

Public Notification:

Call for Applications to the Capital Improvements Advisory Committee (CIAC)

February 25, 2026

The City of Decatur is currently accepting applications for alternate board members on the Capital Improvements Advisory Committee (CIAC). Applicants must be residents of the City of Decatur's extraterritorial jurisdiction (ETJ).

The CIAC plays a vital role in shaping the future of Decatur's infrastructure. Its responsibilities include:

- Advising and assisting the City in adopting land use assumptions;
- Reviewing the capital improvements plan and submitting written comments;
- Monitoring and evaluating the implementation of the capital improvements plan;
- Filing semi-annual reports on the progress of the plan and reporting any perceived inequities in the implementation of the plan or imposition of impact fees to the City Council;
- Advising the City Council on the need to update or revise land use assumptions, the capital improvements plan, and impact fees.

Applications are available from City Hall and must be submitted by 5pm on May 1, 2026.

This is an excellent opportunity for ETJ residents to contribute to the future development and infrastructure planning of Decatur. If you're interested in serving your community and helping guide the city's growth, we encourage you to apply!

For more information, please contact City Manager Nate Mara nmara@decaturtx.org or visit our website www.decaturtx.org.



Capital Improvements Advisory Committee
Rules Procedures and Duties

SECTION 1. Functions and Duties.

- A. The CIAC shall serve in an advisory capacity to the City Council.
- B. The CIAC shall serve in the following matters:
 - 1. To advise and assist the City in adopting land use assumptions;
 - 2. To review the capital improvements plan and file written comments;
 - 3. To monitor and evaluate implementation of the capital improvements plan;
 - 4. To file semi-annual reports with respect to the progress of the capital improvements plan and report to the City Council any perceived inequities in implementing the plan or imposing impact fees; and
 - 5. To advise the City Council of the need to update or revise the land use assumptions, capital improvements plan, and impact fees.

SECTION 2. Conduct of the Advisory Committee.

- A. The CIAC shall conduct business only when a quorum is present. In this case a quorum shall be defined as at least three members.
- B. The CIAC's activities, scheduling, and conduct should be as commonly prescribed in the most current edition of *Robert's Rules of Order*.
- C. The CIAC shall meet at sufficient intervals to accomplish the functions enumerated in Section One.
- D. The Chairperson of the Advisory Committee shall be a voting member but shall not initiate or second any motion made by the Committee.

- E. The CIAC shall provide Committee Reports to the City Council that include comments and recommendations regarding Land Use Assumptions, Capital Improvements Plans, and Impact Fees
- F. The Committee Reports shall be submitted:
 - 1. Before the fifth business day before the date of the public hearing on the proposed land use assumptions, water and wastewater capital improvements plan, and roadway capital improvements plan; and
 - 2. Before the fifth business day before the date of the public hearing on the proposed water and wastewater impact fees and roadway impact fees; and
 - 3. At such other times as shall be deemed appropriate by the City Manager, Director of Development Services, City Engineer, or the Chairperson of the CIAC.
- G. The City Manager shall serve as an ex officio member of the CIAC but shall have no vote in connection with any of the determinations or recommendations of the Committee.

SECTION 3. Responsibilities of the City Government.

- A. The City Council and City staff shall make available to the CIAC any professional reports regarding the development or implementation of land use plans, capital improvements plans, utility financial analyses, or any other information that may be available relevant to the development of impact fees under the Chapter 395 process.
- B. The City Council shall appoint additional members to the CIAC if required to replace a member due to a resignation or for any other purpose needed to fulfill the composition requirements of Chapter 395.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF DECATUR,
TEXAS ON THE 14th DAY OF OCTOBER 2024.



Criteria, Process and Methodology

CAPITAL IMPROVEMENTS ADVISORY COMMITTEE (CIAC)	
Step 1:	Application is submitted on or before the deadline posted.
Step 2:	Applications are forwarded to CIAC members and staff.
Step 3:	Members and staff assign points based on their individual assessment of each candidate's skills and knowledge as stated in the candidate's application.
Step 4:	Staff schedule a meeting for candidate "interviews" allowing each person an assigned time.
Step 5:	Candidates are interviewed individually. Candidates are asked to expand/ clarify areas of proficiency to support their answers on their application. Additional questions may arise based on a candidate's response
Step 6:	Upon completion of interviews, CIAC members and staff may meet to evaluate the candidates.
Step 7:	Candidates will be ranked based on scoring.
Step 8:	<p>CIAC and staff may take action to recommend a candidate to serve on the committee.</p> <p>Note: The selection criteria serve as a guideline for questions. CIAC members and staff may ask different questions to applicants based upon each applicant's response to the selection criteria or the applicant's comments. In an effort to gain diversity, applicants with the highest experience ranking may not be nominated as a candidate.</p>
Step 9:	Recommendation is placed on the next available City Council agenda. All candidates' application will be forwarded to City Secretary to include in the City Council's packet along with the nominated candidate's application. The score sheets will be sent to the City Secretary under separate cover to the City Council.
Step 10:	CIAC Chair and/ or Vice-Chair or their designee may attend the City Council meeting to respond to any questions concerning the recommendation. The City Council may move to accept or deny any recommendation.



APPLICATION
CAPITAL IMPROVEMENTS ADVISORY COMMITTEE

Name: _____ E-mail: _____

Address: _____

How Long? _____ Phone (Home): _____ (Work): _____

Registered Voter? Yes No Certificate Number: _____

Occupation, Experience/Degrees Held?

Why do you want to serve this group? _____

Do you have any potential conflicts of interest? _____

Do you have any related experience? _____

What do you feel you have to offer this group? _____

TEXAS OPEN RECORDS ACT

Notice to Applicants: Once submitted, information contained in and included within this application is considered public record and must be released if a request is made.

According to Government Code Section 552.024 each employee or official of a governmental body and former employee and official of a governmental body shall choose whether to allow public access to the information in custody of the governmental body that relates to the person's home address, home telephone number, and e-mail address.

Each employee and official and each former employee and official shall state their choice to the City Secretary's office.

Please indicate with an X your decisions.

ALLOW PUBLIC ACCESS

Home Address	Yes _____	No _____
Home Phone Number	Yes _____	No _____
E-mail Address	Yes _____	No _____

Official Signature

Official Name (Please Print)

Date Submitted

Received by



Supplemental Application
Board, Committee, Commission

Name: _____

Please fill out the supplemental application and return to the City Secretary, along with the Committee Application.

To understand and contribute to issues faced by the Capital Improvements Advisory Committee (CIAC), members should have background knowledge of the governing City Ordinances and some corollary experience. The following questions are designed to help us identify skills that will be of benefit to the Committee, Commission or Board. Please note proficiency in all the areas is not required.

1) Please rank your proficiency in the following areas by placing a check mark in the column that best describes your experience level.

	No Experience	Somewhat Proficient	Moderately Proficient	Very Proficient	Expert
Familiarity with Ordinances					
Comprehensive Zoning					
Comprehensive Land Use					
Subdivision Regulations					
Sign Ordinance					
Municipal Infrastructure					
Long Range Planning					
Parkland Dedication					
Residential & Commercial Planning					
Map & Plat Interpretation					
Architectural Drawing Interpretation					
Project Evaluation					
Ordinance Development (Writing & Content)					
Ordinance Interpretation (Writing & Content)					
Municipal Engineering					

2) Please tell us about your other community programs or committees that you have been involved with.

3) Please tell us about applicable experience or certifications you have relevant to municipal infrastructure and or financial planning.

Note: Once submitted, the information contained in this application is considered public record and must be released to the public if request is made.