



**COMMUNITY IMPACT FEE ADVISORY COMMITTEE  
REGULAR SESSION MINUTES  
NOVEMBER 10, 2021**

**PRESENT:**

Prince John Chavis, Chair, Place 4 (Absent)

**COMMITTEE MEMBERS:**

Julie Leonard, Place 1 (Absent)

Anthony Butler, Place 2 (Absent)

Cresandra Hardeman, Place 3

Grant E. Loveless, Place 5 (Absent)

Cecil Meyer, Place 6

Lakesha Small, Place 7

Barth Timmermann, Developer Representative

**CITY STAFF:**

Scott Dunlop, Interim City Manager

Pauline Gray, P.E., City Engineer

Mandy Miller, Administrative Assistant

**REGULAR SESSION – 5:30 P.M.**

With a quorum of the Community Impact Fee (CIF) Advisory Committee Members present, the regular session of the Manor CIF Advisory Committee was called to order by Committee Member Small at 5:42 p.m. on Wednesday, November 10, 2021, 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 Community Impact Fee Advisory Committee Minutes of October 13, 2021, Regular Session.**

**MOTION:** Upon a motion made by Committee Member Meyer and Seconded by Committee Member Timmermann 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 a Community Impact Fee calculation.**

City Engineer Gray addressed the CIF Committee regarding the estimated calculations for needed water projects. Details was given to the Committee about the amount of recommended fees, how the fees were calculated and the reason for the increases when compared to previous fees. There were no questions from the Committee regarding these calculations.

City Engineer Gray addressed the CIF Committee regarding the estimated calculations for the needed wastewater projects. Engineer Gray stated the wastewater calculations had the main updates. Updates were made to the additional lift stations, force mains and gravity lines. Cost was adjusted to reflect current prices and recalculated the fees.

Interim City Manager Dunlop and Engineer Gray answered questions from the Committee regarding the recommended fees in comparison to surrounding areas. Details were given to the Committee on how the dollar amounts are set and what those amounts pay for.

Interim City Manager Dunlop informed the Committee of the process of approval regarding the calculations and next steps to recommending the fees to City Council. Mr. Dunlop confirmed for the Committee that no meeting would be necessary in December if the calculations were approved at this meeting.

**MOTION:** Upon a motion made by Committee Member Meyer and Seconded by Committee Member Timmermann to accept the calculated fees as presented by City Engineer Gray.

There was no further discussion.

**Motion to approve carried 4-0**

## **ADJOURNMENT**

**MOTION:** Upon a motion made by Committee Member Timmermann and Seconded by Committee Member Meyer to adjourn the regular session of the CIF Advisory Committee at 5:53 p.m. on Wednesday, November 10, 2021.

There was no further discussion.

**Motion to approve carried 4-0**

These minutes approved by the CIF Advisory Committee on the 8<sup>th</sup> day of December 2021. (*Audio recording archived*)

**APPROVED:**

*Prince J. Chavis*

Prince J. Chavis  
Chair

**ATTEST:**

*Scott Dunlop*

Scott Dunlop  
Interim City Manager

