

**ORDINANCE NO. 638**

**AN ORDINANCE OF THE CITY OF MANOR, TEXAS, ORDERING A SPECIAL ELECTION TO BE HELD ON MAY 7, 2022 FOR THE ELECTION OF CITY COUNCIL PLACE SIX TO SERVE AN UNEXPIRED TERM ENDING NOVEMBER 2022; DESIGNATING THE MAIN EARLY VOTING PLACE FOR SUCH SPECIAL ELECTION; PROVIDING FOR AN ORDER AND NOTICE OF SUCH SPECIAL ELECTION; PROVIDING FOR RELATED MATTERS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, a vacancy has occurred in City Council Place Six, which is set to expire in November 2022; and

**WHEREAS**, the Texas Constitution, the *Texas Election Code* (the "Code"), and the City Charter are applicable to said Special Election (hereinafter collectively referred to as the "election" or "elections"), and in order to comply with applicable laws, an ordinance is required to call the election and establish procedures consistent with the Constitution, the Code, and the Charter; and

**WHEREAS**, the City Charter provides for special elections to be called to fill vacancies on the City Council;

**WHEREAS**, the City of Manor lies within the boundaries Travis County;

**WHEREAS**, the City of Manor, Texas (hereinafter the "City") approves and agrees to conducting the City General Election jointly with other political subdivisions in Travis County in accordance with *Tex. Elec. Code, Chapter 271*; and

**WHEREAS**, the City is making provision to contract with the Travis County Elections Administrator to conduct the election pursuant to *Chapter 31, Tex. Elec. Code, and Chapter 791, Tex. Gov't Code* (the "Election Services Contracts");

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS:**

**Section 1. Special Election Ordered.** The Special Election of the City shall be held on May 7, 2022, between the hours of 7:00 am to 7:00 pm to elect the Council Member for Place 6 on the City Council of the City of Manor to serve an unexpired term to end November 2022.

**Section 2.** Candidates for the election for the above office shall file their application to become candidates with the City Secretary of the City, at City Hall, 105 E. Eggleston Street, Manor, Texas, between 8:00 a.m. on February 5, 2022, and 5:00 p.m. on March 7, 2022. All applications for candidacy shall be on a form as prescribed by the *Tex. Elec. Code*. The order in which the names of the candidates for each office are to be printed on the ballot shall be determined by a drawing conducted by the City Secretary on March 9, 2022.

**Section 3. Printed Materials.** The official ballots, together with such other election materials as are required by the *Texas Election Code*, as amended, shall be printed in both the English and Spanish languages and shall contain such provisions, markings and language as required by law.

**Section 4.** Notice of the election shall be given and the election shall be held in compliance with the provisions of the *Tex. Elec. Code* in all respects. The ballots for the election shall comply with the *Tex. Elec. Code* and be in the form provided by the City to the Travis County Election Officer for use on the voting devices and ballots used by Travis County.

**Section 5. Conduct of Election.** The Travis County Election Officer and his/her employees and appointees, and the election judges, alternate judges and clerks properly appointed for the election, shall hold and conduct the election in the manner provided by the Contract for Election Services, the City Charter, and the law governing the holding of special elections; and the official ballots, together with such other election materials as are required by the *Tex. Elec. Code*, shall be prepared in both the English and Spanish languages and shall contain such provisions, markings and language as is required by law.

**Section 6. Joint Election.** The City agrees to conduct a joint election with other political subdivisions within Travis County, provided that such political subdivisions hold an election on May 7, 2022, in all or part of the same territory as the City (the "Political Subdivisions"). The joint election for Political Subdivisions will be conducted in accordance with state law, this ordinance, and the respective Election Services Contracts.

**Section 7. Election Precincts and Election Day Polling Places.**

The election precincts for the election shall be the election precincts established by the Travis County Election Officer in accordance with applicable law and the City Charter. The polling places for Election Day shall be at such locations designated by the Travis County Election Officer and authorized by state law. The polls shall remain open on the day of the election from 7:00 a.m. to 7:00 p.m. The returns will be provided by precinct and the Travis County Election Officer shall tabulate and provide the election returns for the election.

**Section 8. Early Voting.**

- (a) Early voting shall commence on Monday, April 25, 2022, and continue through Tuesday, May 3, 2022 and early voting polls shall remain open for the time specified by the *Texas Election Code*.
- (b) The period to apply for a ballot by mail is January 1, 2022 through April 26, 2022. An application for ballot by mail (ABBM) must be received by the Early Voting Clerk no later than the close of business on April 26, 2022.
- (c) The period to apply for a federal postcard application (FPCA) is January 1, 2022 through April 26, 2022. An FPCA must be received by the Early Voting Clerk no later than the close of business on April 26, 2022 (mere postmarking by the deadline is insufficient).
- (d) Early Voting Conducted by the Travis County Elections Administrator:
  - 1) Early voting, both by personal appearance and by mail will be conducted by the Travis County Elections Administrator in accordance with the *Texas Election Code*. Rebecca Guerrero, Interim County Clerk, is hereby designated and appointed as an Early Voting

Clerk for the special election.

- 2) Applications for ballot by mail for qualified voters of the City shall be mailed to:

By mail:

Rebecca Guerrero, Interim County Clerk  
Travis County Early Voting Clerk  
PO Box 149325  
Austin, Texas 78714-9325

By Contract Carriers/ Fedex:

Elections Division  
Travis County Clerk  
5501 Airport Blvd.  
Austin, Texas 78751

Telephone: (512) 238-VOTE

Email: [elections@traviscountytexas.gov](mailto:elections@traviscountytexas.gov)

Website: <https://countyclerk.traviscountytexas.gov/departments/elections/>

- 3) The main early voting location for the special election is:

City of Austin Permitting and Development Center  
6310 Wilhelmina Delco Drive  
Austin, TX 78752

Polling place hours: Monday – Saturday, 7:00 am – 7:00 pm  
Sunday, Noon – 6:00 pm

- 4) Early voting shall be held at the dates, times, and location authorized by the Travis County Elections Administrator. Any early voting polling place may be added or changed by the Administrator upon compliance with applicable law.

**Section 9. Election Judges and Clerks.** The presiding judges, alternate presiding judges and clerks for the election shall be selected and appointed by Travis County and its appointees in compliance with the requirements of state law, and such judges and clerks so selected by Travis County and its appointees are hereby designated and appointed by the city council as the election officers, judges and clerks, respectively, for the holding of said election. The presiding judges, alternate presiding judges and clerks shall perform the functions and duties of their respective positions that are provided by state law. The city council confirms and appoints the election judges and alternate election judges that are appointed by Travis County for the election.

**Section 10. City Secretary Assistance.** The City Secretary is hereby authorized and instructed to aide the Travis County Elections Administrator in the acquisition and furnishing of all election supplies and materials necessary to conduct the election. The City Secretary is further authorized to assist with the giving of notices required for the election, and to take such other and further action as is required to conduct the election in compliance with the *Texas Election Code*; provided that, pursuant to the Election Services Contracts between the City and the Travis County Elections Administrators, the Travis County Elections Administrators shall have the duty and be responsible for organizing and conducting the election in compliance with the *Texas Election Code*; and for providing all services specified to be provided in the Election Services Contract.

**Section 11. Necessary Actions.** The Mayor and the City Secretary of the City, in consultation with the City's Attorney, are hereby authorized and directed to take any and all actions necessary to comply with the provisions of the Code and the Federal Voting Rights Act in carrying out and conducting the Election, whether or not expressly authorized herein, including but not limited to making changes or additions to polling places, ballot language, or procedures to the extent required or desirable or as may become necessary due to circumstances arising after the date of this Ordinance.

**Section 12. General.** The election shall be held and conducted by the Travis County Elections Administrators in compliance with the *Tex. Elec. Code* and, to the extent not inconsistent therewith, the *City Charter*, and only resident qualified voters of the City shall be eligible to vote at the election. The Election Officers are hereby authorized and instructed to provide and furnish all necessary election supplies to conduct said election. Returns of the election shall be made known as soon as possible after the closing of the polls; and the election returns shall be canvassed by the City Council not earlier than May 10, 2022 nor later than May 18, 2022.

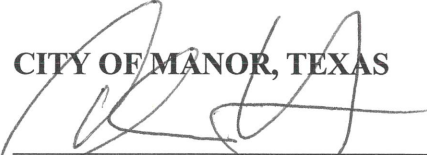
**Section 13. Authorization to Execute.** The Mayor is authorized to execute and the City Secretary is authorized to attest this Ordinance on behalf of the Council; and the Mayor is authorized to do all other things legal and necessary in connection with the holding and consummation of the election.

**Section 14. Effective Date; Election Code.** This ordinance shall be in full force and effect from and after its passage on the date shown below; provided that if any term or provision of this Ordinance conflicts with, or is inconsistent with, the Texas Elections Code, the Texas Election Code shall govern and control and the Travis County Elections Administrator shall comply with the Texas Elections Code.


**Section 15. Severability.** If any provision, section of this ordinance or the application of any provision to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are declared to be severable.

**Section 16. Open Meetings.** It is officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required *Chapt. 551, Tex. Gov't. Code*.

**PASSED, ADOPTED AND APPROVED** on this the 2<sup>nd</sup> day of February 2022.

**CITY OF MANOR, TEXAS**  
  
\_\_\_\_\_  
Dr. Christopher Harvey, Mayor

Attest:

  
\_\_\_\_\_  
Luvia Almaraz, City Secretary



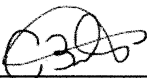
# THE MANOR JOURNAL

PO BOX 601 MANOR, TEXAS 78653 (512) 523-4161 www.manorjournal.com

## PROOF OF PUBLICATION

### PUBLIC NOTICE

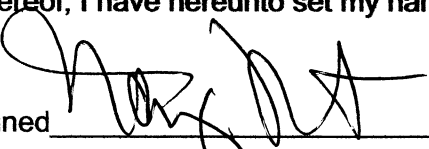
Before the undersigned authority personally appeared Carolina Zertuche, who on oath says that he/she is a legal advertising agent of The Manor Journal, a weekly published newspaper that is generally circulated in Travis County in the State of Texas, and that the attached advertisement was published in said newspaper to wit: **City of Manor Public Notice - Ordinance No. 638**, date of publication 02/04/2022 published 1 time, and that the attached is a true copy of said advertisement.

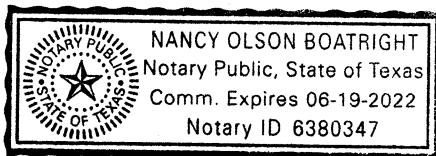
Signed 

STATE OF TEXAS

COUNTY OF TRAVIS

Sworn or affirmed to, and subscribed before me, this 11<sup>th</sup> day of Feb 2022, in Testimony whereof, I have hereunto set my hand and affixed my official seal the day and year aforesaid.

Signed   
Notary Public, State of Texas





**PUBLIC NOTICE**

Notice is hereby given that the following ordinances were adopted by the Manor City Council at a regular meeting held on Wednesday, January 19, 2022 and Wednesday, February 2, 2022 (Caption)

**ORDINANCE NO. 634:** AN ORDINANCE OF THE CITY OF MANOR, TEXAS ANNEXING 134.529 ACRES OF LAND, MORE OR LESS, LOCATED IN TRAVIS COUNTY, INCLUDING THE ABUTTING STREETS, ROADWAYS, AND RIGHTS-OF-WAY INTO THE CORPORATE LIMITS OF THE CITY, AT THE REQUEST OF THE PROPERTY OWNER; APPROVING AN AGREEMENT FOR THE PROVISION OF SERVICES FOR THE ANNEXED AREA; MAKING FINDINGS OF FACT; PROVIDING A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING FOR OPEN MEETINGS AND OTHER RELATED MATTERS.

**ORDINANCE NO. 635:** AN ORDINANCE OF THE CITY OF MANOR, TEXAS ANNEXING 3.398 ACRES OF LAND, MORE OR LESS, LOCATED IN TRAVIS COUNTY, INCLUDING THE ABUTTING STREETS, ROADWAYS, AND RIGHTS-OF-WAY INTO THE CORPORATE LIMITS OF THE CITY, AT THE REQUEST OF THE PROPERTY OWNER; APPROVING AN AGREEMENT FOR THE PROVISION OF SERVICES FOR THE ANNEXED AREA; MAKING FINDINGS OF FACT; PROVIDING A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE; AND PROVIDING FOR OPEN MEETINGS AND OTHER RELATED MATTERS.

**ORDINANCE NO. 636:** AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND TO PLANNED UNIT DEVELOPMENT (PUD); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

**ORDINANCE NO. 628:** AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM AGRICULTURAL (A) TO MEDIUM COMMERCIAL (C-2) WITH MODIFICATIONS; MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

**ORDINANCE NO. 637:** AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM SINGLE FAMILY SUBURBAN (SF-1) TO TOWNHOME (TH); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

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Copy of these ordinances may be reviewed in the City Secretary's Office  
Manor City Hall, 105 E. Eggleston St., Manor, Texas

or

[https://library.municode.com/tx/manor/codes/code\\_of\\_ordinances](https://library.municode.com/tx/manor/codes/code_of_ordinances)  
/s/ Lluvia T. Almaraz, City Secretary

Published: February 4, 2022