

CITY OF FAIR OAKS RANCH
CITY COUNCIL REGULAR MEETING

Thursday, April 03, 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. Introduction of New Employees: Patrick Kearney, Civilian Investigator; Rodney Debose, Civilian Investigator; Charles Starks III, Police Officer; Michael De Hoyos, Police Officer; Garrett Crawford, Police Officer; Sara Cleboski, Animal Services Officer

Todd Smith, Chief of Police

5. Recognition of the Employee of the Quarter (Q2 - January 2025 through March 2025): Casey Parker, Multimedia Communications Officer

Joanna Merrill, PSHRA-SCP, Director of Human Resources and Communications

6. Recognizing Champion High School welding students for their work fabricating a custom City logo

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.

7. Approval of the March 20, 2025 Regular City Council meeting minutes

Christina Picioccio, TRMC, City Secretary

- [8.](#) Approving the second reading of an ordinance of the City Council of the City of Fair Oaks Ranch, Texas, amending Chapter 1 General Provisions, Article 1.08 Boards, Commissions, and Committees, Section 1.08.001 Municipal Development District Board of Directors of the City of Fair Oaks Ranch Code of Ordinances; removing place position and allowing for change of status of board members

Laura Koerner, MDD President

PUBLIC HEARING

- [9.](#) The City of Fair Oaks Ranch City Council will conduct a public hearing to receive public testimony on proposed local amendments to International Residential Code (IRC) Section E3901.4.2 and National Electric Code (NEC) Section 210.52 (c) (2)
- A. Mayor opens the public hearing
 - B. Report from Building Official
 - C. City Council receives public testimony for/against the proposed local amendments to IRC Section E3901.4.2 and NEC Section 210.52 (c) (2)
 - D. The City Council may discuss the proposed local amendments
 - E. The Mayor closes the public hearing

Scott Davis, Building Official

CONSIDERATION/DISCUSSION ITEMS

- [10.](#) Consideration and possible action approving the first reading of an ordinance amending the City of Fair Oaks Ranch Code of Ordinances, Chapter 3 Building Regulations, Article 3.03 Building Code, Article 3.04 Residential Code, Article 3.05 Energy Conservation Code, Article 3.06 Plumbing, Article 3.07 Electricity, Article 3.08 Mechanical Code, Article 3.09 Fuel Gas Code, Article 3.11 Swimming Pools and Spas, and Chapter 5 Fire Prevention and Protection, Article 5.02 Fire Code

Scott Davis, Building Official

- [11.](#) Consideration and possible action approving a resolution amending the City of Fair Oaks Ranch's Personnel Policies

Jim Williams, MBA, ICMA-CM, Assistant City Manager

- [12.](#) Consideration and possible action approving a final plat request from Sitterle Homes LTD, on behalf of Oak Bend Forest, L.C., for Oak Bend Subdivision Phase I proposing 55 single-family residential lots

Lee Muñoz, P.E., CFM, Manager of Engineering Services

WORKSHOP

- [13.](#) FY 2025-26 Budget Calendar

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

20. Consideration and possible action approving a resolution of the City of Fair Oaks Ranch City Council authorizing the execution of a purchase and sale agreement between the City of Fair Oaks Ranch, Texas and the City of Boerne, Texas for the purchase of real property for the location of an elevated water storage tank; and execution of all applicable documents by the City Manager

ADJOURNMENT

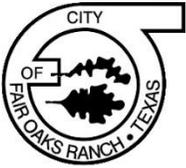
Signature of Agenda Approval: s/Gregory C. Maxton

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, March 31, 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).



CITY OF FAIR OAKS RANCH
CITY COUNCIL REGULAR MEETING

Thursday, March 20, 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

1. Roll Call - Declaration of a Quorum

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

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.

Resident Gary Miller spoke in favor of installing a stop sign on Battle Intense at the intersection with High Eschelon and Hansel Dr. Mr. Miller expressed safety concerns in the area and urged City Council to approve the stop sign.

Resident Doug Miller asked City Council to reduce the speed limit within the City of Fair Oaks Ranch city limits on FM 3351 to a maximum of 45 mph. Additionally, he asked Council to consider lowering the speed limit on Rolling Acres Trail from 35mph to 30pmh for consistency with other feeder roads in the City and safety of the residents.

Resident Garry Manitzas clarified that he would be speaking on behalf of MDD members that could not be in attendance to avoid a quorum of the Board. Mr. Manitzas clarified that the agenda packet erroneously conveyed that the MDD Board had taken a formal action to approve the composition of the membership. He wanted to clarify that the Board did not take action and asked the City Council to defer action until the MDD could do so. Council Member Koerner commented that a corrected version of this agenda item was provided to City Council once staff was made aware of the error.

PRESENTATIONS

4. Overview of AACOG Services

Crystal Campos-Rosales, M.S.M., External Affairs Coordinator for the Alamo Area Council of Governments, provided a presentation to Council detailing the services offered to their members.

CONSENT AGENDA

5. Approval of the March 6, 2025 Regular City Council meeting minutes Christina Picioccio, TRMC, City Secretary

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

VOTE: 7 - 0; Motion Passed.

CONSIDERATION/DISCUSSION ITEMS**6. Consideration and possible action accepting the FY 2023-24 Audit Report**

MOTION: Made by Council Member Rhoden, seconded by Council Member Olvera, to accept the Fiscal Year 2023-24 annual audit as presented by BrooksWatson & Co., PLLC.

VOTE: 7 - 0; Motion Passed.

7. Consideration and possible action approving the first reading of an ordinance of the City Council of the City of Fair Oaks Ranch, Texas, amending Chapter 1 General Provisions, Article 1.08 Boards, Commissions, and Committees, Section 1.08.001 Municipal Development District Board of Directors of the City of Fair Oaks Ranch Code of Ordinances; providing for severability and repealing clauses; and an effective date; removing place position and allowing for change of status of board members

Mayor Maxton clarified that Council is considering a corrected ordinance presented to the City Council and not the version in the packet. Additional amendments to Section (b)(2) were also incorporated into the final ordinance replacing "City's Homeowner's Board of Directors" with "Fair Oaks Ranch Homeowners Association".

MOTION: Made by Council Member Koerner, seconded by Council Member Stroup, to approve the first reading of an ordinance amending the City of Fair Oaks Ranch Code of Ordinances Chapter 1 General Provisions, Article 1.08 Boards, Commissions, and Committees, Section 1.08.001 Municipal Development District Board of Directors.

VOTE: 6 - 1; Motion Passed. (Council Member Olvera voted Nay)

8. Consideration and possible action approving a resolution to execute an Interlocal Agreement for Ambulance and Emergency Medical Services (EMS) with Bexar County Emergency Services District No. 4

MOTION: Made by Council Member Olvera, seconded by Council Member Parker, to approve a resolution executing an Interlocal Agreement for Ambulance and Emergency Medical Services (EMS) with Bexar County Emergency Services District No. 4.

VOTE: 7 - 0; Motion Passed.

9. Consideration and possible action to approve a resolution amending the City of Fair Oaks Ranch's Personnel Policies

Mayor Maxton clarified that Council is considering policies with the following amendments:

- Section 12.06 – Adding the word “and” between “written warnings” and “suspensions and removing the words “and dismissals”.
 - Original - “Written warnings, and suspensions ~~and dismissals~~ may proceed directly to the Formal Grievance process”
 - Amended - “Written warnings and suspensions may proceed directly to the Formal Grievance process.”

- Section 12.03, **Moonlighting** - replacing the word “or” with “and”.
 - Original – “Holding other employment that is not properly disclosed ~~or~~ and authorized by the City.”
 - Amended – “Holding other employment that is not properly disclosed and authorized by the City.”

MOTION: Made by Council Member Swarek, seconded by Council Member Parker, to approve a resolution amending the City of Fair Oaks Ranch’s Personnel Policies.

VOTE: 7 - 0; Motion Passed.

WORKSHOP

10. Transportation Safety Advisory Committee recommendations from the February 26, 2025 committee meeting

Carole Vanzant, CPM, Assistant City Manager led a workshop with the Council regarding three requests/recommendations from the TSAC.

- The first request was to reduce the speed limit on No Le Hace. The committee recommended lowering the speed limit from 30 mph to 25 mph due to road curves and vehicular speed. Council directed staff to bring an ordinance to a future Council meeting lowering the speed limit to 25 mph on No Le Hace between Dietz Elkhorn and Fair Oaks Parkway.
- The second request was to install a fourth stop sign on Battle Intense at High Eschelon. The Committee recommended installing the fourth sign due to area resident’s support, the intersection being offset, and special conditions. Council directed staff to bring an ordinance to a future Council meeting establishing a fourth stop sign and 4-way plaques.
- The final request was for a four-way stop on Battle Intense at Keeneland and Venturer Lane. The committee did not make a recommendation on the sign but did recommend the installation of “Intersection Ahead” signs on Keeneland due to increased traffic. Council was not in favor of putting up the caution signs.

Council Member Koerner requested clarification in the Rules of Procedure to address how to handle situations that do not require Council action, resolve potential differences between TSAC and City staff, and further define the process.

REPORTS FROM STAFF AND COMMITTEES

11. Fourth of July Community Event Update

Jim Williams, Assistant City Manager, informed Council that staff is working with the Country Club and moving forward with planning the City’s Fourth of July event. The fireworks, laser, and music portion of the event have been procured. If hazardous drought conditions continue, Council asked staff to consider a laser show only.

REQUESTS AND ANNOUNCEMENTS

12. Announcements and reports by Mayor and Council Members

Mayor Maxton asked residents to comply with burn bans in place for all three counties in the City to help prevent wildfires. Low humidity levels and high winds increase chances of a fire erupting quickly. Mayor also reminded everyone that the City voted to introduce a 4-stage drought contingency plan that goes into effect April 1, 2025 to better align with our surrounding water districts. Mayor Maxton announced that Safewise declared the City of Fair Oaks Ranch as the 16th safest city in Texas and the safest city in the San Antonio area. Lastly, the Mayor reminded everyone that the deadline to register to vote in the City’s general election is April 3, 2025. He urged citizens to contact their county’s Elections Department for more information.

13. Announcements by the City Manager

None.

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

None.

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:

- 15. Case No. 22-090-451; Vincent A. Caldarola, MD vs. City of Fair Oaks Ranch, Texas
- 16. 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)

- 17. 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

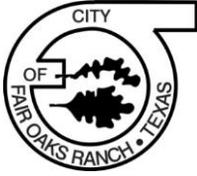
ADJOURNMENT

Mayor Maxton adjourned the meeting at 8:35 PM.

ATTEST:

Gregory C. Maxton, Mayor

Christina Picioccio, TRMC, City Secretary



CITY COUNCIL CONSENT ITEM

CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Approving the second reading of an ordinance of the City Council of the City of Fair Oaks Ranch, Texas, amending Chapter 1 General Provisions, Article 1.08 Boards, Commissions, and Committees, Section 1.08.001 Municipal Development District Board of Directors of the City of Fair Oaks Ranch Code of Ordinances; removing place position and allowing for change of status of board members

DATE: April 3, 2025

DEPARTMENT: Administration

PRESENTED BY: Consent Item: Laura Koerner, MDD President

INTRODUCTION/BACKGROUND:

The Municipal Development District (the "District") was established in 2011 with the purpose of providing a stimulus of economic growth within the City. The citizens of Fair Oaks Ranch approved a 0.5 cent tax to be added to the municipal sales tax as a funding source. In August 2011 the City Council created a Board of Directors (the "board") to manage and control the District as a separate political subdivision of the City.

The current board composition consists of seven (7) Directors, each of whom shall be appointed by the City Council. Two (2) Directors shall be persons who are members of the City Council, and one (1) Director shall be a person who is a member of the City's Homeowner's Board of Directors. Each Director shall be appointed to a place as follows:

- (A) Place one: City Councilmember.
- (B) Place two: City Councilmember.
- (C) Place three: Member of the City's Homeowner's Board of Directors.
- (D) Place four: At-large.
- (E) Place five: At-large.
- (F) Place six: At-large.
- (G) Place seven: At-large.

Each Director shall be appointed for a two (2) year staggered term to begin October 1st and end on September 30th of the second year. A Director shall serve until a successor is appointed. Any Director may be removed by the City Council at any time without cause.

The ordinance as written has caused some confusion regarding how to handle situations where an appointed MDD Board Member is no longer on City Council or a member of the City's Homeowner's Board of Directors, a situation which is common since Council and HOA BoD term dates are different from the MDD term dates. There is also confusion in the situation if/when an appointed at-large MDD Board Member is elected to Council or HOA BoD after being appointed.

During regular policy reviews at the October 9, 2024, and January 8, 2025, MDD board meetings, the MDD board identified the need to clarify the Rules of Procedure regarding Board membership, including the number of City Council Members allowed to serve and the process for members joining or leaving City Council after appointment. To ensure consistency between the MDD Rules of Procedure and the ordinance, the MDD President, in coordination with the City Attorney and City staff, submitted a proposal to amend the ordinance to address these issues and implement other administrative updates.

The first reading of the amended ordinance as proposed was approved with a 6-1 vote at the March 20, 2025, Council Meeting, with one modification.

In Section (b)(3) reference to the *City’s Homeowner’s Board of Directors* was revised to the *Fair Oaks Ranch Homeowner’s Association Board of Directors*.

If the proposed ordinance amendment is approved on the second reading, the MDD board will revise its Rules of Procedures at the next scheduled board meeting to ensure alignment with the updated ordinance.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

- 1. Provides input from the board.
- 2. Maintains the level of member representation and flexibility without place designations.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

N/A.

LEGAL ANALYSIS:

Approved 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 1 General Provisions, Article 1.08 Boards, Commissions, and Committees, Section 1.08.001 Municipal Development District Board of Directors.

AN ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS, AMENDING CHAPTER 1 GENERAL PROVISIONS, ARTICLE 1.08 BOARDS, COMMISSIONS, AND COMMITTEES, SECTION 1.08.001 MUNICIPAL DEVELOPMENT DISTRICT BOARD OF DIRECTORS OF THE CITY OF FAIR OAKS RANCH CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY AND REPEALING CLAUSES; AND AN EFFECTIVE DATE

WHEREAS, Chapter 1, Article 1.08 of the City of Fair Oaks Ranch Code of Ordinances provides for City Boards, Commissions, and Committees, and

WHEREAS, on August 18, 2011, the City Council approved Ordinance 2011-08 creating the Municipal Development District Board of Directors to manage and control the District, and

WHEREAS, said ordinance provides for a committee composition of seven (7) Directors of which two (2) Directors shall be persons who are members of the Fair Oaks Ranch City Council, one (1) Director shall be a person who is a member of the Fair Oaks Ranch Homeowner’s Board of Directors, and each Director shall be appointed to a Designated Place, and

WHEREAS, during regular policy reviews at the October 9, 2024, and January 8, 2025, MDD Board meetings, the Board identified the need to clarify the Rules of Procedure regarding Board membership, including the number of City Council members allowed to serve and the process for members joining or leaving City Council after appointment, and

WHEREAS, to ensure consistency between the MDD Rules of Procedure and the ordinance, the MDD Board President, in coordination with the City Attorney and City staff, submitted a proposal to amend the ordinance to address these issues and implement other administrative updates, and

WHEREAS, the City Council finds amending the Fair Oaks Ranch Code of Ordinances Chapter 1 General Provisions, Article 1.08 Boards, Commissions, and Committees, Section 1.08.001 Municipal Development District Board of Directors is appropriate.

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

Section 1. Chapter 1 General Provisions, Article 1.08 Boards, Commissions, and Committees, Section 1.08.001 Municipal Development District Board of Directors 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 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 20th day of March 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 3rd day of April 2025.

Gregory C. Maxton, Mayor

ATTEST:

APPROVED AS TO FORM:

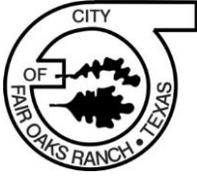
Christina Picioccio, TRMC
City Secretary

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

Exhibit A

Sec. 1.08.001 Municipal Development District Board of Directors

- (a) Creation of Board of Directors. A Board of Directors (the "board") which is hereby created which shall manage and control the district. The board shall exercise all of the powers of the district subject to the restrictions imposed by law and any duly and properly enacted ~~bylaws~~ rules of procedure adopted by the board.
- (b) Composition and terms of office.
- (1) The board shall consist of seven (7) Directors, each of whom shall be appointed by the City Council by resolution. Each of the Directors shall be a resident of the ~~City or a resident of the City's extraterritorial jurisdiction~~ Fair Oaks Ranch Municipal Development District (the "District"). ~~Two (2) Directors shall be persons who are members of the City Council and one (1) Director shall be a person who is a member of the City's Homeowner's Board of Directors. Each Director shall be appointed to a place as follows:~~
- ~~(A) Place one: City Councilmember.~~
- ~~(B) Place two: City Councilmember.~~
- ~~(C) Place three: Member of the City's Homeowner's Board of Directors.~~
- ~~(D) Place four: At large.~~
- ~~(E) Place five: At large.~~
- ~~(F) Place six: At large.~~
- ~~(G) Place seven: At large.~~
- (2) Each Director shall be appointed for a two (2) year staggered term to begin on October 1st and end on September 30th of the second year. A Director shall serve until a successor is appointed.
- ~~(3) To the extent practicable, at least two (2) Directors shall be members of the City Council, and one (1) Director shall be a member of the Fair Oaks Ranch Homeowner's Association Board of Directors.~~
- ~~(4) At no time shall there be a quorum of City Council members serving on the board.~~
- ~~(35)~~ Any Director may be removed from the board by the City Council at any time without cause.
- (c) Annual budget. The fiscal year of the district shall commence on October 1st of each year and end on September 30th of the following year. The board's budget shall be approved by the City Council no later than the City Council's ~~regular~~ last September council meeting.
- (d) Annual audit. The district's financial books, records, accounts, and financial statements shall be audited at least once each fiscal year by an outside, independent auditing and accounting firm at the expense of the district. A copy of the final audit shall be filed with the City Secretary no later than March 30th of the following fiscal year for which the audit is performed for.



CITY COUNCIL PUBLIC HEARING CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: The City of Fair Oaks Ranch City Council will conduct a public hearing to receive public testimony on proposed local amendments to International Residential Code (IRC) Section E3901.4.2 and National Electric Code (NEC) Section 210.52 (c) (2)

DATE: April 3, 2025

DEPARTMENT: Building Codes

PRESENTED BY: Scott Davis, Building Official

INTRODUCTION/BACKGROUND:

In accordance with Local Government Code Section 214.212, a municipality may not adopt a local amendment to the International Residential Code (IRC) that may add, modify, or remove requirements set by the code unless a public hearing is conducted. The addition, modification or removal of requirements is a common practice and often done to meet the specific needs of each municipality.

As part of the 2024 edition of the International Residential Code, Section E3901.4.2 allows builders to opt out of installing an electrical receptacle on kitchen islands. This is mirrored in Section 210.52(c)(2) of the 2023 edition of the National Electrical Code (NEC). Staff is proposing a local amendment to the above-mentioned code sections to require the installation of at least one receptacle on kitchen islands.

Requiring at least one receptacle, as found in the IRC Section E3901.4.3 and NEC Section 210.52(c)(3) on all kitchen islands is an enhanced safety measure. This change will benefit current and future residents by avoiding situations where appliances, such as a crock pots or blenders, are plugged into a wall receptacle with the cord extended across the walkway between the island and receptacle. Homeowners may unintentionally run into or trip on the cord pulling the appliance off the island which could pose a scalding or falling hazard.

Therefore, the proposed amendment to the International Residential Code, Section E3901.4.2 is as follows:

- On an island or peninsula countertop or work surface a receptacle outlet shall be installed in accordance with Section E3901.4.3.

The proposed amendment to the National Electric Code, Section 210.52(c)(2) is as follows:

- On an island or peninsula countertop or work surface a receptacle outlet shall be installed in accordance with Section 210.52 (c) (3).

PUBLIC HEARING:

The sequence for conducting the public hearing is shown on the meeting agenda.

NEXT STEPS:

City Council will consider the first reading of an ordinance adopting various building and residential codes, including the 2024 edition of the IRC and the 2023 edition of the NEC with proposed local amendments after the public hearing as listed on the meeting agenda.



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

AGENDA TOPIC: Consideration and possible action approving the first reading of an ordinance amending the City of Fair Oaks Ranch Code of Ordinances, Chapter 3 Building Regulations, Article 3.03 Building Code, Article 3.04 Residential Code, Article 3.05 Energy Conservation Code, Article 3.06 Plumbing, Article 3.07 Electricity, Article 3.08 Mechanical Code, Article 3.09 Fuel Gas Code, Article 3.11 Swimming Pools and Spas, and Chapter 5 Fire Prevention and Protection, Article 5.02 Fire Code

DATE: April 3, 2025

DEPARTMENT: Building Codes

PRESENTED BY: Scott Davis, Building Official

INTRODUCTION/BACKGROUND:

The City of Fair Oaks Ranch periodically updates its building codes, typically every three years, to maintain compliance with current safety standards and industry regulations. The most recent update occurred on January 6, 2022, when the City adopted the 2021 edition of the International Code Council model codes and the 2020 edition of the National Electrical Code (NEC). As part of its ongoing commitment to upholding the highest standards, it is now recommended that the City adopt the 2024 edition of the International Code Council model codes and the 2023 edition of the National Electrical Code. This update will ensure the City remains aligned with the latest safety regulations and industry best practices.

Sections related to the means of appeals and the board of appeals are excluded from the proposed updates, as the City has a separate ordinance establishing said.

Additionally, the updated codes include local amendments to the International Residential Code (IRC) and the NEC regarding kitchen islands. The 2024 IRC edition and the 2023 NEC allow builders or contractors to opt out of installing a receptacle on kitchen islands. Staff has proposed a local amendment to exclude this provision. Requiring at least one receptacle on all kitchen islands is an enhanced safety measure. This change will benefit current and future residents by avoiding situations where appliances, such as a crock pots or blenders, are plugged into a wall receptacle with the cord extended across the walkway between the island and receptacle. Homeowners may unintentionally run into or trip on the cord pulling the appliance off the island which could pose a scalding or falling hazard. In accordance with LGC Section 214.212, the City Council held a public hearing on the proposed local amendments.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

1. Allows enforcement of updated building and industry standards by the Building Codes staff.
2. Contributes to the overall health, safety and welfare of the citizenry of Fair Oaks Ranch.

3. Meets Strategic Action Plan Priority 2.1 – Manage the Physical Development of the City in Accordance with the Comprehensive Plan.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

Not Applicable

LEGAL ANALYSIS:

Approved as to form by the City Attorney

RECOMMENDATION/PROPOSED MOTION:

I move to approve the first reading of an ordinance amending the City of Fair Oaks Ranch Code of Ordinances, Chapter 3 Building Regulations, Article 3.03 Building Code, Article 3.04 Residential Code, Article 3.05 Energy Conservation Code, Article 3.06 Plumbing, Article 3.07 Electricity, Article 3.08 Mechanical Code, Article 3.09 Fuel Gas Code, Article 3.11 Swimming Pools and Spas, and Chapter 5 Fire Prevention and Protection, Article 5.02 Fire Code.

AN ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS, AMENDING THE FAIR OAKS RANCH CODE OF ORDINANCES CHAPTER 3 BUILDING REGULATIONS, ARTICLE 3.03 BUILDING CODE, ARTICLE 3.04 RESIDENTIAL CODE, ARTICLE 3.05 ENERGY CONSERVATION CODE, ARTICLE 3.06 PLUMBING, ARTICLE 3.07 ELECTRICITY, ARTICLE 3.08 MECHANICAL CODE, ARTICLE 3.09 FUEL GAS CODE, ARTICLE 3.11 SWIMMING POOLS AND SPAS, AND CHAPTER 5 FIRE PREVENTION AND PROTECTION, ARTICLE 5.02 FIRE CODE; PROVIDING FOR A PENALTY FOR NONCOMPLIANCE, AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE

WHEREAS, it is the desire of the City of Fair Oaks Ranch to adopt, in all respects, the various International Codes relating to buildings, residential, energy conservation, plumbing, mechanical, swimming pools, fire, and fuel gas, and to adopt the National Electrical Code relating to electricity; and

WHEREAS, the adoption of these Codes is done to facilitate proper inspection activities relating to construction and to maintenance of buildings within the corporate city limits; and

WHEREAS, adopting periodic updates maintains compliance with current safety standards and industry regulations further ensuring public safety, health and general welfare; and

WHEREAS, the City Council of the City of Fair Oaks Ranch finds amending the Fair Oaks Ranch Code of Ordinances, Chapter 3 Building Regulations, Articles 3.03-3.09, Article 3.11 and Chapter 5 Fire Prevention and Protection, Article 5.02 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 3 Building Regulations, Article 3.03 Building Code, Article 3.04 Residential Code, Article 3.05 Energy Conservation Code, Article 3.06 Plumbing, Article 3.07 Electricity, Article 3.08 Mechanical Code, Article 3.09 Fuel Gas Code, Article 3.11 Swimming Pools, and Chapter 5 Fire Prevention and Protection, Article 5.02 Fire Code, are 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 City 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 3rd day of April 2025.

PASSED, APPROVED, and ADOPTED on second and final reading by the City Council of the City of Fair Oaks Ranch, Texas, on this 17th day of April 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

[Deletions shown as strikethrough and additions shown as underlined]

Fair Oaks Ranch Code of Ordinances Chapter 3 “Building Regulations” is hereby amended as follows:

ARTICLE 3.03 - BUILDING CODE

Sec. 3.03.001 - Adopted

(a)The following codes are hereby adopted by reference as though copied herein fully:

(1) International Building Code, ~~2021~~ 2024 edition including appendix G but excluding Section 113 Means of Appeals and Appendix B Board of Appeals.

(2) International Existing Building Code, ~~2021~~ 2024 edition but excluding Section 112 Means of Appeals and Appendix D Board of Appeals.

ARTICLE 3.04 - RESIDENTIAL CODE

Sec. 3.04.001 - Adopted

(a)The following code is hereby adopted by reference as though copied herein fully: International Residential Code for One- and Two-Family Dwellings, ~~2020~~ 2024 edition, including appendixes BB, BC, ~~AA CA, AB CB, AC, AD CC, AG CD, AH BF, AJ BO, AN CE, and AP CF~~ but excluding Sections R309, Section R112 Means of Appeals and Appendix AA Board of Appeals.

(b) Island and Peninsular Countertops and Work Surfaces. Section E3901.4.2 of the International Residential Code is hereby amended as follows: On an island or peninsula countertop or work surface a receptacle outlet shall be installed in accordance with Section E3901.4.3. If a receptacle outlet is not provided to serve an island or peninsular countertop or work surface, provisions shall be provided at the island or peninsula for future addition of a receptacle outlet to serve the island or peninsular countertop or work surface.

ARTICLE 3.05 - ENERGY CONSERVATION CODE

Sec. 3.05.001 - Adopted

(a) The following code is hereby adopted by reference as though copied herein fully: International Energy Conservation Code, ~~2021~~ 2024 edition but excluding Section C109 Means of Appeals and Appendix CA Board of Appeals.

ARTICLE 3.06 - PLUMBING

Sec. 3.06.031 - Adopted

(a)The following code is hereby adopted by reference as though copied herein fully: International Plumbing Code, ~~2021~~ 2024 edition including Appendix E but excluding Section 112 Means of Appeal and Section 113 Board of Appeals.

ARTICLE 3.07 - ELECTRICITY**Sec. 3.07.031 - Adopted**

(a)The following code is hereby adopted by reference as though copied herein fully: National Electrical Code, ~~2020~~ 2023 edition.

(b) “Island and Peninsular Countertops and Work Surfaces”. Section 210.52 (c) (2) of the National Electrical Code is hereby amended as follows: On an island or peninsula countertop or work surface a receptacle outlet shall be installed in accordance with Section 210.52 (c) (3).” ~~If a receptacle outlet is not provided to serve an island or peninsular countertop or work surface, provisions shall be provided at the island or peninsula for future addition of a receptacle outlet to serve the island or peninsular countertop or work surface.~~

ARTICLE 3.08 - MECHANICAL CODE**Sec. 3.08.001 - Adopted**

(a)The following code is hereby adopted by reference as though copied herein fully: International Mechanical Code, ~~2021~~ 2024 edition but excluding Section 112 Means of Appeals and Section 113 Board of Appeals.

ARTICLE 3.09 - FUEL GAS CODE**Sec. 3.09.001 - Adopted**

(a)The following code is hereby adopted by reference as though copied herein fully: International Fuel Gas Code, ~~2021~~ 2024 edition. Including Appendices A, B and C but excluding Section 112 Means of Appeals and Appendix D Board of Appeals.

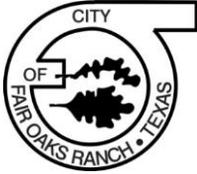
ARTICLE 3.11 - SWIMMING POOLS AND SPAS**Sec. 3.11.004 - Code Adopted**

(a)The following code is hereby adopted by reference as though copied herein fully: International Swimming and Spa Code, ~~2021~~ 2024 edition but excluding Section 112 Means of Appeals and Appendix D Board of Appeals.

ARTICLE 5.02 - FIRE CODE**Sec. 5.02.001 - Adopted**

(a)The following code is hereby adopted by reference as though copied herein fully: International Fire Code, ~~2021~~ 2024 edition, including appendices B, C, D, E, F, G, H, I, J, K, L, M, and N but excluding Appendix A Board of Appeals and Section 112 Means of Appeals.

(b)"Security gates" in section 503.6 of the ~~2021~~ 2024 International Fire Code is hereby amended by replacing "Where security gates are installed, they shall have an ~~approved~~ a siren operated sensor means of emergency operation.



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

AGENDA TOPIC: Consideration and possible action approving a resolution amending the City of Fair Oaks Ranch’s Personnel Policies
DATE: April 3, 2025
DEPARTMENT: Administration
PRESENTED BY: Jim Williams, MBA, ICMA-CM, Assistant City Manager

INTRODUCTION/BACKGROUND:

The City last updated its personnel policies in 2006. Staff recently initiated a review of the City’s Personnel Policies Manual and identified priority sections for updates. This resolution, if adopted, will amend Chapters 6, 9 and 11. The proposed comprehensive changes are summarized below and presented in Exhibit A, attached.

Chapter 6 Work Schedules and Time Reporting

- Updates the preamble policy statement to be more direct and acknowledge the City’s intent to comply with the provisions of the FLSA and assign time keeping accountability to the employee’s supervisory chain.
- Documents current practice and definitions of work periods and overtime rules for three distinct types of City employees.
- Clarifies standards and accountability for time reporting on time sheets.
- Cleans up compensatory time language and eligibility. Proposed policy makes only exempt classified employees eligible to earn and accrue comp time, non-exempt employees would not be eligible for comp time. For non-exempt employees working overtime hours, they would get paid for those overtime hours at the overtime rate
- Clarifies standby expectations and documents the current lump sum pay practice of \$124 per week flat fee for non-exempt employees in stand by status.
- Clarifies and documents the City’s break and meal period practice. ADDS an expectation that employees on their lunch break are relieved of duties.

Chapter 9 Holidays

- Update the preamble policy statement to be more direct and acknowledge the City’s practice of recognizing paid holidays.
- Updates the table of recognized holidays to match the City Council approved holidays.
- Clarifies definition of Personal Day and how Personal Days are administered.
- Clarifies pay rules for employees who work on holidays.
- Clarifies pay rules for holidays that occur in the middle of paid leave.

Chapter 11 Use of City Resources

- Updates the preamble policy statement to be more direct and acknowledge the City’s general policy to steward City resources responsibly and that losses, accidents or injuries will be investigated in order to determine root causes with the goal of preventing future losses
- Establishes definitions for key terms.
- Clarifies responsible use of equipment, vehicles, and property rules.
- Moves and updates (modernizes) Appendix A from the 2006 policy manual to new section 11.04 Information Systems Acceptable Use. Provides clear guidance on acceptable use and unacceptable use standards. Documents current City-owned mobile device administration practice.
- Adds section 11.05 Prohibited Technologies. Senate Bill 1893 requires state agencies to ban certain covered applications and social media platforms. This policy is required to be adopted by local governments.
- Adds subsection 11.05 Artificial Intelligence (AI) Technologies and creates rules on the use of AI .
- Clarifies employee driver’s license and personal vehicle insurance requirements.
- Clarifies rules on reporting accidents, incident or injuries.
- Modifies scope of duties for Accident Investigation Advisory Board. Removes requirements for the board to assess and recommend disciplinary action.

Upon adoption of this resolution, the Administration will promptly implement these policy changes across the organization. Additional updates to the Personnel Policies Manual will be presented to the City Council for consideration in future meetings.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

1. Consistent with Strategic Action Plan Priority 5.1 Evaluate and Implement Key HR Programs That Promote Organizational Design and Development.
2. Implements Strategic Action Plan project 5.1.2 Evaluate and Update Employee Handbook.
3. Complies with Chapter 5 of the Home Rule Charter for the City Manager to implement ordinances and policies adopted by the City Council.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

None

LEGAL ANALYSIS:

The resolution is approved as to form by the City Attorney’s office.
Policy Sections 6, 9, and 11 were reviewed by the City Attorney’s office.

RECOMMENDATION/PROPOSED MOTION:

I move to approve a resolution amending the City of Fair Oaks Ranch’s Personnel Policies.

A RESOLUTION

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS
AMENDING THE PERSONNEL POLICIES MANUAL**

WHEREAS, the City of Fair Oaks Ranch has established workplace rules that promote consistent and fair practices that result in effective public service delivery, and

WHEREAS, the City’s Personnel Policies Manual was last updated in 2006, and

WHEREAS, the City finds it necessary to update these policies, and

WHEREAS, the City wishes to amend Chapter 6 Work Schedules and Time Reporting, Chapter 9 Holidays, and Chapter 11 Use of City Resources, and

WHEREAS, it is in the best interest of the City to have an updated and relevant Personnel Policies Manual.

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

- Section 1.** The City Council hereby adopts the amended sections and changes to outdated terms in the City of Fair Oaks Ranch Personnel Policies Manual, as presented 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 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 3rd day of April 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

6.00 WORK SCHEDULES AND TIME REPORTING

6.01 GENERAL POLICY

6.01.01 The City will compensate employees for time worked in accordance with the Fair Labor Standards Act (FLSA), state law and adopted City Compensation Plans.

6.01.02 Accurate time and attendance reporting is the responsibility of the employee and the employee's immediate supervisor.

6.02 STANDARD WORK PERIODS

6.02.01 General Government employees' workweek is a seven-day period, beginning at 12:00 a.m. Monday and ending at 11:59:59 p.m. the following Sunday. Normal working hours for a full-time regular General Government employee are eight-hour days, Monday through Friday for a total of 40 hours per week or 2080 hours annually. Overtime for non-exempt General Government employees accrues after 40 hours worked in a period.

6.02.02 Police Administration employees' workweek is a 14-day period, beginning at 12:00 a.m. Monday and ending at 11:59:59 p.m. the last Sunday of the period. Normal working hours for a full-time regular Police Administration employee are an eight-hour day, Monday through Friday for a total of 80 hours per period, or 2080 hours annually. Overtime for non-exempt Police Administration employees accrues after 80 hours worked in a period.

6.02.03 Police Patrol employees' workweek is a 14-day period, beginning at 12:00 a.m. Monday and ending at 11:59:59 p.m. the last Sunday of the period. Normal working hours for a full-time regular Police Patrol employee is a 12-hour rotating shift schedule, Monday through Sunday for a total of 84 hours per period, or 2184 hours annually. Overtime for non-exempt Police Patrol employees accrues after 84 hours worked in a pay period.

6.02.04 Department heads will establish duty center work schedules that best meet the needs of the City while at the same time maximizing the utility of the workforce.

6.03 OVERTIME AND COMPENSATORY TIME

6.03.01 The City recognizes the Fair Labor Standards Act (FLSA) definitions of "exempt" and "non-exempt" employees for determining mandatory overtime compensation. The Human Resources Department will classify each job description as either exempt or non-exempt according to guidelines set forth in the FLSA.

6.03.02 Exempt employees typically are paid a salary at a higher level and usually work in administrative, professional, executive or computer-related roles. Exempt employees are expected to render necessary and reasonable overtime services to the City with no expectation of additional compensation.

6.03.03 Non-exempt employees are paid overtime pay at a rate of one and one-half times their regular hourly rate of pay for hours worked beyond:

1. 40 hours in a workweek for General Government employees,
2. 80 hours in a two-week work period for Police Administration employees, or
3. 84 hours in a two-week work period for Police Patrol employees.

6.03.04 All hours worked, including overtime, must clearly be depicted on the employee's time sheet. The employee's supervisor will validate the worked hours by signing the time sheet. Overtime hours must be approved by a supervisor before being worked.

6.03.05 Compensatory Time. Exempt employees may be granted compensatory time at the rate of one hour for each hour over their normally scheduled hours in a pay period. Compensatory time may accrue and shall not exceed a balance of 40 hours. Compensatory time may be taken in conjunction with other leave. Compensatory time balances will reset to zero hours on January 1st each year. Compensatory time accrual and usage will be approved by the employee's supervisor.

6.04 TIME REPORTING

6.04.01 Employees will accurately record their work hours using a timekeeping system designated by the City Manager.

6.04.02 Time records for non-exempt employees will reflect actual hours worked, including start and end times, lunch break start and end times, and any approved leave hours. Time entries will be rounded up or down to the nearest 15 minutes. Rounding shall be neutral and not consistently favor the City.

6.04.03 Time records for exempt employees will reflect approved leave, compensatory time earned and compensatory time used.

6.05 CALL BACK AND STANDBY

6.05.01 Call Back. Non-exempt employees required to return to work outside of their normal schedule (call back) due to emergencies or operational needs will receive a minimum of two hours of compensation, whether they physically report to the work center to resolve the issue or resolve the issue remotely, at an overtime rate of one and one-half times the hours worked due to the call back.

6.05.02 Standby. All employees in an after-hours on-call or standby status will respond to calls from dispatch or a supervisor within 15 minutes of being notified. If the employee is required to respond, either at the work center or remotely, they will be fit for duty and begin work on the issue within one hour of the call. All eligible non-exempt employees assigned to Standby status will receive a \$124.00 lump sum flat rate fee for the assigned work week.

6.06 BREAKS AND MEAL PERIODS

6.06.01 Employees working more than five consecutive hours **are required** to take at least a 30-minute unpaid meal break. During a meal break, employees are relieved of all duties.

6.06.02 Employees are permitted a paid rest break of up to 15 minutes for every four hours worked. Breaks should be taken in a manner that ensures continued workflow efficiency and does not disrupt operations or maintenance schedules.

6.06.03 In compliance with state and federal law, employees who need to express breast milk will be provided reasonable break time as needed. A private, sanitary space, other than a restroom, will be made available for this purpose. These breaks may run concurrently with other paid or unpaid break periods when possible.

9.00 HOLIDAYS

9.01 GENERAL POLICY

9.01.01 A paid holiday is a day off from work, as declared by the City Council, and typically in observance of a national or religious holiday for which an employee receives their regular pay, even though they are not working. Typically, City Hall is closed and suspends all non-essential functions on paid holidays.

9.01.02 The following are normally observed as paid holidays for Regular city employees:

New Years Day	Memorial Day	Veterans Day
Martin Luther King, Jr. Day	Independence Day	Thanksgiving (2 days)
President's Day	Labor Day	Christmas Eve
Good Friday	Columbus Day	Christmas Day

9.01.03 Personal Day. Employees, at their discretion and with their supervisor's concurrence, may take one additional paid holiday at any time during the calendar year. The Personal Day is "use or lose," meaning there will be no accrual or carry over of Personal Days into future years. New employees will be credited with a Personal Day on their first day of employment.

9.01.04 To be eligible for holiday pay, an employee must be on paid status the business days before and after the holiday.

9.01.05 Part-time employees are paid for holidays based on the pro-rated number of hours they would have worked if the holiday had been a regular workday (see Chapter 4 Types of Employment).

9.01.06 Whenever a holiday falls on a Saturday the preceding Friday will be observed. If a holiday falls on a Sunday, the Monday following will be observed.

9.02 WORK DURING HOLIDAYS

9.02.01 Non-exempt employees, with the exception of law enforcement employees on a 2184 patrol schedule, who are required to work on a designated holiday will be paid one and one-half times their normal rate of pay.

9.02.02 Law enforcement employees on a 2184 patrol schedule receive eight (8) additional hours of holiday pay for each holiday within a pay period, regardless of whether they worked on the holiday. This holiday pay is not included in overtime calculations.

9.03 HOLIDAY DURING VACATION OR SICK LEAVE

If a holiday occurs within an employee's vacation or sick leave absence, the employee will be granted the holiday and not charged for a day of vacation or sick leave.

11.00 USE OF CITY RESOURCES

11.01 GENERAL POLICY

11.01.01 Employees are provided with tools, equipment, and resources to fulfill the City's mission. All employees must use City resources responsibly, follow safe work practices, and comply with all applicable municipal, county, state, and federal laws.

11.01.02 Accidents or incidents resulting in loss or damage to City property will be investigated to determine root causes and develop recommendations to prevent or mitigate future occurrences.

11.01.03 Decisions regarding the use of vehicles and equipment which are not explicitly stated herein will be left to the discretion of the City Manager.

11.02 DEFINITIONS

11.02.01 City vehicle is any car, van, pickups, truck or similar vehicle that is owned, leased, rented, or otherwise under the care, custody, or control of the City.

11.02.02 Motorized equipment includes, but not limited to, backhoes, dozers, mower-tractors, loaders, graders, and other similar operational equipment.

11.02.03 City business is any work done by a City employee on behalf of the City.

11.02.04 Incident is an event or occurrence that disrupts normal operations or has the potential to cause harm, damage, or loss. This includes accidents resulting in injury or damage, mishaps that lead to unexpected disruptions, and near-miss events where harm or damage was narrowly avoided.

11.02.05 Mishap is an unexpected or unplanned incident that results in minor damage or inconvenience but typically does not lead to significant injury or harm.

11.02.06 Accident is an unexpected or unplanned incident, crash or collision that results in injury, illness, significant damage, or loss. Accidents often have more serious consequences than mishaps and usually require formal investigation to determine root cause and implement corrective actions.

11.02.07 Immediate Reporting is the prompt communication of any incident, including accidents, mishaps, or near-misses to the appropriate supervisor as soon as it is safe and practical to do so. The expectation is all personnel are required to report incidents without delay to ensure timely City response, mitigate risks, and facilitate accurate documentation and investigation. Immediate reporting helps protect staff and constituents, prevent further harm, and addresses potential hazards effectively.

11.02.08 Preventable Accident/Incident is an unplanned event that occurs due to identifiable risks or hazards, which could have been mitigated, avoided, or managed through appropriate measures, such as adherence to policies, training, equipment maintenance, or proactive planning. Preventable incidents/accidents are typically attributed to errors, omissions, or negligence.

11.02.09 Non-Preventable Accident/Incident is an unexpected or unplanned event that arises either unexpectedly or despite reasonable precautions, planning, and adherence to safety protocols. Nonpreventable incidents/accidents are typically caused by factors beyond control, such as natural disasters, unforeseeable equipment failures, or actions by external parties that could not have been anticipated or mitigated.

11.02.10 IT Systems are all electronic means used to create, use, store, access and transmit information or data while conducting the City's mission.

11.02.11 Authorized User is an individual, automated application or process, or anonymous system user that is authorized to access to information systems resources by the system owner, in accordance with the system owner's procedures and rules.

11.02.12 Limited personal use is the incidental and occasional personal use of City-owned IT systems that does not compromise the security or performance of other IT systems, incur additional costs to the City, violate any policies or legal requirements, or interfere with job responsibilities or productivity.

11.03 RESPONSIBLE USE OF EQUIPMENT, VEHICLES, AND PROPERTY

11.03.01 City vehicles and motorized equipment may be driven or operated by employees who have reached the age of eighteen years of age and possess the appropriate class Texas state driver's license.

11.03.02 Employees may operate motorized equipment that they have been appropriately trained on and certified by their supervisory chain to operate. Supervisors will maintain training records for all employees authorized to operate motorized equipment.

11.03.03 City property, materials, supplies, tools, equipment, and vehicles are purchased with taxpayer funds and are intended for City operations and use only. Political or personal use of city property, materials, supplies, tools or equipment is not permitted.

11.03.04 City vehicles and motorized equipment shall be kept clean and maintained in a manner that does not increase the risk of mishaps, equipment failure or bring discredit to the City's reputation.

11.03.05 City vehicles and motorized equipment shall be operated in accordance with state laws and city ordinances.

11.03.06 Upon termination of employment, employees must return any city property in their possession. Failure to return all city property in the employee's possession may result in a payroll deduction or legal action by the City against the employee.

11.03.07 City employees may not alter, repair, or in any way change, add to, or remove any parts or accessories of any City vehicle or motorized equipment unless approved by a supervisor. Unauthorized alterations include the placement of unauthorized stickers, decals or emblems on City vehicles or equipment. Authorized identification decals and/or emblems shall be placed on vehicles and equipment in a consistent manner.

11.03.08 City employees are only permitted to transport other City employees in City vehicles and motorized equipment unless expressly authorized by a Department Head.

11.03.09 City vehicles and motorized equipment may not be used in the conduct of purchasing, transporting, or consumption of alcohol. The exception is police department vehicles and, in their capacity, conducting official city business.

11.03.10 Employees who drive or operate City vehicles or motorized equipment shall report within 24 hours to their department heads any moving violation citations or driver's license suspensions.

11.03.11 The City will not be responsible for the payment or defense of a citation if received while on duty. The severity of a citation and/or the frequency of receiving citations may result in the disqualification of an employee from operating City vehicles or motorized equipment. This may result in disciplinary action, up to and including separation of employment if driving is an essential function of the employee's job.

11.03.12 Employees will lock their assigned vehicles when not in proximity of or unable to monitor their vehicle.

11.03.13 Employees may not use a cell phone while operating a City vehicle or motorized equipment.

11.04 INFORMATION SYSTEMS ACCEPTABLE USE

11.04.01 Information technology (IT) resources are provided to support the administration and operations of the City and should be used primarily for work-related purposes.

11.04.02 The City Manager or their designee will draft and maintain supplemental IT security and operational procedures that conform to this policy and enable the City to adapt to sudden changes and threats in the IT environment.

11.04.03 Authorized users shall have no expectation of privacy when using City-owned IT systems. The City may monitor, audit, and access IT systems for security and compliance purposes. Personal use of IT systems should be limited and must not interfere with City administrative or business operations.

11.04.04 Security and Confidentiality. Authorized users will protect sensitive information from unauthorized access, disclosure, or modification. Passwords will be kept confidential and should not be shared or written down. Authorized users will follow security protocols and report any security incidents or suspected breaches immediately to their supervisor or IT staff. Unauthorized access, hacking, or attempting to bypass security controls is prohibited.

11.04.05 Mobile Devices. The City will consider issuing a mobile device to employees based on the nature of the employees' job responsibilities and at the discretion of the City Manager. A wireless communications allowance may be designated to employees at the discretion of the City Manager as compensation for the use of privately owned mobile devices for City business.

11.04.06 Acceptable use of IT systems includes activities directly related to job responsibilities, professional development, and limited personal use.

11.04.07 Unacceptable use of IT systems includes but is not limited to:

1. Engaging in illegal activities while using a City-owned IT system, including unauthorized software installation or copyright violations.
2. Accessing, transmitting, or storing offensive, discriminatory, or harassing content.
3. Downloading or using unapproved applications that may introduce security risks.
4. Using City-owned IT systems for personal financial gain, political campaigns, or other non-City-business-related activities.
5. Using City-owned IT systems in a manner that compromises security, reduces productivity or brings discredit to the City.

11.04.08 Software and Hardware Management. Only authorized software and hardware will be installed and used on City IT systems. Authorized users must not alter IT system configurations or install unapproved software without the IT Department's approval.

11.05 PROHIBITED TECHNOLOGIES

On December 7, 2022, Governor Greg Abbott required all state agencies to ban the video-sharing application TikTok from all state-owned and state-issued devices and networks over the Chinese Communist Party's ability to use the application for surveilling Texans. Following the issuance of the Governor's directive, the 88th Texas Legislature passed Senate Bill 1893, which prohibits the use of covered applications on governmental entity devices. Pursuant to Senate Bill 1893 the City establishes a covered applications policy.

A covered application is the social media service TikTok or any successor application or service developed or provided by ByteDance Limited, or any entity owned by ByteDance Limited. In addition, a covered application is a social media application or service specified by proclamation of the Governor under Texas Government Code Section 620.005. A list of covered applications and social media sites proclaimed by the Governor as a covered application and identified on the Texas Department of Information Resources will be maintained by the Information Technology Department.

11.05.01 Covered Applications on City-owned or Leased Devices.

1. Except where approved exceptions apply, the use or installation of covered applications is prohibited on all City-owned or leased devices, including cell phones, tablets, desktop and laptop computers and other internet-capable devices.
2. The City will identify, track and manage all City-owned or leased devices, including mobile phones, tablets, laptops, desktop computers or any other internet-capable device to:
 - Prohibit the installation of a covered application.
 - Prohibit use of a covered application.
 - Remove a covered application from a City-owned or leased device that was on the device prior to passage of S.B. 1893 (May 2023).
 - Remove an application from a City-owned or leased device if the Governor issues a proclamation identifying it as a covered application.
3. The City will manage all City-owned or leased mobile devices by implementing the security measures listed below:
 - Restrict access to app stores or unauthorized software repositories to prevent the installation of unauthorized applications.
 - Conduct regular security audits of City-owned or leased devices to check for compliance and vulnerability issues.
 - Maintain the ability to remotely wipe non-compliant or compromised mobile devices. Wiping a non-compliant device refers to the process of securely and completely removing data or an application from a device in a manner so that it cannot be recovered or retrieved using recovery tools or techniques.
 - Maintain the ability to remotely uninstall unauthorized software from mobile devices.
 - Regular software and security updates to City-owned mobile device or leased devices.

11.05.02 Ongoing and Emerging Technology Threats

1. To provide protection against ongoing and emerging technological threats to the City's sensitive information and critical infrastructure, the IT Department will regularly monitor and evaluate additional social media applications or services that pose a risk to the City.

2. The IT Department will annually submit to the City Manager a list of social media applications, services identified by the Texas Department of Information Resources (DIR), and covered applications prohibited by proclamation of the Governor.
 - If the Governor identifies an item on the DIR-posted list described by this section, then the City will promptly remove and prohibit the covered application.
 - The City IT Department may also prohibit social media applications or services in addition to those specified by proclamation of the Governor.

11.05.03 Covered Application Exceptions.

1. The City may permit exceptions authorizing the installation and use of a covered application on a City-owned or leased device, consistent with the authority provided by Texas Government Code chapter 620.
2. Texas Government Code Section 620.004 only allows the City to install and use a covered application on an applicable device to the extent necessary for:
 - Providing law enforcement; or
 - Developing or implementing information security measures.
3. If the City authorizes an exception allowing for the installation and use of a covered application, the City must use measures to mitigate the risks posed to the City during the application's use.

11.06 ARTIFICIAL INTELLIGENCE TECHNOLOGIES

11.06.01 Employees may use Artificial Intelligence (AI) tools and platforms to enhance productivity, automate tasks, and support decision making. However, use of AI must align with City policies, state and federal laws, and security best practices.

11.06.02 Confidentiality and data protection. Employees must not enter, upload, or otherwise disclose non-public, confidential, personally identifiable, or legally protected information, including data exempt from disclosure under the Texas Public Information Act, into AI platforms, including generative AI chatbots and automated decision-making tools. Any use of AI tools must comply with City data privacy, security, and records retention policies.

11.06.03 Public Records Compliance. Employees must ensure that AI-generated outputs do not improperly disclose or misrepresent public information. AI-generated records may be subject to public disclosure requirements and must be managed consistently with City records management policies.

11.06.04 Accuracy and Accountability. Employees are responsible for verifying the accuracy and appropriateness of AI-generated content before using it in official communications, decision-making, or public disclosures. AI should not be relied upon for policy determinations, legal conclusions, or official statements.

11.06.05 Restricted Use Cases. AI tools must not be used for processing or analyzing legally protected or sensitive information, including personnel records, legal communications, law enforcement data, or health records. AI-generated content must not be used to impersonate individuals, fabricate information, or create misleading or deceptive content.

11.06.06 Approval and Monitoring. The City Manager may implement procedural controls to restrict unauthorized AI usage.

11.07 VALID DRIVER'S LICENSE

All employees operating City vehicles or equipment or conducting City business with a personal vehicle must hold the appropriate class of Texas driver's license required for the vehicle they operate. Employees must promptly inform their supervisor of any changes to their license status or classification. Failure to maintain a driver's license in good standing may result in job reassignment, demotion, disciplinary action or dismissal.

11.08 VEHICLE INSURANCE

The City will maintain insurance coverage on all city-owned vehicles. Employees who drive a personal vehicle for city business are required to maintain the minimum auto insurance coverage required by Texas law and be able to provide proof of said coverage to any City official, on demand.

11.09 REPORTING ACCIDENTS, INCIDENTS OR INJURIES

11.09.01 All workplace accidents or incidents shall be immediately reported to Human Resources. The City Manager shall maintain efficient accident and incident reporting systems and procedures.

11.09.02 Employees will get a police report for all accidents where they were involved in an incident or accident as a driver conducting city business which resulted in either: damage to a City-owned vehicle; damage to a non-City-owned vehicle; damage to City or personal property; or injuries to any vehicle occupant or bystander involved in the accident. Police reports will be forwarded to the Human Resources Department.

11.09.03 All workplace accidents, incidents or injuries causing property damage exceeding \$1,000 and and/or the filing of a workers compensation claim shall be investigated by the Accident Investigation Advisory Board. At the discretion of the City Manager, drug and alcohol testing shall be performed on any employee involved in an accident in accordance with the Drug/Alcohol Tests policy.

11.10 ACCIDENT INVESTIGATION ADVISORY BOARD

11.10.01 The purpose of the Accident Investigation Advisory Board is to conduct thorough, unbiased investigations of reported accidents or incidents. The board is responsible for collecting evidence and documentation to determine root causes and

contributing factors. Based on its findings, the board will establish the facts, determine whether an accident or incident was preventable or non-preventable, and provide actionable recommendations to address root causes and reduce the likelihood and impact of recurrence.

11.10.02 Final reports will be delivered to the City Manager, the Human Resources Department and the Department Head of the employee involved in the incident under investigation.

11.10.03 The Accident Investigation Advisory Board will consist of a chairperson and three members appointed by the City Manager. Board member composition may be rotated at the discretion of the City Manager.

11.10.04 Board Conflicts. Members of the board must perform their duties with impartiality and objectivity. A conflict arises when a Board member's responsibilities as part of the investigation process interferes with their role as a supervisor or manager, particularly in cases where disciplinary action is a likely supervisory outcome of the investigation. Board members shall immediately disclose potential conflicts to the board chair. The board chair will evaluate and mitigate conflicts.

6.00 ~~6.00~~ WORK SCHEDULES SCHEDULES AND TIME REPORTING**6.00 ~~ADMINISTRATIVE WORK WEEK/WORK PERIOD~~****6.01 ~~GENERAL POLICY~~**

6.01.01 ~~The official work week for City will compensate employees in departments for which separate work periods are not established is for time worked in accordance with the Fair Labor Standards Act (FLSA), state law and adopted City Compensation Plans.~~

6.01.02 ~~Accurate time and attendance reporting is the responsibility of the employee and the employee's immediate supervisor.~~

6.02 ~~STANDARD WORK PERIODS~~

~~6.00.01—6.02.01 General Government employees' workweek is a seven-day period, beginning at 12:01 A.M. Monday and ending 12:00 Midnight at 11:59:59 p.m. the following Sunday. *The definition of the work week has no meaning/impact on the determination of exempt or nonexempt status as defined by FLSA.*~~

~~11.00.01 Normal working hours for the City are a full-time regular General Government employee are eight-hour days, Monday through Friday, 8:00 AM to 5:00 PM with one hour for lunch, for a total of 40 hours per work week. A morning and afternoon paid break of 15 minutes each is usually available to each employee but this time does not accumulate if not taken week or 2080 hours annually. Overtime for non-exempt General Government employees accrues after 40 hours worked in a period.~~

~~6.00.02—Adjustments to the normal working hours of operation of various city facilities or departments may be made by the City Administrator in order to serve the public better. Some departments will be required to remain open during the noon hour, thus lunch periods may be staggered according to the requirements of the City.~~

~~6.00.03—The City Administrator and Police Chief determine the number of hours worked for their respective employees, for the compensation to be received subject to laws governing pay and working hours, and to the provisions of the City's budget.~~

6.01 ~~WORK PERIOD AND SCHEDULES~~ — ~~LAW ENFORCEMENT~~

~~6.01.01—The Police Chief, in consultation with the City Administrator, establishes the work schedule for police personnel.~~

~~6.01.02—Employees of the police department will work in shifts. In accordance with the~~

~~exception allowable under Section 7(k) of the Fair Labor Standards Act, the City establishes a work period of three days on and three consecutive days off for its police officers.~~

~~The official work period for police officers assigned shift work normally consists of three days with each shift consisting of twelve scheduled work hours per day for three consecutive days, followed by three consecutive days off. Each officer on each shift is allowed one hour for a meal break during the shift, during which time they must remain in their vehicle or~~ 6.02.02 Police Administration employees' workweek is a 14-day period, beginning at 12:00 a.m. Monday and ending at 11:59:59 p.m. the last Sunday of the period. Normal working hours for a full-time regular Police Administration employee are an eight-hour day, Monday through Friday for a total of 80 hours per period, or 2080 hours annually. Overtime for non-exempt Police Administration employees accrues after 80 hours worked in a period.

6.02.03 Police Patrol employees' workweek is a 14-day period, beginning at 12:00 a.m. Monday and ending at 11:59:59 p.m. the last Sunday of the period. Normal working hours for a full-time regular Police Patrol employee is a 12-hour rotating shift schedule, Monday through Sunday for a total of 84 hours per period, or 2184 hours annually. Overtime for non-exempt Police Patrol employees accrues after 84 hours worked in a pay period.

6.02.04 Department heads will establish duty center work schedules that best meet the needs of the City while at the same time maximizing the utility of the workforce.

6.03 OVERTIME AND COMPENSATORY TIME

6.03.01 The City recognizes the Fair Labor Standards Act (FLSA) definitions of "exempt" and "non-exempt" employees for determining mandatory overtime compensation. The Human Resources Department will classify each job description as either exempt or non-exempt according to guidelines set forth in the FLSA.

~~6.01.03—~~ 6.03.02 Exempt employees typically are paid a salary at a higher level and usually work in contact with the department, thus counting as work time.

~~6.01.04—~~ Each officer's regular hourly rate for the purpose of computing the time and one-half overtime pay rate is based on a twelve hour work day.

6.02 EXEMPTIONS FROM FLSA (OVERTIME COMPENSATION)

~~11.00.02 Department Heads and other executive, administration, and administrative, professional employees are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and, executive or computer-related roles. Exempt employees are expected to render necessary and reasonable overtime services to the City with no expectation of additional compensation. The salaries of these positions are established with this assumption in mind. (Legal reference: U.S. FLSA of 1982, as amended)~~

~~6.02.01 Each city job description designates whether persons hired are 6.03.03 Non-exempt from or covered by (nonexempt) the overtime provisions of the FLSA.~~

~~6.02.02 The City Administrator may review the exempt or nonexempt status of the positions and recommend a change to the Mayor and City Council.~~

~~6.03 OVERTIME WORKED/COMPENSATION~~

~~6.03.01 The City recognizes the Fair Labor Standards Act definition of “exempt” and “nonexempt” employees for the purpose of determining mandatory payments of overtime compensation. The City also recognizes while “exempt” employees may have to work beyond the standard number of hours on occasion, every effort should be made to limit the frequency with which this occurs. Exempt employees may be given comp time earned at 1.5 times the normal rate by the City Administrator in recognition of those occasions when they do work beyond the normal number of hours in a work period.~~

~~6.03.02 The policy of the City is to keep overtime to a minimum. However, employees may be required to provide services in addition to their normal work week hours, on weekends or holidays. Overtime is defined as hours worked in excess of the allowable number of hours under the Fair Labor Standards Act (FLSA). In the City, this is 40 hours per seven-day workweek for all non-police personnel and, 12 hours per work day for police officers.~~

~~11.00.03 For non-police personnel who are covered by the overtime provisions of the FLSA, the policy of the City is to compensate at the rate of one are paid overtime pay at a rate of one and one-half times the employees their regular hourly rate for all time worked in excess of 40 hours during a given work week. For police personnel, the policy of the City is to compensate at that rate of one and one-half times the employees regular hourly rate for all time worked in excess of 12 hours during a work day. of pay for hours worked beyond:~~

~~6.03.03 Overtime work must be clearly reflected on the employee’s time sheet along with the Department Head’s signature authorizing the overtime.~~

~~6.04 HOLIDAYS WORKED~~

~~Each regular full time employee receives a specified number of paid holidays per year, as set forth in Section 9.01. If an employee, with the exception of police officers and~~

~~scheduled duty employees, is required to work on a holiday, they will be paid at one and one-half times regular rate of pay. Holidays are not considered in the same manner as "hours worked" under FLSA for the purpose of determining when the employee has worked more than the maximum allowable hours and is therefore not subject to overtime.~~

~~6.05 LEAVE OR HOLIDAYS TAKEN AND OVERTIME~~

~~If an employee is required to work extra hours during a work week in which he or she has used sick leave, vacation leave, or any other type of leave time (including holiday time off; excluding civil duty), the employee will be paid for the extra hours at the regular straight-time rate of pay. However, if the extra hours worked are more than the number of leave time hours taken, the employee will be paid at one and one-half times the regular rate of pay for the number of extra hours worked in excess of 40 hours.~~

- ~~1. 40 hours in a workweek for General Government employees,~~
- ~~2. 80 hours in a two-week work period for Police Administration employees, or~~
- ~~3. 84 hours in a two-week work period for Police Patrol employees.~~

~~6.03.04 All hours worked, including overtime, must clearly be depicted on the employee's time sheet. The employee's supervisor will validate the worked hours by signing the time sheet. Overtime hours must be approved by a supervisor before being worked.~~

~~6.03.05 Compensatory Time. Exempt employees may be granted compensatory time at the rate of one hour for each hour over their normally scheduled hours in a pay period. Compensatory time may accrue and shall not exceed a balance of 40 hours. Compensatory time may be taken in conjunction with other leave. Compensatory time balances will reset to zero hours on January 1st each year. Compensatory time accrual and usage will be approved by the employee's supervisor.~~

~~11.016.04 TIME REPORTING~~

~~6.05.01—6.04.01 Employees must keep records of all hours worked and leave time taken.~~

~~6.05.02—Time records and leave requests must be signed by the employee and initialed by the employee's Department Head. It is recommended that these forms be completed after each days work in order to maintain an accurate and comprehensive record of actual time spent or taken.~~

~~6.05.03—Department Heads are responsible for ensuring that all hours worked and leave time taken are reported on the time sheets sent to the City Accountant. Completed time sheets are maintained in the accounting department and approved leave request forms are placed in the employee's personnel file. Time sheets should be delivered by the Department Head to the City Accountant no later than 9 a.m. on the following Tuesday after the close of the work week.~~

~~6.06 CALL BACK/STANDBY POLICY~~

~~6.06.01 — Certain city services require that some employees be available in a “call back” status in the evenings, over holidays, and weekends to ensure the continuity of those services. Employees who are on call back are required to wear a pager and to call within 15 minutes of receiving the page. If the employee’s presence is required, the employee must report to the trouble site within one hour of the call back. The employee who is on call back is not restricted to a specific location provided they can meet the one hour response time. Refusal to report without justification or repeated non-availability will result in disciplinary action, up to and including dismissal.~~

~~6.06.02 — The call back period is from 4:30 p.m. to 7:30 a.m. Monday to Friday, and from 4:30 p.m. Friday to 7:30 a.m. Monday. While on call back status, the employee is not allowed to consume alcoholic beverages.~~

~~6.06.03 — An employee who cannot work their scheduled call back duty due to vacation or holiday, is responsible for trading their duty with another employee of their department. If a trade cannot be performed, the assigned employee shall work their scheduled call back duty. If an employee cannot work their scheduled call back duty due to illness, the Supervisor will arrange the call back coverage with another employee. Appropriate notification of a call back trade must be given to the Department Head, Police Department, and Dispatch, or future trades will not be allowed.~~

~~11.01.01 When a non-exempt city employee, excluding law enforcement, is assigned call back, the work hours using a timekeeping system designated employee will be paid a minimum of 4 hours at the overtime rate when responding to a call back. Utility and police personnel scheduled to work a holiday are paid at their straight time rate by the City Manager.~~

~~6.04.02 Time records for non-exempt employees will reflect actual hours worked, including start and end times, lunch break start and end times, and any approved leave hours. Time entries will be rounded up or down to the nearest 15 minutes. Rounding shall be neutral and not consistently favor the City.~~

~~6.04.03 Time records for exempt employees will reflect approved leave, compensatory time earned and compensatory time used.~~

~~6.06.04 — CALL BACK All standby designated employees in the Public Works/Utilities Department receive an additional .50 cents per hour to their base pay regardless if they are assigned call back duty for a given pay period.~~

~~6.06.05 — All supervisory and service personnel must furnish their Department Head a telephone number at which they can be reached during off duty hours or have ready access to a telephone which they use to respond to a page. Employees do not receive additional compensation or reimbursement for maintaining this telephone service.~~

~~6.06.06.04.01 All call back/standby assignments are subject to the approval of the City~~

Administrator.

6.05 CALL BACK AND STANDBY

6.05.01 Call Back. Non-exempt employees required to return to work outside of their normal schedule (call back) due to emergencies or operational needs will receive a minimum of two hours of compensation, whether they physically report to the work center to resolve the issue or resolve the issue remotely, at an overtime rate of one and one-half times the hours worked due to the call back.

6.05.02 Standby. All employees in an after-hours on-call or standby status will respond to calls from dispatch or a supervisor within 15 minutes of being notified. If the employee is required to respond, either at the work center or remotely, they will be fit for duty and begin work on the issue within one hour of the call. All eligible non-exempt employees assigned to Standby By status will receive a \$124.00 lump sum flat rate fee for the assigned work week.

6.06 BREAKS AND MEAL PERIODS

6.06.01 Employees working more than five consecutive hours are required to take at least a 30-minute unpaid meal break. During a meal break, employees are relieved of all duties.

6.06.02 Employees are permitted a paid rest break of up to 15 minutes for every four hours worked. Breaks should be taken in a manner that ensures continued workflow efficiency and does not disrupt operations or maintenance schedules.

6.06.03 In compliance with state and federal law, employees who need to express breast milk will be provided reasonable break time as needed. A private, sanitary space, other than a restroom, will be made available for this purpose. These breaks may run concurrently with other paid or unpaid break periods when possible.

~~1.9.00~~ HOLIDAYS

- ~~-Memorial Day~~
- ~~-Columbus Day~~

~~9.009.01~~ GENERAL POLICY

- ~~-Christmas Day~~

~~9.00.01 Definition – Holidays are days designated by Council when City Hall is closed on what otherwise would be regular business days.~~

~~9.01.01 A paid holiday is a day off from work, as declared by the City Council, and typically in observance of a national or religious holiday for which an employee receives their regular pay, even though they are not working. Typically, City Hall is closed and suspends all non-essential functions on paid holidays.~~

~~9.01.02 The following are normally observed as paid holidays for Regular city employees of the City of Fair Oaks Ranch::~~

- | | | |
|------------------------------|-----------------------------------|---------------------------|
| -New Years Day | -Presidents Day | -Memorial Day |
| -Independence Day | -Labor Day | -Columbus Day |
| -Veterans Day | -Thanksgiving Days (2) | -Christmas Day |

At the employees-

New Years Day

Martin Luther King, Jr. Day

President's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving (2 days)

Christmas Eve

Christmas Day

9.01.03 Personal Day. Employees, at their discretion and with their supervisor's concurrence, may take one additional paid holiday will be granted annually to be taken at any time during the calendar year (no carryover or payment of personal holiday allowed) after their initial introductory period. Actual day to be taken must be prearranged 30 days in advance; approved by the employee's Department Head; and compatible with the established work schedule. The Personal Day is "use or lose," meaning there will be no accrual or carry over of Personal Days into future years. New employees will be credited with a Personal Day on their first day of employment.

- Employees are expected to work 9.01.04 To be eligible for holiday pay, an employee must be on paid status the last work day business days before a paid holiday and the first work day after a paid the holiday, unless a bonafide absence is approved.
- 9.01.05 Part-time employees who work at least 32 hours per week are paid for holidays based on the pro-rated number of hours they would have worked if the holiday had been a regular workday. (see Chapter 4 Types of Employment).
- 9.01.06 Whenever an approved a holiday falls on a Saturday or Sunday, it the preceding Friday will be observed. If a holiday falls on the Friday preceding or a Sunday, the Monday following as determined by the City Administrator will be observed.

9.019.02 **WORK DURING HOLIDAYS**

- Employees 9.02.01 Non-exempt employees, with the exception of law enforcement and scheduled duty employees on a 2184 patrol schedule, who are required to work on a designated holiday will be paid one and one-half times their normal rate of pay.
- 9.02.02 Law Enforcement enforcement employees required to work on a 2184 patrol schedule receive eight (8) additional hours of holiday or if the pay for each holiday falls on their regular day off, may request an alternate day off which shall be taken by the end of the fiscal year or the employee shall be paid within a pay period, regardless of whether they worked on the holiday at an 8-hour work day at the end of the fiscal year. This holiday pay is not included in overtime calculations.

9.029.03 **HOLIDAY DURING VACATION OR SICK LEAVE**

If an official a holiday falls occurs within a regular an employee's vacation, or approved sick leave absence, the employee will be granted the holiday and not charged for a day of vacation or sick leave.

11.0211.00 USE OF CITY PROPERTY RESOURCES**11.0311.01 GENERAL POLICY**

4. ~~The City attempts to provide each employee~~ 11.01.01 Employees are provided with ~~adequate~~ tools, equipment, and ~~vehicles for~~ resources to fulfill the City job being performed, and ~~expects each employee to observe~~ City's mission. All employees must use City resources responsibly, follow safe work practices and safe and courteous operation of vehicles and equipment in compliance, and comply with all applicable municipal, county, ~~and state regulations, and federal laws.~~

~~12. All employees authorized to operate City vehicles and motorized equipment, or who operate personal vehicles on City related business, shall be subject to this policy.~~

11.01.02 Accidents or incidents resulting in loss or damage to City property will be investigated to determine root causes and develop recommendations to prevent or mitigate future occurrences.

2. 11.01.03 Decisions regarding the use of vehicles and equipment which are not explicitly stated herein will be left to the discretion of the City ~~Administrator.~~ ~~Department Heads are authorized to administer, provide guidance, and ensure compliance with this policy~~ Manager.

12.0011.02 DEFINITIONS

11.02.01 City vehicle is ~~defined as~~ any car, van, ~~pick up~~ pickups, truck or similar vehicle that is owned, leased, rented, or otherwise under the care, custody, or control of the City. ~~A City vehicle shall also include privately owned vehicles used in the conduct of City business, and for the use of which the driver is eligible to claim mileage reimbursement.~~

11.02.02 Motorized Equipment ~~equipment~~ includes, but not limited to, backhoes, dozers, mower-tractors, loaders, graders, and other similar operational equipment.

~~Driving records include the complete driving history of an employee as can be discerned from any official records.~~

11.02.03 City business is ~~defined as~~ any work done by a City employee on behalf of the City.

~~Authorized personnel are defined as City employees or individuals conducting business for the City of Fair Oaks Ranch as determined by the City Administrator.~~

"On-call" employees are those City 11.02.04 Incident is an event or occurrence that disrupts normal operations or has the potential to cause harm, damage, or loss. This

includes accidents resulting in injury or damage, mishaps that lead to unexpected disruptions, and near-miss events where harm or damage was narrowly avoided.

11.02.05 Mishap is an unexpected or unplanned incident that results in minor damage or inconvenience but typically does not lead to significant injury or harm.

11.02.06 Accident is an unexpected or unplanned incident, crash or collision that results in injury, illness, significant damage, or loss. Accidents often have more serious consequences than mishaps and usually require formal investigation to determine root cause and implement corrective actions.

11.02.07 Immediate Reporting is the prompt communication of any incident, including accidents, mishaps, or near-misses to the appropriate supervisor as soon as it is safe and practical to do so. The expectation is all personnel are required to report incidents without delay to ensure timely City response, mitigate risks, and facilitate accurate documentation and investigation. Immediate reporting helps protect staff and constituents, prevent further harm, and addresses potential hazards effectively.

11.02.08 Preventable Accident/Incident is an unplanned event that occurs due to identifiable risks or hazards, which could have been mitigated, avoided, or managed through appropriate measures, such as adherence to policies, training, equipment maintenance, or proactive planning. Preventable incidents/accidents are typically attributed to errors, omissions, or negligence.

11.02.09 Non-Preventable Accident/Incident is an unexpected or unplanned event that arises either unexpectedly or despite reasonable precautions, planning, and adherence to safety protocols. Nonpreventable incidents/accidents are typically caused by factors beyond control, such as natural disasters, unforeseeable equipment failures, or actions by external parties that could not have been anticipated or mitigated.

11.02.10 IT Systems are all electronic means used to create, use, store, access and transmit information or data while conducting the City's mission.

11.02.11 Authorized User is an individual, automated application or process, or anonymous system user that is authorized to access to information systems resources by the system owner, in accordance with the system owner's procedures and rules.

11.02.12 Limited personal use is the incidental and occasional personal use of City-owned IT systems that does not compromise the security or performance of other IT systems, incur additional costs to the City, violate any policies or legal requirements, or interfere with job responsibilities or productivity.

11.03 RESPONSIBLE USE OF EQUIPMENT, VEHICLES, AND PROPERTY

11.03.01 City vehicles and motorized equipment may be driven or operated by employees who ~~are on-call after normal business hours.~~

~~13~~ — ~~RESPONSIBILITIES/USE OF EQUIPMENT, VEHICLE, AND PROPERTY~~

~~3. Employees who drive City vehicles or operate motorized equipment in the course of their employment shall be required to have reached the age of eighteen years to operate City vehicles or motorized equipment, be able to operate properly and safely a City vehicle or motorized equipment, with or without accommodation, have current valid Texas driver's of age and possess the appropriate class Texas state driver's license.~~

~~license in the appropriate class as established on the official description for the position, and observe all laws, ordinances, and work rules relating to the operation and care of City vehicles or~~ 11.03.02 Employees may operate motorized equipment.

~~4. Employees who are assigned equipment, vehicles, or any other city property are responsible for them and for that they have been appropriately trained on and certified by their proper use. City owned equipmentsupervisory chain to operate. Supervisors will be operated only by maintain training records for all employees who normally authorized to operate suchmotorized equipment.~~

11.03.03 City property, materials, supplies, tools, equipment, and vehicles are purchased with taxpayer funds and are intended for City operations and use only. ~~No~~Political or personal ~~or political~~ use of any city property, materials, supplies, tools or equipment is not permitted.

11.03.04 City vehicles and motorized equipment shall be kept clean and maintained in a manner that does not increase the risk of mishaps, equipment failure or bring discredit to the City's reputation.

11.03.05 City vehicles and motorized equipment shall be operated in accordance with state laws and city ordinances.

~~5.~~ 11.03.06 Upon termination of employment, employees must return any city property in their possession. Failure to return all city property in the employee's possession may result in a payroll deduction or legal action by the City against the employee.

~~6.~~ ~~No~~11.03.07 City employees may not alter, repair, or in any way change, add to, or remove any parts or accessories of any City vehicle or motorized equipment unless approved by a supervisor. Unauthorized alterations include the placement of unauthorized stickers, decals or emblems ~~will be placed~~ on City vehicles or equipment. Authorized identification decals and/or emblems shall be placed on ~~the~~ vehicles and equipment in a consistent manner.

~~14~~ — ~~CITY VEHICLE USE.~~ 11.03.08 City employees ~~who use~~ are only permitted to transport other City employees in City vehicles ~~will adhere to good stewardship practices and common sense pertaining to responsible use of vehicles.~~

~~Employees shall adhere to the following instructions which include, but not limited to:~~

~~15 ——— Maintain appropriate cleanliness of the vehicle.~~

~~16 ——— Maintain proper oversight of operational matters.~~

~~Notify their motorized equipment unless expressly authorized by a Department Head.~~

~~17 ——— 11.03.09 City vehicles and Police Department in the event of vehicle damage and/or need for repairs.~~

~~18 ——— Operate all City vehicles and personal vehicles used to conduct City business in the manner prescribed in applicable State laws and City ordinances.~~

~~19 ——— Shall not operate any City vehicle or a personal vehicle under their control for the conduct of City business in a hazardous, unlawful, or reckless manner.~~

~~20 ——— Prohibited from transporting unauthorized persons in any City vehicle without the permission of their Department Head.~~

~~21 ——— Shall not alter, repair, or in any way change, add to, or remove, any parts or accessories of any City vehicle unless proper permission is obtained.~~

~~1. The use of a City vehicle to conduct personal business is prohibited other than for incidental uses, such as stopping at a restaurant or store. However, in no case shall a City vehicle motorized equipment may not be used in the conduct of purchasing, transporting, or consumption of alcohol other than. The exception is police department vehicles and, in their capacity, conducting official city business such as transporting alcohol, taken into custody.~~

~~22 ——— Driver shall remain constantly aware of the public perception of, and expectation of, driver courtesy from all drivers of City vehicles. All drivers of City vehicles are expected to maintain courteous driving habits, including but not limited to, courteous yielding to other vehicles when appropriate; prudent use of the vehicle's horn; and patient and defensive driving techniques.~~

~~11.03.10 Employees who are in jobs requiring the driving/operating of drive or operate City vehicles or motorized equipment shall report any driving citation received within 24 hours to their department heads any moving violation citations or driver's license suspensions to their Department Head within twenty four hours of the suspension or citation.~~

~~2. 11.03.11 The City ~~shall~~will not be responsible for the payment or defense of ~~such~~ a citation if received while on duty. The severity of a citation and/or the frequency of receiving citations may result in ~~disqualifying~~the disqualification of an employee from operating City vehicles or motorized equipment. This may result in disciplinary action, up to and including ~~termination~~separation of employment if driving is~~

an essential function of the employee's job.

City 11.03.12 Employees will lock their assigned vehicles may when not in proximity of or unable to monitor their vehicle.

11.03.13 Employees may not use a cell phone while operating a City vehicle or motorized equipment.

11.04 INFORMATION SYSTEMS ACCEPTABLE USE

11.04.01 Information technology (IT) resources are provided to support the administration and operations of the City and should be equipped primarily for work-related purposes.

11.04.02 The City Manager or their designee will draft and maintain supplemental IT security and operational procedures that conform to this policy and enable the City to adapt to sudden changes and threats in the IT environment.

11.04.03 Authorized users shall have no expectation of privacy when using City-owned IT systems. The City may monitor, audit, and access IT systems for security and compliance purposes. Personal use of IT systems should be limited and must not interfere with City administrative or business operations.

11.04.04 Security and Confidentiality. Authorized users will protect sensitive information from unauthorized access, disclosure, or modification. Passwords will be kept confidential and should not be shared or written down. Authorized users will follow security protocols and report any security incidents or suspected breaches immediately to their supervisor or IT staff. Unauthorized access, hacking, or attempting to bypass security controls is prohibited.

11.04.05 Mobile Devices. The City will consider issuing a mobile device to employees based on the nature of the employees' job responsibilities and at the discretion of the City Manager. A wireless communications allowance may be designated to employees at the discretion of the City Manager as compensation for the use of privately owned mobile devices for City business.

11.04.06 Acceptable use of IT systems includes activities directly related to job responsibilities, professional development, and limited personal use.

11.04.07 Unacceptable use of IT systems includes but is not limited to:

1. Engaging in illegal activities while using a City-owned IT system, including unauthorized software installation or copyright violations.
2. Accessing, transmitting, or storing offensive, discriminatory, or harassing content.
3. Downloading or using unapproved applications that may introduce security risks.
4. Using City-owned IT systems for personal financial gain, political campaigns, or other non-City-business-related activities.

5. Using City-owned IT systems in a manner that compromises security, reduces productivity or brings discredit to the City.

11.04.08 Software and Hardware Management. Only authorized software and hardware will be installed and used on City IT systems. Authorized users must not alter IT system configurations or install unapproved software without the IT Department's approval.

11.05 PROHIBITED TECHNOLOGIES

On December 7, 2022, Governor Greg Abbott required all state agencies to ban the video-sharing application TikTok from all state-owned and state-issued devices and networks over the Chinese Communist Party's ability to use the application for surveilling Texans. Following the issuance of the Governor's directive, the 88th Texas Legislature passed Senate Bill 1893, which prohibits the use of covered applications on governmental entity devices. Pursuant to Senate Bill 1893 the City establishes a covered applications policy.

A covered application is the social media service TikTok or any successor application or service developed or provided by ByteDance Limited, or any entity owned by ByteDance Limited. In addition, a covered application is a social media application or service specified by proclamation of the Governor under Texas Government Code Section 620.005. A list of covered applications and social media sites proclaimed by the Governor as a covered application and identified on the Texas Department of Information Resources will be maintained by the Information Technology Department.

11.05.01 Covered Applications on City-owned or Leased Devices.

3-1. Except where approved exceptions apply, the use or installation of covered applications is prohibited on all City-owned or leased devices, including cell phones, weapons, and other expensive equipment; thus, when the operator is away from their vehicle, the vehicle will be locked. Tablets, desktop and laptop computers and other internet-capable devices.

23— The driver of a vehicle shall not use a cell phone while the vehicle is in motion; but will pull off the road to dial a number or participate in a conversation. The driver will not use, except in emergency situation, an electronic communication device at all if there are hazardous road or traffic conditions.

24— Avoid multiple tasks when driving, such as trying to take notes while using an electronic communication device.

25— CELL/MOBILE PHONE USE. In an effort to enhance the city's ability to maintain communication with its' employees, the City has contracted for cellular/mobile phone service. The telephones are for official business calls only. If a personal call is made/received, the employee will be responsible for payment of said call within five days of notification of amount due. Failure to pay will result in

~~disciplinary action.~~

- ~~26 PAGERS. Public Works employees, Police Officers, and select Administration employees will be issued city pagers. Employees will pay a \$25.00 replacement cost for lost or damaged pagers due to negligence. If stolen, the employee shall write a report to the City Administrator of the circumstances and the City will replace the stolen pager at no cost to the employee.~~
- ~~2. The City will identify, track and manage all City-owned or leased devices, including mobile phones, tablets, laptops, desktop computers or any other internet-capable device to:~~
- ~~• Prohibit the installation of a covered application.~~
 - ~~• Prohibit use of a covered application.~~
 - ~~• Remove a covered application from a City-owned or leased device that was on the device prior to passage of S.B. 1893 (May 2023).~~
 - ~~• Remove an application from a City-owned or leased device if the Governor issues a proclamation identifying it as a covered application.~~
- ~~3. The City will manage all City-owned or leased mobile devices by implementing the security measures listed below:~~
- ~~• Restrict access to app stores or unauthorized software repositories to prevent the installation of unauthorized applications.~~
 - ~~• Conduct regular security audits of City-owned or leased devices to check for compliance and vulnerability issues.~~
 - ~~• Maintain the ability to remotely wipe non-compliant or compromised mobile devices. Wiping a non-compliant device refers to the process of securely and completely removing data or an application from a device in a manner so that it cannot be recovered or retrieved using recovery tools or techniques.~~
 - ~~• Maintain the ability to remotely uninstall unauthorized software from mobile devices.~~
 - ~~• Regular software and security updates to City-owned mobile device or leased devices.~~

11.05.02 Ongoing and Emerging Technology Threats

1. To provide protection against ongoing and emerging technological threats to the City's sensitive information and critical infrastructure, the IT Department will regularly monitor and evaluate additional social media applications or services that pose a risk to the City.
2. The IT Department will annually submit to the City Manager a list of social media applications, services identified by the Texas Department of Information Resources (DIR), and covered applications prohibited by proclamation of the Governor.
 - If the Governor identifies an item on the DIR-posted list described by this section, then the City will promptly remove and prohibit the covered application.
 - The City IT Department may also prohibit social media applications or

services in addition to those specified by proclamation of the Governor.

11.05.03 Covered Application Exceptions.

1. The City may permit exceptions authorizing the installation and use of a covered application on a City-owned or leased device, consistent with the authority provided by Texas Government Code chapter 620.
2. Texas Government Code Section 620.004 only allows the City to install and use a covered application on an applicable device to the extent necessary for:
 - Providing law enforcement; or
 - Developing or implementing information security measures.
3. If the City authorizes an exception allowing for the installation and use of a covered application, the City must use measures to mitigate the risks posed to the City during the application's use.

11.06 ARTIFICIAL INTELLIGENCE TECHNOLOGIES

11.06.01 Employees may use Artificial Intelligence (AI) tools and platforms to enhance productivity, automate tasks, and support decision making. However, use of AI must align with City policies, state and federal laws, and security best practices.

11.06.02 Confidentiality and data protection. Employees must not enter, upload, or otherwise disclose non-public, confidential, personally identifiable, or legally protected information, including data exempt from disclosure under the Texas Public Information Act, into AI platforms, including generative AI chatbots and automated decision-making tools. Any use of AI tools must comply with City data privacy, security, and records retention policies.

11.06.03 Public Records Compliance. Employees must ensure that AI-generated outputs do not improperly disclose or misrepresent public information. AI-generated records may be subject to public disclosure requirements and must be managed consistently with City records management policies.

11.06.04 Accuracy and Accountability. Employees are responsible for verifying the accuracy and appropriateness of AI-generated content before using it in official communications, decision-making, or public disclosures. AI should not be relied upon for policy determinations, legal conclusions, or official statements.

11.06.05 Restricted Use Cases. AI tools must not be used for processing or analyzing legally protected or sensitive information, including personnel records, legal communications, law enforcement data, or health records. AI-generated content must not be used to impersonate individuals, fabricate information, or create misleading or deceptive content.

11.06.06 Approval and Monitoring. The City Manager may implement procedural controls to restrict unauthorized AI usage.

26.0011.07 VALID DRIVER'S LICENSE

~~27—All operators of city employees operating City vehicles are required to have or equipment or conducting City business with a valid State personal vehicle must hold the appropriate class of Texas driver's driver's license necessary required for that the vehicle and to keep they operate. Employees must promptly inform their Department Heads informed supervisor of any changes of status into their license. status or classification. Failure to maintain a safe driving record may be grounds for disciplinary action and/or dismissal.~~

~~7. Suspension or revocation of the driver's driver's license of an employee who is assigned as a vehicle or equipment operator may, at the City's sole discretion, be assigned non-driving responsibilities within their current department and in good standing may result in job classification, if available, may cause reassignment, demotion, disciplinary action or dismissal.~~

27.0011.08 VEHICLE INSURANCE

The City ~~maintains up-to-date will maintain~~ insurance coverage on all city-owned vehicles. Employees who drive a personal vehicle ~~on for~~ city business are required to ~~show their Department Head proof of automobile liability insurance and, to maintain up-to-date maintain the minimum auto~~ insurance coverage required by Texas law and be able to provide proof of said coverage to any City official, on demand.

11.09 REPORTING ~~Failure to do so~~ ACCIDENTS, INCIDENTS OR INJURIES

~~11.09.01 All workplace accidents or incidents shall be immediately reported to Human Resources. The City Manager shall maintain efficient accident and incident reporting systems and procedures.~~

~~11.09.02 Employees will get a police report for all accidents where they were involved in an incident or accident as a driver conducting city business which resulted in either: damage to a City-owned vehicle; damage to a non-City-owned vehicle; damage to City or personal property; or injuries to any vehicle occupant or bystander involved in the accident. Police reports will be forwarded to the Human Resources Department.~~

~~11.09.03 All workplace accidents, incidents or injuries causing property damage exceeding \$1,000 and and/or the filing of a workers compensation claim shall be investigated by the Accident Investigation Advisory Board. At the discretion of the City Manager, drug and alcohol testing shall be performed on any employee involved in an accident in accordance with the Drug/Alcohol Tests policy.~~

11.10 ACCIDENT INVESTIGATION ADVISORY BOARD

~~11.10.01 The purpose of the Accident Investigation Advisory Board is to conduct thorough, unbiased investigations of reported accidents or incidents. The board is~~

responsible for collecting evidence and documentation to determine root causes and contributing factors. Based on its findings, the board will establish the facts, determine whether an accident or incident was preventable or non-preventable, and provide actionable recommendations to address root causes and reduce the likelihood and impact of recurrence.

11.10.02 Final reports will be delivered to the City Manager, the Human Resources Department and the Department Head of the employee involved in the incident under investigation.

11.10.03 The Accident Investigation Advisory Board will consist of a chairperson and three members appointed by the City Manager. Board member composition may be grounds for rotated at the discretion of the City Manager.

11.10.04 Board Conflicts. Members of the board must perform their duties with impartiality and objectivity. A conflict arises when a Board member's responsibilities as part of the investigation process interferes with their role as a supervisor or manager, particularly in cases where disciplinary action up to and including dismissal is a likely supervisory outcome of the investigation. Board members shall immediately disclose potential conflicts to the board chair. The board chair will evaluate and mitigate conflicts.

~~28 — REPORTING OF ACCIDENT/INJURIES~~

~~29 — Any employee operating city equipment or vehicles must report all vehicular accidents and property damage or liability claims to the Police Department and their Department Head immediately.~~

~~30 — Each vehicular accident, no matter how minor, must be reported to the Police Department so an official accident report can be filed. Failure to notify the police department immediately may result in disciplinary action. The police department must notify the City Administrator of the accident by forwarding copies of all accident reports involving city equipment or vehicles. The City Administrator will forward a copy to the employee's Department Head and, place the final, complete report in the employee's personnel file.~~

~~31 — Employees are required to report any on-the-job injuries to their Department Head immediately, even if they feel the injury is minor and does not require hospitalization or the attention of a physician. Failure to report vehicle damages and/or injuries may be cause for disciplinary action including termination.~~

~~32 — The operator of a City vehicle shall perform the following when involved in an accident:~~

~~33 — Stop immediately.~~

~~34 — Give whatever aid you can to any injured parties.~~

~~35 — Notify police immediately.~~

~~36 — Make no admission of fault or negligence to anyone. Be courteous, but do not discuss the accident with anyone except with the police officer investigating the accident, and do not sign any~~

~~statement or releases.~~

~~37— Exchange name, address, insurance information, and driver's license numbers with the drivers of the other involved vehicles.~~

~~38— If on a controlled access highway, remove the vehicle from the roadway (if possible). Otherwise, unless required for safety reasons, do not move the vehicle involved until instructed to do so by a police officer. Do not move the vehicle in the event of an injury accident until directed by the police officer.~~

~~39— Immediately notify a Department Head regarding any accident involving damage to a City vehicle, private vehicle, private property or injury to a person. A "Motor Vehicle Accident Report" will be required.~~

~~40— ACCIDENT ADVISORY ACTION BOARD~~

~~41— Definitions.~~

~~**Chargeable Accident** is any accident involving a City vehicle or piece of motorized equipment which results in property damage and/or personal injury in which the driver in question failed to exercise every reasonable precaution to prevent the accident. The preventability of an accident shall be determined from the results of the Accident Advisory Action Board.~~

~~**Non-Chargeable Accident** is any accident involving a City vehicle or piece of motorized equipment which results in property damage and/or personal injury in which the driver in question exercised reasonable care and caution, the same care and caution that would be exercised by an ordinary and prudent man in the same circumstances as the driver, in the operation of the City vehicle or piece of motorized equipment, was aware of the impending hazard, was alert to its consequences, and took reasonable precautions to prevent or minimize the effect of the accident. The preventability of an accident shall be determined from the results of the Accident Advisory Action Board.~~

~~42— The Accident Advisory Action Board is designed to review all cases involving City vehicle and motorized equipment accidents. The Board consists of five members; Chairman, Department Head of employee involved in accident, one Police Officer, one Public Works employee, and one Administrative employee. The Chairman will be either the Police Chief, Public Works Administrator, or City Secretary who will each have this position for a four month rotational period beginning on January 1st of each year. The three members will be appointed by their Department Head and will serve from January through June or from July through December of each year.~~

~~43— Each member of the board has one (1) vote.~~

~~44— Each member of the Accident Advisory Action Board will agree to maintain the right of privacy for the accused employee and hold in confidence all allegations, facts, testimony, and evidence brought before the board.~~

~~45— Accident Case Findings. A vote is taken to determine a finding in the case, either chargeable or non-chargeable. A majority vote must determine any finding. If a majority vote cannot be obtained after subsequent discussion and votes, the Chairman makes the final decision.~~

~~46— Following a finding of "Chargeable," a discussion is held and information is presented to assign a point value to the accident. Point assessment for chargeable accidents involving a City vehicle or motorized equipment is 2 points and 0 points for a non-chargeable accident. Additional~~

~~points are added to all "Chargeable Accidents" based on the severity of the accident as follows:~~

~~2 points—Damage to the city vehicle or motorized equipment which places the vehicle or equipment out of service for a period exceeding one (1) week.~~

~~2 points—The accident resulted in serious bodily injury, excluding death, to any person(s). ("Serious Bodily Injury" means bodily injury that creates a substantial risk of death or that causes death, serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ)~~

~~1 point—Based on the severity of employee negligence as determined by the Board, an additional one (1) point per \$1000 of damage to the vehicle, motorized equipment or property shall be assessed.~~

~~47—Following the assessment of a point value to the accident, the Chief of Police will give the point assessment for each chargeable accident the employee was involved in during the preceding twenty-four (24) months. The Board then calculates the total point assessment for the employee in question. This total is derived by adding the point assessment for the accident under review and the point assessment for accidents the employee was charged during the preceding twenty-four (24) months. Based on the employees cumulative point assessment total, the Board recommends disciplinary action to the City Administrator as follows:~~

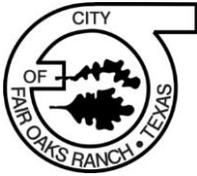
~~2 points——Counseling/Re-Training~~

~~4 points——One (1) day suspension without pay~~

~~6 points——Three (3) day suspension without pay~~

~~8 points——A minimum fifteen (15) day suspension without pay, the possibility of an indefinite suspension, termination or job reassignment for numerous accidents within the twenty-four (24) month period~~

~~48—Charged with Criminal Offense. Any employee charged with Manslaughter, Intoxicated Manslaughter, Intoxicated Assault, Criminal Negligent Homicide, Failure to Stop and Render Aid, or Driving While Intoxicated will be terminated.~~



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

AGENDA TOPIC: Consideration and possible action approving a final plat request from Sitterle Homes LTD, on behalf of Oak Bend Forest, L.C., for Oak Bend Subdivision Phase I proposing 55 single-family residential lots

DATE: April 3, 2025

DEPARTMENT: Public Works and Engineering Services

PRESENTED BY: Lee Muñiz, P.E., CFM, Manager of Engineering Services

INTRODUCTION/BACKGROUND:

The Oak Bend Subdivision Phase I Final Plat creates 55 single-family residential lots. It is the first of two phases of the Oak Bend subdivision. The subdivision is generally located north of the intersection of Ralph Fair Road and Honeycomb Rock.

The Oak Bend Subdivision is zoned Neighborhood Residential (NR) which requires a lot size of minimum one acre. All lots meet this minimum lot size requirement.

The purpose of the Oak Bend Subdivision Phase I Final Plat is to create 55 residential lots, three reserves, and six private streets for Phase I. Past actions related to the property are summarized below:

- October 19, 2006 - Ordinance 154.0 approved voluntarily annexing the Grona Property into the City of Fair Oaks Ranch.
- September 2, 2008 - Water Supply Agreement, for 15 years, was executed between Oak Bend Forest, LC and the City of Fair Oaks Ranch for the reservation of water service capacity for 130 single-family Living Unit Equivalents (“LUE’s”) on 149 acres.
- February 17, 2011 - The City Council approved a subdivision plat of Oak Bend Estates consisting of 130 one-plus-acre lots. The lots widths generally ranged from 145 feet to 150 feet.
- June 2018 – The P&Z approved and advanced a final report to the City Council creating zoning district boundaries, inclusive of a zoning map. Ordinance 2018-05 adopting zoning district boundaries was approved by the City Council. The zoning map designated the subject property as Rural Residential (5+ acre lots) creating a conflict with the Agreement.
- October 17, 2022 – The City confirmed a vested right does exist for the Oak Bend Estates project as of September 2, 2008 (filing of plat).
- March 21, 2024 – Resolution 2024-13 extended the 2008 Water Supply agreement for 110 single-family Living Unit Equivalents (“LUE’s”).
- June 20, 2024 – The City Council approved a Future Land Use Amendment application (requesting NR land use designation) and a Rezoning application (requesting NR zoning designation) in accordance with the 2011 filed plat.

- October 3, 2024 - The City Council approved a Variance request to reduce the required minimum street frontage from the required 150 feet to a range of 107.75 – 148.68 feet for 38 lots in Phase I and the Tree Preservation Plan (Tree Plan). The preliminary plat for the Oak Bend Subdivision Phase I was also approved with the following conditions:
 - The variance to reduce the street lot frontage requirement shall only apply to the 38 lots as presented.
 - Applicant to confirm that the proposed development complies with the requirements of Article II, Section 3 Submission of Final Plat of the old subdivision regulations.
 - Applicant to show that the street, Bald Cypress Court, will be connected to the adjoining future street to the east in Phase II and add a plat note regarding this.
 - Applicant to remove building setback legend from the “existing keynotes” (previously titled as “key notes”) on all pages. All setback requirements need to meet the zoning requirements of the Neighborhood Residential (NR) district.
 - Applicant to provide a metes and bounds description to verify all coordinate points on the plat. The coordinates and distances indicated in the metes and bounds description of the warranty deed do not match the coordinates and distances called out on the plat.
 - Applicant to add a plat note stating “approval of this plat vacates the approved and recorded Oak Bend Estates plat.”
- January 2025 - City staff approved the construction plans for public improvements for the 55-lot Oak Bend Subdivision Phase I.
- February 11, 2025 - The applicant submitted the final plat application for the 55-lot Oak Bend Subdivision Phase I for consideration at the March P & Z meeting.
- March 13, 2025 – The P&Z approved a recommendation to City Council for the approval of the Oak Bend Subdivision Phase I Final Plat.

The applicant has satisfied all preliminary plat conditions in the final plat submittal. Since some streets will dead-end until Phase II is constructed, staff recommends that an all-weather surface be required for all temporary fire truck turnarounds.

The City of Fair Oaks Ranch’s current process requires the Planning and Zoning Commission to consider the final plat application and make a recommendation to the City Council. The City Council has the final authority to act on the plat

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

The Oak Bend Subdivision Phase I Final Plat provides the following benefits to citizens:

1. Reduction of lots (110 lots) as compared to the previously approved and recorded subdivision (130 lots)
2. Addition of nine (9) acres of open space to preserve karst features (geological features)
3. Inclusion of a secondary emergency access

LONGTERM FINANCIAL & BUDGETARY IMPACT:

N/A

LEGAL ANALYSIS:

N/A

RECOMMENDATION/PROPOSED MOTION:

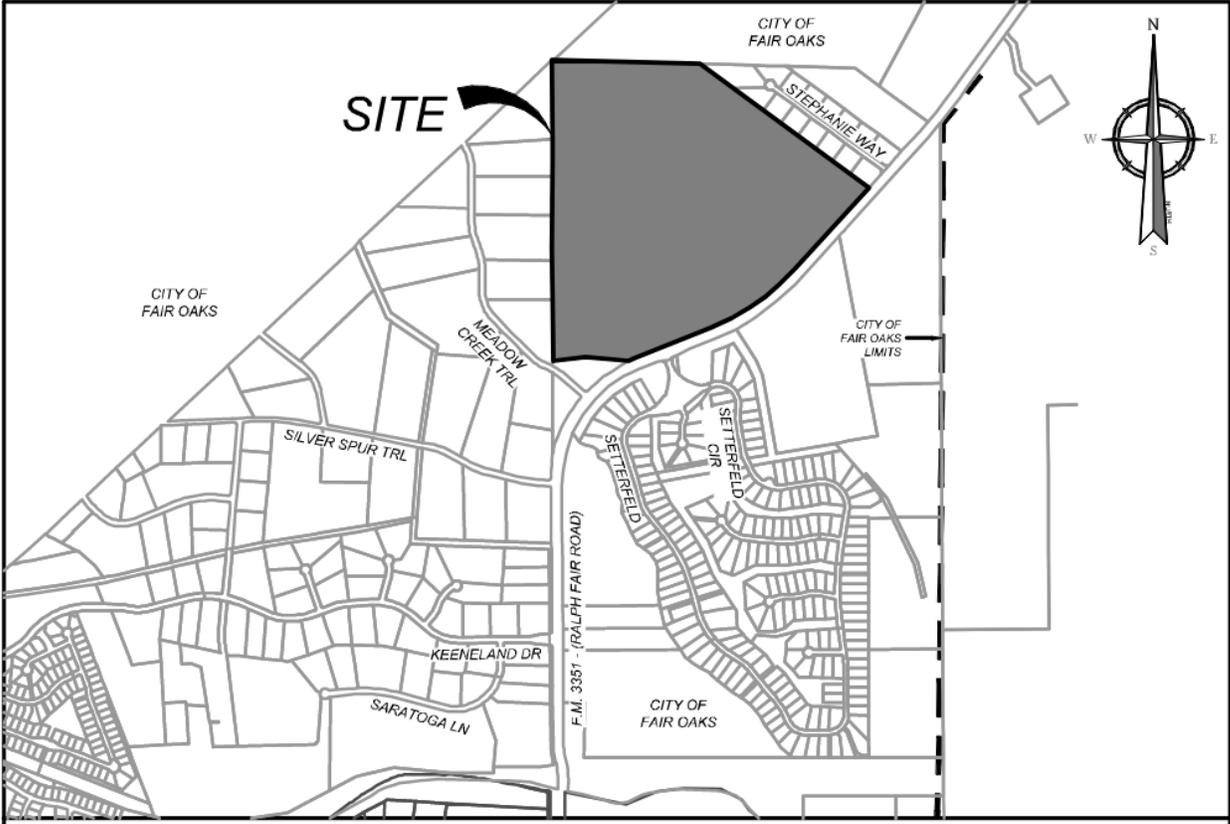
I move to recommend approval of the Final Plat for Oak Bend Subdivision Phase I with the following conditions:

- 1. Applicant to provide an all-weather surface for all temporary fire truck turnarounds.
- 2. Applicant to correct all administrative errors on the Final Plat prior to recordation.

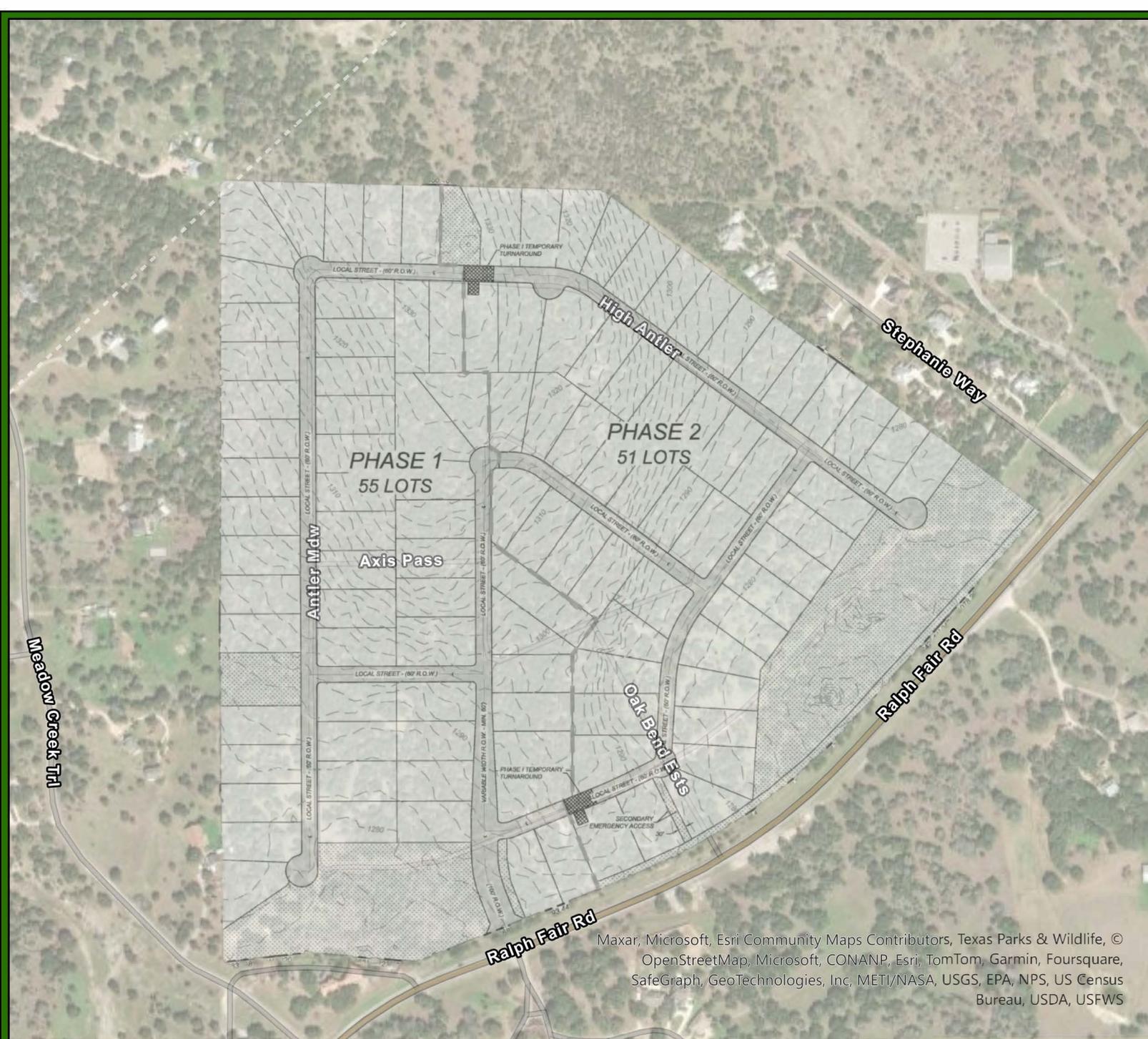
Exhibits

- A. Exhibit A – Location Map
- B. Exhibit B - Oak Bend Subdivision Aerial Map
- C. Exhibit C - Oak Bend Subdivision Phase I Master Plan
- D. Exhibit D - Universal Application and Specific Application including Supporting Documents

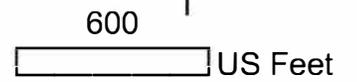
Exhibit A Oak Bend Subdivision Location Map



Oak Bend Subdivision Ph I Final Plat Aerial Map



Maxar, Microsoft, Esri Community Maps Contributors, Texas Parks & Wildlife, © OpenStreetMap, Microsoft, CONANP, Esri, TomTom, Garmin, Foursquare, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS





City of Fair Oaks Ranch

7286 Dietz Elkhorn Fair Oaks Ranch, TX 78015
PH: (210) 698-0900.FAX: (210) 698-3565. awade@fairoaksranchtx.org www.fairoaksranchtx.org

UNIVERSAL APPLICATION (FORM UA)

All applications must be submitted with:

- (1) A complete Universal Application form (2 pages), and
(2) A complete Specific Application Form with all materials listed in the checklist for the specific application.
The City staff is available to assist you in person at City Hall or over the phone at (210) 698-0900.

DEVELOPMENT INFORMATION

Project Name/Address/Location: Oak Bend Subdivision / Intersection of Ralph Fair Rd and Honeycomb Rock Acreage: 149
Brief Description of Project: Single Family Residential
Is property platted? [] No [X] Yes Subdivision name: Oak Bend Subdivision No. of Lots: 55
Recordation #: Doc # 201106015175 Parcel(s) Tax ID#:
Existing Use: Residential Proposed Use: Single-Family Homes
Current Zoning: Neighborhood Residential Proposed Zoning: Neighborhood Residential
Occupancy Type: Residential Sq. Ft: Bed #: Bath #: Car Garage #:
Water System [] Well [X] Public Flood Zone: [] Yes [X] No Sewer System: [X] Septic [] Public

PROPERTY OWNER INFORMATION

Owner: Oak Bend Forest, L.C. Contact Name: James M. Grona
Address: 120 Oak Creek Court, Suite 100 City/State/ZIP: San Antonio, Texas 78232
Phone: 210-960-2750 Email: omar.espinosa@collierseng.com

APPLICANT INFORMATION

Applicant/Developer: Sitterle Homes LTD Contact Name: Frank Sitterle
Address: 2015 Evans Road, Suite 100 City/State/ZIP: San Antonio, Texas 78258
Phone: 210-494-9192 Email: Frank@sitterlehomes.com

KEY CONTACT INFORMATION

Name of the Individual: Colliers Engineering & Design Contact Name: Omar Espinosa, P.E
Address: 3421 Paesanos Parkway Suite 200 City/State/ZIP: San Antonio, Texas 78231
Phone: 210-979-8444 E-mail: omar.espinosa@collierseng.com

Signature: [Handwritten Signature] Date: 02/04/2005
Print Name: James Grona

(Signed letter of authorization required if the application is signed by someone other than the property owner)

*****OFFICE USE ONLY*****
DATE REC'D: 02/11/2025 BY: Lee Muñoz, P.E., CFM
FEES PAID: 02/14/2025 APPROVED BY:
DATE APPROVED:
APPLICATION/PERMIT NO: EXP DATE:

Applications shall be processed based on the City's official submission dates. When a completed application packet has been accepted and reviewed, additional information may be required by staff as a result of the review, therefore it may be necessary to postpone the proposed project and remove it from the scheduled agenda and place it on a future agenda.

SPECIFIC APPLICATION FORM (S1-S25). Please check the appropriate type below:

Land Use Policy Related

- (Section 3.9 of the UDC)
- Annexation* - Form S1
- Comprehensive Plan Amendment (Text)
- Unified Development Code (UDC) Text Amendment
- Rezoning/ FLUM amendment* - Form S2
- Special Use Permit* - Form S3
- Planned Unit Development (PUD)* - Form S4
- Development Agreement
- Conservation Development Alternative* (CDA) (Section 4.8) - Form S5

Subdivision and Property Development Related

- (Section 3.8 of the UDC)
- Amending Plat* - Form S6
- Minor Plat* - Form S7
- Development Plat* - Form S8
- Concept Plan** - Form S9
- Preliminary Plat* - Form S10
- Final Plat* - Form S11
- Replat* - Form S12
- Construction Plans* - Form S13
- Vacating Plat
- Plat Extension

Site Development Related

- (Section 3.9 of the UDC)
- Vested Rights Verification Letter (Refer to UDC Section 4.2 (3))
- Zoning Verification Letter
- Written Interpretation of the UDC
- Temporary Use Permit*- Form S14
- Special Exception*- Form S15
- Site Development Permit* (Site Plan Review) - Form S16
- Floodplain Development Permit*- Form S17
- Stormwater Permit* - Form S18
- Certificate of Design Compliance* - Form S19
- Appeal of an Administrative Decision
 - Zoning Others
- Variance
 - Policy Judicial* -Form S20
- Sign Special Exception/Appeal to an Administrative Decision
- Administrative Exception
- Permit for Repair of Non-Conforming Use/Building
- Letter of Regulatory Compliance
- On-Site Sewage Facility Permit (OSSF)
- Certificate of Occupancy (CO)* - Form S21
- Relief from Signage Regulations
- Group Living Operation License* - Form S22
- Grading/Clearing Permit - Form S23

Miscellaneous Permits

- Appeal of Denial of Sign Permit
- Master/ Common Signage Plan* - Form S24
- Right-of-Way Construction* - Form S25

Building Permits Related

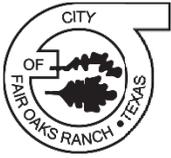
- For the following permits, please visit: <http://fairoaksranchtx.org/77/Building-Codes>
- Commercial**
 - New/Remodel/Addition
 - Residential**
 - New Home
 - Remodels/Additions
 - Detached Buildings
 - Others**
 - Fence
 - Solar Panels
 - Swimming Pools
 - Backflow Device/Irrigation System
 - Signs
 - Master/ Common Signage Plan
 - Water Heater or Water Softener
 - Miscellaneous

*These types of applications require additional information as listed in the Specific Application Form.
 ** The Concept Plan is required for PUD and CDA, and for Rezoning if included in a previously approved Concept Plan.

Application Checklist for all Applications

- Universal Application Form (Form UA).
- Items listed in the checklist for the Specific Application Form (Form S#) ¹. (Please make sure the boxes are checked)
- Application Processing Fees and other application fees.
- Letter of intent explaining the request in detail and reason for the request.
- Signed Letter of Authorization required if the application is signed by someone other than the property owner.
- Site plan and shapefile drawings (if applicable) for the property
- Location map clearly indicating the site in relation to adjacent streets and other landmarks
- A copy of proof of ownership (recorded property deed or current year tax statements)

¹For items that are duplicated in the specific type of application, only one copy is required.

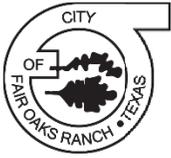


S11 SPECIFIC APPLICATION FORM - FINAL PLAT

Section 3.8 (5) of the Unified Development Code

All documents shall be sent via email or through ShareSync/FTP file. The following steps must be completed, and the items must be submitted for the application to be deemed complete and processed:

- A completed Universal Application and checklist signed by the owner/s of the property.
- Payment of all other applicable fees (see Schedule of Fees).
- An accurate metes and bounds description of the subject property (or other suitable legal description).
- Location/vicinity map showing the location and boundaries of the subject parcel. Indicate scale or not to scale (NTS) and provide north arrow.
- Tax certificate/s showing that all taxes owing to the State, County, School District, City and/or any other political subdivision have been paid in full to date.
- Pre-Application Conference prior to application submittal (if required).
- Approved copy of the Preliminary Plat, Replat and Concept Plan or other approved plats, if applicable.
- A copy of approved sets of construction plans.
- Concept plan approval (if required).
- A title report.
- A copy of proposed plat.
- Letter of Acceptance of Public Improvements by the City, or Fiscal Surety for Public Improvements.
- Maintenance Bond for Public Improvements.
- Letter of Certification from each utility provider servicing this area (CPS, PEC, SAWS, Timewarner, Grey Forest, GBRA, Spectrum, etc.).
- Letter from USPS and other service providers to ensure the name of the proposed subdivision, or any of the physical features, (such as streets, parks, etc.) must not be so similar to the names of any similar features in the county or in any incorporated town or city therein. Streets, which are a continuation of any existing street, shall take the name of the existing street.
- Drainage/Stormwater plan, if any grade changes.
- A certificate of ownership and dedication to the City of all streets, easements, alleys, parks, playgrounds or other dedicated public uses, signed and acknowledged before a notary public by



7286 Dietz Elkhorn Fair Oaks Ranch, TX 78015

PH: (210) 698-0900 FAX: (210) 698-3565 awade@fairoaksranchtx.org www.fairoaksranchtx.org

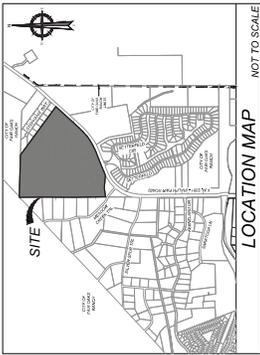
the owners and by any holders of liens against the land. The dedications must be absolute. In lieu of a separate document, a note on the face of the plat meeting all of the above requirements is acceptable.

- Approved Tree Plan designating all trees proposed for removal or preservation and describing the measures proposed to protect remaining trees during development as per Unified Development Code Section 8.8.

Note: Removal of Protected trees need approval by staff. Removal of Heritage trees need approval by Planning and Zoning Commission.

- Electronic copies of the required exhibits in "PDF" format and shapefile for property boundary where applicable should be submitted in a USB flash drive or via email.
- Acknowledgment that the applicant or representative will attend all Planning and Zoning Commission meetings, City Council meetings, and any other applicable meetings where this request is discussed.

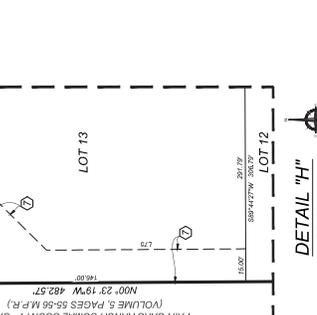
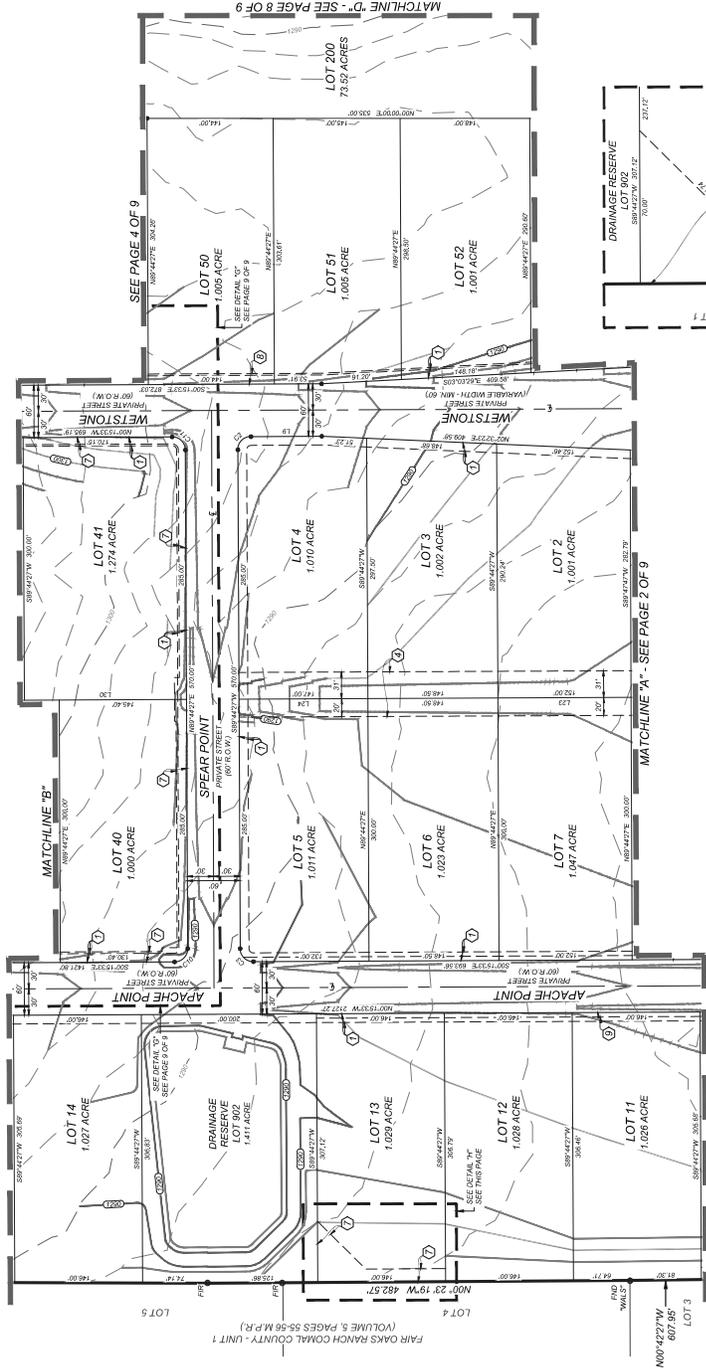
Additional Requirements. The City Manager (or designee) may, from time to time, identify additional requirements for a complete application that are not contained within but are consistent with the application contents and standards set forth in the UDC and state statutes.



- KEY NOTES:**
1. ALL UTILITIES ARE SHOWN AS EXISTING. CITY, STATE, FEDERAL, AND PRIVATE UTILITIES ARE SHOWN AS EXISTING. THE LOCATION OF ALL UTILITIES IS SHOWN AS EXISTING. THE LOCATION OF ALL UTILITIES IS SHOWN AS EXISTING.
 2. ANY OPENING THROUGH THE WALLS OF THE BUILDING SHALL BE PLACED WITHIN THE EASEMENT AREA WITHOUT AN ENCROACHMENT AGREEMENT WITH THE RESPECTIVE UTILITY.
 3. THIS PLAT DOES NOT AFFECT ANY EXISTING UTILITIES, INCLUDING BUT NOT LIMITED TO, ELECTRIC, GAS, WATER, SEWER, DRAINAGE, AND TELEPHONE. THE PLAT DOES NOT AFFECT ANY EXISTING UTILITIES, INCLUDING BUT NOT LIMITED TO, ELECTRIC, GAS, WATER, SEWER, DRAINAGE, AND TELEPHONE.
 4. CONCRETE DRIVEWAY APPROACHES ARE ALLOWED WITHIN THE FIVE (5) AND TEN (10) FOOT WIDE ELECTRIC AND GAS EASEMENTS WHEN ONLY ONE SIDEWALK IS REQUIRED.
 5. ROOF OVERHANGS ARE ALLOWED WITHIN THE FIVE (5) AND TEN (10) FOOT WIDE ELECTRIC AND GAS EASEMENTS WHEN ONLY ONE SIDEWALK IS REQUIRED.

- EXISTING KEYNOTES:**
1. RECORDED FOR UTILITY, HIGHWAY, WINDING (DOCUMENT NUMBER 2010080743)
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- LEGEND:**
- 1. SET 1/2" ROW ROAD WITH BLUE CAP STAMPED
 - 2. COLLIER ENGINEERING & DESIGN
 - 3. FOUND FROM ROW OR AS NOTED
 - 4. RIGHT OF WAY
 - 5. OFFICIAL PUBLIC RECORDS OF COMAL COUNTY, TEXAS
 - 6. MAP AND PLAT RECORDS OF COMAL COUNTY, TEXAS
 - 7. CENTERLINE
 - 8. DRIVEWAY
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FINAL PLAT ESTABLISHING OAK BEND SUBDIVISION PHASE I

BEING 49.0 ACRES OF LAND OUT OF MARA DELA LUZ SIERRA SURVEY NUMBER 172, 1 LEAGUE, ABSTRACT NUMBER 173, IN COMAL COUNTY, TEXAS, SAID 49.00 ACRE TRACT OF LAND BEING THE SAME AS SHOWN ON THE MAP AND PLAT RECORDS OF COMAL COUNTY, TEXAS, RECORDED IN DOCUMENT NUMBER 20080919098 OF THE OFFICIAL PUBLIC RECORDS OF COMAL COUNTY, TEXAS.

COLLIER ENGINEERING & DESIGN

3421 PENSACOLA PARKWAY, SUITE 201 SAN ANTONIO, TEXAS 78221 PHONE: 210.779.8444 COLLIERS ENGINEERING & DESIGN, INC. (FORMERLY: COLLIERS ENGINEERING & DESIGN, INC.)

www.collierengineering.com

DATE OF PREPARATION: February 26, 2025

- KEY NOTES:**
1. ELECTRIC, GAS, TELEPHONE & CABLE TV EASEMENT
 2. DRAINAGE EASEMENT
 3. SANITARY SEWER EASEMENT
 4. ACCESS, ELECTRIC, GAS, TELEPHONE, CABLE TV, WATER, SANITARY SEWER, DRAINAGE EASEMENT (ENTIRE UNPLATTED STREET 10' W/10' 0" OF AN ACRE PERMISSIBLE)
 5. TELEPHONE, CABLE TV, WATER, SANITARY SEWER, DRAINAGE EASEMENT (ENTIRE EASEMENT TO DEEPEN UPON (0.0088 OF AN ACRE PERMISSIBLE)
 6. VARIABLE WIDTH DRAINAGE EASEMENT
 7. VARIABLE WIDTH EASEMENT
 8. ELECTRIC, GAS, TELEPHONE & CABLE TV EASEMENT
 9. VEHICULAR NON-ACCESS EASEMENT
 10. 30' P.O.W. RESERVATION EASEMENT
 11. VARIABLE WIDTH WATER EASEMENT

STATE OF TEXAS
COUNTY OF COMAL

THE OWNER OF LAND SHOWN ON THIS PLAT, IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, HEREBY CERTIFIES TO THE USE OF THE PUBLIC EXCEPT AREAS SHOWN AS PRIVATE OR COMMON PROPERTY OF THE PUBLIC, INCLUDING BUT NOT LIMITED TO, PARKS, WATERCOURSES, DRAINAGE EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION HEREIN EXPRESSED.

NOTARIES PUBLIC
JAMES M. GUNDA
105 ARROYO VERDE CIRCLE
SAN ANTONIO, TEXAS 78222

STATE OF TEXAS
COUNTY OF COMAL

UNDERSIGNED, IN WITNESS WHEREOF, I, THE SAID PROFESSIONAL ENGINEER, HAVE HEREIN SET MY HAND AND SEAL OF OFFICE THIS _____ DAY OF _____, A.D. 20____.

NOTARIES PUBLIC
COMAL COUNTY, TEXAS

THIS FINAL PLAT OF OAK BEND SUBDIVISION PHASE I, HAS BEEN SUBMITTED TO AND CONSIDERED BY THE CITY COUNCIL OF FAIR OAKS RANCH, TEXAS AND IS HEREBY APPROVED BY SUCH COUNCIL.

DATED THIS _____ DAY OF _____, A.D. 20____

BY: _____ MAYOR

BY: _____ SECRETARY

FAIR OAKS RANCH COMAL COUNTY - UNIT 1
(VOLUME 5, PAGES 55-56 M.P.R.)

SEE PAGE 4 OF 9

SEE PAGE 5 OF 9

SEE PAGE 6 OF 9

SEE PAGE 7 OF 9

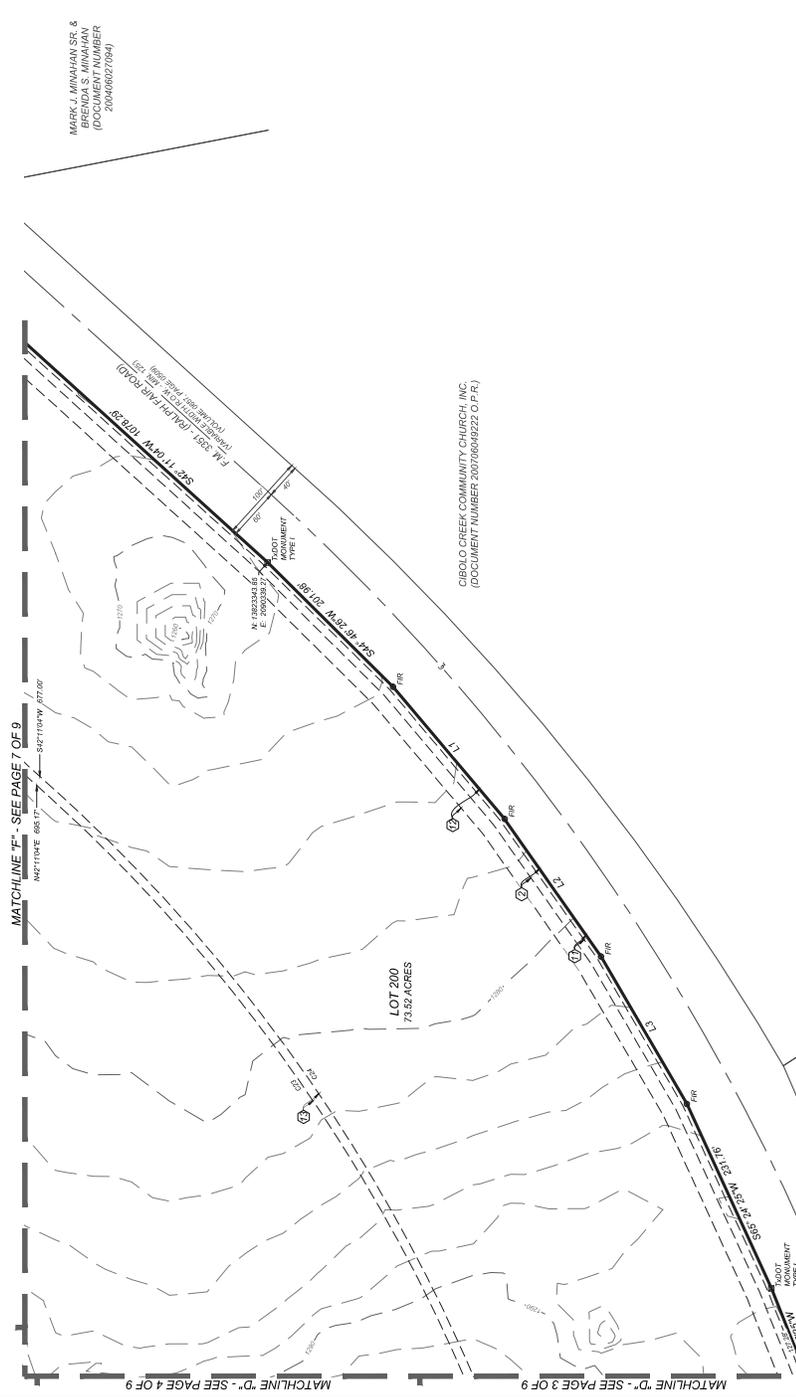
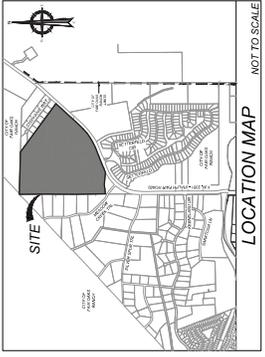
SEE PAGE 8 OF 9

SEE PAGE 9 OF 9

- CONTRACT NOTES:**
1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE TEXAS CIVIL SERVICE RULES, SPECIFICATIONS, AND SERVICE MANUALS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL AFFECTED AGENCIES AND AGENCIES OF THE STATE AND LOCAL GOVERNMENT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL AFFECTED AGENCIES AND AGENCIES OF THE STATE AND LOCAL GOVERNMENT.
 2. ANY OPEN-ENDED MONUMENTARY LOSS RESULTING FROM MODIFICATIONS REQUIRED OF GPS ENERGY INFRASTRUCTURE AND SERVICE FACILITIES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL AFFECTED AGENCIES AND AGENCIES OF THE STATE AND LOCAL GOVERNMENT.
 3. THIS PLAT DOES NOT AVOID, ALTER, RELEASE OR OTHERWISE AFFECT ANY EXISTING ELECTRIC, GAS, WATER, SEWER, DAMAGE, EASEMENT, OR EASEMENT RIGHTS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL AFFECTED AGENCIES AND AGENCIES OF THE STATE AND LOCAL GOVERNMENT.
 4. CONCRETE DRIVEWAY APPROACHES ARE ALLOWED WITHIN THE FIVE (5) AND TEN (10) FOOT WIDE ELECTRIC AND GAS EASEMENTS WHEN LOTS OR DRIVEWAYS ARE ALLOWED WITHIN THE FIVE (5) AND TEN (10) FOOT WIDE ELECTRIC AND GAS EASEMENTS WHEN ONLY ELECTRIC AND GAS FACILITIES ARE PROPOSED AT EXISTING WITHIN THOSE FIVE (5) AND TEN (10) FOOT WIDE EASEMENTS.

- EXISTING KEYNOTES:**
- 1. RECORDED FOR UTILITY (HIGHWAY, WATERWAY)
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 - 99. RECORDED FOR UTILITY (HIGHWAY, WATERWAY)
 - 100. RECORDED FOR UTILITY (HIGHWAY, WATERWAY)

- LEGEND:**
- SET 1/2" FROM ROAD WITH BLUE CAP STAMPED
 - TOLLERS PROP CORNER
 - FOUND FROM ROAD OR AS NOTED
 - TYPE I
 - RIGHT OF WAY
 - OFFICIAL PUBLIC RECORDS OF COMAL COUNTY, TEXAS
 - MAP AND PLAT RECORDS OF COMAL COUNTY, TEXAS
 - BOUNDARY
 - PROPOSED CONTOURS
 - BOUNDARY
 - LOT LINE
 - EASEMENT
 - TEMPORARY TURNAROUND EASEMENT



KEYNOTES:

- 1. ELECTRIC, GAS, TELEPHONE, CABLE TV EASEMENT
- 2. ELECTRIC, GAS, TELEPHONE, CABLE TV EASEMENT
- 3. ELECTRIC, GAS, TELEPHONE, CABLE TV EASEMENT
- 4. ELECTRIC, GAS, TELEPHONE, CABLE TV EASEMENT
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- 99. ELECTRIC, GAS, TELEPHONE, CABLE TV EASEMENT
- 100. ELECTRIC, GAS, TELEPHONE, CABLE TV EASEMENT

DATE OF TEXAS: _____ A.D. 20__

THE OWNER OF LAND SHOWN ON THIS PLAT, IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, HEREBY CERTIFIES TO THE USE OF THE PUBLIC EXCEPT AREAS SHOWN AS PRIVATE OR PARKS, WATERCOURSES, DRAINAGE EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSES AND CONSIDERATION HEREIN EXPRESSED:

NOTARIES PUBLIC: _____

STATE OF TEXAS: _____

COUNTY OF BEXAR: _____

COBY CAMPBELL
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 7076
COLLIERS ENGINEERING & DESIGN, INC.
11111 COLLETT DRIVE, SUITE 111
SAN ANTONIO, TEXAS 78231
PHONE: 210-979-8444
FAX: 210-979-8444
WWW.COLLIERSENGINEERING.COM

STATE OF TEXAS: _____

COUNTY OF BEXAR: _____

COBY CAMPBELL
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SAN ANTONIO, TEXAS 78231
PHONE: 210-979-8444
FAX: 210-979-8444
WWW.COLLIERSENGINEERING.COM

THIS FINAL PLAT OF OAK BEND SUBDIVISION PHASE I, HAS BEEN SUBMITTED TO AND CONSIDERED BY THE CITY COUNCIL OF FAIR OAKS RANCH, TEXAS AND IS HEREBY APPROVED BY SUCH COUNCIL.

DATED THIS _____ DAY OF _____ A.D. 20__

BY: _____ MAYOR

BY: _____ SECRETARY

DATE OF PREPARATION: February 26, 2025

www.colliersengineering.com

DATE OF TEXAS: _____ A.D. 20__

THE OWNER OF LAND SHOWN ON THIS PLAT, IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, HEREBY CERTIFIES TO THE USE OF THE PUBLIC EXCEPT AREAS SHOWN AS PRIVATE OR PARKS, WATERCOURSES, DRAINAGE EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSES AND CONSIDERATION HEREIN EXPRESSED:

NOTARIES PUBLIC: _____

STATE OF TEXAS: _____

COUNTY OF BEXAR: _____

COBY CAMPBELL
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 7076
COLLIERS ENGINEERING & DESIGN, INC.
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SAN ANTONIO, TEXAS 78231
PHONE: 210-979-8444
FAX: 210-979-8444
WWW.COLLIERSENGINEERING.COM

STATE OF TEXAS: _____

COUNTY OF BEXAR: _____

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SAN ANTONIO, TEXAS 78231
PHONE: 210-979-8444
FAX: 210-979-8444
WWW.COLLIERSENGINEERING.COM

STATE OF TEXAS: _____

COUNTY OF BEXAR: _____

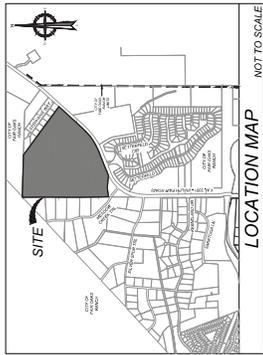
COBY CAMPBELL
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 7076
COLLIERS ENGINEERING & DESIGN, INC.
11111 COLLETT DRIVE, SUITE 111
SAN ANTONIO, TEXAS 78231
PHONE: 210-979-8444
FAX: 210-979-8444
WWW.COLLIERSENGINEERING.COM

RESIDENTIAL LOTS = 55

SEE PAGE 1 OF 9 FOR LINE AND CURVE TABLES

PLAT NOTES APPLY TO EVERY PAGE OF THIS MULTI-PAGE PLAT

Page 77



KEY NOTES:

- ALL UTILITIES SHOWN ARE BASED ON THE LATEST AVAILABLE RECORDS. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE PUBLIC RECORDS AND HAS BEEN ADVISED THAT THE RECORDS ARE CORRECT AND COMPLETE. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE RECORDS AND HAS BEEN ADVISED THAT THE RECORDS ARE CORRECT AND COMPLETE. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE RECORDS AND HAS BEEN ADVISED THAT THE RECORDS ARE CORRECT AND COMPLETE.
- ANY CONCRETE DRIVEWAY APPROACHES ARE ALLOWED WITHIN THE FIVE (5) AND TEN (10) FOOT WIDE ELECTRICAL AND GAS EASEMENTS WHEN THE LOT IS SERVED ONLY BY UNDERGROUND ELECTRICAL AND GAS FACILITIES.
- EXISTING ELECTRICAL, GAS, WATER, SEWER, DRAINAGE, TELEPHONE, CABLE TV AND OTHER UTILITIES ARE SHOWN AS THEY EXIST. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE RECORDS AND HAS BEEN ADVISED THAT THE RECORDS ARE CORRECT AND COMPLETE.
- CONCRETE DRIVEWAY APPROACHES ARE ALLOWED WITHIN THE FIVE (5) AND TEN (10) FOOT WIDE ELECTRICAL AND GAS EASEMENTS WHEN THE LOT IS SERVED ONLY BY UNDERGROUND ELECTRICAL AND GAS FACILITIES.
- EXISTING ELECTRICAL, GAS, WATER, SEWER, DRAINAGE, TELEPHONE, CABLE TV AND OTHER UTILITIES ARE SHOWN AS THEY EXIST. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE RECORDS AND HAS BEEN ADVISED THAT THE RECORDS ARE CORRECT AND COMPLETE.

LEGEND:

- SET BY: IRON ROD WITH ALUMINUM CAP STAMPED
- FOUND IRON ROD OR AS NOTED
- UTILITY TYPE
- ROW - BRIDGECROSSWAY
- Q.P.R. - OFFICIAL PUBLIC RECORDS OF COMAL COUNTY, TEXAS
- M.F.R. - MAP AND PLAT RECORDS OF COMAL COUNTY, TEXAS
- CE - CENTERLINE
- LF - LINEAR FEET
- PROPOSED CONTIGUOUS
- BOUNDARY
- LOT LINE
- ENDEMENT
- TEMPORARY TURNAROUND EASEMENT

EXISTING KEYNOTES:

- 1. EASEMENT NUMBER 201006092749
- 2. EASEMENT NUMBER 201006092749
- 3. EASEMENT NUMBER 201006092749
- 4. EASEMENT NUMBER 201006092749
- 5. EASEMENT NUMBER 201006092749
- 6. EASEMENT NUMBER 201006092749
- 7. EASEMENT NUMBER 201006092749
- 8. EASEMENT NUMBER 201006092749
- 9. EASEMENT NUMBER 201006092749
- 10. EASEMENT NUMBER 201006092749

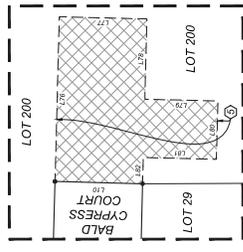
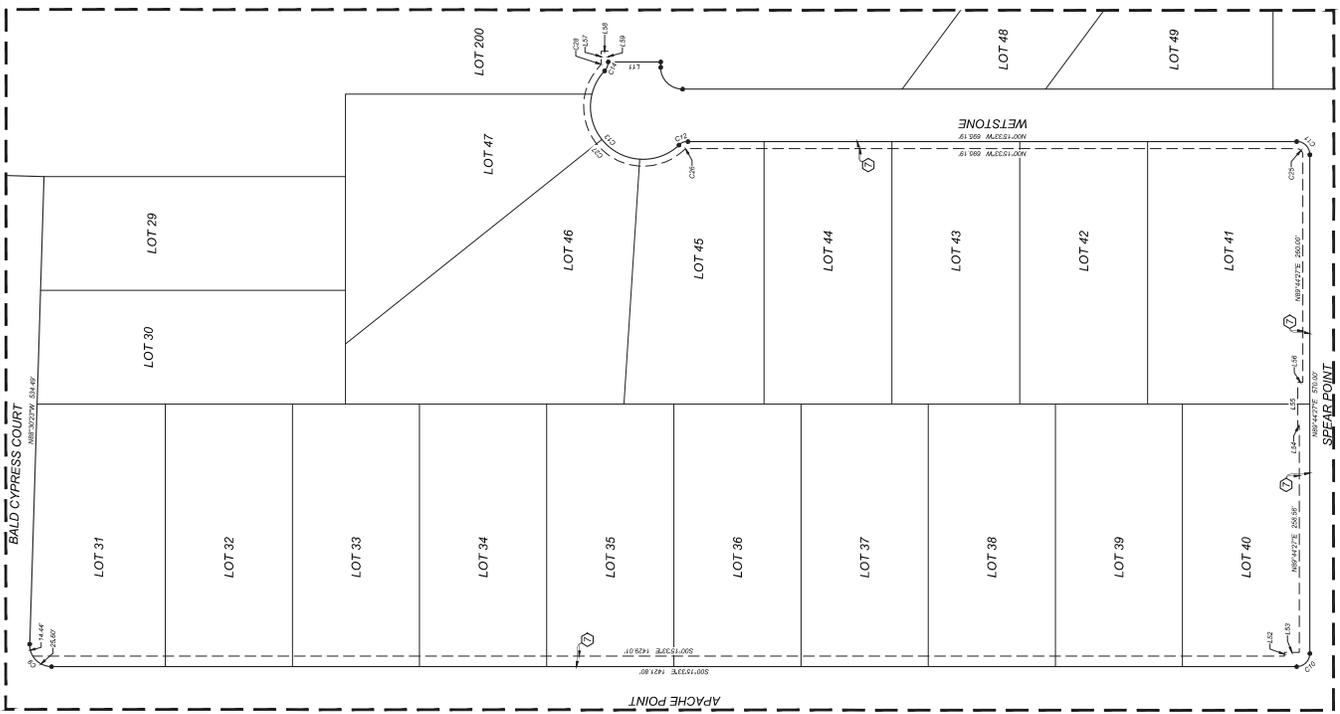
STATE OF TEXAS
COUNTY OF BEKAR

I HEREBY CERTIFY THAT PROPER ENGINEERING CONSIDERATION HAS BEEN GIVEN THIS PLAT TO THE MATTERS OF STREETS, LOTS, AND DRAINAGE AND THAT TO THE BEST OF MY KNOWLEDGE THIS PLAT CONFORMS TO CITY OF FAIR OAKS RANCH.

LICENSED PROFESSIONAL ENGINEER
STATE OF TEXAS
COUNTY OF BEKAR

I HEREBY CERTIFY THAT THE ABOVE PLAT CONFORMS TO THE MINIMUM STANDARDS SET FORTH BY THE TEXAS BOARD OF PROFESSIONAL LAND SURVEYING ACCORDING TO AN ACTUAL SURVEY MADE ON THE GROUND BY:

COREY CAMBRELL
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 7076
COLLIERS ENGINEERING & DESIGN, INC.
1711 W. WINDYBROOK DRIVE, SUITE 111
SAN ANTONIO, TEXAS 78231
PHONE: 210-979-9444
FAX: 210-979-9444



FINAL PLAT ESTABLISHING OAK BEND SUBDIVISION PHASE I
BEING 149.0 ACRES OF LAND OUT OF MARA DE LA LUZ GUERRA SURVEY NUMBER 172, 1 LEAGUE, ABSTRACT NUMBER 173, IN COMAL COUNTY, TEXAS, SAID 149.00 ACRES TRACT OF LAND BEING THE SAME AS SHOWN ON THE MAP AND PLAT RECORDS OF COMAL COUNTY, TEXAS, RECORDED IN DOCUMENT NUMBER 200806010068 OF THE OFFICIAL PUBLIC RECORDS OF COMAL COUNTY, TEXAS.

COLLIERS ENGINEERING & DESIGN
3421 PARRISOTT
Highway 281
San Antonio, Texas 78221
Phone: 210-779-8244
Fax: 210-779-8244
COLLIERS ENGINEERING & DESIGN, INC.
1800 W. WINDYBROOK DRIVE, SUITE 111
SAN ANTONIO, TEXAS 78231
PHONE: 210-979-9444
FAX: 210-979-9444

www.colliersengineering.com

DATE OF PREPARATION February 26, 2025

KEY NOTES:

- 1" ELECTRIC, GAS, TELEPHONE & CABLE TV EASEMENT
- 1" WATER EASEMENT
- 5" DRAINAGE EASEMENT
- SANITARY SEWER & DRAINAGE EASEMENT (ENTIRE WIDTH OF EASEMENT)
- STREET FRONT 10' (10' 0" OF AN ACRE PERMITS) PLATTED
- 1" ELECTRIC, GAS, TELEPHONE & CABLE TV EASEMENT
- DRAINAGE EASEMENT (ENTIRE EASEMENT TO DEEPEN UPON (100% OF AN ACRE PERMITS)
- VARIABLE WIDTH DRAINAGE EASEMENT
- 3" DRAINAGE EASEMENT
- 5" ELECTRIC, GAS, TELEPHONE & CABLE TV EASEMENT
- 3" VEHICULAR NON-ACCESS EASEMENT
- 30' P.O.W. RESERVATION EASEMENT
- VARIABLE WIDTH WATER EASEMENT

STATE OF TEXAS
COUNTY OF COMAL

THE OWNER OF LAND SHOWN ON THIS PLAT, IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, HEREBY CERTIFIES TO THE USE OF THE PUBLIC RECORDS AND HAS BEEN ADVISED THAT THE RECORDS ARE CORRECT AND COMPLETE. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE RECORDS AND HAS BEEN ADVISED THAT THE RECORDS ARE CORRECT AND COMPLETE. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE RECORDS AND HAS BEEN ADVISED THAT THE RECORDS ARE CORRECT AND COMPLETE.

NOTARIES PUBLIC
JAMES M. GONZA
100 W. WINDYBROOK DRIVE, SUITE 100
SAN ANTONIO, TEXAS 78232
STATE OF TEXAS
COUNTY OF COMAL

I, _____, UNDERSTANDS THE CONTENTS OF THIS INSTRUMENT, MY INTERESTS THEREIN, AND KNOWS THE TRUE NATURE AND CONSEQUENCES OF THE SAME. I HEREBY CERTIFY THAT I AM A MAJORITY SHAREHOLDER IN THE COMPANY AND THAT I AM A RESIDENT OF THE STATE OF TEXAS. I HEREBY CERTIFY THAT I AM A MAJORITY SHAREHOLDER IN THE COMPANY AND THAT I AM A RESIDENT OF THE STATE OF TEXAS.

GIVEN UNDER MY HAND AND SEAL OF OFFICE
THIS _____ DAY OF _____, A.D. 20____.

NOTARIES PUBLIC
COMAL COUNTY, TEXAS

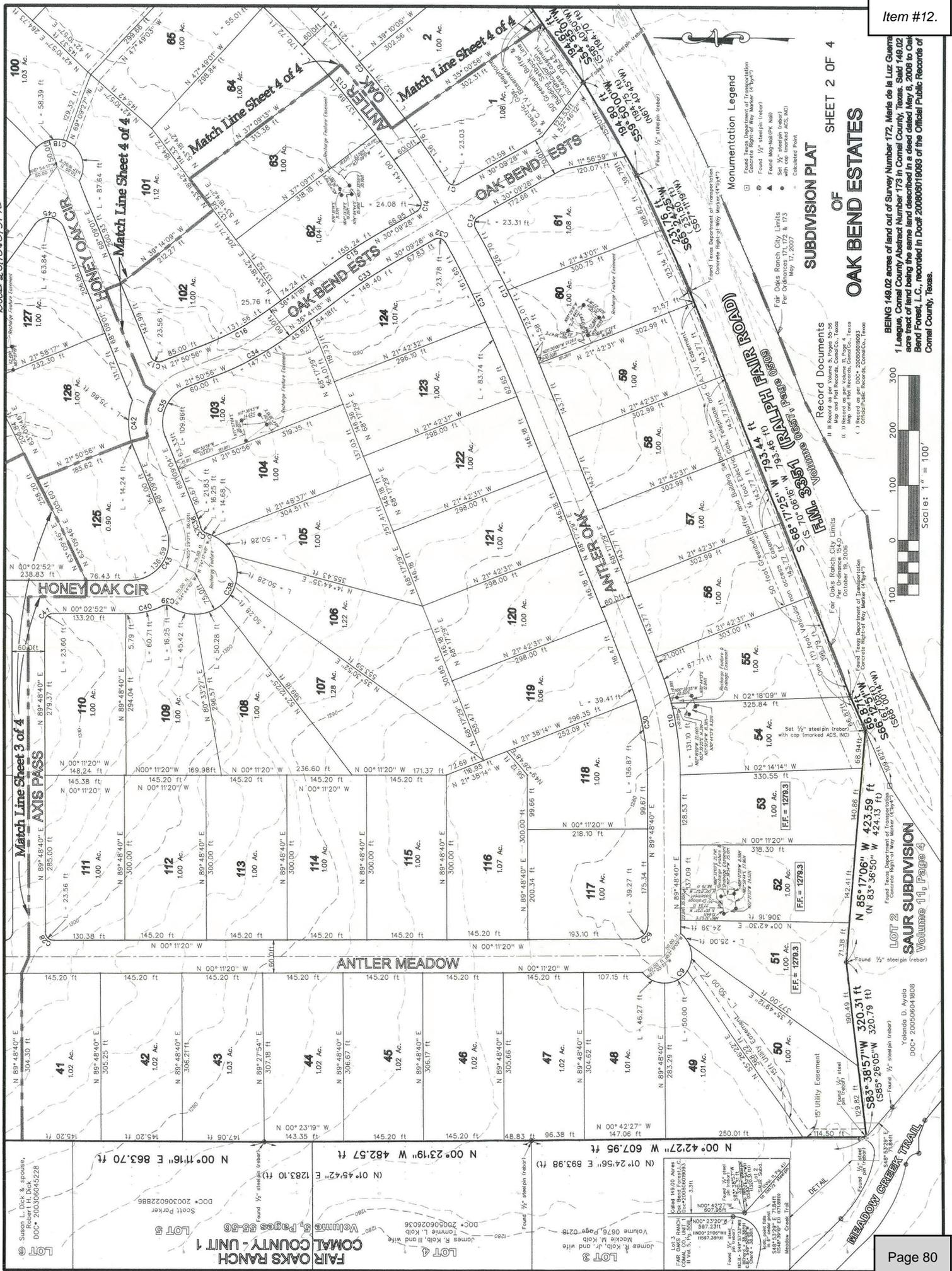
THIS FINAL PLAT OF OAK BEND SUBDIVISION PHASE I HAS BEEN SUBMITTED TO AND CONSIDERED BY THE CITY COUNCIL OF FAIR OAKS RANCH, TEXAS AND IS HEREBY APPROVED BY SUCH COUNCIL.

DATED THIS _____ DAY OF _____, A.D. 20____.

BY: _____ MAYOR

BY: _____ SECRETARY

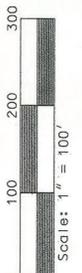
DATE 2010/01/15/15



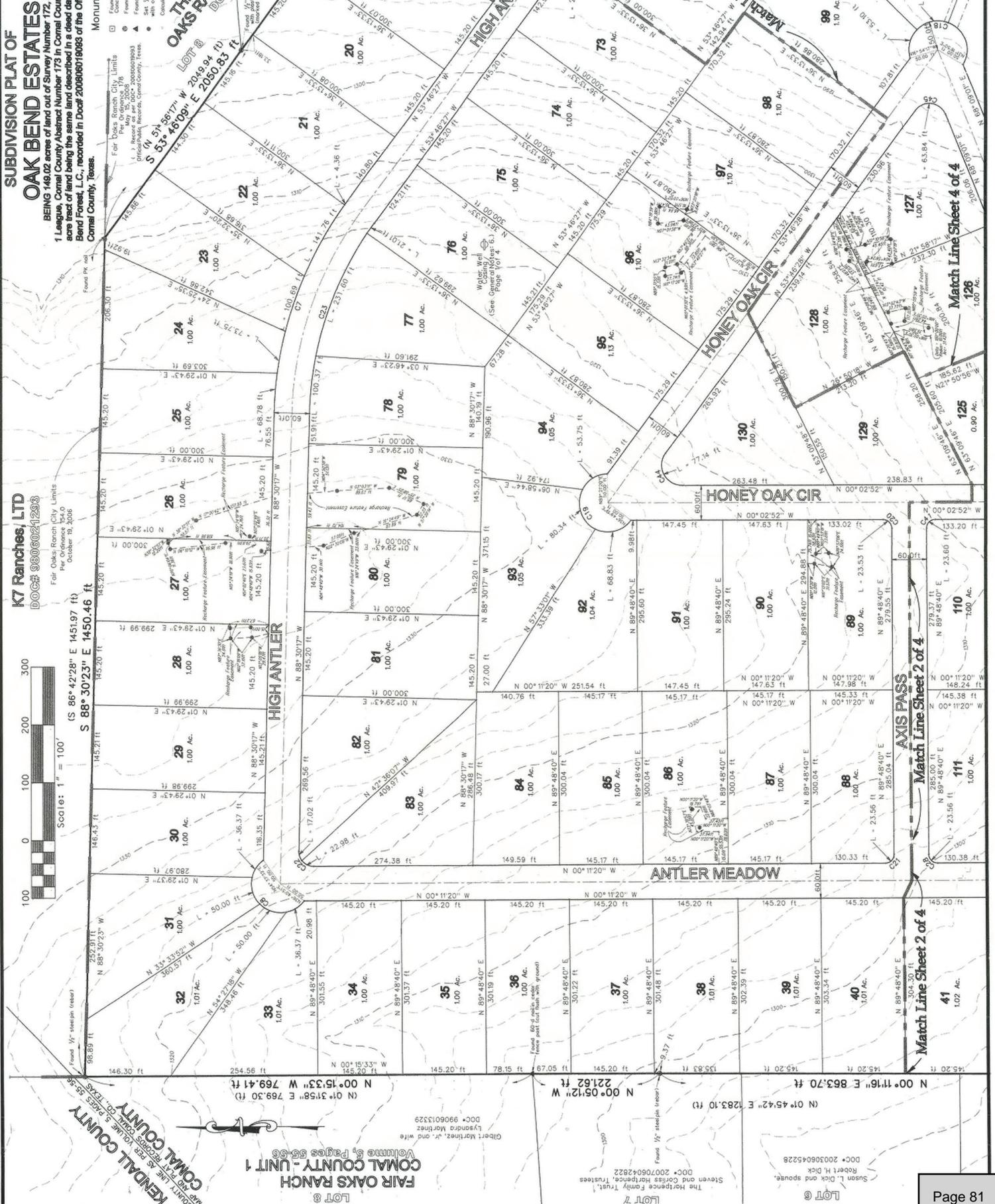
SHEET 2 OF 4

SUBDIVISION PLAT OF OAK BEND ESTATES

Record Documents
 II Record as per Volume 5, Page 52-56
 Map and Plat Records, Comal County, Texas
 Per Ordinance 1540
 October 9, 2006
 () Record as per DOC# 2008090903
 Map and Plat Records, Comal County, Texas
 Official Public Records, Comal County, Texas



BEING 149.02 acres of land out of Survey Number 172, Menis de la Luz Guerra League, Comal County Abstract Number 173 in Comal County, Texas. Said 149.02 acre tract of land being the same land described in a deed dated May 8, 2008 to Oak Bend Forest, L.L.C. recorded in Doc# 20080610693 of the Official Public Records of Comal County, Texas.



SUBDIVISION PLAT OF OAK BEND ESTATES

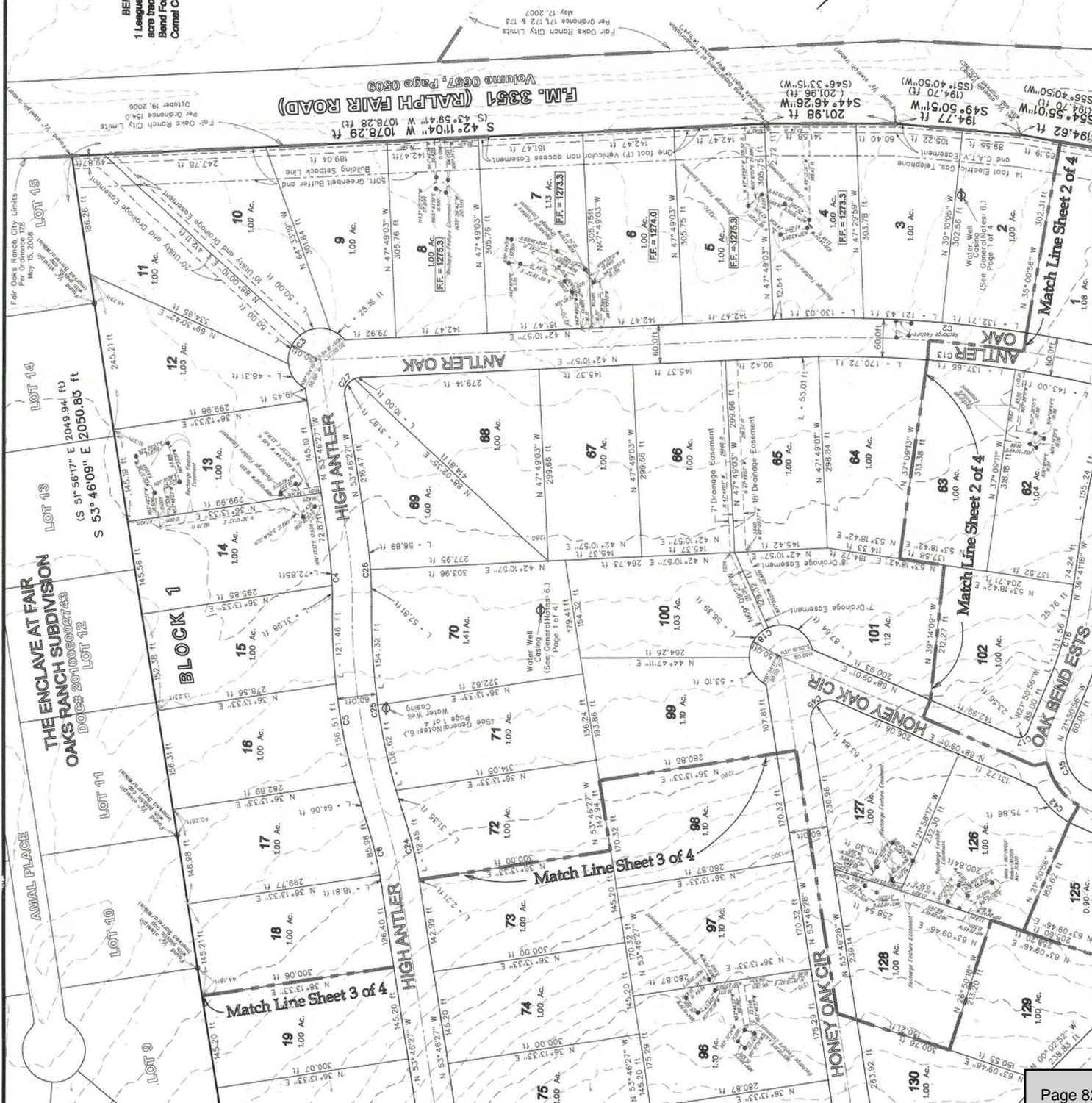
BEING 149.02 acres of land out of Survey Number 172, Merits de la Luz Guerra, 1 League, Comal County Abstract Number 173 in Comal County, Texas. Said 149.02 acre tract of land being the same land described in a deed dated May 8, 2008 to Oak Bend Forest, L.C., recorded in Doc# 200806019093 of the Official Public Records of Comal County, Texas.

Curve Table

Table with columns: NUMBER, RADIUS, DELTA ANGLE, ARC LENGTH, CHORD DIRECTION, CHORD LENGTH, TANGENT. Lists curve data for 31 different curves.

Monumentation Legend: Square = Found Stake, Circle = Corner of Key Marker, Triangle = Found Mark (Permanently), Diamond = Set 1/2" diameter rebar, Star = Set 1/2" diameter rebar with cap (Revised ACS, NCI), Circle with dot = Calculated Point.

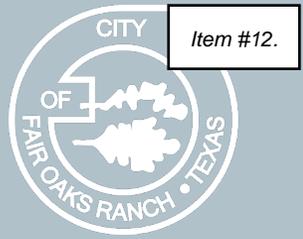
Record Date per DOC# 200806019093. Official Public Records, Comal County, Texas.



City Council

Oak Bend Subdivision Phase I

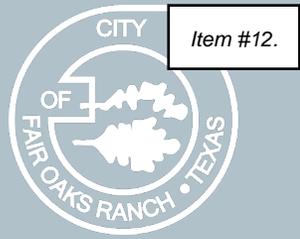
Final Plat



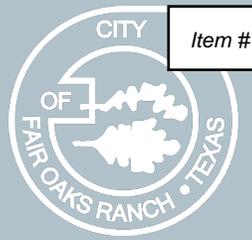
April 03, 2025

Lee Muniz, P.E., CFM
Manager of Engineering Services

Summary and Recommendation



- The Oak Bend Subdivision Ph. I Final Plat establishes 55 single-family residential lots on 149 acres of land
- Phase I will be the first of two planned phases for the Oak Bend Subdivision
- Preliminary Plat was approved for recommendation during the September 12 P&Z meeting with six conditions
- City Council approved the Preliminary Plat at the October 03 regular meeting with the same six conditions
- The Oak Bend Subdivision Ph. I Final Plat has satisfied the six conditions of the preliminary plat.
- Staff recommends the approval of Oak Bend Subdivision Phase I Final Plat with the following conditions
 - Applicant shall provide an all-weather surface for all temporary fire truck turnarounds
 - Applicant will correct all administrative errors on the Final Plat prior to recordation
- P&Z approved a recommendation to City Council for approval of the Oak Bend Subdivision Ph I Final Plat with the same two conditions.



Questions?



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

AGENDA TOPIC: FY 2025-26 Budget Calendar
DATE: April 3, 2025
DEPARTMENT: Finance
PRESENTED BY: Summer Fleming, CGFO, Director of Finance

INTRODUCTION/BACKGROUND:

On March 25 the Finance Department provided instructions to staff to prepare their departmental budget requests for FY 2025-26. Staff will have one month to complete these requests. In May, departments will meet first with the Finance Department, and then with the City Manager, to complete the first draft budget for City Council review.

The draft FY 2025-26 budget calendar includes six budget workshops, beginning April 17, in which the City Council will review the Strategic Action Plan, the Five-Year Financial Plan, and each of the operational department budgets in detail. In August the City Council will consider the FY 2025-26 Proposed Budget and Proposed Maximum Tax Rate inclusive of changes resulting from the budget workshops. The first and second readings of the budget and tax rate ordinances are scheduled for September 11 and September 18, respectively.

This workshop will review the draft budget calendar and solicit feedback from City Council on the schedule and budget planning process.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

Supports Strategic Action Plan 1.1.2 under Financial Resilience and Responsibility Priority by progressing a sustainable recurring budget and SAP process with City Council. Publishing a budget calendar offers full transparency to encourage public involvement.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

N/A

FY 2025-26 DRAFT BUDGET CALENDAR

Budget Palnning	April 3	*COUNCIL* Budget Calendar
	April 17	*COUNCIL* Strategic Action Plan (SAP) Workshop
	May 1 (Regular Meeting)	*COUNCIL* 5-Year Financial Plan
Budget Development	June 5 (Regular Meeting)	*COUNCIL* General Fund Budget Overview - Public Works and Public Safety
	June 19 (Regular Meeting)	*COUNCIL* General Fund Budget Overview - Administration, City Sec, HR, Communications, Finance, IT, Court, and Shared
	July 3 (Regular Meeting)	*COUNCIL* Utilities and CIP
	July 17 (Regular Meeting)	*COUNCIL* Budget Update Workshop
Budget Presentation, Consideration, and Adoption	July 25	Deadline for Chief Appraisers to deliver certified rolls or certified estimates to taxing units and certification of anticipated collection rate by tax collector. (Tax Code Sec. 26.01(a-1))
	July 24-Aug 7	CO Sale -Bond package is advertised and bids are accepted
	August 7 (Regular Meeting)	<p>*COUNCIL* Budget Overview, Award CO to the lowest bidder</p> <p>Finance Director submits the No-New Revenue and Voter Approval rates to City Council. (Tax Code Sec 26.04(e)).</p> <p>Calculation forms must be certified and posted to the Truth in Taxation websites for the appraisal districts</p> <p>Finance Department posts the calculated no-new-revenue tax rate and voter approval tax rate, along with certain debt information on the home page of the City's website using form prescribed by comptroller (Tax Code Sec 26.04(e)).</p> <p>City Council confirms maximum proposed tax rate and Council takes a record vote. (Tax Code Sec 26.061(b))</p> <p>City Council schedules one public hearing on the budget (LGC 102.006 (a-b)) and a meeting to vote on the tax rate (Tax Code Sec. 26.05(d)); (Tax Code Sec 26.06)</p>
	August 18	<p>City Manager files budget with City Secretary (LGC Sec. 102.005(a))</p> <p>City Secretary ensures the proposed budget is available on the website and available for inspection at City Hall (LGC Sec. 102.005(c))</p>
	August 21 (Regular Meeting)	*COUNCIL* Budget Overview
	September 11 (Special Meeting)	Public Hearing for proposed budget and tax rate. Council Meeting for the First Reading of Budget and Tax Rate Ordinances is held.
	September 18 (Regular Meeting)	Second Reading and adoption of the Budget and Tax Rate ordinances.