



CAPITAL IMPROVEMENT ADVISORY COMMITTEE CONSIDERATION ITEM CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Consideration and possible action to recommend approval of the amended CIAC Rules of Procedure to City Council

DATE: October 16, 2025

DEPARTMENT: City Secretary

PRESENTED BY: Amanda Valdez, TRMC, Deputy City Secretary

INTRODUCTION/BACKGROUND:

Under Ordinance No. 145.0, the Fair Oaks Ranch City Council established the City of Fair Oaks Ranch Impact Fee Advisory Committee in 2004 to serve in an advisory capacity. Pursuant to Local Government Code 395.058(a), the City Council of the City of Fair Oaks Ranch resolved (Res 82.5) on February 16, 2006 to rename the Impact Fee Advisory Committee to Capital Improvements Advisory Committee (CIAC).

Pursuant to Local Government Code §395.058(e), City Council shall adopt procedural rules for the advisory committee to follow in carrying out its duties. The Rules and Procedures were initially adopted for the CIAC on March 16, 2006 and revised on May 21, 2009, October 15, 2015, and most recently on October 6, 2022.

The following amendments are being proposed:

Section I - Members

- Senate Bill 1883, effective September 1, 2025, increases the minimum required industry representation on advisory committees from 40% to 50%. The Council has appointed members to vacancies that will fulfill this requirement. This amendment formally revises the governing document in accordance with Government Code §395.058(e).
- Currently, the Chairman and Vice Chairman are appointed by City Council resolution until rescinded or upon resignation. Staff recommends amending the provision to align with other appointed bodies by allowing committee members to select their Chairman and Vice Chairman at the first meeting of the fiscal year following Council appointments and/or reappointments.

Section II – Committee Roles

- The current Rules of Procedure assigns the Council Member liaison a role in preparing CIAC agendas; however, Council Members have not been participating in this process. The proposed amendment, developed in coordination with Council Member Stroup, formally removes this responsibility from the liaison.
- For clarity, staff recommends consolidating the two sections describing the role of the City Secretary and/or their designee into a single provision.

Section III – Meetings

- On March 20, 2025, the Committee voted to change its regular semiannual meeting dates to avoid recurring conflicts with Municipal Court hearings. This amendment formalizes that action by revising the Rules of Procedure to establish regular meetings on the third Tuesday of March and September each year.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

- Complies with Local Government Code Section 395.058.
- Supports Pillar 5 of the Strategic Action Plan - Operational Excellence by affording an opportunity for resident engagement and participation.
- Provides input from the Committee

LONGTERM FINANCIAL & BUDGETARY IMPACT:

N/A

LEGAL ANALYSIS:

Complies with Local Government Code Section 395.058.

RECOMMENDATION/PROPOSED MOTION:

I move that the Capital Improvements Advisory Committee recommend approval of the amended Rules of Procedure to the City Council.