



**CITY COUNCIL  
CALLED SPECIAL SESSION MINUTES  
SEPTEMBER 26, 2024**

**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 (Absent)  
Sonia Wallace, Place 4 (Arrived at 8:44 p.m.)  
Aaron Moreno, Place 5 (Absent)  
Deja Hill, Place 6

**CITY STAFF:**

Scott Moore, City Manager  
Ryan Phipps, Chief of Police  
Belen Peña, Finance Director  
Michael Burrell, Interim Development Services Director  
Tracey Vasquez, HR Director  
Yalondra Valderrama Santana, Heritage & Tourism Manager  
Phil Green, IT Director  
Veronica Rivera, Assistant City Attorney

**SPECIAL SESSION – 7:00 P.M.**

With a quorum of the Council Members present, the special session of the Manor City Council was called to order by Mayor Harvey at 7:13 p.m. on Thursday, September 26, 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.

## REGULAR AGENDA

- 1. Consideration, discussion, and possible action on the ordinance amending Manor Code of Ordinances Appendix A Fee Schedule by repealing existing sections A5.002 and A5.003 relating to parks and special event rental fees; adopting new section A5.002 relating to parks and amenities rental fees; adopting new section A5.003 relating to special event rental fees; amending section A5.004 relating to film projects using city property fees; adopting new section A5.007 relating to facilities and property rental permit fees; adopting new section A5.008 relating to equipment rental and fees for staff services; providing for an effective date, savings, severability, and open meetings clauses; and providing for related matters.**

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

Heritage & Tourism Manager Valderrama discussed the proposed park fees.

A discussion was held regarding the increase in rental fees.

A discussion was held regarding the types of events that are being held at the parks.

Mayor Harvey expressed his concerns regarding the increase in rental fees.

Mr. Moore expressed his point of view regarding the increase in rental fees.

A discussion was held regarding the Debris Removal/Maintenance Fees.

A discussion was held regarding a maintenance deposit fee vs a debris removal/maintenance fee.

A discussion was held regarding equipment, facilities, and property fees.

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Council Member Deja Hill expressed her concerns regarding the increase in rental fees.

Assistant City Attorney Rivera clarified that the park fees must be approved by ordinance.

A discussion was held regarding the East Manor Development Buildings being up to code and inspected for rentals.

A discussion was held regarding emergency services being prepared for large events.

A discussion was held regarding different entities interested in the E. Manor Development Building rental.

A discussion was held regarding special event fees.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Deja Hill to postpone this item to the October 16, 2024, Regular Council meeting to give additional time to the Park Committee to discuss on October 1, 2024.

There was no further discussion.

**Motion to postpone carried 4-0**

Council Member Wallace arrived at 8:44 p.m. and took her place on the dais.

**2. Consideration, discussion, and possible action on an ordinance adopting the Annual Budget for the City of Manor for the fiscal year beginning October 1, 2024, and ending September 30, 2025.**

The city staff recommended that the City Council approve Ordinance No. 761 adopting an annual budget for the ensuing fiscal year beginning October 1, 2024, and ending September 30, 2025, for the City of Manor.

A discussion was held regarding the Community Development Services budget request for the following line items:

- Youth Advisory Program
- City Events

A discussion was held regarding sponsorship opportunities.

A discussion was held regarding marketing opportunities for the city.

A discussion was held regarding the creation of a marketing division.

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City Manager Moore discussed the proposed budget and a future budget workshop to be conducted in January.

Mayor Harvey suggested that the City Council approve the budget as presented and requested a budget workshop to be conducted before January to allow the council to ask additional questions and propose an amendment budget if needed.

Ordinance No. 761: An Ordinance of the City of Manor, Texas, adopting an annual budget for the ensuing fiscal year beginning October 1, 2024, and ending September 30, 2025; Appropriating the various amounts thereof, and repealing all ordinances or parts of ordinances in Conflict Therewith; and providing for an effective date.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Wallace to approve Ordinance No. 761 adopting an annual budget for the ensuing fiscal year beginning October 1, 2024, and ending September 30, 2025, for the City of Manor.

Mayor Harvey conducted the roll call.

There was no further discussion.

**Motion to approve carried 5-0**

**3. Consideration, discussion, and possible action on an ordinance Levying Ad Valorem Taxes for the Use and Support of the Municipal Government of the City for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025.**

The city staff recommended that the City Council approve and adopt Ordinance No. 760 with the following motion: "I move that the property tax rate be increased by the adoption of a tax rate of \$0.8537 on each \$100.00 valuation of property, which is effectively a 7.83% percent increase in the tax rate."

Ordinance No. 760: An Ordinance of the City of Manor, Texas, Levying Ad Valorem Taxes for the Use and Support of the Municipal Government of the City for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Providing for Apportioning Each Levy for Specific Purposes; and Establishing When Taxes Shall Become Due and Same Shall Become Delinquent, if not Paid.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Mayor Pro Tem Emily Hill to approve and adopt Ordinance No. 760 with the following motion: "I move that the property tax rate be increased by the adoption of a tax rate of \$0.8537 on each \$100.00 valuation of property, which is effectively a 7.83% percent increase in the tax rate."

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Mayor Harvey conducted the roll call.

There was no further discussion.

**Motion to approve carried 5-0**

Mayor Harvey adjourned the special session of the Manor City Council into Executive Session at 9:28 p.m. on Thursday, September 26, 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, 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.* at 9:28 p.m. on Thursday, September 26, 2024.

The Executive Session was adjourned at 9:52 p.m. on Thursday, September 26, 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 9:52 p.m. on Thursday, September 26, 2024.

There was no further discussion, and no action was taken.

**ADJOURNMENT**

The Special Session of the Manor City Council was Adjourned at 9:52 p.m. on Thursday, September 26, 2024.

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These minutes were approved by the Manor City Council on October 16, 2024.

**APPROVED:**

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Dr. Christopher Harvey,  
Mayor

**ATTEST:**

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Lluvia T. Almaraz, TRMC  
City Secretary