



**MINUTES**  
**MANOR CITY COUNCIL MEETING**  
105 E. EGGLESTON STREET  
MANOR, TEXAS 78653  
-  
August 20, 2014 · 7:00 P.M.

**COUNCIL MEMBERS**

**PRESENT:**

Mayor, Rita Jonse  
Place 1, Sherri Hooker  
Place 2, Gil Burrell  
Place 3, David Cruz  
Place 4, Sharon Snowden  
Place 6, Jeff Turner

**ABSENT:**

Place 5, Rebecca Davies

**CITY STAFF PRESENT:**

Tom Bolt, Interim City Manager  
Frances Aguilar, City Secretary  
Chief Robert Snyder, Chief of Police  
Jesse Parker, IT Manager  
Sarah Friberg, Court Clerk

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

Mayor Jonse announced that a quorum was present and the meeting was called to order at 7:00 P.M.

**PLEDGE OF ALLEGIANCE**

**VISITOR AND CITIZEN'S FORUM**

Gene Kruppa addressed Council and stated that he is proud of the growth that Manor has attained through the diligence of City Council and the City employees. He is proud of the traditions that Manor has established. One of those traditions is the flying of the flags of our nation and our state at Jennie Park. He asked that the flags be replaced.

**CONSENT AGENDA**

1. Approval of the minutes

John Williams introduced himself and addressed Council. He stated that he respectfully request that the full text of Section 6.3 be included in the minutes. He stated that Council has not told citizens anything about the terms of Section 6.3. He also requested the City Manager's contract be available on the website. Motion to approve the minutes by Councilmember Turner. Seconded by Councilmember Burrell. Vote: 6 For – 0 Against.

2. Departmental Reports

All department reports were presented as follows:

- Public Works – Mike Tuley
- Municipal Court – Sarah Friberg
- Police – Chief Robert Snyder

- Development Services – Thomas Bolt

3. Financial Report – Lydia Collins

Ms. Collins provided the July Financial Report and stated that all funds are standing in a favorable status. She stated that \$276,826 is left over from the 2012 C.O. Bond for the Police Department. Motion to approve all the departmental reports by Councilmember Cruz. Seconded by Councilmember Hooker. Vote: 6 For – 0 Against.

REGULAR AGENDA (discussion and action items)

Mayor Jonse stated that we would start with Item 11.

11. Consideration and possible action on presentation and acceptance of the Annual Audit of the Basic Financial Statements of the City of Manor, Texas for the year ended September 30, 2013.

Dan Shaner gave a review of the audit. He stated that there were no difficulties, a few adjustments, and no disagreements with management. Mr. Shaner further stated that there were no findings in the audit that were of material weaknesses or significant deficiencies. He recommended that a credit card policy be developed and the bank reconciliations be completed timely. Discussion was held. Motion to postpone until next meeting by Councilmember Turner. Seconded by Councilmember Cruz. Vote: 6 For – 0 Against.

4. Presentation, review, and discussion of the "City Manager's Proposed Annual Budget" for FY 2014-2015.

Tom Bolt presented the budget to Council and gave an overview of the budget. A tax rate of .7718 is being proposed for this year. The department heads gave an overview of their requests. Mr. Bolt explained that the City would be addressing the personnel policy and pay scales. Councilmember Turner stated that budget could be amended. No action taken.

5. Discussion and possible action scheduling a public hearing on the Proposed Annual Budget for FY 2014-2015 and cause the City Secretary to post a general summary of the Budget for public inspection at City Hall and publish Notice of Public Hearing on the Proposed Annual Budget for FY 2014-2015 as required by Section 8.05 of the City Charter of the City of Manor, Texas.

Motion made to schedule and publish notice of a Public Hearing on the City Manager's Proposed Annual Budget for our regularly scheduled meeting of September 17, 2014 and further move that copies of the General Summary of the Proposed Annual Budget and Notice of the Public Hearing be made available at City Hall and electronically, on the City website by Councilmember Hooker. Seconded by Councilmember Burrell. Vote: 6 For – 0 Against.

6. Consideration and possible action of proposed ad valorem property tax rates and, if necessary, actions to place the proposal to adopt a tax rate increase on the agenda of a future Council Meeting.

Motion made to take action by record vote to place a proposal to adopt a tax increase rate of .7118 per \$100 of 2014 taxable valuation. This rate includes a Debt Service Rate of 0.3317 and an Operations and Maintenance (O&M) Rate of 0.3801 by Councilmember Hooker. Seconded by Councilmember Burrell.

**Record Vote:**

**For:**

**Mayor, Rita Jonse**

**Place 1, Sherri Hooker**

**Place 2, Gil Burrell**

**Place 3, David Cruz**

**Place 4, Sharon Snowden**

**Place 6, Jeff Turner**

**Against:**

**NONE**

**Absent:**

**Place 5, Rebecca Davies**

7. If necessary, consideration and possible action scheduling two public hearings on the proposed tax increase and cause the City Secretary to publish Notice of Public Hearings on Tax Increase as required by the Tax Code and in compliance with applicable Truth-in-Taxation provisions of the Texas Constitution.

**Motion made to schedule and publish notice of two Public Hearings on the proposed tax increase for a special meeting on September 10, 2014 and in our regularly scheduled meeting date of September 17, 2014 and further move that notice of these Public Hearings be posted at City Hall, on the City's website, and published in compliance with the Tax Code and Truth In Taxation provisions of the Texas Constitution by Councilmember Hooker. Seconded by Councilmember Cruz. Vote: 6 For – 0 Against.**

8. Consideration and possible action regarding a shooting range for the Manor Police Department. Item requested by Councilmember Burrell.

**Councilmember Burrell addressed Council and stated that information is still being gathered. Motion to postpone until next meeting by Councilmember Burrell. Seconded by Councilmember Cruz. Vote: 6 For – 0 Against.**

9. Consideration and possible action regarding disbursement of Hotel Occupancy Tax Funds to the Manor Lions Club for the purpose of advertisement of Manor Fest for October 3-4, 2014.

**Councilmember Burrell addressed Council and stated Hub Sherman was not able to attend the meeting. Mr. Bolt presented the application to Council. Motion to approve disbursement of Hotel Occupancy Tax Funds in the amount of \$4,000 to the Manor Lions Club for the purpose of advertisement of Manor Fest for October 3-4, 2014 by Councilmember Cruz. Seconded by Councilmember Snowden. Vote: 5 For – 0 Against, Councilmember Burrell abstained.**

10. Consideration and possible action to approve an Ordinance for the City of Manor making it unlawful for certain predator sex offenders to reside within 2000 feet of premises where children gather; making it unlawful to provide a residence to certain predator sex offenders in prohibited areas; providing affirmative defenses, providing for a variance process; providing a severability clause; providing a penalty of \$500; providing for amendment of conflicting provisions; providing publication, an effective date, and open meeting clauses.

**Chief Snyder presented the ordinance to Council. He stated the City of Manor has 24 sex offenders, 19 of which offended against children. This ordinance will not allow sex offenders to reside within 2,000**

feet from areas where children congregate. Discussion was held. Motion to approve by Councilmember Hooker. Seconded by Councilmember Cruz. Vote: 6 For – 0 Against.

Council convened into Executive Session at 8:37 P.M.

EXECUTIVE SESSION

Convene into Executive Session pursuant to Sections 551.074, Texas Government Code, to deliberate regarding the following:

- The appointment of an Interim City Manager.

Council reconvened into Open Session at 9:00 P.M.

12. The appointment of an Interim City Manager and setting a salary for the position.

Motion to appoint Tom Bolt as Interim City Manager which will include a salary increase from Mr. Bolt's current salary of \$82,199.70 to the salary of the City Manager's of \$90,852.30, effective August 20, 2014 by Councilmember Hooker. Seconded by Councilmember Snowden. Vote: 6 For – 0 Against.

CITY MANAGER'S REPORT

- a. Upcoming events and announcements

No report given

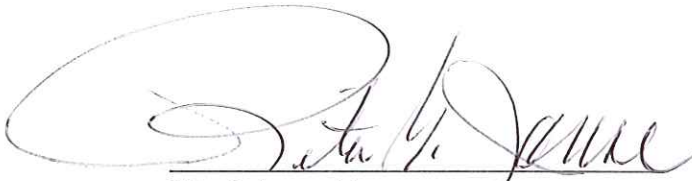
ADJOURNMENT

Motion to Adjourn by Councilmember Hooker. Seconded by Councilmember Burrell. Vote 6 For – 0 Against.

Meeting was adjourned at 9:02 P.M.

ATTEST:

  
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Frances M. Aguilar, City Secretary

  
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Rita G. Jonse, Mayor