



Rita G. Jonse, Mayor  
Gene Kruppa, Place 1  
Maria Amezcua, Mayor Pro Tem, Place 2  
Anne Weir, Place 3  
Dr. Larry Wallace Jr., Place 4  
Deja Hill, Place 5  
Valerie Dye, Place 6

**CITY COUNCIL  
REGULAR MEETING  
AGENDA**

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Wednesday, January 2, 2019

7:00 p.m.

Manor City Hall – Council Chambers  
105 E. Eggleston Street

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

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS**

Comments will be taken from the audience on non-agenda related topics for a length of time, not to exceed three (3) minutes per person. Comments on specific agenda items must be made when the item comes before the Council. To address the City Council, please complete the white card and present it to the City Secretary prior to the meeting. **No Action May be Taken by the City Council During Public Comments**

**CONSENT AGENDA**

All of the following items on the Consent Agenda are considered to be self-explanatory by the Council and will be enacted with one motion. There will be no separate discussion of these items unless requested by the Mayor or a Council Member; in which event, the item will be removed from the consent agenda and considered separately.

1. Consideration, discussion, and possible action to approve the City Council Minutes of the December 19, 2018, Regular Meeting.

Lluvia Tijerina,  
City Secretary

## REGULAR AGENDA

2. Consideration, discussion and possible action on a request for disannexation of 2.0 acres, Abstract 154 Survey 52 Caldwell AC, locally known as 15201 Voelker Lane, Manor, TX 78653. **Applicant:** Terry L. Schultz. **Owner:** Terry L. Schultz. Scott Dunlop, Asst. Dev. Services Director

## EXECUTIVE SESSION

The City Council will now Convene 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 – Interview Candidates for appointments to the Planning and Zoning Commission for Place No. 1; Place No. 3; Place No. 5; and Place No. 7.*

## OPEN SESSION

The City Council will now reconvene into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and take action, if any, on item(s) discussed during Closed Executive Session.

## ADJOURNMENT

In addition to any executive session already listed above, the City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Section §551.071 (Consultation with Attorney), §551.072 (Deliberations regarding Real Property), §551.073 (Deliberations regarding Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations regarding Security Devices) and §551.087 (Deliberations regarding Economic Development Negotiations).

## POSTING CERTIFICATION

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Friday, December 28, 2018, by 5:00 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

/Lluvia Tijerina/, TRMC  
City Secretary for the City of Manor, Texas

## NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:

*The City of Manor is committed to compliance with the Americans with Disabilities Act. Manor City Hall and the Council Chambers are wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary at 512.272.5555 or e-mail [ltijerina@cityofmanor.org](mailto:ltijerina@cityofmanor.org)*



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** January 2, 2019

**PREPARED BY:** Lluvia Tijerina, City Secretary

**DEPARTMENT:** Administration

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action to approve the City Council Minutes of the December 19, 2018, Regular Meeting.

**BACKGROUND/SUMMARY:**

**PRESENTATION:** ☐ YES ☒ NO

**ATTACHMENTS:** ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

December 19, 2018, Regular Meeting Minutes

**STAFF RECOMMENDATION:**

It is City staff's recommendation that the City Council approve the City Council Minutes for the December 19, 2018, Regular Meeting Minutes.

**PLANNING & ZONING COMMISSION:** ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☐ NONE

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**CITY COUNCIL  
REGULAR SESSION MINUTES  
DECEMBER 19, 2018**

**PRESENT:**

Rita G. Jonse, Mayor

**COUNCIL MEMBERS:**

Gene Kruppa, Place 1  
Maria Amezcua, Place 2  
Anne R. Weir, Mayor Pro Tem, Place 3  
Dr. Larry Wallace Jr., Place 4  
Deja Hill, Place 5  
Valerie Dye, Place 6

**CITY STAFF:**

Thomas Bolt, City Manager  
Lluvia Tijerina, City Secretary  
Lydia Collins, Director of Finance  
Scott Dunlop, Assistant Development Services Director  
Sarah Friberg, Court Clerk  
Mike Tuley, Director of Public Works  
Tracey Vasquez, HR Coordinator  
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 Jonse at 7:00 p.m. on Wednesday, December 19, 2018, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**PLEDGE OF ALLEGIANCE**

At the request of Mayor Jonse, HR Coordinator Vasquez, 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 December 5, 2018, Regular Meeting.**
- 2. Consideration, discussion, and possible action on the acceptance of the November 2018 Departmental Reports:**
  - **Police – Ryan Phipps, Chief of Police**
  - **Development Services – Scott Dunlop, Assistant Dev. Services Director**
  - **Community Development – Sammie Hatfield, Comm. Dev. Manager**
  - **Municipal Court – Sarah Friberg, Court Clerk**
  - **Public Works – Mike Tuley, Director of Public Works**
  - **Finance – Lydia Collins, Director of Finance**

Council Member Kruppa inquired about the projected start date for the Manor Commons Senior Apartments. City Manager Bolt stated that the construction had started.

**MOTION:** Upon a motion made by Council Member Dr. Wallace Jr. and seconded by Mayor Pro Tem Amezcua the Council voted seven (7) For and none (0) Against to approve and adopt all items on the consent agenda. The motion carried unanimously.

## **REGULAR AGENDA**

- 3. Consideration, discussion and possible action on an ordinance amending the Manor Code of Ordinances, Appendix A Fee Schedule.**

The City staff's recommendation was that the City Council approve Ordinance No. 538 amending the Manor Code of Ordinances, Appendix A Fee Schedule.

Assistant Development Services Director Dunlop discussed the amendments for the Manor Code of Ordinances, Appendix A Fee Schedule.

Council Member Kruppa inquired about the Senior Citizens age limit for the water discount fee.

Director of Finance Collins stated that the City did not have an age limit set at this time for the Senior Citizens discount.

Council Member Kruppa expressed his concerns for not having a separate table of water fees for the Senior Citizens discount.

The discussion was held regarding how the senior discount fee is currently applied.

City Attorney Saenz requested for the opportunity to return on a later date to discuss item further and gather more information regarding the legal age requirement for Senior Citizens discounts.

Assistant Development Services Director Dunlop stated if the Senior Citizen discount table is established, it would be created an approved on a separate ordinance.

The discussion was held regarding the reinspection fees for residential and miscellaneous permit fees.

Council Member Dr. Wallace Jr. inquired if the City could follow the Social Security Administration age table for the Senior Citizens discount. Director of Finance Collins stated the Senior Citizens discount age table did not have an effect on the fee schedule, and the table would be considered separately and presented as an ordinance.

**MOTION:** Upon a motion made by Council Member Hill and seconded by Council Member Weir the Council voted six (6) For and one (1) Against to approve Ordinance No. 538 amending the Manor Code of Ordinances, Appendix A Fee Schedule. Council Member Kruppa voted against. The motion carried.

Council Member Weir advised she would be abstaining from discussion and consideration of the following item as she was on the board for the Manor Lions Club. The appropriate Conflict of Interest Affidavit had been filled out and filed with the City Secretary.

**4. Consideration, discussion, and possible action on the Manor Lions Club H.O.T. Funds application of reimbursement of actual expenses meeting the State of Texas Hotel Tax Law Requirements Section 351.101.**

The City staff's recommendation was the City Council approve the application of up to \$3,500 once all qualified invoices and or receipts have been turned in for reimbursement.

John Burrell with the Manor Lions Club spoke on behalf of the Lion's Club and thanked the City for the assistance with the H.O.T. Funds.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Dye the Council voted six (6) For and none (0) Against to approve the application and invoices totaling \$700 in accordance with the Texas Hotel Tax Law Requirements Section 351.101. The motion carried.

**5. Consideration, discussion, and possible action on the review of the City Council attendance from November 20, 2017 to November 20, 2018.**

The discussion was held regarding the Charter language regarding the absences for City Council.

City Attorney Saenz explained the Charter language regarding the absences of three (3) consecutive regular meetings.

There was no action taken on this item.

Mayor Jonse adjourned the regular session of the Manor City Council into Executive Session at 7:22 p.m. Wednesday, December 19, 2018, in accordance with the requirements of the Open Meetings Law.

## **EXECUTIVE SESSION**

The Manor City Council convened into executive session pursuant to the provisions of Chapter 551 Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the following disannexation request: *Disannexation of 1.0 acres, Abstract 456 Survey 64 Kimbro L, locally known as 15108 Voelker Lane, Manor, TX 78653* at 7:22 p.m., on Wednesday, December 19, 2018, City Council Conference Room of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

The Executive Session was adjourned at 7:53 p.m. on Wednesday, December 19, 2018.

## **OPEN SESSION**

The City Council reconvene into Open Session pursuant to the provisions of Chapter 551 Texas Government Code at 7:53 p.m. on Wednesday, December 19, 2018, 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.

- *Disannexation of 1.0 acres, Abstract 456 Survey 64 Kimbro L, locally known as 15108 Voelker Lane, Manor, TX 78653. Applicant: Lena Ging. Owner: Lena Ging.*

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Dr. Wallace Jr., the Council voted seven (7) For and none (0) Against to accept the request withdrawal of the petition to deannexed. The motion carried unanimously.

## **ADJOURNMENT**

The Regular Session of the Manor City Council Adjourned at 7:54 p.m. on Wednesday, December 19, 2018.

These minutes approved by the Manor City Council on the 2<sup>nd</sup> day of January 2019.

**APPROVED:**

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Rita G. Jonse  
Mayor

**ATTEST:**

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Lluvia Tijerina, TRMC  
City Secretary

Draft Minutes





AGENDA ITEM NO. <sup>2</sup>\_\_\_\_\_

## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 2, 2019

PREPARED BY: Scott Dunlop, Asst. Dev. Services Director

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion and possible action on a request for disannexation of 2.0 acres, Abstract 154 Survey 52 Caldwell AC, locally known as 15201 Voelker Lane, Manor, TX 78653. Applicant: Terry L. Schultz. Owner: Terry L. Schultz.

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### BACKGROUND/SUMMARY:

This property was annexed on April 17, 2008 by Ordinance 345.

This item was presented at the December 5, 2018, Council meeting and postpone for further information and discussion with City Attorney.

PRESENTATION: ☐ YES ☒ NO

ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

Request

Map

Tax record

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### STAFF RECOMMENDATION:

PLANNING & ZONING COMMISSION: ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☐ NONE

Terry L. Schultz  
15201 Voelker Lane  
Manor, Texas 78653

November 25, 2018

To: City of Manor  
105 E. Eggleston Street  
PO Box 387  
Manor, Texas 78653

Subject: Disannexation of property

1. Reference SEC. 43.141 Disannexation for failure to provide services.
2. Request disannexation of my homestead property identified as ABS 154 SUR 52 Caldwell A C ACR 2.0.
3. My residence address is 15201 Voelker Lane Manor, Texas 78653. My precinct number is 106. Voter registration number is 1139728617.
4. The likeness of the area is attached.

  
Terry L. Schultz

TERRY L SCHULTZ

Google Maps

15201 Voelker Ln

MANOR TX 78653



Imagery ©2018 Google, Map data ©2018 Google 200 ft



TERRY L SCHULTZ  
15201 VOELKER LN  
MANOR TX 78653

Old Kimbro Rd

Ransom Rd

US Highway 290 E

290

Voelker Ln

2369

236966

VOELKER LN

236965

236962

236963

MANOR CITY LIMITS

US HIGHWAY 290 E

US HIGH

US-290 E

290

US-2

60m  
200ft



# TRAVIS COUNTY TAX BILL

10/18/2018

Taxes for the current year (2018) are due upon receipt. Payments by mail are credited according to U.S. Postmark (not meters). Taxes not paid in full by January 31 are charged penalty and interest by state law and may be subject to legal fees. Penalty and interest is added on the 1st day of each month as follows, with an additional 12% interest charged per year thereafter:

February	7%	May	13%	August	19%	November	22%
March	9%	June	15%	September	20%	December	23%
April	11%	July	18%	October	21%	January	24%

IF YOU ARE 65 YEARS OF AGE OR OLDER OR ARE DISABLED, AND YOU OCCUPY THE PROPERTY DESCRIBED IN THIS DOCUMENT AS YOUR RESIDENCE HOMESTEAD, YOU SHOULD CONTACT THE APPRAISAL DISTRICT REGARDING ANY ENTITLEMENT YOU MAY HAVE TO A POSTPONEMENT IN THE PAYMENT OF THESE TAXES.

## Electronic Payment Options



- Pay taxes and print bills at [www.traviscountytax.org](http://www.traviscountytax.org).
- Payments made via credit card or electronic check are subject to an additional fee.
- Visit [www.traviscountytax.org](http://www.traviscountytax.org) for details.



2018 PROPERTY TAX NOTICE. THE ASSESSED VALUE IS:

220,925

EXEMPTIONS: HOMESTEAD/SENIOR EXEMPTION



1 TAXES DUE TAXING UNIT	2 EXEMPTION AMOUNTS	3 NET TAXABLE VALUE	4 TAX RATE PER \$100	5 TAX AMOUNT	6 BILLING NO
TRAVIS COUNTY	129,685	91,240	.354200	323.17	112679
CITY OF MANOR	10,000	210,925	.752200	1,586.58	
TRAVIS CENTRAL HEALTH MANOR ISD	129,685	91,240	.105221	96.00	7 PROPERTY REAL PERS
ACC (TRAVIS)	60,000	160,925	1.515000	2,067.64	
TRAVIS COUNTY ESD #12	165,000	55,925	.104800	58.61	X
		220,925	.100000	220.93	

## 8 PROPERTY DESCRIPTION

15201 VOELKER LN  
ABS 154 SUR 52 CALDWELL A C ACR 2.0

ACRES: 2.0000



SCHULTZ TERRY L & AUDREY K  
15201 VOELKER LN  
MANOR TX 78653-4521

9 REF ID 2	
02-3480-0304-0000	
10 DUE DATE	11 TOTAL DUE
1/31/2019	4,372.93

DETACH AND RETURN BOTTOM COUPON WITH YOUR PAYMENT