



**CITY COUNCIL  
REGULAR SESSION MINUTES  
NOVEMBER 15, 2023**

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

**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  
Deja Hill, Place 6

**CITY STAFF:**

Scott Moore, City Manager  
Lluvia T. Almaraz, City Secretary  
Ryan Phipps, Chief of Police  
Denver Collins, Assistant Chief of Police  
Scott Dunlop, Development Services Director  
Scott Jones, Economic Development Director  
Matthew Woodard, Public Works Director  
Tracey Vasquez, HR Director  
Sarah Friberg, Court Administrator  
Frank T. Phelan, P.E., City Engineer  
Paige Saenz, City Attorney  
Chasem Creed, IT Technician

**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, November 15, 2023, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

## INVOCATION

Mayor Harvey gave the invocation.

## PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

## PROCLAMATIONS

### **A. Declaring November 9, 2023, as “Senior Access 30th Anniversary Day”**

Mayor Harvey read the proclamation proclaiming Senior Access 30<sup>th</sup> Anniversary Day.

## EVENTS/ANNOUNCEMENTS

### **A. Texas Arbor Day Event, November 18, 2023, at Timmermann Park**

Matthew Woodard, Public Works Director invited everyone to attend the Texas Arbor Day Event being held at Timmermann Park from 9:00 am – 10:00 am.

### **B. Holidays in the Park, December 2, 2023, at Timmermann Park**

Tracey Vasquez, Human Services Director invited everyone to attend the Holidays in the Park Event being held at Timmermann Park from noon – 5:00 pm.

## PUBLIC COMMENTS

No one appeared at this time.

## REPORTS

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

### **A. Tower Road Apartments Presentation**

Gregory Miller with Bickerstaff Heath Delgado Acosta LLP gave a brief update on the proposed development and next steps.

David D’Amelio with Dominion discussed the attached PowerPoint presentation and explained the Texas Bond Lottery and Finance application processes.

A discussion was held regarding parking concerns for the development.

A discussion was held regarding income qualifications.

A discussion was held regarding community engagement.

**City Council Regular Session Minutes  
November 15, 2023**

At the request of Mayor Harvey, Item No. 5 was pulled from the Consent Agenda and considered separately.

**CONSENT AGENDA**

- 1. Consideration, discussion, and possible action to approve the City Council Minutes of the November 1, 2023, City Council Regular Meeting.**
- 2. Consideration, discussion, and possible action on accepting the October 2023 Departmental Reports.**
  - **Finance – Scott Moore, City Manager**
  - **Police – Ryan Phipps, Chief of Police**
  - **Travis County ESD No. 12 – Ryan Smith, Fire Chief**
  - **Economic Development – Scott Jones, Economic Development Director**
  - **Development Services – Scott Dunlop, Development Services Director**
  - **Municipal Court – Sarah Friberg, Court Clerk**
  - **Public Works – Matt Woodard, Director of Public Works**
  - **Manor Cemetery – Nora Sanchez, MC Manager**
  - **Human Resources – Tracey Vasquez, HR Manager**
  - **IT – Phil Green, IT Director**
  - **Administration – Lluvia T. Almaraz, City Secretary**
- 3. Consideration, discussion, and possible action on the Purchase Agreement with Mae M. Vrazel for a wastewater easement with a temporary construction easement.**
- 4. Consideration, discussion, and possible action on a Supplement to the Agreement for Street Lighting Service by and between Oncor Electric Delivery Company and the City of Manor for street light service within the Monarch Ranch Subdivision.**

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Weir to accept and approve the Consent Agenda.

A discussion was held regarding clarification on the juvenile detention reporting.

Councilman Moreno thanked the Manor Police Department for their response to a shooting incident in his neighborhood.

There was no further discussion.

**Motion to approve carried 7-0**



## REGULAR AGENDA

**5. Consideration, discussion, and possible action to place liens on properties that were abated for violations of Manor Code of Ordinance Article 6.03 for tall grass, litter, and junk on properties.**

The city staff recommended that the City Council acknowledge and place liens on properties that were abated for violations of Manor Code of Ordinance Article 6.03 for tall grass, litter, and junk on properties with revisions to the city name on each lien document; and authorize the City Manager to execute the liens.

A discussion was held regarding the total times property owners were notified of violations.

A discussion was held regarding the lien costs of each property.

A discussion was held regarding the possibility of establishing partnerships with businesses for property owners who do not have the means or resources to maintain their properties.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill to acknowledge and place liens on properties that were abated for violations of Manor Code of Ordinance Article 6.03 for tall grass, litter, and junk on properties with revisions to the city name on each lien document; and authorize the City Manager to execute the liens.

There was no further discussion.

**Motion to approve carried 6-1 (Council Member Deja Hill voted against)**

At the request of Mayor Harvey, Item No. 9 and Item No. 10 were conducted next.

**9. Consideration, discussion, and possible action on an appointment to the Planning and Zoning Commission, Alternate No. 1 position expiring in January 2025.**

Mayor Harvey stated that two applicants had already been interviewed at a prior meeting and recommended moving forward with the appointments to alternate positions.

Council Member Amezcua abstained from discussing this item as she is related to one of the applicants. The appropriate Conflict of Interest Affidavit was filled out and filed with the City Secretary.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to appoint Gabriel Nila to the Planning and Zoning Commission, the Alternate No. 1 position expiring in January 2025.



There was no further discussion.

**Motion to approve carried 6-0 (Council Member Amezcua Abstained)**

**10. Consideration, discussion, and possible action on appointment to the Planning and Zoning Commission, Alternate No. 2 position expiring in January 2026.**

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to appoint Gabrielle Orion to the Planning and Zoning Commission, the Alternate No. 2 position expiring in January 2026.

Ms. Orion thanked the City Council for the opportunity to serve.

There was no further discussion.

**Motion to approve carried 7-0**

**6. Consideration, discussion, and possible action on a construction contract for the Cottonwood Creek West Tributary Wastewater Main Extension Project.**

The city staff recommended that the City Council approve and award the construction for the Cottonwood Creek West Tributary Wastewater Main Extension project to Santa Clara Construction, LLC. in the amount of \$2,533,379.00 for the base bid.

City Attorney Phelan discussed the proposed construction contract and the bid process.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve and award the construction for the Cottonwood Creek West Tributary Wastewater Main Extension project to Santa Clara Construction, LLC. in the amount of \$2,533,379.00 for the base bid.

A discussion was held regarding the funding from the developer and the city's participation. Mr. Phelan stated that the funding source would be out of the impact fees.

There was no further discussion.

**Motion to approve carried 7-0**

**7. Consideration, discussion, and possible action on a Resolution authorizing the City Manager to enter into a Multiple-Use Agreement with the Texas Department of Transportation Allowing the Installation and Operation of Automated License Plate Recognition Cameras in Texas Department of Transportation Right-Of-Way.**

The city staff recommended that the City Council approve Resolution No. 2023-36 authorizing the City Manager to enter into a Multiple-Use agreement with the Texas Department of Transportation (TxDOT) allowing the Installation and Operation of Automated License Plate Recognition Cameras in the Texas Department of Transportation Right-Of-Way.

Chief of Police Phipps discussed the proposed resolution authorizing the City Manager to enter into an agreement with TxDOT.

Resolution No 2023-36: A Resolution of the City Council of the City of Manor, Texas, Authorizing the City Manager to Enter Into a Multiple-Use Agreement With the Texas Department of Transportation Allowing the Installation and Operation of Automated License Plate Recognition Cameras in Texas Department of Transportation Right-Of-Way; and Providing an Effective Date.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Moreno to approve Resolution No. 2023-36 authorizing the City Manager to enter into a Multiple-Use agreement with the Texas Department of Transportation (TxDOT) allowing the Installation and Operation of Automated License Plate Recognition Cameras in the Texas Department of Transportation Right-Of-Way.

There was no further discussion.

**Motion to approve carried 7-0**

**8. Consideration, discussion, and possible action on a Resolution approving and adopting the Travis County's Hazard Mitigation Action Plan (HMAP) Update.**

The city staff recommended that the City Council approve Resolution No. 2023-37 adopting the Travis County's Hazard Mitigation Action Plan (HMAP) Update.

Lt. Allen discussed the proposed resolution regarding the adoption of HMAP.

Resolution No 2023-37: A Resolution of the City Council of The City of Manor, Texas, Approving the Hazard Mitigation Action Plan Update.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to approve Resolution No. 2023-37 adopting the Travis County's Hazard Mitigation Action Plan (HMAP) Update.

A discussion was held regarding the requirements to keep the HMAP on file for FEMA funding qualifications.

A discussion was held regarding the annual review process.

**City Council Regular Session Minutes  
November 15, 2023**

There was no further discussion.

**Motion to approve carried 7-0**

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 8:03 p.m. on Wednesday, November 15, 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 at 8:03 p.m. on Wednesday, November 15, 2023.*

The Executive Session was adjourned at 9:00 p.m. on Wednesday, November 15, 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 9:00 p.m. on Wednesday, November 15, 2023.

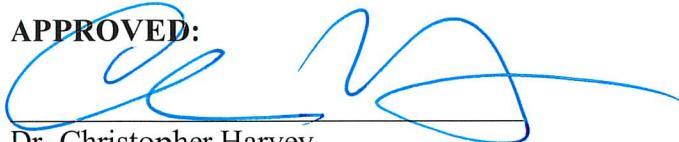
There was no further discussion, and no action was taken.

**ADJOURNMENT**

The Regular Session of the Manor City Council was Adjourned at 9:01 p.m. on Wednesday, November 15, 2023.

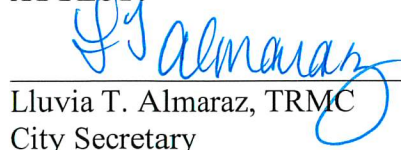
These minutes were approved by the Manor City Council on the 6<sup>th</sup> day of December 2023.

**APPROVED:**



Dr. Christopher Harvey,  
Mayor

**ATTEST:**



Lluvia T. Almaraz, TRMC  
City Secretary







# DOMINIUM

## Tower Road Apartments Update Meeting

What we do hits H O M E.



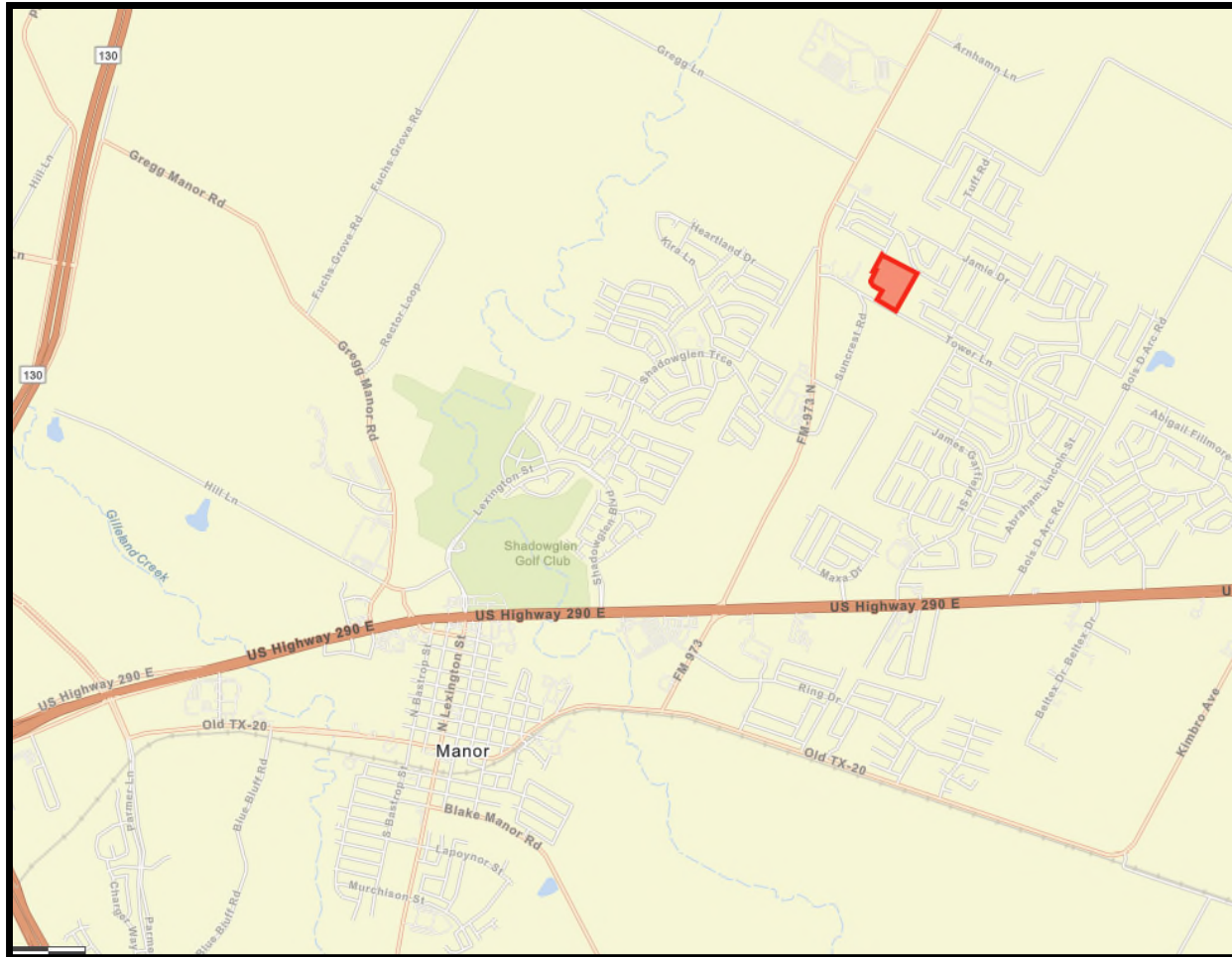


DOMINIUM

Project  
Overview



# Project Location





# Unit Types & Restrictions

- Total of 324 units: 72 Two Bedroom, 186 Three Bedroom, 66 Four Bedroom
- 100% of the units will be income restricted to 60% Area Median Income through a 30-year period.
- Rents: \$1,512 – \$1,744 – \$1,940
- Income Limits Per Bedroom Type
  - 2 Person Income Limit – \$56,100
  - 3 Person Limit – \$63,120
  - 4 Person Limit – \$70,080







**DOMINIUM**

Site Design  
Update





## Pond & Creek Findings

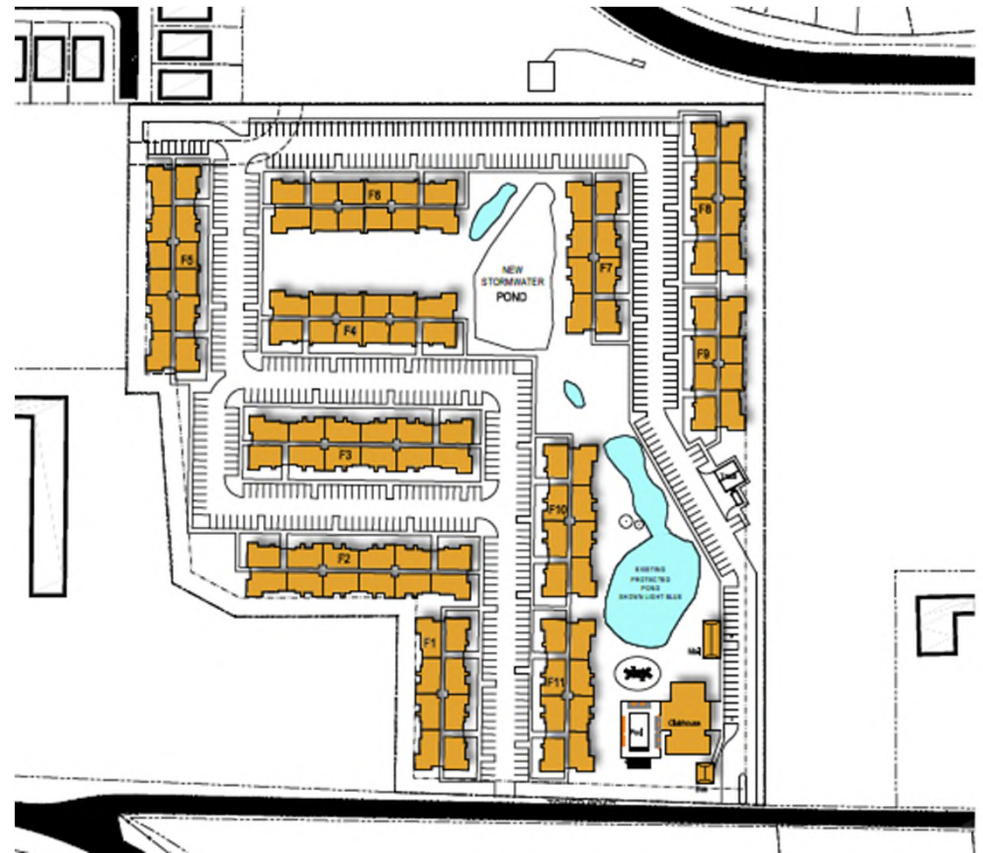


- Originally anticipated a 288-unit family development without interfering with the pond or creek.
- Environmental consultant Delineation Report concluded that only the blue and turquoise areas were classified as a wetland or a pond.
- We can now provide 324 units, which provides additional affordable homes and cost savings to the partnership.



# Preliminary Site Plan & Updates

- Site Plan Updates
  - Ordering a traffic study to analyze traffic impact.
  - Working to extend the sewer line to the site.
  - Houses are roughly 100-200 feet away from the closest buildings.
  - Aiming to have most units facing away from the industrial facilities.
  - Fencing, landscaping, and screening requirements will be followed.





# DOMINIUM

## Resolution of No Objection



# Texas Bond Lottery

- Bond Lottery took place on November 8th
- Our development was submitted and categorized as priority 2 subceiling 5.
- We had a chance of being funded in January, but we were given a low number.
- Our now anticipated funding date is August 2024.
- Once we receive the Bond Reservation Letter, we need to submit our Housing Tax Credit Application within 3 days.





# Purchase & Sale Agreement

- The Purchase & Sale Agreement was signed on 9/20/2023
- \$200k of earnest money was deposited to the seller on 9/23/2023.
- Another \$150k of earnest money will be due to the seller on 2/28/2024.
- Given the \$15k monthly cost incurred from the design stages, third-party reports, and earnest money deposits, we aim to receive the Resolution of No Objection and Zoning approval to mediate the project's financial risk.



# Resolution of No Objection

- What is a RONO?
  - A Resolution of No Objection is a letter from the governing body stating they do not object to the applicant filing a housing tax credit application with TDHCA.
- Why is it needed?
  - Necessary to receive an award of Tax Credits.
- Why do we need it now?
  - We may receive the Bond Reservation Letter in January. When the letter is received, we have 3 days to submit our RONO.
  - The RONO is a key indicator of progress when pursuing developments and helps mitigate risk because we have earnest money outstanding, additional earnest money due in February, and other monthly pursuit costs.





# DOMINIUM

## Next Steps





# Next Steps Forward

- Submit the Zoning Application on 11/17/2023
- Aim to receive the Resolution of No Objection on 11/29/2023
- Start engaging in Community Outreach to educate members on our development efforts
- Submit the Housing Tax Credit Application within three days of receiving the Bond Reservation Letter



# Thank You



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