

## IMPACT FEE REVIEW COMMITTEE

January 9, 2012

### MINUTES

The meeting was called to order at approximately 1:36 p.m.

o The following members were present:

Nancy Hogan	Jerry Beavers	Darrell Searcy	Llwyd Ecclestone, III
Arnold Broussard	Scott Worley		
Willie Swoope, Imp Fee Mgr			

o Members introduced themselves and gave brief bios.

o Assistant County Attorney Lenny Berger briefly explained the Sunshine Law.

o Elections were held. Llwyd Ecclestone was elected Chair. Arnold Broussard was elected Vice Chair.

o A schedule listing all meetings of the Impact Fee Review Committee was reviewed and discussed. No changes were made to the proposed schedule. The next scheduled meeting is January 25, 2012.

o The Committee reviewed its powers and duties as it relates to the Impact Fee Review Committee's report to the Board of County Commissioners concerning the collection, encumbrance, and expenditure of impact fees pursuant to Article 13, Impact Fees, of the Unified Land Development Code. The Committee reviewed the following reports:

- Capital Project Status Report, September 30, 2011
  - o Impact Fee Cash Analysis showing available cash balances by fund, outstanding encumbrances, allocated projects with outstanding balances, reserves pending projects that are eligible for impact fee funding, and unallocated cash balances, if any.
  - o Impact Fee Aging Analysis showing impact fee revenue collections, unencumbered, and unspent revenues pursuant to the ordinance requirement that revenues must be encumbered within 6 years and spent within 9 years of collection.
- Capital Improvement Plan 2011 – 2015
  - o Pie Charts showing capital project funding sources including impact fee revenues
  - o Brief overview and description of the capital budgeting process involving impact fee revenues

- Impact Fee Financial Report showing revenue collections and expenditures for 2010

o The Committee requested follow up for the items listed below:

- Whether or not there an independent review (such as the external auditors) of the Impact Fee Aging Analysis report.
- Management certification of the Impact Fee Aging Analysis report.
- Identify the level of impact fees if the BCC had adopted the fees at 100%.

o The meeting was adjourned at approximately 3:05 p.m.