



## CAPITAL IMPROVEMENT ADVISORY COMMITTEE MEETING 10.17.23 AGENDA

City Hall, 120 El Chico Trl., Suite A, Willow Park, TX 76087

Tuesday, October 17, 2023 at 6:00 PM

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### CALL TO ORDER

### DETERMINATION OF QUORUM

### APPROVAL OF MEETING MINUTES

1. Approval of Meeting Minutes from August 16, 2022.

### ITEMS TO BE CONSIDERED AND ACTED UPON:

2. Discussion: Water and Wastewater Impact Fee Report.

### ADJOURNMENT

*As authorized by Section 551.127, of the Texas Government Code, one or more Council Members or employees may attend this meeting remotely using video conferencing technology.*

CERTIFICATION I, the undersigned authority, does hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, 120 El Chico Trail, Suite A, Willow Park, TX 76087, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: Friday, October 13, 2023 on/before 5:00 p.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.

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Toni Fisher

Planning and Development Director

The City Hall is wheelchair accessible and accessible parking spaces are available. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 817-441-7108, or by email at [cdozier@willowpark.org](mailto:cdozier@willowpark.org). Requests should be made at least 48 hours prior to the meeting. This agenda is posted on the city's web site at [www.willowpark.org](http://www.willowpark.org)



## **CAPITAL IMPROVEMENT ADVISORY COMMITTEE MEETING MINUTES**

**Municipal Complex, 516 Ranch House Rd, Willow Park, TX 76087**

**Tuesday, August 16, 2022 at 6:00 PM**

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### **CALL TO ORDER**

**CALL TO ORDER at 6:08 p.m. by Jared Fowler, Chairman Capital Improvements Committee**

### **DETERMINATION OF QUORUM**

#### **PRESENT:**

Jared Fowler

Billy Weikert

Sharon Bruton

Randy Pack

#### **ABSENT:**

Rodney Wilkins

Scott Smith

#### **ALSO PRESENT:**

Betty Chew, City Planner

Derek Turner, City Engineer

### **ITEMS TO BE CONSIDERED AND ACTED UPON:**

1. Consider and act on the Capital Improvements Plan (CIP) Plan, Land Use Assumptions, and the Water and Wastewater Impact Fees.

Derek Turner, City Engineer, reviewed the Land Use assumptions (Existing and Future Land Use Maps). The Capital Improvements Plan with updates including Water, Waste Water, Storm drainage, and Streets was presented. The proposed water and wastewater impact fees were also provided.

Commissioner Weikert made a motion to recommend approval of the Land Use Assumptions and Existing Land Use Map and Future Land Use Map. Seconded by Commissioner Bruton. Motion carried by a vote of 4-0.

Commissioner Pack made a motion to recommend approval of the Water Capital Improvements Plan. Seconded by Commissioner Weikert. Motion carried by a vote of 4-0.

Commissioner Bruton made a motion to recommend approval of the Wastewater Capital Improvements Plan. Seconded by Commissioner Weikert. Motion carried by a vote of 4-0.

Commissioner Weikert made a motion to recommend approval of the Water Impact Fee Analysis. Seconded by Commissioner Pack. Motion carried by a vote of 4-0.

Commissioner Bruton made a motion to recommend approval of the Wastewater Impact Fee Analysis. Seconded by Commissioner Pack. Motion carried by a vote of 4-0.

**ADJOURNMENT at 6:40 p.m. by Jared Fowler, Chairman Capital Improvements Committee**

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*Jared Fowler, Chairman, Capital Improvements Committee*



# CAPITAL IMPROVEMENTS ADVISORY COMMITTEE

## AGENDA ITEM STAFF REPORT

<b>Meeting Date:</b> October 17, 2023	<b>Department:</b> Planning & Development and Administration	<b>Presented By:</b> Bryan Grimes Bill Funderburk Toni Fisher
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**AGENDA ITEM:**

**Discussion: Water and Wastewater Impact Fee Report.**

**BACKGROUND:**

The Planning & Zoning Commission and an E.T.J. Representative were appointed by the City Council to serve as the “Capital Improvements Advisory Committee”. The purpose of this committee is to advise the City Council on matters related to the Water and Wastewater Impact Fees and, at as it did in August 2022, assist in adopting the Land Use Assumptions, Capital Improvements Plan, and proposed Impact Fees.

Land Use Assumptions (LUA) are a description of the Service Area and projections of changes in land use, densities, and population in the Service Area over at least a 10-year period.

The Capital Improvements Plan (CIP) is based on the projections contained in the Land Use Assumptions. The CIP details the capital improvements that will be made over the term of the plan. The CIP and LUA form the basis for calculating allowable impact fees.

Impact Fees are charges and/or assessments imposed by a political subdivision on new development to generate revenue for funding or recouping the costs of capital improvements or facility expansion necessitated by and attributable to new development. An impact fee allows a city to recoup, from property developers, some of the costs new development places on city infrastructure. Tex. Loc. Gov’t. Code 395.004(4). Impact Fees may only be used to pay certain costs for: 1) Constructing capital improvements on facility expansions for water supply, treatment, and distribution facilities; 2) Wastewater collection and treatment facilities; 3) Stormwater drainage; and 4) Roadways. Tex. Loc. Gov’t. Code 395.001(1). The CIP Committee will also review the proposed Impact Fees and file comments with the Council.

**STAFF/BOARD/COMMISSION RECOMMENDATION:**

N/A.

**EXHIBITS:**

- Impact Fee Report for Fiscal Year 2022-23

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY
44-000-11001	CLAIM ON CASH - WATER IMPACT FEES	295,941	9,732
45-000-11001	CLAIM ON CASH - WASTEWATER IMPACT FEES	149,695	6,496

CURRENT  
BALANCE

310,662  
156,191