



APRIL 6, 2021

3:00 P.M.

CITY COUNCIL

TELECONFERENCE

WORKSHOP AGENDA





**NOTICE OF WORKSHOP OF THE CITY COUNCIL OF
THE CITY OF HARKER HEIGHTS, TEXAS
VIA TELECONFERENCE**

*The Bright Star Of
Central Texas*

The City of Harker Heights
305 Miller's Crossing
Harker Heights, Texas 76548
Phone 254/953-5600
Fax 254/953-5614

Notice is hereby given that, beginning at 3:00 p.m. on Tuesday, April 6, 2021, and continuing from day to day thereafter if necessary the City Council of the City of Harker Heights, Texas, will conduct a telephonic workshop to contain the spread of COVID-19 in accordance with Governor Abbott's declaration of the COVID-19 public health threat and action to temporarily suspend certain provisions of the Texas Open Meetings Act issued on March 16, 2020. The subjects to be discussed are listed in the following agenda:

AGENDA

Mayor

Spencer H. Smith

Mayor Protem

Michael Blomquist

City Council

Jennifer McCann
Jackeline Soriano Fountain
Lynda Nash
Jody Nicholas

I. Roll Call:

II. Presentations by Citizens:

Citizens who desire to address the Council on any matter may do so during this item. Please understand that while the Council appreciates hearing your comments, State law (Texas Gov't Code §551.042) prohibits them from: (1) engaging in discussion other than providing a statement of specific factual information or reciting existing City policy, and (2) taking action other than directing Staff to place the matter on a future agenda. Please state your name and address for the record and limit your comments to three minutes.

III. New Business:

1. Receive and discuss a presentation regarding an Overview of the Planning & Development Department, and the Future Land Use Map Update Process. (Planning and Development Director)
2. Receive and discuss implementing Wastewater Impact Fees for the Wastewater Service Area East of Warriors Path Road. (Public Works Director)
3. Receive and discuss the City's new Municipal Solid Waste Collection and Disposal Services. (Assistant City Manager)

VI. Adjournment:

I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, City of Harker Heights, Texas, a place readily accessible to the general public at all times, on the 1st day of April 2021, by 2:00 p.m., and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Julie Helsham
City Secretary

The public may participate remotely in this meeting by dialing-in using the toll-free number: [1 866 899 4679](tel:18668994679) and use Access Code: 364-081-557

To join the meeting from your computer, tablet or smartphone, use the following meeting link: <https://global.gotomeeting.com/join/364081557>

The public will be permitted to offer public comments telephonically as provided by the agenda. Written questions or comments may be submitted two hours before the meeting to the City Secretary's Office. When submitting your written questions or comments, you must include your Name and Address. Agenda packet and recording of the telephonic meeting will be available on the City of Harker Heights website at www.harkerheights.gov

"This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 254-953-5600, or FAX 254-953-5614, or email jhelsham@harkerheights.gov for further information."

"Pursuant to Chapter 551 of the Government Code the City Council reserves the right to go into Closed Meeting on any item listed above if deemed necessary."



CITY COUNCIL MEMORANDUM

AGENDA ITEM # III-1

FROM: THE OFFICE OF THE CITY MANAGER

DATE: APRIL 6, 2021

RECEIVE AND DISCUSS A PRESENTATION REGARDING AN OVERVIEW OF THE PLANNING & DEVELOPMENT DEPARTMENT AND THE FUTURE LAND USE MAP UPDATE PROCESS.

EXPLANATION:

The City Council requested an updated overview of the Planning and Development Department and the Future Land Use Map update process. The first portion of today's presentation will provide a summary of the services provided by the Planning & Development Department.

The City of Harker Heights Comprehensive Plan was adopted in 2007 and included such components as the Thoroughfare Plan and Future Land Use Map. The Planning and Development Staff in conjunction with the Planning and Zoning Commission (P&Z) have begun to work towards an update to the Future Land Use Plan. The second portion of the presentation focuses on the progress of the P&Z towards an update to the Future Land Use Map and on receiving guidance from the Council on this update process.

ATTACHMENTS:

None



CITY COUNCIL MEMORANDUM

AGENDA ITEM# III-2

FROM: THE OFFICE OF THE CITY MANAGER

DATE: APRIL 6, 2021

RECEIVE AND DISCUSS IMPLEMENTING WASTEWATER IMPACT FEES FOR THE WASTEWATER SERVICE AREA EAST OF WARRIORS PATH ROAD.

EXPLANATION:

Residential development along and east of Warriors Path Road continues to increase now that water and sanitary sewer infrastructure are available. The City of Harker Heights requested Thonhoff Consulting Engineers to conduct a sanitary sewer capacity study for the area east of Warriors Path this past February. Results of the study indicated the Evergreen-Fawn Valley Lift Station located on Granite Trail Drive is currently at capacity. Thonhoff Consulting Engineers estimates the residential build out projection for the service area including the eastern Extra Territorial Jurisdiction (ETJ) to be 1,000 additional homes. To increase lift station and associated sanitary sewer infrastructure capacity to accommodate the additional 1,000 homes, the projected engineering and construction cost would be \$1,000,000.

Since development is causing the demand for additional wastewater capacity, staff felt developers should pay their portion of the wastewater capacity improvements required for their subdivision through impact fees. Dividing the \$1,000,000 total cost by 1,000 residential units would be \$1,000 per residential unit. To implement impact fees within a city, a study must be completed defining the service area and the development of an impact fee capital improvement program along with numerous public hearings. The study will be coordinated through a capital improvements advisory committee appointed by the City Council. The impact fee study and the construction of the wastewater improvements would run simultaneously with the goal of having the additional wastewater capacity constructed within 1.5 years.

ATTACHMENTS:

1. Freese and Nichols Impact Fee Study Proposal.
2. Thonhoff Consulting Engineers Probable Cost Estimate.
3. Proposed Impact Fee Service Area Location Map.

City of Harker Heights Wastewater Impact Fee Study Scope of Work

Project Understanding

Freese and Nichols, Inc. (FNI) understands that the City of Harker Heights is seeking to develop wastewater impact fees for the FM 2410 area, consistent with the requirements of Chapter 395 of the Texas Local Government Codes. The City seeks to do this by defining a service area, conducting an existing condition analysis, determining the growth for the 10-year planning period, developing an impact fee capital improvements program, defining a service unit equivalency table, and calculating the maximum fee per service-unit for the wastewater system. The study will be coordinated through a Capital Improvements Advisory Committee (appointed by the City) and culminate with adoption through a public hearing process.

A. Data Collection and Land Use Assumptions

- A1. Project Kick-Off Meeting: Freese and Nichols, Inc. (FNI) will meet with the City to review scope, project team, schedule of the project, and discuss the data request memorandum.
- A2. Data Collection: FNI will compile information from the City including GIS files, as-built drawings, lift station layouts, recently completed system improvements, utility billing data, and wastewater flow data.
- A3. Develop Land Use Assumptions: FNI will utilize available data from previous studies to develop 5-year, 10-year, and 20-year land use assumptions for the FM 2410 study area. Land use assumptions will be expressed in terms of population.
- A4. Progress Meeting: Service Area and Land Use Assumptions: FNI will meet with the City to discuss the draft service area and land use assumptions.
- A5. Revise Land Use Assumptions: Based on comments received at the progress meeting, FNI will revise the land use assumptions and provide updated PDFs of maps and tables to the City.
- A6. Citizen Advisory Committee Impact Fee Presentation #1: FNI will conduct a presentation to the Citizen Advisory Committee to present an overview of impact fees and the land use assumptions. FNI will prepare presentation materials and exhibits for the Citizen Advisory Committee presentation.

B. Wastewater CIP Development

- B1. Review Historical Wastewater Flows: FNI will obtain and evaluate historical wastewater flow data to develop trends and calculate peaking factors. This data will be used to determine expected per-capita loads for future projections.

- B2. Develop and Distribute Wastewater Flow Projections: FNI will validate the wastewater flow projections from previous studies for 5-year, 10-year, and 20-year conditions using the future land use assumptions and selected design criteria.
- B3. Develop Wastewater Impact Fee Capital Improvements Plan (CIP): FNI will utilize the previous studies provided by the City and develop prioritization and costs for each proposed project in Year 2021 dollars including engineering and contingencies. FNI will also review recently completed wastewater improvements and determine which projects are eligible for future cost recovery from growth. Large scale citywide maps will be produced showing proposed projects, costs, and phasing.
- B4. Progress Meeting: Wastewater CIP: FNI will meet with the City present the impact fee CIP.

C. Land Use and CIP Report and Public Hearing

- C1. Develop Draft Land Use Assumptions and CIP Report: Prepare a Draft Land Use Assumptions and CIP Report showing land use assumptions, impact fee eligible capital improvement costs. Submit an electronic PDF copy of the draft report for City review.
- C2. Progress Meeting: Draft Land Use Assumptions and CIP Report: FNI will meet with City to discuss Draft Report and solicit comments.
- C3. Citizen Advisory Committee Impact Fee Presentation #2: FNI will conduct a presentation to the Citizen Advisory Committee to present the land use assumptions and the wastewater CIP. FNI will prepare presentation materials and exhibits for the Citizen Advisory Committee presentation.
- C4. Finalize Land Use Assumptions and CIP Report: Based on comments by City staff, FNI will finalize and provide one (1) electronic PDF copy and ten (10) hardcopies of the final Land Use Assumptions and CIP Report.
- C5. Public Hearing #1 Land Use Assumptions and CIP: FNI will attend the Public Hearing to present and address questions about impact fee calculations.

D. Wastewater Impact Fee Analysis

- D1. Conduct Wastewater Impact Fee Capacity Analysis for Existing Projects: FNI will utilize the land use assumptions to analyze recently completed projects for remaining capacity for impact fee cost recovery for 10-year projected growth.
- D2. Conduct Wastewater Impact Fee Capacity Analysis for Proposed Projects: FNI will utilize the land use assumptions to analyze proposed wastewater improvements for eligible capacity for impact fee cost recovery for 10-year projected growth.
- D3. Calculate Project Costs Eligible for Impact Fee Cost Recovery: FNI will utilize the capacity analysis and capital project costs to calculate the percentage of project cost eligible for impact fee cost recovery.

- D4. Develop Service Unit Equivalentents (SUEs): FNI will utilize equivalent capacity of water meters to establish the service unit equivalentents (SUEs) required in Chapter 395 of the Local Government Code for both existing and 10-year growth conditions.
- D5. Calculate Maximum Allowable Impact Fees: FNI will develop maximum allowable wastewater impact fees using the 50% credit method based on the existing and proposed capital improvement costs to support 10-year growth based on projected increase in SUEs.
- D6. Progress Meeting: Impact Fee Calculations: FNI will meet with City staff to present the impact fee calculations.

E. Impact Fee Report, Public Hearing, and Ordinance Support

- E1. Draft Impact Fee Report: FNI will prepare a draft report that documents the methodology, findings, and recommendations of the study. FNI will submit electronic copies of the report to City Staff for review.
- E2. Progress Meeting: Draft Impact Fee Report: FNI will meet with City to discuss Draft Report and solicit comments.
- E3. Finalize Impact Fee Report: FNI will prepare a final Impact Fee Report and deliver an electronic PDF copy and ten (10) hard copies to the City.
- E4. Impact Fee Benchmarking: Collect data on impact fees charged by neighboring utilities to benchmark against the City's updated maximum allowable impact fees. City staff and/or the CIAC will identify up to eight (8) area utilities for the comparison.
- E5. Citizen Advisory Committee Impact Fee Presentation #3: FNI will conduct a presentation to the Citizen Advisory Committee to present the impact fee calculations and benchmarking results. FNI will prepare presentation materials and exhibits for the Citizen Advisory Committee presentation.
- E6. Public Hearing #2 Impact Fees: FNI will attend the second Public Hearing to present and address questions about impact fee calculations.

Summary of Impact Fee Meetings

(all meetings are assumed to be virtual by TEAMS, Zoom, or other platform)

- Project Kick-Off Meeting
- Progress Meeting: Service Areas and Land Use Assumptions
- Citizen Advisory Committee Impact Fee Presentation #1
- Progress Meeting: Wastewater CIP
- Progress Meeting: Draft Land Use Assumptions and CIP Report
- Citizen Advisory Committee Impact Fee Presentation #2
- Public Hearing #1 Land Use Assumptions and CIP
- Progress Meeting: Impact Fee Calculations
- Progress Meeting: Draft Impact Fee Report
- Citizen Advisory Committee Impact Fee Presentation #3
- Public Hearing #2 Impact Fees

Project Schedule

FNI will complete the scope of work within 11 months of notice to proceed.

Fee Summary

Task	Description	Hours	Total Labor Effort	Total Expense Effort	Total Effort
A	Data Collection and Land Use Assumptions	83	\$12,662	\$706	\$13,368
B	Wastewater CIP Development	71	\$10,545	\$604	\$11,149
C	Land Use and CIP Report and Public Hearing	68	\$10,536	\$813	\$11,349
D	Wastewater Impact Fee Analysis	92	\$13,702	\$782	\$14,484
E	Impact Fee Report, Public Hearing, and Ordinance Support	82	\$12,578	\$1,073	\$13,651
	Total	396	\$60,023	\$3,977	\$64,000

6.0 RECOMMENDATION AND ENGINEER'S ESTIMATE OF TOTAL PROJECT COST

It is the Recommendation of the Engineer to select Alternative No. 2 for construction. This project would renovate the Rummel Road Lift Station increasing its capacity from 800 GPM to 1,000 GPM @ 220' TDH using VFD pump control. This alternative would construct a new 10-inch force main extension from Granite Drive to Wildewood Drive. This alternative would bypass the Evergreen/Fawn Valley Lift Station and remove all extraneous flow from the FM 2410 service area and therefore no renovations would be needed at this second lift station.

The Engineer's Estimate of Total Project Cost is as follows:

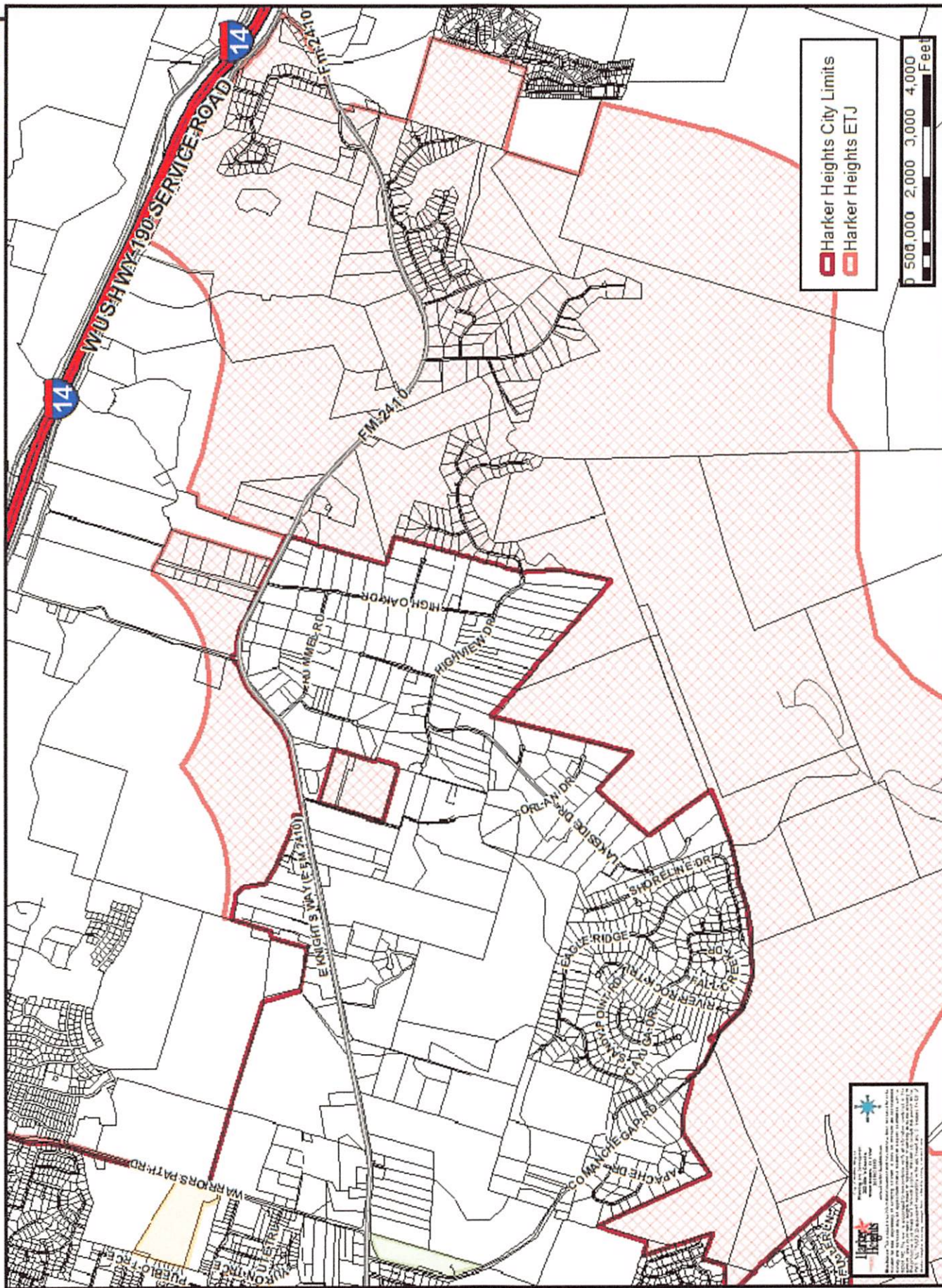
Construction

Renovation of Rummel Road Lift Station	\$ 160,000
New 10-inch Force Main Extension	<u>\$ 479,000</u>
Subtotal Construction	\$ 639,000

Engineering

Design Survey	\$ 20,000
TxDOT Permitting	10,000
Basic Engineering Services	95,000
Resident Project Representative	50,000
Construction Staking	20,000
Construction Testing	10,000
Record Drawings	<u>10,000</u>
Subtotal Engineering	\$ 215,000
Project Cost Subtotal	\$ 854,000
Contingency @ +/- 20%	<u>146,000</u>
Engineer's Estimate of Total Project Cost	\$ 1,000,000

Location Map





CITY COUNCIL MEMORANDUM

AGENDA ITEM # III-3

FROM: THE OFFICE OF THE CITY MANAGER

DATE: APRIL 6, 2021

DISCUSS AND RECEIVE A PRESENTATION OF THE CITY'S NEW MUNICIPAL SOLID WASTE COLLECTION AND DISPOSAL SERVICES.

EXPLANATION:

The implementation of the new solid waste trash service began March 8, 2021. We are four weeks into the new service and since that time the City and Waste Management have been working with our residents in the continued education and additional service requests.

With the changes to the residential solid waste collection service, the solid waste ordinance was amended by the City Council on March 9th.

The following services are included in the new sanitation contract:

- Solid waste collection remains twice per week per residential customer.
- Solid waste collection will continue the same days of the week per residential customer as is currently.
- Waste Management will be provided 96-gallon poly cart to each residential customer.
- Automated side load garbage trucks will dispose of the trash within the 96-gallon poly carts.
- Residential solid waste fee remains the same – which includes the 96-gallon poly-cart.

Major change to new contract:

- Trash bags with solid waste, to include brush and debris, will not be allowed to be placed out on the curb. All solid waste, including household garbage, leaves, grass clippings, and brush must fit inside of the poly cart or taken to the Recycling Drop Center – free of charge.
 - Staff will bring additional options for the council's consideration for the upcoming FY 21-22 budget.

Items for Council's consideration:

- Location of containers after the day of collection.
 - Current ordinance reads:
 - 51.18 (F) Containers shall be removed from the front of the premises by the owner, occupant, tenant, or lessee no later than 11pm on the evening of collection.
 - 51.18 (G) the containers may be stored at any location which does not pose a hazard and is not visible from the nearest public road.

ATTACHMENTS:

None