



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, November 19, 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 a rezoning application for one (1) lot on 2.786 acres, more or less, and being TCAD parcel 236902 also known as 12725 US HWY 290, Manor, TX from (A) Agricultural to (IN-1) Light Industrial.**
Applicant: Llano Realty Partners
Owner: SMSB Real Estate, LLC
Submitted by: Michael Burrell, Development Services Director
- 2. Conduct a Public Hearing on a rezoning application for 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

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 5, 2025, City Council Regular Meeting**
- 4. Consideration, discussion, and possible action on accepting the October 2025 City Council Monthly Reports.**
Submitted by: Scott Moore, City Manager
- 5. Consideration, discussion, and possible action on accepting the 2025 Fourth Quarter City Council Committee Fiscal Year Reports.**
Submitted by: Scott Moore, City Manager
- 6. Consideration, discussion, and possible action on accepting the October 2025 Departmental Reports.**
Submitted by: Scott Moore, City Manager
 - 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 on a 0.2931 acre wastewater utility easement for a portion of the S. Bacon Survey, Abstract 63, Travis County, Texas.**
Submitted by: Michael Burrell, Development Services Director
8. **Consideration, discussion, and possible action on a 0.221 acre water line easement for Lot 11, Block C, Wildhorse Creek Commercial and Lot 1, Block 1, Replat Of Lot 12, Block C Wildhorse Creek Commercial also known as The Lex.**
Submitted by: Michael Burrell, Development Services Director

REGULAR AGENDA

9. **First Reading: Consideration, discussion, and possible action regarding an Ordinance rezoning one (1) lot on 2.786 acres, more or less, and being TCAD parcel 236902 also known as 12725 US HWY 290, Manor, TX from (A) Agricultural to (IN-1) Light Industrial.**
Applicant: Llano Realty Partners
Owner: SMSB Real Estate, LLC
Submitted by: Michael Burrell, Development Services Director
10. **First 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
11. **Consideration, discussion, and possible action authorizing the Manor Police Department to enter into a 4-year purchase agreement with Axon Enterprises, for the purchase of 6 additional TASER 10 devices and associated certification software licenses.**
Submitted by: Ryan Phipps, Chief of Police
12. **Consideration, discussion, and possible action regarding a final change order to the construction contract for the Manor Commercial Park Wastewater Collection System and Carriage Hills Lift Station #5 Improvements Phase 1 Project.**
Submitted by: Matthew Woodard, Public Works Director
13. **Consideration, discussion, and possible action regarding a Resolution Setting and Issuing Notice of a Public Hearing for the creation of a Tax Increment Reinvestment Zone (TIRZ #3) containing approximately 2,941.6 acres of land and directing the preparation of a Preliminary Reinvestment Zone Project and Financing Plan.**
Submitted by: Scott Jones, Economic Development Director

- 14. Second and Final Reading: Consideration, discussion, and possible action regarding an Ordinance rezoning 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.

Submitted by: Michael Burrell, Development Services Director

- 15. 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.

Submitted by: Michael Burrell, Development Services Director

- 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

Submitted by: Michael Burrell, Development Services 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;*
- *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; and*
- *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*

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.

- 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 December 3, 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.**
Submitted by: Michael Burrell, Development Services Director

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: Thursday, November 13, 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