



**CITY COUNCIL
REGULAR SESSION MINUTES
JUNE 2, 2021**

PRESENT:

Dr. Larry Wallace Jr., Mayor

COUNCIL MEMBERS:

Dr. Christopher Harvey, Mayor Pro Tem, Place 3
Emily Hill, Place 1
Anne Weir, Place 2
Sonia Wallace, Place 4
Deja Hill, Place 5
Gene Kruppa, Place 6

CITY STAFF:

Thomas Bolt, City Manager
Lluvia T. Almaraz, City Secretary
Ryan Phipps, Chief of Police
Lydia Collins, Director of Finance
Scott Dunlop, Development Services Director
Tracey Vasquez, HR Manager
Frank T. Phelan, City Engineer
Paige Saenz, City Attorney
Veronica Rivera, Assistant City Attorney
Jon Snyder, PID Administrator – P3Works

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 7:04 p.m. on Wednesday, June 2, 2021.

PLEDGE OF ALLEGIANCE

At the direction of Mayor Wallace, Pete Dwyer with Dwyer Realty, led the Pledge of Allegiance.

PRESENTATION

A. Foster Community Central Texas

presented by Director, Chelsy Alexander, MSW

At the direction of Mayor Wallace, Ms. Alexander presented the attached PowerPoint Presentation.

Mayor Wallace expressed his thoughts regarding Foster Care and thanked Ms. Alexander for her presentation.

PROCLAMATIONS

A Declaring Friday, June 4, 2021, as "National Gun Violence Awareness Day"

Mayor Wallace read and presented proclamation declaring Friday, June 4, 2021, as "National Gun Violence Awareness Day" to Chief of Police Phipps.

B. Declaring the Month of June 2021, as "LGBTQ+ Month"

Mayor Wallace read and presented proclamation declaring the Month of June 2021, as "LGBTQ+ Month" to City Manager Bolt.

C. Declaring the Month of June 2021, as "National PTSD Awareness Month"

Mayor Wallace read and presented proclamation declaring the Month of June 2021, as "PTSD Awareness Month" to Council Member Weir and Chief of Police Phipps.

PUBLIC COMMENTS

There were no public comments.

At the request of City Manager Bolt, Agenda Item No. 3 was moved to the Consent Agenda.

CONSENT AGENDA

- 1. Consideration, discussion, and possible action to approve the City Council Minutes of the May 19, 2021, City Council Regular Meeting.**

3. Second and Final Reading: Consideration, discussion, and possible action on an ordinance rezoning 43.92 acres, more or less, out of the James Manor Survey No. 40, Abstract 546, and being located in the 9900 block of Hill Lane, Manor, TX from Single Family (SF-1) to Light Industrial (IN-1).

Applicant: GarzaEMC

Owner: Butler Family Partnership, Ltd.

Submitted by: Scott Dunlop, Development Services Director

Darren Huckert with Garza EMC 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.

Rich Leisy with Ryan Companies 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 Kruppa and seconded by Council Member Weir, to approve and adopt all items on the Consent Agenda.

Mayor Wallace adjourned the regular session of the Manor City Council into Executive Session at 7:29 p.m. on Wednesday, June 2, 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 – *Sections 551.087 and 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Economic Development Negotiations - Lagos PID; and Section 551.072 Deliberations regarding Real Property* at 7:29 p.m. on Wednesday, June 2, 2021.

The Executive Session was adjourned at 833 p.m. on Wednesday, June 2, 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 8:33 p.m. on Wednesday, June 2, 2021.

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

There was no action taken.

At the request of City Manager Bolt, Agenda Item No. 10 was conducted after Agenda No. 2.

REGULAR AGENDA

2. Consideration, discussion, and possible action on the reallocation of bond proceeds between authorized improvements in the Lagos Public Improvement District (PID).

The City staff recommended that the City Council provide City staff and consultants direction on which authorized improvements to reallocate in the upcoming Lagos PID Amended SAP.

Pete Dwyer with Dwyer Realty submitted a 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.

Mayor Wallace discussed the landscape requirements and other improvements for the upcoming Lagos PID SAP.

There was no action taken.

10. Consideration, discussion, and possible action on the Annual Audit Financial Statements of the City of Manor, Texas for the year ending September 30, 2020.

The City staff recommended that the City Council approve and accept the City of Manor, Texas Annual Financial Report and Independent Auditor's Report Year Ended September 30, 2021.

Jeremy Myers with Atchley & Associates, Austin, Texas, submitted a speaker card in support of this item. Mr. Myers discussed the Audit Financial Statements for the City of Manor.

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Weir, to approve and accept the City of Manor, Texas Annual Financial Report and Independent Auditor's Report Year Ended September 30, 2020.

There was no further discussion.

Motion to approve carried 7-0

4. Consideration, discussion, and possible action on a resolution approving and authorizing the Rose Hill Public Improvement District Reimbursement Agreement.

The City staff recommended that the City Council approve Resolution No. 2021-15 approving and authorizing the Rose Hill Public Improvement District Reimbursement Agreement.

PID Administrator Jon Snyder discussed the PID agreement.

Resolution No. 2021-15: A Resolution of the City of Manor, Texas Approving and Authorizing the Rose Hill Public Improvement District Reimbursement Agreement.

MOTION: Upon a motion made by Mayor Pro Tem Havey and seconded by Council Member Wallace, to approve Resolution No. 2021-15 approving and authorizing the Rose Hill Public Improvement District Reimbursement Agreement.

There was no further discussion.

Motion to approve carried 7-0

5. Consideration, discussion, and possible action on a contract between Travis County and the City of Manor for the collection of the Rose Hill Public Improvement District assessments.

The City staff recommended that the City Council approve the agreement for Billing and Collection Services between Travis County and the City of Manor related to the Rose Hill Public Improvement District.

MOTION: Upon a motion made by Mayor Pro Tem Havey and seconded by Council Member Wallace, to approve the agreement for Billing and Collection Services between Travis County and the City of Manor related to the Rose Hill Public Improvement District.

There was no further discussion.

Motion to approve carried 7-0

6. Consideration, discussion, and possible action on a contract between Travis County and the City of Manor for the collection of the Manor Heights Public Improvement District assessments.

The City staff recommended that the City Council approve the agreement for Billing and Collection Services between Travis County and the City of Manor related to the Manor Heights Public Improvement District.

MOTION: Upon a motion made by Mayor Pro Tem Havey and seconded by Council Member Kruppa, to approve the agreement for Billing and Collection Services between Travis County and the City of Manor related to the Manor Heights Public Improvement District.

There was no further discussion.

Motion to approve carried 7-0

7. Consideration, discussion, and possible action on appointment of Planning and Zoning Commission and Developer Representative to serve as Community Impact Fee Advisory Committee.

The City staff recommended that the City Council approve appointing the Planning and Zoning Commission and a development community representative as the Community Impact Fee Advisory Committee.

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Wallace, to approve appointing the Planning and Zoning Commission and Barth Timmermann as the development community representative for the Community Impact Fee Advisory Committee.

The discussion was held regarding the revisions to the Community Impact Fee Ordinance.

The discussion was held regarding the wastewater line sizes.

There was no further discussion.

Motion to approve carried 7-0

8. Consideration, discussion, and possible action on a change order to the construction contract for the Cottonwood Creek Wastewater Treatment Plant Improvements project.

The City staff recommended that the City Council approve Change Order No. 1 to the construction contract for the Cottonwood Creek Wastewater Treatment Plant Improvements project with Excel Construction Services, LLC in the amount of \$47,022.00.

City Engineer Phelan discussed the proposed change order.

MOTION: Upon a motion made by Council Member Kruppa and seconded by Mayor Pro Tem Harvey, to approve Change Order No. 1 to the construction contract for the Cottonwood Creek Wastewater Treatment Plant Improvements project with Excel Construction Services, LLC in the amount of \$47,022.00.

There was no further discussion.

Motion to approve carried 7-0

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, 2020 and ending September 30, 2021.

The City staff recommended that the City Council approve Ordinance No. 612 adopting an Amended Annual Budget for the City of Manor for Fiscal Year beginning October 1, 2020, and ending September 30, 2021.

Finance Director Collins discussed the amendments to the Annual Budget for FY20-21.

The discussion was held regarding the Economic Development Director position.

The discussion was held regarding the Grant Specialist position.

The discussion was held regarding the IT Director position.

Ordinance No. 612: An Ordinance of The City of Manor, Texas, Adopting an Amended Annual Budget for The Ensuing Fiscal Year Beginning October 1, 2020, and Ending September 30, 2021; Appropriating the Various Amounts Thereof, and Repealing all Ordinances or Parts of Ordinances in Conflict Therewith; and Providing for an Effective Date.

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Wallace, to approve Ordinance No. 612 adopting an Amended Annual Budget for the City of Manor for Fiscal Year beginning October 1, 2020 and ending September 30, 2021.

There was no further discussion.

Motion to approve carried 7-0

11. Acknowledge the resignation of Planning and Zoning Commissioner Jacob Hammersmith, Place No. 2 and declare a vacancy.

The City staff recommended that the City Council acknowledge the resignation of Planning and Zoning Commissioner Jacob Hammersmith, Place No. 2 and declare a vacancy.

MOTION: Upon a motion made by Mayor Pro Tem Harvey and seconded by Council Member Weir, to acknowledge the resignation of Planning and Zoning Commissioner Jacob Hammersmith, Place No. 2 and declare a vacancy.

There was no further discussion.

Motion to approve carried 7-0

12. Consideration, discussion, and possible action on City Attorney Legal Services for the City of Manor (The Knight Law Firm, LLP).

Mayor Wallace discussed the current agreement for legal services. He is requesting an updated agreement with current services. Mayor Wallace requested additional information to be added to the agreement regarding immediate notifications to Council on legal matters.

City Attorney Saenz addressed the Council regarding the current agreement with the city.

She discussed the role of the City Attorney for the City.

The discussion was held regarding the relationship with Legal Counsel, City Council and City staff.

The discussion was held regarding an ordinance that further defines duties, roles and expectations.

The discussion was held regarding communication among staff, legal and council.

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Emily Hill, to update the current legal services contract as well as items discussed between Legal Staff and City Council.

There was no further discussion.

Motion to approve carried 7-0

13. Acknowledge and acceptance of retirement announcement of City Manager, Thomas Bolt.

The City staff recommended that the City Council acknowledge and accept the retirement announcement of City Manager, Thomas Bolt.

City Manager Bolt expressed his gratitude for serving the City of Manor for many years and thanked Council and City staff.

Mayor Wallace thanked City Manager Bolt for his service and for his dedication.

Council Member Kruppa thanked City Manager Bolt for his service and wished him a happy retirement.

Director of Finance Collins stated a retirement party would be planned for City Manager Bolt and information will be provided on a later date.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Emily Hill, to acknowledge and accept the retirement announcement of City Manager, Thomas Bolt.

There was no further discussion.

Motion to approve carried 7-0

14. Consideration, discussion, and possible action on the Consulting Firm for City Manager's position.

The City staff recommended that the City Council approve a Consulting Firm for the City Manager's position.

HR Manager Vasquez discussed the following proposed Consulting Firms and reports.

- Affion Public Consulting
- SGR Proposal
- Chris Hartung Proposal
- Ralph Andersen Proposal
- City Manager Searches Report
- Executive Search Firm Summary

The discussion was held regarding Veteran Firms through the Department of Labor.

Director of Finance Collins stated that this cost had not been budgeted and would need to go before the Budget Committee for approval and then present to City Council for an amendment budget request.

The discussion was held regarding the budget impact for this expense.

The discussion was held regarding the recruiting process to take place internally vs externally.

The discussion was held regarding senior staff involvement on the hiring process.

Mayor Pro Tem Harvey expressed his thoughts regarding the hiring process for the City Manager position.

City Manager Bolt expressed his thoughts regarding the hiring process for the City Manager position.

Council Member Kruppa expressed his thoughts regarding the hiring process for the City Manager position.

Council Member Deja Hill expressed her thoughts regarding the hiring process for the City Manager position.

Mayor Pro Tem Harvey requested for a Formal Plan for City Council to review.

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Emily Hill, to approve that City staff would conduct the hiring process for the City Manager's Position internally and present to Council a list of candidates.

Mayor Pro Tem Harvey asked for a friendly amendment motion to simplify the request to approve City staff to be the search firm and have City staff bring back an action plan by the next council meeting.

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Emily Hill, to accept friendly amendment motion.

There was no further discussion.

Motion to approve carried 7-0

15. Consideration, discussion, and possible action on the transition plan for City Manager's position.

The City staff recommended that the City Council approve the transition plan for the City Manager's position.

HR Manager Vasquez discussed the proposed transition plan for City Manager's position.

Mayor Wallace discussed the expectations for the transition plan.

Mayor Pro Tem Harvey discussed the 90-day entry plan.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Wallace, to adopt the transition plan for the City Manager's position.

There was no further discussion.

Motion to approve carried 7-0

ADJOURNMENT

The Regular Session of the Manor City Council Adjourned at 10:15 p.m. on Wednesday, June 2, 2021.

These minutes approved by the Manor City Council on the 16th day of June 2021.

APPROVED:

Dr. Larry Wallace Jr.
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

FOSTER *Community* CENTRAL TEXAS

Director, Chelsy Alexander, MSW

Who we are

Mission

- Supporting Communities, Strengthening Families.

History

- Foster Community was born out of the Travis County Collaborative for Children (TCCC), an initiative that works to bring system wide change to the way foster children in Travis County are cared for during, and after, their time in state custody.
- Launched in the Summer of 2017 under Mission Capitol
- Moved to Partnerships for Children in Fall of 2018

What we do

Foster Community's vision is to keep children as close to home as possible by increasing and connecting supports within supportive communities.

SUPPORT/Connect

- Partners
- Allies
- Adoption Collaborative

EDUCATION/INFORMATION

- Social Media
- Website
- Other (Media)



RECRUIT

- Info Sessions
- Community Engagement Resource Service

FOSTER COMMUNITY CARES

- Targeted Community Events

2020 and Beyond

- 50+ Community Meetings
- 75+ Information Sessions
- 1500+ Info Session Attendees
- 32 Partners (Child Placing Agencies and Resource Organizations)

Foster Community Cares



- Targeted Community Event
- Co-Hosts include leaders from the communities of the city being served
- Partners and Allies as Exhibitors
- Coalition

City of Manor

35 Community Members

13 FC Partners

4 Community Leaders

Law Enforcement



Website & Social Media

We provide opportunities to support Youth
in foster care in a variety of ways

FIND THE WAY
that's right for **You**

CHOOSE **YOUR** PATH

SUPPORT

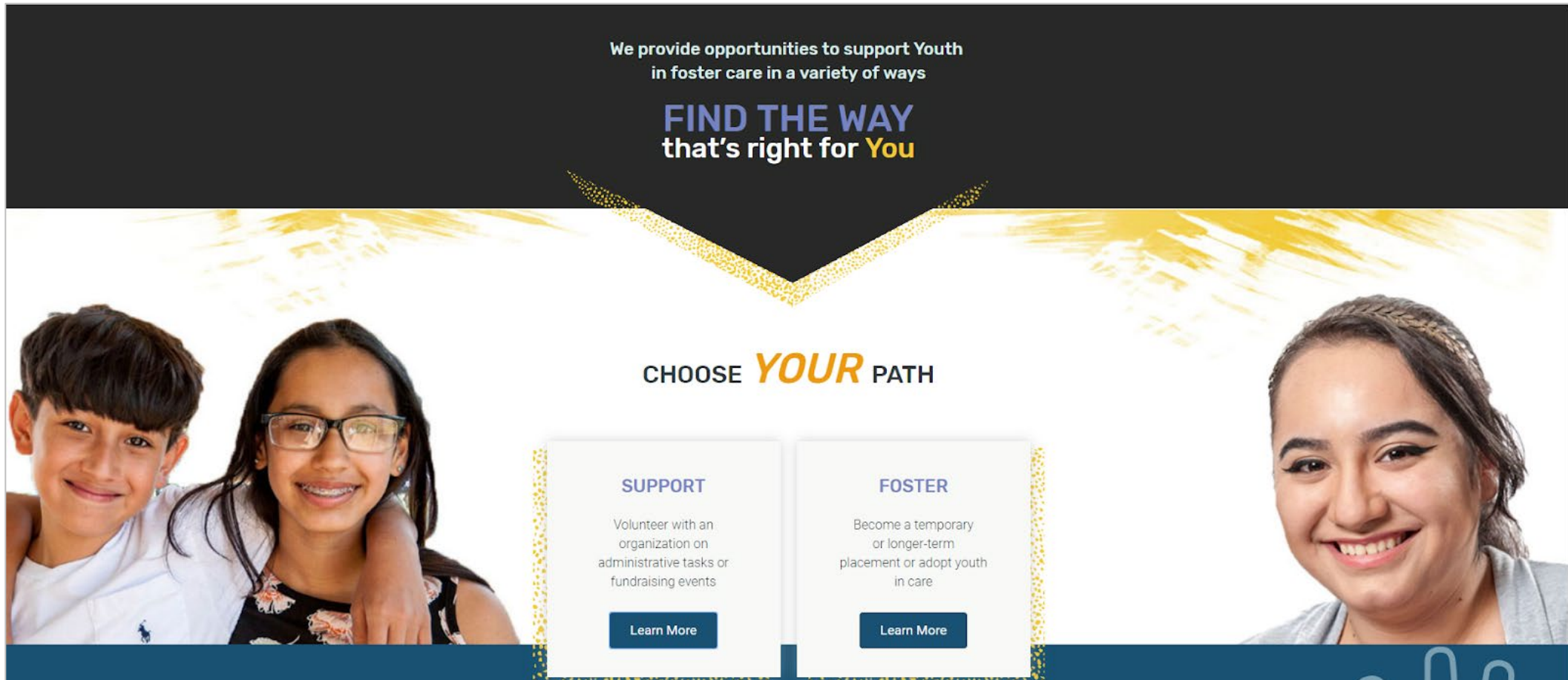
Volunteer with an organization on administrative tasks or fundraising events

[Learn More](#)

FOSTER

Become a temporary or longer-term placement or adopt youth in care

[Learn More](#)



Transforming Child Welfare-Manor

- **Supporting Communities, Strengthening Families**
- **Connecting Resources to families**
- **Kinship Support**



If you want to go
fast, go alone. If
you want to go far,
go together.

-African Proverb

