



CITY COUNCIL  
SPECIAL SESSION MINUTES  
APRIL 23, 2020  
**Via Telephone/Video Conference**

The meeting was live streamed on Facebook Live beginning at 1:20 p.m.  
<https://www.facebook.com/cityofmanor/>

Notice was given 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](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 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 (Via Telephone)  
Deja Hill, Mayor Pro Tem, Place 5  
Valerie Dye, Place 6

**CITY STAFF:**

Thomas Bolt, City Manager  
Lluvia T. Almaraz, City Secretary  
Scott Dunlop, Assistant Development Services Director

**SPECIAL SESSION – 1:20 P.M.**

With a quorum of the Council Members present via video/telephone conference, the special session of the Manor City Council was called to order by Mayor Wallace Jr. at 1:20 p.m. on Thursday, April 23, 2020.

**PLEDGE OF ALLEGIANCE**

Mayor Wallace Jr. led the Pledge of Allegiance.

**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 April 15, 2020, Regular Meeting.**

**MOTION:** Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Amezcua, 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 discussion.

**Motion to approve carried 7-0**

## REGULAR AGENDA

2. **Consideration, discussion, and possible action on a Resolution finding that Oncor Electric Delivery Company LLC's application for approval of a distribution cost recovery factor pursuant to Texas Administrative Code 23.243 to increase distribution rates within the city should be denied.**

The City staff recommended that the City Council approve Resolution No. 2020-03 to deny the Oncor Electric Delivery Company LLC's application for approval of a distribution cost recovery factory pursuant to Texas Administrative Code 23.243 to increase distribution rates within the city.

Armando Perez with Oncor, 350 Texas Avenue, Round Rock, Texas, submitted a card in support of this item; however, he did not wish to speak but was available via telephone to address any questions posed by the City Council.

City Manager Bolt discussed the resolution denying the application to increase distribution rates within the city.

**MOTION:** Upon a motion made by Council Member Scarbrough and seconded by Council Member Amezcua, to approve Resolution No. 2020-03 to deny the Oncor Electric Delivery Company LLC's application for approval of a distribution cost recovery factory pursuant to Texas Administrative Code 23.243 to increase distribution rates within the city.

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

There was no further discussion.

### **Motion to approve carried 7-0**

3. **Consideration, discussion, and possible action on a license agreement with the Hamilton Point Homeowners Association, Inc., for the installation and maintenance of four (4) message posts along the right-of-way in Hamilton Point Subdivision.**

The City staff recommended that the City Council approve a license agreement with the Hamilton Point Homeowners Association, Inc., for the installation and maintenance of four (4) message posts along the right-of-way in Hamilton Point Subdivision.

City Manager Bolt discussed the license agreement with the Hamilton Point Homeowners Association.

**MOTION:** Upon a motion made by Council Member Dye and seconded by Council Member Dr. Harvey, to approve a license agreement with the Hamilton Point Homeowners Association, Inc., for the installation and maintenance of four (4) message posts along the right-of-way in Hamilton Point Subdivision.

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

The discussion was held regarding the maintenance of the message posts.

The discussion was held regarding HOA Fees for Hamilton Point residents.

City Manager Bolt stated that the HOA would be responsible for the maintenance of the boards and the city did not have control of any HOA fees.

There was no further discussion.

**Motion to approve carried 7-0**

**4. Consideration, discussion, and possible action on a development agreement for the Grassdale at Manor Apartments and the City of Manor.**

The City staff recommended that the City Council approve a development agreement for the Grassdale at Manor Apartments and the City of Manor.

John Taylor with Callaway Architecture, 1207 Hampshire Lane, Richardson, Texas, submitted a card in support of this item; however, he did not wish to speak but was available via telephone to address any questions posed by the City Council.

Michael Walker with The Grassdale at Manor, LLC, 16051 Addison Rd., Suite 201, Addison, Texas, submitted a card in support of this item; however, he did not wish to speak but was available via telephone to address any questions posed by the City Council.

City Manager Bolt discussed the development agreement for the Grassdale at Manor Apartments and the City of Manor.

**MOTION:** Upon a motion made by Council Member Scarbrough and seconded by Council Dr. Harvey, to approve a development agreement for the Grassdale at Manor Apartments and the City of Manor.

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

The discussion was held regarding the description of the property.

The discussion was held regarding the bufferyard requirements.

The discussion was held regarding the parking agreement for the development.

There was no further discussion.

**Motion to approve carried 7-0**

**5. Consideration, discussion, and possible action on an Ordinance Continuing a State of Local Disaster Declaration for the City of Manor.**

The City staff recommended that the City Council approve Ordinance No. 573 Continuing a State of Local Disaster Declaration for the City of Manor until June 1, 2020.

Mayor Wallace Jr. explained the ordinance for continuing a state of local disaster declaration for the City of Manor until June 1, 2020.

**MOTION:** Upon a motion made by Council Member Emily Hill and seconded by Council Member Dye, to approve Ordinance No. 573 Continuing a State of Local Disaster Declaration for the City of Manor until June 1, 2020.

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

Council Member Scarbrough inquired about the Travis County Judge's order.

The discussion was held regarding the extension of the declaration for local governments permitted by Texas Local Government Code Section 418 as needed.

The discussion was held regarding the clarification of the extension dates.

There was no further discussion.

**Motion to approve carried 7-0**

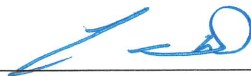
Before adjourning, Mayor Wallace Jr. acknowledge and announced an accomplishment by the City Secretary Lluvia Almaraz. He read the attached letter received by the Texas Municipal Clerks Association, Inc. He congratulated Lluvia and expressed his and Council's appreciation for her job duties for the City of Manor.

**ADJOURNMENT**

The Special Session of the Manor City Council Adjourned at 2:01 p.m. on Thursday, April 23, 2020.

These minutes approved by the Manor City Council on the 4<sup>th</sup> day of May 2020.

**APPROVED:**



Dr. Larry Wallace Jr.  
Mayor

**ATTEST:**



Lluvia T. Almaraz, TRMC  
City Secretary







April 13, 2020

The Honorable Dr. Larry Wallace, Jr.  
Mayor  
City of Manor  
150 E. Eggleston Street  
Manor, Texas 78653

Dear Mayor Wallace:

This letter is to inform you that of 595 member cities, the Office of the Municipal Clerk in the City of Manor is one of 18 to receive the inaugural Texas Municipal Clerk's Achievement of Excellence Award.

The program recognizes the statutory requirements and demands for the effective management of resources for proper governance by the municipal clerk's office. The award itself recognizes municipal clerk offices throughout the state for compliance with federal, state and local statutes that govern standards necessary to fulfill the duties and responsibilities of the office. A municipal clerk office must have met and demonstrated nine of 12 standards to be eligible to receive the award. The 12 standards considered by a committee of your municipal clerk's peers include:

- Records Management
- Professional Development / Certifications
- Government Transparency
- Elections
- Awards/Recognitions
- Public Information Act
- Open Meetings Act
- Boards/Commissions
- Municipal Clerk Office Policies/Procedures
- Other Areas of Responsibility
- Innovation/Stream Line Projects
- Establish Departmental Training

The recipients of this distinguished award will be announced in the July issue of the TMCA, Inc., newsletter and will be officially recognized in October at the awards banquet held during our annual Graduate Institute in Corpus Christi.

Sincerely,

Thelma A. Gilliam, TRMC, CMC  
Chair, Achievement of Excellence Award Committee  
Texas Municipal Clerks Association, Inc.



C: Achievement of Excellence Award Committee  
Shelley George, TRMC, CMC – TMCA, Inc., President  
Alicia Richardson, TRMC, CMC – Committee Board Liaison