



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
Vacant, Place 6

City Council Workshop

Wednesday, April 06, 2022 at 5:00 PM

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

AGENDA

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

*Comments will be taken from the audience on non-agenda related topics for a length of time, not to exceed three (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.***

REGULAR AGENDA

- 1. Discussion of Previous Charter Elections**
- 2. Discussion of Home Rule Charter and Recommendations**
- 3. Discussion of Future Topics**
- 4. Set Workshop Schedule**

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: Friday, April 1, 2022, 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 48 hours prior to this meeting. Please contact the City Secretary at 512.272.5555 or e-mail lalmaraz@cityofmanor.org .

ORDINANCE NO. 578

AN ORDINANCE ORDERING A SPECIAL ELECTION TO BE HELD ON THE ADOPTION OF AMENDMENTS TO THE CHARTER OF THE CITY OF MANOR; PROVIDING FOR THE ELECTION TO BE CONDUCTED IN ACCORDANCE WITH THE PROCEDURES SET FORTH IN THE RESOLUTION CALLING THE 2020 GENERAL ELECTION; AND RELATED MATTERS.

Whereas, the Charter Review Commission studied and reviewed the City Charter of the City of Manor, and made recommendations for the amendment of the City Charter;

Whereas, the City Council desires to submit to the voters the charter amendments set forth herein; and

Whereas, the City Council is contracting with the Travis County Elections Officer to hold and conduct the election for the City (the "Election Agreement"), and such election may be held as a joint election;

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

SECTION 1: A special election is ordered to be held in the city on Tuesday, November 3, 2020, for the purpose of submitting to the qualified voters of the city propositions on whether the Charter of the City of Manor should be amended. The special election shall be held and conducted by the Travis County Elections Officer, pursuant to a contract authorized by state law, and such election may be held as a joint election with Travis County and/or any other government jurisdiction contracting with Travis County therefore and located within the same territory as the City. The proposed amendments shall take effect upon their adoption and the entering of an order by the City Council declaring the amendments adopted. The proposed amendments affect only the Articles and sections listed below and submitted for amendment to read as follows (with proposed new language being underlined, bolded, and italicized and language proposed to be removed is struck through):

**Article I
Incorporation, Form of Government and Powers of the City**

Section 1.07. – Annexation and Disannexation.

The council may by ordinance unilaterally annex or disannex any land, property or territory upon its own initiative, upon a petition submitted by a majority of the voters residing within the territory being annexed or disannexed or upon petition by the owners of the property, ***as authorized by applicable law***. The procedure for the establishment, modification or extension of the city boundaries, including the annexation or disannexation of territory, may not be inconsistent with any applicable requirements and limitations established by state law; provided that absent procedures being established by state law the action may be taken by

ordinance adopted after one public hearing is held at least ten but not more than 20 days after notice of such public hearing is published in a newspaper of general circulation in the city and posted on the City's website. Upon final passage of an ordinance, fixing, establishing or modifying the boundaries of the city or annexing or disannexing any property by any method prescribed herein, the boundaries of the city shall be so extended or modified as provided in such ordinance. Upon an ordinance annexing property into the city, the territory described in the ordinance shall become a part of the city, and the said land and its residents and future residents shall be bound by the acts, ordinances, codes, resolutions and regulations of the city.

A good and sufficient legal description of the land area being considered for annexation or disannexation, together with a map or plat prepared at the initiator's expense showing the location of such land area, shall be presented to the council at a public meeting prior to final action on such annexation or disannexation. 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 a part of the city.

**Article II.
Boundaries of the City**

Section 2.01. – Boundaries.

The boundaries and limits of the city shall, until changed in the manner herein provided, be the same as have heretofore been established and as exist on the date of the adoption of this charter. The boundaries and territorial limits of the city may from time to time by ordinance be fixed, decreased, modified or extended, and property may be annexed into the city or disannexed from the city, with or without the consent of any voter or of any landowner in the affected area, unless consent is required by applicable law.

**Article III.
The City Council**

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 four years pursuant to the transition schedule in subsection (c), ~~each elected for a term of two years~~. 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. ~~The mayor and the three council members occupying Places 1, 3, and 5 shall be elected in odd numbered years and the three council members occupying Places 2, 4, and 6, shall be elected in even numbered years. The candidate who receives the largest number of votes for a particular office shall be declared elected for that office.~~

(c) Beginning with the November 2021 general election, the council shall transition to four-year terms as provided in this subsection.

(1) The candidates elected to Places 2, 4, and 6 in the November 2020 general election shall serve two-year terms.

(2) For the November 2021 general election, the Mayor and Places 1, 3, and 5 will be elected for three-year terms.

(3) For the November 2022 general election, Places 2, 4, and 6 will be elected to four-year terms.

(4) For the November 2024 general election, the Mayor and Places 1, 3, and 5 will be elected for four-year terms.

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

Section 3.02. –Term Limitations.

(a) 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, 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.

[SECTION 3.05 IF BOTH PROPOSITION B AND D PASS]

Section 3.05. - Vacancies in Office.

- ~~(a)~~ The office of mayor or council member shall become vacant as provided in Section 3.10, or upon death, resignation, removal from office of the incumbent, or, for individuals elected to office, failure to take the oath of office by the first regular city council meeting following the canvass of the election at which the individual receives a plurality majority vote, or, for individuals appointed to office, by the first meeting following the individual's appointment. ~~Any vacancy or vacancies, whether in the office of mayor or council member, may be filled by special election called for such purpose or by the majority of the remaining council members appointing a qualified person to fill the vacancy. All appointees to vacancies shall serve for the remainder of the unexpired term of the office so filled.~~
- (b) A vacancy for an unexpired term that exceeds twelve months, that occurs when two places on council have been filled by appointment, or that occurs in the office of mayor, shall be filled by special election called for such purpose. The date for a special election to fill a vacancy shall be the first uniform election date after the vacancy occurs and for which there is sufficient time to call and give notice of the election as

required by law; provided that, if a vacancy occurs and no such election date falls within 120 days after the date of the vacancy, the council shall, without regard to the specified uniform election dates, order such election to be held on a Saturday within 120 days from the date of the vacancy. No special election will be required if the vacated office has a term of 120 days or less remaining as of the date of the first council meeting held after the date of the vacancy.

- (c) If a vacancy occurs for an unexpired term of twelve months or less for a position other than the mayor when there are less than two place on council filled by appointment, then the vacancy may be filled by either special election called for such purpose or by the majority of the remaining council members appointing a qualified person to fill the vacancy. Vacancies filled by appointment must be filled within forty-five days from the date the vacancy occurs.
- (d) All appointees or persons elected to vacancies as provided in this section shall serve for the remainder of the unexpired term of the office so filled.

[SECTION 3.05 IF PROPOSITION B PASSES AND PROPOSITION D FAILS]

Section 3.05. - Vacancies in Office.

- (a) The office of mayor or council member shall become vacant as provided in Section 3.10, or upon death, resignation, removal from office of the incumbent, or, for individuals elected to office, failure to take the oath of office by the first regular city council meeting following the canvass of the election at which the individual receives a plurality majority vote, or, for individuals appointed to office, by the first meeting following the individual's appointment. ~~Any vacancy or vacancies, whether in the office of mayor or council member, may be filled by special election called for such purpose or by the majority of the remaining council members appointing a qualified person to fill the vacancy. All appointees to vacancies shall serve for the remainder of the unexpired term of the office so filled.~~
- (b) A vacancy shall be filled by special election called for such purpose. The date for a special election to fill a vacancy shall be the first uniform election date after the vacancy occurs and for which there is sufficient time to call and give notice of the election as required by law; provided that, if a vacancy occurs and no such election date falls within 120 days after the date of the vacancy, the council shall, without regard to the specified uniform election dates, order such election to be held on a Saturday within 120 days from the date of the vacancy. No special election will be required if the vacated office has a term of 120 days or less remaining as of the date of the first council meeting held after the date of the vacancy.
- (c) All persons elected to vacancies as provided in this section shall serve for the remainder of the unexpired term of the office so filled.

Section 3.09 - Compensation.

The mayor shall not be paid and each other council member shall not be paid. The mayor shall be paid one hundred fifty dollars and each council member shall be paid seventy-five dollars for each city council meeting attended each month, up to a maximum of two per month. They The mayor and council members shall be entitled to reimbursement for actual and necessary expenses incurred in the performance of official duties, as budgeted and duly authorized. No staff or assistant shall be provided for any member of the council.

Section 3.10. - Automatic Resignation.

The office of mayor or council member shall become vacant upon such member's announcement of candidacy or becoming a candidate in any general, special, or primary election, or any office of profit or trust under the laws of the State of Texas or the United States other than the office then held, at any time during the member's term, and ~~when the unexpired term of the office then held exceeds one year and 30 days, [and]~~ such announcement or such candidacy shall constitute an automatic resignation of the office then held. The city council may not appoint a person who vacates his or her place on council under this subsection to fill the resulting vacancy.

Article IV. The Authority and the Limitations of Council**Section 4.01. - Mayor.**

The mayor serves as the ceremonial head of the city and shall preside at all meetings of the council and provide the leadership necessary to good government. He or she shall work with the council to obtain legislation in the public interest and with the city manager to ensure the same is enforced and participate in the discussion and vote on all legislative and other matters coming before the council. The mayor shall have signatory authority for all legal contracts and commitments of the city, sign all ordinances and resolutions, work and coordinate with the city manager and the council, but may not bind or obligate the city in any way without prior authorization from the council and to the extent provided by state law in time of declared emergency, may ~~take command of the police and~~ govern the city by proclamation, ~~maintain order and enforce all laws;~~ provided that the mayor must immediately call for an emergency meeting of the city council to consider the appropriate actions for the city during the emergency; and perform ceremonial duties.

Article V. Elections**Section 5.01. - Notice and Order for Elections.**

City elections shall be ordered and notice thereof given as provided in the Texas Election Code. The council shall establish the procedures and order elections except as provided therein. If not otherwise provided for by state law, all elections shall be ordered at least 62 days prior to the date of election and notice shall be given by publication and posting on the City's website not more than 30 days and not less than 20 days immediately preceding the date of election. Notice of election shall be published in a newspaper published within the city, and if there be no such publication, notice shall be published in a newspaper of general circulation within the city.

Section 5.02. - General Elections.

(a). Beginning with the general election to be held in 2016 and for each successive general election, the general city election shall be held annually on the uniform election date in November.

(b) Beginning in November 2021, the mayor and council members are elected by majority plurality vote.

~~(b). The terms of office for the members of the city council elected to Places 2, 4, and 6 in May 2014 shall be extended until their respective successors qualify for office following the November 2016 election. The terms of office for the mayor and the members of the city council elected to Places 1, 3, and 5 in May 2015 shall be extended until their respective successors qualify for office following the November 2017 election.~~

Section 5.08. - Voters and Voting.

Every registered voter who has been a resident of the city for the period of time required by state law~~30 days or more~~ prior to the date of the election shall be entitled to vote in city elections. Early voting and the hours the polls are open shall be as established by state law, or absent state law providing therefor, as established by ordinance.

Section 5.09. - Election Results.

The mayor and council members are elected by majority plurality vote. No measure shall be adopted except by a majority vote and a tie vote shall defeat the measure.

Section 5.11. Run-Off Election. If no candidate for an elective office receives a majority of the votes cast for that position in the regular or special election, a run-off election shall be held between the two (2) candidates who received the greatest number of votes. Such run-off election shall be held in accordance with State election laws on a Saturday within the period set by state law for holding runoff elections. The candidate receiving the highest number of votes cast for the office in the run-off election shall be declared elected.

Section 5.12.11. - Term of Office.

The mayor and each council member shall serve until his or her successor is elected or appointed and qualified to serve. The regular term of office of the mayor and the council members shall commence on the first regular council meeting following the canvass of the election at which they receive a majority plurality vote. The remaining term of a member of council elected at a special election shall commence on the first regular council meeting after the canvass of votes for the election at which they receive a majority plurality of the votes cast for the office.

Article VI. Initiative and Referendum

Section 6.03. - Referendum.

The people of the city shall have the power to require reconsideration by the council of any adopted ordinance regarding any issue that would be a proper subject for an initiative, ~~and if~~ If the council fails to repeal an ordinance so reconsidered, the people shall have the power to approve or reject the ordinance at an election. Such power does not extend to the budget; capital expenditures; levy of taxes; any bonds, certificates of obligation or any similar obligations; zoning; annexation; or any rates, fees and charges; provided that tax increases shall be subject to petition as provided by state law.

Section 6.10. - Procedure and Results of Election.

Not more than 30 and not less than 15 days prior to the special election, the city secretary shall cause the proposed or referred ordinance to be published in its entirety at least once in a newspaper of general circulation in the city and posted on the city's website until the date of the election.

The ballots used when voting upon such proposed and referred ordinances shall set forth the nature of the ordinance sufficiently to identify the ordinance and shall also set forth a proposition as provided in this charter. If a majority of the qualified voters voting on a proposed initiative ordinance vote in its favor, it shall be considered adopted upon certification of the election results and shall be treated in all respects in the same manner as ordinances adopted by the council. If conflicting ordinances are approved at the same election, the ordinance receiving the greatest number of affirmative votes shall prevail.

An ordinance adopted by initiative may not be repealed or amended at any time prior to the expiration of two years from the date of its adoption, except at an election held for such purpose or such amendment being approved by the council by not less than six affirmative votes.

If a majority of the qualified voters on a referred ordinance vote against the ordinance, it shall be considered repealed upon certification of the election results. If a majority of the qualified voters voting on a referred ordinance vote for the ordinance, it shall be upheld; in such event, [it] may not again be the subject of a petition within 12 months following the date of such election.

Article VII. Administrative Services

Section 7.08. - Public Works Department.

There will shall be established a public works department to administer, supervise and coordinate the construction and maintenance of the streets, parks, water/wastewater and thoroughfares, the drainage system, and all public property and equipment not the responsibility of another department. The department will shall have and be responsible for other duties, projects and works as provided by ordinance or assigned by the city manager.

The director of public works will shall administer and manage the department. The director of such department is appointed and removed by the city manager.

Section 7.11. - Human Resources.

The office of Human Resources will be established. The city shall be an equal opportunity employer and the service of each officer and employee shall be "at will". The administration of human resources of the city shall be governed by written rules and regulations to be known as "Personnel Policies". The city manager or his or her designee shall prepare such policies and recommend their adoption to the council. Such policies shall not be inconsistent with this charter and will become effective when approved by the council by ordinance. All policies so adopted and not inconsistent with this charter shall have the force and effect of law.

Article VIII. Finance

Section 8.05. - Budget Process and Adoption.

The city manager is responsible for the timely preparation and presentation of the budget, and shall present his or her recommended or draft budget to the city council no later than 60 days prior to October 1st of each year. In the absence of the truth-in-taxation calculations being provided in advance of the sixtieth day, the city manager shall provide a draft budget and a recommended budget not less than ten days following receipt from Travis County of the calculations, if after the sixtieth day before October first (1st). The proposed budget shall become a public document and record when presented to the council. From and after its receipt of the budget, the city council shall:

- (a) At the first council meeting for which timely notice may be given, cause to be posted in city hall and on the City's website a general summary of the proposed budget and a notice stating the time and places where copies of the budget are available for public inspection; of a public hearing on the budget; and such other public hearings as are required by state law.
- (b) After public hearing(s) the council may adopt the budget with or without amendment. The council may amend the proposed budget to add, increase, decrease or delete any programs or amounts, except expenditures required by law or for debt service; provided that no amendment shall increase the authorized expenditures to an amount greater than the total of estimated funds available from all sources.
- (c) The budget shall be finally adopted by ordinance not later than September 30th; provided that if the council takes no final action on or prior to such day, the budget as submitted by the city manager is deemed to have been finally adopted by the council.

Section 8.11. - Bonds and Financial Obligations.

The council may by ordinance authorize the issuance of any tax or revenue bonds, refunding bonds, certificates of obligation, warrants, notes, certificates of participation, tax anticipation notes or other evidence of indebtedness or obligation, for any permanent public improvement or any emergency, or any other public purpose not prohibited by law, subject only to the following limitations:

- (a) No general obligation bonds, other than refunding bonds, shall be issued except as approved by a majority vote at an election held for such purpose;
- (b) No indebtedness or obligation shall be issued except in compliance with the requirements of state law;
- (c) No form of indebtedness other than general obligation bonds approved by public vote may be issued without public notice and a public hearing being held in compliance with state law; the published notice, published in a newspaper of general circulation in the city and posted on the city's website, must clearly summarize the relevant statutory provisions providing for a petition and election, if any; and
- (d) The authorization for bonds authorized but not issued shall expire ten years after the date of authorization.

Article X. Planning and Development; Community Committees

Section 10.07. - ~~Planning and Development Services~~ Department.

The city council ~~will~~ ~~may~~ create by ordinance such department(s) as necessary to provide technical and administrative support in the areas of planning, growth management and land development, or the city manager may assign such duties to any other department or officer of the city. The director of such department is appointed and removed by the city manager.

The department of Development Services will be established. The director of planning will administer and manage the department and will have and be responsible for the duties, projects and works as provided by this charter, ordinance, or as assigned by the city manager. The director of such department is appointed and removed by the city manager

Section 10.10. Community Committees. The following community committees are hereby established. The City Council shall adopt an ordinance providing for the membership, qualifications, terms, duties, and other matters determined appropriate by the City Council regarding the committees.

- (a) Community Collaborative Committee. The community collaborative committee shall serve to promote communication between the City and the community on issues affecting the City as a whole. The community collaborative committee shall include representatives from the City's homeowners' associations, community non-profit associations, the school district, charter schools, and other members of the community as determined appropriate by the City Council.
- (b) Economic Development Committee. The economic development committee will be made up of representatives from the City, the local business community, and other persons determined appropriate by the City Council. The economic development committee shall serve as a resource for marketing the City and promoting the economic development of the City.
- (c) Public Safety Committee and Community Advisory Committee. The public safety committee shall serve to provide input on the programs and activities of the Police Department and other areas of public safety and to assist in bridging relationships between the community and local police, fire, EMS and to provide direction in matters of public safety. The committee will be made up of members of city council and city

staff, and additional members of the community if determined appropriate by the City Council. The public safety committee shall recommend for appointment by the city council persons to serve on a community advisory committee. The community advisory committee shall receive input from the community on ideas, areas of concern, and complaints regarding public safety matters, and shall perform other functions established by the City Council by ordinance.

- (d) Emergency Management Committee. The emergency management committee shall serve to coordinate and integrate activities and capabilities needed to mitigate against, prepare for, respond to, and recover from emergencies, declared disasters or hazards. The committee will be made up of members of city council and city staff, and additional members of the community if determined appropriate by the City Council.

Article XI. Public Utilities, Franchises and Contracts

Section 11.02. - Franchises.

The council shall have the power and authority to grant franchises for the use and occupancy of streets, avenues, alleys and any and all public property belonging to or under the control of the city. Except as specifically authorized and provided otherwise by state law, no individual, organization, entity, political subdivision, corporation, public utility or any provider of public service shall provide any service within the city requiring the use or occupancy of any street, public right-of-way or property without first being granted a franchise or permit to use such city facilities. The franchise ordinance or permit shall fully describe the terms of the agreement, and regardless of the title given, shall be subject to the terms of this Article. The terms of such agreements shall be explicit so as to protect the interests of the citizens and shall include but not be limited to the terms prescribed in this charter. No franchise ordinance or permit shall be passed except on two readings held after a public hearing for which ten days' notice is given in a newspaper of general circulation in the city and posted on the City's website, unless applicable state or federal law requires the issuance of the franchise or permit within a specific time period, in which case the franchise ordinance or permit will be approved in accordance with the procedures established by ordinance.

Article XII. Ethics and Conflicts

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 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

council may not appoint any person related to a member of the council 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.

Section 12.04. - Conflict of Interest.

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, or a family member related to the officer or employee within the first degree of consanguinity or affinity, 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.

Article XIII. General Provisions

Section 13.06. - Public Records.

All public records of every office, department, or agency of the city, that are not subject to a privilege against disclosure that is recognized by state or federal law are open to inspection by the public all reasonable times in accordance with state law and the policies and procedures established by the City that are consistent with state law; provided that the following records shall not be considered public records for the purpose of this section:

- ~~(a) records that may be closed to the public pursuant to state law;~~
- ~~(b) records that are attorney-client privileged;~~
- ~~(c) records that regard a competitive bid or proposal that has not been finally awarded;~~
- ~~(d) records that regard the active negotiation of a contract or pending acquisition of property;~~
- ~~or~~
- ~~(e) records that that include information that is protected by a right of privacy established by statute or constitution.~~

Section 13.07. - Succession.

If four or more positions on the city council become vacant at any time due to disaster or an event that results in the death or inability to serve of four or more members, the mayor, mayor pro-tem, majority of the surviving members of council, or if there be but one, any surviving member, may call a special election to fill the vacant positions. In such event, pending the election, if there are three surviving members of the city council, they constitute a

quorum. If there are not at least three surviving members, the following officers of the city in the order listed shall serve with the surviving members of the council on an interim basis as necessary to result in a four-member quorum:

- (a) the chair of the planning and zoning commission;
- (b) the vice chair of the planning and zoning commission;
- (c) the city manager;
- (d) the chief of police;
- (e) the city secretary; and
- (f) the finance director; and**
- ~~(g)~~ **(g)** the director of public works.

If such surviving officers not be sufficient in number to constitute a quorum, the remainder shall constitute a quorum until the officers elected at the special election take office.

Section 13.08. - Charter Review.

The council will ~~shall~~ review the charter every two years to determine if any amendment should be considered. The council will ~~shall~~ appoint a charter review commission, consisting of seven qualified voters of the city, at least every fifth year. The terms of each charter review commission will ~~shall~~ be six months and such commission will ~~shall~~ review, hold hearings upon and make recommendations for the amendment, if any, of this charter. Any resulting charter elections will ~~shall~~ be noticed and held in compliance with state law.

SECTION 2. Notice of the election shall be given and the election shall be held in compliance with the provisions of the Texas Election Code and Chapter 9, Texas Local Government Code, in all respects. The ballot propositions for the special election shall comply with the Tex. Elec. Code and be in the form provided by the City to the Travis County Elections Officer for use on the voting devices and ballots used by Travis County; provided that the official ballot shall be prepared in such a manner as will permit the voters to vote "For" or "Against" each proposition submitted, with the propositions to be expressed on the official ballot in a form substantially as follows:

**CITY OF MANOR PROPOSITION A
Annexation**

Shall Section 1.07 and Section 2.01 of the City Charter be amended to require consent to annexation of land by the City as required by state law?

_____ Yes _____ No

**CITY OF MANOR PROPOSITION B
City Council Four-Year Term of Office**

Shall Section 3.01 of the City Charter be amended to increase the terms of office for the Mayor and City Council from two-year to four-year terms, and to provide for transition to four year terms, and shall Sections 3.05, 5.02, 5.09, and 5.11 be amended and Section 5.12 be added to make the Charter consistent with state law for four-year terms by providing for election by majority vote, providing for runoff elections if no candidate is elected by majority vote, and providing for special elections to fill vacancies on council?

_____ Yes _____ No

**CITY OF MANOR PROPOSITION C
Term Limits**

Shall Section 3.02 of the City Charter be amended to clarify that partial terms of office count towards term limits?

_____ Yes _____ No

**CITY OF MANOR PROPOSITION D
Council Vacancy Filled by Appointment**

If four-year terms are adopted, shall Section 3.05 of the City Charter be amended to provide that the Council may fill a vacancy that occurs when there are 12 months left on the term either by appointment or special election, unless there are already two places on Council that have been filled by appointment?

_____ Yes _____ No

**CITY OF MANOR PROPOSITION E
Council Compensation**

Shall Section 3.09 of the City Charter be amended to compensate the Mayor in the amount of \$150 per council meeting and each City Councilmember in the amount of \$75 per council meeting attended each month, up to a maximum of two?

_____ Yes _____ No

**CITY OF MANOR PROPOSITION F
Automatic Resignation Upon Announcing for Office**

Shall Section 3.10 of the City Charter be amended to provide that a Councilmember’s announcement of candidacy for another office at any time during their term creates a vacancy in office?

_____ Yes _____ No

**CITY OF MANOR PROPOSITION G
Powers of the Mayor**

Shall Section 4.01 of the City Charter be amended to remove the authorization of the Mayor to “take command of the police” and “maintain order and enforce all law” during times of declared emergency?

_____ Yes _____ No

**CITY OF MANOR PROPOSITION H
Posting of Notices on City Website**

Shall Sections 1.07, 5.01, 6.10, 8.05, 8.11, and 11.02 of the City Charter be amended to require notices described in those sections be posted on the City’s website as well as published in the newspaper?

_____ Yes _____ No

**CITY OF MANOR PROPOSITION I
Residency Requirement for Voters**

Shall Section 5.08 of the City Charter be amended to conform the residency requirements for voters to what is required by state law?

_____ Yes _____ No

**CITY OF MANOR PROPOSITION J
Power of Referendum**

Shall Section 6.03 of the City Charter be amended to clarify the section describing the power of referendum granted under the Charter?

_____ Yes _____ No

**CITY OF MANOR PROPOSITION K
Public Works**

Shall Section 7.08 of the City Charter be amended to add parks to the duties of the public works department and to state that the public works director is appointed and removed by the City Manager?

_____ Yes _____ No

**CITY OF MANOR PROPOSITION L
Human Resources**

Shall Section 7.11 of the City Charter be amended to establish the office of Human Resources?

_____ Yes _____ No

CITY OF MANOR PROPOSITION M
Development Services Department

Shall Section 10.07 of the City Charter be amended to establish the department of Development Services to be managed by a director of planning, to provide for the duties of the planning director, and state that the planning director is appointed and removed by the City Manager?

_____ Yes _____ No

CITY OF MANOR PROPOSITION N
Community Committees

Shall Section 10.10 be added to the City Charter to establish the community collaborative committee, the economic development committee, the public safety committee, and the emergency management committee and to provide for the makeup and duties of the committees?

_____ Yes _____ No

CITY OF MANOR PROPOSITION O
Franchise Authority

Shall Section 11.02 of the City Charter be amended to address preemption by state and federal law of the City's franchise authority and procedures for granting a franchise?

_____ Yes _____ No

**CITY OF MANOR PROPOSITION P
Ethics Commission**

Shall Section 12.01 of the City Charter be amended to establish an application and interview process for appointing ethics commission members, to allow for appointment of up to two residents of the extraterritorial jurisdiction to the commission if there are not enough qualified applicants from the city limits, and to prohibit appointment of persons related within the first degree of affinity or consanguinity to the city council?

_____ Yes _____ No

**CITY OF MANOR PROPOSITION Q
Conflict of Interest**

Shall Section 12.04 of the City Charter be amended to prohibit elected or appointed officers or employees of the city from participating in decisions on matters if a family member related to the officer or employee within the first degree of consanguinity or affinity has a personal financial or property interest in the matter?

_____ Yes _____ No

**CITY OF MANOR PROPOSITION R
Public Records**

Shall Section 13.06 of the City Charter, which governs public records, be amended to confirm this section to state law?

_____ Yes _____ No

**CITY OF MANOR PROPOSITION S
Succession**

Shall Section 13.07 of the City Charter be amended to add the finance director to persons within the chain of succession?

_____ Yes _____ No

CITY OF MANOR PROPOSITION T
Charter Review Cycle – Change “Shall” to “Will”

Shall Section 13.08 of the City Charter, governing the frequency of City Charter reviews, be amended to change the word “shall” to “will” wherever it appears in this section?

_____ Yes _____ No

SECTION 3. The election precincts for the election shall be the election precincts established by Travis County, provided that each shall contain and include geographic area that is within the City and the election precincts are in accordance with the City Charter.

SECTION 4. Notice of the election shall be given by posting a notice containing a substantial copy of this ordinance on the bulletin board used for posting notice of meetings of the governing body at the City Hall not later than the twenty-first (21st) day before the election, provided that Exhibit A may be made available in the office of the City Secretary for review upon request, and by publishing said Notice of Election on the same day in each of two successive weeks, with the first such publication occurring before the fourteenth (14th) day before the date of the election. The notice that is posted, and the notice that is published in a newspaper of general circulation within the city, will be written in both English and Spanish.


SECTION 5. The elections shall be held and conducted by the Travis County Election Officer in compliance with state law, the City Charter, the Election Agreement, and the resolution calling the 2020 general election except where it clearly conflicts with this Ordinance; provided that Chapter 9, Texas Local Gov’t Code shall apply to the special election. And, this Ordinance shall be in force and effect from and after its passage on the date shown below.

SECTION 6. The City Council finds and declares the adoption, passage and implementation of this ordinance is an emergency and necessary for the preservation and protection of the citizens.

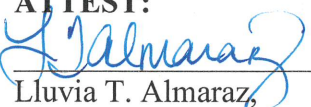
SECTION 7. It is hereby officially found and determined that this meeting was open to the public, and public notice of the time, place and purpose of said meeting was given, all as required by the Open Meetings Act, *Chapter 551, Texas Government Code*.

PASSED AND APPROVED on this the 5th day of August 2020.

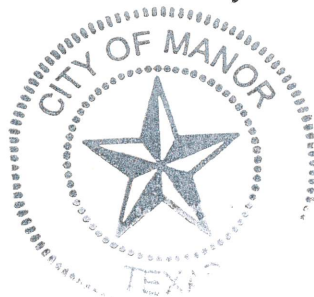
THE CITY OF MANOR, TEXAS



Dr. Larry Wallace Jr.,
Mayor

ATTEST:


Luvia T. Almaraz,
City Secretary



THE MANOR JOURNAL

PO BOX 601 MANOR, TEXAS 78653 (512) 523-4161 www.manorcommunitynews.com

PROOF OF PUBLICATION

PUBLIC NOTICE

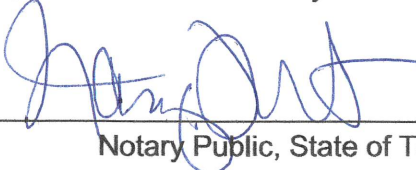
Before the undersigned authority personally appeared Carolina Zertuche, who on oath says that he/she is a legal advertising agent of Manor Community News, a weekly published newspaper that is generally circulated in Travis County in the State of Texas, and that the attached advertisement was published in said newspaper to wit: The City of Manor Public Notice - Ordinance No. 577 and Ordinance No. 578 date of publication 08/07/2020 published 1 time(s), and that the attached is a true copy of said advertisement.

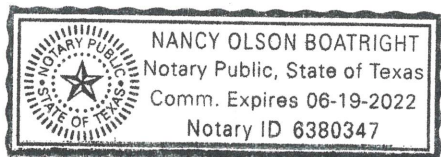
Signed 

STATE OF TEXAS

COUNTY OF TRAVIS

Sworn or affirmed to, and subscribed before me, this 10th day of August 2020, in Testimony whereof, I have hereunto set my hand and affixed my official seal the day and year aforesaid.

Signed 
Notary Public, State of Texas



**CITY OF MANOR
PUBLIC NOTICE**

Notice is hereby given that the following ordinances were adopted by the Manor City Council at a regular meeting held on Wednesday, August 5, 2020. (Caption)

ORDINANCE NO. 577: AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM LIGHT COMMERCIAL (C-1) TO INSTITUTIONAL SMALL (I-1); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

ORDINANCE NO. 578: AN ORDINANCE ORDERING A SPECIAL ELECTION TO BE HELD ON THE ADOPTION OF AMENDMENTS TO THE CHARTER OF THE CITY OF MANOR; PROVIDING FOR THE ELECTION TO BE CONDUCTED IN ACCORDANCE WITH THE PROCEDURES SET FORTH IN THE RESOLUTION CALLING THE 2020 GENERAL ELECTION; AND RELATED MATTERS.

Copy of these ordinances may be reviewed in the
City Secretary's Office
Manor City Hall, 105 E. Eggleston St., Manor, Texas
/s/ Lluvia T. Almaraz, City Secretary

Released: August 5, 2020



CITY OF MANOR HOME RULE CHARTER

**As Adopted by Ordinance No. 332
Effective November 14, 2007**

**Charter Amended by Ordinance No. 429
Effective May 20, 2015**

**Charter Amended by Ordinance No. 592
Effective November 16, 2020**

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City Charter of the City of Manor, Texas

Preamble

This charter is dedicated to and adopted by the citizens of the City of Manor to grant the full authority for local self-government and to ensure such rights and duties to the people, to reserve to the people the powers of initiative and referendum, and to encourage citizen participation in our government for the proper and efficient progress of our city. To this end we adopt and ordain this charter as authorized by the Texas Constitution.

ARTICLE I. INCORPORATION, FORM OF GOVERNMENT AND POWERS OF THE CITY

Section 1.01. Incorporation. The inhabitants of the City of Manor, Texas, within the corporate limits as now and as hereafter established, extended and modified, shall continue to be and are hereby constituted a body politic and corporate in perpetuity under the name of the "City of Manor," hereinafter referred to as the "city," with such powers, privileges, rights, duties and immunities as herein provided.

Section 1.02. Form of Government. The municipal government shall be, and shall be known as, the "council-manager" form of government. Pursuant to the provisions of, and subject only to the limitations imposed under the Texas Constitution and laws of this state, and this charter, all powers of the city shall be vested in and exercised by an elective governing body, hereinafter referred to as the "city council" or "council". The council shall enact legislation, adopt budgets, determine policies, make appointments to positions as provided herein and appoint the city manager, who shall execute the laws and administer the government of the city.

Section 1.03. Rights Reserved. All suits, taxes, penalties, fines, forfeitures and all other rights, claims and demands, of every kind and character, which have accrued under the laws in favor of the city, heretofore in force governing the same, shall belong to and vest in the city; shall not abate by reason of the adoption of this charter; shall be prosecuted and collected for the use and benefit of the city; and shall not be in any manner affected by the taking effect of this charter; but as to all of such rights, the laws under which they shall have accrued shall be deemed to be in full force and effect. The budget and all ordinances, rules and regulations of the city shall be and remain in effect, subject to the terms of this charter and the future discretion and vote of the council. All present commissions, boards and officers of the city shall continue in office, subject to the provisions of this charter, including, but not limited to,

the provisions governing election and removal, and the council's exercise of the authority conferred by this charter.

Section 1.04. General Powers. The city shall possess and may exercise the full power of local self-government and shall have all powers possible and lawful for a home rule city to have under the constitution and laws of the State of Texas, as fully and completely as though each such power were specifically enumerated in this charter. It is specifically provided that:

- (a) The powers and authority of the city shall include but shall not be limited to any power and authority necessary, useful or desirable to accomplish any public or lawful purpose or to provide for the advancement of the interest, welfare, health, morals, comfort, safety, economic well being or convenience of the city and its inhabitants; provided that all such powers, whether expressed or implied, shall be exercised and enforced in the manner prescribed in this charter, and when not prescribed herein, in such manner as is provided by ordinance or resolution adopted by the city council.
- (b) The enumeration of particular powers in this charter shall not be held or deemed to be exclusive, and in addition to the powers enumerated herein, the city shall have all other powers which, under the constitution and laws of the State of Texas, it would be proper for this charter to specifically enumerate, including all powers of local government not clearly denied the city by state law. The city shall have and may exercise all the powers conferred upon cities of every class by the Texas Constitution or state and federal law, including all powers of local government that can be conferred on home rule cities pursuant to Art. 11, Sec. 5, Texas Constitution, or that is conferred by any existing or future law relating to the powers and authority of cities, together with all the implied powers necessary to carry into execution any such power.
- (c) The city may exercise any of its powers and perform any of its functions by contract with, or in cooperation with, the state government or any agency or any political subdivision thereof, or with the federal government or any agency thereof, and to the extent not inconsistent with state law or this charter, by contract with any person, firm or legal entity.
- (d) Under the name of the city it shall be known in law and have succession and be capable of contracting and being contracted with; being sued and impleaded as authorized in this charter or by state law; suing and impleading at law or in equity and being answered to in all courts and tribunals; provided that the city shall have sovereign immunity and its officers and employees shall have qualified governmental immunity.

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 use a corporate seal; 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; contract with, own, lease, operate and regulate public utilities and services; assess, levy and collect taxes for general and special purposes; 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; appropriate city funds and monies for any public purpose; regulate and control the use, for whatever purpose, of the streets and other public places; make and enforce regulations to protect the public safety, health and welfare; 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; zone and regulate the development and use of land and all other property; provide suitable penalties for the violations of any ordinance; and exercise all municipal powers, functions, rights, privileges and immunities of every name and nature whatsoever.

Section 1.06. Power of Eminent Domain. The city shall have full power and right to exercise the power of eminent domain for any public purpose or as necessary or desirable to carry out any power conferred by this charter. The city shall have and possess the power of condemnation for any such purpose even though such power of eminent domain is not otherwise specifically enumerated in this charter or in state law. The city may exercise the power of eminent domain in any manner authorized or permitted by state law, and in those instances in which state law does not authorize, permit or establish the procedures, method of establishing value, or other requirements for condemnation and the exercise of the power of eminent domain, the city council shall by ordinance establish the process, rules and procedures for valuing the property and property interests to be condemned. Taking property for any public purpose that requires a fee simple conveyance to a private person or private entity, other than to obtain interim financing and ultimate ownership by the city of a city facility, or as part of an urban renewal or similar program, is prohibited.

Section 1.07. Annexation and Disannexation. The council may by ordinance unilaterally annex or disannex any land, property or territory upon its own initiative, upon a petition submitted by a majority of the voters residing within the territory being annexed or disannexed or upon petition by the owners of the property, as authorized by applicable law. The procedure for the establishment, modification or extension of the city boundaries, including the annexation or disannexation of territory, may not be inconsistent with any applicable requirements and limitations established by state law; provided that absent procedures being established by state law the action may be taken by ordinance adopted after one public hearing is held at least ten but not more than twenty days after notice of such public hearing is published in a newspaper of general circulation in the city and posted on the City's website. Upon final passage of an ordinance, fixing, establishing or modifying the boundaries of the

city or annexing or disannexing any property by any method prescribed herein, the boundaries of the city shall be so extended or modified as provided in such ordinance. Upon an ordinance annexing property into the city, the territory described in the ordinance shall become a part of the city, and the said land and its residents and future residents shall be bound by the acts, ordinances, codes, resolutions and regulations of the city.

A good and sufficient legal description of the land area being considered for annexation or disannexation, together with a map or plat prepared at the initiator's expense showing the location of such land area, shall be presented to the council at a public meeting prior to final action on such annexation or disannexation. 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 a part of the city. [Amended November 2020]

Section 1.08. Streets and Public Property. The city shall have exclusive dominion, control and jurisdiction, in, upon, over and under the public streets, sidewalks, alleys, highways, public squares, public ways and public property within the corporate limits of the city. With respect to all such facilities and public property, the city shall have the power to establish, maintain, alter, abandon or vacate the same; to regulate, establish or change the grade thereof; to control and regulate the use thereof; and to abate and remove in a summary manner any encroachment. The city may develop and improve, or cause to be developed and improved, any and all public streets, sidewalks, alleys, highways and other public ways within the city by laying out, opening, narrowing, widening, straightening, extending and establishing building lines along the same; by purchasing, condemning and taking property therefore; by filling, grading, raising, lowering, paving, repaving and repairing, in a permanent manner, the same; by constructing, reconstructing, altering, repairing, and realigning curbs, gutters, drains, sidewalks, culverts, and other appurtenances and incidentals in connection with such development and improvements; and may make or cause to be made any one or more of the kinds or classes of development and improvement authorized hereinabove, or any combination or parts thereof.

ARTICLE II. BOUNDARIES OF THE CITY

Section 2.01. Boundaries. The boundaries and limits of the city shall, until changed in the manner herein provided, be the same as have heretofore been established and as exist on the date of the adoption of this charter. The boundaries and territorial limits of the city may from time to time by ordinance be fixed, decreased, modified or extended, and property may be annexed into the city or disannexed from the city, with or without the consent of any voter or of any landowner in the affected area, unless consent is required by applicable law. [Amended November 2020]

ARTICLE III. THE CITY COUNCIL

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 four years 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 November 2021 general election, the council shall transition to four-year terms as provided in this subsection.

(1) The candidates elected to Places 2, 4, and 6 in the November 2020 general election shall serve two-year terms.

(2) For the November 2021 general election, the Mayor and Places 1, 3, and 5 will be elected for three-year terms.

(3) For the November 2022 general election, Places 2, 4, and 6 will be elected to four-year terms.

(4) For the November 2024 general election, the Mayor and Places 1, 3, and 5 will be elected for four-year terms.

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

[Amended November 2020]

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, 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. [Amended November 2020]

Section 3.03. Qualifications.

(a) On the day prior to the date of the scheduled election to be held for such office or at the time of appointment to fill a vacancy, the mayor and council members must:

- (1) be at least twenty-one years of age;
- (2) be citizens of the United States;
- (3) be qualified voters of the city;
- (4) have been residents of the State of Texas for at least twelve consecutive months;
- (5) have been residents of the city, being one's declared place of habitation within the corporate limits or an area having been annexed into the city, for at least the maximum number of consecutive months permitted by state law but in no instance less than twelve consecutive months;
- (6) not be delinquent on any indebtedness to the city;
- (7) not be related to a council member within the third degree by consanguinity or within the second degree by affinity; and
- (8) meet the other qualifications for eligibility set forth in the Texas Election Code.

(b) At the time that a person files an application for a place on the ballot, the person may not be related within the third degree by consanguinity or within the second degree by affinity to:

- (1) a council member, unless the place held by such council member is scheduled to be filled on the same election date for which the person has filed the application and such council member has not filed an application for a place on the ballot for such election date; or
- (2) a candidate for a city council place to be filled on the same election date for which the person submitted the application.

(c) No city employee shall be eligible to file for election as a member of the council. Also, no candidate for or member of the council shall hold any other elective public office. If any member of the council ceases to possess any of the qualifications of office, including continuous residency within the city, his or her office shall, upon such fact being determined by the council, immediately become vacant; provided that if the residence of a member of the council is disannexed, the member shall serve the remainder of his or her term of office.

[Amended May 2015; amendment enacting nepotism provisions (Sections 3.03(a)(7) and 3.03(b)) goes into effect beginning with the 2016 general election]

Section 3.04. City Council Judge of its Members. The council shall be the judge of the election and qualifications of its members, may determine the rules of its proceedings and shall have power to compel the attendance of absent members and to punish members for disorderly conduct. After due notice and opportunity to be heard, upon not less than six affirmative votes, the council shall have the power to remove any elected officer for conviction of a felony, gross immorality, habitual drunkenness, corruption, misconduct or malfeasance in office or failing to continuously reside within the corporate limits. Members of all boards appointed by the council may be removed by majority vote of the council present and voting at any time after notice in compliance with the open meetings laws.

Section 3.05. Vacancies in Office.

(a) The office of mayor or council member shall become vacant as provided in Section 3.10 or upon the death, resignation, removal from office of the incumbent, or, for individuals elected to office, failure to take the oath of office by the first regular city council meeting following the canvass of the election at which the individual receives a majority vote, or, for individuals appointed to office, by the first meeting following the individual's appointment. [Amended May 2015]

(b) A vacancy for an unexpired term that exceeds twelve months, that occurs when two places on council have been filled by appointment, or that occurs in the office of mayor, shall be filled by special election called for such purpose. The date for a special election to fill a vacancy shall be the first uniform election date after the vacancy occurs and for which there is sufficient time to call and give notice of the election as required by law; provided that, if a vacancy occurs and no such election date falls within 120 days after the date of the vacancy, the council shall, without regard to the specified uniform election dates, order such election to be held on a Saturday within 120 days from the date of the vacancy. No special election will be required if the vacated office has a term of 120 days or less remaining as of the date of the first council meeting held after the date of the vacancy.

(c) If a vacancy occurs for an unexpired term of twelve months or less for a position other than the mayor when there are less than two place on council filled by appointment, then the vacancy may be filled by either special election called for such purpose or by the majority of the remaining council members appointing a qualified person to fill the vacancy. Vacancies filled by appointment must be filled within forty-five days from the date the vacancy occurs.

(d) All appointees or persons elected to vacancies as provided in this section shall serve for the remainder of the unexpired term of the office so filled.

[Amended November 2020]

Section 3.06. Quorum and Attendance. Four members of the council shall constitute a quorum for transacting business and no action of the council shall be valid or binding unless taken in an open meeting with a quorum present. Less than a quorum may adjourn any meeting, or order and compel the attendance of absent members. It shall be the duty of each member of the council to attend each regular and special council meeting and the failure of any member to attend three consecutive, regular meetings, without good and sufficient cause, shall constitute misconduct in office.

Section 3.07. Meetings. The council shall hold at least one regular meeting each month. Meetings shall be held on a schedule or dates established by the council, and as many regular or special meetings may be scheduled and held as the council deems necessary to transact the business of the city. The council shall fix the dates and times of the regular meetings and special meetings shall be held on the call of the mayor or the city manager. If practicable, no less than twelve hours notice of special meetings shall be given to each member of the council. Meetings shall be open to the public and public notice shall be given in accordance with state law; provided that executive sessions closed to the public shall be permitted in accordance with the state law. The mayor or city manager shall approve meeting agendas. A council member may require any item related to city business to be placed on an agenda for which notice may be given.

Section 3.08. Voting. All members of the council present shall vote upon every issue, subject or matter properly before the council and requiring a council vote; provided that, if any member of the council has a conflict of interest, that fact shall be stated in the minutes and such member shall abstain from discussion and voting on the issue. No ordinance, resolution, order, action, matter or issue shall be passed, approved, adopted, taken or consented to except by a majority vote of the members of council present and voting, and not less than four affirmative votes shall be required to pass, approve, adopt, take action on or consent to any ordinance, resolution, action, matter, issue or motion.

Section 3.09. Compensation. The mayor shall not be paid and each other council member shall not be paid. They shall be entitled to reimbursement for actual and necessary expenses incurred in the performance of official duties, as budgeted and duly authorized. No staff or assistant shall be provided for any member of the council.

Section 3.10. Automatic Resignation. The office of mayor or council member shall become vacant upon such member's announcement of candidacy or becoming a candidate in any general, special, or primary election, or any office of profit or trust under the laws of the State of Texas or the United States other than the office then held, at any time during the member's term, and such announcement or such candidacy shall constitute an automatic resignation of the office then held. The city council may not appoint a person who vacates his or her place on council under this subsection to fill the resulting vacancy. [Added May 2015]

[Amended November 2020]

ARTICLE IV. THE AUTHORITY AND LIMITATIONS OF THE CITY COUNCIL

Section 4.01. Mayor. The mayor serves as the ceremonial head of the city, and shall preside at all meetings of the council and provide the leadership necessary to good government. He or she shall work with the council to obtain legislation in the public interest and with the city manager to ensure the same is enforced, and participate in the discussion and vote on all legislative and other matters coming before the council. The mayor shall have signatory authority for all legal contracts and commitments of the city, sign all ordinances and resolutions, work and coordinate with the city manager and the council, but may not bind or obligate the city in any way without prior authorization from the council and to the extent

provided by state law in time of declared emergency, may govern the city by proclamation; provided that the mayor must immediately call for an emergency meeting of the city council to consider the appropriate actions for the city during the emergency; and perform ceremonial duties. [Amended November 2020]

Section 4.02. Mayor Pro-Tem. At its first regular meeting after all the members of the council elected at a general election have taken office, or after a vacancy in the office of mayor pro-tem, the council shall elect one of its members to be mayor pro-tem for a one year term, or to fill the unexpired term resulting from the vacancy. The mayor pro-tem shall be the council member who receives a majority of the votes cast but not less than four votes. In the absence of the mayor, the mayor pro-tem shall perform the duties of the mayor and in such capacity shall be vested with all powers conferred on such office. In the event of the failure, inability or refusal of the mayor to act in respect to any matter or duty, the mayor pro-tem shall act. In the event the office of mayor becomes vacant, the mayor pro-tem shall serve as mayor until the office is filled.

Section 4.03. The City Council. The city council shall be the legislative and governing body of the city and shall have control of all the city finances, property, functions, services, affairs and programs subject only to the terms and provisions of this charter. The council shall have the power to ordain, alter, amend or repeal and enforce ordinances, resolutions, rules, orders and regulations for any public purpose that are not in conflict with this charter or federal or state law. The council shall have the power and authority to provide for any public purpose, including but not limited to, recreation, the regulation and control of public property, municipal finances, the preservation of the public peace and good order, the security and protection of the public health, safety and welfare, the promotion of trade, commerce and economic development, the beautification and quality of life within the city, and any other governmental or proprietary service or program. The city, by and through its city council, has full and complete power of local self government to the fullest extent not in conflict with this charter and state law, including all such authorities and privileges that are now or hereafter provided to cities by state law and such power and authority both express and implied as necessary to accomplish and enforce any such duty, program or public purpose.

The council shall have all the powers necessary and incident to the proper discharge of the duties imposed upon it and is hereby vested with all powers necessary to carry out the terms and provisions of this charter; except where such powers are, by this charter, specifically reserved or conferred on some other officer.

The following powers and duties of the council are not exclusive but are enumerated for greater clarity:

- (a) Appoint, supervise and remove the city manager as provided in Section 7.01.
- (b) Ensure enforcement of the provisions of this charter and the ordinances of the city.
- (c) Adopt and amend the budget of the city.

- (d) Call bond elections, and authorize the issuance and sale of bonds, certificates of obligations, certificates of participation, warrants, notes and other evidences of indebtedness or obligation of the city pursuant to this charter and state law.
- (e) Provide for and control of all city finances.
- (f) Provide for boards and commissions as deemed necessary by the council, and as required by this charter, and appoint and remove all such boards and commissions upon recommendation of the mayor; provided that, if an appointment or removal has been considered at two regular meetings and no recommendation has been made, the council may take action by motion and vote.
- (g) Adopt, modify and carry out the plans proposed by the planning and zoning commission and other boards and commissions.
- (h) Adopt, modify and cause the enforcement of building codes, fire codes and health codes, public safety codes and all other codes and regulations deemed reasonably necessary.
- (i) Provide for all public utilities and serve as the primary regulatory agency for the rates thereof whether city owned or furnished by private utility companies.
- (j) Pass ordinances and resolutions as necessary in its judgment for any public purpose not inconsistent with this charter.
- (k) Exercise police powers for the safety of all citizens, and to protect their health, life and property, prevent and summarily abate and remove all nuisances, preserve and to enforce good government, order and security of the city.
- (l) Control and regulate the use and occupancy of the public streets, rights-of-way and all property of the city.
- (m) Make investigations into municipal affairs and subpoena persons, documents and records, and compel the attendance of witnesses and the production of records for such purpose.
- (n) Require a fidelity bond to be provided at city expense for any officer or employee position so required to be bonded.
- (o) Appoint and remove the city attorney.
- (p) To govern the affairs of the city in conformance with this charter and the state and federal constitutions and laws, and to determine by majority vote the best and most appropriate method and manner of efficiently performing the functions and providing the services of the city, consistent with the council-manager form of

government; and except as provided in this charter with respect to certain departments that must be maintained in effect, the council may, after hearing the city manager, create, change, merge or abolish offices, departments or agencies of the city, and may contract for services by interlocal agreement or otherwise as it deems advisable to improve the services or the efficiency of government.

(q) Call and hold special elections useful to the accomplishment of the public purposes of the city, to the fullest extent not inconsistent with state law.

Section 4.04. Duties of Officers and Employees. The city shall be an equal opportunity employer and the service of each such officer and employee shall be at will. The council may, not inconsistent with this charter, require other and further duties of any appointed officer or employee whose duties are prescribed herein, and may define, prescribe and change the duties of any appointed officer or employee as in its judgment be best for the public interest. No person related within the third degree by consanguinity or within the second degree by affinity to a member of the council, or the city manager, shall be or remain employed by the city; provided that such prohibition shall not apply to any person employed full-time for a period of twelve months or more prior to the member of the council or the city manager taking the oath of office. The council may require good and sufficient bond be given by appointed officers or employees handling funds of the city and may require bond of other officers or employees if considered proper or necessary. The expense of any such bond shall be paid by the city. [Amended May 2015]

Section 4.05. Prohibitions. The council has powers only as a body meeting with a quorum present and no member shall have power to act individually except where that power may be conferred upon the member in this charter or by written council resolution; provided that each member is expected to serve his or her constituency and shall have the right to inquire through an officer appointed by the council into any matter whether or not such matter is brought before the council in order that he or she may so serve as an independent member of the council.

No member of the council shall hold any other city office or city employment during his or her term of office and no former member of the council shall hold any city office with compensation until one year after the expiration of the full term of office to which such member was appointed or elected.

No member of the council shall give orders directly to any city employee, except when empowered to do so by an emergency proclamation, and all members of the council shall, except for officers appointed by the council, deal with the non-elective officers, employees and administrative offices of the city solely through the city manager.

Section 4.06. Ordinances. The council may adopt legislation by ordinance regarding any subject or matter relating to or dealing with any public purpose, including, but not limited to, the adoption of standardized codes and regulations. An ordinance must be enacted whenever the purpose is to regulate persons and property; whenever there is imposed a penalty, fine, forfeiture or tax; whenever the purpose is to set a rate to be paid by consumers; whenever an

ordinance is required by state law or this charter; or, when an ordinance is amended. The authority of the council to legislate to accomplish any public purpose shall be subject only to the following:

- (a) No ordinance or other action of the council may be inconsistent with this charter or in conflict with any applicable state or federal law.
- (b) The enacting clause of every ordinance shall be "BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS."
- (c) Except for zoning ordinances, annexation ordinances and other ordinances specifically required to have two readings, no ordinance shall be finally adopted until it has been read and approved by a majority vote of the city council.
- (d) Zoning ordinances, annexation ordinances and any other ordinance specifically required to be passed at two meetings shall not be finally adopted until it has been read and approved by a majority vote of the city council at two meetings, one of which is a regular meeting.
- (e) The council may by ordinance amend the budget to transfer budgeted funds from one fund or department to another.
- (f) An ordinance requiring two readings that does not receive a majority vote on first reading shall not advance for consideration on second reading.
- (g) All ordinances and proposed ordinances shall be available for public examination and review, and for copying, from and after being included on an agenda that is posted for any meeting of the council or any city board.

Section 4.07. Resolutions and Minute Orders. The council may act by resolution regarding any subject or matter relating to or dealing with any public purpose or business except as provided in Section 4.06. The enacting clause of every resolution shall be "BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS." The council may further give instructions to the city manager, approve bids and contracts and take other actions regarding the day to day business of the city by motion approved by four council members and entered into the minutes of the council meeting.

ARTICLE V. ELECTIONS

Section 5.01. Notice and Order for Elections. City elections shall be ordered and notice thereof given as provided in the Texas Election Code. The council shall establish the procedures and order elections except as provided therein. If not otherwise provided for by state law, all elections shall be ordered at least sixty-two (62) days prior to the date of election and notice shall be given by publication and posting on the City's website not more than thirty (30) days and not less than twenty (20) days immediately preceding the date of election.

Notice of election shall be published in a newspaper published within the city, and if there be no such publication, notice shall be published in a newspaper of general circulation within the city. [Amended November 2020]

5.02. General Elections.

(a) Beginning with the general election to be held in 2016 and for each successive general election, the general city election shall be held annually on the uniform election date in November.

(b) Beginning in November 2021, the mayor and council members shall be elected by majority vote.

[Amended May 2015] [Amended November 2020]

Section 5.03. Special Elections. The council may, by ordinance call such special elections as are authorized by this charter or state law, fix the time of holding such elections, and provide all means for holding such special elections; provided that every special election shall be held on a Saturday, or a uniform election date, unless otherwise provided by law.

Section 5.04. Conduct of Elections. All elections shall be held in accordance with state law and the ordinances adopted by the council for the conduct of elections. Unless an interlocal cooperation agreement assigns the obligations to another authorized political subdivision, the council shall appoint the election judges, provide for other election officials and provide for location of early voting and election day voting. In the absence of state law providing regulations for the conduct of any election the council shall provide such regulations by ordinance.

Section 5.05. Filing for Office. Candidates for office shall make application for a place on the ballot within the times prescribed by the Texas Election Code. In the absence of a filing deadline established by state law, applications for a place on the ballot shall be filed no later than 5 p.m. of the last business day that authorized by state law for calling the election. All applications shall designate the position sought and applications for council member shall include the Place number. It is the duty of the city secretary to place the name of all qualified candidates, making timely application, on the official ballot. Each candidate for the council or any other elective office shall meet the following qualifications:

- (a) Have all the qualifications for a council member as described in Section 3.04 of this charter.
- (b) No candidate may file for more than one city office or place in an election or elections held on the same date. [Amended May 2015]
- (c) Each candidate shall file such application as required by ordinance.

Section 5.06. Polling Places. The council shall establish one or more election precincts and provide polling places as necessary for city elections. Unless established otherwise by ordinance, the entire city shall be one election precinct. [Amended May 2015]

Section 5.07. Official Ballots.

- (a) **Names on Ballot.** Unless otherwise provided in law, the name of each qualified candidate for office, except those who withdraw, die or become ineligible prior to the printing or programming of the ballots prior to early voting, shall be printed on the official ballots without party designation or symbol in the form designated by the candidate. If two or more candidates have the same surname or surnames so similar as to be likely to cause confusion, their residence addresses shall be printed with their names on the ballot.
- (b) **Order of Listing.** The order on the ballot of the names of the candidates shall be determined by lot in a drawing to be held under the supervision of the city secretary.
- (c) **Early Voting.** Procedures for early voting shall be consistent with the Texas Election Code.
- (d) **Ballots on Measures.** Ballots for ordinances, bond issues and charter amendments shall be presented for voting by ballot title. The ballot title of a measure may differ from its legal title but must be a clear, concise statement, approved by majority of the council, describing the substance of the measure without argument or prejudice. Below the ballot title shall appear the following question: "Shall the above described (ordinance) (bond issue) (amendment) be adopted?" Immediately below or to the left of such question shall appear, in the following order, the words "Yes" and "No" each with a square in which the voter may cast his or her vote by marking a cross (X) or other mark; provided the requirements of this section may be varied, not inconsistent with state law, as necessary for use of an electronic voting system.
- (e) **Write-In Votes.** Procedures for write-in votes shall be consistent with the Texas Election Code.

Section 5.08. Voters and Voting. Every registered voter who has been a resident of the city for the period of time required by state law prior to the date of the election shall be entitled to vote in city elections. Early voting and the hours the polls are open shall be as established by state law, or absent state law providing therefore, as established by ordinance. [Amended May 2015] [Amended November 2020]

Section 5.09. Election Results. The mayor and council members are elected by majority vote. No measure shall be adopted except by a majority vote and a tie vote shall defeat the measure. [Amended November 2020]

Section 5.10. Canvassing. The returns of every municipal election shall be delivered by the election judges to the city secretary at city hall not later than twenty-four hours after the closing of the polls. The city council shall canvass the returns in accordance with state law. The returns of every municipal election shall be recorded in the minutes of the council by totals for each candidate, or for and against each issue submitted.

Section 5.11. Run-Off Election. If no candidate for an elective office receives a majority of the votes cast for that position in the regular or special election, a run-off election shall be held between the two (2) candidates who received the greatest number of votes. Such run-off election shall be held in accordance with State election laws on a Saturday within the period set by state law for holding runoff elections. The candidate receiving the highest number of votes cast for the office in the run-off election shall be declared elected. [Added November 2020]

Section 5.12. Term of Office. The mayor and each council member shall serve until his or her successor is elected or appointed and qualified to serve. The regular term of office of the mayor and the council members shall commence on the first regular council meeting following the canvass of the election at which they receive a majority vote. The remaining term of a member of council elected at a special election shall commence on the first regular council meeting after the canvass of votes for the election at which they receive a majority of the votes cast for the office. [Amended November 2020]

ARTICLE VI. INITIATIVE AND REFERENDUM

Section 6.01. General. The citizens reserve the powers of initiative and referendum which may be exercised in the manner and subject to the limitations provided in this Article.

Section 6.02. Initiative. Subject only to the limitations provided in this Article, the people of the city have the power to propose legislation on any local government issue, except legislation appropriating money, levying taxes, affecting zoning, annexing land or setting rates, fees or charges, and ,if the council fails to adopt an ordinance so proposed, to adopt or reject the proposed legislation at an election.

Section 6.03. Referendum. The people of the city shall have the power to require reconsideration by the council of any adopted ordinance regarding any issue that would be a proper subject for an initiative. If the council fails to repeal an ordinance so reconsidered, the people shall have the power to approve or reject the ordinance at an election. Such power does not extend to the budget; capital expenditures; levy of taxes; any bonds, certificates of obligation or any similar obligations; zoning; annexation; or any rates, fees and charges; provided that tax increases shall be subject to petition as provided by state law. [Amended November 2020]

Section 6.04. Conflict. No initiative or referendum action shall conflict with this charter, the United States or Texas Constitution or any Texas state statute.

Section 6.05. Signatures. Initiative and referendum petitions must be signed by registered voters residing within the city in number equal to twenty-five percent of the number of votes cast at the last general election of the city. The signatures to the initiative or referendum petition need not all be appended to one paper, but each signer shall sign his or her name in ink or indelible pencil and shall add or cause to be added his or her place of residence within the city by street and number, printed name and date of signature. The signatures on a petition section shall not be considered unless there is attached to the petition section a signed, notarized and dated affidavit, executed by a resident of the city who circulated the petition

section, which affidavit shall include his or her printed name, the address by street and number within the city and the date he or she signed the affidavit; stating that he or she circulated each page and section of the attached petition; that each signature thereon was affixed in his or her presence; that each signature thereon is the signature of the person whose name it purports to be; and that to the best of his or her knowledge and belief each person signing the petition section was, at the time of signing, a registered voter residing within the city.

Section 6.06. Commencement of Proceedings. A qualified voter may commence an initiative or referendum proceeding by filing with the city secretary the complete form of a petition proposed to be circulated, including signature pages, together with a copy of the full text of the initiative ordinance, or the ordinance to be reconsidered. The ordinance set forth with the petition shall be complete and in proper form including the caption.

The city secretary shall place the time and date on the petition and documents when filed, examine the filing for sufficiency as to form and place the time and date of the certification for circulation on such petition and documents. The city secretary shall provide a certified copy of such filing as certified for circulation to the person presenting same, the city manager and the city attorney, and file a copy of such certified documents and petition in the archives of the city.

The circulated petition must be returned and refiled with the city secretary within ninety (90) days after the date the petition is certified for circulation. Signatures obtained prior to the date of such certification shall be invalid and a petition returned after the expiration of ninety (90) days shall not be considered.

Section 6.07. Examination and Sufficiency. The city secretary shall examine each signature separately and disqualify any signature not having all of the information required, or not found to be that of a qualified voter of the city, determine whether the petition contains the requisite number of valid signatures, and complete a certification as to the sufficiency of the petition signatures within fourteen days following the date the circulated petition is filed with the city secretary. The petitioner shall be notified by certified mail of the sufficiency of, or any insufficiencies in, the petition.

If the petition is certified as sufficient, the city secretary shall present a certificate to the city manager who shall cause the same to be placed on the agenda for the first council meeting that is three or more days after the date of the certification.

If the petition is certified as insufficient due to the disqualification or invalidity of signatures, the petitioner shall have fourteen days following the date the number of signatures is found insufficient to file a supplementary petition with additional signatures sufficient in number to equal the required number of signatures. Upon supplementary petitions being timely filed, the city secretary shall have seven days from the date such supplementary petition is filed to certify the petition as sufficient or insufficient.

Section 6.08. Referendum-Suspension of Ordinance. When an authorized referendum petition is certified by the city secretary as sufficient, the ordinance sought to be reconsidered shall be suspended; and such suspension shall continue until the council repeals the ordinance or the ordinance is upheld by election.

Section 6.09. Action on Petition. Within thirty (30) days after the date an initiative petition has been certified to the council as sufficient, the council shall request a formal legal opinion from the city attorney on the legality of the proposed ordinance. If the city attorney issues a written opinion that the proposed ordinance is clearly and facially invalid, the council shall not be required to call an election on such initiative. Otherwise, within forty-five (45) days after an initiative or referendum petition has been certified to the council as sufficient, the council shall:

- (a) Adopt the proposed initiative ordinance without any change in substance; or
- (b) Repeal the referred ordinance; or
- (c) Call an election on the proposed or referred ordinance.

The election on a proposed or referred ordinance shall be held on the next available uniform election date after the date of the council's action and for which notice may be timely given in compliance with state law and this charter. Such election may coincide with a regular city election should such election fall within the specified time. However, special elections on initiated or referred ordinances shall not be held more frequently than once each six months and no ordinance substantially the same as a defeated initiative ordinance shall be adopted by the council or initiated within two years after the date of the election. No referred ordinance repealed at an election may be readopted by the council within two years from the date of the election at which such ordinance was repealed. Copies of the proposed or referred ordinances shall be made available at each polling place.

Section 6.10. Procedure and Results of Election. Not more than thirty (30) and not less than fifteen (15) days prior to the special election, the city secretary shall cause the proposed or referred ordinance to be published in its entirety at least once in a newspaper of general circulation in the city and posted on the city's website until the date of the election.

The ballots used when voting upon such proposed and referred ordinances shall set forth the nature of the ordinance sufficiently to identify the ordinance and shall also set forth a proposition as provided in this charter. If a majority of the qualified voters voting on a proposed initiative ordinance vote in its favor, it shall be considered adopted upon certification of the election results and shall be treated in all respects in the same manner as ordinances adopted by the council. If conflicting ordinances are approved at the same election, the ordinance receiving the greatest number of affirmative votes shall prevail.

An ordinance adopted by initiative may not be repealed or amended at any time prior to the expiration of two years from the date of its adoption, except at an election held for such purpose or such amendment being approved by the council by not less than six affirmative votes.

If a majority of the qualified voters on a referred ordinance vote against the ordinance, it shall be considered repealed upon certification of the election results. If a majority of the qualified voters voting on a referred ordinance vote for the ordinance, it shall be upheld; in such event, may not again be the subject of a petition within twelve months following the date of such election. [Amended November 2020]

Section 6.11. Failure of City Council to Call an Election. If the city secretary certifies the petition as sufficient and the city council shall fail or refuse to order such an initiative or referendum election, or to discharge any other duty imposed upon the council with reference to the election, then any citizen of the city may file suit in the district courts to compel the council to order the election.

ARTICLE VII. ADMINISTRATIVE SERVICES

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 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.

The city manager is the chief executive and administrative officer of the city and is responsible to the council for the proper administration of all the affairs and business of the city.

The city manager is required to:

- (a) Enforce all state laws and city ordinances.
- (b) Supervise and give direction to all departments, and hire, suspend or remove any employee of the city except as specifically provided herein.
- (c) Sign all legal commitments of the city, if specifically authorized or directed by the city council.

- (d) Prepare all agendas in conjunction with the mayor and attend all meetings of the council except when excused by the council. He or she shall have the right to take part in all discussions but shall not have a vote.
- (e) Prepare and submit the proposed annual budget, and be responsible for the administration of the adopted budget.
- (f) Keep the council advised of the financial condition and needs of the city and make such recommendations as seem necessary.
- (g) Prepare and submit to the council at the end of each fiscal year a complete report on the finances and administrative activities of the city for the preceding fiscal year.
- (h) Make such other reports as the council may require concerning the operations of the city.
- (i) Insure 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 the council of such steps as may be necessary to address the violation.
- (j) Meet, discuss and confer with and advise the mayor and or any member of the council regarding the business of the city.
- (k) Perform such other duties as may be prescribed in this charter or required by the council.

[Amended May 2015]

Section 7.02. Acting Manager. The city manager may designate a subordinate officer of the city to serve as acting city manager when the city manager is temporarily absent or on leave. The council may designate a qualified person to perform the duties of the office of city manager when the office is vacant or during the city manager's extended absence or disability, and may set the compensation paid to such person during such time. [Amended May 2015]

Section 7.03. Administrative Departments. There shall be such administrative departments as are required to be maintained by this charter and as are established by ordinance, all of which are under the control and direction of the city manager. The council shall approve personnel policies and guidelines, and shall, by ordinance, have the power to establish administrative offices or departments not provided for in this chapter and to discontinue, redesignate or combine any of the departments and administrative offices established by ordinance. No change shall be made by the council in any personnel policy,

guideline, department organization or the city organization until the city manager's recommendations have been heard by the council.

Section 7.04. Department Directors. 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]

Section 7.05. Department Organization. The work duties, responsibilities and organization of each department may be established by ordinance not inconsistent with this charter; provided that no such ordinance shall be adopted until the city manager is heard and has made his or her recommendations with respect thereto. The city manager may establish divisions or sections in any department, and not inconsistent with this charter, establish or modify the duties and responsibilities of the departments. All administrative departments shall be under the control and direction of the city manager except as otherwise provided herein.

Section 7.06. Police Department. A police department, headed by a chief of police, shall be established to maintain order within the city and to protect citizens from threats or violence and their property from damage or loss. The chief of police is appointed by the city manager subject to the approval of council. The chief of police must be a licensed peace officer in the State of Texas and have verifiable experience which qualifies him or her for the position. The chief of police shall be responsible for the operation of the police department and shall enforce state law and all the ordinances of the city. He or she shall perform such other associated duties as the city manager may require and shall, upon approval of such documents by the city manager, establish and maintain written procedures relating to police administration, policies and procedures.

Section 7.07. City Secretary. The office and department of city secretary shall be established and maintained. The city secretary may appoint such assistant city secretaries as are authorized. The duties of the city secretary are as set forth in this charter and/or as established by ordinance. Such duties include, but are not be limited to, the giving notice of all council meetings; keeping the minutes of the proceedings of council meetings and the archives of the city; authenticating by his or her signature, and recording in full in books kept and indexed for the purpose, all ordinances and resolutions; performing such other duties as shall be assigned to the position by state law; maintain appropriate files of all contracts and other legal documents resulting from and/or having a bearing on actions of council; and assisting the city manager in gathering of appropriate records, files and resources which pertain to city business or specific council meeting agenda items.

Section 7.08. Public Works Department. There will be established a public works department to administer, supervise and coordinate the construction and maintenance of the streets, parks, water/wastewater and thoroughfares, the drainage system, and all public property and equipment not the responsibility of another department. The department will have and be responsible for other duties, projects and works as provided by ordinance or assigned by the city manager. The director of public works will administer and manage the department. The director of such department is appointed and removed by the city manager. [Amended November 2020]

Section 7.09. City Attorney. There shall be a department and office of city attorney. The council appoints and removes a city attorney by majority vote. The city attorney shall be a competent and duly licensed attorney and shall have not less than five years experience practicing municipal law in Texas. The city attorney and any appointed associates shall be competent and duly licensed attorneys. He or she shall receive for his or her services such compensation as may be fixed by the council and shall advise the city on all legal matters and represent the city in all litigation and other legal matters. The city attorney may appoint assistant city attorneys, and the council may retain different or additional attorneys for specific matters when it deems same to be necessary. The city attorney shall be the legal advisor of the council and all offices and departments of the city.

Section 7.10. Municipal Court. There shall be a court, designated as the “Municipal Court” of the City of Manor, for the trial of misdemeanor offenses, with all such powers and duties as are now, or may hereafter be, prescribed by laws of the State of Texas relative to municipal courts. The municipal court shall be organized and supervised as follows:

- (a) The municipal judge and the associate judges shall be authorized by a majority of council and are appointed by the city manager. They shall be compensated as recommended by the city manager and approved by the city council. The municipal judge is responsible for the supervision and management of the court.
- (b) There shall be a court clerk who may be appointed and removed by the city manager.
- (c) The clerk and deputy clerks shall have the power to administer oath and affidavits, make certificates, affix the seal of said court thereto and perform any and all acts usual and necessary to be performed by the clerks of courts and conducting the business thereof.
- (d) All costs, fees, special expenses and fines imposed by the municipal court shall be paid into the city treasury for the use and benefit of the city, except as required by state law.

Section 7.11. Human Resources. The office of Human Resources will be established. The city shall be an equal opportunity employer and the service of each officer and employee shall be “at will”. The administration of human resources of the city shall be governed by written rules and regulations to be known as “Personnel Policies”. The city manager or his or her designee shall prepare such policies and recommend their adoption to the council. Such policies shall not be inconsistent with this charter and will become effective when approved by the council by ordinance. All policies so adopted and not inconsistent with this charter shall have the force and effect of law. [Amended November 2020]

ARTICLE VIII. FINANCE

Section 8.01. Finance Department. The department of finance shall be established and maintained and the head of such department shall be the director of finance. The director of finance shall have knowledge of municipal accounting and experience in budgeting and financial control. Such director shall provide a bond with such surety and in such amount as the city manager may require. The premium on such bond shall be paid by the city. The director of finance shall hold the certifications required by the State of Texas. [Amended May 2015]

Section 8.02. Powers and Duties. The director of finance shall administer all financial affairs of the city under the direction, control and supervision of the city manager. He or she shall have authority and be required to:

- (a) Maintain a general accounting system for the city and exercise financial control over all offices, departments and agencies thereof.
- (b) Certify the availability of funds for all proposed expenditures, and unless the director of finance shall certify that an unencumbered balance exists in the appropriations and funds available, no appropriation shall be encumbered and no expenditure shall be made.
- (c) Submit to the council, monthly statements showing the financial condition of the city; the city council shall approve the form and content of the statements and schedule for presentation shall be approved by the city council.
- (d) Prepare, as of the end of the fiscal year, a complete financial statement and report.

[Amended May 2015]

Section 8.03. Fiscal Year. The fiscal year of the city shall begin on the first day of each October and end on the last day of September of the succeeding year. All funds collected by the city during any fiscal year including both current and delinquent revenues, shall be accounted for in such fiscal year, and except for funds derived to pay interest and create a sinking fund on the bonded indebtedness of the city, may be applied to the payment of expenses incurred during such fiscal year.

Section 8.04. Annual Budget. The budget shall provide a complete work and financial plan for the city, including all city funds and activities. A budget message explaining the budget both in fiscal terms and in terms of the work programs shall be submitted with the budget. The budget shall outline the proposed financial policies of the city for the ensuing fiscal year; describe the important features of the budget; indicate any major changes from the current year in financial policies, expenditures and revenues, with reasons for such changes; summarize the city's debt position and include such other material as the city manager deems desirable or the council requires. The budget shall begin with a clear general summary of its contents; and shall show in detail all estimated revenues, indicating the proposed property tax levy, and all proposed expenditures, including debt service, for the ensuing fiscal year. The proposed budget expenditures shall not exceed the total of estimated funds available from all sources. The budget shall be so arranged as to show comparative figures for estimated revenues and expenditures of the current fiscal year and the actual revenues and expenditures of the preceding two fiscal years, compared to the estimate for the budgeted year. The budget shall include in separate sections:

- (a) An itemized estimate of the expense of conducting each department, division and office.
- (b) An estimate of the revenues of the city from taxes by category for the fiscal year.
- (c) Tax levies, rates and collections for the preceding two years.
- (d) An itemization of all anticipated revenue from utilities and all sources other than the taxes.
- (e) The amount required for interest on the city's debts, for sinking fund and for maturing bonds and other obligations.
- (f) The amounts of the city debts and other obligations, with a schedule of payments and maturities.
- (g) A capital program, which may be revised and extended each year to indicate capital expenditures pending or in process of construction or acquisition.
- (h) Such other information as may be required by the council.

Section 8.05. Budget Process and Adoption. The city manager is responsible for the timely preparation and presentation of the budget, and shall present his or her recommended or draft budget to the city council no later than sixty days prior to October 1st of each year. In the absence of the truth-in-taxation calculations being provided in advance of the sixtieth day, the city manager shall provide a draft budget and a recommended budget not less than ten days following receipt from Travis County of the calculations, if after the sixtieth day before October first (1st). The proposed budget shall become a public document and record when presented to the council. From and after its receipt of the budget, the city council shall:

- (a) At the first council meeting for which timely notice may be given, cause to be posted in city hall and on the City's website a general summary of the proposed budget and a notice stating the time and places where copies of the budget are available for public inspection; of a public hearing on the budget; and such other public hearings as are required by state law.
- (b) After public hearing(s), the council may adopt the budget with or without amendment. The council may amend the proposed budget to add, increase, decrease or delete any programs or amounts, except expenditures required by law or for debt service; provided that no amendment shall increase the authorized expenditures to an amount greater than the total of estimated funds available from all sources.
- (c) The budget shall be finally adopted by ordinance not later than September 30th; provided that if the council takes no final action on or prior to such day, the budget as submitted by the city manager is deemed to have been finally adopted by the council.

[Amended November 2020]

Section 8.06. Administration of Budget. No payment shall be made or obligation incurred except in accordance with this charter and appropriation duly made, and unless the director of finance first certifies that a sufficient unencumbered balance and sufficient funds are or will be available to cover the claim or meet the obligation when it becomes due and payable. If funds are not currently available to make an appropriate payment, but will become available within the fiscal year, the director of finance may request the council give authority to borrow money to make such payment provided that such money will be repaid by the end of the fiscal year or as provided by state law. Any authorization of payment or incurring of an obligation in violation of the provisions of this charter is void and any payment so made illegal; provided this shall not be construed to prevent the council by ordinance from making or authorizing payments or the making of contracts, for capital expenditures to be financed wholly or partly by the issuance of bonds, time warrants, certificates of indebtedness, certificates of obligation, lease-purchase, or other similar evidence of indebtedness or obligation, or to prevent the making of any contract or lease providing for payments beyond the end of the fiscal year.

Section 8.07. Amendment and Supplemental Budgets. To protect the public health, safety, welfare and resources of the city, budget amendments to fund and meet conditions not anticipated in the original budget may be authorized, upon the affirmative vote of four members of the council. Supplements and amendments shall be approved by ordinance and shall be filed with the original budget.

Section 8.08. Borrowing to Meet Funding Requirements. In the absence of available funds to meet emergency conditions and requirements, the council may authorize the borrowing of funds. In any fiscal year in anticipation of the collection of the budgeted revenues or ad valorem property tax for such year, whether levied or to be levied in such year, the council may authorize the borrowing of money by the issuance of notes, warrants or tax anticipation notes. Notes and warrants issued under this section shall be limited to the funds required for the emergency or short-fall and mature and be payable not later than the end of the fiscal year in which issued, or as otherwise provided by statute.

Section 8.09. Depository. The council shall, from time to time, select a depository or depositories for city funds on the basis of bids received from such institutions; provided that the council may by resolution invest reserve funds in any state or federally chartered bank or savings institution. All monies received by any person, department or agency of the city for or in connection with affairs of the city shall be promptly deposited in the city depository or depositories. All checks, vouchers, or warrants for the withdrawal of money from the city depositories shall be signed by the city manager and the director of finance. City council may, by resolution, authorize alternate signatories to act in the absence of the city manager or director of finance.

Section 8.10. Purchase Procedure. All purchases made and contracts executed by the city shall be pursuant to a requisition from the head of the office, department or agency whose appropriation will be charged; and no contract or order shall be binding upon the city unless the director of finance certifies there is to the credit of such office, department or agency, a sufficient unencumbered appropriation to pay for the supplies, materials, equipment or contractual services for which the contract or order is to be issued. All contracts and purchases of every nature and kind shall be made in accordance with all applicable state law requirements for competitive bidding.

Section 8.11. Bonds and Financial Obligations. The council may by ordinance authorize the issuance of any tax or revenue bonds, refunding bonds, certificates of obligation, warrants, notes, certificates of participation, tax anticipation notes or other evidence of indebtedness or obligation, for any permanent public improvement or any emergency, or any other public purpose not prohibited by law, subject only to the following limitations:

- (a) No general obligation bonds, other than refunding bonds, shall be issued except as approved by a majority vote at an election held for such purpose;
- (b) No indebtedness or obligation shall be issued except in compliance with the requirements of state law;
- (c) No form of indebtedness other than general obligation bonds approved by public vote may be issued without public notice and a public hearing being held in compliance with state law; the notice, published in a newspaper of general circulation in the city and posted on the city's website, must clearly summarize the relevant statutory provisions providing for a petition and election, if any; and
- (d) The authorization for bonds authorized but not issued shall expire ten years after the date of authorization.

[Amended November 2020]

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 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.

ARTICLE IX. REVENUE AND TAXATION

Section 9.01. Taxation. The city council may levy, assess and collect taxes of any type or character not prohibited by state law. The maximum ad valorem tax rate shall be as provided in the State of Texas Constitution and such tax rate shall be levied and assessed annually to provide for both operations and debt service.

Section 9.02. Procedures. The procedures, limitations and requirements for the levy, assessment and collection of any tax or lien therefore shall be as established by state law; provided that, if not established by state law, such procedures, limitations and requirements shall be established by ordinance.

Section 9.03. Tax Assessor-Collector. The city may contract with the Travis County Tax Assessor-Collector or any other qualified entity to collect taxes for the city. The council may create a city office or a department with the duties of tax collection. If created, the city manager shall appoint an individual as city tax collector to collect taxes and to perform such other duties as assigned. The tax collector shall give a fidelity bond, the cost to be borne by the city. The amount of such bond shall be set by the council, but shall not be less than the amount of tax collections under his or her control at any one time.

Section 9.04. Property Taxes. All taxes due the city shall be payable at such place as authorized by state law or the city council. All taxes due the city are due and payable when and as provided by state law or ordinance. Ad valorem taxes may be paid at any time after the tax rolls for the year have been completed and approved. If the due date for ad valorem taxes is not set by state law or ordinance, the due date shall be the first (1st) day of February

following the levy, and all such taxes not paid on or before the due date are deemed delinquent and shall be subject to such penalty and interest as provided by law. The city council may provide further by ordinance that all delinquent taxes due the city may be paid in installments. Failure to levy and assess taxes shall not relieve the persons, firm, corporation or property so omitted from obligation to pay such current or past-due taxes, and all such persons, entities and property is and remains liable for the taxes that would have been assessed for any prior or current year had the property been rendered or the taxes levied and assessed.

Section 9.05. Tax Liens and Claims. All property within the city on January 1st each year shall stand charged with a special lien in favor of the city, and the owner of such property on that date shall be personally liable therefore, until the tax and all related penalties and interest on that property are paid. All such taxes, penalties and interest may, if not voluntarily paid, be collected by the city by:

- (a) Suit to recover personal judgment therefore without foreclosure, or by suit to foreclose its lien or liens, or to recover both by personal judgment and foreclosure; and if the property description on the assessment rolls is insufficient, the city may plead a good description of the property to prove the same, and have judgment foreclosing the tax lien or personal judgment or both, against the owners and property; or
- (b) Withholding the payment of any debt or obligation owed to such owner or person by the city; by reducing the amount of any debt owed to such owner or person by the city by an amount equal to the unpaid taxes, penalties and interest; or otherwise by counter-claim and offset in any proceeding; and
- (c) No assignment or transfer of any such debt, claim, demand, account or property, after taxes are due, shall affect the right of the city to offset the said taxes, penalties and interest against the same; and
- (d) Any other method, means or procedure authorized by state law.

**ARTICLE X.
PLANNING AND DEVELOPMENT; COMMUNITY COMMITTEES**

Section 10.01. Purpose and Intent. It is the purpose and intent of this Article to provide for and require the development of the city be undertaken and accomplished pursuant to a comprehensive plan, and the council shall establish comprehensive planning as a continuous and ongoing governmental function to promote, guide, strengthen and assist the management of future development within the city and its extraterritorial jurisdiction, to assure the most appropriate and beneficial use of land, water, natural and community resources, consistent with the public interest. Through the process of comprehensive planning and the preparation, adoption and implementation of a comprehensive plan, the city shall preserve, promote, protect and improve the public health, safety, comfort, order, appearance, convenience,

economic and general welfare; prevent the overcrowding of land and avoid undue concentration or diffusion of population or land uses; facilitate the adequate and efficient provision of transportation, water, wastewater, schools, parks, recreational, housing and other facilities and services; conserve, develop, utilize and protect natural resources; and provide for and encourage economic growth.

Section 10.02. Comprehensive Plan. The council shall adopt a comprehensive plan within two years after the effective date of this charter, and thereafter all public and private development shall conform to such adopted comprehensive plan, or the applicable elements or portions thereof. The comprehensive plan may be amended at anytime and shall be reviewed and considered for amendment or revision at least every five years.

The comprehensive plan adopted by ordinance constitutes the master and general plan for the development of the city. The comprehensive plan shall contain the council's policies for growth, development and beautification of the land within the corporate limits and the extraterritorial jurisdiction of the city, or for geographic portions thereof including neighborhood, community or area wide plans. The comprehensive plan shall include the following elements:

- (a) a future land use element;
- (b) a traffic circulation and/or mass transit element;
- (c) a wastewater, solid waste, drainage and potable water element;
- (d) a conservation and environmental resources element with strong emphasis on water conservation;
- (e) a recreation and open space element;
- (f) a housing element;
- (g) a public services and facilities element, which shall include but not be limited to a capital improvement program;
- (h) a public buildings and related facilities element;
- (i) an economic element for commercial and industrial development and redevelopment;
- (j) a health and human service element; and such other elements as are necessary or desirable to establish and implement policies for growth, development and beautification within the city, its extraterritorial jurisdiction, or for geographic portions thereof, including neighborhood, community or area wide plans. The council may provide for financing of all elements contained in the comprehensive plan.

The several elements of the comprehensive plan shall be coordinated and be internally consistent. Each element shall include policy recommendations for its implementation and shall be implemented in part, by the adoption and enforcement of appropriate ordinances and regulations governing land development, and such ordinances and regulations governing the development and use of land may be as comprehensive and inclusive as the council may, in its discretion, from time to time determine necessary, desirable and not in conflict with state or federal law.

Section 10.03. Comprehensive Plan Adoption and Amendment. The comprehensive plan, or elements or portions thereof, shall be initially prepared and drafted by personnel and/or consultants authorized by the council, under the supervision of the city manager who shall coordinate development of the plan with the planning and zoning commission and the council. A draft of the comprehensive plan shall be submitted to the planning and zoning commission which shall hold a public hearing on such plan and make recommendations for the approval of the plan, with or without amendments. The planning and zoning commission shall then forward the proposed comprehensive plan, or element, or portion thereof, to the city manager, who shall thereupon submit such plan, or element, or portion thereof, to the council with the planning and zoning commission's and the city manager's recommendations thereon. If the proposed comprehensive plan has not been adopted within two years from the effective date of this charter, the proposed plan as it then exists will automatically become the city's comprehensive plan.

The council may adopt, or adopt with changes or amendments, the proposed comprehensive plan, or any element or portion thereof, after one or more public hearings. The council shall act on such plan, element or portion thereof, within ninety days following its submission. If such plan, or element or portion thereof, is not adopted by the council, the council shall, with policy direction, return such plan, or element thereof, to the planning and zoning commission, which may modify such plan, or element or portion thereof, and again forward it to the city manager for submission in like manner to the council. Amendments to the comprehensive plan may be initiated by the council, the planning and zoning commission, or the city manager; provided that all amendments shall be reviewed, considered and recommended for adoption in the same manner as for the original adoption of the comprehensive plan.

Section 10.04. Planning and Zoning Commission. 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. The number of members of the planning and zoning commission shall be established by ordinance, but the number shall be at least five members, and a minimum of two-thirds of the members shall be citizens not directly or indirectly connected with real estate or land development; provided, should the council appoint more than five members, the council may appoint additional members from the extraterritorial jurisdiction of the city. The members of said commission are appointed by the council. 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. Vacancies shall be filled by the council for the remainder of the term.

Section 10.05. Planning and Zoning Commission Powers and Duties. The planning and zoning commission shall serve as the planning and the zoning commission of the city, and:

- (a) Review and make recommendations to the council regarding the adoption and implementation of a comprehensive plan, or elements or portions thereof, prepared under authorization of the city council and under the direction of the city manager and responsible staff.
- (b) After a comprehensive plan, or element or portion thereof, has been adopted in conformity with this Article:
 - (1) Review and make recommendation to the council on all amendments to such plan, or elements or portions thereof.
 - (2) Review and make recommendations to the council on all proposals to adopt or amend land development regulations for the purpose of establishing the relationship of such proposal to, and its consistency with, the adopted comprehensive plan or elements or portions thereof. For purposes of this Article "land development regulations" includes zoning, subdivision, building and construction, environmental, including water conservation, and other police power regulations controlling, regulating or affecting the use or development of land.
- (c) Pursuant to ordinances adopted by the council, exercise control over platting and subdividing land within the corporate limits and the extraterritorial jurisdiction of the city to insure the consistency of any such plats or subdivision with the ordinances and comprehensive plan, or element or portion thereof.
- (d) Pursuant to ordinances adopted by the council, make recommendations to the council regarding the zoning of land and land uses within the corporate limits of the city to insure the consistency of any such land use with the adopted comprehensive plan, or element or portion thereof.
- (e) May submit annually to the city manager, at least five months prior to the beginning of the budget year, a list of recommended capital improvements, which in the opinion of the planning and zoning commission are necessary or desirable to implement the adopted comprehensive plan, or element or portion thereof, during the forthcoming five (5) year period. [Amended May 2015]
- (f) Monitor and oversee the effectiveness and status of the comprehensive plan and recommend annually to the council any changes in or amendments to the comprehensive plan as may be desired or required.

- (g) Prepare periodic evaluation and appraisal reports on the comprehensive plan, which shall be sent to the council at least once every five years after the adoption of the comprehensive plan, or element or portion thereof.
- (h) Obtain information relative to its duties from the city manager.
- (i) Act as an advisory body to the council and perform such additional duties and exercise such additional powers as may be prescribed by ordinance of the council not inconsistent with the provisions and intent of this charter.

Section 10.06. Duties. The council shall prescribe the duties of the planning and zoning commission by ordinance. The duties so established shall not be inconsistent with this charter and such duties shall include, but not be limited to, those prescribed herein.

Section 10.07. Development Services Department. The department of Development Services will be established. The director of planning will administer and manage the department and will have and be responsible for the duties, projects and works as provided by this charter, ordinance, or as assigned by the city manager. The director of such department is appointed and removed by the city manager. [Amended November 2020]

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 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.

Section 10.09. Capital Improvements Program. The council shall adopt a capital improvements plan, and thereafter the construction and capital projects of the city shall conform to such adopted plan, as amended. The capital improvements plan may be amended at anytime and shall be reviewed and considered for amendment by the council at least every two (2) years.

The capital improvements plan, or elements or portions thereof, shall be initially prepared and drafted by personnel and/or consultants under the supervision of the city manager. A draft of the capital improvements plan shall be submitted to the planning and zoning commission which shall hold one or more public hearings on such plan and make recommendations for the approval of the plan, with or without amendments. The planning and zoning commission shall then forward the proposed capital improvements plan, or elements or portions thereof, to the city manager, who shall thereupon submit such plan, or element or portion thereof, to the council with the recommendations of the city manager and planning and zoning commission. At least every two years thereafter, the city manager shall cause the review and preparation of any proposed amendments to the capital improvements plan and submits such proposed amendments to the planning and zoning commission for its review, approval and recommendations as provided above for the initial plan.

Section 10.10. Subdivisions and Developments. The council shall adopt, and maintain in full force and affect, a comprehensive ordinance or ordinances regulating the development, subdivision and improvement of land within the city and its extraterritorial jurisdiction. To the extent not in conflict with state law, the council shall have the authority to require for all such land that:

- (a) The owner of every tract of land who may divide the same into two or more parts for the purposes of laying out any subdivision, or any addition to the city, shall comply with the provisions of the comprehensive ordinances governing the subdivision and development of land.
- (b) The subdivision and development of land shall comply with all applicable elements of the comprehensive plan of the city.
- (c) A comprehensive site plan be required and approved for the development of or construction on any lot or parcel of land for which the owner or developer proposes a use for higher than single family or two-family residential.

Section 10.10. Community Committees. The following community committees are hereby established. The City Council shall adopt an ordinance providing for the membership, qualifications, terms, duties, and other matters determined appropriate by the City Council regarding the committees.

- (a) Community Collaborative Committee. The community collaborative committee shall serve to promote communication between the City and the community on issues affecting the City as a whole. The community collaborative committee shall include representatives from the City's homeowners' associations, community non-profit associations, the school district, charter schools, and other members of the community as determined appropriate by the City Council.
- (b) Economic Development Committee. The economic development committee will be made up of representatives from the City, the local business community, and other persons determined appropriate by the City Council. The economic development committee shall serve as a resource for marketing the City and promoting the economic development of the City.
- (c) Public Safety Committee and Community Advisory Committee. The public safety committee shall serve to provide input on the programs and activities of the Police Department and other areas of public safety and to assist in bridging relationships between the community and local police, fire, EMS and to provide direction in matters of public safety. The committee will be made up of members of city council and city staff, and additional members of the community if determined appropriate by the City Council. The public safety committee shall recommend for appointment by the city council persons to serve on a community advisory committee. The community advisory committee shall receive input from the community on ideas, areas of concern, and complaints regarding public safety matters, and shall perform other functions established by the City Council by ordinance.

- (d) Emergency Management Committee. The emergency management committee shall serve to coordinate and integrate activities and capabilities needed to mitigate against, prepare for, respond to, and recover from emergencies, declared disasters or hazards. The committee will be made up of members of city council and city staff, and additional members of the community if determined appropriate by the City Council.

[Added November 2020]

ARTICLE XI. PUBLIC UTILITIES, FRANCHISES AND CONTRACTS

Section 11.01. Public Services and Utilities. The city shall have the full power and authority to:

- (a) Buy, own, construct, lease, maintain and operate within and without the limits of the city a system or systems of gas, electricity, telephone, sewage, sanitation, water, parks, airports, swimming pools, racetracks, transportation, communications, golf course, cemeteries, cable television or any other public service or utility.
- (b) Manufacture, produce or provide its own electricity, gas, water or any other product, good or commodity that may be required by the public for municipal purposes.
- (c) Purchase gas, electricity or any other commodity or article required by the public for municipal purposes, and to contract with any person, entity or public utility for such purchase.
- (d) Distribute and/or sell any utility, commodity or service.
- (e) Mortgage and encumber such public utility or service systems.
- (f) Regulate and control the distribution of utilities and services within the city and establish standards of service and quality of products.
- (g) Establish and enforce the rates to be paid by consumers of any utility or users of any service provided within the city, and if provided by the city, outside of the city.

These powers are vested in the council, and the council may exercise the power of eminent domain to acquire all or part of the property of any public utility or public service provider within the city whenever found by the council to be in the public interest for carrying out the objectives of providing utilities or services within the city. Any such eminent domain or condemnation proceeding shall be according to the procedures and the methods of establishing the value of the property and facilities as provided by state law, and if such procedures or methods are not so provided by state law, as reasonably provided by ordinance.

Section 11.02. Franchises. The council shall have the power and authority to grant franchises for the use and occupancy of streets, avenues, alleys and any and all public property

belonging to or under the control of the city. Except as specifically authorized and provided otherwise by state law, no individual, organization, entity, political subdivision, corporation, public utility or any provider of public service shall provide any service within the city requiring the use or occupancy of any street, public right-of-way or property without first being granted a franchise or permit to use such city facilities. The franchise ordinance or permit shall fully describe the terms of the agreement, and regardless of the title given, shall be subject to the terms of this Article. The terms of such agreements shall be explicit so as to protect the interests of the citizens and shall include, but not be limited to, the terms prescribed in this charter. No franchise ordinance or permit shall be passed except on two (2) readings, held after a public hearing for which ten days notice is given in a newspaper of general circulation in the city and posted on the City's website, unless applicable state or federal law requires the issuance of the franchise or permit within a specific time period, in which case the franchise ordinance or permit will be approved in accordance with the procedures established by ordinance. [Amended November 2020]

Section 11.03. Franchise Limitations. No exclusive franchise shall ever be granted, and franchises shall be transferable only upon authorization of the council expressed by ordinance. A franchise may not be transferred except to a person, firm or entity taking all or substantially all of the franchise's business in the city. The expiration date of all franchises shall be specified and the term thereof may be extended or renewed only by ordinance.

Section 11.04. Franchise for Public Utilities. The council shall have the power to grant, amend, renew, extend by ordinance or to deny the franchise of all public utilities of every character serving the city, including, but not limited to, persons or entities providing electricity, gas, water, sewage, telephone service, any communications services, or any similar commodity or utility to the public. The effective period of public utility franchises may be set by the council; but shall not exceed twenty (20) years, unless a longer term is specifically approved by a majority of the qualified voters at an election held for that purpose. [Amended May 2015]

Section 11.05. Franchise for Public Services. The council shall have the power to grant, amend, renew, extend by ordinance or deny the franchises of all providers of public services to the city. Public services include, but are not limited to, ambulance services, cable television services, transportation services, any communication services, sanitation services and any other service or business using the public streets or property within the city to provide service. The effective period of public service franchises may be set by the council; but shall not exceed ten years.

Section 11.06. Regulation of Franchises. All grants of franchises, as authorized in this charter, shall be subject to the right of the council to:

- (a) Determine, fix and regulate the charges, rates or compensation to be charged by a person or entity granted a franchise.
- (b) Repeal the franchise by ordinance at any time upon the failure or refusal of the franchisee to comply with the terms of the franchise, this charter or any applicable city ordinance, state law, or any valid rule of any regulatory body.

- (c) Establish standards and quality of products or service.
- (d) Require such expansion, extension and improvement of plants and facilities as are necessary to provide adequate service to all the public and to require that maintenance of facilities be performed at the highest reasonable standard of efficiency.
- (e) Prescribe the method of accounting and reporting to the city so that the franchisee will accurately reflect the expenses, receipts, profits and property values used in rendering its service to the public. It shall be deemed sufficient compliance with this requirement if the franchisee keeps its accounts in accordance with the uniform system established by an applicable federal or state agency for such service.
- (f) Examine and audit at any time the accounts and other records of any franchisee and to require annual and other reports prescribed in the franchise ordinance.
- (g) Require such compensation, regulatory, rental and franchise fees as may not be prohibited by law.
- (h) Impose such regulations and restrictions as may be deemed desirable or conducive to the health, safety, welfare and accommodation of the public.
- (i) Require the franchisee to restore at its expense all public or private property to a condition equal to or better than that before being damaged or destroyed by the franchisee.

Section 11.07. Penalty Authorized. The council shall have the power and authority to review any franchise at anytime and to assess a penalty against the franchisee for its failure to comply with the franchise, this charter and the ordinances of the city or the laws of the State of Texas. If in the opinion of council the requirements of the franchise, charter, ordinances or state law are not being complied with, the council shall so notify the franchisee in writing stating the provisions the franchisee has failed to comply with and setting a time for a hearing and deadline for correction of the non-compliance. The council may assess and enforce a reasonable penalty based upon the facts, issues and circumstances determined at the hearing, if non-compliance is found. If the franchisee does not correct the non-compliance within a reasonable time established by the council for correction, the council may repeal or cancel the franchise.

Section 11.08. Franchise Value not to be Allowed. In determining the just compensation to be paid by the city for any public utility or public service property or facilities which the city may acquire by condemnation or otherwise, no value shall be assigned to any franchise granted by the city.

Section 11.09. Extensions. Franchisees shall be required to extend services to all parts and portions of the city unless provided otherwise in the franchisee's franchise or limited by a

CCN held by a franchisee. All extensions of any lines, conduit, pipe or systems shall become a part of the aggregate property of the public utility or service provider and shall be subject to all the obligations and rights prescribed in this charter and the franchise. The right to use and maintain any such extension shall terminate with the franchise. [Amended May 2015]

Section 11.10. Other Conditions. All franchises heretofore granted are recognized as contracts between the city and the franchisee, and the contractual rights as contained therein shall not be impaired by the provisions of this charter except:

- (a) The power of the city to exercise the right of eminent domain to acquire the property and assets of the utility is reserved.
- (b) The general power of the city to regulate the rates and services of a utility including the right to require adequate and reasonable extension of plant and service and to require that maintenance of facilities be performed at the highest reasonable standard of efficiency shall be enforced.
- (c) The council shall review each franchise at its first renewal date subsequent to the adoption of this charter and shall cause the franchise, if renewed, to meet the provisions of this charter; and no rights shall be vested in the franchisee with regard to any renewal based upon the terms, conditions or limitations expressed in any such existing franchise.

Section 11.11. Election Required. No city owned electric utility, gas, water, sewer, cable television system or telecommunications system, park, swimming pool or other utility shall ever be sold or leased without authorization by a majority vote of the qualified voters of the city voting at an election held for such purpose. [Amended May 2015]

Section 11.12. Contracts Concerning City Property. The council shall have the power to grant, amend, renew or extend contracts concerning the operation and management of any city owned facility, such as a civic center, parks, golf course, swimming pools, water and wastewater treatment plants and any other such property; provided that no such contract shall be let except upon opportunity for competitive bids and proposals, nor exceed a term of ten years unless approved at an election held for such purpose.

ARTICLE XII. ETHICS AND CONFLICTS

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 council may not appoint any person related to a member of the council 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. [Amended

May 2015] [Amended November 2020]

Section 12.02. Acceptance of Gifts. No elected or appointed officer or employee of the city shall accept, directly or indirectly, any gift, favor or privilege exceeding a nominal value or employment from any utility, corporation, person or entity having or seeking a franchise or contract with or doing business with the city. If any utility, corporation, person or entity contracting with the city shall make any gift or give any favor, privilege or employment to an officer or employee in violation of this section, such action shall render the contract voidable.

[Amended May 2015]

Section 12.03. Interest in City Contract. No elected or appointed officer or employee of the city shall have a financial interest, direct or indirect, or by reason of ownership of stock in any corporation, in any contract with the city or be financially interested, directly or indirectly, in the sale to the city of any land, materials, supplies or services, except on behalf of the city as an officer or employee; provided however the provision of this section shall only be applicable when the stock owned by the officer or employee exceeds one percent of the total capital stock of the corporation. Any violation of this section with the knowledge, express or implied, of the person or corporation contracting with the city shall render the contract voidable. [Amended May 2015]

Section 12.04. Conflict of Interest. 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, or a family member related to the officer or employee within the first degree of consanguinity or affinity, 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. [Amended May 2015]

Amended November 2020]

Section 12.05. Political Contributions. No elected or appointed city officer or employee shall by any means whatsoever solicit or assist in soliciting any assessment, subscription or contribution for any political party, candidate or any political purpose whatsoever from any non-elected officer or employee holding any compensated or uncompensated city position or employment. [Amended May 2015]

Section 12.06. Bribery Prohibited. No person who seeks appointment, employment or promotion with respect to any city office or employment shall, directly or indirectly, give or pay any money or other thing of value or render any service or offer to so give, pay or render any valuable thing to any person for or in connection with his or her proposed or actual appointment, hiring or promotion.

ARTICLE XIII. GENERAL PROVISIONS

Section 13.01. Oath of Office. All elected and appointed officers of the city shall, before entering upon the duties of their respective offices, take and subscribe to the official oath prescribed by the Constitution of the State of Texas. The oath shall be administered by the mayor, the city secretary, notary public or other person authorized by law to administer oaths.

[Amended May 2015]

Section 13.02. Notice of Claim Against City. Except as provided for by the State of Texas Constitution or a statute in conflict herewith, the city shall not be liable for any damages, attorneys fees, costs of court, or other monies regarding any matter whatsoever, unless notice shall have first been given the city in compliance with this section, as follows:

(a) Before the city shall be liable for any damage, claim, suit, attorney fees or costs of court arising out of or for any personal injury, damage to property or violation of any statutory right or duty, the person who is injured or whose property has been damaged, or someone on his or her behalf, shall give the city manager or the city secretary notice in writing duly certified within ninety days, after the date of the alleged damage, injury or violation of statutory duty or right, stating specifically in such notice when, where and how the injury or damage was sustained, setting forth the extent of the injury or damage as accurately as possible and giving the names and addresses of all witnesses known to the claimant upon whose testimony the claimant is relying to establish the injury or damage. In case of injuries resulting in death, the person or persons claiming damage shall within ninety days, after the death of the injured person, give notice as required above.

(b) Before the city shall be liable for any damages, attorney fees, court costs or monies whatsoever, whether arising out of any action authorized by statute, for declaratory judgment, for equitable remedy or for any damage, claim or suit arising out of contract, the person who seeks such remedy, relief or damage, or someone on his or her behalf, shall:

- (1) Give the city manager or the city secretary notice in writing not less than thirty days prior to the filing of such claim, suit or cause of action; state specifically the allegations of and basis for such claim, suit or request for remedy; the facts, contract provisions or circumstances supporting the same; the specific remedy or damages sought; the names of all city officers and employees complained of; and giving the names and addresses of all witnesses known to the claimant upon whose testimony the claimant is relying to establish the injury or damage; and
- (2) Upon request of the city manager or the city council, meet, confer and negotiate with the city for the purpose of reaching an acceptable compromise and settlement.

Section 13.03. Reservation of Defenses. Nothing contained in this charter or in any ordinance or contract of the city shall be construed to mean the city waives any rights, privileges, defenses or immunities provided under common law, the Constitution and laws of the State of Texas. No such right, privilege, defense or immunity may be waived except by the city council acting in a public meeting to settle or compromise a claim, dispute or lawsuit.

Section 13.04. Settlement of Claims. The city council shall have the authority to compromise and settle any and all claims and lawsuits of every kind and character in favor of or against the city, except suits by the city to recover delinquent taxes; provided that the city attorney shall have the authority to settle on behalf of the city any and all matters pending in municipal court, or in the county courts on appeal from the municipal court.

Section 13.05. Community Service Organizations. A written contract for services shall be executed prior to any non-profit, community service organization receiving city funds. Such contracts shall establish the terms, conditions and services to be provided and shall require an annual audit of the non-profit organization.

Section 13.06. Public Records. All public records of every office, department, or agency of the city, that are not subject to a privilege against disclosure that is recognized by state or federal law are open to inspection by the public all reasonable times in accordance with state law and the policies and procedures established by the City that are consistent with state law.

[Amended May 2015] [Amended November 2020]

Section 13.07. Succession. If four or more positions on the city council become vacant at any time due to disaster or an event that results in the death or inability to serve of four or more members, the mayor, mayor pro-tem, majority of the surviving members of council, or if there be but one, any surviving member may call a special election to fill the vacant positions. In such event, pending the election, if there are three surviving members of the city council they constitute a quorum. If there are not at least three surviving members, the following officers of the city in the order listed shall serve with the surviving members of the council on an interim basis, as necessary, to result in a four member quorum:

- (a) the chair of the planning and zoning commission;
- (b) the vice chair of the planning and zoning commission;
- (c) the city manager;
- (d) the chief of police;
- (e) the city secretary;
- (f) the finance director; and
- (g) the director of public works. If such surviving officers not be sufficient in number to constitute a quorum, the remainder shall constitute a quorum until the officers elected at the special election take office.

[Amended November 2020]

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 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]

Section 13.09. Severability. It is hereby declared that the sections, paragraphs, sentences, clauses and phrases of this charter are severable, and if any word, phrase, sentence, paragraph or section of this charter should be declared invalid by a final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining words, phrases, clauses, sentences, paragraphs or sections of this charter, since the same would have been enacted without the incorporation of any such invalid word, phrase, clause, sentence, paragraph or section. If any provision of this charter is adjudged by a court of competent jurisdiction to be invalid or to conflict with State of Texas law, the invalidity or inconsistency shall not affect any other provision or application of this charter, which can be given effect without the invalid or inconsistent provision, and to the fullest extent possible, this charter shall be construed and read in a manner to give effect to the original intent and meaning of this charter as modified only by the deletion of such invalid word, phrase, clause, provision or section, and to this end, the provisions of this charter are declared to be severable.

Section 7.08. Public Works Department. There will be established a public works department to administer, supervise and coordinate the construction and maintenance of the streets, parks, water/wastewater and thoroughfares, the drainage system, and all public property and equipment not the responsibility of another department. The department will have and be responsible for other duties, projects and works as provided by ordinance or assigned by the city manager. The director of public works will administer and manage the department. The director of such department is appointed and removed by the city manager. [Amended November 2020]

Section 7.09. City Attorney. There shall be a department and office of city attorney. The council appoints and removes a city attorney by majority vote. The city attorney shall be a competent and duly licensed attorney and shall have not less than five years experience practicing municipal law in Texas. The city attorney and any appointed associates shall be competent and duly licensed attorneys. He or she shall receive for his or her services such compensation as may be fixed by the council and shall advise the city on all legal matters and represent the city in all litigation and other legal matters. The city attorney may appoint assistant city attorneys, and the council may retain different or additional attorneys for specific matters when it deems same to be necessary. The city attorney shall be the legal advisor of the council and all offices and departments of the city.

Section 7.10. Municipal Court. ~~The department of the Municipal Court shall be established and maintained.~~ There shall be a court, designated as the “Municipal Court” of the City of Manor, for the trial of misdemeanor offenses, with all such powers and duties as are now, or may hereafter be, prescribed by laws of the State of Texas relative to municipal courts. The municipal court shall be organized and supervised as follows:

- a) ~~The presiding municipal judge and the associate judges shall be authorized by a majority of council and are appointed by the city manager.~~ **The City Manager shall appoint the Presiding Municipal Judge and any Associate Judges and recommend their compensation subject to Council approval. The Judges shall possess a current license in good standing with the State Bar of Texas.**
- b) ~~The presiding municipal judge and associate judges shall be compensated as recommended by the city manager and approved by the city council. The municipal judge is responsible for the supervision and management of the court.~~
- c) **The Presiding Municipal Judge and Associate Judges shall be appointed for a term of four (4) years and such term shall coincide with the term of the mayor. Any vacancy in the office of municipal judge by death, resignation, or otherwise shall be filled in the same manner as original appointments.**
- d) **The Presiding Municipal Judge and Associate judges shall each year meet the annual continuing education requirements of the state Government Code. (2003 Code, Sec. 7.106)**

- e) The Presiding Municipal Judge and Associate judges, prior to taking office, shall take the oath of office required by the state constitution and state laws.
- f) There shall be a ~~court clerk~~ Court Administrator who may be appointed and removed by the city manager. The Court Administrator is responsible for the supervision and management of the court. The Court Administrator shall have the power to administer oaths and affidavits, make certificates, affix the seal of the court thereto, and otherwise perform any and all acts necessary in issuing process for such court and conducting the business thereof.
- g) There shall be such deputy clerks of the Municipal Court as may be authorized by the city manager, who shall have the authority to act for and on behalf of the Court Administrator of the municipal court, and who shall be appointed by the Court Administrator of the municipal court.
- h) All costs, fees, special expenses and fines imposed by the municipal court shall be paid into the city treasury for the use and benefit of the city, except as required by state law.