

**City of Round Rock, Texas  
Capital Improvements Advisory Committee  
November 7, 2012 Meeting**

**Meeting Minutes**

**1. CALL TO ORDER**

The November 7, 2012 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, Committee Chairman Al Kosik called the meeting to order at 6:05 p.m.

**2. ROLL CALL**

Members in attendance included Chairman Al Kosik, Vice Chair David Pavliska, Committee Members Peter Drapes, Rene Flores, Frank Leffingwell, Michael Morales, William Peckham, Jim Shelgren, Larry Yawn and Ad Hoc Committee Members Jim Boles and Sally Decelis.

City staff included Michael Thane, Director of Utilities and Environmental Services and Diane Buck with Planning and Development Services (PDS).

**3. MEETING MINUTES**

**3A. Consider approval of the April 11, 2012 meeting minutes**

**MOTION:** Motion by Committee Member Peckham, second by Committee Member Morales to approve the April 11, 2012 meeting minutes as presented.

**VOTE: Aye:** Chairman Kosik, Vice Chair Pavliska, Committee Member Drapes, Committee Member Flores, Committee Member Leffingwell, Committee Member Morales, Committee Member Peckham, Committee Member Shelgren, Committee Member Yawn Ad Hoc Committee Member Boles, and Ad Hoc Committee Member Decelis. Vote to approve: 11-0. The motion carried unanimously.

**4. SEMI-ANNUAL REPORT**

**4A. 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 on Impact Fees.**

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 any perceived inequities in implementing the plan or imposing the impact fee. The report reflected an update on actual growth in comparison to projections and assumptions for data collected from October 1, 2011 through September 30, 2012. The last study was completed in the Spring of 2012 which allowed the Impact Fee to be reduced.

He continued by reviewing water treatment, including ground and surface water usage, which indicated a continued increase in water usage. Other items reviewed included a comparison of 2009 - 2012 water production rates, annual single family permits issued including the permits issued within the MUDS, a comparison of multi-family units permitted FY 2005-2012, water and sewer Impact Fees collected FY 2009-2012 with a break-down of residential and commercial fees collected, and population projects for Round Rock and the ETJ.

Water and Wastewater System Capital Improvement Projects that were in progress, were upcoming or had been completed since the last impact analysis (Early 2012) were reviewed.

In closing, Mr. Thane noted growth was continuing in Round Rock, as indicated in the Water and Wastewater Impact Fee Report. City staff recommended the impact fees be reviewed every three years so the fees are set according to growth patterns and expected demands of the water and wastewater utility system. Currently, there are no significant changes in the assumed growth pattern since the new Impact Fees went into effect.

Noting the CIAC had been tasked to review the Impact Fees every six months and to forward recommendations to Council if any changes were needed, the following motion was offered:

**MOTION:** Motion by Vice Chair Pavliska, second by Committee Member Morales to approve the Semi-Annual Report and forward a recommendation and comments to City Council.

**VOTE: Aye:** Chairman Kosik, Vice Chair Pavliska, Committee Member Drapes, Committee Member Flores, Committee Member Leffingwell, Committee Member Morales, Committee Member Peckham, Committee Member Shelgren, Committee Member Yawn Ad Hoc Committee Member Boles, and Ad Hoc Committee Member Decelis. Vote to approve: 11-0. The motion carried unanimously.

## **6. Adjournment**

There being no further discussion, the meeting was adjourned at 6:51 p.m.

Respectfully submitted,

*Original Signed*

Diane Buck  
Planning Tech