



## STAFF REPORT

**DATE:** January 19, 2021

**TO:** Kent Cagle, City Manager

**FROM:** Danielle Singh, Executive Director of Public Works

**SUBJECT:** Amendments to the Capital Improvements Advisory Committee Rules and Procedures

### **BACKGROUND AND FINDINGS:**

On October 16, 2018, City Council authorized the creation of the Capital Improvements Advisory Committee (CIAC) and appointed fifteen (15) members. The committee is required by the Texas Local Government Code, Chapter 395 for all municipalities that desire to impose an impact fee. By statute, the committee must have a minimum of five (5) members. Forty percent (40%) of the members must be members of the real estate, development, or building industry, and at least one member must reside in the extraterritorial jurisdiction (ETJ). The CIAC reviews and recommends land use assumptions, capital projects, and other items pertaining to the adoption and maintenance of impact fees.

On September 10, 2019, the CIAC Rules and Regulations were amended to reduce the number of members from fifteen (15) to ten (10) and to calculate a quorum based on the number of filled positions. It also clarified that members were appointed to a two-year term. These amendments were to alleviate the issues the committee had obtaining a quorum for multiple meetings.

On December 15, 2020 City Council discussed the current Rules and Regulations and provided direction to have the committee reduced to nine (9) members.

### **THE ALTERNATIVES CONSIDERED:**

1. Take no action. The existing Rules and Regulations would still be in effect.
2. Revise the Rules and Regulations to revise the number of positions to nine (9) members.

### **Which alternative is recommended? Why?**

Staff recommends that City Council revise the Rules and Regulations to set the number of positions to nine (9) members in accordance with recent direction provided by the City Council.

### **CONFORMITY TO CITY POLICY:**

This action conforms to City Policies

**FINANCIAL IMPACT:**

**What is the amount of the expenditure in the current fiscal year? For future years?**

N/A

**Is this a one-time or recurring expenditure?**

N/A

**Is this expenditure budgeted?**

N/A

**If not, where will the money come from?**

N/A

**Is there a sufficient amount in the budgeted line-item for this expenditure?**

N/A

**RECOMMENDATION:**

Staff recommends that City Council revise the Rules and Regulations to set the number of positions to nine (9) members in accordance with recent direction provided by the City Council.

**DEPARTMENTAL CLEARANCES:**

Public

Works City

Attorney

**ATTACHED SUPPORTING DOCUMENTS:**

Revised CIAC Rules and Procedures