



**CITY COUNCIL
REGULAR SESSION MINUTES
FEBRUARY 19, 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 (Absent)
Sonia Wallace, Place 4
Aaron Moreno, Place 5
Deja Hill, Place 6

CITY STAFF:

Scott Moore, City Manager
Lluvia T. Almaraz, City Secretary
Brittany Lopze, Assistant City Secretary
Belen Peña, Finance Director
Ryan Phipps, Chief of Police
Denver Collins, Assistant Chief of Police
Scott Jones, Economic Development Director
Tracey Vasquez, HR Director
Michael Burrell, Interim Development Services Director
Mathew Woodard, Public Works 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 Mayor Harvey at 7:14 p.m. on Wednesday, February 19, 2025, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

INVOCATION

Mayor Harvey gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

PROCLAMATIONS

A. Declaring the month of February as “*Black History Month*”

Mayor Harvey proclaimed February as Black History Month.

EVENTS/ANNOUNCEMENTS

A. EmpowerManor- CTX Learning Festival, March 8, 2025, at Manor Senior High School from 9:00 a.m. to 1:00 p.m.

City Manager Moore invited the community to attend EmpowerManor – CTX Learning Festival on March 8, 2025, at Manor Senior High School.

PRESENTATIONS

A. Wilbarger Creek and The City of Manor

Jon Bealle, Pamela Fowler, and Anne Brockenbrough with Wilbarger Creek Conservation Alliance discussed the attached presentation.

The topic of discussion was the following:

- Parks and Open Space
- Wilbarger Creek Watershed
- Future East Travis County Parkland
- Wilbarger Creek Conservation Alliance and Travis County Parks Community Clean Up set for Saturday, March 1, 2025, from 9:30 a.m. to noon.

PUBLIC COMMENTS

Tom West from Manor, Texas, submitted a speaker card and spoke about the proposed Wastewater Treatment Plant. Mr. West supports the project but not the location.

David Laturner submitted a speaker card and spoke about the proposed Wastewater Treatment Plant and its location.

No one else appeared at this time.

REPORTS

A. 2025 TML Youth Summit

The Manor YAC presented the attached PowerPoint presentation regarding the 2025 TML Youth Summit.

PUBLIC HEARINGS

1. Conduct a public hearing for the annexation of 0.5601 of one acre of land, more or less, being located in Travis County, Texas, and adjacent and contiguous to the city limits.

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

Mayor Harvey opened the Public Hearing.

Interim Development Services Director Burrell discussed the proposed annexation request.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Deja Hill to close the public hearing.

There was no further discussion.

Motion to close carried 6-0

2. Conduct a public hearing for the voluntary annexation of 23.809 acres, more or less, being located in Travis County, Texas, and adjacent and contiguous to the city limits.

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

Mayor Harvey opened the Public Hearing.

Interim Development Services Director Burrell discussed the proposed annexation request.

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

There was no further discussion.

Motion to close carried 6-0

3. Conduct a public hearing on a rezoning application for one (1) lot on 0.9596 acres, more or less, and being located at 13100 Greenbury Dr., Manor, TX from (SF-2) Single-Family Standard to (C-1) Light Commercial. Applicant: Greenview Development Corp.; Owner: Greenview Development Greenbury L.P.

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

Mayor Harvey opened the Public Hearing.

Interim Development Services Director Burrell discussed the proposed rezoning request.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Deja Hill to close the public hearing.

A discussion was held regarding whether any residents in the area had any concerns.

There was no further discussion.

Motion to close carried 6-0

- 4. Conduct a public hearing on a rezoning application for one (1) lot on 51.30 acres, more or less, and being located at 14704 US HWY 290, Manor, TX from (SF-1) Single-Family Suburban and (A) Agricultural to (C-3) Heavy Commercial. Applicant: LJA Engineering; Owner: 14704 HWY 290 LLC**

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

Mayor Harvey opened the Public Hearing.

Interim Development Services Director Burrell discussed the proposed rezoning request.

A discussion was held regarding the type of use being requested.

A discussion was held regarding the growth of economic development in the area.

A discussion was held regarding citizens' concerns regarding the impact of traffic and drainage.

MOTION: Upon a motion made by Council Member Deja Hill and seconded by Council Member Moreno to close the public hearing.

There was no further discussion.

Motion to close carried 4-2 (Council Member Wallace and Council Member Weir voted against)

- 5. Conduct a public hearing on a rezoning application for 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. Applicant: Jackson Walker LLP; Owner: DG Manor Downs Property Owner, L.P.**

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

Mayor Harvey opened the Public Hearing.

Interim Development Services Director Burrell discussed the proposed rezoning request.

MOTION: Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill to close the public hearing.

There was no further discussion.

Motion to close carried 6-0

CONSENT AGENDA

- 6. Consideration, discussion, and possible action to approve the City Council Minutes of February 5, 2025, City Council Regular Meeting.**
- 7. Consideration, discussion, and possible action on accepting the January 2025 City Council Monthly Reports.**
- 8. Consideration, discussion, and possible action on accepting the January 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, Interim Development Services Director**
 - Community Development – Yalondra V. Santana, Heritage & Tourism Manager**
 - 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**

- 9. Consideration, discussion, and possible action on a 0.009 acre tract of land wastewater utility easement in the Greenbury Gates Survey, Abstract 315, in Travis County, Texas.7. Consideration, discussion, and possible action on a Resolution making available to members of the City Council the services offered by AFLAC and authorizing payroll deductions for participating Council members.**
- 10. Consideration, discussion, and possible action on a resolution providing for approval, confirmation, and ratification of the letter agreement for litigation services.**

Resolution No. 2025-07: A Resolution of the City of Manor, Texas Providing for Approval of the Letter Agreement for Litigation Services; Authorizing the City Manager to Execute the Letter Agreement; and Providing for Related Matters.

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

There was no further discussion.

Motion to approve carried 6-0

REGULAR AGENDA

- 11. Consideration, discussion, and possible action on authorizing a letter of support for the Senior Access Federal Transit Administration Grant submittal.**

The city staff recommended that the City Council approve and authorize a letter of support to the Capital Metropolitan Planning Organization for the Senior Access Federal Transit Administration 5310 Grant.

City Manager Moore discussed the proposed letter of support for Senior Access.

Serita Lacasse, Executive Director of Senior Access, presented the attached PowerPoint presentation and gave an overview of the program.

Council Member Weir thanked Ms. Lacasse for taking the time to discuss her concerns and appreciated what she's doing for the community.

A discussion was held regarding the challenges Senior Access has been going through regarding service locations.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Deja Hill to approve and authorize a letter of support to the Capital Metropolitan Planning Organization for the Senior Access Federal Transit Administration 5310 Grant.

There was no further discussion.

Motion to approve carried 6-0

12. Consideration, discussion, and possible action on allocating funds for the 2025 Manor Family Community Fun Day 5K event.

The city staff recommended that the City Council direct the City Administration to proceed with the 2025 Manor Community Day & 5K event.

Derrick White with Evolution of Health discussed the 2024 Manor Community Day & 5k event and outcome. He's requesting the city's support for the 2025 Manor Community Day & 5k event set for Saturday, June 14, 2025.

A discussion was held regarding the trail route changes that would be made for 2025.

A discussion was held regarding missing documentation that hadn't been submitted from the 2024 event.

A discussion was held regarding emergency services being on site.

A discussion was held regarding the expenses for the event.

A discussion was held regarding clarifying the staff's request for direction.

A discussion was held regarding the event being presented to the Health Committee before approval.

A discussion was held regarding sponsorship marketing.

MOTION: Upon a motion made by Council Member Deja Hill and seconded by Council Member Weir to direct the City Administration on how to proceed with the 2025 Manor Community Day & 5K event and include the Health Committee in the planning.

Assistant City Attorney Riveras advised that the motion needed to state *to proceed* instead of *how to proceed*.

MOTION: Upon an amendment motion made by Council Member Deja Hill and seconded by Council Member Weir to direct the City Administration to proceed with the 2025 Manor Community Day & 5K event.

There was no further discussion.

Motion to approve carried 6-0

- 13. First Reading: Consideration, discussion, and possible action on an Ordinance of the City of Manor, Texas annexing 0.5601 of one acre of land, more or less, being located in Travis County, Texas, and adjacent and contiguous to the city limits into the corporate limits of the City; making findings of fact; providing a severability clause and an effective date; and providing for open meetings, and other related matters.**

The city staff recommended that the City Council approve the first reading of an ordinance of the City of Manor, Texas annexing 0.5601 of one acre of land, more or less, being located in Travis County, Texas, and adjacent and contiguous to the city limits into the corporate limits of the City; making findings of fact; providing a severability clause and an effective date; and providing for open meetings, and other related matters.

Interim Development Services Director Burrell discussed the proposed annexation ordinance.

Ordinance: An Ordinance of the City of Manor, Texas Annexing 0.5601 of One Acre of Land, More or Less Located in Travis County, Texas and Adjacent and Contiguous to the City Limits Into the Corporate Limits of the City; 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 Moreno and seconded by Council Member Wallace to approve the first reading of an ordinance of the City of Manor, Texas annexing 0.5601 of one acre of land, more or less, being located in Travis County, Texas, and adjacent and contiguous to the city limits into the corporate limits of the City; making findings of fact; providing a severability clause and an effective date; and providing for open meetings, and other related matters.

There was no further discussion.

Motion to approve carried 6-0

- 14. First Reading: Consideration, discussion, and possible action on an Ordinance of the City of Manor, Texas annexing 23.809 acres, more or less, being located in Travis County, Texas, 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 an open meetings, and other related matters.**

The city staff recommended that the City Council approve the first reading of an Ordinance of the City of Manor, Texas annexing 23.809 acres, more or less, being located in Travis County, Texas, 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

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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.

Interim Development Services Director Burrell discussed the proposed annexation ordinance.

Ordinance: An Ordinance of the City of Manor, Texas Annexing 23.809 Acres of Land, More or Less Located in Travis County, Texas, 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.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Deja Hill to approve the first reading of an Ordinance of the City of Manor, Texas annexing 23.809 acres, more or less, being located in Travis County, Texas, 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 an open meetings, and other related matters.

There was no further discussion.

Motion to approve carried 6-0

15. First Reading: Consideration, discussion, and possible action on an Ordinance rezoning one (1) lot on 0.9596 acres, more or less, and being located at 13100 Greenbury Dr., Manor, TX from (SF-2) Single-Family Standard to (C-1) Light Commercial.

Applicant: Greenview Development Corp; Owner: Greenview Development Greenbury LP

The city staff recommended that the City Council approve a first reading of an ordinance rezoning one (1) lot on 0.9596 acres, more or less, and being located at 13100 Greenbury Dr., Manor, TX from (SF-2) Single-Family Standard to (C-1) Light Commercial.

Ordinance: An Ordinance of the City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From Single-Family Standard (SF-2) to Light Commercial (C-1); 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 Deja Hill to approve a first reading of an ordinance rezoning one (1) lot on 0.9596 acres, more or less, and being located at 13100 Greenbury Dr., Manor, TX from (SF-2) Single-Family Standard to (C-1) Light Commercial.

There was no further discussion.

Motion to approve carried 6-0

At the request of Mayro Harvey, Item No. 17 was conducted next.

17. First 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. Applicant: Jackson Walker LLP; Owner: DG Manor Downs Property Owner, L.P.

The city staff recommended that the City Council approve the first of 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.

Ordinance: 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 Moreno and seconded by Council Member Weir to approve the first of an ordinance rezoning seven (7) lots on 146.92 acres, more or less, and being generally located abutting and to the north of Hill Lane, 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

18. Consideration, discussion, and possible action on a parking variance for Randolph Brooks Federal Credit Union.

The city staff recommended that the City Council approve a parking variance for Randolph Brooks Federal Credit Union.

Interim Development Service Director Burrell discussed the proposed variance request.

Assistant City Attorney Rivera requested an Executive Session regarding this item.

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 9:14 p.m. on Wednesday, February 19, 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 regarding Item No. 18* at 9:14 p.m. on Wednesday, February 19, 2025.

The Executive Session was adjourned at 9:17 p.m. on Wednesday, February 19, 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 9:17 p.m. on Wednesday, February 19, 2025.

Interim Development Services Director Burrell clarified that this item would not have gone to the Board of Adjustment for review.

A discussion was held regarding the location of the additional parking spaces.

MOTION: Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill to approve a parking variance for Randolph Brooks Federal Credit Union.

There was no further discussion.

Motion to approve carried 5-1 (Council Member Deja Hill voted against)

19. Consideration, discussion, and possible action on a Development Agreement allowing for a digital fuel sign at the Platinum 973 gas station located at 13801 N FM 973 Manor, TX.

The city staff recommended that the City Council approve a Development Agreement Allowing for a digital fuel sign at the Platinum 973 gas station located at 13801 N FM 973 Manor, TX.

Interim Development Services Director Burrell discussed the proposed agreement.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno to approve a Development Agreement Allowing for a digital fuel sign at the Platinum 973 gas station located at 13801 N FM 973 Manor, TX.

There was no further discussion.

Motion to approve carried 6-0

16. First Reading: Consideration, discussion, and possible action on an Ordinance rezoning one (1) lot on 51.30 acres, more or less, and being located at 14704 US HWY 290, Manor, TX from (SF-1) Single-Family Suburban and (A) Agricultural to (C-3) Heavy Commercial. Applicant: LJA Engineering; Owner: 14704 HWY 290 LLC

The city staff recommended that the City Council approve the first reading of an ordinance rezoning one (1) lot on 51.30 acres, more or less, and being located at 14704 US HWY 290, Manor, TX from (SF-1) Single-Family Suburban and (A) Agricultural to a lesser zoning (C-2) Medium Commercial.

Interim Development Services Director Burrell discussed the specific use permit requirement process.

A discussion was held regarding other regulatory uses.

A discussion was held regarding the citizens' concerns about traffic and drainage.

Ordinance: An Ordinance of the City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From Single-Family Suburban (SF-1) and Agricultural (A) to Medium Commercial (C-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 Moreno to approve the first reading of an ordinance rezoning one (1) lot on 51.30 acres, more or less, and being located at 14704 US HWY 290, Manor, TX from (SF-1) Single-Family Suburban and (A) Agricultural to a lesser zoning (C-2) Medium Commercial.

A discussion was held regarding the clarification of the existing map presented.

There was no further discussion.

Motion to approve carried 6-0

20. Consideration, discussion, and possible action on establishing Legislative Priorities for the City of Manor and recommend those Priorities to the State Legislators during the TML Legislative Action Day.

The city staff recommended that the City Council establish Legislative Priorities for the City of Manor and authorize the Mayor to present those Priorities to the State Legislators during the TML Legislative Action Day on March 19, 2025.

City Manager Moore discussed the deadline to establish the legislative priorities for the City of Manor.

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A discussion was held regarding clarifying the direction for staff to establish the Legislative Priorities for the city.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Wallace to establish Legislative Priorities for the City of Manor and authorize the Mayor to present those Priorities to the State Legislators during the TML Legislative Action Day on March 19, 2025.

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 9:46 p.m. on Wednesday, February 19, 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 Administration and Development Services departments; Sections 551.071, 551.087 and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the EntradaGlen PID; Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct, to consult with legal counsel regarding petitions for release from the City's extraterritorial jurisdiction; Section 551.071 and 551.072, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the purchase of 408 E. Carrie Manor a 0.1320 acre tract of land; and Section 551.087 Deliberations regarding Economic Development Negotiations* 9:46 p.m. on Wednesday, February 19, 2025.

The Executive Session was adjourned at 11:16 p.m. on Wednesday, February 19, 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 11:16 p.m. on Wednesday, February 19, 2025.

21. Consideration, discussion, and possible action on funding the Assistant Development Services Director position on the City of Manor PayScale.

Human Resources Director Vasquez discussed the proposed position.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to approve the funding for the Assistant Development Services Director position on the City of Manor Payscale.

There was no further discussion.

Motion to approve carried 6-0

22. Consideration, discussion, and possible action on adding the Communications and Marketing Coordinator position to the current City of Manor PayScale.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to approve the position of Marketing and Communications Coordinator with the provisions as discussed in Executive Session

There was no further discussion.

Motion to approve carried 6-0

23. Consideration, discussion, and possible action on a Resolution authorizing the purchase and closing of a tract of real property consisting of 0.1320 acres, more or less, located in Travis County, Texas, plus closing costs, title insurance cost, providing for approval of the purchase and sale agreement, and an amendment to the agreement; and providing for related matters.

Resolution No. 2025-08: A Resolution of the City of Manor, Texas, Authorizing the Purchase and Closing of a Tract of Real Property Consisting of 0.1320 Acres, More or Less, Located in Travis County, Texas for \$238,200 Plus Closing Costs Title Insurance Cost; Providing for Approval of the Purchase and Sale Agreement and an Amendment to the Agreement; and Providing For Related Matters.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to approve Resolution No.2025-08 authorizing the purchase and closing of a tract of real property consisting of 0.1320 acres, more or less, located in Travis County, Texas, plus closing costs, title insurance cost, providing for approval of the purchase and sale agreement, and an amendment to the agreement; and providing for related matters in an amount not to exceed \$238,200.

There was no further discussion.

Motion to approve carried 6-0

ADJOURNMENT

**City Council Regular Session Minutes
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The Regular Session of the Manor City Council was Adjourned at 11:21 p.m. on Wednesday, February 19, 2025.

The Manor City Council approved these minutes on the 2nd day of April 2025.

APPROVED:

Dr. Christopher Harvey
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary