

CITY COUNCIL REGULAR SESSION MINUTES MAY 17, 2023

This meeting was live-streamed on Manor's YouTube Channel

https://www.youtube.com/@cityofmanorsocial/streams

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 (Absent) Aaron Moreno, Place 5 Deja Hill, Place 6

CITY STAFF:

Scott Moore, City Manager
Lluvia T. Almaraz, City Secretary
Scott Dunlop, Development Services Director
Lydia Collins, Finance Director
Ryan Phipps, Chief of Police
Denver Collins, Assistant Chief of Police
Scott Jones, Economic Development Director
Matthew Woodard, Public Works Director
Debbie Charbonneau, Heritage & Tourism Manager
Sarah Friberg, Court Administrator
Chasem Creed, IT Technician
Veronica Rivera, Assistant City Attorney
Frank Phelan, P.E., City Engineer
Pauline Gray, P.E., City Engineer
Daria Sakharova, 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 7:00 p.m. on Wednesday, May 17, 2023, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

INVOCATION

Rev. Andy Anderson with Park Springs Baptist Church gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

PROCLAMATIONS

A. Declaring the week of May 21-27, 2023, as "Public Works Week"

Mayor Harvey read and presented the Proclamation to the Manor Public Works Department. Mayor Harvey and Council thanked the Public Works Department for their hard work and commitment to the city. Public Works Department Director Woodard thanked his staff for all their hard work.

PUBLIC COMMENTS

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed his concerns and frustration with City Council and the city's proposed developments. He discussed his proposed initiative items. Mr. Battaile also expressed his disagreement with Agenda Item's 6,17,18 and 19.

Pete Dwyer, 9900 Highway 290 E., Manor, Texas, submitted a speaker card and discussed the EntradaGlen PID progress.

Mayor Harvey read and presented a proclamation declaring Wednesday, May 17, 2023, as "Debbie Charbonneau Day" to Debbie Charbonneau, Heritage and Tourism Manager. Mayor and Council thanked Debbie Charbonneau for her years of service.

No one else appeared at this time.

PRESENTATION

A. 2023 TML Small Town Conference Update, presented by Mayor Harvey.

Mayor Harvey presented the attached PowerPoint Presentation and gave an update on the 2023 TML Small Town Conference.

PUBLIC HEARINGS

1. Conduct a public hearing on an ordinance rezoning five (5) lots on .23 acres, more or less, out of the South 40 ft of Lots 6-10, Block 1, AE Lanes Addition, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF). Applicant: Saavy ATX Realty LLC; Owner: Wenkai Chen

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 expressed his concerns regarding the rezoning request.

Development Services Director Dunlop discussed the proposed rezoning request and requested for Council to leave Public Hearing open until the June 21st Regular Council meeting.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno, to leave the Public Hearing open until the June 21st Regular Council Meeting.

There was no further discussion.

Motion to stay open carried 6-0

2. Conduct a public hearing on an ordinance rezoning one (1) lot on 1.069 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 13500 FM 973, Manor, TX from Industrial Light (IN-1) to Commercial Light (C-1). *Applicant: Henry Juarez; Owner: Henry Juarez*

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

Mayor Harvey opened the public hearing.

Development Services Director Dunlop discussed the proposed rezoning request.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Mayor Pro Tem Emily Hill, to close the Public Hearing.

Discussion was held regarding regulations for Commercial Light (C-1).

There was no further discussion.

Motion to close carried 6-0

CONSENT AGENDA

- 3. Consideration, discussion, and possible action to approve the City Council Minutes of May 3, 2023, City Council Regular Meeting.
 - April 5, 2023, City Council Called Special Session; and
 - April 5, 2023, City Council Regular Meeting
- 4. Consideration, discussion, and possible action on the acceptance of the April 2023 Departmental Reports.
 - Police Ryan Phipps, Chief of Police
 - Finance Lydia Collins, Director of Finance
 - 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 & 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
- 5. Consideration, discussion, and possible action on the Purchase Agreements with Carlota Nunez and Simon Nunez for a wastewater easement with a temporary construction easement.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno, to approve the Consent Agenda as read.

There was no further discussion.

Motion to approve carried 6-0

REGULAR AGENDA

6. Consideration, discussion, and possible action on an Interlocal Agreement Between Manor Independent School District and the City of Manor for the Summer Library Program.

The city staff recommended that the City Council approve the Interlocal Agreement between Manor Independent School District and the City of Manor and authorize the City Manager to negotiate a final agreement and execute the final agreement.

City Manager Moore discussed the proposed agreement.

Mayor Harvey clarified that the summer campus libraries that would be open were Blake Manor Elementary, Lagos Elementary, and Shadowglen Elementary. He suggested revisions be made to the agreement revising the participation from four (4) to three (3) elementary schools on "Section 2.2 Responsibilities of School District".

Discussion was held regarding the clarification of Section 2.3 Additional Responsibilities of the School District.

Assistant City Attorney Rivera clarified if Council approved item, the motion would need to state with revisions as discussed.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua, to approve the Interlocal Agreement between Manor Independent School District and the City of Manor and authorize the City Manager to negotiate a final agreement and execute the final agreement with revisions to Section 2.2.

There was no further discussion.

Motion to approve carried 6-0

7. <u>First Reading</u>: Consideration, discussion, and possible action on an Ordinance rezoning five (5) lots on .23 acres, more or less, out of the South 40 ft of Lots 6-10, Block 1, AE Lanes Addition, and being located at 707 Bastrop St, Manor, TX from Single-Family Suburban (SF-1) to Two-Family Residential (TF). *Applicant: Saavy ATX Realty LLC; Owner: Wenkai Chen*

The city staff recommended that the City Council postpone the item to the June 21st Regular Council Meeting.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno to postpone the item to the June 21st Regular Council meeting.

There was no further discussion.

Motion to postpone carried 6-0

8. <u>First Reading</u>: Consideration, discussion, and possible action on an ordinance rezoning one (1) lot on 1.069 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 13500 FM 973, Manor, TX from Industrial Light (IN-1) to Commercial Light (C-1). *Applicant: Henry Juarez; Owner: Henry Juarez*

The city staff recommended that the City Council approve a first reading of an ordinance rezoning one (1) lot on 1.069 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 13500 FM 973, Manor, TX from Industrial Light (IN-1) to Commercial Light (C-1).

Development Services Director Dunlop discussed the proposed rezoning request.

Ordinance: An Ordinance of the City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From Light Industrial (IN-1) to Light Commercial (C-1); Making Findings of Fact; and Providing for Related Matters.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Weir to approve the first reading of an ordinance rezoning one (1) lot on 1.069 acres, more or less, out of the Gates G Survey 63, Abstract 315 and being located at 13500 FM 973, Manor, TX from Industrial Light (IN-1) to Commercial Light (C-1).

There was no further discussion.

Motion to approve carried 5-1 (Council Member Deja Hill voted against)

9. Consideration, discussion, and possible action on a Performance Bond Extension request for the Village at Manor Commons Phase 3.

The city staff recommendation was that the City Council approve a Performance Bond Extension request for the Village at Manor Commons Phase 3 to June 8, 2024.

Development Services Director Dunlop discussed the proposed bond extension.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno, to approve a Performance Bond Extension request for the Village at Manor Commons Phase 3 to June 8, 2024.

There was no further discussion.

Motion to approve carried 6-0

10. Consideration, discussion, and possible action on a resolution of the City of Manor, Texas, approving and authorizing the Manor Heights Public Improvement District Reimbursement Agreement (Improvement Area #3).

The city staff recommendation was that the City Council approve Resolution No. 2023-18 of the City of Manor, Texas approving and authorizing the Manor Heights Public Improvement District Reimbursement Agreement (Improvement Area #3) and directing the Mayor to execute the Reimbursement Agreement (Improvement Area #3).

Assistant City Attorney Rivera discussed the proposed agreement.

<u>Resolution No. 2023-18</u>: A Resolution of the City of Manor, Texas Approving and Authorizing the Manor Heights Public Improvement District Reimbursement Agreement (Improvement Area #3).

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua, to approve Resolution No. 2023-18 of the City of Manor, Texas approving and authorizing the Manor Heights Public Improvement District Reimbursement Agreement (Improvement Area #3) and directing the Mayor to execute the Reimbursement Agreement (Improvement Area #3).

There was no further discussion.

Motion to approve carried 6-0

11. Consideration, discussion, and possible action on the City of Manor Fiscal Year 2023-2024 Budget Priorities with the Legislative Agenda.

The city staff recommendation was that the City Council give staff and Budget Committee direction for the Fiscal Year 2023-24 budgeting priorities.

Director of Finance Collins discussed the 23-24 Budget Priorities with the Legislative Agenda and asked the Council for additional direction.

Discussion was held regarding the budget process.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Mayor Pro Tem Emily Hill, to give staff and Budget Committee direction for the Fiscal Year 2023-2024 budget priorities.

There was no further discussion.

Motion to approve carried 6-0

Council Member Deja Hill stepped away from the dais at 8:27 p.m.

12. Consideration, discussion, and possible action on a resolution to conduct a public hearing to consider amendment of Water and Wastewater Community Impact Fees as recommended by the Advisory Committee.

The city staff recommendation was that the City Council approve Resolution No. 2023-19 to conduct a public hearing for the purpose of amending the Water and Wastewater Community Impact Fees.

City Engineer Gray discussed the proposed Public Hearing.

<u>Resolution No. 2023-19</u>: A Resolution of the City of Manor, Texas Setting a Public Hearing to be held at 7:00 P.M. on Wednesday, July 5, 2023, at Manor City Hall, 105 E. Eggleston Street, Manor, Texas 78653 to Consider Amendment of Water and Wastewater Community Impact Fees.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua, to approve Resolution No. 2023-19 to conduct a public hearing for the purpose of amending the Water and Wastewater Community Impact Fees.

There was no further discussion.

Motion to approve carried 5-0

Council Member Deja Hill returned to the dais at 8:29 p.m.

13. Consideration, discussion, and possible action on the approval to submit the FY2023 Project Improvement List to Capital Metro.

The city staff recommendation was that the City Council approve the submission of the FY2023 Project Improvement list to Capital Metro.

City Engineer Gray discussed the proposed FY2023 Project Improvement list with Capital Metro.

Discussion was held regarding the proposed street repairs for Greenbury, Wilhorse, and Bell Farms.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Weir, to approve the submission of the FY2023 Project Improvement list to Capital Metro.

There was no further discussion.

Motion to approve carried 6-0

14. Consideration, discussion, and possible action on a change order to the construction contract for the Cottonwood Creek Phase 2 Wastewater Collection System Improvement project.

The city staff recommendation was that the City Council approve Change Order No. 2 to the construction contract for the Cottonwood Creek Phase 2 Wastewater Collection System Improvement project with R Construction Civil, LLC in the amount of \$68,122.75.00.

City Engineer Phelan discussed the proposed Change Order for the Cottonwood Creek Phase 2 Wastewater Collection System Improvement project.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Moreno, to approve Change Order No. 2 to the construction contract for the Cottonwood Creek Phase 2 Wastewater Collection System Improvement project with R Construction Civil, LLC in the amount of \$68,122.75.00.

There was no further discussion.

Motion to approve carried 6-0

15. Consideration, discussion, and possible action on a statement of work for engineering services for the Manor Commercial Park Wastewater Collection System & Carriage Hills Lift Station #5 Improvements project.

The city staff recommendation was that the City Council approve and award Statement of Work #7 to George Butler Associates, Inc. for the Manor Commercial Park Wastewater Collection System & Carriage Hills Lift Station #5 Improvements in the amount of \$344,600.

City Engineer Phelan discussed the proposed Statement of Work for Engineering Services for the Manor Commercial Park Wastewater Collection System & Carriage Hills Lift Station #5 Improvement Project.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Amezcua, to approve and award Statement of Work #7 to George Butler Associates, Inc. for the Manor Commercial Park Wastewater Collection System & Carriage Hills Lift Station #5 Improvements in the amount of \$344,600.

There was no further discussion.

Motion to approve carried 6-0

16. Consideration, discussion, and possible action on the 2022 Fall Inflow and Infiltration Report.

The city staff recommendation was that the City Council accept the report as presented.

City Engineer Sakharova, P.E., presented the attached PowerPoint Presentation regarding the Fall 2022 Inflow and Infiltration Project.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno, to accept the report as presented.

There was no further discussion.

Motion to approve acceptance carried 6-0

17. Consideration, discussion, and possible action on an amendment to the Space Needs Assessment and Facilities Master Plan Contract with PGAL.

The city staff recommendation was that the City Council approve the Scope & Proposal Letter for Concept Design Services with PGAL.

Director of Finance Collins discussed the proposed letter for Concept Design Services with PGAL.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno, to approve the Scope & Proposal Letter for Concept Design Services with PGAL.

There was no further discussion.

Motion to approve carried 6-0

18. Consideration, discussion, and possible action on creating the City Facilities Design Committee; and appointing Mayor Harvey and two (2) City Councilmembers to the City Facilities Design Committee with City staff.

The city staff recommendation was that the City Council appoint Mayor Harvey and two (2) Council Members to the City Facilities Design Committee.

Director of Finance Collins discussed the proposed City Facilities Design Committee.

Mayor Harvey opened the floor for nominations. He stated that all council would have the opportunity to have input even though they wouldn't be part of the committee.

Mayor Pro Tem Emily Hill, Council Member Deja Hill, and Council Member Moreno nominated themselves.

MOTION: Upon a motion made by Council Member Deja Hill and seconded by Council Member Amezcua, to appoint Mayor Harvey, Council Member Deja Hill, and Council Member Moreno to the City Facilities Design Committee.

There was no further discussion.

Motion to approve appointment carried 6-0

19. Consideration, discussion, and possible action on approving and authorizing the Scope of Work included in the Request for Proposals for City Branding and Ongoing Communications Services.

The city staff recommendation was that the City Council approve and authorize the Scope of Work included in the request for proposals for City Branding and Ongoing Communications Services with revisions.

Economic Development Director Jones discussed the proposed RFP for City Branding and Ongoing Communications Services.

Mayor Harvey suggested adding public schools and hiring internships to support the workforce.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua, to approve and authorize the Scope of Work included in the request for proposals for City Branding and Ongoing Communications Services.

There was no further discussion.

Motion to approve carried 6-0

20. Consideration, discussion, and possible action on an ordinance of the City of Manor, Texas, repealing Ordinance No. 309.

The city staff recommendation was that the City Council approve Ordinance No. 704 repealing Ordinance No. 309.

Economic Development Director Jones discussed the proposed ordinance amendment.

Ordinance No. 704: An Ordinance of The City of Manor, Texas, Repealing Ordinance No. 309; Providing Severability; Savings Clause; Open Meetings and Effective Date Clauses; and Providing for Related Matters.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua, to approve Ordinance No. 704 repealing Ordinance No. 309.

There was no further discussion.

Motion to approve carried 6-0

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 9:06 p.m. on Wednesday, May 17, 2023, 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 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; Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Multi-Family Project Development Using Public Facility Corporations; and Section 551.071 and Section 551.087, Texas Government Code to deliberate on the acquisition of real property. at 9:06 p.m. on Wednesday, May 17, 2023.

The Executive Session was adjourned at 10:13 p.m. on Wednesday, May 17, 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 the Closed Executive Session at 10:13 p.m. on Wednesday, May 17, 2023.

There was no action taken.

ADJOURNMENT

The Regular Session of the Manor City Council was Adjourned at 10:13 p.m. on Wednesday, May 17, 2023.

These minutes were approved by the Manor City Council on the 7th day of June 2023.

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

City of of Manor

Texas Municipal League Small Cities Conference

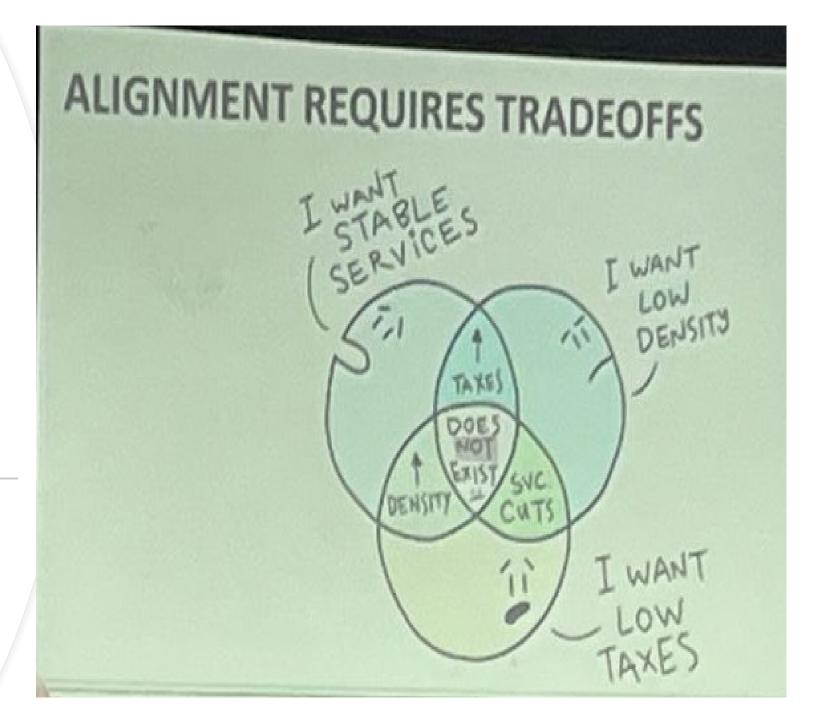
Economic Development for Small Towns

Michael Guevara - Founding and Managing Shareholder, Guevara Law

Close the Resource Gap

- Increase Taxes or Fees
- Reduce Serices
- Develop Responsibly

To Close The Resource Gap, We Can Only Get Two of the Three.

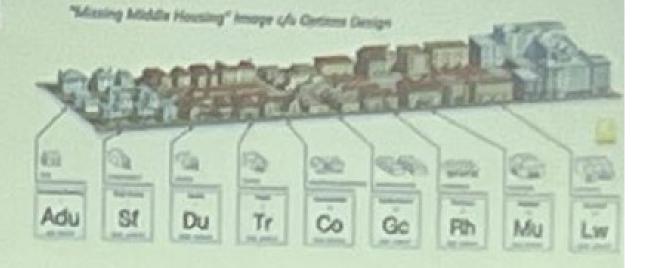


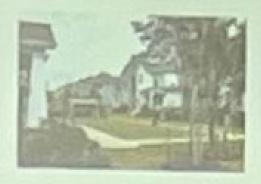
- Walkable
- Bikeable
- Connecting to Trails
- Uber/Lift
- Carpool
- Personal Vehicles
- Public Transportation



"COMPLETE" NEIGHBORHOODS















WE NEED A COMMON LANGUAGE



TO

PROBLEMS



AND

BUILD COMMON SOLUTIONS



FISCAL SUSTAINABILITY = DOLLAR\$ + SENSE





IS YOUR CITY REALLY FISCALLY SUSTAINABILE?

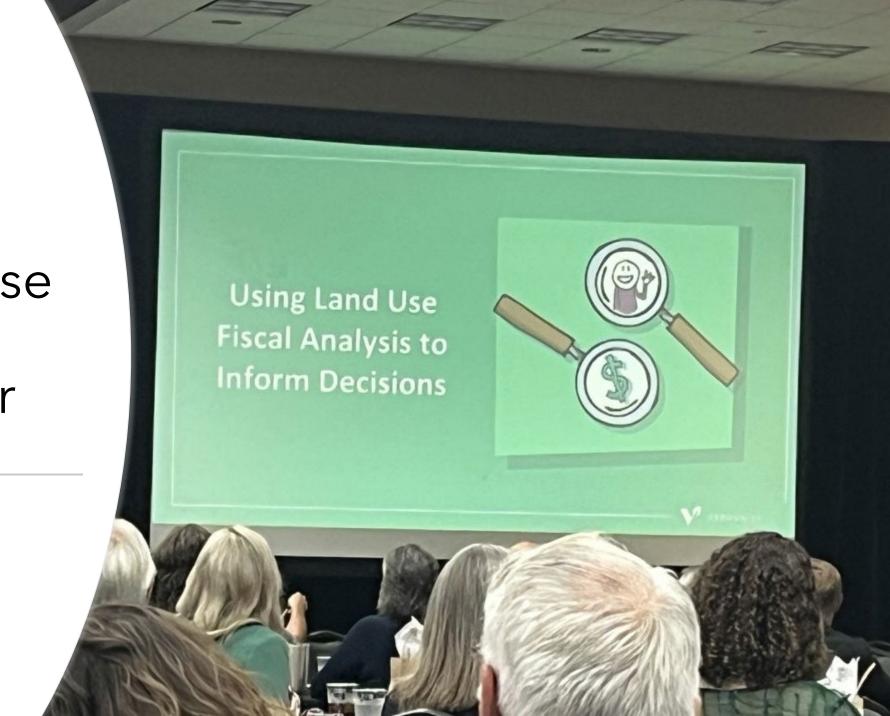
- Does your City have enough money to pay for basic services and infrastructure maintenance now and in the future?
- How much of the City's revenue is depending on volatile sources such as sales tax and fees from new development versus property tax (a more stable and predictable source)?
- Can current and future liabilities be addressed while keeping housing affordable for those who are and want to live in the community?

Is there a way to:

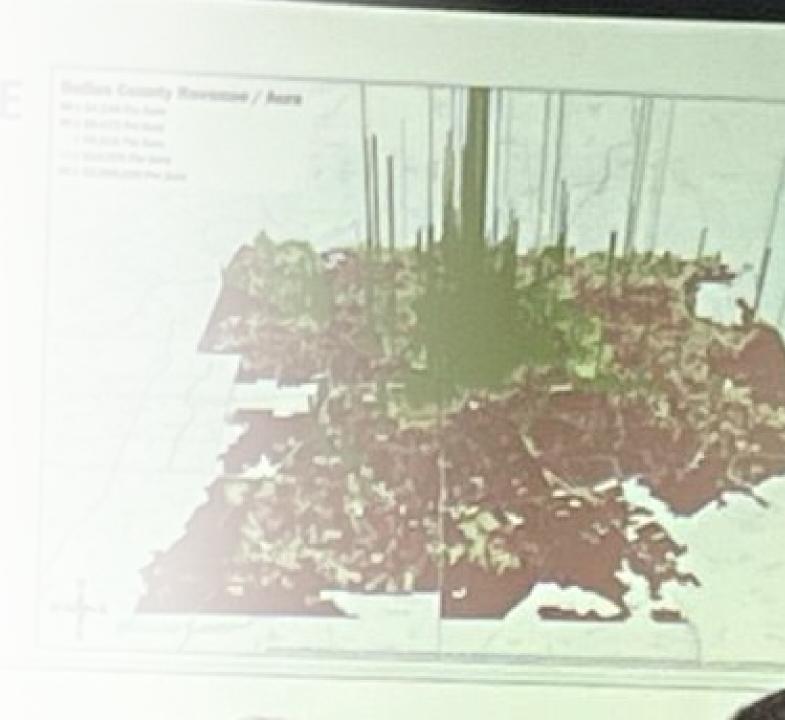
- ✓ Increase your city's tax base
- ✓ Grow local jobs and businesses
- Diversify housing types and price points
- ✓ Improve safety and mobility options
- ✓ Close infrastructure funding gaps
- ✓ Increase wealth of residents and businesses

without raising taxes?

We Have to Think About Strategic Dense Spaces to Sustain Manor



The height of the green lines correlate to the property taxes per acre





DEVELOPMENT FISCAL IMPACT ANALYSIS

Will private development generate enough tax revenue to recoup the public investment over the life cycle of the project?

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Comparing the Value of Development Patterns

- Main Street Mixed-Use
- 0.76 acres
- \$15,540 per acre
- Suburban Pad Site
- 0.72 acres
- \$4492 per acre







Traditional Grid Downtown (10.46 Acres)

\$12,307

Prop. Tax Revenue /Acre

Land Use Fiscal Analysis | Taylor, TX

Auto Oriented Big Box (17.36 Acre

Prop. Tax Revenue/Acri

\$4,660

Downtown
Density increases
revenue,
affordability, and
access to small
businesses.

BUILDING VALUE VS.
REVENUE
PER ACRE
SINGLE FAMILY

Revenue/Acre

Improvement Value

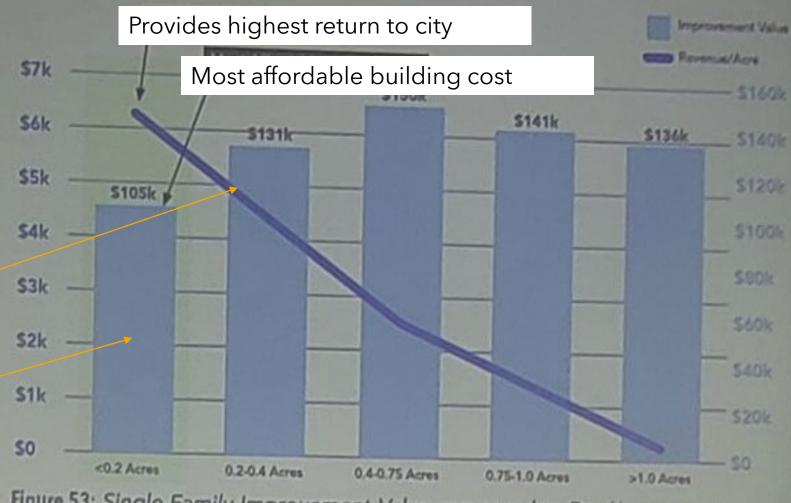
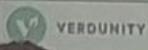


Figure 53: Single Family Improvement Value compared to Rev/Acre Source: Verdunity

Land Use Fiscal Analysis | Taylor, TX



HIGH VALUE DEVELOPMENT (PROPERTY TAX)

Common Characteristics

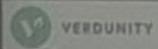
- High ratio of building footprint to lot size
- Multi-story structures
- Narrow lot frontage
- Smaller lots
- Narrower streets in a grid pattern

Assessed Value & Revenue per Acre

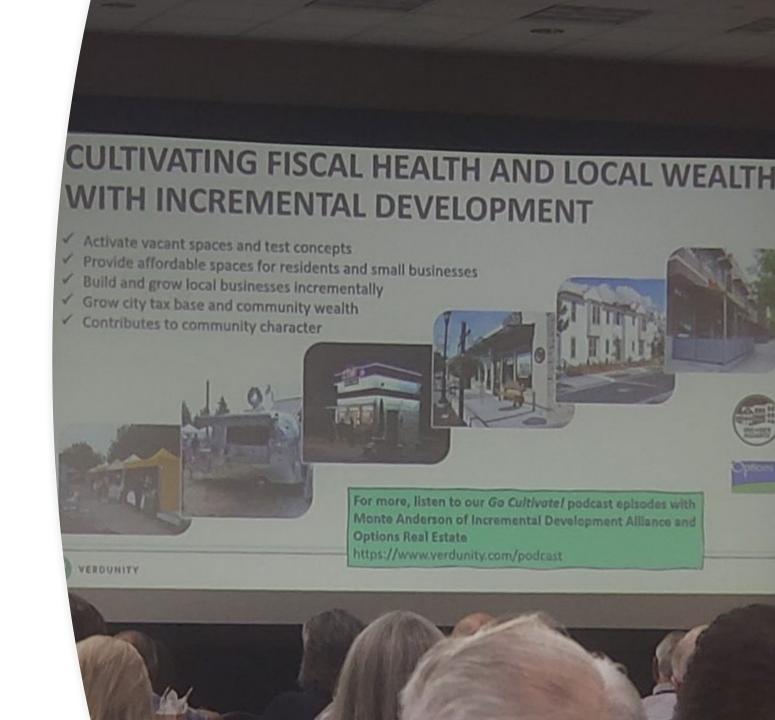
- ✓ High density mixed-use
- Multifamily and smallplexes
- Live-work and neighborhood commercial
- Small lot single family detached
- ✓ Large lot single family detached
- ✓ Big box commercial
- ✓ Industrial







- Activate vacant spaces for test concepts
- Provide affordable spaces for residents and small businesses
- Build and grow local businesses incrementally
- Grow city tax base and community wealth
- Contribute to Community Character



REVITALIZING AGING PLACES AND BUILDINGS



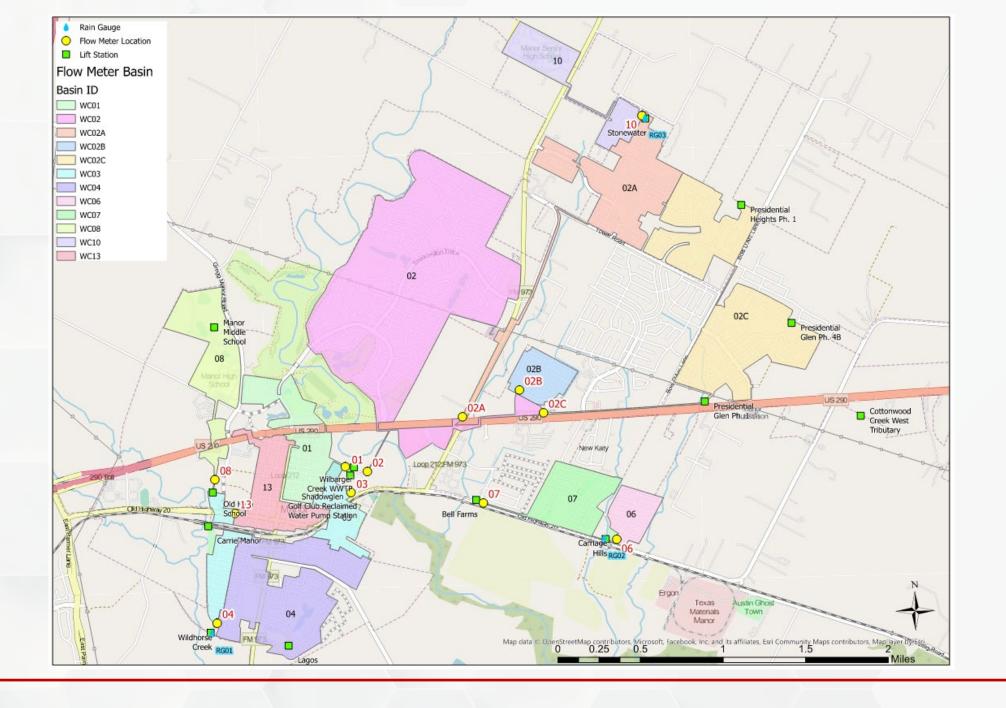
Fall 2022 Inflow and Infiltration Project

Project Purpose:

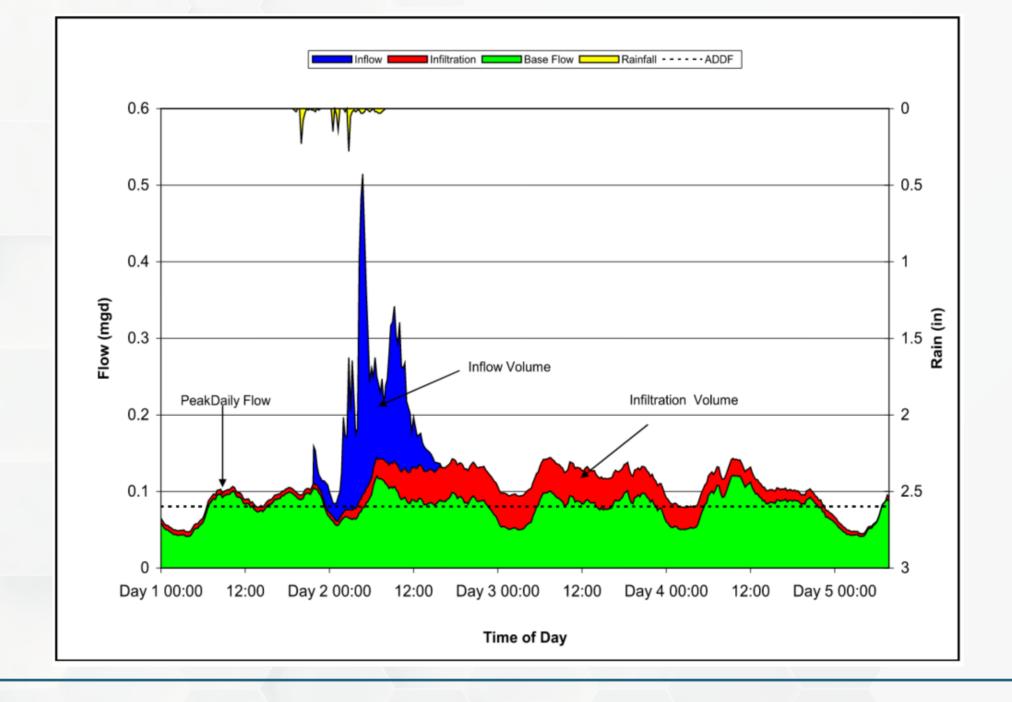
- Perform I&I analysis of sewer basins with flow meters
- Perform sanitary sewer evaluation study on two "pilot" basins
- Provide recommendations for future study and rehab projects



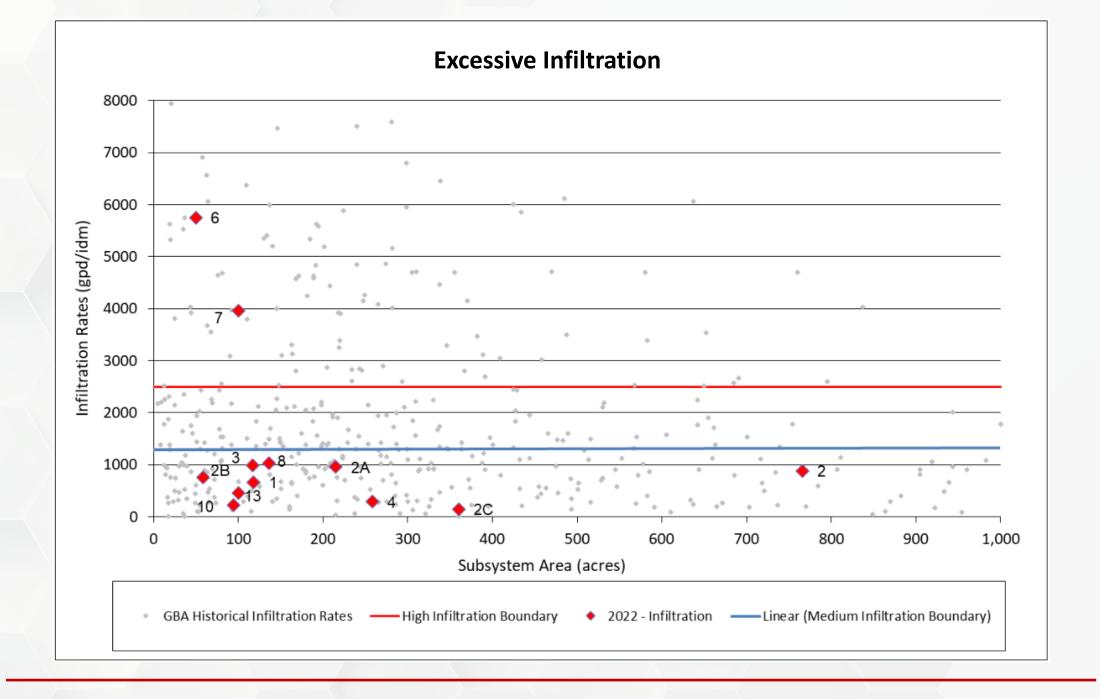




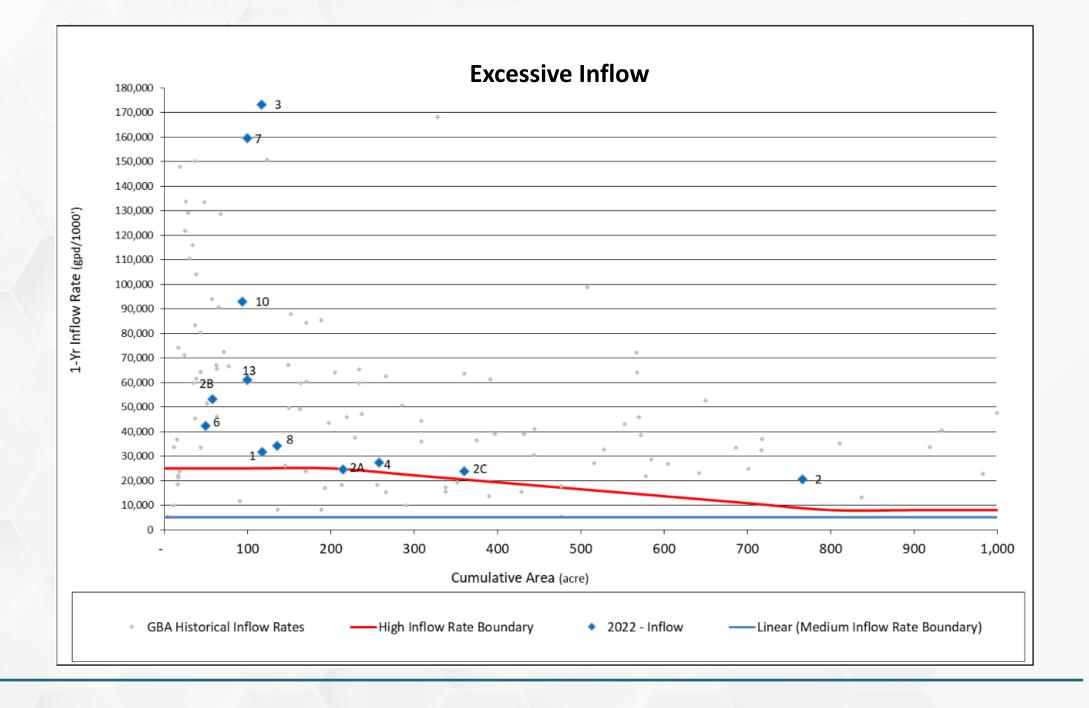




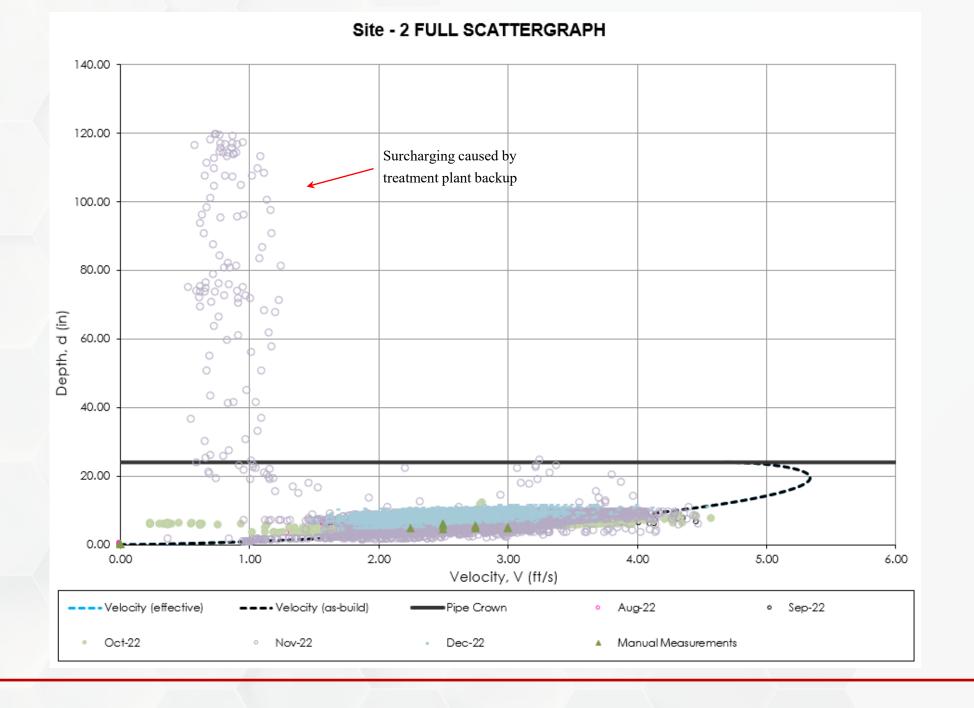














Recommended Pilot Study Area





Pilot Study Area Investigations

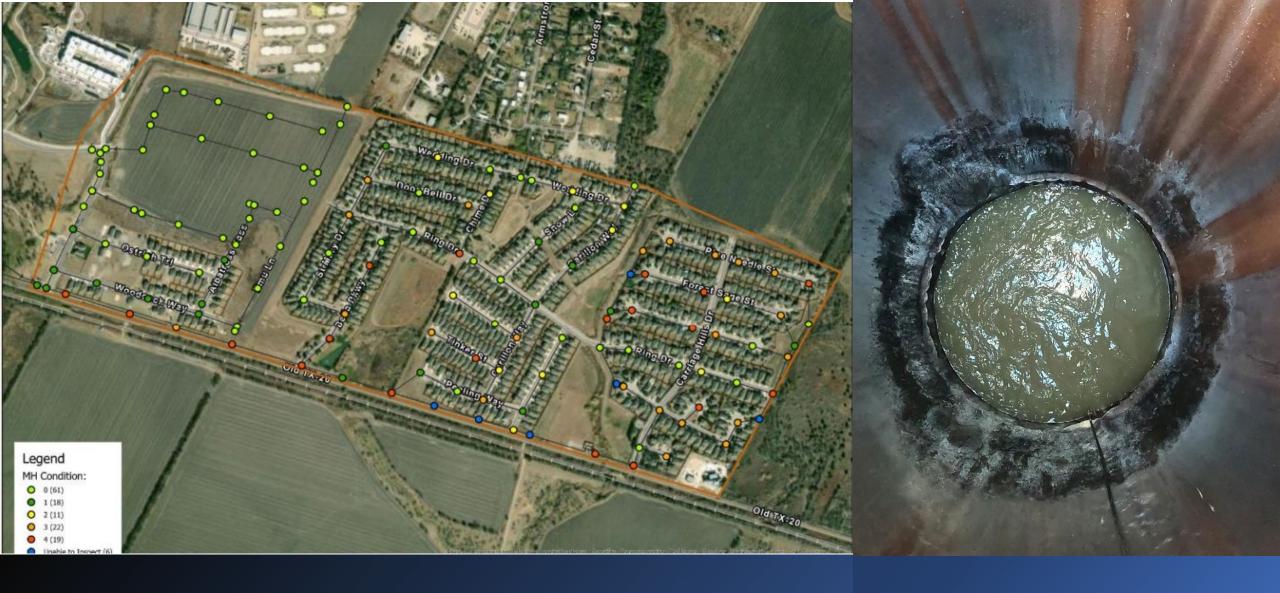
Smoke Testing



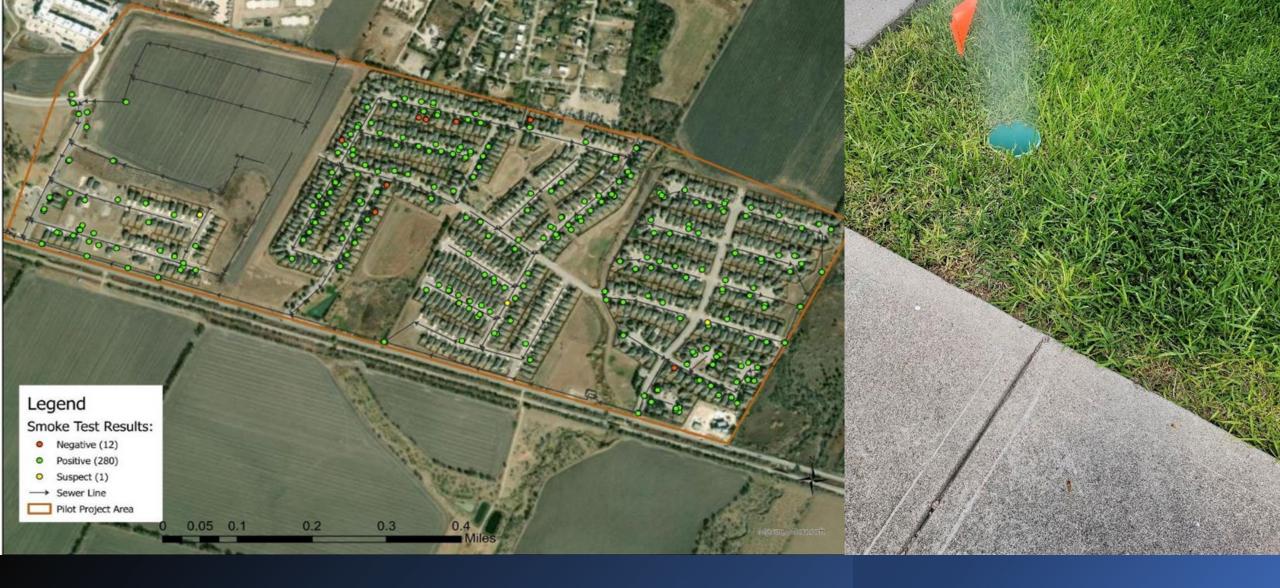




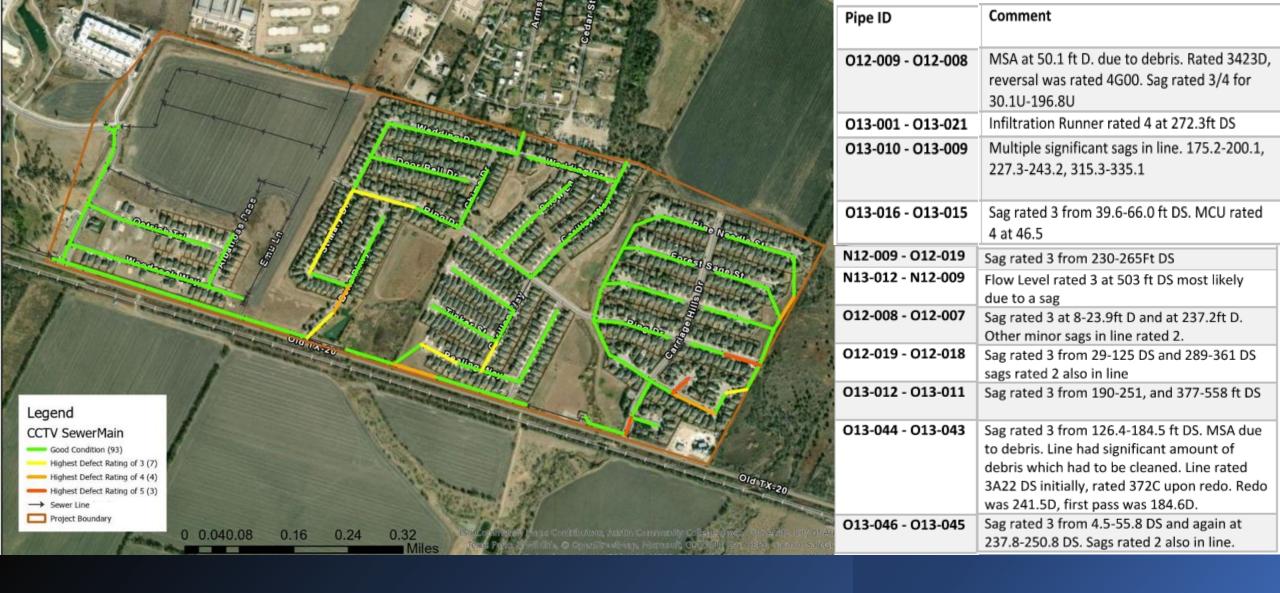




I/I Investigations – Manhole Inspections



I/I Investigations – Smoke Testing



I/I Investigations – CCTV







