



**CITY COUNCIL
WORKSHOP SESSION MINUTES
APRIL 19, 2023**

PRESENT:

Dr. Christopher Harvey, Mayor

COUNCIL MEMBERS:

Emily Hill, Mayor Pro Tem, Place 1
Anne Weir, Place 2
Maria Amezcua, Place 3
Sonia Wallace, Place 4
Aaron Moreno, Place 5
Deja Hill, Place 6

CITY STAFF:

Scott Moore, City Manager
Lluvia T. Almaraz, City Secretary
Scott Dunlop, Development Services Director
Scott Jones, Economic Development Director
Matthew Woodard, Public Works Director

WORKSHOP SESSION – 5:00 P.M.

With a quorum of the Council Members present, the workshop session of the Manor City Council was called to order by Mayor Harvey at 5:06 p.m. on Wednesday, April 19, 2023, in the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

REGULAR AGENDA

A. Presentation and discussion regarding the City of Manor Stormwater Utility Fee Feasibility Study. (Presented by Raftelis)

Jennifer Tavantzis, Senior Manager with Raftelis presented and discussed the attached PowerPoint presentation.

The topic of discussion:

- City's obligations for funding the drainage system
- City's current Stormwater Program
- Future Program – Proposed Enhancements
- Fee Funded Program Components – Rate Comparison
- Stormwater Program Costs
- Stormwater Utility Funding Approach
- Stormwater Fee Rate Structure
- Stormwater Fee Background
- Stormwater Rate Structure
- Combined W/WW/SW Customer Impact
- Fee Comparison


There was no further discussion, and no action was taken.

ADJOURNMENT

The Workshop Session of the Manor City Council Adjourned at 6:14 p.m. on Wednesday, April 19, 2023.

These minutes were approved by the Manor City Council on the 3rd day of May 2023.

APPROVED:



Dr. Christopher Harvey
Mayor

ATTEST:



Luvia T. Almaraz, TRMC
City Secretary





City of Manor

Stormwater Utility Feasibility
Study

April 19, 2023

City's obligations for funding drainage system



- Compliance with water quality permit issued by TCEQ
- Preventative and proactive maintenance and repair of aging infrastructure
 - › Maintaining a safe environment for current residents and anticipated future development

City's Current Stormwater Program

- Stormwater management performed by Streets Department and contracted engineering firm.
- Funded by general fund, through the Streets Department budget
- Performs services to fulfill obligations under NPDES Phase II MS4 permit issued by TCEQ, including public outreach, site inspections and permit reviews.
- Maintains drainage system infrastructure on City property and ROW, including storm sewers, roadside drainage and streets.

Future Program- proposed enhancements

Short Term

- Enhanced preventative and proactive maintenance, asset management
- Acquire CMMS to help improve operational efficiency
- Street sweeping program to meet MS4 requirements
- Stormwater Master Plan



Long Term

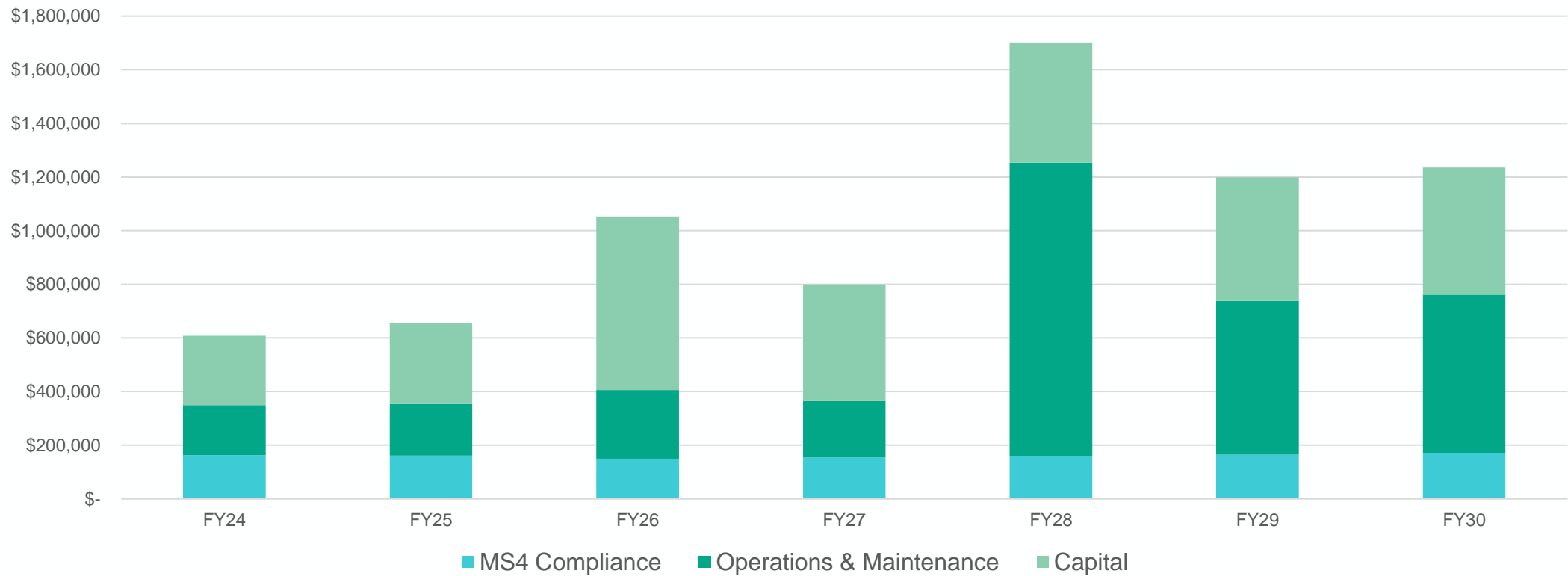
- City takes over responsibility of surface drainage, maintenance of all culverts and ditches (3 crew members and equipment (dump truck, gradall, vector trailer)
- Capital projects- street reprofiling to prevent flooding, other projects as identified in SWMP

To sufficiently fund a growing program, a fee is a more stable source of revenue than taxes/general fund.

Fee Funded Program Components – Rate Comparison

FY24 Monthly Rate per ERU		\$2.00	\$3.00	\$6.50
FY24 Appx Revenue		\$210,289	\$315,433	\$683,439
<u>Fee Funded (Est)</u>				
Stormwater Master Plan	\$ 161,461	X	X	X
Support on Capital Planning	\$ 37,132	X	X	X
1 FTE: Inspector	\$ 80,734		X	X
Contracted MS4 Compliance	\$ 32,292			X
Maintenance	\$ 26,910		X	X
Storm Drain Medallions	\$ 6,458	X	X	X
System Mapping	\$ 16,146			X
Street Sweeper	\$ 106,090			X
1 FTE: Street Sweeper Operator	\$ 80,734			X
Maintenance and Repair- Small P	\$ 59,676			X
	\$ 607,634	\$ 205,051	\$ 312,696	\$ 607,634
		Needed from General Fund \$ 397,345	\$ 292,201	

Stormwater Program Costs



	FY24	FY25	FY26	FY27	FY28	FY29	FY30
	\$ 3.00	\$ 4.00	\$ 5.00	\$ 6.00	\$ 7.50	\$ 8.00	\$ 8.00
FY24 Appx Revenue	\$315,433	\$425,949	\$539,240	\$655,361	\$829,679	\$896,315	\$907,790
Stormwater Master Plan	X						
Support on Capital Planning	X						
1 FTE: Inspector	X	X	X	X	X	X	X
Contracted MS4 Compliance			X	X	X	X	X
Maintenance	X	X	X	X	X	X	X
Storm Drain Medallions	X	X	X	X	X	X	X
System Mapping		X	X				
CMMS purchase and setup			X	X	X	X	X
Street Sweeper			X	X	X	X	X
1 FTE: Street Sweeper Operator			X	X	X	X	X
Maintenance and Repair- Small Projects		X	X	X	X	X	X
2 FTEs: Foreman and Crew Member				X	X	X	X
1 FTE: Add'l Crew Member				X	X	X	X
Dumping Fees for streets and Drainage Cleanup					X	X	X
XL3100 Used Gradall Truck					X	X	X
Fuel and Maintenance					X	X	X
Dump Truck						X	X
Vactor Trailer						X	X
Future Capital Projects							
Needed from General Fund* (capital projects add'l)	\$ 292,201	\$ 9,765	\$ -	\$ -	\$ 513,801	\$ -	\$ -

Options

Funding Approach

Tax/General fund

- SW program competes for funding with other City priorities
- Historically insufficient to fully fund program

Stormwater fee

- Can generate sufficient revenue to support envisioned program
- Tied to each property's impact on drainage system
- Used to generate revenue in many SW programs in Texas

Combination

- Fee could be supplemented by tax/general fund
- Fee could be set lower, initially
- Portion of costs covered by fee could be gradually increased over time
- Some protection against competing priorities of general fund monies



Level of Service

Minimum:

Permit compliance

Proactive maintenance and capital planning

Stormwater Utility Funding Approach

Sufficient and Stable Revenue

Rates set to recover sufficient program funding; funds do not need to compete with other City priorities

Fairness in Revenue Recovery

Fees for each ratepayer tied to their impact and stormwater program costs, similar to water and sewer.

Increasingly Common in TX

Large and small communities across the State have developed, or are developing, stormwater utilities

Stormwater fee rate structure



Enabling legislation

*“The governing body of the municipality may charge a lot or tract of benefitted property for drainage service on any basis other than the value of the property, but the basis must be directly related to drainage and the terms of the levy, and any classification of the benefitted properties in the municipality must be **nondiscriminatory, equitable, and reasonable.**”*



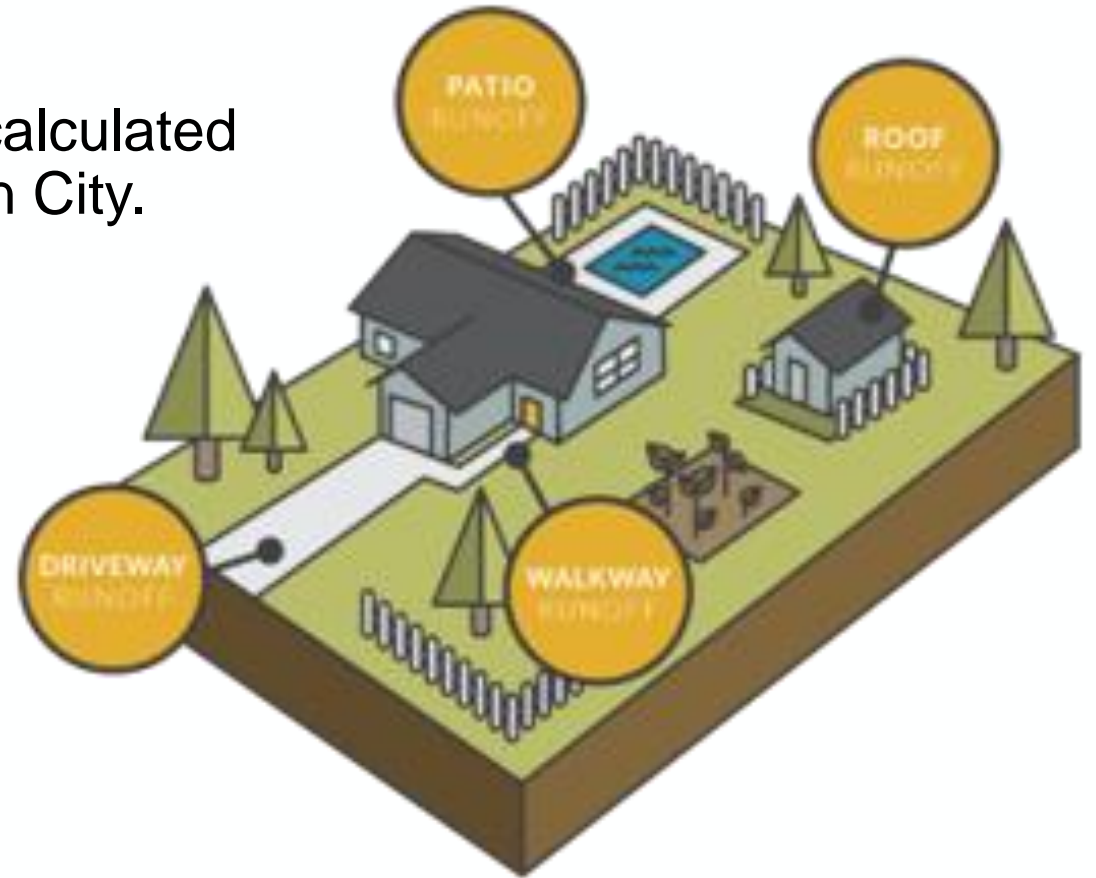
Impervious area basis

- For Manor’s stormwater program, impervious area has been determined as the most **equitable** and **reasonable** basis for the charge.
- Impervious area from residential and non-residential properties results in the same impact to stormwater runoff.
- Difficult to differentiate between property classes based on program costs or average proportion of impervious area on properties
 - Some nonresidential properties have very low proportions of imperviousness
- No broadly applicable geographic distinctions in soil quality, etc.

Stormwater Fee Background

Impervious area: Hard surfaces that impede the infiltration of stormwater runoff, such as concrete, pavement, structures, and compacted dirt and gravel.

ERU: The amount of impervious area on a typical residential property in Manor (2,730 sq ft). Value calculated by measuring random sample of SFR properties in City.



Stormwater Fee Background

Single Family Residential

- › Properties with a single residential structure
- › Simplified billing – flat rates or tiered rates.

Non-Single Family Residential

- › All other properties
- › Billed based on measured impervious area (current values are estimates)

Class	Count of Parcels	ERUs	Percent ERUs
NSFR	863	5,375	55%
SFR	4,333	4,333	45%
SFR-F	1,340	-	
Total	6,536	9,708	

Stormwater Rate Structure

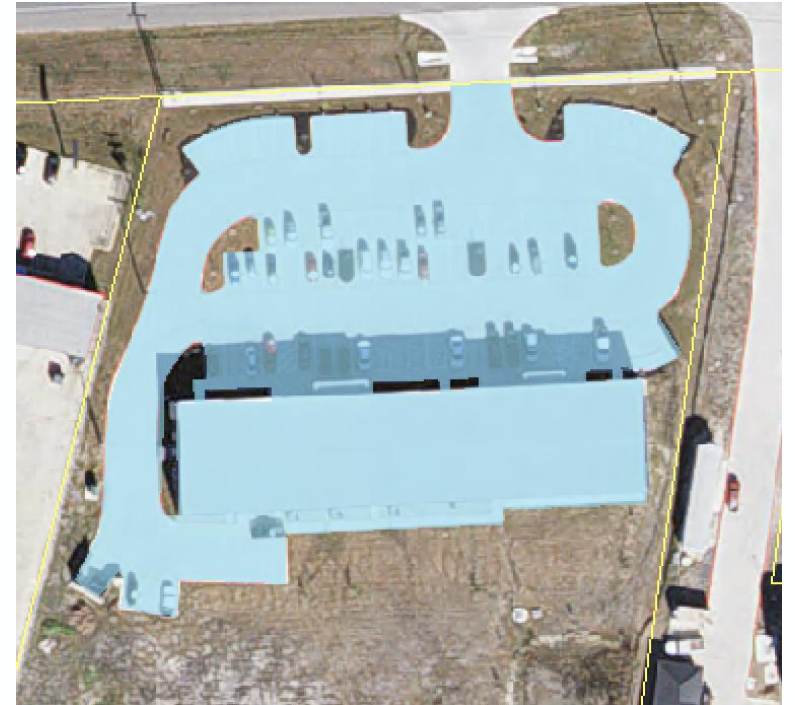


Single Family Residential

- Each property charged a flat rate of 1 ERU (\$6.50*)

Non-Single Family Residential

- Charged \$6.50* per ERU measured on the property.
- Charged a minimum of 1 ERU if they have greater than 400 sq ft impervious area
- Property's ERU rounded up to next whole number.

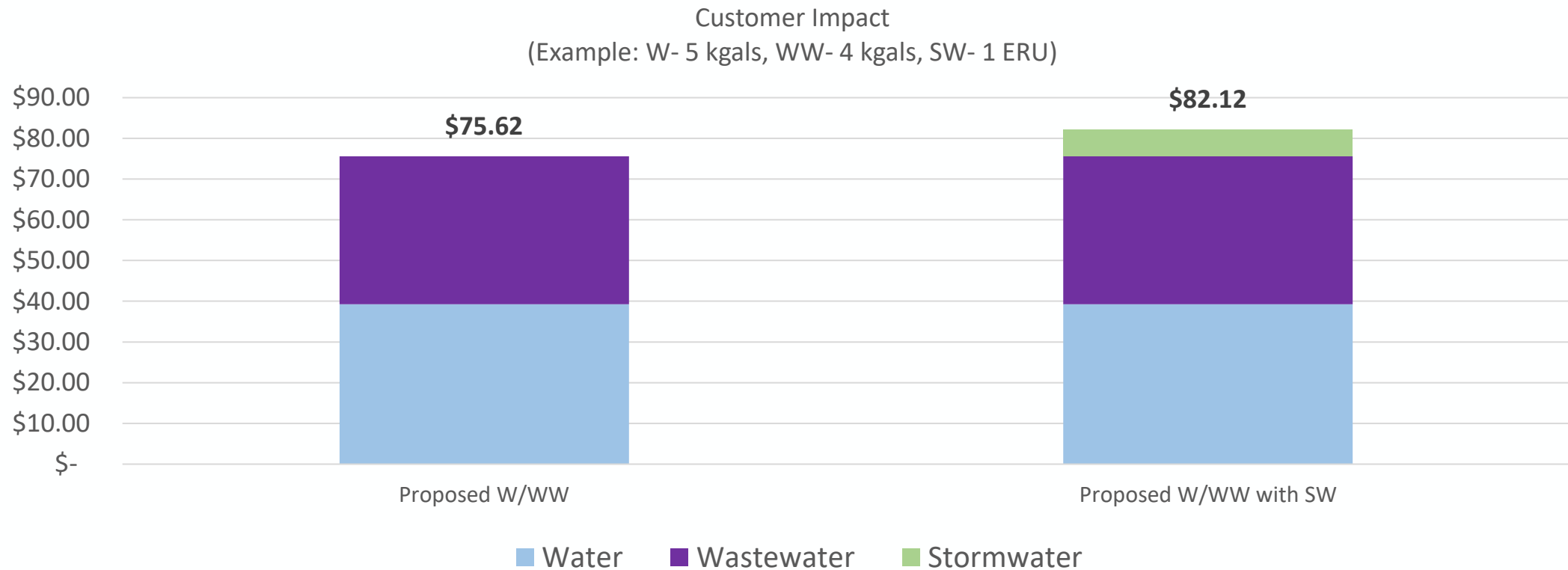


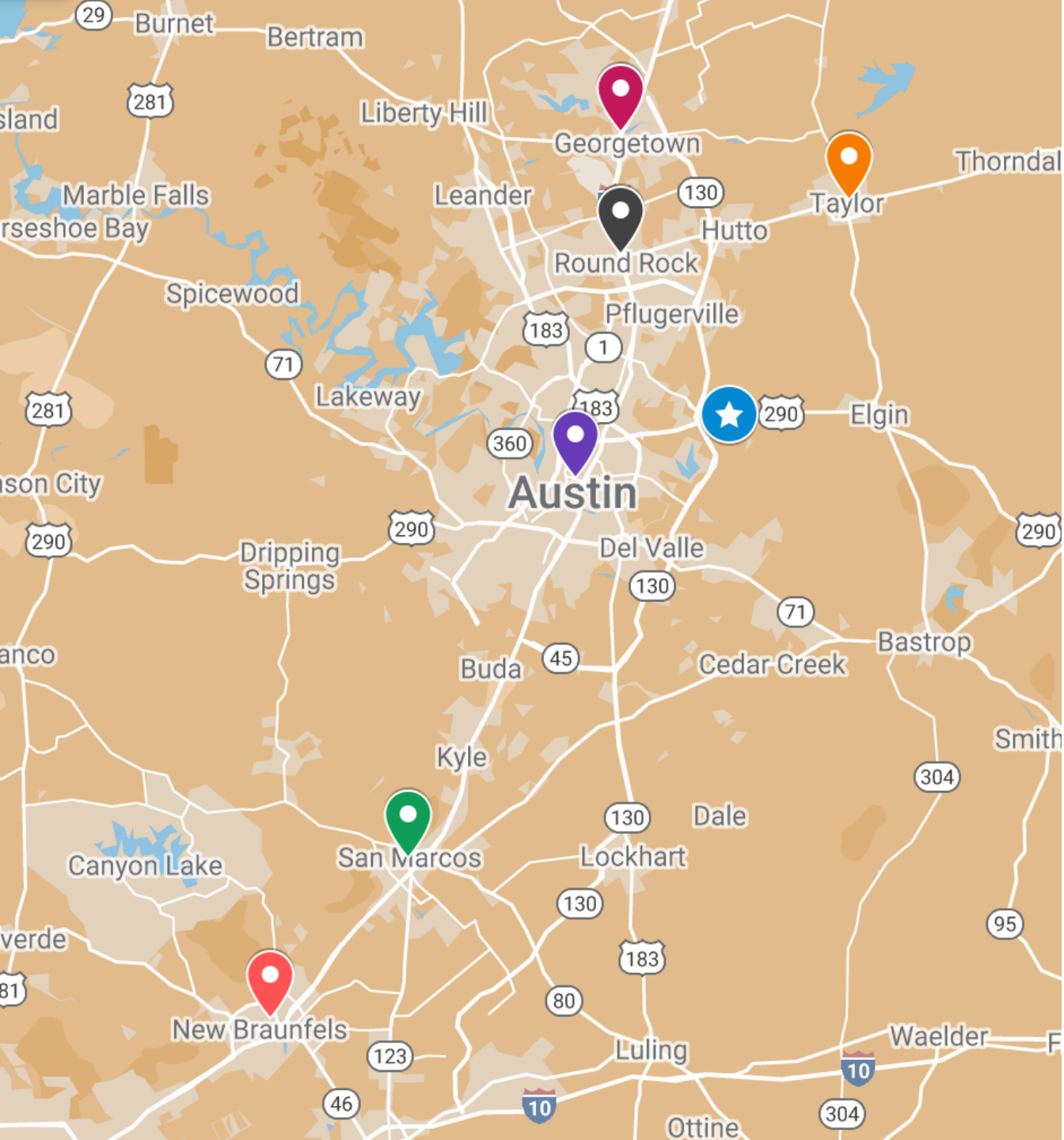
Example:

Impervious Area	ERUs	Fee
61,498 sq ft	23	\$149.50


*Draft 2024 Rates from Feasibility Study

Combined W/WW/SW Customer Impact





Fee Comparison

Utility	Fee per ERU
 Manor	\$6.50
 Austin	\$9.80
 Taylor	\$3.00
 Round Rock	\$4.75
 San Marcos	\$14.90
 New Braunfels	\$4.59
 Georgetown	\$6.50