



**CITY COUNCIL  
CALLED SPECIAL SESSION MINUTES  
JANUARY 7, 2025**

**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 (Absent)  
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  
Brittany Lopez, Assistant City Secretary  
Scott Jones, Economic Development Director  
Michael Burrell, Interim Development Services Director  
Mathew Woodard, Public Works Director  
Frank Phelan, P.E. City Engineer  
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 7:06 p.m. on Tuesday, January 7, 2025, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

## INVOCATION

Pastor, Carl Harvey Sr. with Turning Point Bible Fellowship Church gave the invocation.

## PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

## PUBLIC COMMENTS

No one appeared at this time.

## REGULAR AGENDA

### **1. Consideration, discussion, and possible action on a change order to the construction contract for the Bell Farms and Presidential Glenn Lift Station Expansion project.**

The city staff recommended that the City Council approve the Change Order No. 5 deduction to the construction contract for the Bell Farms and Presidential Glenn Lift Station Expansion project with JM Pipeline in the amount of (\$4,500).

City Engineer Phelan discussed the proposed change order.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Wallace to approve the Change Order No. 5 deduction to the construction contract for the Bell Farms and Presidential Glenn Lift Station Expansion project with JM Pipeline in the amount of (\$4,500).

There was no further discussion.

### **Motion to approve carried 6-0**

### **2. Consideration, discussion, and possible action on a change order to the construction contract for the Cottonwood Creek West Tributary Wastewater Main Extension.**

The city staff recommended that the City Council approve Change Order No. 2 deduction to the construction contract for the Cottonwood Creek West Tributary Wastewater Main with Santa Clara Construction in the amount of (\$21,500).

City Engineer Phelan discussed the proposed change order.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Wallace to approve Change Order No. 2 deduction to the construction contract for the Cottonwood Creek West Tributary Wastewater Main with Santa Clara Construction in the amount of (\$21,500).

There was no further discussion.

**Motion to approve carried 6-0**

- 3. Consideration, discussion, and possible action on an ordinance authorizing the release a portion of the extraterritorial jurisdiction of the City of Manor, Texas, to the extraterritorial jurisdiction of the City of Austin, Texas; accepting a portion of the extraterritorial jurisdiction of the City of Austin, Texas to the extraterritorial jurisdiction of the City of Manor, Texas; and adjusting the boundaries of the City of Manor, Texas.**

The city staff recommended that the City Council approve Ordinance No. 773 authorizing the release of approximately 6.609 acres being a portion of the extraterritorial jurisdiction of the City of Manor, Texas to the extraterritorial jurisdiction of the City of Austin, Texas; accepting approximately 13.791 acres being a portion of the extraterritorial jurisdiction of the City of Austin, Texas to the extraterritorial jurisdiction of the City of Manor, Texas; and adjusting the boundaries of the City of Manor, Texas.

Interim Development Services Director Burrell discussed the proposed ordinance.

Ordinance No. 773: An Ordinance of the City of Manor, Texas, Authorizing the Release of a Portion of the of the Extraterritorial Jurisdiction of the City of Manor, Texas to the Extraterritorial Jurisdiction of the City of Austin, Texas; Accepting a Portion of the Extraterritorial Jurisdiction of the City of Austin, Texas to the Extraterritorial Jurisdiction of the City of Manor, Texas; Adjusting the Boundaries of the City of Manor, Texas Pursuant to Chapter 42, Texas Local Government Code; providing an Open Meetings Clause and Establishing an Effective Date.

- MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to approve Ordinance No. 773 authorizing the release of approximately 6.609 acres being a portion of the extraterritorial jurisdiction of the City of Manor, Texas to the extraterritorial jurisdiction of the City of Austin, Texas; accepting approximately 13.791 acres being a portion of the extraterritorial jurisdiction of the City of Austin, Texas to the extraterritorial jurisdiction of the City of Manor, Texas; and adjusting the boundaries of the City of Manor, Texas.

There was no further discussion.

**Motion to approve carried 6-0**

- 4. Consideration, discussion, and possible action on a Water and Wastewater Service Area Transfer Agreement to transfer certain property from the City of Manor's (Manor) water and wastewater certificates of convenience and necessity (CCNs) to the respective City of Austin (Austin) CCNs and to transfer certain property from the Austin wastewater CCN to Manor's CCN.**

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The city staff recommended that the City Council approve the Water and Wastewater Service Area Transfer Agreement with the City of Austin, Texas.

Interim Development Services Director Burrell discussed the proposed agreement.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the Water and Wastewater Service Area Transfer Agreement with the City of Austin, Texas.

There was no further discussion.

**Motion to approve carried 6-0**

**5. Consideration, discussion, and possible action on the reappointment of P&Z Commissioners for Place No.s 1,3,5, 7 and Alternate No. 1.**

The city staff recommended that the City Council reappoint Julie Leonard to Place 1, Jeffrey Stensland to Place 5, Jim Terry to Place 7; and appoint Gabriel Nila to Place 3 of the Planning and Zoning Commission for a 2-year term; and declare a vacancy for Alternate No. 1 position.

Interim Development Services Director Burrell discussed the reappointment of members to the P&Z Commission.

Council Member Amezcua stated she would be abstaining from voting.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Weir to reappoint Julie Leonard to Place 1, Jeffrey Stensland to Place 5, Jim Terry to Place 7; and appoint Gabriel Nila to Place 3 of the Planning and Zoning Commission for a 2-year term; and declare a vacancy for Alternate No. 1 position.

**Motion to approve carried 5-0 (Council Member Amezcua abstained)**

**6. Consideration, discussion, and possible action on the appointment of Mayor Pro Tem to serve a two-year term.**

The city staff recommended that the City Council appoint a Mayor Pro Tem to serve a two-year term.

Mayor Harvey opened the floor for nominations or a motion.

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**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Weir to re-appoint Mayor Pro Tem Emily Hill to serve another two-year term.

There was no further discussion.

**Motion to approve carried 6-0**

**7. Consideration, discussion, and possible action on the appointment of two (2) Public Improvement District (PID) Committee Council Members; and a chairperson to serve a two-year term.**

The city staff recommended that the City Council appoint two (2) Public Improvement District (PID) Committee Council Members; and a chairperson to serve a two-year term.

Mayor Harvey opened the floor for nominations or a motion.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Wallace to re-appoint Council Member Moreno and Council Member Weir to the Public Improvement District (PID) Committee to serve a two-year term; and appoint Council Member Moreno as Chair.

There was no further discussion.

**Motion to approve carried 6-0**

**8. Consideration, discussion, and possible action on the appointment of two (2) Park Committee Council Members; and a chairperson to serve a two-year term.**

The city staff recommended that the City Council appoint two (2) Park Committee Council Members; and a chairperson to serve a two-year term.

Mayor Harvey opened the floor for nominations or a motion.

Mayor Harvey reminded council that the Park Committee members also served as the Public Tree Care Advisory Board.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Moreno to re-appoint Council Member Wallace and Council Member Moreno to the Park Committee to serve a two-year term; and appoint Council Member Wallace as Chair.

There was no further discussion.

**Motion to approve carried 6-0**

**9. Consideration, discussion, and possible action on the appointment of two (2) Economic Development Committee Council Members; and a chairperson to serve a two-year term.**

The city staff recommended that the City Council appoint two (2) Economic Development Committee Council Members; and a chairperson to serve a two-year term.

Mayor Harvey stated that he would like for Council Member Weir and himself to continue to serve on the Committee.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to re-appoint Mayor Harvey and Council Member Weir to the Economic Development Committee to serve a two-year term; and appoint Mayor Harvey as Chair.

There was no further discussion.

**Motion to approve carried 6-0**

**10. Consideration, discussion, and possible action on the appointment of the Mayor, City Manager, Chief of Police, and two (2) Emergency Management Committee Council Members; and a chairperson to serve a two-year term.**

The city staff recommended that the City Council appoint the Mayor, City Manager, Chief of Police, and two (2) Emergency Management Committee Council Members; and a chairperson to serve a two-year term.

Mayor Harvey opened the floor for nominations or a motion.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Deja Hill to re-appoint the Mayor Harvey, City Manager Moore, Chief of Police Phipps, Council Member Amezcua and Council Member Moreno to the Emergency Management Committee to serve a two-year term; and appoint Council Member Amezcua as Chair.

There was no further discussion.

**Motion to approve carried 6-0**

**11. Consideration, discussion, and possible action on the appointment of the Mayor, City Manager, Chief of Police, and two (2) Public Safety Committee Council Members; and a chairperson to serve a two-year term.**

The city staff recommended that the City Council appoint the Mayor, City Manager, Chief of Police, and two (2) Public Safety Committee Council Members; and a chairperson to serve a two-year term.

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Mayor Harvey opened the floor for nominations or a motion.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Amezcua to re-appoint the Mayor Harvey, City Manager Moore, Chief of Police Phipps, Council Member Wallace and Mayor Pro Tem Emily Hill to the Public Safety Committee to serve a two-year term; and appoint Mayor Pro Tem Emily Hill as Chair.

There was no further discussion.

**Motion to approve carried 6-0**

**12. Consideration, discussion, and possible action on the appointment of two (2) Capital Improvement Committee Council Members; and a chairperson to serve a two-year term.**

The city staff recommended that the City Council appoint two(2) Capital Improvement Committee Council Members; and a chairperson to serve a two-year term.

Mayor Harvey opened the floor for nominations or a motion.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Wallace to re-appoint Council Member Deja Hill and Council Member Amezcua to the Capital Improvement Committee to serve a two-year term; and appoint Council Member Deja Hill as Chair.

There was no further discussion.

**Motion to approve carried 6-0**

**13. Consideration, discussion, and possible action on the appointment of two (2) Healthcare Committee Council Members; and a chairperson to serve a two-year term.**

The city staff recommended that the City Council appoint two(2) Healthcare Committee Council Members; and a chairperson to serve a two-year term.

Mayor Harvey opened the floor for nominations or a motion.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to re-appoint Council Member Weir and Council Member Moreno to the Healthcare Committee to serve a two-year term; and appoint Council Member Weir as Chair.

There was no further discussion.

**Motion to approve carried 6-0**

**14. Consideration, discussion, and possible action on the appointment of two (2) Community Collaborative Committee Council Members; and a chairperson to serve a two-year term.**

The city staff recommended that the City Council appoint two(2) Community Collaborative Committee Council Members; and a chairperson to serve a two-year term.

Mayor Harvey stated that he would like for Mayor Pro Tem Emily Hill and himself to continue to serve on the Committee.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Wallace to re-appoint Mayor Harvey and Mayor Pro Tem Emily Hill to the Community Collaborative Committee to serve a two-year term; and appoint Mayor Harvey as Chair.

Council Member Deja Hill asked if the committee could have an additional Council Member.

A discussion was held regarding the change to the committee membership to add an additional member.

There was no further discussion.

**Motion to approve carried 6-0**

Mayor Harvey adjourned the special session of the Manor City Council into Executive Session at 7:41 p.m. on Tuesday, January 7, 2025, 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, 551.072, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel and to deliberate on a Letter of Intent for the purchase of real property; and Sections 551.071, 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 7:41 p.m. on Tuesday, January 7, 2025.

The Executive Session was adjourned at 8:14 p.m. on Tuesday, January 7, 2025.

**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 8:14 p.m. on Tuesday, January 7, 2025.



**15. Consideration, discussion, and possible action on a Letter of Intent providing the terms for the purchase of approximately 8.43 acres of land out of an 84.30 acre tract of land situated in the A.C. Caldwell Survey, Abstract 154, in Travis County.**

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to approve the Letter of Intent providing the terms for the purchase of approximately 8.43 acres of land out of an 84.30 acre tract of land situated in the A.C. Caldwell Survey, Abstract 154, in Travis County.

There was no further discussion.

**Motion to approve carried 6-0**

**ADJOURNMENT**

The Special Session of the Manor City Council was Adjourned at 8:15 p.m. on Tuesday, January 7, 2025.

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

**APPROVED:**

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Dr. Christopher Harvey  
Mayor

**ATTEST:**

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Lluvia T. Almaraz, TRMC  
City Secretary