



**CITY COUNCIL
REGULAR SESSION MINUTES
MARCH 19, 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
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
Ryan Phipps, Chief of Police
Belen Peña, Finance Director
Denver Collins, Assistant Chief of Police
Scott Jones, Economic Development Director
Tracey Vasquez, HR Director
Michael Burrell, Interim Development Services Director
Mathew Woodard, Public Works Director
Phil Green, IT Director
Sofi Duran, Court Administrator
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 7:03 p.m. on Wednesday, March 19, 2025, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

INVOCATION

Reverend Belma Lara from Manor gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

PRESENTATIONS

A. Presentation of Oath-of-Office to Honorable Ciara Parks, Associate Judge

Court Administrator Duran administered the Oath-of-Office to Honorable Ciara Parks, Associate Judge.

PUBLIC COMMENTS

Steve Butler with Wilbarger Creek Conservation Alliance submitted a speaker card and spoke in regards to the concerns of wastewater discharge. He's requesting for the city to increase the water quality standards and decrease phosphorus levels that are going into the creek.

Jon Beall, with Wilbarger Creek Conservation Alliance, submitted a speaker card and spoke about their concerns regarding the Regional Wastewater Plant site.

Anne Brockenbrough, 11318 Jones Rd., Manor. Texas submitted a speaker card and spoke in regards to her concerns about the proposed Wastewater Treatment Plant development.

Debbie Young with Manor Art's Council submitted a speaker card and invited everyone to attend the Sidewalk Chalk Art Event on Saturday, April 26, 2025, from 10:00 a.m. to 2:00 p.m. at the Shadowview Shopping Center.

Mayor Harvey stated that the County and State have not communicated with the city. He ensured that the city had reached out on several occasions with requests for the city's betterment, but the city hasn't received any response.

No one else appeared at this time.

CONSENT AGENDA

1. Consideration, discussion, and possible action on accepting the February 2025 City Council Monthly Reports.

2. Consideration, discussion, and possible action on accepting the December 2024 Departmental Reports.

- Finance – Belen Peña, Finance Director
- 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
- 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

3. Consideration, discussion, and possible action on a professional services agreement for arbitrage compliance services for the City of Manor.

4. Consideration, discussion, and possible action on a Purchase Agreement with Juanita Nava Andrade for a Public Utility Easement.

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

There was no further discussion.

Motion to approve carried 7-0

REGULAR AGENDA

At the request of Mayor Harvey, Item No. 5 was pulled.

~~**5. Second and Final Reading: Consideration, discussion, and possible action on an Ordinance rezoning for one (1) lot on 4.879 acres, more or less, and being located at 16023 E US 290, Manor, TX from (GO) General Office to (C-2) Medium Commercial.**~~

6. Consideration, discussion, and possible action on Rental Assistance Program for A & G Insurance Agency that opened business in Manor late in 2024.

The city staff recommended that the City Council approve a grant to A & G Insurance Agency in the amount of \$7498.00, reimbursed monthly upon request from the owner after the City receives proof of payment from the landlord.

Economic Development Director Jones discussed the proposed request.

A discussion was held regarding the applicant not being present.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Weir to postpone the item until April 2, 2025, regular council meeting due to the council's request for the applicant to be present.

There was no further discussion.

Motion to postpone carried 7-0

7. Consideration, discussion, and possible action on a Resolution approving a contract for the purchase and financing of Public Works Vehicles.

The city staff recommended that the City Council approve Resolution No. 2025-10 approving the lease contract with Government Capital Corporation for Public Works vehicles as to form and authorize the City Manager to execute the contract once finalized.

Finance Director Peña discussed the proposed contract for financing Public Works vehicles.

A discussion was held regarding the increase of vehicles needed due to new personnel.

Resolution No. 2025-10: A Resolution of the City Council of the City of Manor, Texas, Approving a Contract for the Purpose of Financing Public Works Vehicles.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve Resolution No. 2025-10 approving the lease contract with Government Capital Corporation for Public Works vehicles as to form and authorize the City Manager to execute the contract once finalized.

There was no further discussion.

Motion to approve carried 7-0

8. Consideration, discussion, and possible action on a Resolution for the purchase and financing of IT Equipment.

The city staff recommended that the City Council approve Resolution No. 2025-11 approving the lease contract with Government Capital Corporation for IT Equipment as to form and authorize the City Manager to execute the contract once finalized.

Finance Director Peña discussed the proposed contract for financing IT Equipment.

A discussion was held regarding the replacements of old equipment for Manor PD.

Resolution No. 2025-11: A Resolution of the City Council of the City of Manor, Texas, Approving a Contract for the Purpose of Financing IT Equipment.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Weir to approve Resolution No. 2025-11 approving the lease contract with Government Capital Corporation for IT Equipment as to form and authorize the City Manager to execute the contract once finalized.

There was no further discussion.

Motion to approve carried 7-0

9. Consideration, discussion, and possible action on a Resolution for the purchase and financing of Police Vehicles.

The city staff recommended that the City Council approve Resolution No. 2025-12 approving the lease contract with Government Capital Corporation for Police vehicles as to form and authorize the City Manager to execute the contract once finalized.

Finance Director Peña discussed the proposed contract for financing Police Vehicles.

Chief of Police Phipps discussed the need for new and replacement vehicles required for Manor PD.

Resolution No. 2025-12: A Resolution of the City Council of the City of Manor, Texas, Approving a Contract for the Purpose of Financing Police Vehicles.

A discussion was held regarding the purchase of new motorcycles.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Weir to approve Resolution No. 2025-12 approving the lease contract with Government Capital Corporation for Police vehicles as to form and authorize the City Manager to execute the contract once finalized.

There was no further discussion.

Motion to approve carried 7-0

10. Consideration, discussion, and possible action on a Property Use Agreement between CC Leisure LLC and the City of Manor.

The city staff recommended that the City Council approve a Property Use Agreement between CC Leisure LLC and the City of Manor.

City Manager Moore discussed the proposed agreement for the property rental between CC Leisure LLC and the City of Manor.

A discussion was held regarding the Big Bounce America event.

A discussion was held regarding the marketing for Manor's location.

A discussion was held regarding the Emergency Management procedures.

Assistant City Attorney Rivera advised that Section 4 - Duration of the Agreement needed to be filled in with March 19, 2025 and April 8, 2025 dates.

A discussion was held regarding the rental liability insurance.

A discussion was held regarding traffic concerns on Highway 290.

A discussion was held regarding the parking location during the event.

A discussion was held regarding the marketing from the city side.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve a Property Use Agreement between CC Leisure LLC and the City of Manor from March 19, 2025 through April 8, 2025.

A discussion was held regarding all private rentals to be presented to the City Council.

There was no further discussion.

Motion to approve carried 7-0

11. Consideration, discussion, and possible action on Ordinance amending Article 1.05 of the City of Manor Code of Ordinances to create the Economic Development Committee providing for members of the committee, meetings and its purpose; providing a severability clause, providing a savings, effective date and open meetings clauses, and providing for related matters.

The city staff recommended that the City Council approve Ordinance No. 780 amending Article 1.05 of the City of Manor Code of Ordinances to create the Economic Development Committee providing for members of the committee, meetings and its purpose; providing a severability clause, providing a savings, effective date and open meetings clauses, and providing for related matters.

Ordinance No. 780: An Ordinance of the City of Manor, Texas, Amending Article 1.05 of the City of Manor Code of Ordinances to Create the Economic Development Committee; Providing for Members of the Committee, Meetings and Its Purpose; 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 Amezcua to approve Ordinance No. 780 amending Article 1.05 of the City of Manor Code of Ordinances to create the Economic Development Committee providing for members of the committee, meetings and its purpose; providing a severability clause, providing a savings, effective date and open meetings clauses, and providing for related matters.

A discussion was held regarding the clarification of open meetings section in the ordinance.

There was no further discussion.

Motion to approve carried 7-0

12. Consideration, discussion, and possible action on Ordinance amending Article 1.05 of the City of Manor Code of Ordinances to create the Community Collaborative Committee providing for members of the committee, meetings and its purpose; providing a severability clause, providing a savings, effective date and open meetings clauses, and providing for related matters.

The city staff recommended that the City Council approve Ordinance No. 781 amending Article 1.05 of the City of Manor Code of Ordinances to create the Community Collaborative Committee providing for members of the committee, meetings and its purpose; providing a severability clause, providing a savings, effective date and open meetings clauses, and providing for related matters.

Ordinance No. 781: An Ordinance of the City of Manor, Texas, Amending Article 1.05 of the City of Manor Code of Ordinances to Create the Community Collaborative Committee; Providing for Members of the Committee, Meetings and Its Purpose; 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 Moreno and seconded by Council Member Amezcua to approve Ordinance No. 781 amending Article 1.05 of the City of Manor Code of Ordinances to create the Community Collaborative Committee providing for members of the committee, meetings and its purpose; providing a severability clause, providing a savings, effective date and open meetings clauses, and providing for related matters.

A discussion was held regarding the clarification of the total members for the committee.

MOTION: Upon an amendment motion made by Council Member Moreno and seconded by Council Member Amezcua to revise the Membership section (b) from shall to *may* be composed at a *minimum* of seven members.

There was no further discussion.

Motion to approve carried 7-0

13. Consideration, discussion, and possible action on a Resolution Amending Resolutions No. 2024-20 and 2024-37 to Amend the City Staff Liaison; add a City Council Liaison; add the Administration Office to Administer and Provide Support for the Manor Youth Advisory Commission (YAC).

The city staff recommended that the City Council provide direction to City staff on revisions to the Manor YAC program.

A discussion was held regarding Section 2 and Section 3 of the Resolution.

Mayor Pro Tem Hill requested that the Council to go into executive session regarding this item for legal consultation.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Wallace to table item no. 13 after the executive session.

There was no further discussion.

Motion to table carried 7-0

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 8:22 p.m. on Wednesday, March 19, 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 *Section 551.074, Texas Government Code, to deliberate the evaluation of personnel in the Community Development Department regarding Heritage and Tourism Manager; Sections 551.071 and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Public Safety; Sections 551.071 and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding EPCOR Notice of Right of First Refusal; Sections 551.071 and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Manor Springs; 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 a 0.414 acre tract of property; and Sections 551.071, 551.072 and 551.087 Texas*

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Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel and to deliberate over the economic development of East Manor Development No.1 and deliberation of economic development negotiations at 8:00 p.m. on Wednesday, March 19, 2025.

The Executive Session was adjourned at 12:39 a.m. on Thursday, March 20, 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 12:39 a.m. on Thursday, March 20, 2025.

13. Consideration, discussion, and possible action on a Resolution Amending Resolutions No. 2024-20 and 2024-37 to Amend the City Staff Liaison; add a City Council Liaison; add the Administration Office to Administer and Provide Support for the Manor Youth Advisory Commission (YAC).

Assistant City Attorney Rivera advised that the council had several options. It could take action on appointing a city liaison or an Ad-hoc committee or return with a revised resolution, bylaws, and program to be presented at the next council meeting.

A discussion was held regarding guidelines for travel, transportation, chaperones, member term limits, and the search for other existing city youth programs and how they are designed.

A discussion was held regarding creating an Adhoc Committee to assist legal and administration with organizing the Manor YAC program.

City Council directed staff to return with revisions to the Resolution, Bylaws, and Program to add additional information regarding guidelines for travel, transportation, chaperones, and possibility of creating an Ad-hoc committee if necessary, as discussed in the Executive Session.

There was no action taken.

14. Consideration, discussion, and possible action on a resolution authorizing the purchase and closing of a tract of real property consisting of 0.414 acres, more or less, located in Travis County, Texas for \$225,000, plus closing costs, title insurance cost, providing for approval of the purchase and sale agreement, and an amendment to the agreement; and providing for related matters.

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The City staff recommended that the City Council City Council approve Resolution No.2025-14 authorizing the purchase and closing of a tract of real property consisting of 0.414 acres, more or less, located in Travis County, Texas for \$225,000, plus closing costs, title insurance cost, providing for approval of the purchase and sale agreement and an amendment to the agreement; and providing for related matters; and authorize the City Manager to execute the purchase agreement and all necessary documents to close on the purchase of the property. purchase agreement and all necessary documents to close on the purchase of the property.

Resolution No. 2025-14: A Resolution of the City of Manor, Texas, Authorizing the Purchase and Closing of a Tract of Real Property Consisting of 0.0414 Acres, More or Less, Located in Travis County, Texas for \$225,000 Plus Closing Costs Title Insurance Cost; Providing for Approval of the Purchase and Sale Agreement and an Amendment to the Agreement; and Providing for Related Matters.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to approve approve Resolution No.2025-14 authorizing the purchase and closing of a tract of real property consisting of 0.414 acres, more or less, located in Travis County, Texas for \$225,000, plus closing costs, title insurance cost, providing for approval of the purchase and sale agreement and an amendment to the agreement; and providing for related matters; and authorize the City Manager to execute the purchase agreement and all necessary documents to close on the purchase of the property. purchase agreement and all necessary documents to close on the purchase of the property.

There was no further discussion.

Motion to approve carried 7-0

ADJOURNMENT

The Regular Session of the Manor City Council was Adjourned at 12:48 a.m. on Thursday, March 19, 2025.

The Manor City Council approved these minutes on the 2nd day of April 2025.

APPROVED:

Dr. Christopher Harvey
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary