



Agenda Report

Agenda of: October 28, 2025

Department: Public Works

Subject: Consideration and Approval of an Ordinance Creating a Capital Improvements Advisory Committee (CIAC) Pursuant to Chapter 395, Texas Local Government Code.

Recommended Motion: Approve Ordinance No. _____ establishing the Capital Improvements Advisory Committee (CIAC) as required by Chapter 395 of the Texas Local Government Code, providing for membership, duties, and procedures, and authorizing the Mayor to execute all necessary documents.

Background: Chapter 395 of the Texas Local Government Code requires municipalities that impose or update impact fees to appoint a **Capital Improvements Advisory Committee (CIAC)**. The CIAC is responsible for reviewing and advising the City Council on the development of **land use assumptions**, **capital improvements plans (CIP)**, and **impact fee studies**.

Establishing this committee ensures that:

- The City of Castroville remains compliant with state law governing the assessment and use of development impact fees.
- Developers, residents, and other stakeholders have a transparent and structured process for participating in infrastructure planning.
- Impact fees are calculated so that new development contributes an equitable share toward the cost of public infrastructure improvements.

The proposed ordinance:

- Creates the CIAC under **Section 395.058** of the Local Government Code.
- Specifies that the committee will consist of at least five members, with at least 50% representing the real estate, development, or building industries.
- Establishes membership terms, procedures, and reporting requirements.
- Requires the CIAC to meet at least twice annually to provide **semi-annual reports** to City Council on impact fee implementation and expenditures.

Adoption of this ordinance will allow the City to proceed with the required impact fee updates and maintain full compliance with Chapter 395.

Fiscal Impact:

☒ **Budgeted** ☐ **Requires Budget Amendment**

Source of Funding: Account Code:

Attachments: Attachment A- Draft Ordinance

Attachment B- Texas Local Government Code Excerpt-Chapter 395, Section 395.058

Urgency (0-5 = Low Urgency to High Urgency): 4

Impact (0-5 = Low Impact to High Impact): 4

Submitted by: Scott Dixon