



AGENDA

Capital Improvements Advisory Committee Meeting

January 12, 2023 | 6:15 PM

Council Chambers

City Hall | 665 Country Club Road, Lucas, Texas

Notice is hereby given that a meeting of the City of Lucas Capital Improvements Advisory Committee will be held on January 12, 2023, at 6:15 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 City Secretary or designee 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 Erin Day, City Secretary at eday@lucastexas.us 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 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 November 10, 2022 Capital Improvements Advisory Committee meeting. **(City Secretary Erin Day)**
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 on or before 5:00 p.m. on January 6, 2023.

Erin Day, City Secretary

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 City Secretary Erin Day at 972-912-1211 or by email at eday@lucastexas.us at least 48 hours prior to the meeting.



City of Lucas

Capital Improvements Advisory Committee Agenda Request

January 12, 2023

Item No. 01

Requester: Public Works Director Scott Holden
CIP Manager Patrick Hubbard

Agenda Item Request

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

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. The City Council made revisions to the draft Thoroughfare Plan at the December 1, 2022 City Council Meeting, necessitating revisions to the proposed Roadway Impact Fees and a repeat of the mandated presentation.

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

1. 2022-2032 Water and Roadway Impact Fee Update: Adoption Schedule
2. Capital Improvement Advisory Committee Recommendation Letter

Budget/Financial Impact

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



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Item No. 01

cost. Because it is confined to specific parameters, it also details rates for water service and potentially other long-term revenue policy decisions.

Recommendation

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

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)) NOTE: Council has 30-calendar days to take action
		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 and 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 and ordinance, order or resolution approving the amendments to the Land Use Assumptions, Capital Improvement Plan (Sec. 395.057(b))

POSTPONED BY CITY

January 3, 2023			City Staff	Publish Impact Fee Advisory Meeting Notice and Agenda (Sec. 395.055)
	January 12, 2023		Impact Fee Advisory Committee Meeting	Advisory Committee Meeting (Sec. 395.056) a) Review of Roadway CIP Update b) Review of Roadway Impact Fee Updates c) Advisory Committee Recommendation Letter to City Council
January 16, 2023			City Staff	Finalize Impact Fee Update Report
		January 19, 2023		City Council to set a Public Hearing on Amendments to Land Use Assumptions, Capital Improvement Plan, or Impact Fee (Sec. 395.053) for March 2, 2023
On or Before February 2, 2023			Notice of Public Hearing	Deadline for Publication of Notice of Public Hearing on March 2, 2023 in local newspaper (Sec. 395.055; 395.044(b))
February 2, 2023			Final Impact Fee Update Report	Final Impact Fee Update Report Published and made available for public review (Sec. 395.054)
		March 2, 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)) NOTE: Council has 30-calendar days to take action
			Possible Council Action	If Impact Fee Amendments are approved, adopt and ordinance, order or resolution approving the amendments to the Land Use Assumptions, Capital Improvement Plan (Sec. 395.057(b))
		March 16, 2023	Possible Council Action	If council action on 03/02/2023, 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 and ordinance, order or resolution approving the amendments to the Land Use Assumptions, Capital Improvement Plan (Sec. 395.057(b))



1/12/2023

Re: Water and Roadway Impact Fee Update
Impact Fee Advisory Committee Recommendation

Honorable Mayor Olk and the City of Lucas City Council:

The City of Lucas Impact Fee Advisory Committee, established in accordance with Section 395.058 of the Texas Local Government Code, met on this date for reviewing the 2022-2032 Roadway and Water impact fee update.

The Impact Fee Advisory Committee reviewed both the 2022-2032 updated Impact Fee Roadway and Water Land Use Assumptions prepared by the City of Lucas Planning and Development Staff; and the calculated Maximum Roadway and Water Impact Fees prepared by Birkhoff, Hendricks & Carter, L.L.P. Professional Engineers.

On behalf of the Advisory Committee, we find the updated Impact Fee Land Use Plan to be consistent with the City's current Comprehensive Plan, and the updated Roadway and Water Capital Improvement Plans to be consistent with the land use plan.

Sincerely

James Foster, Chairman, Capital
Improvements Advisory Committee



City of Lucas
Capital Improvements Advisory
Committee Agenda Request
January 12, 2023

Item No. 02

Requester: City Secretary Erin Day

Agenda Item Request

Consider the approval of the minutes of the November 10, 2022 Capital Improvement Advisory Committee Meeting.

Background Information

NA

Attachments/Supporting Documentation

1. 11-10-2022 Capital Improvements Advisory Committee Meeting Minutes

Budget/Financial Impact

NA

Recommendation

NA

Motion

I make a motion to approve the minutes of the November 10, 2022 Capital Improvements Advisory Committee.



MINUTES

Capital Improvement Advisory Committee Meeting

November 10, 2022 | 6:30 PM

Council Chambers

City Hall | 665 Country Club Road, Lucas, Texas

Call to Order

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

Commissioners Present:

Chairman James Foster
Vice Chairman Chris Bierman
Commissioner Dusty Kuykendall
Commissioner Tommy Tolson
Commissioner Peggy Rusterholtz
Commissioner Adam Sussman

Commissioners Absent:

Commissioner Joe Williams

Staff Present:

City Manager Joni Clarke
Assistant City Manager Kent Souriyasak
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

- 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.**

Gary Hendricks with Birkoff, Hendricks and Carter gave a presentation on this item on water impact fees including land use assumptions for impact fees, the Water Capital Improvement plan and Roadway Improvement Plan for impact fees, and fee calculations.

Kelly Parma with Lee Engineering also gave a presentation on Roadway Impact Fees presented on the roadway impact fees and answered questions from the Capital Improvements Advisory Committee.

Commissioner Peggy Rusterholtz asked City Staff to review the projects that are scheduled for the future to determine if the money being generated from the impact fees will actually be going towards the projects or if there may be changes down the line. City Manager Joni Clarke and Mayor Jim Olk gave clarification on what impact fees are and what projects could be funded by them.

The Capital Improvements Advisory Committee discussed corrections to the recommendation letter that will be presented to City Council with City staff.

MOTION: A motion was made by Commissioner Sussman, seconded by Commissioner Kuykendall, to recommend that the City Council approve proceeding with the Capital Improvement Plan (CIP) and Impact Fee Updates with Land Use Assumptions as presented. The motion passed unanimously by a 6 to 0 vote.

2. Consider Approval of the minutes of the October 13, 2022 Capital Improvements Advisory Committee Meeting.

MOTION: A motion was made by Commissioner Rusterholtz, seconded by Commissioner Tolson, to nominate James Foster as Chairperson and Chris Bierman and Vice-Chairperson of the Capital Improvement Advisory Committee. The motion passed unanimously by a 6 to 0 vote.

3. Adjournment.

MOTION: A motion was made by Chairman Foster, seconded by Commissioner Kuykendall to adjourn the meeting at 7:26 pm. The motion passed unanimously by a 6 to 0 vote.

James Foster, Chairman

Erin Day, City Secretary