

Impact Fee Capital Improvements Advisory Committee  
February 25, 2020

The Impact Fee Capital Improvements Advisory Committee (IFCIAC) held a regular meeting on Tuesday, February 25, 2020 at 5:30 p.m. in the City Council Conference Room at 401 S. Rogers St., Waxahachie, TX

Members Present: Rick Keeler  
Melissa Ballard  
Betty Square Coleman  
Bonney Ramsey  
Jim Phillips  
David Hudgins  
Mary Lou Shipley  
Clyde Hargrove  
Brett Hess  
John Houston  
Jimmy Poarch

Member Absent: Erik Test

Others Present: Michael Scott, City Manager  
Albert Lawrence, Assistant City Manager  
Tommy Ludwig, Assistant City Manager  
Lori Cartwright, City Secretary

**1. Call to Order**

Chairman Rick Keller called the meeting to order.

**2. Invocation**

Chairman Keeler gave the invocation.

**3. Re-organize the Committee**

**Action:**

*Ms. Melissa Ballard nominated Mr. Rick Keeler as Chairman of the Impact Fee Capital Improvements Advisory Committee. Mr. David Hudgins seconded, **All Ayes.***

*Mr. Clyde Hargrove nominated Ms. Melissa Ballard as Vice Chairman of the Impact Fee Capital Improvements Advisory Committee. Mr. Jim Phillips seconded, **All Ayes.***

**4. Public Comments**

None

**5. Approval of minutes of the regular Impact Fee Advisory Committee meetings of March 6, 2019 and October 28, 2019**

**Action:**

*Mrs. Bonney Ramsey moved to approve the minutes of the Impact Fee Advisory Committee meetings of March 6, 2019 and October 28, 2019. Ms. Betty Square Coleman seconded, All Ayes.*

**6. Presentation on the update of the impact program, to include; general overview of impact fees, review of the capital improvements program and growth rates for the development of land use assumptions. The CIAC will provide comments to growth rates for the development of land use assumptions.**

Assistant City Manager Tommy Ludwig explained the Texas Local Government Code requires cities to update their Impact Fee program every five years.

Mr. Eddie Haas, Freese and Nichols, stated Impact Fee is a mechanism for funding infrastructure necessary to accommodate new development noting new development should pay a portion of the cost of public infrastructure required to serve it. Mr. Haas reviewed the impact fee determination process on roadways, water, and sewer. His staff reviewed the water and wastewater impact fee component and explained the basic equation required to determine the cost. Land Use Assumptions is based in 10-year growth projections by service area.

Mr. Haas stated the current Impact Fee plan has a 2.5% growth rate and is seeking to move forward with 3.5% growth rate.

After discussion, the consensus of the board was to move towards a 3.5% growth rate. Mr. Haas stated the following meetings will occur:

- June 2, 2020 - LUA, CIPs and Preliminary Cost per Service Unit Calculations
- June 23, 2020 – Impact Fee Calculations and Collection Rate
- July 20, 2020 – Recommendation Letter to City Council

**7. Adjourn**

There being no further business, the meeting adjourned at 6:30 p.m.

Respectfully submitted,

Lori Cartwright  
City Secretary