



Jennifer Wissmann, Chairperson
Adriana Gamez, Secretary
Delisa Hamilton
Maria D. Benitez
Joshua Abraham Hay
Ruben J. Cardona
John Burrell

**CHARTER REVIEW COMMISSION
CALLED SPECIAL MEETING
MINUTES**

Thursday, July 9, 2020

6:00 p.m.

Manor City Hall – Council Chambers
105 E. Eggleston Street

COMMISSION MEMBERS

PRESENT:

Jennifer Wissmann
Delisa Hamilton
Joshua Abraham Hay
John Burrell

ABSENT:

Adriana Gamez
Maria D. Benitez
Ruben J. Cardona

CITY STAFF PRESENT:

Thomas Bolt, City Manager
Paige Saenz, City Attorney
Lluvia T. Almaraz, City Secretary
Dr. Larry Wallace Jr, Mayor

SPECIAL SESSION – 6:00 P.M.

With a quorum of the Commission present, the called special session of the Manor Charter Review Commission was called to order by Chairperson Wissmann at 6:18 p.m. on Thursday, July 9, 2020, in the Council Chambers of the Manor City Hall, 105 E. Eggleston Street, Manor, Texas.

PUBLIC COMMENTS

No one appeared to speak at this time.

REGULAR AGENDA

1. Approval of the Charter Review Commission Minutes:

- June 23, 2020, Called Special Session

MOTION: Commissioner Hay motioned to approve the Charter Review Commission Minutes of the June 23, 2020, Called Special Session with revisions. Commissioner Hamilton seconded. Vote called by Chairperson Wissmann to approve. Charter Review Commission voted four (4) For and none (0) Against. The motion carried.

- July 2, 2020, Called Special Session

MOTION: Commissioner Hay motioned to approve the Charter Review Commission Minutes of the July 2, 2020, Called Special Session. Chairperson Wissmann seconded. Vote called by Chairperson Wissmann to approve. Charter Review Commission voted four (4) For and none (0) Against. The motion carried.

2. Discussion of Home Rule Charter and Recommendations.

Charter Review Commission discussed the attached City staff's recommendations and Mayor's Committee recommendations.

MOTION: Commissioner Hay motioned to approve City staff's recommendations as presented. Chairperson Burrell seconded. Vote called by Chairperson Wissmann to approve. Charter Review Commission voted four (4) For and none (0) Against. The motion carried.

The following Articles were proposed for the Charter regarding City Departments.

Section 7.08. - Public Works Department.

There shall be established a public works department to administer, supervise and coordinate the construction and maintenance of the streets, parks, water/wastewater and thoroughfares, the drainage system, and all public property and equipment not the responsibility of another department. The department shall have and be responsible for other duties, projects and works as provided by ordinance or assigned by the city manager. The director of public works shall administer and manage the department. The director of such department is appointed and removed by the city manager.

Section 7.11. - Human Resources.

The office of Human Resources shall be established. The city shall be an equal opportunity employer and the service of each officer and employee shall be "at will". The administration of human resources of the city shall be governed by written rules and regulations to be known as "Personnel Policies". The city manager or his or her designee shall prepare such policies and recommend their adoption to the council. Such policies shall not be inconsistent with this charter and will become effective when approved by the

council by ordinance. All policies so adopted and not inconsistent with this charter shall have the force and effect of law.

Section 10.07. - Planning and Development Department.

The city council shall may create by ordinance such department(s) as necessary to provide technical and administrative support in the areas of planning, growth management and land development, or the city manager may assign such duties to any other department or officer of the city. The director of such department is appointed and removed by the city manager.

The department of Development Services shall be established. The director of planning shall administer and manage the department and shall have and be responsible for the duties, projects and works as provided by this charter, ordinance, or as assigned by the city manager. The director of such department is appointed and removed by the city manager.

Mayor Wallace Jr. discussed the proposed Committee's for Emergency Management; Mayor's Community Collaborative; Economic Development; and Public Safety.

The discussion was held regarding the Emergency Management Committee and Public Safety Committee.

The discussion was held regarding a Community Advisory Committee.

MOTION: Commissioner Hay motioned for the community advisory committee shall receive input from the community on ideas, areas of concern, and complaints regarding public safety matters and add "as determined appropriate by City Council" on all proposed Committees. Commissioner Hamilton seconded. Vote called by Chairperson Wissmann to approve. Charter Review Commission voted four (4) For and none (0) Against. The motion carried.

The following Article was proposed for the Charter regarding Committees.

ARTICLE X. PLANNING AND DEVELOPMENT; COMMUNITY COMMITTEES

Section 10.10. Community Committees. The following community committees are hereby established. The City Council shall adopt an ordinance providing for the membership, qualifications, terms, duties, and other matters determined appropriate by the City Council regarding the committees.

(a) **Community Collaborative Committee.** The community collaborative committee shall serve to promote communication between the City and the community on issues affecting the City as a whole. The community collaborative committee shall include representatives from the City's homeowners' associations, community non-profit associations, the school district, charter schools, and other members of the community as determined appropriate by the City Council. _

- (b) *Economic Development Committee. The economic development committee will be made up of representatives from the City, the local business community, and other persons determined appropriate by the City Council. The economic development committee shall serve as a resource for marketing the City and promoting the economic development of the City.*
- (c) **Public Safety Committee and Community Advisory Committee.** The public safety committee shall serve to provide input on the programs and activities of the Police Department and other areas of public safety and to assist in bridging relationships between the community and local police, fire, EMS and to provide direction in matters of public safety. The committee will be made up of members of city council and city staff, and additional members of the community if determined appropriate by the City Council. The public safety committee shall recommend for appointment by the city council persons to serve on a community advisory committee. The community advisory committee shall receive input from the community on ideas, areas of concern, and complaints regarding public safety matters, and shall perform other functions established by the City Council by ordinance.
- (d) **Emergency Management Committee.** The emergency management committee shall serve to coordinate and integrate activities and capabilities needed to mitigate against, prepare for, respond to, and recover from emergencies, declared disasters or hazards. The committee will be made up of members of city council and city staff, and additional members of the community if determined appropriate by the City Council.

3. Discussion of Home Rule Charter and Recommendations.

The discussion was held regarding the Joint Meeting with City Council set for July 15, 2020.

There was no action taken.

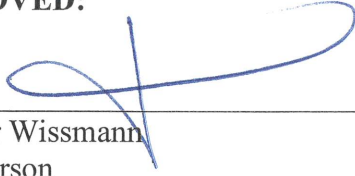
ADJOURNMENT

MOTION: Commissioner Burrell motioned to adjourn. Chairperson Wissmann seconded. Vote called by Chairperson Wissmann to approve. Charter Review Commission voted four (4) For and none (0) Against. Meeting was adjourned at 7:38 p.m.

These minutes approved by the Manor Charter Review Commission on July 15, 2020.

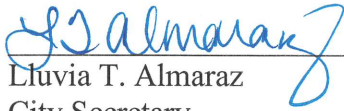
Charter Review Commission Called Special Meeting Minutes
July 9, 2020

APPROVED:



Jennifer Wissmann
Chairperson

ATTEST:



Luvia T. Almaraz
City Secretary



Recommendations for review of the City Charter

City Staff's Recommendation - REVISED

ARTICLE VII. ADMINISTRATIVE SERVICES

Section 7.08. Public Works Department

The department of Public Works Department shall be established and maintained. The head of such department shall be the director who shall be appointed by the City Manager. The duties of the director are as set forth in this charter and/or as established by ordinance.

There shall be a public works department to administer, supervise and coordinate the construction and maintenance of the streets, parks, water/wastewater and thoroughfares, the drainage system, and all public property and equipment not the responsibility of another department. The department shall have and be responsible for other duties, projects and works as provided by ordinance or assigned by the city manager.

Section 7.11. - Human Resources

The office of Human Resources shall be established and maintained. The city shall be an equal opportunity employer and the service of each officer and employee shall be "at will". The administration of human resources of the city shall be governed by written rules and regulations to be known as "Personnel Policies". The city manager or his or her designee shall prepare such policies and recommend their adoption to the council. Such policies shall not be inconsistent with this charter and will become effective when approved by the council by ordinance. All policies so adopted and not inconsistent with this charter shall have the force and effect of law.

(Ordinance 326 adopted 8/15/07)

ARTICLE X. PLANNING AND DEVELOPMENT

New Section to add:

The department of Development Services shall be established and maintained. The head of such department shall be the director who shall be appointed by the City Manager. The duties of the director are as set forth in this charter and/or as established by ordinance.

Section 10.07. -Planning and Development Department

The city council shall create by ordinance such department(s) as necessary to provide technical and administrative support in the areas of planning, growth management and land development, or the city manager may assign such duties to any other department or officer of the city. The director of such department is appointed and removed by the city manager.

Mayor's Recommendations to add to Charter

Emergency Management Committee
Mayor's Community Collaborative
Economic Development Committee
Public Safety Committee