



Dr. Larry Wallace Jr., Mayor
Dr. Christopher Harvey, Mayor Pro Tem, Place 3
Emily Hill, Place 1
Anne Weir, Place 2
Sonia Wallace, Place 4
Deja Hill, Place 5
Gene Kruppa, Place 6

City Council Called Special Session

Wednesday, August 11, 2021 at 2:00 PM

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

AGENDA

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

*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. Comments on specific agenda items must be made when the item comes before the Council. To address the City Council, please complete the white card and present it to the City Secretary prior to the meeting. **No Action May be Taken by the City Council During Public Comments.***

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 to approve the City Council Minutes of the August 4, 2021, City Council Regular Meeting.**
Submitted by: Lluvia T. Almaraz, City Secretary

REGULAR AGENDA

- 2. Consideration, discussion, and possible action on setting public hearings for the FY2021-2022 Proposed Annual Budget and FY2021-2022 Property Tax Rate.**
Submitted by: Thomas Bolt, City Manager

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 (Personnel Matters) to deliberate the employment and appointment of the City Manager*

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: Friday, August 6, 2021, 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 48 hours prior to this meeting. Please contact the City Secretary at 512.272.5555 or e-mail lalmaraz@cityofmanor.org.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 11, 2021
PREPARED BY: Lluvia T. Almaraz, City Secretary
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve the City Council Minutes of the August 4, 2021, City Council Regular Meeting.

BACKGROUND/SUMMARY:

LEGAL REVIEW: Not Applicable
FISCAL IMPACT: Not Applicable
PRESENTATION: No
ATTACHMENTS: Yes

- August 4, 2021, City Council Regular Meeting Minutes

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve the City Council Minutes of the August 4, 2021, City Council Regular Meeting.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**



**CITY COUNCIL
REGULAR SESSION MINUTES
AUGUST 4, 2021**

PRESENT:

Dr. Larry Wallace Jr., Mayor

COUNCIL MEMBERS:

Dr. Christopher Harvey, Mayor Pro Tem, Place 3
Emily Hill, Place 1
Anne Weir, Place 2
Sonia Wallace, Place 4
Deja Hill, Place 5
Gene Kruppa, Place 6 (Absent)

CITY STAFF:

Thomas Bolt, City Manager
Lluvia T. Almaraz, City Secretary
Ryan Phipps, Chief of Police
Tracey Vasquez, HR Manager
Sarah Friberg, Court Administrator
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 Wallace at 7:04 p.m. on Wednesday, August 4, 2021, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

PLEDGE OF ALLEGIANCE

At the direction of Mayor Wallace, Mayor Pro Tem Harvey, led the Pledge of Allegiance.

PROCLAMATION

A. Declaring Saturday, August 7, 2021, as “Purple Heart Day”

Mayor Wallace read and presented the proclamation to Council Member Emily Hill.

PUBLIC COMMENTS

Grant Loveless with Elevate Your Essence, LLC, 18213 Maxa Drive, Manor, Texas, appeared before City Council and urged the assistance for leading the efforts to create a more inclusive and engaged Manor. Mr. Loveless is requesting the creation of two (2) task forces dedicated to Animal Control and Traffic Control and a Commission dedicated to Youth Engagement and Success. He briefly discussed the duties of each force and commission. Mr. Loveless asked for Council's guidance and support on his proposal.

REPORTS

Reports about items of community interest on which no action was taken.

A. Capital Metro

Mayor Pro Tem Harvey stated this report would be presented on a later date after further discussion with City staff.

CONSENT AGENDA

Mayor Wallace read the correct date of July 21, 2021, City Council Regular Meeting Minutes for Item No. 1.

- 1. Consideration, discussion, and possible action to approve the City Council Minutes of the July 7, 2021, City Council Regular Meeting.**
- 2. Consideration, discussion, and possible action on a Resolution ordering the November 2, 2021, General Election; Authorization for the Mayor to execute the Notice of General Election; and Authorization for the City Manager to execute the election agreements with Travis County.**

Resolution No. 2021-16: A Resolution of the City of Manor, Texas, Ordering a General Election to be Held on November 2, 2021, for the Purpose of Electing a Mayor and Three (3) Council Members of the City Council (Place Nos. 1, 3, and 5); Making Provisions for the Conduct of the Election; Providing for Other Matters Relating to the Election; and Providing an Effective Date.

- 3. Second and Final Reading: Consideration, discussion, and possible action on an ordinance rezoning 19.81 acres, more or less, out of the James Manor Survey No. 40, Abstract 546, and being located in the 11000 block of Hill Lane, Manor, TX from Light Commercial (C-1) to Light Industrial (IN-1).**

Ordinance No. 617: An Ordinance of the City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land from Light Commercial (C-1) to Light Industrial (IN-1); Making Findings of Fact; and Providing for Related Matters.

MOTION: Upon a motion made by Council Member Deja Hill and seconded by Mayor Pro Tem Harvey, to approve the Consent Agenda.

There was no further discussion.

Motion to approve carried 6-0

REGULAR AGENDA

4. Consideration, discussion, and possible action on a Statement of Work No. 5 to the Master Services Agreement between the City of Manor and George Butler Associates, Inc. for Cottonwood Creek Phase 2 Wastewater Collection System Improvements.

The City staff recommended that the City Council approve the Statement of Work #5 to the existing Master Services Agreement with George Butler Associates, Inc. for the Cottonwood Creek Phase 2 Wastewater Collection System Improvements in the amount of \$98,800.

City Engineer Kiger discussed the proposed statement of work for the Cottonwood Creek Phase 2 Wastewater Collection System Improvements.

MOTION: Upon a motion made by Mayor Pro Tem Harvey and seconded by Council Member Wallace, to approve the Statement of Work #5 to the existing Master Services Agreement with George Butler Associates, Inc. for the Cottonwood Creek Phase 2 Wastewater Collection System Improvements in the amount of \$98,800.

There was no further discussion.

Motion to approve carried 6-0

5. Consideration, discussion, and possible action on a Statement of Work No. 6 to the Master Services Agreement between the City of Manor and George Butler Associates, Inc. for the 2021 Community Impact Fee Update project.

The City staff recommended that the City Council approve the Statement of Work #6 to the existing Master Services Agreement with George Butler Associates, Inc. for the 2021 Community Impact Fee Update project in the amount of \$25,240.00.

City Engineer Phelan discussed the proposed statement of work for the 2021 Community Impact Fee Update Project.

MOTION: Upon a motion made by Mayor Pro Tem Harvey and seconded by Council Member Wallace, to approve the Statement of Work #6 to the existing Master Services Agreement with George Butler Associates, Inc. for the 2021 Community Impact Fee Update project in the amount of \$25,240.00.

There was no further discussion.

Motion to approve carried 6-0

Mayor Wallace adjourned the regular session of the Manor City Council into Executive Session at 7:18 p.m. on Wednesday, August 4, 2021, 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 deliberate the employment and appointment of the City Manager; and Section 551.071 (Consultation with Attorney) and Section 551.074 (Personnel Matters) to deliberate the employment and appointment of an Economic Development Director.* at 7:18 p.m. on Wednesday, August 4, 2021.

The Executive Session was adjourned at 9:59 p.m. on Wednesday, August 4, 2021.

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 9:59 p.m. on Wednesday, August 4, 2021.

Mayor Wallace 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 9:59 p.m. on Wednesday, August 4, 2021.

These minutes approved by the Manor City Council on the 11th day of August 2021.

APPROVED:

Dr. Larry Wallace Jr.
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

Draft Minutes



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 11, 2021
PREPARED BY: Thomas Bolt, City Manager
DEPARTMENT: City Manager

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action setting public hearings for the FY2021-2022 Proposed Annual Budget and FY2021-2022 Property Tax Rate.

BACKGROUND/SUMMARY:

Hearing dates: September 1, 2021 and September 15, 2021
 Hearing times: 7:00pm
 Hearing location: 105 E Eggleston St. Manor, TX 78653

LEGAL REVIEW: Not Applicable
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: No

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council set the Public Hearings on the FY2021-2022 Proposed Annual Budget and Tax Rate of the City of Manor, Texas for September 1 and September 15, 2021 at 7:00 p.m.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**
