



# City of Round Rock

## Capital Improvements Advisory Committee

### (CIAC) Meeting Agenda - Final

Chairman Jennifer Henderson

Vice Chair Greg Rabaey

Alternate Vice Chair Rob Wendt

Committee Member J. Hollis Bone

Committee Member Stacie Bryan

Committee Member Casey Clawson

Committee Member Paul Emerson

Committee Member Selicia Sanchez-Adame

Committee Member Jennifer Sellers

Ad Hoc Committee Member Manuel Azuara

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Wednesday, June 2, 2021

5:30 PM

City Council Chambers, 221 East Main St.

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**A. CALL MEETING TO ORDER**

**B. ROLL CALL**

**C. CITIZEN COMMUNICATION**

*[Pursuant to Texas Government Code, Section 551.007 which allows the public to speak for a total of three (3) minutes on any of the agenda items listed below - excluding any executive sessions.]*

**D. APPROVAL OF MINUTES:**

D.1 Consider approval of the May 5, 2021 meeting minutes.

**E. PRESENTATIONS:**

E.1 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 Roadway Impact Fee

**F. ADJOURNMENT**

*In addition to any executive session already listed above, the Capital Improvements Advisory Committee for the City of Round Rock reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed below as authorized by Texas Government Code:*

*§551.071 Consultation with Attorney*

*§551.072 Deliberations regarding Real Property*

*§551.073 Deliberations regarding Gifts and Donations*

*§551.074 Personnel Matters*

*§551.076 Deliberations regarding Security Devices*

*§551.087 Deliberations regarding Economic Development Negotiations*

**POSTING CERTIFICATION**

*I certify that this notice of the Capital Improvements Advisory Committee was posted on the 27th day of June 2021 at 5:00 p.m. as required by law in accordance with Section 551.043 of the Texas Government Code.*

*/ORIGINAL SIGNED/*

*Sara L. White, TRMC, City Clerk*



# City of Round Rock

## Meeting Minutes - Draft

### Capital Improvements Advisory

#### Committee (CIAC)

Wednesday, May 5, 2021

#### **SPECIAL NOTE:**

*Pursuant to the March 16, 2020 proclamation issued by Governor Abbott, this meeting was held in person and by video conference in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of COVID-19.*

*Members of the public were able to speak during Citizen Communication and public hearings by attending the meeting in person in the City Council chambers, however those members of the public that did not want to attend the meeting in person were able to speak via videoconferencing.*

*This meeting was also viewable live online at [www.roundrocktexas.gov/tv](http://www.roundrocktexas.gov/tv), and on Spectrum Channel 10 and U-Verse Channel 99.*

#### **CALL MEETING TO ORDER**

*The Capital Improvements Advisory Committee for the City of Round Rock met on Wednesday, May 5, 2021 in the City Council Chambers, located at 221 E. Main Street, Round Rock. Chairman Henderson called the meeting to order at 5:30 PM.*

#### **ROLL CALL**

**Present** 9 - Vice Chair Jennifer Henderson  
Alternate Vice Chair Greg Rabaey  
Commissioner J. Hollis Bone  
Committee Member Stacie Bryan  
Committee Member Casey Clawson  
Committee Member Paul Emerson  
Commissioner Selicia Sanchez-Adame  
Committee Member Rob Wendt  
Ad-Hoc Manuel Azuara

**Absent** 1 - Committee Member Jennifer Sellers

#### **CITIZEN COMMUNICATION**

*There were no citizens wishing to speak at this meeting.*

#### **APPROVAL OF MINUTES:**

**D.1** Consider approval of the November 4, 2020 meeting minutes.

A motion was made by Alternate Vice Chair Rabaey, seconded by Committee Member Bryan, to approve the November 4, 2020 minutes. The motion passed by the following vote:

**Ayes:** 9 - Vice Chair Henderson  
Alternate Vice Chair Rabaey  
Commissioner Bone  
Committee Member Bryan  
Committee Member Clawson  
Committee Member Emerson  
Commissioner Sanchez-Adame  
Committee Member Wendt  
Ad-Hoc Azuara

**Nays:** 0

**Absent:** 1 - Committee Member Sellers

#### **PRESENTATIONS:**

- E.1** Consider a presentation from the Transportation Department, to identify the procedures, efforts and the City's Roadway Impact Fees collected to date.

*Gary Hudder, Transportation Director made the staff presentation.*

- E.2** 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.

*Michael Thane, Utilities and Environmental Services Director made the staff presentation.*

A motion was made by Committee Member Bryan, seconded by Committee Member Sanchez-Adame, that the draft report be recommended for City Council approval. The motion passed by the following vote:

**Ayes:** 9 - Vice Chair Henderson  
Alternate Vice Chair Rabaey  
Commissioner Bone  
Committee Member Bryan  
Committee Member Clawson  
Committee Member Emerson  
Commissioner Sanchez-Adame  
Committee Member Wendt  
Ad-Hoc Azuara

**Nays:** 0

**Absent:** 1 - Committee Member Sellers

## ADJOURNMENT

*There being no further business, Chairman Henderson adjourned the meeting at 6:55 PM.*

*Respectfully Submitted,*

*Cecilia Chapa, Planning Technician*

**Roadway Impact Fee Update**

**BACKGROUND:**

The Transportation Department presented an update concerning the implementation of the Roadway Impact Fee at the May 5, 2021, CIAC meeting. This item is the recommendation concerning the semi-annual Roadway Impact Fee report consistent with Section 395.058 of the Texas Local Government Code.

**DATE OF REVIEW:** June 2, 2021

**STAFF REVIEW AND ANALYSIS:**

The City Council approved the Roadway Impact Fee Ordinance on March 14, 2019, with a delayed start in fee collection. The No Fee grace period ended on December 31, 2020, and Phase 1 of fee collection began on January 1, 2021. The RIF was approved with a phased implementation.

- Grace Period No Fee (Building permit before January 1, 2021)
- Phase 1: 30% Residential, 20% Non-Residential (Final Plat before January 1, 2022)
- Phase 2: 45% Residential, 25% Non-Residential (Final Plat before January 1, 2024)
- Phase 3: 60% Residential, 30% Non-Residential (Final Plat on or after January 1, 2024)

**RECOMMENDED MOTION:**

Recommend approval of the Roadway Impact Fee Semi-Annual Report for presentation to City Council.



Kenny Fort Boulevard Segment 4B

# Roadway Impact Fee Semi-Annual Report

May 2021



## **SUMMARY**

The Texas Local Government Code Section 395.058 requires the Capital Improvement Advisory Committee (CIAC) to report to the political subdivision the progress of the capital improvements plan and any perceived inequities in implementing the plan or imposing the Roadway Impact Fee. Included herein is the semi-annual report for the reporting period of October 1, 2020, to March 31, 2021, which represents the first half of the City's annual Fiscal Year. The report consists of assessing the implementation of the Roadway Impact Fee, Impact Fee collection and the administrative review process now underway.

The Texas Local Government Code also requires the CIAC to advise the City on updating the land use assumptions, capital improvements plan and Roadway Impact Fees. The Items were first adopted by the City Council in March 2019, with a phased adoption that include collection of fees beginning in January 2021.



## Roadway Impact Fee Adoption

Final adoption of the Roadway Impact Fee occurred on March 14, 2019. The Roadway Impact Fee was adopted with a maximum fee per service unit of \$2,511, which represents the lowest calculated rate across three service areas. With the base service unit, the adoption also limited collection of fees to a percentage of the adopted unit cost over three phases of implementation. Table 1 shows the phasing and percentage of fees collected over the implementation period.

Table 1: Impact Fee Implementation Phasing

Phase	Residential Rate (% of Service Unit)	Non- Residential Rate (% of Service Unit)	Implementation Period
Grace Period	No Fee	No Fee	Building permit before January 1, 2021
Phase 1	30%	20%	Final Plat before January 1, 2022
Phase 2	45%	25%	Final Plat before January 1, 2024
Phase 3	60%	30%	Final Plat on or after January 1, 2024

The Roadway Impact Fee is assessed at the recorded plat and collected at the time of building permit issuance.

## Roadway Impact Fee Implementation

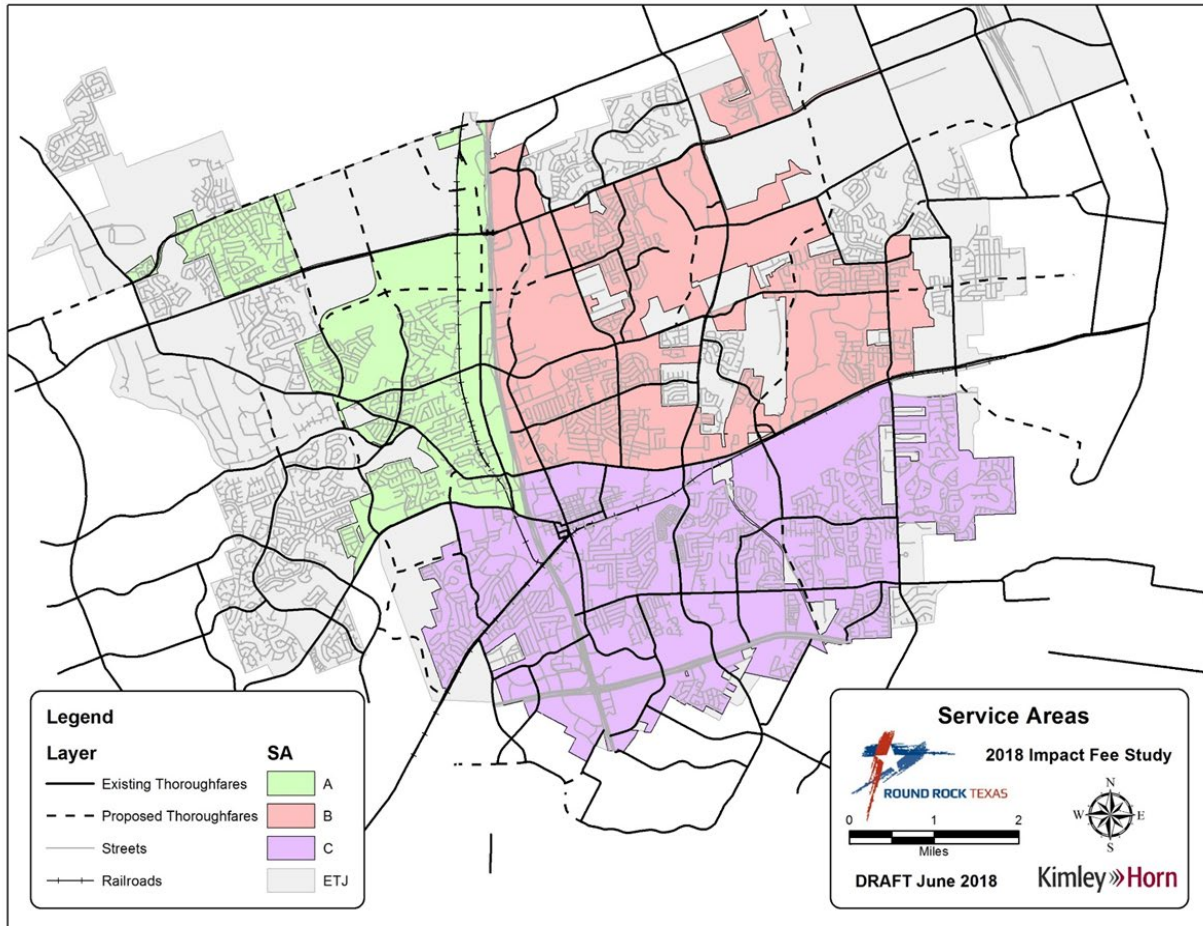
To implement the Roadway Impact Fee several steps were taken to help the public and development community understand the new program. This included modify the Transportation Criteria Manual Design and Construction Standards (DACs) to remove most requirements for Traffic Impact Analysis (TIA) as the Roadway Impact Fees provides a more predictable financing analysis tool for the development community, while still allowing for a TIA in unique circumstances for significant modifications to the Future Land Use Plan or Transportation network.

In order to create a seamless process for implementation of the fee itself an on-line fee estimator was created to allow early access to the fee calculation methodology. Also, a fee offset agreement process and worksheet were developed to capture developer contribution to the arterial network identified in the Roadway Impact Fee Study. The Finance Department created standard collection accounts based on Service Areas to track fees collected in the development process.

## Roadway Impact Fee Collection

Roadways Impact Fees are collected, and revenue deposited into accounts for the three service areas identified in the Roadway Impact Fee Study. Those services areas are identified in Figure 1.

**Figure 1: RIF Service Areas:**



The Revenue collected to date is presented in Table 2.

**Table 2: RIF Collection January 1, 2021 to April 16, 2021**

Service Area	Revenue
Service Area A	\$70,852.02
Service Area B	\$207,586.86
Service Area C	\$240,397.62

Distribution of the RIF collected to Capital Improvement Plan projects is expected to begin in the Fourth Quarter of FY 2021.

The intent of the Roadway Impact Fee process is to capture revenue for a predictable implementation of the future arterial network identified in the Transportation Master Plan. Part of the success of that implementation is in the fact contributions by the development community are captured in Offset Agreements and Consent/Development Agreements. To date two Offset Agreements have been completed which included contribution of right-of-way or actual arterial construction. The Quick Ranch Condo/Townhome (Milestone) Offset Agreement approved for the extension of College Park Drive, through the development to Old Settlers Blvd for RIF credit for all residential permits at an estimated value of \$750,000. Gattis School Townhomes (Green Adobe Builders) provided ROW donation for Gattis School Road Segment 3 in the amount of \$46,890.

Two additional arterial improvements are being provided in Consent/Development Agreements including the extension of Avery-Nelson Parkway from CR 110 to the east and Kenny Fort Boulevard Segment 4B from Old Settlers Boulevard southward.

### **Administrative Review Process**

City Staff have initiated a Roadway Impact Fee Study Review to determine processes for updating Service Area boundaries based on annexations and the creation of an administrative process to include future annexations. If it is determined that the CIP projects or Land Use Assumptions identified in the Roadway Impact Fee Study are impacted by annexations or other changes, staff will make recommendations for modifications to the adopted report, maximum fee calculation or assessable fee.

### **Conclusion and Recommendation**

No significant issues have been identified with Roadway Impact Fee implementation. The Building Inspection Department, Finance Department and Transportation provided excellent coordination in creation of the program. If required, staff will make future recommendations on an official update to Roadway Impact Fee before the March 2024 mandatory update schedule.

No CIAC action or Council recommendation at this time. The next Roadway Impact Fee and Capital Improvement Plan Progress Report will be presented to the CIAC and the City Council in approximately six months.