



MEETING AGENDA
Schertz Capital Improvement Advisory Committee
September 27, 2023

HAL BALDWIN MUNICIPAL COMPLEX COUNCIL CHAMBERS
1400 SCHERTZ PARKWAY BUILDING #4
SCHERTZ, TEXAS 78154

CITY OF SCHERTZ CORE VALUES
Do the right thing
Do the best you can
Treat others the way you want to be treated
Work cooperatively as a team

AGENDA
WEDNESDAY, SEPTEMBER 27, 2023 at 5:00 p.m.

1. CALL TO ORDER / ROLL CALL THE CAPITAL IMPROVEMENT ADVISORY COMMITTEE MEETING

2. SEAT ALTERNATE TO ACT IF REQUIRED

3. HEARING OF RESIDENTS

This time is set aside for any person who wishes to address the Capital Improvement Advisory Committee. Each person should fill out the Speaker's register prior to the meeting. Presentations should be limited to no more than three (3) minutes. Discussion by the Committee of any item not on the agenda shall be limited to statements of specific factual information given in response to any inquiry, a recitation of existing policy in response to an inquiry, and/or a proposal to place the item on a future agenda. The presiding officer, during the Hearing of Residents portion of the agenda, will call on those persons who have signed up to speak in the order they have registered.

Residents who choose to watch the meeting via live stream, but who would like to participate in the Hearing of Residents, should email their comments to the Planning Division, at planning@schertz.com by 5:00p.m. on Tuesday, September 26, 2023, so that the Planning Division may read the public comments into the record under the hearing of residents. In the body of the email please include your name, your address, phone number, agenda item number if applicable or subject of discussion, and your comments.

4. PUBLIC HEARING:

- A.** Hold a public hearing, consider, and file the semi-annual report evaluating the progress of the City on achieving the capital improvements program and identifying any problems in implementing the plans or administering the capital recovery fees.

5. ADJOURNMENT OF THE CAPITAL IMPROVEMENT ADVISORY COMMITTEE MEETING

CERTIFICATION

I, Samuel Haas, Senior Planner, of the City of Schertz, Texas, do hereby certify that the above agenda was posted on the official bulletin boards on this the 22nd day of September, 2023 at 5:00 p.m., which is a place readily accessible to the public at all times and that said notice was posted in accordance with chapter 551, Texas Government Code.

Samuel Haas
Samuel Haas, Senior Planner

I certify that the attached notice and agenda of items to be considered by the Schertz Planning & Zoning Commission was removed from the official bulletin board on _____ day of _____, 2023. _____ title: _____

This facility is accessible in accordance with the Americans with Disabilities Act. Handicapped parking spaces are available. If you require special assistance or have a request for sign interpretative services or other services please call 619-1030 at least 24 hours in advance of meeting.

The Planning and Zoning Commission for the City of Schertz reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Open Meetings Act.

Executive Sessions Authorized: This agenda has been reviewed and approved by the City's legal counsel and 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.

PLANNING AND ZONING COMMISSION MEETING: 09/27/2023
Agenda Item 4 A

TO: Planning and Zoning Commission
PREPARED BY: Kathryn Woodlee, City Engineer
SUBJECT: Hold a public hearing, consider, and file the semi-annual report evaluating the progress of the City on achieving the capital improvements program and identifying any problems in implementing the plans or administering the capital recovery fees.

GENERAL INFORMATION

Section 395.058 (c) (4) of the Texas Local Government Code requires the Capital Improvements Advisory Committee (CIAC) to file semi-annual reports with respect to the progress of the capital improvement plan and report to City Council any perceived inequities in implementing the plan or imposing impact fees. Section 90-158 of the City's Code of Ordinances includes the same requirement.

Active projects and associated expenses that are funded using Impact Fee Funds this period were as follows:

Water

- Corbett Ground Storage Tank
 - Expenses 1st Half FY23
 - Professional services - \$36,017.92
 - Construction - \$299,279.49
 - Status: Construction Phase. Construction contract awarded but construction delayed due to delays in grant funding process.
- City-wide Water Master Plan and Impact Fee Update Study
 - Expenses 1st Half FY23: Professional services - \$11,040.20
 - Status: Water system model finalized, projected future demands applied, identification of capital improvement projects underway.
- Ware Seguin to Lower Seguin and Graytown to Pfeil Loop Lines
 - Expenses 1st Half FY23: Professional services - \$99,440.00
 - Status: Design and easement acquisition efforts underway.

Sewer

- Woman Hollering Creek Wastewater Project
 - Expenses 2nd Half FY22: \$3,715,891.65
 - Professional services - \$164,187.25
 - Construction - \$3,551,704.40
 - Status: Construction continuing, force main installation complete, gravity main installation ongoing, lift station wet well and storage well construction underway. Supply chain delays impacting electrical components, completion and lift station startup projected 1st half FY24.
- City-wide Wastewater Master Plan and Impact Fee Update Study
 - Expenses 1st Half FY23: Professional services - \$10,605.70
 - Status: Wastewater system model being finalized, projected capacity demands based on future land use assumptions being developed and applied.

Roadway

- Service Area 1
 - Expenses 1st Half FY23 - \$104,850.99 for median landscaping of newly constructed Cibolo Valley Drive from IH 35 to Old Wiederstein Road
- Service Area 2
 - Expenses 1st Half FY23 - \$102,494.88 annual partial reimbursement to Babcock Road 165, Ltd., for cost of Ripps Kreuzler extension (\$205,076.89 remaining to be paid)
- Service Areas 3 and 4 - no expenses 1st Half FY23

STAFF ANALYSIS AND RECOMMENDATION

Staff recommends the CIAC accept this report and file the semi-annual report with City Council. The semi-annual report will consist of the items presented to the CIAC and draft minutes from this meeting.

Attachments

Capital Recovery Report 1st Half FY23

**CITY OF SCHERTZ
CAPITAL RECOVERY IMPACT FEE REPORT
Oct 1, 2022 TO March 31, 2023**

	***** IMPACTS FEES *****		
	Water	Sewer	Total
Beginning Allocated Impact Fee Balance ¹	4,349,036.20	5,548,597.44	9,897,633.64
Net Change in Allocated Impact Fees	(21,629.11)	(3,646,586.19)	(3,668,215.30)
Ending Allocated Impact Fee Balance	4,327,407.09	1,902,011.25 #	6,229,418.34
Beginning Unallocated Impact Fee Balance	4,886,683.88	521,636.10	5,408,319.98
Revenues:			
Impact Fees	403,129.80	184,500.54	587,630.34
Transfer In	0.00	0.00	0.00
Interest Earned	963.06	17,586.65	18,549.71
Investments Income	108,034.79	113,009.62	221,044.41
Expenses:			
Professional Services	0.00	0.00	0.00
Auditor/Accounting Services	0.00	0.00	0.00
Investment Mgt Fee - Sewer	0.00	1,557.72	1,557.72
Transferred Out	0.00	0.00	0.00
Total Revenue Over/(Under) Expense	512,127.65	313,539.09	825,666.74
Ending Unallocated Impact Fee Balance	5,398,811.53	835,175.19	6,233,986.72
Estimated Cost of Unfunded Projects			
Loop Lines	793,121.81		
Capital Impact Fee Study - Water	78,417.12		
Capital Impact Fee Study - Sewer		97,902.49	
Cibolo West Trunk Line		6,000,000.00	
Total Unfunded Project Costs	871,538.93	6,097,902.49	6,969,441.42
Unfunded Projects to Ending Unallocated Impact Fee Balance ²	4,527,272.60	(5,262,727.30)	(735,454.70)

¹ **Allocated Impact Fee Balances only include Capital Recovery funds and not funds from any other source. It also assumes Capital Recovery Funds are used first when allocated.**

² **Negative Unfunded Projects to Ending Impact Fee Balance to be funded by future revenues or through other sources**

Capital Recovery Water Projects

Capital Improvements Program	SE Quad Pump Station	SE Quad GST	SE Quad Elevated Tank	SE Quad Distribution Mains	NE Quad Distribution Mains	IH10 Corridor Distribution Mains
Original Cost Estimate	\$ 1,688,289	\$ 1,100,000	\$ 1,250,000	\$ 1,700,000	\$ 1,600,000	\$ 1,000,000
Current Project Designation	Corbett Ground Storage Tank	Corbett Ground Storage Tank- RL2	Corbett Elevated Tank - RL1	Loop Lines - WA1		
Current Cost Estimate		\$ 5,000,000	\$ 5,650,000	\$ 1,806,076		

Capital Recovery Funding/Allocation

2011						
2012						
2013			\$ 12,251.14			
2014			\$ 500.00			
2015			\$ 86,166.10			
2016			\$ 3,050,000.00			
2017						
2018						
2019			\$ 1,375,000.00			
2020						
2021		\$ 512,000.00				
2022		\$ 4,230,818.70				

Capital Recovery Funding Balance	\$ -	\$ 4,742,818.70	\$ 4,523,917.24	\$ -	\$ -	\$ -
Other Funding Sources	\$ -	\$ -	\$ 924,031.46	\$ 1,012,954.19	\$ -	\$ -
Total Project Funding Sources	\$ -	\$ 4,742,818.70	\$ 5,447,948.70	\$ 1,012,954.19	\$ -	\$ -

Project Annual Expenses

First Half 2012						
Second Half 2012						
First Half 2013						
Second Half 2013			\$ 12,251.14			
First Half 2014			\$ 6.77			
Second Half 2014			\$ 2,081.13			
First Half 2015			\$ 980.00			
Second Half 2015			\$ 120,233.32			
First Half 2016			\$ 87,843.28			
Second Half 2016			\$ 22,763.75			
First Half 2017			\$ -			
Second Half 2017			\$ 40,403.20			
First Half 2018			\$ 6,248.00			
Second Half 2018			\$ 7,485.13			
First Half 2019			\$ 50,510.63			
Second Half 2019			\$ 1,994,741.24			
First Half 2020			\$ 1,385,858.48			
Second Half 2020			\$ 1,161,122.42			
First Half 2021			\$ 172,980.16			
Second Half 2021		\$ 114,254.48	\$ 91,433.48			
First Half 2022		\$ 154,707.22	\$ -			
Second Half 2022		\$ 124,820.80	\$ -			
First Half 2023		\$ 21,629.11		\$ 40,455.00		
Total Expenses	\$ -	\$ 415,411.61	\$ 5,156,942.13	\$ 40,455.00	\$ -	\$ -

Allocated Impact Project Fee Balance	\$ -	\$ 4,327,407.09	\$ -	\$ -	\$ -	\$ -
Project Balance	\$ -	\$ 4,327,407.09	\$ 291,006.57	\$ 972,499.19	\$ -	\$ -

Project Status	Future	Future	Complete	Future	Future	Future
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Capital Recovery Sewer Projects

Capital Improvements Program	Final South Sewershed Master Plan	Town Creek Phase III	Town Creek Phase IV	Woman Hollering Creek STP PH II	South Schertz Trunk Lines and Lift Station	South Schertz Trunk Lines and Lift Station
Original Cost Estimate	\$ 15,000	\$ 659,126	\$ 1,000,000	\$ 600,000	\$ 9,600,000	
Current Project Designation		Town Creek Phase III - QA3		Crossvines Batch Plant Expansion - QA4	Woman Hollering Trunk Line - QA2/Q01	Cibolo West Truck Line
Current Cost Estimate		\$ 931,740		\$ 487,848	\$ 12,000,000	\$ 6,000,000.0

Capital Recovery Funding/Allocation

2011						
2012						
2013						
2014						
2015						
2016						
2017						
2018				\$ 487,848.00		
2019				\$ -		
2020						
2021					\$ 7,795,000.00	
2022						

Capital Recovery Funding Balance	\$ -	\$ -	\$ -	\$ 487,848.00	\$ 7,795,000.00	\$ -
Other Funding Sources		Bond 2007 \$ 931,739.74			Bond 2013 \$ 3,069,305.46	
Total Project Funding Sources	\$ -	\$ 931,739.74	\$ -	\$ 487,848.00	\$ 10,864,305.46	\$ -

Project Annual Expenses

First Half 2012						
Second Half 2012					\$ 82,262.17	
First Half 2013					\$ 49,861.30	
Second Half 2013		\$ 980.00			\$ 17,032.55	
First Half 2014		\$ 28,743.00			\$ 61,364.70	
Second Half 2014		\$ 46,690.62			\$ 34,775.84	
First Half 2015		\$ 5,858.72			\$ 5,382.50	
Second Half 2015		\$ 815,683.00			\$ 38,315.41	
First Half 2016		\$ 33,784.40			\$ 121,438.32	
Second Half 2016					\$ 83,983.26	
First Half 2017					\$ 6,220.00	
Second Half 2017					\$ 4,048.18	
First Half 2018					\$ 247,870.62	
Second Half 2018				\$ 68,609.20	\$ 212,479.83	
First Half 2019				\$ 225,595.33	\$ 56,860.59	
Second Half 2019				\$ 41,375.48	\$ 225,106.41	
First Half 2020				\$ -	\$ 98,737.52	
Second Half 2020				\$ -	\$ 143,307.30	
First Half 2021				\$ -	\$ -	
Second Half 2021				\$ -	\$ 16,123.52	
First Half 2022				\$ -	\$ 6,615.06	
Second Half 2022				\$ -	\$ 3,886,885.47	
First Half 2023					\$ 3,715,891.65	
Total Expenses	\$ -	\$ 931,739.74	\$ -	\$ 335,580.01	\$ 9,114,562.20	\$ -

Allocated Impact Project Fee Balance	\$ -	\$ -	\$ -	\$ 152,267.99	\$ 1,749,743.26	\$ -
Project Balance	\$ -	\$ -	\$ -	\$ 152,267.99	\$ 1,749,743.26	\$ -
Project Status	Future	Complete	Future	On Going	On Going	Future

CITY OF SCHERTZ
ROADWAY IMPACT FEE REPORT
Oct 1, 2022 TO March 31, 2023

	***** ROADWAY IMPACTS FEES *****				Total
	Area 1	Area 2	Area 3	Area 4	
Beginning Allocated Impact Fee Balance	0.00	0.00	0.00	0.00	0.00
Net Change in Allocated Impact Fees	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Ending Allocated Impact Fee Balance	0.00	0.00	0.00	0.00	0.00
Beginning Unallocated Impact Fee Balance	805,970.93	564,027.75	1,183,301.24	6,053.19	2,559,353.11
Revenues:					
Impact Fees	109,471.43	98,144.59	141,540.00	0.00	349,156.02
Transfer In	0.00	0.00	0.00	0.00	0.00
Interest Earned	94.09	471.99	162.39	2.34	730.81
Investments Income	17,509.00	11,584.55	27,074.48	178.82	56,346.85
Expenses:					
Development Incentive Fund	0.00	102,494.88	0.00	0.00	102,494.88
Professional Services	0.00	0.00	0.00	0.00	0.00
Auditor/Accounting Services	0.00	0.00	0.00	0.00	0.00
Transferred Out	0.00	0.00	0.00	0.00	0.00
Contingency	16,678.00	0.00	0.00	0.00	16,678.00
Construction	88,172.99	0.00	0.00	0.00	88,172.99
Total Revenue Over/(Under) Expense	<u>22,223.53</u>	<u>7,706.25</u>	<u>168,776.87</u>	<u>181.16</u>	<u>198,887.81</u>
Ending Unallocated Impact Fee Balance	828,194.46	571,734.00	1,352,078.11	6,234.35	2,758,240.92