



**CITY COUNCIL
REGULAR SESSION MINUTES
AUGUST 16, 2017**

PRESENT:

Rita G. Jonse, Mayor

COUNCIL MEMBERS:

Gene Kruppa, Mayor Pro-Tem, Place 1
Maria Amezcua, Place 2
Anne R. Weir, Place 3
Zindia Pierson, Place 4 (Arrived at 7:43 p.m.)
Rebecca Davies, Place 5 (Arrived at 7:10 p.m.)
Todd Shaner, Place 6

CITY STAFF:

Thomas Bolt, City Manager
Lluvia Tijerina, City Secretary
Scott Dunlop, Planning Coordinator
Lydia Collins, Director of Finance
Ryan Phipps, Chief of Police
Denver Collins, Captain
Mike Tuley, Public Works Director
Anthony Valchar, Streets/Parks Superintendent
Sarah Friberg, Court Clerk
Paige Saenz, City Attorney

PRESENTATION

1. Presentation of Certificate of Appointment by Mayor Pro-Tem Kruppa and Oath-of-Office to Newly Appointed Council Member, Place 6 – Todd Shaner by City Secretary.

At the request of City Manager Bolt, Gene Kruppa, Mayor Pro-Tem, read and presented the Certificate of Appointment to newly appointed Council Member, Place 6 – Todd Shaner. Following the presentation, City Secretary, Lluvia Tijerina, administered the oath-of office.

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 G. Jonse at 7:00 p.m. on Wednesday, August 16, 2017, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

PLEDGE OF ALLEGIANCE

At the request of Mayor Jonse, Thomas Bolt, City Manager, led the Pledge of Allegiance.

PUBLIC COMMENTS

Bruce Sly, 11617 Briarcreek Loop, Manor, Texas, spoke before the City Council regarding the traffic issues on FM973. He discussed the Briarcreek Community concerns regarding Ergon Asphalt & Emulsions, Inc. pollution and truck traffic issues. Mr. Sly suggested for the City Council to adopt an ordinance prohibiting trucks in certain streets in Manor.

City Manager Bolt stated the City has an ordinance prohibiting trucks on the City's local streets. He stated all other roadways are state-owned and the City did not have authority to regulate state-owned streets.

No one else appeared to speak at this time.

CONSENT AGENDA

- 2. Consideration, discussion, and possible action to approve the City Council Minutes of the August 2, 2017, Joint Workshop Meeting.**
- 3. Consideration, discussion, and possible action on acceptance of the July 2017 Departmental Reports:**
 - **Development Services – Scott Dunlop**
 - **Police – Chief Ryan Phipps**
 - **Municipal Court – Sarah Friberg**
 - **Public Works – Mike Tuley**

Council Member Amezcua thanked the Public Works Department for their hard work and for the detailed monthly report.

- 4. Consideration, discussion, and possible action on the acceptance of the unaudited July 2017 Monthly Financial Report.**

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Amezcua, the Council voted six (6) For and none (0) Against to approve and adopt all items on the consent agenda. Council Member Pierson was not present during this item. The motion carried unanimously.

PUBLIC HEARING

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

The City staff's recommendation was that the City Council recess the public hearing regarding the creation of a Public Improvement District – EntradaGlen to the September 6, 2017, City Council meeting.

Mayor Jonse opened the public hearing.

Council Member Davies inquired the City staff's recommendation. City Manager Bolt stated the reasons would become apparent on items that would be discussed later in the meeting.

Pete Dwyer, 9900 Highway 290 E. Manor, Texas, stated he approved the City staff's recommendation to recess the public hearing to the September 6, 2017, City Council meeting.

MOTION: Upon a motion made by Council Member Davies and seconded by Council Member Kruppa, the Council voted six (6) For and none (0) Against to recess the public hearing regarding the creation of a Public Improvement District – EntradaGlen to the September 6, 2017, City Council regular meeting. Council Member Pierson was not present during this item. The motion carried unanimously.

6. Conduct the first public hearing on the FY 2017-2018 Proposed Annual Budget of the City of Manor, Texas.

The City staff's recommendation was that the City Council conduct the first public hearing on the FY 2017-2018 proposed annual budget of the City of Manor, Texas.

Mayor Jonse opened the public hearing.

City Manager Bolt explained the budget process and how it is proposed with all City department heads. The discussion was held regarding each City department's proposed expenditures. City Manager Bolt stated there were no administration changes, besides the salary adjustments that had been approved by City Council earlier in the year. He discussed the expenditures needed for the Public Works Department. He explained the negotiations on the maintenance by the City with the surrounding subdivisions regarding the community parks. City Manager Bolt stated the Development Services Department is in need of a new position, a Commercial Plan Reviewer that will help the Building Inspector.

Lydia Collins, Director of Finance discussed the mobile command center that is needed for the Police Department. She discussed the annual dispatch fees that are going up yearly. Mayor Jonse asked if the Police Department already had the mobile command center. City Manager Bolt clarified the mobile command center hasn't been purchased but it's on hold. He explained the expenditures for the command center would come out of the FY2018-2019 budget, and stated at this time what was needed is the authorization and approval from the City Council to move forward. Director of Finance Collins explained other expenditures the Police Department will have and how some items will help offset the FY2018-2019 budget.

Council Member Weir inquired about the annual dispatch fees. Ryan Phipps, Chief of Police, clarified how dispatch fees are paid to the Travis County Sherriff's Office for the emergency services provided to the City. City Manager Bolt stated fees will be increasing. The discussion was held regarding exploring other options for the City and possibly having a communication center in the future. Chief of Police Phipps stated Travis County fees are expensive and is evaluating other options for the City.

Council Member Kruppa inquired about the command center for the Police Department. Chief of Police Phipps explained how the command center would benefit the Police Officers on a major scene and would keep Officers on site at all times. He expressed the importance of the command center for the Police Department on different circumstances. The discussion was held regarding the use of the command center for private conversations from the media and how it would eliminate the run around to the Police Station.

City Manager Bolt discussed the maintenance increase expenditures in the Public Works Department for the cemetery. He stated how all expenditures have been kept balanced for the proposed budget.

Director of Finance Collins explained the separation of the Streets and Parks Departments. The discussion was held regarding the separation of both departments and how expenditures were split on the revised proposed budget. Council Member Davies inquired about the salary for the Street Department. Director of Finance Collins explained how the separation of the both departments made the salary amount different on the line item. She clarified it would not affect the Street Department salary.

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Weir, the Council voted six (6) For and none (0) Against to close the first public hearing on the FY 2017-2018 proposed annual budget of the City of Manor, Texas. Council Member Pierson was not present during this item. The motion carried unanimously.

7. Conduct the first public hearing on the FY 2017-2018 Proposed Property Tax Rate of the City of Manor, Texas.

The City staff's recommendation was that the City Council conduct the first public hearing on the FY 2017-2018 proposed property tax rate of the City of Manor, Texas.

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

Mayor Jonse opened the public hearing.

City Manager Bolt explained the decrease of the proposed property tax rate of 0.7722 for the City of Manor. He clarified how the notice reads for the increased value of development in the City and not an increase in the tax rate. He stated what was being proposed was the tax rate of 0.7722 which is the Roll Back Rate that the taxation office has provided to the City.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Amezcua, the Council voted six (6) For and none (0) Against to close the first public hearing on the FY 2017-2018 proposed property tax rate of the City of Manor, Texas. Council Member Pierson was not present during this item. The motion carried unanimously.

REGULAR AGENDA

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

The City staff's recommendation was that the City Council postpone the creation of a Public Improvement District – EntradaGlen to the September 6, 2017, City Council meeting.

MOTION: Upon a motion made by Council Member Davies and seconded by Council Member Amezcua, the Council voted six (6) For and none (0) Against to postpone the creation of a Public Improvement District – EntradaGlen to the September 6, 2017, City Council meeting. Council Member Pierson was not present during this item. The motion carried unanimously.

9. Consideration, discussion, and possible action on City owned equipment and fleet to be auctioned off.

The City staff's recommendation was that the City Council allow staff to utilize GovDeals for auction services.

At the request of City Manager Bolt, Anthony Valchar, Streets/Parks Superintendent, gave a brief description of GovDeals.com Services. He discussed items that could be auction off from different departments. He explained the warranties that are available on some items and how the City could benefit from selling old items that have been in storage for some time.

Benjamin Van Buskirk with GovDeals, 100 Capitol Commerce Blvd. Montgomery, Alabama spoke before City Council and explained the services that are being offered to the City of Manor. He discussed how the auction works and what the benefits are to the City. He explained how items are auction off and how items are picked up from current locations. He gave a brief listing on other entities that have used GovDeals for auction services.

Mayor Jonse inquired about the complete process of the auction services. Mr. Buskirk stated the process is similar to the Ebay auction site. He explained how the process works and assured that representatives are available to assist the staff with any questions. The discussion was held regarding the 12.5 percentage for the services and how the City could charge a buyer's premium. Mr. Buskirk explained the bidding process.

City Manager Bolt stated a list had been compiled to be auction off and would be presented to City Council soon for approval.

No action was taken.

10. Consideration and possible action on a letter agreement with Cottonwood Holdings Ltd regarding ShadowView Commercial Section 3 Construction Plans and Final Plat and Abandonment of a portion of Manor Downs.

The City staff's recommendation was that the City Council accept the letter agreement with Cottonwood Holdings Ltd regarding ShadowView Commercial Section 3 Construction Plans and Final Plat and Abandonment of a portion of Manor Downs.

City Manager Bolt briefly explained the abandonment of a portion of Manor Downs.

Pete Dwyer, 9900 Highway 290 E. Manor, Texas spoke before the City Council in regards to the construction plans and final plat and abandonment of a portion of Manor Downs. He stated staff had worked very hard to compile all information required. He stated the appraisal for the property had been done as recommended by City Attorney, Paige Saenz.

The discussion was held regarding the construction plans.

Mayor Jonse inquired about the extension of the roads. Mr. Dwyer explained how the extension of the road would be by the church and the new shopping center.

Mr. Dwyer explained how item 10 and item 11 relate to each other. He discussed the letter agreement with Cottonwood Holdings Ltd and the City of Manor and explained all the requirements that would need to be done by Cottonwood Holding Ltd. He stated an ordinance would need to be approved providing for the closure and abandonment of portions of the Manor Downs right-of-way and authorizing exchange of said portion of Manor Downs for other right-of-way.

The discussion was held regarding the timing of the whole project and how the creation of the project would have potential commercial tax property and give revenue to the City.

Mr. Dwyer explained how the project is a companion to the extension of Gregg Manor South of Hwy. 290 that ties into Parsons Street.

The discussion was held regarding the transportation network that would benefit the citizens, school district and children in the community.

Mr. Dwyer stated the Gregg Manor South Plans will be presented to the Planning and Zoning Commission on their next meeting for approval.

Mr. Dwyer explained all the road extensions that would be done in the City. He is requesting City Council's approval for item 10 and item 11.

Council Member Weir inquired about the extension by the Lion's Club. Mr. Dwyer clarified the extension would also include the Lion's Club area.

Council Member Pierson arrived during this item at 7:43 p.m.

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 letter agreement with Cottonwood Holdings Ltd regarding ShadowView Commercial Section 3 Construction Plans and Final Plat and Abandonment of a portion of Manor Downs. The motion carried unanimously.

11. Consideration and possible action on an ordinance providing for the closure and abandonment of portions of the Manor Downs right-of-way and authorizing exchange of said portion of Manor Downs for other right-of-way and providing for related matters.

The City staff's recommendation was that the City Council approve an ordinance providing for the closure and abandonment of portions of the Manor Downs right-of-way and authorizing exchange of said portion of Manor Downs for other right-of-way and providing for related matters.

City Manager Bolt along with Pete Dwyer, 9900 Highway 290 E. Manor, Texas were both available to address any questions posed by the City Council.

MOTION: Upon a motion made by Council Member Davies and seconded by Council Member Weir, the Council voted seven (7) For and one (0) Against to approve an ordinance providing for the closure and abandonment of portions of the Manor Downs right-of-way and authorizing exchange of said portion of Manor Downs for other right-of-way and providing for related matters. The motion carried unanimously.

12. Consideration and possible action on a Deposit and Reimbursement Agreement for Proposed Public Improvement District (EntradaGlen).

Paige Saenz, City Attorney, was available to address any questions posed by the City Council.

The City staff's recommendation was that the City Council approve a Deposit and Reimbursement Agreement for Proposed Public Improvement District (EntradaGlen).

City Manager Bolt explained the analyst that is needed for the PID proposal. He explained the deposit and reimbursement agreement for the services of the analyst for the EntradaGlen PID.

The discussion was held regarding the amount of the deposit. City Attorney Saenz explained the deposit amount. She explained how the deposit covers the professional service fees for the Engineer, Attorney, and PID Consultant. She stated the PID Consultant has agreed to help track the deposit so that as the deposit is depleted if more revenue is needed it can be requested by the developer. She stated it is a standard procedure in a development agreement for the developer to cover any professional service fees.

MOTION: Upon a motion made by Council Member Davies and seconded by Council Member Pierson, the Council voted seven (7) For and none (0) Against to approve a Deposit and Reimbursement Agreement for Proposed Public Improvement District (EntradaGlen). The motion carried unanimously.

13. Consideration and possible action on an Agreement for Manor Public Improvement District Feasibility and Formation Services (EntradaGlen) with P3Works, LLC.

The City staff's recommendation was that the City Council approve an agreement for Manor Public Improvement District Feasibility and Formation Services (EntradaGlen) with P3Works, LLC.

Paige Saenz, City Attorney, advised for the City to hire a PID Consultant that would help analyze the proposals for the EntradaGlen and Sky Village PID's. She explained the PID Consultant's services to the City and City staff.

Jon Snyder, with P3Works, 1808 W. 6th Street, Austin, Texas spoke before City Council and discussed the services that would be provided to the City. He briefly explained how he would be available to guide the City and staff with any recommendations regarding the PID's.

City Attorney Saenz stated she has worked with and without PID Consultants in the past and she recommends for the City to hire a PID Consultant to provide professional expertise consultation for City Staff.

The discussion was held regarding the steps that would be reviewed and completed by the PID Consultant and how the fees would be paid by the Developer.

Rick Rosenberg, with DPFG Inc., 8140 N. Mopac Expressway, Austin, Texas spoke before City Council in support of this item. He stated he is the Financial Advisor for the Developer and is recommending for the City to hire P3Works, LLC. He briefly stated he has worked with P3Works, LLC in the past on other projects and is looking forward to work with them on current projects.

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 approve an Agreement for Manor Public Improvement District Feasibility and Formation Services (EntradaGlen) with P3Works, LLC. The motion carried unanimously.

14. Consideration and possible action on an Agreement for Manor Public Improvement District Feasibility and Formation (Sky Village) with P3Works, LLC.

The City staff's recommendation was that the City Council approve an agreement for Manor Public Improvement District Feasibility and Formation (Sky Village) with P3Works, LLC.

Paige Saenz, City Attorney along with Jon Snyder with P3Works, 1808 W. 6th Street, Austin, Texas were both available to address any questions posed by the City Council.

Alex Granades with Kimley-Horn, 10814 Jollyville Rd., Austin, Texas submitted a card in support of this item; however, he did not speak.

MOTION: Upon a motion made by Council Member Pierson and seconded by Council Member Kruppa, the Council voted seven (7) For and none (0) Against to approve an agreement for Manor Public Improvement District Feasibility and Formation (Sky Village) with P3Works, LLC. The motion carried unanimously.

15. Consideration, discussion, and possible action on a first reading of an ordinance annexing land located in Travis County, Texas that is adjacent and contiguous territory to the City and approving a service plan for the annexed area.

The City staff's recommendation was that the City Council approve the first reading of an ordinance annexing land located in Travis County, Texas that is adjacent and contiguous territory to the City and approving a service plan for the annexed area.

Scott Dunlop, Planning Coordinator was available to address any questions posed by the City Council.

City Manager Bolt explained the first reading of the ordinance and stated the second reading of the annexation ordinance would be presented on the September 6, 2017, City Council meeting.

MOTION: Upon a motion made by Council Member Pierson and seconded by Council Member Weir, the Council voted seven (7) For and none (0) Against to approve a first reading of an ordinance annexing land located in Travis County, Texas that is adjacent and contiguous territory to the City and approving a service plan for the annexed area. The motion carried unanimously.

16. Consideration, discussion, and possible action on a waiver from Manor Code of Ordinances, Chapter 14, Article 14.02 Zoning Ordinance, Exhibit A Zoning Ordinance, Article III Site Development Plan Requirements and Special Provisions for Abstract 546 Survey 40 Manor J Acres 0.671, locally known as 416-418 West Parsons Street.

The City staff's recommendation was that the City Council approve the waiver request with the condition parking areas are improved with gravel or similar material and signage indicating car service for handicapped individuals be put up for food trailers only.

Scott Dunlop, Planning Coordinator was available to address any questions posed by the City Council.

City Manager Bolt explained the waiver request from the applicant and discussed where the food trucks would be placed.

MOTION: Upon a motion made by Council Member Davies and seconded by Council Member Kruppa, the Council voted six (6) For and one (1) Against to approve a waiver from Manor Code of Ordinances, Chapter 14, Article 14.02 Zoning Ordinance, Exhibit A Zoning Ordinance, Article III Site Development Plan Requirements and Special Provisions for Abstract 546 Survey 40 Manor J Acres 0.671, locally known as 416-418 West Parsons Street with the condition parking areas are improved with gravel or similar material and signage indicating car service for handicapped individuals be put up for food trailers only. Council Member Weir voted against. The motion carried unanimously.

17. Consideration, discussion, and possible action on an engagement letter to provide consulting services for the City related to Water and Wastewater System by completing a Financial Planning and Rate Study.

The City staff's recommendation was that the City Council approve an engagement letter to provide consulting services for the City related to Water and Wastewater System by completing a Financial Planning and Rate Study.

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

City Manager Bolt explained the Financial Planning and Rate Study needed to initiate the process that had been approved prior to this meeting.

The discussion was held regarding the fees for the survey. Director of Finance Collins explained the fees and reasons for the study to be completed for the City.

MOTION: Upon a motion made by Council Member Pierson and seconded by Council Member Shaner, the Council voted seven (7) For and none (0) Against to approve an engagement letter to provide consulting services for the City related to Water and Wastewater System by completing a Financial Planning and Rate Study. The motion carried unanimously.

18. Consideration, discussion, and possible action on approving the H.O.T Funds application from the Lions Club of Manor in the amount of \$5,000.00.

The City staff's recommendation was that the City Council approve the H.O.T fund's application from the Lions Club of Manor in the amount of \$5,000.00.

Karen Walker Ratcliffe with Manor Lions Club, 329 W. Parson, Manor, Texas spoke before City Council in support of this item. She is requesting approval for the funds to help the Manor Lions Fest that will be held on October 6-7, 2017.

City Manager Bolt stated this request is done annually and the amount increases each year because of the advertisement and other services needed for the Manor Lions Fest.

Council Member Davies stated this event is approved each year and the event brings people into the City of Manor.

MOTION: Upon a motion made by Council Member Davies and seconded by Council Member Shaner, the Council voted seven (7) For and none (0) Against to approve the H.O.T Funds application from the Lions Club of Manor in the amount of \$5,000.00. The motion carried unanimously.

19. Consideration and Direction to City Staff Regarding Possible Amendments to the City of Manor, City Charter (Requested by Mayor Pro Tem Kruppa).

At the request of City Manager Bolt, Gene Kruppa, Mayor Pro-Tem advised the City Council to review the City Charter on sections relating to Appointments and Elections of Persons and Terms of Office. He stated the wording wasn't clear for person's that would like to serve again on the City Council. He is recommending for amendments to be done to the City Charter.

City Manager Bolt advised that a Charter Committee needs to be organized to meet and discuss the issues.

Council Member Pierson stated there were other issues in the City Charter that she would like to discuss.

City Manager Bolt advised an election would need to be called for any changes recommended by City Council. He stated the next election would be in November 2018.

The consensus of the City Council was to organize a Charter Committee to discuss issues on the City Charter.


MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Weir, the Council voted seven (7) For and none (0) Against to instruct the City Manager and City staff to create a Charter Committee to review and make recommendations on sections concerning Council Members as well as to answer any questions any resident might have. The motion carried unanimously.

ADJOURNMENT

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Weir, the Council voted seven (7) For and none (0) Against to adjourn the regular session of the Manor City Council at 8:20 p.m. on Wednesday, August 16, 2017. The motion carried.

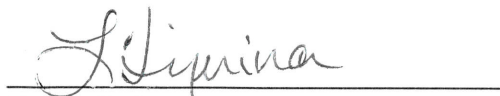
These minutes approved by the Manor City Council on the 6th day of September 2017.

APPROVE:



Rita G. Jonse
Mayor

ATTEST:



Lluvia Tijerina
City Secretary

