



**CITY COUNCIL  
REGULAR SESSION MINUTES  
DECEMBER 18, 2019**

**PRESENT:**

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  
Valerie Dye, Place 6

**CITY STAFF:**

Thomas Bolt, City Manager  
Lluvia T. Almaraz, City Secretary  
Lydia Collins, Director of Finance  
Scott Dunlop, Assistant Development Services Director  
Debbie Charbonneau, Community Development Manager  
Denver Collins, Captain  
Sarah Friberg, Court Administrator  
Michael Tuley, Public Works Director  
Veronica Rivera, 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 Dr. Larry Wallace Jr. at 7:00 p.m. on Wednesday, December 18, 2019, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**PLEDGE OF ALLEGIANCE**

At the request of Mayor Dr. Wallace Jr., Mayor Pro Tem Hill, led the Pledge of Allegiance.

## **PUBLIC COMMENTS**

No one appeared to speak at this time.

## **CONSENT AGENDA**

- 1. Consideration, discussion, and possible action to approve the City Council Minutes of the December 4, 2019, 2019, Regular Meeting.**
- 2. Consideration, discussion, and possible action on the acceptance of the November 2019 Departmental Reports:**
  - **Police – Ryan Phipps, Chief of Police**
  - **Development Services – Scott Dunlop, Assistant Dev. Services Director**
  - **Community Development – Debbie Charbonneau, Community Dev. Manager**
  - **Municipal Court – Sarah Friberg, Court Clerk**
  - **Public Works – Michael Tuley, Director of Public Works**
  - **Finance – Lydia Collins, Director of Finance**

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Dye, the Council voted six (6) “ayes” and no (0) “nays” to approve and adopt all items on the Consent Agenda. The motion carried unanimously.

## **PUBLIC HEARINGS**

- 3. Public Hearing: Conduct a public hearing upon a Concept Plan for IDEA- Manor, one (1) lot on 13.19 acres more or less, located near N. FM 973 and Suncrest Road, Manor, TX.**

Mayor Dr. Wallace Jr., opened the public hearing.

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

Scott Dunlop, Asst. Development Services Director Dunlop was available to address any questions posed by the City Council.

City Manager Bolt discussed the Concept Plan for IDEA-Manor.

Denise Martinez, Travis County Resident spoke before City Council regarding the type of utilities the facility would have and the size of the development.

The discussion was held regarding the zoning regulations for the site.

The discussion was held regarding the notifications to residents regarding this item.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Dye, the Council voted six (6) “ayes” and no (0) “nays” to close the Public Hearing. The motion carried unanimously.

**4. Public Hearing: Conduct a public hearing upon a Concept Plan for Las Entradas North, twenty-four (24) lots on 104.6 acres more or less, located near US Hwy 290 E and Gregg Manor Road, Manor, TX.**

Mayor Dr. Wallace Jr., opened the public hearing.

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

Scott Dunlop, Asst. Development Services Director Dunlop discussed the Concept Plan for Las Entradas North.

**MOTION:** Upon a motion made by Council Member Dye and seconded by Council Member Amezcua, the Council voted six (6) “ayes” and no (0) “nays” to close the Public Hearing. The motion carried unanimously.

**5. Public Hearing: Discussion on the issuance of Special Assessment Revenue Bonds, Series 2019 (Lagos Public Improvement District Major Improvement Area Project).**

At the direction of City Manager Bolt, Gregory Miller with Bickerstaff Heath Delgado Acosta LLP, spoke before City Council regarding the Bond Documents.

Robert Rivera with FMS Bonds spoke to City Council regarding the underwriting process for the bond.

Tripp Davenport with FMS Bonds spoke to City Council regarding the bond process.

The discussion was held regarding the purchasers of the bonds.

**MOTION:** Upon a motion made by Council Member Dye and seconded by Council Member Emily Hill, the Council voted six (6) “ayes” and no (0) “nays” to close the Public Hearing. The motion carried unanimously.

**REGULAR AGENDA**

**6. Consideration, discussion, and possible action upon a Concept Plan for IDEA- Manor, one (1) lot on 13.19 acres more or less, located near N. FM 973 and Suncrest Road, Manor, TX. Applicant: Pape-Dawson Engineers. Owner: IDEA Public Schools.**

The City staff recommended that the City Council deny a Concept Plan for IDEA-Manor, one (1) lot on 13.19 acres more or less, located near N. FM 973 and Suncrest Road, Manor, TX.

Scott Dunlop, Asst. Development Services Director Dunlop was available to address any questions posed by the City Council.

**MOTION:** Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Dye, the Council voted six (6) "ayes" and no (0) "nays" to deny a Concept Plan for IDEA-Manor, one (1) lot on 13.19 acres more or less, located near N. FM 973 and Suncrest Road, Manor, TX. The motion carried unanimously.

**7. Consideration, discussion, and possible action upon a Concept Plan for Las Entradas North, twenty-four (24) lots on 104.6 acres more or less, located near US Hwy 290 E and Gregg Manor Road, Manor, TX. Applicant: Kimley-Horn & Associates. Owner: Las Entradas Development Corp.**

The City staff recommended that the City Council approve a Concept Plan for Las Entradas North, twenty-four (24) lots on 104.6 acres more or less, located near US Hwy 290 E and Gregg Manor Road, Manor, TX.

Scott Dunlop, Asst. Development Services Director Dunlop was available to address any questions posed by the City Council.

**MOTION:** Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Dye, the Council voted six (6) "ayes" and no (0) "nays" to approve a Concept Plan for Las Entradas North, twenty-four (24) lots on 104.6 acres more or less, located near US Hwy 290 E and Gregg Manor Road, Manor, TX. The motion carried unanimously.

**8. Consideration, discussion, and possible action on an ordinance authorizing the issuance and sale of the City of Manor, Texas Special Assessment Revenue Bonds, Series 2019 (Lagos Public Improvement District Major Improvement Area Project); approving and authorizing related agreements; and accepting and approving an update to the Service and Assessment Plan and Assessment Roll.**

The City staff recommended that the City Council approve Ordinance No. 563 authorizing the issuance and sale of the City of Manor, Texas Special Assessment Revenue Bonds, Series 2019 (Lagos Public Improvement District Major Improvement Area Project); approving and authorizing related agreements; and accepting and approving an update to the Service and Assessment Plan and Assessment Roll.

Chris Lane, Financial Advisory spoke to City Council regarding the sale of the bonds. She stated the sale was a success.

Ordinance No. 563: An Ordinance of The City of Manor, Texas Authorizing the Issuance of The City of Manor, Texas Special Assessment Revenue Bonds, Series 2019 (Lagos Public Improvement District Major Improvement Area Project); Approving and Authorizing an Indenture Of Trust, a Bond Purchase Agreement, a Limited Offering Memorandum, a Continuing Disclosure Agreement, and other Agreements and Documents in Connection Therewith; Making Findings with Respect to the Issuance of Such Bonds; Providing an

Effective Date; and Accepting and Approving an Update to the Service and Assessment Plan and Assessment Roll.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Dye, the Council voted six (6) "ayes" and no (0) "nays" to approve Ordinance No. 563 authorizing the issuance and sale of the City of Manor, Texas Special Assessment Revenue Bonds, Series 2019 (Lagos Public Improvement District Major Improvement Area Project); approving and authorizing related agreements; and accepting and approving an update to the Service and Assessment Plan and Assessment Roll. The motion carried unanimously.

**MOTION:** Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Dye, the Council voted six (6) "ayes" and no (0) "nays" to amend the motion with the correction of the year on the caption of Ordinance No. 563 from Series 2019 to Series 2020. The motion carried unanimously.

**9. Consideration, discussion and possible action on selecting an appraiser for the Manor Heights Public Improvement District (PID).**

The City staff recommended that the City Council approve the selection of Flato Realty Advisors, LLC as the appraiser for the Manor Heights PID and authorize the City Manager to enter and execute any agreements necessary for appraisal services regarding the Manor Heights PID.

At the direction of City Manager Bolt, Veronica Rivera, City Attorney, discussed the selection of appraiser for Manor Heights Public Improvement District (PID).

The discussion was held regarding the deposit agreement with the developer regarding the appraiser fees.

**MOTION:** Upon a motion made by Council Member Dye and seconded by Council Member Emily Hill, the Council voted six (6) "ayes" and no (0) "nays" to approve the selection of Flato Realty Advisors, LLC as the appraiser for the Manor Heights PID and authorize the City Manager to enter and execute any agreements necessary for appraisal services regarding the Manor Heights PID. The motion carried unanimously.

Council Member Amezcua advised she would be abstaining from discussion and consideration of the following item, as she is a member of the Lions Club that is located across the street of 430 West Parsons Street. The appropriate Conflict of Interest Affidavit had been filled out and filed with the City Secretary.

**10. First Reading: Consideration, discussion and possible action on an ordinance rezoning 0.56 acres of land out of the James Manor Survey No. 40, Abstract 546, locally known as 430 West Parsons Street, from Single Family (R-1) to Light Commercial (C-1). Applicant: Rene Maruri Avilez Owner: Rene Maruri Avilez**

The City staff recommended that the City Council approve the first reading of an ordinance rezoning 0.56 acres of land out of the James Manor Survey No. 40, Abstract 546, locally known as 430 West Parsons Street, from Single Family (R-1) to Light Commercial (C-1).

Scott Dunlop, Asst. Development Services Director Dunlop was available to address any questions posed by the City Council.

Maricela Ponce, 430 W. Parsons Street, Manor, Texas, spoke before City Council in support of this item. Ms. Ponce is requesting rezoning of her property in order to be able to sale to interested commercial buyers.

The discussion was held regarding the C-1 Light Commercial Development Regulations.

The discussion was held regarding the regulations for Conditional Use Permits.

The discussion was held regarding the future Gregg Manor extension.

**MOTION:** Upon a motion made by Council Member Dye and seconded by Council Member Emily Hill, the Council voted four (4) “ayes” and one (1) “nays” to approve the first reading of an ordinance rezoning 0.56 acres of land out of the James Manor Survey No. 40, Abstract 546, locally known as 430 West Parsons Street, from Single Family (R-1) to Light Commercial (C-1). Mayor Pro Tem Deja Hill voted against. The motion carried.

**11. Consideration, discussion and possible action on the Third Amendment to the Manor Commons Amended and Restated Project and Incentive Agreement.**

The City staff recommended that the City Council approve the Third Amendment to the Manor Commons Amended and Restated Project and Incentive Agreement with the Amendment.

Scott Dunlop, Asst. Development Services Director Dunlop was available to address any questions posed by the City Council.

City Manager Bolt discussed the Third Amendment to the Manor Commons Amended and Restated Project and Incentive Agreement.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Dye, the Council voted six (6) “ayes” and no (0) “nays” to approve the Third Amendment to the Manor Commons Amended and Restated Project and Incentive Agreement with the Amendment. The motion carried unanimously.

**12. Consideration, discussion, and possible action upon a Concept Plan for the Manor Commons SE Commercial, nineteen (19) lots on 73 acres more or less, located near US Hwy 290 E and FM 973 N, Manor, TX. Applicant: ALM Engineering. Owner: Greenview Development 973, LP**

The City staff recommended that the City Council approve a Concept Plan for the Manor Commons SE Commercial, nineteen (19) lots on 73 acres more or less, located near US Hwy 290 E and FM 973 N. Manor, TX.

Scott Dunlop, Asst. Development Services Director Dunlop was available to address any questions posed by the City Council.

**MOTION:** Upon a motion made by Council Member Dye and seconded by Council Member Dr. Harvey, the Council voted six (6) “ayes” and no (0) “nays” to approve a Concept Plan for the Manor Commons SE Commercial, nineteen (19) lots on 73 acres more or less, located near US Hwy 290 E and FM 973 N. Manor, TX. The motion carried unanimously.

**13. First Reading: Consideration, discussion, and possible action on an amendment to the Manor Code of Ordinances Chapter 14 Zoning to amend sections General including Application, and Definitions; Zoning District and Regulations including General Requirements and Limitations, Zoning of Annexed Areas, and Establishment of Zoning Districts; Construction Plans; Conditional Use Permits; Nonconforming Uses; Sexually Oriented Businesses; and other related matters.**

The City staff recommended that the City Council postpone this item to the January 15, 2020, Regular Council Meeting.

**MOTION:** Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Emily Hill, the Council voted six (6) “ayes” and no (0) “nays” to postpone this item to the January 15, 2020, Regular Council Meeting. The motion carried unanimously.

**14. Consideration, discussion and possible action on an Interlocal Agreement between the City of Manor and the City of Austin for police graphics and decal services.**

The City staff recommended that the City Council approve the agreement between the City of Manor and the City of Austin for graphic and decal services.

The discussion was held regarding the term limit of the agreement.

**MOTION:** Upon a motion made by Council Member Dye and seconded by Council Member Amezcua, the Council voted six (6) “ayes” and no (0) “nays” to approve the agreement between the City of Manor and the City of Austin for graphic and decal services. The motion carried unanimously.

**15. Consideration, discussion, and possible action on the appointment of two (2) Planning and Zoning Commissioners to the Tree Advisory Committee.**

The City staff recommended that the City Council appoint P&Z Commissioner’s Lian Stutsman and Julie Leonard to the Tree Advisory Committee.

Scott Dunlop, Asst. Development Services Director Dunlop was available to address any questions posed by the City Council.

City Manager Bolt discussed the recommendation of two (2) P&Z Commissioners to the Tree Advisory Committee.

Mayor Pro Tem Deja Hill spoke on behalf of the Park Committee to nominate P&Z Commissioner's Lian Stutsman and Julie Leonard to the Tree Advisory Committee.

The discussion was held regarding the requirement of the mandated committee for City USA.

The discussion was held regarding the term limit for the committee.

**MOTION:** Upon a motion made by Mayor Pro Tem Deja Hill and seconded by Council Member Amezcua, the Council voted six (6) "ayes" and no (0) "nays" to appoint P&Z Commissioner's Lian Stutsman and Julie Leonard to the Tree Advisory Committee. The motion carried unanimously.

**16. Acknowledge the resignation of Planning and Zoning Commissioner Keith Miller, Place No. 6 and declare a vacancy.**

The City staff recommended that the City Council acknowledge the resignation of Keith Miller and declare a vacancy for Place No. 6 on the Planning and Zoning Commission.

**MOTION:** Upon a motion made by Council Member Dye and seconded by Council Member Emily Hill, the Council voted six (6) "ayes" and no (0) "nays" to acknowledge the resignation of P&Z Commissioner Keith Miller and declare a vacancy for Place No. 6. The motion carried unanimously.

Mayor Dr. Wallace Jr. adjourned the regular session of the Manor City Council into Executive Session at 8:02 p.m. Wednesday, December 18, 2019, in accordance with the requirements of the Open Meetings Law.

Council Member Emily Hill and Council Member Dr. Harvey advised they would be abstaining from the Executive Session as they are involved with Manor ISD. The appropriate Conflict of Interest Affidavit's had been filled out and filed with the City Secretary.

**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 *Section 551.074 Personnel Matters – Interview Candidates for appointment to the Planning and Zoning Commission for Place No. 6; and Reappointments for Place No. 2 – Jacob Hammersmith and Place No. 4 Isaac Rowe.* at 8:02 p.m., on Wednesday, December 18, 2019, City Council Conference Room of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.



The Executive Session was adjourned at 9:05 p.m. on Wednesday, December 18, 2019.

**OPEN SESSION**

The City Council reconvene 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 9:05 p.m. on Wednesday, December 18, 2019, in the Council Chambers of the Manor City Hall.

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

**MOTION:** Upon a motion made by Council Member Dye and seconded by Mayor Pro Tem Deja Hill the Council four (4) "ayes" and no (0) "nays" to re-appoint Jacob Hammersmith to Place No. 2 and Isaac Rowe to Place No. 4 and appoint Cecil Myer to Place No. 6 for a 2-year term on the P&Z Commission. The motion carried unanimously.

**ADJOURNMENT**

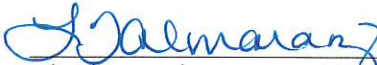
The Regular Session of the Manor City Council Adjourned at 9:06 p.m. on Wednesday, December 18, 2019.

These minutes approved by the Manor City Council on the 15<sup>th</sup> day of January 2020.

**APPROVED:**

  
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Dr. Larry Wallace Jr.  
Mayor

**ATTEST:**

  
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Lluvia T. Almaraz, TRMC  
City Secretary

