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**CITY COUNCIL CONSENT ITEM**  
**CITY OF FAIR OAKS RANCH, TEXAS**  
**October 6, 2022**

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AGENDA TOPIC: Approval of a Resolution amending the Rules of Procedure of the Fair Oaks Ranch Capital Improvements Advisory Committee

DATE: October 6, 2022

DEPARTMENT: City Secretary

PRESENTED BY: Consent Agenda - Christina Picioccio, TRMC, City Secretary

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**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 and most recently on October 15, 2015. The City Secretary's office has taken over many of the responsibilities that are currently listed under other positions. In partnership with the Public Works Department staff has drafted an updated version of the procedural rules that correctly identifies the positions that perform duties and allows for said person to assign them to a designee. Other minor changes to the document include:

- Title change from Rules and Procedures to Rules of Procedure for consistency across other groups.
- Changing the title Alderman to Council Member to be consistent with the City's Home Rule Charter.
- Specifying the date/time of regular and recurring meetings.

At their regular meeting on September 1, 2022, the CIAC voted to recommend approval of the Capital Improvements Advisory Committee Rules of Procedure attached to the Resolution as **Exhibit A**. The purpose of this resolution is to comply with Government Code §395.058(e) by approving the revised document.

**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

Complies with Government Code.

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

None

**LEGAL ANALYSIS:**

Approved as to form.

**RECOMMENDATION/PROPOSED MOTION:**

Consent Agenda - I move to approve the Resolution amending the Rules of Procedure of the Fair Oaks Ranch Capital Improvements Advisory Committee.