

**MINUTES OF THE WORK SESSION AND REGULAR MEETING
OF THE CAPITAL IMPROVEMENT ADVISORY COMMITTEE OF THE
CITY OF NORTH RICHLAND HILLS, TEXAS
HELD IN THE CITY HALL, 4301 CITY POINT DRIVE
JULY 20, 2017**

REGULAR MEETING

1. CALL TO ORDER

The Capital Improvement Advisory Committee of the City of North Richland Hills, Texas met on the 20th day of July, 2017 at 6:00 p.m. in the City Council Workroom prior to the Planning and Zoning Work Session at 6:30 p.m.

Present:	Randall Shiflet	Place 4, Chairman
	Bill Schopper	Place 6, Vice Chairman
	Don Bowen	Place 3, Secretary
	Jerry Tyner	Place 2
	Justin Welborn	Ex-Officio

Absent:	Mark Haynes	Place 1
	Steven Cooper	Place 7
	Kathy Luppy	Place 5

Staff Members:	Clayton Comstock	Planning Manager
	Clayton Husband	Principal Planner
	John Chapman	Planning Technician
	Caroline Waggoner	City Engineer
	Fahad Rajabali	Associate Engineer

Chairman Randall Shiflet called the meeting to order at 6:02 p.m.

2. GENERAL ITEMS

**2.A. APPROVE MINUTES OF THE JULY 21, 2016, CAPITAL IMPROVEMENTS
ADVISORY COMMITTEE MEETING.**

APPROVED

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A MOTION WAS MADE BY DON BOWEN, SECONDED BY JERRY TYNER TO APPROVE THE MINUTES OF THE JULY 21, 2016 CAPITAL IMPROVEMENT ADVISORY COMMITTEE MEETING. MOTION TO APPROVE CARRIED 4-0.

2.B. CONSIDERATION AND ACTION REGARDING THE THE WATER AND WASTEWATER IMPACT FEE STUDY.

RECEIVED

Chairman Randall Shiflet called for City Engineer Caroline Waggoner to present the Water and Wastewater Impact Fee Study.

Ms. Waggoner introduced consultants from Freese and Nichols, Steven Rhodes and Jessica Brown.

Mr. Rhodes presented the City's impact fee results, gave a brief overview of what impact fees are, and discussed the study with a impact fee comparison of other cities in the region.

Chairman Randall Shiflet stated this presentation was presented differently than in the past and would like to see what the balances are now and projected forward.

Keith Reed, Reed Municipal Services, stated each month a report is prepared to show the balances for sewer and water, but what was prepared in the past showed all the projects and statuses for each project.

Ms. Waggoner stated that information could be provided.

Chairman Shiflet stated his comment was to clarify that in the past suggestions were provided in terms of how the impact fees should be adjusted.

Ms. Brown stated that the role of the Capital Improvements Advisory Committee is to recommend a rate to City Council between zero and the maximum rate.

Ex-Officio Justin Welborn stated that the current land use plan is about to change and asked if the proposed impact fee report reflected these changes.

Planning Manager Clayton Comstock stated that the impact fee report could not wait for the Strategic Plan Committee to finish updating land uses, but did speak with Freese and Nichols about the transit oriented development areas and upcoming higher density residential areas over the next ten years. Mr. Comstock continued

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stating that the current impact fee report is based on the current land use plan.

Ms. Brown stated that another responsibility of the Committee is to advise staff of needing an update if city populations projections change drastically.

Mr. Welborn asked how the city is progressing under the current impact fee and if there is any money remaining.

Ms. Brown stated that as the assumptions were created under current land uses, percentages are shown to change either way. Ms. Brown continued stating the costs are based on the growth projected.

Mr. Welborn asked if there was a way to look back ten years and compare the forecasted projections with the actual growth to analyze how well the projections are.

Chairman Shiflet clarified that the report does have a historical component and stated that in the past the Committee's role has been to only accept or deny the report and pass it to City Council, and asked if September 7th, 2017, would be an appropriate time due to the strategic plan and possible updates to the current land use plan.

Ms. Waggoner stated some information asked for could be provided at the next Planning and Zoning Commission meeting.

Mr. Reed stated the handbook that charges the Committee with receiving the report dictates the Committee is to accept or deny the report and make any comments. Mr. Reed continued, stating the comments are all inclusive.

Commissioner Jerry Tyner asked if some of the twenty-one water and sewer projects are in progress.

Ms. Brown stated yes.

Mr. Tyner then asked if the projects listed are by priority.

Ms. Brown stated yes.

Mr. Tyner also asked if the projects are time phased.

Ms. Brown stated yes, that the projects are time phased over the next ten years and prioritized based on current land uses and areas of future growth.

Mr. Tyner asked that if the Committee makes a recommendation for an amount to City Council, is the recommendation to spread the total cost over ten years of collecting the fees, or all up front.

Ms. Brown stated the collection rate has a phase-in option, but also stated that it should not be more than five years since that would be around the time another update would occur. Ms. Brown stated other options include increasing the rate, keep it the same, or to phase in the new rate over a period less than or equal to five years.

Mr. Welborn asked if Freese and Nichols creates designs of capital improvements on the list.

Ms. Brown stated a few have been completed.

Mr. Welborn asked if staff agreed that all the projects listed are thought to be of importance to take place over the next few years.

Ms. Brown stated yes, the result of the report is to include all projects staff agrees should take place.

Mr. Welborn asked if projects yet to be started in the transit oriented development are still on the project list provided in this year's report.

Ms. Brown stated yes.

Mr. Welborn asked if the fees for those projects were already collected since the projects were a part of a previous impact fee.

Ms. Brown stated that the fees may not have been collected. Ms. Brown continued stating that if a certain amount of growth is projected and does not happen, those fees are not collected and the projects are completed.

Mr. Welborn then asked what would happen if the growth intended happened in an area that was not intended to grow.

Ms. Brown replied saying a lot of sewer-based projects impact everyone due to the location of the improvement.

Mr. Welborn stated seeing a reconciled presentation about the previous projections

and what happened with each project and if the intended growth projections were met would be helpful.

Chairman Shiflet stated that the motion would be to receive the report and forward the study to City Council with recommendation of approval and asked Ms. Waggoner if it would be appropriate to make a comment to phase-in the rate over the next five years.

Ms. Waggoner stated that is a very common comment and is appropriate to make.

Chairman Shiflet stated having the information asked by Mr. Welborn and Mr. Tyner would be helpful.

A motion was made by Don Bowen to receive the report and forward the study to City Council with recommendation of approval, seconded by Jerry Tyner.

Mr. Tyner called for an amendment to the motion to include a five-year phasing.

Chairman Shiflet stated that would be part of the comments.

Mr. Welborn asked if this was a motion to approve the report and forward it to City Council.

Chairman Shiflet stated yes.

Mr. Reed stated that the motion should include the comment regarding a five-year phase-in.

Mr. Bowen accepted the amendment.

A MOTION WAS MADE BY DON BOWEN TO RECEIVE THE REPORT AND FORWARD THE STUDY TO CITY COUNCIL WITH RECOMMENDATION OF APPROVAL AND COMMENTS TO INCLUDE A FIVE-YEAR PHASE-IN, SECONDED BY JERRY TYNER. THE MOTION TO RECEIVE CARRIED 4-0.

3.. ADJOURNMENT

Chairman Randall Shiflet adjourned the meeting at 6:40 p.m.

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Randall Shiflet, Chairman

Attest:

Jerry Tyner, Secretary