

**City of Round Rock, Texas
Capital Improvements Advisory Committee
November 4, 2015, Meeting**

Meeting Minutes

A. CALL TO ORDER

The November 4, 2015, 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 6:01 p.m.

B. ROLL CALL

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

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

C. MEETING MINUTES

C.1 Consider approval of the May 6, 2015, meeting minutes.

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

MOTION: Motion by Committee Member Flores, second by Vice Chair Bone to approve the May 6, 2015, meeting minutes as presented.

VOTE: Aye: Chairman Pavliska, Vice Chair Bone, Committee Member Baker, Committee Member Bryan, Committee Member Flores, Committee Member Henderson, Committee Member Sanchez, and Ad Hoc Committee Member Williams. Vote to approve: 8-0. The motion carried unanimously.

(Committee Members Doss and Wendt arrived during this item.)

D. SEMI-ANNUAL REPORT

D.1 Consider a presentation regarding an amendment to land use assumptions, a capital improvements plan, and imposition of updated impact fees for new or expanded services from the City of Round Rock water and/or wastewater utilities.

Mr. Thane reviewed the background on Round Rock's water and wastewater impact fees noting impact fees were last reviewed in 2012. He presented to the Committee information regarding new growth in the City and impact fees collected.

He also stated Texas Local Government Code Chapter 395 established the requirements for impact fees. Round Rock's goal is to review current impact fees every three (3) years, which is within State statute review requirements of every 5 years. The State allows this one-time, up-front fee to be levied on new or expanding development, to help with its cost impact on the utility system and to help development pay for itself. If there were no impact fees, rate-payers would pay the cost of water and wastewater system expansion for new development.

Ms. Angie Flores from HDR Engineering reviewed the impact fee service area, impact fee rates per LUE (Living Unit Equivalent), and the various components that make up the impact fees. Ms. Flores explained that during the review process, a maximum allowable fee is calculated for City

Council to accept or modify to a lesser amount. The steps for determining the maximum impact fees were reviewed, and the effect on the City's utility system when fees are assessed and collected.

In summary, the CIAC is tasked with the following: 1.) Decide if the land use basis and Capital Improvements Programs have been reasonably defined; and 2.) Decide if the maximum impact fee has been reasonably calculated and, based on the calculations, recommend the maximum fee amount or recommend a lesser fee to City Council. The approval process steps and anticipated scheduled were reviewed.

Ms. Flores and Mr. Thane concluded by answering questions and comparing the impact fees and utility rates for surrounding communities to Round Rock's rates and fee.

Following a discussion, the Committee voted to approve the following findings:

1. The land use assumptions and CIPs underlying the maximum fee calculations are reasonable and are consistent with State law and good engineering practices.
2. A fair balance between utility rate and impact fee support of capital improvements will be achieved with the water impact fee at 100% and wastewater impact fees at 100% of the maximum fee amount.
3. By a unanimous vote, the CIAC forwards to the Round Rock City Council the following maximum fee calculations and recommended approval:

Maximum Impact Fee Calculations	
Water Impact Fee per LUE	\$4,025
Wastewater Impact Fee per LUE	\$2,099
<i>Total Combined Fee per LUE</i>	<i>\$6,124</i>
Advisory Committee Recommended Impact Fees	
Water Impact Fee per LUE	\$4,025
Wastewater Impact Fee per LUE	\$2,099
<i>Total Combined Fee per LUE</i>	<i>\$6,124</i>

MOTION: Motion by Committee Member Doss, second by Committee Member Baker to approve.

VOTE: Aye: Chairman Pavliska, Vice Chair Bone, Committee Member Baker, Committee Member Bryan, Committee Member Doss, Committee Member Flores, Committee Member Henderson, Committee Member Sanchez, Committee Member Wendt, and Ad Hoc Committee Member Williams. Vote to approve: 10-0. The motion carried unanimously.

E. ADJOURNMENT

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

Respectfully submitted

Original Signed

Veronica Chandler
Planning Tech