



**CITY COUNCIL  
CALLED SPECIAL SESSION - ORIENTATION  
NOVEMBER 15, 2021**

**PRESENT:**

Dr. Christopher Harvey, Mayor (left at 11:35 a.m.)

**COUNCIL MEMBERS:**

Emily Hill, Place 1  
Anne Weir, Place 2  
Maria Amezcua, Place 3 (left at 12:41 p.m.)  
Sonia Wallace, Place 4  
Aaron Moreno, Place 5  
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  
Tracey Vasquez, HR Manager  
Debbie Charbonneau, Heritage and Tourism Manager  
Michael Tuley, Director of Public Works  
Heath Ferguson, IT Manager  
Paige Saenz, City Attorney

**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 Harvey at 11:15 a.m. on Wednesday, November 15, 2021, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

Mayor Harvey welcomed City Council Members and City staff.

## **A. City Council Updates**

Mayor Harvey discussed the following topics:

- City Council Committees
- City Council Community Involvement

City Council recessed for 10 minutes for a break at 11: 35 a.m.

Mayor Harvey left at 11:35 a.m. and turned meeting over to Council Member Emily Hill.

City Council reconvened at 11:45 a.m.

## **B. Departmental Introductions**

Head staff introduced themselves and gave a brief summary of their office functions.

- City Manager's Office - Scott Dunlop, Interim City Manager
- Development Services - Scott Dunlop, Development Services Director
- Office of the City Secretary - Lluvia T. Almaraz, City Secretary
- Police - Ryan Phipps, Chief of Police
- Finance / Court - Lydia Collins, Director of Finance
- Human Resources - Tracey Vasquez, HR Manager
- Community Development Services - Debbie Charbonneau, Heritage and Tourism Manager
- Public Works – Michael Tuley, Director of Public Works
- IT - Heath Ferguson, IT Manager

## **C. City of Manor Policies and Procedures**

HR Manager Vasquez discussed the following:

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

## **D. City Council Rules of Procedures**

City Attorney Saenz discussed the following:

- Rules of Procedures Amendments
- Texas Open Meetings Act
- Walking Quorum

- Executive Session
- Conflict of Interest

City Secretary Almaraz discussed the following:

- Agenda Process

#### **E. City of Manor Home Rule Charter and Amendments**

City Attorney Saenz discussed the Home Rule Charter and gave a summary update of the last City Charter Amendment.

Discussion was held regarding next Charter Amendment Election.

#### **F. TML Publications**

City Secretary Almaraz discussed the following:

- 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

#### **G. City Council Training**

City Secretary Almaraz gave a brief update on upcoming training opportunities.

- TML Newly Elected Officials Workshop – January 21, 2022, in San Antonio, TX
- Education Training

#### **H. City Council IT Computer Training**

IT Manager Ferguson gave computer training to City Council.

### **ADJOURNMENT**

The Special Session of the Manor City Council Adjourned at 1:41 p.m. on Monday, November 15, 2021.

These minutes approved by the Manor City Council on the 1<sup>st</sup> day of December 2021.

**APPROVED:**

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Dr. Christopher Harvey  
Mayor

**ATTEST:**

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Lluvia T. Almaraz, TRMC  
City Secretary

Draft Minutes