



**CITY COUNCIL  
WORKSHOP SESSION MINUTES  
CHARTER REVIEW  
JULY 6, 2022**

**PRESENT:**

Dr. Christopher Harvey, Mayor

**COUNCIL MEMBERS:**

Emily Hill, Mayor Pro Tem, Place 1  
Anne Weir, Place 2  
Maria Amezcua, Place 3  
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  
Sarah Friberg, Court Administrator  
Paige Saenz, City Attorney

**WORKSHOP SESSION – 5:00 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 5:10 p.m. on Wednesday, July 6, 2022, in the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**PLEDGE OF ALLEGIANCE**

Mayor Harvey let the Pledge of Allegiance.

**PUBLIC COMMENTS**

Robert Battaile, 502 E. Eggleston Street, Unit A, Manor, Texas, submitted a speaker card and spoke in regard to the attached document.

No one else appeared to speak at this time.

## REGULAR AGENDA

### 1. Discussion of Home Rule Charter and Recommendations

The discussion was held regarding the proposed amendments.

Article IV. The Authority and Limitations of the City Council – Section 4.02 Mayor Pro-Tem.

The City Council concur that the following would be considered for amendment.

At its first regular meeting after all the members of the council elected at a general and any runoff election associated with the 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~~ two-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.

Article VII. Administrative Services - Section 7.07. City Secretary

City Secretary Almaraz discussed the two (2) options below.

#### Option 1:

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.~~ The City Manager shall appoint, subject to confirmation by the City Council, an officer of the City and such assistants as deemed necessary, who shall have the title of City Secretary. The City Secretary shall keep the records of the council, and shall have such other duties and responsibilities as may be assigned by this Charter, the Council and the City Manager.

**Option 2:**

~~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.~~ **The City Manager shall appoint, subject to confirmation by the City Council, an officer of the City and such assistants as deemed necessary, who shall have the title of City Secretary. The duties of the City Secretary shall be as set forth in this charter and as established by ordinance. The City Secretary may be removed from office by the City Manager subject to confirmation by the City Council.**

The discussion was held regarding the appointment of the City Secretary.

The discussion was held regarding the clarification of the working relationship between the City Secretary and the City Council.

The discussion was held regarding the clarification of the City Secretary's level of position.

The discussion was held regarding the clarification of the City Secretary's appointment and removal from City Manager and confirmation by City Council.

The City Council concur that Option 2 would be considered for amendment.

Article VII. Administrative Services - Section 7.10. Municipal Court

Court Administrator Friberg discussed the proposed amendment.

The discussion was held regarding the hiring process of the Municipal Judge.

The discussion was held regarding the clarification of the Judge's appointment from City Manager and confirmation by City Council.

The City Council concur that the following would be considered for amendment.

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, subject to confirmation by the City Council~~. 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.~~

**3. Set Council Date for discussion of proposed City Charter Amendments.**

City Charter Amendments discussion was set for the regular Council Meeting on August 3, 2022.

There was no further discussion.

**ADJOURNMENT**

The Workshop Session of the Manor City Council Adjourned at 6:18 p.m. on Wednesday, July 06, 2022.

These minutes approved by the Manor City Council on the 20<sup>th</sup> day of July 2022.

**APPROVED:**

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Dr. Christopher Harvey  
Mayor

**ATTEST:**

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Lluvia T. Almaraz, TRMC  
City Secretary

## Initiative Possibilities for the November Elections; or Charter Revisions

There are several things that I think would improve our City:

### ARTICLE THREE The City Council

1) Add Section 3.07.1 City Council shall hold Monthly Town Hall Meetings.

2) Add Section 3.07.2 All City Council Meetings, Committee Meetings and Town Hall Meetings shall be audio and video recorded and such recordings shall be indexed, archived and online links be made available in a timely fashion.

(I am considering starting to videotape the City Council meetings. They are Open Meetings that anyone can bring a camera to. I'm activating the Manor Community Television for this and other purposes.)

3) Add Section 3.07.3 All Public Notices for the above meetings shall also be available on the City website with 72 hours advance notice.

### ARTICLE SEVEN Administrative Services

1) Section 7.08 Public Works Department - Delete the word "parks"

2) Add new department as Section 7.12 Parks and Recreation

"There will be established a parks and recreation department to administer..."

ARTICLE ELEVEN Gives us the authority to fund the Parks by adding an Impact Fee for new residences; as the City does for the Water or Wastewater investments the City will need to cover. It gives us the power to define "parkland" in a more meaningful way.

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I'd like to add a 1.75% developer fee for Public Art (many cities do this).

I think it's imperative that we raise the \$550/house "in-lie" fees to perhaps \$2,000 (maybe more). If we consider the increases in the cost of living; and the increase in property values... we need to undertake that "2-day Study" of other cities; and make a recommendation. We are potentially losing hundreds of thousands of dollars.

Also of course, I'm wondering when we will have acceptable parking to our one-mile "Howdy Way" nature trail. Parking one-half mile away is ridiculous.

I'm also wondering when we will learn how much money we have in our Park Funds. It's not making anyone look good when two months later... no one knows.

Also, please take a long look at the Comprehensive Plan the Manor Country Club has put forth at [bit.ly/ManorParks](http://bit.ly/ManorParks) This shows what parks are supposed to look like.

We are 6-months into our 150th Birthday and thus far we have nothing tangible or permanent to show for it.

Sincerely,

Robert Battaile