

**CAPITAL IMPROVEMENTS ADVISORY COMMITTEE  
FOR  
TRANSPORTATION IMPACT FEES  
PROCEDURAL RULES**

**1. Organization and Officers**

- 1.1. **Members.** The Transportation Impact Fee Capital Improvements Advisory Committee (CIAC) consists of members appointed by the Mayor with City Council Concurrence and serve terms identified during such appointment. Appointments are pursuant to City Ordinance 27900-08-2025, as codified in City Code at Ch. 30, Sec. 30-159 *Establishment, Composition and Functions of Capital Improvements Advisory Committee for Transportation Impact Fees*.
- 1.2. **Officers.** A Chair and Vice Chair Shall be elected from among the Committee's regular members (not alternates) and said positions shall be filled by election as offices may become vacant. In the absence of both the Chair and Vice Chair at any meeting, the Committee shall, if a quorum has been established, first elect an Acting Chair to serve for the duration of the meeting. The Director of the Development Services Department or his/her designee shall serve the Committee as Executive Secretary.

The Chair, or in his/her absence the Vice Chair, or in their collective absence the Acting Chair, shall preside at all meetings; shall decide all points of order; shall sign all letters of transmittal from the Committee to the City Council; and may limit the discussion and debates of the members of the Committee when, in his/her opinion, the press of the business of the Committee requires same. The limits shall be placed at such time and in such manner that all Committee members shall be given an equal opportunity to be heard.

The Executive Secretary shall have full care, custody and control of the minutes and official records of the Committee and shall attend to the correspondence of the Committee and shall cause to be given such notices as are required and in the manner prescribed by statute, ordinance, these Rules or by the Committee. The Executive Secretary, or his/her designee, shall perform such duties as are necessary to prepare accurate and complete minutes of the Committee's actions.

- 1.3. **Duties.** The Committee shall act in an advisory capacity in accordance with Section 395.058 (c) of the Texas Local Government Code also adopted and codified in Chapter 30, Article VIII, Division 1, §30-159 of the Code of the City of Fort Worth, Texas (2015), as amended. The committee shall perform the following functions:
  - A. Advise and assist the City in adopting land use assumptions;

- B. Review the capital improvements plans and file written comments on impact fees;
- C. Monitor and evaluate implementation of the capital improvements plans;
- D. File semiannual reports with respect to the progress of the capital improvements plans and report to the City Council any perceived inequities in implementing the plans or imposing the impact fee.
- E. Advise the City Council of the need to update or revise the land use assumptions, capital improvements plans, and impact fees.

The City shall make available to the committee any professional reports prepared in the development or implementation of the transportation improvements plans.

- 1.4. Rules of Order. *Robert's Rules of Order*, latest revision, shall be the Committee's final authority on all questions of procedure not covered by these Rules.
- 1.5. Subcommittees. The Committee may, as the need arises, authorize the appointment of subcommittees. The Chair shall appoint the members of such subcommittee, subject to the approval of the Committee. Any subcommittee so created shall cease to exist upon the accomplishment of the special purpose for which it was created or when abolished by a majority vote of the Committee.

## 2. Meetings

- 2.1. Quorum. Four (4) members of the Committee constitute a quorum for the conduct of business.
- 2.2. Agenda. The Order of Business of each meeting shall be as contained in the agenda prepared by the Executive Secretary or his/her designee; however, subjects on the agenda may be taken out of order.
- 2.3. Meetings. The Committee shall meet at least twice per year, on the call of the City Council, the Chair or, in the event of his/her absence, the Vice Chair. Any meeting of the Committee may be recessed to a later time. All meetings shall be held within the corporate limits of the City of Fort Worth. All meetings will be conducted in accordance with Texas Government Code Chapter 551: *Open Meetings*.
- 2.4. Notice of Meetings. The notice of all meetings shall be given in compliance with Texas Government Code Chapter 551, Subchapter C, as amended. The public is welcome and encouraged to attend regular workshops and meetings, except for items permitted to be excluded by statute. The public shall not be permitted to participate in or interrupt any discussion unless invited by the Chair or presiding officer to participate.

2.5. Order of Business. The Chair or, in his/her absence, the Vice Chair, or in their absence the Acting Chair, shall call the Committee to order, and the Executive Secretary shall record the members present and absent. The public shall be advised of the procedures to be followed in the meeting. The executive Secretary shall advise the Committee of any communication received pertaining to any matter before the Committee.

### 3. Voting Procedures.

3.1. Majority Vote Required. Approval of all matters and motions before the Committee shall require the affirmative vote of a majority of all members of the Committee present and voting, unless otherwise provided by law or these Rules.

3.2. Tie Vote. In the event of a tie in votes on any motion, the motion shall be considered lost.

3.3. Voting Required. No members, other than the Chair, shall be excused from voting except on matters involving the consideration of his/her own official conduct, or where his/her financial interests are involved, or where otherwise disqualified, or unless excused by the Committee for other valid reasons by a majority of those present and voting. The Chair may vote on any matter except those involving the consideration of his/her official conduct, or where his/her financial interests are involved, or where otherwise disqualified, but in no event shall he/she be required to vote.

### 4. Official Records

4.1. Definition: Official Records. The official records shall be these rules and the minutes of the Committee, together with all findings, decisions and other official actions. Stenographic notes of the Executive Secretary and/or the electronic recordings of proceedings and discussions shall not constitute any part of the official record of the Committee.

4.2. Recording of Vote. The minutes of the Committee proceedings shall show the vote of each member, or if absent or failing to vote, shall indicate that fact.

4.3. File Retention. All matters coming before the Committee shall be filed in the Development Services Department in accordance with that department's general file system. Original papers shall be retained for not less than five years after the date of submittal; other studies shall be retained for not less than two years. Thereafter, they may be retained electronically for retention as permanent records along with other special matters as the Executive Secretary deems essential or as the Committee may direct.

4.4. Public Record. The official records and reports of the Committee and its actions at regular or special meetings shall be on file in the Development Services Department and shall be made available to the public in accordance with the Public Information Act.

**5. Amendments; Miscellaneous**

5.1. Certified Copy. A certified copy of these Rules of Procedure and of any amendments thereto shall be filed in the office of the City Secretary within ten days following their date of adoption.

5.2. Director of the Development Services Department. The Director of the Development Services Department of the City of Fort Worth, or his/her designee, shall attend all meetings of the Committee. He may make recommendations to the Committee and shall have the right to take part in all discussions before the Committee, subject to these Rules.

5.3. City Attorney. The City Attorney of the City of Fort Worth, or his/her designee, shall attend all meetings of the Committee and shall advise the Committee on questions of law.

5.4. Suspension of Rules. Any provisions of these Rules not governed by other law may be temporarily suspended at any meeting by a two-thirds vote of all members of the Committee present and voting.