



**MINUTES
MANOR CITY COUNCIL MEETING
201 E. PARSONS
MANOR, TEXAS 78653
July 11, 2012, 7:00 P.M.**

Council Members Present:

Mayor, Jeff Turner
Place 1, Jim Hooker
Place 2, Gil Burrell
Place 3, Rita Jonse
Place 4, Danny Scarbrough
Place 5, Rebecca Davies
Place 6, Vacant

City Staff Attending:

Steve Shanks, City Manager
Tom Bolt, Assistant City Manager
Paulina Torres, City Secretary

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT.

The meeting was called to order by Mayor Turner at 7:00 p.m. who announced that a quorum of the City Council was present.

PLEDGE OF ALLEGIANCE

VISITOR AND CITIZEN'S FORUM

No citizens signed up to speak during the forum.

CONSENT AGENDA

1. Approval of the minutes:
 - a. June 20, 2012 regular meeting

A motion was made by Council Member Burrell and seconded by Council Member Jonse to approve the June 20th, 2012 meeting minutes. The motion carried unanimously, 6-0.

REGULAR AGENDA

2. Discussion and possible action on proposed changes to the Seasonal Vendor Ordinance to regulate and allow for semi-permanent food establishments, and their permitting on an annual basis.

A motion was made by Council Member Scarbrough and seconded by Council Member Jonse to approve the amended Vendor Ordinance that regulates and allows for semi-permanent food establishments and their permitting on an annual basis. The motion carried unanimously, 6-0.

3. Consider and act upon a Resolution authorizing the City Manager to execute an interlocal agreement with the Texas Department of Transportation (TxDOT) enabling the Manor Police Department to participate in the proposed statewide Crash Reporting and Analysis for Safer Highways (CRASH) System at no cost to the City.

A motion was made by Council Member Davies and seconded by Council Member Scarbrough to authorize the City Manager to execute an interlocal agreement with the Texas Department of Transportation (TxDOT) enabling the Manor Police Department to participate in the proposed statewide Crash Reporting and Analysis for Safer Highways (CRASH) System at no cost to the City. The motion carried unanimously, 6-0.

4. Consider and act upon authorizing the City Manager to execute an interlocal agreement with Travis County for Emergency Law Enforcement Dispatch Services provided through Travis County Sheriff's Office Emergency Communications Center for FY 2012-2013.

A motion was made by Council Member Scarbrough and seconded by Council Member Davies to authorize the City Manager to execute an interlocal agreement with Travis County for Emergency Law Enforcement Dispatch Services provided through Travis County Sheriff's Office Emergency Communications Center for FY 2012-2013. The motion carried unanimously, 6-0.

5. Discuss, consider, and act upon an application to receive funding from the Hotel Occupancy Tax Fund by St. Gregorios Orthodox Church.

City Manager, Steve Shanks, explained that on June 20, 2012, he went over with Father Matthews the needed back-up documentation for the April 21st event the Church held and since then, has not been able to reach Father Mathews. However, Mr. Shanks continued, their event seems to have met the criteria that is needed to obtain the requested funds of \$5500. Mr. Shanks explained that these H.O.T. funds are to benefit hotels in the City and this event resulted in about 25 booked rooms for 2 days. Council Member Davies agreed that these funds are for the purpose of "heads in beds" and this event seems to have accomplished that. A motion was made by Council Member Scarbrough and seconded Council Member Burrell to postpone this agenda item until next Council meeting scheduled for the 25th of July, 2012. Motion carried unanimously, 6-0.

6. Discuss, consider, and act upon an application to receive funding from the Hotel Occupancy Tax Fund by Manor Lion's Club and Manor Chamber of Commerce.

A motion was made by Council Member Davies and seconded by Council Member Jonse to approve the application for funding of \$4,500 from the Hotel Occupancy Tax Fund to the Manor Lion's Club and Manor Chamber of Commerce. Motion passed with Council Member Burrell abstaining, 5-0.

7. Discussion of cost opinion(s) and estimated budget for the proposed City Hall Building and planned improvements to other City facilities associated with this project.

City Manager, Steve Shanks, presented to Council a summary sheet with cost estimates that to construct the new City Hall Building and Associated Projects. Mr. Shanks explained that these associated projects were the remodeling and upgrading of the existing City Hall building for the Police Department and the Public Works building at 402 W. Parsons. Upgrades and security were also included for all projects within estimate. He further explained that if the funding of these projects were accomplished through the issuance of a certificate of obligation, as is proposed by the next agenda item, the lump sum of all these projects would be combined under one issuance package. This results in lower cost to issue and administer as well as the ability to re-distribute the project budget among the three contracts, if the actual bids differ from the current estimates.

Mr. Shanks noted that the combined estimates and the costs of issuance is estimated at \$1,835,000. Using the 15-year debt service schedule and expected interest rate provided by the City's Financial Advisor, the debt service rate applied to 2012 property taxes would increase from 0.4279 to approximately 0.4967. This increase results from a combination of the debt service increase and an almost equal decrease in property valuations. If all other factors remained the same, the average home owner would realize an increase of approximately \$70.57 on their annual property taxes.

He finished discussing the estimated costs by noting that TCAD's valuation estimate was very conservative and it does not take into account the \$20.3 million dollars of new improvements Manor has already permitted through the first 2/3 of this year, almost double the improvement values permitted for the past 2 years. These improvements will leave a significant effect on next year's tax roll valuation.

No action was necessary, or taken, by Council.

8. Consider and act upon a Resolution authorizing publication of notice of intent to issue combination tax and revenue certificates of obligation.

A motion was made by Council Member Burrell and seconded by Council Member Scarbrough to authorize the publication of notice of intent to issue combination tax and revenue certificates of obligation. Motion passed unanimously, 6-0.

EXECUTIVE SESSION

The Council adjourned into Executive Session at 7:40 p.m. pursuant to Sections 551.074, Texas Government Code, Rule 1.05, Texas Disciplinary Rules of Professional Conduct, to deliberate regarding the following:

- Interview possible candidates to fill the vacant Place 6 seat on the City Council.
- Discussion of personnel matters.

ADJOURN FROM EXECUTIVE SESSION

The Council reconvened into Open Session at 8:31 p.m. for possible action as deemed appropriate in the City Council's discretion regarding:

9. Discussion and possible action to fill the existing vacancy for Place 6 on the City Council.

A motion was made by Council Member Burrell and seconded by Council Member Jonse to appoint Mr. Gene Kruppa to fill the existing vacancy for Place 6 on the City Council. Motion passed unanimously, 6-0.

10. City Secretary to administer oath to newly appointed City Council Member, if necessary.

City Secretary, Paulina Torres, administered the oath of City Council Member to Mr. Gene Kruppa.

11. Discussion and action to select a Council Member to serve as Mayor Pro-Tem.

A motion was made by Council Member Davies and seconded by Council Member Burrell to select Council Member Scarbrough as Mayor Pro-Tem. Motion passed unanimously, 7-0.

12. City Manager's Report

- a. City Personnel reviews
- b. Personnel transfers and new hires
- c. Use of new City Hall building before construction starts
- d. Effective Tax Rate Survey submitted to Travis Co. Tax Assessor-Collector
- e. Required E-Courses for new Council Members
- f. Upcoming Council business/events
 - Budget Committee
 - Visitor Center/Personnel

13. Adjourn.

A motion was made by Council Member Davies to adjourn. Council Member Jonse seconded the motion. Motion was approved unanimously. Mayor Jeff Turner adjourned the Council meeting at 8:55 p.m.

ATTEST:



Steve Shanks, City Manager



Jeff Turner, Mayor