



**CITY COUNCIL
REGULAR SESSION MINUTES
SEPTEMBER 6, 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
Rebecca Davies, Place 5
Todd Shaner, Place 6

CITY STAFF:

Thomas Bolt, City Manager
Lluvia Tijerina, City Secretary
Scott Dunlop, Planning Coordinator
Lydia M. Collins, Director of Finance
Ryan Phipps, Chief of Police
Denver Collins, Captain

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, September 6, 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, Scott Dunlop, Planning Coordinator, led the Pledge of Allegiance.

PUBLIC COMMENTS

No one appeared to speak at this time.

CONSENT AGENDA

1. Consideration, discussion, and possible action to approve the City Council Minutes:

- **August 16, 2017, Regular Meeting**
- **August 23, 2017, Special Called Session**

MOTION: Upon a motion made by Council Member Davies and seconded by Council Member Amezcua, the Council voted seven (7) For and none (0) Against to approve and adopt the City Council Minutes for the August 16, 2017, Regular Meeting; and August 23, 2017, Special Called Session. The motion carried unanimously.

PUBLIC HEARING

2. 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 October 18, 2017, City Council meeting.

Mayor Jonse opened the public hearing.

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 recess the public hearing regarding the creation of a Public Improvement District – EntradaGlen to the October 18, 2017, City Council regular meeting. The motion carried unanimously.

3. Conduct the second 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 second public hearing on the FY 2017-2018 proposed annual budget of the City of Manor, Texas.

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

Mayor Jonse opened the public hearing.

City Manager Bolt discussed the job opening of a Community Development Individual that would market the City. He stated the new Community Development person would also be responsible to organize events on behalf of the City. He discussed the salary and qualifications for the position. City Manager Bolt stated the position had not been posted.

City Manager Bolt also discussed the job opening of a Municipal Judge. He stated the Municipal Judge would be able to provide the City with the issuance of warrants. He specified the new salary would not need to be budgeted and funds would be transferred from the current part-time Judge's salary. City Manager Bolt stated the position had not yet been created or posted.

Council Member Pierson inquired if the position of the Community Development Person would also do Economic Development. City Manager Bolt stated they would be involved in some Economic Development. He stated they would be involved in the filming first and the Downtown Association that is designed to promote activity for the City.

Council Member Davies inquired if the City had plans to add someone for Economic Development. City Manager Bolt explained that no one had applied for the position and stated that the job description had been created. He explained the qualifications for the position and stated the applicant would go through the hiring process. City Manager Bolt stated he would like to discuss with Council if the person would work for the City through him or would work through a contract with City Council.

Mayor Jonse inquired if the job position had been posted. City Manager Bolt stated that the position had not been posted.

Council Member Pierson inquired if the opening of the Municipal Court Judge was a full-time position. City Manager Bolt explained the current part-time positions of three (3) Judge's and how the City would like to streamline to only one part-time Municipal Judge.

MOTION: Upon a motion made by Council Member Davies and seconded by Council Member Amezcua, the Council voted seven (7) For and none (0) Against to close the second public hearing on the FY 2017- 2018 proposed annual budget of the City of Manor, Texas. The motion carried unanimously.

4. Conduct the second 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 second public hearing on the FY 2017-2018 proposed property tax rate of the City of Manor, Texas.

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

Mayor Jonse opened the public hearing.

City Manager Bolt stated the proposal is for the reduction rate of .7738 to .7722 and stated it would balance the budget for FY2017-2018.

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 close the second public hearing on the FY 2017-2018 proposed property tax rate of the City of Manor, Texas. The motion carried unanimously.

REGULAR AGENDA

5. 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 October 18, 2017, City Council meeting.

MOTION: Upon a motion made by Council Member Weir 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 October 18, 2017, City Council meeting. The motion carried unanimously.

6. Consideration, discussion, and possible action on an ordinance amending ordinance 402 amending Chapter 10, subdivision regulation, article 10.03 Impact Fees, Manor Code of Ordinances, adopting a capital improvements plan and establishing a community impact fee based upon living unit equivalents.

The City staff's recommendation was that the City Council approve an ordinance amending ordinance 402, amending Chapter 10, subdivision regulation, article 10.03 Impact Fees, Manor Code of Ordinances, adopting a capital improvements plan and establishing a community impact fee based upon living unit equivalents.

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

City Manager Bolt explained the different Impact Fees that are being proposed by the CIP Committee and the Commercial Developer.

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 an ordinance amending ordinance 402, amending Chapter 10, subdivision regulation, article 10.03 Impact Fees, Manor Code of Ordinances, adopting a capital improvements plan and establishing a community impact fee based upon living unit equivalents. The motion carried unanimously.

7. Consideration, discussion, and possible action on a second 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 postpone the second 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 to the September 20, 2017, City Council meeting.

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

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 postpone the second 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 to the September 20, 2017, City Council meeting. The motion carried unanimously.

8. Consideration, discussion, and possible action on entering into development agreements under Texas Local Government Code sections 212.172 and 43.035.

The City staff's recommendation was that the City Council postpone the approval of entering into development agreements under Texas Local Government Code sections 212.172 and 43.035 to the September 20, 2017, City Council meeting.

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

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 postpone the approval of entering into development agreements under Texas Local Government Code Sections 212.172 and 43.035 to the September 20, 2017, City Council meeting. The motion carried unanimously.

9. Consideration, discussion, and possible action on an ordinance repealing and replacing ordinance 447, amending Appendix A Fee Schedule, Manor Code of Ordinances, to amend the water and wastewater impact fees, technology fees, educational fees, and adding towing fees, wireless network provider fees, and film project fees.

The City staff's recommendation was that the City Council approve an ordinance repealing and replacing ordinance 447, amending Appendix A Fee Schedule, Manor Code of Ordinances, to amend the water and wastewater impact fees, technology fees, educational fees, and adding towing fees, wireless network provider fees, and film project fees.

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

City Manager Bolt explained the modification of fees for the Code of Ordinances.

Council Member Davies inquired about the additional towing fees. Chief of Police Phipps stated that the legal language and definitions are still being reviewed and the ordinance will be presented at a future meeting.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Pierson, the Council voted seven (7) For and none (0) Against to approve an ordinance repealing and replacing ordinance 447, amending Appendix A Fee Schedule, Manor Code of Ordinances, to amend the water and wastewater impact fees, technology fees, educational fees, and adding towing fees, wireless network provider fees, and film project fees. The motion carried unanimously.

10. Consideration, discussion, and possible action on a resolution authorizing the Manor Police Department to participate in the 2018 STEP (Selective Traffic Enforcement Program) Traffic Safety Initiative through the Texas Department of Transportation.

The City staff's recommendation was that the City Council approve a resolution authorizing the Manor Police Department to participate in the 2018 STEP (Selective Traffic Enforcement Program) Traffic Safety Initiative through the Texas Department of Transportation.

Chief of Police Phipps explained the grant and the program for the Manor Police Department. He explained what the funds would be used for and stated that the grant had already been approved by TXDOT.

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 approve a resolution authorizing the Manor Police Department to participate in the 2018 STEP (Selective Traffic Enforcement Program) Traffic Safety Initiative through the Texas Department of Transportation. The motion carried unanimously.

11. Consideration, discussion and possible action on proposed changes to the City of Manor Personnel Policies and Procedures Handbook.

The City staff's recommendation was that the City Council approve the proposed changes to the City of Manor Policies and Procedures Handbook with regard to Accident/Incident Reporting, Drug & Alcohol Use Policy, Electronic Communications & Systems Access Use, Employee Status, Holidays, Longevity Pay, Sick Leave, Travel, and Vacation.

City Manager Bolt explained the changes on the City of Manor Policies.

Director of Finance Collins explained the vacation pay for the City of Manor employees.

Mayor Jonse inquired if the City had a sick leave pool that employees would donate too.

The discussion was held regarding the way the donation pool is handled and how the employees would pay back if used. Council Member Davies inquired if there was a cap to how much an employee could donate. Director of Finance Collins stated there was no cap but that the employee is cautioned on how much to donate.

Mayor Jonse inquired about the accident/incident reporting language on the policy. Director of Finance Collins explained the difference between the accident/incident reporting.

The discussion was held regarding different situations that would fall under the incident policy.

Council Member Weir inquired about the highlights and redlines additions on the policy. Director of Finance Collins explained the highlights and additions to the policy.

Council Member Pierson inquired about the longevity pay for the Police Department. City Manager Bolt explained the longevity pay for the Police Officers.

Mayor Jonse inquired about the probation status wording on the policy. Director of Finance Collins explained the wording that would be coming out of the 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 approve the proposed changes to the City of Manor Policies and Procedures Handbook with regard to Accident/Incident Reporting, Drug & Alcohol Use Policy, Electronic Communications & Systems Access Use, Employee Status, Holidays, Longevity Pay, Sick Leave, Travel, and Vacation. The motion carried unanimously.

12. Consideration, discussion, and possible action on renewing a service agreement between the City of Manor and Alliance Work Partners (AWP) for personnel services.

The City staff's recommendation was that the City Council approve the agreement between the City of Manor and Alliance Work Partners (AWP) for personnel services.

City Manager Bolt explained the services that are provided to the City employees.

The discussion was held regarding the cost of the services to the City of Manor.


MOTION: Upon a motion made by Council Member Davies and seconded by Council Member Amezcua, the Council voted seven (7) For and none (0) Against to approve the agreement between the City of Manor and Alliance Work Partners (AWP) for personnel services. The motion carried unanimously.

ADJOURNMENT

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Pierson, the Council voted seven (7) For and none (0) Against to adjourn the regular session of the Manor City Council at 7:36 p.m. on Wednesday, September 6, 2017. The motion carried.

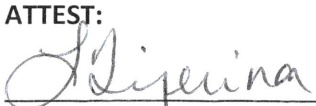
These minutes approved by the Manor City Council on the 20th day of September 2017.

APPROVE:



Rita G. Jonse
Mayor

ATTEST:



Lluvia Tijerina
City Secretary

