



**CITY COUNCIL
WORKSHOP SESSION MINUTES
MARCH 12, 2022**

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 (Arrived at 10:18 a.m.)
Vacant, Place 6

CITY STAFF:

Scott Dunlop, Interim City Manager
Lluvia T. Almaraz, City Secretary
Ryan Phipps, Chief of Police
Lydia Collins, Director of Finance
Michael Tuley, Director of Public Works

WORKSHOP SESSION – 10:00 A.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 10:07 a.m. on Saturday, March 12, 2022, in the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

PLEDGE OF ALLEGIANCE

Mayor Harvey let the Pledge of Allegiance.

PUBLIC COMMENTS

No one appeared to speak at this time.

Mayor Harvey dismissed staff that weren't participating in discussions.

Director of Finance Collins and Director of Public Works Tuley were dismissed.

REGULAR AGENDA

Mayor Harvey presented and discussed the attached PowerPoint Presentation regarding the following topics.

- Vision
- Committee Reporting
- Record Keeping
- Draft Purpose and SMART Goal(s)
- Project Ideas for Funding
- Council Feedback

The discussion was held regarding the City Council Vision Statement.

The City of Manor strives to promote community spirit through the preservation of our unique character and heritage, while fostering a dynamic economic development.

The discussion was held regarding a new City Council Vision Statement that reflects the city now.

Interim City Manager Dunlop stated that the Comprehensive Plan had the following vision statement that could be adopted by Council.

People from all backgrounds and abilities call Manor home. This livable, equitable and inclusive community provides the opportunity to raise a family, start a job, grow a business, and enjoy an enviable quality of life regardless of age or background. The community is well connected, supports local businesses, and is recognized for its commitment to serving the needs of all. Multiple transportation options position Manor perfectly to have a sustainable, resilient and booming economy. This, along with its parks and recreation opportunities and outstanding public facilities, makes Manor a gem in the region.

The discussion was held regarding different words that would reflect the new Council Vision Statement.

The discussion was held regarding what the City of Manor is today.

At the direction of Mayor Harvey, council and staff were put into groups to work on a statement to discuss.

The discussion was held regarding different statement versions.

Mayor Harvey stated that the new vision statement would be presented at the next City Council regular meeting April 6, 2022, to be approved and be adopted. The City Council concurred.

The City of Manor is a diverse, sustainable community and regional leader with exceptional services, a high quality of life, and a safe environment for citizens and businesses to thrive.

The discussion was held regarding Record Keeping for the committee meetings.

The discussion was held regarding Google Chat for Council Committee members only.

The discussion was held regarding Public Comments on Committee Meeting agendas.

The discussion was held regarding committee's agendas and summary minutes.

The discussion was held regarding the process for approval of summary minutes.

The discussion was held regarding the City Council Rules of Procedure. (*Section 9 – City Council Committees*)

The discussion was held regarding the audio recording of meetings.

The discussion was held regarding a different way to provide Public Comments prior to the Committee Meetings.

The discussion was held regarding amending the City Council Rules of Procedures to include how Public Comments would be received for each committee.

The discussion was held regarding the process of removing a citizen from the chambers for disruption of an in-person meeting.

The discussion was held regarding the archiving of agenda and minutes.

Mayor Harvey recessed workshop for lunch at 12:35 p.m.

Mayor Harvey reconvened workshop at 12:56 p.m.

The discussion was held regarding the process to submit committee's agenda and minutes through Google Chat.

The discussion was held regarding training on Google Docs.

The discussion was held regarding training on Google Suite.

City Secretary Almaraz requested for council to continue emailing agenda and minutes to her for the purpose of archiving.

City Secretary Almaraz stated minutes should include where meeting took place, attendance, time of meeting (beginning and end), summary discussion.

Mayor Harvey stated he would create a google doc template for committee chairs to utilize for their minutes.

The discussion was held regarding Purpose and Goals for Committees. The attached notes were submitted by Mayor Harvey.

Mayor Pro Tem Hill discussed the Purpose for the Public Safety Committee.

The purpose of Public Safety is the protection of the community as to address safety concerns and implement safety programs and events to educate and promote prevention awareness to the community.

Mayor Pro Tem Hill discussed goals for the Public Safety Committee.

Mayor Pro Tem Hill discussed the Purpose for the Education Committee.

Mayor Pro Tem Hill discussed goals for the Education Committee and possibly name change of committee.

The discussion was held on ways to partner with Manor ISD.

Council Member Wallace discussed the goals for the Park Committee and Public Tree Advisory Board.

Mayor Harvey discussed the goals for the Tax Increment Reinvestment Zone Board; Capital Improvement Committee; Community Collaborative Committee; and Economic Development Committee.

Mayor Harvey discussed potential events that the city could conduct.

Council Member Weir discussed the goals for the Health Committee.

Chief Phipps discussed the goals for the Emergency Management Committee.

City Secretary Almaraz requested for the Committee Chair to submit to her the purpose of their committee to include in the Council Committee Information Packet.

There was no action taken.

ADJOURNMENT

The Workshop Session of the Manor City Council Adjourned at 2:04 p.m. on Saturday, March 12, 2022.

These minutes approved by the Manor City Council on the 6th day of April 2022. *(Audio recording archived)*

APPROVED:

Dr. Christopher Harvey
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

Draft Minutes



City Council Workshop

Workshop Session - 03.12.2022



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

Saturday, March 12, 2022 at 10:00 AM

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

Vision

Committee Reporting

- Record Keeping
- Draft Purpose and SMART Goal(s)
- Project Ideas for Funding
- Council Feedback

ADJOURNMENT

Norms

A - Ask questions, Assume positive intent

E - Engage fully, Equity in voice

I - Integrate new learning, Interrogate biases

O - Open to new perspectives and collaborative relationships

U - Utilize new information, Unfinished learning

Y - Know your Why



Priority Areas of Focus

- Building Opportunities for Families
- Understanding and Developing Our Community
- Increasing Business and Job Training Opportunities
- Long-range Strategic Planning
- Developing the infrastructure needed for growth

Vision

Does this Statement Reflect Our Vision?

City Council Vision Statement

**The City of Manor strives
to promote community
spirit through the
preservation of our
unique character and
heritage, while fostering
a dynamic economic
environment.**



New Vision Statement

What We Hope to Become

Council Committees

Committee	Committee Chair
Budget	Maria Amezcua
Public Improvement District (PID)	Aaron Moreno
Tax Increment Investment Zone (TIRZ)	Mayor Harvey
Parks	Sonia Wallace
Public Tree Advisory Board	Sonia Wallace
Education	Mayor Pro Tem Hill
Capital Improvements Projects (CIP)	Mayor Harvey
Community Collaborative (CCC)	Mayor Harvey
Economic Development	Mayor Harvey
Public Safety	Mayor Pro Tem Hill
Health Care	Anne Weir

Record Keeping

BREAK

Purpose

SMART Goal(s)

Projects for Funding

Committee Reports

Public Safety

- Emily Hill - Chair
- Gave Purpose
- Add education events or information on navigating situations
- Gun safety
- Understanding certain police responses
- Understanding emergency responses
- Traffic Law Education
- Bike Safety Class
- Fire Safety
- Next meeting in April
 - Will determine meeting schedule and costs

Education

- Emily Hill - Chair
- Change committee name to better reflect the committee purpose
- Library open during summer \$60,000
- Library committee, partner with Manor ISD
- Next step is a meeting
- Next meeting in April

Mayor Chaired Committees

- TIRZ - Economic/community development tools
- CIP- improve infrastructure in the city for community and economic development
- Community Collaborative - two-way communication with community leaders
- Economic Development- to increase economic

Parks Committee and Tree advisory Board

Safe and accessible activities for the community

More trees at parks

Travis County Park

- Taking it over
- upgrades

Amenities for Timmerman park - all members of the family

- Skate Park
- Disc golf course
- Soccer
- Basketball court
- Pump Track
- Splash pad
- Playground equipment
- Quarterly dates

Health

Working partnership with community develop partnerships, improve quality of services and partnerships

Emergency Management

Project community mitigate and prepare and respond to disasters

Hazard mitigation grant and report

\$18000 grant

Pending Training