



**CITY COUNCIL
REGULAR SESSION MINUTES
MAY 20, 2020
Via Telephone/Video Conference**

The meeting was live streamed on Facebook Live beginning at 7:15 p.m.
<https://www.facebook.com/cityofmanor/>

In accordance with an order of the Office of the Governor issued March 16, 2020, the City Council conducted this meeting by video/telephone conference in order to advance the public health goal of limiting face-to-face meetings to slow the spread of the COVID-19. There was no public access to the location described above.

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 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. 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 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
Deja Hill, Mayor Pro Tem, Place 5
Valerie Dye, Place 6 (Absent)

CITY STAFF:

Thomas Bolt, City Manager
Lluvia T. Almaraz, City Secretary
Scott Dunlop, Assistant Development Services Director
Lydia Collins, Director of Finance
Ryan Phipps, Chief of Police
James Allen, Lieutenant
Frank T. 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 7:15 p.m. on Wednesday, May 20, 2020.

PLEDGE OF ALLEGIANCE

At the direction of Mayor Wallace Jr., City Manager Bolt led the Pledge of Allegiance.

PROCLAMATIONS

Mayor Wallace Jr. read the following proclamations.

- A. Declaring the week of May 10-16, 2020, as “*Police Week*”
- B. Declaring the month of May 2020, as “*National Preservation Month*”
- C. Declaring the month of May 2020, as “*Asian/Pacific American Heritage Month*”
- D. Declaring the month of May 2020, as “*National Foster Care Month*”

PUBLIC COMMENTS

There were no public comments received prior to the meeting.

CONSENT AGENDA

- 1. Consideration, discussion, and possible action to approve the City Council Minutes of the May 4, 2020, Regular Meeting.**
- 2. Consideration, discussion, and possible action on the acceptance of the April 2020 Departmental Reports:**
 - Police – Ryan Phipps, Chief of Police
 - Development Services – Scott Dunlop, Asst. Dev. Services Director
 - Community Development – Debbie Charbonneau, Community Development Manager
 - Municipal Court – Sarah Friberg, Court Clerk
 - Public Works – Michael Tuley, Director of Public Works
 - Finance – Lydia Collins, Director of Finance
 - City Manager’s Report

City Manager Bolt discussed the City Manager’s Report regarding COVID-19.

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

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

There was no further discussion.

Motion to approve carried 6-0

PUBLIC HEARINGS

- 3. Conduct a public hearing upon a Concept Plan for the Las Entradas Subdivision, one (1) lot on 9.973 acres more or less, located near US Hwy 290 E and Gregg Manor Road, Manor, TX.**

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

City Manager Bolt discussed the Concept Plan for Las Entradas Subdivision.

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

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

There was no further discussion.

Motion to close carried 6-0

- 4. Conduct a public hearing upon a Rezoning Application for Lots 4 and 5, Block 43, Town of Manor, locally known as 101 West Boyce Street from Single Family (SF-1) to Neighborhood Business (NB).**

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

City Manager Bolt discussed the rezoning application for 101 West Boyce Street.

The discussion was held regarding the permitting regulations for Neighborhood Business.

The discussion was held regarding the usage of alleyways for Neighborhood Businesses.

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

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

There was no further discussion.

Motion to close carried 6-0

REGULAR AGENDA

- 5. Consideration, discussion, and possible action on a Rezoning Application for Lots 4 and 5, Block 43, Town of Manor, locally known as 101 West Boyce Street from Single Family (SF-1) to Neighborhood Business (NB). Applicant: Michael Benitez Owner: AZ General Contractors, LLC**

The City staff recommended that the City Council approve the first reading of an ordinance rezoning Lots 4 and 5, Block 43, Town of Manor, locally known as 101 West Boyce Street from Single Family (SF-1) to Neighborhood Business (NB).

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

City Manager Bolt discussed the Neighborhood Business Uses.

MOTION: Upon a motion made by Council Member Scarbrough and seconded by Council Member Amezcua, to approve the first reading of an ordinance rezoning Lots 4 and 5, Block 43, Town of Manor, locally known as 101 West Boyce Street from Single Family (SF-1) to Neighborhood Business (NB).

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

There was no further discussion.

Motion to approve carried 6-0

- 6. Consideration, discussion, and possible action on a Concept Plan for the Las Entradas Subdivision, one (1) lot on 9.973 acres more or less, located near US Hwy 290 E and Gregg Manor Road, Manor, TX. Applicant: Carlson, Brigrance, & Doering, Inc. Owner: Manor Apartments, LLC**

The City staff recommended that the City Council deny per engineer comments a Concept Plan for the Las Entradas Subdivision, one (1) lot on 9.973 acres more or less, located near US Hwy 290 E and Gregg Manor Road, Manor, TX.

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

MOTION: Upon a motion made by Council Member Scarbrough and seconded by Council Member Emily Hill, to deny per engineer comments a Concept Plan for the Las Entradas Subdivision, one (1) lot on 9.973 acres more or less, located near US Hwy 290 E and Gregg Manor Road, Manor, TX.

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

There was no further discussion.

Motion to deny carried 6-0

- 7. Consideration, discussion and possible action to approve a change order to the construction contract for the Wilbarger Creek Wastewater Treatment and Collection System Improvements project.**

The City staff recommended that the City Council approve Change Order No. 3 to the construction contract for the Wilbarger Creek Wastewater Treatment and Collection System Improvements project with Excel Construction services, LLC in the amount of \$55,256.00.

City Engineer Phelan discussed the change order to the construction contract for the Wilbarger Creek Wastewater Treatment and Collection System Improvements project.

MOTION: Upon a motion made by Council Member Scarbrough and seconded by Council Amezcu, to approve Change Order No. 3 to the construction contract for the Wilbarger Creek Wastewater Treatment and Collection System Improvements project with Excel Construction services, LLC in the amount of \$55,256.00.

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

Council Member Scarbrough inquired about the enhancements for the following:

- Administration Building Canopy Modifications
- Maintenance Access Door
- Headworks Drain Revisions
- Filter Piping Revisions

City Engineer Phelan discussed the change order for each item.

The discussion was held regarding the performance period for the project.

The discussion was held regarding the contract time for the project.

There was no further discussion.

Motion to approve carried 6-0

8. Consideration, discussion, and possible action on a resolution authorizing the Manor Police Department to apply for the Coronavirus Emergency Supplemental Funding Program (CESF) through the Office of the Governor, Public Safety Office.

The City staff recommended that the City Council approve Resolution No. 2020-05 authorizing the Manor Police Department to apply for grant funds from the Coronavirus Emergency Supplemental Funding Program (CESF) the Office of the Governor, Public Safety Office to obtain funds to help prevent, prepare for, and respond to the coronavirus.

James Allen, Lieutenant was available to address any questions posed by the City Council.

Ryan Phipps, Chief of Police was available to address any questions posed by the City Council.

MOTION: Upon a motion made by Council Member Scarbrough and seconded by Council Member Amezcu, to approve Resolution No. 2020-05 authorizing the Manor Police Department to apply for grant funds from the Coronavirus Emergency Supplemental Funding Program (CESF) the Office of the Governor, Public Safety Office to obtain funds to help prevent, prepare for, and respond to the coronavirus.

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

The discussion was held regarding the process for the submission of the grant.

There was no further discussion.

Motion to approve carried 6-0

9. Consideration, discussion, and possible action on an ordinance adopting an Amended Annual Budget for the City of Manor for fiscal year beginning October 1, 2019 and ending September 30, 2020.

The City staff recommended that the City Council approve Ordinance No. 575 adopting the Amended Annual Budget for the City of Manor for the Fiscal Year beginning October 1, 2019 and ending September 30, 2020.

Council Member Dr. Harvey thanked the Budget Committee for having him as part of the committee and stated that he approved the proposed amended budget items that were presented.

City Manager Bolt discussed the amendments to the Annual Budget.

MOTION: Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Amezcua, to approve Ordinance No. 575 adopting the Amended Annual Budget for the City of Manor for the Fiscal Year beginning October 1, 2019 and ending September 30, 2020.

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

The discussion was held regarding Exhibit A of the ordinance.

There was no further discussion.

Motion to approve carried 6-0

10. Acknowledge the resignation of Council Member, Place 6 Valerie Dye and declare a vacancy.

The City staff recommended that the City Council acknowledge the resignation of Council Member, Place 6 Valerie Dye and declare a vacancy.

MOTION: Upon a motion made by Council Member Scarbrough and seconded by Council Member Deja Hill, to acknowledge the resignation of Council Member, Place 6 Valerie Dye and declare a vacancy.

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

Mayor Wallace Jr. expressed his appreciation with working with Council Member Dye and thanked her for her hard work and dedication to the city.

There was no further discussion.

Motion to approve carried 6-0

11. Consideration, discussion, and possible action on the appointment of one (1) Council Member to serve on an unexpired term of the Budget Committee.

The City staff recommended that the City Council appoint one (1) Council Member to serve on an unexpired term of the Budget Committee.

Council Member Scarbrough volunteered to be part of the Budget Committee.

MOTION: Upon a motion made by Council Member Scarbrough and seconded by Mayor Pro Tem Deja Hill to appoint Council Member Scarbrough to serve on an unexpired term of the Budget Committee.

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

There was no further discussion.

Motion to approve carried 6-0

12. Consideration, discussion, and possible action on the appointment of one (1) Council Member to serve on an unexpired term of the Park Committee and Public Tree Advisory Board.

The City staff recommended that the City Council appoint one (1) Council Member to serve on an unexpired term of the Park Committee and Public Tree Advisory Board.

Council Member Scarbrough volunteered to be part of the Park Committee and Public Tree Advisory Board.

MOTION: Upon a motion made by Council Member Scarbrough and seconded by Mayor Pro Tem Deja Hill, to appoint Council Member Scarbrough to serve on an unexpired term of the Park Committee and Public Tree Advisory Board.

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

There was no further discussion.

Motion to approve carried 6-0

13. Consideration, discussion, and possible action on the appointment of a Chairperson on the Public Tree Advisory Board.

The City staff recommended that the City Council appoint Board Member Julie Leonard as Chairperson on the Public Tree Board for a one-year term.

MOTION: Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Scarbrough, to appoint Board Member Julie Leonard as Chairperson on the Public Tree Board for a one-year term.

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

The discussion was held regarding the nomination of Julie Leonard.

There was no further discussion.

Motion to approve carried 6-0

14. Consideration, discussion, and possible action on extending the temporarily waiver for utility late fees and credit card processing fee for utility payments.

The City staff recommended that the City Council extend the temporarily waiver for utility late fees and credit card processing fee of \$2.00 until June 1, 2020, due to the extension of Declaration of Disaster for the City of Manor.

MOTION: Upon a motion made by Council Member Scarbrough and seconded by Council Member Emily Hill, to extend the temporarily waiver for utility late fees and credit card processing fee of \$2.00 until June 1, 2020, due to the extension of Declaration of Disaster for the City of Manor.

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

There was no further discussion.

Motion to approve carried 6-0

Mayor Wallace Jr. adjourned the regular session of the Manor City Council into Executive Session at 8:27 p.m. Wednesday, May 20, 2020, 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 *Section 551.074 Personnel Matters – Discussion of Place 6 vacancy* at 8:27 p.m., on Wednesday, May 20, 2020.

City Council Members were removed from the livestream meeting and moved into a breakout room for discussion via zoom.

The Executive Session was adjourned at 8:59 p.m. on Wednesday, May 20, 2020.

City Council Members were moved back to the livestream meeting via zoom.

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 8:59 p.m. on Wednesday, May 20, 2020.

Mayor 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 Scarbrough and seconded by Council Member Emily Hill, to post the vacancy of Place No. 6 for applications and for interviews to be conducted on the first Council meeting in June.

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

There was no discussion.

Motion to approve carried 6-0

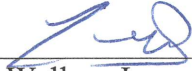
Before adjourning, Mayor Wallace Jr. announced the Memorial Day Event at Manor Cemetery on Monday, May 25th from 10:00 a.m. to 12:00 p.m. He invited everyone to attend and family members to participate on placing flags on veterans' graves. He announced the new Military Pilot Program at Manor ISD. Mayor Wallace Jr. also announced that Council would no longer receive binders for the agenda, and they will all use their new surface devices.

ADJOURNMENT

The Regular Session of the Manor City Council Adjourned at 9:07 p.m. on Wednesday, May 20, 2020.

These minutes approved by the Manor City Council on the 3rd day of June 2020.

APPROVED:



Dr. Larry Wallace Jr.
Mayor

ATTEST:



Luvia T. Almaraz, TRMC
City Secretary

