



MINUTES  
CITY COUNCIL MEETING  
201 E. PARSONS STREET  
MANOR, TEXAS 78653  
SEPTEMBER 19, 2007 at 7:00 P.M.

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**Council Members Attending**

Sharon Snowden  
Stacia Mayer  
Jamie Allen  
Ben Boatright, *Mayor Pro-Tem*  
Joe Sanchez, *Mayor*

**City Staff Present**

Phil Tate, *City Manager*  
Dustin Haisler, *Finance*  
Tom Bolt, *Director of Planning*  
Frank Phelan, *City Engineer*

**Council Members Absent**

Shelli Egger

**Call to order and announce a quorum is present.**

**Mayor Pro-Tem Ben Boatright called the meeting to order at 7:00 p.m. and announced a quorum was present.**

**Pledge to the Flag.**

**VISITORS/CITIZENS FORUM:** At this time, any person with business before the Council not scheduled on the agenda may speak to the Council. Please sign the speaker sign-in sheet if you wish to address the Council. No response may be made or action taken by the Council on these items at this meeting.

**Denise LoSchiavo addressed the City Council regarding a proposed "Walking School Bus Proclamation" and handed each member a copy of the proposed proclamation.**

**REGULAR ITEMS**

1. Consent agenda
  - a. Financial Reports
  - b. Department Reports
  - c. Minutes of meetings of:
    - August 15, 2007
    - August 22, 2007
    - September 5, 2007
    - September 6, 2007

**Motion by Councilmember Allen, seconded by Councilmember Snowden to approve the consent agenda. Motion passes unanimously 4-0**

2. Consider and appoint an interim City Secretary.

**Motion by Councilmember Snowden, seconded by Councilmember Allen to appoint Dustin Haisler as interim City Secretary. Motion passes unanimously 4-0.**

3. Consider and adopt the fiscal year 2007-2008 city budget.

**Motion by Councilmember Allen, seconded by Councilmember Mayer to adopt the fiscal year 2007-2008 city budget, Ordinance 329. Motion passes unanimously 4-0.**

4. Consider and adopt the 2007-2008 PID assessment for the Rose Hill PID.

**Motion by Councilmember Allen, seconded by Councilmember Mayer to adopt the 2007-2008 PID assessment for the Rose Hill PID City Ordinance 328, including the necessary wording changes recommended by City Staff. Motion passes unanimously 4-0.**

5. Consider and set the 2007-2008 tax rate.

**Motion by Councilmember Mayer, seconded by Councilmember Allen to approved City Ordinance 327 which sets the 2007-2008 effective tax rate at \$0.6135 per \$100 valuation. Motion passes unanimously 4-0.**

6. Consider and act upon awarding a contract for the construction of the west elevated water storage tank.

**City Engineer Frank Phelan gave his recommendation to council to award a contract to CB&I for two 500,000 gallon elevated storage tanks contingent upon a qualifications check.**

**Motion by Councilmember Allen, seconded by Councilmember Mayer to award a contract for the construction of the west elevated water storage tank to CB&I for an authorized amount of \$1,464,500.00 contingent upon a qualifications check by Jay Engineering.**

7. Consider and act upon awarding a contract for the construction of the east elevated water storage tank.

**Motion by Councilmember Mayer, seconded by Councilmember Snowden to award a contract for the construction of the east elevated water storage tank to CB&I for an authorized amount of \$1,295,500.00 contingent upon a qualifications check by Jay Engineering. Motion passes unanimously 4-0.**

**Mayor Sanchez arrives from a Capital Metro Board Meeting and takes control of the Council Meeting at 7:20 p.m.**

8. Consider and act upon a joint election agreement with Travis County.

**Motion by Councilmember Allen, seconded by Councilmember Snowden to approve a joint election agreement with Travis County for the City's Home-Rule Charter Election in November. Motion passes unanimously 4-0.**

9. Consider and act upon a nominee for the Travis County Central Appraisal District Board of Directors.

**Motion by Councilmember Allen, seconded by Councilmember Snowden to nominate Councilmember Shelli Egger as a candidate for the Travis County Central Appraisal District's Board of Directors, contingent upon her agreement. Motion passes unanimously 4-0.**

10. Consider and act upon appointments to the Planning and Zoning Commission.

**Motion by Councilmember Snowden, seconded by Councilmember Mayer to appoint Steven Shanks to the Planning and Zoning Commission. Motion passes unanimously 4-0.**

11. Consider and act upon the approval of Reserve Officer.

**Chief Snyder addressed the council regarding Isaac Ruiz's intention to return to the Manor Police Department as a reserve officer and gave his recommendation to approve him in this capacity.**

**Motion by Councilmember Snowden, seconded by Councilmember Allen to approve Isaac Ruiz as a Reserve Officer for the Manor Police Department. Motion passes unanimously 4-0.**

12. Consider and act upon Incode electronic payments contract.

**Dustin Haisler gave a presentation on the Online Bill Payments system offered by Tyler Technology's Incode Software product for the Utility Department and Municipal Court.**

**Motion by Councilmember Allen, seconded by Councilmember Boatright to approve the electronic payments contract for Tyler Technology's Incode. Motion passes unanimously 4-0.**

13. Consider and act upon amendments to the Technology Policy.

**Motion by Councilmember Allen, seconded by Councilmember Mayer to approve the amendments to the Technology policy and change the retention schedule for non-administratively valuable electronic mail from 2-years to 60 days. Motion passes unanimously 4-0.**

14. Consider and act upon a request for a waiver of the city's subdivision requirements and/or fees on a parcel of land belonging to the Mecca E. Kirkman Trust located in Manor's ETJ along Jones road, and instead accept the subdivision review and restrictions of Travis County.

**Development Services Director Tom Bolt recommended the indefinite tabling of this item.**

**Motion by Councilmember Mayer, seconded by Councilmember Boatright to indefinitely table the request for a waiver of the city's subdivision requirements and/or fees on a parcel of land belonging to the Mecca E. Kirkman Trust located in Manor's ETJ along Jones road, and instead accept the subdivision review and restrictions of Travis County. Motion passes unanimously 4-0.**

15. City Engineer's Report.

**City Engineer Frank Phelan briefed the council on the two proposed elevated storage tanks, SH-130 water tank relocation, Carriage Hills offsite utilities, creekside forced rerouting, Presidential Glen offsite utilities, Lane Street lift station, water tank inspections, wastewater master plan, water master plan, sidewalk improvements, Old Highway 20 bridge project, waste water collection system improvements, and phase 3 of the street & drainage project.**

**No action was taken on this item.**

16. City Manager's Report
- a. Board of Adjustments
  - b. Chamberlain-Eppright House
  - c. Capital Metro
  - d. Auditor
  - e. Wastewater Masterplan

**Mayor Sanchez announced the appointment of Councilmember Allen to the Capital Metro Board.**

**City Manager, Phil Tate, addressed the council on regarding the board of adjustments appointments, Chamberlain-Eppright house, new proposed auditor, and wastewater master plan.**

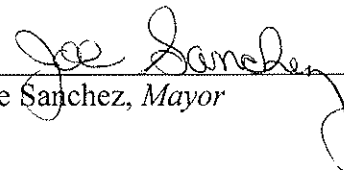
**No action was taken on these items.**

17. Adjourn

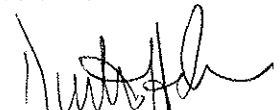
**Motion by Councilmember Allen, seconded by Councilmember Mayer to adjourn the meeting at 8:16 p.m. Motion passes unanimously 4-0.**

**These minutes were approved by the City Council on October 17, 2007 .**

**APPROVED BY:**

  
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Joe Sanchez, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Dustin Haislet  
Interim City Secretary