

Manor Charter Review Commission – Proposed Amendments
FINAL Draft 1/13/2026

[Note: Charter sections revised due to Charter Review Commission's vote is shown below. The Charter Review Commission's vote causing the change was done by a final review and vote on January 8, 2026. New language is underlined, bolded, and italicized. Deleted language is shown with strike throughs.]

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

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

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

Manor Charter Review Commission – Proposed Amendments

FINAL Draft 1/13/2026

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

Section 1.07. Annexation and Disannexation.

(1) Annexation. The City Council may fix the boundary limits of the city upon the introduction and passage of an ordinance subject in compliance with all requirements that now may be provided by state law or that may be hereafter provided by state law.

(2) Annexed territory. The inhabitants of annexed territory are entitled to all the rights and privileges of city citizenship and are bound by all such duties of citizenship. The inhabitants of any annexed territory are bound by all the acts, resolutions, ordinances, and regulations of the city.

(3) Disannexation. The City Council may detach and disannex any territory within the city limits upon the introduction and passage of an ordinance after notice and public hearing, all in compliance with all requirements of state law or that may hereafter be provided by state law. Land disannexed from the city shall not be relieved from any unpaid lawful assessments or taxes levied by the city against the property while such land or property was part of the city.

~~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]

Manor Charter Review Commission – Proposed Amendments
FINAL Draft 1/13/2026

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

Section 3.01. Governing Body.

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

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

(c) Beginning with the general election to be held in November 2028, 2020 general election the council shall transition to three-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~~.

(1) For the November ~~2021~~2028 general election, the candidates elected to the Mayor and Places 1, 3, and 5 will be elected for three-year terms.

(2) For the November ~~2022~~2030 general election, Places 2, 4, and 6 will be elected to ~~three~~four-year terms.

(3) Thereafter, the candidates elected to the city council in the November general election will be elected to ~~three~~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.~~

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

Section 3.02. – Term Limitations.

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

Manor Charter Review Commission – Proposed Amendments
FINAL Draft 1/13/2026

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

Section 3.10. - Compensation.

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

F. **Commission Action:** Retitle this Article VI if the process for recall of members of the City Council is approved

ARTICLE VI. INITIATIVE, AND REFERENDUM AND RECALL

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

Section 6.08. **Power of Recall.**

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

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

Manor Charter Review Commission – Proposed Amendments
FINAL Draft 1/13/2026

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

(b) Requirements of a recall petition.

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

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

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

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

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

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

Section 6.089. Referendum-Suspension of Ordinance.

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

Section 6.0910. Action on Petition.

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

Section 6.101. Procedure and Results of Election.

Manor Charter Review Commission – Proposed Amendments
FINAL Draft 1/13/2026

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

Section 6.142. Failure of City Council to Call an Election.

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

Section 7.01. - City Manager. The council appoints and removes the city manager upon the affirmative vote from five members of council. The council supervises the city manager by majority vote. The city manager shall be chosen and compensated solely on the basis of his or her experience, education, training, ability and performance, and need not be a resident of the city; provided that, during his or her tenure of office the city manager shall reside within ~~Travis County or any contiguous county~~ the city or within ten (10) miles of the city limits within one (1) year of being hired. Such provision of residency shall not apply to the then current city manager, but shall apply to a city manager who is initially hired after passage of this modified section at an election. The city manager may be bonded at city expense as determined by the council, and the city manager may require a bond be provided at city expense by any other employee. No member of the council shall, during the term of office for which he or she is elected or for one year thereafter, be appointed city manager.'

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

M. Commission Action: Provide in Section 7.04 that all Department Directors, City Manager and City Secretary shall be required to be bonded (fidelity) in an amount as determined by the City Council; premiums are to be covered by the City and other Department Directors and city employees who receive or pay out funds of the city are to be covered by a blanket crime coverage policy in an amount determined by the City Council and that cost will also be borne by the city.

Section 7.04. Department Directors.

(a) At the head of each department there shall be a director who shall be appointed by the city manager. Department directors, except contract employees and the city attorney, may be removed by the city manager. Such directors shall supervise and control their respective departments, may serve as the head of any division within their department, and may, with the city manager's approval, appoint and remove all employees of their respective

Manor Charter Review Commission – Proposed Amendments

FINAL Draft 1/13/2026

department. More than one (1) department may be headed by the same person, the city manager may head one (1) or more such departments, and a provision in this charter for the appointment of a department director does not require the department to be created or maintained. [Amended May 2015]

- (b) Official Bonds for City employees. The city manager, the city secretary, and such other officers and employees as the city council may require, shall, before entering upon the duties of their offices, enter into a good and sufficient fidelity bond in a sum to be determined by the city council, payable to the city and conditioned upon the faithful discharge of the duties of such persons and upon the faithful accounting for all monies, credits, and things of value coming into the hands of such persons, and such bonds shall be signed as surety by some company authorized to do business under the laws of the State of Texas, and the premium on such bonds shall be paid by the city, and such bonds must be acceptable to the city council.**
- (c) Additional Bonds. Department directors or other city employees, who receive or pay out monies of the city, shall be covered under a blanket crime coverage type policy. The amount of the bond or crime coverage shall be determined by the city council and the cost thereof shall be borne by the city.**

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

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

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

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

Manor Charter Review Commission – Proposed Amendments
FINAL Draft 1/13/2026

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

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

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

Section 8.10. Purchase Procedure.

- a.** All purchases made and contracts executed by the city shall be pursuant *to a financial/purchasing policy adopted and approved by city council. Such policy shall require* a requisition from the head of the office, department whose appropriation will be charged.
- b.** *No* contract or order shall be binding upon the city unless the *finance* director certifies there is, to the credit of such office *or* department, a sufficient unencumbered appropriation to pay for the supplies, materials, equipment or contractual services for which the contract or order is to be issued.
- c.** All contracts and purchases of every nature and kind shall be made in accordance with all applicable state law requirements for competitive bidding *or in accordance with State law or ordinance provided that the city council or the city manager, in such cases as he/she is authorized to contract for the city, shall have the right to reject any and all bids.*

Manor Charter Review Commission – Proposed Amendments
FINAL Draft 1/13/2026

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

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

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

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

Section 10.04. Planning and Zoning Commission.

- a. There shall be established and maintained a planning and zoning commission, which shall consist of citizens of the city who must be qualified voters and have resided within the city for six months next preceding their appointment.
- b. The number of members of the planning and zoning commission shall be established by ordinance, but the number shall be at least five members *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.
- c. *The term of appointment shall be for two (2) years with no more than three (3) terms total. After completing three consecutive terms, a person may again be appointed after one (1) full year of not holding any appointed or elected position.*
- d. The members of said commission are appointed by the council. *Any future appointed citizen may not be related to a member of the council within the first degree of consanguinity or affinity.*

Manor Charter Review Commission – Proposed Amendments
FINAL Draft 1/13/2026

- e. No member of the planning and zoning commission shall be employed by or have a financial interest in any land development or real estate business operating within the city limits.
- f. The planning and zoning commission shall annually elect a chairperson and a vice-chairperson, to serve in the absence of the chairperson, from among its membership and shall meet at least once each month.
- g. Vacancies shall be filled by the council for the remainder of the term.

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

Section 10.08. Board of Adjustments. The council shall by ordinance establish a board of adjustment which shall, to the extent provided by ordinance or state law, have the power to hear and determine appeals from the refusal of building permits, appeals resulting from administrative decisions and to permit an authorized exception to or variation from the zoning regulations. Members of such board shall hold no other city office, shall not be related to a member of the council within the first degree of consanguinity or affinity or be related to any current member of the board or employee of the city and no former member of the council shall serve as a member of the board of adjustment until one year after completion of his or her council term. The term of appointment shall be for two (2) years with no more than three (3) terms total. After completing three consecutive terms, a person may again be appointed after one (1) full year of not holding any appointed or elected position.

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

Section 10.11 (e)

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

Manor Charter Review Commission – Proposed Amendments

FINAL Draft 1/13/2026

V. **Commission Action:** Adding prohibitions to selection of members of planning and zoning, board of adjustment or charter review commission to prohibit those members selected being related by consanguinity or affinity to any members of the City Council.

Section 12.01. - Ethics Commission.

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

The city council may not appoint any person related to a member of the council, Planning and Zoning Commission, Board of Adjustment or Charter Review Commission 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.

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

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