



**CITY COUNCIL
REGULAR SESSION MINUTES
NOVEMBER 1, 2023**

**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
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
Matthew Woodard, Public Works Director
Tracey Vasquez, HR Director
Gracie Montano, Senior Deputy Court Clerk
Brittany Martinez, Deputy Court Clerk
John Yeager, Judge
Jay Caballero, Judge
Veronica Rivera, Assistant City Attorney
Frank Phelan, P.E., City Engineer
Phil Green, IT Director
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 7:02 p.m. on Wednesday, November 1, 2023, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

INVOCATION

Father Daniel Robayo with St. Mary Magdelene Episcopal Church gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

PROCLAMATION

A. Declaring the week of November 6 – November 10, 2023, as “Municipal Court Week”

Mayor Harvey read and presented the proclamation to the Court Department.

B. Declaring Friday, November 3, 2023, as “Texas Arbor Day”

Mayor Harvey read and presented the proclamation to the Public Works Department.

Matthew Woodard, Public Works Director introduced Alison Baylis with Texas A&M Forest Services. Ms. Baylis congratulated the City of Manor for the recognition of being a Tree City USA for a second year and discussed the qualifications that are required for the recognition.

PUBLIC COMMENTS

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed his concerns regarding the bond propositions. He discussed the advisory committee’s regulations for open meetings and opposition to Agenda Item No. 4 and No. 7.

No one else appeared at this time.

At the request of Council Member Deja Hill, Item No. 3 was pulled from the Consent agenda and considered separately.

CONSENT AGENDA

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

- October 18, 2023, City Council Workshop; and
- October 18, 2023, City Council Regular Meeting

2. Consideration, discussion, and possible action on a Wastewater Utility Easement for Timmermann Commercial Investments, LP.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Weir, to approve Item No. 1 and Item No. 2.

There was no further discussion.

Motion to approve carried 7-0

REGULAR AGENDA

3. Consideration, discussion, and possible action on an amendment to the Chickenango Marketing Solutions Inc. Professional Services Agreement extending the previous agreement to December 15, 2023.

The city staff recommended that the City Council approve the amendment to the professional services agreement with Chickenango Marketing Solutions Inc. and authorize the City Manager to execute the agreement, extending the term of the agreement to December 15, 2023.

Economic Development Director Jones discussed the reasons why the agreement was being extended.

A discussion was held regarding community input.

Mayor Harvey expressed the importance of submitting the requested information to Chickenango.

A discussion was held regarding whether additional service fees would increase due to the extension of the agreement.

A discussion was held regarding the internal process that is being conducted with the consultant and city staff.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno, to approve the amendment to the professional services agreement with Chickenango Marketing Solutions Inc. and authorize the City Manager to execute the agreement, extending the term of the agreement to December 15, 2023.

There was no further discussion.

Motion to approve carried 7-0

4. Consideration, discussion, and possible action to approve an Ordinance adopting and establishing compensation for the Mayor and City Council and a structured policy and procedure process.

The city staff recommended that the City Council approve Ordinance No. 724 setting compensation for the mayor and members of the City Council.

HR Director Vasquez discussed the proposed compensation ordinance.

A discussion was held regarding how the compensation plan had been brought up prior and how it led to being presented to the City Council for consideration.

Mayor Harvey discussed the Charter Amendments from prior years and explained the proposed Council Compensation Plan by Tier.

A discussion was held regarding public comments on social media.

City Secretary Almaraz explained what would be required by the City Council to submit monthly to show the participation they've completed to meet the Tier criteria.

Councilwoman Weir thanked city staff and others for preparing the Compensation Plan.

Councilwoman Deja Hill expressed her viewpoint regarding the criteria of each Tier.

Mayor Harvey expressed his viewpoint regarding the meeting criteria and compensation guidelines for each Tier.

A discussion was held regarding the criteria to meet each Tier's guidelines monthly.

Mayor Harvey requested staff to meet with the council at a later date regarding the submittal of monthly reports.

Ordinance No. 724: An Ordinance of The City of Manor, Texas Setting the Compensation for the Mayor and Members of the City Council; Providing a Severability Clause, Providing Savings, Effective Date and Open Meetings Clauses, and Providing for Related Matters.

MOTION: Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill to approve Ordinance No. 724 setting the compensation for the Mayor and Members of the City Council.

There was no further discussion.

Motion to approve carried 6-1 (Council Member Deja Hill voted against)

5. Consideration, discussion, and possible action to reject all bids for the Gregg Manor Road Ground Storage Tank & Pressurization Facility Improvements project funded under the FY2021 Tax and Revenue Certificates of Obligation.

The city staff recommended that the City Council vote to reject all bids for the Gregg Manor Groundwater Storage Tank & Pressurization Facility improvements project and have the project rebid on November 14, 2023.

City Engineer Phelan discussed the reason for the request to reject all bids submitted.

A discussion was held regarding the rebidding process.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Weir, to vote to reject all bids for the Gregg Manor Groundwater Storage Tank & Pressurization Facility improvements project and have the project rebid on November 14, 2023.

There was no further discussion.

Motion to approve carried 7-0

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. 2023-33 nominating a citizen for the Board of Directors of the Travis Central Appraisal District and authorize the City Manager to submit a nomination ballot on behalf of the city.

City Secretary Almaraz stated that she had received a nominations for P&Z Commissioner Mr. Feliz Paiz and Councilwoman Amezcua.

Mayor Harvey submitted a nomination for Jorge Flores and Feliz Paiz.

Mayor Harvey read a letter submitted by Mr. Flores to consider his nomination.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Moreno, to nominate Councilwoman Maria Amezcua.

Mayor Harvey asked Councilwoman Amezcua if she accepted the nomination.

Councilwoman Amezcua accepted.

There was no further discussion.

Motion to approve carried 7-0

Resolution No. 2023-33: 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 Moreno and seconded by Council Member Weir, to approve Resolution No. 2023-33 nominating Maria Amezcua for the Board of Directors of the Travis Central Appraisal District and authorize the City Manager to submit a nomination ballot on behalf of the city.

There was no further discussion.

Motion to approve carried 7-0

- 7. Consideration, discussion, and possible action on Ordinance amending Manor Code of Ordinances, Appendix A Fee Schedule establishing building and development related fees, business-related fees, special services by law enforcement staff, administrative and miscellaneous fees, animal control fees, utility service charges and fees, municipal court fees, repealing conflicting ordinances, providing for penalties, and providing for savings, severability, open meetings, and effective date clauses.**

The city staff recommended that the City Council approve Ordinance No. 725 amending Manor Code of Ordinances, Appendix A Fee Schedule establishing building and development related fees, business-related fees, special services by law enforcement staff, administrative and miscellaneous fees, animal control fees, utility service charges and fees, municipal court fees, repealing conflicting ordinances, providing for penalties, and providing for savings, severability, open meetings, and effective date clauses and providing for related matters.

Development Services Director Dunlop discussed the proposed fee changes.

A discussion was held regarding the comparison with other cities regarding building fees.

Ordinance No. 725: An Ordinance of The City of Manor, Texas, Amending Manor Code of Ordinances Appendix A Fee Schedule by Establishing Building and Development Related Fees; Business Related Fees; Special Services by Law Enforcement Staff; Administrative and Miscellaneous Fees; Animal Control Fees; Utility Service Charges and Fees; Municipal Court Fees; Repealing Conflicting Ordinances; Providing For Penalties; Providing for Savings, Severability, Open Meetings and Effective Date Clauses; and Providing for Related Matters.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Wallace, to approve Ordinance No. 725 amending Manor Code of Ordinances, Appendix A Fee Schedule establishing building and development related fees, business-related fees, special services by law enforcement staff, administrative and miscellaneous fees, animal control fees, utility service charges and fees, municipal court fees, repealing conflicting ordinances, providing for penalties, and providing for savings, severability, open meetings, and effective date clauses and providing for related matters.

There was no further discussion.

Motion to approve carried 7-0

8. Consideration, discussion, and possible action on discontinuing services with Spectrum/Charter and transferring to AT&T MetroEthernet Services.

The city staff recommended that the City Council approve the continuation of the month-to-month services with Spectrum/Charter and authorize the discontinuation of internet in an amount not to exceed \$56,000.

IT Director Green discussed the reason for the termination of internet services with Spectrum.

A discussion was held regarding additional termination fees that would be required during the transition.

IT Director Green confirmed that the switch would be transparent and there wouldn't be any internet interruptions while transitioning.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno, to approve the continuation of the month-to-month services with Spectrum/Charter and authorize the discontinuation of internet in an amount not to exceed \$56,000.

There was no further discussion.

Motion to approve carried 7-0

9. Consideration, discussion, and possible action on the Bristol Myers Squibb Foundation Grant Agreement.

The city staff recommended that the City Council direct city staff to work with the Health Committee and Black Men's Health Clinic in establishing a partnership to utilize the Bristol Myers Squibb Foundation Grant funds for the City of Manor health initiatives.

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Council Member Weir stated that she invited previous Mayor Larry Wallace to discuss the Bristol Myers Squibb Foundation Grant Agreement.

A discussion was held regarding the city's collaboration with Bristol Myers Squibb Foundation.

A discussion was held regarding the age requirements for participation in the program.

A discussion was held regarding the aspect of the project.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua, to direct city staff to work with the Health Committee and Black Men's Health Clinic in establishing a partnership to utilize the Bristol Myers Squibb Foundation Grant funds for the City of Manor health initiatives.

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 8:43 p.m. on Wednesday, November 1, 2023, 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; and 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 the Manor Spring project* at 8:43 p.m. on Wednesday, November 1, 2023.

The Executive Session was adjourned at 9:29 p.m. on Wednesday, November 1, 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 the Closed Executive Session at 9:29 p.m. on Wednesday, November 1, 2023.

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

ADJOURNMENT

The Regular Session of the Manor City Council was Adjourned at 9:29 p.m. on Wednesday, November 1, 2023.

These minutes were approved by the Manor City Council on the 15th day of November 2023.

APPROVED:

Dr. Christopher Harvey,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary