

CITY OF GARDEN RIDGE
CAPITAL IMPROVEMENTS ADVISORY COMMITTEE
PROCEDURAL RULES

A. Membership. The Capital Improvements Advisory Committee shall consist of five (5) members appointed by City Council. Appointments shall be consistent with Texas Local Government Code (“LGC”) Section 395.058.

B. Duties and Responsibilities.

1. Shall serve in an advisory capacity;
2. Advise and assist the City Council in adopting land use assumptions;
3. Review the capital improvements plan, land use assumptions, and impact fees in order to file written comments in accordance with Section 395 of the Local Government Code and ensure the following:
 - a. Written comments to the land use assumptions and capital improvements plan shall be filed with the City Secretary before the fifth business day before the date of the public hearing on the land use assumptions and capital improvements plan.
 - b. Written comments to the proposed impact fees shall be filed with the City Secretary before the fifth business day before the date of the public hearing on the imposition of impact fees.
4. Monitor and evaluate the implementation of the capital improvements plan;
5. File semiannual reports with respect to the progress of the capital improvements plan and report to City Council any perceived inequities in implementing the plan or imposing the impact fee;
6. Advise the City Council of the need to update or revise the land use assumptions, capital improvements plan, and impact fee; and
7. Other duties as assigned by City Council that relate to impact fees.

C. Meeting Rules and Procedures Generally.

1. Meetings are held at the call of the chairperson and at such times as the committee may determine or at the direction of City Council. All meetings will be posted in compliance with the Texas Open Meetings Act and any public notice/hearing requirements in Section 395 of the Local Government Code.
2. The requirements of Ordinance No. 210 are applicable. However, in the event there is a conflict between Ordinance 210 and state law provisions provided for in Section 395 of the Local Government Code, state law provisions shall control.

D. Quorum.

1. A quorum shall consist of three (3) members. The Chair shall have a vote in all matters.
2. No final action shall be taken on any matter except pursuant to a simple majority vote of the members present.