



**CITY COUNCIL  
REGULAR SESSION MINUTES  
SEPTEMBER 16, 2020**

The meeting was live streamed on Manor Facebook Live beginning at 7:00 p.m.  
<https://www.facebook.com/cityofmanor/>

**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  
Deja Hill, Mayor Pro Tem, Place 5  
Vacant, 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  
Tracey Vasquez, HR Manager  
Mike Tuley, Director of Public Works  
Heath Ferguson, IT Manager  
Denver Collins, Captain  
Paige Saenz, City Attorney  
Bryan Estrada, Manor Police Officer

**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 Jr. at 7:00 p.m. on Wednesday, September 16, 2020, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

## PLEDGE OF ALLEGIANCE

Mayor Wallace Jr. led the Pledge of Allegiance.

## PROCLAMATIONS

### **A. Declaring Thursday, September 17, 2020, as “*Constitution Day and Citizens Day*”**

Mayor Wallace Jr. read and presented a proclamation declaring Thursday, September 17, 2020, as “*Constitution Day and Citizens Day*” to City Manager Bolt.

### **B. Declaring Tuesday, September 22, 2020, as “*Emancipation Day*”**

Mayor Wallace Jr. read and presented a proclamation declaring Tuesday, September 22, 2020, as “*Emancipation Day*” to Council Member Amezcua.

## PUBLIC COMMENTS

Rebecca Yates Bird, 185 Raintree Drive, Kyle, Texas, presented a family portrait to City Council of Lavina Rogers, who was a descendent family member of James B. Manor. Ms. Bird would like for portrait to be displayed in a tourism center for the City of Manor.

No one else appeared to speak at this time.

## REPORTS

*Reports about item of community interest on which no action was taken.*

### **A. Ascension Seton – Screen & Go**

HR Manager Vasquez discussed the new Screen & Go Health App. that has been provided to city employees. She discussed the attached Ascension Screen & Go Implementation Guide.

### **B. Small Business & Startup Entrepreneurship Certification Program**

Mayor Wallace Jr. discussed the attached HTU’s CEI Entrepreneurship Training Program.

### **C. CivStart**

Mayor Wallace Jr. discussed the attached CivStart information sheet.

At the request of City Manager Bolt the Executive Session was conducted next.

Mayor Wallace Jr. adjourned the regular session of the Manor City Council into Executive Session at 7:33 p.m. on Wednesday, September 16, 2020, in accordance with the requirements of the Open Meetings Law.

## **EXECUTIVE SESSION**

The Manor City Council convene into executive session pursuant to Section 551.071, Texas Government Code and Section 1.05, Texas Disciplinary Rules of Professional Conduct, for consultation with legal counsel regarding litigation matters at 7:33 p.m. on Wednesday, September 16, 2020.

City Attorney Saenz joined executive session via telephone.

The Executive Session was adjourned at 8:36 p.m. on Wednesday, September 16, 2020.

## **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 8:36 p.m. on Wednesday, September 16, 2020.

Mayor Wallace Jr. 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 the Consent Agenda was conducted before Public Hearings.

## **CONSENT AGENDA**

- 7. Consideration, discussion, and possible action to approve the City Council Minutes of the September 2, 2020, Regular Meeting.**
- 8. Consideration, discussion, and possible action on the acceptance of the August 2020 Departmental Reports.**
  - **Police – Ryan Phipps, Chief of Police**
  - **Development Services – Scott Dunlop, Asst. 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**

Mayor Wallace Jr. requested to remove the Public Works Report for further discussion.

The discussion was held regarding right-of-way construction and notifications to residents on city related street construction.

**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 further discussion.

**Motion to approve carried 6-0**

At the request of City Manager Bolt Regular Agenda Item No. 15. was conducted next.

**REGULAR AGENDA**

**15. Consideration, discussion, and possible action on a Resolution accepting the petition for the addition of land to the Manor Heights Public Improvement District (PID).**

The City staff recommended that the City Council approve Resolution No. 2020-08 and accept the PID Petition for the addition of land to the Manor Heights Public Improvement District (PID), set a public hearing on October 7, 2020 and direct the City Secretary to publish a notice of public hearing on or before September 21, 2020.

Talley Williams with Metcalfe Wolff Stuart & Williams LLP, 221 W. 6<sup>th</sup> Street, Suite 1300, Austin Texas, submitted a speaker card in support of this item. Ms. Williams stated that the PUD Amendment that was listed on the summary narrative was not moving forward, and application would be withdrawn.

Justin Reynolds with ForeStar Group, 2003 Indian Trail, Austin, Texas, submitted a speaker card in support of this item; however, he did not wish to speak but was available to address any questions posed by the City Council.

John Maberry with ForeStar Group, 10700 Pecan Park Blvd., Austin, Texas, submitted a speaker card in support of this item; however, he did not wish to speak but was available to address any questions posed by the City Council.

Resolution No. 2020-08: A Resolution of The City Council of The City of Manor, Texas, Accepting a Petition for Addition of Lands to The Manor Heights Public Improvement District and Calling for a Public Hearing.

**MOTION:** Upon a motion made by Council Member Scarbrough and seconded by Council Member Amezcua, to approve Resolution No. 2020-08 and accept the PID Petition for the addition of land to the Manor Heights Public Improvement District (PID), set a public hearing on October 7, 2020 and direct the City Secretary to publish a notice of public hearing on or before September 21, 2020.

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

The discussion was held regarding the clarification of Resolution.

There was no further discussion.

**Motion to approve carried 6-0**

At the request of City Manager Bolt Public Hearings were conducted next.

**PUBLIC HEARINGS**

**1. Consideration, discussion, and possible action on the FY 2020-2021 Proposed Annual Budget of the City of Manor, Texas.**

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

Mayor Wallace Jr. opened the public hearing.

Finance Director Collins clarified that the Juneteenth Holiday would be added as a city observance day to the personnel policy.

**MOTION:** Upon a motion made by Council Member Scarbrough and seconded by Council Member Amezcua, 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**

**2. Consideration, discussion, and possible action on the FY 2020-2021 Proposed Property Tax Rate of the City of Manor, Texas.**

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

Mayor Wallace Jr. opened the public hearing.

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

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

There was no discussion.

**Motion to close carried 6-0**

3. **Conduct a public hearing upon a rezoning request for twenty (20) acres, more or less, out of the James Manor Survey No. 40, and being located at 10507 US Hwy 290 E, Manor, TX from Single Family (SF-1) and Light Commercial (C-1) to Medium Commercial (C-2). Owner: Curt Johnson; Applicant: Mahoney Engineering**

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

Mayor Wallace Jr. opened the public hearing.

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

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

There was no discussion.

**Motion to close carried 6-0**

4. **Conduct a public hearing upon a rezoning request for 0.36 acres, more or less, Lots 11-15 & East ½ of Lot 16, Block 29, Town of Manor, and being located at 109 North Lexington Street, Manor, TX from Single Family (SF-1) to Downtown Business (DB). Owner: Eric Davis; Applicant: Eric Davis**

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

Mayor Wallace Jr. opened the public hearing.

The discussion was held regarding the clarification of zoning for Downtown Business (DB).

**MOTION:** Upon a motion made by Council Member Scarbrough and seconded by Council Member Amezcua, 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**

5. **Conduct a public hearing upon a rezoning request for 0.91 acres, more or less, out of the James Manor Survey No. 40, Abstract No. 546, and being located near US Hwy 290 E and Gregg Manor Road, Manor, TX from Light Commercial (C-1) to Multi-Family 25 (MF-2). Owner: Las Entradas Development Corp.; Applicant: Carlson Brigrance & Doering, Inc**

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

Mayor Wallace Jr. opened the public hearing.

The discussion was held regarding the completion of the roadway.

**MOTION:** Upon a motion made by Council Member Scarbrough and seconded by Council Member Amezcua, 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**

- 6. Conduct a public hearing upon a rezoning request for 50.32 acres, more or less, out of the Greenbury Gates Survey, and being located near N. FM 973 and Johnson Road, Manor, TX from Agricultural (A) to Two-Family (TF) and Medium Commercial (C-2). Owner: Geraldine & Edward Wolf; Applicant: BGE, Inc.**

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

Mayor Wallace Jr. opened the public hearing.

Mark Baker with Sec Planning, 4201 W. Parmer Lane, Bldg. A, Suite 220, Austin, Texas, submitted a speaker card in support of this item. Mr. Baker discussed the attached PowerPoint Presentation.

The discussion was held regarding clarification on density on the property.

**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**

**REGULAR AGENDA**

- 14. Consideration, discussion, and possible action on an ordinance rezoning 50.32 acres, more or less, out of the Greenbury Gates Survey, and being located near N. FM 973 and Johnson Road, Manor, TX from Agricultural (A) to Two-Family (TF) and Medium Commercial (C-2). Owner: Geraldine & Edward Wolf; Applicant: BGE, Inc.**

The City staff recommended that the City Council approve a first reading of an ordinance rezoning 50.32 acres, more or less, out of the Greenbury Gates Survey, and being located near N. FM 973 and Johnson Road, Manor, TX from Agricultural (A) to Two-Family (TF) and Medium Commercial (C-2).

Mark Baker with Sec Planning, 4201 W. Parmer Lane, Bldg. A, Suite 220, Austin, Texas, submitted a speaker card in support of this item; however, he did not wish to speak but was available to address 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 Agricultural (A) to Two-Family (TF) and Medium Commercial (C-2); Making Findings of Fact; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Scarbrough and seconded by Council Member Dr. Harvey, to approve a first reading of an ordinance rezoning 50.32 acres, more or less, out of the Greenbury Gates Survey, and being located near N. FM 973 and Johnson Road, Manor, TX from Agricultural (A) to Two-Family (TF) and Medium Commercial (C-2).

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

Mayor Pro Tem Deja Hill expressed her concerns regarding future commercial development that would be constructed across Manor High School.

There was no further discussion.

**Motion to approve carried 6-0**

**9. Consideration, discussion, and possible action on an ordinance adopting the Annual Budget for the City of Manor for the fiscal year beginning October 1, 2020 and ending September 30, 2021.**

The City staff recommended that the City Council approve Ordinance No. 580 adopting the Annual Budget for the City of Manor for the fiscal year beginning October 1, 2020 and ending September 30, 2021.

Ordinance No. 280: An Ordinance of the City of Manor, Texas, Adopting an 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 Scarbrough and seconded by Council Member Amezcua to approve Ordinance No. 580 adopting the Annual Budget for the City of Manor for the fiscal year beginning October 1, 2020 and ending September 30, 2021.



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

There was no discussion.

**Motion to approve carried 6-0**

**10. Consideration, discussion, and possible action on an ordinance levying Ad Valorem taxes for the use and support of the municipal government of the City of Manor for the fiscal year beginning October 1, 2020 and ending September 30, 2021.**

The City staff recommended that the City Council approve Ordinance No. 581 with the following Motion: "I move that the property tax rate be increased by the adoption of a tax rate of \$0.8161 which is effectively a 0% increase in the tax rate."

Ordinance No. 581: An Ordinance of The City of Manor, Texas, Levying Ad Valorem Taxes for The Use And Support of The Municipal Government of The City for The Fiscal Year Beginning October 1, 2020, and Ending September 30, 2021; Providing for Apportioning Each Levy For Specific Purposes; And Establishing When Taxes Shall Become Due And Same Shall Become Delinquent, If Not Paid.

**MOTION:** Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Emily Hill to approve Ordinance No. 581 with the following motion: "I move that the property tax rate be increased by the adoption of a tax rate of \$0.8161 which is effectively a 0% increase in the tax rate."

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

There was no discussion.

**Motion to approve carried 6-0**

**11. Consideration, discussion, and possible action on an ordinance rezoning twenty (20) acre, more or less, out of the James Manor Survey No. 40, and being located at 10507 US Hwy 290 E, Manor, TX from Single Family (SF-1) and Light Commercial (C-1) to Medium Commercial (C-2). Owner: Curt Johnson; Applicant: Mahoney Engineering**

The City staff recommended that the City Council approve the first reading of an ordinance rezoning twenty (20) acre, more or less, out of the James Manor Survey No. 40, and being located at 10507 US Hwy 290 E, Manor, TX from Single Family (SF-1) and Light Commercial (C-1) to Medium Commercial (C-2).

Ordinance: An Ordinance of The City of Manor, Texas, Amending the Zoning Ordinance By Rezoning a Parcel of Land From Single Family (Sf-1) and Light Commercial (C-1) to Medium Commercial (C-2); Making Findings of Fact; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Scarbrough and seconded by Council Member Amezcua, to approve the first reading of an ordinance rezoning twenty (20) acre, more or less, out of the James Manor Survey No. 40, and being located at 10507 US Hwy 290 E, Manor, TX from Single Family (SF-1) and Light Commercial (C-1) to Medium Commercial (C-2).

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

There was no discussion.

**Motion to approve carried 6-0**

**12. Consideration, discussion, and possible action on an ordinance rezoning 0.36 acres, more or less, Lots 11-15 & East ½ of Lot 16, Block 29, Town of Manor, and being located at 109 North Lexington Street, Manor, TX from Single Family (SF-1) to Downtown Business (DB). Owner: Eric Davis; Applicant: Eric Davis**

The City staff recommended that the City Council approve a first reading of an ordinance rezoning 0.36 acres, more or less, Lots 11-15 & East ½ of Lot 16, Block 29, Town of Manor, and being located at 109 North Lexington Street, Manor, TX from Single Family (SF-1) to Downtown Business (DB).

Ordinance: An Ordinance of The City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land from Single Family (SF-1) to Downtown Business (DB); Making Findings of Fact; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Scarbrough and seconded by Council Member Dr. Harvey, to approve a first reading of an ordinance rezoning 0.36 acres, more or less, Lots 11-15 & East ½ of Lot 16, Block 29, Town of Manor, and being located at 109 North Lexington Street, Manor, TX from Single Family (SF-1) to Downtown Business (DB).

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

The discussion was held regarding the clarification on alleyway properties.

There was no further discussion.

**Motion to approve carried 6-0**

**13. Consideration, discussion, and possible action on an ordinance rezoning 0.91 acres, more or less, out of the James Manor Survey No. 40, Abstract No. 546, and being located near US Hwy 290 E and Gregg Manor Road, Manor, TX from Light Commercial (C-1) to Multi-Family 25 (MF-2). Owner: Las Entradas Development Corp. Applicant: Carlson Brigrance & Doering, Inc.**

The City staff recommended that the City Council approve a first reading of an ordinance rezoning 0.91 acres, more or less, out of the James Manor Survey No. 40, Abstract No. 546, and being located near US Hwy 290 E and Gregg Manor Road, Manor, TX from Light Commercial (C-1) to Multi-Family 25 (MF-2).

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 Multi-Family 25 (MF-2); Making Findings of Fact; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Emily Hill, to approve a first reading of an ordinance rezoning 0.91 acres, more or less, out of the James Manor Survey No. 40, Abstract No. 546, and being located near US Hwy 290 E and Gregg Manor Road, Manor, TX from Light Commercial (C-1) to Multi-Family 25 (MF-2).

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

There was no discussion.

**Motion to approve carried 6-0**

**16. Consideration, discussion, and possible action on a Resolution to conduct a public hearing on the Land Use Assumptions Map and proposed Capital Improvement Projects recommended by the Advisory Committee.**

The City staff recommended that the City Council approve Resolution No. 2020-09 to conduct a public hearing for the Land Use Assumptions Map and proposed Capital Improvement Projects on November 4, 2020.

Resolution No. 2020-09: A Resolution of The City of Manor, Texas, Setting a Public Hearing Date on The Land Use Assumptions and Capital Improvement Projects of The Community Impact Fee; and Providing Open Meetings and Other Related Matters.

**MOTION:** Upon a motion made by Council Member Scarbrough and seconded by Council Member Dr. Harvey, to approve Resolution No. 2020-09 to conduct a public hearing for the Land Use Assumptions Map and proposed Capital Improvement Projects on November 4, 2020.

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

There was no discussion.

**Motion to approve carried 6-0**

**17. Consideration, discussion, and possible action on an agreement between TML Health and the City of Manor regarding the Flex Spending Account.**

The City staff recommended that the City Council approve an agreement between TML Health and the City of Manor regarding the Flex Spending Account.

HR Manager Vasquez discussed the agreement between TML Health and the City of Manor regarding the Flex Spending Account.

**MOTION:** Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Emily Hill, to approve an agreement between TML Health and the City of Manor regarding the Flex Spending Account.

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

There was no further discussion.

**Motion to approve carried 6-0**

**18. Consideration, discussion, and possible action on renewing a plan document for FY 2020-2021 between the City of Manor and the Flex System Spending Account, TML Health.**

The City staff recommended that the City Council approve the renewal plan document for FY 2020-2021 between the City of Manor and the Flex System Spending Account, TML Health.

**MOTION:** Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Emily Hill, to approve the renewal plan document for FY 2020-2021 between the City of Manor and the Flex System Spending Account, TML Health.

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

There was no discussion.

**Motion to approve carried 6-0**

**19. Consideration, discussion, and possible action on renewing the re-rate notice and benefits verification form for FY 2020 - 2021 between the City of Manor and the health insurance pool, TML-Health; and authorize the City Manager to execute the re-rate notice and benefits verification form.**

The City staff recommended that the City Council renew the re-rate notice and benefits verification form for FY2020-2021 between the City of Manor and the health insurance pool, TML-Health; and authorize the City Manager to execute the re-rate notice and benefits verification form.

**MOTION:** Upon a motion made by Council Member Scarbrough and seconded by Council Member Amezcua, to renew the re-rate notice and benefits verification form for FY2020-2021 between the City of Manor and the health insurance pool, TML-Health; and authorize the City Manager to execute the re-rate notice and benefits verification form.

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

There was no discussion.

**Motion to approve carried 6-0**

**20. Consideration, discussion, and possible action on renewing the FY 2020 - 2021 contract between the City of Manor and Alliance Work Partners for the Employee Assistance Program (EAP).**

The City staff recommended that the City Council approve and renew the contract between the City of Manor and Alliance Work Partners for the Employee Assistance Program (EA).

**MOTION:** Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Emily Hill, to approve and renew the contract between the City of Manor and Alliance Work Partners for the Employee Assistance Program (EA).

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

There was no discussion.

**Motion to approve carried 6-0**

**21. Consideration, discussion, and possible action on an agreement between AED 123 and the City of Manor regarding AED Devices and Services.**

The City staff recommended that the City Council approve an agreement between AED 123 and the City of Manor regarding AED devices and services.

**MOTION:** Upon a motion made by Council Member Scarbrough and seconded by Council Member Amezcua, to approve an agreement between AED 123 and the City of Manor regarding AED devices and services.

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

There was no discussion.

**Motion to approve carried 6-0**

**22. Consideration, discussion, and possible action on an appointment (s) to serve as the Capital Area Council of Governments (CAPCOG) General Assembly Representative (s) for the City of Manor.**

City Manager Bolt discussed the appointment of a second representative to serve as the CAPCOG Representative for the City of Manor.

Mayor Wallace Jr. recommended for the second appointment to be done after the November 3<sup>rd</sup> election.

**MOTION:** Upon a motion made by Council Member Scarbrough and seconded by Council Member Dr. Harvey, to postpone the second appointment until after the November 3<sup>rd</sup> General Election.

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

There was no further discussion.

**Motion to approve carried 6-0**

**23. Consideration, discussion, and possible action on a Resolution in support of the Paris Agreement.**

The City staff recommended that the City Council approve Resolution No. 2020-10 in support of the Paris Agreement.

Mayor Wallace Jr. discussed the Resolution regarding the Paris Agreement.

Resolution No. 2020-10: A Resolution of The City Council of The City of Manor, Texas, in Support of The Paris Agreement.

**MOTION:** Upon a motion made by Council Member Emily Hill and seconded by Council Member Dr. Harvey, to approve Resolution No. 2020-10 in support of the Paris Agreement.

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

There was no further discussion.

**Motion to approve carried 6-0**

**24. Consideration, discussion, and possible action to appoint two (2) Planning and Zoning Commission Members and two (2) City Council Members to serve on the Comprehensive Plan Request for Proposals (RFP) Review Committee.**

City Manager Bolt discussed the appointment of P&Z Members and Council to the Comprehensive Plan RFP Review Committee.

Assistant Development Services Director Dunlop discussed the nominations for P&Z Commission Members Julie Leonard, Philip Tryon and Jacob Hammersmith. He discussed the process for the RFP review and reasons for P&Z Members to participate.

The discussion was held regarding the process after the award and how the community would be involved.

The discussion was held regarding committee commitment during review.

Mayor Wallace Jr. opened the floor for nominations.

Council Member Dr. Harvey volunteered; and Council Member Amezcua volunteered.

**MOTION:** Upon a motion made by Mayor Pro Tem Deja Hill and seconded by Council Member Emily Hill, to appoint P&Z Member Julie Leonard; P&Z Member Philip Tryon; P&Z Member Jacob Hammersmith; Council Member Amezcua; and Council Member Dr. Harvey to the RFP Review Committee.

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

There was no further discussion.

**Motion to approve carried 6-0**

## **ADJOURNMENT**

The Regular Session of the Manor City Council Adjourned at 9:43 p.m. on Wednesday, September 16, 2020.

These minutes approved by the Manor City Council on the 7<sup>th</sup> day of October 2020.

## **APPROVED:**

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Dr. Larry Wallace Jr.  
Mayor

## **ATTEST:**

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Lluvia T. Almaraz, TRMC  
City Secretary



Ascension

# Screen & Go

## Implementation Guide

### Getting started

Screen & Go is designed to provide you with a simple way to let your employees report when they have health symptoms that may result in a need to stay away from the workplace. Screen & Go is used daily by Ascension's own caregivers and we are honored to share it with you.

### Customized URL for your organization

Screen & Go will be located at a URL that is unique to your company. This URL will be provided to you by your account manager and can be used by your employees to access Screen & Go. The URL can be distributed to your organization in a few ways, including by email, text message and printed materials. A QR code that can be scanned by a smartphone camera will also be provided.

### How to use Screen & Go

Screen & Go is simple to use for your employees. To begin, an employee enters your company's URL on their computer or mobile device. Employees go through a one-time signup process, during which they identify themselves with some basic demographic information.

The employee is then asked to answer a few questions about how they are feeling. Based on their responses to the questions, they will either arrive at an "all clear" or an "at risk" result. Employees with an "all clear" result will see a

confirmation screen they can show upon entry to the workplace. Confirmation screens will appear in alternating colors each day of the week for easy identification upon entry. Employees with an "at risk" result will receive next steps to take which include instructions on not going into the workplace and following up with their healthcare provider.

### Tips for implementation

While the Screen & Go app will be simple and easy to use for most employees, there can be challenges when implementing a new process. Below are a few situations that may arise and solutions to help make the implementation as seamless as possible for your organization.

#### ***Employee can't remember how to access Screen & Go on their phone***

At employee entrances, post signs reminding employees to use the Screen & Go app before coming to work each day. These signs should contain the URL and/or a QR code that can be used to remind them of how to access Screen & Go.

#### ***Employee does not own a smartphone***

Screen & Go can be accessed via home computer. Employees can print out the confirmation screen and present it upon arrival.



***Employee arrives at work without their smartphone***

In this situation, please prepare an alternative method for the employee to complete the health screening process. Consider asking the employee to have a conversation with a company representative.

***Employee does not receive the verification text message***

In some geographic areas and/or building types, low signal strength can cause limited cellular connectivity and potentially interfere with delivery of the initial verification text message. In this situation, please prepare an alternative method for the employee to complete the health screening process. Consider asking the employee to have a conversation with a company representative.

***Employee has questions about the terms of use (eg. where is their data stored and who can access)***

Ascension securely stores employee data in our cloud environment, where it can only be accessed by people directly supporting the Screen & Go application. Further details are available within our Terms of Use document, which can be accessed from within the Screen & Go application as well as the Ascension Employer Solutions website, <http://employersolutions.ascension.org/ourservices/screen-and-go/terms>.

**Employer Support Options**

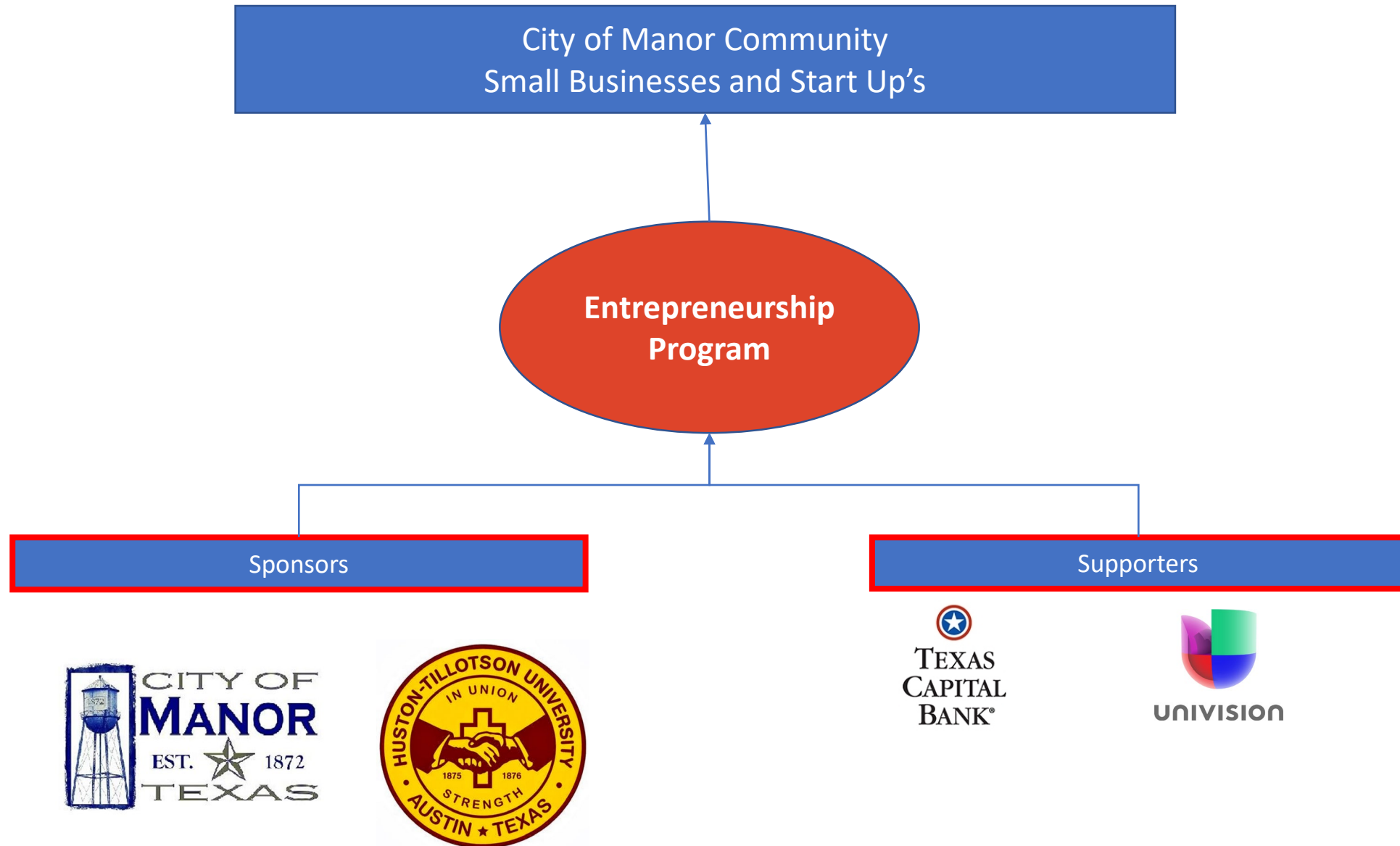
Please note that Ascension **does not provide technical support for individual employees** who have trouble using the product. Please let your employees know what to do if they are having technical issues accessing Screen & Go.

Authorized representatives of your company may submit questions and other support requests to Ascension at <http://employersolutions.ascension.org/support>. We do our best to reply in a timely manner.

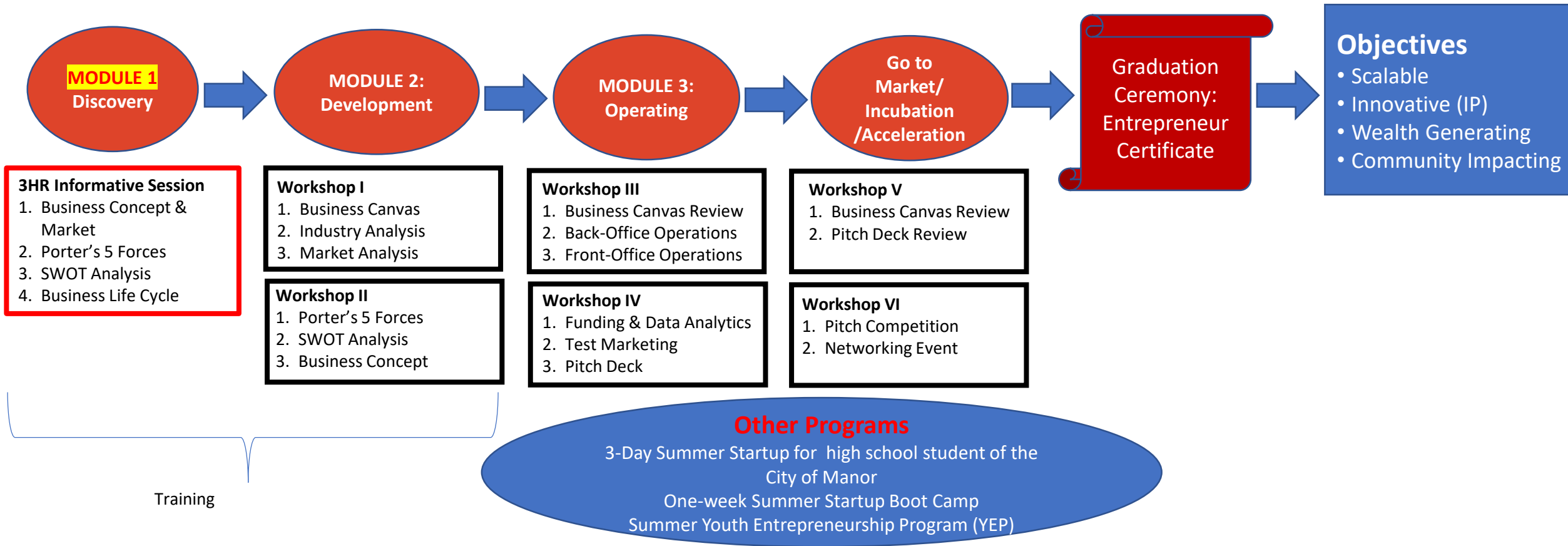


## **HTU's CEI Entrepreneurship Training Program**

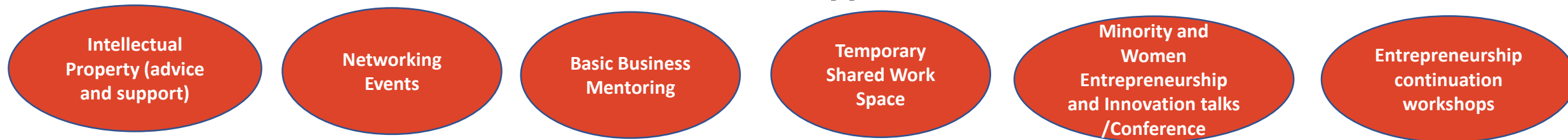
# CoM and CEI



# Program and Post Program Services



## After Certification Support Services



# Entrepreneurship Program (in English and Spanish)

## General information for each workshop

- Date: TBD (After July 2020)
- Duration:
  - 4-6 hours for workshops in module 1,
  - 6-8 hours for remaining workshops (includes 10 mins break for each class hour)
- Location: Manor City Hall
- ***Format: main theoretical concepts (first workshop) and hands on exercises for remaining workshops***
- Prerequisite(s):
  - Informative Session: None
  - Workshop 1: Informative Session
  - Workshop 2, 3, 4, 5, 6, and Graduation: Previous Workshop
  - Pitch Competition: Completed Business Canvas and Pitch Deck
  - Access to temporary /part-time space support in CEI: Graduate from the training program and submit an application for it, which will be evaluated by the CEI committee.
- Target Market: Underserved & Underprivileged Populations in the Eastern Crescent
- Maximum Capacity: 25 persons per workshop
- Cyclicality: Monthly
- Registration: Online (CEI Website registration)

**Informative Session: FREE**

**Workshops: TBD**

# Entrepreneurship Program (in English and Spanish)

## **Partnership responsibilities**

- CEI's and CoM's main responsibilities:
  - Dates and Public Relations strategy definition, and
  - Organization of the pitch competition and graduation ceremony.
- CoM's main responsibility:
  - Provide Public Relations Efforts to attract the community (email, press, TV, social media, etc.)
  - Take calls of potential participants providing general info and redirect them to CEI/CoM website for registration
- CEI's main responsibility:
  - Provide and coordinate Instructors for the training program
  - Support with Public Relations



## CivStart

CivStart is a nonprofit accelerator for government technology startups dedicated to creating an honest and inclusive ecosystem for innovative solutions to the most pressing problems faced by state and local governments.

## NLC CIE Commitment

The National League of Cities (NLC) City Innovation Ecosystems (CIE) Program is a partnership with [Schmidt Futures](#) and the [Ewing Marion Kauffman Foundation](#) that asks city leaders to commit to creating the right policies, program, and practices to ensure their communities can thrive in the global, innovation-driven economy.

By committing to work with CivStart, the NLC CIE program will cover the costs associated with CivStart's regular one-on-one work to help a city **1) Identify core challenges** with internal city processes or facing the city's communities; **2) Identify and vet potential innovative, cost-effective startups solutions** to meet those challenges; and **3) Deploy and help project manage free or low-cost pilot programs** to meet those challenges, as proof-of-concepts toward fuller-scale procurement.

## City of Manor

The City of Manor, Texas is located 12 miles northeast of Austin and is part of the Austin-Round Rock metropolitan area. The population is 10,000 residents in 10 square miles. Manor is one of the faster-growing suburbs of Austin. The City has numerous parks, outdoor activities, community events, and a small walkable downtown on the city's main street, Parsons St..

## Challenge Statement

*A challenge statement is a clear definition of the problem or challenge your government or communities are facing that doesn't specify a particular approach or solution, but allows for a number of ways the challenge can be met.*

1. **Downtown Revitalization** - The current downtown in Manor includes numerous brick and mortar stores, old residences, but with the rapidly-growing city and a coming light-rail, it is a challenge finding a shared vision of a growing downtown where the history and character of the town can be preserved while allowing for new construction, adaptation to changing residents' preferences, and growth. Another challenge is facing

businesses who might consider building, since many of the existing lots nearby are too small individually.

2. **Parking/Transportation** - With the coming light rail, and an already-walkable and bikable city, there will be increasing public transportation options. However, with the rapid growth of the city, the main street will lose a lot of its parking to road-widening, making parking a real challenge for getting residents and visitors between downtown and their homes or public-transportation options.

## Statement on Real or Perceived Conflict of Interest

In the interest of transparency, we want to ensure clarity about any real or potential conflicts of interest that may exist. CivStart is a startup accelerator that is also providing advisory services directly to local governments and we recognize this can create the appearance or reality of conflict. In order to avoid any appearance of impropriety:

- ❑ our project lead on the NLC-Kauffman CIE program (Sarah) will be different than the project lead who works directly with our startups (Anthony) on pursuing local government opportunities;
- ❑ any non-public information shared by our government partners with CivStart will be treated as confidential from startups in our accelerator unless our government partners explicitly waive this due to the need for greater speed and flexibility during a pilot program, or it is made available publicly;
- ❑ CivStart may help in the formulation of problem statements for the pilot programs, but will not be involved in the later drafting of any RFPs or formal procurement bidding processes, should they emerge from the pilot projects; and
- ❑ CivStart will, at all other times, act as a trusted partner for our government partners' interests first, making known anytime we are discussing a startup that we have financial or reputational interest in promoting.



# Wolf Tract

Re-zoning

Planning and Zoning Commission

September 9, 2020

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*America's Builder*







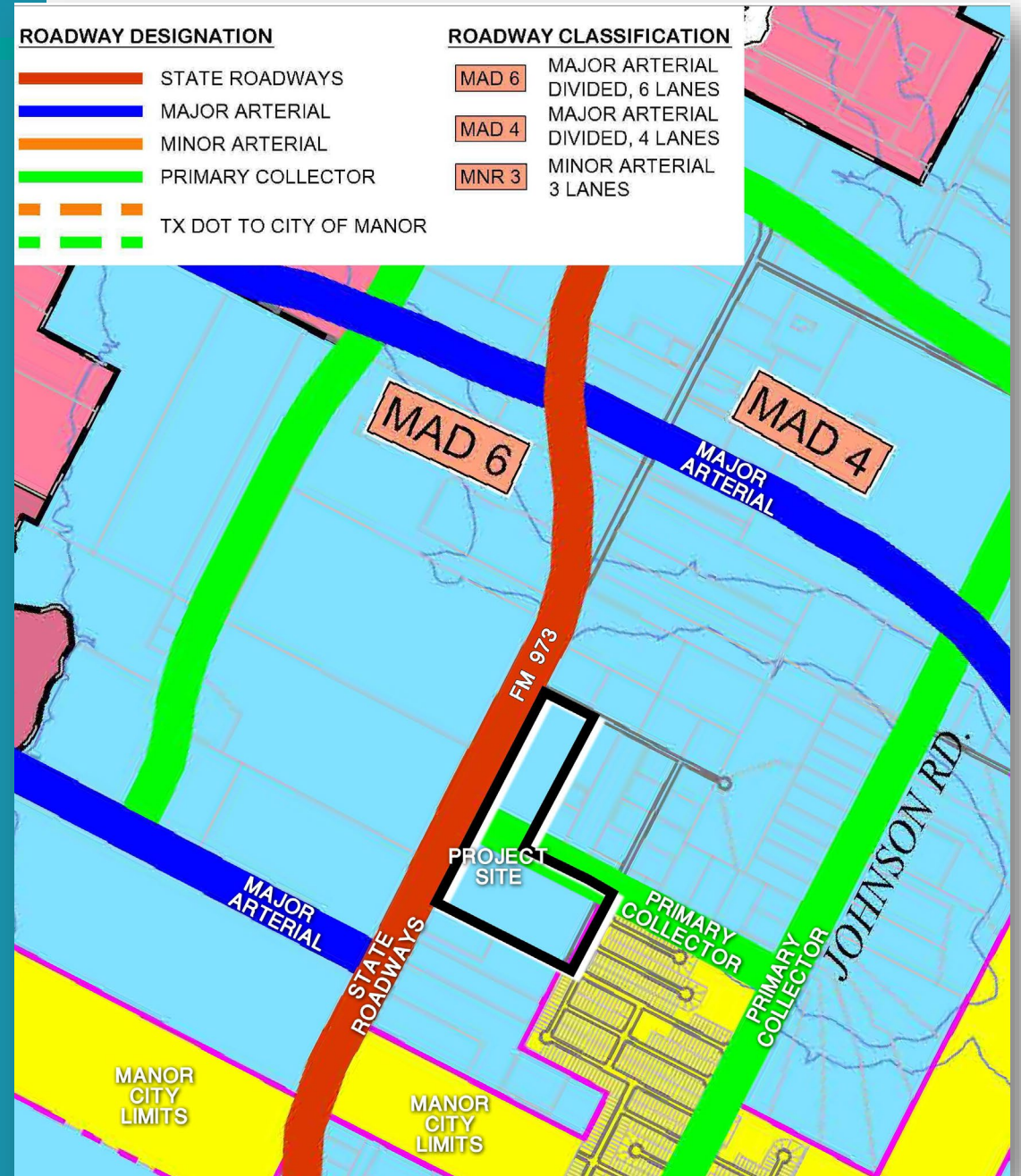
# *Context Map*

- 50.4 acres
- Located on FM 973 across from the Manor High School
- Access via Johnson Road as well as FM 973



# Manor Roadway Map

- Roadway improvements and traffic mitigation measures at the intersection of FM973 and the new Primary Collector will be identified through a TIA at the time of preliminary plan



# Manor Comprehensive Land Use Plan

## Existing Uses and Surrounding Areas

- GR – General Retail
- SF-3 – Medium Density

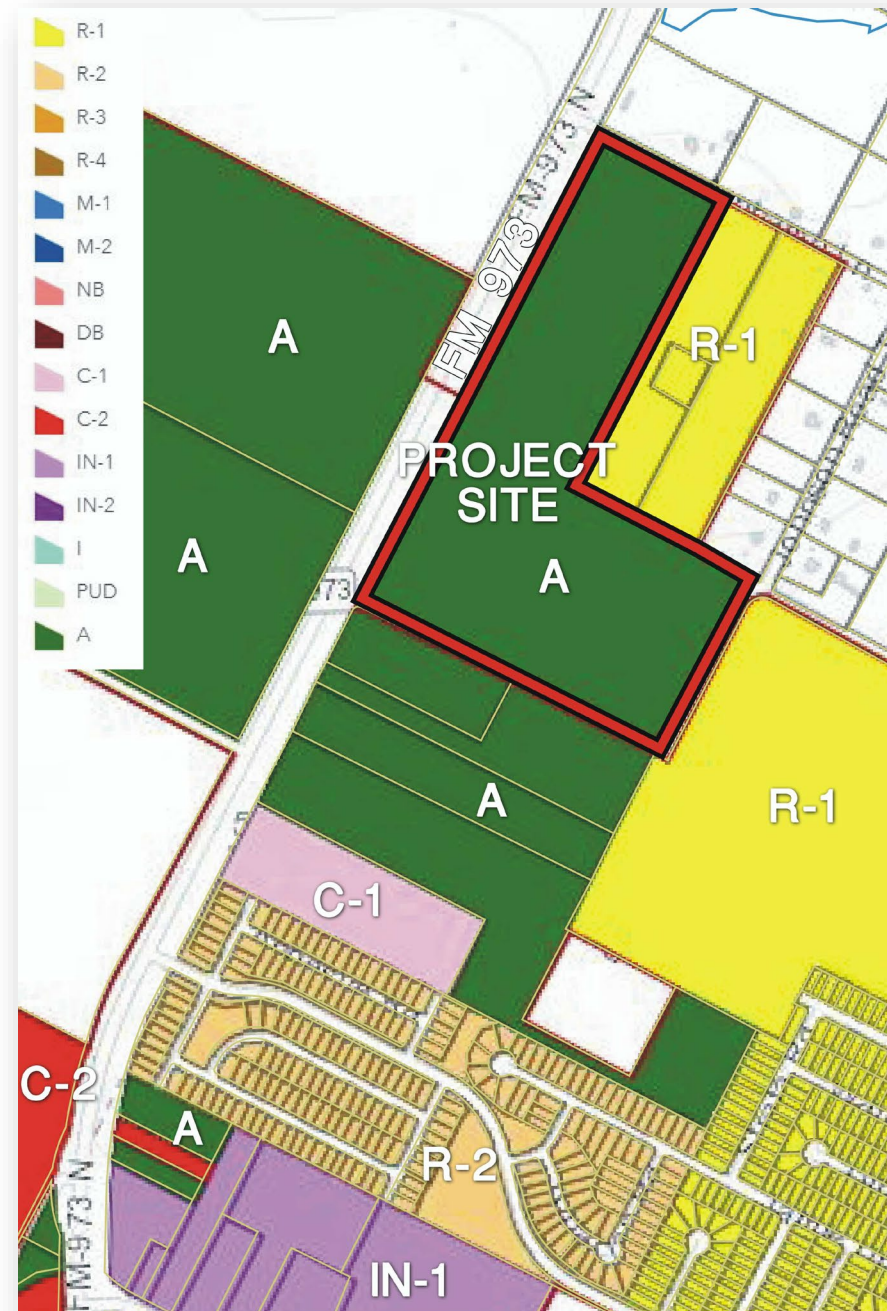


	C-PUBLIC & GEN. USE FACILITY, PUBLIC AND PRIVATE EDUCATION
	GR-GENERAL RETAIL
	HCMI-HEAVY COMMERCIAL, INDUSTRIAL, MANUFACTURING
	MF-MULT-FAMILY RESIDENTIAL
	MULTI-MIXED DEVELOPMENT
	OS-OPEN SPACE
	SF-1 LARGE LOT SINGLE FAMILY
	SF-2 LIGHT DENSITY SINGLE FAMILY
	SF-3 MEDIUM DENSITY SINGLE FAMILY
	SF-4 HIGH DENSITY SINGLE FAMILY
	MANOR ETJ
	FLOODZONE A, AE
	CITY LIMITS



## *Existing Zoning*

- Agricultural (A)





# *Proposed Zoning Plan*

- Seeking re-zoning for diverse housing product
- (TF) Two Family
- (C-2) Medium Commercial



# Thank You

