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CITY OF CLEBURNE
CAPITAL IMPROVEMENTS ADVISORY COMMITTEE
MINUTES OF THE January 25, 2021 MEETING**

The Capital Improvements Advisory Committee of the City of Cleburne held a Public Meeting on Monday, January 25, 2021, at 6:35 p.m. in the Council Chambers of City Hall located at 10 N. Robinson.

COMMITTEE MEMBERS PRESENT:

Dena Day - Chairwoman
Albert Archer, Sr. – Vice Chairman
Summerly Sherlock
Robert Walker
Vance Castles
Sonny Albertson
Chris Saunders
John Finnell-ETJ Representative

COMMITTEE MEMBERS ABSENT:

Summerly Sherlock

CITY STAFF PRESENT:

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

CITY STAFF ABSENT:

Jeremy Hutt, Director of Public Works

CALL TO ORDER:

The meeting was called to order by Chairwoman Day at 7:11 p.m. It was established that a quorum was present.

CITIZEN COMMENTS:

No citizen comments were made.

APPROVAL OF MINUTES:

The minutes of July 13, 2020 were considered.

Commissioner Finnell made a motion to approve the minutes of July 13, 2020. The motion was seconded by Commissioner Walker. **The motion to approve the minutes carried by a vote of 7-0.**

Overview

To consider acceptance of the semi-annual report for City Council, year-end 2020, 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.

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.
(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.

Commissioner Archer asked whether the zoning changes regarding the zoning request would have an impact on impact fees. Laura explained that there would not be any impact to impact fees from the zoning changes and the next report would incorporate this information.

3. Roadway Impact Fee Fund Activity (Year-end 2020)

- a. A table was shown representing the Roadway Impact Fee Fund Activity for year-end 2020 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. Year-end 2020 Revenues and ending balance total \$889,257.75, including interest.

Laura noted that the accounts are beginning to build up enough funding for future project funding. It was noted that no funds have yet been expended from any impact fee accounts, however this could change soon due to the amount of money accrued.

Section 4 **Water and Wastewater**

1. Maps

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

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.

Chairwoman Day asked whether the current development column is what has been collected, or how do we know how much has been collected in fees.

Laura informed Chairwoman Dena that the information was on the next page.

5. Water & Wastewater Impact Fee Fund Activity (Year-end 2020)

- 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 fees collected for water and wastewater for year-end 2020 was \$1,467,388.74.

6. Additional Data Requested by CIAC

- a. A second chart showed the total amount of water connections, wastewater connections, and building permits per month, for year-end 2020.
- b. The total amount of building permits issued was 189.
- c. Total number of new water meters and wastewater taps installed were 75 & 33 respectively.
- d. Total impact fees reimbursed per 380 agreements was 6.

Vice-Chairman Archer asked if the difference between water and wastewater taps was due to water being done first and whether the differences will catch up to each other.

Laura explained that it could be due to larger lots being on septic and some of the difference in numbers could be due to the reporting time-frame as well.

Commissioner Finnell noted that multi-family could also be on one tap for water as well.

Chairwoman Dena Day asked whether the city still requires more than one meter for certain utilities such as irrigation.

Colt responded that the City does install separate meters for irrigation.

7. Draft Report

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 Finnell called for a motion to adopt the semi-annual, year-end 2020 CIP Report for the water/wastewater and roadway impact fees as presented by staff. Commissioner Albertson seconded the motion.

The motion to accept carried by a vote **7-0**.

THERE BEING NO OTHER BUSINESS, THE MEETING WAS ADJOURNED AT 7:24 P.M.