



**CITY COUNCIL
REGULAR SESSION MINUTES
AUGUST 2, 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
Lydia Collins, Finance Director
Ryan Phipps, Chief of Police
Scott Jones, Economic Development Director
Matthew Woodard, Public Works Director
Tracey Vasquez, HR Director
Veronica Rivera, Assistant City Attorney
Pauline Gray, P.E., City Engineer
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 7:05 p.m. on Wednesday, August 2, 2023, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

INVOCATION

Councilman Moreno gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

PUBLIC COMMENTS

Ruth Taylor Briscoe submitted a speaker card and asked if she could meet with each Council Member individually to speak in regard to her concerns with the community.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed his concerns and frustration with the City of Manor Parks. Mr. Battaile also opposed to Agenda Items Nos 5,6,8, 12,14, and 16.

No one else appeared at this time.

REPORTS

A. Park Committee Update

Public Works Director Woodard provided a brief update on the following topics:

- Timmermann Park lighting
- Recycle Bins
- Future Projects at Jennie Lane Park
- New Wall installation at Jennie Lane Park
- Park Amenities
- Fence installation around the play area at Timmerman Park
- Parkland Dedication
- Park Grants

Discussion was held regarding implementing the comprehensive plan for park amenities.

B. Budget Committee Update

Finance Director Collins provided a brief update on the following topics:

- Parks clean up and repainting of curbs with community volunteers
- Increase Council's training budget
- Repairs to the Miller building for roof and flooring
- Budget Workshop recommendation for Council
- Taxation

CONSENT AGENDA

- 1. Consideration, discussion, and possible action to approve the City Council Minutes of the July 19, 2023, Regular Meeting.**
- 2. Consideration, discussion, and possible action on the City of Manor License and Maintenance Agreement.**
- 3. Consideration, discussion, and possible action of a License and Maintenance Agreement for the 109 West Lane Development.**

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Weir, to accept and approve the Consent Agenda as read.

There was no further discussion.

Motion to approve carried 7-0

REGULAR AGENDA

- 4. Consideration, discussion, and possible action on a construction contract for the FY2022 Capital Metro Paving Project.**

The city staff recommended that the City Council approve and award the construction contract for the FY2022 Capital Metro Paving Project to Smith Paving, Inc., in the amount of \$1,033,072.10.

City Engineer Gray discussed the proposed contract for the FY2022 Capital Metro Paving Project.

A discussion was held regarding the construction schedule of completion.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to approve and award the construction contract for the FY2022 Capital Metro Paving Project to Smith Paving, Inc., in the amount of \$1,033,072.10.

There was no further discussion.

Motion to approve carried 7-0

At the direction of Mayor Harvey, Item No. 5 was pulled and not considered.

- ~~**5. Consideration, discussion, and possible action on the Friends of Manor Parks H.O.T. Funds application for reimbursement of actual expenses that meet the State of Texas Hotel Tax Law requirements Section 351.1010 for Manor Palooza.**~~

6. Consideration, discussion, and possible action on setting public hearings for the FY 2023-2024 Proposed Annual Budget of the City of Manor.

The city staff recommended that the City Council set the public hearing on the FY 2023-2024 Proposed Annual Budget of the City of Manor, Texas for September 6, 2023, and September 20, 2023, at 7:00 p.m.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Weir, to set the public hearing on the FY 2023-2024 Proposed Annual Budget of the City of Manor, Texas for September 6, 2023, and September 20, 2023, at 7:00 p.m.

A discussion was held regarding additional meetings to be conducted prior to setting the final budget.

There was no further discussion.

Motion to approve carried 7-0

7. Consideration, discussion, and possible action on setting a public hearing for the FY 2023-2024 Proposed Property Tax Rate of the City of Manor.

The city staff recommended that the City Council set the public hearing on the FY 2023-2024 Proposed Property Tax Rate of the City of Manor for August 16, 2023, at 7:00 p.m.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua, to set the public hearing on August 16, 2023, at 7:00 p.m. for the FY2023-2024 Proposed Property Tax Rate.

There was no further discussion.

Motion to approve carried 7-0

8. Consideration, discussion, and possible action to set a City Council workshop for the FY 2023-2024 proposed Annual Budget as recommended by the Budget Committee.

The city staff recommended that the City Council set the City Council workshop on the FY2023-2024 Proposed Annual Budget of the City of Manor, Texas.

A discussion was held regarding available dates to conduct the workshop.

MOTION: Upon a motion made by Council Member Deja Hill and seconded by Council Member Amezcua, to set the City Council Budget Workshop on Tuesday, August 8, 2023, at 6:00 p.m. and Thursday, August 10, 2023, at 10:30 a.m.

There was no further discussion.

Motion to approve carried 7-0

9. Consideration, discussion, and possible action on an ordinance adopting the 2023 Annual Update to the Service and Assessment Plan and Assessment Roll for the Lagos Public Improvement District Including the Collection of the 2023 Annual Installments.

The city staff recommended that the City Council adopt Ordinance No. 711 approving the Lagos PID 2023 Annual Service Plan Update including the collection of the 2023 annual installments.

Rob Hayslip, PID Administrator with P3Works discussed the proposed ordinance for the 2023 Annual Update to the Service and Assessment Plan and Assessment Roll for the Lagos Public Improvement District Including the Collection of the 2023 Annual Installments.

Ordinance No. 711: An Ordinance of the City Council of the City of Manor, Texas Approving the 2023 Annual Update to the Service and Assessment Plan and Assessment Roll for the Lagos Public Improvement District Including the Collection of the 2023 Annual Installments.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno, to adopt Ordinance No. 711 approving the Lagos PID 2023 Annual Service Plan Update including the collection of the 2023 annual installments.

There was no further discussion.

Motion to approve carried 7-0

10. Consideration, discussion, and possible action on an ordinance adopting the 2023 Annual Update to the Amended and Restated Service and Assessment Plan and Assessment Roll for the Rose Hill Public Improvement District Including the Collection of the 2023 Annual Installments.

The city staff recommended that the City Council adopt Ordinance No. 712 approving the Rose Hill PID 2023 Amended and Restated Service and Assessment Plan including the collection of the 2023 annual installments.

Rob Hayslip, PID Administrator with P3Works discussed the proposed ordinance for the 2023 Annual Update to the Amended and Restated Service and Assessment Plan and Assessment Roll for the Rose Hill Public Improvement District Including the Collection of the 2023 Annual Installments.

Ordinance No. 712: An Ordinance of the City Council of the City of Manor, Texas Approving the 2023 Annual Update to the Service and Assessment Plan and Assessment Roll for the Rose Hill Public Improvement District Including the Collection of the 2023 Annual Installments.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace, to adopt Ordinance No. 712 Approving the 2023 Annual Update to the Service and Assessment Plan and Assessment Roll for the Rose Hill Public Improvement District Including the Collection of the 2023 Annual Installments.

There was no further discussion.

Motion to approve carried 7-0

11. Consideration, discussion, and possible action on an ordinance amending Manor Code of Ordinances, Chapter 3 by adopting Article 3.09 to establish regulations for industrialized housing, establishing a variance procedure, and amending definitions.

The city staff recommended that the City Council approve Ordinance No. 713 amending the Manor Code of Ordinances, Chapter 3 by adopting Article 3.09 establishing regulations for industrialized housing, establishing a variance procedure, and amending definitions.

Development Services Director Dunlop discussed the proposed ordinance amendment.

A discussion was held regarding regulation requirements moving from the zoning code to the building code.

Ordinance No. 713: An Ordinance of the City of Manor, Texas, Adopting Article 3.09 to Establish Regulations for Industrialized Housing; Establishing a Variance Procedure; Amending Section 3.01.002 to Establish Definitions for Drive Approach and Driveway Providing an Effective Date, Savings, Severability, and Open Meetings Clauses; and Providing for Related Matters.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace, to approve Ordinance No. 713 amending the Manor Code of Ordinances, Chapter 3 by adopting Article 3.09 establishing regulations for industrialized housing, establishing a variance procedure, and amending definitions.

There was no further discussion.

Motion to approve carried 7-0

12. Consideration, discussion, and possible action on a variance request from Manor Code of Ordinances, Chapter 3, Article 3.09, Section 3.09.002(d).

The city staff recommended that the City Council grant the variance being requested by the petitioner.

Heather Gabert, 216 Lopsch Dr., Manor, Texas, submitted a speaker card and spoke in support of this item. Mrs. Gabert stated that her home was burned down and was a total loss. She stated that they moved a modular home onto their property but had recently found out that the home did not fully comply with the zoning requirements. Mrs. Gabert is requesting a variance from the city to be able to work on her module home and carport to be able to live in it.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Weir, to approve that the City Council grant the variance being requested by the petitioner.

A discussion was held regarding the process if additional variances would be needed.

There was no further discussion.

Motion to approve carried 7-0

13. Consideration, discussion, and possible action on an ordinance amending Manor Code of Ordinances, Chapter, 10, Subdivision Regulation, Article 10.02 Subdivision Ordinance, Ordinance 263B, Exhibit A for the amendment of Article I General, Section 1 Definitions, and Article III Design Standards for Improvements, Section 48 Park Land Dedication.

The city staff recommended that the City Council approve Ordinance No. 714 amending Manor Code of Ordinances, Chapter, 10, Subdivision Regulation, Article 10.02 Subdivision Ordinance, Ordinance 263B, Exhibit A for the amendment of Article I General, Section 1 Definitions, and Article III Design Standards for Improvements, Section 48 Park Land Dedication.

Development Services Director Dunlop discussed the proposed amendment to the Park Land Regulation ordinance.

A discussion was held regarding the types of parks that would meet the requirement of the regulations.

Ordinance No. 714: An Ordinance of the City of Manor, Texas Amending Chapter 10, Subdivision Regulation, Article 10.02 Subdivision Ordinance, Ordinance 263b, Exhibit A, as Amended, of the Code Of Ordinances of the City of Manor, Texas Providing for the Amendment of Article I, General, Section I, Definitions, And Article III, Design Standards for Improvements, Section 48, Park Land Dedication, 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 Council Member Moreno, to approve Ordinance No. 714 amending Manor Code of Ordinances, Chapter, 10, Subdivision Regulation, Article 10.02 Subdivision Ordinance, Ordinance 263B, Exhibit A for the amendment of Article I General, Section 1 Definitions, and Article III Design Standards for Improvements, Section 48 Park Land Dedication.

There was no further discussion.

Motion to approve carried 7-0

14. Consideration, discussion, and possible action on Housing Policies and Regulations.

The city staff recommended that the City Council provide direction on housing policies and regulations.

A discussion was held regarding recommended changes to the PID Policy, Zoning Codes, and a potential housing policy.

A discussion was held regarding the economic impact of new development requirements.

A discussion was held regarding changes to the PID Policy development standard requirements.

A discussion was held regarding the process for disclosures to homeowners.

A discussion was held regarding changes to the disclosure section to add commercial disclosure requirements.

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

15. Consideration, discussion, and possible action on the Water Service Area Transfer Agreement.

The city staff recommended that the City Council approve the Water Service Area Transfer Agreement.

Development Services Director Dunlop discussed the proposed transfer agreement.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua, to approve the Water Service Area Transfer Agreement.

There was no further discussion.

Motion to approve carried 7-0

16. Consideration, discussion, and possible action on the Third Amendment to the EntradaGlen Development Agreement.

Development Services Director Dunlop stated that the item was being pulled per the applicant's request and there was no action needed.

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 8:36 p.m. on Wednesday, August 2, 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 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding EntradaGlen PID; Section 551.071 Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Regulating Decorum and the City Council Rules of Procedure; Section 551.071 Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the settlement agreement with the Manor RV Park LLC; 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 an 18-acre tract of land in Manor's city limits; Section 551.071 and Section 551.087, Texas Government Code to deliberate on the acquisition of real property; Section 551.071 Texas Government Code to consult with legal counsel regarding the proposed bond propositions and proposed bond election; Section 551.074 Personnel Matters to review and discuss a study regarding employee compensation; and Section 551.074 Personnel Matters to Interview Candidates for appointment to the Planning and Zoning Commission, Place No 2 to fill an unexpired term.* at 8:36 p.m. on Wednesday, August 2, 2023.

The Executive Session was adjourned at 12:34 a.m. on Thursday, August 3, 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 12:34 a.m. on Thursday, August 3, 2023.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace, to honor the commitment by appointing Prince Chavis to the Planning and Zoning Commission, Place No. 2, and recommend for an ordinance to be brought back to council in regard to P&Z Commission Alternates.

There was no further discussion.

Motion to approve carried 7-0

17. Consideration, discussion, and possible action on a resolution to adopt a uniform compensation system for all City of Manor employees; repealing conflicting policies; providing a savings clause.

Resolution No. 2023-29: A Resolution of the City Council of the City of Manor, Texas Adopting a Uniform Compensation System for all City of Manor Employees; Repealing Conflicting Policies; Providing a Savings Clause.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace, to approve Resolution No. 2023-29 adopting a uniform compensation system for all City of Manor employees; repealing conflicting policies; providing a savings clause.

There was no further discussion.

Motion to approve carried 7-0

18. Consideration, discussion, and possible action on proposed bond propositions.

City Manager Moore recommended that the City Council Budget Workshop be taken place first to be able to discuss the proposed amounts for the propositions. He stated that the final amounts would be presented at the next council meeting when the special election would be called.

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

ADJOURNMENT

The Regular Session of the Manor City Council was Adjourned at 12:38 a.m. on Thursday, August 3, 2023.

These minutes were approved by the Manor City Council on the 16th day of August 2023.

APPROVED:

Dr. Christopher Harvey
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary