



# City of Garden Ridge

9400 Municipal Parkway  
Garden Ridge, Texas 78266-2600  
(210) 651-6632  
Fax (210) 651-9638

## AGENDA IMPACT FEE COMMITTEE REGULAR MEETING THURSDAY, JANUARY 19, 2017 -- 6:00 P.M.

The Garden Ridge Impact Fee Committee will meet in a regular meeting at 6:00 p.m., Thursday, January 19, 2017 in the City Council Chambers, 9400 Municipal Parkway, Garden Ridge, Texas. This is an open meeting, open to the public, subject to the Open Meetings Law of the State of Texas, and as required by law, notice is hereby posted on January 13, 2017 before 5:00 p.m., providing time, place, date and agenda thereof. The meeting facility is wheelchair accessible and accessible parking spaces are provided. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting.

1. Call to Order
2. Roll Call
3. Citizen Comments – limited to 3 minutes each

### **Rules for Citizen's Participation:**

The Impact Fee Committee welcomes citizen participation and comments at all of their Committee Meetings. As a courtesy to your fellow citizens and out of respect to our elected officials, we request that if you speak, that you please follow these guidelines.

- a) Direct your comments to the entire Committee, not to an individual member, nor to the audience.
- b) Show the Committee the same respect and courtesy that you would like to be shown.
- c) Limit remarks to three (3) minutes per citizen during Item 3 and to three (3) minutes per citizen during Item 5.
- d) Citizens' comments will be limited to one (1) hour in Item 3 and thirty (30) minutes in Item 5.
- e) Citizen comments may be deferred to a specific Business Item set forth in Section 4, below, if such comments pertain to such Business Item

*NOTE: The Texas Open Meetings Act permits a member of the public or a member of the governmental body to raise a subject that has not been included in the notice for the meeting. However, any discussion of the subject **must be limited** to a proposal to place the subject on the agenda for a future meeting and any response to a question posed to the Commission is limited to either a statement of specific factual information or a recitation of existing policy. TEX. GOV'T CODE § 551.042.*

4. Business Items-

The Committee may discuss, consider and/or take possible action on the following items:

- a) Wastewater Master Plan and Impact Fees
  - i. Review
  - ii. Possible recommendation
- b) Water Master Plan and Impact Fees
  - iii. Review
  - iv. Possible recommendation
- c) Discussion on funding of non-impact fee eligible projects
- d) Consider approval of the Impact Fee Committee Meeting Minutes for December 2, 2016

5. Citizen's Participation: - 3 minute limit per citizen.

6. Adjournment

**AGENDA NOTICES:**

**Decorum Required:**

Any disruptive behavior, including shouting or derogatory statements or comments may be ruled out of order by the Presiding Officer. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

**Action by Council Authorized:**

The Committee may vote and/or act upon any item within this Agenda. The Committee reserves the right to retire into executive session concerning any of the items listed on this Agenda, pursuant to and in accordance with Texas Government Code Section 551.071, to seek the advice of its attorney about pending or contemplated litigation, settlement offer or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflict with the Open Meetings Act and may invoke this right where the City Attorney, the Mayor or a majority of the Governing Body deems an executive session is necessary to allow privileged consultation between the City Attorney and the governing body, if considered necessary and legally justified under the Open Meetings Act. The City Attorney may appear in person, or appear in executive session by conference call in accordance with applicable state law.

**Executive Sessions Authorized:**

This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy

Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

**Attendance By Other Elected or Appointed Officials:**

It is anticipated that members of the City Council, other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the City Council, other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

  
Shelley Goodwin, TRMC  
City Secretary

This is to certify that I, Shelley Goodwin, posted this Agenda at 2:30 pm January 13, 2017 on the bulletin board located at the entrance to the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.

  
Shelley Goodwin, TRMC  
City Secretary



# City of Garden Ridge

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## MINUTES OF IMPACT FEE COMMITTEE REGULAR MEETING MONDAY, DECEMBER 12, 2016

### **Committee Members present:**

Chairman Royce Simmonds  
Vice Chairman Wes Kleckley  
Committee Member David Heier  
Committee Member Walter Lamar  
Committee Member Shawn Willis

### **Committee Members Absent:**

None

### **Also Present:**

Nancy Cain, City Administrator  
Garry Montgomery, City Engineer, River City Engineer  
Shelley Goodwin, City Secretary

### **1. Call to Order**

With a quorum of the Impact Fee Committee Members present, the Regular Meeting of the Garden Ridge Impact Fee Committee was called to order at 6:00 p.m. on Monday, December 12, 2016 in the City Council Chambers of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

### **2. Business Items-**

**The Committee may discuss, consider and/or take possible action on the following items:**

- a) **Election of Chair.**
- b) **Election of Vice Chair.**

**Motion:** Upon a motion made by Committee Member Heier, and seconded by Committee Member Willis, to appoint Royce Simmonds as Chair and Wes Kleckley as Vice Chair. The Impact Fee Committee voted five (5) for, none (0) opposed. The motion carried unanimously.

- c) **Review of Impact Fee Committee duties and responsibilities in accordance with Local Government Code Chapter 395.**

Nancy Cain, City Administrator, provided a brief review of the Open Meetings Act and Open Records Act. She stated the Committee is required to do the Open Meetings Act and Open Government Training on the Texas Attorney General's website and provide the City with a completion certificate.

Garry Montgomery, City Engineer, provided a PowerPoint regarding Impact Fee 101 (see attached PowerPoint).

The Impact Fee Committee discussed the life expectancy for a wastewater infrastructure, calculation on living units, fees for commercial and residential, and water rights.

- d) **Discussion regarding Water Master Plan.**
- e) **Discussion regarding Wastewater Master Plan.**

Garry Montgomery, City Engineer, reviewed the Wasterwater Master Plan and Impact Fee Study.

The Impact Fee Committee discussed a possible bond and the payments, wastewater sizes and the process for implementing a wastewater plan.

- f) **Set date, time and location for next meeting.**

The Committee agreed by consensus to hold the next Impact Fee Committee meeting on January 19, 2017 at 6 p.m. and the third Tuesdays in February through April.

**3. Citizen's Participation: - 3 minute limit per citizen.**

No one wished to speak.

**4. Adjournment**

**Motion:** Upon a motion made by Chairman Simmonds and a second by Committee Member Heier, the meeting was adjourned at 7:28 p.m.

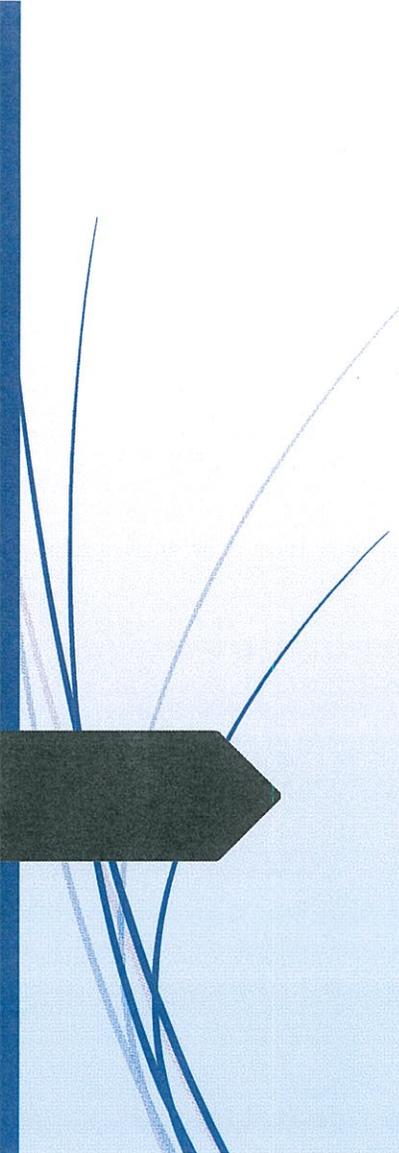
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Royce Simmonds, Chair

ATTEST:

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Shelley Goodwin, TRMC  
City Secretary



# City of Garden Ridge

Water and Wastewater Master Plan & Impact Fee Study

December 12, 2016





# Impact Fee 101

- Impact Fees are regulated under Local Government Code Chapter 395
- What are impact fees?
  - Mechanism to recover infrastructure costs required to serve future development
  - Collects a fee for use on priority infrastructure
  - One time fee for new development
  - Established by Chapter 395 in Texas in 1987
  - Costs included in the calculation must be capacity related (i.e. no public art, streetscape elements, illumination, etc.)
  - City may assess impact fee for water, wastewater and roads
  - Impact fees can be adjusted annually
  - Impact fees must be reconsidered every five years, at minimum
  - Calculations are dependent upon the growth rate of connections
  - Funds collected within a service area must be spent on projects within the same service area within 10 years.



# What are impact fees?

## ► **Items payable by Impact Fees**

- Roadway, water and wastewater improvements that increase capacity
- Land acquisition and construction costs
- Surveying, design and engineering fees
- Interest and finance costs
- Fees to consultants for preparing the Impact Fee program
- Redevelopment that results in growth

## ► **Items not payable by Impact Fees**

- Cost of projects not listed in the Master Plan and CIP List
- Repair, Operations, or Maintenance
- Upgrades to better serve existing development
- Administrative and operating costs of fee program



## Why assess an impact fee?

- Provides an additional funding tool for infrastructure systems
- Allows for a balanced funding combination that recognizes the impacts of growth
- Allows the city to fund and design/construct their infrastructure, rather than requiring the developers to build all infrastructure and dedicate the facilities to the City.



## History of Impact Fees in the City

- The City currently has a water impact fee that was established by the 2009 Water Master Plan. The current fee is \$4,279.00 per connection.
- The City does not have a wastewater impact fee at this time.



## Water Master Plan & Impact Fees

- All of the projects identified in the 2009 Master Plan have been completed or are currently under design/construction
  - This does not mean all the project capacity has been used
  - Some of these projects will remain on the CIP list and are impact fee eligible
- The new master plan has been divided into two sections:
  - Impact Fee Eligible Projects
  - Non-impact Fee Eligible Projects
- Eligible Projects are those that increase capacity or provide capacity for future development
- Non-eligible projects are those that are maintenance, upgrades or replacement type projects
- We identify as many needs as possible for the next 20 years. The capacities projected for the next 10 years can be included in the impact fee calculation



## Impact Fee Eligible Projects

- ▶ The impact fee eligible projects include:
  - ▶ Well 9 & 10 Site Development
  - ▶ Waterline extensions along FM 2252 to City Limits
  - ▶ Waterline redundancy and additional capacity along Bat Cave Road



## Non-impact Fee Eligible Projects

- ▶ FM 2252 and Timber Rose Tank Rehabilitation
- ▶ Forest Waters Waterline Replacement
- ▶ Rehabilitation of Wells
- ▶ Garden Ridge Estates Waterline Replacement



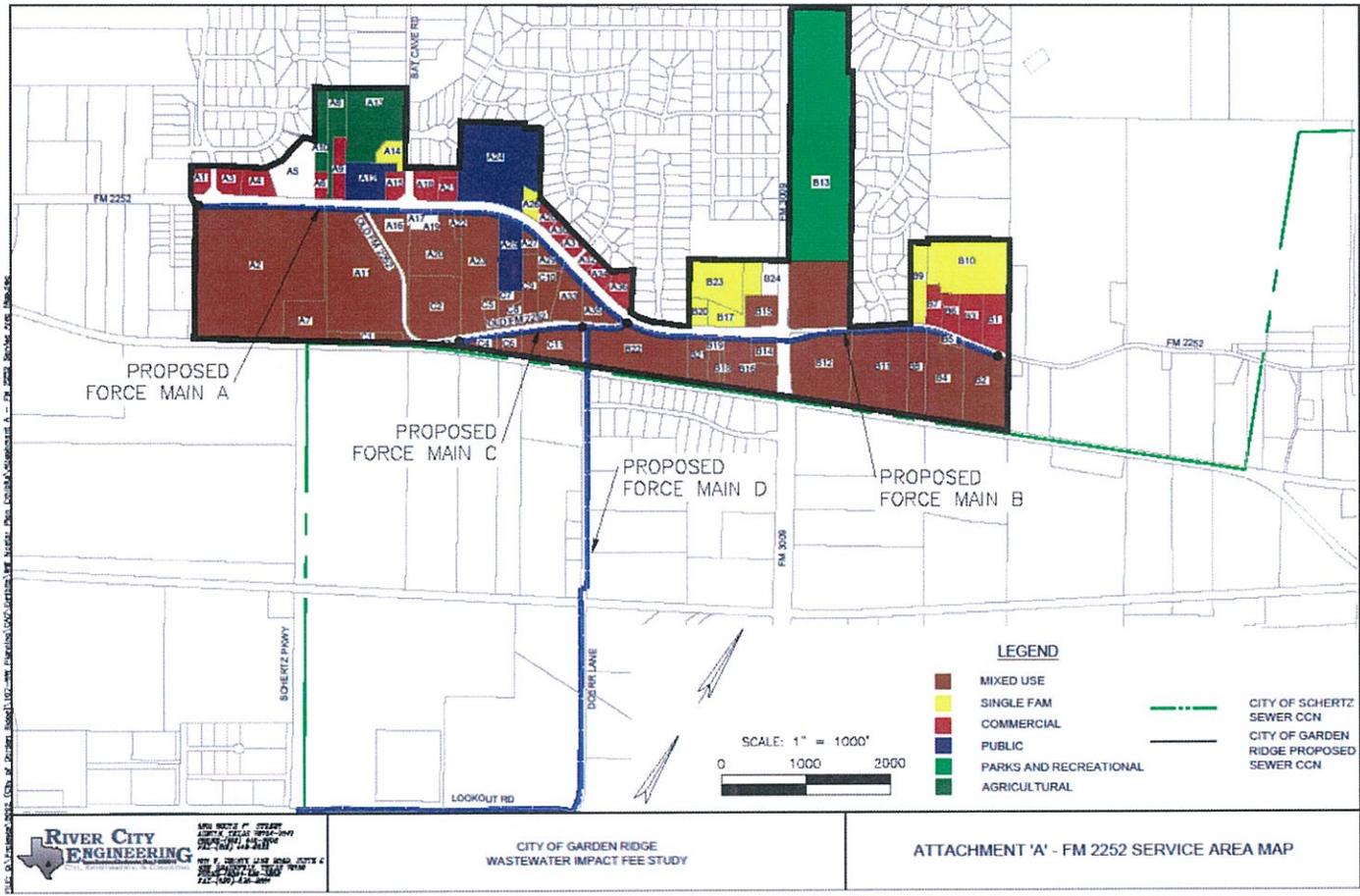
## Water Master Plan and Impact Fee Study

- ▶ RCE is finalizing the impact fee study for the water master plan. We will provide copies for review at the next Impact Fee Committee meeting and discuss the plan in detail
- ▶ There is currently \$4.98 million in impact fee eligible projects in the updated master plan
- ▶ We will provide a total estimate for non-eligible projects at the next meeting. That presentation will identify some additional funding sources to construct those projects.
- ▶ Projects that are not impact fee eligible will need to be funded as part of your monthly rate structure or some other mechanism



## Introduction to Wastewater Service

- Over the past 2.5 years the City has been analyzing the feasibility and cost of installing a wastewater collection system along the FM 2252 growth corridor.
- The system will be a low pressure sewer system with grinder pumps at each connection.
- This collection system is economical to install due to the system being pressurized. This eliminated multiple lift stations and redundant piping in the collection area due to the natural topography and the location of the City's delivery point.
- The City will contract wholesale treatment service through Cibolo Creek Municipal Authority.
- This will be a new utility for the City and will be available for commercial development along FM 2252





## Wastewater Impact Fee

- ▶ We project that 745 Living Unit Equivalents (LUE) will be present at full build-out
- ▶ The service area is approximately 431 acres
- ▶ We assumed 4% interest and one bond issue to finance the infrastructure with a total issue of \$2,473,464.80.
- ▶ The project estimate includes issuance costs, acquisition cost for easements and project construction costs
- ▶ We have projected a growth rate for this service area that equates to 68% of the area being built-out in the 10 year period.
- ▶ This results in a maximum allowable impact fee of \$5,689.00 per LUE



# Impact Fee Considerations

- The residential portion of the City is nearing buildout. The majority of new impact fees will come from the Woods of Garden Ridge and the Commercial Corridor along FM 2252.
- Projecting growth rates is a challenge for a new utility, which makes budgeting and financing projects a challenge.
- The projects identified in the water and wastewater master plan along the FM 2252 Corridor will be critical to growth and development of this area. Development must have adequate water and wastewater to move forward.
- Discussion of Impact Fee vs including a portion of the cost in the monthly service rates:
  - More stable revenue projections and not entirely growth dependent
  - Low number of Wastewater customers until the area experiences substantial growth. This equates to low revenue from impact fees or rates
  - All customer should pay for the O&M type projects, not just new development
  - Blended rates to cover all utility system expenses



# Questions

- ▶ Contact information:
  - ▶ Garry Montgomery, P.E.
  - ▶ River City Engineering
  - ▶ [garry@rcetx.com](mailto:garry@rcetx.com)
  - ▶ 830 626 3588 x153