



**MINUTES
MANOR CITY COUNCIL MEETING
201 E. PARSONS
MANOR, TEXAS 78653
MAY 16, 2012, 7:00 P.M.**

Council Members Present:

Mayor, Jeff Turner
Place 1, Jim Hooker
Place 2, Gil Burrell (Mayor Pro-Tem)
Place 3, Rita Jonse
Place 4, Danny Scarbrough
Place 5, Rebecca Davies
Place 6, Stacia Forsythe

City Staff Attending:

Steve Shanks, City Manager
Paulina Torres, City Secretary
Tom Bolt, Development Services Director
Lydia Collins, Finance Director
Michael Tuley, Public Works Director
Robert Snyder, Chief of Police
Vanessa Drimalas, Court Clerk

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT.

The meeting was called to order by Mayor Turner at 7:01 p.m. who announced that a quorum of the City Council was present.

PLEDGE OF ALLEGIANCE

VISITOR AND CITIZEN'S FORUM

Ms. Sandra Hamilton, City of Manor resident, introduced herself to the City Council and announced her interest in filling the upcoming vacant council seat – Place 6.

CONSENT AGENDA

1. Approval of the minutes:
 - a. May 2, 2012 regular meeting

A motion was made by Council Member Burrell and seconded by Council Member Jonse to approve consent item no. 1. The motion carried unanimously.

2. Departmental Reports:
 - a. Police Department
 - b. Public Works Department

Minutes
Manor City Council Meeting
May 16, 2012

- c. Development Services Department
- d. Municipal Court

3. Financial Report

A motion was made by Council Member Scarbrough and seconded by Council Member Jonse to approve all departmental reports. The motion carried unanimously.

4. Discuss and act upon an ordinance Canvassing the Returns and Declaring the Results of the May 12, 2012 General Election of the City of Manor.

No action was taken by City Council on Agenda item no. 4, however, a special meeting to canvass the returns and declare the results of the May 12, 2012 General Election of the City of Manor was called for Wednesday, May 23, 2012 in City Hall at noon.

5. Consider and act upon a resolution denying the Mid-Tex Division of Atmos Energy Corporation's Statement of Intent to change the gas utility rates in the City of Manor.

A motion was made by Council Member Forsythe and seconded by Council Member Scarbrough to deny the Mid-Tex Division of Atmos Energy Corporation's Statement of Intent to change the gas utility rates in the City of Manor. The motion carried unanimously.

6. Discussion and possible action to set June 15, 2012 as the last day for organizations to submit applications for consideration to receive Hotel Occupancy Tax funding for this year.

City Mayor, Jeff Turner, asked if applications to be considered to receive Hotel Occupancy Tax funding would be strictly limited to only once a year. City Manager, Steve Shanks, stated applications could be accepted more than once a year if Council desired. This agenda item, he explained, was placed for the purpose of making the public aware that Council is to consider setting a deadline of June 15, 2012. A motion was made by Council Member Scarbrough and seconded by Council Member Hooker to set June 15, 2012 as the last day for organizations to submit applications for consideration to receive Hotel Occupancy Tax funding for this year. The motion passed unanimously.

EXECUTIVE SESSION

The Council adjourned into Executive Session at 7:29 p.m. pursuant to Sections 551.071, 551.074, 551.076, and 551.087, Texas Government Code, Rule 1.05, Texas Disciplinary Rules of Professional Conduct, to deliberate regarding the following:

- a. Personnel Matter(s)
- b. Economic Development
- c. City Hall security measures

ADJOURN FROM EXECUTIVE SESSION

The Council reconvened into Open Session at 8:11 p.m. for possible action as deemed appropriate in the City Council's discretion regarding:

7. Personnel matter(s) discussed in Executive Session.

No action was taken by the City Council.

8. Discuss and consider authorizing the City Manager to create the position of Assistant City Manager and define the organizational role and duties assigned to that position.

A motion was made by Council Member Davies and seconded by Council Member Scarbrough to authorize the City Manager to create the position of Assistant City Manager and define the organizational role and duties assigned to that position. The motion passed unanimously.

9. CITY MANAGER'S REPORT

- a. Deliver Independent Auditor's report for FY 2010-11 to Council
- b. Reminder that mandatory Stage I watering restrictions are now in effect
- c. Update on real estate transaction with Lion's Club
- d. Report on City Hall Building Project preferences received from public

WORKSHOP SESSION WITH CITY STAFF (discussions only, Council will take no action during the workshop session)

City Council and the City's Management Staff will hold informal discussions in a workshop setting that may include any of the following topics:

- Presentation by BLGY Architects and discussion of certain architectural/finish-out details on the City Hall Building Project (**presentation was cancelled**)
- City Website – Council Member info.


10. Adjourn.

A motion was made by Council Member Forsythe to adjourn. Council Member Scarbrough seconded the motion. Motion was approved unanimously. Mayor Jeff Turner adjourned the Council meeting at 8:19 p.m.

ATTEST:



Steve Shanks, City Manager



Jeff Turner, Mayor