



CITY OF FAIR OAKS RANCH
CITY COUNCIL REGULAR MEETING

Thursday, February 06, 2025 at 6:30 PM

Public Safety Training Room, Police Station, 7286 Dietz Elkhorn, Fair Oaks Ranch

Live Stream: <https://www.youtube.com/channel/UCDqRvLvReqxrh1lbajwshKA/live>

AGENDA

OPEN MEETING

1. Roll Call - Declaration of a Quorum
2. Pledge of Allegiance

CITIZENS and GUEST FORUM

To address the Council, please sign the Attendance Roster located on the table at the entrance in the foyer of the Public Safety Training Room. In accordance with the Open Meetings Act, Council may not discuss or take action on any item which has not been posted on the agenda. Speakers shall limit their comments to five (5) minutes each.

3. Citizens to be heard

PRESENTATIONS

4. School Resource Officer Day Proclamation

Gregory C. Maxton, Mayor

CONSENT AGENDA

All of the following items are considered to be routine by the City Council, there will be no separate discussion on these items and will be enacted with one motion. Items may be removed by any Council Member by making such request prior to a motion and vote.

5. Approval of the January 16, 2025 Regular City Council meeting minutes

Christina Picioccio, TRMC, City Secretary

6. Approval of the first reading of an ordinance of the City Council of the City of Fair Oaks Ranch, Texas amending Chapter 12 Traffic and Vehicles, Article 12.01 General Provisions, Section 12.01.002 of the City of Fair Oaks Ranch Code of Ordinances establishing yield signs in Setterfeld Estates

Carole Vanzant, CPM, Assistant City Manager

7. Approval of the second reading of an ordinance amending the City of Fair Oaks Ranch Code of Ordinances Chapter 12 Traffic and Vehicles, Article 12.01 General Provisions, Section 12.01.003 Prima Facie Speed Limits reducing the maximum speed limit on Noble Lark Drive and Kalkallo Drive to 20 miles per hour

Carole Vanzant, CPM, Assistant City Manager

- [8.](#) Approval of the second reading of an ordinance amending the City of Fair Oaks Ranch Code of Ordinances, Chapter 13 Utilities, Article 13.03 Water and Sewer System, Division 3, Part II Drought Contingency Plan and amending Appendix A Fee Schedule, Article A9 (v) and (w) Drought Surcharge Rates to include a fourth stage

Kelsey Delgado, Project Manager

- [9.](#) Approval of a resolution ordering a General Election to be held May 3, 2025, for the election of Council Member Place 3, Place 4, and Place 5; to authorize the election to be held as a joint election and to authorize the City Manager to execute all documents in connection therewith

Christina Picioccio, TRMC, City Secretary

CONSIDERATION/DISCUSSION ITEMS

- [10.](#) Consideration and possible action approving a resolution authorizing the execution of a work authorization with STV, Inc. for engineering services for the Ammann Road Reconstruction Project

Grant Watanabe, P.E., CFM, Director of Public Works and Engineering Services

- [11.](#) Consideration and possible action approving a resolution amending Resolution 2024-50 to add a Civilian Investigator job title to the FY 2024-25 Pay Schedule

Scott M. Huizenga, ICMA-CM, City Manager
Todd Smith, Chief of Police

WORKSHOP

- [12.](#) Interlocal Agreement with Bexar County Emergency Services District No. 4 for EMS Transport Services

Scott M. Huizenga, ICMA-CM, City Manager

REPORTS FROM STAFF AND COMMITTEES

- [13.](#) Financial and Investment Report for the Quarter Ended December 31, 2024

Summer Fleming, CGFO, Director of Finance

REQUESTS AND ANNOUNCEMENTS

14. Announcements and reports by Mayor and Council Members
15. Announcements by the City Manager
16. Requests by Mayor and Council Members that items be placed on a future City Council agenda

CONVENE INTO EXECUTIVE SESSION

Pursuant to Section 551.101 of the Open Meetings Act, Texas Gov't Code, a quorum of the governing body hereby convenes into closed session:

Sec. 551.071 (Consultation with Attorney) the City Council will meet in private consultation with legal counsel to seek the advice of its attorneys about pending or contemplated litigation, a settlement offer, and/or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflicts with Chapter 551 of the Government Code; to wit:

17. Case No. 22-090-451; Vincent A. Caldarola, MD vs. City of Fair Oaks Ranch, Texas
18. Discussion related to possible terms and conditions necessary to resolve disputes that have been the subject of ongoing litigation with the development commonly known as Boerne Ranch Estates, LLC, aka Fair Oaks Meadows

Sec. 551.072 (Deliberation regarding real property)

19. The City Council will meet in closed session to deliberate the purchase, exchange, lease, or value of real property that may be considered for future location of water and wastewater system improvements

RECONVENE INTO OPEN SESSION

Discussion and possible action on items discussed in Executive Session.

ADJOURNMENT

Signature of Agenda Approval: s/Gregory C. Maxton

Gregory C. Maxton, Mayor

I, Christina Picioccio, TRMC, City Secretary, certify that the above Notice of Meeting was posted on the outside bulletin board at the Fair Oaks Ranch City Hall, 7286 Dietz Elkhorn, Fair Oaks Ranch, Texas, and on the City's website www.fairoaksranchtx.org, both places being convenient and readily accessible to the general public at all times.

As per Texas Government Code 551.045, said Notice was posted by 6:30 PM, February 3, 2025 and remained so posted continuously for at least 72 hours before said meeting was convened. A quorum of various boards, committees, and commissions may attend the City Council meeting.

The Fair Oaks Ranch Police Station is wheelchair accessible at the front main entrance of the building from the parking lot. Requests for special services must be received forty-eight (48) hours prior to the meeting time by calling the City Secretary's office at (210) 698-0900. Braille is not available. The City Council reserves the right to convene into Executive Session at any time regarding an issue on the agenda for which it is legally permissible; pursuant to Texas Government Code Chapter 551. Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development).

PROCLAMATION
City of Fair Oaks Ranch

WHEREAS, The National Association of School Resource Officers (NASRO) is dedicated to making schools and children safer by providing the highest-quality training to school-based law enforcement officers; and

WHEREAS, school resource officers (SROs) bridge gaps between youth and law enforcement and embrace a triad concept of school policing, serving in informal counseling, education, and law enforcement roles to support students and communities they serve; and,

WHEREAS, by training law enforcement officers to counsel, educate, and protect school communities, the men and women of NASRO continuously lead by example and promote a positive image of law enforcement to school children and school communities; and,

WHEREAS, SRO programs across the globe are founded as collaborative efforts by police agencies, law enforcement officers, educators, students, parents, and communities to create safe learning environments, provide valuable resources to school staff members, foster positive relationships with students and develop strategies to resolve problems that affect youth with the goal of protecting all children, so they can reach their fullest potential; and,

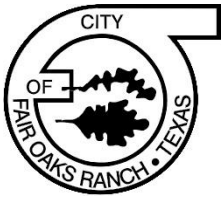
WHEREAS, school resource officers are valuable and essential members of the education community and deserve unwavering respect and support from the public in the pursuit of keeping schools and students safe.

NOW, THEREFORE, I Gregory C. Maxton, Mayor of the City of Fair Oaks Ranch, do recognize February 15, 2025, as School Resource Officer Appreciation Day, and further extend appreciation to our School Resource Officers, Amanda Piña and John Esquivel, and to all School Resource Officers for the vital services they perform and their exemplary dedication to the communities they represent.

WITNESS MY HAND AND SEAL THIS 6th DAY OF FEBRUARY 2025.

Gregory C. Maxton, Mayor

Christina Picioccio, TRMC
City Secretary



CITY OF FAIR OAKS RANCH
CITY COUNCIL REGULAR MEETING

Thursday, January 16, 2025 at 6:30 PM

Public Safety Training Room, Police Station, 7286 Dietz Elkhorn, Fair Oaks Ranch

Live Stream: <https://www.youtube.com/channel/UCDqRvLvReqxrh1lbajwshKA/live>

MINUTES

OPEN MEETING

1. Roll Call - Declaration of a Quorum

Council Present: Mayor Maxton and Council Members: Rhoden, Olvera, Koerner, and Parker

Council Absent: Council Member Stroup

With a quorum present, the meeting was called to order at 6:30 PM.

2. Pledge of Allegiance – The Pledge of Allegiance was recited in unison.

CITIZENS and GUEST FORUM

3. Citizens to be heard – Carol Willoughby and Sharon Brimhall asked to make comments during the community center update.

PRESENTATIONS

4. Presentation of a 5-Year Service Award to: Amanda Valdez, Deputy City Secretary

Joanna Merrill, PSHRA-SCP, Director of Human Resources, presented a 5-Year Service Award to Amanda Valdez, Deputy City Secretary.

5. Presentation of the Alamo Chapter Clerk of the Year Award by the Alamo Chapter of TMCA, Inc. to City Secretary, Christina Picioccio

Alamo Chapter of TMCA, Inc. President, Amanda Valdez, presented the 2024 Alamo Chapter Clerk of the Year Award by the Alamo Chapter of TMCA, Inc. to City Secretary Christina Picioccio.

CONSENT AGENDA

6. Approval of the December 19, 2024 Regular City Council meeting minutes

7. Approval of the second reading of an ordinance amending the budget for the fiscal year beginning October 1, 2024, and ending September 30, 2025

8. Approval of the first reading of an ordinance amending the City of Fair Oaks Ranch Code of Ordinances Chapter 12 Traffic and Vehicles, Article 12.01 General Provisions, Section 12.01.003 Prima Facie Speed Limits reducing the maximum speed limit of 20 mph on Noble Lark Drive and Kalkallo Drive

9. Approval of a resolution authorizing the execution of an agreement with Averro LLC for an IT Master Plan

10. Approval of Council Member Stroup’s absence from the December 19, 2024 Regular City Council meeting

MOTION: Made by Council Member Rhoden, seconded by Council Member Parker, to approve the Consent Agenda.

VOTE: 6 - 0; Motion Passed.

CONSIDERATION/DISCUSSION ITEMS

11. Presentation of the Certificate of Unopposed Candidates and consideration and possible action approving a resolution declaring the unopposed candidate in the February 25, 2025 Special Election elected to office and to cancel said Special Election

MOTION: Made by Council Member Koerner, seconded by Council Member Olvera, to approve a resolution declaring the unopposed candidate in the February 25, 2025 Special Election elected to office and to cancel said Special Election.

VOTE: 6 - 0; Motion Passed.

12. Consideration and possible action approving the first reading of an ordinance amending the City of Fair Oaks Ranch Code of Ordinances, Chapter 13 Utilities, Article 13.03 Water and Sewer System, Division 3, Part II Drought Contingency Plan and amending Appendix A Fee Schedule, Article A9 (v) and (w) Drought Surcharge Rates to include a fourth stage

MOTION: Made by Council Member Rhoden, seconded by Council Member Stroup, to approve the first reading of an ordinance amending the City of Fair Oaks Ranch Code of Ordinances, Chapter 13 Utilities, Article 13.03 Water and Sewer System, Division 3, Part II Drought Contingency Plan and Appendix A Fee Schedule, Article A9 (v) and (w) Drought Surcharge Rates to include a fourth stage as amended to add “with the exception of fountains that use recirculating technology,” to Section c.2.B.iii, in Exhibit A of the ordinance.

VOTE: 6 - 0; Motion Passed.

WORKSHOP

13. Community Center Update

Robert “Rocky” Lopez, AIA, Lopez Salas Architects, Inc., led a workshop with City Council regarding the completed design of the proposed Community Center. Residents Carol Willoughby and Sharon Brimhall urged Council to buy land and build the facility in a different area of the city to avoid further traffic problems on Chartwell Lane.

REPORTS FROM STAFF AND COMMITTEES

14. May 3, 2025 General Election

Christina Picioccio, TRMC, City Secretary, provided a brief presentation regarding the upcoming May 3, 2025 General Election and important dates leading up to it.

REQUESTS AND ANNOUNCEMENTS

15. Announcements and reports by Mayor and Council Members

Council Member Stroup wished both her parents a Happy Birthday.

Mayor Maxton announced the closure of City Hall on Monday, January 20, 2025, in observance of Martin Luther King Jr. Day. Mayor Maxton also invited everyone to the Chief of Police's pinning ceremony happening January 30, 2025, at 5:30 PM in the Spring Creek United Methodist Church at 9200 Dietz Elkhorn. After that ceremony, the church will also be the location for the State of the City event beginning at 7:00 PM. Lastly, Mayor Maxton thanked the City Manager and city staff for the work the previous week in preparation for a possible weather event.

16. Announcements by the City Manager

City Manager Scott Huizenga announced that the Emergency Operations Center (EOC) was a good practice run for another possible weather event the week of January 20, 2025. Staff is preparing again to be ready and activate the EOC if necessary. Mr. Huizenga also congratulated Chief of Police, Todd Smith, ahead of his pinning ceremony. Finally, Mr. Huizenga, updated the Council on improvements made to the crosswalk near Van Raub Elementary as a result of a concern raised by a citizen at the December 19, 2024, Council meeting. Staff has repainted the crosswalk and installed an additional crosswalk sign. The City is also communicating with Boerne ISD to address the concerns over students crossing.

17. Requests by Mayor and Council Members that items be placed on a future City Council agenda

N/A

CONVENE INTO EXECUTIVE SESSION

City Council did not convene into closed session regarding:

Sec. 551.071 (Consultation with Attorney) the City Council will meet in private consultation with legal counsel to seek the advice of its attorneys about pending or contemplated litigation, a settlement offer, and/or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflicts with Chapter 551 of the Government Code; to wit:

18. Case No. 22-090-451; Vincent A. Caldarola, MD vs. City of Fair Oaks Ranch, Texas
19. Discussion related to possible terms and conditions necessary to resolve disputes that have been the subject of ongoing litigation with the development commonly known as Boerne Ranch Estates, LLC, aka Fair Oaks Meadows

Sec. 551.072 (Deliberation regarding real property)

20. The City Council will meet in closed session to deliberate the purchase, exchange, lease, or value of real property that may be considered for future location of water and wastewater system improvements

RECONVENE INTO OPEN SESSION

N/A

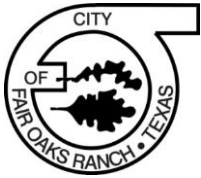
ADJOURNMENT

Mayor Maxton adjourned the meeting at 8:09 PM

ATTEST:

Gregory C. Maxton, Mayor

Christina Picioccio, TRMC, City Secretary



**CITY COUNCIL CONSENT ITEM
CITY OF FAIR OAKS RANCH, TEXAS**

AGENDA TOPIC: Approval of the first reading of an ordinance of the City Council of the City of Fair Oaks Ranch, Texas amending Chapter 12 Traffic and Vehicles, Article 12.01 General Provisions, Section 12.01.002 of the City of Fair Oaks Ranch Code of Ordinances establishing yield signs in Setterfeld Estates

DATE: February 6, 2025

DEPARTMENT: Public Works

PRESENTED BY: Consent Item: Carole Vanzant, CPM, Assistant City Manager

INTRODUCTION/BACKGROUND:

The City Council and staff are committed to fulfilling our residents expressed desires to protect their quality of life and provide for public health and safety. In 2021, the City found it to be in the best interest of the citizens who reside within gated (private) communities to enter into agreements with the City to provide legal means of proactive police patrols and other police services within their respective communities.

Article III, Section 52 and Article XI, Section 3 of Texas Constitution prevents cities from lending credit, granting public money, or making any appropriation or donation to a private entity. In summary, a city may not spend public money for a private purpose and would therefore be prohibited from performing public services in a gated community, such as road maintenance and traffic enforcement. This does not prevent police from answering a community-generated call but does prevent police from conducting proactive or preventative patrols to deter crime and enforce traffic laws. Exceptions are placed within the law that allow cities to enter into agreements with private communities to allow proactive patrols and traffic enforcement.

1. December 2021 - the Director of Community Management for Setterfeld Estates Homeowners Association approached city staff regarding complaints from residents on traffic safety within their gated neighborhood. The Director was provided a copy of a law enforcement agreement drafted by the City Attorney’s office and was also provided information on the agreement approval process.
2. November 2022 - the City Council approved a Law Enforcement Agreement with the Setterfeld Estates Homeowner’s Association for police services, including traffic enforcement.
3. January 2023 - the City Manager signed the Law Enforcement Agreement.
4. May 2023 – Ordinance 2023-02 establishing existing stop signs in Setterfeld Estates was adopted.
5. November 2024 - the Setterfeld Board President notified the City Manager that said ordinance does not include yield signs currently located in Setterfeld Estates.

This agenda item is to establish the enforcement of the previously placed yield signs.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

- 1. Priority 4.1 of the Strategic Action Plan is to Enhance and Ensure Continuity of Police Services.
- 2. Quality-of-life characteristics are preserved through compliance with state law by ensuring legal means of traffic enforcement is adopted by the City Council.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

N/A

LEGAL ANALYSIS:

Approved as to form by City Attorney’s office.

RECOMMENDATION/PROPOSED MOTION:

Consent Item: I move to approve the first reading of an ordinance establishing yield signs within the Setterfeld Estates.

AN ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS, AMENDING CHAPTER 12 TRAFFIC AND VEHICLES, ARTICLE 12.01 GENERAL PROVISIONS, SECTION 12.01.002 OF THE CITY OF FAIR OAKS RANCH CODE OF ORDINANCES ESTABLISHING YIELD SIGNS IN SETTERFELD ESTATES, FAIR OAKS RANCH, COMAL COUNTY, TEXAS, PROVIDING FOR PENALTY, REPEALING, SAVINGS, AND SEVERABILITY CLAUSES, PROVIDING FOR AN EFFECTIVE DATE, AND PROVIDING FOR THE PUBLICATION OF THE CAPTION HEREOF

WHEREAS, the City of Fair Oaks Ranch is authorized by Title 7, Subchapter C of the Texas Transportation Code to establish and regulate compliance with rules governing the use of public thoroughfares, and

WHEREAS, Chapter 12, Section 12.01.002 of the City of Fair Oaks Ranch Code of Ordinances provides for the placement of traffic-control devices in the City of Fair Oaks Ranch, and

WHEREAS, yield signs provide enhanced safe and efficient intersections for vehicles and pedestrians, and

WHEREAS, on November 17, 2022 (signed January 30, 2023), the City Council for the City of Fair Oaks Ranch approved a Law Enforcement Agreement with the Setterfeld Estates Homeowners Association for the enforcement of traffic rules and laws related to operation of motor vehicles on public thoroughfares of the City to apply to the private streets in Setterfeld Estates, and

WHEREAS, Ordinance 2023-02, adopted May 2023, did not include existing yield signs in Setterfeld Estates, and

WHEREAS, the City Council finds codification of Setterfeld Estates yield signs is warranted.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS:

- Section 1.** The Fair Oaks Ranch Code of Ordinances Chapter 12 Traffic and Vehicles, Article 12.01 General Provisions, Section 12.01.002 is hereby amended to include two yield signs as set forth in the attached **Exhibit A**.
- Section 2.** That the recitals contained in the preamble hereto are hereby found to be true and such recitals are hereby made a part of this ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.
- Section 3.** It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance be severable, and, if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared invalid by judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this ordinance and the remainder of this ordinance shall be enforced as written.
- Section 4.** That it is officially found, determined, and declared that the meeting at which this ordinance is adopted was open to the public and public notice of the time, place, and

subject matter of the public business to be considered at such meeting, including this ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 5. The provisions of this ordinance shall be cumulative of all ordinances not repealed by this ordinance and ordinances governing or regulating the same subject matter as that covered herein.

Section 6. If any provision of this ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this ordinance would have been enacted without such invalid provision.

Section 7. All ordinances, or parts thereof, which are in conflict or inconsistent with any provision of this ordinance are hereby repealed to the extent of such conflict, and the provisions of this ordinance shall be and remain controlling as to the matters ordained herein.

Section 8. This ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 9. This ordinance shall take effect immediately from and after its second reading, passage and any publication requirements as may be required by governing law.

PASSED and APPROVED on first reading by the City Council of the City of Fair Oaks Ranch, Texas, on this 6th of February 2025.

PASSED, APPROVED, and ADOPTED on second and final reading by the City Council of the City of Fair Oaks Ranch, Texas, on reading this 20th day of February 2025.

Gregory C. Maxton, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Picioccio, TRMC
City Secretary

Denton Navarro Rodriguez Bernal Santee & Zech
P.C., City Attorney

EXHIBIT A

Chapter 12 Traffic and Vehicles; Article 12.01 General Provisions; Section 12.01.002 is hereby amended as follows [Additions shown as underscore]:

Private Subdivision

Setterfeld Estates - LE Agreement (January 30, 2023)

Through Street

Stop Sign Street

Yield Sign Street

Setterfeld Circle

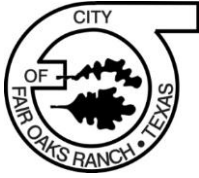
Agarita Mist

Honeycomb Rock

Honeycomb Rock (x3)

Saur Legacy Drive

Wild Coyote Lane



CITY COUNCIL CONSENT ITEM

CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Approval of the second reading of an ordinance amending the City of Fair Oaks Ranch Code of Ordinances Chapter 12 Traffic and Vehicles, Article 12.01 General Provisions, Section 12.01.003 Prima Facie Speed Limits reducing the maximum speed limit on Noble Lark Drive and Kalkallo Drive to 20 miles per hour

DATE: February 6, 2025

DEPARTMENT: Public Works

PRESENTED BY: Consent Item: Carole Vanzant, CPM, Assistant City Manager

INTRODUCTION/BACKGROUND:

In 2023, residents residing on Noble Lark Drive and Kalkallo Drive noted an increase in vehicle traffic and congestion and that, more specifically, Noble Lark Drive and Kalkallo Drive was being used as a cut-through to and from Dietz Elkhorn Road. Residents noted that the heaviest traffic was causing safety concerns during school drop-off and pick up times. In December 2023, the intersection was temporarily closed to assess the impacts of traffic in the neighborhood. The road was re-opened in August 2024 and the City Council directed staff to find alternative methods to increase safety and mitigate traffic concerns on Noble Lark Drive and Kalkallo Drive.

On August 1, 2024, the City Council adopted Ordinance 2024-10 as an emergency ordinance that reduced the speed limit on Noble Lark Drive and Kalkallo Drive from 30 miles per hour to 20 miles per hour. This emergency ordinance was approved by City Council on August 15, 2024. In September 2024, the City Council approved an extension of the emergency ordinance to January 31, 2025, for the purpose of collecting more traffic analysis information.

Staff conducted additional traffic analysis on Noble Lark Drive and Kalkallo Drive during October, November and December 2024. At the December 19, 2024, City Council work session, staff presented an analysis and assessment of the recently acquired traffic data and concluded that the best course of action would be to permanently reduce the speed limit on Noble Lark Drive and Kalkallo Drive to 20 miles per hour (map of sign locations attached as **Attachment A**).

On January 16, 2025, the City Council approved the first reading of an ordinance reducing the maximum speed limit on Noble Lark Drive and Kalkallo Drive to 20 miles per hour.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

1. Meets the priority 4.1 Strategic Action Plan – Enhance and Ensure Continuity of Police Services
2. Preserves quality-of-life characteristic through compliance with state law.
3. Ensures legal means of enforcement are adopted by City Council.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

No fiscal impact.

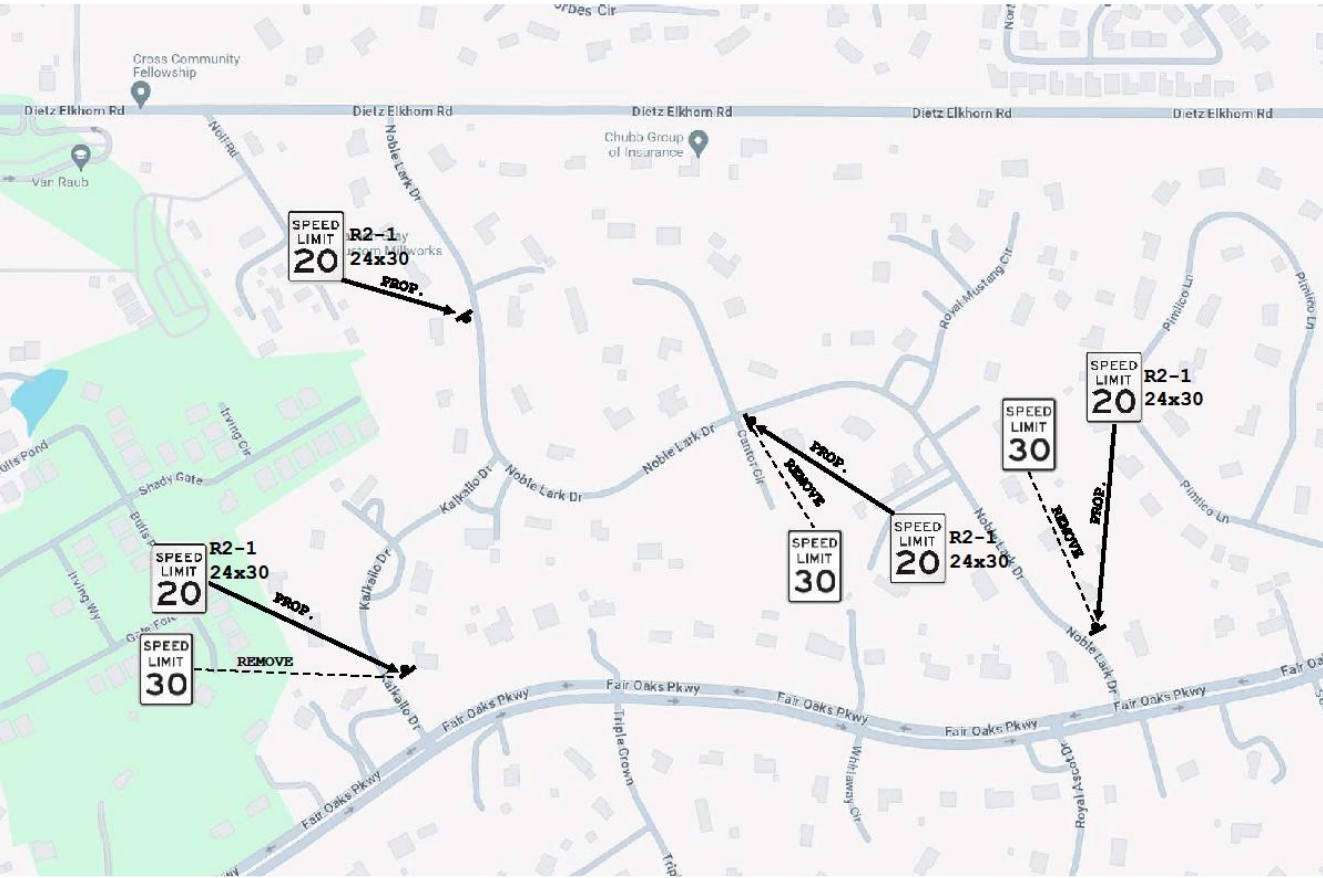
LEGAL ANALYSIS:

Approved as to form by the City Attorney.

RECOMMENDATION/PROPOSED MOTION:

Consent Item: I move to approve the second reading of an ordinance reducing the maximum speed limit on Noble Lark Drive and Kalkallo Drive to 20 miles per hour.

ATTACHMENT A



AN ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS, AMENDING THE CITY OF FAIR OAKS RANCH CODE OF ORDINANCES CHAPTER 12 TRAFFIC AND VEHICLES, ARTICLE 12.01 GENERAL PROVISIONS, SECTION 12.01.003 PRIMA FACIE SPEED LIMIT REDUCING THE MAXIMUM SPEED LIMIT ON NOBLE LARK DRIVE AND KALKALLO DRIVE TO 20 MILES PER HOUR; AND PROVIDING FOR REPEALING, SAVINGS, PENALTY, AND SEVERABILITY CLAUSES

WHEREAS, the City Council of the City of Fair Oaks Ranch adopted Ordinance 2024-10 on August 1, 2024, as an emergency ordinance reducing the speed limit on Noble Lark Drive and Kalkallo Drive from 30 miles per hour to 20 miles per hour; and

WHEREAS, on September 19, 2024, the City Council extended the emergency ordinance to January 31, 2025; and

WHEREAS, during October, November and December 2024 staff conducted additional traffic analysis on Noble Lark Drive and Kalkallo Drive; and

WHEREAS, on December 19, 2024, the results from traffic analysis were presented to the City Council; and

WHEREAS, based on the traffic analysis and direction from City Council, it is in the City's best interest to prioritize safety and reduce the speed limit on Noble Lark Drive and Kalkallo Drive from 30 miles per hour to 20 miles per hour.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS:

Section 1. The City of Fair Oaks Ranch Code of Ordinances Chapter 12 Traffic and Vehicles, Article 12.01 General Provisions, Section 12.01.003 Prima Facie Speed Limits is hereby amended reducing the maximum speed limit on Noble Lark Drive and Kalkallo Drive to 20 miles per hour as shown in **Exhibit A**.

Section 2. That the recitals contained in the preamble hereto are hereby found to be true and such recitals are hereby made a part of this ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

Section 3. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance be severable, and, if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared invalid by judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this ordinance and the remainder of this ordinance shall be enforced as written.

Section 4. That it is officially found, determined, and declared that the meeting at which this ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 5. The provisions of this ordinance shall be cumulative of all ordinances not repealed by this ordinance and ordinances governing or regulating the same subject matter as that covered herein.

Section 6. If any provision of this ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this ordinance would have been enacted without such invalid provision.

Section 7. All ordinances, or parts thereof, which are in conflict or inconsistent with any provision of this ordinance are hereby repealed to the extent of such conflict, and the provisions of this ordinance shall be and remain controlling as to the matters ordained herein.

Section 8. This ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 9. This ordinance shall take effect immediately from and after its second reading, passage and any publication requirements as may be required by governing law.

Section 10. The provisions of this ordinance shall be cumulative of all ordinances not repealed by this ordinance and ordinances governing or regulating the same subject matter as that covered herein.

Section 11. Any person, firm, entity, or corporation who violates any provision of this article, as it exists or may be amended, shall be fined a sum not exceeding five hundred dollars (\$500.00).

PASSED and APPROVED on first reading by the City Council of the City of Fair Oaks Ranch, Texas, on this 16th day of January 2025.

PASSED, APPROVED, and ADOPTED on second and final reading by the City Council of the City of Fair Oaks Ranch, Texas, on this 6th day of February 2025.

Gregory C. Maxton, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Picioccio, TRMC
City Secretary

Denton Navarro Rodriguez Bernal Santee & Zech
P.C., City Attorney

EXHIBIT A

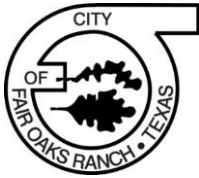
Chapter 12 Traffic and Vehicles; Article 12.01 General Provisions; Section 12.01.003 Prima Facie Speed Limits is hereby amended as follows:

[Additions shown as underscore]

(1) 20 mph

Noble Lark Drive

Kalkallo Drive



**CITY COUNCIL CONSENT ITEM
CITY OF FAIR OAKS RANCH, TEXAS**

AGENDA TOPIC: Approval of the second reading of an ordinance amending the City of Fair Oaks Ranch Code of Ordinances, Chapter 13 Utilities, Article 13.03 Water and Sewer System, Division 3, Part II Drought Contingency Plan and amending Appendix A Fee Schedule, Article A9 (v) and (w) Drought Surcharge Rates to include a fourth stage

DATE: February 6, 2025

DEPARTMENT: Public Works

PRESENTED BY: Consent Item: Kelsey Delgado, Project Manager

INTRODUCTION/BACKGROUND:

In May 2023, the City Council amended the Drought Contingency Plan to include updated triggers, drought surcharges, and a drought surcharge appeal process. Since the amendments were adopted, the prolonged drought has continued and several surrounding entities, including the City’s triggers – Guadalupe Blanco River Authority (GBRA) and Trinity Glen Rose Groundwater Conservation District (TGRGCD), have also implemented Drought Contingency Plan updates.

On December 5, 2024, the City Council held a workshop regarding potential updates to the City’s Drought Contingency Plan to better align with triggering entities and expand flexibility in response to ongoing drought conditions. The updates included expansion of the number of drought stages from three to four, and limitations on drip irrigation in the revised Stages 3 and 4.

At the January 16, 2025 City Council meeting, the amended Drought Contingency Plan draft was approved with a revision to specify that ornamental fountains are banned at Stage 2 with the exception of fountains that use recirculating technology. This revision has been reflected in **Exhibit A**.

If approved, the amended Drought Contingency Plan shall go into effect on April 1, 2025. The delayed implementation provides adequate time to notify utility customers of the upcoming changes. The communication plan consists of updates to the City’s website, newsflashes and social media posts, inclusion in the City’s newsletter, and a bill insert.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

- Supports 3.1 of the Strategic Action Plan to Enhance and Ensure Continuity of Reliable Water Resources.
- Establishes a new stage between the current Stages 2 and 3 of the Drought Contingency Plan to expand flexibility and response to drought conditions.
- Better aligns drought stages with the City’s triggering entities.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

Not Applicable

LEGAL ANALYSIS:

Legal as to form

RECOMMENDATION/PROPOSED MOTION:

Consent Item: I move to approve the second reading of an ordinance amending the City of Fair Oaks Ranch Code of Ordinances, Chapter 13 Utilities, Article 13.03 Water and Sewer System, Division 3, Part II Drought Contingency Plan and Appendix A Fee Schedule, Article A9 (v) and (w) Drought Surcharge Rates to include a fourth stage.

AN ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS, AMENDING THE CITY OF FAIR OAKS RANCH CODE OF ORDINANCES, CHAPTER 13 UTILITIES, ARTICLE 13.03 WATER AND SEWER SYSTEM, DIVISION 3, PART II DROUGHT CONTINGENCY PLAN AND AMENDING APPENDIX A FEE SCHEDULE, ARTICLE A9 (V) AND (W) DROUGHT SURCHARGE RATES TO INCLUDE A FOURTH STAGE

WHEREAS, the City of Fair Oaks Ranch, Texas, recognizes that the amount of water available to the City and its water utility customers is limited and subject to depletion during periods of extended drought or upon failure of major system components, and

WHEREAS, Section 11.1272 of the Texas Water Code and applicable rules of the Texas Commission on Environmental Quality (“TCEQ”), including Title 30, Chapter 288, Subchapters A and B of the Texas Administrative Code require all public water supply systems in Texas to prepare, update and adopt a water conservation and drought contingency plan at a minimum at least every five years, and

WHEREAS, in accordance with the regulations established by the TCEQ, it is necessary to regularly review, update and adopt an amended water conservation and drought contingency plan, and

WHEREAS, as authorized under law, and in the best interests of the citizens of Fair Oaks Ranch, Texas, and its customers, the City Council deems it necessary to amend certain rules and policies for the orderly and efficient management of limited water supplies during drought and other water supply emergencies, and

WHEREAS, City Council deems it necessary to amend the City’s Drought Contingency Plan by revising drought stage initiation triggers and measures to incorporate a fourth stage and establish related drought surcharge fees.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS:

- Section 1.** Chapter 13 Utilities, Article 13.03 Water and Sewer System, Division 3 Drought Surcharge Rates and Drought Contingency Plan, Part II Drought Contingency Plan and Appendix A Fee Schedule, Article A9 (v) and (w) Water Charges – Drought Surcharge Rates is hereby amended as set forth in the attached **Exhibit A**.
- Section 2.** That the recitals contained in the preamble hereto are hereby found to be true and such recitals are hereby made a part of this ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.
- Section 3.** It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance be severable, and, if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared invalid by judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this ordinance and the remainder of this ordinance shall be enforced as written.

Section 4. That it is officially found, determined, and declared that the meeting at which this ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 5. The provisions of this ordinance shall be cumulative of all ordinances not repealed by this ordinance and ordinances governing or regulating the same subject matter as that covered herein.

Section 6. If any provision of this ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this ordinance would have been enacted without such invalid provision.

Section 7. All ordinances, or parts thereof, which are in conflict or inconsistent with any provision of this ordinance are hereby repealed to the extent of such conflict, and the provisions of this ordinance shall be and remain controlling as to the matters ordained herein.

Section 8. This ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 9. This ordinance shall take effect April 1, 2025, from and after its second reading, passage and any publication requirements as may be required by governing law.

PASSED and APPROVED on first reading by the City Council of the City of Fair Oaks Ranch, Texas, on this 16th day of January 2025.

PASSED, APPROVED, and ADOPTED on second and final reading by the City Council of the City of Fair Oaks Ranch, Texas, on this 6th day of February 2025.

Gregory C. Maxton, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Picioccio, TRMC
City Secretary

Denton Navarro Rodriguez Bernal Santee & Zech
P.C., City Attorney

EXHIBIT A

Chapter 13 Utilities, Article 13.03 Water and Sewer System, Division 3 Drought Surcharge Rates and Drought Contingency Plan, Part II Drought Contingency Plan is hereby amended as follows:

[Deletions shown as strikethrough and additions shown as underscore]

Sec. 13.03.117 Criteria for Initiation and Termination of Drought Stages and Responses

- (a) Monitoring. FORU shall monitor water supply and/or demand conditions on a monthly basis until such time that conditions warrant initiation of stage 1, after which daily conditions shall be monitored to determine initiation and termination of each stage of the plan, that is, when the specified "triggers" are reached. The triggering criteria described below are based on analysis of the vulnerability of the water source under drought of record conditions, current water demands and current National Weather Service extended weather predictions.
- (b) Stage 1, ~~moderate~~ mild water shortage conditions.
- (1) Triggers.
- (A) Requirements for initiation. Customers shall reduce nonessential water uses when two (2) of three (3) conditions have been met:
- (i) The static water level in the FORU observation well averages less than or equal to 1,045 feet above mean sea level for 15 consecutive days;
 - (ii) The water system's average daily consumption of Trinity Aquifer groundwater for the same consecutive 15 days exceeds 1.2 million gallons per day; or
 - (iii) Either Guadalupe-Blanco River Authority (GBRA) or Trinity Glen Rose Groundwater Conservation District (TGRGCD) implements stage 1 water reduction requirements of their drought contingency plan.
- (B) Requirements for termination. Stage 1 of the plan may be rescinded when the static water level in the observation well averages greater than 1,045 feet above mean sea level for 60 consecutive days and GBRA or TGRGCD is no longer in stage 1 (or worse) conditions from their drought contingency plan.
- (2) Response.
- (A) Goal. Achieve both a reduction in total water use and reduce monthly average Trinity Aquifer groundwater use for 30 consecutive days to less than 1.2 million gallons per day.
- (B) Supply management measures.
- (i) Implementation of a surcharge on all water used over 20,000 gallons per residential account per billing period and 50,000 gallons per commercial account per billing period.
 - (ii) Commercial car washing (using nonrecycled technology) banned.
 - (iii) Reduce water main flushing to that required to maintain quality standards.
 - (iv) All landscape watering permits issued prior to the implementation of Stage 1 restrictions are rescinded. No additional permits shall be issued, with the exception of newly built homes or with proof of new lawn purchase, as defined in section 13.03.116, within the last seven (7) days prior to Stage 1 implementation.
- (c) Stage 2, ~~severe~~ moderate water shortage conditions.

EXHIBIT A

(1) Triggers.

- (A) Requirements for initiation. Customers shall further reduce nonessential water uses when two (2) of three (3) conditions have been met:
- (i) The static water level in the FORU observation well averages less than or equal to 1,035 feet above mean sea level for eight (8) consecutive days;
 - (ii) The water system's average daily consumption of Trinity Aquifer groundwater for the same consecutive eight (8) days exceeds ~~700,000~~ 900,000 gallons per day; or
 - (iii) Guadalupe-Blanco River Authority (GBRA) or Trinity Glen Rose Groundwater Conservation District (TGRGCD) implements stage 2 water reduction requirements of their drought contingency plan.
- (B) Requirements for termination. Stage 2 of the plan may be rescinded when the static water level in the observation well averages greater than 1,035 feet above mean sea level for 60 consecutive days and GBRA or TGRGCD is no longer in stage 2 (or worse) conditions from their drought contingency plan. Upon termination of stage 2, stage 1 becomes operative.

(2) Response.

- (A) Goal. Achieve both a reduction in total water use and reduce the average Trinity Aquifer groundwater use for 30 consecutive days to less than 0.9 million gallons per day.
- (B) Supply management measures.
- (i) Implementation of a surcharge on all water used over 15,000 gallons per residential account per billing period and 40,000 gallons per commercial account per billing period.
 - (ii) Use of water from fire hydrants shall be limited to firefighting, related activities, or other activities necessary to maintain public health, safety, and welfare.
 - (iii) Ornamental water fountain water usage banned, with the exception of fountains that use recirculating technology.
 - (iv) No sale of bulk water, unless work is being completed for the City.
 - (v) Landscape watering permits for new lawn purchases are rescinded and no new permits will be issued.
 - (vi) Golf course watering is limited to the use of effluent and non-potable irrigation well water provided by the FORU wastewater treatment plant and wells, unless approved by the City Manager or designee.

(d) Stage 3, severe water shortage conditions.

(1) Triggers.

- (A) Requirements for initiation. Customers shall be required to comply with the requirements and restrictions on certain nonessential water uses provided in this plan when two (2) of three (3) conditions have been met:
- (i) The static water level in the FORU observation well is equal to or less than 1,025 feet above mean sea level for eight (8) consecutive days;
 - (ii) The water system's average daily consumption of Trinity Aquifer groundwater for the same consecutive eight (8) days exceeds 700,000 gallons per day; or
 - (iii) Guadalupe-Blanco River Authority (GBRA) or Trinity Glen Rose Groundwater Conservation District (TGRGCD) implements stage 3 water reduction requirements of their drought contingency plan.
- (B) Requirements for termination. Stage 3 of the plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for 60 consecutive days.

EXHIBIT A

(2) Response.

- (A) Goal. Achieve both a reduction in total water use and reduce the average Trinity Aquifer groundwater use for 30 consecutive days to less than 0.9 million gallons per day.
- (B) Supply management measures.
 - (i) Implementation of a surcharge on all water used over 10,000 gallons per residential account per billing period and 30,000 gallons per commercial account per billing period.
 - (ii) Landscape watering through an irrigation system is limited to once every other week.
 - (iii) Power washing sidewalks, driveways, pavement, the outside of buildings or other impervious surfaces is prohibited.
 - (iv) Watering with drip irrigation is allowed every Monday, Wednesday, and Friday.

(d-e) Stage 3 & 4, critical water shortage conditions.

(1) Triggers.

- (A) Requirements for initiation. Customers shall be required to comply with the requirements and restrictions on certain nonessential water uses provided in this plan when one (1) of three (3) conditions have been met:
 - (i) The static water level in the FORU observation well is equal to or less than 1,020 feet above mean sea level;
 - (ii) At any time that the water system's production wells are failing so that normal production of 1.2 million gallons per day of Trinity Aquifer groundwater cannot be maintained for seven (7) consecutive days; or
 - (iii) Guadalupe-Blanco River Authority (GBRA) or Trinity Glen Rose Groundwater Conservation District (TGRGCD) implements stage 3 & 4 water reduction requirements of their drought contingency plan.

(B) Requirements for termination. Stage 3 & 4 of the plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for 60 consecutive days.

(2) Response.

- (A) Goal. Limit consumption to domestic water use as defined in section 13.03.116.
- (B) Supply management measures.
 - ~~(i)~~ ~~Implementation of a surcharge on all water used over 10,000 gallons per residential account per billing period and 30,000 gallons per commercial account per billing period.~~ Implementation of a surcharge as described in Stage 3 remains in effect.
 - (ii) All nonessential water uses, as defined in section 13.03.116, are prohibited except for watering by handheld hose.
 - ~~(iii)~~ Watering with drip irrigation is allowed once a week as determined by the year-round watering day schedule.
 - ~~(iii)~~ ~~iv)~~ Golf course watering is limited to the use of effluent water provided by the FORU wastewater treatment plant or a water source other than that provided by FORU.
 - ~~(iv)~~ ~~v)~~ A moratorium is imposed on the issuance of irrigation (with the exception of newly built homes) and swimming pool permits. Swimming pools under construction during the implementation of this drought response shall be filled only with water purchased from a source other than FORU, unless approved by the City Manager or designee.

EXHIBIT A

- (v ~~vi~~) Hosston/Sligo aquifer water may be diverted to drinking water distribution, if authorized by TCEQ.
- (vi ~~vii~~) No application for new, additional, expanded, or increased-in-size water service connections, meters, service lines, pipeline extensions, mains, or water service facilities of any kind shall be approved, and time limits for approval of such applications are hereby suspended for such time as this drought response stage is in effect.
- (vii ~~viii~~) Water-flow restrictors may be installed on customer meters.

Appendix A Fee Schedule Article A9 (v) and (w) Water Charges – Drought Surcharge Rates are hereby amended as follows:

[Deletions shown as strikethrough and additions shown as underscore]

(v) Drought surcharge rates - Residential:

- (1) Stage 1, ~~moderate~~mild water shortage conditions - residential cost per 1,000 gallons:
 - (A) 0 – 20,000 gallons.....\$0.00
 - (B) 20,001 - 40,000 gallons.....\$5.00
 - (C) 40,001 - 60,000 gallons.....\$6.00
 - (D) 60,001 - 75,000 gallons.....\$7.00
 - (E) 75,001 - 100,000 gallons.....\$10.00
 - (F) Over 100,000 gallons.....\$12.50
- (2) Stage 2, ~~severe~~moderate water shortage conditions - residential cost per 1,000 gallons:
 - (A) 0 – 15,000 gallons.....\$0.00
 - (B) 15,001 - 20,000 gallons.....\$5.00
 - (C) 20,001 - 40,000 gallons.....\$7.50
 - (D) 40,001 - 60,000 gallons.....\$10.00
 - (E) 60,001 - 75,000 gallons.....\$15.00
 - (F) 75,001 - 100,000 gallons.....\$20.00
 - (G) Over 100,000 gallons.....\$30.00
- (3) Stage 3 severe and Stage 4 critical water shortage conditions - residential cost per 1,000 gallons:
 - (A) 0 – 10,000 gallons.....\$0.00.
 - (B) 10,001 - 20,000 gallons.....\$7.50
 - (C) 20,001 - 40,000 gallons.....\$10.00
 - (D) 40,001 - 60,000 gallons.....\$15.00

EXHIBIT A

- (E) 60,001 - 75,000 gallons.....\$20.00
- (F) 75,001 - 100,000 gallons.....\$30.00
- (G) Over 100,000 gallons.....\$35.00

(w) Drought surcharge rates - Commercial:**(1) Stage 1, ~~moderate~~ mild water shortage conditions - commercial cost per 1,000 gallons:**

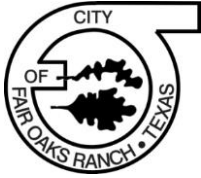
- (A) 0 - 50,000 gallons.....\$0.00
- (B) 50,001 - 60,000 gallons.....\$6.00
- (C) 60,001 - 75,000 gallons.....\$7.00
- (D) 75,001 - 100,000 gallons...\$10.00
- (E) Over 100,000 gallons.....\$12.50

(2) Stage 2, ~~severe~~ moderate water shortage conditions - commercial cost per 1,000 gallons:

- (A) 0 - 40,000 gallons.....\$0.00
- (B) 40,001 - 60,000 gallons.....\$10.00
- (E) 60,001 - 75,000 gallons.....\$15.00
- (F) 75,001 - 100,000 gallons.....\$20.00
- (G) Over 100,000 gallons.....\$30.00

(3) Stage 3 severe and Stage 4 critical water shortage conditions - commercial cost per 1,000 gallons:

- (A) 0 - 30,000 gallons.....\$0.00
- (B) 30,001 - 40,000 gallons.....\$10.00
- (D) 40,001 - 60,000 gallons.....\$15.00
- (E) 60,001 - 75,000 gallons.....\$20.00
- (F) 75,001 - 100,000 gallons.....\$30.00
- (G) Over 100,000 gallons.....\$35.00



CITY COUNCIL CONSENT ITEM

CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Approval of a resolution ordering a General Election to be held May 3, 2025, for the election of Council Member Place 3, Place 4, and Place 5; to authorize the election to be held as a joint election, and to authorize the City Manager to execute all documents in connection therewith

DATE: February 6, 2025

DEPARTMENT: City Secretary

PRESENTED BY: Consent: Christina Picioccio, TRMC, City Secretary

INTRODUCTION/BACKGROUND:

The Texas Election Code mandates that the City Council order an election no later than the 78th day before Election Day, which is February 14, 2025, for the upcoming May 3, 2025, election. This year, Council Places 3, 4, and 5 are up for reelection. Consistent with recent practice, the City will contract with Kendall County to administer the election. Attached for your consideration are the resolution (**Attachment A**) and the Joint Election Agreement (**Attachment B**).

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

Affords the citizens the opportunity to elect their local government officials and complies with State Election Code and City Charter.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

\$32,000 is budgeted for the May election.

LEGAL ANALYSIS:

Approved as to form.

RECOMMENDATION/PROPOSED MOTION:

Consent: I move to approve a resolution ordering a General Election to be held May 3, 2025 for the election of Council Member Place 3, Place 4, and Place 5; to authorize the election to be held as a joint election, and to authorize the City Manager to execute all documents in connection therewith.

A RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS, CALLING FOR A GENERAL ELECTION TO BE HELD ON MAY 3, 2025 FOR THE ELECTION OF CERTAIN CITY OFFICERS; PROVIDING PROCEDURES AND DEADLINES FOR THE FILING OF CANDIDATE APPLICATIONS TO BE PLACED ON THE BALLOT; FOR THE LOCATION AND TIME FOR EARLY VOTING; AUTHORIZING CONTRACTS WITH THE ELECTION ADMINISTRATOR OF KENDALL COUNTY, TEXAS TO CONDUCT THE ELECTIONS; AUTHORIZING THE ELECTIONS TO BE HELD AS A JOINT ELECTION; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL DOCUMENTS IN CONNECTION THEREWITH ON BEHALF OF THE CITY OF FAIR OAKS RANCH; AND PROVIDING FOR NOTICE OF SAID ELECTIONS TO THE PUBLIC AS REQUIRED BY LAW

WHEREAS, the laws of the State of Texas provide that on May 3, 2025, there shall be a general election for municipal officers; and

WHEREAS, the City of Fair Oaks Ranch is a Home Rule municipality located in Bexar County, Comal County, and Kendall County, adopted as authorized by Article XI, Section 5, of the Texas Constitution; and

WHEREAS, Section 4.01 of the City’s Charter requires the City of Fair Oaks Ranch to conduct an election for city officers annually on an authorized uniform election date; and

WHEREAS, pursuant to Chapter 3 of the Texas Election Code, the City Council of the City of Fair Oaks Ranch, Texas hereby calls for the above general election for municipal officers and hereby sets forth the procedures and requirements for the conduct of said election as prescribed by the Texas Election Code; and

WHEREAS, pursuant to Chapter 271 of the Texas Election Code, the City will contract with the Kendall County Elections Administrator to conduct this election.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS:

SECTION 1. The City of Fair Oaks Ranch hereby orders a Municipal General Election to be held on May 3, 2025, an authorized uniform election date, for the purpose of:

- a. Electing Council Members Place 3, Place 4, and Place 5.
 - i. The Council Members elected to Place 3, 4, and 5 shall serve a term of three years, with their terms terminating in 2028, or when their successors are duly elected;
 - ii. That at said election each of the aforementioned named City Council positions shall be voted upon separately and that the candidate receiving the majority votes for each said City Council position shall be elected to that office;
 - iii. That qualified persons desiring to be candidates in the aforementioned City Council Places shall file applications for candidacy with the City Secretary beginning at 8 AM on the 15th day of January and not later than 5:00 PM on the 14th day of February, 2025.

SECTION 2. All qualified voters of the City of Fair Oaks Ranch shall be entitled to vote in said election.

SECTION 3. Early voting in said elections shall be conducted during the early voting period designated as April 21 through April 29, 2025. The Kendall County Election Administrator is hereby charged with the duty of conducting early voting in said election, as required by law. Applications for ballot by mail shall be mailed to:

Staci L. Decker, REO, Elections Administrator elections@co.kendall.tx.us
Kendall County Elections Office Number: 830-331-8701
221 Fawn Valley Dr., STE 100
Boerne, TX 78006
<https://www.co.kendall.tx.us/page/Elections>

SECTION 4. The main early polling place for the holding of said election shall be at the Kendall County Courthouse Annex, 221 Fawn Valley, Boerne, Texas. Early voting will also be conducted in the Public Safety Training Room of the City of Fair Oaks Ranch Police Department, 7286 Dietz Elkhorn, Fair Oaks Ranch, Texas 78006. The following dates and times apply to both locations; and the entire City of Fair Oaks Ranch, Texas, for the purpose of holding said election shall be and constitute one Municipal election precinct.

Mon. April 21.....Holiday
Tues April 22 – Fri. April 25 8:00 AM to 6:00 PM
Sat. April 2610:00 AM to 4:00 PM
Sun. April 27Closed
Mon. April 28 – Tue. April 29 7:00 AM to 7:00 PM

SECTION 5. The polling place on Election Day shall be open from 7:00 AM to 7:00 PM. The election day polling place by personal appearance shall be at the Kendall County Courthouse Annex, 221 Fawn Valley, Boerne, Texas 78006 and the City of Fair Oaks Ranch Police Station, Public Safety Training Room, 7286 Dietz Elkhorn, Fair Oaks Ranch, TX 78015.

SECTION 6. Pursuant to Section 61.012, Texas Election Code, as amended, the City shall provide at least one accessible voting system in each polling place used in the election. Such voting system shall comply with Texas and federal laws establishing the requirement for voting systems that permit voters with physical disabilities to cast a secret ballot. Touch screen machines may be used for early voting and Election Day voting by personal appearance. Certain early voting may be conducted by mail. The Elections Administrator shall also utilize a Central Counting Station (the “**Station**”) as provided by Section 127.001, et seq., Texas Election Code, as amended. Kendall County Election Administrator Staci L. Decker, serving as the Elections Official Manager and Presiding Judge of the Stations, will appoint the Election Judges and Station Clerks for each Station location, and will establish a written plan for the orderly operation of the Station locations in accordance with the provisions of the Texas Election Code. The

Elections Administrator will appoint the Tabulation Supervisors which will also serve as the Programmers for the Stations. Lastly, the Elections Administrator will publish notice and conduct testing on the automatic tabulation equipment relating to the Stations and conduct instruction for the officials and clerks for the Stations in accordance with the provisions of the Texas Election Code. Voting by Mail ballot and Provisional Voting shall be done on paper ballot.

- SECTION 7.** The City Secretary shall serve as the election officer of the May 3, 2025, General Election of the City of Fair Oaks Ranch as required and authorized by law.
- SECTION 8.** The City Secretary is hereby authorized and directed to post notice of said election, in both English and Spanish, on a bulletin board used for posting notices of the City Council meetings of the City of Fair Oaks Ranch at 7286 Dietz Elkhorn, City of Fair Oaks Ranch, Texas (the polling places for the holding of said election) not later than the twenty-first (21) day before Election Day. Said notice shall remain posted through the end of Election Day.
- SECTION 9.** The City Secretary is further authorized and directed to cause notice of said election to be published in a newspaper of general circulation in the City of Fair Oaks Ranch at least once, not earlier than the thirtieth (30th) day nor later than the tenth (10th) day before Election Day.
- SECTION 10.** The City Secretary shall send a copy of the notice of said election to the County Clerk and Voter Registrar of Bexar, Comal, and Kendall County no later than the 60th day before Election Day.
- SECTION 11.** The Council authorizes the City Manager to negotiate and enter into one or more joint election agreements with other governmental organizations in accordance with the provisions of the Texas Election Code in such form as shall be approved by the City Manager, or his/her designee, and the City Attorney.
- SECTION 12.** The Council authorizes the City Manager to negotiate and enter into contracts with the Elections Administrator to conduct the elections in accordance with the provisions of the Texas Election Code in such form as shall be approved by the City Manager and the City Attorney.
- SECTION 13.** That the recitals contained in the preamble hereto are hereby found to be true and such recitals are hereby made a part of this resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.
- SECTION 14.** If any provision of this resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this resolution would have been enacted without such invalid provision.

SECTION 15. That it is officially found, determined, and declared that the meeting at which this resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

SECTION 16. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this resolution are hereby repealed to the extent of such conflict, and the provisions of this resolution shall be and remain controlling as to the matters resolved herein.

SECTION 17. This resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 18. This resolution shall be in force and effect from and after its final passage, and it is so resolved.

APPROVED on this the 6th day of February 2025.

Gregory C. Maxton, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Picioccio, TRMC
City Secretary

Denton Navarro Rodriquez Bernal Santee & Zech
P.C., City Attorney

ATTACHMENT B

JOINT ELECTION AGREEMENT

between **Kendall County** and the following Local Political Subdivision (LPS):

Boerne Independent School District
City of Boerne
City of Fair Oaks Ranch

This Agreement is entered into by and between the Kendall County Elections Administrator “ADMINISTRATOR” and the entities of Kendall County, and The City of Fair Oaks Ranch. They may be referred to, individually, as an “Entity” or, collectively, as the “Entities,” acting by and through their duly appointed and qualified representatives, pursuant to Texas Election Code Section 271.002(a).

It is agreed that the Entities will hold an election on **Saturday, May 3rd, 2025** (the “Joint Election”) under the following terms and conditions:

I.

Each Entity shall share the expense of the Main Early Voting and Election Day polling locations consisting of on-site voting equipment, payroll of election workers, and other costs common to each Entity’s election, as applicable to the specific Entity and agreed upon by the election services contract. Each Entity understands they will appear on a joint ballot and use joint forms and election materials, which will better serve the voters.

II.

The Entities agree that the Kendall County Elections Administrator, Staci L. Decker, will serve as the Early Voting Clerk and the Central Count Station Manager for the **May 3rd, 2025** election.

III.

The Entities agree that a single ballot, containing all the measures and offices to be voted on at a particular polling place, shall be used in this Joint Election.

IV.

Each Entity is responsible for giving notice of their election pursuant to Section 4.003 of the Texas Election Code.

V.

ADMINISTRATOR will tabulate the ballots and provide each entity a Certification of Election Results along with the returns of the election.

VI.

Each Entity will be responsible for canvassing its respective precinct returns for the Joint Election.

VII.

If an Entity cancels its election pursuant to section 2.053 of the election code, that Entity shall promptly notify ADMINISTRATOR. Cancellation of an Entities election shall not void this agreement for any remaining Entity conducting an election on **Saturday, May 3rd, 2025.**

VIII.

The undersigned persons are the duly authorized signatories of their Entities, and their signatures represent acceptance of the terms and conditions of this Agreement, as passed and approved by their respective governing bodies.

IX.

This Agreement may be executed in two or more counterparts. Together the counterparts shall be deemed an executed original instrument. An original signed copy of this agreement shall be provided to each entity who enters into contract with ADMINISTRATOR.

May 3rd, 2025 Joint General and Special Election (Estimate of Election Expenses)

Estimate of Election Expenses	Additional Info	Election Summary	City of Boerne	City of Fair Oaks Ranch	Boerne ISD
Section A. Estimated Cost of Election					
Ballot printing costs		\$750.00	\$250.00	\$250.00	\$250.00
Electronic Voting Systems Programming		\$7,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Coding	\$3,500.00				
Audio	\$3,000.00				
Layout	\$1,000.00				
Publication of Notices	(Public Test/EV/ED)	\$1,500.00	\$500.00	\$500.00	\$500.00
SUPPLIES: Election Kits	2 x \$50	\$100.00	\$34.00	\$33.00	\$33.00
SUPPLIES: Ballot By Mail		\$1,000.00	\$333.00	\$334.00	\$333.00
SUPPLIES: Ballot Activation Cards		\$4,000.00	\$1,333.00	\$1,333.00	\$1,334.00
Transportation of Equipment and Supplies	(UHAUL & Gas Re-fill)	\$150.00	\$50.00	\$50.00	\$50.00
COMMUNICATION: Hotspots	2 x \$37.50	\$75.00	\$25.00	\$25.00	\$25.00
Polling Place Rental		n/a	n/a	n/a	n/a
Postage	(Mail Media to ES&S)	\$100.00	\$34.00	\$33.00	\$33.00
SUBTOTAL		\$15,175.00	\$5,059.00	\$5,058.00	\$5,058.00
Section B. Early Voting Workers					
Main Early Voting Site		MAIN EV			
MONDAY IS CLOSED Tues - Fri (8am-6pm)	6 x 40hrs x \$12	\$2,880.00	\$960.00	\$960.00	\$960.00
Sat (10am-4pm)	6 x 6hrs x \$12	\$432.00	\$144.00	\$144.00	\$144.00
Sun (--am---pm)	CLOSED	n/a	n/a	n/a	n/a
Mon - Fri (7am-7pm)	6 x 50hrs x \$12	\$3,600.00	\$1,200.00	\$1,200.00	\$1,200.00
Branch Early Voting Site		BRANCH EV			
MONDAY IS CLOSED Tues - Fri (8am-6pm)	4 x 44hrs x \$12	\$2,112.00	n/a	\$1,056.00	\$1,056.00
Sat (10am-4pm)	4 x 7hrs x \$12	\$336.00	n/a	\$168.00	\$168.00
Sun (--am---pm)	CLOSED	n/a	n/a	n/a	n/a
Mon - Fri (7am-7pm)	4 x 55hrs x \$12	\$2,640.00	n/a	\$1,320.00	\$1,320.00
Branch Early Voting Judge	1 x 80hrs x \$14	\$1,120.00	n/a	\$560.00	\$560.00
Branch Early Voting Judge (Overtime)	1 x 26hrs x \$21	\$546.00	n/a	\$273.00	\$273.00
SUBTOTAL		\$9,024.00	\$2,304.00	\$3,360.00	\$3,360.00

May 3rd, 2025 Joint General and Special Election (Estimate of Election Expenses)

Estimate of Election Expenses	Additional Info	Election Summary	City of Boerne	City of Fair Oaks Ranch	Boerne ISD
Section C. Election Day Workers					
Election Day Judges & Clerks					
Vote Center # 1 (City Hall)	2 x 15 x \$14 / 4 x 15 x \$12	\$1,140.00	\$380.00	\$380.00	\$380.00
Vote Center # 2 (Fair Oaks Ranch)	2 x 15 x \$14 / 4 x 15 x \$12	\$1,140.00	n/a	\$570.00	\$570.00
DELIVERY FEE - Presiding/Alternate Judges	2 x \$25	\$50.00	\$16.00	\$17.00	\$16.00
Early Voting Ballot Board Personnel					
Judges	4 x 5hrs x \$14	\$560.00	\$186.67	\$186.66	\$186.67
Clerks	4 x 5hrs x \$12	\$480.00	\$160.00	\$160.00	\$160.00
Central Count Station Personnel					
Judges	4 x 6hrs x \$14	\$336.00	\$112.00	\$112.00	\$112.00
Clerks	6 x 4hrs x \$12	\$288.00	\$96.00	\$96.00	\$96.00
Provisional and Late Ballot Board Personnel					
Judges	2 x 2hr x \$14	\$56.00	\$18.66	\$18.67	\$18.67
Clerks	2 x 2hr x \$14	\$56.00	\$18.67	\$18.67	\$18.66
Tech Support					
Vendor Site Support	(ES&S)	n/a	n/a	n/a	n/a
Election Day Site Support Personnel	1 x 15 x \$18	\$270.00	\$90.00	\$90.00	\$90.00
County Employees Miscellaneous					
Chief Deputy Elections Administrator <i>*Beyond 40 hrs*</i>	Rate: \$44.11 x 30hrs	\$1,323.30	\$441.10	\$441.10	\$441.10
Deputy Elections Administrator <i>*Beyond 40 hrs*</i>	Rate: \$36.62 x 30hrs	\$1,098.60	\$366.20	\$366.20	\$366.20
Deputy Elections Administrator <i>*Beyond 40 hrs*</i>	Rate: \$35.19 x 30hrs	\$1,055.70	\$351.90	\$351.90	\$351.90
Reimburse County for Mileage for personal vehicle use		\$250.00	\$83.33	\$83.33	\$83.34
Training - Election Workers					
Early Voting Personnel	20 x \$30	\$600.00	\$200.00	\$200.00	\$200.00
Election Day Personnel	10 x \$30	\$300.00	\$100.00	\$100.00	\$100.00
	SUBTOTAL	\$9,003.60	\$2,620.53	\$3,191.53	\$3,190.54
Sections A-C Total		\$33,202.60	\$9,983.53	\$11,609.53	\$11,608.54
Section D. Administrative Fee					
Elections Services Contract Administrative Fee	(Election Total x 10%)	\$3,320.26	\$998.35	\$1,160.95	\$1,160.85
	SUBTOTAL	\$3,320.26	\$998.35	\$1,160.95	\$1,160.85

May 3rd, 2025 Joint General and Special Election (Estimate of Election Expenses)

Section D Rental of Electronic Voting Equipment					
Early Voting (Main Location)	ExpressVotes/DS200	\$6,168.00	\$1,542.00	\$1,542.00	\$1,542.00
Early Voting (Branch Location)	ExpressVotes/DS200	\$6,168.00	\$1,542.00	\$1,542.00	\$1,542.00
Election Day (Vote Center 1)	ExpressVotes/DS200	\$771.00	\$192.75	\$192.75	\$192.75
Election Day (Vote Center 2)	ExpressVotes/DS200	\$771.00	\$192.75	\$192.75	\$192.75
SUBTOTAL		\$13,878.00	\$3,469.50	\$3,469.50	\$3,469.50
TOTAL ESTIMATED COST OF ELECTION:		\$50,400.86	\$14,451.38	\$16,239.98	\$16,238.89

MAY 3, 2025 JOINT GENERAL AND SPECIAL ELECTION

KENDALL COUNTY, TEXAS

Division of Expenses

Item to be Divided	Special Notes
Ballot Printing Costs	To be divided equally among entities conducting an election.
Publication of Notices <ul style="list-style-type: none"> ○ Notice of Public Test of Equipment ○ Early Voting Notices ○ Election Day Notices (to include polling locations) 	To be divided equally among entities conducting an election.
Programming Media: Election Systems and Software	To be divided equally among entities conducting an election.
Supplies: Ballot By Mail, Early Voting, Election Day & Central Count	To be divided equally among entities conducting an election.
Early Voting Clerks (Main location)	To be divided equally among entities conducting an election.
Early Voting Clerks (Branch location)	To be paid for by the requesting entity.
Election Day Judges & Clerks	This will be split according to the precincts your jurisdiction falls within.
Training of Election Workers	This will be paid for by the County. (Only when it's a County ORDERED Election)
Pickup & Delivery of Election Equipment and Supplies	This will be split according to the precincts your jurisdiction falls within.
Early Voting Ballot Board Personnel	To be divided equally among entities conducting an election.
Central Count Station Personnel	To be divided equally among entities conducting an election.
Provisional & Late Ballot Board Personnel	To be divided equally among entities conducting an election.
Election Day Site Support Personnel (Including Vendor Support)	This will be paid for by the County. (Only when it's a County ORDERED Election)
Postage	To be divided equally among entities conducting an election.
Vehicle Mileage (Employees)	To be paid for by the requesting entity.

Exhibit D

MAY 3, 2025 JOINT GENERAL AND SPECIAL ELECTION

KENDALL COUNTY, TEXAS

Main Early Voting Location and Hours

Polling Place		Address				City/State	
Kendall County Courthouse Annex		221 Fawn Valley Dr				Boerne, Texas 78006	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
<i>Apr. 20</i>	<i>Apr. 21</i>	<i>Apr. 22</i>	<i>Apr. 23</i>	<i>Apr. 24</i>	<i>Apr. 25</i>	<i>Apr. 26</i>	
CLOSED	HOLIDAY SAN JACINTO DAY	8:00 am – 6:00 pm	8:00 am – 6:00 pm	8:00 am – 6:00 pm	8:00 am – 6:00 pm	10:00 am – 4:00 pm	
<i>Apr. 27</i>	<i>Apr. 28</i>	<i>Apr. 29</i>	<i>Apr. 30</i>	<i>May 1</i>	<i>May 2</i>	<i>May 3</i>	
CLOSED	7:00 am – 7:00 pm	7:00 am – 7:00 pm	CLOSED	CLOSED	CLOSED	ELECTION DAY	

Branch Early Voting Location and Hours

Polling Place		Address				City/State	
Fair Oaks Ranch Police Department		7286 Dietz Elkhorn				Fair Oaks Ranch, TX 78015	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
<i>Apr. 20</i>	<i>Apr. 21</i>	<i>Apr. 22</i>	<i>Apr. 23</i>	<i>Apr. 24</i>	<i>Apr. 25</i>	<i>Apr. 26</i>	
CLOSED	HOLIDAY SAN JACINTO DAY	8:00 am – 6:00 pm	8:00 am – 6:00 pm	8:00 am – 6:00 pm	8:00 am – 6:00 pm	10:00 am – 4:00 pm	
<i>Apr. 27</i>	<i>Apr. 28</i>	<i>Apr. 29</i>	<i>Apr. 30</i>	<i>May 1</i>	<i>May 2</i>	<i>May 3</i>	
CLOSED	7:00 am – 7:00 pm	7:00 am – 7:00 pm	CLOSED	CLOSED	CLOSED	ELECTION DAY	

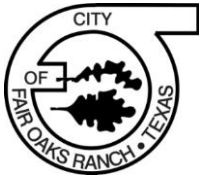
Exhibit E

MAY 3, 2025 JOINT GENERAL AND SPECIAL ELECTION

KENDALL COUNTY, TEXAS

Election Day Vote Centers

Vote Center	Location	Address	City/State/Zip
1	City Hall	447 N. Main Street	Boerne, Texas 78006
2	Fair Oaks Ranch Police Department (Training Room)	7286 Dietz Elkhorn	Fair Oaks Ranch, Texas 78015



**CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS**

AGENDA TOPIC: Consideration and possible action approving a resolution authorizing the execution of a work authorization with STV, Inc. for engineering services in support of the Ammann Road Reconstruction Project

DATE: February 6, 2025

DEPARTMENT: Engineering Services

PRESENTED BY: Grant Watanabe, P.E., Director of Public Works and Engineering Services

INTRODUCTION/BACKGROUND:

The City requires engineering services for the Ammann Road Reconstruction Project. As proposed, the project will reconstruct approximately 2.17 miles of Ammann Road, from the northern city limit at the Kendall County line to the eastern city limit at the Comal County line, while incorporating drainage improvements, utility and driveway adjustments.

The planned pavement width is approximately 26 feet, which includes two 11-foot wide lanes and two-foot paved shoulders on both sides of the roadway. The current Right of Way (ROW) width varies from 40-46 feet, and no additional ROW is expected to be needed for this project.

Among the City’s four on-call consultants in the Roadway CIP category, STV, Inc. (formerly CP&Y, Inc.) was identified as the best qualified for the Ammann Road Reconstruction Project. They have extensive experience in transportation, drainage and multi-disciplinary projects in the San Antonio area and provided exemplary engineering services to the City on past projects such as the Water Plant 2 Hydropneumatic Tank Upgrade.

In September 2024, city staff and the General Engineering Consultant (GEC) completed scope and fee negotiations with STV, Inc. for engineering services. The scope includes project administration, environmental services, field and ROW surveying, subsurface utility engineering (SUE), utility coordination, geotechnical investigation, schematic design, and preparation of final plans, specifications and estimates. During the schematic design phase, the consultant will develop up to three low water crossing alternatives for consideration. The scope also contains several supplemental services, including preparation of environmental reports and coordination with the Texas Historical Commission, preparation of Right of Entry agreements needed for surveying adjacent properties, and SUE test hole services.

The cost for engineering base services is \$716,745, and the cost for supplemental services is \$33,872.50, for a total cost of \$750,617.50. The GEC provided a recommendation letter (**Exhibit 1**) to accept the consultant’s proposal as fair and reasonable. The draft work authorization (**Exhibit 2**) and a copy of the consultant’s proposal (**Exhibit 2A**) is also attached.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

- Supports Priority 3.4 of the Strategic Action Plan to Enhance and Ensure Continuity of Reliable Roadway Improvement Initiatives
- Improves public safety by reconstructing the roadway, to include paved shoulders, replacing signage and upgrading drainage features
- Complies with procurement requirements for professional services

LONGTERM FINANCIAL & BUDGETARY IMPACT:

In accordance with the adopted Roadway CIP, the City plans to fund engineering services for this road bond project across two fiscal years: FY 2024-25 (\$439,699) and FY 2025-26 (\$435,512). Due to savings on the Battle Intense Mill and Overlay bond project, the entire design phase (\$662,062.50) can be funded this fiscal year, with remaining bid and construction phase services (\$88,555) to be funded at a future date. The total cost for engineering services is \$750,617.50.

LEGAL ANALYSIS:

The City Attorney has reviewed and approved the resolution as to form. A work authorization will be issued pursuant to the Standard Professional Services Agreement with STV, Inc., executed on February 24, 2022.

RECOMMENDATION/PROPOSED MOTION:

I move to approve a resolution authorizing the execution of a work authorization with STV, Inc. for engineering services in support of the Ammann Road Reconstruction Project for \$662,062.50, and a subsequent work authorization for \$88,555.00, for a total value not to exceed \$750,617.50, expenditure of the required funds, and execution of all applicable documents by the City Manager.

A RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS AUTHORIZING THE EXECUTION OF A WORK AUTHORIZATION WITH STV, INC. FOR ENGINEERING SERVICES FOR THE AMMANN ROAD RECONSTRUCTION PROJECT, EXPENDITURE OF THE REQUIRED FUNDS, AND EXECUTION OF ALL APPLICABLE DOCUMENTS BY THE CITY MANAGER

WHEREAS, the City Council identified the Ammann Road Reconstruction Project as a high priority in the adopted Roadway Capital Improvement Plan, and

WHEREAS, the project includes the complete replacement of the roadway from the northern city limit at the Kendall County line to the eastern city limit at the Comal County line, drainage improvements, utility and driveway adjustments, and

WHEREAS, the planned pavement width is approximately 26 feet, which includes two 11-foot wide lanes and two-foot paved shoulders on both sides of the roadway, and

WHEREAS, voters of the City of Fair Oaks Ranch approved the issuance of general obligation bonds in the May 2024 election for the design and construction of this project, and

WHEREAS, the cost for engineering services, including surveying, schematic design, preparation of final plans, specifications and estimates, and bid and construction phase services is \$716,745, and the cost for supplemental services is \$33,872.50, the total of which is \$750,617.50, and

WHEREAS, the City Council deems it necessary to obtain engineering services for the Ammann Road Reconstruction Project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS:

Section 1 The City Council hereby authorizes the City Manager to execute a work authorization with STV, Inc. for engineering services for the Ammann Road Reconstruction Project for \$662,062.50, and a subsequent work authorization for \$88,555.00, to expend required funds up to a total value of \$750,617.50, and to execute any and all applicable documents to effectuate this resolution.

Section 2. That the recitals contained in the preamble hereto are hereby found to be true and such recitals are hereby made a part of this resolution for all purposes and are adopted as a part of the judgment and findings of the Council.

Section3. If any provision of this resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this resolution would have been enacted without such invalid provision.

Section 4. That it is officially found, determined, and declared that the meeting at which this resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this

resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 5. All resolutions or parts thereof, which are in conflict or inconsistent with any provision of this resolution are hereby repealed to the extent of such conflict, and the provision of this resolution shall be and remain controlling as to the matters resolved herein.

Section 6. This resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 7. This resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED, APPROVED, and ADOPTED on this 6th day of February 2025.

Gregory C. Maxton, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Picioccio, TRMC
City Secretary

Denton Navarro Rodriguez Bernal Santee & Zech
P.C., City Attorney



September 30, 2024

Sent Via Email

Grant Watanabe, P.E.
Director of Public Works & Engineering Services
City of Fair Oaks Ranch
7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78015

**RE: Ammann Road Reconstruction
STV, Inc Scope and Fee (Design and Construction)
City of Fair Oaks Ranch Project CIP Id: 6**

Dear Grant,

The General Engineering Consultant (GEC) Team has reviewed the revised proposal from STV, Inc dated September 03, 2024. STV, Inc (formerly CP&Y) was selected as part of the City of Fair Oaks Ranch's on-call engineering services.

The project will include advancement of the schematic design to final design, bid, and construction necessary to reconstruct Ammann Road from the West City Limits to the East City Limits with proposed width modifications. STV's fees are summarized in Table 1, below.

Table 1 - Engineering Fee Summary

	Fee	Duration
Base Scope	\$716,745	600 Calendar Days

We are recommending approval of the STV, Inc Proposal of \$716,745. If you have any questions, please feel free to contact me at mike.garza@leg-pllc.com or 210.660.1960, extension 401.

Respectfully,

Oscar Michael Garza, PE, PTOE, RSP₁
General Engineering Consultant Program Manager
Legacy Engineering Group

Enclosures (1): STV, Inc. Proposal Dated September 03, 2024

Cc: Steve Fried, Acting Assistant Public Works Director



**SCOPE OF SERVICES
WORK AUTHORIZATION #002 – AMMANN ROAD RECONSTRUCTION
ON-CALL ENGINEERING SERVICES CONTRACT
STV, INC / CITY OF FAIR OAKS RANCH**

GENERAL DESCRIPTION

The City of Fair Oaks Ranch requires surveying and engineering services for the Ammann Road Reconstruction project. The project will reconstruct approximately 2.17 miles of Ammann Road, between the northern city limit at the Kendall County line and the eastern city limit at the Comal County line. The project will incorporate drainage improvements to two culvert crossings and at-grade existing low water crossings, provide two-foot paved shoulders on both sides of the roadway, and utility adjustments as needed.

SCOPE OF SERVICES

Provide surveying and engineering services as described in STV, Inc. scope and fee proposal dated September 3, 2024 (Exhibit A). This includes project administration, environmental services, field and ROW surveying, subsurface utility engineering (SUE), utility coordination, geotechnical investigation, schematic design, and preparation of final plans, specifications and estimates. During the schematic design phase, the consultant shall develop up to three low water crossing alternatives for consideration. The scope of this work authorization also contains several supplemental services, including preparation of environmental reports and coordination with the Texas Historical Commission, preparation of Right of Entry agreements needed for surveying adjacent properties, and SUE test hole services.

This work authorization does not include bid or construction phase services. The City plans to issue an addendum to this work authorization for bid and construction phase services, as described in Exhibit A, at a future date.

PROJECT ASSUMPTIONS/EXCLUSIONS

See Exhibit A.

COMPENSATION:

The fees identified below shall be considered lump sum for the project and will not be exceeded without prior approval by the City. Services will be invoiced monthly based on a percent of completion of each task.

<u>Base Services (Lump Sum)</u>	
30% Schematic Design Phase	\$297,130.00
90% and 100% Design Phase	\$331,060.00



EXHIBIT 2

Item #10.

7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78015
Bus: 210-698-0900
www.fairoaksranchtx.org

<u>Supplemental Services (lump sum)</u>	
Environmental	\$ 15,345.00
Survey (Right of Entry)	\$ 1,200.00
Subsurface Utility Engineering (SUE)	\$ 17,327.50
TOTAL FEE	\$662,062.50

By signing below, both parties agree to the scope of services and compensation stated above per the provisions within the Standard Professional Services Agreement executed on February 24, 2022.

Accepted for **City of Fair Oaks Ranch**

Accepted for **STV, Inc.**

By: _____
Name: Scott Huizenga
Title: City Manager
Date: _____

By: _____
Name: Jaime Aguilar, P.E.
Title: Vice President / Area Manager
Date: _____



September 3, 2024

Grant Watanabe, P.E.
 Director of Public Works & Engineering Services
 City of Fair Oaks Ranch
 7286 Dietz Elkhorn
 Fair Oaks Ranch, TX 78015

Re: Proposal for Engineering Services
 Ammann Rd Reconstruction

Dear Mr. Watanabe,

STV, Inc. (STV) is pleased to submit this not to exceed lump sum fee proposal for engineering services to the City of Fair Oaks Ranch for the above referenced project. Included in this fee proposal, STV will have the following subconsultants:

- STV Survey for topographic and field survey services (Attachment C).
- STV SUE for underground utility locates and Level A utility investigation services (Attachment D)
- HVJ Associates for geotechnical and pavement design services (Attachment E).
- SWCA Environmental Consultants for environmental clearance and permitting services (Attachment F).

Project Understanding

This project includes the design, bid, construction and close-out phase services for Ammann Rd from West City Limits to East City Limits.

Project Tasks

The scope of services is listed in Attachment A.

Project Duration and Proposed Fee *

Task	Task Duration (Calendar Days) *
<u>Base Services</u>	
Topographic Survey / Data Collection	40 days from Notice to Proceed (NTP)
30% Schematic Design Phase	50 days from completion of Topographic Survey
90% Design Phase	90 days from approval of 30% schematic design phase
100% Design and Bid Phases	30 days for 100% submittal from approval of 90% design and 30 days for bid advertising
Construction Phase	Estimated 360 days (12 months)
<u>Supplemental Services</u>	
ENVIRONMENTAL	Estimated 180 days (6 months)
SURVEY	TBD
SUE	TBD

* Schedule subject to change based on review time and utility coordination

Engineering Services Fee Proposal
 City of Fair Oaks Ranch
 Ammann Rd Reconstruction
 September 3, 2024

The attached Fee Estimate is summarized below:

Task	Task Fee
<u>Base Services</u>	
30% Schematic Design Phase	\$297,130
90% & 100% Design Phase	\$331,060
Construction Phase & Project Close-Out	\$88,555
Base Services Subtotal	\$716,745
<u>Supplemental Services</u>	
ENVIRONMENTAL	\$15,345.00
SURVEY	\$1,200.00
SUE	\$17,327.50
Supplemental Services Subtotal	\$33,872.50
TOTAL	\$750,617.50

Project Scope Exclusions

Please note that this fee proposal only includes the tasks and fees for the work described above and listed in Attachment A. A separate fee proposal can be developed for other services as needed per City of Fair Oaks Ranch request.

We look forward to working with you on this important project. If you have any questions or comments, please feel free to contact me at 210.798.2309.

Sincerely,
 STV, Inc.

TBPE Firm No. F-204
 Jaime Aguilar, P.E.
 Vice President / Area Manager

- Attachments: Attachment "A" – Scope of Services
 Attachment "B" – Engineering Service Fee Breakdown
 Attachment "C" – STV Survey
 Attachment "D" – STV SUE
 Attachment "E" – HVJ Associates
 Attachment "F" – SWCA Environmental Consultants

ATTACHMENT A

**ATTACHMENT A
SCOPE OF WORK
AMMANN ROAD FROM WEST CITY LIMITS TO EAST CITY LIMITS
SERVICES TO BE PROVIDED BY CONSULTANT**

The City of Fair Oaks Ranch (CITY) is proposing to reconstruct Ammann Road between the west city limits and the east city limits, approximately 2.17 miles in length (PROJECT). The work to be performed by **STV, Inc.** (CONSULTANT) under this work authorization will consist primarily of the preparation of plans, specifications, & estimate (PS&E) and bidding documents for the preliminary and final design, and construction phase services. Deliverables will include Preliminary Design Schematic (30% submittal), Final Design (90% submittal), Final Contract Documents (100% construction drawings, specifications, and probable cost of construction), any required permits, and preparing record drawings.

The STV, Inc. team will be working together with sub-consultants to produce the final deliverables for the PROJECT. STV Survey will provide field survey services, STV SUE will perform underground utility locates and Level A quality utility investigations, HVJ Associates will perform the soil borings for the geotechnical report including geotechnical investigations and pavement design, and SWCA Environmental Consultants will provide the environmental clearance and permitting services.

Project Description

The PROJECT will include the reconstruction of approximately 2.17 miles of Ammann Road to include a full-depth reconstruction of the mainlanes, the addition of 2-foot shoulders on both sides of the roadway, drainage improvements to two culvert crossings and at-grade existing low water crossings, and utility adjustments as needed. Existing Right-of-Way (ROW) is approximately 40-feet. No additional ROW for the project is anticipated.

Governing Specifications and Manuals

General

The CONSULTANT will design the deliverables to meet the criteria set by the latest versions of the TxDOT CAD Standards and the latest version of the TxDOT Specifications for Construction and Maintenance of Highways, Streets, and Bridges for each engineering discipline. Cost estimates will be derived using the latest month version of the TxDOT Average Low Bid Unit Prices.

The design standards to be used in all phases will be the latest version of the TxDOT Roadway Design Manual, and the American Association of State Highway and Transportation Officials (“AASHTO”) Green Book and Roadside Design Guide as appropriate. The pavement section will be designed to meet applicable TxDOT pavement design criteria.

Proposed SW3P design will meet the criteria set forth by the latest version of the latest version of the TxDOT Stormwater Pollution Prevention Plan (SW3P) Guidance Manual.

A. ENVIRONMENTAL STUDIES

1. ENVIRONMENTAL SERVICES

- a. Perform desktop research to obtain readily available, digital environmental constraints information from appropriate local, state, and federal agencies. Prepare desktop analysis summary report with potential findings and recommendations.

2. ASSUMPTIONS

- a. The scope of services described herein includes the following assumptions. If after further review of the proposed project these assumptions are determined invalid, or if any changes to the project’s scope of work occur rendering these assumptions invalid, then additional environmental services may be required. Additional required services would be performed under supplemental agreement.
 - The proposed project will occur within existing ROW and public utility easements.
 - The proposed project will involve 5 acres or more of ground disturbance and 5,000 or more cubic yards of earth moving and require coordination with THC.

3. EXCLUSIONS

- a. The following items are specifically excluded from this scope of services. If these services are determined necessary after the initial project evaluation, then the services would be performed under supplemental agreement
 - USACE coordination, including Section 404 permitting and/or mitigation.
 - Archeological survey and/or historic structure survey, including application for an Antiquities Permit and/or preparation of historic research design.
 - Field surveys for federal and state-listed threatened and endangered species.
 - USFWS and TPWD coordination/consultation.
 - Phase I Environmental Site Assessment or other hazardous materials review.
 - Landscape Details: No landscape features at subdivision entrance locations will be

included for the roadway ROW corridor. The CONSULTANT will identify conflicts with existing irrigation. A note in the plans will inform the contractor that reconstruction of these items will be the responsibility of the contractor and will be considered a Lump Sum item.

B. TOPOGRAPHIC AND PLANIMETRIC SURVEY DATA

1. SURVEY SERVICES

The CONSULTANT will obtain the services of a Registered Professional Land Surveyor to perform field surveys. All survey services will comply with the latest revision of the Professional Land Surveying Practice Act of the State of Texas and will be accomplished under the direct supervision of a currently licensed State of Texas Registered Professional Land Surveyor.

- a. Gather ownership and deed information of adjacent properties for basefiles.
- b. Research plats, right of way maps, deeds, platted easements, and survey for fence corners, monuments, iron pins, and other ROW markers within the project limits and within the ROW. Analyze data collected to establish the existing ROW.
- c. Establish project control for the site in NAD 83 (HARN '93) horizontal datum, Texas State Plane Coordinate System South Central Zone surface coordinates and NAVD '88 (GEOID 12B) for the vertical datum.
- d. Perform topographic survey of site. CONSULTANT will include, but not limit to, the following features in the topographic basemaps:
 - Pavement Edges
 - Concrete Curbs
 - Driveways
 - Sidewalks
 - Pedestrian Ramps
 - Handrails
 - Fences
 - Street Signs
 - 8" or larger trees (size, type, and canopy in basefiles)
 - Ground Boxes
 - Fire Hydrants
 - Manholes
 - Manhole Invert Elevations
 - Valves
 - Meters
 - Utility Poles

- Mailboxes
 - Boulders along ROW (size in basefiles)
 - Storm Sewer Systems
 - Culvert Crossings
 - Headwalls
- e. Contact Texas811 and locate any visible utility markups.
- f. Prepare and submit Right of Entries to City where entry needed by Survey team, estimated up to 8 property owners. CITY will coordinate with property owners to obtain signatures.

2. DELIVERABLES

- a. Planimetric Basefiles (MicroStation OpenRoadsDesigner or MicroStation V8i SS10)
- b. Triangular Irregular Network (TIN) Files
- c. Survey Control Layouts (to be included in PS&E submittals)

C. SUBSURFACE UTILITY ENGINEERING (SUE)

1. SUE SERVICES

- a. Utility Investigations: Utilizing non-destructive surface geophysical techniques and reference to established survey control.
 - Designate Quality Level B
- b. Compile "Record Drawings" information from plans, plats, and other location data provided by the utility companies.
- c. Coordinate with Surveyor to tie utility locates positions
- d. Correlate utility owner records with designating data and resolve discrepancies using professional judgement.
- e. Create color-coded composite utility basefile with legend including utility owner names, quality level, utility size, utility locate type, and current utility company point of contact. Basefile to include scalable linestyles depicting size, type, and quality level [e.g., 4" G (D)]

2. DELIVERABLES

- a. Existing Utility Layouts
- b. Designated Quality Level Basefiles

D. UTILITY COORDINATION

1. UTILITY COORDINATION SERVICES

- a. Utility Coordination Meetings: The CONSULTANT will coordinate and attend up to four (4) utility coordination meetings with existing and near future utility owners within the project limits. These meetings will serve to determine scope of utility relocations and minimize utility

conflicts through design where reasonable and adequate information is provided.

- Technical assistance and meeting exhibits will be developed for each meeting.
 - Verification Letters: Obtain from each utility owner stating that the provided information is correct.
- b. Proposed Utility Alignment Review: The CONSULTANT will review proposed alignments from utility owners to verify no additional conflicts are present. Constructability and conformance to utility regulations is the responsibility of each utility company.

2. DELIVERABLES

- a. Utility Conflict Matrix
- b. Utility Tracking Report

E. GEOTECHNICAL INVESTIGATION (HVJ)

1. ENGINEERING SERVICES

- a. Field Reconnaissance and Exploration: The CONSULTANT will conduct four (4) pavement cores/bores at a depth max of 10-feet and two (2) cores/bores at culvert crossings at a depth max of 25-feet. Samples will be obtained at 2-foot intervals using appropriate method for soil type. Core/bore locations to be coordinated with the CITY. Continuous rock coring is not included in the scope of work.
- Visual Condition Survey: Utilized to determine core/boring locations.
 - Mark Core/Boring Locations and Call In Locates
 - Schedule and Direct Pavement Coring and Drilling Operations
 - Provide Traffic Control: Assure to meet appropriate requirements.
 - Data Collection: Existing pavement thickness will be measured for each layer, stabilizer additives will be checked for in aggregate base and subgrades, sample of aggregates and subgrades will be obtained for testing.
 - Laboratory Testing
 - Laboratory Program: Laboratory testing will be performed on recovered samples selected by the CONSULTANT to aid in soil classification and to measure engineering properties.

2. DELIVERABLES

- a. Geotechnical Analysis Report
- b. Pavement Report
 - Pavement Section Recommendations: The CONSULTANT will provide up to three (3) different recommendations. Different subgrade stabilization methods and/or surface materials will be analyzed.

F. PRELIMINARY SCHEMATIC DESIGN PHASE**1. ENGINEERING SERVICES****a. PROJECT ADMINISTRATION AND COORDINATION**

1. Prepare monthly invoices and Progress Reports.
2. Update Project Schedule
3. Monthly Status Report of Decisions/Agreements made and unresolved or pending issues
4. Attend Project Kick-Off Meeting
5. Attend monthly coordination meetings with CITY
6. Perform QC/QA (Schematic, 90%, and 100%)
7. Comment resolution meetings (Schematic and 90%)

b. SCHEMATIC DESIGN OUTLINE

- Develop Base Maps
- Analyze Existing Conditions
- Schematic Alternatives
 - Up to three (3) low-water crossing alternative designs
 - The Engineer shall develop geometric design schematics based on the conceptual schematics.
 - The geometric schematic plan view shall contain the following design elements:
 1. Calculated roadway alignments for main lanes and cross streets at intersections.
 2. Horizontal curve data shown in tabular format
 3. Pavement edges, curb lines, sidewalks for all roadway improvements
 4. Typical sections of existing and proposed roadways
 5. Existing and proposed major utilities
 6. Existing property lines and respective property ownership information
 7. Existing ROW and easement
 8. ROW and easements requirements adequate for preparation of ROW maps
 9. Waters of the US (WOUS)
 10. Lane lines, shoulder lines, and direction of traffic flow arrows indicating the number of lanes on all roadways
 - The geometric schematic profile view shall contain the following design elements:
 1. Calculated profile grade and vertical curve data including “K” values
 2. Existing ground line profiles
- Cross Sections for Preferred Alternative
 - Every 100 feet and at culvert locations in conjunction with the Geometric Schematic

- Will be utilized for earthwork volumes and cost estimates
- c. Preliminary Hydrology and Hydraulics Report for the PROJECT limits to conform to the criteria set by the latest version of the TxDOT Hydraulic Design Manual.

d. DELIVERABLES

- Schematic Scroll including vertical profile (24" tall paper) (per alternative)
- OPCC (per alternative)
- Cross Section Scroll (24" tall paper) (per alternative)
- Preliminary Hydrology and Hydraulics Report
- Preliminary Geotechnical Report
- Preliminary Environmental Studies Report
- KMZ File to view on Google Earth (per alternative)
- Utility Conflict Matrix

G. FINAL PS&E DESIGN PHASE

1. ENGINEERING SERVICES

a. PROJECT ADMINISTRATION AND COORDINATION

- The CONSULTANT will incorporate comments from the schematic design phase submittal.
- The CONSULTANT will coordinate with joint bid utility owners and include proposed utility plans within the design deliverable.

b. ROADWAY DESIGN

- General Plan Sheets: The CONSULTANT will prepare 11"x17" format General Plan Sheets that include:
 - Title Sheet
 - Index of Sheets
 - General Notes
 - Project Layout Sheets (1" = 100')
- Typical Sections: The CONSULTANT will prepare existing and proposed typical sections. All typical sections will show pertinent information such as pavement section, right of way, travel lane widths, shoulder widths, border widths, centerline, side slopes, and/or retaining walls. Plan sheets will be in 11"x17" format.
- Roadway Plan Sheets: The CONSULTANT will prepare 11"x17" format sheets for the following roadway pertinent items:
 - Roadway Quantity Summary
 - Removal Layouts (1" = 50')
 - Horizontal Alignment Data Sheet
 - Roadway Plan & Profile Layouts (1" = 50' Horizontal & 1" = 10' Vertical)

- Cross Street Plan & Profile Layouts (1" = 50' Horizontal & 1" = 10' Vertical)
- Driveway Profile Sheets (1" = 50' Horizontal & 1" = 10' Vertical)
- Intersection Layouts (1" = 50')
- Miscellaneous Detail Sheets
- Applicable Standards
- Traffic Control Plan: The CONSULTANT will prepare the following pertinent TCP 11"x17" format sheets in accordance with the most recent version of the Texas Manual of Uniform Traffic Control Devices (TMUTCD). The plan layouts will identify construction phasing work areas and notations for construction phasing, staging, and traffic handling.
 - TCP Quantity Summary
 - TCP Sequence of Construction/Narrative
 - TCP Layouts (1" = 50')
 - TCP Detour Layouts (1" = 100')
 - Applicable Standards
- Cross Sections: The CONSULTANT will prepare 11"x17" format cross section sheets at a rate of 100' along the proposed centerline. Cross sections will include cross streets, driveways, and critical locations. Utilities and storm sewer will be illustrated in the cross sections to the closest approximation (1" = 10')

c. DRAINAGE DESIGN

- Hydraulic Design: The CONSULTANT will prepare the following 11"x17" format plan sheets
 - Drainage Area Maps (1" = 100')
 - Roadside Ditch Layouts (1" = 50')
 - Drainage Calculation Sheets
- Hydrologic Design: The CONSULTANT will prepare the following 11"x17" format exterior drainage plan sheets
 - Culvert Layouts (1" = 50')
 - Culvert Hydraulic Data Sheets
- Miscellaneous Drainage Details
- Drainage Quantity Summary
- Applicable Standards
- Edwards Aquifer Contributing Zone Plan (CZP)
 - The eastern limit of the roadway falls within the Edwards Aquifer Contributing Zone.
 - CONSULTANT will prepare a CZP in accordance with Title 30 Texas

Administrative Code Chapter 213 and submit to Texas Commission of Environmental Quality (TCEQ) to confirm both the quantity and quality of water within the aquifer is protected.

e. SIGNING AND STRIPING

- Signing and Striping: The CONSULTANT will prepare the following 11"x17" format plan sheets
 - Signing & Striping Quantity Summary
 - Small Sign Quantity Summary
 - Signing & Striping Layouts (1" = 50')
 - Applicable Standards

f. ENVIRONMENTAL & STORM WATER POLLUTION PREVENTION PLAN (SWP3)

- Environmental: The CONSULTANT will prepare the following 11"x17" format plan sheets
 - Environmental Permits, Issues and Commitments (EPIC)
- SW3P: The CONSULTANT will prepare the following 11"x17" format sheets
 - SW3P Narrative
 - SW3P Layouts (1" = 50')
- SW3P Quantity Summary
- Applicable Standards

g. DELIVERABLES

- Final Plan Sets (11"x17")
- Opinion of Probably Construction Cost (OPCC)
- Construction Schedule
- Unit Bid Pricing Form
- Schematic Review Comment Response Matrix

H. BID PHASE

1. ENGINEERING SERVICES

- a. Pre-Bid Meeting: The CONSULTANT will attend meeting and furnish construction documents to prospective bidders.
- b. Bidder Questions: The CONSULTANT will respond to questions during the bidding process.
 - Develop Addenda, as required.
- d. Bid Review: The CONSULTANT will review bids and provide summary of bid tabulations and provide recommendation based on low bidder.
 - Provide electronic versions (i.e., PDF) of construction plans to awarded contractor.

I. CONSTRUCTION PHASE**1. CONSTRUCTION SERVICES**

- a. The CONSULTANT will provide Construction Phase Services for the Ammann Road Reconstruction project. Change orders due to unexpected field conditions or changes due to Contractor or CITY request will be considered additional services and will be addressed with a supplemental agreement. The following items are considered construction phase services.
- Centerline Staking: One-time staking of proposed centerline for project survey control.
 - Attend pre-construction meeting.
 - Monthly Progress Meetings: Construction meetings to include Site Observation Visits (assume 12 meetings within the assumed 12-month construction period).
 - Prepare Construction Site Observation Reports: One report per progress meeting.
 - Review Applicable Required Shop Drawings
 - Review and Respond to Requests-for-Information (RFI's)
 - Review Contractor Monthly Pay Estimates
 - Final Approval Site Visit and Report
 - Prepare As-Built Record Plan Set (electronic document)

J. SUPPLEMENTAL SERVICES**1. ENVIRONMENTAL SERVICES**

- a. Perform a cultural resources records review to determine the probability of significant cultural resources located within the project area of potential effects (APE) in accordance with Section 106 of the National Historic Preservation Act (36 CFR 800) and the Antiquities Code of Texas (13 TAC 26).
- b. Historical: Conduct a review of the National Register of Historic Places (NRHP) and the Texas Historic Sites Atlas online listings for the presence of previously designated historic properties within the project APE and vicinity.
- c. Archeological: Conduct a review of the records at the Texas Archeological Research Laboratory and the Texas Archeological Sites Atlas to identify recorded archeological sites within the project APE and vicinity. As a political subdivision of the State, Fair Oaks Ranch must notify the Texas Historical Commission (THC) prior to commencing any project on public land that will involve 5 or more acres of ground disturbance; 5,000 or more cubic yards of earth moving; will occur in a historic district; or will affect a recorded archeological site. The project is anticipated to exceed 5 acres of ground disturbance and 5,000 cubic yards of earth moving; therefore, CONSULTANT will coordinate the proposed project with THC.

- d. Conduct a desktop review to determine the potential for federally listed threatened and endangered species to occur within the project area in accordance with the Endangered Species Act of 1973. CONSULTANT will review the lists of currently protected species for Kendall and Comal Counties from the Texas Parks and Wildlife Department (TPWD) and the U.S. Fish and Wildlife Service (USFWS) and perform a search of the Texas Natural Diversity Database (TXNDD) records.
- e. Perform a field survey of the project area and vicinity to verify information obtained through desktop research and to document any additional environmental constraints, including an assessment of suitable habitat capable of supporting identified listed species, if necessary, and identifying potential jurisdictional waters of the U.S., including wetlands, within the project area that would require a U.S. Army Corps of Engineers' (USACE) Section 404 permit.
- f. Prepare an Environmental Report documenting environmental constraints and field survey findings within the project area, which will consist of a table summarizing the identified environmental constraints, field findings, and likely regulatory requirements or permitting issues, as well as maps displaying environmental constraints and field findings

2. SURVEY SERVICES

- a. Prepare, coordinate, and execute Right of Entry (ROE) agreements for adjacent property owners.

3. SUE SERVICES

- a. Testholes: Total of five (5) testholes (Quality Level A) of varying depths will be executed for identified conflicts. Additional test holes will be considered supplemental services.
- b. Deliverables:
 - Test Hole Exhibits

DESIGN SCHEDULE *

Task	Task Duration (Calendar Days)
Topographic Survey/Data Collection	40 days from Notice to Proceed (NTP)
30% Schematic Design Phase	50 days from completion of Topographic Survey
90% Design Phase	90 days from approval of 30% schematic design phase
100% Design and Bid Phases	30 days for 100% submittal from approval of 90% design and 30 days for bid advertising
Construction Phase	Estimated to be 360 days (12 months)
<u>Supplemental Services</u>	
ENVIRONMENTAL	Estimated to be 180 days (6 months)
SURVEY	TBD
SUE (QL A & QL B)	TBD

*Schedule subject to change based on review time and utility coordination.

ATTACHMENT B

Ammann Road :
Level of Effort Summary for PS&E and Construction Phase Services

Phase	STV	STV (EPP)	STV (SUE)	STV (Survey)	HVJ	SWCA	Total
1.0 Project Administration	\$41,885.00						\$41,885.00
2.0 Project Design Criteria	\$13,940.00						\$13,940.00
A) Environmental Studies		\$4,140.00					\$4,140.00
B) Surveying Services				\$74,645.00			\$74,645.00
C) Subsurface Utility Engineering (SUE) Services	\$28,380.00						\$28,380.00
D) Utility Coordination	\$14,280.00						\$14,280.00
E) Geotechnical Investigation	\$5,600.00				\$33,240.00		\$38,840.00
F) Preliminary Schematic Design Phase (30% Design)	\$81,020.00						\$81,020.00
G) Final PS&E Design (90% & 100% Design)	\$331,060.00						\$331,060.00
H) Bid Phase Services	\$13,440.00						\$13,440.00
I) Construction Phase Services	\$75,115.00						\$75,115.00
Total Basic Services							\$716,745.00
SUPPLEMENTAL SERVICES							
J) Environmental Specified Supplemental Services		\$13,440.00				\$1,905.00	\$15,345.00
J) Survey Specified Supplemental Services				\$1,200.00			\$1,200.00
J) SUE Specified Supplemental Services			\$17,327.50				\$17,327.50
Total Optional Services							\$33,872.50
Total w/Additional Services	\$604,720.00	\$17,580.00	\$17,327.50	\$75,845.00	\$33,240.00	\$1,905.00	\$750,617.50

Exhibit 2A

Ammann Road :
Estimated Level of Effort for PS&E, Bid, and Construction Phase Services

POSITION DESCRIPTION	PIC	Project Manager/QAQC	Sr. Civil Engineer	Project Engineer	Senior CADD Tech	BIT	Env. Manager	Senior Biologist	Cultural Specialist	Field Biologist	GIS Analyst (Env)	Project Assistant	Sub/Consultant Fee Lump Sum	Non-Labor Cost	Total Labor hrs.	Cost
BILLABLE LABOR RATES (Per Contract)																
	\$250.00	\$220.00	\$200.00	\$160.00	\$125.00	\$125.00	\$175.00	\$160.00	\$125.00	\$90.00	\$90.00	\$105.00				
1) Project Administration and Coordination																
1 a.1	Prepare Monthly Invoices and Progress Reports (Assumes 12 Invoice Submittals plus 12 construction phase)		12		12							24			36	\$5,160.00
1 a.2	Update Project Schedule		2												14	\$2,380.00
1 a.3	Monthly Status Report of Decisions/Agreements made and unresolved or pending issues		2		12										14	\$2,380.00
1 a.4	Attend Project Kick-Off Meeting		2	2	2							1			7	\$1,265.00
1 a.5	Attend Monthly Coordination Meeting With City		12		12							0			24	\$4,960.00
1 a.6	Perform Kick-Off (Schematic, 50% - 100%)		64	32											96	\$20,480.00
1 a.7	Comment Resolution Meetings (Schematic and 50%)		9		12							0			30	\$5,700.00
	Total Hours	0	103	43	50	0	0	0	0	0	0	25			221	
	HOURS SUB-TOTALS	0	103	43	50	0	0	0	0	0	0	25			221	-
	BILLABLE RATE PER HOUR	\$250.00	\$220.00	\$200.00	\$160.00	\$125.00	\$125.00	\$175.00	\$160.00	\$125.00	\$90.00	\$105.00				-
	TOTAL - Project Administration and Coordination	\$0.00	\$22,660.00	\$8,600.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,625.00	\$0.00	\$0.00		\$41,885.00
2) Project Design Criteria																
H.1.a	Project Specifications and Contract Documents		12	16	48							4			80	\$13,940.00
	Total Hours	0	12	16	48	0	0	0	0	0	0	4			80	
	HOURS SUB-TOTALS	0	12	16	48	0	0	0	0	0	0	4			80	-
	BILLABLE RATE PER HOUR	\$250.00	\$220.00	\$200.00	\$160.00	\$125.00	\$125.00	\$175.00	\$160.00	\$125.00	\$90.00	\$105.00				-
	TOTAL - Project Design Criteria	\$0.00	\$2,640.00	\$3,200.00	\$7,680.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$420.00	\$0.00	\$0.00		\$13,940.00
3) Environmental Studies																
1.a	Desktop Research for Local, State, and Federal Agencies with analysis summary report						4	8		16	8				36	\$4,140.00
	Total Hours	0	0	0	0	0	4	8	0	16	8	0			36	
	HOURS SUB-TOTALS	0	0	0	0	0	4	8	0	16	8	0			36	-
	BILLABLE RATE PER HOUR	\$250.00	\$220.00	\$200.00	\$160.00	\$125.00	\$125.00	\$175.00	\$160.00	\$125.00	\$90.00	\$105.00				-
	TOTAL - Environmental Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00	\$1,280.00	\$0.00	\$1,440.00	\$720.00	\$0.00	\$0.00		\$4,140.00
4) Surveying Services																
1.a-f	Survey Services (STV)												\$74,645.00		0	\$74,645.00
	Total Hours	0	0	0	0	0	0	0	0	0	0	0			0	
	HOURS SUB-TOTALS	0	0	0	0	0	0	0	0	0	0	0			0	-
	BILLABLE RATE PER HOUR	\$250.00	\$220.00	\$200.00	\$160.00	\$125.00	\$125.00	\$175.00	\$160.00	\$125.00	\$90.00	\$105.00				-
	TOTAL - Surveying Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$74,645.00	\$0.00		\$74,645.00
5) Subsurface Utility Engineering (SUE) Services																
1.a-e & 2.a-b	SUE Level D & Utility Maps (S1V)		2	8	24	120	60								214	\$28,380.00
	Total Hours	0	2	8	24	120	60	0	0	0	0	0			214	
	HOURS SUB-TOTALS	0	2	8	24	120	60	0	0	0	0	0			214	-
	BILLABLE RATE PER HOUR	\$250.00	\$220.00	\$200.00	\$160.00	\$125.00	\$125.00	\$175.00	\$160.00	\$125.00	\$90.00	\$105.00				-
	TOTAL - Subsurface Utility Engineering	\$0.00	\$440.00	\$1,600.00	\$3,840.00	\$15,000.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$28,380.00
6) Utility Coordination																
1.a	Utility Coordination Meetings, Minutes, Exhibits, Verification Letters		1	4	16		8					4			33	\$5,000.00
1.b	Proposed Utility Alignment Review		1	4	12										17	\$2,940.00
2.a	Utility Conflict Matrix			2	16							2			20	\$3,170.00
2.b	Utility Conflict Report			2	16							2			20	\$3,170.00
	Total Hours	0	2	12	60	8	0	0	0	0	0	8			90	
	HOURS SUB-TOTALS	0	2	12	60	8	0	0	0	0	0	8			90	-
	BILLABLE RATE PER HOUR	\$250.00	\$220.00	\$200.00	\$160.00	\$125.00	\$125.00	\$175.00	\$160.00	\$125.00	\$90.00	\$105.00				-
	TOTAL - Utility Coordination	\$0.00	\$440.00	\$2,400.00	\$9,600.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$840.00	\$0.00	\$0.00		\$14,280.00
7) Geotechnical Investigation																
1.a & 2.a-b	Geotech Investigation (H/V)												\$33,240.00		0	\$33,240.00
	Sub-Consultant Coordination For Geotechnical Services		2	8	16	8									34	\$5,600.00
	Total Hours	0	2	8	16	8	0	0	0	0	0	0			34	
	HOURS SUB-TOTALS	0	2	8	16	8	0	0	0	0	0	0			34	-
	BILLABLE RATE PER HOUR	\$250.00	\$220.00	\$200.00	\$160.00	\$125.00	\$125.00	\$175.00	\$160.00	\$125.00	\$90.00	\$105.00				-
	TOTAL - Geotechnical Services	\$0.00	\$440.00	\$1,600.00	\$2,560.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,240.00	\$0.00		\$38,840.00

Exhibit 2A

Ammann Road :
Estimated Level of Effort for PS&E, Bid, and Construction Phase Services

POSITION DESCRIPTION	PIC	Project Manager/QAQC	Sr. Civil Engineer	Project Engineer	Senior CADD Tech	ET	Env. Manager	Senior Biologist	Cultural Specialist	Field Biologist	GIS Analyst (Env)	Project Assistant	Sub/Consultant Fee	Non-Labor Cost	Total Labor hrs.	Cost
F) Preliminary Schematic Design Phase (30% Design)																
BILLABLE LABOR RATES (Per Contract)																
	\$250.00	\$220.00	\$200.00	\$160.00	\$125.00	\$125.00	\$175.00	\$160.00	\$125.00	\$90.00	\$90.00	\$105.00				
1.b Schematic Design Layout															0	\$0.00
Develop up to 3 low water crossing alternatives		24		90	80	160									354	\$49,680.00
Cross Sections for each preferred alternative		8		12	20	40									80	\$11,160.00
1.c Preliminary Hydrology and Hydraulics Report			24	60	16	16									124	\$20,160.00
Total Hours	0	40	24	162	116	216	0	0	0	0	0	0			558	
HOURS SUB-TOTALS	0	40	24	162	116	216	0	0	0	0	0	0			558	-
BILLABLE RATE PER HOUR	\$250.00	\$220.00	\$200.00	\$160.00	\$125.00	\$125.00	\$175.00	\$160.00	\$125.00	\$90.00	\$90.00	\$105.00				
TOTAL - Preliminary Schematic Design	\$0.00	\$8,800.00	\$4,800.00	\$25,920.00	\$14,560.00	\$27,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$81,620.00

G) Final PS&E Design (90% & 100% Design)																
1.d Roadway Design																
Develop General Plan Sheets		8		24	60	32									124	\$17,100.00
Develop Preliminary Typical Sections (Exist/Prop)		6		12	48	24									90	\$12,240.00
Develop Roadway/Plan & Profile Sheets		24	40	120	240	120									544	\$17,440.00
Develop Traffic Control Plans		24		80	120	60									304	\$43,080.00
Develop Cross Sections		16		80	80										176	\$26,320.00
1.c Drainage Design																
Drainage Area Maps, Ditch Profiles, Calculation Sheets		16		60	80	48									204	\$29,120.00
Develop Project Layout Sheets (6 Sheets)		8		16	32	16									72	\$10,320.00
Prepare existing and proposed typical sections, (6 sheets)		3		6	24	12									45	\$6,120.00
Outlet Layout and Hydraulic Data Sheets		16		40	32	24									112	\$16,520.00
Drainage Details and Standards		2		8	8	16									34	\$4,720.00
Drainage Summary Sheets		2		16	8	16									42	\$6,000.00
Edwards Aquifer CZP		8		48	8	60									124	\$17,940.00
Prepare Miscellaneous Roadway Details		8		24	16	40									88	\$12,640.00
1.e Signing & Striping Sheets			24	48	60	80									224	\$32,620.00
1.f SWPPP				24	48	48									132	\$18,480.00
Total Hours	0	165	64	606	864	616	0	0	0	0	0	0			2315	
HOURS SUB-TOTALS	0	165	64	606	864	616	0	0	0	0	0	0			2315	-
BILLABLE RATE PER HOUR	\$250.00	\$220.00	\$200.00	\$160.00	\$125.00	\$125.00	\$175.00	\$160.00	\$125.00	\$90.00	\$90.00	\$105.00				
TOTAL - Final PS&E Design	\$0.00	\$36,300.00	\$12,800.00	\$96,960.00	\$108,000.00	\$77,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105.00	\$0.00	\$0.00		\$331,060.00

H) Bid Phase Services																
1.a Prepare agenda, coordinate with City, and Attend Pre-Bid Meeting			4		8								2		14	\$2,370.00
1.b Respond to Contractor questions, develop Addenda			4	12	16								2		34	\$6,050.00
1.d Develop Final Bid Tab Summary and Recommendation			2	8	16								4		30	\$5,020.00
Total Hours	0	10	20	40	0	0	0	0	0	0	0	8			78	\$0.00
HOURS SUB-TOTALS	0	10	20	40	0	0	0	0	0	0	0	8			78	-
BILLABLE RATE PER HOUR	\$250.00	\$220.00	\$200.00	\$160.00	\$125.00	\$125.00	\$175.00	\$160.00	\$125.00	\$90.00	\$90.00	\$105.00				
TOTAL - Bid Phase Services	\$0.00	\$2,200.00	\$4,000.00	\$6,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$840.00	\$0.00	\$0.00		\$13,440.00

CONSTRUCTION PHASE SERVICES

I) Construction Phase Services																
1.a Construction Services																
Prepare Agenda, Coordinate with City, Attend Pre-Construction Meeting, develop Minutes			4		8								1		13	\$2,965.00
Attend Monthly Construction Progress Meeting (Assume 12 Meetings)			24		36								12		72	\$12,300.00
Periodic Site Visits (Assume 12 Visits)			8		24			8							40	\$6,600.00
Review Shop Drawings, Product Data Submittals			4		8			32							44	\$6,160.00
Answer RFIs (Assume 2 RFIs per month for 12 months)					48										60	\$10,320.00
Review Monthly Pay Estimates			12		8			24							42	\$6,270.00
Perform Final Inspection			8		16							6			18	\$3,040.00
Create Record Drawings			4		16	40									60	\$8,440.00
Up to 4 Field Alterations			4		24	40		80							148	\$19,720.00
Total Hours	0	80	0	172	80	144	0	0	0	0	0	19			495	
HOURS SUB-TOTALS	0	80	0	172	80	144	0	0	0	0	0	19			495	-
BILLABLE RATE PER HOUR	\$250.00	\$220.00	\$200.00	\$160.00	\$125.00	\$125.00	\$175.00	\$160.00	\$125.00	\$90.00	\$90.00	\$105.00				
TOTAL - Construction Services	\$0.00	\$17,600.00	\$0.00	\$27,520.00	\$10,000.00	\$18,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,995.00	\$0.00	\$0.00		\$75,115.00

TOTAL PROJECT SUMMARY																
HOURS SUB-TOTALS	0	416	195	1178	1196	1036	4	8	0	16	8	64	0		4121	\$716,745.00
BILLABLE RATE PER HOUR	\$250.00	\$220.00	\$200.00	\$160.00	\$125.00	\$125.00	\$175.00	\$160.00	\$125.00	\$90.00	\$90.00	\$105.00	\$105.00		4121	
TOTAL PROJECT FOR BASIC SERVICES	\$0.00	\$91,520.00	\$39,000.00	\$188,480.00	\$149,500.00	\$129,500.00	\$700.00	\$1,280.00	\$0.00	\$1,440.00	\$720.00	\$6,720.00	\$107,885.00	\$0.00		\$716,745.00

Exhibit 2A

Ammann Road :

Estimated Level of Effort for PS&E, Bid, and Construction Phase Services

POSITION DESCRIPTION	PIC	Project Manager/QAQC	Sr. Civil Engineer	Project Engineer	Senior CADD Tech	EIT	Env. Manager	Senior Biologist	Cultural Specialist	Field Biologist	GIS Analyst (Env)	Project Assistant	Sub/Consultant Fee	Non-Labor Cost	Total Labor hrs.	Cost
BILLABLE LABOR RATES (Per Contract)	\$250.00	\$220.00	\$200.00	\$160.00	\$125.00	\$125.00	\$175.00	\$160.00	\$125.00	\$90.00	\$90.00	\$105.00	Lump Sum			
SUPPLEMENTAL SERVICES																
J) Environmental Specified Supplemental Services																
1.a-c Desktop Cultural Resources Review and THC Coordination - SUPPLEMENTAL							4					2	\$1,905.00		6	\$2,815.00
1.d Desktop Review of Biological and Waters - SUPPLEMENTAL							4	6			6				16	\$2,200.00
1.e Field Investigation - SUPPLEMENTAL							6	14			2				22	\$3,470.00
1.f Environmental Summary Report - SUPPLEMENTAL							4	16		32	6				60	\$5,660.00
Total Hours	0	0	0	0	0	0	18	36	0	32	16	2			104	
SUMMARY																
HOURS SUB-TOTALS	0	0	0	0	0	0	18	36	0	32	16	2	\$1,905.00	\$0.00	104	-
BILLABLE RATE PER HOUR	\$250.00	\$220.00	\$200.00	\$160.00	\$125.00	\$125.00	\$175.00	\$160.00	\$125.00	\$90.00	\$90.00	\$105.00				
TOTAL - Environmental Optional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,150.00	\$5,760.00	\$0.00	\$2,880.00	\$1,440.00	\$210.00	\$1,905.00	\$0.00		\$15,345.00
J) Survey Specified Supplemental Services																
J.2.a Prepare and Submit RCE - SUPPLEMENTAL													\$1,200.00		0	\$1,200.00
Total Hours	0	0	0	0	0	0	0	0	0	0	0	0			0	
SUMMARY																
HOURS SUB-TOTALS	0	0	0	0	0	0	0	0	0	0	0	0	\$1,200.00	\$0.00	0	-
BILLABLE RATE PER HOUR	\$250.00	\$220.00	\$200.00	\$160.00	\$125.00	\$125.00	\$175.00	\$160.00	\$125.00	\$90.00	\$90.00	\$105.00				
TOTAL - Survey Optional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$0.00		\$1,200.00
J) SUE Specified Supplemental Services																
J.3.a-b SUE Level A Test Holes (sp to 5) - SUPPLEMENTAL													\$17,327.50		0	\$17,327.50
Total Hours	0	0	0	0	0	0	0	0	0	0	0	0			0	
SUMMARY																
HOURS SUB-TOTALS	0	0	0	0	0	0	0	0	0	0	0	0	\$17,327.50	\$0.00	0	-
BILLABLE RATE PER HOUR	\$250.00	\$220.00	\$200.00	\$160.00	\$125.00	\$125.00	\$175.00	\$160.00	\$125.00	\$90.00	\$90.00	\$105.00				
TOTAL - SUE Optional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,327.50	\$0.00		\$17,327.50
TOTAL PROJECT SUPPLEMENTAL SUMMARY																
HOURS SUB-TOTALS	0	0	0	0	0	0	18	36	0	32	16	2	\$20,432.50		104	\$33,872.50
BILLABLE RATE PER HOUR	\$250.00	\$220.00	\$200.00	\$160.00	\$125.00	\$125.00	\$175.00	\$160.00	\$125.00	\$90.00	\$90.00	\$105.00			104	
TOTAL PROJECT FOR BASIC SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,150.00	\$5,760.00	\$0.00	\$2,880.00	\$1,440.00	\$210.00	\$20,432.50	\$0.00		\$33,872.50

ATTACHMENT C

STV, Inc. ^{EXHIBIT 2A} Project Estimate

Fair Oaks Ranch - Ammann Road Ammann Road (East of Boerne, Texas)					
Tasks	Classification	Hours	Rate	Cost	Totals
Project Management	Project Manager	8	\$225.00	\$1,800	\$1,800
Project Management	RPLS	24	\$200.00	\$4,800	\$4,800
Analyze Boundary	RPLS	32	\$200.00	\$6,400	\$6,400
Analyze Easements (platted)	RPLS	4	\$200.00	\$800	\$800
Review	RPLS	16	\$200.00	\$3,200	\$3,200
Texas811	Sr. CAD Technician	4	\$130.00	\$520	\$520
Research Deeds/Sketch	Sr. CAD Technician	32	\$130.00	\$4,160	\$4,160
Research Easements (platted)	Sr. CAD Technician	6	\$130.00	\$780	\$780
Prepare Topographic Survey	Sr. CAD Technician	32	\$130.00	\$4,160	\$4,160
Manhole Details and Review	Sr. CAD Technician	4	\$130.00	\$520	\$520
Field Check	Sr. CAD Technician	16	\$130.00	\$2,080	\$2,080
Stake R.O.W. (11,500 feet @ 100-ft intervals) Checks/Calcs	Sr. CAD Technician	16	\$130.00	\$2,080	\$2,080
Professional Office Staff Subtotal		194			\$31,300
Set Horizontal Control	2-man Survey Party	20	\$165.00	\$3,300	\$3,300
Look for Monuments	2-man Survey Party	40	\$165.00	\$6,600	\$6,600
Topographic Survey (11,500 linear feet)	2-man Survey Party	80	\$165.00	\$13,200	\$13,200
Tree Survey	2-man Survey Party	10	\$165.00	\$1,650	\$1,650
Manhole Inverts	2-man Survey Party	10	\$165.00	\$1,650	\$1,650
Stake R.O.W. (11,500 feet @ 100-ft intervals)	2-man Survey Party	40	\$165.00	\$6,600	\$6,600
Field Work Subtotal		200			\$33,000
Professional Services Total				\$64,300	\$64,300
Direct or Reimbursable Costs	Note		Rate		\$64,300
Deeds		0	\$1.00	\$0.00	
Postage & Delivery		0	\$0.55	\$0.00	
Mileage		3500	\$0.67	\$2,345.00	
Per Diem		40	\$50.00	\$2,000.00	
Lodging		40	\$150.00	\$6,000.00	
Monument materials		0	\$3.50	\$0.00	
					\$10,345
Coordinate ROE (up to 8)	Sr. CAD Technician	4	\$130.00	\$520.00	\$520
Coordinate ROE (up to 8)	Administrative Assist	8	\$85.00	\$680	\$680
Supplemental Subtotal		12			\$1,200
				Total Base Services	\$74,645
				Total Supplemental Services	\$1,200

ATTACHMENT D

ATTACHMENT E



4201 Freidrich Lane, Suite 110
Austin, Texas 78744
512.447.9081 Ph
512.443.3442 Fax
www.hvj.com

June 5, 2024

Mr. Jaime Aguilar, P.E.
STV, Inc.
12500 San Pedro Ave #450
San Antonio, TX 78216

Re: Geotechnical Investigation
Amman Road Reconstruction
City of Fair Oaks Ranch, Texas
Owner: City of Fair Oaks Ranch
HVJ Proposal No. SG 24 10225

Dear Mr. Aguilar:

HVJ South Central Texas, M&J, Inc., (HVJSCTx) appreciates the opportunity to provide geotechnical services for the above referenced project and is pleased to submit this proposal for providing the requested services. The proposal outlines the scope of the projects, approach and our fee for providing the study.

Project Description

The project will involve reconstruction of approximately 2.2 mile segment of Ammann Road in the City of Fair Oaks Ranch, Texas. The project limits extend from approximately 0.35-mile east of the intersection of Ammann Road and Livy Love Lane to the intersection of FM 3351 and Ammann Road. We understand that the pavement within the project corridor currently has an overall condition index below 40 (i.e., being categorized to be in a very poor condition). Therefore, pavement reconstruction is planned to increase the lifespan of the pavements and minimize maintenances due to recent high traffic volume.

As a part of the proposed improvements, full depth reconstruction will be performed with the addition of 4 feet wide shoulders on both directions. The project will also involve drainage improvements at a low water crossing.

This proposal will encompass a geotechnical engineering study to aide in the development of pavement design for the above reference street and low water crossing.

Pavement Design

HVJSCTx will perform a geotechnical investigation. Utilizing the subsurface and laboratory information from that study, HVJSCTx will design two HMAC pavement section alternatives including subgrade stabilization (if necessary) to achieve a 20-year design life. The reconstruction HMAC cross section design alternatives to be analyzed include the following: 1) new flexible pavement section with HMAC surface, and 2) new flexible pavement section with HMAC surface and HMAC base. HVJSCTx will estimate the 20-year equivalent single axle wheel loads (ESALs) based on discussions with STV and City operations staff. If City of Fair Oaks does not have any

Mr. Jaime Aguilar, P.E.
 HVJ Proposal No. SG 24 102
 June 5, 2024

guidelines, the ESAL and design values will be considered from Appendix 10-A ~ City of San Antonio Pavement Design Standards based on the provided street classifications. The flexible pavement designs and HMAC overlay designs will be developed using the AASHTO 1993 Pavement Design software, DARWin – Design and Rehabilitation in Windows.

The pavement design report will include the following:

- Flexible pavement thickness design recommendations for two alternative pavement designs.
- Subgrade stabilization, if determined necessary will be recommended by the Project Geotechnical Engineer based on PVR calculations and lime series testing.

Geotechnical Investigation

The location, depth and number of borings were selected by HVJSCTx in consultation with STV. Summary of proposed boring numbers and depths are presented in the following table:

Structure	Proposed Boring Number	Depth/Boring (ft.)	Total Depth (ft.)
Pavement	4	10	40
Low Water Crossing	2	25	50
Total Footage			90

The borings will be advanced using a truck-mounted drilling rig. Soil samples will be obtained semi-continuously to a depth of 10 feet using thin-wall tubes in cohesive soils and the split spoon sampler in cohesionless soils. Field tests in soil strata will include hand pocket penetrometer tests for cohesive soil and Standard Penetration Tests (SPT) for cohesionless soil. Continuous rock coring is not included in our scope of work.

All retrieved soil samples will be visually examined, properly sealed in plastic bags or aluminum foil, and transported to the HVJSCTx laboratory for further examinations. If groundwater is encountered during drilling, the depth of the groundwater will be measured. All completed borings will be backfilled with bentonite chips and will topped with a single lift of asphalt to match existing grade where applicable.

Dynamic Cone Penetration (DCP) test will be performed on the subgrade at 2 boring locations. Two (2) bulk samples will be collected from a) low water crossing area to perform particle size analyses and b) unpaved areas to perform California Bearing Ratio (CBR) and lime-pH series.

HVJSCTx will perform appropriate laboratory tests on soil samples recovered from the borings. Laboratory testing will include moisture content, liquid limit, plastic limit, percent passing No. 200 sieve, and sulfate content tests. In addition, grain size distribution, CBR and lime-pH series will be performed on bulk samples.

Reporting

A Geotechnical Investigation and Pavement Design report for the study will be prepared by engineers specializing in soil mechanics and pavement design after reviewing available pavement information, geological, boring, and laboratory data. We are planning to submit one (1) combined report for the given 6 sites. In general, the following items will be included in the report:

Mr. Jaime Aguilar, P.E.
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June 5, 2024

- Site Vicinity/Topographic map,
- Geology map,
- Soils map,
- Plan of borings,
- Boring logs,
- Laboratory test results summary,
- Potential Vertical Rise (PVR),
- Groundwater conditions,
- Generalized subsurface conditions,
- Recommendations for Culvert, and
- Pavement Design Report under a separate appendix.

Schedule

We propose to start field work within two weeks after receiving a written notice to proceed and upon receipt of the City's approval. Drilling will take one (1) week to complete. A report summarizing our findings and conclusions will take approximately 4 to 6 weeks after completion of fieldwork. Work schedule may be altered if inclement weather occurs for an extended period of time.

Fee

Based on the scope of work outlined, a Lump Sum fee of \$33,240.00 is proposed. A breakdown of the fee is included at the end of this proposal. Should the project configuration change significantly, additional work may be required. HVJSCTx will recommend such additional work when and if it is deemed necessary. If project delays occur due to the street cut permit process, the client will be notified of expected delays.

Insurance

Insurance certificates verifying HVJSCTx's general liability, auto, worker compensation, and errors and omissions insurance coverage will be provided upon request.

Invoice

Invoices will be submitted at the end of each month based on the work completed. Our credit terms are 30-day net.

Conditions

The following assumptions were made in developing the scope and fee estimate for this project:

- HVJSCTx will coordinate with One-Call to locate underground utilities.
- City will provide Right of Entry Permits, if necessary.
- HVJSCTx will coordinate with the City for permits and traffic control.
- We understand fees for permits will be waived by the City.
- STV will provide an electronic site plan to develop a Plan of Borings.

Mr. Jaime Aguilar, P.E.
HVJ Proposal No. SG 24 102
June 5, 2024

- If needed, the elevations, and locations of the borings (in latitude/longitude or state plane northing/easting) will be surveyed by others. Otherwise, HVJSCTx will include elevation and location information on the boring logs by handheld GPS.
- As-built drawings and/or underground drainage locations will be provided to HVJSCTx prior to marking boring locations.
- HVJSCTx will prepare two alternative flexible pavement reconstruction designs with HMAC surface. Additional design sections will be considered additional services.
- City of Fair Oaks Ranch/COSA standard construction specifications will be assumed and HVJSCTx is not providing nor writing any construction specifications, special specifications, or special provisions. HVJSCTx is not providing any AutoCAD drawings or cost estimates, or life cycle costs.
- No travel for site meetings or conferences are included and it is assumed that all communications can be via telephone conference calls or emails.
- No Bid & Award Phase or Construction Phase services are included in this estimate

Sample Retainage

Soil samples will be retained in our laboratory for 30 days following submittal of the draft geotechnical report.

If this proposal meets with your approval, please send us a task order and written notice to proceed prior to start our field investigation or please sign and complete the indicated spaces below and forward a copy of the proposal to us.

Sincerely,
HVJ SOUTH CENTRAL – M&J Inc.
TBPE Firm Reg. No. F-18091

Golam Kibria

Golam Kibria, Ph.D., P.E.
Vice President of Operations

GK/mm
Agreed to this _____ day of _____, 20_____

By: _____

Title: _____

Firm: _____

Phone No.: _____

Date to Start Work: _____

Mr. Jaime Aguilar, P.E.
 HVJ Proposal No. SG 24 102
 June 5, 2024

Geotechnical Investigation					
Amman Road Reconstruction					
HVJ South Central Texas M&J, Inc.					
HVJ SCTx Proposal No. SG 24 10225					
Geotechnical Field Investigation - Drilling and Soil Sampling					
Mobilization/Demobilization	1	@	\$850.00	per mobilization	\$850.00
Drilling & Sampling - Soil Drilling	90	@	\$30.00	per foot	\$2,700.00
Shelby Tube (Thin Wall)	10	@	\$20.00	each	\$200.00
Standard Penetration Tests (SPT) - assuming 6 per boring	28	@	\$20.00	each	\$560.00
Backfilling Soils/Bentonite	90	@	\$12.00	per foot	\$1,080.00
Driller Standby time	2	@	\$180.00	per hour	\$360.00
Logging	20	hr @	\$85.00	per hour	\$1,700.00
Staking, Utility Clearance, permit Coordination	8	hr @	\$85.00	per	\$680.00
Traffic Control	2	@	\$2,000.00	per day	\$4,000.00
Off Duty Law Enforcement Officer	16	hr @	\$95.00	per hour	\$1,520.00
DCP	2	@	\$400.00	each	\$800.00
Support Truck	2	@	\$125.00	each	\$250.00
				Sub Total	\$14,700.00
Laboratory Testing - Standard					
Moisture Content	26	@	\$25.00	each	\$650.00
Atterberg Limits	14	@	\$80.00	each	\$1,120.00
#200 Sieve Analysis	14	@	\$55.00	each	\$770.00
Grain Size Distribution	2	@	\$230.00	each	\$460.00
Unconfined Compressive Strength Tests-Soil	2	@	\$65.00	each	\$130.00
California Bearing Ratio (CBR)	1	@	\$550.00	each	\$550.00
Lime-pH Series (Tex-121-E)	1	@	\$175.00	each	\$175.00
Sulfate	4	@	\$70.00	each	\$280.00
				Sub Total	\$4,135.00
Geotechnical Engineering & Reporting					
Project Manager	4	hr @	\$185.00	hr	\$740.00
Professional Engineer III	10	hr @	\$140.00	hr	\$1,400.00
Engineer In Training I	32	hr @	\$115.00	hr	\$3,680.00
Administrative Assistant III	2	hr @	\$50.00	hr	\$100.00
				Sub-Total	\$5,920.00
Pavement Design Services					
Senior Engineer	7	hr @	\$185.00	hr	\$1,295.00
Professional Engineer III	24	hr @	\$140.00	hr	\$3,360.00
Engineer In Training I	32	hr @	\$115.00	hr	\$3,680.00
Administrative Assistant III	3	hr @	\$50.00	hr	\$150.00
					\$8,485.00
				TOTAL	\$33,240.00

ATTACHMENT F



Sound Science. Creative Solutions.®

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San Antonio, Texas 78249
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August 29, 2022

Amy Stubbs Esguerra
CP&Y, Inc.
12500 San Pedro, Suite 450
San Antonio, Texas 78759

Submitted electronically via email to: aesguerra@cpyi.com

Re: Proposal to Provide Cultural Resources Services for the City of Fair Oaks Capital Improvements Project, Kendall and Comal Counties, Texas (P73474)

Dear Ms. Esguerra,

SWCA Environmental Consultants (SWCA) is pleased to submit this scope of work and cost estimate to CP&Y, Inc. (CP&Y) to conduct a cultural resources desktop review in support of the City of Fair Oaks Capital Improvements Project (project) located in Comal and Kendall Counties, Texas.

SWCA offers these services on a time and materials basis, not to exceed the agreed-upon compensation cap, per the following scope of services. If you find the scope of services, terms, and costs of this proposal to be acceptable, please respond to the email in which this document is attached with a notice to proceed. We look forward to the opportunity to work with you on this project. If you require further information or clarification on elements of our scope of work, please feel free to contact me at (737) 236-4468 or via email at cshelton@swca.com.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Shelton", written in a cursive style.

Christopher Shelton
Cultural Resources Team Lead

Attachment: Scope of Work and Cost Estimate

SCOPE OF WORK

It is SWCA's understanding that the proposed project is receiving funding from the City of Fair Oaks, a political subdivision of the State of Texas. The Antiquities Code of Texas (ACT) requires political subdivisions to notify the Texas Historical Commission (THC) of ground-disturbing activity on publicly owned or maintained lands. SWCA will produce a consultation letter for Fair Oaks Capital Improvements Project. If the THC finds that the proposed project activities can proceed without field studies, this documentation will satisfy the ACT. It is SWCA's understanding that the project will not receive federal funding, occur on federal land, or require federal permitting and will therefore not be subject to Section 106 of the National Historic Preservation Act.

TASK 1: CULTURAL RESOURCES DESKTOP REVIEW AND AGENCY CONSULTATION

SWCA will conduct a thorough background cultural resources literature and records search for the proposed project and surrounding area. SWCA will review the Texas Archeological Sites Atlas (Atlas) online database for any previously recorded surveys and historic or prehistoric archaeological sites located in, or immediately adjacent to, the project area. If needed, an SWCA archaeologist will physically examine site files, records, and maps files housed at the Texas Archeological Research Laboratory and the Texas Historical Commission (THC) Library. In addition to identifying previously recorded archaeological sites, the Atlas review will include the following types of information: National Register of Historic Places (NRHP) properties, State Antiquities Landmarks (SAL), Official Texas Historical Markers, Recorded Texas Historic Landmarks, cemeteries, and local neighborhood surveys. SWCA will also review the Texas Department of Transportation's Texas Historic Overlay, a mapping/geographic information system (GIS) database with historic maps and resource information covering most portion of the state. Other critical factors that SWCA will examine include the level of previous disturbances from residential and commercial development, types of soils present, and any obvious standing structures greater than 49 years in age that appear on U.S. Geological Survey (USGS) topographic maps. Together this information task will allow SWCA to identify any areas within the property that have the potential to contain significant, undocumented cultural resources and evaluate archaeological potential, prior to performing fieldwork.

SWCA will complete the background literature review and request consultation with the THC within ten business days of receiving notice to proceed. Once the formal background review and literature search is complete, SWCA will make professional recommendations for the proposed project for CP&Y review. At present the project does not fall within the jurisdiction of any Federal (National Historical Preservation Act), however, it is SWCA's understanding that the project is receiving funding from the City of Fair Oaks, a political subdivision of the State of Texas, and as such an ACT permit may be required. However, the proposed project is expected to occur entirely within an existing right-of-way. As such, depending on the results of agency consultation, a cultural resource survey of the proposed project area may not be required. The proposed desktop analysis is meant to provide CP&Y with cultural resource data to aid project planning and identify potential risks associated with cultural resources determined to be present on the property. Should it be determined that significant cultural resources are likely located on the property, recommendations may include an alteration to the project design or an intensive cultural resources survey. In the event that a US Army Corps of Engineers Nationwide Permit is required for the project, additional agency consultation and cultural resource investigations may be warranted. The cost associated with a cultural resources survey are not included with this scope.

COST ESTIMATE

SWCA offers the scope of work described herein on a time and materials basis, not to exceed the agreed-upon compensation cap, per the scope of work and the terms listed in the current Services Agreement between SWCA and CP&Y. SWCA can provide the scope of work, in consideration of the assumptions, for an estimated cost of **\$1,905**.

ASSUMPTIONS

- The scope of work may be subject to change following the background literature review and initial consultation with the THC. Any additional costs resulting from a change in the scope of work will require a Change Order.

Table 1. Summary Budget for the City of Fair Oaks Capital Improvements Project Cultural Resources Desktop Review

TASK	DESCRIPTION	TIMELINE	COST
Task 1	Cultural Resources Background Review	SWCA will complete the cultural resources Background Review and request THC consultation within two (2) weeks of NTP.	\$1,905

2022 LABOR CATEGORIES AND BILLING RATES

Principals & Project Management Staff

Project Manager III.....	\$92.00	Project Manager IX.....	\$153.00
Project Manager IV.....	\$102.00	Project Manager X.....	\$171.00
Project Manager V.....	\$112.00	Project Manager XI.....	\$187.00
Project Manager VI.....	\$123.00	Project Manager XII.....	\$205.00
Project Manager VII.....	\$133.00	Principal-in-Charge.....	\$285-398
Project Manager VIII.....	\$143.00		

Consulting Services

Cultural Resources	Air Quality	Technical Writing/Editing	
Environmental Resources	Landscape Architecture	Training/Facilitating	
Paleontology	Ecological Restoration	Graphics/Media Production	
Scientific Resources	Disaster Recovery		
Planning Resources	GIS/CADD Resources		
Specialist I.....	\$69.00	Specialist IX.....	\$153.00
Specialist II.....	\$81.00	Specialist X.....	\$171.00
Specialist III.....	\$92.00	Specialist XI.....	\$187.00
Specialist IV.....	\$102.00	Specialist XII.....	\$205.00
Specialist V.....	\$112.00	Subject Matter Expert.....	\$210-324
Specialist VI.....	\$123.00		
Specialist VII.....	\$133.00	Technician I.....	\$48.00
Specialist VIII.....	\$143.00	Technician II.....	\$57.00

Administrative

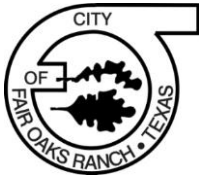
Administrative I.....	\$42.00	Administrative VI.....	\$101.00
Administrative II.....	\$53.00	Administrative VII.....	\$113.00
Administrative III.....	\$66.00	Administrative VIII.....	\$125.00
Administrative IV.....	\$77.00	Administrative IX.....	\$138.00
Administrative V.....	\$89.00		

Direct expenses are subject to a 15% administrative markup and subcontractor expenses are subject to a 20% administrative markup. These rates do not apply to depositions or testimonies at administrative hearings and trials. Such activities fall under our Expert Witness rates, which vary by state.

A communication/data fee is invoiced at a rate of 3% of labor to cover such expenses (i.e.: cell phones, data plans, faxes, etc.).

Overtime is invoiced at 1.2 times standard rates.

Per Diem is billed at the GSA rate in place at the time of billing. Mileage is billed at the IRS mileage rate in place at the time of billing.



**CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS**

AGENDA TOPIC: Consideration and possible action approving a resolution amending Resolution 2024-50 to add a Civilian Investigator job title to the FY 2024-25 Pay Schedule

DATE: February 6, 2024

DEPARTMENT: Administration

PRESENTED BY: Scott M. Huizenga, ICMA-CM, City Manager
Todd Smith, Chief of Police

INTRODUCTION/BACKGROUND:

On September 19, 2024, the City Council adopted Resolution 2024-50, establishing the FY 2024-25 Pay Schedule for General Government, Police, and Seasonal Employees. Since that adoption, the City has identified the need to amend the pay schedule to include a Civilian Investigator job title within the Police Department.

The addition of a Civilian Investigator is intended to support law enforcement operations, enhance investigative capacity, and improve operational efficiency. The City is currently recruiting for civilian investigators, which will replace vacant officer positions, ensuring no net increase in personnel count while optimizing resource allocation within the Police Department.

The updated pay schedule, reflected in Exhibit A, will classify the Civilian Investigator job title within the City’s established pay structure.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

- Aligns with the City's commitment to maintaining an efficient and well-staffed law enforcement agency.
- Enhances public safety services by ensuring investigative functions are adequately resourced.
- Supports the City’s strategic goal of providing a competitive and structured pay plan.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

The estimated financial impact of modifying the pay schedule to include a Civilian Investigator job title has been evaluated and will be included in the City's personnel budget. Since this position will replace existing positions, there will be no additional financial burden beyond normal salary adjustments within the approved FY 2024-25 budget allocations.

LEGAL ANALYSIS:

N/A

RECOMMENDATION/PROPOSED MOTION:

I move to approve a resolution amending Resolution 2024-50 to add a Civilian Investigator job title to the FY 2024-25 Pay Schedule.

A RESOLUTION

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS
AMENDING RESOLUTION 2024-50 TO ADD A CIVILIAN INVESTIGATOR JOB TITLE TO
THE FY 2024-25 PAY SCHEDULE.**

WHEREAS, the City of Fair Oaks Ranch City Council adopted Resolution 2024-50 on September 19, 2024, establishing the FY 2024-25 Pay Schedule for General Government, and Seasonal Employees, and

WHEREAS, the City Council recognizes the need to amend the adopted pay schedule to include a Civilian Investigator job title to support law enforcement operations, enhance investigative capacity, and improve operational efficiency, and

WHEREAS, the inclusion of a Civilian Investigator job title aligns with the City’s commitment to maintaining a competitive salary structure and meeting public safety needs, and

WHEREAS, the Civilian Investigator job title shall be classified within the City’s pay schedule as outlined in the updated **Exhibit A**.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS:

- Section 1.** The City Council hereby amends Resolution 2024-25 to include the Civilian Investigator job title in the FY 2024-25 Pay Schedule. The salary range and classification for the Civilian Investigator job title shall be reflected in the Updated Pay Schedule (**Exhibit A**). All other provisions of Resolution 2024-50 shall remain unchanged and in full force and effect.
- Section 2.** That the recitals contained in the preamble hereto are hereby found to be true and such recitals are hereby made a part of this resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.
- Section 3.** If any provision of this resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this resolution would have been enacted without such invalid provision.
- Section 4.** That it is officially found, determined, and declared that the meeting at which this resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.
- Section 5.** All resolutions or parts thereof, which are in conflict or inconsistent with any provision of this resolution are hereby repealed to the extent of such conflict, and the provision of this resolution shall be and remain controlling as to the matters resolved herein.

Section 6. This resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 7. This resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED, APPROVED, and ADOPTED on this 6th day of February 2025.

Gregory C. Maxton, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Picioccio, TRMC
City Secretary

Denton Navarro Rodriguez Bernal Santee & Zech
P.C., City Attorney

EXHIBIT A

Item #11.

CITY OF FAIR OAKS RANCH
 FY 2024-25 PAY SCHEDULE - GENERAL GOVERNMENT

Effective: 10/01/2024

PAY GROUP	JOB TITLES	PAY BASIS	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	MAXIMUM OF PAY RANGE
			1	2	3	4	5	15	16	17	
1		A	20,571.20	21,091.20	21,611.20	22,152.00	22,713.60	29,057.60	29,785.60	30,534.40	31,304.00
		B	791.20	811.20	831.20	852.00	873.60	1,117.60	1,145.60	1,174.40	1,204.00
		H	9.89	10.14	10.39	10.65	10.92	13.97	14.32	14.68	15.05
2		A	21,611.20	22,152.00	22,713.60	23,275.20	23,857.60	30,534.40	31,304.00	32,094.40	32,905.60
		B	831.20	852.00	873.60	895.20	917.60	1,174.40	1,204.00	1,234.40	1,265.60
		H	10.39	10.65	10.92	11.19	11.47	14.68	15.05	15.43	15.82
3		A	22,713.60	23,275.20	23,857.60	24,460.80	25,064.00	32,094.40	32,905.60	33,737.60	34,590.40
		B	873.60	895.20	917.60	940.80	964.00	1,234.40	1,265.60	1,297.60	1,330.40
		H	10.92	11.19	11.47	11.76	12.05	15.43	15.82	16.22	16.63
4		A	23,857.60	24,460.80	25,064.00	25,688.00	26,332.80	33,737.60	34,590.40	35,464.00	36,358.40
		B	917.60	940.80	964.00	988.00	1,012.80	1,297.60	1,330.40	1,364.00	1,398.40
		H	11.47	11.76	12.05	12.35	12.66	16.22	16.63	17.05	17.48
5		A	25,064.00	25,688.00	26,332.80	26,998.40	27,664.00	35,464.00	36,358.40	37,273.60	38,209.60
		B	964.00	988.00	1,012.80	1,038.40	1,064.00	1,364.00	1,398.40	1,433.60	1,469.60
		H	12.05	12.35	12.66	12.98	13.30	17.05	17.48	17.92	18.37
6		A	26,332.80	26,998.40	27,664.00	28,350.40	29,057.60	37,273.60	38,209.60	39,166.40	40,144.00
		B	1,012.80	1,038.40	1,064.00	1,090.40	1,117.60	1,433.60	1,469.60	1,506.40	1,544.00
		H	12.66	12.98	13.30	13.63	13.97	17.92	18.37	18.83	19.30
7		A	27,664.00	28,350.40	29,057.60	29,785.60	30,534.40	39,166.40	40,144.00	41,142.40	42,161.60
		B	1,064.00	1,090.40	1,117.60	1,145.60	1,174.40	1,506.40	1,544.00	1,582.40	1,621.60
		H	13.30	13.63	13.97	14.32	14.68	18.83	19.30	19.78	20.27
8		A	29,057.60	29,785.60	30,534.40	31,304.00	32,094.40	41,142.40	42,161.60	43,222.40	44,304.00
		B	1,117.60	1,145.60	1,174.40	1,204.00	1,234.40	1,582.40	1,621.60	1,662.40	1,704.00
		H	13.97	14.32	14.68	15.05	15.43	19.78	20.27	20.78	21.30
9		A	30,534.40	31,304.00	32,094.40	32,905.60	33,737.60	43,222.40	44,304.00	45,406.40	46,550.40
		B	1,174.40	1,204.00	1,234.40	1,265.60	1,297.60	1,662.40	1,704.00	1,746.40	1,790.40
		H	14.68	15.05	15.43	15.82	16.22	20.78	21.30	21.83	22.38
10		A	32,094.40	32,905.60	33,737.60	34,590.40	35,464.00	45,406.40	46,550.40	47,715.20	48,900.80
		B	1,234.40	1,265.60	1,297.60	1,330.40	1,364.00	1,746.40	1,790.40	1,835.20	1,880.80
		H	15.43	15.82	16.22	16.63	17.05	21.83	22.38	22.94	23.51
11		A	33,737.60	34,590.40	35,464.00	36,358.40	37,273.60	47,715.20	48,900.80	50,128.00	51,376.00
		B	1,297.60	1,330.40	1,364.00	1,398.40	1,433.60	1,835.20	1,880.80	1,928.00	1,976.00
		H	16.22	16.63	17.05	17.48	17.92	22.94	23.51	24.10	24.70
12	Custodian/Maint Wkr	A	35,464.00	36,358.40	37,273.60	38,209.60	39,166.40	50,128.00	51,376.00	52,665.60	53,976.00
		B	1,364.00	1,398.40	1,433.60	1,469.60	1,506.40	1,928.00	1,976.00	2,025.60	2,076.00
		H	17.05	17.48	17.92	18.37	18.83	24.10	24.70	25.32	25.95

A = Annual
 B = Biweekly
 H = Hourly

EXHIBIT A

Item #11.

PAY GROUP	JOB TITLES	PAY BASIS	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	MAXIMUM OF PAY RANGE
			1	2	3	4	5	15	16	17	
13	Animal Services Officer	A	37,273.60	38,209.60	39,166.40	40,144.00	41,142.40	52,665.60	53,976.00	55,328.00	56,721.60
		B	1,433.60	1,469.60	1,506.40	1,544.00	1,582.40	2,025.60	2,076.00	2,128.00	2,181.60
		H	17.92	18.37	18.83	19.30	19.78	25.32	25.95	26.60	27.27
14	Administrative Clerk Utilities Clerk Utility Technician Maintenance Tech	A	39,166.40	40,144.00	41,142.40	42,161.60	43,222.40	55,328.00	56,721.60	58,136.00	59,592.00
		B	1,506.40	1,544.00	1,582.40	1,621.60	1,662.40	2,128.00	2,181.60	2,236.00	2,292.00
		H	18.83	19.30	19.78	20.27	20.78	26.60	27.27	27.95	28.65
15		A	41,142.40	42,161.60	43,222.40	44,304.00	45,406.40	58,136.00	59,592.00	61,089.60	62,608.00
		B	1,582.40	1,621.60	1,662.40	1,704.00	1,746.40	2,236.00	2,292.00	2,349.60	2,408.00
		H	19.78	20.27	20.78	21.30	21.83	27.95	28.65	29.37	30.10
16	Admin. Support Specialist Court Clerk W/WW Operator I Administrative Assistant	A	43,222.40	44,304.00	45,406.40	46,550.40	47,715.20	61,089.60	62,608.00	64,168.00	65,769.60
		B	1,662.40	1,704.00	1,746.40	1,790.40	1,835.20	2,349.60	2,408.00	2,468.00	2,529.60
		H	20.78	21.30	21.83	22.38	22.94	29.37	30.10	30.85	31.62
17	Maintenance Lead Payroll/AP Specialist W/WW Operator II	A	45,406.40	46,550.40	47,715.20	48,900.80	50,128.00	64,168.00	65,769.60	67,412.80	69,097.60
		B	1,746.40	1,790.40	1,835.20	1,880.80	1,928.00	2,468.00	2,529.60	2,592.80	2,657.60
		H	21.83	22.38	22.94	23.51	24.10	30.85	31.62	32.41	33.22
18	Code Compliance Offr W/WW Operator III	A	47,715.20	48,900.80	50,128.00	51,376.00	52,665.60	67,412.80	69,097.60	70,824.00	72,592.00
		B	1,835.20	1,880.80	1,928.00	1,976.00	2,025.60	2,592.80	2,657.60	2,724.00	2,792.00
		H	22.94	23.51	24.10	24.70	25.32	32.41	33.22	34.05	34.90
19	Deputy City Secretary	A	50,128.00	51,376.00	52,665.60	53,976.00	55,328.00	70,824.00	72,592.00	74,401.60	76,252.80
		B	1,928.00	1,976.00	2,025.60	2,076.00	2,128.00	2,724.00	2,792.00	2,861.60	2,932.80
		H	24.10	24.70	25.32	25.95	26.60	34.05	34.90	35.77	36.66
20	Mechanic Building Inspector	A	52,665.60	53,976.00	55,328.00	56,721.60	58,136.00	74,401.60	76,252.80	78,166.40	80,121.60
		B	2,025.60	2,076.00	2,128.00	2,181.60	2,236.00	2,861.60	2,932.80	3,006.40	3,081.60
		H	25.32	25.95	26.60	27.27	27.95	35.77	36.66	37.58	38.52
21	Court Administrator GIS Technician	A	55,328.00	56,721.60	58,136.00	59,592.00	61,089.60	78,166.40	80,121.60	82,118.40	84,177.60
		B	2,128.00	2,181.60	2,236.00	2,292.00	2,349.60	3,006.40	3,081.60	3,158.40	3,237.60
		H	26.60	27.27	27.95	28.65	29.37	37.58	38.52	39.48	40.47
22	Accountant I Environmental Proj Mgr Civilian Investigator	A	58,136.00	59,592.00	61,089.60	62,608.00	64,168.00	82,118.40	84,177.60	86,278.40	88,441.60
		B	2,236.00	2,292.00	2,349.60	2,408.00	2,468.00	3,158.40	3,237.60	3,318.40	3,401.60
		H	27.95	28.65	29.37	30.10	30.85	39.48	40.47	41.48	42.52
23	HR/Comms Specialist Infrastructure Inspector IT Network Specialist	A	61,089.60	62,608.00	64,168.00	65,769.60	67,412.80	86,278.40	88,441.60	90,646.40	92,913.60
		B	2,349.60	2,408.00	2,468.00	2,529.60	2,592.80	3,318.40	3,401.60	3,486.40	3,573.60
		H	29.37	30.10	30.85	31.62	32.41	41.48	42.52	43.58	44.67
24	Maintenance Supvr	A	64,168.00	65,769.60	67,412.80	69,097.60	70,824.00	90,646.40	92,913.60	95,243.20	97,614.40
		B	2,468.00	2,529.60	2,592.80	2,657.60	2,724.00	3,486.40	3,573.60	3,663.20	3,754.40
		H	30.85	31.62	32.41	33.22	34.05	43.58	44.67	45.79	46.93
25	HR Generalist Multimedia Communications Officer City Planner	A	67,412.80	69,097.60	70,824.00	72,592.00	74,401.60	95,243.20	97,614.40	100,048.00	102,544.00
		B	2,592.80	2,657.60	2,724.00	2,792.00	2,861.60	3,663.20	3,754.40	3,848.00	3,944.00
		H	32.41	33.22	34.05	34.90	35.77	45.79	46.93	48.10	49.30

A = Annual
B = Biweekly
H = Hourly

EXHIBIT A

Item #11.

PAY GROUP	JOB TITLES	PAY BASIS	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	MAXIMUM OF PAY RANGE
			1	2	3	4	5	15	16	17	
26	Procurement Manager	A	70,824.00	72,592.00	74,401.60	76,252.80	78,166.40	100,048.00	102,544.00	105,102.40	107,723.20
	Wastewater Supervisor	B	2,724.00	2,792.00	2,861.60	2,932.80	3,006.40	3,848.00	3,944.00	4,042.40	4,143.20
	Water Supervisor	H	34.05	34.90	35.77	36.66	37.58	48.10	49.30	50.53	51.79
27	Accounting Manager	A	74,401.60	76,252.80	78,166.40	80,121.60	82,118.40	105,102.40	107,723.20	110,406.40	113,172.80
	Building Official	B	2,861.60	2,932.80	3,006.40	3,081.60	3,158.40	4,042.40	4,143.20	4,246.40	4,352.80
	City Secretary	H	35.77	36.66	37.58	38.52	39.48	50.53	51.79	53.08	54.41
28		A	78,166.40	80,121.60	82,118.40	84,177.60	86,278.40	110,406.40	113,172.80	116,001.60	118,892.80
		B	3,006.40	3,081.60	3,158.40	3,237.60	3,318.40	4,246.40	4,352.80	4,461.60	4,572.80
		H	37.58	38.52	39.48	40.47	41.48	53.08	54.41	55.77	57.16
29		A	82,118.40	84,177.60	86,278.40	88,441.60	90,646.40	116,001.60	118,892.80	121,867.20	124,904.00
		B	3,158.40	3,237.60	3,318.40	3,401.60	3,486.40	4,461.60	4,572.80	4,687.20	4,804.00
		H	39.48	40.47	41.48	42.52	43.58	55.77	57.16	58.59	60.05
30		A	86,278.40	88,441.60	90,646.40	92,913.60	95,243.20	121,867.20	124,904.00	128,024.00	131,227.20
		B	3,318.40	3,401.60	3,486.40	3,573.60	3,663.20	4,687.20	4,804.00	4,924.00	5,047.20
		H	41.48	42.52	43.58	44.67	45.79	58.59	60.05	61.55	63.09
31	Assistant Director of Public Works	A	90,646.40	92,913.60	95,243.20	97,614.40	100,048.00	128,024.00	131,227.20	134,513.60	137,883.20
		B	3,486.40	3,573.60	3,663.20	3,754.40	3,848.00	4,924.00	5,047.20	5,173.60	5,303.20
		H	43.58	44.67	45.79	46.93	48.10	61.55	63.09	64.67	66.29
32	Mgr of Engineering Svcs	A	95,243.20	97,614.40	100,048.00	102,544.00	105,102.40	134,513.60	137,883.20	141,336.00	144,872.00
		B	3,663.20	3,754.40	3,848.00	3,944.00	4,042.40	5,173.60	5,303.20	5,436.00	5,572.00
		H	45.79	46.93	48.10	49.30	50.53	64.67	66.29	67.95	69.65
33		A	100,048.00	102,544.00	105,102.40	107,723.20	110,406.40	141,336.00	144,872.00	148,491.20	152,193.60
		B	3,848.00	3,944.00	4,042.40	4,143.20	4,246.40	5,436.00	5,572.00	5,711.20	5,853.60
		H	48.10	49.30	50.53	51.79	53.08	67.95	69.65	71.39	73.17
34	IT Manager	A	105,102.40	107,723.20	110,406.40	113,172.80	116,001.60	148,491.20	152,193.60	156,000.00	159,910.40
		B	4,042.40	4,143.20	4,246.40	4,352.80	4,461.60	5,711.20	5,853.60	6,000.00	6,150.40
		H	50.53	51.79	53.08	54.41	55.77	71.39	73.17	75.00	76.88
35	Dir of HR & Commun	A	110,406.40	113,172.80	116,001.60	118,892.80	121,867.20	156,000.00	159,910.40	163,904.00	168,001.60
	Public Works Director	B	4,246.40	4,352.80	4,461.60	4,572.80	4,687.20	6,000.00	6,150.40	6,304.00	6,461.60
		H	53.08	54.41	55.77	57.16	58.59	75.00	76.88	78.80	80.77
36		A	116,001.60	118,892.80	121,867.20	124,904.00	128,024.00	163,904.00	168,001.60	172,203.20	176,508.80
		B	4,461.60	4,572.80	4,687.20	4,804.00	4,924.00	6,304.00	6,461.60	6,623.20	6,788.80
		H	55.77	57.16	58.59	60.05	61.55	78.80	80.77	82.79	84.86
37	Chief of Police	A	121,867.20	124,904.00	128,024.00	131,227.20	134,513.60	172,203.20	176,508.80	180,918.40	185,432.00
	Director of Finance	B	4,687.20	4,804.00	4,924.00	5,047.20	5,173.60	6,623.20	6,788.80	6,958.40	7,132.00
		H	58.59	60.05	61.55	63.09	64.67	82.79	84.86	86.98	89.15
38		A	128,024.00	131,227.20	134,513.60	137,883.20	141,336.00	180,918.40	185,432.00	190,070.40	194,812.80
		B	4,924.00	5,047.20	5,173.60	5,303.20	5,436.00	6,958.40	7,132.00	7,310.40	7,492.80
		H	61.55	63.09	64.67	66.29	67.95	86.98	89.15	91.38	93.66

A = Annual
B = Biweekly
H = Hourly

EXHIBIT A

Item #11.

PAY GROUP	JOB TITLES	PAY BASIS	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP	MAXIMUM OF PAY RANGE
			1	2	3	4	5	15	16	17	
39		A	134,513.60	137,883.20	141,336.00	144,872.00	148,491.20	190,070.40	194,812.80	199,680.00	204,672.00
		B	5,173.60	5,303.20	5,436.00	5,572.00	5,711.20	7,310.40	7,492.80	7,680.00	7,872.00
		H	64.67	66.29	67.95	69.65	71.39	91.38	93.66	96.00	98.40
40	Assistant City Manager	A	141,336.00	144,872.00	148,491.20	152,193.60	156,000.00	199,680.00	204,672.00	209,788.80	215,030.40
		B	5,436.00	5,572.00	5,711.20	5,853.60	6,000.00	7,680.00	7,872.00	8,068.80	8,270.40
		H	67.95	69.65	71.39	73.17	75.00	96.00	98.40	100.86	103.38
41		A	148,491.20	152,193.60	156,000.00	159,910.40	163,904.00	209,788.80	215,030.40	220,396.80	225,908.80
		B	5,711.20	5,853.60	6,000.00	6,150.40	6,304.00	8,068.80	8,270.40	8,476.80	8,688.80
		H	71.39	73.17	75.00	76.88	78.80	100.86	103.38	105.96	108.61
42		A	156,000.00	159,910.40	163,904.00	168,001.60	172,203.20	220,396.80	225,908.80	231,566.40	237,348.80
		B	6,000.00	6,150.40	6,304.00	6,461.60	6,623.20	8,476.80	8,688.80	8,906.40	9,128.80
		H	75.00	76.88	78.80	80.77	82.79	105.96	108.61	111.33	114.11
43		A	163,904.00	168,001.60	172,203.20	176,508.80	180,918.40	231,566.40	237,348.80	243,276.80	249,350.40
		B	6,304.00	6,461.60	6,623.20	6,788.80	6,958.40	8,906.40	9,128.80	9,356.80	9,590.40
		H	78.80	80.77	82.79	84.86	86.98	111.33	114.11	116.96	119.88
44		A	172,203.20	176,508.80	180,918.40	185,432.00	190,070.40	243,276.80	249,350.40	255,590.40	261,976.00
		B	6,623.20	6,788.80	6,958.40	7,132.00	7,310.40	9,356.80	9,590.40	9,830.40	10,076.00
		H	82.79	84.86	86.98	89.15	91.38	116.96	119.88	122.88	125.95
45	City Manager	A	180,918.40	185,432.00	190,070.40	194,812.80	199,680.00	255,590.40	261,976.00	268,528.00	275,246.40
		B	6,958.40	7,132.00	7,310.40	7,492.80	7,680.00	9,830.40	10,076.00	10,328.00	10,586.40
		H	86.98	89.15	91.38	93.66	96.00	122.88	125.95	129.10	132.33
46		A	190,070.40	194,812.80	199,680.00	204,672.00	209,788.80	268,528.00	275,246.40	282,131.20	289,182.40
		B	7,310.40	7,492.80	7,680.00	7,872.00	8,068.80	10,328.00	10,586.40	10,851.20	11,122.40
		H	91.38	93.66	96.00	98.40	100.86	129.10	132.33	135.64	139.03
47		A	199,680.00	204,672.00	209,788.80	215,030.40	220,396.80	282,131.20	289,182.40	296,420.80	303,825.60
		B	7,680.00	7,872.00	8,068.80	8,270.40	8,476.80	10,851.20	11,122.40	11,400.80	11,685.60
		H	96.00	98.40	100.86	103.38	105.96	135.64	139.03	142.51	146.07
48		A	209,788.80	215,030.40	220,396.80	225,908.80	231,566.40	296,420.80	303,825.60	311,417.60	319,196.80
		B	8,068.80	8,270.40	8,476.80	8,688.80	8,906.40	11,400.80	11,685.60	11,977.60	12,276.80
		H	100.86	103.38	105.96	108.61	111.33	142.51	146.07	149.72	153.46
49		A	220,396.80	225,908.80	231,566.40	237,348.80	243,276.80	311,417.60	319,196.80	327,184.00	335,358.40
		B	8,476.80	8,688.80	8,906.40	9,128.80	9,356.80	11,977.60	12,276.80	12,584.00	12,898.40
		H	105.96	108.61	111.33	114.11	116.96	149.72	153.46	157.30	161.23
50		A	231,566.40	237,348.80	243,276.80	249,350.40	255,590.40	327,184.00	335,358.40	343,740.80	352,331.20
		B	8,906.40	9,128.80	9,356.80	9,590.40	9,830.40	12,584.00	12,898.40	13,220.80	13,551.20
		H	111.33	114.11	116.96	119.88	122.88	157.30	161.23	165.26	169.39
51		A	243,276.80	249,350.40	255,590.40	261,976.00	268,528.00	343,740.80	352,331.20	361,129.60	370,156.80
		B	9,356.80	9,590.40	9,830.40	10,076.00	10,328.00	13,220.80	13,551.20	13,889.60	14,236.80
		H	116.96	119.88	122.88	125.95	129.10	165.26	169.39	173.62	177.96

A = Annual
B = Biweekly
H = Hourly



CITY OF FAIR OAKS RANCH
Position Description

Job Title:	Civilian Investigator
Department:	Police Department
Pay Grade:	22
Reporting Manager:	Police Sergeant - CID
FLSA:	Non-Exempt

Overview:

Under general supervision of the CID Police Sergeant. The Civilian Investigator is responsible for supporting investigations within the Police Department by conducting detailed research, analyzing evidence, and preparing reports. This position does not include sworn duties, arrest powers, or independent interactions with suspects. The Civilian Investigator assists in various tasks to enhance investigative efforts and contribute to the efficiency of departmental procedures.

Essential Duties and Responsibilities:

- Conduct thorough research, data collection, and analysis to support ongoing investigations.
- Review and organize case files, including reports, witness statements, and photographic or video evidence.
- Maintain accurate records of findings and document all investigative activities in the Records Management System (RMS).
- Analyze complex data sets, identify patterns, and summarize findings in clear, concise reports.
- Conduct non-suspect interviews with victims, witnesses, parents/caregivers, and community members, with the potential to observe or conduct suspect interviews under supervision by a sworn officer. Suspect interactions are permitted only for non-custodial suspects or via phone/video.
- Establish and maintain contacts with law enforcement agencies, probation and parole officers, and individuals providing investigative leads.
- Generate reports that aid in case closure or prosecution efforts, as directed by the supervisor with county attorneys in Bexar, Comal, and Kendall counties, ensuring all documentation meets legal standards.

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- Attend court hearings as required to provide testimony based on investigative findings.
- Conduct background investigations for prospective department personnel, including sworn and non-sworn Police Department or civilian city employees.
- Assist in managing evidence by cataloging, organizing, and maintaining digital and physical evidence in accordance with department protocols to uphold legal and investigative standards.
- Ensure all evidence is secured and documented appropriately while working closely with detectives and other law enforcement personnel to ensure information flow and case accuracy.
- Participate in training and professional development programs as required by the department.
- Demonstrate a commitment to improving police procedures and streamlining investigative processes.
- Performs such other related duties as need/assigned.

Special Conditions:

- This is a non-sworn position with no authority to arrest or carry firearms.
- Suspect interactions are restricted to non-custodial situations and always supervised by a sworn officer.
- High confidentiality, professionalism, and adherence to ethical standards are required.

Minimum Qualifications:

- Bachelor's degree in Criminal Justice, Criminology, Forensic Science, or a related field, or equivalent experience.
- Minimum of 3 years of criminal investigative experience in law enforcement, public safety, crime scene management, forensics or other relevant public or private sector field
- Criminal Justice Information Services (CJIS) certification.
- Certified Criminal Investigator (CCI) certification or the ability to obtain within 1 year of hire.
- Other combinations of experience and education that meet minimum requirements may be considered
- Valid Texas Class C Driver's License

Knowledge Skills & Abilities:

Knowledge of:

- Department-specific policies, protocols, and relevant statutes and ordinances applicable to job assignments.
- Pertinent federal, state, and local law codes and regulations.
- Computer applications and standard office equipment related to work.

Ability to:

- Comprehend complex written material and make logical inferences from it to inform investigative actions or decisions.
- Communicate clearly and concisely, orally and in writing.
- Tolerate outside working conditions, including exposure to adverse weather conditions.
- Maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities and good driving record.
- Establish and maintain effective working relationships with subordinates, peers and supervisors.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Give verbal and written instructions.

Skills:

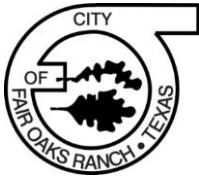
- Operates a vehicle under emergency conditions.
- Establishes and maintain effective working relations with other law enforcement agencies, judicial officials, and the general public.
- Analyzes situations and adopt a quick, effective, and reasonable course of action.
- Works cooperatively, calmly, and diplomatically with a diverse public and various department segments and outside agencies.
- Handles stressful and possibly hazardous situations.
- Performs job duties safely without posing a risk to oneself or others in the work environment.

Physical Demands:

- Regularly requires sitting, talking, hearing, visual acuity to read print and digital sources, standing, walking, manual dexterity, use of hands to finger, handle, or feel objects, tools, and safety gear.
- Must be able to walk, stand, stretch, reach, climb, balance, run, bend, twist, stoop, kneel, crouch, crawl, and smell during the course of work.

Physical Demands & Working Conditions

Activity	Constant	Frequent	Occasional	Not Required	Activity	Constant	Frequent	Occasional	Not Required
Ability to Hear (with/without aid)	X				Operating Office Equipment	X			
Ability to See (with/without aid)	X				Pulling - Hand Over Hand			X	
Bending			X		Pulling - Straight			X	
Carrying - Light (under 25 lbs.)		X			Pulling - Light (under 25 lbs.)			X	
Carrying - Moderate (26 - 50 lbs.)		X			Pulling - Moderate (26 - 50 lbs.)			X	
Carrying - Heavy (51 - 100 lbs.)			X		Pulling - Heavy (51 - 100 lbs.)			X	
Carrying - Very Heavy (≥ 101 lbs.)				X	Pulling - Very Heavy (≥ 101 lbs.)				X
Chemical Hazards			X		Pushing - Light (under 25 lbs.)			X	
Climbing			X		Pushing - Moderate (26 - 50 lbs.)			X	
Counting		X			Pushing - Heavy (51 - 100 lbs.)			X	
Crawling			X		Pushing - Very Heavy (≥ 101 lbs.)				X
Depth Perception	X				Reaching above Shoulder			X	
Dust/Mites Hazards			X		Reading	X			
Electrical Hazards			X		Sitting	X			
Grasping - Dual Simultaneous	X				Standing	X			
Grasping - Simple	X				Stooping		X		
Heights			X		Temperatures - Extreme Cold			X	
Identify Colors	X				Temperatures - Extreme Heat			X	
Kneeling		X			Temperatures - Extreme Shifts			X	
Lifting - Light (under 15 lbs.)		X			Twisting	X			
Lifting - Moderate (15 - 44 lbs.)		X			Walking	X			
Lifting - Heavy (45 lbs. and greater)		X			Wet Hazards			X	
Lifting - Very Heavy (≥ 101 lbs.)			X		Working Alone		X		
Mechanical Hazards			X		Working Indoors		X		
Noise - Extreme			X		Working Outdoors			X	
Operating Heavy Equipment				X	Working on Scaffolding or Ladders				X
Operating Motor Vehicle		X			Writing	X			



**CITY COUNCIL WORKSHOP
CITY OF FAIR OAKS RANCH, TEXAS**

AGENDA TOPIC: Interlocal Agreement with Bexar County Emergency Services District No. 4 for EMS Transport Services
DATE: February 6, 2025
DEPARTMENT: Administration
PRESENTED BY: Scott M. Huizenga, ICMA-CM, City Manager

INTRODUCTION/BACKGROUND:

The City must secure a new ambulance and emergency medical transport provider following Acadian Ambulance Service’s decision not to renew its contract, which expires on April 30, 2025. This follows Acadian’s loss of its contract with Bexar County, which significantly reduced its regional service area. The City was first made aware of this possibility in late November, and the City received a formal notice of termination from Acadian on January 22, 2025 (although the letter was erroneously dated January 10, 2024).

To prevent service disruptions and ensure continued high-quality emergency medical response, the City has negotiated a short-term Interlocal Agreement (ILA) with Bexar County Emergency Services District No. 4 (ESD4). This agreement transfers ambulance transport services from Acadian to ESD4 while maintaining the same financial terms (\$6,125/month) as the current contract.

The ILA will take effect on March 1, 2025, as proposed, aligning with Acadian’s early transition request and allowing for an operational handoff. This temporary seven-month agreement (March 1 – September 30, 2025) provides flexibility for the City to evaluate long-term EMS service options. The City Council is expected to consider the ILA for approval at its February 20, 2025, Regular Meeting, following consideration by the ESD4 Board of Directors on February 17, 2025.

Last year, the City undertook a comprehensive Fire and Emergency Medical Services (EMS) study to evaluate the effectiveness and efficiency of its contracted services. The study confirmed that both Bexar County Emergency Services District No. 4 (ESD4) and the City’s ambulance transport provider delivered professional and essential services at a reasonable cost. Community feedback reinforced these findings, with over 80% of residents expressing favorable impressions of both the ESD and the ambulance provider.

In 2023, ESD4 responded to over 500 emergency calls, the majority of which were medical-related. As the City works to renew its fire and ambulance service contracts, Acadian’s decision not to renew its contract creates an urgent need for a new EMS transport provider.

Following recent discussions, ESD4 has proposed an interlocal agreement (ILA) to assume ambulance transport services. ESD4 has developed paramedic and transport capabilities, making it well-positioned to provide EMS transport services within Fair Oaks Ranch. The ILA ensures that residents and visitors continue receiving timely, high-quality emergency medical care. ESD4

already responds to each emergency call in the City under the existing ILA for fire and first response EMS services.

The newly drafted ILA is substantially similar to the existing agreement with ESD4, with the primary substantive change being that ESD4, rather than Acadian, will now handle ambulance transport services. Key provisions of the ILA include the following.

- **Service Coverage & Standards:** ESD4 will provide 24/7 EMS transport services within the City, maintaining response times aligned with its operational standards for the district.
- **Operational Oversight:** The Fair Oaks Ranch City Manager or designee will serve as the primary liaison with ESD4 to ensure coordination and issue resolution.
- **Financial Terms:** The City will compensate ESD4 at a rate of \$6,125 per month for these services. This is the same rate that the City currently pays to Acadian.
- **Term & Flexibility:** The agreement is structured as a seven-month contract (March 1, 2025 – September 30, 2025), allowing the City to evaluate service performance before making a long-term commitment. Either party may terminate the agreement with 60 days’ notice.
- **Equipment & Liability:** ESD4 will provide, maintain, and ensure all ambulances and EMS equipment, while the City will not hold ownership interest in any equipment.

The current agreement with Acadian expires on April 30, 2025, while the current fire and first response agreement with ESD4 expires on September 30, 2025. Acadian has indicated that it would prefer to be relieved of service sooner rather than later due to its revised coverage within Bexar County. This proposal would align the expiration of the two agreements as the City continues to negotiate a new long-term agreement with ESD4.

The ESD4 Board of Directors is expected to discuss the proposed ILA at its meeting on February 3 and consider the ILA for approval at its February 17 meeting. Staff will present the ILA for City Council consideration at the February 20, 2025, Regular Council Meeting.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

- Ensures uninterrupted EMS transport services following Acadian’s contract expiration.
- Leverages ESD4’s expanding paramedic and transport capabilities to maintain continuity of care.
- Improves coordination and eliminates jurisdictional confusion by consolidating EMS response under ESD4.
- Maintains cost-effective EMS coverage while allowing flexibility for future decisions.

This agreement aligns with Priorities 4.2 and 4.3 of the Strategic Action Plan, which focus on developing long-term strategies for Fire and EMS services.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

The proposed \$6,125 monthly payment to ESD4 is a budgeted expense for FY 2024-25. The payment is identical to the prorated portion of the expiring agreement with Acadian.

**INTERLOCAL AGREEMENT FOR
AMBULANCE AND EMERGENCY MEDICAL SERVICES (EMS)**

This interlocal agreement for Ambulance and Emergency Medical Services (EMS) (herein “Agreement”) is entered into effective March 1, 2025, by and between Bexar County Emergency Services District No. 4 (“District”), a political subdivision of the State of Texas, organized and operating pursuant to the provisions of Section 48-e, Article III of the Texas Constitution and Chapter 775 of the Health and Safety Code and The City of Fair Oaks Ranch, Texas (“City”) a home rule municipality.

WHEREAS, both the District and City propose to enter into this Agreement pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code to allow District to perform certain governmental functions and services for City, which shall be limited to Ambulance and EMS for persons located within the geographic boundaries of the City.

WHEREAS, the District is an emergency services district providing emergency services in the District, but not including the territorial limits of the City; and,

WHEREAS, the City desires to protect the health and welfare of the residents of City and the traveling public visiting and passing through the City; and,

WHEREAS, the City’s fire department, EMS, and ambulance transport services are provided through third party contracts; and,

WHEREAS, the City wishes to remove the confusion of overlapping jurisdiction of the three counties situated in the city limits; and,

WHEREAS, it would be to the City’s and District’s advantage to enter into an agreement for Ambulance and EMS in the City.

NOW, THEREFORE, in consideration of the premises and the mutual promises, covenants and agreements set forth herein, the City and District hereby agree as follows:

Article I – PARTIES

- 1.01 Bexar County Emergency Services District No. 4 (“District”) and The City of Fair Oaks Ranch, Texas (“City”) shall be the parties to this Agreement, with District acting as the provider of Ambulance and EMS on behalf of the City. There are no third-party beneficiaries to this Agreement.
- 1.02 District acknowledges and represents that it is familiar with the boundaries of the City and agrees to provide Ambulance and EMS to the City in accordance with (“IAW”) this Agreement. City and District agree and acknowledge that District shall perform and deliver Ambulance and EMS to the City, on the basis of the District’s standards of practice and is duly licensed and certified under the laws of the State of Texas to provide ambulance and EMS.
- 1.03 City acknowledges that District is a political subdivision of the State of Texas that has Ambulance and EMS obligations to its own area, and that any EMS provided to the City shall not be considered exclusive or primary, and such services shall be rendered in the context of the District’s EMS response protocols in effect from time to time, including

District’s use and reliance from time to time on mutual aid agreements with other governmental entities and ambulance and EMS organizations.

- 1.04 The City Manager of the City or his/her authorized designee of the City shall be the liaison responsible for communication with District. The Administrator of the District or his/her authorized designee of the District shall be the liaison responsible for communication with City.

Article II - TERM; EARLY TERMINATION

- 2.01 This Agreement shall be for a period of seven months, beginning March 1, 2025, and ending September 30, 2025 (the “Term”). Either party may terminate this Agreement, by providing the other party not less than 60-days written notice.
- 2.02 The District agrees and understands that the City is a governmental entity, and it has projected costs for this Agreement and the City expects to pay all obligations of this Agreement from projected revenue sources, but all obligations of the City are subject to appropriation by the City. In the event the City does not appropriate funds, then the District may terminate this Agreement. The City shall provide written notice of any non-appropriation to the District as soon as reasonably practical, each party paying for the performance of governmental functions or services shall make those payments from current revenues available to the paying party. The District may terminate this Agreement immediately upon notice of termination due to non-appropriation of funds by the City but shall provide services upon payment of any funds of the City then appropriated for this Agreement.
- 2.03 In the performance of service by the District to the City under the terms of this Agreement, it is mutually understood and agreed that the District and its employees and subcontractors are, and at all times shall be, independent contractors. Nothing herein shall be construed as giving a degree of control on the part of the City that creates an employer-employee relationship between the City and the District and its employees and contractors.
- 2.04 This Agreement does not create an employment relationship, partnership, or joint venture between the District, its subcontractors, agents, or employees and the City. Neither the District nor its subcontractors, agents or employees shall be deemed employees of the City for any purpose whatsoever.

Article III – Ambulance and Emergency Medical Services

- 3.01 The District, IAW applicable specifications and standards, agrees to perform the following services for the benefit of those persons residing in, transiting, and visiting the City:
 - a. District shall provide the necessary qualified and certified personnel and equipment for providing Ambulance and EMS to the City IAW this Agreement and the operational standards and practices used by the District and its subcontractors and shall enter into and maintain reciprocal mutual aid agreements with surrounding governmental entities and fire departments when necessary or advisable.
 - b. Monitor the fire alarm or alert system and radio system utilized by the District.
 - c. Respond to EMS calls within the city limits of The City of Fair Oaks Ranch 24 hours a day, 7 days a week. The District will strive to achieve an average response

time consistent with the District’s. Response time shall be measured by the amount of time lapsing between the time of dispatch notification and arrival of the Ambulance at the dispatched location.

ARTICLE IV - PROVISIONS

- 4.01 The City, as approved in the annual municipal budget, agrees to pay District, funds as outlined in Article V. Funds so provided are to be used primarily for the following purposes:
 - a. The purchase or leasing of Ambulances for the District.
 - b. The maintenance and operation of the District EMS equipment.
 - c. The purchase of vehicle and liability insurance as provided in Article VII.
 - d. Payment of applicable District staff salaries and benefits.
- 4.02 The District acknowledges that it understands that funds provided by the City may not be used for the purchase of equipment intended for personal use. The District may, however, request permission of the City Council to reprogram funds for additional purposes other than those listed in Article IV if the City determines that the conditions or circumstances so warrant.
- 4.03 District shall provide qualified and certified emergency personnel as set forth by applicable State and District polices and requirements.
- 4.04 The City agrees to assist in resolving questions of territorial jurisdiction between EMS providers. In such cases, the decision of the City Manager or his/her designee shall be final.
- 4.05 In an advisory capacity, a city representative is authorized to attend all meetings of District subject to the Texas Open Meetings Act.

ARTICLE V - PAYMENT SCHEDULE

- 5.01 The City will pay the District, \$6,125 monthly, in exchange for the services as outlined in this Agreement. The City funds will be used as outlined in Article IV and are not applied to any wear and tear or material depreciation of District owned Ambulances and equipment in responding to EMS calls within the City.

ARTICLE VI - EQUIPMENT

- 6.01 The District agrees to provide necessary equipment IAW the District response policy in providing all services in this Agreement.
- 6.02 The City will not accrue any equity or ownership interest in any of this equipment or any other property of the District.
- 6.03 The District agrees to provide appropriate maintenance for all Ambulances and equipment utilized by District to provide EMS.
- 6.04 The District agrees to remain responsible for any and all damages to its equipment, including motor vehicles, resulting from the use there of. Nothing in this Agreement shall in any way be construed by the District to make the City a partner, joint venture, or insurer of the District or its operation.

ARTICLE VII - INSURANCE

- 7.01 The District shall provide and maintain, at its own expense, automobile liability insurance for all emergency vehicles and apparatus at \$1,000,000 combined for Bodily Injury and Property Damage.
- 7.02 The District further agrees that with respect to the above required insurance, the City shall:
 - a. Be provided with 30 days advance notice, in writing, of cancellation or material changes.
 - b. Be provided with a Certificate of Insurance evidencing the above-required insurance during the term of this agreement. Maintenance of a current Certificate of Insurance on file with City Hall shall be a condition precedent to payment by the City of the funds identified in Article V.

ARTICLE VIII - REPORTS

- 8.01 The District shall submit a financial statement to the City Manager or his/her designee upon 14 business days written request by the City, inclusive of fiscal year actuals.
- 8.02 The District shall furnish to the City Manager or his/her designee on or about the 15th day of each month, a copy of the monthly reports listing the following:
 - a. Total number of responses to dispatched incident calls for services and medical transport within the City for the prior month, by type of call.
 - b. The equipment dispatched within the City for the prior month.
 - c. The date, time of call received by the District, dispatch time, and the District vehicle arrival time, type of event, time event cleared, and number of calls cancelled in route.

ARTICLE IV - MUTUAL AID

- 9.01 The District has in place sustainable mutual aid agreements with other fire departments and EMS providers and agrees to maintain said mutual aid agreements for the duration of this contract, in District’s sole discretion.

ARTICLE X - NOTICES

- 10.01 All notices by the parties shall be deemed given when either delivered in person or deposited in the United States (U.S.) Mail, postage prepaid, certified mail, return receipt requested, addressed to the appropriate party at the following address:

If to City: City Manager’s Office
 City of Fair Oaks Ranch
 7286 Dietz Elkhorn
 Fair Oaks Ranch, TX 78015

If to the District: Administrator
 Bexar County Emergency Services District No. 4
 26217 Ralph Fair Road
 Boerne, TX 78015

With a copy to: Ken Campbell
BURNS ANDERSON JURY & BRENNER, L.L.P.
P. O. Box 26300
Austin, Texas 78755-6300

With a copy to: T. Daniel Santee, City Attorney
Denton Navarro Rodrigez Bernal Santee & Zech, PC
2517 N. Main Avenue
San Antonio, Texas 78212

ARTICLE XI - GENERAL PROVISIONS

- 11.01 **Retention of and Access to Records and Reports.** Subject to applicable law, including, but not limited to, Chapter 773, Texas Health & Safety Code, the Health Insurance Portability and Accountability Act, and Chapter 552, Texas Government Code, the District agrees to provide the City, upon request, access to books, records and other papers relating to this Agreement, and to maintain such books, records, and other papers for six (6) years after termination of this Agreement or the period required by applicable state and local law. Unless otherwise noted in this Agreement, all requested information shall be provided within 10 business days of the receipt of the request, where practicable.
- 11.02 **Certification and Regulatory Compliance.** The District shall comply, and upon request, District shall submit evidence of such compliance, with all State and federal certifications, regulations, or licensure requirements pertaining to the services provided hereunder, including, but not limited to applicable rules, policies, procedures, and requirements of applicable law.
- 11.03 **Compliance.** In providing all services pursuant to this contract, the District shall abide by all statutes, ordinances, rules, and regulations pertaining to, or regulating the provision of such services, including those now in effect and hereafter adopted. Any violation of said statutes, ordinances, rules, or regulations shall constitute a material breach of this contract and shall entitle the City to terminate this contract immediately upon delivery of written notice of termination to the District.
- 11.04 **Texas Law to Apply/Venue.** This Agreement shall be construed under and IAW the laws of the U.S. and the State of Texas, and all obligations of the Parties are performable, and venue shall in the appropriate jurisdiction as set forth in applicable law. Notwithstanding any provision to the contrary herein, this Agreement is a contract for, and with respect to the performance of, governmental functions by governmental entities. The services provided for herein are governmental functions, and the City and the District shall be engaged in the conduct of a governmental function while providing or performing any service pursuant to this Agreement. The relationship of the City and the District shall, with respect to that part of any service or function undertaken because of or pursuant to this Agreement, be that of independent contractors. Nothing contained herein shall be deemed or construed by the Parties, or by any third party, as creating the relationship of principal and agent, partners, joint ventures, or any other similar such relationship between the Parties. By entering into this Agreement, each Party reserves and does not waive any right, immunity, or defense available to it at law or in equity as to any claim or cause of action whatsoever that may arise or result from or in connection with this Agreement. This

Agreement shall not be interpreted nor construed to give to any third party the right to any claim or cause of action, and neither the City nor the District shall be held legally liable for any claim or cause of action arising pursuant to or in connection with this Agreement except as specifically provided herein or by law. Neither of the Parties hereto waives or relinquishes any immunity or defense on behalf of itself, its trustees, council members, directors, officers, employees, volunteers, representatives, or agents because of the execution of this Agreement and the performance of the covenants and agreements contained herein.

- 11.05 **Entire Agreement.** This Agreement constitutes the final and entire Agreement between the parties hereto and contains all terms and conditions agreed upon. No other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind the parties hereto unless same be in writing dated subsequent to the date hereof and duly executed by the parties. No amendment, modification, or alteration shall be binding unless the same is in writing, dated subsequent to the date hereof and duly executed by the parties hereto.
- 11.06 This Agreement has been approved by the governing bodies of both parties, and the below designated individuals are authorized to enter into this Agreement by those same governing bodies.

EXECUTED IN DUPLICATE THIS 6th day of February 2025.

CITY OF FAIR OAKS RANCH

BEXAR COUNTY EMERGENCY SERVICES DISTRICT NO. 4

By: _____
Scott Huizenga, City Manager

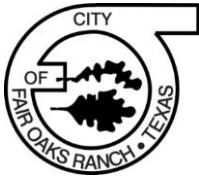
Ron Haygood, President

ATTEST:

ATTEST:

Christina Picioccio, City Secretary

Ken Lopez-Maddox, Secretary



CITY COUNCIL REPORT CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Financial and Investment Report for the Quarter Ended December 31, 2024
DATE: February 6, 2025
DEPARTMENT: Finance
PRESENTED BY: Summer Fleming, CGFO, Director of Finance

INTRODUCTION/BACKGROUND:

Best practices in financial transparency and reporting recommend at least quarterly reporting on the financial position of the City relative to the budget. The quarterly report provides a comprehensive update on the implementation of the budget and includes an updated projection of the budget outcome for the fiscal year.

Pursuant to Texas Government Code Section 2256.023 and the City’s Investment Policy Section 12, the Investment Officer is required, on a quarterly basis, to prepare and submit to the City Council a written report of investment transactions that have occurred since the previous report, and the market value of current investments. The attached report is being made to comply with the reporting requirements for the quarter ended December 31, 2024.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

Priority 1.5 of the Strategic Action Plan is to Ensure continuity and excellence of Financial Reporting Reliability. Frequent review and reporting of the City’s investments is both prudent and necessary to confirm the City’s investment portfolio is being managed according to the Investment Policy. Fiscal transparency informs City Council and citizens how the City spent tax revenues and is a critical element of effective public financial management.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

This report reflects financial performance and projections through the first quarter of FY 2024-25. Projections remain stable in most categories with minor variances reflecting adjustments in the first three months. Total general fund revenues show a slight increase of \$160,667 from the amended budget. Tax revenues are projected to be up \$81,484 due to levy adjustments and higher-than-expected sales taxes. This projection is likely to change as appraisal disputes are settled and sales tax collections are received.

Interest earnings are projected to be up \$50,000 in the general fund, and \$250,000 citywide, which includes \$100,000 in the bond capital fund, and \$100,000 in the utility fund. This projection is based on interest rate changes and timing of large capital project expenditures.

General fund expenditures are projected to be \$375,391 below budget attributed mainly to personnel savings due to vacancies. Vacancies during the quarter included six (6) in public safety, one (1) in administration, and four (4) in public works. The utility fund is projecting a \$44,501

savings in personnel. With these projections the general fund is projected to add \$66,770 to fund balance, which is a positive variance to budget of \$536,058.

The utility fund shows a combined increase in operational revenues of \$417,818 mostly in the water utility. Water consumption is up 29 million gallons and drought surcharges are \$77,000 higher than the first quarter of last fiscal year. Wastewater operational revenues are projected to be \$62,793 higher than budget, due to changes in winter averages combined with new connections.

In total the utility fund is projected to have a positive variance to budget totaling \$322,263.



Quarterly Financial Update & Investment Report

February 6, 2025



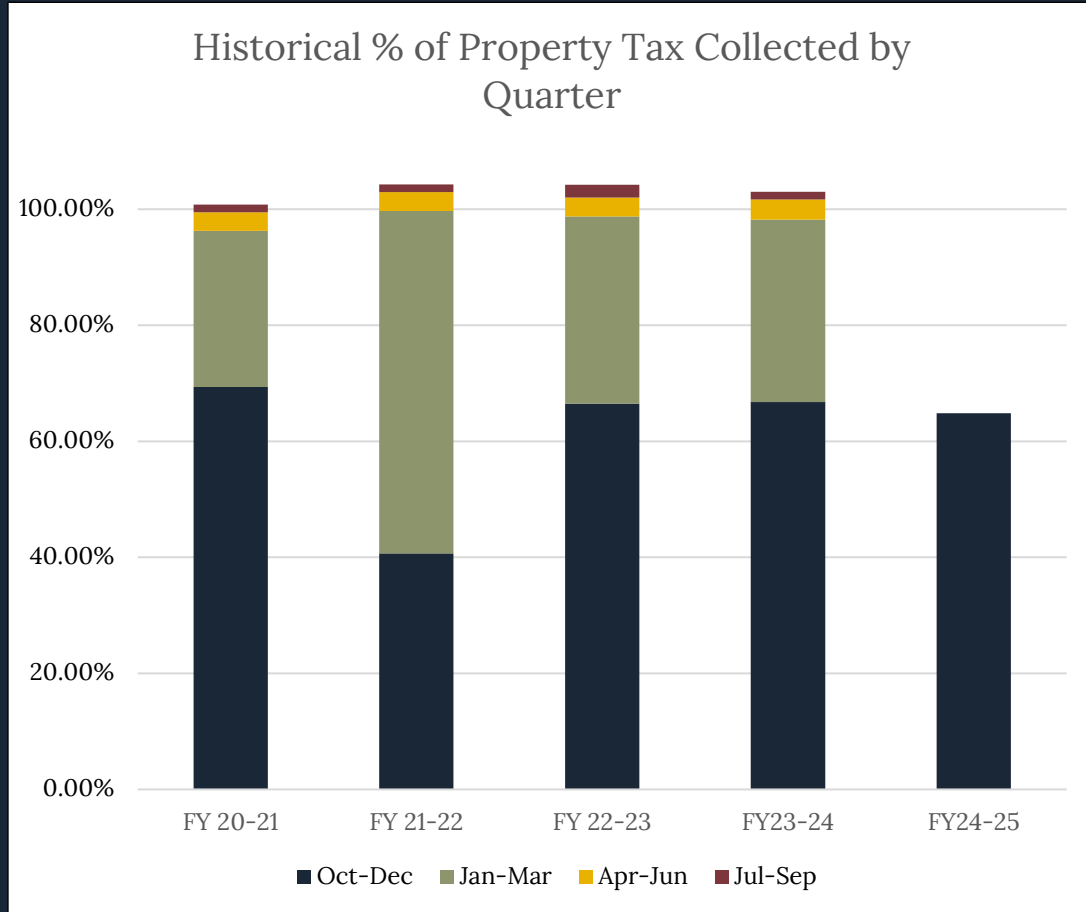
Summer Fleming
Director of Finance



General Fund Revenues

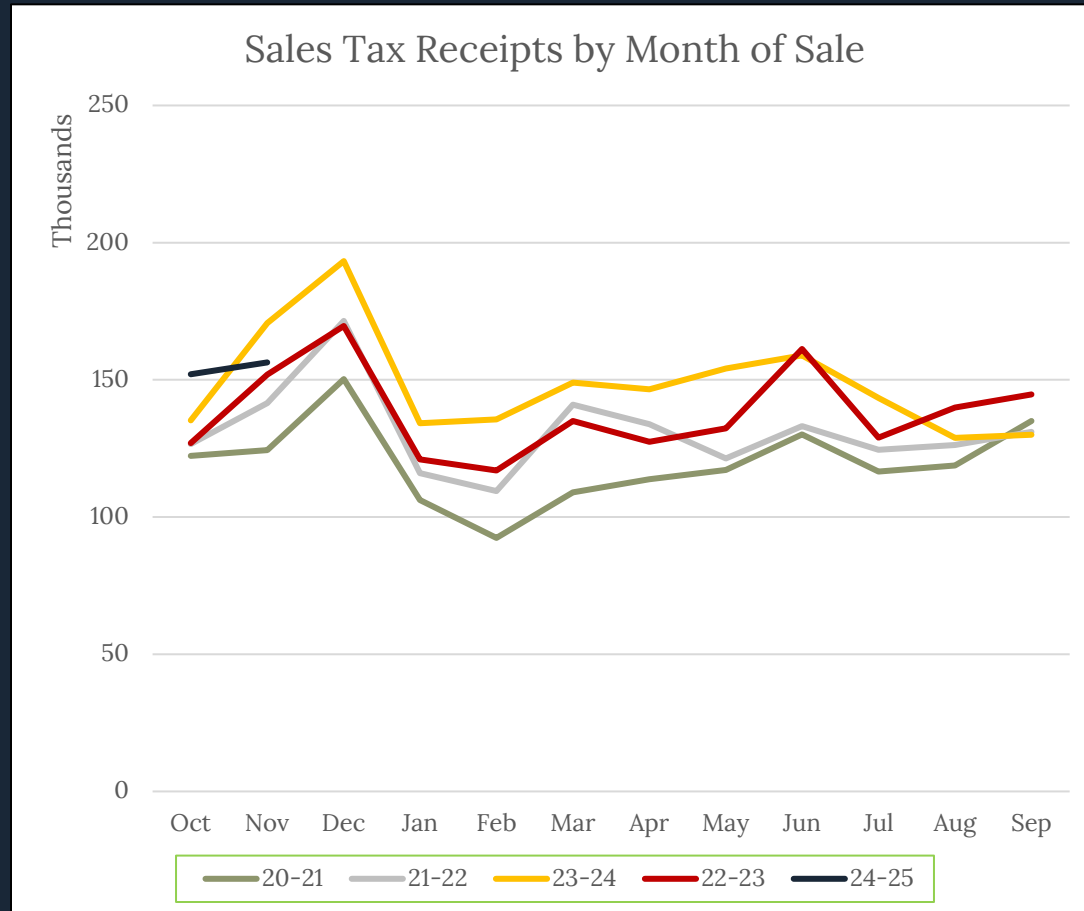
Type	FY 2023-24 Actual	FY 2024-25 Budget	3-Month Actual	12-Month Projected	12-Month Variance
Property Tax	\$6,813,962	\$6,612,107	\$4,270,386	\$6,688,645	\$76,538
Sales Tax	1,788,324	1,845,222	152,038	1,850,168	4,946
Franchise Fees	743,231	762,350	32,689	762,350	-
Permits	232,138	168,200	63,457	168,200	-
Court Fines & Fees	191,584	207,300	35,995	207,300	-
Fees & Services	521,604	361,910	120,880	392,293	30,383
Interest Earnings	683,555	450,000	134,502	500,000	50,000
Grants & Contributions	141,826	88,600	2,000	88,600	-
Other	592,767	324,165	66,274	322,965	(1,200)
Total	\$11,708,991	\$10,819,854	\$4,878,222	\$10,980,521	\$160,667

Property Taxes



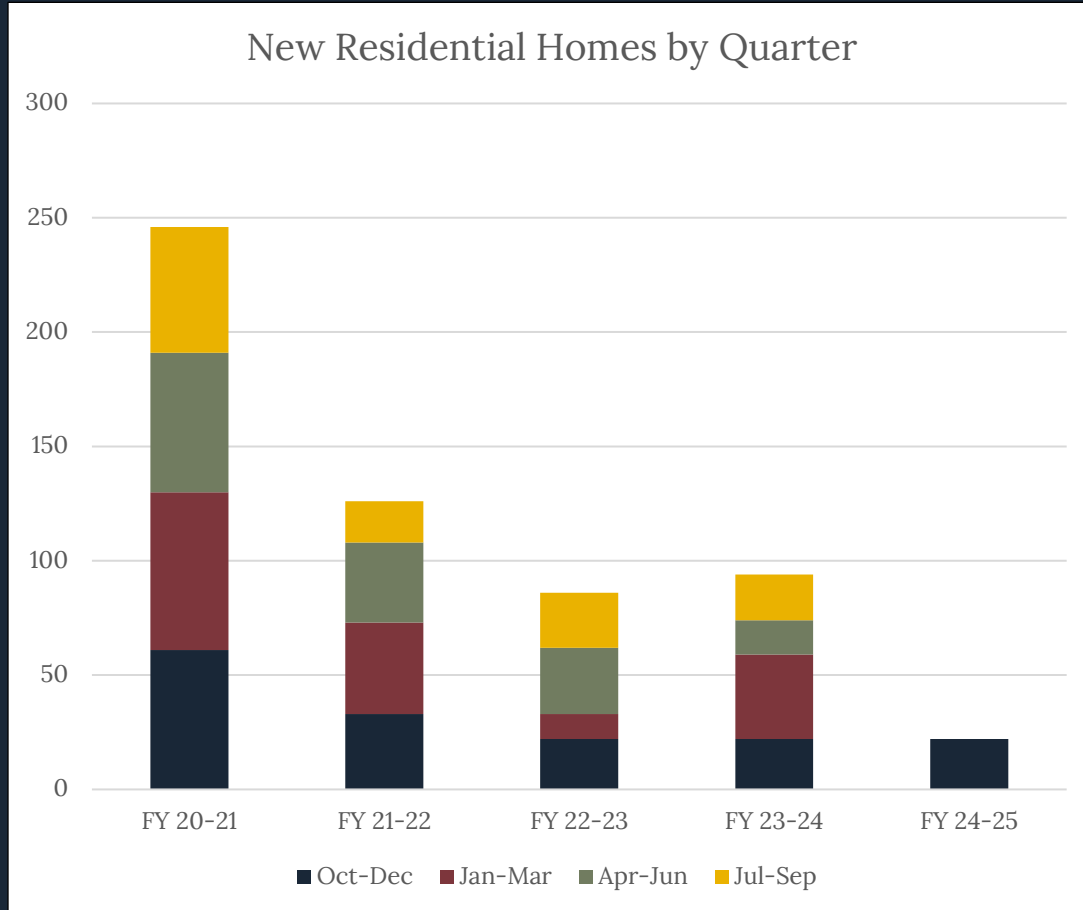
- 63.5% of the 2024 Tax Levy collected.
- Projecting surplus to budget of \$76,538 including delinquent taxes.

Sales Tax



- Sales taxes are collected two months in arrears.
- Sales tax collected to date is averaging 4% higher than last year.

Residential Permits



- 22 New Residential Home permits issued between October and December

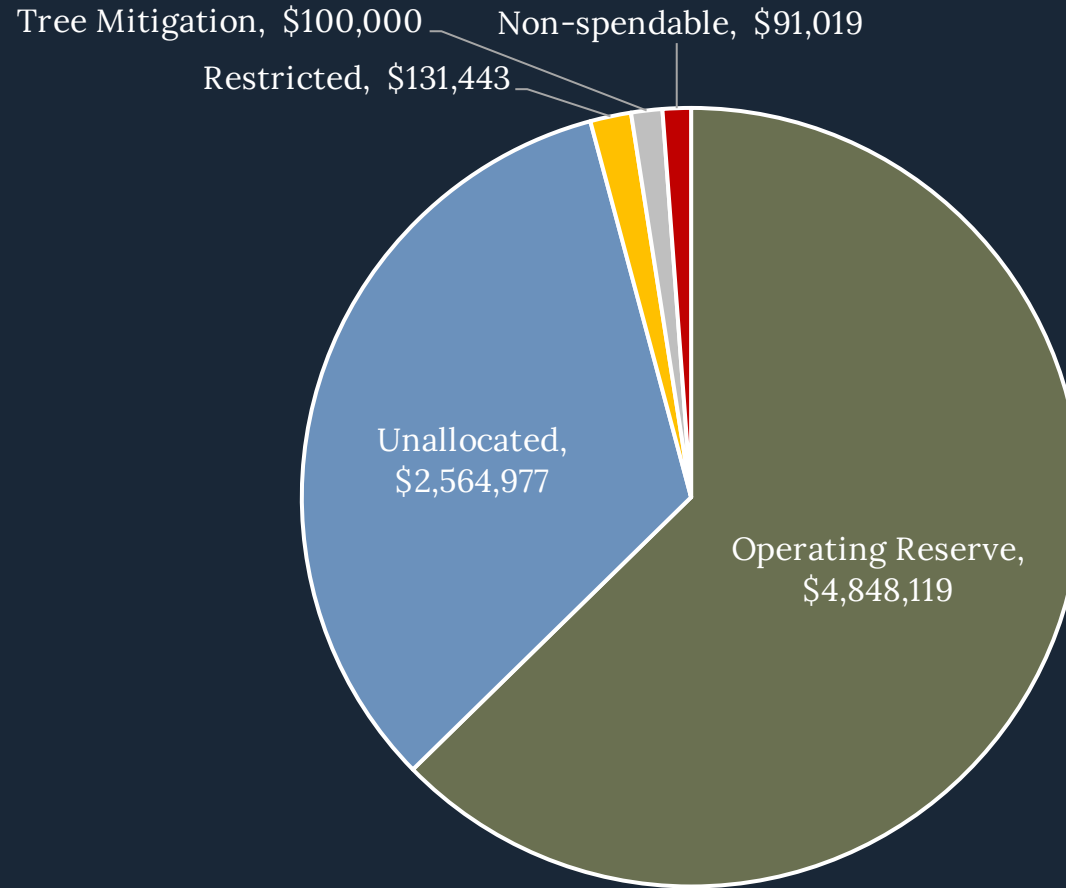


General Fund Expenditures

Type	FY 2023-24 Actual	FY 2024-25 Budget	3-Month Actual	12-Month Projected	12-Month Variance
Personnel	\$5,478,855	\$6,247,754	\$1,233,180	\$5,875,247	\$372,507
Supplies, Maint., Ops	1,162,375	1,349,011	102,659	1,350,511	(1,500)
Professional Services	1,793,865	2,175,436	583,954	2,175,435	2
Shared Services	197,471	310,251	110,924	305,735	4,516
Capital Outlay	920,772	463,552	140,302	463,685	(133)
Transfers	1,115,471	743,138	743,138	743,138	-
Total	\$10,668,809	\$11,289,142	\$2,914,157	\$10,913,751	\$375,391

Projected Fund Balance Total

\$7,735,558



Utility Revenues



Type	FY 2023-24 Actual	FY 2024-25 Budget	3-Month Actual	12-Month Projected	12-Month Variance
Water Operating	\$4,247,141	\$4,296,696	\$1,146,322	\$4,651,721	\$355,025
Wastewater Operating	1,692,909	1,713,153	449,170	1,775,946	62,793
Total Operating Revenues	\$5,940,050	\$6,009,849	\$1,595,492	\$6,427,667	\$417,818
Water Non-Operating	\$1,004,361	\$1,440,889	\$428,377	\$1,540,889	\$100,000
Wastewater Non-Operating	515,851	790,630	183,525	790,630	-
Total Non-Operating Revenues	\$1,520,212	\$2,231,519	\$611,902	\$2,331,519	\$100,000
Total Utility Revenues	\$7,460,262	\$8,241,368	\$2,207,394	\$8,759,186	\$517,818

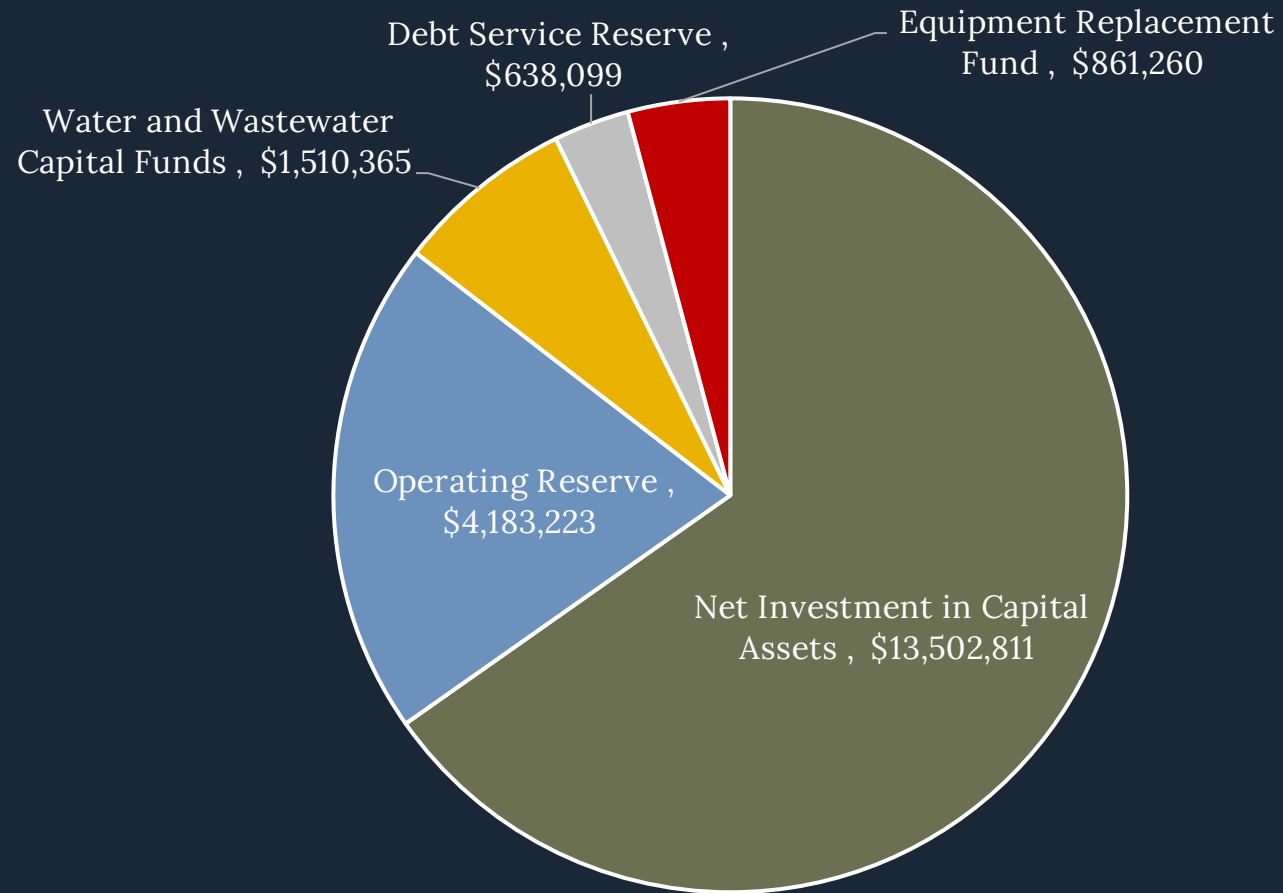
Utility Expenditures



Type	FY 2023-24 Actual	FY 2024-25 Budget	3-Month Actual	12-Month Projected	12-Month Variance
Personnel	\$1,963,122	\$2,113,684	\$442,853	\$2,069,183	\$44,501
Supplies, Maint., & Ops.	3,026,349	3,164,557	934,002	3,215,213	(50,656)
Services	199,206	389,986	31,064	389,986	-
Total Operating Expenditures	\$5,188,677	\$5,668,227	\$1,407,919	\$5,674,383	(\$6,155)
Capital Outlay	\$1,267,240	\$6,147,157	\$718,348	\$6,147,278	(\$121)

Projected Net Position

\$20,695,758





Investment Update

Investment Inventory



Investment	Beginning Balance	Deposits / (Withdrawals)	Interest Earned	Ending Balance
Frost Bank	\$1,302,132	(\$332,778)	\$127	\$969,481
TexPool	7,985,475	-	96,632	8,082,106
TexPool Prime	2,789,042	1,952,409	27,843	4,769,294
Texas CLASS	15,878,095	-	196,376	16,074,472
Total Investments	\$27,954,744	\$1,619,631	\$320,978	\$29,895,353



Questions?



Fiscal Year 2024-25 Financial Report

As of December 31, 2024

Prepared by
Finance Department
February 6, 2025

City of Fair Oaks Ranch
General Fund
Statement of Revenues & Expenditures
For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Beginning Fund Balance	6,628,605	7,668,787	7,668,787	7,668,787	
<u>Revenue</u>					
Taxes	8,631,247	8,482,329	4,426,368	8,563,813	81,484
Franchise Fees	743,231	762,350	32,689	762,350	-
Permits	232,138	168,200	63,457	168,200	-
Fines & Fees	191,584	207,300	35,995	207,300	-
Fees & Services	521,604	361,910	120,880	392,293	30,383
Interest Earnings	683,555	450,000	134,502	500,000	50,000
Grants & Contributions	141,826	88,600	2,000	88,600	-
Other Revenues	341,552	143,880	32,330	142,680	(1,200)
Transfers from other funds	222,254	155,285	30,000	155,285	-
Total Revenue	11,708,991	10,819,854	4,878,222	10,980,521	160,667
<u>Expenditures</u>					
Personnel	5,478,855	6,247,754	1,233,180	5,875,247	372,507
Supplies, Maintenance & Operations	1,162,375	1,349,011	102,659	1,350,511	(1,500)
Services	1,793,865	2,175,436	583,954	2,175,435	2
Shared Services	197,471	310,251	110,924	305,735	4,516
Capital Outlay	920,772	463,552	140,302	463,685	(133)
Transfers to other funds	1,115,471	743,138	743,138	743,138	-
Total Expenditures	10,668,809	11,289,142	2,914,157	10,913,751	375,391
Revenue over/(under) Expenditures	1,040,182	(469,288)	1,964,065	66,770	536,058
Ending Fund Balance	7,668,787	7,199,500	9,632,852	7,735,557	

City of Fair Oaks Ranch
 General Fund
 Fund Balance Detail
 For the fiscal year ended September 30, 2025

	<u>Actual</u> <u>9/30/2024</u>	<u>Projected</u> <u>FY 2024-25</u>	<u>Projected</u> <u>9/30/2025</u>
<u>Non-spendable</u>	91,019	-	91,019
<u>Restricted</u>			
Court Technology	21,707	(5,823)	15,884
Court Security Building	17,531	1,500	19,031
Court Efficiency	1,681	450	2,131
Court Truancy Prevention Fund	21,534	5,700	27,234
Municipal Court Jury Fund	281	150	431
Felony Forfeiture	43,275	-	43,275
LEOSE Funds	20,239	(1,100)	19,139
PEG Fees	4,319	-	4,319
Total Restricted	<u>130,566</u>	<u>877</u>	<u>131,443</u>
<u>Committed</u>	-	-	-
<u>Assigned</u>			
Tree Mitigation	149,600	(49,600)	100,000
Total Assigned	<u>149,600</u>	<u>(49,600)</u>	<u>100,000</u>
<u>Unassigned</u>			
Operating Reserve	4,738,119	110,000	4,848,119
Unallocated	2,178,246	386,731	2,564,977
Total Unassigned	<u>7,297,602</u>	<u>115,493</u>	<u>7,413,095</u>
General Fund Balances	<u><u>7,668,787</u></u>	<u><u>66,770</u></u>	<u><u>7,735,557</u></u>

City of Fair Oaks Ranch
 General Fund
 Statement of Revenues
 For the period ended December 31, 2024

	FY 2024	FY 2025	FY 2025	FY 2025	12-Month Variance
	12-Month	Amended	3-Month	12-Month	Positive
	Actual	Budget	Actual	Projected	(Negative)
Taxes					
General Property	6,744,102	6,557,107	4,253,136	6,628,645	71,538
Delinquent Property	47,128	30,000	13,858	35,000	5,000
Penalty & Interest	22,732	25,000	3,392	25,000	-
Mixed Beverage	28,961	25,000	3,944	25,000	-
Local Sales	1,192,216	1,230,148	101,359	1,233,445	3,297
Street Maintenance	298,054	307,537	25,340	308,361	824
Property Reduction	298,054	307,537	25,340	308,361	824
Total Taxes	8,631,247	8,482,329	4,426,368	8,563,813	81,484
Franchise Fees					
Time Warner Cable	59,395	60,900	-	60,900	-
GVTC Cable/Telephone	60,270	65,000	-	65,000	-
AT&T Cable/Television	1,677	2,500	-	2,500	-
Miscellaneous Telecom	315	700	-	700	-
City Public Service	448,951	470,000	32,689	470,000	-
Pedernales Electric	109,431	105,000	-	105,000	-
Grey Forest Utility	26,496	23,500	-	23,500	-
Garbage	36,696	34,000	-	34,000	-
Recycling	-	750	-	750	-
Total Franchise Fees	743,231	762,350	32,689	762,350	-
Interest Earnings					
Bank/Investment Interest	683,555	450,000	134,502	500,000	50,000
Total Interest Earnings	683,555	450,000	134,502	500,000	50,000
Permits					
New Residential	145,757	80,000	40,671	80,000	-
New Commercial	-	5,000	-	5,000	-
Remodeling/Additions	30,950	20,000	10,242	20,000	-
Other	41,436	50,000	8,254	50,000	-
Contactator Registration	9,450	9,000	2,250	9,000	-
Food/Health	4,545	4,200	2,040	4,200	-
Total Permits	232,138	168,200	63,457	168,200	-
Fines & Fees					
Municipal Court Fines	174,829	190,000	32,740	190,000	-
Municipal Court Security	5,665	6,000	1,121	6,000	-
Municipal Court Technology	4,648	5,000	921	5,000	-
Municipal Court Efficiency	603	450	60	450	-
Municipal Court Truancy Prevention	5,725	5,700	1,131	5,700	-
Municipal Court Jury	114	150	23	150	-
Total Fines & Fees	191,584	207,300	35,995	207,300	-

City of Fair Oaks Ranch
General Fund
Statement of Revenues
For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Fees & Services					
FORU Management Fee	289,039	292,365	76,986	312,748	20,383
Special Fees	30,749	25,000	11,665	35,000	10,000
FORMDD Management Fee	30,150	30,150	30,150	30,150	-
Tree Mitigation Fees	159,600	-	-	-	-
Credit Card Service Fee	9,682	12,900	1,744	12,900	-
Pet Licenses	1,050	1,000	220	1,000	-
Pet Impound	1,334	495	115	495	-
Total Fees & Services	521,604	361,910	120,880	392,293	30,383
Other					
Miscellaneous	117,343	127,280	31,519	127,280	-
City Event Sponsorship	1,480	1,200	-	-	(1,200)
Sale of Assets	-	-	-	-	-
School Guard Crossing Fund	15,729	13,500	810	13,500	-
LEOSE Proceeds	4,234	1,900	-	1,900	-
Police Seized Proceeds	-	-	-	-	-
Other Sources - SBITA's	202,767	-	-	-	-
Total Other	341,552	143,880	32,330	142,680	(1,200)
Grants & Contributions					
Donations/Grants	141,826	88,600	2,000	88,600	-
Total Grants & Contributions	141,826	88,600	2,000	88,600	-
Transfers					
Project Allocations	-	98,585	-	98,585	-
Capital Replacement Fund	222,254	56,700	30,000	56,700	-
Total Transfers	222,254	155,285	30,000	155,285	-
Total Revenue	11,708,991	10,819,854	4,878,222	10,980,521	160,667

General Fund Expenditures by Department
 Mayor & Council
 For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Personnel					
Salaries	-	-	-	-	-
Overtime	-	-	-	-	-
Taxes - Social Security	-	-	-	-	-
Taxes - Medicare	-	-	-	-	-
Taxes SUTA/FUTA	-	-	-	-	-
Workers' Compensation Insurance	-	-	-	-	-
Retirement	-	-	-	-	-
Health Insurance	-	-	-	-	-
Uniform Allowance	-	-	-	-	-
Allowance for Vacancies	-	-	-	-	-
Total Personnel	-	-	-	-	-
Supplies, Maintenance & Operations					
Supplies and Consumables	-	-	-	-	-
Minor Equipment and Furniture	-	-	-	-	-
Fuel	-	-	-	-	-
Uniforms	284	350	-	350	-
Committee - Branding	-	500	-	500	-
Committee - Planning & Zoning	248	500	-	500	-
Committee - Board of Adj	-	500	-	500	-
Committee - Audit	-	500	-	500	-
Committee - Urban Wildlife	720	500	-	500	-
Donations & Grants	-	-	-	-	-
Total Supplies, Maintenance & Operations	1,252	2,850	-	2,850	-
Services					
Professional Services	-	-	-	-	-
Dues/Subscriptions	2,716	3,245	2,003	3,245	-
Training/Seminars & Related Travel	-	7,000	-	7,000	-
Meetings and Related Travel	2,298	11,800	45	11,800	-
Public Relations	235	5,250	-	5,250	-
Employee Appreciation	-	-	-	-	-
Recording/Reporting/History	-	-	-	-	-
Total Services	5,249	27,295	2,047	27,295	-
Total Mayor & Council	6,500	30,145	2,047	30,145	-

General Fund Expenditures by Department
Administration
For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Personnel					
Salaries	309,218	453,486	88,965	446,136	7,350
Overtime	142	123	-	123	-
Taxes - Social Security	18,155	26,853	4,878	25,939	914
Taxes - Medicare	4,451	6,577	1,412	6,337	240
Taxes SUTA/FUTA	399	398	-	398	-
Workers' Compensation Insurance	1,260	982	853	853	129
Retirement	38,637	57,858	12,544	57,609	249
Health Insurance	22,969	33,434	8,881	38,519	(5,085)
Uniform Allowance	-	-	-	-	-
Car Allowance	7,200	7,200	1,662	7,200	0
Allowance for Vacancies	-	(6,023)	-	-	(6,023)
Total Personnel	402,431	580,888	119,195	583,115	(2,227)
Supplies, Maintenance & Operations					
Supplies and Consumables	513	850	-	850	-
Minor Equipment and Furniture	1,236	1,250	-	1,250	-
Fuel	61	150	46	150	-
Uniforms	133	360	-	360	-
Total Supplies, Maintenance & Operations	1,944	2,610	46	2,610	-
Services					
Professional Services	213,112	105,000	24,567	105,000	-
Dues/Subscriptions	3,330	4,318	1,748	4,318	-
Training/Seminars & Related Travel	8,181	16,375	1,566	16,375	-
Meetings and Related Travel	1,875	5,840	275	5,840	-
Employee Appreciation	-	300	-	300	-
Tech/Internet/Software	-	-	-	-	-
Total Services	226,499	131,833	28,156	131,833	-
Capital Outlay					
Furniture, Equipment & Vehicles	-	-	-	-	-
Total Capital Outlay Costs	-	-	-	-	-
Total Administration	630,873	715,331	147,397	717,558	(2,227)

General Fund Expenditures by Department
 City Secretary
 For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Personnel					
Salaries	161,133	167,674	34,828	168,335	(661)
Overtime	-	-	-	-	-
Taxes - Social Security	9,622	10,396	2,315	10,031	365
Taxes - Medicare	2,250	2,431	541	2,346	85
Taxes SUTA/FUTA	234	234	-	234	-
Workers' Compensation Insurance	428	363	315	315	48
Retirement	19,807	21,387	4,826	21,401	(14)
Health Insurance	14,928	18,315	3,980	17,184	1,131
Uniform Allowance	-	-	-	-	-
Total Personnel	208,402	220,800	46,805	219,845	955
Supplies, Maintenance & Operations					
Supplies and Consumables	953	950	-	950	-
Minor Equipment and Furniture	1,175	200	115	200	-
Fuel	-	-	-	-	-
Uniforms	100	100	-	100	-
Total Supplies, Maintenance & Operations	2,229	1,250	115	1,250	-
Services					
Professional Services	4,038	11,039	3,297	11,039	-
Dues/Subscriptions	803	1,000	313	1,000	-
Training/Seminars & Related Travel	5,421	6,400	2,414	6,400	-
Meetings and Related Travel	325	1,500	60	1,500	-
Elections	32,687	32,000	971	32,000	-
Employee Appreciation	-	100	-	100	-
Recording/Reporting/History	12,037	10,000	145	10,000	-
Tech/Internet/Software	4,128	10,930	2,345	10,930	-
Total Services	59,440	72,969	9,545	72,969	-
Capital Outlay					
Furniture, Equipment & Vehicles	-	-	-	-	-
Total Capital Outlay Costs	-	-	-	-	-
Total City Secretary	270,071	295,019	56,465	294,064	955

General Fund Expenditures by Department
 Human Resources and Communications
 For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Personnel					
Salaries	133,344	136,408	28,333	136,941	(533)
Overtime	-	-	-	-	-
Taxes - Social Security	7,895	8,457	1,889	8,188	269
Taxes - Medicare	1,847	1,978	442	1,915	63
Taxes SUTA/FUTA	176	176	-	176	-
Workers' Compensation Insurance	346	295	256	256	39
Retirement	16,380	17,399	3,926	17,410	(11)
Health Insurance	9,236	10,998	2,474	10,477	521
Uniform Allowance	-	-	-	-	-
Total Personnel	169,222	175,711	37,320	175,363	348
Supplies, Maintenance & Operations					
Supplies and Consumables	1,774	1,700	169	1,700	-
Minor Equipment and Furniture	1,755	1,600	90	1,600	-
Fuel	-	-	-	-	-
Uniforms	118	150	-	150	-
Total Supplies, Maintenance & Operations	3,647	3,450	259	3,450	-
Services					
Professional Services	540	1,625	1,328	1,625	-
Dues/Subscriptions	4,755	2,175	787	4,875	(2,700)
Training/Seminars & Related Travel	11,343	10,775	1,301	10,775	-
Meetings and Related Travel	296	1,000	145	1,000	-
Public Relations	43,551	51,250	1,850	48,550	2,700
Employee Appreciation	11,839	11,260	3,229	11,260	-
Employment Costs	2,795	2,675	700	2,675	-
Recording/Reporting/History	-	-	-	-	-
Tech/Internet/Software	7,160	17,902	11,987	17,902	-
Total Services Costs	82,279	98,662	21,328	98,662	-
Capital Outlay					
Furniture, Equipment & Vehicles	-	-	-	-	-
Total Capital Outlay Costs	-	-	-	-	-
Total Human Resources & Communications	255,147	277,823	58,908	277,475	348

General Fund Expenditures by Department
 Finance
 For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Personnel					
Salaries	187,971	217,318	45,048	218,066	(748)
Overtime	22	163	-	163	-
Taxes - Social Security	10,794	13,484	2,926	12,708	776
Taxes - Medicare	2,524	3,153	684	2,972	181
Taxes SUTA/FUTA	293	293	-	293	-
Workers' Compensation Insurance	580	470	408	408	62
Retirement	23,024	27,740	6,241	27,743	(3)
Health Insurance	26,552	35,063	8,250	33,828	1,235
Uniform Allowance	-	-	-	-	-
Allowance for Vacancies	-	-	-	-	-
Total Personnel	251,761	297,684	63,557	296,182	1,502
Supplies, Maintenance & Operations					
Supplies and Consumables	1,206	1,300	304	1,300	-
Minor Equipment and Furniture	286	500	139	500	-
Fuel	-	-	-	-	-
Uniforms	106	250	-	250	-
Total Supplies, Maintenance & Operations	1,598	2,050	444	2,050	-
Services					
Professional Services	79,202	89,285	39,222	89,285	-
Dues/Subscriptions	573	605	280	605	-
Training/Seminars & Related Travel	4,558	6,350	901	6,350	-
Meetings and Related Travel	32	400	92	400	-
Employee Appreciation	324	250	-	250	-
Tech/Internet/Software	299	11,583	9,676	11,583	-
Total Services	84,988	108,473	50,170	108,473	-
Capital Outlay					
Furniture, Equipment & Vehicles	-	-	-	-	-
Total Capital Outlay Costs	-	-	-	-	-
Total Finance	338,347	408,207	114,171	406,704	1,502

General Fund Expenditures by Department
 Information Technology
 For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Personnel					
Salaries	91,519	95,350	19,516	94,525	825
Overtime	-	-	-	-	-
Taxes - Social Security	5,250	5,912	1,253	5,442	470
Taxes - Medicare	1,228	1,383	293	1,273	110
Taxes SUTA/FUTA	117	117	-	117	-
Workers' Compensation Insurance	243	206	179	179	27
Retirement	11,254	12,162	2,704	12,017	145
Health Insurance	12,840	15,083	2,981	12,291	2,792
Uniform Allowance	-	-	-	-	-
Total Personnel	122,451	130,213	26,927	125,844	4,369
Supplies, Maintenance & Operations					
Supplies and Consumables	142	200	-	200	-
Minor Equipment and Furniture	1,927	200	-	200	-
Fuel	-	-	-	-	-
Uniforms	-	100	-	100	-
Total Supplies, Maintenance & Operations	2,070	500	-	500	-
Services					
Professional Services	440	114,000	-	114,000	-
Dues/Subscriptions	175	388	88	388	-
Training/Seminars & Related Travel	1,606	6,250	59	6,250	-
Meetings and Related Travel	-	350	9	350	-
Employee Appreciation	95	100	-	100	-
Tech/Internet/Software	132,186	240,155	150,997	240,155	-
Total Services	134,502	361,243	151,153	361,243	-
Shared Services					
Facility Contracts & Services	3,147	18,991	3,464	18,991	-
Phone/Cable/Alarms	35,985	32,996	7,956	32,996	-
Total Shared Services	39,132	51,987	11,420	51,987	-
Capital Outlay					
Furniture, Equipment & Vehicles	222,815	115,050	-	115,050	-
Lease Principal	13,707	-	-	-	-
Lease Interest	2,226	-	-	-	-
SBITA Principal	95,160	-	-	-	-
SBITA Interest	7,292	-	-	-	-
Total Capital Outlay	341,200	115,050	-	115,050	-
Total Information Technology	639,353	658,993	189,501	654,624	4,369

General Fund Expenditures by Department
Municipal Court
For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Personnel					
Salaries	108,130	112,693	23,406	113,128	(435)
Overtime	181	360	29	284	76
Taxes - Social Security	5,931	7,009	1,445	6,261	748
Taxes - Medicare	1,387	1,639	338	1,465	174
Taxes SUTA/FUTA	234	234	-	234	-
Workers' Compensation Insurance	288	244	212	212	32
Retirement	13,308	14,420	3,252	14,424	(4)
Health Insurance	24,749	29,484	6,824	28,203	1,281
Uniform Allowance	-	-	-	-	-
Total Personnel	154,207	166,083	35,506	164,210	1,873
Supplies, Maintenance & Operations					
Supplies and Consumables	1,659	1,700	1,025	1,700	-
Minor Equipment and Furniture	1,905	200	33	200	-
Fuel	-	-	-	-	-
Uniforms	129	150	-	150	-
Court Technology	1,529	10,823	-	10,823	-
Court Security Building	43,658	6,180	-	6,180	-
Total Supplies, Maintenance & Operations	48,880	19,053	1,058	19,053	-
Services					
Professional Services	63,068	73,040	12,043	73,040	-
Dues/Subscriptions	131	800	-	800	-
Training/Seminars & Related Travel	1,458	6,650	350	6,650	-
Meetings and Related Travel	206	300	40	300	-
Employee Appreciation	100	100	-	100	-
Tech/Internet/Software	-	-	-	-	-
Total Services	64,962	80,890	12,432	80,890	-
Capital Outlay					
Furniture, Equipment & Vehicles	-	-	-	-	-
Total Capital Outlay	-	-	-	-	-
Total Municipal Court	268,049	266,026	48,996	264,153	1,873

General Fund Expenditures by Department
Public Safety
For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Personnel					
Salaries	2,022,937	2,332,085	390,822	2,062,411	269,674
Overtime	81,177	36,239	13,552	41,052	(4,813)
Taxes - Social Security	128,790	146,836	28,026	128,321	18,515
Taxes - Medicare	30,121	34,341	6,555	30,011	4,330
Taxes SUTA/FUTA	3,529	3,510	87	3,510	-
Workers' Compensation Insurance	80,098	55,697	48,392	48,392	7,305
Retirement	259,222	302,045	49,995	260,607	41,438
Health Insurance	225,771	320,028	47,685	230,892	89,136
Uniform Allowance	20,500	28,000	-	28,000	-
Relocation Allowance	7,281	-	9,639	9,639	(9,639)
Allowance for Vacancies	-	(205,105)	-	-	(205,105)
Total Personnel	2,859,426	3,053,676	594,753	2,842,835	210,841
Supplies, Maintenance & Operations					
Supplies and Consumables	5,253	4,500	1,090	4,500	-
Minor Equipment and Furniture	37,777	40,150	1,101	40,150	-
Fuel	45,170	43,000	9,719	43,000	-
Uniforms	14,773	23,477	2,580	23,477	-
Vehicle Maintenance/Repairs	15,069	20,880	4,366	20,880	-
Total Supplies, Maintenance & Operations	118,042	132,007	18,857	132,007	-
Services					
Professional Services	860,088	945,810	231,103	945,810	-
Dues/Subscriptions	3,387	4,025	3,148	4,025	-
Training/Seminars & Related Travel	24,000	27,300	1,938	27,300	-
Meetings and Related Travel	95	500	-	500	-
Investigations	6,823	6,000	189	6,000	-
Lease Training	-	3,000	-	3,000	-
Public Relations	8,380	12,600	2,596	12,600	-
Employee Appreciation	1,813	1,500	189	1,500	-
Tech/Internet/Software	10,202	74,158	10,137	74,158	-
Total Services	914,789	1,074,893	249,301	1,074,893	-
Capital Outlay					
Furniture, Equipment & Vehicles	347,689	126,881	-	126,881	-
Lease Principal	10,517	-	-	-	-
Lease Interest	860	-	-	-	-
Total Capital Outlay	359,066	126,881	-	126,881	-
Total Public Safety	4,251,322	4,387,457	862,910	4,176,616	210,841

General Fund Expenditures by Department
Maintenance
For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Personnel					
Salaries	463,062	536,594	98,307	489,511	47,083
Overtime	14,092	6,311	1,604	6,654	(343)
Taxes - Social Security	28,686	33,660	6,667	29,643	4,017
Taxes - Medicare	6,709	7,872	1,559	6,933	939
Taxes SUTA/FUTA	1,427	1,287	234	1,287	-
Workers' Compensation Insurance	21,015	18,352	15,945	15,945	2,407
Retirement	58,794	69,248	13,663	62,875	6,373
Health Insurance	79,291	105,678	20,061	93,473	12,205
Allowance for Vacancies	-	(49,500)	-	-	(49,500)
Total Personnel	673,076	729,502	158,040	706,322	23,180
Supplies, Maintenance & Operations					
Supplies and Consumables	9,174	8,050	1,181	8,050	-
Minor Equipment and Furniture	13,645	22,290	5,888	22,290	-
Fuel	21,397	15,000	4,146	15,000	-
Uniforms	7,638	8,225	2,291	8,225	-
Vehicle Maintenance/Repairs	18,963	15,000	3,496	15,000	-
Equipment Maintenance/Repairs	15,170	15,500	6,587	15,500	-
Building Maintenance/Repairs	59,324	28,063	7,303	28,063	-
Landscaping & Greenspace Maintenance	3,539	17,461	11,692	17,461	-
Street Maintenance	22,464	30,000	4,208	30,000	-
Drainage Work	5,919	20,000	1,639	20,000	-
Total Supplies, Maintenance & Operations	177,235	179,589	48,431	179,589	-
Services					
Professional Services	10,733	200	-	200	-
Dues/Subscriptions	164	932	-	932	-
Training/Seminars & Related Travel	8,318	14,575	1,440	14,575	-
Meetings and Related Travel	347	400	125	400	-
Employee Appreciation	393	550	118	550	-
Tech/Internet/Software	11,331	24,821	7,467	24,821	-
Total Services	31,285	41,478	9,151	41,478	-
Capital Outlay					
Furniture, Equipment & Vehicles	213,023	221,621	140,302	221,754	(133)
Total Capital Outlay	213,023	221,621	140,302	221,754	(133)
Total Maintenance	1,094,619	1,172,190	355,923	1,149,143	23,047

General Fund Expenditures by Department
Building Codes
For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Personnel					
Salaries	169,509	240,824	49,733	239,958	866
Overtime	153	451	-	451	-
Taxes - Social Security	10,030	14,959	3,351	14,499	460
Taxes - Medicare	2,346	3,498	784	3,391	107
Taxes SUTA/FUTA	405	468	-	468	-
Workers' Compensation Insurance	928	984	855	855	129
Retirement	20,691	30,775	6,889	30,564	211
Health Insurance	26,224	38,861	8,573	36,634	2,227
Uniform Allowance	-	-	-	-	-
Car Allowance	-	-	-	-	-
Relocation Allowance	-	-	-	-	-
Total Personnel	230,283	330,820	70,186	326,820	4,000
Supplies, Maintenance & Operations					
Supplies and Consumables	599	675	-	675	-
Minor Equipment and Furniture	1,877	2,300	1,607	2,300	-
Fuel	1,867	5,175	725	5,175	-
Uniforms	458	770	-	770	-
Total Supplies, Maintenance & Operations	4,801	8,920	2,332	8,920	-
Services					
Professional Services	26,685	23,509	4,759	23,509	-
Dues/Subscriptions	394	515	132	515	-
Training/Seminars & Related Travel	5,513	6,200	1,554	6,200	-
Meetings and Related Travel	15	100	31	100	-
Employee Appreciation	65	200	-	200	-
Employment Costs	-	-	-	-	-
Recording/Reporting/History	-	-	-	-	-
Tech/Internet/Software	144	155	154	154	2
Total Services	32,816	30,679	6,630	30,678	2
Capital Outlay					
Furniture, Equipment & Vehicles	-	-	-	-	-
Total Capital Outlay	-	-	-	-	-
Total Building Codes	267,900	370,419	79,147	366,417	4,002

General Fund Expenditures by Department
 Engineering and Planning
 For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Personnel					
Salaries	313,430	425,179	59,680	327,943	97,236
Overtime	360	100	25	125	(25)
Taxes - Social Security	18,779	26,367	3,971	19,481	6,886
Taxes - Medicare	4,392	6,167	929	4,556	1,611
Taxes SUTA/FUTA	495	608	-	608	-
Workers' Compensation Insurance	1,114	1,005	873	873	132
Retirement	38,638	54,244	8,248	41,484	12,760
Health Insurance	30,389	48,707	7,166	39,641	9,066
Total Personnel	407,596	562,377	80,892	434,711	127,666
Supplies, Maintenance & Operations					
Supplies and Consumables	9,891	9,750	1,952	9,750	-
Minor Equipment and Furniture	1,547	7,150	85	7,150	-
Fuel	4,388	3,175	1,127	3,175	-
Uniforms	830	1,700	117	1,700	-
Street Maintenance	769,680	921,257	13,375	921,257	-
Oak Wilt Program	10,000	15,000	10,841	15,000	-
Tree and Landscaping Protection	-	29,750	-	29,750	-
City Approved Events	-	4,850	-	4,850	-
Total Supplies, Maintenance & Operations	796,336	992,632	27,498	992,632	-
Services					
Professional Services	140,407	120,000	34,086	120,000	-
Dues/Subscriptions	626	1,464	616	1,464	-
Training/Seminars & Related Travel	8,642	13,240	2,010	13,240	-
Meetings and Related Travel	477	400	160	400	-
Employee Appreciation	172	400	25	400	-
Employment Costs	-	-	-	-	-
Recording/Reporting/History	-	-	-	-	-
Tech/Internet/Software	6,736	11,518	7,144	11,518	-
Total Services	157,058	147,022	44,041	147,022	-
Capital Outlay					
Furniture, Equipment & Vehicles	7,016	-	-	-	-
Total Capital Outlay	7,016	-	-	-	-
Total Engineering and Planning	1,368,006	1,702,031	152,431	1,574,365	127,666

General Fund Expenditures by Department
 Non-departmental
 For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Personnel					
Salaries	-	-	-	-	-
Total Personnel	-	-	-	-	-
Supplies, Maintenance & Operations					
Supplies and Consumables	4,342	3,600	3,621	5,100	(1,500)
Miscellaneous	-	-	-	-	-
Emergency Response	-	500	-	500	-
Total Supplies, Maintenance & Operations	4,342	4,100	3,621	5,600	(1,500)
Shared Services					
Facility Contracts & Services	27,563	120,139	6,039	118,639	1,500
Tech/Internet/Software Maintenance	-	-	-	-	-
Postage	3,445	4,125	883	4,125	-
General Liability Insurance	88,746	90,000	86,984	86,984	3,016
Electricity	38,585	44,000	5,597	44,000	-
Phone/Cable/Alarms	-	-	-	-	-
Total Shared Services	158,339	258,264	99,503	253,748	4,516
Capital Outlay					
Lease Principal	428	-	-	-	-
Lease Interest	40	-	-	-	-
Total Capital Outlay	468	-	-	-	-
Transfers & Non-Cash Adjustments					
Transfer to Cap Improv Fund 02	813,526	370,000	370,000	370,000	-
Transfer to GF Veh/Equip Fund 31	301,945	373,138	373,138	373,138	-
Total Transfers & Non-Cash Adjustments	1,115,471	743,138	743,138	743,138	-
Total Non-departmental	1,278,620	1,005,502	846,262	1,002,486	3,016

City of Fair Oaks Ranch
 Strategic and Capital Projects Fund
 Statement of Revenues and Expenditures
 For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Beginning Fund Balance	3,269,573	2,297,490	2,297,490	2,297,490	
Revenue					
Transfer from General Fund	813,526	370,000	370,000	370,000	-
Total Revenue	813,526	370,000	370,000	370,000	-
Reliable & Sustainable Infrastructure					
Community Center	140,875	254,192	34,852	254,192	-
City Hall Renovation	181,581	158,835	650	58,835	100,000
Rolling Acres Trail Project #5	-	222,905	-	222,905	-
Tivoli Way Project #34	760,186	690,848	505,754	735,848	(45,000)
Bond Development Program	25,874	-	-	-	-
Post Oak Trail Widening	27,701	182,793	-	-	182,793
Dietz Elkhorn Reconstruction	277,003	232,426	76,972	232,426	-
Dietz Elkhorn Sidewalk	46,998	388,232	693	388,232	-
Chartwell Lane Project #35	238	64,592	375	64,592	-
Delta Dawn Project #15	238	-	-	-	-
Rolling Acres Trail Project #2	-	67,600	-	67,600	-
Rolling Acres Trail Project #4	-	67,600	2,380	67,600	-
Vestal Park Culvert Project #42	-	113,844	-	113,844	-
Total Reliable & Sustainable Infrastructure	1,460,692	2,443,867	621,675	2,206,074	237,793
Public Health, Safety and Welfare					
Fire & EMS Services Program Review	73,775	-	-	-	-
Fire Station #3 Upgrades	111,813	38,187	5,723	38,187	-
Total Public Health, Safety and Welfare	185,588	38,187	5,723	38,187	-
Operational Excellence					
Compensation & Benefit Plan Study	-	60,000	-	60,000	-
Employee Handbook	-	10,000	-	10,000	-
Communications & Mktg Strategy	42,178	-	-	-	-
City Fleet Fuel Station	97,150	-	-	-	-
3rd Party Scanning	-	40,000	-	40,000	-
IT Master Plan	-	50,000	-	75,000	(25,000)
Total Operational Excellence	139,328	160,000	-	185,000	(25,000)
Total Expenditures	1,785,609	2,642,054	627,398	2,429,261	212,793
Ending Fund Balance	2,297,490	25,436	2,040,092	238,229	

City of Fair Oaks Ranch
 Capital Replacement Fund
 Statement of Revenues and Expenditures
 For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Beginning Fund Balance	1,140,475	1,220,166	1,220,166	1,220,166	
Transfers In					
Transfer from General Fund	301,945	373,138	373,138	373,138	-
Total Transfers In	<u>301,945</u>	<u>373,138</u>	<u>373,138</u>	<u>373,138</u>	<u>-</u>
Transfers Out					
Transfer to General Fund	222,254	56,700	30,000	56,700	-
Total Transfers Out	<u>222,254</u>	<u>56,700</u>	<u>30,000</u>	<u>56,700</u>	<u>-</u>
Ending Fund Balance	1,220,166	1,536,604	1,563,304	1,536,604	

City of Fair Oaks Ranch
 Debt Service Fund
 Statement of Revenues and Expenditures
 For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Beginning Fund Balance	77,976	104,949	104,949	104,949	
Revenue					
General Property - I&S	556,341	890,117	577,357	899,828	9,711
Delinquent Property - I&S	4,363	4,000	1,147	4,000	-
Penalty & Interest - I&S	2,232	2,500	266	2,500	-
Bank/Investment Interest	17,599	7,500	4,088	7,500	-
Total Revenue	580,535	904,117	582,858	913,828	9,711
Expenditures					
Bond Principal	470,000	785,000	-	785,000	-
Bond Interest Payable	83,163	205,465	-	205,465	-
Bond Agent Fees	400	800	-	800	-
Total Expenditures	553,563	991,265	-	991,265	-
Ending Fund Balance	104,949	17,801	687,807	27,512	

City of Fair Oaks Ranch
 Bond Capital Project Fund
 Statement of Revenues and Expenditures
 For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Beginning Fund Balance	-	-	3,596,650	3,596,650	
Revenue					
Bond Proceeds	3,550,000	3,585,000	-	-	(3,585,000)
Bond Premium	181,669	-	-	-	-
Bank/Investment Interest	11,650	17,000	41,711	117,000	100,000
Total Revenue	3,743,319	3,602,000	41,711	117,000	(3,485,000)
Expenditures					
Dietz Elkhorn Construction	-	2,093,922	-	2,093,922	-
Ammann Road Construction	-	439,699	-	699,699	(260,000)
Battle Intense Roadway	-	420,000	2,150	160,000	260,000
Total Expenditures	-	2,953,621	2,150	2,953,621	-
Ending Fund Balance	3,743,319	648,379	3,636,211	760,029	

City of Fair Oaks Ranch
 Combined Utilities
 Statement of Revenues and Expenses
 For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Operating Revenues	5,940,050	6,009,849	1,595,492	6,427,667	417,818
Operating Expenses					
Personnel	1,963,122	2,113,684	442,853	2,069,183	44,501
Supplies, Maintenance & Operations	3,026,349	3,164,557	934,002	3,215,213	(50,656)
Services	199,206	389,986	31,064	389,986	-
Total Operating Expenses	<u>5,188,677</u>	<u>5,668,227</u>	<u>1,407,919</u>	<u>5,674,383</u>	<u>(6,155)</u>
Operating Income	<u>751,373</u>	<u>341,622</u>	<u>187,573</u>	<u>753,284</u>	<u>411,663</u>
Non-Operating Revenues (Expenses)					
Non-Operating Revenues	1,520,212	2,231,519	611,902	2,331,519	100,000
Capital Outlay	(1,267,240)	(6,147,157)	(718,348)	(6,147,278)	(121)
Depreciation & Amortization	(972,902)	(820,600)	-	(1,010,000)	(189,400)
Asset transfer for GAAP	1,045,155	6,077,157	-	6,077,278	121
Debt Service Costs	(147,975)	(54,075)	-	(54,075)	-
Utility transfers out	(1,130,960)	(4,395,835)	(4,050,492)	(4,395,835)	-
Utility transfers in	1,130,960	4,395,835	4,050,492	4,395,835	-
Total Non-Operating Revenues (Expenses)	<u>177,250</u>	<u>1,286,844</u>	<u>(106,446)</u>	<u>1,197,444</u>	<u>(89,400)</u>
Net Income/(Loss)	928,623	1,628,466	81,127	1,950,728	322,263

City of Fair Oaks Ranch
Combined Utilities
Net Position Detail
For the period ended December 31, 2024

	Actual	Projected	Projected
	9/30/2024	FY 2024-25	9/30/2025
Net investment in Capital Assets	9,992,184	3,510,627	13,502,811
Unrestricted Net Position			
Contribution in Aid - EST	406,594	0	406,594
Water Capital	1,128,006	(766,109)	361,897
Wastewater Capital	1,367,972	(626,098)	741,874
Operating Expense Reserve	4,833,500	(650,277)	4,183,223
Debt Service Reserve	336,514	301,585	638,099
Equipment Replacement Fund	680,260	181,000	861,260
Unassigned	-	-	-
Total Unrestricted	8,752,846	(1,559,899)	7,192,946
Total Net Position	18,745,030	1,950,728	20,695,758

City of Fair Oaks Ranch
 Water Utility
 Statement of Revenues and Expenses
 For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Water Operating Revenues	4,247,141	4,296,696	1,146,322	4,651,721	355,025
Water Operating Expenses					
Personnel	947,441	1,040,847	218,217	1,025,135	15,712
Supplies, Maintenance & Operations	2,454,253	2,569,933	709,626	2,618,571	(48,638)
Services	150,524	315,786	20,471	315,786	-
Total Water Operating Expenses	<u>3,552,218</u>	<u>3,926,566</u>	<u>948,314</u>	<u>3,959,493</u>	<u>(32,926)</u>
Operating Income	<u>694,923</u>	<u>370,130</u>	<u>198,008</u>	<u>692,229</u>	<u>322,099</u>
Water Non-Operating Revenues (Expenses)					
Non-Operating Revenues	1,004,361	1,440,889	428,377	1,540,889	100,000
Capital Outlay	(486,561)	(416,402)	(91,367)	(416,523)	(121)
Depreciation & Amortization	(631,888)	(550,000)	-	(650,000)	(100,000)
Asset Transfer for GAAP	639,133	4,537,346	-	4,537,467	121
Debt Service Costs	(119,424)	(37,446)	-	(37,446)	-
Transfers Out	(552,985)	(3,503,835)	(3,303,149)	(3,503,835)	-
Transfers In	141,832	-	-	-	-
Total Non-Operating Revenues (Expenses)	<u>(5,532)</u>	<u>1,470,552</u>	<u>(2,966,139)</u>	<u>1,470,552</u>	<u>0</u>
Water Net Income/(Loss)	689,391	1,840,682	(2,768,131)	2,162,781	322,099

City of Fair Oaks Ranch
 Water Utility
 Statement of Revenues and Expenses
 For the period ended December 31, 2024

	FY 2024	FY 2025	FY 2025	FY 2025	12-Month Variance
	12-Month	Amended	3-Month	12-Month	Positive
	Actual	Budget	Actual	Projected	(Negative)
Water Operating Revenues					
Water Revenue Residential	3,752,222	3,736,048	1,009,388	4,081,073	345,025
Water Revenue Commercial	147,704	180,094	36,406	180,094	-
Water Contract Commercial	177,354	177,354	44,338	177,354	-
Water Revenue Non Potable	39,986	74,000	18,141	74,000	-
Water Service Connect Fees	28,965	30,000	9,630	30,000	-
Water Penalties	48,426	48,000	12,223	48,000	-
Water-Bad Debts	(5,609)	(4,000)	-	(4,000)	-
Misc./Special Requests	145	500	-	500	-
Third Party Reimbursement	963	3,500	-	3,500	-
Permits/Variances	475	1,200	-	1,200	-
Credit Card Service Fee	56,510	50,000	16,196	60,000	10,000
Total Water Operating Revenues	4,247,141	4,296,696	1,146,322	4,651,721	355,025
Water Non-Operating Revenues					
Water Debt Service	284,559	936,054	233,283	936,054	-
Water Capital	285,723	104,835	26,116	104,835	-
Water Impact Fees	217,396	200,000	78,033	200,000	-
Water Interest Income	216,683	200,000	90,945	300,000	100,000
Sale of Assets	-	-	-	-	-
Total Water Non-Operating Revenues	1,004,361	1,440,889	428,377	1,540,889	100,000

City of Fair Oaks Ranch
Water Utility
Statement of Revenues and Expenses
For the period ended December 31, 2024

	FY 2024	FY 2025	FY 2025	FY 2025	12-Month Variance
	12-Month	Amended	3-Month	12-Month	Positive
	Actual	Budget	Actual	Projected	(Negative)
Operating Expenses					
Service Salaries	238,706	292,771	53,286	271,770	21,001
Service Overtime	11,397	8,026	2,509	8,059	(33)
Service Taxes - FICA	15,310	18,649	3,832	16,981	1,668
Service Taxes - MEDICARE	3,581	4,362	896	3,971	391
Service Workers' Comp	9,215	7,167	6,227	6,227	940
Service Taxes - SUTA/FUTA	660	644	74	644	-
Service Retirement	31,604	38,367	7,918	35,753	2,614
Service Insurance	43,032	51,184	10,628	49,018	2,166
Service Allowance for Vacancies	-	(20,000)	-	-	(20,000)
Administration Salaries	456,889	117,283	22,144	114,589	2,694
Administration Overtime	262	62	-	62	-
Administration Taxes - FICA	26,377	7,205	1,418	6,788	417
Administration Taxes - MEDICARE	6,181	1,702	346	1,602	100
Administration Workers' Comp	1,278	254	221	221	33
Administration Taxes - SUTA/FUTA	657	181	-	181	-
Administration Retirement	55,075	14,967	3,067	14,549	418
Administration Insurance	47,217	15,755	2,958	14,586	1,169
HR & Communications Salaries	-	68,204	14,166	68,471	(267)
HR & Communications Taxes - FICA	-	4,229	945	4,094	135
HR & Communications Taxes - MEDICARE	-	989	221	958	31
HR & Communications Workers' Comp	-	148	129	129	19
HR & Communications Taxes - SUTA/FUTA	-	88	-	88	-
HR & Communications Retirement	-	8,699	1,963	8,238	461
HR & Communications Insurance	-	5,499	1,158	5,159	340
Finance Salaries	-	108,659	22,524	109,033	(374)
Finance Overtime	-	81	-	81	-
Finance Taxes - FICA	-	6,742	1,463	6,349	393
Finance Taxes - MEDICARE	-	1,577	342	1,485	92
Finance Workers' Comp	-	235	204	204	31
Finance Taxes - SUTA/FUTA	-	146	-	146	-
Finance Retirement	-	13,870	3,120	13,127	743
Finance Insurance	-	17,531	3,993	16,782	749
Information Technology Salaries	-	47,675	9,758	47,262	413
Information Technology Taxes - FICA	-	2,956	627	2,721	235
Information Technology Taxes - MEDICARE	-	691	147	636	55
Information Technology Workers' Comp	-	103	89	89	14
Information Technology Taxes - SUTA/FUTA	-	59	-	59	-
Information Technology Retirement	-	6,081	1,352	5,686	395
Information Technology Insurance	-	7,542	1,438	6,093	1,449
Engineering & Planning Salaries	-	136,763	29,050	141,329	(4,566)

City of Fair Oaks Ranch
Water Utility
Statement of Revenues and Expenses
For the period ended December 31, 2024

	FY 2024	FY 2025	FY 2025	FY 2025	12-Month Variance
	12-Month	Amended	3-Month	12-Month	Positive
	Actual	Budget	Actual	Projected	(Negative)
Engineering & Planning Overtime	-	50	13	63	(13)
Engineering & Planning Taxes - FICA	-	8,482	1,932	8,435	47
Engineering & Planning Taxes - MEDICARE	-	1,984	452	1,973	11
Engineering & Planning Workers' Comp	-	338	294	294	44
Engineering & Planning Taxes - SUTA/FUTA	-	181	-	181	-
Engineering & Planning Retirement	-	17,451	4,016	16,991	460
Engineering & Planning Insurance	-	15,215	3,297	13,978	1,237
Uniforms	6,386	6,718	1,118	6,718	-
Power	126,817	150,000	36,387	150,000	-
Maintenance of Plants/Lines	197,145	120,000	28,696	120,000	-
Analysis Fees	10,601	12,000	1,176	12,000	-
Chemicals	5,932	6,500	1,963	6,500	-
City Management Fee	205,872	208,375	54,941	225,626	(17,251)
Equipment Maintenance	7,768	17,100	6,339	17,100	-
Equipment Gas & Oil	15,451	15,000	5,051	15,000	-
GBRA Water Fees	1,521,983	1,591,970	397,810	1,591,970	-
Equipment Lease	-	300	-	300	-
Tools & Minor Equipment	12,085	12,125	878	12,125	-
Training	14,908	25,563	3,743	25,563	-
Utilities & Radio	24,728	30,600	6,601	30,600	-
Water Building Maintenance	4,686	11,380	2,615	11,380	-
Supplies & Consumables	5,012	3,700	707	3,700	-
Vehicle Maintenance/Repair	4,944	6,500	443	6,500	-
Utilities & Telephone	8,757	9,189	1,638	9,189	-
Dues & Publications	886	2,786	610	2,786	-
Water Professional Services	141,837	305,044	18,810	305,044	-
Permit & Licenses	8,437	8,936	8,394	8,936	-
General Liability Insurance	35,029	45,000	43,887	43,887	1,113
Office Supplies	2,339	3,244	1,456	3,244	-
Travel & Meetings	2,911	1,250	103	1,250	-
Software & Computer	156,830	235,751	84,404	235,751	-
Recording/Reporting	-	500	-	500	-
Postage	441	689	220	689	-
Building/Equip Maintenance	-	150	-	150	-
Conservation Ed & Newsletter	698	1,370	-	1,370	-
Billing Statement Charges	4,020	3,700	1,065	3,700	-
Billing Postage	10,758	10,000	2,876	10,000	-
Copier Lease	193	1,789	289	1,789	-
Public Relations	4,206	4,250	-	4,250	-
Employment Costs	284	1,337	202	1,337	-

City of Fair Oaks Ranch
Water Utility
Statement of Revenues and Expenses
For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Employee Appreciation	4,196	5,155	1,460	5,155	-
Water Miscellaneous	-	250	-	250	-
Credit Card Service Fee	58,636	27,500	16,216	60,000	(32,500)
Total Operating Expenses	3,552,218	3,926,566	948,314	3,959,493	(32,926)
Capital Outlays					
Operational Capital	289,454	255,258	74,809	255,258	-
Water Equipment Purchases	197,106	161,144	16,558	161,265	(121)
Total Capital Outlays	486,561	416,402	91,367	416,523	(121)
Debt Service					
Bond Water Issuance Fees	97,200	-	-	-	-
Bond Interest Cost	22,224	37,446	-	37,446	-
SBITA Interest	5,224	-	-	-	-
Lease Interest	232	-	-	-	-
Total Debt Service	119,424	37,446	-	37,446	-
Non-Cash Adjustments					
Water Depreciation	592,159	550,000	-	650,000	(100,000)
Water Amortization - SBITAs	38,193	-	-	-	-
Water Amortization - Leases	1,536	-	-	-	-
Transfer to Veh/Equip Replace Fund	49,866	114,000	114,000	114,000	-
Transfer from ERF	(141,832)	-	-	-	-
Transfer to Water Capital Fund	503,119	3,389,835	3,189,149	3,389,835	-
Transfer of Assets to Balance Sheet	(639,133)	(4,537,346)	-	(4,537,467)	121
Total Non-Cash Adjustments	403,909	(483,511)	3,303,149	(383,632)	(99,879)

City of Fair Oaks Ranch
 Water Strategic and Capital Projects Fund
 Statement of Revenues and Expenditures
 For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Beginning Fund Balance	1,397,919	1,534,600	1,534,600	1,534,600	
Transfers In					
Transfer from Utility Fund	503,119	3,389,835	3,189,149	3,389,835	-
Total Transfers	503,119	3,389,835	3,189,149	3,389,835	-
Capital Projects					
Elevated Storage Tank	-	161,833	-	161,833	-
Elmo Davis Upgrades	-	-	-	-	-
Plant 5 Expansion	17,214	1,527,229	638	1,527,229	-
Willow Wind/Red Bud Hill	10,702	903,974	64	903,974	-
Old Fredericksburg Rd	4,883	599,853	547,323	599,853	-
Rolling Acres Trail Rehab	10,104	637,619	64	637,619	-
Well 27 Upgrades	30,000	30,000	12,000	30,000	-
Well 31 Upgrades	30,000	30,000	12,000	30,000	-
Well 25 Upgrades	30,000	30,000	12,000	30,000	-
Well 28 Upgrades	30,000	30,000	12,000	30,000	-
Cibolo Creek Waterline Relocation	203,537	36,375	-	36,375	-
Upgrade Plant 3 Electrical	-	74,419	-	74,419	-
SAWS Emergency Interconnect	-	59,642	-	59,642	-
Total Capital Projects	366,439	4,120,944	596,088	4,120,944	
Non-Capital Projects					
Impact Rate Study	-	35,000	497	35,000	-
Total Non-Capital Projects	-	35,000	497	35,000	-
Total Expenditures	366,439	4,155,944	596,585	4,155,944	-
Ending Fund Balance	1,534,600	768,491	4,127,165	768,491	

City of Fair Oaks Ranch
Wastewater Utility
Statement of Revenues and Expenses
For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Wastewater Operating Revenues	1,692,909	1,713,153	449,170	1,775,946	62,793
Wastewater Operating Expenses					
Personnel	1,015,681	1,072,837	224,637	1,044,048	28,789
Supplies, Maintenance & Operations	572,096	594,624	224,376	596,642	(2,019)
Services	48,682	74,200	10,593	74,200	-
Total Wastewater Operating Expenses	<u>1,636,460</u>	<u>1,741,661</u>	<u>459,605</u>	<u>1,714,890</u>	<u>26,771</u>
Operating Income	<u>56,450</u>	<u>(28,508)</u>	<u>(10,435)</u>	<u>61,056</u>	<u>89,563</u>
Wastewater Non-Operating Revenues (Expenses)					
Wastewater Non-Operating Revenues	515,851	790,630	183,525	790,630	-
Capital Outlay	(281,226)	(123,714)	(16,558)	(123,714)	-
Depreciation & Amortization	(341,013)	(270,600)	-	(360,000)	(89,400)
Asset Transfer for GAAP	406,022	1,539,812	-	1,539,812	-
Debt Service Costs	(28,551)	(16,629)	-	(16,629)	-
Transfers Out	(291,310)	(892,000)	(747,343)	(892,000)	-
Transfers In	144,833	-	-	-	-
Total Non-Operating Revenues (Expenses)	<u>124,604</u>	<u>1,027,499</u>	<u>(580,376)</u>	<u>938,099</u>	<u>(89,400)</u>
Wastewater Net Income/(Loss)	181,054	998,991	(590,810)	999,155	163

City of Fair Oaks Ranch
Wastewater Utility
Statement of Revenues and Expenses
For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Wastewater Operating Revenues					
Sewer Revenue Residential	1,626,221	1,641,971	426,151	1,704,605	62,634
Sewer Revenue Commercial	37,120	37,832	14,746	37,832	-
Sewer Service Connect Fee	18,200	25,000	4,200	25,000	-
Sewer Penalties	12,113	9,000	3,564	9,000	-
Sewer Bad Debt	(744)	(1,000)	-	(1,000)	-
Sewer Grant Revenue	-	-	-	-	-
SECO EECBG	-	-	-	-	-
Misc/Special Requests	-	350	509	509	159
Third Party Reimbursement	-	-	-	-	-
Total Wastewater Operating Revenues	1,692,909	1,713,153	449,170	1,775,946	62,793
Wastewater Non-Operating Revenues					
Sewer Debt Service	54,502	415,630	103,450	415,630	-
Sewer Capital	108,764	-	-	-	-
Sewer Impact Fee	141,614	175,000	30,343	175,000	-
Sewer Interest Income	210,971	200,000	49,732	200,000	-
Sale of Assets	-	-	-	-	-
Total Wastewater Non-Operating Revenues	515,851	790,630	183,525	790,630	-

City of Fair Oaks Ranch
Wastewater Utility
Statement of Revenues and Expenses
For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Operating Expenses					
Service Salaries	312,795	334,540	62,705	309,194	25,346
Service Overtime	12,872	9,231	1,601	8,701	530
Service Taxes - FICA	19,461	21,314	4,566	19,240	2,074
Service Taxes - Medicare	4,551	4,985	1,068	4,499	486
Service Workers' Comp	9,543	8,159	7,089	7,089	1,070
Service Taxes - SUTA/FUTA	718	702	74	702	-
Service Retirement	39,767	43,848	9,469	38,798	5,050
Service Insurance	45,446	56,259	11,582	53,520	2,739
Service Allowance for Vacancies	-	(20,000)	-	-	(20,000)
Administration Salaries	438,125	117,283	22,144	114,589	2,694
Administration Overtime	262	62	-	62	-
Administration Taxes - FICA	25,233	7,205	1,418	6,787	418
Administration Taxes - Medicare	5,910	1,702	346	1,602	100
Administration Workers' Comp	1,230	254	221	221	33
Administration Taxes - SUTA/FUTA	622	181	-	181	-
Administration Retirement	52,799	14,967	3,067	13,754	1,213
Sewer Admin Insurance	46,345	15,755	2,958	14,585	1,170
HR & Communications Salaries	-	68,204	14,166	68,471	(267)
HR & Communications Taxes - FICA	-	4,229	945	4,093	136
HR & Communications Taxes - MEDICARE	-	989	221	957	32
HR & Communications Workers' Comp	-	148	129	129	19
HR & Communications Taxes - SUTA/FUTA	-	88	-	88	-
HR & Communications Retirement	-	8,699	1,963	8,238	461
HR & Communications Insurance	-	5,499	1,158	6,604	(1,105)
Finance Salaries	-	108,659	22,524	109,033	(374)
Finance Overtime	-	81	-	81	-
Finance Taxes - FICA	-	6,742	1,463	6,348	394
Finance Taxes - MEDICARE	-	1,577	342	1,484	93
Finance Workers' Comp	-	235	204	204	31
Finance Taxes - SUTA/FUTA	-	146	-	146	-
Finance Retirement	-	13,870	3,120	13,127	743
Finance Insurance	-	17,531	3,992	16,781	750
Information Technology Salaries	-	47,675	9,758	47,262	413
Information Technology Taxes - FICA	-	2,956	627	2,721	235
Information Technology Taxes - MEDICARE	-	691	147	636	55
Information Technology Workers' Comp	-	103	89	89	14
Information Technology Taxes - SUTA/FUTA	-	59	-	59	-
Information Technology Retirement	-	6,081	1,352	5,686	395
Information Technology Insurance	-	7,542	1,438	6,093	1,449

City of Fair Oaks Ranch
Wastewater Utility
Statement of Revenues and Expenses
For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Engineering & Planning Salaries	-	117,484	24,312	117,429	55
Engineering & Planning Overtime	-	50	13	63	(13)
Engineering & Planning Taxes - FICA	-	7,287	1,611	6,972	315
Engineering & Planning Taxes - MEDICARE	-	1,704	377	1,630	74
Engineering & Planning Workers' Comp	-	297	258	258	39
Engineering & Planning Taxes - SUTA/FUTA	-	146	-	146	-
Engineering & Planning Retirement	-	14,991	3,370	14,130	861
Engineering & Planning Insurance	-	12,627	2,753	11,563	1,064
Uniforms	6,755	4,955	1,324	4,955	-
Power	40,350	40,000	7,043	40,000	-
Maintenance Of Plant/ Lines	163,350	68,418	20,614	68,418	-
Sludge Hauling	-	25,000	-	25,000	-
Analysis Fees	31,838	27,000	5,683	27,000	-
Chemicals	31,112	33,600	9,081	33,600	-
City Management Fee	83,167	83,990	22,045	87,122	(3,132)
Equipment Maintenance	8,295	9,790	3,278	9,790	-
Equipment Gas & Oil	14,092	11,875	2,677	11,875	-
Equipment Lease	1,454	300	-	300	-
Tools & Minor Equipment	9,606	7,125	1,788	7,125	-
Training	9,731	24,450	4,480	24,450	-
Utilities & Radios	24,862	28,900	6,646	28,900	-
Building Maintenance	6,213	10,900	2,720	10,900	-
Supplies & Consumables	5,392	5,200	1,525	5,200	-
Vehicle Maintenance & Repairs	7,805	5,000	1,115	5,000	-
Utilities/Telephone	7,567	8,130	1,410	8,130	-
Dues & Publications	886	2,821	510	2,821	-
Professional Fees	40,170	63,508	8,929	63,508	-
Permits & Licenses	1,762	3,443	1,250	3,443	-
Liability Insurance	35,029	45,000	43,887	43,887	1,113
Office Supplies	4,023	2,244	1,448	2,244	-
Travel & Meetings	920	1,250	103	1,250	-
Software & Computers	62,386	128,308	81,298	128,308	-
Recording/Reporting	-	350	-	350	-
Sewer Postage	532	686	220	686	-
Adm Bldg/Equip. Maintenance	-	150	-	150	-
Billing Statement Charges	4,020	3,700	1,065	3,700	-
Billing Postage	10,758	10,000	2,876	10,000	-
Copier Lease	193	1,789	289	1,789	-
Public Relations	4,200	4,250	-	4,250	-
Employment Costs	284	1,337	204	1,337	-

City of Fair Oaks Ranch
Wastewater Utility
Statement of Revenues and Expenses
For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Employee Appreciation	4,028	5,105	1,460	5,105	-
Miscellaneous	-	250	-	250	-
Total Operating Expenses	1,636,460	1,741,661	459,605	1,714,890	26,771
Capital Outlays					
Operational Capital	26,713	-	-	-	-
Wastewater Equipment Purchases	254,513	123,714	16,558	123,714	-
Total Capital Outlays	281,226	123,714	16,558	123,714	-
Debt Service					
Bond Water Issuance Fees	18,676	-	-	-	-
Bond Interest Cost	7,295	16,629	-	16,629	-
SBITA Interest	2,349	-	-	-	-
Tax Exempt Lease Interest	232	-	-	-	-
Total Debt Service	28,551	16,629	-	16,629	-
Non-Cash Adjustments					
Wastewater Depreciation	315,658	270,600	-	360,000	(89,400)
Wastewater Amortization - SBITAs	23,819	-	-	-	-
Wastewater Amortization - Leases	1,536	-	-	-	-
Transfer To Vehicle Repl. Fund	40,933	67,000	67,000	67,000	-
Transfer from ERF	(144,833)	-	-	-	-
Transfer to Wastewater Capital Fund	250,377	825,000	680,343	825,000	-
Asset Transfers to Balance Sheet	(406,022)	(1,539,812)	-	(1,539,812)	-
Total Non-Cash Adjustments	81,469	(377,212)	747,343	(287,812)	(89,400)

City of Fair Oaks Ranch
Wastewater Strategic and Capital Projects Fund
Statement of Revenues and Expenditures
For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Beginning Fund Balance	1,250,609	1,367,972	1,367,972	1,367,972	
Transfers In					
Transfer from Utility Fund	250,377	825,000	680,343	825,000	-
Total Transfers	<u>250,377</u>	<u>825,000</u>	<u>680,343</u>	<u>825,000</u>	<u>-</u>
Capital Projects					
Solids Handling	(18,141)	-	-	-	-
Wastewater Treatment Plant Expansion	151,155	766,098	13,342	766,098	-
Cojak Circle Sewer Upgrade	-	650,000	-	650,000	-
Total Capital Projects	<u>133,015</u>	<u>1,416,098</u>	<u>13,342</u>	<u>1,416,098</u>	
Non-Capital Projects					
Impact Fee Study	-	35,000	497	35,000	-
Total Non-Capital Projects	<u>-</u>	<u>35,000</u>	<u>497</u>	<u>35,000</u>	<u>-</u>
Total Expenditures	<u>133,015</u>	<u>1,451,098</u>	<u>13,839</u>	<u>1,451,098</u>	<u>-</u>
Ending Fund Balance	1,367,972	741,874	2,034,476	741,874	

City of Fair Oaks Ranch
 Utility Capital Replacement Fund
 Statement of Revenues and Expenses
 For the period ended December 31, 2024

	FY 2024 12-Month Actual	FY 2025 Amended Budget	FY 2025 3-Month Actual	FY 2025 12-Month Projected	12-Month Variance Positive (Negative)
Beginning Fund Balance	876,126	680,260	680,260	680,260	
Transfers In					
Transfer from Water Division	49,866	114,000	114,000	114,000	-
Transfer from Wastewater Division	40,933	67,000	67,000	67,000	-
Total Transfers In	<u>90,799</u>	<u>181,000</u>	<u>181,000</u>	<u>181,000</u>	<u>-</u>
Transfers Out					
Transfer to Water Utility	141,832	-	-	-	-
Transfer to Wastewater Utility	144,833	-	-	-	-
Total Transfers Out	<u>286,665</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	680,260	861,260	861,260	861,260	



City of Fair Oaks Ranch

To: Mayor and City Council
From: Summer Fleming, Director of Finance
Re: 1st Quarter FY 2024-25 Investment Report
Date: February 6, 2025

This report complies with the City's investment policy Section 9 and 11 and Texas Government Code Section 2256.023 ("Public Funds Investment Act").

ACTIVITIES FOR THE QUARTER

During the quarter, all City operating funds were held in three investment categories: (a) 3.2% was invested in Frost Bank checking accounts, (b) 43.0% in TexPool and TexPool Prime, government investment pools created on behalf of Texas entities consistent with the Public Funds Investment Act and are rated AAAM by Standard and Poor's, and (c) 53.8% in Texas CLASS, a local government investment pool that is rated AAAM. All investment categories comply with the City's investment policy.

Overall: For the quarter, the City earned \$320,978 in interest.

Bank Checking Accounts: The City earns traditional interest paid in cash on checking account balances. Traditional interest paid to the City totaled \$127.

The bank must secure ("collateralize") all City funds over \$250,000 by pledging certain of its own assets for the City and have such held by an independent third party custodian. The custodian sends evidence of this to the City monthly. The following summarizes collateralization activity as of the end of this quarter:

Total Deposits	Collateral Market Value	Collateral Percentage
<u>\$1,002,925</u>	<u>\$1,023,580</u>	<u>102.059</u>

The City's financial management policy requires a minimum of 102% on such balances.

TexPool and TexPool Prime: Earnings on the City's funds totaled \$124,475 for this portion of the portfolio. During the quarter, TexPool shares were valued at \$1 per share.

Texas CLASS: Earnings on the City's funds totaled \$196,376 for this portion of the portfolio. During the quarter, Texas CLASS shares were valued at \$1 per share.

Signed:
Summer Fleming

Summer Fleming, Director of Finance

Fair Oaks Ranch
 Investment Report
 For the Quarter Ended December 31, 2024

Description	Beginning Balance	Net Transfers In/(Out)	Interest Earnings	Ending Balance	Market Value	Avg Yield	Weighted Avg Maturity
Frost Bank	\$ 1,302,132	\$ (332,778)	\$ 127	\$ 969,481	\$ 969,481		
TexPool	7,985,475	-	96,632	8,082,106	8,082,106	4.74%	36 Days
TexPool Prime	2,789,042	1,952,409	27,843	4,769,294	4,769,294	4.84%	50 Days
Texas CLASS	15,878,095	-	196,376	16,074,472	16,074,472	4.89%	39 Days
Total	\$ 27,954,744	\$ 1,619,632	\$ 320,978	\$ 29,895,353	\$ 29,895,353		

Interest Rate Comparison (Quarterly Average)

Qtr Ended	TexPool	TexPool Prime	Texas CLASS	3 Month T-bill	6 Month T-bill	2 Year Treasury Note	CDARS 6 month CD
Mar-24	5.33%	5.51%	5.50%	5.37%	5.34%	4.59%	4.73%
Jun-24	5.31%	5.46%	5.43%	5.36%	5.32%	4.63%	4.73%
Sep-24	5.26%	5.40%	5.40%	4.52%	4.23%	3.66%	3.74%
Dec-24	4.74%	4.84%	4.89%	4.51%	4.42%	4.25%	3.65%

