

**NOTICE OF CAPITAL IMPROVEMENTS ADVISORY COMMITTEE  
CITY OF TOMBALL, TEXAS**



**Monday, June 12, 2023  
5:30 PM**

Notice is hereby given of a meeting of the Capital Improvements Advisory Committee, to be held on Monday, June 12, 2023 at 5:30 PM, City Hall, 401 Market Street, Tomball, Texas 77375, for the purpose of considering the following agenda items. All agenda items are subject to action. The Capital Improvements Advisory Committee reserves the right to meet in a closed session for consultation with attorney on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

- A. Call to Order
- B. Public Comments and Receipt of Petitions; *[At this time, anyone will be allowed to speak on any matter other than personnel matters or matters under litigation, for length of time not to exceed three minutes. No Council/Board discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with law - GC, 551.042.]*
- C. Reports and Announcements
- D. Approval of Minutes
  - [D.1](#) Consideration to Approve the Minutes of the Capital Improvements Advisory Committee Meeting of December 12, 2022.
- E. Adjournment
  - [E.1](#) Discussion and possible action on the status of Impact Fees and action regarding filing a semi-annual report with respect to the Capital Improvements Plan and report to City Council.
  - [E.2](#) Discussion and Action Regarding establishing the next meeting of the Capital Improvement Plan Advisory Committee to file a semi-annual report with respect to the progress of the Capital Improvement Plan as required by Section 395.058 of the Texas Local Government Code.
- F. Adjournment

## CERTIFICATION

I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, City of Tomball, Texas, a place readily accessible to the general public at all times, on the 9th day of June 2022 by 5:00 PM, and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.

**Kimberly Chandler**  
*Community Development Coordinator*

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 (281) 290-1002 or FAX (281) 351-6256 for further information.

AGENDAS MAY BE VIEWED ONLINE AT [www.ci.tomball.tx.us](http://www.ci.tomball.tx.us).

# Capital Improvement Plan Advisory Committee Agenda Item Data Sheet

Meeting Date: 06/12/2023

**Topic:**

Consideration to Approve the Minutes of the Capital Improvements Advisory Committee Meeting of December 12, 2022.

**Background:**

**Origination:** Community Development

**Recommendation:**

**Party(ies) responsible for placing this item on agenda:** Jared Smith (City Planner)

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

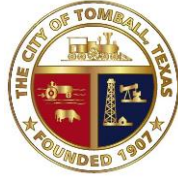
Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, specify Account Number: # \_\_\_\_\_

If no, funds will be transferred from account: # \_\_\_\_\_ To Account: # \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_  
Staff Member                      Date                      City Manager                      Date

**MINUTES OF REGULAR  
CAPITAL IMPROVEMENT PLAN  
ADVISORY COMMITTEE MEETING  
CITY OF TOMBALL, TEXAS**

**MONDAY, DECEMBER 8, 2022**



**5:30 P.M.**

A. The meeting was called to Order at 5:36 p.m. by Chairwoman Tague. Other members present were:

- Commissioner Richard Anderson
- Commissioner Scott Moore
- Commissioner Caitlin McNeilly
- Commissioner Susan Harris

Commissioner Tana Ross – Excused Absence

Others present:

- Community Development Director – Nathan Dietrich
- Assistant City Manager – Jessica Rogers
- Public Works Director – Drew Huffman
- City Attorney – Justin Pruitt
- Community Development Coordinator – Kim Chandler
- Project Manager – Meagan Mageo

**draft**

B. No Public Comments were received.

C. No Reports and Announcements were heard.

Motion was made by Commissioner Anderson, second by Commissioner Moore, to approve the Minutes of the Capital Improvements Plan Advisory Committee Meeting of June 13, 2022.

Roll call vote was called by Commission Secretary Kim Chandler.

Motion carried unanimously.

Discussion/Action of the Following Items:

D. New Business:

D.1 Discussion and possible action on the status of Impact Fees and action regarding filing a semi-annual report with respect to the Capital Improvements Plan and report to City Council.

- Recommendation of no update to Land Use Assumptions, Capital Improvement Plan, and/or Impact Fees.
- Drew Huffman (Public Works Director) and Meagan Mageo (Project Manager) presented the Status of Impact Fees and Capital Improvements Plan and Report.

Motion was made by Commissioner Harris, second by Commissioner Anderson to recommend no update to Land Use Assumptions, Capital Improvement Plan, and/or Impact Fees.

Roll call vote was called by Commission Secretary Kim Chandler.

Vote was as follows:

Chair Tague	<u>Aye</u>
Commissioner Anderson	<u>Aye</u>
Commissioner McNeilly	<u>Aye</u>
Commissioner Moore	<u>Aye</u>

Motion carried unanimously.

- D.2 Discussion and Action Regarding establishing the next meeting of the Capital Improvement Plan Advisory Committee to file a semi-annual report with respect to the progress of the Capital Improvement Plan as required by Section 395.058 of the Texas Local Government Code on December 12, 2022 at 5:30 pm.

Motion was made by Commissioner Anderson, second by Commissioner McNeilly to set the next meeting on June 12, 2023 at 5:30 p.m.

Roll call vote was called by Commission Secretary Kim Chandler.

Vote was as follows:

Chair Tague	<u>Aye</u>
Commissioner Anderson	<u>Aye</u>
Commissioner McNeilly	<u>Aye</u>
Commissioner Moore	<u>Aye</u>

Motion carried unanimously.

- E. Motion was made by Commissioner Moore, second by Commissioner Harris, to adjourn.

Roll call vote was called by Commission Secretary Kim Chandler.

Motion carried unanimously.

Meeting was adjourned at 5:50 p.m.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Kim Chandler  
Community Development Coordinator /  
Commission Secretary

\_\_\_\_\_  
Barbara Tague  
Commission Chair

# Capital Improvement Plan Advisory Committee Agenda Item Data Sheet

Meeting Date: 06/12/2023

**Topic:**

Discussion and possible action on the status of Impact Fees and action regarding filing a semi-annual report with respect to the Capital Improvements Plan and report to City Council.

**Background:**

**Origination:** Community Development

**Recommendation:**

**Party(ies) responsible for placing this item on agenda:** Jared Smith (City Planner)

**FUNDING (IF APPLICABLE)**

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**Signed:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_  
Staff Member                      Date                      City Manager                      Date

# Capital Improvement Projects Advisory Committee Impact Fee & Project Update

June 12, 2023





# Agenda

- Impact Fees
  - Current Adopted Impact Fees
  - Impact Fees Collected as of Fiscal Year End
  - Impact Fee Fund Balances as of Fiscal Year End
- Capital Improvement Projects
  - Overview & Status of Current Projects
  - Overview of Complete Projects



# Current Impact Fees

<b>Water and Wastewater Impact Fees</b>				
<i>Living Unit Equivalents (LUEs)</i>	<i>Water Meter Size</i>	<i>Water Impact Fee</i>	<i>Wastewater Impact Fee</i>	<i>Total Fees</i>
1.0	¾ inch	\$3,781.00	\$2,521.00	\$6,302.00
2.5	1 inch	\$6,314.27	\$4,210.07	\$10,524.34
5.0	1.5 inch	\$12,590.73	\$8,394.93	\$20,985.66
8.0	2 inch	\$20,152.73	\$13,436.93	\$33,589.66
16.0	3 inch	\$44,124.27	\$29,420.07	\$73,544.34
25.0	4 inch	\$75,620.00	\$50,420.00	\$126,040.00
50.0	6 inch	\$170,145.00	\$113,445.00	\$283,590.00
80.0	8 inch	\$201,640.73	\$134,444.93	\$336,085.66
<b>Drainage Impact Fees</b>				
<i>Drainage Basin</i>			<i>Fee</i>	
M118			\$5,757.81 per acre	
M121E			\$7,886.69 per acre	
M121W			\$6,692.00 per acre	
M125			\$436.88 per acre	



# Impact Fees Collected

Fiscal Year	New Residential	New Commercial	Water	Sanitary Sewer	Drainage
2018/2019	77	22	\$362,000	\$361,000	\$192,000
2019/2020	231	19	\$726,000	\$658,000	\$358,000
2020/2021	474	14	\$1,571,435	\$1,306,859	\$387,132
2021/2022	408	32	\$1,740,009	\$1,335,482	\$429,685
2023/2023 (as of 5/31/2023)	125	6	\$503,277.62	\$347,277.62	\$0



# Impact Fee Fund Balances

- Fund Balances (as of May 31, 2023)
  - Fiscal Year transfers for impact fee funded projects have not been made

Water	Sanitary Sewer	Drainage
\$6,409,632.01	\$5,235,074.30	\$1,441,601.41



# Current Projects Impact Fee Funded



# Grand Parkway Elevated Storage Tank

## Impact Fee Funded

- Description:
  - As agreed upon in the Development Agreement for Lovett Industrial, the City will construct a 1.0MG Elevated Storage Tank (EST) and approximately 500LF of 16-inch water line to connect the existing 12-inch line near the site location
- Progress
  - Project has been awarded to Landmark Structures I, L.P for a total contract amount of \$5,178,000, with Lovett Industrial reimbursing the City 50% of the total cost.
    - Work to begin in the next 30 days.



# S. Persimmon Water Line Extension

## Impact Fee Funded

- Description:
  - Replace the existing deteriorating 6-inch water line along S. Persimmon from Lizzie Lane to Sutton Lane.
    - The replacement line will tie into the new water line extension for the Medical Complex project.
- Progress:
  - Contract has been awarded to ISJ Underground Utilities, LLC for a total contract amount of \$305,970.
    - Work should begin in the next 30 days.



# Rudolph Road Water & Sanitary Sewer Line Extension

## Impact Fee Funded

- Description:
  - Extend the sanitary sewer line from near Zion Road to Texas Prospects Baseball Academy.
    - Plans and specifications are completed, pending bid with water line in 2023.
  - Extend the water line from Hufsmith Road to Zion Road, upsizing to an 8-inch line.
- Progress:
  - Design for the water line extension is 90% complete.
    - Both water and sanitary sewer should be bid by the end of July.





# Current Projects Bond Funded



# Pine Street Elevated Storage Tank Rehabilitation

## Bond Funded

- Description:
  - Rehabilitation of the exterior of the Pine Street Elevated Storage Tank based on the inspection performed in 2020.
    - Project is based on the recommendations in the inspection, to maintain TCEQ standards and integrity of the tank.
- Progress
  - Design has been completed, but bidding has been placed on hold until fall 2023 due to peak demand season.



# East Water Plant – Phase I

## Bond Funded

- Description:
  - The Water Master Plan completed in 2018, identified needed improvements to the City's water distribution system that would help the City serve anticipated future water demand.
  - Recommendation included construction of a new water plant, referred to as the East Water Plant, to be located near Hufsmith-Kohrville.
- Progress:
  - Design consultants have been working on the preliminary design and assisting staff with the site location.
    - Staff is working to finalize details for the selected site.



# FM 2920 Lift Station Improvements

## Bond Funded

- Description:
  - The FM 2920 Lift Station project is part of the effort to extend capacity of the wastewater collection system on the south and west sides of the City. The current FM 2920 Lift Station does not have the capacity for future development needs and our consultant is evaluating alternatives to expanding the lift station or consolidating by designing a gravity line.
- Progress:
  - Design consultants have identified all feasible alternatives and staff is finalizing the alternatives of the design and construction of a gravity line versus a new lift station.



# Current Projects Grant Funded



# Jerry Matheson Park Revitalization

Grant & City Funded

## Description:

The City will be completing a revitalization of Jerry Matheson Park to include the installation of Pickleball Courts, a splashpad with features, walking trail and new playground equipment. Additionally, upgrades will be completed on the existing pool, baseball field and tennis courts.

The City has been selected to receive a grant from Texas Parks and Wildlife for \$750,000 to assist in the completion of the revitalization

- Additional funding sources include: Tomball Economic Development Corporation, Tomball Regional Health Foundation & HCA-Tomball



# Jerry Matheson Park Revitalization

## Progress:

- Playground equipment has been installed, and reopened to the public.
- Council has approved the purchase of the splashpad, tentative completion is Fall of 2023.
- The Master Plan has been completed, as well as the specifications for park elements. Staff is now working on Request for Proposal documents for:
  - Pickleball Courts
  - Baseball Netting
  - Drainage and Dirt Work
  - Pool recoating and new fencing
- Working with Harris County Precinct 4 to develop and Interlocal Agreement for the installation of the walking trails, with the City reimbursing material.



# Jerry Matheson Park Revitalization





# Current Projects Enterprise Funded



# Wastewater & Water Master Plan Update and Impact Fee Update

- Description:
  - Update the Wastewater Master Plan, adopted in 2017, and Water Master Plan, adopted in 2018, based on the increased development in the City. The plans will also update the City's existing hydraulic models, and develop updated capital improvement projects for 5-year, 10-year, and 25-year planning periods.
  - Update to the water and wastewater impact fees as required by Chapter 395 of Texas Local Government Code.
- Progress:
  - Consultant is nearing the final stages of the Impact Fee Update, and we are working to schedule the special meeting to review the proposed impact fees in July.



# Questions?



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**Background:**

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**Recommendation:**

**Party(ies) responsible for placing this item on agenda:** Kim Chandler, Community Development Coordinator

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**Signed:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_  
Staff Member Date City Manager Date