



Dr. Christopher Harvey, Mayor
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 Council Workshop

Wednesday, April 19, 2023 at 5:00 PM

Manor City Hall, Council Chambers, 105 E. Eggleston St.

AGENDA

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

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

ADJOURNMENT

In addition to any executive session already listed above, the City Council 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 Texas Government Code Section §551.071 (Consultation with Attorney), §551.072 (Deliberations regarding Real Property), §551.073 (Deliberations regarding Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations regarding Security Devices) and §551.087 (Deliberations regarding Economic Development Negotiations).

CONFLICT OF INTEREST

In accordance with Section 12.04 (Conflict of Interest) of the City Charter, "No elected or appointed officer or employee of the city shall participate in the deliberation or decision on any issue, subject or matter before the council or any board or commission, if the officer or employee has a personal financial or property interest, direct or indirect, in the issue, subject or matter that is different from that of the public at large. An interest arising from job duties, compensation or benefits payable by the city shall not constitute a personal financial interest."

Further, in accordance with Chapter 171, Texas Local Government Code (Chapter 171), no City Council member and no City officer may vote or participate in discussion of a matter involving a business entity or real property in which the City Council member or City officer has a substantial interest (as defined by Chapter 171) and action on the matter will have a special economic effect on the business entity or real property that is distinguishable from the effect on the general public. An affidavit disclosing the conflict of interest must be filled out and filed with the City Secretary before the matter is discussed.

POSTING CERTIFICATION

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Friday, April 14, 2023, by 5:00 PM and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

/s/ Lluvia T. Almaraz, TRMC
City Secretary for the City of Manor, Texas

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:

The City of Manor is committed to compliance with the Americans with Disabilities Act. Manor City Hall and the Council Chambers are wheelchair accessible and accessible parking spaces are available. Requests for accommodation or interpretive services must be made 10 days prior to this meeting. Please contact the City Secretary at 512.215.8285 or e-mail lalmaraz@manortx.gov



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

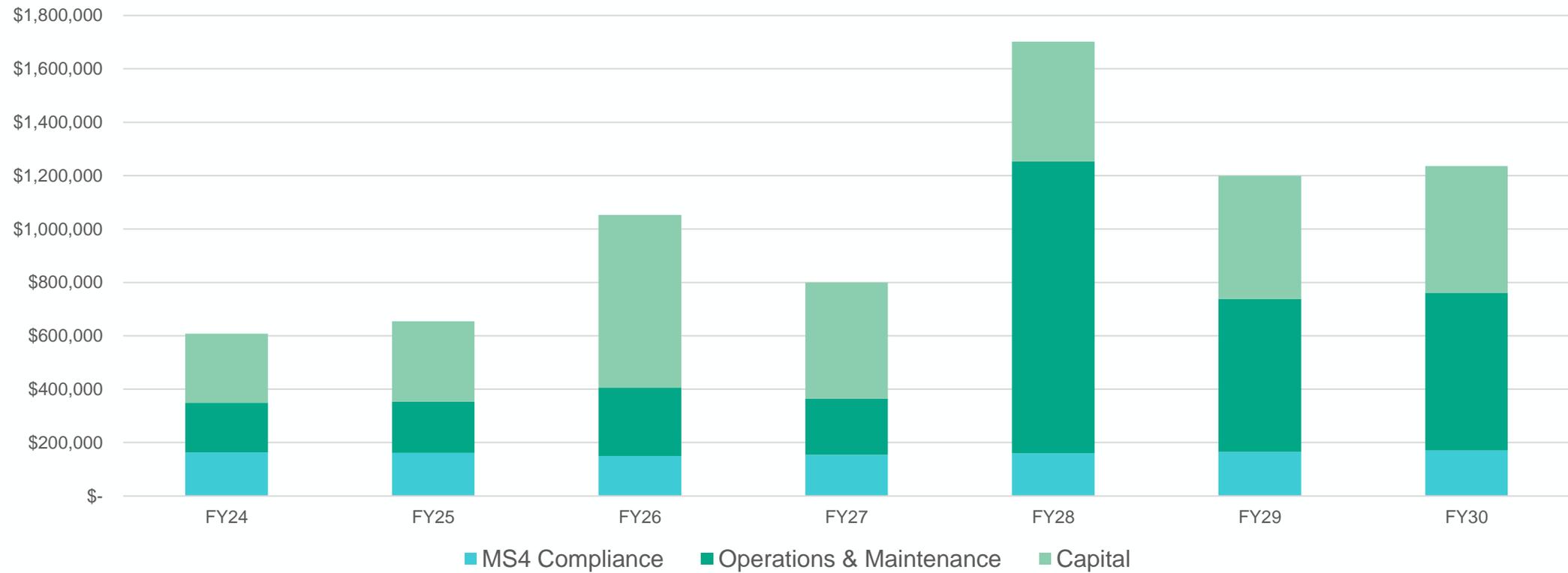
- City takes over responsibility of surface drainage, maintenance of all culverts and ditches (3 crew members and equipment (dump truck, gradall, vector trailer)
- Capital projects- street reprofiling to prevent flooding, other projects as identified in SWMP

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.**”*



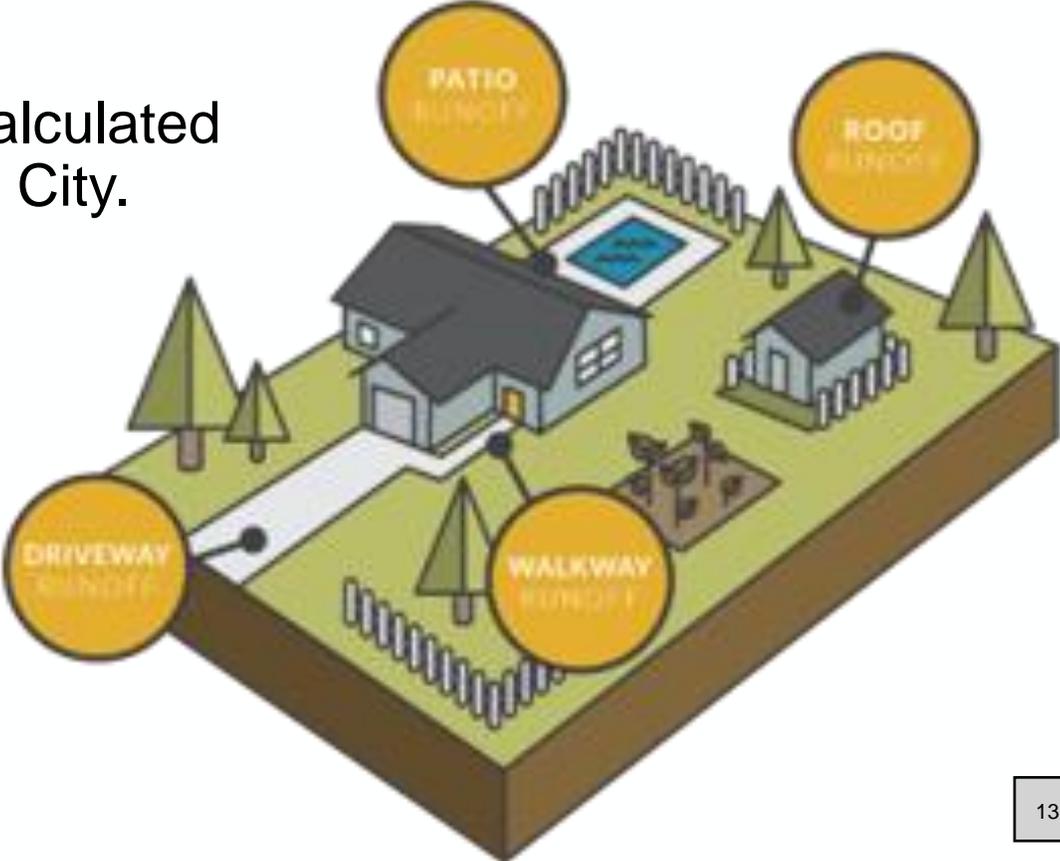
Impervious area basis

- 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



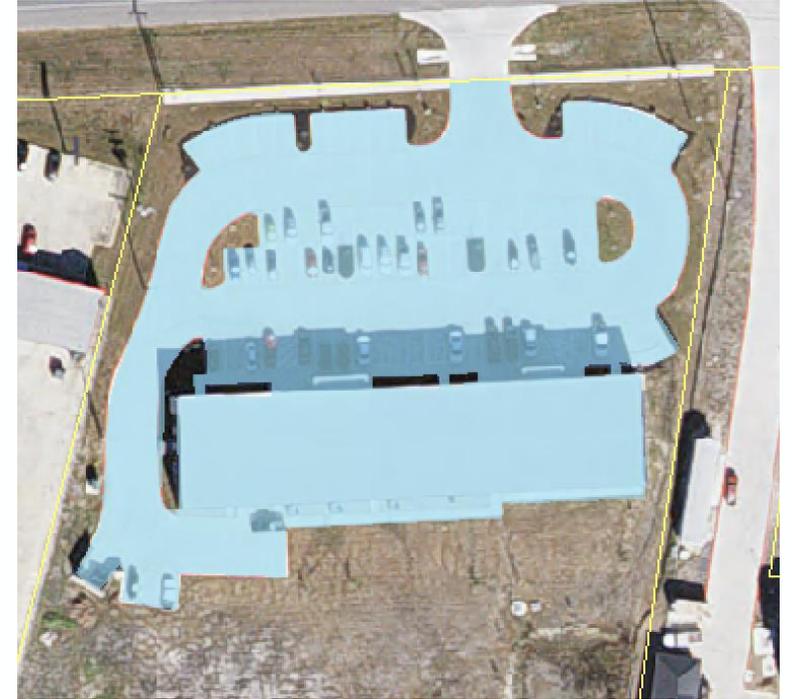
Single Family Residential

- 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.

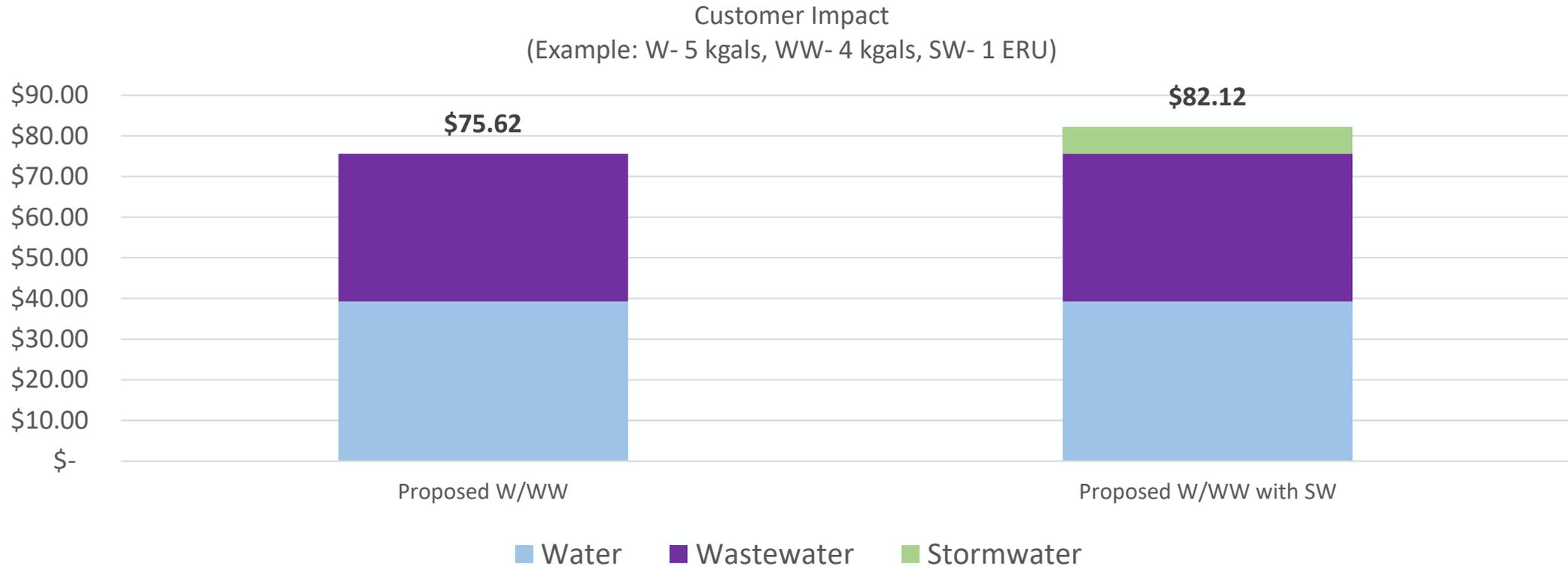


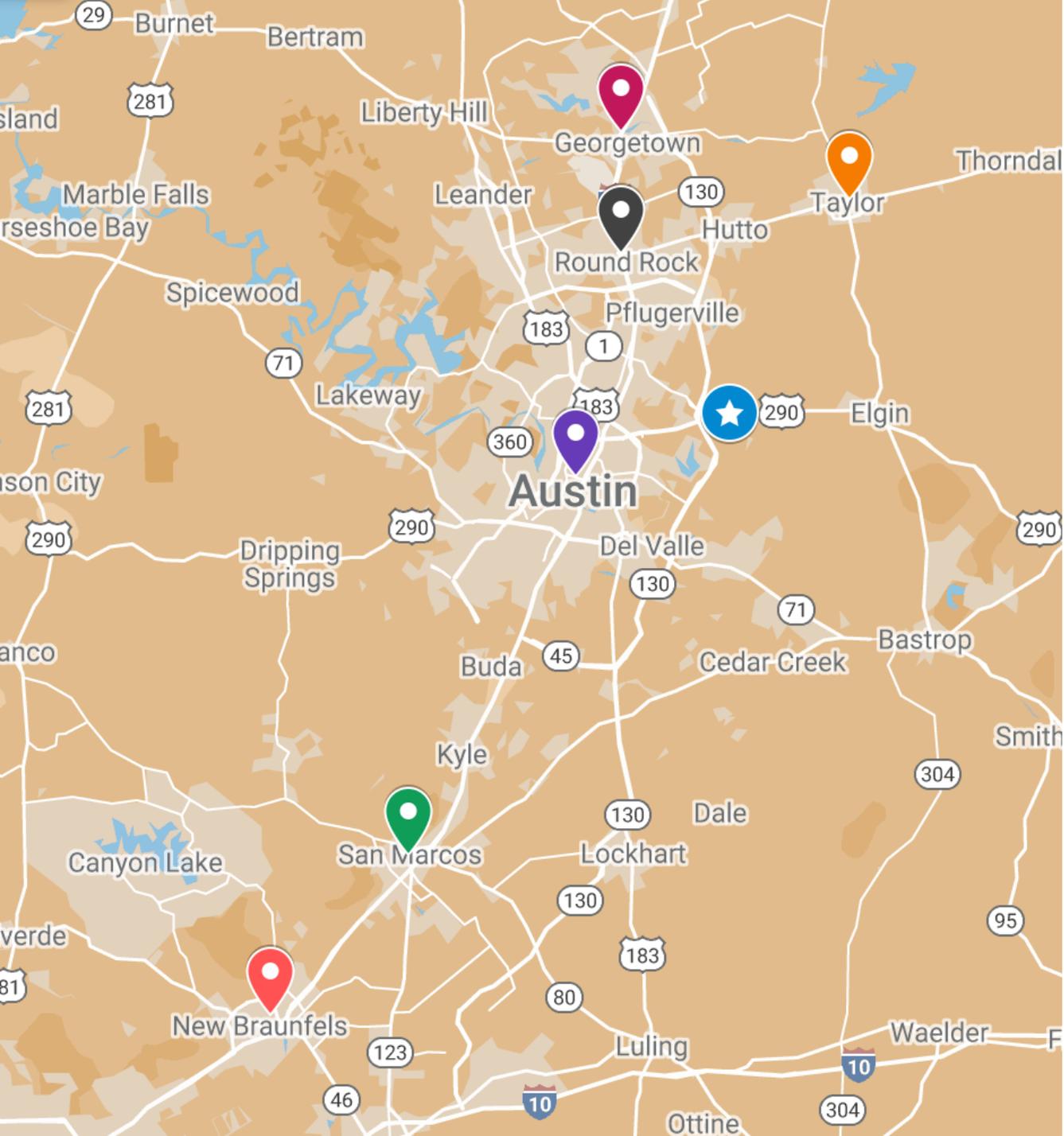
Example:

| 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 |