

A G E N D A

A regular meeting of the Impact Fee Capital Improvements Advisory Committee (IFCIAC) to be held at the Waxahachie Civic Center, 2000 Civic Center Lane, Meeting Rooms A and B, Waxahachie, Texas, on ***Tuesday, May 13, 2025 at 6:15 p.m.***

Committee Members:

Rick Keeler, Chairman
Marlene Norcross, Vice Chairman
David Hudgins
Jenny Bridges
Wendy Johnson
Chad Hicks
Terry Connor
Jimmy Poarch
Dalton Bradbury
Doug Pate
Paul Colwell
Travis Smith

1. Call to Order
2. Invocation
3. ***Public Comments:*** Persons may address the Impact Fee Capital Improvements Advisory Committee on any issues. This is the appropriate time for citizens to address the Committee on any concern whether on this agenda or not. In accordance with the State of Texas Open Meetings Act, the Committee may not comment or deliberate such statements during this period, except as authorized by Section 551.042, Texas Government Code.
4. ***Approval*** of minutes of the regular Impact Fee Capital Improvements Advisory Committee meeting of October 15, 2024
5. ***Hear*** the 2025 Impact Fee Revenue and Expenditure Activity Mid-Year Report
6. ***Consider*** recommendation of the 2025 Impact Fee Revenue and Expenditure Activity Mid-Year Report
7. Adjourn

The IFCIAC reserves the right to go into Executive Session as authorized by Section 551.071(2) of the Texas Government Code, for the purpose of seeking confidential legal advice from legal counsel on any agenda item listed herein. This meeting location is wheelchair-accessible. Parking for mobility-impaired persons is available. Any request for sign interpretive services must be made forty-eight hours ahead of the meeting. To make arrangements, call the City Secretary at 469-309-4006 or (TDD) 1-800-RELAY TX

Notice of Potential Quorum
One or more members of the Waxahachie City Council and/or
Planning & Zoning Commission may be present at this meeting.

The Impact Fee Capital Improvements Advisory Committee (IFCIAC) held a regular meeting on Tuesday, October 15, 2024 at 6:00 p.m. at the Waxahachie Civic Center, 2000 Civic Center Lane, Meeting Rooms A and B, Waxahachie, Texas.

Members Present: Rick Keeler, Chairman
Marlene Norcross, Vice Chairman
David Hudgins
Jeff Reed
Wendy Johnson
Chad Hicks
Jimmy Poarch, Ad-Hoc Member
Paul Colwell, Ad-Hoc Member
Doug Pate, Ad-Hoc Member

Members Absent: Jenny Bridges
Dalton Bradbury, Ad-Hoc Member
Travis Smith, City Council Member

Others Present: Amber Villarreal, City Secretary
Jennifer Pruitt, Senior Director of Planning
Zack King, Planning Manager
Amil Spencer-Berry, Utilities Business Operations Manager
Eneida Ojeda, Public Works & Engineering Business
Operations Manager

- 1. Call to Order**
- 2. Invocation**

Chairman Rick Keeler called the meeting to order and gave the invocation.

- 3. Public Comments**

None.

- 4. Reorganize the Committee**

Action:

David Hudgins moved to nominate Rick Keeler as Chairman. Motion was seconded by Jeff Reed and carried 7-0-1 with Rick Keeler abstaining.

David Hudgins moved to nominate Marlene Norcross as Vice Chairman. Motion was seconded by Jeff Reed and carried 7-0-1 with Marlene Norcross abstaining.

- 5. Approval of minutes of the regular Impact Fee Capital Improvements Advisory Committee meeting of July 8, 2024**

Action:

Jimmy Poarch moved to approve minutes of the regular Impact Fee Capital Improvements Advisory Committee meeting of July 8, 2024. Motion was seconded by David Hudgins and carried unanimously (9-0).

6. Presentation to accept Impact Fee revenue and expenditure activity from April 1, 2024 - September 30, 2024

Zack King, Planning Manager, explained the end-of-year report identifies fees collected and expended, current and future projects, entitlements, and proposed increases to impact fees. He acknowledged the compilation of the report is a multi-departmental task and thanked those who contributed.

Amil Spencer-Berry, Utilities Business Operations Manager, reviewed the revenues and expenditures for Water Impact Fees for October 1, 2023-September 30, 2024.

Current Fiscal Year	(Through 9/30/2024)
Beginning Balance	\$4,149,343.54
Revenues	\$3,130,625.91
Expenses	\$317,784.65
Ending Balance	\$6,962,184.80

He presented a brief summary of the projects which have been funded, or partially funded through the use of Water Impact Fees during FY 23-24:

- Distribution Line: Lofland Road/Ovilla Road Phase 2 (*Engineering Design Phase*)
- Howard Road Water Treatment Plant High Service Pump No. 5 (*Construction Phase*)
- Water Distribution System Master Plan Update 2024 (*Professional Services*)
- Water Main Extension US77 to Old Italy Road (*Engineering Design Phase*)
- IH-35 Water Main Lofland to Butcher Road (*Construction Phase*)
- Debt Service

Anticipated FY 25 Water Impact Fee expenditures:

- FM 878 at 287 Bypass 12" and 16" Oversize Waterline Participation (*Construction Phase*)
**currently on hold*
- Saddlebrook Estates Phase III 16" Oversize Water Line Participation (*Construction Phase*)
**currently on hold*

{Doug Pate arrived at 6:13 p.m.}

Mr. Spencer-Berry reviewed the revenues and expenditures for Sewer Impact Fees for October 1, 2023-September 30, 2024.

Current Fiscal Year	(Through 9/30/2024)
Beginning Balance	\$3,859,941.86
Revenues	\$2,895,718.58
Expenses	\$1,700,737.16
Ending Balance	\$5,054,923.28

He reviewed the summary of projects which have been funded, or partially funded through the use of Sewer Impact Fees during FY 23-24:

- Jefferson Lift Station Capacity Expansion (*Construction Phase*)
- Wastewater Collection Master Plan Update – FY23 (*Professional Services*)
- Wastewater Treatment Plant Master Plan Update (*Professional Services*)
- Grove Creek Parallel Gravity Trunk Sewer Phase IV (*Construction Phase*)
- Debt Service

Anticipated FY 25 Sewer Impact Fee expenditures

- Lower Mustang Creek Trunk Sewer Phase 3 (*Engineering Design Phase*) **currently on hold*
- Pine Meadows Oversize Wastewater Line Participation (*Construction Phase*) **currently on hold*

Eneida Ojeda, Public Works & Engineering Business Operations Manager, reviewed the revenues and expenditures for Roadway Impact Fees for October 1, 2023-September 30, 2024 within the seven (7) Service Areas.

Service Area	FY 2024 Start (10/1/2023)	Revenues	Interest Allocation	Expense	March 2024 End (09/30/2024)
Service Area 1	\$531,150.83	\$3,044.10	\$28,427.54	----	\$562,622.47
Service Area 2	\$4,705,832.40	\$1,110,735.23	\$309,532.58	----	\$6,126,100.21
Service Area 3	\$956,538.98	\$198,008.28	\$61,440.01	----	\$1,215,987.27
Service Area 4	\$2,162,483.25	\$244,735.07	\$99,445.11	\$538,500.00	\$1,968,163.43
Service Area 5	\$2,888,594.27	\$139,169.58	\$139,173.03	\$412,500.00	\$2,754,436.88
Service Area 6	\$2,508,543.32	\$416,728.96	\$155,258.99	7,729.94	\$3,072,801.33
Service Area 7	\$1,704,028.18	\$4,067.14	\$90,897.45	----	\$1,798,992.77

Interest	----	\$884,174.72	----	----	----
Total	\$15,457,171.23	\$3,000,663.08	\$884,174.72	\$958,729.94	\$17,499,104.37

She reviewed a summary of FY 24 Roadway Impact Fee expenditures:

- Left turn lane, with signal upgrades, from Northgate onto Highway 77 (Service Area 4)
- Broadhead Road Reconstruction (Service Area 5) *This project has been postponed by City Council.

Ms. Ojeda also reviewed the anticipated FY 24 Roadway Impact Fee expenditures:

- Ovilla Road Widening (FM 664) (Service Area 1)
- Farley Street (Service Area 4)
- Broadhead Road Reconstruction (*Construction Phase*) (Service Area 5) *This project has been postponed by City Council.
- Roadway Impact Fee Service Area Boundary Analysis

Action:

Jeff Reed moved to accept and recommend approval of the 2023-2024 Impact Fee Revenue and Expenditure Activity End of Year Report, as presented by staff. Motion was seconded by Paul Colwell and carried unanimously (9-0).

7. Adjourn

There being no further business, the meeting adjourned at 6:21 p.m.

Respectfully submitted,

Amber Villarreal
City Secretary



Memorandum

To: Impact Fee Advisory Committee

From: Trenton Robertson, Senior Director of Planning

Thru: Michael Scott, City Manager

Date: May 13 2025

Re: FY 2025 Impact Fee Revenue and Expenditure Activity Mid-Year Report

RECOMMENDED MOTION

"I move to accept and recommend approval of the 2025 Impact Fee Revenue and Expenditure Activity Mid-Year Report as presented by staff."

In October of 2024, city staff presented the End-of-Year FY 2024 Impact Fee Revenue and Expenditure Activity Report to the Impact Fee Capital Improvement Advisory Committee (IFCIAC) and City Council. The activity summary detailed impact fee revenue and expenditures from October 1, 2023 to September 30, 2024. The following report entails the Impact Fee revenue and expenditure activity summary for the 2025 fiscal year, which includes data from October 1, 2024 to March 31, 2025.

Impact fees are authorized under Chapter 395 of the Texas Local Government Code and empower municipalities to levy a charge or assessment against new development to generate revenue for funding or recouping the costs of capital improvements or facility expansions necessitated by and attributable to new development.

Impact Fee Revenues and Expenditures

Below illustrates the revenues and expenditures for water, wastewater and roadway impact fees from October 1, 2024, to March 31, 2025, with a brief explanation of the associated spending from each project.

Water Impact Fees

Current Fiscal Year	(Through 03/31/2025)
Beginning Balance	\$6,985,719.37
Revenues	\$1,175,703.00
Expenses	\$56,485.80
Ending Balance	\$8,104,936.57

Water Impact Fee Expenditure Summary FY 2025

Below is a summary of the active projects which have been funded or partially funded through the use of water impact fees. The figures below are a total water impact fee allocated for each project and the status of the project, not the FY25 impact fee expenses.

Distribution Line: Lofland/Ovilla Road Phase 2 (Engineering Design Phase)

This project is currently in the design phase. The project scope includes the installation of a water transmission line along Ovilla Road between Marshall Road and US 287 Bypass. The project includes the installation of approximately 5,800 linear feet of 20-inch and 24-inch diameter pipes. In FY 2023, \$672,575.00 was transferred from Water Impact Fees into this project. The Consultant Engineer is finalizing the 100% construction plans, securing two additional easements, and preparing the plans for the construction bidding process.

Howard Road WTP High Service Pump No.5 (Construction Phase)

This project is currently under construction. The project scope includes, but is not limited to, the addition of Pump No. 5 at the High Service Pump Station. Work also includes the necessary electrical, instrumentation, and programming for a complete installation to enhance the treated water pumping capacity for the Howard Road Water Treatment Plant's distribution system. In FY 2022, \$718,263 was transferred from Water Impact Fees into this project fund. The project has reached substantial completion, and the contractor is working on the final punch list items of the project.

Water Distribution System Master Plan Update 2024 - (Professional Services)

This project is currently in the phase of finalizing the capital improvement projects. The project scope includes a revision to the Water Distribution System Master Plan. The revision encompasses updating land use assumptions, water demand projections, hydraulic water models, and recommending Capital Improvements Plan adjustments. In FY 2022, \$305,500.00 was transferred from Water Impact Fees into this project. The Consultant Engineer has finalized and submitted the master plan to the City. This project is complete.

Water Main Extension US77 to Old Italy RD (Engineering Design Phase)

This project is currently in the design phase. The project will extend approximately 2,100 linear feet of 24-inch water line and 3,000 linear feet of 12-inch water line from US 77 to Old Italy Road. This water line extension will serve the Waxahachie ISD's new high school and account for development near the construction of TxDOT's Spur 394. This year, \$225,300 was transferred from Water Impact Fees into this project. The Consultant Engineer is finalizing the 100% construction plans, securing two additional easements, and preparing the plans for the construction bidding process.

I-35 Water Main Lofland to Butcher (Construction Phase)

This project is currently in the design phase. The project scope includes the installation of a water transmission along the east right of way of I-35. The project includes the installation of approximately 4,230 linear feet of 18-inch water line connecting the existing 18-inch water lines at Butcher Road and Lofland Road's south side near the Owens Corning facility. In FY 2022, \$132,250.00 was transferred from Water Impact Fees into this project. The project construction is approximately 30% complete.

Debt Service

The City issues debt for financing long-term infrastructure capital improvements. Infrastructure includes those basic physical structures the government provides to support basic services, including improvements and new components to the City's utility system. Utility-related bond projects are largely financed by a portion of the monthly water fees paid by the City's utility customers. Additionally, water impact fees may be used to support and partially offset the required annual debt service for these bond funds. In FY 2025, water impact fees contributed \$98,250.00 toward the City's water debt service.

Anticipated FY 2025 Water Impact Fee Expenditures**FM 878 at 287 Bypass 12" and 16" Oversize Waterline Participation (Construction Phase)**

This project is an anticipated construction project. The project scope includes the installation of a water transmission to extend water service from Cleaver Street to the eastern portion of the service area, encompassing FM 878 and FM 879 areas in the 715 Pressure Plane. The project includes the installation of approximately 13,500 linear feet of 16" and 12" water lines in addition to a bored waterline crossing beneath US-287 Bypass at Cleaver Street, connecting to the existing water line on Parks School House Road to establish a looped system. In FY 2023, \$416,000.00 was transferred from Water Impact Fees into this project. This project was postponed indefinitely, and the impact fees were returned to the Water Impact Fee fund.

Saddle Brook Estates Phase III 16" Oversize Water Line Participation (Construction Phase)

This project is an anticipated City's oversize participation share in the construction of 1,160 linear feet of 16-inch diameter water line within the Saddlebrook Estates development. Funding for the project will include a contribution from the Water Impact Fee fund, with the specific obligation to be determined based on the developer's finalized plans.

Wastewater Impact Fees

Current Fiscal Year	(Through 03/31/2025)
Beginning Balance	\$4,981,891.50
Revenues	\$1,170,218.00
Expenses	\$184,051.80
Ending Balance	\$5,968,057.70

Wastewater Impact Fee Expenditure Summary FY 2025

Below is a summary of the projects which have been funded or partially funded through the use of wastewater impact fees during the FY 2025 budget year. The figures below are a total wastewater impact fee allocated for each project and the status of the project, not the FY25 impact fee expenses.

Jefferson Lift Station Capacity Expansion (Construction Phase)

This project is substantially complete. The project scope included, but was not limited to, upgrading the Jefferson Lift Station to enhance pumping capacity from 28 MGD to 32 MGD, with future expansion potential to 48 MGD. In FY 2022, the project was partially funded with \$984,931.00 of Wastewater Impact Fees that were transferred to this project. The project is now complete.

Wastewater Collection System Master Plan Update – FY23(Professional Services)

This project is currently in the phase of finalizing the capital improvement projects. The project scope includes a revision to land use assumptions, wastewater demand, flow projections, hydraulic models, and the Capital Improvements Plan. In FY 2022, \$344,500.00 was transferred from Wastewater Impact Fees into this project. The Consultant Engineer has finalized and submitted the master plan to the City. This project is now complete.

Wastewater Treatment Plant Master Plan Update (Professional Services)

This project is currently in the condition assessment analysis phase for the master plan update. The project scope is to update the Wastewater Treatment Facilities Master Plan due to growth within the City planning area. The project consists of a Phase 1 to evaluate the existing plant site and two (2) additional sites to determine maximum amount of treatment capacity. Phase 2 of the project will provide planning level details of the treatment facilities needed to treat the flow identified in the Wastewater Treatment Master Plan and the location of the facilities. In FY 2022, \$276,000.00 was transferred from Wastewater Impact Fees into this project. The Consultant Engineer has submitted a draft master plan, which is now under staff review.

Grove Creek Parallel Gravity Trunk Sewer Phase IV (Construction Phase)

This project is currently under construction. The project scope includes the installation of approximately 18,675 linear feet of 27-inch diameter sanitary sewer main and 645 new five-foot diameter sanitary sewer manholes. This project is parallel to the existing Grove Creek Trunk Sewer, which runs from a point south of Butcher Road at Highland Village to the Grove Creek Lift Station. In FY 2022, this project was partially funded with \$3,052,565.00 of Wastewater Impact Fees that were transferred to this project fund. The project construction is substantially complete.

Debt Service

The City issues debt for financing long-term infrastructure capital improvements. Infrastructure includes those basic physical structures provided by the government to support basic services, including improvements and new components to the City's utility system. Utility-related bond projects are largely financed by a portion of the monthly sewer fees paid by the City's utility customers. Additionally, wastewater impact fees may be used to support and partially offset the required annual debt service for these bond funds. In FY 2025, wastewater impact fees contributed \$1,221,358.00 toward the City's wastewater debt service.

Anticipated FY 2025 Wastewater Impact Fee Expenditures

Lower Mustang Creek Trunk Sewer Phase 3 (Engineering Design Phase)

This project is an anticipated engineering design project. The project scope includes the installation of a sanitary sewer main from the existing 27" gravity sewer near the Lower Mustang Creek Lift Station, extending northwest upstream along Mustang Creek approximately and terminating near FM 878 and US Hwy 287 Bypass intersection. This project includes the installation of approximately 15,000 linear feet of 12-inch and 21-inch diameter sewer line that will provide service to an undeveloped area east of US Hwy 287 Bypass and FM 878/879 corridor. In FY 2023, this project was funded with \$367,000.00 of Wastewater Impact Fees that were transferred to this project. This project was postponed indefinitely, and the impact fees were returned to the Water Impact Fee fund.

Pine Meadows Oversized Wastewater Line Participation Project (Construction Phase)

This project is an anticipated City's oversize participation share in the construction of a 15-inch sanitary sewer line along Cantrell Street. Funding for the project will include a contribution from the Wastewater Impact Fee fund, with the specific obligation to be determined based on the developer's finalized plans.

Roadway Impact Fees

Below is a table illustrating the revenues and expenditures for roadway impact fees from October 1, 2024, to March 31, 2025:

Service Area	FY 2025 Start (10/01/2024)	Revenues	Interest Allocation	Expense	March 2025 End (03/31/2025)
Service Area 1	\$562,754.26	----	\$9,548.97	\$152,045.74	\$420,257.49
Service Area 2	\$6,127,535.13	\$589,105.71	\$156,161.84	----	\$6,872,802.68
Service Area 3	\$1,216,272.09	\$221,098.96	\$33,418.86	----	\$1,470,789.91
Service Area 4	\$1,968,624.43	----	\$45,770.50	----	\$2,014,394.93
Service Area 5	\$3,146,496.00	\$20,366.28	\$73,629.52	----	\$3,240,491.80
Service Area 6	\$3,016,193.60	\$107,769.48	\$61,212.19	\$491,179.58	\$2,693,995.69
Service Area 7	\$1,799,574.53	\$174,887.02	\$45,906.21	----	\$2,020,367.76
Interest	----	\$425,648.09	----	----	----
Total	\$17,837,450.04	\$1,538,875.54	\$425,648.09	\$643,225.32	\$18,733,100.26

Roadway Impact Fee Expenditure Summary FY 2025

Below is a summary of the projects which have been funded, or partially funded through the use of Roadway impact fees during the FY 2025 budget year. The figures below are a total roadway impact fee allocated for each project and the status of the project, not the FY25 impact fee expenses.

Left turn lane of Northgate onto Highway 77 - Service Area 4

This project has been completed and is being closed out. No additional money has been allocated to the project in FY25 for this project. The total construction contract amount is \$477,206.70.

Broadhead Road Reconstruction - Service Area 5

This project was terminated by the City Council. The \$412,500 in project funds has been returned to Roadway Impact Fees Service Area 5.

New High School Road between Spur 394 and US 77 - Service Area 6

This project has completed 90% design plans and is being reviewed by City staff and right-of-way is being acquired. The project includes a four-lane concrete roadway from the new Spur 394 to the northwest for approximately 5,600 feet and then turns toward the west and runs an additional 850 feet to US 77. It includes left turn lanes near the new high school and new intersections at the connection with Old Italy Road and Matthews Street. The design budget is \$964,000.

Anticipated FY 2025 Roadway Impact Fee Expenditures

Future projects for Roadways that may utilize impact fee money within FY 2025 include:

Ovilla Road Widening (FM 664) - Service Area 1

The Texas Department of Transportation (TxDOT) requires the City to reimburse the State for the ROW acquisition needed to widen FM 664. The city entered into an agreement with TxDOT to pay the initial cost of \$136,207 in 2022, and a yearly payment of \$156,776 from 2023 to 2026. Up to date, the city has paid \$288,253 (initial payment and 2023) out of General Fund and a payment of \$152,045.74 (paid Oct. 2024) was made from Impact Fee Service Area 1 to TxDOT. Future yearly payments (2025 & 2026) will likewise be paid from roadway impact fees.

Cardinal Road (power corridor to Vista Way) - Service Area 2

This project has not yet begun and is dependent upon development, but design is anticipated to start before the end of the fiscal year. Development proposed at the intersection of US 77 and Grove Creek Road is proposing to construct of a portion of Cardinal Road from US 77 eastward to a power corridor. This project would allocate an estimated \$375,000 for design of the roadway extension of a four-lane concrete roadway from the power corridor near US 77 to Vista Way.

Farley Street - Service Area 4

This project has been presented before and has had preliminary design completed. In order to refine the scope of the project, City Staff has been working with a licensed traffic engineer to determine the appropriate timing for the roadway widening of the different segments of Farley Street. This will lead to a more refined scope for the Farley Street project. Additional information will be provided in future updates.

Engineering Design for New High School Road between Spur 394 and US 77 - Service Area 6

This project is currently 90% designed, will complete its design this fiscal year, and be bid for construction. The project estimates for construction are \$9,500,000 and includes a four-lane concrete roadway from the new Spur 394 to the northwest for approximately 5,600 feet and then turns toward the west and runs an additional 850 feet to US 77. It includes left turn lanes near the new high school and new intersections at the connection with Old Italy Road and Matthews Street.

Future Roadway Impact Fee Projects FY 2026

Cardinal Road (power corridor to Vista Way) – Service Area 2

Design of this project is anticipated prior to the end of FY25. Development proposed at the intersection of US 77 and Grove Creek Road is proposing to construct of a portion of Cardinal Road as a four-lane divided roadway from US 77 eastward to a power corridor. Cardinal Road is on the impact fee capital improvement plan and this project would allocate an estimated \$3,750,000 for construction of the roadway extension from the power corridor to Vista Way.

Cardinal Road (IH 35E to US 77) – Service Area 2

Design of this segment of the Cardinal Road thoroughfare is anticipated in FY26. This segment includes design of a four-lane concrete arterial roadway between the Lofland Road bridge at IH 35E and Cardinal Road at US 77. Improvements to Cardinal Road through this segment is on the impact fee capital improvement plan. Design for this segment is anticipated to include approximately two years for permitting with Union Pacific Railroad. T is project would allocate \$500,000 for design of the roadway extension and widening from the Lofland Road bridge at IH 35E to Cardinal Road at US 77.

Next Steps

Upon receiving acceptance of this report by the Impact Fee Advisory Committee, staff will provide it to City Council for consideration. Staff will continue to provide periodic updates to the Impact Fee Advisory Committee regarding the use of impact fees and the progress on the overall Capital Improvement Plan.

Staff intends to provide its next Impact report to the Advisory Committee in the Fall of 2025, covering revenues and expenses for the period from FY 2019 through FY 2025. This report will serve as the five-year update of Land Use Assumptions and Capital Improvements Plan required by Chapter 395 of the Texas Local Government Code. Capital improvement plans and land use assumptions must be updated at minimum every five years. The City's next update must be completed prior to December 7, 2025. Staff has contracted with a professional engineering firm to complete an update to the City's water, wastewater and roadway impact fees, and updates to the capital improvement plan prior to December 7, 2025.

Roadway Impact Fee Service Area Map

