



Capital Improvements Program Advisory Committee Agenda

Tuesday, June 06, 2023
5:30 PM

City Hall - 141 W. Renfro
Burleson, TX 76028

1. **CALL TO ORDER**

2. **APPROVE THE MINUTES FROM THE CAPITAL IMPROVEMENTS PROGRAM ADVISORY COMMITTEE MEETING.**

- A. Consider approval of the minutes from the May 25, 2023, Capital Improvements Advisory Committee meeting. (*Staff Contact: Errick Thompson, Deputy Director of Public Works*)

3. **CITIZEN APPEARANCES**

Each person in attendance who desires to speak to the Capital Improvement Program Advisory Committee (CIPAC) on an item NOT posted on the agenda, shall speak during this section.

A speaker card must be filled out and turned in to the Secretary prior to addressing the CIPAC. Each speaker will be allowed three (3) minutes.

Please note that the CIPAC may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the CIPAC from deliberating or taking action on an item not listed on the agenda. The CIPAC may, however, receive your comments on the unlisted item, ask clarifying questions, respond with facts, and explain policy.

Each person in attendance who desires to speak to the CIPAC on an item posted on the agenda, shall speak when the item is called forward for consideration.

4. **REPORTS AND DISCUSSION ITEMS:**

- A. Receive a report, hold a discussion, and provide feedback regarding the Water and Wastewater Impact Fee Update (*Staff Contact: Errick Thompson, Deputy Director of Public Works*)

5. **ADJOURN**

Staff Contact

Errick Thompson

Deputy Director of Public Works

ethompson@burlesontx.com

CERTIFICATE

I hereby certify that the above agenda was posted on this the 2nd of June 2023, by 5:00 p.m., on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.

Amanda Campos
City Secretary



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Capital Improvements Program Advisory Committee

DEPARTMENT: Public Works

FROM: Errick Thompson, Deputy Director of Public Works

MEETING: June 6, 2023

SUBJECT:

Consider approval of the minutes from the May 25, 2023, Capital Improvements Advisory Committee meeting. (*Staff Contact: Errick Thompson, Deputy Director of Public Works*)

SUMMARY:

The Committee will have the opportunity to review and approve the minutes from the last committee meeting. A draft copy of the proposed minutes will be included in the agenda packet for review by the Committee members.

OPTIONS:

Not applicable

RECOMMENDATION:

Not applicable

PRIOR ACTION/INPUT (Council, Boards, Citizens):

None

FISCAL IMPACT:

None

STAFF CONTACT:

Errick Thompson
Deputy Director of Public Works
ethompson@burlesontx.com
817-426-9610

Capital Improvements Program Advisory Committee (CIPAC)
May 25, 2023

DRAFT MINUTES

Members present:

Michael Humphries (Vice-Chair)
Jared Wesley
Justin French
Martin Scott
Mike Perdue
Trent Baker

Members absent:

Alexa Boedeker (Chair)
James Wood

Staff

Eric Oscarson, Director of Public Works
Errick Thompson, Deputy Director of Public Works - Engineering
Michelle McCullough, Assistant Director of Public Works/City Engineer
Currie Reardon, Recording Secretary

1. **Call to Order: 5:37 p.m.**
2. **Approval of Minutes (Staff Contact: Errick Thompson, Deputy Director of Public Works – Engineering)**

Michael Humphries moved and Mike Perdue seconded a motion to approve minutes from the May 11, 2023 Capital Improvements Advisory Committee meeting. Motion passed 6-0.

3. **Citizen Appearances**
None

4. **Reports and Discussion Items:**

- A. **Receive a report, hold a discussion, and provide feedback regarding Roadway Impact Fees (Staff Contact: Errick Thompson, Deputy Director of Public Works – Engineering)**

Jeff Whitacre, Vice President at Kimley-Horn and Associates, Inc. provided a presentation regarding Roadway Impact Fees. The presentation covered the analysis, land use assumptions, growth projections, and capital projects necessary to determine new Maximum Allowable Fee values.

Committee members posed the following questions:

Q. Was an adjustment made to the ITE (Institute of Transportation Engineers) Trip Generation Manual data due to the COVID-19 pandemic in which many people were working from home?

A. No. While the report was published in September 2021, the data was collected pre-pandemic and can take a couple of years to be gathered, analyzed, and reviewed prior to the report being issued.

Q. How did the 50% reduction (credit) come about?

A. The 50% credit was adopted by the state legislature. It takes into account that the development will also generate additional ad-valorem taxes to the local government.

Q. How are apartments calculated in terms of Service Units?

A. Each apartment unit in an apartment building or complex is assessed. They generally approximate half the trips of a single family home.

Q. How do the calculations account for the number of cars and people residing in a Single-Family Service Unit?

A. The data used in the calculations are based on averages from the extensive data collection effort that goes into each update of the Trip Generation Manual.

Q. What is the background on why the current fees are flat across service areas?

A. Denton and Fort Worth were both updating their roadway impact fees at the time and they were likely viewed as models for consideration. Neither included the de facto exemption or \$0 fee for industrial growth in Service Area D.

Q. Are all capital improvement projects included in the Impact Fee Capital Program?

A. No, only capacity-increasing (growth-related) projects are included.

Q. Who determines Capital Improvements Program projects?

A. The city's Thoroughfare (Mobility) Plan is the basis of the program and the CIPAC is also involved in the review of the projects as included in tonight's presentation.

Q. Is Stone Road off of the project plan?

A. The presentation showed the southern portion is already constructed and the northern section remains on the plan and is actually in design now and being funded, in part, by impact fees.

Staff also clarified that a portion of Hurst Road was removed from the Mobility Plan and is no longer included in the Roadway Impact Fee Capital Plan.

There being no further business, Michael Humphries (Vice-Chair), adjourned the meeting.

Time: 6:36 p.m.

Capital Improvements Program Advisory Committee

DEPARTMENT: Public Works

FROM: Errick Thompson, Deputy Director of Public Works

MEETING: June 6, 2023

SUBJECT:

Receive a report, hold a discussion, and provide feedback regarding the Water and Wastewater Impact Fee Update (*Staff Contact: Errick Thompson, Deputy Director of Public Works*)

SUMMARY:

Freese and Nichols, Inc. will update the Committee on their updated analysis of the City's Water and Wastewater Impact Fees. The Committee will have the opportunity to discuss the matter and give staff feedback and direction.

OPTIONS:

Not applicable

RECOMMENDATION:

Not applicable

PRIOR ACTION/INPUT (Council, Boards, Citizens):

None

FISCAL IMPACT:

None

STAFF CONTACT:

Errick Thompson
Deputy Director of Public Works
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