



**CITY COUNCIL
REGULAR SESSION MINUTES
SEPTEMBER 20, 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 Collins, Director of Finance
Ryan Phipps, Chief of Police
Denver Collins, Captain
Mike Tuley, Public Works Director
Sarah Friberg, Court Clerk
Tracey Vasquez, HR Coordinator

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 20, 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, Denver Collins, Manor PD Captain, 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 of the September 6, 2017, Regular Meeting.**
- 2. Consideration, discussion, and possible action on acceptance of the August 2017 Departmental Reports:**
 - **Development Services – Scott Dunlop**
 - **Police – Chief Ryan Phipps**
 - **Municipal Court – Sarah Friberg**
 - **Public Works – Mike Tuley**

Mayor Jonse inquired about the information on the Commercial Tenant Finish-Out and Residential New Description items on the Development Services Report. Planning Coordinator Dunlop explained both descriptions in detail.

Mayor Jonse inquired about the Activity Open Cases and Animal Control activities on the Police Report. Chief of Police Phipps explained both activities in detail.

Mayor Jonse thanked the Public Works Department for the wonderful job they have all been doing for the City streets.

- 3. Consideration, discussion, and possible action on the acceptance of the unaudited August 2017 Monthly Financial Report.**
- 4. Consideration, discussion, and possible action on a lease maintenance agreement between the City of Manor and Toshiba Business Solutions.**

Director of Finance Collins explained the lease to buy maintenance agreement. Mayor Jonse inquired about the purchase of the equipment. Director of Finance Collins stated agreement was for a lease to buy maintenance agreement.

Council Member Weir inquired about the supplies for the copy machine. Director of Finance Collins stated the Court Department will move to a paperless software next year that will help with the low cost of the supplies.

Council Member Davies inquired about the similarities of the current and new printer. The discussion was held regarding the similarities of both printers.

Council Member Pierson inquired about the cost for the equipment. Director of Finance Collins stated the cost had been included in the FY2017-2018 Budget.

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 and adopt all items on the consent agenda. The motion carried unanimously.

PUBLIC HEARING

5. Conduct a public hearing on the proposed disannexation of a 7.441 acre tract, located within Travis County, Texas.

The City staff's recommendation was that the City Council conduct the public hearing on the proposed disannexation of a 7.441-acre tract, located in Travis County, Texas.

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

Mayor Jonse opened the public hearing.

City Manager Bolt explained the disannexation of the 7.441-acre tract with Travis County.

Council Member Kruppa inquired about the road connection for the Lagos Master Plan and Wildhorse connection.

Danny Burnett, 9900 Highway 290E. Manor, Texas, explained the disannexation of the acreage from Travis County. He discussed the new corporate line for the City of Manor and the establishment of a future northern right-of-way line for the Wildhorse connector.

The discussion was held regarding the two (2) phases for the construction of the Wildhorse connector: 1) First Phase from FM973 to the west over to Wildhorse, and 2) Second Phase from FM973 to the southern line up to Blake Manor.

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 close the public hearing on the proposed disannexation of a 7.441-acre tract, located within Travis County, Texas. The motion carried unanimously.

REGULAR AGENDA

6. Consideration, discussion, and possible action on a resolution for the approval and adoption of the Travis County Hazard Mitigation Plan Update.

The City staff's recommendation was that the City Council approve a resolution for the approval and adoption of the Travis County Hazard Mitigation Plan Update.

Chief of Police Phipps explained the Travis County Hazard Mitigation Plan Update and benefits the City would receive from FEMA. He expressed the importance of the Hazard Mitigation Plan for the City of Manor. Council Member Kruppa inquired if airline crashes would be covered with the plan. Chief of Police Phipps explained the plan would cover natural weather disasters.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Amezcua, the Council voted seven (7) For and none (0) Against to approve Resolution No. 2017-15: A Resolution of the City Council of the City of Manor, Texas, for the Approval Adoption of the Travis County Hazard Mitigation Plan Update. The motion carried unanimously.

7. Consideration, discussion, and possible action on an ordinance adopting the Annual Budget for the City of Manor for the Fiscal Year beginning October 1, 2017, and ending September 30, 2018.

The City staff's recommendation was that the City Council approve the ordinance adopting the Annual Budget for the City of Manor for the Fiscal Year beginning October 1, 2017, and ending September 30, 2018.

Lydia Collins, Director of Finance, 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 Weir, the Council voted seven (7) For and none (0) Against to approve Ordinance No. 488 adopting the annual budget for the City of Manor for the Fiscal Year beginning October 1, 2017, and ending September 30, 2018. The motion carried unanimously.

8. Consideration, discussion, and possible action on an ordinance levying Ad Valorem taxes for the use and support of the municipal government of the City of Manor for the Fiscal Year beginning October 1, 2017, and ending September 30, 2018.

The City staff's recommendation was that the City Council approve the ordinance levying Ad Valorem taxes for the use and support of the municipal government of the City of Manor for the fiscal year beginning October 1, 2017, and ending September 30, 2018, with the following motion: "I move that the property tax rate be decreased by the adoption of a tax rate of \$0.7722 on each \$100.00 valuation of property, which is effectively a .21% percent decrease in the tax rate."

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 move that the property tax rate be decreased by the adoption of a tax rate of \$0.7722 on each \$100.00 valuation of property, which is effectively a .21% percent decrease in the tax rate by adopting Ordinance No. 489. The motion carried unanimously.

9. Consideration, discussion, and possible action on a professional service agreement to conduct the market study for the EntradaGlen Project.

The City staff's recommendation was that the City Council approve a professional service agreement to conduct the market study for the EntradaGlen Project.

City Manager Bolt discussed the agreement with TXP for the market analysis services for the City. He stated the market analysis would be done for the developer and the City. He confirmed the services are paid by the Developer.

The discussion was held regarding the time of performance for the market analysis to be completed.

Council Member Pierson inquired if the agreement was only for the EntradaGlen Project and not for SkyVillage. City Manager Bolt clarified the agreement is only for the EntradaGlen Project and SkyVillage will have its own.

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 professional service agreement to conduct the market study for the EntradaGlen Project. The motion carried unanimously.

10. Consideration, discussion, and possible action on 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.

The City staff's recommendation was that the City Council approve 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.

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 Ordinance No. 483 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.

11. 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 approve the development agreements under Texas Local Government Code sections 212.172 and 43.035.

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

Council Member Kruppa inquired if the three (3) 15-year terms of the agreement were given automatically. City Manager Bolt stated the terms would need to be requested.

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 the development agreements under Texas Local Government Code sections 212.172 and 43.035. The motion carried unanimously.

12. Consideration, discussion, and possible action on an ordinance amending the Manor Code of Ordinances, Chapter 3 Building Regulations, Article 3.09 Landscaping and Screening, Article 3.10 Signs, and creating Article 3.11 Outdoor Lighting Standards.

The City staff's recommendation was that the City Council approve an ordinance amending the Manor Code of Ordinances, Chapter 3 Building Regulations, Article 3.09 Landscaping and Screening, Article 3.10 Signs, and creating Article 3.11 Outdoor Lighting Standards.

Planning Coordinator Dunlop explained the amendments to the ordinance. He discussed the new prohibitions on billboards and how the City could be designated as a Scenic City for having specific language regarding the billboard height regulations.

Council Member Weir inquired what the Scenic City designation would include. Planning Coordinator Dunlop explained the requirements for the City to be recognized as a Scenic City.

The discussion was held regarding the outdoor lighting standard regulations. Council Member Kruppa inquired about the regulations of the bulbs for the lighting and ensuring eliminations are correct. Planning Coordinator Dunlop explained the plan requirements for new constructions that the developer would have to meet.

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 Ordinance No. 485 amending the Manor Code of Ordinances, Chapter 3 Building Regulations, Article 3.09 Landscaping and Screening, Article 3.10 Signs, and creating Article 3.11 Outdoor Lighting Standards. The motion carried unanimously.

13. Consideration, discussion, and possible action on an ordinance amending the Manor Code of Ordinances, Chapter 4 Business Regulations, Article 4.03 Peddlers, Solicitors, Food Vendors, Special Events, and Outdoor Sales; repealing and replacing Article 4.04 Towing and Wrecker Services, and creating Article 4.07 Filming Guidelines.

The City staff's recommendation was that the City Council approve an ordinance amending the Manor Code of Ordinances, Chapter 4 Business Regulations, Article 4.03 Peddlers, Solicitors, Food Vendors, Special Events, and Outdoor Sales; repealing and replacing Article 4.04 Towing and Wrecker Services, and creating Article 4.07 Filming Guidelines.

Planning Coordinator Dunlop explained the permit for Peddlers and regulations.

City Manager Bolt discussed the Filming Guidelines for the City of Manor to become a Film Friendly Texas City. He explained the three (3) requirements for the Certification: 1) Attend a Film Friendly Texas Workshop hosted by the Texas Film Commission; 2) Pass administratively enforceable filming guidelines (ordinance), and 3) Submit photographs of area locations for inclusion in the Texas Film Commission Locations database.

Chief of Police Phipps discussed the new regulations for the Towing and Wrecker Services for the City. He explained the benefits and revenue for the City for having its own towing rotation instead of using the Travis County towing rotation that at times are not beneficial.

The discussion was held regarding the management fee that the City would collect from the towing companies and how they would need to meet City's regulations to be included in the towing rotation with the City.

Council Member Kruppa inquired about the fines for the tow trucks violations. Chief of Police Phipps explained the penalty fees that could be given to the towing companies would be regarding state law regulations and if any regulations of the ordinance are violated.

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 Ordinance No. 486 amending the Manor Code of Ordinances, Chapter 4 Business Regulations, Article 4.03 Peddlers, Solicitors, Food Vendors, Special Events, and Outdoor Sales; repealing and replacing Article 4.04 Towing and Wrecker Services, and creating Article 4.07 Filming Guidelines. The motion carried unanimously.

14. Consideration, discussion, and possible action on an ordinance amending the Manor Code of Ordinances, Chapter 14 Zoning, modifying definitions; general site and permitted and conditional uses in light commercial, heavy commercial, light industrial, neighborhood business, and downtown business; creating a general office district with permitted uses and site development requirements; modifying parking requirements; amending single-family and multifamily site development requirements; inclusion of a historic district and municipal parks; and adding exhibit D Austin Executive Joint Airport Zoning Board Hazard Regulations.

The City staff's recommendation was that the City Council approve an ordinance amending the Manor Code of Ordinances, Chapter 14 Zoning, modifying definitions; general site and permitted and conditional uses in light commercial, heavy commercial, light industrial, neighborhood business, and downtown business; creating a general office district with permitted uses and site development requirements; modifying parking requirements; amending single-family and multifamily site development requirements; inclusion of a historic district and municipal parks; and adding Exhibit D Austin Executive Joint Airport Zoning Board Hazard Regulations.

City Manager Bolt discussed the general office district zoning that is being added and how the City would regulate the zoning for that area. He also discussed the Austin Executive Joint Airport Zoning Board Hazard Regulations.

Planning Coordinator Dunlop explained the General Office District regulations. The discussion was held regarding the creation of a separate district for medical offices for the City.

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 Ordinance No. 185-Q amending the Manor Code of Ordinances, Chapter 14 Zoning, modifying definitions; general site and permitted and conditional uses in light commercial, heavy commercial, light industrial, neighborhood business, and downtown business; creating a general office district with permitted uses and site development requirements; modifying parking requirements; amending single-family and multifamily site development requirements; inclusion of a historic district and municipal parks; and adding Exhibit D Austin Executive Joint Airport Zoning Board Hazard Regulations. The motion carried unanimously.

15. Consideration, discussion, and possible action on a waiver for Lots 6 & 7, Block 6 Town of Manor, locally known as 210 W. Murray, from Manor Code of Ordinances Chapter 14 Zoning, Exhibit A Zoning Ordinance, Article III Site Development, Section 60(I)(4) Construction Plans to waive the requirement for sidewalks, as Requested by Rocio and Ricardo Velazquez, Owners of Tentaciones Fruits & Desserts.

The City staff's recommendation was that the City Council approve the waiver with the condition that it only applies to this site development plan (2017-P-1052-SP) and upon the permanent development of the site sidewalks must be installed.

Planning Coordinator Dunlop along with Rocio Velasquez owner of Tentaciones Fruits & Desserts 210 Murray Manor, Texas were both available to address any questions posed by the City Council.

Mayor Jonse inquired about the location of the business. City Manager Bolt stated the location is across the street of Mr. Jim's.

Council Member Weir inquired about the temporary permit. City Manager Bolt explained the temporary permit regulations for the site.

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 the waiver with the condition that it only applies to this site development plan (2017-P-1052-SP) and upon the permanent development of the site sidewalks must be installed. The motion carried unanimously.

Mayor Jonse advised that she would be recusing herself from discussion and consideration of the following item as she is a property owner on the proposed annexation of land. The appropriate Conflict of Interest Affidavit had been filled out and filed with the City Secretary. Mayor Jonse stepped away from the dais.

16. Consideration, discussion, and possible action on a resolution commencing the annexation of land adjacent and contiguous to the city limits; being located in Travis County, Texas; and providing open meetings and other related matters.

The City staff's recommendation was that the City Council approve a resolution commencing the annexation of land adjacent and contiguous to the city limits; being located in Travis County, Texas; and providing open meetings and other related matters.

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

City Manager Bolt explained the new acreage for the approval of the annexation to be done before the deadline in December.

Council Member Kruppa inquired about the ShadowGlen and Presidential Meadows land to be annexed. City Manager Bolt stated at this time they are not part of the annexation.

MOTION: Upon a motion made by Council Member Pierson and seconded by Council Member Davies, the Council voted six (6) For and none (0) Against to approve Resolution No. 2017-16: A Resolution of the City of Manor, Texas, Commencing the Annexation of Land Adjacent and Contiguous to the City Limits; Being Located in Travis County, Texas; and Providing Open Meetings and Other Related Matters. The motion carried unanimously.

(Mayor Jonse returned to the dais.)

17. Consideration, discussion, and possible action on canceling the October 4, 2017, Regular City Council meeting.

The City staff's recommendation was that the City Council approve canceling the October 4, 2017, Regular City Council Meeting.

City Manager Bolt stated that the Mayor, Council, and City staff will be attending the TML Conference during the first week of October and will not be present on October 4 reason for canceling the City Council meeting. He stated all business will be moved to the October 18, 2017, regular City Council meeting.

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 canceling the October 4, 2017, Regular City Council Meeting. The motion carried unanimously.

Mayor Jonse adjourned the regular session of the Manor City Council into Executive Session at 7:48 p.m. Wednesday, September 20, 2017, in accordance with the requirements of the Open Meetings Law.

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 *Section 551.074, Personnel Matters – Municipal Court*, at 7:48 p.m., on Wednesday, September 20, 2017, City Council Conference Room of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

The Executive Session was adjourned at 8:13 p.m. on Wednesday, September 20, 2017.

OPEN SESSION

The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code at 8:13 p.m. on Wednesday, September 20, 2017, in the Council Chambers of the Manor City Hall.

Mayor Jonse opened the floor for action to be taken on the items discussed in the Executive Session.

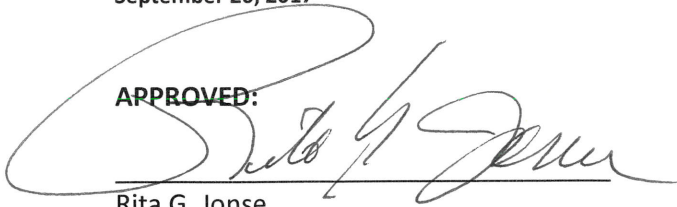
There was no action taken on the items discussed during the Executive Session.

ADJOURNMENT

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 adjourn the regular session of the Manor City Council at 8:14 p.m. on Wednesday, September 20, 2017. The motion carried.

These minutes approved by the Manor City Council on the 18th day of October 2017.

APPROVED:



Rita G. Jonse
Mayor

ATTEST:



Lluvia Tijerina
City Secretary

