



**CITY COUNCIL  
REGULAR SESSION MINUTES  
FEBRUARY 7, 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  
Aaron Moreno, Place 5  
Deja Hill, Place 6

**CITY STAFF:**

Scott Moore, City Manager  
Lluvia T. Almaraz, City Secretary  
Scott Dunlop, Development Services Director  
Scott Jones, Economic Development Director  
Yalondra Valderrama Santana, Heritage and Tourism Manager  
Matthew Woodard, Public Works Director  
Raymond Muniz, Utilities Superintendent  
Frank T. Phelan, P.E., City Engineer  
Pauline Gray, P.E., City Engineer  
Veronica Rivera, Assistant City Attorney  
Chasem Creed, IT Technician

**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 7:00 p.m. on Wednesday, February 7, 2024, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

## INVOCATION

Council Member Weir gave a moment of silence.

## PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

## PROCLAMATION

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

Mayor Harvey read a proclamation declaring the month of February, as a “Black History Month.”

## PUBLIC COMMENTS

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card, expressed his concerns and frustration with city development, and opposed Agenda Item No. 6.

Fay Carter, 18128 Topsail Drive, Manor, Texas, submitted a speaker card, spoke regarding Black History Month, thanked the City Council for their service, and encouraged the community to be united.

No one else appeared at this time.

## REPORTS

*Reports about items of community interest on which no action will be taken.*

### A. 2024 Proposed City Events and Application Process

City Manager Moore introduced Heritage and Tourism Manager Santana.

Heritage and Tourism Manager Santana introduced herself and gave an update on the 2024 Proposed City Events and the new application process for vendors.

A discussion was held regarding the clarification of the Juneteenth event.

There was no further discussion or action taken.

## CONSENT AGENDA

### 1. Consideration, discussion, and possible action to approve the City Council Minutes of the January 17, 2024, City Council Regular Meeting.

**2. Consideration, discussion, and possible action on the Purchase Agreement with Manor Car Wash, LLC for a waterline easement and temporary construction easement for Parcel No. 3.**

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

There was no further discussion.

**Motion to approve carried 6-0**

**REGULAR AGENDA**

**3. Consideration, discussion, and possible action on an amendment to Change Order No. 1 to the construction contract for the FY2022 Capital Metro Pavement Improvements project.**

The city staff recommended that the City Council approve the amendment to Change Order No. 1 for the FY2022 Capital Metro Paving Project with the revisions to add the additional 125 calendar days of work time and the revised amount of \$394,478.10.

City Engineer Gray discussed the amendment to the Change Order for the FY2022 Capital Metro Paving Project.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to approve the amendment to Change Order No. 1 for the FY2022 Capital Metro Paving Project with the revisions to add the additional 125 calendar days of work time and the revised amount of \$394,478.10.

There was no further discussion.

**Motion to approve carried 6-0**

**4. Consideration, discussion, and possible action on a Statement of Work to perform a sanitary sewer evaluation study (SSES) to reduce inflow and infiltration (I&I) in the City's sanitary sewer system.**

The city staff recommended that the City Council approve the Statement of Work No. 30 to George Butler Associates, Inc. for the 2024 Sanitary Sewer Evaluation Study in the amount not to exceed \$72,226.00.

City Engineer Phelan discussed the proposed 2024 Sanitary Sewer Evaluation Study.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Moreno to approve the Statement of Work No. 30 to George Butler Associates, Inc. for the 2024 Sanitary Sewer Evaluation Study in the amount not to exceed \$72,226.00.

There was no further discussion.

**Motion to approve carried 6-0**

**5. Consideration, discussion, and possible action on purchasing a Vehicle-Mounted Utility Inspection System for filming inspections of the city's wastewater and stormwater lines.**

The city staff recommended that the City Council approve the purchase of the CCTV Inspection Equipment with Silsbee Ford in association with Patterson Equipment Company for an amount not to exceed \$251,940.70.

Public Works Director Woodard discussed the reasons why the purchase of the CCTV Inspection Equipment was needed for the city.

Utilities Superintendent Muniz explained the service the city would be able to provide to the residents for wastewater and stormwater line inspections.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to approve the purchase of the CCTV Inspection Equipment with Silsbee Ford in association with Patterson Equipment Company for an amount not to exceed \$251,940.70.

There was no further discussion.

**Motion to approve carried 6-0**

**6. Consideration, discussion, and possible action on allocating funds for the City of Manor event – the Mayor's Ball.**

The city staff recommended that the City Council approve the allocation of funds from the Community Programs Fund in the amount of \$25,000 and direct the City Administration to include the Mayor's Ball as a yearly city recognition event for the City of Manor.

Mayor Harvey explained the purpose of the Mayor's Ball.

A discussion was held regarding funding for the event.

A discussion was held regarding the proposed location of the event.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Weir to approve the allocation of funds from the Community Programs Fund in the amount of \$25,000 and direct the City Administration to include the Mayor's Ball as a yearly city recognition event for the City of Manor.

There was no further discussion.

**Motion to approve carried 5-1 (Council Member Deja Hill voted against)**

**7. Consideration, discussion, and possible action on waiving Building and Development related fees for Travis County Emergency Services District (ESD) 12 Fire Station located at 12701 US Hwy 290.**

The city staff recommended that the City Council approve waiving Building and Development fees for Travis County Emergency Services District 12 Fire Station located at 12701 US Highway 290.

Kim Rapp with TCESD No. 12 submitted a speaker card; however, she did not wish to speak but was available to answer any questions posed by the City Council.

Development Services Director Dunlop discussed the request to waive Building and Development related fees for Travis County Emergency Services District 12.

A discussion was held regarding the sales tax contribution the city provides to ESD No. 12.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Moreno to approve waiving Building and Development related fees for Travis County Emergency Services District 12 Fire Station located at 12701 US Highway 290 not to exceed \$20,000.

There was no further discussion.

**Motion to approve carried 5-1 (Mayor Pro Tem Emily Hill voted against)**

**8. Second and Final Reading: Consideration, discussion, and possible action on an ordinance annexing 0.98 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.**

The city staff recommended that the City Council approve the second and final reading of Ordinance N. 729 annexing 0.98 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.

Development Services Director Dunlop discussed the proposed annexation ordinance.

Ordinance No. 729: An Ordinance of The City of Manor, Texas Annexing 0.98 Acres of Land, More or Less Located in Travis County, Texas Including the Abutting Streets, Roadways, and Rights-Of-Way Into the Corporate Limits of the City, at the Request of the Property Owner; Approving an Agreement for the Provision of Services for the Annexed Area; 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 Wallace to approve the second and final reading of Ordinance N. 729 annexing 0.98 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 6-0**

9. **Second and Final Reading:** Consideration, discussion, and possible action on an ordinance rezoning Manor Commons Phase 3, one (1) lot on 0.98 acres, more or less, and being located at the northeast corner of US HWY 290 and FM 973, Manor, TX from (A) Agricultural to (C-1) Light Commercial.  
*Applicant: Greenview Development Corp*  
*Owner: Timmerman Commercial Investments LP*

The city staff recommended that the City Council approve the second and final reading of Ordinance No. 730 rezoning Manor Commons Phase 3, one (1) lot on 0.98 acres, more or less, and being located at the northeast corner of US HWY 290 and FM 973, Manor, TX from (A) Agricultural to (C-1) Light Commercial.

Development Services Director Dunlop discussed the proposed rezoning ordinance.

Ordinance No. 730: An Ordinance of the City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From Agricultural (A) to Light Commercial (C-1); Making Findings of Fact; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to approve the second and final reading of Ordinance No. 730 rezoning Manor Commons Phase 3, one (1) lot on 0.98 acres, more or less, and being located at the northeast corner of US HWY 290 and FM 973, Manor, TX from (A) Agricultural to (C-1) Light Commercial.

There was no further discussion.

**Motion to approve carried 6-0**

**10. Consideration, discussion, and possible action on entering into a service agreement with Atchley & Associates for performing an audit and accounting assistance services of the financial statements of the City of Manor.**

The city staff recommended that the City Council approve the service agreement with Atchley & Associates for performing an audit and accounting assistance services of the FY2022-23 financial statements of the City of Manor; and authorize the City Manager to execute the agreements.

City Manager Moore discussed the service agreement with Atchley & Associates.

A discussion was held regarding the years of service Atchley & Associates has provided to the city.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Moreno to approve the service agreement with Atchley & Associates for performing an audit and accounting assistance services of the FY2022-23 financial statements of the City of Manor; and authorize the City Manager to execute the agreements.

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 8:49 p.m. on Wednesday, February 7, 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; Sections 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding EntradaGlen PID; and Section 551.087, Texas Government Code to discuss the 104 East Townes Street development* at 8:49 p.m. on Wednesday, February 7, 2024.

The Executive Session was adjourned at 9:47 p.m. on Wednesday, February 7, 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 9:48 p.m. on Wednesday, February 7, 2024.

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

**ADJOURNMENT**

The Regular Session of the Manor City Council was Adjourned at 8:54 p.m. on Wednesday, February 7, 2024.

These minutes were approved by the Manor City Council on the 21<sup>st</sup> day of February 2024.

**APPROVED:**

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Dr. Christopher Harvey,  
Mayor

**ATTEST:**

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Lluvia T. Almaraz, TRMC  
City Secretary