



**CITY COUNCIL
REGULAR SESSION MINUTES
AUGUST 17, 2022**

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
Vacant, Place 6

CITY STAFF:

Scott Moore, City Manager
Lluvia T. Almaraz, City Secretary
Scott Dunlop, Development Services Director
Lydia Collins, Director of Finance
Ryan Phipps, Chief of Police
Denver Collins, Captain
Scott Jones, Economic Development Director
Debbie Charbonneau, Heritage and Tourism Manager
Michael Tuley, Director of Public Works
Sarah Friberg, Court Administrator
Phil Green, IT Director
Paige Saenz, 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 7:02 p.m. on Wednesday, August 17, 2022, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

PRESENTATION

A. Donation of books to Manor ISD Elementary Librarians by 100 Black Men of Austin.

Karl Spencer, President of 100 Black Men of Austin presented books to four (4) Manor ISD Elementary Librarians. Alejandro Gongora, Chief Academic Officer with Manor ISD and Michael Perkins, Chief Schools Officer with Manor ISD introduced themselves and thanked Mr. Spencer for the book donations. The following elementary schools received book donations: Lagos Elementary; Oaks Meadows Elementary Fine Arts Academy; Decker Elementary and Bluebonnet Trail Elementary.

PUBLIC COMMENTS

Barbara LaBruzza, 12219 Highway 290E, Manor, Texas, submitted a speaker card and spoke in regard to the Bocce Ball Court closure. She stated that her family really enjoyed the sport and would like for the courts to reopen.

Kathy Argenta submitted a speaker card and spoke in regard to the Bocce Ball Court closure. She stated that the sport was important to the senior community and asked for the city to repair issues and reopen the courts soon.

Kevin Winslet submitted a speaker card and spoke in regard to the Bocce Ball Court closure.

Manuel DaSilva, 13725 Andrew Johnson Street, spoke in regard to the Bocce Ball Court closure. He would like for the courts to be repaired and reopen soon.

Robert Battaile submitted a speaker card and spoke in regard to adding biographies on the city's website for City Council and head staff. He stated that the city should reword the vision statement and expressed his concerns regarding the non-funding for city parks in the upcoming budget.

Mayor Harvey commented that there was no motive on the bocce courts closure but due to safety concerns the courts were closed. He expressed how important it was for the community to be involved in the community surveys regarding city's future development.

No one else appeared at this time.

PUBLIC HEARINGS

1. Conduct a Public Hearing on the FY2022-2023 Proposed Property Tax Rate of the City of Manor, Texas.

The city staff recommended that the City Council postpone Public Hearing to the September 7, 2022, Regular Council Meeting.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Deja Hill, to postpone Public Hearing to the September 7, 2022, Regular Council Meeting.

There was no further discussion.

Motion to postpone carried 7-0

2. Conduct a Public Hearing on an ordinance rezoning 16023 US-290 General Office Rezoning, one (1) lot on 4.7874 acres, more or less, and being located at 16023 US-290, Elgin, TX. Applicant: Henderson Professional Engineers; Owner: 16023 HWY 290 LLC

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

Mayor Harvey opened the public hearing.

Scott Dunlop, Development Services Director discussed the proposed rezoning request.

Discussion was held regarding the permitting uses for the development.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Weir, to close the Public Hearing.

There was no further discussion.

Motion to close carried 7-0

At the request of Mayor Harvey, Item No. 4 was pulled from the Consent Agenda and considered separately.

CONSENT AGENDA

3. Consideration, discussion, and possible action to approve the City Council Minutes of August 3, 2022, City Council Regular Meeting.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno to approve the City Council Minutes of August 3, 2022, City Council Regular Meeting.

There was no further discussion.

Motion to approve carried 7-0

REGULAR AGENDA

4. Consideration, discussion, and possible action on the acceptance of the July 2022 Departmental Reports.

- **Economic Development – Scott Jones, Economic Development Director**
- **Development Services – Scott Dunlop, Development Services Director**
- **Community Development – Debbie Charbonneau, Heritage and Tourism Manager**
- **Police – Ryan Phipps, Chief of Police**
- **Municipal Court – Sarah Friberg, Court Clerk**
- **Public Works – Michael Tuley, Director of Public Works**
- **Finance – Lydia Collins, Director of Finance**
- **Human Resources – Tracey Vasquez, HR Manager**
- **IT – Phil Green, IT Director**
- **Administration – Lluvia T. Almaraz, City Secretary**

Development Services Director Jones discussed the Incentive Competitiveness Analysis Report.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve and accept the July 2022 Departmental Reports.

Council Member Weir commented on the great job Manor PD was doing regarding their monthly report. She also thanked Debbie Charbonneau for all the community events that are happening within the city.

There was no further discussion.

Motion to approve carried 7-0

5. First Reading: Consideration, discussion and possible action on an ordinance rezoning 16023 US-290 General Office Rezoning, one (1) lot on 4.7874 acres, more or less, and being located at 16023 US-290, Elgin, TX. Applicant: Henderson Professional Engineers; Owner: 16023 HWY 290 LLC

The city staff recommended that the City Council approve the first reading of an ordinance rezoning 16023 US-290 General Office Rezoning, one (1) lot on 4.7874 acres, more or less, and being located at 16023 US-290, Elgin, TX.

Ordinance: An Ordinance of The City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From Agricultural (A) to General Office (GO); Making Findings of Fact; and Providing for Related Matters.

Discussion was held regarding the rezoning use for General Office.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno, to approve the first reading of an ordinance rezoning 16023 US-290 General Office Rezoning, one (1) lot on 4.7874 acres, more or less, and being located at 16023 US-290, Elgin, TX.

Discussion was held regarding clarification of property's annexation to city limits.

There was no further discussion.

Motion to approve carried 7-0

6. Consideration, discussion, and possible action on a resolution adopting and establishing a Deferred Compensation Plan with Mission Square Retirement and Adopting a Declaration of Trust with Vantage Trust.

The city staff recommended that the City Council approve and adopt Resolution No. 2022-11 establishing the Deferred Compensation Plan with Mission Square Retirement; and authorize the City Manager to execute the contract.

Director of Finance Collins discussed the proposed deferred compensation plan.

Resolution No. 2022-11: A Resolution of The City of Manor, Texas Adopting and Establishing a Deferred Compensation Plan with Mission Square Retirement and Adopting a Declaration of Trust with Vantage Trust.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Weir, to approve and adopt Resolution No. 2022-11 establishing the Deferred Compensation Plan with Mission Square Retirement; and authorize the City Manager to execute the contract.

There was no further discussion.

Motion to approve carried 7-0

7. Consideration, discussion, and possible action on an ordinance approving the 2022 Annual Update to the Service and Assessment Plan and Assessment Roll for the Manor Heights Public Improvement District Including the Collection of the 2022 Annual Installments.

The city staff recommended that the City Council adopt Ordinance No. 668 approving the Manor Heights Public Improvement District 2022 Annual Service Plan Update including the collection of the 2022 annual installments.

Allison Snyder with P3Works discussed the annual service update renewal 2022 for Manor Heights Public Improvement District.

Ordinance No. 668: An Ordinance of The City Council of The City of Manor, Texas Approving the 2022 Annual Update to the Service and Assessment Plan and Assessment Roll for the Manor Heights Public Improvement District Including the Collection of The 2022 Annual Installments.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Wallace, to adopt Ordinance No. 668 approving the Manor Heights Public Improvement District 2022 Annual Service Plan Update including the collection of the 2022 annual installments.

There was no further discussion.

Motion to approve carried 7-0

8. Consideration, discussion, and possible action on an ordinance approving the 2022 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 2022 Annual Installments.

The city staff recommended that the City Council adopt Ordinance No. 669 approving the Rose Hill Public Improvement District 2022 Amended and Restated Service and Assessment Plan including the collection of the 2022 annual installments.

Allison Snyder with P3Works discussed the annual update to the amended and restated service and assessment plan and assessment roll for Rose Hill Public Improvement District.

Ordinance No. 669: An Ordinance of The City Council of The City of Manor, Texas Approving the 2022 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 2022 Annual Installments.

MOTION: Upon a motion made by Council Member Deja Hill and seconded by Council Member Amezcua, to adopt Ordinance No. 669 approving the Rose Hill Public Improvement District 2022 Amended and Restated Service and Assessment Plan including the collection of the 2022 annual installments.

There was no further discussion.

Motion to approve carried 7-0

9. Consideration, discussion, and possible action on an ordinance amending Manor Code of Ordinances Chapter 15 Site Development by providing for the amendment of general requirements, content, off-street parking requirements, landscaping and screening definitions, landscaping requirements, screening requirements, on-site signs, off-site signs, and illuminated signs.

The city staff recommended that the City Council City Council approve Ordinance No. 670 amending Manor Code of Ordinances Chapter 15 Site Development by providing for the amendment of general requirements, content, off-street parking requirements, landscaping and screening definitions, landscaping requirements, screening requirements, on-site signs, off-site signs, and illuminated signs.

Robert Battaile submitted a speaker card and expressed his concerned regarding the time listed on a park signage. He stated that the parks should all close at dusk and not at 10:00 p.m. for safety concerns.

Development Services Director Dunlop discussed the proposed amendments to the site development ordinance.

Ordinance No. 670: An Ordinance of The City of Manor, Texas, Amending Manor Code of Ordinances Chapter 15 Site Development by Providing for The Amendment of General Requirements; Content; Off-Street Parking Requirements; Landscaping and Screening Definitions; Landscaping Requirements; Screening Requirements; On-Site Signs; Off-Site Signs; Illuminated Signs; Providing Severability, Savings Clause, Open Meetings and Effective Date Clauses; and Providing for Related Matters.

MOTION: Upon a motion made by Council Member Deja Hill and seconded by Council Member Amezcua, to approve Ordinance No. 670 amending Manor Code of Ordinances Chapter 15 Site Development by providing for the amendment of general requirements, content, off-street parking requirements, landscaping and screening definitions, landscaping requirements, screening requirements, on-site signs, off-site signs, and illuminated signs.

Discussion was held regarding the limitation of installation on trees.

Discussion was held regarding the requirements to maintain the scenic recognition award for the city.

There was no further discussion.

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

10. Consideration, discussion, and possible action on a resolution for the purpose of planning for the priorities of the additional one percent (1%) use of General Revenue Sales and Use Tax Revenue if approved by a majority of qualified voters at the Special Election being held on November 8, 2022.

The city staff recommended that the City Council approve Resolution No. 2022-12 for the purpose of planning for the priorities of the additional one percent (1%) use of General Revenue Sales and Use Tax Revenue if approved by a majority of qualified voters at the Special Election Being Held on November 8, 2022.

City Manager Moore discussed the proposed resolution.

Mayor Harvey discussed how the city would provide education to the community regarding what is being proposed and what would be on the ballot to ensure that the community is well informed.

Resolution No. 2022-12: A Resolution of The City Council of The City of Manor, Texas, Planning for the Priorities of the Additional One Percent (1%) Use of General Revenue Sales and Use Tax Revenue if Approved by a Majority of Qualified Voters at the Special Election Being Held on November 8, 2022.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno, to approve Resolution No. 2022-12 for the purpose of planning for the priorities of the additional one percent (1%) use of General Revenue Sales and Use Tax Revenue if approved by a majority of qualified voters at the Special Election Being Held on November 8, 2022.

Discussion was held regarding the clarification on final priorities listed on the resolution.

There was no further discussion.

Motion to approve carried 7-0

11. Consideration, discussion, and possible action on a resolution ordering a General Election to be held on November 8, 2022, for the purpose of electing three (3) Council Members of the City Council (Place Nos. 2, 4, and 6) for a four-year term; Making provisions for the conduct of the election; Providing for other matters relating to the election; Authorize the Mayor to execute the final Notice of General Election; and Authorize the City Manager to execute the election agreements with Travis County.

The city staff recommended that the City Council approve Resolution No. 2022-13 ordering the November 8, 2022, General Election for the purpose of electing three (3) Council Members of the City Council (Place Nos. 2, 4, and 6); making provisions for the conduct of the election; providing for other matters relating to the election; authorize the Mayor to execute the final Notice of General Election; and authorize the City Manager to execute the election agreements with Travis County.

Resolution No. 2022-13: A Resolution of The City of Manor, Texas, Ordering a General Election to be Held on November 8, 2022, for the Purpose of Electing Three (3) Council Members of The City Council (Place Nos. 2, 4, And 6) for a Four-Year Term; Making Provisions for the Conduct of The Election; Providing for Other Matters Relating to the Election; and Providing An Effective Date.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Deja Hill, to approve Resolution No. 2022-13 ordering the November 8, 2022, General Election for the purpose of electing three (3) Council Members of the City Council (Place Nos. 2, 4, and 6); making provisions for the conduct of the election; providing for other matters relating to the election; authorize the Mayor to execute the final Notice of General Election; and authorize the City Manager to execute the election agreements with Travis County.

There was no further discussion.

Motion to approve carried 7-0

12. Consideration, discussion, and possible action on proposed Charter Amendments.

The city staff recommended that the City Council City Council approve the proposed Charter Amendments Proposition C through Proposition J as proposed.

City Manager Moore discussed the proposed Charter Amendments.

Discussion was held regarding the proposition of City Secretary Section to be included or excluded from the proposed Charter amendment.

City Manager Moore is requesting for the City Secretary section to stay as is and not be amended.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Weir, to approve the proposed Charter Amendments Proposition C through Proposition J as proposed.

Discussion was held regarding the clarification on ballot language.

Mayor Harvey clarified that due to consistency purposes the City Secretary section was being left as is.

There was no further discussion.

Motion to approve carried 7-0

13. Consideration, discussion, and possible action on an ordinance ordering a Special Election to be held on November 8, 2022, on the adoption of amendments to the City Charter; Providing for the election procedures; Providing for an effective date; Providing an open meetings clause; Providing for related matters; and Authorize the Mayor to execute the final Notice of Special Election.

The city staff recommended that the City Council approve Ordinance No. 671 Ordering a Special Election to be Held on the Adoption of Amendments to the City Charter; Providing for the Election Procedures; Providing for an Effective date; Providing an Open Meetings Clause; Providing for related matters; and authorize the Mayor to execute the final Notice of General Election.

City Attorney Saenz advised that the motion would need to include the exclusion of City Secretary section.

Ordinance No. 671: An Ordinance of The City of Manor, Texas, Ordering a Special Election to be Held on the Adoption of Amendments to the City Charter; Providing for the Election Procedures; Providing for an Effective Date; Providing an Open Meetings Clause; and Providing For Related Matters.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua, to approve Ordinance No. 671 Ordering a Special Election to be Held on the Adoption of Amendments to the City Charter; Providing for the Election Procedures; Providing for an Effective date; Providing an Open Meetings Clause; Providing for related matters; and authorize the Mayor to execute the final Notice of General Election with the exclusion of Section 7.07 City Secretary.

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 8:56 p.m. on Wednesday, August 17, 2022, in accordance with the requirements of the Open Meetings Law.

EXECUTIVE SESSION

The Manor City Council convene into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in *Section 551.071, Texas Government Code and Section 1.05, Texas Disciplinary Rules of Professional Conduct (Consultation with Attorney)* to consult with legal counsel regarding the *Interlocal Agreement for Fire Code Enforcement Services between the City of Manor and Travis County Emergency Services District No. 12.* at 8:56 p.m. on Wednesday, August 17, 2022.

The Executive Session was adjourned at 9:27 p.m. on Wednesday, August 17, 2022

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 Closed Executive Session at 9:27 p.m. on Wednesday, August 17, 2022.

Mayor Harvey opened the floor for action to be taken on the items discussed in the Executive Session.

There was no action taken.

ADJOURNMENT

The Regular Session of the Manor City Council Adjourned at 9:27 p.m. on Wednesday, August 17, 2022.

These minutes approved by the Manor City Council on the 7th day of September 2022. *(Audio recording archived)*

APPROVED:

Dr. Christopher Harvey
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary