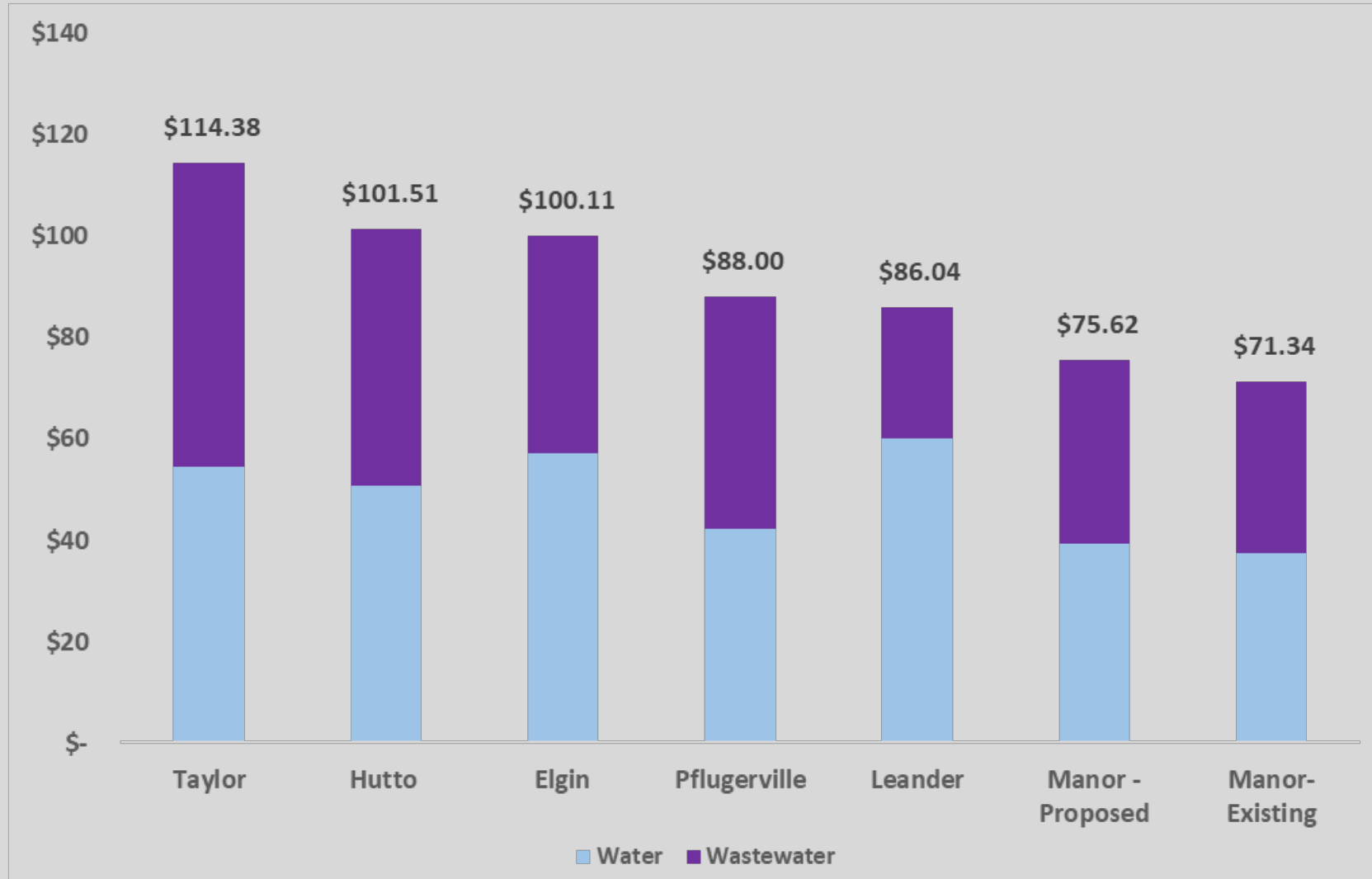




# Peer utility survey

## Typical monthly bill comparison

3/4" residential customer ( 5 kgal water, 4 kgal ww)





# Thank you!

**Contact:**

Justin Rasor, *Manager*

737 471 0146 / [jrasor@raftelis.com](mailto:jrasor@raftelis.com)

FEBRUARY 2023

RIGHT-OF-WAY ACQUISITION  
PRESENTATION



PRESENTED BY:

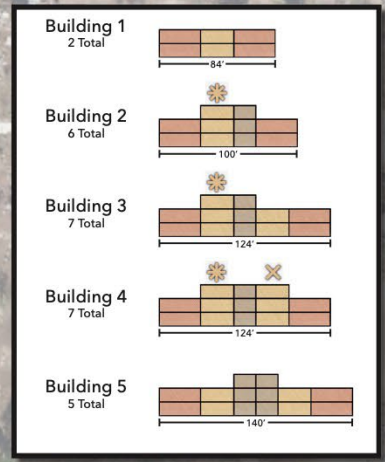
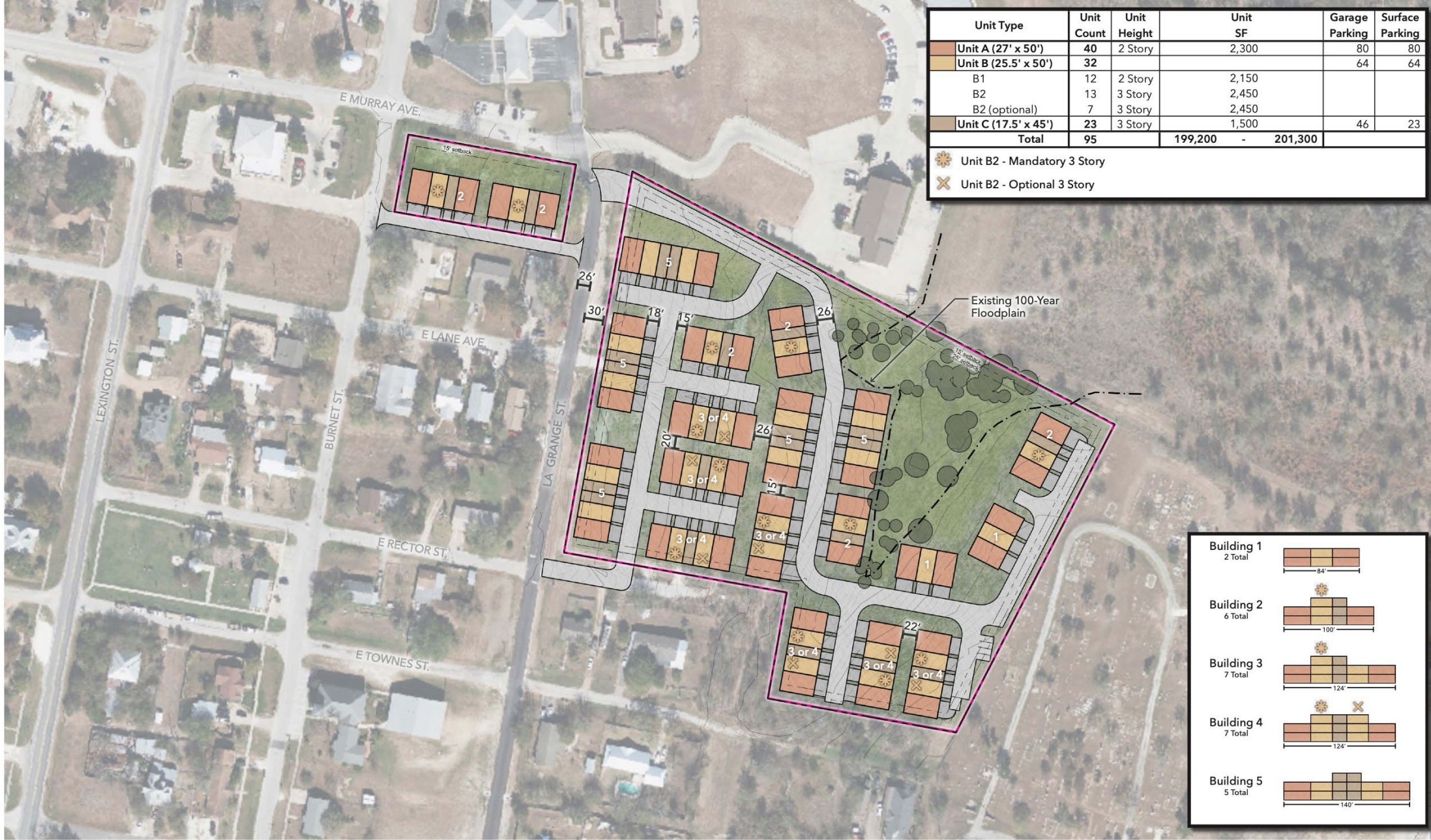


LEGACY

PERFORMANCE CAPITAL

Unit Type	Unit Count	Unit Height	Unit SF	Garage Parking	Surface Parking
Unit A (27' x 50')	40	2 Story	2,300	80	80
Unit B (25.5' x 50')	32			64	64
B1	12	2 Story	2,150		
B2	13	3 Story	2,450		
B2 (optional)	7	3 Story	2,450		
Unit C (17.5' x 45')	23	3 Story	1,500	46	23
<b>Total</b>	<b>95</b>		<b>199,200</b>	<b>-</b>	<b>201,300</b>

-  Unit B2 - Mandatory 3 Story
-  Unit B2 - Optional 3 Story



NOT FOR REGULATORY APPROVAL, PERMITTING, OR CONSTRUCTION

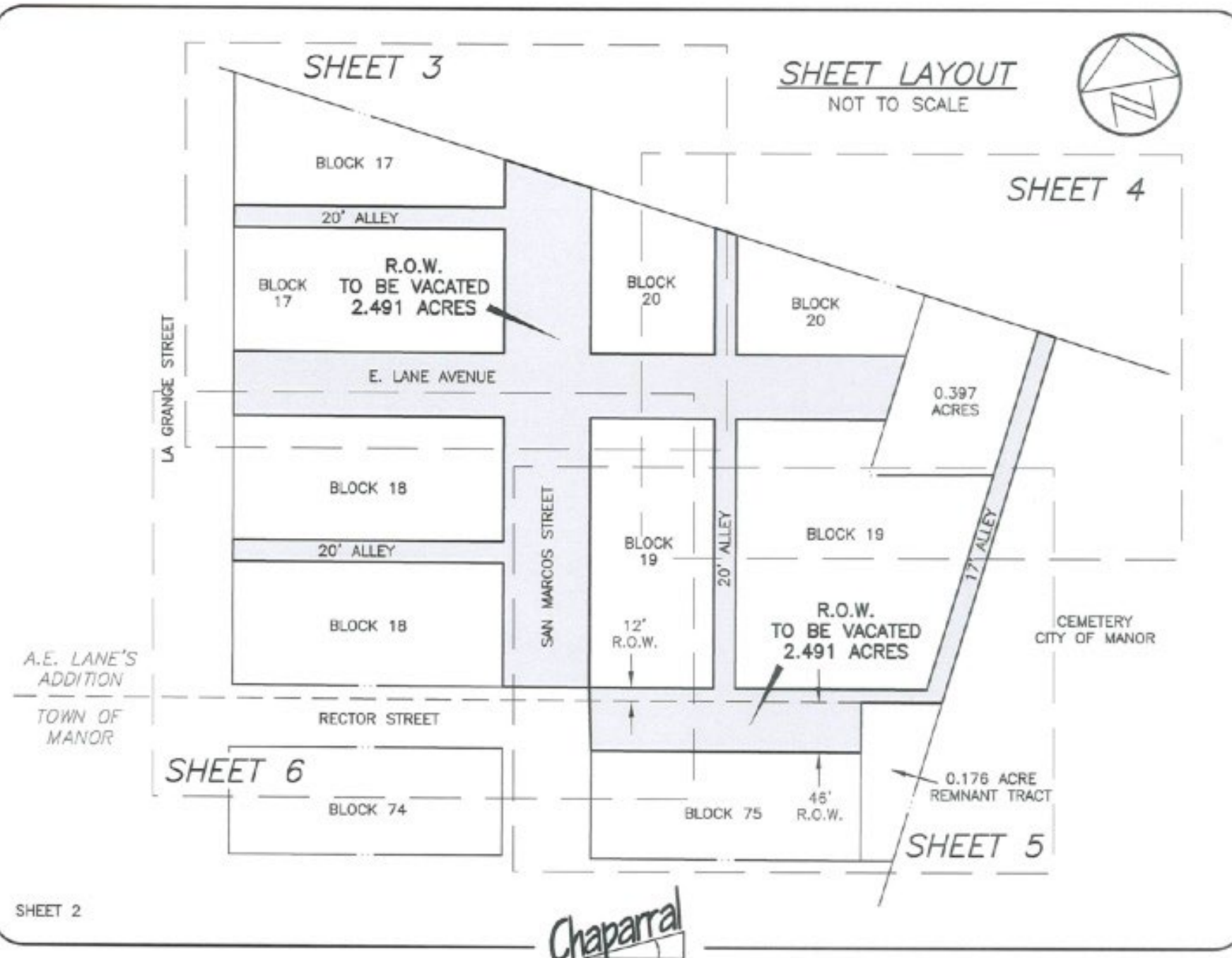


SHEET 3

SHEET LAYOUT  
NOT TO SCALE



SHEET 4



SHEET 2

Chaparral

# | JUNCTION

## SIZE:

- 95 Townhomes with two and three story elevations
- Private park
- Trails

## PROJECT DESCRIPTION:

The Junction community is located in the heart of the City of Manor in the historic downtown area. The Junction consists of 95 Townhomes priced from the low \$400s to meet a wide range of households in the area. The project architect is the award-winning DTJ Design who has designed multiple floor plan options suited to the site's rolling topography.





# **HOUSING DYNAMICS & MIDDLE-INCOME HOUSING**

**MANOR, TEXAS**

Prepared for Legacy Performance Capital  
November 28, 2022



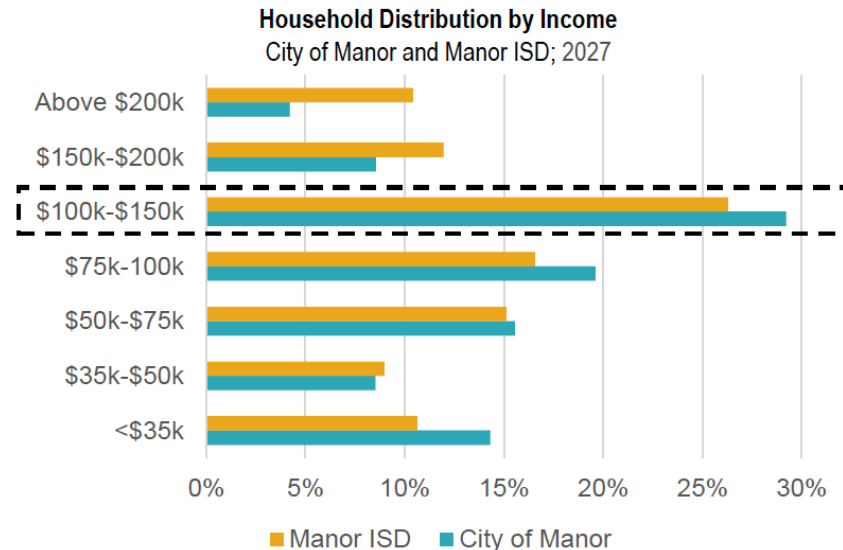
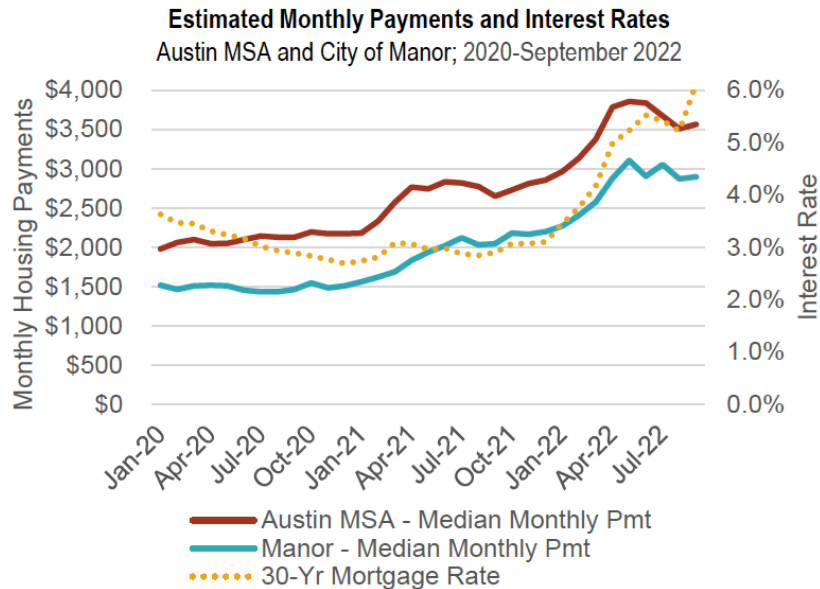
# MANOR'S HOUSING DYNAMICS

**Regional Housing Affordability Crunch:** Robust regional growth across the Austin MSA has exacerbated the region's affordable housing crises in recent years, precluding many households from purchasing homes. Areas such as Manor, which offer attractive lifestyles, strong access to employment and services, and a historically moderate cost of living, have experienced significant pricing pressure since the summer of 2020. To deliver more attainable housing, builders are looking to introduce product types typical of highly-desirable and amenitized neighborhoods, such as small lot single-family homes, townhomes, and paired villas.

**Housing Dynamics in Manor:** RCLCO estimates that new homes within Manor ISD garner substantial premiums over existing housing inventory, with new home builder inventory averaging approximately \$500,000 (builder websites) compared to a median resale price of roughly \$380,000 (Redfin Data Center) within the City of Manor. To afford the average new home within Manor ISD, a household would need to earn a minimum of \$150,000 annually, while households earning approximately \$115,000 could afford the median existing home in the market.

**Townhomes in Manor:** Legacy's proposed townhomes, priced from the low-\$400,000s, would be positioned at an attractive discount to the average new home within Manor, filling a market gap for new, high-quality homes for less than the typical new single-family detached home. Assuming normalized interest rates in the range of 4.5%, RCLCO estimates that these townhomes will be affordable to households earning between \$105,000 and \$135,000. Esri estimates that by 2027, approximately 42% of Manor households (or 49% of household residing in Manor ISD) will have incomes above \$100,000, making the townhomes affordable to the typical area resident.

**Buyer Profile:** This product would appeal to smaller households, such as young professionals, mature professionals, and young families that require less space, but seek high-quality construction in well-located neighborhoods. The growing concentration of employment in and around Manor will make the community particularly attractive to working professional households and middle managers.



Source: Builder Websites; Redfin Data Center; Esri Business Analyst; Federal Reserve Bank of St. Louis; Freddie Mac



# | RELEVANT EXPERIENCE

## THE ISABELLA

### SIZE:

- 20 Townhomes with two and three story elevations
- Dog Park
- Gathering Spaces
- Price Range \$400s - \$700s

### PROJECT DESCRIPTION:

Privately connected in the thriving South Austin community, The Isabella features 20 eclectic residences in a quiet neighborhood surrounded by trees within minutes of downtown Austin. Single-family and townhome residences starting from the low \$400s feature two and three story elevations with private yards on select homesites.





# | RELEVANT EXPERIENCE

## COOPER'S SQUARE

### SIZE:

- 30 two-story single family residences
- Dog Park
- "Town Square" Community Park
- Price Range \$400 - \$600s

### PROJECT DESCRIPTION:

Cooper's Square was designed for Austinites to experience the very best of South Austin living. Contemporary-style homes from the \$400s surround Cooper's "Town Square", an inviting open-space park designed for meeting neighbors, friends and four-legged socialites.



**THANK YOU!**



LEGACY

PERFORMANCE CAPITAL