

## **AGENDA**

**Called Meeting**  
**Euless Capital Improvements Advisory Committee**  
**Tuesday, May 5, 2026**  
**201 N. Ector Drive, Council Chambers, City Hall**

**6:00 p.m. CALL TO ORDER – CITY HALL – PRECOUNCIL ROOM**

### **PRE-SESSION DISCUSSION ITEMS:**

- Review Agenda for Capital Improvements Advisory Committee Item

### **CLOSED SESSION- deliberation authorized by the Texas Government Code:**

The Capital Improvements Advisory Committee reserves the right to adjourn into Closed Session at any time during the course of this meeting to consult with its attorney regarding any of the matters listed on the agenda, and to seek legal advice related to the Open Meetings Act as authorized by Section 551.071, Texas Government Code.

## **AGENDA**

**6:30 p.m. CAPITAL IMPROVEMENTS ADVISORY COMMITTEE**  
**CONSIDERATION OF SCHEDULED ITEMS IN COUNCIL CHAMBERS**

### **INVOCATION**

Board Member RubyAnne Crites

### **PLEDGE OF ALLEGIANCE**

Board Member LuAnn Portugal

- 1. CONSIDER APPROVAL OF CAPITAL IMPROVEMENTS ADVISORY COMMITTEE MINUTES**
- 2. CONSIDERATION OF RESOLUTION NO. 26-01-CIAC**  
Consideration of a resolution adopting the Capital Improvements Advisory Committee Semi-Annual Report for the period October 1, 2025, through March 31, 2026, and conveying it to the City Council.
- 3. ADJOURN**

**POSTED THIS**  
**APRIL 29, BY 5:00 P.M.**

This agenda is posted in accordance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code. If you plan to attend this public meeting and you have a disability that requires special arrangements, please contact our office at 817-685-1623. Reasonable accommodations will be made to assist your needs.

Agendas will be available for public review on the public bulletin board of City Hall as well as online at [www.eulesstx.gov](http://www.eulesstx.gov) at least 3 business days prior to the meeting.

**CITY OF EULESS  
CAPITAL IMPROVEMENTS ADVISORY COMMITTEE  
NOVEMBER 18, 2025  
MINUTES**

The pre-session meeting of the Capital Improvements Advisory Committee was called to order by Committee Member LuAnn Portugal at 6:00 p.m. in the Pre-Council Conference Room of City Hall, 201 North Ector Drive. Those present included Committee Members RubyAnne Crites, LuAnn Portugal, Toni McMillon, and John Jeffords. Committee Member Mike Collins was absent. Committee Member Portugal stated there was a quorum of members of the Capital Improvements Advisory Committee present.

During the Pre-Session Meeting:

- Interim Director of Planning and Economic Development Lisa Payne reviewed agenda item number 3.

**CAPTIAL IMPROVEMENTS ADVISORTY COMMITTEE CONSIDERATION OF SCHEDULED ITEMS – COUNCIL CHAMBERS**

**STAFF PRESENT:**

Lisa Payne, Interim Director of Planning and Economic Development  
Major Jones, Director of Public Works and Engineering  
David Pendley, Building Official  
Zachary Hall, Fire Inspector / Investigator  
Yvonne Garcia, Administrative Assistant II of Planning and Economic Development

**VISITORS PRESENT:**

None

**INVOCATION**

Committee Member Portugal gave the invocation.

**THE PLEDGE OF ALLEGIANCE**

Committee Member Crites led the pledge of allegiance.

**ITEM 1. ELECTION OF OFFICERS-CHAIRMAN AND VICE CHAIRMAN**

Committee Member RubyAnne Crites made a motion to nominate Mike Collins as Chairman. Committee Member LuAnn Portugal seconded the motion. The vote was as follows:

Ayes: Committee Members Crites, Portugal, McMillon, and Jeffords

Nays: None

Abstention: None

Committee Member Portugal declared the motion carried. (4-0-0)

Committee Member RubyAnne Crites made a motion to nominate LuAnn Portugal as Vice Chair. Committee Member Toni McMillon seconded the motion. The vote was as follows:

Ayes: Committee Members Crites, Portugal, McMillon, and Jeffords

Nays: None

Abstention: None

Vice Chair Portugal declared the motion carried. (4-0-0)

## **ITEM 2. CONSIDERED APPROVAL OF CIAC MINUTES**

Committee Member Crites made a motion to approve the minutes for the called meeting of May 20, 2025.

Committee Member McMillon seconded the motion. The vote was as follows:

Ayes: Vice Chair Portugal and Committee Members Crites, McMillon, and Jeffords

Nays: None

Abstention: None

Vice Chair Portugal declared the motion carried. (4-0-0)

## **ITEM 3. CASE NO. 25-02-CIAC – APPROVED RESOLUTION NO. 25-02-CIAC**

Interim Director of Planning and Economic Development Lisa Payne gave a brief description of the case. Resolution No. 25-02-CIAC conveys the Semi-Annual Report for the period of April 1, 2025 through September 30, 2025. Impact fees collected were \$218,277 for water and \$61,911 for wastewater. Impact fee funds disbursed from the accounts during this time period totaled \$110,026. During this period, impact fees were allocated for the following: Reclaimed Water Line Extension Debt Payment (Project WT1403) for \$60,026, and Trinity River Authority Sewer Payment (Project WW0605) for \$50,000.

The amount of funds available in the Water Impact Fee Fund as of September 30, 2025 is \$3,148,638. A portion totaling \$3,070,020 is invested in interest bearing accounts and is available immediately. The amount of funds available in the Wastewater Impact Fee Fund as of September 30, 2025 is \$732,833. A portion totaling \$723,633 is invested in interest bearing accounts and is available immediately.

There were no questions or comments presented by the Committee.

Committee Member Jeffords made a motion to approve Case No. 25-02-CIAC to adopt Resolution No. 25-02-CIAC conveying the Capital Improvements Advisory Committee Semi-Annual Report for the period of April 1, 2025 through September 30, 2025 to the City Council.

Committee Member Crites seconded the motion. The vote was as follows:

Ayes: Vice Chair Portugal and Committee Members Crites, McMillon, and Jeffords

Nays: None

Abstention: None

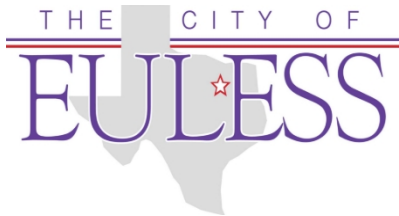
Vice Chair Portugal declared the motion carried. (4-0-0)

**ITEM 4. ADJOURN**

There being no further business, the meeting was adjourned at 6:42 p.m.

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Chairman Collins



**CAPITAL IMPROVEMENTS ADVISORY COMMITTEE COMMUNICATION**  
May 5, 2026

**SUBJECT:** Consider Approval of Resolution No. 26-01-CIAC  
**SUBMITTED BY:** Lisa Payne, Assistant Director of Planning and Economic Development  
**REFERENCE NO:** 26-01-CIAC

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**ACTION REQUESTED:**

Approve Resolution No. 26-01-CIAC adopting the Capital Improvements Advisory Committee Semi-Annual Report for the period of October 1, 2025 through March 31, 2026.

**ALTERNATIVES:**

- Deny the request

**SUMMARY OF SUBJECT:**

The City Council appointed five (5) members to the Capital Improvements Advisory Committee (CIAC). In compliance with Section 395.058 of the Local Government Code, not less than 50% of the members must represent the real estate, development, or building industries and cannot be City employees or City officials. Section 395.058 of the Local Government Code also requires that the CIAC file semi-annual 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 impact fees.

Attached is Resolution No. 26-01-CIAC conveying the Semi-Annual Report for the period of October 1, 2025, through March 31, 2026, to the City Council. Impact fees collected were \$335,631 for water and \$93,367 for wastewater. Impact fee funds disbursed from the accounts during the reporting period totaled \$58,422. During this period, impact fees were allocated for the following: Reclaimed Water Line Extension Debt Payment (Project WT1403) for \$58,422 and Trinity River Authority Sewer Payment (Project WW0605) for \$0.

The amount of funds available in the Water Impact Fee Fund as of March 31, 2026, was \$3,425,848. A portion totaling \$3,422,978 was invested in interest bearing accounts and was available immediately. The amount of funds available in the Wastewater Impact Fee Fund as of March 31, 2026, was \$826,201. A portion totaling \$823,295 was invested in interest bearing accounts and was available immediately.

**SUPPORTING DOCUMENTS:**

1. Resolution 26-01-CIAC
2. Semi-Annual Report - EXHIBIT A
3. Memo from Ross Fairclo, Assistant Director of Finance
4. City of Euless Impact Fee Revenues and Expenses October 1, 2025 through March 31, 2026

## **RESOLUTION 26-01-CIAC**

### **A RESOLUTION CONVEYING THE SEMI-ANNUAL REPORT OF THE CAPITAL IMPROVEMENTS ADVISORY COMMITTEE TO THE CITY COUNCIL, RELATIVE TO THE PROGRESS OF THE CAPITAL IMPROVEMENTS PLAN AND THE IMPOSITION OF IMPACT FEES FOR THE PERIOD OF OCTOBER 1, 2025 THROUGH MARCH 31, 2026.**

WHEREAS, the City Council of the City of Euless, Texas, has adopted Water and Wastewater Impact Fees and is operating under a Capital Improvements Plan as required by Chapter 395 of the Texas Local Government Code for the imposition of impact fees for water and sanitary sewer improvements; and

WHEREAS, the City Council, in compliance with Chapter 395, has appointed a Capital Improvements Advisory Committee to monitor and evaluate implementation of the Capital Improvements Plan; and

WHEREAS, Chapter 395 requires the Capital Improvements Advisory Committee to file semi-annual report to the City Council with respect to the progress of the Capital Improvements Plan and any perceived inequities in implementing the Plan or imposing the impact fees; and

WHEREAS, the Capital Improvements Advisory Committee has monitored and evaluated the implementation of the Capital Improvements Plan and imposition of impact fees.

### **NOW THEREFORE BE IT RESOLVED BY THE CAPITAL IMPROVEMENTS ADVISORY COMMITTEE OF THE CITY OF EULESS, TEXAS:**

SECTION 1. That adequate progress is being made to implement the Capital Improvements Plan for providing facilities necessitated by and attributable to new development.

SECTION 2. That the Capital Improvements Advisory Committee finds no inequities in implementing the Capital Improvements Plan or imposing the impact fees.

SECTION 3. That the Capital Improvements Advisory Committee finds that the impact fees are being collected and that all funds collected are maintained in accordance with the law.

SECTION 4. That the City Council adopted Ordinance No. 1992 on April 9, 2013 approving updated Land Use Assumptions, Capital Improvements Program, and Impact Fee Program in accordance with Texas Local Government Code.

SECTION 5. That the semi-annual report, attached hereto as Exhibit A and accompanying tables and staff memos, are hereby conveyed to the City Council of the City of Euless, Texas for its information.

PASSED AND ADOPTED THIS 5TH DAY OF MAY, 2026.

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Chairman

## **EXHIBIT A**

### **SEMI-ANNUAL REPORT OCTOBER 1, 2025 THROUGH MARCH 31, 2026 BY THE CAPITAL IMPROVEMENTS ADVISORY COMMITTEE MAY 5, 2026**

#### **PURPOSE**

This semi-annual report was prepared by the Capital Improvements Advisory Committee to advise the City Council of the progress of Water and Wastewater Impact Fees and the Capital Improvements Plan, as well as any perceived inequities found in implementing the Plan or imposing the impact fees. It is intended to satisfy the requirements of Chapter 395 of the Local Government Code.

#### **LAND USE ASSUMPTIONS**

The Land Use Assumptions, adopted by City Ordinance No. 1992 on April 9, 2013 provides a description of the City's water and wastewater service area, as well as projections of changes in land use densities and intensities, and projections of population changes in the service area. The Land Use Assumptions have been deemed appropriate for use as the basis for the Capital Improvements Plan (CIP).

#### **CAPITAL IMPROVEMENTS PLAN: WATER AND WASTEWATER**

Appendices A and B of the 2013 Water and Wastewater Impact Fee Review and Update show eligible existing facility costs and eligible proposed facility costs identified in the CIP adopted for water and wastewater. Pages 10-13 of the same report describe the Living Unit Equivalency and Maximum Impact Fee calculations. The CIP is progressing at a pace that meets the demands of the City of Euless. Additions to the water and wastewater systems will be implemented as development occurs within those areas of the City needing additional capacity.

#### **IMPACT FEE CHARGES**

The impact fee calculations show the actual cost of providing capital improvements needed to maintain the current level of service were \$2,955.80 per service unit for water facilities and \$1,049.40 per service unit for wastewater facilities. These figures represent the maximum impact fee per service unit that could be charged by the City.

Impact fees set by the City Council in April of 2013 were 50% of the maximum impact fee amount allowed. City Council Ordinance No. 1992 established impact fees per service unit of \$1,477.90 for water facilities and \$524.70 for wastewater facilities. The Fees charged for both water and wastewater facilities are based on water meter size, with a

5/8" water meter considered one service unit. Wastewater impact fees are not charged when water meters are installed for water that will not enter the wastewater system, such as landscape irrigation. The Ordinance established the following impact fees:

<b>Meter Size (inches)</b>	<b>Water</b>	<b>Sewer</b>	<b>Total</b>
5/8" or 3/4"	\$1,477.90	\$524.70	\$2,002.60
1"	\$3,694.75	\$1,311.75	\$5,006.50
1.5"	\$7,389.50	\$2,623.50	\$10,013.00
2"	\$11,823.20	\$4,197.60	\$16,020.80
3"	\$35,469.60	\$12,592.80	\$48,062.40
4"	\$62,071.80	\$22,037.40	\$84,109.20
6"	\$135,966.80	\$48,272.40	\$184,239.20
8"	\$236,464.00	\$83,952.00	\$320,416.00

### IMPACT FEE ASSESSMENT, COLLECTION, AND DISBURSEMENT

From October 1, 2025 through March 31, 2026, impact fees collected were \$335,631 for water and \$93,367 for wastewater. Impact fee funds disbursed from the accounts during this time period totaled \$58,422. During this period, impact fees were allocated for the following: Reclaimed Water Line Extension Debt Payment (Project WT1403) for \$58,422, and Trinity River Authority Sewer Payment (Project WW0605) for \$0.00.

### CONCLUSION

The Capital Improvements Advisory Committee finds that for the time period included in this report, no inequities were created in imposing the impact fees and the fees were properly approved by the City Council through Ordinance No. 1992. The assessment and collection of water and wastewater impact fees was in accordance with the guidelines of Ordinance No. 1992 and Chapter 395 of the Texas Local Government Code. All money collected was deposited into separate interest bearing accounts reserved for impact fees.



## MEMORANDUM

TO: Reagan Rothenberger, Director of Planning and Economic Development

FROM: Ross Fairclo, Assistant Director of Finance

DATE: April 23, 2026

SUBJECT: **Impact Fee Funds**

Impact Fees are recorded into two separate funds. The amount of funds available in the Water Impact Fee Fund as of March 31, 2026 was \$3,425,848. A portion totaling \$3,422,978 was invested in interest bearing accounts and was available immediately. The amount of funds available in the Wastewater Impact Fee Fund as of March 31, 2026 was \$826,201. A portion totaling \$823,295 was invested in interest bearing accounts and was available immediately.

*City of Euless*  
**Impact Fee Revenues and Expenses**  
*October 1, 2025 - March 31, 2026*

**Revenues**

**Fund 505 - Water Impact Fees**

Impact Fees	\$ 272,672
Interest Income	\$ 62,959
Total Revenues	<u>\$ 335,631</u>

**Fund 508 - Wastewater Impact Fees**

Impact Fees	\$ 78,705
Interest Income	\$ 14,662
Total Revenues	<u>\$ 93,367</u>

**Expenses**

**Project WT1403 - Reclaimed Water Line Ext. Debt Payment**

Transfer to Debt	\$ 9,737	10/1/2025
Transfer to Debt	\$ 9,737	11/1/2025
Transfer to Debt	\$ 9,737	12/1/2025
Transfer to Debt	\$ 9,737	1/1/2026
Transfer to Debt	\$ 9,737	2/1/2026
Transfer to Debt	\$ 9,737	3/1/2026
Total Expenses	<u>\$ 58,422</u>	

**Project WW0605 - TRA Sewer Payment**

TRA Sewer Payment	\$ -
Total Expenses	<u>\$ -</u>