



**MANOR CITY COUNCIL  
REGULAR MEETING  
AGENDA  
105 E. EGGLESTON STREET  
MANOR, TEXAS 78653  
FEBRUARY 3, 2016 · 7:00 P.M.**

**CALL TO ORDER AND ANNOUNCE QUORUM 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 minutes per person. Comments on specific agenda items must be made when the item comes before the Council. To address the City Council, please register on the speaker sign-in sheet at least five-minutes prior to the scheduled meeting time. NO ACTION MAY BE TAKEN BY THE CITY COUNCIL DURING PUBLIC COMMENTS.*

**CONSENT AGENDA**

1. Consideration, discussion, and possible action to approve the minutes for the January 20, 2016 City Council Regular Meeting.

**REGULAR AGENDA**

2. Consideration, discussion, and possible action to approve ordinance 434, repealing ordinance 416, to establish fees and charges for building, electrical, plumbing, mechanical, irrigation and other permits; establish fees and charges for the platting of subdivisions; establishing other administrative fees and charges; amending conflicting ordinances; providing for penalties; and providing for severability, open meeting and effective date clauses.
3. Consideration, discussion and possible action to approve a resolution to apply for the Edward Byrne Memorial Justice Assistance Grant.
4. Consideration, discussion and possible action to approve a resolution to apply for the Body-Worn Camera Grant.
5. Consideration, discussion and possible action to approve a budget amendment for personnel positions.
6. Consideration, discussion and possible action on a salary study for the City of Manor employees.

**EXECUTIVE SESSION**

*The City Council will now conduct a Closed Executive Session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in:*

*Section 551.074, Texas Government Code Personnel Matters – City Manager evaluation*

*Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct, to receive legal advice regarding sexual harassment complaints, as well as other complaints about other unlawful employment actions*

**OPEN SESSION**

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

7. Take action as deemed appropriate in the City Council’s discretion regarding the City Manager evaluation.
8. Take action as deemed appropriate regarding sexual harassment complaints, as well as other complaints about other unlawful employment actions.

**ADJOURNMENT**

*In addition to any executive session already listed above, the City Council for the City of Manor 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 for the following purposes:*

- §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
- §551.087 Deliberations regarding Economic Development Negotiations

**POSTING CERTIFICATION**

**I certify that this notice of the Manor City Council Meeting was posted on this 29<sup>th</sup> day of January, 2016 before 5:00 P.M., as required by law in accordance with Section 551.043 of the Texas Government Code.**

\_\_\_\_\_  
**Frances M. Aguilar – City Secretary**

**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 special marked parking is available. Persons with disabilities who plan to attend this meeting and who may need assistance are requested to contact Frances Aguilar, City Secretary at 512-272-5555. Provide a forty-eight hour notice when feasible.

## ORDINANCE NO. 434

**AN ORDINANCE OF THE CITY OF MANOR, TEXAS, REPEALING ORDINANCE NUMBER 416; ESTABLISHING FEES AND CHARGES FOR BUILDING, ELECTRICAL, PLUMBING, MECHANICAL, IRRIGATION, AND OTHER PERMITS; ESTABLISHING TECHNOLOGY FEES; ESTABLISHING FEES AND CHARGES FOR THE PLATTING OF SUBDIVISIONS; ESTABLISHING OTHER ADMINISTRATIVE FEES AND CHARGES; AMENDING CONFLICTING ORDINANCES; PROVIDING FOR PENALTIES; AND PROVIDING FOR SEVERABILITY, OPEN MEETINGS AND EFFECTIVE DATE CLAUSES.**

**Whereas**, the City of Manor (the "City") is experiencing significant growth and development and such growth is expected to continue;

**Whereas**, many of the City's fees and charges are not adequate to cover the City's actual cost of providing the reviews, inspections, and services required to be provided by the City;

**Whereas**, the City's growth has presented increasingly more complex and time consuming planning, engineering, and legal issues that have required increased expenditures for professional consulting, including, but not limited to, planning, engineering, and legal fees and expenses;

**Whereas**, it is the general policy of the City that, to the greatest extent possible, all new development should pay for itself and not pose an undue financial burden on the City or its residents;

**Whereas**, many of the increased expenditures are related to or associated with particular projects involving prospective industrial, business, commercial, mixed use, multi-family and/ or residential uses;

**Whereas**, the City Council finds that it is in the best interest of the City and its residents for each such project to bear the cost of expenditures for professional consulting related thereto, including, but not limited to, planning, engineering, and legal fees and expenses;

**Whereas**, the City's fee schedules are located in many different ordinances;

**Whereas**, the City is desirous of being able to modify fees as necessary without modifying the individual Ordinance they are specified in;

**Whereas**, the City's fee schedules need to be updated to establish fees for certain types of services not previously established;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, THAT;**

**Section 1. Basic Building Permit, Inspection and Technology Fee Charges.** The following fees and charges are established and shall be in addition to any fees otherwise pursuant to this schedule.

Permit

Permit Fee

Insp Rate

Tech

## Residential Building

### New Build Permit Fee (1 & 2 Fam)

*note: Trade permits, inspections and Certificate of Occupancy is included in rates above.*

\$.60 per sq ft.

\$60 ea (8 )

\$30.00

### Additions

\$.60 per sq ft. of  
addition

\$60.00 ea

\$20.00

### Remodel/Repair - Estimated Value

\$0-\$3,000

\$50.00

\$60.00 ea

\$20.00

\$3,001-\$5,000

\$60.00

\$60.00 ea

\$20.00

\$5,000-\$10,000

\$85.00

\$60.00 ea

\$20.00

\$10,001-\$15,000

\$95.00

\$60.00 ea

\$20.00

\$15,001-\$20,000

\$115.00

\$60.00 ea

\$20.00

\$20,001-\$25,000

\$140.00

\$60.00 ea

\$20.00

Above \$25,000

\$140.00 + .007 x  
cost over  
\$25,000

\$60.00 ea

\$20.00

### Driveway

\$25.00

\$60.00 ea

\$10.00

### Plumbing

\$35.00

\$60.00 ea

\$10.00

### Electrical

\$35.00

\$60.00 ea

\$10.00

### Mechanical

\$35.00

\$60.00 ea

\$10.00

### Demolition

\$25.00

\$60.00 ea

\$10.00

### Foundation - Leveling/Repair

\$25.00

\$60.00 ea

\$10.00

### Certificate of Occupancy

\$50.00

\$60.00 ea

\$10.00

## Multi-Family

### New Building (includes trade permits)

(MEP Trade permits are the same as Single Family)

\$.60 per sq ft.

\$35.00 ea (8  
per unit)

\$50.00

### Demolition

\$50.00

\$60.00 ea

\$10.00

### Certificates of Occupancy

\$50.00 ea

\$60.00 ea

\$10.00

### Re - inspection Fees for Residential

1st

\$75.00 each

2nd &amp; more

\$100.00 each

Permit	Permit Fee	Insp Rate	Tech
<b>Residential Building, Trade Permits &amp; Technology Fees Continued</b>			
<b>Manufactured Homes</b>			
<b>Individual Unit</b> Trade Permits (same as Residential, only outdoor inspections)	\$250 + trade permits	\$60.00 ea	\$25.00
<b>Foundation</b>	\$35.00	\$60.00 ea	\$10.00
<b>Commercial Building, Trade Permits &amp; Technology Fees</b>			
<b>Plan Review with Outside Agency</b>	TBD	n/a	
<b>New Build - Shell/Spec</b>	\$.35 per sq ft including trade permits	\$80.00 ea	\$50.00
<b>Electrical</b>	\$80.00	\$80.00 ea	\$10.00
<b>Plumbing</b>	\$80.00	\$80.00 ea	\$10.00
<b>Mechanical</b>	\$80.00	\$80.00 ea	\$10.00
<b>Grease Trap</b>	\$80.00	\$80.00 ea	\$10.00
<b>Vent Hood Type 1</b>	\$200.00 (includes M & E permits)	\$80.00 ea	\$10.00
<b>Vent Hood Type II</b>	\$160.00 (includes M & E permits)	\$80.00 ea	\$10.00
<b>Driveway/Parking</b>	\$.05 per sq ft	\$80.00 ea	\$10.00
<b>Certificate of Occupancy</b>	\$80.00	\$80.00ea	\$10.00
<b>Re - inspection Fees for Commercial</b>			
1st		\$100.00 each	
2nd & more		\$125.00 each	

Permit	Permit Fee	Insp Rate	Tech
<b>Remodel/Repair</b>			
\$0-\$3,000	\$50.00	\$80.00 ea	\$50.00
\$3,001-\$5,000	\$60.00	\$80.00 ea	\$50.00
\$5,000-\$10,000	\$85.00	\$80.00 ea	\$50.00
\$10,001-\$15,000	\$95.00	\$80.00 ea	\$50.00
\$15,001-\$20,000	\$115.00	\$80.00 ea	\$50.00
\$20,001-\$25,000	\$140.00	\$80.00 ea	\$50.00
Above \$25,000	\$140.00 + .007 x cost over \$25,000	\$80.00 ea	\$50.00
<b>Tenant Finish Out (TFO)</b>	\$.35 per sq ft including trade permits	\$80.00 ea	\$50.00
<b>Demolition</b>	\$100.00	\$80.00 ea	\$10.00
<b>Certificates of Occupancy</b>	\$80.00 ea	\$80.00 ea	\$10.00
Re issue or copy	\$50.00 ea	n/a	\$10.00
<b>Accessory Structures</b>			
<b>Equal to or larger than 64 sq ft</b>	\$35.00	\$60.00 ea	\$10.00
<b>Carports</b>	\$35.00	\$60.00 ea	\$10.00
<b>Detached Garage</b>	\$35.00	\$60.00 ea	\$10.00
<b>Deck &amp; Patio Covers</b>	\$35.00	\$60.00 ea	\$10.00
<b>Deck</b>	\$35.00	\$60.00 ea	\$10.00
<b>Patio</b>	\$35.00	\$60.00 ea	\$10.00
<b>Swimming Pools</b>			
Residential (in or above ground)	\$80.00 + trade permits	\$60.00 ea	\$10.00
Commercial (in or above ground)	\$150.00 + trade permits	\$80.00 ea +	\$10.00
<b>Hot Tub / Spa Commercial</b>	\$120.00 + trade permits	\$80.00 ea +	\$10.00
<b>Hot Tub / Spa Residential</b>	\$80.00 + trade permits	\$60.00 ea	\$10.00

Permit	Permit Fee	Insp Rate	Tech
<b>Sign Permits</b>			
<b>Permanent</b>			
<b>Wall or Pole Signs</b>			
Up to 40 sq ft	\$50.00 + trade permit	\$80.00 ea	\$10.00
41 sq ft to 60 sq ft	\$75.00 + trade permit	\$80.00 ea	\$10.00
61 sq ft or larger	\$100.00 + trade permit + \$1.00 per sq ft over 61 sq. ft	\$80.00 ea	\$10.00
<b>Monument Sign</b>	Above rates + Foundation permit + trade permit	\$80.00 ea	\$10.00
<b>Billboards</b>	Above rates (max of 672 sq ft per face) + trade permit	\$80.00 ea	\$50.00
<b>Temporary</b>			
Up to 16 sq ft only	\$25.00		\$10.00
<b>Uniform Sign Plan</b>	\$200.00		\$25.00
<b>Uniform Sign Plan Amendment</b>	\$200.00		\$25.00
<b>Miscellaneous Permits</b>			
<b>Moving a Structure (non-licensed mover)</b>	\$85.00 + PD Escort Fees	\$80.00 ea	\$10.00
<b>Fence</b>	\$35.00		\$10.00
<b>Irrigation</b>			
<b>Residential</b>	\$35.00	\$60.00 ea	\$10.00
<b>Commercial &amp; Multi Family</b>	\$80.00	\$80.00 ea	\$10.00
<b>Other Demolition Residential</b>	\$35.00	\$60.00 ea	\$10.00
<b>Other Demolition Commercial</b>	\$35.00	\$80.00 ea	\$10.00
<b>Other Agency Fees:</b> The City of Manor does not assess nor collect fees for reviews of Building Construction Plans by agencies having jurisdictional authority. All fees for other agencies are established and collected by each of the authorities conducting review.			
<b>Educational Permits</b>			
New Building	\$.80 per sq ft	\$80.00 ea	\$50.00
Addition	\$.80 per sq ft	\$80.00 ea	\$50.00

\* All impact fees are waived for schools and universities.

Permit	Permit Fee	Insp Rate	Tech
<b>Educational Permits Continued...</b>			
<b>Remodel/Repair (trades not included)</b>			
\$0-\$3,000	\$50.00	\$80.00 ea	\$50.00
\$3,001-\$5,000	\$60.00	\$80.00 ea	\$50.00
\$5,000-\$10,000	\$85.00	\$80.00 ea	\$50.00
\$10,001-\$15,000	\$95.00	\$80.00 ea	\$50.00
\$15,001-\$20,000	\$115.00	\$80.00 ea	\$50.00
\$20,001-\$25,000	\$140.00	\$80.00 ea	\$50.00
Above \$25,000	\$140.00 + .007 x cost over \$25,000	\$80.00 ea	\$50.00
<b>Educational Trades</b>			
<b>Electrical, Plumbing, Mechanical</b>	\$80.00 ea	\$80.00 ea	\$10.00 ea

**Section 2. Site Plans.** The following fees and charges are established and shall be collected for the review of site plans for multi-family, commercial, institutional, and industrial types of development of land within the City;

### Site Plan Fees

<b>Site Plan Engineer Review</b>	\$400.00 + \$15 per acre	\$50.00
<b>Revision</b>	\$250.00	\$25.00
<b>TIA Review</b>	\$800.00 + \$10 per page	\$50.00
<b>CLOMR &amp; LOMR Engineer Review</b>	\$600.00	\$50.00

**Other Agency Fees:** The City of Manor does not assess nor collect fees for reviews of Building Construction Plans by agencies having jurisdictional authority. All fees for other agencies are established and collected by each of the authorities conducting review.

**Professional Fees:** In addition to the fees and charges, an Engineer Review Fee, set forth above in this section, the proposer, developer or subdivider of land, a subdivision, plat, or municipal utility district, shall reimburse and pay to the City the actual costs and expenses for professional services, including but not limited to consulting engineers, attorneys and land planners, incurred by the City with respect to such subdivision, plat, development, municipal utility district, or floodplain review.

**Section 3. Subdivision Plats.** The following fees and charges are established and shall be collected for the subdivision of land within the City or its extraterritorial jurisdiction.

### Subdivision Fees

<b>Concept Plan</b>	\$500.00 + \$5 per lot	\$50.00
<b>Engineer Review</b>	\$500.00 + \$5 per lot	
<b>Revision</b>	\$250.00	\$25.00
<b>Preliminary Plan</b>	\$500.00 + \$5 per lot	\$50.00
<b>Engineer Review</b>	\$750 + \$50 per lot	
<b>TIA Review</b>	\$800 + \$10 per page	\$50.00
<b>Revision</b>	\$250.00	\$25.00



Permit	Permit Fee	Insp Rate	Tech
<b>Construction Plan</b>	3% Estimated Cost		\$50.00

**Construction Plan Fee:** A fee in the amount of three percent (3%) of the estimated cost for construction of all streets, water, wastewater, drainage and other infrastructure required to be constructed for the approval and final acceptance of any subdivision or section thereof shall be paid, together with all other applicable fees and charges, prior to any approved plat - plan being finally approved by the City and filed of record. The total estimated amount of such fee shall be paid as a deposit prior to the start of construction.

<b>Final Plat</b>	\$750.00 + \$20 per lot		\$50.00
Engineer Review	\$1000 + \$20 per lot		
Revision	\$250.00		\$25.00
<b>Short Form Final Plot</b>	\$400 + \$5 per lot		\$25.00
Engineer Review	\$300.00		
Revision	\$150.00		\$15.00
<b>Amended Plats</b>	\$400 + \$20 per lot		\$25.00
Engineer Review	\$300.00		
Revision	\$150.00		\$15.00

<b>Parkland Dedication</b>			
Fee in Lieu (City Council Approval)	\$550 per dwelling unit		

Combination 3 acres or more land and Fee in Lieu (Council Approved) or...An amount calculated giving credit for 66 units per acre approved for dedication. The fee in lieu of shall be the higher of \$150.00 for each new dwelling unit proposed or an amount giving credit for 66 new units per acre approved for dedication and \$550.00 per dwelling unit in subdivision that exceeds the number of acres to be dedicated multiplied by 66.

	\$150 per dwelling unit		
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**Other Agency Fees:** The City of Manor does not assess nor collect fees for reviews of Building Construction Plans by agencies having jurisdictional authority. All fees for other agencies are established and collected by each of the authorities conducting review.

**Professional Fees:** In addition to the fees and charges, an Engineer Review Fee, set forth above in this section, the proposer, developer or subdivider of land, a subdivision, plat, or municipal utility district, shall reimburse and pay to the City the actual costs and expenses for professional services, including but not limited to consulting engineers, attorneys and land planners, incurred by the City with respect to such subdivision, plat, development or municipal utility district.

**Section 4. Zoning, Variance, Special & Conditional Use Permits.** The following fees and charges are established and shall be collected with an application for consideration by a board, commission, or consultant prior to consideration and action by any authority having jurisdiction.

### Zoning

Zoning Request	\$300 + \$30 per acre	\$15.00
Public Hearing Notice (Newspaper)	\$150.00	
Property Owner Notification	\$5 per property owner	
Verification	\$50.00	\$10.00

### Special Services

#### GIS Mapping Pre-made Hardcopy

8.5"x11"	\$2.00	
11"x17"	\$5.00	
Larger formats	per engineer costs	

#### GIS Digital Data by Layer

\$10 first layer, \$5  
each additional  
layer

### Development Agreement Consultation

Deposit	\$6,000.00	
Actual Costs	More or less billed costs for engineering and legal consultation	

### Planned Unit Development

Amendment	\$600 + \$40 per acre	\$25.00
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### Conditional Use Permit

Public Hearing Notice (Newspaper)	\$250.00	\$10.00
Property Owner Notification	\$150.00	
	\$5 per Property Owner	

### Variance

Public Hearing Notice (Newspaper)	\$250 + \$30 per acre	\$10.00
Property Owner Notification	\$150.00	
	\$5 per Property Owner	

### Special Use Request

Public Hearing Notice (Newspaper)	\$250 + \$30 per acre	\$10.00
Property Owner Notification	\$150.00	
	\$5 per Property Owner	

### Comprehensive Plan Amendments

### Appeal of Administrative Decision

### Appeal of Planning & Zoning Decision

Comprehensive Plan Amendments	\$350.00	\$15.00
Appeal of Administrative Decision	\$400.00	\$10.00
Appeal of Planning & Zoning Decision	\$400.00	\$10.00

**Section 5. Vendors.** The following fees and charges are established and shall be collected prior to the review and approval of an application to solicit, peddle, or operate a food establishment as a seasonal, semi-permanent or temporary food vendor.

**Door to door solicitation**

Bond	\$5000.00
Per day	\$5.00 per day up to 7 days
Per week	\$10.00
Per Month	\$25.00
Three Months	\$50.00
Six Months	\$75.00
Per year	\$100.00

**Mobile Food Establishment**

Per day	\$5.00 per day up to 7 days
Per week	\$10.00
Per Month	\$25.00
Three Months	\$50.00
Six Months	\$75.00
Per year	\$100.00

**Special Event** (Use of rights-of-way or other city resources not covered under Park Use Fees)

First day or portion thereof	\$50.00
Each additional day	\$25.00

**Section 6. Special Services.** The following fees and charges are established and shall be collected for special services provided by Law Enforcement Staff.

Incident Report Copy	\$5.00
Crash Report Copy	\$6.00
Finger Printing Fees	
First two finger print cards	\$10.00 per card (come in two card packages)
Each additional card	\$5.00
Alarm Permit Fees	
Residential Systems	\$50.00
Commercial Systems	\$50.00
Multi-family Systems	\$50.00 per unit
Common Areas	\$50.00 each building
Government Agencies	No fee
Schools and Similar Occupancies	\$50.00
Renewal Fee	\$10.00
Late Fee	\$5.00
False Alarm Fees	
Up to 3 per year	No fee
4th and 5th per year	\$50.00
5th, & 7th per year	\$75.00
8th and more per year	\$100.00

Police Car Fee	\$15.00 per hour (no minimum)
Police Officer Fee	\$45.00 to \$55.00 depending on contract (4 Hour Minimum)
Traffic Control Device Fee	\$100.00 (Maximum of trailer limit)

**Section 7. Administrative and/or Miscellaneous Fees.** The following fees and charges are established and shall be collected for Park Rental, Animal Registration, Film Projects, and administrative fees for copying and/or producing records upon request.

**Film projects using City property**

<u>Activity</u>	<u>Per Day Fee</u>
Total disruptive use (regular operating hours) of a public building, park, right of way or other public area;	\$500.00
Partial non disruptive use of a public building, right of way or other public area;	\$250.00
Total closure of obstruction of a public street or right of way, including parking lots and on-street parking (for filming purposes);	\$50.00 per block
Partial closure or obstruction of a public street, right of way, including parking lots and on-street parking (for filming purposes); and	\$25.00 per block
Use of city parking lots, parking areas, and city streets (for the purpose of parking film trailers, buses, catering trucks, and other large vehicles)	\$50.00 per block

**Administrative Fees -All departments**

B/W Copies – standard lettersize	\$0.15 per page of printed material
B/W Copies – legal or larger	\$0.50 per page of printed material
Color Copies – standard letter size	\$0.25 per page of printed material
Color Copies -legal or larger	\$0.50 per page of printed material
Specialty Paper (Mylar, Blueprint etc.)	Actual cost
Notary fee	\$6.00
Every other signature	\$1.00
CD copies	\$25.00
Other electronic media	Actual cost
PDF of Ordinance/Utility Bill	No charge
Labor and overhead charges	\$15.00 per hour >50 copies, or locate, compile, and reproduce requested information when records located in remote facility

Postal Expenses	Actual cost to transmit information paid prior to release
Returned Check Fee	\$35.00
Administrative fee	\$20.00
Animal registration	\$10.00
City Park Rental Permit Fees	
Up to 4 hours	\$50.00
Maintenance Deposit	\$25.00
4 – 8 hours	\$75.00
Maintenance Deposit	\$50.00
Per Day	\$100.00
Maintenance Deposit	\$100.00 refunded minus city staff costs if required
City Staff Maintenance	\$20.00 per hour
City Vehicle Use	\$15.00 per hour
Debris Removal	\$20.00
Barricades set up & take down	\$75.00

**Section 8. Utility Service charges and fees.** The following fees and charges are established and shall be collected for providing utility services, repairs, new construction, impact fees, maintenance, debris pick up and associated administrative services.

<b>Water</b>	Established under separate Ordinance
<b>Wastewater</b>	Established under separate Ordinance
<b>Debris / Solid Waste</b>	Per current contract with Solid Waste Service Provider renewed annually. Approved by City Council.
<b>Meter testing</b>	\$50.00
<b>Meter re-read</b>	\$5.00 (No charge if there is an error)
<b>Water Taps</b>	
Residential	\$500.00
Commercial	\$500.00 + actual costs
<b>Wastewater Taps</b>	
Residential	\$500.00
Commercial	\$500.00 + actual costs

### **Water and Wastewater Impact Fees**

For all lots or development, the Community Impact Fee for each Living Unit Equivalent shall be in accordance with amounts imposed in previous Ordinances for the applicable time period as shown in the following chart.

<b>Platted Dates</b>	<b>Water Impact Fee</b>	<b>Wastewater Impact Fee</b>
June 6, 2012 to present	\$1,800.00	\$1,800.00
November 19, 2008 - June 6, 2012	\$2,500.00	\$2,100.00
May 16, 2007 - November 19, 2008	\$2,200.00	\$2,100.00
July 28, 2004 – May 16, 2007	\$1,700.00	\$1,800.00
September 27, 2000 – July 28, 2004	\$1,575.00	\$1,925.00
November 16, 1994 - September 27, 2000	\$1,440.00	\$1,630.00
May 18, 1989 - November 16, 1994	\$1,335.00	\$2,375.00
October 9, 1985 – May 18, 1989	\$500.00	\$850.00

**Section 9. Repeal of Conflicting Ordinances.** All ordinances or parts of ordinances, and sections of the City Code of Ordinances, in conflict with this Ordinance are hereby repealed to the extent of such conflict.

**Section 10. Penalties.** Any person who commences work requiring a permit before obtaining the necessary permits shall be in violation of this ordinance and subject to a penalty fee equal to the rate of the permit

**Section 11. Severability.** If any provision of this Ordinance or the application of any provision to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications hereof which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

**Section 12. Effective Date.** This Ordinance shall take effect immediately from and after its passage and publication in the manner set forth with the provisions of the Tex. Loc. Gov't Code.

**Section 13. Open Meetings Act.** That it is hereby officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chap. 551, Tex. Gov't Code.

**PASSED AND APPROVED** on this the \_\_\_\_ of February, 2016.

ATTEST:

City of Manor, Texas

\_\_\_\_\_  
Frances M. Aguilar, City Secretary

\_\_\_\_\_  
Rita Jonse, Mayor

RESOLUTION NO. 2016-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, AUTHORIZING THE FILING OF A EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM APPLICATION TO THE OFFICE OF THE GOVERNOR OF TEXAS CRIMINAL JUSTICE DIVISION; AND AUTHORIZING THE CITY MANAGER TO ACT AS THE GRANTEE'S AUTHORIZED OFFICAL IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM.

**WHEREAS**, the City of Manor finds it in the best interest of the citizens of the City of Manor, Texas that the Manor Police Department Purchase and Outfitting of a Self-Contained Evidence Collection Vehicle Project to be operated in 2017; and

**WHEREAS**, the City of Manor agrees that in the event of loss or misuse of the Criminal Justice Division funds, City of Manor assures that the funds will be returned to the Criminal Justice Division in full; and

**WHEREAS**, the City of Manor designates the City Manager as the grantee's authorized official;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS THAT;**

City of Manor, Texas approves submission of the grant application for the Manor Police Department Purchase and Outfitting of a Self-Contained Evidence Collection Vehicle Project to the Office of the Governor, Criminal Justice Division. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

**PASSED AND APPROVED** this 3<sup>rd</sup> day of February, 2016.

**CITY OF MANOR, TEXAS**

---

Rita Jonse, Mayor

ATTEST:

---

Frances M. Aguilar, City Secretary

Grant Number: 3020401





RESOLUTION NO. 2016-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, AUTHORIZING THE FILING OF A EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM APPLICATION TO THE OFFICE OF THE GOVERNOR OF TEXAS CRIMINAL JUSTICE DIVISION; AND AUTHORIZING THE CITY MANAGER TO ACT AS THE GRANTEE'S AUTHORIZED OFFICAL IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM.

**WHEREAS**, the City of Manor finds it in the best interest of the citizens of the City of Manor, Texas that the Manor Police Department Purchase and Outfitting of a Self-Contained Evidence Collection Vehicle Project to be operated in 2017; and

**WHEREAS**, the City of Manor agrees that in the event of loss or misuse of the Criminal Justice Division funds, City of Manor assures that the funds will be returned to the Criminal Justice Division in full; and

**WHEREAS**, the City of Manor designates the City Manager as the grantee's authorized official;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS THAT;**

City of Manor, Texas approves submission of the grant application for the Manor Police Department Purchase and Outfitting of a Self-Contained Evidence Collection Vehicle Project to the Office of the Governor, Criminal Justice Division. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

**PASSED AND APPROVED** this 3<sup>rd</sup> day of February, 2016.

**CITY OF MANOR, TEXAS**

---

Rita Jonse, Mayor

ATTEST:

---

Frances M. Aguilar, City Secretary

Grant Number: 3020401



**Actual Salary Charts**

**For**

**Study Participants**

**For the**

**City of Hutto  
Salary Survey**

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ACTUAL SALARY Charts**

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CITY ENGINEER .....	A-9
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## Notes to Salary Comparison Charts

Ray Associates compared the salary levels of 52 City of Hutto job titles to the **actual salaries** for similar jobs with 12 other employers. The actual salary data results for all 52 of the job titles for which data was provided are shown on a job-by-job basis in the following charts.

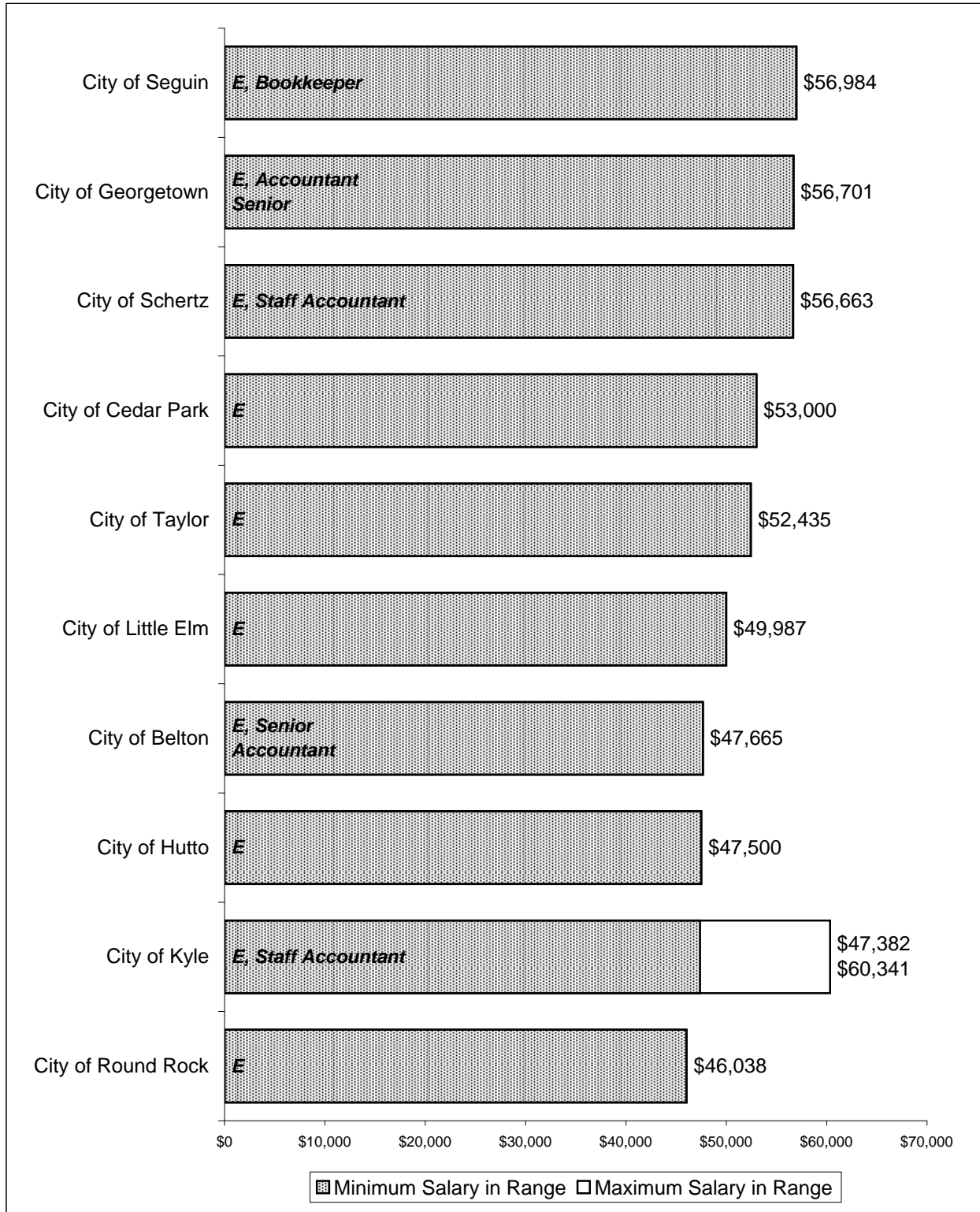
### For Actual Salary Charts:

- 1) *The Overall Average Salary*: The overall average of **actual salaries** for the job. This figure is calculated by averaging the actual salary levels for all organizations. The mid-point between the actual minimum and the actual maximum salaries being paid by other employers was used if the employer was paying multiple incumbents different salaries. This is an unweighted average.
- 2) *The Median Minimum Salary*: The median calculation is the lowest salary actually being paid by the middle case employer. If there are an even number of employers reporting data, then the median minimum is the mid-point between the lowest salaries being paid by the two middle case employers. The median minimum is the 50<sup>th</sup> percentile for the lowest actual salaries currently being paid in the market.
- 3) *Chart*: The salary levels on each chart are in descending order by the minimum actual salary level currently being paid by each employer.
- 4) All jobs have salary levels shown in annualized terms.

**Ray Associates, Inc.  
Salary Survey**

**ACCOUNTANT**

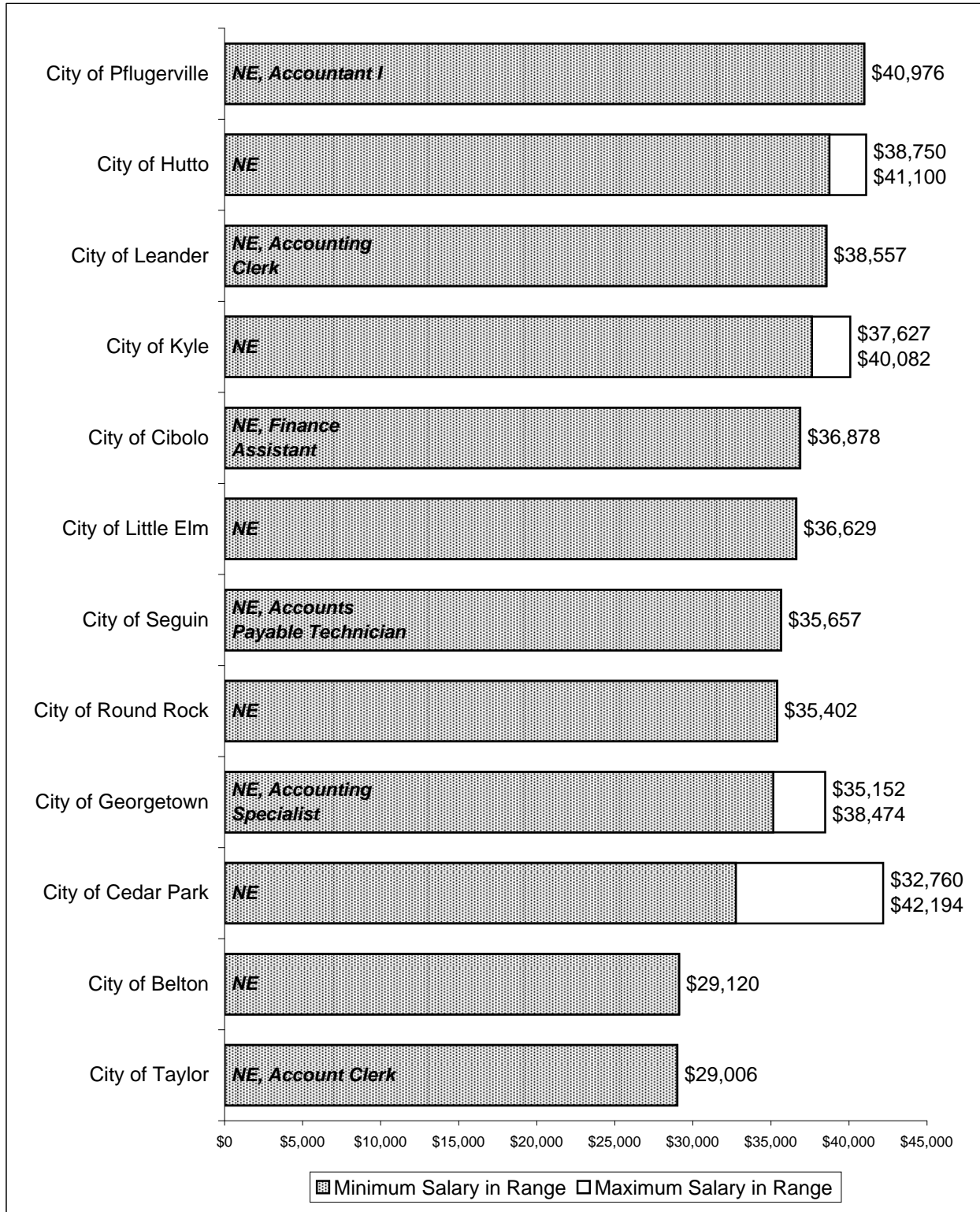
Overall Average Salary: \$52,083  
 Median Minimum Salary: \$51,211



**Ray Associates, Inc.  
Salary Survey**

**ACCOUNTING TECHNICIAN**

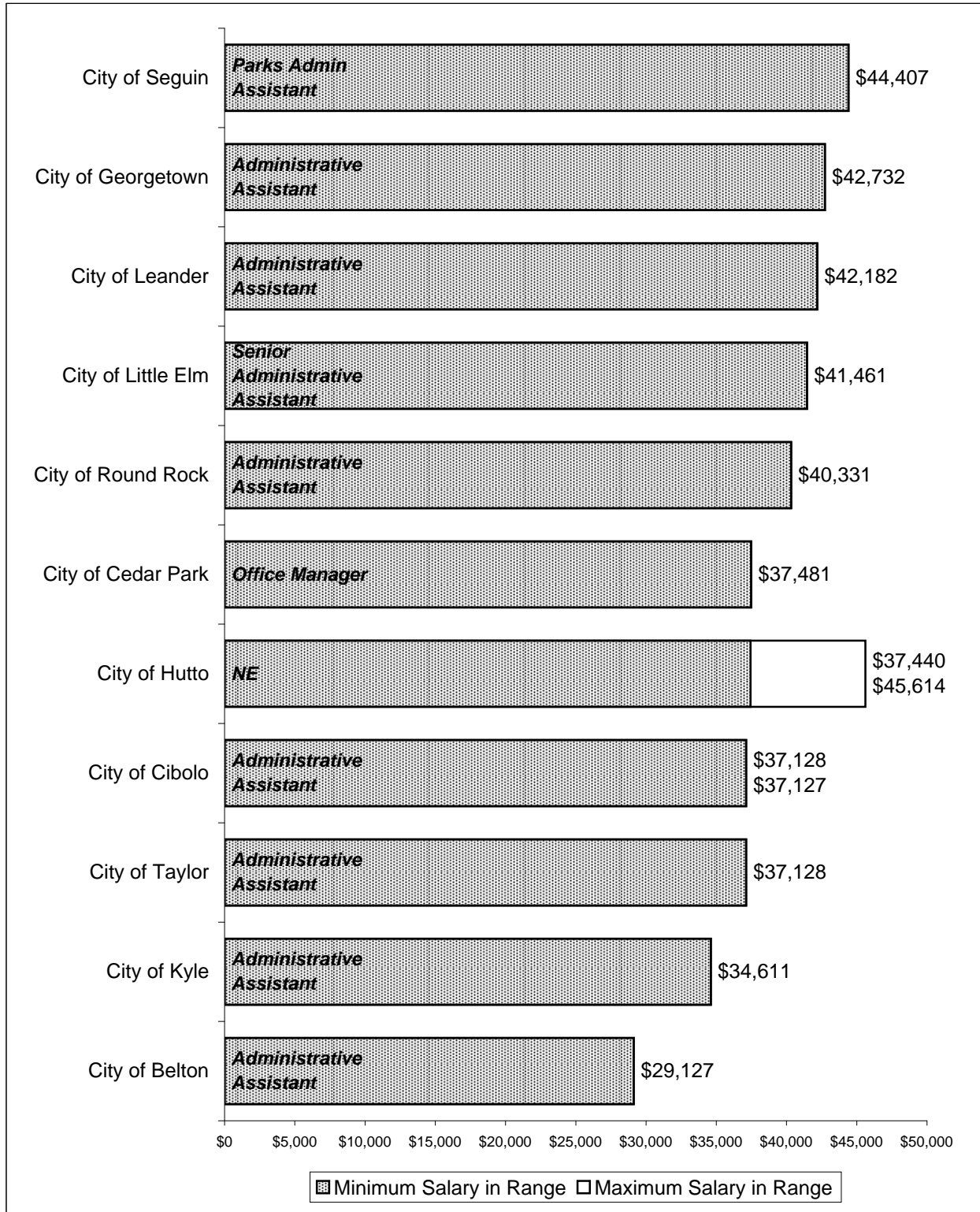
Overall Average Salary: \$36,274  
 Median Minimum Salary: \$36,143



**Ray Associates, Inc.  
Salary Survey**

**ADMINISTRATIVE ASSISTANT**

Overall Average Salary: \$38,920  
Median Minimum Salary: \$37,481

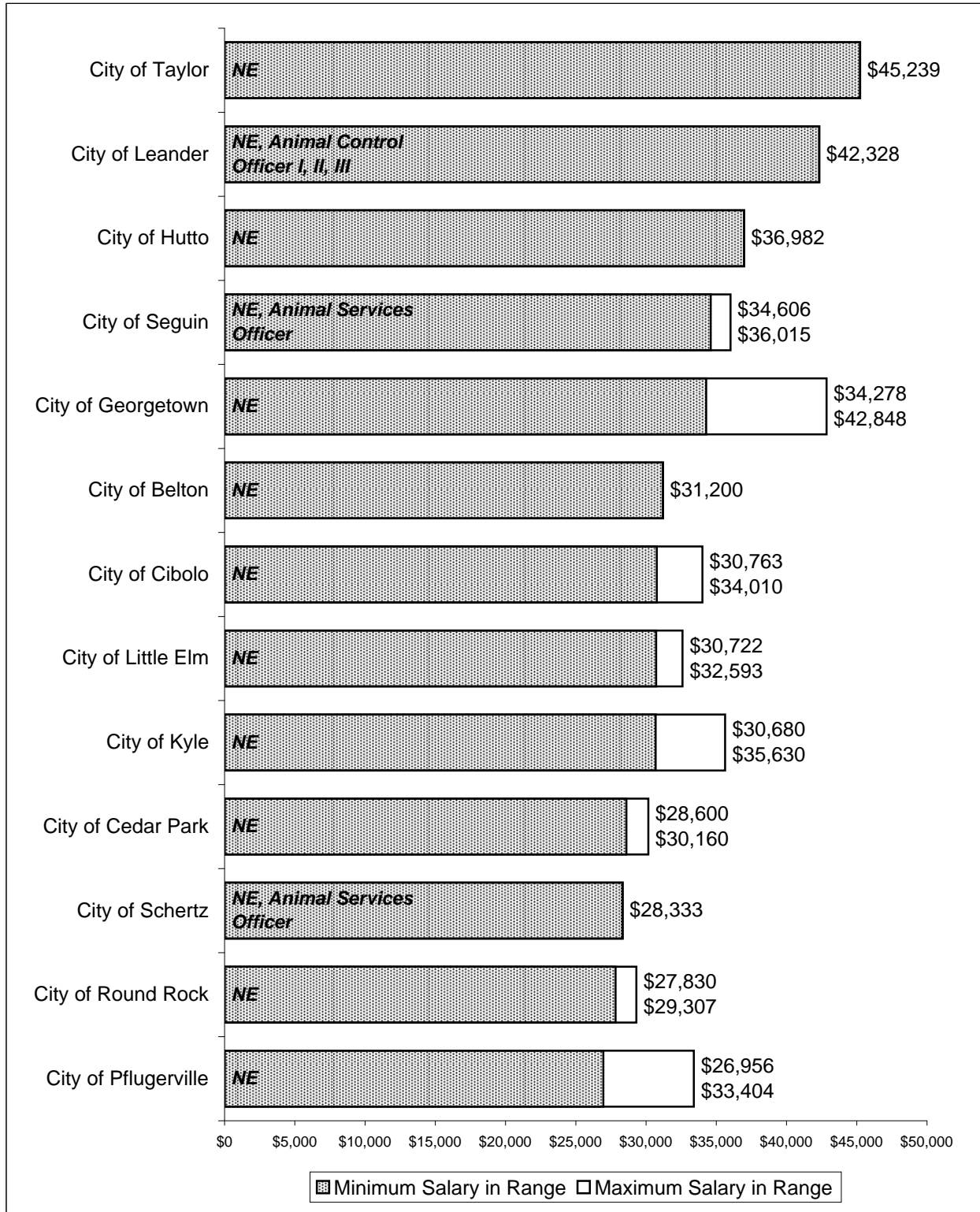




Ray Associates, Inc.  
Salary Survey

ANIMAL CONTROL OFFICER

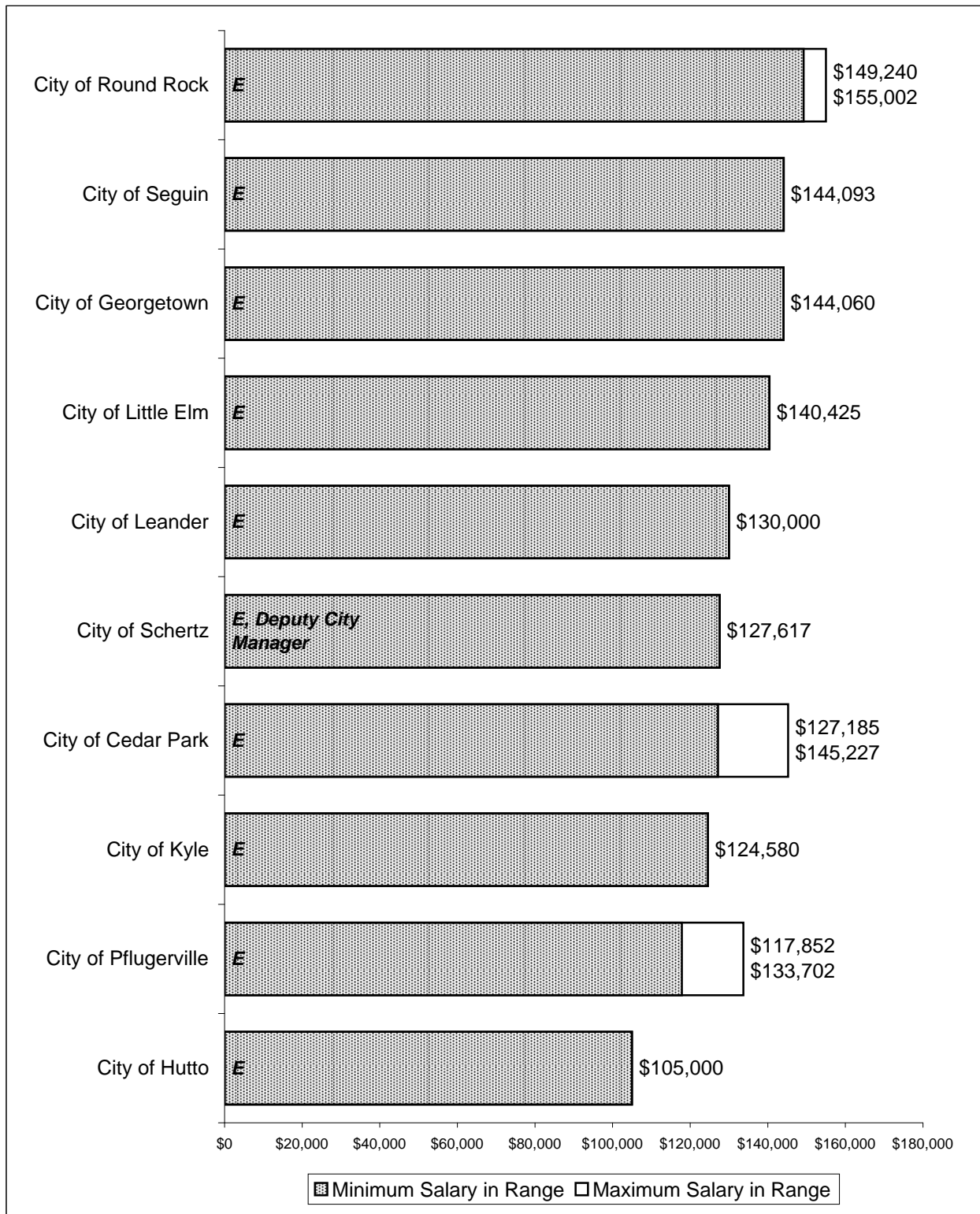
Overall Average Salary: \$34,099  
Median Minimum Salary: \$30,763



Ray Associates, Inc.  
Salary Survey

ASSISTANT CITY MANAGER

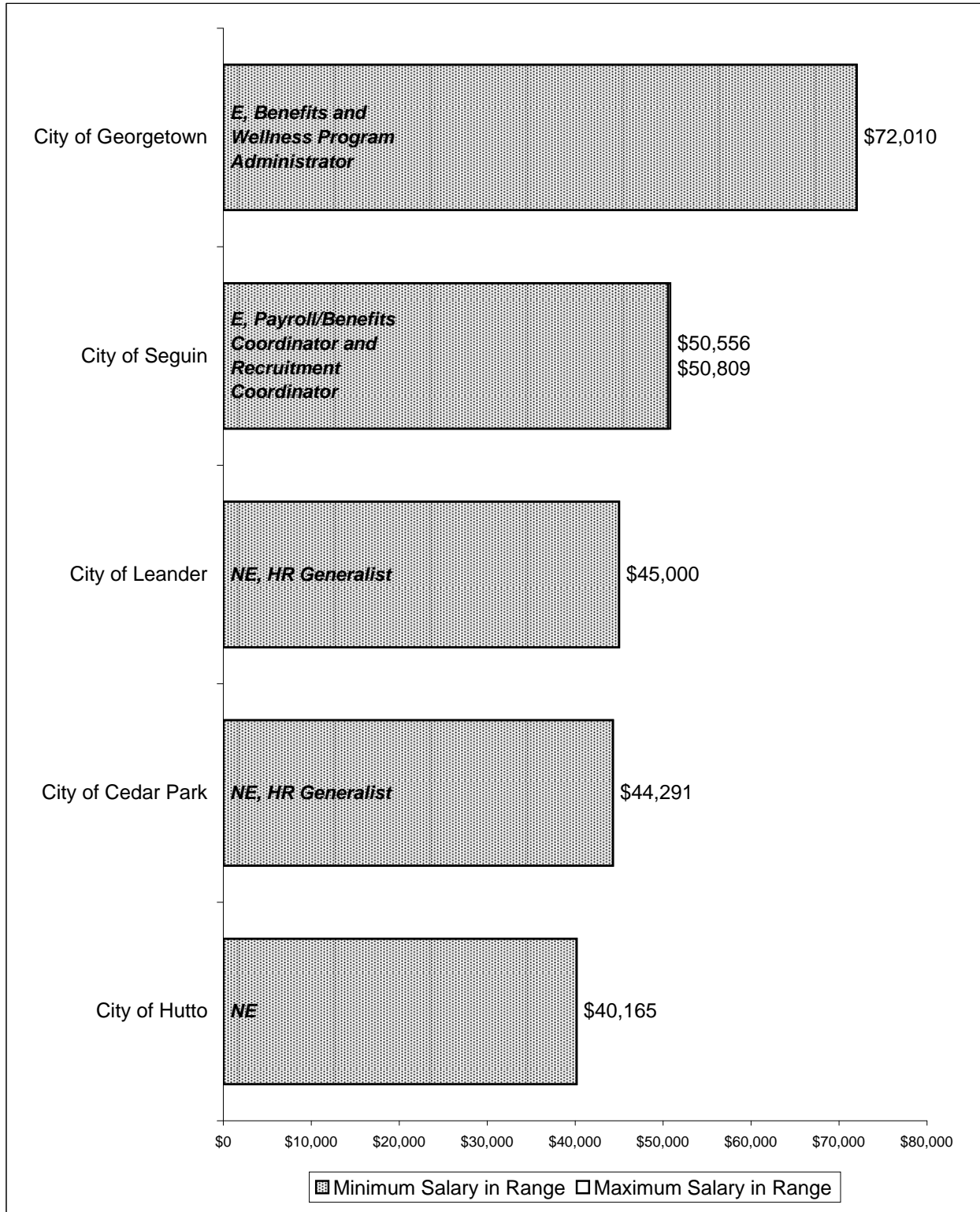
Overall Average Salary: \$132,988  
Median Minimum Salary: \$128,809



Ray Associates, Inc.  
Salary Survey

BENEFITS AND RECRUITMENT  
COORDINATOR

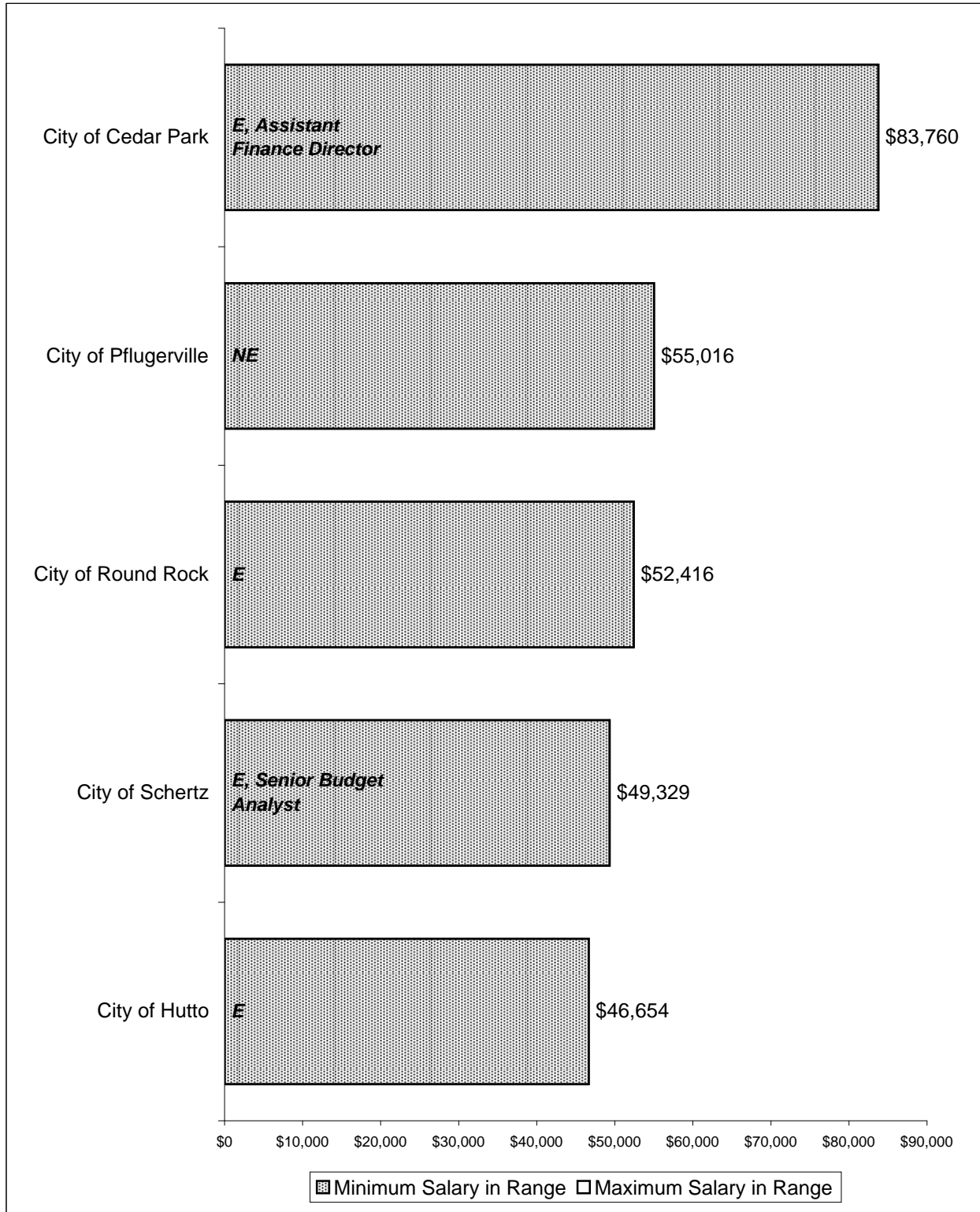
Overall Average Salary: \$50,430  
Median Minimum Salary: \$45,000



Ray Associates, Inc.  
Salary Survey

BUDGET ANALYST

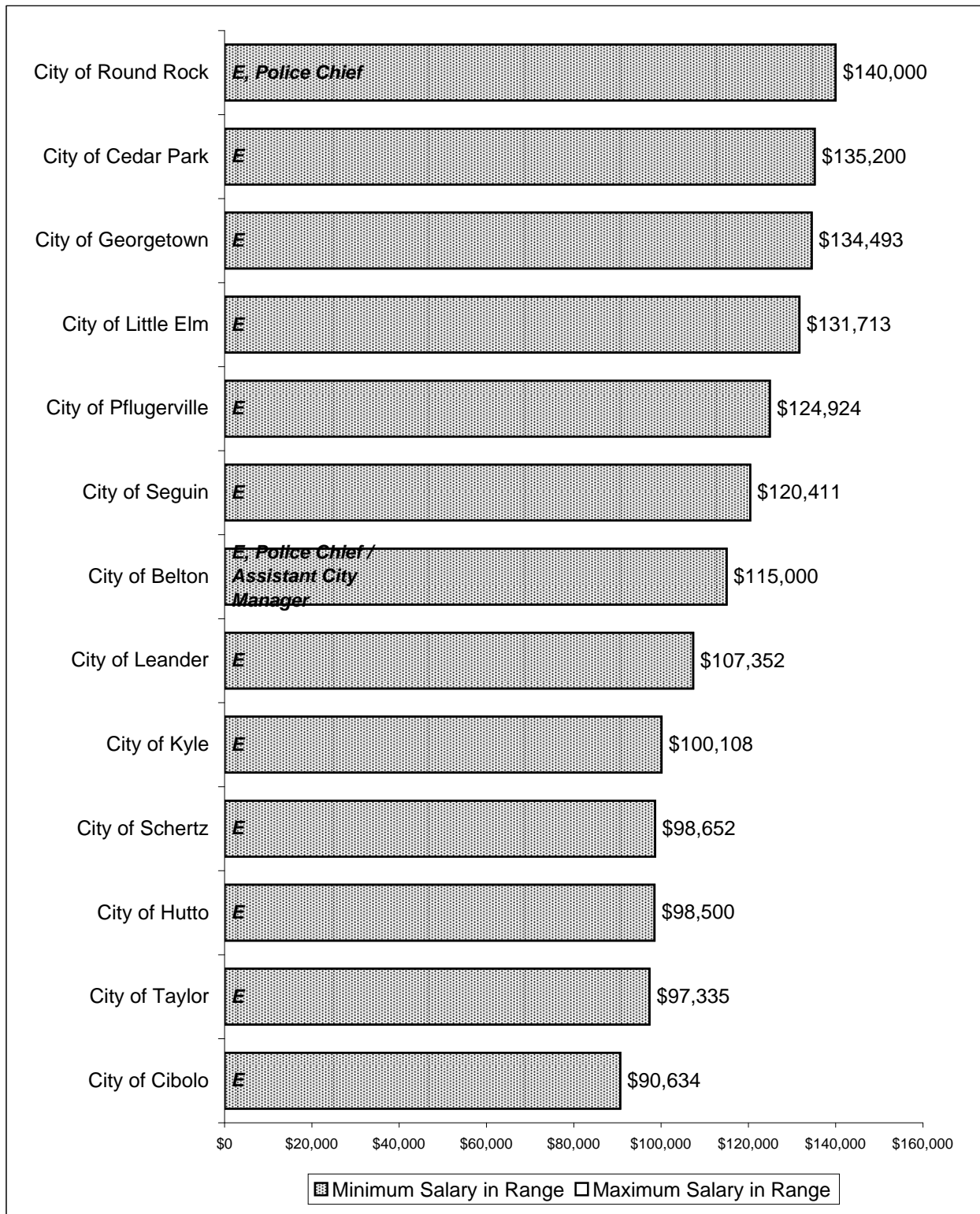
Overall Average Salary: \$57,435  
Median Minimum Salary: \$52,416



Ray Associates, Inc.  
Salary Survey

CHIEF OF POLICE

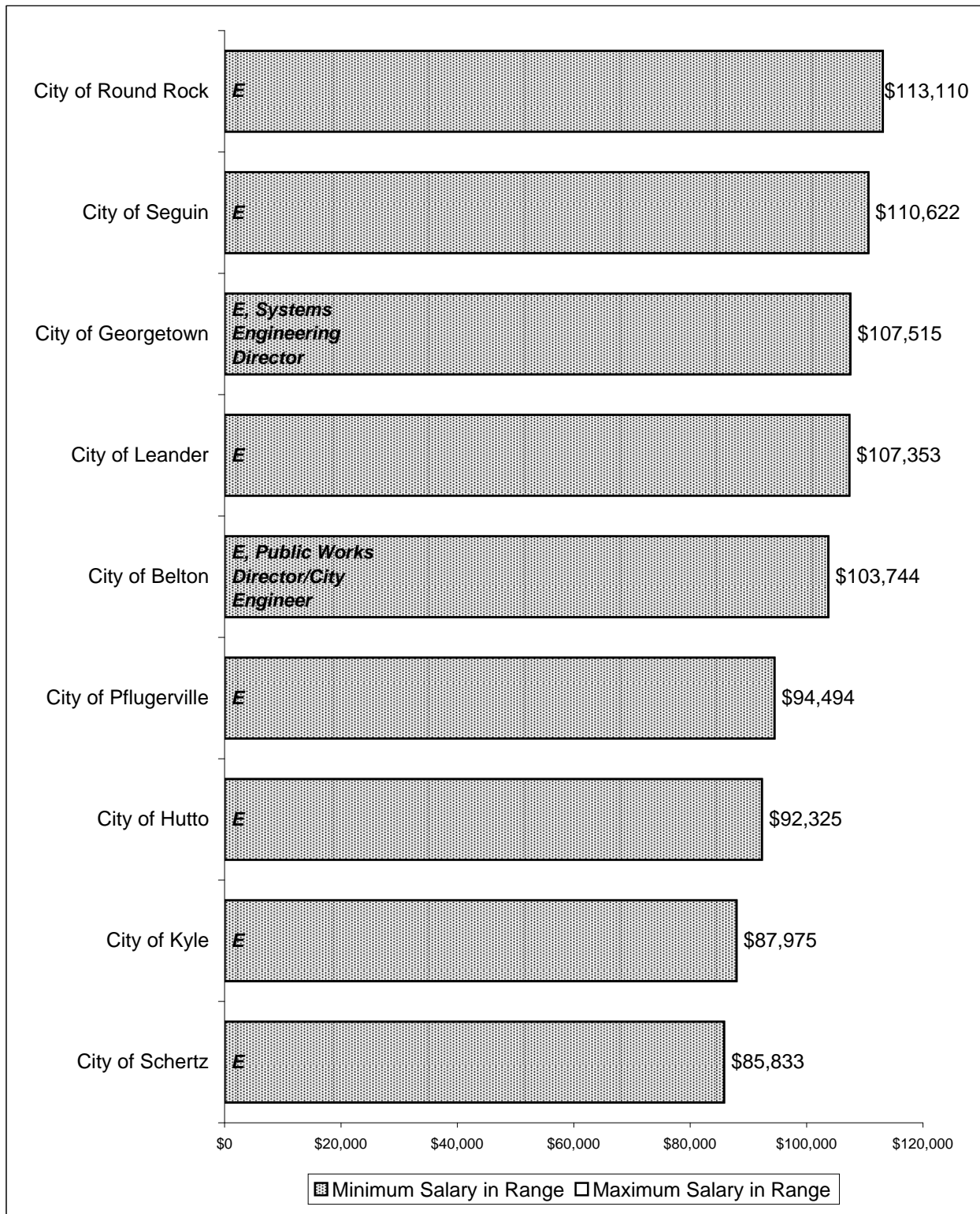
Overall Average Salary: \$114,948  
Median Minimum Salary: \$115,000



Ray Associates, Inc.  
Salary Survey

CITY ENGINEER

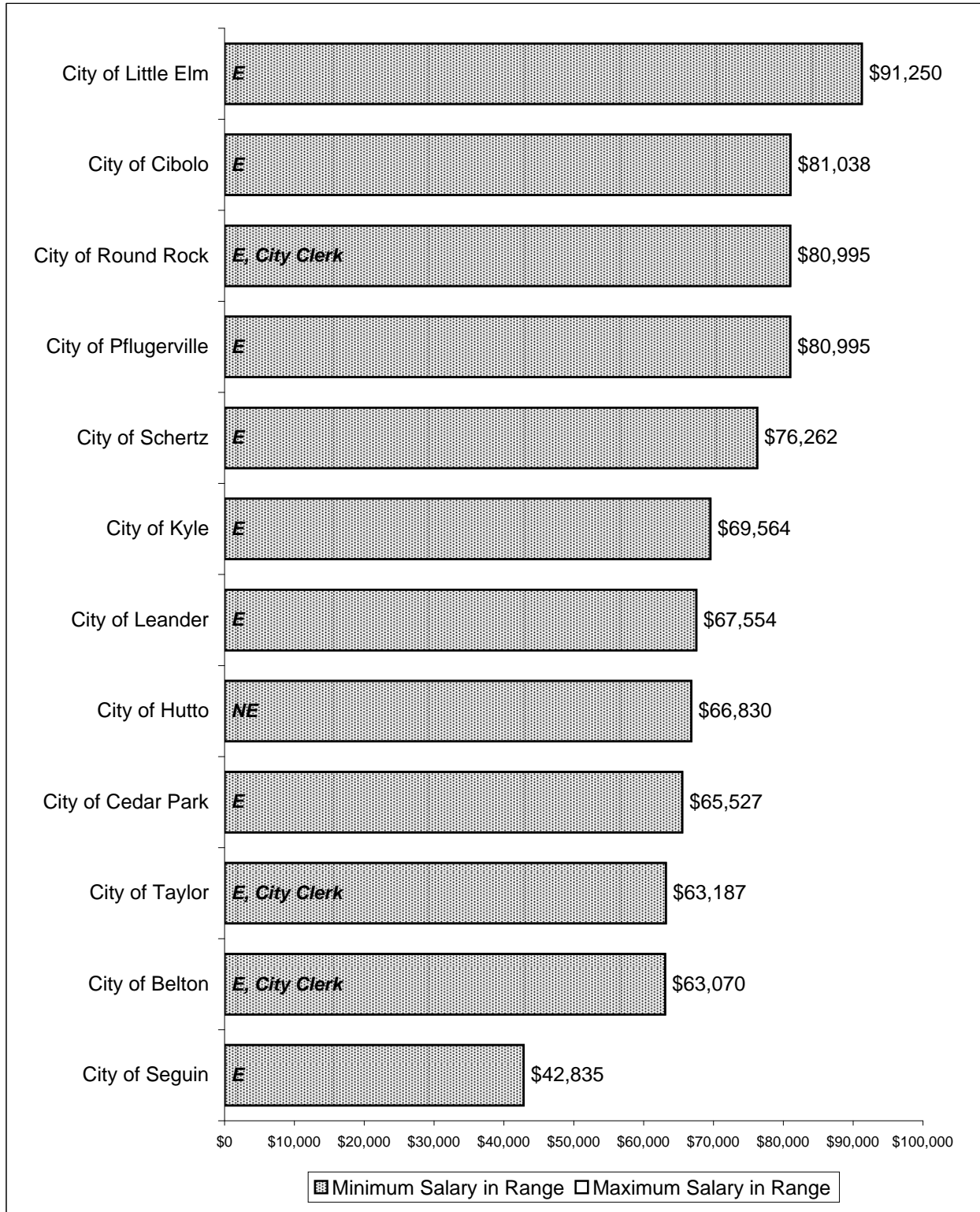
Overall Average Salary: \$100,330  
Median Minimum Salary: \$103,744



Ray Associates, Inc.  
Salary Survey

CITY SECRETARY

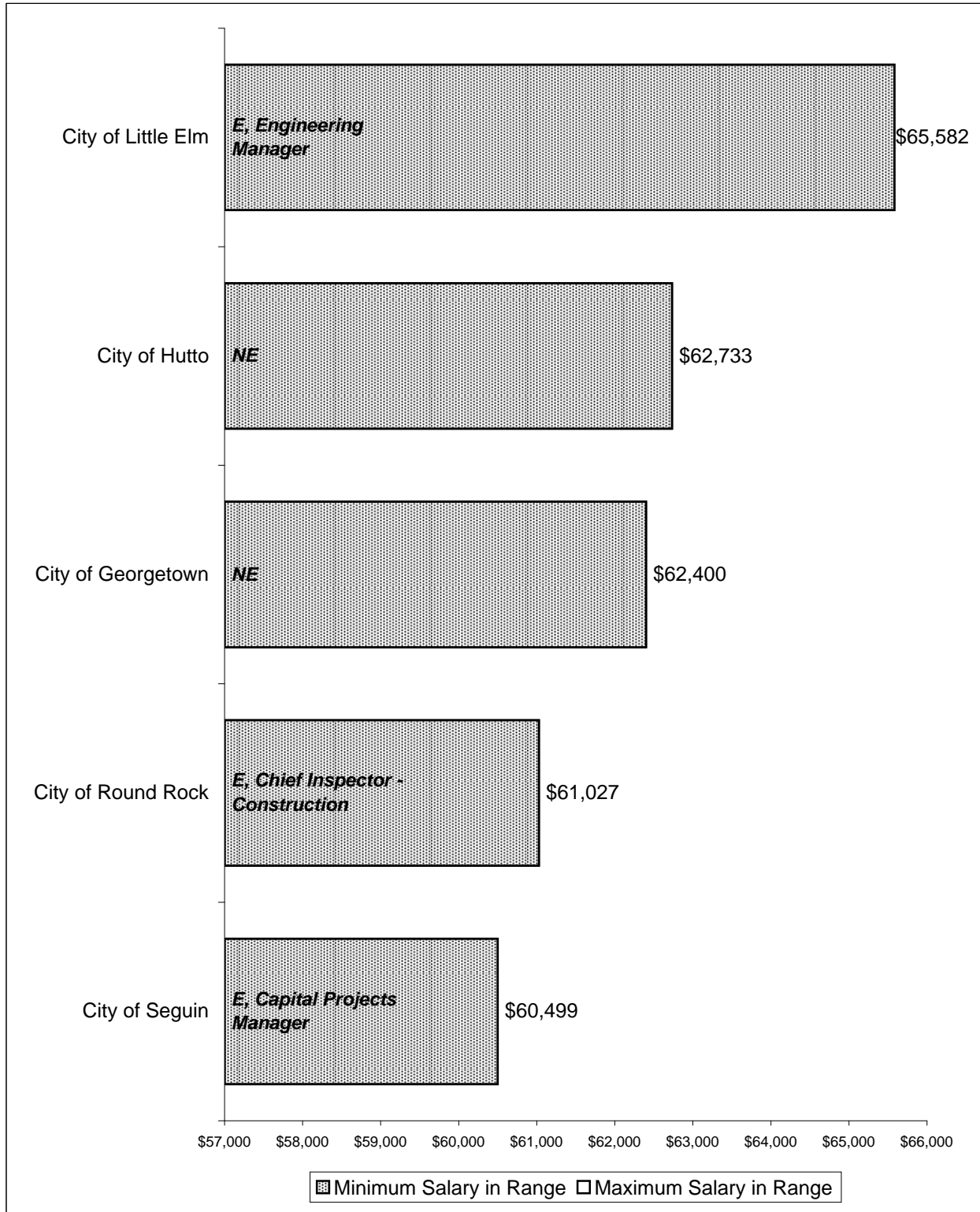
Overall Average Salary: \$70,759  
Median Minimum Salary: \$68,559



Ray Associates, Inc.  
Salary Survey

CONSTRUCTION INSPECTION  
SUPERVISOR

Overall Average Salary: \$62,448  
Median Minimum Salary: \$62,400

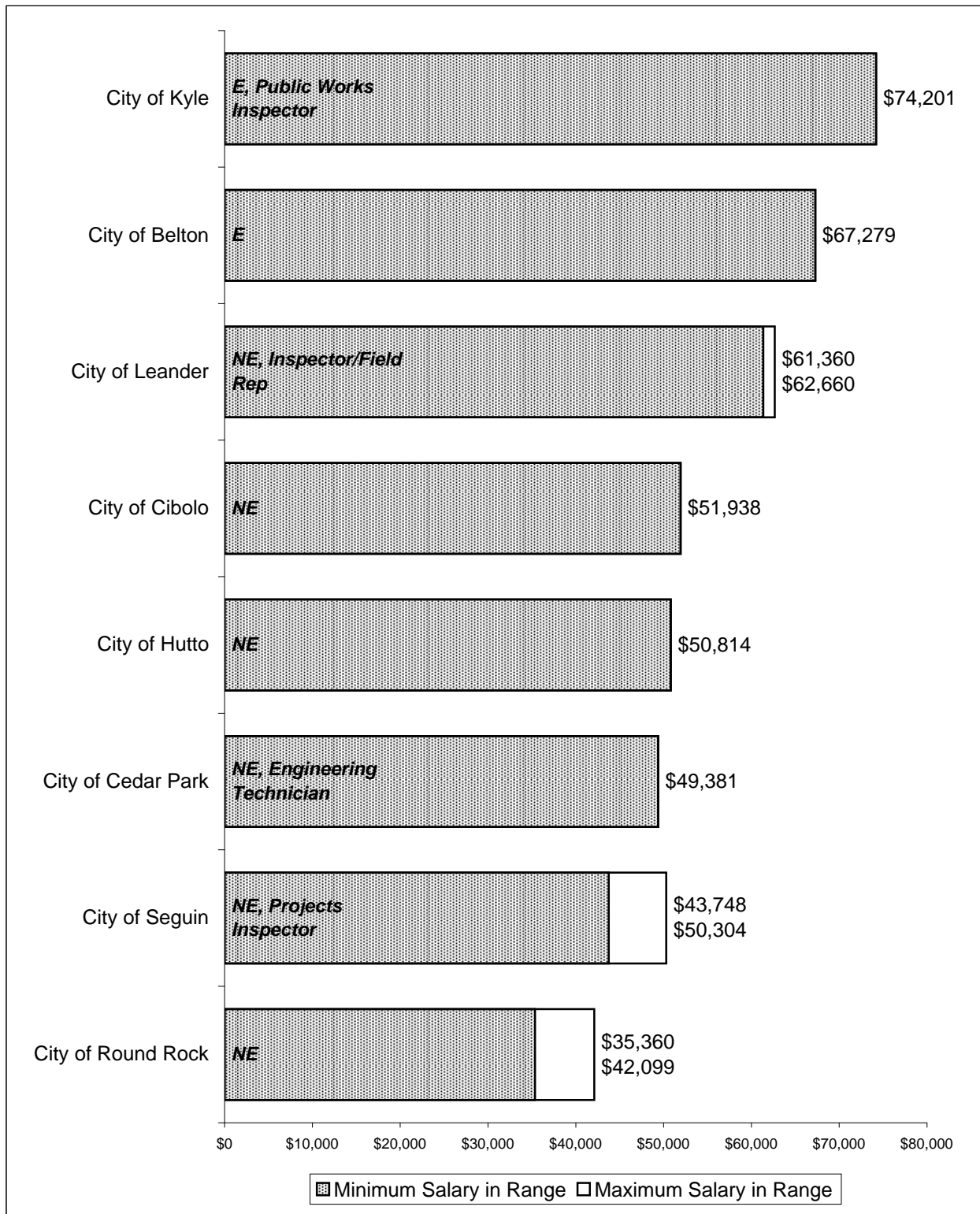




Ray Associates, Inc.  
Salary Survey

CONSTRUCTION INSPECTOR

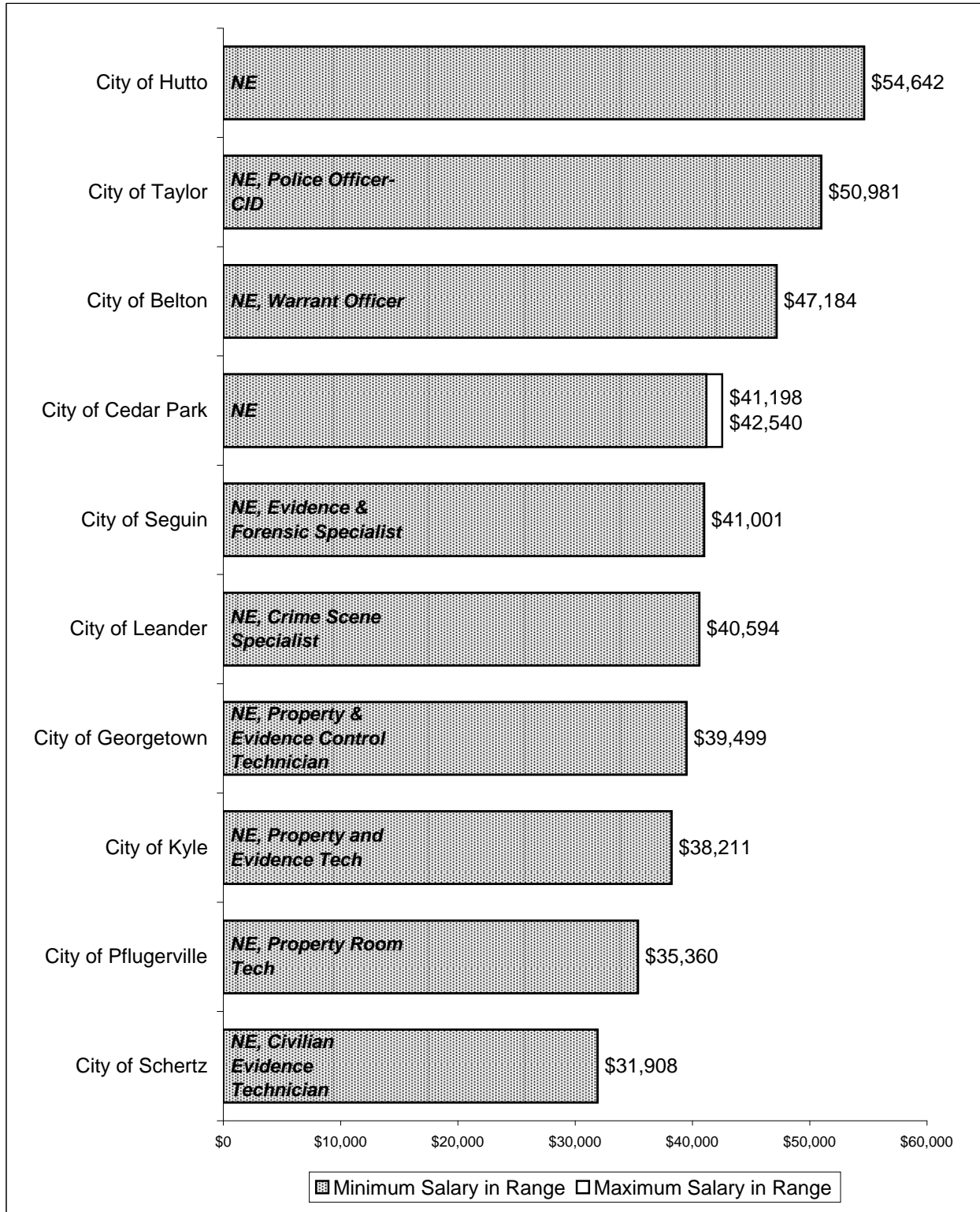
Overall Average Salary: \$55,172  
Median Minimum Salary: \$51,376



Ray Associates, Inc.  
Salary Survey

CRIME SCENE AND EVIDENCE  
TECHNICIAN

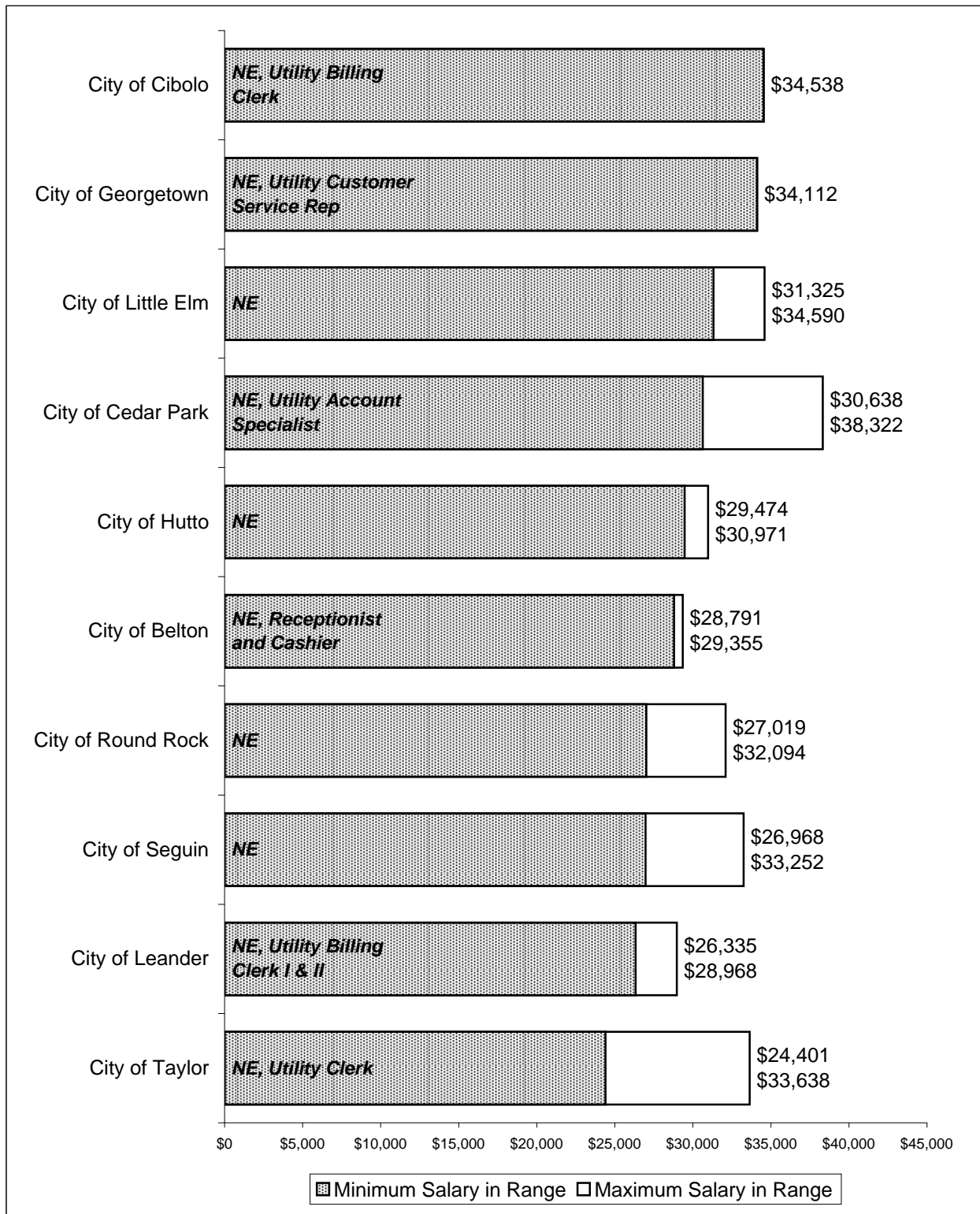
Overall Average Salary: \$42,125  
Median Minimum Salary: \$40,798



**Ray Associates, Inc.  
Salary Survey**

**CUSTOMER SERVICE REPRESENTATIVE**

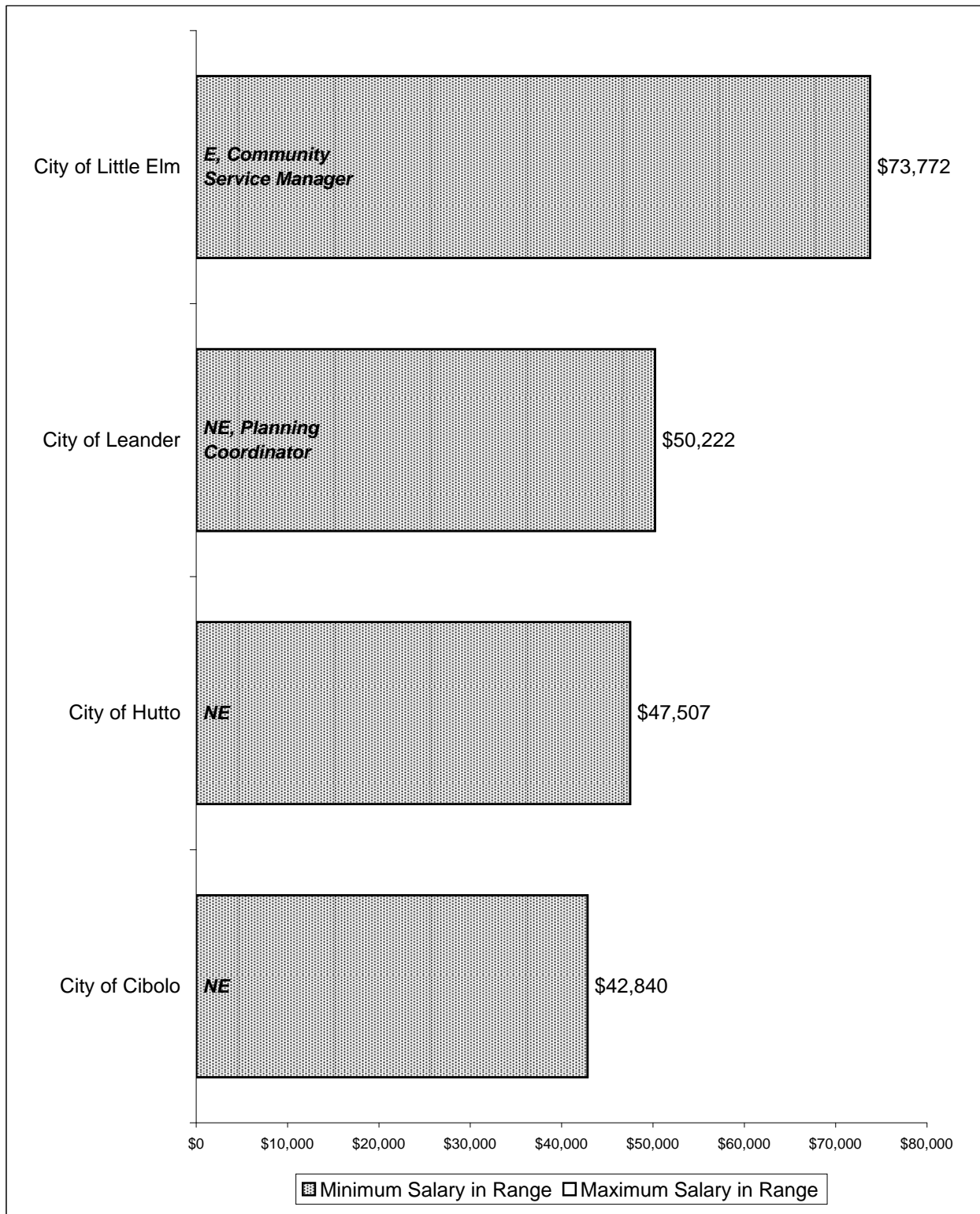
Overall Average Salary: \$31,172  
 Median Minimum Salary: \$29,133



Ray Associates, Inc.  
Salary Survey

DEVELOPMENT COORDINATOR

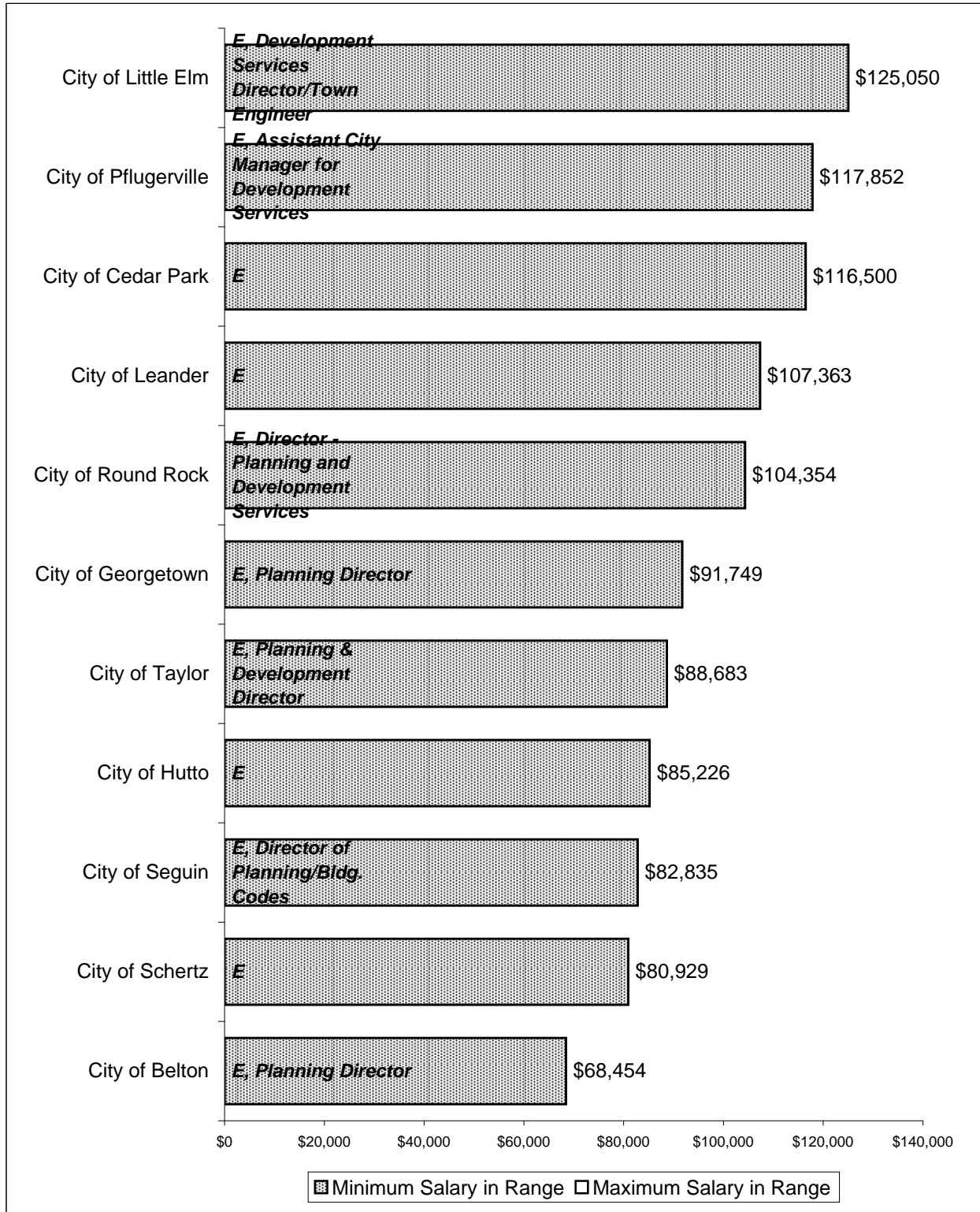
Overall Average Salary: \$53,585  
Median Minimum Salary: \$48,865



Ray Associates, Inc.  
Salary Survey

DIRECTOR OF DEVELOPMENT SERVICES

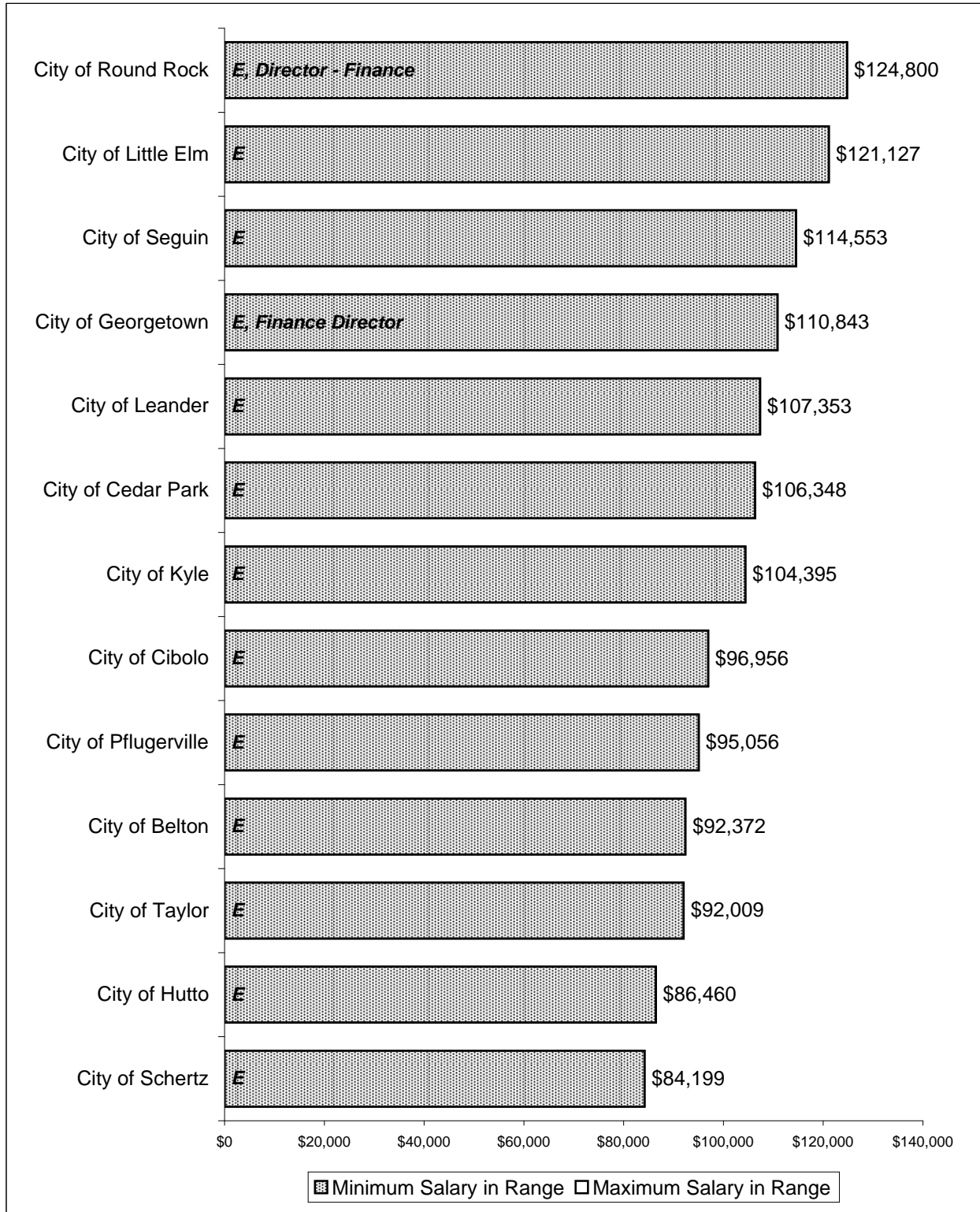
Overall Average Salary: \$97,181  
Median Minimum Salary: \$91,749



Ray Associates, Inc.  
Salary Survey

DIRECTOR OF FINANCE

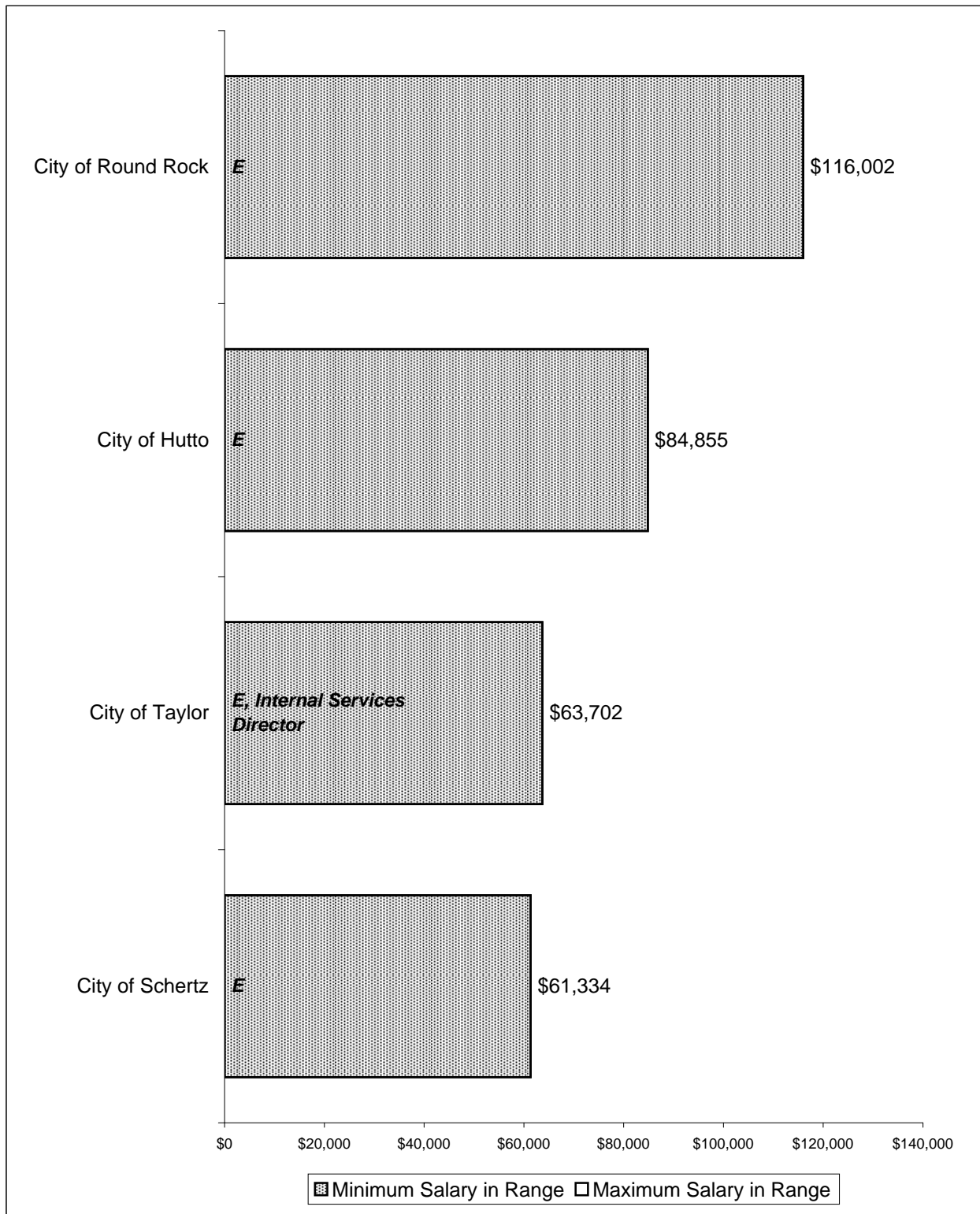
Overall Average Salary: \$102,805  
Median Minimum Salary: \$104,395



Ray Associates, Inc.  
Salary Survey

DIRECTOR OF GENERAL SERVICES

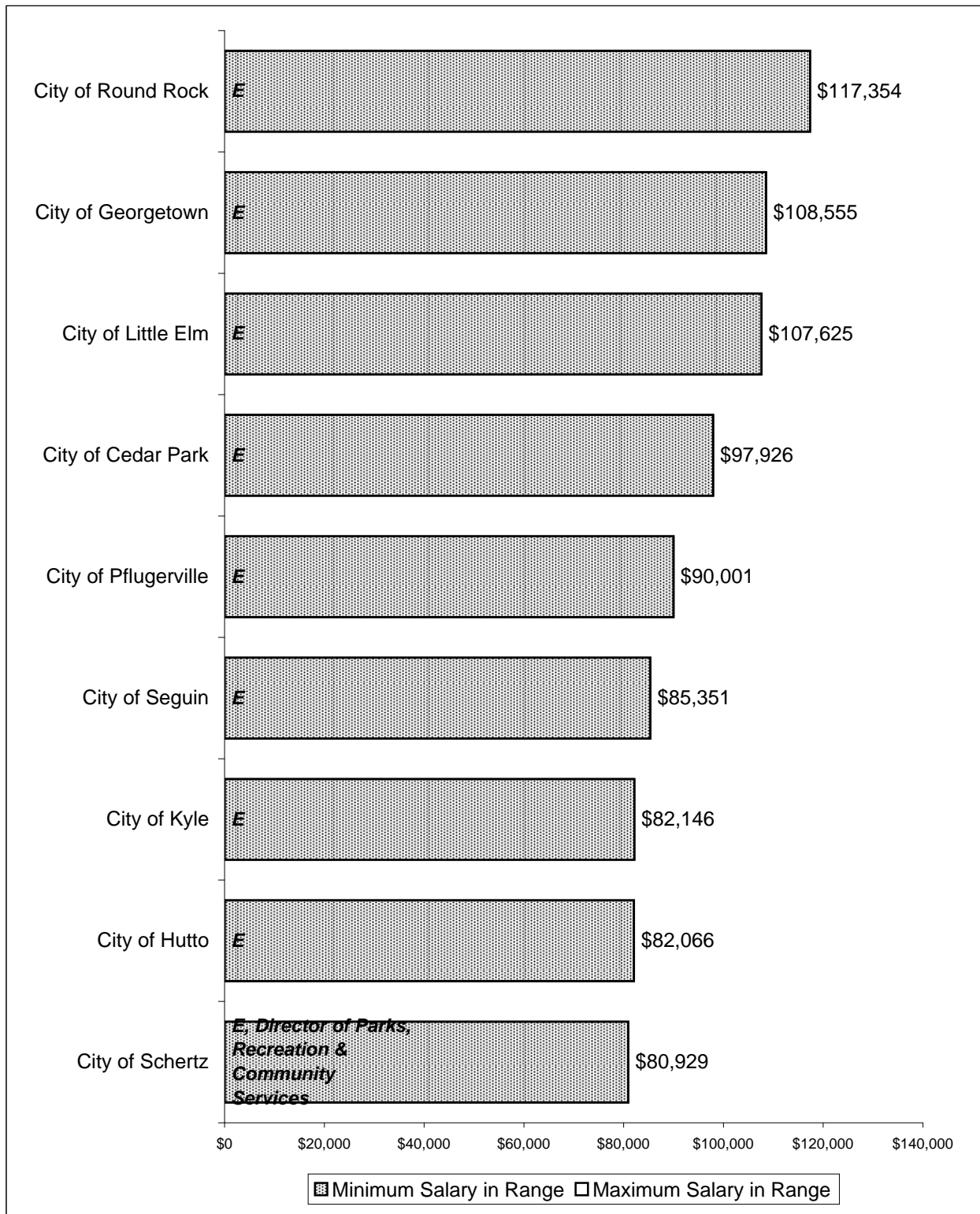
Overall Average Salary: \$81,473  
Median Minimum Salary: \$74,279



**Ray Associates, Inc.  
Salary Survey**

*ACTUAL SALARIES*  
**DIRECTOR OF PARKS AND RECREATION**

Overall Average Salary: \$94,661  
Median Minimum Salary: \$90,001

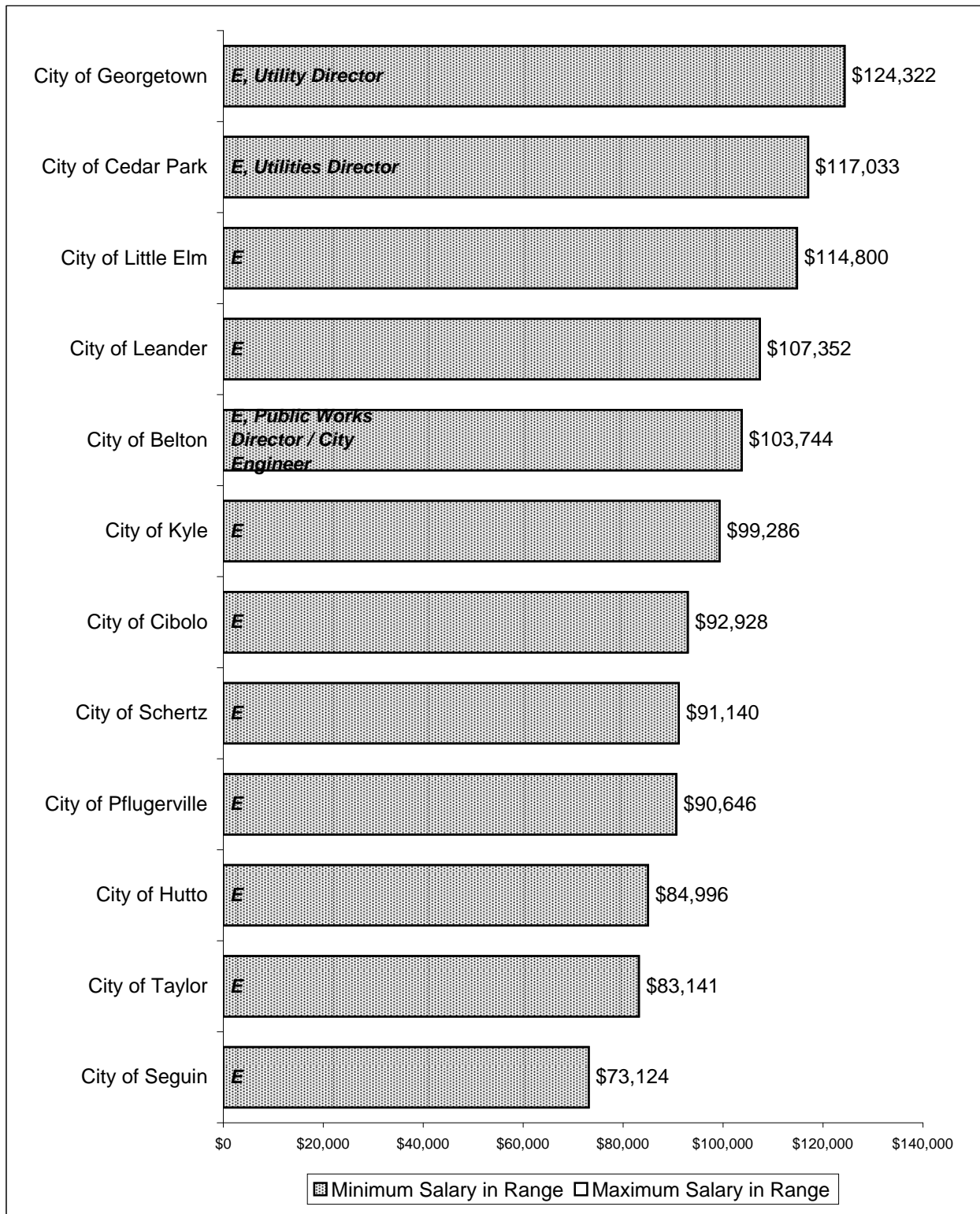




Ray Associates, Inc.  
Salary Survey

DIRECTOR OF PUBLIC WORKS

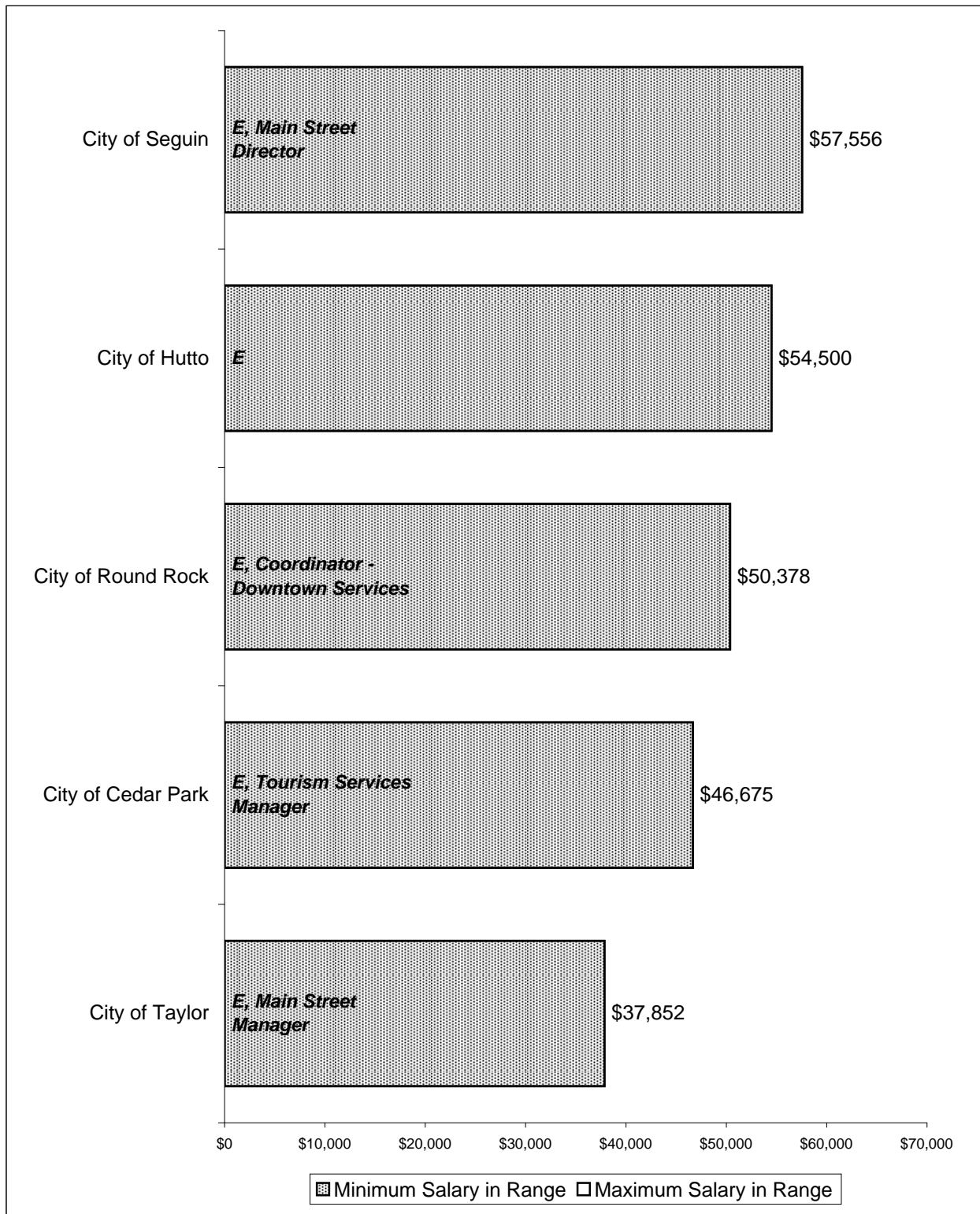
Overall Average Salary: \$98,543  
Median Minimum Salary: \$96,107



Ray Associates, Inc.  
Salary Survey

DOWNTOWN AND TOURISM MANAGER

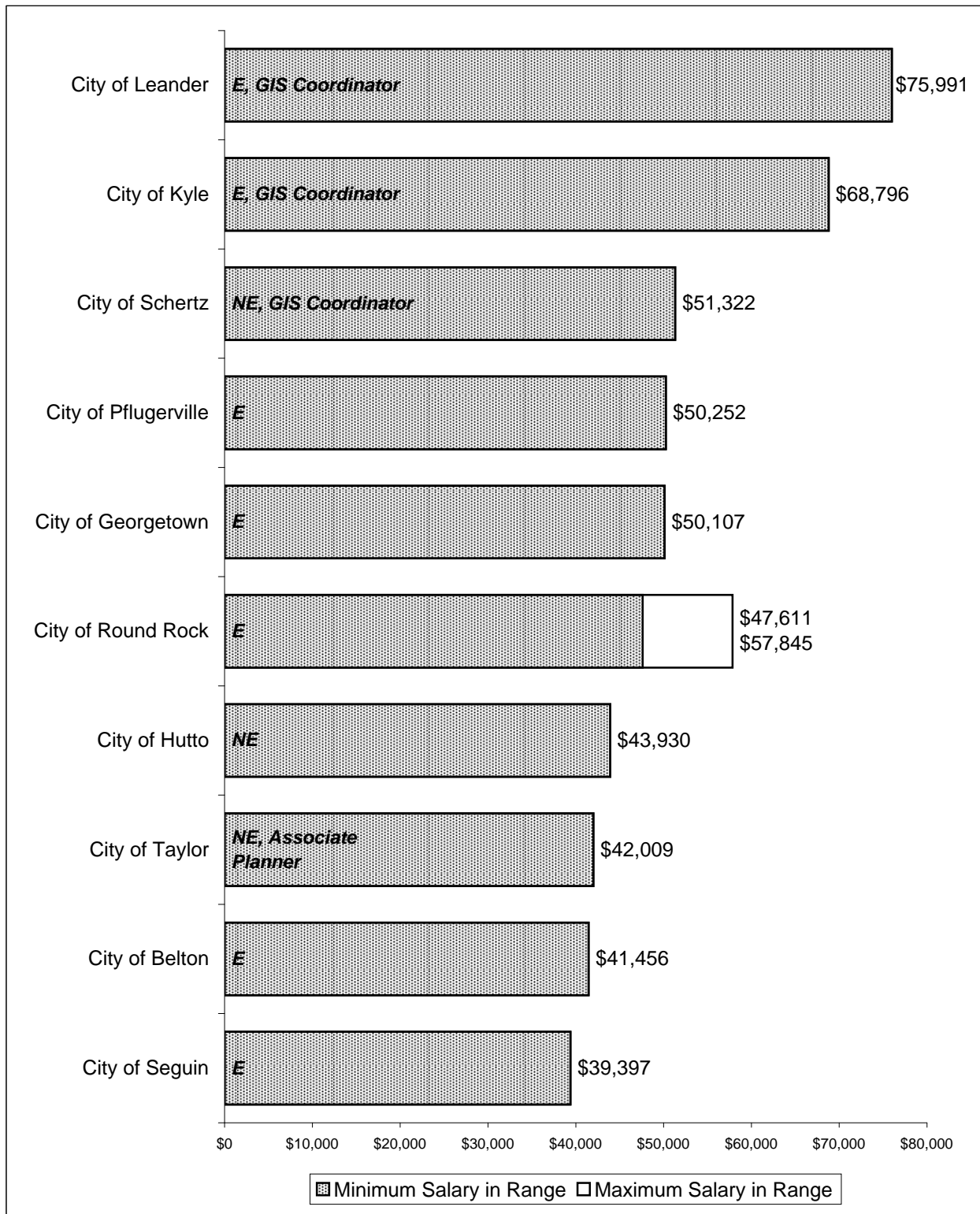
Overall Average Salary: \$49,392  
Median Minimum Salary: \$50,378



Ray Associates, Inc.  
Salary Survey

GIS ANALYST

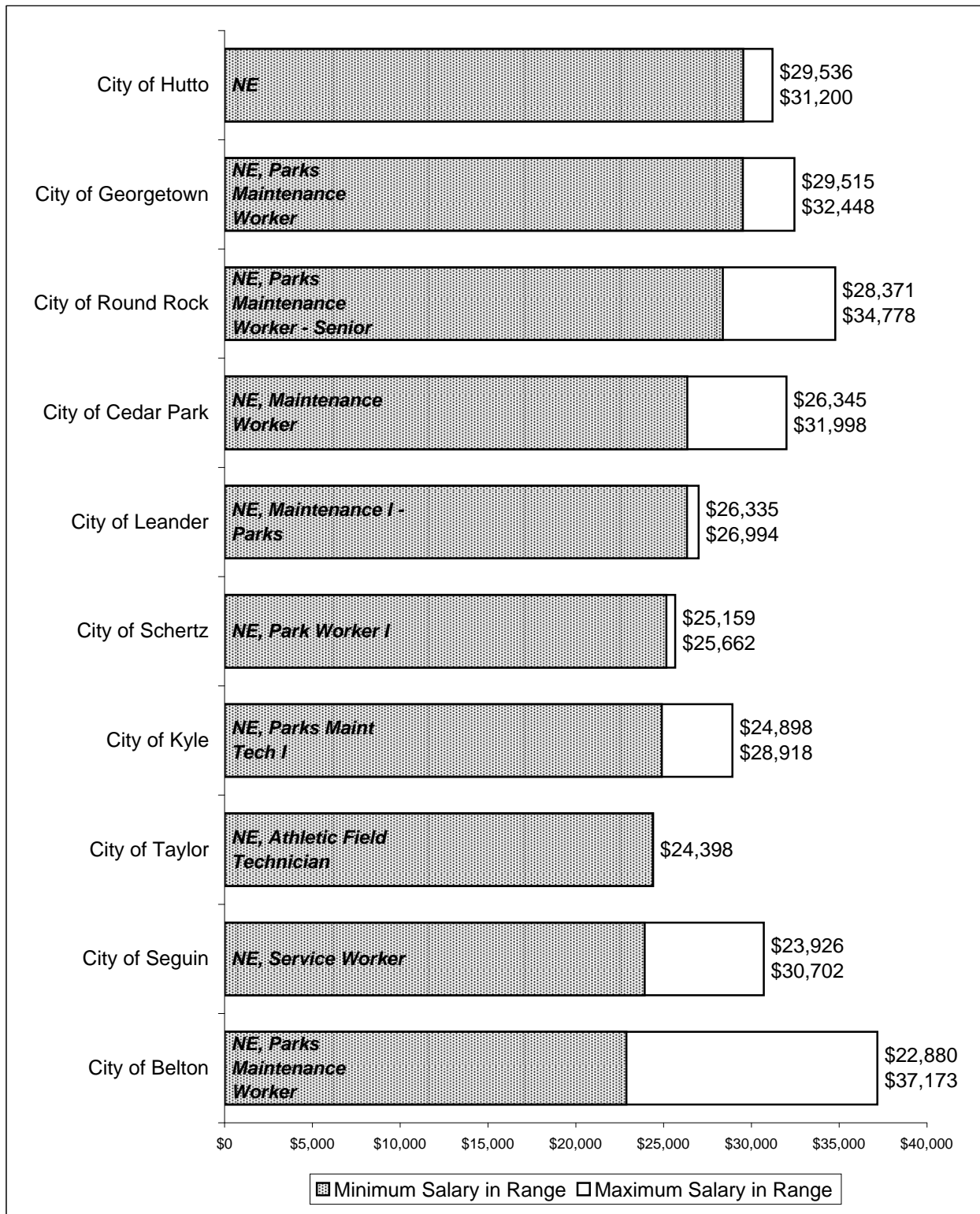
Overall Average Salary: \$51,599  
Median Minimum Salary: \$48,859



**Ray Associates, Inc.  
Salary Survey**

**GROUNDSKEEPER**

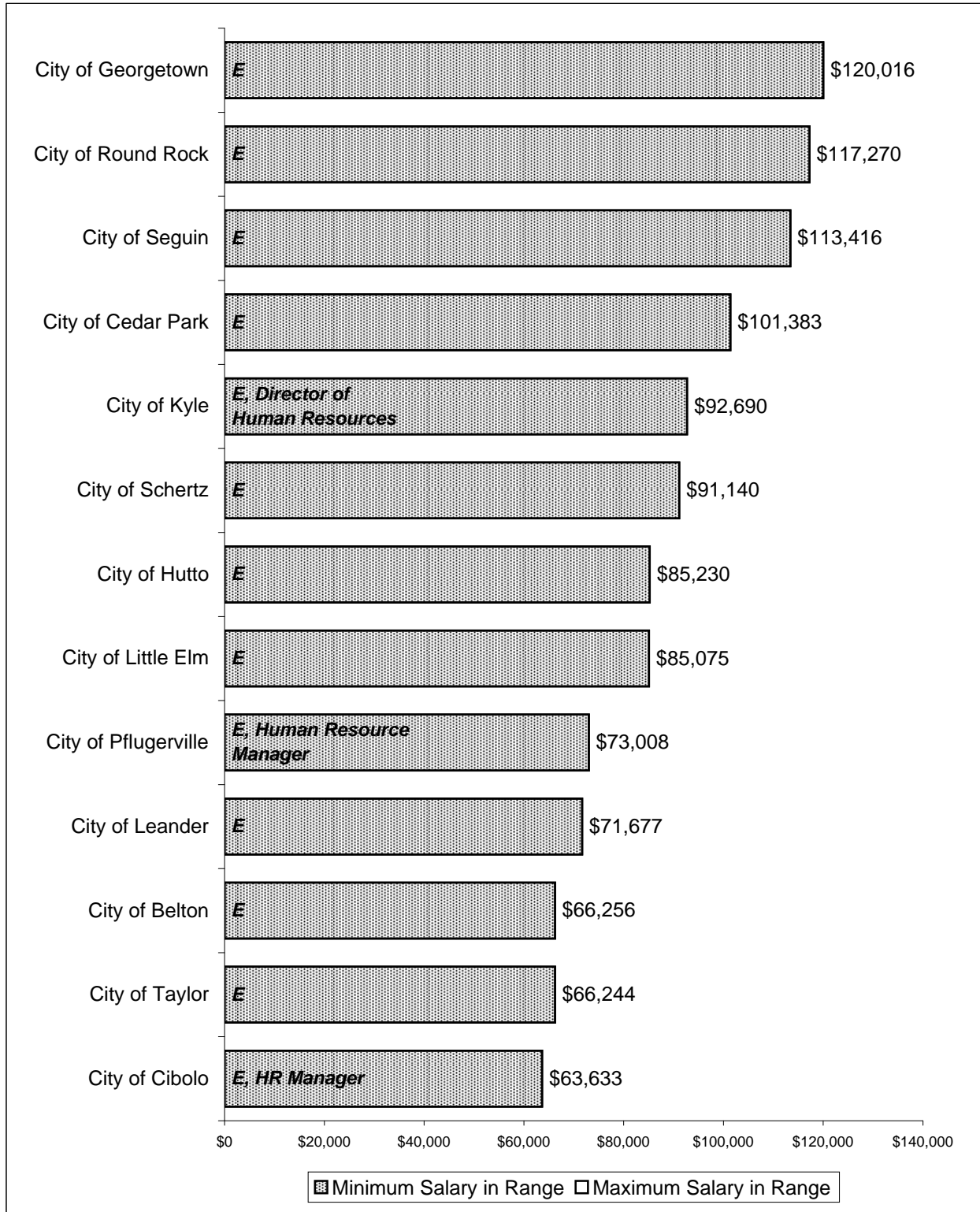
Overall Average Salary: \$28,282  
 Median Minimum Salary: \$25,747



Ray Associates, Inc.  
Salary Survey

HUMAN RESOURCES DIRECTOR

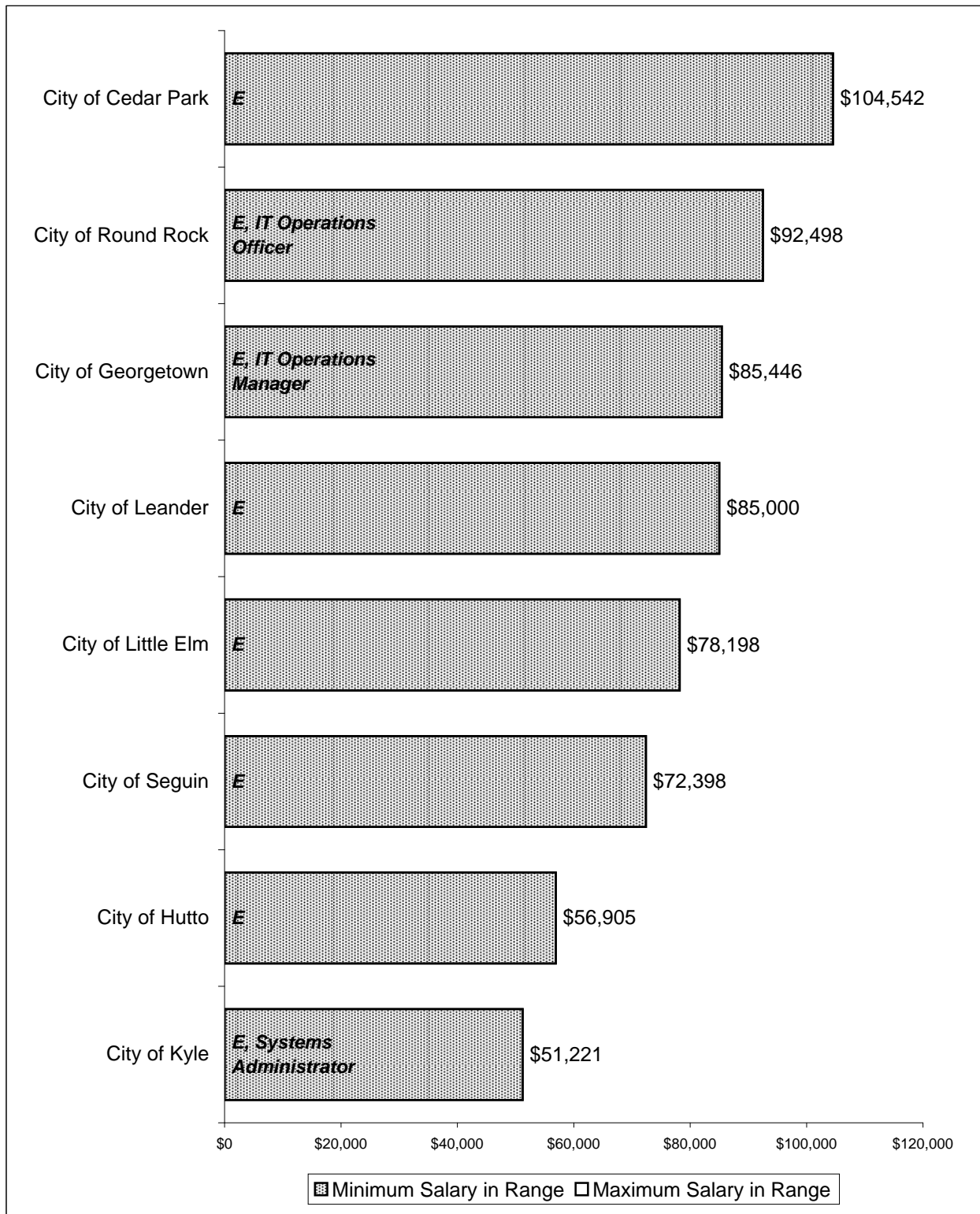
Overall Average Salary: \$88,234  
Median Minimum Salary: \$85,230



Ray Associates, Inc.  
Salary Survey

IT MANAGER

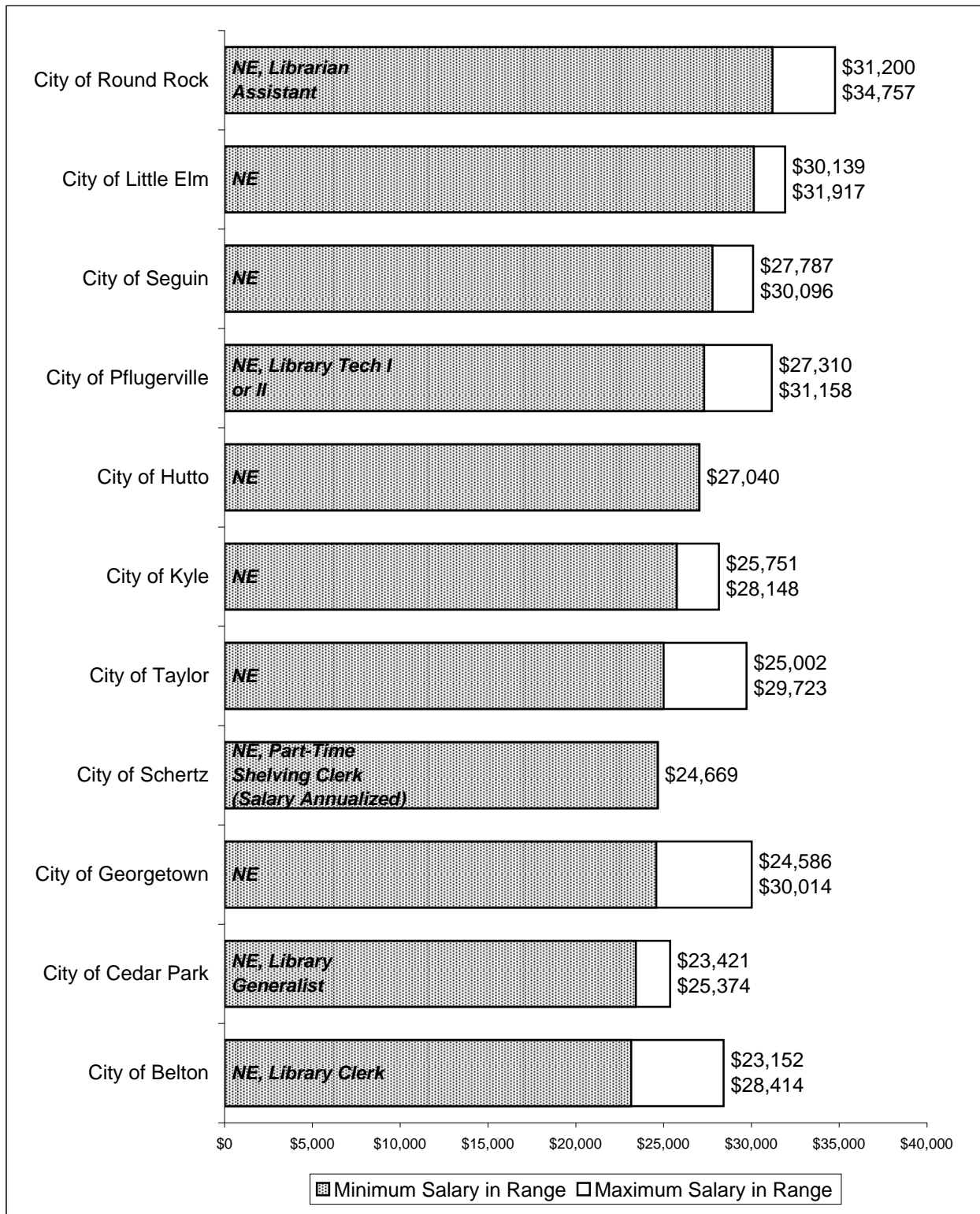
Overall Average Salary: \$78,276  
Median Minimum Salary: \$81,599



Ray Associates, Inc.  
Salary Survey

LIBRARY ASSISTANT

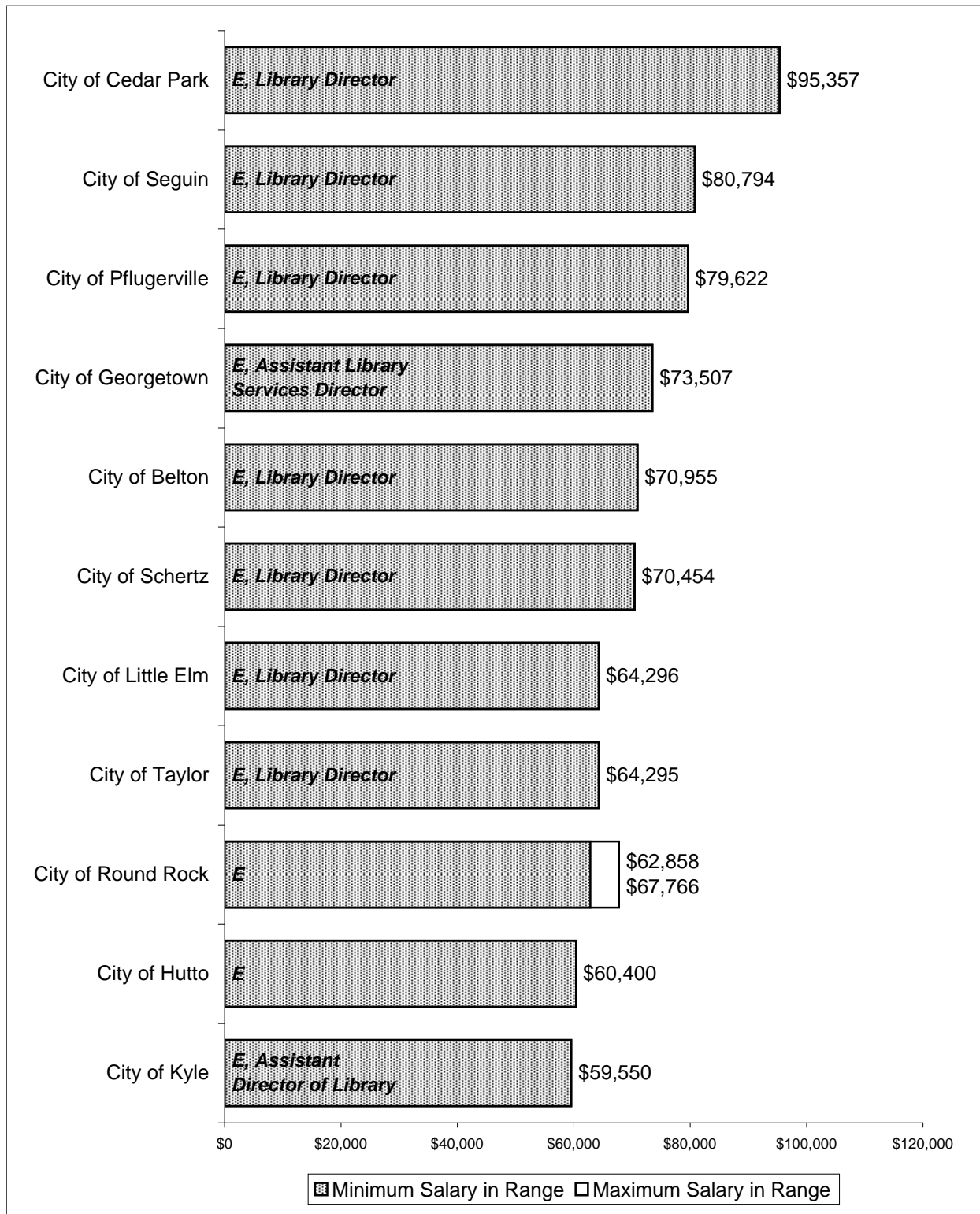
Overall Average Salary: \$27,789  
Median Minimum Salary: \$25,751



**Ray Associates, Inc.  
Salary Survey**

**LIBRARY MANAGER**

Overall Average Salary: \$71,322  
Median Minimum Salary: \$70,454

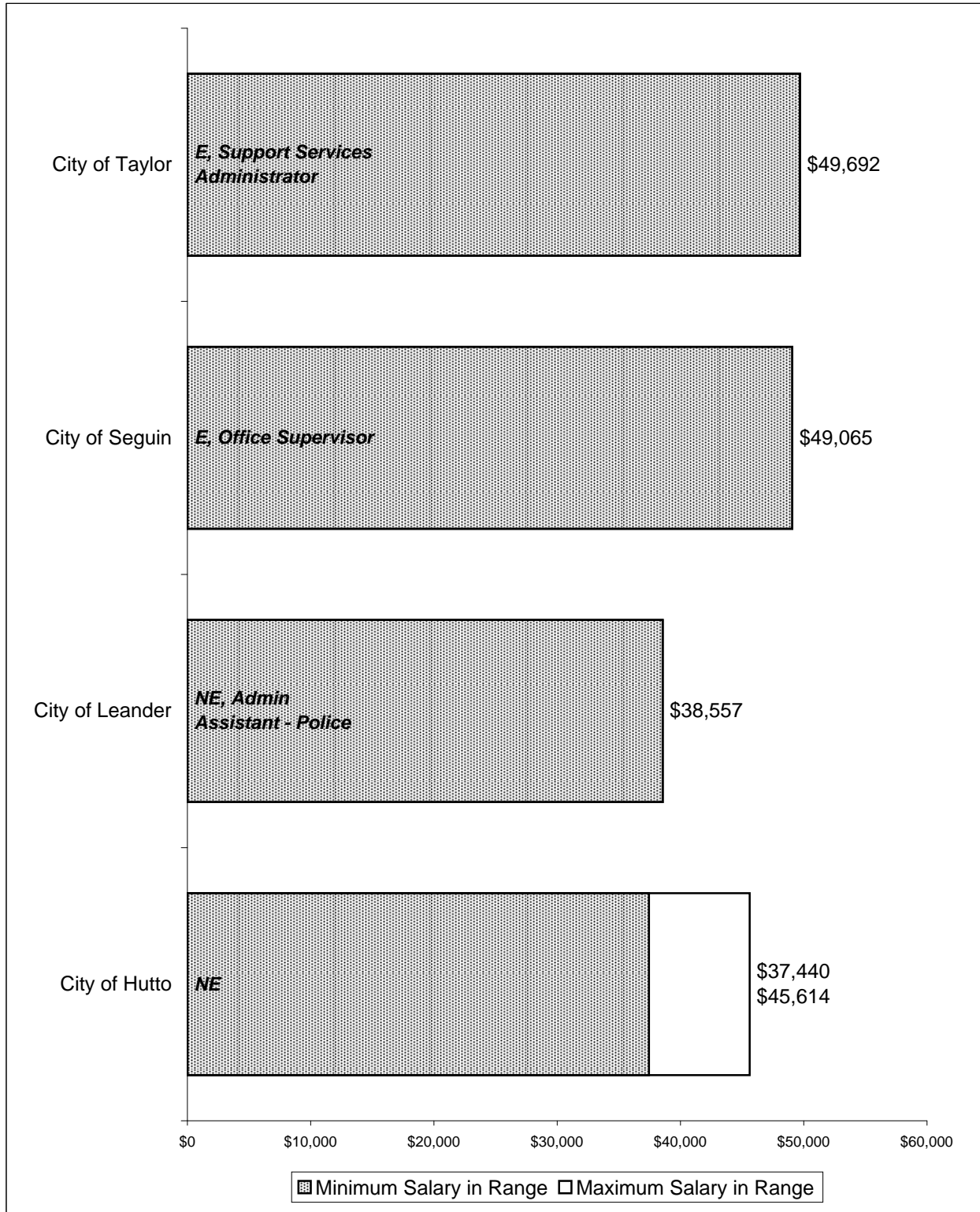




Ray Associates, Inc.  
Salary Survey

MANAGEMENT ASSISTANT

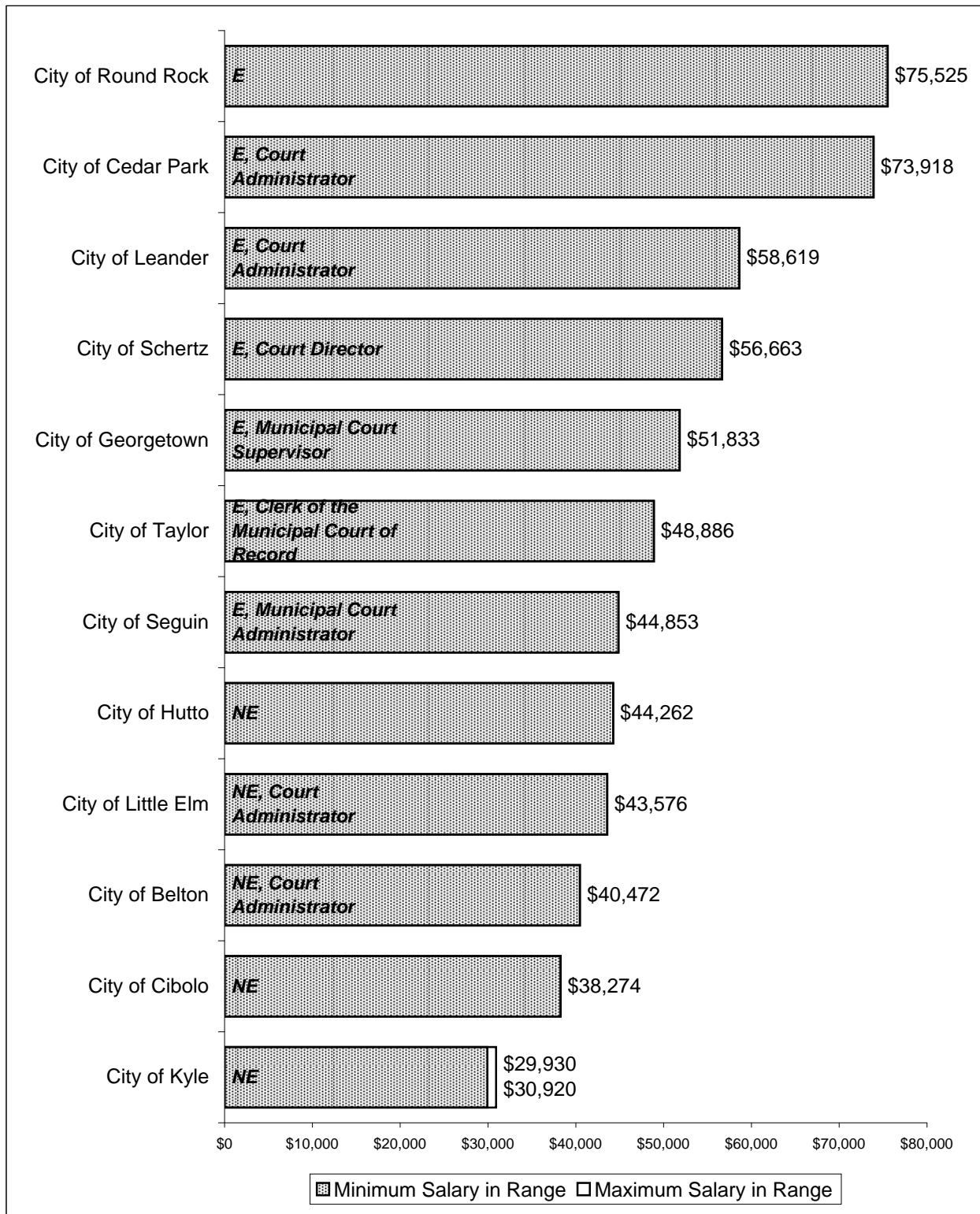
Overall Average Salary: \$44,710  
Median Minimum Salary: \$43,811



Ray Associates, Inc.  
Salary Survey

MUNICIPAL COURT CLERK

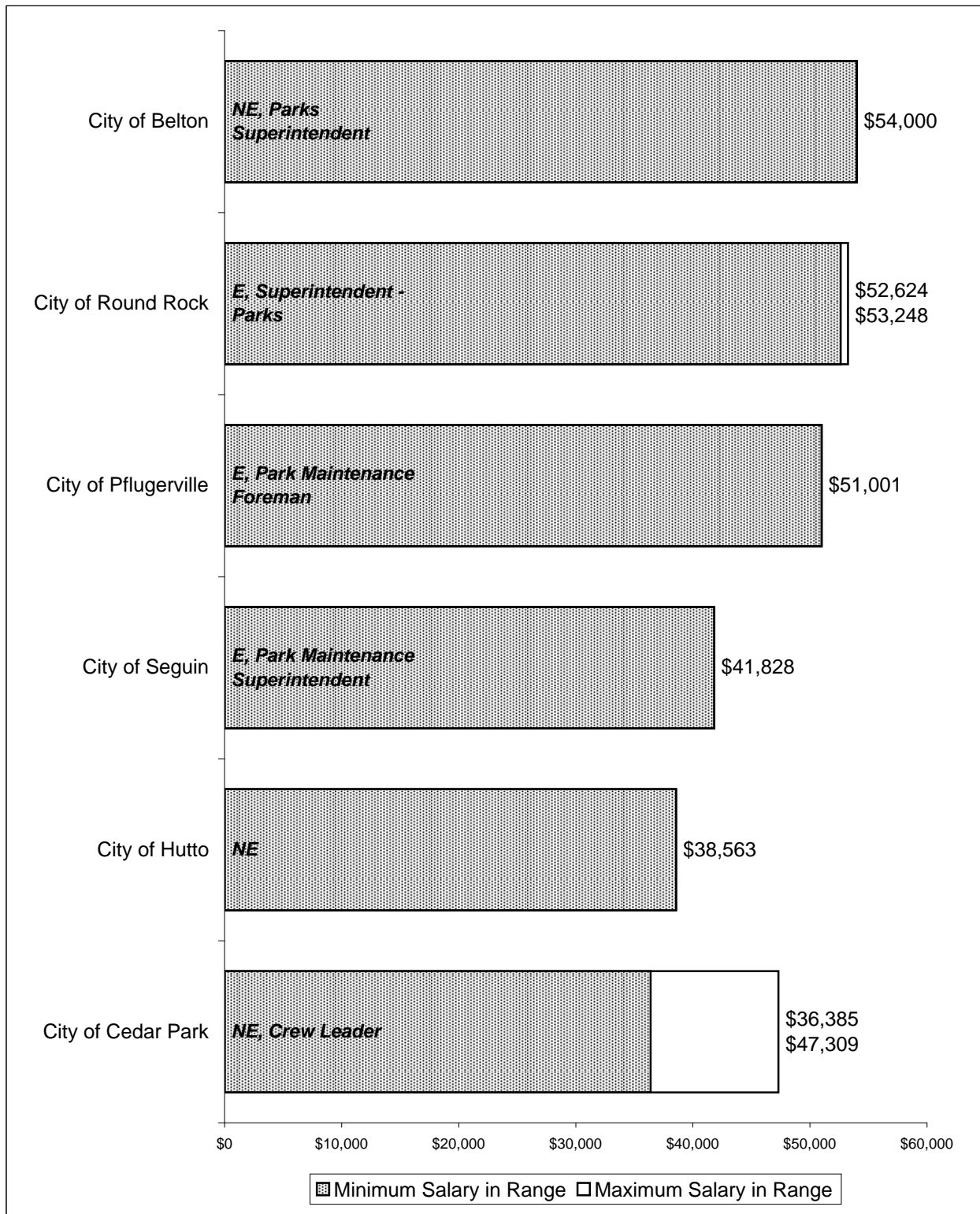
Overall Average Salary: \$50,609  
Median Minimum Salary: \$46,870



Ray Associates, Inc.  
Salary Survey

PARKS SPECIALIST

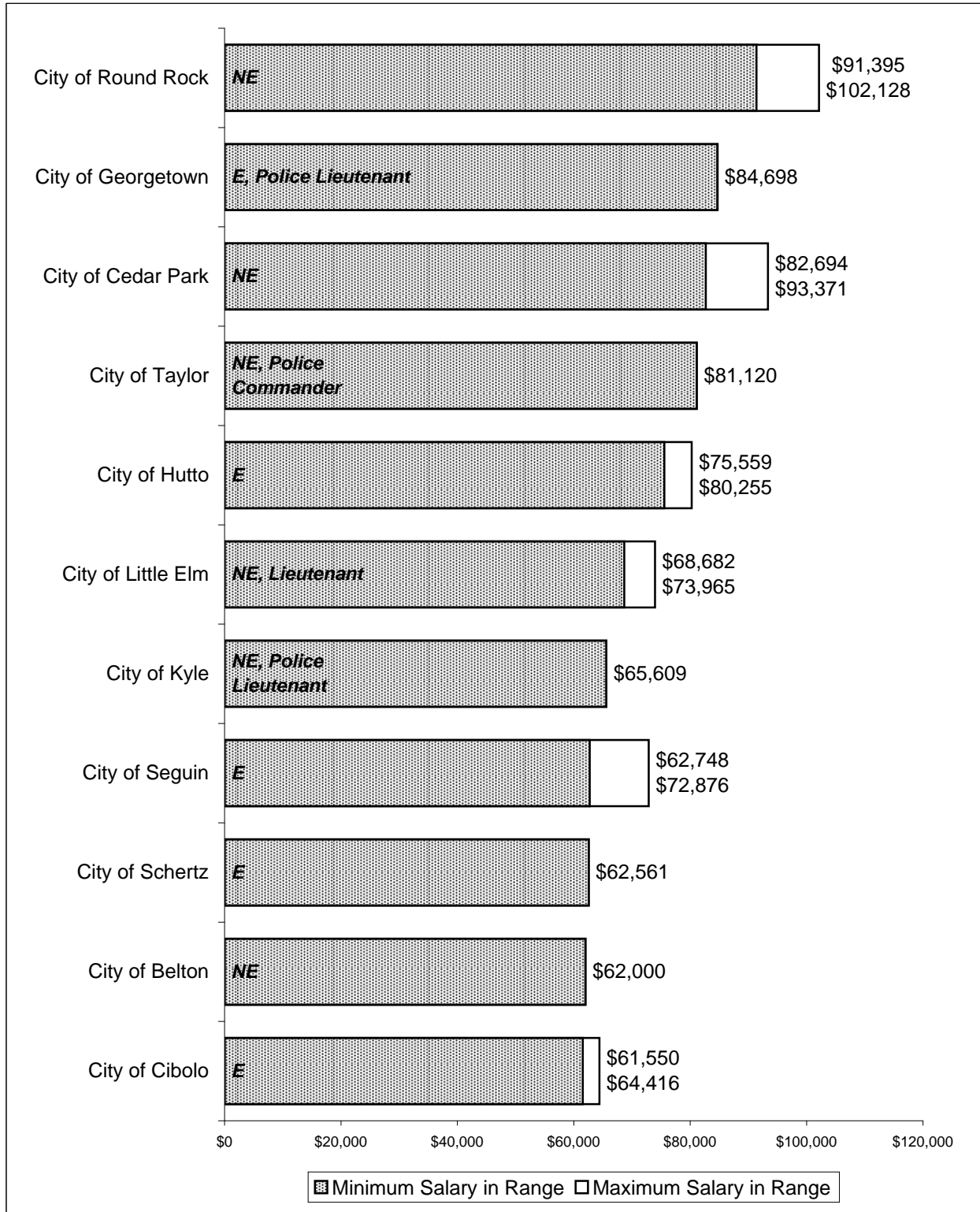
Overall Average Salary: \$46,696  
Median Minimum Salary: \$46,415



Ray Associates, Inc.  
Salary Survey

PATROL LIEUTENANT

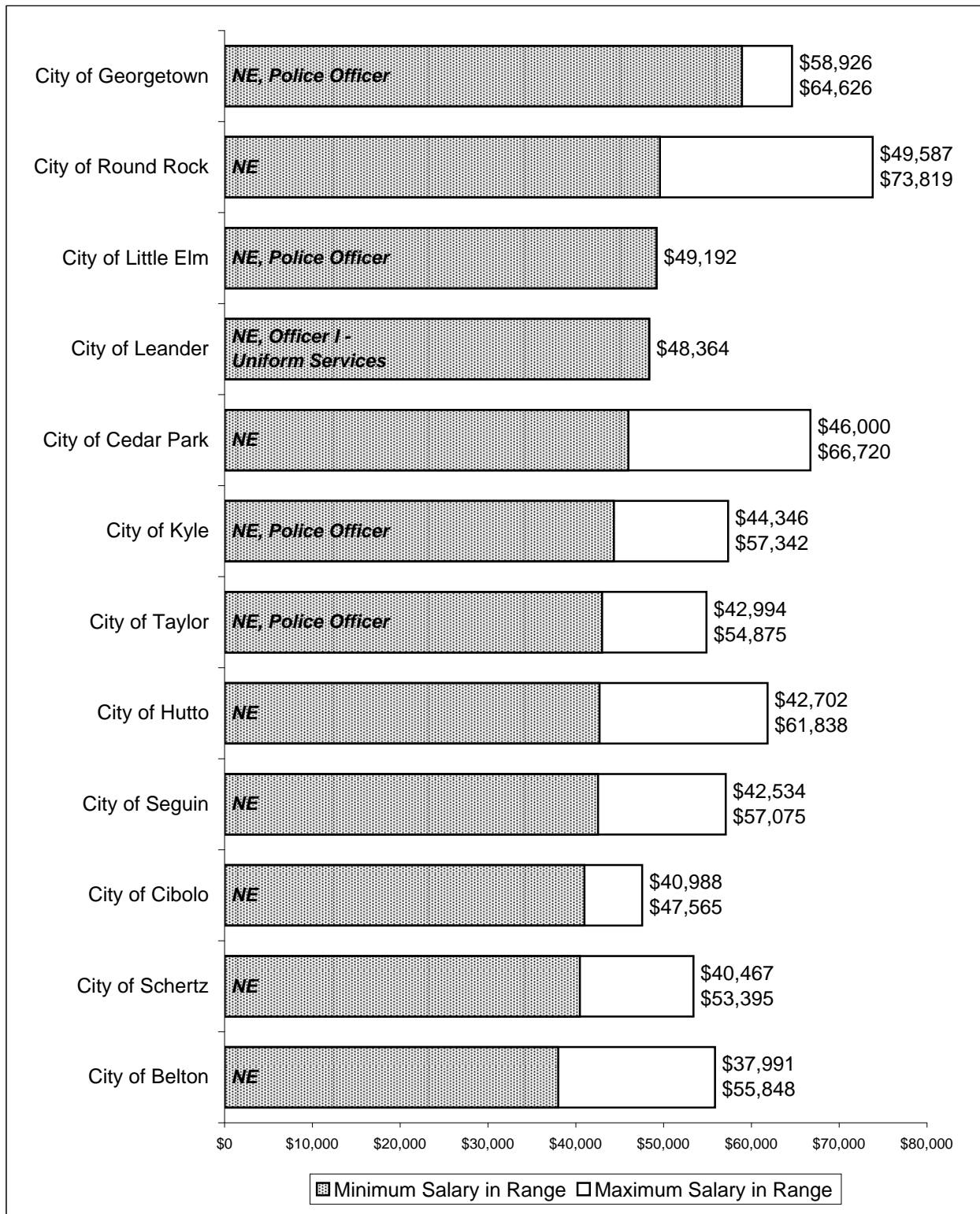
Overall Average Salary: \$74,619  
Median Minimum Salary: \$68,682



Ray Associates, Inc.  
Salary Survey

PATROL OFFICER

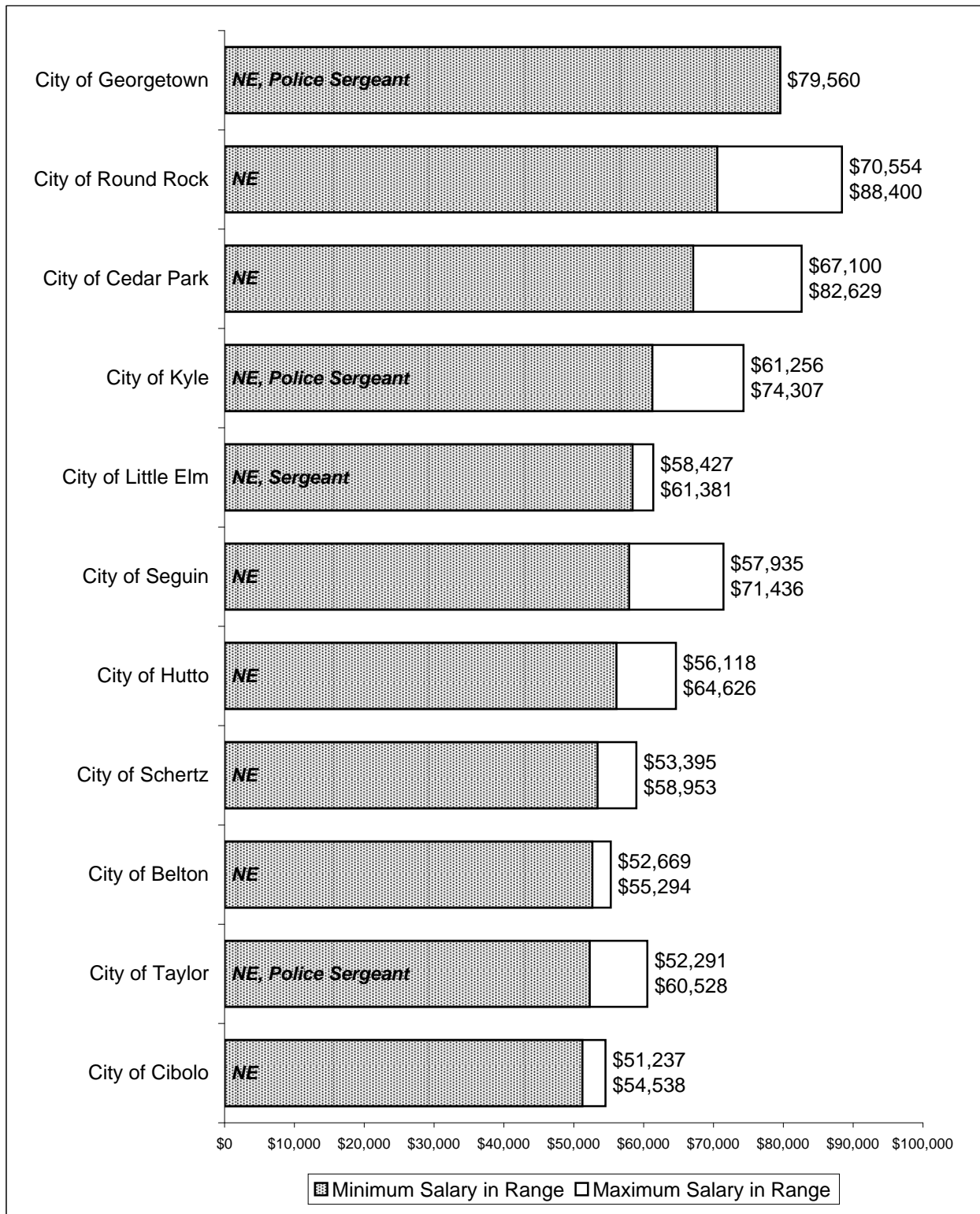
Overall Average Salary: \$51,448  
Median Minimum Salary: \$43,670



Ray Associates, Inc.  
Salary Survey

PATROL SERGEANT

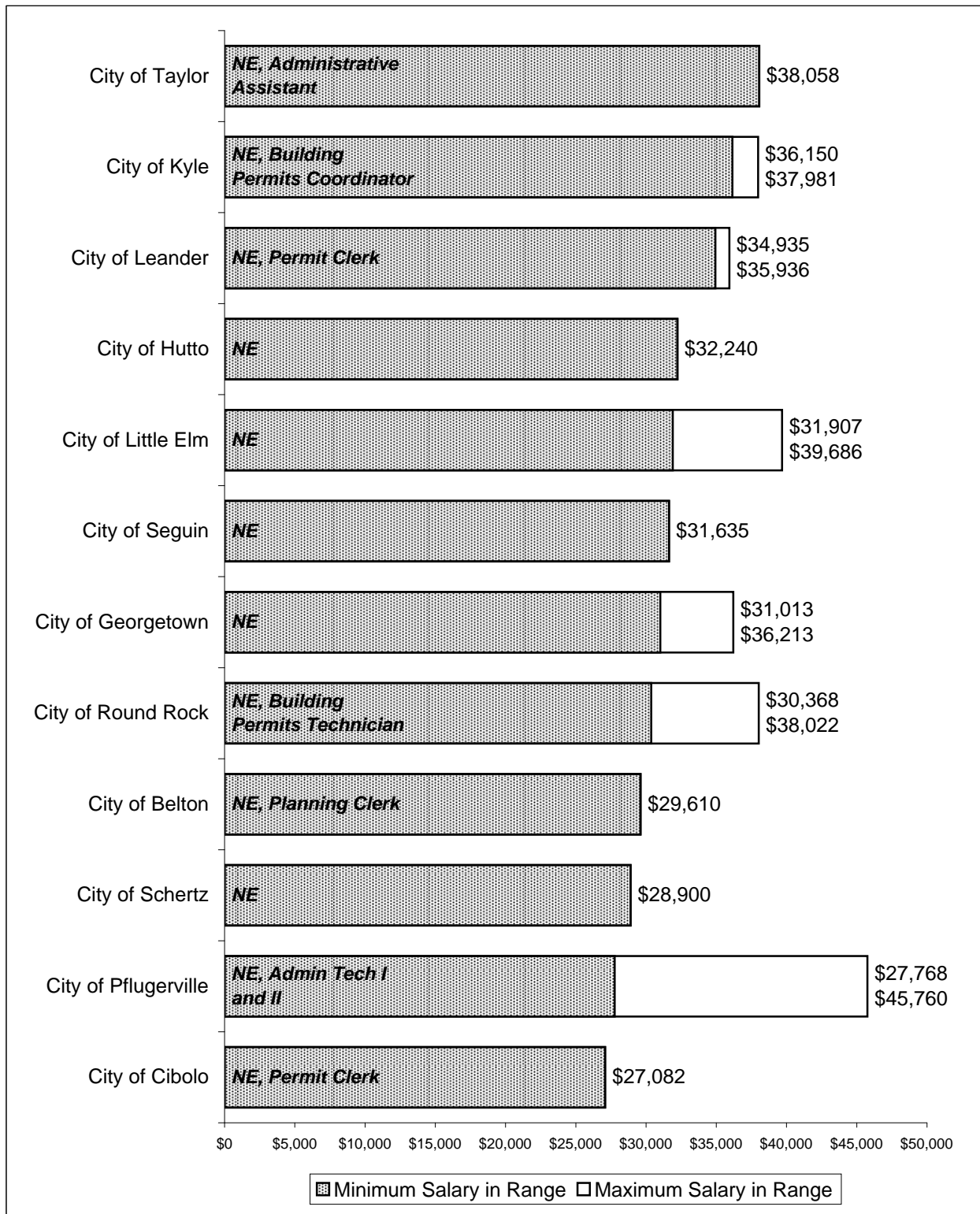
Overall Average Salary: \$64,191  
Median Minimum Salary: \$57,935



**Ray Associates, Inc.  
Salary Survey**

**PERMIT TECHNICIAN**

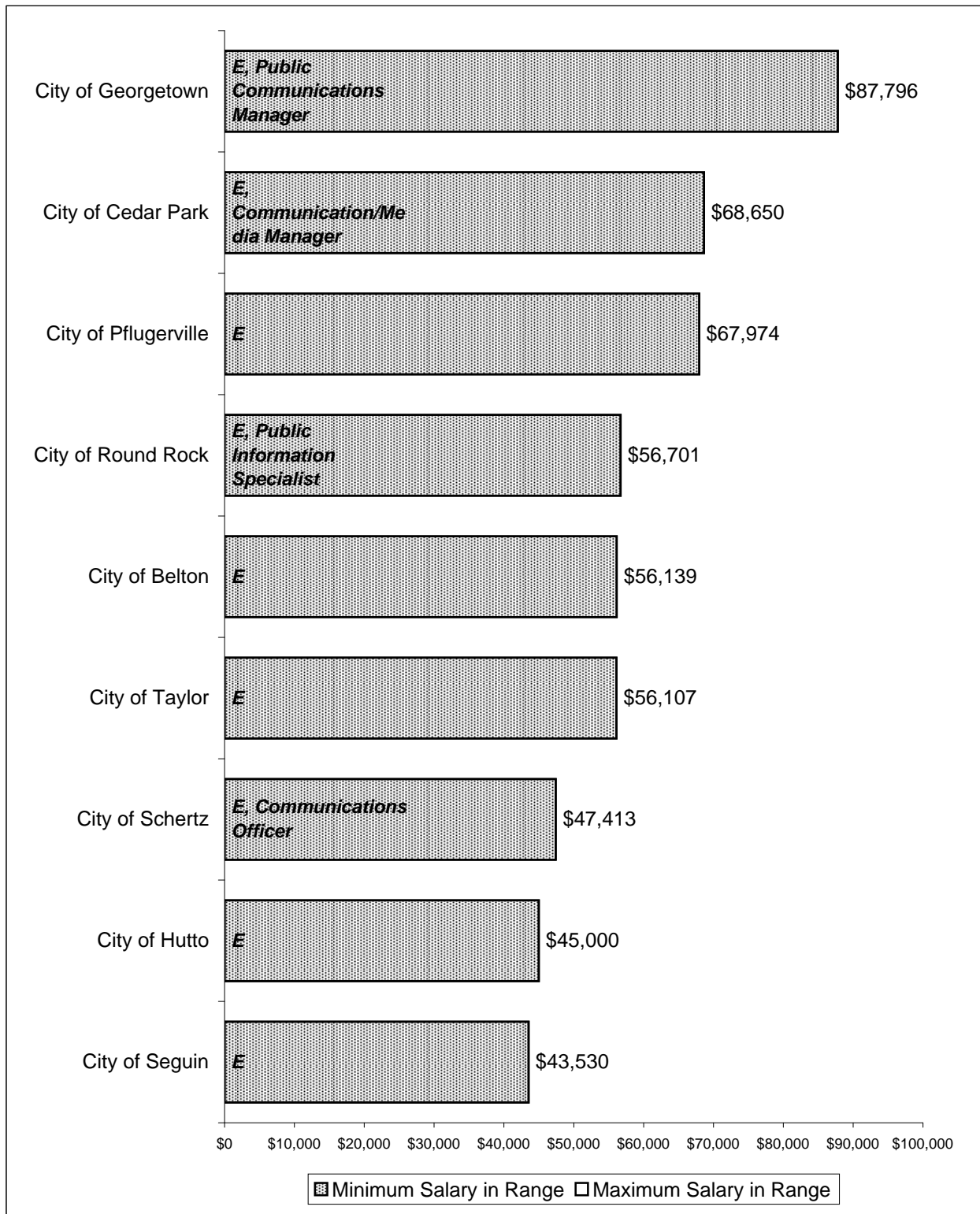
Overall Average Salary: \$33,366  
 Median Minimum Salary: \$31,324



**Ray Associates, Inc.  
Salary Survey**

**PUBLIC INFORMATION OFFICER**

Overall Average Salary: \$58,812  
Median Minimum Salary: \$56,139

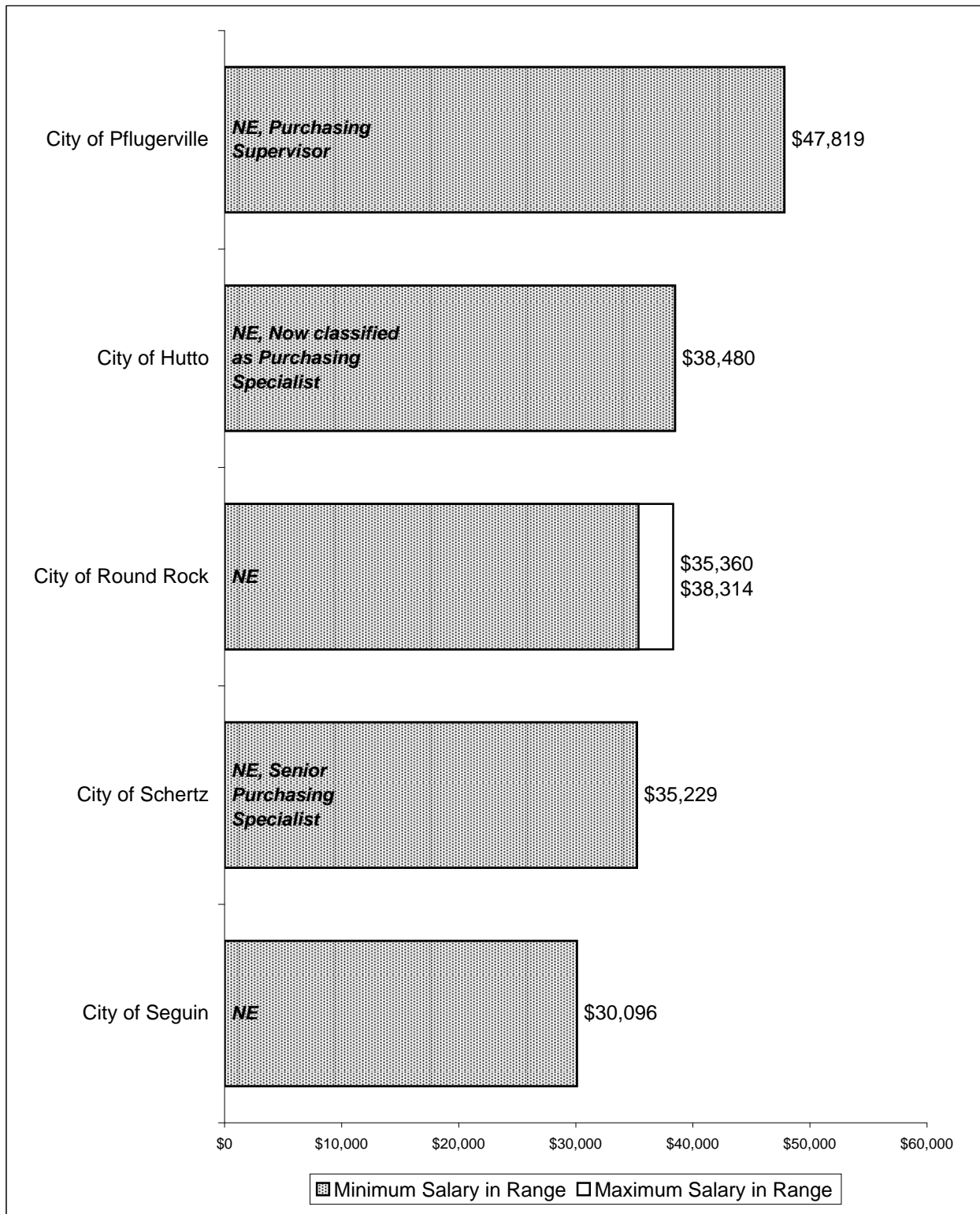




Ray Associates, Inc.  
Salary Survey

PURCHASING TECHNICIAN

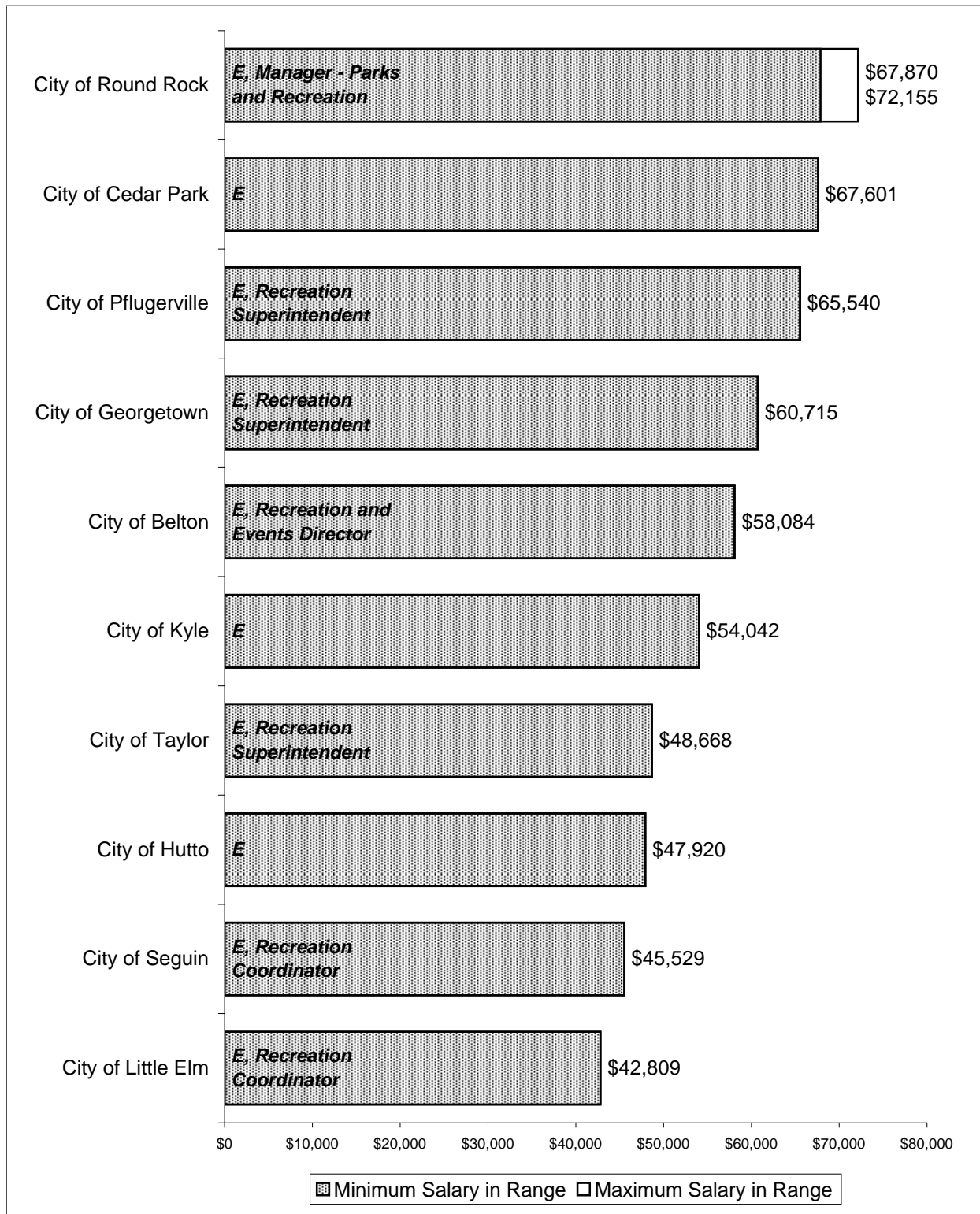
Overall Average Salary: \$37,692  
Median Minimum Salary: \$35,360



Ray Associates, Inc.  
Salary Survey

RECREATION MANAGER

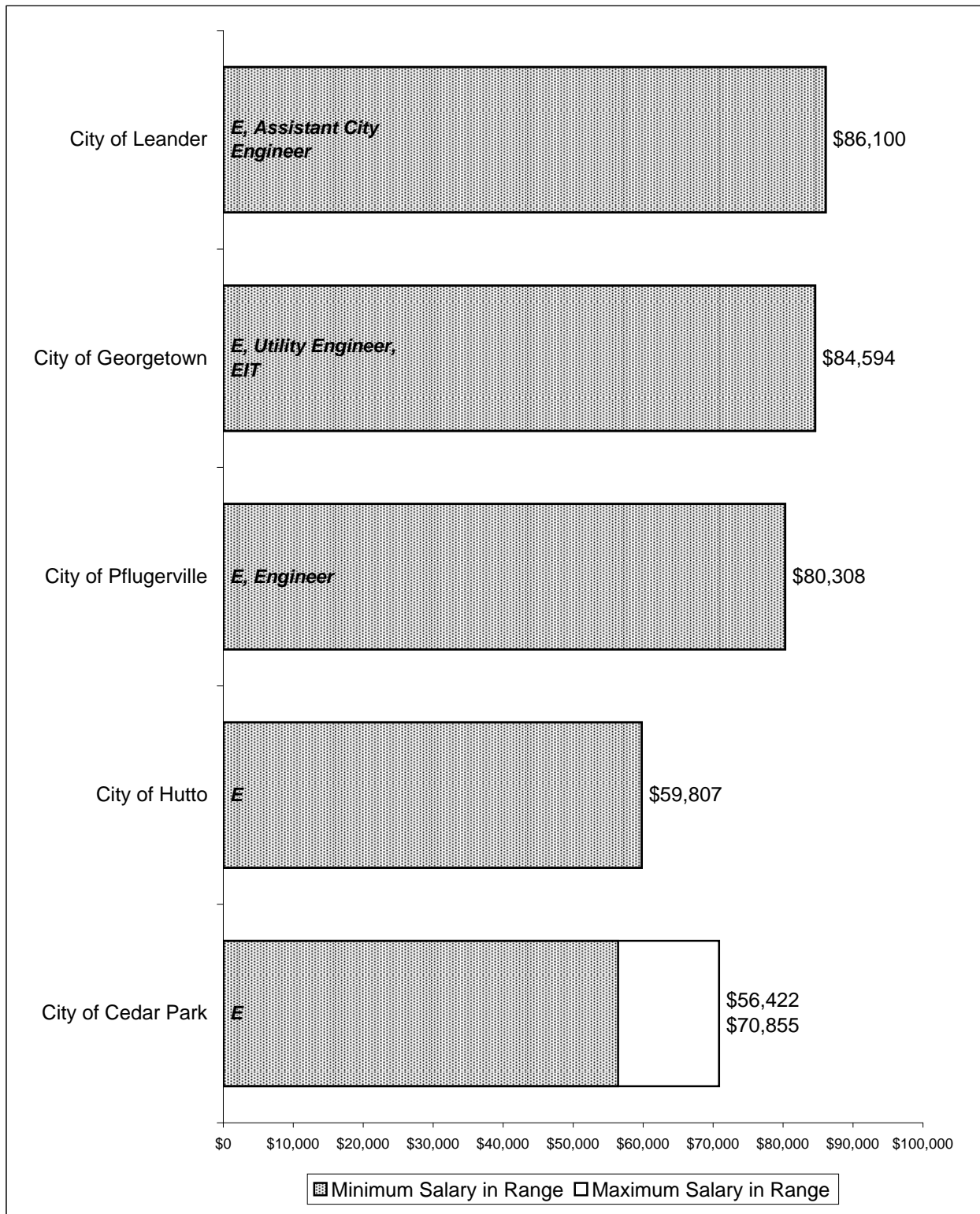
Overall Average Salary: \$56,092  
Median Minimum Salary: \$56,063



Ray Associates, Inc.  
Salary Survey

SENIOR ASSOCIATE ENGINEER

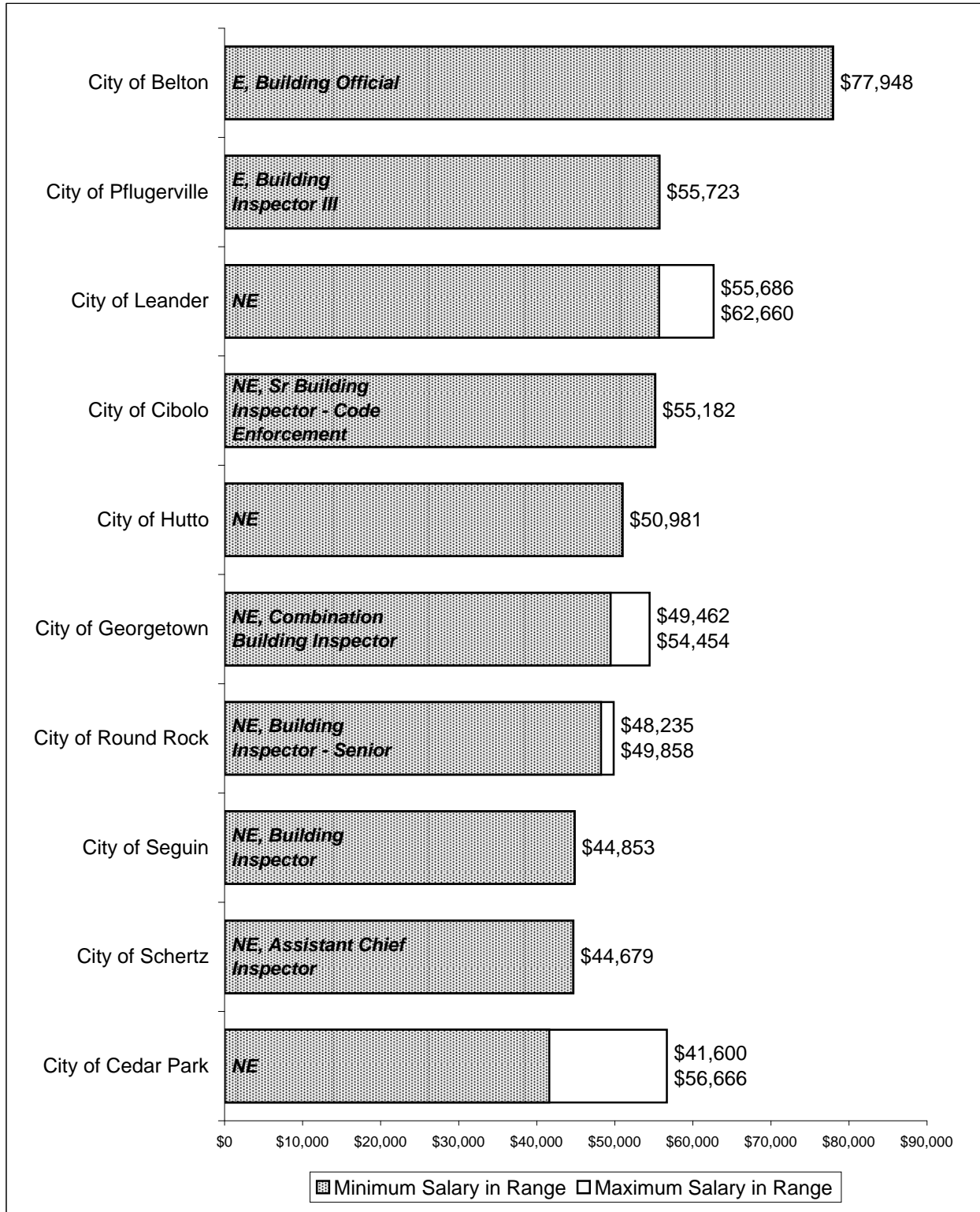
Overall Average Salary: \$74,890  
Median Minimum Salary: \$80,308



Ray Associates, Inc.  
Salary Survey

SENIOR BUILDING INSPECTOR

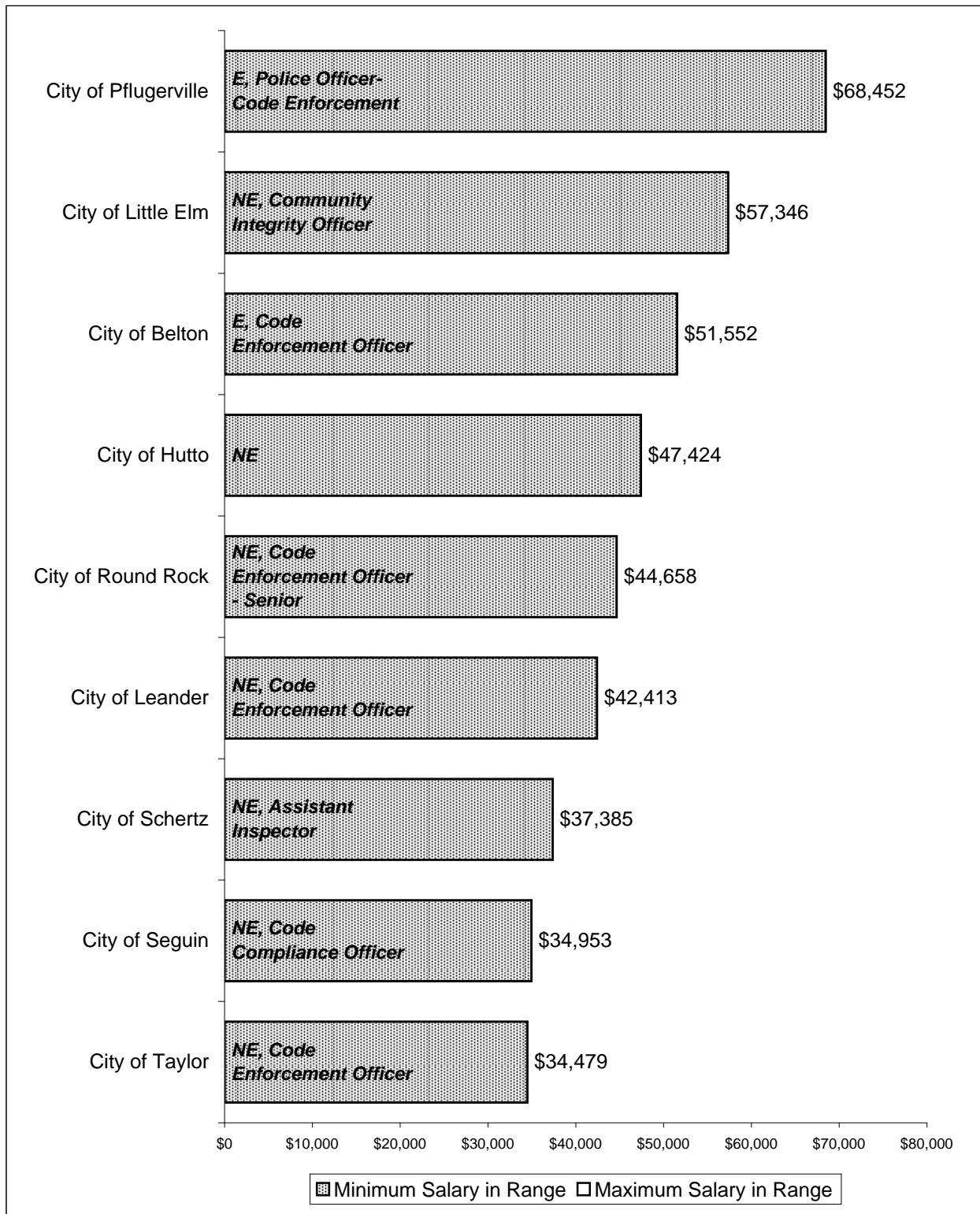
Overall Average Salary: \$53,868  
Median Minimum Salary: \$50,222



Ray Associates, Inc.  
Salary Survey

SENIOR CODE ENFORCEMENT OFFICER

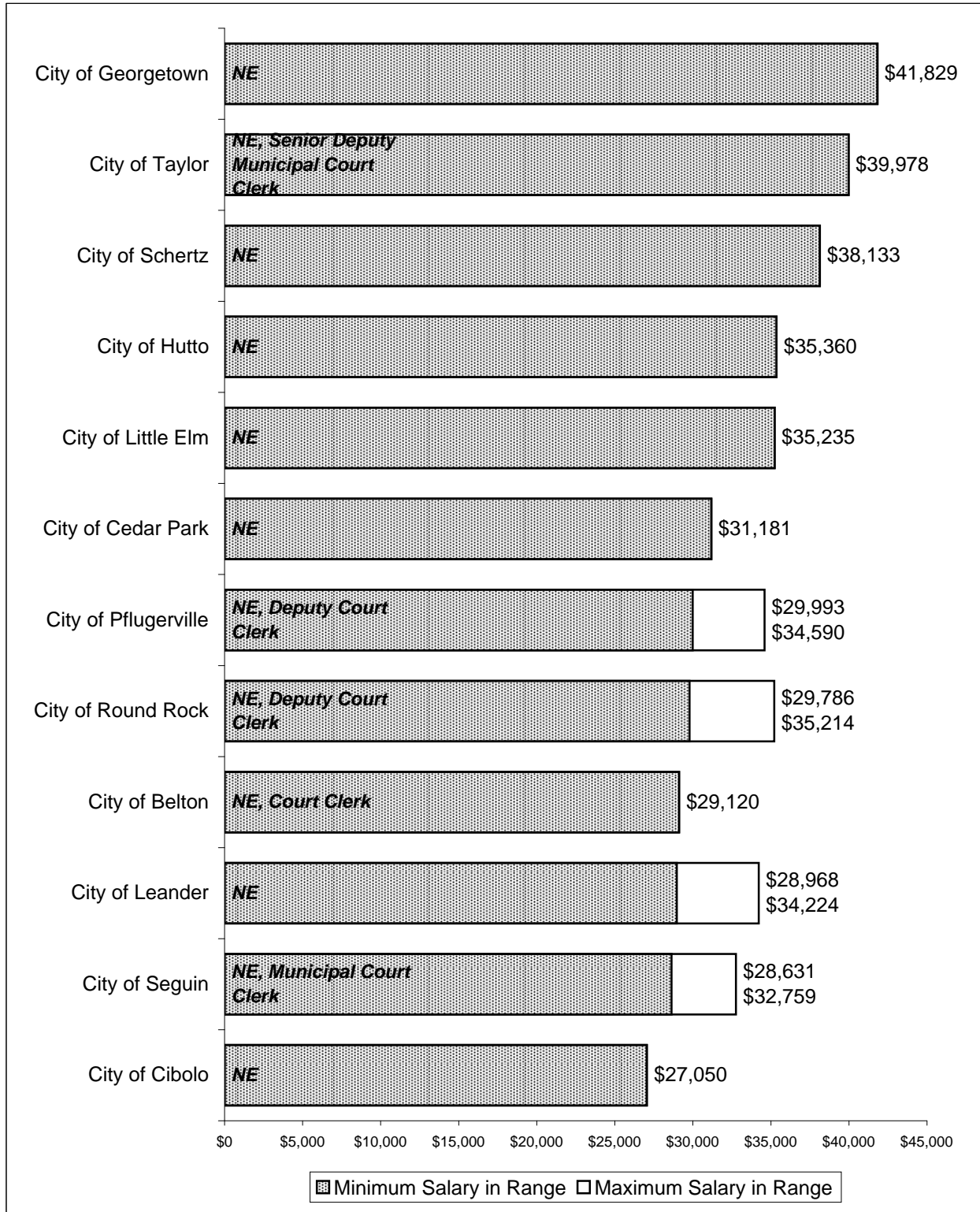
Overall Average Salary: \$46,518  
Median Minimum Salary: \$44,658



Ray Associates, Inc.  
Salary Survey

SENIOR DEPUTY COURT CLERK

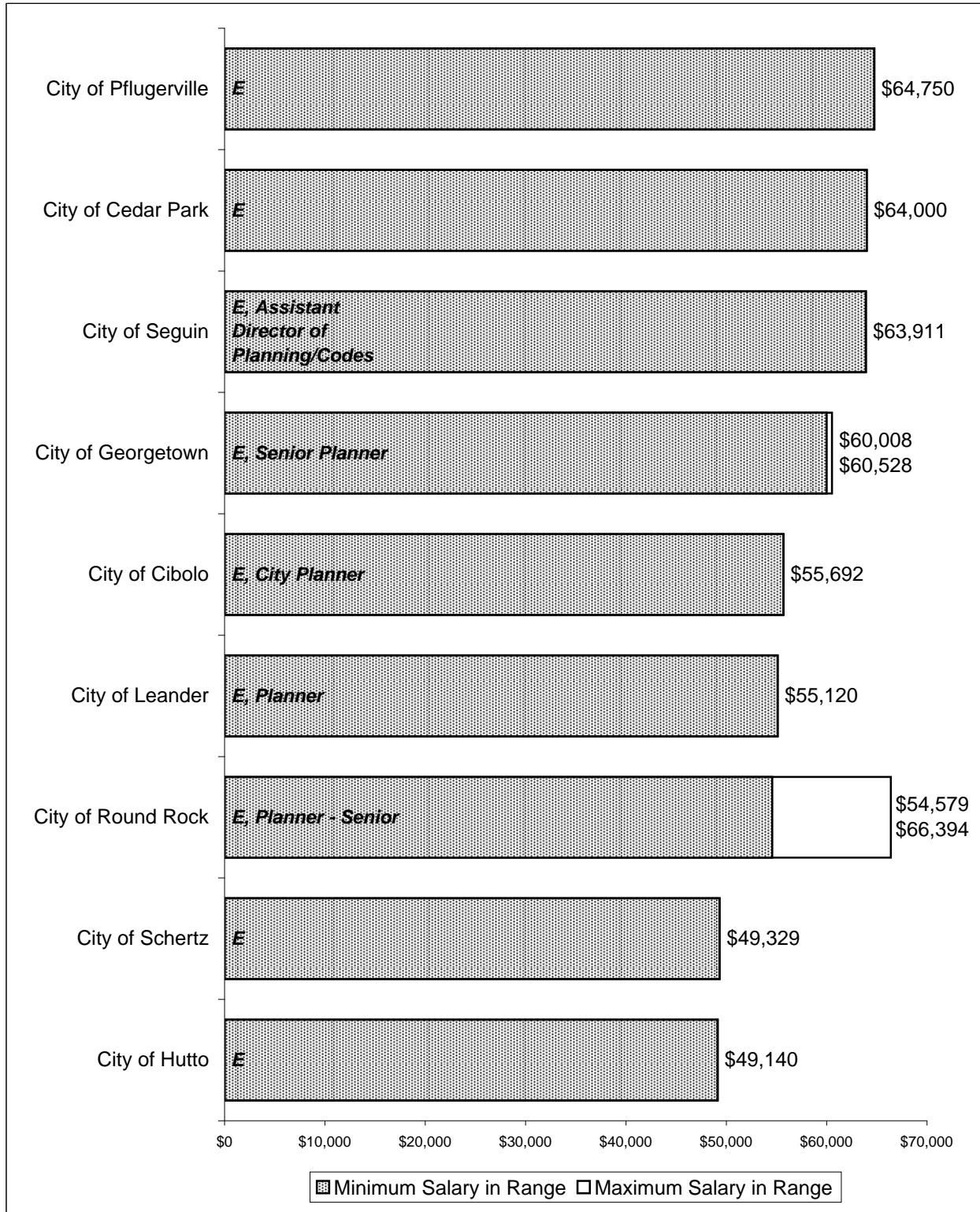
Overall Average Salary: \$33,747  
Median Minimum Salary: \$30,587



Ray Associates, Inc.  
Salary Survey

SENIOR PLANNER

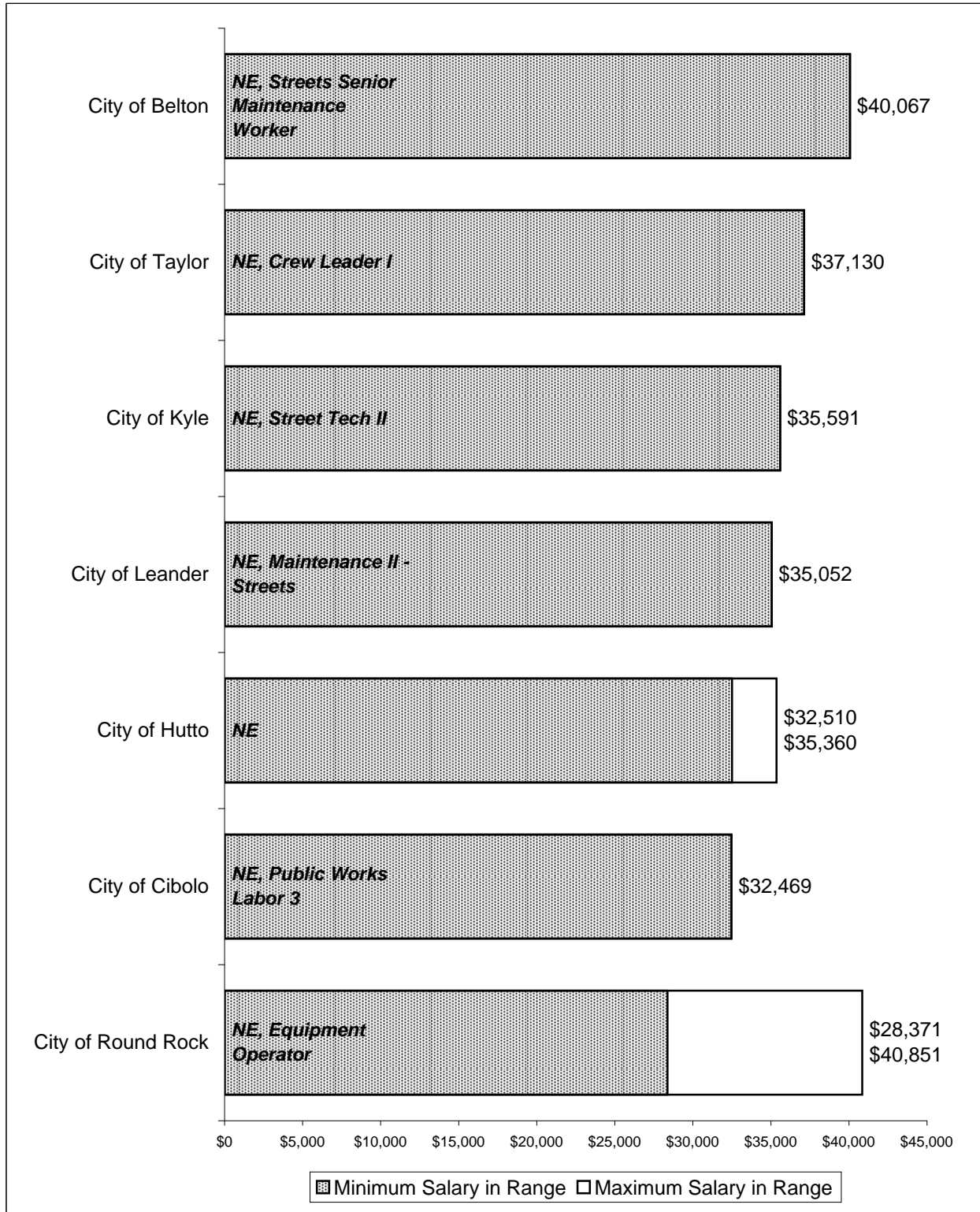
Overall Average Salary: \$58,077  
Median Minimum Salary: \$55,692



Ray Associates, Inc.  
Salary Survey

SENIOR STREET MAINTENANCE  
TECHNICIAN

Overall Average Salary: \$35,551  
Median Minimum Salary: \$35,052

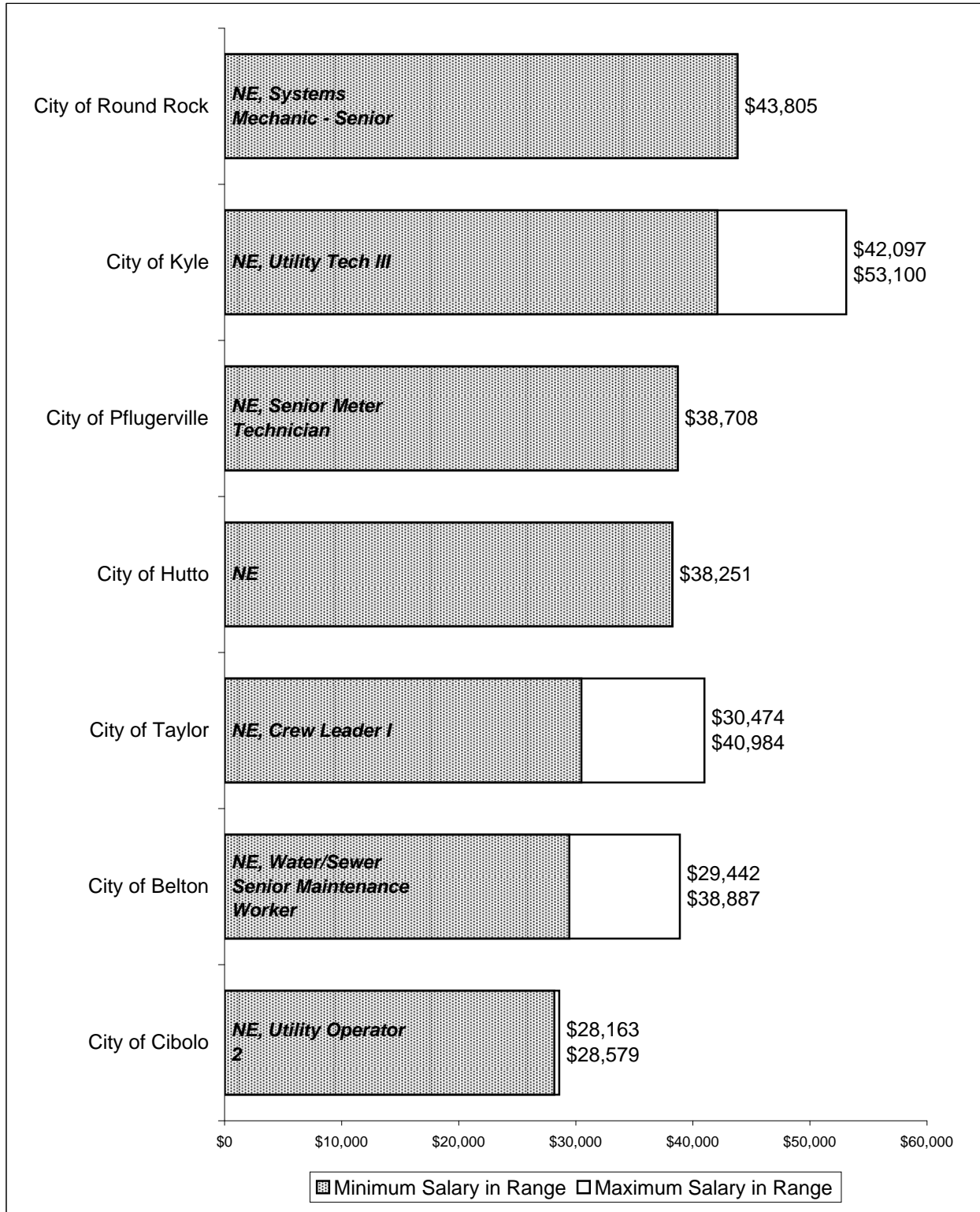




Ray Associates, Inc.  
Salary Survey

SENIOR UTILITY TECHNICIAN

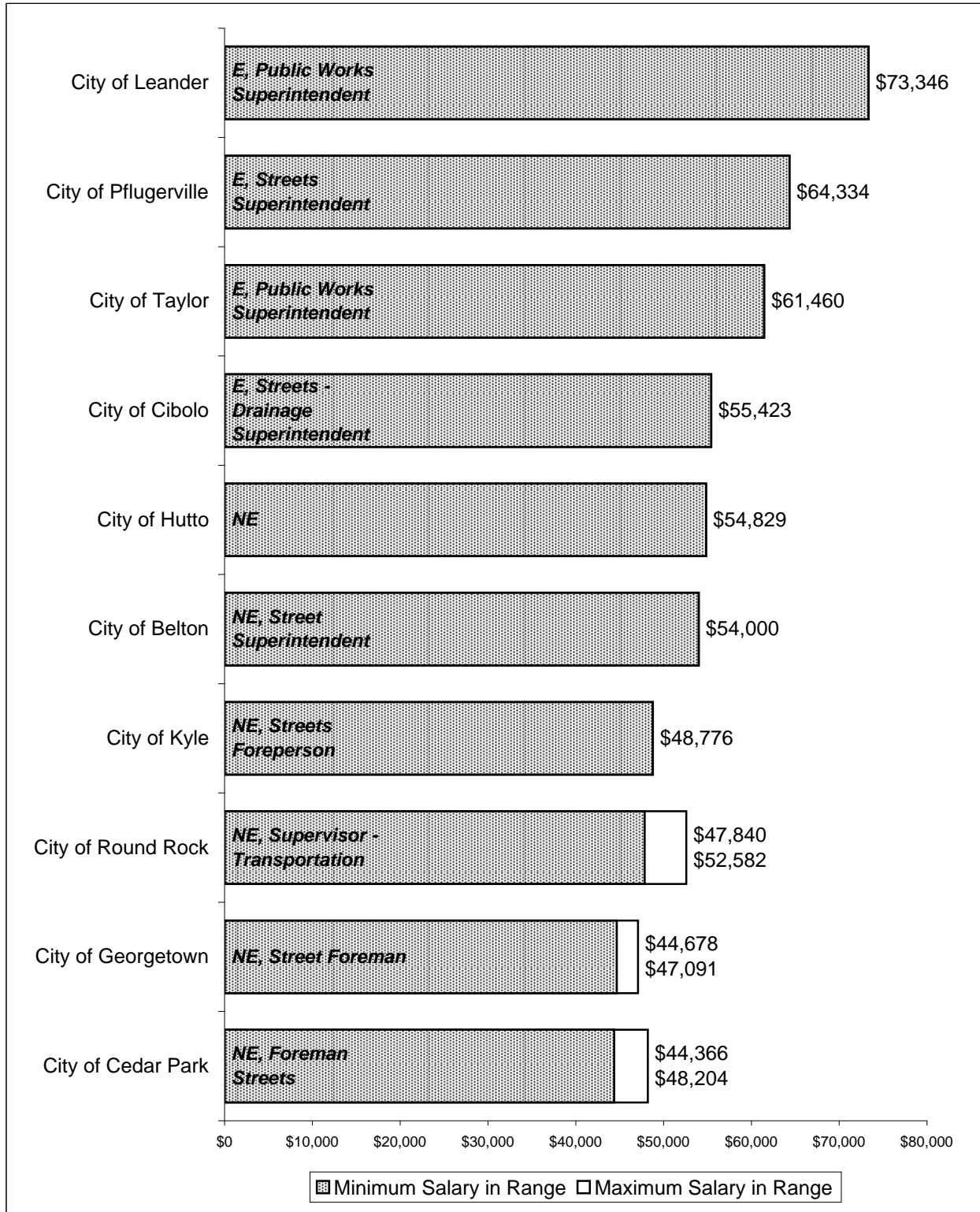
Overall Average Salary: \$38,090  
Median Minimum Salary: \$38,251



Ray Associates, Inc.  
Salary Survey

STREET AND DRAINAGE SUPERVISOR

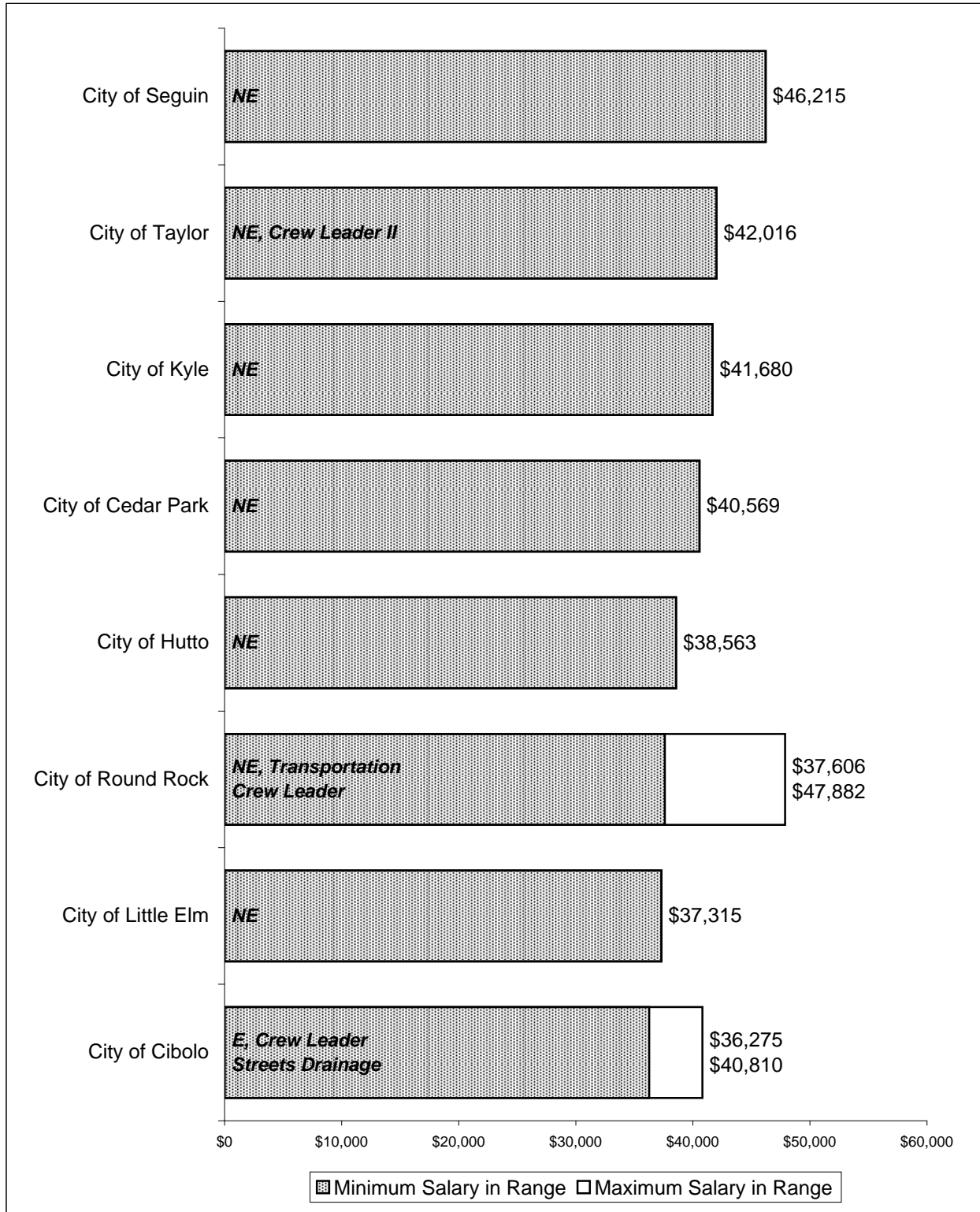
Overall Average Salary: \$55,455  
Median Minimum Salary: \$54,415



Ray Associates, Inc.  
Salary Survey

STREET MAINTENANCE CREW LEADER

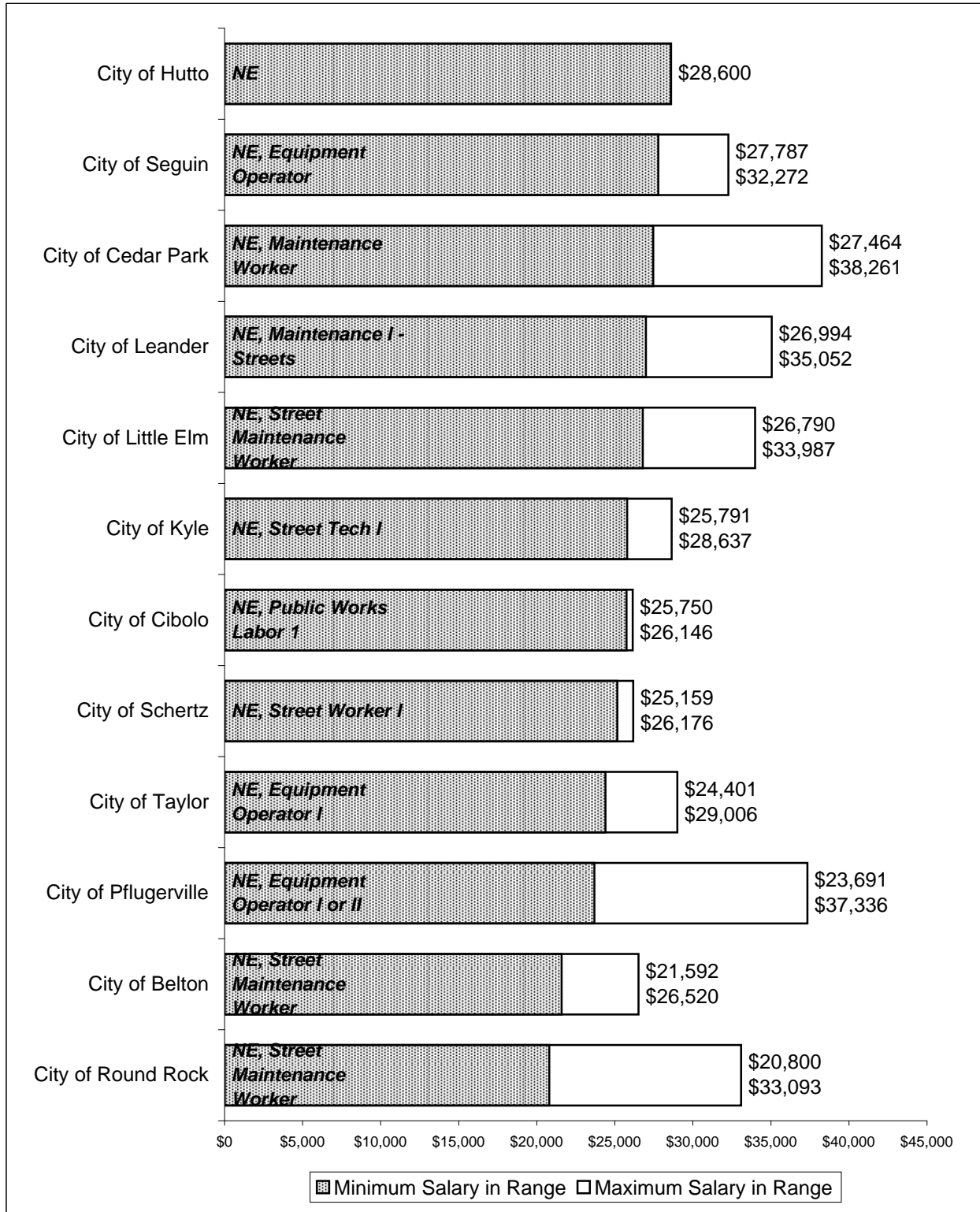
Overall Average Salary: \$40,956  
Median Minimum Salary: \$39,566



**Ray Associates, Inc.  
Salary Survey**

**STREET MAINTENANCE TECHNICIAN**

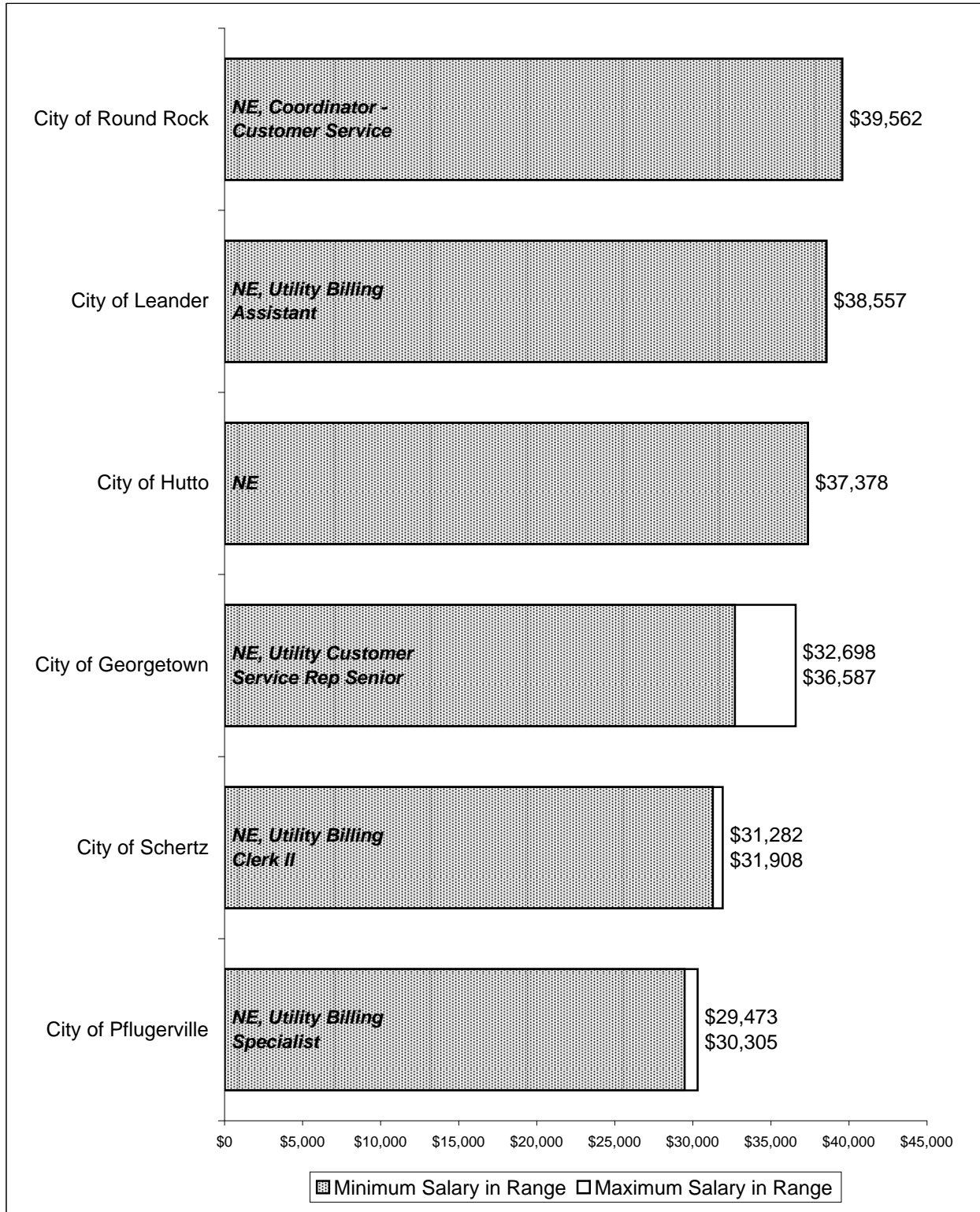
Overall Average Salary: \$28,329  
 Median Minimum Salary: \$25,771



Ray Associates, Inc.  
Salary Survey

UTILITY BILLING COORDINATOR

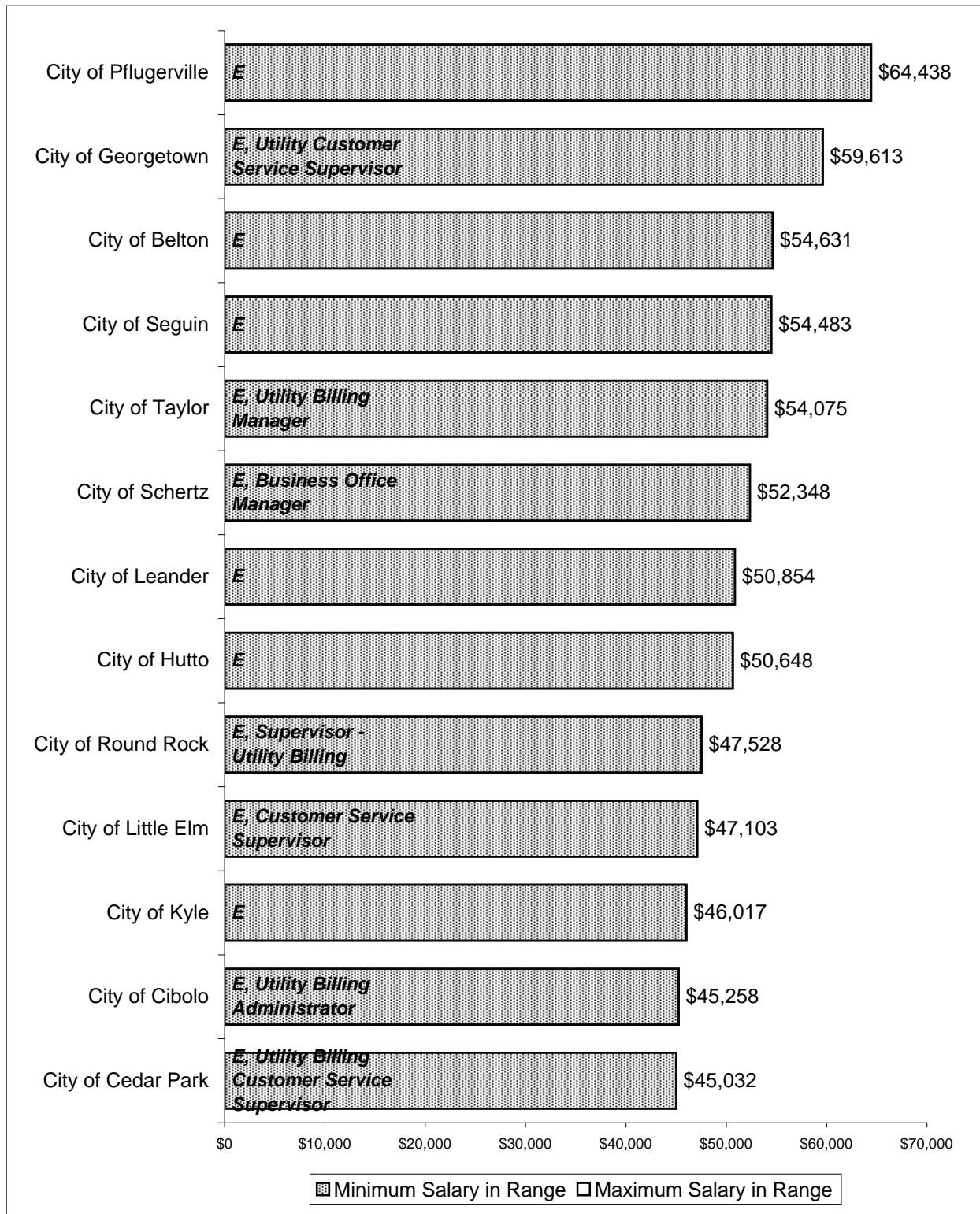
Overall Average Salary: \$35,271  
Median Minimum Salary: \$35,038



Ray Associates, Inc.  
Salary Survey

UTILITY BILLING SUPERVISOR

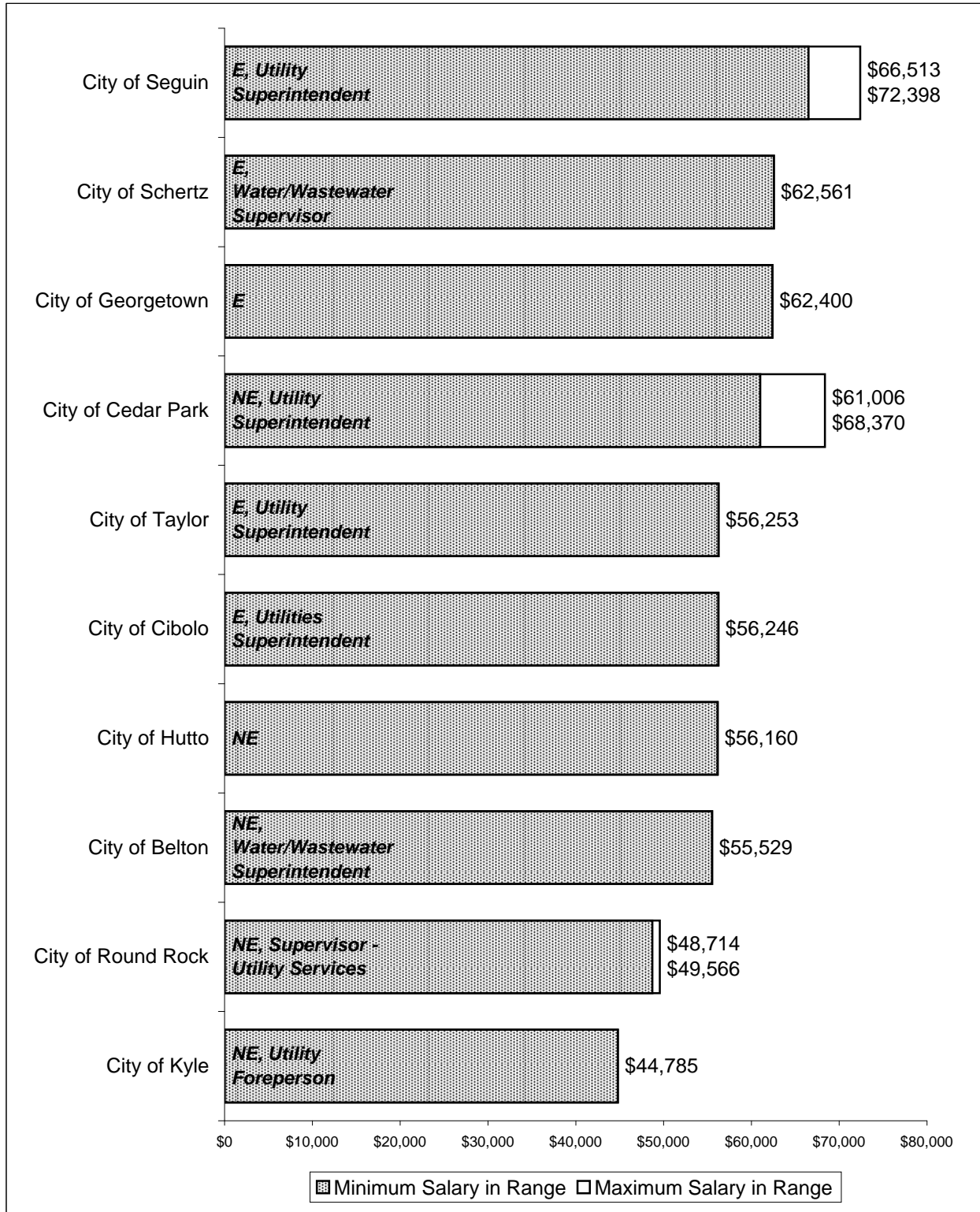
Overall Average Salary: \$51,694  
Median Minimum Salary: \$50,854



**Ray Associates, Inc.  
Salary Survey**

**UTILITY SUPERVISOR**

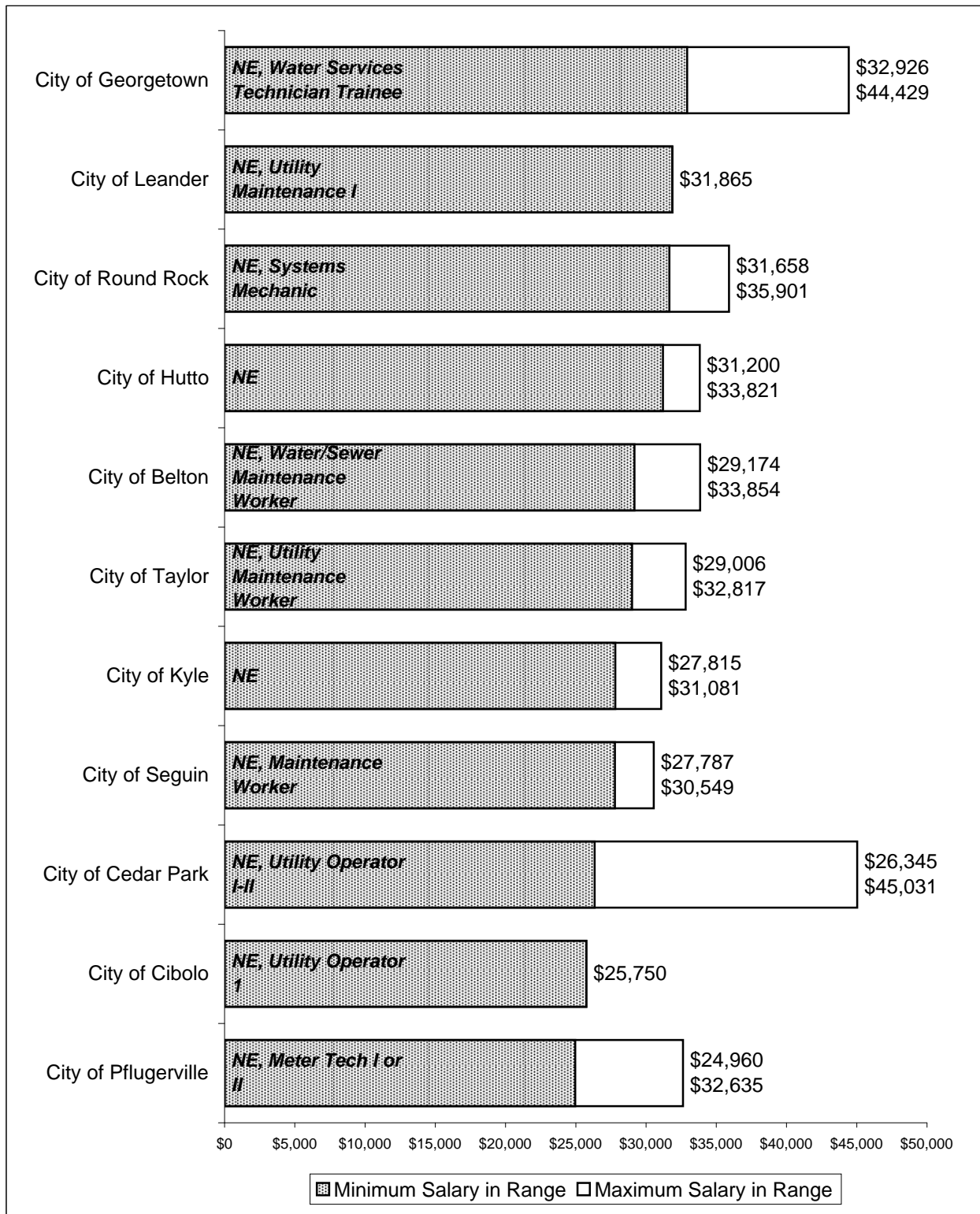
Overall Average Salary: \$57,722  
 Median Minimum Salary: \$56,250



**Ray Associates, Inc.  
Salary Survey**

**UTILITY TECHNICIAN**

Overall Average Salary: \$31,646  
Median Minimum Salary: \$29,006



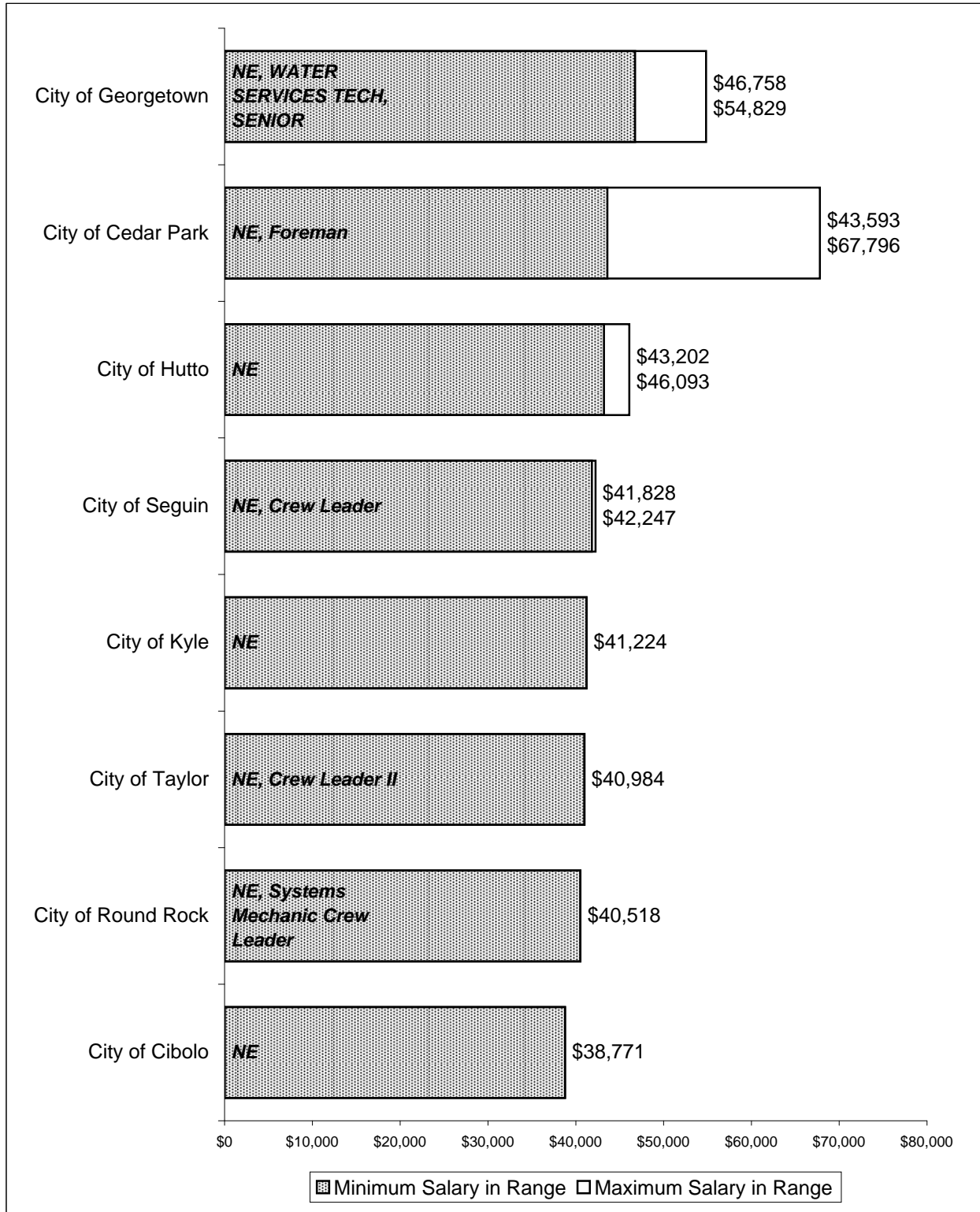


ACTUAL SALARIES

**Ray Associates, Inc.  
Salary Survey**

**UTILITY TECHNICIAN CREW LEADER**

Overall Average Salary: \$44,334  
Median Minimum Salary: \$41,526





## CITY OF MANOR PERFORMANCE EVALUATION

EMPLOYEE NAME	DEPARTMENT	POSITION
Thomas Bolt	Administration	City Manager
DATE APPOINTED	APPRAISAL PERIOD	APPRAISAL DATE

This evaluation form has six sections, "Council Relationship", "Fiscal Management", "General and Personnel Management" "Community and Intergovernmental Relations" "Job Effectiveness" and "Job Performance." All six, including this cover sheet, should be utilized for evaluation purposes.

**A rating of "Unsatisfactory", "Fair", or "Satisfactory should include comments by the rating council member. A council member may seek input from the following directors:**

<b>Frances Aguilar, Human Resources Director</b>	<b>512-272-5555</b>
<b>Lydia Collins, Finance Director</b>	<b>512-272-5555</b>
<b>Ryan Phipps, Interim Chief of Police</b>	<b>512-272-8177</b>
<b>Mike Tuley, Public Works Director</b>	<b>512-272-5555</b>

After each council member completes their individual rating, the entire body will discuss to complete one group evaluation that will stand as the official evaluation for the personnel file.

**Distribution Instructions:** Return the original group form to Human Resources and provide a copy to the City Manager.

## CITY OF MANOR PERFORMANCE APPRAISAL

EMPLOYEE NAME	DEPARTMENT	POSITION
		City Manager
DATE APPOINTED	APPRAISAL PERIOD	APPRAISAL DATE

**Marking Instructions:** The rating council member should indicate the City Manager’s performance by selecting the rating of each job responsibility.

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees’ performance factors, behavioral traits and supervisory factors.

**PERFORMANCE MEASURES:**

- 5 EXCELLENT - In most instances exceeds established performance standards in a manner far beyond that normally expected; performance of the factor being rated is always conspicuous by its excellence. Appointee deserves special recognition.
- 4 GOOD - Consistently meets and occasionally exceeds established performance standards; performance generally exceeds expected normal requirements; indicates more than satisfactory performance in the factor being rated.
- 3 SATISFACTORY - Normally meets established performance standards; typical or satisfactory performance; performance is of such quality that it would be expected only of a proven, competent professional.
- 2 FAIR - Often falls short of established performance standards; performance meets only the minimum requirements of the factor; marginal performance; appointee just getting by; need for improvement.
- 1 UNSATISFACTORY - Does not meet established performance standards; fails to demonstrate the necessary qualities for minimum performance of the factor; deficiency in aptitude, attitude or ability; performance of the factor seldom satisfactory, indicating that serious efforts must be made for improvement.

Note: Please comment, especially for a rating of '1' or '2'. Specific instances should be noted.

JOB RESPONSIBILITIES	PERFORMANCE LEVEL	
A. City Council Relationships	5 - 1	COMMENTS
1. Does the City Manager effectively execute council policies and instructions?		
2. Does the City Manager keep you informed, in a timely manner, of the things you want to know about?		
3. Does the City Manager report key plans and activities to the City Council?		
4. Do reports provide adequate information and analysis to help you make sound decisions?		

JOB RESPONSIBILITIES	PERFORMANCE LEVEL	
B. Fiscal Management	5 - 1	COMMENTS
1. Is the City Manager effective in developing and presenting the budget to meet organizational needs, within limits of available funds and guidelines established by the City Council?		
2. Is the City Manager effective in controlling costs through economical utilization of human resources, materials and equipment?		
3. Does the City Manager provide you with sufficient information on the financial status of the City?		
4. Does the City Manager consider the City's bond ratings when implementing fiscal policies?		

JOB RESPONSIBILITIES	PERFORMANCE LEVEL	
C. General and Personnel Management	5 - 1	COMMENTS
1. Does the City Manager develop and motivate personnel so that they are increasingly effective in performing their duties?		
2. Is the City Manager effective at assuring that staff makes a positive impression on citizens?		
3. Is the City Manager successful in guiding people to work together as a team toward common objectives?		
4. Does the City Manager encourage staff to make decisions within their own jurisdiction without city manager approval, yet maintains general control of administrative operations?		
5. Does the City Manager seek to enrich the organizational culture through diversity?		
6. Does the City Manager assure that current programs are meeting objectives and does the City Manager seek new programs or services to meet changing needs?		
7. Does the City Manager plan and organize effective maintenance of city-owned facilities, systems, buildings and equipment?		
8. Does the City Manager maintain knowledge of new technologies, systems or methods relative to city services?		
9. Does the City Manager actively participate in municipal and professional organizations?		

JOB RESPONSIBILITIES	PERFORMANCE LEVEL	
D. Community and Intergovernmental Relations	5 - 1	COMMENTS
1. Does the City Manager have appropriate visibility or identity in the community through active involvement in order to understand the needs and priorities of the citizens?		
2. Does the City Manager provide a variety of communications to effectively inform and educate the community and represent City Council goals and objectives accurately and effectively?		
3. Is the City Manager effective in responding quickly to handle disputes, complaints and customer requests?		
4. Is the City Manager skillful with the news media and in avoiding political positions and partnerships?		
5. Is the City Manager effective at representing the City's interests in dealing with other agencies?		

JOB RESPONSIBILITIES	PERFORMANCE LEVEL	
E. JOB EFFECTIVENESS	5 - 1	COMMENTS
1. Does the City Manager follow up promptly on City Council requests for information or action?		
2. Does the City Manager have adequate knowledge of municipal affairs?		
3. Does the City Manager exercise good judgment?		
4. Does the City Manager plan ahead, anticipate needs and recognize potential problems, offering workable alternatives when policy/ordinance proves impractical in actual administration?		
5. Does the City Manager have a good sense of timing in bringing issues to the council for action?		
6. Does the City Manager follow through and complete projects in a timely manner?		
7. Does the City Manager display good time management and organizational skills, and does the City Manager use good judgment in establishing priorities and procedures?		
8. Does the City Manager take initiative in finding new ways of accomplishing tasks and does the City Manager solve problems effectively and creatively?		
9. Does the City Manager develop and carry out short and long-term goals and action plans?		



JOB RESPONSIBILITIES	PERFORMANCE LEVEL	
F. JOB PERFORMANCE	5 - 1	COMMENTS
1. Is the City Manager able to analyze problems or issues and identify causes, reasons and implications?		
2. Does the City Manager create an atmosphere in which employees can enjoy working for the City?		
3. Is the City Manager honest and ethical?		
4. Is the City Manager easy to talk to?		
5. Is the City Manager a good listener?		
6. Does the City Manager show sensitivity to the concerns of others?		
7. Does the City Manager anticipate problems and develop effective approaches for solving them?		

