

**MINUTES OF THE WORK SESSION AND REGULAR MEETING  
OF THE CAPITAL IMPROVEMENTS ADVISORY COMMITTEE OF THE  
CITY OF NORTH RICHLAND HILLS, TEXAS  
HELD IN THE CITY HALL, 4301 CITY POINT DRIVE  
JUNE 20, 2019**

**REGULAR MEETING: 6:30 PM**

**A. CALL TO ORDER**

The Capital Improvements Advisory Committee of the City of North Richland Hills, Texas met in regular session on the 20th day of June 2019 at 6:30 p.m. in the City Council Work Room prior to the 7:00 p.m. regular Planning and Zoning Commission meeting.

Present:	Justin Welborn	Chair, Place 1
	Jerry Tyner	Vice Chair, Place 2
	Don Bowen	Place 3
	Sarah Olvey	Place 4
	Kathy Luppy	Secretary, Place 5
	Mason Orr	Place 6
	Wendy Werner	Place 7
	Kelvin Deupree	Ex-Officio

Absent: None

Staff Members:	Clayton Comstock	Planning Director
	Chad VanSteenberg	Planner
	Caroline Waggoner	Directory of Public Works
	Justin Naylor	Civil Engineer
	Marrk Callier	Management Analyst

Chair Welborn called the meeting to order at 6:30 p.m.

**B. GENERAL ITEMS**

**B.1 APPROVE MINUTES OF THE JANUARY 17, 2019, CAPITAL IMPROVEMENTS ADVISORY COMMITTEE MEETING.**

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**A MOTION WAS MADE BY COMMISSIONER LUPPY, SECONDED BY COMMISSIONER TYNER TO APPROVE MINUTES OF THE JANUARY 17, 2019, CAPITAL IMPROVEMENTS ADVISORY COMMITTEE MEETING.**

**MOTION CARRIED 7-0.**

**B.2 CONSIDER AND ACCEPT THE SEMIANNUAL REPORT OF THE CAPITAL IMPROVEMENTS PLAN AND AUTHORIZE THE CHAIRPERSON TO REPORT TO THE CITY COUNCIL THAT THERE ARE NOT ANY PERCEIVED INEQUITIES IN IMPLEMENTING THE PLAN OR IMPOSING THE CURRENT IMPACT FEE SCHEDULE**

Chair Welborn called on Director of Public Works Caroline Waggoner to introduce the item.

Ms. Waggoner provided the Committee an analysis of impact fees collected since March 1, 2018, to April 30, 2019. This included discussion of the average meter unit equivalent growth for water and wastewater.

Chair Welborn and Ms. Waggoner discussed the impact fee chart presented in the PowerPoint presentation, and Ms. Waggoner noted the fees were based on a  $\frac{3}{4}$ -meter size and the City of North Richland Hills is charging at 50 percent.

Vice Chair Tyner and Ms. Waggoner discussed the impact fee payment process to the Trinity River Authority (TRA).

Ex-Officio Deupree and Ms. Waggoner discussed the negative balance of wastewater impact fee fund, and the overall positive balance of the total impact fee fund.

Chair Welborn and Ms. Waggoner discussed the breakdown of single-family starts compared to commercial starts in the past twelve months related to the impact fees.

Ex-Officio Deupree and Ms. Waggoner discussed the identified projects, contributions from the City, and eligible impact fees.

**A MOTION WAS MADE BY COMMISSIONER LUPPY, SECONDED BY VICE CHAIR TYNER TO APPROVE THE SEMIANNUAL REPORT IF THE CAPITAL IMPROVEMENTS PLAN AND AUTHORIZE THE CHAIRPERSON TO REPORT TO THE CITY COUNCIL THAT THERE ARE NOT ANY PERCEIVED INEQUITIES IN IMPLEMENTING THE PLAN OR IMPOSING THE CURRENT IMPACT FEE SCHEDULE**

**MOTION CARRIED 7-0.**

**C. ADJOURNMENT**

Chair Welborn adjourned the meeting at 6:48 p.m.

**CHAIR JUSTIN WELBORN ADJOURNED THE WORK SESSION AT 6:49 P.M.**

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Justin Welborn, Chair

Attest:

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Kathy Luppy, Secretary