



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, August 11, 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, August 11, 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

Committee Chairperson Gary Ponder called the Capital Improvements Advisory Committee Meeting to order at 5:33 P.M.

The following Committee Members were present:

Committee Chairperson Gary Ponder
Committee Member Bob Apke
Committee Member Tom Thompson
Committee Member Paul Alvarado
Committee Member Leslie Sagar
Committee Member Ralph Osgood

Committee Member Bob Stevens, Committee Member James Dawson, and Alternate Phillip Maxwell were absent.

The following City staff members were present: Director of Public Works Alonzo Liñán, Director of Public Service Trina Zais, City Engineer Chad Bartee, and Administrative Coordinator Argieree Potter.

B. MINUTES

1. [Consider approval of the minutes for Capital Improvement Advisory Committee meeting on June 23, 2020.](#)

Attachments: [Final Draft 06-23-2020](#)

A motion was made by Committee Member Leslie Sagar, seconded by Committee Member Ralph Osgood, to approve the minutes for the Capital Improvement Advisory Committee meeting on June 23, 2020. The motion carried unanimously.

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

Attachments: [Draft 07-14-2020 minutes](#)

A motion made by Committee Member Leslie Sagar, seconded by Committee Member Ralph Osgood, to approve the minutes for the Capital Improvement Advisory Committee meeting on July 14, 2020. The motion carried unanimously.

C. PRESENTATION

1. [Receive the Capital Improvement Advisory Committee Report overview through March 31, 2020.](#)

Attachments: [CIAC Update thru March 2020 Presentation](#)

[Impact Fee Report for March 2020](#)

[Impact Fee Report for March 2020 Appendix A](#)

Director of Public Works Alonzo Liñán gave a presentation regarding the Capital Improvement Advisory Committee report through March 31, 2020. The topics covered included:

Land Use Assumptions

System Improvement Needs

System Improvement Costs

System Improvement Maps

Impact Fee Calculations

Program Requirements

Perceived Inequities

Report Overview

Adopted Assessment Rates

Water Impact Fee update-Assessment Rates and Service Units

Water Impact Fee Activity

Use of Water Impact Fees

Wastewater Impact Fee Update- Assessment Rate and Service Units

Wastewater Impact Fee Activity

Use of Wastewater Impact Fees

Roadway Impact Fee Update-Assessment Rate and Service Units

Roadway Impact Fee COLLECTION Activity
Roadway Impact Fee EXPENSE Activity
Use of Roadway Fees
Maps of Projects- Assumed and Completed

The discussion of the presentation started with Committee Member Tom Thompson stating that he understands why medical fees are high since it is a destination but wanted to know how day care fees are assessed since day cares are usually in the neighborhood. Director of Public Works Alonzo Liñán explained that day care centers are not typically a place people would drive across town for but people do go a short distance out of their way and are generally near where they live or near they work. Therefore, the fee is assessed by the combination of distance traveled and number of attractions. Mr. Thompson understood and was in agreement with everything else.

Committee Member Leslie Sagar had a few questions on the roadway project wanting to know which new projects were approved in the impact fee study. She stated there were about half a dozen new project identified five years ago but the rest are projects we are recouping cost prior to 2015. She continues to say that this could why we are not seeing a lot of expenses in the five years, she then asked the Director of Public Works Alonzo Liñán if he agreed with her statement. Mr. Liñán stated that Ms. Sagar was correct and stated that there is a large portion of the impact fee study that is a reimbursement for projects that were already built. Ms. Sagar asked about the projects that were identified as new but not initiated, wanting to know if that is that because the growth rate did not go as projected so those project were not triggered. Mr. Liñán agreed that is a fair statement, which partly explains why not all projects have been pursued. He clarified there are two things that influence the list of projects. One is lack of growth, and the second is it was only part of project. Mr. Liñán used the example of the 16-inch Mt. Gilead/Bancroft Road and 12-inch Keller-Smithfield Road Water Line as a long project and it hasn't been done in one project but broken up into three or four smaller projects. Ms. Sagar thinks that for clarity sake the report should show a status of all project, which are moving forward, and which are not. Ms. Sager wants to be able to keep up the projects that were approved but have not been started. Mr. Liñán weighed on a question asked by Ms. Sager about assessing fees. Stating that whether or not we should be assessing fees at all is a larger policy discussion for the City Council. Mr. Liñán made it clear that we do not assess fees unless there is growth and the program is self-regulating by not collecting fees quicker or slower than the pace of development.

Director of Public Works Alonzo Liñán presented a list of projects for water, wastewater and roadway systems with the breakdown of where the money is spent. The list provided an overall budget for each project, how much of the impact was allocated to that project, how much of the impact have currently been transferred to the project, and how much have we spent to date. Mr. Liñán asked Committee Member Leslie Sagar if the table presented hits the target of what she would like to see. Ms. Sagar agrees that the list is useful, step

forward, but you need to know there are approved projects that are not on the list. Committee Member Ralph Osgood says that he loved the report. The information is helpful, while he is not sure if it is the final solution, it does give a lot of history. Committee Chairperson Gary Ponder agreed with Mr. Osgood and added that Mr. Liñán has done a lot of work to get them to this much more clearly understandable point and they appreciate it. Mr. Liñán expressed that he hears the committee telling him to integrate the summary in a future report as part of the normal narrative or an appendix. Ms. Sagar believes that adding the list to the report will be fine and stressed that what Mr. Liñán created is streamline and easy to read.

Finishing up with the meeting, Director of Public Works Alonzo Liñán added that the old report is now an appendix for the current report, to use for reference. In two weeks Mr. Liñán will return to answer other questions and Kimley Horn will be present to start the first education sessions for the Impact fee and the Major Thoroughfare Plan updates. Committee Chairperson Gary Ponder wanted to know once that starts what the schedule looks like. Mr. Liñán said that will part of the conversation next meeting. Mr. Ponder thanked Mr. Liñán once again and encouraged Mr. Liñán on his progress. Mr. Ponder reminded everyone that the vote will be on August 25, 2020 and there is an open communication line to Mr. Liñán for any questions.

D. ADJOURN

Committee Chairperson Gary Ponder adjourned the Capital Improvements Advisory Committee meeting at 6:13P.M.

Chairperson

Staff Liaison