



Capital Improvements Advisory Committee - Regular Meeting

August 12, 2026 - 6:00 PM

City Hall

1200 E. Broad St., Mansfield, TX 76063

1. CALL MEETING TO ORDER

2. CITIZEN COMMENTS

Citizens wishing to address the Committee may do so at this time. All comments are limited to 5 minutes. In order to be recognized during Citizens Comments, please complete a Comment Card and present it to Staff prior to the start of the meeting.

3. DISCUSSION REGARDING CAPITAL IMPROVEMENTS ADVISORY COMMITTEE

4. DISCUSSION AND POSSIBLE ACTION

26-2583 Discussion of Possible Action Regarding the Adoption of the Capital Improvements Advisory Committee By-Laws

Presenters: Parviz Pourazizian, Assistant Director of Engineering Services - Development

Attachments:

1. Capital Improvements Advisory Committee Bylaws

26-2584 Discussion and Possible Action Regarding the Selection of Chair and Vice Chair

5. NEXT MEETING SELECTION

6. ADJOURN

CERTIFICATION

I certify that the above agenda was posted on the bulletin board next to the main entrance of City Hall on 08/03/2026, prior to 5:00 p.m. in accordance with Chapter 551 of the Texas Government Code.

Beth Trepanier, Planning and Development Administrative Services Lead

This building is wheelchair accessible. Disabled parking spaces are available. Request for sign interpreter services must be made 48 hours ahead of meeting to make arrangements. Call 817 473-0211 or TDD 1-800-RELAY TX, 1-800-735-2989.

BYLAWS OF THE CAPITAL IMPROVEMENT ADVISORY COMMITTEE

ARTICLE I. NAME

The committee shall be known as the Capital Improvement Advisory Committee (the “Committee”).

ARTICLE II. PURPOSE AND RESPONSIBILITIES

1. Purpose. The Capital Improvement Advisory Committee is established to assist in compliance with Section 395.058 of the Texas Local Government Code. Its purpose is to provide recommendations and guidance related to the establishment, imposition, and management of transportation impact fees.
2. Responsibilities. The Capital Improvement Advisory Committee shall advise the City Council on policies, procedures, and improvements regarding the establishment, imposition, and management of transportation impact fees.

ARTICLE III. MEMBERSHIP

1. Composition. The Committee shall consist of seven regular members and two alternate members, each of whom shall be a resident of the City of Mansfield, Texas (the “City”). The members of the Committee shall be appointed by the City Council. At least four of the regular members and one of the alternate members shall be representatives of the real estate, development, or building industries who are not employees or officials of a political subdivision or governmental entity. The alternate members shall serve when regular committee members are unable to attend or participate.
2. Appointed Members. Members shall be appointed by the City Council (“City Council”) of the City.
 - a. Term. The members shall be appointed to two (2) year terms, with staggered appointments to ensure continuity, and may be reappointed.
 - b. Attendance. The members shall be expected to attend all official meetings of the Capital Improvement Advisory Committee and shall serve without compensation. Members who cannot attend the meeting shall contact the appropriate staff member concerning their absence prior to the meeting. Failure to attend a minimum of eighty (80) percent of all regularly scheduled meetings and workshops during any fiscal year may result in removal from the committee.
3. City Council Liaison. The member representing the municipal body shall be a liaison from the City Council, as appointed by the City Council.
4. City Representative. The member representing the person whose duties include the preparation of professional reports in the development or implementation of the City’s

transportation improvement plans may be the City Engineer. As a City of Mansfield employee, this representative would serve as an ex-officio, non-voting member.

5. Removal and Vacancy. Any appointed member may be removed from office by the City Council at will. In case of a vacancy on the Committee for any reason, the City Council shall appoint a successor to serve the remainder of the unexpired term.
6. Resignation. Members may resign by providing written notice to the City Council. Resignations take effect upon receipt of the notice or the effective date specified.

ARTICLE IV. OFFICERS

1. Officers. Officers of the Capital Improvement Advisory Committee will be the Chair, and Vice-Chair.
2. Vacancies. Vacancies in the office will be handled as follows:
 - a. In the event of resignation or incapacity of the Chair, the Vice-Chair will become the Chair for the unexpired portion of the term.
 - b. Vacancies for officers other than the Chair will be filled for the unexpired term by a special election of the Capital Improvement Advisory Committee.
3. Duties. Duties of the officers will be as follows:
 - a. Chair
 - i. Preside at all meetings, following the agenda, keeping the meeting on track, and maintaining order and decorum.
 - ii. Assist the City Representative in establishing the agenda for each meeting. Agenda items requested by the committee members will be included.
 - iii. Sign the approved minutes and file them with the City Representative.
 - b. Vice-Chair
 - i. Assist the Chair in directing the affairs of the Capital Improvement Advisory Committee and act in the Chair's absence.
 - ii. In the absence of the Chair, sign the approved minutes.

ARTICLE V. POWERS AND DUTIES

1. Capital Improvement Advisory Committee will:
 - a. Attend committee meetings and become familiar with the City's transportation improvement plans.
 - b. Abide by applicable ordinances of the City of Mansfield.
 - c. Act in an advisory capacity to the City Council, City Administration, and the City Representative.
 - d. Advise and assist the city in adopting land use assumptions.
 - e. Review the Capital Improvements Plan regarding water, wastewater, and roadway capital improvements and file written comments thereon.
 - f. Monitor and evaluate the implementation of the capital improvements program.

- g. Advise the city of the need to update or revise the land use assumptions, capital improvements program and impact fees.
- h. File a semiannual report evaluating the progress of the city in achieving the Capital Improvements Plans and identifying any problems in implementing the plans or administering the impact fees.

ARTICLE VI. MEETINGS

1. Regular Meetings of the Committee. The Committee, at their discretion, may hold meetings at such time and place in the City as so determined by the Committee. The Capital Improvement Advisory Committee shall hold a minimum of two (2) meetings annually.
2. Open Meetings Act. All meetings and deliberations of the Capital Improvement Advisory Committee shall be called, convened, held, and conducted, and notice given to the public in accordance with the Texas Open Meetings Act, Chapter 551. Texas Government Code, as amended.
3. Quorum. Four members of the Committee shall constitute a quorum for the conduct of the official business of the Committee.
4. Conduct of Business. At the meetings of the Committee, matters pertaining to the business of the Capital Improvement Advisory Committee shall be considered in accordance with rules of procedure as from time to time prescribed by the Committee. At all meetings of the Committee, the Chair shall preside. In the absence of the Chair, the Vice-Chair shall provide over the meeting.
5. Minutes of Meetings. Accurate minutes of all proceedings of the Committee shall be kept by the City Representative or their designee.
6. Notice of Meetings. The notice of all meetings shall be given in compliance with V.T.C.A., Government Code, Chapter 551.
7. Public Attendance at Meetings. The public is welcome to attend regular meetings, except for items excluded from Texas Open Meetings Acts requirements. The Committee may meet in a closed meeting for consultation with the Committee's attorney as permitted by Section 551.071 of V.T.C.A., Government Code, Chapter 551.
8. Participation at Public Meetings. The public is not permitted to participate in or interrupt any discussion, unless invited by the presiding member to participate.

ARTICLE VII. ORDER OF BUSINESS

1. Agenda. The order of business of each meeting shall be as contained in the agenda prepared by the City's Representative or his or her designee.
2. Comments by Citizens. Citizens wishing to comment on regular agenda items and items not on the agenda may present statements during the "Citizen Comments" portion of the

agenda. Any citizen wishing to comment must fill out a card at the entrance to the meeting venue and will be allowed up to five (5) minutes per person.

3. Comments by Members of Capital Improvement Advisory Committee or Staff. A comment session will be provided towards the end of the agenda. These items will be titled Committee Comments and Staff Comments.
4. There will be no deliberation of any subject during any comment session except for a decision on whether it should be placed on a future meeting agenda. The consent of at least two (2) Committee members is required for any item to be scheduled on a future meeting agenda.

ARTICLE VIII. VOTING PROCEDURES

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.
2. Recording of Votes. Votes shall be entered into the official record of the Committee.
3. Tie Vote. In the event of a tie in votes on any motion, the motion shall be considered denied. On matters where the Committee is required to issue a recommendation to City Council, an affirmative vote of the majority of the Committee members present and voting is necessary for approval of said item.
4. Voting required. Every member of the Committee shall be required to vote except on matters involving the consideration of his or her own official conduct, or where his participation is prohibited by state or local regulations.
5. Withdrawal of Motions. A motion may be withdrawn, or modified, by its mover without asking permission until the motion has been stated by the Chair. If the mover modifies his motion, the seconded may withdraw his second. After the question has been stated, the mover shall neither withdraw nor modify it without the consent of the Committee.
6. Amendments to Motions. No motion or proposition of a subject different from that under consideration shall be admitted under color of amendment. A motion to amend shall be in order, but one to amend an amendment shall not be in order.

ARTICLE IX. RULES OF PROCEDURE

1. Rules of Procedure. The Committee may adopt rules of procedure for the conduct of its meetings. The failure of the Committee to comply with a procedural rule shall not be a basis to invalidate any action taken by the Committee.
 - a. Robert's Rules of Order Newly Revised shall be the Committee's final authority on all questions of procedures and parliamentary law not covered by these Rules of Procedure.

2. Suspension of Rules. Any provisions of these rules not governed by other law may be temporarily suspended by a two-thirds vote of all members of the Committee.
3. Order of Precedence of Motions. See Exhibit A for the order of precedence of motions.
4. Amendments. These rules may be amended, or new rules adopted, by a majority vote of all members of the Committee, provided that the proposed amendments or new rules shall have been introduced in the record at a prior Committee meeting.

ARTICLE X. BYLAW AMENDMENTS

The Capital Improvement Advisory Committee may amend these Bylaws by a majority vote of all members of the Committee. However, such amendments shall only become effective upon approval by the City Council.

ADOPTED AND APPROVED this the ____ day of _____, 2026.

Chair, Capital Improvement Advisory Committee

City Representative

EXHIBIT A

To Do This:¹	You Say This:	May you Interrupt Speaker?	Must be Seconded ?	Is the Motion Debatable?	Is the Motion Amendable ?	What Vote is Required?
Adjourn the meeting	I move that we adjourn.	No	Yes	No	No	Majority vote
Recess the meeting	I move that we recess until...	No	Yes	No	Yes	Majority vote
Complain about noise, condition of room	Point of privilege	Yes only if emergency	No	No	No	No vote required, chair rules
Suspend further consideration of something	I move we table it ²	No	Yes	No	No	Majority vote
End debate	I move the previous question	No	Yes	No	No	2/3 vote
Postpone consideration of something	I move we postpone this matter until...	No	Yes	Yes	Yes	Majority vote
Have something studied further	I move we refer this matter to a committee	No	Yes	Yes	Yes	Majority vote
Amend a motion	I move that this motion be amended by...	No	Yes	Yes	Yes	Majority vote
Introduce business (a main motion)	I move that...	No	Yes	Yes	Yes	Majority vote
Object to procedure or to a personal affront	Point of order	Yes	No	No	No	No vote required, Chair rules
Request Information	Point of Information about...	Yes only if urgent	No	No	No	No vote required
Ask for a vote by actual count to verify a voice vote. ²	I move that we have a counted vote	No	Yes	No	No	Majority vote

¹ The motions, points and proposals listed below have no established order of precedence. Any of them may be introduced at any time-except when considering a motion to adjourn, motion to recess or point of privilege.

² May be called before another motion is started.

Object to considering something undiplomatic or improper matter	I object to consideration of this question	Yes	No	No	No	2/3 vote
Take up a matter previously tabled	I move we take from the table...	No	Yes	No	No	Majority vote
Reconsider something already disposed of	I move we now (or later) reconsider our action relative to ...	No	Yes	Yes only if original motion is debatable	No	Majority vote
Consider something out of its scheduled order	I move we suspend the rules and consider...	No	Yes	No	No	2/3 vote
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	No	Majority vote