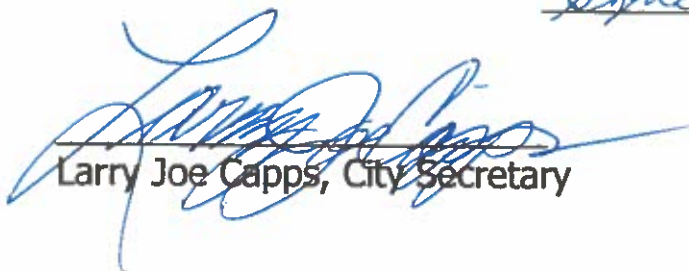


**SPECIAL MEETING  
OF THE CITY COUNCIL OF THE CITY OF  
COTTONWOOD SHORES, TEXAS  
THURSDAY, DECEMBER 7, 2006 AT 5:00 P.M.  
CWS CIVIC CENTER  
4111 COTTONWOOD DRIVE  
COTTONWOOD SHORES, TEXAS**

**MINUTES**

1. Call to Order by Mayor Breen at 5:03p.m.
2. Roll Call by City Secretary Capps. He reported the following members present, except for the absence of Councilmember Frank Pfeifer, constituting a quorum: Sylvia Breen, Mayor; Lee Hildebrand, Pro. Tem.; Ray Whitis, Councilmember; Shirley Adams, Councilmember; and Keith Patschke, Councilmember.
3. Executive Session for Legal Matters
  - A. Convene in Executive Session with Legal Counsel, City Attorney Frank Orion, III being present, pursuant to *Section 551.071, Texas Government Code*, regarding *Cause No. 31190, Ken Anderson, et al. v. The City of Cottonwood Shores, et. al.; in the 33<sup>rd</sup> Judicial Court, Burnet County, Texas*
  - B. Reconvene into Open Session at 5:27 pm, and take action on Item 3 A. Motion by Councilmember Hildebrand, seconded by Councilmember Paschke that we take no action at his time. The Vote: Ayes—Four, Nays—None, Absent—One (Pfeifer); Motion carried.
4. Adjournment  
Motion by Councilmember Hildebrand, Councilmember Adams that we adjourn (5:30 p.m.)

  
\_\_\_\_\_  
Sylvia Breen, Mayor

  
\_\_\_\_\_  
Larry Joe Capps, City Secretary






**SPECIAL MEETING  
OF THE CITY COUNCIL OF THE  
CITY OF COTTONWOOD SHORES, TEXAS  
THURSDAY, DECEMBER 7, 2006 AT 5:30 P.M.  
CWS CIVIC CENTER  
4111 COTTONWOOD DRIVE  
COTTONWOOD SHORES, TEXAS**

**Agenda**

1. Call to Order
2. Roll Call
3. Workshop on Utility Systems Options
  - A. Water
  - B. Wastewater
  - C. Garbage Collection
4. Adjournment

I certify that the above notice was posted at City Hall, 3808 Cottonwood Drive, Cottonwood Shores, Texas on this the 4<sup>th</sup> day of December, 2006 at 5:00 p.m.

  
Sylvia H. Breen, Mayor

ATTEST:

  
Larry Joe Capps, City Secretary



**SPECIAL MEETING  
OF THE CITY COUNCIL OF THE  
CITY OF COTTONWOOD SHORES, TEXAS  
THURSDAY, DECEMBER 7, 2006 AT 5:00 P.M.  
CWS CIVIC CENTER  
4111 COTTONWOOD DRIVE  
COTTONWOOD SHORES, TEXAS**

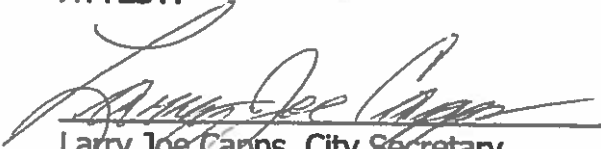
**Agenda**

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2. Roll Call
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  - B. Reconvene into Open Session, and take action on Item 3 A, including, but not limited to, authorizing a mediated settlement agreement.
4. Adjournment

I certify that the above notice was posted at City Hall, 3808 Cottonwood Drive, Cottonwood Shores, Texas on this the 4<sup>th</sup> day of December, 2006 at 5:00 p.m.

  
\_\_\_\_\_  
Sylvia H. Breen, Mayor

ATTEST:

  
\_\_\_\_\_  
Larry Joe Capps, City Secretary



**WATER & WASTEWATER  
REPORT  
CITY OF COTTONWOOD SHORES  
TIM MC CLAIN**

Date: September, 2006

<b>PERFORMANCE MEASURE</b>	
<b>WATER</b>	<b>WASTEWATER</b>
Water Pumped 3.967 mg gallons.	Waste Water Treated 2.386 mg gallons.
Water Main Breaks? 7 completed	Sewer Main Blockage? 1
Utility Accounts Cut Off 7	Number of Accounts
Water Taps this Month? 2	Sewer Taps this Month? 0
Vehicles Out of Service? Grader— drive chain broke	Lift Stations Condition? ok
	Full Work Staff? Yes
Water Treatment Plant Activity: Patching as we go need to start spending money to fix some things if we do not get something going with a new plant	
New Water Treatment Plant Activity None	
Water Improvement Construction Activity Line laid all the way down driftwood and westwood six fire hydrants installed	
Comments	

**PUBLIC WORKS REPORT  
CITY OF COTTONWOOD SHORES  
TIM MC CLAIN & BELINDA GONZALEZ**

Dated 10/18/06, 2006

<b>PERFORMANCE MEASURE</b>	
<b>PUBLIC WORKS</b>	
<b>ROADS &amp; STREETS</b>	<b>FACILITIES</b>
Traffic Control Sign Replaced <u>13</u>	Civic Center <i>Touch up Painting</i>
Grading Roads	City Office <i>General cleaning</i>
	City Yard
	Swimming Pool – <i>Not in Service</i>
	Fire Hydrants Repaired <u>0</u>
Right of Way (s) Vegetation	Fire Hydrants Flushed
<i>Mowing and weed eat</i> <b>CODE ENFORCEMENT</b>	
Unightly Lots	Code Enforcement Warning (s) <u>12</u>
Number of Notices mailed or posted <u>2</u>	Complaints filed w/Muni. Court
<b>ANIMAL CONTROL</b>	
Number of Dogs Picked Up <u>7</u>	Number of Cats Picked Up <u>2</u>
Number of Dogs Returned <u>3</u>	Number of Cats Returned <u>0</u>
Number of Dogs Put Down <u>0</u>	Number of Cats Put Down <u>2</u>
Number of Warnings Written <u>2</u>	# of Complaints filled w/Muni.Court
Wildlife Caught <i>12 corona 2 opossum</i>	
<b>PARK</b>	
Cut grass <i>Civic center, Lakeview Cottonwood Dr.</i>	Picnic Tables
	BBQ Pit

**City of Cottonwood Shores - Garbage  
Income Statement  
For the Twelve Months Ending September 30, 2006**

	Current Month Actual	Year to Date Actual	Year to Date Budget	Variance
<b><u>Revenues</u></b>				
Garbage Fees	\$ 6,731.48	\$ 82,491.16	\$ 70,000.00	(12,491.16)
Other Garbage - Other Income	0.00	0.00	500.00	500.00
<b>Total Revenues</b>	<u>6,731.48</u>	<u>82,491.16</u>	<u>70,500.00</u>	<u>(11,991.16)</u>
<b><u>Expenditures</u></b>				
Postage	0.00	375.27	375.27	0.00
BFI	5,499.00	66,735.30	55,000.00	(11,735.30)
<b>Total Expenses</b>	<u>5,499.00</u>	<u>67,110.57</u>	<u>55,375.27</u>	<u>(11,735.30)</u>
<b>Net Income</b>	<u>\$ 1,232.48</u>	<u>\$ 15,380.59</u>	<u>\$ 15,124.73</u>	<u>(255.86)</u>



**COTTONWOOD SHORES POLICE DEPARTMENT  
3915 COTTONWOOD DRIVE  
COTTONWOOD SHORES, TEXAS 78657**

MONTHLY REPORT FOR:

SUSPICIOUS PERSON / VEHICLE	2
ABANDONED VEHICLE	2
ACCIDENTS	1
AGGRAVATED / ASSAULTS	
SEXUAL ASSAULTS	
ASSAULT	1
SIMPLE ASSAULT	
ASSAULT / FAMILY VIOLENCE	
BURGLARIES	1
CRIMINAL MISCHIEF	
DISTURBANCES	3
THEFT	
MISSING PERSONS	1
OTHER AGENCY ASSISTS / EMS / FIRE	3
HARASSMENT	
TRESPASS	
WELFARE CONCERN	
DEATHS	
MISCELLANEOUS CALLS	70
<b>TOTAL CALLS=</b>	<b>84</b>

**OPEN INVESTIGATIONS**

**BURGLARYx3**

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**COTTONWOOD SHORES POLICE DEPARTMENT**  
**3915 COTTONWOOD DRIVE**  
**COTTONWOOD SHORES, TEXAS 78657**

MUNICIPAL COURT CITATIONS	6
ARRESTS	3
JUVENILE ARRESTS	0
HOURS WORKED	350
HOURS ON CALL	300
RES. HRS. WORKED	0
<b>TOTAL HRS=</b>	<b>650</b>
<b>TOTAL MILES DRIVEN</b>	<b>2066</b>

**CITY SECRETARY REPORT  
LARRY JOE CAPPS, CITY SECRETARY  
CITY OF COTTONWOOD SHORES**

Date: October 2006

**PERFORMANCE MEASURE**

*Please check the box that represents the duties performed in the last month.  
From 3<sup>rd</sup> Thursday to the 3<sup>rd</sup> Thursday*

<input type="checkbox"/> Special City Council Meeting	<input checked="" type="checkbox"/> Issued Yard Sale Permits 1
<input checked="" type="checkbox"/> Regular City Council Meeting	<input type="checkbox"/> Peddler Permit
<input checked="" type="checkbox"/> Write Minutes	<input type="checkbox"/> Ordered Election Material
<input checked="" type="checkbox"/> Open Records Request	<input type="checkbox"/> Alcohol Beverage Permits
<input type="checkbox"/> Draft Ordinance or Resolution	<input type="checkbox"/> Signs Permits
<input checked="" type="checkbox"/> Photocopy Material for Council	<input checked="" type="checkbox"/> Countersign Checks
<input checked="" type="checkbox"/> Answer Inquires	
<input type="checkbox"/> Received Subdivision Plat	
<input checked="" type="checkbox"/> Posted Opening Notice(s)	
<input checked="" type="checkbox"/> Posted Other Notice(s)	<input checked="" type="checkbox"/> Personnel Policy Update
<input checked="" type="checkbox"/> Published Ordinance Caption	<input checked="" type="checkbox"/> Records Management Schedules
<input type="checkbox"/> Communication w/City Attorney	<input checked="" type="checkbox"/> Prepared Waiver of Encroachment
<input checked="" type="checkbox"/> Personnel Files Update	<input type="checkbox"/> Fill out forms or type up forms
<input type="checkbox"/> Attended C.O.G or Agency Mtg	<input type="checkbox"/> Floodplain Information Request

**Comments:**

Attended Mayor's meeting with Mr. Leonard Young, P.E. on seeking grants  
Attended along w/ Belinda, Johnny, & Trent a free TML Lost Risk Prevention training at the City of Marble Falls; I would like to start in the next few months a Monthly In-house Training Program with TML Lost Risk Prevention Videos that are ten or twenty minutes long dealing with outside problem areas.

Handed out personnel policy amendments and filed receipt with personnel files.

Received call from Texas Water Development Board that we have until December 1<sup>st</sup> to file application for a "Drinking Water Loan" application for \$2.02 Million with 2.55 %. If we go this route, we need to contact our engineer and Chris Lang, to start process.

Accepted donation from the Fuch family for the Fuchs Cemetery.

**Jerrial Wafer**

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**From:** Leonard D. Young, P.E. [lyoung@yprconsulting.com]  
**Sent:** Thursday, October 05, 2006 1:45 PM  
**To:** Sylvia Breen  
**Cc:** Shirley Adams; Larry Capps; Jerrial Wafer  
**Subject:** Draft Proposal

Mayor Breen,

Again I want to thank you and the City of Cottonwood Shores for the opportunity to be considered to provide our services to you.

Please find attached a draft proposal to provide services based upon what heard in our meeting, telephone conversations, general observations and my professional experience.

I have provided a summary of the proposed services followed by a more detail scope of work for each. There are six distinct services identified. The document may appear to be huge, but each scope work is detailed to allow you to make decisions as to which one to do or as to how to sequence.

I will add that I believe the priority of services should be as follows:

A thorough operations review and revenue enhancement review has a great potential to reduce cost and increase revenue.

A review of the water plant project may yield some favorable cost reductions and financing alternatives could be recognized which would put the City in better position to support the project.

The development of an infrastructure plan is a key element to determining what are the long term financial impacts to the City, establishes framework for getting infrastructures projects completed, tells the story about the needs, demonstrates that the City is planning, and allows the City to make budget decisions in a more informed manner.

A rate study is needed to determine if the City is adequately recovering the cost of of operating the City. Will identify the future financial demands and will ensure each utility is self supporting.

The development of impact fees is is important and should be done but I suggest that it be accomplished after resolution to the new treatment plant.

Grant writing is important to helping with implementing programs but are best achieve after a City has an infrastructure to provide to agencies. Additionally the City should be in a position to show need. Need is not just income level, but includes an assessment of whether or not the current rates are affordable. I had provide a couple of documents which speak to this issue.

Again thank you for your consideration and please call to discuss the proposal or ask questions.

Respectfully,

10/5/2006

**Leonard D. Young, P. E.**  
**President**  
**Young Professional Resources**  
**8100 Roughrider Dr. Suite 201**  
**Wincrest, Texas 78239**

**Look us up on the web: [www.yprconsulting.com](http://www.yprconsulting.com)**

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Incoming mail is certified Virus Free.  
Checked by AVG anti-virus system (<http://www.grisoft.com>).  
Version: 6.0.788 / Virus Database: 533 - Release Date: 11/1/2004

## **Proposal to Perform Identified services for the City of Cottonwood Shores**

### Summary

After discussions with City Staff, Councilperson Adams and Mayor Breen it is my opinion that there are six distinct services that are needed by the City. Young Professional Resources proposes to perform all of the services. The services are listed below in the recommended sequence or priority. The City could select to have some of the services provided or all. Each has a brief justification of need or priority. Also find immediately following this section detailed scope of services for each distinct service.

### **A. Revenue Enhancement and Operational Assessment for the City of Cottonwood Shores**

Young Professional Resources will perform an operational assessment and revenue enhancement evaluation for the City and make recommendations which, if implemented will increase the City's revenue stream, reduce costs and make organization more effective and efficient. Young Professional Resources will be looking for opportunities to address immediate shortfalls as well as to long term positive budgetary impacts. This process could yield results that could address immediate shortfalls and provide a valuable assessment of the organization.

### **B. Review and Make Recommendations on Water Plant Development**

The City has entered into a development agreement to provide water services to the Krumm Development. Cost for the construction of a new water plant has increased to \$4 million dollars which exceeds the earlier estimates. The City wants to see the development occur but is stressed by the new cost estimates. A review of the current agreement and a new look at the project may reduce the cost of the project, therefore reducing the amount of loan or grant funding required.

### **C. Cottonwood Shores Infrastructure Planning**

The City is in need of a comprehensive plan to identify the requirements and costs for long term sustainability of its public infrastructure. Long term will be a time period of ten years. Infrastructure includes street system, drainage system, water system, wastewater system, parks system and facilities/buildings. This document will be an important document to be utilized by the City as it seeks funding opportunities and plans its future budget. A grant writer will have a plan to utilize in its application as it seeks funds, which is a major point for grant seekers and the granting agencies.



**D. Cottonwood Shores Rate Study**

The City has a desire to perform a rate study to determine whether or not it is adequately recovering the cost to operate its water and sewer utility. Rate studies are important when rate increases are contemplated due the fact that the study will justify the need and identify the cost to the public and rate payers. If ever the City is challenged by a ratepayer(s) before the Texas Commission on Environmental Quality it will have sound documentation on how rates were developed and will most likely prevail in a rate hearing. The City will have data that will useful for future rate increases.

Another point is that many granting agencies will provide funding based upon community need. Need is not just the income level but also includes how much of the income is going toward utility services. The agencies will look to see if the current rates are affordable based upon income levels. In other words if your rates are too low based upon the income level, the granting agency may deny your request for funding because they will recognize that you have the room to increase your rates and still be affordable.

**E. Cottonwood Shores Impact Fee Study**

In summary Young Professional Resources (YPR) will develop an impact fee study which will identify the costs that must be recovered from growth related developments in the City of Cottonwood Shores for the next 10 years. The fee ensures that growth pays its own way. The fees will allow the City to develop infrastructure in advance of developments.

**F. Cottonwood Shores Grant writing**

Young Professional Resources would seek targeted grant and loans from agencies in support of its Infrastructure plans. Specific projects and programs will be targeted for loan or grant applications.



## **A. Revenue Enhancement and Operational Assessment for the City of Cottonwood Shores**

Young Professional Resources will perform an operational assessment and revenue enhancement evaluation for the City and make recommendations which if implemented will increase the City's revenue stream, reduce costs and make organization more effective and efficient. Young Professional Resources will be looking for opportunities to address immediate shortfalls as well as to long term positive budgetary impacts.

### **Phase I – Document Review and Analysis**

YPR would make requests for pertinent documents and information from the City. The information would be analyzed for possible opportunities to enhance revenue or reduce cost. The information will provide a good background to the operations and help us to develop questions for staff interviews that we would conduct in Phase II. **Phase I can be completed within 1 week after receipt of information.** The information to be requested at a minimum is the following.

- Fee Schedules for all activities (i.e. building inspection, permits, street cuts, utility connection).
- Last 3 budget documents
- Listing major contracts (above \$5,000) with service providers. I.e. pump repair, sludge hauling.
- Utility rate schedules
- Copy of strategic business plan.
- Listing of regulatory mandates. I.e. new plant, need storage.
- Human Resource policies.
- Utility service regulations or policies
- Operational procedures for every department or division.
- Impact fee schedule if impact fees are collected.
- Statistical data such as: number of sewer and water connections, how many new connections annually, how much water pumped daily and annually, how many gallons of sewer treated daily, number of sewer overflows, number of main breaks, miles of streets, and miles of drainage.
- An organizational chart for the City. Chart should reflect from the smallest work unit to the Mayor.
- Identify any major development over the next 5 years.
- A copy of street, drainage, water and sewer master plans.
- Information on current debt requirements.
- Copy of capital improvement plans.
- Current safety records. Loss time injuries and accidents.





- A copy fleet and heavy equipment replacement program.
- A summary of fleet and heavy equipment maintenance expenditures.
- Copy of technology plans.

### **Phase II – Staff interviews and Field visits**

After a review of provided information YPR will identify the areas which have the greatest potential for savings or revenue generation. **This phase will take one week.**

1. YPR will schedule interviews with the Mayor and key management staff, followed by supervisory staff and finally some of the work force. In all we anticipate holding 10 interview sessions over 2 days.
2. The next step in the process is for us to visit sites and offices to get a better understanding of the operations or to observe the activities. This process will take one day.
3. YPR may at this point request additional information or documentation.
4. YPR will provide the Mayor or her designee a verbal assessment which will include:
  - a. Potential opportunities to increase revenues.
  - b. Potential opportunities to reduce costs.
  - c. Identification of new revenue sources.
  - d. General observations concerning the organization will be provided.
5. The Mayor or designee will be given an opportunity to agree or disagree with points of the assessments.
6. YPR will provide a written report summarizing its analysis and recommendation.
7. YPR will present its findings to City Council.
8. YPR is given the authorization to move to Phase III.

### **Phase III- Implementation Plan**

YPR will provide a written implementation plan which will include:

1. Identification revenue enhancement opportunities and cost reduction opportunities.
2. Approaches to implement each process change or to implement a new program.
3. For each opportunity there shall be an estimated dollar amount for revenue enhancement or cost savings.
4. Each opportunity will contain a recommended schedule for implementation.
5. Each opportunity will have financial, material or human resource requirements identified.
6. Each opportunity will contain policy issues which must be addressed.



7. Plan will include prioritization of opportunities.

**This phase will take 2 weeks.**

**Phase IV- Implementation of Plan (Optional)**

The City can begin the process of implementing plans. The City will have several options in implementing the plan.

Option 1- The Mayor will assign the accountability to multiple personnel to implement changes or new program in their specific area. YPR will meet with those persons and outline the plan and provide future input or assistance on a "by request" basis.

**Or**

Option 2- The Mayor can designate an individual as the implementation manager. They would be accountable for managing the entire implementation plan and ensuring that implementation occurs. He or she would meet with YPR until they become fully versed in the program. YPR would be available on an "as needed" basis for the Implementation Manager.

**Or**

Option 3- YPR is designated by Mayor to manage the implementation of the plan. YPR would be managing the project on an ongoing basis and reporting to the Mayor on status and issues.

Points to consider in selecting an option.

1. Budget- projects may take as much as year in some cases to implement.
2. Internal expertise.
3. Availability of key personnel.
4. Developmental level of employees.
5. Time commitments.
6. Does the City want to develop and retain the knowledge and expertise to perform future projects?

**Projects implementation timelines will range from immediate implementation to taking as long as a year.**



## **B. Review and Make Recommendations on Water Plant Development**

The City has entered into a development agreement to provide water services to the Krumm Development. Cost for the construction of a new water plant has increased to \$4 million dollars which exceeds the earlier estimates. The City wants to see the development occur but is stressed by the new cost estimates. A review of the project plan and agreement are necessary to get a better picture as to what the real expenses may be for the City. The City needs to know how much money it really needs to pursue and the financing alternatives which may be available for the project. YPR will perform the following tasks related to this project.

1. YPR will review the current development agreement to determine any suggested changes or improvements to the agreement.
2. YPR will review the current plans and cost estimates for the plant and make recommendations for changes and improvements.
3. YPR will meet with the Developer 2 times if necessary to discuss the plans.
4. YPR will meet with the City Engineer 2 times to discuss the project.
5. YPR will meet with the Developer's Engineer 2 times to discuss the project.
6. YPR will consult with the Mayor regularly as needed by phone to discuss the project.
7. YPR will consult with the City Attorney regularly as needed by phone to discuss the project.
8. YPR will deliver a final letter to the City detailing its review and recommendation.
9. YPR's schedule includes 2 meetings at City Council.



### C. Cottonwood Shores Infrastructure Planning

The City is in need of a comprehensive plan to identify the requirements and costs for long term sustainability of its public infrastructure. Long term in this case will be a time period of ten years. Infrastructure includes street system, drainage system, water system, wastewater system, parks system and facilities/buildings. This document will be an important document to be utilized by the City as it seeks funding opportunities and have to deal with budget planning.

#### Proposal

1. YPR will collect maps and maintenance records of the existing infrastructure.
2. YPR will conduct interviews of city officials and employees to determine their knowledge of any issues with the system. Examples: Where has there been flooding? Which street is impacted more by bad weather? Where have most water main breaks occurred? What regulatory issues are impacting a particular infrastructure system
3. YPR will go onsite to review conditions of infrastructure.
4. YPR will develop an infrastructure plan map which will identify the location of needed improvements.
5. YPR will prepare a report which will include preliminary cost estimate for each infrastructure system and prioritization of schedule for each system. The report will contain any supporting documentation as well as the Infrastructure plan map.
6. YPR will make a presentation to City Council on the final Plan.



## **D. Cottonwood Shores Rate Study**

The City has a desire to perform a rate study to determine whether or not it is adequately recovering the cost to operate its water and sewer utility. YPR proposes to perform a rate study consistent with the City's goals. The components of the rate study will be as follows;

### **Revenue Requirement Determination**

YPR will determine the revenue requirements for the water and wastewater utilities. YPR will rely upon City budgets, debt service schedules, capital improvements plans, and interviews with City staff for the development of the revenue requirement.

### **Development of Five-Year Revenue Requirement Forecast**

YPR will project out 5 years as to the costs to operate the system.

### **Customer Demand Analysis**

YPR will review the historical usage patterns of the City's current customer classes and will evaluate possible new customer classifications. YPR will examine the usage patterns of the customer classes to determine their average and peak usage.

### **Review Current Customer Classifications**

YPR will review the City's current customer classifications and determine whether they are appropriate given the customers current usage patterns. If required, YPR will make recommendations for alternative classifications.

### **Customer Count and Demand Determination**

YPR will examine historical growth patterns, and discuss future growth with the City's water/wastewater and planning departments to make this projection. In addition, YPR will analyze historical usage patterns and customer growth projections to project usage for the five-year study period.

### **Allocation of Cost Components to Customer Classes**

YPR will allocate costs to customer classes based on their usage patterns.



**Rate Design**

The ultimate rates recommended by YPR will be fair and equitable among customers; fully recover the costs associated with providing services and will meet the goals of the City.

**Final Report**

YPR will incorporate the City's comments into the draft report, and will issue a final report to the City.



## E. Cottonwood Shores Impact Fee Study

In summary Young Professional Resources (YPR) will develop an impact fee study which will support the growth of the City of Cotton wood Shores. The major elements to be included shall be:

1. YPR will develop a landuse assumption plan as well as a capital improvements plan which will support an **impact fee study document** developed by YPR.
2. YPR will attend and make required **presentations** to City Council, to the Advisory Committee and to the public in an effort to get the final impact fees adopted.
3. YPR will **meet regularly** with City staff to provide updates, receive approvals and review information.

### Detailed Scope of Services for Cottonwood Shores Impact Fees

- 1. Capital Improvements Advisory Committee (CIAC)** - As per chapter 395 of the Local Government Code a city must appoint a Capital Improvement Advisory Committee to review and provide recommendation on the landuse assumption plans, the capital improvement plans and the impact fees which will be forwarded to city council to approve. Leonard Young will be required to attend these meetings and provide background information and data specific to landuse assumptions, the Capital Improvements Plan (CIP) and impact fees as well as to answer questions about the process. The initial meeting will be a kickoff meeting to provide a tutorial on the impact fee rules, landuse assumptions and capital improvements planning. This proposal includes a total of six (6) meeting for the group.
- 2. Develop Impact Landuse Assumption Plan (LAUP)** – YPR will validate and update the existing LAUP. YPR will utilize COG’s most current population projections along with information provided City staff on growth trends for the City of Cottonwood Shores to project out for the next ten (10) years. The LAUP will be presented to the CIAC and the City Council for adoption.
- 3. Determination of existing water and sewer projects are eligible for Impact Fees** –YPR will utilize available pumping records, electronic plans and capacity information along with the most recent condition survey of the storage tanks. YPR will require distribution system maps, elevation information, valving data and fire hydrants data. A hydraulic analysis of the on the existing and future 8” and 12” pipe network routes will be needed to determine minimum and maximum pressures under both domestic and domestic with fire flow



conditions with recommendations as to adjustments to meet the required demands for flows, velocity controls and pressures.

**4. Modeling of future water and sewer systems** – Utilizing the updated LAUP, YPR will run hydraulic models for planning purposes for both the water and sewer systems to determine the projects needed to support future growth. YPR will provide a map showing the proposed projects. A report will be developed describing those projects and their estimated costs. This information will be included in the CIP which shall be part of the overall Impact Fee study.

**5. Capital Improvements Plan update** – YPR will develop a 10 year comprehensive CIP for the growth related water and sewer projects. The CIP will describe the projects and their estimated costs. A map of the proposed projects will be provided. YPR will present the CIP to the CIAC and City Council for approval.

#### **6. Impact Fee Analysis**

- a. YPR will analyze completed water and sewer projects for remaining capacity to determine impact fee recovery during the 10 year planning period.
- b. YPR will analyze new water and sewer improvements for eligible capacity for impact fee cost recovery for the 10 year planning period.
- c. YPR will utilize the capacity analysis and capital project costs to calculate the percentage of project cost eligible for cost recovery for the 10 year planning period.
- d. Based upon a phased CIP implementation YPR will to project the financing cost for eligible water and sewer projects. These numbers will be included in the Impact Fee calculations. The city's Financial Advisor and City Finance Manager shall provide financial input, analysis and assistance to complete this task.
- e. YPR will revise the Service Unit Equivalent (SUE) for water and sewer as prescribed by the Impact Fee law.
- f. YPR will develop a recommended maximum allowable impact fees for water and sewer based upon the projected increase in SUE's.

#### **7. Impact Fee Study Report**

- a. **Draft Impact Fee Report** - A draft impact fee study will be submitted to City staff and CIAC for their approval. The final impact fee study will be presented by YPR to the City Council for their adoption.
- b. **Final Impact Fee Study** – YPR will provide to the City 7 bound copies and 2 electronic versions of the final impact fee study.





**Document Deliverable**

1. Draft Landuse Assumption Plan – 7 bound copies
2. Final Landuse Assumptions – 7 bound copies and 2 electronic files
3. Draft Capital Improvements Plans – 7 bound copies
4. Final Capital Improvements Plan – 7 bound copies and 2 electronic files

**Meetings Totals**

1. City Council – 5
2. Capital improvements Advisory Committee Meeting – 6
3. Public Hearings - 3
4. City Staff Updates – 6
5. City Informational gathering meetings – 12



**F. Cottonwood Shores Grant writing**

The following is a summary of work for general grant applications, grant administration, and engineering services.

1. Young Professional Resources will review the current Infrastructure plans and projects being proposed by the City.
2. YPR will research each project or programs' potential eligibility for a grant or loan.
3. YPR will meet with the City to make recommendation on which grant or loan to seek. The City will direct YPR as to which funding opportunity to apply for on their behalf.
4. The City will assign a person to be liaison with YPR to ensure that information requested or needed is gathered or supplied in a timely manner. This person would also assist to make sure that signatures are obtained and actions required by Council or properly placed on the Council agendas.
5. YPR will develop the submittal and submit the applications.
6. YPR will represent the City before agencies and make the necessary communication with those agencies whether in person or by telephone.
7. YPR will manage the grants when the grants become available.
8. Once grants are in fact acquired, YPR will perform required engineering and planning services in accordance with Texas Laws for that particular. However, if a particular funding stipulation requires the City to hold a competitive process, YPR would not be prohibited from submitting a proposal. YPR will not perform any work outside its professional expertise.





P.O. Box 1406, Marble Falls, TX 78654  
[www.hlhabitat.com](http://www.hlhabitat.com) (830) 693-0700

October 04, 2006

City Council  
City of Cottonwood Shores

Highland Lakes Habitat for Humanity plans building another house in the City of Cottonwood Shores on Lot 268 near the corner of Pecan Ave & Brook Wood Dr.

We are requesting the City of Cottonwood Shores to exempt ALL building permit application fees! This request includes forgoing all fees including Plan Review Fee, New Construction/Clean-up Deposit Fee, Permit Fee, Fire Protection Fee, and Utility Tap Fees.

Highland Lakes Habitat for Humanity constructs all of the houses we build with donations of fees, money, labor, and materials. The last house was built in approximately 70 days from ground breaking to finish.

We build the houses with volunteer labor and have workers from all over the Hill Country who donate their time and expertise in the building project. It is our goal to have this house completed by the end of this year.

Thank you for your consideration and your generosity,

A handwritten signature in blue ink that reads "Leon Jamison".

Leon Jamison  
Home 830 693 3079 cell 830 385 3079  
Volunteer Worker & Board Member



City of Cottonwood Shores  
3808 Cottonwood Drive  
Cottonwood Shores, Texas 78657  
(830) 693-3830 FAX (830) 693-6436



AGENDA ITEM REQUEST

I hereby request the following subject be placed on the Agenda for the next Regular Meeting or Special Called Meeting of the City Council of the City of Cottonwood Shores, Texas:

Date of next Regular Meeting: November 16th

I would like for this to be on the Agenda if a Special Meeting is Called: Yes No

Subject to be Addressed:

PROPERTY OUTSIDE THE CITY LIMITS - COMBINE  
4 LOTS INTO 1 LOT AS PER ATTACHED SITE PLAN.

Informational Presentation: Yes X No     

Required By Council: Yes X No     

Name(s) of Requester: BRET BURTON - SUPERVISOR

Address: 1500 OLLIE LANE  
MARBLE FALLS

Phone No.: 830.693.8815

[Signature]  
Requestor

10/20/06  
Date

[Signature]  
Received by City Employee

10-12-06  
Date

10:45 am/pm  
Time

### Replat Application

Please print the following information:

Applicant's Name: Marley Porter Telephone: 830-798-9310  
Applicant's Fax: 830-798-9304 E-mail: marley@livingarchitecture.com

Mailing Address: P. O. Box 9183, Horseshoe Bay, Texas 78657

Owner's Name: New Castle Rock Development, LLC Telephone: 830-798-9310

Owner's Fax: 830-798-9304 E-mail: marley@livingarchitecture.com

Mailing Address: 4401 Cottonwood Drive, Cottonwood Shores, TX 78657

Engineer/Surveyors Name: Marble Falls Surveying Telephone: 830-798-8815 <sup>693-8815</sup>

Engineer/Surveyors Fax: 830-798-8819 <sup>693-8915</sup> E-mail: bburton@mfsurvey.com

Mailing Address: 1500 Ollie Lane, Marble Falls, Texas 78654

Subdivision Name: Castle Acres

Legal Description of Property: Lot: 36-39 Block: \_\_\_\_\_ Add'n: \_\_\_\_\_

Zoning On Property: \_\_\_\_\_

Owner Statement (Not applicable if owner is applicant):

I HEREBY CERTIFY THAT THE APPLICANT LISTED ABOVE IS AN AUTHORIZED AGENT FOR ME IN MATTERS PERTAINING TO FILING OF THIS REPLAT APPLICATION.

Owner's Signature:  Date: 10/26/06

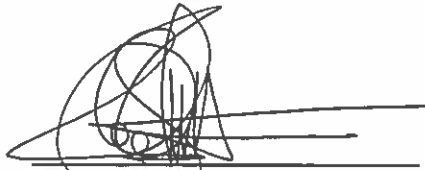
Purpose of Replat: COMBINE 4 LOTS INTO 1 LOT

A surveyor/engineer currently registered in the State of Texas will submit the following information with this application:

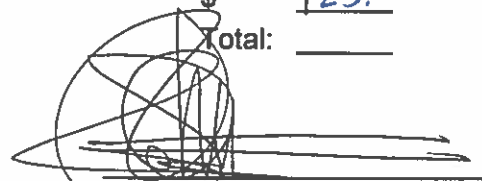
- A. Tax Certificate (Showing Legal Owner)
- B. \_\_\_\_\_ (\_\_\_\_\_) copies of replat, 18"x24", Scale 1"=100', + One (1) copy of 11"x17, and One (1) 8 1/2" x 11"

Application Fee:

\$ 125.<sup>00</sup>  
Total: \_\_\_\_\_



Applicant's Signature



Owner's Signature

002637

AMERICAN BANK OF TEXAS, N.A.  
HORSESHOE BAY, TEXAS  
88-922/1149  
02

LIVING ARCHITECTURE & CONST., MGT., INC.  
P.O. BOX 9183  
HORSESHOE BAY, TX 78657-9183

10/12/2006

PAY TO THE ORDER OF City of Cottonwood Shores

\$\*\*125.00

One Hundred Twenty-Five and 00/100\*\*\*\*\*

DOLLARS

City of Cottonwood Shores

  
AUTHORIZED SIGNATURE

MEMO

Replat fee for Castle Rock Phase 1

⑈002637⑈ ⑆114909220⑆ ⑈2108645⑈

Security values are included. Data on back