



**CITY COUNCIL  
REGULAR SESSION MINUTES  
APRIL 2, 2025**

**This meeting was live-streamed on Manor's YouTube Channel  
You can access the meeting at <https://www.cityofmanor.org/page/livestream>**

**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 (Absent)  
Deja Hill, Place 6

**CITY STAFF:**

Scott Moore, City Manager  
Lluvia T. Almaraz, City Secretary  
Ryan Phipps, Chief of Police  
Scott Jones, Economic Development Director  
Tracey Vasquez, HR Director  
Michael Burrell, Development Services Director  
Mathew Woodard, Public Works Director  
Veronica Rivera, Assistant City Attorney  
Pauline Grey, P.E., City Engineer  
Frank Phelan, P.E., City Engineer

**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 7:11 p.m. on Wednesday, April 2, 2025, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

## INVOCATION

Council Member Deja Hill gave the invocation.

## PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

## EVENTS/ANNOUNCEMENTS

### A. Development Services Director Announcement

HR Director Vasquez announced that Michael Burrell was the new Development Services Director.

### B. The Big Bounce America Event, April 4 – 5, 2025 at 15317 US Highway 290E.

HR Director Vasquez announced and invited the community to attend the Big Bounce America Event.

### C. Community Shred Day Event, April 12, 2025, at Manor City Hall

City Secretary Almaraz announced and invited the community to attend the Community Shred Day Event.

### D. Easter Egg-Heli-Drop, April 19, 2025, at 15317 US Highway 290E.

HR Director Vasquez announced and invited the community to attend the Easter Egg-Heli Drop.

## PROCLAMATIONS

### A. Declaring Tuesday, April 22, 2025, as “*Earth Day*”

Mayor Harvey read and proclaimed Tuesday, April 22, 2025, as “*Earth Day*”.

## PUBLIC COMMENTS

Firus Hanov, 12517 Oxford Vineyard Lane, Manor, Texas, submitted a speaker card and spoke about the dog noise disturbance at East Village. He's seeking advice from the city.

Anthony Moore, 12001 Rosinca Rd., Manor, Texas, submitted a speaker card and discussed his wrongful termination with the city.

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No one else appeared at this time.

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 7:29 p.m. on Wednesday, April 2, 2025, 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 *Section 551.071, consultation with Attorney at 7:29 p.m. on Wednesday, April 2, 2025.*

The Executive Session was adjourned at 8:01 p.m. on Wednesday, April 2, 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 8:01 p.m. on Wednesday, April 2, 2025.

There was no action taken.

**REPORTS**

**A. Reading on the Go Bus 2024 Summer Tour Report**

Chasity Hawthorne, Secondary Math Coordinator with Manor ISD presented the attached Reading on the Go Bus 2024 Summer Tour Report. Ms. Hawthorne will share the survey with the council to submit their input regarding the program.

**CONSENT AGENDA**

At the request of Mayor Harvey, Item No. 5 was pulled from the agenda.

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

- February 19, 2025, City Council Regular Meeting
- February 19, 2025, City Council Workshop
- March 5, 2025, City Council Regular Meeting
- March 19, 2025, City Council Regular Meeting
- March 26, 2025, City Council Workshop

**2. Consideration, discussion, and possible action on accepting the Manor Police Department 2024 Annual Report.**

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the consent agenda as presented.

There was no further discussion.

**Motion to approve carried 6-0**

## **REGULAR AGENDA**

**3. Second and Final Reading: Consideration, discussion, and possible action on an Ordinance rezoning for one (1) lot on 4.879 acres, more or less, and being located at 16023 E US 290, Manor, TX from (GO) General Office to (C-3) Heavy Commercial.**

The city staff recommended that the City Council approve the second and final reading of Ordinance No. 779 rezoning for one (1) lot on 4.879 acres, more or less, and being located at 16023 E US 290, Manor, TX from (GO) General Office to (C-3) Heavy Commercial with restrictions.

Development Services Director Burrell discussed the proposed rezoning request.

Jen Henderson with Henderson Professional Engineers submitted a speaker card in support of this item; however, she did not wish to speak but was available to answer any questions posed by the city council.

Ordinance No. 779: An Ordinance of the City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From General Office (GO) to Heavy Commercial (C-3); Making Findings of Fact; Providing a Severability Clause; an Effective Date; Open Meeting Clauses, and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the second and final reading of Ordinance No. 779 rezoning for one (1) lot on 4.879 acres, more or less, and being located at 16023 E US 290, Manor, TX from (GO) General Office to (C-3) Heavy Commercial with restrictions.

There was no further discussion.

**Motion to approve carried 6-0**

**4. Consideration, discussion, and possible action on a change order to the construction contract for the Manor Commercial Park Wastewater Collection System and Carriage Hills Lift Station #5 Improvements Phase 1 Project.**

The city staff recommended that the City Council approve Change Order No. 1 to the construction contract for the Manor Commercial Park Wastewater Collection System and Carriage Hills Lift Station #5 Improvements Phase 1 with Packsaddle Management, LLC in the amount of \$24,652.66, and an addition of 5 calendar days.

City Engineer Grey discussed the change order request.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Wallace to approve Change Order No. 1 to the construction contract for the Manor Commercial Park Wastewater Collection System and Carriage Hills Lift Station #5 Improvements Phase 1 with Packsaddle Management, LLC in the amount of \$24,652.66, and an addition of 5 calendar days.

There was no further discussion.

**Motion to approve carried 6-0**

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 8:14 p.m. on Wednesday, April 2, 2025, 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 *Section 551.074, Texas Government Code, to deliberate the evaluation of personnel in the Community Development Department regarding Heritage and Tourism Manager; Sections 551.071 and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding EPCOR Notice of Right of First Refusal; 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 EntradaGlen; 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 Downs; 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 8:14 p.m. on Wednesday, April 2, 2025.

The Executive Session was adjourned at 10:56 p.m. on Wednesday, April 2, 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 10:56 p.m. on Wednesday, April 2, 2025.

**5. Consideration, discussion, and possible action on a Resolution of the City of Manor, Texas approving and authorizing the EntradaGlen Public Improvement District Financing Agreement.**

The city staff recommended that the City Council approve Resolution No. 2025-15 of the City of Manor, Texas, authorizing the EntradaGlen Public Improvement District Financing Agreement.

Assistant City Attorney Rivera discussed the revised Finance Agreement.

A discussion was held regarding clarifying enhancements on Exhibit F for 60' Right-of-Way Roads instead of 50' Right-of-Way Roads.

Resolution No. 2025-15: A Resolution of the City of Manor, Texas Approving and Authorizing the Entradaglen Public Improvement District Financing Agreement.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve Resolution No. 2025-15 of the City of Manor, Texas, authorizing the EntradaGlen Public Improvement District Financing Agreement with revisions as presented by legal.

There was no further discussion.

**Motion to approve carried 6-0**

**6. Consideration, discussion and possible action on a Resolution of the City of Manor, Texas determining the costs of certain authorized improvements to be financed by the EntradaGlen Public Improvement District; approving a Preliminary Service and Assessment Plan, including the proposed Assessment Rolls; calling for notice of a public hearing for April 16, 2025 to consider an ordinance levying assessments on property located within Improvement Area #1 of the EntradaGlen Public Improvement District; directing the filing of the proposed Assessment Rolls with the City Secretary to make said proposed Assessment Rolls available for public inspection; directing City Staff to publish and mail notice of said public hearing; and resolving other matters related to the foregoing.**

The city staff recommended that the City Council approve Resolution No. 2025-16 of the City of Manor, Texas determining the costs of certain authorized improvements to be financed by the EntradaGlen Public Improvement District; approving a Preliminary Service and Assessment Plan, including the proposed Assessment Rolls; calling for notice of a public hearing for April 16, 2025 to consider an ordinance levying assessments on property located within Improvement Area #1 of the EntradaGlen Public Improvement District; directing the filing of the proposed Assessment Rolls with the City Secretary to make said proposed Assessment Rolls available for public inspection; directing City Staff to publish and mail notice of said public hearing; and resolving other matters related to the foregoing.

Assistant City Attorney Rivera discussed the proposed resolution.

Resolution No. 2025-16: A Resolution of the City of Manor, Texas Determining the Costs of Certain Authorized Improvements to be Financed by the Entradaglen Public Improvement District; Approving a Preliminary Service and Assessment Plan, Including the Proposed Assessment Rolls; Calling for Notice of a Public Hearing for April 16, 2025 to Consider an Ordinance Levying Assessments on Property Located Within Improvement Area #1 of the Entradaglen Public Improvement District; Directing the Filing of the Proposed Assessment Rolls With the City Secretary to Make Said Proposed Assessment Rolls Available for Public Inspection; Directing City Staff to Publish and Mail Notice of Said Public Hearing; and Resolving Other Matters Related to the Foregoing.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve Resolution No. 2025-16 of the City of Manor, Texas determining the costs of certain authorized improvements to be financed by the EntradaGlen Public Improvement District; approving a Preliminary Service and Assessment Plan, including the proposed Assessment Rolls; calling for notice of a public hearing for April 16, 2025 to consider an ordinance levying assessments on property located within Improvement Area #1 of the EntradaGlen Public Improvement District; directing the filing of the proposed Assessment Rolls with the City Secretary to make said proposed Assessment Rolls available for public inspection; directing City Staff to publish and mail notice of said public hearing; and resolving other matters related to the foregoing with revision to Priority No. 4 to be listed as Civic Improvements.

There was no further discussion.

**Motion to approve carried 6-0**

**7. Consideration, discussion, and possible action on a Resolution of the City of Manor, Texas approving the form and authorizing the distribution of a Preliminary Limited Offering Memorandum for the City of Manor, Texas Special Assessment Revenue Bonds, Series 2025 (EntradaGlen Public Improvement District Improvement Area #1 Project).**

The city staff recommended that the City Council approve Resolution No. 2025-17 of the City of Manor, Texas approving the form and authorizing the distribution of a Preliminary Limited Offering Memorandum for the City of Manor, Texas Special Assessment Revenue Bonds, Series 2025 (EntradaGlen Public Improvement District Improvement Area #1 Project).

Assistant City Attorney Rivera discussed the proposed resolution.

Resolution No. 2025-17: A Resolution of the City of Manor, Texas Approving the Form and Authorizing the Distribution of a Preliminary Limited Offering Memorandum for Special Assessment Revenue Bonds, Series 2025 (Entradaglen Public Improvement District Improvement Area #1 Project).



**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve Resolution No. 2025-17 of the City of Manor, Texas approving the form and authorizing the distribution of a Preliminary Limited Offering Memorandum for the City of Manor, Texas Special Assessment Revenue Bonds, Series 2025 (EntradaGlen Public Improvement District Improvement Area #1 Project).

There was no further discussion.

**Motion to approve carried 6-0**

8. **Second and Final Reading:** Consideration, discussion, and possible action on an ordinance of the City of Manor, Texas annexing 146.920 acres, more or less, located in Travis County, Texas, 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 an open meetings, and other related matters.

The City staff recommended that the City Council approve the second and final reading Ordinance No. 782 of the City of Manor, Texas annexing 146.920 acres, more or less, being located in Travis County, Texas, 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 an open meetings, and other related matters.

Ordinance No. 782: An Ordinance of the City of Manor, Texas Annexing 146.920 Acres of Land, More or Less Located in Travis County, Texas, 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.

**MOTION:** Upon a motion made by Council Member Deja Hill and seconded by Council Member Weir to approve the second and final reading Ordinance No. 782 of the City of Manor, Texas annexing 146.920 acres, more or less, being located in Travis County, Texas, 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 an open meetings, and other related matters.

There was no further discussion.

**Motion to approve carried 6-0**



**9. Second and Final Reading: Consideration, discussion, and possible action on an Ordinance rezoning seven (7) lots on 146.92 acres, more or less, and being generally located abutting and to the north of Hill Ln, west of Gregg Manor Road, and east of the TX 130 Toll Manor, TX from (A) Agricultural to (IN-2) Heavy Industrial.**

The City staff recommended that the City Council approve the second and final reading of Ordinance No. 783 rezoning seven (7) lots on 146.92 acres, more or less, and being generally located abutting and to the north of Hill Ln, west of Gregg Manor Road, and east of the TX 130 Toll Manor, TX from (A) Agricultural to (IN-2) Heavy Industrial.

Ordinance No. 783: An Ordinance of the City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From Agricultural (A) to Heavy Industrial (IN-2); Making Findings of Fact; Providing a Severability Clause; an Effective Date; Open Meeting Clauses, and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the second and final reading of Ordinance No. 783 rezoning seven (7) lots on 146.92 acres, more or less, and being generally located abutting and to the north of Hill Ln, west of Gregg Manor Road, and east of the TX 130 Toll Manor, TX from (A) Agricultural to (IN-2) Heavy Industrial.

There was no further discussion.

**Motion to approve carried 6-0**

**10. Consideration, discussion, and possible action on the Development Agreement for the Manor Downs Commerce Center Development.**

The City staff recommended that the City Council approve the Development Agreement for the Manor Downs Commerce Center Development.

Assistant City Attorney Rivera discussed the revisions to the agreement for the Manor Downs Commerce Center Development.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the Development Agreement for the Manor Downs Commerce Center Development with revisions.

There was no further discussion.

**Motion to approve carried 7-0**

**11. Consideration, discussion, and possible action on the Chapter 380 Grant Agreement for Manor Downs Commerce Center.**

The City staff recommended that the City Council approve the Chapter 380 Agreement for Manor Downs Commerce Center.

Economic Development Director Jones discussed the proposed revised agreement.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve the Chapter 380 Agreement for Manor Downs Commerce Center with revisions.

There was no further discussion.

**Motion to approve carried 6-0**

**12. Consideration, discussion, and possible action on an escrow agreement to transfer a 15' wide wastewater easement approximately .32840 acres along Hill Lane for the construction of a wastewater force main.**

The City staff recommended that the City Council approve the Escrow Agreement with DG Manor Downs Property Owner, LP, Manor Downs East, LLC and Heritage Title Company to transfer a 15' wide wastewater easement approximately .32840 acres along Hill Lane for the construction of a wastewater force main.

**MOTION:** Upon a motion made by Council Member Deja Hill and seconded by Council Member Wallace to approve the Escrow Agreement with DG Manor Downs Property Owner, LP, Manor Downs East, LLC and Heritage Title Company to transfer a 15' wide wastewater easement approximately .32840 acres along Hill Lane for the construction of a wastewater force main.

There was no further discussion.

**Motion to approve carried 6-0**

**13. Consideration, discussion, and possible action on a 15-foot-wide wastewater utility easement approximately .32840 acres in Travis County, Texas and along Hill Lane for the construction of a wastewater force main.**

The City staff recommended that the City Council approve and accept the 15 foot wide wastewater utility easement approximately .32840 acres in Travis County, Texas and along Hill Lane for the construction of a wastewater force main.

**MOTION:** Upon a motion made by Council Member Deja Hill and seconded by Council Member Wallace to approve and accept the 15-foot wide wastewater utility easement approximately .32840 acres in Travis County, Texas, and along Hill Lane for the construction of a wastewater force main.

There was no further discussion.

**Motion to approve carried 6-0**

**14. Consideration, discussion, and possible action on an agreement to transfer approximately 146.920 acres from City of Austin's certificated wastewater service area to the City of Manor's wastewater certificated service area.**

The City staff recommended that the City Council approve and accept the 15-foot-wide wastewater utility easement, approximately .32840 acres in Travis County, Texas, and along Hill Lane for the construction of a wastewater force main.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Deja Hill to approve an agreement to transfer approximately 146.920 acres from City of Austin's certificated wastewater service area to the City of Manor's wastewater certificated service area.

There was no further discussion.

**Motion to approve carried 6-0**

**ADJOURNMENT**

The Regular Session of the Manor City Council was Adjourned at 11:23 p.m. on Wednesday, April 2, 2025.

The Manor City Council approved these minutes on the 16<sup>th</sup> day of April 2025.

**APPROVED:**

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Dr. Christopher Harvey  
Mayor

**ATTEST:**

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Lluvia T. Almaraz, TRMC  
City Secretary

# MISD 2024 Summer Library Program

## Service Level & Outcomes Report

### I. Introduction

The MISD 2024 Summer Library Program was designed to enhance scholar literacy and numeracy skills, provide a safe and enriching space for youth, and foster a love for reading among families. Running from June 10, 2024 – July 24, 2024, this program offered library access, a mobile library, structured enrichment activities, and free meals in collaboration with community partners.

### II. Program Overview

#### A. Service Duration & Locations

- **Dates:** June 10 – July 24 and additional dates for City of Manor Movie Nights
- **Days of Operation:** Monday – Thursday
- **Library Access:**
  - Select campus libraries open 3 days per week for 5 weeks (up to 7 hours/day).
  - Reading on the Go Bus serves as a mobile library for the community.

#### B. Key Services Provided

##### **Literacy Enrichment:**

- Daily read-aloud sessions, book clubs, and literacy games.

##### **Food Service:**

- Free breakfast and lunch provided through coordination with Food Services.

##### **Community Engagement & Partnerships:**

- Collaborating with the City of Manor.
- Seeking vendor sponsorships for student incentives and book donations.

### III. Success Metrics and Outcomes

#### A. Goals, Targets and Outcomes

Goal	Target	Outcome
<b>Targeted Attendance</b>	75% capacity each week	90% capacity each week
<b>Unique Participation</b>	200+ students engage at least once	300+ students engaged at least once, and multiple students engaged more than once.
<b>Family Participation</b>	50% of families will attend at least one literacy event	75% of families attended more than one literacy event (bus and library)
<b>Books Checked Out &amp; Distributed</b>	1 book per student (100+ total distributed)	2-3 books per student (300+ total books distributed)
<b>Reading Interest Level</b>	80% of students report increased reading interest	80% of students report increased reading interest
<b>Library Utilization</b>	20-30 students per library session	15-20 students per library session
<b>Reading on the Go Bus Impact</b>	Serve 100+ families in the community	Serve 200+ families in the community
<b>Meals Provided</b>	Ensure at least 50% of students receive meals	80% of students received meals

#### B. Partnerships

- Sponsorships & Donations: Secured an external sponsor
- Promotional Reach for Reading on the Go Bus
  - Wal-Mart and Manor City Hall to promote summer reading programs
  - Communicated registration dates of MISD with flyers
  - Outreach of student engagement for Literacy to prevent summer learning loss.
- Satisfaction Survey Results: During the bus Tour
  - 85% of families and students commented on the program positively.
  - 70% of participants express interest in returning next year.

Results for the End of Summer Library poll are still being collected. Data analysis should be completed by *Wednesday, April 2nd*.

## IV. Program Impact & Recommendations

### A. Impact on Students & Families

- ✓ Increased literacy exposure and access to books.
- ✓ Safe, engaging summer learning opportunities.
- ✓ Nutritional support through meal services.

### B. Recommendations for Future Growth

- ♦ Expand Capacity – Consider additional sites or longer operating days.
- ♦ Strengthen Partnerships – Deepen collaborations for increased resources.
- ♦ Enhance Student Incentives – Seek more sponsorships for engagement.

## V. Conclusion

The 2024 Summer Library Program provided a safe, engaging, and literacy-rich summer experience for students and families. By leveraging partnerships, structured activities, and community engagement, the program was able to support scholars' academic growth and well-being.

### Next Steps:

- Finalizing logistics and partnerships
- Launching the promotional campaign
- Preparing for student and family engagement