



**CITY COUNCIL
REGULAR SESSION MINUTES
DECEMBER 4, 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
Scott Jones, Economic Development Director
Yalondra V. Santana, Heritage & Tourism Manager
Michael Burrell, Interim Development Services Director
Mathew Woodard, Public Works Director
Lance Zeplin, Public Works Superintendent
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 7:07 p.m. on Wednesday, December 4, 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.

PUBLIC COMMENTS

No one appeared at this time.

At the direction of Mayor Harvey Item No. 3 was pulled from the Consent Agenda to be discussed separately.

CONSENT

1. Consideration, discussion, and possible action to approve the City Council Minutes.

Submitted by: Lluvia T. Almaraz, City Secretary

- **October 16, 2024, City Council Regular Meeting;**
- **October 19, 2024, City Council Workshop;**
- **November 6, 2024, City Council Workshop;**
- **November 6, 2024, City Council Regular Meeting;**
- **November 16, 2024, City Council Workshop;**
- **November 19, 2024, City Council Called Special Session;**
- **November 20, 2024, City Council Workshop; and**
- **November 20, 2024, City Council Regular Meeting**

2. Consideration, discussion, and possible action on a Resolution of a Joint Election Agreement with the Travis County Elections Administrator to Conduct the City's Runoff Election; Providing for the Notice of Appointment of Early Voting Ballot Board and Signature Verification Committee.

Resolution No. 2024-38: A Resolution of The City of Manor, Texas, Providing for Approval of a Joint Election Agreement With the Travis County Elections Administrator to Conduct the City's Runoff Election; Providing for the Notice of Appointment of Early Voting Ballot Board and Signature Verification Committee; and Providing an Effective Date.

4. Consideration, discussion, and possible action on a 0.088-acre Wastewater Easement over and across a portion of lots 7C-1B and 7C-1C, Block A, Short Form Final Plat of Manor Commons SW in Travis County, Texas.

5. Consideration, discussion, and possible action on a 0.029 acre, more or less, Wastewater Easement out of the Greenbury Gates Survey No. 63, Abstract 315, in Travis County, Texas.

6. Consideration, discussion, and possible action on the IT Specialist II position and Pay Scale.

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

There was no further discussion.

Motion to approve carried 7-0

REGULAR AGENDA

3. Consideration, discussion, and possible action on a 0.6399 Wastewater Easement out of the Greenberry Gates Survey No. 63, Abstract No. 315, and being out of Lot 1, Manor Addition in Travis County, Texas.

Assistant City Attorney Rivera stated that she received new acreage revisions for the easement; therefore, the language on the agenda was incorrect, and staff recommended postponing this item until the December 18th meeting.

Robinson Zamorano with Landmark Companies discussed the proposed easement. He stated that all city requirements were met and didn't understand why the item was being postponed.

Assistant City Attorney Riveras stated that City Engineer reviewed meets and bounds however easement needs to include additional land to cover the adjacent commercial tract. Legal had not reviewed the new addition, and the agenda wording is incorrect, which is the reason for requesting the postponement. She also stated that the council could make a motion to allow the city manager to execute the easement after the final easement was reviewed.

Josh Vasquez with Husch Blackwell LLP submitted a speaker card in opposition to this item. He's representing the adjacent landowner, who is requesting a postponement so that they could have additional time to be reviewed.

Mayor Harvey suggested that the item be tabled to give additional time for both parties to discuss a solution.

Interim Development Director Burrell expressed his recommendation for the item to move forward and for the City Council to authorize the City Manager to execute after final revisions are made.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the easement as to form and authorize the city manager to finalize the easement with any revisions necessary with discussion.

A discussion was held regarding clarification of the reason for the delay of the easement.

Mr. Vasquez discussed why he would like the item to be postponed.

A discussion was held regarding the clarification of the City Manager to sign the easement after revisions.

City Engineer Phelan discussed the proposed revisions to the easement.

MOTION: Upon a motion made by Mayor Pro Tem Emily Hill and seconded by Council Member Weir to table the item.

There was no further discussion.

Motion to table carried 7-0

At the direction of Mayor Harvey, Item No. 9 was discussed next.

9. Consideration, discussion, and possible action on the Rental Assistance Program for the new State Farm Insurance agency in Manor, Texas.

The city staff recommended that the City Council approve a grant to Stephen Miller State Farm Agency in the amount of \$7498.00, reimbursed monthly upon request from the owner after proof of payment to the landlord is received by the City.

Economic Development Director Jones discussed the proposed rental assistance grant for Stephen Miller State Farm Agency.

A discussion was held regarding the clarification of the grant amount.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno to approve a grant to Stephen Miller State Farm Agency in the amount of \$7,498.00, reimbursed monthly upon request from the owner after proof of payment to the landlord is received by the City.

A discussion was held regarding the clarification of the grant amount.

MOTION: Upon an amendment motion made by Council Member Amezcua and seconded by Council Member Moreno to approve a grant to Stephen Miller State Farm Agency for the maximum of \$750.00 per month for the first 6 months, with the declining balance thereafter rental assistance to reimburse monthly upon request from the owner after proof of payment to the landlord is received by the city for the maximum amount of \$7,498.

**Motion to approve carried 5-2
(Mayor Pro Tem Emily Hill and Council Member Deja Hill voted against)**

10. Consideration, discussion, and possible action on granting the second six months of the City's Rental Assistance Program for E'Styles.

The city staff recommended that the City Council approve the extension of the previous grant to E'Styles in the amount of \$2,998.00, reimbursed monthly upon request from the owner after the City receives proof of payment to the landlord.

Economic Development Director Jones discussed the proposed grant.

Mr. and Mr. Villarreal spoke regarding the success of their business and the reason for requesting the additional grant.

A discussion was held regarding future internships that could be provided with the school's cosmetology class.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to approve the extension of the previous grant to E'Styles in the amount of \$2,998 reimbursed monthly upon request from the owner after the city receives proof of payment to the landlord.

Council Member Wallace stated that this item needed clarification on the reimbursement amount.

MOTION: Upon an amended motion made by Council Member Moreno and seconded by Council Member Amezcua to approve the extension of the previous grant to E'Styles in the amount of \$2,998 as per the payment schedule provided and reimbursed monthly upon request from the owner after the city receives proof of payment to the landlord.

Motion to approve carried 7-0

3. Consideration, discussion, and possible action on a 0.6399 Wastewater Easement out of the Greenberry Gates Survey No. 63, Abstract No. 315, and being out of Lot 1, Manor Addition in Travis County, Texas.

Interim Development Services Director Burrell stated that both parties and the City Engineer had agreed to review revisions later and would accept the City Manager's authorization to execute the final agreement with any discussed revisions.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to approve as to form and authorize the City Manager to execute the easement with any revisions necessary.

There was no further discussion.

Motion to approve carried 7-0

7. Consideration, discussion, and possible action on a change order to the construction contract for the Cottonwood Creek West Tributary Wastewater Main Extension.

The city staff recommended that the City Council approve Change Order No. 1 to the construction contract for the Cottonwood Creek West Tributary Main with Santa Clara Construction in the amount of \$26,185.68.

City Engineer Phelan discussed the proposed change order.

A discussion was held regarding the timeline of the project.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve Change Order No. 1 to the construction contract for the Cottonwood Creek West Tributary Main with Santa Clara Construction in the amount of \$26,185.68.

A discussion was held regarding the source of the allocation of funds.

There was no further discussion.

Motion to approve carried 7-0

8. Consideration, discussion, and possible action on a Statement of Work No. 41 to the Master Services Agreement with George Butler Associates, Inc. for the upgrading and expansion of the current Geographic Information System (GIS) infrastructure.

The city staff recommended that the City Council approve the proposed Statement of Work No. 41 to the Master Services Agreement with George Butler Associates, Inc. for the upgrade and expansion of the GIS infrastructure in the amount of \$20,000.

Justin Clinger with GBA discussed the proposed agreement regarding the operation and training of the city public works department's GIS software.

Pubic Works Director Woodard discussed the advantages of employee certification and training.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Weir to approve the proposed Statement of Work No. 41 to the Master Services Agreement with George Butler Associates, Inc. for the upgrade and expansion of the GIS infrastructure in the amount of \$20,000.

There was no further discussion.

Motion to approve carried 7-0

11. Consideration, discussion, and possible action on a resolution setting and issuing notice of a public hearing for the creation of a Tax Increment Reinvestment Zone (TIRZ #2) containing approximately 927.5 acres of land and directing the preparation of a preliminary reinvestment zone project and financing plan.

The city staff recommended that the City Council approve Resolution No. 2024-39 setting a public hearing for the creation of a Tax Increment Reinvestment Zone (TIRZ #2) containing approximately 927.5 acres of land, authorizing the City Secretary to issue notice regarding the public hearing, and directing the City to prepare a preliminary reinvestment zone project and financing plan.

Economic Development Director Jones discussed the proposed public hearing for creating TIRZ No. 2.

Resolution No. 2024-39: A Resolution of The City Council of The City of Manor, Texas, Setting a Public Hearing Under Section 311.003 of The Texas Tax Code for the Creation of a Tax Increment Reinvestment Zone (TIRZ #2) Containing Approximately 927.5 Acres of Land Generally Located Along the Northside and Southside of Highway 290 and South Along Lexington Street to the City of Manor's Southern City Limits and Being Wholly Located Within the Corporate Limits and Extraterritorial Jurisdiction of the City of Manor; Authorizing the Issuance of Notice by the City Secretary of the City of Manor, Regarding the Public Hearing; and Directing The City Of Manor To Prepare A Preliminary Reinvestment Zone Project And Financing Plan.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Weir to approve Resolution No. 2024-39 setting a public hearing for the creation of a Tax Increment Reinvestment Zone (TIRZ #2) containing approximately 927.5 acres of land, authorizing the City Secretary to issue notice regarding the public hearing, and directing the City to prepare a preliminary reinvestment zone project and financing plan.

There was no further discussion.

Motion to approve carried 7-0

12. Consideration, discussion, and possible action on an agreement authorizing the work to provide Surveying, Mapping, and Ground Penetrating Radar Services for the Cemetery.

The city staff recommended that the City Council authorize the City Manager to sign the contract agreement with LSI Landesign Services, Inc. in an amount not to exceed \$32,500.

Public Works Director Woodard discussed the proposed agreement.

Assistant City Attorney Rivera stated that legal hadn't reviewed the contract and asked if approved, the motion would include the review of legal staff.

Nora Sanchez, Cemetery Administrator discussed the importance and reasons of having surveying services for the cemetery.

A discussion was held regarding the clarification of the cemetery property acreage.

MOTION: Upon a motion made by Council Member Weir and seconded by Mayor Pro Tem Hill to authorize the City Manager to sign the contract agreement with LSI Landesign Services, Inc. in an amount not to exceed \$32,500 after legal review.

There was no further discussion.

Motion to approve carried 7-0

13. Consideration, discussion, and possible action on a Resolution Finding Public Convenience and Necessity and Authorizing the Use of Eminent Domain to Condemn if Necessary a Public Utility Easement of 20,835 Square Feet (as described in Exhibit "A") from a 10.0 Acre Tract of Land Conveyed to Plata Holdings, LLC in Document No. 2021219060 of the Official Public Records of Travis County, Texas for the Public Use and Purpose of Construction of Public Utilities Including Water Lines and Wastewater Lines.

The city staff recommended that the City Council approve Resolution No. 2024- 40 *"I move that the City of Manor authorize the use of the power of eminent domain to acquire a permanent public utility easement totaling 20,835 square feet from property owned by Plata Holdings, LLC and described in Agenda Item 13 for the public use of constructing and operating public utilities including water lines and wastewater lines."*

City Manager Moore discussed the proposed resolution.

Resolution No. 2024-40: A Resolution of The City Council of The City of Manor, Texas Finding Public Convenience and Necessity and Authorizing Eminent Domain Proceedings, if Necessary, for Acquisition of a Permanent Public Utility Easement Over a 20,835 Square Foot Parcel of Land Situated in the Green Berry Gates Survey, Abstract No. 315, in Travis County, Texas, Being Out of That Same Tract of Land Conveyed to Plata Holdings, LLC in Document No. 2021219060 of the Official Public Records of Travis, County, Texas, and Establishing an Effective Date; and Finding and Determining That the Meeting at Which this Resolution is Passed was Noticed and is Open to the Public as Required By Law.

MOTION: Upon a motion made by Council Member Weir and seconded by Mayor Pro Tem Emily Hill to approve Resolution No. 2024- 40 *“I move that the City of Manor authorize the use of the power of eminent domain to acquire a permanent public utility easement totaling 20,835 square feet from property owned by Plata Holdings, LLC and described in Agenda Item 13 for the public use of constructing and operating public utilities including water lines and wastewater lines.”*

There was no further discussion.

Mayor Harvey conducted a roll call. All City Council voted yes.

Motion to approve carried 7-0

14. Consideration, discussion, and possible action on installing pedestrian bridges for public safety and improvement.

The city staff recommended that the City Council authorize the City Manager to secure proposals to complete the installation of the pedestrian along the US Highway 290 Corridor.

City Manager Moore discussed the proposed request.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to authorize the City Manager to secure proposals to complete the installation of the pedestrian along the US Highway 290 Corridor.

A discussion was held regarding other options for the bridge placement.

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 8:58 p.m. on Wednesday, December 4, 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 551.074 Personnel Matters – Discussion of City Manager’s Employment; Sections 551.071 and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the EntradaGlen PID; 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; 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 8:58 p.m. on Wednesday, December 4, 2024.*

**City Council Regular Session Minutes
December 4, 2024**

The Executive Session was adjourned at 10:14 p.m. on Wednesday, December 4, 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 10:14 p.m. on Wednesday, December 4, 2024.

15. Consideration, discussion, and possible action on the First Amendment to the City of Manor, Texas, Deposit Agreement EntradaGlen PID with Las Entradas Development Corporation.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Weir to postpone this item to the December 18, 2024, Regular Council Meeting.

There was no further discussion.

Motion to postpone carried 7-0

ADJOURNMENT

The Regular Session of the Manor City Council was Adjourned at 10:15 p.m. on Wednesday, December 14, 2024.

The Manor City Council approved these minutes on the 18th day of December 2024.

APPROVED:

Dr. Christopher Harvey
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary