



Dr. Christopher Harvey, Mayor
Emily Hill, Mayor Pro Tem, Place 1
Anne Weir, Place 2
Maria Amezcua, Place 3
Sonia Wallace, Place 4
Aaron Moreno, Place 5
Deja Hill, Place 6

City Council Regular Meeting

Wednesday, December 03, 2025 at 7:00 PM

Manor City Hall, Council Chambers, 105 E. Eggleston St.

AGENDA

This meeting will be live-streamed on Manor's Webpage.

You can access the meeting at <https://www.manortx.gov/171/Public-Meetings-Livestreams>
or by scanning the QR Code



CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

INVOCATION

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Non-Agenda Item Public Comments (white card): Comments will be taken from the audience on non-agenda related topics for a length of time, not to exceed three (3) minutes per person.

*Agenda Item Public Comments (yellow card): Comments will be taken from the audience on non-agenda and agenda items combined for a length of time, not to exceed five (5) minutes total per person on all items, except for Public Hearings. Comments on Public Hearing items must be made when the item comes before the Council and, not to exceed two (2) minutes per person. **No Action or Discussion May be Taken by the City Council during Public Comments on Non-Agenda Items.***

To address the City Council, please complete the white or yellow card and present it to the designated area prior to the meeting.

PUBLIC HEARINGS

- 1. Conduct a Public Hearing on the levying of assessments in the Mustang Valley Public Improvement District.**
Submitted by: Michael Burrell, Development Services Director
- 2. Conduct a Public Hearing for the creation of a Tax Increment Reinvestment Zone (TIRZ #3) containing approximately 2,941.6 acres of land within the city and the City's extraterritorial jurisdiction.**
Submitted by: Scott Jones, Economic Development Director

CONSENT AGENDA

All of the following items on the Consent Agenda are considered to be self-explanatory by the Council and will be enacted with one motion. There will be no separate discussion of these items unless requested by the Mayor or a Council Member; in which event, the item will be removed from the consent agenda and considered separately.

- 3. Consideration, discussion, and possible action to approve the City Council Minutes.**
Submitted by: Lluvia T. Almaraz, City Secretary
 - **November 19, 2025, City Council Regular Meeting**

REGULAR AGENDA

- 4. Consideration, discussion and possible action for a variance request under Manor Code of Ordinances, Chapter 8, Article 8.03 Sex Offender Residency.**
Submitted by: Ryan Phipps, Chief of Police
- 5. Consideration, discussion, and possible action to remove a Heritage Tree in the Manor Downs Industrial project, being a 29" Pecan tree identified as #5019 in the tree survey for said project, and being located at 8916 Hill Lane, Manor, TX.**
Applicant: Bowman Consulting Group, LTD
Owner: DG Manor Downs Property Owner, LP
Submitted by: Michael Burrell, Development Services Director
- 6. Second and Final Reading: Consideration, discussion, and possible action regarding an ordinance rezoning one (1) lot on 2.274 acres, more or less, and being TCAD parcel 711105 also known as 19217 Easy Jet St, Manor, TX from (A) Agricultural to (IN-1) Light Industrial.**
Applicant: Radius Civil Engineering
Owner: Easy Jet Drive LP
Submitted by: Michael Burrell, Development Services Director

7. **Consideration, discussion, and possible action on an Ordinance of the City of Manor, Texas Making a Finding of Special Benefit to the Property in the Mustang Valley Public Improvement District; Providing for the Method of Assessment of Special Assessments Against Property in the District; Approving an Assessment Roll for Improvement Area #1 of the District; Levying Special Assessments against Property within Improvement Area #1 of the District; Providing for Payment of the Special Assessments; Providing for Penalties and Interest on Delinquent Assessments; Establishing a Lien on Property within the District; Approving a Service and Assessment Plan; Providing for Related Matters in Accordance with Chapter 372, Texas Local Government Code; Providing an Effective Date; and Providing for Severability.**
Submitted by: Michael Burrell, Development Services Director
8. **Consideration, discussion, and possible action on a Fifth Amendment to the Letter of Intent for the purchase of approximately 8.43 acres of land out of an 84.30-acre tract of land situated in the A.C. Caldwell Survey, Abstract 154, in Travis County.**
Submitted by: Scott Jones, Economic Development Services
9. **First Reading: Consideration, discussion, and possible action on an Ordinance designating a geographic area within the City of Manor, Texas and the City's Extraterritorial Jurisdiction as a Tax Increment Reinvestment Zone, Pursuant to Chapter 311 of the Texas Tax Code, Known as Tax Increment Reinvestment Zone Number Three (TIRZ #3), City of Manor, Texas; approving the Preliminary and Financing Plan; describing the Boundaries of the Zone, creating a Board of Directors for the Zone and appointing Members of the Board; and establishing a Tax Increment Reinvestment Zone Fund for the Zone.**
Submitted by: Scott Jones, Economic Development Director
10. **Consideration, discussion, and possible action regarding Amendment No. 2 for additional services for the Manor Commercial Park Wastewater Collection System and Carriage Hills Lift Station #5 Improvements project (Statement of Work No.7).**
Submitted by: Matthew Woodard, Public Works Director
11. **Consideration, discussion, and possible action to close City Offices at 1:00 p.m. on Friday, December 12, 2025.**
Submitted by: Tracey Vasquez, HR Director

EXECUTIVE SESSION

The City Council will now Convene 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 evaluate the performance and duties of the City Manager;*
- *Section 551.071 Texas Government Code and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the Hibbs Lane Parcel; 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

OPEN SESSION

The City Council will now reconvene into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and take action, if any, on item(s) discussed during Closed Executive Session.

ADJOURNMENT

In addition to any executive session already listed above, the City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Section §551.071 (Consultation with Attorney), §551.072 (Deliberations regarding Real Property), §551.073 (Deliberations regarding Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations regarding Security Devices) and §551.087 (Deliberations regarding Economic Development Negotiations).

CONFLICT OF INTEREST

In accordance with Section 12.04 (Conflict of Interest) of the City Charter, "No elected or appointed officer or employee of the city shall participate in the deliberation or decision on any issue, subject or matter before the council or any board or commission, if the officer or employee has a personal financial or property interest, direct or indirect, in the issue, subject or matter that is different from that of the public at large. An interest arising from job duties, compensation or benefits payable by the city shall not constitute a personal financial interest."

Further, in accordance with Chapter 171, Texas Local Government Code (Chapter 171), no City Council member and no City officer may vote or participate in discussion of a matter involving a business entity or real property in which the City Council member or City officer has a substantial interest (as defined by Chapter 171) and action on the matter will have a special economic effect on the business entity or real property that is distinguishable from the effect on the general public. An affidavit disclosing the conflict of interest must be filled out and filed with the City Secretary before the matter is discussed.

POSTING CERTIFICATION

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Wednesday, November 26, 2025, by 5:00 PM and remained so posted continuously for at least 3 business days preceding the scheduled time of said meeting.

/s/ Lluvia T. Almaraz, TRMC
City Secretary for the City of Manor, Texas

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:

The City of Manor is committed to compliance with the Americans with Disabilities Act. Manor City Hall and the Council Chambers are wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 10 days prior to this meeting. Please contact the City Secretary at 512.272.5555 or e-mail citysecretary@manortx.gov