

# CITY COUNCIL REGULAR SESSION MINUTES OCTOBER 16, 2024

This meeting was live-streamed on Manor's YouTube Channel You can access the meeting at https://www.cityofmanor.org/page/livestream

# **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
Ryan Phipps, Chief of Police
Lluvia T. Almaraz, City Secretary
Scott Jones, Economic Development Director
Tracey Vasquez, HR Director
Yalondra V. Santana, Heritage & Tourism Manager
Michael Burrell, Interim Development Services Director
Mathew Woodard, Public Works Director
Phil Green, IT Director
Pauline Gray, P.E. City Engineer
Frank Phelan, P.E., City Engineer
Veronica Rivera, Assistant City Attorney

# **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 7:06 p.m. on Wednesday, October 16, 2024, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

# **INVOCATION**

Mayor Harvey gave the invocation.

#### PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

# **PROCLAMATIONS**

# A. Declaring Friday, November 1, 2024 as "Texas Arbor Day"

Mayor Harvey read and presented the Proclamation to the Public Works Department.

# **PUBLIC COMMENTS**

Fay Carter, 18128 Topsail St., Manor, Texas, submitted a speaker card and spoke about the community's concerns on 973 and Highway 290 single lanes. She also stated that she is now on KLBJ on Fridays with Fay and spoke regarding the unity in the United States.

Ruth Taylor Biscoe, with the Manor Heritage Society in Manor, Texas, submitted a speaker card, spoke about the History of Manor, and asked about additional amenities to be added to the Art Park.

No one else appeared at this time.

# **REPORT**

# A. FY 2024-2025 Special Events Schedule

Yalondra Valderrama Santana, Heritage & Tourism Manager discussed the proposed FY2024-2025 Special Events Schedule.

A discussion was held regarding specific events that other community members could sponsor.

A discussion was held regarding the report, which will be brought back to the next council meeting for discussion and consideration of changes from city staff and council review.

# **CONSENT**

- 1. Consideration, discussion, and possible action to approve the City Council Minutes.
  - September 18, 2024, City Council Regular Meeting;
  - September 26, 2024, City Council Called Special Session; and
  - October 2, 2024, City Council Regular Meeting

- 2. Consideration, discussion, and possible action on accepting the 2024 Fourth Quarter City Council Committee Reports.
- 3. Consideration, discussion, and possible action on accepting the September 2024 City Council Monthly Reports.
- 4. Consideration, discussion, and possible action on accepting the September 2024 Departmental Reports.
  - Finance Belen Peña, Finance Director
  - Police Ryan Phipps, Chief of Police
  - Travis County ESD No. 12 Chris McKenzie, Interim Fire Chief
  - Economic Development Scott Jones, Economic Development Director
  - Development Services Michael Burrell, Interim 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
- 5. Consideration, discussion, and possible action on a resolution authorizing the issuance of Manor Housing Public Facility Corporation Multifamily Housing Revenue Bonds (Tower Road Apartments), Series 2024; approving the form of a trust indenture and loan agreement; approving the Tower Road Apartment Development; authorizing the execution of documents and instruments necessary or convenient to carry out the purposes of this resolution; and containing other provision relating thereto.

Resolution No. 2024-31: Resolution Authorizing The Issuance, Sale and Delivery by Manor Housing Public Facility Corporation of The Manor Housing Public Facility Corporation Multifamily Housing Revenue Bonds (Tower Road Apartments), Series 2024, in an Aggregate Principal Amount Not to Exceed \$60,815,000; Approving the Tower Road Apartments Development; Authorizing the Execution of Documents and Instruments Necessary or Convenient to Carry Out the Purposes of This Resolution; and Containing Other Provisions Relating Thereto.

6. Consideration, discussion, and possible action on a resolution authorizing the issuance of Manor Housing Public Facility Corporation Subordinate Multifamily Housing Revenue Bonds (Tower Road Apartments), Series 2024; approving the form of a subordinate trust indenture and subordinate loan agreement; approving the Tower Road Apartment Development; authorizing the execution of documents and instruments necessary or convenient to carry out the purposes of this resolution; and containing other provision relating thereto.

Resolution No. 2024-32: Resolution Authorizing the Issuance, Sale and Delivery by Manor Housing Public Facility Corporation of the Manor Housing Public Facility Corporation Subordinate Multifamily Housing Revenue Bonds (Tower Road Apartments), Series 2024, In an Aggregate Principal Amount Not to Exceed \$4,000,000; Approving the Tower Road Apartments Development; Authorizing the Execution of Documents and Instruments Necessary or Convenient to Carry out the Purposes of This Resolution; and Containing Other Provisions Relating Thereto.

- 7. Consideration, discussion, and possible action on a Conservation Easement for the Blue Bluff Project.
- 8. Consideration, discussion, and possible action on a resolution making available to members of the City Council the optional benefit of a deferred compensation plan administered by Nationwide Retirement Solutions and authorizing payroll deductions for participating Council members.

<u>Resolution No. 2024-33</u>: A Resolution of The City of Manor, Texas Making Available to Members of The City Council The Optional Benefit of a Deferred Compensation Plan Administered by Nationwide Retirement Solutions and Authorizing Payroll Deductions for Participating Council Members.

9. Consideration, discussion, and possible action on a resolution making available to members of the City Council the services offered by LegalShield and authorizing payroll deductions for participating Council members.

<u>Resolution No. 2024-34</u>: A Resolution of The City of Manor, Texas Making Available to Members of The City Council The Services Offered by Legalshield and Authorizing Payroll Deductions for Participating Council Members.

- 10. Consideration, discussion, and possible action on a Donation and Exchange Agreement with The Shops at Grassdale, LLC.
- 11. Consideration, discussion, and possible action on a 4,399 square foot Waterline Easement and Temporary Construction Easement.
- 12. Consideration, discussion, and possible action on a 6,589 square foot Waterline Easement and Temporary Construction Easement.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the consent agenda.

There was no further discussion.

Motion to approve carried 7-0

# **REGULAR AGENDA**

13. Consideration, discussion, and possible action on a Development Agreement Establishing Development Standards for the Boyce PJT Development (101 Boyce Street).

The city staff recommended that the City Council approve the Development Agreement Establishing Development Standards for the Boyce PJT Development (101 Boyce Street).

Assistant City Attorney Rivera discussed the proposed agreement and explained the three different tracks that were being proposed.

Sarah Kim with Build Block presented the attached PowerPoint Presentation.

A discussion was held regarding parking concerns.

A discussion was held regarding structure regulations.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the Development Agreement Establishing Development Standards for the Boyce PJT Development (101 Boyce Street) with revisions provided by legal counsel.

There was no further discussion.

# Motion to approve carried 7-0

14. Consideration, discussion, and possible action on a Chapter 380 Grant Agreement to Jiwon Jung owner of the property located at 101 W. Boyce Street to provide development incentives for the development of the property and employment opportunities.

The city staff recommended that the City Council approve Chapter 380 Grant Agreement for 101 W. Boyce Street as presented.

Economic Development Director Jones discussed the proposed agreement.

Sarah Kim and Irene Choi with Build Block submitted a speaker card in support of this item; however, they did not wish to speak but were available to address any questions posed by the City Council.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill to approve Chapter 380 Grant Agreement for 101 W. Boyce Street as presented with revisions provided by legal counsel.

There was no further discussion.

# Motion to approve carried 7-0

15. Consideration, discussion, and possible action on a Development Agreement Establishing Development Standards for the Boyce PJT Development (104 and 108 Boyce Street).

The city staff recommended that the City Council approve the Development Agreement Establishing Development Standards for the Boyce PJT Development (104 and 108 Boyce Street).

Sarah Kim and Irene Choi with Build Block submitted a speaker card in support of this item; however, they did not wish to speak but were available to address any questions posed by the City Council.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the Development Agreement Establishing Development Standards for the Boyce PJT Development (104 and 108 Boyce Street).

There was no further discussion.

# **Motion to approve carried 7-0**

16. Consideration, discussion, and possible action on a Chapter 380 Grant Agreement to Build Block, Inc. of the properties located at 104 and 108 W. Boyce Street to provide development incentives for the development of the properties and employment opportunities.

The city staff recommended that the City Council approve Chapter 380 Grant Agreement for 104 and 108 Boyce Street as presented.

Economic Development Director Jones discussed the proposed agreement.

Sarah Kim and Irene Choi with Build Block submitted a speaker card in support of this item; however, they did not wish to speak but were available to address any questions posed by the City Council.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve Chapter 380 Grant Agreement for 104 and 108 Boyce Street as presented with revisions provided by legal counsel.

There was no further discussion.

# Motion to approve carried 7-0

17. Consideration, discussion, and possible action on a Development Agreement Establishing Development Standards for the Boyce PJT Development (107 Boyce Street).

The city staff recommended that the City Council approve the Development Agreement Establishing Development Standards for the Boyce PJT Development (107 Boyce Street).

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the Development Agreement Establishing Development Standards for the Boyce PJT Development (107 Boyce Street).

There was no further discussion.

# **Motion to approve carried 7-0**

18. Consideration, discussion, and possible action on a Chapter 380 Grant Agreement to Jiwon Jung owner of the property located at 107 W. Boyce Street to provide development incentives for the development of the property and employment opportunities.

The city staff recommended that the City Council approve Chapter 380 Grant Agreement for 107 Boyce Street as presented.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve Chapter 380 Grant Agreement for 107 Boyce Street as presented with revisions provided by legal counsel.

There was no further discussion.

# Motion to approve carried 7-0

19. Consideration, discussion, and possible action on an ordinance amending Manor Code of Ordinances Appendix A Fee Schedule by repealing existing sections A5.002 and A5.003 relating to parks and special event rental fees; adopting new section A5.002 relating to parks and amenities rental fees; adopting new section A5.003 relating to special event rental fees; amending section A5.004 relating to film projects using city property fees; adopting new section A5.007 relating to equipment rental and fees for staff services; providing for an effective date, savings, severability, and open meetings clauses; and providing for related matters.

The city staff recommended that the City Council approve Ordinance No. 762 amending Manor Code of Ordinances Appendix A, Fee Schedule as presented.

Heritage & Tourism Manager V. Santana discussed the proposed amendment ordinance.

Ordinance No. 762: An Ordinance of The City of Manor, Texas, Amending Manor Code of Ordinances Appendix A Fee Schedule by Repealing Existing Sections A5.002 and A5.003 Relating to Parks and Special Event Rental Fees; Adopting New Section A5.002 Relating to Parks and Amenities Rental Fees; Adopting New Section A5.003 Relating to Special Event

Rental Fees; Amending Section A5.004 Relating to Film Projects Using City Property Fees; Adopting new Section A5.007 Relating to Equipment Rental and Fees for Staff Services; Providing for an Effective Date, Savings, Severability, and Open Meetings Clauses; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to approve Ordinance No. 762 amending Manor Code of Ordinances Appendix A, Fee Schedule as presented with revisions provided by legal counsel.

There was no further discussion.

# Motion to approve carried 7-0

20. Consideration, discussion, and possible action on the approval to submit the FY2024 Project Improvement List to Capital Metro.

The city staff recommended that the City Council select one of the three proposed options and approve the submission of the proposed project list for FY2024 to Capital Metro by the City Manager.

City Engineer Gray discussed the proposed project list for FY2024 to Capital Metro.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Mayor Pro Tem Emily Hill to select option 1 and approve the submission of the proposed project list for FY2024 to Capital Metro by the City Manager.

There was no further discussion.

# Motion to approve carried 6-1 (Council Member Amezcua voted against)

21. Consideration, discussion, and possible action on a Statement of Work No. 35 to the Master Services Agreement with George Butler Associates, Inc. for the replacement of the existing 12-inch diameter waterline with a 16-inch diameter waterline between the intermediate tank to downtown.

The city staff recommended that the City Council approve the proposed Statement of Work No. 35 to the Master Services Agreement with George Butler Associates, Inc. for the Waterline Upsizing Project in the amount of \$541,200.

City Engineer Phelan discussed the proposed statement of work.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill to approve the proposed Statement of Work No. 35 to the Master Services Agreement with George Butler Associates, Inc. for the Waterline Upsizing Project in the amount of \$541,200.

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There was no further discussion.

# **Motion to approve carried 7-0**

22. Consideration, discussion, and possible action on a Statement of Work No. 37 to the Master Services Agreement with George Butler Associates, Inc. for the construction of a waterline necessary to provide adequate conveyance across 290 from the Gregg Manor Road ground storage tank and pressurization facility to the south side of US 290 that serves downtown Manor.

The city staff recommended that the City Council approve the proposed Statement of Work No. 37 to the Master Services Agreement with George Butler Associates, Inc. for the Waterline Upsizing Project in the amount of \$68,000.

City Engineer Phelan discussed the proposed Statement of Work.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill to approve the proposed Statement of Work No. 37 to the Master Services Agreement with George Butler Associates, Inc. for the Waterline Upsizing Project in the amount of \$68,000.

There was no further discussion.

# **Motion to approve carried 7-0**

23. Consideration, discussion, and possible action on a Statement of Work No. 38 to the Master Services Agreement with George Butler Associates, Inc. for the design and construction of a waterline that will complete a loop along Bois d'Arc lane to provide improved water quality, system reliability and enhanced system capacity.

The city staff recommended that the City Council approve the proposed Statement of Work No. 38 to the Master Services Agreement with George Butler Associates, Inc. for the Waterline Upsizing Project in the amount of \$170,000.

City Engineer Phelan discussed the proposed Statement of Work.

Councilwoman Wallace stepped away from dais.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Mayor Pro Tem Emily Hill to approve the proposed Statement of Work No. 38 to the Master Services Agreement with George Butler Associates, Inc. for the Waterline Upsizing Project in the amount of \$170,000.

There was no further discussion.

# Motion to approve carried 6-0

24. Consideration, discussion, and possible action on a Statement of Work No. 40 to the Master Services Agreement with George Butler Associates, Inc. for the upgrade/upsizing of existing gravity relief pipes, with pipe diameters ranging from 18-inches to 36 inches. The total length of pipe to be installed is 4,060 linear feet.

The city staff recommended that the City Council approve the proposed Statement of Work No. 40 to the Master Services Agreement with George Butler Associates, Inc. for the Waterline Upsizing Project in the amount of \$486,500.

City Engineer Phelan discussed the proposed Statement of Work.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Mayor Pro Tem Emily Hill to approve the proposed Statement of Work No. 40 to the Master Services Agreement with George Butler Associates, Inc. for the Waterline Upsizing Project in the amount of \$486,500.

There was no further discussion.

# **Motion to approve carried 7-0**

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 10:01 p.m. on Wednesday, October 16, 2024, in accordance with the requirements of the Open Meetings Law.

# **EXECUTIVE SESSION**

The Manor City Council convened 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 the construction contract for the Bell Farms and Presidential Glen Lift Station Project; Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the Interlocal Agreement with City of Austin regarding the Transfer of the Manor Downs/Dalfen property; Section 551.071 and 551.072, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the purchase of the Gildon property a 0.198 acre tract of land; Section 551.071 Texas Government Code and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the Hibbs Lane Parcel; Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding public safety; Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the license agreement with Lennar Homes; 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 and to deliberate the purchase of real property at 10:01 p.m. on Wednesday, October 16, 2024.

The Executive Session was adjourned at 12:12 a.m. on Thursday, October 17, 2024.

# **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 the Closed Executive Session at 12:12 a.m. on Thursday, October 17, 2024.

25. Consideration, discussion, and possible action to approve a change order to the construction contract for the Bell Farms and Presidential Glenn Lift Station Expansion project.

The city staff recommended that the City Council approve Change Order No. 4 a deduct to the construction contract for the Bell Farms and Presidential Glenn Lift Station Expansion project with JM Pipeline in the amount of \$10,911.17 and the addition of 54 calendar days to the final completion of this project.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Mayor Pro Tem Emily Hill to approve Change Order No. 4 a deduct to the construction contract for the Bell Farms and Presidential Glenn Lift Station Expansion project with JM Pipeline in the amount of \$10,911.17 and the addition of 54 calendar days to the final completion of this project.

There was no further discussion.

# **Motion to approve carried 7-0**

26. Consideration, discussion, and possible action on an Interlocal Cooperation Agreement with the City of Austin for the release and transfer of property from the City of Austin Extraterritorial Jurisdiction (ETJ) to the City of Manor ETJ.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Mayor Pro Tem Emily Hill to postpone item to the November 6<sup>th</sup> council meeting.

There was no further discussion.

# Motion to postpone carried 7-0

27. Consideration, discussion, and possible action on a resolution authorizing the purchase and closing of a tract of real property consisting of 0.1980 acres, more or less, located in Travis County, Texas for \$169,900, plus closing costs, title insurance cost, providing for approval of the purchase and sale agreement and an amendment to the agreement; and providing for related matters.

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Resolution No. 2024-35: A Resolution of The City of Manor, Texas, Authorizing the Purchase and Closing of a Tract of Real Property Consisting of 0.1980 Acres, More or Less, Located in Travis County, Texas For \$169,900.00, Plus Closing Costs Title Insurance Cost; Providing for Approval of the Purchase and Sale Agreement and an Amendment to the Agreement; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Mayor Pro Tem Emily Hill to approve Resolution No. 2024-35 authorizing the purchase and closing of a tract of real property consisting of 0.1980 acres, more or less, located in Travis County, Texas for \$169,900, plus closing costs, title insurance cost, providing for approval of the purchase and sale agreement and an amendment to the agreement; and providing for related matters; and authorize the City Manager to execute the purchase agreement and all necessary documents to close on the purchase of the property.

There was no further discussion.

**Motion to approve carried 7-0** 

# **ADJOURNMENT**

The Regular Session of the Manor City Council was Adjourned at 12:16 a.m. on Thursday, October 17, 2024.

The Manor City Council approved these minutes on the 4<sup>th</sup> day of December 2024.

APPROVED:
Dr. Christopher Harvey
Mayor
ATTEST:
Lluvia T. Almaraz, TRMC
City Secretary

# Boyce Street Project 101, 107, 104, 108 W Boyce St,

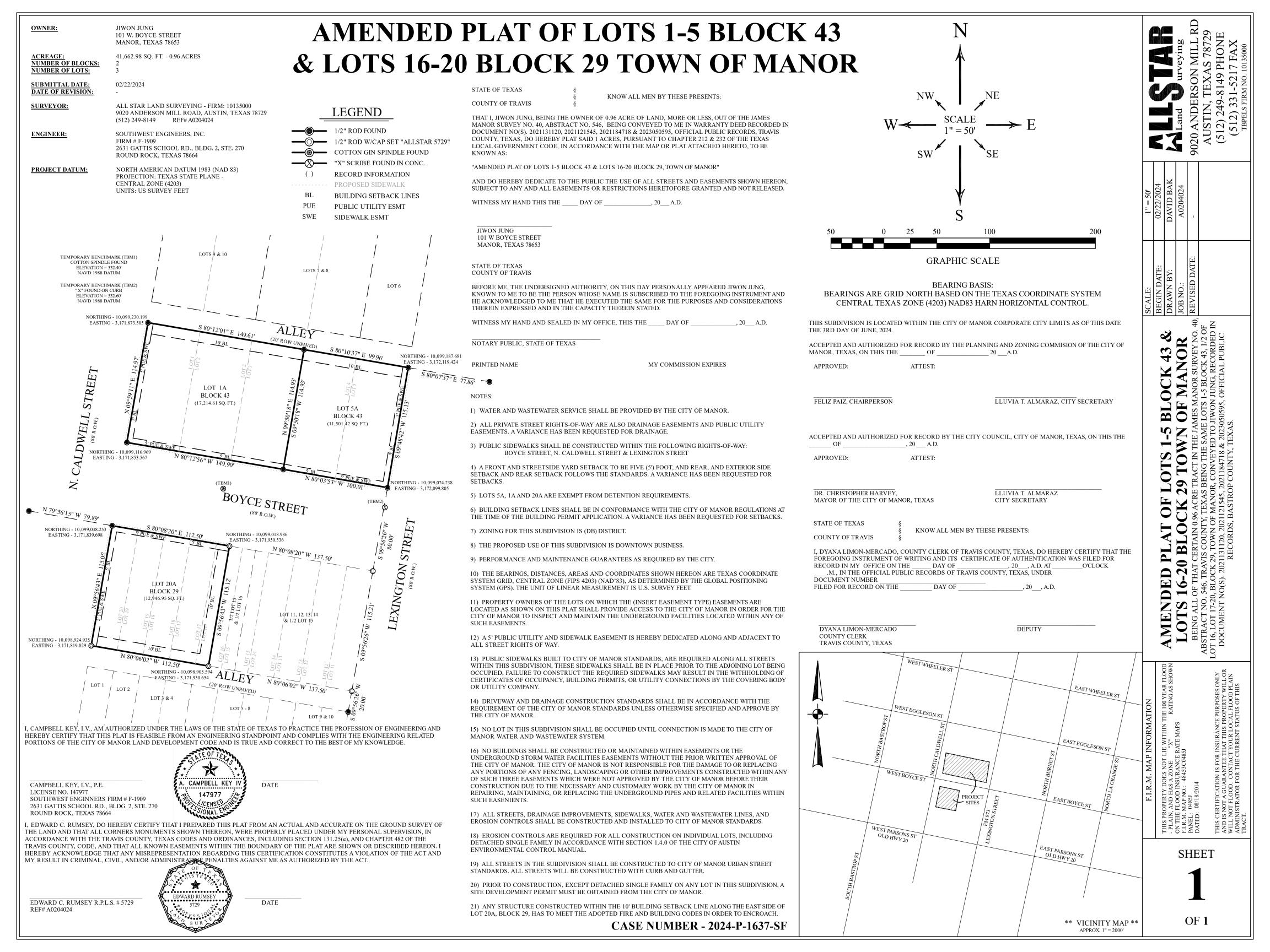
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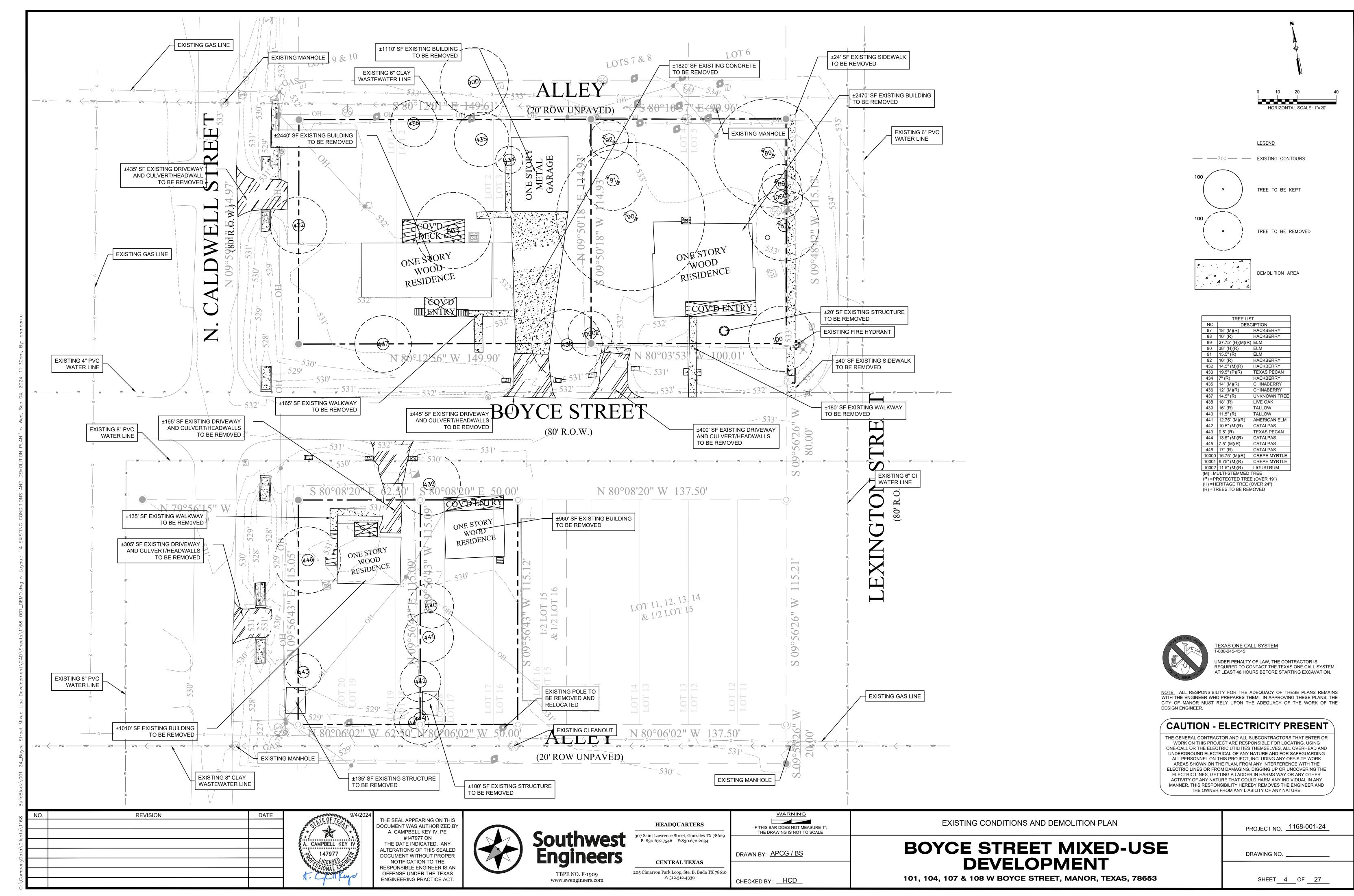


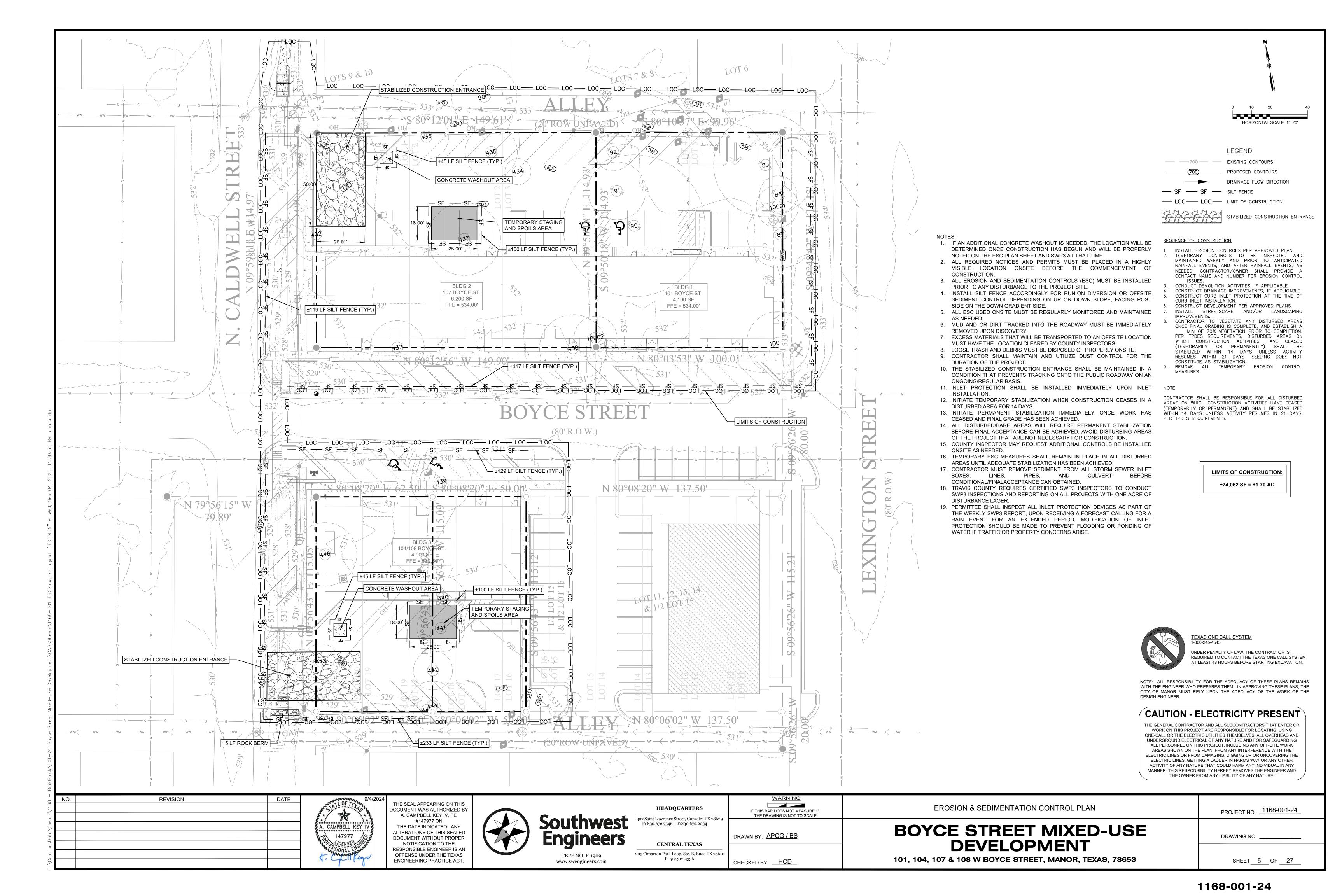


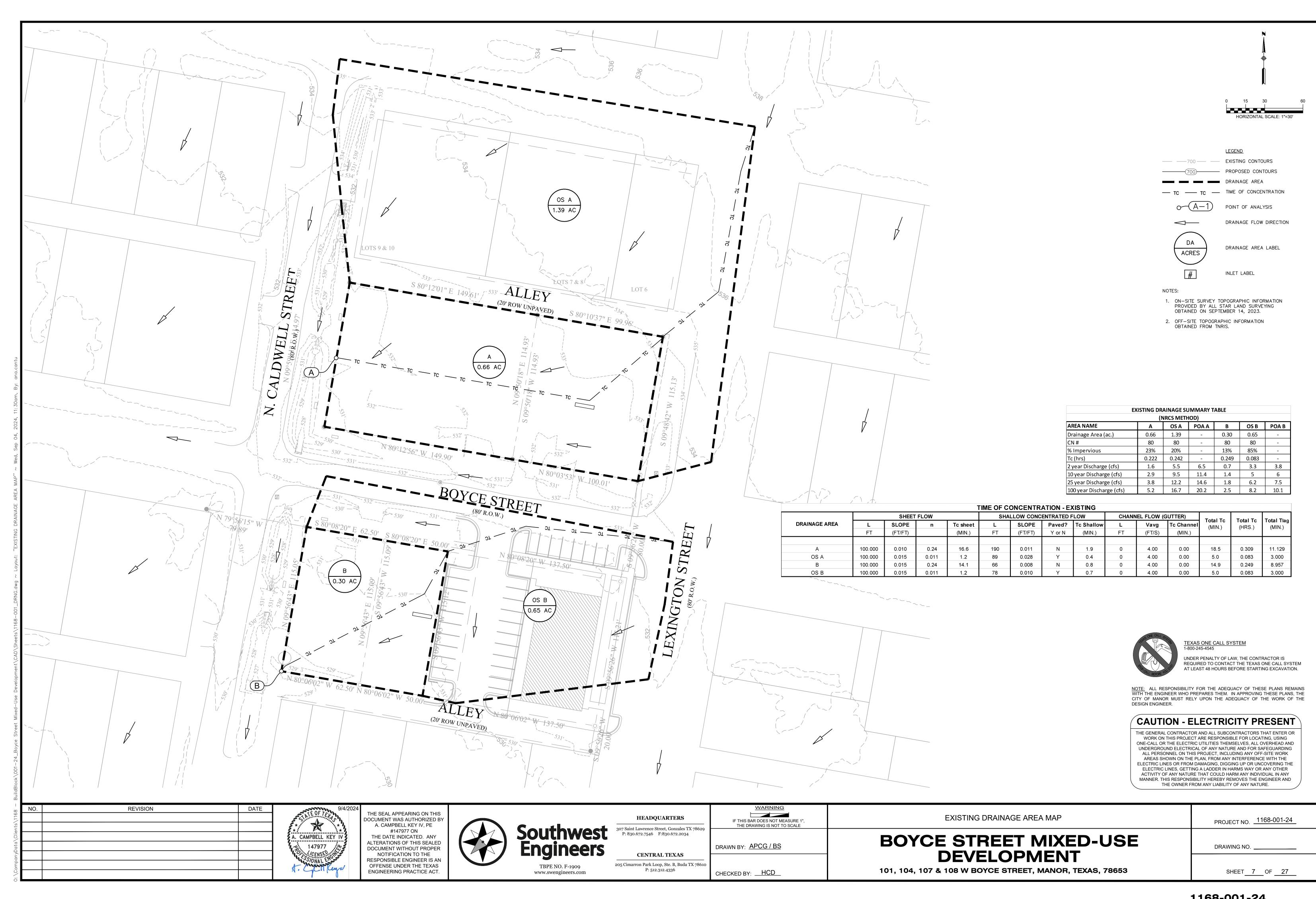


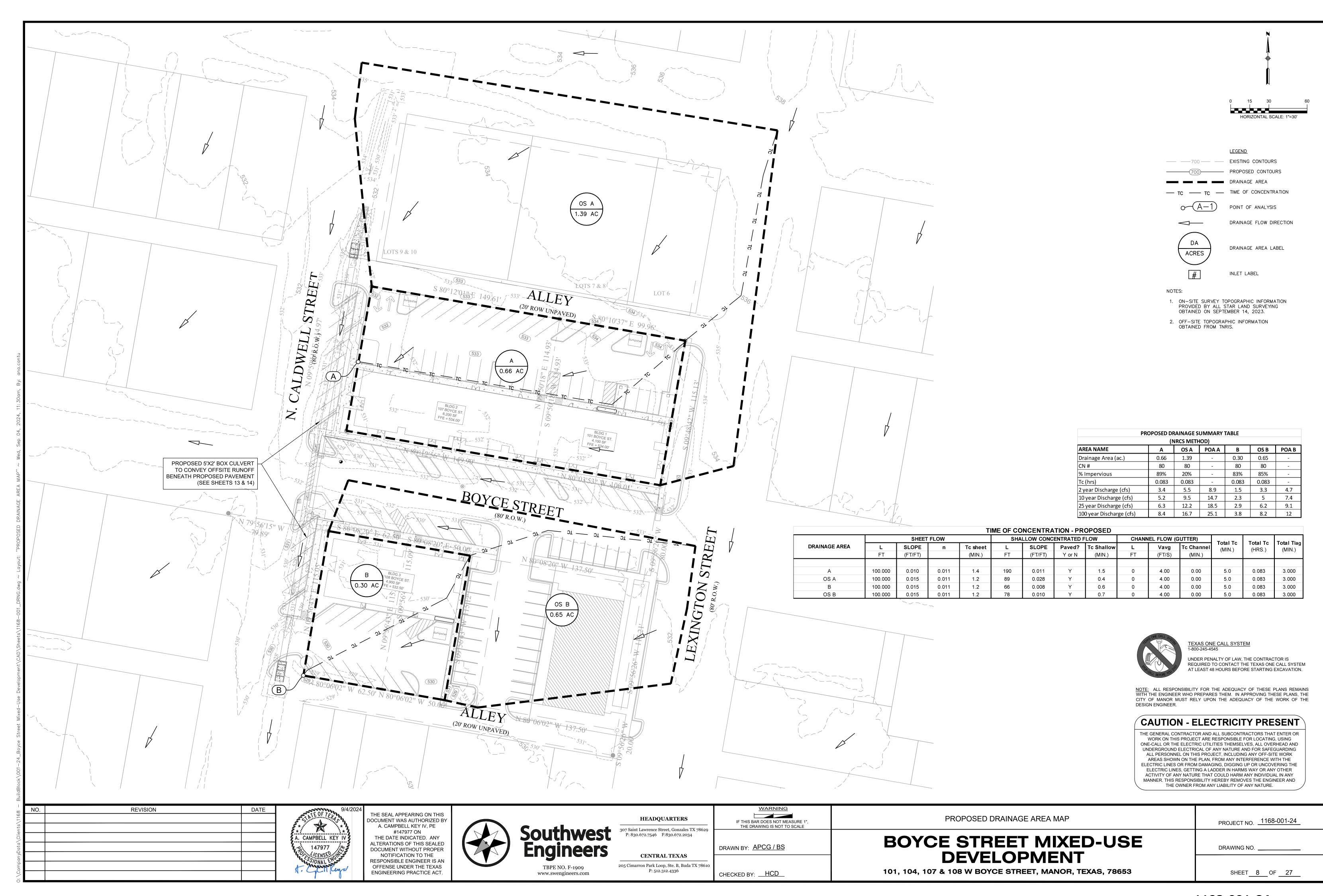


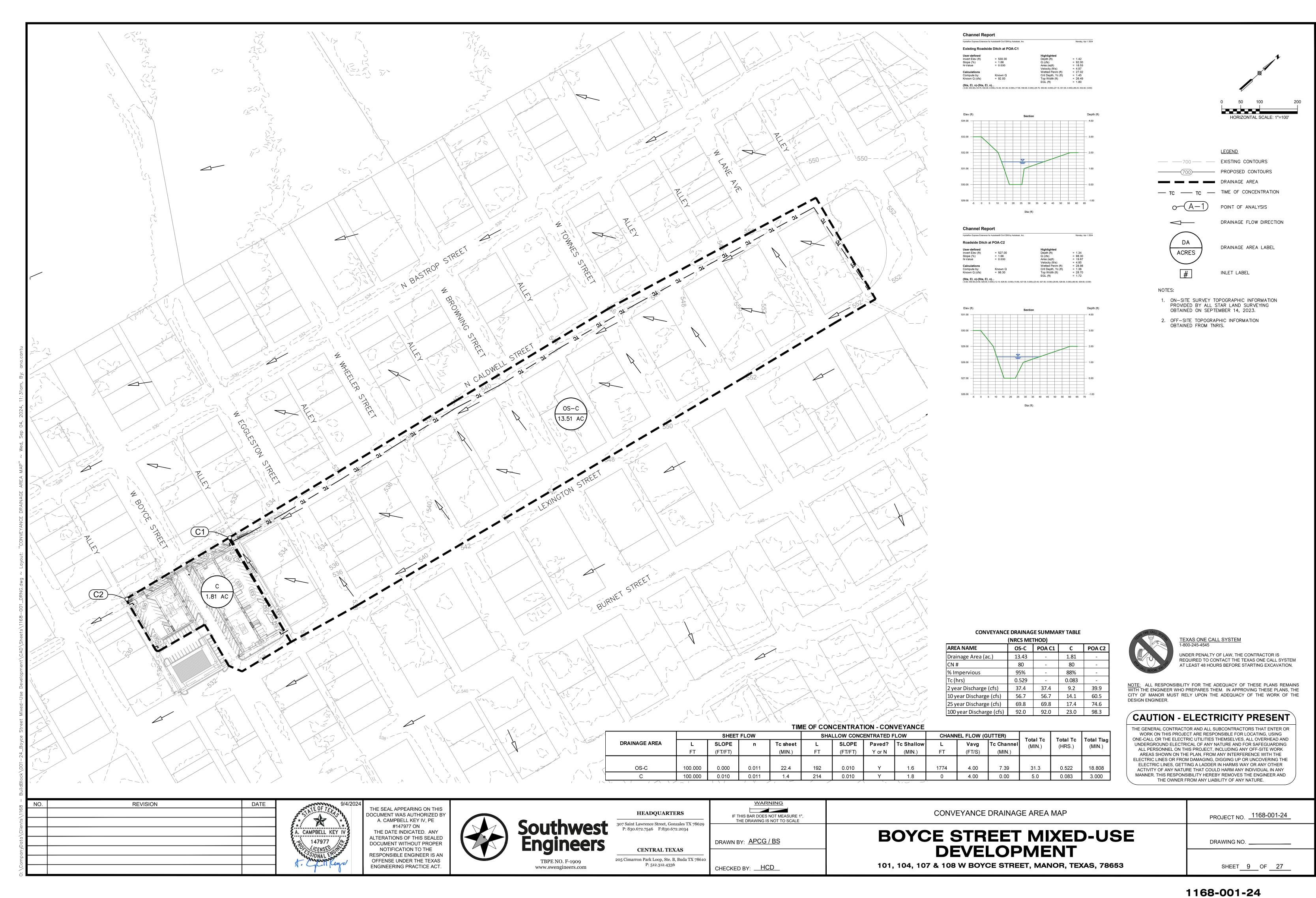


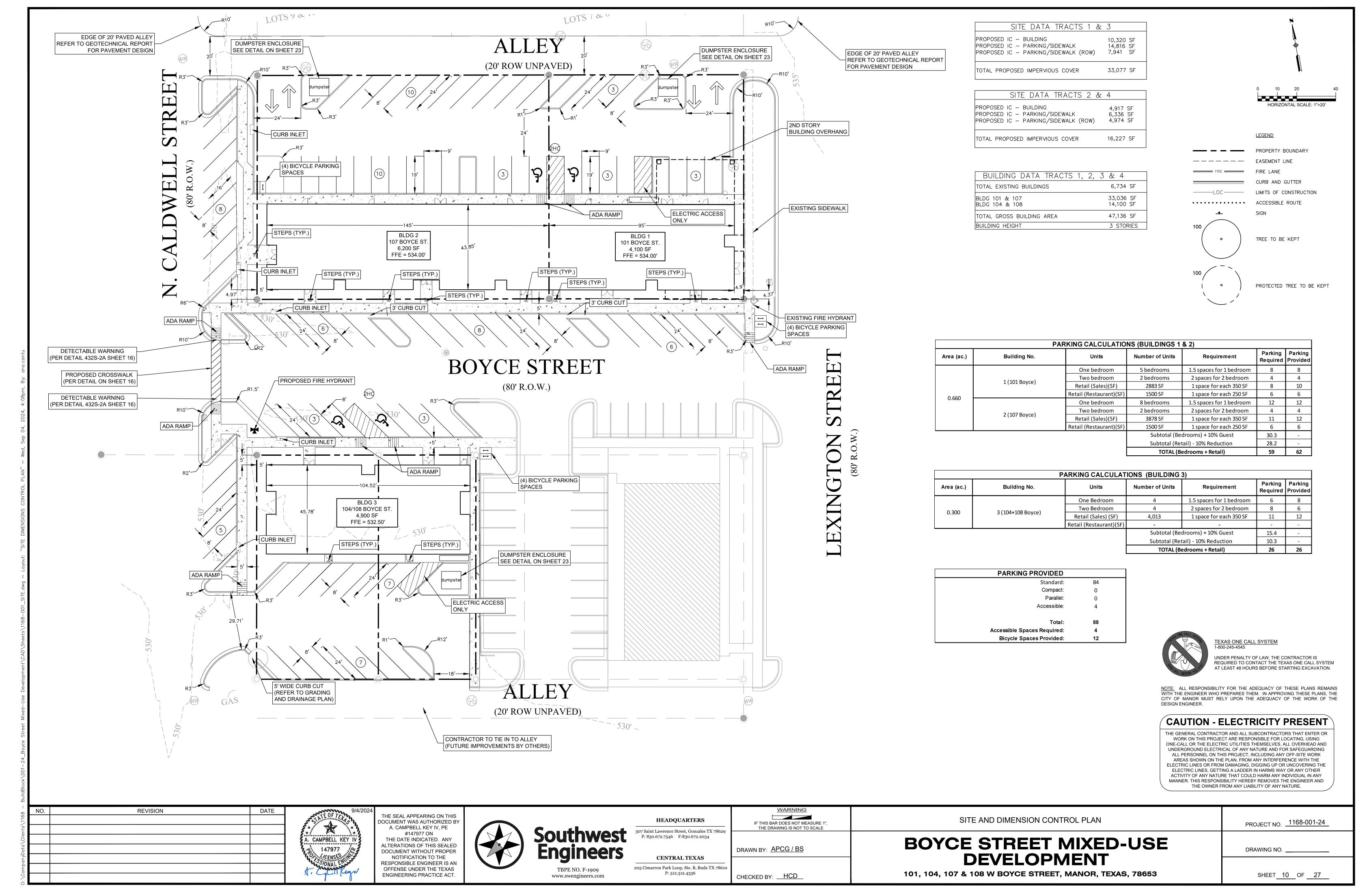


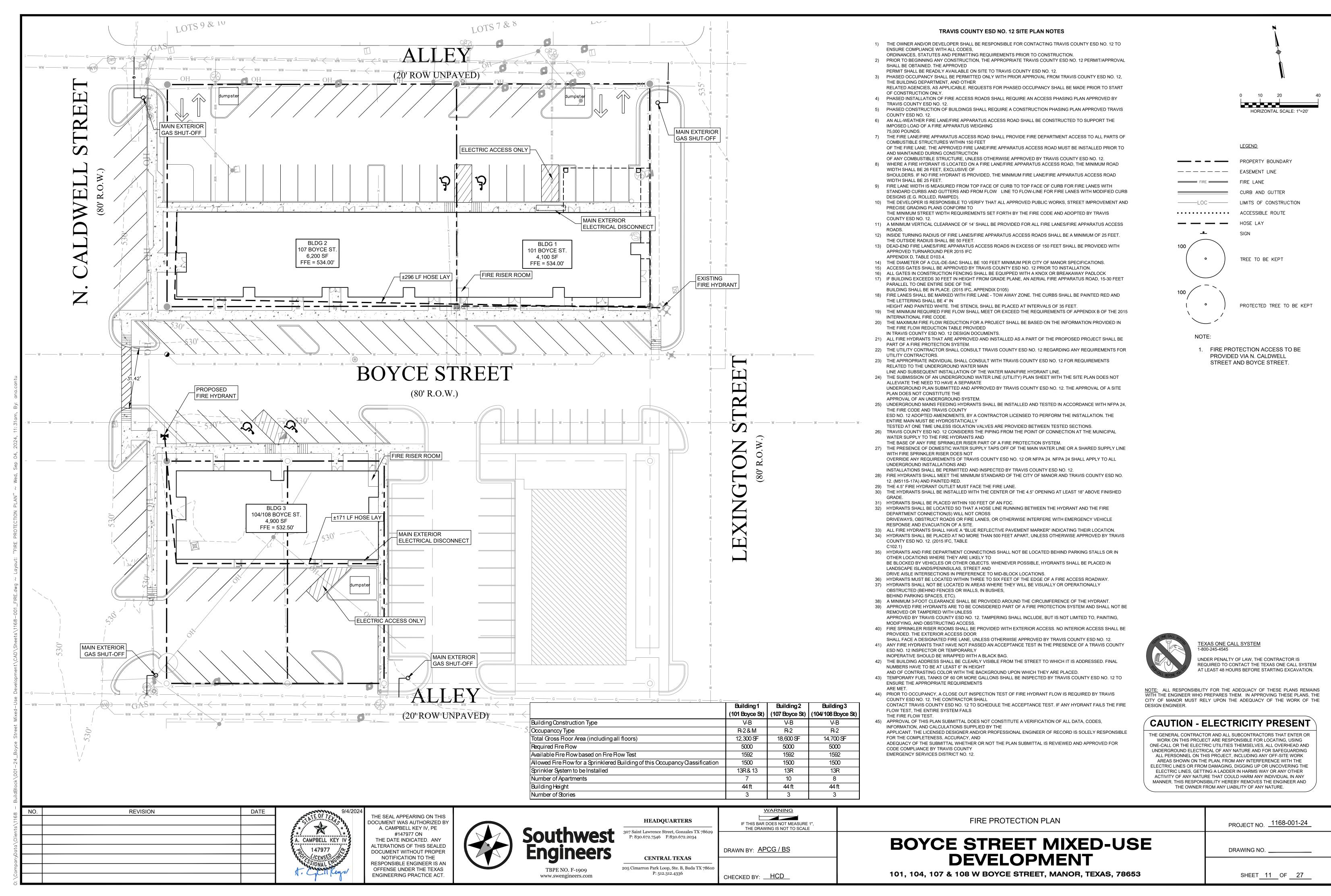


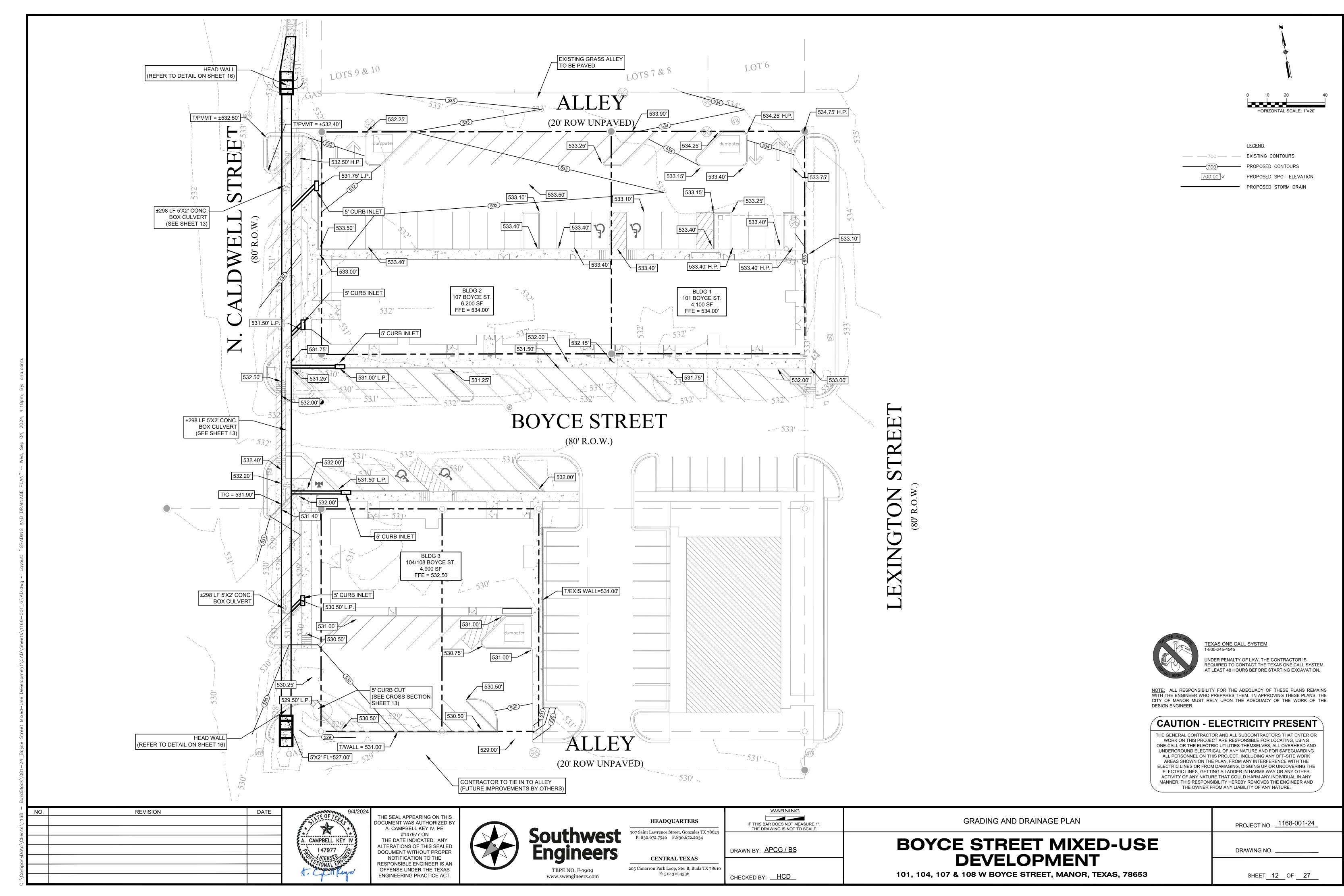


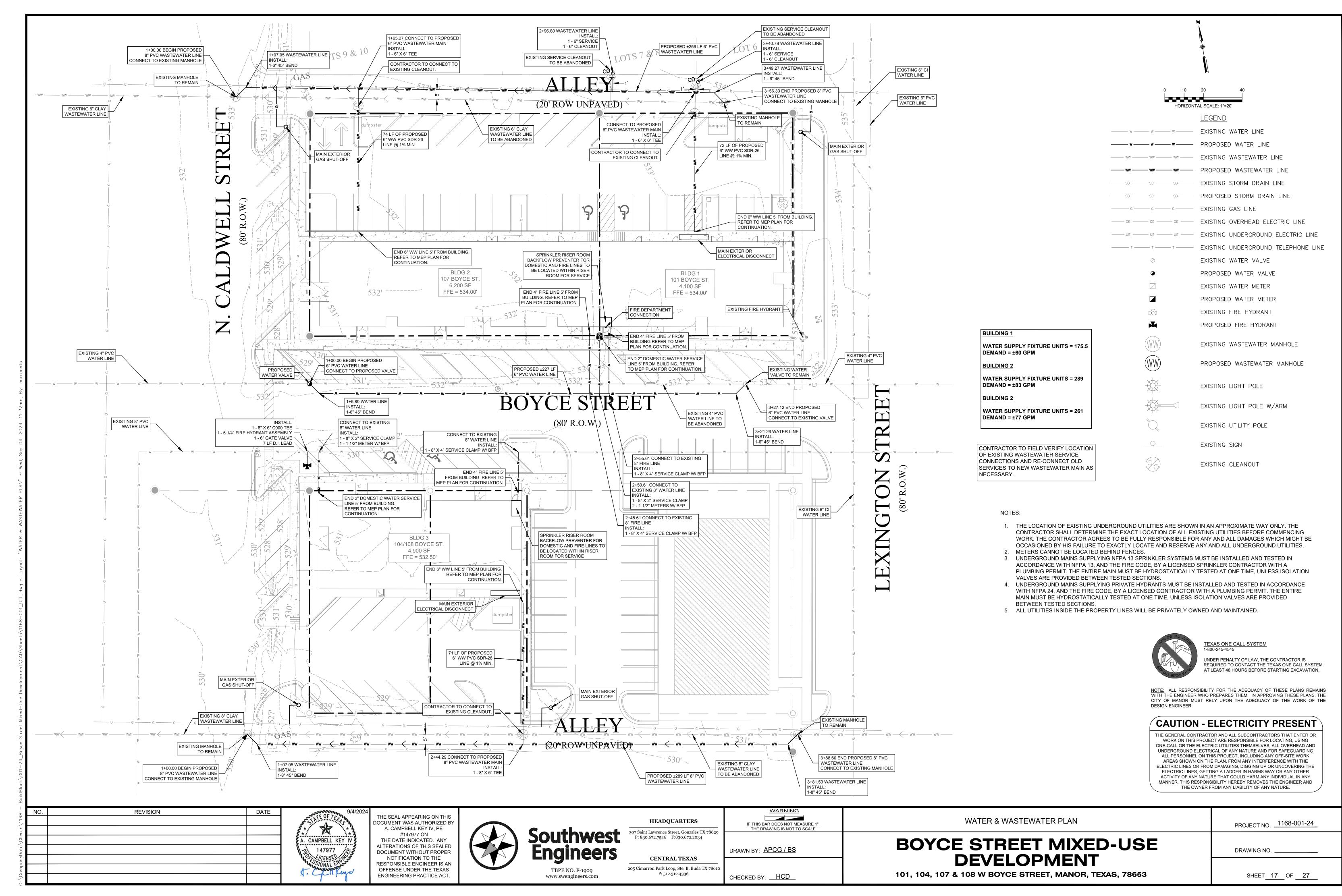


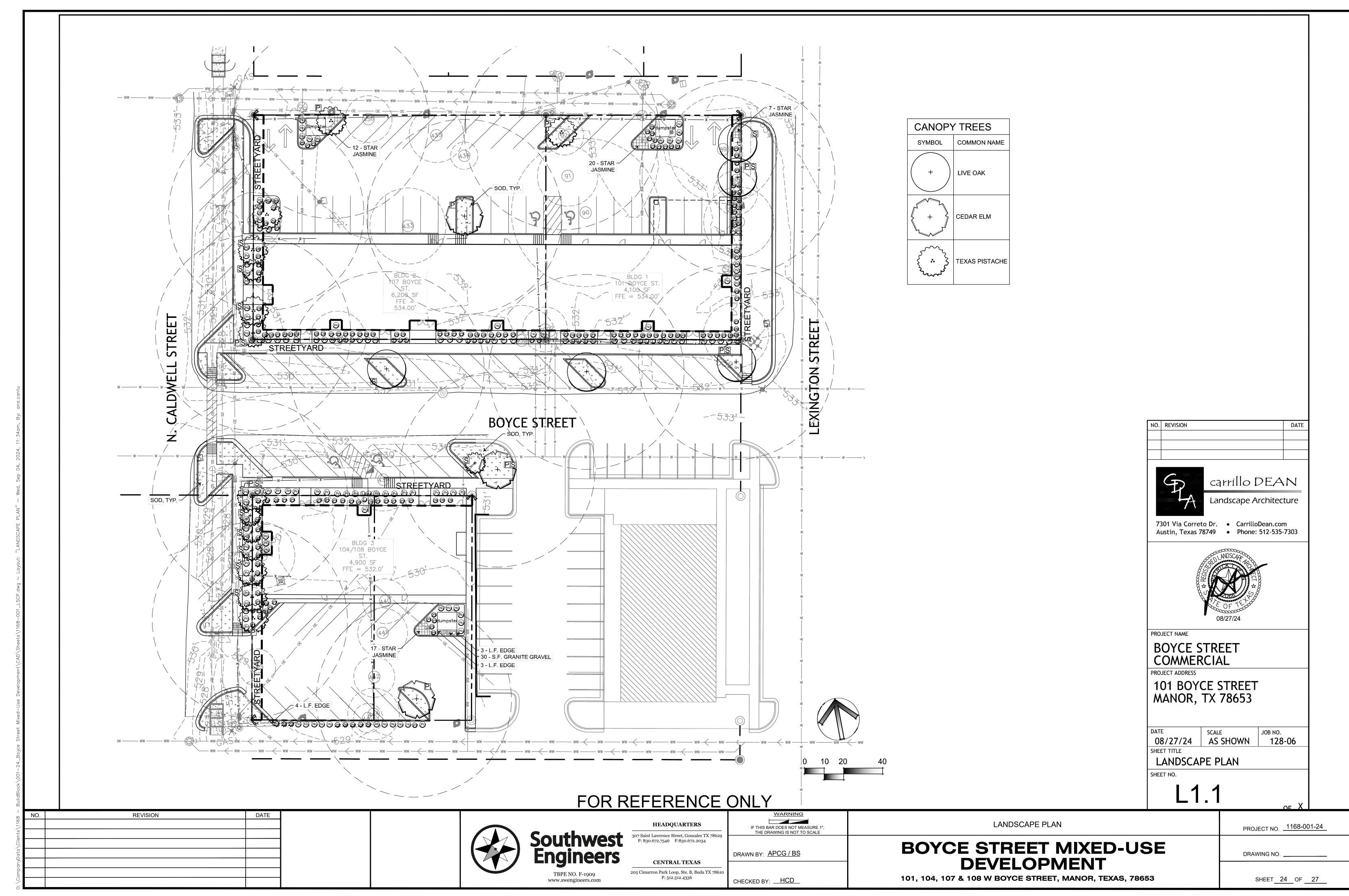


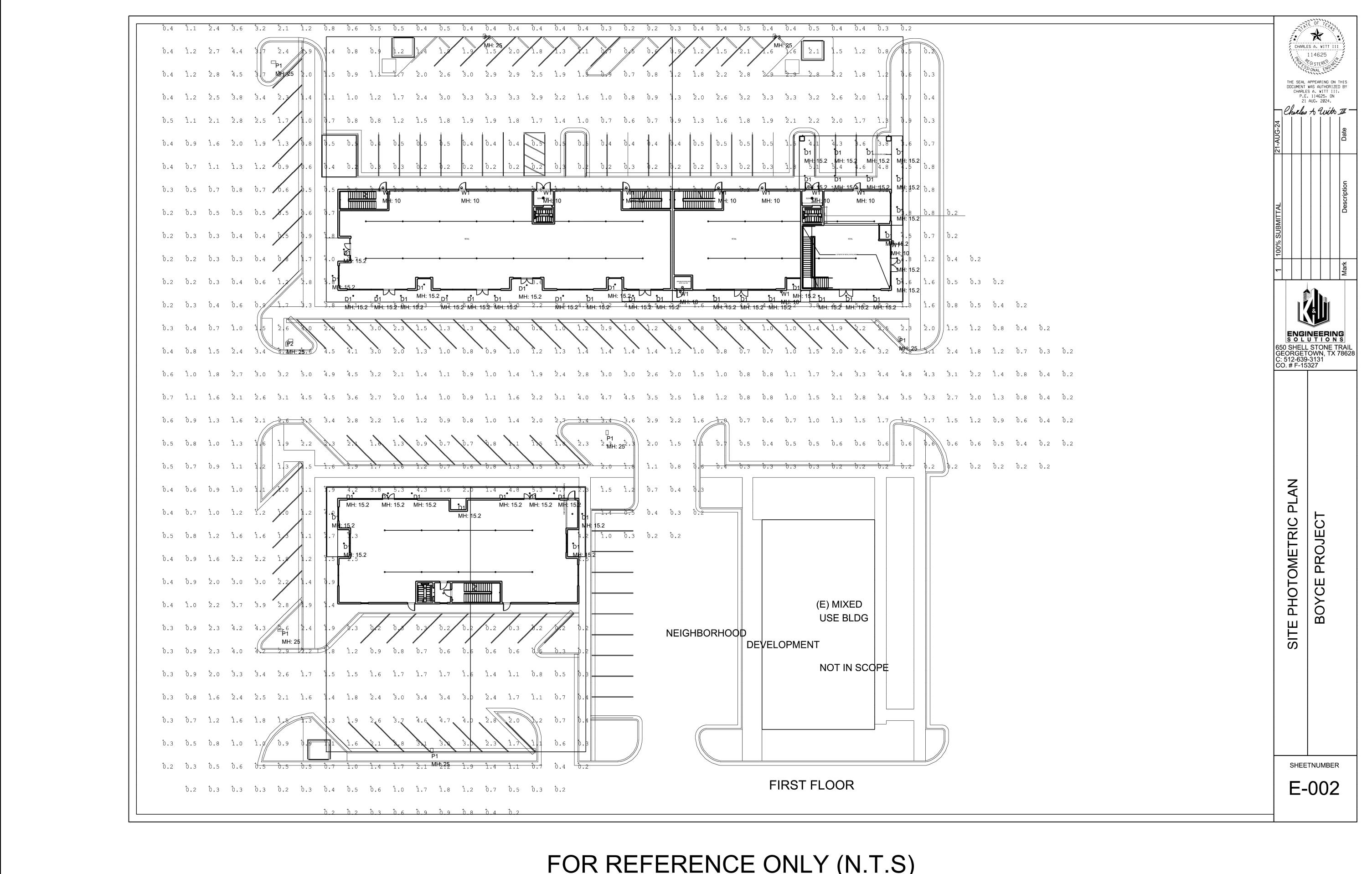












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