



**CITY COUNCIL  
CALLED SPECIAL SESSION MINUTES  
OCTOBER 2, 2023**

**This meeting was live-streamed on Manor's YouTube Channel  
<https://www.youtube.com/@cityofmanorsocial/streams>**

**PRESENT:**

Dr. Christopher Harvey, Mayor (left at 9:00 p.m.)

**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  
Scott Dunlop, Development Services Director  
Lydia Collins, Finance Director  
Scott Jones, Economic Development Director  
Matthew Woodard, Public Works Director  
Tracey Vasquez, HR Director  
Veronica Rivera, Assistant City Attorney  
Phil Green, IT Director  
Gregory Miller, Bond Counsel  
Chasem Creed, IT Technician

**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 7:08 p.m. on Monday, October 2, 2023, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

## INVOCATION

Father Daniel Robayo with Mary Magdelene Episcopal Church gave the invocation.

## PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

## PROCLAMATION

### **A. Declaring the month of October 2023 as “Breast Cancer Awareness Month”**

Mayor Harvey read and presented the proclamation to the Health Committee.

### **B. Declaring the month of October 2023 as “Domestic Violence Awareness Month”**

Mayor Harvey read and presented the proclamation to the Victim Services Department and the Public Safety Committee.

## PUBLIC COMMENTS

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed his concerns regarding the comprehensive plan, bond issuance, and the public comments procedures. He spoke in opposition to Agenda Item Nos. 2,3,6,7,8,9 and 10. He stated that he would be submitting an initiative petition for a special election.

No one else appeared at this time.

Mayor Harvey adjourned the special session of the Manor City Council into Executive Session at 7:25 p.m. on Monday, October 2, 2023, 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; and Sections 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the Manor Spring project* at 7:25 p.m. on Monday, October 2, 2023.

Mayor Harvey left the meeting at 9:00 p.m. after the Executive Session due to personal matters.

The Executive Session was adjourned at 9:01 p.m. on Monday, October 2, 2023.

## 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 9:01 p.m. on Monday, October 2, 2023.

## REGULAR AGENDA

### **1. Consideration, discussion, and possible action on a resolution authorizing publication of notice of intention to issue combination tax and revenue certificates of obligation.**

The city staff recommended that the City Council approve Resolution No. 2023-32 Authorizing Publication of Notice of Intention to Issue Combination Tax and Revenue Certificates of Obligation.

Resolution No. 2023-32: Resolution Authorizing Publication of Notice of Intention to Issue Combination Tax and Revenue Certificates of Obligation.

Gregory Miller, Bond Counsel with Bickerstaff Health Delgado Acosta LLP discussed the proposed Resolution.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Moreno, to approve Resolution No. 2023-32 Authorizing Publication of Notice of Intention to Issue Combination Tax and Revenue Certificates of Obligation.

A discussion was held regarding the clarification of acquiring real property for public safety facilities.

There was no further discussion.

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

### **2. Consideration, discussion, and possible action on an amendment to the Real Estate Purchase Contract.**

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace, to approve the amendment to the real estate contract as discussed in Executive Session in a final form acceptable to the City Manager and City Attorney.

There was no further discussion.

**Motion to approve carried 6-0**

## REGULAR AGENDA

### **3. Consideration, discussion, and possible action regarding the selection of a contractor and an alternate pursuant to the August 25, 2023, Request for Proposal for the Scope of Services solicited under the Terms and Conditions for the Downtown Strategic Plan Consulting Services for the City of Manor.**

The city staff recommended that the City Council authorize the City Manager to approve a contractor and an alternate to provide consulting services regarding the Downtown Strategic Plan and to authorize the City Manager to negotiate and execute a contract with said contractor or alternate in an amount not to exceed \$180,000.00, after legal review.

Economic Development Director Jones discussed the proposed proposals for the scope of Services for the Downtown Strategic Plan Consulting Services.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Moreno, to authorize the City Manager to approve a contractor and an alternate to provide consulting services regarding the Downtown Strategic Plan and to authorize the City Manager to negotiate and execute a contract with said contractor or alternate in an amount not to exceed \$180,000.00, after legal review.

A discussion was held regarding the clarification of naming the contractors.

**MOTION:** Upon an amended motion made by Council Member Wallace and seconded by Council Member Moreno, to include and approve the primary contract with Catalyst Consulting Firm and the alternate contract with Design Workshop.

A discussion was held regarding the staff's recommendation.

A discussion was held regarding clarification of the scope of work for the primary agreement vs the alternate agreement.

There was no further discussion.

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

### **4. Consideration, discussion, and possible action on a Texas Motor Vehicle Records Data Contract.**

The city staff recommended that the City Council approve a Texas Motor Vehicle Records Data Contract.

Development Services Director Dunlop discussed the proposed renewal contract.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua, to approve a Texas Motor Vehicle Records Data Contract.

There was no further discussion.

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

5. **Second and Final Reading: Consideration, discussion, and possible action on an ordinance amending to Chapter 14 Zoning of the Manor Code of Ordinances to Modify the Provisions for the Residential Land Use Table Relating to Single Family Attached (2 units) and Single Family Attached (3 or more units); Industrialized Housing Standards; and Office, Commercial, Institutional Architectural Standards.**

The city staff recommended that the City Council approve the second and final reading of Ordinance No. 719 Amending Chapter 14, Zoning, of the Code of Ordinances of the City of Manor, Texas, by Providing for Amendments to the Residential Land Use Table; Moving Regulations for Industrialized Housing From Chapter 14, Zoning to a Stand-Alone Section of the Code of Ordinances; Modifying Office, Commercial, and Institutional Architectural Standards; Providing an Effective Date, Savings, Severability, and Open Meetings Clauses; and Providing for Related Matters.

Ordinance No. 719: An Ordinance of the City of Manor, Texas, Amending Chapter 14, Zoning, of the Code of Ordinances of the City of Manor, Texas, by Providing for Amendments to the Residential Land Use Table; Moving Regulations for Industrialized Housing From Chapter 14, Zoning to a Stand-Alone Section of the Code of Ordinances; Modifying Office, Commercial, and Institutional Architectural Standards; Providing an Effective Date, Savings, Severability, and Open Meetings Clauses; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno, to approve the second and final reading of Ordinance No. 719 Amending Chapter 14, Zoning, of the Code of Ordinances of the City of Manor, Texas, by Providing for Amendments to the Residential Land Use Table; Moving Regulations for Industrialized Housing From Chapter 14, Zoning to a Stand-Alone Section of the Code of Ordinances; Modifying Office, Commercial, and Institutional Architectural Standards; Providing an Effective Date, Savings, Severability, and Open Meetings Clauses; and Providing for Related Matters.

There was no further discussion.

**Motion to approve carried 6-0**

6. **Second and Final Reading: Consideration, discussion, and possible action on an ordinance for the Okra Tract Development Final Planned Unit Development Site Plan, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX. Applicant: Sotol Ventures; Owner: Dalton Wallace**

The city staff recommended that the City Council approve the second and final reading of Ordinance No. 720 for the Okra Tract Development Final Planned Unit Development Site Plan, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX.

Rachael Shanks with Sotol Ventures submitted a speaker card in support of this item; however, she did not wish to speak but was available to answer any questions posed by the City Council.

Ordinance 720: An Ordinance of The City of Manor, Texas, Amending Chapter 14, Zoning of The City of Manor, Texas Code of Ordinances Rezoning a Parcel of Land From Medium Commercial (C-2) To Planned Unit Development (PUD); Making Findings Of Fact; And Providing For Related Matters.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezuca to approve the second and final reading of Ordinance No. 720 for the Okra Tract Development Final Planned Unit Development Site Plan, three hundred and thirty-one (331) lots on 113.4 acres, more or less, and being located at 14418 N. FM 973, Manor, TX.

There was no further discussion.

**Motion to approve carried 6-0**

**7. Consideration, discussion, and possible action on a Development Agreement establishing development standards for the Okra Development.**

The city staff recommended that the City Council approve a Development Agreement establishing development standards for the Okra Development.

Development Services Director Dunlop discussed the proposed agreement.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Weir, to approve a Development Agreement establishing development standards for the Okra Development.

A discussion was held regarding clarification of TxDOT approval.

There was no further discussion.

**Motion to approve carried 6-0**

**8. Second and Final Reading: Consideration, discussion, and possible action on an ordinance for the Manor Heights (Carillon) Subdivision Planned Unit Development (PUD) Amendment located at 13201 Old Kimbro Road, Manor, TX. Applicant: Kimley Horn and Associates, Inc; Owner: RHOF, LLC.**

The city staff recommended that the City Council approve the second and final reading of Ordinance No. 721 Amending Ordinance 534 to Modify the Planned Unit Development Land Use Plan for the Manor Heights Development; Rezoning From Planned Unit Development (PUD) to Planned Unit Development (PUD).

Development Services Director Dunlop discussed the proposed ordinance.

Sarah Starkey with Kimley-Horn submitted a speaker card in support of this item; however, she did not wish to speak but was available to answer any questions posed by the City Council.

Ordinance 721: An Ordinance of The City of Manor, Texas, Amending Ordinance 534 To Modify The Planned Unit Development Land Use Plan For The Manor Heights 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 Moreno and seconded by Council Member Amezcua, to approve the second and final reading of Ordinance No. 721 Amending Ordinance 534 to Modify the Planned Unit Development Land Use Plan for the Manor Heights Development; Rezoning From Planned Unit Development (PUD) to Planned Unit Development (PUD).

There was no further discussion.

**Motion to approve carried 6-0**

**9. Consideration, discussion, and possible action on the Fourth Amendment to the Manor Heights Development Agreement**

The city staff recommended that the City Council approve the Fourth Amendment to the Manor Heights Development Agreement.

Development Services Director Dunlop discussed the proposed agreement.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua, to approve the Fourth Amendment to the Manor Heights Development Agreement.

There was no further discussion.

**Motion to approve carried 6-0**



**10. Second and final Reading: Consideration, discussion, and possible action on an ordinance rezoning two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF-1) to Downtown Business (DB). Applicant: Jiwon Jung; Owner: Build Block**

The city staff recommended that the City Council approve the second and final reading of Ordinance No. 722 rezoning two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF-1) to Downtown Business (DB).

Development Services Director Dunlop discussed the proposed ordinance.

Sarah Starkey with Kimley-Horn submitted a speaker card in support of this item; however, she did not wish to speak but was available to answer any questions posed by the City Council.

Ordinance 722: An Ordinance of the City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From Single Family Suburban (SF-1) to Downtown Business (DB); Making Findings of Fact; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Weir, to approve the second and final reading of Ordinance No. 722 rezoning two (2) lots on .297 acres, more or less, at 108 W Boyce & 104 W Boyce St., Manor, TX from Single Family (SF-1) to Downtown Business (DB).

There was no further discussion.

**Motion to approve carried 6-0**

**11. Consideration, discussion, and possible action on accepting the FY 2023-2024 proposal between the City of Manor and Alliance Work Partners for the Employee Assistance Program (EAP).**

The city staff recommended that the City Council approve the proposal between the City of Manor and Alliance Work Partners for the Employee Assistance Program (EAP) and authorize the City Manager to execute the final contract after legal review.

Human Resources Director Vasquez discussed the proposed agreement with EAP.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Weir, to approve the proposal between the City of Manor and Alliance Work Partners for the Employee Assistance Program (EAP) and authorize the City Manager to execute the final contract after legal review.

There was no further discussion.

**Motion to approve carried 6-0**



**12. Consideration, discussion, and possible action on an agreement between the City of Manor and NEOGOV, a Human Resource Informational System (HRIS) for the Human Resources Department.**

The city staff recommended that the City Council approve a two-year agreement between the City of Manor and NEOGOV, a Human Resources Informational System (HRIS) for the Human Resources Department and authorize the City Manager to execute the final contract after legal review.

Human Resources Director Vasquez discussed the proposed agreement with NEOGOV.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace, to approve a two-year agreement between the City of Manor and NEOGOV, a Human Resources Informational System (HRIS) for the Human Resources Department and authorize the City Manager to execute the final contract after legal review.

There was no further discussion.

**Motion to approve carried 6-0**

**13. Consideration, discussion, and possible action on a Software and Services Purchase Agreement between the City of Manor and Cities Digital Inc. (CDI).**

The city staff recommended that the City Council approve a Software and Services Purchase Agreement between the City of Manor and Cities Digital Inc. (CDI) in the amount not to exceed \$85,000.

City Secretary Almaraz discussed the proposed agreement with CDI.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua, to approve a Software and Services Purchase Agreement between the City of Manor and Cities Digital Inc. (CDI) in the amount not to exceed \$85,000.

A discussion was held regarding CDI security processes.

There was no further discussion.

**Motion to approve carried 6-0**

**14. Consideration, discussion, and possible action on a resolution nominating a candidate for the Board of Directors of the Travis Central Appraisal District.**

The city staff recommended that the City Council postpone item to the October 18<sup>th</sup> Regular City Council meeting to give Council additional time to consider a candidate for the Board of Directors of the Travis Central Appraisal District.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace, to postpone item to the October 18, 2023, Regular Council Meeting.

There was no further discussion.

**Motion to approve carried 6-0**

**ADJOURNMENT**

The Special Session of the Manor City Council was Adjourned at 9:49 p.m. on Wednesday, October 17, 2023.

These minutes were approved by the Manor City Council on the 18<sup>th</sup> day of October 2023.

**APPROVED:**

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Dr. Christopher Harvey  
Mayor

**ATTEST:**

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Lluvia T. Almaraz, TRMC  
City Secretary