



**COMMUNITY IMPACT FEE ADVISORY COMMITTEE
REGULAR SESSION MINUTES
AUGUST 10, 2026**

PRESENT:

COMMITTEE MEMBERS:

Hai Nguyen, Chair, Place 1 (Absent)
Eric Davis, Place 2
Bobby Orr, Place 3
Paige Bacon, Place 4
Grant Butler, Place 5 (Absent)
Sayra Navarro, Place 6
Vacant, Place 7

CITY STAFF:

Michael Burrell, Development Services Director
Pauline Gray, City Engineer
Annemarie Felfe, City Planner

REGULAR SESSION: 6:00 P.M.

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

With a quorum of the Community Impact Fee (CIF) Advisory Committee present, the Regular Session of the Manor CIF Advisory Committee was called to order by Committee Member Bacon at 6:00 p.m. on Monday, August 10, 2026, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

PUBLIC COMMENTS

No one appeared to speak at this time.

CONSENT AGENDA

1. Consideration, discussion, and possible action to approve the minutes for July 27, 2026, Community Impact Fee Advisory Committee Regular Session.

City staff recommended that the Community Impact Fee Advisory Committee approve the consent agenda.

MOTION: Upon a motion made by Committee Member Orr and seconded by Committee Member Navarro to approve the consent agenda.

There was no further discussion.

Motion to Approve carried 4-0.

REGULAR AGENDA

2. Consideration, discussion, and possible action on approving the Roadway Impact Fee Service Area Map.

City staff recommended that the Community Impact Fee Advisory Committee approve the Roadway Impact Fee Service Area Map.

Engineer Gray presented the Service Area and Thoroughfare Plan exhibit to the Committee Members.

The Committee discussed the differing sizes of the three service areas and noted that Travis County maintains roads within Subdivisions in the ETJ.

MOTION: Upon a motion made by Committee Member Orr and seconded by Committee Member Navarro to approve the Roadway Impact Fee Service Area Map as shown.

There was no further discussion.

Motion to Approve carried 4-0.

3. Consideration, discussion, and possible action on approving the Wastewater Capital Improvement Project List.

City staff recommended that the Community Impact Fee Advisory Committee approve the Wastewater Capital Improvement Project List.

Engineer Gray presented the Wastewater Master Plan CIF Map and the Project List, noting that the highlighted items reflected recent updates.

The committee reviewed each project, discussing construction costs, project locations, and estimated completion years. During the review, an error was identified in the Project List: project S-36 was completed in 2025, not 2028 as listed. Additionally, project S-39 appeared twice on the Wastewater Master Plan CIF Map, though it should only be shown once.

Updated versions of the Wastewater Master Plan CIF Map and Project List will be provided at the next regularly scheduled meeting.

MOTION: Upon a motion made by Committee Member Navarro and seconded by Committee Member Davis to approve the Wastewater Capital Improvement Project List with revisions to the year of S-36 on the Project List and updating the Wastewater Master Plan CIF Map.

There was no further discussion.

Motion to Approve carried 4-0.

4. Consideration, discussion, and possible action on approving the Water Capital Improvement Project List.

City staff recommended that the Community Impact Fee Advisory Committee approve the Water Capital Improvement Project List.

Engineer Gray presented the Water Master Plan CIF Map and the Project List, reviewing each project's construction costs, location, and estimated completion year.

The committee discussed how the construction costs relate to Impact Fees and concluded that Water Impact Fees may need to be increased to cover associated expenses. During the review, an error was identified in the Water Master Plan CIF Map: the symbol indicating CP-W-0012 was incorrect.

Impact Fee comparisons with neighboring cities will be provided at the next regularly scheduled meeting.

MOTION: Upon a motion made by Committee Member Orr and seconded by Committee Member Navarro to approve the Water Capital Improvement Project List with revisions to the Water Master Plan CIF Map.

There was no further discussion.

Motion to Approve carried 4-0.

5. Consideration, discussion, and possible action on the Land Use Assumption Map for Roadway Service Areas.

City staff recommended that the Community Impact Fee Advisory Committee review the Land Use Assumption map for Roadway Service areas.

The Land Use Assumption Map for Roadway Service Areas was not available for the committee's review. It will be presented at the next regularly scheduled meeting.

There was no further discussion.

No Action Taken.

6. Consideration, discussion, and possible action on the Roadway Capital Improvement Project List.

City staff recommended that the Community Impact Fee Advisory Committee review the Roadway Capital Improvement Project List.

Engineer Gray noted that the Roadway Capital Improvement Project List has been updated and clarified that this item is for review only at this meeting.

There was no further discussion.

No Action Taken.

ADJOURNMENT

Committee Member Bacon adjourned the Regular Session of the Manor Community Impact Fee Advisory Committee at 7:05 p.m. on Monday, August 10, 2026.

The Community Impact Fee Advisory Committee approved these minutes on August 24, 2026.

APPROVED:

Hai Nguyen
Chairperson

ATTEST:

Annemarie Felfe
City Planner