



**CITY COUNCIL
REGULAR SESSION MINUTES
OCTOBER 2, 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 (Absent)
Sonia Wallace, Place 4
Aaron Moreno, Place 5
Deja Hill, Place 6

CITY STAFF:

Scott Moore, City Manager
Ryan Phipps, Chief of Police
Denver Collins, Assistant Chief of Police
Lluvia T. Almaraz, City Secretary
Scott Jones, Economic Development Director
Tracey Vasquez, HR Director
Yalondra V. Santana, Heritage & Tourism Manager
Michael Burrell, Interim Development Services Director
Mathew Woodard, Public Works Director
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, October 2, 2024, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

INVOCATION

Councilwoman Wallace gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

EVENTS/ANNOUNCEMENTS

A. Hispanic Heritage Celebration, Saturday, October 5, 2024, at Timmermann Park, 12616 Simmer Run.

Heritage & Tourism Manager Valderrama invited the community to attend the first Hispanic Heritage Celebration on Saturday, October 5, 2024, at Timmermann Park.

PROCLAMATIONS

A. Declaring the month of October 2024 as “*Breast Cancer Awareness Month*”

Mayor Harvey read and presented the Proclamation to the Health Committee.

B. Declaring the month of October 2024 as “*Domestic Violence Awareness Month*”

Mayor Harvey read and presented the Proclamation to the Victim Services Team, the Austin Travis County Family Violence Task Force Team, and the Manor ISD Family Violence Team.

PUBLIC COMMENTS

No one appeared at this time.

CONSENT

1. Consideration, discussion, and possible action on a Wastewater Easement for Las Entradas North Section 4.

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

There was no further discussion.

Motion to approve carried 6-0

REGULAR AGENDA

2. Consideration, discussion, and possible action on a Business Associate Agreement with HUB International Texas, Inc.

The city staff recommended that the City Council approve the Business Associate Agreement with HUB International Texas, Inc. and the Employee Welfare Benefit Plans of the City of Manor and authorize the City Manager to execute the agreement and oversee compliance with its terms.

HR Director Vasquez discussed the proposed agreement.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Weir to approve the Business Associate Agreement with HUB International Texas, Inc. and the Employee Welfare Benefit Plans of the City of Manor and authorize the City Manager to execute the agreement and oversee compliance with its terms.

There was no further discussion.

Motion to approve carried 6-0

3. Second and Final Reading: Consideration, discussion, and possible action on an ordinance Rezoning one (1) lot on 4 acres, more or less, and being located at 16005 E US Hwy 290, Manor, TX from (A) Agricultural to (C-2) Medium Commercial. *Applicant: Foresite Owner: White Oak Development*

The city staff recommended that the City Council approve the second and final reading of Ordinance No. 764 rezoning one (1) lot on 4 acres, more or less, and being located at 16005 E US Hwy 290, Manor, TX from (A) Agricultural to (C-2) Medium Commercial with only the allowed conditions recommended by the P&Z Commission.

Interim Development Services Director Burrell discussed the proposed ordinance.

Ordinance No. 764: An Ordinance of The City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From (A) Agricultural To (C-2) Medium Commercial; Making Findings of Fact; Providing a Severability Clause; an Effective Date; Open Meeting Clauses, and Providing For Related Matters.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Weir to approve the second and final reading of Ordinance No. 764 rezoning one (1) lot on 4 acres, more or less, and being located at 16005 E US Hwy 290, Manor, TX from (A) Agricultural to (C-2) Medium Commercial with only the allowed conditions.

There was no further discussion.

Motion to approve carried 6-0

4. Consideration, discussion, and possible action on a License Agreement for the Manor Crossing commercial subdivision.

The city staff recommended that the City Council approve the License Agreement with 13100 FM 973, Inc. and Manor Crossing Property Owners Association for the Manor Crossing commercial subdivision and authorize the City Manager to execute the license agreement.

Interim Development Services Director Burrell discussed the proposed agreement.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno to approve the License Agreement with 13100 FM 973, Inc. and Manor Crossing Property Owners Association for the Manor Crossing commercial subdivision and authorize the City Manager to execute the license agreement.

There was no further discussion.

Motion to approve carried 6-0

5. Consideration, discussion, and possible action on an agreement to transfer approximately 15.4217 acres from Manville Water Supply Corporation's certificated water service area to the City of Manor's certificated service area.

The city staff recommended that the City Council approve the agreement to transfer approximately 15.4217 acres from Manville Water Supply Corporation's certificated water service area to the City of Manor's certificated service area and authorize the City Manager to execute the agreement.

Interim Development Services Director Burrell discussed the proposed agreement.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to approve the agreement to transfer approximately 15.4217 acres from Manville Water Supply Corporation's certificated water service area to the City of Manor's certificated service area and authorize the City Manager to execute the agreement.

There was no further discussion.

Motion to approve carried 6-0

6. Consideration, discussion, and possible action on a resolution nominating a candidate for the Board of Directors of the Travis Central Appraisal District.

The city staff recommended that the City Council approve Resolution No. 2024-29 nominating a council member for the Board of Directors of the Travis County Appraisal District and authorize the City Manager to submit a nomination ballot on behalf of the city.

Council Member Moreno volunteered to be considered for the TCAD board.

Resolution No. 2024-29: A Resolution of the City Council of the City of Manor, Texas Approving the City of Manor's Submission Nominating a Candidate for the Board of Directors of the Travis Central Appraisal District.

MOTION: Upon a motion made by Council Member Weir and seconded by Mayor Pro Tem Emily Hill to approve Resolution No. 2024-29 nominating Aaron Moreno for the Board of Directors of the Travis County Appraisal District and authorize the City Manager to submit a nomination ballot on behalf of the city and for city legal to draft the resolution.

There was no further discussion.

Motion to approve carried 6-0

7. Consideration, discussion, and possible action on a Purchase Agreement for #7 Parts 1 & 2 - Grassdale at Manor, LLC.

The city staff recommended that the City Council approve the purchase contract with Grassdale at Manor, LLC in an amount not to exceed \$13,587.

City Manager Moore discussed the proposed agreement.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno to approve the purchase contract with Grassdale at Manor, LLC in an amount not to exceed \$13,587.

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 7:35 p.m. on Wednesday, October 2, 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 *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; 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; 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 to deliberate over the economic development of East Manor Development No.1.; Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the proposed code of conduct policy; and Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding proposed amendments to and implementation of the City Council Rules of Procedure* at 7:35 p.m. on Wednesday, October 2, 2024.

The Executive Session was adjourned at 10:40 p.m. on Wednesday, October 2, 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 10:40 p.m. on Wednesday, October 2, 2024.

8. Consideration, discussion, and possible action on a resolution adopting a code of conduct policy addressing disruptive behavior in City-owned facilities and on City-owned property.

The city staff recommended that the City Council approve Resolution No. 2024-30 adopting a code of conduct policy addressing disruptive behavior in city-owned facilities and on City-owned property and authorizing the City Manager to implement the policy.

Assistant City Attorney Rivera discussed the revised resolution to include harassment and hate speech under the Definitions of the policy and the change from two years to three years under the duration guidelines as discussed in the executive session.

Resolution No. 2024-30: A Resolution of the City Council of the City of Manor, Texas, Delegating Authority as the Property Owner of City Buildings and Facilities to the City Manager and his Designees; Authorizing the City Manager and his Designees to Enact and Enforce a Trespass Policy to Exclude Trespassers at all City Buildings and Facilities; and Establishing an Effective Date.

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MOTION: Upon a motion made by Council Member Moreno and seconded by Mayor Pro Tem Emily Hill to approve Resolution No. 2024-30 adopting a code of conduct policy addressing disruptive behavior and adding the harassment and hate speech under definitions in city-owned facilities and on City-owned property change the banned years from two to three years and to authorize the City Manager to implement the policy.

There was no further discussion.

Motion to approve carried 6-0

9. Consideration, discussion, and possible action on an ordinance regarding proposed amendments to the City Council Rules of Procedures.

The city staff recommended that the City Council provide staff direction in amending the City Council Rules of Procedures.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to bring back the item with a redline version to the November 20, 2024, City Council Meeting.

There was no further discussion.

Motion to approve carried 6-0

ADJOURNMENT

The Regular Session of the Manor City Council was Adjourned at 10:45 p.m. on Wednesday, October 2, 2024.

The Manor City Council approved these minutes on October 16, 2024.

APPROVED:

Dr. Christopher Harvey
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary