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, June 03, 2026 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.

PRESENTATIONS

A. **Manor Business Spotlight Award**
Submitted by: Ashlynn Taylor, Marketing & Communications Coordinator

B. **Community Program Opportunities for Youth and Adults**
Presented by: Mayor Harvey

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.

1. **Consideration, discussion, and possible action regarding approval of the City Council Minutes.**
Submitted by: Lluvia T. Almaraz, City Secretary

- **May 20, 2026, City Council Regular Meeting**
- **May 23, 2026, City Council Workshop**

2. **Consideration, discussion and possible action on ratifying the Bylaws for the City's Tax Increment Reinvestment Zone Number Two (TIRZ#2) Board.**
Submitted by: Scott Jones, Economic Development Director

REGULAR AGENDA

3. **Consideration, discussion, and possible action on a Tree fee-in-lieu for the Boyce Street Parking Lot.**
Owner: Davis Capital Investments
Applicant: MWM Design Group
Submitted by: Michael Burrell, Development Services Director

4. **Consideration, discussion, and possible action on a Development Agreement establishing development standards for the Tillgang Gas Station development relating to signage and outdoor lighting.**
Submitted by: Michael Burrell, Development Services Director

5. **Consideration, discussion, and possible action on a Second Amendment to the Chapter 380 Grant Agreement to Jiwon Jung, owner of the property located at 101 W. Boyce Street to provide an extension of time to accommodate for unforeseen construction delays.**
Submitted by: Scott Jones, Economic Development Director

6. **Consideration, discussion, and possible action on an Amendment to the Chapter 380 Grant Agreement to Build Block, Inc., owner of the property located at 104 W. Boyce Street and 108 W Boyce Street to provide an extension of time to accommodate for unforeseen construction delays.**
Submitted by: Scott Jones, Economic Development Director

7. **Consideration, discussion, and possible action on a Second Amendment to the Chapter 380 Grant Agreement to Jiwon Jung, owner of the property located at 107 W. Boyce Street to provide an extension of time to accommodate for unforeseen construction delays.**
Submitted by: Scott Jones, Economic Development 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 Personnel Matters to Interview Candidates for appointments to the Community Impact Fee Advisory Committee;

- Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Amigos Vending, LLC v. City of Manor, Texas in the Travis County Judicial District Court, Texas;

- 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.

8. **Consideration, discussion, and possible action on an engagement letter with Messer Fort.**
Submitted by: Scott Moore, City Manager

9. **Consideration, discussion, and possible action on the appointment of Community Impact Fee Advisory Committee members.**
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, May 28, 2026, by 6:00 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

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

MEETING DATE: June 3, 2026
PREPARED BY: Ashlynn Taylor, Marketing & Communications Coordinator
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Presentation of the April 2026 Manor Business Spotlight Award to A&G Insurance Agency.

BACKGROUND/SUMMARY:

The June 2026 Manor Business Spotlight Award recipient is A&G Insurance Agency, a locally owned business recognized for its exceptional customer service, community engagement, and dedication to serving Manor residents. The agency has received positive feedback from community members for its welcoming approach, professional guidance, and commitment to helping individuals and families find affordable, reliable insurance coverage.

Community feedback highlights A&G Insurance Agency's strong customer relationships and its efforts to make insurance accessible and understandable. Residents appreciated the agency's attentive service, trustworthy support, and bilingual assistance in Spanish and English, helping meet Manor's diverse community needs. Beyond its insurance services, A&G Insurance Agency shows a strong commitment to the Manor community through professionalism, compassion, and community values. As Hispanic business owners dedicated to helping others, the agency builds meaningful connections and positively impacts the local business environment.

The City of Manor is proud to recognize A&G Insurance Agency for its contributions to the community and for supporting Manor residents and businesses.

LEGAL REVIEW: Not Applicable
FISCAL IMPACT: No
FORM 1295 FILED: Not Applicable
PRESENTATION: Yes
ATTACHMENTS: Yes

- Certificate

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 3, 2026
PREPARED BY: Lluvia T. Almaraz, City Secretary
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:
Consideration, discussion, and possible action to approve the City Council Minutes.

- May 20, 2026, City Council Regular Meeting
- May 23, 2026, City Council Workshop

BACKGROUND/SUMMARY:

LEGAL REVIEW: Not Applicable
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- Minutes

STAFF RECOMMENDATION:
The city staff recommends that the City Council approve the meeting minutes as presented.

CITY COUNCIL
REGULAR SESSION MINUTES
MAY 20, 2026

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
Sonia Wallace, Place 4
Aaron Moreno, Place 5
Deja Hill, Place 6

CITY STAFF:

Scott Moore, City Manager
Lluvia T. Almaraz, City Secretary
Denver Collins, Assistant Chief of Police
Michael Burrell, Development Services Director
Scott Jones, Economic Development Director
Matt Woodard, Public Works Director
Phil Green, IT Director
Brittany Lopez, Assistant City Secretary
Ashlynn Taylor, Marketing & Communications Coordinator
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 7:05 p.m. on Wednesday, May 20, 2026, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

Draft Minutes

INVOCATION

Fthr. Daniel Robayo-Hidalgo with St. Mary Magdalene Episcopal Church delivered the invocation.

PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

PUBLIC COMMENTS

Robert Battaile, a Manor resident, submitted a speaker card to voice his concerns and opposition regarding Agenda Items No. 3-5, 7, and 9-13.

Sam Samaripa, a Manor resident and Commander of the American Legion, Post 331, submitted a speaker card and addressed the Council regarding a donation the Post is making to the City for the Veteran's Wall. Mr. Samaripa also expressed concerns regarding drainage issues at his residence and requested City assistance in resolving the matter.

Jon Beall, representing the Wilbarger Creek Conservation Alliance, submitted a speaker card and addressed the Council regarding the proposed Regional Water Plant by the City and City of Elgin. He proposed that the city partner with the Mayor of Elgin to explore constructing a single, unified water plant to serve both municipalities.

No one else appeared at this time.

PUBLIC HEARINGS

1. **Conduct a public hearing on a Specific Use Permit for 15,000 square feet of Professional Office, Medical Office, and Medical Clinic, one (1) lot on 3.11 acres, more or less, being located at 13801 N FM 973, Manor, TX.**
   Applicant: Rafiq Karediya
   Owner: Platinum 973 LLC

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

Mayor Harvey opened the Public Hearing.

Development Services Director Burrell discussed the proposed Special Use Permit.

Rafiq Karediya spoke in regards to the use of the development.

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

Draft Minutes

There was no further discussion.

Motion to close carried 6-0

2. **Conduct a public hearing on a Specific Use Permit for 5,725 square feet of Medical Office, one (1) lot on 6.76 acres, more or less, and being Las Entradas North, also known as 12420 Tillgang Pass, Manor, TX.**
   Applicant: LVE Las Entradas REG, LP
   Owner: LVE Las Entradas REG, LP

   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 in opposition to this item.

   Daniel Campbell with Marathon Equity discussed the attached PowerPoint presentation.

   Dan Fry with Marathon Equity submitted a speaker card in support of this item.

   A discussion was held regarding available parking for the area.

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

CONSENT AGENDA

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

   • May 6, 2026, City Council Regular Meeting

4. **Consideration, discussion, and possible action regarding acceptance of the April 2026 City Council Monthly Reports.**

5. **Consideration, discussion, and possible action regarding acceptance of the April 2026 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**

Draft Minutes

- **Development Services – Michael Burrell, Development Services Director**
- **Municipal Court – Sofi Duran, Court Administrator**
- **Public Works – Matt Woodard, Director of Public Works**
- **Human Resources – Scott Moore, City Manager**
- **IT – Phil Green, IT Director**
- **Administration – Lluvia T. Almaraz, City Secretary**
- **Administration – Ashlynn Taylor, Marketing & Communications Coordinator**

6. Consideration, discussion, and possible action on a Professional Services Agreement with Baker Tilly US, LLP to perform an Independent Financial Audit of the city's Impact Fee funds.

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

There was no further discussion.

Motion to approve carried 6-0

REGULAR AGENDA

7. Consideration, discussion, and possible action regarding a construction contract for the Wilbarger Creek Wastewater Treatment Plant Phase 2 Improvements.

City staff recommended that the City Council approve and award the Construction Contract with Prota, Inc. for the base bid amount of $15,992,420.00.

Public Works Director Woodard discussed the proposed contract for the Wilbarger Creek Wastewater Treatment Plant.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Weir to approve and award the Construction Contract with Prota, Inc. for the base bid amount of $15,992,420.00.

There was no further discussion.

Motion to approve carried 6-0

8. Consideration, discussion, and possible action on a Specific Use Permit for 15,000 square feet of Professional Office, Medical Office, and Medical Clinic, one (1) lot on 3.11 acres, more or less, being located at 13801 N FM 973, Manor, TX.
Applicant: Rafiq Karediya
Owner: Platinum 973 LLC

Draft Minutes

City staff recommended that the City Council approve a Specific Use Permit for 15,000 square feet of Professional Office, Medical Office, and Medical Clinic, one (1) lot on 3.11 acres, more or less, being located at 13801 N FM 973, Manor, TX.

Mr. Karediya spoke in regard to the medical use permit, clarifying that the intended use is for a chiropractic office and medical spa.

Mayor Harvey inquired whether Mr. Karediya had met with the Economic Development Committee to discuss the proposed uses.

Assistant City Attorney Rivera advised that it is within the City Council's purview to add conditions to a Special Use Permit (SUP) or to reduce the requested square footage.

Following a discussion regarding the potential layout of the space, which could include a medical office, medical clinic, insurance office, real estate office, and chiropractic offices; Assistant City Attorney Rivera clarified that the Council could only approve the specific uses requested in the item's submittal. She recommended that the item be tabled to allow staff to provide additional information.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Wallace to table the item.

There was no further discussion.

Motion to table carried 6-0

9. Consideration, discussion, and possible action on a Specific Use Permit for 5,725 square feet of Medical Office, one (1) lot on 6.76 acres, more or less, and being Las Entradas North, also known as 12420 Tillgang Pass, Manor, TX.
Applicant: LVE Las Entradas REG, LP
Owner: LVE Las Entradas REG, LP

City staff recommended that the City Council approve a Specific Use Permit for 2,225 square feet of Medical Office, one (1) lot on 6.76 acres, more or less, and being Las Entradas North, also known as 12420 Tillgang Pass, Manor, TX.

Development Services Director Burrell advised that the Council had the authority to establish time limits for specific types of uses within Special Use Permit (SUP) requests.

A discussion was held regarding concerns over the closure of past dental offices in the area.

Mr. Campbell, representing Marathon Equity, explained how the market analysis study for dental offices was conducted in the area.

Assistant City Attorney Rivera clarified that staff's recommendation was for a lower square footage.

Draft Minutes

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Weir to approve a Specific Use Permit for 2,225 square feet of Medical Office, one (1) lot on 6.76 acres, more or less, and being Las Entradas North, also known as 12420 Tillgang Pass, Manor, TX.

There was no further discussion.

Motion to approve failed 3-3

Council Member Hill requested this time to be discussed after executive session.

MOTION: Upon a motion made by Council Member Hill and seconded by Council Member Moreno to table the item after the executive session.

There was no further discussion.

Motion to table carried 6-0

10. Consideration, discussion, and possible action on a Sidewalk Escrow Agreement with NSJ Enterprises Inc. for property located at 13320 US Hwy 290, and permitted as MiniMax #11.

City staff recommended that the City Council approve a Sidewalk Escrow Agreement with NSJ Enterprises Inc. for property located at 13320 US Hwy 290, and permitted as MiniMax #11.

Development Services Director Burrell discussed the proposed agreement.

A discussion was held regarding concerns over sidewalk construction as well as the projected tax revenue for the city.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno to approve a Sidewalk Escrow Agreement with NSJ Enterprises Inc. for property located at 13320 US Hwy 290 and permitted as MiniMax #11.

There was no further discussion.

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

11. Consideration, discussion, and possible action on a letter of support for the U.S. Department of Transportation Federal Railroad Administration's Crossing Safety Program/Railroad Crossing Elimination (RCE) Grant Program.

Draft Minutes

City staff recommended that the City Council approve a letter of support for the U.S. Department of Transportation Federal Railroad Administration's Railroad Crossing Elimination (RCE) Grant Program.

A discussion was held regarding how this specific grant would assist the community by addressing local railroad crossing concerns and improve safety infrastructure.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua to approve a letter of support for the U.S. Department of Transportation Federal Railroad Administration's Railroad Crossing Elimination (RCE) Grant Program.

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 8:31 p.m. on Wednesday, May 20, 2026, 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 Lots 4, 5, and 6, Block 23, Town of Manor, Travis County, Texas;*
- Section 551.074 Personnel Matters to Interview Candidates for appointments to the Community Impact Fee Advisory Committee; 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 at 9:16 p.m. on Wednesday, May 20, 2026.

The Executive Session was adjourned at 9:52 p.m. on Wednesday, May 20, 2026.

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 9:52 p.m. on Wednesday, May 20, 2026.

Draft Minutes

12. Consideration, discussion, and possible action on a Resolution Finding Public Convenience and Necessity And Authorizing The Use of Eminent Domain To Condemn If Necessary Fee Simple Title to Lots 4, 5, and 6, Block 23, Town of Manor, Travis County, Texas, As Recorded in Volume V Page 796 Of the Deed Records of Travis County From Seletia Gildon Davis aka Seletia Gildon David, Billie Joe Gildon McClelland, Bille Egunkike, George Edwards Gildon, Kirk Douglass Gildon, DaRita Hill McCrary, Darrell Edward Hill, DeaAnn Hill, Robert Lee Thorne, and Derek Hill For the Public Use And Purpose of Construction Of Public Roadway and Parking Improvements For The City's Downtown Parking Improvement Project.

Assistant City Attorney Rivera discussed the proposed Resolution.

Resolution No. 2026-09: A Resolution of the City Council of The City of Manor, Texas, Finding Public Convenience And Necessity And Authorizing Eminent Domain Proceedings If Necessary For Acquisition In Fee Simple Of Lots 4, 5 And 6, Block 23, Town Of Manor, Travis County, Texas, According To The Map Or Plat Thereof Recorded In Volume V, Page 796, Deed Records, Travis County, Texas, For Public Roadway And Parking Infrastructure Purposes, And Establishing An Effective Date; And Finding And Determining That The Meeting At Which This Resolution Is Passed Was Noticed And Is Open To The Public As Required By Law.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve Resolution No. 2026-09 and authorize the use of the power of eminent domain to acquire in fee simple Lots 4, 5, and 6, Block 23, Town of Manor, Travis County, Texas from property owned by Seletia Gildon Davis aka Seletia Gildon David, Billie Joe Gildon McClelland, Bille Egunkike, George Edwards Gildon, Kirk Douglass Gildon, DaRita Hill McCrary, Darrell Edward Hill, DeaAnn Hill, Robert Lee Thorne, and Derek Hill for the public use of constructing public roadway and parking improvements for the City's Downtown Parking Improvement Project.

There was no further discussion.

A roll call was provided by Mayor Harvey

Motion to approve carried 6-0

13. Consideration, discussion, and possible action on the appointment of Community Impact Fee Advisory Committee members.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Hill to appoint Bobby Orr, Paige Bacon and Michelle Anderson to serve for a one-year term.

There was no further discussion.

Draft Minutes

Motion to approve carried 6-0

8. Consideration, discussion, and possible action on a Specific Use Permit for 15,000 square feet of Professional Office, Medical Office, and Medical Clinic, one (1) lot on 3.11 acres, more or less, being located at 13801 N FM 973, Manor, TX.
Applicant: Rafiq Karediya
Owner: Platinum 973 LLC

Assistant City Attorney Rivera outlined the permitted and non-permitted uses by reviewing the definitions contained in the summary form, specifically highlighting the categories for Office Professional, Office Medical, and Medical Clinic.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve a Specific Use Permit for 15,000 square feet of Professional Office, Medical Office, and Medical Clinic, with the conditions that ambulatory surgical centers (ASC) and freestanding emergency medical care facilities be excluded, and that if the tenant vacates the property, the new tenant would need to return to Council to request a new use permit, on one (1) lot consisting of 3.11 acres, more or less, located at 13801 N. FM 973, Manor, TX.

There was no further discussion.

Motion to approve carried 6-0

9. Consideration, discussion, and possible action on a Specific Use Permit for 5,725 square feet of Medical Office, one (1) lot on 6.76 acres, more or less, and being Las Entradas North, also known as 12420 Tillgang Pass, Manor, TX.
Applicant: LVE Las Entradas REG, LP
Owner: LVE Las Entradas REG, LP

A discussion was held regarding the name of the facility.

A discussion was held regarding the conditions discussed in executive.

MOTION: Upon a motion made by Council Member Hill and seconded by Council Member Amezcua to approve a Specific Use Permit for 2,225 square feet of Medical Office, one (1) lot on 6.76 acres, more or less, and being Las Entradas North, also known as 12420 Tillgang Pass, Manor, Texas with the condition that the permit is restricted to the original tenant only Deca.

There was no further discussion.

Motion to approve carried 6-0

Draft Minutes

ADJOURNMENT

The Regular Session of the Manor City Council was Adjourned at 10:15 p.m. on Wednesday, May 20, 2026.

The Manor City Council approved these minutes on the 3rd day of June 2026.

APPROVED:

_____
Dr. Christopher Harvey
Mayor

ATTEST:

_____
Lluvia T. Almaraz, TRMC
City Secretary

Draft Minutes

CITY COUNCIL
WORKSHOP SESSION MINUTES
MAY 23, 2026

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 (Absent)
Deja Hill, Place 6

CITY STAFF:

Scott Moore, City Manager
Lluvia T. Almaraz, City Secretary
Brittany Lopez, Assistant City Secretary
Barbara Bouware-Wells, City Attorney

WORKSHOP SESSION – 8:30 A.M.

With a quorum of the Council Members present, the workshop session of the Manor City Council was called to order by Mayor Harvey at 9:01 a.m. on Saturday, May 23, 2026, at the Courtyard by Marriott Austin Pflugerville and Pflugerville Conference Center, 16100 Impact Way, Pflugerville, TX.

A. Discussion of proposed City Charter Amendments.

A discussion was held regarding the City Charter proposed Amendments.

Article VII. Administrative Services

- Section 7.01 City Manager
- Section 7.04 Department Directors
- Section 7.12 Economic Development Department

Draft Minutes

- Section 7.13 Parks and Recreation Department
- Section 7.14 Library Department

The Manor City Council recessed at 9:48 a.m. and reconvened at 10:10 a.m.

Article VIII. Finance

- Section 8.10 Purchase Procedure
- Section 8.12 Independent Audit

Article X. Planning and Development; Community Committees

- Section 10.04 Planning and Zoning Commission
- Section 10.08 Board of Adjustments
- Section 10.11 Community Committees

Article XII. Ethics and Conflicts

- Section 12.01 Ethics Commission

Article XIII. General Provisions

- Section 13.08 Charter Review

There was no action taken.

ADJOURNMENT

The Manor City Council Workshop Session Adjourned at 12:26 p.m. on Saturday, May 23, 2026.

The Manor City Council approved these minutes on the 3rd day of June 2026.

APPROVED:

_____
Dr. Christopher Harvey
Mayor

ATTEST:

_____
Lluvia T. Almaraz, TRMC
City Secretary

Draft Minutes

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 3, 2026
PREPARED BY: Scott Jones, Economic Development Director
DEPARTMENT: Economic Development

AGENDA ITEM DESCRIPTION:

Consideration, discussion and possible action on ratifying the Bylaws for the City's Tax Increment Reinvestment Zone Number Two (TIRZ#2) Board.

BACKGROUND/SUMMARY:

City legal counsel drafted Bylaws for the TIRZ#2 Board, which was created by on December 18, 2024 by vote of the Manor City Council pursuant to approval of Ordinance #770 and including an area within its boundaries of 927.5 acres of properties within the City and the City's extraterritorial jurisdiction. These Bylaws were approved by the Board of TIRZ#2 as of June 3, 2026.

LEGAL REVIEW: Yes, Veronica Rivera, Assistant City Attorney
FISCAL IMPACT: Not Applicable
PRESENTATION: No
ATTACHMENTS: Yes

- TIRZ#2 Board Bylaws

STAFF RECOMMENDATION:

The City Staff recommends that the City Council ratify the Bylaws for the City's Tax Increment Reinvestment Zone Number Two (TIRZ#2) Board.

BYLAWS OF
TAX INCREMENT REINVESTMENT ZONE NUMBER TWO
CITY OF MANOR, TEXAS

ARTICLE I.
PURPOSE AND POWERS

Section 1.1. Development or Redevelopment in the Zone. In order to promote the development and redevelopment of a certain area within its jurisdiction, the City of Manor, Texas (the "City") has authorized the creation of the Tax Increment Reinvestment Zone Number Two, City of Manor, Texas (the "Zone"), as authorized by the Tax Increment Financing Act, Chapter 311, Texas Tax Code, as amended (the "Act"), and pursuant to the Act has established a Board of Directors for the Zone ("Board of Directors" or "Board").

Section 1.2. Powers. The property and affairs of the Zone shall be managed and controlled by the City Council of the City of Manor (the "City Council") based on the recommendations of the Board of Directors, subject to the restrictions imposed by law, the ordinance creating the Zone, the resolution creating the policies and conditions for TIRZ participation, and these Bylaws. It is the intention of the City Council that the Board of Directors shall function in an advisory capacity with respect to the Zone and shall exercise only those powers which are either granted to the Board pursuant to the Act or delegated to the Board by the City Council.

ARTICLE II.
BOARD OF DIRECTORS

Section 2.1. Powers, Number and Term of Office. As set forth in the ordinance creating the Zone, the Board of Directors shall consist of seven (7) directors appointed by the City Council to Places 1,2,3,4,5,6 and 7.

(a) The initial term of the Board of Directors shall be as follows:

Place 1	Mayor (term expires November 30, 2028)
Place 2	Council Place 1 (term expires November 30, 2028)
Place 3	Council Place 2 (term expires November 30, 2026)
Place 4	Council Place 3 (term expires November 30, 2028)
Place 5	Council Place 4 (term expires November 30, 2026)
Place 6	Council Place 5 (term expires November 30, 2028)
Place 7	Council Place 6 (term expires November 30, 2026)

(b) Upon expiration of the indicated terms or upon City Council action to reconstitute the initial Board by appointing replacement members, subsequent appointments to fill vacancies shall be for terms of two (2) years. The member

appointed to Place 1 shall serve as the chair of the Board. The Board is authorized to elect a vice-chair, secretary, and other officers as determined by the Board. There shall be no limitation on the number of terms to which a Director may be reappointed.

(c) In the event of a vacancy caused by the ineligibility, resignation, death or removal, for any reason, of a director, the City Council shall be responsible for filling the vacancy.

Section 2.2. Meetings of Directors. The directors may hold their meetings within a building accessible to the public in the City as the Board of Directors may from time to time determine.

Section 2.3. Regular Meetings. Regular Meetings of the Board of Directors shall be held at such times and places as shall be designated from time to time, by the Board of Directors. Notice of all regular and emergency meetings of the Board and any committees thereof shall be conducted and posted in accordance with the provisions of the Texas Open Meetings Act, Texas Government Code, Chapter 551.001 et seq. There shall be at least one Regular Meeting held each year. The initial meeting of the Board of Directors shall be set by the City Council.

Section 2.4. Emergency Meetings. Emergency Meetings of the Board of Directors shall be held whenever called by the chair, by the secretary, by a majority of the directors then in office or upon advice of or request by the City Council.

(a) The secretary shall give notice to each director of each Emergency Meeting in person, or by courier, facsimile, telephone, telegraph, or electronic mail, at least 24 hours before the meeting. Notice of all Emergency Meetings shall state the purpose which shall be the only business conducted.

Section 2.5. Quorum. A majority of the directors holding current appointments shall constitute a quorum for the consideration of matters pertaining to the purposes of the Zone. The act of the majority of the directors present at a meeting at which a quorum is in attendance shall constitute the act of the Board of Directors, unless the act of a greater number is required by law.

Section 2.6. Conduct of Business. At the meetings of the Board of Directors, matters pertaining to the purposes of the Zone shall be considered in such order as from time to time the Board of Directors may determine.

(a) At all meetings of the Board of Directors, the chair shall preside and in the absence of the chair, the vice chair shall exercise the power of the chair.

(b) The secretary of the Board of Directors shall act as secretary of all meetings of the Board of Directors, but in the absence of the secretary, the presiding officer may appoint any person to act as secretary of the meeting. City staff shall provide notice of meetings and prepare meeting agendas.

(c) Within five (5) business days following each Regular and Emergency Meeting, a copy of the minutes of the meeting shall be submitted to the City Secretary of the City.

Section 2.7. Compensation of Directors. Directors as such shall not receive any salary or compensation for their services, except that they shall be reimbursed for their actual expenses incurred in the performance of their duties hereunder.

Section 2.8. Attendance. Board Members shall make every effort to attend all Regular and Emergency Meetings of the Board and/or Committees. The City Council may replace a City appointee of the Board.

Section 2.9. Books and Records: Approval of Programs and Financial Statements. The Board of Directors shall keep correct and complete books and records of account and shall also keep minutes of its proceedings and the proceedings of committees having any of the authority of the Board of Directors. All books and records of the Zone may be inspected by any director or his agent or attorney for any proper purpose at any reasonable time; and at all times the City Council, the City Manager and the City Auditor will have access to the books and records of the Zone. The City Council must approve all programs and expenditures for the Zone and annually review any financial statements of the Zone.

ARTICLE III.
OFFICERS

Section 3.1. Titles and Term of Office. The officers of the Zone shall consist of a chair, a vice chair, a secretary, and such other officers as the Board of Directors may from time to time elect or appoint; provided, however, that the City Council shall, on an annual basis, appoint the chair in accordance with the Act. One person may hold more than one office, except that the chair shall not hold the office of secretary. Terms of office for officers, other than the chair, shall not exceed two (2) years.

(a) All officers, other than the chair, shall be subject to removal from office, with or without cause, at any time by a vote of a majority of the entire Board of Directors.

(b) A vacancy in the office of any officer, other than the chair, shall be filled by a vote of a majority of the directors.

Section 3.2. Powers and Duties of the Chair. The chair shall be the chief executive officer of the Board of Directors and subject to the approval of the City Council, he/she shall be in general charge of the properties and affairs of the Zone and shall preside at all meetings of the Board of Directors.

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Section 3.3. Vice Chair. The vice chair shall be a member of the Board of Directors, shall have such powers and duties as may be assigned to him/her by the Board of Directors and shall exercise the powers and duties as may be assigned to him/her by the Board of Directors and shall exercise the powers of the chair during that officer's absence or inability to act. Any action taken by the vice chair in their performance of the duties of the chair shall be conclusive evidence of the absence or inability to act of the chair at the time such action was taken.

Section 3.4. Secretary. The secretary may be a member of the Board of Directors or may be a member of the City Staff, as determined by the Board of Directors and shall keep the minutes of all meetings of the Board of Directors in books provided for the purpose, he/she shall have charge of such books, records, documents and instruments as the Board of Directors may direct, all of which shall at all reasonable time be open to inspection, and he/she shall in general perform all duties incident to the office of secretary subject to the control of the City Council and the Board of Directors.

Section 3.5. Compensation. Officers as such shall not receive any salary or compensation for their services, except that they shall be reimbursed for their actual expenses incurred in the performance of their duties hereunder and in the event the secretary shall be a member of the City Staff, said individual shall not receive any compensation other than as provided by the City.

Section 3.6. Staff. Staff functions for the Board of Directors may be performed by the City Manager and/or designee.

ARTICLE IV.
PROVISIONS REGARDING BYLAWS

Section 4.1. Effective Date. These Bylaws shall become effective upon the adoption of these Bylaws by the Board of Directors. The adoption of these Bylaws must be approved by the City Council, which approval shall, unless specified otherwise, affirm such effective date.

Section 4.2. Amendments to Bylaws. These Bylaws may be amended by majority vote of the Board of Directors, provided that the Board of Directors files with the City Council a written application requesting that the City Council approve such amendment to the Bylaws, specifying in such application the amendment or amendments proposed to be made. If the City Council by appropriate resolution finds and approves the form of the proposed amendment, the Board of Directors shall proceed to amend the Bylaws.

(a) After providing notice to the Directors, the Bylaws may also be amended at any time by the City Council by adopting an amendment to the Bylaws by resolution of the City Council and delivering the Bylaws to the secretary of the Board of Directors.

Section 4.3. Interpretation of Bylaws. These Bylaws and all the terms and provisions hereof shall be liberally construed to effectuate the purposes set forth herein. If any word, phrase, clause, sentence, paragraph, section or other part of these Bylaws, or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional

by any court of competent jurisdiction, the remainder of these Bylaws and the application of such word, phrase, clause, sentence, paragraph, section or other part of these Bylaws to any other person or circumstance shall not be affected thereby.

ARTICLE V.
GENERAL PROVISIONS

Section 5.1. Notice and Waiver of Notice. Whenever any notice whatsoever is required to be given under the provision of these Bylaws, said notice shall be deemed to be sufficient if given by depositing the same in a post office box in a sealed postpaid wrapper addressed to the person entitled hereto at his post office address, as it appears on the books of the Zone, and such notice shall be deemed to have been given on the day of such mailing. Attendance of a director at a meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purposes of objecting to the transaction of any business on the grounds that the meeting is not lawfully called or convened. A waiver of notice in writing signed by the person or persons entitled to said notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Section 5.2. Resignations. Any director or officer may resign at any time. Such resignation shall be made in writing and shall take effect at the time specified therein, or, if no time is specified, at the time of its receipt by the City Council. The acceptance of a resignation shall not be necessary to make it effective, unless expressly so provided in the resignation.

Section 5.3. Approval or Delegation of Power by the City Council. In the event that these Bylaws refer to any approval by the City, such approval of delegation shall be evidenced by official action of the City Council.

Section 5.4. Official Office and Records Repository. Manor City Hall shall be the official office for the Zone and all records of the Zone shall be maintained by City Staff in said City Hall.

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The undersigned, being the duly elected and qualified Secretary of the Board of Directors for the Zone, hereby certifies that the foregoing initial Bylaws of the Zone were duly adopted by the Board of Directors of the Zone effective the _____ day of _____, 2026.

_____
Lluvia T. Almaraz, Secretary

Approved by the City Council on the _____ day of _____, 2026.

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AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

MEETING DATE: June 3, 2026
PREPARED BY: Michael Burrell, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Tree fee-in-lieu for the Boyce Street Parking Lot.
Owner: Davis Capital Investments
Applicant: MWM Design Group

BACKGROUND/SUMMARY:

This request is to cover additional caliper inches that cannot be accommodated on-site. Currently, the landscape standards for the parking lot are being met, but the mitigation rate set by the number of tree inches removed cannot be accommodated fully on-site. 304 caliper inches are required for mitigation. They are proposing to plant 41 caliper inches. Therefore, the applicant needs to mitigate 263 caliper inches.

At the current rates for comparable trees planted by the City's Public Works Department ($150 for a 3" tree), and accounting for staff time to plant the tree ($25/hour, 2 employees, 1 hour), a fee of $200 per caliper inch is recommended.

This item was postponed at the March 18th council meeting to April 1st. Additional time was needed to gather the requested information from the Council and to adjust the design. However, when it was brought back at the April 15th City Council meeting, this item was not ready, so staff requested the item be pulled, and it would be placed a future agenda when it was ready.

The newly proposed plan preserves the two largest trees on site and adds additional plantings.

LEGAL REVIEW: No
FISCAL IMPACT: Yes, Money would be paid into the City's tree fund
FORM 1295 FILED: No
PRESENTATION: No
ATTACHMENTS: Yes

- Letter of intent
- Tree Survey
- Landscape Plan

STAFF RECOMMENDATION:

The city staff recommends that the City Council approve a Tree fee-in-lieu for the Boyce Street Parking Lot at $200 per caliper inch.

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

MEETING DATE: June 3, 2026
PREPARED BY: Michael Burrell, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Development Agreement establishing development standards for the Tillgang Gas Station development relating to signage and outdoor lighting.

BACKGROUND/SUMMARY:

The Tillgang gas station (Apple Express Texaco) and its signs were first permitted in 2016. The sign code at the time prohibited digital signs with video displays, but digital signs with static messaging, such as digital fuel price signs, were permitted and the area of the digital display was counted towards the total allowable sign face area.

In 2020 the city adopted new signage regulations (Ord. 571), which prohibited all digital displays. Ord. 571 also introduced regulations regarding alterations to existing signs, and those alterations causing the sign to come into compliance with the new sign regulations. In 2021 by Ord. 601, regulations regarding digital displays were updated to permit them with the approval of a development agreement. The terms of the development agreement are established in Sec. 15.04.018(15)(A) which authorizes a digital sign as long as any existing outdoor lighting is brought into compliance with the city's outdoor lighting standards, or if it's new construction, that the outdoor lighting on the property remain in compliance with the city's outdoor lighting standards.

The development agreement before the City Council is to authorize the Tillgang Gas Station owner to update their signage and bring their outdoor lighting into compliance with city code. The signage was already updated on the property prior to this development agreement or a permit. When the signage on the property was being altered, the owner was notified that the alterations required an agreement and a permit. Upon notification, the owner undertook the necessary steps to bring the property in compliance, including evaluating the existing site lighting, proposing revisions to that lighting to bring it into compliance, and filing for a sign permit.

LEGAL REVIEW: Yes, Veronica Rivera, Assistant City Attorney
FISCAL IMPACT: No
FORM 1295 FILED: Yes, 2026-11
PRESENTATION: No
ATTACHMENTS: Yes

- Development Agreement

STAFF RECOMMENDATION:

The city staff recommends that the City Council approve a Development Agreement establishing development standards for the Tillgang Gas Station development relating to signage and outdoor lighting.

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 3, 2026
PREPARED BY: Scott Jones, Economic Development Director
DEPARTMENT: Economic Development

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a second amendment to the Chapter 380 Grant Agreement to Jiwon Jung, owner of the property located at 101 W. Boyce Street to provide an extension of time to accommodate for unforeseen construction delays.

BACKGROUND/SUMMARY:

The Chapter 380 Grant Agreement is for one tract of land located at 101 W. Boyce Street owned by Jiwon Jung which is part of a larger development known as the Boyce PJT Development that consists of three tracts of land and two property owners, Jiwon Jung and Build Block, Inc. The three properties of the Boyce PJT Development are under a concurrent development agreement. This Chapter 380 Agreement was entered into on the 10th day of October 2024 and amended on the 5th day of February 2025 to extend certain deadlines due to delays in obtaining inspections.

LEGAL REVIEW: Yes, Veronica Rivera, Assistant City Attorney
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- Second Amendment to Chapter 380 Agreement – 101 Boyce Street

STAFF RECOMMENDATION:

The City Staff recommends that the City Council postpone item to the June 17, 2026, Regular Council Meeting.

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 3, 2026
PREPARED BY: Scott Jones, Economic Development Director
DEPARTMENT: Economic Development

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an amendment to the Chapter 380 Grant Agreement to Build Block, Inc., owner of the property located at 104 W. Boyce Street and 108 W Boyce Street to provide an extension of time to accommodate for unforeseen construction delays.

BACKGROUND/SUMMARY:

The Chapter 380 Grant Agreement is for one tract of land located at 104 W. Boyce Street and 108 W Boyce Street owned by Build Block, Inc. which is part of a larger development known as the Boyce PJT Development that consists of three tracts of land and two property owners, Jiwon Jung and Build Block, Inc. The three properties of the Boyce PJT Development are under a concurrent development agreement. The Chapter 380 Agreement was entered into on the 16th day of October 2024.

LEGAL REVIEW: Yes, Veronica Rivera, Assistant City Attorney
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- Amendment – 104 and 108 W. Boyce Street

STAFF RECOMMENDATION:

The City Staff recommends that the City Council postpone item to the June 17,2026, Regular Council Meeting.

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 3, 2026
PREPARED BY: Scott Jones, Economic Development Director
DEPARTMENT: Economic Development

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a second amendment to the Chapter 380 Grant Agreement to Jiwon Jung, owner of the property located at 107 W. Boyce Street to provide an extension of time to accommodate for unforeseen construction delays.

BACKGROUND/SUMMARY:

The Chapter 380 Grant Agreement is for one tract of land located at 107 W. Boyce Street owned by Jiwon Jung which is part of a larger development known as the Boyce PJT Development that consists of three tracts of land and two property owners, Jiwon Jung and Build Block, Inc. The three properties of the Boyce PJT Development are under a concurrent development agreement. This Chapter 380 Agreement was entered into on the 10th day of October 2024 and amended on the 5th day of February 2025 to extend certain deadlines due to delays in obtaining inspections.

LEGAL REVIEW: Yes, Veronica Rivera, Assistant City Attorney
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- Second Amendment to Chapter 380 Agreement – 107 Boyce Street

STAFF RECOMMENDATION:

The City Staff recommends that the City Council postpone item to the June 17,2026, Regular Council meeting.

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

MEETING DATE: June 3, 2026
PREPARED BY: Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:
Consideration, discussion, and possible action on an engagement letter with Messer Fort.

BACKGROUND/SUMMARY:

The City Attorney recommends that the City Council engage litigation counsel to represent the City in the lawsuit that was recently filed against the City challenging the City's game room regulations. Mr. Bullock has represented the city in past litigation.

LEGAL REVIEW: Yes, Paige Saenz, City Attorney and Bradley Barrett, Associate Attorney
FISCAL IMPACT:
FORM 1295 FILED: Not Applicable
PRESENTATION: No
ATTACHMENTS: Yes

- Engagement letter

STAFF RECOMMENDATION:

The city staff recommends that the City Council approve an engagement letter with Messer Fort.

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

MEETING DATE: June 3, 2026
PREPARED BY: Michael Burrell, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the appointment of Community Impact Fee Advisory Committee members.

BACKGROUND/SUMMARY:

The city has received applications for the Community Impact Fee Advisory Committee (CIFAC). The Advisory Committee will be responsible for presenting to the City Council proposed impact fee rates for assessments within the City and ETJ. This will include items such as water, wastewater, and roadway impact fees.

LEGAL REVIEW: Not applicable
FISCAL IMPACT: Yes, Impact fee rates will influence the city's revenue for Capital Improvement projects.
FORM 1295 FILED: Not applicable
PRESENTATION: No
ATTACHMENTS: No

STAFF RECOMMENDATION:

The city staff recommends that the City Council appoint members to the Community Impact Fee Advisory Committee for a term of one (1) year.