



**AGENDA MEMORANDUM**

First Reading Ordinance for the City Council Meeting 08/10/21  
Second Reading Ordinance for the City Council Meeting 08/17/21

**DATE:** August 10, 2021  
**TO:** Peter Zanoni, City Manager  
**FROM:** Al Raymond, AIA, Director  
Development Services Department  
AlRaymond@cctexas.com  
(361) 826-3575

Capital Improvements Advisory Committee

**CAPTION:**

Ordinance to establish a 15-member Capital Improvements Advisory Committee to advise on Infrastructure Master Plan and impact fees; and adding section 2-60 to the Corpus Christi Code.

**SUMMARY:**

Establish a Capital Improvements Advisory Committee and adopt procedural rules for the advisory committee to follow in carrying out its duties pursuant to Chapter 395 of the Texas Local Government Code.

**BACKGROUND AND FINDINGS:**

The City is in the process of evaluating master plans and potential impact fees. As part of the evaluation process, Chapter 395 of the Texas Local Government Code requires the City Council to establish and appoint a Capital Improvements Advisory Committee. The committee's statutory duties are to review and advise the City in adopting land use assumptions, a capital improvements plan, and impact fees.

In accordance with the Texas Local Government Code, the committee must be composed of not less than five members and not less than 40 percent of the members must be representatives of the real estate, development, or building industry who are not employees or officials of a political subdivision or governmental entity. One member must be a representative from the City's extraterritorial jurisdiction (ETJ) if the impact fee is to be applied in the ETJ.

The proposed membership for the Capital Improvements Advisory Committee is 15 members. The 15 members will be appointed by majority vote of the City Council, with each City Council member and the Mayor nominating a member and the City Manager

nominating the remaining six members. Initially, each of the Council-nominated members shall be appointed for a term that is coterminous with the term of the elected City Council members and shall serve until the committee member's successor is appointed. Following the conclusion of each coterminous term, committee members shall then be appointed to regular two-year terms. The remaining six members shall each be appointed to serve a regular two-year term. Should a vacancy occur during a committee member's term, the appointment to fill the vacancy shall be for the remainder of the unexpired term.

Per Council Policy 10.1.4(C), prior to the creation of any board, commission, or committee ("board"), the City Manager and City Secretary shall conduct a needs assessment that includes mission, goals, and objectives to be achieved by the board with deliverables, such as a formal presentation/report, and the fiscal impact. A timeframe to achieve required outcomes must be specified. The needs assessment must state that a long-term need exists of at least three years before formally amending the Corpus Christi Code for inclusion. Development Services previously submitted the requisite needs assessment survey to the City Secretary and City Manager for review and approval.

**ALTERNATIVES:**

Not adopt the ordinance to establish the committee.

**FISCAL IMPACT:**

There is no fiscal impact associated with this item.

**Funding Detail:**

Fund:  
Organization/Activity:  
Mission Element:  
Project # (CIP Only):  
Account:

**RECOMMENDATION:**

Staff recommends adoption of the ordinance to establish the Capital Improvements Advisory Committee

**LIST OF SUPPORTING DOCUMENTS:**

Ordinance