



AGENDA MEMO

Business of the City Council City of Sweeny, Texas

Meeting Date	1/30/2024	Agenda Item	
Approved by City Manager	Yes	Presenter(s)	Lindsay Koskiniemi, City Manager
Reviewed by City Attorney	No	Department	Capital Projects
Subject	Discussion and possible action on continuing Capital Improvements Project (CIP) planning.		
Attachments	<ol style="list-style-type: none"> 1) PIF – Sweeny Emergency Water System Improvements (itemized) 2) Email from Enprotech 3) State Revolving Fund Preliminary Cost Projection 4) Facilities additions – PD, City Hall 5) Presentation of CIP adopted 1/30/2024 		
Financial Information	Expenditure Required:	N/A	
	Amount Budgeted:	N/A	
	Account Number:		
	Additional Appropriation Required:		
	Additional Account Number:		

Executive Summary

At the last meeting, Council tentatively adopted the City’s first CIP plan, which included utility departments of Water, Wastewater, and Gas, Streets, Sidewalks, and Parks. Other areas we have not covered include: City Facilities, Fleet / Equipment, and Drainage. For the purposes of this meeting, an update to the Water portion of the CIP will be provided with suggested additions for inclusion with the Facilities portion of the CIP.

Update on Water:

Since the last CIP meeting, staff learned of a product called an Aeralator, a product that removes secondary constituents from ground water such as iron and manganese through a process of aeration and oxidation (<https://www.westech-inc.com/products/iron-manganese-removal-system-aeralater>). The City has partnered with Enprotec Hibbs & Todd (EHT) to complete the Project Information Form (PIF) for submission to the Texas Water Development Board (TWDB, “Water Board) for funding through the Drinking Water State Revolving Fund (DWSRF) as a distressed community. EHT has performed preliminary cost analysis to request the necessary funding to the Water Board.

The total proposed project not only includes the aeralator technology, but also the extensive steel water main line replacement to fully overhaul the city’s water distribution system, as well as upgrades to Supervisory Control and Data Acquisition (SCADA) systems. (SCADAs are used for controlling, monitoring, and analyzing industrial devices and processes, where systems consist of both software and hardware components and enables remote and on-site gathering of data from the industrial equipment.)

EHT will submit the PIF by the deadline for submission, March 01, 2024. The City currently has an active request for qualifications (RFQ) published on the City’s website with a submission deadline



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of 3/8/2024 for engineering services related to the work described in the attachments. The RFQ can be accessed here:

https://cms8.revize.com/revize/sweenytx/Document_Center/City%20Department/Budget%20&%20Finance/FY24/Sweeny%20Engineering%20RFQ%20Solicitation.pdf

The strategy for funding this expansive water system update project is:

- Plan A: Partner with organizations for benevolent clean water projects
- Plan B: Obtain funding from TWDB – Caveat: Must be invited to submit a completed application after PIF is approved to move on in the application process. Funding lead times are lengthy and can take several years for projects to be funded and to begin construction.
- Plan C: General Obligation bond on May 2025 ballot.

CIP – Facilities:

City staff members recognize the need for additional office and conference space, with a specific focus on the police department and city hall facilities. Additionally, the City Hall Council Chambers needs to be updated.

To achieve more office space, staff has proposed the following ideas:

- 1) Expand City Hall to the back to include additional office space and a conference room which could be used during City Council executive sessions and remodel the interior of Council Chambers and the kitchen/breakroom area. Estimated cost: \$350,000.
- 2) Expand the police department to include additional office space and two single-cell jails. The proposed expansion would be toward the west side of the property. The police department would lose a part of the parking lot and a parking lot egress, limiting parking to only one ingress. Estimated cost: \$250,000.
- 3) Expand City Hall to include more office space for existing staff and an add-on for a new police station and parking area. The addition is suggested to be at the back of City Hall (north side), as that land is already owned by the City. Expansion to the west is recommended, because there is more space available. The old police station would become the new Public Works campus, and the existing Public Works building would be rehabbed for Animal Control, Code Enforcement, and equipment. Estimated cost: \$750,000.

Staff believes the third option will provide the longest-term usage in anticipation of current and future needs.

The existing PD building is 2,921 square feet with approximately 4300 square feet for parking space. The police department has outgrown the building. A new facility would need to include shower facilities in male and female heads, 2 single-cell jails, a training room, and a conference room that can accommodate at least 10 people.

The existing City Hall is 2,780 square feet and contains a council chamber, 2 office spaces occupied by the mayor and the city manager, and a bull pin area office space shared by 5 people of approximately 500 square feet). This space includes a drive through window area and a walk-up service counter.



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The proposed expansion of City Hall would be to add on to the back of the building (north side) and expand to include a conference room that could be used as an executive session room, so that the public still has access to restrooms, add 2 office spaces to the back of City Hall, convert the existing restrooms to ADA-approved restrooms, add a public ADA-approved restroom onto the front of the building (to the right of the entrance doors) where there is existing utilities, remodel the kitchen, remove all carpet and install either new floors or high polish the existing concrete, remodel council chambers to re-orient the room to maximize the space.



Copied from CIP discussion at the Special City Council Meeting held on January 30, 2024:

A general best practice in managing municipalities is having capital improvement project plan (CIP) adopted by the governing body that gives staff direction on how to save for capital needs and provides a blueprint for budgeting and planning for infrastructure upgrades and replacements. A CIP, if managed properly, can help cities respond proactively to capital needs.

City of Sweeny has never had a formally adopted CIP. There are several underserved departments that reflect decades of avoiding investment into upkeep of city assets such as the roads – many of which are potholed, cratered, and show signs of repeated filling that has failed. Most of Sweeny's roads are asphalt, which do not have the life expectancy of concrete roadways, and many of the asphalt roads need to be resurfaced. Some roads actually need to be replaced.



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The is an estimated 17 miles of 2” steel waterlines in Sweeny. The size and composition of these lines are inconsistent with today’s standards and are believed to be a huge contributing factor to the brown water observed by residents.

While roads and water are just two examples of major capital needs currently, a CIP includes any cost that is at least \$50,000 and improves or adds to the fixed asset portfolio. This CIP draft includes Water, Wastewater, Streets, Drainage, Sidewalks, and Parks. Facilities and Equipment are not included, because more research is needed to accurately determine those needs.

The CIP draft was initially intended to be presented to City Council for review and approval in March, however, there is an urgent need to present earlier. Due to the expansive possible waterline replacement project previously discussed at the Council meeting on January 16, 2024, the City intends to submit a low interest loan request to the Texas Water Development Board. The preliminary application, or, Project Information Form (PIF) is due to be submitted on or before March 01, 2024 to be eligible to be invited to submit the full application.

TWDB low interest loans are incredibly competitive because these loans have little or no interest rate and offer partial principal forgiveness to eligible entities. An adopted CIP is considered among the rating criteria, as shown from the TWDB PIF below. Having an adopted CIP will allow the City to be more competitive, as a CIP is a standard practice for cities.

Furthermore, if the City is going to plan for a 2025 General Obligation bond to go to the voters, the City will need to know how much the bond will be for and how it will be used. This CIP draft takes the proposed 2025 GO Bond into consideration.

The screenshot shows a web browser window with the URL ola.twdb.texas.gov/pages/createPif.xhtml. The page is titled "Texas Water Development Board" and shows the user is logged in as citymanager@sweenytx.gov. The main content area is titled "Rating Criteria for All Projects - Effective Management" and includes a note: "Information that is not submitted as requested will not be considered." The form contains two questions under the heading "A. Asset Management":

- 1 a. In the past 5 years, has an asset management plan been adopted by the entity's governing body that incorporates an inventory of all assets, an assessment of the criticality and condition of the assets, a prioritization of capital projects needed, and a budget? Note: A Capital Improvement Plan (CIP) alone does not constitute an asset management plan.
 Yes No
2. Has asset management training been administered to the entity's governing body and employees?
 Yes No

At the bottom of the form are buttons for "Reset", "Back", and "Next". A footer at the bottom of the page reads: "Copyright © 2014-2023 Texas Water Development Board. All Rights Reserved. Build V1.0.1.1fb4d2b8 (12/15/2023)".



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Recommended Action

Staff recommends City Council consider the long-term needs of the City and incorporate the third option for expanding city hall and relocating the police department into the CIP plan.