



**CITY COUNCIL
REGULAR SESSION MINUTES
SEPTEMBER 17, 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 (Absent)
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
Ryan Phipps, Chief of Police
Michael Burrell, Development Services Director
Scott Jones, Economic Development Director
Belen Peña, Finance Director
Tracey Vasquez, HR Director
Mathew Woodard, Public Works Director
Ashlyn Taylor, Marketing & Communication Coordinator
Veronica Rivera, Assistant City Attorney
Frank T. 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 7:04 p.m. on Wednesday, September 17, 2025, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

INVOCATION

Pastor DeChard Freeman from Abundant Life Church delivered the invocation.

PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

EVENTS/ANNOUNCEMENTS

A. Hispanic Heritage Celebration, October 4, 2025, at Timmermann Park

HR Director Vasquez invited everyone to attend the Hispanic Heritage Celebration on October 4, 2025, at Timmermann Park.

Mayor Harvey announced that the Central Texas Regional Mobility Authority will host community engagement meetings for the 290 Extension Project on the following dates:

- September 23rd at 5:30 p.m. at Manor Elementary Learning Center; and
- September 24th at 5:30 p.m. at Austin Community College - Elgin Campus

PUBLIC COMMENTS

Robert Battaile, who resides in Manor, Texas, submitted a speaker card and voiced his concerns.

Bethany Battaile, a resident of Manor, Texas, submitted a speaker card to express her concerns about the destruction of native landscaping and the need to protect monarch butterflies.

Ruth Biscoe, a resident of Manor, Texas, submitted a speaker card expressing her concerns about preserving Manor Downs and its historical significance.

No one else appeared at this time.

PUBLIC HEARINGS

1. **Conduct the Public Hearing on a Subdivision Concept Plan for Manor Downs Industrial, being seven (7) lots on 146.920 acres, more or less, and being TCAD parcels 247972, 247974, 247987, 247986, 247984, 247973, 477389, 247991, also known as 8916 Hill Lane, Manor, TX. Applicant: Bowman Consulting Group, LTD; Owner: Tim Kraftson**

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

Mayor Harvey opened the Public Hearing.

Robert Battaile, a resident of Manor, Texas, submitted a speaker card and expressed opposition to this item.

Bethany Battaile, also a resident of Manor, Texas, submitted a speaker card and expressed opposition to this item.

Development Services Director Burrell discussed the proposed Concept Plan.

Economic Development Director Jones discussed the annexation of the property to the city and his negotiations with the developer to preserve the property's historical significance while creating new jobs.

Mayor Harvey discussed the property's annexation process and its potential benefits for the city, including job creation and property preservation. The aim was to reintegrate Manor Downs within the city limits.

City Manager Moore provided further details on the city's benefits and future regarding the proposed development.

A discussion was held regarding the procedures and ordinances regarding tree regulations for the developer.

A discussion took place concerning the integrity of the buildings.

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 5-0

- 2. Conduct a Public Hearing on a Rezoning application 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.

Mayor Harvey opened the Public Hearing.

Robert Battaile, a resident of Manor, Texas, submitted a speaker card and expressed opposition to this item.

Development Services Director Burrell discussed the proposed rezoning request.

Council Member Wallace raised concerns about traffic control in that area and the type of food products to be sold by the store.

Council Member Weir expressed her concerns about the alleyway and the traffic issues.

A discussion took place addressing the council's concerns about the proposed development.

A discussion was held about the store's amenities available for the community.

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 5-0

- 3. 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.

Mayor Harvey opened the Public Hearing.

Robert Battaile, a resident of Manor, Texas, submitted a speaker card and expressed opposition to this item.

Development Services Director Burrell requested that the Public Hearing remain open until the Regular Council Meeting on October 15, 2025, since the Planning & Zoning Commission chose to postpone the item until their meeting on October 8th.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Weir to leave the Public Hearing open until October 15, 2025, Regular Council Meeting.

There was no further discussion.

Motion for the Public Hearing to remain open carried 5-0

CONSENT AGENDA

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

- August 20, 2025, City Council Regular Meeting
- September 3, 2025, City Council Regular Meeting

5. Consideration, discussion, and possible action on accepting the August 2025 City Council Monthly Reports.

6. Consideration, discussion, and possible action on accepting the August 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

7. Consideration, discussion, and possible action regarding a Resolution authorizing the City Manager to execute documents as necessary to evidence the City Council's approval to opt into the Purdue Pharma L.P. & Sackler Family Opioid Settlement.

Resolution No. 2025-36: A Resolution of the City of Manor Texas.

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

There was no further discussion.

Motion to approve carried 5-0

REGULAR AGENDA

8. Consideration, discussion, and possible action on a Subdivision Concept Plan for Manor Downs Industrial, being seven (7) lots on 146.920 acres, more or less, and being TCAD parcels 247972, 247974, 247987, 247986, 247984, 247973, 477389, 247991, also known as 8916 Hill Lane, Manor, TX. Applicant: Bowman Consulting Group, LTD; Owner: Tim Kraftson

The city staff recommended that the City Council approve a Subdivision Concept Plan for Manor Downs Industrial, being seven (7) lots on 146.920 acres, more or less, and being TCAD parcels 247972, 247974, 247987, 247986, 247984, 247973, 477389, 247991, also known as 8916 Hill Lane, Manor, TX.

Development Services Director Burrell presented the proposed concept plan for Manor Down Industrial.

Council Member Hill requested that staff collaborate with the developer to preserve the heritage trees. Additionally, Council Member Wallace asked staff to seek an area designated for natural vegetation to enhance wildlife preservation.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Weir to approve a Subdivision Concept Plan for Manor Downs Industrial, being seven (7) lots on 146.920 acres, more or less, and being TCAD parcels 247972, 247974, 247987, 247986, 247984, 247973, 477389, 247991, also known as 8916 Hill Lane, Manor, TX.

There was no further discussion.

Motion to approve carried 5-0

9. **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 approve the first reading of 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.

Development Services Director Burrell discussed the proposed rezoning request.

Cristian Garcia from Manor Grocery submitted a speaker card in support of this item; however, he chose not to speak but was available to answer questions from the City Council.

Assistant City Attorney Rivera clarified that the staff recommends approval of the first reading, with the understanding that additional information will be provided before the council's second meeting for review or approval.

A discussion was held about options for advancing the project with zoning regulations.

Ordinance: An Ordinance of the City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From Downtown Business (DB) 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 Weir and seconded by Council Member Moreno to approve the first reading of 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 with the provision of the direction given during the Public Hearing.

There was no further discussion.

Motion to approve carried 4-1 (Council Member Deja Hill voted against)

10. 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.

The city staff recommended that the City Council postpone the regular item until the October 15, 2025, Regular Council Meeting.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Wallace to postpone the regular item until October 15, 2025, Regular Council Meeting.

Motion to postpone carried 5-0

11. Consideration, discussion, and possible action regarding an Ordinance authorizing and allowing an Updated Service Credit for qualifying members of the Texas Municipal Retirement Systems (TMRS) of the City of Manor; and increasing the rate of deposits to Texas Municipal Retirement Systems by the employees.

The city staff recommended that the City Council approve Ordinance No. 800 authorizing and allowing an Updated Service Credit for qualifying members of the Texas Municipal Retirement Systems (TMRS) of the City of Manor and increasing the rate of deposits to Texas Municipal Retirement Systems by the employees.

A discussion was held about the impact of the city budget. Another discussion focused on the city's funds in TMRS.

A discussion was held regarding the average retirement age and the related payout costs.

Council Member Hill requested a review of the figures before making a decision on this item.

A discussion took place to clarify how this item is proposed in the budget.

MOTION: Upon a motion made by Council Member Hill and seconded by Council Member Wallace to postpone this item to the Regular Council Meeting on October 1, 2025, with the information discussed.

There was no further discussion.

Motion to postpone carried 5-0

12. Consideration, discussion, and possible action on a City of Manor, Texas Deposit Agreement for the Proposed Water Service Transfer for the Landmark Project for an approximately 12.8371 acre tract.

The city staff recommended that the City Council approve the City of Manor, Texas Deposit Agreement for the Proposed Water Service Transfer for the Landmark Project for an approximately 12.8371 acre tract and authorize the City Manager to execute the agreement.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Wallace to approve the City of Manor, Texas Deposit Agreement for the Proposed Water Service Transfer for the Landmark Project for an approximately 12.8371 acre tract and authorize the City Manager to execute the agreement.

There was no further discussion.

Motion to approve carried 5-0

At the request of Mayor Harvey, Item No. 15 was considered next.

15. Consideration, discussion, and possible action regarding a Resolution approving a contract for the Purpose of Financing Police Vehicles and Upfitting.

The city staff recommended that the City Council approve Resolution No. 2025-35 approving a contract for the Purpose of Financing Police Vehicles and Upfitting; awarding the lease contract to Government Capital Corporation; and authorizing the City Manager to execute the final contract after legal review.

Finance Director Belen discussed the financing proposal for police vehicles and their upfitting.

Chief Phipps explained the process regarding the funding and clarified how the financing was approved for the years 2023-2024.

Resolution No. 2025-35: A Resolution of The City Council of The City of Manor, Texas, Approving a Contract for The Purpose of Financing Police Vehicles and Upfitting.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Wallace to approve Resolution No. 2025-35 approving a contract for the Purpose of Financing Police Vehicles and Upfitting; awarding the lease contract to Government Capital Corporation; and authorizing the City Manager to execute the final contract after legal review.

There was no further discussion.

Motion to approve carried 5-0

13. Consideration, discussion, and possible action regarding an Ordinance adopting an Annual Budget for the Ensuing Fiscal Year beginning October 1, 2025, and Ending September 30, 2026.

The city staff recommended that the City Council approve Ordinance No. 801 Adopting an Annual Budget for the Ensuing Fiscal Year Beginning October 1, 2025, And Ending September 30, 2026.

A discussion took place regarding the proposed employee positions.

A discussion was held about the cybersecurity software and the regulations currently in place for the city.

A discussion took place to clarify that a budget amendment could be presented at a later date if the council wishes to review positions.

A discussion took place about future expenses for new facilities, maintenance and positions that will need to be included in the budget.

Mayor Harvey requested that staff provide future revenue funding projections in the budget proposal.

Ordinance No. 801: An Ordinance of The City of Manor, Texas, Adopting an Annual Budget for the Ensuing Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; Appropriating the Various Amounts Thereof, and Repealing all Ordinances or Parts of Ordinances in Conflict Therewith; and Providing for an Effective Date.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno to approve Ordinance No. 801 Adopting an Annual Budget for the Ensuing Fiscal Year Beginning October 1, 2025, And Ending September 30, 2026.

There was no further discussion.

Motion to approve carried 5-0

14. Consideration, discussion, and possible action regarding an Ordinance Levying Ad Valorem Taxes for the Use and Support of the Municipal Government of the City of Manor for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026.

The city staff recommended that the City Council approve Ordinance No. 802 Levying Ad Valorem Taxes for the Use and Support of the Municipal Government of the City for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026 with a motion that the property tax rate remains the same by the adoption of a tax rate of \$0.8537 on each \$100.00 valuation of property, which is effectively a 0.00% percent increase in the tax rate.

Ordinance No. 802: An Ordinance of the City of Manor, Texas, Levying Ad Valorem Taxes for the Use and Support of The Municipal Government of The City for The Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; Providing for Apportioning Each Levy for Specific Purposes; And Establishing When Taxes Shall Become Due And Same Shall Become Delinquent, if Not Paid.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno to approve Ordinance No. 802 Levying Ad Valorem Taxes for the Use and Support of the Municipal Government of the City for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026 and that the property tax rate remain the same by the adoption of a tax rate of \$0.8537 on each \$100.00 valuation of property, which is effectively a 0.00% percent increase in the tax rate.

There was no further discussion.

Motion to approve carried 5-0

16. Consideration, discussion, and possible action regarding a Bank Depository Services Agreement with SouthState Bank and the City of Manor.

The city staff recommended that the City Council approve the extension of the Bank Depository Services Agreement with SouthState Bank for the City of Manor as presented.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Wallace to approve the extension of the Bank Depository Services Agreement with SouthState Bank for the City of Manor as presented.

There was no further discussion.

Motion to approve carried 5-0

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 9:51 p.m. on Wednesday, September 17, 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 - *Sections 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Municipal Utility Districts Road Powers in the City's extraterritorial jurisdiction; Sections 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding EntradaGlen Public Improvement District; Sections 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Mustang Valley Public Improvement District; 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 9:51 p.m. on Wednesday, September 17, 2025.

The Executive Session was adjourned at 11:35 p.m. on Wednesday, September 17, 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 11:35 p.m. on Wednesday, September 17, 2025.

- 17. 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 Mustang Valley Public Improvement District; approving a Preliminary Service and Assessment Plan, including the proposed Assessment Rolls; calling for notice of a public hearing for October 15, 2025 to consider an ordinance levying assessments on property located within the Mustang Valley 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.**

There was no action taken on Item No. 17.

ADJOURNMENT

The Regular Session of the Manor City Council was Adjourned at 11:36 p.m. on Wednesday, September 17, 2025.

The Manor City Council approved these minutes on the 1st day of October 2025.

APPROVED:

Dr. Christopher Harvey
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary