



**CITY COUNCIL  
REGULAR SESSION MINUTES  
AUGUST 7, 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 (Absent)  
Sonia Wallace, Place 4  
Aaron Moreno, Place 5  
Deja Hill, Place 6

**CITY STAFF:**

Scott Moore, City Manager  
Lluvia T. Almaraz, City Secretary  
Scott Jones, Economic Development Director  
Tracey Vasquez, HR Director  
Yalondra V. Santana, Heritage & Tourism Manager  
Michael Burrell, Planner  
Mathew Woodard, Public Works 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 7:00 p.m. on Wednesday, August 7, 2024, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**INVOCATION**

Mayor Harvey gave the invocation.

## PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

## EVENTS/ANNOUNCEMENTS

### **A. Back to School Haircut Event, Sunday, August 11, 2024, at The Lab Barbershop, 201 E. Parsons St., Manor, Texas.**

Heritage & Tourism Manager Valderrama announced the upcoming Back to School Haircut Event, on Sunday, August 11, 2024, at The Lab Barbershop.

## PUBLIC COMMENTS

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed his concerns and opposition to Agenda Items No. 8,10,12,13,14, and 15.

Jay Howard with Texas Disposal Systems submitted a speaker card and spoke in regard to Item No. 9.

Rick Fraumann with Texas Disposal Systems submitted a speaker card and spoke in regard to Item No. 9.

Debbie Young with Manor Arts Council submitted a speaker card and gave an update on the picket fence art park.

No one else appeared at this time.

## CONSENT

- 1. Consideration, discussion, and possible action to approve the City Council Minutes of July 31, 2024, City Council Workshop.**
- 2. Consideration, discussion, and possible action on accepting the 2024 Third Quarter City Council Committee Reports.**
  - **Park Committee**
  - **Economic Development Committee**
  - **Community Collaborative Committee**
  - **HealthCare Committee**
  - **Public Safety Committee**
- 3. Consideration, discussion, and possible action on a Joint Agreement with Travis County for the November 5, 2024, General Election; and Authorize the Mayor to execute the agreement.**

4. **Consideration, discussion, and possible action on a Resolution ordering the November 5, 2024, General Election to elect a Mayor and three (3) Council Members of the City Council (Place Nos. 1, 3, and 5); and Authorize the Mayor to execute the Notice of General Election.**
5. **Consideration, discussion, and possible action on a Resolution authorizing the acquisition of an accessible voting system in compliance with state and federal laws through a service agreement with Travis County.**
6. **Consideration, discussion, and possible action on the insurance policies for dental, life, vision, and short-term disability for FY 2024-2025 between the City of Manor and Renaissance Life and Health Insurance Company of America.**
7. **Consideration, discussion, and possible action on the insurance policies for health benefits for FY 2024-2025 between the City of Manor and United Healthcare Insurance Company.**

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill to approve the consent agenda.

There was no further discussion.

**Motion to approve carried 6-0**

#### **REGULAR AGENDA**

8. **Consideration, discussion, and possible action on approval of contractor and construction contract for the overlay of Lexington Street from Murray to US290.**

The city staff recommended that the City Council approve the proposal to complete the milling, patchwork, pavement overlay, and stripping of Lexington Street from Murray to US Hwy 290 and authorize the City Manager to execute the contract after legal review.

Public Works Director Woodard discussed the proposed contract.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Weir to approve the proposal to complete the milling, patchwork, pavement overlay, and stripping of Lexington Street from Murray to US Hwy 290 and authorize the City Manager to execute the contract after legal review.

A discussion was held regarding the clarification of the patchwork area.

A discussion was held regarding the notification to the community regarding road closures. There was no further discussion.

**Motion to approve carried 6-0**

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Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 7:29 p.m. on Wednesday, August 7, 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 *Sections 551.071 and 551.072, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel* at 7:29 p.m. on Wednesday, August 7, 2024.

The Executive Session was adjourned at 7:55 p.m. on Wednesday, August 7, 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 7:55 p.m. on Wednesday, August 7, 2024.

**9. Consideration, discussion, and possible action on the City of Manor's Request for Proposals Solid Waste & Recycling Services RFP# 2024-07 and the submitted proposals.**

The city staff recommended that the City Council reject all proposals submitted under the City of Manor's request for proposals Solid Waste & Recycling Services RFP#2024-07 and that a new Request for Proposals for the collection, transportation, and disposal of solid waste and recyclable materials be issued.

Economic Development Director Jones discussed the reasons for rejecting all proposals for Solid Waste & Recycling Services RFP#2024-07.

A discussion was held regarding releasing the correct RFP after a final review.

A discussion was held regarding the tentative schedule for the new RFP process.

A discussion was held regarding the draft contract that would be provided with the new RFP.

A discussion was held regarding the start of the service date.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill to approve the first reading of an ordinance rezoning one (1) lot on 0.31 acres, more or less, and being located near the intersection of Gregg Manor Road and West Eggleston Street, Manor, TX from (C-1) Light Commercial to Multi-Family 25 (MF-2).

There was no further discussion.

**Motion to approve carried 5-1 (Mayor Harvey voted against)**

**10. Consideration, discussion, and possible action on a Resolution establishing a city sponsorship program; approving the policy and agreement; approving the application process; approving the amount of funding allocated for events and providing for related matters.**

The city staff recommended that the City Council approve Resolution No. 2024-26 establishing the City of Manor sponsorship Program; approving the policy and agreement; approving the application process; approving the amount of funding allocated for events and providing for related matters.

Heritage & Tourism Manager Valderrama discussed the proposed sponsorship program.

A discussion was held regarding the council's concerns about the city's liability.

A discussion was held regarding the city's eligibility process requirements for applicants to apply for the sponsorship.

Mayor Harvey expressed his concerns and requested that city staff present additional information at a later date to be considered. He stated that the council would have additional time to review and discuss the matter further.

City Manager Moore discussed the city staff's concerns regarding requests and current processes.

Mayor Harvey requested a workshop for further discussion.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill to postpone this item until a later date with the direction that was given.

There was no further discussion.

**Motion to postpone carried 6-0**

**11. Consideration, discussion, and possible action on a Website Services Agreement with CivicPlus.**

The city staff recommended that the City Council approve a new website services agreement with CivicPlus as presented.

City Manager Moore discussed the proposed agreement.

Heritage & Tourism Manager Valderrama discussed the website's new modules and upgrades.

A discussion was held regarding training and the new launch date.

A discussion was held regarding the Police Department's platform.

A discussion was held regarding security features.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Moreno to approve a new website services agreement with CivicPlus as presented.

A discussion was held regarding viewing the police website vs the city's website.

There was no further discussion.

**Motion to approve carried 5-1 (Council Member Deja Hill voted against)**

**12. Second and Final Reading: Consideration, discussion, and possible action on an Ordinance rezoning the Monarch Ranch Subdivision, being 134.53 acres, more or less, and located at the southwest corner of the intersection at Gregg Lane and FM 973, Manor, TX from Planned Unit Development (PUD) to Planned Unit Development (PUD). Applicant: SEC Planning; Owner: Blackburn Group**

The city staff recommended that the City Council approve the second and final reading of Ordinance No. 755 rezoning the Monarch Ranch Subdivision being 134.53 acres, more or less, and located at the southwest corner of the intersection at Gregg Lane and FM 973, Manor, TX from Planned Unit Development (PUD) to Planned Unit Development (PUD) with P&Z Commission modifications.

City Planner Burrell discussed the proposed rezoning request.

A discussion was held regarding the density of the proposed home development.

Rick Hanna with Blackburn Group discussed the proposed rezoning request and the dwelling unit sizes.

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Mark Baker with SEC Planning submitted a speaker card in support of this item; however, he did not wish to speak but was available to answer any questions posed by the City Council.

Ordinance No. 755: An Ordinance of the City of Manor, Texas, Amending Ordinances Nos. 636 and 681 to Modify the Planned Unit Development Site Plan for the Monarch Ranch Final Planned Unit Development; Rezoning From Planned Unit Development (PUD) to Planned Unit Development (PUD); Making Findings of Fact; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Moreno to approve the second and final reading of Ordinance No. 755 rezoning the Monarch Ranch Subdivision being 134.53 acres, more or less, and located at the southwest corner of the intersection at Gregg Lane and FM 973, Manor, TX from Planned Unit Development (PUD) to Planned Unit Development (PUD).

**MOTION:** Upon an amendment motion made by Council Member Weir and seconded by Council Member Moreno to approve the second and final reading of Ordinance No. 755 rezoning the Monarch Ranch Subdivision being 134.53 acres, more or less, and located at the southwest corner of the intersection at Gregg Lane and FM 973, Manor, TX from Planned Unit Development (PUD) to Planned Unit Development (PUD) with P&Z Commission modifications.

There was no further discussion.

**Motion to approve carried 5-1 (Council Member Deja Hill voted against)**

**13. Consideration, discussion, and possible action on the Third Amendment to the Development Agreement Establishing Development Standards for Monarch Ranch.**

The city staff recommended that the City Council approve the Third Amendment to the Development Agreement Establishing Development Standards for Monarch Ranch.

City Planner Burrell discussed the proposed amendment to the development agreement establishing development standards.

Mark Baker with SEC Planning discussed the masonry requirements.

A discussion was held regarding the home images of the development.

A discussion was held regarding the zoning code requirements.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to table Item No. 13.

There was no further discussion.

**Motion to table carried 6-0**

**14. Second and Final Reading: Consideration, discussion, and possible action on an Ordinance rezoning one (1) lot on 0.31 acres, more or less, and being located near the intersection of Gregg Manor Road and West Eggleston Street, Manor, TX from (C-1) Light Commercial to Multi-Family 25 (MF-2). *Applicant: MWSW LLP; Owner: DD&B Construction Inc.***

The city staff recommended that the City Council approve the second and final reading of Ordinance No. 756 rezoning one (1) lot on 0.31 acres, more or less, and being located near the intersection of Gregg Manor Road and West Eggleston Street, Manor, TX from (C-1) Light Commercial to Multi-Family 25 (MF-2).

City Planner Burrell discussed the proposed amendment agreement.

Ordinance No. 756: An Ordinance of the City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From Light Commercial (C-1) to Multi-Family 25 (Mf-2); Making Findings of Fact; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to approve the second and final reading of Ordinance No. 756 rezoning one (1) lot on 0.31 acres, more or less, and being located near the intersection of Gregg Manor Road and West Eggleston Street, Manor, TX from (C-1) Light Commercial to Multi-Family 25 (MF-2).

There was no further discussion.

**Motion to approve carried 6-0**

**13. Consideration, discussion, and possible action on the Third Amendment to the Development Agreement Establishing Development Standards for Monarch Ranch.**

The city staff recommended that the City Council approve the Third Amendment to the Development Agreement Establishing Development Standards for Monarch Ranch.

City Attorney Rivera discussed the city's code regulations. She advised if the council would like to reduce the percentage of masonry restrictions they would need to request an amendment to the code.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill to approve the Third Amendment to the Development Agreement Establishing Development Standards for Monarch Ranch.



There was no further discussion.

**Motion to approve carried 6-0**

**15. Consideration, discussion, and possible action on authorizing a letter of support to the Central Texas Regional Mobility Authority for U.S. 290 Highway Improvements.**

The city staff recommended that the City Council approve and authorize a letter of support to the Central Texas Regional Mobility Authority for U.S. Hwy 290 Highway Improvements.

City Manager Moore discussed the proposed support letter.

**MOTION:** Upon a motion made by Council Member Moreno allace and seconded by Council Member Weir to approve and authorize a letter of support to the Central Texas Regional Mobility Authority for U.S. Hwy 290 Highway Improvements.

There was no further discussion.

**Motion to approve carried 6-0**

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 9:30 p.m. on Wednesday, August 7, 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 *Sections 551.071 and 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; Sections 551.071 Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Shadowglen PUD; 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; and Section 551.071 Texas Government Code and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the Vaughn 347 acre tract* at 9:30 p.m. on Wednesday, August 7, 2024.

The Executive Session was adjourned at 10:48 p.m. on Wednesday, August 7, 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 10:48 p.m. on Wednesday, August 7, 2024.

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**ADJOURNMENT**

The Regular Session of the Manor City Council was Adjourned at 10:48 p.m. on Wednesday, August 7, 2024.

The Manor City Council approved these minutes on September 4, 2024.

**APPROVED:**

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Dr. Christopher Harvey  
Mayor

**ATTEST:**

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Lluvia T. Almaraz, TRMC  
City Secretary