Hai Nguyen, Place 1
Eric Davis, Place 2
Bobby Orr, Place 3
Paige Bacon, Place 4
Grant Butler, Place 5
Sayra Navarro, Place 6
Vacant, Place 7

Community Impact Fee Advisory Committee Regular Meeting

Monday, June 29, 2026 at 6:00 PM

Manor City Hall, Council Chambers, 105 E. Eggleston St.

AGENDA

This meeting will be live-streamed on Manor's Webpage.
You can access the meeting at https://www.manortx.gov/171/Public-Meetings-Livestreams
or by scanning the QR Code

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

PUBLIC COMMENTS

Non-Agenda Item Public Comments (white card): 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.

Agenda Item Public Comments (yellow card): Comments will be taken from the audience on non-agenda and agenda items combined for a length of time, not to exceed five (5) minutes total per person on all items, except for Public Hearings. Comments on Public Hearing items must be made when the item comes before the Board/Commission/Committee and, not to exceed two (2) minutes per person. No Action or Discussion May be Taken by the Board/Commission/Committee during Public Comments on Non-Agenda Items.

To address the Board/Commission/Committee, please complete the white or yellow card and present it to the city staff designee prior to the meeting.

REGULAR AGENDA

1. **Consideration, discussion, and possible action to appoint a Chairperson to the Community Impact Fee Advisory Committee.**

2. **Consideration, discussion, and possible action to approve the 2026 Community Impact Fee Advisory schedule.**

3. **Consideration, discussion, and possible action on activities related to the Community Impact Fee Advisory Committee.**

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).

CONFLICT OF INTEREST

In accordance with Section 12.04 (Conflict of Interest) of the City Charter, "No elected or appointed officer or employee of the city shall participate in the deliberation or decision on any issue, subject or matter before the council or any board or commission, if the officer or employee has a personal financial or property interest, direct or indirect, in the issue, subject or matter that is different from that of the public at large. An interest arising from job duties, compensation or benefits payable by the city shall not constitute a personal financial interest."

Further, in accordance with Chapter 171, Texas Local Government Code (Chapter 171), no City Council member and no City officer may vote or participate in discussion of a matter involving a business entity or real property in which the City Council member or City officer has a substantial interest (as defined by Chapter 171) and action on the matter will have a special economic effect on the business entity or real property that is distinguishable from the effect on the general public. An affidavit disclosing the conflict of interest must be filled out and filed with the City Secretary before the matter is discussed.

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: Tuesday, June 23, 2026, by 5:00 p.m. and remained so posted continuously for at least 3 business days preceding the scheduled time of said meeting.

/s/ Mandy Miller, Development Services Supervisor
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 10 days prior to this meeting. Please contact the City Secretary at 512.272.5555 or e-mail citysecretary@manortx.gov

AGENDA ITEM NO. 1

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 29, 2026
PREPARED BY: Michael Burrell, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to appoint a Chairperson to the Community Impact Fee Advisory Committee.

BACKGROUND:

The Chairperson is selected each time the City Council convenes the Community Impact Fee Advisory Committee, and the selected Chairperson serves until the City Council takes action on any recommended impact fees. The Chairperson will conduct each meeting and, with staff support, provide reports and recommendations to the City Council.

LEGAL REVIEW: Not Applicable
FISCAL IMPACT: Not Applicable
PRESENTATION: No
ATTACHMENTS: No

ACTIONS:

Discretion	Not Applicable

Subdivision Review Type	Not Applicable

Actions	Not Applicable

STAFF RECOMMENDATION:
It is the City Staff's recommendation that the Community Impact Fee Advisory Committee appoint a Chairperson to the Community Impact Fee Advisory Committee.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**

AGENDA ITEM NO. 2

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 29, 2026
PREPARED BY: Michael Burrell, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve the 2026 Community Impact Fee Advisory schedule.

BACKGROUND:

The proposed schedule provides for bi-weekly meetings on Mondays at 6pm. City engineering has a conflict on July 13th, so a rescheduled date of July 20th is proposed if the Committee is available and able to meet two weeks in a row. The last meeting also falls on Labor Day, so that date is shifted to Tuesday, September 8th.

The proposed schedule has the Committee proposing a Land Use Assumptions Map and Capital Improvement Projects to the City Council, and while the City Council is waiting to take action on those, the Committee continues its work to recommend Impact Fees. In the event when the City Council does take action on the Land Use Assumptions Map and Capital Improvement Projects, if they do request revisions and send them back to the Committee, the Committee will need to reconvene and re-review the recommended Impact Fees. This is because the State requires posting notifications for the LUA and CIP, and if the Committee were to wait until the City Council considers the LUA and CIP, there would be 4 - 5 months when the Committee would not meet. The schedule provides for the draft LUA and CIP to go before the City Council on December 16th. If they do not approve the draft LUA and CIP, the Committee will need to reconvene in January 2027 to review the City Council's decision and make a new recommendation.

LEGAL REVIEW: Not Applicable
FISCAL IMPACT: Not Applicable
PRESENTATION: No
ATTACHMENTS: No

ACTIONS:

Discretion	Not Applicable
Subdivision Review Type	Not Applicable
Actions	Not Applicable

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the Community Impact Fee Advisory Committee review and approve a 2026 Community Impact Fee Advisory schedule.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**

CIF ADVISORY COMMITTEE

BIWEEKLY MEETINGS – MONDAYS

Review AC make-up and activities -	June 29, 2026
Evaluate LUA's -	July 13, 2026 (July 20, 2026)
Generate pop. Projections and CIP -	July 27, 2026
Generate CIP -	August 10, 2026
Discuss CIF calculation -	August 24, 2026
Present LUA and CIP to CC -	September 2, 2026 (City Council)
Recommend CIF -	Sept. 8, 2026 (NOTE: This is a Tuesday meeting due to the Labor Day holiday)

CITY COUNCIL SCHEDULE *

CC adopt resolution setting PH on LUA and CIF -	September 2, 2026
Post LUA, CIP, and audit 60 days before PH posting -	September 3, 2026
City newspaper publication for LUA & CIP PH -	November 6, 2026
30 Days to PH	
Conduct PH on LUA & CIP -	December 16, 2026
CC approves LUA and CIP -	December 16, 2026
CC sets PH on CIF -	December 16, 2026
City newspaper publication for CIF PH -	December 18 or 25, 2026 **
30 Days to PH	
Conduct PH on CIF -	February. 3, 2027
CC adopts CIF -	February 3, 2027

*CIF advisory committee members are encouraged to attend or view, but not required, the City Council meetings scheduled in case the CIF AC needs to reconvene and meet to update the CIF AC impact fee recommendations based on the revised LUA and CIP due to modifications made by the City Council to the LUA and CIP

** Due to the holiday, City staff will need to check with newspaper to determine if there will be a publication on Friday, December 25th, if not, the publication needs to happen on Friday, December 18th.

AGENDA ITEM NO. 3

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 29, 2026
PREPARED BY: Michael Burrell, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:
Consideration, discussion, and possible action on activities related to the Community Impact Fee Advisory Committee.

BACKGROUND:

This item is to introduce what the Community Impact Fee Advisory Committee is charged with and the process for implementing new and revised impact fees. The resolution approved by the City Council for this term of the Committee includes an evaluation of the city's current water and sewer impact fees, as well as studying whether they should implement roadway impact fees.

LEGAL REVIEW: Not Applicable
FISCAL IMPACT: Not Applicable
PRESENTATION: No
ATTACHMENTS: No

ACTIONS:

Discretion	Not Applicable

Subdivision Review Type	Not Applicable

Actions	Not Applicable

STAFF RECOMMENDATION:
It is the City Staff's recommendation that the Community Impact Fee Advisory Committee discuss their activities and requirements.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**