



**CITY COUNCIL  
CALLED SPECIAL SESSION MINUTES  
FEBRUARY 6, 2023**

**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  
Lluvia T. Almaraz, City Secretary  
Scott Dunlop, Development Services Director  
Matthew Woodard, Public Works Director  
Tracey Vasquez, HR Manager  
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 7:16 p.m. on Wednesday, February 6, 2023, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**PLEDGE OF ALLEGIANCE**

Mayor Harvey led the Pledge of Allegiance.

## PROCLAMATIONS

### A. Declaring the month of February, as “*Black History Month*”

Mayor Harvey read proclamation declaring the month of February as “*Black History Month*” and presented to City Manager Scott Moore.

### B. Declaring Friday, February 3, 2023, as “*National Wear Red Day*”

Mayor Harvey read proclamation declaring Friday, February 3, 2023, as “*National Wear Red Day*” and presented to Christy Hall, Development Director of Go Red American Heart Association.

## PUBLIC COMMENTS

Mr. Joe Carrington, 17825 Owl Tree Rd., Manor, Texas submitted a speaker card and introduced himself. Mr. Carrington stated that him and his wife were new to the city and were looking forward to meeting new people and serve the community.

No one else appeared at this time.

## REPORTS

### A. 2023 Winter Storm Update

Mayor Harvey gave an update on the 2023 Winter Storm.

The following topics were discussed:

- Communication
- Warming Center
- Emergency Management Preparations
- Tree Debris Removal

## CONSENT AGENDA

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

- January 18, 2023, City Council Regular Meeting; and
- January 25, 2023, City Council Workshop

### 2. Second and Final Reading: Consideration, discussion, and possible action on an Ordinance rezoning one (1) lot on .677 acres, more or less, and being located at 10905 E US 290, Manor, TX from Light Commercial (C-1) to Medium Commercial (C-2).

*Applicant: Mahoney Engineering*

*Owner: River City Partners Ltd.*

Ordinance No. 687: An Ordinance of the City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From Light Commercial (C-1) to Medium Commercial (C-2); Making Findings of Fact; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Wallace to approve the Consent Agenda.

There was no further discussion.

**Motion to approve carried 7-0**

At the direction Mayor Harvey, agenda items no's 6, 9 and 10 were pulled.

**REGULAR AGENDA**

- 3. Consideration, discussion, and possible action on an ordinance adopting a policy and procedure for legislative prayer presentations; amending the city council rules of procedure to add legislative prayer in 7.01, correcting the reference to state law in 3.15 and 7.04, updating the cover page to reflect this ordinance, and revising the footer to reflect the document title; amending section 1.04.002 of the manor code of ordinances to recognize the changes to the city council rules of procedure; and providing for related matters.**

City staff's recommendation was that the City Council approve Ordinance No. 686 adopting a policy and procedure for legislative prayer presentations; amending the city council rules of procedure to add legislative prayer in 7.01, correcting the reference to state law in 3.15 and 7.04, updating the cover page to reflect this ordinance, and revising the footer to reflect the document title; amending section 1.04.002 of the manor code of ordinances to recognize the changes to the city council rules of procedure; and providing for related matters.

Ordinance No. 686: An Ordinance of the City of Manor, Texas, Adopting a Policy and Procedure for Legislative Prayer Presentations; Amending the City Council Rules of Procedure to Add Legislative Prayer in 7.01, Correcting the Reference to State Law in 3.15 And 7.04, Updating the Cover Page to Reflect this Ordinance, Updating the Table of Contents to Reflect the New Annex G, and Revising the Footer to Reflect the Document Title and New Effective Date; Amending Section 1.04.002 of the Manor Code of Ordinances to Recognize the Changes to the City Council Rules of Procedure; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Deja Hill and seconded by Council Member Amezcua to approve Ordinance No. 686 adopting a policy and procedure for legislative prayer presentations; amending the city council rules of procedure to add legislative prayer in 7.01, correcting the reference to state law in 3.15 and 7.04, updating the cover page to reflect this ordinance, and revising the footer to reflect the document title; amending section 1.04.002 of the manor code of ordinances to

recognize the changes to the city council rules of procedure; and providing for related matters.

Assistant City Attorney Rivera advised that the effective date on the ordinance needed to be revised due to the cancelation of the February 1<sup>st</sup> Regular Council Meeting.

**MOTION:** Upon a motion made by Council Member Deja Hill and seconded by Council Member Amezcua to revise the effective date for February 6, 2023.

There was no further discussion.

**Motion to approve carried 7-0**

4. **Second and Final Reading:** Consideration, discussion, and possible action on an ordinance granting Texas Community Propane Inc. the right, privilege and franchise to use streets, alleys and thoroughfares to operate and maintain a propane distribution system in the City of Manor.

City staff's recommendation was that the City Council approve the second and final reading of Ordinance No. 688 granting Texas Community Propane Inc. the right, privilege and franchise to use streets, alleys and thoroughfares to operate and maintain a propane distribution system in the City of Manor.

Assistant City Attorney Rivera stated that legal staff had reviewed previous ordinance from first reading and minor revisions were made.

Ordinance No. 688: An Ordinance of the City of Manor, Texas Granting to Texas Community Propane, Inc. the Right, Privilege, and Franchise to Use Streets, Alleys, and Thoroughfares to Operate and Maintain a Propane Distribution System in the City of Manor, Travis County, Texas; Providing Regulations for the Conduct of the System; Making Findings of Fact; Providing a Severability Clause; and an Effective Date; and Providing for Open Meetings and Other Related Matters.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to approve the second and final reading of Ordinance No. 688 granting Texas Community Propane Inc. the right, privilege and franchise to use streets, alleys and thoroughfares to operate and maintain a propane distribution system in the City of Manor.

There was no further discussion.

**Motion to approve carried 7-0**

**5. Consideration, discussion, and possible action on a Resolution accepting the voluntary petition for annexation of 22.78 acres of land, more or less, being located in Travis County, Texas, and adjacent and contiguous to the city limits.**

City staff's recommendation was that the City Council approve Resolution No. 2023-02 accepting the voluntary petition for annexation of 22.78 acres of land, more or less, being located in Travis County, Texas, and adjacent and contiguous to the city limits.

Sarah Novo, 100 Congress Suite 1100, Austin, Texas, submitted a speaker card in support of this item; however, she did not wish to speak but was available to answer any questions.

James Krantz, 14807 Highway 290E., Manor, Texas, submitted a speaker card in support of this item; however, he did not wish to speak but was available to answer any questions.

Development Services Director Dunlop discussed the proposed petition.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Weir, to approve Resolution No. 2023-02 accepting the voluntary petition for annexation of 22.78 acres of land, more or less, being located in Travis County, Texas, and adjacent and contiguous to the city limits.

There was no further discussion.

**Motion to approve carried 7-0**

**7. Consideration, discussion, and possible action on initiating Community Internship Partnership Program opportunities Manor Independent School District and Travis County.**

City staff's recommendation was that the City Council direct the Administration to developing Community Internship Program with Manor Independent School District and Travis County.

City Manager Moore discussed the proposed Community Internship Partnership Summer Youth Employment Program.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua, to direct the Administration to developing Community Internship Program with Manor Independent School District and Travis County.

Mayor Harvey asked for a friendly amendment to change from Manor ISD to Local School District to give others that attend charter schools the opportunity to participate.

**MOTION:** Upon a friendly amendment made by Council Member Wallace and seconded by Council Member Amezcua, to direct the Administration to developing Community Internship Program with Local School District and Travis County.

Discussion was held regarding the qualifications to participate in the program.

Discussion was held regarding transportation availability.

There was no further discussion.

**Motion to approve carried 7-0**

**8. Consideration, discussion, and possible action on authorizing a letter of support to Texas Department of Transportation.**

City staff's recommendation was that the City Council authorize Mayor Harvey to submit the city's letter of support to the Texas Department of Transportation seeking financial support for FM973 northbound improvements toward Williamson County and US290 improvements toward Bastrop County.

City Manager Moore discussed the proposed letter of support to Texas Department of Transportation.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua, to authorize Mayor Harvey to submit the city's letter of support to the Texas Department of Transportation seeking financial support for FM973 northbound improvements toward Williamson County and US290 improvements toward Bastrop County.

Discussion was held regarding letters of support that could be submitted by the community.

There was no further discussion.

**Motion to approve carried 7-0**

Mayor Harvey adjourned the special session of the Manor City Council into Executive Session at 8:00 p.m. on Wednesday, February 6, 2023, in accordance with the requirements of the Open Meetings Law.

**EXECUTIVE SESSION**

The Manor City Council 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 Manor Apartments; Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding release of a portion of City's water CCN; Section 551.071, Texas Government*

*Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the sale of a remnant portion of City property; and Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding property on Ring Road.* at 8:00 p.m. on Wednesday, February 6, 2023.

The Executive Session was adjourned at 9:35 p.m. on Wednesday, February 6, 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 Closed Executive Session at 9:35 p.m. on Wednesday, February 6, 2023.

There was no action taken.

## **ADJOURNMENT**

The Special Session of the Manor City Council Adjourned at 9:35 p.m. on Wednesday, February 6, 2023.

These minutes approved by the Manor City Council on the 15<sup>th</sup> day of February 2023. *(Audio recording archived)*

## **APPROVED:**

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Dr. Christopher Harvey  
Mayor

## **ATTEST:**

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Lluvia T. Almaraz, TRMC  
City Secretary