

**City of Round Rock, Texas  
Capital Improvements Advisory Committee  
November 19, 2014 Meeting**

**Draft Meeting Minutes**

**A. CALL TO ORDER**

The November 19, 2014, 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 Frank Leffingwell called the meeting to order at 6:04 p.m.

**B. ROLL CALL**

Members in attendance included Chairman Frank Leffingwell, Vice Chair David Pavliska, Committee Members J. Hollis Bone, Stacie Bryan, Michael Doss, Rene Flores, Jennifer Henderson, Rob Wendt, and Ad Hoc Committee Member Jeremiah Williams. Committee Member Matthew Baker and Ad Hoc Committee Member Sally Decelis were absent.

City staff included Michael Thane, Director of Utilities and Environmental Services; Brad Wiseman, Director of Planning and Development Services; and Veronica Chandler with Planning and Development Services (PDS).

**C. MEETING MINUTES**

**C.1 Consider approval of the May 21, 2014, meeting minutes.**

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

**MOTION:** Motion by Committee Member Flores, second by Vice Chair Pavliska to approve the May 21, 2014, meeting minutes as presented.

**VOTE: Aye:** Chairman Leffingwell, Vice Chair Pavliska, Committee Member Bone, Committee Member Bryan, Committee Member Doss, Committee Member Flores, Committee Member Henderson, Committee Member Wendt, and Ad Hoc Committee Member Williams. Vote to approve: 9-0. The motion carried unanimously.

**D. SEMI-ANNUAL REPORT**

**D.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 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 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. The current report reflected data collected from April 1, 2014, through September 30, 2014, however, a new impact fees study will be presented during the next CIAC meeting.

Mr. Thane continued by reviewing a two year comparison period FY 2013 - 2014 ground and surface water usage which indicated a lower water demand and an increase in the number of active services; annual single-family permits issued including permits issued within the MUDS; a comparison of multi-family units permitted FY 2005 – 2014; new commercial building permits issued from FY 2009 – 2014; water and sewer Impact Fees collected FY 2010 – 2014 with a breakdown of residential and commercial fees collected; and population projections for Round Rock and the ETJ from 2010 through 2030.

Mr. Thane followed by reviewing water and wastewater system Capital Improvement Projects that were in progress, scheduled for construction or had been completed since the last impact fee analysis was completed in April 2012. He noted some of the projects listed in the report were not necessary yet; therefore, they had been delayed. The project schedule will be updated when the Master Plan fee update is completed. He concluded his presentation by comparing Round Rock and surrounding communities' single-family utility rates and their associated impact fees.

In closing, Mr. Thane stated population growth is not occurring as anticipated in the impact fee report, resulting in less impact fees collected.

City staff recommended the impact fees be reviewed every three years so the fees are set according to growth patterns and needs of the water and wastewater utility system improvements. The City is starting to work on the Water and Wastewater Master Plan and will have the new numbers by FY-2015. The Impact Fees will be updated following completion of the Master Plan. The estimated schedule for the Impact Fee Update completion is expected for 2015. Depending on the status of the impact fee study, it is anticipated the results will be presented to the CIAC and City Council in approximately six months.

In the next semi-annual report, Mr. Thane agreed to include the total amount of reuse water that has been used.

The following motion was offered:

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

**VOTE: Aye:** Chairman Leffingwell, Vice Chair Pavliska, Committee Member Bone, Committee Member Bryan, Committee Member Doss, Committee Member Flores, Committee Member Henderson, Committee Member Wendt, and Ad Hoc Committee Member Williams. Vote to approve: 9-0. The motion carried unanimously.

## **E. ADJOURNMENT**

There being no further discussion, the meeting was adjourned at 6:46 p.m.

Respectfully submitted,

Veronica Chandler  
Planning Tech