



Dr. Christopher Harvey, Mayor  
Emily Hill, Place 1  
Anne Weir, Place 2  
Maria Amezcua, Place 3  
Sonia Wallace, Place 4  
Aaron Moreno, Place 5  
Vacant, Place 6

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## City Council Called Special Session - Orientation

Monday, November 15, 2021 at 11:00 AM

Manor City Hall, Council Chambers, 105 E. Eggleston St.

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### AGENDA

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

#### PUBLIC COMMENTS

*Comments will be taken from the audience on non-agenda related topics for a length of time, not to exceed three (3) minutes per person. Comments on specific agenda items must be made when the item comes before the Council. To address the City Council, please complete the white card and present it to the City Secretary prior to the meeting. No Action May be Taken by the City Council During Public Comments.*

#### PRESENTATIONS

##### Welcome by Dr. Christopher Harvey, Mayor

##### A. City Council Updates by Mayor Harvey

- City Council Committees
- City Council Community Involvement

##### B. Department Introductions

- City Manager's Office - Scott Dunlop, Interim City Manager
- Development Services - Scott Dunlop, Development Services Director
- Office of the City Secretary - Lluvia T. Almaraz, City Secretary
- Police - Ryan Phipps, Chief of Police
- Finance / Court - Lydia Collins, Director of Finance
- Human Resources - Tracey Vasquez, HR Manager
- Community Development Services - Debbie Charbonneau, Heritage and Tourism Manager
- Public Works – Michael Tuley, Director of Public Works
- IT - Heath Ferguson, IT Manager

**C. City of Manor Policies and Procedures by Tracey Vasquez, HR Manager**

- New Council Welcome Letter
- Policy and Procedure Handbook
- Training and Certificates Requirements

**D. City Council Rules of Procedures by Paige Saenz, City Attorney**

- Rules of Procedures Amendments
- Texas Open Meetings Act
- Walking Quorum
- Executive Session
- Conflict of Interest
- Agenda Process

**E. City of Manor Home Rule Charter and Amendments by Paige Saenz, City Attorney**

**F. TML Publications by Lluvia T. Almaraz, City Secretary**

- TML Handbook for Mayors and Council Members
- Key Legal Requirements for Texas City Officials
- A Guide to Becoming a City Official
- How Texas Cities Work
- Texas Town & City Magazine

**G. City Council Training by Lluvia T. Almaraz, City Secretary**

- TML Newly Elected Officials Workshop – January 21, 2022 in San Antonio
- Education Training

**H. City Council IT Computer Training by Heath Ferguson, IT Manager**

**ADJOURNMENT**

In addition to any executive session already listed above, the City Council 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 Section §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) and §551.087 (Deliberations regarding Economic Development Negotiations).

### **CONFLICT OF INTEREST**

*In accordance with Section 12.04 (Conflict of Interest) of the City Charter, “No elected or appointed officer or employee of the city shall participate in the deliberation or decision on any issue, subject or matter before the council or any board or commission, if the officer or employee has a personal financial or property interest, direct or indirect, in the issue, subject or matter that is different from that of the public at large. An interest arising from job duties, compensation or benefits payable by the city shall not constitute a personal financial interest.”*

*Further, in accordance with Chapter 171, Texas Local Government Code (Chapter 171), no City Council member and no City officer may vote or participate in discussion of a matter involving a business entity or real property in which the City Council member or City officer has a substantial interest (as defined by Chapter 171) and action on the matter will have a special economic effect on the business entity or real property that is distinguishable from the effect on the general public. An affidavit disclosing the conflict of interest must be filled out and filed with the City Secretary before the matter is discussed.*

### **POSTING CERTIFICATION**

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Thursday, November 11, 2021, by 5:00 PM and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

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/s/ Lluvia T. Almaraz, TRMC  
City Secretary for the City of Manor, Texas

### **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 accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary at 512.272.5555 or e-mail [lalmaraz@cityofmanor.org](mailto:lalmaraz@cityofmanor.org) .