



**ALTERNATIVE CITIZEN/PUBLIC PARTICIPATION GUIDELINES  
(Due to COVID-19 Pandemic Disaster Declaration)**

*Despite the necessity to restrict public access to Marble Falls Impact Fee Advisory Committee Meetings in the interest of public health during COVID-19 pandemic, citizens and visitors are welcome to participate in Marble Falls Planning & Zoning Meetings in an alternative way as outlined below.*

**Instructions for Callers:**

Dial the following number:

1-346-248-7799

When your call is answered you will hear "Welcome to Zoom, enter the Meeting ID followed by pound." Enter the Meeting ID below followed by the pound sign (#).

The Meeting ID is 947 8301 0782

If the moderator has not started the meeting yet, you will hear "The meeting has not started yet, please hold or call back later." If you decide to call back later, please do so before 5:45 pm.

Once you have called into the meeting, your microphone will be placed on mute and your call will be placed in the call queue. At this point, you will hear silence on the phone. Please do not hang up. The moderator will unmute your microphone as he/she is going down the list. Once the meeting has started, you will be able to listen to proceedings even if your microphone is muted.

The moderator will be accepting calls starting at 5:00 pm. Please place your call before the 5:45 pm deadline to participate in order to allow time for calls to be loaded and queued. Calls made after this time will not be answered.

**Instructions for written comments:**

Written comments will be read into record, and can be provided in two different ways:

**OPTION 1 by hard copy** – Comments may be dropped off at the City Hall Utility Payments Drop-Box on the west side of City Hall by 5:30 pm the evening of the Impact Fee Advisory Committee Meeting. You are required to provide your first and last name, address, and identify the item you wish to comment on.

**OPTION 2 by email** – Comments can be emailed to [kjones@marblefallstx.gov](mailto:kjones@marblefallstx.gov) and must be received by 5:30 pm the evening of the Impact Fee Advisory Committee Meeting. You are required to provide your first and last name, address and identify the item you wish to comment on.

For either option, please provide **all required information** in order for your comments to be accepted. Thank you for your participation!



## **MEETING PROCEDURES DURING DISASTER PERIOD**

COVID-19 (Coronavirus) provides a unique concern in that gathering members of the public, Impact Fee Advisory Committee, and City staff within a physical setting constitutes a public health risk. The Texas Open Meetings Act (Ch. 552, Tx. Gov't Code) does not contemplate an instance where a governing body meeting might be completely virtual to avoid further spread of COVID-19. However, on March 16, 2020, the Texas Governor suspended certain requirements of the Open Meetings Act to permit open meetings to occur in a fully virtual setting (e.g., telephonic or videoconference meeting).

Based upon the above stated concerns and actions from the state government, the Planning & Zoning Commission will temporarily hold its meetings subject to the following:

- The public, Impact Fee Advisory Committee, and City staff can engage in self-isolation and social distancing as recommended by the Centers for Disease Control and the State of Texas;
- The public can hear open deliberations by Planning & Zoning Commission; and
- The public can interact with the Planning & Zoning Commission during public comment.

The following provides a basic framework with which City Council will hold its meetings. Please keep in mind the following:

1. Please be patient as City staff implements the process and technology involved;
2. Understand that the process may change moving forward.
3. Should you wish to participate in the meeting, the earlier the better. Should you wish to speak to the Commission, the earlier that you can call and line-up to speak the better.

Here then is the process that the Impact Fee Advisory Committee will use for its meetings:

1. Any person who wishes to speak on an agenda item must call by telephone between 5:00 pm and 5:30 pm. A speaker must register with the Moderator by providing a first and last name, an address, and identify the item to address. Anyone calling after 5:45 pm will not be registered to speak. After registering, the speaker must remain on hold and the call will be muted until the appropriate time. The speaker will be able to hear the meeting. At some point, the speaker will be prompted to enter the discussion by stating your full name and address. The speaker may speak for up to three minutes. Should the speaker get disconnected, it is the speaker's responsibility to call back.
2. Any person who wishes to submit a written comment on an agenda item may do so in one of the following ways. Comments must include a name, address, and the relevant item. Comments that do not include such information will not be read.
  - a. Comments may be dropped off at the City Hall Utility Payments Drop-Box by 5:30 pm the evening of the meeting.
  - b. Alternatively, comments can be email to [kjones@marblefallstx.gov](mailto:kjones@marblefallstx.gov) and must be received by 5:30 pm the evening of the Impact Fee Advisory Committee Meeting.



**NOTICE OF MEETING  
IMPACT FEE ADVISORY COMMITTEE  
OF MARBLE FALLS, TEXAS  
Thursday, May 7, 2020 – 6:00 pm  
TELEPHONIC MEETING  
DIAL IN TO PARTICIPATE: 1-346-248-7799  
MEETING ID: 947 8301 0782**

*A quorum of the Marble Falls City Council and the Planning and Zoning Commission may be present*

Notice is hereby given that the City of Marble Falls Impact Fee Advisory Committee will meet on **Thursday, May 7, 2020**, in **telephone conference at 6:00 p.m.** in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing” ) to slow the spread of the Coronavirus (COVID-19). **There will be no physical location for the meeting.**

The agenda listed below is distributed to the Committee members and the Marble Falls Public Library no later than the Monday preceding the Committee meeting. The agenda is also posted on the City’s website: [www.marblefallstx.gov](http://www.marblefallstx.gov).

The public dial-in number to participate in the meeting is 1-346-248-7799

The Meeting ID to the public meeting is 947 8301 0782

The public will be permitted to offer public comments telephonically as provided by the agenda and as permitted by the presiding officer during the meeting. A recording of the telephonic meeting will be made and will be available to the public in accordance with the Open Meetings Act upon written request.

This notice is posted pursuant to the Texas Government Code, Chapter §551-Open Meetings.

**1. CALL TO ORDER AND ANNOUNCE PRESENCE OF QUORUM**

**2. Citizen/Visitor Comments to be heard for items not on the agenda:** This is an opportunity for citizens to address the Impact Fee Advisory Committee concerning an issue of community interest that is not on the agenda. Comments on a specific agenda item must be made when the agenda item comes before the Commission. The Chair may place a time limit on all comments. Any deliberation of an issue raised during Citizen Comments is limited to a proposal to place it on the agenda for a later meeting.

**3. DISCUSSION:** Regarding a summary of impact fees collected. *(City Staff)*

**4. DISCUSSION and ACTION:** Regarding filing of the semi-annual report to monitor and evaluate the implementation of the Impact Fees, the Capital Improvement Plan (CIP), and Land Use Assumptions. *(City Staff)*

**5. DISCUSSION and ACTION:** Establishing the next meeting date of the Impact Fee Advisory Committee. *(City Staff)*

**6. ADJOURNMENT**

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In compliance with the Americans for Disabilities Act, the City of Marble Falls will provide for reasonable accommodations for persons attending the Commission Meetings. To better serve you, requests should be received 24 hours prior to the meeting, by contacting Ms. Kristen Jones, Committee Secretary, at 830-798-7095.



**City of Marble Falls  
Impact Fee Advisory Committee Agenda Cover Memo  
May 7, 2020**

**Certificate of Posting Agenda Meeting Notice**

I, Valerie Kreger, Development Services Director for the City of Marble Falls, Texas certify this Meeting Notice was posted at Marble Falls City Hall in a place readily accessible to the general public, on the 1<sup>st</sup> day of May, 2020, at 5:00 p.m., posted thereafter for at least 72 continuous hours before the scheduled time of said meeting.

  
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Valerie Kreger, AICP  
Development Services Director



**City of Marble Falls  
Impact Fee Advisory Committee Agenda Cover Memo  
May 7, 2020**

3. **Discussion:** Regarding a summary of impact fees collected. (City Staff)

**SYNOPSIS**

Staff will update the Committee regarding impact fees collected in the 2017-2018 fiscal year and 2018-2019 fiscal year. Note, the new impact fees did not go into effect until January 1<sup>st</sup>, 2019.

Key:  2017-2018  2018-2019  2019-2020

<b>Total Number of Collections- Fiscal Years</b>			
	<b>Water</b>	<b>Sewer</b>	<b>Total</b>
2017-2018 Residential	39	34	73
2017-2018 Commercial	3	2	5
2018-2019 Residential	47	45	92
2018-2019 Commercial	2	2	4
2019-2020 Residential	6	5	11
2019-2020 Commercial	1	1	2
<b>TOTAL</b>	<b>98</b>	<b>89</b>	<b>187</b>

<b>Total Collections for Fiscal Year 2017-2018</b>			
	<b>Water</b>	<b>Sewer</b>	<b>Total</b>
RES. TOTAL	\$ 34,722.01	\$ 9,317.00	\$ 44,039.01
COM. TOTAL	\$ 15,368.76	\$ 2,992.03	\$ 18,360.79
<b>GRAND TOTAL</b>	<b>\$ 50,090.77</b>	<b>\$ 12,309.03</b>	<b>\$ 62,399.80</b>

<b>Total Collections for Fiscal Year 2018-2019</b>			
	<b>Water</b>	<b>Sewer</b>	<b>Total</b>
RES. TOTAL	\$ 59,571.00	\$ 45,455.55	\$ 105,023.55
COM. TOTAL	\$ 5,607.07	\$ 4,147.87	\$ 9,754.94
<b>GRAND TOTAL</b>	<b>\$ 65,178.07</b>	<b>\$ 49,603.42</b>	<b>\$ 114,781.49</b>



**City of Marble Falls  
Impact Fee Advisory Committee Agenda Cover Memo  
May 7, 2020**

<b>Total Collections for Current Fiscal Year 2019-2020 (Oct.1 – Apr. 30)</b>			
	<b>Water</b>	<b>Sewer</b>	<b>Total</b>
RES. TOTAL	\$ 16,566.00	\$ 16,465.00	\$ 33,031.00
COM. TOTAL	\$ 4,611.00	\$ 5,499.00	\$ 10,110.00
<b>GRAND TOTAL</b>	<b>\$ 21,177.00</b>	<b>\$ 21,964.00</b>	<b>\$ 43,141.00</b>

<b>Total Collections 2013-2020</b>			
	<b>Water</b>	<b>Sewer</b>	<b>Total</b>
RES. TOTAL	\$ 207,385.45	\$ 93,464.07	\$ 301,029.52
COM. TOTAL	\$ 199,367.95	\$ 76,241.06	\$ 275,609.01
<b>GRAND TOTAL</b>	<b>\$ 406,933.40</b>	<b>\$ 169,705.10</b>	<b>\$ 576,638.50</b>

<b>Residential Collections</b>					
<b>Meter Size</b>	<b>Water</b>	<b>Sewer</b>	<b>Total</b>	<b>Land Use</b>	<b>Owner</b>
3/4"	\$2,761.00	\$3,293.00	\$6,054.00	Residential	Robert Kent
3/4"	\$2,761.00	\$3,293.00	\$6,054.00	Residential	Hunter Johnson
3/4"	\$2,761.00	\$3,293.00	\$6,054.00	Residential	Elaine Weed
3/4"	\$2,761.00	\$3,293.00	\$6,054.00	Residential	Gildardo & Diana Montoya
3/4"	\$2,761.00	\$3,293.00	\$6,054.00	Residential	Cherry Custom Homes
3/4"	\$2,761.00	N/A	\$2,761.00	Residential	Langley Homes
<b>RES. TOTAL</b>	<b>\$16,566.00</b>	<b>\$16,465.00</b>	<b>\$43,141.00</b>		
<b>Commercial Collections</b>					
<b>Meter Size</b>	<b>Water</b>	<b>Sewer</b>	<b>Total</b>	<b>Land Use</b>	<b>Owner</b>
1"	\$4,611.00	\$5,499.00	\$10,110.00	Commercial	Falls Parkway LTD.
<b>COMM. TOTAL</b>	<b>\$4,611.00</b>	<b>\$5,499.00</b>	<b>\$10,110.00</b>		



**City of Marble Falls  
Impact Fee Advisory Committee Agenda Cover Memo  
May 7, 2020**

5. **Discussion and Action:** Regarding filing of the semi-annual report to monitor and evaluate the implementation of the Impact Fees, the Capital Improvement Plan (CIP), and the Land Use Assumptions. (City Staff)

**SYNOPSIS**

Monitoring of Impact Fees and Capital Improvements progress and the filing of semiannual reports of those findings is a requirement of the state. Per Chapter 395 of the Texas Local Government Code (TLGC), the Impact Fee Advisory Committee must meet bi-annually, at a minimum, to evaluate the assessment of the Impact Fees, the progress of the Capital Improvements Plan, and whether changes necessitate an update or revision to the Land Use Assumptions utilized within the plan, the proposed Capital Improvements, or the adopted Impact Fees. The semiannual report shall state any findings from the evaluation and indicate any updates or revisions to the assumptions, plans or fees that are necessary.

Since the September 2018 adoption of the Impact Fee Ordinance, there have been no substantial changes in the City's development patterns or Future Land Use Plan from those included in the Land Use Assumptions adopted in the Impact Fee Ordinance. Staff finds that the adopted Land Use Assumptions remain valid and consistent with the development in and around Marble Falls and recommends the Committee accept the existing assumptions. An update regarding the status of Impact Fee CIP projects will be provided to the Committee at the meeting.

The following page of this memo is the draft semi-annual report to be forwarded to the City Council and filed with the Texas Attorney General's office.



**City of Marble Falls  
Impact Fee Advisory Committee Agenda Cover Memo  
May 7, 2020**

**To: City of Marble Falls City Council**

**From: Impact Fee Advisory Committee**

**Regarding: Impact Fee Advisory Committee Semi-Annual Report**

The purpose of this report is to provide City Council an update of the status of the Impact Fees, Land Use Assumptions, and Capital Improvements Plan as included in the Impact Fee Report, dated August 7, 2018.

The new Impact Fee Ordinance was adopted September 18, 2018, and became effective January 1, 2019. Any building permit for new construction submitted after January 1st triggered the assessment and collection of Impact Fees at the new rate.

The volume of development that has occurred during the September 2019 to April 2020 evaluation period has been consistent with the projected growth and development patterns assumed in the 2018 Impact Fee Report and adoption. The Land Use Assumptions utilized to determine the new Impact Fees continue to be consistent with the adopted 2016 Comprehensive Plan Land Use Plan and the City's current development patterns, and therefore no revisions are required at this time. The proposed Capital Improvement Projects included within the Impact Fee Ordinance are still valid and are commencing consistent with the approved plan.

The Impact Fee Advisory Committee does not believe that any revisions to the Land Use Assumptions, Capital Improvements Plan, or Impact Fees are warranted at this time.

Chairperson name:           Fred Zagst          

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**City of Marble Falls  
Impact Fee Advisory Committee Agenda Cover Memo  
May 7, 2020**

*DRAFT EXAMPLE ONLY*

May 19, 2020

Honorable Greg Abbott  
Texas Attorney General  
300 W. 15<sup>th</sup> Street  
Austin, TX 78701

RE: Impact Fee Compliance Letter

Dear General Abbott:

As Mayor of the City of Marble Falls, Texas (the "City"), I hereby certify that the City imposes impacts fees in accordance with the requirements of Chapter 395 of the Texas Local Government Code.

In accordance with Section 395.082(b): "This statement certifies compliance with Chapter 395, Local Government Code."

Very truly yours,

John Packer  
Mayor of the City of Marble Falls, Texas

Cc: Mike Hodge, City Manager  
Caleb Kraenzel, Assistant City Manager  
Patty Akers, City Attorney  
Valerie Kreger, Development Services Director



**City of Marble Falls  
Impact Fee Advisory Committee Agenda Cover Memo  
May 7, 2020**

6. **Discussion and Action:** Establishing the next meeting date of the Impact Fee Advisory Committee. (City Staff)

**SYNOPSIS**

The Committee must meet bi-annually to review the Impact Fee assessments, the Capital Improvements Plan progress, and the Land Use Assumptions.

7. **ADJOURNMENT**