

**Minutes of the Meeting for the
Georgetown Transportation Advisory Board -- CAPITAL IMPROVEMENTS
ADVISORY COMMITTEE
of the City of Georgetown
November 13, 2020 at 8:30 AM
at VIRTUAL**

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participating at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City Secretary's Office, at least three (3) days prior to the scheduled meeting date, at (512) 930-3652 or City Hall at 808 Martin Luther King Jr. Street, Georgetown, TX 78626 for additional information; TTY users route through Relay Texas at 711.

Georgetown Transportation Advisory Board - Capital Improvements Advisory Committee Members: Sheila Mills - Chair, Dan Jones - Vice Chair, Bryan Hutchinson - Secretary, Ercel Brashear, George Brown, James Hougnon, Michael Miles, Robert Redoutey, Angela Newman, John Tatum, Stephen Ashlock, Adib Khoury

Consistent with Governor Greg Abbott's suspension of various provisions of the Open Meetings Act, effective August 1, 2020 and until further notice, to reduce the chance of COVID-19 transmission, all City of Georgetown Advisory Board Committee meetings will be held virtually. Public comment will be allowed via teleconference; no one will be allowed to appear in person.

To participate:

To join from a PC, Mac, iPad, iPhone or Android device please click this URL:

<https://georgetowntx.zoom.us/j/98390530125>

Passcode: 253122

Description: Regular monthly virtual meeting

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

**US : +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 or
+1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or**

**888 475 4499 (Toll Free) or 833 548 0276 (Toll Free) or 833 548 0282
(Toll Free) or 877 853 5257 (Toll Free)**

Webinar ID: 983 9053 0125

Passcode: 253122

Citizen comments are accepted in three different formats:

1. **Submit written comments to sheila.mitchell@georgetown.org by 12:00p.m. the day prior to the date of the meeting and the Recording Secretary will read your comments into the recording during the item that is being discussed.**
2. **Log onto the meeting at the link above and “raise your hand” during the item.**
3. **Use your home/mobile phone to call the toll-free number.**

To join a Zoom meeting, click on the link provided and join as an attendee. You will be asked to enter your name and email address (this is so we can identify you when you are called upon). To speak on an item, click on the “Raise your Hand” option at the bottom of the Zoom meeting webpage once that item has opened. When you are called upon by the Recording Secretary, your device will be remotely un-muted by the Administrator and you may speak for three minutes. Please state your name clearly, and when your time is over, your device will be muted again. Use of profanity, threatening language, slanderous remarks or threats of harm are not allowed and will result in your being immediately removed from the meeting.

Present: Sheila Mills – Chair, Dan Jones, Vice Chair, Ercel Brashear, James “Jim” Hougnon, Bryan Hutchinson - Secretary, Michael Miles, John Tatum, Stephen Ashlock, Adib Khoury, Angela Newman (joined at 8:39am)

Absent: George Brown, Robert Redoutey

Staff: Wesley Wright, Wayne Reed, Ray Miller, Lua Saluone, Nathan Parras, Sheila Mitchell

Visitors: Jake Gutekunst – Kimley-Horn and Associates; citizen: Michael Fisher (joined at 8:54am); Councilmember Mary Calixtro (joined at 8:50am)

Regular Session

(This Regular Session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)

A **Call to Order – Called to order at 8:31am** by Sheila Mills, Chair

B Discussion on how the "Virtual" conference will be conducted, including options for public comments and how the public may address the Committee. -- Wesley Wright, P.E., Systems Engineering Director
Wright reviewed virtual etiquette regarding microphones, muting/unmuting, please speak individually, and use “raise hand feature”. Wright welcomed questions from committee as well as the public during the presentations. He noted if questions from the public are asked during the presentations, they may be addressed later, during public comment time later during the meeting. He also provided his contact information to contact him after the meeting, if needed.

C **Introduction of Staff & Visitors -- Sheila Mills, Chair**

Wright introduced himself, Director of Engineering; Sheila Mitchell, Committee Liaison; Jake Gutekunst, Consulting Engineer/Impact Fee Specialist; Lua Saloune, Staff Engineer; Nathan Parras, Assistant Finance and Budget Director; and Wayne Reed, Assistant City Manager. Wright asked and Mitchell called role for Committee members, noting a quorum was present at start of meeting. Wright noted recording will be available following the meeting, can be sent out

upon request and will also be uploaded to the Impact Fee webpage on the City website.

D Nominations and election of Committee Secretary. -- Sheila Mills, Committee Chair

Wright thanked Bryan Hutchinson for serving as the Interim Chair at the October meeting due to the absence of both the committee Chair and Vice Chair. As the committee will continue to meet over the next several months and with upcoming holidays and other possibilities of absences during Covid, it was recommended the committee elect a Secretary to assist as interim chair should there be a need. He called for nominations for Secretary of the Committee. **Brashear nominated Hutchinson, Mills seconded nomination.** Hutchinson accepted nomination. Roll call vote was taken to approve Bryan Hutchinson as Committee Secretary. **Approved 9-0-3 (Brown, Redoutey, Newman absent;** Newman joined meeting at 8:39am; was not present to vote).

E Consideration and possible action to approve the October 9, 2020 minutes of the Capital Improvements Advisory Committee meeting. -- Sheila K. Mitchell, Committee Liaison

No discussion. **Motion by Brashear, seconded by Jones,** to approve the October 9, 2020 minutes of the Capital Improvements Advisory Committee meetings. **Approved 10-0-2 (Brown, Redoutey)**

F Public Wishing to Address the Committee. -- Sheila Mills, Committee Chair

Wright reminded those on the virtual meeting they were welcome to interrupt and ask questions at any time during the presentation. He officially opened the floor for any public comment. None was heard.

G Presentation, discussion and possible recommendation on the Impact Fee Study and Implementation Policies. -- Wesley Wright, P.E., Systems Engineering Director

PLEASE NOTE: Items not covered on the posted agenda will be discussed and/or acted upon at the next scheduled meeting of the committee.

Wright noted committee would continue to work through the Draft Study (report) and review the presentation. He stated no action was expected of the committee at the meeting. He noted the committee would have dialog on what the maximum impact fee calculation is, what it looks like and decisions to be made going forward. He introduced Gutekunst who reviewed presentation included in the agenda packet. Gutekunst stated committee will review how the maximum impact fee is calculated, how numbers were determined, how the rate is applied, as well as begin initial collection rate discussion; future meetings will begin the policy decision framework of the process. He gave a brief overview of what the committee has reviewed during the process thus far. He reminded the committee that at any time after an ordinance is adopted, it can be revised by Council if needed and the committee can also make recommendations to council if they feel the study needs to be updated. Gutekunst reviewed Service Units and Land Use-Vehicle Miles equivalencies as well as descriptions of the various Land Uses. Some discussion on trip length and the various categories/calculations as well as any adjustments should a land use change type of use. He reviewed how the Impact Fees are calculated, reminding the committee each service area has a different calculated fee. He noted Right-of-Way is not included in the fee calculations and reminded the Impact Fee Calculation process must be done every five years and can be done sooner. He noted the committee will ultimately make recommendations to council on the service units/vehicle mile per service area and it can vary between residential and non-residential. He reviewed the initial work the committee will be considering during the policy decision framework, which covers Effective Rate (grace periods, phases, etc.); Collection Rate (what the fees will be in the various categories and service areas, flat or variable, etc.); and any Other Considerations (refunds, appeals process, off-sets for construction, etc.) and discussed each area. Gutekunst noted a correction on second pie chart; Citywide amount should be \$547.8M instead of \$669.9M. He informed the committee they would be talking more about the Collection Rates and Policy Decisions at the December and January meetings and there would be some live polls for the committee to participate in. Stakeholder meetings will continue during this process. In

January, Council will set a Public Hearing date to adopt the Study and also to consider a possible recommendation from the Committee of an Ordinance for collection rate and other policies. Some questions and discussion continued regarding options and clarifications for calculating rates; how developments in process would be affected (off-sets) and how they are identified; handling any credits due to developers. Mills asked and Gutekunst noted he will prepare several examples, for the next meeting, of various sized developments in the area for the committee to compare their TIA fees vs. what their potential Impact Fees could be if fees are adopted. He will also review collection rates in surrounding areas. Some discussion continued. Hutchinson asked and stated he felt it important and would appreciate staff giving a future presentation on which option they believe is best and provide justification for their recommendation? He also asked if it was assumed the committee will make recommendations to adopt Impact Fees? Wright responded to both, stating staff will provide their recommendations as well as discuss industry standards and relevant comparison to existing water/wastewater impact fees. He also noted it was not assumed the committee would recommend adoption of fees. He clarified the committee is currently working through the study and will be asked to do two things: 1) make a recommendation on the Study (is it good, accurate, numbers, projections, improvements make sense, etc.), 2) should committee recommend to implement Impact Fees? Council, Committee and GTAB (Georgetown Transportation Advisory Board) can adopt the study but not adopt impact fees. He explained the importance of adopting the Study even if fees aren't adopted, as it sets a baseline for staff going forward. Each action will be considered for adoption (or not) separately. Hutchinson appreciated the clarification noting he wanted to make sure the process was transparent and was not be seen as an automatic stamp of approval. Wright confirmed those expectations of the committee and intentions of staff and consultants throughout this process. Hutchinson expressed his appreciation for the work staff and consultant has done on the study and presenting the information. Some discussion continued regarding who builds improvements during development; reviewing the costs that could impact developers vs. passing costs onto the public; much to be considered while continuing to work through this process. Wright thanked everyone for their questions and comments and reminded the GTAB members to sign out of the Committee meeting and use the link specific to GTAB meeting to log onto that meeting which started at 10:00am. No further discussion.

Adjournment

Motion by Brashear, seconded by Hutchinson to adjourn. Meeting adjourned at 9:50AM.