



**MANOR CITY COUNCIL  
REGULAR MEETING  
MINUTES  
105 E. EGGLESTON STREET  
MANOR, TEXAS 78653  
NOVEMBER 19, 2014 • 7:00 P.M.**

**COUNCIL MEMBERS**

**PRESENT:**

Mayor, Rita Jonse  
Place 1, Sherri Hooker  
Place 2, Gil Burrell  
Place 3, David Cruz  
Place 4, Sharon Snowden  
Place 5, Rebecca Davies  
Place 6, Jeff Turner

**ABSENT:**

**CITY STAFF PRESENT:**

Frances Aguilar, City Secretary  
Ryan Phipps, Police Lieutenant  
Lydia Collins, Finance Director  
Jesse Parker, IT Manager  
Mike Tuley, Public Works Director  
Sarah Friberg, Court Clerk

**CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

Mayor Jonse announced that a quorum was present and the meeting was called to order at 7:00 P.M.

**PLEDGE OF ALLEGIANCE**

Lieutenant Phipps led the Pledge of Allegiance.

**PUBLIC COMMENTS**

Mr. Gene Kruppa addressed Council and gave a public thank you to Mike Tuley for having the flags at Jenna Lane Park replaced in time for Veteran's Day and to Council for attending the event.

**STAFF REPORTS**

All departmental reports were presented as follows:

1. Departmental Reports
  - Development Services – Thomas Bolt
  - Police – Chief Robert Snyder
  - Public Works – Mike Tuley
  - Municipal Court – Sarah Friberg
2. Financial Report – Lydia Collins

**Motion made to approve all the departmental and financial reports by Councilmember Snowden. Seconded by Councilmember Davies. Vote: 7 For – 0 Against.**

#### **PUBLIC HEARINGS**

3. Conduct the First Public Hearing on the proposal to approve an ordinance granting to Atmos Energy corporation, a Texas and Virginia corporation, its successors and assigns, a franchise to construct, maintain, and operate pipelines and equipment in the City of Manor, Travis County, Texas, for the transportation, delivery, sale, and distribution of gas in, out of, and through said city for all purposes; providing for the payment of a fee or charge for the use of the public rights-of-ways; and providing that such fee shall be in lieu of other fees and charges, excepting ad valorem taxes; and repealing all previous gas franchise ordinances.

**The Mayor declared the Public Hearing open at 7:15 P.M. Interim City Manager Tom Bolt addressed Council and there are no substantial changes to the agreement. There were no further comments. The Public Hearing was closed at 7:17 P.M.**

#### **REGULAR AGENDA**

4. Consideration and possible action to approve the job description and salary for the position of City Manager.

**Councilmember Turner presented the City Manager job description to Council. Discussion was held in regards to the items on the job description. Councilmember Burrell recommended that terminations of department heads be approved by Council and also requested that "Working Conditions" be deleted. City Attorney Paige Saenz advised Council that the Charter defines that the City Manager is responsible for hiring and firing department heads. She further stated the Charter prohibits Council from giving direct orders to City employees or handle non-elected members. She also said that deleting the "Working Conditions" will not miscommunicate the role. Motion to approve the City Manager job description, deleting the "Working Conditions" was made by Councilmember Burrell. Seconded by Councilmember Turner. Vote: 7 For – 0 Against.**

5. Consideration and possible action to close City offices at Noon on December 19, 2014.

**Motion to close City offices at Noon on December 19, 2014 was made by Councilmember Turner. Seconded by Councilmember Cruz. Vote: 7 For – 0 Against.**

6. Discussion of different options for housing the Police Department for the next 3-5 years.

**Interim City Manager addressed Council and explained that Mr. Dwyer was contacted to look at facilities for the Police Department. Those facilities did not meet the needs of the department. Chief Robert Snyder explained that an estimate had not been set for the project. No action taken.**

7. Discussion of role of the Charter Committee, general purpose of the City Charter and Charter amendment procedures.

**Mr. John Williams addressed Council. He stated that all meetings of the committee procedures should be in accordance with the Texas Open Meeting Act. He further stated that he hopes that Council will allow the Committee to make the recommendations. City Attorney Paige Saenz gave an overview of the Charter Committee. The Role of the committee is a represented group of citizens to review the governing document and recommends any changes. Council can accept, modify or reject recommendations. She recommended that an initial meeting be held to discuss Open Meetings Act,**

Public Information Act and to discuss time frame and plan. She stated that she would like to be active throughout the whole process.

#### EXECUTIVE SESSION

The City Council convened into Executive Session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in at 7:50 P.M.:

*Section 551.074 Personnel Matter* – to hear a report from the City Manager on a complaint against an employee.

#### OPEN SESSION

The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and to take action on item(s) discussed during Closed Executive Session at 8:48 P.M.:

8. Take action as deemed appropriate in the City Council's discretion regarding a report from the City Manager on a complaint against an employee.

No action was taken.

#### CITY MANAGER'S REPORT

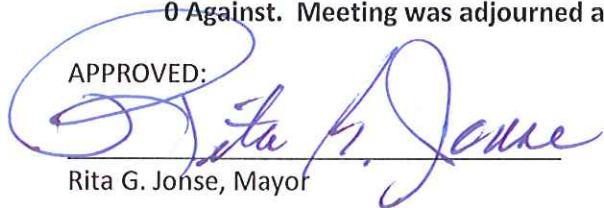
9. Upcoming events and announcements

No report given

#### ADJOURNMENT

Motion made to Adjourn by Councilmember Davies. Seconded by Councilmember Cruz. Vote 7 For – 0 Against. Meeting was adjourned at 8:50 P.M.

APPROVED:



Rita G. Jonse, Mayor

ATTEST:



Frances M. Aguilar, City Secretary