

Water District Review

Bond Issuance



City of Austin
Planning and Zoning Department

December 2006

GENERAL OVERVIEW

ORDINANCE REFERENCE: Chapter 25-9, Article 2, Division 6 of the Austin City Code

DISTRICT REFERENCE: Please refer to the district's consent agreement and amendments, if any, to identify any additional provisions that may apply.

DEADLINE: None, applications may be submitted anytime during business hours.

RESPONSE TIME: City Council action will occur within approximately 60 days. The time period varies with regularly scheduled meeting dates.

CASE NUMBER: A case file is coded with a numerical sequence similar to:

C12m-87-25

Where: C12m = prefix code for MUD cases
 -87 = Year case is submitted
 -25 = Specific case number

The Planning and Zoning Department MUD Coordinator maintains all Water District files

WHO IS RESPONSIBLE: The MUD Review Section of the Current Planning Division of Planning and Zoning Department.

WHERE ARE THEY LOCATED: One Texas Center
 505 Barton Springs, 5th Floor
 Austin, TX 78704

HOW TO OBTAIN INFORMATION: Contact the MUD Coordinator at 974-2022

ARE APPOINTMENTS NECESSARY? Yes

WHAT IS THE ROLE OF THE MUD COORDINATOR? Acting as the City Manager's designee, the MUD Coordinator is your contact person. He orchestrates the responses to your request from all City Departments and other review authorities (e.g. County, School District). He also prepares summary reports and makes presentations to the various boards and commissions and to the City Council. He schedules the request for all agenda deadlines and attends the meetings in order to facilitate the review.

INSTRUCTIONS

APPLICATION PACKET: Type or clearly print all information in Section 3. Submit this completed document with the materials listed in the Submission Requirements (Section 4) and the Submittal Verification Form (Section 5).

FEES: None

ETHICS AND FINANCIAL DISCLOSURE INFORMATION: If you or your agent/representative were a City employee or official within the past 24 months, you may be subject to the Ethics and Financial Disclosure Ordinance (860717-X). Copies of this ordinance may be obtained by calling the City Clerk's office at 974-2210.

APPLICATION FOR WATER DISTRICT REVIEW

PROJECT INFORMATION (Departmental Use Only)

Filing Date: _____ File Number: _____

District Type: _____ MUD _____ WCID _____ Other (Note)

Application Type:

- Pre-application for creation of a water district
- Application for creation of a water district
- Land plan revision eligible for administrative approval
- Amendment to a consent agreement (may include a land plan revision requiring City Council action)
- Out-of-district service
- Annexation to a water district

GEOGRAPHIC REFERENCE & OTHER DATA

District Name: _____

County: _____

In City? _____ Yes _____ No ETJ? _____ 2-Mile _____ 5-Mile

City Grid Map No(s): _____

Tax Plat No(s): _____

Traffic Serial Zone(s): _____

Water Pressure Zone: _____

Watershed(s): _____

In Recharge Zone _____ Yes _____ No

School District: _____ Fire District: _____

Projected population _____

Projected tax rate _____

District bonds _____

Contract bonds _____

Projected monthly surcharge _____

Proposed Water Source (Check one): City System Ground Surface

Proposed Wastewater Service (Check one): City System Package Plant

Septic Spray Irrigation

SUBMISSION REQUIREMENTS FOR BOND ISSUANCES

- I. Completed application forms (Sections 3 & 5).
- II. Fifteen (15) separately compiled and arranged packets containing the following information shall be submitted with the requests for approval of bond issuances.
 - A. a summary of the following information:
 - 1. the name of the district;
 - 2. the amount of bonds proposed to be issued and the facilities to be built or acquired with the proceeds;
 - 3. a summary of the following financial information:
 - a. hard construction costs;
 - b. engineering and contingency costs; and
 - c. soft costs, including the estimated financial advisor fees, legal fees, capitalized interest, and reserve fund.

When the bonds are proposed to be retired with City funds (“Contract Bonds”), the foregoing information shall be summarized for both the district’s share and the City’s share of the bonds.
 - 4. citation to the consent agreement and/or the utility construction contract, for the applicable Contract Bonds, wherein the amount and nature of the bonds are described;
 - 5. name and phone number of bond counsel and general counsel to the applicant;
 - 6. name and phone number of financial advisor to the applicant;
 - 7. name and phone number of the district’s engineer;
 - 8. the proposed date of bond issuance;
 - B. a copy of the report of the Texas Commission on Environmental Quality (TCEQ) staff on the issuance of the bonds, supplemented by the order of the TCEQ approving the bonds after the order is issued;
 - C. a copy of the proposed bond resolution to be adopted by the applicant authorizing the issuance of the bonds, drafted in accordance with the TCEQ order and the consent agreement and, for Contract Bonds, the utility construction contract provisions relating to the bonds;
 - D. the draft ordinance approving the terms, conditions and covenants of the proposed bonds;
 - E. a copy of the order from the state commission that created the applicant;
 - F. the date of the district bond election authorizing the issuance of the bonds;
 - G. a copy of the proposed official statement which will accompany the bonds and, for Contract Bonds, the trust indenture, notice of sale and bidding instructions and the form of bid; and

- H. if not previously supplied, the engineering report submitted to the TCEQ with the applicant's request for bond issuance authority from the Commission.

SUBMITTAL VERIFICATION FORM

My signature attests to the fact that the attached Application Package is complete and accurate to the best of my knowledge. I understand that proper City staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided by me/my firm/etc., may delay the proper review of this application.

PLEASE TYPE OR PRINT NAME AND DATE
BELOW, SIGN, AND INDICATE FIRM
REPRESENTED, IF APPLICABLE.

Date

Signature

Name (Typed or Printed)

Firm