

**CAPITAL IMPROVEMENTS ADVISORY COMMITTEE
WEDNESDAY, NOVEMBER 20, 2019 AT 6:30 PM**

DRAFT - MEETING MINUTES

A. CALL TO ORDER

The November 20, 2019, meeting of the Capital Improvements Advisory Committee (CIAC) was held in Round Rock City Council Chambers located at 221 East Main Street. With a quorum present, Chairman David Pavliska called the meeting to order at 6:42 p.m.

B. ROLL CALL

Members in attendance included Chairman David Pavliska, Vice-Chair Jennifer Henderson, Committee Member Stacie Bryan, Committee Member Paul Emerson, Committee Member Michelle Ly, Committee Member Greg Rabaey, Committee Member Jennifer Sellers, and Committee Member Rob Wendt. Committee Member Casey Clawson and Ad Hoc Committee Member Jesse Navarrete were absent.

City staff included Michael Thane and Chris Perkins with Utilities and Environmental Services; Brad Wiseman, Bradley Dushkin, Laton Carr, and Veronica Chandler with Planning and Development Services.

C. APPROVAL OF MINUTES

C1. Consider approval of the minutes for the May 15, 2019 meeting minutes.

With there being no questions or comments, a motion was offered.

Motion: Motion by Committee Member Bryan, second by Committee Member Emerson to approve Agenda Item C1 as presented.

Vote: AYES: Chairman Pavliska, Vice-Chair Henderson, Committee Member Bryan, Committee Member Emerson, Committee Member Ly, Committee Member Rabaey, Committee Member Sellers, and Committee Member Wendt. Vote to approve: 8 - 0. The motion carried unanimously.

D. PRESENTATIONS

D1. Consider and recommend approval of the Semi-Annual Report to City Council with respect to the progress of the Capital Improvements Plan and identification of any perceived inequities in implementing the plan or imposing the impact fee.

Mr. Thane reviewed Texas Local Government Code (TLGC) Section 395 pertaining to the CIAC noting the Committee is responsible for filing a semi-annual report with respect to the progress of the capital improvements plan and report to City Council whether to continue with the existing rates or review them, if necessary. Local Government Code requires a report be presented to the Capital Improvements Advisory Committee semi-annually. He noted that as the community continues to grow, the capital improvement fee proceeds as projected. He also stated that the City continues to work on the water and wastewater utilities to meet with the population growth needs.

Mr. Thane reviewed the surface water usage, along with the number of active water services, which indicated water production and uses have remained steady. He stated that to help with the water capacity, the City continues to promote water conservation and reuse water programs; he noted that the water conservation system has expanded, and the demand has grown. Other topics discussed included potable vs. reuse water; annual multi-family building permits issued; annual commercial building permits issued; annual single-family building permits issued for residential & MUD development; impact fees collected; and population projections for Round Rock and the ETJ from 2010 through 2030.

Mr. Thane followed by briefly discussing the water, wastewater, and reuse service areas. He also discussed the water and wastewater system Capital Improvement Projects that were in progress,

scheduled for construction, or had been completed. He concluded his presentation by comparing Round Rock and surrounding communities' single-family utility rates and their associated impact fees. He noted that Round Rock's utility rates remain some of the lowest in the region.

Mr. Thane explained that by law, the City is required to update the Impact Fee report every five years, however, due to growth, the City has updated its report every three years to make sure the impact fees collected are correct. He noted that the Master Plan update for water and wastewater is being reviewed and will be finalized next Spring.

In closing, Mr. Thane stated population growth in Round Rock is proceeding at a slightly slower rate than what was anticipated in the impact fee report; however, this has not caused a significant concern since the number of connections to the water and wastewater systems are occurring at the projected rate anticipated by the City. He noted that the City recommends the impact fees be reviewed every three to four years so that the fees are set according to the growth patterns and needs of the water and wastewater utility system improvements. He stated that updates to the Water and Wastewater Master Plan began in September 2019; following the Master Plan updates, impact fees will be reviewed.

Following a brief discussion, a motion was offered.

Motion: Motion by Committee Member Bryan, second by Committee Member Henderson to approve the Semi-Annual Report and forward the recommendation to City Council.

Vote: AYES: Chairman Pavliska, Vice-Chair Henderson, Committee Member Bryan, Committee Member Emerson, Committee Member Ly, Committee Member Rabaey, Committee Member Sellers, and Committee Member Wendt. Vote to approve: 8 - 0. The motion carried unanimously.

E. ADJOURNMENT

There being no further discussion, the meeting adjourned at 7:39 p.m.

Respectfully Submitted

Veronica Chandler, Planning Technician