



**CITY COUNCIL  
REGULAR SESSION MINUTES  
JULY 5, 2017**

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**Present:**

Rita Jonse, Mayor

**Council Members:**

Gene Kruppa, Mayor Pro Tem, Place 1  
Maria Amezcua, Place 2  
Anne R. Weir, Place 3  
Zindia Pierson, Place 4  
Rebecca Davies, Place 5  
Ryan Stone, Place 6

**City Staff:**

Thomas Bolt, City Manager  
Lydia Collins, Director of Finance  
Paige Saenz, City Attorney

**REGULAR SESSION – 7:00 P.M.**

With a quorum of the Council Members present, the regular session of the Manor City Council was called to order by Mayor Rita Jonse at 7:00 p.m. on Wednesday, July 5, 2017, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**PLEDGE OF ALLEGIANCE**

At the request of Mayor Rita Jonse, Pete Dwyer with Dwyer Realty Companies, led the Pledge of Allegiance.

**PRESENTATIONS**

No presentations at this time.

**PUBLIC COMMENTS**

No one appeared to speak at this time.

## CONSENT AGENDA

### 1. Consideration, discussion, and possible action to approve the minutes for the June 21, 2017 City Council Regular Meeting.

City Manager Tom Bolt stated minutes for the June 21, 2017 were not completed and would be presented on the next City Council meeting July 19, 2017 for approval. No action taken.

## PUBLIC HEARING

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

Tom Bolt, City Manager recommendation was that the City Council recess the public hearing to the August 2, 2017 City Council meeting.

Pete Dwyer, 9900 Highway 290 East, Manor, Texas spoke before the City Council regarding the information binder of the creation of the EntradaGlen PID distributed to City Manager Tom Bolt, City Council and staff. Mr. Dwyer stated that when the EntradaGlen PID was first presented the City Manager Tom Bolt, City Engineer Frank Phelan, and City Attorney Paige Saenz asked twenty-seven (27) questions to be answer and clarify regarding the economic benefit to the City of Manor. Mr. Dwyer briefly stated that the binder represents the answers, data work and calculations behind all questions. Mr. Dwyer was available to address any questions posed by the City Council.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Stone, the Council voted seven (7) For and none (0) Against to recess the public hearing to the August 2, 2017. The motion carried.

### 3. Conduct a public hearing regarding the proposed Land Use Assumptions and Capital Improvement Projects as provided by the 2016 Community Impact Fee Advisory Committee.

Tom Bolt, City Manager was available to address any questions posed by the City Council, recommendation was that the City Council close public hearing.

**MOTION:** Upon a motion made by Council Member Stone and seconded by Council Member Kruppa, the Council voted seven (7) For and none (0) Against to close the public hearing regarding the proposed Land Use Assumptions and Capital Improvement Projects as provided by the 2016 Community Impact Fee Advisory Committee. The motion carried.

## REGULAR AGENDA

### 4. Presentation and possible discussion regarding results of Salary Study prepared by Public Sector for the City of Manor.

Samuel M. Heinz, PSCP conducted the attached PowerPoint Presentation of the Salary Study for City Council consideration. Discussion was held regarding classification and compensation study for the City of Manor. Mr. Heinz discussed the Study Phases Completed; Approved Agencies for Comparison; the Survey Illustration; Overall Survey Findings and Recommendations and Cost for Implementation.

Mr. Heinz recommendation was that the City Council adopt the new salary schedule based on survey findings and place individuals appropriately into ranges based on time in job, need to prevent compression.

Mayor Jonse expressed her observation and was glad to see the survey results, she stated the study needed to be done and thanked Mr. Heinz for doing a great job. She was glad to see the City was competitive. She also appreciated the time and hard work that was put in with City staff.

The City staff's recommendation was that the City Council accept the Salary Study report as presented. No action taken.

**5. Discussion, consideration and possible action to include the findings and recommendations of the Salary Study performed by Public Sector in the City of Manor Personal Policy.**

City Manager Tom Bolt discussed salary study findings on the ranges per job classifications. He stated adjustments will need to be made to some job descriptions. He discussed the salary ranges per job class for minimum, midpoint, and maximum depending on the experience and tenure with the City.

Council Member Gene Kruppa asked about certification requirements for salary ranges.

City Manager Tom Bolt explained how salary reflects what certification requirements are depending on the position.

The City staff's recommendation was that the City Council include the study results as an addendum to the City of Manor Personnel Policy.

**MOTION:** Upon a motion made by Council Member Davies and seconded by Council Member Weir, the Council voted seven (7) For and none (0) Against to include the findings and recommendations of the Salary Study performed by Public Sector in the City of Manor Personal Policy. The motion carried.

**6. Discussion, consideration and possible action to adjust salaries identified in the Public Sector Study to recommended grades and dollar amounts provided.**

City Manager Tom Bolt discussed the salary adjustments needed and identified by the Public Sector Study based on experience and responsibilities of the position.

Lydia Collins, Director of Finance, was present to address any questions posed by the City Council.

Council Member Ryan Stone asked if the City had the funds for adjustments. Lydia Collins, Director of Finance replies yes and the City Manager Tom Bolt explains annual cost for implementation and confirms that cost will be reduce this year.

Council Member Davies asked if salary adjustments include the exact recommendations that were suggested to be implemented by City Council. City Manager Tom Bolt confirms that the recommendations are the same and because of the increase there will be no cost of living increase in the fall.

Mayor Jonse comments by moving forward with the recommendations the City salaries will be in place, she was also pleased on the results of the study.

**MOTION:** Upon a motion made by Council Member Stone and seconded by Council Member Kruppa, the Council voted seven (7) For and none (0) Against to adjust salaries identified in the Public Sector Study to recommended grades and dollar amounts provided. The motion carried.

## **EXECUTIVE SESSION**

In accordance with Texas Government Code, Subchapter D, the Manor City Council convened into Executive Session at 7:23 p.m., on Wednesday, July 5, 2017, City Council Conference Room of the Manor City Hall, 105 E. Eggleston St., Manor, Texas, in order to discuss matters pertaining the following:

*Section 551.074 Personnel Matter – City Manager Contract*

*Section 551.071 Consultation with Attorney*

The Executive Session was adjourned at 7:43 p.m. on Wednesday, July 5, 2017.

## **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.

Mayor Jonse reconvened the Open Session of the Manor City Council at 7:43 p.m. on Wednesday, July 5, 2017, in the Council Chambers of the Manor City Hall.

### **7. Take action as deemed appropriate in the City Council's discretion regarding the City Manager contract.**

**MOTION:** Upon a motion made by Council Member Davies and seconded by Council Member Kruppa, the Council voted seven (7) For and none (0) Against to approve the amendment to the city managers contract as discussed as well as the salary adjustment effective July 9, 2017. The motion carried.

### **8. Consideration, discussion, and possible action on the creation of a Public Improvement District – EntradaGlen.**

City Manager Tom Bolt recommendation was that the City Council postpone item to the August 2, 2017 City Council meeting.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Pierson, the Council voted seven (7) For and none (0) Against to postpone the creation of a Public Improvement District-EntradaGlen to the August 2, 2017 City Council meeting. The motion carried.

### **9. Consideration, discussion, and possible action on a resolution approving the land use assumptions and capital improvements plan for the City's water and wastewater impact fee service area and declaring an effective date.**

City Manager Tom Bolts explains item and clarifies that item is not a zoning request. He explains the process with the Planning Commission.

The City staff's recommendation was that the City Council approve the resolution approving the land use assumptions and capital improvements plan for the City's water and wastewater impact fee service area and declaring an effective date.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Amezcua, the Council voted seven (7) For and none (0) Against to approve a resolution approving the land use assumptions and capital improvements plan for the City's water and wastewater impact fee service area and declaring an effective date of July 5, 2017. The motion carried.

**10. Consideration, discussion, and possible action on a second reading of an ordinance rezoning 127.220 acres more or less, located in the A.C. Caldwell Survey, Abstract No. 124, Travis County, Texas, and being a portion of that certain called 267.942 acre tract of land conveyed to Sky Village Kimbro Estates, LLC, as described in document number 2016214460, Official Public Records of Travis County, located near the intersections of Bois D'Arc Road and Tower Road, from R-1 Single Family to R-2 Single Family with a waiver from Code of Ordinances, Chapter 14, Exhibit A, Article II, Section 20(j) Height and Placement Requirements, Chart 1 to allow for 6,000 square foot lots. Owner: Gordon Reger, Sky Village Kimbro Estates LLC. Applicant: Alex Granados, Kimley-Horn.**

The City staff's recommendation was that the City Council postpone item to the July 19, 2017 City Council meeting so the applicant can provide a presentation of their overall development plan.

**MOTION:** Upon a motion made by Council Member Pierson and seconded by Council Member Amezcua, the Council voted seven (7) For and none (0) Against to postpone item to the July 19, 2017 City Council meeting. The motion carried.

**11. Consideration, discussion, and possible action on a waiver for Lots 4 and 5 Block 11 Town of Manor, locally known as 900 North Lexington Street, from City of Manor Code of Ordinances, Chapter 4, Article 4.03 Section 4.03.004(b) Parking for Semi-Permanent Food Establishments to waive the requirement for off-street parking. Owner: Rethann Glass. Applicant: Ingrid and Chris Cannon.**

City Manager Tom Bolt discussed location and parking issues. He stated that he has spoken to the property owner Ms. Glass regarding parking situation but at this time she is unable to accommodate parking. He briefly explained situations and complaints from neighbors and local businesses regarding parking issues in the area from previous years.

Ingrid Cannon, applicant spoke before the City Council regarding her business of the ice cream parlor to be established. Her concerns are the parking issues and is requesting a waiver for the requirement off-street parking at this time.

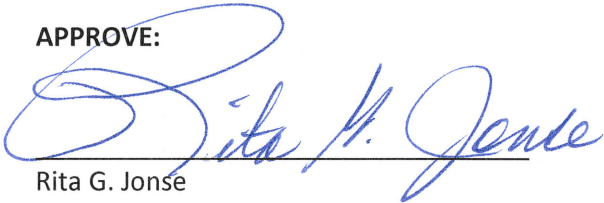
The City staff's recommendation was that the City Council monitor the site for parking issues and approve the waiver for a term of twelve (12) months.

**ADJOURNMENT**

**MOTION:** Upon a motion made by Council Member Stone and seconded by Council Member Amezcua, the Council voted seven (7) For and none (0) Against to adjourn the regular session of the Manor City Council at 8:00 p.m. on Wednesday, July 5, 2017. The motion carried.

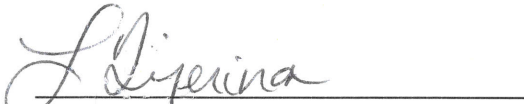
These minutes approved by the Manor City Council on the 19<sup>th</sup> day of July, 2017.

**APPROVE:**



Rita G. Jonse  
Mayor

**ATTEST:**



Lluvia Tijerina  
City Secretary

