

Impact Fee Capital Improvements Advisory Committee  
October 27, 2020

The Impact Fee Capital Improvements Advisory Committee (IFCIAC) held a regular meeting on Tuesday, October 27, 2020 at 5:30 p.m. in the City Council Conference Room at 401 S. Rogers St., Waxahachie, TX

Members Present: Rick Keeler, Chairman  
Bonney Ramsey  
Jim Phillips  
David Hudgins  
Erik Test  
Mary Lou Shipley  
Clyde Hargrove  
Brett Hess

Members Absent: Melissa Ballard, Vice Chairman  
Betty Square Coleman  
John Houston  
Jimmy Poarch

Others Present: Michael Scott, City Manager  
Tommy Ludwig, Assistant City Manager (via zoom)  
James Gaertner, Director of Public Works & Engineering  
Kip Dernovich, Assistant Director of Public Works and Engineering  
Shon Brooks, Director of Planning  
Colby Collins, Senior Planner  
David Bailey, Director of Utilities  
Richard Abernethy, Assistant Utility Director  
Gary Hendricks, PE, Birkhoff, Hendricks & Carter L.L.P. (via zoom)  
Derek Chaney, PE, Birkhoff, Hendricks & Carter L.L.P.  
Eddie Haas, Project Manager for Roadway Impact Fees, Freese & Nichols (via zoom)  
Lori Cartwright, City Secretary

1. **Call to Order**
2. **Invocation**

Chairman Rick Keeler called the meeting to order and gave the invocation.

3. **Public Comments**

None

4. **Reorganize the Committee**

**Action:**

*Mr. Jim Phillips moved to nominate Mr. Rick Keeler as Chairman and Ms. Melissa Ballard as Vice Chairman. Mr. David Hudgins seconded, All Ayes.*

**5. Approval of minutes of the regular Impact Fee Capital Improvements Advisory Committee meeting of September 15, 2020**

**Action:**

*Ms. Bonney Ramsey moved to approve the minutes of the Impact Fee Capital Improvements Advisory Committee meeting of September 15, 2020. Mayor Pro Tem Mary Lou Shipley seconded, All Ayes.*

**6. Presentation to discuss capital improvement plan impact fee calculation change**

Mr. Derek Chaney, PE, Birkhoff, Hendricks & Carter L.L.P., presented a revision of the Water and Wastewater Living Unit Equivalents (LUEs) noting an inconsistency was found in the table of LUEs. He presented a comparison of the base water meter size used in 2020 noting it is not consistent with the base water meter size used in the 2013 Impact Fee Update. Mr. Chaney explained the base meter size was changed to 5/8" x 3/4" on all presentation material, with the unfortunate exception of the supporting living units per meter equivalency calculations. He noted, because the LUE's are partially based on the base water meter size, the resulting impact fee calculations have changed. Mr. Chaney reviewed the previous and revised 10-year CIP recommended/imposed impact fee amounts.

**7. Reconsider recommendation to City Council associated with the approval of Capital Improvement Plan, approach, and corresponding fees**

Discussion was held to reconsider recommendation to City Council associated with the approval of Capital Improvement Plan, approach, and corresponding fees.

**Action:**

*Chairman Rick Keeler moved to recommend that the City Council adopt the Land Use Assumptions which were presented to the Impact Fee Capital Improvement Advisory Committee. Ms. Bonney Ramsey seconded, All Ayes.*

**Action:**

*Chairman Rick Keeler moved to recommend that the City Council (1) adopt the Full System Impact Fee Capital Improvement Plan, (2) assess the fees associated at an amount no greater than the 10 year Capital Improvement Plan where possible, (3) apply a 8.04% water and 73.36% wastewater fee discount to the plan. Mr. Jim Phillips seconded, All Ayes.*

**8. Presentation to discuss Impact Fee revenue and expenditures for the 2020-2021 fiscal year.**

Senior Planner Colby Collins reported the report entails the Impact Fee revenue and expenditure activity summary for the 2019-2020 fiscal year, which includes data from October 1, 2019 to September 30, 2020. He stated impact fees are authorized by the Texas Local Government and empowers municipalities to levy a charge or assessment against a new development in order to generate revenue for funding or recouping the costs of capital improvements or facility expansion necessitated by attributable to the new development.

Assistant Utility Director Richard Abernethy presented a brief summary of the projects which have been funded, or partially funded through the use of water impact fees during the fiscal year 2019-2020:

- FM 664 Water Line Project
- BNSF Railroad 18" Water Transmission Line Project Phase 1
- BNSF Railroad 18" Water Transmission Line Phase 2 (Engineering design only)
- Distribution Line: Loftland Road/Ovilla Road Phase 1 (Engineering design only)

Mr. Abernethy stated the balance of Water Impact Fees including revenues and expenses through September 30, 2020 total \$3,922,518.06. Ending balance of Sewer Impact Fees revenues and expenses through September 30, 2020 total \$5,245,786.34. This includes the Waste Water Treatment Plant Rehabilitation Project and professional services for Sewer Impact Fee updates.

Assistant Director of Public Works and Engineering Kip Dernovich reviewed a table illustrating the revenues and expenditures for roadway impact fees from October 1, 2019 to September 30, 2020 totaling \$6,733,541.66. He noted the table includes seven (7) Service Areas.

## **9. Adjourn**

There being no further business, the meeting adjourned at 6:03 p.m.

Respectfully submitted,

Lori Cartwright  
City Secretary