



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 MEETING  
AGENDA**

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Wednesday, June 10, 2020

6:00 p.m.

Manor City Hall – Council Chambers  
105 E. Eggleston Street

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

**PUBLIC COMMENTS**

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. Comments on specific agenda items must be made when the item comes before the Committee. To address the Community Impact Fee Advisory Committee, please complete the white card and present it to the City staff prior to the meeting. **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 May 13, 2020, Regular Meeting.

**REGULAR AGENDA**

2. Consideration, discussion, and possible action to approve the Community Impact Fee Advisory Committee Minutes of the May 27, 2020 Workshop Session Meeting.
3. Consideration, discussion, and possible action approve a revised Community Impact Fee Advisory Committee 2020 Calendar

**ADJOURNMENT**

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 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).

**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, June 5, 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: June 10, 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 May 13, 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 May 13, 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, May 13, 2020

6:00 p.m.

Manor City Hall – Council Chambers  
105 E. Eggleston Street

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**NOTICE WAS 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 was 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.*

## COMMITTEE

### PRESENT:

Place 1: Julie Leonard  
Place 2: Jacob Hammersmith, Chairperson  
Place 3: Philip Tryon  
Place 4: Isaac Rowe  
Place 6: Cecil Meyer  
Place 7: LaKesha Small  
Barth Timmermann, Developer Rep.

### ABSENT:

Place 5: Lian Stutsman

### CITY STAFF PRESENT:

Scott Dunlop Asst. Development Services Director  
Pauline Gray – 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 May 13, 2020.

### PUBLIC COMMENTS

There were no 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**

**MOTION:** Upon a motion made by Committee Member Leonard and seconded by Committee Member Meyer the Community Impact Fee Advisory Committee voted seven (7) For and none (0) Against to approve the Consent Agenda. The motion carried unanimously

### REGULAR AGENDA

- 3. Consideration, discussion, and possible action to approve a revised 2020 Community Impact Fee Program Schedule**

There was no action taken on this item.

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

City Engineer Pauline Gray discussed the need for a two-hour workshop to go over the population projections, growth models, water source options, and Community Impact Projects.

Staff told the Committee they would follow up after the meeting to coordinate a day and time for the workshop

There was no action taken on this item.

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

There was no action taken on this item.

**ADJOURNMENT**

These minutes approved by the Community Impact Fee Advisory Committee on the 10<sup>th</sup> day of June 2020.

**APPROVED:**

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Jacob Hammersmith  
Chairperson

**ATTEST:**

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



**AGENDA ITEM SUMMARY FORM**

PROPOSED MEETING DATE: June 10, 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 May 27, 2020 Workshop Session 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 May 27, 2020 Workshop Session 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  
WORKSHOP SESSION  
MINUTES**

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Wednesday May 27, 2020

4:00 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, Chairperson  
Place 6: Cecil Meyer  
Barth Timmermann, Developer Rep.

**ABSENT:**

Place 3: Philip Tryon  
Place 4: Isaac Rowe  
Place 5: Lian Stutsman  
Place 7: LaKesha Small

**CITY STAFF PRESENT:**

Scott Dunlop Asst. Development Services Director  
Frank Phelan – City Engineer  
Pauline Gray – City Engineer

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

With a quorum of the Committee Members present, the workshop session of the Manor Community Impact Fee Advisory Committee was called to order by Committee Chair Hammersmith at 4:00 p.m. on Wednesday May 27, 2020.

**PUBLIC COMMENTS**

There were no public comments.



The discussion was held regarding the following:

#### POPULATION GROWTH PROJECTIONS

- a. Evaluation if we want to modify LUE projects due to current situation.
- b. Adjustments to the LUA map
- c. Delay sending LUA Map and CIP information to City Council until a later date.

#### WASTEWATER GROWTH PROJECTIONS

- a. Discussion of planned future projects

#### WATER GROWTH PROJECTIONS

- a. 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.
- b. The City is looking into other possible sources for water to address future needs.

#### 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. Agreement does not mention 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. Calculations based 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

WATER & WASTEWATER COMMUNITY IMPACT PROJECTS DISCUSSION

These minutes approved by the Community Impact Fee Advisory Committee on the 10<sup>th</sup> day of June 2020.

**APPROVED:**

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Jacob Hammersmith  
Chairperson

**ATTEST:**

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Lluvia T. Almaraz, TRMC  
City Secretary

Draft Minutes



**AGENDA ITEM SUMMARY FORM**

PROPOSED MEETING DATE: June 10, 2020

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action approve a revised Community Impact Fee Advisory Committee 2020 Calendar

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**BACKGROUND/SUMMARY:**

On the original schedule this meeting was the suppose to be the final meeting however with the new water source options that have become available we needed additional time to evaluate the options so the schedule is being extended.

PRESENTATION:  YES  NO

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

Revised schedule to be presented at the meeting.

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**STAFF RECOMMENDATION:**

It is City staff's recommendation that the Community Impact Fee Advisory Committee approve a revised Community Impact Fee Advisory Committee 2020 Calendar

PLANNING & ZONING COMMISSION:  RECOMMENDED APPROVAL  DISAPPROVAL  NONE