

A G E N D A

A 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, June 24, 2025 at 5:30 p.m.***

IFCIAC 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 May 13, 2025
5. ***Hear*** presentation of the five-year update to Land Use Assumptions and Capital Improvement Plans (roads, water, and wastewater) for the Impact Fee Program and provide comments
6. ***Consider*** recommendation of the updated Land Use Assumptions and Capital Improvement Plans for roads, water, and wastewater facilities for the Impact Fee Program
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, May 13, 2025 at 6:15 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
Jenny Bridges
David Hudgins
Wendy Johnson
Terry Connor
Jimmy Poarch, Ad-Hoc Member
Doug Pate, Ad-Hoc Member

Members Absent: Chad Hicks
Paul Colwell, Ad-Hoc Member
Dalton Bradbury, Ad-Hoc Member
Travis Smith, City Council Member

Others Present: Amber Villarreal, City Secretary
Trenton Robertson, Senior Director of Planning
Zack King, Planning Manager
Amil Spencer-Berry, Utilities Business Operations Manager
Justin Stoker, Senior Director of Public Works & Engineering

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

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

- 3. Public Comments**

None.

- 4. Approval of minutes of the regular Impact Fee Capital Improvements Advisory Committee meeting of October 15, 2024**

Action:

Marlene Norcross moved to approve minutes of the regular Impact Fee Capital Improvements Advisory Committee meeting of October 15, 2024. Motion was seconded by David Hudgins and carried unanimously (7-0).

- 5. 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, 2024-March 31, 2025.

Current Fiscal Year	(Through 3/31/2025)
Beginning Balance	\$6,985,719.37
Revenues	\$1,175,703.00
Expenses	\$56,485.80
Ending Balance	\$8,104,936.57

He presented a brief summary of the projects which have been funded, or partially funded through the use of Water Impact Fees during FY 25:

- 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*)
- Saddlebrook Estates Phase III 16” Oversize Water Line Participation (*Construction Phase*)

Mr. Spencer-Berry reviewed the revenues and expenditures for Sewer Impact Fees for October 1, 2024-March 31, 2025.

Current Fiscal Year	(Through 3/31/2025)
Beginning Balance	\$4,981,891.50
Revenues	\$1,170,218.00
Expenses	\$184,051.80
Ending Balance	\$5,968,057.70

He reviewed the summary of projects which have been funded, or partially funded through the use of Sewer Impact Fees during FY 25:

- 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

{Doug Pate arrived at 6:21 p.m.}

Anticipated FY 25 Sewer Impact Fee expenditures

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

Jimmy Poarch inquired about the debt service and Mr. Spencer-Berry explained the Finance Department has a debt schedule that can be provided for review.

Justin Stoker, Senior Director of Public Works and Engineering, reviewed the revenues and expenditures for Roadway Impact Fees for October 1, 2024-March 31, 2025 within the seven (7) Service Areas.

Service Area	FY 2025 Start (10/1/2024)	Revenues	Interest Allocation	Expense	March 2025 End (3/31/2025)
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

He reviewed a summary of FY 25 Roadway Impact Fee expenditures:

- Left turn lane, with signal upgrades, from Northgate onto Highway 77 (Service Area 4)
- Broadhead Road Reconstruction (Service Area 5)
- New High School Road between Spur 394 and US 77 (Service Area 6)

Mr. Stoker also reviewed the anticipated FY 25 Roadway Impact Fee expenditures:

- Ovilla Road Widening (FM 664) (Service Area 1)
- Cardinal Road (power corridor to Vista Way) (Service Area 2)
- Farley Street (Service Area 4)
- Engineering Design for New High School Road between Spur 394 and US 77 (Service Area 6)

Mr. Stoker reviewed the future Roadway Impact Fee Projects for FY 2026:

- Cardinal Road (power corridor to Vista Way) (Service Area 2)
- Cardinal Road (IH 35E to US 77) (Service Area 2)

Action:

Jenny Bridges moved to accept and recommend approval of the 2025 Impact Fee Revenue and Expenditure Activity Mid-Year Report as presented. Motion was seconded by Marlene Norcross and carried unanimously (8-0).

6. Adjourn

There being no further business, the meeting adjourned at 6:53 p.m.

Respectfully submitted,

Amber Villarreal
City Secretary



Memorandum

To: Impact Fee Capital Improvement Advisory Committee
From: Trenton Robertson, Senior Director of Planning
Thru: Michael Scott, City Manager
Date: June 24, 2025
Re: Impact Fee Program 5-Year Update – Land Use Assumptions and
Capital Improvement Plans Presentation

On Tuesday, June 24, 2025, Freese and Nichols will present their initial proposal for updates to Land Use Assumptions (LUA) and preliminary Capital Improvement Plans (CIP) to the Impact Fee Capital Improvement Advisory Committee (IFCIAC). As part of the Impact Fee Program, periodic updates of the land use assumptions and capital improvement plans must be conducted at a minimum of every five years. IFCIAC review and approval of the proposed land use assumptions and capital improvement plans is the first formal step in the update process. The City's next 5-year update is proposed to be completed in August of 2025.