



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

---

## City Council Workshop

Tuesday, February 06, 2024 at 6:30 PM

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

---

### AGENDA

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

#### AGENDA

**A. City Council Budget Committee**

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

**B. City Council Compensation Plan**

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

**C. City of Manor Branding/Logo Update**

**D. City of Manor Ribbon Cutting Ceremonies**

#### 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).

## 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: Friday, February 2, 2024, by 5:00 PM and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

---

/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 10 days prior to this meeting. Please contact the City Secretary at 512.215.8285 or e-mail [lalmaraz@manortx.gov](mailto:lalmaraz@manortx.gov)

**ORDINANCE NO. 607****AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE CODE OF ORDINANCES TO FORMALLY CREATE THE BUDGET COMMITTEE; PROVIDING FOR MEMBERS OF THE COMMITTEE AND ITS PURPOSE; PROVIDING FOR RELATED MATTERS.**

**WHEREAS**, the City Council of the City of Manor, Texas finds that it is reasonable and necessary formally to establish a Budget Committee to perform the functions set forth herein;

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

**Section 1. Findings.** The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

**Section 2. Budget Committee Established.** Article 1.05 of the City of Manor Code of Ordinances is hereby amended to add Division 6, entitled "Budget Committee", to read as follows:

**Sec. 1.05.110. – Purpose**

The Manor Budget Committee is hereby established. The purpose of the Manor Budget Committee is to provide a venue for added dialogue in the budgetary planning processes and financial allocations of the City. The Committee will participate in the development of the annual budget and shall review and clarify anticipated expenditures and revenues. The Committee shall meet according to the schedule determined by the Committee and shall report its recommendations back to the City Council. The City Council may give additional direction and duties to the Committee from time to time.

**Sec. 1.05.111. – Membership**

The Committee shall be composed of five members as follows: three Council members appointed by the City Council, the City Manager, and the City Finance Director.

**Section 3. Amendment of Ordinances.** The City of Manor Code of Ordinances is hereby amended as provided herein. In the event of a conflict or inconsistency between this Ordinance and any other code or ordinance of the city, the terms and provisions of this Ordinance shall govern.

**Section 4. Severability.** It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable and, if any phrase, sentence, paragraph or section of this Ordinance should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation of this Ordinance of any such invalid phrase, clause, sentence, paragraph or section. If any provision of this Ordinance shall be adjudged by


**ORDINANCE NO. 607**

a court of competent jurisdiction to be invalid, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision, and to this end the provisions of this Ordinance are declared to be severable.


**Section 5. Open Meetings.** 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, *Chapt. 551, Tex. Gov't. Code.*

**PASSED AND APPROVED** on this 17<sup>th</sup> day of March 2021.

**THE CITY OF MANOR, TEXAS**

  
\_\_\_\_\_  
Dr. Larry Wallace Jr.  
Mayor

**ATTEST:**

  
\_\_\_\_\_  
Luvia T. Almaraz,  
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)
	*Request budget funding as necessary
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
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

# 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
<b>IV</b>	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.