



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, July 08, 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 June 10, 2020, Regular Meeting.

**REGULAR AGENDA**

2. Consideration, discussion, and possible action to generate a Capital Improvements Plan

**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: Thursday, July 2, 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: July 8, 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 June 10, 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 June 10, 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 MEETING  
MINUTES**

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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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**COMMITTEE**

**PRESENT:**

Place 1: Julie Leonard  
Place 6: Cecil Meyer  
Place 7: LaKesha Small  
Barth Timmermann, Developer Rep.

**ABSENT:**

Place 2: Jacob Hammersmith, Chairperson  
Place 3: Philip Tryon  
Place 4: Isaac Rowe  
Place 5: Lian Stutsman

**CITY STAFF PRESENT:**

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

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

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 Member Small at 6:00 p.m. on Wednesday June 10, 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 May 13, 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 four (4) For and none (0) Against to approve the Consent Agenda. The motion carried unanimously

## **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.

City Engineer Pauline Gray discussed the information presented at the workshop session.

**MOTION:** Upon a motion made by Committee Member Leonard and seconded by Committee Member Timmermann the Community Impact Fee Advisory Committee voted four (4) For and none (0) Against to approve the Community Impact Fee Advisory Committee Minutes of the May 27, 2020 Workshop Session Meeting. The motion carried unanimously

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

City Engineer Pauline Gray discussed that because of the new water source options for the city to evaluate it extended the number of meetings so two additional CIF AC meetings were added on July 8<sup>th</sup> and August 12<sup>th</sup>.

**MOTION:** Upon a motion made by Committee Member Leonard 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

These minutes approved by the Community Impact Fee Advisory Committee on the 8<sup>th</sup> day of July 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: July 8, 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 a Capital Improvements Plan

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**BACKGROUND/SUMMARY:**

Our engineer has requested this item be postponed as they are evaluating and gathering more information on the new water source options.

PRESENTATION:  YES  NO

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

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**STAFF RECOMMENDATION:**

It is City staff's recommendation that the Community Impact Fee Advisory Committee postpone agenda item 2 to the August 12th CIF Advisory Committee meeting.

PLANNING & ZONING COMMISSION:  RECOMMENDED APPROVAL  DISAPPROVAL  NONE