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, October 07, 2026 at 7:00 PM

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

AGENDA

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

PROCLAMATIONS

A. Declaring the month of October 2026 as *"Breast Cancer Awareness Month"*

B. Declaring the month of October 2026 as *"Domestic Violence Awareness Month"*

C. **Recognizing the 150th Anniversary of St. Joseph Catholic Church and the 2026 St. Joseph Fiesta**

REPORTS

Reports about items of community interest on which no action will be taken.

A. **Community Collaborative Committee**
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

- **September 8, 2026, City Council Called Special Session**
- **September 16, 2026, City Council Regular Meeting**
- **September 23, 2026, City Council Called Special Session**
- **September 30, 2026, City Council Called Special Session**

REGULAR AGENDA

2. **Consideration, discussion, and possible action on the acceptance of the City of Manor, Texas, Single Audit Report for the Year ended September 30, 2025.**
Submitted by: Belen Peña, Finance Director

3. **Consideration, discussion, and possible action on a Resolution authorizing the City Manager to execute the Fiscal Year 2026-2027 Texas Traffic Safety Program Comprehensive STEP (Selective Traffic Enforcement Program) grant agreement.**
Submitted by: George Vega, PD Sergeant

4. **Consideration, discussion, and possible action regarding a Bus Safety Partnership between the City of Manor and Manor Independent School District (Manor ISD).**
Submitted by: Ryan Phipps, Chief of Police

5. **Consideration, discussion, and possible action on a Property Use Agreement between TBBA LLC and the City of Manor.**
Submitted by: Stephanie Cho-Parkinson, Community Engagement Coordinator

6. **Consideration, discussion, and possible action on the First Amendment to the Manor Downs Commerce Center Development Agreement.**
Submitted by: Michael Burrell, Development Services Director

7. **Consideration, discussion, and possible action on ratifying the Master Services Agreement between Library Systems & Services, LLC and the City of Manor, Texas.**
Submitted by: Scott Moore, City Manager

8. **Consideration, discussion, and possible action regarding the Texas Municipal League (TML) Region 10 Director election.**
Submitted by: Scott Moore, City Manager

9. **Consideration, discussion, and possible action regarding Operation Turkey 2026.**
Submitted by: Mayor Harvey

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:

- Sections 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding legal services for the Public Facilities Corporation of the City of Manor, Texas (the "PFC");

- 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;

- Section 551.071 Texas Government Code and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the following litigation cases:

D-1-GN-25-000719, Robert Edward Battaile vs. Texas Elections Division Hon. Jane Nelson Texas Secretary of State (Robert Edward Battaile, Bobby Reese, and Austin Bocce League v. City of Manor, Et Al.), in the 459th District Court of Travis County, Texas; and

D-1-GN-26-004044, Amigos Vending LLC vs. City of Manor, Texas, In the 419th Judicial District of Travis County, Texas; 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.

10. **Consideration, discussion, and possible action on an engagement agreement for the Public Facilities Corporation of the City of Manor, Texas (the "PFC") legal services.**
Submitted by: Scott Moore, City Manager

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, October 1, 2026, 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

PROCLAMATION

WHEREAS, breast cancer remains one of the most common cancers among women, accounting for roughly one in every three new cancer diagnoses in women; and

WHEREAS, approximately 1 in 8 women in the United States will develop breast cancer over the course of their lifetime, making proactive education, risk reduction, and regular screenings critical for everyone; and

WHEREAS, thanks to early detection through screenings and advances in treatment, long-term survival rates continue to improve, proving that awareness and proactive healthcare save lives; and

WHEREAS, it is fitting for the City of Manor to join healthcare advocates nationwide in recognizing the profound impact of breast health education and supporting those currently fighting the disease or living as survivors.

NOW, THEREFORE, I, Dr. Christopher Harvey, Mayor of the City of Manor, Texas, and on behalf of the Manor City Council, do hereby proclaim October 2026 as:

"Breast Cancer Awareness Month"

in the City of Manor, and urge all residents, community organizations, and healthcare partners to participate in educational activities that emphasize early detection, promote screenings, and honor both survivors and those we have lost to breast cancer.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the seal of the City of Manor on this 7th day of October 2026.

_____

Dr. Christopher Harvey, Mayor
City of Manor

PROCLAMATION

WHEREAS, since 1981, October has been designated as National Domestic Violence Awareness Month to shine a light on the widespread impact of domestic violence, honor the courage of survivors, and strengthen our collective commitment to providing pathways to safety, healing, and justice; and

WHEREAS, domestic violence is not confined to any one group, but crosses all communities regardless of age, race, gender, or socioeconomic status, with more than 1 in 3 women and 1 in 4 men in the United States having experienced this type of violence during their lifetime; and

WHEREAS, every individual deserves to live in safe, healthy relationships free of physical, emotional, sexual, and financial abuse. In Manor, our Police Department's Victim Services Unit continues to play a vital role in supporting those affected, having provided over 260 direct support services to survivors of domestic violence in 2025, guiding individuals in understanding their rights, and connecting them to essential local resources; and

WHEREAS, survivors of domestic violence need the continued support of their families, friends, neighbors, and the community at large; and

WHEREAS, during National Domestic Violence Awareness and Prevention Month, the City of Manor stands with survivors, recognizing their strength and resilience, and joins with others across Texas and the nation to send a clear message that domestic violence will not be tolerated in our community.

NOW THEREFORE, I, Dr. Christopher Harvey, Mayor of the City of Manor, Texas, and on behalf of the Manor City Council, do hereby proclaim the month of October 2026, as:

"Domestic Violence Awareness Month"

in the City of Manor, Texas, and urge all residents to engage in efforts to prevent and respond to domestic violence, support survivors, and recognize its lasting impact on our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the seal of the City of Manor on this 7th day of October 2026.

_____

Dr. Christopher Harvey, Mayor
City of Manor

PROCLAMATION

WHEREAS, St. Joseph Catholic Church has been a faithful presence in the Manor community for 150 years, serving generations of families and contributing to the spiritual, cultural, and community life of Manor; and

WHEREAS, established in Manor in 1876, St. Joseph Catholic Church has remained committed to sharing the Gospel of Jesus Christ, strengthening families, forming disciples, and providing a welcoming place of worship, fellowship, and service; and

WHEREAS, throughout its 150-year history, St. Joseph Catholic Church has sought to live out the call of Christ to love our neighbors and care for those in need through acts of charity, compassion, outreach, and service to individuals and families within the Manor community and surrounding areas; and

WHEREAS, St. Joseph Catholic Church recognizes that a strong community is built through people who serve one another, and the parish continues to partner with community organizations, local leaders, schools, businesses, and families to help meet the needs of those who are most vulnerable; and

WHEREAS, the 2026 St. Joseph FIESTA provides an opportunity for the entire community to celebrate this historic 150th anniversary, honor the generations who have faithfully contributed to the parish, and look toward a future rooted in faith, service, unity, and hope; and

WHEREAS, the City of Manor recognizes and appreciates the many contributions of St. Joseph Catholic Church and its parishioners to the community and celebrates this significant milestone in the parish's history; and encourages the citizens of Manor to join St. Joseph Catholic Church in celebrating **150 years of faith, family, service, and community**, on October 10, 2026, **St. Joseph FIESTA**.

BE IT FURTHER PROCLAIMED, that the City of Manor commends St. Joseph Catholic Church for its enduring commitment to serving others, strengthening the community, and helping those in need, and extends its congratulations and best wishes as St. Joseph Catholic Church begins its next chapter of faithful service.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Manor to be affixed this 7th day of October 2026.

_____

Dr. Christopher Harvey, Mayor
City of Manor

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: October 7, 2026
PREPARED BY: Lluvia T. Almaraz, City Secretary
DEPARTMENT: Administration

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

- September 8, 2026, City Council Called Special Session
- September 16, 2026, City Council Regular Meeting
- September 23, 2026, City Council Called Special Session
- September 30, 2026, City Council Called Special Session

BACKGROUND/SUMMARY:

The City Secretary's Office prepares action minutes for each City Council meeting. These minutes are reviewed by the Council and approved at a regular meeting on the consent agenda.

ATTACHMENTS: No

Minutes will be available online after approval

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: October 7, 2026
PREPARED BY: Belen Peña, Director
DEPARTMENT: Finance

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the acceptance of the City of Manor, Texas, Single Audit Report for the Year ended September 30, 2025.

BACKGROUND/SUMMARY:

A single audit is a comprehensive, organization-wide audit of a non-federal entity that expends $1 million or more in federal funds in a fiscal year, assessing both financial statements and compliance with federal program requirements. It is mandated by the Single Audit Act of 1984. The audit is designed to provide assurance to the federal government that funds are used appropriately and in compliance with applicable laws and regulations. It requires an independent audit from a certified public accountant (CPA) at the close of the fiscal year. The CPA shall be independent of the City and its officers.

ATTACHMENTS: Yes

- Single Audit Report for the Year ended September 30, 2025

CPAs | CONSULTANTS | WEALTH ADVISORS | *NEIGHBORS*

CITY OF MANOR, TEXAS

SINGLE AUDIT REPORT

YEAR ENDED SEPTEMBER 30, 2025

Right there with you

CLAconnect.com

CITY OF MANOR, TEXAS
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CITY OF MANOR, TEXAS
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED SEPTEMBER 30, 2025

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Provided to Subrecipients	Total Federal Expenditures
DEPARTMENT OF TREASURY				
Pass Through - Texas Department of Emergency Management				
COVID-19 Coronavirus State and Local Fiscal Recovery Funds	21.027	#1505-0271	$ -	$ 1,796,113
Total Department of Treasury			-	1,796,113
Total Expenditures of Federal Awards			$ -	$ 1,796,113

See accompanying Notes to Schedule of Expenditures of Federal Awards.

CITY OF MANOR, TEXAS
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED SEPTEMBER 30, 2025

NOTE 1 GENERAL

The accompanying Schedule of Expenditures of Federal Awards (the schedule) includes the federal award activity of the City of Manor (City) under programs of the federal government for the year ended September 30, 2025. The City's reporting entity is defined in Note 1 to the City's basic financial statements for the year ended September 30, 2025. All federal awards received directly from federal agencies are included in the schedule. The information on this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. Because the Schedule presents only a selected portion of the operations of the City, it is not intended to and does not present the financial position, changes in net position, or cashflows of the City.

NOTE 2 BASIS OF ACCOUNTING

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance for all awards. Under these principles, certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3 INDIRECT COST RATE

The City did not elect to use the 15-percent de minimis indirect cost rate.

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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Honorable Mayor and Members of the City Council
City of Manor, Texas
Manor, Texas

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Manor, Texas (the City), as of and for the year ended September 30, 2025, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated September 15, 2026.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified.

We identified certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as item 2025-001 that we consider to be a material weakness.

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Honorable Mayor and Members of the City Council
City of Manor, Texas

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

City of Manor's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the City's response to the finding identified in our audit and described in the accompanying schedule of findings and questioned costs. The City's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Austin, Texas
September 15, 2026

CliftonLarsonAllen LLP
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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM, REPORT ON INTERNAL CONTROL OVER COMPLIANCE AND REPORT ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE

Honorable Mayor and Members of the City Council
City of Manor, Texas
Manor, Texas

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited City of Manor, Texas' (the City) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of City of Manor, Texas' major federal programs for the year ended September 30, 2025. City of Manor, Texas' major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, City of Manor, Texas complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2025.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative* Requirements*, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of City of Manor, Texas and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of City of Manor, Texas' compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to City of Manor, Texas' federal programs.

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Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on City of Manor, Texas' compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about City of Manor, Texas' compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding City of Manor, Texas' compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.

- Obtain an understanding of City of Manor, Texas' internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of City of Manor, Texas' internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Other Matters

The results of our auditing procedures disclosed an instance of noncompliance, which is required to be reported in accordance with the Uniform Guidance which is described in the accompanying schedule of findings and questioned costs as item 2025-002. Our opinion on the City's major program is not modified with respect to this matter.

Government Auditing Standards require the auditor to perform limited procedures on the City's response to the noncompliance finding in our compliance audit described in the accompanying schedule of findings and questioned costs. The City's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control Over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we did identify a certain deficiency in internal control over compliance that we consider to be a material weakness.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as item 2025-002 to be a material weakness.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

Government Auditing Standards requires the auditor to perform limited procedures on the City's response to the internal control over compliance finding identified in our audit described in the accompanying schedule of findings and questioned costs. The City's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City as of and for the year ended September 30, 2025, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We have issued our report thereon, dated September 15, 2026, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements.

Honorable Mayor and Members of the City Council
City of Manor, Texas

The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards, is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Austin, Texas
September 21, 2026

CITY OF MANOR, TEXAS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED SEPTEMBER 30, 2025

Section I – Summary of Auditors' Results

Financial Statements

1. Type of auditors' report issued: Unmodified
2. Internal control over financial reporting:
   - Material weakness(es) identified? ____x____ yes _____ no
   - Significant deficiency(ies) identified? _____ yes ____x____ none reported
3. Noncompliance material to financial statements noted? _____ yes ____x____ no

Federal Awards

1. Internal control over major federal programs:
   - Material weakness(es) identified? ____x____ yes _____ no
   - Significant deficiency(ies) identified? _____ yes ____x____ none reported
2. Type of auditors' report issued on compliance for major federal programs: Unmodified
3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? ____x____ yes _____ no

Identification of Major Federal Programs

Assistance Listing Number(s)	Name of Federal Program or Cluster
21.027	COVID-19 Coronavirus State and Local Fiscal Recovery Funds

Dollar threshold used to distinguish between Type A and Type B programs: $ $1,000,000

Auditee qualified as low-risk auditee? _____ yes ____x____ no

CITY OF MANOR, TEXAS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
YEAR ENDED SEPTEMBER 30, 2025

Section II – Financial Statement Findings

2025 – 001 Material Audit Adjustments and Correction of Errors (Material Weakness)

Type of Finding: Accounting and financial reporting errors requiring corrections to the year-end financial statements (Material Weakness in Internal Control over Financial Reporting).

Criteria or specific requirement: Management is responsible for establishing and maintaining effective internal control over financial reporting. Internal controls should allow management or employees in the normal course of performing their assigned functions to prevent or detect material misstatements in the financial reporting of all funds.

Condition: The City did not have adequate internal controls over the financial close process. Numerous audit adjustments (including restatements to beginning fund balances/net positions) were identified during the audit. Additionally, the Finance Director and Senior Accountant can post journal entries without approval.

Cause: The City's internal controls for identifying and recording financial transactions and year-end accruals did not contain a sufficient detail review process to identify a significant number of material adjustments.

Effect: Lack of internal controls over financial reporting, the financial close process, and journal entry approval may result in material misstatements in the financial statements and delays in timeliness of producing audited financial statements. Additionally, prior period adjustments may reduce the reliability of prior financial statements.

Recommendation: We recommend the City implement internal controls to reconcile account balances and record adjustments prior to commencing audit fieldwork. Additionally, we recommend management discuss all significant operational matters, both cash and noncash, in order to identify the appropriate accounting treatment in a timely manner.

Views of responsible officials: Management agrees with the finding.

CITY OF MANOR, TEXAS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
YEAR ENDED SEPTEMBER 30, 2025

Section III – Federal Award Findings and Questioned Costs

2025-002 Procurement, and Suspension and Debarment

Federal Agency:	U.S. Department of Treasury
Federal Program Title:	COVID-19 Coronavirus State and Local Fiscal Recovery Funds
ALN:	21.027
Pass-Through Agency:	Texas Department of Emergency Management
Pass-Through Number:	#1505-0271
Award Period:	March 3, 2021 – December 31, 2026

Type of Finding: Material Weakness in Internal Control Over Compliance and Noncompliance

Criteria or specific requirement: Per 2 CFR section 200.303(a), the City of Manor, Texas must establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

Per 2 CFR 200.214, recipients and subrecipients are subject to the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, as well as 2 CFR part 180. The regulations in 2 CFR part 180 restrict making Federal awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from receiving or participating in Federal awards.

Per 2 CFR 180.505 – Who uses SAM.gov Exclusions?

(a) Federal agency officials use SAM.gov Exclusions to determine whether to enter into a transaction with a person, as required under § 180.430
(b) Participants also may, but are not required to, use SAM.gov Exclusions to determine if:
    (1) Principals of their transactions are excluded or disqualified, as required under § 180.320; or
    (2) Persons with whom they are entering into covered transactions at the next lower tier are excluded or disqualified.
(c) TheSAM.gov Exclusions are available to the general public.

Condition: For one procurement, qualification reference checks were performed for a contractor, however, a suspension and debarment check was not checked with SAM.gov.

Questioned costs: None

Context: See "Condition."

CITY OF MANOR, TEXAS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
YEAR ENDED SEPTEMBER 30, 2025

Section III – Federal Award Findings and Questioned Costs (Continued)

2025-002 Procurement, and Suspension and Debarment (Continued)

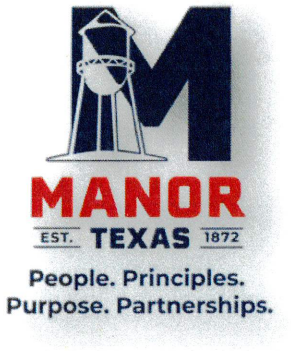
Cause: Individuals performing the vendor compliance checks were not adequately trained on the requirements that must be adhered to per federal guidelines.

Effect: Failure to complete proper vendor compliance checks prior to entering into a covered transaction may lead to entering into contracts with suspended or disbarred vendors that could result in noncompliance and questioned costs.

Repeat Finding: No

Recommendation: We recommend that the City provide additional training to individuals performing vendor compliance checks. We also recommend the City establish internal controls to monitor that vendor compliance checks are being completed accurately and timely.

Views of responsible officials: See management response on corrective action plan.



City of Manor Corrective Action Plan
Year ended September 30, 2025

Finding 2025 – 001 Material Audit Adjustments and Correction of Errors (Material Weakness)

Views of Responsible Officials: Management agrees with the finding.

Corrective Action Plan: Management will implement internal controls in the form of a checklist to reconcile account balances and record adjustments prior to commencing audit fieldwork.

Names of the contact persons responsible for corrective action: Belen Pena, Finance Director.

Planned completion date for corrective action plan: November 15, 2026

Finding 2025-002 Procurement, and Suspension and Debarment

Views of Responsible Officials: Management agrees with the finding.

Corrective Action Plan: Management will provide additional training to individuals performing vendor compliance checks and establish internal controls to monitor that vendor compliance checks are being completed accurately and timely.

Names of the contact persons responsible for corrective action: Belen Pena, Finance Director.

Planned completion date for corrective action plan: November 15, 2026

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AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: October 7, 2026
PREPARED BY: George Vega, Sergeant
DEPARTMENT: Police Department

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Resolution authorizing the City Manager to execute the Fiscal Year 2026-2027 Texas Traffic Safety Program Comprehensive STEP (Selective Traffic Enforcement Program) grant agreement.

BACKGROUND/SUMMARY:

The STEP (Selective Traffic Enforcement Program) Comprehensive grant is authorized through the State of Texas, Texas Department of Transportation, and funded by the National Highway Traffic Safety Administration. It provides funds to local agencies to conduct traffic enforcement, aiming to reduce the number of crashes, injuries, and fatalities on Texas highways. The Manor Police Department has been participating in the STEP comprehensive grant program since 2019.

ATTACHMENTS: Yes

- Draft Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS AUTHORIZING THE CITY MANAGER TO EXECUTE AND SIGN THE TEXAS TRAFFIC SAFETY PROGRAM GRANT AGREEMENT FOR THE FISCAL YEAR 2027 COMPREHENSIVE STEP (SELECTIVE TRAFFIC ENFORCEMENT PROGRAM) GRANT; AND DESIGNATING THE CITY MANAGER AS THE AUTHORIZED OFFICIAL FOR ALL MATTERS PERTAINING TO THE GRANT; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Manor, Texas (the "City) is a home-rule municipality; and

WHEREAS, the STEP (Selective Traffic Enforcement Program) Comprehensive grant, authorized through the State of Texas, Texas Department of Transportation, and funded by the National Highway Traffic Safety Administration, provides funds to local agencies to conduct traffic enforcement aimed at reducing crashes on Texas highways; and

WHEREAS, the Manor Police Department has participated in the STEP Comprehensive Grant Program since 2019 and seeks to continue its involvement to further enhance traffic safety within the City of Manor; and

WHEREAS, the City Council of the City (the "City Council") desires to authorize the City Manager to execute all necessary documentation for the fiscal year 2027 under the Texas Traffic Safety Program STEP Comprehensive grant, as long as the grant program is provided; and

WHEREAS, the City Council designates the City Manager as the grantee's authorized official for all matters pertaining to the grant for fiscal year 2027; and

WHEREAS, the City Council agrees that in the event of loss or misuse of the Texas Department of Transportation funds, the City assures that the funds will be returned to the Texas Department of Transportation in full; and

WHEREAS, the City Council finds it in the best interest of its citizens for the Manor Police Department to participate in the Texas Traffic Safety Program STEP Comprehensive Grant for fiscal year 2027.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS THAT:

1. The City Council hereby approves the recitals contained in the preamble of this Resolution and finds that all the recitals are true and correct and incorporate the same in the body of this Resolution as findings of fact.

DRAFT

2. The City Council hereby approves the participation of the Manor Police Department in the Texas Traffic Safety Program STEP Comprehensive Grant for fiscal year 2027 and for all future fiscal years, as long as the grant program continues to be available through the Texas Department of Transportation.

3. The City Council hereby designates the City Manager as the authorize official for the City and hereby authorizes the City Manager to apply for, accept, reject, alter, or terminate the grant on behalf of the City for fiscal year 2027, execute all necessary documentation regarding this grant under the Texas Traffic Safety Program STEP Comprehensive Grant.

4. If any section, article, paragraph, sentence, clause, phrase, or word in this resolution or application thereof to any persons or circumstances is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this resolution; and the City Council hereby declares it would have passed such remaining portions of the resolution despite such invalidity, which remaining portions shall remain in full force and effect.

5. This resolution shall take effect immediately from and after its passage, and it is duly resolved.

PASSED AND ADOPTED by the City Council of Manor, Texas, at a regular meeting on the _____ day of _____ 2026, at which a quorum was present, and for which due notice was given pursuant to Texas Government Code, Chapter 551.

CITY OF MANOR, TEXAS

ATTEST: Dr. Christopher Harvey, Mayor

Lluvia T. Almaraz, City Secretary

DRAFT

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: October 7, 2026
PREPARED BY: Ryan Phipps, Chief
DEPARTMENT: Police

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action regarding a Bus Safety Partnership between the City of Manor and Manor Independent School District (Manor ISD).

BACKGROUND/SUMMARY:

The Manor Police Department and Manor ISD share a common public-safety responsibility: protecting students as they travel to and from school. One of the most significant roadway risks involving school transportation occurs when motorists illegally pass a school bus that is stopped to load or unload students.

Texas Transportation Code §545.066 requires a motorist approaching a school bus that is stopped to receive or discharge students to stop before reaching the bus when the bus is operating the visual signals required by §547.701. The motorist may not proceed until the bus resumes motion, the bus driver signals the motorist to proceed, or the visual signal is no longer activated. Certain exceptions apply to separated roadways and controlled-access highways. A violation is generally a misdemeanor punishable by a fine of $500 to $1,250, with enhanced penalties for repeat offenses and offenses resulting in serious bodily injury.

A partnership with Manor ISD utilizing BusPatrol technology could significantly expand the ability to identify and document these violations without requiring a Manor Police Officer to physically follow each school bus. City Administration is working with MISD officials to develop a process to initiate this program this school year and evaluate its overall effectiveness with progress data reports presented to the City Council and School Board.

ATTACHMENTS: No

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: October 7, 2026
PREPARED BY: Stephanie Cho-Parkinson, Community Engagement Coordinator
DEPARTMENT: Public Works

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Property Use Agreement between TBBA LLC and the City of Manor.

BACKGROUND/SUMMARY:

The TBBA LLC organization reached out to the city to rent a portion of the East Manor Development No. 1 property for its November 2026 event in Central Texas. After reviewing the April 2025 event, representatives of TBBA LLC, also known as Big Bounce of America, initiated the process to secure the property and plan to host the event. We are requesting your consideration and approval of the proposed agreement for TBBA LLC to finalize its event plans.

ATTACHMENTS: No

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

MEETING DATE: October 7, 2026
PREPARED BY: Michael Burrell, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the first amendment to the Manor Downs Commerce Center Development Agreement.

BACKGROUND/SUMMARY:

This amendment encompasses a correction to the amount of land conveyed to the city, an allowance to the city to erect a mural along the side of a building adjacent to the land conveyed to us, and the reservation of 10 water service LUEs for our future connection.

ATTACHMENTS: No

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: October 7, 2026
PREPARED BY: Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on ratifying the Master Services Agreement between Library Systems & Services, LLC and the City of Manor, Texas.

BACKGROUND/SUMMARY:

An agreement was executed with Library Systems & Services, LLC to provide a team of library experts to support the City in space planning and designing a future-ready library, conducting community needs assessments, planning the materials collection, integrating educational and technological elements, and assessing staffing criteria planning and budgets for a sum of $60,000 total, billed over a period of 20 months during library planning and construction of the new facility. The cities of Red Oak, Duncanville, Farmers Branch, Wilmer, and Huntsville have utilized the Library Systems & Services (LS&S) team over 5+ continuous years to manager their public library operations, which their services will assist the City of Manor in developing staffing option models as well as community services program initiatives. LS&S has utilized their adult and youth volunteer service model to assist the management of the library space and community outreach programs on an annual basis.

ATTACHMENTS: No

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: October 7, 2026
PREPARED BY: Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action regarding the Texas Municipal League (TML) Region 10 Director election.

BACKGROUND/SUMMARY:

The Texas Municipal League (TML) centrally administers the election process for Region 10 directors. Candidates must be a mayor, councilmember, city commission member, alderperson, or another member of an elected municipal governing body representing a TML member city within Region 10. Regional directors serve two-year terms, with even-numbered regions up for election in even-numbered years. Each TML member city in Region 10 is entitled to one vote, which must be formally cast by a majority vote of the city's governing body. TML Region 10 has submitted the candidates for the Regional Director position, and a ballot is available for the council's review.

ATTACHMENTS: No

AGENDA ITEM NO. _____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: October 7, 2026
PREPARED BY: Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action regarding Operation Turkey 2026.

BACKGROUND/SUMMARY:

Operation Turkey is a 501(c)(3) non-profit organization dedicated to eradicating hunger by preparing, packaging, and delivering hot Thanksgiving meals to the homeless and less fortunate.

Founded in Austin, Texas in the year 2000 when a single resident decided to share his holiday leftovers with someone in need, it has since grown into a massive national movement operating entirely on volunteer power. It is unique for being **100% volunteer-run** with no paid staff, ensuring that contributions go directly toward feeding people.

The Process: How It Works

The entire operation relies on synchronized community teamwork, compressed into a high-impact window on Thanksgiving Day. The process typically involves:

- **Preparation and Cooking:** Volunteers gather early on Thanksgiving morning (or days prior for smoking turkeys) to cook traditional holiday meals, including turkey, stuffing, sides, and pie.
- **Assembly Lines:** Volunteers of all ages come together at designated staging locations to set up packing stations.
- **Care Package Integration:** Alongside warm food, meals are packaged with essentials like hygiene items, socks, warm clothing, and notes of encouragement.
- **Direct Delivery:** In just a matter of hours, drivers and walking volunteers hand-deliver the meals directly to individuals on the streets, at shelters, or to families facing hardship who might otherwise go without.

Why It Benefits the Community

Operation Turkey provides profound multi-layered benefits to local communities:

- **Combats Immediate Food Insecurity:** It ensures that vulnerable, unhoused, and low-income residents receive a nutritious, warm meal and do not feel forgotten on a major holiday.
- **Restores Dignity and Connection:** Beyond just calories, face-to-face delivery bridges social divides, offering human interaction, dignity, and a sense of belonging to people who are often marginalized.
- **Fosters Community Engagement:** It unites people from all walks of life - families, local businesses, students, and community leaders- giving them a direct, hands-on outlet to give back locally.

Bringing Operation Turkey to the City of Manor is a powerful way to extend regional holiday support directly to local families, seniors, and unhoused individuals who might otherwise slip through the cracks. Because neighboring Central Texas hubs already run massive operations, expanding an official drop point or satellite location to Manor is a natural progression.

How to bring Operation Turkey to Manor:

Step 1: Initiate Contact with National Leadership

Step 2: Secure a Local Staging Venue in Manor

Step 3: Build a Core Local Committee

Step 4: Leverage Community Networks for Promotion

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: October 7, 2026
PREPARED BY: Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an engagement agreement for the Public Facilities Corporation of the City of Manor, Texas (the "PFC") legal services.

BACKGROUND/SUMMARY:

In March 2023, the City Council approved an agreement with Bickerstaff Bickerstaff Heath Delgado Acosta LLP to provide consultation and representation in matters involving affordable housing and economic development in the City of Manor, other legal services assigned and requested, and the creation and representation of City Public Facilities Corporation(s) for the development of housing and for economic development. The proposed agreement will provide the following services:

- *Bond Counsel*. Bickerstaff will perform all usual and necessary legal services as bond counsel in connection with the authorization, issuance, and delivery of Bonds for and on behalf of the PFC, including conduit bonds.
- *Project-Based Counsel to PFC* Bickerstaff will perform all usual and necessary legal services as general and transactional counsel in connection with the incorporations of special purpose entities, negotiation, structuring, and drafting of real estate, partnership, and other legal documents for the PFC's development projects and representing the PFC in bringing the financing of each project to financial close.
- *General Counsel* Bickerstaff will perform all usual and necessary legal services as general and transactional counsel in connection with any business of the PFC that is not directly related to a specific development for which we are expected to be paid from fees earned by the PFC upon financial close on a development transaction or from the closing of any bond transaction.
- Other legal services assigned and/or requested, if the scope of which is confirmed by the City of Manor in writing at the time of assignment

ATTACHMENTS: No