



**City of Keller**  
**Capital Improvements Advisory Cmte.**  
**Meeting Minutes**

Keller Town Hall  
1100 Bear Creek Parkway  
Keller, TX 76248  
817-743-4000  
www.cityofkeller.com

---

**Tuesday, June 23, 2020**

---

**REGULAR MEETING 5:30 P.M.**

To advance the public health goal of limiting face-to-face meetings (also called "social distancing"). The Capital Improvements Advisory Committee will conduct the meeting scheduled at 5:30 P.M. on Tuesday, June 23, 2020, by telephone and video conference. A recording of the audio and presentations will be made and will be available to the public.

The live-streaming video of the meeting will be available by the City Website and cable channels.

The public toll-free, dial-in number to participate in the telephonic meeting is: (800) 309-2350; Conference ID: 8175629354

Callers may also dial the local number (817) 562-9354 to participate.

**A. CALL TO ORDER**

Chairperson Gary Ponder called the Capital Improvements Advisory Committee Meeting to order at 5:35 P.M.

The following Commissioners were present:

Chairperson Gary Ponder  
Commissioner Bob Apke  
Commissioner Tom Thompson  
Commissioner Paul Alvarado  
Commissioner Leslie Sagar  
Commissioner Ralph Osgood  
Commissioner Bob Stevens

Alternate James Dawson and Alternate Phillip Maxwell were absent.

The following City staff members were present:

Director of Public Works Alonzo Liñán, Director of Community Development Julie Smith, Planner I Jerald Ducay, Planner I Matthew Cyr, Planner I Katasha Smithers, and Administrative Coordinator Argieree Potter.

## B. PRESENTATION

1. [Receive the Capital Improvement Advisory Committee Report overview through September 30, 2019.](#)

**Attachments:** [CIAC Update thru Sept 2019 Presentation](#)  
[Impact Fee Report thru Sept 2019](#)

Director of Public Works Alonzo Liñán gave a presentation regarding the Capital Improvements Advisory Committee report through September 30, 2019. Topics covered included:

Update Land Use Assumptions  
System Improvement Needs  
System Improvement Costs  
System Improvement Maps  
Impact Fee Calculations  
Program Requirements  
Perceived Inequities  
Capital Improvement Budget Process  
Report Overview  
Adopted Assessment Rates  
Water Impact Fee Collection Activity  
Water Impact Fee Updates  
Wastewater Impact Fee Update  
Roadway Impact Fee Update  
Roadway Impact Fee Collection Activity  
Roadway Impact Fee Expense Activity  
Roadway Fee update  
Maps

After the presentation, Commissioner Leslie Sagar suggested that the committee needs to be mindful to ensure that money is spent equally throughout the city limits. Director of Public Works Alonzo Liñán pointed out that the maps are good way to verify where the money is being spent.

Commissioner Ralph Osgood had questions about who determines what size meter a building will have and when the fees are paid. Director of Public Works Alonzo Liñán informed Commissioner Osgood that the developer determines the meter size and fees are paid before permits are granted. Commissioner Osgood continued with questions about transportation impact fee. Mr. Liñán explained that the amount of traffic and the driving distance determines the service unit. Commissioner Osgood asked how you would determine the impact fees for empty buildings. Mr. Liñán explained that in these cases, the developer will be charged based on the most intense use allowed in that zoning district. Commissioner Osgood inquired if the city would look at refunds. Director of Community

Development Julie Smith informed Commissioner Osgood that impact fees cannot be changed or refunded. If a business builds in a zoning district, staff has to assume they plan to use all the uses for that zoning district and they base the impact fee from the highest use. Mrs. Smith also answered Commissioner Osgood's question about when transportation fees are collected, which is at the pre-construction meeting along with all other fees. Commissioner Osgood agrees with the concept that once a building is occupied the impact fee is set however; Commissioner Osgood bought up a "shell" only permit. Mrs. Smith explained that one of challenges of that approach is the high turnover of businesses in strip centers and tracking that would be a nightmare. Mrs. Smith also stated that there is a huge difference in the cost between the highest impact fees and the lowest. Mrs. Smith believes reducing that gap would help reduce this issue. Commissioner Osgood asked about a possible program that would allow businesses to be charged the fees in the amount that the building is actually using. Mrs. Smith informed Commissioner Osgood that if they used that practice then developers would claim the cheapest building type and then switch to a different building type in order to keep from paying higher fees. Mrs. Smith and Commissioner Osgood continued the conversation of impact fees cost for different districts when Mr. Liñán interjected that many of these questions will be addressed with Kimley Horn Impact Fee Study update.

Commissioner Tom Thompson added that he agrees with current city process of assessing fees and explained why charging based on zoning districts and not types of businesses is correct because strip centers can change quickly.

Commissioner Sagar questioned Mr. Liñán on the timeline of meeting with Kimley Horn. Mr. Liñán informed Commissioner Sagar that it would be about six weeks out. This timeline pleased Commissioner Sagar, however she bought up that with previous impact studies the committee was not able to provide comments. She hopes that this does not happen again and would like the committee to have an opportunity to provide comments. Mr. Liñán assured Commissioner Sagar that committee input and education was specifically identified in the update and will part of this program. Commissioner Sagar asked when the committee could expect the next semiannually report since there is a large lag time with this current report dated from October 2018 to September 2019. Mr. Liñán explained that the September report is postponed until March/April/May because we must wait until internal audits are complete and the books are balanced. That is not a requirement for April so he will have the new report as soon as he is able to complete it.

Mr. Liñán then provided a summary of the larger report including tables, graphs and maps. Commissioner Sagar had concern about the size of the maps.

## C. MINUTES

1. [Consider approval of the minutes for Capital Improvement Advisory Committee meeting on January 14, 2020.](#)

**Attachments:** [CIAC Minutes 011420](#)

A motion was made by Commissioner Robert Apke, seconded by Commissioner Bob Stevens, to approve the minutes for the Capital Improvements Advisory Committee meeting on January 14, 2020. The motion carried unanimously.

**D. ADJOURN**

Chairperson Gary Ponder adjourned the Capital Improvements Advisory Committee meeting at 6:32 P.M.

---

Chairperson

---

Staff Liaison

DRAFT