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**UTILITY AND INFRASTRUCTURE BOARD  
AGENDA  
BOARD OF DIRECTORS - REGULAR MEETING  
October 5, 2017  
CITY HALL CONFERENCE ROOM, 405 MUNICIPAL DRIVE  
REGULAR SESSION - 6:00 PM**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. MINUTES APPROVAL**

A. Consider approval of the minutes from the April 6, 2017 regular meeting

**IV. VISITORS/CITIZENS FORUM**

**V. REPORTS/ANNOUNCEMENTS**

A. Announcements from the Board

**VI. REGULAR ITEMS**

A. Receive a report of the Utility Budgets for FY 2017-18 as adopted by the City Council

B. Discuss and consider approving proposed criteria for a capital projects rating system

**VII. ADJOURNMENT**

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**CERTIFICATION**

I certify that a copy of the October 5, 2017, Utility and Infrastructure Board agenda was posted on the City Hall bulletin board next to the main entrance of the City Hall building, 405 Municipal Drive, of the City of Kennedale, Texas, in a place convenient and readily accessible to the general public at all times and said agenda was posted at least 72 hours preceding the schedule time of said meeting, in accordance with Chapter 551 of the Texas Government Code.

  
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City Secretary



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## STAFF REPORT TO THE BOARD OF DIRECTORS

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**Date:** October 5, 2017

**Agenda Item No:** MINUTES APPROVAL - A.

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**I. Subject:**

Consider approval of the minutes from the April 6, 2017 regular meeting

**II. Originated by:**

**III. Summary:**

Minutes are prepared by the Deputy City Secretary and ready for approval.

**IV. Recommendation:**

Approve

**V. Alternative Actions:**

**VI. Attachments:**

1.	Utility and Infrastructure Board Meeting Minutes - April 6, 2017	4-6-17.pdf
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**UTILITY AND INFRASTRUCTURE BOARD  
BOARD OF DIRECTORS - REGULAR MEETING  
MINUTES  
April 6, 2017**

**I. CALL TO ORDER**

Board Chairman Robb Lecuyer called the meeting to order at 6:06 p.m.

**II. ROLL CALL**

**Present:** Robb Lecuyer, Steven Higginbotham, Harry Browne, Stephen Mora, Tayyab Yunus, and Tom Newsom

**Absent:** Chris Fuller

**Staff Present:** Larry Ledbetter, Larry Hoover, George Campbell, Dennis Brown, and Kathy Moore

**III. MINUTES APPROVAL**

A. Consider approval of the minutes from the February 2, 2017 regular meeting

**Motion** To approve the February 2, 2017 regular meeting minutes of the Utility and Infrastructure Board. **Action** Approve, **Moved By** Steven Higginbotham, **Seconded By** Tayyab Yunus.

**Motion passed Unanimously**

**IV. VISITORS/CITIZENS FORUM**

There was no one present requesting to speak.

**V. REPORTS/ANNOUNCEMENTS**

Introductions were made for board member Tayyab Yunus, who also provide a short bio on himself.

**VI. REGULAR ITEMS**

A. Discuss and consider approving a recommendation to City Council regarding a capital projects rating system

The Utility and Infrastructure Board discussed the formula they used to create the matrix brought forward for approval. City Manager George Campbell stated that it needed to be a tool that can work for any project; yet simple enough for the public to understand. There was a lengthy discussion regarding the criteria to be use. It was determined that staff would bring projects to the board and provide information regarding the needs of the city. George Campbell agreed to draft a proposal for the criteria ranking and present it for approval at the June meeting.

B. Discuss the future role of the Utility and Infrastructure Board (UIB)

City Manager George Campbell stated that he would like to maximize the Board as a recommending body to staff and City Council for utility related issues and project recommendations. His plan is to bring utility and infrastructure projects to the board first, before they move forward to Council. Additionally, he would like the board to review the upcoming utility budget.

**VII. ADJOURNMENT**

**Motion** To adjourn. **Action** Adjourn, **Moved By** Steven Higginbotham, **Seconded By** Tom Newsom.

**Motion passed Unanimously**

The meeting was adjourned at 7:48 p.m.

APPROVED:

ATTEST:

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Robb Lecuyer, Board Chair

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Kathy E. Moore, Deputy City Secretary



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## **STAFF REPORT TO THE BOARD OF DIRECTORS**

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**Date:** October 5, 2017

**Agenda Item No:** REPORTS/ANNOUNCEMENTS - A.

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**I. Subject:**

Announcements from the Board

**II. Originated by:**

**III. Summary:**

At this time Board members will provide an updates and/or announcement to the group.

**IV. Recommendation:**

**V. Alternative Actions:**

**VI. Attachments:**



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## **STAFF REPORT TO THE BOARD OF DIRECTORS**

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**Date:** October 5, 2017

**Agenda Item No:** REGULAR ITEMS - A.

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**I. Subject:**

Receive a report of the Utility Budgets for FY 2017-18 as adopted by the City Council

**II. Originated by:**

**III. Summary:**

Finance Director Brady Olsen will provide an update on the approved FY 2017-18 utility budgets.

**IV. Recommendation:**

**V. Alternative Actions:**

**VI. Attachments:**



**Date:** October 5, 2017

**Agenda Item No:** REGULAR ITEMS - B.

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**I. Subject:**

Discuss and consider approving proposed criteria for a capital projects rating system

**II. Originated by:**

**III. Summary:**

Following years of delayed capital projects during the recession, the City Council and UIB have recognized that it is appropriate to consider reinvestment in capital assets for the City. Aged capital assets present the city with a myriad of financial and service risks. In order to prioritize available projects, a set of criteria should be established. The UIB has, since January 2017, been assessing the capital needs and priorities of the city and more specifically have been developing a process and criteria for evaluating and prioritizing the capital projects that need to be accomplished in the near future and the longer term.

In April of 2015, the City, in conjunction with UTA developed a long-term asset management plan for Kennedale. It is recommended the City utilizes the prior established work to identify city needs, citizen desires and feasibility. To that end, the Board reviewed a report published by the Government Finance Review that clearly outlines considerations and criteria that warrant consideration when evaluating capital projects and investments. The board at its meeting in April asked the City Manager to propose evaluation criteria for capital projects giving consideration to the recommendations identified by the GFOA. Those criteria, with which the City Manager agrees, is shown on exhibit I. It is anticipated that key city staff will initially evaluate proposed projects, giving scores on a 1-5 scale for each matrix category. As the annual budget is developed, staff will review those projects and respective ratings with the UIB.

It is recognized that no one methodology will be perfect. Each has their inherent strengths and weaknesses and involves a significant human factor in judging each criterion. The key to success is a consistent approach to the subject.

In addition to grading each project along the matrix, it is helpful to consider the total cost of each project. It may be more beneficial to the City to complete several smaller projects as opposed to one large project. Unfortunately, most project costs will be based on estimates of varying reliability. Oftentimes, it costs significant upfront money to have a better gauge of a project's total cost. Less thorough estimates may lack reliability. When factoring in the cost, it is important to consider the cost of not completing the project. Poor infrastructure could cause greater physical risks, high maintenance costs, state and federal fines, and the loss of staff, all of which can be considered within the matrix shown on exhibit I.

While we consider capital projects, we must also remember to emphasize ongoing maintenance. The full benefits of a project are often not achieved without active maintenance and preventative care.

The capital projects that now have been included in the Capital Improvement Plan adopted by the City Council as part of the 2017-18 fiscal year budget are all water utility projects, that were informally evaluated using the criteria recommended. If approved by the UIB this grading and evaluation process will be formalized for development of future Capital Improvement Projects (CIP).

**IV. Recommendation:**

Approve

**V. Alternative Actions:**

**VI. Attachments:**

1.	Capital Project Matrix - Exhibit I	Capital Project Matrix.docx
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Exhibit I:

## Capital Project Matrix

