

Capital Improvements Program Advisory Committee (CIPAC)
June 22, 2023

DRAFT MINUTES

Members present:

Alexa Boedeker (Chair)
Michael Humphries (Vice-Chair)
James Wood
Jared Wesley
Justin French
Martin Scott
Mike Perdue
Trent Baker

Members absent:

None

Staff

Erick Thompson, Deputy Director of Public Works - Engineering
Michelle McCullough, Assistant Director of Public Works/City Engineer
Currie Reardon, Recording Secretary

Also in attendance:

Andrew Franko, Associate at Freese and Nichols, Inc.
Jeff Whitacre, Vice President at Kimley-Horn and Associates, Inc.

1. **Call to Order: 5:34 p.m.**
2. **Approval of Minutes (*Staff Contact: Erick Thompson, Deputy Director of Public Works – Engineering*)**

Justin French moved and Michael Humphries seconded a motion to approve minutes from the June 6, 2023 Capital Improvements Advisory Committee meeting. Motion passed 8-0.

3. **Citizen Appearances**

None

4. **Reports and Discussion Items:**

Hold a discussion and develop recommendations to the City Council regarding Roadway, Water, and Wastewater Impact Fees (*Staff Contact: Erick Thompson, Deputy Director of Public Works – Engineering*)

Committee members discussed both impact fee studies in order to develop recommended fee updates to the City Council.

Roadway Impact Fee:

The committee reviewed the Roadway Impact Fee presentation and report from the May 25, 2023 meeting. Discussion points included:

- Q. Are all impact fees collected being utilized?
- A. Yes, all are being utilized on projects within the respective service areas and within the time period allowed by state law.
- Q. Where does the difference come from to fund these improvements if Burleson does not collect the maximum allowable amount?
- A. In general, the City can only implement projects it can pay for. City funding is generally in the form of cash, debt, or impact fee revenue. Assessing impact fees at a rate less than the maximum levels determined by the study likely results in either fewer projects funded and implemented or additional funding from one of the other two City sources, cash or debt. Both City cash and debt are the result of the property tax rate.
- Q. Has Fort Worth or other cities in the area had significant increases?
- A. Several cities in the region have either recently increased their roadway impact fees or are in the process. One example is Mansfield where the fee just increased from approximately \$2,200 to \$4,900 for a single family home.

Comments:

- It is important that we, are aware of the tax burden potentially placed on the citizens of Burleson as we determine what to recommend to Council regarding the fees.

- Homebuilders will be affected by a fee increase. If the fee jumps too much it could deter some builders but we should also think about what types of homes we want to attract to Burleson.
- The impact to builders should not be viewed as a cost the builder has to absorb. This is no different than building anywhere else in the region and is a cost of development that is ultimately passed along to the buyer.
- If fees are not increased, it could put us behind in regards to future growth and more traffic congestion in the meantime.
- The fee per service unit for residential and non-residential (commercial and industrial) should be the same. The tables for determining the actual fee assessed will take into account what type of development and how that particular type of building impacts the roads.
- Each Service Area should have its own fee assessment based on the study that calculated the maximum fee for each based on the needs and projected growth in each area.

Water and Wastewater Impact Fee:

The committee reviewed the Water and Wastewater Impact Fee presentation and report from the June 6, 2023 meeting. Discussion points included:

- Q. Are fees currently set to collect 100% maximum allowable based on the last study?
- A. Yes, for both water and wastewater.
- Q. Are other cities assessed pass-through charges from Fort Worth?
- A. Yes, all wholesale water customers of the Fort Worth Water Department pay pass-through charges to Fort Worth.
- Q. How often does Fort Worth update their impact fees?

A. Fort Worth currently performs a study and updates every three years.

Q. Does Johnson County Utility District (JCSUD) have impact fees?

A. JCSUD has a System Development Fee, currently \$4,060, for a 5/8" water meter and \$4,350 for a standard sewer service. They are also in the midst of an impact fee study for water and wastewater services.

Comments: The water system is nearing buildout while the wastewater system is expanding out.

Staff provided a review of the next steps: CIPAC recommendations finalized then presented to Council followed by public hearings prior to a final Council vote on updated fees and effective dates.

The next CIPAC meeting is tentatively planned for the 1st or 2nd week of November and the Semi-Annual Impact Fee Report for April through September 2023 will be presented at that time.

Trent Baker moved and Jared Wesley seconded a motion to recommend to City Council that the Roadway and Water/Wastewater Impact fees be set at 100% of the Maximum Allowable Rates. Motion passed 8-0.

There being no further business, Chairwoman Boedeker moved and James Wood seconded a motion to adjourn the meeting.

Time: 6:57 p.m.

Currie Reardon