



Dr. Christopher Harvey, Mayor
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 Council Regular Meeting

Wednesday, November 20, 2024 at 7:00 PM

Manor City Hall, Council Chambers, 105 E. Eggleston St.

AGENDA

This meeting will be live-streamed on Manor's YouTube Channel
You can access the meeting at <https://www.cityofmanor.org/page/livestream>

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

INVOCATION

PLEDGE OF ALLEGIANCE

PRESENTATION

- A. Recognition of Retiring Presiding Judge John Yeager**
Presented by Dr. Christopher Harvey, Mayor
- B. Manor Townsquare Development**
Presented by: Scott Jones, Economic Development Director

PROCLAMATION

- A. Declaring the Month of November, as “Native American Heritage Month”**

EVENTS/ANNOUNCEMENTS

- A. Christmas Tree Lightning, Friday, December 6, 2024, at Jennie Lane Park, 102 E. Rector St. Manor, Texas.**
Submitted by: Yalondra Valderrama Santana, Heritage & Tourism Manager
- B. Holiday in Manor, Saturday, December 7, 2024, at 15317 US HWY 290 E. Manor, Texas.**
Submitted by: Yalondra Valderrama Santana, Heritage & Tourism Manager

PUBLIC COMMENTS

Non-Agenda Item Public Comments (white card): Comments will be taken from the audience on non-agenda related topics for a length of time, not to exceed three (3) minutes per person.

*Agenda Item Public Comments (yellow card): Comments will be taken from the audience on non-agenda and agenda items combined for a length of time, not to exceed five (5) minutes total per person on all items, except for Public Hearings. Comments on Public Hearing items must be made when the item comes before the Council and, not to exceed two (2) minutes per person. **No Action or Discussion May be Taken by the City Council during Public Comments on Non-Agenda Items.***

To address the City Council, please complete the white or yellow card and present it to the designated area prior to the meeting.

CONSENT AGENDA

All of the following items on the Consent Agenda are considered to be self-explanatory by the Council and will be enacted with one motion. There will be no separate discussion of these items unless requested by the Mayor or a Council Member; in which event, the item will be removed from the consent agenda and considered separately.

1. Consideration, discussion, and possible action on accepting the October 2024 City Council Monthly Reports.

Submitted by: Scott Moore, City Manager

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

Submitted by: Scott Moore, City Manager

- **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**
- **Community Development – Yalondra V. Santana, Heritage & Tourism Manager**
- **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**

REGULAR AGENDA

3. Consideration, discussion, and possible action on acceptance of Manor’s Downtown Strategic Plan by Catalyst Commercial.

Submitted by: Scott Jones, Economic Development Director

- 4. Consideration, discussion, and possible action on a request to remove two (2) heritage trees in the Boyce Mixed-Use Development Site located at 101 West Boyce St., Manor, TX.**
Submitted by: Michael Burrell, Interim Development Services Director
- 5. Consideration, discussion, and possible action on a Development Agreement for the Mini-Max Gas Station located at 13320 E US HWY 290 Manor, TX.**
Submitted by: Michael Burrell, Interim Development Services Director
- 6. Consideration, discussion, and possible action on an agreement to transfer approximately 10.978 acres from Manville Water Supply Corporation's certificated water service area to the City of Manor's certificated service area.**
Submitted by: Michael Burrell, Interim Development Services Director
- 7. Consideration, discussion, and possible action approving an engagement letter agreement for an appraiser for the EntradaGlen Public Improvement District (PID).**
Submitted by: Scott Moore, City Manager
- 8. Consideration, discussion, and possible action on an ordinance amending Chapter 4 of the Manor Code of Ordinances to revise the provisions governing the collection of evidentiary storage fees and providing for related matters.**
Submitted by: Ryan Phipps, Chief of Police
- 9. Consideration, discussion, and possible action on an ordinance adopting regulations governing special events in the City of Manor, Texas, and providing for related matters.**
Submitted by: Yalondra M. Valderrama Santana, Heritage & Tourism
- 10. Consideration, discussion, and possible action on proposed amendments to City Council Rules of Procedure.**
Submitted by: Scott Moore, City Manager
- 11. Consideration, discussion, and possible action on an ordinance ordering and establishing procedures for the 2024 General Runoff Election in the City of Manor to be held on Saturday, December 14, 2024 to elect the City's Mayor; providing for notice of the election; providing for Early Voting; making provisions for the conduct of the Election; and providing for other matters relating to the Election and providing an Effective Date.**
Submitted by: Lluvia T. Almaraz, City Secretary
- 12. Consideration, discussion, and possible action to close City Offices at 1:00 p.m. on Friday, December 20, 2024.**
Submitted by: Tracey Vasquez, HR Director

EXECUTIVE SESSION

The City Council will now Convene 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 evaluate the performance and duties of the City Manager;*
- *Section 551.074 Personnel Matters – Discussion of City Manager’s Employment;*
- *Section 551.074, Texas Government Code, to deliberate the evaluation of personnel in the Finance and IT departments;*
- *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*
- *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*

OPEN SESSION

The City Council will now reconvene into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and take action, if any, on item(s) discussed during Closed Executive Session.

ADJOURNMENT

In addition to any executive session already listed above, the City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Section §551.071 (Consultation with Attorney), §551.072 (Deliberations regarding Real Property), §551.073 (Deliberations regarding Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations regarding Security Devices) and §551.087 (Deliberations regarding Economic Development Negotiations).

CONFLICT OF INTEREST

In accordance with Section 12.04 (Conflict of Interest) of the City Charter, “No elected or appointed officer or employee of the city shall participate in the deliberation or decision on any issue, subject or matter before the council or any board or commission, if the officer or employee has a personal financial or property interest, direct or indirect, in the issue, subject or matter that is different from that of the public at large. An interest arising from job duties, compensation or benefits payable by the city shall not constitute a personal financial interest.”

Further, in accordance with Chapter 171, Texas Local Government Code (Chapter 171), no City Council member and no City officer may vote or participate in discussion of a matter involving a business entity or real property in which the City Council member or City officer has a substantial interest (as defined by Chapter 171) and action on the matter will have a special economic effect on the business entity or real property that is distinguishable from the effect on the general public. An affidavit disclosing the conflict of interest must be filled out and filed with the City Secretary before the matter is discussed.

POSTING CERTIFICATION

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Saturday, November 16, 2024, by 5:00 PM and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

/s/ Lluvia T. Almaraz, TRMC
City Secretary for the City of Manor, Texas

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:

The City of Manor is committed to compliance with the Americans with Disabilities Act. Manor City Hall and the Council Chambers are wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 10 days prior to this meeting. Please contact the City Secretary at 512.215.8285 or e-mail lalmaraz@manortx.gov