



**Harker Heights
Capital Improvements
Advisory Committee
Meeting**

**Wednesday,
August 25, 2021**

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



**CAPITAL IMPROVEMENT ADVISORY COMMITTEE
MEETING AGENDA
HARKER HEIGHTS CITY HALL
WEDNESDAY, AUGUST 25, 2021
IMMEDIATELY FOLLOWING THE
5:30 P.M. PLANNING AND ZONING COMMISSION MEETING.**

Notice is hereby given that on Wednesday, August 25, 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.
- II. APPROVAL OF AGENDA** – Consider approval of the agenda for the regular meeting of the Capital Improvements Advisory Committee for **August 25, 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:**

None
- VI. PUBLIC HEARING:**

None
- VII. NEW BUSINESS:**
 1. Discuss and Consider Land Use Assumptions for the 2022 Impact Fee area.
 2. Discuss and Consider a Capital Improvements Plan for the 2022 Impact Fee area.
- 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, August 20, 2021**. Please contact the Planning and Development Department at (254) 953-5648 for further information.

Wilson Everett

Wilson Everett, Planning & Development Administrative Assistant



**Minutes of the Harker Heights Capital Improvements
Advisory Committee Meeting
June 30, 2021**

Present:

Commission

Larry Robison	Chairman
Robert Robinson III	Vice Chairman
Adam Parker	Secretary
Noel Webster	Commissioner
Nuala Taylor	Commissioner
Rodney Shine	Commissioner
Joshua McCann	Commissioner
Stephen Watford	Commissioner
Kay Carey	Commissioner
Bobby Hoxworth	ETJ Member

Michael Stegmeyer	Alternate Commissioner
Bary Heidtbrink	Alternate Commissioner
Natalie Austin	Alternate Commissioner

Staff

Kristina Ramirez	Planning and Development Director
Yvonne Spell	City Planner
Wilson Everett	Planning and Development Administrative Assistant
Courtney Fye	Building Official Secretary
Randy Ray	Deputy Fire Marshal

Absent:

Christopher Albus	Alternate Commissioner
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Meeting Agenda:

Agenda Item I: A quorum was established, and the teleconference meeting for the Capital Improvements Advisory Committee was called to order at 6:46 P.M.

1. Swear in remaining members and alternates of the Capital Improvements Advisory Committee. No additional members needed to be sworn in at this time.
2. Elect Capital Improvements Advisory Committee Vice Chairman, and Secretary. Vice Chairman Robinson made a motion to elect himself, Robert Robinson III, as the Vice Chairman and Adam Parker as the Secretary. Secretary Parker seconded the motion. The motion passed **(10-0)**.

Agenda Item II: The next agenda item was to consider approval of the agenda for the regular meeting of the Capital Improvements Advisory Committee for June 30, 2021. Commissioner

McCann made a motion to approve the Agenda. Commissioner Watford seconded the motion. **The motion was approved (10-0).**

Agenda Item III: Recognition of Affidavits for Conflict of Interest. There were no conflicts of interest submitted.

Agenda Item IV: Public Comments: There was no one present in person or attending virtually who wished to address the Capital Improvements Advisory Committee during this meeting.

Agenda Item 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.

Agenda Item VI: Public Hearing:

None.

Agenda Item VII: New Business:

None.

Chairman Robison then adjourned the teleconference meeting of the Capital Improvements Advisory Committee at 7:15 P.M.

Larry Robison, Chairman

DATE:

Adam Parker, Secretary

DATE:



CAPITAL IMPROVEMENTS ADVISORY COMMITTEE MEMORANDUM

21-01

AGENDA ITEM VII-1

FROM: THE OFFICE OF THE PLANNING AND DEVELOPMENT DIRECTOR

DATE: AUGUST 25, 2021

DISCUSS AND CONSIDER LAND USE ASSUMPTIONS FOR THE 2022 IMPACT FEE AREA.

EXPLANATION:

According to Chapter 395 of the Texas Local Government Code, Capital Improvement Advisory Committee (CIAC) serves as the advisory committee for the 2022 Wastewater Impact Fee study. The purpose of the August 25, 2021 meeting is for the CIAC to review and provide comments on the Land Use Assumptions that will be utilized in the development of the 2022 Wastewater Impact Fee.

The City adopted the current Future Land Use Map (FLUM) in 2007. Since November 2020, the Planning and Zoning Commission (P&Z) has received input and considered changes to the 2007 FLUM. The P&Z will recommend an updated Land Use Map to the City Council later this year. The City's consultant, Ms. Jessica Vassar with Freese and Nichols, has evaluated the P&Z's land use recommendations, current development activity, and existing land use map with respect to their contribution to developing an impact fee.

STAFF RECOMMENDATION:

Staff recommends approval of the presented land use assumptions for the 2022 impact fee area, as presented by Ms. Vassar.

ACTION BY CAPITAL IMPROVEMENT ADVISORY COMMITTEE:

1. Motion to recommend approval/ disapproval of land use assumptions for the 2022 impact fee area, based on staff's recommendation and findings.
2. Any other action deemed necessary.

ATTACHMENTS:

1. Land Use Assumptions and Capital Improvements Plan Report



CAPITAL IMPROVEMENTS ADVISORY COMMITTEE MEMORANDUM

21-02

AGENDA ITEM VII-2

FROM: THE OFFICE OF THE PLANNING AND DEVELOPMENT DIRECTOR

DATE: AUGUST 25, 2021

DISCUSS AND CONSIDER A CAPITAL IMPROVEMENTS PLAN FOR THE 2022 IMPACT FEE AREA.

EXPLANATION:

According to Chapter 395 of the Texas Local Government Code, Capital Improvement Advisory Committee (CIAC) serves as the advisory committee for the 2022 Wastewater Impact Fee study. The purpose of the August 25, 2021 meeting is for the CIAC to review and provide comments on the Capital Improvements Plan that will be utilized in the development of the 2022 Wastewater Impact Fee.

The City previously retained Thonhoff Consulting Engineers to evaluate the current wastewater capacity in the service basin along FM 2410 east of Warrior's Path. Mr. Thonhoff finished his report in February 2021 and determined that capital improvements to the City's wastewater system were needed in order to service that basin. The City then entered into an agreement with Freese and Nichols to develop a wastewater impact fee for the eastern service area. The City's consultant, Ms. Jessica Vassar with Freese and Nichols, has evaluated the Thonhoff report, Planning & Zoning Commission's 2021 land use recommendations, current development activity, and the existing Future Land Use Map with respect to their contribution to developing an impact fee.

STAFF RECOMMENDATION:

Staff recommends approval of the presented capital improvements plan for the 2022 impact fee area, as presented by Ms. Vassar.

ACTION BY CAPITAL IMPROVEMENT ADVISORY COMMITTEE:

1. Motion to recommend approval/ disapproval of a capital improvements plan for the 2022 impact fee area, based on staff's recommendation and findings.
2. Any other action deemed necessary.

ATTACHMENTS:

1. Land Use Assumptions and Capital Improvements Plan Report

DRAFT
**WASTEWATER
IMPACT FEE STUDY**

**LAND USE ASSUMPTIONS AND
CAPITAL IMPROVEMENTS PLAN REPORT**

Prepared for:

City of Harker Heights

August 2021

Prepared by:

FREESE AND NICHOLS, INC.
10431 Morado Circle, Suite 300
Austin, Texas 78759
512-617-3100

DRAFT
**WASTEWATER
IMPACT FEE STUDY**
**LAND USE ASSUMPTIONS AND
CAPITAL IMPROVEMENTS PLAN REPORT**

Prepared for:

City of Harker Heights

DRAFT

THIS DOCUMENT IS RELEASED
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CONSTRUCTION, BIDDING OR
PERMIT PURPOSES.
FREESE AND NICHOLS, INC.
TEXAS REGISTERED ENGINEERING
FIRM F-2144

Prepared by:

FREESE AND NICHOLS, INC.
10431 Morado Circle, Suite 300
Austin, Texas 78759
512-617-3100

FNI Project No.: HAK21373

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1.0 BACKGROUND AND SCOPE

In April 2021, the City of Harker Heights, Texas (City) authorized Freese and Nichols, Inc. (FNI) to perform an impact fee analysis for the southeast portion of the City’s wastewater system. The purpose of this report is to document the land use assumptions and capital improvements plan which will be used in the development and calculation of wastewater impact fees for the City of Harker Heights. The methodology used herein satisfies the requirements of the Texas Local Government Code (TLGC) Section 395 (**Section 1.1**) for the establishment of impact fees. The City does not currently charge wastewater impact fees to new developments.

1.1 TEXAS LOCAL GOVERNMENT CODE

Chapter 395 of the Texas Local Government Code requires an impact fee analysis before impact fees can be created and assessed. Chapter 395 defines an impact fee as “a charge or assessment imposed by a political subdivision against new development in order to generate revenue for funding or recouping the costs of capital improvements or facility expansions necessitated by and attributable to the new development.” In September 2001, Chapter 395 was amended creating the current procedure for implementing impact fees. Chapter 395 identifies the following items as impact fee eligible costs:

- Construction contract price
- Surveying and engineering fees
- Land acquisition costs
- Fees paid to the consultant preparing or updating the capital improvements plan (CIP)
- Projected interest charges and other finance costs for projects identified in the CIP

Chapter 395 also identifies items that impact fees cannot be used to pay for, such as:

- Construction, acquisition, or expansion of public facilities or assets other than those identified on the capital improvements plan
- Repair, operation, or maintenance of existing or new capital improvements
- Upgrading, updating, expanding, or replacing existing capital improvements to serve existing development in order to meet stricter safety, efficiency, environmental, or regulatory standards
- Upgrading, updating, expanding, or replacing existing capital improvements to provide better service to existing development

- Administrative and operating costs of the political subdivision
- Principal payments and interest or other finance charges on bonds or other indebtedness, except as allowed above

As a funding mechanism for capital improvements, impact fees allow cities to recover the costs associated with new or facility expansion in order to serve future development. Statutory requirements mandate that impact fees be based on a specific list of improvements identified in a capital improvements program and only the cost attributed (and necessitated) by new growth over a 10-year period may be considered. As projects in the program are completed, planned costs are updated with actual costs to more accurately reflect the capital expenditure of the program. Additionally, new capital improvement projects may be added to the system.

1.2 METHODOLOGY

Wastewater impact fee capital improvements plan (CIP) projects were developed for the City based on the land use assumptions, input from City staff, and projects from previous studies. The recommended improvements will provide the required capacity to meet projected wastewater flows through year 2032. The projects identified are consistent with the Chapter 395 definition of impact fee eligible projects.

As part of the impact fee development, FNI will conduct workshops with the City's appointed Capital Improvements Advisory Committee (CIAC) and City Council. FNI will calculate the maximum allowable impact fee utilizing the 50% credit methodology identified in TLGC Chapter 395. The CIAC's role includes reviewing the land use assumptions and impact fee CIP and recommending an impact fee rate to the City Council. The City Council sets the impact fees to be collected.

1.3 LIST OF ABBREVIATIONS

The list of abbreviations used in this report are presented in **Table 1-1**.

Table 1-1: List of Abbreviations

Abbreviation	Actual
CIAC	Capital Improvement Advisory Committee
CIP	Capital Improvement Plan
FNI	Freese and Nichols, Inc.
MGD	Million Gallons per Day
TCE	Thonhoff Consulting Engineers, Inc.
TLGC	Texas Local Government Code

2.0 LAND USE ASSUMPTIONS

2.1 SERVICE AREA

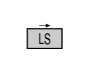

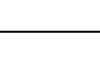
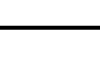



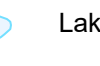




Projected land use is an important element in the analysis of wastewater collection and treatment systems. To assist the City in determining the need and timing of capital improvements to serve future development, a reasonable estimation of future growth is required. These assumptions will become the basis for the preparation of impact fee capital improvement plans for wastewater facilities.

FNI worked with City staff to develop growth projections and land use assumptions for the study area during the development of this report. The City is anticipating the majority of future developments to occur roughly within the southeast portion of the City, and therefore determined to set the wastewater impact fee service area to this boundary, shown on **Figure 2-1**. The future land use for the service area is presented on **Figure 2-2**.



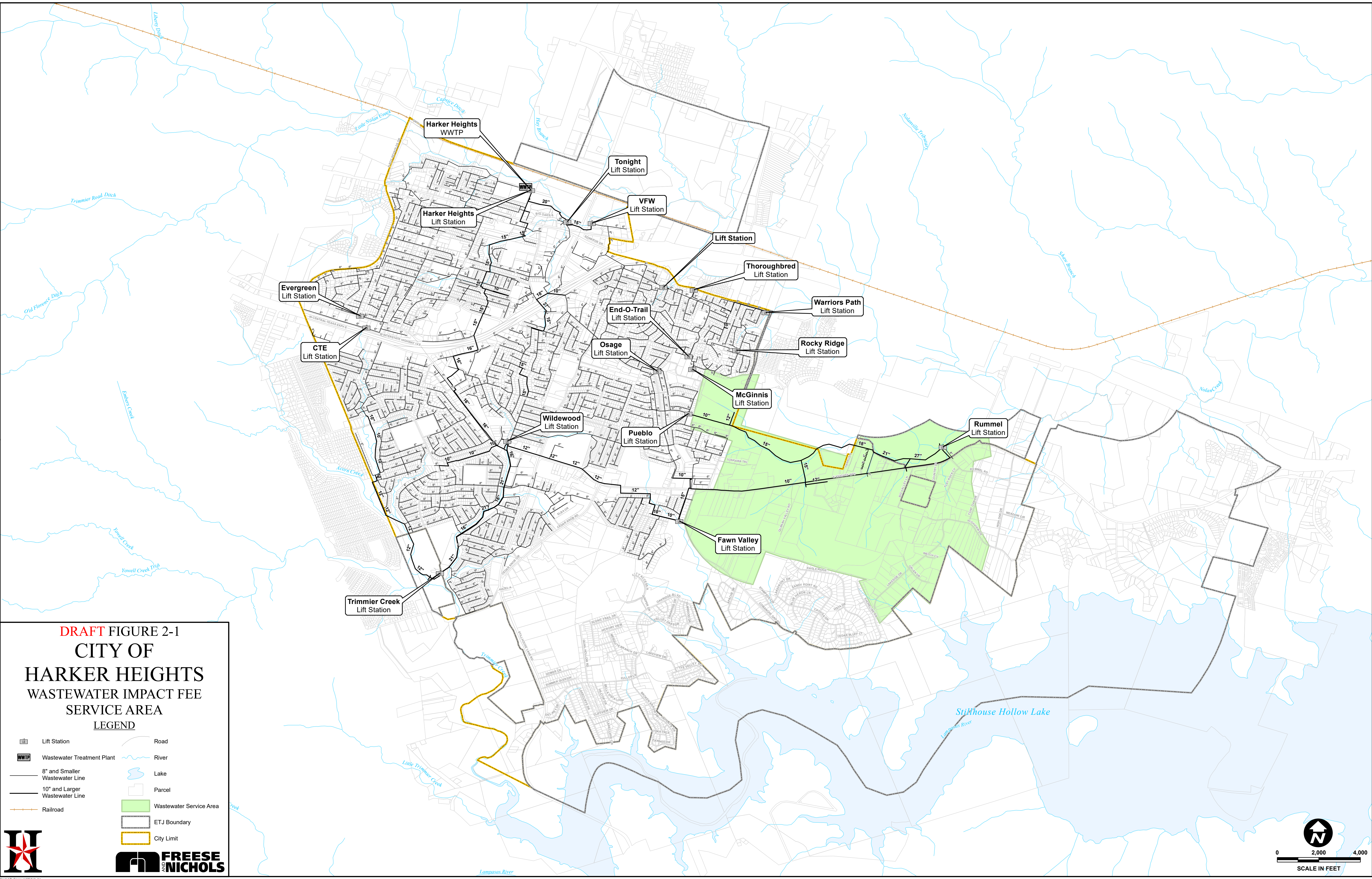
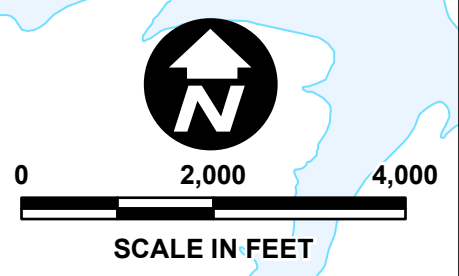
DRAFT FIGURE 2-1
**CITY OF
HARKER HEIGHTS
WASTEWATER IMPACT FEE
SERVICE AREA**

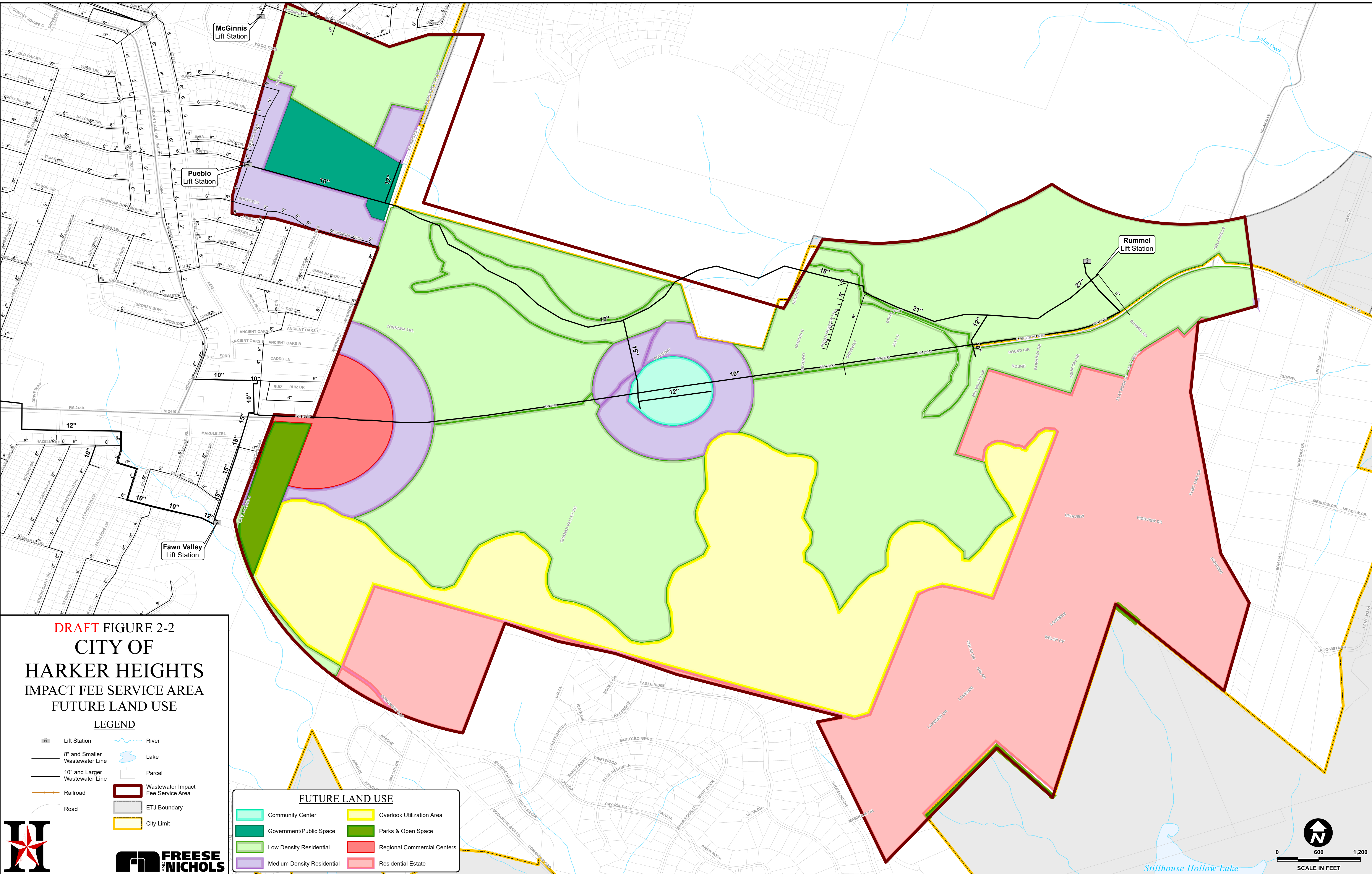
LEGEND

-  Lift Station
-  Wastewater Treatment Plant
-  8" and Smaller Wastewater Line
-  10" and Larger Wastewater Line
-  Railroad
-  Road
-  River
-  Lake
-  Parcel
-  Wastewater Service Area
-  ETJ Boundary
-  City Limit



Created by Freese and Nichols, Inc.
Date: 10/15/2018
Location: HARKER HEIGHTS, TEXAS
Project: DELIVERABLES\EXISTING_SYSTEM\figure_1\Wastewater_Impact_Fee_Service_Area.mxd
User: c2818





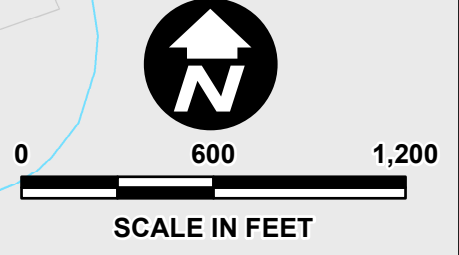
DRAFT FIGURE 2-2
CITY OF
HARKER HEIGHTS
 IMPACT FEE SERVICE AREA
 FUTURE LAND USE

LEGEND

- Lift Station
- 8" and Smaller Wastewater Line
- 10" and Larger Wastewater Line
- Railroad
- Road
- River
- Lake
- Parcel
- Wastewater Impact Fee Service Area
- ETJ Boundary
- City Limit

FUTURE LAND USE

- Community Center
- Government/Public Space
- Low Density Residential
- Medium Density Residential
- Overlook Utilization Area
- Parks & Open Space
- Regional Commercial Centers
- Residential Estate



Created by Freese and Nichols, Inc.
 File No. 1905232
 Location: 11101 W. PLANNING DELIVERABLES Land Use/Figure 2-2-Service Area Land Use.mxd
 Updated: Wednesday, August 18, 2021 10:25:04 AM
 User Name: JBV

Stillhouse Hollow Lake

2.2 HISTORICAL AND PROJECTED GROWTH

2.2.1 Historical Population

Historical population data was provided in the February 2021 *Wastewater Flow Capacity Analysis Report* developed by Thonhoff Consulting Engineers, Inc. (TCE). The City had an average 2.2% annual growth rate over the past eight years. This historical population information is presented in **Table 2-1**.

Table 2-1: Historical Population within City Limits

Year	Population	Average Annual Growth Rate (%)
2012	27,894	
2013	28,563	2.4%
2014	29,233	2.3%
2015	29,903	2.3%
2016	30,573	2.2%
2017	31,243	2.2%
2018	31,913	2.1%
2019	32,583	2.1%
2020	33,253	2.1%
Average		2.2%

2.2.2 Projected Growth

The magnitude and distribution of the growth in the service area will dictate where future wastewater infrastructure is required. It is important to note that projecting future growth is challenging, especially for relatively small geographic areas such as individual cities or sections of cities, because it can be difficult to predict how fast or slow development will occur when there are a variety of circumstances that can impact it. **Table 2-2** presents the City’s projected growth for the 10-year planning period for the wastewater impact fee service area.

Table 2-2: Wastewater Impact Fee Service Area Growth

Year	Connections
2022	125
2032	1,500

3.0 CAPITAL IMPROVEMENTS PLAN

Wastewater capital improvement plan (CIP) projects were developed for the City of Harker Heights in the February 2021 *Wastewater Flow Capacity Analysis Report* by TCE. The wastewater CIP projects that are required to serve growth within the next 10 years were identified for inclusion in the wastewater impact fee analysis.

3.1 WASTEWATER LOAD PROJECTIONS

Wastewater flow projections for 2022 and 2032 were developed using criteria from the February 2021 *Wastewater Flow Capacity Analysis Report*. 2.97 people per connection and 76 gallons per capita per day were assumed for wastewater flow projections. A wet weather peaking factor of 4.0 was applied to calculate the peak wet weather flow. **Table 3-1** presents the projected wastewater flows for the wastewater impact fee service area in million gallons per day (MGD).

Table 3-1: Impact Fee Service Area Wastewater Flow Projections

Year	Average Daily Flow (MGD)	Peak Wet Weather Flow (MGD)
2022	0.03	0.11
2032	0.34	1.35

3.2 WASTEWATER SYSTEM IMPROVEMENTS

The TCE 2021 *Wastewater Flow Capacity Analysis Report* included proposed wastewater system improvements. A summary of the proposed projects serving growth in the 10-year period used in the impact fee analysis is shown in **Table 3-2**. The proposed impact fee CIP projects are shown on **Figure 3-1**.



Table 3-2: Wastewater Impact Fee Capital Improvements Plan

Project Number	Project Name
EXISTING	
A	Rummel Lift Station and Force Main
B	15/18/21/27" Gravity Line
C	Impact Fee Study
PROPOSED	
1	10-inch Force Main
2	Rummel Lift Station Expansion
3	Proposed Lift Station and 18-inch Force Main
4	24/27" Gravity Line
5	1.5 MGD Wastewater Treatment Plant Expansion

