



**Harker Heights
Capital Improvements
Advisory Committee
Meeting**

**Wednesday,
June 30, 2021**

**Immediately Following the
5:30 P.M. Planning &
Zoning Meeting**



**CAPITAL IMPROVEMENT ADVISORY COMMITTEE
MEETING AGENDA
HARKER HEIGHTS CITY HALL
WEDNESDAY, JUNE 30, 2021
IMMEDIATELY FOLLOWING THE
5:30 P.M. PLANNING AND ZONING COMMISSION MEETING.**

Notice is hereby given that on Wednesday, June 30, 2021, beginning immediately after the 5:30 P.M. Planning & Zoning Commission's meeting and continuing from day to day thereafter if necessary, the Capital Improvement Advisory Committee (CIAC) of the City of Harker Heights will hold a regular meeting in the Kitty Young Council Chambers of the Harker Heights City Hall located at 305 Millers Crossing, Harker Heights, Texas 76548.

The subjects to be discussed are listed in the following agenda:

MEETING AGENDA

- I. CALL TO ORDER** – Convene Regular Meeting of the Capital Improvements Advisory Committee and establish a quorum.
 1. Swear in remaining members and alternates of the Capital Improvements Advisory Committee.
 2. Elect Capital Improvements Advisory Committee Vice Chairman, and Secretary.
- II. APPROVAL OF AGENDA** – Consider approval of the agenda for the regular meeting of the Capital Improvements Advisory Committee for **June 30, 2021**.
- III.** Recognition of Affidavits for Conflict of Interest.
- IV. PUBLIC COMMENTS:**
 1. At this time, comments will be taken from the audience on non-agenda related topics, for a length of time not to exceed three minutes per person. To address the Capital Improvements Advisory Committee, please clearly state your name and address for the Planning & Development Administrative Assistant prior to making a comment. *No action may be taken by the Capital Improvements Advisory Board during Public Comments.*
- V. PRESENTATIONS BY STAFF:**
 1. Receive and discuss an introduction to the Capital Improvement Advisory Committee for the City of Harker Heights.
 2. Receive and discuss presentation from Freese and Nichols for the City of Harker Heights Wastewater Impact Fee Study.

VI. PUBLIC HEARING:

None

VII. NEW BUSINESS:

None

VIII. REPORTS FROM CIAC MEMBERS & ALTERNATES

IX. STAFF COMMENTS

X. ADJOURNMENT

I, the undersigned authority, do hereby certify that pursuant to the Texas Open Meetings Act, the above Notice of Meeting of the Capital Improvements Advisory Committee of the City of Harker Heights, Texas, was posted at the Harker Heights Municipal Building, and the City of Harker Heights website which is readily accessible to the public at all times, by **10:00 A.M. on Friday, June 25, 2021**. Please contact the Planning and Development Department at (254) 953-5648 for further information.

Wilson Everett

Wilson Everett, Planning & Development Administrative Assistant

RESOLUTION NO. 2021-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HARKER HEIGHTS, TEXAS, CREATING THE CAPITAL IMPROVEMENTS ADVISORY COMMITTEE AND SETTING FORTH THE RULES FOR AND THE DUTIES THEREOF, ALL IN COMPLIANCE WITH THE IMPACT FEE STATUTES FOUND IN CHAPTER 395 OF THE LOCAL GOVERNMENT CODE.

WHEREAS, Chapter 395 of The Local Government Code (“Chapter 395”) authorizes political subdivisions to finance capital improvements associated with new development in municipalities; and

WHEREAS, these statutes prescribe a process that incorporates the required methodology, the procedures for public hearings, and the reporting components related to impact fees; and

WHEREAS, this legislation requires that a Capital Improvements Advisory Committee (“Advisory Committee”) be appointed by the governing body to advise the City Council on certain matters related to the procedures promulgated by Chapter 395; and

WHEREAS, the legislation further requires that the City Council adopt procedural rules for the Advisory Committee to follow in carrying out its duties; and

WHEREAS, the meeting at which this resolution was passed was open to the public, and notice of the time, place and purpose of said meeting was given as required by law, all in strict accordance with the requirements of the Texas Open Meetings Act;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Harker Heights, Texas, that the following appointments, assignments, and procedures be adopted in conjunction with the requirements of Chapter 395:

Section I. Establishment of Advisory Committee.

There is hereby established an advisory committee to the City Council named the “Capital Improvements Advisory Committee”.

Section II. Membership, Compliance and Appointment.

2.1 The Capital Improvements Advisory Committee shall be composed of the Harker Heights Planning and Zoning Commission where at least one member who is a representative of the real estate, development, or building industries, and one additional member from the Harker Heights extraterritorial jurisdiction. The additional member to be named by the City Council.

2.2 The Chairperson of the Harker Heights Planning & Zoning Commission shall serve as the Chairperson of the Advisory Committee.

2.3 The City Council reserves the right to appoint additional members to the Advisory Committee if required to replace a member due to a resignation or for any other purpose needed to fulfill the composition requirements of Chapter 395.

Section III. Functions and Duties.

- 3.1 The Advisory Committee shall serve in an advisory capacity.
- 3.2 The Advisory Committee is established:
 - 3.21 To advise and assist the City in adopting land use assumptions;
 - 3.22 To review the capital improvements plan and file written comments;
 - 3.23 To monitor and evaluate implementation of the capital improvements plan;
 - 3.24 To file semi-annual reports with respect to progress of the capital improvements plan and report to the City Council any perceived inequities in implementing the plan or imposing the impact fee; and
 - 3.25 To advise the City Council of the need to update or revise the land use assumptions, capital improvements plan or impact fees.

Section IV. Conduct of the Advisory Committee.

- 4.1 The Advisory Committee shall conduct Committee business only when a quorum is present. In this case a quorum shall be defined as not less than one-half of the Committee’s membership.
- 4.2 The Advisory Committee’s activities, scheduling, and conduct should be as commonly prescribed in Robert’s Rules of Order.
- 4.3 The Advisory Committee shall meet at sufficient intervals to accomplish the functions enumerated in Section III.
- 4.4 The Advisory Committee shall provide Committee Reports to the City Council that include comments and recommendations regarding Land Use Assumptions, Capital Improvements Plans, and Impact Fees.

PASSED AND APPROVED on June 8, 2021, by the Harker Heights City Council.



ATTEST

Julie Helsham

Julie Helsham, City Secretary
City of Harker Heights

Spencer H. Smith

Spencer H. Smith, Mayor
City of Harker Heights