



City of Keller

CIAC

Meeting Minutes

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

Monday, June 10, 2019

CAPITAL IMPROVEMENTS ADVISORY COMMITTEE MEETING 5:30 P.M.

A. CALL TO ORDER - Chairperson Gary Ponder

Chairperson Gary Ponder called the CIAC meeting to order at 5:30 p.m.

The following Commissioners were present:

Gary Ponder
Leslie Sagar
Carey Page
Dave Reid
Vernon Stansell
Ralph Osgood
Bob Apke, Alternate (voting)

Commissioner Bob Stevens and Commissioner Paul Alvarado were absent. Staff present included Katasha Smithers, Planner I; Jerald Ducay, Planner I; Julie Smith, Community Development Director; Johnny Reyes, Code Enforcement Officer; Chad Bartee, City Engineer; Alonzo Linan, Director of Public Works; Aaron Rector, Director of Finance; Chad Allen, Police Captain.

B. NEW BUSINESS

1. [Consider approval of the minutes of the Capital Improvement Advisory Committee on May 13, 2019.](#)

Attachments: [05.13.19 minutes](#)

Leslie Sagar stated that she spoke in regards to capacity rather than calming devices during the May 13, 2019, meeting and asked that the minutes be amended to so reflect.

Commissioner Page motioned to approve with Commissioner Sagar's amendment. Commissioner Osgood seconded, and the motion passed unanimously by a vote of 6-0. (Commissioner Stansell came in after the voting was obtained).

2. [Discuss and Approve the semi-annual impact fee report as to the progress of the Capital Improvements Plan of the City of Keller Water, Wastewater, and Roadway Impact Fee Study.](#)

Discussion held regarding the CIAC report included:

Alonzo Linan, Public Works Director, stated appreciation for Commissioners' recommended grammatical and editorial changes; they were incorporated. He then addressed the issues identified in Commissioner Sagar's email to staff.

Director Linan agreed that the table indicating existing development when the impact fees went into effect could be clearer and more intuitive. However, because the table had embedded links to other tables and calculations, it would be difficult -and perhaps make it more confusing- to change it for this report. He offered to review possible alternatives before the next report and also recommended making changes during the next impact study to avoid the confusion.

Commissioner Sagar stated that the City of Keller spent more versus what was originally budgeted.

Director Linan reminded the Commissioners that the CIAC report was not a budget document but rather a projects document. He explained differences in actual cost versus original budget related to deviations from increased construction costs, etc.

Commissioner Sagar stated that the estimates were off the total budget instead of considering all items in the budget.

Director Linan indicated that the number in the report is an estimate and was used to develop the impact fees.

Aaron Rector, Director of Finance, stated that the impact fees reflect the rate, but the cost is higher. He explained that the City takes a conservative approach in terms of the rates applied; rates assessed are less than actually calculated. This assures that the City is not "profiting" from the impact fees nor is the City discouraging development. Mr. Rector added that the tables indicate real time.

Commissioner Sagar spoke in regards to the relationship between the costs identified in the impact fee study and what we are implementing.

Director Linan explained the difference between the numbers used for impact rate development versus the budget construction amount. The City has multiple projects that may be interrelated with other projects but the recommendation is to clearly reflect projects completed from the original list. Staff would have to update the tables. Instead of restructuring the tables now, staff will come back at a future CIAC meeting with clearer tables.

Commissioner Sagar stated that the report is much improved but she would like more clarity between what was approved and what we are implementing.

Director Linan described a map used historically to identify where the projects were. Instead of changing tables at this juncture, he recommended doing so at the following CIAC meeting.

Commissioner Sagar stated concerns regarding the basis for the projections in the past.

Commissioner Page indicated the growth rate of 2% was approved under protest by the CIAC.

Director Linan stated the City is not growing as fast as projected by the former Impact Study. In 2020, this rate should be revisited when developing the next five-year study.

A motion was made by Vice Chairperson Dave Reid, seconded by Commissioner Carey Page, to approve the Semi-Annual Impact Fee Report regarding the City of Keller Water, Wastewater, and Roadway Impact Fee Study. The motion carried unanimously.

C DISCUSSION

D. ADJOURN

Chairperson Gary Ponder adjourned the CIAC meeting at 5:59 p.m.

Chairperson

Staff Liaison