



**NOTICE OF MEETING
IMPACT FEE ADVISORY COMMITTEE
OF MARBLE FALLS, TEXAS
Thursday, February 1, 2018 – 6:00 pm**

A quorum of the Marble Falls City Council and the Planning and Zoning Commission may be present

Notice is hereby given that the City of Marble Falls Impact Fee Advisory Committee will meet on **Thursday, February 1, 2018** in **regular session at 6:00 p.m.** in the City Council Chambers at 800 Third Street, Marble Falls, Texas.

The agenda listed below is distributed to the Committee members and the Marble Falls Public Library no later than the Monday preceding the Committee meeting. The agenda is also posted on the City's website: www.marblefallstx.gov

- 1. CALL TO ORDER AND ANNOUNCE PRESENCE OF QUORUM**
- 2. Citizen/Visitor Comments to be heard for items not on the agenda:** This is an opportunity for citizens to address the Impact Fee Advisory Committee concerning an issue of community interest that is not on the agenda. Comments on a specific agenda item must be made when the agenda item comes before the Commission. The Chair may place a time limit on all comments. Any deliberation of an issue raised during Citizen Comments is limited to a proposal to place it on the agenda for a later meeting.
- 3. APPROVAL OF MINUTES:** Minutes from the September 7, 2017 meeting of the Impact Fee Advisory Committee. *(City Staff)*
- 4. DISCUSSION:** Regarding a summary of impact fees collected since September 3, 2013. *(City Staff)*
- 5. DISCUSSION and ACTION:** Regarding filing of the semi-annual report to monitor and evaluate the implementation of Impact Fees, the Capital Improvement Plan (CIP), and Land Use Assumptions. *(City Staff)*
- 6. ANNOUNCEMENTS:** Request for Qualification for the Impact Fee Update
- 7. DISCUSSION and ACTION:** Establishing the next meeting date of the Impact Fee Advisory Committee. *(City Staff)*
- 8. ADJOURNMENT**

In compliance with the Americans with Disabilities Act, the City of Marble Falls will provide for reasonable accommodations for persons attending the Commission Meetings. To better serve you, requests should be received 24 hours prior to the meeting, by contacting Ms. Christina McDonald, City Secretary, at 830-693-3615.

Certificate of Posting Agenda Meeting Notice

I, Valerie Kreger, Development Services Director for the City of Marble Falls, Texas certify this Meeting Notice was posted at Marble Falls City Hall in a place readily accessible to the general public, on the 26th day of January, 2018, at 5:00 p.m., posted thereafter for at least 72 continuous hours before the scheduled time of said meeting.

A handwritten signature in cursive script that reads "Valerie Kreger". The signature is written in black ink and is positioned above a horizontal line.

Valerie Kreger, AICP, Development Services Director

City of Marble Falls Impact Fee Advisory Committee



**City of Marble Falls
Impact Fee Advisory Committee Agenda Cover Memo
February 1, 2018**

- 3. Approval of Minutes:** Minutes from the September 7, 2017 meeting of the Impact Fee Advisory Committee meeting. (City Staff)

SYNOPSIS

Committee will consider approval of the minutes from the September 7, 2017 meeting.

(Minutes attached following this page)

**THE STATE OF TEXAS
COUNTY OF BURNET
CITY OF MARBLE FALLS**

On the 7th day of September, 2017 the Impact Fee Advisory Committee convened at the regular meeting having been posted as prescribed by law, with the following members present in accordance to-wit:

MEMBERS PRESENT:

Steve Reitz	Chairman
Greg Mills	Committee Member
Darlene Oostermeyer	Committee Member
Tom Martin	Committee Member

MEMBERS ABSENT:

Fred Zagst	Vice-Chairman
Tom Barr	Committee Member
John Kemper	Committee Member
Jason Coleman	Committee Member

STAFF PRESENT:

Mike Hodge	City Manager
Caleb Kraenzel	Assistant City Manager
Valerie Kreger	Director of Development Services
Chelsea Seiter-Weatherford	GIS Analyst
Scarlet Contreras	Secretary to the Committee
Eric Belaj, PE	City Engineer
Tommy Crane	Fire Marshal
Mike Ingalsbe	Building Official

VISITORS:

None

1. CALL TO ORDER AND ANNOUNCE PRESENCE OF QUORUM: Chairman Reitz called the meeting to order at 6:00 pm, and declared a quorum of the Committee is present to conduct the meeting. The meeting was recessed at 6:01pm and resumed at 6:22pm.

2. Citizen/Visitor Comments to be heard for items not on the agenda: This is an opportunity for citizens to address the Impact Fee Advisory Committee concerning an issue of community interest that is not on the agenda. Comments on a specific agenda item must be made when the agenda item comes before the Committee. The Chair may place a time limit on all comments. Any deliberation of an issue raised during Citizen Comments is limited to a proposal to place it on the agenda for a later meeting. There were no person(s) with any public comment(s).

3. APPROVAL OF MINUTES: Minutes from the February 2, 2017 meeting of the Impact Fee Advisory Committee. *(City Staff)* Committee Member Oostermeyer made a motion to approve the minutes as written. Committee Member Mills seconded the motion. The motion was approved by a vote of 4 - 0.

4. DISCUSSION: Regarding a summary of impact fees collected since September 3, 2013. *(City Staff)* Assistant City Manager Caleb Kraenzel addressed the Committee.

5. DISCUSSION AND ACTION: Regarding filing of annual report to monitor and evaluate the implementation of Impact Fees, the Capital Improvement Plan (CIP), and Land Use assumptions. *(City Staff)* Assistant City Manager Caleb Kraenzel addressed the Committee regarding impact fees and Land Use assumptions. City Engineer, Eric Belaj, presented the Committee with updates. Committee Member Martin made a motion to approve the report for filing. Committee Member Oostermeyer seconded the motion. The motion was approved by a vote of 4 – 0.

6. DISCUSSION AND ACTION: Establishing the next meeting date of the Impact Fee Advisory Committee. *(City Staff)* A motion was made by Committee Member Oostermeyer to schedule the next meeting date for February 1, 2018. Committee Member Mills seconded the motion. The motion was approved by a vote of 4 – 0.

7. ADJOURNMENT: There being no further items to discuss, Committee Member Mills made a motion to adjourn the meeting. Committee Member Martin seconded the motion. The motion was approved by a vote of 4– 0. The meeting was adjourned at 6:54 pm.

Steve Reitz - Chairman to the Committee

Scarlet Contreras – Committee Secretary



**City of Marble Falls
Impact Fee Advisory Committee Agenda Cover Memo
February 1, 2018**

4. **Discussion:** Regarding a summary of impact fees collected since September 3, 2013. (City Staff)

SYNOPSIS

Staff will update the Committee regarding impact fees collected since the adoption of the new impact fees on September 3, 2013.

Key: 2017-2018(Oct-Jan 26th)

Residential Collections					
Meter size	Water	Sewer	Total	Land Use	Owner
3/4"	\$853.82	\$256.46	\$1,110.28	Residential	BDL Family LTD/ 5M Construction
3/4"	\$853.82	\$256.46	\$1,110.28	Residential	BDL Family LTD/ Wilfong Construction
3/4"	\$853.82	\$256.46	\$1,110.28	Residential	Cypress Properties/HL Construction
3/4"	\$853.82	\$256.46	\$1,110.28	Residential	Stohler Investment Properties LLC
3/4"	\$853.82	\$256.46	\$1,110.28	Residential	Roger Terry/ Carson Gibson
3/4"	\$853.82	\$256.46	\$1,110.28	Residential	Scott Cherry/ Donica Construction
3/4"	\$853.82	\$256.46	\$1,110.28	Residential	BDL Family LTD/ San Gabriel Builders
3/4"	\$853.82	\$256.46	\$1,110.28	Residential	BDL Family LTD/ San Gabriel Builders
3/4"	\$853.82	\$256.46	\$1,110.28	Residential	BDL Family LTD/ San Gabriel Builders
3/4"	\$853.82	\$256.46	\$1,110.28	Residential	RQ Homes/Brad Shaw
3/4"	\$853.82	\$256.46	\$1,110.28	Residential	RQ Homes/ Brad Shaw
3/4"	\$853.82	\$256.46	\$1,110.28	Residential	Steve Wright/ Wilfong Construction
3/4"	\$853.82	N/A	\$853.82	Residential	Texas Housing Foundation
3/4"	\$853.82	\$256.46	\$1,110.28	Residential	Hayden Whitsett/ Freeman Homes LLC



**City of Marble Falls
Impact Fee Advisory Committee Agenda Cover Memo
February 1, 2018**

¾"	\$853.82	N/A	\$853.82	Residential	Anita Ramsay/ Heritage Builders
¾"	N/A	256.46	256.46	Residential	Penny Pickett/ Brandenburg Plumbing
1"	\$1423.03	N/A	\$1,423.03	Residential	Robert Sotkovski
RES. TOTAL	\$14,230.33	\$3,333.98	\$17,564.31		

Commercial Collections					
Meter size	Water	Sewer	Total	Land Use	Owner
No Impact Fees were collected for commercial projects					
COM. TOTAL					

Key: 2013-2014 2014-2015 2015-2016 2016-2017 2017-2018 (Oct-Jan)

Total Number of Collections			
	Water	Sewer	Total
2013-2014 Residential	11	10	21
2013-2014 Commercial	5	5	10
2014-2015 Residential	33	23	56
2014-2015 Commercial	6	6	12
2015-2016 Residential	41	27	68
2015-2016 Commercial	12	11	23
2016-2017 Residential	26	24	50
2016-2017 Commercial	21	16	37
2017-2018 Residential	16	13	29
2017-2018 Commercial	0	0	0
TOTAL	171	135	306



**City of Marble Falls
Impact Fee Advisory Committee Agenda Cover Memo
February 1, 2018**

Total Collections 2013-2014			
	Water	Sewer	Total
RES. TOTAL	\$ 9,392.02	\$ 2,564.60	\$ 11,956.62
COM. TOTAL	\$ 12,522.70	\$ 3,761.42	\$ 16,284.12
GRAND TOTAL	\$ 21,914.72	\$ 6,326.02	\$ 28,240.74

Total Collections 2014-2015			
	Water	Sewer	Total
RES. TOTAL	\$ 28,970.06	\$ 6,240.52	\$ 35,210.58
COM. TOTAL	\$ 44,000.43	\$ 12,994.00	\$ 56,994.43
GRAND TOTAL	\$ 72,970.49	\$ 19,234.52	\$ 92,205.01

Total Collections 2015-2016			
	Water	Sewer	Total
RES. TOTAL	\$ 35,291.22	\$ 7,266.36	\$ 42,557.58
COM. TOTAL	\$ 35,006.62	\$ 10,258.40	\$ 45,265.02
GRAND TOTAL	\$ 70,297.84	\$ 17,524.76	\$ 87,822.60

Total Collections for Current Fiscal Year 2016-2017			
	Water	Sewer	Total
RES. TOTAL	\$ 23,053.14	\$ 6,155.04	\$ 29,208.18
COM. TOTAL	\$ 82,251.37	\$ 36,588.34	\$ 118,839.71
GRAND TOTAL	\$ 105,304.51	\$ 42,743.38	\$ 148,047.89

Total Collections for Current Fiscal Year 2017-2018 (Oct.-Jan 26)			
	Water	Sewer	Total
RES. TOTAL	\$ 14,230.33	\$ 3,333.98	\$ 17,564.31
COM. TOTAL	\$ 0	\$ 0	\$ 0
GRAND TOTAL	\$ 14,230.33	\$ 3,333.98	\$ 17,564.31



**City of Marble Falls
Impact Fee Advisory Committee Agenda Cover Memo
February 1, 2018**

Total Collections 2013-2018			
	Water	Sewer	Total
RES. TOTAL	\$ 119,160.90	\$ 28,125.10	\$ 147,286.00
COM. TOTAL	\$ 165,242.92	\$ 61,037.56	\$ 226,280.45
GRAND TOTAL	\$ 284,403.80	\$ 89,162.66	\$ 373,566.50



**City of Marble Falls
Impact Fee Advisory Committee Agenda Cover Memo
February 1, 2018**

5. **Discussion and Action:** Regarding filing of the semi-annual report to monitor and evaluate the implementation of Impact Fees, the Capital Improvement Plan (CIP), and Land Use Assumptions. (City Staff)

SYNOPSIS

Monitoring and filing of an annual report related to Impact Fees is a necessity. The Committee must meet at a minimum bi-annually to evaluate impact fees, the associated Capital Improvement Plan relating to Impact Fees, and the Lands Use Assumptions for the Impact Fee area as required by Chapter 395 TLGC.

The report consists of statements to make findings on the progress of the overall impact fees process, the Impact Fee Capital Improvement Plan, and the associated Land Use Assumptions.

The staff recommends an update to the Impact Fee ordinance in compliance with Chapter 395 TLGC.

The following page of this memo is the draft report to be filled for the semi-annual report.



**City of Marble Falls
Impact Fee Advisory Committee Agenda Cover Memo
February 1, 2018**

To: City of Marble Falls City Council

From: Impact Fee Advisory Committee

Regarding: Impact Fee Advisory Committee Semi-Annual Report

The purpose of this report is to provide City Council an update of the status of impact fees, Land Use Assumptions, and the Capital Improvements Plan as included in the Impact Fee Report, dated September 3, 2013.

The Impact Fee ordinance has been in place since September 3, 2013. Any building permit for new construction will trigger assessment and collection of impact fees. Due to the recent adoption of the Impact Fee and associated study, the volume of development within the September 2013 to February 2018 evaluation period is consistent with projected growth and development patterns.

At this time the Land Use Assumptions continue to be consistent with the adopted 2016 Comprehensive Plan Land Use Plan, and therefore no revisions are required at this time. The Capital Improvement Projects within the Impact Fee Ordinance that are connected to impact fees are commencing consistent with the approved plan. An update to the impact fees has commenced.

The Impact Fee Advisory Committee does not believe that any revisions to the Land Use Assumptions, Capital Improvements Plan, or Impact Fees are warranted at this time.

Chairperson name: Steve Reitz

Signature: _____

Date: _____



**City of Marble Falls
Impact Fee Advisory Committee Agenda Cover Memo
February 1, 2018**

DRAFT EXAMPLE ONLY

March 6, 2017

Honorable Greg Abbott
Texas Attorney General
300 W. 15th Street
Austin, TX 78701

RE: Impact Fee Compliance Letter

Dear General Abbott:

As Mayor of the City of Marble Falls, Texas (the "City"), I hereby certify that the City imposes impacts fees in accordance with the requirements of Chapter 395 of the Texas Local Government Code.

In accordance with Section 395.082(b): "This statement certifies compliance with Chapter 395, Local Government Code."

Very truly yours,

John Packer
Mayor of the City of Marble Falls, Texas

Cc: Mike Hodge, City Manager
Caleb Kraenzel, Assistant City Manager
Patty Akers, City Attorney
Valerie Kreger, AICP, Development Services Director



**City of Marble Falls
Impact Fee Advisory Committee Agenda Cover Memo
February 1, 2018**

6. **Discussion:** Request for Qualification for the Impact Fee Update.

SYNOPSIS

A Request for Qualifications (RFQ) has been sent out to a number of firms to provide the City with an updated impact fee study. An impact fee study and update must occur every five (5) years according to Section 395.052 of Chapter 395 in the TLGC. The last update occurred in 2013.

The current timeline is as follows:

RFQ Process

- RFQ issued: Monday, January 29, 2018
- Questions due by: 5:00PM, Wednesday, February 14, 2018
- Proposal due by: 5:00PM, Wednesday, February 21, 2018
- Evaluation and selection, February/March
- Council contract award, March 6 or March 20, 2018

Project:

- Project Kick-off meeting with Impact Fee Committee, April 2018
- Project study, April – June
 - Workshops or special meetings for project – Schedule TBA
- Public Hearings July- August
- Goal Date of adoption, City Council August 21, 2018



**City of Marble Falls
Impact Fee Advisory Committee Agenda Cover Memo
February 1, 2018**

7. **Discussion and Action:** Establishing the next meeting date of the Impact Fee Advisory Committee. (City Staff)

SYNOPSIS

City Staff will schedule the next meeting as needed. Meetings will be set to discuss the Impact Fee study.

8. **ADJOURNMENT**