



**CITY COUNCIL  
REGULAR SESSION MINUTES  
JULY 21, 2021**

**PRESENT:**

Dr. Larry Wallace Jr., Mayor

**COUNCIL MEMBERS:**

Dr. Christopher Harvey, Mayor Pro Tem, Place 3 (Absent)  
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  
Denver Collins, Captain  
Scott Dunlop, Development Services Director  
Debbie Charbonneau, Heritage and Tourism Manager  
Michael Tuley, Director of Public Works  
Lance Zeplin, Streets/Parks Superintendent  
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 7:02 p.m. on Wednesday, July 21, 2021.

**PLEDGE OF ALLEGIANCE**

At the direction of Mayor Wallace, Chief Phipps, led the Pledge of Allegiance.

## **PRESENTATION**

### **A. Presentation by Chris Offensend with Qwally – Manor Biz101**

Mr. Offensend introduced himself and presented the attached PowerPoint presentation regarding Manor Biz101.

## **PROCLAMATION**

### **B. Declaring the month of July 2021, as “Parks and Recreation Month”**

Mayor Wallace read and presented the proclamation to Michael Tuley, Public Works Director and Lance Zeplin, Streets/Parks Superintendent.

## **PUBLIC COMMENTS**

Mayor Wallace presented a certificate of recognition to Caleb Zuniga from Manor, Texas, for his hard work and determination to be a world title contender. His achievements of being currently ranked #2 in the Nation for his age and weight, and top five (5) since the age of eight (8) years old is a testament to his 4x - Texas Silver Gloves Champion, 4x - Junior Olympic Region/State Champion, 4x - Texas Champion recognitions.

## **PUBLIC HEARINGS**

- 1. Public Hearing: Conduct a public hearing on a Concept Plan for the Palomino Subdivision, one hundred twenty-one (121) lots on 50.34 acres more or less, and being located near the intersection of N. FM 973 and Johnson Road, Manor, TX.**

*Applicant: BGE, Inc. Owner: Geraldine and Edward Wolf*

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

Mayor Wallace opened the public hearing.

Development Services Director Dunlop discussed the Concept Plan for the Palomino Subdivision.

**MOTION:** Upon a motion made by Council Member Anne Weir and seconded by Council Member Wallace, to close the Public Hearing.

There was no further discussion.

**Motion to close carried 5-0**

2. **Public Hearing:** Conduct a public hearing on a Concept Plan for the Compass Rose Academy Subdivision, one (1) lot on 13.19 acres more or less, and being located near the intersection of N. FM 973 and Shadowglen Trace, Manor, TX.

*Applicant: Kimley-Horn & Associates Owner: FM 973 Building Hope, LLC*

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

Mayor Wallace opened the public hearing.

Development Services Director Dunlop discussed the Concept Plan for the Compass Rose Academy Subdivision.

**MOTION:** Upon a motion made by Council Member Anne Weir and seconded by Council Member Deja Hill, to close the Public Hearing.

There was no further discussion.

**Motion to close carried 5-0**

3. **Public Hearing:** Conduct a public hearing upon a rezoning request for 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). *Applicant: Doucet & Associates, Inc. Owner: Las Entradas Development Corp.*

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

Mayor Wallace opened the public hearing.

Development Services Director Dunlop discussed the rezoning request.

Robbye Kirkpatrick with RubiCrown Commerical Real Estate, 2121 Lohmans Crossing, Austin, Texas, submitted a speaker card in support of this item. Ms. Kirkpatrick discussed the rezoning request for the property.

Tracy Bratton with Doucet & Associates, Inc., 7901 W. Highway 290, Austin, Texas, submitted a speaker card in support of this item; however, he did not wish to speak but was available to answer any questions posed by the City Council.

**MOTION:** Upon a motion made by Council Member Deja Hill and seconded by Council Member Emily Hill, to close the Public Hearing.

There was no further discussion.

**Motion to close carried 5-0**

## **CONSENT AGENDA**

- 4. Consideration, discussion, and possible action to approve the City Council Minutes of the July 7, 2021, City Council Regular Meeting.**
- 5. Consideration, discussion, and possible action on the destruction of city records that have met their retention requirement; and Authorize the City Manager to execute the customer service agreement with Data Armor.**
- 6. Consideration, discussion, and possible action on the acceptance of the June 2021 Departmental Reports.**
  - **Police – Ryan Phipps, Chief of Police**
  - **Development Services – Scott Dunlop, Development Services Director**
  - **Community Development – Debbie Charbonneau, Heritage and Tourism Manager**
  - **Municipal Court – Sarah Friberg, Court Clerk**
  - **Public Works – Michael Tuley, Director of Public Works**
  - **Finance – Lydia Collins, Director of Finance**
  - **Human Resources – Tracey Vasquez, HR Manager**
  - **IT – Heath Ferguson, IT Manager**

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Emily Hill, to approve and adopt all items on the Consent Agenda.

There was no further discussion.

**Motion to approve carried 5-0**

## **REGULAR AGENDA**

- 7. Consideration, discussion, and possible action on Hotel Occupancy Tax Funds in the amount of up to \$100,000 for the City of Manor's Sesquicentennial year-long celebration.**

The city staff recommended that the City Council approve the amount of up to \$100,000 from the H.O.T. Funds to be used for the City of Manor's Sesquicentennial year-long celebration.

Director of Finance Collins discussed the City of Manor's H.O.T Funds application for the Sesquicentennial year-long celebration.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Emily Hill, to approve the amount of up to \$100,000 from the H.O.T. Funds to be used for the City of Manor's Sesquicentennial year-long celebration.

There was no further discussion.

**Motion to approve carried 5-0**

- 8. Consideration, discussion, and possible action on a Concept Plan for the Palomino Subdivision, one hundred twenty-one (121) lots on 50.34 acres more or less, and being located near the intersection of N. FM 973 and Johnson Road, Manor, TX. Applicant: BGE, Inc. Owner: Geraldine and Edward Wolf**

The city staff recommended that the City Council approve a Concept Plan for the Palomino Subdivision, one hundred twenty-one (121) lots on 50.34 acres more or less, and being located near the intersection of N. FM 973 and Johnson Road, Manor, TX.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Weir, to approve a Concept Plan for the Palomino Subdivision, one hundred twenty-one (121) lots on 50.34 acres more or less, and being located near the intersection of N. FM 973 and Johnson Road, Manor, TX.

There was no further discussion.

**Motion to approve carried 4-1 (Council Member Deja Hill voted against)**

- 9. Consideration, discussion, and possible action on a Concept Plan for the Compass Rose Academy Subdivision, one (1) lot on 13.19 acres more or less, and being located near the intersection of N. FM 973 and Shadowglen Trace, Manor, TX. Applicant: Kimley-Horn & Associates Owner: FM973 Building Hope, LLC**

The city staff recommended that the City Council approve the Compass Rose Academy Subdivision, one (1) lot on 13.19 acres more or less, and being located near the intersection of N. FM 973 and Shadowglen Trace, Manor, TX.

Brandon Hammann with Kimley-Horn & Associates, Austin, Texas, submitted a speaker card in support of this item; however, he did not wish to speak but was available to answer any questions posed by the City Council.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Wallace, to approve the Compass Rose Academy Subdivision, one (1) lot on 13.19 acres more or less, and being located near the intersection of N. FM 973 and Shadowglen Trace, Manor, TX.

There was no further discussion.

**Motion to approve carried 5-0**

**10. First 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). Applicant: Doucet & Associates, Inc. Owner: Las Entradas Development Corp.**

The city staff recommended that the City Council approve the first reading of 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).

Robbye Kirkpatrick with RubiCrown Commerical Real Estate, 2121 Lohmans Crossing, Austin, Texas, submitted a speaker card in support of this item; however, she did not wish to speak but was available to answer any questions posed by the City Council.

Tracy Bratton with Doucet & Associates, Inc., 7901 W. Highway 290, Austin, Texas, submitted a speaker card in support of this item; however, he did not wish to speak but was available to answer any questions posed by the City Council.

Ordinance: 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 Council Member Wallace, to approve the first reading of 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).

There was no further discussion.

**Motion to approve carried 5-0**

**11. Consideration, discussion, and possible action on selecting a trustee for the EntradaGlen Public Improvement District (PID).**

The city staff recommended that the City Council approve the selection of UMB as the trustee for the EntradaGlen PID and authorize the City Manager to enter and execute any agreements necessary for trustee services regarding the EntradaGlen PID.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Wallace, to approve the selection of UMB as the trustee for the EntradaGlen PID and authorize the City Manager to enter and execute any agreements necessary for trustee services regarding the EntradaGlen PID.

There was no further discussion.

**Motion to approve carried 5-0**

**12. Consideration, discussion, and possible action on selecting an underwriter for the EntradaGlen Public Improvement District (PID).**

The city staff recommended that the City Council approve the selection of FMSbonds, Inc. as the underwriter for the EntradaGlen PID and authorize the City Manager to enter and execute any agreements necessary for underwriter services regarding the EntradaGlen PID.

**MOTION:** Upon a motion made by Council Member Deja Hill and seconded by Council Member Weir to approve the selection of FMSbonds, Inc. as the underwriter for the EntradaGlen PID and authorize the City Manager to enter and execute any agreements necessary for underwriter services regarding the EntradaGlen PID.

There was no further discussion.

**Motion to approve carried 5-0**

Mayor Wallace adjourned the regular session of the Manor City Council into Executive Session at 8:22 p.m. on Wednesday, July 21, 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 551.072 Deliberations regarding Real Property - 10.23 acres more or less located in Travis County, Texas located at the NE corner of Ring Dr and Skimmer Run, Manor, Texas.* at 8:22 p.m. on Wednesday, July 21, 2021.

The Executive Session was adjourned at 8:56 p.m. on Wednesday, July 21, 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 8:56 p.m. on Wednesday, July 21, 2021.

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

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Emily Hill to approve the letter of intent for the purchase of land as discussed in Executive Session.

There was no further discussion.


**Motion to approve carried 5-0**

## **ADJOURNMENT**

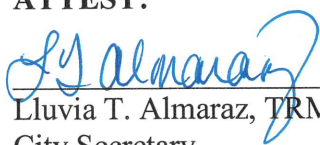
The Regular Session of the Manor City Council Adjourned at 8:57 p.m. on Wednesday, July 21, 2021.

These minutes approved by the Manor City Council on the 4<sup>th</sup> day of August 2021.

### **APPROVED:**

  
\_\_\_\_\_  
Dr. Larry Wallace Jr.  
Mayor

### **ATTEST:**

  
\_\_\_\_\_  
Lluvia T. Almaraz, TRMC  
City Secretary







**July 21st, 2021**



**Matt Cody  
Courtney Francis  
Chris Offensend  
James Schafer  
Thomas Surette**

# Background

Part of Manor's participation in the City Innovation  
Ecosystems Program

Sponsored and organized by



# Objective

Pilot a small business support platform to increase business engagement and to support emerging entrepreneurs.



# Expected Benefits

## For Small Businesses

Relevant and timely information for navigating business formation and other processes

Faster and better support, service, interaction with City of Manor staff

## City of Manor

Better insights into the local business community and ecosystem

Improved coordination with local business support organizations

# Pilot Overview

## Discovery

- Conduct Interviews
- Background Research
- Develop Persona
- Develop User Journey Map
- Initial Content Planning

## Implementation

- Refine/revise Content Plan
- Develop and Approve Wireframes
- Set up Small Business Portal
- Set up Administrative Dashboard
- Set up Resource Directory

## Testing

- Seek/incorporate feedback from stakeholders and community members
- Set up City subdomain for URL
- Prepare public launch communications





**Questions?**

