Dr. Christopher Harvey, Mayor
Emily Hill, Mayor Pro Tem, Place 1
Anne Weir, Place 2
Maria Amezcua, Place 3
Sonia Wallace, Place 4
Aaron Moreno, Place 5
Deja Hill, Place 6

City Council Regular Meeting

Wednesday, November 04, 2026 at 7:00 PM

Manor City Hall, Council Chambers, 105 E. Eggleston St.

AGENDA

This meeting will be live-streamed on Manor's Webpage.
You can access the meeting at https://www.manortx.gov/171/Public-Meetings-Livestreams
or by scanning the QR Code

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

INVOCATION

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Non-Agenda Item Public Comments (white card): Comments will be taken from the audience on non-agenda related topics for a length of time, not to exceed three (3) minutes per person.

Agenda Item Public Comments (yellow card): Comments will be taken from the audience on non-agenda and agenda items combined for a length of time, not to exceed five (5) minutes total per person on all items, except for Public Hearings. Comments on Public Hearing items must be made when the item comes before the Council and, not to exceed two (2) minutes per person. ***No Action or Discussion May be Taken by the City Council during Public Comments on Non-Agenda Items.***

To address the City Council, please complete the white or yellow card and present it to the designated area, or designee prior to the meeting.

PROCLAMATIONS

A. **Declaring the month of November 2026 as *"Native American Heritage Month"***

B. **Declaring November 6, 2026, as *"Texas Arbor Day"***

CONSENT AGENDA

All of the following items on the Consent Agenda are considered to be self-explanatory by the Council and will be enacted with one motion. There will be no separate discussion of these items unless requested by the Mayor or a Council Member; in which event, the item will be removed from the consent agenda and considered separately.

1. **Consideration, discussion, and possible action regarding approval of the City Council Minutes.**
Submitted by: Lluvia T. Almaraz, City Secretary

- **October 21, 2026, City Council Regular Meeting**

2. **Consideration, discussion, and possible action on a supplement to the agreement for street lighting services by and between Oncor Electric Delivery Company, LLC and the City of Manor.**
Submitted by: Michael Burrell, Development Services Director

EXECUTIVE SESSION

The City Council will now Convene into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in:

- Section 551.071 Texas Government Code and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Professional Services Agreements for Judicial Services for Associate Judges for the City of Manor

OPEN SESSION

The City Council will now reconvene into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and take action, if any, on item(s) discussed during Closed Executive Session.

3. **Consideration, discussion, and possible action on the ratification of a Professional Services Agreement for Judicial Services with Robyn Katz to serve as Associate Municipal Judge for the City of Manor.**
Submitted by: Sofi Duran, Court Administrator

4. **Consideration, discussion, and possible action on a Professional Services Agreement for Judicial Services with Jay G. Caballero to serve as Associate Municipal Judge for the City of Manor, and administration of the Oath of Office.**
Submitted by: Sofi Duran, Court Administrator

REGULAR AGENDA

5. **Consideration, discussion, and possible action on an Ordinance amending and replacing Ordinance No. 749 to adopt an investment policy for the City of Manor, Texas.**
Submitted by: Belen Peña, Director of Finance

6. **Consideration, discussion, and possible action on a Resolution amending and replacing Resolution No. 2019-05, Granting Authority to the City Manager to Establish Purchasing Policies and Procedures; and Authority to Approve Change Orders and Contracts Subject to Limitations Set by State Law, Applicable Statutes, and the City Charter.**
Submitted by: Belen Peña, Director of Finance

7. **Consideration, discussion, and possible action on a CCN Transfer Agreement Between the City of Austin and the City of Manor to transfer an approximately 53.5596-acre tract situated in the James Manor Survey No. 40, Abstract N0. 546 in Travis County, Texas from City of Austin's certificated water service area to the City of Manor's certificated service area.**
Submitted by: Michael Burrell, Development Services Director

8. **Consideration, discussion, and possible action on a City of Manor, Texas Deposit Agreement for the Proposed Wastewater Service Transfer for a 53.5596-acre tract.**
Submitted by: Michael Burrell, Development Services Director

EXECUTIVE SESSION

The City Council will now Convene into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in:

- 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 the following litigation cases:

D-1-GN-25-000719, Robert Edward Battaile vs. Texas Elections Division Hon. Jane Nelson Texas Secretary of State (Robert Edward Battaile, Bobby Reese, and Austin Bocce League v. City of Manor, Et Al.), in the 459th District Court of Travis County, Texas;

D-1-GN-26-004044, Amigos Vending LLC vs. City of Manor, Texas, In the 419th Judicial District of Travis County, Texas;

D-1-GN-26-009239, Belinda Clark; Jerry R. Farmer, Jr.; Cypress Bluff, LLC; Toby Edwards; Mary Edwards vs. City of Manor, Dr. Christopher Harvey, Emily Hill, Anne Weir, Maria Amezcua, Sonia Wallace,, in the 419th District Court of Travis County, Texas;

- *Sections 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding ShadowGlen; and*

- *Sections 551.071, 551.072 and 551.087 Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel and deliberation of economic development negotiations*

OPEN SESSION

The City Council will now reconvene into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and take action, if any, on item(s) discussed during Closed Executive Session.

ADJOURNMENT

In addition to any executive session already listed above, the City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Section §551.071 (Consultation with Attorney), §551.072 (Deliberations regarding Real Property), §551.073 (Deliberations regarding Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations regarding Security Devices) and §551.087 (Deliberations regarding Economic Development Negotiations).

CONFLICT OF INTEREST

In accordance with Section 12.04 (Conflict of Interest) of the City Charter, "No elected or appointed officer or employee of the city shall participate in the deliberation or decision on any issue, subject or matter before the council or any board or commission, if the officer or employee has a personal financial or property interest, direct or indirect, in the issue, subject or matter that is different from that of the public at large. An interest arising from job duties, compensation or benefits payable by the city shall not constitute a personal financial interest."

Further, in accordance with Chapter 171, Texas Local Government Code (Chapter 171), no City Council member and no City officer may vote or participate in discussion of a matter involving a business entity or real property in which the City Council member or City officer has a substantial interest (as defined by Chapter 171) and action on the matter will have a special economic effect on the business entity or real property that is distinguishable from the effect on the general public. An affidavit disclosing the conflict of interest must be filled out and filed with the City Secretary before the matter is discussed.

POSTING CERTIFICATION

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Thursday, October 29, 2026, by 5:00 PM and remained so posted continuously for at least 3 business days preceding the scheduled time of said meeting.

/s/ Lluvia T. Almaraz, TRMC
City Secretary for the City of Manor, Texas

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:

The City of Manor is committed to compliance with the Americans with Disabilities Act. Manor City Hall and the Council Chambers are wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 10 days prior to this meeting. Please contact the City Secretary at 512.272.5555 or e-mail citysecretary@manortx.gov

PROCLAMATION

WHEREAS, November is nationally recognized as Native American Heritage Month, a dedicated time to celebrate the rich history, vibrant cultures, diverse traditions, and significant achievements of Indigenous peoples; and

WHEREAS, Central Texas rests on lands historically stewarded by Indigenous peoples including the Tonkawa, Comanche, Lipan Apache, and Wichita whose heritage remains an integral part of our regional history; and

WHEREAS, American Indian and Alaska Native individuals continue to contribute vital leadership, service, art, commerce, and civic dedication across the State of Texas and within the City of Manor; and

WHEREAS, Native American Heritage Month provides an essential opportunity for our residents, schools, businesses, and civic organizations to learn about Indigenous histories, recognize tribal sovereignty, and honor the enduring legacy and ongoing contributions of Native communities today; and

WHEREAS, the City of Manor is committed to fostering an inclusive community that respects, preserves, and celebrates the diverse cultural heritage of all who call Manor home.

NOW THEREFORE, I, Dr. Christopher Harvey, Mayor of the City of Manor, Texas, along with the Manor City Council, do hereby proclaim November 2026 as:

"Native American Heritage Month"

in the City of Manor, Texas, and urge all residents to reflect on the histories and ongoing contributions of Native Americans, participate in educational and cultural activities, and support Indigenous voices throughout our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Manor to be affixed this 4th day of November 2026.

_____

Dr. Christopher Harvey, Mayor
City of Manor

PROCLAMATION

Whereas, Texas first observed Arbor Day in 1889, under the leadership of the Texas Forestry Association; and

Whereas, All across Texas, from towering pines to majestic oaks to scrubby mesquites — the many trees of Texas are beautiful and prominent features of our unique and breathtaking landscape; and

Whereas, As Texans, we value our trees and the benefits they provide each of us every day. Benefits like clean air, clean water, improving our health and even saving us money on energy bills; and

Whereas, We encourage people in our community to plant trees and celebrate them on the first Friday each November on Texas Arbor Day; and

Whereas, This holiday for trees is an opportunity to teach fundamental lessons about the stewardship of our natural resources and caring for our environment. It is an opportunity to learn what each of us can do to keep our community trees healthy and vibrant, and it is a time we can pause to appreciate trees in our lives; and

Whereas, Together, we can create a brighter and more beautiful future for the next generation. They, in turn, can affirm the duty of protecting our natural resources by being responsible stewards of this great land; and

Whereas, The City of Manor will host a Texas Arbor Day Event at Timmermann Park on November 7, 2026, from 9:00 a.m. – 10:00 a.m. The community is invited to bring their families to this fun event for all ages.

Now, Therefore, I, Dr. Christopher Harvey, Mayor of the City of Manor, and on behalf of the Manor City Council, do hereby proclaim Friday, November 6, 2026, as:

"Texas Arbor Day"

in the City of Manor and urge all citizens to support efforts to care for our trees and woodlands and I urge all citizens to plant trees to gladden the hearts and promote well-being of present and future generations.

Proclaimed this the 4th day of November 2026

_____

Dr. Christopher Harvey, Mayor
City of Manor

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 4, 2026

PREPARED BY: Lluvia Almaraz, City Secretary

DEPARTMENT: City Secretary's Office / Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action regarding approval of the City Council Minutes.

- October 21, 2026, City Council Regular Meeting

BACKGROUND/SUMMARY:

Minutes are reviewed and accepted at a regular meeting under the consent agenda. Minutes will be available on the city's website for viewing after approval.

ATTACHMENTS: No

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

MEETING DATE: November 4, 2026
PREPARED BY: Michael Burrell, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a supplement to the agreement for street lighting services by and between Oncor Electric Delivery Company, LLC and the City of Manor.

BACKGROUND/SUMMARY:

This supplemental street lighting agreement is for New Haven Phases 2 and 4. It adds the streetlights in those phases to the city's master streetlighting agreement with Oncor. This agreement is necessary whenever streetlights served by Oncor are added, and the city has previously provided supplements for Stonewater, Stonewater North, Palomino, Mustang Valley, and New Haven Phase 1.

ATTACHMENTS: No

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

MEETING DATE: November 4, 2026
PREPARED BY: Sofi Duran, Court Administrator
DEPARTMENT: Court

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the ratification of a Professional Services Agreement for Judicial Services with Robyn Katz to serve as Associate Municipal Judge for the City of Manor.

BACKGROUND/SUMMARY:

Per the City Charter **Section 7.10. Municipal Court.** The department of the Municipal Court shall be established and maintained. There shall be a court, designated as the "Municipal Court" of the City of Manor, for the trial of misdemeanor offenses, with all such powers and duties as are now, or may hereafter be, prescribed by laws of the State of Texas relative to municipal courts. The municipal court shall be organized and supervised as follows: [Amended November 2022]

(a) The presiding municipal judge and the associate judges shall be appointed by the city manager, subject to confirmation by the City Council. They shall be compensated as recommended by the city manager and approved by the city council.

Due to urgent judicial needs in the Municipal Court, the Professional Services Agreement was executed by City Manager Scott Moore and Honorable Judge Katz on October 5, 2026. The Oath of Office was administered on the same day. Council action is now requested to formally ratify the agreement.

ATTACHMENTS: No

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

MEETING DATE: November 4, 2026
PREPARED BY: Sofi Duran, Court Administrator
DEPARTMENT: Court

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Professional Services Agreement for Judicial Services with Jay G. Caballero to serve as Associate Municipal Judge for the City of Manor, and administration of the Oath of Office.

BACKGROUND/SUMMARY:

Per the City Charter **Section 7.10. Municipal Court.** The department of the Municipal Court shall be established and maintained. There shall be a court, designated as the "Municipal Court" of the City of Manor, for the trial of misdemeanor offenses, with all such powers and duties as are now, or may hereafter be, prescribed by laws of the State of Texas relative to municipal courts.

The municipal court shall be organized and supervised as follows: [Amended November 2022]

(a) The presiding municipal judge and the associate judges shall be appointed by the city manager, subject to confirmation by the City Council. They shall be compensated as recommended by the city manager and approved by the city council.

Council action is now requested to reappoint Judge Caballero and for his Oath of Office to be administered.

ATTACHMENTS: No

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 4, 2026
PREPARED BY: Belen Peña, Director of Finance
DEPARTMENT: Finance

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an Ordinance amending and replacing Ordinance No. 749 to adopt an investment policy for the City of Manor, Texas.

BACKGROUND/SUMMARY:

The Public Funds Investment Act (PFIA), Chapter 2256 of the Texas Government Code, is the state law that governs the investment of public funds. In Section 2256.005(e), the PFIA requires governmental bodies to adopt an investment policy annually to serve as a guideline for the investment of public funds. The PFIA provides the legal parameters for the City of Manor's investments, which are further narrowed by the Manor City Council's adoption of specific investment policies.

ATTACHMENTS: Yes

- Draft Ordinance and Exhibit A

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING AND REPLACING ORDINANCE NO. 749 TO ADOPT AN INVESTMENT POLICY, PROVIDING A SEVERABILITY CLAUSE, PROVIDING SAVINGS, EFFECTIVE DATE, AND OPEN MEETINGS CLAUSES, AND PROVIDING FOR RELATED MATTERS.

Whereas, the City of Manor, Texas (the "City") is a home rule municipality having the full power of local self-government pursuant to its Charter, Article XI, Section 5 of the Texas Constitution, and Chapter 9 of the Texas Local Government Code; and

Whereas, the City has had a formal investment policy in place governing the investment and management of the City's funds and financial resources; and

Whereas, amendments to Texas Government Code Chapter 2256 require the City to review and update its investment policy and strategies; and

Whereas, the City Council of the City (the "City Council") finds that it is prudent to adopt an updated investment policy consistent with amendments made to Texas Government Code Chapter 2256.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, THAT:

Section 1. **Findings.** The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and incorporated herein for all purposes as findings of fact.

Section 2. **Adoption and Repeal.** The City Council hereby amends and replaces Ordinance No. 749 in its entirety by adopting the authorized investment policy of the City of Manor, Texas (the "Investment Policy") as provided for in Section 3 of this Ordinance and repeals all previously adopted investment policies.

Section 3. **City of Manor Investment Policy**. The City Council hereby authorizes that the funds and financial resources of the City of Manor be managed and invested in conformance with the provisions and requirements of the Public Funds Investment Act, Chapter 2256, Texas Government Code, as amended (the "Act") and the Investment Policy attached hereto as **Exhibit A** and incorporated by reference herein for all purposes.

Section 4. **Conflicting Ordinances.** All ordinances or parts of ordinances in conflict with this Ordinance are hereby amended to the extent of such conflict and shall hereinafter read as provided herein. In the event of a conflict or inconsistency between this Ordinance and any other code or ordinance of the City, the terms and provisions of this Ordinance shall govern.

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Section 5. Savings Clause. All rights and remedies of the City of Manor are expressly saved as to any and all violations of the provisions of any ordinances affecting the investment policy of the City which have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

Section 6. Severability. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable and, if any phrase, sentence, paragraph or section of this Ordinance should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation of this ordinance of any such invalid phrase, clause, sentence, paragraph or section. If any provision of this Ordinance shall be adjudged by a court of competent jurisdiction to be invalid, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision, and to this end the provisions of this Ordinance are declared to be severable.

Section 7. Open Meetings. It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

Section 8. Effective Date. This ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Texas Local Government Code and the City Charter.

PASSED AND ADOPTED the _____ day of _____, 2026.

THE CITY OF MANOR, TEXAS

_____
Dr. Christopher Harvey, Manor

ATTEST:

_____
Lluvia T. Almaraz, City Secretary

DRAFT

Exhibit A
Investment Policy
[attached]

DRAFT

CITY OF MANOR
INVESTMENT POLICY

PURPOSE:

The objectives of the Investment Policy of the City of Manor is to provide a means to invest available funds in such a manner as to safely preserve the principle, minimize risk, maintain liquidity, and obtain a yield that is commensurate with the risk and prevailing rates of interest available in the marketplace in accordance with the Public Funds Investment Act, Chapter 2256, Texas Government Code, (the "Act"), Public Funds Collateral Act, Chapter 2257, Texas Government Code, and other applicable federal, state and local requirements.

SCOPE:

This Investment Policy applies to the cash management and investment activities of the City. All financial assets of the City, including the following fund types, shall be administered in accordance with the provisions of these policies.

- General Fund
- Special Revenue Fund
- Debt Service Fund
- Enterprise Fund
- Internal Service Fund
- Trust and Agency Fund
- Fiduciary Fund
- All other funds as may be required or created from time to time.

OBJECTIVES:

The cash management and investment of all funds shall be governed by the following investment objectives, in order of priority:

1. Safety. The primary objective of the City's investment activity is the preservation and safety of principal. Each investment transaction shall seek to first avoid capital losses, whether they arise from issuer defaults or erosion of market value. Credit risk shall be managed through collateralization of bank deposits and prohibition of corporate entity risk.

2. Liquidity. The City's investment portfolio is to remain sufficiently liquid to meet operating requirements. Liquidity shall be achieved by matching investment maturities with estimated cash flow requirements, maintaining liquid reserves and by investing in securities with active secondary markets.

3. Diversification. Invested funds shall be diversified to minimize risk or loss resulting from over-concentration of assets in a specific maturity, specific issuer, or specific class of investment, when appropriate. Cash flow projections shall be utilized to spread investment maturities, smooth market fluctuations, and reduce reinvestment risk.

4. Yield. The City's investment activity shall seek to earn competitive market rates of return commensurate with the appropriate level of risk.

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LEGAL LIMITATIONS:

Direct specific investment parameters for the investment of public funds in Texas are found in the Public Funds Investment Act, Chapter 2256 Texas Government Code. The Public Funds Collateral Act, Chapter 2257, Texas Government Code, specifies collateral requirements for all public funds' deposits. All investments will be made in accordance with these statutes.

DELEGATION OF AUTHORITY:

The City Council of the City of Manor, Texas, designates the Finance Director of the City of Manor, Texas, as the City's Investment Officer. The Finance Director shall establish procedures for the operation of the investment program consistent with this Investment Policy. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate all investment activities. No person may engage in an investment transaction except as provided under the terms of this Investment Policy and the procedures established.

The City Council shall annually adopt resolutions attesting to its review and approval of the City's investment providers and Investment Policy, including investment strategies. To ensure the quality and capability of the City's Investment Officer, the City approved periodic courses and seminars. A newly appointed Investment Officer must attend a training session of at least 10 hours of instruction within twelve months of the date the Investment Officer took office or assumed the Officer's duties or as required by any applicable law or regulation. Additionally, the Investment Officer shall attend an investment training session not less than once in a two-year period that begins on the first day of the City's fiscal year and consists of the two consecutive fiscal years after that date and shall receive not less than 8 hours of instruction relating to investment responsibilities. The investment training session shall comply with the investment training requirements of State law and be provided by the following approved independent training sources: Texas Municipal League, Government Finance Officers' Association, Government Finance Officers' Association of Texas, Government Treasurers' Organization of Texas, Council Of Governments, University of North Texas Center for Public Management, and American Institute of Certified Public Accountants.

The City shall, in conjunction with its annual financial audit, perform a compliance audit of management controls on investments and adherence to the City's Investment Policy.

PRUDENCE:

Investments shall be made with judgment and care under prevailing circumstances that a person of prudence, discretion and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived.

The Investment Officer shall seek to act responsibly as custodians of the public trust. The Investment Officer shall avoid any transactions that might impair public confidence in the City's ability to govern effectively. The City Council of the City of Manor, Texas, recognizes that in a diversified portfolio, occasional measured losses due to market volatility are inevitable, and must be considered within the context of the overall portfolio's return and that the Investment Officer acting in accordance with written procedures and exercising prudence, shall be relieved of personal liability and responsibility for an individual investment's performance.

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ETHICS:

The Investment Officer shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. The Investment Officer shall disclose to the City Council of the City of Manor, Texas, any material financial interests in financial institutions that conduct business with the City and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio. The Investment Officer shall subordinate their personal investment transactions to those of the City of Manor, Texas.

If the Investment Officer has a personal business relationship with an entity seeking to sell an investment to the City or is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City, the Investment Officer shall file a statement of disclosure with the City Council of the City of Manor, Texas, and the Texas Ethics Commission.

REPORTING:

At least quarterly, the Investment Officer shall provide to the City Council of the City of Manor, Texas, an investment report that complies with applicable law and includes, but is not limited to:

- Detailed description of the City's investment position,
- Summary statement of each pooled fund group (if applicable),
- Beginning and ending book and market value of each separately invested asset by fund and asset type,
- Maturity date of each asset, and
- Signature of the Investment Officer attesting to the portfolio's compliance with the Investment Policy and State law.

The market valuations obtained by the City shall be from independent sources believed to be accurate and representative of the securities' true value.

At least annually, the City's independent auditor shall formally review each quarterly report in conjunction with the annual audit and report the results to the City Council of the City of Manor, Texas.

INVESTMENTS:

Authorized Investment Instruments - Financial assets of the City may be invested in:

- Obligations of the United States or its agencies or instrumentalities, including the Federal Home Loan Banks, but excluding all mortgage-backed securities;
- Other obligations, the principal and interest on which are unconditionally guaranteed or insured by, or backed by, the full faith and credit of the United States or its agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States.
- Financial institution deposits that are issued by a state or national bank, a savings bank or a state or federal credit union that a) has its main office or a branch office in Texas and is guaranteed or insured by the Federal Deposit Insurance Corporation or its successor, and b) is secured by obligations in a manner and amount provided by law for deposits of the City, or c) is placed through a depository institution or approved broker that has its main office or a branch office in Texas that meets the requirements of the Act.

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- Security and Exchange Commission (the "SEC") registered, no-load, government money market mutual funds that comply with the requirements of State Law;
- Texas local government investment pools that seek to maintain a stable dollar asset value, would be described as "government" portfolios, are specifically authorized by the City Council of the City of Manor, Texas and comply with the requirements of State law;
- Investment pools that provide fixed maturity, fixed yields investments, are specifically authorized by the City Council of the City of Manor, Texas, and comply with the requirements of State law; and
- Repurchase agreements (direct security repurchase agreements) collateralized by a combination of cash and obligations of the United States or its agencies or instrumentalities and that comply with the requirements of State law.

Non- Authorized Investments:

- Investments including interest-only or principal-only strips of obligations with underlying mortgage-backed security collateral, or collateralized mortgage obligations with an inverse floating interest rate coupons or a maturity date of over 10 years are strictly prohibited.
- With respect to authorized investments, this Policy is more restrictive than the Public Funds Investment Act.
- All securities transactions shall be executed on a delivery versus payment basis and all securities shall be held in safekeeping by an independent third-party institution approved by the City Council of the City of Manor, Texas
- The Investment Officer may not place any investment with or through a local government investment pool or discretionary investment management firm that has not delivered a written certification to the City as required by State law or, with broker/dealers that have not been authorized by the City Council of the City of Manor, Texas.
- Competitive Environment - To create a competitive pricing environment for each investment transaction, the City will solicit quotations from multiple authorized broker/dealers or financial institutions. The City is not required to liquidate investments that were authorized at the time of purchase.

MAXIMUM MATURITY:

No individual investment will be made for longer than a 24-month period except with approval of the City Council of the City of Manor, Texas. The maximum average dollar-weighted maturity allowed for pooled investments, based on the maturity date for the portfolio, shall not exceed ninety days.

AUTHORIZED INVESTMENT PROVIDERS:

The Investment Officer shall establish criteria to evaluate Investment Advisors and Providers, including:

- Adherence to the City's policies and strategies;
- Investment performance and transaction pricing within accepted risk constraints;
- Responsiveness to the City's request for services, information and open communication;
- Understanding of the inherent fiduciary responsibility of investing public funds; and
- Similarity in philosophy and strategy with the City's objectives.

Selected Investment Advisors and Providers shall provide timely transaction confirmations and activity reports and must be registered under the Investment Advisors Act of 1940 or with the State Securities Board.

DRAFT

A contract with an Investment Advisor may not be for a term longer than two years and must be approved by the City Council of the City of Manor, Texas.

Investment Providers and Approved List - A list will be maintained of "primary" dealers or regional dealers that qualify under SEC Rule l 5C3-l (uniform net capital rule). Broker/dealers who desire to become qualified for investment transactions must supply the following information as appropriate:

- Proof of Financial Industry Regulatory Authority (FINRA) registration.
- Proof of State registration.
- Any other information required by local, state, or federal laws or regulations.

The Investment Officer shall review, revise, and adopt a list of authorized broker/dealers at least annually.

Eligible Investment Provider Organizations - Organizations eligible to transact investment business with the City shall be presented a written copy of this Investment Policy. Additionally, the qualified representative of a local government investment pool or a fully discretionary investment advisory firm seeking to transact investment business shall execute a written instrument substantially to the effect that the qualified representative has:

- Received and thoroughly reviewed this Investment Policy
- Acknowledged that the organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the City and the organization that are not authorized by the City's Investment Policy or any applicable law, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio or requires an interpretation of subjective investment standards.
- The City shall not enter into an investment transaction with a business organization prior to receiving the written instrument described above.

DEPOSIT FUNDS:

Funds on deposit with the City's financial institution(s) whether or not they are interest-bearing, shall not be considered as investments and deposits to and withdrawals from bank accounts by authorized personnel shall not be restricted by this Investment Policy. The Committee shall monitor funds on deposit described herein to assure that they are fully insured or have had bonds and securities pledged by the institution sufficient to protect the full amount of the deposits and as required by all applicable laws and regulations. The Committee shall have the authority to determine what portion of those funds should be available for investment and to authorize investments from those funds. The Committee shall also have the option to purchase a Certificate of Deposit with an FDIC insured financial institution as an investment, provided the deposit is fully protected.

SAFEKEEPING AND CUSTODIAN OF COLLATERAL:

The City shall contract with a bank or banks for the safekeeping of securities whether owned by the City as part of its investment portfolio or held as collateral to secure demand, interest-bearing checking, or time deposits. Securities owned by the City shall be held in the City's name as evidenced by safekeeping receipts of the institution holding the securities.

Collateral for deposits will be held by a third-party custodian designated by the City and pledged to the City as evidenced by safekeeping receipts of the institution with which the collateral is deposited. Original safekeeping receipts shall be obtained. Collateral may be held by the depository bank's trust department, a

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Federal Reserve bank or branch of a Federal Reserve bank, a Federal Home Loan Bank, or a third-party bank approved by the City.

COLLATERALIZATION:

Consistent with the requirements of the Public Funds Collateral Act, Chapter 2257, Tex. Gov't Code, as amended, it is the policy of the City of Manor to require full collateralization of all city funds on deposit with a depository bank, other than investments. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the deposits or investments less an amount insured by the FDIC. At its discretion, the City may require a higher level of collateralization for certain investment securities. Securities pledged as collateral shall be held by an independent third party with which the City has a current custodial agreement. The City Secretary is responsible for entering into collateralization agreements with third-party custodians in compliance with this policy, subject to the approval of the City Council. The agreements are to specify the acceptable investment securities for collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities, and the method of valuation of securities. A clearly marked evidence of ownership (a safekeeping receipt) must be supplied to the City and retained. Collateral shall be reviewed at least monthly to assure that the market value of the pledged security is adequate.

The City shall only accept the following types of collateral:

- Obligations of the United States or its agencies and instrumentalities.
- Direct obligations of the State of Texas or its agencies and instrumentalities.
- Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States.
- Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized rating firm not less than A or its equivalent with a remaining maturity of ten years or less.
- A surety bond issued by an insurance company rated as to investment quality by a nationally recognized rating firm not less than A.
- A letter of credit issued to the City by the Federal Home Loan Bank.

CREDIT DOWNGRADE PROVISION:

Not less than quarterly, the Investment Committee will obtain from a reliable source the current credit rating for each investment held that has a PFIA-required minimum rating. An investment that requires a minimum rating does not qualify as an authorized investment during the period where the investment does not have the minimum rating. The City shall take all prudent measures that are consistent with its Investment Policy to liquidate an investment that does not have the minimum rating.

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AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 4, 2026
PREPARED BY: Belen Peña, Director of Finance
DEPARTMENT: Finance

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Resolution amending and replacing Resolution No. 2019-05, Granting Authority to the City Manager to Establish Purchasing Policies and Procedures; and Authority to Approve Change Orders and Contracts Subject to Limitations Set by State Law, Applicable Statutes, and the City Charter.

BACKGROUND/SUMMARY:
The Purchasing Policy replaces Resolution No. 2019-05 and reflects changes to statutory limits, adjusts administrative purchasing authority, and updates rules on payment methods and prohibited expenses. The policy establishes clear guidelines, spending accountability, and transparency for the acquisition of goods and services. Recent legislative changes in Texas from the 89th Legislative Session significantly update purchasing, bidding, and procurement policies for state agencies, counties, municipalities, and school districts.

ATTACHMENTS: Yes

- Draft Resolution and Exhibit
- Purchasing Policy-Legal Review

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, AMENDING AND REPLACING RESOLUTION NO. 2019-05, GRANTING AUTHORITY TO THE CITY MANAGER TO ESTABLISH PURCHASING POLICIES AND PROCEDURES; AND AUTHORITY TO APPROVE CHANGE ORDERS AND CONTRACTS SUBJECT TO LIMITATIONS SET BY STATE LAW, APPLICABLE STATUS, AND THE CITY CHARTER.

WHEREAS, the City Council of the City of Manor (the "City Council") desires to maintain fiscal responsibility by establishing cost-effective purchasing policies and procedures;

WHEREAS, Chapter 252 of the Texas Local Government Code allows the governing body of a municipality to grant general authority to an administrative official to approve change orders to contracts;

WHEREAS, the City Council desires to grant the City Manager of the City of Manor (the "City Manager") the authority to sign legal commitments of the City that are $99,999 or less; and

WHEREAS, the City Council has determined it is in the best interest of the City to grant the City Manager authority to establish purchasing policies and procedures; authorize the City Manager to approve change orders subject to limitations set by state law, as amended; and authorize the City Manager to sign legal commitments of the City subject to limitations set by City Council.

NOW, **THEREFORE**, **BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANOR, THAT:**

SECTION 1. The City Council hereby approves the recitals contained in the preamble of this Resolution and finds that all the recitals are true and correct and incorporate the same in the body of this Resolution as findings of fact.

SECTION 2. The City Manager, as the chief executive officer of the City of Manor ("City"), is hereby charged with establishing, maintaining and enforcing all purchasing policies within the City that fully comply with all applicable, local, state, or federal laws and that protect the taxpayers of Manor.

SECTION 3. The City Council shall evaluate the effectiveness of such policies and procedures during its approval of the City's Annual Budget as well as when it is called upon to approve contracts for goods and services.

SECTION 4. The City Council further grants authority to the City Manager, or his designee, to approve change orders that involve a decrease or an increase in the contract amount of $25,000 or less.

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SECTION 5. The City Council further grants authority to the City Manager to sign legal commitments of the City in an amount that is $99,999 or less.

SECTION 6. If any section, article, paragraph, sentence, clause, phrase or word in this resolution or application thereof to any persons or circumstances is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this resolution; and the City Council hereby declares it would have passed such remaining portions of the resolution despite such invalidity, which remaining portions shall remain in full force and effect.

PASSED AND ADOPTED this _____ day of _____, 2026.

THE CITY OF MANOR, TEXAS

_____
Dr. Christopher Harvey, Manor

ATTEST:

_____
Lluvia T. Almaraz, City Secretary

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AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

MEETING DATE: November 4, 2026
PREPARED BY: Michael Burrell, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a CCN Transfer Agreement Between the City of Austin and the City of Manor to transfer an approximately 53.5596-acre tract situated in the James Manor Survey No. 40, Abstract N0. 546 in Travis County, Texas from City of Austin's certificated water service area to the City of Manor's certificated service area.

BACKGROUND/SUMMARY:

Butler Family Partnership, Ltd. owns the 53.5596-acre tract located within the Manor city limits and is interested in receiving retail water service from Manor. The owner is requesting a transfer of the 53.5596-acre tract from City of Austin's certificated water service area to the City of Manor's certificated service area.

ATTACHMENTS: No

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

MEETING DATE: November 4, 2026
PREPARED BY: Michael Burrell, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a City of Manor, Texas Deposit Agreement for the Proposed Wastewater Service Transfer for a 53.5596-acre tract.

BACKGROUND/SUMMARY:

This is our standard wastewater deposit agreement to transfer services. The agreement provides for a deposit to cover costs incurred by the City and its consultants to review and draft documents related to the CCN transfer from City of Austin to the City of Manor. The wastewater transfer is for the proposed development for the Manor Downs project.

ATTACHMENTS: No