

A G E N D A

The Impact Fee Capital Improvements Advisory Committee (IFCIAC) will hold a regular meeting on ***Monday, November 10, 2025 at 6:00 p.m.*** Waxahachie Civic Center, 2000 Civic Center Lane, Meeting Rooms A and B, Waxahachie, Texas.

Committee Members:

Wendy Johnson
Jenny Bridges
Terry Connor
Chad Hicks
Jimmy Poarch
Ryan Simpson
Bart Underwood
Dalton Bradbury, Ad-Hoc Member
Paul Colwell, Ad-Hoc Member
DeAnne Fite, Ad-Hoc Member
Doug Pate, Ad-Hoc Member
Travis Smith, City Council Liaison

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. ***Reorganize*** the Committee
5. ***Approval*** of minutes of the regular Impact Fee Capital Improvements Advisory Committee meeting of July 8, 2025
6. ***Presentation*** to accept Impact Fee revenue and expenditure activity from April 1, 2025 - September 30, 2025
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.

ACCESSIBILITY STATEMENT

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 ADA Coordinator at (469) 309-4000 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.

Impact Fee Capital Improvements Advisory Committee
July 8, 2028

The Impact Fee Capital Improvements Advisory Committee (IFCIAC) held a regular meeting on Tuesday, July 8, 2025 at 5:30 p.m. at the Waxahachie Chamber of Commerce, 412 S Rogers Street, Suite 100, Waxahachie, Texas.

Members Present: Rick Keeler, Chairman
David Hudgins
Jenny Bridges
Wendy Johnson
Chad Hicks
Terry Connor
Jimmy Poarch
Doug Pate
Travis Smith

Members Absent: Marlene Norcross, Vice Chairman
Dalton Bradbury
Paul Colwell

Others Present: Amber Villarreal, City Secretary
Trenton Robertson, Senior Director of Planning
Zack King, Planning Manager

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 June 24, 2025

Action:

David Hudgins moved to approve minutes of the regular Impact Fee Capital Improvements Advisory Committee meeting of June 24, 2025. Motion was seconded by Jenny Bridges and carried unanimously (7-0).

5. Hear presentation on the five-year update to the Impact Fee and Collection Rate for the Impact Fee Program, including the Impact Fee Capital Improvement Plans, Cost per Service Unit Calculations, and Benchmarking

{Travis Smith arrived at 5:35 p.m.} {Terry Connor arrived at 5:39 p.m.}

Eddie Haas and Cullen Carlson, Freese and Nichols, presented and reviewed land use assumptions (2025–2035), capital improvement plans (CIPs), and cost per service unit calculations for roads, water, and wastewater infrastructure. Based on this review, the IFCIAC recommends:

- Approval of the land use assumptions and growth forecasts.
- Approval of the CIPs for water, wastewater, and roads.
- Adoption of the maximum credited impact fee rates per service unit.
- Completion of a credit analysis in preparation for a potential rate change in 2028.

Recommended Maximum Credited Impact Fee Rates:

ROADS Service Area	Maximum Credited Collection Rate (per service unit)
1	\$1,915.00
2	\$1,380.00
3	\$1,767.00
4	\$1,778.00
5	\$1,779.00
WATER	Maximum Credited Collection Rate (per service unit)
	\$4,028.00
WASTEWATER	Maximum Credited Collection Rate (per service unit)
	\$5,329.00

Members discussed adopting the maximum rates to support long-term infrastructure development while maintaining the community's quality of life. It further recommends that new development pay its full share of infrastructure costs, with no discounts.

It was noted that despite the updated impact fees, Waxahachie taxpayers will still cover at least 50% of future infrastructure expenses. The IFCIAC recommends the City Council to approve the Impact Fee Program update, as presented, and the associated policies.

6. Consider recommendation of the updated Impact Fee and Collection Rate for the Impact Fee Program

Action:

Jimmy Poarch moved to accept and recommend approval of the updated Impact Fee and Collection Rate, subject to staff recommendation, as presented. Motion was seconded by Jenny Bridges and carried unanimously (9-0).

The IFCIAC discussed policy and recommended updating the letter to City Council to include its recommendation that a credit analysis be conducted in preparation for a possible rate change in 2028.

7. Adjourn

There being no further business, the meeting adjourned at 6:48 p.m.

Respectfully submitted,
Amber Villarreal, City Secretary

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Memorandum

To: Impact Fee Advisory Committee
From: Trenton Robertson, Senior Director of Planning
Thru: Ricky Boyd, Interim City Manager *RB*
Date: November 10, 2025
Re: FY 2025 Impact Fee Revenue and Expenditure Activity End-of-Year Report

RECOMMENDED MOTION

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

In May of 2025, city staff presented the Mid-Year FY 2025 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, 2024 to March 31, 2025. 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 September 30, 2025.

In August of 2025, City Council approved the 2025 Impact Fee Program Update. Updates to the Impact Fee Program are required every five years per Chapter 395 of the Texas Local Government Code. As part of the 2025 Impact Fee Program Update, land use assumptions, water, sewer, and roadway impact fees, and the Roadway Impact Fee Service Area boundaries were updated. These updates became effective on 9/17/2025.

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.

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Impact Fee Revenues and Expenditures

Below illustrates the revenues and expenditures for water, wastewater and roadway impact fees from October 1, 2024, to September 30, 2025, with a brief explanation of the associated spending from each project.

Water Impact Fees

Current Fiscal Year	(Through 09/30/2025)
Beginning Balance	\$6,985,719.37
Revenues	\$3,185,378.00
Expenses	\$387,040.67
Ending Balance	\$9,823,924.40

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 (Construction Phase)

This project is currently in the construction 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 5,000 linear feet 24-inch diameter pipe. In FY 2023, \$672,575.00 was transferred from Water Impact Fees into this project. The Notice to Proceed has been issued, and the Contractor is preparing to mobilize.

Water Main Extension US77 to Old Italy RD (Construction Phase)

This project is currently in the construction 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, \$2,800,000.00 was transferred from Water Impact Fees into this project. The Notice to Proceed has been Issued, and the Contractor is preparing to mobilize.

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

This project is currently in the construction 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 80% complete.

Howard Road Water Treatment Plant Master Plan Update - (Professional Services)

Project scope is to update the Howard Water Treatment Facility Master Plan due to growth within the City planning area. In FY 2025, \$24,500.00 was transferred from Water Impact Fees into this project. The Consultant Engineer is currently working on condition assessment of the Howard Water Treatment Plant assets.

Waxahachie Impact Fee Program Update - (Professional Services)

The City of Waxahachie last approved the Impact Fee Program in December 2020. The project scope is to update the impact fee program as required by the state in 5-year intervals. The review process includes updating land use assumptions, revising the capital improvements plan, and recalculating the maximum allowable impact fees. In FY 2025, \$62,313.00 was transferred from Water Impact Fees into this project. The final report was approved by City Council on September 17, 2025.

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

The project scope included, but was not limited to, the addition of Pump No. 5 at the High Service Pump Station. Work also included 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, \$718,263.00 was transferred from Water Impact Fees into this project fund. The project is now complete.

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

The project scope included a revision to the Water Distribution System Master Plan. The revision encompassed 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. The project is now 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 2026 Water Impact Fee Expenditures**Cardinal Road Water Transmission Line (Professional Services)**

This project involves the anticipated construction of approximately 2,400 linear feet of 24-inch water line extending from BNSF Railroad along Cardinal Road to US 77, as well as 4,000 linear feet of 16-inch water main along Cardinal Road connecting to the existing 16-inch water line at the intersection of Vista Way and Grove Creek Road. Project funding will be provided through a \$500,000.00 contribution from 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 09/30/2025)
Beginning Balance	\$4,981,891.50
Revenues	\$3,179,817.00
Expenses	\$260,149.48
Ending Balance	\$7,901,559.02

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.

Waxahachie Impact Fee Program Update - (Professional Services)

The City of Waxahachie last approved the Impact Fee Program in December 2020. The project scope is to update the impact fee program as required by the state in 5-year intervals. The review process includes updating land use assumptions, revising the capital improvements plan, and recalculating the maximum allowable impact fees. In FY 2025, \$62,313.00 was transferred from Wastewater Impact Fees into this project. The final report was approved by City Council on September 17, 2025.

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

The project scope included 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. The project is now complete.

Wastewater Treatment Plant Master Plan Update (Professional Services)

The project scope was to update the Wastewater Treatment Facilities Master Plan due to growth within the City planning area. The project consisted 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 finalized and submitted the master plan to the City. The project is now 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 2026 Wastewater Impact Fee Expenditures**Wastewater Treatment Plant Expansion – Preliminary Design (Professional Services)**

This project involves preliminary design efforts to evaluate treatment processes, layout configurations, expansion phasing, and permitting requirements in coordination with TCEQ. Funding will be provided through a \$1,000,000.00 contribution from the Wastewater Impact Fee Fund.

High School Gravity Sewer from High School Property to Railroad (Professional Services)

This project includes preliminary design efforts for the installation of approximately 2,200 linear feet of 18-inch gravity sewer line, extending from WISD High School to the Railroad right-of-way. Funding will be provided through a \$1,000,000.00 contribution from the Wastewater Impact Fee Fund.

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Roadway Impact Fees

Below is a table illustrating the revenues and expenditures for roadway impact fees from October 1, 2024, to September 30, 2025:

Service Area	FY 2025 Start (10/01/2024)	Revenues	Interest Allocation	Expense	FY 2025 End (09/30/2025)
Service Area 1	\$562,754.26	----	\$17,151.73	\$163,599.02	\$416,306.97
Service Area 2	\$6,127,535.13	\$1,497,843.66	\$317,222.01	\$242,985.28	\$7,699,615.52
Service Area 3	\$1,216,272.09	\$366,818.22	\$67,529.07	\$11,553.28	\$1,639,066.10
Service Area 4	\$1,968,624.43	\$87,541.53	\$87,857.16	\$11,553.29	\$2,132,469.83
Service Area 5	\$3,146,496.00	\$71,281.98	\$1237,771.72	\$11,553.29	\$3,343,996.41
Service Area 6	\$3,016,193.60	\$302,780.92	\$111,796.98	\$717,234.19	\$2,713,537.31
Service Area 7	\$1,799,574.53	\$1,020,852.14	\$120,697.5	\$11,553.29	\$2,929,570.88
Interest	----	\$860,026.17	----	----	----
Total	\$17,837,450.04	\$4,207,144.62	\$860,026.17	\$1,170,031.64	\$20,874,563.02

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.

Note that impact fee service area boundaries were revised on September 17, 2025 with the approval of the Impact Fee Update study. Updates for this annual report will utilize the boundaries that were used throughout most of the year. Fiscal Year 2026 updates will utilize the new boundaries. Maps showing the revised boundaries are provided below.

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.

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

This project has completed 99% design plans and is awaiting final comments on the plans from TxDOT. The last segment of right-of-way is being acquired. Design and right-of-way acquisition will be completed soon and the project should go out to bid in January 2026. 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.

Waxahachie Impact Fee Program Update - (Professional Services)

The City of Waxahachie last approved its Impact Fee Program in December 2020. This project aims to update the impact fee program as mandated by state law, which requires updates every five years. The review process includes updating land use assumptions, revising the capital improvements plan, and recalculating the maximum allowable impact fees.

In FY 2025, \$11,553.29 was transferred from each Roadway Impact Fees Service Area (1-7) to this project, resulting in a total of \$80,873.03. The final report was approved by City Council on September 17, 2025.

Anticipated FY 2026 Roadway Impact Fee Expenditures

Future projects for Roadways that may utilize impact fee money 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 \$152,045.74 from 2023 to 2026. Up to date, the city has paid \$288,252.48 (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 (Oct. 2025 and Oct. 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 in the coming months. Development proposed at the intersection of US 77 and Grove Creek Road will construct a portion of Cardinal Road from US 77 eastward to a power corridor. This project would allocate an estimated \$375,000 for design of a four-lane concrete roadway extension from the power corridor near US 77 to Vista Way.

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Farley Street - Service Area 4

City Council has recently approved an agreement with a consultant to begin design of the roadway reconstruction between US 287 and the drive entrance to Brown-Singleton Park. The roadway will be widened to a four-lane concrete roadway with sidewalk, lighting, curb and gutter. Utilities will also be upgraded but funded separately.

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

This project is currently 99% designed, will complete its final design in FY26, and be bid for construction in Jan 2026. 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 and potential construction of this project is in conjunction with private development and is anticipated to begin in FY26. Development proposed at the intersection of US 77 and Grove Creek Road will construct 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 would allocate an estimated \$3,750,000 for the construction of the roadway extension from the power corridor to Vista Way.

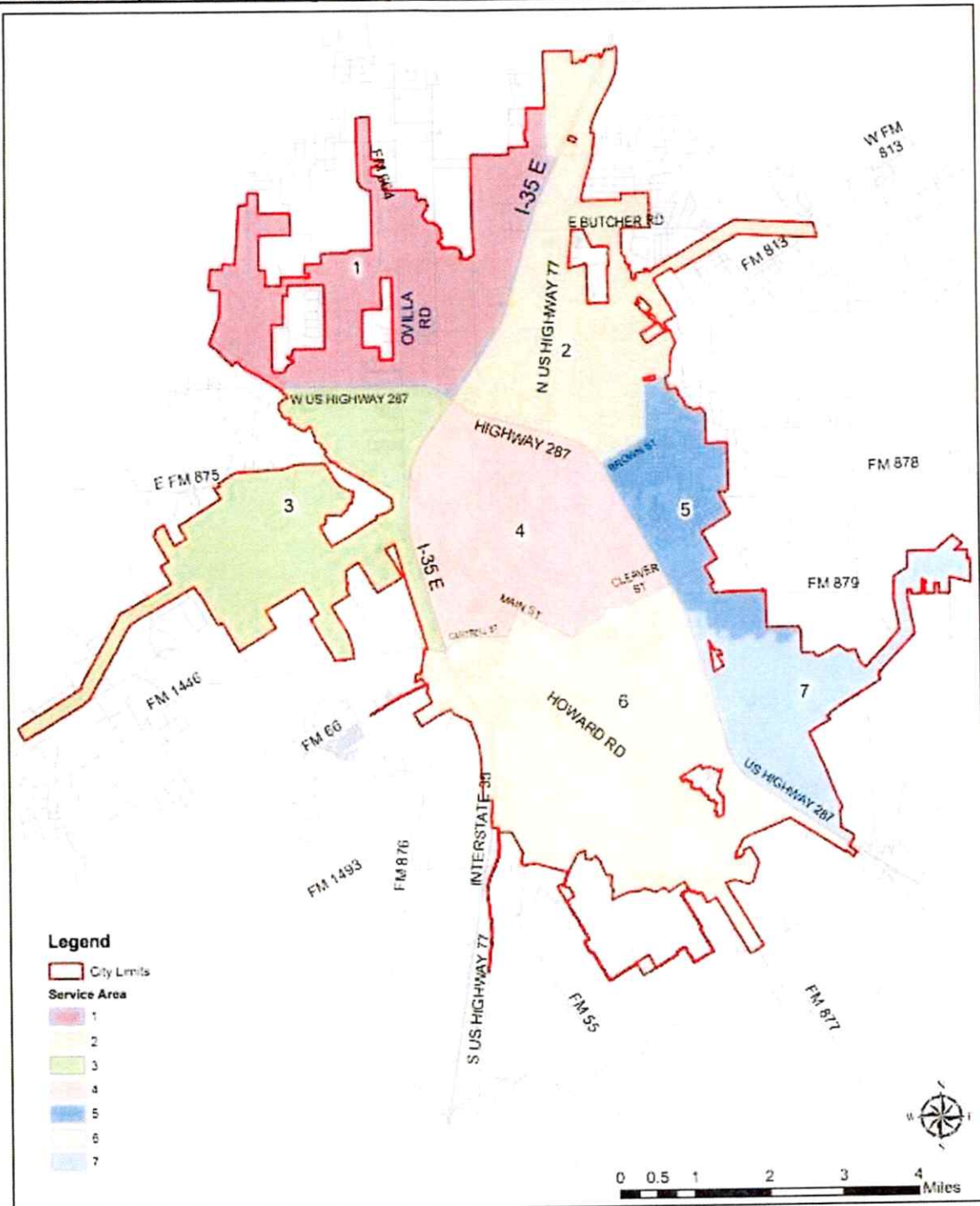
Cardinal Road (IH 35E to US 77) – Service Area 2

Design of this segment of the Cardinal Road thoroughfare is anticipated in FY26. This design includes a four-lane concrete arterial roadway with full street improvements between the Lofland Road bridge and US 77. Improvements to Cardinal Road along this segment are on the impact fee capital improvement plan. Design, permitting, and right-of-way acquisition is anticipated to take two years, which includes the process for permitting with Burlington Northern Santa Fe (BNSF) railroad, Oncor power, TxDOT, and necessary right-of-way acquisition. The design budget for this project is \$500,000.

Next Steps

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 Spring of 2026, covering revenues and expenses for the period from October 1, 2025 through March 31, 2026.

Roadway Impact Fee Service Area Map
(October 1, 2024 through September 17, 2025)



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Roadway Impact Fee Service Area Map

(September 17, 2025 through September 30, 2025)

