

Capital Improvements Advisory Committee (CIAC)
City Hall 3rd Floor Conference Room
March 30, 2023
3:00 PM

In attendance:

<u>City Staff</u>	<u>CIAC Members</u>
Thomas Kerr, Director of Public Works/Utilities	John Landgraf
Joe Tucker, Assistant City Engineer	Dr. James B. Goates
Fara Hernandez, CIP Coordinator	Filiberto Gonzales
Maria Calbillo, Contract Supervisor	Jeff Russell
	Angie King
	<u>Members Absent</u>
	Joe Hurt
	Dustin Fawcett

1. Call to Order

Mr. John Landgraf called meeting to order at 2:09 p.m.

2. New member introductions: Angie King and Jeff Russell

All attendees gave an introduction.

3. Consider and appoint/reappoint a Chair, Vice-Chair and Secretary

Mr. Landgraf stated that the CIAC needed to appoint a Chair, Vice-Chair and Secretary. Dr. James B. Goates made a motion to appoint Mr. Jeff Russell as Chair, Mr. Filiberto Gonzales as Vice-Chair and Mrs. Angie King as Secretary. Motion was seconded by Mr. Landgraf. Motion passed unanimously.

4. Approve minutes from the September 26, 2022 CIAC meeting

Mr. Russell asked for a motion. Motion to approve the minutes was made by Dr. Goates and seconded by Mr. Landgraf. Motion passed unanimously.

5. Impact Fee Overview

Mr. Thomas Kerr began his presentation of the impact fee overview. He explained that impact fees related to major infrastructure and identified the Roadway services areas and the Water and

Wastewater boundaries. Mr. Kerr discussed the Impact Fee ordinance and the comparisons of Odessa and Midland's impact fees.

6. Discuss semi-annual report

Mrs. Fara Hernandez presented the semi-annual report totals. She provided the Roadway service area boundaries and the Water and Wastewater boundaries that included the total amount of funds estimated for the impact fee projects in each area. She provided the total fees collected since the effective date of the impact fee ordinance and the total collected for the last six-month reporting period. Mr. Russell asked if the City had total permitted value and stated that those numbers would be helpful. Mr. Kerr indicated that those values could be obtained and provided to the CIAC. Mrs. King requested that the City also consider providing a calculation guide.

7. Authorize the CIAC Chair to file semi-annual report with Council on behalf of the CIAC

Mr. Russell asked for a motion. Motion was made by Mr. Landgraf and seconded by Mr. Gonzales. Motion passed unanimously.

8. Discuss bylaws

Mr. Kerr stated that the CIAC did not have any bylaws and if the CIAC preferred to establish bylaws. Dr. Goates asked if every City committee had bylaws. Mr. Kerr indicated that he would inquire with staff. Mr. Gonzales stated that it was vital and important to have bylaws. Mr. Kerr stated that the City would start pulling formats for the CIAC to review. Dr. Goates asked if bylaws need to be approved by Council. Mr. Kerr was under the impression that Council would have to approve but he would confirm.

9. Discuss questions/comments from the CIAC

Mr. Gonzales asked if there was a need to meet more or if every six months was sufficient. Mr. Kerr indicated that if the need arose additional meetings could be set up. Dr. Goates stated that if adjustments were needed the CIAC could do so.

10. Adjourn

No further business was discussed, and the meeting was adjourned at 3:00 PM.

ATTEST:

APPROVED:

Angie King, Secretary

Jeff Russell, Chair