



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** July 20, 2022  
**PREPARED BY:** Scott Moore, City Manager  
**DEPARTMENT:** Administration

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Management Services Agreement for Cemetery Administration with Nora Sanchez.

### BACKGROUND/SUMMARY:

Manor Cemetery

- The City of Manor owns 5.1 acres located at 582 N. Lockhart Street
- Mr. Howard Anderson was the main contact until this past year.
- Ms. Nora Sanchez has been volunteering to manage the cemetery since 2016 and has recently taken over the sole responsibilities since Mr. Anderson's passing this year.

**LEGAL REVIEW:** Yes  
**FISCAL IMPACT:** Yes  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Exhibit A - Agreement

### STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve the Management Services Agreement for Cemetery Administration with Nora Sanchez; and authorize the Mayor to sign agreement.

**PLANNING & ZONING COMMISSION:**      **Recommend Approval**      **Disapproval**      **None**

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