



**COMMUNITY IMPACT FEE ADVISORY COMMITTEE  
REGULAR SESSION  
MINUTES**

**SEPTEMBER 09, 2020**

**Via Telephone/Video Conference**

The meeting was live streamed on Manor Facebook Live beginning at 5:35 p.m.

<https://www.facebook.com/cityofmanor/>

Due to the closing of all city facilities, the Community Impact Fee Advisory Committee Session will only be open to the public via remote access. This is pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act to allow for telephonic or videoconference meetings of governmental bodies that are accessible to the public in an effort to reduce in-person meetings that assemble large groups of people.

The following instructions were provided to the general public.

*Instructions for Public Speaking:*

- Members of the public that wish to speak during public comments, public hearing or an agenda item will need to register in advance by visiting [www.cityofmanor.org](http://www.cityofmanor.org) where a registration link will be posted on the calendar entry for each public meeting. You will register by filling in the speaker card available for that specific meeting and submitting it to [publiccomments@cityofmanor.org](mailto:publiccomments@cityofmanor.org). Once registered, instructions will be emailed to you on how to join the videoconference by calling in. Your Speaker Card must be received two (2) hours prior to scheduled meeting.

*Upon receiving instructions to join zoom meeting the following rules will apply:*

- All Speakers must address their comments to the Chairperson rather than to individual Commissioner or city staff. Speakers should speak clearly into their device and state their name and address prior to beginning their remarks. Speakers will be allowed 3 minutes for testimony. Speakers making personal, impertinent, profane or slanderous remarks may be removed from the meeting.

**ROLL CALL VIA ZOOM:**

Jacob Hammersmith, Chairperson (Absent)

**Committee Members:**

Julie Leonard, Place 1  
Philip Tryon, Place 3  
Isaac Rowe, Place 4 (Absent)  
Ruben J. Cardona, Place 5 (Absent)  
Cecil Meyer, Place 6  
LaKesha Small, Place 7 (Absent)  
Barth Timmermann, Developer Representative

**City Staff:**

Scott Dunlop Asst. Development Services Director  
Pauline M. Gray, P.E., City Engineer

**REGULAR SESSION – 5:30 P.M.**

With a quorum of the Committee Members present via video/telephone conference, the regular session of the Manor Community Impact Fee (CIF) Advisory Committee was called to order by Committee Member Leonard at 5:35 p.m. on Wednesday, September 9, 2020.

**PUBLIC COMMENTS**

No one appeared to speak at this time.

**CONSENT AGENDA**

- 1. Consideration, discussion, and possible action to approve the Community Impact Fee Advisory Committee Minutes of the August 12, 2020, Regular Meeting.**

**MOTION:** Upon a motion made by Committee Member Tryon and Seconded by Committee Member Timmerman, the CIF Advisory Committee voted four (4) For and none (0) Against to approve the Consent Agenda. The motion carried unanimously.

**REGULAR AGENDA**

- 2. Consideration, discussion and possible action on the 2020 Community Impact Fee Land Use Assumptions.**

The City staff recommended that the Community Impact Fee Advisory Committee approve the 2020 Community Impact Fee Land Use Assumptions.

City Engineer Gray and Assistant Development Services Director Dunlop were both available to address any questions posed by the CIF Advisory Committee.

**MOTION:** Upon a motion made by Committee Member Meyer and Seconded by Committee Member Tryon, the CIF Advisory Committee voted four (4) For and none (0) Against to approve the 2020 Community Impact Fee Land Use Assumptions. The motion carried unanimously.

**3. Consideration, discussion and possible action on possible water source options.**

The City staff recommended that the CIF Advisory Committee discuss and recommend a water source option.

City Engineer Gray discussed the modified EPCOR Contract, Emergency Use Agreement with City of Austin. She stated that MUD's were contracting separately with EPCOR.

There was no action taken.

**4. Consideration, discussion and possible action to generate a Capital Improvements Plan for the 2020 Community Impact Fee.**

The City staff recommended that the CIF Advisory Committee approve a Capital Improvements Plan for the 2020 Community Impact Fee.

City Engineer Gray and Assistant Development Services Director Dunlop were both available to address any questions posed by the CIF Advisory Committee. .

**MOTION:** Upon a motion made by Committee Member Tryon and Seconded by Committee Member Timmermann, the CIF Advisory Committee voted four (4) For and none (0) Against to generate a Capital Improvements Plan for the 2020 Community Impact Fee. The motion carried unanimously.

**5. Consideration, discussion and possible action on a 2020 Community Impact Fee.**

The City staff recommended that the CIF Advisory Committee approve a 2020 Community Impact Fee.

City Engineer Gray answered questions from the committee regarding recommended fee amounts and how those numbers are generated.

Assistant Development Services Director Dunlop answered questions from the committee regarding fees and who would be required to pay the fees.

The committee discussed current recommendation totals of \$1,326.50 for water and \$4,047 for wastewater for a total of \$5,373.50 and how this compared to other cities near us.

**MOTION:** Upon a motion made by Committee Member Meyer and Seconded by Committee Member Tryon, the CIF Advisory Committee voted four (4) For and none (0) Against to approve a Capital Improvements Plan for the 2020 Community Impact Fee as shown in the exhibits of \$1,326.50 for water and \$4,047 for wastewater. The motion carried unanimously.

**6. Consideration, discussion and possible action on an amended Community Impact Fee Advisory Committee calendar.**

Assistant Development Services Director Dunlop spoke to the committee about the completion of all items on the agenda and is not recommending an amendment to the CIF Advisory Committee calendar.

There was no action taken.

**ADJOURNMENT**

**MOTION:** Upon a motion made by Committee Member Tryon and Seconded by Committee Member Timmermann, the CIF Advisory Committee voted four (4) For and none (0) Against to adjourn the regular session of the CIF Advisory Committee meeting at 6:08 p.m. on Wednesday, September 09, 2020. The motion carried unanimously.

These are the final minutes of the CIF Advisory Committee approved on the 14<sup>th</sup> day of October 2020.

**APPROVED:**

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Jacob Hammersmith  
Chairperson

**ATTEST:**

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Scott Dunlop  
Assistant Development Services Director