



Capital Improvements Program Advisory Committee Agenda

Thursday, June 22, 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 June 6, 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. Hold a discussion and develop recommendations to City Council regarding Roadway, Water, and Wastewater Impact Fees (*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 16th 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



ACCESSIBILITY STATEMENT

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Capital Improvements Program Advisory Committee

DEPARTMENT: Public Works

FROM: Errick Thompson, Deputy Director of Public Works

MEETING: June 22, 2023

SUBJECT:

Consider approval of the minutes from the June 6, 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)
June 6, 2023

DRAFT MINUTES

Members present:

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

Members absent:

None

Staff

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

1. **Call to Order: 5:36 p.m.**
2. **Approval of Minutes (*Staff Contact: Erick Thompson, Deputy Director of Public Works – Engineering*)**

Mike Perdue moved and Justin French seconded a motion to approve minutes from the May 25, 2023 Capital Improvements Advisory Committee meeting. Motion passed 7-0, one absent when vote taken

3. **Citizen Appearances**
None

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: Erick Thompson, Deputy Director of Public Works – Engineering*)**

Andrew Franko, Associate at Freese and Nichols, Inc., provided a presentation regarding the Water and Wastewater Impact Fee Update. The presentation covered the analysis, land use assumptions, growth projections, and recommended capital projects resulting in the new Maximum Allowable Fee values.

Committee members posed the following questions:

Q. Is the 10-year projection a rolling average or only calculated on a five year basis? Also, is inflation included?

A. Chapter 395 requires the analysis be updated at least every five years and the projections are calculated every time the analysis is done. In this case, these are based on a five-year projection considering today's costs without inflation.

Q. Why is Arlington on the lowest end of the Impact Fee Assessment Rate while Midlothian is on the highest end?

A. Each city has its own unique circumstances related to their development potential. Arlington is at or close to being fully developed. Midlothian, on the other hand, has much more developable land and growth potential. This is likely a significant factor in each city's respective impact fees.

Q. Are Impact Fee Programs limited to municipalities or do other water providers such as Bethesda and the Johnson County Special Utility District (JCSUD) assess impact fees?

A. Bethesda Water Supply Corporation does not appear to assess their own impact fees, but is a Fort Worth wholesale water customer. As a result, Bethesda passes on those impact fees to their customers. JCSUD recently (March) adopted land use assumptions and a capital program upon which impact fees may be imposed.

Q. Do the pass through rates from Fort Worth for the wastewater impact fees include cost of treatment facilities? Also, does it consider future growth if it is utilized or underutilized?

A. Yes, growth-based treatment facility projects are included in Fort Worth's impact fee capital plan.

Q. Are redundancy projects allowed so they aren't at complete capacity?

A. The portion of a project that is attributable to new development/growth can be eligible for impact fee funding.

Q. Where do the pass through rates assessed by Fort Worth go?

A. The Fort Worth pass-through fees collected in Burleson are remitted to the City of Fort Worth.

Q. What percentage of the maximum allowance is Fort Worth charging?

A. Fort Worth charges 40% of the maximum allowable fees.

Q. If the City Council does not approve the package for an increase in impact fees, where does the difference come from to fund the projects?

A. Water and Wastewater operate as an enterprise fund separate and apart from the City's general fund, so projects would most likely be funded from increased in water and wastewater rates paid by all customers necessary to service additional debt issued.

There being no further business, Trent Baker moved and Justin French seconded a motion to adjourn the meeting.

Time: 6:40 p.m.

Capital Improvements Program Advisory Committee

DEPARTMENT: Public Works

FROM: Errick Thompson, Deputy Director of Public Works

MEETING: June 22, 2023

SUBJECT:

Hold a discussion and develop recommendations to City Council regarding Roadway, Water, and Wastewater Impact Fees (*Staff Contact: Errick Thompson, Deputy Director of Public Works*)

SUMMARY:

The Committee will discuss and develop recommendations to the City Council regarding potential changes to impact fees based on analyses, land use, growth projections, and capital projects as recently presented to the committee. Staff and the consultants who conducted the analyses will be available to address any additional questions the committee may have.

OPTIONS:

Not applicable

RECOMMENDATION:

Not applicable

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

None

FISCAL IMPACT:

None

STAFF CONTACT:

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