



**CITY COUNCIL  
REGULAR SESSION MINUTES  
NOVEMBER 4, 2020  
Via Telephone/Video Conference  
(Zoom Meeting)**

The meeting was live streamed on Facebook Live beginning at 7:00 p.m.  
<https://www.facebook.com/cityofmanor/>

*Pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act to allow for telephonic or videoconference meetings of governmental bodies that are accessible to the public in an effort to reduce in person meetings that assemble large groups of people the City Council meeting scheduled for Wednesday, November 4th, will only be open to the public via remote access.*

The following instructions were provided to the general public.

*Instructions for Public Speaking:*

- Members of the public that wish to speak during public comments, public hearing or an agenda item will need to register in advance by visiting [www.cityofmanor.org](http://www.cityofmanor.org) where a registration link will be posted on the calendar entry for each public meeting. You will register by filling in the speaker card available for that specific meeting and submitting it to [publiccomments@cityofmanor.org](mailto:publiccomments@cityofmanor.org). Once registered, instructions will be emailed to you on how to join the videoconference by calling in. Your Speaker Card must be received two (2) hours prior to scheduled meeting.

*Upon receiving instructions to join zoom meeting the following rules will apply:*

- All speakers must address their comments to the Mayor rather than to individual Council Members or city staff. Speakers should speak clearly into their device and state their name and address prior to beginning their remarks. Speakers will be allowed three (3) minutes for testimony. Speakers making personal, impertinent, profane or slanderous remarks may be removed from the meeting.

Mayor Wallace Jr. advised that all votes would be conducted by a Roll Call Vote, meaning each City Council Member would be called on separately to cast their vote.

**PRESENT VIA ZOOM:**

Dr. Larry Wallace Jr., Mayor

**COUNCIL MEMBERS:**

Emily Hill, Place 1  
Maria Amezcua, Place 2  
Dr. Christopher Harvey, Place 3  
Danny Scarbrough, Place 4 (Absent)  
Deja Hill, Mayor Pro Tem, Place 5  
Vacant, Place 6

**CITY STAFF:**

Thomas Bolt, City Manager  
Lluvia T. Almaraz, City Secretary  
Scott Dunlop, Assistant Development Services Director  
Michael Tuley, Director of Public Works  
Tracey Vasquez, HR Manager  
Heath Ferguson, IT Manager  
Frank Phelan, P.E., City Engineer

**REGULAR SESSION – 7:00 P.M.**

With a quorum of the Council Members present via video/telephone conference, the regular session of the Manor City Council was called to order by Mayor Wallace Jr. at 7:01 p.m. on Wednesday, November 4, 2020.

**PLEDGE OF ALLEGIANCE**

Mayor Wallace Jr. led the Pledge of Allegiance.

**PROCLAMATIONS**

**A Declaring Friday, November 6, 2020, as “Texas Arbor Day”**

Mayor Wallace Jr read a proclamation declaring Friday, November 6, 2020, as “Texas Arbor Day”.

**B. Declaring the Week of November 2-6, 2020, as “Municipal Court Week”**

Mayor Wallace Jr. read a proclamation declaring the week of November 2-6, 2020, as “Municipal Court Week”.

## **PUBLIC COMMENTS**

There were no public comments received prior to the meeting.

## **PUBLIC HEARINGS**

- 1. Conduct a public hearing on the Land Use Assumptions Map and proposed Capital Improvement Projects recommended by the Advisory Committee.**

The City staff recommended that the City Council conduct the public hearing.

Mayor Wallace Jr. opened the public hearing.

City Engineer Phelan discussed the Land Use Assumption Map and proposed Capital Improvement Project.

The discussion was held regarding the impact cost for the project.

The discussion was held regarding previous public hearings held regarding this item.

The discussion was held regarding the timeline for the project.

**MOTION:** Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Amezcua, to close the Public Hearing.

Mayor Wallace Jr. opened the floor for any questions to the motion.

There was no further discussion.

**Motion to close carried 5-0**

## **CONSENT AGENDA**

- 2. Consideration, discussion, and possible action to approve the City Council Minutes of October 21, 2020, Regular Session, and Joint Meeting with Planning and Zoning Commission.**
- 3. Consideration, discussion, and possible action on an ordinance rezoning 24.81 acres, more or less, out of the Sumner Bacon Survey No. 62, Travis County, Texas, and being located at 9910 Hill Lane, Manor, TX from Light Commercial (C-1) to Multi-Family 15 (MF-1).**

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

Mayor Wallace Jr. opened the floor for any questions to the motion.

There was no discussion.

**Motion to approve carried 5-0**

## **REGULAR AGENDA**

### **4. Consideration, discussion, and possible action on a resolution accepting a petition for the dissolution of the original EntradaGlen Public Improvement District (PID) and the creation of a new EntradaGlen PID.**

The City staff recommended that the City Council approve Resolution No. 2020-14 and accept the PID Petition for the dissolution of the original EntradaGlen Public Improvement District (PID) and the creation of a new EntradaGlen PID, set public hearings on December 2, 2020 and direct the City Secretary to publish the notices of public hearing on or before November 13, 2020.

Pete Dwyer with Dwyer Realty was available via zoom to address any questions posed by the City Council.

Sharon J. Smith with Armbrust & Brown, PLLC, was available via zoom to address any questions posed by the City Council.

Zach Crawford with DPGF was available via zoom to address any questions posed by the City Council.

City Manager Bolt discussed the dissolution of the original EntradaGlen PID and creation of a new EntradaGlen PID.

Resolution No. 2020-14: A Resolution of the City Council of the City of Manor, Texas, Accepting a Petition for the Dissolution of the Original EntradaGlen Public Improvement District and the Creation of a New Entradaglen Public Improvement District and Calling for Public Hearings.

**MOTION:** Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Emily Hill, to approve Resolution No. 2020-14 and accept the PID Petition for the dissolution of the original EntradaGlen Public Improvement District (PID) and the creation of a new EntradaGlen PID, set public hearings on December 2, 2020 and direct the City Secretary to publish the notices of public hearing on or before November 13, 2020.

Mayor Wallace Jr. opened the floor for any questions to the motion.

There was no further discussion.

**Motion to approve carried 5-0**

- 5. Consideration, discussion, and possible action on an ordinance closing, vacating, and abandoning a portion (161,158 square feet) of street right-of-way commonly known as Old Kimbro Road (80 feet wide).**

The City staff recommended that the City Council approve Ordinance No. 589 closing, vacating, and abandoning a portion (161,158 square feet) of street right-of-way commonly known as Old Kimbro Road (80 feet wide) and authorize the Mayor to execute the Special Warranty Deed.

Talley Williams with Metcalfe Wolff Stuart & Williams, LLP was available via zoom to address any questions posed by the City Council.

Alex Granados with Kimley-Horn was available via zoom to address any questions posed by the City Council.

City Manager Bolt discussed the ordinance closing, vacating, and abandoning a portion of street right-of-way on Old Kimbro Road.

Ordinance No. 589: An Ordinance of The City of Manor, Texas, Closing, Vacating, and Abandoning a Portion (161,158 Square Feet) of Street Right-of-Way Commonly Known as Old Kimbro Road (80 Feet Wide); Authorizing Conveyance to Abutting Property Owners; Providing Findings of Fact; Authorizing Conveyance of Such Abandoned Right-of-Way by Special Warranty Deed; Providing Severability, Effective Date and Open Meetings Clauses; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Emily Hill, to approve Ordinance No. 589 closing, vacating, and abandoning a portion (161,158 square feet) of street right-of-way commonly known as Old Kimbro Road (80 feet wide) and authorize the Mayor to execute the Special Warranty Deed.

Mayor Wallace Jr. opened the floor for any questions to the motion.

There was no further discussion.

**Motion to approve carried 5-0**

- 6. Consideration, discussion, and possible action on a resolution to adopt the Land Use Assumptions Map and proposed Water and Wastewater Capital Improvement Projects recommended by the Advisory Committee.**

The City staff recommended that the City Council approve Resolution No. 2020-15 approving the Land Use Assumptions and Capital Improvements Plan for the City's Water and Wastewater Impact Fee Service Area.

Resolution No. 2020-15: A Resolution of the City Council of the City Of Manor, Texas Approving the Land Use Assumptions and Capital Improvements Plan for the City's Water and Wastewater Impact Fee Service Area; and Declaring an Effective Date.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Mayor Pro Tem Deja Hill, to approve Resolution No. 2020-15 approving the Land Use Assumptions and Capital Improvements Plan for the City's Water and Wastewater Impact Fee Service Area.

Mayor Wallace Jr. opened the floor for any questions to the motion.

There was no discussion.

**Motion to approve carried 5-0**

- 7. Consideration, discussion, and possible action on an ordinance of the City of Manor, Texas amending Chapter 10, Subdivision Regulation, Article 10.02 Subdivision Ordinance, Ordinance 263B, Exhibit A of the Code of Ordinances of the City of Manor providing for the amendment of general and alternative review procedures, approval of concept plans, establishing expiration and extension dates, approval of easement and license agreements, establishing lot widths in the ETJ, and procedures for water and wastewater service in the ETJ.**

The City staff recommended that the City Council approve Ordinance No. 590 of the City of Manor, Texas amending Chapter 10, Subdivision Regulation, Article 10.02 Subdivision Ordinance, Ordinance 263B, Exhibit A of the Code of Ordinances of the City of Manor providing for the amendment of general and alternative review procedures, approval of concept plans, establishing expiration and extension dates, approval of easement and license agreements, establishing lot widths in the ETJ, and procedures for water and wastewater service in the ETJ.

Assistant Development Services Director Dunlop discussed the proposed subdivision ordinance.

Ordinance No. 590: An Ordinance of the City of Manor, Texas Amending Chapter 10, Subdivision Regulation, Article 10.02 Subdivision Ordinance, Ordinance 263b, Exhibit A, as Amended, of the Code of Ordinances of the City of Manor, Texas Providing for the Amendment of General Procedures, Alternative Review Procedures and Approval of Concept Plans; Establishing Expiration and Extension Dates; Providing for The Approval of Easements and License Agreements; Providing Procedures for Water and Wastewater Services in the ETJ; Establishing Lot Widths in The ETJ; Providing a Severability Clause, Providing Savings, Effective Date and Open Meetings Clauses, and Providing For Related Matters.

**MOTION:** Upon a motion made by Mayor Pro Tem Deja Hill and seconded by Council Member Amezcua, to approve Ordinance No. 590 of the City of Manor, Texas amending Chapter 10, Subdivision Regulation, Article 10.02 Subdivision Ordinance, Ordinance 263B, Exhibit A of the Code of Ordinances of the City of Manor providing for the amendment of general and alternative review procedures, approval of concept plans, establishing expiration and extension dates, approval of easement and license agreements, establishing lot widths in the ETJ, and procedures for water and wastewater service in the ETJ.

Mayor Wallace Jr. opened the floor for any questions to the motion.

There was no discussion.

**Motion to approve carried 5-0**

**8. Consideration, discussion, and possible action with regard to the renaming the position title of “Community Development Manager” to the position title of “Heritage and Tourism Manager”.**

The City staff recommended that the City Council approve to renaming of the position titled of “Community Development Manager” to the position title of “Heritage and Tourism Manager”

City Manager Bolt discussed the renaming the position of “Community Development Manager” to the position title of “Heritage and Tourism Manager.”

HR Manager Vasquez discussed the job description revisions.

**MOTION:** Upon a motion made by Council Member Dr. Harvey and seconded by Mayor Pro Tem Deja Hill, to rename the position title of “Community Development Manager” to the position title of “Heritage and Tourism Manager”.

Mayor Wallace Jr. opened the floor for any questions to the motion.

The discussion was held regarding the meaning of the new title.

The discussion was held regarding new revisions to the job description.

The discussion was held regarding the main street program and event planning responsibilities for the position.

Council Member Dr. Harvey amended his first motion to the following:

**MOTION:** Upon a motion made by Council Member Dr. Harvey and seconded by Mayor Pro Tem Deja Hill, to rename the position title of “Community Development Manager” to the position title of “Heritage and Tourism Manager” with revisions.

There was no further discussion.

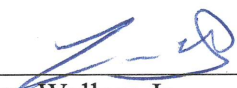
**Motion to approve carried 5-0**

**ADJOURNMENT**

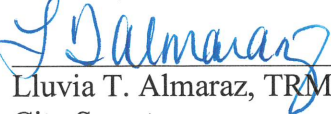
The Regular Session of the Manor City Council Adjourned at 8: 22 p.m. on Wednesday, November 4, 2020.

These minutes approved by the Manor City Council on the 18<sup>th</sup> day of November 2020.

**APPROVED:**

  
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Dr. Larry Wallace Jr.  
Mayor

**ATTEST:**

  
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Luvia T. Almaraz, TRMC  
City Secretary

