

**THIS IS NOT A VERBATIM TRANSCRIPTION
CITY OF CLEBURNE
CAPITAL IMPROVEMENTS ADVISORY COMMITTEE
MINUTES OF THE FEBRUARY 28, 2022 MEETING**

The Capital Improvements Advisory Committee of the City of Cleburne held a Public Meeting on Monday, February 28, 2022, at 6:35 p.m. in the Council Chambers of City Hall located at 10 N. Robinson.

COMMITTEE MEMBERS PRESENT:

Robert Walker
Vance Castles
Chris Saunders
Sonny Albertson - Vice Chairman
John Finnell-ETJ Representative
Albert Archer, Sr. - Chairman
Peter Svendsen
Summerly Sherlock

COMMITTEE MEMBERS ABSENT:

CITY STAFF PRESENT:

Laura Melton, Assistant Director of Public Works
Danielle Castillo, Planning Manager
Colt Friedrich, Project Engineer
Lindsey Hale, City Attorney
David Jellen, Planner
Leland Peffley, Engineering Technician

CITY STAFF ABSENT:

Danielle Castillo, Planning Manager

CALL TO ORDER:

The meeting was called to order by Commissioner Archer at 8:22 p.m. It was established that a quorum was present.

CITIZEN COMMENTS:

No citizen comments were made.

APPROVAL OF MINUTES:

The minutes of July 12, 2021 were considered.

Commissioner Svendsen made a motion to approve the minutes of July 12, 2021. The motion was seconded by Commissioner Sherlock. **The motion to approve the minutes carried by a vote of 8-0**

Overview

To consider acceptance of the semi-annual report for City Council, end-year 2021, as to the progress of the Capital Improvement Plan of the City of Cleburne water, wastewater, and roadway impact fees ordinance OR02-2018-10 adopted February 13, 2018. Presented by Laura Melton.

Section 1

Impact Fee Basics

1. Chapter 158: Impact Fees Code of Ordinances

- a. Ordinance OR02-2018-10 adopted February 13, 2018
- b. Assures the provision of adequate public facilities for water, wastewater and roadway facilities to serve new development by requiring each such development to pay its share of the costs of such improvements necessitated by and attributable to such new development.
- c. Impact Fees, included in the city's Code of Ordinances for program administration.

2. One Year Exemption

- a. Properties that received final plat approval before February 13, 2018 were not assessed impact fees if a valid building permit was issued within a year of the effective date of the ordinance.
- b. Effective February 14, 2019 the City of Cleburne began collecting roadway, water and wastewater impact fees for all new building permits prior to connection to the system.

Laura started the presentation by providing a quick synopsis of the Impact Fee Program and explained the fees shown on the page that are currently charged. This compares the current fees charged and the maximum allowable fees allowed to be charged regarding water, sewer and roadway impact fees.

Section 2

Role as a committee

1. Advise and assist in Land Use Assumptions.
2. Review the Impact Fee CIP.
3. File written Comments.
4. Advise the need to update or revise Land use Assumptions, Impact Fee CIP, and Impact Fees to City Council.
(1-4 has been completed prior to the adoption of the ordinance by the City)
5. Submit to City Council a semi-annual report evaluating the progress of the city in achieving the CIP and identify any problems in implementing the plan or administering the impact fees.

Section 3

Roadway Impact Fees

1. Roadway Service Areas

- a. Confined to city limits.
- b. Service areas up to 6-mile diameter.

- c. Structured for future annexation by city.
- d. Fees must be spent in the service area in which they are captured.

A map of the nine roadway service areas was presented. Laura explained that impact fees collected could only be spent in the service area that they are collected and are only collected from properties in that area.

2. Roadway Impact Fee CIP

- a. A chart was provided showing the nine service areas and the intended projects in each area.

Laura informed the Commission that the highlighted boxes shown on this slide are projects that are in process, however impact fees have not yet been used to pay for them.

3. Roadway Impact Fee Fund Activity (End-Year 2021)

- a. A table was shown representing the Roadway Impact Fee Fund Activity for end-year 2021 broken down by the roadway service areas. The Amount of roadway impact fees collected for each roadway service area was shown in the corresponding roadway service column.
- b. End-Year 2021 Revenues and ending balance total around \$1.8 million dollars including interest.

Section 4

Water and Wastewater

1. Maps

- a. Water Service Area
- b. Wastewater Service Area

Laura noted presented a table with the projects listed for water/wastewater along with the service areas.

3. Water Impact Fee CIP

- a. A chart was provided showing the service area and the intended projects.

4. Wastewater Impact Fee CIP

- a. A chart was provided showing the service area and the intended projects.

5. Water & Wastewater Impact Fee Fund Activity (End-Year 2021)

- a. A table was provided that showed the total amount of impact fees collected for water and wastewater broken into corresponding columns.
- b. The total amount of impact fee balance for water and wastewater for end-year 2021 was around \$2.5 million; including interest accrual.

Laura again noted that there have not been any expenditures as of yet, and both accounts have a balance of around \$2.5 million total.

Commissioner Svendsen asked if these CIP funds would help fund the Wastewater Plant Expansion. Laura explained that the cost of the project was around \$33 million dollars, and explained that the money was received primarily from a bond the city sold.

6. Additional Data Requested by CIAC

- a. A second chart showed the total amount of water & wastewater fees collected, roadway impact fees collected and building permits per month, for end-year 2021.
- b. The total amount of building permits issued was 340.
- c. Total number of new water meters installed was 103.
- d. Total number of new wastewater taps installed was 91.
- e. Total impact fees reimbursed per 380 agreements was 2 (\$8,000.00).

Commissioner Svendsen asked how many water meters were in the city total and asked if 50% of the meters out were rentals. Laura was unsure of the answer however David stated he could find out for the commission at a later point in time.

Section 8
Draft Letter of Recommendation

- a. Consider acceptance of the semi-annual report, end-year 2021, as to the progress of the Capital Improvement Plan of the City of Cleburne Water, Wastewater and Roadway Impact Fee Ordinance

A draft CIAC Report was provided to the committee to provide to the City Council. It was explained that this report could be revised by the committee members or sent to the city council as written. It was also explained to the committee that the report was representative of, and contained the same information as the slides shown to the committee during this meeting.

Commissioner Walker made a motion to adopt the semi-annual, end-year 2021 CIP Report for the water/wastewater and roadway impact fees as presented by staff. Commissioner Saunders seconded the motion.

The motion to accept carried by a vote **8-0**.

Section 9: Other Business
Guidelines for Addressing the CIAC

- a. Consider acceptance of the adoption of guidelines for addressing the Capital Improvements Advisory Committee

Laura explained that these guidelines are a recommendation from the city secretary and establishes rules for speakers when speaking to the commission.

Chairman Archer asked if notices were sent out to people for the meeting and Laura stated that the meeting is publicly posted for the public to attend.

Commissioner Albertson made a motion to adopt the guidelines for addressing the CIAC. Commissioner Sherlock seconded the motion.

The motion to accept carried by a vote **8-0**.

THERE BEING NO OTHER BUSINESS, THE MEETING WAS ADJOURNED AT 8:37 P.M.