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 Regular Meeting

Wednesday, June 17, 2026 at 7:00 PM

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

AGENDA

This meeting will be live-streamed on Manor's Webpage.
You can access the meeting at https://www.manortx.gov/171/Public-Meetings-Livestreams
or by scanning the QR Code

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

INVOCATION

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Non-Agenda Item Public Comments (white card): 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.

Agenda Item Public Comments (yellow card): Comments will be taken from the audience on non-agenda and agenda items combined for a length of time, not to exceed five (5) minutes total per person on all items, except for Public Hearings. Comments on Public Hearing items must be made when the item comes before the Council and, not to exceed two (2) minutes per person. ***No Action or Discussion May be Taken by the City Council during Public Comments on Non-Agenda Items.***

To address the City Council, please complete the white or yellow card and present it to the designated area prior to the meeting.

EVENTS/ANNOUNCEMENTS

A. **Juneteenth Celebration, June 19, 2026, at Timmermann Park**
Submitted by: Stephanie Cho-Parkinson, Community Engagement Coordinator

B. **Introduction of Human Resources Director**

CONSENT AGENDA

All of the following items on the Consent Agenda are considered to be self-explanatory by the Council and will be enacted with one motion. There will be no separate discussion of these items unless requested by the Mayor or a Council Member; in which event, the item will be removed from the consent agenda and considered separately.

1. **Consideration, discussion, and possible action regarding approval of the City Council Minutes.**
Submitted by: Lluvia T. Almaraz, City Secretary

- **June 3, 2026, City Council Regular Meeting**

2. **Consideration, discussion, and possible action regarding acceptance of the May 2026 City Council Monthly Reports.**
Submitted by: Scott Moore, City Manager

3. **Consideration, discussion, and possible action regarding acceptance of the May 2026 Departmental Reports.**
Submitted by: Scott Moore, City Manager

- **Finance – Belen Peña, Finance Director**
- **Police – Ryan Phipps, Chief of Police**
- **Travis County ESD No. 12 – Chris McKenzie, Interim Fire Chief**
- **Economic Development – Scott Jones, Economic Development Director**
- **Development Services – Michael Burrell, Development Services Director**
- **Municipal Court – Sofi Duran, Court Administrator**
- **Public Works – Matt Woodard, Director of Public Works**
- **Human Resources – Scott Moore, City Manager**
- **IT – Michael Pachnick, IT Specialist**
- **Administration – Lluvia T. Almaraz, City Secretary**
- **Administration – Ashlynn Taylor, Marketing & Communications Coordinator**

4. **Consideration, discussion, and possible action on a Resolution authorizing the purchase and closing of a tract of real property consisting of 0.3198 acres, more or less, located in Travis County, Texas, plus closing costs, title insurance cost, providing for approval of the purchase and sale agreement, and providing for related matters.**
Submitted by: Scott Moore, City Manager

5. **Consideration, discussion, and possible action on the acknowledgment of resignation from a Community Impact Fee Advisory Committee appointment.**
Submitted by: Michael Burrell, Development Services Director

REGULAR AGENDA

6. **Consideration, discussion, and possible action on an Amendment to the Manor Crossing Development Agreement.**
Submitted by: Michael Burrell, Development Services Director

7. **Consideration, discussion, and possible action regarding a Professional Services Agreement between Clearview AI, Inc., and the City of Manor for services provided to the Manor Police Department.**
Submitted by: Ryan Phipps, Chief of Police

8. **Consideration, discussion, and possible action regarding a Master Subscription Agreement between Desk Officer AI and the City of Manor for services provided to the Manor Police Department.**
Submitted by: Ryan Phipps, Chief of Police

9. **Consideration, discussion, and possible action on a Second Amendment to the Chapter 380 Grant Agreement to Jiwon Jung, owner of the property located at 101 W. Boyce Street to provide an extension of time to accommodate for unforeseen construction delays.**
Submitted by: Scott Jones, Economic Development Director

10. **Consideration, discussion, and possible action on an Amendment to the Chapter 380 Grant Agreement to Build Block, Inc., owner of the property located at 104 W. Boyce Street and 108 W Boyce Street to provide an extension of time to accommodate for unforeseen construction delays.**
Submitted by: Scott Jones, Economic Development Director

11. **Consideration, discussion, and possible action on a Second Amendment to the Chapter 380 Grant Agreement to Jiwon Jung, owner of the property located at 107 W. Boyce Street to provide an extension of time to accommodate for unforeseen construction delays.**
Submitted by: Scott Jones, Economic Development Director

12. **Consideration, discussion and possible action on an Ordinance approving a Tax Increment Reinvestment Zone Number Two, City of Manor Final Project and Finance Plan.**
Submitted by: Scott Jones, Economic Development Director

13. **Consideration, discussion, and possible action on a First Amendment to the Chapter 380 Agreement, Kimbro Crossing, with IDCAP Manor Texas, LLC.**
Submitted by: Scott Jones, Economic Development Director

14. **Consideration, discussion, and possible action on the Old Kimbro Road Safety Improvement Project Interlocal Cooperation Agreement between City of Manor and Travis County.**
Submitted by: Matt Woodard, Public Works Director

15. **Consideration, discussion, and possible action on proposed City Charter Amendments.**
Submitted by: Lluvia Almaraz, City Secretary

EXECUTIVE SESSION

The City Council will now Convene into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in:

- Section 551.071 Texas Government Code and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the Hibbs Lane Parcel; and

- Sections 551.071, 551.072 and 551.087 Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel and deliberation of economic development negotiations

OPEN SESSION

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

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, June 11, 2026, by 6:00 PM and remained so posted continuously for at least 3 business days 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 512.272.5555 or e-mail citysecretary@manortx.gov

CITY OF MANOR

JUNETEENTH Celebration

Join us as we honor Juneteenth with a powerful day of music, culture, and community.

JUNE 19TH, 2026

12 PM - 7 PM

TIMMERMANN PARK

12616 Skimmer Run, Manor, TX 78653

HIGHLIGHTS

- LIVE MUSIC
- KIDS & TEEN ACTIVITIES
- FOOD & MARKET VENDORS

INTERSTED IN BEING A VENDOR?

Email scho@manortx.gov

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 17, 2026
PREPARED BY: Lluvia T. Almaraz, City Secretary
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:
Consideration, discussion, and possible action to approve the City Council Minutes.

- June 3, 2026, City Council Regular Meeting

BACKGROUND/SUMMARY:

The City Secretary's Office prepares action minutes for each City Council meeting. These minutes are reviewed by the Council and approved at a regular meeting under the consent agenda.

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 17, 2026

PREPARED BY: Scott Moore, City Manager

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action regarding acceptance of the May 2026 City Council Monthly Reports.

BACKGROUND/SUMMARY:

Monthly Reports are reviewed and accepted at a regular meeting under the consent agenda.

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 17, 2026
PREPARED BY: Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on accepting the May 2026 Departmental Reports.

- Finance – Belen Peña, Finance Director
- Police – Ryan Phipps, Chief of Police
- Travis County ESD No. 12 – Chris McKenzie, Interim Fire Chief
- Economic Development – Scott Jones, Economic Development Director
- Development Services – Michael Burrell, Development Services Director
- Municipal Court – Sofi Duran, Court Administrator
- Public Works – Matt Woodard, Director of Public Works
- Human Resources – Scott Moore, City Manager
- IT – Michael Pachnick, IT Specialist
- Administration – Lluvia T. Almaraz, City Secretary
- Administration – Ashlynn Taylor, Marketing & Communications Coordinator

BACKGROUND/SUMMARY:

Departmental Reports are reviewed by the Council and approved at a regular meeting under the consent agenda.

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 17, 2026
PREPARED BY: Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a resolution authorizing the purchase and closing of a tract of real property consisting of 0.3198 acres, more or less, located in Travis County, Texas, plus closing costs, title insurance cost, providing for approval of the purchase and sale agreement, and providing for related matters.

BACKGROUND/SUMMARY:

In 2025, the Public Works Department worked with the industrial business owners adjacent to George Bush and identify those properties were still operating on septic systems. City staff identified the 0.3198 acres as future solution to address the current sewer system for the industrial business as well as another access point to service the properties for future routine maintenance and monitoring of the city's sewer system. City staff negotiated an agreement with the property owners to purchase the land and have plans to work with Travis County Community Development Block Grant representatives to address other qualified grant needs for the city. The attached resolution authorizes the City Manager to enter into an agreement for the purchase of the property and to execute all necessary documents to close on the property. The acquired parcel will be utilized for the Public Works Department access to manage the city's infrastructure for daily maintenance and monitoring.

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

MEETING DATE: June 17, 2025
PREPARED BY: Michael Burrell, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an Amendment to the Manor Crossing Development Agreement.

BACKGROUND/SUMMARY:

This is the sixth amendment to the Manor Crossing Development agreement. Manor Crossing has been amended five times to date and seeks to amend it a 6th time as lots 10 and 11 of the project are nearing development. Lots 10 and 11 are intended to have the same development standards as lots 2B, 2C, and 2D, as modified in the third amendment.

Amendment three to the agreement altered standards for the horizontal and vertical articulation of buildings, primary façade classification, off-street parking, screening, landscaping, and site lighting.

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

MEETING DATE: June 17, 2026
PREPARED BY: James Allen, Lieutenant
DEPARTMENT: Police Department

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action regarding a Professional Services Agreement between Clearview AI, Inc., and the City of Manor for services provided to the Manor Police Department.

BACKGROUND/SUMMARY:

Clearview AI is a privately-owned, U.S. based company, dedicated to innovating and providing the most cutting-edge technology to law enforcement, government agencies and the military to investigate crimes, enhance public safety, secure our communities and provide justice to victims. They developed a web-based intelligence platform for law enforcement to use as a toll to develop high quality investigative leads.

The investigative platform utilizes facial recognition technology from a database of over 70 billion facial images from public only web sources including news media, mugshot websites, public social media, and other open sources. This resource enables agencies to quickly identify and apprehend suspects, and to solve and prevent crime, and increase public safety.

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

MEETING DATE: June 17, 2026
PREPARED BY: Ryan Phipps, Chief of Police
DEPARTMENT: Police Department

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action regarding a Master Subscription Agreement between Desk Officer AI and the City of Manor for services provided to the Manor Police Department.

BACKGROUND/SUMMARY:

The Manor Police Department is seeking to implement **Desk Officer AI**, an advanced artificial-intelligence system designed to support public safety operations. Desk Officer AI functions as a virtual desk officer that is *indistinguishable from a human in conversation*. It is trained to answer non-emergency calls, take police reports, and manage low-priority or administrative tasks.

Operating 24/7, Desk Officer AI works behind the scenes to handle routine service requests, allowing our sworn personnel to remain in the field, available for higher-priority calls, and focused on community safety. By shifting non-critical workload from officers to the AI system, the department can enhance efficiency, improve response readiness, and provide consistent service to the public at all times.

The initial prorated cost is $31,000. The annual renewal cost is $139,800 which includes a discount of $124,800.

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 17, 2026
PREPARED BY: Scott Jones, Economic Development Director
DEPARTMENT: Economic Development

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a second amendment to the Chapter 380 Grant Agreement to Jiwon Jung, owner of the property located at 101 W. Boyce Street to provide an extension of time to accommodate for unforeseen construction delays.

BACKGROUND/SUMMARY:

The Chapter 380 Grant Agreement is for one tract of land located at 101 W. Boyce Street owned by Jiwon Jung which is part of a larger development known as the Boyce PJT Development that consists of three tracts of land and two property owners, Jiwon Jung and Build Block, Inc. The three properties of the Boyce PJT Development are under a concurrent development agreement. This Chapter 380 Agreement was entered into on the 10th day of October 2024 and amended on the 5th day of February 2025 to extend certain deadlines due to delays in obtaining inspections.

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 17, 2026
PREPARED BY: Scott Jones, Economic Development Director
DEPARTMENT: Economic Development

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an amendment to the Chapter 380 Grant Agreement to Build Block, Inc., owner of the property located at 104 W. Boyce Street and 108 W Boyce Street to provide an extension of time to accommodate for unforeseen construction delays.

BACKGROUND/SUMMARY:

The Chapter 380 Grant Agreement is for one tract of land located at 104 W. Boyce Street and 108 W Boyce Street owned by Build Block, Inc. which is part of a larger development known as the Boyce PJT Development that consists of three tracts of land and two property owners, Jiwon Jung and Build Block, Inc. The three properties of the Boyce PJT Development are under a concurrent development agreement. The Chapter 380 Agreement was entered into on the 16th day of October 2024.

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 17, 2026
PREPARED BY: Scott Jones, Economic Development Director
DEPARTMENT: Economic Development

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Second Amendment to the Chapter 380 Grant Agreement to Jiwon Jung, owner of the property located at 107 W. Boyce Street to provide an extension of time to accommodate for unforeseen construction delays.

BACKGROUND/SUMMARY:

The Chapter 380 Grant Agreement is for one tract of land located at 107 W. Boyce Street owned by Jiwon Jung which is part of a larger development known as the Boyce PJT Development that consists of three tracts of land and two property owners, Jiwon Jung and Build Block, Inc. The three properties of the Boyce PJT Development are under a concurrent development agreement. This Chapter 380 Agreement was entered into on the 10th day of October 2024 and amended on the 5th day of February 2025 to extend certain deadlines due to delays in obtaining inspections.

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 17, 2026
PREPARED BY: Scott Jones, Economic Development Director
DEPARTMENT: Economic Development

AGENDA ITEM DESCRIPTION:

Consideration, discussion and possible action on an Ordinance approving a Tax Increment Reinvestment Zone Number Two, City of Manor Final Project and Finance Plan.

BACKGROUND/SUMMARY:

The Final Project Plan for Tax Reinvestment Zone Number Two was approved by its Board by Resolution on June 17th, 2026 and now requires adoption of an ordinance to enact it.

ATTACHMENTS: Yes

- Ordinance No. 818
- Exhibit – Project and Finance Plan

STAFF RECOMMENDATION:

The City Staff recommends that the City Council approve Ordinance No. 818 approving a Tax Increment Reinvestment Zone Number Two, City of Manor Final Project and Finance Plan.

CITY OF MANOR, TEXAS

ORDINANCE NO. 818

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, APPROVING A TAX INCREMENT REINVESTMENT ZONE NUMBER TWO, CITY OF MANOR FINAL PROJECT AND FINANCE PLAN; MAKING CERTAIN FINDINGS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN IMMEDIATE EFFECTIVE DATE.

WHEREAS, on December 18, 2024, the City of Manor, Texas (the "City") City Council (the "City Council"), by the adoption of Ordinance No. 700, created Tax Increment Reinvestment Zone Number Two, City of Manor (the "Zone"); and

WHEREAS, Section 311.011(d), Texas Tax Code, provides that the City Council must approve a project plan and reinvestment zone financing plan after its adoption by the board of the Zone (the "Board"); and

WHEREAS, on June 17, 2026, the Board approved the final *Tax Increment Reinvestment Zone Number Two, City of Manor Texas Project and Finance Plan* (the "Project and Finance Plan"), a copy of which is attached hereto as **Exhibit A**; and

WHEREAS, pursuant to Section 311.011(d), Texas Tax Code, the City Council finds that the Project and Finance Plan is feasible.

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

SECTION 1. RECITALS. That the recitals, findings, and determinations contained in the preamble to this Ordinance are incorporated into the body of this Ordinance as if fully set forth in this Section and are hereby found and declared to be true and correct legislative findings and are adopted as part of this Ordinance for all purposes.

SECTION 2. PROJECT AND FINANCE PLAN APPROVAL. That the City Council does hereby approve the final Project and Finance Plan, a copy of which is attached hereto as **Exhibit A** and incorporated herein for all purposes.

SECTION 3. SEVERABILITY. That if any provision, section, subsection, sentence, clause or phrase of this Ordinance, or the application of same to any person or set of circumstances, is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining provisions of this Ordinance or their application to other persons or sets of circumstances shall not be affected thereby, it being the intent of the City Council in adopting this Ordinance that no provision of this Ordinance shall become inoperative because of the invalidity of another provision; and, therefore, all provisions of this Ordinance are declared severable for that purpose.

DRAFT

SECTION 4. OPEN MEETINGS. It is hereby found, determined, and declared that sufficient written notice of the date, hour, place and subject of the meeting of the City Council at which this Ordinance was adopted was posted at a place convenient and readily accessible at all times to the general public at the City Hall of the City for the time required by law preceding its meeting, as required by the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, as amended, and that this meeting has been open to the public as required by law at all times during which this Ordinance and the subject matter hereof has been discussed, considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

SECTION 5. EFFECTIVE DATE. This Ordinance shall take effect immediately upon its passage as provided by law.

PASSED AND APPROVED by the City Council of Manor, Texas, at a regular meeting on the ____ day of June, 2026, at which a quorum was present, and for which due notice was given pursuant to Government Code, Chapter 551.

_____
Dr. Christopher Harvey, Mayor

ATTEST:

_____
Lluvia T. Almaraz, City Secretary
City of Manor, Texas

APPROVED AS TO FORM AND LEGALITY:

_____
Veronica Rivera, Assistant City Attorney

DRAFT

Exhibit A

Final Project and Finance Plan for
Tax Increment Reinvestment Zone Number Two, City of Manor
[see attached]

DRAFT

City of Manor, Texas
Tax Increment Reinvestment Zone No. Two
Project & Financing Plan

June 17, 2026

Prepared by

TXP, Inc.
1310 South 1st Street, Suite 105
Austin, Texas 78704
(512) 328-8300 phone
www.txp.com

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Section 1 – Introduction

Background

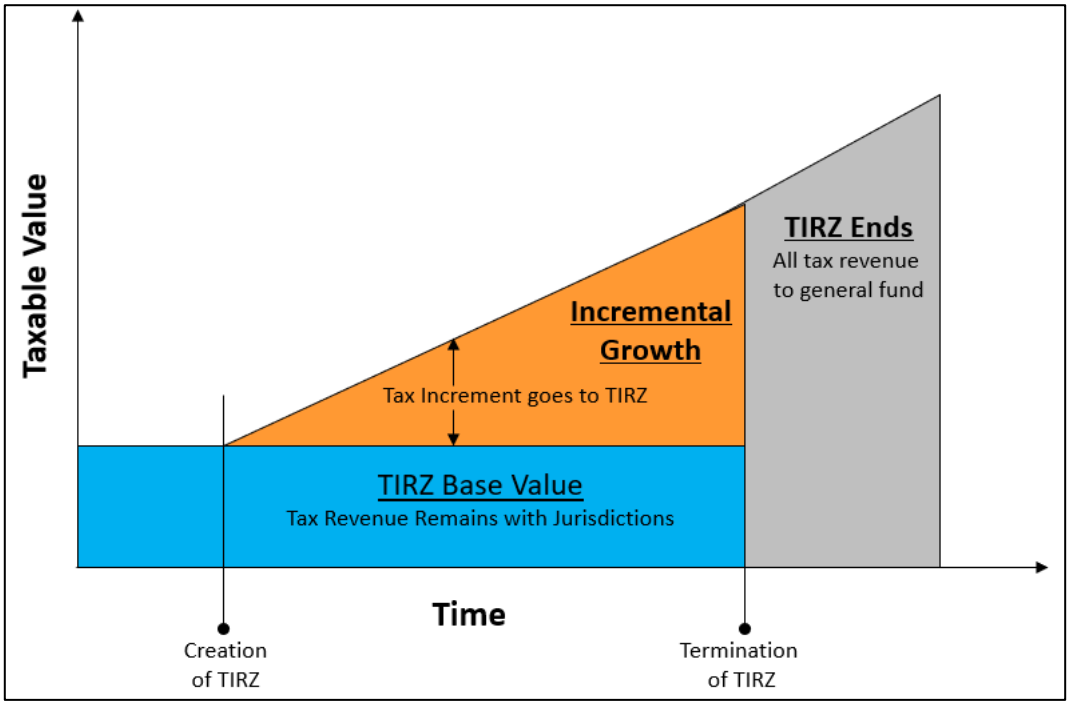
In December 2024, the City of Manor, Texas (City), by Ordinance No. 2024-770, approved the creation of the Tax Increment Reinvestment Zone Number Two, City of Manor, Texas (TIRZ #2). TIRZ #2 was established to finance a portion of the infrastructure, project, and maintenance costs associated with the redevelopment of Downtown Manor.

Purpose of a Tax Increment Reinvestment Zone

A tax increment reinvestment zone ("TIRZ") is a financing tool used by local governments to fund public improvements and infrastructure within a defined geographic area. These improvements are typically intended to support the viability of existing businesses and encourage new commercial development. Eligible project costs are repaid through the dedication of future property tax revenues from participating taxing units. The increase in property tax revenue generated by rising taxable values within the zone is known as the tax increment.

Each taxing unit may elect to contribute all, a portion, or none of the tax revenue attributable to increases in property value resulting from improvements within a TIRZ. Each taxing unit determines the percentage of its tax increment, if any, that it will dedicate toward repayment of eligible public improvement costs. The statutory framework governing tax increment financing is set forth in Chapter 311 of the Texas Tax Code.

Figure 1: How the Tax Increment is Calculated



Purpose of this Document

This document is intended to satisfy the statutory requirements for adoption of the Final Project and Financing Plan for TIRZ #2. It also serves as a guiding document for the TIRZ Board, which has been established to administer and oversee TIRZ #2. The organization of this report, including its sections and subsections, corresponds to the required components set forth in Chapter 311 of the Texas Tax Code.

Pursuant to Chapter 311 of the Texas Tax Code, the governing body of a municipality or county that designates a tax increment reinvestment zone may amend the project and financing plan and extend the term of the zone after notice and public hearing conducted in the same manner as required for the original designation of the zone. Any amendments to this plan must be documented and approved by the TIRZ Board and City of Manor.

TIRZ #2 Board of Directors

The TIRZ #2 Board of Directors shall consist of 7 members.

Section 2 – Project Plan

Description of Tax Increment Reinvestment Zone #2

There is one existing TIRZ in Manor. According to state law, cities with less than 100,000 residents may not create a new TIRZ if the total appraised value of taxable real property in the proposed reinvestment zone and in the existing reinvestment zones would exceed 50.0 percent of the total appraised value of taxable real property within the city and its industrial districts. In addition, a TIRZ may not be created if more than 30.0 percent of the property in the proposed new TIRZ (excluding publicly-owned property) is used for residential purposes at the time of designation. TIRZ #2 complies with these state rules.

TIRZ #2 covers approximately 927.5 acres (including roads and right of way) and 716 parcels. The 2024 baseline city taxable property value of the TIRZ is $377,688,869.

Table 1: Existing Land Use within TIRZ #2

Land Use	Parcels	Acres
Single-Family	383	83.3
Multifamily	22	40.3
Farm & Ranch Land Qualified	167	116.4
Farm & Ranch Land	1	14.1
Farm & Ranch Improvements	19	276.6
Commercial & Industrial	104	217.4
Residential Inventory	1	0.1
Blank	19	0.0
Total	**716**	**748.1**

Source: Travis Central Appraisal District; TXP, Inc.

Figure 2: Downtown TIRZ #2 Geographic Boundary

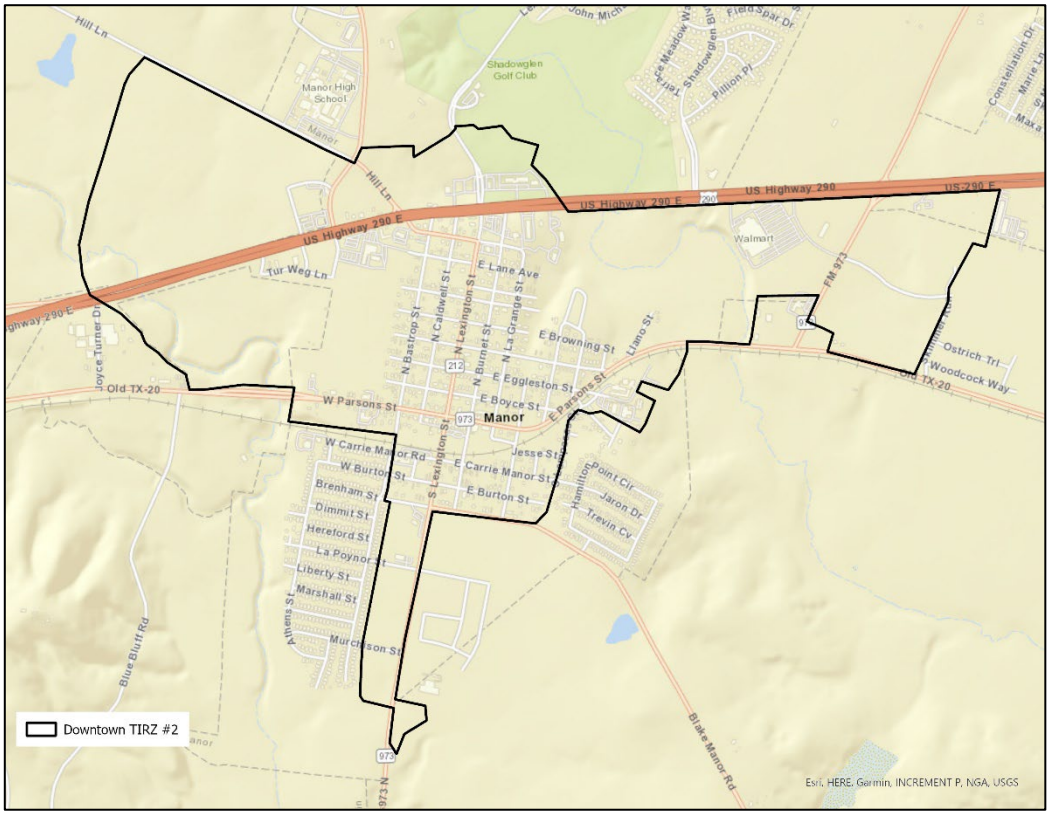
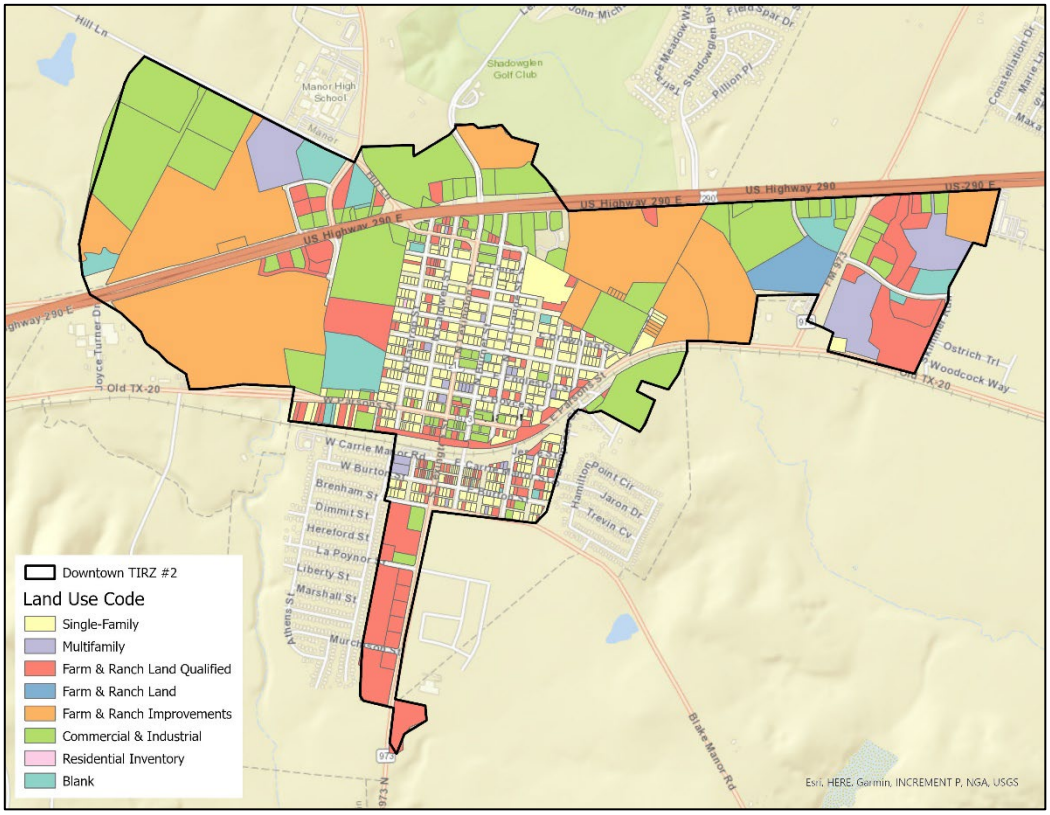


Figure 3: Land Use within the Downtown TIRZ #2



Existing Zoning and Land Use Guidelines Applicable to a TIRZ #2

Existing City of Manor land use, zoning guidelines, and policies would apply to all properties within the city limits.

Taxing Jurisdictions Applicable to TIRZ

The proposed expanded TIRZ #2 is located within the following taxing jurisdictions:

- City of Manor
- Travis County
- Travis County Healthcare District
- Austin Community College District
- Manor Independent School District
- Travis County ESD #12

Proposed Changes in Master Plans, Zoning Ordinances, and Building Codes

There are no immediate changes to the master development and zoning ordinances.

Relocation of Displaced Persons

This plan currently does not call for or anticipate the displacement and relocation of persons for the proposed projects.

Estimated Non-Project Costs

Non-project costs are estimated costs to be incurred by developers, the City of Manor, and other governmental entities to construct and provide public utilities and facilities that will not be paid for by TIRZ #2.

Section 3 – Financing Plan

Tax increment financing is a public financing mechanism used by local governments to fund needed infrastructure and other public improvements within a defined geographic area. These improvements are typically undertaken to support the viability of existing businesses and to attract new commercial development. Tax increment financing is authorized and governed by Chapter 311 of the Texas Tax Code.

The costs of eligible improvements within a reinvestment zone are repaid through the dedication of future property tax revenues generated within the zone by participating taxing units. Each taxing unit may elect to contribute all, a portion, or none of the tax revenue attributable to increases in property value resulting from improvements within the zone. The additional property tax revenue generated by these increases in taxable value is referred to as the tax increment. Each taxing unit independently determines the percentage of its tax increment, if any, that it will dedicate toward the repayment of public improvement costs.

Compliance & Reporting

The TIRZ Board shall conduct its activities in compliance with all applicable federal, state, and local laws, rules, and regulations. The TIRZ Board shall prepare and submit project status reports and financial reports as required by state law.

Public Sector Entities Participating in TIRZ #2

All project costs will be paid through the contribution of incremental property tax collections. The City of Manor will contribute 50.0 percent of its maintenance and operations (M&O) and interest and sinking (I&S) ad valorem tax rate.

Table 2: Participating Taxing Jurisdictions within the TIRZ #2

Entity	% Contribution
City of Manor	50.0%

Source: TXP, Inc.

Financial Forecast Assumptions

- **Duration** – The TIRZ will have a 25-year lifespan.
- **TIRZ Allocation** – For this analysis, it has been assumed:
    - The City of Manor will contribute 50.0 percent of its M&O & I&S rates.
- **Tax Rate** – While tax rates do change over time, the 2025 tax rates were held constant for the duration of the TIRZ.
- **Real Property** – Only taxable real property values are included in the tax increment calculations. By law, business personal property values are excluded from TIRZ.
- **Inflation & Appreciation Rate** – The inflation rate used for construction costs and the value of improvements is 3.0 percent per year.
- **Future Development Patterns** – TXP assumed that approximately $5,000,000 in new taxable real property value will be added annually starting in 2027.

Financial Forecast Summary Results

The following table depicts the anticipated revenue generated over 25 years. The first TIRZ increment will occur in 2025 (total 2025 value less the 2024 baseline value). Note: 2025 taxes are not due until January 2026.

Table 3: Projected TIRZ #2 Revenue – City of Manor

Period	Year	Fiscal Year	Taxable Value	Increment Value	Tax Rate	TIRZ Revenue @ 50%
0	2024	2025	$377,688,869	$0	$0.85370	$0
1	2025	2026	$437,786,153	$60,097,284	$0.85370	$256,525
2	2026 (P)	2027	$450,399,968	$72,711,099	$0.85370	$310,367
3	2027	2028	$469,061,967	$91,373,098	$0.85370	$390,026
4	2028	2029	$488,438,326	$110,749,457	$0.85370	$472,734
5	2029	2030	$508,555,110	$130,866,241	$0.85370	$558,603
6	2030	2031	$529,439,308	$151,750,439	$0.85370	$647,747
7	2031	2032	$551,118,857	$173,429,988	$0.85370	$740,286
8	2032	2033	$573,622,685	$195,933,816	$0.85370	$836,343
9	2033	2034	$596,980,734	$219,291,865	$0.85370	$936,047
10	2034	2035	$621,224,007	$243,535,138	$0.85370	$1,039,530
11	2035	2036	$646,384,593	$268,695,724	$0.85370	$1,146,928
12	2036	2037	$672,495,713	$294,806,844	$0.85370	$1,258,383
13	2037	2038	$699,591,753	$321,902,884	$0.85370	$1,374,042
14	2038	2039	$727,708,310	$350,019,441	$0.85370	$1,494,058
15	2039	2040	$756,882,228	$379,193,359	$0.85370	$1,618,587
16	2040	2041	$787,151,644	$409,462,775	$0.85370	$1,747,792
17	2041	2042	$818,556,030	$440,867,161	$0.85370	$1,881,841
18	2042	2043	$851,136,243	$473,447,374	$0.85370	$2,020,910
19	2043	2044	$884,934,569	$507,245,700	$0.85370	$2,165,178
20	2044	2045	$919,994,771	$542,305,902	$0.85370	$2,314,833
21	2045	2046	$956,362,144	$578,673,275	$0.85370	$2,470,067
22	2046	2047	$994,083,565	$616,394,696	$0.85370	$2,631,081
23	2047	2048	$1,033,207,545	$655,518,676	$0.85370	$2,798,081
24	2048	2049	$1,073,784,288	$696,095,419	$0.85370	$2,971,283
25	2049	2050	$1,115,865,749	$738,176,880	$0.85370	$3,150,908
						$37,232,181

Source: TXP, Inc.

Section 4 – TIRZ #2 Projects

Project Overview & Costs

Downtown TIRZ #2 will support catalytic infrastructure and economic development projects intended to facilitate the redevelopment of properties within Downtown Manor. The City of Manor's Comprehensive Plan *Destination 2050* developed by Freese and Nichols outlines some of the needed improvements for this area of the city.

Public infrastructure investment is necessary to catalyze redevelopment in the Downtown area and represents the primary focus of TIRZ #2. Additional infrastructure and enhancement projects may be undertaken as resources allow, and other projects may be added to the project list as future development opportunities arise.

Duration of the Zone

TIRZ #2 has a total duration of 25 years, with a baseline year of 2024. The zone is scheduled to terminate on December 31, 2049, inclusive of the collection of the 2049 tax increment during calendar year 2050 and the completion of any related administrative matters in 2050.

Method of Financing Project Costs

All project costs will be funded through the contribution of incremental property taxes.

Estimated Time when Related Costs or Monetary Obligations Incurred

The TIRZ will reimburse developers and fund eligible projects as incremental tax revenues become available. In some cases, it may take multiple years for the TIRZ to accumulate sufficient revenues to fund a project or to fully reimburse a developer.

Estimated Amount of Bonded Indebtedness

It is anticipated that TIRZ #2 financial transactions will be conducted on a cash-flow basis, and only to the extent that funds are available in the Tax Increment Fund. However, should sufficient resources become available, the TIRZ #2 Board may recommend to the Manor City Council the issuance of TIRZ-supported debt, provided that the Tax Increment Fund is able to meet all associated payment obligations. The TIRZ Board is under no obligation to issue notes or incur debt.

Economically Feasible

The TIRZ Board reviewed the financial forecasts and underlying model assumptions and determined that projected revenues are sufficient to fund the Project Plan. Accordingly, the financial forecasts are considered reasonable, the assumptions are deemed sound, and the Project Plan is economically feasible.

Implementation of the Project Plan

The Manor City Council at all times shall have and retain paramount authority to direct the actions of the TIRZ #2 Board in connection with the administration of the Plans.

Eligible Project Costs & Categories

1. Parks, Streetscape, and Open Space Enhancements

This category includes improvements to parks, streetscapes, and open spaces intended to enhance the public realm and support redevelopment within the TIRZ. Eligible improvements may include pedestrian amenities, sidewalks, streetscape furnishings, landscaping, street trees, lighting, signage, public plazas, trails, gateways, and related aesthetic or functional enhancements within public rights-of-way or publicly accessible areas. Related land acquisition is also allowable under this category. Eligible expenditures under this category may include planning, design, engineering, and construction costs.

2. Infrastructure Improvements

This category includes street and roadway improvements, public utilities, drainage infrastructure, water retention ponds, levees, stormwater improvements, and public parking facilities, including surface parking and parking garages. The locations of public works and improvements funded by the Zone are documented in the City's downtown plan, CIP, and related planning documents. Related land acquisition is also allowable under this category. Eligible expenditures include costs associated with planning, design, engineering, and construction. Related land acquisition is also allowable under this category.

3. Economic Development Grants

It is anticipated that economic development loans and/or grants authorized under Chapter 380 of the Texas Local Government Code may be utilized to assist in implementing the Project Plan. Any such loans or grants would be provided for the public purposes of promoting and diversifying the economy, reducing unemployment or underemployment, and supporting the development or expansion of transportation, business, and commercial activity within the TIRZ.

4. Developer Reimbursement for Public Improvements

The TIRZ Board may enter into agreements to reimburse eligible infrastructure costs that benefit the Zone, including streets, utilities, open space, landscaping, flood control, and other public improvements. Developers typically fund and construct authorized improvements and may be reimbursed from available TIRZ revenues following completion and City acceptance, subject to the terms of a development agreement. Reimbursement priorities and allocation of available increment will be established on a case-by-case basis, and TIRZ participation may change as the Zone develops.

5. Municipal Services Fee (MSF)

The TIRZ Board may enter into a Municipal Services Agreement with the City of Manor to fund the incremental cost of municipal services attributable to development within TIRZ #2. Such an agreement would specify eligible services, cost calculation methods, and payment terms, and would be subject to available tax increment revenues and approval by the TIRZ Board and the City.

6. Administrative Support

The City of Manor may provide administrative support to the TIRZ through the use of City staff. Such support may include maintaining and safeguarding official records of the Zone, providing accounting and financial management services as requested by the TIRZ Board, and performing other administrative functions necessary for the effective operation of TIRZ #2.

In addition, eligible operating costs within this project category may include the procurement of professional services at the request of the TIRZ Board. Such services may include, but are not limited to, engineering, land planning, legal, financial, or other technical and professional support necessary to administer the Project Plan and Financing Plan.

7. Non-Project Costs

Private sector entities will be responsible for the development and redevelopment of properties within the TIRZ. Non-project costs are those costs necessary to support development within the TIRZ that are funded by parties other than the TIRZ, such as private developers or other entities. The TIRZ will not fund non-project costs.

8. Future Eligible Projects

The TIRZ Board may determine that additional public improvements are necessary to support development within the TIRZ. If such improvements are identified, they shall be incorporated into the Project Plan through formal amendments adopted in accordance with applicable law and subject to approval by the Manor City Council.

Table 4: Estimated TIRZ #2 Project Descriptions and Estimated Costs

Category	Project	Estimated Cost
1	Parks, Streetscape, and Open Space Enhancements	$10,000,000
2	Infrastructure Improvements	$15,000,000
3	Economic Development Grants	$5,000,000
4	Developer Reimbursement for Public Improvements	$5,000,000
5	Municipal Services Fee (MSF)	$2,000,000
6	Administration & Implementation	$3,000,000
	Total	**$40,000,000**

Source: TXP

Appendix 1 – City of Manor Ordinance 2024-770

See Attached

Legal Disclaimer

TXP, Inc. (TXP) reserves the right to make changes, corrections, and/or improvements at any time and without notice. In addition, TXP disclaims any and all liability for damages incurred directly or indirectly as a result of errors, omissions, or discrepancies. TXP disclaims any liability due to errors, omissions, or discrepancies made by third parties whose material TXP relied on in good faith to produce the report.

Any statements involving matters of opinion or estimates, whether or not so expressly stated, are set forth as such and not as representations of fact, and no representation is made that such opinions or estimates will be realized. The information and expressions of opinion contained herein are subject to change without notice, and shall not, under any circumstances, create any implications that there has been no changes or updates.

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

MEETING DATE: June 17, 2026
PREPARED BY: Scott Jones, Director
DEPARTMENT: Economic Development

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a First Amendment to the Chapter 380 Agreement, Kimbro Crossing, with IDCAP Manor Texas, LLC.

BACKGROUND/SUMMARY:

IDCAP Manor Texas, LLC, has encountered increased constructions costs related to required improvements for the project located at northwest corner of Highway 290 and Old Kimbro Road. The developer has requested an increase in economic development funds to be provided by the City to support economic development of the City, encourage businesses to locate and expand in the City, and increase opportunities for increased property tax and employment.

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

MEETING DATE: June 17, 2026
PREPARED BY: Matt Woodard, Director
DEPARTMENT: Public Works

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the Old Kimbro Road Safety Improvement Project Interlocal Cooperation Agreement Between City of Manor and Travis County.

BACKGROUND/SUMMARY:

In August 2024, the Texas Transportation Commission authorized funding for highway improvements on Kimbro Road and other highway improvements (the "Project"). A portion of the Project is located within the City's corporate limits. Travis County entered into a separate advance funding agreement with the Texas Department of Transportation for the development of the Project. Travis County and the City wish to enter into an interlocal agreement for the city to share in the costs for the Project by contributing to the County's funding obligations under the advance funding agreement.

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

MEETING DATE: June 17, 2026
PREPARED BY: Lluvia T. Almaraz, City Secretary
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on proposed City Charter Amendments.

BACKGROUND/SUMMARY:

Per City Charter Section 13.08, the City Council is required to review the charter every two years to determine if any amendments should be considered. The next scheduled City Council review would take place in 2028.

In addition to the biennial review, the City Council must also appoint a Charter Review Commission, consisting of seven qualified voters from the city, at least every five years. The Charter Review Commission was appointed on July 16, 2025. The next Charter Review Commission appointments would take place in 2030.

The Charter Review Commission duties are to review the city's charter and recommend updates to improve governance and compliance with current laws.

The Commission met on August 7, September 4, October 23, November 13, November 20, December 4, 2025, and January 8, 2026, to review and discuss proposed charter amendments.

The Charter Review Commission presented its proposed recommendations to the City Council on January 21, 2026, including a recommendation to conduct a Special Charter Amendment Election in November 2026.

The City Council met on April 18 and May 23, 2026, to review and discuss the proposed amendments.

It was determined that the City Council would vote on June 17th to decide whether to hold a Charter Election on the selected propositions.

Committee Proposition A - Make Section 1.05 Particular Powers section clearer to read and understand by changing the run-on paragraph to an itemized list; no changes were made to verbiage.

Committee Proposition B - Modified Section 1.07, Annexation and Disannexation, to bring into alignment with modifications made to state law and allowances as to annexations and disannexations.

Committee Proposition L (i) – Correct the misspelling of the word "ensure" in Section 7.01, subparagraph (i), to provide accuracy and clarity.

Council Proposition - Change the name of the committee referenced in Section 10.11(a) from "Community Collaborative Committee" to "Mayor's Collaborative Committee."

After a thorough review of the Charter, the staff recommends that Section 10.11, Community Committees, be removed in its entirety. Committees can be established by ordinance without being listed in the charter, allowing flexibility to create new committees as needed.

The Election Cost Estimate for a Special Charter Amendment Election and General Election estimates about $15,000-$20,000.

The Election Cost Estimate for a General Election is less than $15,000.

ATTACHMENTS: Yes

- Charter Review Commission - Proposed Charter Amendments

STAFF RECOMMENDATION:

City staff recommends that the City Council choose one of the following options:

Option 1 – Approve to proceed with a Special Election for Charter Amendments for Propositions A, B, L (i), and Section 10.11 as presented.

Option 2 – Approve to proceed with a Special Election for Charter Amendments for Propositions A, B, L (i), and the removal of Section 10.11 Community Committees as discussed.

Option 3 – Do not approve any amendments at this time and do not proceed with the Special Election for Charter Amendments in November of 2026.

Manor Charter Commission – Proposed Amendments
1/21/2026

[<u>Note</u>: Charter sections revised due to Charter Commission's vote is shown below. The Charter Commission's vote causing the change is provided. New language is underlined, bold, and italicized. Deleted language is shown with strike throughs.]

A. <u>Commission Action</u>: Make Section 1.05 Particular Powers section clearer to read and understand by changing the run-on paragraph to an itemized list; no changes were made to verbiage.

Section 1.05. Particular Powers. In addition to the foregoing general powers and the other powers and authority set forth in this charter, the city may:

- ***<u>a.</u>*** use a corporate seal;
- ***<u>b.</u>*** own, acquire, purchase, lease, hold, manage, control, convey and sell any character of property, whether real, personal or mixed, including any charitable or trust fund, situated within, or without, the limits of the city, as the purposes of the city may require for any public purpose in fee simple or in any lesser interest or estate by purchase, gift, devise, lease or condemnation;
- ***<u>c.</u>*** contract with, own, lease, operate and regulate public utilities and services;
- ***<u>d.</u>*** assess, levy and collect taxes for general and special purposes;
- ***<u>e.</u>*** borrow money on the revenues and/or the faith and credit of the city, by the issuance and sale of bonds, certificates of obligation, warrants, notes or any other evidence of indebtedness or obligation of the city;
- ***<u>f.</u>*** appropriate city funds and monies for any public purpose;
- ***<u>g.</u>*** regulate and control the use, for whatever purpose, of the streets and other public places;
- ***<u>h.</u>*** make and enforce regulations to protect the public safety, health and welfare;
- ***<u>i.</u>*** pass such ordinances as may be expedient for the protection and maintenance of good government, for the peace, safety, welfare, comfort and quality of life of the city and its citizens, for the performance of the functions of the city and for the order and security of the city and its residents;
- ***<u>j.</u>*** zone and regulate the development and use of land and all other property;
- ***<u>k.</u>*** provide suitable penalties for the violations of any ordinance; and
- ***<u>l.</u>*** exercise all municipal powers, functions, rights, privileges and immunities of every name and nature whatsoever.

B. Commission Action: Modified Section 1.07, Annexation and Disannexation to bring into alignment with modifications made to state law and allowances as to annexations and disannexations.

Section 1.07. Annexation and Disannexation.

(1) Annexation. The City Council may fix the boundary limits of the city upon the introduction and passage of an ordinance subject in compliance with all requirements that now may be provided by state law or that may be hereafter provided by state law.
(2) Annexed territory. The inhabitants of annexed territory are entitled to all the rights and privileges of city citizenship and are bound by all such duties of citizenship. The inhabitants of any annexed territory are bound by all the acts, resolutions, ordinances, and regulations of the city.
(3) Disannexation. The City Council may detach and disannex any territory within the city limits upon the introduction and passage of an ordinance after notice and public hearing, all in compliance with all requirements of state law or that may hereafter be provided by state law. Land disannexed from the city shall not be relieved from any unpaid lawful assessments or taxes levied by the city against the property while such land or property was part of the city.

C. Commission Action: Decrease terms from 4 years to 3 years (Note: Decreasing the term from 4 to 3 years still requires candidates to be elected by majority vote; alters the initial election schedule following such change to accommodate transition of terms from 4 year to 3 years.)

Section 3.01. Governing Body.

(a) The governing body of the city shall be a city council composed of six council members and a mayor, each elected for ***three (3) year terms*** pursuant to the transition schedule in subsection (c). When used in this charter or any other city document "council person" or "council member" includes the mayor unless the context indicates otherwise.

(b) The mayor shall be elected from the city at large. The council members shall be elected from the city at large, by Place. Each seat on the council, except for the position of mayor, will be numbered, as Place 1 through Place 6. The council member occupying a particular seat will be identified by the Place number assigned to that council seat.

(c) Beginning with the general election ***to be held in November 2028*****,** the council shall transition to ***three*****-**year terms as provided in this subsection.

(1) For the November ***2028*** general election***, the Mayor and*** Places ***1, 3, and 5*** will be elected for ***three-year terms***.
(2) For the November ***2030*** general election**,** Places ***2, 4, and 6*** will be elected to ***three*****-**year terms.

(3) Thereafter, the candidates elected to the city council in the November general election will be elected to ***three***-year terms**.**

D. Commission Action: Change term limitations to 3 consecutive terms total, whether you are the Mayor or Councilmember

Section 3.02. – Term Limitations.

The mayor and council members shall be elected in the manner provided in Article V of this charter to serve for no more than three consecutive terms. A partially served term shall count as a term for the purposes of this subsection. ***~~Terms served as council member shall be considered separately from those served as mayor. However, no person may serve more than six consecutive terms as mayor and council member.~~*** After completing three consecutive terms, as applicable, a person may again run for office after one full year of not holding any appointed or elected position on the council. Non-consecutive terms shall not be limited. Terms served prior to the adoption of this charter shall not be considered for the purpose of term limitations.

E. Commission Action: Modified the methodology – by ordinance - as well as added a requirement for such recommended modification to be voted on at the next general election and unless such vote of a majority of the voters in such election vote is in support of such modification, it will not be modified. Retains the provisions for full reimbursement for actual expenses. Provides for compensation for Mayor and Councilmembers as a flat rate per meeting as follows – Mayor $600.00 per regular meeting and Councilmember at $500.00 per regular meeting.

Section 3.10. - Compensation.

Compensation for the mayor and council members shall be determined by the City Council by ordinance, but no increase in such compensation shall take effect until commencement of the terms of mayor and/or council members elected at the next general election, and unless ratified by a majority of the voters in the next regular city election. The City Council shall also be entitled to reimbursement for actual expenses incurred in the performance of official duties with the approval of the City Council at a public meeting. The compensation the mayor shall be paid is a flat $600.00 per regular meeting and the compensation the council members shall be paid is a flat $500.00 per regular meeting.

F. <u>Commission Action</u>: Retitle this Article VI if the process for recall of members of the City Council is approved,

ARTICLE VI. INITIATIVE, REFERENDUM *<u>AND RECALL</u>*

G. <u>Commission Action</u>: Inclusion of a recall process and modify the numbering of the Sections to accommodate the insertion of this process if approved.

Section 6.08. ***<u>Power of Recall.</u>***

<u>(a) Power to recall. The voters of the city shall have the power to recall any elected officer of this city for the reasons of incompetency and official misconduct and upon conviction of a crime of moral turpitude.</u>

<u>(1) Incompetency means gross ignorance of official duties; gross carelessness in the discharge of official duties; or inability or unfitness to promptly and properly discharge official duties because of a serious mental or physical defect that did not exist at the time of the officer's election.</u>

<u>(2) Official misconduct means intentional unlawful behavior relating to official duties and includes intentional or corrupt failure, refusal, or neglect to perform a duty imposed on the officer by law.</u>

<u>(b) Requirements of a recall petition.</u>

<u>(1) A petition for recall shall specifically state the grounds alleged for the removal of the officer in plain and intelligible language and must cite the time and place of the occurrence of each act alleged as a ground for removal with as much certainty as the nature of the case permits.</u>

<u>(2) The petition shall be signed by qualified voters of the city equal in number ten percent (10%) of the number of qualified voters registered to vote at the last general city election. The petition shall be verified by the same number of signers, with the same qualifications, and in the same manner required in the charter for an initiative petition.</u>

<u>(c) Ordering of an election. If the petition is certified by the city secretary to be sufficient, the council shall order and hold, or cause to be held, on the next feasible date for such, an election as specified under state law, to determine whether such officer shall be recalled.</u>

(d) Limitation for removal. No recall petition shall be filed against an elected officer within six (6) months after taking office, or within four (4) months of the end of his/her term, and no officer shall be subjected to more than one (1) recall election during their term of office. An officer may not be removed for an act the officer committed before election to office.

(e) Results of the Election. If the majority of the votes cast at a recall election are for the recall of the officer named on the ballot, the Council shall immediately declare the office vacant and call a special election to fill the vacancy.

H. Commission Action: Change Referendum-Suspension of Ordinance from Section 6.08 to Section 6.09.

Section 6.***089.*** Referendum-Suspension of Ordinance.

I. Commission Action: Change Action on Petition from Section 6.09 to Section 6.10.

Section 6.~~09~~***10***. Action on Petition.

J. Commission Action: Change Procedure and Results of Election from Section 6.10 to 6.11.

Section 6.***~~10~~1.*** Procedure and Results of Election.

K. Commission Action: Change Failure of City Council to Call Election from Section 6.11 to 6.12

Section 6.***~~11~~2.*** Failure of City Council to Call an Election.

L. Commission Action: Provide a radius that any City Manager hired after passage of this Section 7.01 must live within ten (10) miles of the city limits within one year of being hired and it shall only apply to a City Manager hired after passage of this section. Additionally, there was a misspelling of ensure in subparagraph (i) which has been corrected.

Section 7.01. - City Manager. The council appoints and removes the city manager upon the affirmative vote from five members of council. The council supervises the city manager by majority vote. The city manager shall be chosen and compensated solely on the basis of his or her experience, education, training, ability and performance, and need not be a resident of the city; provided that, during his or her tenure of office the city manager shall reside within ***~~Travis County or any contiguous county~~*** ***the city or within ten (10) miles of the city limits within one (1) year of being hired. Such provision of residency shall not apply to the then current city manager, but shall apply to a city manager who is initially hired after passage of this modified***

section at an election. The city manager may be bonded at city expense as determined by the council, and the city manager may require a bond be provided at city expense by any other employee. No member of the council shall, during the term of office for which he or she is elected or for one year thereafter, be appointed city manager.`

(i) ***E~~I~~***nsure that all terms and conditions imposed in favor of the city, or its inhabitants, in any public utility franchise or other franchise or contract are faithfully kept and performed. Upon knowledge of any violation thereof, he or she shall call the violation to the attention of the city attorney, whose duty is to advise the city manager and council of such steps as may be necessary to address the violation.

M. Commission Action: Provide that all Department Directors, City Manager and City Secretary shall be required to be bonded (fidelity) in an amount as determined by the City Council; premiums are to be covered by the City and other Department Directors and city employees who receive or pay out funds of the city are to be covered by a blanket crime coverage policy in an amount determined by the City Council and that cost will also be borne by the city.

Section 7.04. Department Directors.

(a) At the head of each department there shall be a director who shall be appointed by the city manager. Department directors, except contract employees and the city attorney, may be removed by the city manager. Such directors shall supervise and control their respective departments, may serve as the head of any division within their department, and may, with the city manager's approval, appoint and remove all employees of their respective department. More than one (1) department may be headed by the same person, the city manager may head one (1) or more such departments, and a provision in this charter for the appointment of a department director does not require the department to be created or maintained. [Amended May 2015]

(b) Official Bonds for City employees. The city manager, the city secretary, and such other officers and employees as the city council may require, shall, before entering upon the duties of their offices, enter into a good and sufficient fidelity bond in a sum to be determined by the city council, payable to the city and conditioned upon the faithful discharge of the duties of such persons and upon the faithful accounting for all monies, credits, and things of value coming into the hands of such persons, and such bonds shall be signed as surety by some company authorized to do business under the laws of the State of Texas, and the premium on such bonds shall be paid by the city, and such bonds must be acceptable to the city council.

(c) Additional Bonds. Department directors or other city employees, who receive or pay out monies of the city, shall be covered under a blanket crime coverage type policy. The amount of the bond or crime coverage shall be determined by the city council and the cost thereof shall be borne by the city.

N. Commission Action: Provide that an Economic Development Department shall be established as a department for promoting economic development within the tiy and provide that a director who will administer and manage the department shall be hired.

Section 7.12. Economic Development Department. The economic development department shall be established and shall serve as a resource for promoting economic development within the city and to assist with marketing the city. The director of economic development will administer and manage the department. The department will have and be responsible for other duties, as provided by ordinance or assigned by the city manager.

O. Commission Action: Provide that a Parks and Recreation Department shall be established for recreational programs and the creation of park areas within the city and provide that the director for the department shall be hired who will administer and manage the department.

Section 7.13. Parks and Recreation Department. The parks and recreation department shall be established. The department shall be responsible for providing advice and recommendations on all policies, rules, and regulations relating to public parks and recreation programs. The director for the department shall have the power to propose to the city council programs that will be held within the city and its parks, together with rules and regulations for the proper conduct of public recreation for the city. Such rules and regulations shall become effective upon adoption by the city council as provided by law. The parks and recreation department may provide a public forum for citizens to address concerns over city parks and recreation activities through an advisory board. The department's full duties and responsibilities shall be provided by ordinance or assigned by the city manager.

P. Commission Action: Provide that a Library Department shall be established and provide programs and services that can be offered to the community, including summer services and provide that the director for the department shall be hired who will administer and manage the department.

Section 7.14 Library Department. The library department shall established and shall be responsible for researching and reviewing programs and services that can be offered to the community, including long range plans for summer services and possibly specialized services for handicapped or those with special needs. The department's full duties and responsibilities shall be provided by ordinance or assigned by the city manager.

Q. Commission Action: Provide that the City's purchasing procedures shall be in conformance with a financial and purchasing policy in line with State law or by ordinance adopted and approved by the City Council.

Section 8.10. Purchase Procedure.

a. All purchases made and contracts executed by the city shall be pursuant ***to a financial/purchasing policy adopted and approved by city council. Such policy shall require*** a requisition from the head of the office, department whose appropriation will be charged.

b. ***No*** contract or order shall be binding upon the city unless the ***finance*** director certifies there is, to the credit of such office ***or*** department, a sufficient unencumbered appropriation to pay for the supplies, materials, equipment or contractual services for which the contract or order is to be issued.

c. All contracts and purchases of every nature and kind shall be made in accordance with all applicable state law requirements for competitive bidding ***or in accordance with State law or ordinance provided that the city council or the city manager, in such cases as he/she is authorized to contract for the city, shall have the right to reject any and all bids.***

R. Commission Action: Limiting the number of years the same auditor or an affiliate of the same or prior auditor/firm may audit the City's financial books.

Section 8.12. Independent Audit. At the close of each fiscal year, an independent audit shall be made of all accounts of the city by a certified public accountant with five years experience in auditing cities. ***The council shall not select the same auditor for more than five (5) consecutive years and the auditor selected shall not be, or have been within the immediate preceding three (3) years, a business associate of the certified public accountant or firm that performed the audit prior to such selection.*** The audit must be completed by March 30th of each year and shall include an audit of all non-profit organizations receiving fifty percent (50%) or more of their income from the city. The audit shall be subject to the following:

(a) The city shall pay a percentage of the audit costs for all non-profit organizations audited, equal to the percentage of their respective total funding provided by the city.

(b) The independent auditor shall not otherwise maintain or keep any of the accounts of the city; act as financial advisor to the city; or have any financial interest whatsoever, direct or indirect, in any other financial affairs of the city, any member of the council, the city manager or any department head; provided that the auditor may be a resident or routinely utilize the utilities and services offered by the city, or be the owner of less than one percent of the total outstanding stock in a company contracting with the city.

S. Commission Action: Establishing the term in years and number of terms allowed to be appointed for and prohibition of relationship with councilmember or councilmember's family or employed member of the land development or real estate business.

Section 10.04. Planning and Zoning Commission.

a. There shall be established and maintained a planning and zoning commission, which shall consist of citizens of the city who must be qualified voters and have resided within the city for six months next preceding their appointment.

b. The number of members of the planning and zoning commission shall be established by ordinance, but the number shall be at least five members; provided, should the council appoint more than five members, the council may appoint additional members from the extraterritorial jurisdiction of the city.

c. The term of appointment shall be for two (2) years with no more than three (3) terms total. After completing three consecutive terms, a person may again be appointed after one (1) full year of not holding any appointed or elected position.

d. The members of said commission are appointed by the council. ***Any future appointed citizen may not be related to a member of the council within the first degree of consanguinity or affinity.***

e. No member of the planning and zoning commission shall be employed in or have a financial interest in any land development or real estate business.

f. The planning and zoning commission shall annually elect a chairperson and a vice-chairperson, to serve in the absence of the chairperson, from among its membership and shall meet at least once each month.

g. Vacancies shall be filled by the council for the remainder of the term.

T. Commission Action: Establishing the term in years and number of terms allowed to be appointed for and prohibition of relationship with councilmember or councilmember's family or employed member of the land development or real estate business.

Section 10.08. Board of Adjustments. The council shall by ordinance establish a board of adjustment which shall, to the extent provided by ordinance or state law, have the power to hear and determine appeals from the refusal of building permits, appeals resulting from administrative decisions and to permit an authorized exception to or variation from the zoning regulations. Members of such board shall hold no other city office, ***shall not be related to a member of the council within the first degree of consanguinity or affinity or be related to any current member of the board or employee of the city*** and no former member of the council shall serve as a member of the board of adjustment until one year after completion of his or her council term. ***The term of appointment shall be for two (2) years with no more***

than three (3) terms total. After completing three consecutive terms, a person may again be appointed after one (1) full year of not holding any appointed or elected position.

U. Commission Action: Adding a subsection (e) Library Advisory Board to the Community Committees and establishing the term in years and number of terms allowed to be appointed for and prohibition of relationship with councilmember or councilmember's family or employed member of the land development or real estate business.

Section 10.11 (e)

(e) The Library Advisory Board. The Board is to be composed of seven members of the community. Members shall be appointed by the city council as set out herein for other boards and commissions. All members shall reside in the corporate City limits or extraterritorial jurisdiction of the City. The purpose of the Board shall be to participate in the planning of the Long-Range Plan for the library and serve to promote library programs and services in the community. Members of such board shall hold no other city office, shall not be related to a member of the council within the first degree of consanguinity or affinity or be related to any current member of the board or employee of the city. The term of appointment shall be for two (2) years with no more than three (3) terms total. After completing three consecutive terms, a person may again be appointed after one (1) full year of not holding any appointed or elected position.

V. Commission Action: Adding prohibitions to members of planning and zoning or board of adjustment to those entities that may not have members related by consanguinity or affinity to members of the City Council.

Section 12.01. - Ethics Commission.

The city council shall adopt, and periodically modify and amend, an ordinance providing an ethics policy and code of conduct applicable to the officers, employees, boards and commission members of the city. An ethics commission composed of a minimum of five qualified voters of the city shall be established to advise the council on the content and requirements of the ethics policies and ordinance and to hear and decide complaints filed pursuant to such policies and ordinance. The council shall receive applications from and interview persons interested in serving on the ethics commission. After concluding the interview process, each council member has the right to recommend appointment of qualified citizens to serve, subject to the approval by vote of the council. Should the council approve a seven member ethics commission, each council member shall appoint one member to the commission, subject to the approval by vote of the council. If a sufficient number of qualified voters do not apply to fill vacancies on the commission, the council may appoint up to two residents of the extraterritorial jurisdiction to serve on the ethics commission.

The ***city*** council may not appoint any person related to a member of the council, ***planning and zoning or board of adjustment*** within the first degree of consanguinity or affinity. The members of such commission are appointed, supervised and removed by the city council and shall meet upon a complaint or grievance being filed or at the request of the council or the city manager. The ethics commission has authority and power to investigate complaints; gather and hear evidence; issue and enforce subpoenas to compel the attendance of witnesses and collection and presentation of any evidence or documents; decide ethics complaints based on the information and facts submitted; issue written opinions; issue verbal or written reprimands and to admonish; and in appropriate circumstances, to recommend to the city council and/or the city manager as appropriate more severe disciplinary action, including removal, termination, civil litigation or criminal charges. The ethics commission shall be advised by independent legal counsel nominated by the city attorney and appointed by the council.

V. Commission Action: Adding prohibitions to charter review commission members that may not be related by consanguinity or affinity to members of the City Council.

Section 13.08. Charter Review. The council will review the charter every two years to determine if any amendment should be considered. The council will appoint a charter review commission, consisting of seven qualified voters of the city, at least every fifth year. ***The city council may not appoint any person related to a member of the council within the first degree of consanguinity or affinity.*** The term of each charter review commission will be six months, and such commission will review, hold hearings upon and make recommendations for the amendment, if any, of this charter. Any resulting charter elections will be noticed and held in compliance with state law. [Amended November 2020]