



**CITY COUNCIL CALLED SPECIAL SESSION - CANVASS  
MINUTES  
NOVEMBER 15, 2021**

**PRESENT:**

Dr. Larry Wallace Jr., Mayor

**COUNCIL MEMBERS:**

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

**SPECIAL SESSION – 10:00 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 10:07 a.m. on Monday, November 15, 2021, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**PLEDGE OF ALLEGIANCE**

At the request of Mayor Wallace Jr., Council Member Deja Hill led the Pledge of Allegiance.

**PRESENTATIONS**

**A. Recognition of Council Member Deja Hill and Mayor Pro Tem Dr. Christopher Harvey, presented by Mayor Wallace.**

Mayor Wallace read and presented awards to outgoing Council Member Deja Hill and Mayor Pro Tem Dr. Christopher Harvey.

## **PUBLIC COMMENTS**

Manor Senior High School teacher thanked Mayor Wallace, Mayor Pro Tem Harvey and Council Member Deja Hill for their involvement with the school district.

County Commissioner Jeff Travillion thanked the City Council for their dedication and support to the community and looked forward to continuing working with new council.

Mayor Wallace expressed his gratitude and thanked City Council for their dedication and support during his tenure.

No one else appeared to speak at this time.

## **REGULAR AGENDA**

### **1. Consideration, discussion, and possible action on the brochure for the City Manager search.**

HR Manager Vasquez discussed the attached proposed City Manager brochure.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Emily Hill, to approve the brochure for the City Manager search.

There was no further discussion.

**Motion to approve carried 6-0**

### **2. Consideration, discussion, and possible action of items relating to November 2, 2021, City of Manor General Election – City Council.**

- Canvass of the Election Returns for the City Council General Election.

The City Council canvassed the following results of the City of Manor General Election held on November 2, 2021.

Mayor Wallace Jr. read the following results:

**GENERAL ELECTION  
NOVEMBER 2, 2021  
(Results for 3 Precincts 105, 106, and 120)**

**TOTAL REGISTERED VOTERS – 6,941**

**TOTAL BALLOTS CAST – 496**

**TOTAL VOTER TURNOUT – 7.15%**

**GENERAL ELECTION**

	<u>VOTES CAST:</u>					
	<u>Early</u>	<u>Vote by Mail</u>	<u>Election</u>	<u>Provisional</u>	<u>Vote %</u>	<u>Total</u>
<b>MAYOR</b>						
Danny Scarbrough	49	0	76	0	26.77%	125
Christopher Harvey	140	3	199	0	73.23%	342
<b>COUNCIL MEMBER, PLACE 1</b>						
Emily Hill	153	2	228	0	100.00%	383
<b>COUNCIL MEMBER, PLACE 3</b>						
Prince John Chavis	62	1	69	0	30.99%	132
Maria Amezcua	112	2	180	0	69.01%	294
<b>COUNCIL MEMBER, PLACE 5</b>						
Aaron Moreno	157	3	228	0	100.00%	388

- Presentation of Certificates of Elections by Mayor Wallace Jr. to Newly Elected Mayor, Dr. Christopher Harvey; Re-Elected Council Member, Place 1 – Emily Hill; Newly Elected Council Member, Place 3 – Maria Amezcua; and Newly Elected Council Member, Place 5 – Aaron Moreno.

Mayor Wallace Jr. presented Certificate of Election to Re-Elected Council Member, Place 1 – Emily Hill; Newly Elected Council Member, Place 3 – Maria Amezcua; Newly Elected Council Member, Place 5 – Aaron Moreno; and Newly Elected Mayor, Dr. Christopher Harvey.

- Oath-of-Office to Mayor – Dr. Christopher Harvey; Council Member, Place 1 – Emily Hill; Council Member, Place 3 – Maria Amezcua; and Council Member, Place 5 – Aaron Moreno by Interim Presiding Judge John Yeager.

Following the presentation of certificates, Interim Presiding Judge John Yeager conducted the Oath-of-Office to Re-elected Council Member, Place 1 – Emily Hill; Newly Elected Council Member, Place 3 – Maria Amezcua; Newly Elected Council Member, Place 5 – Aaron Moreno; and Newly Elected Mayor, Dr. Christopher Harvey.

Following the Oath-of-Office, newly elected officials took their seats on the dais.

**3. Consideration, discussion, and possible action on an ordinance declaring the results of November 2, 2021, City of Manor General Election.**

Ordinance No. 629: An Ordinance of The City Council of The City of Manor, Texas, Canvassing the Election Returns and Declaring the Results of The General Election of the City of Manor Held on Tuesday, November 2, 2021, for the City of Manor's Mayor; Council Member Place No. 1; Council Member Place No. 3; and Council Member Place No. 5; and Declaring the Effective Date of This Ordinance.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno, to approve the ordinance and accept the results as presented.

There was no further discussion.

**Motion to approve carried 6-0**

**ADJOURNMENT**

The Special Session of the Manor City Council Adjourned at 10:41 a.m. on Monday, November 15, 2021.

These minutes approved by the Manor City Council on the 1<sup>st</sup> day of December 2021. *(Audio recording archived)*

**APPROVED:**

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Dr. Christopher Harvey  
Mayor

**ATTEST:**

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Lluvia T. Almaraz, TRMC  
City Secretary

Draft Minutes

CITY OF MANOR



150<sup>TH</sup>

*Anniversary*



# CITY MANAGER

*City of Manor, Texas*

EXECUTIVE  
RECRUITMENT  
PROVIDED BY





# Manor, Texas



## THE COMMUNITY

Promise and Community. Those words perfectly describe Manor, Texas - an up-and-coming city with an inviting spirit and incredible opportunities for economic development, education, arts, and culture. Located in the middle of the Dallas, Houston, Austin/San Antonio triangle and sitting just 12 miles east of Austin on U.S. Highway 290, Manor is home to more than 15,300 residents and is poised to see explosive growth over the next decade. Its proximity to the Austin metro area, affordable land, and its location at an interchange of the SH130 toll-road have set the stage for this growth. Many new subdivisions offer a variety of housing types for first-time homebuyers to retirees. In addition, the possibility of the still-active rail line being used for commuter rail has increased growth prospects. As one of the safest and most diverse communities in Travis County, residents are attracted by centrally located jobs, livable wages, and a family-friendly environment. Manor is designated as a Purple Heart City (first Purple Heart school district in Central Texas), Gold Level Scenic City, and holds a Film Friendly Texas certification. In fact, more than 60 movies have been filmed in Manor.

Although the Austin area is perhaps one of the fastest-growing regions in the country, Manor has been able to maintain its small-town feel while placing a high emphasis on planning for the future. The City's wide-open spaces not only give residents and visitors numerous recreational opportunities – there are nine city, county, and district parks in the area that feature fishing lakes, nature preserves, hike/bike trails, picnic areas, and more – but they are also attracting lots of development. There are currently nine large residential subdivisions under construction, or in the permitting process. In terms of commercial development, 306,000 square feet of

industrial space is in the permitting process. Nearby family and entertainment spots such as Manor Community Farmers Market, Banner Distilling Company, A2M trail, and a paved bicycle route stretching from Austin to Manor, only add to the sense of promise and community.

Beyond the City's commitment to welcoming new opportunities for growth and development is its steadfast commitment to education. Manor ISD (MISD) serves more than 9,500 students from Pre-K to 12th grade across 14 campuses. With its focus on groundbreaking educational approaches, MISD was named a District of Innovation by the State of Texas. This prestigious designation awarded more local control over instructional decision-making, empowering MISD to think differently and innovate. As a result of this expanded freedom, MISD developed three distinct educational approaches to support diversity in learning style and offers an International Baccalaureate (IB) curriculum – which encourages learning from a global perspective – at several schools. Higher education opportunities are readily available within a short commute including the University of Texas at Austin, Austin Community College, St. Edward's University, and many more.

The median income in Manor is \$68,797 and the average home value is \$194,091.

### Recognized as:





# GOVERNANCE AND ORGANIZATION

The City of Manor is a “Home-Rule” city that operates under the Council-Manager form of government. Manor’s governing body is made up of six City Council Members and the Mayor, all of whom have an equal vote in making decisions for the City. The Mayor and the Council Members are elected at large.

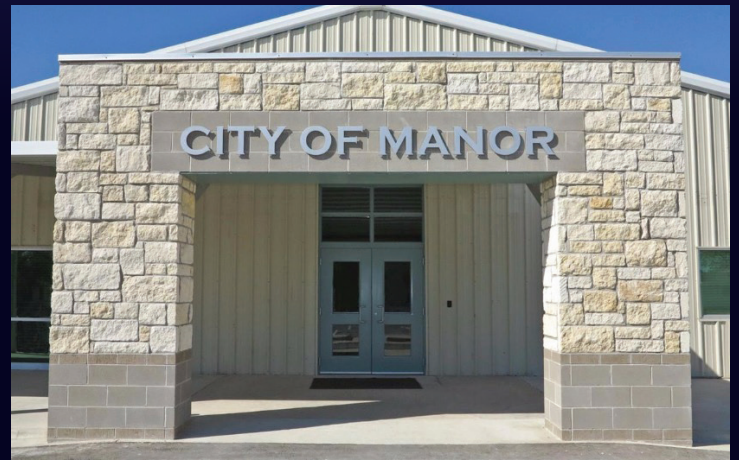
Operating with an FY 2021-22 budget of \$22.2 million, and an ad valorem tax rate of \$0.7827 per \$100 in valuation, Manor’s nearly 100 employees deliver an array of quality municipal services to residents and businesses.

As part of the City’s efforts to outline a 2050 Comprehensive Plan, the City Council created the following vision and guiding principles:

- ▶ **Vision:** People from all backgrounds call Manor home. This community provides the opportunity to raise a family, start a job, or grow a business. The community is well connected and supports local business. Multiple transportation options position Manor perfectly to have a booming economy. This makes Manor a gem in the region.
- ▶ **Guiding Principles:** Embedded Equity, Healthy Community, Connected Community, Resilient and Transformative Economy, and Livable Places for All.



Leadership Manor Program Members



## ABOUT THE POSITION

Appointed by the Mayor and City Council, the City Manager serves as the Chief Administrative Officer of the organization; ensures that all laws and ordinances of the City are enforced; provides administrative control and direction to all non-elected City departments, divisions, staff, and employees; recommends, implements and monitors the City’s strategic plan; incorporates the strategic plan into the City’s budget; reviews, assesses, presents, and justifies the City’s operating budget; provides broad oversight in the review and approval of expenditures, purchases and procurement, and monitors budget status.



# OPPORTUNITIES AND CHALLENGES

The City of Manor stands on the precipice of unprecedented growth and is committed to seeing the following challenges as opportunities to become the best city it can be. The new City Manager will play a key role in these initiatives:

- Managing economic development correctly
- Ensuring that the community is provided with above standard services
- Transparent and timely communication with citizens
- Approving a Comprehensive Plan
- Downtown revitalization
- Follow-through and follow-up on issues with all stakeholders
- Engaging landowners with development in mind
- Attracting more minority contractors
- Creating more programs for the youth in the community
- Better addressing mental health issues in the community
- Raising the status quo bar



# IDEAL CANDIDATE

The ideal Manor City Manager will be a trustworthy, respectful, and confident leader with the ability to bring immediate credibility to the position. Candidates for consideration must have a verifiable and successful career with a record of demonstrated inclusiveness and transparent leadership guiding an organization. Candidates considered most suitable for this role will be innovative, proven leaders with the highest standards of professional conduct, ethics, and character.

Creating a positive plan for economic development will be a top priority for the incoming City Manager. It will be important for the new City Manager to have or be able to build productive relationships with the Texas Economic Development Council, TxDOT, and other intergovernmental agencies to accomplish this goal. Other priorities include completion of the facilities study, evaluating staff, assessing staffing needs, streamlining the organization, and process improvement.

The City Council seeks open-minded, innovative, and visionary candidates who can think creatively when it comes to strategic planning and leading a growing community. Personable and approachable, the new City Manager should be invested in the community both personally and professionally.

An excellent communicator and good listener, the next City Manager should have a keen understanding of local government, be able to build strong relationships with Council and staff, and facilitate consensus with stakeholders at all levels. The successful candidate will be firm, accountable, and a problem-solver who makes data-driven decisions.

# EDUCATION AND EXPERIENCE

This position requires a bachelor's degree from an accredited college or university in public administration, political science, business management, or a closely related field. A master's degree in public administration, planning, or a related field is preferred. The selected candidate should have at least 10 years of progressively responsible supervisory experience, preferably in a municipal setting, including five years or more of experience in local government at a director level or higher with an emphasis in planning, economic development, and/or finance. Candidates with FEMA certifications, an understanding of emergency management plans and funding availability, and experience working with non-profits are highly desired.

# COMPENSATION AND BENEFITS

The City of Manor offers a competitive annual salary based on qualifications and experience, a generous leave policy, a comprehensive benefits package with 100% of insurance premiums paid by the City, and a car and cell phone allowance. The City participates in the Texas Municipal Retirement System (TMRS) with a 7% employee contribution, a municipal matching ratio of 2:1, five-year vesting, and retirement eligibility at 20 years of service or 65 years of age.

The City Manager must live within 25 miles of the Manor city limits.



## APPLICATION PROCESS

[Please apply online](#)

**Margie Rose, Senior Vice President, SGR**  
[MargieRose@GovernmentResource.com](mailto:MargieRose@GovernmentResource.com)  
361-813-8599



*The City of Manor is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.*

## RESOURCES

**City of Manor**  
[cityofmanor.org](http://cityofmanor.org)

**Manor Economic Development Council**  
[cityofmanor.org/page/ds\\_eco\\_devo](http://cityofmanor.org/page/ds_eco_devo)

**Manor Chamber of Commerce**  
[manorchamber.com](http://manorchamber.com)

**City of Manor Social Media**



STATISTICS

	TOTAL	By Mail	Early Voting	Election Day	Provisional
Registered Voters - Total	6,941				
Ballots Cast - Total	496	3	204	289	0
Voter Turnout - Total	7.15%				

**City of Manor Cumulative Report**  
**Travis County General & Special Election**  
**November 2, 2021**

**OFFICIAL RESULTS**

**Travis County**

**City of Manor Mayor**

Vote For 1

	TOTAL	VOTE %	By Mail	Early Voting	Election Day	Provisional
Danny Scarbrough	125	26.77%	0	49	76	0
Christopher Harvey	342	73.23%	3	140	199	0
Contest Totals	496		3	204	289	0

**City of Manor City Council Place 1**

Vote For 1

	TOTAL	VOTE %	By Mail	Early Voting	Election Day	Provisional
Emily Hill	383	100.00%	2	153	228	0
Contest Totals	496		3	204	289	0

**City of Manor City Council Place 3**

Vote For 1

	TOTAL	VOTE %	By Mail	Early Voting	Election Day	Provisional
Prince John Chavis	132	30.99%	1	62	69	0
Maria Amezcua	294	69.01%	2	112	180	0
Contest Totals	496		3	204	289	0

**City of Manor City Council Place 5**

Vote For 1

	TOTAL	VOTE %	By Mail	Early Voting	Election Day	Provisional
Aaron Moreno	388	100.00%	3	157	228	0
Contest Totals	496		3	204	289	0



**City of Manor Canvass Report**  
**Travis County General & Special Election**  
**November 2, 2021**

**OFFICIAL RESULTS**

**Travis County**

**105**

**City of Manor Mayor**

Vote For 1

	TOTAL	VOTE %	By Mail	Early Voting	Election Day	Provisional
Danny Scarbrough	124	26.84%	0	49	75	0
Christopher Harvey	338	73.16%	3	139	196	0
<b>Total Votes Cast</b>	<b>462</b>	<b>100.00%</b>	<b>3</b>	<b>188</b>	<b>271</b>	<b>0</b>
Overvotes	0		0	0	0	0
Undervotes	28		0	14	14	0
Contest Totals	490		3	202	285	0

**City of Manor City Council Place 1**

Vote For 1

	TOTAL	VOTE %	By Mail	Early Voting	Election Day	Provisional
Emily Hill	379	100.00%	2	151	226	0
<b>Total Votes Cast</b>	<b>379</b>	<b>100.00%</b>	<b>2</b>	<b>151</b>	<b>226</b>	<b>0</b>
Overvotes	0		0	0	0	0
Undervotes	111		1	51	59	0
Contest Totals	490		3	202	285	0

**City of Manor City Council Place 3**

Vote For 1

	TOTAL	VOTE %	By Mail	Early Voting	Election Day	Provisional
Prince John Chavis	130	30.95%	1	62	67	0
Maria Amezcua	290	69.05%	2	110	178	0
<b>Total Votes Cast</b>	<b>420</b>	<b>100.00%</b>	<b>3</b>	<b>172</b>	<b>245</b>	<b>0</b>
Overvotes	0		0	0	0	0
Undervotes	70		0	30	40	0
Contest Totals	490		3	202	285	0

**City of Manor Canvass Report**  
**Travis County General & Special Election**  
**November 2, 2021**

**OFFICIAL RESULTS**

**Travis County**

**105**

**City of Manor City Council Place 5**

Vote For 1

	<b>TOTAL</b>	<b>VOTE %</b>	<b>By Mail</b>	<b>Early Voting</b>	<b>Election Day</b>	<b>Provisional</b>
Aaron Moreno	384	100.00%	3	155	226	0
<b>Total Votes Cast</b>	<b>384</b>	<b>100.00%</b>	<b>3</b>	<b>155</b>	<b>226</b>	<b>0</b>
Overvotes	0		0	0	0	0
Undervotes	106		0	47	59	0
<b>Contest Totals</b>	<b>490</b>		<b>3</b>	<b>202</b>	<b>285</b>	<b>0</b>

**City of Manor Canvass Report**  
**Travis County General & Special Election**  
**November 2, 2021**

**OFFICIAL RESULTS**

**Travis County**

**106**

**City of Manor Mayor**

Vote For 1

	TOTAL	VOTE %	By Mail	Early Voting	Election Day	Provisional
Danny Scarbrough	1	20.00%	0	0	1	0
Christopher Harvey	4	80.00%	0	1	3	0
<b>Total Votes Cast</b>	<b>5</b>	<b>100.00%</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>0</b>
Overvotes	0		0	0	0	0
Undervotes	1		0	1	0	0
Contest Totals	6		0	2	4	0

**City of Manor City Council Place 1**

Vote For 1

	TOTAL	VOTE %	By Mail	Early Voting	Election Day	Provisional
Emily Hill	4	100.00%	0	2	2	0
<b>Total Votes Cast</b>	<b>4</b>	<b>100.00%</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>
Overvotes	0		0	0	0	0
Undervotes	2		0	0	2	0
Contest Totals	6		0	2	4	0

**City of Manor City Council Place 3**

Vote For 1

	TOTAL	VOTE %	By Mail	Early Voting	Election Day	Provisional
Prince John Chavis	2	33.33%	0	0	2	0
Maria Amezcua	4	66.67%	0	2	2	0
<b>Total Votes Cast</b>	<b>6</b>	<b>100.00%</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>0</b>
Overvotes	0		0	0	0	0
Undervotes	0		0	0	0	0
Contest Totals	6		0	2	4	0

City of Manor Canvass Report  
Travis County General & Special Election  
November 2, 2021

OFFICIAL RESULTS

Travis County

106

City of Manor City Council Place 5

Vote For 1

	TOTAL	VOTE %	By Mail	Early Voting	Election Day	Provisional
Aaron Moreno	4	100.00%	0	2	2	0
Total Votes Cast	4	100.00%	0	2	2	0
Overvotes	0		0	0	0	0
Undervotes	2		0	0	2	0
Contest Totals	6		0	2	4	0



**City of Manor Canvass Report**  
**Travis County General & Special Election**  
**November 2, 2021**

**OFFICIAL RESULTS**

**Travis County**

**120**

**City of Manor Mayor**

Vote For 1

	TOTAL	VOTE %	By Mail	Early Voting	Election Day	Provisional
Danny Scarbrough	0		0	0	0	0
Christopher Harvey	0		0	0	0	0
<b>Total Votes Cast</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Overvotes	0		0	0	0	0
Undervotes	0		0	0	0	0
Contest Totals	0		0	0	0	0

**City of Manor City Council Place 1**

Vote For 1

	TOTAL	VOTE %	By Mail	Early Voting	Election Day	Provisional
Emily Hill	0		0	0	0	0
<b>Total Votes Cast</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Overvotes	0		0	0	0	0
Undervotes	0		0	0	0	0
Contest Totals	0		0	0	0	0

**City of Manor City Council Place 3**

Vote For 1

	TOTAL	VOTE %	By Mail	Early Voting	Election Day	Provisional
Prince John Chavis	0		0	0	0	0
Maria Amezcua	0		0	0	0	0
<b>Total Votes Cast</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Overvotes	0		0	0	0	0
Undervotes	0		0	0	0	0
Contest Totals	0		0	0	0	0

City of Manor Canvass Report  
Travis County General & Special Election  
November 2, 2021

OFFICIAL RESULTS

Travis County

120

City of Manor City Council Place 5

Vote For 1

	TOTAL	VOTE %	By Mail	Early Voting	Election Day	Provisional
Aaron Moreno	0		0	0	0	0
Total Votes Cast	0		0	0	0	0
Overvotes	0		0	0	0	0
Undervotes	0		0	0	0	0
Contest Totals	0		0	0	0	0