



**CITY COUNCIL
REGULAR SESSION MINUTES
DECEMBER 18, 2024**

**This meeting was live-streamed on Manor's YouTube Channel
You can access the meeting at <https://www.cityofmanor.org/page/livestream>**

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
Ryan Phipps, Chief of Police
Brittany Lopez, Assistant City Secretary
Ryan Phipps, Chief of Police
James Allen, Lieutenant
Scott Jones, Economic Development Director
Tracey Vasquez, HR Director
Yalondra V. Santana, Heritage & Tourism Manager
Michael Burrell, Interim Development Services Director
Mathew Woodard, Public Works Director
Phil Green, IT Director
Veronica Rivera, Assistant City Attorney

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 7:08 p.m. on Wednesday, December 18, 2024, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

INVOCATION

Father Daniel Robayo with St. MaryMagdelene Episcopal Church gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

PUBLIC COMMENTS

Ruth Biscoe from Manor, Texas, submitted a speaker card and thanked the City Manager and the Mayor for her service award. She asked for the city's support of the Black History event to be conducted on a Saturday.

No one else appeared at this time.

At the request of Mayor Harvey the Consent Agenda was conducted next.

CONSENT AGENDA

4. **Consideration, discussion, and possible action to approve the City Council Minutes of December 4, 2024, City Council Regular Meeting.**
5. **Consideration, discussion, and possible action on accepting the November 2024 City Council Monthly Reports.**
6. **Consideration, discussion, and possible action on accepting the November 2024 Departmental Reports.**
 - **Police – Ryan Phipps, Chief of Police**
 - **Travis County ESD No. 12 – Chris McKenzie, Interim Fire Chief**
 - **Economic Development – Scott Jones, Economic Development Director**
 - **Development Services – Michael Burrell, Interim Development Services Director**
 - **Community Development – Yalondra V. Santana, Heritage & Tourism Manager**
 - **Municipal Court – Sofi Duran, Court Administrator**
 - **Public Works – Matt Woodard, Director of Public Works**
 - **Human Resources – Tracey Vasquez, HR Manager**
 - **IT – Phil Green, IT Director**
 - **Administration – Lluvia T. Almaraz, City Secretary**
7. **Consideration, discussion, and possible action on a license agreement for Calvary East Metro Church, located at 407 E Eggleston St. Manor, Texas.**
8. **Consideration, discussion, and possible action on a license agreement with Shadowglen Phase 3.**

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Weir to approve the consent agenda.

A discussion was held regarding clarification on the material regulations for Item No. 8

There was no further discussion.

Motion to approve carried 7-0

REGULAR AGENDA

10. Consideration, discussion, and possible action on the 2025 Texas Youth Advisory Commission (YAC) Summit.

The city staff recommended that the City Council authorize the City Manager to finalize costs and the participation of governing body members and staff before completing summit registration.

Heritage and Tourism Manager Valderra discussed the proposed trip to the 2025 Texas Youth Advisory Commission Summit.

A discussion was held regarding the cost of the trip and the opportunity for other Council Members to attend.

A discussion was held regarding an excuse absence notice being available to students who will be able to attend.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Mayor Pro Tem Emily Hill to authorize the City Manager to finalize cost and governing body members and staff participation before completing summit registration.

There was no further discussion.

Motion to approve carried 7-0

11. Consideration, discussion, and possible action on appointing Commissioners to serve in the Manor Youth Advisory Commission and administer the Oath-of-Office.

The city staff recommended that the City Council appoint the Commissioners to serve in the Manor Youth Advisory Commission; and Adminster the Oath-f-Office.

Mayor Harvey read the Duties of the Youth Advisory Commission.

The following students were appointed and Judge Caballero conducted the oaths.

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- Ameerah A. Hill, Manor Early College High School
- Cami B. Wilton, Manor New Tech High School
- Cassius J. Williams, Manor High School
- Farina L. Chandio, Manor Early College High School
- Jemima K. Ntoukap, Manor New Tech Middle School

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Moreno to approve the appointment of the commissioners to serve in the Manor Youth Advisory Commission.

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 7:33 p.m. on Wednesday, December 18, 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 *Section 551.074 Personnel Matters – Discussion of City Manager’s Employment and Municipal Court Judge Employment; Sections 551.071 and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the EntradaGlen PID; Section 551.071 Texas Government Code and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the Hibbs Lane Parcel; Section 551.071 Texas Government Code and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Agreements with Travis County Emergency Services District 12; Sections 551.071, 551.087, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Project Maroon; Section 551.071 and 551.072, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the purchase of the Zalaram LLC property at 0.789 acre tract of land; Sections 551.071 and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Public Safety; and Sections 551.07, 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 at 7:33 p.m. on Wednesday, December 18, 2024.*

The Executive Session was adjourned at 10:21 p.m. on Wednesday, December 18 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 10:21 p.m. on Wednesday, December 18, 2024.

At the request of Mayor Harvey Agenda Item No. 21 was pulled.

REGULAR AGENDA

20. Consideration, discussion, and possible action on the First Amendment to the City of Manor, Texas, Deposit Agreement EntradaGlen PID with Las Entradas Development Corporation.

Assistant City Attorney Rivera stated she was available to answer any questions posed by the City Council.

Mr. Dwyer discussed the proposed amendment to the deposit agreement EntradaGlen PID with Las Entradas Development Corporation.

A discussion was held regarding the city's naming process guidelines.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Weir to approve First Amendment to the City of Manor, Texas, Deposit Agreement EntradaGlen PID with Las Entradas Development Corporation with the condition of renaming of Park Names within the PID and to request the continuance of meeting with the PID Committee to discuss city's priorities.

There was no further discussion.

Motion to approve carried 7-0

22. Consideration, discussion, and possible action on a City of Manor, Texas Employment Agreement for Judicial Services for Municipal Court Judge for the position of Presiding Judge for the Manor Municipal Court.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Weir to approve City of Manor, Texas Employment Agreement for Judicial Services for Municipal Court Judge with Judge Jay Caballero; appoint Judge Jay Caballero to the position of Presiding Judge for the Municipal Court and authorize the City Manager to execute the agreement.

There was no further discussion.

Motion to approve carried 7-0

23. Consideration, discussion, and possible action on a City Manager Professional Services Contract.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Weir to approve a City Manager Profession Services Contract with Scott Moore with amendments discussed in Executive Session.

There was no further discussion.

Motion to approve carried 7-0

PUBLIC HEARINGS

1. Conduct a public hearing for the creation of a Tax Increment Reinvestment Zone (TIRZ #2) containing approximately 927.5 acres of land within the City and the City's extraterritorial jurisdiction.

The city staff recommended that the City Council conduct the public hearing.

Mayor Harvey opened the Public Hearing.

Economic Development Director Jones discussed the proposed creation of TIRZ #2.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno to close the public hearing.

There was no further discussion.

Motion to close carried 7-0

2. Conduct a public hearing on an ordinance rezoning one (1) lot on 4.879 acres, more or less, and being located at 16023 E US Hwy 290, Manor, TX from (GO) General Office to (C-3) Heavy Commercial.

The city staff recommended that the City Council conduct the public hearing.

Mayor Harvey opened the Public Hearing.

Interim Development Services Director Burrell discussed the proposed rezoning request.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to close the public hearing.

There was no further discussion.

Motion to close carried 6-1 (Council Member Weir voted against)

- 3. Conduct a public hearing on an ordinance rezoning three (3) lots on 0.2376 acres, more or less, and being located at the southwest corner of the intersection of E. Parsons St. and Lexington St., Manor, TX from (DB) Downtown Business to (C-1) Light Commercial.**

The city staff recommended that the City Council conduct the public hearing.

Mayor Harvey opened the Public Hearing.

Interim Development Services Director Burrell discussed the proposed rezoning request.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno to close the public hearing.

There was no further discussion.

Motion to close carried 5-2 (Mayor Pro Tem E Hill and Council Member Weir voted against)

REGULAR AGENDA

- 9. Consideration, discussion, and possible action on 5-year agreement between the City of Manor and Axon Enterprise, Inc. for the purchase of 40 Taser 10 devices for the Manor Police Department.**

The city staff recommended that the City Council approve a 5-year agreement between the City of Manor and Axon Enterprise, Inc. for the purchase of 40 Taser 10 devices for the Manor Police Department; authorize the Manor Police Department to sell the old taser devices; and authorize the City Manager to execute the agreement as presented.

Chief of Police Phipps discussed the proposed agreement.

Lt. Allen explained how the devices were utilized.

A discussion was held regarding the equipment's warranty.

A discussion was held regarding the allocation of funds for the purchase of devices.

A discussion was held regarding the finance terms of the agreement.

A discussion was held regarding the training process for police officers.

MOTION: Upon a motion made by Council Member Weir and seconded by Mayor Pro Tem Emily Hill to approve a 5-year agreement between the City of Manor and Axon Enterprise, Inc. for the purchase of 40 Taser 10 devices for the Manor Police Department; authorize the Manor Police Department to sell the old taser devices; and authorize the City Manager to execute the agreement as presented.

There was no further discussion.

Motion to approve carried 7-0

12. First Reading: Consideration, discussion, and possible action on an ordinance rezoning one (1) lot on 4.879 acres, more or less, and being located at 16023 E US Hwy. 290, Manor, TX from (GO) General Office to (C-3) Heavy Commercial.

The city staff recommended that the City Council postpone this item.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Weir to postpone the item to the regular meeting on January 15, 2025.

There was no further discussion.

Motion to postpone carried 7-0

13. First Reading: Consideration, discussion, and possible action on an ordinance rezoning three (3) lots on 0.2376 acres, more or less, and being located at the southwest corner of the intersection of E. Parsons St and Lexington St., Manor, TX from (DB) Downtown Business to (C-1) Light Commercial.

The city staff recommended that the City Council deny the first reading of an ordinance rezoning three (3) lots on 0.2376 acres, more or less, and being located at the southwest corner of the intersection of E. Parsons St and Lexington St., Manor, TX from (DB) Downtown Business to (C-1) Light Commercial.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Moreno to deny the first reading of an ordinance rezoning three (3) lots on 0.2376 acres, more or less, and being located at the southwest corner of the intersection of E. Parsons St and Lexington St., Manor, TX from (DB) Downtown Business to (C-1) Light Commercial.

A discussion was held regarding the clarification that the property was located southeast corner and not southwest as it was stated in the caption.

City Secretary Almaraz advised that the motion needed to read as staff recommended to deny as presented.

There was no further discussion.

Motion to deny carried 7-0

14. Consideration, discussion, and possible action on a City of Manor, Texas Deposit Agreement for the Proposed Wastewater Service Transfer for the Manor Downs Project.

The city staff recommended that the City Council approve the City of Manor, Texas Deposit Agreement for the proposed Wastewater Service Transfer for the Manor Downs Project and authorize the City Manager to execute the agreement.

Interim Development Services Director Burrell discussed the proposed deposit agreement.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno to approve the City of Manor, Texas Deposit Agreement for the proposed Wastewater Service Transfer for the Manor Downs Project and authorize the City Manager to execute the agreement.

There was no further discussion.

Motion to approve carried 7-0

15. Consideration, discussion, and possible action on an ordinance designating a geographic area within the city and the City's Extraterritorial Jurisdiction as a Tax Increment Reinvestment Zone, Pursuant to Chapter 311 of the Texas Tax Code, Known as Tax Increment Reinvestment Zone Number Two (TIRZ #2), City of Manor, Texas; Describing the Boundaries of the Zone, Creating a Board of Directors for the Zone and Appointing Members of the Board; Establishing a Tax Increment Reinvestment Zone Fund for the Zone.

The city staff recommended that the City Council approve Ordinance No. 770 designating a geographic area within the city and the City's Extraterritorial Jurisdiction as a Tax Increment Reinvestment Zone, Pursuant to Chapter 311 of the Texas Tax Code, Known as Tax Increment Reinvestment Zone Number Two (TIRZ #2), City of Manor, Texas; Describing the Boundaries of the Zone, Creating a Board of Directors for the Zone and Appointing Members of the Board; Establishing a Tax Increment Reinvestment Zone Fund for the Zone.

Economic Development Director Jones discussed the proposed ordinance.

A discussion was held regarding the clarification of the Preliminary Project and Finance Plan.

A discussion was held regarding the clarification of the term limits.

Ordinance No. 770: An Ordinance of the City Council of the City of Manor, Texas, Designating a Geographic Area Within the City and The City's Extraterritorial Jurisdiction as a Tax Increment Reinvestment Zone, Pursuant to Chapter 311 of the Texas Tax Code, Known As Tax Increment Reinvestment Zone Number Two (Tirz #2), City Of Manor, Texas; Describing The Boundaries Of The Zone, Creating A Board Of Directors For The Zone And Appointing Members Of The Board; Establishing A Tax Increment Reinvestment Zone Fund For The Zone, Containing Findings And Provisions Related To The Foregoing Subject; Providing A Date For The Termination Of The Zone, Providing That The Zone Take Effect Immediately Upon Passage Of The Ordinance; Providing A Severability Clause; And Providing An Effective Date.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve Ordinance No. 770 designating a geographic area within the city and the City's Extraterritorial Jurisdiction as a Tax Increment Reinvestment Zone, Pursuant to Chapter 311 of the Texas Tax Code, Known as Tax Increment Reinvestment Zone Number Two (TIRZ #2), City of Manor, Texas; Describing the Boundaries of the Zone, Creating a Board of Directors for the Zone and Appointing Members of the Board; Establishing a Tax Increment Reinvestment Zone Fund for the Zone.

There was no further discussion.

Motion to approve carried 7-0

16. Consideration, discussion, and possible action on an amendment to the Chapter 380 Agreement, the Lexington at Boyce, with Davis Capital Investments, LLC.

The city staff recommended that the City Council approve the amendment to the Chapter 380 Agreement, the Lexington at Boyce, with Davis Capital Investments, LLC.

Economic Development Director Jones discussed the proposed amendment agreement.

A discussion was held regarding the delay of the project.

A discussion was held regarding the amount of time needed to complete the project.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno to approve the amendment to the Chapter 380 Agreement, the Lexington at Boyce, with Davis Capital Investments, LLC with the extension of six months.

There was no further discussion.

Motion to approve carried 7-0

17. Consideration, discussion, and possible action on a construction agreement for Ring Drive sidewalk installation.

The city staff recommended that the City Council approve the Construction Agreement with Forsythe Brothers Infrastructure LLC for the installation of sidewalks on Ring Drive and FM973 to Walmart and authorize the City Manager to execute the Construction Agreement in an amount not to exceed \$63,600.00.

Public Works Director Woodard discussed the proposed agreement.

A discussion was held regarding the width of the sidewalk.

A discussion was held regarding the installation of a cross light button for the public use.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to approve the Construction Agreement with Forsythe Brothers Infrastructure LLC for the installation of sidewalks on Ring Drive and FM973 to Walmart and authorize the City Manager to execute the Construction Agreement in an amount not to exceed \$63,600.00.

There was no further discussion.

Motion to approve carried 7-0

18. Consideration, discussion, and possible action on an ordinance for the purpose of amending the City Council Rules of Procedure to Govern the Conduct of City Council Meetings; Amending Section 1.04.002 of the Manor Code of Ordinances to refer to the new Rules of Procedure.

The city staff recommended that the City Council approve Ordinance No. 771 for the purpose of amending the City Council Rules of Procedure to Govern the Conduct of City Council Meetings; Amending Section 1.04.002 of the Manor Code of Ordinances to Refer to the new Rules of Procedure.

Ordinance No. 771: An Ordinance of the City of Manor, Texas, for the Purpose of Amending Rules of Procedure to Govern the Conduct of City Council Meetings; Amending Section 1.04.002 of The Manor Code of Ordinances to Refer to the New Rules of Procedure; and Providing for Related Matters.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve Ordinance No. 771 for the purpose of amending the City Council Rules of Procedure to Govern the Conduct of City Council Meetings; Amending Section 1.04.002 of the Manor Code of Ordinances to Refer to the new Rules of Procedure.

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There was no further discussion.

Motion to approve carried 7-0

19. Consideration, discussion, and possible action on canceling the January 1, 2025, Regular City Council Meeting and setting a Called Special Session.

The city staff recommended that the City Council to cancel the January 1, 2025, Regular City Council Meeting and set a Special Called Session for Tuesday, January 7, 2025, at 7:00 pm.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to approve the cancelation of the January 1, 2025, Regular City Council Meeting and set a Special Called Session for Tuesday, January 7, 2025, at 7:00 pm.

There was no further discussion.

Motion to approve carried 7-0

ADJOURNMENT

The Regular Session of the Manor City Council was Adjourned at 11:32 p.m. on Wednesday, December 18, 2024.

The Manor City Council approved these minutes on the 15th day of January 2025.

APPROVED:

Dr. Christopher Harvey
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary