



**CITY COUNCIL
REGULAR SESSION MINUTES
SEPTEMBER 4, 2019**

PRESENT:

Rita G. Jonse, Mayor

COUNCIL MEMBERS:

Gil Burrell, Place 1
Maria Amezcua, Mayor Pro Tem, Place 2 (Absent)
Anne R. Weir, Place 3
VACANT, Place 4
Deja Hill, Place 5
Valerie Dye, Place 6

CITY STAFF:

Thomas Bolt, City Manager
Lluvia T. Almaraz, City Secretary
Scott Dunlop, Assistant Development Services Director
Lydia Collins, Director of Finance
Tracey Vasquez, HR Coordinator
Frank T. Phelan, P.E. City Engineer

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, September 4, 2019, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

PLEDGE OF ALLEGIANCE

At the request of Mayor Jonse, Lydia Collins, Finance Director, 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 August 21, 2019, Regular Meeting.**

MOTION: Upon a motion made by Council Member Hill and seconded by Council Member Burrell the Council voted five (5) For and none (0) Against to approve and adopt all items on the Consent Agenda. The motion carried unanimously.

PUBLIC HEARINGS

2. **Public Hearing: Consideration, discussion, and possible action on the FY 2019-2020 Proposed Annual Budget of the City of Manor, Texas.**

Mayor Jonse opened the public hearing.

The City staff's recommendation was that the City Council conduct the first public hearing on the FY 2019-2020 Proposed Annual Budget of the City of Manor, Texas.

City Manager Bolt discussed the FY 2019-2020 Proposed Annual Budget for the City of Manor.

Director of Finance Collins confirmed the following:

- Public Works Department
 - 1) New Vehicles
 - 2) Four (4) new positions fully funded
 - a) One (1) position for the Street Department
 - b) Two (2) positions for the Water Department
 - c) Assistant Director of Public Works
- No additions to the Police Department
- Finance Department
 - 1) Purchasing Agent
- Administration Department
 - 1) 3% cost of living adjustment for all City staff
 - 2) Creation of the Community Services Department

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Dye the Council voted five (5) For and none (0) Against to close the Public Hearing. The motion carried unanimously.

3. Public Hearing: Consideration, discussion, and possible action on the FY 2019-2020 Proposed Property Tax Rate of the City of Manor, Texas.

Mayor Jonse opened the public hearing.

The City staff's recommendation was that the City Council conduct the first public hearing on the FY 2019-2020 Proposed Tax Rate of the City of Manor, Texas.

City Manager Bolt discussed the FY 2019-2020 Proposed Property Tax Rate of the City of Manor, Texas.

The discussion was held regarding the tax rate increase of 8.5%.

The discussion was held regarding the same tax rate increase for all other surrounding cities.

The discussion was held regarding the tax revenue for the city.

The discussion was held regarding the effect for Multi-Family homes.

MOTION: Upon a motion made by Council Member Burrell and seconded by Council Member Hill the Council voted five (5) For and none (0) Against to close the Public Hearing. The motion carried unanimously.

REGULAR AGENDA

4. Consideration, discussion and possible action on a resolution authorizing representation in IRS matter and delegating authority to execute Form 2848 IRS Power of Attorney to TML MultiState Intergovernmental Employee Benefits Pool.

The City staff's recommendation that the City Council approve Resolution No. 2019-09 authorizing representation in IRS matter and delegating authority to execute Form 2848 IRS Power of Attorney to TML MultiState Intergovernmental Employee Benefits Pool; and Authorize for the City Manager to execute Form 2848.

Tracey Vasquez, HR Coordinator, was available to address any questions posed by the City Council.

Leah Simon with TML Health, 1821 Rutherford Lane, Suite 300, Austin, Texas, spoke before City Council in support of this item. She stated TML failed to file Forms 1094C and 1095C in 2016-2017 due to some confusion on the filing process. She explained that TML Health would take full responsibility and will cover any and all IRS penalty fees for the City of Manor.

The discussion was held regarding Form 2848 IRS Power of Attorney.

MOTION: Upon a motion made by Council Member Hill and seconded by Council Member Dye Council voted five (5) For and none (0) Against to approve Resolution No. 2019-09 authorizing representation in IRS matter and delegating authority to execute Form 2848 IRS Power of Attorney to TML Health Benefits Pool; and Authorize for the City Manager to execute Form 2848. The motion carried unanimously.

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

The City staff's recommendation was that the City Council approve the proposed changes to the City of Manor Personnel Policies and Procedures Handbook regarding Travel.

City Manager Bolt discussed the proposed changes to the City of Manor Personnel Policies and Procedures Handbook regarding Travel.

HR Coordinator Vasquez explained the Travel policy changes.

MOTION: Upon a motion made by Council Member Dye and seconded by Council Member Weir the Council voted five (5) For and none (0) Against to approve the proposed changes to the City of Manor Personnel Policies and Procedures Handbook regarding Travel. The motion carried unanimously.

6. Second and Final Reading: Consideration, discussion and possible action on an ordinance rezoning 24.15 acres of land out of the James Manor Survey No. 40, Abstract 546, near Gregg Manor Road and Hill Lane and known as Las Entradas North, from Single Family (R-2) and Light Commercial (C-1) to Multi-Family (R-3) and Light Commercial (C-1). Applicant: Kimley-Horn & Assoc. Owner: Las Entradas Development Corporation

The City staff's recommendation was that the City Council approve the second and final reading of Ordinance No. 549 rezoning 24.15 acres of land out of the James Manor Survey No. 40, Abstract 546, near Gregg Manor Road and Hill Lane and known as Las Entradas North, from Single Family (R-2) and Light Commercial (C-1) to Multi-Family (R-3) and Light Commercial (C-1) with the condition to cap affordable housing to 25% of dwelling units.

Scott Dunlop, Assistant Development Services Director, was available to address any questions posed by the City Council.

Ordinance No. 549: An Ordinance of The City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land from Single Family (R-2) and Light Commercial (C-1) to Multi-Family (R-3) and Light Commercial (C-1); Making Findings of Fact; and Providing for Related Matters.

MOTION: Upon a motion made by Council Member Burrell and seconded by Council Member Dye the Council voted five (5) For and none (0) Against to approve the second and final reading of Ordinance No. 549 rezoning 24.15 acres of land out of the James Manor Survey No. 40, Abstract 546, near Gregg Manor Road and Hill Lane and known as Las Entradas North, from Single Family (R-2) and Light Commercial (C-1) to Multi-Family (R-3) and Light Commercial (C-1) with the condition to cap affordable housing to 25% of dwelling units. The motion carried unanimously.

7. Consideration, discussion, and possible action on appointment of Planning and Zoning Commission and Developer Representative as Community Impact Fee Advisory Committee.

The City staff's recommendation was that the City Council approve appointing the Planning and Zoning Commission and a development community representative as the Community Impact Fee Advisory Committee.

City Engineer Phelan discussed the reinstatement of the Planning and Zoning Commission and Developer Representative as Community Impact Fee Advisory Committee.

The discussion was held regarding amendments to the Community Impact Fee Land Use Assumptions, Capital Improvements Plan and/or Impact Fee amount.

The discussion was held regarding the appointment of Barth Timmermann as the Development Community Representative.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Dye the Council voted five (5) For and none (0) Against to approve appointing the Planning and Zoning Commission and a development community representative as the Community Impact Fee Advisory Committee. The motion carried unanimously.

8. Consideration, discussion and possible action on an ordinance amending Manor Code of Ordinances, Appendix A, Article A2.003 Subdivision Plats.

The City staff's recommendation was that the City Council approve Ordinance No. 550 amending Manor Code of Ordinances, Appendix A, Article A2.003 Subdivision Plats.

Scott Dunlop, Assistant Development Services Director, was available to address any questions posed by the City Council.

City Manager Bolt discussed the new Subdivision Fees for meetings due to new legislation.

Ordinance No. 550: An Ordinance of the City of Manor, Texas Amending Manor Code of Ordinances Appendix A Fee Schedule by Establishing Subdivision Fees; Repealing Conflicting Ordinances; Providing for Penalties; and Providing for Severability, Open Meetings and Effective Date Clauses.

MOTION: Upon a motion made by Council Member Hill and seconded by Council Member Dye the Council voted five (5) For and none (0) Against to approve Ordinance No. 550 amending Manor Code of Ordinances, Appendix A, Article A2.003 Subdivision Plats. The motion carried unanimously.

9. Consideration, discussion and possible action on a Resolution approving the acquisition of an accessible voting system in compliance with state and federal laws through a service agreement with Travis County.

The City staff's recommendation was that the City Council approve Resolution No. 2019-10 approving the acquisition of an accessible voting system in compliance with state and federal laws through a service agreement with Travis County.

City Secretary Almaraz explained the new voting system and process for voters.

Resolution No. 2019-10: A Resolution of The City Council of The City of Manor, Texas, Authorizing the Acquisition of an Accessible Voting System In Compliance With State And Federal Laws Through a Service Agreement With Travis County For Elections Held After August 1, 2019.

MOTION: Upon a motion made by Council Member Dye and seconded by Council Member Hill the Council voted five (5) For and none (0) Against to approve Resolution No. 2019-10 approving the acquisition of an accessible voting system in compliance with state and federal laws through a service agreement with Travis County. The motion carried unanimously.

Mayor Jonse adjourned the regular session of the Manor City Council into Executive Session at 7:45 p.m. Wednesday, September 4, 2019, 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, in accordance with the authority contained in *Section 551.074 Personnel Matters – Discussion of Place 4 vacancy; and Interview Candidates for appointments to the Board of Adjustment.*, at 7:45 p.m., on Wednesday, September 4, 2019, City Council Conference Room of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

The Executive Session was adjourned at 8:23 p.m. on Wednesday, September 4, 2019.

OPEN SESSION

The City Council reconvene into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and took action on item(s) discussed during Closed Executive Session at 8:23 p.m. on Wednesday, September 4, 2019, 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.

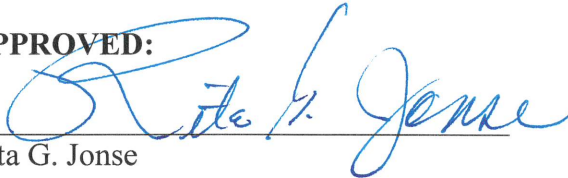
MOTION: Upon a motion made by Council Member Dye and seconded by Council Member Burrell the Council voted five (5) For and none (0) Against to appoint William D. Manns, Chase Mitchell, Aaron Moreno, and James D. Sulcer to the Board of Adjustment; and appoint Danny Scarbrough to fill the unexpired term of Council Member, Place No. 4. The motion carried.

ADJOURNMENT

The Regular Session of the Manor City Council Adjourned at 8:24 p.m. on Wednesday, September 4, 2019.


These minutes approved by the Manor City Council on the 18th day of September 2019.

APPROVED:



Rita G. Jonse
Mayor

ATTEST:



Lluvia T. Almaraz, TRMC
City Secretary

