



## MEMORANDUM

**To:** Mayor and City Council

**From:** James D. Meier, P.E., Assistant Director of Public Works  
Mike Garza, P.E., Director of Public Works

**Date:** January 13, 2025

**Reference:** Consider approval to enter into a Professional Services Agreement with Birkhoff, Hendricks & Carter, LLP; for engineering services for the Water and Wastewater System Master Plan Update, and the Water, Wastewater and Roadway Impact Fee Review and Update; in the amount of \$370,600; as provided by the Water/Sewer Fund retained earnings; and authorizing the City Manager to sign any necessary documents.

### **2040: Sustainable Government**

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#### **Introduction:**

The purpose of this agenda item is to request approval to enter into a Professional Services Agreement with Birkhoff, Hendricks & Carter, LLP; for engineering services for the Water and Wastewater System Master Plan Update, and the Water, Wastewater and Roadway Impact Fee Review and Update; in the amount of \$370,600; as provided by the Water/Sewer Fund retained earnings; and authorizing the City Manager to sign any necessary documents.

#### **Background:**

In 2018, staff engaged Birkhoff, Hendricks & Carter, LLP (BHC) to provide engineering services related to water, sewer, and transportation system planning and updates to the water, wastewater, and roadway impact fees. In 2020, the city adopted the most recent updates to the land use assumptions and capital improvement plans established by the water and wastewater impact fee updates. According to Chapter 395 of the Texas Local Government Code, cities must review their impact fee structure and capital improvements plan every five years. However, Chapter 395 also provides provisions for determining that no update of the land use assumptions, capital improvement or impact fees are needed.

BHC's scope includes the following:

1. Complete a water demand study to determine maximum daily water usage
2. Update the existing hydraulic model and Master Plan for the water distribution system

3. Perform a conceptual feasibility study to evaluate opportunities and associated costs for securing a secondary source of treated water supply
4. Update the hydraulic model and Master Plan for the wastewater collection system
5. Review land use assumptions and capital improvement plans adopted in 2020 and determine if an Impact Fee update is needed
6. If the advisory committee determines that an update is needed, proceed with conducting an analysis of water, wastewater and roadway impact fees and assist staff with necessary scheduling and attending of required meetings and actions, including public hearings, as required by the Local Government Code
7. As part of the hydraulic model updates, identify quantity and location of pressure sensing equipment to calibrate and improve the model

The estimated cost of these services includes the full cost of updating the Impact Fees. However, as noted if the review determines that no update is required this will eliminate a portion of the total cost. The Water and Wastewater Master Plan updates are scheduled to be completed in 12 months with any updates to Impact Fees to be complete by February 2027.

**Benefit to the Community:**

To provide Sustainable Government, performing the Water and Wastewater System Master Plan Update, and the Water, Wastewater and Roadway Impact Fee Review and Update will satisfy the requirements of Chapter 395 of the Texas Local Government Code, provide guidance on capital planning, and review of additional options for a secondary water source.

**Legal Review:**

Standard professional services agreements are periodically reviewed by the City Attorney.

**Fiscal Impact:**

The fiscal impact of this agenda item is \$370,600.00 as provided by the Water/Sewer Fund retained earnings.

**Recommendation:**

The Public Works Department recommends approval of this contract.