



Julie Leonard, Place 1  
Jacob Hammersmith, Chair, Place 2  
Philip Tryon, Place 3  
Isaac Rowe, Place 4  
Lian Stutsman, Place 5  
Cecil Meyer, Place 6  
LaKeshia Small, Place 7  
Barth Timmermann, Developer Representative

**COMMUNITY IMPACT FEE ADVISORY COMMITTEE  
REGULAR MEETING  
AGENDA**

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Wednesday, May 13, 2020

6:00 p.m.

Manor City Hall – Council Chambers  
105 E. Eggleston Street

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**NOTICE IS HEREBY GIVEN** in accordance with an order of the Office of the Governor issued March 16, 2020, the Community Impact Fee Advisory Committee will conduct this meeting by video conference in order to advance the public health goal of limiting face-to-face meetings to slow the spread of the COVID-19. There will be no public access to the location described above.

**This meeting will be live streamed on Facebook live.**

You can access the meeting at <https://www.facebook.com/cityofmanor/>

**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:**

- Speakers addressing non-agenda related items under public comments must address their comments to the Chairperson rather than to individual Committee Members 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.

**CALL TO ORDER AND ANNOUCE A QUORUM IS PRESENT**

## **PUBLIC COMMENTS**

Comments will be taken from the audience participating in the Zoom meeting on non-agenda related topics for a length of time, not to exceed three (3) minutes per person. Comments on specific agenda items must be made when the item comes before the Committee. To address the Community Impact Fee Advisory Committee, please register and submit the speaker card following the instructions for public speaking above. **No Action May be Taken by the Community Impact Fee Advisory Committee During Public Comments.**

## **CONSENT**

1. Consideration, discussion, and possible action to approve the Community Impact Fee Advisory Committee Minutes of the March 11, 2020, Regular Meeting.
2. Consideration, discussion, and possible action to approve the Community Impact Fee Advisory Committee Minutes of the April 8, 2020, Regular Meeting

## **REGULAR AGENDA**

3. Consideration, discussion, and possible action to approve a revised 2020 Community Impact Fee Program Schedule
4. Consideration, discussion, and possible action to generate population projections and Community Impact Program needs.
5. Consideration, discussion, and possible action to approve Community Impact Projects and Land Use Assumptions.

## **ADJOURNMENT**

<p>In addition to any executive session already listed above, the Community Impact Fee Advisory Committee 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 <u>Texas Government Code</u> 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).</p>
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## **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: Friday, May 8, 2020, by 5:00 p.m. and remained so posted continuously for at least 72 hours 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 48 hours prior to this meeting. Please contact the City Secretary at 512.272.5555 or e-mail [lalmaraz@cityofmanor.org](mailto:lalmaraz@cityofmanor.org)*



**AGENDA ITEM SUMMARY FORM**

PROPOSED MEETING DATE: May 13, 2020

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action to approve the Community Impact Fee Advisory Committee Minutes of the March 11, 2020, Regular Meeting.

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**BACKGROUND/SUMMARY:**

PRESENTATION:  YES  NO

ATTACHMENTS:  YES (IF YES, LIST IN ORDER TO BE PRESENTED)  NO

Draft Minutes

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**STAFF RECOMMENDATION:**

It is City staff's recommendation that the Community Impact Fee Advisory Committee approve the Minutes of the March 11, 2020, Regular Meeting.

PLANNING & ZONING COMMISSION:  RECOMMENDED APPROVAL  DISAPPROVAL  NONE



Julie Leonard, Place 1  
Jacob Hammersmith, Chair, Place 2  
Philip Tryon, Place 3  
Isaac Rowe, Place 4  
Lian Stutsman, Place 5  
Cecil Meyer, Place 6  
LaKesha Small, Place 7  
Barth Timmermann, Developer Representative

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

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Wednesday, March 11, 2020

6:00 p.m.

Manor City Hall – Council Chambers  
105 E. Eggleston Street

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**COMMITTEE**

**PRESENT:**

Place 1: Julie Leonard  
Place 2: Jacob Hammersmith  
Place 3: Philip Tryon  
Place 5: Lian Stutsman  
Place 6: Cecil Meyer  
Place 7: LaKesha Small

**ABSENT:**

Place 4: Isaac Rowe  
Barth Timmermann, Developer Rep.

**CITY STAFF PRESENT:**

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

**REGULAR SESSION – 6:00 P.M.**

With a quorum of the Committee Members present, the regular session of the Manor Community Impact Fee Advisory Committee was called to order by Committee Chair Hammersmith at 6:00 p.m. on Wednesday March 11, 2020, in the Council Chambers of the Manor City Hall, 105 E. Eggleston Street, Manor, Texas.

**PUBLIC COMMENTS**

No one appeared to speak at this time.

## CONSENT

1. **Consideration, discussion, and possible action to approve the Community Impact Fee Advisory Committee Minutes of the February 26, 2020, Regular Meeting.**

**MOTION:** Upon a motion made by Committee Member Small and seconded by Committee Member Meyer the Community Impact Fee Advisory Committee voted four (4) For and none (0) Against to approve the Consent Agenda. The motion carried unanimously.

Committee Member Stutsman arrived at 6:05 p.m.

Committee Member Tryon arrived at 6:20 p.m.

## REGULAR AGENDA

2. **Consideration, discussion, and possible action to generate population projections and Community Impact Project needs.**

Committee Members discussed the proposed population projections and Community Impact Project needs with City Engineer Pauline Gray and Assistant Development Director Scott Dunlop

There was no action taken on this item.

## ADJOURNMENT

With no business remaining, Committee Chair Hammersmith adjourned the Regularly Scheduled Community Impact Fee meeting at 6:25 PM

These minutes approved by the Community Impact Fee Advisory Committee on the 8<sup>th</sup> day of April 2020.

## APPROVED:

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Jacob Hammersmith  
Chairperson

## ATTEST:

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Lluvia T. Almaraz, TRMC  
City Secretary



**AGENDA ITEM SUMMARY FORM**

PROPOSED MEETING DATE: May 13, 2020

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action to approve the Community Impact Fee Advisory Committee Minutes of the April 8, 2020, Regular Meeting

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**BACKGROUND/SUMMARY:**

PRESENTATION:  YES  NO

ATTACHMENTS:  YES (IF YES, LIST IN ORDER TO BE PRESENTED)  NO

Draft Minutes

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**STAFF RECOMMENDATION:**

It is City staff's recommendation that the Community Impact Fee Advisory Committee approve the Community Impact Fee Advisory Committee Minutes of the April 8, 2020, Regular Meeting

PLANNING & ZONING COMMISSION:  RECOMMENDED APPROVAL  DISAPPROVAL  NONE



Julie Leonard, Place 1  
Jacob Hammersmith, Chair, Place 2  
Philip Tryon, Place 3  
Isaac Rowe, Place 4  
Lian Stutsman, Place 5  
Cecil Meyer, Place 6  
LaKesha Small, Place 7  
Barth Timmermann, Developer Representative

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

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Wednesday, April 08, 2020

6:00 p.m.

Manor City Hall – Council Chambers  
105 E. Eggleston Street

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**COMMITTEE**

**PRESENT:**

Place 4: Isaac Rowe  
Place 2: Jacob Hammersmith, Chairperson  
Place 6: Cecil Meyer

**ABSENT:**

Place 1: Julie Leonard  
Place 3: Philip Tryon  
Place 5: Lian Stutsman  
Place 7: LaKesha Small  
Barth Timmermann, Developer Rep.

**CITY STAFF PRESENT:**

Scott Dunlop Asst. Development Services Director

**REGULAR SESSION – 6:00 P.M.**

With no quorum of the Committee Members present, the regular session of the Manor Community Impact Fee Advisory Committee was canceled by Committee Chair Hammersmith at 6:00 p.m. on Wednesday April 8, 2020, in the Council Chambers of the Manor City Hall, 105 E. Eggleston Street, Manor, Texas.

**PUBLIC COMMENTS**

**CONSENT**



1. **Consideration, discussion, and possible action to approve the Community Impact Fee Advisory Committee Minutes of the March 11, 2020, Regular Meeting.**

## **REGULAR AGENDA**

2. **Consideration, discussion, and possible action to approve Community Impact Projects and Land Use Assumptions.**

## **ADJOURNMENT**

These minutes approved by the Community Impact Fee Advisory Committee on the 13<sup>th</sup> day of May 2020.

### **APPROVED:**

\_\_\_\_\_  
Jacob Hammersmith  
Chairperson

### **ATTEST:**

\_\_\_\_\_  
Lluvia T. Almaraz, TRMC  
City Secretary



**AGENDA ITEM SUMMARY FORM**

PROPOSED MEETING DATE: May 13, 2020

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action to generate population projections and Community Impact Program needs.

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**BACKGROUND/SUMMARY:**

Our city engineer will be present to discuss the calculations.

PRESENTATION:  YES  NO

ATTACHMENTS:  YES (IF YES, LIST IN ORDER TO BE PRESENTED)  NO

Meeting Outline

Draft Wastewater Calculations

Draft Water Calculations

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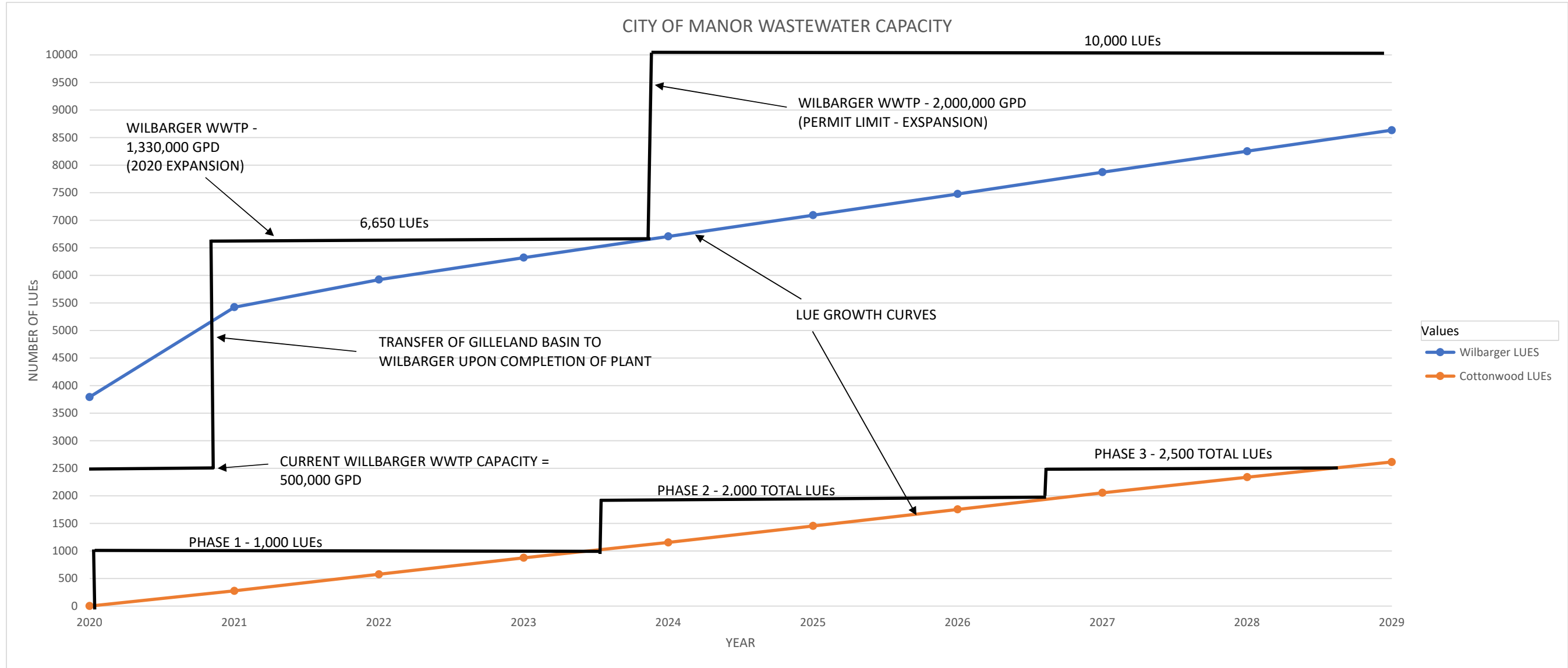
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**STAFF RECOMMENDATION:**

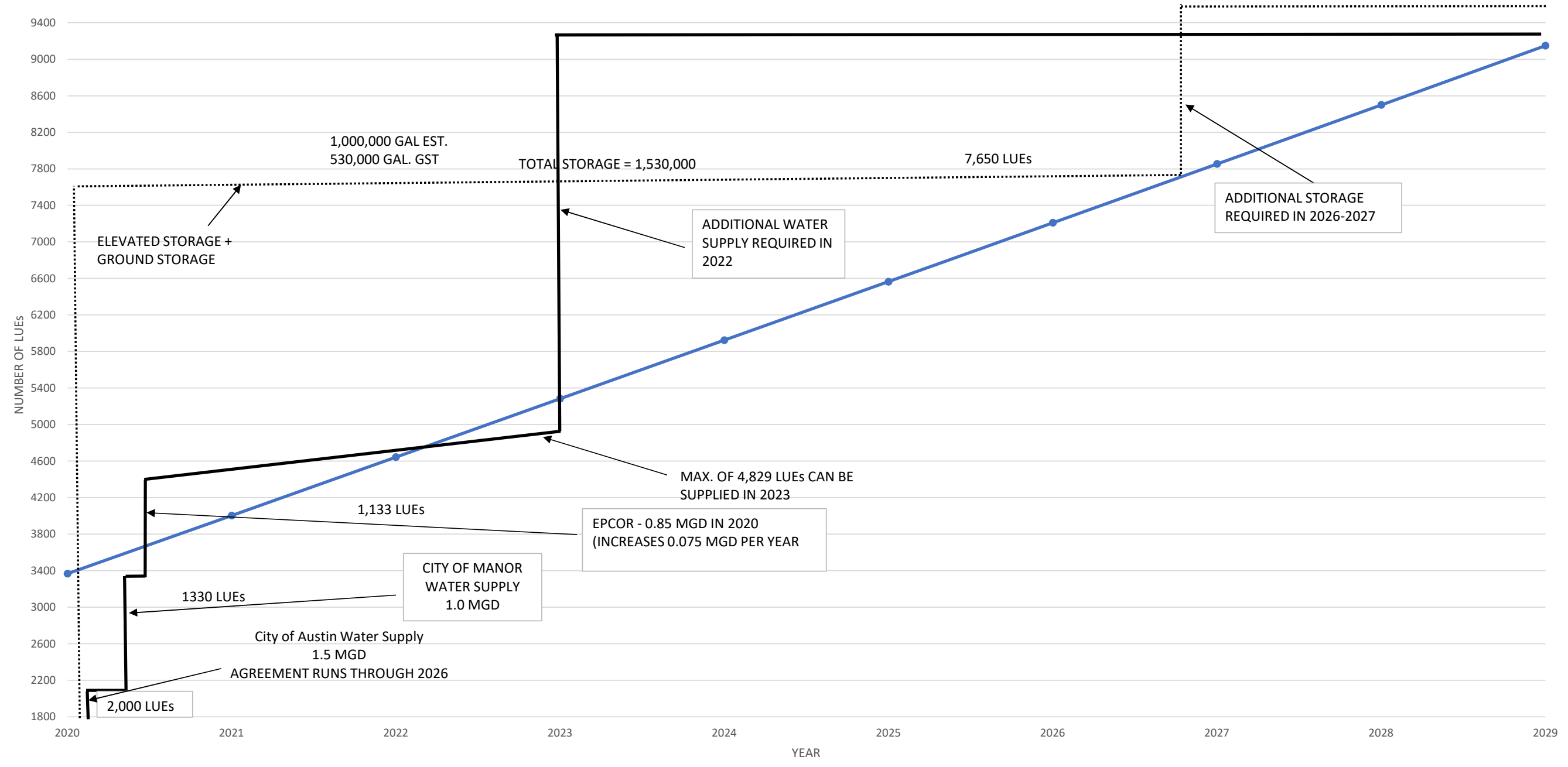
PLANNING & ZONING COMMISSION:  RECOMMENDED APPROVAL  DISAPPROVAL  NONE

Advisory Committee Meeting – May 13, 2020

1. Go Over Population Growth Calculations
  - a. Evaluate if we want to modify LUE projects due to current situation.
  - b. Adjust LUA map?
  - c. Delay sending LUA Map and CIP information to City Council until a later date.
2. Discussions of wastewater growth projections.
  - a. Pretty straightforward – planned future projects will meet the required needs.
3. Discussion of water growth projections - In order to come up with decisions for the Water CIP, some sort of workshop will need to be held.
  - a. Will need to be longer than 30 minutes
  - b. Per the estimated growth the City of Manor will require at least an additional 0.2 MGD of water supply in late 2022 or early 2023 to meet the estimated demand. The City will require at least an additional 2.0 MGD of water by 2029 to meet the estimated demand. Currently the City receives water from EPCOR and the City of Austin in addition to the City's wells.
  - c. The City is looking into other possible sources for water to address future needs. Below are the estimated yearly costs for the additional 2.0 MGD supply from City of Austin, EPCOR and SWWC. A fourth option is to construct a new well field and water plant for the City.
4. Possible Water Source options:
  - a. City of Austin
    - i. The wholesale rate is currently set at \$5.09 per 1,000 gallons. This rate is adjusted periodically by the City of Austin City Council.
    - ii. Based on the current wholesale rate the additional 2.0 MGD would cost the City of Manor approximately \$3,700,000 per year.
  - b. EPCOR
    - i. I could not find anywhere in the agreement where it mentioned any changes/increases in rate.
    - ii. The additional 2.0MGD would cost the City of Manor approximately \$3,200,000 per year.
  - c. SWWC
    - i. There would be a base yearly fee set by the total number of LUEs.
    - ii. There would be an annual price escalator of 3% applied to the base fee and the volumetric rate.
    - iii. I based my calculations on the 2020 rate.
    - iv. The additional 2.0 MGD would cost the City approximately \$3,467,500 per year. (This does not include the base fee per LUE).
  - d. City of Manor Wells and Water Plant Construction
    - i. 3 wells and treatment system – approximately \$50 million
      1. Annual cost – approximately \$2.5 million
      2. 30 years of payments
    - ii. 4 wells and treatment system – approximately \$65 million
      1. Annual cost – approximately \$3.3 million
      2. 30 years of payments



### CITY OF MANOR WATER CAPACITY



1,000,000 GAL EST.  
530,000 GAL. GST

TOTAL STORAGE = 1,530,000

7,650 LUEs

ELEVATED STORAGE +  
GROUND STORAGE

ADDITIONAL WATER  
SUPPLY REQUIRED IN  
2022

ADDITIONAL STORAGE  
REQUIRED IN 2026-2027

MAX. OF 4,829 LUEs CAN BE  
SUPPLIED IN 2023

EPCOR - 0.85 MGD IN 2020  
(INCREASES 0.075 MGD PER YEAR)

CITY OF MANOR  
WATER SUPPLY  
1.0 MGD

1330 LUEs

1,133 LUEs

City of Austin Water Supply  
1.5 MGD

AGREEMENT RUNS THROUGH 2026

2,000 LUEs

NUMBER OF LUEs

YEAR