



**CITY COUNCIL
REGULAR SESSION MINUTES
MARCH 18, 2026**

**This meeting was live-streamed on Manor's Webpage.
You can access the meeting at <https://www.manortx.gov/171/Public-Meetings-Livestreams>**

PRESENT:

Dr. Christopher Harvey, Mayor (Absent)

COUNCIL MEMBERS:

Emily Hill, Mayor Pro Tem, Place 1 (Absent)
Anne Weir, Place 2
Maria Amezcua, Place 3
Sonia Wallace, Place 4
Aaron Moreno, Place 5
Deja Hill, Place 6

CITY STAFF:

Scott Moore, City Manager
Lluvia T. Almaraz, City Secretary
Denver Collins, Assistant Police Chief
Michael Burrell, Development Services Director
Scott Jones, Economic Development Director
Matthew Woodard, Public Works Director
Phil Green, IT Director
Stephanie Cho, Community Engagement Coordinator
Regan Frederick, Victim Services Case Manager
Frank Phelan, P.E., City Engineer
Veronica Rivera, Assistant City Attorney

REGULAR SESSION – 7:00 P.M.

With a quorum of the Council Members present, the regular session of the Manor City Council was called to order by Council Member Weir at 7:02 p.m. on Wednesday, March 18, 2026, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

INVOCATION

Councilwoman Weir requested a moment of silence.

PLEDGE OF ALLEGIANCE

Councilwoman Weir led the Pledge of Allegiance.

PUBLIC COMMENTS

Robert Battaile, a Manor resident, submitted a speaker card to voice his concerns and opposition regarding Agenda Items No. 1, 3, and 5.

Ruth Biscoe, a Manor resident and member of the Manor Historic Society, submitted a speaker card expressing her appreciation to the city council and staff for supporting the Black History Event. She also invited the community to attend the Cinco de Mayo celebration she is coordinating at the community center on May 5, 2026, from 11:45 a.m. to 1:45 p.m.

No one else appeared at this time.

EVENTS/ANNOUNCEMENTS

A. Manor Easter Eggstravaganza, Saturday, March 28, 2026, at 15317 US Highway 290E.

Community Engagement Coordinator Cho-Parkison invited the community to attend the Manor Easter Eggstravaganza on Saturday, March 28, 2026.

CONSENT AGENDA

1. Consideration, discussion, and possible action to approve the City Council Minutes.

- March 3, 2026, City Council Called Special Session
- March 7, 2026, City Council Workshop

2. Consideration, discussion, and possible action on accepting the February 2026 City Council Monthly Reports.

3. Consideration, discussion, and possible action on accepting the February 2026 Departmental Reports.

- Finance – Belen Peña, Finance Director
- Police – Ryan Phipps, Chief of Police
- Travis County ESD No. 12 – Chris McKenzie, Interim Fire Chief
- Economic Development – Scott Jones, Economic Development Director
- Development Services – Michael Burrell, Development Services Director
- Municipal Court – Sofi Duran, Court Administrator

- **Public Works – Matt Woodard, Director of Public Works**
- **Human Resources – Scott Moore, City Manager**
- **IT – Phil Green, IT Director**
- **Administration – Lluvia T. Almaraz, City Secretary**
- **Administration – Ashlynn Taylor, Marketing & Communications Coordinator**

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno to approve the consent agenda.

There was no further discussion.

Motion to approve carried 5-0

REGULAR AGENDA

- 4. Consideration, discussion, and possible action on a Professional Services Agreement with Versaterm Public Safety US, Inc., for CommunityConnect, an automated notification platform that provides real-time case updates and shares resource information with crime victims.**

City staff recommended that the City Council approve a Professional Services Agreement with Versaterm Public Safety US, Inc., and authorize the City Manager to execute the agreement.

Regan Frederick, Victim Services Case Manager, discussed the proposed agreement.

A discussion was held regarding the range of services to be provided to victims, exploring options and potential resources.

A discussion was held regarding the annual renewal fee.

Council Member Moreno requested that the data be incorporated into the Police Department's monthly report to illustrate usage.

A discussion was held on how victims would utilize the application, addressing potential challenges and identifying strategies to facilitate user access.

A discussion was held regarding the number of staff users and associated fees, considering potential impacts on the program's implementation.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve a Professional Services Agreement with Versaterm Public Safety US, Inc. and authorize the City Manager to execute the agreement.

There was no further discussion.

Motion to approve carried 5-0

5. Consideration, discussion, and possible action on a Tree fee-in-lieu for the Boyce Street Parking Lot.

Owner: Davis Capital Investments
Applicant: MWM Design Group

City staff recommended that the City Council approve a tree fee-in-lieu request of \$200 per caliper inch for the Boyce Street parking lot.

Development Services Director Burrell provided details on the proposed request.

The council discussed the proposed caliper fee, including its rationale and potential impact.

The council also discussed the size of the trees to be planted, considering options for larger caliper trees.

The council directed staff to collaborate with the developer and return with an alternative landscaping option, specifically requesting an increase in the caliper size of the trees.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno to postpone item to the April 1, 2026, regular council meeting with direction to staff as discussed.

There was no further discussion.

Motion to postpone carried 5-0

At Councilwoman Weir's direction, Item No. 6 was removed from consideration. There was no action taken.

~~**6. Consideration, discussion, and possible action on an amendment to the Manor Heights Trustee Deposit Agreement.**~~

7. Consideration, discussion, and possible action on a Master Services Agreement (MSA) with George Butler Associates, Inc.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno to table this item until after the executive session.

There was no further discussion.

Motion to table carried 5-0

8. Consideration, discussion, and possible action on the appointment of Community Impact Fee Advisory Committee members.

City staff recommended that the City Council extend the deadline for appointments and interviews to April 1, 2026, to allow more time for receiving additional applications.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to extend the appointment and interview deadline to April 1, 2026.

The council discussed the community outreach efforts conducted to date and considered partnering with other organizations to further promote the initiative.

There was no further discussion.

Motion to approve carried 5-0

Council Member Weir adjourned the regular session of the Manor City Council into Executive Session at 7:39 p.m. on Wednesday, March 18, 2026, in accordance with the requirements of the Open Meetings Law.

EXECUTIVE SESSION

The Manor City Council convened into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in *Sections 551.074, Section 551.071 Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Personnel Matters; Section 551.071 Texas Government Code and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the Hibbs Lane Parcel; Sections 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding EntradaGlen Public Improvement District; Sections 551.071, 551.072 and 551.087 Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Manor Town Center; and Sections 551.071, 551.072 and 551.087 Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel and deliberation of economic development negotiations* at 7:39 p.m. on Wednesday, March 18, 2026.

The Executive Session was adjourned at 9:41 p.m. on Wednesday, March 18, 2026.

OPEN SESSION

The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and took action on item(s) discussed during the Closed Executive Session at 9:41 p.m. on Wednesday, March 18, 2026.

7. Consideration, discussion, and possible action on a Master Services Agreement (MSA) with George Butler Associates, Inc.

The city staff recommends that the City Council approve the Master Services Agreement with George Butler Associates, Inc., and authorize the City Manager to execute the agreement following final legal review.

City Engineer Phelan outlined the scope of work provided to the city and the various departments served.

A discussion was held regarding the project record-keeping practices and the invoicing process for city projects.

A discussion was held regarding the historical project records that George Butler Associates (GBA) may be able to share with the city to ensure proper retention in the city's files.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the Master Services Agreement with George Butler Associates, Inc. and authorize the City Manager to execute agreement after the final legal review.

There was no further discussion.

Motion to approve carried 5-0

9. Consideration, discussion, and possible action on a Letter of Intent providing the terms and framework for the conveyance of approximately 8.43 acres of land out of an 84.30 acre tract of land situated in the A.C. Caldwell Survey, Abstract 154, in Travis County.

City staff recommended that the City Council approve the Letter of Intent providing the terms and framework for the conveyance of approximately 8.43 acres of land out of an 84.30 acre tract of land situated in the A.C. Caldwell Survey, Abstract 154, in Travis County and authorize the City Manager to execute the agreement.

Economic Development Director Jones discussed the proposed Letter of Intent.

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MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to approve the Letter of Intent providing the terms and framework for the conveyance of approximately 8.43 acres of land out of an 84.30 acre tract of land situated in the A.C. Caldwell Survey, Abstract 154, in Travis County and authorize the City Manager to execute the agreement.

There was no further discussion.

Motion to approve carried 5-0

10. Consideration, discussion, and possible action on the Third Amendment to Development Agreement (EntradaGlen).

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to postpone item to the April 15, 2026, regular council meeting.

There was no further discussion.

Motion to postpone carried 5-0

ADJOURNMENT

The Regular Session of the Manor City Council was Adjourned at 10:01 p.m. on Wednesday, March 18, 2026.

The Manor City Council approved these minutes on the 1st day of April 2026.

APPROVED:

Dr. Christopher Harvey
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary