



**CITY COUNCIL  
REGULAR SESSION MINUTES  
MAY 1, 2024**

**This meeting was live-streamed on Manor's YouTube Channel  
<https://www.youtube.com/@cityofmanorsocial/streams>**

**PRESENT:**

Dr. Christopher Harvey, Mayor

**COUNCIL MEMBERS:**

Emily Hill, Mayor Pro Tem, Place 1  
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  
Ryan Phipps, Chief of Police  
Scott Dunlop, Development Services Director  
Scott Jones, Economic Development Director  
Matthew Woodard, Public Works Director  
Tracey Vasquez, HR Director  
Belen Peña, Finance Director  
Yalondra V. Santana, Heritage & Tourism Manager  
Paige Saenz, City Attorney  
Chasem Creed, IT Technician

**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 Mayor Harvey at 7:07 p.m. on Wednesday, May 1, 2024, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

## INVOCATION

Dr. Adolphus Anderson with Park Springs Baptist Church gave the invocation.

## PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

## EVENTS/ANNOUNCEMENTS

### A. ManorPalooza, May 3- 4, 2024, at 15317 US Hwy 290 E.

Yalondra V. Santana Heritage & Tourism Manager invited the community to attend the ManorPalooza Event. The event flyer is attached with details.

## PROCLAMATION

### A. Declaring the week of May 12 - 18, 2024, as “Police Week”

Mayor Harvey read and presented the Police Week Proclamation to the Manor Police Department.

### B. Declaring the week of May 19 - 25, 2024, as “Public Works Week”

Mayor Harvey read and presented the Public Works Week Proclamation to the Public Works Department.

### C. Declaring the week of May 5 - 11, 2024, as “Municipal Clerks Week”

Mayor Harvey read and presented the Municipal Clerks Week Proclamation to City Secretary Lluvia T. Almaraz.

## PUBLIC COMMENTS

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed his concerns and opposition to Agenda Items No. 6,7,12, and 13.

Lily Borup with CK Family Services, 611 W. Highway 6, Suite 109, Waco, Texas, submitted a speaker card and spoke in support of Foster Care Awareness Month.

Tracey Vasquez, HR Director, introduced the new Finance Director, Belen Peña.

Cristal Almaguer, 12760 Saint Mary Drive, Manor, Texas, submitted a speaker card and spoke in support of police funding for the Manor Police Department.

No one else appeared at this time.

## **PUBLIC HEARINGS**

### **1. Conduct a Public Hearing on the levying of assessments in Improvement Area #4 of the Manor Heights Public Improvement District.**

The city staff recommended that the City Council postpone the Public Hearing to the May 15, 2024, Regular Council Meeting.

Development Services Director Dunlop stated that the Public Hearing needed to be postponed due to incomplete documents. He also mentioned that Agenda Item No. 6 needed to be postponed for the same reason.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Moreno to postpone the public hearing until May 15, 2024, Regular Council Meeting.

There was no further discussion.

**Motion to postpone carried 7-0**

### **2. Conduct a Public Hearing on the issuance of Improvement Area #4 Bonds for the Manor Heights Public Improvement District.**

The city staff recommended that the City Council postpone the Public Hearing to the May 15, 2024, Regular Council Meeting.

Development Services Director Dunlop stated that the Public Hearing needed to be postponed due to incomplete documents. He also mentioned that Agenda Item No. 7 needed to be postponed for the same reason.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Moreno to postpone the public hearing until May 15, 2024, Regular Council Meeting.

There was no further discussion.

**Motion to postpone carried 7-0**

## **CONSENT AGENDA**

### **3. Consideration, discussion, and possible action to approve the City Council Minutes.**

- April 16, 2024, City Council Workshop; and
- April 16, 2024, City Council Regular Meeting

### **4. Consideration, discussion, and possible action on a Water Utility Easement for Lot 8, Block A, Manor Crossing Subdivision.**

**5. Consideration, discussion, and possible action on a Sidewalk Easement for Lot 8, Block A, Manor Crossing Subdivision.**

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Wallace to accept and approve the Consent Agenda.

There was no further discussion.

**Motion to approve carried 7-0**

At the direction of Mayor Harvey, Agenda Item No. 12 was conducted next.

**REGULAR AGENDA**

**12. Consideration, discussion, and possible action on a Service Agreement with Hunden Partners to provide a feasibility study and services described in the proposal submitted in response to the City's RFP for a Mixed-Use Sports/Entertainment Development Feasibility Study for the 236-acre East Manor Development No. 1 property.**

The city staff recommended that the City Council authorize the City Manager to negotiate and execute a Service Agreement with Hunden Partners to provide a feasibility study and services described in the proposal submitted in response to the City's RFP for a Mixed-Use Sports/Entertainment Development Feasibility Study for the 236-acre East Manor Development No. 1 property in an amount not to exceed \$298,800.

Economic Development Director Jones discussed the proposed service agreement with Hudnen Partners.

Matthew Avila, Project Manager with Hunden Partners, introduced himself and the Hunden Partners Team. The attached PowerPoint presentation was presented.

The topic of discussion:

- Team Key Personnel
- Roles & Areas of Expertise
- Hunden Partners Select Texas Experience
- Process Overview: Project Understanding
- Proposed Approach
- Milestone & Touchpoints
- Why Hunden Partners

A discussion was held regarding the clarification of partners involved with the project.



**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to authorize the City Manager to negotiate and execute a Service Agreement with Hunden Partners to provide a feasibility study and services described in the proposal submitted in response to the City's RFP for a Mixed-Use Sports/Entertainment Development Feasibility Study for the 236-acre East Manor Development No. 1 property in an amount not to exceed \$298,800.

There was no further discussion.

**Motion to approve carried 7-0**

6. **Consideration, discussion, and possible action on an Ordinance of the City of Manor, Texas Making a Finding of Special Benefit to the Property in Improvement Area #4 of the Manor Heights Public Improvement District; Providing for the Method of Assessment of Special Assessments Against Property in Improvement Area #4 of the District; Approving an Assessment Roll for Improvement Area #4 of the District; Levying Assessments against Property within Improvement Area #4 of the District; Providing for Payment of the Assessments; Providing for Penalties and Interest on Delinquent Assessments; Establishing a Lien on Property within Improvement Area #4 of the District; Approving an Amended and Restated Service and Assessment Plan; Providing for Related Matters in Accordance with Chapter 372, Texas Local Government Code; Providing an Effective Date; and Providing for Severability.**
7. **Consideration, discussion, and possible action on an Ordinance of the City of Manor, Texas Special Assessment Revenue Bonds, Series 2024 (Manor Heights Public Improvement District Improvement Area #4 Project); Approving and Authorizing an Indenture of Trust, a Bond Purchase Agreement, a Limited Offering Memorandum, a Continuing Disclosure Agreement, and Other Agreements and Documents in Connection Therewith; Making Findings with Respect to the Issuance of Such Bonds; and Providing an Effective Date.**

Agenda Items No. 6 and No. 7 were not discussed and will be presented at the May 15, 2024, Regular Council meeting along with Public Hearing No. 1 and Public Hearing No. 2.

8. **Consideration, discussion, and possible action on the confirmation, ratification, and approval of a deposit agreement with Las Entradas Development Corporation related to the Las Entradas Public Improvement District (PID).**

The city staff recommended that the City Council confirm, ratify and approve the deposit agreement with Las Entradas Development Corporation.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to confirm, ratify and approve the deposit agreement with Las Entradas Development Corporation.

There was no further discussion.

**Motion to approve carried 7-0**

**9. Consideration, discussion, and possible action on a Resolution of the City of Manor, Texas, commencing the annexation of a road right-of-way 1.222 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits, setting a schedule for annexation, and providing for open meetings and other related matters.**

The city staff recommended that the City Council approve Resolution No. 2024-14 of the City of Manor, Texas, commencing the annexation of a road right-of-way 1.222 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits, setting a schedule for annexation, and providing for open meetings and other related matters.

Development Services Director Dunlop discussed the proposed resolution.

Resolution No. 2024-14: A Resolution of the City of Manor, Texas, Commencing the Annexation of a Road Right-Of-Way 1.222 Acres of Land, More or Less; Being Located in Travis County, Texas and Adjacent and Contiguous to the City Limits; Setting a Schedule for Annexation; and Providing for Open Meetings and Other Related Matters.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to approve Resolution No. 2024-14 of the City of Manor, Texas, commencing the annexation of a road right-of-way 1.222 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits, setting a schedule for annexation, and providing for open meetings and other related matters.

There was no further discussion.

**Motion to approve carried 7-0**

At the direction of Mayor Harvey, Agenda Item No. 13 was conducted next.

**13. Consideration, discussion, and possible action on the allocation of City Funds for ManorPalooza Expenses.**

The city staff recommended that the City Council direct the City Manager to report back in June on the final event expenditures that qualify for Hotel Occupancy Tax funds to be disturbed.

A discussion was held regarding the reason why the city was asking for funding for ManorPalooza.

**City Council Regular Session Minutes  
May 1, 2024**

A discussion was held regarding previous sponsorships received for Manor Palooza.

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 8:35 p.m. on Wednesday, May 1, 2024, 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 551.071 and 551.072, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Item No. 13 at 8:35 p.m. on Wednesday, May 1, 2024.*

The Executive Session was adjourned at 8:47 p.m. on Wednesday, May 1, 2024.

**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 8:47 p.m. on Wednesday, May 1, 2024.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to direct the City Manager to report back in June on the final event expenditures that qualify for Hotel Occupancy Tax funds to be disturbed.

There was no further discussion.

**Motion to approve carried 7-0**

City Secretary Almaraz requested that the City Council reconsider Agenda Item No. 3 from the Consent Agenda. She stated that the agenda had April 16<sup>th</sup> dates, and the minutes should have been for the April 17<sup>th</sup> meetings.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to reconsider Item No. 3 of the Consent Agenda.

There was no further discussion.

**Motion to reconsider carried 7-0**

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

- **April 17, 2024, City Council Workshop; and**
- **April 17, 2024, City Council Regular Meeting**

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to accept and approve the consent agenda for Item No. 3 with the revised dates.

There was no further discussion.

**Motion to approve carried 7-0**

**10. Consideration, discussion, and possible action on selecting an appraiser for the Mustang Valley Public Improvement District (PID) Improvement Area No. 1.**

The city staff recommended that the City Council approve the selection of AEGIS Group, Inc. as the appraiser for the Mustang Valley PID Improvement Area no. 1; and authorize the City Manager to enter and execute the engagement letter for appraisal services with AEGIS Group, Inc.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the selection of AEGIS Group, Inc. as the appraiser for the Mustang Valley PID Improvement Area no. 1; and authorize the City Manager to enter and execute the engagement letter for appraisal services with AEGIS Group, Inc.

There was no further discussion.

**Motion to approve carried 7-0**

**11. Consideration, discussion, and possible action on an Ordinance amending Chapter 13, Utilities, Article 13.08, Water Conservation, Ordinance 360, of the Code of Ordinances of the City of Manor, Texas; Adopting the Updated Water Conservation Plan and Drought Contingency Plan; Providing Updated Requirements and Schedules Required by State Law; Amending, Restating and Replacing Measures with the Updated Plan Provisions.**

The city staff recommended that the City Council approve Ordinance No. 741 amending Chapter 13, Utilities, Article 13.08, Water Conservation, Ordinance 360, of the Code of Ordinances of the City of Manor, Texas; Adopting the Updated Water Conservation Plan and Drought Contingency Plan; Providing Updated Requirements and Schedules Required by State Law; Amending, Restating and Replacing Measures with the Updated Plan Provisions.

Ordinance No. 741: An Ordinance of The City of Manor, Texas Amending Chapter 13, Utilities, Article 13.08, Water Conservation, Ordinance 360, of the Code of Ordinances of The City of Manor, Texas; Adopting the Updated Water Conservation Plan and Drought Contingency Plan; Providing Updated Requirements and Schedules Required by State Law; Amending, Restating and Replacing Measures With the Updated Plan Provisions; Providing a Severability Clause, Providing Savings, Effective Date and Open Meetings Clauses, and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to approve Ordinance No. 741 amending Chapter 13, Utilities, Article 13.08, Water Conservation, Ordinance 360, of the Code of Ordinances of the City of Manor, Texas; Adopting the Updated Water Conservation Plan and Drought Contingency Plan; Providing Updated Requirements and Schedules Required by State Law; Amending, Restating and Replacing Measures with the Updated Plan Provisions.

There was no further discussion.

**Motion to approve carried 7-0**

**14. Consideration, discussion, and possible action on amending Ordinance No. 724 establishing compensation for the Mayor and City Council and a structured policy and procedure process.**

The city staff recommended that the City Council discuss and provide direction to city staff regarding amending Ordinance No. 724, establishing compensation for the Mayor and City Council, and a structured policy and procedures process.

City Attorney Saenz discussed the proposed amendment to Ordinance No. 724.

A discussion was held regarding Section 4 and Section 5 of the proposed ordinance.

A discussion was held regarding the criteria for Tier 3 and Tier 4.

The City Council provided direction to staff regarding the proposed ordinance. A final ordinance will be presented to the City Council for consideration at the May 15, 2024, Regular Council meeting.

There was no action taken.

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 9:56 p.m. on Wednesday, May 1, 2024, 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 551.071 and 551.072, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel and to deliberate the purchase of real property; Sections 551.071 Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Shadowglen PUD; and Sections 551.071 Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding legislation related to ETJ Releases at 9:56 p.m. on Wednesday, May 1, 2024.*

The Executive Session was adjourned at 11:01 p.m. on Wednesday, May 1, 2024.

**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 11:01 p.m. on Wednesday, May 1, 2024.

There was no further discussion.

**ADJOURNMENT**

The Regular Session of the Manor City Council was Adjourned at 11:01 p.m. on Wednesday, May 1, 2024.

The Manor City Council approved these minutes on May 15, 2024.

**APPROVED:**

\_\_\_\_\_  
Dr. Christopher Harvey,  
Mayor

**ATTEST:**

\_\_\_\_\_  
Lluvia T. Almaraz, TRMC  
City Secretary



# 4TH ANNUAL MANORPALOOZA



East Manor Development No. 1,  
15317 US HWY 290 East | Manor TX

**MAY 3RD**  
5PM-10PM

**MAY 4TH**  
11AM-11PM



Games | Food Trucks | Vendors | Live Music | Carnival Rides | Family-Friendly Fun  
Sausage Eating Contest | Firework Show and more!

## ENTERTAINMENT LINEUP

### MAY 3RD

Elvis Presley show by David Allen  
Taylor Swift show by Julia Hill

6:30 PM  
8:45 PM

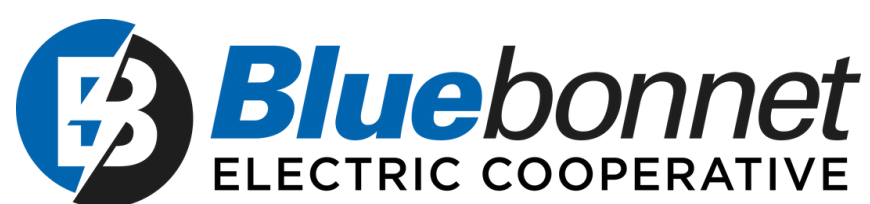
### MAY 4TH

Gordon Collier Band  
Magic Show by Magician Adam Stone  
Cheap Sunglasses  
Sausage Eating Contest  
Selena show by Amanda Solis  
Fireworks Show

11:15 AM  
1:00 PM  
2:30 PM  
5:00 PM  
7:30 PM  
9:30 PM



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# Mixed-Use District Highest & Best Use

market demand, financial feasibility & economic impact study

for: City of Manor



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**hunden**  
partners



# Team Key Personnel



Robin Hunden  
Executive Project  
Director



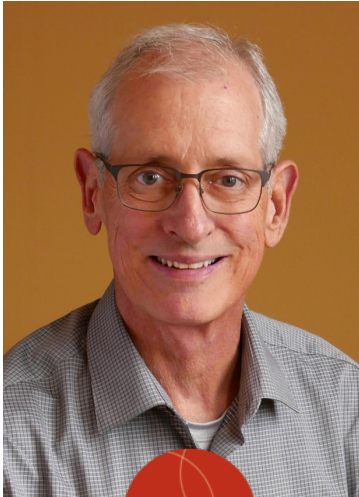
Mike Thiessen  
Project Executive



Matthew Avila  
Project Manager



Manjeet Ranu  
Planning Principal



David Greusel  
Lead Architect



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Robert Parsons  
Senior Associate

# Roles & Areas of Expertise



- Project and team management
- Market research, financial and impact modeling
- Competitive advantage/peer profiles
- Product recommendations



- Site assessments for opportunities and constraints
- Engineering considerations
- Top concepts venues and district synergy considerations



- Concept designs, layouts, and cost estimates
- Overall site plan and key venues
- Top concepts venues and district synergy considerations



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- Current experience in the market - Manor downtown plan
- Design and layout considerations for walkability, landscape, and synergy
- Top concepts venues and district synergy considerations

# Hunden Partners **Select Texas Experience**

Abilene Hotel

Amarillo Arena

Amarillo Boutique Hotels

Amarillo Conference Center Hotel

Austin Expo Center, Arena & Park Redevelopment

Baytown Arena & Mixed-Use District

Belton Conference Hotel

Bryan-College Station Convention Center & Hotels

Carrollton Hotel

Corpus Christi ABC Center Expansion & HQ Hotel

Dallas Convention Center Expansion

Dallas Convention Center Master Plan

Dallas MLB Stadium

Dallas Placemaking Action Plan

East Montgomery County Event Center

El Paso Coliseum & Amphitheater

Fort Worth Stockyards Redevelopment

Fort Worth Convention Center

Fort Worth Omni Hotel

Fort Worth Facilities Governance

Garland USL-Anchored Mixed-Use Development

Hays County Multi-Use Event Center & Hotel

Houston Event Center & Sports Facility

Kingsville Hotel & Event Facilities

Kyle Tourism / Downtown Multi-Use

League City Mixed-Use District

Lubbock MiLB Baseball Stadium & Mixed-Use

Lubbock Headquarter Hotel

Mansfield Hotel

Mansfield USL-Anchored Mixed-Use District

New Braunfels Arena/Convocation Center

Sherman Agriculture Arenas

South Padre Island Convention Center Expansion

Temple Destination Development Plan

Waco MiLB & Convention Center Mixed-Use District

Washington County Expo Center Future Use



## Situational Context:

- City recently purchased 236-acre parcel located on US290 at the epicenter of the eastern growth corridor of Manor's expansion
- Project is imagined to be an **entertainment and lifestyle district** potentially anchored by uses including youth sports, an arena, concert and/or entertainment venues, destination retail and eater-tainment mixed-use assets, performing arts center, hotel/hospitality, and others
- City's proximity to Austin is a significant asset
- Potential to attract and retain residents through development of amenities and resources typically found in major metro suburbs
- Nearby manufacturing plants for Tesla and Samsung and Whole Foods distribution center have positioned Manor with opportunities to invest in quality-of-life enhancements



# Our Proposed Approach



# Milestones & Touchpoints

## Overall timeline of approximately 12 weeks

**Market Findings** - approx. 8 weeks after the following have occurred: contract authorization, receipt of initial kickoff payment, and completion of in-person site visit

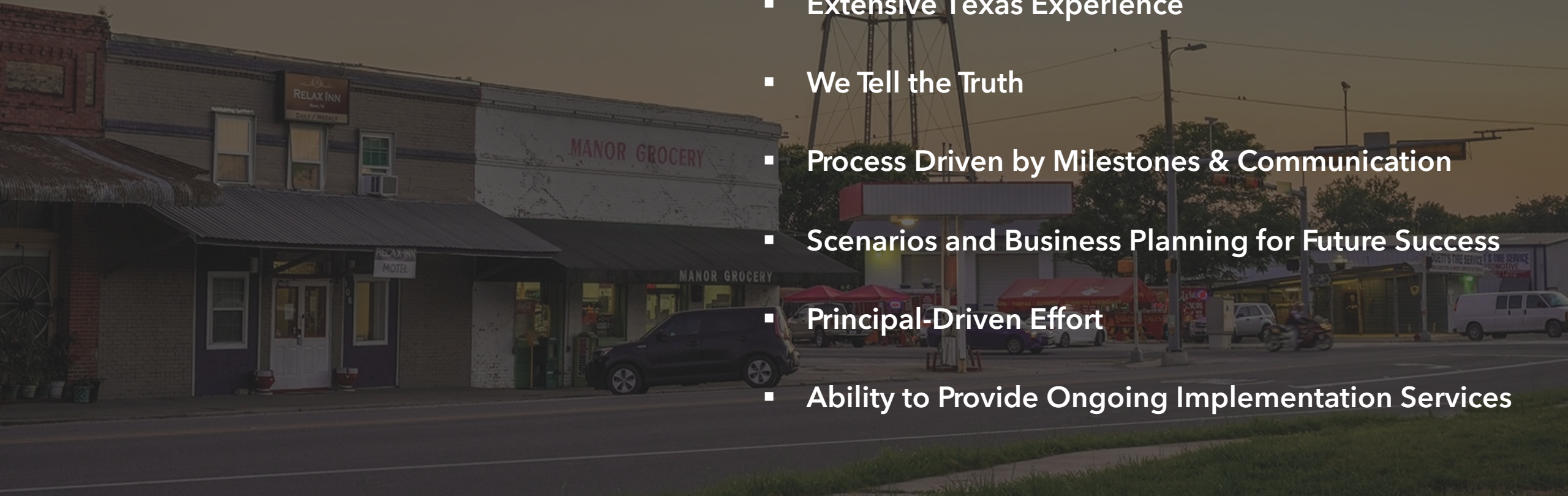
**Draft Analysis** - approx. 3 weeks after delivery of Market Findings

**Final Analysis** - approx. 1 - 2 weeks after receiving Client comments on the draft



# Why Us?

- 30+ Years of Tourism Industry Knowledge
- History Working as a Team
- Passion for Placemaking
- Extensive Texas Experience
- We Tell the Truth
- Process Driven by Milestones & Communication
- Scenarios and Business Planning for Future Success
- Principal-Driven Effort
- Ability to Provide Ongoing Implementation Services







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partners

**Thank You**