



**CAPITAL IMPROVEMENTS ADVISORY COMMITTEE
CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
September 1, 2022**

AGENDA TOPIC: Consideration and possible action recommending amendments to the City of Fair Oaks Ranch Capital Improvements Advisory Committee Rules of Procedure.

DATE: September 1, 2022

DEPARTMENT: Capital Improvements Advisory Committee

PRESENTED BY: Amanda Valdez, TRMC, Deputy City Secretary

INTRODUCTION/BACKGROUND:

Section 395.058.(e) of the Local Government Code states that the governing body of the political subdivision shall adopt procedural rules for the advisory committee to follow in carrying out its duties. The Rules and Procedures for the CIAC were last reviewed on September 14, 2015. City Council then adopted the changes at their October 15, 2015 regular meeting. Before the most recent changes the document had been revised in 2009 after its initial adoption in 2006.

The current document needs to be updated to reflect, accurately, the staff members responsible for performing tasks and to correct titles throughout. Duties assigned to the Public Works Director and Public Works Administrative Assistant are now being performed by the Deputy City Secretary. **Exhibit A** depicts recommended changes proposed by staff.

Action on March 9, 2022, by the Committee, to set days and times for their meetings as the first Thursday of each March and September have been added to **Exhibit A**. Additionally, the requirement for political subdivisions that impose an impact fee to submit a written certification verifying compliance with Chapter 395 of the Local Government Code to the Attorney General each year was repealed and thus removed from the draft. The Rules of Procedure must be approved by the governing body to be enacted. This agenda item asks the CIAC to recommend approval of the draft after which it will be forwarded to Council for approval.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

N/A

LONG-TERM FINANCIAL & BUDGETARY IMPACT:

N/A

LEGAL ANALYSIS:

Approved as to form.

RECOMMENDATION/PROPOSED MOTION:

I move to recommend approval of the Capital Improvements Advisory Committee Rules of Procedure as presented.