



## ENGINEERING SERVICES

**To: Mayor and Town Council**

**From: Hulon T. Webb, Jr., P.E., Director of Engineering Services**

**Through: Mario Canizares, Town Manager  
Chuck Ewings, Assistant Town Manager**

**Re: Appoint Capital Improvements Advisory Committee**

**Town Council Meeting – March 12, 2024**

**Strategic Visioning Priority: 4. Provide Excellent Municipal Services**

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**Agenda Item:**

Consider and act upon the appointment of members to the Capital Improvements Advisory Committee, relative to the update of the Town's impact fee ordinance, as required by Chapter 395 of the Texas Local Government Code.

**Description of Agenda Item:**

On February 14, 2023, the Town Council approved a professional services agreement with Freese & Nichols, Inc., regarding the update of the Town's water, wastewater, and roadway impact fees. Chapter 395 of the Texas Local Government Code requires that the Town Council appoint a Capital Improvements Advisory Committee (CIAC) to serve in an advisory capacity to the Council. The CIAC will meet with Town staff and Freese & Nichols throughout the impact fee update process and will advise the Town Council on the land use assumptions, capital improvement plans, and impact fee rates.

Chapter 395 provides for two membership options for the CIAC. The first option is an ad-hoc committee of at least five members where not less than 40% of the membership consists of representatives of the real estate, development, or building industries and at least one representative from the Town's ETJ. The second option is an ad-hoc committee consisting of the Planning & Zoning Commission, where at least one member is a representative of the real estate, development, or building industries, and an additional representative from the Town's ETJ.

Staff recommends that Town Council utilize the second option and appoint the Planning & Zoning Commission plus one additional ETJ representative to the Capital Improvement Advisory Committee:

Planning & Zoning Commission

- Glen Blanscet
- Josh Carson
- Brandon Daniel
- John Hamilton
- Sekou Harris
- Damon Jackson

- Cameron Reeves

ETJ Representative

- Tanner Andregg – lives in Artesia and works for Pogue Construction

**Budget Impact:**

There is no budgetary impact affiliated with this item.

**Legal Obligations and Review:**

The Town Council is required to appoint a Capital Improvements Advisory Committee in compliance with Chapter 395 of the Texas Local Government Code.

**Town Staff Recommendation:**

Town staff recommends that the Town Council appoint members to the Capital Improvement Advisory Committee, relative to the update of the Town's impact fee ordinance, as required by Chapter 395 of the Texas Local Government Code.

**Proposed Motion:**

I move to appoint the following members to the Capital Improvement Advisory Committee:

From the Planning & Zoning Commission

- Glen Blanscet
- Josh Carson
- Brandon Daniel
- John Hamilton
- Sekou Harris
- Damon Jackson
- Cameron Reeves

From the ETJ

- Tanner Andregg