

**MINUTES OF THE MEETING OF THE JERSEY VILLAGE  
CAPITAL IMPROVEMENTS ADVISORY COMMITTEE**

April 10, 2024 – 6:00 p.m.

THE CAPITAL IMPROVEMENTS ADVISORY COMMITTEE (CIAC) OF THE CITY OF JERSEY VILLAGE, TEXAS, CONVENED ON APRIL 10, 2024, AT 6:15 P.M. IN THE CIVIC CENTER MEETING ROOM, 16327 LAKEVIEW DRIVE, JERSEY VILLAGE, TEXAS.

**A. The meeting was called to order at 6:15 p.m. and the roll of appointed officers was taken. Commissioners present were:**

Rick Faircloth, Chairman  
Eric Henao, Committee Member  
Nestor Mena, Committee Member  
Debra Mergel, Committee Member

Cynthia Kopinitz, Committee Member  
David L. Lock, Committee Member

Council Liaison, Drew Wasson was present at this meeting.

Staff in attendance: Lorri Coody, City Secretary and Austin Bleess, City Manager.

Committee Member, Charles A. Butler, III was not present at this meeting. City Attorney, Justin Pruitt, was not present at this meeting.

**B. CITIZENS' COMMENTS** - Any person who desires to address the Capital Improvements Advisory Committee regarding an item on the agenda will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the comment is on the agenda, the City staff and Committee Members are not allowed to discuss the subject. Each person is limited to five (5) minutes for comments to the Capital Improvements Advisory Committee.

**Jim Fields, 16412 Saint Helier, Jersey Village, Texas (713) 206-1184** – Mr. Fields spoke to the Committee. He stated that he was looking at a map he found online in a Quiddity report and pointed out an error that he felt was reflected in the map. Chairman Faircloth stated that the map has been changed and this map Mr. Fields is referring to has since been updated.

He had questions about who pays impact fees. City Manager Bleess stated that the developers pay these fees. He also had questions about the connections for the baseball stadium and what those fees would be. He also stated that he had further questions concerning the connections and fees to which City Manager Bleess responded accordingly.

**C. Consider approval of the minutes for the meeting held on November 29, 2023.**

Committee Member Henao moved to approve the minutes for the meeting held on November 29, 2023. Committee Member Kopinitz seconded the motion. The vote follows:

Ayes: Commissioners Members Henao, Mergel, Mena, Lock, and Kopinitz  
Chairman Faircloth.

Nays: None

The motion carried.

**D. Discuss and take appropriate action concerning fiscal year 2023-2024 growth rate, capital improvement projects completed, and impact fees collected, and review the capital improvements projects identified in the Capital Improvements Plan in order to prepare**

**the Capital Improvements Advisory Committee’s April 2024 Semi-Annual Progress Report for presentation to City Council on April 22, 2024.**

**BACKGROUND INFORMATION:** Sec. 395.052 of the Local Government Code requires a periodic update of Land Use Assumptions and Capital Improvements Plan at least every five years. By law the update must be done by a professional engineer. In accordance with these provisions, on November 29, 2023, the Capital Improvements Advisory Committee met with Consultants from Quiddity Engineering, LLC formerly known as Jones | Carter in order to review and discuss the 2023 Update Study concerning land use assumptions, capital improvements plan and impact fees, which was prepared by these Consultants and recommended that City Council approve the Draft Water and Wastewater Impact Fee Study Report.

On December 18, 2023, under Ordinance 2023-31, City Council adopted the updated Land Use Assumptions, a Capital Improvements Plan, and Impact Fees for water and wastewater facilities in accordance with Chapter 395 of the Texas Local Government Code.

Sec. 395.058(c)(4) of the Local Government Code requires that this Committee file semiannual reports with respect to the progress of the capital improvements plan and report to the City Council any perceived inequities in implementing the plan or imposing the impact fee.

Accordingly, this meeting is to review the status of the impact fee eligible projects and make sure that any expended impact fee dollars are being spent only on these projects. The impact fee eligible projects are as follow:

**Water System Capital Improvement Projects:**

No.	Description of Project	Cost
W-12	Water Master Plan – Ongoing	\$125,000
W-13	Impact Fee Study & Rate Analysis	\$75,000
W-14	Proposed Water Facility #4	\$10,534,000
W-15	City of Houston Interconnect No. 2	\$2,135,000
W-16	FM 529 8” & 12” Water Line from Harms Rd to Hwy 290 – Service to ETJ	\$2,971,000
W-17	Charles Rd 8” & Wright Rd 12” Water Line Loop – Service to ETJ	\$1,720,000
W-18	Wright Rd 12” Water Line from Charles Rd to Hwy 290 – Service to ETJ	\$1,724,000
W-19	Fairview St 12” Water Line from FM 529 to Taylor Rd – Service to ETJ	\$5,121,000
W-20	Harms Rd 12” Water Line from FM 529 to Taylor Rd – Service to ETJ	\$3,119,000
W-21	Musgrove Ln 8” & 12” Water Line from Taylor Rd to Jones Rd Along Hwy 290 – Service to ETJ	\$1,417,000
W-22	Taylor Rd 8” & 12” Water Line Extension from Hwy 290 to Edge of ETJ – Service to ETJ	\$761,000
<b>Total</b>		<b>\$29,702,000</b>

**Wastewater System Capital Improvement Projects:**

No.	Description of Project	Cost
S-6	Wastewater Master Plan – Ongoing	\$175,000
S-7	Impact Fee Study & Rate Analysis	\$75,000
S-10	Jones Rd LS & FM 529 Service Area 8" Wastewater Line - Service to ETJ	\$1,555,000
S-11	FM 529 LS Service Area 8" Wastewater Lines - Service to ETJ	\$3,045,000

S-12	Proposed Taylor Road Lift Station & 12" Force Main to Castlebridge WWTP - Service to ETJ	\$4,932,000
S-13	Wright Rd 8" & 12" Wastewater Line from FM 529 to Hwy 290 - Service to ETJ	\$1,998,000
S-14	Taylor Road 8", 15", & 18" Wastewater Line - Service to ETJ	\$2,017,000
S-15	Fairview St 8" & 12" Wastewater Line from FM 529 to Taylor Rd - Service to ETJ	\$3,921,000
S-16	Harms Rd 8" & 12" Wastewater Line from FM 529 to Taylor Rd - Service to ETJ	\$1,867,000
S-17	Castlebridge WWTP Expansion	\$19,600,000
<b>Total</b>		<b>\$39,185,000</b>

In making your review, maintenance and rehabilitation expenses are not impact fee eligible. Additionally, it is important to note that it is common that impact fees are collected but not always spent. This is acceptable in that these fees will be used in the future for impact fee eligible projects.

The Committee is to review the information presented and recommend whether another impact fee study is needed to increase our impact fees and/or include additional impact fee eligible projects on the CIP list.

An increase in impact fees or an addition of impact fee eligible projects to the CIP list can only be done by a professional engineer; therefore, should the Committee find that changes are needed; the recommendation will be to hire a consultant to re-evaluate the impact fee structure. Should the Committee find that no changes are needed, the recommendation will be that the current impact fee structure is sufficient to support the proposed Water and Wastewater Impact Fee Eligible Projects listed in the Capital Improvements Plan and it is not necessary to conduct an Impact Fee Study to reevaluate the City's impact fee structure.

In completing your review, the Committee will prepare the April 2024 Semiannual Progress Report outlining the findings of your review. To facilitate this process, a proposed report is included in the meeting packet. The final report will be submitted to Council on April 22, 2024.

The Committee engaged in discussion about the report.

With no further discussion on the matter, Committee Member Kopinitz moved to approve the Capital Improvements Advisory Committee April 2024 Semiannual Progress Report, recommending that the current impact fee structure is sufficient to support the proposed Water and Wastewater Impact Fees Eligible Projects listed in the Capital Improvements Plan and it is NOT necessary that the City hire a consultant to conduct an Impact Fee Study to reevaluate the City's impact fee structure. Committee Member Henao seconded the motion. The vote follows:

Ayes: Commissioners Members Henao, Mergel, Mena, Lock, and Kopinitz  
Chairman Faircloth.

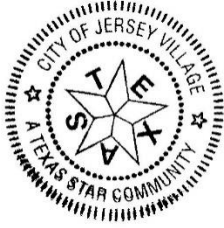
Nays: None

The motion carried.

*Upon passage of this motion, the Semiannual Progress Report was signed for presentation to Council. A copy of the April 2024 Semiannual Progress Report is attached to and made a part of these minutes as Exhibit "A."*

## **E. Adjourn**

With no additional business to conduct, the Committee adjourned at 6:27 p.m.



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Lorri Coody, City Secretary

EXHIBIT A  
CAPITAL IMPROVEMENTS ADVISORY COMMITTEE  
APRIL 10, 2024 MINUTES

**APRIL 2024 SEMIANNUAL PROGRESS  
REPORT**



**CITY OF JERSEY VILLAGE  
CAPITAL IMPROVEMENTS ADVISORY COMMITTEE  
SEMIANNUAL PROGRESS REPORT – APRIL 10, 2024**

The Capital Improvements Advisory Committee has met in order to review current land use assumptions, capital improvements plan and impact fees imposed, in accordance with Chapter 395 of the Texas Local Government Code.

**Background:** Sec. 395.052 of the Local Government Code requires a periodic update of Land Use Assumptions and Capital Improvements Plan at least every five years. By law the update must be done by a professional engineer. In accordance with these provisions, on November 29, 2023, the Capital Improvements Advisory Committee met with Consultants from Jones | Carter in order to review and discuss the 2023 Update Study concerning land use assumptions, capital improvements plan and impact fees, which was prepared by these Consultants and recommended that City Council approve the Draft Water and Wastewater Impact Fee Study Report.

On December 18, 2023 under Ordinance 2023-31, City Council adopted the updated Land Use Assumptions, a Capital Improvements Plan, and Impact Fees for water and wastewater facilities in accordance with Chapter 395 of the Texas Local Government Code.

**Progress:** During the first six months of FY 2023-2024, no permits were issued as shown in the Project Payment Report attached hereto and made a part hereof as Exhibit A.

As of March 31, 2024, the City's Impact Fee Fund has a Cash Balance of \$1,201,428.74 as reflected in the Trial Balance Report attached here to and made a part hereof as Exhibit B.

**Impact Fee Eligible Projects Identified in the Capital Improvements Plan:**

The following is a listing of both Water and Wastewater Impact Fee Eligible Projects identified in the Capital Improvements Plan for future projected growth:

**Water System Capital Improvement Projects:**

No.	Description of Project	Cost
W-12	Water Master Plan – Ongoing	\$125,000
W-13	Impact Fee Study & Rate Analysis	\$75,000
W-14	Proposed Water Facility #4	\$10,534,000
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<b>Total</b>		<b>\$39,185,000</b>

**Recommendations:**

After duly considering all the information before it, the Capital Improvements Advisory Committee recommends to Council that:

  x   The current impact fee structure is sufficient to support the proposed Water and Wastewater Impact Fees Eligible Projects listed in the Capital Improvements Plan and it is not necessary to conduct and Impact Fee Study to reevaluate the City's impact fee structure at this time.

       The current impact fee structure is not sufficient to support the proposed Water and Wastewater Impact Fees Eligible Projects listed in the Capital Improvements Plan and it is necessary that the City hire a consultant to conduct an Impact Fee Study to reevaluate the City's impact fee structure. The budget for this effort is already approved.

Signed and approved this the 10th day of April 2024.

s/Rick Faircloth, Chairman

**ATTEST:**

s/Lorri Coody, City Secretary





# Fee Specific "Impact Waste" and "Impact Water"

Date Paid from Fees feed: 10/01/2023 - 03/31/2024

TITLE	AMOUNT PAID	DATE PAID	TEMPLATE NAME	PROJECT ADDRESS
AVERAGE	\$ 0.00			
TOTAL	\$ 0.00			





Jersey Village, TX

# Trial Balance Account Summary

Date Range: 10/01/2023 - 03/31/2024

Account	Name	Beginning Balance	Period Total Debits	Period Total Credits	Net Change	Ending Balance
<b>Fund: 04 - IMPACT FEE FUND</b>						
<a href="#">04-0-0001</a>	CASH	198,809.30	0.00	81,478.30	-81,478.30	117,331.00
<a href="#">04-0-0005</a>	CASH INVESTED	1,060,244.36	23,853.38	0.00	23,853.38	1,084,097.74
<a href="#">04-0-0115</a>	ACCRUED INTEREST	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-0401</a>	DUE FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-0402</a>	DUE FROM UTILITY FUND	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-0403</a>	DUE FROM DEBT SERVICE FND	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-0405</a>	DUE FROM MOTEL TAX FUND	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-0406</a>	DUE FROM ASSET FORF. FUND	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-0409</a>	DUE FROM DISBURSEMENT FND	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-1010</a>	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-1401</a>	DUE TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-1402</a>	DUE TO UTILITY FUND	-65,743.32	0.00	0.00	0.00	-65,743.32
<a href="#">04-0-1403</a>	DUE TO DEBT SERVICE FUND	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-1405</a>	DUE TO MOTEL TAX FUND	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-1406</a>	DUE TO ASSET FORF. FUND	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-1499</a>	DUE TO DISBURSEMENT FUND	273.00	38,829.54	38,745.54	84.00	357.00
<a href="#">04-0-2050</a>	EXPENDITURE CONTROL	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-2060</a>	REVENUE CONTROL	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-2100</a>	PRIOR YEAR FUND BALANCE	-639,797.95	0.00	0.00	0.00	-639,797.95
<a href="#">04-0-2104</a>	RESERVED WATER CAPACITY	-216,370.91	0.00	0.00	0.00	-216,370.91
<a href="#">04-0-2105</a>	RESERVED W/W CAPACITY	-337,414.48	0.00	0.00	0.00	-337,414.48
<a href="#">04-0-2106</a>	RESERVED- WATER DISTRIBUTION	0.00	0.00	0.00	0.00	0.00
<a href="#">04-0-2107</a>	RESERVED-W/W COLLECTION	0.00	0.00	0.00	0.00	0.00
<a href="#">04-43-8547</a>	WATER DISTRIBUTION	0.00	31.50	94.50	-63.00	-63.00
<a href="#">04-43-8548</a>	SEWER PLANT CAPACITY	0.00	10.50	31.50	-21.00	-21.00
<a href="#">04-43-8549</a>	WATER PLANT CAPACITY	0.00	0.00	0.00	0.00	0.00
<a href="#">04-43-8551</a>	SEWER COLLECTION	0.00	0.00	0.00	0.00	0.00
<a href="#">04-43-9601</a>	INTEREST EARNED	0.00	0.00	23,853.38	-23,853.38	-23,853.38
<a href="#">04-45-5515</a>	CONSULTANT SERVICES	0.00	81,478.30	0.00	81,478.30	81,478.30
<a href="#">04-45-9761</a>	TRANSFER TO UTILITY FUND	0.00	0.00	0.00	0.00	0.00
<b>Fund 04 Total:</b>		<b>0.00</b>	<b>144,203.22</b>	<b>144,203.22</b>	<b>0.00</b>	<b>0.00</b>
<b>Report Total:</b>		<b>0.00</b>	<b>144,203.22</b>	<b>144,203.22</b>	<b>0.00</b>	<b>0.00</b>

Fund Summary

Fund	Beginning Balance	Total Debits	Total Credits	Ending Balance
04 - IMPACT FEE FUND	0.00	144,203.22	144,203.22	0.00
Report Total:	0.00	144,203.22	144,203.22	0.00