



**MANOR CITY COUNCIL  
REGULAR MEETING  
MINUTES**  
105 E. EGGLESTON STREET  
MANOR, TEXAS 78653  
NOVEMBER 5, 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 5, Rebecca Davies  
Place 6, Jeff Turner

**ABSENT:**

**CITY STAFF PRESENT:**

Tom Bolt, Interim City Manager  
Frances Aguilar, City Secretary  
Jesse Parker, IT Manager

**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**

Mr. Gene Kruppa led the Pledge of Allegiance.

**PUBLIC COMMENTS**

Denise LoSchiavo wanted to invite Council and the public to the Veterans Day event to be held at Jenny Lane Park on November 11, 2014, sponsored by East Rural Travis County Advisory Board.

**CONSENT AGENDA**

1. Consider approval of the minutes for the October 15, 2014 City Council Regular Meeting.

No action was taken.

**REGULAR AGENDA**

2. Consideration and possible action to reappoint the Mayor to the CAPCOG Board of Directors.

Motion to reappoint a Mayor Jonse to the CAPCOG Board of Directors was made by Councilmember Burrell. Seconded by Councilmember Turner. Vote: 7 For – 0 Against.

3. Consideration and possible action to approve the City Manager Evaluation process.

Councilmember Davies addressed Council and explained that two parts were shared with Council at the last meeting. The survey portion is not supported under the Charter. The committee

recommended that we approve the City Manager performance evaluation form. The time limit for Council to complete the evaluation will be 30 days. Discussion was held as to when the evaluation will be held. Councilmember Davies recommended that it be completed in December. Motion approve the evaluation process was made by Councilmember Davies. Seconded by Councilmember Hooker. Vote: 7 For – 0 Against.

4. Consideration and possible action to approve the job description and salary for the position of City Manager.

Interim City Manager Tom Bolt presented Council with a City Manager job description and recommended that a committee be established to review the job description and salary. Motion to create a committee to review the City Manager job description and salary and appoint Councilmember Turner, Councilmember Davies and Councilmember Hooker to the committee was made by Councilmember Cruz. Seconded by Councilmember Burrell. Vote: 7 For – 0 Against.

5. Consideration and possible action to authorize city staff to begin preparing documentation for the purchase of a modular building to be used for the Police Department.

Mr. Bolt addressed Council and stated that City staff has met with City Engineer Frank Phelan to discuss options for the police department. Mr. Phelan met with the Police Department and Public Works to determine needs. Mr. Phelan advised that the two departments could not operate out of one facility longer than a year. He gave an overview of the department needs. Discussion was held about options and overview of the process. Motion to authorize staff to begin documentation for the purchase of a modular building was made by Councilmember Burrell. Seconded by Councilmember Snowden. Vote: 7 For – 0 Against.

#### 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 at 7:51 P.M.:

*Section 551.074 Personnel Matter – Discuss how Personal Time Off (sick, vacation and personal days) is tracked.*

#### OPEN SESSION

The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and to take action on item(s) discussed during Closed Executive Session at 7:57 P.M.:

6. Discussion and possible action on how Personal Time Off is tracked.

Mr. Bolt explained that the general question will be discussed in open session. Mr. Bolt gave an overview of the different types of leave and explained the process of obtaining leave. Councilmember Hooker asked if a program was used to monitor leave. Mr. Bolt explained the Incode tracks the leave but that the request is made manually. Discussion was held. No action was taken.

#### CITY MANAGER'S REPORT

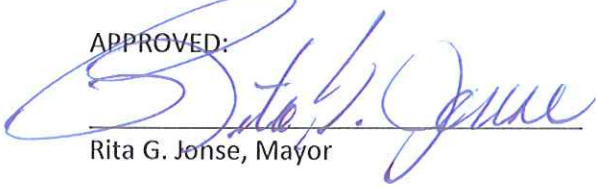
7. Upcoming events and announcements

Mr. Bolt stated that the intersection of FM 973 and Old Hwy 20 will be studied for improvement. He also stated that there is a multi-tenant spec building in front of Wal-Mart under construction.

**ADJOURNMENT**

**Motion made to Adjourn by Councilmember Burrell. Seconded by Councilmember Turner. Vote 7 For  
– 0 Against. Meeting was adjourned at 8:20 P.M.**

APPROVED:



Rita G. Jonse, Mayor

ATTEST:



Frances M. Aguilar, City Secretary