



**CITY COUNCIL  
REGULAR SESSION MINUTES  
JULY 16, 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

**COUNCIL MEMBERS:**

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

**CITY STAFF:**

Scott Moore, City Manager  
Lluvia T. Almaraz, City Secretary  
Ryan Phipps, Chief of Police  
Denver Collins, Assistant Chief of Police  
Michael Burrell, Development Services Director  
Mathew Woodard, Public Works Director  
Veronica Rivera, Assistant City Attorney  
Paulien Grey, 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 7:12 p.m. on Wednesday, July 16, 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.

## PUBLIC COMMENTS

No one appeared at this time.

## PUBLIC HEARINGS

1. **Conduct a public hearing on a concept Plan amendment for Manor Heights adding phases 7 & 8 with two hundred and fifty-six (256) lots on 71.567 acres, more or less, and being located to the northeast of the intersection of US Highway 290 and Old Kimbro Rd., Manor, TX. *Applicant: Forestar (USA) Real Estate Group, Inc.; Owner: Forestar (USA) Real Estate Group, Inc.***

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

Mayor Harvey opened the Public Hearing.

Development Services Director Burrell discussed the proposed Concept Plan.

Alex Granados, representing Kimley-Horn, submitted a speaker card supporting this item. He did not wish to speak but was available to answer any questions from the city council.

A discussion took place about the proposed parkland and trails.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to close the Public Hearing.

There was no further discussion.

**Motion to close carried 6-0**

2. **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 hold a public hearing.

Mayor Harvey opened the Public Hearing.

Development Services Director Burrell requested that the Public Hearing stay open until the meeting on August 6th, due to new information received from the applicant.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to keep the Public Hearing open until the August 6<sup>th</sup> regular council meeting.

There was no further discussion.

**Motion for the Public Hearing to remain open carried 6-0**

- 3. Conduct a public hearing on a Specific Use Permit for a Commercial gas station development to include 8 MPD's and 4 EV charging stations in the Okra Subdivision, one (1) lot on 4.111 acres, more or less, and being located at the northwest intersection of Old Manor Taylor Rd and FM 973, Manor, TX. *Applicant: Sotol Ventures; Owner: Okra Land Inc.***

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

Mayor Harvey opened the Public Hearing.

Development Services Director Burrell requested that the Public Hearing stay open until the meeting on August 6<sup>th</sup>, per applicant's request.

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

There was no further discussion.

**Motion for the Public Hearing to remain open carried 6-0**

#### **CONSENT AGENDA**

- 4. Consideration, discussion, and possible action to approve the City Council Minutes.**
- July 2, 2025, City Council Budget Workshop - Session Five
  - July 2, 2025, City Council Regular Meeting
- 5. Consideration, discussion, and possible action on accepting the June 2025 City Council Monthly Reports.**
- 6. Consideration, discussion, and possible action on accepting the 2025 Third Quarter City Council Committee Fiscal Year Reports.**
- 7. Consideration, discussion, and possible action on accepting the June 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**

**MOTION:** Upon a motion made by Council Member Moreno 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**

### **8. Consideration, discussion, and possible action on a resolution denying the proposed change in rates of Oncor Electric Delivery Company LLC.**

The city staff recommended that the City Council approve Resolution No. 2025-22 to deny the Oncor Electric Delivery Company LLC's application for approval of a distribution cost recovery factor pursuant to Texas Administrative Code 23.243 to increase distribution rates within the city.

Armando Perez with Oncor discussed the proposed Resolution.

Mayor Harvey introduced Mr. Perez to the public and commended him for his customer service during emergency services during a winter storm.

Resolution No. 2025-22: A Resolution of the City Council of the City of Manor, Texas Denying the Proposed Change In Rates Of Oncor Electric Delivery Company Llc, Finding And Determining That The Meeting At Which This Resolution Is Passed Is Open To The Public As Required By Law, And Declaring An Emergency.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to approve Resolution No. 2025-22 to deny the Oncor Electric Delivery Company LLC's application for approval of a distribution cost recovery factor pursuant to Texas Administrative Code 23.243 to increase distribution rates within the city.

There was no further discussion.

**Motion to approve carried 6-0**

**9. Consideration, discussion, and possible action on a Right-of-Way Agreement between the City of Manor and the Central Texas Regional Mobility Authority for the purpose of conducting environmental investigations for Lot 5 Block KK Presidential Glen PHS 1A.**

The city staff recommended that the City Council approve the Right-of-Way Agreement between the City of Manor and the Central Texas Regional Mobility Authority for the purpose of conducting environmental investigations for Lot 5 Block KK Presidential Glen PHS 1A.

City Manager Moore discussed the proposed agreement.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to approve the Right-of-Way Agreement between the City of Manor and the Central Texas Regional Mobility Authority for the purpose of conducting environmental investigations for Lot 5 Block KK Presidential Glen PHS 1A.

There was no further discussion.

**Motion to approve carried 6-0**

**10. Consideration, discussion, and possible action on a Right-of-Entry Agreement between the City of Manor and the Central Texas Regional Mobility Authority for the purpose of conducting environmental investigations for Lot 7 Block A Manor Commons SE Commercial PHS 1 (PARKLAND).**

The city staff recommended that the City Council approve the Right-of-Entry Agreement between the City of Manor and the Central Texas Regional Mobility Authority for the purpose of conducting environmental investigations for Lot 7 Block A Manor Commons SE Commercial PHS 1 (PARKLAND).

City Manager Moore discussed the proposed agreement.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to approve the Right-of-Entry Agreement between the City of Manor and the Central Texas Regional Mobility Authority for the purpose of conducting environmental investigations for Lot 7 Block A Manor Commons SE Commercial PHS 1 (PARKLAND).

There was no further discussion.

**Motion to approve carried 6-0**

**11. Consideration, discussion, and possible action on accepting a lock sculpture donated by the Manor Arts Council.**

The city staff recommended that the City Council accept a lock sculpture donated by the Manor Arts Council.

Public Works Director Woodard discussed the donation of a lock sculpture and its proposed location.

A discussion was held regarding the location for the art sculpture.

Councilman Moreno expressed concerns about the rondel's opening on top.

A discussion took place regarding the installation of a plaque for recognition purposes.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to accept a lock sculpture donated by the Manor Arts Council and authorize its placement in Manor Art Park, with instructions for staff to maintain the sculpture and to return with a funding proposal for a plaque.

There was no further discussion.

**Motion to approve carried 6-0**

**12. Consideration, discussion, and possible action on an amendment to Change Order No. 2 to the construction contract for the FY2022 Capital Metro Pavement Improvements project.**

The city staff recommended that the City Council approve the amendment to Change Order No. 2 to the construction contract for the FY2022 Capital Metro Pavement Improvements Project.

City Engineer Grey discussed the amendment to Change Order No. 2 to the construction contract for the FY2022 Capital Metro Pavement Improvements project.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Weir to approve the amendment to Change Order No. 2 to the construction contract for the FY2022 Capital Metro Pavement Improvements Project.

There was no further discussion.

**Motion to approve carried 6-0**

**13. Consideration, discussion, and possible action on an amendment to Change Order No. 3 to the construction contract for the FY2022 Capital Metro Pavement Improvements project.**

The city staff recommended that the City Council approve an amendment to Change Order No. 3 to the construction contract for the FY2022 Capital Metro Pavement Improvements project.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to approve amendment to Change Order No. 3 to the construction contract for the FY2022 Capital Metro Pavement Improvements project.

There was no further discussion.

**Motion to approve carried 6-0**

**14. Consideration, discussion, and possible action on the First Amendment to the Development Agreement between the City of Manor and Krantz Properties, LLC.**

The city staff recommended that the City Council approve the First Amendment to the Development Agreement between the City of Manor and Krantz Properties, LLC.

Economic Development Director Jones discussed the proposed amendment agreement.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to approve the First Amendment to the Development Agreement between the City of Manor and Krantz Properties, LLC.

There was no further discussion.

**Motion to approve carried 6-0**

**15. Consideration, discussion, and possible action on a concept Plan amendment for Manor Heights adding phases 7 & 8 with two hundred and fifty-six (256) lots on 71.567 acres, more or less, and being located to the northeast of the intersection of US Highway 290 and Old Kimbro Rd., Manor, TX. Applicant: Forestar (USA) Real Estate Group, Inc.; Owner: Forestar (USA) Real Estate Group, Inc.**

The city staff recommended that the City Council approve a concept Plan amendment for Manor Heights adding phases 7 & 8 with two hundred and fifty-six (256) lots on 71.567 acres, more or less, and being located to the northeast of the intersection of US Highway 290 and Old Kimbro Rd., Manor, TX.

Alex Granados, representing Kimley-Horn, submitted a speaker card supporting this item. He did not wish to speak but was available to answer any questions from the city council.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Weir to approve a concept Plan amendment for Manor Heights adding phases 7 & 8 with two hundred and fifty-six (256) lots on 71.567 acres, more or less, and being located to the northeast of the intersection of US Highway 290 and Old Kimbro Rd., Manor, TX.

There was no further discussion.

**Motion to approve carried 6-0**

- 16. 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 postpone this item until August 6, 2025, regular council meeting.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to postpone item to August 6, 2025, regular council meeting.

There was no further discussion.

**Motion to postpone carried 6-0**

- 17. Consideration, discussion, and possible action on a Specific Use Permit for a Commercial gas station development to include 8 MPD's and 4 EV charging stations in the Okra Subdivision, one (1) lot on 4.111 acres, more or less, and being located at the northwest intersection of Old Manor Taylor Rd. and FM 973, Manor, TX. Applicant: Sotol Ventures; Owner: Okra Land Inc.**

The city staff recommended that the City Council postpone item to the August 6, 2025, regular council meeting.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to postpone item to August 6, 2025, Regular Council Meeting.

There was no further discussion.

**Motion to postpone carried 6-0**

Development Services Director Burrell requested the withdrawal of Item No. 18 at the MUD's request.

- ~~**18. Consideration, discussion, and possible action on a License Agreement for the Shadow Glen Phase 3 development with Wilbarger MUD No. 1.**~~

- 19. Consideration, discussion, and possible action on an Encroachment Agreement Between the City of Manor, Texas, and the City of Austin, Texas.**

The city staff recommended that the City Council approve Encroachment Agreement Between the City of Manor, Texas, and the City of Austin, Texas.

Assistant City Attorney Rivera discussed the proposed Encroachment Agreement with the City of Austin.



**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Amezcua to approve Encroachment Agreement Between the City of Manor, Texas, and the City of Austin, Texas as to form and authorize the City Manager to execute the agreement once negotiated and finalized.

There was no further discussion.

**Motion to approve carried 6-0**

**20. Consideration, discussion, and possible action on a Resolution amending Resolution No. 2024-20 and Resolution No. 2024-37.**

The city staff recommended that the City Council approve Resolution No. 2025-23 amending Resolution No. 2024-20 and Resolution No. 2024-37.

Assistant City Attorney Rivera discussed the proposed amendment to Resolutions No. 2024-20 and Resolution No. 2024-37.

A discussion was held regarding Section 2 of the proposed Resolution.

Resolution No. 2025-23: A Resolution of the City Council of The City of Manor, Texas, Amending Resolutions No. 2024-20 And 2024-37 to Amend the City Staff Liaison and add a City Council Liaison; add the City Manager or Designee to Administer and Provide Support for the Commission; Providing for Findings of Fact; Repealing and Conflicting Provisions; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Weir to approve Resolution No. 2025-23 amending Resolution No. 2024-20 and Resolution No. 2024-37.

There was no further discussion.

**Motion to approve carried 6-0**

**21. Consideration, discussion, and possible action on the City of Manor Internship Program.**

The city staff recommended that the City Council give guidance to draft an Internship Program.

Mayor Harvey discussed the proposed Internship Program with the council, expressing his interest in starting a pilot program. However, HR Director Vasquez raised concerns about the proposed initiative.

A discussion took place regarding the staff's concerns about the proposed program.

A discussion took place regarding stipends regulations.

Mayor Harvey requested that the staff submit questions regarding what was missing from the proposed program.

A discussion took place regarding the program's process.

City Attorney Rivera advised the council on possible motions regarding the proposed program.

Councilwoman Hill emphasized the program required more specific conduct guidelines for participants.

A discussion was held regarding the grades of the students who would be participating.

A discussion was held about the possibility of surveying to gather feedback on the program.

A discussion took place about the marketing strategy for the program.

A discussion took place regarding record keeping.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno to approve the City of Manor Internship Program and authorize for the mayor to proceed with marketing efforts and to present the item for ratification at a later date.

**MOTION:** Upon a proposed amendment made by Council Member Amezcua and seconded by Council Member Moreno to include that this item would be presented at the Regular Council Meeting on August 6, 2025.

There was no further discussion.

**Motion to approve carried 6-0**

## **22. Consideration, discussion, and possible action on a city's policy regarding the Mayor Challenge Coin.**

The city staff recommended that the City Council provide direction to city staff on creating a city's policy regarding the Mayor's Challenge Coin.

Mayor Harvey discussed the proposed Challenge Coin Policy.

City Manager Moore highlighted the significance of the program.

A discussion was held about the seven task requirements for participants.

**City Council Regular Session Minutes  
July 16, 2025**

A discussion was held about the council accepting the challenge.

A discussion was held regarding the drafting of program revisions by the council and staff.

The program will be presented at the first meeting in September.

There was no further discussion and no action taken.

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 9:51 p.m. on Wednesday, July 16, 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, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct, to consult with legal counsel regarding the appointments of members to the Charter Review Commission; Sections 551.071 and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding legislation governing employment contracts; Sections 551.071 and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding an EEOC complaint; 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; 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* on Wednesday, July 16, 2025.

The Executive Session was adjourned at 11:44 p.m. on Wednesday, July 16, 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 11:44 p.m. on Wednesday, July 16, 2025.

**23. Consideration, discussion, and possible action regarding the appointment of members to the Charter Review Commission.**

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to appoint Daniel Mendoza, Myra Nesby, Praise Chikezie, April Watson, Shervonne James, Julie Leonard and Pablo Almaraz to the Charter Review Commission for a six-month term.

**Motion to approve carried 6-0**

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

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to postpone Item No. 24 to August 20, 2025, Regular Council Meeting.

There was no further discussion.

**Motion to postpone carried 6-0**

**25. Consideration, discussion, and possible action on a Water Supply Agreement with EPCOR 130 Project Inc.**

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to approve a Water Supply Agreement with EPCOR 130 Project Inc. as to Form and authorize the City Manager to execute the agreement and any of the supported documents once negotiated and finalized.

There was no further discussion.

**Motion to approve carried 6-0**

**ADJOURNMENT**

The Regular Session of the Manor City Council was Adjourned at 11:47 p.m. on Wednesday, July 16, 2025.

The Manor City Council approved these minutes on the 6<sup>th</sup> day of August 2025.

**APPROVED:**

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Dr. Christopher Harvey  
Mayor

**ATTEST:**

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Lluvia T. Almaraz, TRMC  
City Secretary