



## AGENDA

### Capital Improvements Advisory Committee Meeting

November 10, 2022 | 6:30 PM

Council Chambers

City Hall | 665 Country Club Road, Lucas, Texas

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*Notice is hereby given that a meeting of the City of Lucas Capital Improvements Advisory Committee will be held on November 10, 2022, at 6:30 pm at Lucas City Hall, 665 Country Club Road, Lucas, Texas 75002-7651, at which time the following agenda will be discussed.*

If you would like to watch the meeting live, you may go to the City's live streaming link at <https://www.lucastexas.us/departments/public-meetings/>.

#### **How to Provide Input at a Meeting:**

**Speak In Person:** Request to Speak forms will be available at the meeting. Please fill out the form and give to the Management Analyst prior to the start of the meeting. This form will also allow a place for comments.

**Submit Written Comments:** If you are unable to attend a meeting and would like to submit written comments regarding a specific agenda item, email Management Analyst Kevin Becker at [kbecker@lucastexas.us](mailto:kbecker@lucastexas.us) by no later than 3:30 pm the day of the meeting. The email must contain the person's name, address, phone number, and the agenda item(s) for which comments will be made. Any requests received after 3:30 pm will not be included at the meeting.

#### **Call to Order**

- Roll Call
- Determination of Quorum
- Reminder to turn off or silence cell phones
- Pledge of Allegiance

#### **Regular Agenda**

1. Receive a presentation on the City of Lucas Capital Improvement Plan (CIP), discuss updates to the Roadway and Water Impact Fees and provide a recommendation letter to the Development Services Director for presentation to the City Council concerning the adoption of said fees. **(Public Works Director Scott Holden, CIP Manager Patrick Hubbard)**
2. Consider approval of the minutes of the October 13, 2022 Capital Improvements Advisory Committee meeting. **(Management Analyst Kevin Becker)**
3. Adjournment.

## **Certification**

*I do hereby certify that the above notice was posted in accordance with the Texas Open Meetings Act on the bulletin board at Lucas City Hall, 665 Country Club Road, Lucas, Texas 75002 and on the City's website at [www.lucastexas.us](http://www.lucastexas.us) on or before 5:00 p.m. on November 4, 2022.*

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*Kevin Becker, Management Analyst*

*In compliance with the American with Disabilities Act, the City of Lucas will provide for reasonable accommodations for persons attending public meetings at City Hall. Requests for accommodations or interpretive services should be directed to Management Analyst Kevin Becker at 972-912-1214 or by email at [kbecker@lucastexas.us](mailto:kbecker@lucastexas.us) at least 48 hours prior to the meeting.*



# City of Lucas

## Capital Improvements Advisory Committee Agenda Request

### November 10, 2022

Item No. 01

Requester: Public Works Director Scott Holden  
CIP Manager Patrick Hubbard

#### **Agenda Item Request**

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Receive a presentation on the City of Lucas Capital Improvement Plan (CIP), discuss updates to Roadway and Water Impact Fees, and provide a recommendation letter to the Development Services Director for presentation to the City Council concerning the adoption of said fees.

#### **Background Information**

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The Planning and Zoning Commission and the City Council are nearing the completion of the update of the City of Lucas Comprehensive Plan. This plan update contains Land Use Assumptions in the form of a Future Land Use Plan, which is the City's guidepost for planning long-term infrastructure needs. Changes to the Land Use Plan (i.e., Land Use Assumptions) are minimal. Therefore, changes to the Capital Improvement Plan (CIP) are also minimal. The Water Master Plan is an element of the Comprehensive Plan and is based on Land Use Assumptions and the Thoroughfare Plan, which identifies any planned improvements or modifications to present roadways.

Impact fees, which are fees collected on new development to establish a proportionate share for the cost of existing and future capital expenditure resulting from development, are confined strictly to those projects that grow or add capacity to the system. By state policy, ongoing operations and maintenance costs are assumed to be funded by broad based taxation and service fees (such as utility fees).

Staff and the consultant Birkhoff, Hendricks and Carter, LLP (BHC) have analyzed data for all past and proposed capital projects meeting the impact fee definition. This agenda item presents these findings. BHC will calculate a fee based on this analysis and on any revision to Land Use Assumptions or planned capital projects.

The Capital Improvements Advisory Committee is tasked with assessing these results and determining what, if any, revision is desired.

#### **Attachments/Supporting Documentation**

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1. 2022-2032 Water and Roadway Impact Fee Update: Adoption Schedule

#### **Budget/Financial Impact**

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The analysis of the Capital Improvement Plan (CIP) and the calculation of impact fees will determine future revenue generated from new development based on its proportionate impact on total infrastructure cost. Because it is confined to specific parameters, it also details rates for water service and potentially other long-term revenue policy decisions.



**City of Lucas**  
**Capital Improvements Advisory**  
**Committee Agenda Request**  
**November 10, 2022**

Item No. 01

**Recommendation**

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Engineering and Development Services staff recommend that the Capital Improvements Advisory Committee give a recommendation to City Council to accept the Capital Improvement Plan (CIP) with Land Use Assumptions as presented.

**Motion**

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I make a motion to recommend that the City Council [approve/deny] proceeding with the Capital Improvement Plan (CIP) and Impact Fee Updates with Land Use Assumptions as presented.

OR

I make a motion to recommend that the City Council proceed with the Capital Improvement Plan (CIP) and Impact Fee Updates with Land Use Assumptions amended to incorporate the following revisions:  
[List Revisions]

## City of Lucas, TX

### 2022-2032 Water and Roadway Impact Fee Update Adoption Schedule

**Notes:**

- 1 The Impact Fee Advisory Committee meets on the same day as the Planning and Zoning Commission (2nd Thursdays of the Month)
- 2 City Council Meets on the 1st and 3rd Thursday of the Month

City Staff/Consultant Meetings	Impact Fee Advisory Committee Meetings	City Council Meeting	Meeting/Action	Agenda and Action Items Required
September 8, 2022			Staff Meeting	Impact Fee Update Kick-off Meeting with City Staff Agenda: a) Service Areas b) Impact Fee Land Use and Growth Assumptions c) Capital Recover Project Data d) Water, Sewer and Roadway Capital Improvement Plans
October 13, 2022			Staff Meeting	Present Impact Fee Capital Improvement Plan and Preliminary Impact Fee Calculations
	October 13, 2022		Impact Fee Advisory Meeting	Initial Meeting with Advisory Committee Draft Review of Impact Fee Land Use and CIP
November 1, 2022			City Staff	Publish Impact Fee Advisory Meeting Notice and Agenda (Sec. 395.055)
	November 10, 2022		Impact Fee Advisory Committee Meeting	Advisory Committee Meeting (Sec. 395.056) a) Review of CIP Update b) Review of Impact Fee Updates c) Advisory Committee Recommendation Letter to City Council
		November 17, 2022		City Council to set a Public Hearing on Amendments to Land Use Assumptions, Capital Improvement Plan, or Impact Fee (Sec. 395.053) for January 5, 2023
December 5, 2022			Notice of Public Hearing	Deadline for Publication of Notice of Public Hearing on January 5, 2023 in local newspaper (Sec. 395.055; 395.044(b))
December 5, 2022			Final Impact Fee Update Report	Final Impact Fee Update Report Published and made available for public review (Sec. 395.054)
	December 8, 2022		Advisory Committee Recommendations	If not completed at Nov. 10th Advisory Committee Meeting, last day for publication of written recommendation to City Council (Sec. 395.056)
		January 5, 2023	City Council Public Hearing	Public Hearing on Amendments to Land Use Assumptions, Capital Improvement Plan, or Impact Fee
			Possible Council Action	Approve, Reject or take no action on Amendments to Land Use Assumptions, Capital Improvement Plan or Impact Fees (Sec. 395.057(a)) <b>NOTE: Council has 30-calendar days to take action</b>
			Possible Council Action	If Impact Fee Amendments are approved, adopt an ordinance, order or resolution approving the amendments to the Land Use Assumptions, Capital Improvement Plan (Sec. 395.057(b))
		January 19, 2023	Possible Council Action	If council action on 01/05/2023, then Approve, Reject or Table Amendments to Land Use Assumptions, Capital Improvement Plan or Impact Fees (Sec. 395.057)
			Possible Council Action	If Impact Fee Amendments are approved, adopt an ordinance, order or resolution approving the amendments to the Land Use Assumptions, Capital Improvement Plan (Sec. 395.057(b))
		February 2, 2023	Possible Council Action	If no council action on 01/19/2023, then last council meeting to Approve, or Reject Amendments to Land Use Assumptions, Capital Improvement Plan or Impact Fees (Sec. 395.057)
			Possible Council Action	If Impact Fee Amendments are approved, adopt an ordinance, order or resolution approving the amendments to the Land Use Assumptions, Capital Improvement Plan (Sec. 395.057(b))



**City of Lucas**  
**Capital Improvements Advisory**  
**Committee Agenda Request**  
**November 10, 2022**

Item No. 02

Requester: Management Analyst Kevin Becker

**Agenda Item Request**

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Consider approval of the minutes of the October 13, 2022 Capital Improvements Advisory Committee meeting.

**Background Information**

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NA

**Attachments/Supporting Documentation**

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1. October 13, 2022 Capital Improvements Advisory Committee minutes.

**Budget/Financial Impact**

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NA

**Recommendation**

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NA

**Motion**

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I make a motion to approve the minutes of the October 13, 2022 Capital Improvements Advisory Committee meeting.



## MINUTES

### Capital Improvements Advisory Committee Meeting

October 13, 2022 | 6:30 PM

Council Chambers

City Hall | 665 Country Club Road, Lucas, Texas

#### Call to Order

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The meeting was called to order at 6:30 pm and the Pledge of Allegiance was recited.

##### **Commissioners Present:**

Chairman Dusty Kuykendall  
Vice Chairman Tommy Tolson  
Commissioner Peggy Rusterholtz  
Commissioner Joe Williams  
Alternate Commissioner James Foster  
Alternate Commissioner Chris Bierman

##### **Commissioners Absent:**

Commissioner Adam Sussman

##### **Staff Present:**

City Manager Joni Clarke  
Assistant City Manager Kent Souriyasak  
City Secretary Erin Day  
Development Services Director Joe Hilbourn  
Public Works Director Scott Holden  
CIP Manager Patrick Hubbard  
Management Analyst Kevin Becker  
Contract Engineer Joe Grajewski  
City Attorney Courtney Morris

##### **City Council Liaison Present:**

Mayor Jim Olk

#### Regular Agenda

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1. **Consider the appointment of a Chairperson and Vice-Chairperson for the Capital Improvements Advisory Committee.**

No discussion was had on this item.

**MOTION:** A motion was made by Vice Chairman Tommy Tolson, seconded by Commissioner Joe Williams, to nominate James Foster as Chairperson and Chris Bierman and Vice-Chairperson of the Capital Improvements Advisory Committee. The motion passed unanimously by a 4 to 0 vote.

2. **Receive a presentation by Birkhoff, Hendricks & Carter, LLP regarding the process for the City's Capital Improvements Plan including impact fees**

Development Services Director Joe Hilbourn gave a presentation detailing the role of the Committee, the order of operations, and gave updates related to the Comprehensive Plan.

Gary Hendricks with Birkhoff, Hendricks & Carter, LLP gave a presentation regarding the process for the Capital Improvement Plan and Impact Fees and explained to the Committee what their role would be. He presented a schedule and explained the timeline for the process.

City Manager Joni Clarke informed the committee that the Comprehensive Plan will be brought forward at the next Planning and Zoning Commission meeting as it pertains to the Capital Improvements Advisory Committee discussions.

**3. Adjournment.**

**MOTION:** A motion was made by Chairman Dusty Kuykendall, seconded by Commissioner Joe Williams, to adjourn the meeting at 6:52 pm. The motion passed unanimously by a 4 to 0 vote.

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Dusty Kuykendall, Chairman

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Kevin Becker, Management Analyst