



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

AGENDA TOPIC: Consideration and possible action to schedule future regular and special CIAC semiannual meetings

DATE: March 20, 2025

DEPARTMENT: Capital Improvement Advisory Committee

PRESENTED BY: Amanda Valdez, TRMC, Deputy City Secretary

INTRODUCTION/BACKGROUND:

Section III of the CIAC Rules of Procedure, adopted in 2022, states that “the CIAC shall meet at 9:00 AM on the first Thursday in March and September each year or at the call of the Chairman.” This schedule was approved by the committee during its March 9, 2022, semiannual meeting.

The Municipal Court has since scheduled its recurring monthly hearings for the first Thursday of each month. As the City does not have a dedicated meeting space, this scheduling conflict prevents the CIAC from continuing to meet at the previously established time. To address this issue, the committee will consider adopting a revised uniform meeting schedule. Following the committee’s recommendation, staff will present a Resolution to City Council to update the Rules of Procedure accordingly.

Additionally, the committee will need to schedule a special meeting in April to receive a presentation from Freese & Nichols regarding newly drafted impact fees before forwarding the matter to City Council for consideration.

The committee is asked to recommend a new recurring meeting date and time as well as schedule a special meeting in April to receive the impact fee presentation.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

1. Complies with the CIAC rules of procedure relative to Meetings
2. Provides the CIAC and members of the public an opportunity to anticipate upcoming meetings.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

N/A

LEGAL ANALYSIS:

N/A

RECOMMENDATION/PROPOSED MOTION:

I move that the Fair Oaks Ranch Capital Improvements Advisory Committee schedule regular recurring semiannual meetings at _____ AM on the ____ (ex. First, Second) _____ (day of the week) in March and September of each year.

I move to schedule a special meeting of the Fair Oaks Ranch Capital Improvements Advisory Committee for _____ AM on _____.