



**CITY COUNCIL CALLED SPECIAL SESSION - ORIENTATION
MINUTES
NOVEMBER 16, 2020**

PRESENT:

Dr. Larry Wallace Jr., Mayor

COUNCIL MEMBERS:

Emily Hill, Place 1
Anne Weir, Place 2
Dr. Christopher Harvey, Place 3
Sonia Wallace, Place 4
Deja Hill, Mayor Pro Tem, Place 5
Gene Kruppa, Place 6

CITY STAFF:

Thomas Bolt, City Manager
Lluvia T. Almaraz, City Secretary
Tracey Vasquez, HR Manager
Paige Saenz, City Attorney
Heath Ferguson, IT Manager

SPECIAL SESSION – 11:00 A.M.

With a quorum of the Council Members present, the special session of the Manor City Council was called to order by Mayor Wallace Jr. at 11:16 a.m. on Monday, November 16, 2020, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

Mayor Wallace Jr. and City Manager Bolt welcomed City Council Members.

Discussion was held regarding City Council Workshops and the following dates were set.

- *Saturday, December 19, 2020 from 10:00 a.m. - 4:00 p.m.*
- *Saturday, January 9, 2021 from 10:00 a.m. - 4:00 p.m.*

HR Manager Vasquez discussed the following:

City of Manor Policies and Procedures

- *New Council Welcome Letter*
- *Policy and Procedure Handbook*
- *Certificates Requirements*

City Attorney Saenz discussed the following:

City Council Rules of Procedure

- *Rules of Procedures adopted by Ordinance*
- *Texas Open Meetings Act*
- *Walking Quorum*
- *Executive Session*
- *Conflict of Interest*
- *Agenda Process*

City Secretary Almaraz discussed the agenda process and agenda items due dates.

City Attorney Saenz discussed the following:

- *City of Manor Home Rule Charter and Amendments*

City Secretary Almaraz discussed the following:

TML Publications

- *2019 Handbook for Mayors and Council Members*
- *Key Legal Requirements for Texas City Officials*
- *A Guide to Becoming a City Official*
- *How Texas Cities Work*
- *Texas Town & City Magazine*

City Council Training

- *City Hall Essentials - Municipal Fundamentals Virtual Seminar, Friday, December 4, 2020*
- *TML Newly Elected Officials' Virtual Workshop - Available until Thursday, December 31, 2020*

ADJOURNMENT

The Special Session of the Manor City Council Adjourned at 12:33 p.m. on Monday, November 16, 2020.

These minutes approved by the Manor City Council on the 2nd day of December 2020.

APPROVED:

Dr. Larry Wallace Jr.
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

Draft Minutes