

**City of Round Rock, Texas  
Capital Improvements Advisory Committee  
May 17, 2017, Meeting**

**Draft Meeting Minutes**

**A. CALL TO ORDER**

The May 17, 2017, 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 David Pavliska called the meeting to order at 6:00 p.m.

**B. ROLL CALL**

Members in attendance included Chairman David Pavliska, Vice Chair Matthew Baker, Committee Members Stacie Bryan, Casey Clawson, Jennifer Henderson, Selicia Sanchez, Jennifer Sellers, Greg Rabaey, Rob Wendt, and Ad Hoc Committee Member David Sour. Ad Hoc Committee Member Edward Hanna was absent.

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

**C. MEETING MINUTES**

**C.1 Consider approval of the November 16, 2016, meeting minutes.**

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

**MOTION:** Motion by Committee Member Bryan, second by Committee Member Henderson to approve the November 6, 2016, meeting minutes as presented.

**VOTE: Aye:** Chairman Pavliska, Vice Chair Baker, Committee Member Bryan, Committee Member Clawson, Committee Member Henderson, Committee Member Rabaey, Committee Member Sanchez, Committee Member Sellers, Committee Member Wendt, and Ad Hoc Committee Member Sour. Vote to approve: 10-0. 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 October 1, 2016, through April 1, 2017.

Mr. Thane continued by reviewing the surface water usage, along with the number of active water services over the past two years, which indicated water production has remained steady. He also stated water conservation programs, water reuse programs, and community awareness have significantly improved water usage during the last few years. 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 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 November 2015. He noted that some of the upcoming projects listed in the report will be to address needed maintenance to the wastewater system. 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 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.

City staff recommended the impact fees be reviewed every three years so the fees could be adjusted according to growth patterns and needs of the water and wastewater utility system improvements.

The following motion was offered:

**MOTION:** Motion by Committee Member Sanchez, second by Committee Member Baker to approve the Semi-Annual Report and forward the recommendation to City Council.

**VOTE: Aye:** Chairman Pavliska, Vice Chair Baker, Committee Member Bryan, Committee Member Clawson, Committee Member Henderson, Committee Member Rabaey, Committee Member Sanchez, Committee Member Sellers, Committee Member Wendt, and Ad Hoc Committee Member Sour. Vote to approve: 10-0. The motion carried unanimously.

#### **E. ADJOURNMENT**

There being no further discussion, the meeting was adjourned at 6:37 p.m.

Respectfully submitted,

Veronica Chandler  
Planning Tech