

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

**Capital Improvements Advisory Committee Semiannual Progress Report  
September 5, 2024 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 5, 2024. Below are the members present along with their designation and term expiration:

Paul Mebane, Chair (At Large) 9/30/25  
Chris Weigand, Vice Chair (Real Estate) 9/30/25  
John Guidry (At Large) 9/30/24  
Marcus Garcia (Development) 9/30/25  
Jamin Kazarian (At Large) 9/30/26

Chairperson Mebane declared a quorum present.

Absent was:

Joe DeCola (Real Estate) 9/30/24  
Seth Mitchell (At Large) 9/30/24  
Dana Green (Development) 9/30/25  
Ben Koerner (At Large) 9/30/25

Council and Staff Present:

Emily Stroup, Council Representative  
Jim Williams, Assistant City Manager  
Grant Watanabe, P.E., Director of Public Works & Engineering Services  
Amanda Wade, Public Works Administrative Assistant  
Steve Fried, Assistant Director of Public Works  
Amanda Valdez, TRMC, Deputy City Secretary  
Rachel Brown, Building Codes Administrative Assistant

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. In accordance with Texas Local Government Code §395.052, a political subdivision imposing an impact fee shall update the land use assumptions (LUA) and capital improvement plan (CIP) at least every five years. The City's water and wastewater impact fees were last updated and adopted on March 5, 2020, and, therefore, are due for an update in 2025. In addition, LGC §395.014 states that political subdivisions shall use qualified professionals to prepare the capital improvement plan and to calculate the impact fee. Freese and Nichols, Inc completed the City's Water, Wastewater and Reuse Master Plan and conducted the 2015 and 2020 impact fee updates. They have experience working with the City's Capital Improvements Advisory Committee (CIAC) in calculating proposed impact fees and developing recommendations to City Council.
2. City Council approved the contract with Freese and Nichols for a "Water and Wastewater Impact Fee Update" on September 5<sup>th</sup> of this year. The CIAC expects to review the status of their work and draft report at our next regularly scheduled meeting in March 2025. It is expected that the impact fee update would be presented to Council at a May meeting.

The next Semi Annual CIAC meeting will take place on March 6, 2025.

Signed: Paul Mebane  
Paul Mebane, CIAC Chairperson

Date: October 3, 2024