



**CITY COUNCIL
WORKSHOP SESSION MINUTES
FEBRUARY 6, 2024**

PRESENT:

Dr. Christopher Harvey, Mayor

COUNCIL MEMBERS:

Emily Hill, Mayor Pro Tem, Place 1
Anne Weir, Place 2
Maria Amezcua, Place 3 (Absent)
Sonia Wallace, Place 4
Aaron Moreno, Place 5
Deja Hill, Place 6

CITY STAFF:

Scott Moore, City Manager
Lluvia T. Almaraz, City Secretary
Ryan Phipps, Chief of Police
Tracey Vasquez, HR Director
Yalondra Valderrama-Santana, Heritage and Tourism Manager
Scott Jones, Economic Development Director
Scott Dunlop, Development Services Director

WORKSHOP SESSION – 6:30 P.M.

With a quorum of the Council Members present, the workshop session of the Manor City Council was called to order by Mayor Harvey at 6:36 p.m. on Tuesday, February 6, 2024, in the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

A. City Council Budget Process

- Review of Ordinance No. 607
- Discussion of Budget Process

A discussion was held regarding Ordinance No. 607 and the current budget process.

City Manager Moore discussed the new budget process and how the City Council would be involved in the budget as an entire government body.

A discussion was held regarding the benefits of having the entire council participate in the budget process.

A discussion was held regarding the city's budget policy.

A discussion was held regarding the budget committee's chairperson position.

A discussion was held regarding conducting City Council budget workshops.

A discussion was held regarding TML training opportunities.

B. City Council Compensation Plan

- Review of City Council Monthly Report Form
- Discussion of Tier's Guidelines
- Discussion of Committee Assignments

The attached Council Monthly Report Form was discussed.

A discussion was held regarding Tier 2 guidelines.

A discussion was held regarding the Park Committee and Tree Advisory Board meetings.

A discussion was held regarding the city's requirement to have a Tree Advisory Board for the designation of Tree City USA.

A discussion was held regarding the purpose and intent of the Tree Advisory Board.

A discussion was held regarding Tier 1 guidelines.

A discussion was held regarding Tier 3 guidelines.

A discussion was held regarding Tier 4 guidelines.

C. City of Manor Branding/Logo Update

Economic Development Director Jones gave an update on the City of Manor Branding/Logo.

A discussion was held regarding the marketing plan for the city.

D. City of Manor Ribbon Cutting Ceremonies

City Manager Moore discussed the proposed ribbon-cutting ceremonies for the city.

Heritage and Tourism Manager Santana discussed the Easter Egg Event.

A discussion was held regarding renaming the city's new property location.

A discussion was held regarding the ribbon cutting to be conducted before the Easter Egg Event.

A discussion was held regarding the marketing and celebrating of the city's new properties.

There was no action taken.

ADJOURNMENT

The Manor City Council Workshop Session Adjourned at 8:12 p.m. on Tuesday, February 6, 2024.

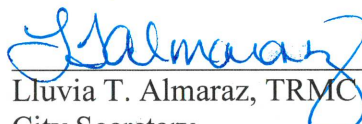
These minutes were approved by the Manor City Council on the 21st day of February 2024.

APPROVED:



Dr. Christopher Harvey
Mayor

ATTEST:



Lluvia T. Almaraz, TRMC
City Secretary



Manor City Council Monthly Report

Name: _____ Place/Position _____

Start Date: _____ End Date: _____

Tier	Meeting Criteria and Compensation Guidelines
I	Regular Scheduled City Council Meetings (1st & 3rd Wednesday), Special Called Council Meetings/Workshops, Public Finance Corporation (PFC), Tax Increment Reinvestment Zone (TIRZ), Public Improvement District (PID), and other authorized public meetings (joint meetings with MISD and other state and local government agencies)
II	Committee Meetings - Serve on at least two (2) committees, Chair at least one (1) committee, Host a minimum of 6 meetings per year, and provide meeting notes/reports to the City Council (Quarterly)
III	*Request budget funding as necessary Schedule/attend meetings Travis County Commissioner Precinct No. 1/County Judge, State Representatives, U.S. Congressman, Host two (2) Community Meetings, and Attend/Engage H.O.A. at least one (1) event
IV	*Participate/Speak at TML Annual Conference, Policy Summit, or other large TML event, and earn at least 8-16 TML credit hours TML Region - 10 Involvement, State Board Appointments, CAPCOG, CapMetro, TEDC, CAMPO, CTRMA, and Austin Health, etc. Memberships approved by City Council
	*Active attendance and participation and provide an update to City Council is a requirement

TIER 1

Tier	Meeting Criteria and Compensation Guidelines
I	Regular Scheduled City Council Meetings (1st & 3rd Wednesday), Special Called Council Meetings/Workshops, Public Finance Corporation (PFC), Tax Increment Reinvestment Zone (TIRZ), Public Improvement District (PID), and other authorized public meetings (joint meetings with MISD and other state and local government agencies)

City Council Meetings/Special Called Sessions/Workshops

Type of Meeting	Date	Description

Other Meetings

Type of Meeting	Date	Description

Other

Type	Date	Description

- Please submit any backup material for Tier 1 that supports your community involvement and attendance.

TIER 2

Tier	Meeting Criteria and Compensation Guidelines
II	Committee Meetings - Serve on at least two (2) committees, Chair at least one (1) committee, Host a minimum of 6 meetings per year, and provide meeting notes/reports to the City Council (Quarterly)
	*Request budget funding as necessary

Committee Meetings (minimum of 2 and Chair of 1)

Committee Name	Chair (Yes or No)	Meeting Date	*Quarterly Report Date	Description

Committee Name	Chair (Yes or No)	Meeting Date	Quarterly Report Date	Description

Other

Type	Date	Description

- Please submit any backup material for Tier 2 that supports your community involvement and attendance.

* Quarterly Committee Reports Due October, January, April, July

TIER 3

Tier	Meeting Criteria and Compensation Guidelines
III	Schedule/attend meetings Travis County Commissioner Precinct No. 1/County Judge, State Representatives, U.S. Congressman, Host two (2) Community Meetings, and Attend/Engage H.O.A. at least one (1) event
	*Participate/Speak at TML Annual Conference, Policy Summit, or other large TML event, and earn at least 8-16 TML credit hours

State/County Meetings

Type of Meeting	Date	Description

Community Meetings (minimum of 2)

Individual/ Group	Date	Description
HOA:		
ESD:		
EMS:		
Other:		

Other

Type	Date	Description

- Please submit any backup material for Tier 3 that supports your community involvement and attendance.

TIER 4

Tier	Meeting Criteria and Compensation Guidelines
IV	TML Region - 10 Involvement, State Board Appointments, CAPCOG, CapMetro, TEDC, CAMPO, CTRMA, and Austin Health, etc. Memberships approved by City Council
	*Active attendance and participation and provide an update to City Council is a requirement

Regional Meetings

Group Name	Date	Description

Other

Type of Meeting	Date	Description

- Please submit any backup material for Tier 4 that supports your community involvement and attendance.