

To: Honorable Mayor Gregory C. Maxton and City Council Members
City of Fair Oaks Ranch

**Capital Improvements Advisory Committee Semiannual Progress Report
September 7, 2023 Meeting**

Overview:

A Capital Improvements Plan is required by LGC § 395, *Financing Capital Improvements Required by New Development in Municipalities, Counties and Certain other Local Governments*. The plan is to identify capital improvements or facility expansions required by new service units projected; and to include a description of the service area and projection of changes in land uses, densities, intensities, and populations in the service area over a 10-year period. Since the City imposes an impact fee, a periodic review shall be performed at least every five years to determine the need of updating the plans and/or impact fees.

To partially pay for the extension of its Water and Wastewater systems attributable to new development, the City of Fair Oaks Ranch has opted to charge impact fees as allowed under Texas Local Government Code Title 12. Subtitle C. Chapter 395 (Code).

The Code requires the governing body (City) to appoint a Capital Improvements Advisory Committee (CIAC). The CIAC serves in an advisory capacity and is established to:

1. advise and assist the City in adopting land use assumptions;
2. review the capital improvements plan and file written comments;
3. monitor and evaluate implementation of the capital improvements plan;
4. file semiannual reports with respect to the progress of the capital improvements plan and report to the City any perceived inequities in implementing the plan or imposing the impact fee; and
5. advise the City of the need to update or revise the land use assumptions, capital improvements plan, and impact fee.

Progress Report:

Chairperson Mebane called the semi-annual CIAC meeting to order at 9:00 AM, Thursday, September 7, 2023. Below are the members present along with their designation and term expiration:

Paul Mebane, Chair (At Large) 9/30/25
John Guidry (At Large) 9/30/24
Seth Mitchell (At Large) 9/30/24
Dana Green (Development) 9/30/25
Marcus Garcia (Development) 9/30/25
Ben Koerner (At Large) 9/30/23

Chairperson Mebane declared a quorum present.

Absent was:

Vice Chair Chris Weigand (Real Estate) 9/30/23
Joe DeCola (Real Estate) 9/30/24
Arthur Waterman (Building) 9/30/23

Council and Staff Present:

Emily Stroup – Council Representative
Scott M. Huizenga, Interim City Manager
Grant Watanabe, P.E. – Director of Public Works & Engineering Services
Julio Colunga, Assistant Director of Public Works
Amanda Wade, Public Works Administrative Assistant
Summer Fleming, Interim Finance Director
Christina Picioccio, TRMC –City Secretary

Following introductions, staff provided updates on Capital Improvement Plans and Impact Fee Capital Projects. Staff also provided an update on Land Use Assumptions and answered questions of the members.

COMMITTEE RECOMMENDATIONS:

1. While there have been no significant changes to the Capital Improvement Plan or Land Use Assumptions, it is recognized that costs continue to rise and home building continues to slow which will affect future Impact Fees. The current Impact Fees were approved by Council in early 2020 and are to be updated every five years.
2. It is recommended that the Water, Wastewater and Reuse Master Plan be updated in FY2023-24 in order to present new Impact Fee recommendations to Council in 2025. This will allow us to have an updated Capital Improvement Plan and Land Use Assumptions as a basis for the new Impact Fees.
3. Scott Huizenga presented the City's five-year Capital Improvement Plans for utilities, roadways, drainage, and facilities to the CIAC and mentioned that a citizen advisory group may be requested to review and recommend projects for debt financing. The CIAC is open to supporting additional duties as assigned by the Council.

The next Semi Annual CIAC meeting will take place on March 21, 2024.

Signed: Paul Mebane
Paul Mebane, CIAC Chairperson

Date: October 5, 2023