



**MANOR CITY COUNCIL  
REGULAR MEETING  
MINUTES  
105 E. EGGLESTON STREET  
MANOR, TEXAS 78653  
FEBRUARY 1, 2017 · 7:00 P.M.**

A regular meeting of the Manor City Council was held on Wednesday, February 1, 2017, in the Manor City Hall City Council Chambers at 105 E. Eggleston Street, Manor, Texas.

**COUNCIL MEMBERS**

**PRESENT:**

- Mayor, Rita Jonse
- Place 1, Gene Kruppa
- Place 2, Maria Amezcua
- Place 3, Anne Weir
- Place 4, Zindia Pierson
- Place 5, Rebecca Davies
- Place 6, Ryan Stone

**CITY STAFF**

**PRESENT:**

- Thomas Bolt, City Manager
- Ryan Phipps, Chief of Police
- James Allen, Lieutenant
- Lydia Collins, Finance Director
- Scott Dunlop, Planning Coordinator

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

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

**PLEDGE OF ALLEGIANCE**

At the request of Mayor Jonse, Ms. Lydia Collins led the Pledge of Allegiance.

**PUBLIC COMMENTS**

There were no public comments.

**PUBLIC HEARING**

1. Conduct a public hearing regarding the creation of a Public Improvement District – EntradaGlen.

Mayor Jonse opened the public hearing. A motion the public hearing be recessed February 15, 2017 was made by Council Member Weir, seconded by Council Member Kruppa. The motion carried by the following vote:

**Vote: 7 For – 0 Against**

**REGULAR AGENDA**

2. Consideration, discussion, and possible action on the creation of the EntradaGlen Public Improvement District.

**No action was taken on the agenda item.**

3. Consideration, discussion, and possible action on engaging a company to conduct a feasibility and market study for the EntradaGlen Public Improvement District.

**City Manager Tom Bolt introduced this agenda item. He stated he spoke with the City Attorney, Paige Saenz, and she stated that she is confident, with the list of businesses available, they can find a company and negotiate a contract for under \$50,000 to conduct the study. Mr. Bolt affirmed the cost would be billed to the PID and further stated that a RFP (Request for Proposal) had not been completed.**

**A motion to authorize the City Manager to enter into interviews to find a company to conduct a feasibility and market study for the EntradaGlen Public Improvement District and execute a contract if the amount is under \$50,000 was made by Council Member Davies, seconded by Council Member Amezcua. The motion carried by the following vote:**

**Vote: 7 For – 0 Against**

**The Mayor called to discuss agenda Item 10.**

4. Consideration, discussion, and possible action to appoint three Council Members to serve on the City and Manor School District Partnership Coalition Committee.

**A motion to appoint Mayor Rita Jonse, Council Member Rebecca Davies and Council Member Maria Amezcua to serve on the City and Manor School District Partnership Coalition Committee was made by Council Member Weir, seconded by Council Member Pierson. The motion carried by the following vote:**

**Vote: 7 For – 0 Against**

5. Consideration, discussion, and possible action on a resolution commencing the annexation of 10.00 acres of land, more or less; being located in Travis County, Texas and adjacent and contiguous to the City limits; and providing for open meetings and other related matters.

**Planning Coordinator, Scott Dunlop spoke on the annexation. He stated the previous voluntary annexation application, of 10 acres, was pulled by the owner and resubmitted for only 1.6 acres. In addition to the 1.6 acres, the City has decided to petition the remainder of the tract to be involuntary annexed, so all 10 acres are annexed into the City. Council Member Pierson asked why the owner was no longer seeking a voluntary annexation of the whole 10 acres. Mr. Dunlop stated the City couldn't support the owner's proposed land use but would like jurisdiction over the property since it is adjacent to single-family residence.**

**A motion to approve a resolution as presented was made by Council Member Amezcua, seconded by Council Member Stone. The motion carried by the following vote:**

**Vote: 7 For – 0 Against**

6. Discussion and possible action after a presentation by Public Sector Personnel Consultants on the Salary/Compensation Study scope, process, timelines and related topics.

**Mr. Sam Heinz of Public Sector Personnel Consultants gave a presentation of the company's proposal and scope of work and comparison cities. He stated the compensation study will be Rockdale, Bastrop, Elgin, Lockhart, Buda, Taylor, Belton and Hutto. A separate set of cities, with a population of 25,000 – 50,000, would be used for Managers and line-level staff. Council Member Davies asked if City budgets are considered when choosing Cities for comparison. Mr. Heinz stated they don't look for cities with**

similar characteristics as Manor, they look for cities with similar jobs. He further stated the City retains control of where the salaries are actually set. Mr. Heinz stated there's a one-year warranty on the work and the data is good for five to seven years. The analysis questionnaires should be completed by the end of February. The compensation comparisons will be completed and job descriptions will be updated. In early March, data should be available for the benchmark positions. In early April, a new compensation plan will be proposed based on the survey findings.

A motion to include Marble Falls as a comparison city was made by Council Member Davies, seconded by Council Member Amezcua. The motion carried by the following vote:

**Vote: 7 For – 0 Against**

#### **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 7:53 P.M.:**

*Section 551.074 Personnel Matter – Interview candidates for appointment to fill one vacancy on the City of Manor Planning and Zoning Commission, Place 1.*

*Section 551.074 Personnel Matter – Discuss possible changes to the City of Manor Staff Organizational Chart*

*Section 551.074 Personal Matter – Discuss City Manager annual review.*

#### **OPEN SESSION**

**The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and to act on item(s) discussed during Closed Executive Session at 8:55 P.M.**

7. The appointment of a Commissioner to serve on the City of Manor Planning and Zoning Commission, Place 1.

**A motion to appoint Julie Leonard to the City of Manor Planning and Zoning Commission, Place 1 position was made by Council Member Davies, seconded by Council Member Pierson. The motion carried by the following vote:**

**Vote: 6 For – 0 Against, Council Member Amezcua abstained from the agenda item.**

8. Discussion and possible action to approve changes to the City of Manor Staff Organizational Chart.

**A motion to adopt changes to the City of Manor Staff Organizational Chart was made by Council Member Davies, seconded by Council Member Kruppa. The motion carried by the following vote:**

**Vote: 7 For – 0 Against**

9. Discuss and possible action regarding the City Manager annual evaluation.

**No action was taken on the agenda item.**

10. Consideration, discussion and possible action on the resolution authorizing the Manor Police Department to submit an application for the Justice Assistance Grant (JAG) Program through the Office of the Governor, Criminal Justice Division for funding the purchase of an equipped crime scene van.

**Lieutenant James Allen gave an overview of the grant. He stated the purpose of the grant is to purchase a crime scene vehicle, fully equipped with all the items needed for investigators to conduct forensics investigations. The City would not have to match funds for this grant.**

**A motion to approve a resolution authorizing the Manor Police Department to submit an application for the Justice Assistance Grant (JAG) Program through the Office of the Governor, Criminal Justice Division for funding the purchase of an equipped crime scene van was made by Council Member Kruppa, seconded by Council Member Pierson. The motion carried by the following vote:**

**Vote: 7 For – 0 Against**

**The Mayor called to discuss agenda Item 11.**

11. Consideration, discussion and possible action on the resolution authorizing the Manor Police Department to submit an application for the General Victim Assistance Direct Services Program (VOCA) through the Office of the Governor, Criminal Justice Division for funding the Manor Victim Services Network Project.

**Lieutenant James Allen gave an overview of the grant. He stated the grant would be used to hire and train a Victim Service Coordinator and Victim Service Specialist. He stated the grant was for \$139,000 with a 20% match for the first year, and can have in-kind matching. The City would also enter into an Interlocal Agreement, to provide victim services, with Lago Vista and Jonestown Police Department. Lt. Allen further stated the grant was for one year but the City would reapply and the grant would phase out over five years.**

**A motion to approve a resolution authorizing the Manor Police Department to submit an application for the General Victim Assistance Direct Services Program (VOCA) through the Office of the Governor, Criminal Justice Division for funding the Manor Victim Services Network Project was made by Council Member Kruppa, seconded by Council Member Weir. The motion carried by the following vote:**

**Vote: 7 For – 0 Against**

**The Mayor continued with Agenda Item 4.**

**ADJOURNMENT**

A motion to Adjourn made by Council Member Stone. Seconded by Council Member Kruppa. The motion carried by the following vote:

Vote 7 For – 0 Against.

Meeting was adjourned at 8:56 P.M.

**APPROVE:**



Rita G. Jonse,  
Mayor

**ATTEST:**



Frances M. Aguilar, TRMC, CMC  
City Secretary