



**CITY OF FAIR OAKS RANCH**  
**CITY COUNCIL REGULAR MEETING**

Thursday, April 18, 2024 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>

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## **AGENDA**

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### **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. Presentation of a 5-Year Service Award to: Brian LeJeune, Information Technology Manager.

Joanna Merrill, IPMA-SCP, Director of HR and Communications

5. Tree City USA Recognition, National Arbor Day, and Arbor Day Proclamation.

Kelsey Delgado, Environmental Program Manager

### **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.*

6. Approval of the April 4, 2024 Regular City Council meeting minutes.

Christina Picioccio, TRMC, City Secretary

7. Approval of a resolution authorizing the execution of a purchase order with Chastang Ford for one Ford F-250, expenditure of the required funds, and execution of all applicable documents by the City Manager.

Clayton Hoelscher, Procurement Manager

### **CONSIDERATION/DISCUSSION ITEMS**

8. Consideration and possible action to cancel the July 4, 2024 City Council meeting.

Gregory C. Maxton, Mayor

- [9.](#) Consideration and possible action approving a resolution authorizing the City Manager to proceed with the City Council's selection of a Community Center Design.

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

## WORKSHOP

- [10.](#) FY 2024-25 Budget Calendar.

Summer Fleming, Director of Finance

- [11.](#) Mixed-Use Village Zoning District - Residential Component.

Eric Beilstein, Planning and Zoning Commissioner

- [12.](#) Request for Proposals for Municipal Solid Waste Collection, Disposal and Recycling Service.

Clayton Hoelscher, Procurement Manager  
Carole Vanzant, CPM, Assistant City Manager

## REPORTS FROM STAFF AND COMMITTEES

- [13.](#) Website Redesign Update.

Joanna Merrill, IPMA-SCP, Director of HR & Communications

## 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. To receive legal advice from Special Counsel and the City Attorney regarding the City's ground water rights.
18. Case No. 22-090-451; Vincent A. Caldarola, MD vs. City of Fair Oaks Ranch, Texas.

19. Discussion related to possible terms and conditions necessary to resolve disputes that have been the subject of ongoing litigation with the development commonly known as Boerne Ranch Estates, LLC, aka Fair Oaks Meadows.

**RECONVENE INTO OPEN SESSION**

*Discussion and possible action on items discussed in Executive Session.*

**ADJOURNMENT**

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**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](http://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, April 15, 2024 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).

# Fair Oaks Ranch

is a proud

# Tree City USA<sup>®</sup>

community



**TREE CITY USA<sup>®</sup>**  
An Arbor Day Foundation Program





# CITY OF FAIR OAKS RANCH

*let's plant a tree!*

# ARBOR DAY CELEBRATION

**APRIL 26, 2024 AT 10 AM**

**BUTTERFLY GARDEN AT CITY HALL**

**PLEASE JOIN US FOR A SHORT  
CEREMONY HONORING THE CITY'S  
INAUGURAL YEAR AS A TREE CITY USA®**



**TREE CITY USA®**  
An Arbor Day Foundation Program

# *PROCLAMATION*

## *City of Fair Oaks Ranch*

**WHEREAS**, in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees; and

**WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and,

**WHEREAS**, Arbor Day is now observed throughout the nation and the world; and,

**WHEREAS**, trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife; and,

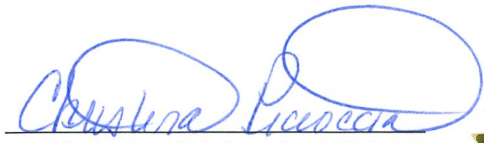
**WHEREAS**, our City originated from the development of the Fair family ranch and the City was appropriately named out of the appreciation of its historic oak trees; and

**WHEREAS**, trees within our community help preserve the natural beauty that makes Fair Oaks Ranch an attractive and favorable place to live; and

**WHEREAS**, the preservation of trees is a consideration in all aspects of our continued growth as a City.

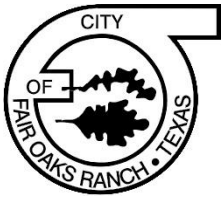
**NOW, THEREFORE**, I Gregory C. Maxton, Mayor of the City of Fair Oaks Ranch, do hereby proclaim April 26, 2024, as Arbor Day in our City, and I encourage all citizens to care for their trees, recognizing the value that they add to the City of Fair Oaks Ranch. Furthermore, the City of Fair Oaks Ranch is committed to maintaining our oak trees, which helps make our community a special place and in becoming a Tree City USA.

**WITNESS MY HAND AND SEAL THIS 12<sup>th</sup> DAY OF APRIL 2024.**

  
Christina Picioccio, TRMC  
City Secretary



  
Gregory C. Maxton, Mayor



**CITY OF FAIR OAKS RANCH**  
**CITY COUNCIL REGULAR MEETING**

Thursday, April 04, 2024 at 6:30 PM

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

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

**MINUTES**

**OPEN MEETING**

**1. Roll Call - Declaration of a Quorum**

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

With a quorum present, the meeting was called to order at 6:31 PM.

**2. Pledge of Allegiance** – The Pledge of Allegiance was led by Arrow of Light cub scout members visiting the meeting.

**CITIZENS and GUEST FORUM**

**3. Citizens to be heard** - None

**PRESENTATIONS**

**4. Presentation of a 5-Year Service Award to: Brian LeJeune, Information Technology Manager.**

This presentation was deferred to the next City Council meeting due to the recipient not being present.

**CONSENT AGENDA**

**5. Approval of the March 21, 2024 Regular City Council meeting minutes.**

**6. Approval of Council Member Stroup's absence from the March 21, 2024 Regular City Council meeting.**

**7. Approval of Council Member Muenchow's absence from the March 21, 2024 Regular City Council meeting.**

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

VOTE: 7-0; Motion Passed.

**CONSIDERATION/DISCUSSION ITEMS****8. Consideration and possible action approving a resolution authorizing the execution of an agreement with IWC Oil & Refinery, LLC for on-site fuel delivery.**

MOTION: Made by Council Member Koerner, seconded by Council Member Rhoden, to approve a resolution authorizing the execution of an agreement with IWC Oil & Refinery, LLC for on-site fuel delivery, expenditure of the required funds, and execution of all applicable documents by the City Manager.

VOTE: 7-0; Motion Passed.

**9. Consideration and possible action to approve a resolution for the Fair Oaks Ranch Municipal Court to adopt a Confidentiality Policy & Agreement.**

MOTION: Made by Council Member Stroup, seconded by Council Member Olvera, to approve a resolution adopting a Confidentiality Policy and Agreement for the Fair Oaks Ranch Municipal Court.

VOTE: 7-0; Motion Passed.

*Mayor Maxton requested that the CIAC semiannual report be moved out of order. Council concurred.*

**REPORTS FROM STAFF AND COMMITTEES****14. Semiannual Report from the Capital Improvements Advisory Committee (CIAC).**

Paul Mebane, CIAC Chairperson, provided to Council a semiannual report from the CIAC March 21, 2024 meeting.

**WORKSHOP****10. Solid Waste Franchise Agreement.**

Carole Vanzant, CPM, Assistant City Manager, presented the proposed Republic Services renewal terms regarding the current solid waste management agreement. Not accepting the terms, Council provided staff direction to put out a request for proposals for a new franchise agreement.

**11. Tree Mitigation Fund Policy and Oak Wilt Program Workshop.**

Kelsey Delgado, Environmental Program Manager, led a workshop with Council regarding the Tree Mitigation Fund Policy and Oak Wilt Program.

**12. Planning and Zoning Commission Rules of Procedure - Rule 2.2**

Christina Picioccio, TRMC, City Secretary, led a workshop with Council regarding Rule 2.2 of the Planning and Zoning Commission Rules of Procedure. Council provided staff direction to remove the words "real property owners" as a requirement to serve. The ordinance establishing the P&Z will be updated as well as the P&Z Rules of Procedure resolution. Both will be brought back to City Council approval at a future meeting.

**13. Unified Development Code Policy Amendments for Prioritized Categories 1-7.**

Lee Muniz, P.E. CFM, Manager of Engineering Services, led a workshop with Council regarding Unified Development Code Policy Amendments for Prioritized Categories 1-7. Council accepted the following P&Z recommendations on sections: 5.5 (3), 5.6 (1), 5.6 (6), 5.6 (7) 6.5 (5) e i, 6.6 (3) b, 9.2 (5), 9.4 (2) a vi and vii, and 9.7 (1) c ii and iii. Council requested additional information for sections 6.6 (3) e and f, and 9.7 (1) c ii and iii. Council did not accept the recommendations for sections 6.7 (3) b, 6.7 (4) c iv, and 6.7 (5) b.

**REQUESTS AND ANNOUNCEMENTS**

**15. Announcements and reports by Mayor and Council Members.**

Council Member Stroup congratulated the Seton Hall Pirates on their NIT Championship.

Council Member Parker reminded everyone that FORHA is hosting a GVTC sponsored Shred Day on Saturday, April 6, 2024 from 9:00 AM – 12:00 PM at Fair Oaks Ranch Elementary.

Mayor Maxton announced the April 9, 2024 Town Hall meeting beginning at 6:30 PM in the Spring Creek United Methodist Church sanctuary to discuss the upcoming special elections for Street Repairs Sales & Use Tax Reauthorization and Road Reconstruction Projects making up the General Obligation Bond.

**16. Announcements by the City Manager.**

City Manager Scott Huizenga announced that the City had been granted the designation “Tree City USA” by the Arbor Day Foundation.

**17. 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:

- 18. To receive legal advice from Special Counsel and the City Attorney regarding the City’s ground water rights.**
- 19. Case No. 22-090-451; Vincent A. Caldarola, MD vs. City of Fair Oaks Ranch, Texas.**
- 20. 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)**

- 21. **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

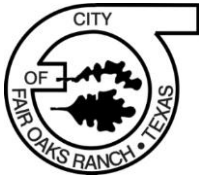
**ADJOURNMENT**

Mayor Maxton adjourned the meeting at 8:27 PM

ATTEST:

\_\_\_\_\_  
Gregory C. Maxton, Mayor

\_\_\_\_\_  
Christina Picioccio, TRMC, City Secretary




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

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AGENDA TOPIC: Approval of a resolution authorizing the execution of a purchase order with Chastang Ford for one Ford F-250, expenditure of the required funds, and execution of all applicable documents by the City Manager.

DATE: April 18, 2024

DEPARTMENT: Finance

PRESENTED BY: Consent Item – Clayton Hoelscher, Procurement Manager

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### **INTRODUCTION/BACKGROUND:**

The City budgeted \$55,000 this fiscal year for the purchase of a Ford F-250 for Fair Oaks Ranch Maintenance. This vehicle will be outfitted with a liftgate, headache rack, outfitter switch, 110-volt outlet inside the vehicle, and multiple toolboxes. The City intends to purchase this vehicle through Chastang Ford by utilizing the BuyBoard Purchasing Cooperative. As a member of the purchasing co-op, the City can utilize pricing that has been competitively bid on a larger scale. This also fulfills the City's competitive procurement requirements.

### **POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

Utilizing the purchasing cooperative allows the City to take advantage of pricing competitively bid on a larger scale. It also complies with the City's competitive procurement requirements.

### **LONGTERM FINANCIAL & BUDGETARY IMPACT:**

The City budgeted \$55,000 this fiscal year for the Ford F-250. The cost for this purchase will be \$63,396.00. Savings are available to cover the difference of \$8,396.00

### **LEGAL ANALYSIS:**

Legal has reviewed and approved the resolution as to form.

### **RECOMMENDATION/PROPOSED MOTION:**

Consent Item – I move to approve a resolution authorizing the execution of a Purchase Order with Chastang Ford for one F-250 in the amount of \$63,396.00, expenditure of the required funds, and execution of all applicable documents by the City Manager.

**A RESOLUTION**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS AUTHORIZING THE EXECUTION OF A PURCHASE ORDER WITH CHASTANG FORD FOR A FORD F-250; EXPENDITURE OF THE REQUIRED FUNDS; AND EXECUTION OF ALL APPLICABLE DOCUMENTS BY THE CITY MANAGER**

**WHEREAS**, the City of Fair Oaks Ranch allocated funds in FY 2023-24 for the purchase of a Ford F-250 for Fair Oaks Ranch Maintenance; and

**WHEREAS**, the cost to purchase this vehicle is \$63,396.00 with \$55,000.00 coming from budget and the remaining \$8,396.00 coming from identified budget savings; and,

**WHEREAS**, Section 271.102 of the Texas Government Code allows local governments to enter into Cooperative Purchasing Programs with other local governments of the State or with local Cooperative Organizations; and,

**WHEREAS**, the City is a member of, and can utilize pricing from, the BuyBoard Cooperative Purchasing Program to make this purchase; and,

**WHEREAS**, the City Council of the City of Fair Oaks Ranch supports this purchase and authorizes the execution of a Purchase Order with Chastang Ford (**Exhibit A**).

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

- Section 1** The City Council hereby authorizes the City Manager to execute a Purchase Order with Chastang Ford for a Ford F-250, to expend required funds up to \$63,396.00 and to execute any and all applicable documents to effectuate this resolution.
- Section 2.** That the recitals contain in the preamble hereto are hereby found to be true and such recitals are hereby made a part of this resolution for all purposes and are adopted as a part of the judgment and findings of the Council.
- Section3.** If any provision of this resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this resolution would have been enacted without such invalid provision.
- Section 4.** That it is officially found, determined, and declared that the meeting at which this resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.
- Section 5.** All resolutions or parts thereof, which are in conflict or inconsistent with any provision of this resolution are hereby repealed to the extent of such conflict, and the provision of this resolution shall be and remain controlling as to the matters resolved herein.



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

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

**PASSED, APPROVED, and ADOPTED on this 18<sup>th</sup> day of April 2024.**

\_\_\_\_\_  
Gregory C. Maxton, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Christina Picioccio, TRMC  
City Secretary

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



# Purchase Order

## City of Fair Oaks Ranch

PURCHASE ORDER # 04182024CH

7286 Dietz Elkhorn, Fair Oaks Ranch, TX 78015  
Phone 210-698-0900 Fax 210-698-3565  
acctspayable@fairoaksranchtx.org

Note: Please send all invoicing to ACCTS  
PAYABLE (acctspayable@fairoaksranchtx.org)

**VENDOR:** CHASTANG FORD  
6200 N. Loop East  
Houston, Tx 77026

**SHIP TO:** City of Fair Oaks Ranch  
7286 Dietz Elkhorn  
Fair Oaks Ranch, TX 78015  
210-698-0900

ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE
	2024 F250; 4WD 10 Speed Automatic Transmission 6.8L V8 Engine Exterior Color - Oxford White Service Body, Liftgate Warranty: Basic - 36 months/36,000 miles Basic, Powertrain - 60 months/100,000 miles	1	\$63,396.00	\$63,396.00
Quote:	BuyBoard # 724-23; Quote: FAIR24F2B			
Note: Please contact Clayton Hoelscher at 210-698-0900 prior to delivery				
			<b>TOTAL:</b>	<b>\$63,396.00</b>

**Authorized By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

ATTACHMENT A "TERMS AND CONDITIONS" ARE ATTACHED HERETO AND ARE A PART OF THIS ORDER

**ATTACHMENT A  
TERMS AND CONDITIONS**

**DELIVERY DATE**

The delivery date shall be no later than the timeframe and/or date stipulated in the purchase order.

**PRICE**

The price to be paid by the City may not be higher than the amount included in the order.

**PAYMENT TERMS**

All payment terms shall be Net 30, and payments shall be made on approved invoices in accordance with the Texas Prompt Payment Act. The vendor shall not invoice for items until they have been accepted and approved by the City of Fair Oaks Ranch.

**TAXES**

The City of Fair Oaks Ranch is exempt from Federal and State Sales taxes.

**RIGHT OF INSPECTION**

City shall have the right to inspect the goods upon delivery before accepting them. Contractor shall be responsible for all charges for the return to Contractor of any goods rejected as being nonconforming under the specifications.

**F.O.B. DESTINATION**

This Order shall be processed as Freight On Board (F.O.B.) Destination, to the address specified in the order. The City will not assist with unloading equipment. The City of Fair Oaks Ranch assumes no liability for goods damaged while in transit and or delivered in a damaged or unacceptable condition. It shall be the responsibility of the vendor to handle all claims with carriers. In the event items are damaged in transit or arrive damaged to the City of Fair Oaks Ranch, the vendor shall ship replacement items immediately upon notification by the City of damage at no additional charge, and shall coordinate the shipment(s),

**TITLE AND RISK OF LOSS**

The title and risk of loss of goods shall not pass to the City of Fair Oaks Ranch until the City receives and takes possession of the goods at the point(s) of delivery, after inspection and acceptance of goods.

**MODIFICATIONS**

This agreement can be modified only by written agreement by both parties.

**BOYCOTTING ISRAEL PROHIBITED**

The City may not enter into a contract with a company for goods and services unless the contract contains a written verification from the company; (i) it does not Boycott Israel; and (ii) will not Boycott Israel during the term of the contract. (Texas government code chapter 2270) by entering this agreement, the vendor verifies that it does not Boycott Israel, and agrees that during the term of the agreement will not Boycott Israel as that term is defined in the Texas Government Code Section 808.001, as amended.



Prepared by: Ed Miller  
04/05/2024

Chastang Ford | 6200 N. Loop East Houston Texas | 770261936

## 2024 F-250 4x4 SD Regular Cab 8' box 142" WB SRW XL (F2B)

Price Level: 425 | Quote ID: FAIR24F2B

### As Configured Vehicle

Code	Description	MSRP
<b>Base Vehicle</b>		
F2B	Base Vehicle Price (F2B)	\$47,760.00
<b>Packages</b>		
600A	Order Code 600A <i>Includes:</i> - Engine: 6.8L 2V DEVCT NA PFI V8 Gas Flex fuel. - Transmission: TorqShift-G 10-Speed Automatic <i>Includes SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road.</i> - 3.73 Axle Ratio - GVWR: 10,000 lb Payload Package - Tires: LT245/75Rx17E BSW A/S <i>Spare may not be the same as road tire.</i> - Wheels: 17" Argent Painted Steel <i>Includes painted hub covers/center ornaments.</i> - HD Vinyl 40/20/40 Split Bench Seat <i>Includes center armrest, cupholder, storage and driver's side manual lumbar.</i> - Radio: AM/FM Stereo w/MP3 Player <i>Includes 4 speakers.</i> - SYNC 4 <i>Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual.</i>	N/C
<b>Powertrain</b>		
99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas <i>Flex fuel.</i>	Included
44F	Transmission: TorqShift-G 10-Speed Automatic <i>Includes SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road.</i>	Included
X37	3.73 Axle Ratio	Included
STDGV	GVWR: 10,000 lb Payload Package	Included
<b>Wheels &amp; Tires</b>		
TD8	Tires: LT245/75Rx17E BSW A/S <i>Spare may not be the same as road tire.</i>	Included
64A	Wheels: 17" Argent Painted Steel	Included

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Note: Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: Ed Miller  
04/05/2024

Chastang Ford | 6200 N. Loop East Houston Texas | 770261936

## 2024 F-250 4x4 SD Regular Cab 8' box 142" WB SRW XL (F2B)

Price Level: 425 | Quote ID: FAIR24F2B

### As Configured Vehicle (cont'd)

Code	Description	MSRP
	<i>Includes painted hub covers/center ornaments.</i>	
<b>Seats &amp; Seat Trim</b>		
A	HD Vinyl 40/20/40 Split Bench Seat <i>Includes center armrest, cupholder, storage and driver's side manual lumbar.</i>	Included
<b>Other Options</b>		
142WB	142" Wheelbase	STD
PAINT	Monotone Paint Application	STD
STDRD	Radio: AM/FM Stereo w/MP3 Player <i>Includes 4 speakers.</i>	Included
	<i>Includes:</i> - SYNC 4 <i>Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual.</i>	
471	Camper Package <i>Includes heavy service front springs (1 up upgrade above the spring computer selected as a consequence of options chosen. Not included if maximum springs have been computer selected as standard equipment) and slide-in camper certification. Note 1: Salesperson's source book or Ford RV trailer towing guide should be consulted for specific trailer towing or camper limits and corresponding required equipment, axle ratios and model availability. Note 2: May result in deterioration of ride quality when vehicle is not equipped with camper.</i>	\$160.00
	<i>Includes:</i> - Rear Stabilizer Bar & Auxiliary Springs	
86M	Dual 68 AH/65 AGM Batteries	\$210.00
67B	410 Amp Dual Alternators <i>Includes 250 Amp + 160 Amp.</i>	\$115.00
43C	120V/400W Outlet <i>Includes 1 in-dash mounted outlet.</i>	\$175.00
66S	Upfitter Switches (6) <i>Located in overhead console.</i>	\$165.00
<b>Fleet Options</b>		
WARANT	Fleet Customer Powertrain Limited Warranty Requires valid FIN code.	N/C

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Prepared by: Ed Miller

04/05/2024

Chastang Ford | 6200 N. Loop East Houston Texas | 770261936

## 2024 F-250 4x4 SD Regular Cab 8' box 142" WB SRW XL (F2B)

Price Level: 425 | Quote ID: FAIR24F2B

### As Configured Vehicle (cont'd)

Code	Description	MSRP
<p><i>Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.</i></p>		
<b>Emissions</b>		
425	50-State Emissions System	STD
<b>Exterior Color</b>		
Z1_01	Oxford White	N/C
<b>Interior Color</b>		
AS_03	Medium Dark Slate w/HD Vinyl 40/20/40 Split Bench Seat	N/C
<b>Upfit Options</b>		
BuyBoard	Buy Board Fee CONTRACT 724-23 <i>CONTRACT 724-23</i>	\$400.00
KUV	Knapheide Utility Body And liftgate <i>Install a Model 129SUK Knapheide utility Body</i>	\$14,557.00
ALIGN	FRONT END ALIGNMENT	\$299.00
cd fee	DELIVER TO CUSTOMER	\$750.00
<b>SUBTOTAL</b>		<b>\$64,591.00</b>
Destination Charge		\$1,995.00
<b>TOTAL</b>		<b>\$66,586.00</b>

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Note: Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: Ed Miller

04/05/2024

Chastang Ford | 6200 N. Loop East Houston Texas | 770261936

2024 F-250 4x4 SD Regular Cab 8' box 142" WB SRW XL (F2B)

Price Level: 425 | Quote ID: FAIR24F2B

## Pricing Summary - Single Vehicle

	<b>MSRP</b>
<i>Vehicle Pricing</i>	
Base Vehicle Price	\$47,760.00
Options	\$825.00
Colors	\$0.00
Upfitting	\$16,006.00
Fleet Discount	\$0.00
Fuel Charge	\$0.00
Destination Charge	\$1,995.00
<b>Subtotal</b>	<b>\$66,586.00</b>

### *Pre-Tax Adjustments*

<b>Code</b>	<b>Description</b>	<b>MSRP</b>
01 ft	DISCOUNT AND CONCESSION	-\$3,190.00
<b>Total</b>		<b>\$63,396.00</b>

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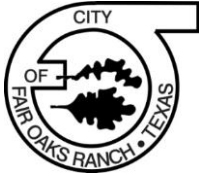
 Customer Signature

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 Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Note: Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.




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

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AGENDA TOPIC: Consideration and possible action to cancel the July 4, 2024 City Council meeting.

DATE: March 21, 2024

DEPARTMENT: City Council

PRESENTED BY: Gregory C. Maxton, Mayor

---

**INTRODUCTION/BACKGROUND:**

Resolution 2021-06 amending the City Council Meeting Rules of Procedure indicates that City Council shall meet in regular session on each first and third Thursday in each calendar month beginning at 6:30 PM unless postponed or cancelled for valid reason(s). The City Council, by a majority vote, may reschedule any regular meeting. With this in mind and due to the meeting date falling on a holiday, staff suggests cancelling the July 4, 2024 Council Meeting. Cancellation of the July 4, 2024 meeting does not impact the budget schedule or consideration of items requiring City Council approval.

**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

N/A

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

N/A

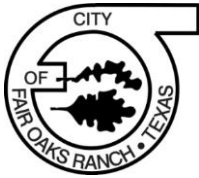
**LEGAL ANALYSIS:**

N/A

**RECOMMENDATION/PROPOSED MOTION:**

I move to approve canceling the July 4, 2024 City Council meeting.





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

AGENDA TOPIC: Consideration and possible action approving a resolution authorizing the City Manager to proceed with the City Council’s selection of a Community Center Design.  
DATE: April 18, 2024  
DEPARTMENT: Public Works and Engineering Services Department  
PRESENTED BY: Grant Watanabe, P.E., Director of Public Works and Engineering Services

**INTRODUCTION/BACKGROUND:**

On February 27, 2024, the City of Fair Oaks Ranch held a Town Hall meeting to provide residents with an opportunity to view and provide feedback on design concepts for the proposed Community Center project. The Communications Department created a short survey to assist with gathering community feedback from attendees and also posted the survey online for two weeks following the Town Hall.

On March 21, 2024, the Communications Department presented the survey results at a City Council workshop. The results presented showed the design known as the “Gable Roof” design option was the most preferred design option with a rating of 51% over its counterparts, the “Monitor Roof” design at 29%, and the “Hip Roof” design at 18%.

Staff is seeking the approval of a resolution that would authorize the City Manager to proceed with the City Council’s selection of the Community Center design known as the “Gable Roof” option.

**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

This project has been designated as a priority in the approved Strategic Action Plan for the FY 2023-24.

- o 5.2.2 Develop Brand Identity and Credibility
- o 5.2.3 Create Opportunities for Resident Engagement and Participation
- o 3.5.5 Plan and Construct a Civic/Community Center

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

Decisions regarding this project will direct movement towards obtaining cost data. Staff will present funding options to the City Council at a later date inclusive of potential grant project application to the Municipal Development District (MDD).

**LEGAL ANALYSIS:**

Approved as to form.

**RECOMMENDATION/PROPOSED MOTION:**

I move to approve a resolution authorizing the City Manager to proceed with the City Council’s selection of the Community Center design known as the “Gable Roof” option.

**A RESOLUTION**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS  
AUTHORIZING THE CITY MANAGER TO PROCEED WITH THE CITY COUNCIL'S  
SELECTION OF A COMMUNITY CENTER DESIGN.**

**WHEREAS**, the City of Fair Oaks Ranch City Council authorized the advancement of a Community Center from planning to design phase, and,

**WHEREAS**, several City Council workshops were held to discuss and review proposed design concepts, and,

**WHEREAS**, a Town Hall meeting was held on February 27<sup>th</sup> to gather community interest and feedback regarding the selection of a design concept, and,

**WHEREAS**, the community respondents selected the design known as the "Gable Roof" as the most preferred option, and,

**WHEREAS**, the City Council supports the community respondents selection of the design known as the "Gable Roof" for the Community Center.

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

**Section 1.** The City Council hereby authorizes the City Manager to proceed with the selection known as the "Gable Roof" design option for the Community Center.

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

**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 18<sup>th</sup> day of April 2024.**

---

Gregory C. Maxton, Mayor

ATTEST:

APPROVED AS TO FORM:

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Christina Picioccio, TRMC  
City Secretary

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



Community  
Center

# Community Center Exterior Options

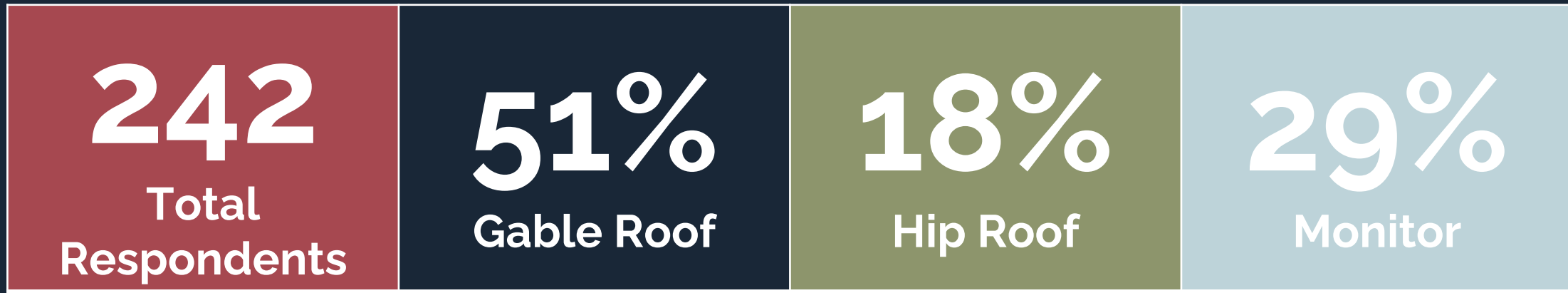
April 18, 2024

Grant Watanabe, P.E.

Director of Public Works and Engineering Services



# Community Center Most Preferred Design



Exterior Option – Gable Roof

Exterior Option – Hip Roof

Exterior Option - Monitor







# Reasons for Design Choice (Gable Roof)

- On average scored a 4 out of 5
- Aligned with Community Aesthetics
- Perceived as Most Cost Effective
- Simple, Clean, Elegant Architectural Style

## Exterior Option – Gable Roof





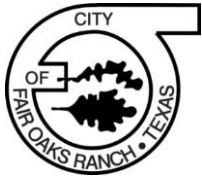
# Way Forward

- City Council selects an exterior design option
- Architect finalizes schematic design and starts design development
- Future Council updates to include:
  - 90% design document review
  - Estimated construction cost
  - Funding discussion (i.e. amendment to MDD agreement)
- Bid advertisement and contract award





# Questions?



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

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AGENDA TOPIC: FY 2024-25 Budget Calendar  
DATE: April 18, 2024  
DEPARTMENT: Finance  
PRESENTED BY: Summer Fleming, Director of Finance

---

**INTRODUCTION/BACKGROUND:**

On March 25 the Finance Department provided instructions to staff to prepare their departmental budget requests for FY 2024-25. Staff will have approximately 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 2024-25 budget calendar includes five budget workshops, beginning in May, in which the City Council will review the Strategic Action Plan and each of the operational department budgets in detail. In August, the City Council will consider the FY 2024-25 Proposed Budget and the 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 10 and September 19, 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:**

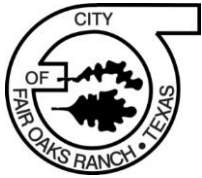
Supports Strategic Action Plan 1.1.2 under the Financial Resilience and Responsibility Priority by progressing a sustainable recurring budget and SAP process with City Council. Publishing a budget calendar offers full transparency to encourage public involvement.

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

N/A

# FY 2024-25 DRAFT BUDGET CALENDAR

Budget Planning	April 18	<b>COUNCIL:</b> Present Budget Calendar to Council
	May 2	<b>COUNCIL:</b> Present Preliminary Tax Rolls to Council, 5-Year Plan inclusive of Utility
	May 16 (Regular Meeting)	<b>COUNCIL PLANNING MEETING:</b> 5-Year Plan follow up, Strategic Action Plan and Budget Goals
Budget Development	June 6 (Regular Meeting)	<b>*COUNCIL*</b> General Fund Budget Overview - Public Works and Public Safety
	June 20 (Regular Meeting)	<b>*COUNCIL*</b> General Fund Budget Overview - Administration, HR and Communications, Finance, IT and Shared
	July 4 (Regular Meeting)	No meeting - Independence Day.
	July 18 (Regular Meeting)	<b>*COUNCIL*</b> Municipal Court, City Secretary, and Utilities
Budget Presentation, Consideration, and Adoption	July 25	Deadline for <b>Chief Appraisers</b> 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))
	Early August	Preliminary Calculation of No New Revenue, Voter Approval, 8% Increase and De Minimis Rates.
	July 25-Aug 8	<b>If approved, GO Bond Sale</b> -Bond package is advertised and bids are accepted
	August 1 (Regular Meeting)	<b>*COUNCIL*</b> CIP and additional department questions Finance Director submits the No-New Revenue and Voter Approval rates to City Council. (Tax Code Sec 26.04(e)).  Calculation forms must be certified and posted to the Truth in Taxation websites for the appraisal districts  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)).
	August 15 (Regular Meeting)	<b>City Council awards the bond to the lowest bidder</b>  <b>City Council</b> confirms maximum proposed tax rate and Council takes a record vote. (Tax Code Sec 26.061(b))  <b>City Council</b> 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)  <b>Budget summary presentation and discuss unfunded items</b>
	August 19	<b>City Manager</b> files budget with <b>City Secretary</b> (LGC Sec. 102.005(a)) <b>City Secretary</b> ensures the proposed budget is available on the website and available for inspection at City Hall (LGC Sec. 102.005(c))
	September 10 (Special Meeting)	<b>Public Hearing for proposed budget and tax rate.</b> Council Meeting for the <b>First Reading of Budget and Tax Rate Ordinances</b> is held.
	September 19	<b>Second Reading</b> and adoption of the Budget and Tax Rate ordinances.



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

AGENDA TOPIC: Mixed-Use Village Zoning District - Residential Component  
DATE: April 18, 2024  
DEPARTMENT: Planning and Zoning Commission  
PRESENTED BY: Eric Beilstein, P&Z Commissioner

**INTRODUCTION/BACKGROUND:**

The City’s Comprehensive Plan defines the Mixed-Use Village zoning district as an area within the City that encourages a mixture of uses that establish pedestrian scaled development at major transportation nodes, including retail, restaurants, offices, civic uses, and housing options. It also enables commercial developments to incorporate a mix of housing types, including a focus on aging adult communities, allowing older residents the option to downsize their homes.

Mixed-use developments have gained popularity in recent years as they create vibrant and dynamic spaces that meet the needs of diverse communities. The City of Fair Oaks Ranch is unique as it does not have a commercial downtown and only has limited zones for commercial use. Establishing a maximum residential component in the Mixed-Use Village zone helps protect those undeveloped commercial developments from effectively being transitioned to majority, or completely residential based.

While the Mixed-Use Village district was envisioned to encourage mixed uses, the Unified Development Code (UDC) currently does not require a mix of uses within the zoning district. This potential loophole became evident when a developer proposed a multi-unit development that did not include a mixture of uses. Although the development did not advance, it raised awareness of the need for a UDC policy amendment.

Attached as **Exhibit A** is the proposed revision to Section 4.9, Table 4.2 Permitted Use Table. The Planning and Zoning Commission reviewed the policy at its March 14 meeting.

There are currently four types of residential uses permitted within the Mixed-Use Village zoning district:

- Single Family Residential
- Accessory Building Residential Unit (Garage Apartment)
- Single Family Residential Attached/Townhomes/Patio Home/Duplex/Multi-Unit Home (3-4 units)
- Multi-Family Residential

The commission’s proposed revision inserts an “\*” (asterisk) into each of the four residential uses listed above. This change places a maximum of thirty (30) percent of the total area for residential uses based on square feet.

*“Permitted as part of a mixed-use development that contains both residential and nonresidential components within a single unified development. The residential component shall not exceed thirty (30) percent of the total area (square feet) of the land uses in the entire single unified development or lot as applicable. A single unified development shall be considered as the area/lots shown on an approved Concept Plan, if no concept plan exists then this maximum residential component percentage shall be calculated per lot. The total area of the land uses in a development calculation shall include the gross area inside all buildings, on all floors, and any outdoor areas associated with land uses (i.e. outdoor dining areas).”*

The commission’s recommendation does not allow for a completely residential development but rather provides for commercial development with or without some residential component. This provides amenities and benefits that potentially outweigh losing a commercial zone to a residential area greater than 30%. They further noted that developers can request re-zoning when they desire a deviation from the UDC zone restrictions. For example, a developer could request re-zone from mixed-use village to Neighborhood Residential (or Rural Residential) if it was believed to be in the interest of the development and the community.

**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

- Supports Priority 2.1 to Manage the Physical Development of the City in accordance with the Comprehensive Plan.
- Establishes limitations on certain residential types within the Mixed-Use Village zoning district to ensure a mix of uses when certain residential types are part of a development.
- Retaining primarily commercial areas is a benefit to the citizens by increasing the tax base and provides a combination of amenities, and services in our City rather than having to travel to surrounding cities.
- Having a residential component can enhance a development by accommodating aging or other opportunities to stay in the City.
- Limiting the amount of a residential component allows for more citizens to have a place to gather and connect, creating a sense of community.

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

N/A

**Exhibit A**

**City of Fair Oaks Ranch  
Mixed Use Village District Related to Requiring Residential Developments to  
Provide Commercial Components (Excerpt of UDC Sec.4.9, Table 4.2 Use  
Table)**

All text which is underlined denotes addition of new text. All text which is ~~stricken-through~~ denotes removal of existing text. All other text is existing, unchanged text. Any existing text which has been omitted shall be considered unchanged.

Zoning District	Mixed Use Village	Neighborhood Commercial	Community Facilities	Logistics	Existing Residential	Neighborhood Residential	Rural Residential	Open Space <sup>1</sup>
Funeral homes	P/C	NP	NP	NP	NP	NP	NP	NP
Single Family Residential	<u>P*</u>	NP	P	NP	P	P	P	NP
Accessory Building Residential Unit (Garage Apt.)	<u>P*</u>	P	P	P	P	P	P	NP
Single-family Residential Attached/ Townhomes/ Patio Home/ Duplex/ Multi Unit Home (3-4 Units)	<u>P*</u>	P	P	P	P/C	NP	NP	NP
Multi-family Residential	<u>P*</u>	NP	NP	NP	NP	NP	NP	NP
Home Occupations	P	P	P	P	P	P	P	NP
Manufactured Housing	NP	NP	NP	P/C	NP	NP	NP	NP
Auto and Vehicle Related Sales and Service Establishment	NP	NP	NP	P/C	NP	NP	NP	NP
Brewery, Distillery, or Winery	NP	NP	NP	P	NP	NP	NP	NP
Brewpub (restaurant with auxiliary: Brewery, Distillery, or Winery)	P	NP	NP	P	NP	NP	NP	NP
Commercial food, textile and product manufacturing	NP	NP	NP	NP	NP	NP	NP	NP
Heavy manufacturing that may produce hazardous waste	NP	NP	NP	NP	NP	NP	NP	NP
Miscellaneous light manufacturing (Manufacturing processes that do not create hazardous waste)	NP	NP	NP	P	NP	NP	NP	NP
Warehouse and Self-Storage	NP	NP	NP	P/C	NP	NP	NP	NP
Climate Controlled Self-Storage	P/C	NP	NP	P/C	NP	NP	NP	NP
Transportation services (air, rail, road, truck and freight)	NP	NP	NP	P	NP	NP	NP	NP

	Mixed Use Village	Neighborhood Commercial	Community Facilities	Logistics	Existing Residential	Neighborhood Residential	Rural Residential	Open Space <sup>1</sup>
Telecommunications and broadcasting (radio, TV, cable, wireless communications, telephone, etc.)	S	S	S	S	S	S	S	NP
Utility Facilities (electric, natural gas, alternative)	P/C	P/C	P/C	P/C	P/C	P/C	P/C	NP
Hotel (45 or fewer rooms)	P	NP	NP	NP	NP	NP	NP	NP
Hotels (more than 45 rooms)	P	NP	NP	NP	NP	NP	NP	NP
Bed and Breakfast (5 or fewer guest rooms)	P	P/C	P	P/C	P/C	P/C	P/C	NP
Parking, structured	P	NP	NP	NP	NP	NP	NP	NP
Veterinary Services	P	NP	NP	P	NP	NP	NP	NP
Commercial Stables/Boarding	NP	NP	S	S	S	S	S	NP

<sup>1</sup> Open Spaces are reserved for active or passive recreation, and for the preservation of land in its natural state. Building on, or modification of, land in Open Space districts is generally prohibited except where incidental to a larger purpose of preserving and enhancing Open Space areas; or, where necessary for public health and safety purposes. The only exception is the category in Table 4.2 described as “Parks, greens, plazas, squares, and playgrounds.” These uses are allowed in Open Space districts, provided that vertical construction is kept to a minimum and, in the opinion of the City Manager, the primary purpose of the land use is not to provide for activity intended for other districts nor to otherwise circumvent this provision and the intent of this zoning UDC and the Comprehensive Plan of Fair Oaks Ranch.

P\* - Permitted as part of a mixed use development that contains both residential and nonresidential components within a single unified development. The residential component shall not exceed thirty (30) percent of the total area (square feet) of the land uses in the entire single unified development or lot as applicable. A single unified development shall be considered as the area/lots shown on an approved Concept Plan, if no concept plan exists then this maximum residential component percentage shall be calculated per lot. The total area of the land uses in a development calculation shall include the gross area inside all buildings and any outdoor areas associated with land uses (i.e. outdoor dining areas).



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

AGENDA TOPIC: Request for Proposals for Municipal Solid Waste Collection, Disposal and Recycling Service  
DATE: April 18, 2024  
DEPARTMENT: Finance  
PRESENTED BY: Clayton Hoelscher, Procurement Manager  
Carole Vanzant, CPM, Assistant City Manager

**INTRODUCTION/BACKGROUND:**

In 2017, the City Council approved an Exclusive Franchise Agreement with Republic Services for a five-year term for the collection, hauling, and disposal of residential garbage and refuse waste. The City Council renewed the agreement in 2022 a term of two years, expiring September 30, 2024, in accordance with the renewal provision of the Agreement. In late 2023, Republic Services notified the City of its interest in exercising the second renewal term option.

The City Council, at its February 2024 workshop, considered the following options in providing solid waste services for FY 2024-25 and subsequent years:

- Exercise the City’s option to renew the current agreement for two years, inclusive of negotiating enhancements and contract amendments.
- Solicit proposals (RFP) for solid waste collection services with the goal of advancing a new franchise agreement starting October 1, 2024.
- Negotiate a new agreement with a specific service provider.

At the City Council meeting on April 4, 2024, staff presented Republic Services’ renewal proposal. After review, Council requested staff bring forth a draft Request for Proposals for solid waste collection services.

Tonight, staff is seeking input from the Council on the draft Request for Proposals (RFP) attached as **Exhibit A**. As drafted, respondents will be asked to propose the following.

1. Total Monthly Residential Rate inclusive of disposal costs for solid waste services to include collection and disposal of Residential Garbage Refuse, Wastewater Sludge Screenings and Recycling Materials.
2. Total Monthly Residential Rate inclusive of disposal costs for bi-annual collection and disposal of brush and bulky items.
3. Total Monthly Residential Rate inclusive of disposal costs for annual collection and disposal of Household Hazardous waste.
4. Proposers should also include a cubic yard price for any special or storm related residential-owned property brush and bulky pickup. This is not a requirement, and the



City may or may not utilize the selected contractor for this service. This is only intended to establish a cubic yard price should the City need this service. This price should not be included in the monthly fee.

After receiving direction, staff will produce a final RFP and will advertise accordingly. A recommendation for a new franchise agreement will be brought to a future council meeting after proposals have been reviewed and a selection has been made. Next steps include:

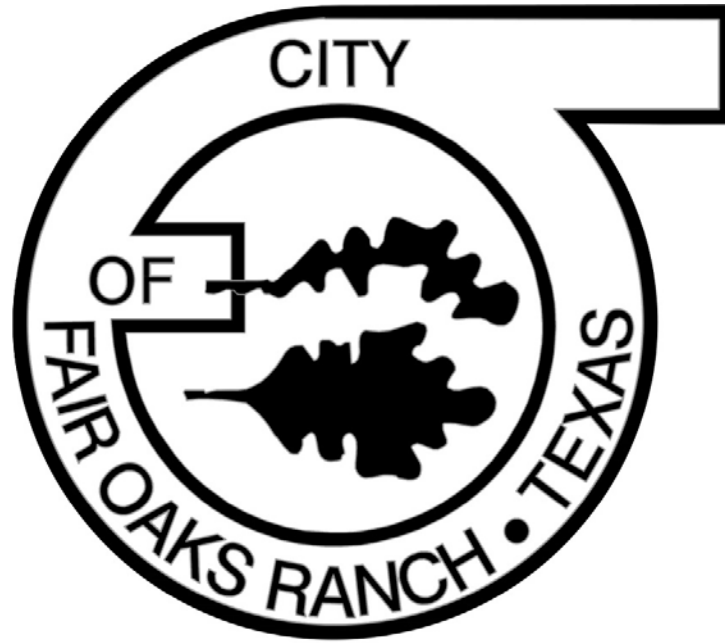
- Two publications of the RFP in the newspaper.
- Sealed proposals due.
- Review of proposals and recommendation presented to City Council.

**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

Seeking proposals will allow the City to compare multiple options to determine which is the most advantageous for the residents of Fair Oaks Ranch.

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

- Minimal budgetary impact to the City.
- Customers' monthly service rates could change based on the terms of a new franchise agreement.



**City of Fair Oaks Ranch**  
**REQUEST FOR PROPOSALS**  
**MUNICIPAL SOLID WASTE**  
**COLLECTION, DISPOSAL AND**  
**RECYCLING SERVICES**

**DUE BY:**

**Firms must submit one (1) unbound original and \_\_\_\_\_ bound copies labeled “Proposal for Municipal Solid Waste Collection, Disposal and Recycling Services” to the City of Fair Oaks Ranch, Attention: Clayton Hoelscher: 7286 Dietz Elkhorn, Fair Oaks Ranch, Texas 78015, no later than 2:00 P.M. on \_\_\_\_\_.**

**1. BACKGROUND**

The City of Fair Oaks Ranch (City) is issuing a Request for Proposals (RFP) to award a contract for municipal solid waste collection, disposal, and recycling services. The City is requesting proposals for the collection, removal and disposal of municipal solid waste for residential services and to divert suitable materials for recycling. The City will review proposals and award to the lowest responsible bidder that provides the best value for the municipality. Proposers must submit a proposal in accordance with the following minimum requirements contained in this document.

The City intends to enter into a five year agreement with optional renewals. The awarded contractor must meet all provisions of this RFP in the Franchise Agreement to provide services to the City.

**2. RATES**

By submitting a response to this RFP, Proposers agree that they have carefully read and considered all the terms and conditions of the RFP and are offering to perform such services on behalf of the City, in the type, quantity, and in the manner described, and subject to and in accordance with the terms and conditions outlined in the RFP and at the rates hereinafter set forth. The City reserves the right to negotiate rates prior to award. Proposers must provide pricing for and be able to provide all services included in this section. Rates shall be submitted as follows:

- 2.1. Total Monthly Residential Rate inclusive of disposal costs for solid waste services to include collection and disposal of Residential Garbage Refuse, Wastewater Sludge Screenings and Recycling Materials.
- 2.2. Total Monthly Residential Rate inclusive of disposal costs for bi-annual collection and disposal of brush and bulky items.
- 2.3. Total Monthly Residential Rate inclusive of disposal costs for annual collection and disposal of Household Hazardous waste.
- 2.4. Proposers should also include a cubic yard price for any special or storm related residential-owned property brush and bulky pickup. This is not a requirement, and the City may or may not utilize the selected contractor for this service. This is only intended to establish a cubic yard price should the City need this service. This price should not be included in the monthly fee.

**3. MONTHLY CONTRACT RATE FOR ADDITIONAL CONTAINERS**

In addition, Proposers response shall include monthly rates for additional Residential Containers.

**4. FRANCHISE FEE**

In consideration of the grant of the franchise herein the Contractor shall agree to:

- 4.1. Pay the City a franchise fee equal to five (5%) percent of the gross receipts of the Contractor

for Residential Unit services provided in the City. Franchise fee shall be paid each quarter, within thirty days after the quarter. The City may inspect the books of the Contractor related to the services provided to the City upon reasonable notice, at any time during business hours.

4.2. Remit to the CITY an amount equal to 50% of the net proceeds from the sale of all Recyclable Material collected from participants in the recycling program. Contractor shall remit such payment to the City each quarter, within thirty days after the quarter.

**5. ENHANCED PROPOSAL OPTIONS**

Proposers should provide as an attachment any additional options not listed in this RFP. This is not a requirement.

**6. EXAMINATIONS**

Each Proposer shall make its own examination, investigation and research regarding the proper method of performing the work, all conditions affecting the work to be done, the labor, equipment and materials, and the quality of the work to be performed. The City makes no representations as to the reliability of its estimates of service level and growth.

**7. DEFINITIONS**

Whenever used in this RFP the following terms shall have (unless otherwise expressly indicated) the meaning defined as follows:

**7.1. BRUSH AND BULKY ITEMS AND BRUSH AND BULKY ITEMS CURBSIDE PICKUP**

**7.1.1 BRUSH AND BULKY ITEMS**

- Brush includes personally trimmed and severed parts of all domestically cultivated trees and shrubbery. Above average disposal of brush should be taken into consideration as historically, up to 800 tons, per event has been picked up. Currently, residents are allowed one pile that does not exceed 15'L x 6'W x 6'H.
- Bulky items consist of household items such as large appliances with Freon removed, household fixtures, furniture, yard equipment with gas removed, mattresses, etc. Items have no size or weight limitations but are limited to residential and domestic items. Does not include commercial construction waste, remodeling materials or demolition debris. Currently, the average amount of material collected per event is \_\_\_\_\_.

**7.1.2 BRUSH AND BULKY ITEMS CURBSIDE PICK UP**

The collection and disposal of curbside Brush and Bulky items.

**7.2. CITY**

The City of Fair Oaks Ranch, Texas.

**7.3 CITY FACILITIES**

All municipal-owned buildings located at 7286 Dietz Elkhorn (City Hall Complex), 30955 Meadow Creek Trail (Fire Station) and 7895 Fair Oaks Parkway (Fire Station), and at the Wastewater Treatment Plant located off of No Le Hace Road.

**7.4. CITY MANAGER**

The Fair Oaks Ranch City Manager or his/her authorized designee.

**7.5. COMMERCIAL CONTAINER**

Metal receptacles designed to be lifted and emptied mechanically provided by the Contractor.

**7.6 CONTRACT**

The selected Proposer shall be required to sign a Municipal Solid Waste Collection, Disposal and Recycling Services Franchise Agreement to include the terms provided for in this RFP and any other requirements of the City.

**7.7. CONTRACTOR**

The person, corporation, partnership, or legal entity performing the services provided for under this proposal and the resulting contract.

**7.8. CONTRACTOR'S PUBLIC EDUCATION PROGRAM**

A Program, maintained by the Contractor, that provides information of materials to be collected, a list of materials that cannot be collected or items which will require a special fee based pick-up, and how to prepare materials for the weekly solid waste and recycling services as well as annual brush/bulky item pick up and household hazardous waste events.

**7.9. DEAD ANIMAL COLLECTION**

The collection of dead animals stored in the City's storage cooler.

**7.10. DISPOSAL SITE**

A legally permitted municipal solid waste depository including, but not limited to, sanitary landfills permitted or approved by all appropriate governmental agencies having jurisdiction and requiring such licenses, franchises, permits or approvals to receive for processing or final disposal municipal solid waste and dead animals.

**7.11. FRANCHISE AGREEMENT**

An agreement granting the right and responsibility to provide the Scope of Services provided for within this RFP.

**7.12. HOUSEHOLD HAZARDOUS WASTE**

Household Hazardous Waste shall mean any liquid or solid waste identified or listed as a hazardous waste by the United States Environmental Protection Agency (EPA) pursuant to

the Federal Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 and as may be identified by any state or federal agency as hazardous or toxic and requiring special handling or special disposal treatment. EPA considers some leftover household products that can catch fire, react, or explode under certain circumstances, or that are corrosive or toxic as household hazardous waste. Products, such as paints, cleaners, oils, batteries, and pesticides can contain hazardous ingredients and require special care when disposed of.

**7.13. LANDFILL**

Any facility or area of land receiving Municipal Solid Waste and operating under the regulation and authority of the Texas Commission on Environmental Quality ("TCEQ") within the State of Texas.

**7.14. MONTHLY RESIDENTIAL RATE**

Monthly fee charged by the Contractor to all single-family residential receiving solid waste collection, disposal and recycling services authorized by City Council.

**7.15. PROPOSER**

Vendor submitting a bid, statement of qualifications, or proposal in response to this solicitation.

**7.16. RECYCLING AND RECYCLING FACILITY**

Recycling shall mean a process by which recyclable materials are collected, sorted, processed, or prepared into marketable commodities for manufacturing into new products. Recycling Facility shall mean a facility where recyclable materials are sorted and processed.

**7.17. RECYCLING COLLECTION**

Weekly curbside and City Facility collection of recyclable materials.

**7.18. RECYCLING MATERIALS**

Recycling Materials includes, but not limited to the following:

**Paper Products** - Newspaper, magazines, ad circulars, catalogs, envelopes, file folders, flattened cardboard, paper bags, phone books.

**Glass** - Bottles and jars with labels and lids.

**Cans** - Empty aluminum and steel/tin cans used for beverages and food.

**Rigid Plastic Containers** - Household plastic containers labeled #1-7 with recycling symbol on the bottom of container. Labels and lids may be present.

**Other:** As detailed in the proposal including excluded items.

**7.19. REQUEST FOR PROPOSAL**

Refers to this Request for Proposal document and all attachments and amendments that may be made hereto.

**7.20. RESIDENTIAL CONTAINERS**

A 96-gallon wheeled container made of rigid plastic and provided by the Contractor to residential units for Residential Garbage and Refuse Collection and Recycling Collection.

**7.21. RESIDENTIAL GARBAGE AND REFUSE**

All dry trash, rags, kitchen and household wastes, food containers, lawn trimmings, leaves and other materials typically generated by a residential dwelling unit, which waste is treated by regulation as domestic municipal solid waste.

**7.22. RESIDENTIAL UNIT**

Garbage collection and recyclable material collection services to single-family, residential units will be billed directly by the Contractor. These types of residences include, but may not be limited to, single family residences on one electric meter or duplex dwelling units on one or more meters.

**7.23. ROLL-OFF CONTAINER**

An open top dumpster characterized by a rectangular footprint, utilizing wheels to facilitate rolling the dumpster in place. Container is designed to be transported by special roll-off trucks.

**7.24. SCREENINGS**

That floating and suspended matter, both organic and inorganic, that is removed from the wastewater entering the treatment plant by the mechanically cleaned course screens.

**7.25. STORM DAMAGE**

Storm damage refers to damage and debris produced by strong winds, rain, hail, lightning, flooding, storm, tornadoes or turbulent weather that ultimately will be identified at the City Manager's discretion.

**7.26. WASTEWATER SLUDGE**

The accumulated solids separated from the wastewater during processing. That portion of settled solids from the final clarifiers removed from the wastewater treatment processes to the solids drying beds or other solids handling facilities. Estimated annual amount 1,000 tons.

**8. AREA SERVICED BY THIS PROPOSAL**

**8.1.** The area of the City to be serviced by this Proposal is that area commonly known as the City limits of the City of Fair Oaks Ranch, detailed in the map in Attachment I of this RFP. The City reserves the option to alter the physical boundaries of the City of Fair Oaks Ranch shown on the attached map at any time during the contract period.

**8.2.** The service area contains approximately \_\_\_\_\_ residential units. This house count is subject to an upward adjustment to accommodate the anticipated future development in the City. The Contractor will bill each residential unit in the extension areas at the same current rate at the time that service is extended.

**8.3.** Contractor will have exclusive rights to collection of single-family residences of solid waste and recyclables within the City. However, the Contractor's rights will not include items such as material hauled by owner, occupant, or from Contractors whose materials is incidental

and removed at no additional cost with the use of owned vehicles (e.g. roofers, construction contractors, etc.)

8.4. Contractor shall make every effort to continue to provide weekly residential collection of solid waste and recyclable services on same day of the City’s current collection schedule as of September 30, 2024. Current schedule to be provided by City as part of the RFP process.

9. SCOPE AND INITIAL DATE OF SERVICES TO BE PERFORMED BY CONTRACTOR

Proposer’s response shall include at least the following services in accordance with this RFP, and such other optional services in the enhanced proposal opportunity provided under Section 5, provided such proposed optional services are found to be acceptable by the City. The day ordained by City Council for executing residential solid waste collection, disposal and recycling services for the area within the City of Fair Oaks Ranch shall commence on October 1, 2024.

9.1. WEEKLY COLLECTION.

9.1.1. RESIDENTIAL UNITS - Contractor shall provide one curbside Residential Garbage and Refuse collection and one curbside Recycling Material collection per week, for each of the residential units located within the City of Fair Oaks Ranch. The Recyclable Material curbside collection will occur on the same day as normal curbside Residential Garbage and Refuse collection. Such collection services must be provided between the hours of 7:00 A.M. and 7:00 P.M.

9.1.2. CITY FACILITIES – Contractor shall provide collection during the hours of 8:00 A.M. and 4:30 P.M. for each of the following locations as follows:

- **City Hall Complex** – collected in 96-gallon and four-yard commercial containers at a frequency of once (1) per week and collected by the Contractor on a day as the weekly collection of residential units.
- **Fire Stations** - collected in 96-gallon containers at a frequency of once (1) per week and collected by the Contractor on a day as the weekly collection of residential units.
- **Wastewater Treatment Plant** – collected in 96-gallon containers and 20 and 30-yard Roll-Off Containers at a frequency of twice (2) per week and collected by the Contractor on days as the weekly collection of residential units.

9.2. CONTAINERS.

9.2.1. RESIDENTIAL CONTAINERS - Contractor shall provide one Residential Container each for: 1) Residential Garbage and Refuse and 2) Recycling Materials to each residential unit.

9.2.2. COMMERCIAL CONTAINERS – At a minimum, Contractor shall provide the following commercial containers to the following City Facilities:



- **City Hall Complex** – one (1) 4-yard metal receptacle designed to be lifted and emptied mechanically and fifteen (15) 96-gallon wheeled containers made of rigid plastic.
- **Fire Stations** – four (4) 96-gallon wheeled container made of rigid plastic at each location.
- **Wastewater Treatment Plant** – one (1) 20- and one (1) 30-yard Roll-Off Container, and ten (10) 96-gallon wheeled containers made of rigid plastic.

**9.3. RECYCLING EDUCATION PROGRAM.**

Participation in curbside Recycling Collection shall be voluntary on the part of the resident. To promote maximum participation, Contractor shall, at the contract proposal price, implement, maintain, and manage a public education program. Contractor shall provide educational material on acceptable recycling materials. The educational material, at the minimum, shall be sent once a calendar year in customer billing statements.

Contractor shall produce resident education tags, the form of which to be approved by the City Manager, to be left by Contractor if non-recyclable material is rejected.

**9.4. RECYCLING FACILITY.**

Contractor shall include the location of the proposed Recycling Facility to be utilized by Contractor. City shall have the right to approve the Recycling Facility.

**9.5. ADDITIONAL SERVICES.**

Contractor shall render the following additional services:

- 9.5.1.** Curbside Brush and Bulky Item collections twice per calendar year, preferably January and August, to be coordinated and scheduled through the City Manager. During the collection period, all items of non-hazardous waste placed out along the CITY's right-of-way shall be picked up. City is responsible for an advance notice on customer procedures of collection that shall be mailed to each residential unit. Contractor shall reimburse the City all costs for producing and mailing the customer notice including 10% administrative fee of invoice total. The administrative fee does not apply to postage. Announcements of the pickup service shall be mailed in appropriate time to allow customers one week to place items out prior to start of pickup service in their zone. At least four zones should be utilized.
- 9.5.2.** Dead Animal Collection at city-owned storage cooler located at 7286 Dietz Elkhorn on each day the Contractor provides residential solid waste pick up in the City.
- 9.5.3.** Christmas Tree collection on a date to be determined annually by Contractor and City Manager but no later than mid-January of each calendar year.
- 9.5.4.** Storm Damage clean-up and disposal on City-owned property within 48 hours of written request made by the City Manager.

**9.5.5. Wastewater Sludge and Screenings removal and disposal:**

- **Wastewater Sludge** – Collected in a 30-yard Roll-Off Container at a frequency of twice (2) per week.
- **Screenings** - Collected in eight (8) 96-gallon wheeled, drainable, plastic waste wheelers at a frequency of once (1) per week.

**9.5.6. One scheduled Household Hazardous Waste collection event per calendar year. City is responsible for an advance notice on procedures of collection that shall be mailed to each residential unit. The amount collected, in tons, for the last three events were:**

- 2021        17,840
- 2022        14,493
- 2023        21,512

Contractor shall reimburse the City all costs for producing and mailing the customer notice including 10% administrative fee of invoice total. The administrative fee does not apply to postage.

**9.6. EDUCATION INFORMATION.**

Publishing and distribution of public education information, in hard copy and electronic version for use on City’s website, upon the initial award of the contract. The information should contain a list of materials to be collected, a list of materials that cannot be collected or items which will require a special fee-based pick-up, and how to prepare materials for the weekly residential solid waste and recycling service. Said information shall be provided to every new customer, after the initial distribution, and shall be sent to all customers after any changes in collection procedures.

**9.7. CUSTOMER SERVICE OFFICE**

A customer service office for billing, arrangement of services, and receipt of complaints. Customer service shall be available during normal business hours to respond to customer and city inquiries within two (2) hours of the initial call. Contractor shall, on billing statements, provide the Contractor’s customer service phone number.

A 24-hour emergency telephone number with a representative available to respond to emergency calls from the City.

**9.8. FLEET.**

Provision and maintenance of a fleet of solid waste collection vehicles sufficient in number and capacity to perform the work and render the services required. All equipment, including motor vehicles and trucks shall be kept clean and, in good condition and repair at all times. The trucks used in the collection of garbage shall be all metal, with completely enclosed "packer" type bodies that are designed and manufactured for the collection of garbage and

rubbish. Said collection vehicles shall have Contractor's name and telephone numbers painted on each side of the vehicle. Contractor shall supply detailed inventories including photographs of their equipment and all accessories by type, model, and year of manufacture and anticipated remaining useful life as of the date of inventory sheet in Attachment V, VI and VII. Such equipment shall include:

- Residential Garbage and Refuse collection vehicles;
- Brush and Bulky Items collection vehicles; and
- Recycling Material collection vehicles.

Collection vehicles shall carry at all times a shovel and a broom or rake, to be used for collection of spilled refuse. Vehicles shall be equipped with two-way communications for constant contact, during operations, with the local office of the company.

**9.9. FACILITIES**

Contractor shall supply all necessary transportation and storage facilities for all materials and equipment necessary to perform the Scope of Services required under this RFP. All transportation and storage functions shall be performed by duly licensed and qualified service providers and shall be in compliance with all environmental, health, and safety regulations.

**9.10. COMPLIANCE**

Contractor shall be responsible for all applicable local, state and federal taxes and charges, including any state solid waste levy fee in effect. Contractor specifically agrees to pay all applicable solid waste, recycling and household hazardous waste vehicle licensing and permitting fees.

**9.11. BUSINESS PLAN**

Submission of a business plan, including budget cost allocations, consisting of a schedule for the Scope of Services required, collection methodology that will be used, recycling material and marketing plan, and cost accounting scheme should be included with the proposal.

**9.12. LIABILITY**

Contractor shall be required to follow all applicable local, state and federal laws and regulations pertaining to the provision of the services detailed herein, including but not limited to those related to safety. Contractor shall assume all responsibility and liability of all waste once loaded into the Contractor's vehicle, including, but not limited to, safe transportation of waste material, and ensuring that disposal is performed in accordance with regulations. Contractor shall be responsible for the legal disposal of non-recyclable material at a State-approved facility.

**9.13. HOLIDAY SCHEDULE**

Contractor shall provide a Holiday Collection Schedule as shown in Attachment III.

**10. SUBMITTAL REQUIREMENTS AND PROVISIONS**

**10.1 SUBMISSION OF QUESTIONS**

Any questions should be submitted in writing to:  
Clayton Hoelscher, Procurement Manager  
[choelscher@fairoaksranchtx.org](mailto:choelscher@fairoaksranchtx.org)

**10.2 ADDENDUMS TO THE RFP**

The City of Fair Oaks Ranch shall not be held responsible for any oral instructions related to the project. Any official changes to this RFP will be in the form of a written addendum, which will be published on the City website at <http://tx-fairoaksranch2.civicplus.com/bids.aspx>

**10.3 WITHDRAWAL OF RFP**

The City reserves the right to withdraw the RFP at any point. At any time prior to the specified solicitation due time and date, firms may withdraw their Proposals by submitting a written request stating the reason for withdrawal.

**10.4 GENERAL INFORMATION**

The City of Fair Oaks Ranch reserves the right to reject any or all proposals to waive any informality or irregularity in any proposal received, and to be the sole judge of the merits of the respective proposals received.

**10.5 RFP SCHEDULE**

The dates and times listed below are estimated and are subject to change without notice.

- Deadline for written questions to be sent to [choelscher@fairoaksranchtx.org](mailto:choelscher@fairoaksranchtx.org) at 5:00 P.M. on \_\_\_\_\_
- One (1) original and \_\_\_\_\_ copies of the Proposal due no later than 2:00 PM (CST) on \_\_\_\_\_.
- Presentation and Interview with the selection committee (if necessary) – To Be Determined
- City Council Meeting to approve selection and agreement which will include the Scope of Services – To Be Determined

**10.6 SUBMISSION INSTRUCTIONS**

Proposals should be delivered or sent to 7286 Dietz Elkhorn, Fair Oaks Ranch, Tx 78015. All proposals should be addressed to Clayton Hoelscher, Procurement Manager. The City of Fair Oaks Ranch will receive sealed proposals until 2:00 P.M. on \_\_\_\_\_ and names of proposers will be read. Any proposals received after that time and date will be returned unopened to the bidder. Proposals should contain one (1) unbound original and \_\_\_\_\_ bound copies.

**10.7 INSTRUCTIONS TO PROPOSERS**

The proposals should include the information below and shall follow the format below.

- **Cover Letter/Executive Summary (1 page maximum)**

- **Tab 1 - Relevant Experience**

Provide a list of clients for which your company is currently providing similar services. Provide the contact information for three clients to include the project owner, title, location, current phone number, and e-mail address.

- **Tab 2 - Project Approach**

Describe your technical plan and timeline for accomplishing the scope of services, including at a minimum:

- Describe contingency plans to ensure services are provided in accordance with the schedule.
- Describe how adequate staffing of personnel and equipment will be maintained throughout the duration of this agreement.
- Describe how your company will be able to handle the City’s needs while also servicing other clients.
- Submit a business plan as detailed in the RFP.

- **Tab 3 – Price Proposal Form**

The price proposal should be filled out on the “Price Proposal Form” immediately following this Request for Proposals. An itemized cost shall be provided for each service listed in Sections 2.1 - 2.3 of this RFP. Section 2.4 is an optional cost intended to establish a cubic yard price should the City need this service. This price should not be included in the monthly fee.

- **Tab 4 - Certificate of Interested Parties (1295) Form**

A Certificate of Interested Parties Form must be submitted with the original proposal. The 1295 form and instructions for completion can be found at the following link: <https://www.ethics.state.tx.us/filinginfo/1295/>

- **Tab 5**

Proposer shall provide all information listed in the “**List of Attachments**” included in this RFP.

**10.8 EVALUATION CRITERIA**

All proposals received will be reviewed, evaluated, and ranked according to the content included in the proposal. The City may elect to interview firms.

The City reserves the right to reject any or all Proposals. The highest ranked Respondent(s) may be invited to enter into Contract negotiations with the City of Fair Oaks Ranch. If an agreement cannot be reached with the highest ranked Respondent(s), the City shall notify the Respondent and terminate negotiations. The second highest Respondent may be contacted for negotiations. The process may continue until successful negotiations are achieved. The City reserves the right to terminate negotiations with any and all Respondents should it be in the City’s best interest.

**10.9 INSURANCE**

All respondents must submit, with the RFP, proof of insurance coverage. Proof shall be by submission of copies of current policies or current Certificates of Insurance, including the effective dates of coverage.

**10.10 MISCELLANEOUS REQUIREMENTS AND PROVISIONS**

**ANTI-COLLUSION**

In submitting an offer, Respondent certifies that they have not participated in nor have they been party to any collusion, price fixing or any other illegal or unethical agreements with any company, firm or person concerning the pricing offered.

**NO PROHIBITED INTEREST**

Respondent acknowledges awareness of the state laws and applicable City Charter provisions regarding conflicts of interest and required disclosures. No officer, employee or agent of the City shall participate in the negotiation, selection, discussion, award or administration of a contract or procurement supported by public funds if: 1) that individual has a substantial interest in a person or entity, as defined by the City’s Charter, Code of Ordinances and/or Chapter 171 or 176 of the Texas Local Government Code, that is the subject of the contract or procurement; or 2) a conflict of interest, either real or apparent, would be involved, as defined therein.

**NON-RESIDENT BIDDERS/NO ISRAEL BOYCOTT**

Texas Government Code, Chapter 2252, Texas law prohibits city and governmental units

from awarding contracts to a non-resident bidder/proposer unless the amount of such bid is lower than the lowest bid by a Texas resident by the amount a Texas resident would be required to underbid the non-resident bidder/proposer on a bid/proposal for goods and services in the non-resident bidder's state. Texas Government Code, Chapter 2270 prohibits a governmental entity from entering into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

**EQUAL EMPLOYMENT OPPORTUNITY**

Respondent agrees that it will not discriminate in hiring, promotion, treatment, or other terms and conditions of employment based on race, sex, national origin, age, disability, or in any way violate Title VII of 1964 Civil Rights Act and amendments, except as permitted by said laws.

**ANTI-LOBBYING PROVISION**

During the period between RFP submission date and the contract award, respondents, including their agents and representatives, shall not directly discuss or promote their Proposal with any member of the City Council or City staff except in the course of City-sponsored inquiries, briefings, interviews, or presentations. Violation of this provision shall result in the rejection of the respondent's Proposal and disqualification from future consideration of similar RFP's.

**JURISDICTION**

Contract(s) executed as part of this solicitation shall be subject to and governed under the laws of the State of Texas. Any and all obligations and payments are due and payable in Kendall County, Texas. The parties agree that venue for purposes of any and all lawsuits, cause of action, arbitration, and/or any other dispute(s) shall be in Kendall County, Texas.

**CONFLICT OF INTEREST**

A statement indicating the respondent has no conflict of interest with the City, including any past or present employees or past or present elected officials of the City, must be submitted with the statement of qualifications. Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity must disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. This questionnaire must be filed, by law, with the City Secretary not later than the 7th business day after the date the person becomes aware of facts that require the statement be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. For more information or to obtain the Questionnaire CIQ go to the Texas Ethics Commission web page at [www.ethics.state.tx.us/forms/CIQ.pdf](http://www.ethics.state.tx.us/forms/CIQ.pdf).

**CONFIDENTIAL INFORMATION**

Any information deemed to be confidential by the respondent should be clearly annotated on the pages where confidential information is contained. The City cannot guarantee that it will not be required to disclose all or part of any public record under Texas Public Information Act, since information deemed to be confidential by the respondent may not be confidential under Texas Law, or pursuant to a Court order.

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### Price Proposal Form

The individual signing this certifies that he/she is a legal agent of the Company, authorized to submit on behalf of the Company, and is legally responsible for the decisions as to the supporting documentation provided. All itemized, monthly and additional fees should be included immediately following this signature page. An itemized cost shall be provided for each service listed in Sections 2.1 – 2.3. Additionally, proposer shall include pricing structure and methodology for future price increases.

Company Name: \_\_\_\_\_

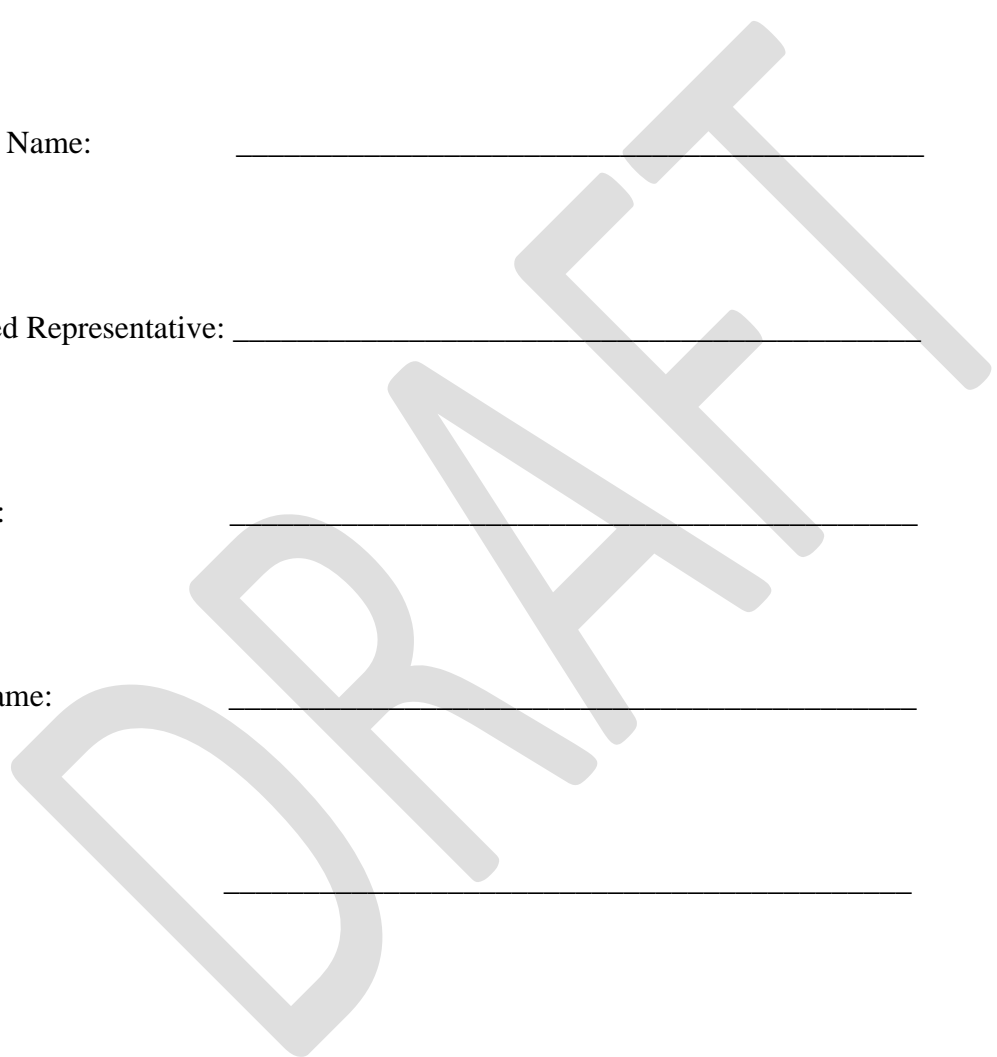
Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**LIST OF ATTACHMENTS**

The proposer should include the following information in their proposal.

- I. Map of City of Fair Oaks Ranch City Limits denoting Days of Collection Summary of Services to be Provided by the Contractor
- II. Summary of Services to be Provided by the Contractor
- III. Holiday Collection Service
- IV. Operation History Disclosure Requirement
- V. Garbage Collection Vehicle
- VI. Recyclables Collection Vehicle
- VII. Bulky Waste and Brush Collection Vehicle
- VIII. Certificate of Insurance

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**ATTACHMENT I**  
Denote Days of Residential Garbage and Refuse and Recycling Collection  
(For Reference see City Map following this Page)

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**ATTACHMENT II**  
**Summary of Services to be Provided by the Contractor**

<b><u>CUSTOMER SERVICE</u></b>	<b><u>FREQUENCY</u></b>	<b><u>CHARGE</u></b>
Residential Garbage and Refuse Collection	Once a week	Included in Monthly Fee
Curbside Recycling Collection	Once a week; coincide w/collection day;	Included in Monthly Fee
Curbside Brush and Bulky Items Collection	Scheduled twice per calendar year	Included in Monthly Fee
Out of Cycle Brush and Bulky Items Collection	Monday - Friday; with 48 hrs response	In Accordance with Contractor's Fee Schedule
City Facilities Collection	As detailed in Section 9.1	Included in Monthly Fee
Dead Animal Collection	Each day garbage is collected	Included in Monthly Fee
Wastewater Sludge Removal	Twice per week	Included in Monthly Fee
Screenings Removal	Twice per week	Included in Monthly Fee
Christmas Tree Collection	By mid-January of each calendar year	Included in Monthly Fee
Storm Damage Clean Up - City-Owned Property	Within 48 hours of being notified by the City Manager	Included in Monthly Fee
Storm Damage Clean Up - Residential-Owned Property	Within 48 hours of being notified by the City Manager	In Accordance with Contractor's Fee Schedule
Household Hazardous Waste	One per calendar year, determined by Contractor and approved by City Manager	Included in Monthly Fee
Holiday Schedule	As designated in Contract	Included in Monthly Fee
Education Program	As detailed in Section 9.3 and 9.6	Included in Monthly Fee

**ATTACHMENT III**  
**Holiday Collection Schedule**

List Holidays which will not have Collection Service and provide the amended Collection Day.

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**ATTACHMENT IV**  
Operation History Disclosure Requirement

1. Have any individuals to be assigned to perform this contract ever been indicted or convicted of a felony or misdemeanor greater than a Class "C" in the last five- (5) years? If yes, please indicate name(s) and nature of the indictment or conviction.
  
2. Has your company or any members of your team been terminated (or Cause or otherwise) from any work being performed for the City of Fair Oaks Ranch or any other Federal, State, Local Government or private entity? If yes, please indicate the firm that experienced termination and describe the nature of the termination event in detail. Include in this disclosure any attempts to terminate such contractual relationships which attempts may still be pending or unresolved.
  
3. Provide references for other similar-sized or larger municipalities you service
  
4. Provide a narrative of your firm's regulatory compliance history during the last ten- (10) years as that history pertains to operations in the state of Texas within any applicable Federal regulatory requirements and the Texas Commission on Environment Quality and its predecessor agencies. Such narrative shall include information for any subsidiaries or affiliates.

**ATTACHMENT V**  
**Garbage Collection Vehicle**

*(Complete one form for each type of vehicle to be used to provide service to the City)*

1. Manufacturer, Model and Year: \_\_\_\_\_

A. Cab and Chassis \_\_\_\_\_

B. Body \_\_\_\_\_

C. Engine \_\_\_\_\_

D. Transmission \_\_\_\_\_

2. Number of Vehicles: \_\_\_\_\_

3. Body: \_\_\_\_\_

A. Type of Body \_\_\_\_\_

B. Rated Capacity \_\_\_\_\_ cubic yard

C. Practical/Net Capacity \_\_\_\_\_ cubic yard

D. Type of Body Loading \_\_\_\_\_

E. Location of Loading  
by Crew Member \_\_\_\_\_

F. Direction and Type  
of Unloading \_\_\_\_\_

G. Vehicle owned, leased or  
other? \_\_\_\_\_

**ATTACHMENT VI**  
**Recyclables Collection Vehicle**

*(Complete one form for each type of vehicle to be used to provide service to the City)*

1. Manufacturer, Model and Year: \_\_\_\_\_

A. Cab and Chassis \_\_\_\_\_

B. Body \_\_\_\_\_

C. Engine \_\_\_\_\_

D. Transmission \_\_\_\_\_

2. Number of Vehicles: \_\_\_\_\_

3. Body: \_\_\_\_\_

A. Type of Body \_\_\_\_\_

B. Rated Capacity \_\_\_\_\_ cubic yard

C. Practical/Net Capacity \_\_\_\_\_ cubic yard

D. Type of Body Loading \_\_\_\_\_

E. Location of Loading  
by Crew Member \_\_\_\_\_

F. Direction and Type  
of Unloading \_\_\_\_\_

G. Vehicle owned, leased or  
other? \_\_\_\_\_



**ATTACHMENT VII**  
**Bulky Waste and Brush Collection Vehicle**

*(Complete one form for each type of vehicle to be used to provide service to the City)*

1. Manufacturer, Model and Year:

\_\_\_\_\_

A. Cab and Chassis

\_\_\_\_\_

B. Body

\_\_\_\_\_

C. Engine

\_\_\_\_\_

D. Transmission

\_\_\_\_\_

2. Number of Vehicles:

\_\_\_\_\_

3. Body:

\_\_\_\_\_

A. Type of Body

\_\_\_\_\_

B. Rated Capacity

\_\_\_\_\_ cubic yard

C. Practical/Net Capacity

\_\_\_\_\_ cubic yard

D. Type of Body Loading

\_\_\_\_\_

E. Location of Loading  
by Crew Member

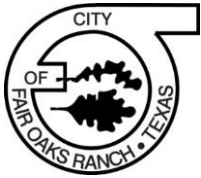
\_\_\_\_\_

F. Direction and Type  
of Unloading

\_\_\_\_\_

G. Vehicle owned, leased or  
other?

\_\_\_\_\_



## CITY COUNCIL REPORT CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Website Redesign Update  
 DATE: April 18, 2024  
 DEPARTMENT: Human Resources and Communication  
 PRESENTED BY: Joanna Merrill, IPMA-SCP, Director of Human Resources & Communications

### **INTRODUCTION/BACKGROUND:**

The City Council identified the development of a Communications Plan as one of its top priorities in the Strategic Action Plan. Priority 5.2 of the Strategic Action Plan states, “Develop and Implement a Proactive Communication Strategy.”

In December 2022, the Communications team created and proposed the first ever Strategic Communications Plan, which was later updated to include six priorities.

- 5.2.1 Create, coordinate, and lead Strategic Communication efforts
- 5.2.2 Develop Brand Identity
- 5.2.3 Create Opportunities for Resident Engagement & Participation
- 5.2.4 Provide Transparent and Timely Communication to Media and Public
- 5.2.5 Ensure a Well-Informed City Workforce
- 5.2.6 Design and Construct a City Gateway Feature

One of the key projects under Priority 5.2.2 is to implement a website redesign in accordance with our current contract with Civic Plus. Staff reviewed several key components when going through the redesign process including the following:

- User experience and ease of use.
- Prioritizing and streamlining information based on utilization data.
- Promoting identity consistency across the platform.
- Increasing mobile device features, accessibility, and visual optimization.
- ADA compliance and accessibility.

The website re-design project is currently in Phase 3 of the overall project timeline and while the organization of actual pages is still under construction staff wanted to present a sneak peak of what the exterior view for the website will look like before we are ready to go live.

### **POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

This project has been designated as a priority in the approved Strategic Action Plan for the FY 2023-24.

- 5.2.2 Develop Brand Identity and Credibility

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

There is no additional long-term financial or budgetary impact at this time.