



**CITY COUNCIL
REGULAR SESSION MINUTES
OCTOBER 15, 2025**

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 Amezcuia, Place 3

Sonia Wallace, Place 4

Aaron Moreno, Place 5

Deja Hill, Place 6 (Absent)

CITY STAFF:

Scott Moore, City Manager

Lluvia T. Almaraz, City Secretary

Ryan Phipps, Chief of Police

Belen Peña, Finance Director

Michael Burrell, Development Services Director

Scott Dunlop, Assistant Development Services Director

Denver Collins, Assistant Police Chief

Matthew Woodard, Public Works Director

Phil Green, IT Director

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 Moreno at 7:03 p.m. on Wednesday, October 15, 2025, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**City Council Regular Session Minutes
October 15, 2025**

INVOCATION

Councilwoman Wallace delivered the invocation.

PLEDGE OF ALLEGIANCE

Councilman Moreno led the Pledge of Allegiance.

EVENTS/ANNOUNCEMENTS

A. Manor Night at the Park, October 24, 2025, at Timmermann Park

Officer Gloria Rock invited the community to Manor Night at the Park on October 24, 2025, at Timmermann Park starting at 6:00 p.m.

B. Fiesta, October 26, 2025, at St. Joseph Catholic Church

Felix Paiz, Chair of the Fiesta for St. Joseph Catholic Church, and a resident of Manor, invited the community to attend the Fiesta Event on October 26, 2025, at St. Joseph Catholic Church, beginning at 11:30 a.m.

PUBLIC COMMENTS

Robert Battaile, a resident of Manor, submitted a speaker card expressing his concerns and opposition to Agenda Items 5, 6, 7, 10, and 11.

Crista Swier submitted a speaker card expressing her concerns about water quality control and infrastructure.

No one else appeared at this time.

PUBLIC HEARINGS

1. Conduct a Public Hearing on the submission of an Amended Subdivision Concept Plan for Holley Smith (Mustang Valley) being three hundred ninety-nine (399) lots on 136.92 acres, more or less, and being TCAD parcels 259091 and 259089 Sumner Bacon Survey No. 62, Abstract 63 also known as 15200 N FM 973, Manor, TX.

The city staff recommended that the City Council conduct a public hearing.

Councilman Moreno opened the Public Hearing.

Robert Battaile, a resident of Manor, submitted a speaker card to express his opposition to this item.

City Council Regular Session Minutes
October 15, 2025

Crista Swier submitted a speaker card opposing this item, requesting the council to hold the developer accountable for the flooding of her property.

Development Services Director Burrell discussed the proposed Concept Plan for Holley Smith (Mustang Valley).

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Wallace to close the Public Hearing.

There was no further discussion.

Motion to close carried 4-0

2. Conduct a Public Hearing on a Specific Use Permit for one (1) lot on 0.2376 acres, more or less, and being TCAD parcel 238889 also known as 100/102 E. Parsons St., Manor, TX from (DB) Downtown Business to (C-1) Light Commercial.

Applicant: Cristian Garcia

Owner: Maqil Inc.

The city staff recommended that the City Council conduct a public hearing.

Councilman Moreno opened the Public Hearing.

Robert Battaile, a resident of Manor, submitted a speaker card to express his opposition to this item.

Crista Swier also submitted a speaker card, voicing her opposition to this item.

The city staff's recommendation was to keep the Public Hearing open until November 5, 2025, Regular Council Meeting.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Wallace to keep the Public Hearing open until the Regular Council Meeting on November 5, 2025.

There was no further discussion.

Motion to approve carried 4-0

3. Conduct a Public Hearing on a Specific Use Permit for 10,000 square feet in Medical Office space being generally located near the eastern corner of Bois D Arc and the North of US Highway 290, also referred to as 13400 E US Highway 290 Manor, TX.

Applicant: Advantage Construction, LLC

Owner: Advantage Construction, LLC

The city staff recommended that the City Council conduct a public hearing.

**City Council Regular Session Minutes
October 15, 2025**

Councilman Moreno opened the Public Hearing.

Development Services Director Burrell discussed the proposed Special Use Permit for a Medical Office space.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcuia to close the Public Hearing

There was no further discussion.

Motion to close carried 4-0

4. Conduct a Public Hearing on the levying of assessments of the Mustang Valley Public Improvement District.

The city staff recommended that the City Council conduct a public hearing.

Councilman Moreno opened the Public Hearing.

The city staff's recommendation was to keep the Public Hearing open until November 5, 2025, Regular Council Meeting.

John Lohr with KB Home, submitted a speaker card in support of this item; however, he did not wish to speak but was available to answer any questions by the City Council.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Weir to keep the Public Hearing open until the Regular Council Meeting on November 5, 2025.

There was no further discussion.

Motion to approve carried 4-0

CONSENT AGENDA

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

• October 1, 2025, City Council Regular Meeting

6. Consideration, discussion, and possible action on accepting the September 2025 City Council Monthly Reports.

7. Consideration, discussion, and possible action on accepting the September 2025 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 – Tracey Vasquez, HR 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 Wallace to approve the consent agenda as presented.

There was no further discussion.

Motion to approve carried 4-0

REGULAR AGENDA

8. Consideration, discussion, and possible action on awarding a contract for auditing services to CliftonLarsonAllen, LLP for the fiscal year ending September 30, 2025, with an option to renew for a term of four (4) additional one-year terms.

The city staff recommended that the City Council City Council approve the audit services contract with CliftonLarsonAllen, LLP for the fiscal year ending September 30, 2025, with an option to renew for a term of four (4) additional one-year terms.

Finance Director Peña discussed the proposed contract for auditing services.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Weir to approve the audit services contract with CliftonLarsonAllen, LLP for the fiscal year ending September 30, 2025, with an option to renew for a term of four (4) additional one-year terms and authorize the city manager to execute the contract after legal review.

There was no further discussion.

Motion to approve carried 4-0

9. Consideration, discussion, and possible action on an ordinance adopting a fee schedule for the City services, including Article A2.000 Building and Development-Related Fees, Article A4.000 Special Services by Law Enforcement Staff, Article A5.000 Administrative and Miscellaneous Fees, Article A7.000 Utility Service Charges and Fees.

The city staff recommended that the City Council approve Ordinance No. 800 adopting a fee schedule for the City services, including Article A2.000 Building and Development-Related Fees, Article A4.000 Special Services by Law Enforcement Staff, Article A5.000 Administrative and Miscellaneous Fees, Article A7.000 Utility Service Charges and Fees.

Finance Director Peña discussed the proposed fee ordinance.

Ordinance No. 800: An Ordinance of The City of Manor, Texas, Adopting a Fee Schedule for City Services, Including Article A2.000 Building And Development-Related Fees, Article A4.000 Special Services By Law Enforcement Staff, Article A5.000 Administrative and Miscellaneous Fees, and Article A7.000 Utility Service Charges and Fees; Amending all Parts of Ordinances In Conflict; Providing a Severability Clause; Providing a Savings Clause; Providing Severability and Open Meetings Clauses; and Providing for Related Matters.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Weir to approve Ordinance No. 800 adopting a fee schedule for the City services, including Article A2.000 Building and Development-Related Fees, Article A4.000 Special Services by Law Enforcement Staff, Article A5.000 Administrative and Miscellaneous Fees, Article A7.000 Utility Service Charges and Fees.

There was no further discussion.

Motion to approve carried 4-0

10. Consideration, discussion, and possible action on the submission of an Amended Subdivision Concept Plan for Holley Smith (Mustang Valley) being three hundred ninety-nine (399) lots on 136.92 acres, more or less, and being TCAD parcels 259091 and 259089 Sumner Bacon Survey No. 62, Abstract 63, also known as 15200 N FM 973, Manor, TX.

The city staff recommended that the City Council approve an Amended Subdivision Concept Plan for Holley Smith (Mustang Valley) being three hundred ninety-nine (399) lots on 136.92 acres, more or less, and being TCAD parcels 259091 and 259089 Sumner Bacon Survey No. 62, Abstract 63 also known as 15200 N FM 973, Manor, TX.

Development Services Director Burrell discussed the proposed amended subdivision concept plan.

**City Council Regular Session Minutes
October 15, 2025**

Public Works Director Woodard outlined the process his team undertook to address flooding concerns in the area.

A discussion was held regarding the measures the developer has taken to address flooding concerns.

A discussion was held regarding parkland amenities that would be provided for the city.

A discussion took place concerning the placement of the retention pond within the development.

Assistant City Attorney Rivera explained that the council was only reviewing the concept and outlined the approval processes.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Amezcuia to approve an Amended Subdivision Concept Plan for Holley Smith (Mustang Valley) being three hundred ninety-nine (399) lots on 136.92 acres, more or less, and being TCAD parcels 259091 and 259089 Sumner Bacon Survey No. 62, Abstract 63 also known as 15200 N FM 973, Manor, TX.

Motion to approve carried 4-0

11. First Reading: Consideration, discussion, and possible action regarding an ordinance for one (1) lot on 0.2376 acres, more or less, and being TCAD parcel 238889 also known as 100/102 E. Parsons St, Manor, TX from (DB) Downtown Business to (C-1) Light Commercial.

Applicant: Cristian Garcia

Owner: Maqil Inc.

The city staff recommended that the City Council postpone the item until November 5, 2025, Regular Council Meeting.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Wallace to postpone the item until November 5, 2025, Regular Council Meeting.

There was no further discussion.

Motion to postpone carried 4-0

12. Consideration, discussion, and possible action on a Specific Use Permit for one (1) lot on 0.2376 acres, more or less, and being TCAD parcel 238889 also known as 100/102 E. Parsons St., Manor, TX.

Applicant: Cristian Garcia

Owner: Maqil Inc.

City Council Regular Session Minutes
October 15, 2025

The city staff recommended that the City Council postpone the item until the November 5, 2025, Regular Council Meeting.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Wallace to postpone the item until November 5, 2025, Regular Council Meeting.

There was no further discussion.

Motion to postpone carried 4-0

13. Consideration, discussion, and possible action on a Specific Use Permit for 10,000 square feet in Medical Office space being generally located near the eastern corner of Bois D Arc and the North of US HWY 290 also referred to as 13400 E US HWY 290 Manor, TX.

Applicant: Advantage Construction, LLC

Owner: Advantage Construction, LLC

The city staff recommended that the City Council approve a Specific Use Permit for 10,000 square feet in Medical Office space being generally located near the eastern corner of Bois D Arc and the North of US HWY 290 also referred to as 13400 E US HWY 290 Manor, TX.

Development Services Director Burrell discussed the proposed Special Use Permit.

Brian Baca with Advantage Construction, LLC, submitted a speaker card in support of this item; however, he did not wish to speak but was available to answer any questions by the City Council.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcuia to approve a Specific Use Permit for 10,000 square feet in Medical Office space being generally located near the eastern corner of Bois D Arc and the North of US Hwy 290 also referred to as 13400 E US Hwy 290 Manor, TX.

A discussion took place regarding the type of medical office to be established in the location.

There was no further discussion.

Motion to approve failed 3-1 (Council Member Weir voted against)

14. Consideration, discussion, and possible action on an agreement to transfer an approximately 12.8371-acre tract from Manville Water Supply Corporation's certificated water service area to the City of Manor's certificated service area.

The city staff recommends that the City Council approve an agreement to transfer an approximately 12.8371-acre tract from Manville Water Supply Corporation's certificated water service area to the City of Manor's certificated service area.

City Council Regular Session Minutes

Development Services Director Burrell discussed the proposed agreement.

MOTION: Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Amezcua to approve the agreement.

There was no further discussion.

Motion to approve carried 4-0

15. Consideration, discussion, and possible action on an Ordinance of the City of Manor, Texas Making a Finding of Special Benefit to the Property in the Mustang Valley Public Improvement District; Providing for the Method of Assessment of Special Assessments Against Property in the District; Approving an Assessment Roll for Improvement Area #1 of the District; Levying Special Assessments against Property within Improvement Area #1 of the District; Providing for Payment of the Special Assessments; Providing for Penalties and Interest on Delinquent Assessments; Establishing a Lien on Property within the District; Approving a 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.

The city staff recommended that the City Council postpone the item until November 5, 2025, Regular Council Meeting.

John Lohr with KB Home, submitted a speaker card in support of this item; however, he did not wish to speak but was available to answer any questions by the City Council.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcuia to postpone the item until November 5, 2025, Regular Council Meeting.

There was no further discussion.

Motion to postpone carried 4-0

Council Member Moreno adjourned the regular session of the Manor City Council into Executive Session at 8:03 p.m. on Wednesday, October 15, 2025, in accordance with the requirements of the Open Meetings Law.

EXECUTIVE SESSION

**City Council Regular Session Minutes
October 15, 2025**

Professional Conduct to consult with legal counsel regarding Municipal Utility Districts Road Powers in the City's extraterritorial jurisdiction; 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 8:03 p.m. on Wednesday, October 15, 2025.

The Executive Session was adjourned at 9:00 p.m. on Wednesday, October 15, 2025.

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 9:00 p.m. on Wednesday, October 15, 2025.

There was no further discussion.

ADJOURNMENT

The Regular Session of the Manor City Council was Adjourned at 9:00 p.m. on Wednesday, October 15, 2025.

The Manor City Council approved these minutes on the 5th day of November 2025.

APPROVED:

Dr. Christopher Harvey
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary