



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

Thursday, February 20, 2025 at 6:30 PM

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

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

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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. Government Communicators Day Proclamation

Gregory C. Maxton, Mayor

5. Recognition of the Employee of the Quarter (Q1 - October 2024 through December 2024):  
Mark Kosta, Maintenance Technician

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

### **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 February 6, 2025 Regular City Council meeting minutes

Christina Picioccio, TRMC, City Secretary

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

Carole Vanzant, CPM, Assistant City Manager

**CONSIDERATION/DISCUSSION ITEMS**

- [8.](#) Consideration and possible action approving the first reading of an ordinance of the City Council of the City of Fair Oaks Ranch, Texas, amending Chapter 1 General Provisions, Article 1.08 Boards, Commissions, and Committees, Section 1.08.003 Transportation Safety Advisory Committee of the City of Fair Oaks Ranch Code of Ordinances; providing for severability and repealing clauses; and an effective date

Carole Vanzant, CPM, Assistant City Manager

**WORKSHOP**

- [9.](#) Transportation Safety Advisory Committee recommendations from the February 5, 2025 committee meeting

Carole Vanzant, CPM, Assistant City Manager  
Al Schmidt, Chairperson, Transportation Safety Advisory Committee

- [10.](#) Personnel Policies Manual Revisions

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

**REPORTS FROM STAFF AND COMMITTEES**

- [11.](#) 2024 Fair Oaks Ranch Police Department Annual Report

Todd Smith, Chief of Police

**REQUESTS AND ANNOUNCEMENTS**

12. Announcements and reports by Mayor and Council Members
13. Announcements by the City Manager
14. 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:

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



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

**Sec. 551.072 (Deliberation regarding real property)**

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

**RECONVENE INTO OPEN SESSION**

*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, February 17, 2025 and remained so posted continuously for at least 72 hours before said meeting was convened. A quorum of various boards, committees, and commissions may attend the City Council meeting.

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

# ***PROCLAMATION***

## ***City of Fair Oaks Ranch***

**WHEREAS**, the role of government communication professionals is to inform, educate and engage their communities; and

**WHEREAS**, robust communications creates transparency in government operations, which inspires trust with residents; and

**WHEREAS**, communications professionals provide information and educate the public in order to build awareness of government operations. With full understanding, residents will engage in civic issues and be contributors to critical decisions; and

**WHEREAS**, strong communications in government is essential to the foundational element of living in a democracy where citizens have a right for their voices to be heard and be involved in the decisions of their government; and

**WHEREAS**, the City of Fair Oaks Ranch is proud to recognize Casey Parker for his efforts as our City’s Multimedia Communications Officer and all government communicators’ for their professionalism.

**NOW, THEREFORE**, the City Council of the City of Fair Oaks Ranch does hereby proclaim February 21, 2025 as

### ***GOVERNMENT COMMUNICATORS DAY***

for the City of Fair Oaks Ranch, Texas. We encourage all residents to thank the members of the Communications Department who have dedicated themselves to ensure the City of Fair Oaks Ranch has effective and impactful communication strategies.

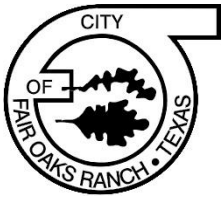
**WITNESS MY HAND AND SEAL THIS 20<sup>TH</sup> DAY OF FEBRUARY 2025.**

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Gregory C. Maxton, Mayor

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Christina Picioccio, TRMC  
City Secretary



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

Thursday, February 06, 2025 at 6:30 PM

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

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

**MINUTES**

**OPEN MEETING**

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

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

Council Absent: Council Member Stroup

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

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

**CITIZENS and GUEST FORUM**

- 3. Citizens to be heard** – Resident Nolan Kuehn asked Council about the second phase of reconstruction on Dietz Elkhorn Road after observing a woman with a baby carriage in the center of the Eastbound lane near Noble Lark. He asked that City Council make transportation a priority in our City.

**PRESENTATIONS**

**4. School Resource Officer Day Proclamation**

Mayor Gregory C. Maxton read a proclamation recognizing School Resource Officer Day, observed on February 15, 2025.

**CONSENT AGENDA**

- 5. Approval of the January 16, 2025 Regular City Council meeting minutes**
- 6. Approval of the first reading of an ordinance of the City Council of the City of Fair Oaks Ranch, Texas amending Chapter 12 Traffic and Vehicles, Article 12.01 General Provisions, Section 12.01.002 of the City of Fair Oaks Ranch Code of Ordinances establishing yield signs in Setterfeld Estates**
- 7. Approval of the second reading of an ordinance amending the City of Fair Oaks Ranch Code of Ordinances Chapter 12 Traffic and Vehicles, Article 12.01 General Provisions, Section 12.01.003 Prima Facie Speed Limits reducing the maximum speed limit on Noble Lark Drive and Kalkallo Drive to 20 miles per hour**
- 8. Approval of the second reading of an ordinance amending the City of Fair Oaks Ranch Code of Ordinances, Chapter 13 Utilities, Article 13.03 Water and Sewer System, Division 3, Part II Drought Contingency Plan and amending Appendix A Fee Schedule, Article A9 (v) and (w) Drought Surcharge Rates to include a fourth stage**

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

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

VOTE: 5 - 0; Motion Passed

**CONSIDERATION/DISCUSSION ITEMS**

**10. Consideration and possible action approving a resolution authorizing the execution of a work authorization with STV, Inc. for engineering services for the Ammann Road Reconstruction Project**

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

VOTE: 5 - 0; Motion Passed

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

MOTION: Made by Council Member Rhoden, seconded by Council Member Olvera, to approve a resolution amending Resolution 2024-50 to add a Civilian Investigator job title to the FY 2024-25 Pay Schedule.

VOTE: 5 - 0; Motion Passed

*Council Member Stroup arrived at 6:55 PM*

**WORKSHOP**

**12. Interlocal Agreement with Bexar County Emergency Services District No. 4 for EMS Transport Services**

City Manager Scott M. Huizenga, ICMA-CM, briefed the Council on an Interlocal Agreement for EMS Transport Services with Bexar County Emergency Services District No. 4, following notification from Acadian that they will not be renewing the current agreement. The Council discussed the agreement and provided input on key details to maintain continuity of service at the expected level for residents.

**REPORTS FROM STAFF AND COMMITTEES**

**13. Financial and Investment Report for the Quarter Ended December 31, 2024**

Summer Fleming, CGFO, Director of Finance, provided a Financial and Investment report to Council for the fiscal year quarter ended on December 31, 2024.

**REQUESTS AND ANNOUNCEMENTS**

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

Council Member Koerner thanked the Mayor and City Manager for their work in making the State of the City event a success. She also expressed an official welcome to newly appointed Chief of Police, Todd Smith.

Mayor Maxton announced that TxDOT crews are currently working on the Ralph Fair Road bridge, installing concrete spans, with work scheduled to continue from 7:00 PM to 7:00 AM throughout the weekend. He also provided an update on the construction project at Fair Oaks Parkway and Dietz Elkhorn, stating that it is nearly complete and expected to be finished soon. Additionally, construction on Battle Intense is set to begin next week, with traffic limited to one lane. Crews will be on-site to direct traffic, and residents are encouraged to use Ralph Fair Road as an alternate route. Mayor Maxton also reminded residents that Oak Wilt season has begun, noting that the cutting of oak trees is prohibited from February 1 to June 30, 2025, and that any open wounds should be treated immediately to prevent the spread of the disease. Lastly, he announced that the filing period for a place on the General Election ballot will close at the end of business on February 14, 2025.

**15. Announcements by the City Manager**

City Manager Scott Huizenga noted that the Battle Intense center lines defects have been cleaned up to correct markings.

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

N/A

**CONVENE INTO EXECUTIVE SESSION**

City Council convened into closed session at 7:33 PM 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. 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

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:

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

**Sec. 551.072 (Deliberation regarding real property)**

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

**RECONVENE INTO OPEN SESSION**

City Council reconvened into open session at 8:11 PM. No action was taken.

**ADJOURNMENT**

Mayor Maxton adjourned the meeting at 8:12 PM.

ATTEST:

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Gregory C. Maxton, Mayor

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

DATE: February 20, 2025

DEPARTMENT: Public Works

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

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#### **INTRODUCTION/BACKGROUND:**

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

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

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

This agenda item is to establish the enforcement of the previously placed yield signs. The City Council approved the first reading of this ordinance at the February 6, 2025 regular City Council meeting.

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

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

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

N/A

**LEGAL ANALYSIS:**

Approved as to form by City Attorney’s office.

**RECOMMENDATION/PROPOSED MOTION:**

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



**AN ORDINANCE**

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

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

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

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

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

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

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

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

**Section 1.** The Fair Oaks Ranch Code of Ordinances Chapter 12 Traffic and Vehicles, Article 12.01 General Provisions, Section 12.01.002 is hereby amended to include two yield signs as set forth in the attached **Exhibit A**.

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

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

**Section 4.** That it is officially found, determined, and declared that the meeting at which this ordinance is adopted was open to the public and public notice of the time, place, and

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

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

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

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

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

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

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

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

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

ATTEST:

APPROVED AS TO FORM:

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

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

**EXHIBIT A**

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

*Private Subdivision*

**Setterfeld Estates - LE Agreement (January 30, 2023)**

*Through Street*

*Stop Sign Street*

*Yield Sign Street*

Setterfeld Circle

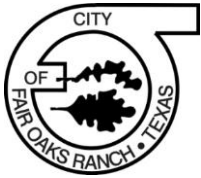
Agarita Mist

Honeycomb Rock

Honeycomb Rock (x3)

Saur Legacy Drive

Wild Coyote Lane



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

**AGENDA TOPIC:** Consideration and possible action approving the first reading of an ordinance of the City Council of the City of Fair Oaks Ranch, Texas, amending Chapter 1 General Provisions, Article 1.08 Boards, Commissions, and Committees, Section 1.08.003 Transportation Safety Advisory Committee of the City of Fair Oaks Ranch Code of Ordinances; providing for severability and repealing clauses; and an effective date

**DATE:** February 20, 2025

**DEPARTMENT:** Administration

**PRESENTED BY:** Carole Vanzant, CPM, Assistant City Manager

**INTRODUCTION/BACKGROUND:**

Many municipalities have transportation safety committees which review and discuss transportation matters in their communities before City Council consideration. At the City Council’s May 2, 2024 workshop, Council Member Koerner led a discussion on establishing a Transportation Safety Advisory Committee (“TSAC”). Upon agreeing to the creation of said committee, Council Member Koerner offered to work with staff on the applicable ordinance for Council’s consideration and action at a future meeting including a draft committee procedure rules.

Following are the actions taken relative to the formation and procedures of TSAC.

- June 20, 2024 City Council meeting - The City Council approved the first reading of an ordinance establishing TSAC. A draft committee Rules of Procedure (“Rules”) providing for the committee composition, purpose, rules, and duties was provided.
- July 18, 2024 City Council meeting – The City Council approved the second reading of an ordinance establishing TSAC and approved a resolution adopting the Fair Oaks Ranch Transportation Safety Advisory Rules of Procedure.
- November 15, 2024 TSAC meeting – The committee members discussed the Rules and provided suggested amendments. Staff was asked to present an updated draft at the committee’s next meeting.
- February 5, 2025 TSAC meeting - After performing a review of the amended Rules, the committee recommended approval to advance them to the City Council for consideration and action.

Two committee recommendations in the Rules require an amendment to the ordinance that established the Committee:

1. Change the committee composition to seven regular members from five regular and two alternates allowing for more committee representation from meeting to meeting.

- 2. Amend the ordinance to reflect the committee Rules that “sitting Council members may not serve on the Committee.” Committee composition is a City Council provision which appropriately belongs in the ordinance creating the committee.

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

- 1. Provides input from the Committee and citizens.
- 2. Provides more committee member representation.

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

N/A.

**LEGAL ANALYSIS:**

Approved as to form.

**RECOMMENDATION/PROPOSED MOTION:**

I move to approve the first reading of an ordinance amending the City of Fair Oaks Ranch Code of Ordinances Chapter 1 General Provisions, Article 1.08 Boards, Commissions, and Committees, Section 1.08.003 Transportation Safety Advisory Committee.

**AN ORDINANCE**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS, AMENDING CHAPTER 1 GENERAL PROVISIONS, ARTICLE 1.08 BOARDS, COMMISSIONS, AND COMMITTEES, SECTION 1.08.003 TRANSPORTATION SAFETY ADVISORY COMMITTEE OF THE CITY OF FAIR OAKS RANCH CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY AND REPEALING CLAUSES; AND AN EFFECTIVE DATE**

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

**WHEREAS**, on July 18, 2024, the City Council approved Ordinance 2024-09 establishing a Transportation Safety Advisory Committee (“committee”) to assist in the continuance of the city’s quality of life through a citizen-government partnership that promotes safe and secure public roads and walks, and

**WHEREAS**, said ordinance provides for a committee composition of five (5) regular members and two (2) alternates, and

**WHEREAS**, on July 18, 2024, the City Council approved Resolution 2024-34 adopting the Fair Oaks Ranch Transportation Safety Advisory Committee Rules of Procedure, and

**WHEREAS**, at the November 15, 2024 committee meeting, the committee provided recommended amendments to the adopted Rules of Procedure to include a membership composition amendment of seven (7) regular members and no alternates, and other administrative amendments, and

**WHEREAS**, at the February 5, 2025 committee meeting, after performing a review of the proposed amended Rules of Procedure, the committee recommended approval to advance the proposed Rules to the City Council for their consideration and action, and

**WHEREAS**, the City Council finds amending the Fair Oaks Ranch Code of Ordinances Chapter 1 General Provisions, Article 1.08 Boards, Commissions, and Committees, Section 1.08.003 Transportation Safety Advisory Committee is appropriate to align with the amended Rules of Procedure.

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

- Section 1.** Chapter 1 General Provisions, Article 1.08 Boards, Commissions, and Committees, Section 1.08.003 Transportation Safety Advisory Committee is hereby amended as set forth in the attached **Exhibit A**.
- Section 2.** That the recitals contained in the preamble hereto are hereby found to be true and such recitals are hereby made a part of this ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.
- Section 3.** It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance be severable, and, if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared invalid by

judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this ordinance and the remainder of this ordinance shall be enforced as written.

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

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

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

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

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

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

**PASSED and APPROVED on first reading by the City Council of the City of Fair Oaks Ranch, Texas, on this 20<sup>th</sup> day of February 2025.**

**PASSED, APPROVED, and ADOPTED on second and final reading by the City Council of the City of Fair Oaks Ranch, Texas, on reading this 6<sup>th</sup> day of March 2025.**

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

ATTEST:

APPROVED AS TO FORM:

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

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

**EXHIBIT A**

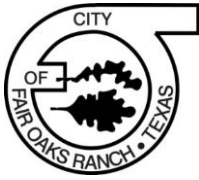
Chapter 1 General Provisions, Article 1.08 Boards, Commissions, and Committees, Section 1.08.003 Transportation Safety Advisor Committee is hereby amended as follows:

[Deletions shown as strikethrough and additions shown as underscore]

Sec. 1.08.003 Transportation Safety Advisory Committee

- (a) The Fair Oaks Ranch Transportation Safety Advisory Committee is hereby established.
- (b) The Committee shall consist of ~~five (5)~~ seven (7) regular members and ~~two (2)~~ alternates who will serve staggered two (2) year terms, starting October 1, 2024.
- (c) Members serve at the will of the City Council and shall be resident citizens.
- (d) The City Manager will assign city staff as non-voting members to participate and support the Committee with the minimum representation from the Public Safety or Public Works department.
- (e) Sitting City Council members may not serve on the Committee.






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## CITY COUNCIL WORKSHOP

### CITY OF FAIR OAKS RANCH, TEXAS

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AGENDA TOPIC: Transportation Safety Advisory Committee recommendations from the February 5, 2025 committee meeting

DATE: February 20, 2025

DEPARTMENT: Transportation Safety Advisory Committee

PRESENTED BY: Al Schmidt, Chairperson, Transportation Safety Advisory Committee  
Carole Vanzant, CPM, Assistant City Manager

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#### **INTRODUCTION/BACKGROUND:**

On July 18, 2024, the City Council approved an ordinance establishing a Transportation Safety Advisory Committee. The role of the Committee is to assist the City Council in the continuance of the city's quality of life through a citizen-government partnership that promotes safe and secure public roads and walks.

At the same meeting, the City Council approved a resolution adopting the committee's Rules of Procedure. Rule 5.1 provides the committee shall review transportation (vehicles, bicycles, pedestrians, etc.) safety issues submitted either by citizens or by city staff and to provide recommendations to the City Council with respect to the submittals.

Through January 10, 2025, staff received eight submittals inclusive of twelve requests for the committee's consideration. On February 5, the Committee received a staff report on two submittals where recommendations were not required. The Committee discussed and provided recommendations to three submittals.

Below is a summary of the three citizen submissions. **Attachment A** includes each complete requestor submission and desired resolution with a staff report for each submission. The submissions have been updated to reflect meeting notes and the Committee's action or recommendation.

1. Request for placement of two radar feedback signs on Dietz Elkhorn (west)
2. Request to reduce the speed limit on Dietz Elkhorn(west) to 30 mph
3. Request for traffic and pedestrian improvements at the intersection of Fair Oaks Parkway and Front Gate (westbound traffic)
4. Request for median improvement located at Fair Oaks Parkway and Front Gate
5. Request for traffic and pedestrian improvements at the intersection of Fair Oaks Parkway and Front Gate (eastbound traffic)

The Committee scheduled a special meeting for February 26, 2025 to consider the additional submissions.

Based on the City Council direction, staff will develop agenda items for the Council's consideration and action at a future meeting.

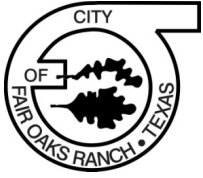
**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

1. Provides input from TSAC and citizens.
2. Follows the Committee's Rules of Procedures
3. Allows for continued improvement of the city's quality of life relative to transportation safety.
4. Meets the City's Strategic Action Plan pillar of Reliable and Sustainable Infrastructure.

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

Dependent on City Council direction.

## Attachment A



### TRANSPORTATION SAFETY ADVISORY COMMITTEE CONSIDERATION ITEM CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Consideration and possible action on a request for placement of two radar feedback signs on Dietz Elkhorn (west)

DATE: February 5, 2025

REQUESTER: Geri Pieper, Resident

## REQUEST

### Location/Situation for Review and Description of Concerns

This request is not for specific items on Dietz Elkhorn, but rather is a request for the City to follow through with what was funded and intended in 2021/22 but never accomplished.

The 2021/22 budget included \$175K for Dietz Elkhorn improvements. The June 28, 2021 budget workshop indicated \$175K would include Chartwell realignment (\$100K), Van Raub turn lane (\$50K), and speed signs (\$15K). The November 4, 2021 street projects update by staff indicated the \$175K was for the Dietz/Chartwell intersection plus other Dietz Elkhorn speed limit/radar feedback signs/intersection warning signs/no-truck signs. At the May 5, 2022 Council meeting, a Chartwell/Dietz intersection construction contract, under a much higher cost option than originally proposed, along with a budget amendment were approved by Council. The staff summary for the budget amendment for an additional \$298K specifically stated it would be for the Chartwell/Dietz intersection project plus would include "radar feedback signs (est \$25k) and pedestrian-activated crosswalks (est \$25k) at other locations on Dietz Elkhorn Rd."

Note the specific reference to "at other locations on Dietz Elkhorn Rd." These other intended improvements had nothing to do with the Chartwell/Dietz intersection project or location. Nothing has been done on Dietz Elkhorn other than the over budget Chartwell/Dietz intersection project. This request is primarily for those other intended improvements at other locations on Dietz Elkhorn.

Staff should identify for the TSAC what the other intended improvements were. This was identified by staff/General Engineering Consultant back in 2021/22. I don't believe staff or the General Engineering Consultant publicly stated the specific locations of the other intended items.

At recent meetings, staff indicated two radar feedback signs were purchased in 2021/22, these were installed on Battle Intense, not Dietz Elkhorn. Recent staff comments also inferred additional signage on Dietz Elkhorn had been deferred due to the upcoming reconstruction and widening of Dietz Elkhorn east. Staff should identify what that additional signage included and whether those additions will be included in the reconstruction project.

In anticipation of having radar feedback signs placed on Dietz Elkhorn, I have one specific request for TSAC to consider. I request the TSAC consider placing two signs on the western end of Dietz

Elkhorn between the 4-way stop at Old Fredericksburg Road (for eastbound traffic) and the curve around the law firm property across from the Vantage apartments (for westbound traffic). It is evident from observing traffic during the day that many cars really get moving coming down the hill eastbound from the 4-way stop, and westbound as they round the curve and head down that hill. I believe radar signage would help slow them down.

Thank you for your consideration.

**Desired Outcome/Resolution**

Do what was budgeted for and intended in 2021/22.

**STAFF REPORT**

**Public Works Comments**

Funding for additional radar feedback signs, like those on Battle Intense, is in the FY 2024-25 budget. Upon receipt of the signs, staff plan to install them where speeding is an ongoing issue. Possible locations include Dietz Elkhorn (west), Keeneland, and Meadow Creek Trail, etc.

Staff is open to recommendations on location from TSAC and Public Safety.

**Public Safety Comments**

Extra signage or radar feedback signs can be used to help remind travelers to obey the posted speed limit.

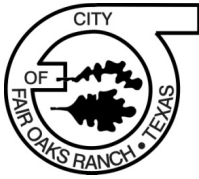
**Estimated Costs, including but not limited to, required studies / analysis**

Radar feedback signs are in this year’s fiscal budget.

**COMMITTEE DISCUSSION/RECOMMENDATION**

When asked by the Committee, Director of Public Works and Engineering Services Grant Watanabe confirmed two radar feedback signs - one permanent and one temporary are funded in this year’s fiscal budget. A permanent sign costs \$20,000 and a temporary sign costs \$10,000.

*Committee recommends advising the City to place the budgeted radar feedback signs on Dietz Elkhorn West and to consider extra signage between Old Fredericksburg Road and the law firm area.*




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**TRANSPORTATION SAFETY ADVISORY COMMITTEE  
CONSIDERATION ITEM  
CITY OF FAIR OAKS RANCH, TEXAS**

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AGENDA TOPIC: Consideration and possible action on a request to reduce the speed limit on Dietz Elkhorn(west) to 30 mph

DATE: February 5, 2025

REQUESTER: Geri Pieper, Resident

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## REQUEST

### **Location/Situation for Review and Description of Concerns**

This request is for lowering the speed limit on Dietz Elkhorn west to 30 mph, between Fair Oaks Parkway and Old Fredericksburg Road, making this portion consistent with the speed limit on Dietz Elkhorn east.

With the reduction in the speed limit, our hope is to keep drivers traveling at a safer speed to protect themselves as well as the wildlife in this area. It would also assist those of us on this stretch of road when exiting our property during peak hours.

### **Desired Outcome/Resolution**

Lower the speed limit to reduce speeds.

## STAFF REPORT

### **Public Works Comments**

Dietz Elkhorn (west) was reduced to 35 mph to allow for golf carts. Note that once Dietz Elkhorn (east) is reconstructed with wider shoulders to accommodate pedestrians, bicyclists, and space for golf carts to pull over and let vehicles pass, the City Council may consider raising the Dietz Elkhorn (east) speed limit to 35 mph to match Dietz Elkhorn (west).

### **Public Safety Comments**

This road is one of the heaviest patrolled and speed enforced in the City. There have been no reported collisions as a result of excessive speed.

### **Estimated Costs, including but not limited to, required studies / analysis**

1. With the City Council guidance, staff can perform an in-house traffic study to determine current vehicle speeds.
2. Speed limit sign(s) and installation.

**COMMITTEE DISCUSSION / ACTION**

At the podium, Ms. Pieper stated consistency on Dietz Elkhorn Road would be appreciated. Members discussed:

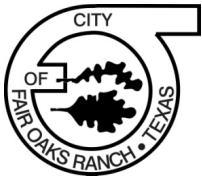
1. State speed limit requirements for golf carts.
2. State recommends speed limits be set at the 85% percentile (speed study in FY2020/21, the 85% percentile was reported to be 37-38 mph).
3. Police confirmed no accidents reported due to excessive speed. Acceleration of the downhill driving was monitored to be roughly 41-42 mph.
4. The curve on Dietz Elkhorn before Van Raub Elementary School.
5. Having speed limit consistency on Dietz Elkhorn.
6. Requesting police staff to provide speed limit and vehicle number data at a future meeting.

*Recommend amending the speed limit on Dietz Elkhorn from Old Fredericksburg Road and the Parkway to 30 mph. (No second)*

*Recommend to City Council the speed limit remain the same at 35 mph. (Failed; 2-3)*

*Recommend revising the speed limit from Old Fredericksburg Road and Van Raub Elementary School to 30 mph. (No second)*

*Recommend the Committee postpone the item and request the Police Chief to bring existing data concerning the number of citations and speed. (Passed; 4-1)*




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**TRANSPORTATION SAFETY ADVISORY COMMITTEE  
CONSIDERATION ITEM  
CITY OF FAIR OAKS RANCH, TEXAS**

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AGENDA TOPIC: Consideration and possible action on traffic and pedestrian improvements at the intersection of Fair Oaks Parkway and Front Gate (westbound traffic)

DATE: February 5, 2025

REQUESTER: Harold Prasatik, Resident

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## REQUEST

### Location/Situation for Review and Description of Concerns

Item One (Westbound traffic): Because the intersection of Fair Oaks Parkway (FOP) and Front Gate appears to be one of the busiest intersections within the interior of FOR, in my estimation, special attention is warranted. There are over 500 homes in Front Gate from which vehicles exit via Front Gate (south) or Square Gate (north). I am submitting three forms. This is the first which focuses on westbound FOP traffic:

1. A driver turning right from Front Gate onto FOP must look to the left and wait for the westbound traffic which comes over a rise along FOP at speeds of 35 mph and sometimes faster. It becomes a gamble for the driver to quickly guess when it is safe to enter FOP. At certain times of day, there may be long waits which can tempt a driver to take a chance.
2. If a driver is attempting to turn left from Front Gate onto FOP, has the same challenge of judging when to jump across westbound FOP, and then pause in the median. The driver might then be on the left, right, or angled in the median. See my second request form for median issues.
3. A driver paused in median to continue north onto Front Gate must look to the right and faces the same challenge of gauging the speed of westbound traffic on FOP as it comes over the rise, which at 35 mph forces quick decisions.
4. With the fast traffic on FOP, and with fast decisions by drivers on Front Gate, the intersection is unsafe for pedestrians crossing FOP.

### Desired Outcome/Resolution

1. Reduce the speed limit to 30 mph on FOP in the area and put up a sign for westbound traffic indicating that the Front Gate intersection is ahead.
2. Install "All-Way" stop signs. This will give the Front Gate traffic a chance to exit without inordinate waiting and with less risk. Treat the intersection like that at Dietz Elkhorn - Square Gate and install two flashing signs on FOP. The Square Gate intersection appears to have less traffic, yet it warrants stop signs.
3. Consider performing a traffic study for more guidance.
4. Install proper signage to help pedestrians at this intersection. Lower the speed limit to reduce speeds.

## STAFF REPORT

### Public Works Comments

1. Consider utilizing "suggested speed limit" signs from the crest of the hill to IH-10 westbound and placement of an intersection ahead warning sign.
2. An all-way stop sign would potentially cause more congestion and delay of traffic flow on Fair Oaks Parkway.
3. Pedestrian crossing on Fair Oaks Parkway is not encouraged. If Committee decides to address pedestrian crossing at Front Gate and Fair Oaks Parkway, more information is warranted as to proposed signage location.

### Public Safety Comments

There are many streets that enter Fair Oaks Pkwy between IH-10 and Ralph Fair Road. Considering the importance in keeping traffic flowing on Fair Oaks Parkway, stop signs would reduce the flow and add congestion. No traffic incident of excessive speed or engineering concerns have been reported.

### Estimated Costs, including but not limited to, required studies / analysis

Speed limit, stop, and pedestrian sign(s) and installation.

## COMMITTEE DISCUSSION / RECOMMENDATION

Note: The three requests (Fair Oaks Parkway westbound traffic, Fair Oaks Parkway eastbound traffic, and the median at the intersection of Front Gate and Fair Oaks Parkway) were considered as one at the TSAC meeting. Requests two and three follow this request.

At the podium, Mr. Prasatik presented photos of his submitted concerns and noted he has the support of the Front Gate Homeowners Board. The photos are now included as part of the original submittal. The Committee discussed

1. Performing a study of the intersection issues: median, pedestrian crossing, stop sign location and additional intersection stop signs, speed limit, visibility, and a left turn lane.
2. Other intersections on Fair Oaks Parkway and other roads, such as Ralph Fair Road, have similar issues.
3. Clearing the landscaped areas at the entrance of Front Gate and moving the Square Gate crossbar 8-10 feet forward.
4. The desired outcomes as outlined in the submission.
5. Reducing the speed limit would create inconsistency on Fair Oaks Parkway.
6. Having a turn lane, de-acceleration lane, and an improved median would be at costly expense.

*Committee recommends adding a double yellow line and reflectors in/around the median, placing warning signs, moving the crossbar as far forward as legally possible, and to ask the City Council to consider performing a study.*






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**TRANSPORTATION SAFETY ADVISORY COMMITTEE  
CONSIDERATION ITEM  
CITY OF FAIR OAKS RANCH, TEXAS**

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AGENDA TOPIC: Consideration and possible action on the Fair Oaks Parkway median at Front Gate

DATE: February 5, 2025

REQUESTER: Harold Prasatik, Resident

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## REQUEST

### **Location/Situation for Review and Description of Concerns**

Item Two. (The median) Because the intersection of Fair Oaks Parkway (FOP) and Front Gate appears to be one of the busiest intersections within the interior of FOR in my estimation, special attention is warranted. There are over 500 homes in Front Gate from which vehicles exit via Front Gate (south) or Square Gate (north). I am submitting three forms. This second form focuses on the median at FOP and Front Gate.

1. The median in FOP at Front Gate is poorly designed. It is too narrow and too short. Issues occur when one vehicle is already in the median, but angled, making it hard for a second vehicle to enter the median. There is no line separating the lanes in the median (if there are lanes), so vehicles may stop at an angle across the median whether coming from either direction.
2. I have witnessed a school bus leaving Front Gate and trying to turn left (east) onto FOP. The bus entered the median and then backed up (onto westbound FOP) because the median lanes were too narrow to make the left turn (and another vehicle was involved). Imagine that dangerous situation.
3. Maneuvering in this intersection is further complicated by Texas law that applies when the median is less than 30 feet wide in which vehicles are expected to be on the left side of the median when turning left. The median appears to be about 20 foot wide. Vehicles tend to do the opposite of state law in this intersection.
4. How does a pedestrian manage crossing this median as part of the intersection?

### **Desired Outcome/Resolution**

1. Have a traffic study done to help in designing the traffic flow.
2. Widen the median turn lanes.
3. Paint a dividing line in the median, and paint directional arrows on the pavement based on recommendations from a traffic study.
4. Consider stop signs in all directions to better help vehicles attempting to navigate this difficult intersection, using Dietz Elkhorn - Square Gate as an example.

5. Consider better signage to help pedestrians when crossing either FOP or Front Gate...i.e. all directions. Reduce the speed limit to 30 mph on FOP in the area and put up a sign for westbound traffic indicating that the Front Gate intersection is ahead.

**STAFF REPORT**

**Public Works Comments**

1. The median is 30 feet wide, which is adequate for two lanes.
2. Adding a yellow centerline can help keep vehicles in their lane and not stop at an angle.
3. Pedestrian crossing on Fair Oaks Parkway is not encouraged.
4. Due to cost, volume of traffic, and length of construction time, widening the median is not recommended.
5. The school has not reported any issue with the median.

**Public Safety Comments**

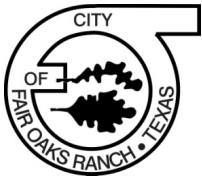
There are no immediate concerns at this time when considering the expense and extended closure required to do the requested redesign. This closure would cause serious delays, congestion, and safety concerns. There are dozens of intersecting roads to the Parkway that could articulate similar concerns.

**Estimated Costs, including but not limited to, required studies / analysis**

Adding a yellow centerline in the median can be done in-house and within fiscal year budget.

**COMMITTEE DISCUSSION / RECOMMENDATION**

*Note: The Committee discussion and recommendation for this request are found on the first page of this agenda item.*




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**TRANSPORTATION SAFETY ADVISORY COMMITTEE  
CONSIDERATION ITEM  
CITY OF FAIR OAKS RANCH, TEXAS**

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AGENDA TOPIC: Consideration and possible action on traffic and pedestrian improvements at the intersection of Fair Oaks Parkway and Front Gate (eastbound traffic)

DATE: February 5, 2025

REQUESTER: Harold Prasatik, Resident

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## REQUEST

### Location/Situation for Review and Description of Concerns

Item Three (Eastbound on FOP): Because the intersection of Fair Oaks Parkway (FOP) and Front Gate appears to be one of the busiest intersections within the interior of FOR in my estimation, special attention is warranted. There are over 500 homes in Front Gate from which vehicles exit via Front Gate (south) or Square Gate (north). I am submitting three forms. This third form focuses on FOP eastbound traffic.

1. Eastbound drivers on FOP at night have difficulty in locating the intersection at night. The Front Gate street sign is on the opposite side of the Front Gate entrance, making it difficult to see the street sign even during the day. This busy intersection doesn't even have the tiniest of reflectors to help locate the intersection at night.
2. Travelling east on FOP at the speed of 35 mph, and with no visible street sign at the intersection, especially at night, a vehicle may suddenly slow to turn left or may stop to avoid vehicles already in the median. There is a sign indicating the neighborhood is ahead in the distance, but nothing at the intersection.
3. As eastbound vehicles pause at the intersection to await their opportunity to turn left or stopped behind others, some drivers become impatient and drive around stopped traffic onto the shoulder of FOP (and part of the ditch) to avoid waiting. This is especially dangerous if a vehicle from Front Gate manages to make a left turn onto FOP. It can also be dangerous if one of the paused vehicles moves forward on FOP at the same time a shoulder/ditch driver is making a move.
4. With fast eastbound traffic and no signage, how does a pedestrian negotiate this intersection?

### Desired Outcome/Resolution

1. This intersection deserves a full traffic study given the high volume of traffic and difficult issues.
2. Slow the traffic on FOP to 30 mph to help drivers better negotiate these difficult situations.
3. Clearly mark the intersection so that drivers know where it is, especially at night.
4. Consider installing stop signs for all directions at this intersection (like at Square Gate/Deitz).

- 5. Consider adding a turn lane onto Front Gate for eastbound FOP traffic by widening FOP at this intersection.
- 6. Devise a way to keep eastbound FOP traffic from driving on the shoulder and in the ditch.
- 7. Consider better signage for pedestrian crossing in any of the directions at the intersection.

**STAFF REPORT**

**Public Works Comments**

- 1. In accordance with TxDot standards, Front Gate sign is appropriately placed. Sign messaging can be improved with the use of larger lettering and utilizing "intersection warning" verbiage.
- 2. Raised pavement markings can be installed in the median.
- 3. Consider utilizing "suggested speed limit" signs vs lowering the speed limit.
- 4. An all-way stop sign would potentially cause more congestion for Fair Oaks Parkway traffic.
- 5. Pedestrian crossing on Fair Oaks Parkway is not encouraged due to traffic volume.

A traffic study would be needed to determine if a dedicated left-turn is warranted.

**Public Safety Comments**

As with the previous requests concerning this intersection, the concern lies with prioritizing the flow of traffic and not creating more congestion. A construction project to redesign this intersection would contribute to congestion and extended closures of this roadway.

It is legal to pass on a shoulder. It typically occurs when the turn lane in a median is blocked. Undertaking a project of enlarging the median and/or widening the road to accommodate another lane of traffic would be much more concerning than the occasional car using the shoulder to pass.

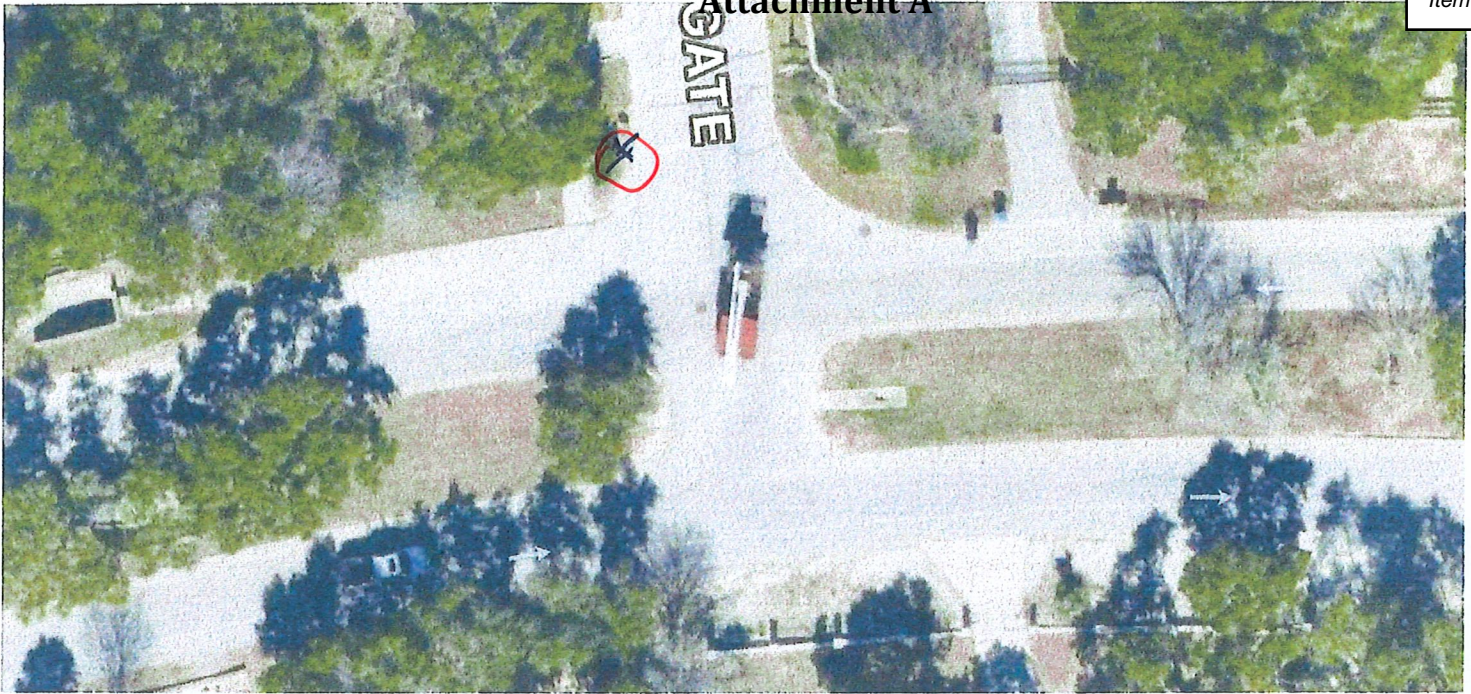
**Estimated Costs, including but not limited to, required studies / analysis**

Improved sign messaging and RPM's (PW comments items 1 and 2) can be done and within the fiscal year budget.

**COMMITTEE DISCUSSION / RECOMMENDATION**

*Note: The Committee discussion and recommendation for this request are found on the first page of this agenda item.*

Attachment A



Source : GOOGLE MAPS





## Attachment A

Item #9.



Source: Presenter's iPhone

②

Photo taken while stopped behind  
Stop SIGN when exiting on Front Gate.





Source : Google Maps

(3)

Looking ~~west~~ east on Fair Oaks Parkway  
by pulling forward into intersection

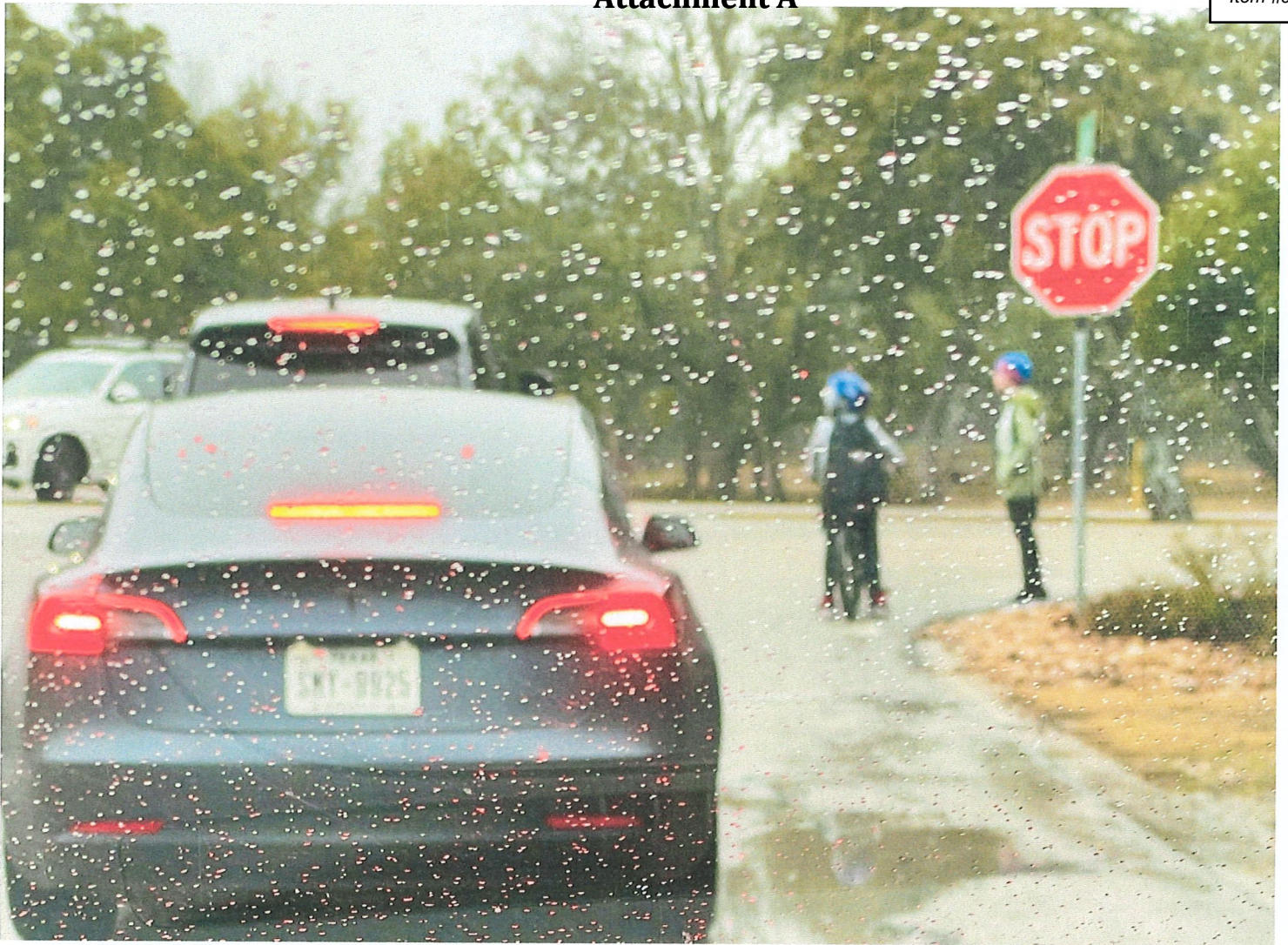




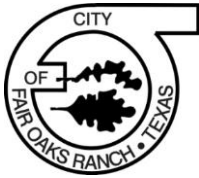
Source: Google Maps

④ Looking east on Fair Oaks Parkway by pulling forward into intersection.





5



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

AGENDA TOPIC: Personnel Policies Manual Revisions  
 DATE: February 20, 2025  
 DEPARTMENT: Administration  
 PRESENTED BY: Jim Williams, MBA, ICMA-CM, Assistant City Manager

### INTRODUCTION/BACKGROUND:

Administration seeks the City Council’s direction updating and overhauling the City’s Personnel Policies Manual.

The City Council adopted the current Personnel Policies Manual in April 2006—nearly 19 years ago. Since then, substantial changes to federal, state, and local laws have increased the urgency for an update. Recognizing this need, the City Council prioritized an Employee Handbook/Personnel Policies update in the Strategic Action Plan and allocated \$10,000 in the FY 2024-25 Strategic and Capital Projects Fund to support the initiative.

Staff has begun work on the update. The City’s governance structure and administrative capabilities have evolved since 2006 including the change from a general law city to a home-rule city with a council-manager form of government. Several key questions have emerged regarding duty responsibilities and approval processes. The answers to these questions will shape the scope and timeline of the project, potentially enabling more frequent and efficient updates in the future. Staff respectfully seeks the City Council’s direction on the following:

- **Policy Approval Authority:** Which policies does the City Council wish to approve? City Charter Section 5.01.C states that the City Manager is "responsible for implementing the ordinances and policies adopted by City Council." Should this be interpreted to mean that the City Manager may develop and implement policies independently, as long as they align with Council-adopted policies? Or does the City Council wish to review and approve **all** personnel policies directly?
- **Approach to the Update:** The regulatory landscape, governance structure, daily operations, and staff capabilities have changed significantly since 2006. The update will require extensive revisions to every section of the manual and likely the addition of new sections. Would the City Council prefer a single, comprehensive work session or multiple sessions? Should the manual be approved as a whole, or would the City Council prefer a phased approach, reviewing and approving sections over time? Additionally, how would the City Council like to manage future updates?
- **Addressing Immediate Needs:** Some sections of the 2006 manual require urgent updates. How would the City Council like to address these immediate needs in conjunction with the broader overhaul?

To proceed effectively, staff has identified three potential courses of action for the City Council’s consideration:

- 1. **Comprehensive Update and Single Presentation:** Staff would present a fully updated Personnel Policies Manual for City Council approval in a single session. Critical sections requiring immediate action would be brought forward sooner.
- 2. **Section-by-Section Review:** Staff would present updates in phases over multiple City Council meetings and work sessions, prioritizing the most urgent sections first.
- 3. **Delegation of Policy Development to the City Manager:** In alignment with the Home-Rule Charter, the City Council could delegate authority to the City Manager to develop and maintain personnel policies, ensuring compliance with federal, state, and local regulations, as well as City Council directives. The City Council could adopt broad policy statements via resolution, while staff would handle detailed policy development. The City Council would retain the ability to review all personnel policies per the City Charter. However, Administration could implement updates immediately pending review or ratification by the City Council. To formalize this approach, the City Council would adopt a resolution defining the delegation of this responsibility.

Given the need for a timely update and a sustainable framework for future revisions, staff recommends **Option 3** as the most effective path forward.

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

The Personnel Policies Manual update initiative is aligned with Strategic Action Plan Priority 5.1.2 Evaluate and Update Employee Handbook

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

None.





# Personnel Policies Updates

City Council Workshop



Jim Williams, MBA, ICMA-CM  
Assistant City Manager

# Workshop Goal



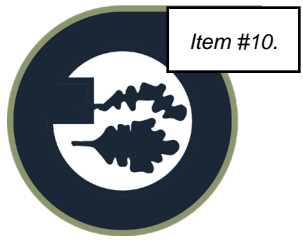
Direction from City Council on the update and overhaul  
of the City's Personnel Policies

# Background



1. Personnel Policies last updated in 2006
2. Since 2006 – substantial changes in:
  - City’s governance structure and
  - City’s administrative capacity
  - Federal, state, local – laws, regulations, court rulings & policies.
3. \$10,000 appropriated in the FY 2024-25 budget
4. Longstanding project in the Strategic Action Plan

# Questions



1. Which policies does the City Council wish to review and approve?
2. Approach to work sessions and manual presentation?
3. Approach to addressing more pressing change needs?

# Potential Courses of Action

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**Option 1:** All personnel policies updated & presented at once (except urgent sections)

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**Option 2:** Section-by-section updates presented over multiple work sessions and Council meetings (first-up: urgent sections)

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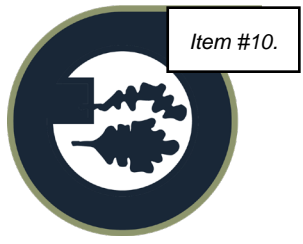
**Option 3:** Delegate personnel policy updates to the City Manager per Charter Section 5.01.





# Pro / Con Assessment

1. All at Once	2. Section-by-Section	3. Delegate to City Manager
<p><u>Pros:</u></p> <ul style="list-style-type: none"> <li>• CC sees one comprehensive update</li> <li>• Reduced risk of inconsistencies</li> </ul>	<p><u>Pros:</u></p> <ul style="list-style-type: none"> <li>• CC see's details of each section as they develop</li> <li>• CC will see some of the changes sooner</li> <li>• Shorter work sessions</li> </ul>	<p><u>Pros:</u></p> <ul style="list-style-type: none"> <li>• Faster implementation</li> <li>• Updates start immediately</li> <li>• Reduces CC meeting burden</li> <li>• Future updates faster</li> </ul>
<p><u>Cons:</u></p> <ul style="list-style-type: none"> <li>• Will take longer to see results</li> <li>• May need several work sessions</li> </ul>	<p><u>Cons:</u></p> <ul style="list-style-type: none"> <li>• Will take several work sessions</li> <li>• Extends timeline to completion</li> <li>• Potential gaps/inconsistencies</li> </ul>	<p><u>Cons:</u></p> <ul style="list-style-type: none"> <li>• Less direct CC involvement</li> <li>• Need Resolution to clarify expectations and alignment w/Charter</li> </ul>



# Recommended Course of Action:

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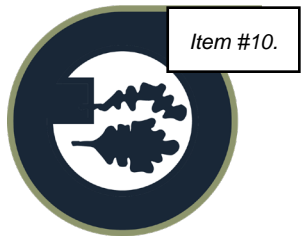
Option 1: All personnel policies updated & presented at once (except urgent sections)

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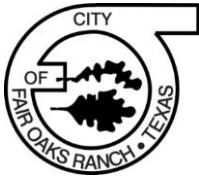
Option 2: Section-by-section updates presented over multiple work sessions and Council meetings (first-up: urgent sections)

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**Option 3:** Delegate personnel policy updates to the City Manager per Charter Section 5.01.



# Questions / Discussion



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

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AGENDA TOPIC: 2024 Fair Oaks Ranch Police Department Annual Report  
DATE: February 20, 2025  
DEPARTMENT: Police Department  
PRESENTED BY: Todd Smith, Chief of Police

---

### **INTRODUCTION/BACKGROUND:**

The 2024 Fair Oaks Ranch Police Department Annual Report is prepared by Command Staff, Investigations, and Administrative Assistants. The data within our annual report is collected throughout the year from all Officer-initiated activities, calls for service, reported crimes, racial profiling data, and some administrative services. Crime and calls for service data is collected from the Department’s report writing platform, Tyler RMS. Along with crime statistics, the report includes a summary of community programs and services provided by the Department.

As required under Texas statutes, SB 1187, the Department is required to collect racial profiling data from all traffic stops conducted and to submit a report to the State by March 1 of each year. The statute also requires the Department to report racial profiling statistics to the governing body. The annual racial profiling report is generated from data compiled by the Department’s ticket writing platform, Brazos Technologies. The data collected shows a statistical analysis of all traffic stops conducted by the Department.

The Police Department’s annual report can be found on the City’s Police webpage under “Statistics.” Additionally, a link to the webpage will be shared on all social media platforms currently used by the City.

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

The purpose of compiling this annual report is to provide the citizens of Fair Oaks Ranch an accurate and complete analysis of the yearly activity and calls received by the Police Department. Additionally, this report is sufficient in meeting the statutory requirements under State law for reporting racial profiling statistics to our governing body.

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

Budgetary impacts are limited to staff time and supplies in compiling the data for the report.

# Fair Oaks Ranch Police Department

# 2024

# ANNUAL REPORT



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# Letter from the Chief

On behalf of the amazing men and women of the City of Fair Oaks Ranch Police Department, I present to you our Annual Report for 2024. The City of Fair Oaks Ranch is known for its unique mixture of rural charm and modern amenities nestled in the heart of the Texas Hill Country. As your Chief of Police, I am honored to work alongside our dedicated sworn and professional staff to provide professional police services to an estimated 11,000 residents and countless visitors, with courage, empathy, and integrity.

The Fair Oaks Ranch Police Department is accredited and proud to be an innovative agency that subscribes to the six pillars of 21st Century Policing. Through Building Trust and Legitimacy, Policy and Oversight Development, Utilization of Technology and Social Media, Community Policing and Crime Reduction, Training and Education, and Officer Wellness and Safety, our agency maintains the highest levels of professionalism our community expects and deserves.

We are honored to work with our community and our public safety partners to employ proactive problem-solving strategies to address social and criminal issues affecting our community.

Todd Smith

Chief of Police



# Message From Your Officers

Mayor, City Council, City Manager, and Citizens of Fair Oaks Ranch,

We, your officers of the Fair Oaks Ranch Police Department, have finalized the following as a representation of the services provided to our community over the course of the past year.

We are pleased to present you with the Fair Oaks Ranch Police Department's Annual Report for 2024. This report highlights the statistical review of all calls for service and officer-initiated activity, in addition to a myriad of accomplishments to showcase the initiatives, and community programs involving the dedicated officers that proudly serve our amazing city.

We are extremely honored to be given the opportunity of working with such talented and devoted officers and professionals. We would also like to thank our residents, elected officials, and staff for their endless support and guidance that they provide to us every year. We take pride in offering superior service and professionalism to our community through innovation, education, and community partnerships.

It is our pleasure to devote our lives in serving and protecting our great city and those that have chosen Fair Oaks Ranch as their home. As always, we will continue to strive in making Fair Oaks Ranch the safest city to live, work, and visit.





# TABLE OF ORGANIZATION



# Mission Vision and Purpose



## → Mission

To keep you, your family, and our community safe through innovation and community engagement.

## → Vision

To serve people one-by-one so together, we can create a safe and secure environment where people can thrive.

## → Purpose

To protect the vulnerable from harm. This is our purpose, our cause, our belief.

# We Go First

What this means is two-fold. Not only are we the first to run towards danger, but we also make it a point to go first when we interact with the public. We try to be the first to make eye contact. The first to smile and say hello. The first to hold the door open or say thank you. This is a mindset that sets us apart from other agencies. We want to be the best and going first is our commitment in reaching that goal.



## Values ICARE

### ➔ Integrity

The cornerstone of police work; without it, public trust is lost.

### ➔ Courage

To make the right professional decision.

### ➔ Accountability

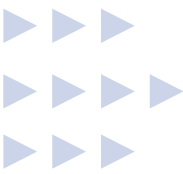
To the community, the department, and coworkers.

### ➔ Respect

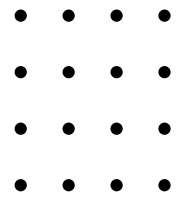
Of the community, the department, and most importantly, self.

### ➔ Ethical

Professional actions and decision making.



# Philosophy



One-by-one policing is a unique philosophy embraced by all officers of the City of Fair Oaks Ranch Police Department. It is a complete lifestyle our officers believe in. One that promotes compassion and a focus on evaluating how best we can serve each person individually.

By serving people one-by-one, together, we can create safe and secure environment where people can thrive.

One-by-one policing is the City of Fair Oaks Ranch Police Department's vision and is a unique way of leading and serving people that is central to our mission of providing a safe and secure community.



# Department & Staff

The Fair Oaks Ranch Police Department was founded in December 1992 and became operational in January 1993 with five officers and an operating budget of \$300,000. In 2024, the Department’s operational budget was \$4.3 million with twenty-seven commissioned Police Officers and three professional staff.

The Department is comprised of five sections: Administration, Patrol, Investigations, School Resource Officers, and Animal Services. Each section has its own unique responsibilities within the Department.

## ➔ Administration

Administration is composed of an Administrative Assistant, Administrative Clerk, Lieutenant, and Chief of Police. Administrative staff assists command staff in maintaining records, handling public information requests, and assisting with walk in inquiries.

Command staff oversees the everyday functions of the Department including scheduling, payroll, training, records, complaints, budgeting, and implementing policies to create an efficient and professional Police Department.



Yvonne Medina



Brianna Lopez

## ➔ Criminal Investigation Division

The Criminal Investigation Division’s primary objective is to investigate crimes by gathering and analyzing evidence and interviewing witnesses. Beyond solving crimes, CID also engages in community outreach and crime prevention programs, fostering trust and cooperation between police officers and the residents.

A key aspect of their work is applying a victim-centered approach. This means prioritizing the needs and well-being of victims throughout the investigation, ensuring they are treated with empathy, respect, and support. This approach fosters trust and helps ensure that justice is pursued with sensitivity to the victim’s experience.



## ➔ Animal Services

The department currently has one Animal Services Officer whose duties consist of handling all calls regarding pets, livestock, deer, and other wildlife. The Animal Services Officer is responsible for maintaining records and educating the public on animal related issues.





## ➔ Patrol Division

The Patrol Division is the largest division in the department with twenty officers. It is comprised of four shifts, covering day and night patrol. Each shift consists of one Sergeant, one Corporal, and three Patrol Officers per shift. Buddy, our K-9 Officer, is in his sixth year of service with Fair Oaks Ranch. His handler is Officer David Magness, who has been with the Department since 2003.

The Patrol Division's primary duties include patrolling neighborhoods, responding to emergency calls, enforcing traffic laws, preventing crime, and making arrests when necessary.



**Unreasonable hospitality refers to a level of service or generosity that goes beyond what is typically expected.**

In addition to these standard responsibilities, officers practice unreasonable hospitality by going above and beyond to help and connect with community members in meaningful ways.

This includes being approachable, offering assistance in non-law enforcement matters, and fostering trust by genuinely engaging with the public. By focusing on safety and positive community interactions, patrol officers create a supportive environment that encourages cooperation and crime prevention.



# 👉 School Resource Officers:



**OFFICER IRIS KABUSS**

- \* Officer Iris Kabuss served as the SRO at Fair Oaks Ranch Elementary for two years and is currently continuing her career in the patrol division. She has been with the department since 2021. Officer Kabuss loves children and enjoys being part of their learning and growth.

- \* Officer Esquivel currently serves as the SRO at Fair Oaks Elementary. He enjoys his day-to-day interactions with students and staff members. Officer Esquivel has been with the department for one and a half years and looks forward to protecting our students.



**OFFICER JOHN ESQUIVEL**



**OFFICER AMANDA PIÑA**

- \* Officer Amanda Piña has served as the SRO at Van Raub Elementary since 2023. She creates opportunities to engage with students by offering support, guidance, and a friendly presence. Officer Piña has assisted with providing a welcoming environment for students, staff, and parents.



# Community Policing

## ➤ Junior Police Academy

The Junior Police Academy is a youth development program aimed at educating young people about public safety careers. It is designed to offer participants, typically ages 9-12, a hands-on, immersive experience in police work while promoting positive relationships between police officers and the community. The Junior Police Academy serves as a tool for inspiring future leaders and motivates them to become engaged, responsible members of their communities.



## ➤ National Night Out



National Night Out is an opportunity for citizens and public safety members to work together, build trust, and demonstrate their commitment to a safer, stronger community. This year Bexar County Emergency Services District No. 4 joined us in visiting twelve neighborhoods. Officers enjoyed the food, drinks, and festivities that the community provided. These lighthearted moments help break down barriers and give everyone an opportunity to connect in a fun, informal way.



# Community Policing



## ➔ Trunk or Treat

This event provides a fun and safe alternative to Halloween trick-or-treating and offers an opportunity for families to meet and get to know officers in a relaxed setting. Officers hand out educational materials, reflect on safety tips, and showcase some of their equipment, creating a chance for community members to learn about public safety in a welcoming environment.



The police vehicles are adorned with themed decorations, while officers wear costumes or uniforms. Games, music, and contests are some of the fun attractions that make the event memorable and engaging for all ages. This year we added a variety of food trucks to enhance the experience.



# Community Policing

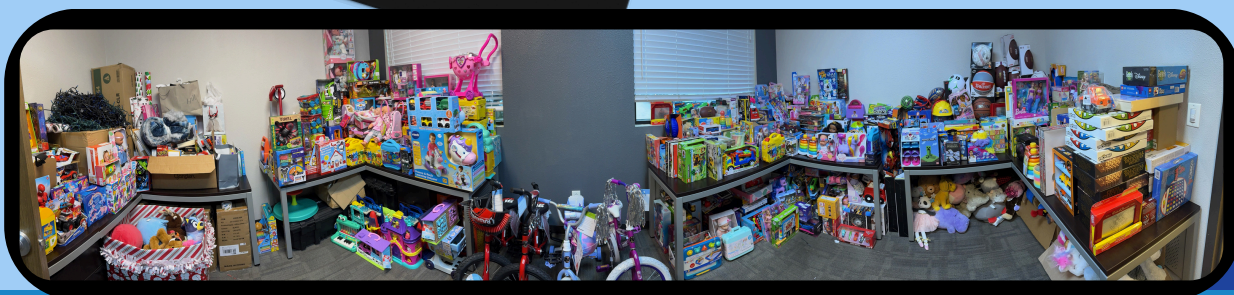
## ➔ Back the Badge 5k Run

The "Back the Badge 5K Run" is an event organized to show support and solidarity for law enforcement officers. It brings together community members, local law enforcement personnel, and their families to promote awareness, build community trust, and raise funds for various police-related charities or initiatives. This year we had a total of 12 members from our department participate in the event.

## ➔ Annual Toy Drive

Our police department partners with local businesses, community organizations, and residents to gather new, unwrapped toys, which are then distributed to families who may be experiencing financial hardship or other challenges.

This toy drive is meant to brighten the holidays for children who might not otherwise receive gifts. This year we collected hundreds of gifts.





# Community Policing

## ➔ Christmas on the Ranch

This Christmas event was hosted by the Fair Oaks Ranch Homeowners Association (FORHA) and the police department. This festive and community-oriented gathering aims to bring residents together to celebrate the holiday season in a warm and welcoming atmosphere. This event took place just outside of City Hall.



The community enjoyed photo ops with the Grinch, elves, and Mr. and Mrs. Claus. The children took part in decorating Christmas stockings, drinking hot chocolate, and eating food truck goodies.





# Community Service

## ➔ Hurricane Milton Relief

### Contributors

Hollywood Park PD

Boerne PD

Kendall County SO

Grey Forest PD

Helotes PD

Cibolo Creek Church

Oaks Hills Church

In the year 2017, Cpl. Hayden Griffiths' home was struck by Hurricane Harvey in Corpus Christi, leaving his home in disarray and without electricity for a week. Cpl. Griffiths experienced this devastation with his family and received the aid of his local community to recover his homestead. Once Cpl. Griffiths heard of the devastation caused by the Hurricane Milton, he decided that it was time to give back to the people.

Cpl. Griffiths sent a flyer to different Police Departments surrounding the area of Fair Oaks Ranch and a few local churches. A total of seven different organizations helped collect four tons of essential items. Chief Smith joined Cpl. Griffiths in transporting the items to the Perry Police Department, located in Florida.

The Fair Oaks Ranch Police Department is incredibly thankful for this opportunity to contribute aid in such a short amount of time. It is heartening to see so many come together around the area to make a positive impact for a community a thousand miles away.





# Community Service

Some of our community-oriented policing events that occurred throughout the year.



Easter



Raksha-Bandhan



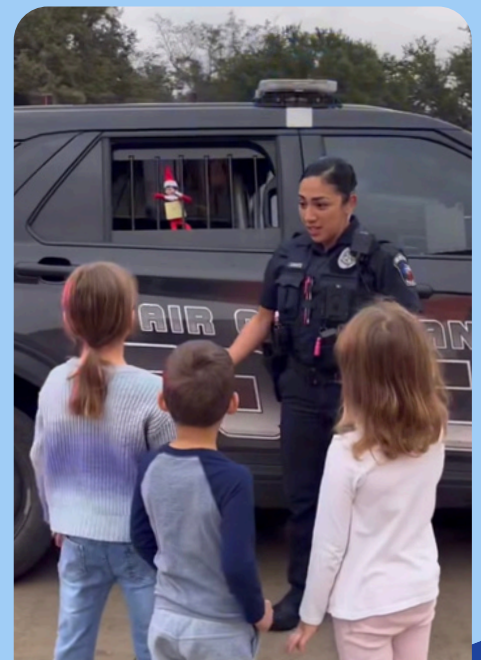
Turkey Trot Run



Tip-a-Cop



Veterans Day



Elf on the Shelf



Shop with a Cop



# Awards & Recognition

## Life Saving Award

The Fair Oaks Ranch Police Department is honored to award officers who have performed above and beyond in their service to residents. Nominations for awards may be made by any person or organization for any officer who displayed extraordinary heroism or performed a meritorious act of service.

In 2024, Officer David Magness responded to a 911 call for an unresponsive male. As a direct result of Officer Magness' immediate lifesaving actions, the life of this individual was saved.

The City of Fair Oaks Ranch presented the Life Saving Award to K9 Officer David Magness.



# Awards and Recognition

Officers who are promoted to Corporal are entrusted with additional responsibilities, including supervising and mentoring fellow officers, coordinating operations, and ensuring adherence to departmental policies and procedures. The selection process for this promotion is rigorous and based on factors such as exemplary performance, leadership potential, and the ability to handle complex situations with professionalism and integrity.

In 2024, four officers were promoted to the rank of Corporal. These individuals have demonstrated exceptional proficiency in their duties and have consistently shown a commitment to the values and mission of the Fair Oaks Ranch Police Department. Their promotion marks a significant achievement in their careers and a further investment in the future success of the department.



We are confident that these newly promoted Corporals will continue to inspire their peers, contribute to the department's culture of excellence, and lead with integrity and dedication as they take on their new roles.

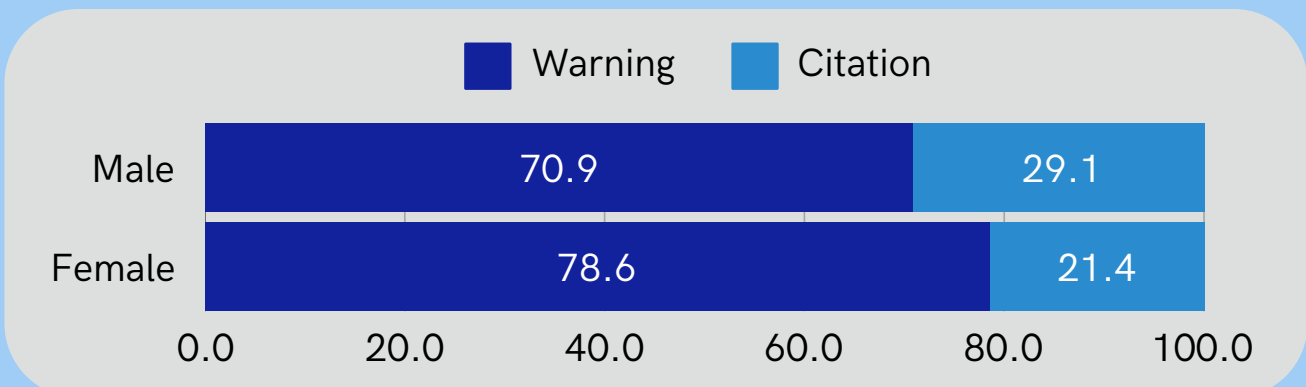
# Annual Statistics

## Results of the Stop

Ethnicity	Citations	Warning	Totals
White	835	2,836	3,671
Hispanic/Latino	528	914	1,442
Black	51	177	228
Asian/Pacific Is.	31	59	90
Ak Native, Amer. Indian	8	20	28
Total	1,453	4,006	5,459

## Total by Gender

Gender	Citations	Warning	Total
Male	1,076	2,622	3,698
Female	377	1,384	1,761
Total	1,453	4,006	5,459



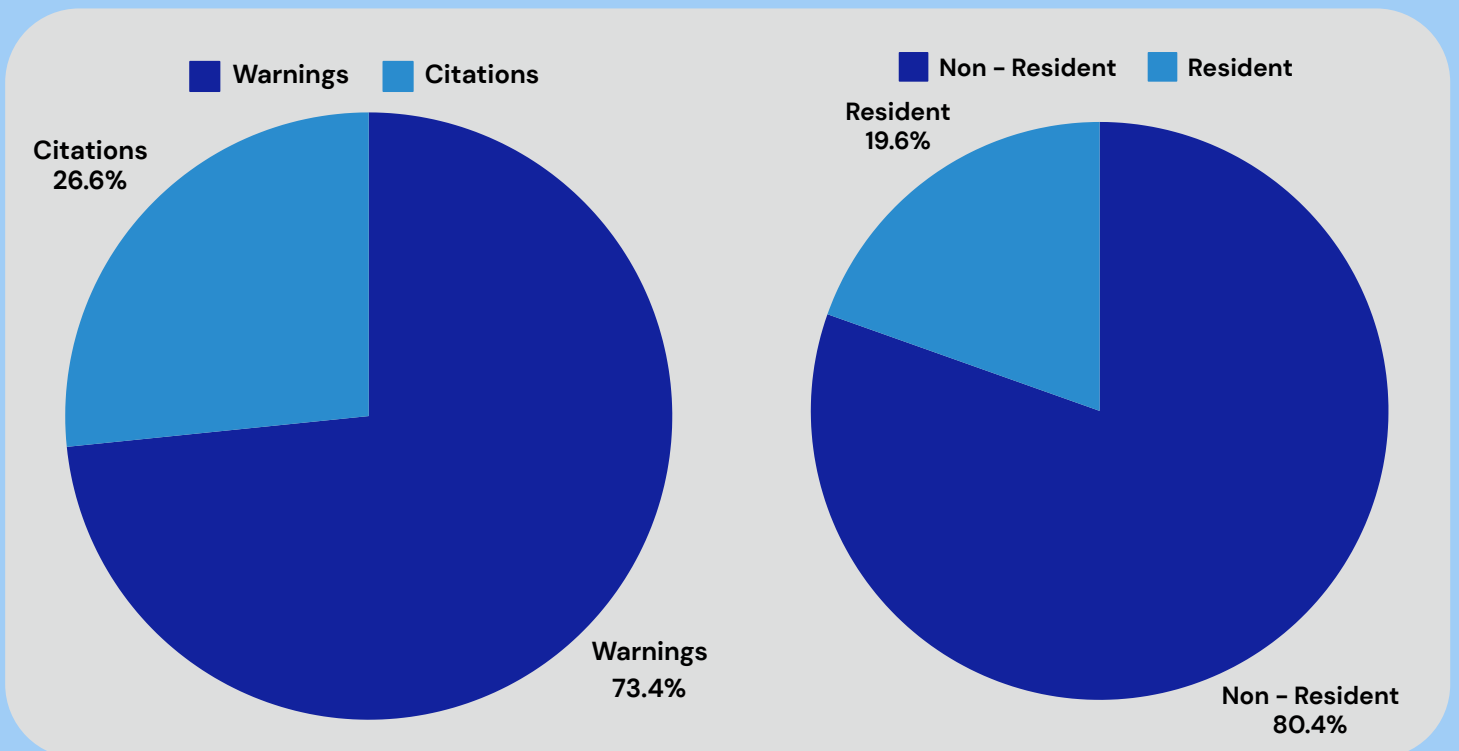
# Annual Statistics

## Traffic Statistics

Traffic Stops	2023	2024	Difference
Citations	2,075	1,453	-30%
Warning	4,599	4,006	-13%
Total	6,674	5,459	-18%

## Ratio of Warnings to Citations

## % Receiving Citations





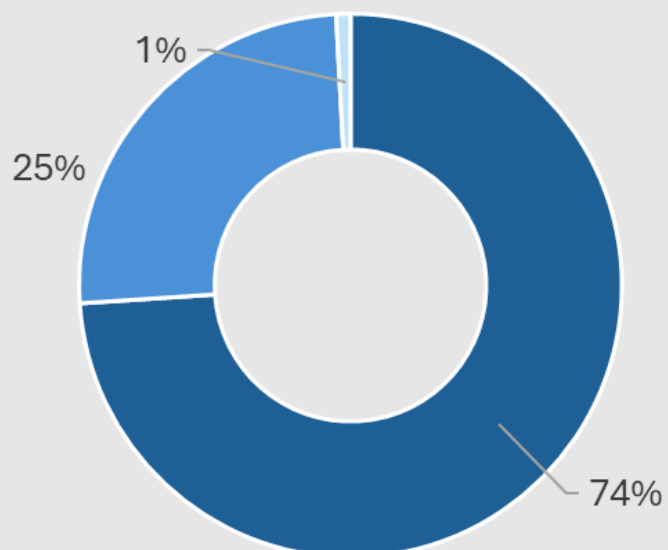
# Annual Statistics

## Type of Violations

Violation	Citations	Warnings	Total
Speeding	512	1,569	2,081
Driver's License Violation	228	581	809
Vehicle Registration	285	499	784
No Insurance	133	182	315
Disregard Stop Light/Sign	27	138	165
Equipment Violation	7	151	158
Other	261	886	1,147
Total	1,453	4,006	5,459

## Type of Violations Written

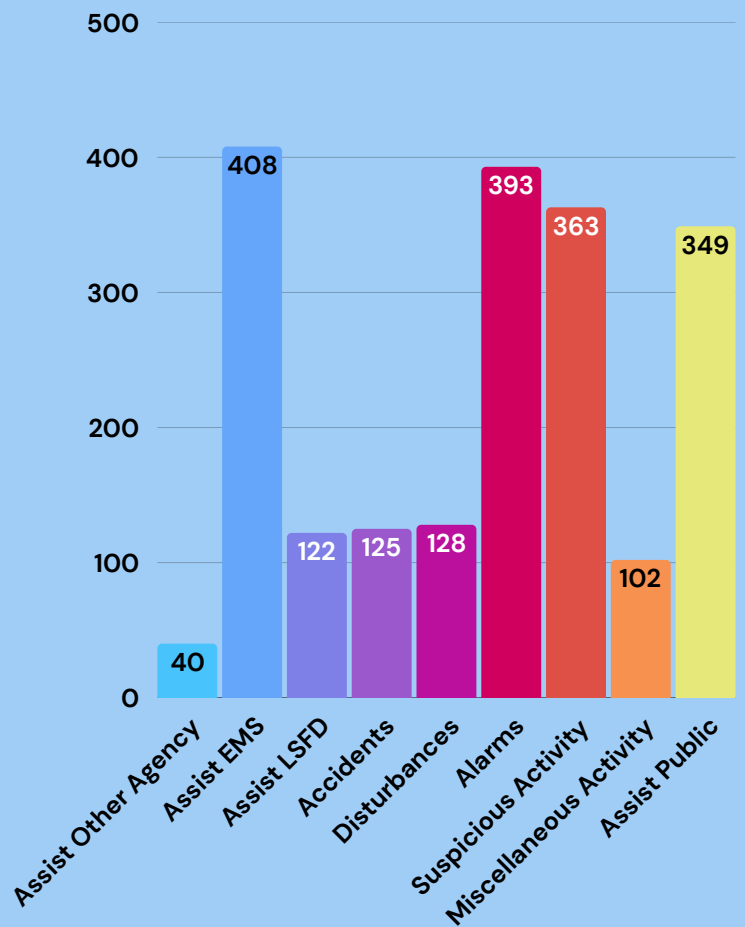
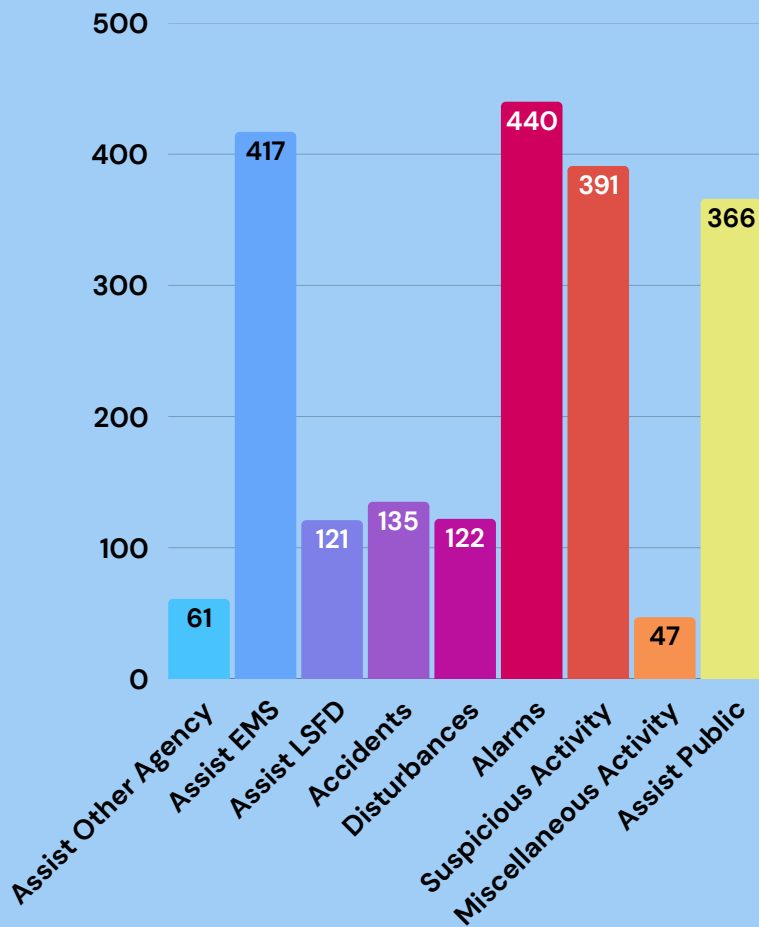
- Moving Traffic Violation
- Vehicle Traffic Violation
- Violation of Law/Pre-existing Knowledge



# Annual Statistics

## Calls for Service

2023	2024	+/-
4,177	4,217	+1%



2023 Calls For Service

2024 Calls For Service

# Annual Statistics

## Incidents

Classification	2023	2024	+/-
Aggravated Assault	3	0	-100%
Sexual Offenses	2	0	-100%
Assaults	17	26	+53%
Emergency Detention	23	18	-22%
Runaway/ Missing	8	4	-50%
Burglary	45	14	-69%
Larceny/Theft	76	50	-26%
Custodial Arrests	146	68	-53%

## 2024 CID Data

Cleared by Arrest/Citation	131
Active	22
Inactive	51
Pending Further Investigation	3
Referred for Prosecution	16
Exceptionally Cleared/Closed	311
<b>Total Cases</b>	<b>534</b>

# Looking Forward

- RUOK? (Are you OK) Program
- Residential Security Surveys
- Increased Community Engagement



## Contact Us



[www.fairoaksranchtx.org/79/police](http://www.fairoaksranchtx.org/79/police)



Office: (210) 698 - 0990



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