



# Capital Improvements Advisory Committee

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August 25, 2025  
Town Hall  
2121 Cross Timbers Road  
Flower Mound, TX 75028

6:00 p.m.

## AGENDA

- A. CALL TO ORDER**
- B. INVOCATION**
- C. PLEDGE OF ALLEGIANCE TO THE UNITED STATES FLAG**
- D. PUBLIC COMMENT**

The purpose of this item is to allow the public an opportunity to address the Board/Commission regarding any item on this agenda that is not a "Public Hearing." Issues regarding daily operational or administrative matters should first be dealt with by calling Town Hall at 972- 874-6000 during business hours. To speak to the Board/Commission during public comment, please fill out a comment form, which is located in the lobby of Town Hall.

In accordance with the Texas Open Meetings Act, the Board/Commission is restricted from discussing or acting on items not listed on the agenda.

- Speakers are limited to 3 minutes; a tone will sound at 30 seconds left and when time has expired, and times may be adjusted by the Chair depending on the number of speakers.
- Speakers must address their comments to the Board/Commission.
- Please state your name and address when speaking.

- E. FUTURE AGENDA ITEM(S)**

The purpose of this item is to allow the members an opportunity to bring forward items they wish to discuss at a future meeting.

- F. REGULAR ITEM(S)**

- 1 Minutes of February 24, 2025 - Consider approval of the minutes from the February 24, 2025, Capital Improvements Advisory Committee meeting.
- 2 Semi-Annual Impact Fee Report as of March 31, 2025 - Consider approval of the Semi-Annual Impact Fee Report as of March 31, 2025, as required by Chapter 395 of the Texas Local Government Code.

- G. ADJOURN**

**Pursuant to Section 551.071 of the Texas Government Code, the Capital Improvement Advisory Committee reserves the right to consult in closed session with its attorney and to receive legal advice regarding any item listed on this agenda.**

I do hereby certify that the notice of above meeting for the Town of Flower Mound was posted at Town Hall, Town of Flower Mound, Texas, and on the Town's website in compliance with Chapter 551, Texas Government Code on August 19, 2025, by 5:00 p.m.

LauriAnn Cash, Staff Liaison

The Flower Mound Town Hall and Jody Smith Hall are wheelchair accessible. Requests for accommodation or interpretive services must be made 48 hours prior to this meeting by contacting Town Hall at 972.874.6000. Additional time limits will be provided for members of the public that need to address the Town Council through a translator.

# Capital Improvements Advisory Committee

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February 24, 2025  
Town Hall  
2121 Cross Timbers Road  
Flower Mound, TX 75028

6:00 p.m.

## DRAFT MINUTES

### A. CALL TO ORDER

Chair Gilmore called the meeting to order at 6:01 p.m with the following members present:

Donald Gilmore, Place 6, Chair  
Jason Hobbs, Place 2, Vice-Chair  
Todd Bayuk, Place 3  
Scott Langley, Place 5  
Scott Jostes, Place 7  
Michelle Jackson, Place 8 Alternate  
Clare Harris, Place 9 Alternate  
Bill Koenig, Representative of the Real Estate Industry  
Brian Dench, Representative of the Development Industry

with the following member(s) absent:

Gregory Schultz, Place 1  
Ryan Geddie, Place 4

constituting a quorum with the following members of the Town Staff participating:

Rachel Raggio, Town Attorney  
Lexin Murphy, Director of Development Services  
Bob Pegg, Town Engineer  
Poornima Kashyap, Planning Manager  
Brian Waltenburg, Director of Public Works  
Lee Rodriguez, CIP Manager  
Claire Barnes, Senior Planner  
LauriAnn Cash, Executive Assistant

### B. INVOCATION

### C. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

### D. PUBLIC COMMENT

The purpose of this item is to allow the public an opportunity to address the Board/Commission regarding any item on this agenda that is not a "Public Hearing." Issues regarding daily operational or administrative matters should first

be dealt with by calling Town Hall at 972- 874-6000 during business hours. To speak to the Board/Commission during public comment, please fill out a comment form, which is located in the lobby of Town Hall.

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- Speakers are limited to 3 minutes; a tone will sound at 30 seconds left and when time has expired, and times may be adjusted by the Chair depending on the number of speakers.
- Speakers must address their comments to the Board/Commission.
- Please state your name and address when speaking.

*Names listed below don't necessarily reflect the order in which each person spoke and all addresses are located in Flower Mound unless otherwise indicated.*

Speaker name and address	Subject (as written on the form)
None	

*\* Indicates person did not wish to speak*

**E. FUTURE AGENDA ITEM(S)**

The purpose of this item is to allow the members an opportunity to bring forward items they wish to discuss at a future meeting.

None

**F. REGULAR ITEM(S)**

1 Minutes of September 23, 2024 - Consider approval of the minutes from the September 23, 2024, Capital Improvements Advisory Committee meeting.

**ACTION:** Commissioner Langley moved to approve F.1. as presented in the agenda caption. Commissioner Jostes seconded the motion.

**AYES:** Bayuk, Langley, Hobbs, Jostes, Jackson, Harris, Koenig, Dench

**NAYS:** None

**RESULT:** 8 : 0

2 Semi-Annual Impact Fee Report as of September 30, 2024 - Consider approval of the Semi-Annual Impact Fee Report as of September 30, 2024, as required by Chapter 395 of the Texas Local Government Code.

**STAFF PRESENTATION:**

Lee Rodriguez, CIP Manager  
 Brian Waltenburg, Director of Public Works

**ACTION:** Vice-Chair Hobbs moved to approve F.2. as presented in the agenda caption. Commissioner Harris seconded the motion.

**AYES:** Bayuk, Langley, Hobbs, Jostes, Jackson, Harris, Koenig, Dench

**NAYS:** None

**RESULT:** 8 : 0

**G. ADJOURN**

Chair Gilmore adjourned the meeting at 6:20 p.m.



## **CAPITAL IMPROVEMENTS ADVISORY COMMITTEE AGENDA F.2. REGULAR ITEM(S)**

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**DATE:** August 25, 2025  
**FROM:** Leandro Rodriguez, CIP Manager  
**ITEM:** **Consider approval of the Semi-Annual Impact Fee Report as of March 31, 2025, as required by Chapter 395 of the Texas Local Government Code.**

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**BACKGROUND:** The Semi-Annual Impact Fee Report as of March 31, 2025, is presented to the Capital Improvements Advisory Committee (CIAC) for its review and recommendation to the Town Council regarding any perceived inequities. The CIAC's recommendation will be forwarded to the Town Council. Chapter 395 of the Texas Local Government Code provides guidelines to municipalities financing capital improvement, required for new development through impact fees. The advisory committee serves in an advisory capacity and is established to:

1. Advise and assist the political subdivision in adopting land use assumptions
2. Review the Capital Improvements Plan and file written comments
3. Monitor and evaluate implementation of the Capital Improvements Plan
4. File semi-annual reports with respect to the progress of the Capital Improvements Plan and report to the political subdivision any perceived inequities in implementing the plan or imposing the impact fee
5. Advise the political subdivision of the need to update or revise the land use assumptions, Capital Improvement Plan, and impact fee.

The Semi-Annual Impact Fee Report as required by Section 395.058 (c)(4) is attached. The report meets the intent to the code and includes total revenue and expenses collected and paid since the Town adopted its first impact fee ordinance on June 18, 1990, through March 31, 2025. Also included in the report are the revenues and expenses collected for the six-month period from October 1, 2024, through March 31, 2025. Roadway impact fees are reported by area, Wastewater impact fees are reported by district, and Water impact fees are reported on a Town-wide basis.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**ALTERNATIVES:** N/A

**FISCAL IMPACT:** N/A

**LEGAL REVIEW:** N/A

**ATTACHMENTS:**

1. March 31, 2025 Summary

**DRAFT MOTION:** Move to approve as presented in the agenda caption.

**Semi-Annual Impact Fee Report  
as of March 31, 2025**

**Roadway**

<b>Service Area</b>	<b>Rev Total</b>	<b>Rev This Per</b>	<b>Exp Total</b>	<b>Exp This Per</b>
A (1-6)	\$ 29,677,969	\$ 423,961	\$ 19,798,840	\$ 62,179
B (7-10,12)	\$ 4,660,072	\$ 158,281	\$ 1,100,981	\$ -
C (11,13-16)	\$ 1,916,556	\$ 27,390	\$ 977,389	\$ 435,146
<b>Total</b>	<b>\$ 36,254,598</b>	<b>\$ 609,631</b>	<b>\$ 21,877,210</b>	<b>\$ 497,325</b>

**Water**

<b>Service Area</b>	<b>Rev Total</b>	<b>Rev This Per</b>	<b>Exp Total</b>	<b>Exp This Per</b>
Town Wide	\$ 40,775,857	\$ 558,067	\$ 27,841,371	\$ 2,404,778
<b>Total</b>	<b>\$ 40,775,857</b>	<b>\$ 558,067</b>	<b>\$ 27,841,371</b>	<b>\$ 2,404,778</b>

**Wastewater**

<b>Service Area</b>	<b>Rev Total</b>	<b>Rev This Per</b>	<b>Exp Total</b>	<b>Exp This Per</b>
Town Wide	\$ 18,019,110	\$ -	\$ 18,019,110	\$ -
Long Prairie	\$ 22,940,645	\$ 168,968	\$ 17,296,862	\$ 164,608
Denton Creek	\$ 2,729,014	\$ 8,997	\$ 2,413,989	\$ -
Prairie Vista	\$ 1,319,803	\$ 476	\$ 1,300,000	\$ -
Lakeside	\$ 3,638,393	\$ 87,889	\$ 411,847	\$ 9,430
<b>Total</b>	<b>\$ 48,646,965</b>	<b>\$ 266,329</b>	<b>\$ 39,441,808</b>	<b>\$ 174,038</b>