



**CITY COUNCIL WORK SESSION MINUTES  
CITY OF ODESSA, TEXAS**

**June 16, 2020**

On June 16, 2020, a work session meeting of the Odessa City Council was held at 10:01 a.m. in the Council Chambers, City Hall, 411 West 8th Street, Odessa, Texas.

City Council present: Mayor David R. Turner, Council members: Michael Shelton, District One; Dewey Bryant, District Two; Detra White, District Three; Tom Sprawls, District Four; Mari Willis, District Five; and Peggy Dean, At-Large.

Others present: Michael Marrero, City Manager; Norma Aguilar-Grimaldo, City Secretary; Natasha Brooks, City Attorney; Phillip Urrutia, Assistant City Manager; Cindy Muncy, Assistant City Manager; and other members of City staff.

**Discover Odessa Annual Report.** Monica Tschauner, Discover Odessa Director, provided a report from October – May. October was the largest month and there was no activity due to COVID-19 for April and May. There was a total of 4,332 room nights and 1,580 meetings. She reviewed some of the events that were cancelled due to COVID-19. Staff promoted Odessa and worked on the reopening during April and May. She reviewed the groups that were serviced. Discover Odessa activities included the Odessa Friendly Program. With the upcoming events, they were ensuring a safe experience while in Odessa. During the report period, there were 36,462 website visits. The marketing budget was \$243,000 that included promotions and giveaways. She explained the indoor kiosk that will be located at the conference center. It would highlight the city and serve as a concierge. Mrs. Tschauner reported on the Sports Enhancement Recruitment Program that was set up in 2010 to increase revenues with sports. She explained the process for the grants allocated to the groups. There were cancelled events due to the COVID-19. She explained the events' impact to the community.

**Perryman Study Task Force.** David Boutin, ODC board member, stated that the oil and gas industry was identified to participate in the task force. Kirk Edwards was the chairperson. The task force and ODC Board had a sense of urgency on the Perryman's Study recommendations. Four mission statements were identified, which were the top four recommendations from the study. He outlined each mission. The first two dealt with marketing and getting out the message. CVA and a marketing consultant were developing a plan. There would be an internal and external marketing effort. The marketing would be on state and federal levels. Messaging would be with key players to make more productive and effective. The third mission was to evaluate the grant and loan programs. The Compliance Committee was working on a program. There would be an education to the small business community on guidance and mentoring. The fourth mission was broadband availability. ODC would facilitate additional infrastructure and assist other entities. MOTRAN provided a study on broadband needs. The task force would lay the groundwork for others key players to participate. The ODC budget could spend 10% of revenues for marketing. Council member Willis expressed appreciation to target the small businesses and be inclusive to those that may not be aware of the opportunities available. Wesley Burnett, Director of Economic Development, stated that the Chamber was working with the City and school on MOTRAN's study for the broadband results. They were working on the backbone to put in place to provide a strong broadband. The school was working on hot spots and devices and

cost were an issue. Mr. Boutin stated that there needed to be a high level of service for the short and long-term needs.

**Motorola/Premier One software renewal.** Mike Parrish, Director of Information Technology, stated that the renewal was for yearly maintenance on the CAD and system for Public Safety. The cost was \$307,308.

**Request for zone change to Office District.** Randy Brinlee, Director of Development Services, stated the location was an old drill site that was not activated. If the zoning from the drill site was eliminated, it would provide for higher property values around the area. The purpose for the office zoning was for a medical facility.

**Fencing ordinance update.** Mr. Brinlee stated that the ordinance would address issues on materials that included standard industry use for new or repaired fences. There would be an additional provision that provided for maintenance to keep fences safe. Building Inspections would provide the guidance on the fencing. Notice of violation would be given to the property owner if it was not in compliance. The existing fences would be grandfathered.

**Install traffic signals.** Hal Feldman, Traffic Engineer, stated that the new traffic signals installed would be placed in the Code of Ordinances.

**Bid award for CIP water and sewer line replacements.** Yervand Hmayakyan, City Engineer, stated that the project would replace approximately two miles of water and sewer lines. He recommended the bid to TEC Excavation for \$1,134,289. The contractors required a bond. Tom Kerr, Director of Public Works/Utilities, stated that the replacements were due to rusty water and many line breaks. The project was in the master plan. The funds were from the 2007 Certificates of Obligation and from two other accounts.

**Outside agency requests for funding for FY 2020-21.** Mrs. Muncy provided a status report on the current year hotel/motel allocations. She highlighted the events that were cancelled. The Odessa Arts had events cancelled and its grant allocations were on a calendar year. The Odessa Links conference would be held virtually and a speaker would be added to enhance the conference. The grantees may ask for a roll over or give back the funds. Mr. Marrero would provide a status update on UTPB First Five as funds have not been requested. Mrs. Muncy stated that previous Councils have stayed close to allocating \$3 million, as it was a guideline.

**Discuss Water/Sewer CIP Funding.** Mrs. Muncy explained the process for the Texas Water Development Board funding. She outlined the requirements for the funding. The next step was to fill out a project information form (PIF), a pre application. The timeline was an additional five to seven months added to the project. The Water Treatment Plant rehab would take three years for construction. She reviewed the available fund balance for the Water/Sewer Fund. Water and sewer rate increases may be needed due to the increase costs. She explained the sources and uses of funds with bond proceeds and the uses. She provided amortization schedules at different rates and reviewed the schedules. Mrs. Muncy outlined the ten projects including Water Treatment Plant Rehab, Northeast Development, replace Distribution and Collection, and existing Water/Sewer debt. She provided three different funding options and reviewed each option. She stated that the Water Treatment Plant Rehab was for \$95 million. It would be the only project that could be funded through the Water Development Board. Mrs. Muncy provided the status of the Pioneer rates. There was no obligation if the PIF was submitted. Carollo would be filling out most of the preliminary information along with staff information. If the City utilizes the Texas Water

Development Board funding, it would not affect the credit rating. Mr. Kerr gave a past experience with the Water Board funding. It was a good resource and was very helpful. It could slow down the front end of the project and the environmental could be a concern. Mr. Marrero stated that the environmental was minimal as it was on existing City land. Council member Sprawls asked if the determination of increased rates considered more users online. Mrs. Muncy stated it was not built in the scenarios, as it was not known when new customers would get online. ODC funding may be an option for assisting with infrastructure but needed to be for economic development. The Council had a consensus to proceed with the project information form.

**CAFR Update.** Mrs. Muncy stated that the CAFR was in quality review and Council would be updated at the next briefing session.

**Recess for executive session to consider the evaluation of applicants for the position of Associate Municipal Court Judge including the possible appointment of a new Associate Municipal Court Judge, as authorized by the Texas Government Code, Section 551.074 (Personnel Matters).** Motion was made by Council member Willis and seconded by Council member Shelton to go into executive session under 551.074. The motion was approved by the following vote:

Aye: Turner, Shelton, Bryant, White, Sprawls, Willis, and Dean  
Nay: None

Motion was made by Council member Sprawls and seconded by Council member White to return from executive session. The motion was approved by the following vote:

Aye: Turner, Shelton, Bryant, White, Sprawls, Willis, and Dean  
Nay: None

There was no further business, the meeting adjourned at 12:16 p.m.

ATTEST:

APPROVED:

Norma Aguilar-Grimaldo, TRMC, CMC  
City Secretary

David R. Turner  
Mayor