



**CITY COUNCIL  
REGULAR SESSION MINUTES  
MAY 4, 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  
Ryan Phipps, Chief of Police  
Lydia Collins, Director of Finance  
Debbie Charbonneau, Heritage and Tourism Manager  
Tracey Vasquez, HR Manager  
Michael Tuley, Director of Public Works  
Lance Zeplin, Streets/Parks Superintendent  
Scott Jones, Economic Development Director  
Phil Green, IT Director  
Veronica Rivera, Assistant City Attorney  
Mandy Miller, Administrative Assistant

**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 7:04 p.m. on Wednesday, May 4, 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.

## **PRESENTATIONS**

### **A. Recognition Award**

Mayor Harvey presented a plaque award to Development Services Director Scott Dunlop.

Mayor and Council acknowledge Mr. Dunlop for his dedication as Interim City Manager.

### **B. Tree City USA Recognition presented by Alison Baylis, Regional Urban Ecologist, Texas A&M Forest Service**

Ms. Baylis with Texas A&M Forest Service presented a recognition plaque to the City of Manor for becoming Tree City USA.

## **EVENTS/ANNOUNCEMENTS**

### **A. Manor Palooza – May 6-7, 2022**

Heritage and Tourism Manager Debbie Charbonneau invited everyone to attend Manor Palooza on May 6-7, 2022.

## **PROCLAMATIONS**

### **A. Declaring the month of May, as “Mental Health Awareness Month”**

Mayor Harvey read and presented proclamation to Mayra Hernandez, Director, The Whole Child with Manor ISD. Ms. Hernandez thanked the Mayor and Council for the recognition and invited everyone to attend the 1<sup>st</sup> Mental Health Symposium event at Manor New Tech HS on May 19, 2022, from 5:30 p.m. – 8:00 p.m.

### **B. Declaring Wednesday, May 11, 2022, as “School Nurse Day”**

Mayor Harvey read and presented proclamation to Diana R. Rodriguez with Manor ISD Health and Wellness. Ms. Rodriguez thanked the Mayor and Council for the recognition. Manor ISD nurses in attendance were Ms. Arliese Lee, Jocelyn Jarmon, Ashely Weber, Michelle Powel, Frances Foster; and Danielle Polleywere.

Mayor Harvey introduced and welcomed City Manager Scott Moore to the first Council Meeting. Mayor Harvey also thanked the City Council and City staff for the hard work regarding the recruiting process.

## **PUBLIC COMMENTS**

Robert Battaile, 502 E. Eggleston Street, Manor, Texas spoke regarding the recording of meetings. Mr. Battaile is requesting monthly town hall meetings, establishment of a recreation department, public information officer for communications, public art funding, parkland amenities, parkland fees and parkland donations from developers. Mr. Battaile stated he had created an organization called Manor Country Club and invited the community to become part of it.

No one else appeared at this time.

## **REPORTS**

### **A. Leadership Manor Project**

Debbie Charbonneau, Heritage and Tourism Manager gave an update on the new project for the Leadership Manor regarding a potential Veteran's Wall and beatification to Jennie Lane Park.

### **B. 2050 Comprehensive Plan**

Chance Sparks with Freese and Nichols, Inc gave an update on the 2050 Comprehensive Plan. Mr. Sparks highlighted the interaction they've had with the community and city staff regarding the project.

## **CONSENT AGENDA**

- 1. Consideration, discussion, and possible action to approve the City Council Minutes of April 20, 2022, City Council Regular Meeting.**
- 2. Second and Final Reading: Consideration, discussion, and possible action on an ordinance annexing 11.408 acres of land, more or less, located in Travis County, including the abutting streets, roadways, and rights-of-way into the corporate limits of the city, at the request of the property owner; approving an agreement for the provision of services for the annexed area and providing for other related matters.**

Ordinance No. 646: An Ordinance of the City of Manor, Texas Annexing 11.408 Acres of Land, More or Less, Located in Travis County, Including the Abutting Streets, Roadways, and Rights-Of-Way into the Corporate Limits of the City, at the Request of the Property Owner; Approving an Agreement for the Provision of Services for the Annexed Area; Making Findings of Fact; Providing a Severability Clause and an Effective Date; and Providing for Open Meetings and Other Related Matters.

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

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 7:48 p.m. on Wednesday, May 4, 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 7:48 p.m. on Wednesday, May 4, 2022.

The Executive Session was adjourned at 8:46 p.m. on Wednesday, May 4, 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 8:46 p.m. on Wednesday, May 4, 2022.

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

### **REGULAR AGENDA**

#### **3. Consideration, discussion and possible action on an ordinance amending Chapter 3, Building Regulations, of the City of Manor Ordinances to amend the definition of Fire Marshall.**

The city staff recommended that the City Council approve Ordinance No. 647 amending Chapter 3, Building Regulations, of the City of Manor Ordinances to amend the definition of Fire Marshall.

Assistant City Attorney Rivera discussed the proposed ordinance.

Ordinance No. 647: An Ordinance of the City of Manor, Texas, Amending Manor Code of Ordinances Chapter 3 Building Regulations by Amending the Definition of Fire Marshal, Severability, and an Effective Date.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno, to approve Ordinance No. 647 amending Chapter 3, Building Regulations, of the City of Manor Ordinances to amend the definition of Fire Marshall.

There was no further discussion.

**Motion to approve carried 6-0**

- 4. Consideration, discussion and possible action on an ordinance amending Chapter 5, Fire Prevention and Protection, of the City of Manor Ordinances, to amend among other things, the appointment of the Fire Code Official and to allow for the adoption of new editions of the International Fire Code, among other things.**

The city staff recommended that the City Council approve Ordinance No. 648 amending Chapter 5, Fire Prevention and Protection, of the City of Manor Ordinances, to amend among other things the appointment of the Fire Code Official and to allow for the adoption of new editions of the International Fire Code.

Assistant City Attorney Rivera discussed the proposed ordinance. Ms. Rivera stated there was a correction on Section 3 of the ordinance regarding the Section Code and should read Section 26.041. She asked for Council to include the amendment on the motion.

Ordinance No. 648: An Ordinance of the City of Manor, Texas, Amending Manor Code of Ordinances Chapter 5 Fire Prevention and Protection by Providing for the Appointment of the Fire Code Official; Relating to Fire Prevention and Protection, Severability, and an Effective Date.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Mayor Pro Tem Hill, to approve Ordinance No. 648 amending Chapter 5, Fire Prevention and Protection, of the City of Manor Ordinances, to amend among other things the appointment of the Fire Code Official and to allow for the adoption of new editions of the International Fire Code as amended by the City Attorney.

There was no further discussion.

**Motion to approve carried 6-0**

- 5. Consideration, discussion, and possible action on a Resolution accepting the petition for annexation of 14.55 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits and setting a date for a public hearing.**

The city staff recommended that the City Council approve Resolution No. 2022-08 accepting the petition for annexation of 14.55 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits and setting a date for the public hearing.

Development Services Director Dunlop discussed the proposed Resolution.

Resolution No. 2022-08: A Resolution of The City of Manor, Texas, Accepting the Petition for Annexation of 14.55 Acres of Land, More or Less; Being Located in Travis County, Texas and Adjacent and Contiguous to the City Limits; and Providing for Open Meetings and Other Related Matters.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Amezcua, to approve Resolution No. 2022-08 accepting the petition for annexation of 14.55 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits and setting a date for the public hearing.

There was no further discussion.

**Motion to approve carried 6-0**

- 6. Consideration, discussion, and possible action on a Resolution accepting the petition for annexation of 62.8431 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits and setting a date for a public hearing.**

The city staff recommended that the City Council postpone item to the June 1, 2022, Regular Council Meeting per applicant.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno, to postpone item to the June 1, 2022, Regular Council Meeting.

There was no further discussion.

**Motion to postpone carried 6-0**

- 7. Consideration, discussion, and possible action on the City of Manor, Texas Deposit Agreement for the Proposed Water Service Transfer for the Manor Downs Multifamily (9910 Hill Lane) Project.**

The city staff recommended that the City Council approve the City of Manor, Texas Deposit Agreement for the Proposed Water Service Transfer for the Manor Downs Multifamily (9910 Hill Lane) Project and authorize the City Manager to execute the agreement.

Development Services Director Dunlop discussed the proposed agreement.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace, to approve the City of Manor, Texas Deposit Agreement for the Proposed Water Service Transfer for the Manor Downs Multifamily (9910 Hill Lane) Project and authorize the City Manager to execute the agreement.

There was no further discussion.

**Motion to approve carried 6-0**

**8. Consideration, discussion, and possible action on a Water Service Area Transfer Agreement between the City of Manor, Texas and Manville Water Supply Corporation for a 40-acre tract.**

The city staff recommended that the City Council approve the Water Service Area Transfer Agreement between the City of Manor, Texas and Manville Water Supply Corporation for a 40-acre tract and authorize the City Manager to execute the agreement.

Development Services Director Dunlop discussed the proposed agreement.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Mayor Pro Tem Hill, to approve the Water Service Area Transfer Agreement between the City of Manor, Texas and Manville Water Supply Corporation for a 40-acre tract and authorize the City Manager to execute the agreement.

There was no further discussion.

**Motion to approve carried 6-0**

**9. Consideration, discussion and possible action on the Development Agreement Establishing Development Standards for Monarch Ranch Development.**

The city staff recommended that the City Council approve the Development Agreement establishing Development Standards for Monarch Ranch Development.

Robert Battaile, 502 E. Eggleston Street, Manor, Texas submitted a speaker card in opposition to this item. Mr. Battaile expressed his concerns regarding the proposed development.

Development Services Director Dunlop discussed the proposed agreement.

Assistant City Attorney Rivera stated there were revisions to the agreement and changes were made to the ownership names from individuals to Texas Limited Liability Company's (LLC). She asked for Council to include the amendment on the motion.

Rick Hanna with Blackburn Homes, 4201 W. Parmer Lane, Austin, Texas, submitted a speaker card in support of this item. Mr. Hanna discussed the proposed development and gave a description of the amenities that would be provided in the community regarding parkland.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua, to approve the Development Agreement establishing Development Standards for Monarch Ranch Development as amended by City Attorney.

There was no further discussion.

**Motion to approve carried 6-0**

**10. Consideration, discussion and possible action on an amendment to the City of Manor, Texas Public Improvement District (PID) Policy.**

The city staff recommended that the City Council approve the amendment to the City of Manor, Texas Public Improvement District (PID) Policy.

Development Services Director Dunlop discussed the proposed amendment to the PID Policy regarding a community benefit fee.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Moreno, to approve the amendment to the City of Manor, Texas Public Improvement District (PID) Policy to include At City Council's discretion, a payment of a community benefit fee of five percent (5%) up to thirty percent (30%) of bond par shall be paid to the City three (3) days prior to bond closing based on the degree that project improvements confer benefits that enhance the City's master plan and/or exceed City's subdivision requirements.

The discussion was held regarding the clarification of the community benefit fee and City Council's discretion of choosing the benefit fee percentage.

There was no further discussion.

**Motion to approve carried 6-0**

**11. Acknowledge the resignation of Planning and Zoning Commissioner Prince John Chavis, Place No. 4; and declare a vacancy.**

The city staff recommended that the City Council acknowledge the resignation of Planning and Zoning Commissioner Prince John Chavis, Place No. 4; and declare a vacancy.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Mayor Pro Tem Hill, to acknowledge the resignation of Planning and Zoning Commissioner Prince John Chavis, Place No. 4; and declare a vacancy.

The discussion was held regarding the clarification on Mr. Chavis deployment and his request to maintain on the eligible list to be reconsidered for appointment.

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 9:18 p.m. on Wednesday, May 4, 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 551.074 (Personnel Matters) to discuss duties of the City Manager* at 9:18 p.m. on Wednesday, May 4, 2022.

The Executive Session was adjourned at 9:53 p.m. on Wednesday, May 4, 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 9:53 p.m. on Wednesday, May 4, 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 9:53 p.m. on Wednesday, May 4, 2022.

These minutes approved by the Manor City Council on the 18<sup>th</sup> day of May 2022. (*Audio recording archived*)

**APPROVED:**

  
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Dr. Christopher Harvey  
Mayor

**ATTEST:**

  
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Lluvia T. Almaraz, TRMC  
City Secretary

