



**CITY COUNCIL  
WORKSHOP SESSION MINUTES  
FEBRUARY 6, 2024**

**PRESENT:**

Dr. Christopher Harvey, Mayor

**COUNCIL MEMBERS:**

Emily Hill, Mayor Pro Tem, Place 1  
Anne Weir, Place 2  
Maria Amezcua, Place 3 (Absent)  
Sonia Wallace, Place 4  
Aaron Moreno, Place 5  
Deja Hill, Place 6

**CITY STAFF:**

Scott Moore, City Manager  
Lluvia T. Almaraz, City Secretary  
Ryan Phipps, Chief of Police  
Tracey Vasquez, HR Director  
Yalondra Valderrama-Santana, Heritage and Tourism Manager  
Scott Jones, Economic Development Director  
Scott Dunlop, Development Services Director

**WORKSHOP SESSION – 6:30 P.M.**

With a quorum of the Council Members present, the workshop session of the Manor City Council was called to order by Mayor Harvey at 6:36 p.m. on Tuesday, February 6, 2024, in the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**A. City Council Budget Process**

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

A discussion was held regarding Ordinance No. 607 and the current budget process.

City Manager Moore discussed the new budget process and how the City Council would be involved in the budget as an entire government body.

A discussion was held regarding the benefits of having the entire council participate in the budget process.

A discussion was held regarding the city's budget policy.

A discussion was held regarding the budget committee's chairperson position.

A discussion was held regarding conducting City Council budget workshops.

A discussion was held regarding TML training opportunities.

## **B. City Council Compensation Plan**

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

The attached Council Monthly Report Form was discussed.

A discussion was held regarding Tier 2 guidelines.

A discussion was held regarding the Park Committee and Tree Advisory Board meetings.

A discussion was held regarding the city's requirement to have a Tree Advisory Board for the designation of Tree City USA.

A discussion was held regarding the purpose and intent of the Tree Advisory Board.

A discussion was held regarding Tier 1 guidelines.

A discussion was held regarding Tier 3 guidelines.

A discussion was held regarding Tier 4 guidelines.

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

Economic Development Director Jones gave an update on the City of Manor Branding/Logo.

A discussion was held regarding the marketing plan for the city.

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

City Manager Moore discussed the proposed ribbon-cutting ceremonies for the city.

Heritage and Tourism Manager Santana discussed the Easter Egg Event.

A discussion was held regarding renaming the city’s new property location.

A discussion was held regarding the ribbon cutting to be conducted before the Easter Egg Event.

A discussion was held regarding the marketing and celebrating of the city’s new properties.

There was no action taken.

**ADJOURNMENT**

The Manor City Council Workshop Session Adjourned at 8:12 p.m. on Tuesday, February 6, 2024.

These minutes were approved by the Manor City Council on the 21<sup>st</sup> day of February 2024.

**APPROVED:**

\_\_\_\_\_  
Dr. Christopher Harvey  
Mayor

**ATTEST:**

\_\_\_\_\_  
Lluvia T. Almaraz, TRMC  
City Secretary

# Manor City Council Monthly Report

Name: \_\_\_\_\_ Place/Position \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Tier	Meeting Criteria and Compensation Guidelines
<b>I</b>	Regular Scheduled City Council Meetings (1st & 3rd Wednesday), Special Called Council Meetings/Workshops, Public Finance Corporation (PFC), Tax Increment Reinvestment Zone (TIRZ), Public Improvement District (PID), and other authorized public meetings (joint meetings with MISD and other state and local government agencies)
<b>II</b>	Committee Meetings - Serve on at least two (2) committees, Chair at least one (1) committee, Host a minimum of 6 meetings per year, and provide meeting notes/reports to the City Council (Quarterly)
	*Request budget funding as necessary
<b>III</b>	Schedule/attend meetings Travis County Commissioner Precinct No. 1/County Judge, State Representatives, U.S. Congressman, Host two (2) Community Meetings, and Attend/Engage H.O.A. at least one (1) event
	*Participate/Speak at TML Annual Conference, Policy Summit, or other large TML event, and earn at least 8-16 TML credit hours
<b>IV</b>	TML Region - 10 Involvement, State Board Appointments, CAPCOG, CapMetro, TEDC, CAMPO, CTRMA, and Austin Health, etc. Memberships approved by City Council
	*Active attendance and participation and provide an update to City Council is a requirement

# TIER 1

Tier	Meeting Criteria and Compensation Guidelines
I	Regular Scheduled City Council Meetings (1st & 3rd Wednesday), Special Called Council Meetings/Workshops, Public Finance Corporation (PFC), Tax Increment Reinvestment Zone (TIRZ), Public Improvement District (PID), and other authorized public meetings (joint meetings with MISD and other state and local government agencies)

## City Council Meetings/Special Called Sessions/Workshops

Type of Meeting	Date	Description

## Other Meetings

Type of Meeting	Date	Description

## Other

Type	Date	Description

- Please submit any backup material for Tier 1 that supports your community involvement and attendance.

## TIER 2

Tier	Meeting Criteria and Compensation Guidelines
II	Committee Meetings - Serve on at least two (2) committees, Chair at least one (1) committee, Host a minimum of 6 meetings per year, and provide meeting notes/reports to the City Council (Quarterly)
	*Request budget funding as necessary

### Committee Meetings (minimum of 2 and Chair of 1)

Committee Name	Chair (Yes or No)	Meeting Date	*Quarterly Report Date	Description

Committee Name	Chair (Yes or No)	Meeting Date	Quarterly Report Date	Description

### Other

Type	Date	Description

- Please submit any backup material for Tier 2 that supports your community involvement and attendance.

\* Quarterly Committee Reports Due October, January, April, July

## TIER 3

Tier	Meeting Criteria and Compensation Guidelines
III	Schedule/attend meetings Travis County Commissioner Precinct No. 1/County Judge, State Representatives, U.S. Congressman, Host two (2) Community Meetings, and Attend/Engage H.O.A. at least one (1) event
	*Participate/Speak at TML Annual Conference, Policy Summit, or other large TML event, and earn at least 8-16 TML credit hours

### State/County Meetings

Type of Meeting	Date	Description

### Community Meetings (minimum of 2)

Individual/ Group	Date	Description
HOA:		
ESD:		
EMS:		
Other:		

### Other

Type	Date	Description

- Please submit any backup material for Tier 3 that supports your community involvement and attendance.

# TIER 4

Tier	Meeting Criteria and Compensation Guidelines
<b>IV</b>	TML Region - 10 Involvement, State Board Appointments, CAPCOG, CapMetro, TEDC, CAMPO, CTRMA, and Austin Health, etc. Memberships approved by City Council
	*Active attendance and participation and provide an update to City Council is a requirement

## Regional Meetings

Group Name	Date	Description

## Other

Type of Meeting	Date	Description

- Please submit any backup material for Tier 4 that supports your community involvement and attendance.