

**Minutes of the Meeting for the
Georgetown Transportation Advisory Board -- CAPITAL IMPROVEMENTS
ADVISORY COMMITTEE
of the City of Georgetown
December 11, 2020 at 8:30AM
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/95770617749?>

Passcode: 952483

Description: GTAB – Capital Improvements Advisory (Impact Fee) Committee 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

+1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 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: 957 7061 7749

Passcode: 952483

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, George Brown, James “Jim” Hougnon, Bryan Hutchinson - Secretary, Michael Miles, Robert Redoutey, John Tatum, Stephen Ashlock, Adib Khoury (joined at 8:40am), Angela Newman (joined at 8:49am)

Absent: None

Staff: Wesley Wright, Nathan Parras, Ray Miller (joined at 8:36am), Wayne Reed (joined at 8:44am), Sheila Mitchell

Visitors: Jake Gutekunst – Kimley-Horn and Associates; citizen: David Glenn

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 8:33am** by Dan Jones, Vice Chair

Moved ahead to item C and returned to item B

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; Wesley.Wright@georgetown.org. He thanked everyone for time given to this important topic for the City. 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 at <https://transportation.georgetown.org/impact-fees/>. Wright reviewed what the committee has covered in prior meetings to this point. He noted future timeline

and next meeting on January 8, 2021. Wright noted Ray Miller, Public Works Director had also joined the meeting.

C Introduction of Staff & Visitors – Dan Jones, Vice Chair

Wright introduced himself, Director of Engineering; Sheila Mitchell, Committee Liaison; Nathan Parras, Assistant Finance and Budget Director; Jake Gutekunst, Consulting Engineer/Impact Fee Specialist; and noted Wayne Reed, Assistant City Manager would also be joining soon. Also present was citizen David Glenn, Director of Government Relations for Home Builders Association of Greater Austin. Wright asked and Mitchell called role for Committee members, noting a quorum was present at start of meeting.

Returned to item B and then moved on to item D

D Consideration and possible action to approve the November 13, 2020 minutes of the Capital Improvements Advisory Committee meeting. -- Sheila K. Mitchell, Committee Liaison

No discussion. **Motion by Jones, seconded by Brown**, to approve the November 13, 2020 minutes of the Capital Improvements Advisory Committee meetings. **Approved 11-0-1 (Newman absent during vote)**

E Public Wishing to Address the Committee. – Dan Jones, Vice 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. David Glenn, Director of Government Relations with Homebuilders Association of Greater Austin requested to comment. Glenn thanked Wright and staff for presenting a webinar to their association the prior week. He reviewed the key priorities of the HBAGA regarding rate considerations: 1. uniform fee; 2. implementation period; 3. grandfathering projects in process. They have recently worked with cities of Round Rock, Pflugerville and Austin. They are happy to be used as a resource for information during the city of Georgetown's consideration and review of impact fees. Wright thanked Glenn for his comments and will continue to work with his group and the development community for their feedback and input during this process.

No other public comment heard at that time.

F 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 this meeting, unless they reached a point ready to take action. He introduced Gutekunst who reviewed presentation included in the agenda packet. Gutekunst stated committee will review some comparison developments and dig into the policy decision framework of the process; what would be appropriate fees and implementation of roll out. He noted the committee members would participate in an online live polling activity and policy discussion, via they mobile phone or online links provided during the poll. He reviewed some sample developments, both residential and commercial, in various cities (information included in the packet/presentation), noting numbers for Austin needed to be updated, as they just passed their impact fees the night prior to today's committee meeting. Mills asked and Gutekunst reviewed grace periods for some of the cities included in the presentation. Gutekunst reviewed the example Collection Rate comparisons in the presentation. He reviewed the various service areas of Georgetown. Jones asked and Gutekunst confirmed there are 7 service areas for Georgetown where fees can be assessed; there are 2 additional service areas that do not meet those requirements; a total of 9 areas. The 9 service areas are approved by Council. The impact fee process is required by state law. Fees can vary in each area. Jones asked and Gutekunst replied that staff and

accounting will monitor and administer the fees. He noted the committee would meet periodically to receive reports on status of the fee process and could make recommendations to Council if anything in the process needs to be revised. Tatum thanked Gutekunst for preparing all of the detailed information. Tatum noted due to the large volume of information given to the committee, he would like to make sure the committee feels they have ample time to digest all of the scenarios and give proper thought and attention to be able to make recommendations and stay within the timelines, without feeling rushed to make a recommendation. Wright agreed there are a lot of decisions to make and felt once the committee participated in the poll, there would be a better consensus on where the committee stands and be able to work toward their recommendations. He noted the committee can be given ample time needed to feel comfortable in their recommendations. Brashear commented on concerns of how much of the growth should the development community pay?; what is the right portion? Who pays balance? Does the remainder get picked up by the rest of the community? Gutekunst noted bonds and application for grant funding are some other options; otherwise, roads do not always get built if funding for gap isn't met. Wright felt Brashear presented a good summary of what the committee is currently working through. He noted some funds have come from GTEC (Georgetown Transportation Enhancement Corporation) for road construction, collected from sales tax revenue. Hougnon asked and Wright responded regarding total burden on developers; noting the largest cost is currently our water and wastewater impact fees, however overall costs vary depending on project and needs. Reed confirmed Wright's comments regarding the impact fees. He noted the development community has a good relationship with the city of Georgetown, working through timing and any issues, working together as partners in the process. He feels Transportation Impact Fees provide more predictability and create a fairness for everyone involved, which is a better process than TIA's (Transportation Impact Analysis). He noted the committee has a dynamic decision to make on the fee process and any fees in the designated service areas, noting Council will consider committee and board recommendations and will make the final determination. Tatum mentioned a recent Electric flat rate just implemented by the city. He asked even if maximum transportation impact fees are charged, would 100% of the CIP projects be built or is that feasible? He agreed the development community does have a really good working relationship with the city. Some further discussion continued, and Wright commented regarding the electric fee (not necessarily for every lot; each lot is different) and collection time has been changed. He noted he felt every CIP project can be done and completed. He noted city is also working on a 5-year bond program. Gutekunst noted sometimes the development community builds some of the infrastructure they need immediately and works in partnership with the city to complete. Ashlock commented on the various fees developers are charged, have an impact on home prices. Georgetown's fees are comparable to surrounding areas. He feels varying fees are important based on service areas and their needs.

The committee took a brief break at 9:45am and reconvened at 9:51am.

Wright turned activities over to Gutekunst for committee members to participate in online live poll questions covering the topics of Effective Date, Collection Rate and Other Considerations. Instant results were reviewed, and discussion occurred allowing members to share comments, concerns or questions, if they chose, on each poll question. Brown notified Chair and Gutekunst he would be departing meeting around 10:30am for another appointment. Ashlock notified Wright and Gutekunst he would be departing at 11:00am for another appointment. Video/Audio connection was lost with Gutekunst from 11:08am and reconnected again at 11:10am. Tatum notified Wright he would be departing just prior to adjournment for an appointment with the city's Planning Department. Discussion on poll questions continued. Gutekunst stated a summary would be sent out to the committee of all polling results well in advance of the next meeting so committee has time to review. Wright informed committee we would be posting an early agenda prior to the holidays to allow ample time for committee to review all information and prepare for the January meeting. He noted

the intent for the committee to ultimately make recommendations from the January 8th meeting, to council for consideration at their January 12th meeting. However, if the committee needs additional time, then it will be given. Stakeholder meetings will continue during this process. Timeline shows 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. No further discussion.

Wright thanked everyone for their questions and comments as well as their extra time today and reminded the GTAB members there was not a regular GTAB board meeting today following the committee meeting. No further discussion.

Adjournment

Motion by Jones, seconded by Hutchinson to adjourn. Meeting adjourned at 11:29AM.