



CITY OF FAIR OAKS RANCH
CITY COUNCIL REGULAR MEETING

Thursday, June 06, 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>

AGENDA

OPEN MEETING

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

CITIZENS and GUEST FORUM

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

3. Citizens to be heard.
4. Honorary Mayor of the Day - Charlie Cox.

Gregory C. Maxton, Mayor

CONSENT AGENDA

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

5. Approval of the May 15, 2024 Special City Council meeting minutes.

Christina Picioccio, TRMC, City Secretary

6. Approval of the May 16, 2024 Regular City Council meeting minutes.

Christina Picioccio, TRMC, City Secretary

7. Approval of the second reading of an ordinance establishing stop signs at various intersections within the corporate limits of the City; authorizing the codification of street stop and yield signs in Chapter 12; Section 12.01 of the City's Code of Ordinances; prescribing for a penalty of not less than \$25 nor more than \$500; providing for an effective date; and providing for the publication of the caption hereof.

Tim Moring, Chief of Police

8. Approval and possible action approving the first reading of an ordinance amending the budget of the City of Fair Oaks Ranch for FY 2023-24 to fund \$10,000 toward the Oak Wilt Program.

Kelsey Delgado, Environmental Program Manager

9. Approval of Council Member Muenchow's absence from the May 16, 2024 Regular City Council meeting.

Chesley Muenchow, Council Member Place 6

PUBLIC HEARINGS

10. The City of Fair Oaks Ranch City Council will conduct a public hearing to receive public testimony on a proposed amendment to the Comprehensive Plan (CPA No. 2024-01) to change the land use classification from Rural Residential (RR) to Neighborhood Residential (NR) for approximately 149 acres generally located northwest of the intersection of Ralph Fair Road and Honeycomb Rock, platted as Oak Bend Estates.

- a. Mayor opens the public hearing
- b. Staff presentation of the FLUM Amendment request
- c. Applicant presentation of the FLUM Amendment request
- d. City Council receives public testimony for/against the proposed FLUM Amendment request
- e. Mayor closes public comments
- f. City Council discusses the request, inclusive of questions to the applicant and staff
- g. Public hearing is adjourned with no formal action

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

11. The City of Fair Oaks Ranch City Council will conduct a public hearing to receive public testimony on a rezoning application (ZC 2024-01) submitted by applicant Sitterle Homes on behalf of the owner of Oak Bend Forest, L.C. to change the zoning classification from Rural Residential (RR) to Neighborhood Residential (NR) for 149 acres generally located northwest of the intersection of Ralph Fair Road and Honeycomb Rock, platted as Oak Bend Estates.

- a. Mayor opens the public hearing
- b. Staff presentation of the proposed zone change application
- c. Applicant presentation of the proposed zone change application
- d. City Council receives public testimony for/against the proposed zone change application
- e. Mayor closes public comments
- f. City Council discusses the request, inclusive of questions to the applicant and staff
- g. Public hearing is adjourned with no formal action

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

CONSIDERATION/DISCUSSION ITEMS

12. Consideration and possible action approving the first reading of an ordinance of the City Council of the City of Fair Oaks Ranch, Texas amending the Comprehensive Plan to change the land use classification from Rural Residential (RR) to Neighborhood Residential (NR)

for approximately 149 acres generally located along the north side of Ralph Fair Road and Honeycomb Rock generally known as Oak Bend Estates.

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

- [13.](#) Consideration and possible action approving the first reading of an ordinance of the City Council of the City of Fair Oaks Ranch, Texas amending the zoning classification from Rural Residential (RR) to Neighborhood Residential (NR) for 149 acres generally located along the north side of Ralph Fair Road and Honeycomb Rock generally known as Oak Bend Estates.

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

- [14.](#) Consideration and possible action approving a resolution authorizing the City Manager to sign a Participation Agreement with the Alamo Regional Security Operations Center.

Brian LeJeune, IT Manager

WORKSHOP

- [15.](#) Standards of Cover and Utilization Analysis for Fire & EMS services.

Tim Moring, Chief of Police

Joe Pozzo, Senior Manager for Fire and EMS, Center for Public Safety Management

- [16.](#) FY 2024-25 General Fund Department Budget Workshop - Public Works and Public Safety.

Summer Fleming, Director of Finance

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

Tim Moring, Chief of Police

REQUESTS AND ANNOUNCEMENTS

17. Announcements and reports by Mayor and Council Members.

18. Announcements by the City Manager.

19. 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:

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

21. 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)

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

RECONVENE INTO OPEN SESSION

Discussion and possible action on items discussed in Executive Session.

ADJOURNMENT

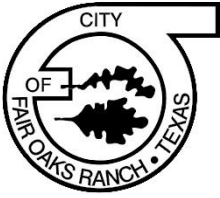
Signature of Agenda Approval: s/Gregory C. Maxton

Gregory C. Maxton, Mayor

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

As per Texas Government Code 551.045, said Notice was posted by 6:30 PM, June 3, 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).



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

Wednesday, May 15, 2024 at 2:00 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, Koerner, and Parker

Council Absent: Council Member Stroup, Olvera, and Muenchow

With a quorum present, the meeting was called to order at 2:02 PM.

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

CITIZENS and GUEST FORUM

3. Citizens to be heard - None

PURPOSE OF SPECIAL CALLED MEETING

4. Consideration and possible action approving a resolution canvassing the returns and declaring the results of a bond election; and other matters in connection therewith.

MOTION: Made by Council Member Rhoden, seconded by Council Member Parker, to adopt a resolution canvassing the returns and declaring the results of a Bond Election.

VOTE: 4-0; Motion Passed.

5. Consideration and possible action approving a resolution canvassing the returns and declaring the results of the Sales and Use Tax Special Election held on May 4, 2024.

MOTION: Made by Council Member Koerner, seconded by Council Member Rhoden, to approve the resolution canvassing the election returns and declaring the results of the Sales and Use Tax Special Election held on May 4, 2024.

VOTE: 4-0; Motion Passed.

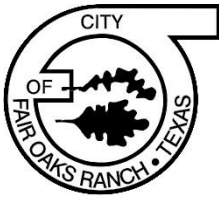
ADJOURNMENT

Mayor Maxton adjourned the meeting at 2:08 PM

ATTEST:

Gregory C. Maxton, Mayor

Christina Picioccio, TRMC, City Secretary



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

Thursday, May 16, 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, and Parker

Council Absent: Council Member Muenchow

With a quorum present, the meeting was called to order at 6:32 PM.

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

CITIZENS and GUEST FORUM

3. Citizens to be heard -

Teal Harris, resident, expressed gratitude to the City Council for their volunteerism. Ms. Harris also opined that the members of the Planning & Zoning Commission should be comprised of only tax paying citizens because the Commission makes decisions.

Mayor Maxton read a letter from resident, Al Schmidt, opposing the gateway feature and its proposed location.

Mayor Maxton read a letter from Nicole Gallegos who urged Council to reject a rule change that would not allow public comments received in writing.

PRESENTATIONS

4. Swearing in of elected officials: Gregory C. Maxton, Mayor and Emily Stroup, Council Member Place 1.

Laura Koerner, Mayor Pro Tem, swore in elected official, Gregory C. Maxton, Mayor. Council Member Stroup will be sworn in at a future date.

5. Public Works Week Proclamation.

Gregory C. Maxton, Mayor, presented a proclamation in honor of Public Works Week, May 19 – 25, 2024.

CONSENT AGENDA

6. Approval of the April 9, 2024 Town Hall meeting minutes.

7. Approval of the May 2, 2024 Regular City Council meeting minutes.

- 8. **Approval of the second reading of an ordinance amending Ordinance 2018-03 by removing the real property ownership requirement in Section 1 Planning and Zoning Commission, Item #3; and providing an effective date.**
- 9. **Approval of a resolution amending Resolution 2024-15 by removing the real property ownership requirement in Section 2.0 Creation and Membership, line 2.2; and providing an effective date.**
- 10. **Approval of a resolution authorizing the execution of an agreement with Intermountain Slurry Seal, Inc. for micro-surfacing.**
- 11. **Approval of a resolution authorizing the execution of an agreement with Pavement Restoration, Inc. for asphalt rejuvenator.**
- 12. **Approval of Council Member Stroup’s absence from the April 18, 2024 Regular City Council meeting.**

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

VOTE: 5 - 0; Motion Passed.

CONSIDERATION/DISCUSSION ITEMS

- 13. **Consideration and possible action electing a Council Member to serve as Mayor Pro Tem at the first regular City Council meeting following each regular city election.**

MOTION: Made by Council Member Rhoden, seconded by Council Member Olvera, to elect Laura Koerner as Mayor Pro Tem.

VOTE: 5 - 0; Motion Passed.

- 14. **Consideration and possible action approving a resolution authorizing the execution of an agreement with E-Z Bel Construction, LLC for the Tivoli Way Drainage Improvements Project.**

MOTION: Made by Council Member Parker, seconded by Council Member Olvera, to approve a resolution authorizing the execution of an agreement with E-Z Bel Construction, LLC for \$1,376,743.00 with a 5% contingency in the amount of \$68,837.15 for a total value not to exceed \$1,445,580.15, expenditure of the required funds, and execution of all applicable documents by the City Manager.

VOTE: 5 - 0; Motion Passed.

- 15. **Consideration and possible action approving the first reading of an ordinance establishing stop signs at various intersections within the corporate limits of the City and authorizing the codification of street stop and yield signs in Chapter 12 of the City’s Code of Ordinances.**

MOTION: Made by Council Member Rhoden, seconded by Council Member Olvera, to approve the first reading of the ordinance establishing street stop and yield signs at various city intersections and authorizing the codification of said into the city’s Code of Ordinances, Chapter 12.

VOTE: 5 - 0; Motion Passed.

Council Member Stroup arrived at 7:11 PM

- 16. Consideration and possible action approving a resolution authorizing execution of an agreement for design services of a Gateway Feature, expenditure of the required funds, and execution of all applicable documents by the City Manager and directing the City Manager to submit a grant application to the Municipal Development District.**

MOTION: Made by Council Member Parker, seconded by Council Member Koerner, to approve a resolution authorizing the execution of an agreement for design services of a Gateway Feature, expenditure of the required funds, and execution of all applicable documents by the City Manager and directing the City Manager to submit a grant application to the Municipal Development District.

AMENDING MOTION: Made by Council Member Stroup, seconded by Council Member Rhoden, to amend the motion by adding the following at the end: "that will include the costs of design and construction."

AMENDING MOTION

VOTE: 5-1; Motion Passed. (Council Member Olvera Voted Nay)

MAIN MOTION AS

AMENDED VOTE: 5-1; Motion Passed. (Council Member Olvera Voted Nay)

WORKSHOP

- 17. FY 2025-29 Five-Year Financial Plan.**

Summer Fleming, Director of Finance, led a workshop regarding the FY 2025-29 five-year financial plan.

- 18. Compensation Plan.**

Joanna Merrill, IPMA-SCP, Director of HR & Communications, led a workshop regarding the City's compensation plan.

REPORTS FROM STAFF AND COMMITTEES

- 19. 2024 Boards and Commissions.**

Christina Picioccio, TRMC, City Secretary, provided a report to Council regarding Boards & Commissions, terms ending on September 30, 2024, and a schedule for filling those positions.

REQUESTS AND ANNOUNCEMENTS

- 20. Announcements and reports by Mayor and Council Members.**

Mayor Maxton, informed residents that Early Voting in the Primary Runoff election will take place from May 20-24, 2024. He also specified that the Public Safety Training Room of the Police Station would be a poll location for Bexar County residents only.

21. Announcements by the City Manager.

City Manager, Scott Huizenga, ICMA-CM, provided Council a brief overview of the next few meetings and the expectation that the next steps for the general obligation bonds will begin at the June 20, 2024 meeting.

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

N/A

CONVENE INTO EXECUTIVE SESSION

City Council did not convene into closed session regarding:

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

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

24. 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)

25. 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

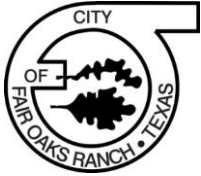
ADJOURNMENT

Mayor Maxton adjourned the meeting at 9:43 PM

ATTEST:

Gregory C. Maxton, Mayor

Christina Picioccio, TRMC, City Secretary



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

AGENDA TOPIC: Approval of the second reading of an ordinance establishing stop signs at various intersections within the corporate limits of the City; authorizing the codification of street stop and yield signs in Chapter 12; Section 12.01.002 of the City’s Code of Ordinances; prescribing for a penalty of not less than \$25 nor more than \$500; providing for an effective date; and providing for the publication of the caption hereof.

DATE: June 6, 2024

DEPARTMENT: Police Department

PRESENTED BY: Consent Item – Tim Moring, Chief of Police

INTRODUCTION/BACKGROUND:

Our city is a bedroom community which desires to retain that flavor. As a council and staff, we are committed to fulfilling our residents’ expressed desires to protect our quality of life and provide for public health and safety. Stop and yield street signs provide enhanced safe and efficient intersections for vehicles and pedestrians. The City is authorized by Title 7, Subchapter C of the Texas Transportation Code to establish and regulate compliance with rules governing the use of public streets.

At the February 1, 2024 City Council workshop, staff presented an Intersection Analysis study relative to Battle Intense, Hansel Drive, and High Eschelon. After reviewing the findings of the study, Council provided staff direction to install an additional stop sign at Battle Intense and High Eschelon changing the intersection from a three-way to a four-way stop.

Throughout the years, various ordinances have been approved establishing and defining stop and yield street signs within the corporate limits of the City. After staff performed a comprehensive inventory, six intersections were found not to be approved by ordinance. The oversight occurred with the 2017 annexations and also from two Front Gate street intersections from ordinances 2018-02 and 2022-10 (note: a law enforcement agreement exists with this subdivision). The affected intersections include the following.

1. Intersection of Dietz Elkhorn Road and Enchanted Glen
2. Intersection of Dietz Elkhorn Road and Old Dietz Elkhorn Road (2 signs)
3. Intersection of Enchanted Glen and Enchanted Elm, and Enchanted Glen and Enchanted Park.
4. Intersection of Gate Forest and Irving Way
5. Intersection of Shady Gate and Irving Way

For the effectiveness of enforcement and ease of tracking stop and yield signs in the city, staff believes it is appropriate to codify all street stop and yield signs in the city’s Code of Ordinances; Chapter 12 – Traffic and Vehicles.

At the May 16 City Council meeting, City Council approved the first reading of the ordinance establishing stop signs at various intersections within the corporate limits of the City and authorizing the codification of street stop and yield signs.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

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

LONGTERM FINANCIAL & BUDGETARY IMPACT:

N/A

LEGAL ANALYSIS:

Reviewed and approved by City Attorney’s office.

RECOMMENDATION/PROPOSED MOTION:

Consent Item – I move to approve the second reading of the ordinance establishing street stop and yield signs at various city intersections and authorizing the codification of said into the city’s Code of Ordinances, Chapter 12.

AN ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS, ESTABLISHING STOP SIGNS AT VARIOUS INTERSECTIONS WITHIN THE CORPORATE LIMITS OF THE CITY; AUTHORIZING THE CODIFICATION OF STREET STOP AND YIELD SIGNS IN CHAPTER 12; SECTION 12.01.002 OF THE CITY’S CODE OF ORDINANCES; PRESCRIBING FOR A PENALTY OF NOT LESS THAN \$25 NOR MORE THAN \$500; 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, stop and yield signs provide enhanced safe and efficient intersections for vehicles and pedestrians; and,

WHEREAS, the City Council (“Council”) of Fair Oaks Ranch previously approved various ordinances establishing and defining stop and yield signs within the corporate limits of the City of Fair Oaks Ranch; and,

WHEREAS, at the February 1, 2024 City Council meeting, Council directed the placement of an additional stop sign at the intersection of Battle Intense and High Eschelon; and,

WHEREAS, on November 28, 2017, the City annexed various extraterritorial jurisdiction areas whereupon stop signs existed at various intersections; and,

WHEREAS, staff performed a comprehensive inventory of stop and yield street signs, and,

WHEREAS, for the effectiveness of enforcement and ease of tracking stop and yield signs, the Council finds codification of established stop and yield street signs as shown in **Exhibit A** will provide safe and efficient intersections for vehicles in conformance with the published guidance of the Texas Manual on Uniform Traffic Control Devices.

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 established stop and yield sign street locations as set forth in **Exhibit A**.

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 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.** This ordinance shall take effect immediately from and after its second reading, passage and any publication requirements as may be required by governing law.
- Section 6.** 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 7.** 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 8.** 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 9.** This ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.
- Section 10.** The provisions of this ordinance shall be cumulative of all ordinances not repealed by this ordinance and ordinances governing or regulating the same subject matter as that covered herein.

PASSED and APPROVED on first reading by the City Council of the City of Fair Oaks Ranch, Texas, on this 16th day of May, 2024.

PASSED, APPROVED, and ADOPTED on second and final reading by the City Council of the City of Fair Oaks Ranch, Texas, on reading this 6th day of June, 2024.

Gregory C. Maxton, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Picioccio, TRMC
City Secretary

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

Exhibit A

Chapter 12; Article 12.01; Section 12.01.002 is hereby amended as follows. Cross through denotes deletions and italics denote additions.

Sec. 12.01.002 - Ordinances Saved From Repeal

All ordinances authorizing the placement of traffic-control devices, including stop signs, yield signs, and other traffic-control signals, and markings; the designation of speed zones, no-passing zones, no-parking zones, one-way streets, and through streets; and other ordinances regulating traffic on specific streets or parts of streets in the City ~~are not included in this Code but~~ are specifically saved from repeal upon adoption of this Code. Such ordinances are on file in the City Secretary's offices. (Ordinance adopting Code)

Non-Private Subdivisions			
Through Street	Stop Sign Street	Yield Sign Street	Sign Ordinance
Ammann Road	Rolling Acres Trail		35.9
Battle Intense	Cibolo Run		35.12
	Fairway Valley Drive		35.10
	Hansell Drive (x2)		35.10
	High Eschelon		35.10
	<i>High Eschelon</i>		
Cavalry Drive	Furtoso Way		35.13
	Knotty Grove Drive		35.13
Chartwell Lane	Chartwell Circle		35.9
Cibolo Meadow	Cibolo Valley		2015-19
Cibolo Oaks	Cibolo View		2015-19
Cibolo Run	Cibolo Court		35.12
	Cibolo Gap		2011-04
	Cibolo Path		35.15
	Cibolo Trace		35.15
	Cibolo Run (x3)		35.15
Cibolo Valley	Battle Intense		2015-19
Cibolo View	Battle Intense		2015-19
Cloud Croft Lane	Ledge Drive		35.9
	Sendero Ridge Drive		35.9
Dapper Dan Drive	Cloud Croft Lane		35.9
Dietz Elkhorn Road	Chartwell Lane		35.9
	Cheyenne Ridge		2022-11
	<i>Enchanted Glen</i>		
	Fair Oaks Parkway		35.9
	Kempton Circle		35.9
	No Le Haze Drive		35.9

	Noble Lark Drive		35.9
	<i>Old Dietz Elkhorn Road (x2)</i>		
	Preakness Lane		35.9
	Saddle Song		35.9
	Square Gate		2020-27
	Summit Ridge Drive	Summit Ridge Drive	35.9
	Timber Top Drive		35.9
	Windermere Drive		35.9
	Four Way Stop - Square Gate and Elkhorn Ridge		2020-27 and 2022-11
<i>Enchanted Glen</i>	<i>Enchanted Elm</i>		
	<i>Enchanted Park</i>		
Fair Oaks Parkway	Falls Terrace		35.9
	Front Gate		2018-02
	Grand Turf		35.9
	Hansel Drive		35.9
	Heritage Trail		35.14
	High Eschelon		35.9
	Kalkallo Drive		35.9
	Leslie Pfeiffer Drive		35.9
	Mellow Wind Drive		35.9
	Midnight Sun		35.9
	No Le Haze Drive (x2)		35.9
	Noble Lark Drive		35.9
	Oakview Pass (x2)		35.9
	Pimlico Lane (x2)		35.9
	Raintree Woods Drive		35.9
	Royal Ascot Drive		35.9
	Saddleback Circle		35.9
	Scintilla Lane		35.9
	Seattle Slew		35.9
	Slumberwood		35.9
	Summer Sweet		35.9
	Terra Bella		35.9
	Terra Vista		35.9
	Tivoli Way		35.12
	Triple Crown		35.9
	Whirlaway Circle		35.9

	Windchime Hill		35.9
	Windermere Drive		35.9
Fairway Bluff Drive	Fairway Bend Drive	Fairway Point	35.9
	Fairway Green Drive	Fairway Trace	35.9
	Fairway Trail Drive		35.9
	Fairway Valley		35.9
Fairway Green Drive	Double Eagle Circle		35.9
	Fairview Place(x2)		35.9
Fairway Vista Drive	Fairway Ash		35.9
	Fairway Bluff Drive		35.9
	Fairway Green Drive		35.9
	Fairway Run		35.9
	Fairway Spring Drive		35.9
Grand Coteau Drive		Affirmed Drive	35.9
		Proximity Drive	35.9
High Cliff Drive	Fallow Place		35.9
High Eschelon		Battle Intense	35.9
Jodhpur Drive	Cavalry Drive		35.12
	Furtoso Way		35.12
	Knotty Grove		35.12
	Man O War Drive (x2)		35.12
	Ovaro Circle		35.12
Keeneland Drive	Axton Drive		35.12
	Battle Intense		35.9
	Cavalry Drive		35.13
	Delta Dawn Lane		35.13
	Fallow Place		35.9
	High Cliff Drive		35.9
	Jodhpur Drive (x2)		35.13
	Robin Dale Drive		35.9
	Royal Valance		35.9
	Saratoga Lane		35.9
	Sweet Ridge Circle		35.9
	Venturer		35.9
	Wildfire Drive		35.9

	Woodbine Way		35.12
Mandetta Drive	Saddle Song		35.9
	Saddle Star		35.9
	Saddle Tan		35.9
Mellow Ridge	Mellow Court		35.9
Mellow Wind Drive	Mellow Circle		35.9
	Mellow Ridge		35.9
No Le Hace Drive	Cojak Circle	Sumpter Drive	35.9
	Mandetta Drive		35.9
	Proximity Drive		35.9
Noble Lark Drive		Cantor Circle (x2)	35.9
		Kalkallo Drive	35.9
		Royal Mustang Circle	35.9
Northview Pass	Oakview Bend		35.9
Oakview Bend	Oakview Pass		35.9
Oakview Pass	Northview Pass		35.9
	Oakview Ridge (x2)		35.9
Old Dietz Elkhorn Road	Stevenson Gate		2022-10
Pimlico Lane	Preakness Lane	Aqueduct Lane	35.9
	Riva Ridge Drive	Equestrian	35.9
	Rocking Horse Lane (x2)	Pimlico Lane	35.9
	Turf Paradise Lane	Ruffian Drive	35.9
		Steeplechase Lane	35.9
Preakness Lane	Secretariat Lane (x2)		35.9
Ralph Fair Road	Honeycomb Rock		
	Keeneland Drive		35.9
	Meadow Creek Trail		35.9
	Fair Oaks Parkway		35.9
	Pimlico Lane		35.9

	Silver Spur Trail		35.9
	Stephanie Way		
Robin Dale Drive		Intrepid Drive	35.9
Rocking Horse Lane	Pimlico Lane (x2)	Clydesdale Circle	35.9
	Royal Ascot Drive (x2)	Jim Dandy Circle	35.9
	Secretariat Lane	Quadrille Lane (x2)	35.9
	Sendero Ridge Drive (x2)		35.9
Rolling Acres Trail	Burnt Cedar East	Flagstone Hill Drive	35.9
	Burnt Cedar West	Scarteen	35.9
	Deer Summit	Sunland	35.9
	Meadow Creek Trail	Wembley	35.9
	Post Oak Trail	Wild Oak Hill	35.9
	Rexon Circle		35.9
	Rock Forest		35.9
	Wild Oak Hill (x2)		35.9
Royal Ascot Drive	Kahilan Drive	Damascus Drive	35.9
	Rocking Horse Lane (x2)	Pintado	35.9
Royal Mustang Circle		Royal Turf Circle	35.9
Saddle Song	Saddle Pass		35.9
	Saddle Side		35.9
	Sumpter Drive (x2)		35.9
Scarteen	Flagstone Hill Drive	Sky Blue Ridge	35.9
	Rolling Acres Trail	Sunland	35.9
		Wembley	35.9
Scintilla Lane		Softwind Circle	35.9
Secretariat Lane	Preakness Lane (x2)		35.9
Sendero Ridge Drive	Riva Ridge Drive		35.9
	Windemere Drive		35.9
Silver Spur Trail	Intrepid Drive	Firebird	35.9
	Post Oak Trail	Post Oak Trail	35.9
	Robin Dale Drive	Rock Oak Circle	35.9
	Rolling Acres Trail	Wild Oak Hill	35.9

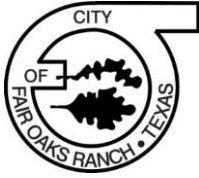
	Venturer		35.9
Summit Ridge Drive	Ridgeview Trail	Duberry Ridge	35.9
Sumpter Drive		Grand Coteau Drive	35.9
		Mandetta Drive	35.9
Sweetwind Circle		Sweetwind Circle	35.9
Terra Vista	Terra Manor		35.9
Triple Crown	Rocking Horse Lane (x2)	Damascus Drive	35.9
	Royal Ascot Drive	Equestrian	35.9
		Paddock Lane	35.9
		Percheron Circle	35.9
		Quadrille Lane	35.9
Wembley		Sky Blue Ridge	35.9
Wild Oak Hill	Silver Spur Trail	Windmill Circle	35.9
	Flagstone Hill Drive		35.9
Windchime Hill		Windchime Way	35.9
Windermere Drive	Angel Fire Drive		35.9
	Cloud Croft Lane		35.9
	Crown Terrace		35.9
Woodbine Way	Axton Drive (x3)		35.12
	Lammtarra Circle		35.12
	Point Given Circle		35.12
	Roseben Circle		35.12

Private Subdivisions			
Through Street	Stop Sign Street	Yield Sign Street	Sign Ordinance
Elkhorn Ridge – LE Agreement (March 21, 2022)			
Elkhorn Ridge	Bellacor Ridge		2022-11
	Cheyenne Ridge		2022-11

	Elkhorn Ridge (halfmoon cul-de-sac)		2022-11
	Fowler Hill		2022-11
	Graford Ridge		2022-11
	Kearney Ridge (x2)		2022-11
	Mendrin Ridge		2022-11
	Whimsey Ridge		2022-11
Wackford Ridge	Whimsey Ridge		2022-11
	Slate Creek		2022-11
Whimsey Ridge	Slate Creek		2022-11
Front Gate – Ordinance 2017-04 Traffic Regulations; LE Agreement (March 21, 2022)			
Bulls Pond	Gate Forest		2022-10
	Shady Gate (x2)		2022-10
Bull Ride	Pfeiffers Gate (x2)		2022-10
Fairs Gate	Craigs Gate		2018-02
	Gate Run		2018-02
	Leslies Gate		2018-02
	Maureens Pond		2018-02
	Pond Gate		2018-02
	Whisper Gate		2018-02
Front Gate	Bull Ride		2022-10
	Gate Forest (x2)		2018-02
	Irving Hill		2018-02
	Whisper Gate (x2)		2018-02
Gate Forest	Bull Ring		2018-02
	Bull Gate		2022-10
	Hidden Gate		2018-02
	Howards Bull		2018-02
	<i>Irving Way</i>		
	Kings Gate		2018-02
	Pfeiffers Gate (x2)		2018-02

Pfeiffers Gate	Bull Ride (x2)		2022-10
	Gate Forest (x2)		2018-02
	Shady Gate		2018-02
	Whisper Gate (x2)		2018-02
Shady Gate	Bulls Pond (x2)		2022-10
	Irving Circle		2022-10
	<i>Irving Way</i>		
Shady Pond	Bucking Bill		2022-10
	Square Gate		2022-10
Square Gate	Bull Ride		2022-10
Stevenson Gate	Craigs Gate		2018-02
	Gate Run		2018-02
	Pond Gate		2018-02
Whisper Gate	Front Gate (x2)		2018-02
	Pfeiffers Gate (x2)		2018-02
Raintree Woods – LE Agreement via Ordinance 137 (Sept. 20, 2001)			
Bold Forbes		Terret Circle	35.11
Connemara Drive		Raintree Ridge	35.11
Raintree Woods Drive	Alydar Circle	Dew Ridge	35.11
	Red Bud Hill (x2)	Summersong	35.11
	Seabiscuit Drive (x5)	Willow Wind	35.11
Red Bud Hill		Raintree Hill	35.11
Seabiscuit	Connemara (x2)	Avator (x2)	35.11
		Bold Forbes	35.11
		Deer Leap	35.11
		Dew Wood	35.11
		Tessara	35.11

Setterfeld Estates -LE Agreement (January 30, 2023)			
Setterfeld Circle	Agarita Mist		2023-02
	Honeycomb Rock		2023-02
	Saur Legacy Drive		2023-02
	Wild Coyote Lane		2023-02
The Woods at Fair Oaks Ranch – LE Agreement via Ordinance 2015-16 (Dec. 17, 2015)			
Autumn Haven	Monument Oak		2015-17
Copper Leaf	Woodland Parkway		2015-17
Heritage Trail	Monument Oak (x2)		2015-17
	Woodland Parkway		2015-17
Ivy Brook	Turning Leaf		2015-17
Monument Oak	Heritage Trail (x2)		2015-17
Timberland Trail	Heritage Trail		2015-17
Turning Leaf	Monument Oak		2015-17
Woodland Parkway	Timberland Trail		2015-17



CITY COUNCIL CONSENT ITEM

CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Approval and possible action approving the first reading of an ordinance amending the budget of the City of Fair Oaks Ranch for FY 2023-24 to fund \$10,000 toward the Oak Wilt Program.

DATE: June 6, 2024

DEPARTMENT: Public Works

PRESENTED BY: Consent - Kelsey Delgado, Environmental Program Manager

INTRODUCTION/BACKGROUND:

On May 2, 2024, City Council approved a resolution establishing a Tree Mitigation Fund and creating an Oak Wilt Program. Through the Oak Wilt Program, funds are made available annually to incentivize and aid in oak wilt treatment within the city limits through a reimbursement process. Program applicants may be eligible for reimbursement of up to 50% of the total cost of eligible services, with a maximum reimbursement amount of \$1,500 per property per fiscal year.

This budget amendment will allocate \$10,000 from the Tree Mitigation Fund to the Oak Wilt Program to jumpstart the program for the remainder of FY 2023-24. Additional funding for FY 2024-25 will be requested during the City's annual budgeting process.

Staff is working with the communications team to advertise the Oak Wilt Program to the citizens of Fair Oaks Ranch. Communications may include, but are not limited to, updates to the City's Oak Wilt webpage, new flashes, and social media posts.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

- Supports Priority 2.5 of the Strategic Action Plan to Develop, Implement and Update Environmental Sustainability Programs.
- Provides financial assistance directly to residents for oak wilt mitigation and treatment.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

The Tree Mitigation Fund is used to fund the Oak Wilt Program. These funds are paid by developers as a fee-in-lieu of mitigation and not by property taxes. If this budget amendment for \$10,000 is approved, there will be \$149,600 remaining in the Tree Mitigation Fund for future requirements.

LEGAL ANALYSIS:

Legal has reviewed the ordinance and approved it as to form.

RECOMMENDATION/PROPOSED MOTION:

Consent - I move to approve the first reading of an ordinance amending the budget of the City of Fair Oaks Ranch for FY 2023-24 to fund \$10,000 toward the Oak Wilt Program.

AN ORDINANCE

AMENDING THE BUDGET OF THE CITY OF FAIR OAKS RANCH, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024

WHEREAS, an Oak Wilt Program was deemed necessary and adopted by City Council on May 2, 2024; and,

WHEREAS, the budget for the City of Fair Oaks Ranch, Texas for FY 2023-24 has heretofore been approved as provided by law and filed with the City Secretary under Ordinance 2023-09; and,

WHEREAS, per above said Ordinance 2023-09, the City Manager may move amounts within the same fund but budget amendments between funds must be approved by City Council by ordinance; and,

WHEREAS, pursuant to Texas LGC §102.010, budget amendments shall be passed and approved by City Council; and,

WHEREAS, the City Council finds the budget amendment as detailed in **Exhibit A** is warranted to fund the Oak Wilt Program for the remainder of FY 2023-24.

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

PART 1. 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.

PART 2. That the City Secretary is hereby directed to file this ordinance as an amendment to the original budget and the Finance Director is hereby directed to amend the original budget with the amendments listed in the attached **Exhibit A**.

PART 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.

PART 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.

PART 5. This ordinance shall take effect following a second reading on June 20, 2024, and after passage, adoption and publication as may be required by governing law.

PART 6. The repeal or amendment of any ordinance or part of ordinances effectuated by the enactment of this ordinance shall not be construed as abandoning any action now

pending under or by virtue of such ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue or as affecting any rights of the City of Fair Oaks Ranch under any section or provisions of any ordinances in effect at the time of passage of this ordinance.

PART 7. 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.

PASSED and APPROVED on first reading by the City Council of the City of Fair Oaks Ranch, Texas, on the 6th day of June 2024.

PASSED, APPROVED AND ADOPTED on second and final reading by the City Council of the City of Fair Oaks Ranch, Texas, on this 20th day of June 2024.

Gregory C. Maxton, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Picioccio, TRMC, City Secretary

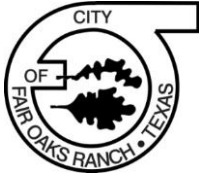
Denton Navarro Rocha Bernal Santee & Zech,
P.C., City Attorney

EXHIBIT A
PROPOSED BUDGET AMENDMENTS
CITY OF FAIR OAKS RANCH
FISCAL YEAR 10/1/2023 - 9/30/2024

Proposed Increases to Budgeted Expenditures				
<u>Dep't</u>	<u>Acct #</u>	<u>Acct Name</u>	<u>Item</u>	<u>Amount</u>
Engineering	01-642-280	Oak Wilt Program	Funding Oak Wilt Program Grants	\$ 10,000
Total Proposed Expenditure Increases				\$ 10,000

Proposed Decreases to Budgeted Expenditures				
<u>Acct #</u>	<u>Acct Name</u>	<u>Reason for Budget Surplus</u>	<u>Amount</u>	
Total Proposed Revenue Increases/Expenditure Decreases				\$ -

Transfers Required Between Funds				
<u>Acct #</u>	<u>Acct Name</u>	<u>Item</u>	<u>Amount</u>	
Total Net Transfers between Funds				\$ -



CITY COUNCIL CONSENT ITEM
CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Approval of Council Member Muenchow's absence from the May 16, 2024 Regular City Council meeting

DATE: June 6, 2024

DEPARTMENT: City Council

PRESENTED BY: Consent Item – Chesley Muenchow, Council Member Place 6

INTRODUCTION/BACKGROUND:

Council Member Muenchow requests approval from missing the May 16, 2024 Regular City Council meeting due to personal reasons.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

Complies with Section 3.09 of the Home Rule Charter.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

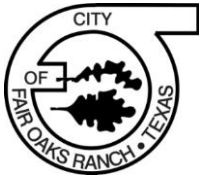
N/A

LEGAL ANALYSIS:

N/A

RECOMMENDATION/PROPOSED MOTION:

Consent Item – I move to approve Council Member Muenchow's absence from the May 16, 2024 Regular City Council meeting.



**CITY COUNCIL PUBLIC HEARING
CITY OF FAIR OAKS RANCH, TEXAS**

AGENDA TOPIC: The City of Fair Oaks Ranch City Council will conduct a public hearing to receive public testimony on a proposed amendment to the Comprehensive Plan (CPA No. 2024-01) to change the land use classification from Rural Residential (RR) to Neighborhood Residential (NR) for approximately 149 acres generally located northwest of the intersection of Ralph Fair Road and Honeycomb Rock, platted as Oak Bend Estates

DATE: June 6, 2024

DEPARTMENT: Public Works and Engineering Services

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

INTRODUCTION/BACKGROUND:

The Texas Local Government Code (LGC) Chapter 213, Municipal Comprehensive Plans, authorizes a municipality to adopt a comprehensive plan for the purpose of promoting sound development of municipalities and promoting public health, safety, and welfare. Chapter 5 of the Plan provides guidance and tools on land use. The tools to assist City Council and staff on land use include a Future Land Use Map (FLUM) and Zoning classifications. The City’s Comprehensive Plan was adopted on June 21, 2018.

On April 17, 2024, staff received an application from the property owner for a FLUM amendment and rezoning. The current FLUM designation and corresponding zoning classification of RR requires a minimum lot size of five acres. A Water Supply Agreement executed between the City of Fair Oaks Ranch and the property owner in 2008 authorized 130 Living Unit Equivalents. In addition, a subdivision plat of the property was approved by City Council and recorded in 2011 establishing 130 single-family residential one-acre+ lots. By this Agreement and the recorded plat, the appropriate FLUM designation for one-acre lots is NR and the corresponding zoning classification is NR.

The attached staff report provides detailed information on the Amendment request.

In accordance with Chapter 4 of the city’s Unified Development Code (UDC), consideration and action of the application must be taken after public hearings are held by the Planning and Zoning Commission (P&Z) and City Council where public testimony on the amendment request is heard.

The P&Z held a public hearing on May 9th where residents voiced concerns about preserving karst features, drainage improvements and traffic. During the consideration portion of the agenda, the P&Z reviewed the request and discussed the beneficial reduction of the total number of lots planned (130 down to 110), the protection of geological features, and the proposed secondary emergency exit. The P&Z unanimously recommended approval of the proposed Amendment.

PUBLIC HEARING:

This public hearing is for the Comprehensive Plan FLUM Amendment request. A separate public hearing for the rezoning request will follow. The sequence for conducting the public hearing is shown on the meeting agenda.

NEXT STEPS:

Consideration and possible action on the FLUM Amendment request is placed in the Consideration section of this agenda.

STAFF REPORT

To: City Council

From: Public Works and Engineering Services Department

Date: June 6, 2024

Re: Request to amend the Future Land Use Map contained in the Comprehensive Plan (Application No. CPA# 2024-01) received from applicant Sitterle Homes LTD, on behalf of the property owner, Oak Bend Forest, L.C. to change the Future Land Use Map designation of approximately 149 acres generally located north of the intersection of Ralph Fair Road and Honeycomb Rock, platted as Oak Bend Estates subdivision, from Rural Residential (RR) to Neighborhood Residential (NR)

SUMMARY:

The applicant is requesting an amendment to change the land use designation of the subject property. The Future Land Use Map (FLUM) contained in the Comprehensive Plan designates the subject property as Rural Residential (RR) and the property is zoned Rural Residential (RR). The minimum lot size required is 5 acres.

The property is governed by an existing Water Supply Agreement that was approved prior to the adoption of the 2018 Comprehensive Plan and zoning regulations. Based on the lot density contained in the Agreement, the subsequent subdivision was platted as one-acre lots.

The applicant is requesting this amendment to change the land use designation to Neighborhood Residential (NR), which is the appropriate designation for one-acre single-family residential lots. As the next step, the applicant is requesting a zone change to Neighborhood Residential (NR) that would be in conformance with this requested land use designation of NR.

SITE HISTORY:

Previous approvals for the subject property are as follows:

- October 19, 2006 - Ordinance 153.0 accepting the City of San Antonio’s Ordinance 2006-6-29-9772 releasing approximately 3,258 acres of property directly adjacent to the North, East, and Southwest of Fair Oaks Ranch city limit line from the City of San Antonio’s Extraterritorial Jurisdiction was approved.
- October 19, 2006 - Ordinance 154.0 voluntarily annexing the subject Property into the City of Fair Oaks Ranch was approved.
- September 2, 2008 – A Water Supply Agreement for 15 years was executed between Oak Bend Forest, LC and the City of Fair Oaks Ranch for the reservation of water service capacity for 130 single-family Living Unit Equivalents (“LUE’s”) on 149 acres.
- September 23, 2008 - The City and GBRA enter into a Second Amendment to the 2000 Agreement to increase the Raw Water Reservation amount by 250 acre-feet per year and the Annual Commitment by 50-acre feet per year.
- February 17, 2011 - The City Council approved a Subdivision Plat of Oak Bend Estates consisting of 130 one+ acre lots. Shortly thereafter, the plat was recorded in Comal County.

- February 16, 2017 – Ordinance 2017-02 amended Chapter 1; Article 1.02 of the City’s code of ordinances by adopting vested rights pursuant to LGC 245 (Vested Rights). It provides an opportunity for landowners or developers to “grandfather” or “vest” government regulations that apply to development at the time of the filing of a permit application.
- June 2018 – The P&Z approved and advanced a final report to the City Council creating zoning district boundaries, inclusive of a zoning map. Ordinance 2018-05 adopting zoning district boundaries is approved by City Council. The zoning map designated the subject property as Rural Residential (5+ acre lots) creating a conflict with the Agreement.
- October 17, 2022 – The City confirmed a vested right does exist for the Oak Bend Estates project as of September 2, 2008 (date Agreement executed).
- March 21, 2024 – Resolution 2024-13 extended the 2008 Water Supply agreement for 110 single-family Living Unit Equivalents, reducing the number of lots from 130. Doing so preserves the geological features on the property.
- April 3, 2024 – In accordance with the 2011 recorded plat, the property owner files a Future Land Use Amendment application requesting NR land use designation and Rezoning application requesting NR zoning designation.
- May 9, 2024 – P&Z conducted a public hearing and received public testimony regarding the FLUM amendment and Zone Change Request for Oak Bend Estates. During the consideration portion of the meeting agenda, the P&Z reviewed the requests and discussed the beneficial reduction of the total number of lots, the protection of geological features, and the proposed emergency exit. The P&Z unanimously recommended approval of both the proposed Amendment and zone change.

REASON FOR THE REQUEST:

To develop the subdivision with one-acre lots as per the existing Agreement, the applicant is requesting a FLUM land use designation amendment and zone change designation to NR. Per the UDC, any zone change must be in accordance with the FLUM. The land use designation and zoning changes must occur before the applicant can submit a new plat reflecting the reduced number of lots. This amendment will remove the conflict between the approved existing Agreement and the FLUM, allowing for the appropriate development of the property.

	Current	Proposed
FLUM Designation	RR	NR
Zoning	RR	NR

PUBLIC NOTICES/COMMENTS:

As required, a notice of the public hearing was published in the Boerne Star newspaper on April 21, 2024. Additionally, abutting residents were notified via US Mail. Staff will provide a summary of responses received from the public at the public hearing.

CRITERIA FOR REVIEW:

The Comprehensive Plan Amendment, Section 3.7 (1) of the Unified Development Code (UDC) states:

“In determining whether to approve, approve with modifications, or disapprove a proposed amendment, the City Council will consider the following matters regarding the proposed amendment:

- i. *Whether the proposed amendment promotes the health, safety, or general welfare of the City and the safe, orderly, and healthful development of the City.*
- ii. *Whether the proposed amendment is consistent with the Future Land Use element of the most recent version of Comprehensive Plan.*
- iii. *Whether the proposed amendment is consistent with other goals and objectives of the Comprehensive Plan.*
- iv. *Unified Development Code Compliance. No requirement of the procedure for Comprehensive Plan or Code amendments may govern if in conflict with specific provisions of this Code or Comprehensive Plan. Any potential conflict between the proposed amendment(s) and the UDC or other parts of the Comprehensive Plan should be dealt with prior to (or as part of) the adoption of any amendment.*
- v. *Other criteria deemed relevant and important by the City Council in relationship to the proposed amendment in taking final action on the proposed amendment.*

STAFF RECOMMENDATION:

Staff recommends the City Council considers the following in approving this proposed Comprehensive Plan amendment:

- A. The proposed amendment will accurately reflect the approved Agreement for the property that preceded adoption of the Comprehensive Plan, zoning and the UDC.
- B. The proposed amendment will permit the appropriate zoning classification of NR to be placed on the property and will permit lot sizes as approved in the Agreement for the property.
- C. With the approval of the Amendment and the subsequent zone change request, any potential conflicts between the Comprehensive Plan FLUM, zoning, and the approved Agreement will be eliminated.
- D. Additionally, the reduction of lots from 130 to 110 will enable preservation of geological features on site and provide a second emergency entrance/exit to the development.

Exhibits

- A. Subject Property Aerial Map
- B. Future Land Use Map (FLUM) - Existing and Proposed
- C. Universal Application and Specific Application (Rezoning/FLUM Amendment) including Supporting Documents
- D. Notification/Response Map
- E. Comment Forms

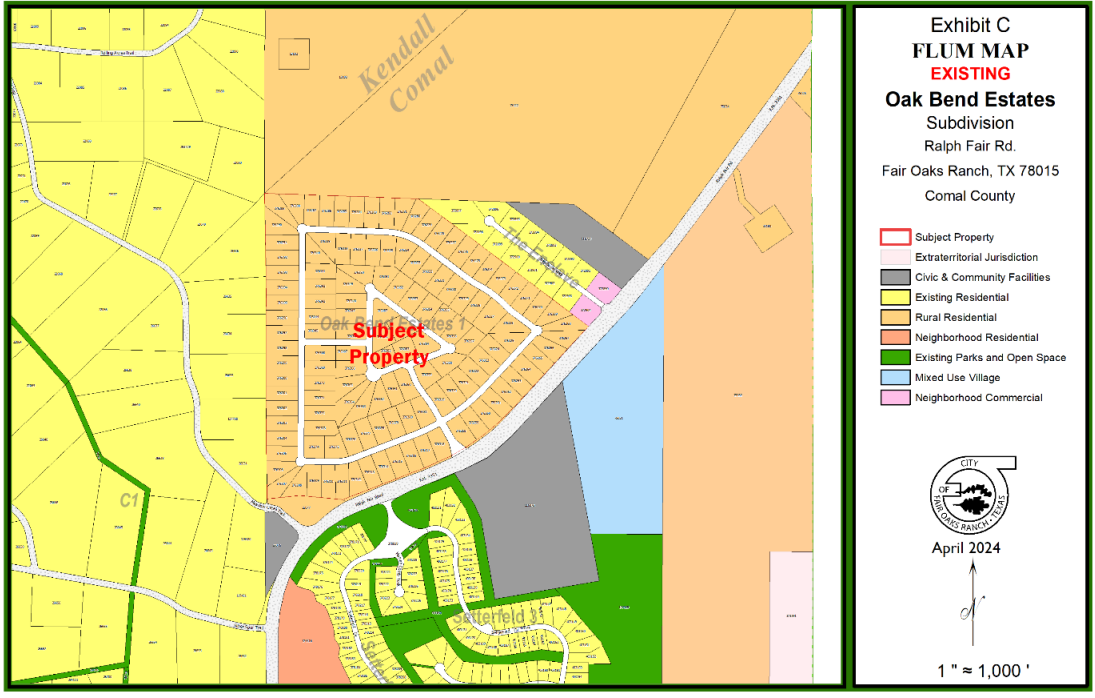
EXHIBIT A



Disclaimer – The City of Fair Oaks Ranch (COFOR) does not guarantee the accuracy, adequacy, completeness, or usefulness of any information. COFOR does not warrant the completeness, timeliness, or positional, thematic, and attribute accuracy of the GIS Data. The GIS data, cartographic products, and associated applications are not legal representations of the depicted data. GIS data is derived from public records that are constantly undergoing revision. Under no circumstances should GIS products be used for final design purposes. COFOR provides this information on an "as is" basis without warranty of any kind, express or implied, including but not limited to warranties of merchantability or fitness for a particular purpose, and assumes no responsibility for anyone's use of the information.

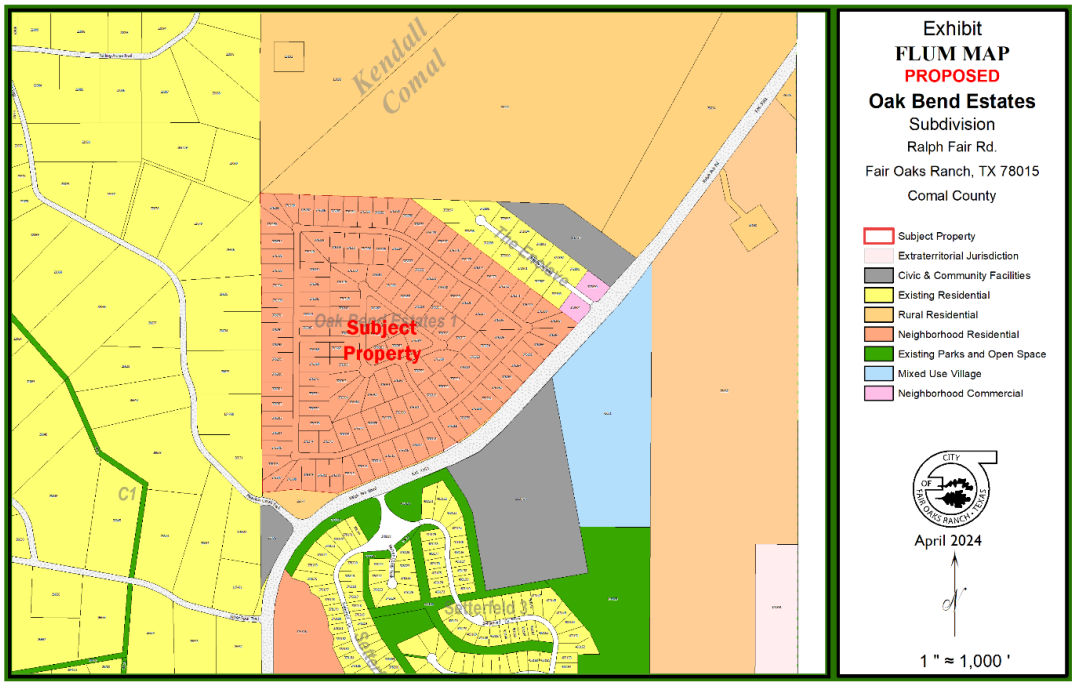
Exhibit B

Existing FLUM Map



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Proposed FLUM Map



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KG KILLEN, GRIFFIN & FARRIMOND
ATTORNEYS AT LAW

April 3, 2024

City of Fair Oaks Ranch
7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78015

RE: **Letter of Intent**, in connection with a Rezoning Application and Future Land Use Map Amendment for Certain Property, Consisting of Approximately 149 Acres (the "Subject Property"), Located at intersection of Ralph Fair Road and Honeycomb Rock in the municipal corporate boundaries of the City of Fair Oaks Ranch ("City"), Comal County ("County"), Texas

To whom it may concern:

On behalf of the landowner of the Subject Property, **Oak Bend Forest, L.C.**, a Texas limited liability company (the "Owner"), we are providing this Letter of Intent for the Owner's rezoning and future land use map amendment requests for the Subject Property. More specifically, the Subject Property is currently zoned and has a land use designation of Rural Residential ("RR"), which restricts minimum lot sizes to five (5) acres. Rezoning the Subject Property to Neighborhood Residential ("NR") and amending its land use designation to Neighborhood Residential ("NR") will allow for the development of the proposed "Project," as further described herein.

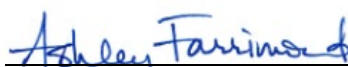
In 2008, the Owner entered into a Water Supply Agreement ("Agreement") with the City. The Agreement anticipated one hundred thirty (130) residential lots. The Subject Property was then platted with minimum one (1) acre lots in 2011 (Doc.# 201106015175). After the Agreement and plat were approved, the City zoned the Subject Property inconsistent with these documents. We respectfully request that this be corrected, and the zoning be consistent with the previously approved one (1) acre lots.

The Owner proposes to develop a single-family residential Project on the Subject Property, consisting of 106 homes. Each residential lot will have a minimum of one (1) acre, with connections to public water and individual septic systems. In short, the Project will be a high-quality development in the community that is consistent with the City's development objectives.

If there is any additional information or documentation that we can provide to assist in your review of this Letter of Intent, please do not hesitate to contact me at (210) 960-2750 or via email at: ashley@kgftx.com.

Sincerely,

KILLEN, GRIFFIN & FARRIMOND, PLLC



Ashley Farrimond

Universal Application and Form S2 Checklist

S2 SPECIFIC APPLICATION FORM - REZONING/ FUTURE LAND USE MAP AMENDMENT

Section 3.7 of the Unified Development Code

The following steps must be completed, and the items must be submitted for the application to be deemed complete and processed:

- Pre-Application Conference prior to application submittal.
- Concept plan approval (if required).
- A completed Universal Application and checklist signed by the owner/s of the property.
- A title report.
- Payment of all other applicable fees (see Schedule of Fees).
- 8½ x 11 copy of the legal description (metes and bounds) of the area encompassing the request. If the property is platted, a copy of the plat should be provided.
- Location/vicinity map showing the location and boundaries of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
- Acknowledgement that the sign posted by the City on the property fifteen (15) days prior to the public hearing will be maintained until the zone change is heard at the public hearing.
- Provide evidence or proof that all taxes and obligations have been paid regarding the subject property.
- Electronic copies of the required exhibits in "PDF" format and shapefile for property boundary where applicable should be submitted in a USB flash drive or via email



City of Fair Oaks Ranch

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

UNIVERSAL APPLICATION (FORM UA)

All applications must be submitted with:

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

DEVELOPMENT INFORMATION

Project Name/Address/Location: Oak Bend Subdivision / Intersection of Ralph Fair Rd and Honeycomb Rock Acreage: 149
Brief Description of Project: Single Family Residential
Is property platted? No Yes Subdivision name: Oak Bend Subdivision No. of Lots: 118
Recordation #: Doc # 201106015175 Parcel(s) Tax ID#:
Existing Use: Residential Proposed Use: Single-Family Homes
Current Zoning: Rural Residential Proposed Zoning: Existing Residential Two, "R2" (0.3 to 1.0 Acres)
Occupancy Type: Residential Sq. Ft: Bed #: Bath #: Car Garage #: AF
Water System Well Public Flood Zone: Yes No Sewer System: Septic Public

PROPERTY OWNER INFORMATION

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

APPLICANT INFORMATION

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

KEY CONTACT INFORMATION

Name of the Individual: Killen, Griffin & Farrimond, PLLC Contact Name: Ashley Farrimond, Attorney
Address: 10101 Reunion Place, Suite 250 City/State/ZIP: San Antonio, Texas 78218
Phone: 210-960-2750 E-mail: ashley@kgftx.com

SIGNATURE OF PROPERTY OWNER OR APPLICANT (SIGN AND PRINT OR TYPE NAME)

Signature: James Grona Date: 04/02/2024
(Signed letter of authorization required if the application is signed by someone other than the property owner)

*****OFFICE USE ONLY*****
DATE REC'D: 04/03/2024 & 04/17/2024 BY: Amanda Wade
FEES PAID: APPROVED BY:
DATE APPROVED:
APPLICATION/PERMIT NO: EXP DATE:

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

SPECIFIC APPLICATION FORM (S1-S39). Please check the appropriate type below:

Land Use Policy Related

(Section 3.9 of the UDC)

Annexation* - Form S1

Comprehensive Plan Amendment (Text)

Unified Development Code (UDC) Text Amendment

Rezoning/ FLUM amendment* - Form S2

Special Use Permit* - Form S3

Planned Unit Development (PUD)* - Form S4

Development Agreement

Conservation Development Alternative* (CDA) (Section 4.8) - Form S5

Site Development Related

(Section 3.9 of the UDC)

Vested Rights Verification Letter

Zoning Verification Letter

Written Interpretation of the UDC

Temporary Use Permit*- Form S14

Special Exception*- Form S15

Site Development Permit* (Site Plan Review) - Form S16

Floodplain Development Permit*- Form S17

Stormwater Permit* - Form S18

Certificate of Design Compliance* - Form S19

Appeal of an Administrative Decision

Zoning Others

Variance

Policy Judicial* - Form S20

Sign Special Exception/Appeal to an Administrative Decision

Administrative Exception

Permit for Repair of Non-Conforming Use/Building

Letter of Regulatory Compliance

On-Site Sewage Facility Permit (OSSF)

Certificate of Occupancy (CO)* - Form S21

Relief from Signage Regulations

Group Living Operation License* - Form S22

Grading/Clearance Permit - Form S23

Building Permits Related

Commercial

New/Remodel/Addition* - Form S24

Fence* - Form S25

Miscellaneous* - Form S26

Residential

New Home* - Form S27

Remodel/Addition* - Form S28

Detached Buildings* - Form S29

Others

Solar* - Form S30

Swimming Pool* - Form S31

Demolition, Drive or Move

New Lawn/Water* - Form S32

Backflow Device/Irrigation Systems - Form S33

Sign* (Permanent) - Form S34 A

Sign* (Temporary) - Form S34 B

Appeal of Denial of Sign Permit

Master/ Common Signage Plan* - Form S35

Water Heater or Water Softener* - Form S36

Right-of-Way Construction* - Form S37

Flatwork*- Form S38

Inspections

Mechanical Electrical

Plumbing Building

Others _____

Water- Wastewater Service

Connect/ Disconnect Form* - Form S39

Subdivision and Property Development Related

(Section 3.8 of the UDC)

Amending Plat* - Form S6

Minor Plat* - Form S7

Development Plat* - Form S8

Concept Plan** - Form S9

Preliminary Plat* - Form S10

Final Plat* - Form S11

Replat* - Form S12

Construction Plans* - Form S13

Vacating Plat

Plat Extension

*These types of applications require additional information as listed in the Specific Application Form. Refer to **Appendix B** of the Administrative Procedures Manual for more information.

** The Concept Plan is required for PUD and CDA, and for Rezoning if included in a previously approved Concept Plan.

Application Checklist for all Applications

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

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

Title Report/Commitment

CENTRAL TEXAS CPF

SERVICING AUSTIN AND SAN ANTONIO

ATTN: Norma Jean Vargas, Customer Service

270 N. Loop 1604 East, Suite 110

San Antonio, TX 78232

TITLE REPORT

GF NUMBERS 4000412300999 & 4000412301000

EFFECTIVE DATE: 03/24/2024

CURRENT & LAST VESTING PROPERTY OWNER: OAK BEND FOREST, L.C.

LEGAL DESCRIPTION:

A PARCEL OF LAND CONTAINING 149.00 ACRES, MORE OR LESS, BEING THE WESTERN PORTION OF A 178.00 ACRE TRACT AS DESCRIBED IN A DEED RECORDED JANUARY 12, 1998, UNDER COUNTY CLERK FILE NUMBER 9806000756, OFFICIAL RECORDS, COMAL COUNTY, TEXAS, OUT OF THE M. D LA LUZ GUERRA SURVEY NO. 172, ABSTRACT NO. 173, COMAL COUNTY, TEXAS.

ALSO KNOWN AS THE FOLLOWING LEGAL DESCRIPTION:

BEING 149.02 ACRES OF LAND OUT OF SURVEY NUMBER 172, MARIA DE LA LUZ GUERRA, 1 LEAGUE, COMAL COUNTY ABSTRACT NUMBER 173 IN COMAL COUNTY, TEXAS. SAID 149.02 ACRE TRACT OF LAND BEING THE SAME LAND DESCRIBED IN A DEED DATED MAY 8, 2008 TO OAK BEND FOREST, L.C., RECORDED IN DOCUMENT NO. 200806019093 OF THE OFFICIAL PUBLIC RECORDS OF COMAL COUNTY, TEXAS.

SAID LEGAL DESCRIPTION HAS NOW BEEN CONVERTED AND SPLIT OUT TO THE FOLLOWING LEGAL DESCRIPTION:

LOTS 1 THRU 130, OAK BEND ESTATES, IN THE CITY OF FAIR OAKS RANCH, COMAL COUNTY, TEXAS, ACCORDING TO MAP OR PLAT THEREOF RECORDED IN DOCUMENT NO. 201106015175, MAP AND PLAT RECORDS, COMAL COUNTY, TEXAS.

This report hereby reports that the instruments listed below have been filed of record in the office of the County Clerk of COMAL COUNTY, and are affecting title to the property above described during the timeframe as set out above:

THERE ARE CURRENTLY NO ACTIVE, OPEN AND OUTSTANDING LIENS FOUND AND FILED OF RECORD AT THIS TIME ON THIS SAID LAND AND SUBJECT PROPERTY.

GENERAL NAMES WERE SEARCHED AND NONE FOUND.

THE CURRENT AND LAST VESTING DEED FOUND AND FILED OF RECORD ON THIS SAID LAND AND SUBJECT PROPERTY WAS A WARRANTY DEED THAT WAS RECORDED ON MAY 13, 2008 UNDER DOCUMENT NUMBER 200806019093, OFFICIAL PUBLIC RECORDS OF COMAL COUNTY, TEXAS, WHEREIN THE CURRENT AND LAST VESTING PROPERTY OWNER, OAK BEND FOREST, L.C., ACQUIRED THIS SAID LAND AND SUBJECT PROPERTY.

This report is issued for the use of and shall inure to the benefit:

**STEVE VONHOFE
SITTERLE HOMES
VP LAND DEVELOPMENT
PHONE 713-791-8980
WEBSITE sitterlehomes.com**

And

**JEFFREY E. BUELL
OWNER
SITTERLE HOMES
2015 EVANS RD, STE 100
SAN ANTONIO, TX 78258
PHONE 210-326-2625
WEBSITE sitterlehomes.com**

And is issued in consideration of \$000.00 PLUS TAX paid by the benefited party named above, and no others, and to whom said sum shall be returned as agreed liquidated damages in the event of any mistakes herein. By accepting this search, the benefited party agrees that the said sum and no more shall constitute the full measure of damages against the issuing company. **SPECIAL NOTE AND LIMITATION OF LIABILITY:** This report is issued with the express understanding, evidenced by the acceptance of same, that this report does not undertake to give or express any opinion as to the validity of the title hereinabove described or the authority of those executing the above listed instruments, but is simply reporting herein and hereby as to the recitals of instruments listed. The Company assumes no liability greater than the consideration paid for this certificate by reason of issuance, delivery and/or use of same, nor for any error or omissions herein. This report does **NOT** reflect title to any of the oil, gas and other mineral interests affecting subject property, nor any documents creating and/or affecting said estates, nor the validity of any rights, privileges and immunities relating thereto. Further, this report does not address, and no search has been performed regarding the following: claims and rights of parties in possession; discrepancies in area and boundaries; unpaid bills for labor or material in connection with repairs or new improvements; unpaid taxes; change in marital or corporate status of owner(s) since date of purchase; homestead rights or claims; easements and restrictions.

FNTG – CUSTOMER SERVICE SAN ANTONIO AND AUSTIN BY: *PETER BLUMTJER*

Legal Description and Plat



200806019093 05/13/2008 12:40:55 PM DEED 1/3

WARRANTY DEED

B/M

STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF COMAL

Date: May 8, 2008

Grantor: Neljimmann Partners, Ltd., whose address is P O Box 790645, San Antonio, TX 78279

Grantee: Oak Bend Forest, L.C., whose address is P O Box 790645, San Antonio, TX 78279

Consideration: Ten Dollars and other good and valuable consideration, the receipt of which is hereby acknowledged by Grantor.

Property: A parcel of land containing 149.00 acres, more or less, being the Western portion of a 178.00 acre tract as described in a deed recorded January 12, 1998 under County Clerk File Number 9806000756, Official Records, Comal County, Texas, out of the M. De La Luz Guerra Survey No. 172, Abstract No. 173, Comal County, Texas, said 149.00 parcel of land being more particularly described on EXHIBIT A attached hereto and incorporated herein by reference.

Reservations from and Exceptions to Conveyance and Warranty: Matters of record affecting the Property, to the extent and validity thereof; and ad valorem taxes not yet due and payable, which Grantee assumes.

Grantor, for the consideration and subject to the reservations from and exceptions to conveyance and warranty, grants, sells, and conveys to Grantee the property, together with all and singular rights and appurtenances thereto in any wise belonging, to have and hold it to Grantee, Grantee's heirs, executors, administrators, successors or assigns forever. Grantor bind Grantor and Grantor's heirs, executors, administrators, and successors to warrant and forever defend all and singular the property to Grantee and Grantee's heirs, executors, administrators, successors, and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

When the context requires, singular nouns and pronouns include the plural.

Executed this 8th day of May, 2008.

Neljimmann Partners, Ltd.

By: Hayden Grona

THE STATE OF TEXAS
THE COUNTY OF BEXAR

This instrument was acknowledged before me on this the 8th day of May, 2008 by Hayden Grona, GENERAL PARTNER of NELJIMANN PARTNERS, a Texas Limited Partnership.

Ava Anita Duennenberg
Notary Public, State of Texas

AFTER RECORDING RETURN TO:

OAK BEND FOREST, L.C.
P O Box 790645
San Antonio, TX 78279

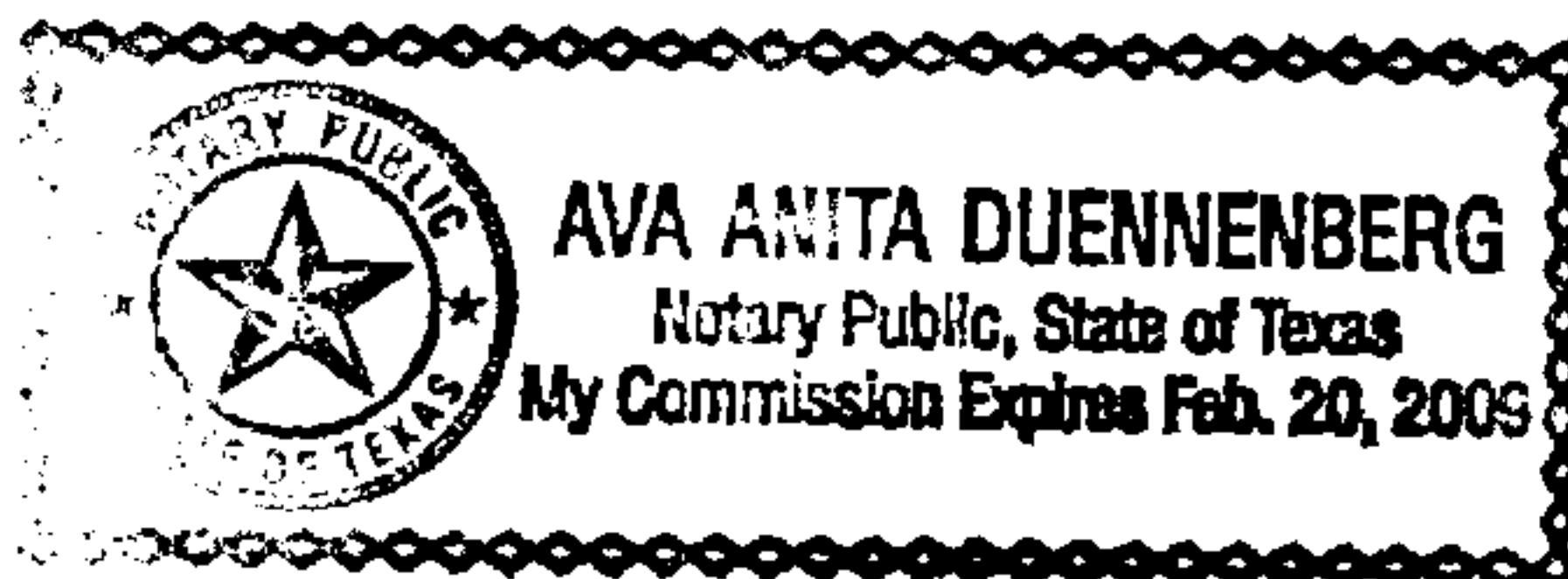


EXHIBIT "A"

STATE OF TEXAS #
 COUNTY OF KENDALL #

Field notes of a 149.000 acre, more or less, tract of land out of the M. De La Luz Guerra Survey No. 172, Abstract No. 173, Comal County, Texas, being the western portion of a 178.000 acre tract as described in deed recorded in Document No. 9806000756, Official Records of Comal County and being more fully described as follows:

Beginning at an existing iron pin in a fence for the northwest corner of this tract, said pin being S 01° 31' 58" W 19.13 feet from the north corner of Lot 8, Fair Oaks Ranch, Comal County, Unit 1 as shown on a plat recorded in Volume 5, Page 55, Plat Records of Comal County, Texas, said pin also being the northwest corner of said 178.000 acre tract and this tract;

Thence, along a fence and with the north line of said 178.000 acre tract, S 86° 42' 28" E 1,451.97 feet to an existing PK nail for the northeast corner of this tract, said iron pin being the northwest corner of the Leo A. Kahanek and Doris A. Schimpf 29.000 acre tract described in deed recorded in Document No. 9806015680, Official Records of Comal County;

Thence, through the interior of said 178.000 acre tract and with the southwest line of said 29.000 acre tract, S 51° 56' 17" E 2049.94 feet to an existing iron pin in a fence on a northwestern line of F.M. 3351:

Thence, with said line of F.M. 3351 as follows:

S 43° 59' 41" W	1,078.28 feet to an existing concrete monument
S 46° 33' 15" W	201.96 feet to an existing iron pin
S 51° 40' 50" W	194.70 feet to an existing iron pin
S 56° 40' 50" W	194.70 feet to an existing iron pin
S 61° 40' 45" W	194.75 feet to an existing iron pin
S 67° 11' 19" W	231.80 feet to an existing iron pin
S 70° 06' 16" W	793.46 feet to an existing concrete monument

and

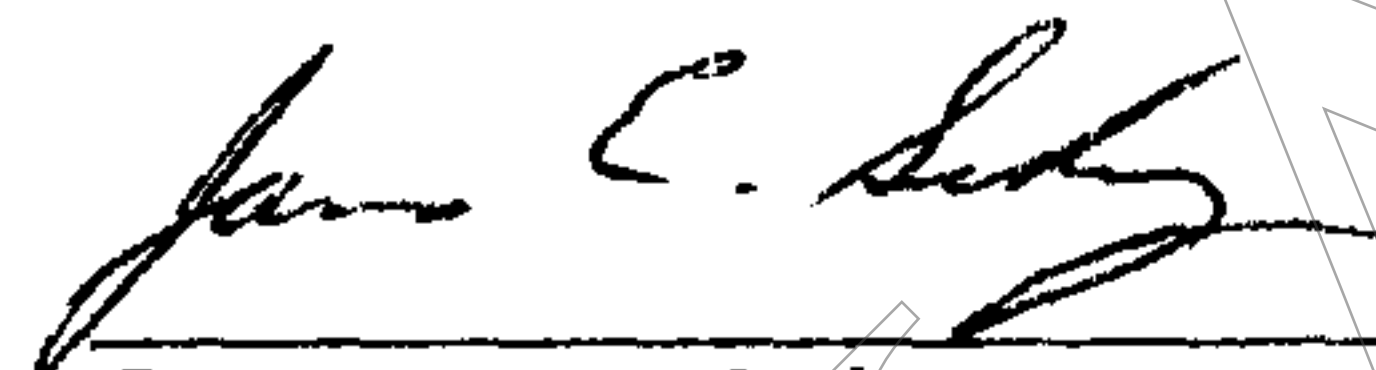
S 68° 00' 14" W 67.05 feet to an existing iron pin, this pin being the east corner of Lot 2, Saur Subdivision as shown on a plat recorded in Volume 11, Page 4, Plat Records of Comal County, Texas;

Thence, with a south line of this tract and the north line of said Lot 2, N 83° 36' 50" W 424.13 feet to an existing iron pin and S 85° 26' 05" W 320.79 feet to an existing iron pin for the southwest corner of this tract;

Thence, with fence on the west line of this tract and an east line of the

Exhibit C
aforementioned Fair Oaks Ranch, Comal County Unit 1, N 01° 24' 56" E 893.98 feet to an existing iron pin, N 01° 45' 42" E 1,283.10 feet to an existing iron pin and N 01° 31' 58" E 769.30 feet to the place of beginning and containing 149.000 acres of land, more or less.³

I, James E. Schwarz, a Registered Professional Land Surveyor, hereby certify that the above field notes are of a survey made on the ground under my supervision on January 4 - 5, 1996, November 5 - 6, 1997 and June 29, 1998 and recertified on March 8, 1999.



James E. Schwarz
Registered Professional
Land Surveyor #4760
Job No. 99-23

- 1.F.M.3351 established by deed recorded in Volume 657, Page 509, Deed Records of Comal County, Texas.
- 2.This bearing, used as the bearing basis of this survey, is from deed recorded in Volume 283, Pages 381-383, Deed Records of Comal County, Texas.
- 3.See plat of this tract dated January 4 - 5, 1996, November 5 - 6, 1997, June 29, 1998 and March 8, 1999 for more information.

Return to
Jim Grona Builders, Inc.
PO Box 790645
San Antonio, Tx 78279 - 0645

Doc# 200506009884
Pages 3
03/16/2005 12:19PM
Official Records of
COMAL COUNTY
JOY STREATER
COUNTY CLERK
Fees \$18.00



Filed and Recorded
Official Public Records
Joy Streater, County Clerk
Comal County, Texas
05/13/2008 12:40:55 PM
CASHTWO
200806019093



Doc# 200506009884

SUBDIVISION PLAT OF SHEET OAK BEND ESTATES (CITY OF FAIR OAKS RANCH)

BEING 149.02 acres of land out of Survey Number 172, Marie de la Luz Guerra, 1 League, Comal County Abstract Number 173 in Comal County, Texas. Sold 149.02 acre tract of land being the same land described in a deed dated May 8, 2008 to Oak Bend Forest, L.C., recorded in Book 200809019063 of the Official Public Records of Comal County, Texas.

STATE OF TEXAS COUNTY OF BEXAR THE DONORS OF THE LAND SHOWN ON THIS PLAT AND WHOSE NAMES ARE SUBSCRIBED HERETO HAVE IN PERSON OR THROUGH A duly authorized agent, solicited to the use of the PUBLIC RECORDS ALL CITY, COUNTY, STATE, FEDERAL, AND FEDERAL AGENCIES AND PUBLIC UTILITIES TO REVIEW THIS PLAT AND TO RECORD THE SAME IN THE OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY, TEXAS.

OAK BEND FOREST, L.C. DRA - OAK BEND ESTATES, L.C. DRA DEVELOPER P.O. BOX 78900 San Antonio, Texas 78278 210-590-9394 Hayden Stone DRA DEVELOPER'S FULLY AUTHORIZED AGENT HAYDEN STONE

STATE OF TEXAS COUNTY OF BEXAR BEFORE ME, THE UNDERSIGNED AUTHORITY IN THIS DAY PERSONALLY APPEARED NAME TO SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE SIGNED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

JOHN B. LUCE, Notary Public, My Commission Expires 02/28/2015, STATE PUBLIC IN AND FOR THE STATE OF TEXAS. I HEREBY CERTIFY THAT THESE UNDERSIGNED INSTRUMENTS WERE READ OVER TO THIS PLAT BY THE OFFICE OF LOTS, STREETS, AND DISTRICTS LAID OUT IN THE BEST OF MY BELIEF TO BE ACCORDING TO ALL REQUIREMENTS OF THE SUBDIVISION ACT.

JOHN B. LUCE, Notary Public, My Commission Expires 02/28/2015, STATE PUBLIC IN AND FOR THE STATE OF TEXAS. I HEREBY CERTIFY THAT THESE UNDERSIGNED INSTRUMENTS WERE READ OVER TO THIS PLAT BY THE OFFICE OF LOTS, STREETS, AND DISTRICTS LAID OUT IN THE BEST OF MY BELIEF TO BE ACCORDING TO ALL REQUIREMENTS OF THE SUBDIVISION ACT.

STATE OF TEXAS COUNTY OF BEXAR I HEREBY CERTIFY THAT THIS PLAT REPRESENTS THE RESULTS OF AN ON THE GROUND SURVEY AND PROPERTY LINES HAVE BEEN RECHECKED UNDER AN EXPEDITIOUS SURVEY.

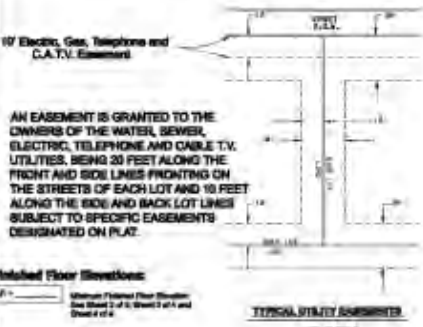
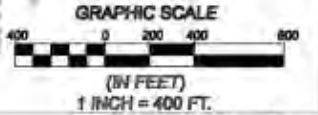
MICHAEL J. HARRIS, Notary Public, My Commission Expires 02/28/2015, STATE PUBLIC IN AND FOR THE STATE OF TEXAS. I HEREBY CERTIFY THAT THESE UNDERSIGNED INSTRUMENTS WERE READ OVER TO THIS PLAT BY THE OFFICE OF LOTS, STREETS, AND DISTRICTS LAID OUT IN THE BEST OF MY BELIEF TO BE ACCORDING TO ALL REQUIREMENTS OF THE SUBDIVISION ACT.

STATE OF TEXAS COUNTY OF BEXAR BEFORE ME, THE UNDERSIGNED AUTHORITY IN THIS DAY PERSONALLY APPEARED NAME TO SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE SIGNED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

JOHN B. LUCE, Notary Public, My Commission Expires 02/28/2015, STATE PUBLIC IN AND FOR THE STATE OF TEXAS. I HEREBY CERTIFY THAT THESE UNDERSIGNED INSTRUMENTS WERE READ OVER TO THIS PLAT BY THE OFFICE OF LOTS, STREETS, AND DISTRICTS LAID OUT IN THE BEST OF MY BELIEF TO BE ACCORDING TO ALL REQUIREMENTS OF THE SUBDIVISION ACT.

JOHN B. LUCE, Notary Public, My Commission Expires 02/28/2015, STATE PUBLIC IN AND FOR THE STATE OF TEXAS. I HEREBY CERTIFY THAT THESE UNDERSIGNED INSTRUMENTS WERE READ OVER TO THIS PLAT BY THE OFFICE OF LOTS, STREETS, AND DISTRICTS LAID OUT IN THE BEST OF MY BELIEF TO BE ACCORDING TO ALL REQUIREMENTS OF THE SUBDIVISION ACT.

JOHN B. LUCE, Notary Public, My Commission Expires 02/28/2015, STATE PUBLIC IN AND FOR THE STATE OF TEXAS. I HEREBY CERTIFY THAT THESE UNDERSIGNED INSTRUMENTS WERE READ OVER TO THIS PLAT BY THE OFFICE OF LOTS, STREETS, AND DISTRICTS LAID OUT IN THE BEST OF MY BELIEF TO BE ACCORDING TO ALL REQUIREMENTS OF THE SUBDIVISION ACT.



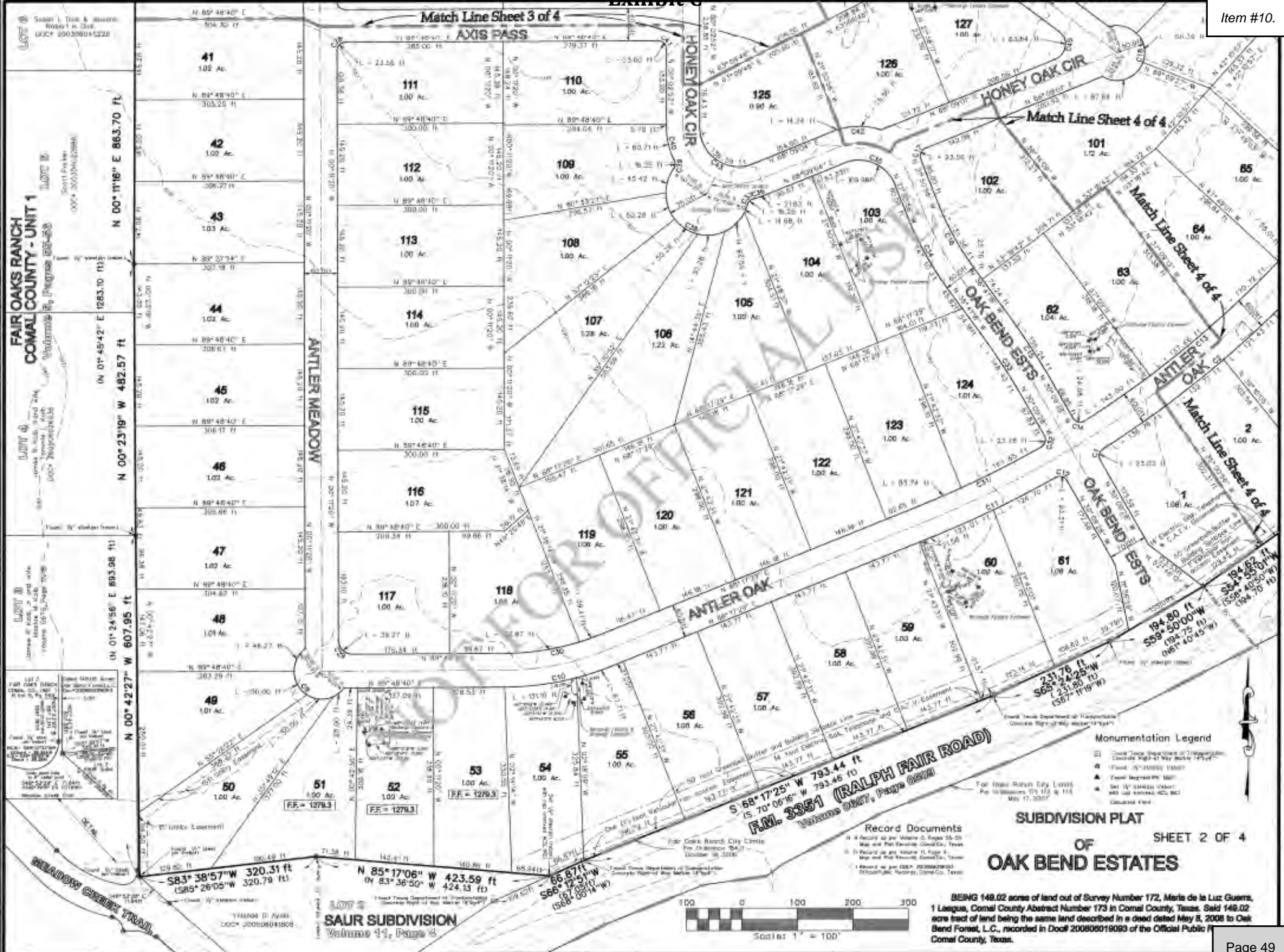
CURVE TABLE with columns for Station, Curve Data, and Station. Includes a 'TYPICAL LOT DATA' diagram below it.

CITY PUBLIC SERVICE BOARD UTILITY EASEMENTS. For City of Fair Oaks Ranch, Comal County, Texas. This plat is subject to all utility easements and encroachments as shown on the plat.

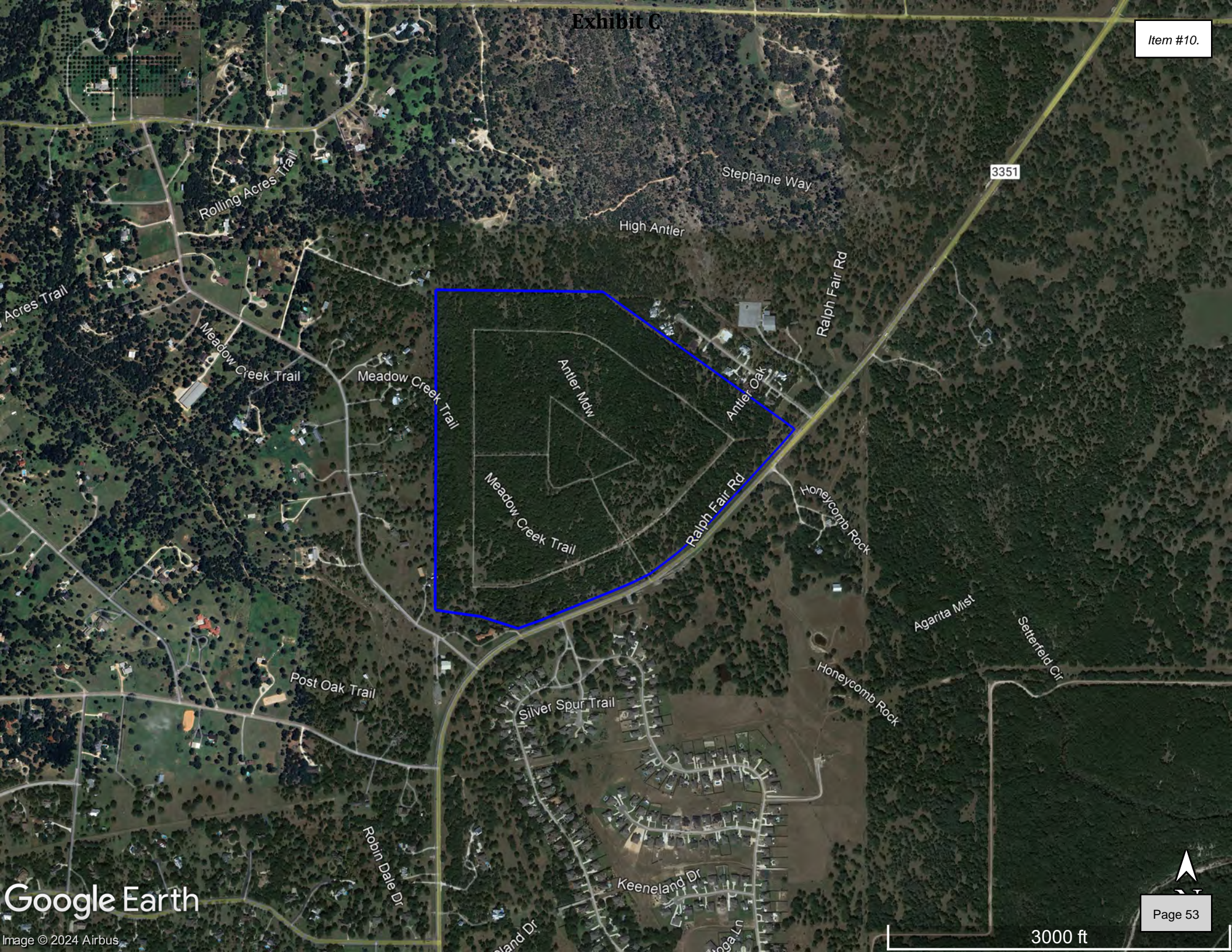
Texas Department of Transportation NOTES. (1) All construction shall comply with the Texas Department of Transportation (TxDOT) Standard Specifications for Road and Bridge Construction.

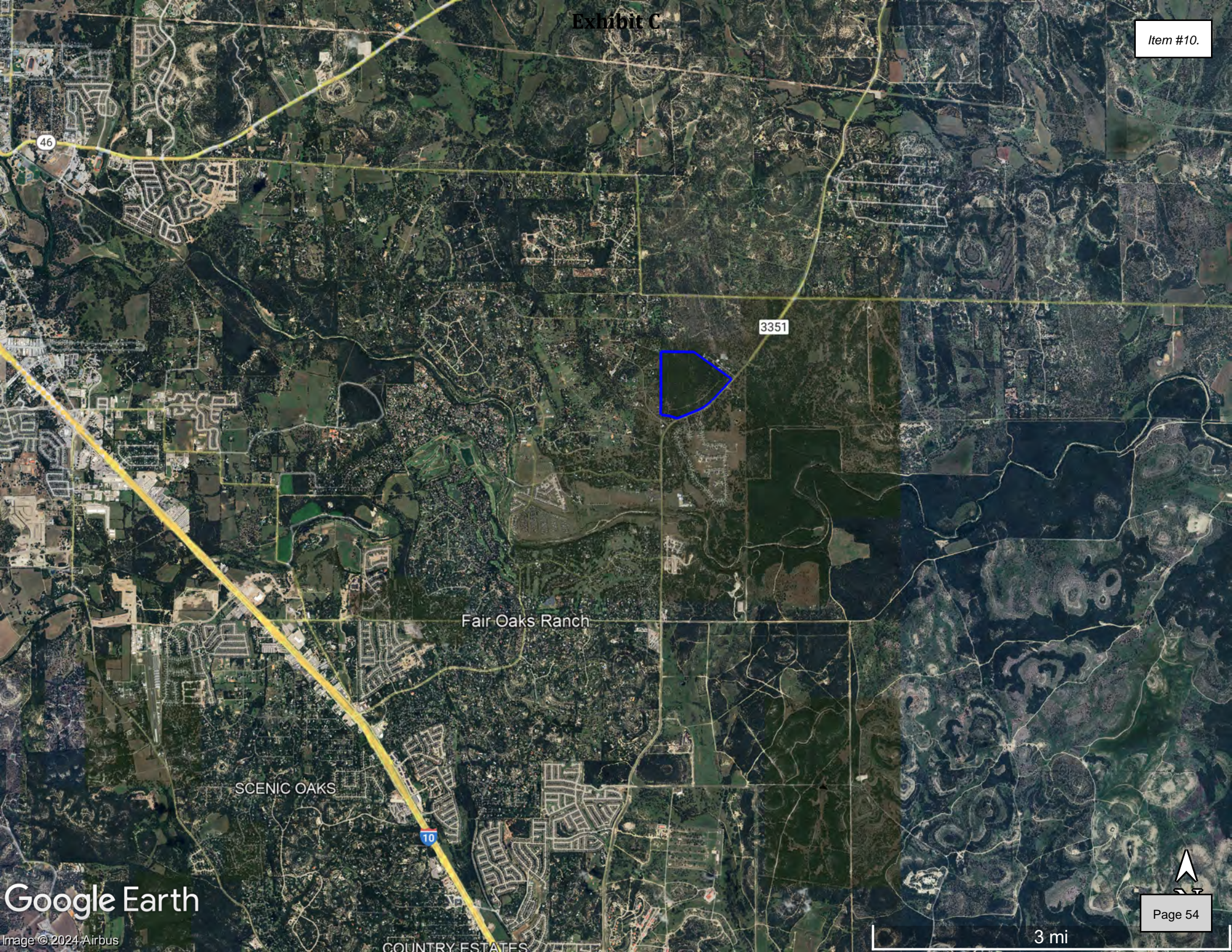
UTILITY EASEMENTS. A. UTILITIES, INCLUDING BUT NOT LIMITED TO WATER, GAS, ELECTRICITY, TELEPHONE AND CABLE TELEVISION, WITH ALL NECESSARY AND/OR OBSCURE LINES, LATERALS AND APPURTENANCES THERE TO THE UTILITY.

STREET DESIGN, DRAINAGE DESIGN AND LOT DESIGN PREPARED BY JOHN LUCE CIVIL ENGINEERING CONSULTANT INC. 16156 San Pedro, San Antonio, Texas 78216-4941-6405. P.O. Box 146669, San Antonio, Texas 78216-9800. Fax (210) 494-9840.



Property Maps





46

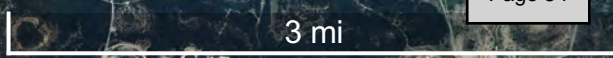
3351

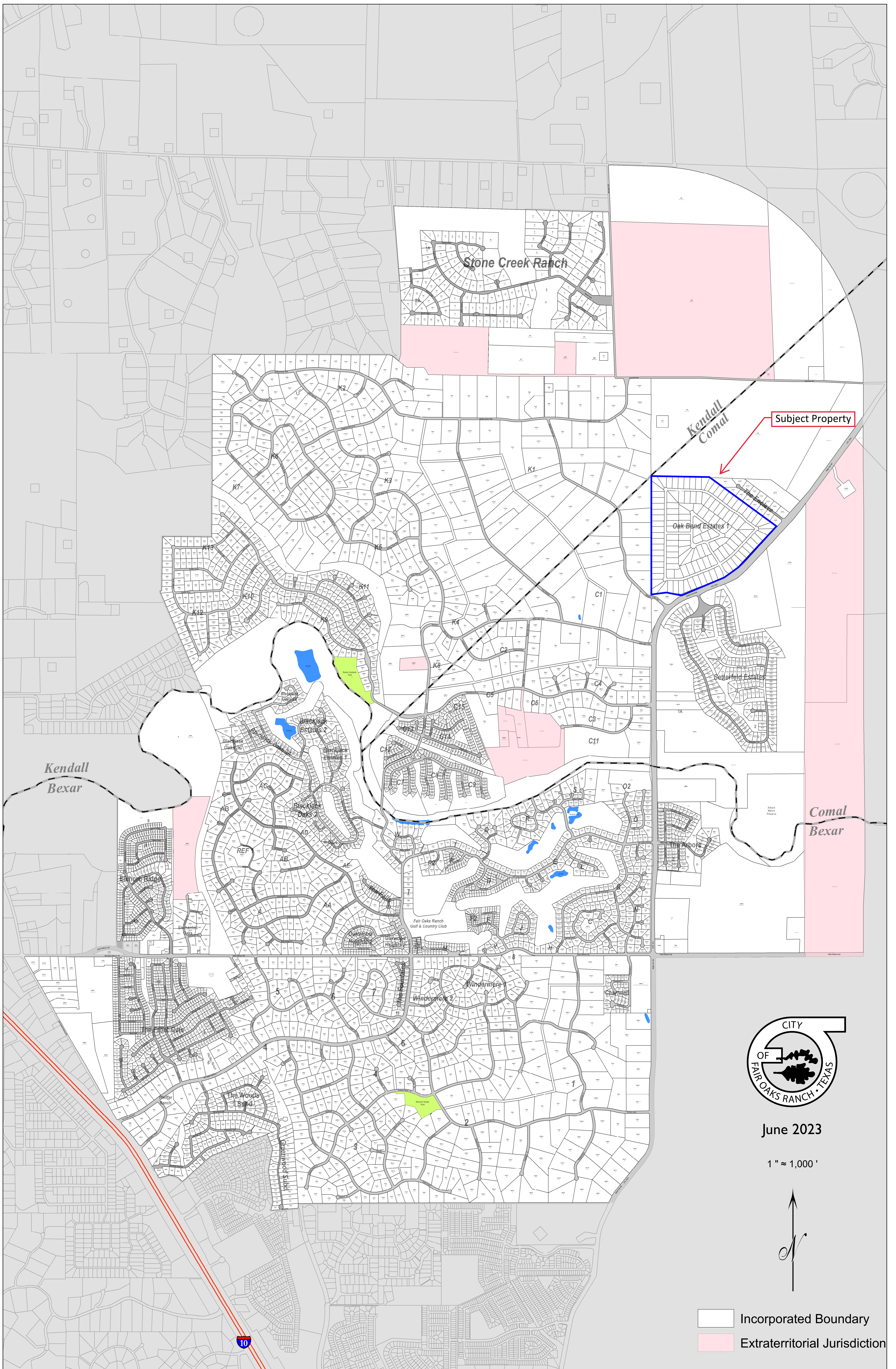
Fair Oaks Ranch

SCENIC OAKS

10

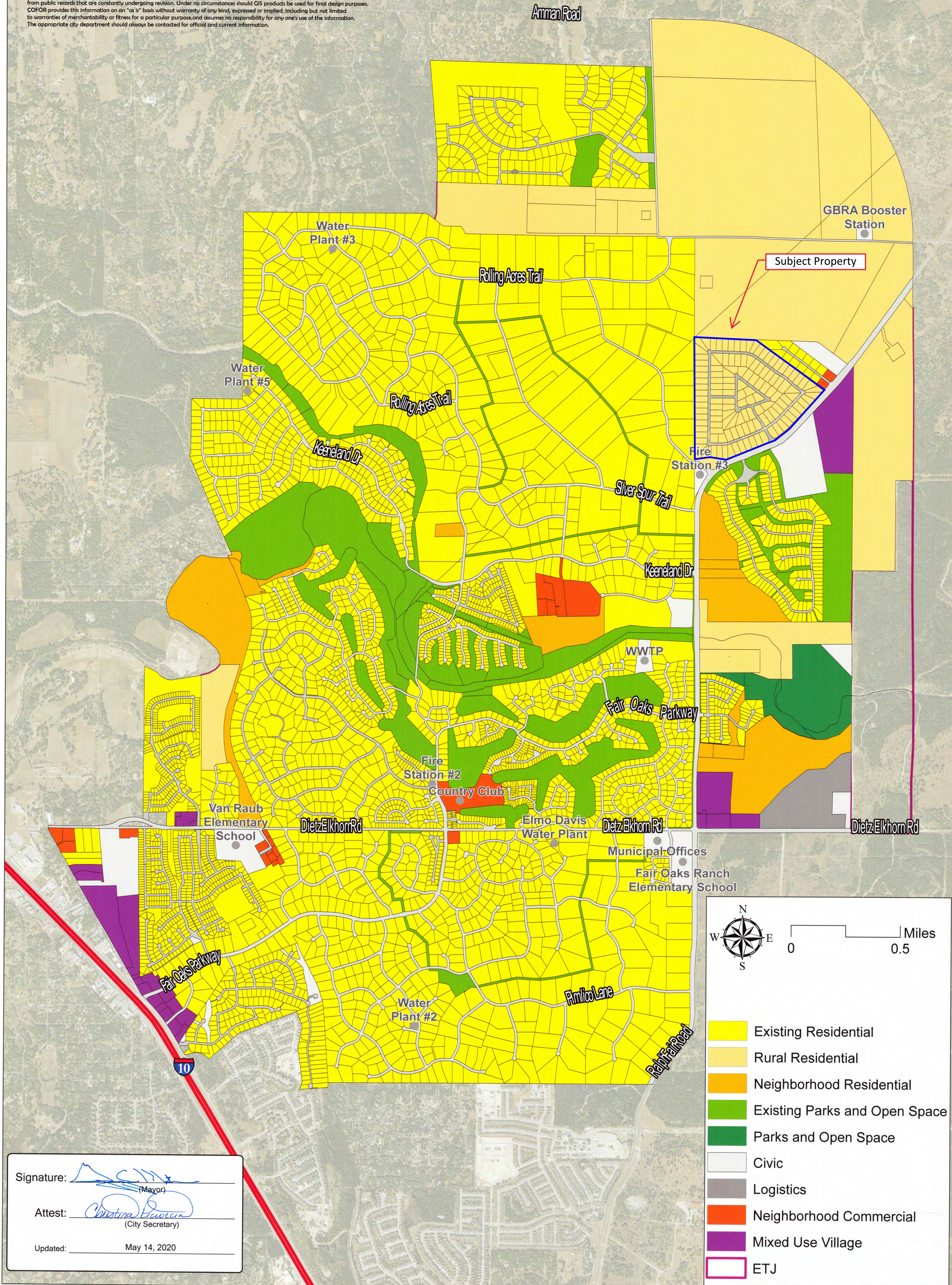
COUNTRY ESTATES





City of FAIR OAKS RANCH FUTURE LAND USE MAP (FLUM)

Disclaimer-
The City of Fair Oaks Ranch (COFOR) does not guarantee the accuracy, adequacy, completeness, or usefulness of any information. COFOR does not warrant the completeness, timeliness, or positional, thematic, and attribute accuracy of the GIS data. The GIS data, cartographic products, and associated applications are not legal representations of the depicted data. GIS data is derived from public records that are constantly undergoing revision. Under no circumstances should GIS products be used for final design purposes. COFOR provides this information on an "as is" basis without warranty of any kind, expressed or implied, including but not limited to warranties of merchantability or fitness for a particular purpose, and assumes no responsibility for any one's use of the information. The appropriate city department should always be contacted for official and current information.



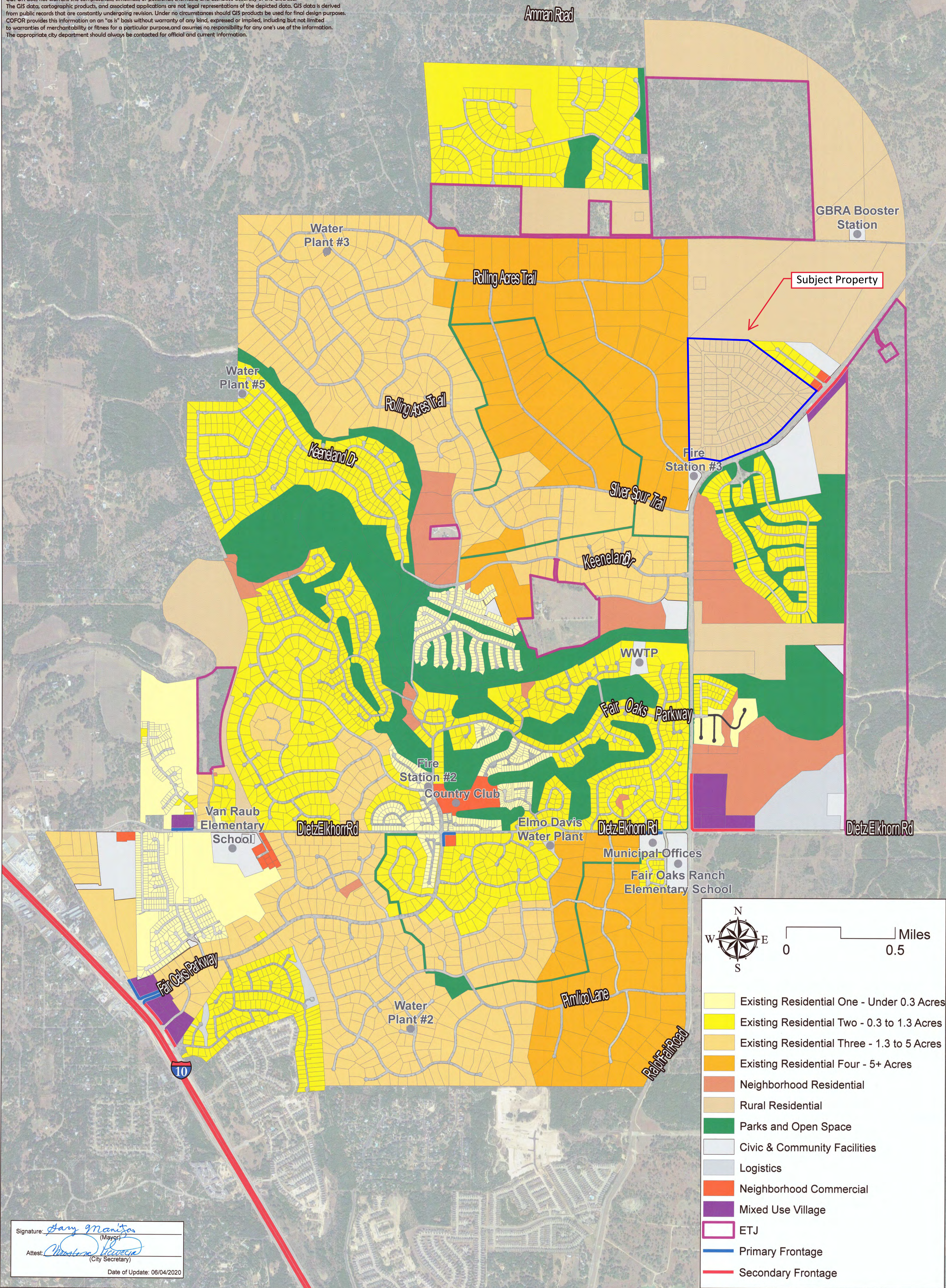
Signature: _____
 (Mayor)

Attest: _____
 (City Secretary)

Updated: _____
 May 14, 2020

City of FAIR OAKS RANCH ZONING MAP

Disclaimer—
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- Existing Residential One - Under 0.3 Acres
- Existing Residential Two - 0.3 to 1.3 Acres
- Existing Residential Three - 1.3 to 5 Acres
- Existing Residential Four - 5+ Acres
- Neighborhood Residential
- Rural Residential
- Parks and Open Space
- Civic & Community Facilities
- Logistics
- Neighborhood Commercial
- Mixed Use Village
- ETJ
- Primary Frontage
- Secondary Frontage

Signature: *Gary Maniza*
 (Mayor)
 Attest: *Christina Kovacs*
 (City Secretary)
 Date of Update: 06/04/2020

Authorization

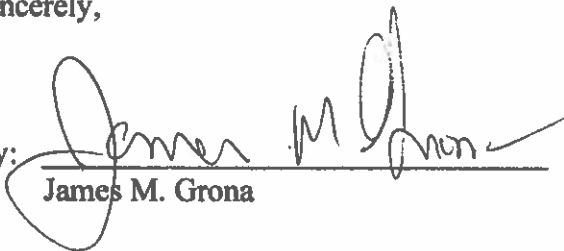
March 29, 2024

City of Fair Oaks Ranch
7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78015

To Whom It May Concern:

My name is James M. Grona and I represent Oak Bend Forest, L.C., the owner of property located at the intersection of Ralph Fair Road and Honeycomb Rock, Fair Oaks Ranch, Texas 78015 ("Property"). The Property is further described in the Oak Bend Subdivision Plat, properly recorded as Document 201106015175 in the Official Public Records of Comal County, Texas. This letter hereby authorizes the placement of a sign on the Property fifteen (15) days prior to any public hearing associated with the proposed rezoning.

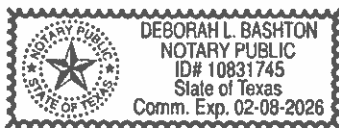
Sincerely,


By: 
James M. Grona

STATE OF TEXAS §
 §
COUNTY OF BEXAR §

BEFORE ME, the undersigned authority, on this day personally appeared James M. Grona, Representative of Oak Bend Forest, L.C. who acknowledged he is authorized to execute this document.

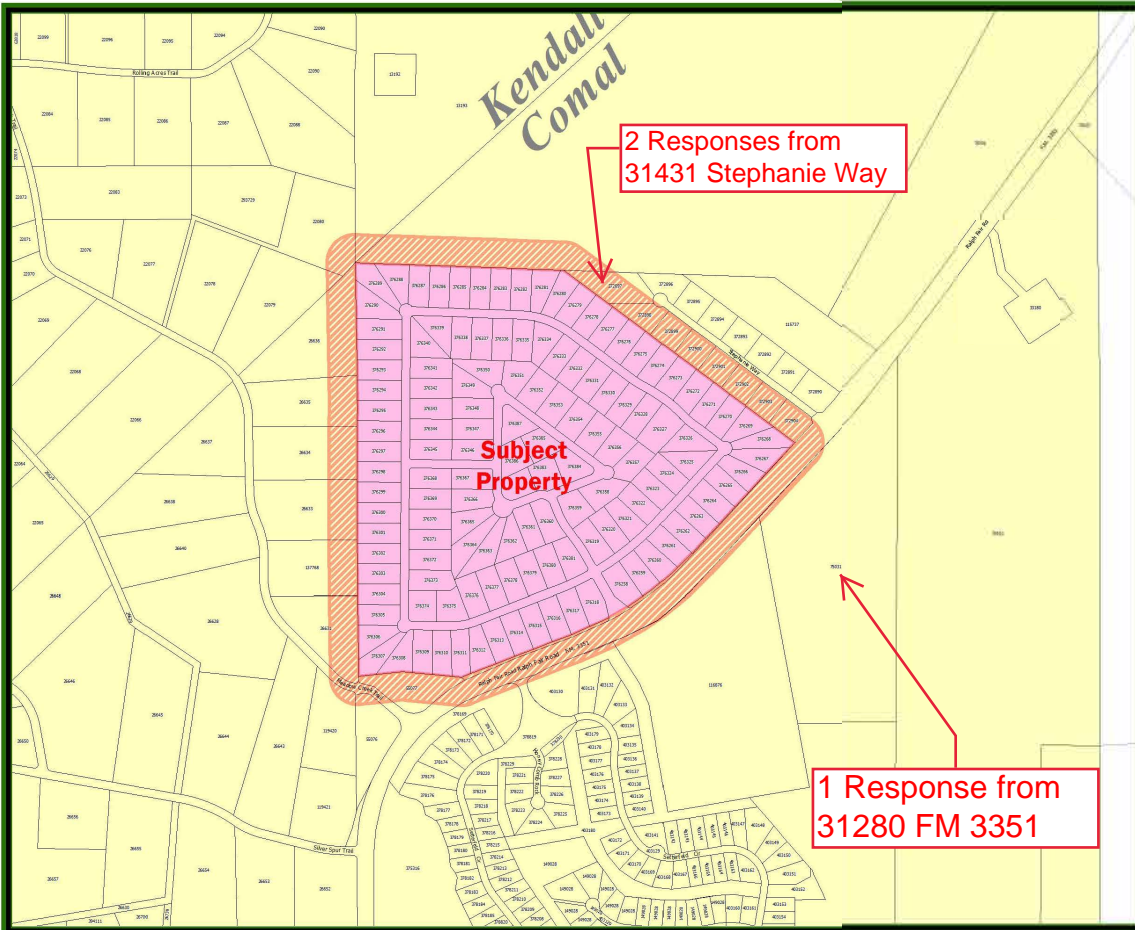
GIVEN UNDER MY HAND AND SEAL OF OFFICE this 2 day of APRIL, 2024.




Notary Public, State of TEXAS
Printed Name: DEBORAH L. BASHTON

Proof of Taxes Paid

The proof of taxes paid has been verified by Staff members and has been excluded from Exhibit C due to the amount of content.



**Exhibit D
NOTIFICATION AND
RESPONSE MAP
Oak Bend Estates**
Ralph Fair Rd.
Fair Oaks Ranch, TX 78015
Comal County

- Subject Property**
- Notification Area**
- Property Boundaries**
- City Limit**



April 2024



1" ≈ 1,000'

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Public Comment Form



210-698-0900 (office)

CITY OF FAIR OAKS RANCH

7286 Dietz Elkhorn, Fair Oaks Ranch, Texas 78015

www.fairoaksranchtx.org



210-698-3565 (fax)

I am **FOR** the rezoning request for Rezoning Application No. ZC# 2024-01

I am **AGAINST** the rezoning request for Rezoning Application No. ZC# 2024-01

(PLEASE PRINT)

This comment form **MUST** be returned to the City prior to **May 8, 2024** for the Planning and Zoning and **June 5, 2024** for the City Council Meeting. If you would like the comment to be included in the meeting agenda packet, the form must be received before **May 1, 2024** for Planning and Zoning and **May 30, 2024** for City Council.

Name: LINDA L. D'SPAIN

Address: 31431 Stephanie Way, FAIROAK Ranch, Tx 78015

Signature: Linda L. D'Spain

Date: 4/25/2024

Comments:

I do not feel like the roads (3351 + Ammans) near this
development can support the traffic of 200 new residents to the
AREA. I also do not feel at this time we have enough
water for 149 new homes.

Public Comment Form



210-698-0900 (office)

CITY OF FAIR OAKS RANCH

7286 Dietz Elkhorn, Fair Oaks Ranch, Texas 78015

www.fairoaksranchtx.org



210-698-3565 (fax)

I am **FOR** the rezoning request for Rezoning Application No. ZC# 2024-01

I am **AGAINST** the rezoning request for Rezoning Application No. ZC# 2024-01

(PLEASE PRINT)

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Name: Ronald R. D'Spain

Address: 31431 Stephanie Way Fair Oaks Ranch, Tx 78015

Signature: Ronald R. D'Spain

Date: 4/25/2024

Comments:

3351, can't even take all the cars on road now.

We have sit & wait sometimes 10-15 minutes to get

out of subdivision.

Won't be enough law enforcement

Where is the water (drinking) come from.

We are gonna need red lights for traffic

Public Comment Form



210-698-0900 (office)

CITY OF FAIR OAKS RANCH

7286 Dietz Elkhorn, Fair Oaks Ranch, Texas 78015

www.fairoaksranchtx.org



210-698-3565 (fax)

M/M

I am **FOR** the rezoning request for Rezoning Application No. ZC# 2024-01

_____ I am **AGAINST** the rezoning request for Rezoning Application No. ZC# 2024-01

(PLEASE PRINT)

This comment form **MUST** be returned to the City prior to **May 8, 2024** for the Planning and Zoning and **June 5, 2024** for the City Council Meeting. If you would like the comment to be included in the meeting agenda packet, the form must be received before **May 1, 2024** for Planning and Zoning and **May 30, 2024** for City Council.

Name: Mark Minahan

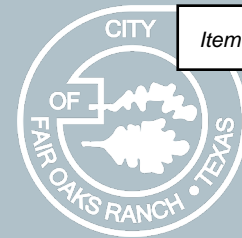
Address: 31280 FM 3351

Signature: *M/M*

Date: April 26, 2024

Comments:

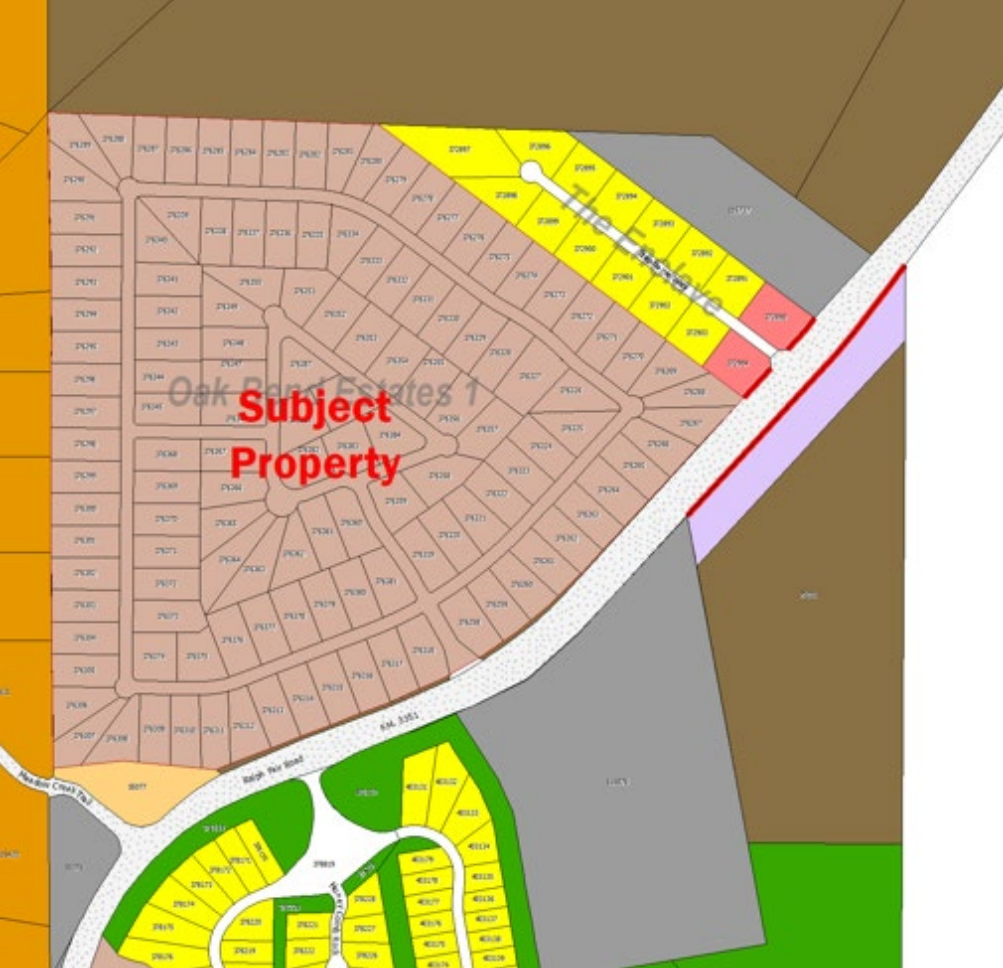
Directly across the street
Property owner / applicant should get Zoning Requested
M/M



City Council Public Hearing

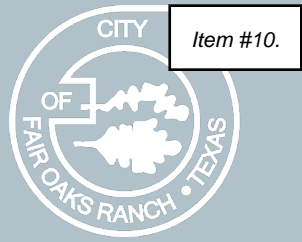
Oak Bend Estates FLUM Amendment

June 6, 2024
CPA# 2024-01



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

Introduction



The applicant has requested an amendment to the Comprehensive Plan (CPA No. 2024-01) to change the land use classification from Rural Residential (RR) to Neighborhood Residential (NR) for approximately 149 acres generally located north of the intersection of Ralph Fair Road and Honeycomb Rock. The property is currently platted as Oak Bend Estates.

Aerial Map

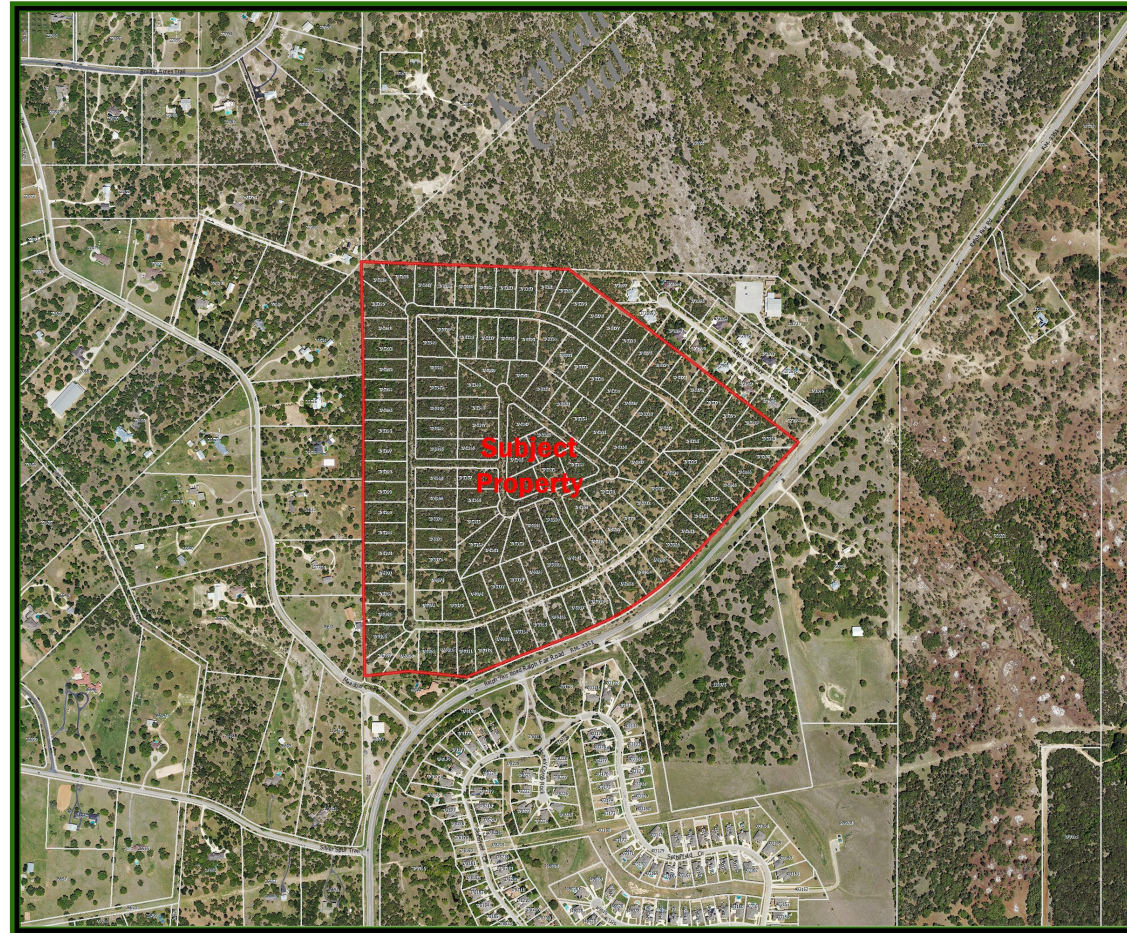
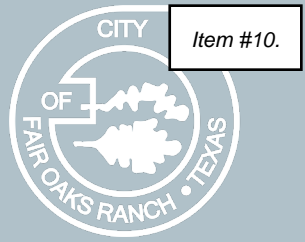
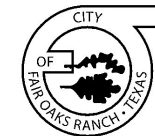


Exhibit A AERIAL MAP

Oak Bend Estates
Ralph Fair Rd.
Fair Oaks Ranch, TX 78015
Comal County

-  Subject Property
-  Property Boundaries



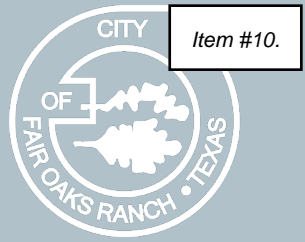
April 2024



1" ≈ 1,000'

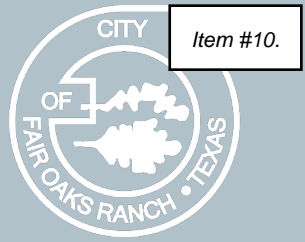
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Comprehensive Plan



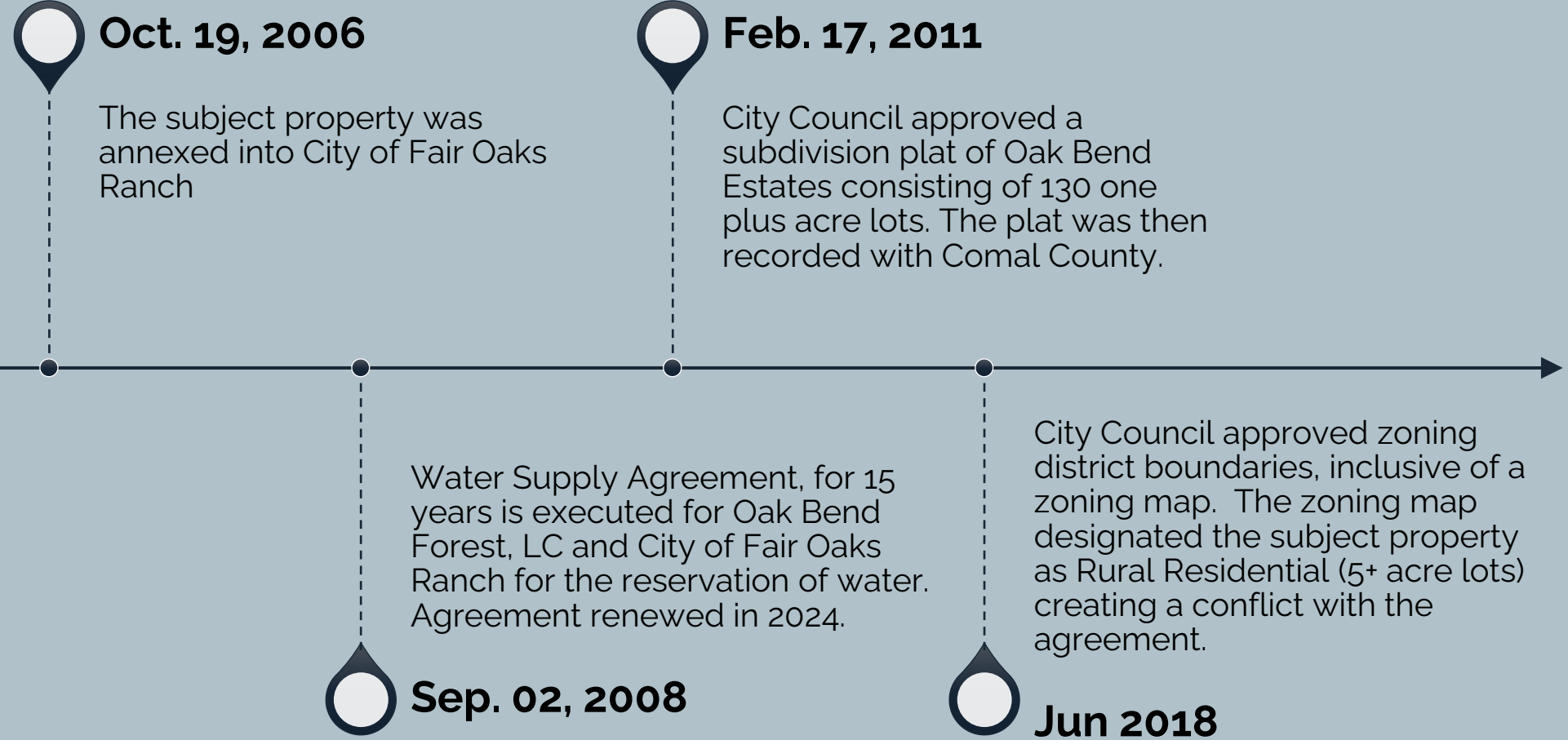
- Adopted in June 2018
- Includes a Future Land Use Map (FLUM) which shows the long-term vision for land use and zoning throughout the City.
- The FLUM was last amended in June 2020 which updated from Neighborhood Residential to Existing Residential 1
- Amendments require Public Hearings and P&Z recommendation prior to City Council consideration and action.

FLUM and Zoning District Description

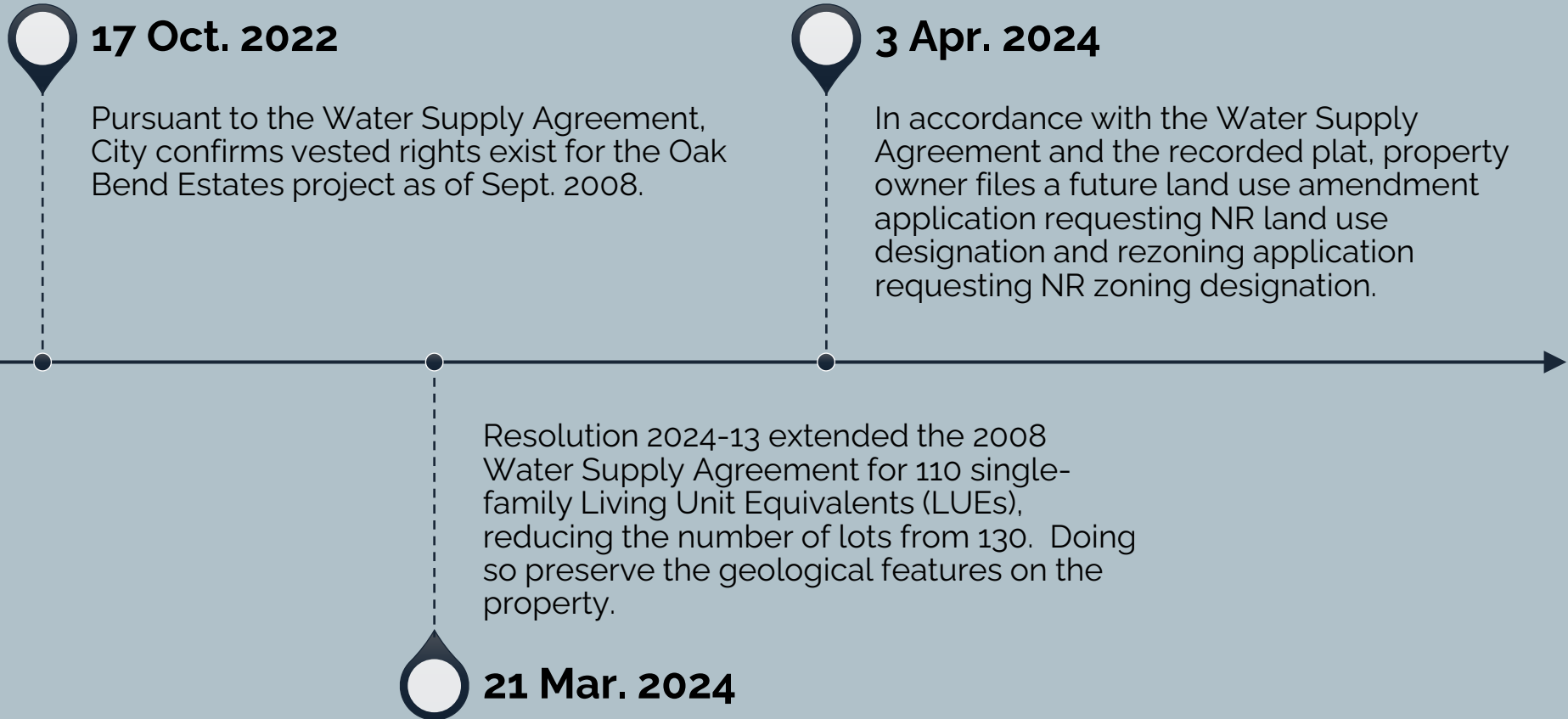
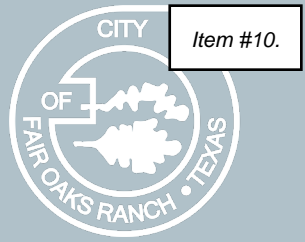


- Rural Residential (RR) - A residential district that includes land subdivided for single-family residential purposes and associated uses. Lots are a minimum of 5 acres and are generally not served by urban infrastructure, such as City sewer service. District is intended to retain a rural character.
- Neighborhood Residential (NR) - A residential district with minimum one-acre lots is appropriate for low-to-medium density development. Accommodates a wide variety of housing types by allowing for contextual development standards. Provides for pedestrian-friendly residential neighborhoods, protected from incompatible uses.

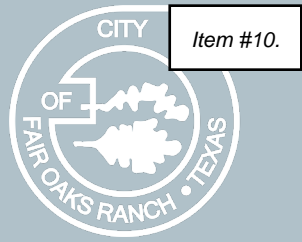
Property History



Property History cont'd

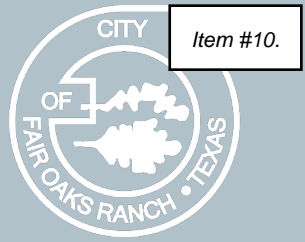


Reason for Request



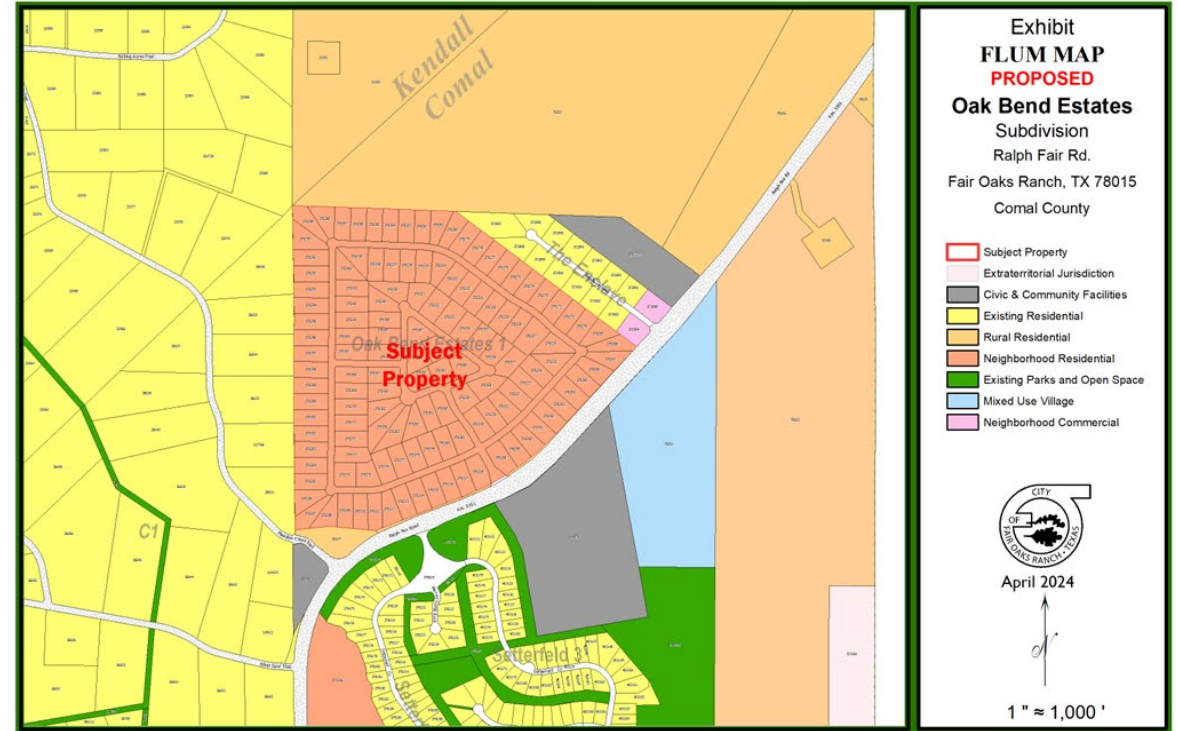
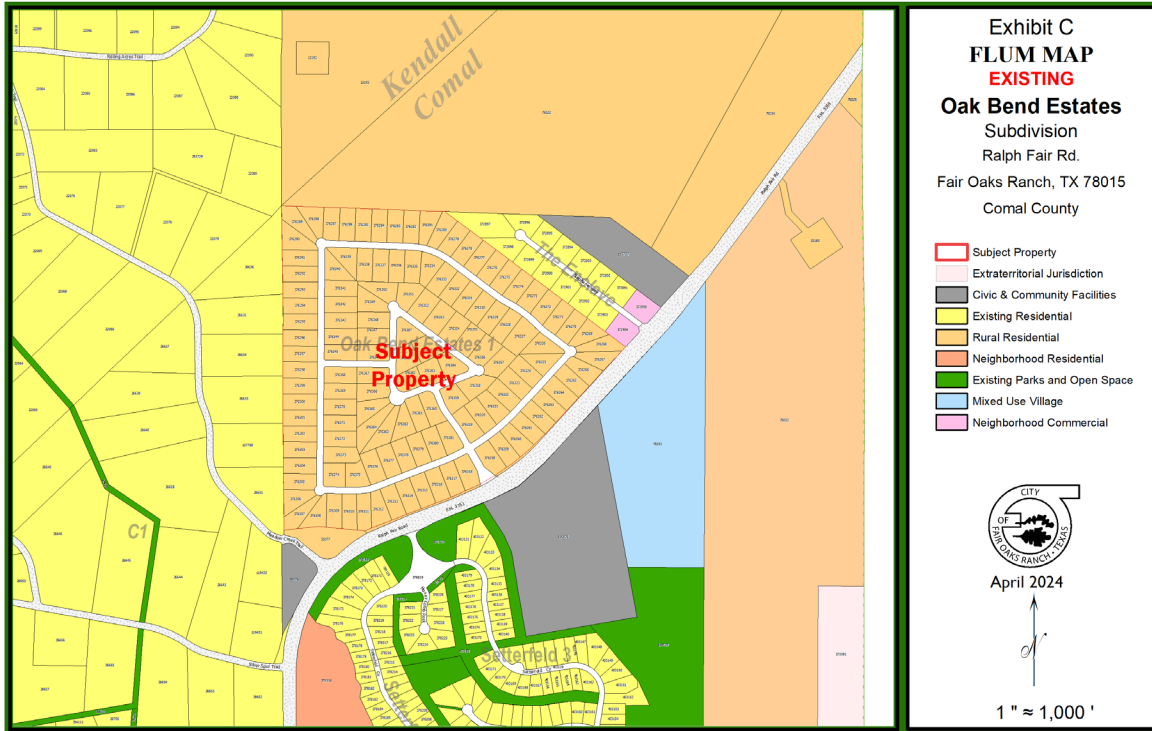
- To develop the subdivision with one-acre lots as per the existing Agreement.
- Removes the conflict between the approved existing Agreement and the FLUM, allowing for the appropriate development of the property.
- As per the UDC, any zone change must be in accordance with the FLUM. A FLUM change to NR will allow the applicant's rezoning request (subsequent agenda item) to be in alignment with the FLUM.
- A new plat reducing the number of lots cannot proceed.

Future Land Use Map



Existing

Proposed



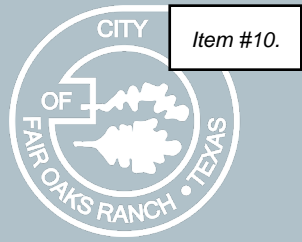
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Public Notices/Comments

- All public hearing requirements, as prescribed in LGC and UDC, have been met:
 - Notice was published in the Boerne Star April 21, 2024.
 - Abutting residents within 200 feet of the property were notified via US Mail.
 - Signage posted on the property
- Summary of responses from within the notification area

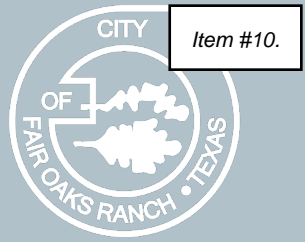
Criteria for Review



In determining whether to approve, approve with modifications, or disapprove a proposed amendment, the City Council should consider the following matters regarding the proposed amendment:

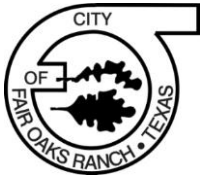
- i. Whether the proposed amendment promotes the health, safety, or general welfare of the City and the safe, orderly, and healthful development of the City.*
- ii. Whether the proposed amendment is consistent with the Future Land Use element of the most recent version of Comprehensive Plan.*
- iii. Whether the proposed amendment is consistent with other goals and objectives of the Comprehensive Plan.*
- iv. No requirement of the procedure for Comprehensive Plan or Code amendments may govern if in conflict with specific provisions of this Code or Comprehensive Plan. Any potential conflict between the proposed amendment(s) and the UDC or other parts of the Comprehensive Plan should be dealt with prior to (or as part of) the adoption of any amendment.*
- v. Other criteria deemed relevant and important by the City Council in relationship to the proposed amendment in taking final action on the proposed amendment.*

Staff Recommendation



Consideration of the following when reviewing the Amendment request:

- Rectify the property for the agreement that preceded adoption of the Comprehensive Plan and Zoning.
- Allow the appropriate zoning classification of Neighborhood Residential (NR).
- Correct the conflict between the UDC, Comprehensive Plan, Zoning and approved Agreement.
- Enables a reduction in the number of lots, preserves geological features, and provide a second emergency entrance/exit.



**CITY COUNCIL PUBLIC HEARING
CITY OF FAIR OAKS RANCH, TEXAS**

AGENDA TOPIC: The City of Fair Oaks Ranch City Council will conduct a public hearing to receive public testimony on a rezoning application (ZC 2024-01) submitted by applicant Sitterle Homes on behalf of the owner of Oak Bend Forest, L.C. to change the zoning classification from Rural Residential (RR) to Neighborhood Residential (NR) for 149 acres generally located northwest of the intersection of Ralph Fair Road and Honeycomb Rock, platted as Oak Bend Estates.

DATE: June 6, 2024

DEPARTMENT: Public Works and Engineering Services

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

INTRODUCTION/BACKGROUND:

The Texas Local Government Code (LGC) Chapter 213, Municipal Comprehensive Plans, authorizes a municipality to adopt a comprehensive plan for the purpose of promoting sound development of municipalities and promoting public health, safety, and welfare. Chapter 5 of the Plan provides guidance and tools on land use. The tools to assist City Council and staff on land use include a Future Land Use Map (FLUM) and Zoning classifications. The City’s Comprehensive Plan and Zoning was adopted on June 21, 2018.

On April 17, 2024, staff received an application from the property owner for a FLUM amendment and rezoning. The current FLUM designation and corresponding zoning classification of RR requires a minimum lot size of five acres. A Water Supply Agreement executed between the City of Fair Oaks Ranch and the property owner in 2008 authorized 130 Living Unit Equivalents. In addition, a subdivision plat of the property was approved by City Council and recorded in 2011 establishing 130 single-family residential one-acre+ lots. By this Agreement and the recorded plat, the appropriate FLUM designation for one-acre lots is NR and the corresponding zoning classification is NR.

The attached staff report provides detailed information on the rezoning request.

In accordance with Chapter 4 of the city’s Unified Development Code (UDC), consideration and action of the application must be taken after public hearings are held by the Planning and Zoning Commission (P&Z) and City Council where public testimony on the rezoning request is heard.

The P&Z held a public hearing on May 9th where residents voiced concerns about preserving karst features, drainage improvements and traffic. During the consideration portion of the agenda, the P&Z reviewed the request and discussed the beneficial reduction of the total number of lots planned (130 down to 110), the protection of geological features, and the proposed secondary emergency exit. The P&Z unanimously recommended approval of the rezoning request.

PUBLIC HEARING:

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

NEXT STEPS:

Consideration and possible action on the zoning amendment request is placed in the Consideration section of this agenda.

STAFF REPORT

To: City Council

From: Public Works and Engineering Department

Date: June 6, 2024

Re: Rezoning request (Application No. ZC# 2024-01): A request from the applicant Sitterle Homes LTD, on behalf of the property owner, Oak Bend Forest, L.C. to change the zoning classification of 149 acres generally located northwest of the intersection of Ralph Fair Road and Honeycomb Rock, platted as Oak Bend Estates subdivision from Rural Residential (RR) to Neighborhood Residential (NR)

SUMMARY:

The applicant is requesting rezoning to allow for an appropriate zoning classification to be placed on the subject property that is currently zoned Rural Residential (RR). The RR zone requires a lot size of minimum 5 acres.

The property is governed by an existing Water Supply Agreement that was approved prior to the adoption of the 2018 Comprehensive Plan and zoning regulations. Based on the lot density contained in the Agreement the subsequent subdivision plat created single-family, one-acre+ lots. To come into conformance with the approved Agreement and the recorded subdivision plat, the applicant is requesting a rezoning amendment to Neighborhood Residential (NR).

SITE HISTORY:

The previous approvals on the subject property are listed below:

- October 19, 2006 - Ordinance 153.0 accepting the City of San Antonio’s Ordinance 2006-6-29-9772 releasing approximately 3258 acres of property directly adjacent to the North, East, and Southwest of Fair Oaks Ranch city limit line from the City of San Antonio’s Extraterritorial Jurisdiction was approved.
- October 19, 2006 - Ordinance 154.0 voluntarily annexed the Grona Property into the City of Fair Oaks Ranch.
- September 2, 2008 - Water Supply Agreement, for 15 years, is executed between Oak Bend Forest, LC and the City of Fair Oaks Ranch for the reservation of water service capacity for 130 single-family Living Unit Equivalentents (“LUE’S”) on 149 acres.
- September 23, 2008 - The City and GBRA enter into a Second Amendment to the 2000 Agreement to increase the Raw Water Reservation amount by 250 acre-feet per year and the Annual Commitment by 50-acre feet per year.
- February 17, 2011 - The City Council approved a Subdivision Plat of Oak Bend Estates consisting of 130 one-acre+ lots. Shortly thereafter, the plat was recorded in Comal County.
- February 16, 2017 – Ordinance 2017-02 amended Chapter 1; Article 1.02 of the City’s code of ordinances by adopting vested rights pursuant to LGC 245 (Vested Rights). It provides an opportunity for landowners or developers to “grandfather” or “vest” government regulations that apply to development at the time of the filing of a permit application.

- May 2018 – The Planning & Zoning Commission (“P&Z”) approved and advanced a preliminary report creating draft zoning district boundaries, inclusive of a draft zoning map. The City Council received the P&Z’s preliminary report and a joint public hearing on May 21, 2018 was conducted with no action.
- June 2018 – The P&Z approved and advanced a final report to the City Council creating zoning district boundaries, inclusive of a zoning map. Ordinance 2018-05 adopting zoning district boundaries was approved by City Council. The zoning map designated by the subject property as Rural Residential (5+ acre lots) creating a conflict with the Agreement.
- October 17, 2022 – The City confirms a vested right does exist for the Oak Bend Estates project as of September 2, 2008 (plat recordation date).
- March 21, 2024 – Resolution 2024-13 extended the 2008 Water Supply agreement for 110 single-family Living Unit Equivalents, reducing the number of lots from 130. Doing so preserves the geological features on the property.
- April 3, 2024 – In accordance with the 2011 recorded plat, the property owner filed a Future Land Use Amendment application requesting NR land use designation and Rezoning application requesting NR zoning designation.
- May 9, 2024 – P&Z conducted a public hearing and heard public testimony from residents regarding the one classification amendment for Oak Bend Estates. During the consideration item of the meeting, the P&Z reviewed the request and discussed the beneficial reduction of the total number of lots, the protection of geological features, and the proposed emergency exit. The P&Z unanimously recommended approval of the proposed Amendment to Neighborhood Residential (NR).

REASON FOR THE REQUEST:

To develop the subdivision with one-acre lots as per the Agreement, the applicant seeks a zone change to NR. Currently, Oak Bend Estates subdivision is zoned as RR which requires a minimum lot size of 5 acres. Any zone change must be in accordance with the FLUM. The land use designation and zoning changes must occur before the applicant can submit a replat designating a reduced number of lots. This amendment will remove the conflict between the approved existing Agreement and zoning map, allowing for the appropriate development of the property.

A summary of the surrounding land uses and zoning classification can be found in the following table:

Zoning		Land Use
NORTH	Rural Residential (RR), Existing Residential 2 (ER 2), Neighborhood Commercial (NC)	Vacant, Single Family Residential
SOUTH	Existing Residential 2 (ER 2), Neighborhood Commercial (NC), Parks & Open Space (OS), Civic & Community Facilities (CF), Mixed	Vacant, Single Family Residential

Zoning		Land Use
	Use Village (MU), Existing Residential 3 (ER 3), Rural Residential (RR)	
WEST	Existing Residential 4 (ER 4)	Single Family Residential
EAST	Existing Residential 2 (ER 2), Neighborhood Commercial (NC)	Vacant, Single Family Residential

PUBLIC COMMENTS:

As required, a notice of the public hearing was published in the Boerne Star newspaper on April 21, 2024. Additionally, all real property owners within 200 feet were notified via US Mail. Staff will provide a summary of responses received from the public at the public hearing.

APPLICATION CONFORMANCE:

- The Future Land Use Map (FLUM) adopted in June of 2018 designates this property as RR. However, as stated earlier, the applicant is requesting an amendment to the Comprehensive Plan to change the land use designation in the FLUM from RR to NR. The proposed zoning category will be in conformance with the amended land use designation of NR.
- As per the UDC, the property is zoned as RR which requires a minimum lot size of 5 acres. Based on the lot density contained in the agreement the subsequent subdivision plat created one-acre lots. Therefore, RR zoning is not appropriate for the approved development. The proposed zoning of NR that permits lots with a minimum size of one acre will ensure that the approved Oak Bend Estates development is in conformance with the UDC.
- Single family residential developments permitted by the proposed zoning will be compatible with the existing development in the area and future uses permitted by zoning of surrounding properties.
- The development will be adequately serviced by Fair Oaks Ranch Utilities. The applicant has indicated that the lots will contain private sewer systems.
- The traffic generated by the proposed development will impact Ralph Fair Road, from which the site is accessed. Ralph Fair Road is designed as an Arterial and the UDC requires further study and coordination with TxDOT. A traffic study will be performed to determine the extent of improvements during the replat stage.

CRITERIA FOR REVIEW:

According to Section 3.7 (4) of the UDC, zoning changes may be approved if the following criteria are met:

- i. *The zoning change is consistent with the Comprehensive Plan;*
- ii. *The zoning change promotes the health, safety, or general welfare of the City and the safe, orderly, and healthful development of the City;*

- iii. *The zoning change is compatible with and conforms with uses of nearby property and the character of the neighborhood;*
- iv. *The property affected by the zoning change is suitable for uses permitted by the proposed amendment to the zoning map;*
- v. *Infrastructure, including roadway adequacy, sewer, water and storm water facilities, is or is committed to be available that is generally suitable and adequate for the proposed use.*

STAFF RECOMMENDATION:

Staff recommends the consideration of the following in approving this proposed zoning change request:

- A. The zoning change will be consistent with the approved Agreement for the property that preceded adoption of the Comprehensive Plan and UDC (zoning).
- B. The zoning change will be consistent with the proposed amended Comprehensive Plan.
- C. The single-family residential uses permitted by this zoning change are compatible with the surrounding properties and the character of the neighborhood, that are predominantly single family residential in nature.
- D. The developer will be required to undertake improvements as indicated by the traffic study and infrastructure analysis at time of site development.
- E. The proposed use will not have a significant impact on public services such as police and fire protection and solid waste collection.
- F. The reduction of lots from 130 to 110 will enable preservation of geological features on site and provide a second emergency entrance/exit to the development.

Exhibits

- A. Subject Property Aerial Map
- B. Zoning Map, Existing and Proposed
- C. Universal Application and Specific Application (Rezoning/FLUM Amendment)
- D. Property Owner Notification and Response Map
- E. Property Owner Comment Forms

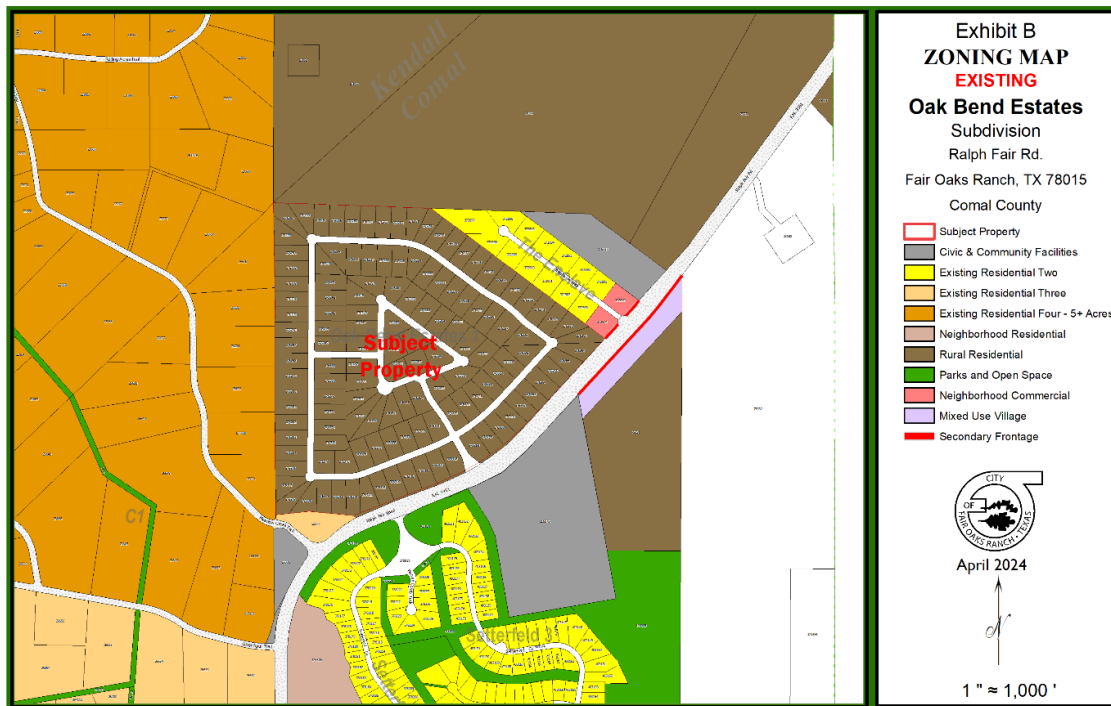
EXHIBIT A



Disclaimer – The City of Fair Oaks Ranch (COFOR) does not guarantee the accuracy, adequacy, completeness, or usefulness of any information. COFOR does not warrant the completeness, timeliness, or positional, thematic, and attribute accuracy of the GIS Data. The GIS data, cartographic products, and associated applications are not legal representations of the depicted data. GIS data is derived from public records that are constantly undergoing revision. Under no circumstances should GIS products be used for final design purposes. COFOR provides this information on an "as is" basis without warranty of any kind, express or implied, including but not limited to warranties of merchantability or fitness for a particular purpose, and assumes no responsibility for anyone's use of the information.

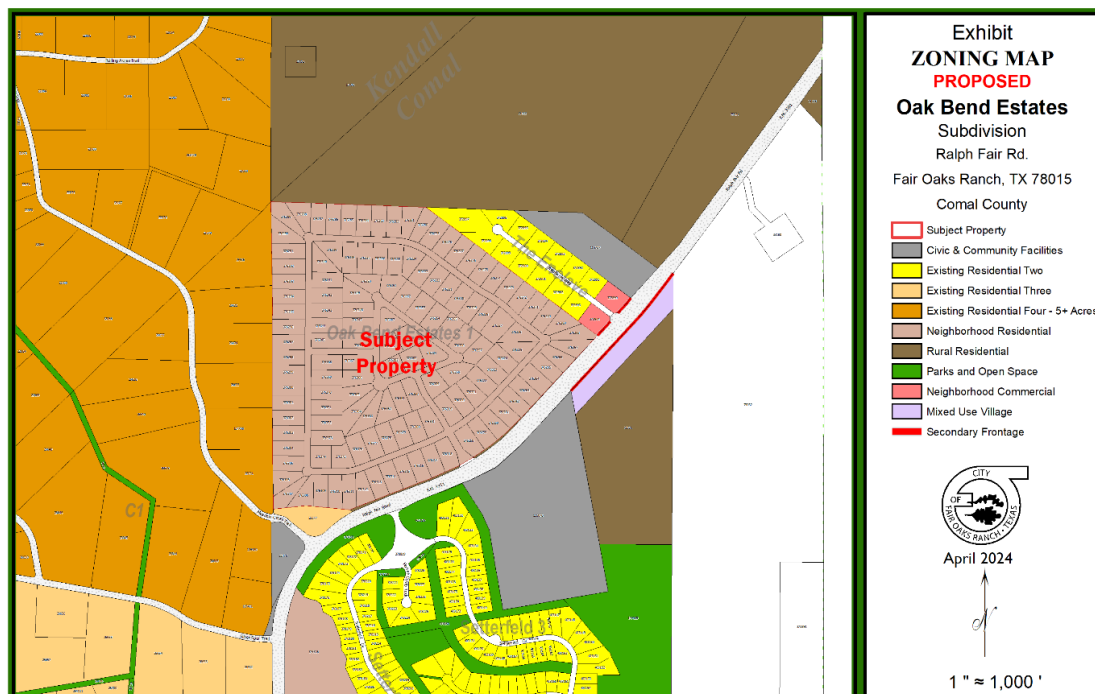
Exhibit B

Existing Zoning Map



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Proposed Zoning Map



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KG KILLEN, GRIFFIN & FARRIMOND
ATTORNEYS AT LAW

April 3, 2024

City of Fair Oaks Ranch
7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78015

RE: **Letter of Intent**, in connection with a Rezoning Application and Future Land Use Map Amendment for Certain Property, Consisting of Approximately 149 Acres (the "Subject Property"), Located at intersection of Ralph Fair Road and Honeycomb Rock in the municipal corporate boundaries of the City of Fair Oaks Ranch ("City"), Comal County ("County"), Texas

To whom it may concern:

On behalf of the landowner of the Subject Property, **Oak Bend Forest, L.C.**, a Texas limited liability company (the "Owner"), we are providing this Letter of Intent for the Owner's rezoning and future land use map amendment requests for the Subject Property. More specifically, the Subject Property is currently zoned and has a land use designation of Rural Residential ("RR"), which restricts minimum lot sizes to five (5) acres. Rezoning the Subject Property to Neighborhood Residential ("NR") and amending its land use designation to Neighborhood Residential ("NR") will allow for the development of the proposed "Project," as further described herein.

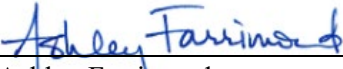
In 2008, the Owner entered into a Water Supply Agreement ("Agreement") with the City. The Agreement anticipated one hundred thirty (130) residential lots. The Subject Property was then platted with minimum one (1) acre lots in 2011 (Doc.# 201106015175). After the Agreement and plat were approved, the City zoned the Subject Property inconsistent with these documents. We respectfully request that this be corrected, and the zoning be consistent with the previously approved one (1) acre lots.

The Owner proposes to develop a single-family residential Project on the Subject Property, consisting of 106 homes. Each residential lot will have a minimum of one (1) acre, with connections to public water and individual septic systems. In short, the Project will be a high-quality development in the community that is consistent with the City's development objectives.

If there is any additional information or documentation that we can provide to assist in your review of this Letter of Intent, please do not hesitate to contact me at (210) 960-2750 or via email at: ashley@kgftx.com.

Sincerely,

KILLEN, GRIFFIN & FARRIMOND, PLLC



Ashley Farrimond

Universal Application and Form S2 Checklist

S2 SPECIFIC APPLICATION FORM - REZONING/ FUTURE LAND USE MAP AMENDMENT

Section 3.7 of the Unified Development Code

The following steps must be completed, and the items must be submitted for the application to be deemed complete and processed:

- Pre-Application Conference prior to application submittal.
- Concept plan approval (if required).
- A completed Universal Application and checklist signed by the owner/s of the property.
- A title report.
- Payment of all other applicable fees (see Schedule of Fees).
- 8½ x 11 copy of the legal description (metes and bounds) of the area encompassing the request. If the property is platted, a copy of the plat should be provided.
- Location/vicinity map showing the location and boundaries of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
- Acknowledgement that the sign posted by the City on the property fifteen (15) days prior to the public hearing will be maintained until the zone change is heard at the public hearing.
- Provide evidence or proof that all taxes and obligations have been paid regarding the subject property.
- Electronic copies of the required exhibits in "PDF" format and shapefile for property boundary where applicable should be submitted in a USB flash drive or via email



City of Fair Oaks Ranch

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

UNIVERSAL APPLICATION (FORM UA)

All applications must be submitted with:

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

DEVELOPMENT INFORMATION

Project Name/Address/Location: Oak Bend Subdivision / Intersection of Ralph Fair Rd and Honeycomb Rock Acreage: 149
Brief Description of Project: Single Family Residential
Is property platted? [] No [X] Yes Subdivision name: Oak Bend Subdivision No. of Lots: 118
Recordation #: Doc # 201106015175 Parcel(s) Tax ID#:
Existing Use: Residential Proposed Use: Single-Family Homes
Current Zoning: Rural Residential Proposed Zoning: Existing Residential Two, "R2" (0.3 to 1.0 Acres)
Occupancy Type: Residential Sq. Ft: Bed #: Bath #: Car Garage #: AF
Water System [] Well [X] Public Flood Zone: [] Yes [X] No Sewer System: [X] Septic [] Public

PROPERTY OWNER INFORMATION

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

APPLICANT INFORMATION

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

KEY CONTACT INFORMATION

Name of the Individual: Killen, Griffin & Farrimond, PLLC Contact Name: Ashley Farrimond, Attorney
Address: 10101 Reunion Place, Suite 250 City/State/ZIP: San Antonio, Texas 78218
Phone: 210-960-2750 E-mail: ashley@kgftx.com

SIGNATURE OF PROPERTY OWNER OR APPLICANT (SIGN AND PRINT OR TYPE NAME)

Signature: [Handwritten Signature] Date: 04/02/2024
(Signed letter of authorization required if the application is signed by someone other than the property owner)

*****OFFICE USE ONLY*****
DATE REC'D: 04/03/2024 & 04/17/2024 BY: Amanda Wade
FEES PAID: APPROVED BY:
DATE APPROVED:
APPLICATION/PERMIT NO: EXP DATE:

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

SPECIFIC APPLICATION FORM (S1-S39). Please check the appropriate type below:

Land Use Policy Related

(Section 3.9 of the UDC)

Annexation* - Form S1

Comprehensive Plan Amendment (Text)

Unified Development Code (UDC) Text Amendment

Rezoning/ FLUM amendment* - Form S2

Special Use Permit* - Form S3

Planned Unit Development (PUD)* - Form S4

Development Agreement

Conservation Development Alternative* (CDA) (Section 4.8) - Form S5

Site Development Related

(Section 3.9 of the UDC)

Vested Rights Verification Letter

Zoning Verification Letter

Written Interpretation of the UDC

Temporary Use Permit*- Form S14

Special Exception*- Form S15

Site Development Permit* (Site Plan Review) - Form S16

Floodplain Development Permit*- Form S17

Stormwater Permit* - Form S18

Certificate of Design Compliance* - Form S19

Appeal of an Administrative Decision

Zoning Others

Variance

Policy Judicial* - Form S20

Sign Special Exception/Appeal to an Administrative Decision

Administrative Exception

Permit for Repair of Non-Conforming Use/Building

Letter of Regulatory Compliance

On-Site Sewage Facility Permit (OSSF)

Certificate of Occupancy (CO)* - Form S21

Relief from Signage Regulations

Group Living Operation License* - Form S22

Grading/Clearance Permit - Form S23

Building Permits Related

Commercial

New/Remodel/Addition* - Form S24

Fence* - Form S25

Miscellaneous* - Form S26

Residential

New Home* - Form S27

Remodel/Addition* - Form S28

Detached Buildings* - Form S29

Others

Solar* - Form S30

Swimming Pool* - Form S31

Demolition, Drive or Move

New Lawn/Water* - Form S32

Backflow Device/Irrigation Systems - Form S33

Sign* (Permanent) - Form S34 A

Sign* (Temporary) - Form S34 B

Appeal of Denial of Sign Permit

Master/ Common Signage Plan* - Form S35

Water Heater or Water Softener* - Form S36

Right-of-Way Construction* - Form S37

Flatwork*- Form S38

Inspections

Mechanical Electrical

Plumbing Building

Others _____

Water- Wastewater Service

Connect/ Disconnect Form* - Form S39

Subdivision and Property Development Related

(Section 3.8 of the UDC)

Amending Plat* - Form S6

Minor Plat* - Form S7

Development Plat* - Form S8

Concept Plan** - Form S9

Preliminary Plat* - Form S10

Final Plat* - Form S11

Replat* - Form S12

Construction Plans* - Form S13

Vacating Plat

Plat Extension

*These types of applications require additional information as listed in the Specific Application Form. Refer to **Appendix B** of the Administrative Procedures Manual for more information.

** The Concept Plan is required for PUD and CDA, and for Rezoning if included in a previously approved Concept Plan.

Application Checklist for all Applications

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

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

Title Report/Commitment

CENTRAL TEXAS CPF

SERVICING AUSTIN AND SAN ANTONIO

ATTN: Norma Jean Vargas, Customer Service

270 N. Loop 1604 East, Suite 110

San Antonio, TX 78232

TITLE REPORT

GF NUMBERS 4000412300999 & 4000412301000

EFFECTIVE DATE: 03/24/2024

CURRENT & LAST VESTING PROPERTY OWNER: OAK BEND FOREST, L.C.

LEGAL DESCRIPTION:

A PARCEL OF LAND CONTAINING 149.00 ACRES, MORE OR LESS, BEING THE WESTERN PORTION OF A 178.00 ACRE TRACT AS DESCRIBED IN A DEED RECORDED JANUARY 12, 1998, UNDER COUNTY CLERK FILE NUMBER 9806000756, OFFICIAL RECORDS, COMAL COUNTY, TEXAS, OUT OF THE M. D LA LUZ GUERRA SURVEY NO. 172, ABSTRACT NO. 173, COMAL COUNTY, TEXAS.

ALSO KNOWN AS THE FOLLOWING LEGAL DESCRIPTION:

BEING 149.02 ACRES OF LAND OUT OF SURVEY NUMBER 172, MARIA DE LA LUZ GUERRA, 1 LEAGUE, COMAL COUNTY ABSTRACT NUMBER 173 IN COMAL COUNTY, TEXAS. SAID 149.02 ACRE TRACT OF LAND BEING THE SAME LAND DESCRIBED IN A DEED DATED MAY 8, 2008 TO OAK BEND FOREST, L.C., RECORDED IN DOCUMENT NO. 200806019093 OF THE OFFICIAL PUBLIC RECORDS OF COMAL COUNTY, TEXAS.

SAID LEGAL DESCRIPTION HAS NOW BEEN CONVERTED AND SPLIT OUT TO THE FOLLOWING LEGAL DESCRIPTION:

LOTS 1 THRU 130, OAK BEND ESTATES, IN THE CITY OF FAIR OAKS RANCH, COMAL COUNTY, TEXAS, ACCORDING TO MAP OR PLAT THEREOF RECORDED IN DOCUMENT NO. 201106015175, MAP AND PLAT RECORDS, COMAL COUNTY, TEXAS.

This report hereby reports that the instruments listed below have been filed of record in the office of the County Clerk of COMAL COUNTY, and are affecting title to the property above described during the timeframe as set out above:

THERE ARE CURRENTLY NO ACTIVE, OPEN AND OUTSTANDING LIENS FOUND AND FILED OF RECORD AT THIS TIME ON THIS SAID LAND AND SUBJECT PROPERTY.

GENERAL NAMES WERE SEARCHED AND NONE FOUND.

THE CURRENT AND LAST VESTING DEED FOUND AND FILED OF RECORD ON THIS SAID LAND AND SUBJECT PROPERTY WAS A WARRANTY DEED THAT WAS RECORDED ON MAY 13, 2008 UNDER DOCUMENT NUMBER 200806019093, OFFICIAL PUBLIC RECORDS OF COMAL COUNTY, TEXAS, WHEREIN THE CURRENT AND LAST VESTING PROPERTY OWNER, OAK BEND FOREST, L.C., ACQUIRED THIS SAID LAND AND SUBJECT PROPERTY.

This report is issued for the use of and shall inure to the benefit:

**STEVE VONHOFE
SITTERLE HOMES
VP LAND DEVELOPMENT
PHONE 713-791-8980
WEBSITE sitterlehomes.com**

And

**JEFFREY E. BUELL
OWNER
SITTERLE HOMES
2015 EVANS RD, STE 100
SAN ANTONIO, TX 78258
PHONE 210-326-2625
WEBSITE sitterlehomes.com**

And is issued in consideration of \$000.00 PLUS TAX paid by the benefited party named above, and no others, and to whom said sum shall be returned as agreed liquidated damages in the event of any mistakes herein. By accepting this search, the benefited party agrees that the said sum and no more shall constitute the full measure of damages against the issuing company. **SPECIAL NOTE AND LIMITATION OF LIABILITY:** This report is issued with the express understanding, evidenced by the acceptance of same, that this report does not undertake to give or express any opinion as to the validity of the title hereinabove described or the authority of those executing the above listed instruments, but is simply reporting herein and hereby as to the recitals of instruments listed. The Company assumes no liability greater than the consideration paid for this certificate by reason of issuance, delivery and/or use of same, nor for any error or omissions herein. This report does **NOT** reflect title to any of the oil, gas and other mineral interests affecting subject property, nor any documents creating and/or affecting said estates, nor the validity of any rights, privileges and immunities relating thereto. Further, this report does not address, and no search has been performed regarding the following: claims and rights of parties in possession; discrepancies in area and boundaries; unpaid bills for labor or material in connection with repairs or new improvements; unpaid taxes; change in marital or corporate status of owner(s) since date of purchase; homestead rights or claims; easements and restrictions.

FNTG – CUSTOMER SERVICE SAN ANTONIO AND AUSTIN BY: *PETER BLUMTJER*

Legal Description and Plat



200806019093 05/13/2008 12:40:55 PM DEED 1/3

WARRANTY DEED

B/M

STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF COMAL

Date: May 8, 2008

Grantor: Neljimmann Partners, Ltd., whose address is P O Box 790645, San Antonio, TX 78279

Grantee: Oak Bend Forest, L.C., whose address is P O Box 790645, San Antonio, TX 78279

Consideration: Ten Dollars and other good and valuable consideration, the receipt of which is hereby acknowledged by Grantor.

Property: A parcel of land containing 149.00 acres, more or less, being the Western portion of a 178.00 acre tract as described in a deed recorded January 12, 1998 under County Clerk File Number 9806000756, Official Records, Comal County, Texas, out of the M. De La Luz Guerra Survey No. 172, Abstract No. 173, Comal County, Texas, said 149.00 parcel of land being more particularly described on **EXHIBIT A** attached hereto and incorporated herein by reference.

Reservations from and Exceptions to Conveyance and Warranty: Matters of record affecting the Property, to the extent and validity thereof; and ad valorem taxes not yet due and payable, which Grantee assumes.

Grantor, for the consideration and subject to the reservations from and exceptions to conveyance and warranty, grants, sells, and conveys to Grantee the property, together with all and singular rights and appurtenances thereto in any wise belonging, to have and hold it to Grantee, Grantee's heirs, executors, administrators, successors or assigns forever. Grantor bind Grantor and Grantor's heirs, executors, administrators, and successors to warrant and forever defend all and singular the property to Grantee and Grantee's heirs, executors, administrators, successors, and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

When the context requires, singular nouns and pronouns include the plural.

Executed this 8th day of May, 2008.

Neljimmann Partners, Ltd.

By: Hayden Grona

THE STATE OF TEXAS
THE COUNTY OF BEXAR

This instrument was acknowledged before me on this the 8th day of May, 2008 by Hayden Grona, GENERAL PARTNER of NELJIMANN PARTNERS, a Texas Limited Partnership.

Ava Anita Duennenberg
Notary Public, State of Texas

AFTER RECORDING RETURN TO:

OAK BEND FOREST, L.C.
P O Box 790645
San Antonio, TX 78279

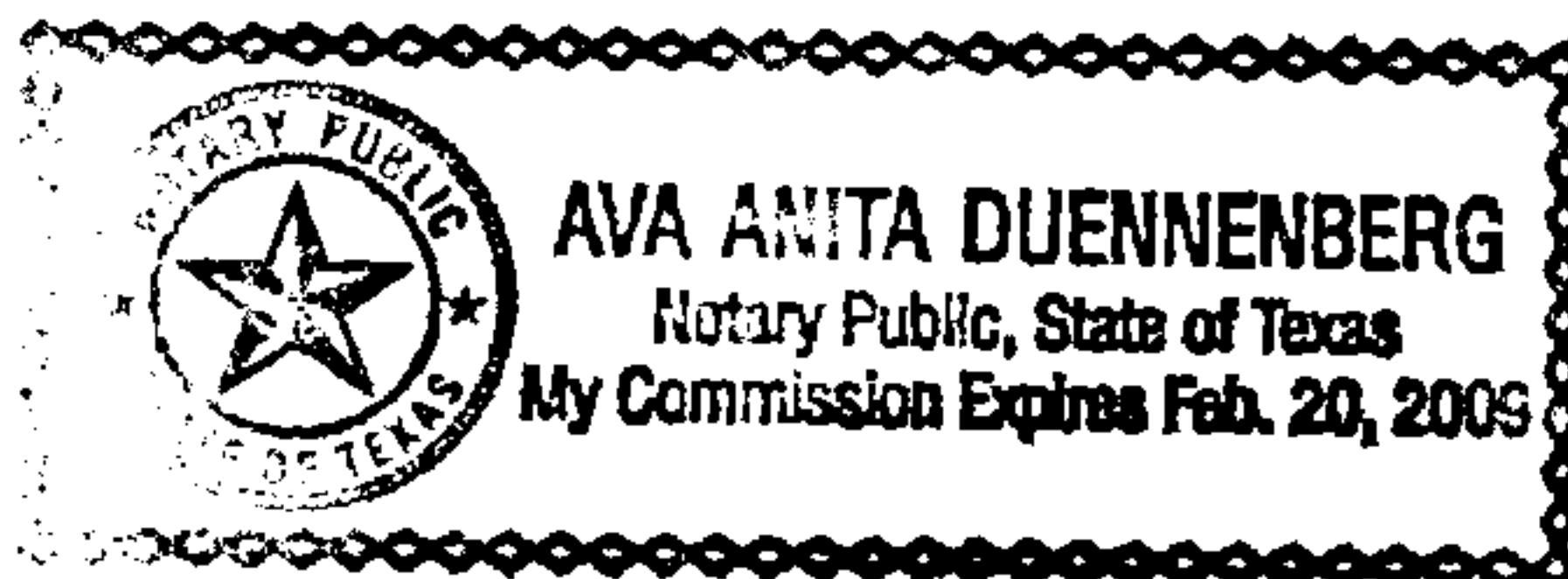


EXHIBIT "A"

STATE OF TEXAS #
 COUNTY OF KENDALL #

Field notes of a 149.000 acre, more or less, tract of land out of the M. De La Luz Guerra Survey No. 172, Abstract No. 173, Comal County, Texas, being the western portion of a 178.000 acre tract as described in deed recorded in Document No. 9806000756, Official Records of Comal County and being more fully described as follows:

Beginning at an existing iron pin in a fence for the northwest corner of this tract, said pin being S 01° 31' 58" W 19.13 feet from the north corner of Lot 8, Fair Oaks Ranch, Comal County, Unit 1 as shown on a plat recorded in Volume 5, Page 55, Plat Records of Comal County, Texas, said pin also being the northwest corner of said 178.000 acre tract and this tract;

Thence, along a fence and with the north line of said 178.000 acre tract, S 86° 42' 28" E 1,451.97 feet to an existing PK nail for the northeast corner of this tract, said iron pin being the northwest corner of the Leo A. Kahanek and Doris A. Schimpf 29.000 acre tract described in deed recorded in Document No. 9806015680, Official Records of Comal County;

Thence, through the interior of said 178.000 acre tract and with the southwest line of said 29.000 acre tract, S 51° 56' 17" E 2049.94 feet to an existing iron pin in a fence on a northwestern line of F.M. 3351:

Thence, with said line of F.M. 3351 as follows:

monument	S 43° 59' 41" W	1,078.28 feet to an existing concrete
	S 46° 33' 15" W	201.96 feet to an existing iron pin
	S 51° 40' 50" W	194.70 feet to an existing iron pin
	S 56° 40' 50" W	194.70 feet to an existing iron pin
	S 61° 40' 45" W	194.75 feet to an existing iron pin
	S 67° 11' 19" W	231.80 feet to an existing iron pin
	S 70° 06' 16" W	793.46 feet to an existing concrete monument

and

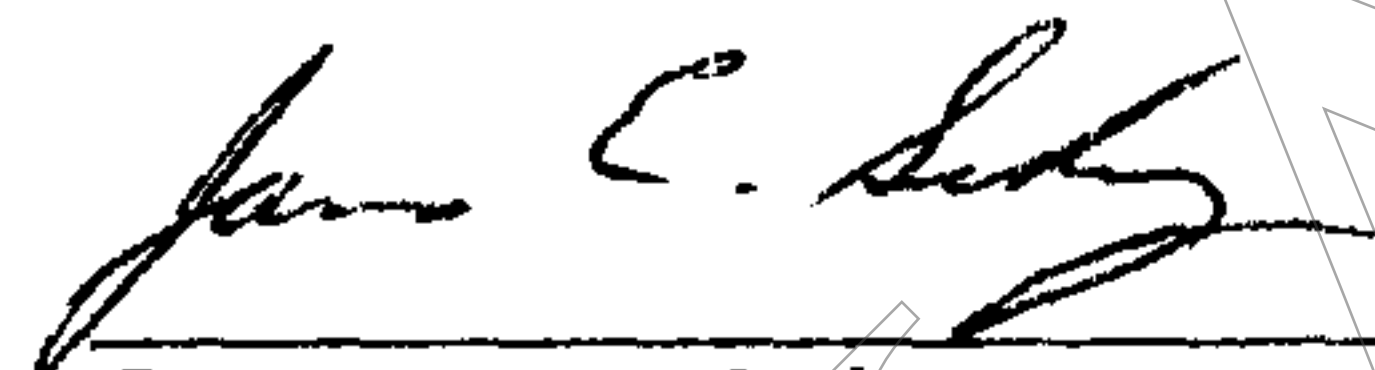
S 68° 00' 14" W 67.05 feet to an existing iron pin, this pin being the east corner of Lot 2, Saur Subdivision as shown on a plat recorded in Volume 11, Page 4, Plat Records of Comal County, Texas;

Thence, with a south line of this tract and the north line of said Lot 2, N 83° 36' 50" W 424.13 feet to an existing iron pin and S 85° 26' 05" W 320.79 feet to an existing iron pin for the southwest corner of this tract;

Thence, with fence on the west line of this tract and an east line of the

Exhibit C
aforementioned Fair Oaks Ranch, Comal County Unit 1, N 01° 24' 56" E 893.98 feet to an existing iron pin, N 01° 45' 42" E 1,283.10 feet to an existing iron pin and N 01° 31' 58" E 769.30 feet to the place of beginning and containing 149.000 acres of land, more or less.³

I, James E. Schwarz, a Registered Professional Land Surveyor, hereby certify that the above field notes are of a survey made on the ground under my supervision on January 4 - 5, 1996, November 5 - 6, 1997 and June 29, 1998 and recertified on March 8, 1999.



James E. Schwarz
Registered Professional
Land Surveyor #4760
Job No. 99-23

- 1.F.M.3351 established by deed recorded in Volume 657, Page 509, Deed Records of Comal County, Texas.
- 2.This bearing, used as the bearing basis of this survey, is from deed recorded in Volume 283, Pages 381-383, Deed Records of Comal County, Texas.
- 3. See plat of this tract dated January 4 - 5, 1996, November 5 - 6, 1997, June 29, 1998 and March 8, 1999 for more information.

Return to
Jim Grona Builders, Inc.
PO Box 790645
San Antonio, Tx 78279 - 0645

Doc# 200506009884
Pages 3
03/16/2005 12:19PM
Official Records of
COMAL COUNTY
JOY STREATER
COUNTY CLERK
Fees \$18.00



Filed and Recorded
Official Public Records
Joy Streater, County Clerk
Comal County, Texas
05/13/2008 12:40:55 PM
CASHTWO
200806019093



Doc# 200506009884

SUBDIVISION PLAT OF SHEET OAK BEND ESTATES (CITY OF FAIR OAKS RANCH)

BEING 149.02 acres of land out of Survey Number 172, Merle de la Luz Guerra, 1 League, Comal County Abstract Number 173 in Comal County, Texas. Sold 149.02 acre tract of land being the same land described in a deed dated May 8, 2008 to Oak Bend Forest, L.C., recorded in Book 200809019063 of the Official Public Records of Comal County, Texas.

STATE OF TEXAS COUNTY OF BEXAR THE DONORS OF THE LAND SHOWN ON THIS PLAT AND WHOSE NAMES ARE SUBSCRIBED HERETO HAVE IN PERSON OR THROUGH A duly authorized agent, designated to the use of the PUBLIC RECORDER ALL TYPED, PRINTED, WRITTEN, ORAL, AGREEMENTS AND PUBLIC RECORDS THEREON SHOWING THE HISTORY AND CONVEYANCES OF THE SUBDIVISION HERETO.

BEFORE ME, THE UNDERSIGNED AUTHORITY IN THIS DAY PERSONALLY APPEARED NAME TO SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE SIGNED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

STATE OF TEXAS COUNTY OF BEXAR I HEREBY CERTIFY THAT THESE FOREGOING CONVEYANCES WERE READ TO THIS PLAT BY THE OFFICE OF THE PUBLIC RECORDER AND ACKNOWLEDGED TO ME THAT HE SIGNED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.



STATE OF TEXAS COUNTY OF BEXAR I HEREBY CERTIFY THAT THESE FOREGOING CONVEYANCES WERE READ TO THIS PLAT BY THE OFFICE OF THE PUBLIC RECORDER AND ACKNOWLEDGED TO ME THAT HE SIGNED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

STATE OF TEXAS COUNTY OF BEXAR I HEREBY CERTIFY THAT THIS PLAT REPRESENTS THE RESULTS OF AN ON THE GROUND SURVEY OF THE PROPERTY SHOWN HEREIN CONDUCTED UNDER AN EXPLORE/LOCATE AGREEMENT.

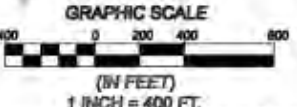
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STATE OF TEXAS COUNTY OF BEXAR I HEREBY CERTIFY THAT THIS PLAT REPRESENTS THE RESULTS OF AN ON THE GROUND SURVEY OF THE PROPERTY SHOWN HEREIN CONDUCTED UNDER AN EXPLORE/LOCATE AGREEMENT.



CURVE TABLE with columns for Station, Curve Data, and Station.

CITY PUBLIC SERVICE BOARD UTILITY EASEMENTS. For City of Fair Oaks Ranch, Comal County, Texas. This plat is subject to the following conditions...

Texas Department of Transportation NOTES. (1) All construction shall comply with the Texas Department of Transportation (TxDOT) standards...

UTILITY EASEMENTS. A. UTILITIES INCLUDING BUT NOT LIMITED TO WATER, GAS, ELECTRICITY, TELEPHONE AND CABLE TELEVISION...

STREET DESIGN, DRAINAGE DESIGN AND LOT DESIGN PREPARED BY JOHN LUCE CIVIL ENGINEERING CONSULTANT. 15315 San Pedro, San Antonio, Texas 78240-4941

ACS INCORPORATED logo and contact information: 15315 San Pedro, San Antonio, Texas 78240-4941. P.O. Box 146669, San Antonio, Texas 78289-1669. Fax (210) 494-9840.





FAIR OAKS RANCH
COMAL COUNTY - UNIT 1
 Volume 08, Page 68-69

LOT 4
 Volume 08, Page 70-71

LOT 5
 Volume 08, Page 72-73

LOT 6
 Volume 08, Page 74-75

Match Line Sheet 3 of 4
AXIS PASS

Match Line Sheet 4 of 4

Match Line Sheet 4 of 4

Match Line Sheet 4 of 4

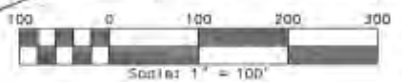
Monumentation Legend

- Corner Markers (Iron Pipe or Cast Iron)
- Corner Markers (Iron Pipe or Cast Iron)
- △ Corner Markers (Iron Pipe or Cast Iron)
- Corner Markers (Iron Pipe or Cast Iron)
- ▲ Corner Markers (Iron Pipe or Cast Iron)

Record Documents

- 1. Record as per Volume 08, Page 68-69
- 2. Record as per Volume 08, Page 70-71
- 3. Record as per Volume 08, Page 72-73
- 4. Record as per Volume 08, Page 74-75

SUBDIVISION PLAT
OF
OAK BEND ESTATES
 SHEET 2 OF 4



BEING 148.02 acres of land out of Survey Number 172, Maria de la Luz Guerra, 1 League, Comal County Abstract Number 173 in Comal County, Texas. Said 148.02 acre tract of land being the same land described in a deed dated May 3, 2008 to Oak Bend Forest, L.C., recorded in Doc# 200809019083 of the Official Public Records of Comal County, Texas.

SUBDIVISION PLAT OF OAK BEND ESTATES

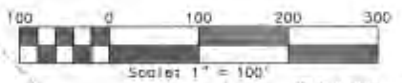
SHEET

Item #11.

BEING 146.02 acres of land out of Survey Number 172, Maria de Luz Guerra, 1 League, Comal County Abstract Number 173 in Comal County, Texas. Said 146.02 acre tract of land being the same land described in a deed dated May 6, 2006 to Oak Bend Forest, L.C., recorded in Doc# 20080619063 of the Official Public Records of Comal County, Texas.

Monumentation Legend

- Found Small Diameter Iron Stake (Temporary)
- Concrete Monument (Permanently)
- Found Stake (Survey)
- Found Monument (1991)
- Found Stake (Survey)
- Found Monument (1991)
- Found Stake (Survey)
- Found Monument (1991)



(S 86°42'28" E 1451.97 ft)
 (S 88°30'23" E 1450.46 ft)

K7 Ranches, LTD
 Doc# 2008021226

Fair Oaks Ranch City Limits
 Ordinance 173
 May 10, 2006
 Fair Oaks Ranch City Limits
 Ordinance 154-D
 October 19, 2004

KENDALL COUNTY
 COMAL COUNTY

LOT 0
 FAIR OAKS RANCH
 COMAL COUNTY - UNIT 1

LOT 1
 The Investors Family Trust
 Everett and Sarah Herberts Trust

LOT 2
 Sunco - Dis and Equip
 Robert H Dick

LOT 3
 Sunco - Dis and Equip
 Robert H Dick



THE ENCLAVE AT FAIR OAKS RANCH SUBDIVISION
 Doc# 20080619063

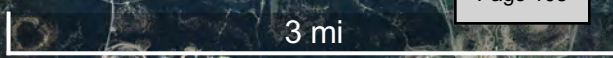
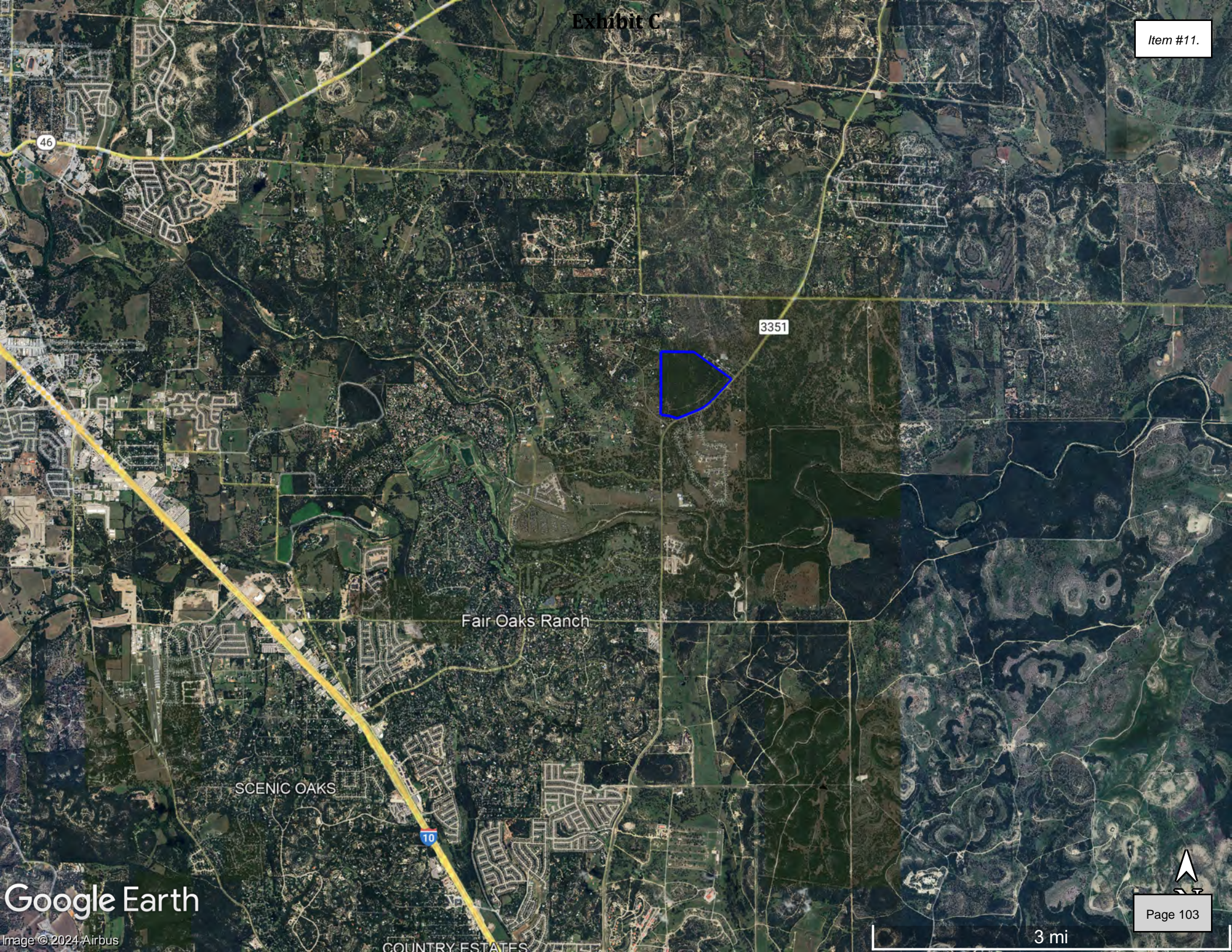
Match Line Sheet 4 of 4

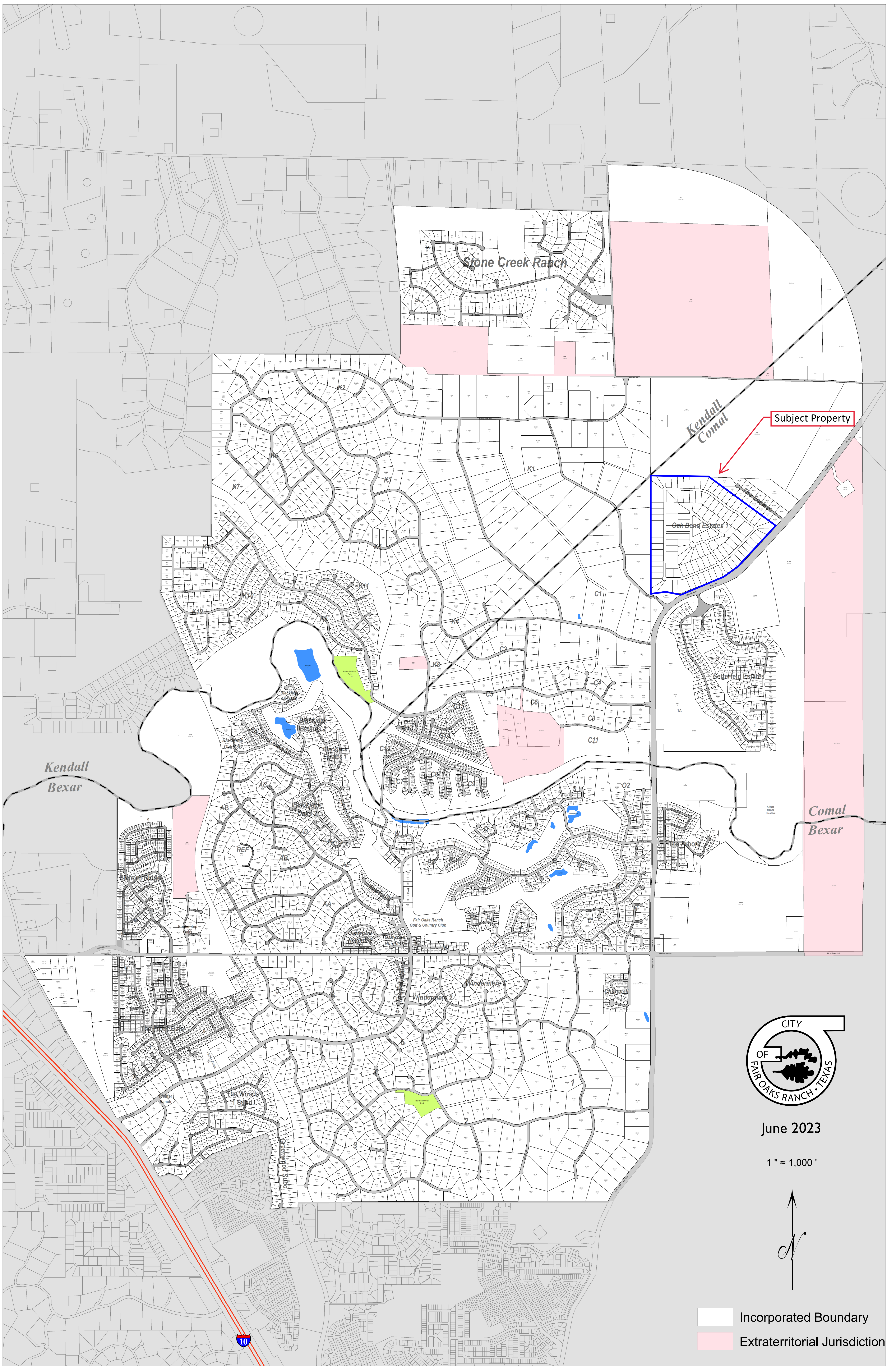
Match Line Sheet 4 of 4

Match Line Sheet 4 of 4

Property Maps

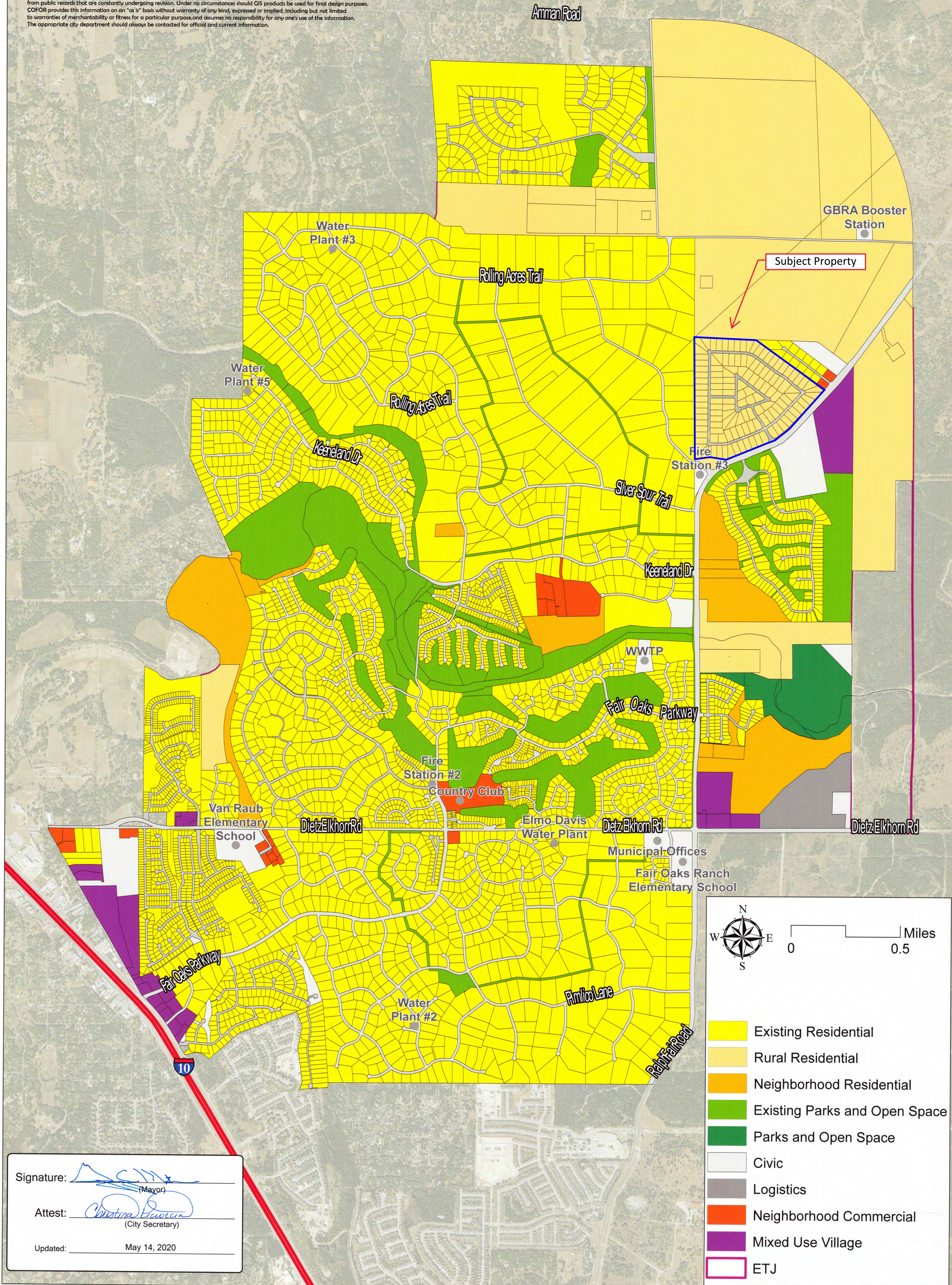






City of FAIR OAKS RANCH FUTURE LAND USE MAP (FLUM)

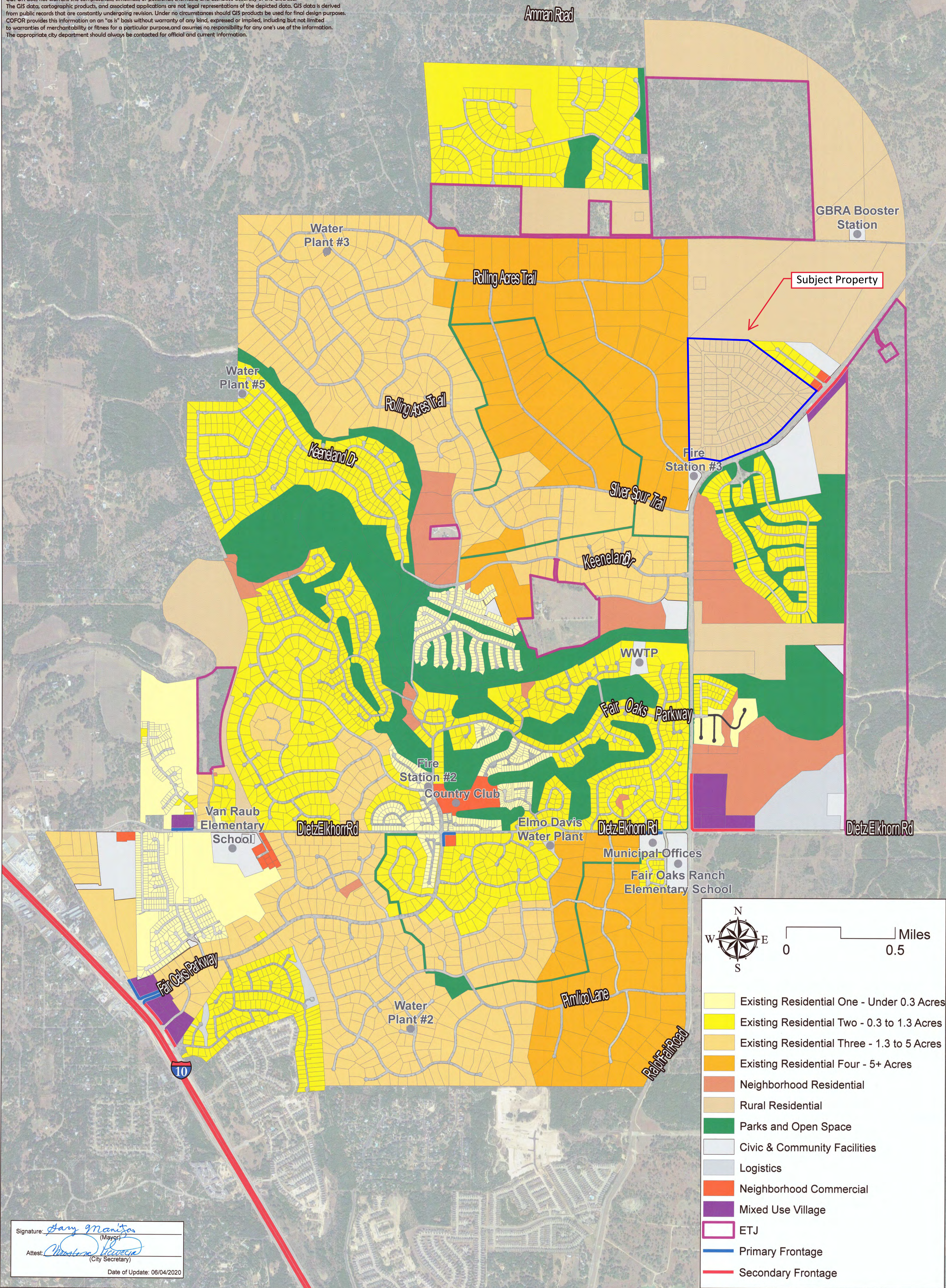
Disclaimer-
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Signature: _____
(Mayor)
Attest: *Christina Boreen*
(City Secretary)
Updated: May 14, 2020

City of FAIR OAKS RANCH ZONING MAP

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N
W E S
0 0.5 Miles

- Existing Residential One - Under 0.3 Acres
- Existing Residential Two - 0.3 to 1.3 Acres
- Existing Residential Three - 1.3 to 5 Acres
- Existing Residential Four - 5+ Acres
- Neighborhood Residential
- Rural Residential
- Parks and Open Space
- Civic & Community Facilities
- Logistics
- Neighborhood Commercial
- Mixed Use Village
- ETJ
- Primary Frontage
- Secondary Frontage

Signature: *Gary Maniza*
(Mayor)
Attest: *Christina Kovacs*
(City Secretary)
Date of Update: 06/04/2020

Authorization

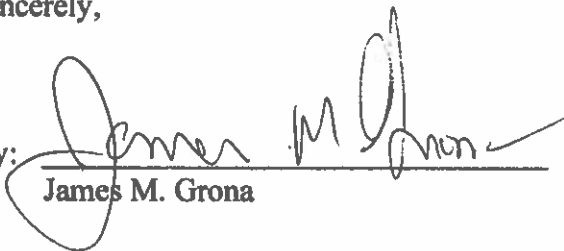
March 29, 2024

City of Fair Oaks Ranch
7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78015

To Whom It May Concern:

My name is James M. Grona and I represent Oak Bend Forest, L.C., the owner of property located at the intersection of Ralph Fair Road and Honeycomb Rock, Fair Oaks Ranch, Texas 78015 ("Property"). The Property is further described in the Oak Bend Subdivision Plat, properly recorded as Document 201106015175 in the Official Public Records of Comal County, Texas. This letter hereby authorizes the placement of a sign on the Property fifteen (15) days prior to any public hearing associated with the proposed rezoning.

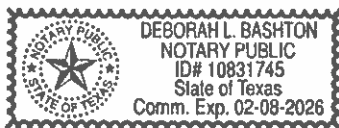
Sincerely,


By: 
James M. Grona

STATE OF TEXAS §
 §
COUNTY OF BEXAR §

BEFORE ME, the undersigned authority, on this day personally appeared James M. Grona, Representative of Oak Bend Forest, L.C. who acknowledged he is authorized to execute this document.

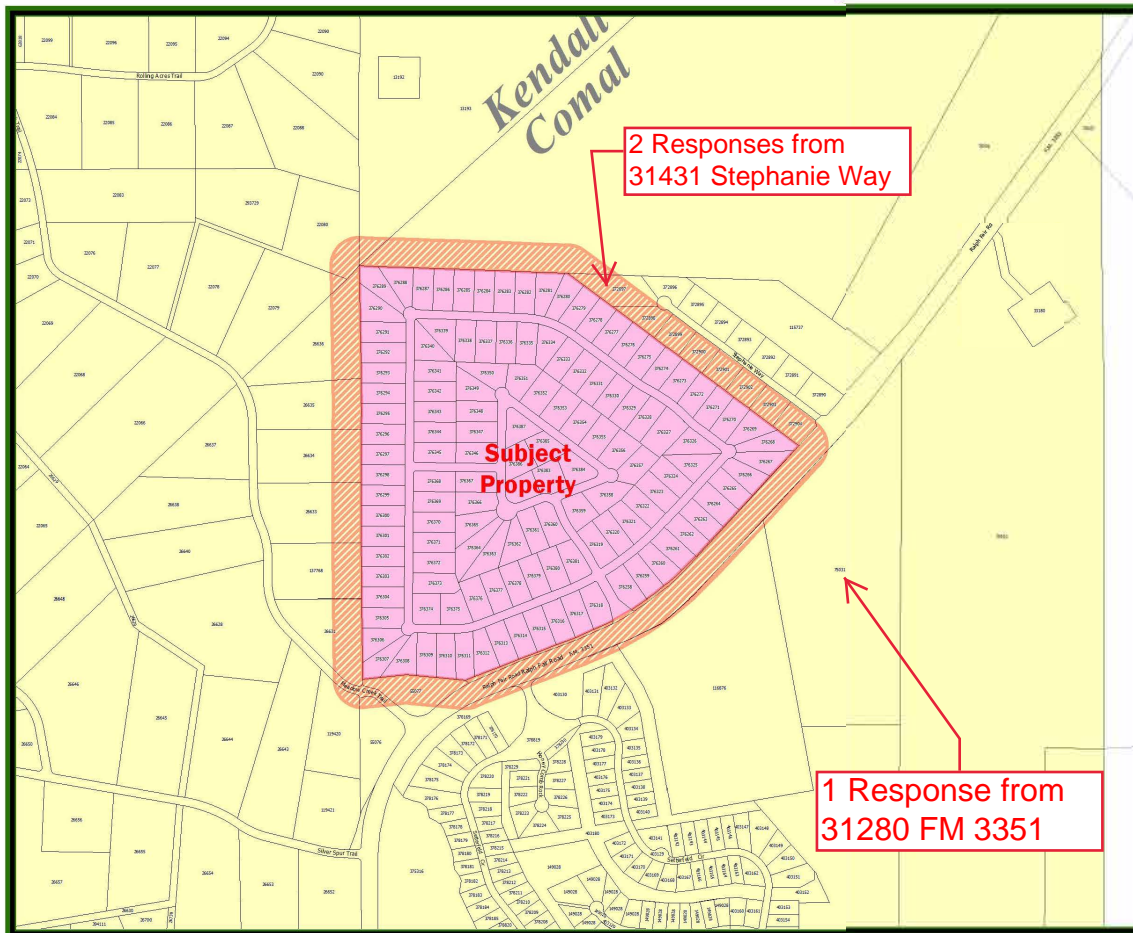
GIVEN UNDER MY HAND AND SEAL OF OFFICE this 2 day of APRIL, 2024.




Notary Public, State of TEXAS
Printed Name: DEBORAH L. BASHTON

Proof of Taxes Paid

The proof of taxes paid has been verified by Staff members and has been excluded from Exhibit C due to the amount of content.



**Exhibit D
NOTIFICATION AND
RESPONSE MAP
Oak Bend Estates**
Ralph Fair Rd.
Fair Oaks Ranch, TX 78015
Comal County

- Subject Property**
- Notification Area**
- Property Boundaries**
- City Limit**



April 2024



1" ≈ 1,000'

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Public Comment Form



210-698-0900 (office)

CITY OF FAIR OAKS RANCH

7286 Dietz Elkhorn, Fair Oaks Ranch, Texas 78015

www.fairoaksranchtx.org



210-698-3565 (fax)

I am **FOR** the rezoning request for Rezoning Application No. ZC# 2024-01

I am **AGAINST** the rezoning request for Rezoning Application No. ZC# 2024-01

(PLEASE PRINT)

This comment form **MUST** be returned to the City prior to **May 8, 2024** for the Planning and Zoning and **June 5, 2024** for the City Council Meeting. If you would like the comment to be included in the meeting agenda packet, the form must be received before **May 1, 2024** for Planning and Zoning and **May 30, 2024** for City Council.

Name: LINDA L. D'SPAIN

Address: 31431 Stephanie Way, FAIROAK Ranch, Tx 78015

Signature: Linda L. D'Spain

Date: 4/25/2024

Comments:

I do not feel like the roads (3351 + Ammans) near this
development can support the traffic of 200 new residents to the
AREA. I also do not feel at this time we have enough
water for 149 new homes.

Public Comment Form



210-698-0900 (office)

CITY OF FAIR OAKS RANCH

7286 Dietz Elkhorn, Fair Oaks Ranch, Texas 78015

www.fairoaksranchtx.org



210-698-3565 (fax)

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(PLEASE PRINT)

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Name: Ronald R. D'Spain

Address: 31431 Stephanie Way Fair Oaks Ranch, Tx 78015

Signature: Ronald R. D'Spain

Date: 4/25/2024

Comments:

3351, can't even take all the cars on road now.

We have sit & wait sometimes 10-15 minutes to get

out of subdivision.

Won't be enough law enforcement

Where is the water (drinking) come from.

We are gonna need red lights for traffic

Public Comment Form



210-698-0900 (office)

CITY OF FAIR OAKS RANCH

7286 Dietz Elkhorn, Fair Oaks Ranch, Texas 78015

www.fairoaksranchtx.org



210-698-3565 (fax)

M/M

I am **FOR** the rezoning request for Rezoning Application No. ZC# 2024-01

_____ I am **AGAINST** the rezoning request for Rezoning Application No. ZC# 2024-01

(PLEASE PRINT)

This comment form **MUST** be returned to the City prior to **May 8, 2024** for the Planning and Zoning and **June 5, 2024** for the City Council Meeting. If you would like the comment to be included in the meeting agenda packet, the form must be received before **May 1, 2024** for Planning and Zoning and **May 30, 2024** for City Council.

Name: Mark Minahan

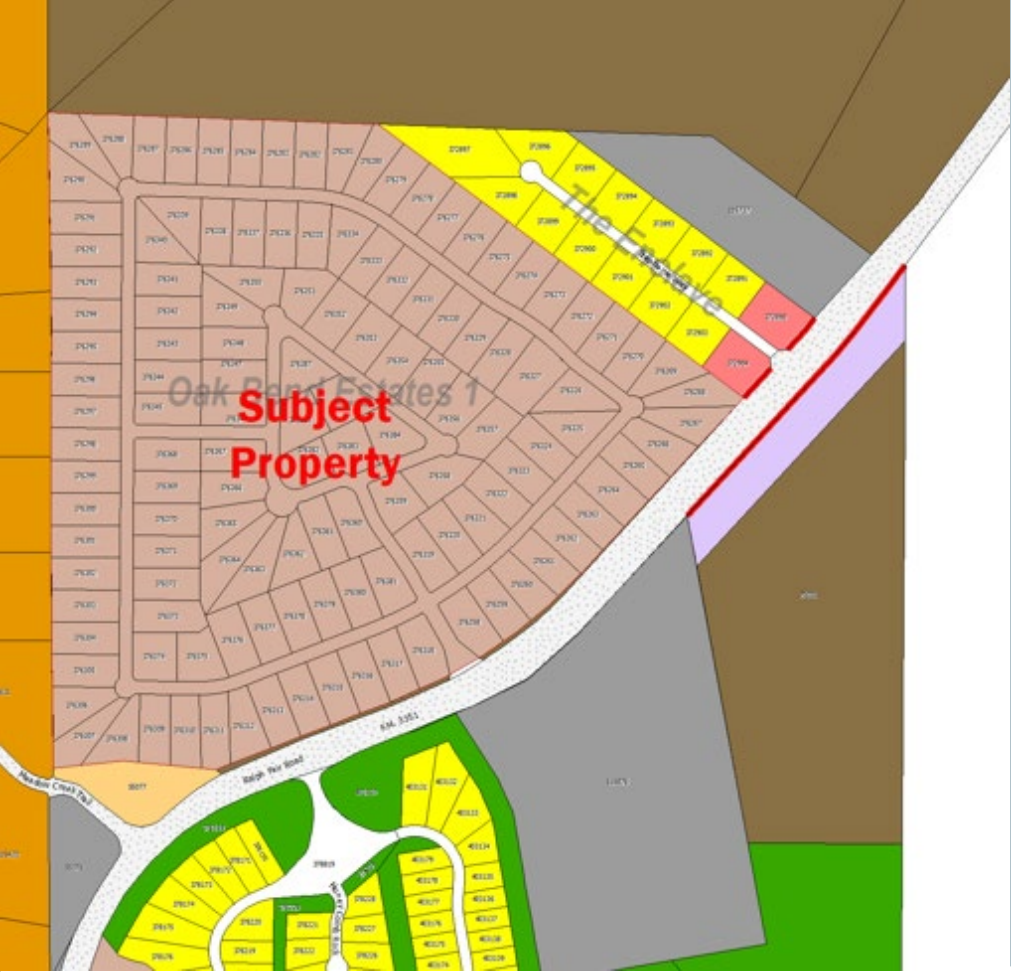
Address: 31280 FM 3351

Signature: *M/M*

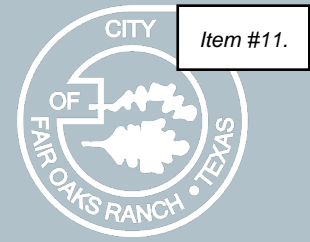
Date: April 26, 2024

Comments:

Directly across the street
Property owner / applicant should get Zoning requested
M/M



City Council Public Hearing



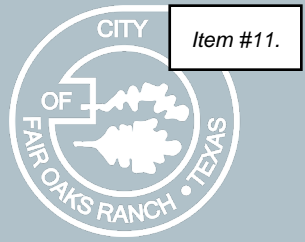
Oak Bend Estates Zone Change Request

June 06, 2024

ZC# 2024-01

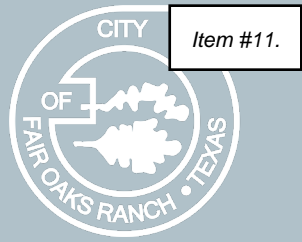
Lee Muniz, P.E., CFM
Manager of Engineering Services

Introduction



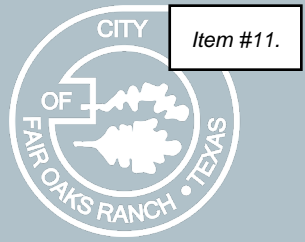
Proposed Zoning Change Request (ZC No. 2024-01) will change the land use classification from Rural Residential (RR) to Neighborhood Residential (NR) for approximately 149 acres generally located north of the intersection of Ralph Fair Road and Honeycomb Rock. The property is currently platted as Oak Bend Estates.

Reason for Request



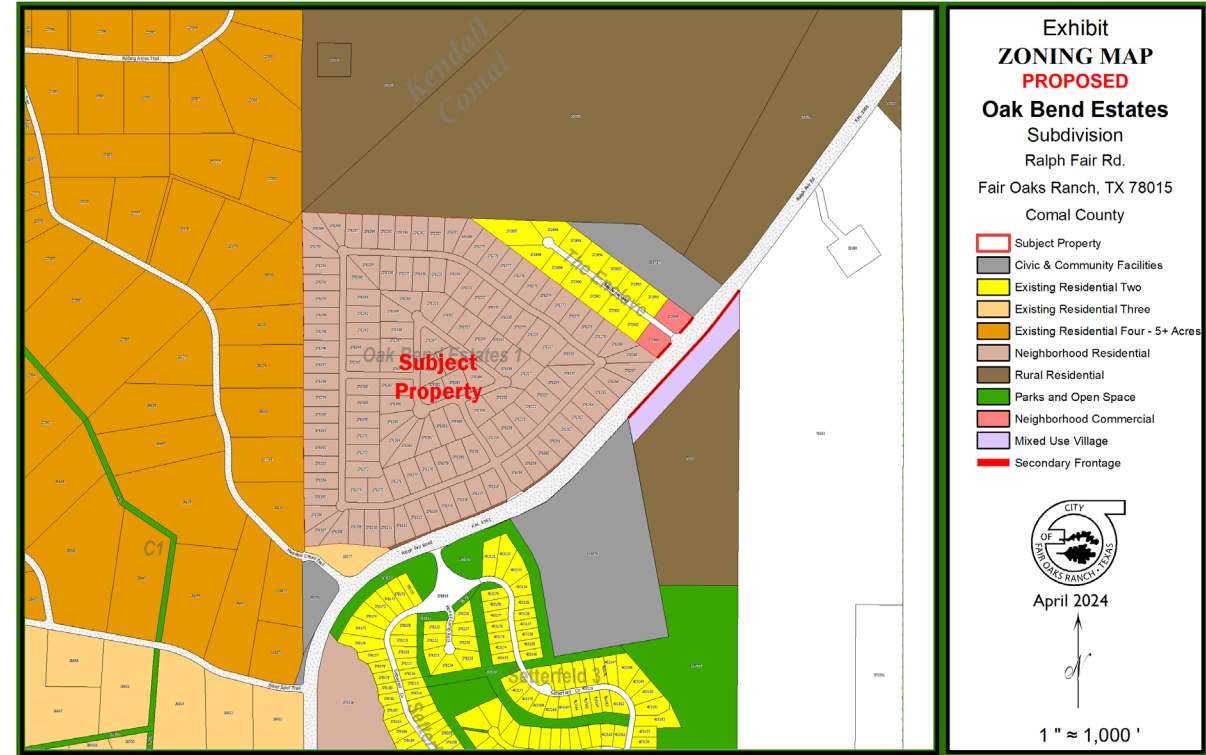
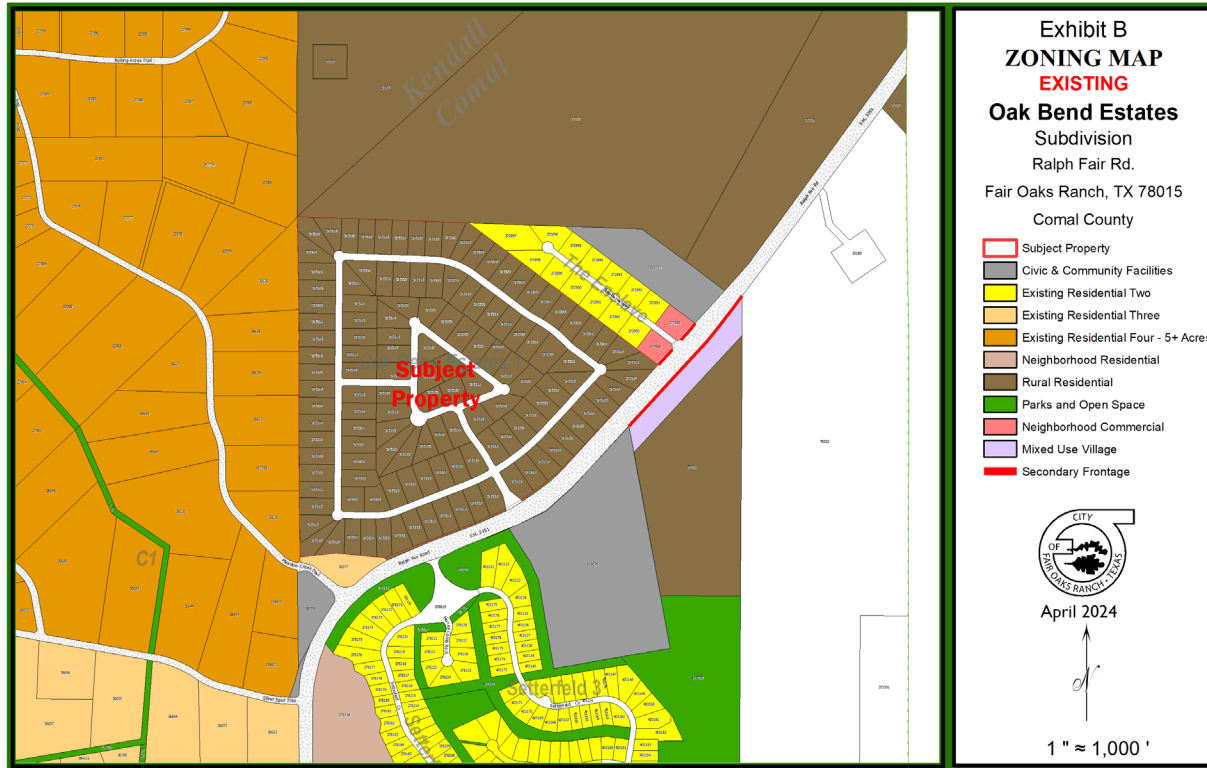
- To develop the subdivision with one-acre lots as per the existing Agreement and approved plat.
- As per the UDC, any zone change must be in accordance with the FLUM. A zone district change to NR will allow the rezoning to be in alignment with the FLUM.
- A new plat reflecting the reduced lots cannot proceed.
- Zone change removes the conflict between the existing Agreement, Zoning and the FLUM, allowing for the appropriate development of the property.

Zoning Map



Existing

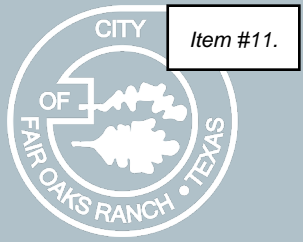
Proposed



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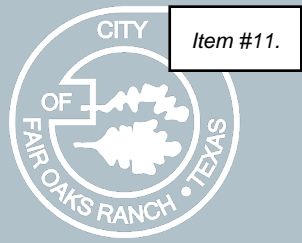
Criteria for Review



According to Section 3.7 (4) of the UDC, zoning changes may be approved if the following criteria are met:

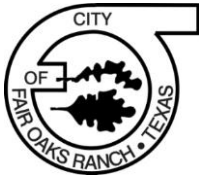
- i. The zoning change is consistent with the Comprehensive Plan;*
- ii. The zoning change promotes the health, safety, or general welfare of the City and the safe, orderly, and healthful development of the City;*
- iii. The zoning change is compatible with and conforms with uses of nearby property and the character of the neighborhood;*
- iv. The property affected by the zoning change is suitable for uses permitted by the proposed amendment to the zoning map;*
- v. Infrastructure, including roadway adequacy, sewer, water and storm water facilities, is or is committed to be available that is generally suitable and adequate for the proposed use.*

Staff Recommendation



Consideration of the following when reviewing the Amendment:

- Rectify the property for the agreement that preceded adoption of the Comprehensive Plan and Zoning.
- Comply with the proposed amended Comprehensive Plan.
- Compatibility with the surrounding properties and the character of the neighborhood, that are predominantly single family residential in nature.
- Perform traffic study and infrastructure analysis at time of site development.
- Maintain public services such as police and fire protection and solid waste collection.
- Enables a reduction in the number of lots, preserves geological features, and provide a second emergency entrance/exit.



**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 the Comprehensive Plan to change the land use classification from Rural Residential (RR) to Neighborhood Residential (NR) for approximately 149 acres generally located along the north side of Ralph Fair Road and Honeycomb Rock generally known as Oak Bend Estates.

DATE: June 6, 2024

DEPARTMENT: Public Works and Engineering Services

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

INTRODUCTION/BACKGROUND:

The applicant is proposing to change the Future Land Use Map (FLUM) designation of approximately 149 acres generally located along the north side of Ralph Fair Road and Honeycomb Rock from Rural Residential (RR) to Neighborhood Residential (NR). The subject parcel is platted as Oak Bend Estates subdivision. The current FLUM designation of RR (Rural Residential) recommends a minimum lot size of five (5) acres and the corresponding zoning classification is RR.

The applicant is proposing to develop the property with single-family homes on minimum one-acre lots in accordance with an executed Water Supply Agreement with the City of Fair Oaks Ranch, entered into in 2008 and renewed March 2024. Accordingly, the appropriate FLUM designation for one-acre lots is Neighborhood Residential (NR) and the corresponding zoning classification is Neighborhood Residential (NR).

All documents related to this amendment are in the public hearing section of this meeting agenda. The Council may:

1. Approve or deny the Comprehensive Plan amendment.
2. Choose to table the amendment if they determine additional information from the applicant is warranted.

Staff recommends the Council consider the following in approving this request.

1. The proposed amendment will accurately reflect the approved Agreement for the property that preceded adoption of the Comprehensive Plan and UDC (zoning).
2. The proposed amendment will permit the appropriate zoning classification of NR to be placed on the property and will permit lot sizes as approved in the Agreement and plat for the property.
3. With approval of the subsequent zone change request any potential conflicts of proposed amendments with the UDC, Comprehensive Plan, or approved Agreement will be eliminated.

- 4. Additionally, reduction of lots from 130 to 110 will enable preservation of geological features on site and provide a second emergency entrance/exit to the development.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

- 1. Staff report and public hearings demonstrate compliance with Chapter 213 of the Local Government Code, the City’s Comprehensive Plan, Zoning Ordinance, and Unified Development Code.
- 2. Establishing a revised land-use regulation and zoning classification eliminates any future conflicts between the established development Agreement, recorded plat, and the Comprehensive Plan.
- 3. Recognizes the maximum total number of one-acre+ developed lots from 130 to 110.
- 4. Ensures the preservation of natural resources and promotes sustainable land use practices.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

N/A

LEGAL ANALYSIS:

Ordinance approved as to form.

RECOMMENDATION/PROPOSED MOTION:

I move to approve the first reading of an ordinance amending the Comprehensive Plan changing the land use classification from Rural Residential (RR) to Neighborhood Residential (NR) of approximately 149 acres generally located along the north side of Ralph Fair Road and Honeycomb Rock generally known as Oak Bend Estates.

AN ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS, CHANGING THE LAND USE CLASSIFICATION FROM RURAL RESIDENTIAL (RR) TO NEIGHBORHOOD RESIDENTIAL (NR) FOR APPROXIMATELY 149 ACRES GENERALLY LOCATED ALONG THE NORTH SIDE OF RALPH FAIR ROAD AND HONEYCOMB ROCK GENERALLY KNOWN AS OAK BEND ESTATES.

WHEREAS, the City of Fair Oaks Ranch Comprehensive Plan provides guidance on future land use and zoning; and,

WHEREAS, on September 2, 2008 an Agreement between the City of Fair Oaks Ranch and the property owner, Oak Bend Forest, L.C. was executed allowing for the development of one (1) plus-acre single family residential lots on land generally located north of Meadow Creek Trail on Ralph Fair Road; and,

WHEREAS, on February 17, 2011, the City Council approved a 149-acre subdivision plat of Oak Bend Estates consisting of 130 one-plus acre lots as shown in attached **Exhibit A**; and,

WHEREAS, on June 21, 2018, the City Council approved the City of Fair Oaks Ranch Comprehensive Plan inclusive of future land use and zoning maps. The Future Land Use Map (FLUM) designates said property as Rural Residential (RR); and,

WHEREAS, on April 3, 2024 Oak Bend Forests, L.C. filed an application (CPA 2024-01) to amend the Comprehensive Plan changing the Land Use Classification from Rural Residential (RR) to Neighborhood Residential (NR) of the Oaks Bend Estates subdivision; and,

WHEREAS, Neighborhood Residential (NR) is the appropriate single-family residential land use classification on said property governed by the executed Agreement and recorded subdivision plat prior to the adoption of the Comprehensive Plan; and,

WHEREAS, on May 9, 2024, the Planning and Zoning Commission conducted a public hearing on the proposed change to the land use classification and after considering the testimony and evidence, hereby made a recommendation of approval of the reclassification to Neighborhood Residential; and,

WHEREAS, on June 06, 2024, the City Council conducted a public hearing on the proposed change to the land use classification; and,

WHEREAS, the City Council after considering testimony, evidence and recommendation by the Planning and Zoning Commission, determined it to be in the public interest to approve the proposed change to the land use classification to Neighbor Residential, which in its best judgement promotes the health, safety, morals, and general welfare and protects the use and enjoyment of property throughout the City.

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

- Section 1.** The Property generally known as Oak Bend Estates located along the north side of Ralph Fair Road and Honeycomb Rock and as more particularly described in the attached **Exhibit B** is hereby classified as Neighborhood Residential (NR).
- Section 2.** The Official Future Land Use Map of the City of Fair Oaks Ranch shall be revised to reflect the Amendment.
- Section 3.** 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 4.** 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 5.** 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 6.** 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 7.** 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 8.** 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 9.** This ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.
- Section 10.** The provisions of this ordinance shall be cumulative of all ordinances not repealed by this ordinance and ordinances governing or regulating the same subject matter as that covered herein.
- Section 11.** This ordinance shall take effect immediately from and after its second reading, passage and any publication requirements as may be required by governing law.

PASSED and APPROVED on first reading by the City Council of the City of Fair Oaks Ranch, Texas, on this 6th day of June 2024.

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

Doc# 20106015115

SUBDIVISION PLAT

SHEET 1 OF 4

OAK BEND ESTATES (CITY OF FAIR OAKS RANCH)

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

STATE OF TEXAS) COUNTY OF BEXAR)

THE OWNERS OF THE LAND SHOWN ON THIS PLAT AND WHOSE NAMES ARE SUBSCRIBED HERETO, AND IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, DEDICATES TO THE USE OF THE PUBLIC FOREVER ALL STREETS, ALLEYS, PARKS, WATERCOURSES, DRAINS, EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

OAK BEND FOREST, LC DBA - OAK BEND ESTATES, LC OWNER/ DEVELOPER P.O. BOX 780046 San Antonio, Texas 78278 (210) 368-5084

HAYDEN GRONA OWNER/ DEVELOPER'S DULY AUTHORIZED AGENT HAYDEN GRONA

STATE OF TEXAS) COUNTY OF BEXAR)

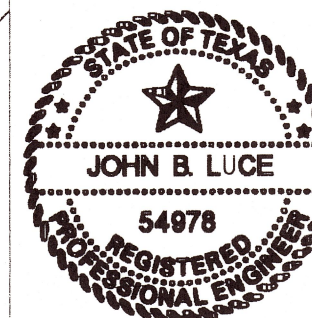
BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED HAYDEN GRONA, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS 17th DAY OF February, A.D., 2011.

John B. Luce Notary Public NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

STATE OF TEXAS) COUNTY OF BEXAR)

I HEREBY CERTIFY THAT PROPER ENGINEERING CONSIDERATIONS HAS BEEN GIVEN TO THIS PLAT TO THE MATTERS OF LOTS, STREETS, AND DRAINAGE LAYOUTS AND TO THE BEST OF MY KNOWLEDGE THIS PLAT CONFORMS TO ALL REQUIREMENTS OF THE SUBDIVISION ORDINANCE.



John B. Luce JOHN B. LUCE, P.E. P.O. BOX 405 BULVERDE, TEXAS 78163 (830) 980-7878 REGISTERED PROFESSIONAL ENGINEER FIRM NO. F - 6867

SWORN TO AND SUBSCRIBED, BEFORE ME THIS 17th DAY OF February, A.D., 2011.

Cheryl Sandman Notary Public NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

THIS PLAT OF OAK BEND ESTATES (CITY OF FAIR OAKS RANCH) HAS BEEN SUBMITTED TO AND CONSIDERED BY THE CITY COUNCIL OF FAIR OAKS RANCH, TEXAS AND IS HEREBY APPROVED BY SUCH COUNCIL.

DATED THIS 17th DAY OF February, A.D., 2011.

Cheryl Sandman Mayor BY: Cheryl Sandman MAYOR BY: [Signature] CITY SECRETARY

STATE OF TEXAS) COUNTY OF BEXAR)

I HEREBY CERTIFY THAT THIS PLAT REPRESENTS THE RESULTS OF AN ON THE GROUND SURVEY OF THE PROPERTY SHOWN HEREIN CONDUCTED UNDER MY SUPERVISION.

MICHAEL J. HARRIS REGISTERED PROFESSIONAL LAND SURVEYOR REGISTRATION NUMBER 4381 15135 SAN PEDRO, SAN ANTONIO, TEXAS 78232 (210) 494-6405

MICHAEL J. HARRIS REGISTERED PROFESSIONAL LAND SURVEYOR REGISTRATION NUMBER 4381 15135 SAN PEDRO, SAN ANTONIO, TEXAS 78232 (210) 494-6405

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

NOTE: THE OWNERS OF THE LAND SHOWN ON THIS PLAT AND WHOSE NAMES ARE SUBSCRIBED HERETO, AND IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, HEREBY AGREE TO DEED TWO (2) ADJOINING RESIDENTIAL LOTS OF THEIR CHOICE, SHOWN ON THIS PLAT, TO THE OAK BEND ESTATES HOMEOWNERS ASSOCIATION FOR USE FOREVER AS A COMMON AREA. THIS DEDICATION WILL BE CONSUMED AS SOON AS SAID ASSOCIATION IS FORMED.

OAK BEND FOREST, LC DBA - OAK BEND ESTATES, LC OWNER/ DEVELOPER

HAYDEN GRONA OWNER/ DEVELOPER'S DULY AUTHORIZED AGENT HAYDEN GRONA

STATE OF TEXAS) COUNTY OF BEXAR)

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED HAYDEN GRONA, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS 17th DAY OF February, A.D., 2011.

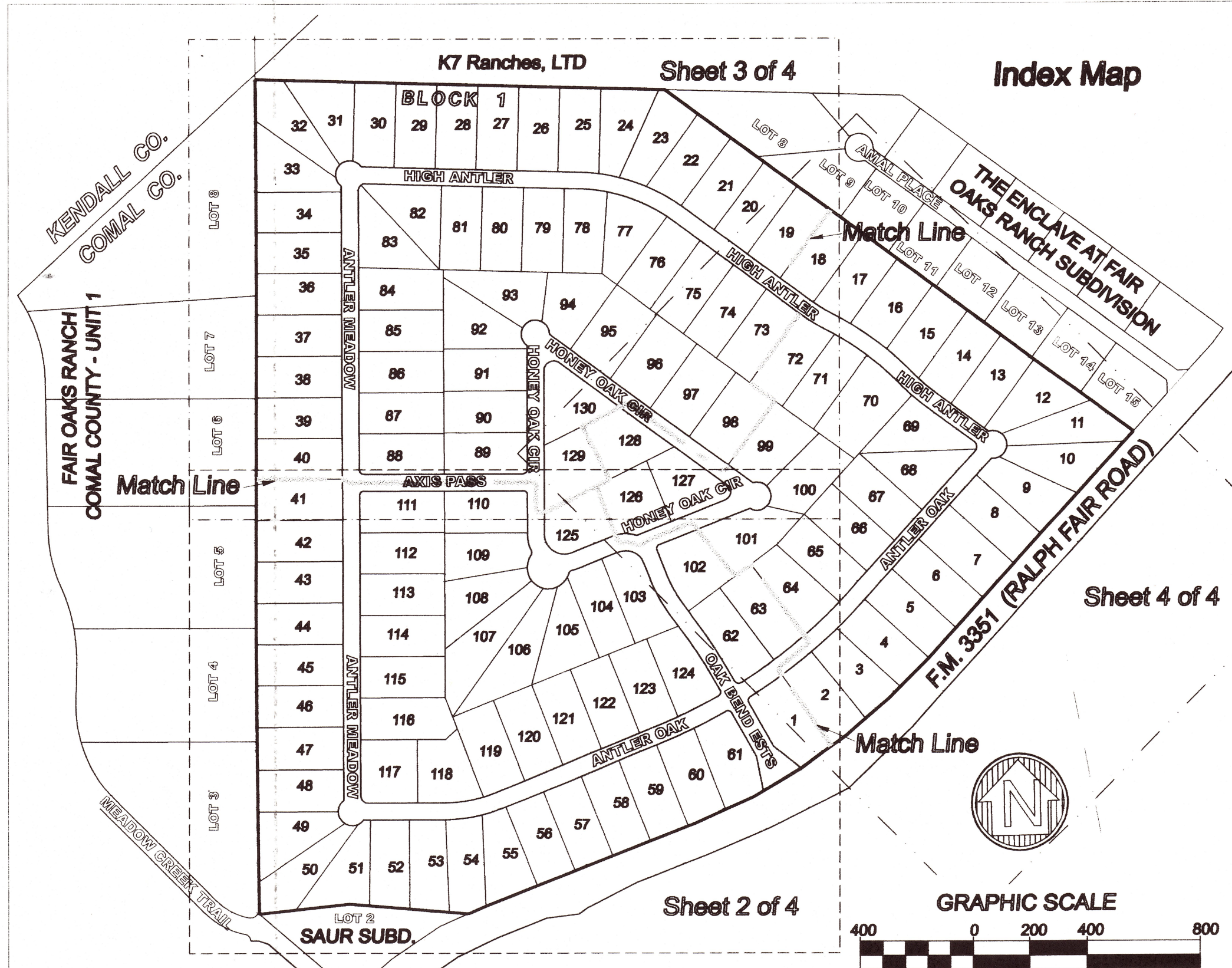
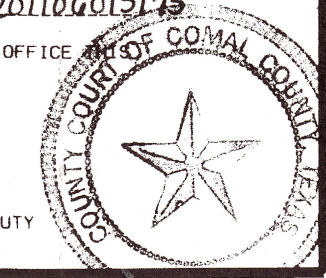
Theresa Rovee Notary Public NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

STATE OF TEXAS) COUNTY OF COMAL)

I HEREBY CERTIFY THAT THIS PLAT WAS FILED FOR RECORD IN MY OFFICE, ON THE 17th DAY OF May, A.D., 2011 AT 3:30 P.M. AND DULY RECORDED THE 17th DAY OF May, A.D., 2011 AT 3:30 P.M. IN THE RECORDS OF SAID COUNTY, IN DOCUMENT# 20106015115

IN TESTIMONY WHEREOF, WITNESS MY HAND AND OFFICIAL SEAL OF OFFICE OF THE COUNTY CLERK OF COMAL COUNTY, TEXAS, ON THE 17th DAY OF May, A.D., 2011.

Theresa Rovee COUNTY CLERK, COMAL COUNTY, TEXAS BY: Theresa Rovee DEPUTY



Subdivision Summary Establishing 130 Lots & 11845 Linear Feet of Road

GENERAL NOTES:

- 1. EASEMENTS: ALL PROPERTIES DESIGNATED AS EASEMENTS SHALL OR MAY BE UTILIZED FOR THE FOLLOWING PURPOSES: A. DRAINAGE EASEMENTS... B. OBSTRUCTION OF DRAINAGE... C. GATES ACROSS EASEMENTS... D. OBSTRUCTION OF DRAINAGE... E. UTILITY EASEMENTS... F. ACCURACY OF CONTOURS... G. BASIS OF BEARING... H. MONUMENTATION... I. STATE PLANE COORDINATES... J. EXISTING WATER WELLS...

CITY PUBLIC SERVICE BOARD UTILITY EASEMENTS:

The City of San Antonio as a part of its electric and gas system (City Public Service Board) is hereby dedicating the easements and rights-of-way for electric and gas distribution and service facilities in the areas designated on the plat as "Electric Easement" and "Gas Easement"...

Texas Department of Transportation NOTES:

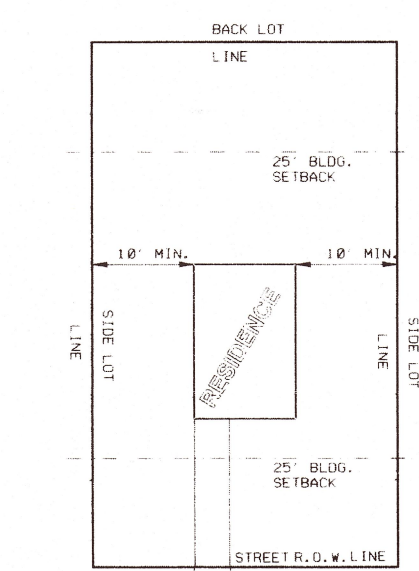
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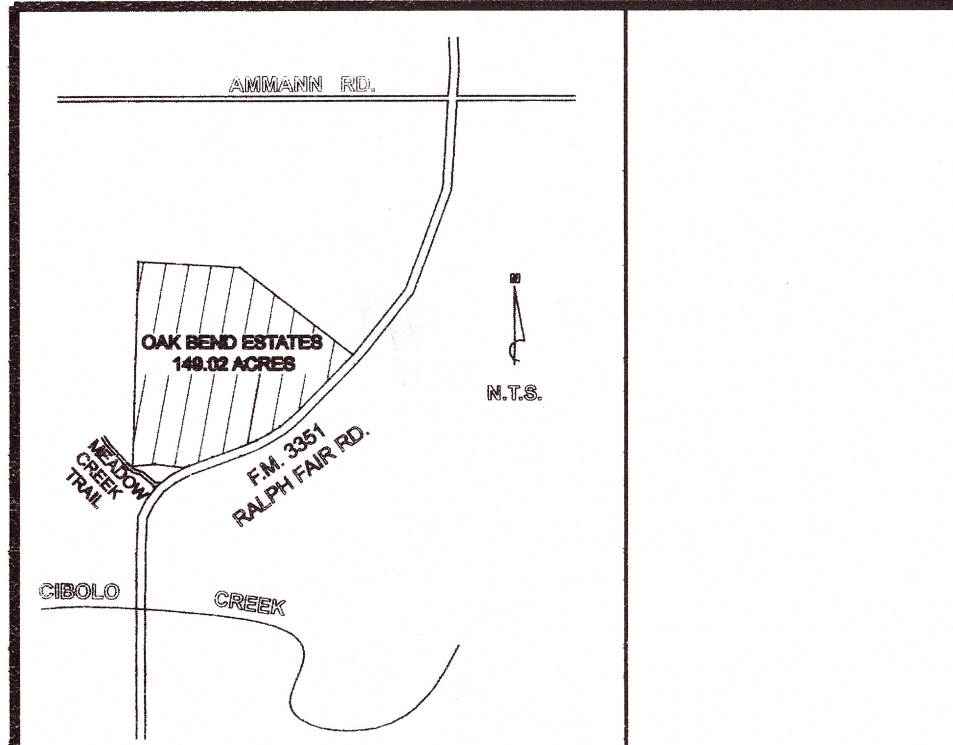
- A. UTILITIES, INCLUDING, WITHOUT LIMITATION, SEWER, WATER, GAS, ELECTRICITY, TELEPHONE AND CABLE TELEVISION, WITH ALL NECESSARY AND/OR DESIRABLE LINES, LATERALS AND/OR APPURTENANCES THEREON (THE "UTILITIES"). B. TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS OVER ADJACENT LAND TO OR FROM THE EASEMENT EASEMENT FOR THE PURPOSE OF CONSTRUCTING, RECONSTRUCTING, INSPECTING, PATROLLING, OPERATING, MAINTAINING, REPAIRING AND REMOVING THE UTILITIES... C. THE PROPERTY OWNER RETAINS THE RIGHT TO USE ALL OR ANY PART OF THE EASEMENT FOR ANY PURPOSE WHICH DOES NOT DAMAGE, DESTROY, INJURE, AND/OR UNREASONABLY INTERFERE WITH THE USE OF THE EASEMENT... D. THE UTILITY SHALL MAKE COMMERCIAL REASONABLE EFFORTS TO ENSURE THAT DAMAGE TO THE PROPERTY IS MINIMIZED AND THE UTILITY WILL AT ALL TIMES, AFTER DOING ANY WORK IN CONNECTION WITH THE SYSTEM, RESTORE THE PROPERTY TO THE CONDITION IN WHICH THE PROPERTY WAS FOUND BEFORE SUCH WORK WAS UNDERTAKEN... E. THE MAINTENANCE OF TURF, GRASSES AND LANDSCAPE VEGETATION WITHIN THE EASEMENT SHALL BE THE DUTY AND RESPONSIBILITY OF THE PROPERTY OWNER.

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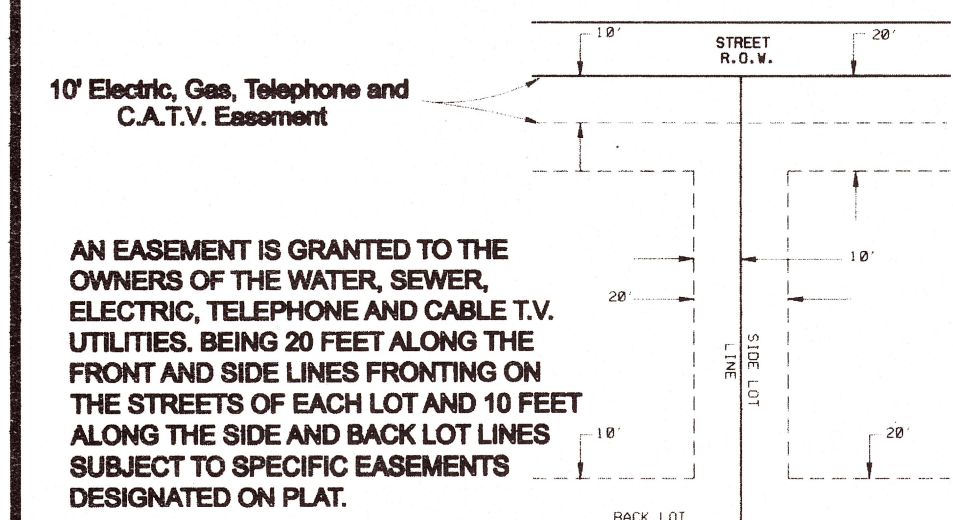
IMPACT FEES ASSESSMENT AND COLLECTION OF THE CITY OF FAIR OAKS RANCH WATER UTILITIES IMPACT FEES SHALL BE THE AMOUNT SET FORTH IN CITY CODE OF ORDINANCE, CHAPTER 10, ARTICLE 10.02.



TYPICAL LOT DETAIL NOT TO SCALE



LOCATION MAP N.T.S.



Finished Floor Elevations:

F.F. = Minimum Finished Floor Elevation See Sheet 2 of 4; Sheet 3 of 4 and Sheet 4 of 4.

TYPICAL UTILITY EASEMENTS NOT TO SCALE

CURVE TABLE with columns: NUMBER, RADIUS, DELTA ANGLE, ARC LENGTH, CHORD DIRECTION, CHORD LENGTH, TANGENT. Lists curve data for various lots.

STREET DESIGN, DRAINAGE DESIGN AND LOT DESIGN PREPARED BY JOHN LUCE CIVIL ENGINEERING CONSULTANT P.O. BOX 405 BULVERDE, TEXAS 78163 (830) 980-7878 FIRM NO. F - 6867

ACS INCORPORATED Land Surveying Land Planning 15315 San Pedro, San Antonio, Texas (210) 494 - 6405 P.O. Box 160609, San Antonio, Texas 78280 - 2809 fax(210) 494 - 9840

EXHIBIT B

STATE OF TEXAS #
COUNTY OF KENDALL #

Field notes of a 149.000 acre, more or less, tract of land out of the M. De La Luz Guerra Survey No. 172, Abstract No. 173, Comal County, Texas, being the western portion of a 178.000 acre tract as described in deed recorded in Document No. 9806000756, Official Records of Comal County and being more fully described as follows:

Beginning at an existing iron pin in a fence for the northwest corner of this tract, said pin being S 01° 31' 58" W 19.13 feet from the north corner of Lot 8, Fair Oaks Ranch, Comal County, Unit 1 as shown on a plat recorded in Volume 5, Page 55, Plat Records of Comal County, Texas, said pin also being the northwest corner of said 178.000 acre tract and this tract;

Thence, along a fence and with the north line of said 178.000 acre tract, S 86° 42' 28" E 1,451.97 feet to an existing PK nail for the northeast corner of this tract, said iron pin being the northwest corner of the Leo A. Kahanek and Doris A. Schimpf, 29.000 acre tract, described in deed recorded in Document No. ~~9806015680~~ Official Records of Comal County;

Thence, through the interior of said 178.000 acre tract and with the southwest line of said 29.000 acre tract, S 51° 56' 17" E 2049.94 feet to an existing iron pin in a fence on a northwestern line of F.M. 3351;

Thence, with said line of F.M. 3351 as follows:

S 43° 59' 41" W 1,078.28 feet to an existing concrete monument

S 46° 33' 15" W 201.96 feet to an existing iron pin

S 51° 40' 50" W 194.70 feet to an existing iron pin

S 56° 40' 50" W 194.70 feet to an existing iron pin

S 61° 40' 45" W 194.75 feet to an existing iron pin

S 67° 11' 19" W 231.80 feet to an existing iron pin

S 70° 06' 16" W 793.46 feet to an existing concrete monument

and

S 68° 00' 14" W 67.05 feet to an existing iron pin, this pin being the east corner of Lot 2, Saur Subdivision as shown on a plat recorded in Volume 11, Page 4, Plat Records of Comal County, Texas;

Thence, with a south line of this tract and the north line of said Lot 2, N 83° 36' 50" W 424.13 feet to an existing iron pin and S 85° 26' 05" W 320.79 feet to an existing iron pin for the southwest corner of this tract;

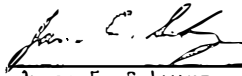
Thence, with fence on the west line of this tract and an east line of the

EXHIBIT B

Item #12.

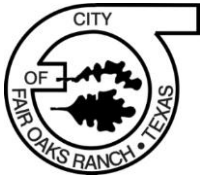
aforementioned Fair Oaks Ranch, Comal County Unit 1, N 01° 24' 56" E 893.98 feet to an existing iron pin, N 01° 45' 42" E 1,283.10 feet to an existing iron pin and N 01° 31' 58" E 769.30 feet to the place of beginning and containing 149.000 acres of land, more or less.³

I, James E. Schwarz, a Registered Professional Land Surveyor, hereby certify that the above field notes are of a survey made on the ground under my supervision on January 4 - 5, 1996, November 5 - 6, 1997 and June 29, 1998 and recertified on March 8, 1999.



James E. Schwarz
Registered Professional
Land Surveyor #4760
Job No. 99-23

1. F.M. 3351 established by deed recorded in Volume 657, Page 509; Deed Records of Comal County, Texas.
2. This hearing, used as the bearing basis of this survey, is from deed recorded in Volume 283, Pages 381-383; Deed Records of Comal County, Texas.
3. See plat of this tract dated January 4 - 5, 1996, November 5 - 6, 1997, June 29, 1998 and March 8, 1999 for more information.



**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 the zoning classification from Rural Residential (RR) to Neighborhood Residential (NR) of approximately 149 acres generally located along the north side of Ralph Fair Road and Honeycomb Rock generally known as Oak Bend Estates.

DATE: June 6, 2024

DEPARTMENT: Public Works and Engineering Services

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

INTRODUCTION/BACKGROUND:

The applicant is proposing to rezone approximately 149 acres of land generally located at the intersection of Ralph Fair Road and Honeycomb Rock from Rural Residential (RR) to Neighborhood Residential (NR). The subject parcel is platted as Oak Bend Estates subdivision.

The applicant is proposing to develop the property with single-family homes on minimum one-acre lots in accordance with an executed Water Supply Agreement with the City of Fair Oaks Ranch, entered into in 2008 and renewed March 2024. Accordingly, the appropriate zoning classification is Neighborhood Residential (NR).

All documents related to this rezone is in the public hearing section of this meeting agenda. The Council may:

1. Approve or deny the rezoning request.
2. Choose to table the request if they determine additional information from the applicant is warranted.

Staff recommends the Council consider the following in approving this request.

1. The proposed rezone will accurately reflect the approved Agreement for the property that preceded adoption of the Comprehensive Plan and UDC (zoning).
2. The proposed rezone will permit the appropriate zoning classification of NR to be placed on the property and will permit lot sizes as approved in the Agreement for the property.
3. Potential conflicts with the UDC, Comprehensive Plan, or approved Agreement will be eliminated.
4. Additionally, reduction of lots from 130 to 110 will enable preservation of geological features on site and provide a second emergency entrance/exit to the development.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

- 1. Staff report and public hearings demonstrate compliance with Chapter 211 of the Local Government Code, and the City’s Comprehensive Plan, Zoning Ordinance, and Unified Development Code.
- 2. Establishing a revised zoning classification eliminates any future conflicts between the established development Agreement and the Comprehensive Plan.
- 3. Recognizes the maximum total number of one-acre+ developed lots from 130 to 110.
- 4. Ensures the preservation of natural resources and promotes sustainable land use practices.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

N/A

LEGAL ANALYSIS:

Ordinance approved as to form.

RECOMMENDATION/PROPOSED MOTION:

I move to approve the first reading of an ordinance amending the zoning classification from Rural Residential (RR) to Neighborhood Residential (NR) of approximately 149 acres generally located along the north side of Ralph Fair Road and Honeycomb Rock generally known as Oak Bend Estates.

AN ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS, AMENDING THE ZONING CLASSIFICATION FROM RURAL RESIDENTIAL (RR) TO NEIGHBORHOOD RESIDENTIAL (NR) FOR 149 ACRES GENERALLY LOCATED ALONG THE NORTH SIDE OF RALPH FAIR ROAD AND HONEYCOMB ROCK GENERALLY KNOWN AS OAK BEND ESTATES.

WHEREAS, the City of Fair Oaks Ranch Comprehensive Plan provides guidance on future land use and zoning; and,

WHEREAS, on September 2, 2008 an Agreement between the City of Fair Oaks Ranch and the property owner, Oak Bend Forest, L.C. was executed allowing for the development of one (1) plus-acre single family residential lots on land generally located north of Meadow Creek Trail on Ralph Fair Road; and,

WHEREAS, on February 17, 2011, the City Council approved a 149-acre subdivision plat of Oak Bend Estates consisting of 130 one-plus acre lots as shown in attached **Exhibit A**; and,

WHEREAS, on June 21, 2018, the City Council approved the City of Fair Oaks Ranch Comprehensive Plan inclusive of future land use and zoning maps. The Zoning Map designates said property as Rural Residential (RR).

WHEREAS, on April 3, 2024 Oak Bend Forests, L.C. filed an application to amend the zoning classification from Rural Residential (RR) to Neighborhood Residential (NR) of the Oaks Bend Estates subdivision, and,

WHEREAS, Neighborhood Residential (NR) is the appropriate single-family residential zoning classification on this property governed by the Agreement executed and recorded subdivision plat prior to the adoption of the Comprehensive Plan, and,

WHEREAS, on May 9, 2024, the Planning and Zoning Commission conducted a public hearing on the proposed change to the zoning classification and after considering the testimony and evidence, hereby made a recommendation of approval of the reclassification, and,

WHEREAS, on June 06, 2024, the City Council conducted a public hearing on the proposed change to the zoning classification, and,

WHEREAS, the City Council after considering testimony, evidence and recommendation by the Planning and Zoning Commission, determined it to be in the public interest to approve the proposed change to the zoning classification to Neighborhood Residential, which in its best judgement promotes the health, safety, morals, and general welfare and protects the use and enjoyment of property throughout the City.

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

- Section 1.** The Property generally known as Oak Bend Estates and located along the north side of Ralph Fair Road and Honeycomb Rock as more particularly described in the attached **Exhibit B**, is hereby classified as Neighborhood Residential (NR).
- Section 2.** The Official Zoning Map of the City of Fair Oaks Ranch shall be revised to reflect the above amendment.
- Section 3.** 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 4.** 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 5.** 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 6.** 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 7.** 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 8.** 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 9.** This ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.
- Section 10.** The provisions of this ordinance shall be cumulative of all ordinances not repealed by this ordinance and ordinances governing or regulating the same subject matter as that covered herein.
- Section 11.** This ordinance shall take effect immediately from and after its second reading, passage and any publication requirements as may be required by governing law.

PASSED and APPROVED on first reading by the City Council of the City of Fair Oaks Ranch, Texas, on this 6th day of June 2024.

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

Doc# 20106015115

SUBDIVISION PLAT

SHEET 1 OF 4

OAK BEND ESTATES (CITY OF FAIR OAKS RANCH)

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

STATE OF TEXAS) COUNTY OF BEAR)

THE OWNERS OF THE LAND SHOWN ON THIS PLAT AND WHOSE NAMES ARE SUBSCRIBED HERETO, AND IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, DEDICATES TO THE USE OF THE PUBLIC FOREVER ALL STREETS, ALLEYS, PARKS, WATERCOURSES, DRAINS, EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

OAK BEND FOREST, LC DBA - OAK BEND ESTATES, LC OWNER/ DEVELOPER P.O. BOX 780046 San Antonio, Texas 78278 (210) 368-5084

OWNER/ DEVELOPER'S DULY AUTHORIZED AGENT HAYDEN GRONA

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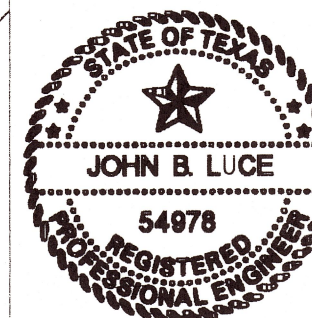
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GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS 17th DAY OF February, A.D., 2011.

Notary Public JOHN B. LUCE, Notary Public IN AND FOR THE STATE OF TEXAS

STATE OF TEXAS) COUNTY OF BEAR)

I HEREBY CERTIFY THAT PROPER ENGINEERING CONSIDERATIONS HAS BEEN GIVEN TO THIS PLAT TO THE MATTERS OF LOTS, STREETS, AND DRAINAGE LAYOUTS AND TO THE BEST OF MY KNOWLEDGE THIS PLAT CONFORMS TO ALL REQUIREMENTS OF THE SUBDIVISION ORDINANCE.



JOHN B. LUCE, P.E. P.O. BOX 405 BULVERDE, TEXAS 78163 (830) 980-7878 REGISTERED PROFESSIONAL ENGINEER FIRM NO. F - 6867

SWORN TO AND SUBSCRIBED, BEFORE ME THIS 17th DAY OF February, A.D., 2011.

Notary Public JOHN B. LUCE, Notary Public IN AND FOR THE STATE OF TEXAS

THIS PLAT OF OAK BEND ESTATES (CITY OF FAIR OAKS RANCH) HAS BEEN SUBMITTED TO AND CONSIDERED BY THE CITY COUNCIL OF FAIR OAKS RANCH, TEXAS AND IS HEREBY APPROVED BY SUCH COUNCIL.

DATED THIS 17th DAY OF February, A.D., 2011.

BY: Cheryl Sandman, Mayor; By: Michael J. Harris, City Secretary

STATE OF TEXAS) COUNTY OF BEAR)

I HEREBY CERTIFY THAT THIS PLAT REPRESENTS THE RESULTS OF AN ON THE GROUND SURVEY OF THE PROPERTY SHOWN HEREIN CONDUCTED UNDER MY SUPERVISION.

MICHAEL J. HARRIS REGISTERED PROFESSIONAL LAND SURVEYOR REGISTRATION NUMBER 4381 15135 SAN PEDRO, SAN ANTONIO, TEXAS 78232 (210) 494-6405

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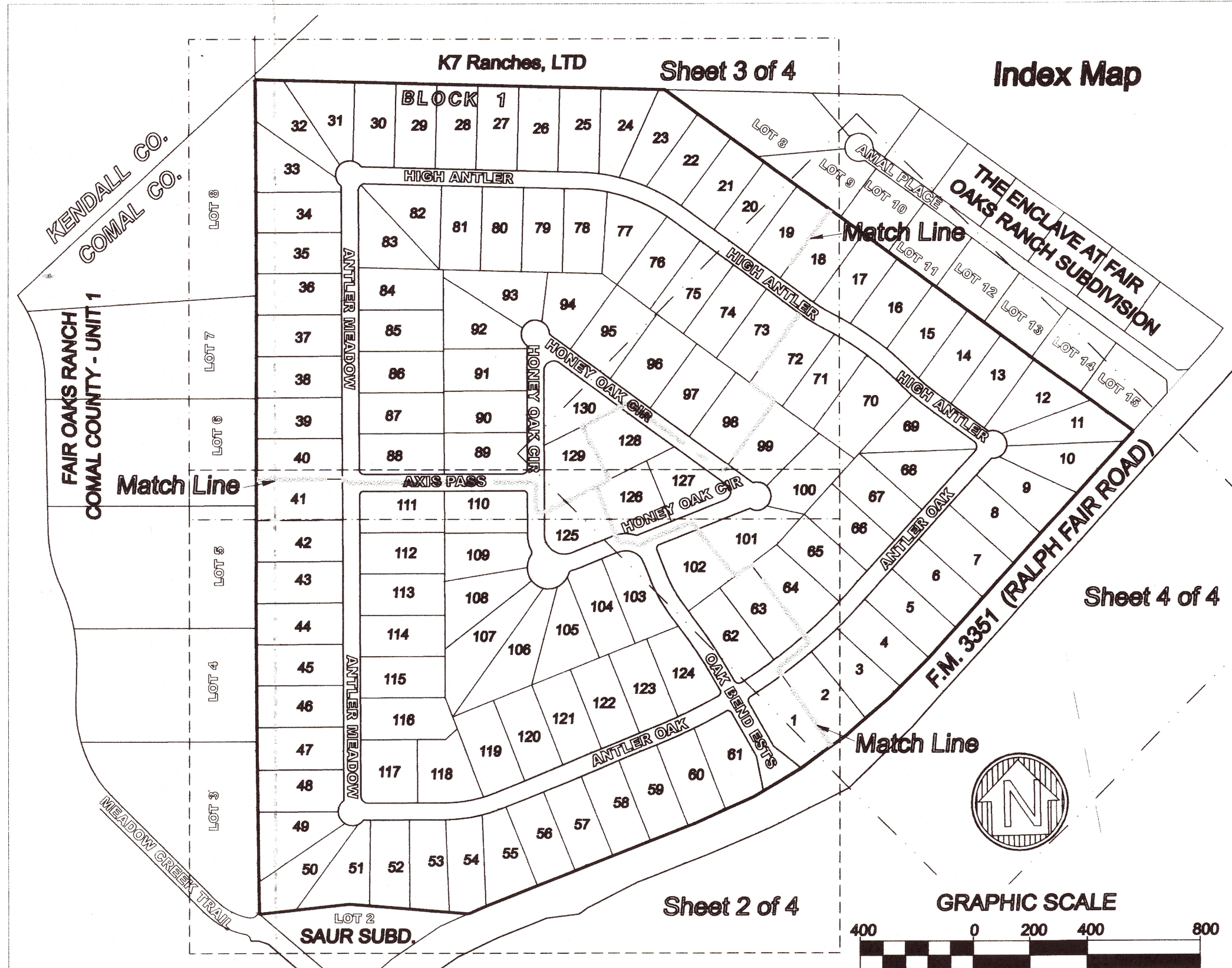
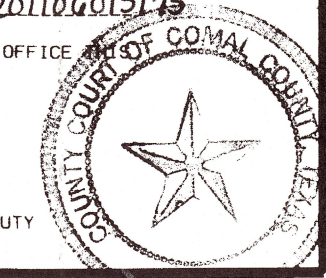
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IN TESTIMONY WHEREOF, WITNESS MY HAND AND OFFICIAL SEAL OF OFFICE OF THE COUNTY CLERK OF COMAL COUNTY, TEXAS, ON THE 17th DAY OF May, A.D., 2011.

JOY SHERATA COUNTY CLERK, COMAL COUNTY, TEXAS

BY: Theresa Rouse, DEPUTY



Subdivision Summary Establishing 130 Lots & 11845 Linear Feet of Road

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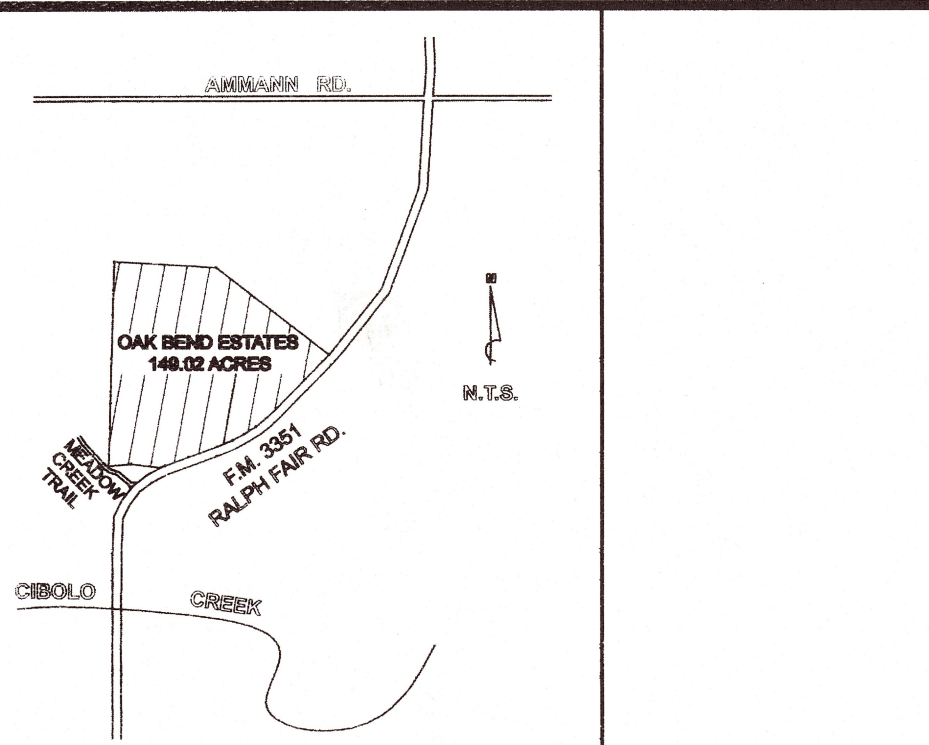
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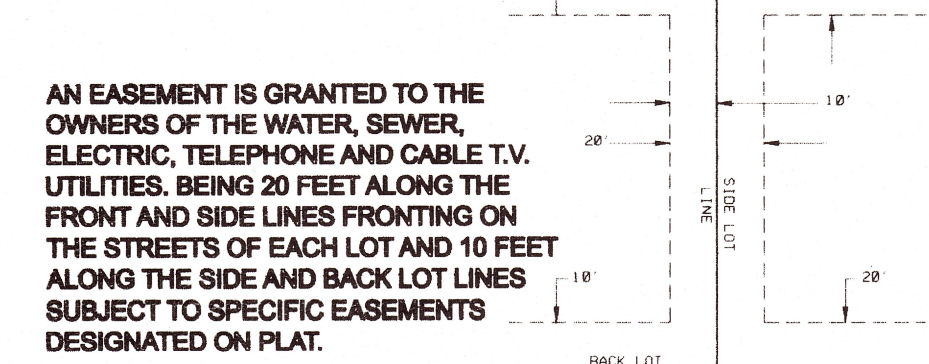
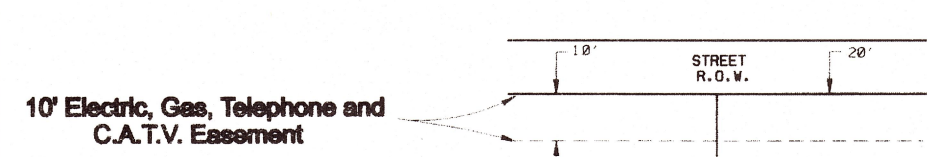
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IMPACT FEES ASSESSMENT AND COLLECTION OF THE CITY OF FAIR OAKS RANCH WATER UTILITIES IMPACT FEES SHALL BE THE AMOUNT SET FORTH IN CITY CODE OF ORDINANCE, CHAPTER 10, ARTICLE 10.02.



LOCATION MAP N.T.S.



CURVE TABLE with columns: NUMBER, RADIUS, DELTA ANGLE, ARC LENGTH, CHORD DIRECTION, CHORD LENGTH, TANGENT. Includes a typical lot detail diagram.

STREET DESIGN, DRAINAGE DESIGN AND LOT DESIGN PREPARED BY JOHN LUCE CIVIL ENGINEERING CONSULTANT P.O. BOX 405 BULVERDE, TEXAS 78163 (830) 980-7878 FIRM NO. F - 6867

ACS INCORPORATED Land Surveying Land Planning 15315 San Pedro, San Antonio, Texas (210) 494 - 6405 P.O. Box 160609, San Antonio, Texas 78280 - 2809 fax(210) 494 - 9840

EXHIBIT B

STATE OF TEXAS #
COUNTY OF KENDALL #

Field notes of a 149.000 acre, more or less, tract of land out of the M. De La Luz Guerra Survey No. 172, Abstract No. 173, Comal County, Texas, being the western portion of a 178.000 acre tract as described in deed recorded in Document No. 9806000756, Official Records of Comal County and being more fully described as follows:

Beginning at an existing iron pin in a fence for the northwest corner of this tract, said pin being S 01° 31' 58" W 19.13 feet from the north corner of Lot 8, Fair Oaks Ranch, Comal County, Unit 1 as shown on a plat recorded in Volume 5, Page 55, Plat Records of Comal County, Texas, said pin also being the northwest corner of said 178.000 acre tract and this tract;

Thence, along a fence and with the north line of said 178.000 acre tract, S 86° 42' 28" E 1,451.97 feet to an existing PK nail for the northeast corner of this tract, said iron pin being the northwest corner of the Leo A. Kahanek and Doris A. Schimpf, 29.000 acre tract, described in deed recorded in Document No. ~~9806015680~~ Official Records of Comal County;

Thence, through the interior of said 178.000 acre tract and with the southwest line of said 29.000 acre tract, S 51° 56' 17" E 2049.94 feet to an existing iron pin in a fence on a northwestern line of F.M. 3351;

Thence, with said line of F.M. 3351 as follows:

S 43° 59' 41" W 1,078.28 feet to an existing concrete monument

S 46° 33' 15" W 201.96 feet to an existing iron pin

S 51° 40' 50" W 194.70 feet to an existing iron pin

S 56° 40' 50" W 194.70 feet to an existing iron pin

S 61° 40' 45" W 194.75 feet to an existing iron pin

S 67° 11' 19" W 231.80 feet to an existing iron pin

S 70° 06' 16" W 793.46 feet to an existing concrete monument

and

S 68° 00' 14" W 67.05 feet to an existing iron pin, this pin being the east corner of Lot 2, Saur Subdivision as shown on a plat recorded in Volume 11, Page 4, Plat Records of Comal County, Texas;

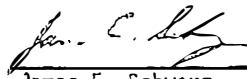
Thence, with a south line of this tract and the north line of said Lot 2, N 83° 36' 50" W 424.13 feet to an existing iron pin and S 85° 26' 05" W 320.79 feet to an existing iron pin for the southwest corner of this tract;

Thence, with fence on the west line of this tract and an east line of the

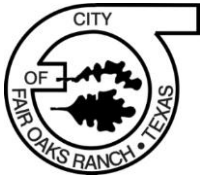
EXHIBIT B

aforementioned Fair Oaks Ranch, Comal County Unit 1, N 01° 24' 56" E 893.98 feet to an existing iron pin, N 01° 45' 42" E 1,283.10 feet to an existing iron pin and N 01° 31' 58" E 769.30 feet to the place of beginning and containing 149.000 acres of land, more or less.³

I, James E. Schwarz, a Registered Professional Land Surveyor, hereby certify that the above field notes are of a survey made on the ground under my supervision on January 4 - 5, 1996, November 5 - 6, 1997 and June 29, 1998 and recertified on March 8, 1999.


James E. Schwarz
Registered Professional
Land Surveyor #4760
Job No. 99-23

- 1. F.M.3351 established by deed recorded in Volume 657, Page 509; Deed Records of Comal County, Texas.
- 2. This hearing, used as the bearing basis of this survey, is from deed recorded in Volume 283, Pages 381-383; Deed Records of Comal County, Texas.
- 3. See plat of this tract dated January 4 - 5, 1996, November 5 - 6, 1997, June 29, 1998 and March 8, 1999 for more information.



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

AGENDA TOPIC: Consideration and possible action approving a resolution authorizing the City Manager to sign a Participation Agreement with the Alamo Regional Security Operations Center.

DATE: June 6, 2024

DEPARTMENT: Information Technology

PRESENTED BY: Brian LeJeune, IT Manager

INTRODUCTION/BACKGROUND:

On April 21,2022, the City Council authorized the City Manager to sign an Interlocal Cooperation Agreement (ILA) for IT Mutual Aid with the City of Boerne. This further enhanced our portfolio of IT information and also assistance in the event of either a cyber incident or need for minor assistance resources (manpower, hardware, software, or knowledge).

IT Staff was welcomed to a tour of the Alamo Regional Security Operations Center (ARSOC) in San Antonio for the regional Texas Association of Information Technology Managers (TAGITM) meeting. This multimillion-dollar facility was created in joint by the City of San Antonio and CPS Energy as an IT “Cyber Fusion Center” where information from various government agencies is collected, assessed, and communicated to members. The ARSOC has courses available free of charge to participating organizations who have employees available to dedicate time towards learning cybersecurity skillsets. This type of knowledge would assist staff not only in the event of a cyber incident but also help the City be more proactive with preventing such an incident in the first place through both education and emerging technologies. ARSOC also offers an added communication channel similar to updates that we receive from the Multi-State Information Sharing and Analysis Center (MS-ISAC), but with origins usually from other agencies.

The proposed participation agreement allows the City to participate in ARSOC at no cost for the exchange of real-time information sharing, training, and other cyber-security initiatives. The agreement includes language similar to a non-disclosure agreement (NDA) to limit the information for participants so other organizations’ information is kept confidential. One type of information that could be shared with ARSOC is spam and phishing e-mail notifications. Phishing e-mails would be added into their analyses to assist all ARSOC participants. For example, if a phishing threat is identified by the City of San Antonio in the morning, it is possible nearby cities could be next in line later in the day.

Beyond the information sharing associated with the ARSOC their facility also boasts training rooms, conference rooms, loading docks, break rooms, hoteling desk space, and co-location server space.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

- Meets Strategic Action Plan item 5.5.32 for a Cyber Security Framework.
- Adds channels for IT Staff to receive notifications regarding emerging threats to further protect our infrastructure.
- Provides staff training opportunities.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

Many of the services offered are at no cost to the City as a participant in the agreement.

LEGAL ANALYSIS:

None needed at this time. Reviewed by Legal without comment.

RECOMMENDATION/PROPOSED MOTION:

I move to approve a resolution authorizing the City Manager to execute a participation agreement with the City of San Antonio and CPS Energy for the Alamo Regional Security Operations Center.

A RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS AUTHORIZING THE EXECUTION OF A PARTICIPATION AGREEMENT WITH THE CITY OF SAN ANTONIO AND CPS ENERGY FOR THE ALAMO REGIONAL SECURITY OPERATIONS CENTER (ARSOC), AND EXECUTION OF ALL APPLICABLE DOCUMENTS BY THE CITY MANAGER.

WHEREAS, Joining the Alamo Regional Security Operations Center (ARSOC) will allow the City to obtain real-time, collaborative, cyber-security training and information sharing among public and governmental entities in the San Antonio Area; and,

WHEREAS, The ARSOC is owned by the City of San Antonio and CPS Energy; and,

WHEREAS, Chapter 791 of the Texas Government Code allows local governments to enter into Interlocal Agreements with other local governments or state agencies; and,

WHEREAS, There is no cost to the City for participation with the ARSOC; and,

WHEREAS, the City may join the ARSOC by executing a Participation Agreement (**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 an agreement with the City of San Antonio and CPS Energy to participate in the Alamo Regional Security Operations Center (ARSOC) and to execute any and all applicable documents to effectuate this resolution.

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

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

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

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

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

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

PASSED, APPROVED, and ADOPTED on this 6th day of June 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

**ALAMO REGIONAL SECURITY OPERATIONS CENTER
PARTICIPATION AGREEMENT**

This Alamo Regional Security Operations Center Participation Agreement (this “Agreement”) is entered into by and between the City of San Antonio, a Texas Municipal Corporation (the “City”), CPS Energy, a Texas electric and gas utility owned by City (“CPS”), and _____ (“Participant”), each a “Party” and collectively, the “Parties”.

BACKGROUND

The Alamo Regional Security Operations Center (the “ARSOC”) was created with a vision for a centralized security operations facility to provide real-time, collaborative, cyber-security training and information sharing among public/governmental entities in the San Antonio Area. As regional public/governmental organizations and in support of this vision, the Parties wish to collaborate in skills development and training exercises at the ARSOC in furtherance of their commitment to protecting San Antonio’s and the surrounding area’s infrastructure and critical systems. Therefore, in consideration of the mutual covenants and promises established herein, the Parties hereto agree as follows:

AGREEMENT

1. Term. This Agreement begins on _____ and ends on _____, unless terminated earlier upon written notice from City and CPS (the “Term”).

2. Limited Access. During the Term of this Agreement, Participant may temporarily access the ARSOC facility located at 638 Davy Crockett, Building 940, San Antonio, Texas 78226 (the “Facility”), to participate in specified meetings, trainings, and exercises offered or supported by the City and CPS. Participant’s access is limited to the common, general, and nonexclusive areas of the Facility, which include the following and may be referred to collectively as the “Common Areas”:

- (a) Training rooms, when scheduled and approved;
- (b) Conference rooms, when scheduled and approved;
- (c) Observation deck;
- (d) Billeting room;
- (e) Break room and kitchen;
- (f) Bathrooms;
- (g) Gym;
- (h) IDF/MDF closet;
- (i) Radio maintenance and issuing center; and
- (j) Related areas that are intended and designated by City from time to time for the common, general, and nonexclusive use of all subtenants and participants of the ARSOC.

The City has exclusive control over and the right to manage the Common Areas.

3. Exchange of Information. The Parties acknowledge that in the course of business and operations at the ARSOC, each Party may acquire information that is proprietary to or confidential to the other Party or other approved subtenants or participants. Any information delivered and received in connection with the ARSOC shall be presumed to be proprietary and/or confidential by the delivering Party unless clearly noted as public information on the page(s). Subject to and except for disclosure under the Texas Public Information Act or other open records laws, each Party will hold any information delivered to it by another in confidence and ensure that adequate internal controls, safeguards, and/or countermeasures are established to protect such information, and will not copy, reproduce, sell, assign, license, market, transfer, or otherwise disclose such information to third parties or use such information for any purposes whatsoever, without the express written permission of the delivering Party. The Parties will use reasonable efforts to assist each other in identifying and preventing any unauthorized use or disclosure of any such proprietary and/or confidential information; provided neither Party shall be obligated to initiate any legal proceeding to protect same. The Parties acknowledge that confidential information specifically excludes information that can be demonstrated to have been in the public domain or to have been known by the receiving Party prior to execution of this Agreement and that was not acquired, directly or indirectly, from one of the Parties or any third party under a continuing obligation of confidentiality. Each Party may disclose another Party's confidential information to its employees, officers, representatives, or advisers who need to know such information for the purposes of carrying out the Party's obligation under this Agreement. For the avoidance of doubt, each Party shall have the right, in its sole and absolute discretion, to determine what information will be shared with the other Parties or any other participant in the ARSOC.

4. Intellectual Property. The Parties acknowledge that in the course of the business and operations at the ARSOC, there may be opportunities for the Parties and any other approved subtenants or participants in the ARSOC to undertake activities that will involve intellectual property. Prior to undertaking any activities to jointly create new intellectual property, the Parties agree to negotiate in good faith the appropriate agreement(s) to memorialize the understanding between the Parties regarding each Party's intellectual property rights. and of any intellectual property developed pursuant to such activities. All intellectual property developed prior to or independently of the other Parties shall remain the property of the Party using, permitting use of, or disclosing such intellectual property in the course of the business and operations at the ARSOC and no license or other right is granted or implied thereby.

5. Participant's Insurance and Waiver of Claims. City and CPS agree to accept Participant's representation of being self-insured, provided however, Participant hereby waives any claim against City and/or CPS for damage to any property of Participant at the Facility and any claim for any injury to persons occurring at the Facility, regardless of any cause or of any concurrent or contributing fault or negligence of City or CPS.

6. No Liability or Responsibility. THE PARTIES AGREE THAT THE CITY AND CPS, AND THEIR RESPECTIVE AGENTS AND EMPLOYEES, SHALL NOT BE LIABLE OR RESPONSIBLE FOR, AND, TO THE EXTENT PERMITTED BY LAW, SHALL BE INDEMNIFIED AND HELD HARMLESS BY PARTICIPANT AND RELEASED FROM

ANY AND ALL SUITS, ACTIONS, LOSSES, DAMAGES, CLAIMS, AND LIABILITY OF ANY CHARACTER OR TYPE, INCLUDING CLAIMS ARISING FROM THE NEGLIGENCE OF THE CITY, CPS, OR THEIR RESPECTIVE AGENTS OR EMPLOYEES, RESULTING FROM OR RELATED TO ANY ACTS OR OMISSIONS OF PARTICIPANT, OR OF PARTICIPANT’S AGENT, OFFICER, DIRECTOR, REPRESENTATIVE, EMPLOYEE, CONSULTANT, OR SUBCONTRACTOR, UNDER THIS AGREEMENT. IT IS UNDERSTOOD THAT PARTICIPANT ASSUMES THE RISK OF ANY INJURY OR DAMAGE INCURRED WHILE ENGAGING IN ANY ACTIVITIES UNDER THIS AGREEMENT.

7. Publicity. Nothing in this Agreement shall be interpreted as granting Participant permission to use or display any of the trademarks, trade names, or legal names of the City or CPS. Participant acknowledges and agrees that all public announcements, press releases, or statements regarding the ARSOC issued by Participant shall be pre-approved by the City and CPS.

8. Notices. For purposes of this Agreement, all official communications and notices among the Parties shall be deemed sufficient if in writing and mailed, registered or certified mail, postage prepaid, to the addresses set forth below:

If to City: City of San Antonio
Information Technology Services Department
Attn: Craig Hopkins, Chief Information Officer
P.O. Box 839966
San Antonio, Texas 78283-3966

If to CPS: CPS Energy
Attn: Vice President & Chief Integrated Security Officer
P.O. Box 1771
San Antonio, Texas 78296

With a copy to: LegalNotices@cpsenergy.com

If to Participant: _____

Notice of change of address by any Party must be made in writing and mailed to the other Party’s last known addresses within five (5) business days of such change.

9. Relationship of Parties. The Parties understand and agree that Participant is participating solely on a voluntary basis and not as an employee, contractor, or agent of the City or CPS. Nothing contained herein shall be deemed or construed by the Parties hereto, or by any third

party, as creating the relationship of principal and agent, partners, joint ventures, or any other similar such relationship between the Parties hereto.

10. Severability. If any clause or provision of this Agreement is held illegal, invalid, or unenforceable under present or future laws, then and in that event it is the intention of the Parties hereto that the remainder of this Agreement will not be affected thereby, and it is also the intention of the Parties to this Agreement that in lieu of each clause or provision of this Agreement that is determined to be illegal, invalid, or unenforceable, there be added, as a part of this Agreement, a clause or provision as similar in terms to such illegal, invalid, or unenforceable clause or provision as may be possible, legal, valid, and enforceable.

11. No Waiver. No act or omission of a Party shall in any manner impair or prejudice any right, power, privilege, or remedy available to a Party hereunder or by law or in equity, such rights, powers, privileges, or remedies to be always specifically preserved hereby.

12. No Third-Party Beneficiaries. Nothing herein expressed or implied is intended, nor will be construed, to confer upon or give to any person or entity, other than Participant, together with its respective agents, employees, officers, and representatives, individually and collectively, any right or remedy under or by reason of this Agreement.

13. Amendment. This Agreement may not be altered, changed, or amended except by a written instrument signed by the Parties.

14. Governing Law and Venue. This Agreement shall be construed under and in accordance with the laws of the State of Texas and all obligations of the Parties created hereunder are performable in Bexar County, Texas, and exclusive venue shall lie in Bexar County, Texas.

15. Authority to Execute. The representatives executing this Agreement on behalf of the Parties warrant that each of them has full authority to do so.

16. Final Agreement. This Agreement constitutes the entire understanding and agreement of the City, CPS, and Participant with respect to the subject matter of this Agreement and contains all of the covenants and agreements of the Parties with respect thereto. The City, CPS, and Participant each acknowledge that no representations, inducements, promises, or agreements, oral or written, have been made by the City, CPS, or Participant, or anyone acting on their behalf, which are not contained in this Agreement, and any prior agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force or effect.

(Signatures on next page)

EXECUTED on the dates indicated below in multiple copies, each of which shall constitute an original.

CITY OF SAN ANTONIO

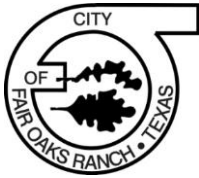
By: Patsy Boozer
Title: Chief Security Officer
Date: _____

CPS ENERGY

By: _____
Title: _____
Date: _____

PARTICIPANT:

By: _____
Title: _____
Date: _____



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

AGENDA TOPIC: Standards of Cover and Utilization Analysis for Fire & EMS services.
DATE: June 6, 2024
DEPARTMENT: Public Safety, CPSM
PRESENTED BY: Tim Moring, Chief of Police
Joe Pozzo, Senior Manager for Fire and EMS, Center for Public Safety Management

INTRODUCTION/BACKGROUND:

In July 2023, the City contracted with the Center for Public Safety Management LLC (CPSM) to complete a utilization and service level analysis of the city’s Fire and Emergency Medical Services (EMS) services, which are delivered through contractual services by Emergency Services District No. 4 (ESD-4: fire protection services) and Acadian Ambulance Services (EMS). The scope of work for this project also included components of a Standards of Cover (SOC). An SOC analysis is a systematic way of examining the basic service provided by fire and EMS agencies, the risks they face and must prepare for, and how fire and EMS agencies align with national benchmarking and best practices.

The key elements in a Standards of Cover document include:

- A community risk assessment identifying the population, building, transportation, environmental, fire and EMS, and other risks the community both the fire and EMS agencies are exposed to.
- An analysis of levels of service provided to the areas protected by the fire and EMS agencies.
- An analysis of the agency’s current response capability in terms of staffing, equipment, and response time performance.

The report and analysis are intended as an examination of the level of service provided by fire and EMS emergency services agencies in Fair Oaks Ranch as compared to national best practices and standards. Also, this analysis provides data and relevant information to be utilized for future planning and self-review of service levels for continued improvement. This will ensure that the agencies can meet community expectations and mitigate emergencies effectively and efficiently.

The report also contains a series of observations, assessments, fire and EMS service alternatives, and recommendations provided by CPSM which are intended to help the city understand the level of fire and EMS services they are receiving, the reasonableness of the contract costs, and alternatives the city may consider moving forward.

Most importantly, and after review of this analysis, what needs to be achieved by the city going forward is a reliable and sustainable Fire and EMS service delivery system. Alternatives moving forward for fire and EMS services include:

- maintaining the status quo.
- contracting with ESD-4 for Fire & EMS services.
- developing and implement Fair Oaks Ranch Fire & EMS City services.
- Develop and implementing a Public Safety Officer department that delivers law enforcement, fire, and EMS emergency services.

Also included in this analysis is a review of the city’s draft Emergency Operations Plan.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

This report reflects the strategic action plan under 4.2.1 and 4.3.1 on developing a standards of cover and utilization study for fire and EMS services.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

Alternative 1 – Status Quo – maintain current service contracts with associated costs adjusted year to year.

Alternative 2 – Contract with ESD-4 for Fire & EMS – Current FY 2024 contract with ESD-4 for fire services is \$565,605 coupled with the current FY 2024 Acadian contract at \$73,500. This alternative would increase the contract with ESD-4 to include EMS services with the Acadian contract no longer being needed.

Alternative 3 – City Fire and EMS Services – estimated capital start-up and first year personnel costs are \$5,291,695 to \$5,300,095.

Alternative 4 – Public Safety Administration model – estimated capital start-up and first year personnel costs are \$4,806,417.

CENTER FOR PUBLIC SAFETY MANAGEMENT, LLC

Standards of Cover and Utilization Study

Fair Oaks Ranch, TX

May 2024



CPSM[®]

CENTER FOR PUBLIC SAFETY MANAGEMENT, LLC
475 K STREET NW, STE. 702 • WASHINGTON, DC 20001
WWW.CPSM.US • 716-969-1360



Exclusive Provider of Public Safety Technical Services for International City/County Management Association

THE ASSOCIATION & THE COMPANY

International City/County Management Association

The [International City/County Management Association \(ICMA\)](#) is a 110-year-old, non-profit professional association of local government administrators and managers, with approximately 13,000 members located in 32 countries.

Since its inception in 1914, ICMA has been dedicated to assisting local governments and their managers in providing services to their citizens in an efficient and effective manner. ICMA advances the knowledge of local government best practices with its [website](#), www.icma.org, publications, research, professional development, and membership.

Center for Public Safety Management

The ICMA [Center for Public Safety Management \(ICMA/CPSM\)](#) was launched by ICMA to provide support to local governments in the areas of police, fire, and Emergency Medical Services.

The Center also represents local governments at the federal level and has been involved in numerous projects with the Department of Justice and the Department of Homeland Security. In 2014 as part of a restructuring at ICMA, the Center for Public Safety Management (CPSM) spun out as a separate company and is now the exclusive provider of public safety technical assistance for ICMA. CPSM provides training and research for the Association's members and represents ICMA in its dealings with the federal government and other public safety professional associations such as [CALEA](#), [PERF](#), [IACP](#), [IFCA](#), [IPMA-HR](#), [DOJ](#), [BJA](#), [COPS](#), [NFPA](#), [IAFC](#), etc.

We have conducted over 450 such studies in 46 states and provinces and more than 275 communities ranging in population size 3,300 (Lewes, DE) to 800,000 (Indianapolis, IN).

Thomas Wieczorek is the Director of the Center for Public Safety Management.
Leonard Matarese serves as the Director of Research & Program Development.
Dr. Dov Chelst is the Director of Quantitative Analysis.

CENTER FOR PUBLIC SAFETY MANAGEMENT PROJECT CONTRIBUTORS

- Thomas J. Wieczorek**, Director
- Leonard A. Matarese**, Director, Research & Project Development
- Dov Chelst**, Ph.D. Director of Quantitative Analysis
- Joseph E. Pozzo**, Senior Manager
- Jason Brady**, Senior Associate
- James L. Mauney**, Senior Associate
- Steve Collins**, Associate
- Xianfeng Li**, Data Analyst
- Monicque Lee**, GIS Specialist

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SECTION 1. INTRODUCTION

The Center for Public Safety Management LLC (CPSM) contracted with the City of Fair Oaks Ranch to complete a utilization and service level analysis of the city's Fire and Emergency Medical Services (EMS) services, which are delivered through contractual services by Emergency Services District 4 (fire protection services) and Acadian Ambulance Services (EMS). Also included in this analysis is a review of the city's draft *Emergency Operations Plan*.

The current fire protection and first responder EMS response services are provided through a contractual agreement between Bexar County Emergency Services District 4 (ESD 4) and the city, which was constructed as a one year contract with three one year options. The current contract was effective October 1, 2021, and if each one year option is authorized by the City Council, the contract will conclude September 30, 2025.

Bexar County ESD 4 contracts with the Leon Springs Fire Department (LSFD) to provide fire protection services to the ESD 4 service area. Subsequently, the LSFD is the fire services provider to Fair Oaks Ranch. Effective October 1, 2024, the LSFD will merge with ESD 4 and will formally become Bexar County ESD 4. All full time, part-time, and volunteer members will transition to ESD 4. The current infrastructure and equipment have already been transferred to ESD 4. The LSFD will formally dissolve after October 1, 2024.

The current EMS ground transport service is provided by Acadian Ambulance service through a contractual agreement. The current agreement is a renewal agreement that covers the period May 1, 2022, through April 30, 2025. This agreement is a successor to the initial agreement that began on May 1, 2014. Under this agreement, and pursuant to Section 5 of the agreement, Acadian is the exclusive provider of emergency ambulance services in the city.

The scope of work for this project also included components of a Standards of Cover (SOC). An SOC analysis is a systematic way of examining the basic service provided by fire and EMS agencies, the risks they face and must prepare for, and how fire and EMS agencies align with national benchmarking and best practices.

The key elements in a Standards of Cover document include:

- A community risk assessment identifying the population, building, transportation, environmental, fire and EMS, and other risks the community both the fire and EMS agencies are exposed to.
- An analysis of levels of service provided to the areas protected by the fire and EMS agencies.
- An analysis of the agency's current response capability in terms of staffing, equipment, and response time performance.

To begin this analysis, project staff requested certain documents, data, and information from the city, LSFD and AAS. The project staff used this information/data to familiarize themselves with the fire and EMS providers staffing structure, assets, and operations. The provided information was supplemented with information collected during an on-site visit in November 2023, where CPSM interacted with city and fire department staff, visited each fire facility, reviewed fleet, and equipment, and completed an extensive tour of the city visualizing building, transportation, and other community risks. On several occasions, the project team interacted with Acadian Ambulance Service virtually, and visited Station 133 and the primary ambulance posting area at I-10 and Fair Oaks Parkway.

Our report includes comprehensive operational data and GIS analyses. The data and GIS analysis performed for this project provided technical support to our assessments, alternatives, considerations, and recommendations linked to call demand, call type and station workload, resiliency, current and future station locations, and response travel times.

Workload for Leon Springs Fire Department and Acadian Ambulance Service in Fair Oaks Ranch between October 1, 2022, and September 30, 2023, included:

- Fire and Fire Related Incidents**
- There were 509 Fire and EMS calls in Fair Oaks Ranch during the one year study period (excluding canceled calls) which the LSFDF responded to. 103 calls were cancelled prior to a LSFDF unit arriving.
 - Overall, the LSFDF responded to 1.7 calls per day in the city.
 - 62% of the Fire and EMS calls are EMS related.
 - Motor vehicle accidents make up 2.5% of Fire and EMS calls.
 - Fire and Fire related calls make up 16.2% of Fire and EMS calls.
 - Structure and Outside Fires make up 2.5% of Fire related calls.
 - Non fire calls (typically false alarms good intent, hazard, and public service) make up 13.8% of Fire related calls.

- EMS Incidents**
- There were 407 EMS calls in Fair Oaks Ranch during the one year study period which AAS responded to.
 - Overall, AAS responded to 1.1 calls per day.
 - 33.9% of the EMS calls were Illness and Other call determinants (the largest % of EMS calls).
 - Motor vehicle accidents make up 4.4% of EMS calls.
 - Breathing Difficulty and Cardiac and Stroke related call determinants make up 19.9% of EMS calls.
 - Fall and Injury call determinants make up 26.5% of EMS calls.
 - Overdose and Psychiatric and Seizure and Unconsciousness related call determinants make up 15.2% of EMS calls.

Throughout our analysis, and more specifically when analyzing the operational deployment of fire resources, CPSM utilized two national benchmarks: the Insurance Services Office - Public Protection Classification (ISO-PPC) rating system, and NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Career Fire Departments*. Both are important national benchmarks. Although both are focused primarily on fire protection, it is important to understand they are independent of one another.

The 2014 ESD 4 ISO-PPC report, which includes the City of Fair Oaks Ranch, establishes a Class 3/8B for the Fire Protection Service Area (FPSA). The first number indicates a fire suppression system is present that includes a creditable dispatch center, fire department, and water supply (fire hydrants). The second number is the class that applies to properties within five road miles of a fire station but beyond 1,000 feet of a creditable water supply (fire hydrant). It is also important to understand the PPC is not just a fire department classification, but a compilation of community services that include the fire department, the emergency communications systems, and the water supply system.

A significant component of this report is the completion of an All-Hazards Risk Assessment of the Community. The All-Hazards Risk Assessment of the Community contemplates many factors that cause, create, facilitate, extend, and enhance risk in and to a community. The All-Hazards Risk

Assessment of the Community is an important component of this report as it links directly to deploying fire, EMS, and emergency management assets in the community.

The greatest amount of building risk in Fair Oaks Ranch is of a low hazard (single family dwellings- predominately wood frame construction). Fair Oaks Ranch does have a limited number of educational facilities/institutional facilities and multifamily residential structures (apartments/townhomes). All of these building risks present the LSF and AAS with life-safety concerns.

Another key component of this report is the community survey CPSM conducted. The survey distributed to the community focused on the perceptions of services provided to the public by Leon Springs Fire Department and Acadian Ambulance, use of services provided, knowledge of services provided and community engagement opportunities, and thoughts on the how fire services should be provided moving forward. The summary report is broken into five main sections:

- 1) perceptions of Leon Springs Fire Department;
- 2) community engagement;
- 3) assessment of emergency services priorities;
- 4) fire services provide opinion; and
- 5) perceptions of Acadian Ambulance Service.

The survey was available for responses for 30 days and received 181 responses from the public. The 181 total survey responses represent 1.6% of the estimated 2022 population of Fair Oaks Ranch which is an admirable response rate for the general public.

When asked what their general perceptions of LSF were, over 88% of respondents selected either "good" or "excellent" which indicates support for the LSF and the services it provides.

Similar to the response for LSF over 85% of respondents report a "good" or "excellent" general perception of Acadian Ambulance Service.

Other significant components of this report are an analysis of the current deployment and workload of resources, and the performance of these resources in terms of response times; a comprehensive review of the current ESD 4 ISO Public Protection Classification report; EMS clinical and operational components; emergency management preparedness; and analysis of each service provider's contracts, contract costs, and ability to meet contract performance.

This report and analysis are intended as an examination of the level of service provided by fire and EMS emergency services agencies in Fair Oaks Ranch as compared to national best practices and standards. Also, this analysis provides data and relevant information to be utilized for future planning and self-review of service levels for continued improvement. This will ensure that the agencies can meet community expectations and mitigate emergencies effectively and efficiently.

This report also contains a series of observations, assessments, fire and EMS service alternatives, and recommendations provided by CPSM which are intended to help the city understand the level of fire and EMS services they are receiving, the reasonableness of the contract costs, and alternatives the city may consider moving forward.

Most importantly, and after review of this analysis, what needs to be achieved by the city going forward is a reliable and sustainable Fire and EMS service delivery system. Alternatives moving forward for fire and EMS services include:

- 1. Status Quo: The first alternative to be considered is to maintain the status quo and continue multi-year contracts with ESD 4 for fire protection and EMS first response services, and Acadian Ambulance for EMS ground transport services.
- 2. Contract with ESD 4 for Fire and EMS Ground Transport. ESD 4 will begin offering EMS ground transport October 1, 2024. The city can opt to contract with ESD 4 for fire, EMS first response, and EMS ground transport. This alternative alleviates one contract and combines both important public safety functions into one contract.
- 3. Develop and Implement Fair Oaks Ranch Fire and EMS City Services. The city can develop and implement a fire and EMS department to deliver fire protection and EMS services within the city boundaries.
- 4. Develop and implement a Public Safety Officer department that delivers law enforcement, fire, and EMS emergency services.

CPSM assessments and recommendations are presented next.

Overall

- CPSM assesses that ESD 4 (LSFD), and Acadian Ambulance are providing contemporary, professional, and essential services to the city for reasonable contract costs.

Emergency Management

- CPSM reviewed the city's EOP and found the content valid.¹ CPSM cross-walked the key components recommended in FEMA's *Developing and Maintaining Emergency Operations Plans, 2021 v 3.0* guide with the city's EOP. CPSM assesses through this cross walk that the Fair Oaks Ranch EOP aligns with each FEMA component. CPSM also assesses the EOP aligns with the five mission areas outlined in Presidential Policy Directive 8 (PPD-8): National Preparedness.
- The city utilizes space designated as the police training room as the EOC when activation is required. The room is used regularly for roll call and training and is not set up for immediate EOC use. CPSM assesses the space is adequate and should follow the best practices as outlined herein.
- **CPSM recommends** the following additions to the Fair Oaks Ranch EOP:
 - For Level 1 and Level 2 EOC activation, the Finance Director should be added to the staffing compliment. The potential to expend funding for various operations and to track expenditures for state and/or federal reimbursement is likely to occur and is better coordinated by the finance department.
 - ² The five mission areas are:³
 - Prevention: refers to those capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. Prevention capabilities include, but are not

1. City of Fair Oaks Emergency Operations Plan (Basic Plan), Draft 2024.
 2. Presidential Policy Directive 8 (PPD-8): National Preparedness, March 30, 2011.
 3. ibid

limited to, information sharing and warning; domestic counterterrorism; and preventing the acquisition or use of weapons of mass destruction (WMD). For purposes of the prevention framework called for in this directive, the term "prevention" refers to preventing imminent threats.

- Protection: refers to those capabilities necessary to secure the homeland against acts of terrorism and manufactured or natural disasters. Protection capabilities include, but are not limited to, defense against WMD threats; defense of agriculture and food; critical infrastructure protection; protection of key leadership and events; border security; maritime security; transportation security; immigration security; and cybersecurity.
 - Mitigation: refers to those capabilities necessary to reduce loss of life and property by lessening the impact of disasters. Mitigation capabilities include, but are not limited to, community-wide risk reduction projects; efforts to improve the resilience of critical infrastructure and key resource lifelines; risk reduction for specific vulnerabilities from natural hazards or acts of terrorism; and initiatives to reduce future risks after a disaster has occurred.
 - Response: refers to those capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.
 - Recovery: refers to those capabilities necessary to assist communities affected by an incident to recover effectively, including, but not limited to, rebuilding infrastructure systems; providing adequate interim and long-term housing for survivors; restoring health, social, and community services; promoting economic development; and restoring natural and cultural resources.
- **CPSM recommends** essential personnel assigned to the city (or county) EOC, and who have response assignments during an emergency or disaster, be trained to the appropriate NIMS level as outlined herein.
 - Another important document **CPSM recommends** the city maintains is a Continuity of Operations Plan (COOP). A COOP is important to any organization, especially local governments that operate financial and human resources systems, facilities, public operations, and vital community services. A COOP is developed to serve as a roadmap that builds the organization's plan to prepare for, react to, and respond to any event that disrupts one or more operation, facility, service, or line of succession.

Fire and EMS Operations

- CPSM assesses the City of Fair Oaks Ranch has a moderate workload for fire and first response EMS resources. In the one-year data analysis period, the LSFDR responded into Fair Oaks Ranch 509 times (103 calls were cancelled: 612 total). 67% of the calls were EMS related and 16.2% were fire related. Including cancelled calls, LSFDR averaged 1.7 calls/day in Fair Oaks Ranch.
- The benchmark for response time for the LSFDR into Fair Oaks Ranch as outlined in the contract for fire protection services is an eight minute turnout-travel time. As assessed in this report, LSFDR only meets this performance standard for Motor Vehicle Accident responses.
 - It is further assessed that the LSFDR has only moderate permeation into Fair Oaks Ranch with the current stations. This permeation is generally below Dietz Elkhorn Road. The addition of a new station 135 and Limestone Pass Frontage Road and Ranch Land View provides improved permeation into the city north of Dietz Elkhorn Road along the Fair

Oaks Parkway corridor, however, even when benchmarked against a 10-minute travel time, the northern areas of the city are not covered.

- In-city stations 133 and 420 provide 100 percent coverage when benchmarked against the 8-minute travel time assessment. When benchmarked against the 6-minute travel time assessment, these stations cover the city near 100 percent. As noted herein, Stations 133 and 420 are not staffed by LSFDF personnel. These stations have response apparatus in-station for available volunteer and part-time staff to respond.
- CPSM assesses the LSFDF/ESD 4 has a robust mutual and automatic aid system. However, estimated response times as reported by the LSFDF range from 10 minutes to 46 minutes depending on where the incident is occurring in the ESD 4 response area and where the mutual or automatic aid unit is responding from.
- It is assessed that the LSFDF can assemble an Effective Response Force, when benchmarked against NFPA 1710, for single family dwellings in Fair Oaks Ranch utilizing automatic and mutual aid agreements, which is permitted under NFPA 1710.
- It is assessed that the LSFDF cannot assemble an Effective Response Force, when benchmarked against NFPA 1710, for open air strip mall/commercial and apartment buildings in Fair Oaks Ranch using the current deployment matrix with automatic/mutual aid. However, with the arrival of automatic and mutual aid resources, the LSFDF will assemble resources for the initial attack and prioritized additional critical tasks.
 - It is further assessed that the LSFDF, based on time and distance of automatic and mutual aid resources, cannot assemble the entire Effective Response Force in eight minutes for building fires. However, the LSFDF can initiate mitigation efforts with the two responding crews (Engines 132 and 134) as the remainder of the initial alarm resources are responding and arriving.
- It is assessed by CPSM that the current ISO-PPC report for ESD 4 (which includes Fair Oaks Ranch) includes deficiencies in Dispatch Circuits in the Bexar County 911 Center; the ESD 4 Deployment Analysis; the ESD 4 Company Personnel-staffing numbers; and ESD 4 Training for department personnel. The current ISO-PPC report CPSM reviewed is nearly ten years old. Because there have been station location changes (new Station 132); staffing changes to include additional career staff; a new Fire Chief and command staff; equipment changes/upgrades; and changes to the training regimen, it is possible that some or most deficiencies have been addressed. This said, **CPSM further assesses and recommends** ESD 4 should contact ISO and schedule another ISO-PPC rating analysis so that a new rating will align with ESD 4 changes and the new ISO-PPC rating schedule implemented in July 2014.
- CPSM assesses the City of Fair Oaks Ranch has a moderate workload for EMS ground transport resources (just over one call per day). In the one-year data analysis period, AAS responded into Fair Oaks Ranch 407 times. LSFDF responded to 395 medical calls in Fair Oaks Ranch providing either medical care prior to AAS arriving or arriving with or after AAS and assisting with medical care.
- The *best efforts* response time reliability benchmark for Acadian Ambulance Service responding to City of Fair Oaks Ranch calls is eleven minutes at the 70th percentile. A 70th percentile means that 70 percent of calls had response times at or below that number. As assessed in this report, Acadian Ambulance meets this performance standard for all responses except cardiac and stroke responses. This response time *best efforts* benchmark is established in the current agreement between the City and Acadian Ambulance Service and is the standard set forth in the Acadian Ambulance Service contract with Bexar County.

- It is assessed that AAS has good permeation into the heavier demand areas of the city south of Dietz Elkhorn Road when benchmarked against the 6-minute travel time bleed. At the 8-minute travel time bleed AAS permeation extends north of Dietz-Elkhorn Road to the middle third of the city. At the 10-minute travel time bleed AAS permeation extends further north of Dietz-Elkhorn Road and further north up Ralph Fair Road filling in the middle third of the city. At the 12-minute travel time bleed AAS permeation extends into the upper third of the city to just south of W Ammann Road and Rolling Acres Trail areas.
- It is assessed the Acadian Ambulance Service medical direction program /practices are consistent with current EMS best practices for EMS Physician engagement, clinical oversight, and program development. It is further assessed AAS's medical protocols demonstrate a commitment to excellence in EMS care. By exceeding industry best practices, incorporating evidence-based strategies, and prioritizing quality improvement and provider education, Acadian Ambulances consistently deliver high-quality care to their patients.
- CPSM assesses at the time of our review the AAS training program ensures regular, routine, and validation-based training. The standards from Acadian Ambulance's QA/QI review and evaluation-led training are consistent with industry practices and are aligned with CAAS accreditation standards for a consistent QA/QI Training Program. It is further assessed that the AAS overall CQI program is contemporary and consistent with industry practices.
- CPSM assesses that Acadian Ambulance Service has resources available system wide and in proximity to Fair Oaks Ranch to handle the city's EMS workload. CPSM further assesses that, based on the System Status Management deployment method that Acadian Ambulance utilizes, resources dedicated to Fair Oaks Ranch and in proximity to the city may be assigned to calls for service. Acadian Ambulance system resources will be deployed to the Fair Oaks Ranch area as available and from other system areas, which potentially may extend response times. This would happen as well in a static-deployed EMS or fire-based EMS transport system as described herein.

Alternatives and Considerations

- CPSM assesses the current contracts with ESD 4 for fire services and Acadian Ambulance Service for EMS services are reasonable when compared to the costs of creating a Fair Oaks Ranch Fire and EMS city agency.
- The city should engage Acadian in the near future regarding a successor contract for services (and costs) prior to considering this alternative. **CPSM recommends** a contract from May 1, 2025, to September 30, 2025, then a contract with successor years beginning October 1, 2025, to September 30, 2026, and beyond. The city can then weigh separate and aggregate costs of ESD 4 and AAS contracts against a combined contract with ESD 4 for both fire and EMS services.
- If the city chooses to develop and implement their own Fire & EMS department, or a hybrid thereof, the annualized cost will be considerably more than the current contract costs for fire and EMS services with ESD 4 and Acadian Ambulance Service. That said, the CPSM conducted citizen survey on Fire and EMS services told us that 53.6% of the respondents to the survey were neutral or agreed that they would be willing to pay more in taxes to support a city fire department.
- **CPSM recommends** the city continue to optimize contract renewal discussions with the current Fire and EMS providers with the goal of continued, sustainable Fire and EMS services. These negotiations may include:

- An Acadian Ambulance contract that aligns with the city's fiscal budget year as such: a successor contract from May 1, 2025, to September 30, 2025, then a contract with successor years beginning October 1, 2025, to September 30, 2026, and beyond.
- Per call payment structure based on historical Fair Oaks Ranch workload for Fire and EMS services.
- Negotiation of a Level of Performance contract with Acadian Ambulance Service where the city stipulates an acceptable response time, and/or a dedicated ambulance in the city limits.
- Contract language in both the ESD 4 and Acadian Ambulance contract that has financial consequences for any call that does not meet the contract language response time performance for the first arriving unit.
- Further evaluation and consideration of contracting with ESD 4 for both Fire and EMS services.



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SECTION 2. CPSM METHODOLOGY AND ANALYSIS CONCEPTS

CPSM Work Plan and Approach to Project

CPSM has developed a universal approach to public safety operational, administrative, and Standards of Cover analyses and reports. Our project work plan begins with a thorough review of the client's scope of work and is followed up with a project kick off meeting with our client to discuss the purpose of the project, ensure a mutual understanding of the scope of work, and discuss the desired outcomes. Through this process CPSM's and the client's expectations are managed throughout the analysis process. More specifically, for this project, CPSM utilized the following analysis methodology:

Data Analysis and Document Review

The CPSM Fire and EMS Team used numerous sources of data to support our conclusions and recommendations for the City of Fair Oaks Ranch to contemplate regarding fire and EMS service delivery. Information was obtained from the city and the city's fire and EMS service providers (Leon Springs Fire Department and Acadian Ambulance Service respectively), along with numerous sources of internal information garnered from a CPSM document/information request. Internal sources include data from the computer-aided dispatch (CAD) system for response time and workload information, the fire department's National Incident Reporting System (NFIRS) records management system for calls for service, monthly call data form the EMS provider, and other information regarding current and future growth and population projections.

Stakeholder Interviews

This study relied extensively on interviews and interaction with fire and EMS service providers and the city. On-site and in-person interviews to include virtual meetings were conducted with the Leon Springs Fire Department officials regarding the administration and operations of the department, as well as city leadership regarding current and future growth and population. Virtual meetings were conducted with Acadian Ambulance regarding EMS administration and operations, and workload in the city.

Operational/Administrative Observations

Over the course of the evaluation period, numerous observations were conducted. These included observations of fire and EMS operations; community risk; administrative functions; deployment of resources from a coverage perspective as benchmarked against national standards; and operational staffing benchmarked against national standards as it relates to assembling an effective response force. The CPSM Fire and EMS Team engaged all facets of fire and EMS provider operations from a ground floor perspective.

Deployment Analysis

In virtually all CPSM Fire and EMS studies, we are asked to identify appropriate staffing and resource deployment levels to include proper distribution of fire and EMS assets, response times, and workload as it relates to resiliency. This is the case in this analysis as well. In this report we discuss operational workload; critical tasking; assembling an effective response force; operational deployment, station locations; contract content, contract costs for services, and other factors to be considered when contemplating the utilization of fire and EMS resources.

Key Concepts of the Utilization Analysis

The scope of work for this project included the fire and EMS Standards of Cover concepts. The primary concepts of the Standards of Cover (SOC) are to develop an integrated response management plan that links the identified community's risk to the safe and effective fire and EMS resource response to fire suppression, emergency medical services, and specialty response incidents.

An important component of a SOC is the comprehensive Community Risk Assessment (CRA). Community risk factors have an impact on all fire department responses to include fire, non-fire related, and EMS responses. The analysis of community risk includes components such as community demographics; community growth and future development; natural hazards; transportation networks and hazards; fire management zone analysis for call type and demand; building risks and hazards; and hazards specific to a community.

Where applicable in this report CPSM utilizes national benchmarking as follows:



Insurance Services Office: The Insurance Services Office (ISO), a subsidiary of Verisk Analytics is a national, not-for-profit organization that collects and evaluates information from communities across the United States regarding their capabilities to combat building fires. The Verisk hazard mitigation team

collects and evaluates information regarding the community's capabilities to provide municipal fire protection. This information is analyzed further utilizing the Fire Suppression Rating System from which individual section credits and points are tabulated and a Public Protection Classification for the community is assigned. Classifications range from 1 through 10, with one being the highest rating a community can achieve.⁴



NFPA 1710, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Career Fire Departments, 2020 edition (National Fire Protection Association, Quincy, MA): NFPA 1710 outlines the organization and deployment of operations by career, and primarily career fire and rescue organizations.⁵ This standard serves as a benchmark to measure staffing and deployment of resources to certain building types and emergencies. Specific components of NFPA 1710 that

are germane to staffing and deployment of resources include the assembling of an Effective Response Force (ERF -staffing to perform Critical Tasks on the fireground) for certain building risks, and response times (call processing or dispatch time; turnout time; and travel time to the scene).



Quality Improvement for the Fire and Emergency Services, 10th edition, Center for Public Safety Excellence: This manual details the process for conducting a community risk assessment, developing standards of cover, establishing a community-driven strategic plan, and self-assessing all segments of the fire department.⁶

4. Verisk's Community Hazard Mitigation Services (isomitigation.com)
5. NFPA 1710 is a nationally recognized standard, but it has not been adopted as a mandatory regulation by the federal government or the State of Texas. It is a valuable resource for establishing and measuring performance objectives for the CFD but should not be the only determining factor when making local decisions about the city's fire and EMS services.
6. Center for Public Safety Excellence, Chantilly, VA

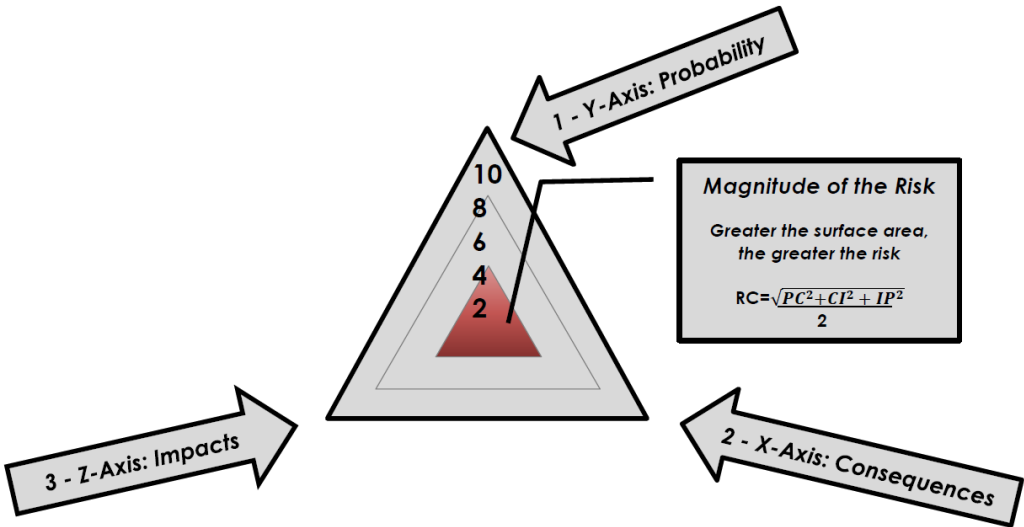
Risk Categorization

A comprehensive risk assessment is a critical aspect of assessing and creating a deployment analysis to meet the community's risk and can assist a fire department in quantifying the risks that it faces. Once those risks are known and understood, the fire and EMS service providers and the city are better equipped to determine if the current response resources are sufficiently staffed, equipped, trained, and positioned.

Risk is often categorized in three ways: the probability the event will occur in the community, the impact on the fire department, and the consequence of the event on the community. A CRA looks at the probability of the event occurring, which ranges from unlikely to frequent; consequence to the community, which is categorized as ranging from insignificant to catastrophic; and the impact to the organization, which ranges from insignificant to catastrophic.

Prior risk analysis has only evaluated two factors of risk: probability and consequence. Contemporary risk analysis considers the impact of each risk to the fire and EMS organization, thus creating a three-axis approach to evaluating risk as depicted in the following Figure. A contemporary risk analysis now includes probability, consequences to the community, and impact on the fire and EMS organization(s). In this analysis, information presented and reviewed in this section (Community Risk Profile) has been considered. Risk is categorized as Low, Moderate, High, or Special.

Figure 1: Three-Axis Risk Calculation (RC)

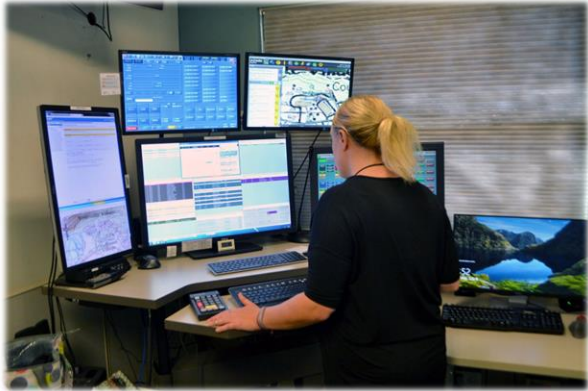


Response Time Performance

When analyzing response time, CPSM utilizes CAD data from the Public Safety Answering Point (PSAP) that dispatches the fire service provider and information received from the EMS provider. For these two service providers 911 calls go to the City of Boerne PSAP. Boerne PSAP then transfers fire calls to the Bexar County Sheriff's Office Public Safety Communications Center for dispatching. EMS calls are transferred from the Boerne PSAP to Acadian for further processing

and then dispatch. CPSM also utilizes the fire department's NFIRS report information to assess incident type and then crosswalk this information to the CAD information for accuracy of address, incident typing, units that responded, response times, staffing, property loss, and relevant incident information. Acadian Ambulance Service did not provide CAD data or specific call information from this agency's records management system to CPSM so that we could perform a comprehensive response time analysis. We were, however, provided monthly reports provided to the city to conduct our response time analysis.

For the purpose of this Standards of Cover, **response time** is a product of three components: **dispatch time**, **turnout time**, and **travel time**.



Dispatch time (alarm processing time) is the difference between the time a call is received and the time a unit is dispatched. Dispatch time includes call processing time, which is the time required to determine the nature of the emergency and types of resources to dispatch. **Turnout time** is when the emergency response units are notified of the incident and ends when travel time begins. **Travel Time** is the difference between the time the unit is en route and arrival on scene. **Response time** is the total time elapsed between receiving a call to arriving on scene.

A crucial factor in the whole response time question is what we term "**detection time**." This is the time it takes to detect a fire or a medical situation and notify 911 to initiate the response. In many instances, particularly at night or when automatic detection systems (fire sprinklers and smoke detectors) are not present or inoperable, the fire detection process can be extended. The same holds true for EMS incidents.



Many medical emergencies are often thought to be something minor by the patient, treated with home remedies, and the true emergency goes undetected until signs and symptoms are more severe. When the fire-EMS department responds, they often find these patients in acute states. Fires that go undetected and are allowed to expand in size become more destructive, are difficult to extinguish, and require more resources for longer periods of time.

The next set of figures illustrates the cascade of events for fire and EMS incidents.

Figure 2: Response Time Cascade of Events-Fire

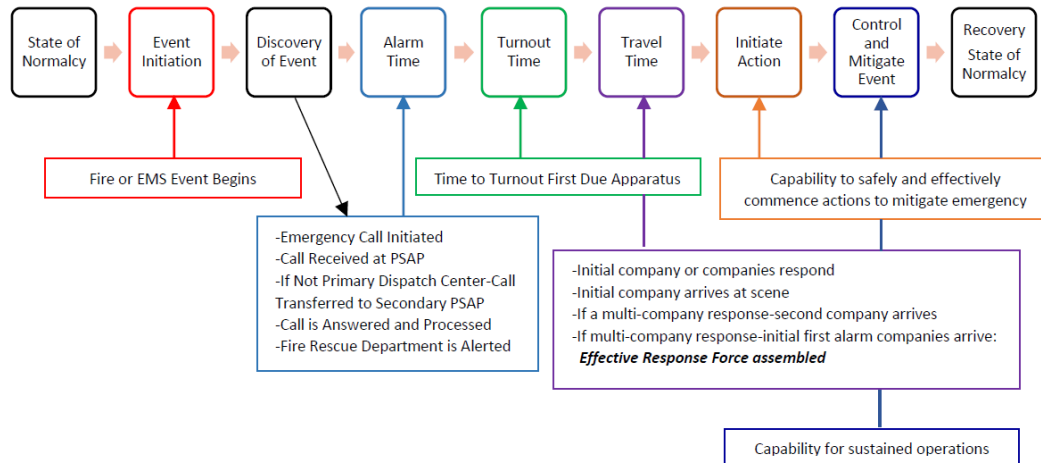
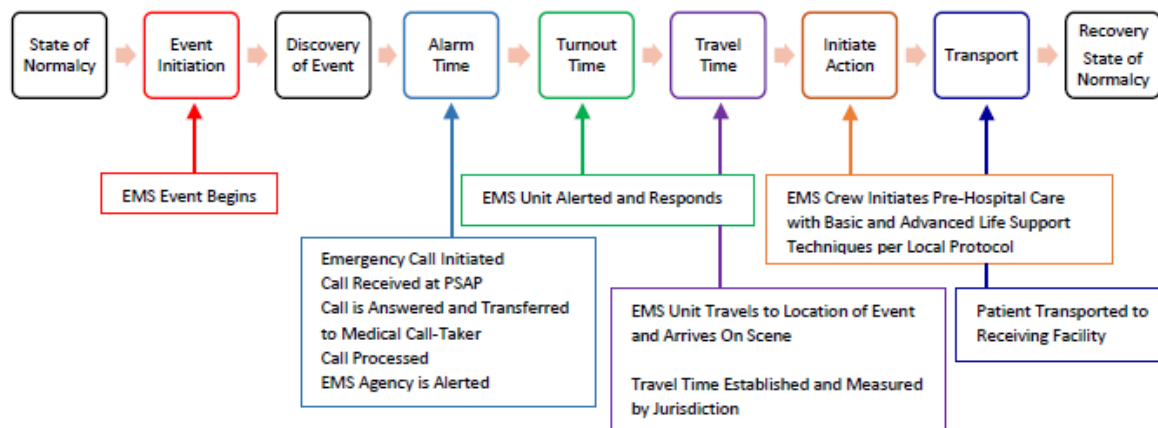


Figure 3: Response Time Cascade of Events-EMS



The next tables outline average turnout-travel response times for Leon Springs Fire Department and Acadian Ambulance Service.

The benchmark for response time for the LSF into Fair Oaks Ranch as outlined in the contract for fire protection services is an eight minute turnout-travel time. As assessed in this report, LSF only meets this performance standard for Motor Vehicle Accident responses.

The response benchmark for Acadian Ambulance service at the 70th percentile is eleven minutes. A 70th percentile means that 70 percent of calls had response times at or below that number. As assessed in this report, Acadian Ambulance meets this performance standard for all responses except cardiac and stroke responses.

Both agency response times are analyzed further later in this report.

Figure 4: Average Turnout and Travel Times-Fire

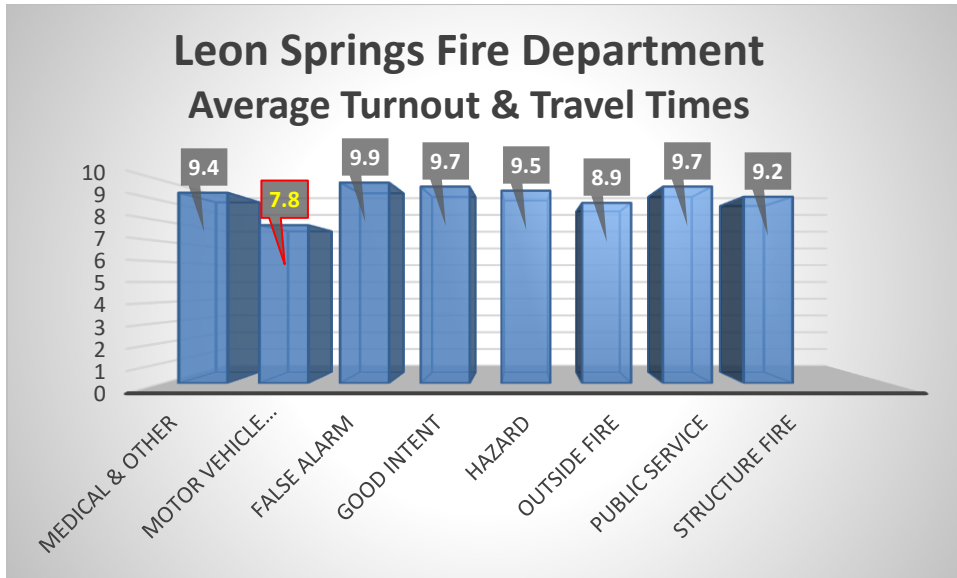
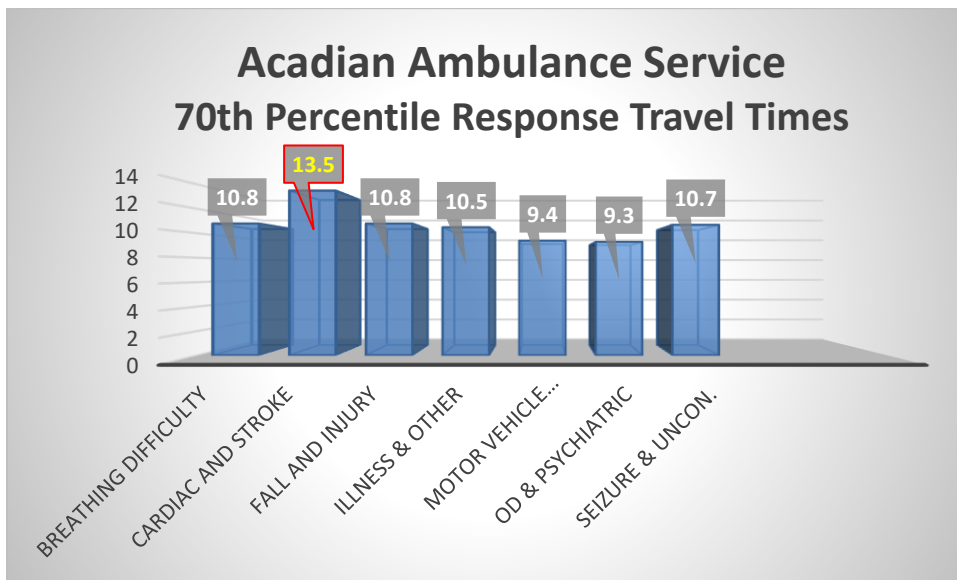


Figure 5: 70th Percentile Turnout and Travel Times -EMS



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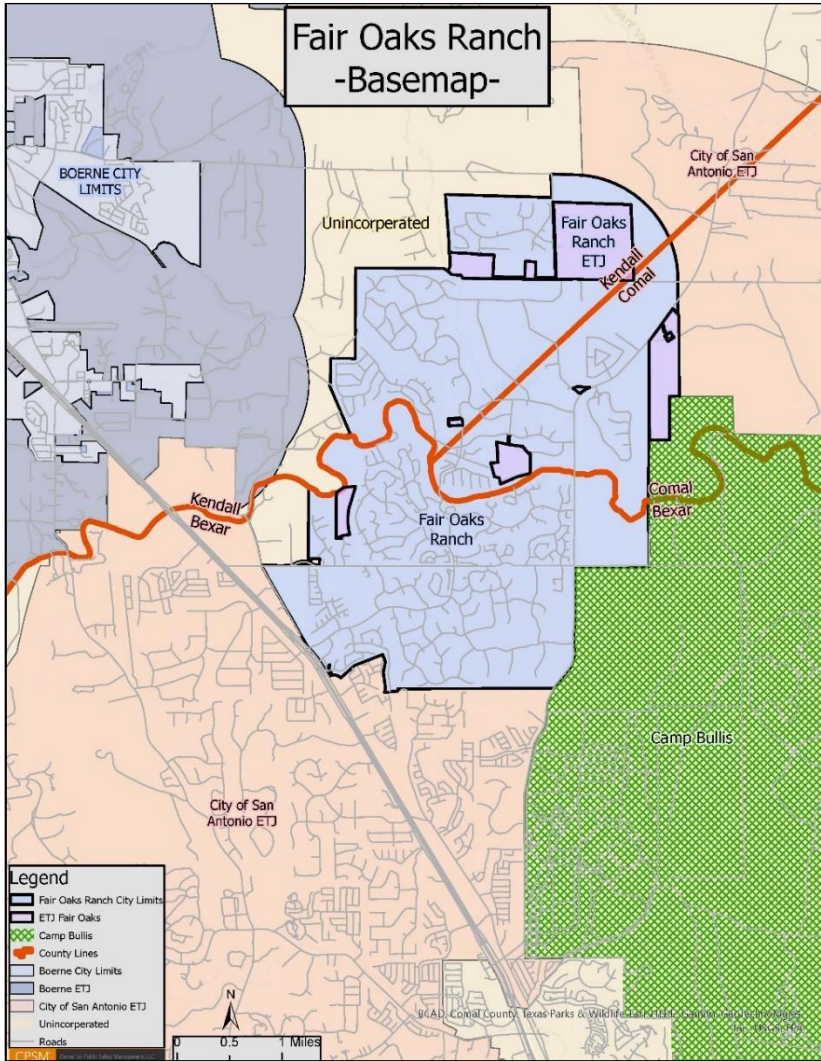
SECTION 3. COMMUNITY OVERVIEW

City of Fair Oaks Ranch

Fair Oaks Ranch is a city of primary single-family residences located in south central Texas. Fair Oaks Ranch is approximately twenty-two miles northwest of San Antonio and eight miles southeast of the City of Boerne. Fair Oaks Ranch is considered to be a part of the San Antonio Metropolitan Statistical Area.

Fair Oaks Ranch is in Bexar, Kendall, and Comal counties. Fair Oaks Ranch is contiguous with areas of unincorporated Bexar, Kendall, and Comal unincorporated areas, as well as Camp Bullis & Stanley (U.S. Army) on the southwest city boundary line. The total area of the city is currently 12.96 square miles (land and water). Fair Oaks Ranch has Extra Territorial Jurisdiction (ETJ) area within and contiguous to the city that lies in each of the three counties the city resides.

Figure 6: City of Fair Oaks Ranch and Surrounding Area



Governance

Fair Oaks Ranch is a Home Rule municipal government that operates under the Council-Manager form of government. The City Council includes six council members and a Mayor who serves as the presiding officer of the Council. The City Council serves as the policy making body for the city. By Article 1.06 of the city's Code of Ordinances, the Mayor also serves as the head of the city's Emergency Management program.⁷

The City Manager is appointed by the City Council and serves as the chief administrator of the city. Among other duties and responsibilities delineated in the city's Code of Ordinances, the City Manager is responsible for the proper and efficient management of the affairs of the city and the day to day operations.⁸

The city has established departments that include police, finance, public works, animal control, building codes, engineering, human resources/communications, mapping municipal, and waste/wastewater customer service. Through Section 5.05 (C) *The City Council by ordinance may create, change, and abolish offices, departments, or agencies other than offices, departments and agencies established by the Charter.* Importantly, through the Code of Ordinances, the city may establish a fire department and/or EMS department or combination Fire-EMS department to provide these services. The Police Chief serves as the city's public safety liaison with the fire and EMS providers.

The current fire protection, first responder EMS, and other emergency response services are provided through a contractual agreement between Bexar County Emergency Services District 4 (ESD 4) and the city, which was constructed as a one year contract with three one year options. The current contract was effective October 1, 2021, and if each one year option is authorized by the City Council, the contract will conclude September 30, 2025. As a note here, Bexar County contracts with the Leon Springs Fire Department (LSFD) to provide fire protection services to the ESD 4 service area. Subsequently, the LSFD is the fire services provider to Fair Oaks Ranch.

Article III of the current fire agreement outlines ESD 4 (LSFD) emergency services to the city as:

- District shall provide the necessary qualified and certified personnel and equipment for providing Emergency Services to the City in accordance with this Agreement and the operational standards and practices used by the District and its subcontractors and shall enter into and maintain reciprocal mutual aid agreements with surrounding governmental entities and/or fire departments when necessary or advisable.
- Monitor the fire alarm or alert system and radio system utilized by the District.
- Respond to and fight fires within the city limits of Fair Oaks Ranch 24 hours a day, 7 days a week. The District will strive to achieve an average response time consistent with the District's contract with the emergency service provider Leon Springs Fire department (Attachment B of the agreement). Response time shall be measured by the amount of time lapsing between the time of dispatch notification and arrival of the fire vehicle at the dispatched location.

As a note here, Section 7.1.6 of the aforementioned ESD 4 and LSFD contract outlines LSFD performance as:

- *Maintain an average response time goal for an LSFD emergency vehicle at not more than 8 minutes.*

7. Code of Ordinances City of Fair Oaks Ranch, Texas.
8. *ibid*

- Respond to emergency medical and incident response calls within the city limits of Fair Oaks Ranch 24 hours a day, 7 days a week.

Article V of the agreement outlines the payment schedule for fire protection, first responder EMS, and other emergency response services as follows:

- Initial one year term October 1, 2021-September 30, 2022: \$362,927
- First one year term renewal October 1, 2022-September 30, 2023: \$417,981
- Second one year term renewal October 1, 2023-September 30, 2024: \$492,105
- Third one year term renewal October 1, 2024-September 30, 2025: \$528,581

The current EMS ground transport service is provided by Acadian Ambulance service through a contractual agreement. The current agreement is a renewal agreement that covers the period May 1, 2022, through April 30, 2025. This agreement is a successor to the initial agreement that began on May 1, 2014. Under this agreement, and pursuant to Section 5 of the agreement, Acadian is the exclusive provider of emergency ambulance services in the city.

Pursuant to Sections 3 and 4 of the agreement, Acadian's obligations to the city are facilitated as a Level of Effort (LOE), wherein Acadian Ambulance has been engaged to supply a dedicated ambulance service, with Acadian qualified and appropriate state certified personnel as outlined below.

- One staffed ambulance eight hours/day, five days/week (between the hours of 8:00 am and 5:00 pm).
- After 5:00 pm and until 8:00 am and 24-hours a day on weekends a standby crew will be utilized. The standby crew will be available at the station location within the city.
- Acadian will post one ambulance, as arranged, at the location agreed upon with the city. Acadian, if indicated, may amend the posting location from time to time to meet specified response criteria (the agreement does not stipulate response criteria for the city, only that Acadian will use its best efforts to produce response time reliability for all city calls, comparable to the standards set forth in the contract for the unincorporated areas of Bexar county). The city acknowledges and understands that Acadian is allowed and permitted to use the stationed unit in City to respond to other areas in Bexar County. This agreement is intended for non-dedicated, priority posting only. However, should the unit be dispatched outside of the city, Acadian shall use all reasonable efforts to send a spare unit and crew towards the city to standby and cover until the city unit returns.

As a note here, the Acadian-Bexar County contract outlines Acadian performance as:

- *Acadian will provide continuous response capability for all EMS calls and shall maintain an average fractile monthly emergency response time of not greater than eleven (11) minutes and shall strive to achieve an average fractile monthly emergency response time of less than eleven (11) minutes, for at least 70% of responses.*

For edification here, there are typically two types of contracts for EMS ground transport services. These are: "**Level of Effort**" or "**Level of Performance**" contracts. A "**Level of Effort**" contract consists of a written agreement (contract) that describes the scope of work in general terms and requires the contractor to provide a specified level of effort (number of hours, number of units, or percentage of effort) over a stated period of time.

It is common as well for ambulance providers and jurisdictions to operate under a "**Performance-Based or Level of Performance**" agreement (contract), which specifies desired

performance levels for key clinical, experiential, and response time metrics. For example, when mutually agreed upon between both parties could include a specific number of ambulances and performance level indicators (i.e., response time metrics, level of care providers that links to quality improvement/quality insurance metrics involving patient care outcomes, community paramedicine etc.). The Acadian Ambulance contract is a **Level of Effort** contract.

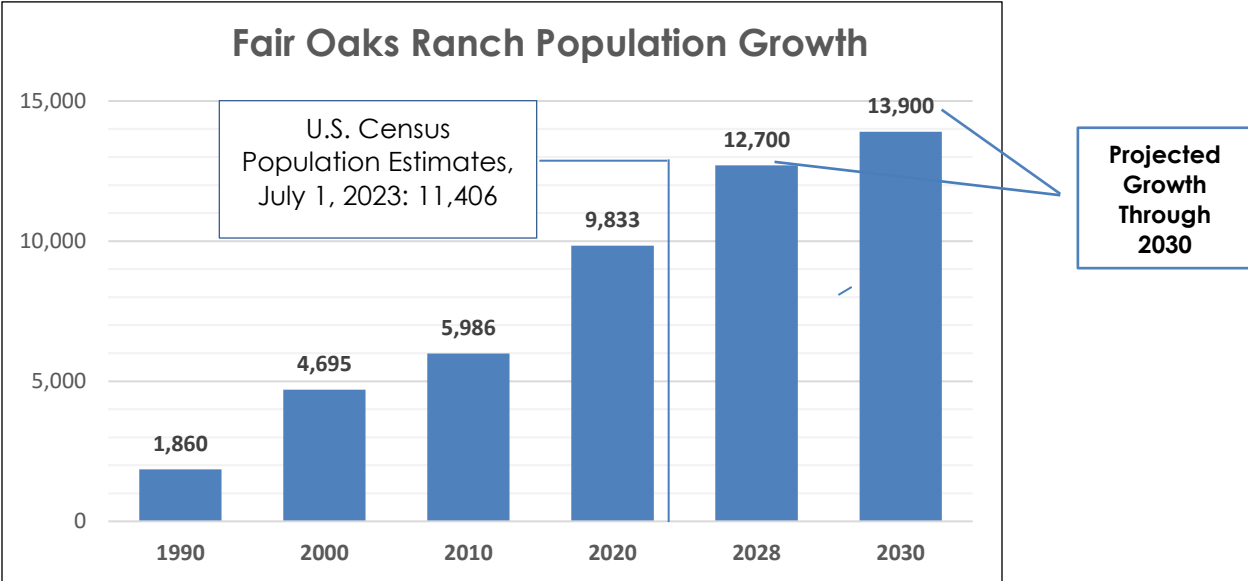
The May 2022 renewal agreement between the city and Acadian Ambulance Service outlines the payment schedule for EMS ground transport services as follows:

- May 1, 2022, through April 30, 2025: \$6,125 per month, which is annualized as \$73,500.

Population and Growth

The U.S. Census Bureau indicates the population of the Fair Oaks Ranch, TX in 2020 was 9,833. This is a 64 percent increase in population since the 2010 census of 5,986. The city has 12.26 square miles of land mass. Land mass at the time of the 2010 census was 8.49 square miles. The population density is 802 per square mile. This is an increase of 97 people per square mile over the 2010 census numbers.

Figure 7: City of Fair Oaks Ranch Population Growth: 1990-2030



- Population for 1990 and 2000, (Texas State Library and Archives Commission, 1990 and 2000 Census: Population of Texas Cities).
- Population for 2010 and 2020, (U.S. Census Bureau QuickFacts: Fair Oaks Ranch, Texas).
- Population for 2028, (Fair Oaks Ranch Comprehensive Plan 2018; 10 year population projection, page 10).
- Build-Out Population: 13,900 by 2030; Range Projection: 13,200 – 14,600, (Fair Oaks Ranch Comprehensive Plan 2018, page 10).

The population of Fair Oaks Ranch grew significantly over the last 30 years, with the largest increase coming between 2010 and 2020, experiencing a 64 percent increase. The projected population estimate for 2030 is 13,900.

In terms of fire and EMS risk, the age and socio-economic profiles of the population can have an impact on the number of requests for fire and EMS services. Evaluation of the number of seniors and children by fire and EMS management zones can provide insight into trends in service delivery and quantitate the probability of future service requests. In a 2021 National Fire Protection Association (NFPA) report on residential fires, the following key findings were identified for the period 2015-2019:⁹

- Males were more likely to be killed or injured in home fires than females and accounted for larger percentages of victims (57 percent of the deaths and 55 percent of the injuries).
- The largest number of deaths (20 percent) in a single age group was among people aged 55 to 64.
- 59 percent of the victims of fatal home fires were between the ages of 39 and 74, and three of every five (62 percent) of the non-fatally injured were between the ages of 25 and 64.
- Slightly over one-third (36 percent) of the fatalities were age 65 or older; only 17 percent of the non-fatally injured were in that age group.
- Children under the age of 15 accounted for 11 percent of the home fire fatalities and 9 percent of the injuries.
- Children under the age of 5 accounted for 5 percent of the deaths and 4 percent of the injuries.
- Adults of all ages had higher rates of non-fatal fire injuries than children.
- Smoking materials were the leading cause of home fire deaths overall (23 percent) with cooking ranking a close second (20 percent).
- The highest percentage of fire fatalities occurred while the person was asleep or physically disabled and not in the area of fire origin; key factors to vulnerable populations.

In Fair Oaks Ranch, the following age and socioeconomic factors are considered herein when assessing and determining risk for fire and EMS preparedness and response:¹⁰

- Children under the age of five represent 2.8 percent of the population.
- Persons under the age of 18 represent 27.5 percent of the population.
- Persons over the age of 65 represent 20.7 percent of the population.
- Female persons represent 50.2 percent of the population.
- There are 2.71 persons per household in Fair Oaks Ranch, (2018-2022).
- The median household income (in 2022 dollars), 2017-2021 was \$150,237.
- People living in poverty make up 2.9 percent of the population.
- Black or African American alone represents 6.9 percent of the population. The remaining percentage of population by race includes White alone (not Hispanic or Latino) at 70.4

9. M. Ahrens, R. Maheshwari "Home Fire Victims by Age and Gender," Quincy, MA: NFPA, 2021.
 10. U.S. Census Bureau QuickFacts: Fair Oaks Ranch, Texas.

percent, American Indian or Alaska Native alone at 0.5 percent, Asian alone at 2.3 percent, two or more races at 8.3 percent, and Hispanic or Latino at 14.6 percent.

The demographics in Fair Oaks Ranch overall pose a moderate to low risk in totality. While not a high risk, a single call involving vulnerable population (fire or EMS) poses a higher risk on that particular response. Through pre-fire planning and response district knowledge of residential and other structures housing a vulnerable population as identified above, the LSF and Acadian Ambulance Service will have the necessary situational awareness and be better prepared to mitigate the emergency once on the scene of the incident.

Growth and Planning

Fair Oaks Ranch Yesterday and Today¹¹

The Fair Oaks Ranch Comprehensive Plan was adopted in June 2018. Information from this plan is utilized when discussing planned future growth and what effect that may have on the delivery of fire and EMS services. The City's population is expected to continue to grow well into the future as Fair Oaks Ranch develops available land for housing, commercial, and other land uses. Chapter 5, Managing the Future Section of the Plan sets policies for land use in the City and the ETJ, establishing the foundation for future development.

The City of Fair Oaks Ranch started as a ranch. The ranch - stretching across the frontiers of Bexar, I, and Comal counties - was acquired in the 1930s by Ralph Fair Sr. After a fire in the 1950s, the family remodeled the house into the 13,000 square-foot home that is known today as the Fair Oaks Ranch Golf and Country Club and remains a focal point of activity in the community. After Fair Sr. and his wife passed, the family decided to take the 5,000-acres that made up Fair Oaks Ranch and make it into a residential community. They started selling off small acres of land and started a homeowner's association in 1975.

Expansion continued and by the 1980s residents of "The Ranch" explored their options to form a city. Two cities, Fair Oaks North, and Fair Oaks South were formed due to state restrictions on population density. Eventually, the two communities combined into one and the City of Fair Oaks Ranch was incorporated on January 1, 1988.

The original 5,000-acre city grew to include an additional 3,200 acres of extra-territorial jurisdiction, (ETJ), ceded from San Antonio and Boerne. Most of the City's ETJ was annexed by Fair Oaks Ranch in late 2017. The City today is primarily single-family residential, with a few commercial uses mostly near I-10 or at the intersections of the few major streets in the city.

Fair Oaks Ranch became a Home Rule City in 2017. This empowered residents to file petitions to initiate and repeal local ordinances and to recall elected officials. Home rule provides the City with additional authority to annex property in ETJs and to control development therein.

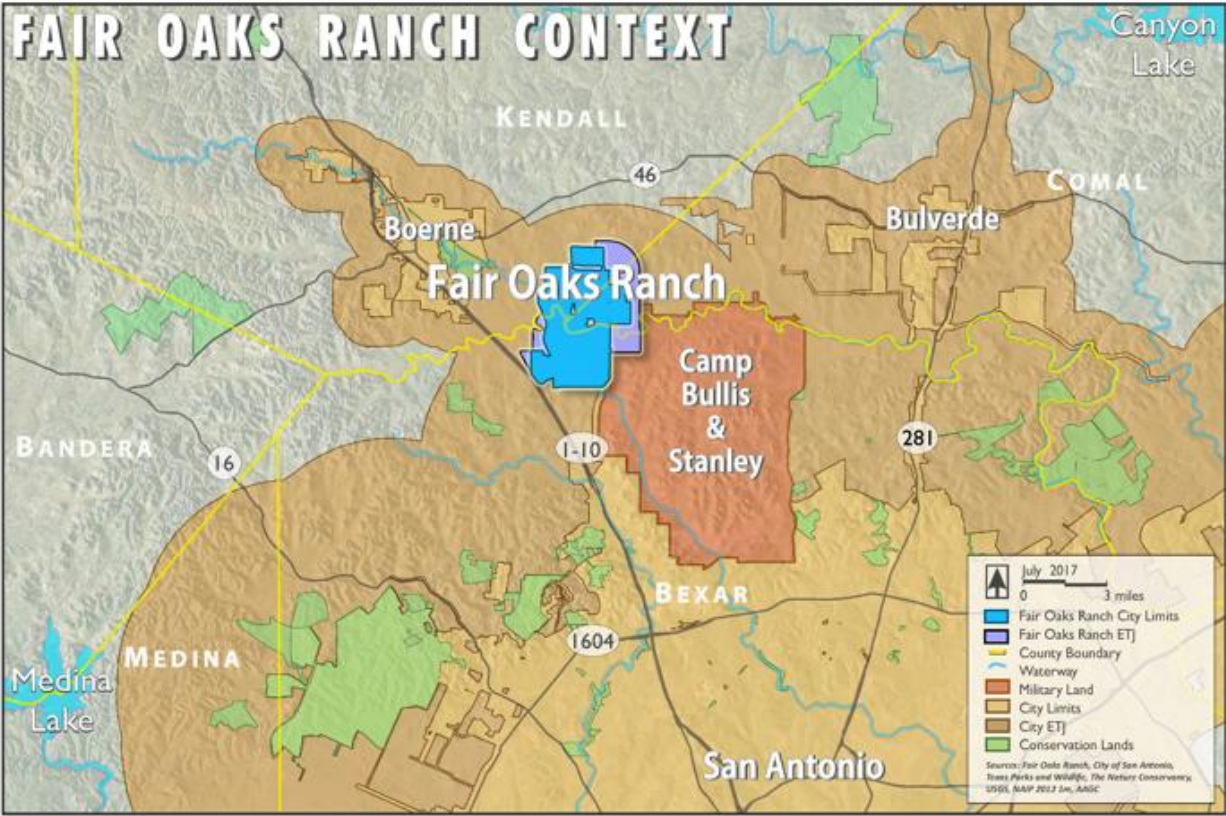
Natural and Manmade Constraints¹²

Fair Oaks Ranch is located in the scenic Texas Hill Country and falls on both sides of Cibolo Creek. The creek forms the border between Bexar and Comal counties. The City sits over the Balcones Escarpment, a geological fault zone that separates the wooded hills of the Hill Country and the Coastal Plains.

11. Fair Oaks Ranch Comprehensive Plan, June 2018, chapter 2.
4. Fair Oaks Ranch Comprehensive Plan, June 2018, chapter 5.

Major regional roadways help define Fair Oaks Ranch. Interstate Highway 10 bounds a small portion of the City to the southwest at the intersection of Ralph Fair Road (FM 3351). Ammann Road provides a boundary to the north, and Old Fredericksburg Road to the west.

Figure 8: Fair Oaks Ranch Context Map.¹³



Land Use and Future Growth¹⁴

The San Antonio areas has become one of the fastest growing metropolitan statistical areas (MSAs) in the United States. Regional projections prepared by the Alamo Metropolitan Planning Organization, (MPO) forecast continued rapid population growth through 2040, by which time the greater San Antonio area is projected to add 1.5 million new residents, bringing the urban area population to 3.4 million people. The population planning scenario adopted by the MPO forecasts continued low-density growth along the I-10 corridor in the Fair Oaks Ranch and Boerne areas.

Bexar, Comal, and Kendall Counties – the three counties containing parts of Fair Oaks Ranch – are all expected to experience substantial growth through the next several decades, according to Texas State Data Center projections, and according to the Alamo MPO.

Regional growth drives demand for housing in Fair Oaks Ranch and affects long-term population projections for the City. Based on projected regional demand for housing, and the availability of

13. Fair Oaks Ranch Comprehensive Plan, June 2018, chapter 5.
14. Fair Oaks Ranch Comprehensive Plan, June 2018, chapter 3.

jobs within commuting distance of Fair Oaks Ranch, the City is projecting strong continued demand for housing well into the future.

This demand, combined with limited land availability, indicates Fair Oaks Ranch is likely to “build out” by the early 2030s, meaning existing lots and developable land will be fully utilized.

While Fair Oaks Ranch can impose standards on growth and may institute its first zoning regulations as an outgrowth of the Comprehensive Plan, the City cannot simply close its doors to growth. State law does not permit it. Even though during the planning process many residents expressed a desire to stop or slow new development, it is the market that will largely determine whether Fair Oaks Ranch grows; the citizens may decide how it grows.

The Fair Oaks Ranch General Plan was adopted on June 21, 2018. Information from this plan is utilized when discussing planned future growth and what effect that may have on the delivery of fire and EMS services. The City’s population is expected to continue to grow well into the future as Fair Oaks Ranch develops available land for housing, commercial, and other land use. The Future Land Use Section of the Plan sets policies for future land use and zoning in the City, establishing the foundation for future development.

The accompanying Future Land Use Map (FLUM) and descriptions describe the types of land use allowed within Fair Oaks Ranch:

- Mixed-Use Village (MU): Indicates areas where the City encourages a mixture of uses that create pedestrian scaled development at major nodes. These areas generally conform to a Hill Country design aesthetic, similar to the materials and mass that can be found in downtown commercial districts in communities such as Boerne, and Fredericksburg.
- Neighborhood Commercial (NC): Intended to provide areas for commercial activity that are relatively compatible with residential areas or are located within residential neighborhoods. Other light commercial uses that are not major daily traffic generators and are generally compatible with nearby residential activity are also allowed.
- Community Facilities (CF): Intended for locations at which facilities are provided for governmental, religious, educational, health care, social service, and special facilities.
- Logistics (LO): Intended to provide an area for appropriately scaled office-warehouse and what is sometimes called light industrial/commercial uses at discrete locations in the City. It is also appropriate for non-commercial uses that may generate significant traffic at limited times, such as places of worship and educational or community institutions.
- Existing Residential: Intended to capture the neighborhoods already existing in Fair Oaks Ranch at the time the comprehensive plan was developed. These neighborhoods were platted, and mostly built-out, before zoning districts were created. Construction standards and densities in these areas were historically governed by land covenants and deed restriction committees.

Within Existing Residential, there are the following categories:

- Existing Residential 1: Governs the densest existing residential types, with lot sizes generally under 0.3 acres. All building, landscaping and other standards are controlled by applicable Restriction Committees.
- Existing Residential 2; Governs areas where the existing lot sizes are generally 0.3 to 1.3 acres. All buildings, landscaping and other standards are controlled by applicable Restriction Committees.

- Existing Residential 3; Governs areas where the existing lot sizes are generally between approximately 1.3 and approximately 5 acres. All buildings, landscaping and other standards are controlled by applicable Restriction Committees.
- Existing Residential 4: Governs areas where the existing lot sizes are generally larger than 5 acres.

Further Residential Categories Include:

- Rural Residential (RR): A residential district that includes land subdivided for single-family residential purposes and associated uses (outside Existing Residential districts). The lots are generally large and are generally not served by urban infrastructure. For example, City sewer service may not be available – or even scheduled for construction. This district is intended to retain a rural character.
- Neighborhood Residential (NR): Serves as a residential zone for areas where low-to-medium density development is appropriate, (beyond the Existing Residential districts). The district accommodates a fairly wide variety of housing needs and types by allowing for contextual development standards. NR developments provide pedestrian-friendly residential neighborhoods, protected from incompatible uses.

Though much of Fair Oaks Ranch is already developed, large tracts of developable land still exist on the City's edges, and major gateways into the City are still evolving.

Fair Oaks Ranch has seen single-family growth which is expected to continue as several large undeveloped parcels are platted and built-out. These are primarily in the Ralph Fair Road and Ammann Road corridors on the eastern and northeastern side of town.

Fair Oaks Ranch is essentially hemmed in on the south and east by development pressure from San Antonio and to the west by Boerne. Despite rapid population growth in the region, the City has maintained a small town or semi-rural character which, in turn, is driving additional growth pressure as Fair Oaks Ranch is seen as a desirable place for both retirees and young families to live.

Considering all the activity in the I-10 corridor, as well as TXDOT projects that will change the face of major corridors within the City itself, Fair Oaks Ranch will work quickly to ensure residents have full control over the direction of their community. It will require active planning and new tools such as zoning regulations to balance the competing narratives of change and preservation.

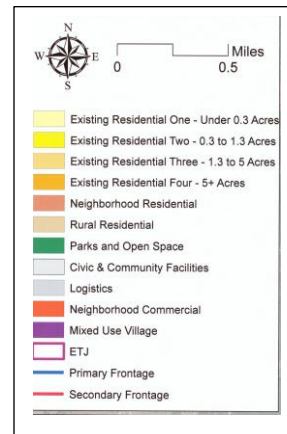
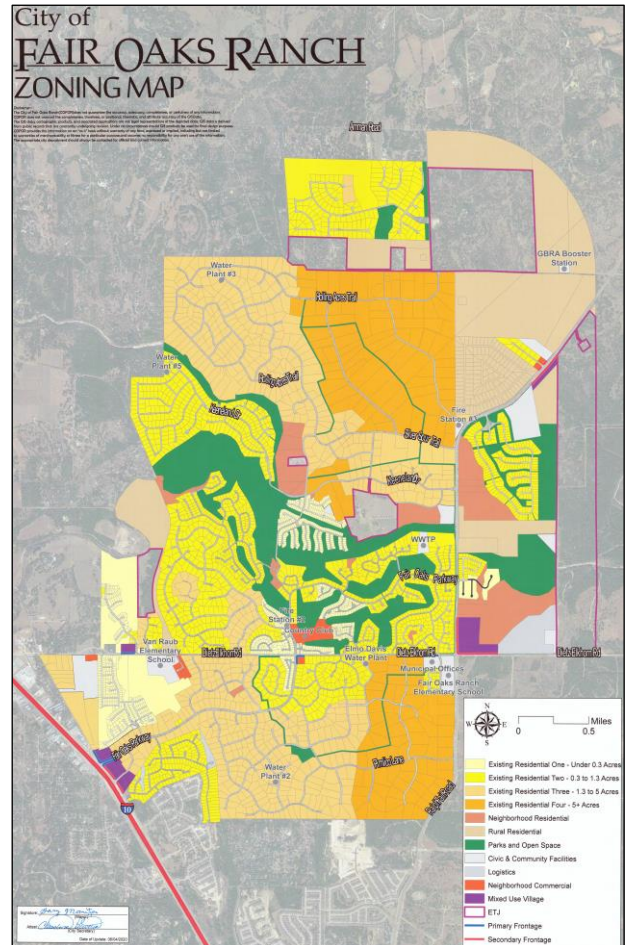
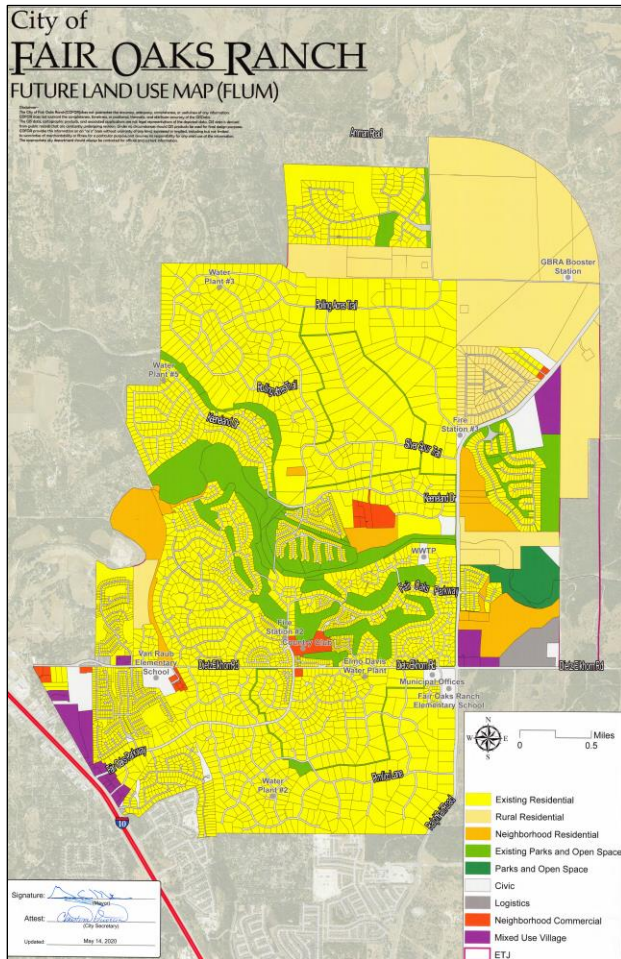
From a real estate perspective, Fair Oaks Ranch is in a strategic position to leverage its strong demographic base for attractive retail and commercial development (in select areas). The City lacks substantial highway frontage on I-10 or a traditional "Main Street" that would be the typical economic drivers. However, there is some existing commercial development in the I-10 corridor, and there are a couple of locations that would serve well for mixed-use villages. These undeveloped, or underdeveloped tracts, create unique opportunities that can sustain quality growth and support a stronger tax base over the next few decades, as the City builds out.¹⁵

The next maps illustrate the future land use and current zoning. Both of these maps indicate Fair Oaks Ranch will largely remain a residential community (low-medium building risk) with a moderate population and moderate density.

15. Fair Oaks Ranch Comprehensive Plan, June 2018, chapter 5.

Figure 9:
General Plan 2018 Future Land Use Map¹⁶

Fair Oaks Ranch Zoning Map¹⁷



16. <https://www.fairoaksranchtx.org/DocumentCenter/View/1960/Signed-FLUM---Final---6-22-18>

17. https://www.fairoaksranchtx.org/DocumentCenter/View/1919/FairOaks_ZoningMap_?bidId=

Transportation Infrastructure

Fair Oaks Ranch historically has been dominated by single-family housing, thus the need for good connections to the region takes on additional importance. Within the city there are a limited number of jobs, services, shopping opportunities, medical care, and educational facilities. As a result, most residents travel outside the city on a routine basis. The City's Comprehensive Plan: 2018 Community Survey revealed 89 percent of the responders reported traveling to San Antonio, Boerne, or other locations in adjoining counties for work or school.

Fair Oaks Ranch has adopted the "Complete Streets" concept – now embraced by hundreds of cities and agencies across the country – which is intended to focus on street form and function as important parts of the city's overall sense of place. New streets designed and built in Fair Oaks Ranch should be designed mindful of the needs of everyone who may use that street – motorists, pedestrians, and more; sidewalks, bike lanes, street trees, traffic calming, and other features that enhance the overall livability and quality of life in the city should be considered as integral parts of transportation policy and street design.

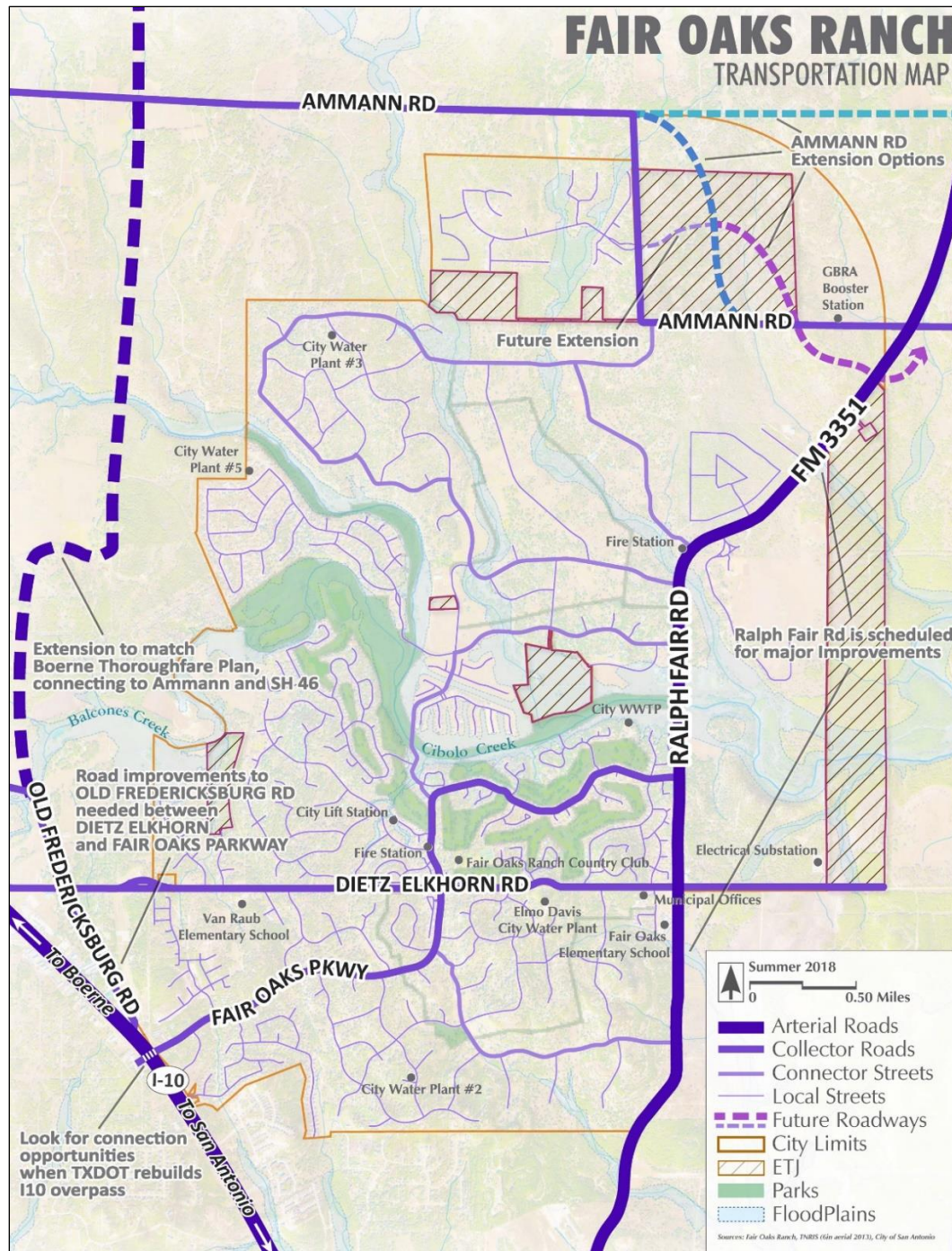
Most existing streets in Fair Oaks Ranch will not see any change, especially in the near term. These policies will affect primarily new subdivisions and new street construction, but, over time, will also guide reconstruction and repair on existing streets.

The Comprehensive Plan: 2018 identifies and categorizes several types of streets. All streets in the City are now in one of five basic groups, designated on the Transportation Map:

- Arterial Streets: serving to connect the region, or connect major highways, with higher speeds and heavy traffic. The only arterial streets in Fair Oaks Ranch at the present time are I-10, and Ralph Fair Road (FM3351).
- Collector Streets: used for major circulation between developments or neighborhoods. At the present time, these are Old Fredericksburg Road, Fair Oaks Parkway, Dietz-Elkhorn Road, and Ammann Road
- Local Connectors: for minor circulation within developments and neighborhoods and carrying moderate traffic. Though they have some characteristics of local neighborhood streets, they collect traffic from larger areas, or from multiple local streets.
- Local Neighborhood Residential Streets: intended primarily for use within neighborhoods that are suburban in nature.
- Local Rural Residential: serving lower density neighborhoods or estate neighborhoods.



Figure 10. Fair Oaks Ranch Street Classification¹⁸

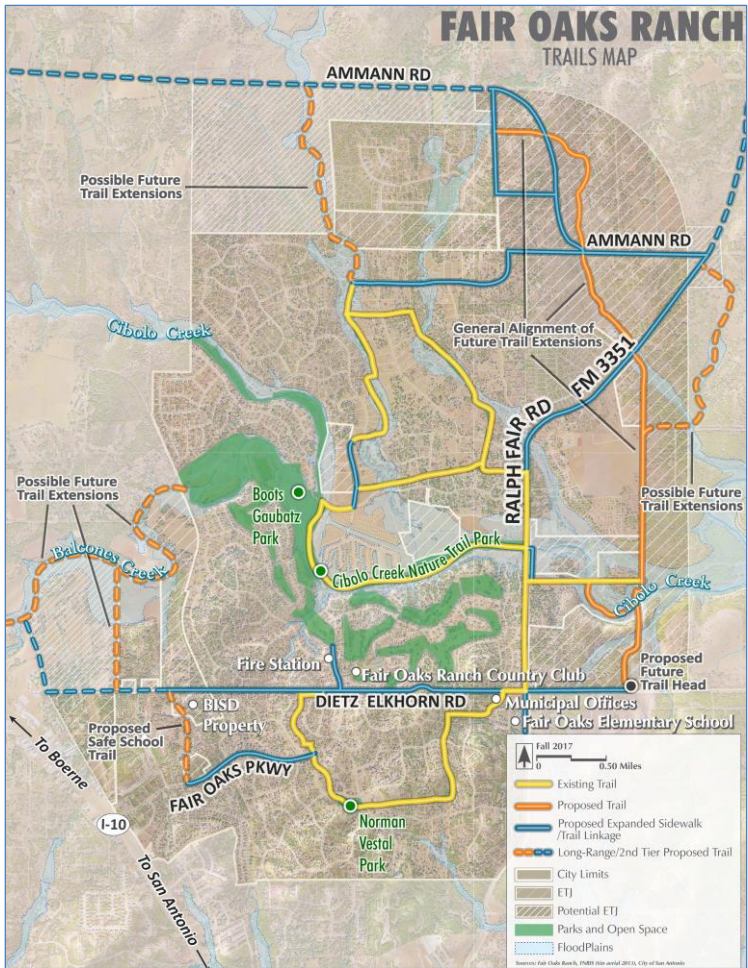


No rail transportation lines travel through the city, which relieves the city of this risk.

There are no mass transit systems that travel through the city such as public bus transportation. The city does have school transportation services when schools are in session that present a transportation risk.

18. Fair Oaks Ranch Comprehensive Plan, 2018.

Figure 11: Fair Oaks Ranch Trails Map¹⁹



The Fair Oaks Ranch Homeowners Association (FORHA) manages the City's existing trails system which includes 1.3 miles of hardscape (pavement) trails and an impressive 10 miles of softscape (dirt) trails.

The road and transportation network in Fair Oaks Ranch poses limited risks for a vehicular accident, some at medium to greater than medium speeds, as well as vehicular-versus-pedestrian risks. The predominant, maximum speed throughout the city is 45 mph, with a limited portion of Ralph Fair Rd having a 55 mph speed limit. There are limited transportation risks since tractor-trailer and other commercial vehicles traverse the I-10 corridor and frontage road providing access to Fair Oaks Ranch to deliver mixed commodities to business locations within the city. Fires or releases of products involving these commodities can produce vapors, smoke and other products of combustion that may be hazardous to health.

Fire and EMS Demand

An indication of the community's fire risk is the type and number of fire-related, non-fire related, EMS, technical rescue, and hazard incidents the fire department responds to. The entire service area (city and ETJ) is subject to these types of calls for service.

Statistically, fires are more likely to occur in residential structures, and are more likely due to human causes. Statistically, EMS calls for service involve one patient whose symptoms are such

19. Ibid.

that the capabilities of the initial arriving unit(s) can handle the call. Mass casualty incidents may occur in Fair Oaks Ranch, and the impacts on the department may be overwhelming, likely triggering the need for mutual aid.

Technical Rescue incidents in Fair Oaks Ranch will typically involve vehicle/machinery extrication. Depending on building type and height, these incident types may also involve elevator emergencies. Due to routine infrastructure work (traffic and utility) and potential growth, there is also the potential for trench and/or structural collapse, and rope rescue (moderate risk).

Hazardous Materials or hazard calls for service may include transportation accidents with leaks/spills/release of hazardous materials on roadways (moderate risk). Fair Oaks Ranch may have some fixed sites that store/use hazardous materials as well (moderate risk).

The following tables detail the call types and call type totals for fire, fire-related, and EMS calls between October 1, 2022, and September 30, 2023.

The first table analyzes Leon Springs Fire Department calls in Fair Oaks Ranch. During this time period Leon Springs fire units responded to 612 calls inside the city. Of these, 410 were EMS related, 99 were fire related, and 103 were cancelled (prior to leaving the station or enroute).

Table 1: Fire Unit Calls by Type

Call Type	Total Calls	Calls per Day
Medical and other	395	1.1
MVA	15	0.0
EMS subtotal	410	1.1
False alarm	28	0.1
Good intent	11	0.0
Hazard	20	0.1
Outside fire	6	0.0
Public service	25	0.1
Structure fire	9	0.0
Fire subtotal	99	0.3
Canceled	103	0.3
Total	612	1.7

- There were 509 Fire and EMS calls in Fair Oaks Ranch during the one year study period (excluding canceled calls) which the LSFd responded to. 103 calls were cancelled prior to a LSFd unit arriving.
- Overall, the LSFd responded to 1.7 calls per day in the city.
- 62% of the Fire and EMS calls are EMS related.
- Motor vehicle accidents make up 2.5% of Fire and EMS calls.
- Fire and Fire related calls make up 16.2% of Fire and EMS calls.
- Structure and Outside Fires make up 2.5% of Fire related calls.
- Non fire calls (typically false alarms good intent, hazard, and public service) make up 13.8% of Fire related calls.

The next table details the call types and call type totals for these types of **EMS-related risks** between October 1, 2022, and September 30, 2023. During this time Acadian Ambulance Services (AAS) units responded to 407 runs.

Table 2: EMS Unit Calls by Type

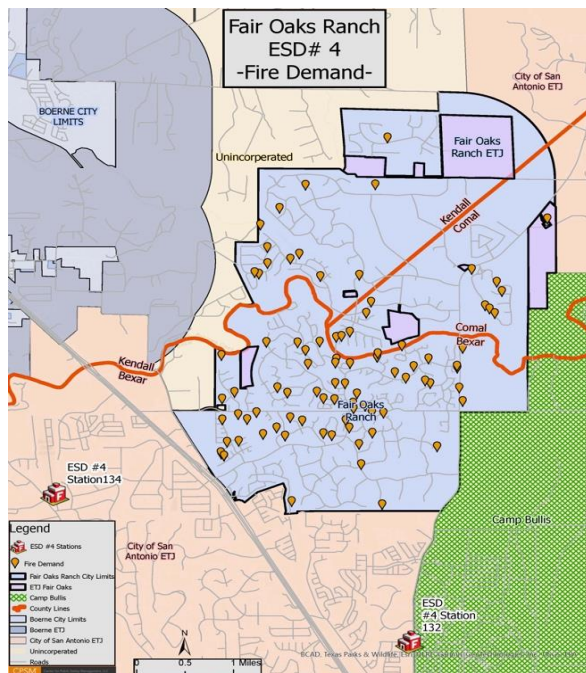
Run Type	Total Runs	Runs per Day
Breathing difficulty	32	0.1
Cardiac and stroke	49	0.1
Fall and injury	108	0.3
Illness and Other	138	0.4
MVA	18	0.0
Overdose and Psychiatric	22	0.1
Seizure and Unconsciousness	40	0.1
Total	407	1.1

- There were 407 EMS calls in Fair Oaks Ranch during the one year study period which AAS responded to.
- Overall, AAS responds to 1.1 calls per day.
- 33.9% of the EMS calls were Illness and Other call determinants (the largest % of EMS calls).
- Motor vehicle accidents make up 4.4% of EMS calls.
- Breathing Difficulty and Cardiac and Stroke related call determinants make up 19.9% of EMS calls.
- Fall and Injury call determinants make up 26.5% of EMS calls.
- Overdose and Psychiatric and Seizure and Unconsciousness related call determinants make up 15.2% of EMS calls.

Analyzing where the fire and EMS incidents occur, and the demand density of fire and EMS incidents, helps to determine adequate fire and EMS management zone resource assignment and deployment. The following figures illustrate fire and EMS demand in a more defined manner by specific call types.

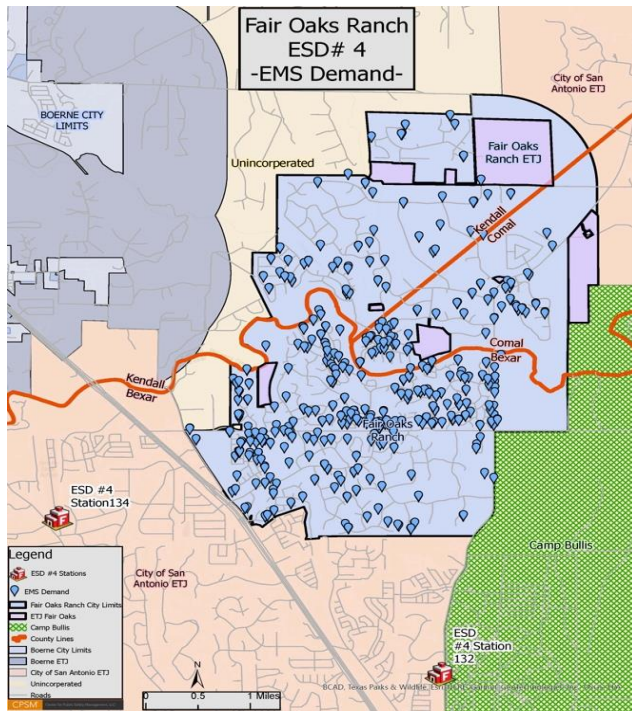
The first map illustrates fire call demand location in Fair Oaks Ranch.

Figure 12: Fire Demand (All Fire Related Calls)



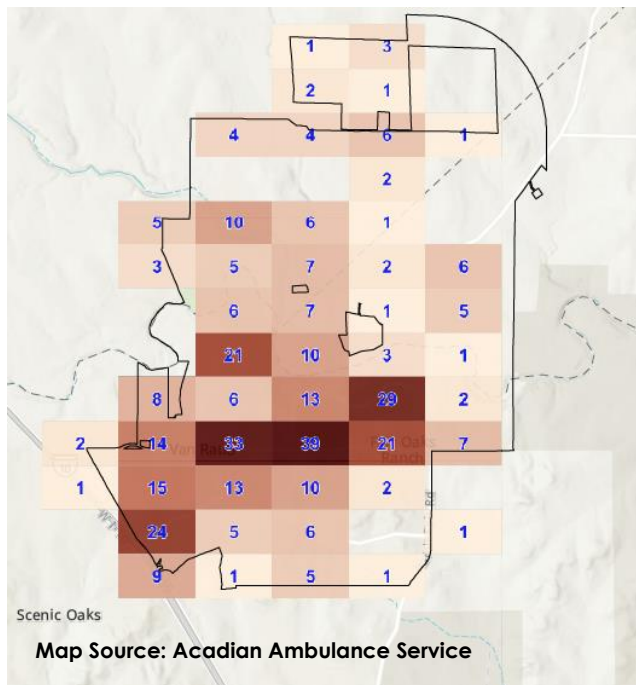
- Fire demand is concentrated in the more densely populated residential areas around the Fair Oaks Ranch Golf & Country Club and along the western boundary, north and south of Dietz Elkhorn Rd.
- Overall fire workload for the one-year CPSM analysis was 99 calls.
- Of the six Outside Fires, none were extinguished by fire department personnel.
- Of the nine Structure Fires, fire department personnel extinguished three fires.

Figure 13: EMS Demand: Responded to by LSF



- EMS demand, like fire demand, is concentrated in the more densely populated residential areas around the Fair Oaks Ranch Golf & Country Club and along the western boundary, north and south of Dietz Elkhorn Rd. EMS demand however is much heavier than fire demand in these areas.
- Overall EMS demand for the LSF for the one-year CPSM analysis was 410 calls.
- Overall EMS demand for AAS for the one-year CPSM analysis was 407 calls and corresponds with the LSF EMS demand.
- There were 284 transports completed by AAS (69.8% of the EMS responses).

Figure 14: EMS Demand: Responded to by AAS



Utilities

Water

Fair Oaks Ranch Utilities is owned and operated by the City. The Utilities manage and operate groundwater pumps from the Trinity Aquifer, four Water Treatment Plants, and a distribution system to deliver water to residents. Treated water is also purchased from the Guadalupe-Blanco River Authority (GBRA) and mixed with the treated groundwater.²⁰

The existing water distribution system consists of a network of water lines ranging in size from 2-inches to 12-inches, and four pump stations with associated ground storage tanks and wells, one of which is supplied by the Guadalupe-Brazos River Authority (GBRA) surface water.²¹ The purchased Surface Water comes from Canyon Lake, which the Guadalupe Blanco River Authority (GBRA) extracts and treats at the Western Canyon Water Treatment Plant located in Comal County.²²

Wastewater

Fair Oaks Ranch Utilities manages and operates a collection system and a 500,000 gallon per day wastewater treatment plant. The City's existing wastewater system is primarily located along Cibolo Creek and includes six lift stations,

The Fair Oaks Ranch Recycled Water Program provides the least amount of water relative to the other water sources, yet it is a reliable source that reduces potable water needs to irrigate the Fair Oaks Ranch Golf Course. Treated wastewater produced in the winter can be stored in the golf course storage ponds for use at other times of the year. Using the water to irrigate the golf course replaces the use of potable water and eliminates the need for the wastewater to be placed into Cibolo Creek.²³

Approximately, 45% of the residential properties use septic systems and are not part of the city's wastewater collection. Septic systems are permitted, inspected, and monitored by the county where the property is located.

Energy Utilities

There are two providers of electrical service within the City of Fair Oaks Ranch. CPSEnergy services Bexar and Comal County portions of the City. CPSEnergy is the nation's largest community-owned provider of electric and natural gas services. CPSEnergy services 930,000 electric and 381,000 natural gas customers in San Antonio and portion of seven adjoining counties.

The Kendall County portion of the City is serviced by Pedernales Electric COOP (PEC). PEC was founded in 1938 by then-Congressman Lyndon B. Johnson. PEC is a member-owned electric cooperative serving more than 400,000 meters over an 8,100 square mile area across the Texas Hill Country.

20. <https://www.fairoaksranchtx.org/222/Citys-Water-Sources>.

21. Fair Oaks Ranch Comprehensive Plan, 2018.

22. <https://www.fairoaksranchtx.org/DocumentCenter/View/4854/2022-Annual-Drinking-Water-Quality-Report>

23. <https://twri.tamu.edu/media/1442/tr-492.pdf>

Natural Gas

Natural gas is provided to Fair Oaks Ranch by Grey Forest Utilities who provides natural gas distribution services for customers located in a 600 square mile served area in northwest metropolitan San Antonio.

ISO-PPC Analysis

The ISO is a national, not-for-profit organization that collects and evaluates information from communities across the United States regarding their capabilities to combat building fires. ISO conducts field evaluations in an effort to rate communities and their relative ability to provide fire protection and mitigate fire risk. This evaluation allows ISO to determine and publish the Public Protection Classification (PPC). The data collected from a community is analyzed and applied to ISO's Fire Suppression Rating Schedule (FSRS) from which a Public Protection Classification (PPC) grade is assigned to a community (score from 1 to 10). This is an analysis of the structural fire suppression delivery system in a community.

Class 1 (highest classification/lowest numerical score) represents an exemplary community fire suppression program that includes all of the components outlined below. A Class 10 indicates that the community's fire suppression program does not meet ISO's minimum criteria. **It is important to understand the PPC is not just a fire department classification, but a compilation of community services that include the fire department, the emergency communications center, and the community's potable water supply system operator.**²⁴

A favorable PPC numerical rating potentially may translate into lower insurance premiums for business owners and homeowners. This more favorable classification makes the community more attractive from an insurance risk perspective. How the PPC for each community affects business and homeowners can be complicated because each insurance underwriter is free to utilize the information, as they deem appropriate. Overall, many factors feed into the compilation of an insurance premium, not just the ISO-PPC.

A community's PPC grade depends on:

- **Needed Fire Flows** (building locations used to determine the theoretical amount of water necessary for fire suppression purposes). The needed fire flow in Fair Oaks Ranch is 2,500 gallons per minute. This is based on the fifth-largest needed fire flow in the city.
- **Emergency Communications** (10 percent of the evaluation).
- **Fire Department** (50 percent of the evaluation).
- **Water Supply** (40 percent of the evaluation).

It is important to note that Fair Oaks Ranch and Leon Springs Fire Department are part of the Bexar County Emergency Services District (ESD) No. 4. As such they are both considered and evaluated in the current ISO rating for ESD No. 4.

Bexar County ESD No. 4 has an ISO rating of Class 3/8B for the Fire Protection Service Area (FPSA). This includes Fair Oaks Ranch. The first number indicates a fire suppression system is present that includes a creditable dispatch center, fire department, and water supply (fire hydrants). The second number is the class that applies to properties within five road miles of a fire station but beyond 1,000 feet of a creditable water supply (fire hydrant). The district's ISO rating was effective December 1, 2014.

24. Bexar County ESD No. 4 ISO PPC report Effective December 2014.

ESD 4's 2014 ISO report included the following credit points by major category:

- **Receiving and Handling Fire Alarms:** 6.30 earned credit points/10.00 credit points available.
- **Fire Department:** 29.99 earned credit points/50.00 credit points available.
- **Water Supply:** 38.62 earned credit points/40.00 credit points available.

Overall, the community PPC rating yielded 72.16 earned credit points/100 credit points available. There was a -7.3 point divergence reduction assessed as well, which is automatically calculated based on the relative difference between the fire department and water supply scores. **70.00 points or more qualify a community for a rating of 3/8B.**

Table 3: Bexar County ESD #4 ISO Earned Credit Overview

FSRS Component	Earned Credit	Credit Available
414. Credit for Telephone Service	1.80	2
422. Credit for Operators	3.00	3
432. Credit for Dispatch Circuits	1.50	5
440. Credit for Receiving and Handling Fire Alarms	6.30	10
513. Credit for Engine Companies	10.00	10
523. Credit for Reserve Pumpers	0.75	1
532. Credit for Pumper Capacity	5.00	5
549. Credit for Ladder Service	3.27	5
553. Credit for Reserve Ladder and Service Trucks	0.33	1
561. Credit for Distribution	1.28	4
571. Credit for Company Personnel	2.58	15
581. Credit for Training	3.52	9
580A. Supplemental Credit for Texas State Training *Note: Maximum value for 581 + 580A = 9 points	3.26	3.26*
590. Credit for Fire Department	29.99	50
616. Credit for Supply System	35.00	35
621. Credit for Hydrants	2.00	2
631. Credit for Inspection and Condition	1.62	3
640. Credit for Water Supply	38.62	40
Divergence	-7.31	--
Texas Addendum Credit	4.56	6.5
Total Credit	72.16	100

The following figures illustrate the PPC ratings across the United States and in Texas. The values presented in the Bexar County ESD No. 4 report were current on the effective date of the report (December 2014). The following Countrywide and Texas values are current ISO data(2024).

Figure 15: PPC Ratings in the United States²⁵

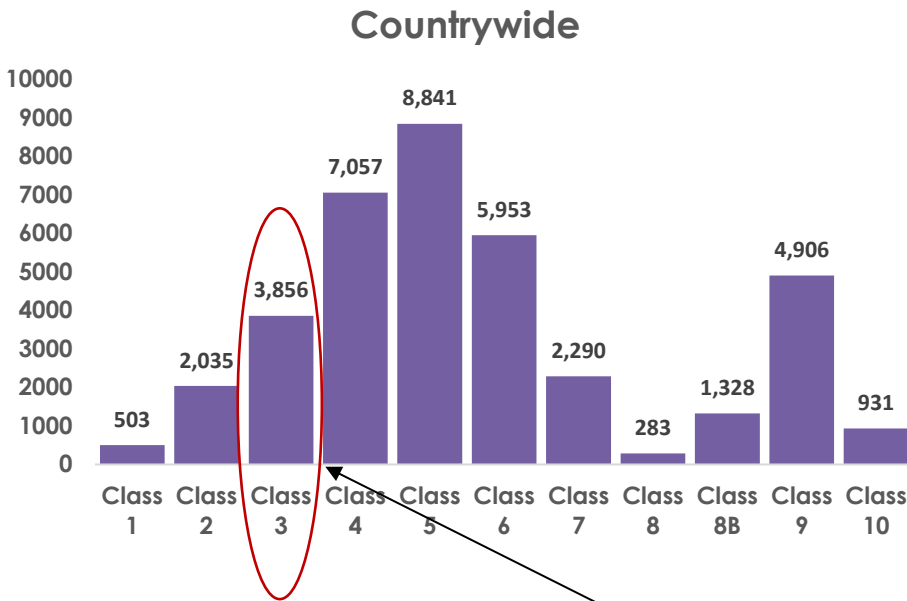
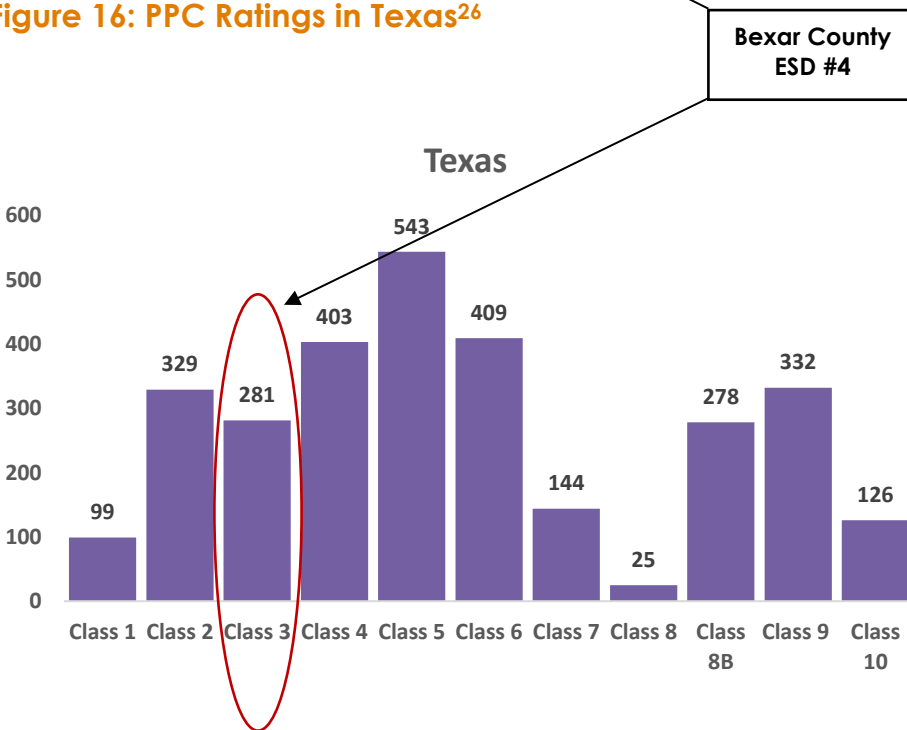


Figure 16: PPC Ratings in Texas²⁶

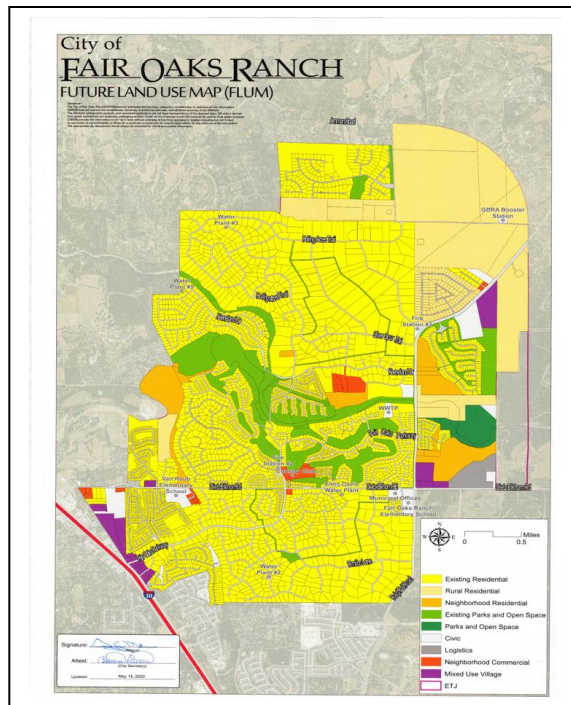
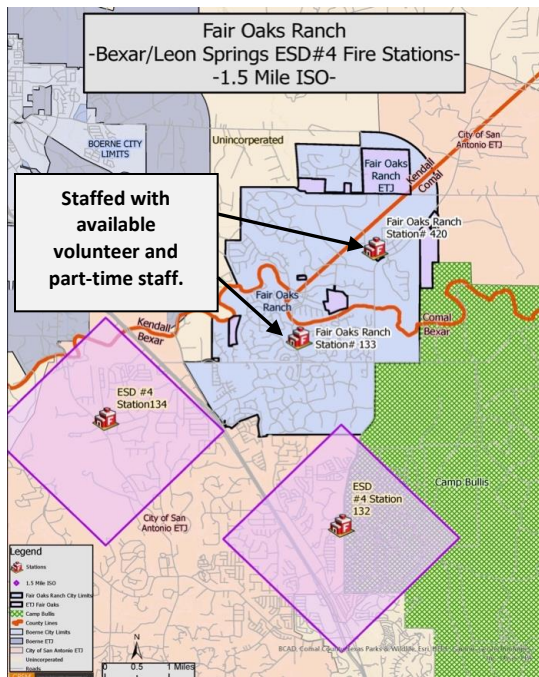


25. <https://www.isomitigation.com/ppc/program-works/facts-and-figures-about-ppc-codes-around-the-country/>

26. Ibid.

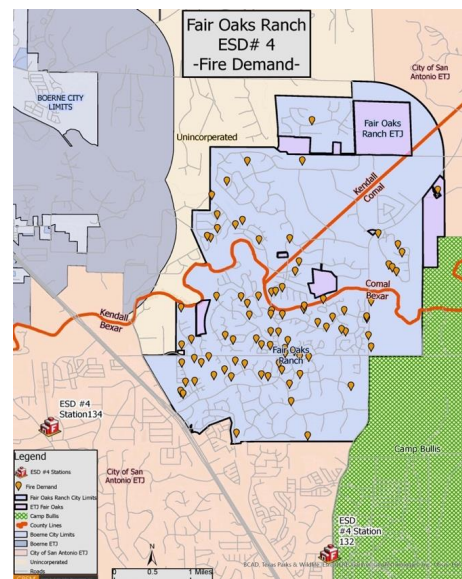
Under the ISO-PPC grading system, a jurisdiction is graded on the distribution of engine and ladder companies within built-upon areas (deployment analysis). For greater credit in the Fire Suppression Rating Schedule (FSRS), a jurisdiction's fire protection area with residential and commercial properties will have a first-due engine company within 1.5 road miles and a ladder service company within 2.5 road miles.²⁷ As engine and ladder companies both respond from fire facilities, and because engine companies are the more prevalent fire suppression company, fire facilities are predictably sited based on the response needs of engine companies.

Figure 17: Current Staffed Stations: 1.5 Mile Engine Company Locations (ISO-PPC Benchmark)



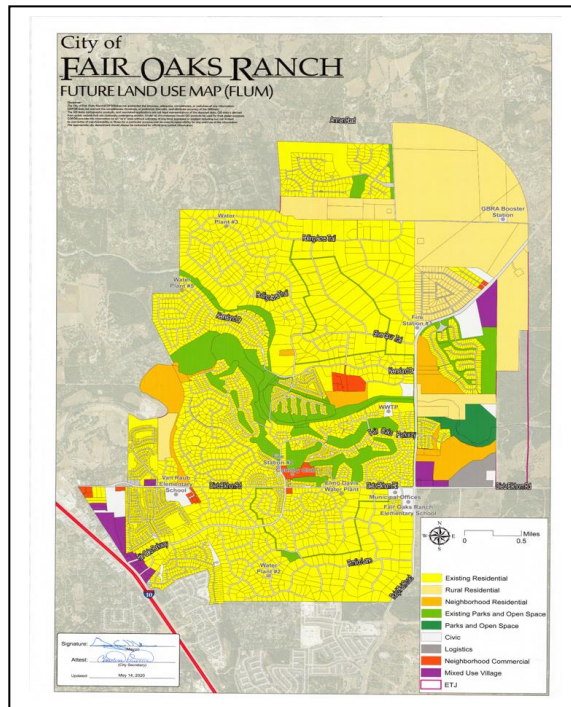
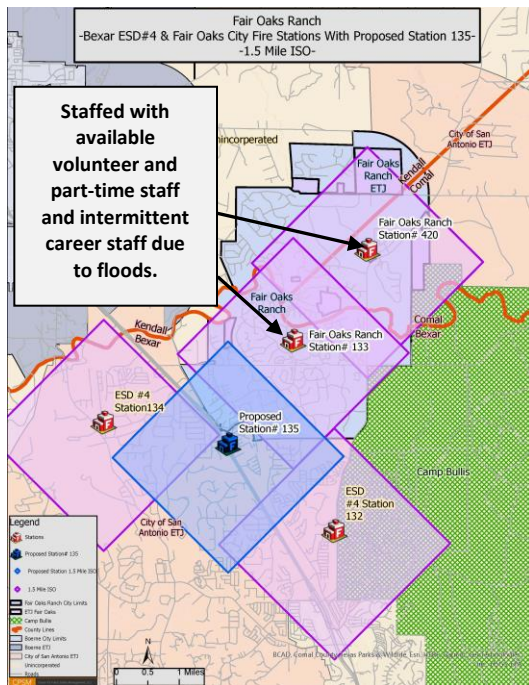
In review of the 1.5 mile ISO-PPC map, the first observation is the built-upon area of Fair Oaks Ranch does not have a staffed first due engine company within 1.5 miles with a minor exception of the very northern tip of Engine 132.

Further observations include: the greater percent of built upon land is illustrated in the Future Land Use Map; south and west of the country club and golf course to the city limits. The greater fire demand follows the Future Land Use Map indicating the more densely populated areas of the City, generally below the Balcones/Cibolo Creeks within the Bexar County portion of the City. Likewise, these are the areas of the City closest to ESD #4 stations 132 and 134, even though they lie outside the 1.5 mile distance.



27. Insurance Services Office, ISO Mitigation, Deployment Analysis.

Figure 18: Current Staffed Stations: 1.5 Mile Engine Company Locations (ISO-PPC Benchmark)



There are two fire stations located within the Fair Oaks Ranch city boundaries, which are owned by the city. These stations are equipped by the LSF and staffed with available LSF volunteers and part time personnel. The ISO does credit these two stations, the fire apparatus and equipment, and available volunteer and part time staff, however the staffing, as they are not as reliable as on-premises staff, are not given full credit.

Additionally, the LSF is planning to build a new station at Limestone Pass Frontage Road and Ranch Land View. This station is projected to be operational in the 2027-2028 timeframe and will be staffed with career staff. The figure to the left shows some improvement

This said, the map above does show the additional two stations in the city (stations 133 and 420), and additional coverage and potential ISO credit that is available from these two stations and what will be available from the new Station 135. Equipment and staffing from Stations 133 and 420 are discussed in another section later in this analysis.

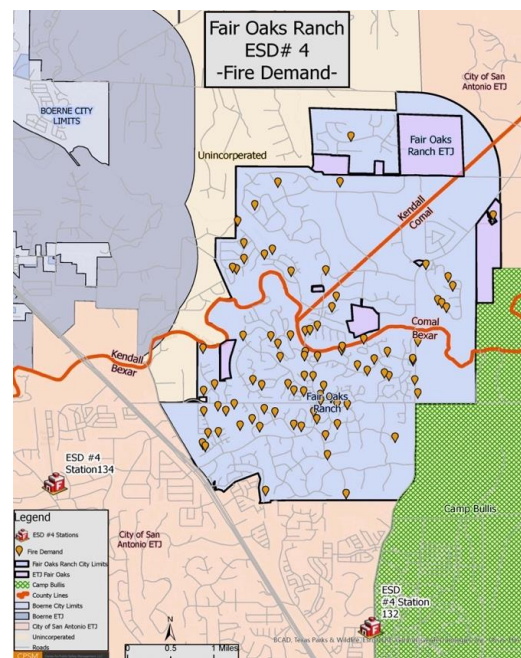
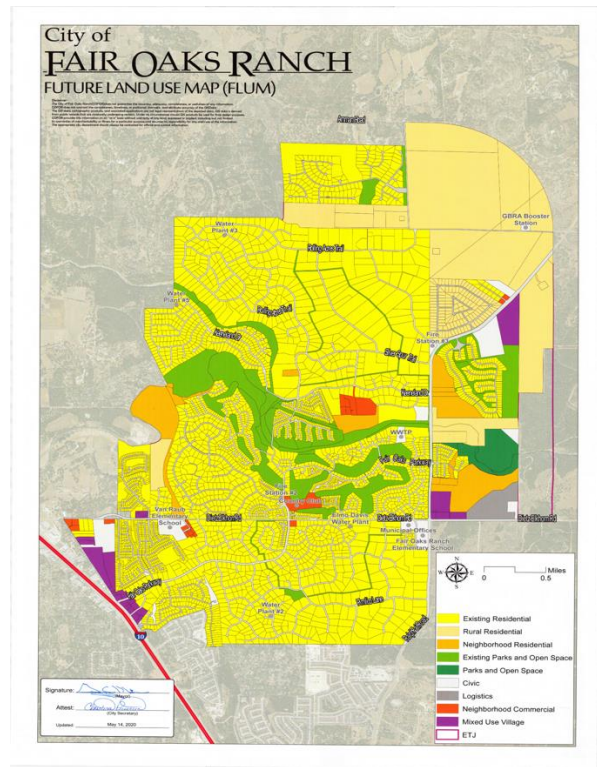
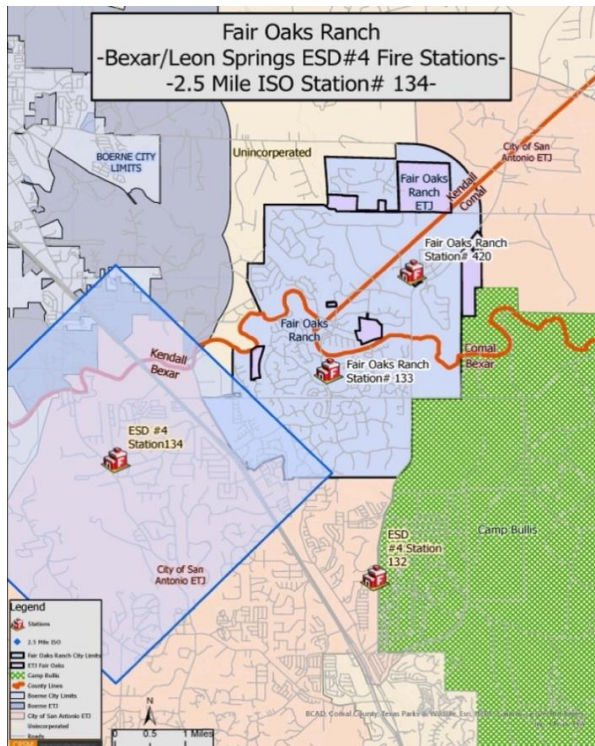
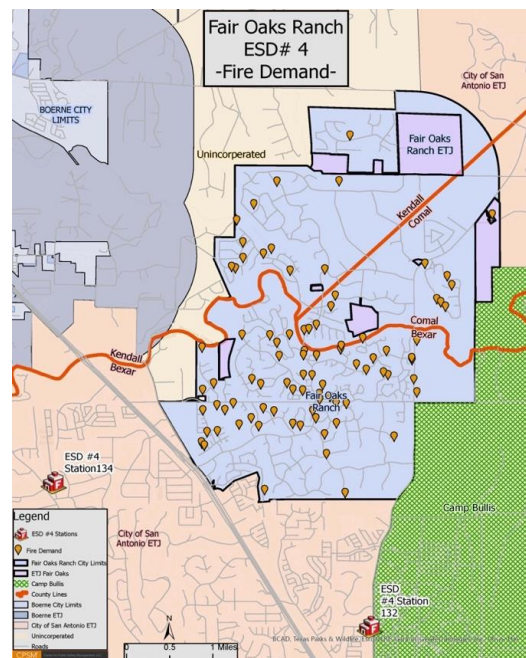


Figure 19: Current 2.5 Mile Ladder Company Locations (ISO-PPC Benchmark)



In review of the 2.5 mile ISO-PPC map, again the first observation is the built-upon area of Fair Oaks Ranch does not have a first due ladder company within 2.5 miles with a minor exception of the very southeast section of Fair Oaks Ranch. Further observations include: the greater percent of built upon land is illustrated in the Future Land Use Map; south and west of the country club and golf course to the city limits. The greater building fire demand follows the Future Land Use Map indicating the more densely populated areas of the City, generally below the Balcones/Cibolo Creeks within the Bexar County portion of the City. Likewise, these are the areas of the City closest to ESD #4 stations 132 and 134, even though they lie outside the 2.5 mile distance.

Currently the Bexar County ESD #4 received 3.27/5.00 for Ladder Service



The following categories have different credits earned and are discussed here in terms of deficient credits earned.

Dispatch Circuits. #432 (1.50/5.0).

- #431 (A) Dispatch Circuits Provided (20.00/40 credits).

The points are determined by prorating the value of the type of dispatch circuit using the percentage of members dependent upon each circuit. **The County dispatch system is not meeting this section to its fullest potential.**

- #431 (B) Monitoring for Integrity of Circuit (0.00/30).

The dispatch circuit should have an automatic system that will detect faults and failures and send visual and audible indications to appropriate personnel. **The County dispatch system is not meeting this section to its fullest potential.**

- #431 (C) Dispatch Recording Facilities at Communication Center (5.00/10).

All alarms that are transmitted over the required dispatch circuits need to be automatically recorded. **The County dispatch system is not meeting this section to its fullest potential.**

- #431 (D) Emergency Power Supply (5.00/20).

Emergency power supplies need to be provided and regularly tested (one hour weekly, under load, with test documentation). **The County dispatch system is not meeting this section to its fullest potential.**

Deployment Analysis (Distribution): #561 (1.28/4 credits).

This category contemplates the number and adequacy of engine and ladder companies to cover the built-upon areas of the Fire Protection Service Areas. Credits for engine companies (#513 – 10.00/10.00) and ladder service (#549 – 3.27/5.00) are considered in this rating section. The ISO benchmark is one engine company sited for every 1.5 miles in relation to built upon land, and a ladder company sighted for every 2.5 miles in relation to built upon land. The determination for Bexar County ESD #4 deployment analysis service area is made based on the percentage of built upon area covered by existing engine companies (1.5 miles) and existing ladder companies (2.5 miles).

Overall, and as discussed earlier, there is built upon area within the City that is outside of the 1.5 and 2.5 mile benchmarking as noted in the mapping herein.

There are areas within Fair Oaks Ranch that have the potential for growth and could drive densification and certain building types, which may subsequently drive increased fire demand. Additionally, there are current land use areas (mixed-use village, neighborhood commercial, logistics, civic, neighborhood residential, rural residential, existing residential, parks and open space, and ETJ areas) that have the potential for growth and could drive additional resource requirements at stations 133 and 420.

Company Personnel: #571 (2.58/15).

This item reviews the average number of existing firefighters and company officers available to respond to first alarm structure fires. The FSRS recognizes 3.0 on-duty personnel, and an average of 6.50 volunteers/off-shift personnel responding to first alarm structure fires.

On-duty strength is determined by the yearly average of total firefighters and company officers on-duty considering vacations, sick leave, holidays, "Kelly Days" and other absences. When a

fire department operates under a minimum staffing policy, this may be used in lieu of determining the yearly average of on-duty company personnel.

Automatic Aid companies are considered here if there is an automatic aid agreement in place, are dispatched for structural fires on the initial alarm, and the aid is available 24/7/365.

Credit is given to firefighters staffing ambulances that regularly respond to fires and participate in firefighting operations, the number depending upon the extent to which they are available and are used for response to first alarms of fire.

Chief officers are not creditable except when more than one chief officer responds to alarms; then extra chief officers may be credited as firefighters if they perform company duties.

Training #581 (Overall 3.52/9 credits)

- Training: #581 (A) Facilities and Aids (7.43/35 credits)

For maximum credit, under the 2014 FSRs criteria, each firefighter should receive 18 hours per year in structural fire-related subjects through a combination of single company, multi-company, and night drills. Training facilities should include appropriate props, training manuals library, and fire simulation buildings, to include drill tower, smoke house/room and combustible liquids pit. **The ESD #4 system is not meeting this section to its fullest potential.**

- Training #581 (B) Company Training (5.25/25 credits).

For maximum credit, under the 2014 FSRs criteria, each firefighter 20 hours per month in structure fire related subjects as outlined in the NFPA 1001 standard. **The ESD #4 system is not meeting this section to its fullest potential.**

- Training #581 (C) Classes for Officers (7.03/15 credits).

For maximum credit, under the 2014 FSRs criteria, each officer should receive 2 days of leadership, management, supervisory, and incident management system training per year as outlined in the NFPA 1021 standard. **The ESD #4 system is not meeting this section to its fullest potential.**

It is assessed by CPSM that the current ISO-PPC report for ESD 4 includes deficiencies in Dispatch Circuits in the Bexar County 911 Center; the ESD 4 Deployment Analysis; the ESD 4 Company Personnel-staffing numbers; and ESD 4 Training for department personnel. The current ISO-PPC report CPSM reviewed is nearly ten years old. Because there have been station location changes (new Station 132); staffing changes to include additional career staff; a new Fire Chief and command staff; equipment changes/upgrades; and changes to the training regimen, it is possible that some or most deficiencies have been addressed. This said, **CPSM further assesses and recommends** ESD 4 should contact ISO and schedule another ISO-PPC rating analysis so that a new rating will align with the new ISO-PPC rating schedule implemented in July 2014.

§§§

SECTION 4. COMMUNITY RISK PROFILE

Overview of Community Risks and Hazards

The LSF/ESD 4 and Acadian Ambulance recognizes there are hazards and risks that exist currently in the Fair Oaks Ranch service area, and which will increase as the city continues to develop. Current and future risks bring with them an inherent risk to the citizens and visitors of the fire and EMS service area in Fair Oaks Ranch, including property and the environment itself. In less technical terms, hazards are the causes of danger and peril in the community and risk quantifies the degree of potential danger that the hazard presents.

Contemporary risk assessing utilizes three factors when analyzing risk. These are:

- **Probability** or likelihood of an incident occurring, which defines the frequency of the various incidents fire departments respond to.
- **Consequence** (magnitude) of an incident on the community, which is the measure of the outcome of a fire, fire related, EMS, technical rescue, or haz-Mat incident on the community.
 - **Probability and Consequence** combined identifies the risk based on the probability of an incident and the consequence on the community.
- **Impact** of an incident on the LSF as an emergency response agency and its ability to provide ongoing services to the remaining areas for service demand analyzes.

Already discussed are specific risks that impact fire and EMS calls for service, and which link directly to probability of occurrence, consequence on the community, and impact on the LSF and AAS. These are:

- Population and demographics drive incident demand. As the population increases so does the demand for public services, to include fire and EMS.
- Transportation Infrastructure, which includes roads and trails.
- Land Use and Growth, which links to population growth, and by the type of growth (residential, commercial, mixed use etc.), increases community risk and will affect critical tasking and levels of fire and EMS response by the types of buildings built (residential or commercial), as well as density.

Environmental Risk

Fair Oaks Ranch is part of the Bexar County Emergency Management Plan (BCEMP) through Joint Resolution between the County of Bexar and the City of Fair Oaks Ranch dated April 20, 2000.

According to the EMP, Bexar County and the Cities adhering to this plan are exposed to many hazards, as outlined next. The Federal Emergency Management Agency (FEMA) defines a hazard as an event or physical condition that has the potential to cause fatalities, injuries, interruption of business, or other types of hard or loss. Specific hazards are addressed in detail in the City of San Antonio and Bexar County Hazard Identification, Risk Assessment and Consequence Analysis.

The San Antonio and Bexar County Hazard Identification Plan identifies 13 natural and technological hazards that have the potential to cause damage in the county which includes Fair Oaks Ranch.

The following table summarizes the results of the San Antonio/Bexar County self-assessment for hazard risk ranking. Each hazard was assigned a rank of "High," "Moderate," or "Low" according to vulnerability of the study area to the hazard.

Table 4: Hazard Risk Ranking, San Antonio/Bexar County²⁸

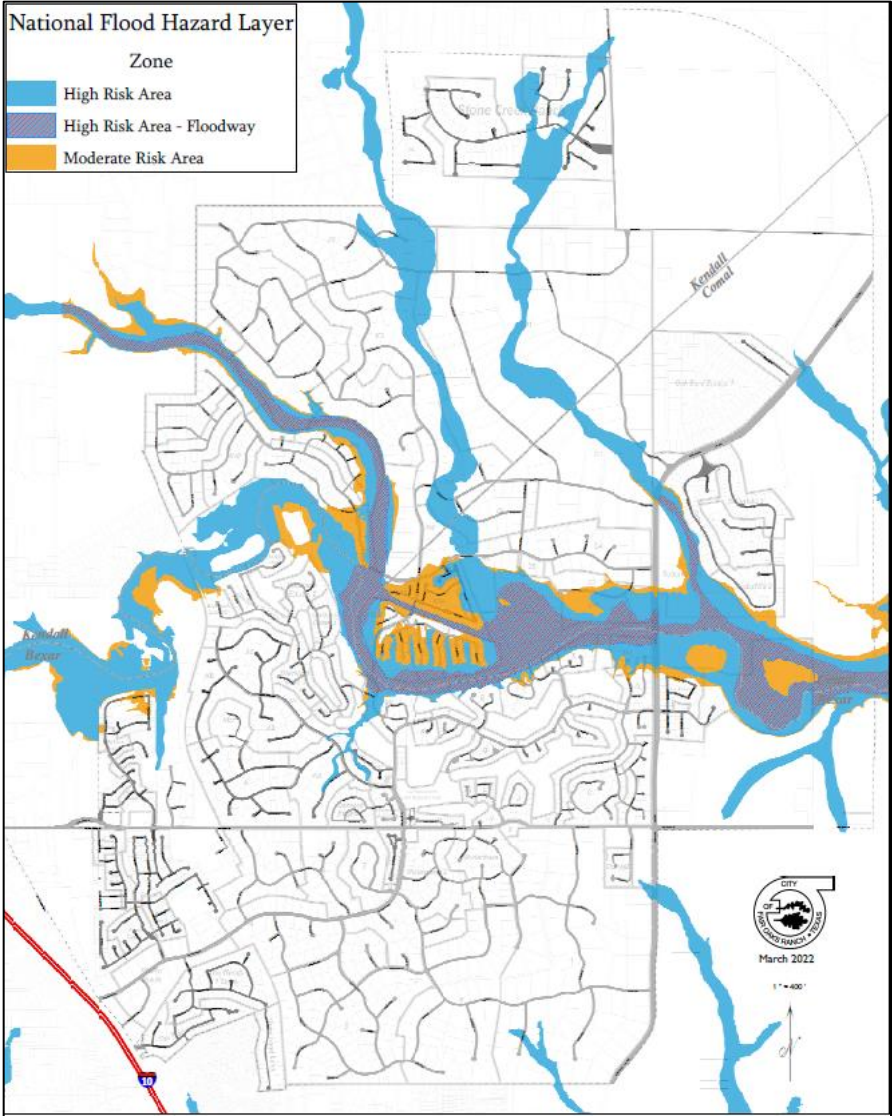
Hazard	Risk
Flood	High
Drought	High
Wildfire	High
Extreme Heat	Moderate
Extreme Wind	Moderate
Hail	Moderate
Hazardous Materials	Moderate
Infectious Disease	Moderate
Pipeline Failure	Moderate
Terrorism	Moderate
Tornado	Moderate
Winter Storm and Extreme Cold	Moderate
Dam Failure	Low

Specific Environmental Risks

Flood: Generally, the result of excessive precipitation can be classified under two categories: riverine flooding and flash flooding. Riverine flooding is defined as the rising and overflowing of rivers and streams onto normally dry land. Usually, the result of heavy or prolonged rainfall or snowmelt occurring in upstream inland watersheds. Flash flooding is defined as events that happen as a result of heavy rains over a short period of time or storm water run-off that occurs without sufficient warning for the community and/or individuals to take emergency protective measures. FEMA estimates that more than 30 percent of all floods occur in areas that are not or have not been identified as being within a known flood hazard area.

28. City of San Antonio and Bexar County Office of Emergency Management Hazard Identification, Risk Assessment.

Figure 20: Fair Oaks Ranch National Flood Hazard Layer²⁹



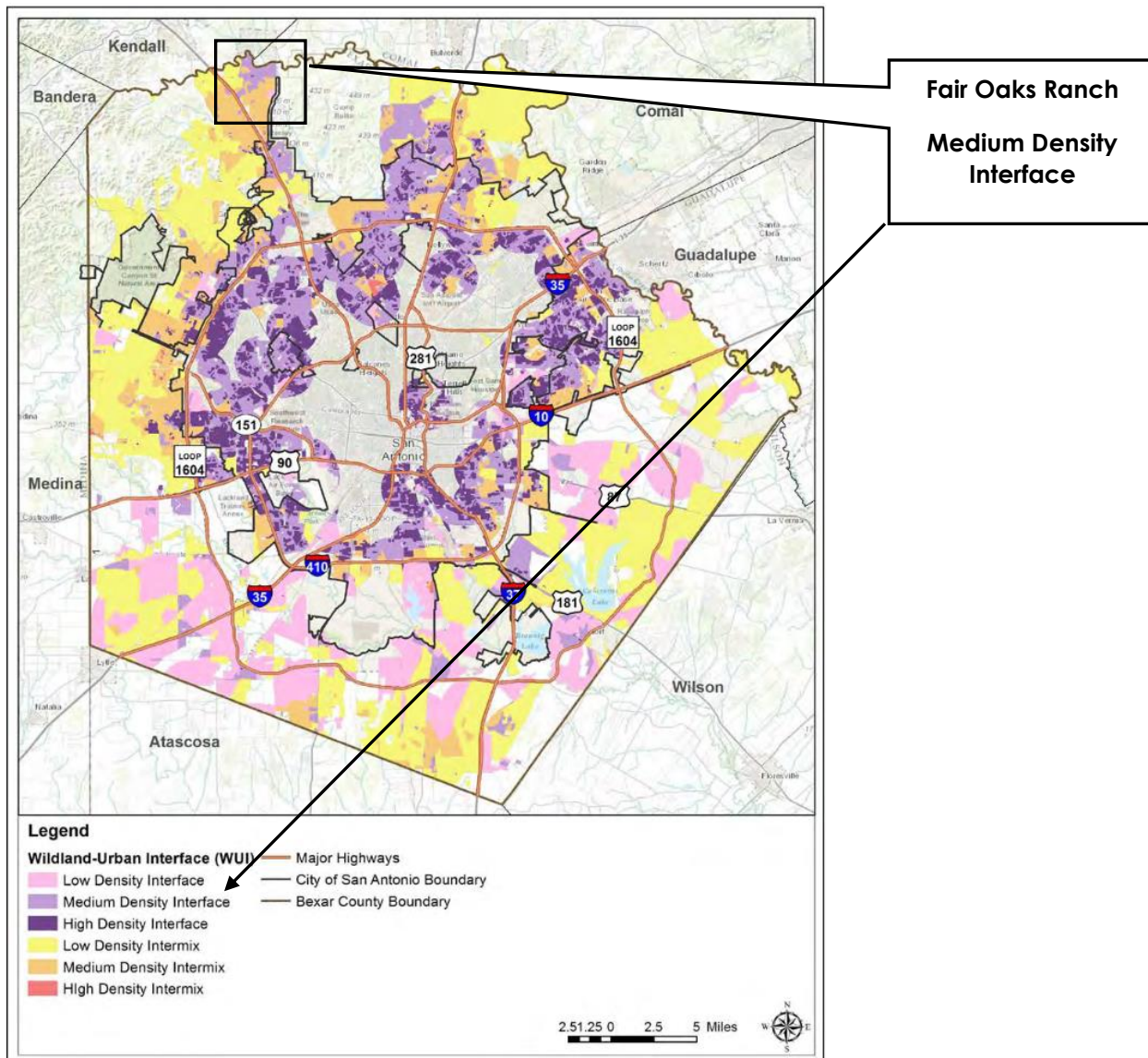
Drought: Drought is a normal occurrence in virtually all climatic regions, including areas of either high or low average rainfall. A Drought occurs when the region receives the amount of precipitation that is lower than expected over an extended period of time, usually a season or more in length. Severity depends on duration, intensity (degree of precipitation shortfall and/or the severity of impacts associated with the shortfall), geographic extent, and the demands on regional water supplies. High temperatures, prolonged high winds, and low relative humidity can intensify the severity of a drought and lead to other hazards such as wildfires. Drying vegetation serves as a prime ignition source.

Wildfire: A wildfire is any uncontrolled fire occurring in a wildland area (e.g., grassland, forest, brush land); uncontrolled fires are those not intentionally undertaken by authorized agencies. According to the U.S. Forest Service, nearly 85 percent of wildland fires in the United States are

29. <https://www.fairoaksranchtx.org/DocumentCenter/View/4143/2022-03-FEMA-NFHL---Fair-Oaks-Ranch>.

caused by negligent human behavior. The area where the built environment meets or intermingles with undeveloped areas and wildland, or vegetative fuels is referred to as the Wildland-Urban Interface (WUI). A WUI fire is the wildland fire hazard type that is most likely to impact Bexar County, including Fair Oaks Ranch. Fair Oaks Ranch has a medium density interface.

Figure 21: Wildland-Urban Interface (WUI) Areas, Bexar County³⁰



Hazardous Materials: Hazardous materials are substances that have physical properties that can be dangerous to human health or the environment if they are not handled or managed correctly. In a hazardous materials incident, solid, liquid, and/or gaseous contaminants may be released from fixed or mobile containers.

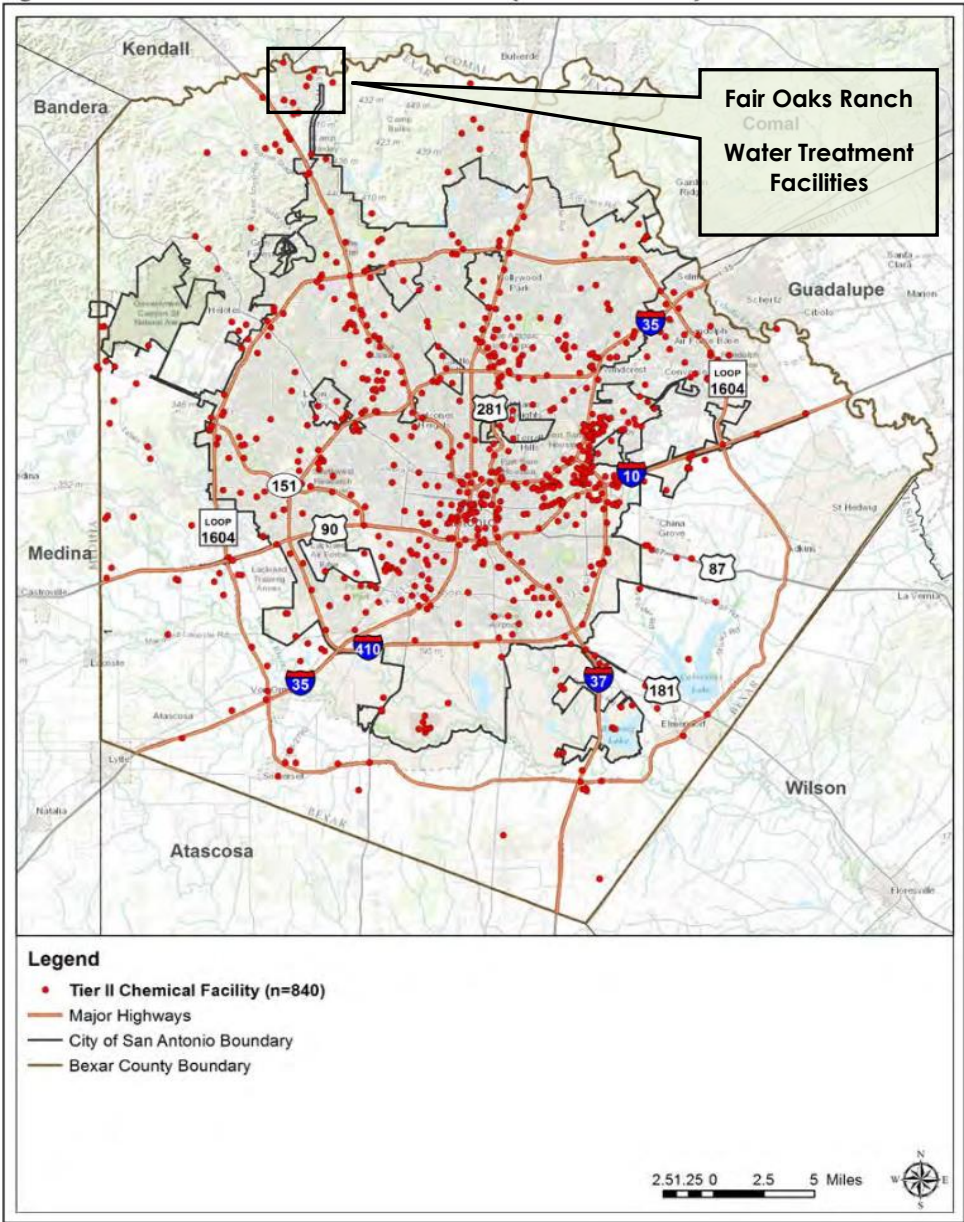
30. City of San Antonio and Bexar County Office of Emergency Management Hazard Identification, Risk Assessment.

Hazardous materials in various forms can cause death, serious injury, long-lasting health effects, and damage to buildings, homes, and other property. These products are also shipped daily on the nation's highways, railroads, waterways, and pipelines.

Generally, hazardous materials incidents will interrupt operations and services within a limited area. The incident may result in the closure of multiple facilities and transportation infrastructure until the area can be remediated and made safe and habitable.

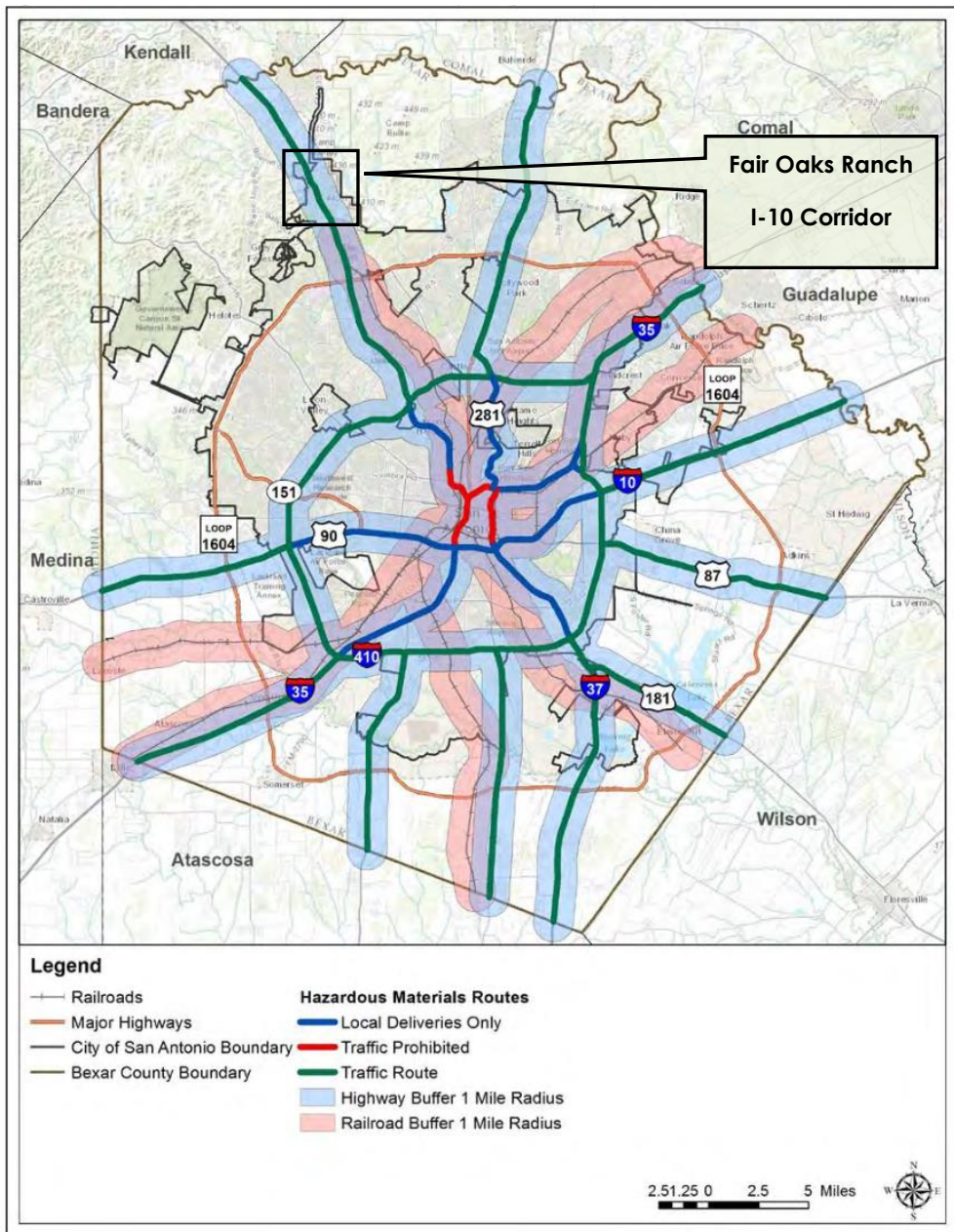
The greatest potential risk for a hazardous materials incident is along the I-10 corridor which borders the west side of Fair Oaks Ranch.

**Figure 22: Potential Hazardous Materials Incident Locations
Fixed Site – Tier II**



(Source: Texas Department of State Health Services)

Figure 23: Hazardous Materials Transportation Corridors



(Source: San Antonio Office of Emergency Management)

Extreme Heat: Conditions of extreme heat are defined as summertime temperatures that are substantially hotter and/or more humid than average for location at the time of year. The combination of high temperatures mixed with humidity leads to heat waves or periods of extreme heat, presenting a significant threat to the safety and welfare of citizens and animals. Bexar County had 64 heat related deaths from 1999 to 2022.³¹

31. Texas Department of State Health Services.

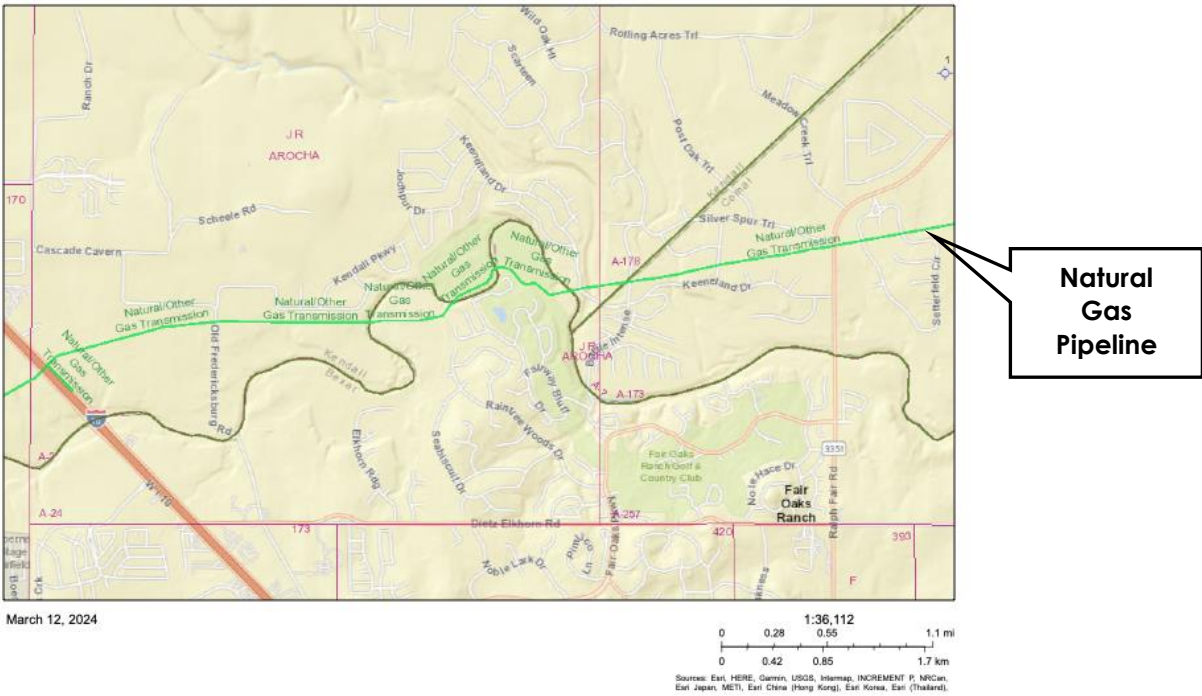
Extreme Wind: For the purposes of the BCEMP, extreme winds are defined as wind events that exceed 58 MPH (50KTS) and occur in the absence of a tornado. Extreme winds are most often associated with thunderstorms, hurricanes, and straight line winds. Bexar County is typically not directly affected by sustained hurricane or tropical storm winds. Straight line winds can have gusts exceeding 100 mph. Straight line wind may down trees and power lines, overturn mobile homes, and cause damage to well-built structures.

Hail: Hail is defined as falling ice, roughly round in shape and at least 0.2 inches in diameter. The Bexar County area can expect to experience the entire range of hazards, from potentially damaging to super hailstones. People living in mobile homes, homes built prior to modern building codes, and homes in deteriorating condition are particularly vulnerable to hail events.

Infectious Disease: Infectious pathologies are also called communicable diseases or transmissible diseases due to their potential of transmission from one person or species to another by a replicating agent. According to FEMA, infectious diseases are a major threat around the world, killing millions globally each year. Transmission of an infectious disease may occur through one or more pathways, including physical contact with infected individuals. These infecting agents may also be transmitted through liquids, food, body fluids, contaminated objects, airborne inhalation, or through vector-borne dissemination.

Pipeline Failure: A natural/other gas pipeline, Operated by Enterprise Products Operating LLC, runs east-west through Fair Oaks Ranch. It enters the City limits on the east side near the Setterfield Circle neighborhood, continues west, and exits the City limits between Fairway Vista Dr. and Balcones Creek.

Figure 24: Natural/Other Gas Transmission Pipeline³²

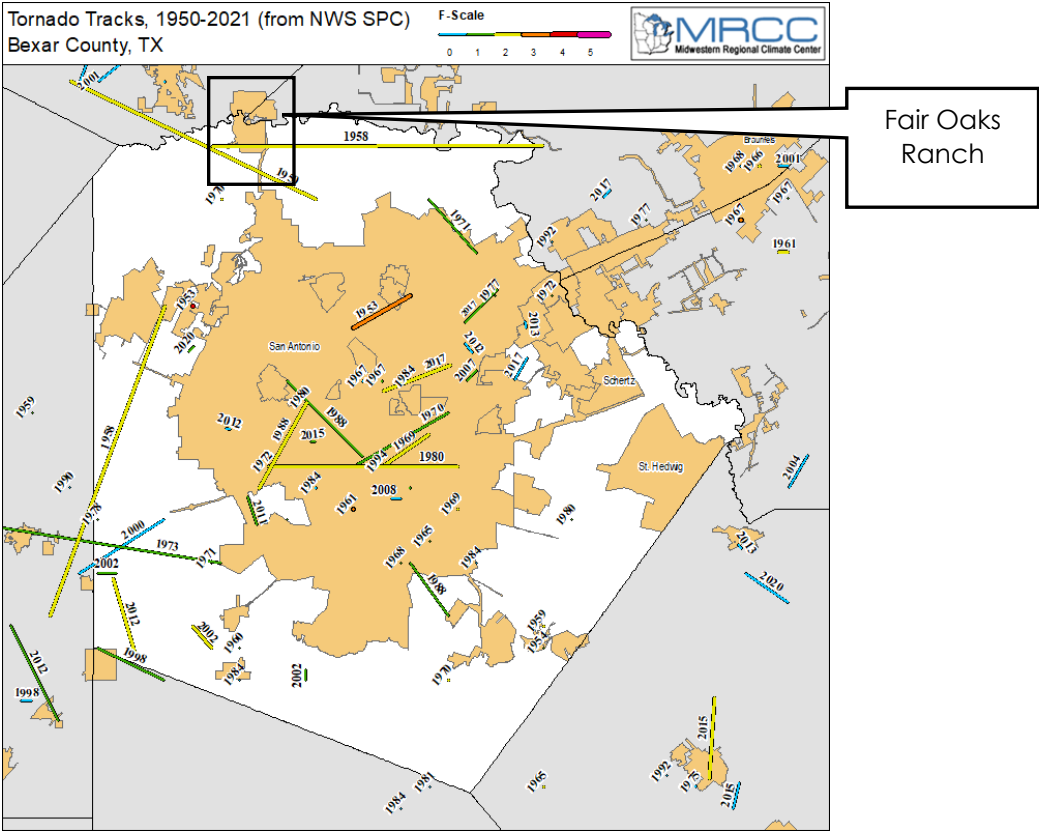


32. <https://gis.rrc.texas.gov/GISViewer/>

Terrorism: Terrorism is violence committed by groups or individuals in order to intimidate a population or government into granting their demands. Terrorism, being a technological hazard, is not tied to specific geography or topography, but rather is usually tied to specific features of a community. These features are usually of high value to the community or are necessary for the community's operations or livelihood. Government facilities, in particular military installations are common targets of terrorists. Bexar County is rich in such locations with a large military presence in the region to include Camp Bullis and Stanley bordering the southeast side of Fair Oaks Ranch.

Tornado: A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud extending to the ground. Tornadoes are most often generated by thunderstorm activity when cold, dry air intersects and overrides a layer of warm moist air forcing the warm air to rise rapidly. The damage caused by a tornado is a result of the high wind velocity and wind-blown debris. For the 10-year period 2012 - 2021 there was an annual average of 1,141 tornadoes across the United States, resulting in an average of 49 deaths per year for the period.³³

Figure 25: Tornado Tracks in Bexar County, 1950-2021³⁴



Winter Storm and Extreme Cold: A winter storm can range from moderate snow over a period of a few hours to blizzard conditions with blinding, wind-driven snow that lasts for several days. Some winter storms are accompanied by low temperatures and heavy and/or blowing snow,

33. <https://lincolnweather.unl.edu/us-annual-tornadoes-tornado-fatalities-tornado-day>

34. https://mrcc.purdue.edu/files/qismaps/tornadotracks/48029_Bexar.png

which can severely impair visibility. Winter storms may include snow, sleet, freezing rain, or a mix of these wintry forms of precipitation.

Severe winter weather can immobilize a region and paralyze a city, stranding commuters, closing airports, stopping the flow of supplies, and disrupting emergency and medical services.



This is particularly true for areas that are unaccustomed to severe winter weather, such as Bexar County. Accumulations of snow and ice can knock down trees and power lines, causing electricity loss and impassable roadways. Homes, businesses, and farms may be isolated for days.

In February 2021 South-Central Texas, including the entire San Antonio/Bexar County region, experienced a historic winter storm event. This storm extended over an eight-day period. The storm spread snow and ice over a wide area with temperatures remaining below freezing and dipping into the single digits for several days. The extreme cold “broke” the power grid resulting in extended power outages throughout

the region. The Leon Springs/Fair Oaks Ranch area received approximately 5-inches of snow during the period.

Building and Target Hazards

Building and target hazards are defined as significant hazards that can stretch fire department response capability—a plausible scenario in which a fire department could quickly become overwhelmed and for which additional resources would be needed to mitigate the incident.

The purpose of evaluating community risk is to evaluate the community as a whole, and regarding buildings, it will review all buildings and the risks associated with each property and then classifying the property as either a high-, medium-, or low-hazard depending on factors such as the life and building content hazard and the potential fire response force (equipment and staffing) required to mitigate an emergency in the specific property. According to the NFPA *Fire Protection Handbook*, these hazards are defined as:

- High-hazard occupancies: Schools, hospitals, nursing homes, explosives plants, refineries, high-rise buildings, and other high life-hazard (vulnerable population) or large fire-potential occupancies.
- Medium-hazard occupancies: Apartments (including townhomes, condos, residential over commercial), single-family housing units with basements, offices, and mercantile and industrial occupancies not normally requiring extensive rescue by firefighting forces.
- Low-hazard occupancies: One-, two-, or three-family dwellings and scattered small business and industrial occupancies.³⁵

Fair Oaks Ranch has the following building types:

- Single family housing units: 4,035 detached (predominate building risk and primarily wood frame construction).

35. Cote, Grant, Hall & Solomon, eds., *Fire Protection Handbook* (Quincy, MA: National Fire Protection Association, 2008), 12.

- Multi-family housing units (townhomes, duplexes etc.): 3 (varying number of vertical floors and primarily wood frame construction).
- Commercial/industrial structures: 23 buildings, (varying square footage with a mix of construction materials).
- Strip malls: 4, (varying square footage with a mix of construction materials).
- Educational and day-care facilities, (2 elementary schools, 1 Montessori school, and two pre-school/day-care facilities).

Currently there are no high-rise structures (vertical elevation of 75 feet or more).

In terms of identifying target hazards, consideration must be given to the activities that take place (public assembly, life safety vulnerability, manufacturing, processing, etc.), the number and types of occupants (elderly, youth, handicapped etc.), and other specific aspects related to the construction of the structure.

Fair Oaks Ranch has a variety of target hazards that meet an established hazard class:

High Hazard

- Educational/school/public assembly (life safety)
- Public and private educational and day care facilities.

Medium Hazard

- Multifamily dwelling buildings.
- Multi-story storage facility.
- Medical offices.
- Strip malls.
- Single family residential over 3,000 square feet, particularly those built with light frame construction, with or without a basement.

The greatest amount of building risk in Fair Oaks Ranch is of a low hazard (single family dwellings-predominately wood frame construction). Fair Oaks Ranch does have a limited number of educational facilities/institutional facilities and multifamily residential structures (apartments/townhomes). All of these building risks present the LSF with life-safety concerns.

Community Loss Information

Fire loss is an estimation of the total loss from a fire to the structure and contents in terms of replacement. Fire loss includes contents damaged by fire, smoke, water, and overhaul. Fire loss does not include indirect loss, such as business interruption.

In a 2022 report published by the National Fire Protection Association on trends and patterns of U. S. fire losses, it was determined that home fires still cause the majority of all civilian fire deaths, civilian injuries, and property loss due to fire.

Key findings from this report include:³⁶

- Public fire departments in the U.S. responded to 1,504,500 fires in 2022, a 11.2 percent increase from the previous year.
- 522,500 fires occurred in structures (35 percent of the reported fires). Of these fires, 382,500 occurred in residential structures and 80,000 occurred in apartments or multifamily structures.
- 2,760 civilian fire deaths occurred in residential fires, and 470 deaths occurred in apartments or multifamily structures.
- Home fires were responsible for 10,320 civilian injuries.
- An estimated \$18.07 billion in direct property damage occurred as a result of fire in 2022.

The following table shows overall fire loss in in ESD 4 in terms of dollars for the year as assessed and estimated by the LSF. Fair Oaks Ranch is included in this data. This information should be reviewed regularly and discussed in accordance with response times to actual fire incidents, company level training, effectiveness on the fire ground, and effectiveness of incident command.

Table 5: Historical Property and Content Loss in ESD 4³⁷

2019	2020	2021	2022	2023
\$330,000	\$255,000	\$125,000	\$783,000	\$302,000

Three Axis Risk Analysis

A comprehensive risk assessment is a critical aspect of assessing and creating a deployment analysis to meet the community's risk and can assist the LSF in quantifying the risks that it faces. Once those risks are known and understood, the department is better equipped to determine if the current response resources are sufficiently staffed, equipped, trained, and positioned.

Risk is often categorized in three ways: the probability the event will occur in the community, the impact on the fire department, and the consequence of the event on the community. The following three tables look at the probability of the event occurring, which ranges from unlikely to frequent; consequence to the community, which is categorized as ranging from insignificant to catastrophic; and the impact to the organization, which ranges from insignificant to catastrophic.



36. Fire Loss in the United States During 2022, National Fire Protection Association. <https://www.nfpa.org/education-and-research/research/nfpa-research/fire-statistical-reports/fire-loss-in-the-united-states>. (accessed 23 November 2023).

37. Based on LSF reporting – reflects estimates from NFIRS fire reports.

Table 6: Event Probability

Probability	Chance of Occurrence	Description	Risk Score
Unlikely	2%-25%	Event may occur only in exceptional circumstances.	2
Possible	26%-50%	Event could occur at some time and/or no recorded incidents. Little opportunity, reason, or means to occur.	4
Probable	51%-75%	Event should occur at some time and/or few, infrequent, random recorded incidents, or little anecdotal evidence. Some opportunity, reason, or means to occur; may occur.	6
Highly Probable	76%-90%	Event will probably occur and/or regular recorded incidents and strong anecdotal evidence. Considerable opportunity, means, reason to occur.	8
Frequent	90%-100%	Event is expected to occur. High level of recorded incidents and/or very strong anecdotal evidence.	10

Table 7: Impact on LSF and AAS

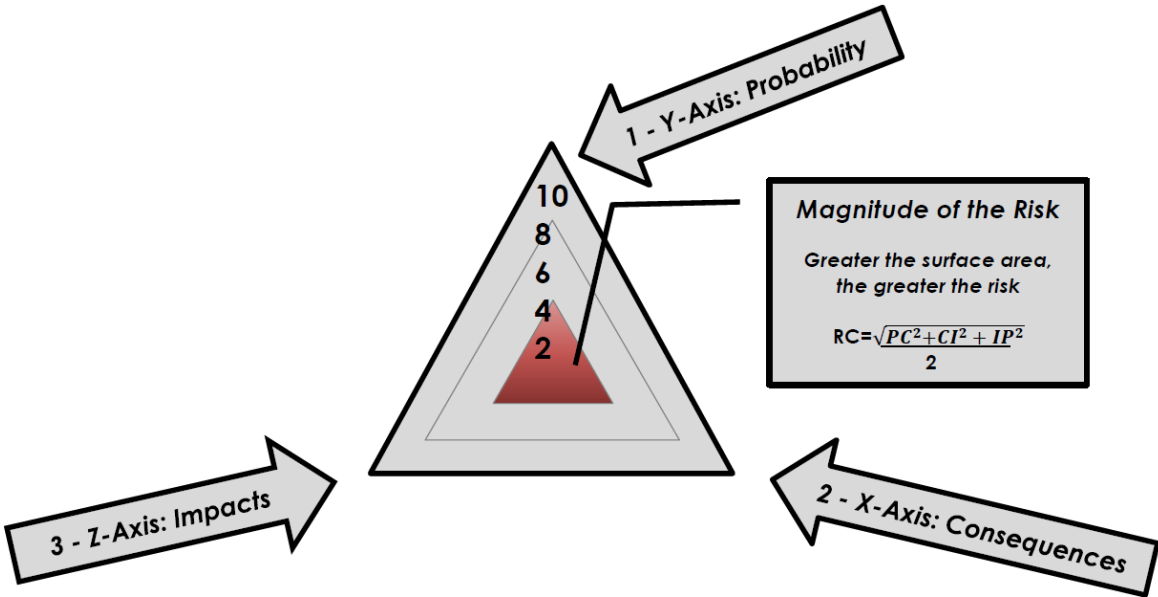
Impact	Impact Categories	Description	Risk Score
Insignificant	Personnel and Resources	One apparatus out of service for period not to exceed one hour.	2
Minor	Personnel and Resources	More than one but not more than two apparatus out of service for a period not to exceed one hour.	4
Moderate	Personnel and Resources	More than 50 percent of available resources committed to incident for over 30 minutes.	6
Significant	Personnel and Resources	More than 75 percent of available resources committed to an incident for over 30 minutes.	8
Catastrophic	Personnel, Resources, and Facilities	More than 90 percent of available resources committed to an incident for more than two hours or event which limits the ability of resources to respond.	10

Table 8: Consequence to Community Matrix

Impact	Consequence Categories	Description	Risk Score
Insignificant	Life Safety	<ul style="list-style-type: none"> ■ 1 or 2 people affected, minor injuries, minor property damage, and no environmental impact. 	2
Minor	Life Safety Economic and Infrastructure Environmental	<ul style="list-style-type: none"> ■ A small number of people were affected, no fatalities, and a small number of minor injuries with first aid treatment. Minor displacement of people for <6 hours and minor personal support required. ■ Minor localized disruption to community services or infrastructure for <6 hours. Minor impact on environment with no lasting effects. 	4
Moderate	Life Safety Economic and Infrastructure Environmental	<ul style="list-style-type: none"> ■ Limited number of people affected (11 to 25), no fatalities, but some hospitalization and medical treatment required. Localized displacement of small number of people for 6 to 24 hours. Personal support satisfied through local arrangements. Localized damage is rectified by routine arrangements. ■ Normal community functioning with some inconvenience. Some impact on environment with short-term effects or small impact on environment with long-term effects. 	6
Significant	Life Safety Economic and Infrastructure Environmental	<ul style="list-style-type: none"> ■ Significant number of people (>25) in affected area impacted with multiple fatalities, multiple serious or extensive injuries, and significant hospitalization. ■ A large number of people were displaced for 6 to 24 hours or possibly beyond. External resources required for personal support. Significant damage that requires external resources. Community only partially functioning, some services unavailable. Significant impact on environment with medium- to long-term effects. 	8
Catastrophic	Life Safety Economic and Infrastructure Environmental	<ul style="list-style-type: none"> ■ A very large number of people in affected area(s) impacted with significant numbers of fatalities, large number of people requiring hospitalization; serious injuries with long-term effects. General and widespread displacement for prolonged duration; extensive personal support required. Extensive damage to properties in affected area requiring major demolition. ■ Serious damage to infrastructure. Significant disruption to, or loss of, key services for a prolonged period. ■ Community unable to function without significant support. ■ Significant long-term impact on environment <ul style="list-style-type: none"> ■ and/or permanent damage. 	10

Prior risk analysis has only evaluated two factors of risk: probability and consequence. Contemporary risk analysis considers the impact of each risk to the organization, thus creating a three-axis approach to evaluating risk as depicted in the following figure. A contemporary risk analysis now includes probability, consequences to the community and impact on the organization, in this case the LSF and AAS. In this analysis, information presented and reviewed in this section (Community Risk Profile) has been considered. Risk is categorized as Low, Moderate, High, or Special.

Figure 26: Three-Axis Risk Calculation (RC)



The following factors/hazards were identified and considered:

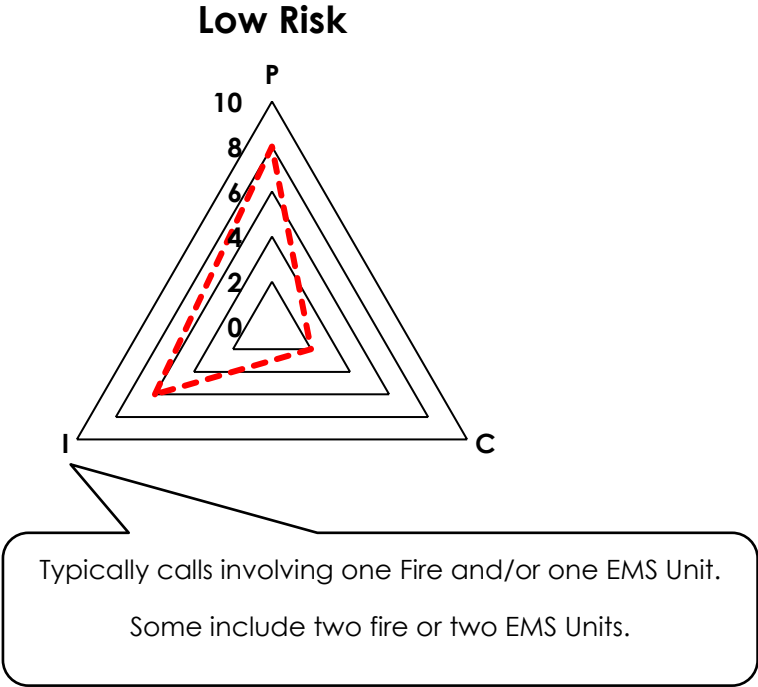
- **Demographic factors** such as age, socio-economic, vulnerability.
- **Natural hazards** such as flooding, snow and ice events, wind events, summer storms.
- **Manufactured hazards** such as transportation risks (road and rail) and target hazards.
- **Structural/building risks.**
- **Fire and EMS incident numbers and density.**
- **Resiliency.**

The assessment of each factor and hazard as listed below took into consideration the likelihood of the event, the impact on the city itself, and the impact on LSF's ability to deliver emergency services, which includes LSF's resiliency and mutual aid capabilities as well. The list is not all-inclusive but includes categories most common or that may present to the city and the LSF.

Low Risk

- Automatic fire/false alarms.
- Low-acuity BLS EMS Incidents.
- Low-risk environmental event.
- Motor vehicle accident (MVA)-no entrapment, 1-2 patients, low hazards.
- Good intent/hazard/public service fire incidents with no life-safety exposure.
- Outside fires such as grass, rubbish, dumpster, vehicle with no structural/life-safety exposure.

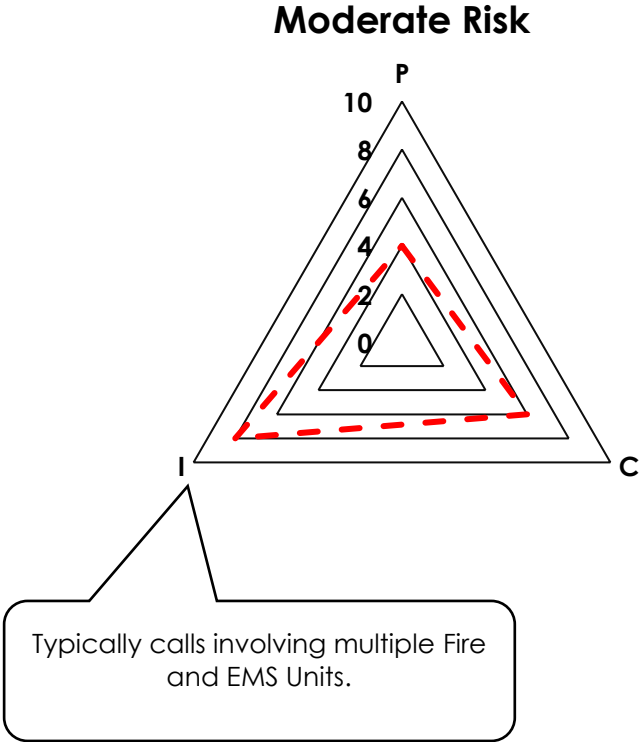
Figure 27: Low Risk



Moderate Risk

- Fire incident in a single-family dwelling where fire and smoke or smoke is visible, indicating a working fire.
- Suspicious substance investigation involving multiple fire companies and law enforcement agencies.
- ALS EMS incident.
- MVA with entrapment of passengers.
- Grass/brush fire with structural endangerment/exposure.
- Low-angle rescue involving ropes and rope rescue equipment and resources.
- Surface water rescue.
- Good intent/hazard/public service fire incidents with life-safety exposure.
- Rail or road transportation event with no release of product or fire, and no threat to life safety.

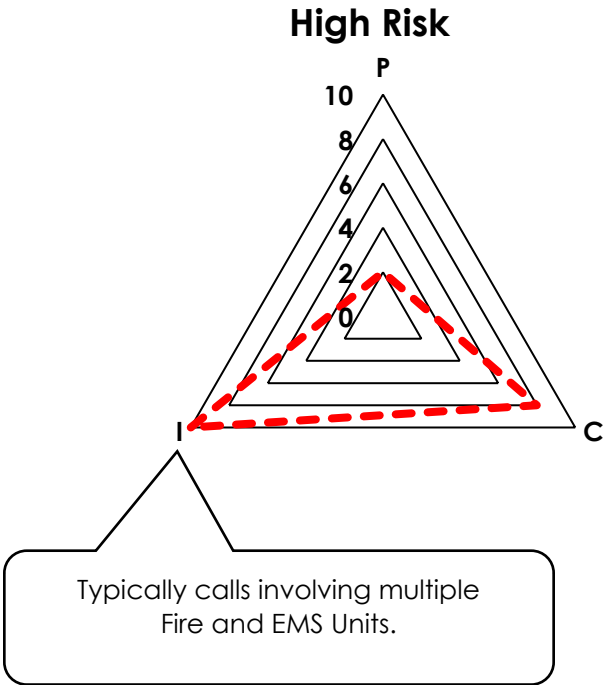
Figure 28: Moderate Risk



High Risk

- Working fire in a target hazard.
- Cardiac arrest.
- Mass casualty incident of more than 10 patients but fewer than 25 patients.
- Confined space rescue.
- Structural collapse involving life-safety exposure.
- High-angle rescue involving ropes and rope rescue equipment.
- Trench rescue.
- Suspicious substance incident with multiple injuries.
- Wildland fire burning through extensive acreage and threatening/consuming structures and property.
- Industrial leak of hazardous materials that causes exposure to persons or threatens life safety.
- Weather events that create widespread flooding, heavy snow or ice, heavy winds, building damage, and/or life-safety exposure.

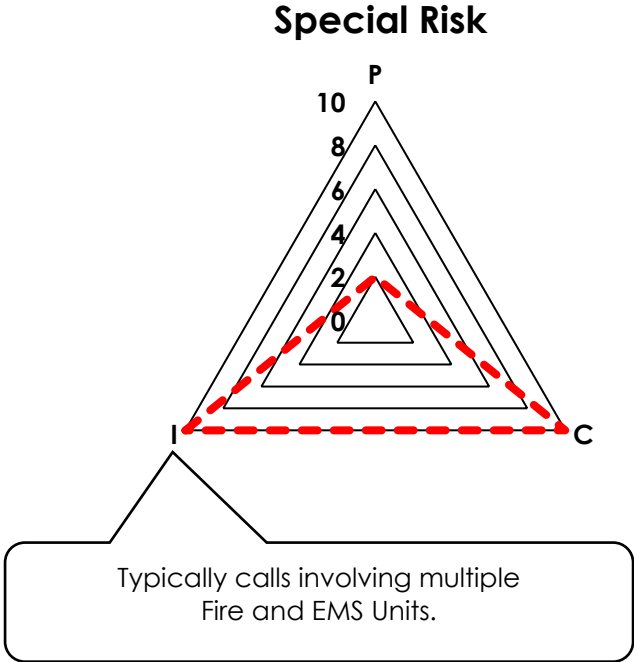
Figure 29: High Risk



Special Risk

- Working fire in a structure of more than three floors.
- Fire at an industrial building or complex with hazardous materials.
- Fire in an occupied targeted hazard with special life-safety risks such as age, medical condition, or other identified vulnerabilities.
- Mass casualty incident of more than 25 patients.
- Transportation incident that causes life-safety exposure or threatens life safety through the release of hazardous smoke or materials and evacuation of residential and business occupancies.
- Explosion in a building that causes exposure to persons or threatens life safety or outside of a building that creates exposure to occupied buildings or threatens life safety.
- Massive estuary flooding, fire in an occupied public assembly or medical institution, high-impact environmental event, pandemic.
- Mass gathering with threat of fire and threat to life safety or other civil unrest, weapons of mass destruction release.

Figure 30: Special Risk



SECTION 5. FIRE, EMS, AND EMERGENCY MANAGEMENT SERVICE DELIVERY

Leon Springs Fire Department

The Leon Springs Fire Department (LSFD) is a combination fire protection department that contracts with Bexar County as the fire service provider for Bexar County Emergency Services District 4 (ESD 4) .³⁸ As outlined above, Fair Oaks Ranch contracts with ESD 4 for fire protection services, which subsequently is the LSFD. The LSFD is funded through the ESD 4 and Fair Oaks Ranch contracts.

Effective October 1, 2024, the LSFD will merge with ESD 4 and will formally become Bexar County ESD 4. All full time, part-time, and volunteer members will transition to ESD 4. The current infrastructure and equipment have already been transferred to ESD 4. The LSFD will formally dissolve after October 1, 2024.

The LSFD is a combination career, part-time, and volunteer fire department and operates out of two stations full time, which are located in unincorporated Bexar County, and two stations located in Fair Oaks Ranch. The two full time staffed stations include the following resources and staffing and are located at:

- Station 132: 26217 Ralph Fair Road
 - 1 Engine
 - 1 Rescue
 - 1 Brush Truck
 - 3 career staff (1 Officer, 1 Driver Operator, 1 FF: minimum staffing)
 - Part-time and volunteers expand staffing to 5 or more/shift

- Station 134: 28036 Old Boerne Stage Road
 - 1 Engine
 - 1 Rescue
 - 1 Aerial Ladder
 - 1 Heavy Rescue
 - 1 Brush Truck
 - 3 career staff (1 Officer, 1 Driver Operator, 1 FF: minimum staffing)
 - Part-time and volunteers expand staffing to 5 or more/shift

38 . Emergency Services Districts in Texas are local government units working in conjunction with county governments and provide fire protection, emergency medical services (or both) to designated unincorporated territories. Funding originates from property tax revenue, sales tax, and service fees. ESDs are governed by a county commissioner court appointed commission or an elected commission and follow established state and local laws and ordinances.

The two unstaffed (by career staff) stations in Fair Oaks Ranch house response equipment that may respond if/when needed by volunteer personnel. The two Fair Oaks Ranch stations include the following resources and are located at:

- Station 133 (Owned by Fair Oaks Ranch): Fair Oaks Parkway and Raintree Woods Road
 - 1 Engine
 - Responds as needed when unit in-station and with available part-time and/or volunteer LSFd members.
- Station 420 (Owned by Fair Oaks Ranch): Meadow Creek Trail and Ralph Fair Road
 - 1 Engine
 - 2 Brush Trucks
 - 1 Rescue
 - Units respond as needed, when in-station, and with available part-time and/or volunteer LSFd members.
 - Staffed during heavy rain events and/or during heavy wildland/brush fire activity

At the time of this report, the LSFd has twenty-four full time employees that includes:

- 1 Fire Chief
- 1 Asst. Fire Chief
- 1 Deputy Chief of Support Services
- 1 Captain (Emergency Management Planner / Fire EMS Training Coordinator)
- 1 EMS Captain (Community Classes CPR, First Aid, Stop the Bleed, Mobile Integrated Health). *This employee provides all these services for Fair Oaks Ranch at no additional cost including the training for the Fair Oaks Ranch employees.*
- 3 shift Captains
- 3 Lieutenants
- 6 Driver Operators
- 6 FF/EMT
- 1 Office Manager
- The strength of volunteer members varies
- 2 Part-time firefighters per shift (total of 6)

Operationally, full time shift personnel work a 48 hours on and 96 hours off schedule. This is a form of the traditional 24 hours on and 48 hours schedule. The Fire Chief, Assistant Chief and Deputy Chief have a rotating one-week on-call schedule (6:00 pm-8:00 am) schedule to handle after hours issues and matters as needed, and emergency responses.

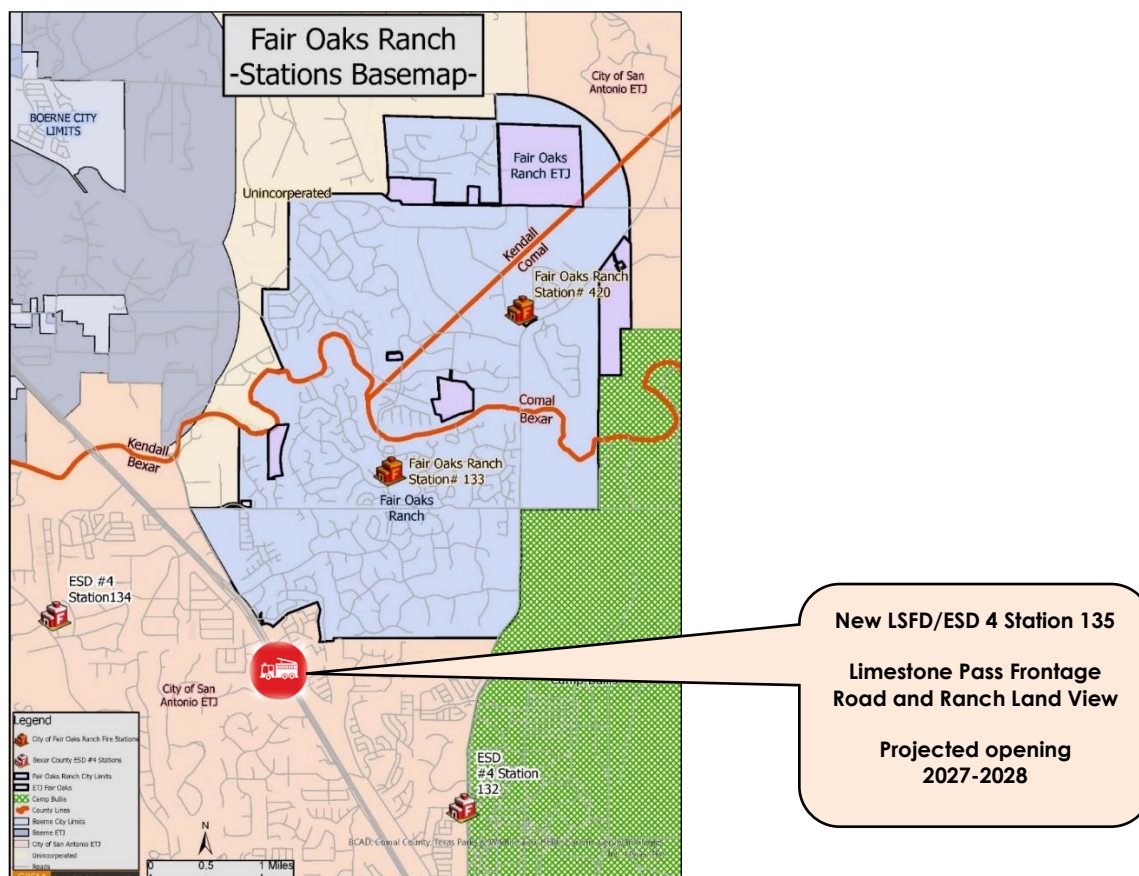
The LSFd/ESD 4 is planning to implement advanced life support (ALS) EMS ground transport services for the ESD service area on October 1, 2024. An additional twelve full time firefighter positions have been requested and six have been budgeted for to implement one ALS ambulance (staff of two) at each station (132 & 134). Start-up capital and non-capital expenses

include three ambulances (scheduled to arrive April 2024), basic and advanced level equipment, stretcher systems, and soft goods typical of EMS ground transport ambulances. LSF/ESD 4 advised CPSM this service will be available to the city if the city chooses to contract for same.

In addition to the current LSF/ESD 4 stations, ESD 4 is planning a third station at Limestone Pass Frontage Road and Ranch Land View. This station is in design and scheduled to be occupied 2027-2028.

Other capital improvements include the order of two heavy-duty Rescue Pumpers (ordered in 2023). The current build time for fire apparatus is 36-42 months depending on manufacturer. Additionally, the aerial ladder at Station 134 is undergoing 100 percent refurbishment, which will extend the service life of this apparatus.

Figure 31: LSF/ESD 4 Station Locations
(Includes Stations 133 and 420 Owned by Fair Oaks Ranch)



LSFD Workload

CPSM received response data for the LSF/ESD for the period October 1, 2022, to September 30, 2023. Incidents were classified based on the National Fire Incident Reporting System (NFIRS) incident type. The main workload analysis is focused on calls that were responded to by the LSF/ESD in the City of Fair Oaks Ranch. Between October 1, 2022, and September 30, 2023, the LSF/ESD answered 612 calls for Fair Oaks Ranch.

The first table shows the number of calls that LSFDF responded to by call type, average calls per day, and the percentage of calls that fall into each call type category.

The second table outlines the workload of each station in terms of runs by call type. A run is different than a call in that a run involves more than one unit on a call (example-a structure fire call (single count) will include a response or two or more fire apparatus (multiple count as each unit receives credit for responding to the call)). Subsequently there are more runs than calls when analyzing the workload of stations.

Table 9: LSFDF Calls by Type

Call Type	Total Calls	Calls per Day	Call Percentage
Medical and other	395	1.1	64.5
MVA	15	0.0	2.5
EMS subtotal	410	1.1	67.0
False alarm	28	0.1	4.6
Good intent	11	0.0	1.8
Hazard	20	0.1	3.3
Outside fire	6	0.0	1.0
Public service	25	0.1	4.1
Structure fire	9	0.0	1.5
Fire subtotal	99	0.3	16.2
Canceled	103	0.3	16.8
Total	612	1.7	100.0

CPSM assesses the City of Fair Oaks Ranch has a moderate workload for Fire and first response EMS resources.

In the one-year data analysis period, the LSFDF responded into Fair Oaks Ranch 509 times (103 calls were cancelled).

62% of the calls were EMS related, 16.2% were fire related, and 2.5 % were MVA related.

Table 10: LSFDF Calls by Type

Station	EMS	False Alarm	Good Intent	Hazard	Outside Fire	Public Service	Struct Fire	Cancel	Total
132	215	22	12	16	10	20	13	61	369
133	1	9	2	1	2	0	3	8	26
134	171	17	11	7	6	8	18	31	269
420	126	3	0	1	0	5	1	18	154
Total	513	51	25	25	18	33	35	118	818

The station workload table tells us:

- EMS runs are the highest incident responses into Fair Oaks Ranch by the LSFDF.
- Fire and fire related runs made up 187 runs into Fair Oaks Ranch by the LSFDF.
- Overall, there were 53 fire runs into Fair Oaks Ranch (structure + outside fires).
- Cancelled calls (calls canceled while LSFDF units were enroute or before they left the station) made up 14 percent of all runs.
- Station 132 has the highest overall workload in Fair Oaks Ranch: 369 runs.



Mutual Aid

Automatic aid is a system whereby fire, rescue, and EMS units respond automatically to another community through agreement based on proximity to the incident. **Mutual aid** is a system whereby surrounding communities provide fire, rescue, and EMS resources to another community through agreement and specific request from the jurisdiction in need of resources (not automatically and case by case). In an automatic aid scenario, resources from neighboring jurisdictions are built into run cards in the home jurisdiction for again, an automatic response; this aid is designed to supplement and bolster the Effective Response Force of the home jurisdiction.

Holistically, Bexar County fire departments have a mutual aid program in place so any resource can be requested from any organization within the county. The LSFDF participates in this program. Mutual Aid fire departments the LSFDF associates with, depending on the location of the incident and required resources. Response travel times for these assets, depending on the mutual aid station location when benchmarked against the potential area into ESD 4, is included in parenthesis (data reported by the LSFDF). This outlines the expansive area of ESD 4 and the distance of available additional resources.

- Bexar County District 2 Fire & Rescue (30 minutes).
- Bexar County District 7 Fire & Rescue (23-26 minutes).
- Helotes Fire Department (22 minutes).
- Shavano Park Fire & EMS Department (22 minutes).
- Bexar County ESD 8 (18-19 minutes).
- Boerne Fire Department (16 minutes).
- Bergheim Vol. FD (19 minutes).
- Sisterdale Volunteer Fire Department (28 minutes).
- Bulverde Spring Branch Fire & EMS (20-46 minutes)
- Camp Bullis (23 minutes).

Depending on the location of the call for structural fires, **automatic aid** fire departments responding into ESD 4 include:

- Bexar County ESD 8: one engine and one ladder (18-19 minutes).
- Shavano Park FD: one ladder (two staff) (22 minutes).
- Boerne FD: one engine (16 minutes).
- Bergheim Vol. FD: one engine (Fair Oaks Ranch incidents). *As a note, as an automatic aid asset, Bergheim Fire Department is a volunteer fire department. If an alarm comes in for automatic aid to Fair Oaks Ranch, the response by Bergheim is delayed if there are no volunteer members in the station ready to respond. Travel time to the northeast quadrant of Fair Oaks Ranch is approximately 10 minutes.*

CPSM assesses the LSFDF/ESD 4 has a robust mutual and automatic aid system. However, estimated response times as reported by the LSFDF range from 10 minutes to 46 minutes depending on where the incident is occurring in the ESD 4 response area and where the mutual or automatic aid unit is responding from.

Response Times

Response times are typically a primary measurement for evaluating fire and EMS services. Response times can be used as a benchmark to determine how well a fire department is currently performing, to help identify response trends, and to predict future operational needs. Achieving the quickest and safest response times possible should be a fundamental goal of every fire department.

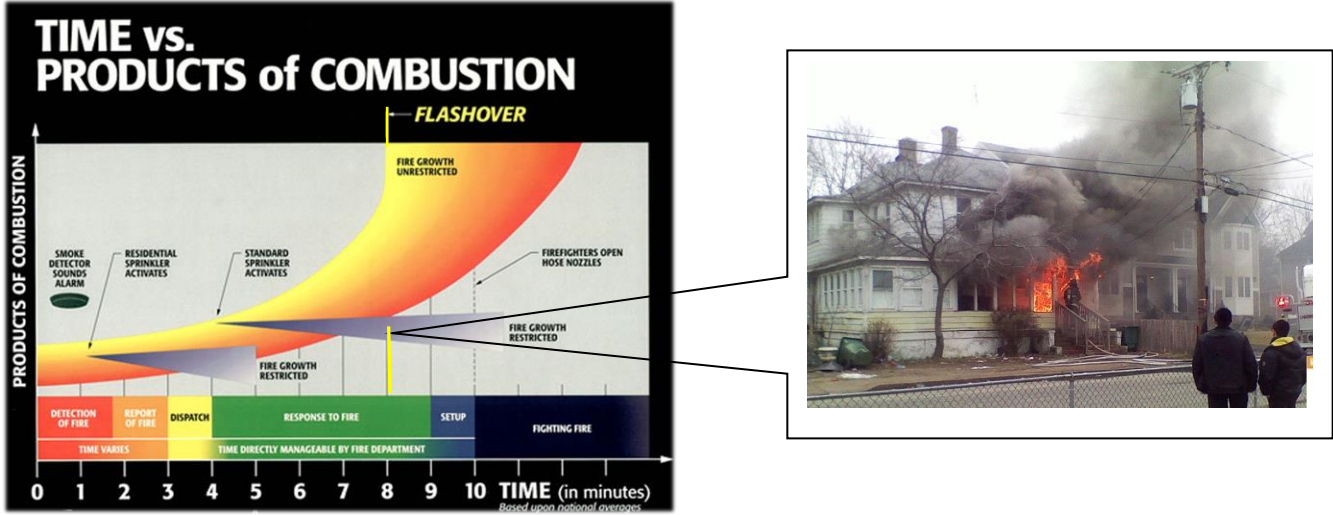
Travel time is a key point to understanding how fire station location influences a community's aggregate response time performance. Travel time can be mapped when existing and proposed station locations are known. The location of responding units is one key factor in response time; reducing response times, which is typically a key performance measure in determining the efficiency of department operations, often depends on this factor.

Response times for fire incidents are based on the concept of "flashover." A flashover is the near-simultaneous ignition of most of the directly exposed combustible material in an enclosed area. When certain organic materials are heated, they undergo thermal decomposition and release of flammable gases. Flashover occurs when the majority of the exposed surfaces in a space are heated to their auto ignition temperature and emit flammable gases. "Flashover is the transition phase in the development of a contained fire in which surfaces exposed to thermal radiation, from fire gases in excess of 600 degrees Celsius, reach ignition temperature more or less simultaneously and fire spreads rapidly throughout the space."³⁹

When the fire does reach this extremely hazardous state, initial firefighting forces are often overwhelmed, a larger and more destructive fire occurs, the fire escapes the room and even the building of origin, and significantly more resources are required to affect fire control and extinguishment. Applying water in time to prevent a flashover is a serious challenge for any fire department. It is critical, however, in containing the fire to the room or origin.

The NFPA found that fires contained to the room of origin (typically extinguished before or immediately following flashover) had significantly lower rates of death, injury, and property loss compared to fires that had an opportunity to spread beyond the room of origin (typically extinguished post-flashover).

Figure 32: Fire Growth



39. National Institute of Standards and Technology, Definition of Flashover.

Response times for the LSF D are discussed next. As a predominately career fire department, the LSF D is benchmarked against the NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Career Fire Departments*. This standard establishes benchmark travel times for first arriving fire units to fire and EMS incidents as:

- ≤ 240 seconds for the first arriving engine company to a fire suppression incident 90 percent of the time.
- ≤ 240 seconds for the first arriving engine company to an EMS incident with automated external defibrillator (AED) or higher level capability.

This is a practical application in the suburban and urban areas of service. However, the LSF D also provides fire protection service to rural areas in ESD 4 as well. Fair Oaks Ranch is largely a suburban city with some less densified-rural areas in the northern areas of the city and ETJ. **The benchmark for response time for the LSF D into Fair Oaks Ranch as outlined in the contract for fire protection services is an eight minute turnout-travel time.**

The next table breaks down the average total response times (in minutes) for the LSF D into Fair Oaks Ranch for the one-year CPSM response time analysis.

Table 11: Average Response Time of First Arriving Unit, by Call Type (Minutes)

Call Type	Dispatch	Turnout & Travel	Total	Call Count
Medical and other	1.5	9.4	10.9	347
MVA	1.4	7.8	9.1	14
EMS subtotal	1.5	9.3	10.9	361
False alarm	2.1	9.9	11.9	26
Good intent	2.2	9.7	12.0	11
Hazard	2.3	9.5	11.9	18
Outside fire	1.6	8.9	10.5	6
Public service	2.1	9.7	11.8	19
Structure fire	3.5	9.2	12.7	8
Fire subtotal	2.2	9.6	11.9	88
Total	1.7	9.4	11.1	449

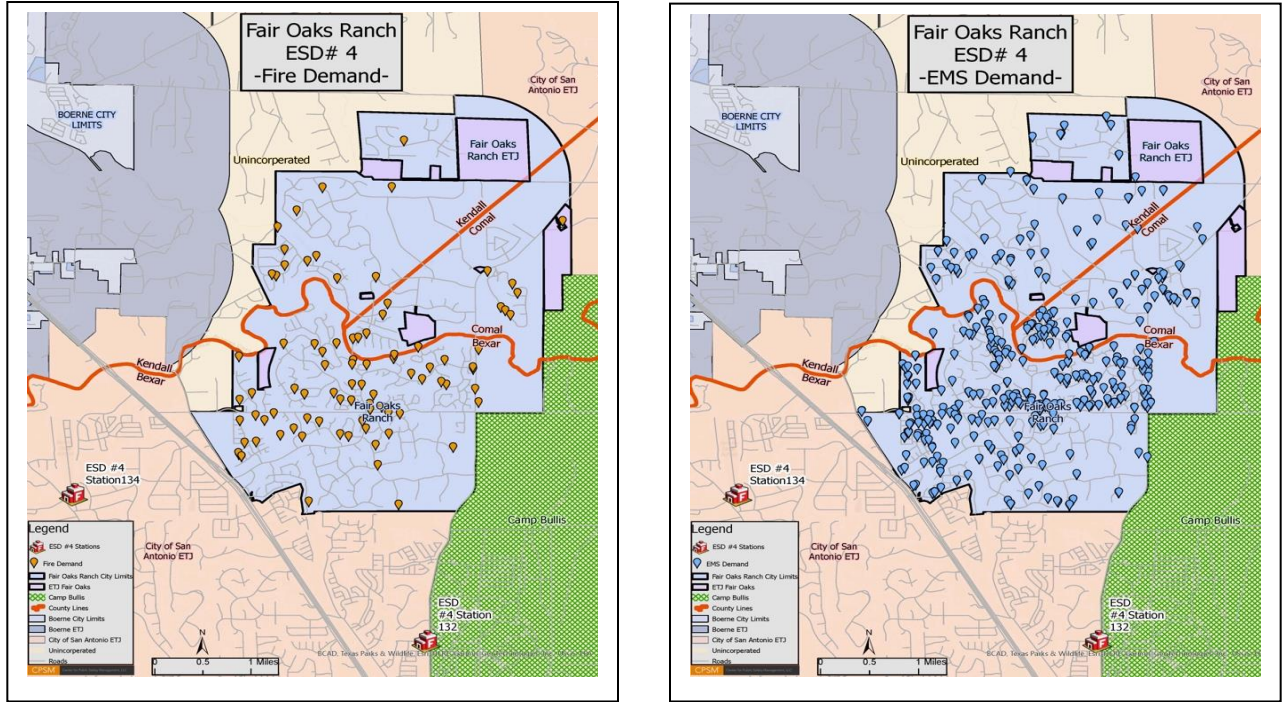
It is assessed that the LSF D is meeting the 8-minute average Turnout-Travel Time contractual benchmark for Motor Vehicle Accidents only.
 The average Turnout-Travel time for medical calls is: 10.9 minutes.
 The average Turnout-Travel time for fire and fire related calls is: 11.9 minutes.

CPSM also analyzes station location and response time coverage through GIS utilizing the city's road network. CPSM utilizes ArcGIS for response travel time mapping. ArcGIS drive time/bleeds are calculated from the stations towards the outer locations from the station using traffic laws (posted speed limit, stop signs, one-way streets, etc.) that are applied to the roads network. The CPSM GIS Specialist uses the *Drive-Time Areas* feature.

When analyzing travel times, it is important to link travel time to demand. As a review, the next figure illustrates LSF D fire and EMS demand in Fair Oaks Ranch. LSF D Fire demand is concentrated in the more densely populated residential areas around the Fair Oaks Ranch Golf & Country Club and along the western boundary, north and south of Dietz Elkhorn Rd.

LSFD EMS demand, like fire demand, is concentrated in the more densely populated residential areas around the Fair Oaks Ranch Golf & Country Club and along the western boundary, north and south of Dietz Elkhorn Rd. EMS demand however is much heavier than fire demand in these areas.

Figure 33: LSFD Fire & EMS Demand

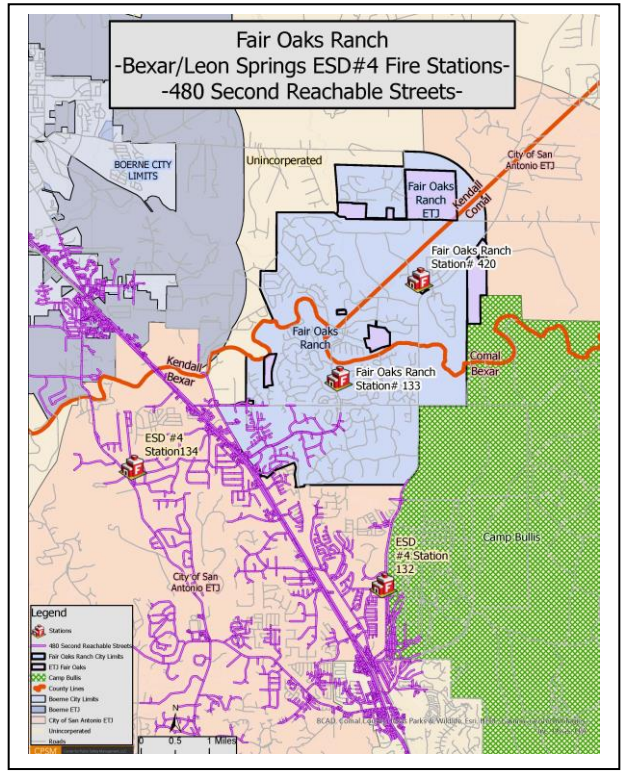


Next, we review Stations 132 and 134 first, as they are typically the initial responding stations to fire and EMS incidents in Fair Oaks Ranch.

CPSM then analyzes eight minute travel time from Stations 133 and 420 (located inside of Fair Oaks Ranch) and then the addition of Station 135 (2027-2028 projected opening) benchmarked against the eight and ten-minute travel times.



Figure 34: Eight and Ten Minute Travel Times: Stations 132 and 134



It is assessed that there is little permeation into Fair Oaks Ranch by the LSF. Permeation is from Station 134 only when benchmarked against an 8-minute travel time bleed.

There is improvement when benchmarked against the 10-minute travel time benchmark from Station 134 in the southwest and central south areas of the city, and greater permeation from Station 132 in the southeast corner of the city.

It is assessed that Stations 132 and 134 only moderately permeate the city with emergency response above Dietz Elkhorn Road (southwest and central south areas of the city), and south of Dietz Elkhorn Road in the southeast quadrant of the city.

It is overall assessed there is minimal permeation above Dietz Elkhorn Road by LSF. Stations 132 and 134.

Noted here, Stations 133 and 420, which are located in the city are not staffed and rely on volunteers or part-time staffing to respond apparatus.

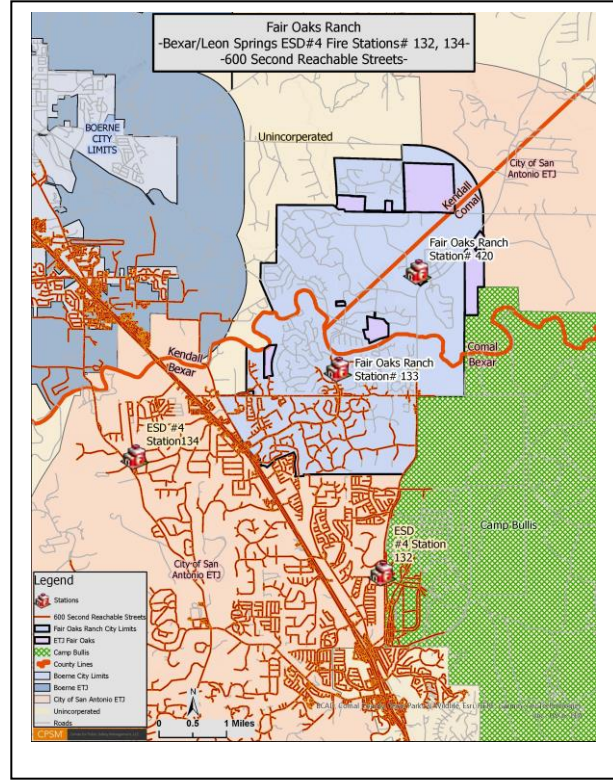
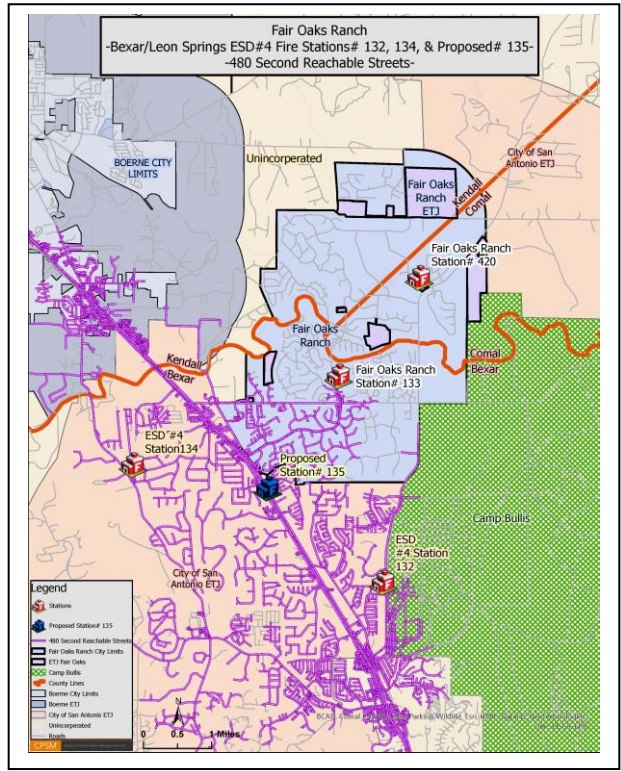


Figure 35: Eight and Ten Minute Travel Times: Stations 132, 134, and 135



It is assessed that there is very good permeation into Fair Oaks Ranch from Station 135 in the southwest and central south (below Dietz Elkhorn Road) when benchmarked against the 8-minute travel time bleed.

There is improvement when benchmarked against the 10-minute travel time benchmark from Station 135 above Dietz Elkhorn Road and permeation from Station 132 in the southeast corner of the city.

It is assessed the addition of Station 135 provides improvement in LSFDF travel times south of Dietz Elkhorn Road and north of Dietz Elkhorn Road mainly along the Fair Oaks Parkway and Ralph Fair corridors.

The northern 1/3 of the city still remains outside of a LSFDF 10-minute travel time. Automatic aide travel time from Bergheim Vol. FD to the northeast area of the city is 10-minutes. Turnout-Travel response time will be increased if there are no volunteer staff on-premises when the alarm is received. Boerne FD is reported to be a 16-minute response time to the city.

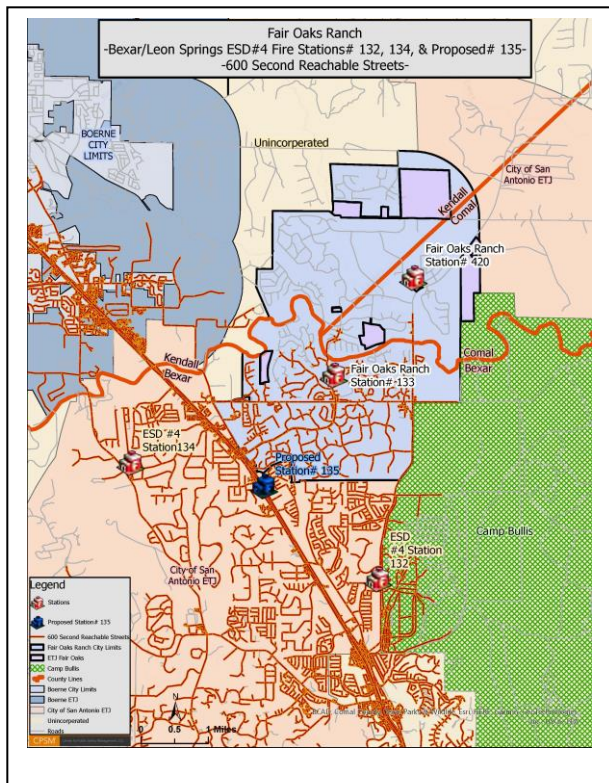
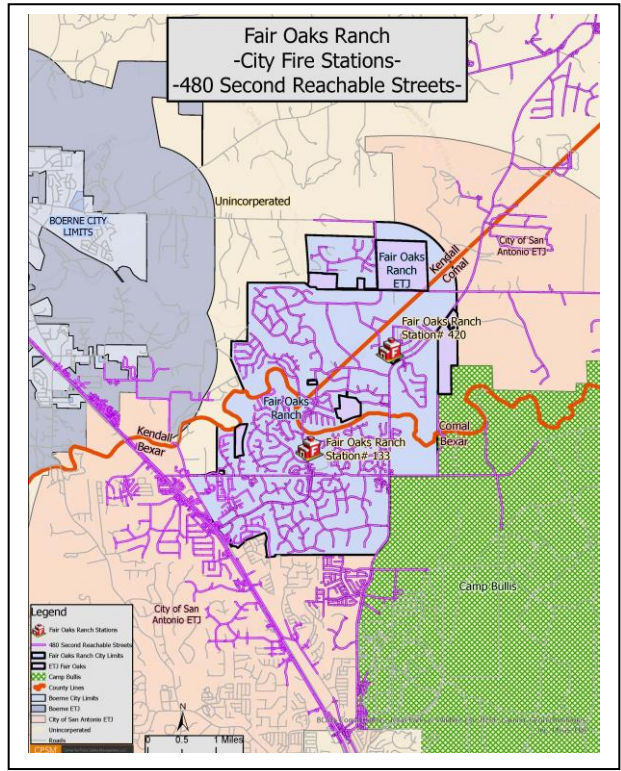


Figure 36: Eight Minute Travel Times: Stations 133 and 420



It is assessed that Stations 133 and 420 provide 100% coverage of the city when benchmarked against the 8-minute travel time.

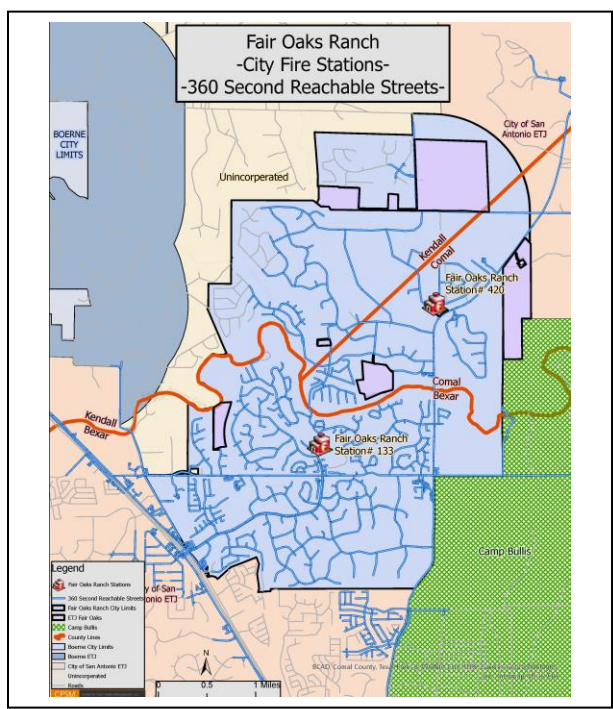
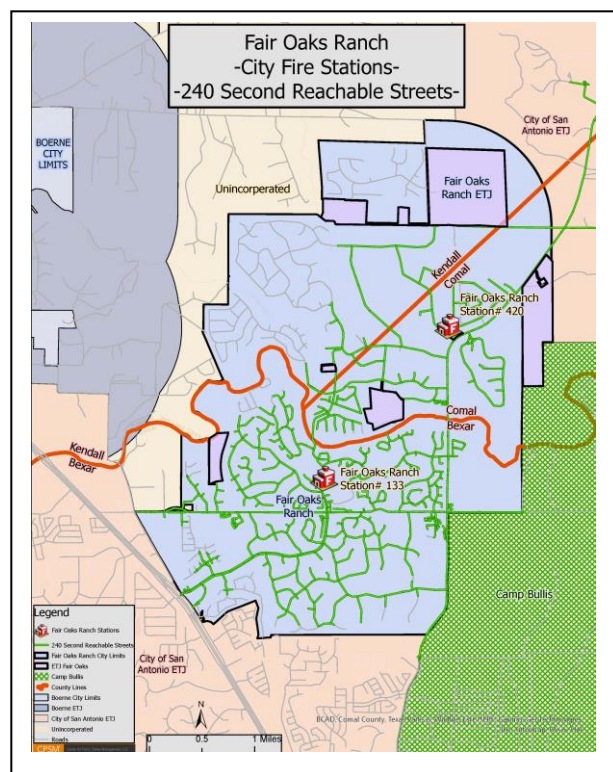
Noted here, Stations 133 and 420, which are located in the city are not staffed and rely on volunteers or part-time staffing to respond apparatus.

Station 420 is staffed during potential flooding events and during active wildland fire periods.

When benchmarked against the NFPA 1710 4-minute benchmark Stations 133 provides near 100% coverage in the southern area of the city and north along Fair Oaks Parkway. Station 420 provides coverage in the north, northeast, and north central areas of the city.

Areas of the city not covered when benchmarked against the 4-minute travel time are northwest and northeast areas.

When benchmarked against the 6-minute travel time, there is much improvement in the northwest and northeast areas.



Overall CPSM assesses that the LSFd is not meeting the 8-minute average turnout-travel time benchmark established in the contract between ESD 4 and the city, with exception of motor vehicle accidents.

It is further assessed that the LSFd has only moderate permeation into Fair Oaks Ranch with the current stations. This permeation is generally below Dietz Elkhorn Road. The addition of a new station 135 and Limestone Pass Frontage Road and Ranch Land View provides improved permeation into the city north of Dietz Elkhorn Road along the Fair Oaks Parkway corridor, however, even when benchmarked against a 10-minute travel time, the northern areas of the city are not covered.

In-city stations 133 and 420 provide 100 percent coverage when benchmarked against the 8-minute travel time assessment. When benchmarked against the 6-minute travel time assessment, these stations cover the city near 100 percent. As noted herein, Stations 133 and 420 are not staffed by LSFd personnel on a regular basis (Station 420 is staffed during flood events). These stations have response apparatus in-station for available volunteer and part-time staff to respond. Overall, during the one-year data analysis period, Engine 133 responded to 26 calls and Station 420 responded to 154 calls (126 of these were EMS calls).

Response-Staffing & Deployment Discussion

The operations necessary to successfully extinguish a structure fire, and do so effectively, efficiently, and safely, requires a carefully coordinated and controlled plan of action where certain operations such as venting ahead of the advancing interior hose line(s) must be carried out with a high degree of precision and timing. Multiple operations, frequently where seconds count, such as search and rescue operations and trying to cut off a rapidly advancing fire, must also be conducted simultaneously. If there are not enough personnel on the incident initially to perform all the critical tasks, some tasks will, out of necessity, be delayed. This can result in an increased risk of serious injury, or death, to building occupants and firefighters, as well as increased property damage.

The staffing of fire and EMS companies is a never-ending focus of attention among fire service and governmental leadership. While NFPA 1710 and OSHA provide guidelines (and to some extent the law, specifically OSHA in OSHA states) as to the level of staffing and response of personnel, the adoption of these documents varies from state to state and department to department. NFPA 1710 addresses the recommended staffing in terms of specific types of occupancies and risks. The needed staffing to conduct the critical tasks for each specific occupancy and risk are determined to be the Effective Response Force (ERF). The ERF for each of these occupancies is detailed in NFPA 1710 (2020 edition), section 5.2.4, Deployment.

Staffing and deployment of fire services is not an exact science. While there are many benchmarks that communities and management utilize in justifying certain staffing levels, there are certain considerations that are data driven and reached through national consensus.

Considerations for staffing and deployment of resources should include:

Fire Risk and Vulnerability of the Community: The community risk and vulnerability assessment are used to evaluate the community. With regard to individual property, the assessment is used to measure all property and the risk associated with that property and then segregate the property as either a high-, medium-, or low-hazard depending on factors such as the life and building content hazard and the potential fire flow and the staffing and apparatus types required to mitigate an emergency in the specific property. Factors such as fire protection systems are

considered in each building evaluation. Included in this assessment should be both a structural and nonstructural (weather, wildland-urban interface, transportation routes, etc.) analysis.

Population, Demographics, and Socioeconomics of a Community: Population and population density drive calls for local government service, particularly public safety. The risk from fire is not the same for everyone, with studies telling us age, gender, race, economic factors, and what region in the country one might live all contribute to the risk of death from fire. Studies also tell us these same factors affect demand for EMS, particularly population increase and the use of hospital emergency departments. Many uninsured or underinsured patients rely on emergency departments for their primary and emergency care, utilizing pre-hospital EMS transport systems as their entry point.

Call Demand: Demand is made up of the types of calls to which units are responding and the location of the calls. This drives workload and station staffing considerations. *Higher population centers with increased demand require greater resources.*

Workload of Units: The types of calls to which units are responding and the workload of each unit in the deployment model. This tells us what resources are needed and where; it links to demand and station location, or in a dynamic deployed system, the area(s) in which to post units.

Travel Times from Fire Stations: Looks at the ability to cover the response area in a reasonable and acceptable travel time when measured against national benchmarks. Links to demand and risk assessment.

NFPA Standards, ISO, OSHA Requirements (and other national benchmarking). CPSM considers national benchmarks, standards, and applicable laws when making recommendations or alternatives regarding the staffing and deployment of fire and EMS resources.

EMS Demand: Community demand; demand on available units and crews; demand on non-EMS units responding to calls for service (fire/police units); availability of crews in departments that utilize cross-trained EMS staff to perform fire suppression.

Critical Tasking: The ability of a fire and EMS department to collect an effective response force as benchmarked against national standards when confronted with the need to perform required critical tasks on a fire or EMS incident scene defines its capability to provide adequate resources to mitigate each event. Department-developed and measured against national benchmarks. Links to risk and vulnerability analysis.

Innovations in Staffing and Deployable Apparatus: The fire department's ability and willingness to develop and deploy innovative apparatus, such as compressed air foam systems, or deploying quick response vehicles (light vehicles equipped with medical equipment and some light fire suppression capabilities) on those calls (typically the largest percentage) that do not require heavy fire apparatus.



Community Expectations: Measuring, understanding, and meeting community expectations.

Ability to Fund: The community's ability and willingness to fund all local government services and understanding how the revenues are divided up to meet the community's expectations.

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While each component presents its own metrics of data, consensus opinion, and/or discussion points, aggregately they form the foundation for informed decision making geared toward the implementation of sustainable, data- and theory-supported, effective fire and EMS staffing and deployment models that fit the community's profile, risk, and expectations.

Response Platform

The LSF D responds with primary response assets that include engine apparatus; ladder apparatus; rescue apparatus; brush apparatus, and command vehicles. These are outlined below.

- Engine Companies, which are primarily designed for firefighting operations, the transport of crew members, hose (fire attack and larger supply), tank water, ground ladders, self-contained breathing apparatus, and storage of an assortment of hand tools used for a broad spectrum of fire operational tasks. As engines are often utilized as first response units on EMS calls, they also carry an assortment of EMS equipment to treat patients and provide life-saving measures prior to the arrival of EMS transport units.
- Quint/Ladder Company, which is also primarily designed for firefighting operations, differs from engines in that they also have a hydraulically operated aerial device designed to reach above grade floors to transport crew members, effect rescues, and provide an elevated water stream. Ladder trucks also transport crew members, ground ladders, self-contained breathing apparatus, various forcible entry tools, ventilation equipment, and hydraulic rescue tools as well as other equipment to deal with an assortment of fires and technical rescues. LSF D' s ladder is a quint platform configuration that carries hose (fire attack and supply) and tank water and can operate as an engine when required. The LSF D ladder also carries an assortment of EMS equipment to treat patients and provide life-saving measures prior to the arrival of EMS transport units.
- Rescue Company (in LSF D) is designed as a quick response unit to fire, technical rescue, extrication, and EMS incidents. These units are equipped as an advanced life support unit EMS unit but do not have transport capability. These units also carry an array of forcible entry tools, hydraulic rescue tools, air bags, and other assorted technical rope and gear.
- Brush Unit is an all-terrain vehicle, mini-pumper, and a wilderness rescue vehicle, used to fight wildfires. It is sometimes also known as a brush truck. This type of vehicle is designed to assist in fighting wildfires by transporting firefighters to the scene and providing them with access to the fire, along with water or other brush/wild land firefighting equipment.
- Command Vehicles, which are typically SUV-type vehicles with command centers built into the cargo compartment are designed to carry a command level officer to the scene and are equipped with radio and command boards, as well scene personnel tracking equipment and associated equipment. A command vehicle is assigned to the Operations Shift Battalion Chief. These personnel are responsible for responding to fire and EMS incidents and establishing command and control of the incident.

Effective Response Force and Critical Tasking

Critical tasks are those activities that must be conducted on time by responders at emergency incidents to control the situation and stop loss. Critical tasking for fire and EMS operations involves the minimum number of personnel needed to perform the tasks needed to effectively control and mitigate a fire or other emergency. To be effective, critical tasking must assign enough personnel so that all identified functions can be performed simultaneously. However, it is important to note that initial response personnel may manage secondary support functions

once they have completed their primary assignment. Thus, while an incident may end up requiring a greater commitment of resources or a specialized response, a properly executed critical tasking assignment will provide adequate resources to immediately begin bringing the incident under control.

The specific number of people required to perform all the critical tasks associated with an identified risk or incident type is referred to as an *Effective Response Force (ERF)*. The goal is to deliver an ERF within a prescribed period. NFPA 1710 (*Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*) provides the benchmarks for the assembling of an effective response force.

NFPA 1710 was the first organized approach to defining levels of service, deployment capabilities, and staffing levels for substantially career departments. Research work and empirical studies in North America were used by NFPA committees as the basis for developing response times and resource capabilities for those services as identified by the fire department.⁴⁰

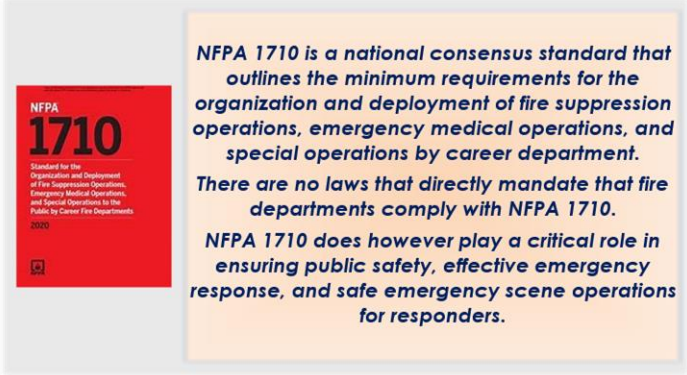
According to NFPA 1710, fire departments should base their capabilities on a formal all-hazards community risk assessment, as discussed earlier in this report, and taking into consideration:⁴¹

- Life hazard to the population protected.
- Provisions for safe and effective firefighting performance conditions for the firefighters.
- Potential property loss.
- Nature, configuration, hazards, and internal protection of the properties involved.
- Types of fireground tactics and evolutions employed as standard procedure, type of apparatus used, and results expected to be obtained at the fire scene.

Moreover, the fire department's ability to assemble an Effective Response Force (ERF) to complete the critical tasks required to safely mitigate the incident is paramount for successful operations.

The following discussion and tables will outline how critical tasking and assembling an effective response force is first measured in NFPA 1710, and how the LSF is benchmarked against this standard **for the predominate building types existing in Fair Oaks Ranch.**

This discussion will cover single-family dwelling buildings, open-air strip mall buildings, and apartment buildings as outlined in the NFPA standard. As mentioned already in this report, the LSF relies on automatic and mutual aid to assemble an Effective Response Force.



40. NFPA, Origin and Development of the NFPA 1710, 1710-1.
 41. NFPA 1710, 5.2.1.1, 5.2.2.2

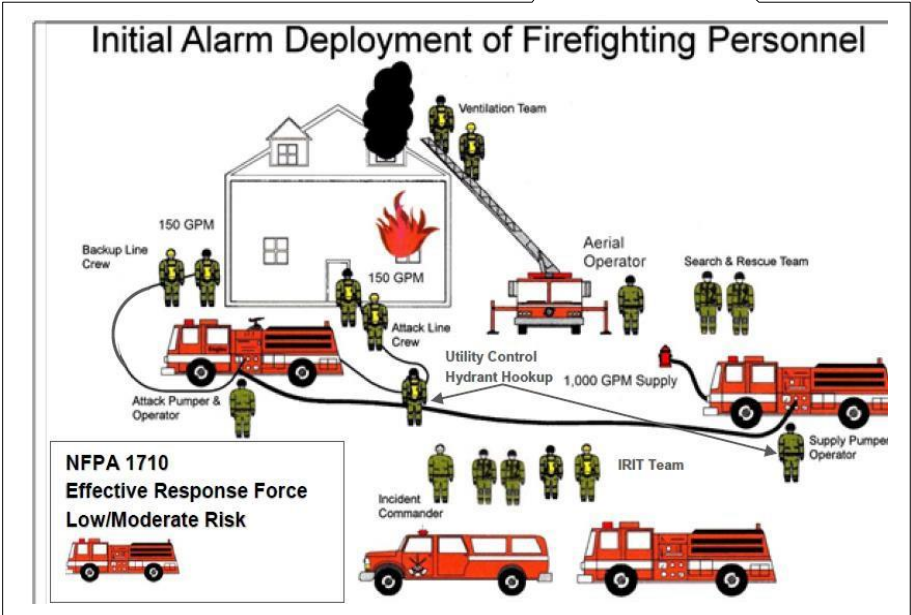
Single-Family Dwelling: NFPA 1710, 5.2.4.1

The initial full alarm assignment (ERF) to a structural fire in a typical 2,000 square-foot, two-story, single-family dwelling without a basement and with no exposures must provide for a minimum of 16 members (17 if an aerial device is used). The following figure illustrates this, and the subsequent table outlines the critical task matrix.

Table 12: NFPA 1710 Effective Response Force for Single-Family Dwelling Fire

Critical Tasks	Personnel
Incident Command	1
Continuous Water Supply	1
Fire Attack via Two Handlines	4
Hydrant Hook-up / Forcible Entry / Utilities	2
Primary Search and Rescue	2
Ground Ladders and Ventilation	2
Aerial Operator if Aerial is Used	1
Establishment of IRIC (Initial Rapid Intervention Crew)	4
Total Effective Response Force	16 (17) If Aerial is Used

Note: Single-family dwellings in Fair Oaks Ranch greater than 2,000 square feet should be considered a more moderate risk, particularly if built with lightweight wood-frame construction.



The next table outlines how LSF is able to assemble an ERF for a single-family dwelling fire. As a note here, the NFPA 1710 benchmark to assemble the Effective Response Force is 480 seconds or 8 minutes.

Open-Air Strip Mall/Commercial Building, Apartment Buildings NFPA 1710 5.2.4.2; 5.2.4.3

The initial full alarm assignment to a structural fire in a typical open-air strip mall/commercial building ranging from 13,000 square feet to 196,000 square feet in size, and a typical 1,200 square-foot apartment within a three-story, garden-style apartment building must provide for a minimum of 27 members (28 if an aerial device is used). The next table outlines the critical tasking matrix for this type of building.

Table 13: NFPA 1710 Effective Response Force for Open-Air Strip Mall / Commercial Building Fire

Critical Tasks	Personnel
Incident Command	2
Continuous Water Supply	2
Fire Attack via Two Handlines	6
Hydrant Hook-up / Forcible Entry / Utilities	3
Primary Search and Rescue	4
Ground Ladders and Ventilation	4
Aerial Operator if Aerial is Used	1
Establishment of IRIC (Initial Rapid Intervention Crew)	4
Medical Care Team	2
Total Effective Response Force	27 (28) If Aerial is Used

The next table outlines the LSF D’s ability to assemble an Effective Response Force for an open-air strip mall, commercial building, and apartments fires.

Table 14: LSF D Effective Response Force for Single Family Dwelling; Open-Air Strip Mall / Commercial Building; and Apartment Building Fires in Fair Oaks Ranch

LSFD Response Matrix	Personnel
LSFD Engine 132	3
LSFD Engine 134	3
ESD 8 Ladder	3
ESD Engine	3
Boerne Engine	3
Bergheim Engine	2
Shavano Park Ladder (Platform)	2
LSFD Chief Officer	1
Total ERF for LSF D	20

It is assessed that the LSF can assemble an Effective Response Force, when benchmarked against NFPA 1710, for single family dwellings in Fair Oaks Ranch utilizing automatic and mutual aid agreements, which is permitted under NFPA 1710.

It is assessed that the LSF cannot assemble an Effective Response Force, when benchmarked against NFPA 1710, for open air strip mall/commercial and apartment buildings in Fair Oaks Ranch using the current deployment matrix with automatic/mutual aid. However, with the arrival of automatic and mutual aid resources, the LSF will assemble resources for the initial attack and prioritized additional critical tasks.

It is further assessed that the LSF, based on time and distance of automatic and mutual aid resources, cannot assemble the entire Effective Response Force in eight minutes. However, the LSF can initiate mitigation efforts with the two responding crews (Engines 132 and 134) as the remainder of the initial alarm resources are responding and arriving.

Acadian Ambulance Service

The provision of efficient and effective Emergency Medical Services (EMS) is a vital aspect of any community's public safety infrastructure. As the city experiences growth and evolving healthcare needs, it becomes increasingly important to assess and optimize its EMS service delivery.

Emergency Medical Services (EMS) in the city are provided by Acadian Ambulance Services (AAS) of Texas, LLC. Acadian provides this service through a contract with the city as outlined above and is the exclusive provider of mobile basic and advanced life support services.

Acadian Ambulance is a private ambulance service that operates in Louisiana, Texas, Tennessee, and Mississippi.

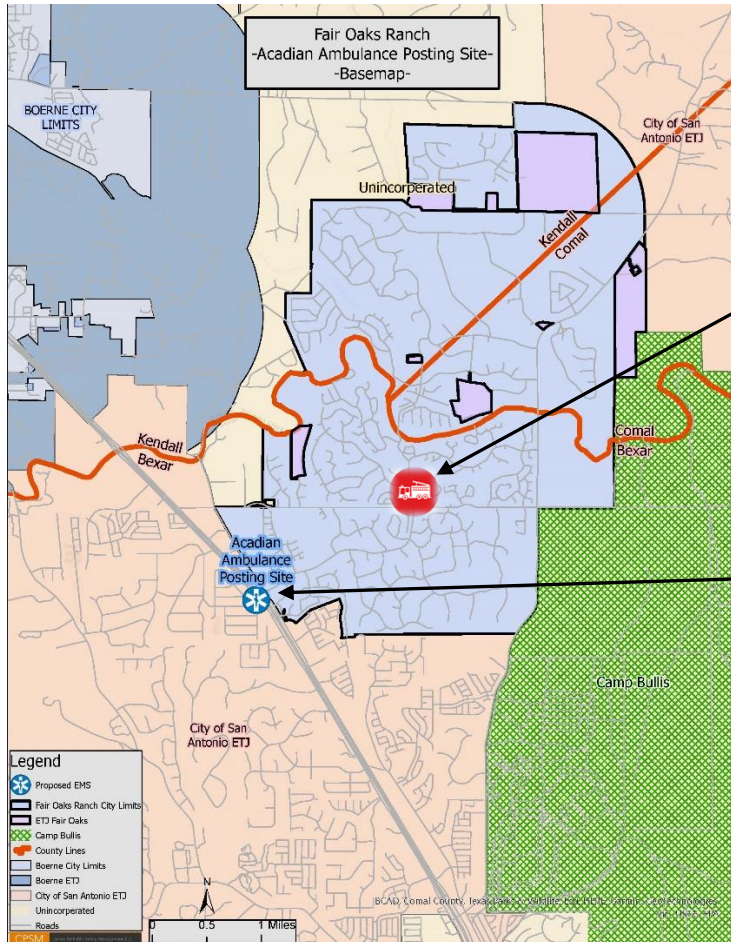


Acadian Ambulance Service is currently accredited by the Commission on Accreditation of Ambulance Services (CAAS) and the Commission for Accreditation of Medical Transport Systems (CAMTS).

As discussed, AAS staffs and posts one advanced life support (ALS) ambulance around the clock available by location to Fair Oaks Ranch. AAS utilizes a System Status Management (SSM) level of deployment, which is a planned approach to resource allocation based on historical call demand in a designated area. System Status Management (SSM) or dynamic deployment is the process and implementation of strategically positioning ambulances in geographic locations during various times of the day based on historical data that can aid in predicting operational demands. The goal of system status management is to optimize response times by deploying EMS resources strategically.

This SSM deployment model allows Acadian Ambulance to efficiently manage resources based on real-time demand. **In the context of Fair Oaks Ranch, this means that the posted ambulance near Fair Oaks Ranch can be bolstered with additional assets during periods of increased demand. Conversely, if the Acadian system is in a high demand period outside of Fair Oaks Ranch region, the Fair Oaks Ranch ambulance can be pulled and redeployed to other areas in the Acadian service area.**

Figure 37: Acadian Ambulance Service Fair Oaks Ranch Position Location



Currently, the AAS ambulance that services Fair Oaks Ranch changes out crews (shift change) at Station 133 in Fair Oaks Ranch. During crew change, the ambulance is checked out and crews ensure necessary inventory of equipment and supplies are on hand, with restocking available from this location.

Once the unit is ready to go, the unit shifts to its primary posting location which is the Quik Trip lot at Interstate 10 and Fair Oaks Parkway (west side of Interstate 10). From this location, AAS responds into Fair Oaks Ranch and to other areas within the response zone of this posting location.

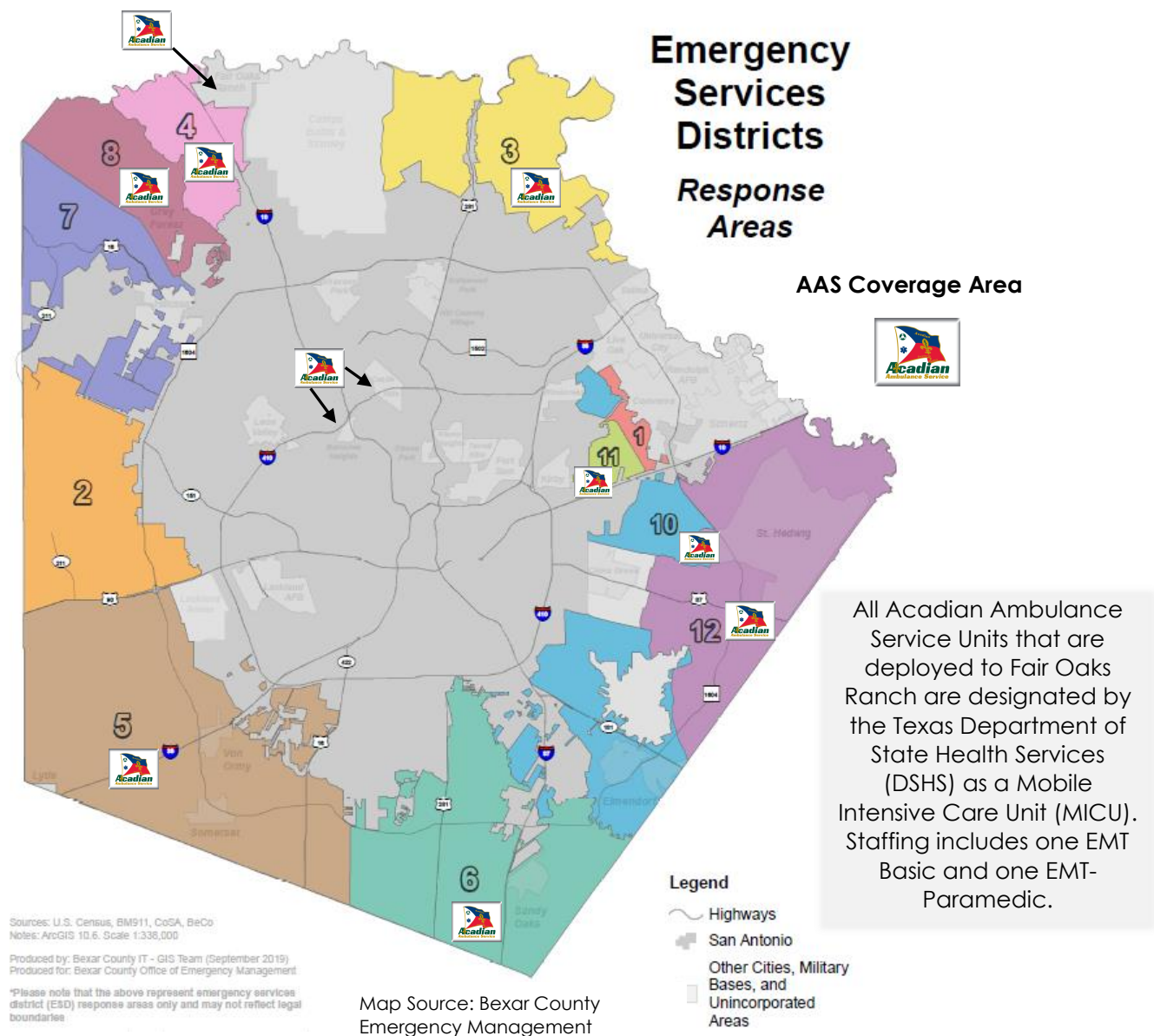


The traditional fire-based EMS transport system deploys based on the static deployment model.

In the static deployment model, dispatched ambulances leave a coverage gap in their response district until the unit returns to their home district after service.

Overall AAS covers ESD's 3, 4, 5, 6, 8, 10, 11, and 12. Additionally AAS covers the City of castle Hills and the City of Balcones Heights. The map below illustrates the AAS coverage areas.

Figure 38: Acadian Ambulance Service Coverage Areas in Bexar County



AAS Workload in Fair Oaks Ranch

CPSM received response data for Acadian Ambulance Services in the City of Fair Oaks Ranch for the period October 1, 2022, to September 30, 2023. We used the chief complaint descriptions from the CAD data to assign ambulance run categories for the workload analysis. The next table looks at the number of runs AAS responded to in Fair Oaks Ranch. CPSM classifies AAS workload in terms of runs as a typical call includes a LSF unit (multiple units respond and each unit receives credit for the response as a run).

Table 15: Ambulance Runs by Type

Run Type	Total Runs	Runs per Day	Percentage
Breathing difficulty	32	0.1	7.9
Cardiac and stroke	49	0.1	12.0
Fall and injury	108	0.3	26.5
Illness and other	138	0.4	33.9
MVA	18	0.0	4.4
Overdose and psychiatric	22	0.1	5.4
Seizure and unconsciousness	40	0.1	9.8
Total	407	1.1	100.0

Note: 23 runs were either canceled by fire or police department or unit-not-need (UNN). In all these runs, an Acadian ambulance was dispatched and arrived on scene.

CPSM assesses the City of Fair Oaks Ranch has a moderate workload for EMS resources (just over one call per day).

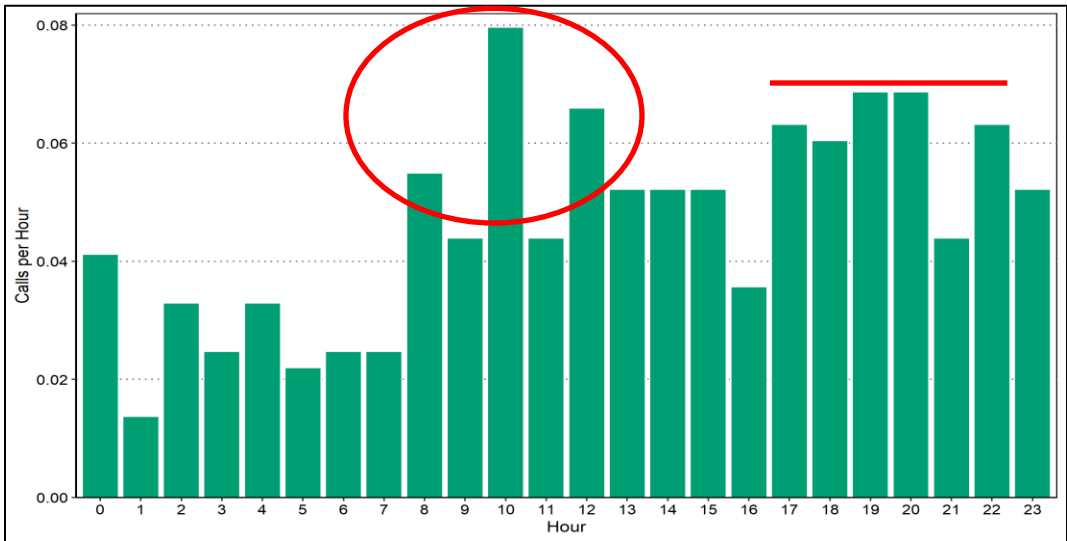
In the one-year data analysis period, AAS responded into Fair Oaks Ranch 407 times.

LSFD responded to 395 medical calls in Fair Oaks Ranch providing either medical care prior to AAS arriving or arriving with or after AAS and assisting with medical care.

It is important as well to look at the temporal variation of EMS response activity (activity over time), such as calls by month and calls by hour of the day.

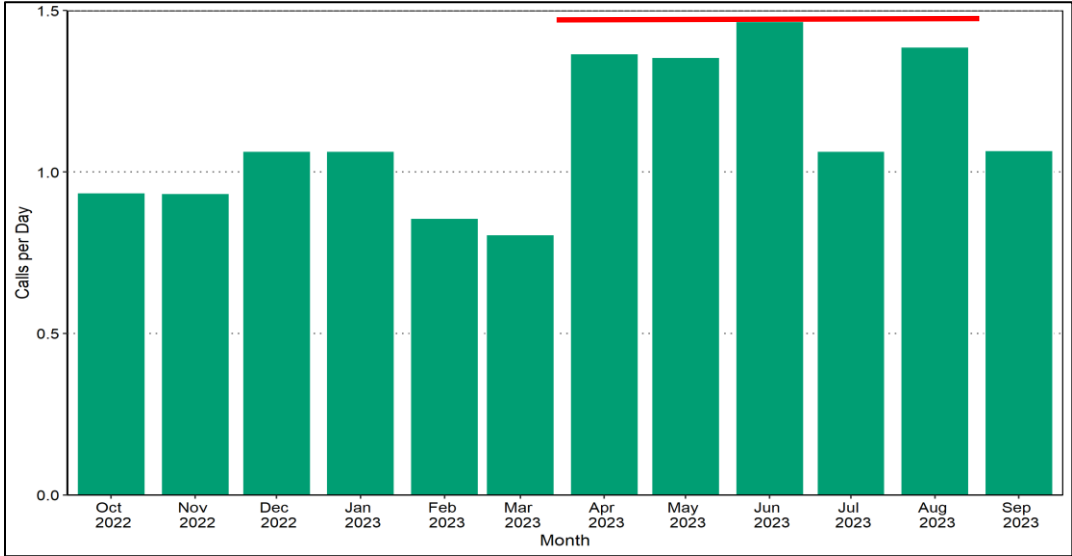
The next figures illustrate this. First, we look at AAS responses by time of day (calls per hour). As the analysis shows, the AAS has a higher demand for service between the hours of 5:00 pm and 8:00 pm with peaks at 8:00 am, 10:00 am, 12:00 pm, and 10 p.m.

Figure 39: Average Ambulance Runs by Hour of Day



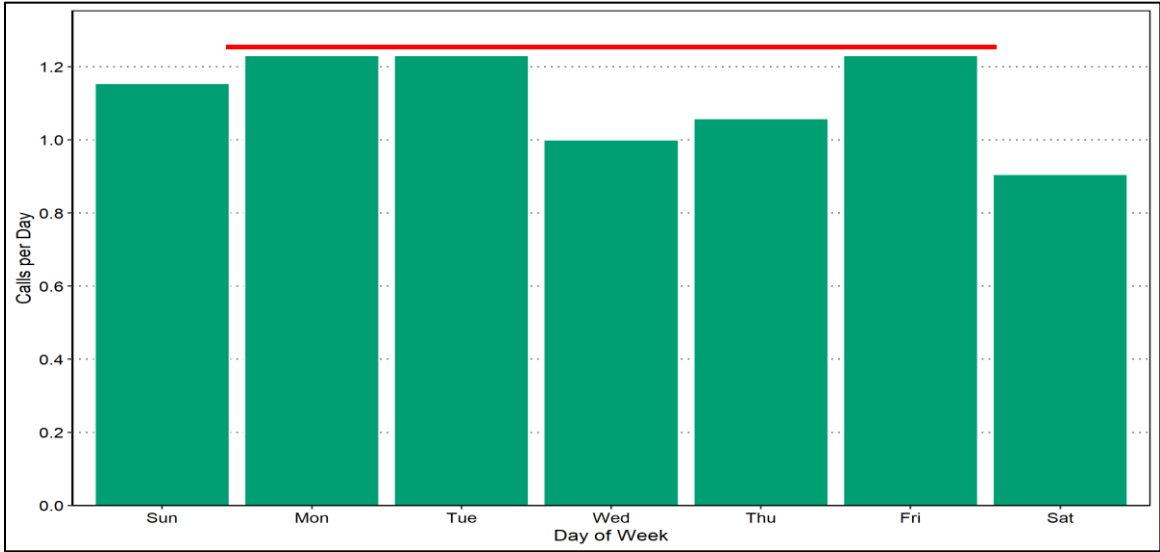
The monthly temporal variation analysis in the combined daily number of runs handled by AAS in the city tells us that calls peak in April, May, and June, with an additional peak in call volume in August.

Figure 40: Average Ambulance Runs by Month



The day of the week temporal variation analysis in the combined daily number of runs handled by AAS in the city tells us that calls peak on Monday, Tuesday, and Friday, with an additional peak above Wednesday, Thursday, and Saturday on Sunday.

Figure 41: Average Ambulance Runs by Day of Week



As we discussed earlier, AAS utilizes the system status management deployment model utilizing temporal variation data such as this when planning for and deploying ambulances. It should be understood here that the variation in calls by hour of the day, day of the week, and by the month vary from response area to response area with some areas requiring a heavier weighted presence of resources than others, or conversely a lighter weighted presence of resources. In this deployment model efficiencies are realized when units can be moved from posting location to posting location, however there are times when the system overall is stressed due to high demand.

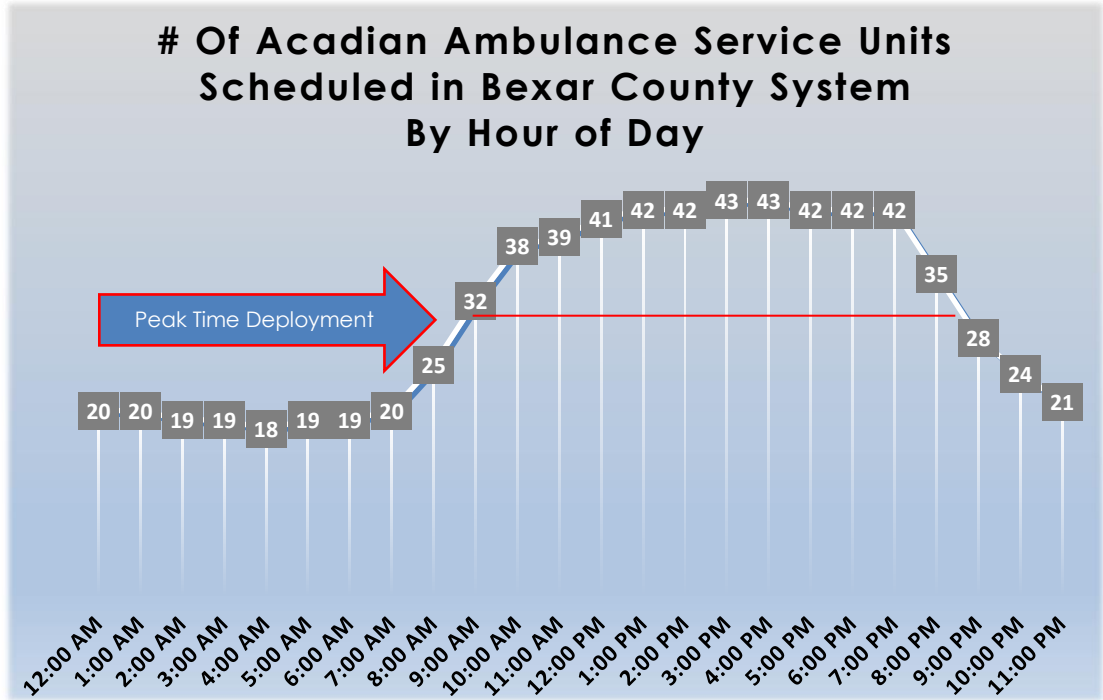
AAS System Capacity

As discussed above, AAS services eight other ESDs and two additional cities in Bexar County. The additional capacity and stations/posting points in and around Fair Oaks Ranch provides additional capacity for Fair Oaks Ranch when needed, and overall capacity in the system for all areas that contract with AAS.

Over a twenty-four hour period, AAS schedules the following number of ambulances. As discussed, AAS uses a System Status Management system that dynamically deploys units based on historical call volume over the twenty-four hour period. In this deployment model, typically there are less units during those timeframes where call volume is lower, with number of units peaking during the historical higher call demand periods.

The next three figures analyze the number of scheduled ambulances for three periods: Monday through Friday; Saturday; and Sunday.

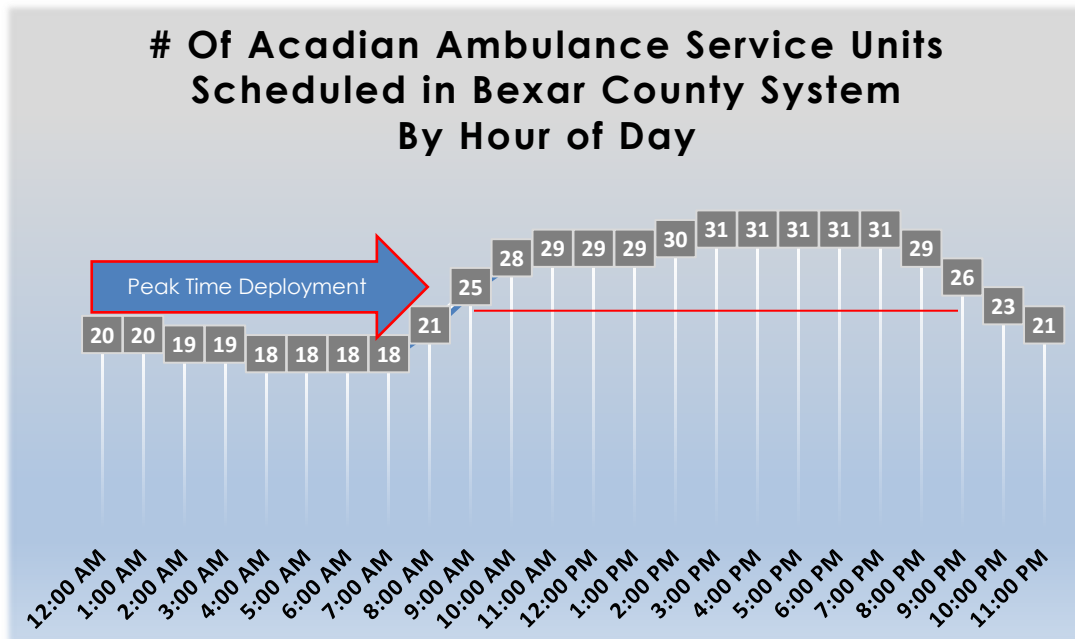
Figure 42: Acadian Ambulance Deployment Matrix: Monday through Friday



For the Monday through Friday staffing period, AAS deploys a low of 18 units between the hours of 5:00 AM and 6:00 AM and a high of 43 ambulances between the hours of 3:00 PM and 5:00 PM.

The peak time staffing is between the hours of 9:00 AM and 8:00 PM. During this period AAS deploys between 32 and 43 ambulances, depending on the time of day.

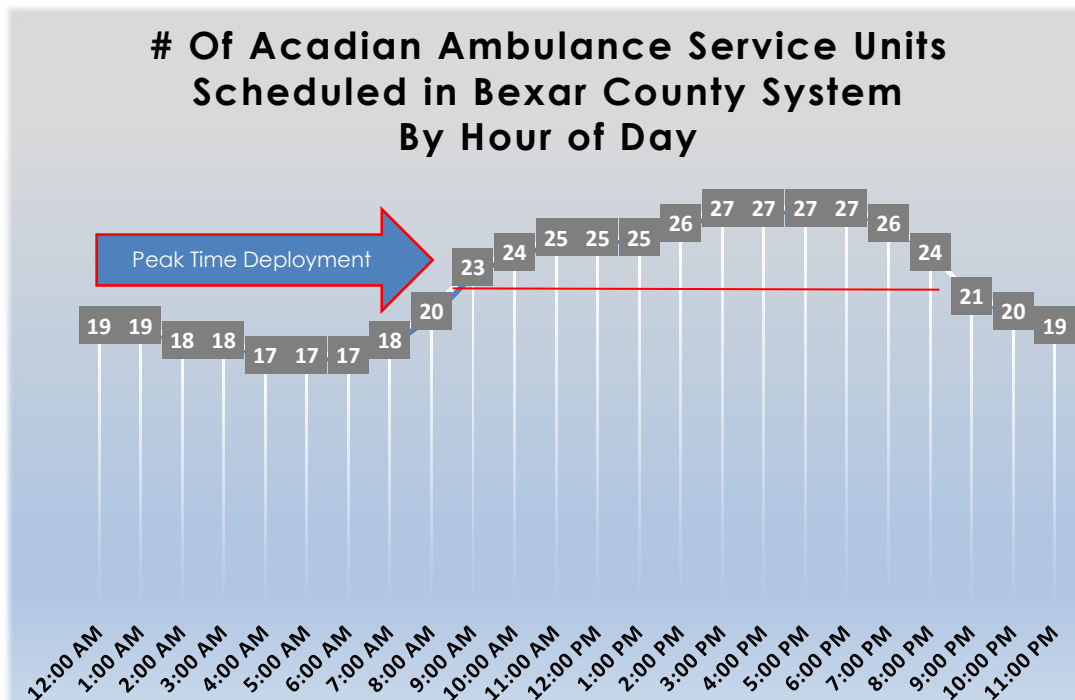
Figure 43: Acadian Ambulance Deployment Matrix: Saturday



For the Saturday staffing period, AAS deploys a low of 18 units between the hours of 5:00 AM and 7:00 AM and a high of 31 ambulances between the hours of 3:00 PM and 7:00 PM.

The peak time staffing is between the hours of 9:00 AM and 9:00 PM. During this period AAS deploys between 25 and 31 ambulances, depending on the time of day.

Figure 44: Acadian Ambulance Deployment Matrix: Sunday



For the Sunday staffing period, AAS deploys a low of 17 units between the hours of 4:00 AM and 6:00 AM and a high of 27 ambulances between the hours of 3:00 PM and 6:00 PM.

The peak time of staffing is between the hours of 9:00 AM and 8:00 PM. During this period AAS deploys between 23 and 27 ambulances, depending on the time of day.

CPSM assesses that Acadian Ambulance Service has resources available system wide and in proximity to Fair Oaks Ranch to handle the city’s EMS workload. CPSM further assesses that, based on the System Status Management deployment method that Acadian Ambulance utilizes, resources dedicated to Fair Oaks Ranch and in proximity to the city may be assigned to calls for service. Acadian Ambulance system resources will be deployed to the Fair Oaks Ranch area as available and from other system areas, which potentially may extend response times. This would happen as well in a static-deployed EMS or fire-based EMS transport system as described herein.

Response Times

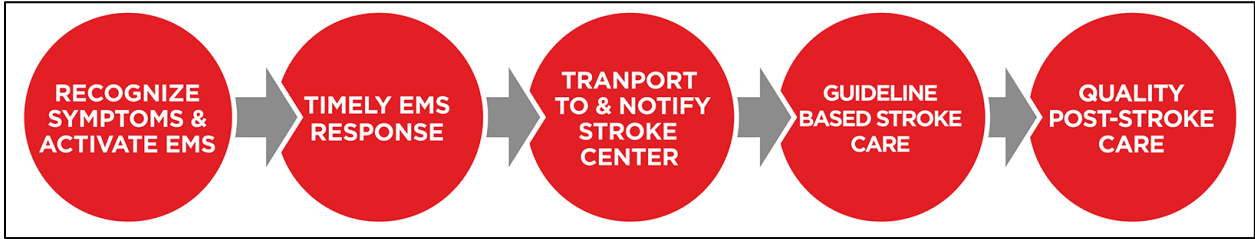
EMS response time as with fire response time is defined as “beginning with the initial receipt of an emergency ambulance call ... and ending when the ambulance arrives at the location.” Ambulance services are measured on the time it takes from receiving a 911 call to the vehicle arriving at the patient’s location. EMS response times are measured differently than fire service response times. Where the fire service uses NFPA 1710 and 1720 as response time benchmarking documents, EMS’ focus is and should be directed to the evidence-based research relationship between clinical outcomes and response times. Communities often work with Medical Direction and establish community-based response time performance goals.

Much of the current research suggests response times have little impact on clinical outcomes of low acuity calls. Higher acuity calls such as cerebrovascular accidents (stroke), injury or illness compromising the respiratory system, injury or illness compromising the cardiovascular system to include S-T segment elevation emergencies, certain obstetrical emergencies, and certain other medical emergencies are higher level emergencies. Each requires rapid response times, rapid on-scene treatment and packaging for transport, and rapid transport to the hospital. There are also other EMS incidents that are truly life-threatening, and the time of response can clearly impact the outcome. These involve emergencies such as full drownings, allergic reactions, electrocutions, and severe trauma (often caused by gunshot wounds, stabbings, and severe motor vehicle accidents, etc.) and acute medical emergencies. Again, the frequency of these types of calls is lower on average when looking at the totality of EMS responses.

As a low percentage of 911 patients have time-sensitive and advanced life support (ALS) needs, for those patients that do, time can be a critical issue. This becomes more critical in the more remote areas of the city where response times can be longer. For the remainder of those calling 911 for a medical emergency, though they may not have a medical necessity, they still expect rapid customer service. Response times for patients and their families are often the most important measurement of an EMS agency. **Regardless of the service delivery model, appropriate response times are more than a clinical issue; they are also a customer service issue and should not be ignored.**

The next figure illustrates the out-of-hospital chain of survival for a stroke emergency, which is a series of actions that, when put in motion, reduce the mortality of a stroke emergency. **An important component is timely EMS response.**

Figure 46: Cerebrovascular Emergency (Stroke) Chain of Survival



Source: <https://nhcps.com/lesson/acls-acute-stroke-care/>

The next figure illustrates the out of hospital chain of survival, which is a series of actions that, when put in motion, reduce the mortality of sudden cardiac arrest. Adequate EMS response times coupled with community and public access defibrillator programs can positively impact the survival rate of sudden cardiac arrest victims. **Again, timely basic and advanced EMS response is an important component of the overall patient care system.**

Figure 47: Sudden Cardiac Arrest Out of Hospital Chain of Survival



Adult OHCA Chain of Survival

From: 2020 American Heart Association Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care.

Next, we review EMS response times. Based on the provided data, we separate response time into two identifiable components. *Turnout time* is the difference between assign time and the time a unit is en route to a call's location. *Travel time* is the difference between the time en route and arrival on scene. *Response time* is the total time elapsed between assigning a unit to arriving on scene.

In this response time analysis, we included all runs within the City of Fair Oaks Ranch to which at least one AAS unit arrived. For 407 total runs, we excluded 23 runs that were canceled by fire or police departments or unit-not-need (UNN). As a result, a total of 384 runs are included in this section's analysis.

The next table breaks down the average and 70th percentile response times by run type. A 70th percentile means that 70 percent of runs had response times at or below that number.

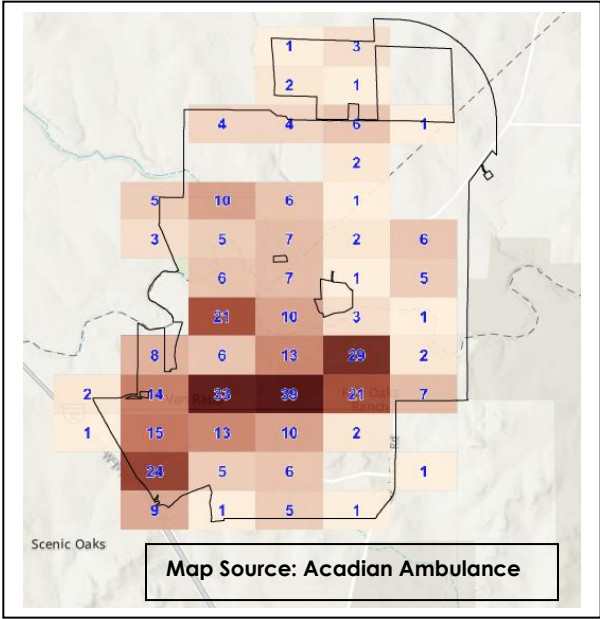
The current benchmark for AAS response times in the city originates from the Acadian-Bexar County contract which is: *Acadian will provide continuous response capability for all EMS calls, and shall maintain an average fractile monthly emergency response time of not greater than eleven (11) minutes and shall strive to achieve an average fractile monthly emergency response time of less than eleven (11) minutes, for at least 70% of responses.*

Table 16: Average and 70th Percentile Response Times of First Arriving Ambulance, by Run Type (Minutes)

Run Type	Average			70th Percentile			Number of Runs
	Turnout	Travel	Total	Turnout	Travel	Total	
Breathing difficulty	0.4	9.1	9.4	0.2	10.6	10.8	30
Cardiac and stroke	0.3	10.4	10.7	0.2	13.4	13.5	48
Fall and injury	0.3	9.7	10.0	0.2	10.3	10.8	106
Illness and other	0.5	8.6	9.2	0.2	10.0	10.5	127
MVA	0.4	7.3	7.7	0.2	9.1	9.4	15
Overdose and psychiatric	0.3	7.6	7.9	0.2	9.1	9.3	20
Seizure and unconsciousness	0.4	8.5	8.9	0.2	10.4	10.7	38
Total	0.4	9.1	9.5	0.2	10.3	10.7	384

It is assessed that overall, AAS is meeting the contractual obligations with the city for EMS response times as stated: *Acadian will use its best efforts to produce response time reliability for all city calls, comparable to the standards set forth in the contract for the unincorporated areas of Bexar county, which as outlined above is 11-minutes 70-percent of the time.* Individually, Cardiac and Stroke responses are over the 11-minute benchmark.

Figure 48: EMS Demand: Responded to by AAS



As with fire, when analyzing EMS travel times, it is important to link travel time to demand. As a review, the next figure illustrates AAS EMS demand in Fair Oaks Ranch.

AAS EMS demand, like fire demand, is concentrated in the more densely populated residential areas around the Fair Oaks Ranch Golf & Country Club and along the western boundary, north and south of Dietz Elkhorn Rd. EMS demand is much heavier than fire demand in these areas.

Next, we review the AAS posting site at I-10 and Fair Oaks Parkway, as this is typically the initial response location for EMS incidents in Fair Oaks Ranch. Here we analyze six, eight, ten, and twelve minute travel times. As AAS utilizes a SSM deployment model, turnout or chute times are very low and efficient, as the crew is posted and, in the ambulance, when they receive a call.

Figure 49: Acadian Ambulance Service Six and Eight Minute Travel Times into Fair Oaks Ranch

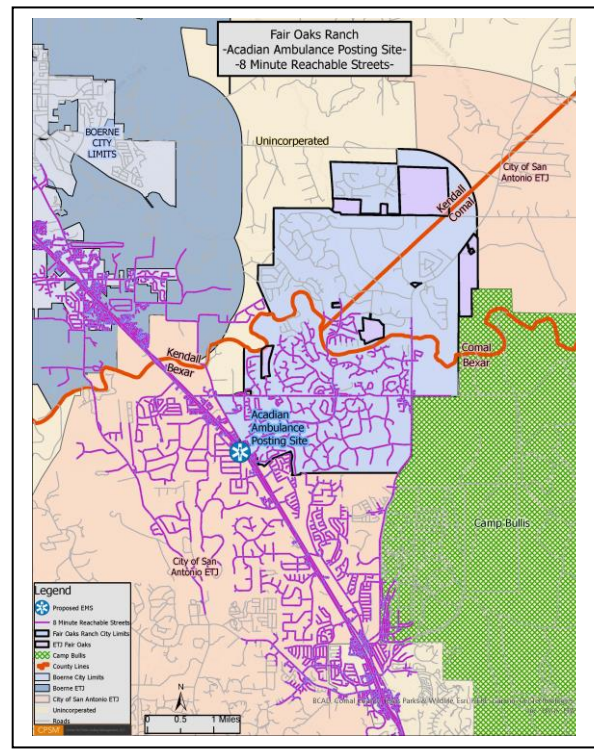
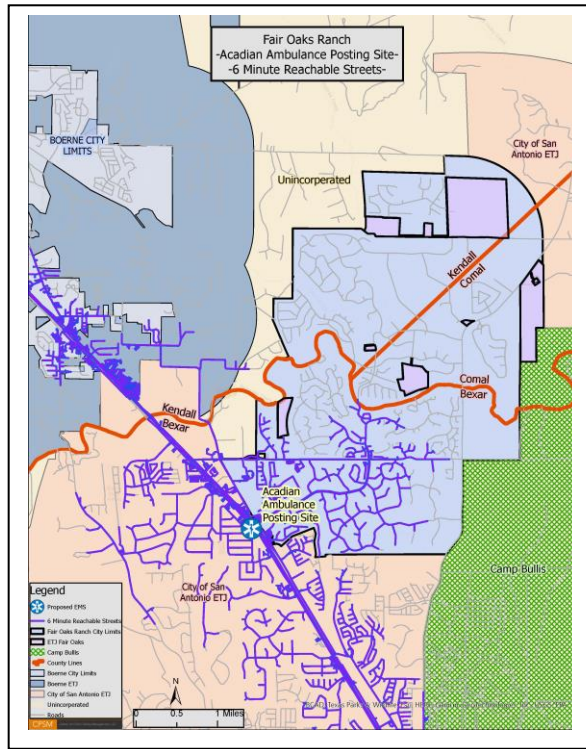
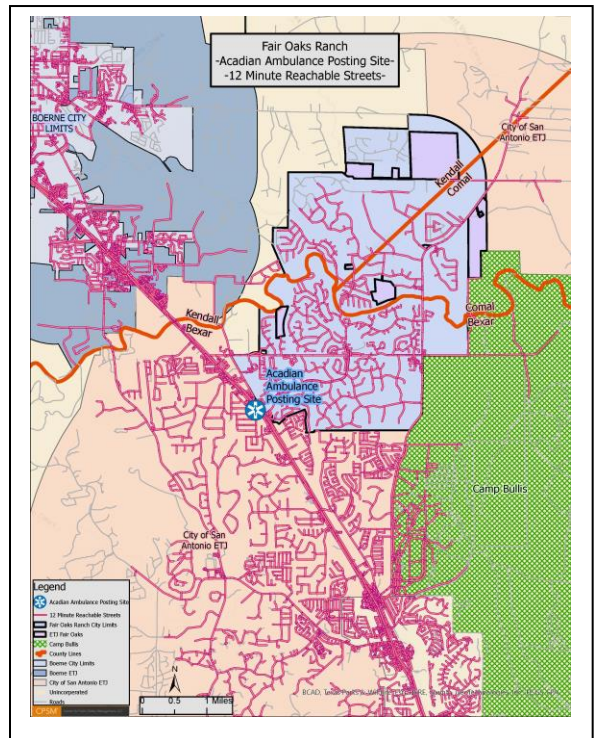
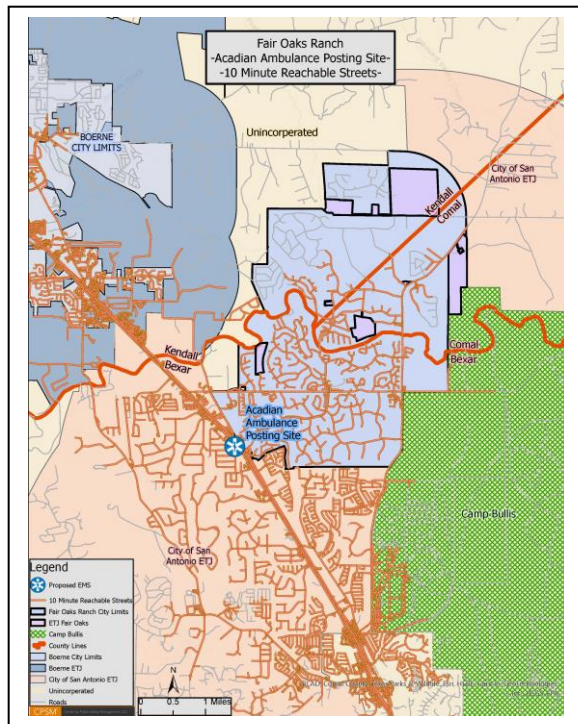


Figure 50: Acadian Ambulance Service Ten and Twelve Minute Travel Times into Fair Oaks Ranch



It is assessed that AAS has good permeation into the heavier demand areas of the city south of Dietz Elkhorn Road when benchmarked against the 6-minute travel time bleed. At the 8-minute travel time bleed AAS permeation extends north of Dietz-Elkhorn Road to the middle third of the city. At the 10-minute travel time bleed AAS permeation extends further north of Dietz-Elkhorn Road and further north up Ralph Fair Road filling in the middle third of the city. At the 12-minute travel time bleed AAS permeation extends into the upper third of the city to just south of W Ammann Road and Rolling Acres Trail areas.

CPSM was also able to review and analyze the number of transports AAS made out of Fair Oaks Ranch. Out of 407 EMS runs into the city, there were 284 transports (73.6% conversion rate).

Table 17: Run-Transport Conversion Data

Runs	Transports	Runs Per Day	Transports Per Day	Conversion Rate
407	284	1.1	0.8	73.6

The primary transport location is Methodist Hospital in San Antonio (35.6% of all transports), followed by Methodist Boerne Medical Center. Both are in the closest proximity to Fair Oaks Ranch. The next table shows the top ten hospital transport locations.

Table 18: Transport Runs by Destination

Destination	Transport	Percentage
Methodist Hospital San Antonio ED	101	35.6
Methodist Boerne Medical Center	72	25.4
University Hospital of San Antonio	51	18.0
Stone Oak Methodist Hospital ED	15	5.3
North Central Baptist Hospital ED	10	3.5
All other locations*	35	12.3
Total	284	100.0

*All other locations include: Methodist Hospital San Antonio; Methodist Texan Hospital; Methodist Children's Hospital of South Texas; Methodist Specialty and Transplant Hospital; St Luke's Baptist Hospital; San Antonio Military Medical Center; Santa Rosa Hospital Medical Center; Audie Murphy VA Hospital; Methodist Heart Hospital; Methodist Specialty and Transplant Hospital; North Central Baptist Hospital.

Medical Direction / Oversight / Medical Protocols

EMS Medical Direction is supported by the agency/organization's Medical Director(s), who are directly responsible for protecting the public and have the authority to grant or suspend medical credentials for all EMS providers in the system. Off-line protocols and standards of care are developed by the Medical Director, but the term for general oversight offered by the Medical Director is medical direction. EMS medical directors support EMS personnel and first responders through training, protocol development, and resource deployment advice.

Current EMS clinical treatment is authorized and directed by an agency/board appointed physician who is the *Primary Medical Director* dedicated to medical direction, clinical oversight, EMS Education, and various other EMS-related projects that are consistent with industry best practices for a valued EMS system such as Acadian Ambulance Service.

At the time of this review and evaluation it is noted that Acadian Ambulance has a vast network of Medical Directors that enhance their clinical oversight.

The Current Medical Director for Texas Operations is Dr. Emily Kidd, MD.

Dr. Kidd oversees the company's clinical operations throughout the state of Texas. She has an extensive background in clinical emergency medicine and emergency medical services (EMS) and is very familiar with both Bexar County and Houston, having served as the assistant medical director and interim medical director for the San Antonio Fire Department and the assistant medical director for the Houston Fire Department's Division of EMS.

She is double board certified in EMS and emergency medicine and is a fellow of the American College of Emergency Physicians. She is an assistant professor at the University of Texas Health Science Center, Department of Emergency Health Sciences, at San Antonio and worked at Christus Santa Rosa City Center and Methodist Hospitals.

Dr. Kidd has experience in disaster preparedness, public health, and medical emergency management at the local, regional, state, and federal levels. Since 2006, she has been a sitting committee member on the Governor's EMS and Trauma Advisory Council (GETAC) Disaster and Emergency Preparedness Committee. She is also a member of the Federal Emergency Management Agency (FEMA) National Advisory Council.

Dr. Kidd served her internship and residency at East Carolina University, received her Doctor of Medicine degree from the University of Texas at Houston Health Science Center and her Bachelor of Science degree from Texas A&M University.

Acadian Ambulances' medical protocols cover a comprehensive range of medical emergencies, including trauma, cardiac events, respiratory distress, and other common EMS scenarios.

The protocols are authorized by the state of Texas Department of State Health Services (DSHS), indicating compliance with regulatory standards and legal requirements. DSHS regulates EMS providers, including ambulances, emergency medical technicians (EMTs), paramedics, and EMS education programs.

DSHS establishes standards for EMS provider certification, licensure, and practice, ensuring that providers meet competency requirements and adhere to established protocols.

Compliance with Industry Best Practices

Acadian Ambulances' protocols exceed industry best practices in several areas. For instance, they incorporate advanced airway management techniques, such as the use of video laryngoscopy, which is considered superior to traditional intubation methods. Their approach to pain management includes the use of opioid alternatives and multi-modal analgesia strategies, aligning with current trends in pain management and opioid stewardship.

Evidence-Based Practices

Acadian Ambulances' protocols demonstrate a commitment to evidence-based practices. They reference current clinical guidelines and peer-reviewed literature to support their treatment algorithms. Regular updates to protocols reflect the integration of new evidence and emerging best practices, ensuring that care remains aligned with the latest scientific advancements.

Bundle of Care Consistency

Acadian Ambulances' protocols organize care into bundles for specific medical conditions or patient presentations, promoting consistency and standardization. Bundles address the continuum of care, from initial assessment and intervention to transport and handoff to definitive care facilities, ensuring a seamless transition between prehospital and hospital settings.

Quality Improvement and Patient Outcomes:

Acadian Ambulances have robust quality improvement processes in place. They regularly review clinical data and solicit feedback from healthcare providers and patients to identify areas for improvement. Patient outcomes associated with Acadian Ambulances' protocols are favorable, with high survival rates and positive patient satisfaction scores reported.

Training and Education:

EMS providers within Acadian Ambulances undergo rigorous training and education, ensuring proficiency in the implementation of medical protocols. Ongoing professional development opportunities, such as continuing education and skills maintenance programs, support providers in staying updated on changes to protocols and advancing their clinical skills.

It is assessed the Acadian Ambulance Service medical direction program /practices are consistent with current EMS best practices for EMS Physician engagement, clinical oversight, and program development. It is further assessed AAS's medical protocols demonstrate a commitment to excellence in EMS care. By exceeding industry best practices, incorporating evidence-based strategies, and prioritizing quality improvement and provider education, Acadian Ambulances consistently deliver high-quality care to their patients.

CQI, Training & Credentialing, QA/QI

The Continuous Quality Improvement (CQI) program is an ongoing, continuous evaluation of system performance to determine how the system, and providers within the system, are functioning. This insight allows Medical Direction and EMS providers to improve operational performance and, most importantly, patient outcomes. Continuous Quality Improvement is a never-ending process in which all levels of healthcare workers are encouraged to team together to develop and enhance the system within which they work. Based on EMS community collaboration and a shared commitment to excellence, the CQI process identifies areas for improvement within the EMS System. The CQI process identifies training opportunities, highlights outstanding clinical performance, audits compliance with the treatment protocols, and reviews specific illnesses or injuries along with their associated treatments.

Training, also known as continuing education, is required for workers to stay current with the latest developments, skills, and new technologies required for their EMS certifications. Continuing education is required to comply with laws, remain licensed or certified, or maintain membership in an association or licensing body.

Credentialing in EMS is the process of professional certification that provides a mechanism for individuals or agencies to demonstrate that they possess the knowledge and skills necessary to lead various levels of an EMS organization. This proficiency is demonstrated through education and experience that is validated through an independent evaluation process. Examples of Accreditation include The Commission on Ambulance Accreditation (CAAS) and the Center for Public Safety Excellence (CPSE). As noted, AAS is a CAAS accredited agency.

EMS agencies have an obligation to maintain a **Quality Improvement (QI) or Quality Assurance (QA)** program. Medical direction generally requires this program and identified process. These programs are linked to patient-care report reviews for compliance with protocols and policies. QA and QI are used to assess the current quality and develop, implement, and measure an improvement process. A QA/QI program focuses on desired health outcomes for patients and is utilized to improve outcomes based on process and evidence.

Training and quality improvement are essential hallmarks of liability prevention and risk management. For instance, ambulance-related vehicle accidents are a common risk area. Well-run driver training is essential, as are periodic updates and training refreshers. Becoming familiar with your response area can help avoid response delays, wrong turns, and last-minute maneuvers that can create risk. In addition, individual providers can help themselves by doing their “homework”—knowing their system’s protocols and avoiding unjustified protocol deviations can help keep them out of hot water with their employer, medical director, and state EMS office.

EMS training - QA/QI (Quality Assurance/Quality Improvement) is an essential process that helps to ensure that EMS personnel receive high-quality training and that their skills are maintained and improved over time.

The QA/QI process involves several steps:

- **Establishing performance standards:** This involves defining the performance standards for EMS personnel, including the skills and knowledge required to provide effective emergency medical care.
- **Monitoring performance:** EMS agencies should regularly monitor the performance of their personnel to ensure that they are meeting the established performance standards. This may involve reviewing patient care reports, observing personnel in action, and reviewing other performance metrics.
- **Identifying areas for improvement:** Based on performance monitoring, EMS agencies should identify areas for improvement and develop plans to address any deficiencies in training or skills.
- **Implementing improvements:** EMS agencies should implement improvements to their training programs and other systems based on their performance monitoring and identification of areas for improvement.
- **Evaluating effectiveness:** After implementing improvements, EMS agencies should evaluate the effectiveness of their changes and make further adjustments as needed to ensure that EMS personnel are receiving the best possible training and support.

The QA/QI process is critical for ensuring that EMS personnel are well-trained and prepared to provide effective emergency medical care. By regularly monitoring performance and making improvements to training programs and other systems, EMS agencies can ensure that their personnel are providing high-quality care to patients in their communities.

CPSM assesses at the time of our review the AAS training program ensures regular, routine, and validation-based training. The standards from Acadian Ambulance’s QA/QI review and evaluation-led training are consistent with industry practices and are aligned with CAAS accreditation standards for a consistent QA/QI Training Program. It is further assessed that the AAS overall CQI program is contemporary and consistent with industry practices.



Emergency Management

Emergency management is the discipline of dealing with and avoiding risks. Its role in the community is to assess and prepare for current risk conditions, to proactively take steps to mitigate those risks, and to respond/recover should an emergency situation occur. Further, through the crucial roles of planning and preparedness and the coordination of response and management of resources, emergency management plays a major role in mitigating the impacts of disasters.

Pursuant to Article 1.06, Sec.1.06.031 (a) of the Fair Oaks Ranch Code of Ordinances (city ordinances), the Emergency Management Director position for the city is held by the Mayor, in accordance with state law. This ordinance further defines the *operational emergency management organization of the city shall consist of the officers and employees of the city so designated by the Director (Mayor) in the emergency management plan.*

The emergency management community consists of many organizations (local, state, military, nonprofit, federal, and private). Examples of organizations that interact with a local Emergency Management office include: the Federal Emergency Management Agency (FEMA), local fire and EMS agencies, local public works departments, emergency communications centers (i.e., 911-dispatch), emergency management agencies at the municipal, county, and state level, public health agencies, National Guard, local and state law enforcement, public works, non-governmental, and the American Red Cross.

Most recently (since 2020) Bexar, Comal, and Kendall Counties (includes Fair Oaks Ranch) has participated in seven federal declarations. **These serve as drivers to be better prepared and coordinated at the city level for natural and human caused emergency/disaster events.**

- FEMA EM-3458-TX (All Texas Counties) 03/13/2020, related to COVID-19; Individual and Public Assistance.
- FEMA DR-4485-TX (All Texas Counties) 03/25/2020, related to COVID 19; Individual and Public Assistance.
- FEMA EM-3530-TX (Includes Bexar County) 07/25/2020, related to Hurricane Hanna; Individual and Public Assistance.
- FEMA EM-3540-TX (Includes Bexar County) 08/24/2020 related to Tropical Storms Marco and Laura; Individual and Public Assistance.
- FEMA EM-3554-TX (Includes Bexar County) 02/14/2021 related to Texas Severe Winter Storm; Individual and Public Assistance.
- FEMA DR-4586-TX (Includes Bexar County) 02/19/2021 related to Texas Severe Winter Storm; Individual and Public Assistance (Categories A-G).
- FEMA DR-4705-TX (Includes Comal and Kendall Counties) 04/21/2023 related to Texas Severe Winter Storm; Public Assistance (Categories A-G).

Emergency Planning

The city has developed a draft Emergency Operations Plan (EOP). An EOP is designed to serve as a planning document that is an all-hazards plan developed to identify and address the natural and human-caused hazards that threaten a community. An EOP describes the system that a community will use to prevent, prepare for, respond to, and recover from an emergency or disaster event. An EOP also identifies triggers for activating the community's Emergency

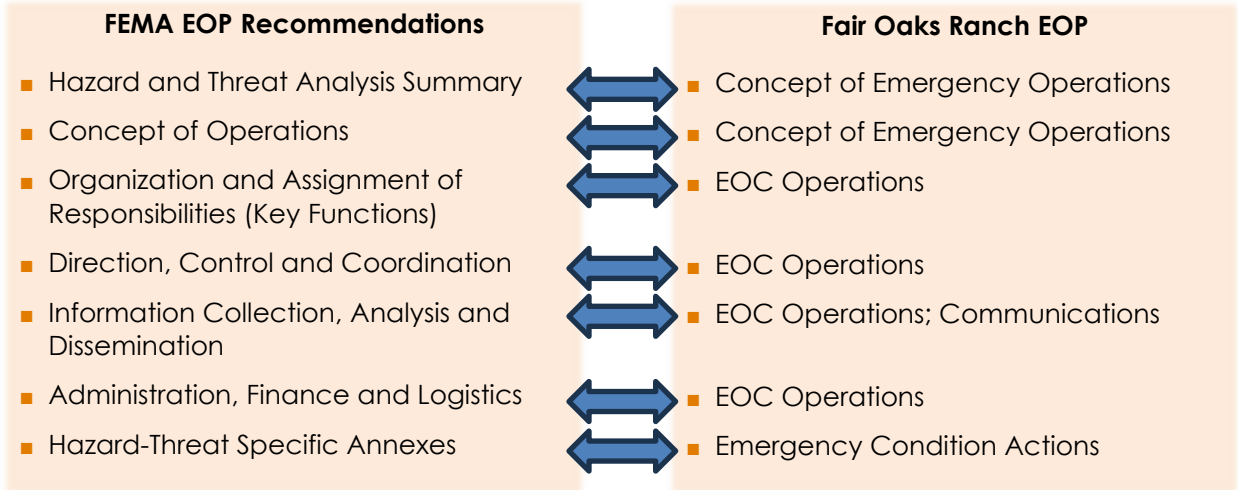
Operations Center (EOC) and assigns specific areas of responsibility for coordinating resources to support the response to an emergency or disaster.

FEMA's *Developing and Maintaining Emergency Operations Plans, 2021 v 3.0* identifies several key components that should be included in an EOP. These are:

- Hazard and Threat Analysis Summary
- Concept of Operations
- Organization and Assignment of Responsibilities (Key Functions)
- Direction, Control and Coordination
- Information Collection, Analysis and Dissemination
- Administration, Finance and Logistics

FEMA's *Developing and Maintaining Emergency Operations Plans, 2021 v 3.0* also outlines EOP annexes that a locality may develop and that specific to that locality. Annexes are designed to provide greater detail beyond that which is outlined in the basic plan. These may include annexes for natural and/or human caused threats and hazards a community is known to be exposed to (flooding, winter storms as examples) or chooses to provide greater detail on (mass casualty incident, power outage as examples).

CPSM reviewed the city's EOP and found the content valid.⁴² CPSM cross-walked the key components recommended in FEMA's *Developing and Maintaining Emergency Operations Plans, 2021 v 3.0* guide with the city's EOP as outlined next. CPSM assesses through this cross walk that the Fair Oaks Ranch EOP aligns with each FEMA component. CPSM also assesses the EOP aligns with the five mission areas outlined in Presidential Policy Directive 8 (PPD-8): National Preparedness.



CPSM recommends the following additions to the Fair Oaks Ranch EOP:

- For Level 1 and Level 2 EOC activation, the Finance Director should be added to the staffing compliment. The potential to expend funding for various operations and to track

42. City of Fair Oaks Emergency Operations Plan (Basic Plan), Draft 2024.

expenditures for state and/or federal reimbursement is likely to occur and is better coordinated by the finance department.

- Consider aligning Section 2-Phases under the Emergency Planning Guidelines (p. 11) with the five mission areas outlined in *Presidential Policy Directive 8 (PPD-8): National Preparedness*. PPD-8 was developed to *strengthen the security and resilience of the United States through systematic preparation for the threats that pose the greatest risk to the security of the nation, including acts of terrorism, cyber-attacks, pandemics, and catastrophic natural disasters.*⁴³ The five mission areas are:⁴⁴
 - Prevention: refers to those capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. Prevention capabilities include, but are not limited to, information sharing and warning; domestic counterterrorism; and preventing the acquisition or use of weapons of mass destruction (WMD). For purposes of the prevention framework called for in this directive, the term "prevention" refers to preventing imminent threats.
 - Protection: refers to those capabilities necessary to secure the homeland against acts of terrorism and manufactured or natural disasters. Protection capabilities include, but are not limited to, defense against WMD threats; defense of agriculture and food; critical infrastructure protection; protection of key leadership and events; border security; maritime security; transportation security; immigration security; and cybersecurity.
 - Mitigation: refers to those capabilities necessary to reduce loss of life and property by lessening the impact of disasters. Mitigation capabilities include, but are not limited to, community-wide risk reduction projects; efforts to improve the resilience of critical infrastructure and key resource lifelines; risk reduction for specific vulnerabilities from natural hazards or acts of terrorism; and initiatives to reduce future risks after a disaster has occurred.
 - Response: refers to those capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.
 - Recovery: refers to those capabilities necessary to assist communities affected by an incident to recover effectively, including, but not limited to, rebuilding infrastructure systems; providing adequate interim and long-term housing for survivors; restoring health, social, and community services; promoting economic development; and restoring natural and cultural resources.

Four Phases of Emergency Management



National Preparedness: 5 Mission Areas



43. Presidential Policy Directive 8 (PPD-8): National Preparedness, March 30, 2011.

44. *ibid*

Emergency Operations Center

The city utilizes space designated as the police training room as the EOC when activation is required. The room is used regularly for roll call and training and is not set up for immediate EOC use. CPSM assesses the space is adequate and should follow the best practices outlined below.

This intermittently shared space should maintain adequate room so that individual key staff can plan and direct their functions, should include, and maintain communication equipment via telephone, radio comms, and internal I-T connectivity available at each EOP designated functional area, and functioning utilities with uninterrupted power supply and emergency generator. Ideally the EOC should be designed to be set up and functional at a moment's notice. Additional areas for consideration adjacent to the EOC include planning areas, adequate bathroom facilities and areas to rest for 24-hour operations, and a break area away from the operations room for nourishment.

Staffing, equipment, materials, and infrastructure considerations required in the set-up and continual operation of an EOC are many yet scalable to the size of the EOC, whether it is a permanent facility/area or a shared space, and what may work best for the locality, in this case the City of Fair Oaks Ranch.

FEMA has published a quick reference guide for the location, set-up, operations, suggested staffing, equipment, materials, and infrastructure of an EOC. This manual can be accessed and downloaded as a guide for city officials. The link to this document is:

https://www.fema.gov/sites/default/files/documents/fema_eoc-quick-reference-guide.pdf

National Incident Management System (NIMS)

Pursuant to Article 1.06, Sec.1.06.001, the city has adopted the National Incident Management System. It is important then that city employees who may be tasked with participating in the planning, response, mitigation, and recovery efforts of an emergency or disaster be trained in the National Incident Management System (NIMS) training components. This is necessary for employees with response and/or EOC assignments. The primary components of this training include Fundamentals and Concepts, Resource Management, Command and Coordination and Communications and Information Management. NIMS guides all levels of government, nongovernmental organizations, and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from incidents.⁴⁵

NIMS provides stakeholders across the entire community with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. In addition to the benefits of a coordinated response as outlined above, federal preparedness and other federal grants (including state pass-through in some instances) to a local entity is contingent on that entity being NIMS compliant.

The NIMS training classes listed below are designed to educate response personnel in the fundamentals of incident management, as well as the application of the NIMS components in the city. **CPSM recommends** essential personnel assigned to the city (or county) EOC, and who have response assignments during an emergency or disaster, be trained to the appropriate NIMS level as outlined here.

45. National Incident Management System | FEMA.gov

- NIMS ISC-100: Introduction to Incident Command System
 - All City employees with response and/or EOC assignments.
 - Independent study program offered through FEMA's Emergency Management Institute. <http://training.fema.gov.nims>
- NIMS ISC-200: ICS for Single Resources and Initial Action Incidents
 - All City employees with response and/or EOC assignments.
 - Independent study program offered through FEMA's Emergency Management Institute. <http://training.fema.gov.nims>
- NIMS ICS-300: Intermediate Incident Command System for Expanding Incidents
 - City employees who are decision makers, serve on respective agency unified command teams, and or may staff state or local emergency operations center.
 - In-class multi-day course. Courses are offered through local Emergency Management agencies.
- NIMS ICS-400: Advanced Incident Command System for Complex Incidents
 - City employees who are decision makers, serve on respective agency unified command team, and or may staff state or local emergency operations center.
 - In-class multi-day course. Courses are offered through local Emergency Management agencies.
- NIMS ISC-700: National Incident Management System, An Introduction
 - All City employees with response and/or EOC assignments.
 - Independent study program offered through FEMA's Emergency Management Institute. <http://training.fema.gov.nims>
- NIMS ISC-800: National Response Framework, An Introduction
 - All City employees with response and/or EOC assignments.
 - Independent study program offered through FEMA's Emergency Management Institute. <http://training.fema.gov.nims>

Continuity of Operations Plan (COOP)

Another important document **CPSM recommends** the city maintains is a Continuity of Operations Plan (COOP). A COOP is important to any organization, especially local governments that operate financial and human resources systems, facilities, public operations, and vital community services. A COOP is developed to serve as a roadmap that builds the organization's plan to prepare for, react to, and respond to any event that disrupts one or more operation, facility, service, or line of succession. COOP planning includes:

- Essential Functions – The critical activities performed by organizations, especially after a disruption of normal activities.
- Orders of Succession – Provisions for the assumption of senior agency offices during an emergency if any of those officials are unavailable to execute their duties.
- Delegations of Authority – Identification, by position, of the authorities for making policy determinations and decisions at the executive, middle management, and operational levels,

and all other organizational locations. Generally, pre-determined delegations of authority will take effect when normal channels of direction have been disrupted and will lapse when these channels have been reestablished.

- Continuity of Facilities – Locations, other than the primary facility, used to carry out essential functions, particularly in a continuity event. Continuity Facilities, or "Alternate facilities," refers to not only other locations, but also nontraditional options such as working at home, ("teleworking"), telecommuting, and mobile-office concepts.
- Continuity of Communications – Communications that provide the capability to perform essential functions, in conjunction with other agencies, under all conditions.
- Vital Records Management – The identification, protection, and ready availability of electronic and hard-copy documents, references, records, information systems, and data management software and equipment needed to support essential functions during a continuity situation.
- Human Capital – During a continuity event, emergency employees and other special categories of employees are activated by an agency to perform assigned response duties.
- Devolution of Control and Direction – Capability to transfer statutory authority and responsibility for essential functions from an agency's primary operating staff and facilities to other agency employees and facilities.
- Reconstitution – The process by which agency personnel resume normal agency operations from the original or replacement primary operating facility.⁴⁶

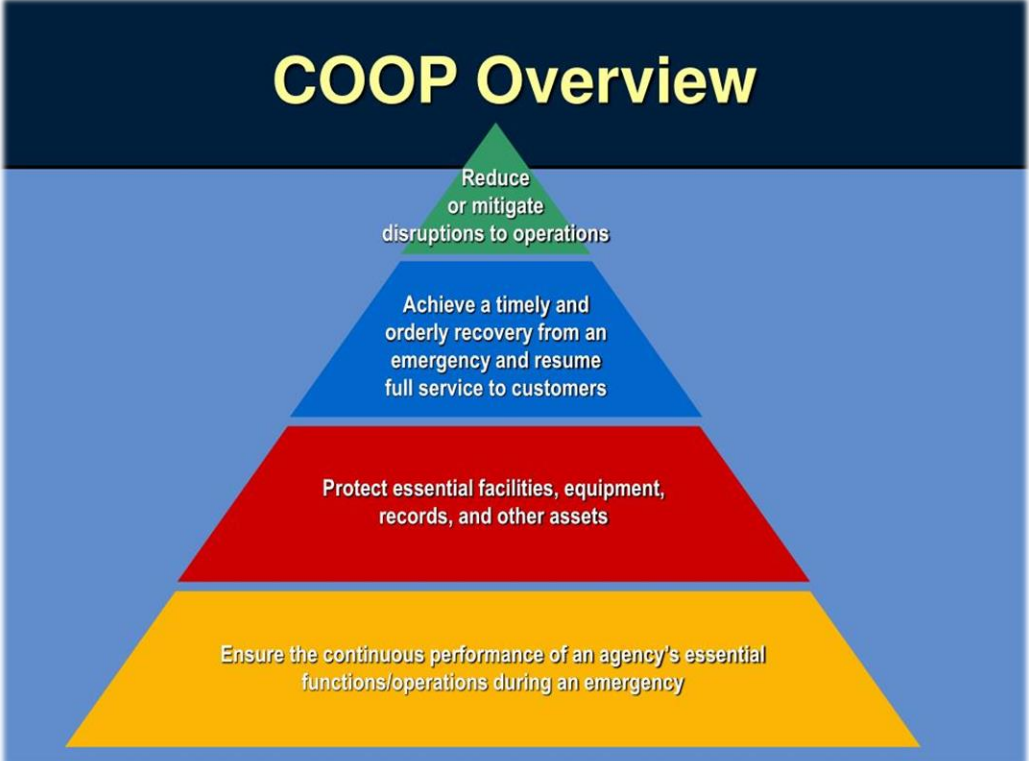


Image Source: San Diego County Office of Emergency Services

46. coop_brochure.pdf (fema.gov)

SECTION 6. EVALUATION AND RECOMMENDATIONS

Community Survey

In order to assess the perspectives of the community members of Fair Oaks Ranch, TX, CPSM conducted a survey drafted specifically for the interests of Fair Oaks Ranch. This summary report provides the survey methodology as well as demographics of respondents and key findings that may influence approaches to the provision of fire and emergency medical services in Fair Oaks Ranch, TX.

The survey distributed to the community focused on the perceptions of services provided to the public by LSF and Acadian Ambulance, use of services provided, knowledge of services provided and community engagement opportunities, and thoughts on the how fire services should be provided moving forward. The summary report will be broken into five main sections:

- 6) perceptions of Leon Springs Fire Department;
- 7) community engagement;
- 8) assessment of emergency services priorities;
- 9) fire services provide opinion; and
- 10) perceptions of Acadian Ambulance Service.

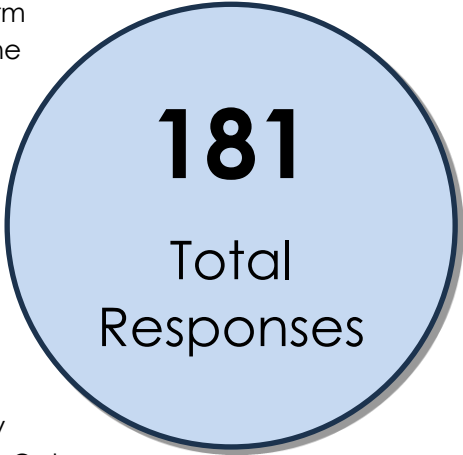
The purpose of this report is to provide a summary of survey responses that may assist city management in their decision-making process. Several interesting findings emerged from the survey and are listed below:

- 1) Assessments of LSF are positive, overall.
- 2) Emergency medical services, fire suppression, and training of all staff were rated as the highest priority in emergency services whereas fire station tours were assessed as not important.
- 3) Assessments of Acadian Ambulance Service are positive overall, though not as high as LSF.
- 4) Respondents are largely accepting of utilizing contracted providers for emergency services in Fair Oaks Ranch instead of establishing a municipal department.

Survey Methodology and Demographics

The community survey was developed through consultation with the city manager and CPSM staff via email to ensure the targeted concerns of Fair Oaks Ranch were addressed in the survey. Capturing perceptions regarding alternate provision of fire and emergency services was particularly important. Once the survey was finalized, it was approved by the city manager and the City Council members prior to being released to the public for response.

The survey was developed using the SurveyMonkey online platform and made available to residents on Fair Oaks Ranch online via the city's website, social media, and partnering agencies' social media pages. A QR code was also provided to maximize the reach of the survey. The survey was available for responses for 30 days and received 181 responses from the public. IP addresses were collected to ensure multiple surveys were not submitted by the same person. Seven duplicate IP addresses were identified and assessed for duplicate responses. In these instances, survey responses differed, indicating different people responded from the same device which is probable when two members of the same household participate. The 181 total survey responses represent 1.6% of the estimated 2022 population of Fair Oaks Ranch which is an admirable response rate for the general public.



Demographics of survey respondents reflected the demographics of the City of Fair Oaks Ranch according to the 2023 population estimates available in Census QuickFacts with regard to gender (approximately 52% female) and race (80% White), but survey respondents were older than the general population. Fifty-five percent of respondents were aged 65 or older, compared to nearly 21% of the population. Survey respondents were also asked their zip code to assess differences in perceptions based on area of the city, but 98% of respondents reported living in zip code 78015. Thus, zip code is not used in analyses to assess differences in perceptions for this report.

Although the response rate was relatively good for the survey, responses and analyses should be interpreted with care. Responses should not be representative of the population, so results are limited to people who actually responded to the survey. While results cannot be generalized to the entire population, the results are informative to provide a sense of the perceptions of emergency services provided to residents of the City of Fair Oaks.

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 CENTER FOR PUBLIC SAFETY MANAGEMENT, LLC

Fair Oaks Ranch Fire and EMS Survey

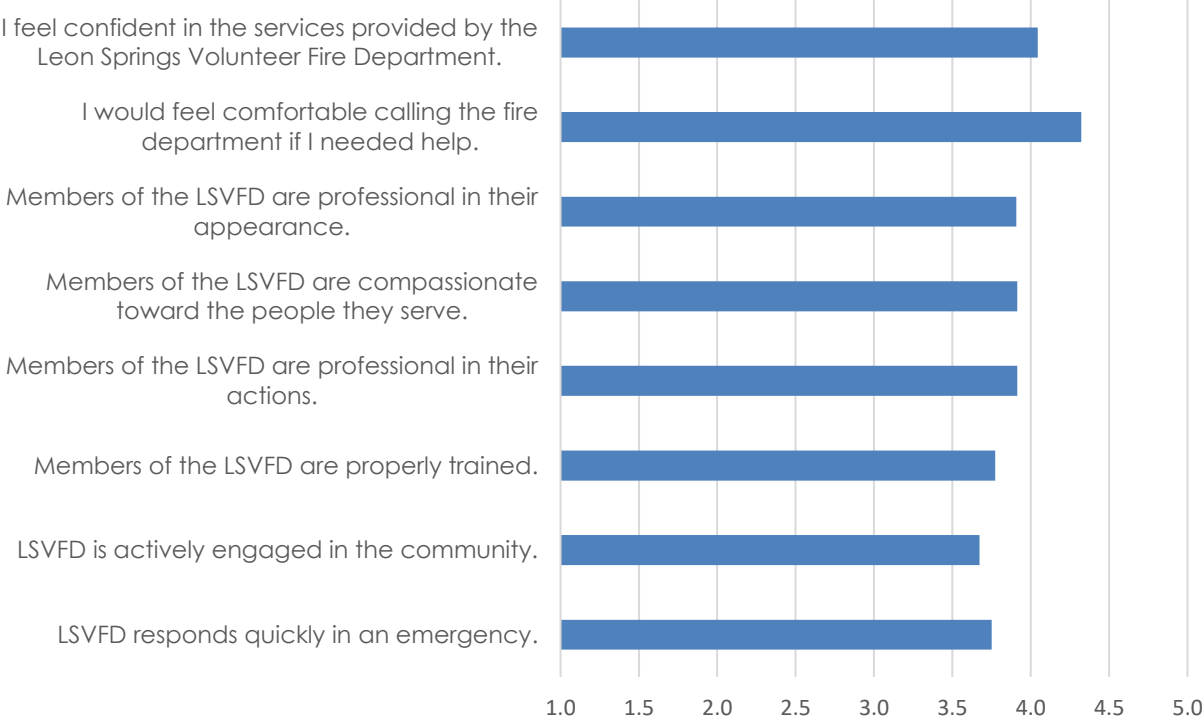
The City of Fair Oaks Ranch is currently working with the Center for Public Safety Management to assess its public safety services. Part of this assessment is to elicit community feedback regarding their experiences with either the Fire Rescue (Leon Springs Volunteer Fire Department) or EMS provider (Acadian). Perceptions of performance are also important as Fair Oaks Ranch works toward continuous improvement of services and ensures access to all community members.

Perceptions of Leon Springs Fire Department



Survey respondents were asked their perceptions of the Leon Springs Fire Department on a scale of 1 to 5, with 1 representing "Strongly Disagree" and 5 representing "Strongly Agree". As the figure below indicates, survey respondents largely approve of the job of the LSF. It is important to note that those respondents who had experienced an emergency with LSF response had higher-rated perceptions than those who had not had an emergency experience. Interestingly, younger respondents rated the LSF higher than older respondents. On average, respondents aged 25-34 agreed or strongly agreed with the statements in Figure 1 below whereas respondents aged 65 or older were more neutral in their responses.

Figure 51: Average Perception of Leon Springs Fire Department



88% have a good overall perception of LSF

When asked what their general perceptions of LSF were, over 88% of respondents selected either "good" or "excellent" which indicates support for the LSF and the services it provides. Only 20 of the 167 responses on this question provided a negative assessment of LSF.

LSFD Community Engagement

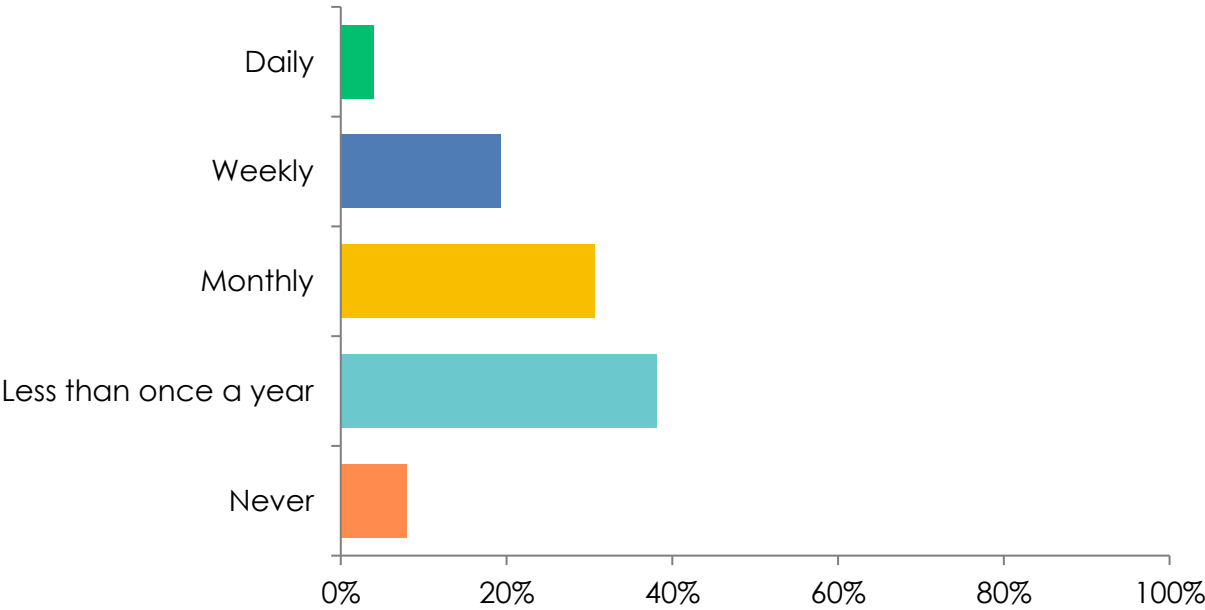


An important aspect of many local fire departments is community engagement often in the form of community education opportunities or other positive outreach or interactions. When there is no local fire department, it follows that community engagement could potentially be lacking. Perhaps unsurprisingly, responses were largely neutral regarding whether LSF is actively involved in the community as seen in the above figure.

Further, most respondents had never attended a community education event or presentation hosted by the LSF or knew that such events existed. Just over 1% of respondents had received a smoke detector from LSF as well. Younger respondents (age 25-34) were more likely to have attended a community education event with the fire department which could possibly be an indicator of the types of programs more frequently held by LSF.

Respondents also reported seeing the fire department in the community relatively infrequently. As the figure below shows, nearly forty percent of respondents saw LSF in the community less than once a year.

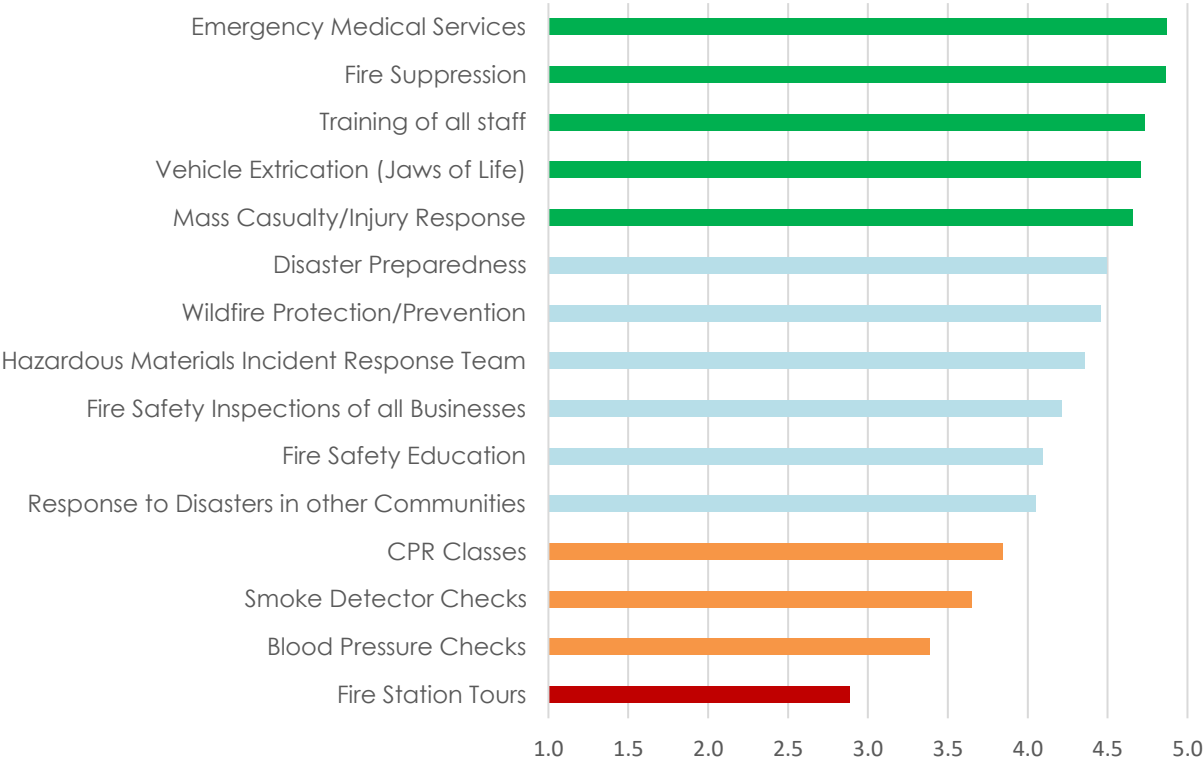
Figure 52: Percent Responses for “How often do you see the fire department in the community?”



Assessment of Emergency Services Priorities

Fire departments, whether local or contracted, are relied upon by the residents of a community to provide emergency services and other public safety services. While it seems commonsensical that residents will prioritize emergency medical services or fire suppression as necessary and important services provided by a fire department, other services might not be as important. The figure below demonstrates the ranking of importance for various services typically provided by fire departments. Respondents were asked to rate the services listed below on a scale of 1 to 5 (1 = Not important at all; 5 = Very important).

Figure 53: Ranked Average Responses for Importance of Services



As the figure above shows, services that are provided at fire stations or by members of fire departments that extend beyond emergency response/preparation or community education were rated as unimportant by survey respondents. This aspect of many fire departments may be an artifact of volunteer fire departments that may not be staffed 24 hours a day.

Few demographic differences exist regarding perceptions of emergency services. However, younger respondents (aged 25-34) rated fire safety education, fire station tours, and CPR classes noticeably lower than other age groups.

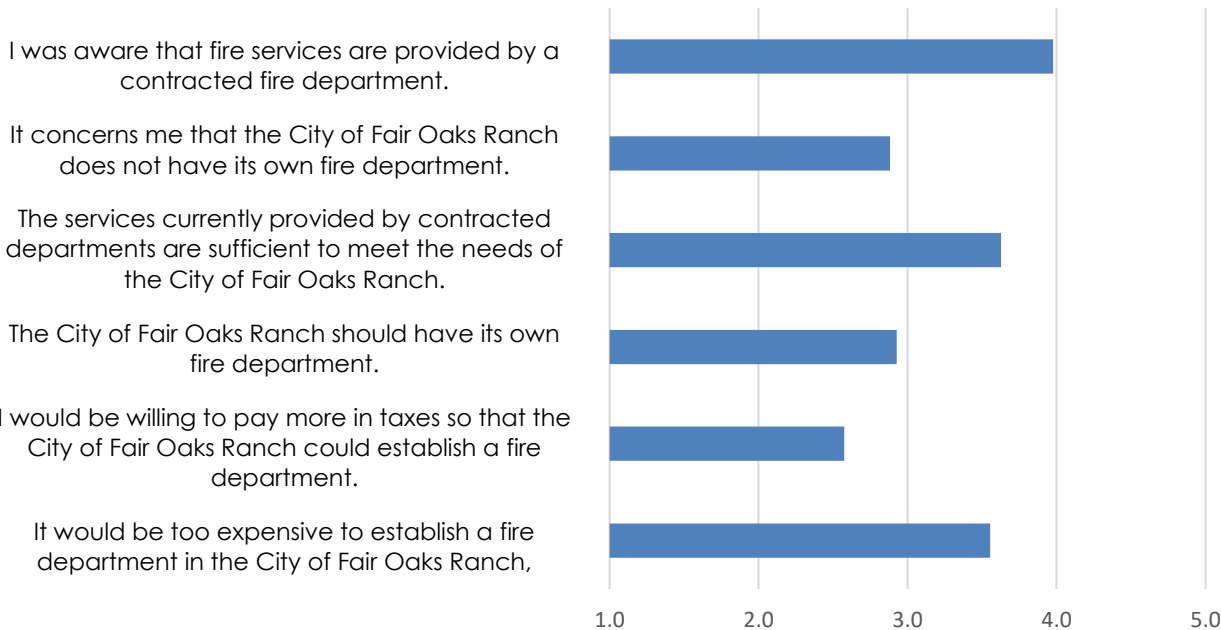


Fire Services Provider Opinion

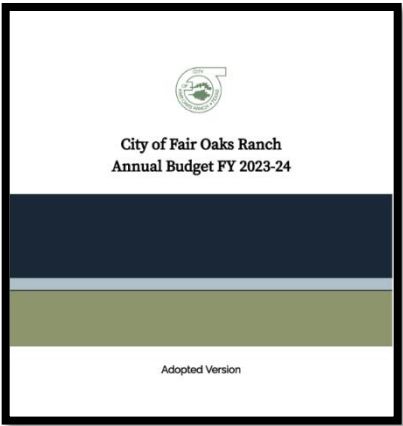
A primary goal of this community survey was to assess opinion on whether Fair Oaks Ranch should explore the potential of establishing its own local fire department. Similar to the question sets described above, survey respondents were asked to rate a series of questions on a scale of 1 to 5 (1 = Strongly disagree; 5 = Strongly agree). The average scores are provided in Figure 4 below. On average, respondents agreed that they were aware that fire services were provided by a contracted department. It should be noted here that the survey itself could have influenced this response as the agreement with LSFd was described in the instructions. However, most respondents did not seem concerned with this arrangement and considered the services provided by LSFd sufficient for the residents of Fair Oaks Ranch.

Although the average response was neutral regarding whether the City of Fair Oaks Ranch should have its own department, most would not be willing to pay more in taxes for it.

Figure 54: Fire Services Provider Average Response



The next table sheds further light on the distribution of opinion about a potential Fair Oaks Ranch fire department. More than 56% of respondents consider the current services sufficient. However, nearly 65% of respondents were either neutral or agreed that the City of Fair Oaks Ranch should have its own fire department. On the other hand, 53.6% were neutral or agreed that they would be willing to pay more in taxes to support a city fire department. Percentages are presented here in addition to the average scores because the neutral category was the largest response percent for nearly every question about establishing or paying for a City of Fair Oaks Ranch fire department.



An interesting demographic finding was that younger respondents were more likely to agree that the current services were sufficient and were less likely to agree that the City of Fair Oaks Ranch should have its own department or to agree that they would be willing to pay more in taxes. However, this was a small group of respondents (2) compared to the 99 respondents in the age 65+ category. As noted above, the survey is not representative of the population of Fair Oaks because it has a much higher proportion of older participants than the population. No other major demographic differences were observed.

Table 19: Percent Response for Fire Services Provider

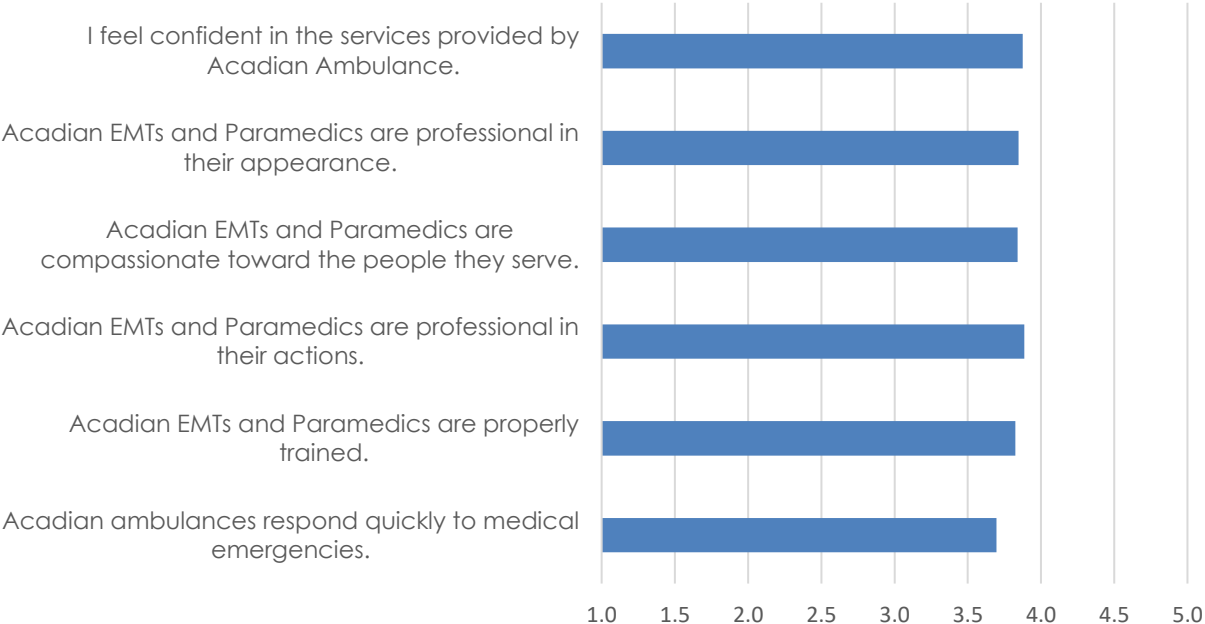
	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
I was aware that fire services are provided by a contracted fire department.	5.0%	9.4%	11.7%	30.6%	43.3%
It concerns me that the City of Fair Oaks Ranch does not have its own fire department.	21.1%	19.4%	24.4%	20.0%	15.0%
The services currently provided by contracted departments are sufficient to meet the needs of the residents of the City of Fair Oaks Ranch.	3.9%	12.2%	27.2%	30.6%	26.1%
The City of Fair Oaks Ranch should have its own fire department.	22.9%	12.3%	30.2%	18.4%	16.2%
I would be willing to pay more in taxes so that the City of Fair Oaks Ranch could establish a fire department.	29.6%	16.8%	29.6%	14.5%	9.5%
It would be too expensive to establish a fire department in the City of Fair Oaks Ranch.	5.6%	13.3%	30.0%	22.2%	28.9%

Perceptions of Acadian Ambulance Service



Acadian Ambulance Service serves as the primary emergency medical transport provider for the City of Fair Oaks Ranch. Similar to prior question groups, respondents were asked to rate a series of statements in terms of their level of agreement on a scale of 1 to 5 (1 = Strongly disagree; 5 = Strongly agree). Average responses were neutral leaning toward agreement for nearly all statements as shown in Figure 5. However, over 85% of respondents report a “Good” or “Excellent” general perception of Acadian Ambulance Service.

Figure 55: Average Response for Acadian Ambulance Performance



85% have a good general perception of Acadian

Similar to the response for LSFD, it should be noted that those respondents who had been transported by Acadian Ambulance Service at any time in the past had a more approving perception of Acadian than those who had not.

No other notable demographic differences were observed.

Utilization Evaluation-Service Level Considerations and Alternatives

A Fire and EMS utilization analysis typically evaluates service level workload, response times, and cost for services. For this fire and EMS analysis, CPSM completed an analysis of the two agencies that provide fire and EMS services to Fair Oaks Ranch and included a workload and response time analysis for both agencies, service level analysis, and a review of each contract's fees and per call costs. Discussion of each agency along with considerations and alternatives for fire and EMS service in the city are discussed next.

Bexar County ESD 4

In review, the city contracts with Bexar County ESD 4 for fire protection services. ESD 4 contracts with Leon Springs Fire Department to provide fire protection services for the ESD 4 district.

Article III of the current fire agreement outlines ESD 4 (LSFD) emergency services to the city as:

- District shall provide the necessary qualified and certified personnel and equipment for providing Emergency Services to the City in accordance with this Agreement and the operational standards and practices used by the District and its subcontractors and shall enter into and maintain reciprocal mutual aid agreements with surrounding governmental entities and/or fire departments when necessary or advisable.
- Monitor the fire alarm or alert system and radio system utilized by the District.
- Respond to and fight fires within the city limits of Fair Oaks Ranch 24 hours a day, 7 days a week. The District will strive to achieve an average response time consistent with the District's contract with the emergency service provider Leon Springs Fire department (Attachment B of the agreement). Response time shall be measured by the amount of time lapsing between the time of dispatch notification and arrival of the fire vehicle at the dispatched location).
- Section 7.1.6 of the aforementioned ESD 4 and LSFD contract outlines LSFD performance as:
 - **Maintain an average response time goal for an LSFD emergency vehicle at not more than 8 minutes.**
- Respond to emergency medical and incident response calls within the city limits of Fair Oaks Ranch 24 hours a day, 7 days a week.

It is assessed that the LSFD is meeting the 8-minute average Turnout-Travel Time contractual benchmark for Motor Vehicle Accidents only.

The average Turnout-Travel time for medical calls is: 10.9 minutes.

The average Turnout-Travel time for fire and fire related calls is calls is: 11.9 minutes.

88% have good overall perception of LSFD

When asked what their general perceptions of LSFD were, over 88% of respondents selected either "good" or "excellent" which indicates support for the LSFD and the services it provides. Only 20 of the 167 responses on this question provided a negative assessment of LSFD.

Article V of the agreement outlines the payment schedule for fire protection, first responder EMS, and other emergency response services as follows:

■ Initial one year term October 1, 2021-September 30, 2022: \$362,927	Base contract cost
■ First one year term renewal October 1, 2022-September 30, 2023: \$417,981	+15.2% increase
■ Second one year term renewal October 1, 2023-September 30, 2024: \$492,105	+17.7% increase
■ Third one year term renewal October 1, 2024-September 30, 2025: \$528,581	+7.4% increase

Beginning with the October 1, 2024, contract, contract costs will have increased 40.3% aggregately over the term of the contract.

CPSM conducted a workload and response time data analysis that provided the following information for the period October 1, 2022 to September 30, 2023.

- ESD 4 responded to 509 calls for service into Fair Oaks Ranch (103 calls were cancelled prior to ESD 4 units arriving or prior to leaving the station for a total of 612 alerts to respond).
 - Overall, between October 1, 2022, and September 30, 2023, ESD 4 responded to 2,270 calls in the ESD district. **The 612 calls LSFDF was alerted to respond to in Fair Oaks Ranch represents 27% of the overall call volume of ESD 4 units.**

Next CPSM looked at the cost per call for fire services in Fair Oaks Ranch provided by ESD 4.

The cost of the First one year term renewal ESD 4-Fair Oaks Ranch contract for the period October 1, 2022-September 30, 2023, is \$417,981.

The cost per fire protection/EMS first tier response call when ESD 4 arrived on scene was: \$821.18 in FY 23.

When cancelled calls are included, ESD 4 answered 612 calls for service for Fair Oaks Ranch. The cost for all calls answered by ESD 4 for Fair Oaks Ranch was: \$682.98 in FY 23.

The cost of the Second one year term renewal ESD 4-Fair Oaks Ranch contract for the October 1, 2023-September 30, 2024, is \$492,105.

Utilizing a 3% increase in call volume applied in FY 24 (calls where a ESD unit arrives on scene: (509 + 3% =524 calls), the cost for all calls when ESD 4 arrives on scene in Fair Oaks Ranch would be: \$939.13.

Utilizing a 3% increase in call volume applied in FY 24 (including cancelled calls: 612 + 3% =630 calls answered), the cost for all calls answered by ESD 4 in Fair Oaks Ranch would be: \$781.12.

The cost of the Third one year term renewal ESD 4-Fair Oaks Ranch contract for the October 1, 2024-September 30, 2025, is \$528,581.

Utilizing a 3% increase in call volume applied in FY 25 (calls where a ESD unit arrives on scene: (524 + 3% =540 calls), the cost for all calls when ESD 4 arrives on scene in Fair Oaks Ranch would be: \$978.85.

Utilizing a 3% increase in call volume applied in FY 25 (including cancelled calls: 630 + 3% = 649 calls answered), the cost for all calls answered by ESD 4 in Fair Oaks Ranch would be: \$814.45

Acadian Ambulance Service

In review, the city contracts with Acadian Ambulance Service for EMS ground transport services.

Pursuant to Sections 3 and 4 of the agreement, Acadian's obligations to the city are facilitated as a Level of Effort (LOE), wherein Acadian Ambulance has been engaged to supply a dedicated ambulance service, with Acadian qualified and appropriate state certified personnel, and shall strive to achieve a response time as outlined below.

- One staffed ambulance eight hours/day, five days/week (between the hours of 8:00 am and 5:00 pm).
- After 5:00 pm and until 8:00 am and 24-hours a day on weekends a standby crew will be utilized. The standby crew will be available at the station location within the city.
- Acadian will post one ambulance, as arranged, at the location agreed upon with the city. Acadian, if indicated, may amend the posting location from time to time to meet specified response criteria (the agreement does not stipulate response criteria for the city, only that Acadian will use its best efforts to produce response time reliability for all city calls, comparable to the standards set forth in the contract for the unincorporated areas of Bexar county). The city acknowledges and understands that Acadian is allowed and permitted to use the Fair Oaks Ranch dedicated unit to respond to other areas in Bexar County. This agreement is intended for non-dedicated, priority posting only. However, should the unit be dispatched outside of the city, Acadian shall use all reasonable efforts to send an available unit and crew towards the city to standby and cover until the dedicated city unit returns.

As a note here, the Acadian-Bexar County contract outlines Acadian performance as:

- *Acadian will provide continuous response capability for all EMS calls and shall maintain an average fractile monthly emergency response time of not greater than eleven (11) minutes and shall strive to achieve an average fractile monthly emergency response time of less than eleven (11) minutes, for at least 70% of responses.*

It is assessed that overall, AAS is meeting the contractual obligations with the city for EMS response times as stated: *Acadian will use its best efforts to produce response time reliability for all city calls, comparable to the standards set forth in the contract for the unincorporated areas of Bexar county, which as outlined above is 11-minutes 70-percent of the time. **Individually, Cardiac and Stroke responses are over the 11-minute benchmark.***

CPSM conducted a workload and response time data analysis that provided the following information for the period October 1, 2022, to September 30, 2023.

- AAS responded to 407 calls for service into Fair Oaks Ranch.
 - Overall, between October 1, 2022, and September 30, 2023, AAS answered 15,460 needs in Bexar County. **The 407 calls AAS responded to in Fair Oaks Ranch represents 3% of the overall call/needs volume of AAS units in Bexar County.**

85% have a good general perception of Acadian

Similar to the response for LSF, it should be noted that those respondents who had been transported by Acadian Ambulance Service at any time in the past had a more approving perception of Acadian than those who had not.

No other notable demographic differences were observed.

Next CPSM looked at the cost per call for EMS services in Fair Oaks Ranch provided by AAS.

The cost of the May 2022, renewal agreement between the city and Acadian Ambulance Service outlines the payment schedule for EMS ground transport services as follows:

May 1, 2022, through April 30, 2025: \$6,125 per month, which is annualized as \$73,500.

- Acadian Ambulance Service responded to 407 calls for service into Fair Oaks Ranch.

The cost per EMS ambulance run was: \$180.59 in FY 23.

The FY 24 term Acadian Ambulance - Fair Oaks Ranch contract for the period October 1, 2023-September 30, 2024, is \$73,500.

With a 3% increase in call volume applied in FY 24 (407 + 3% =419 calls), the cost per EMS ambulance run will be: \$175.42.

With a 3% increase in call volume applied in FY 25 (419 + 3% =432 calls), the cost per EMS ambulance run will be: \$170.14.



The cost per incident for fire and EMS services varies depending on the size of the agency (number of stations or posting locations), call demand, geographic area covered, infrastructure, debt, staffing costs (volunteer, career, combination), fees, equipment, maintenance, fuel, training, to name a few the more common costs.

In review of historical fire and EMS analyses CPSM has conducted in the United States, and based on the agency's budget and number of calls responded to, the average cost per call for services include (includes CPSM analyses within the last three years):

Fire only agency: \$1,225 to \$3,340 per call.

EMS only agency: \$400 to \$800 per call (EMS ambulance responses).

\$600 to \$1,200 per transport

CPSM assesses Fair Oaks Ranch expenditures for fire and EMS services are below that which CPSM has analyzed and are currently economical, based on the services and level of effort provided.

Alternatives Going Forward

The city has a decision to make on both fire and EMS services in the near term. The contract for fire services terminates September 30, 2025, and the contract for EMS services terminates April 30, 2025. Next, CPSM discusses alternatives and considerations going forward regarding fire and EMS services.

Alternative 1-Status Quo

As always, the first alternative to be considered is to maintain the status quo and continue multi-year contracts with ESD 4 for fire protection and EMS first response services, and Acadian Ambulance for EMS ground transport services.

The current EMS contract remains stable throughout, the per call cost is reasonable, and overall, the citizens have a good general perception of AAS. The city could negotiate a Level of Performance contract where the city stipulates an acceptable response time, and/or a dedicated ambulance in the city limits. As a note here, a level of performance contract typically has enhanced costs, as the customer is paying for a specific ambulance and a specific performance (response time in so many minutes). To guarantee this, the provider potentially will have to add additional staff and units to ensure they meet the performance stipulations of the contract. **Participating in the bigger system keeps costs economical to the customer.**

The fire contract has grown 32.9 percent in the initial two years and will have grown 40.3 percent at the end of the third one-year term. The per call cost, however, is reasonable when compared to what CPSM has analyzed in the most recent three years. ESD 4 is adding an additional fire station in 2027-2028, which will provide beneficial response into Fair Oaks Ranch. There is a potential the annual contract fee will increase to assist the funding of this new station, equipment, and staffing. Negotiations between the city and ESD 4 should include ESD 4 budget projections (example-future programs, future staff, future apparatus/equipment replacements) and cost per call for Fair Oaks Ranch projected throughout the life of the contract. **The goal is to maintain a sustainable annual contract and cost per call costs.**

Alternative 2-Contract with ESD 4 for Fire and EMS Ground Transport

ESD 4 will begin offering EMS ground transport October 1, 2024. The city can opt to contract with ESD 4 for fire, EMS first response, and EMS ground transport. This alternative alleviates one contract and combines both important public safety functions into one contract. Annualized costs will potentially increase with this alternative as ESD 4 is adding a program that includes infrastructure and staffing. Current FY 2024 fire and EMS contract costs aggregately are \$565,605.

The city should engage Acadian in the near future regarding a successor contract for services (and costs) prior to considering this alternative. **CPSM recommends** a contract from May 1, 2025, to September 30, 2025, then a contract with successor years beginning October 1, 2025, to September 30, 2026, and beyond. The city can then weigh separate and aggregate costs of ESD 4 and AAS contracts against a combined contract with ESD 4 for both fire and EMS services. **Again, the goal is to maintain a sustainable annual contract and cost per call costs.**

Alternative 3: Develop and Implement Fair Oaks Ranch Fire and EMS City Services

The city can develop and implement a fire and EMS department to deliver fire protection and EMS services within the city boundaries, to the ETJ, and of course provide mutual and automatic aid beyond city boundaries (mutual and automatic aid is reciprocal and this concept will be needed by a city fire and EMS department). Developing and implementing a full time fire and

EMS department does not come without initial and recurrent costs. A new city department will also require an agency head (Fire Chief), administrative assistance, and operational staff.

Additionally, a fire and EMS department, even small, takes considerable infrastructure, equipment, and supplies. In review of the city's risk profile, current call demand, and current infrastructure, CPSM suggests the city begin with one fire station that houses and responds one engine apparatus (staffing of three) for fire protection and EMS first response, and one advanced life support ambulance (staffing of two-dual certified in fire and EMS) for EMS ground transport services. To achieve an Effective Response Force for building fires, the city will rely heavily on automatic and mutual aid.

If Station 133 can be renovated to accommodate the apparatus and five staff members, CPSM recommends this station serve as the primary Fair Oaks Ranch fire & EMS station due to its central location in the city (will require renovation to accommodate full size engine, or a short-wheelbase engine). Operational shifts would consist of a traditional 24-hour shift on and 48-hours off, or a combination thereof that aligns with the Fair Labor Standard Act as it relates to non-exempt firefighters and the 53-hour workweek.

Estimated Capital Start-Up Costs

Item	Per Unit Cost	Aggregate Cost
Station Renovation (133 or 420)	Station 133 <u>or</u> Station 420	Market cost at time of renovation contract.
Engine Apparatus-Custom Chassis-fully equipped. 1-Frontline 1-Reserve Build-Time: 30-42 months dependent on chassis and manufacturer.	\$850,000	\$1.7 Million
Ambulance Apparatus-Type 1 with truck chassis fully equipped. 1-Frontline 1-Reserve Build-Time: 24-36 months dependent on chassis and manufacturer.	\$450,000	\$900,000
Estimated additional furniture, fixtures, equipment, IT, and maintenance (Fleet and Facility)	\$300,000	\$300,000
Fire Chief Vehicle (Mid-Size SUV) Division Chief Vehicle (Mid-Size SUV)	\$45,000 \$45,000	\$90,000
Radios	Potable: 9 (\$4,000 ea.) Mobile: 6 (\$4,000 ea.)	\$36,000 \$24,000
Capital Contingency	\$250,000	\$250,000
Total		\$3,300,000

Estimated Personnel Costs (First Year)

Position	Per Position Cost	Aggregate Cost
1-Fire Chief	\$116,500-\$122,500 Position salary equivalent to Police Chief.	w/40% benefit costs: \$163,100-\$171,500
1-Admin Assistant	\$41,288	w/40% benefit costs: \$57,803
1-Fire Division Chief	\$85,342 Position salary equivalent to Police Lieutenant	w/40% benefit costs: \$119,479
Crew Leaders (Fire Lieut. Rank)- 3 positions	\$77,226 Position salary equivalent to Police Sergeant Total base salary: \$231,678	w/40% benefit costs: \$324,349
Firefighter positions 12 positions	\$57,243 Position salary equivalent to Police Officer Total base salary: \$686,916	w/40% benefit costs: \$961,682
Total Positions:18	Total Base Salary Costs: \$1,161,724 - \$1,167,724	Total Base Salary Costs w/40% benefit costs: \$1,626,414 - \$1,634,814

All personnel base salary costs derived from the city's compensation plan.

Division Chief position detail: Manages training, fire safety inspections, operations, infrastructure, and logistics for department. Responds to incidents and serves as incident commander. Acts as Fire Chief in his/her absence.

Crew leader position detail: Supervise day-to-day station and crew activities. Serves as initial incident commander on incidents.

Firefighter position detail: Assigned to either the fire apparatus or ambulance. Respond to emergency and non-emergency calls for service. Maintain equipment and station in a ready state.

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Additional personnel start-up and first year estimated costs:

Item	Per Position Cost	Aggregate Cost
Advanced EMT Pay Station Personnel	\$2,500 5 positions	\$12,500
Paramedic Pay	\$5,000 5 positions	\$25,000
FLSA cost based on a 28-day FLSA work period (156 hours per year-15 operational personnel).	Crew Leaders: \$24,823 Firefighters: \$73,598	\$98,421
Potential overtime to cover open shifts due to leave, training, off-duty functions (150 hours/year per operational employee).	Crew Leaders: \$23,868 Firefighters: \$70,767	\$94,635
Uniform allowance-17 positions	\$800 per uniform position	\$13,600
Structural ensemble-17 positions Wildland gear-17 positions	Structural: \$4,200 per person (17) Wildland: \$2,800 per person (17)	\$71,400 \$47,600
Ancillary personal gear and uniform items-17 positions.	\$125 per person	\$2,125
Total		\$365,281

Estimated Capital Start Up and First Year Personnel Costs:

Category	Aggregate Cost
Capital	\$3,300,000
Salary & Benefits: 18 Positions	\$1,626,414 - \$1,634,814
Additional Personnel Costs	\$365,956
Total	\$5,291,695-\$5,300,095

Cost per call year 1:
\$4,895 to \$4,903

Cost per call year 2:
\$1,789 to \$1,797

A Fair Oaks Ranch Fire and EMS department first year per call cost based on FY 25 ESD 4 and AAS contract year call projections (1,081 fire and EMS calls): \$4,895 to \$4,903 per call. Year 2 estimated costs to include salary, additional personnel costs, operational and administrative costs \$1,991,695-\$2,000,095. Estimated year 2 per call cost: \$1,789 to \$1,797 (based on 3% increase in call volume and does not include capital expenses).

The cost per call for a Fair Oaks Ranch Fire & EMS Department is considerably more than what the city aggregately paid in FY 23 per call for fire and EMS: \$863.57 per call (1,019 calls-includes LSFJ cancelled calls).

An alternative to the traditional deployment of resources is the public safety director and public safety officer form of service delivery. In this form of service delivery, some—and in some instances, all members of both the police and fire agencies are cross-trained to deliver both categories of public safety services in an efficient and effective manner.

In this model the Fire Chief/Administrator reports to the Public Safety Director. In the more formal public safety administrative model, one person is designated as the administrator of law enforcement services, and one is designated for fire services. Each is responsible for ensuring that all areas related to their public safety discipline are properly managed.

For efficiencies, in Fair Oaks Ranch, the Police Chief may become the Public Safety Director; the Police Lieutenant may become the administrator for police services; and a fire division chief would be hired to be the administrator for fire services. An efficiency gained in the public safety administration model is the sharing of administrative services and resources.

The next figure illustrates an organizational chart for a public safety administration model.

Figure 56: Public Safety Administration Model



As mentioned, an alternative to the traditional deployment of police and fire resources is the Public Safety Officer (PSO) form of public safety service delivery. The success of a fully consolidated agency depends on having individuals work together as a team regardless of their specific training and the specific primary discipline they are assigned (police or fire).

Although the cross-training of command staff is less critical than those assigned to field operations, it will make the model more successful. The cross-training of individuals responsible for incident command duties, however, is essential. Additionally, the more exposure the command staff has to all aspects of the public safety mission, the better the decision-making will be both administratively and operationally.

In a fully staffed PSO service delivery model, the agency would be comprised totally of public safety officers. This of course may take considerable time to complete the training. Additionally, the city may have employees who are unwilling to undertake the cross-training, and this should be considered prior to implementation. Further, in a fully integrated public safety department, the public safety director should hold the title of police and fire chief to give clarity that this individual is responsible for all public safety activities.

As an alternative, the city may choose to implement a PSO program that may include:

- Training police officers to the EMT level only and equipping patrol vehicles with EMS first response gear. Then police patrol units can respond to EMS calls as the first tier either with or in lieu of fire department units. This model will be most useful when there are concurrent fire and/or EMS calls in the city.
- Training police officers in the firefighting discipline only and equipping each with firefighter personal protective clothing and associated gear. Then police patrol units can respond to fire calls and be included in the assembling of an *Effective Response Force*. This model creates efficiencies in the fire division and staffing can be reduced to a staff of two on the engine.
- Training police officers in both the firefighting discipline and to the EMT level with issued gear and equipment as described above, and dispatch police units to either all EMS and fire calls or as necessary when there are concurrent fire/EMS calls in the city.
- Long term- training firefighter staff in law enforcement and equipping each with required and necessary law enforcement equipment.

Estimated Capital Start-Up Costs-PSO Model

Item	Per Unit Cost	Aggregate Cost
Station Renovation (133 or 420)	Station 133 <u>or</u> Station 420	Market cost at time of renovation contract.
Engine Apparatus-Custom Chassis-fully equipped. 1-Frontline 1-Reserve Build-Time: 30-42 months dependent on chassis and manufacturer.	\$850,000	\$1.7 Million
Ambulance Apparatus-Type 1 with truck chassis fully equipped. 1-Frontline 1-Reserve Build-Time: 24-36 months dependent on chassis and manufacturer.	\$450,000	\$900,000
Estimated additional furniture, fixtures, equipment, IT, and maintenance (Fleet and Facility)	\$300,000	\$300,000
Fire Chief Vehicle (Mid-Size SUV)	\$45,000	\$45,000
Radios	Potable: 8 (\$4,000 ea.) Mobile: 5 (\$4,000 ea.)	\$32,000 \$20,000
Capital Contingency	\$250,000	\$250,000
Total		\$3,247,000

Estimated Personnel Costs (First Year)-PSO Model

Position	Per Position Cost	Aggregate Cost
1-Fire Division Chief	\$85,342 Position salary equivalent to Police Lieutenant	w/40% benefit costs: \$119,479
1-Admin Assistant	\$41,288	w/40% benefit costs: \$57,803
Crew Leaders (Fire Lieut. Rank)- 3 positions	\$77,226 Position salary equivalent to Police Sergeant Total base salary: \$231,678	w/40% benefit costs: \$324,349
Firefighter positions 9 positions	\$57,243 Position salary equivalent to Police Officer Total base salary: \$516,807	w/40% benefit costs: \$723,530
Total Positions: 14	Total Base Salary Costs: \$875,115	Total Base Salary Costs w/40% benefit costs: \$1,225,161

Additional Personnel Start-Up and First Year Estimated Costs-PSO Model:

Item	Per Position Cost	Aggregate Cost
Advanced EMT Pay Station Personnel	\$2,500 5 positions	\$12,500
Paramedic Pay	\$5,000 5 positions	\$25,000
FLSA cost based on a 28-day FLSA work period (156 hours per year-12 operational personnel).	Crew Leaders: \$24,823 Firefighters: \$55,198	\$90,021
Potential overtime to cover open shifts due to leave, training, off-duty functions (150 hours/year per operational employee-12).	Crew Leaders: \$23,868 Firefighters: \$53,075	\$76,943
Uniform allowance-13 positions	\$800 per uniform position	\$10,400
Structural ensemble-13 positions Wildland gear-13 positions	Structural: \$4,200 per person (13) Wildland: \$2,800 per person (13)	\$54,600 \$36,500
Ancillary personal gear and uniform items-13 positions.	\$125 per person	\$1,625
Total		334,256

Estimated Capital Start Up and First Year Personnel Costs-PSO Model:

Category	Aggregate Cost
Capital	\$3,247,000
Salary & Benefits	\$1,225,161
Additional Personnel Costs	\$334,256
Total	\$4,806,417

Cost per call year 1:
\$4,446

Cost per call year 2:
\$1,401

Per call cost fire and EMS based on FY 25 ESD 4 and AAS contract year call projections (1,081 calls): \$4,446 per call (fire and EMS). The cost per call for a Fair Oaks Ranch Fire & EMS PSO model is considerably more than what the city aggregately pays now per call for fire and EMS: **\$863.57 per call (1,019 calls-includes LSF cancelled calls)**. Year 2 estimated costs to include salary, additional personnel costs, operational and administrative costs \$1,559,417. Estimated year 2 per call cost: \$1,401 (based on 3% increase in call volume and does not include capital expenses).

In conclusion, what needs to be achieved by the city going forward is a reliable and sustainable Fire and EMS service delivery system.

CPSM assesses the current contracts with ESD 4 for fire services and Acadian Ambulance Service for EMS services are reasonable when compared to creating a Fair Oaks Ranch Fire and EMS city agency or implementing a Public Safety Officer service delivery model.

If the city chooses to develop and implement their own Fire & EMS department, or a hybrid thereof, the annualized cost will be considerably more than the current contract costs for fire and EMS services with ESD 4 and Acadian Ambulance Service. That said, the CPSM conducted citizen survey on Fire and EMS services told us that 53.6% of the respondents to the survey were neutral or agreed that they would be willing to pay more in taxes to support a city fire department.

CPSM recommends the city continue to optimize contract renewal discussions with the current Fire and EMS providers with the goal of continued, sustainable Fire and EMS services. These negotiations may include:

- An Acadian Ambulance contract that aligns with the city's fiscal budget year as such: a successor contract from May 1, 2025, to September 30, 2025, then a contract with successor years beginning October 1, 2025, to September 30, 2026, and beyond.
- Per call payment structure based on historical Fair Oaks Ranch workload for Fire and EMS services.
- Negotiation of a Level of Performance contract with Acadian Ambulance Service where the city stipulates an acceptable response time, and/or a dedicated ambulance in the city limits.
- Contract language in both the ESD 4 and Acadian Ambulance contract that has financial consequences for any call that does meet the contract language response time performance for the first arriving unit.
- Further evaluation and consideration of contracting with ESD 4 for both Fire and EMS services.

End of Report



Standards of Cover and Utilization Analysis

City of Fair Oaks Ranch, TX

Joe Pozzo, Senior Manager for Fire and EMS

June 6, 2024

Center for Public Safety Management

The Exclusive Provider of Public Safety Technical Assistance to the International City/County Management Association

- Strategic and Public Safety Master Planning
- Technical analysis for Police, Fire, EMS, and 911 Centers
- Public Safety Chief Selection
- Conducted more than 400 studies in 46 states and Canada
- Fire and EMS team with hundreds of years experience as practitioners, middle managers and senior administrators

Scope of Work



- ❖ Utilization analysis of the contracted services for Fire and EMS.
- ❖ Analysis of the City's Draft Emergency Operations Plan.
- ❖ Analyze the Fire and EMS contracted services utilizing the Standards of Cover analysis components.
 - ❖ A community risk assessment.
 - ❖ An analysis of levels of service provided to the areas protected by the fire and EMS agencies.
 - ❖ An analysis of the agency's current response capability in terms of staffing, equipment, and response time performance.

Methodology

- ❖ Data Analysis and Document Review.
- ❖ Stakeholder Interviews.
 - ✓ Virtual, On-Site.
- ❖ Operational/Administrative Observations and Analysis.
- ❖ Deployment Analysis.
- ❖ National Benchmarking.
 - ✓ National Fire Protection Association.
 - ✓ Insurance Services Organization.
 - ✓ EMS Best Practices and National Accreditation.

Overall Assessment

The City has long-standing contractual agreements with Fire and EMS service providers with established relationships.



CPSM assesses that ESD 4 (LSFD), and Acadian Ambulance are providing contemporary, professional, and essential services to the city.

Overall Assessment

CPSM assesses the current contracts with ESD 4 for fire services and Acadian Ambulance Service for EMS services are reasonable when compared to the costs of creating a Fair Oaks Ranch Fire and EMS city agency.

ESD 4 Contract Content

- District shall provide the necessary qualified and certified personnel and equipment for providing Emergency Services to the City in accordance with this Agreement and the operational standards and practices used by the District and its subcontractors and shall enter into and maintain reciprocal mutual aid agreements with surrounding governmental entities and/or fire departments when necessary or advisable.
- Monitor the fire alarm or alert system and radio system utilized by the District.
- Respond to and fight fires within the city limits of Fair Oaks Ranch 24 hours a day, 7 days a week. The District will strive to achieve an average response time consistent with the District's contract with the emergency service provider Leon Springs Fire department (Attachment B of the agreement). Response time shall be measured by the amount of time lapsing between the time of dispatch notification and arrival of the fire vehicle at the dispatched location).
- Section 7.1.6 of the aforementioned ESD 4 and LSFJ contract outlines LSFJ performance as:
 - **Maintain an average response time goal for an LSFJ emergency vehicle at not more than 8 minutes.**
- Respond to emergency medical and incident response calls within the city limits of Fair Oaks Ranch 24 hours a day, 7 days a week.

ESD 4 Contract Costs

Article V of the agreement outlines the payment schedule for fire protection, first responder EMS, and other emergency response services as follows:

- Initial one year term October 1, 2021-September 30, 2022: \$362,927 **Base contract cost**
- First one year term renewal October 1, 2022-September 30, 2023: \$417,981 **+15.2% increase**
- Second one year term renewal October 1, 2023-September 30, 2024: \$492,105 **+17.7% increase**
- Third one year term renewal October 1, 2024-September 30, 2025: \$528,581 **+7.4% increase**

Beginning with the October 1, 2024, contract, contract costs will have increased 40.3% aggregately over the term of the contract.

ESD 4 Contract Costs

FY 2023 Per Call Costs: \$821.18 when ESD 4 arrived on scene.
\$682.98 when cancelled calls included.

FY 2024 Per Call Costs: \$939.13 when ESD 4 arrived on scene.
\$781.12 when cancelled calls included.

** Includes 3% call increase.

FY 2024 Per Call Costs: \$978.85 when ESD 4 arrived on scene.
\$814.45 when cancelled calls included.

** Includes 3% call increase.

CPSM Analyses Historical
Fire Per Call Costs

Fire only agency:
\$1,225 to \$3,340 per call

Acadian Ambulance Service Contract Content

- One staffed ambulance eight hours/day, five days/week (between the hours of 8:00 am and 5:00 pm).
- After 5:00 pm and until 8:00 am and 24-hours a day on weekends a standby crew will be utilized. The standby crew will be available at the station location within the city.
- Acadian will post one ambulance, as arranged, at the location agreed upon with the city. Acadian, if indicated, may amend the posting location from time to time to meet specified response criteria (the agreement does not stipulate response criteria for the city, only that Acadian will use its best efforts to produce response time reliability for all city calls, comparable to the standards set forth in the contract for the unincorporated areas of Bexar county). The city acknowledges and understands that Acadian is allowed and permitted to use the Fair Oaks Ranch dedicated unit to respond to other areas in Bexar County. This agreement is intended for non-dedicated, priority posting only. However, should the unit be dispatched outside of the city, Acadian shall use all reasonable efforts to send an available unit and crew towards the city to standby and cover until the dedicated city unit returns.

As a note here, the Acadian-Bexar County contract outlines Acadian performance as:

- *Acadian will provide continuous response capability for all EMS calls and shall maintain an average fractile monthly emergency response time of not greater than eleven (11) minutes and shall strive to achieve an average fractile monthly emergency response time of less than eleven (11) minutes, for at least 70% of responses.*

Acadian Ambulance Service Contract Costs

FY 2023 Per Call Costs: \$180.59.

FY 2024 Per Call Costs: \$175.42.

** Includes 3% call increase.

FY 2025 Per Call Costs: \$170.14.

** Includes 3% call increase.

*** Utilizes current contract costs.

CPSM Analyses of Historical EMS Per Call Costs

EMS only agency:

\$400 to \$800 per call (EMS ambulance responses)

\$600 to \$1,200 per transport

FY 25 Fair Oaks Ranch Per Capita Costs for Fire & EMS

U.S. Census Estimated Population, July 1, 2023: 11,406

FY 24 Fire Contract: \$492,105
FY 24 EMS Contract: \$73,500
FY 24 Contract Costs: \$565,605

Fire Contract Per Capita Cost: \$43.14
EMS Contract Per Capita Cost: \$6.44
Total Fire & EMS Per Capita Costs: \$49.58

Average persons per household (U.S. Census 2018-2022): 2.71
Average per capita Fire & EMS Costs per household: \$134.36

Community Survey

181
Total Responses



88% of residents have a good overall perception of LSFD



85% of residents have a good overall perception of AAS

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CENTER FOR PUBLIC SAFETY MANAGEMENT, LLC

Fair Oaks Ranch Fire and EMS Survey

The City of Fair Oaks Ranch is currently working with the Center for Public Safety Management to assess its public safety services. Part of this assessment is to elicit community feedback regarding their experiences with either the Fire Rescue (Leon Springs Volunteer Fire Department) or EMS provider (Acadian). Perceptions of performance are also important as Fair Oaks Ranch works toward continuous improvement of services and ensures access to all community members.

Community Risk

Environmental

Hazard	Risk
Flood	High
Drought	High
Wildfire	High
Extreme Heat	Moderate
Extreme Wind	Moderate
Hail	Moderate
Hazardous Materials	Moderate
Infectious Disease	Moderate
Pipeline Failure	Moderate
Terrorism	Moderate
Tornado	Moderate
Winter Storm and Extreme Cold	Moderate

Building

The greatest amount of building risk in Fair Oaks Ranch is of a low hazard (single family dwellings-predominately wood frame construction).

Fair Oaks Ranch does have a limited number of educational facilities/institutional facilities and multifamily residential structures (apartments/townhomes).

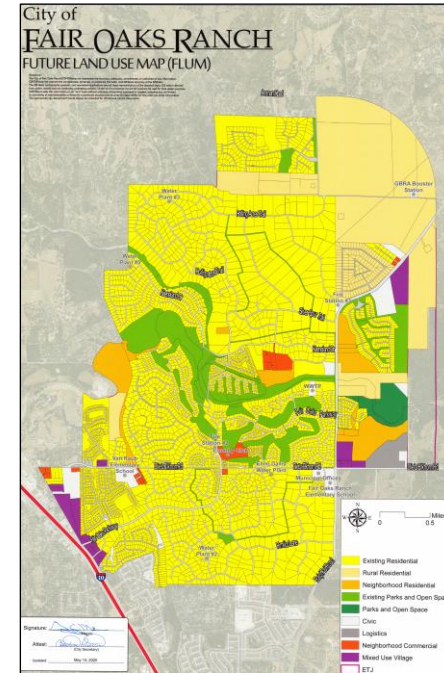
Transportation

The road and transportation network In Fair Oaks Ranch poses limited risks for a vehicular accident, some at medium to greater than medium speeds, as well as vehicular-versus-pedestrian risks.

Community Risk

Population/Demographics

The demographics in Fair Oaks Ranch overall pose a moderate to low risk in totality. While not a high risk, a single call involving vulnerable population poses a higher risk on that particular response.



Growth

Though much of Fair Oaks Ranch is already developed, large tracts of developable land still exist on the City's edges, and major gateways into the City are still evolving. Fair Oaks Ranch has seen single-family growth which is expected to continue as several large undeveloped parcels are platted and built-out. These are primarily in the Ralph Fair Road and Ammann Road corridors on the eastern and northeastern side of town.

Public Protection Classification Rating

2014 Community Rating: 03/8B

CPSM assesses and recommends

ESD 4 should contact ISO and schedule another ISO-PPC rating analysis so that a new rating will align with ESD 4 changes and the new ISO-PPC rating schedule implemented in July 2014.

FRS Component	Earned Credit	Credit Available
414. Credit for Telephone Service	1.80	2
422. Credit for Operators	3.00	3
432. Credit for Dispatch Circuits	1.50	5
440. Credit for Receiving and Handling Fire Alarms	6.30	10
513. Credit for Engine Companies	10.00	10
523. Credit for Reserve Pumpers	0.75	1
532. Credit for Pumper Capacity	5.00	5
549. Credit for Ladder Service	3.27	5
553. Credit for Reserve Ladder and Service Trucks	0.33	1
561. Credit for Distribution	1.28	4
571. Credit for Company Personnel	2.58	15
581. Credit for Training	3.52	9
580A. Supplemental Credit for Texas State Training *Note: Maximum value for 581 + 580A = 9 points	3.26	3.26*
590. Credit for Fire Department	29.99	50
616. Credit for Supply System	35.00	35
621. Credit for Hydrants	2.00	2
631. Credit for Inspection and Condition	1.62	3
640. Credit for Water Supply	38.62	40
Divergence	-7.31	--
Texas Addendum Credit	4.56	6.5
Total Credit	72.16	100



ESD 4 Leon Springs Fire Department

- ❖ The City of Fair Oaks Ranch has a moderate workload for fire and first response EMS resources.
- ❖ One year data analysis (10/1/2022-10/1/2023):
 - ❖ LSFD responded into Fair Oaks Ranch 509 times (103 calls were cancelled).
 - ❖ 62% of the calls were EMS related and 16.2% were fire related.
 - ❖ LSFD averaged 1.7 calls/day in Fair Oaks Ranch.

LSFD Deployable Resources

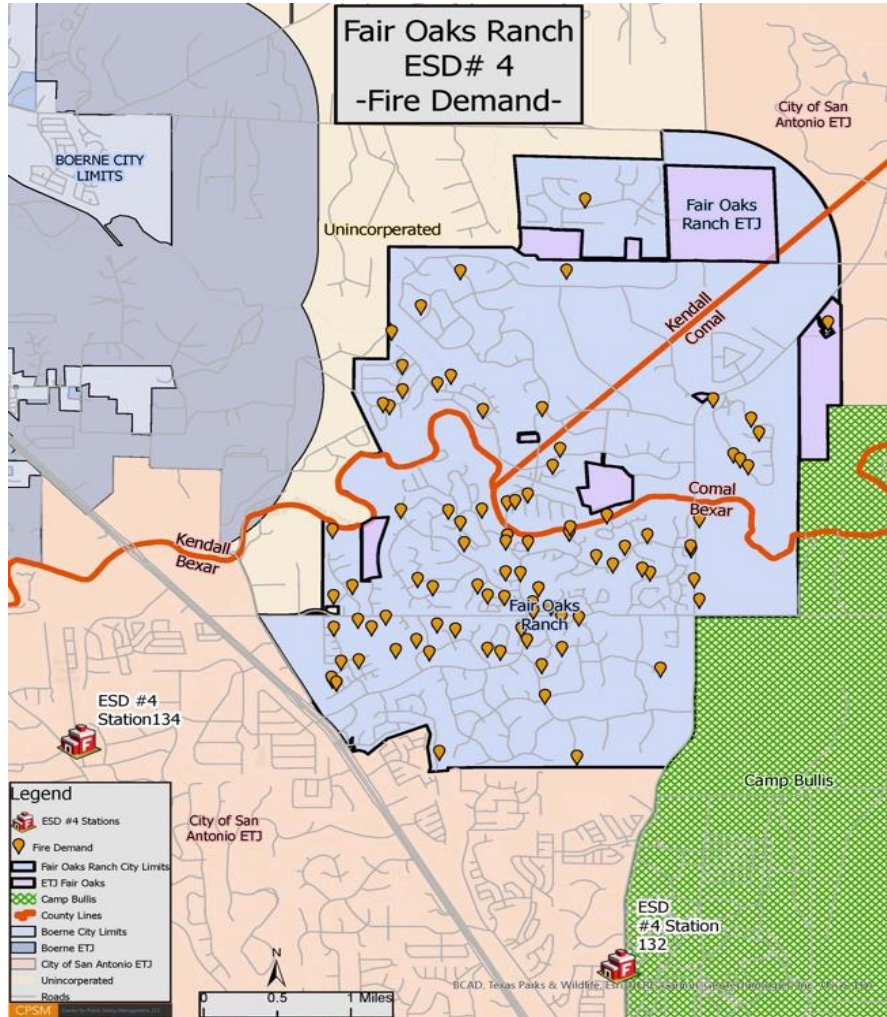
Station 132: 26217 Ralph Fair Road

- 1 Engine
- 1 Rescue
- 1 Brush Truck
- 3 career staff (1 Officer, 1 Driver Operator, 1 FF: minimum staffing)
 - Part-time and volunteers expand staffing to 5 or more/shift

Station 134: 28036 Old Boerne Stage Road

- 1 Engine
- 1 Rescue
- 1 Aerial Ladder
- 1 Heavy Rescue
- 1 Brush Truck
- 3 career staff (1 Officer, 1 Driver Operator, 1 FF: minimum staffing)
 - Part-time and volunteers expand staffing to 5 or more/shift

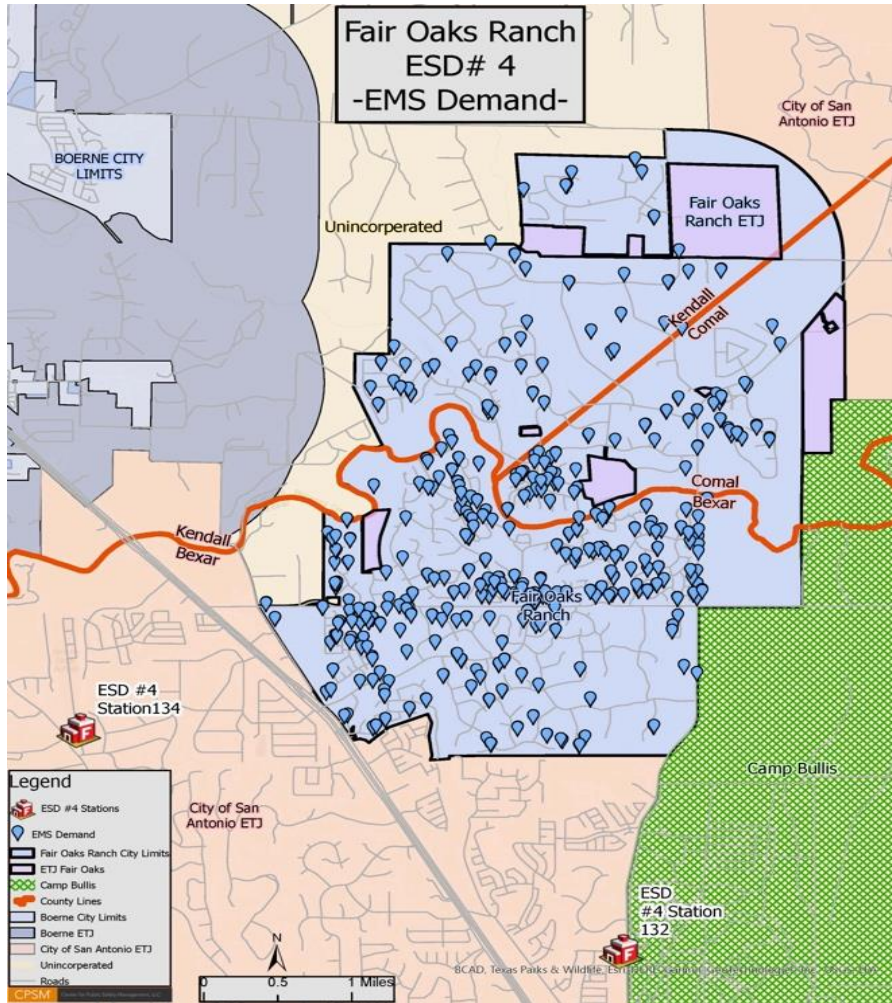
LSFD Fire Demand Analysis



Fire and Fire Related Incidents

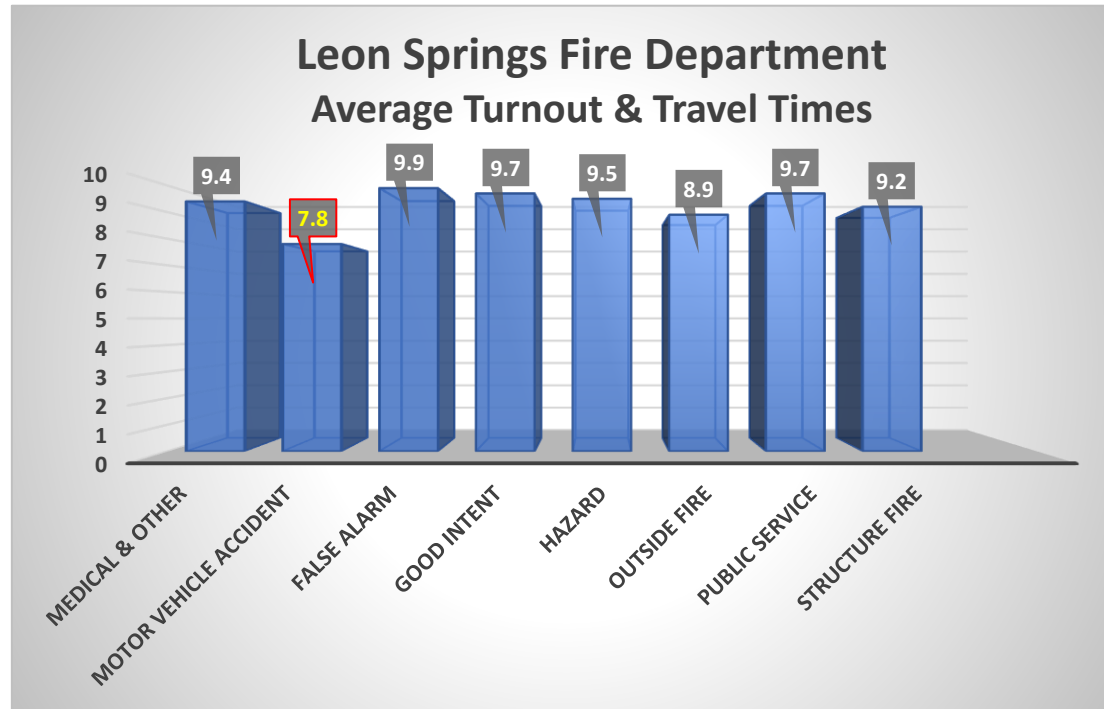
- ✓ There were 509 Fire and EMS calls in Fair Oaks Ranch during the one-year study period (excluding canceled calls) which the LSFD responded to. 103 calls were cancelled prior to a LSFD unit arriving.
- ✓ Overall, the LSFD responded to 1.7 calls per day in the city.
- ✓ 62% of the Fire and EMS calls are EMS related.
- ✓ Motor vehicle accidents make up 2.5% of Fire and EMS calls.
- ✓ Fire and Fire related calls make up 16.2% of Fire and EMS calls.
- ✓ Structure and Outside Fires make up 2.5% of Fire related calls.
- ✓ Non fire calls (typically false alarms good intent, hazard, and public service) make up 13.8% of Fire related calls.

LSFD EMS Demand Analysis



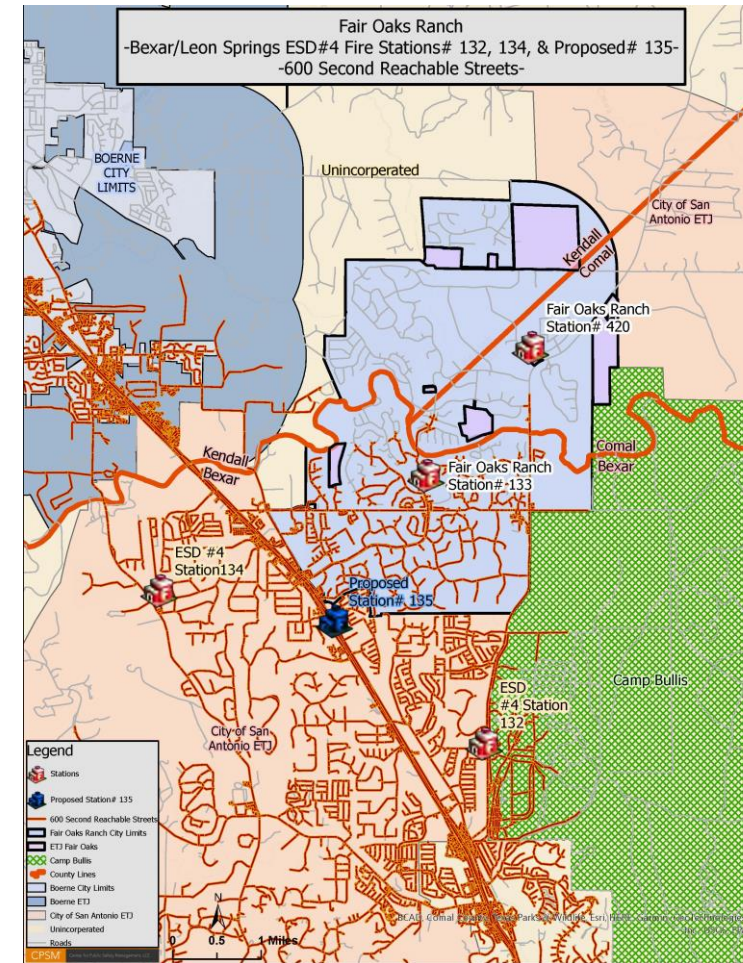
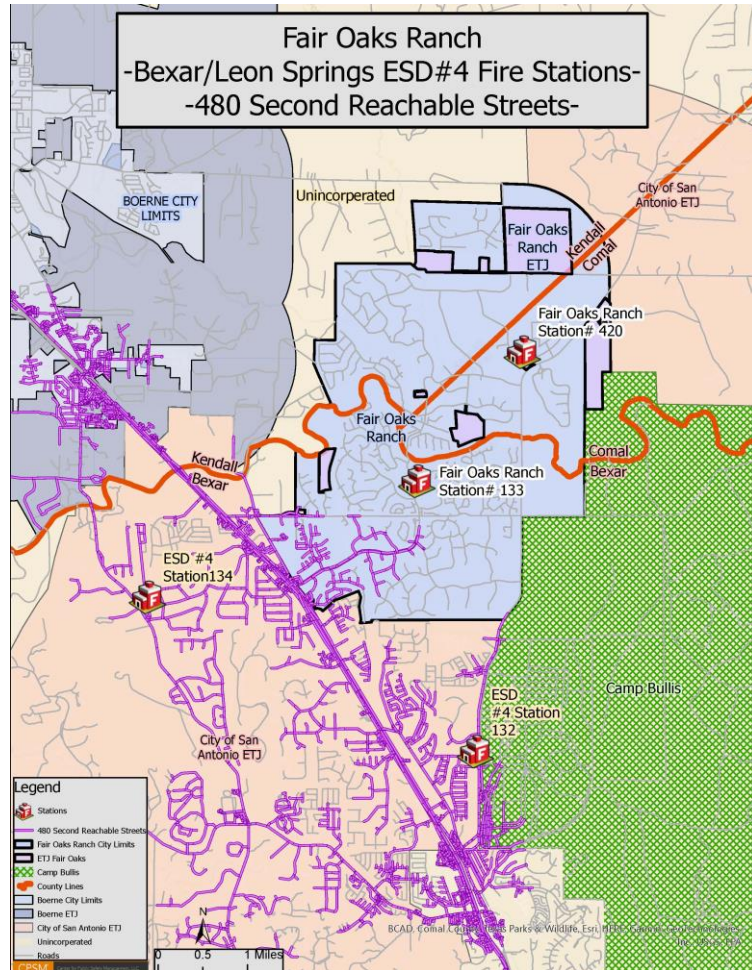
EMS demand, like fire demand, is concentrated in the more densely populated residential areas around the Fair Oaks Ranch Golf & Country Club and along the western boundary, north and south of Dietz Elkhorn Rd. EMS demand however is much heavier than fire demand in these areas.

LSFD Response Times



- ❖ The benchmark for response time for the LSFD into Fair Oaks Ranch as outlined in the contract for fire protection services is an ***eight-minute*** turnout-travel time.
- ❖ It is further assessed that the LSFD has only moderate permeation into Fair Oaks Ranch with the current stations.
- ❖ The addition of a new station 135 and Limestone Pass Frontage Road and Ranch Land View provides improved permeation into the city north of Dietz Elkhorn Road along the Fair Oaks Parkway corridor.

LSFD Response Times



ESD 4 Assessment

CPSM assesses the LSF/ESD 4 has a robust mutual and automatic aid system.

However, estimated response times as reported by the LSF range from 10 minutes to 46 minutes depending on where the incident is occurring in the ESD 4 response area and where the mutual or automatic aid unit is responding from.

Mutual Aid

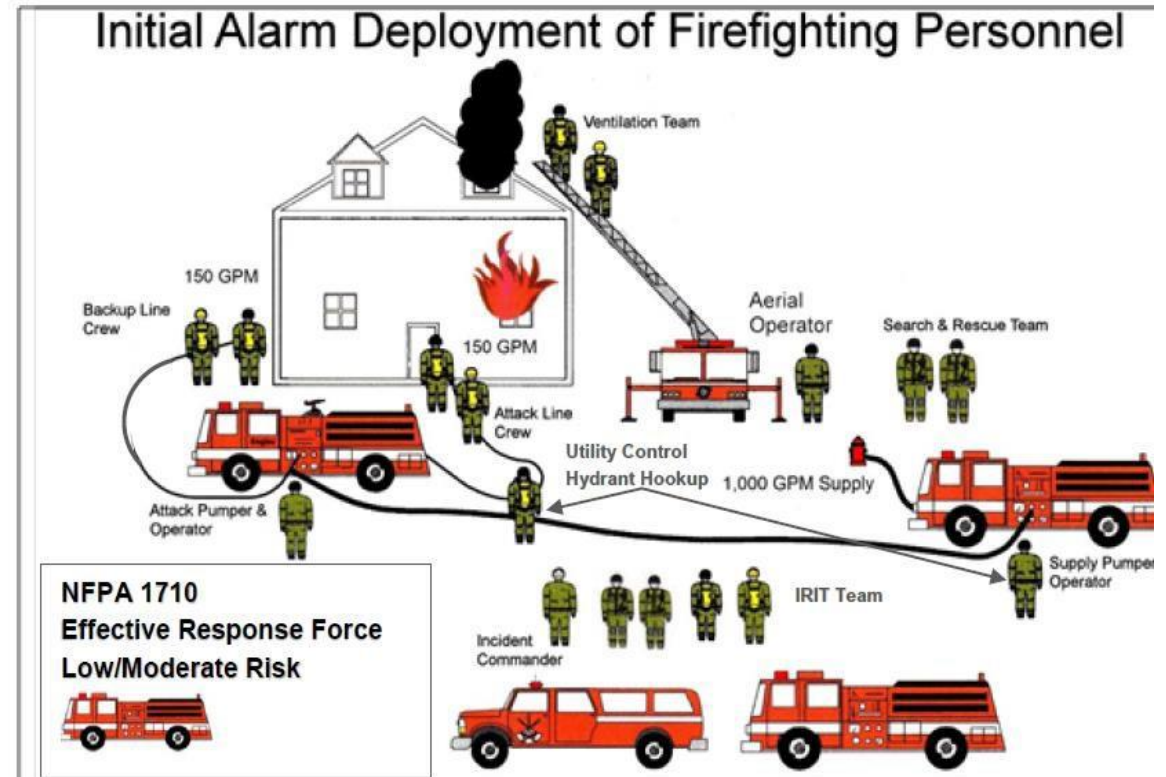
- Bexar County District 2 Fire & Rescue (30 minutes).
- Bexar County District 7 Fire & Rescue (23-26 minutes).
- Helotes Fire Department (22 minutes).
- Shavano Park Fire & EMS Department (22 minutes).
- Bexar County ESD 8 (18-19 minutes).
- Boerne Fire Department (16 minutes).
- Bergheim Vol. FD (19 minutes).
- Sisterdale Volunteer Fire Department (28 minutes).
- Bulverde Spring Branch Fire & EMS (20-46 minutes)
- Camp Bullis (23 minutes).

Automatic Aid

- Bexar County ESD 8: one engine and one ladder (18-19 minutes).
- Shavano Park FD: one ladder (two staff) (22 minutes).
- Boerne FD: one engine (16 minutes).
- Bergheim Vol. FD: one engine (Fair Oaks Ranch incidents). *As a note, as an automatic aid asset, Bergheim Fire Department is a volunteer fire department. If an alarm comes in for automatic aid to Fair Oaks Ranch, the response by Bergheim is delayed if there are no volunteer members in the station ready to respond. Travel time to the northeast quadrant of Fair Oaks Ranch is approximately 10 minutes.*

ESD 4 Assessment

It is assessed that the LSFD can assemble an Effective Response Force, when benchmarked against NFPA 1710, for single family dwellings (16-17 FFs) in Fair Oaks Ranch utilizing automatic and mutual aid agreements, which is permitted under NFPA 1710.



ESD 4 Assessment

It is assessed that the LSFD cannot assemble an Effective Response Force, when benchmarked against NFPA 1710, for open air strip mall/commercial and apartment buildings in Fair Oaks Ranch using the current deployment matrix with automatic/mutual aid (27-28 FFs). However, with the arrival of automatic and mutual aid resources, the LSFD will assemble resources for the initial attack and prioritized additional critical tasks.

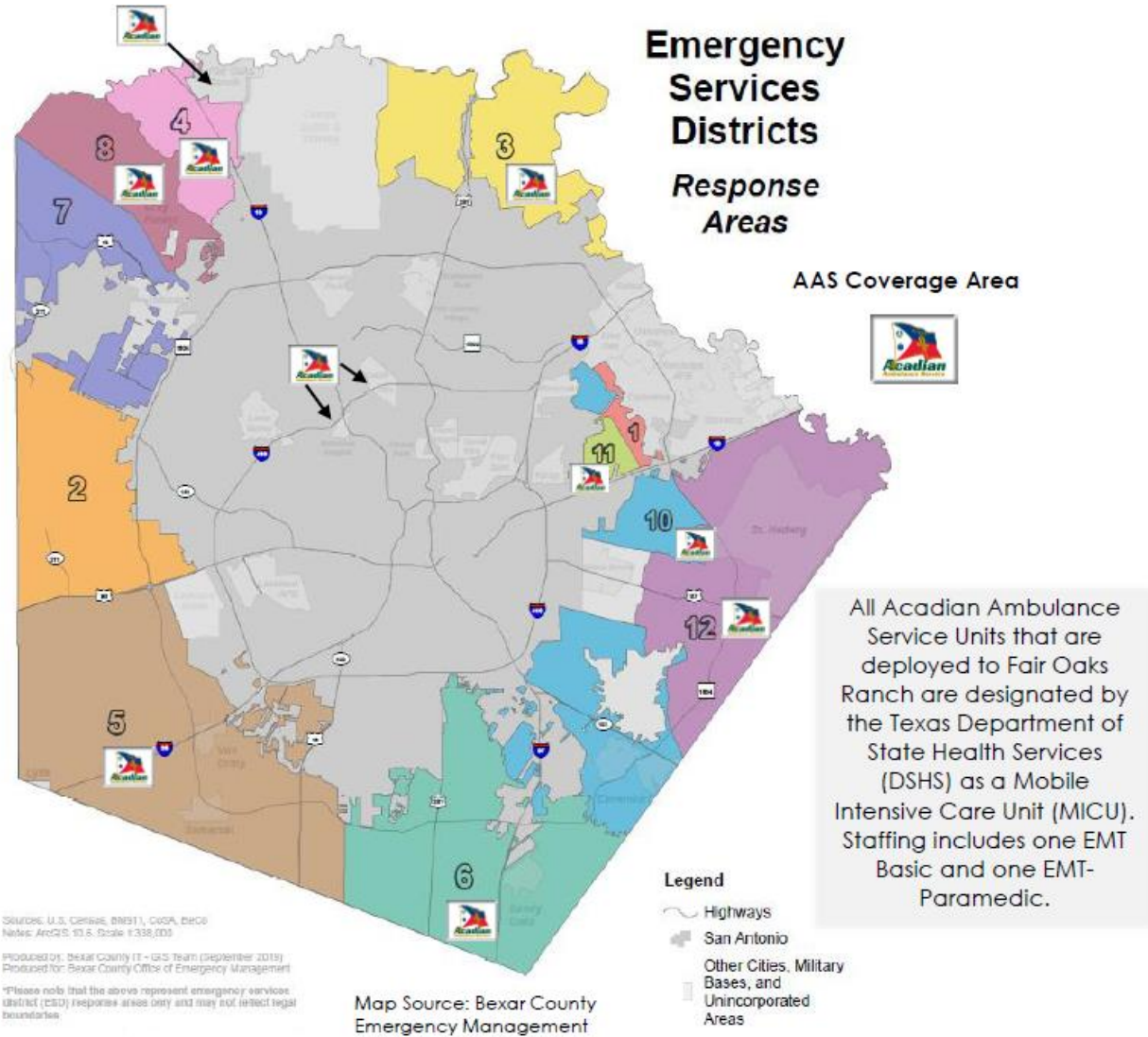
It is further assessed that the LSFD, based on time and distance of automatic and mutual aid resources, cannot assemble the entire Effective Response Force in eight minutes for building fires. However, the LSFD can initiate mitigation efforts with the two responding crews (Engines 132 and 134) as the remainder of the initial alarm resources are responding and arriving.



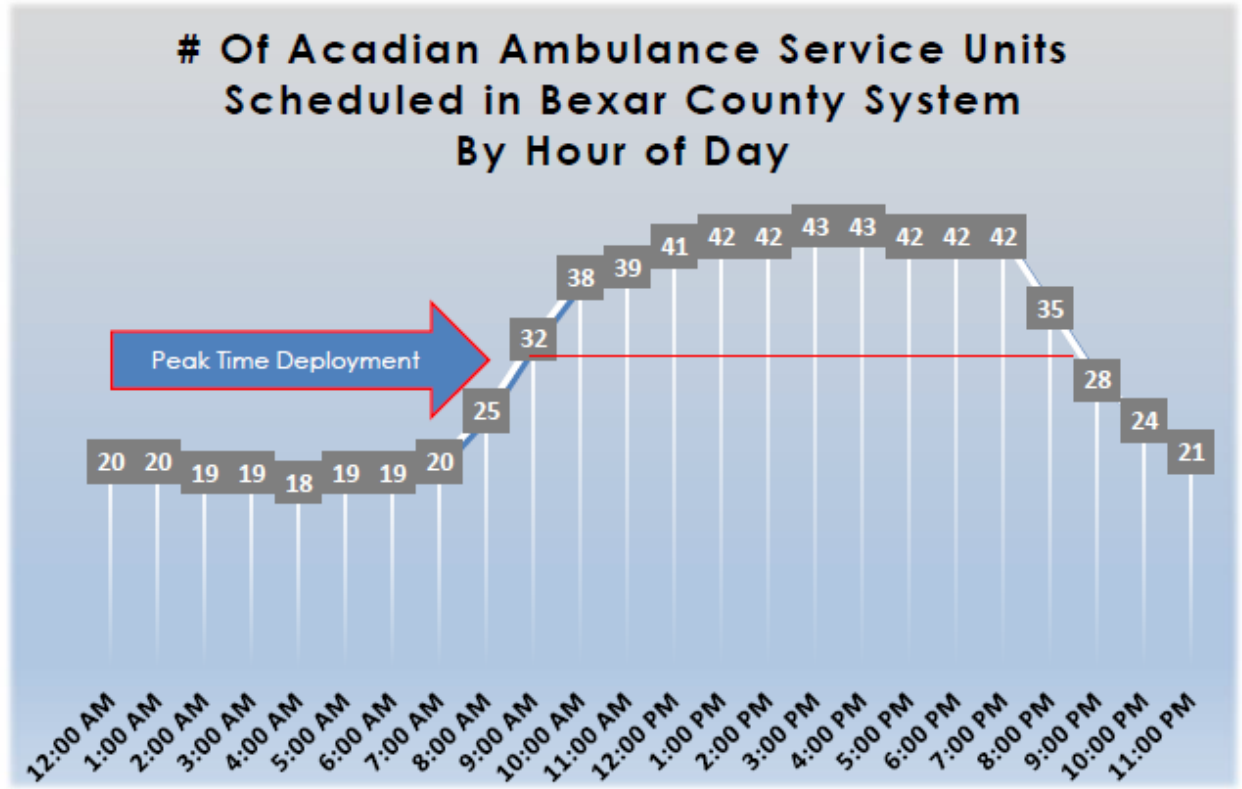
Acadian Ambulance Service

- ❖ The City of Fair Oaks Ranch has a moderate workload for EMS ground transport resources (just over one call per day) resources.
- ❖ One year data analysis (10/1/2022-10/1/2023):
 - ❖ AAS responded into Fair Oaks Ranch 407 times.
 - ❖ There were 284 transports completed by AAS (69.8% of the EMS responses).

Acadian Bexar County Deployment



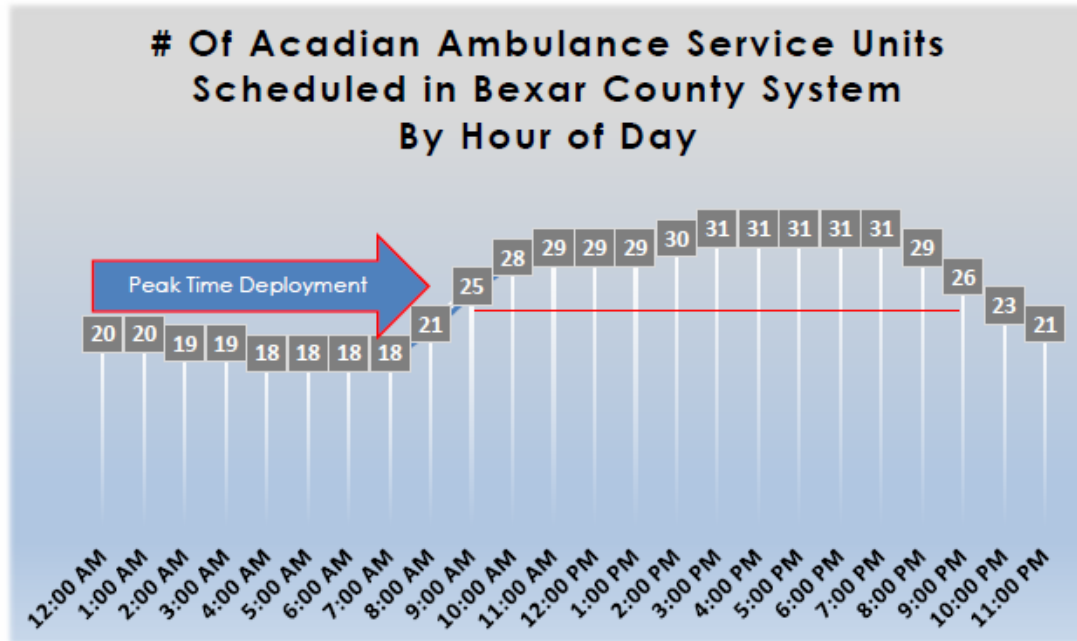
Acadian Resources



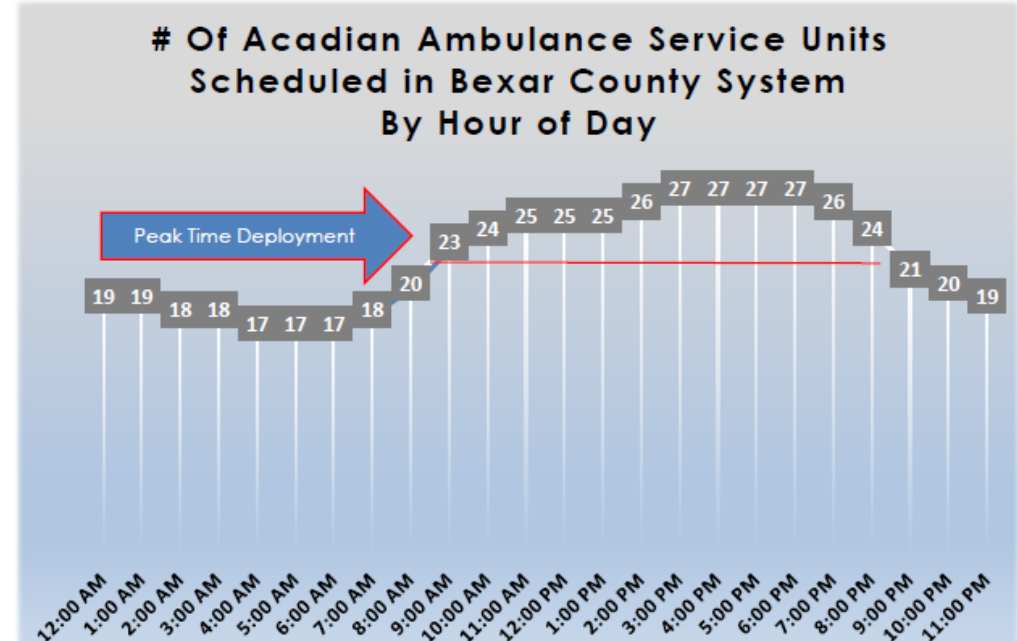
Monday - Friday

Acadian Resources

Available Resources

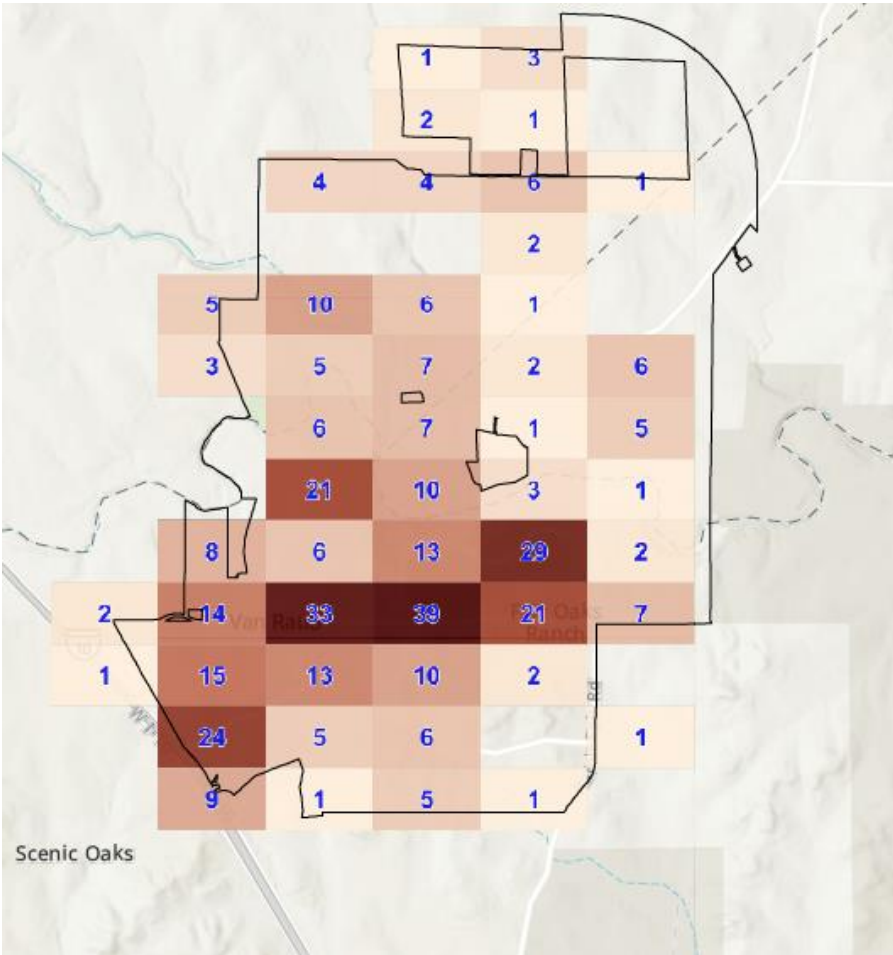


Saturday



Sunday

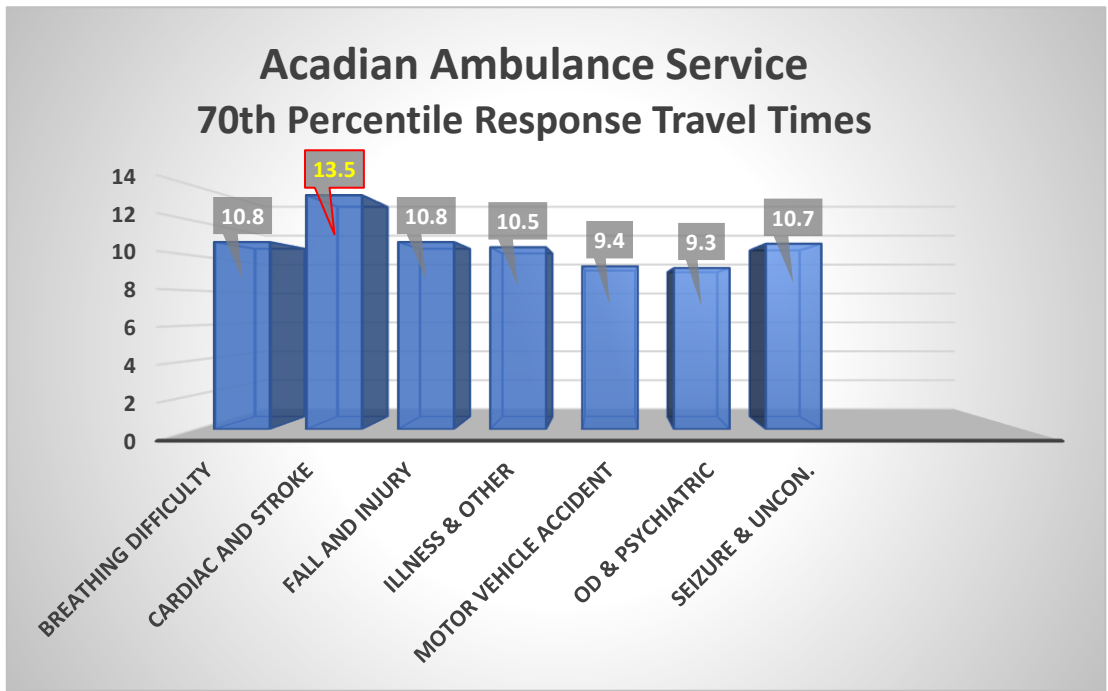
Acadian EMS Demand Analysis



EMS Incidents

- ✓ There were 407 EMS calls in Fair Oaks Ranch during the one-year study period which AAS responded to.
- ✓ Overall, AAS responded to 1.1 calls per day.
- ✓ 33.9% of the EMS calls were Illness and Other call determinants (the largest % of EMS calls).
- ✓ Motor vehicle accidents make up 4.4% of EMS calls.
- ✓ Breathing Difficulty and Cardiac and Stroke related call determinants make up 19.9% of EMS calls.
- ✓ Fall and Injury call determinants make up 26.5% of EMS calls.
- ✓ Overdose and Psychiatric and Seizure and Unconsciousness related call determinants make up 15.2% of EMS calls.

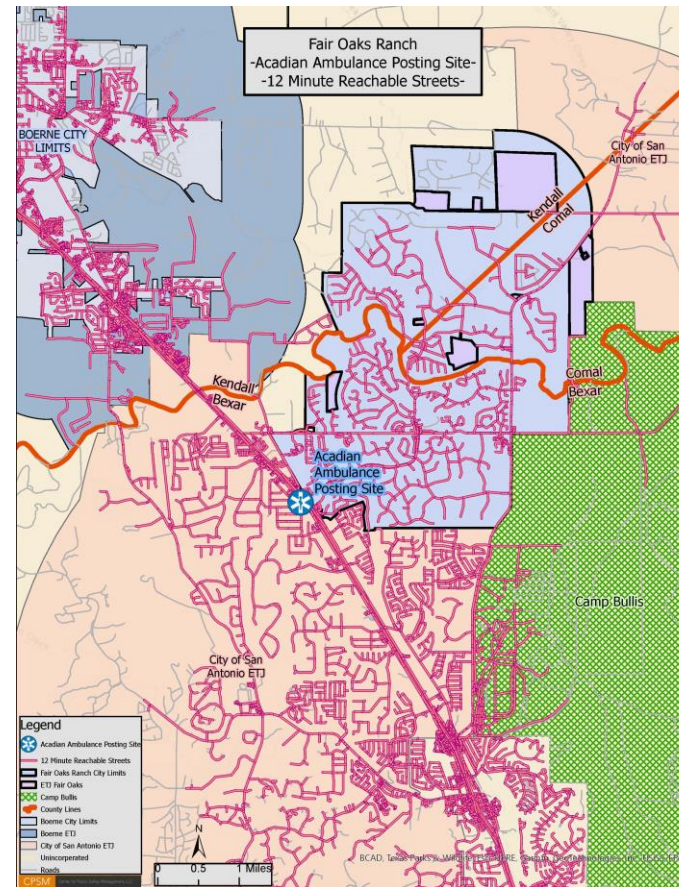
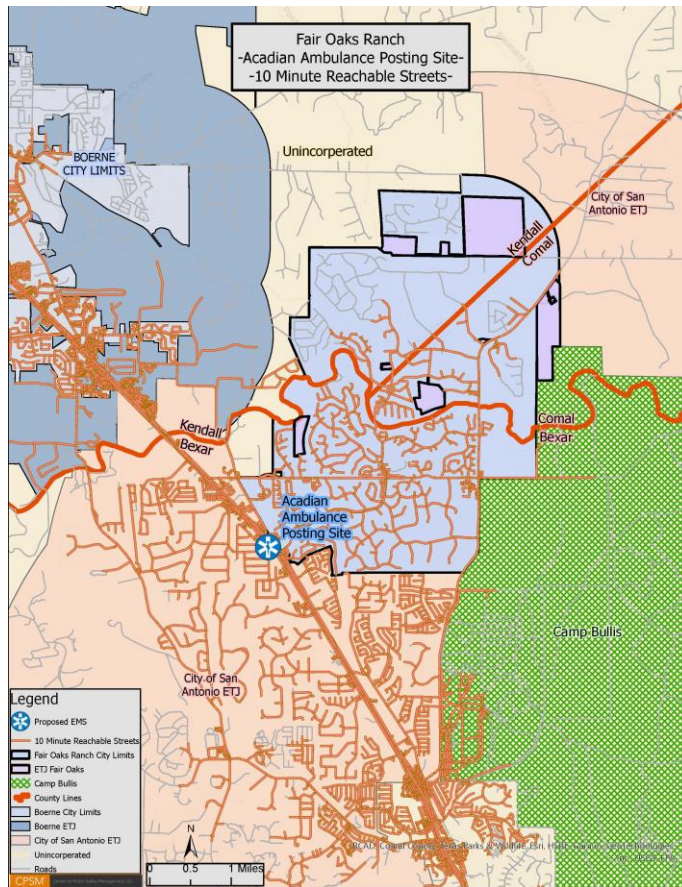
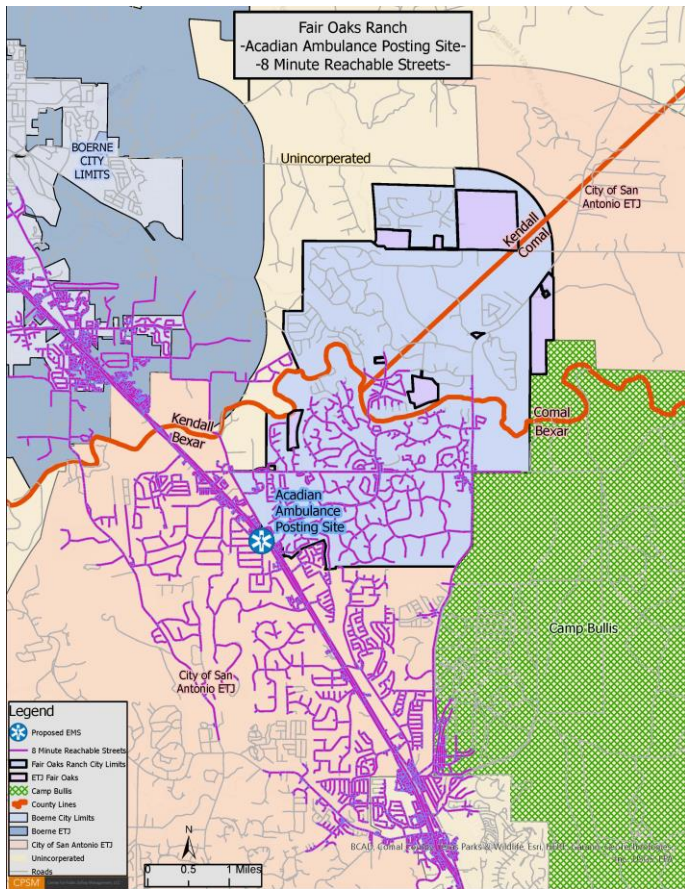
Acadian Response Times



❖ The benchmark for response time for Acadian Ambulance service at the 70th percentile is ***eleven minutes.***

❖ As assessed in this report, Acadian Ambulance meets this performance standard for all responses except cardiac and stroke responses.

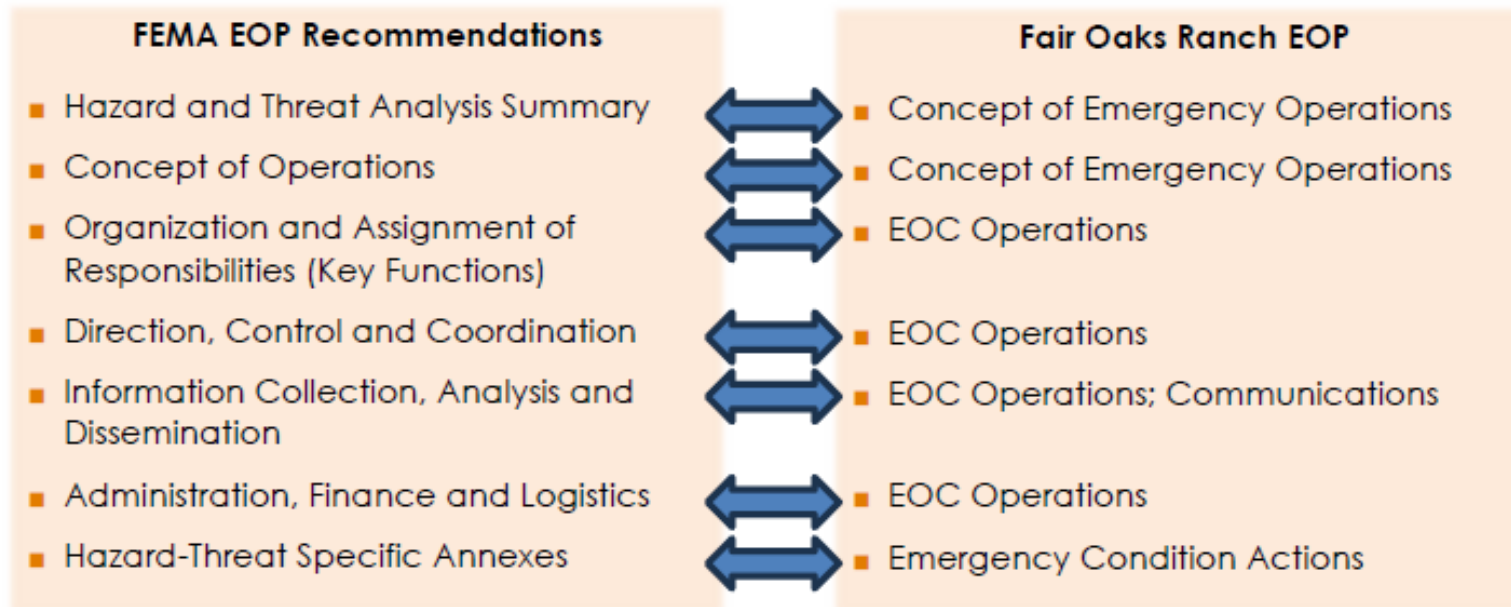
Acadian Response Times



Emergency Management



- ❖ CPSM reviewed the city's Emergency Operations Plan (EOP) and found the content valid.
- ❖ CPSM cross-walked the key components recommended in FEMA's *Developing and Maintaining Emergency Operations Plans, 2021 v 3.0* guide with the city's EOP. CPSM assesses through this cross walk that the Fair Oaks Ranch EOP aligns with each FEMA component.



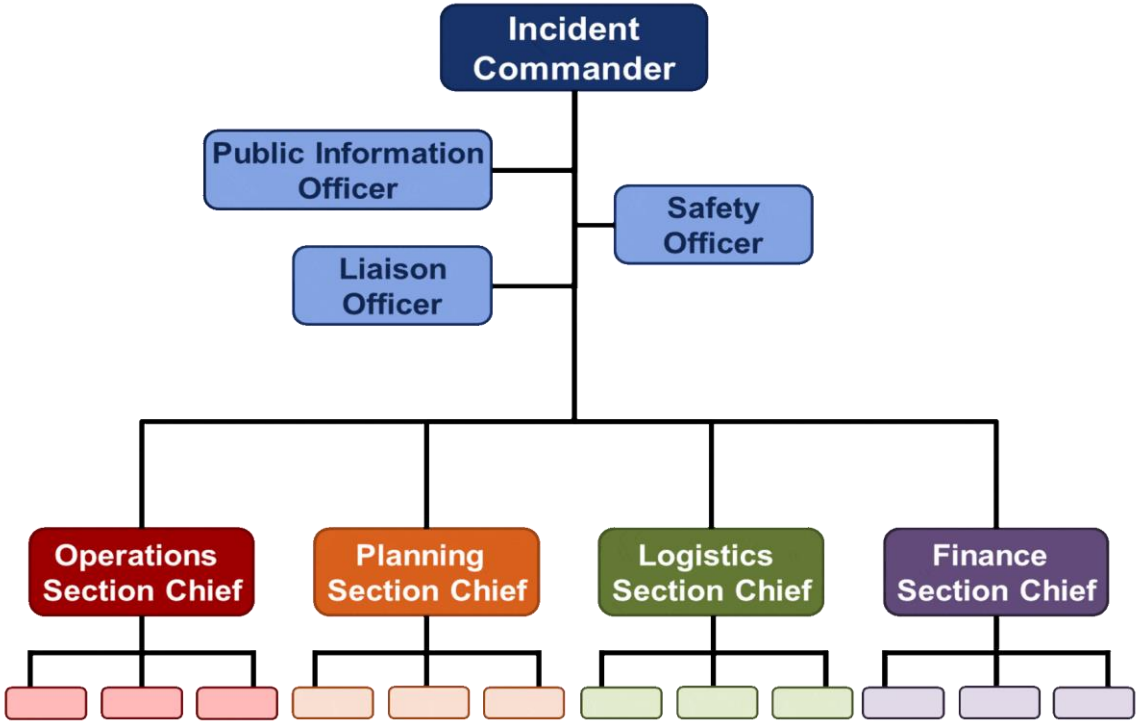
Emergency Management



- ❖ CPSM also assesses the EOP aligns with the five mission areas outlined in Presidential Policy Directive 8 (PPD-8): National Preparedness.
- ❖ The city utilizes space designated as the police training room as the EOC when activation is required. The room is used regularly for roll call and training and is not set up for immediate EOC use. CPSM assesses the space is adequate and should follow the best practices as outlined in the report.

Recommendations-Emergency Management

1. For Level 1 and Level 2 EOC activation, the Finance Director should be added to the staffing compliment. The potential to expend funding for various operations and to track expenditures for state and/or federal reimbursement is likely to occur and is better coordinated by the finance department.



Recommendations-Emergency Management

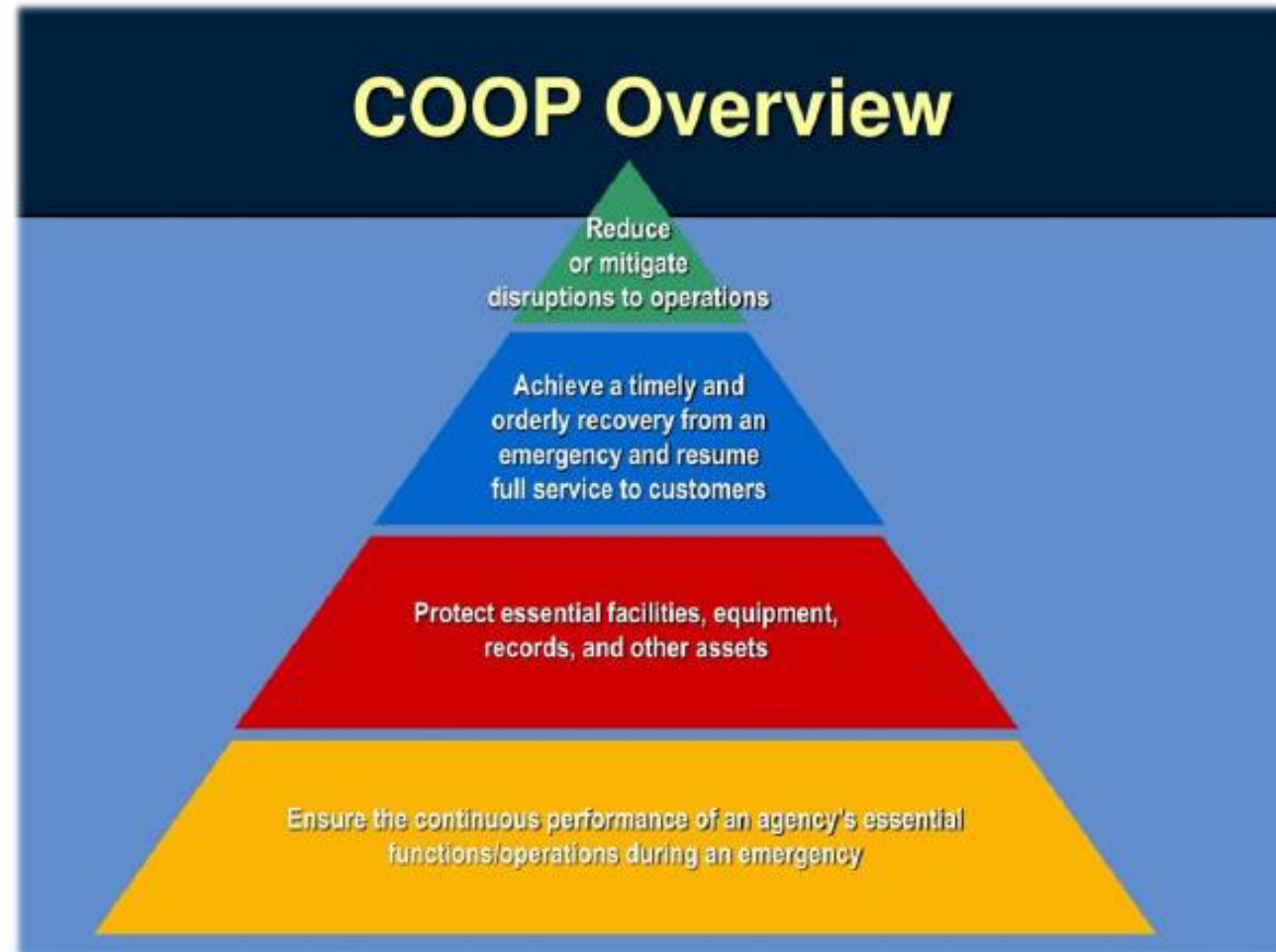
2. Essential personnel assigned to the city (or county) EOC, and who have response assignments during an emergency or disaster, be trained to the appropriate NIMS level as outlined in the report.

ICS/NIMS Training Pyramid



Recommendations-Emergency Management

3. Another important document **CPSM recommends** the city maintains is a Continuity of Operations Plan (COOP).



Recommendations-Emergency Management

4. Consider aligning Section 2-Phases under the Emergency Planning Guidelines with the five mission areas outlined in *Presidential Policy Directive 8 (PPD-8): National Preparedness*.

Four Phases of Emergency Management



National Preparedness: 5 Mission Areas



Overall Assessment for Moving Forward

Alternatives moving forward for fire and EMS services include:

1. Status Quo: The first alternative to be considered is to maintain the status quo and continue multi-year contracts with ESD 4 for fire protection and EMS first response services, and Acadian Ambulance for EMS ground transport services.
2. Contract with ESD 4 for Fire and EMS Ground Transport. ESD 4 will begin offering EMS ground transport October 1, 2024. The city can opt to contract with ESD 4 for fire, EMS first response, and EMS ground transport. This alternative alleviates one contract and combines both important public safety functions into one contract.
3. Develop and Implement Fair Oaks Ranch Fire and EMS City Services. The city can develop and implement a fire and EMS department to deliver fire protection and EMS services within the city boundaries.
4. Develop and implement a Public Safety Officer department that delivers law enforcement, fire, and EMS emergency services.

Overall Assessment for Moving Forward

Status Quo Considerations-EMS

- ✓ The current EMS contract remains stable throughout, the per call cost is reasonable, and overall, the citizens have a good general perception of AAS.
- ✓ The city could negotiate a Level of Performance contract where the city stipulates an acceptable response time, and/or a dedicated ambulance in the city limits.
- ✓ As a note here, a level of performance contract typically has enhanced costs—
- ✓ ***Participating in the bigger system keeps costs economical to the customer.***

Overall Assessment for Moving Forward

Status Quo Considerations-Fire

- ✓ The fire contract has grown 32.9 percent in the initial two years and will have grown 40.3 percent at the end of the third one-year term.
- ✓ The per call cost, however, is reasonable when compared to what CPSM has analyzed in the most recent three years.
- ✓ ESD 4 is adding an additional fire station in 2027-2028, which will provide beneficial response into Fair Oaks Ranch.

There is a potential the annual contract fee will increase to assist the funding of this new station, equipment, and staffing.

- ✓ Negotiations between the city and ESD 4 should include ESD 4 budget projections (example-future programs, future staff, future apparatus/equipment replacements) and cost per call for Fair Oaks Ranch projected throughout the life of the contract.
- ✓ ***The goal is to maintain a sustainable annual contract and cost per call costs.***

Overall Assessment for Moving Forward

Contract with ESD 4 for Fire and EMS Ground Transport Services

- ✓ ESD 4 will begin offering EMS ground transport October 1, 2024.
- ✓ The city can opt to contract with ESD 4 for fire, EMS first response, and EMS ground transport.
- ✓ This alternative alleviates one contract and combines both important public safety functions into one contract.
- ✓ Annualized costs will potentially increase with this alternative as ESD 4 is adding a program that includes infrastructure and staffing.

Overall Assessment for Moving Forward

Contract with ESD 4 for Fire and EMS Ground Transport Services

- ✓ The city should engage Acadian in the near future regarding a successor contract for services (and costs) prior to considering this alternative.
- ✓ **CPSM recommends** a contract from May 1, 2025, to September 30, 2025, then a contract with successor years beginning October 1, 2025, to September 30, 2026, and beyond.
- ✓ The city can then weigh separate and aggregate costs of ESD 4 and AAS contracts against a combined contract with ESD 4 for both fire and EMS services.
- ✓ **Again, the goal is to maintain a sustainable annual contract and cost per call costs.**

Overall Assessment for Moving Forward

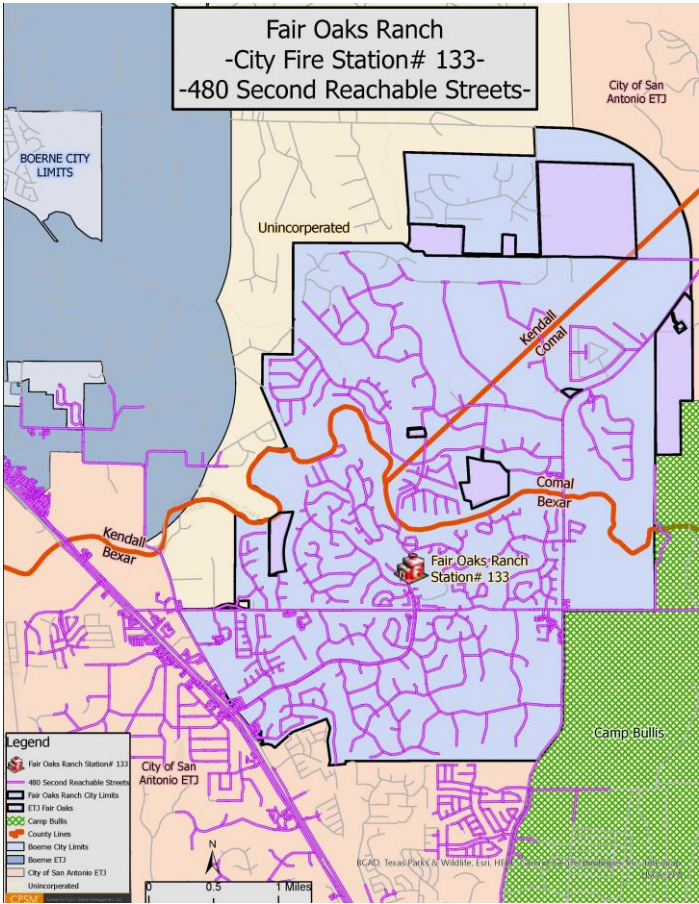
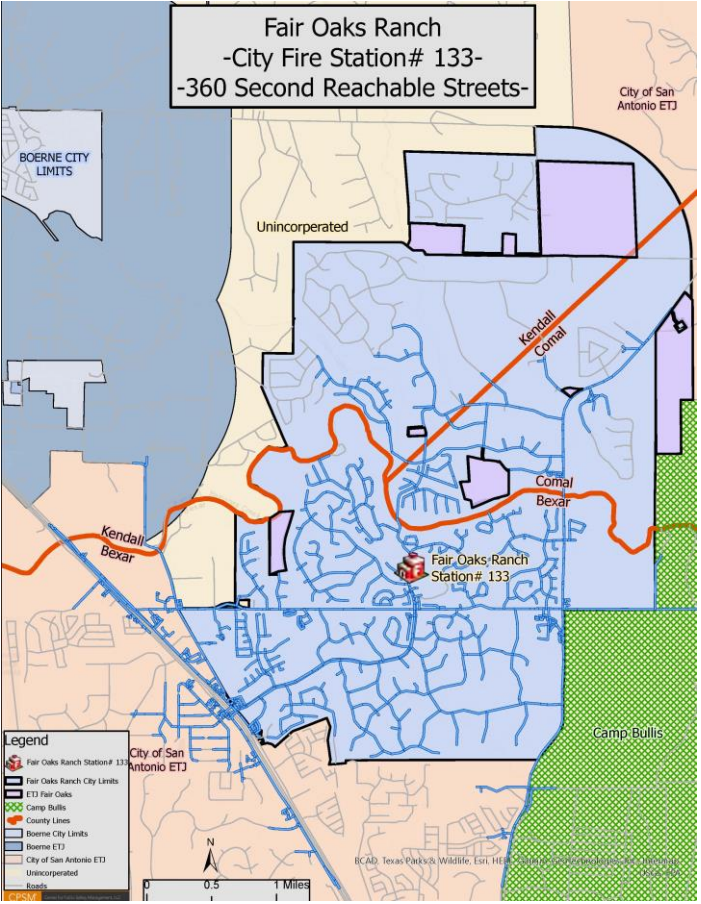
Develop and Implement Fair Oaks Ranch Fire and EMS City Services

- ✓ The city can develop and implement a fire and EMS department
- ✓ Developing and implementing a full-time fire and EMS department does not come without initial and recurrent costs.
- ✓ A new city department will also require an agency head (Fire Chief), administrative assistance, and operational staff.
- ✓ A fire and EMS department, even small, takes considerable infrastructure, equipment, and supplies.
- ✓ In review of the city's risk profile, current call demand, and current infrastructure, CPSM suggests the city begin with:

One fire station that houses and responds one engine apparatus (staffing of three) for fire protection and EMS first response

One advanced life support ambulance (staffing of two-dual certified in fire and EMS) for EMS ground transport services.

Overall Assessment for Moving Forward



Develop and Implement Fair Oaks Ranch Fire and EMS City Services

If Station 133 can be renovated to accommodate the apparatus and five staff members, CPSM recommends this station serve as the primary Fair Oaks Ranch fire & EMS station due to its central location in the city.

Overall Assessment for Moving Forward

Develop and Implement Fair Oaks Ranch Fire and EMS City Services

Estimated Capital Start Up and First Year Personnel Costs

Category	Aggregate Cost
Capital	\$3,300,000
Salary & Benefits: 18 Positions	\$1,626,414 - \$1,634,814
Additional Personnel Costs	\$365,956
Total	\$5,291,695-\$5,300,095

Cost per call year 1:
\$4,895 to \$4,903
Cost per call year 2:
\$1,789 to \$1,797
Year 2 does not include
capital expenses.

Overall Assessment for Moving Forward

Develop and implement a Public Safety Officer department that delivers law enforcement, fire, and EMS emergency services.

- ✓ Training police officers to the EMT level only and equipping patrol vehicles with EMS first response gear. Police patrol units can respond to EMS calls as the first tier either with or in lieu of fire department units.
- ✓ Training police officers in the firefighting discipline only and equipping each with firefighter personal protective clothing and associated gear. Police patrol units can respond to fire calls and be included in the assembling of an *Effective Response Force*.
- ✓ Training police officers in both the firefighting discipline and to the EMT level with issued gear and equipment.
- ✓ Long term- training firefighter staff in law enforcement and equipping each with required and necessary law enforcement equipment.

Overall Assessment for Moving Forward

Develop and implement a Public Safety Officer department that delivers law enforcement, fire, and EMS emergency services.

Estimated Capital Start Up and First Year Personnel Costs

Category	Aggregate Cost
Capital	\$3,247,000
Salary & Benefits	\$1,225,161
Additional Personnel Costs	\$334,256
Total	\$4,806,417

Cost per call year 1:
\$4,446

Cost per call year 2:
\$1,401

Year 2 does not include
capital expenses.

Final Comments and Recommendations

- ✓ What needs to be achieved by the city going forward is a reliable and sustainable Fire and EMS service delivery system.
- ✓ CPSM assesses the current contracts with ESD 4 for fire services and Acadian Ambulance Service for EMS services are reasonable when compared to creating a Fair Oaks Ranch Fire and EMS city agency or implementing a Public Safety Officer service delivery model.
- ✓ The CPSM conducted citizen survey on Fire and EMS services told us that 53.6% of the respondents to the survey were neutral or agreed that they would be willing to pay more in taxes to support a city fire department.

Final Comments and Recommendations

CPSM recommends the city continue to optimize contract renewal discussions with the current Fire and EMS providers with the goal of continued, sustainable Fire and EMS services. These negotiations may include:

- ✓ An Acadian Ambulance contract that aligns with the city's fiscal budget year as such: a successor contract from May 1, 2025, to September 30, 2025, then a contract with successor years beginning October 1, 2025, to September 30, 2026, and beyond.
- ✓ Per call payment structure based on historical Fair Oaks Ranch workload for Fire and EMS services.

Final Comments and Recommendations

- ✓ Negotiation of a Level of Performance contract with Acadian Ambulance Service where the city stipulates an acceptable response time, and/or a dedicated ambulance in the city limits.
- ✓ Contract language in both the ESD 4 and Acadian Ambulance contract that has financial consequences for any call that does meet the contract language response time performance for the first arriving unit.
- ✓ Further evaluation and consideration of contracting with ESD 4 for both Fire and EMS services.



End of Presentation

Questions and Discussions



General Fund Budget Overview

FY 2024-25



Item #16.

Summer Fleming
Director of Finance

Preliminary Taxable Values



County	Tax Year 2023	Tax Year 2024	Change (\$)	Change (%)
Bexar	\$1,575,409,555	\$1,744,198,782	\$168,789,227	10.7%
Kendall	546,576,179	595,760,096	49,183,917	9.0%
Comal	363,190,122	382,691,282	19,603,184	5.4%
Total	\$2,485,175,856	\$2,722,650,160	\$237,576,328	9.6%



Current Exemptions

City

- Homestead: \$5,000
- Over 65: \$50,000
- Qualifying Disabled: \$50,000
- Tax Freeze for Qualifying Disabled at 2022 Levy

State Mandated

- Disabled Veteran 1: \$5,000
- Disabled Veteran 2: \$7,500
- Disabled Veteran 3: \$10,000
- Disabled Veteran 4: \$12,000
- 100% Disabled Veteran: 100%



Current Exemption Totals

County	City			State		Total
	Homestead	Over 65	Disabled	Disabled Veteran	Other*	
Bexar	\$11,128,737	\$51,525,000	\$350,000	\$96,585,096	\$28,049,746	\$187,638,579
Kendall	3,057,078	12,000,500	569,869	49,195,651	2,813,130	67,636,228
Comal	2,259,000	9,707,650	250,930	49,704,007	5,293,020	67,214,607
Total	\$16,444,815	\$72,233,150	\$1,170,799	\$195,484,754	\$36,155,896	\$322,489,414

*Includes the following:

- Leased Vehicle (LVE)
- Personal Property Vehicle (PPV)
- Primarily performing charitable functions
- House Bill 366 (EX366)
- Other exemptions (EX-XV)



General Fund Budget Highlights

- Maintains 6 months operating reserve
- Property tax growth at 3.5% over 2023 Levy
- Sales tax growth at 4% over FY 2024 projected
- Franchise fees 1% over FY 2024 projected
- Merit 2.5% and COLA 4.4%
- Transfer to Equipment Replacement Fund for future capital needs
- \$2.1 million unallocated fund balance remaining

General Fund Summary



Category	Amount
Revenues	\$11,029,718
Expenditures	(\$9,953,904)
Operating surplus/(deficit)	\$1,075,814
Net transfer (to)/from Equipment Replacement Fund	(\$316,438)
Transfer (to)/from Strategic Projects Fund	(\$60,000)
Capital Outlay	(\$272,600)
Total surplus/(deficit)	\$426,776



Fund Balance Summary

Category	FY 2023-24 Ending	FY 2024-25 Budget	FY 2024-25 Ending
Court Technology	\$23,587	(\$2,823)	\$20,764
Court Security	15,322	1,500	16,822
Other Restricted	87,551	5,200	92,751
Non-spendable	77,024	-	77,024
Tree Mitigation	149,600	(49,600)	100,000
Operating Reserve	4,738,120	182,798	4,920,918
Unallocated	1,840,423	289,701	2,130,124
Total Fund Balance	\$6,931,627	\$426,776	\$7,358,403



Questions?

Consolidated Budget						
By Fund						
Governmental Funds						
	General Fund	SAP	Equip Repl	Debt Service	Bond Capital Fund	TOTAL GOVERNMENTAL
Beginning Fund Balance Projected	6,931,627	14,498	1,182,420	87,492	-	8,216,036
<u>Revenues:</u>						
Taxes	8,889,869			1,207,300		10,097,169
Franchise Fees	762,350					762,350
Interest	450,000			7,000	17,000	474,000
Permits	168,200					168,200
Animal Control	1,495					1,495
Fines & Forfeitures	207,300					207,300
Fees & Services	318,024					318,024
Miscellaneous Income	232,480					232,480
Bond Proceeds					4,425,000	4,425,000
Utility Revenues						-
Transfers from other Funds	56,700	60,000	373,138			489,838
Total Revenues	11,086,418	60,000	373,138	1,214,300	4,442,000	17,175,856
<u>Expenditures:</u>						
Personnel	6,273,355					6,273,355
Supplies, Maintenance & Operations	1,273,836				-	1,273,836
Professional Services	2,133,206	60,000				2,193,206
Shared Services	273,507					273,507
Capital Outlay	272,600	-			3,473,065	3,745,665
Debt Service	-			1,286,300		1,286,300
Transfers & Non-Cash Adjustments	433,138		56,700			489,838
Total Expenditures	10,659,642	60,000	56,700	1,286,300	3,473,065	15,535,707
Revenues Over/(Under) Expenditures	426,776	-	316,438	(72,000)	968,935	1,640,149
Ending Fund Balance	7,358,403	14,498	1,498,858	15,492	968,935	9,856,186

GENERAL FUND PROJECTED FUND BALANCE					
Estimation of where Fund balances would be at 9/30/2025					
	FINAL 9/30/2023	2023-24 Projected closeout	9/30/2024 Projected Balance	2024-25 Budget Closeout	9/30/2025 Projected Balance
<u>Non-spendable</u>	77,024	-	77,024	-	77,024
<u>Restricted</u>					
Court Technology	18,587	5,000	23,587	(2,823)	20,764
Court Security Building	15,322	-	15,322	1,500	16,822
Court Efficiency	1,079	515	1,594	450	2,044
Court Truancy Prevention Fund	15,809	5,000	20,809	5,700	26,509
Court Jury Fund	166	150	316	150	466
Felony Forfeiture	43,275	-	43,275	-	43,275
Lease Training	16,005	1,234	17,239	(1,100)	16,139
PEG Fees	4,319	-	4,319	-	4,319
Total Restricted	114,562	11,899	126,461	3,877	130,338
<u>Committed</u>	-	-	-		
<u>Assigned</u>					
Tree Mitigation	-	149,600	149,600	(49,600)	100,000
Legal Reserve	50,000	-	50,000	-	50,000
Operating Reserve	4,505,321	182,798	4,688,120	182,798	4,870,918
	4,555,321	332,398	4,887,720	133,198	5,020,918
<u>Unassigned</u>					
Allocated	1,049,228	(1,049,228)	-	-	-
Unallocated	829,095	1,011,328	1,840,423	289,701	2,130,124
	1,878,323	(37,900)	1,840,423	289,701	2,130,124
General Fund Balance	6,625,229	306,397	6,931,627	426,776	7,358,403

STRATEGIC PROJECTS FUND					
	FINAL	2023-24	9/30/2024	2024-25	9/30/2025
	<u>9/30/2023</u>	Projected	Projected	Budget	Projected
		<u>closeout</u>	<u>Balance</u>	<u>Closeout</u>	<u>Balance</u>
Assigned	3,269,573	(3,255,075)	14,498	-	14,498

EQUIPMENT REPLACEMENT FUND					
	FINAL	2023-24	9/30/2024	2024-25	9/30/2025
	<u>9/30/2023</u>	Projected	Projected	Budget	Projected
		<u>closeout</u>	<u>Balance</u>	<u>Closeout</u>	<u>Balance</u>
Assigned	1,140,475	41,945	1,182,420	316,438	1,498,858

DEBT SERVICE FUND					
	FINAL	2023-24	9/30/2024	2024-25	9/30/2025
	<u>9/30/2023</u>	Projected	Projected	Budget	Projected
		<u>closeout</u>	<u>Balance</u>	<u>Closeout</u>	<u>Balance</u>
Restricted	77,976	9,516	87,492	(72,000)	15,492

BOND CAPITAL FUND					
	FINAL	2023-24	9/30/2024	2024-25	9/30/2025
	<u>9/30/2023</u>	Projected	Projected	Budget	Projected
		<u>closeout</u>	<u>Balance</u>	<u>Closeout</u>	<u>Balance</u>
Restricted	-	-	-	968,935	968,935

Revenue Type	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Projected	2024-25 Proposed	Budget vs Budget	Budget vs Budget %	Budget vs PY Projected
General Fund Revenue Detail								
Taxes								
General Property	5,958,773	6,410,186	6,545,557	6,698,557	6,964,647	419,090	6.4%	266,090
Delinquent Property	82,073	26,865	30,000	35,000	30,000	-	0.0%	(5,000)
Penalty & Interest	42,147	22,965	25,000	25,000	25,000	-	0.0%	-
Mixed Beverage	27,783	27,984	25,000	25,000	25,000	-	0.0%	-
Local Sales	1,050,767	1,104,090	1,116,715	1,182,835	1,230,148	113,433	10.2%	47,313
Street Maintenance	262,692	276,023	279,178	295,706	307,537	28,359	10.2%	11,831
Property Reduction	262,692	276,023	279,178	295,706	307,537	28,359	10.2%	11,831
Total Taxes	7,686,926	8,144,135	8,300,628	8,557,803	8,889,869	589,241	7.1%	332,066
Franchise Fees								
Time Warner Cable	61,589	64,073	60,900	60,900	60,900	-	0.0%	-
GVTC Cable/Telephone	67,732	64,222	70,035	65,035	65,000	(5,035)	-7.2%	(35)
AT&T Cable/Telephone	2,504	1,976	2,750	2,000	2,500	(250)	-9.1%	500
Miscellaneous	523	582	1,000	500	700	(300)	-30.0%	200
City Public Service	471,892	456,923	457,000	467,000	470,000	13,000	2.8%	3,000
Pedernales Electric Company	99,280	101,352	93,000	101,000	105,000	12,000	12.9%	4,000
Grey Forest Utilities	24,400	24,807	23,500	23,500	23,500	-	0.0%	-
Garbage Regular	31,323	34,465	31,000	35,000	34,000	3,000	9.7%	(1,000)
Garbage Recycling	2,165	-	1,500	750	750	(750)	-50.0%	-
Total Franchise Fees	761,408	748,401	740,685	755,685	762,350	21,665	2.9%	6,665
Interest								
Bank/Investment Interest	79,926	577,165	450,000	550,000	450,000	-	0.0%	(100,000)
Total Interest	79,926	577,165	450,000	550,000	450,000	-	0.0%	(100,000)

Revenue Type	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Projected	2024-25 Proposed	Budget vs Budget	Budget vs Budget %	Budget vs PY Projected
Permits								
New Residential Permits	227,063	146,456	100,000	150,000	80,000	(20,000)	-20.0%	(70,000)
New Commerical Permits	-	2,592	5,000	5,000	5,000	-	0.0%	-
Remodeling/Additions	37,336	22,312	30,000	30,000	20,000	(10,000)	-33.3%	(10,000)
Other BC and Permits	69,950	58,109	61,000	61,000	50,000	(11,000)	-18.0%	(11,000)
Contractor Registration	9,995	8,330	9,200	9,200	9,000	(200)	-2.2%	(200)
Food/Health	3,990	3,875	3,875	4,235	4,200	325	8.4%	(35)
Total Permits Costs	348,333	241,674	209,075	259,435	168,200	(40,875)	-19.6%	(91,235)
Animal Control								
Pet Licenses	720	985	640	640	1,000	360	56.3%	360
Pet Impound/Quarantine	210	430	495	745	495	-	0.0%	(250)
Total Animal Control	930	1,415	1,135	1,385	1,495	360	31.7%	110
Fines & Forfeitures								
Municipal Court Fines	159,245	191,267	160,000	180,000	190,000	30,000	18.8%	10,000
Municipal Court Security	5,346	5,737	6,000	6,000	6,000	-	0.0%	-
Municipal Court Technology	4,414	4,714	5,000	5,000	5,000	-	0.0%	-
Municipal Court Efficiency	105	408	315	515	450	135	42.9%	(65)
Court Truancy Prevention Fund	5,356	5,793	5,000	5,000	5,700	700	14.0%	700
Municipal Court Jury Fund	107	116	150	150	150	-	0.0%	-
Total Fines & Forfeitures	174,573	208,035	176,465	196,665	207,300	30,835	17.5%	10,635
Fees & Services								
FORU Management	257,566	257,499	210,003	249,974	249,974	39,971	19.0%	-
Special Fees	19,131	11,888	25,000	25,000	25,000	-	0.0%	-
FORMDD Management	30,150	30,150	30,150	30,150	30,150	-	0.0%	-
Civic Center Rentals	-	-	-	-	-	-	0.0%	-
Tree Mitigation Fees	-	-	-	159,600	-	-	0.0%	(159,600)
Credit Card Service Fee	10,236	9,707	12,900	12,900	12,900	-	0.0%	-
Total Fees & Services	317,082	309,244	278,053	477,624	318,024	39,971	14.4%	(159,600)

Revenue Type	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Projected	2024-25 Proposed	Budget vs Budget	Budget vs Budget %	Budget vs PY Projected
Miscellaneous								
Miscellaneous	15,422	121,167	120,661	120,661	127,280	6,619	5.5%	6,619
City Event Sponsorships	185	850	750	1,480	1,200	450	60.0%	(280)
Sale of Assets	673	16,931	-	-	-	-	0.0%	-
Other Sources - SBITAs	-	193,012	-	-	-	-	0.0%	-
Donations/Grants	1,283,952	310,696	103,600	103,600	88,600	(15,000)	-14.5%	(15,000)
School Guard Crossing Fund	11,261	12,391	10,665	13,165	13,500	2,835	26.6%	335
Lease Proceeds	1,582	1,576	1,850	4,234	1,900	50	2.7%	(2,334)
Police Seized Proceeds	777	54,677	-	-	-	-	0.0%	-
Total Miscellaneous	1,313,852	711,301	237,526	243,140	232,480	(5,046)	-2.1%	(10,660)
Transfers								
Capital Replacement	58,907	303,067	272,500	272,500	56,700	(215,800)	-79.2%	(215,800)
Total Transfers	58,907	303,067	272,500	272,500	56,700	(215,800)	-79.2%	(215,800)
Total Resources	10,741,938	11,244,436	10,666,067	11,314,237	11,086,418	420,351	3.9%	(227,819)

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
General Fund								
Expenditure Summary								
Personnel								
Salaries	3,358,769	3,915,819	4,435,518	4,202,568	4,734,539	299,021	6.7%	531,971
Overtime	89,651	100,443	43,581	94,770	45,208	1,627	3.7%	(49,562)
Taxes - Social Security	204,231	239,701	275,418	256,750	294,716	19,298	7.0%	37,966
Taxes - Medicare	48,465	56,688	64,947	60,238	69,307	4,360	6.7%	9,069
Taxes SUTA/FUTA	1,390	568	5,454	5,454	7,266	1,812	33.2%	1,812
Workers Compensation	74,812	108,385	114,140	106,300	81,640	(32,500)	-28.5%	(24,660)
Retirement	407,306	482,728	552,703	521,441	609,623	56,920	10.3%	88,182
Health Insurance	497,595	567,474	666,615	542,038	661,952	(4,663)	-0.7%	119,914
Uniform Allowance	21,000	23,500	27,000	24,000	28,000	1,000	3.7%	4,000
Car Allowance	7,200	7,200	7,200	7,477	7,200	-	0.0%	(277)
Allowance for Vacancies	-	-	(145,612)	-	(266,096)	(120,484)	82.7%	(266,096)
Total Personnel Costs	4,710,417	5,502,505	6,046,964	5,821,034	6,273,355	226,391	3.7%	452,321
Supplies, Maintenance & Operations								
Supplies and Consumables	28,374	30,367	32,825	32,825	33,275	450	1.4%	450
Minor Equipment and Furniture	49,740	37,741	46,340	51,826	43,590	(2,750)	-5.9%	(8,236)
Fuel	67,960	74,201	65,450	65,450	65,500	50	0.1%	50
Uniforms	20,156	30,013	22,730	22,730	31,605	8,875	39.0%	8,875
Miscellaneous	531	-	-	-	-	-	0.0%	-
Vehicle Maintenance/Repairs	39,402	27,828	35,880	35,880	35,880	-	0.0%	-
Equipment Maintenance/Repairs	13,968	17,632	15,500	15,500	15,500	-	0.0%	-
Building Maintenance/Repairs	26,973	76,344	23,063	52,063	28,063	5,000	21.7%	(24,001)
Landscaping & Greenspace Maintenance	6,373	1,712	15,500	15,500	5,500	(10,000)	-64.5%	(10,000)
Street Maintenance	951,877	894,353	870,000	910,431	930,000	60,000	6.9%	19,569
Drainage Work	1,076	4,940	20,000	20,000	20,000	-	0.0%	-
Committees - Communications	199	82	500	500	500	-	0.0%	-
Committees - Planning & Zoning	58	-	500	500	500	-	0.0%	-
Committee - Board of Adjustments	203	-	500	500	500	-	0.0%	-
Committee - Audit	-	-	500	500	500	-	0.0%	-
Urban Wildlife	-	-	500	500	500	-	0.0%	-

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Court Technology	8,360	-	2,823	2,823	7,823	5,000	177.1%	5,000
Court Security	2,008	-	6,000	51,338	4,500	(1,500)	-25.0%	(46,838)
Oak Wilt Program	-	-	-	-	15,000	15,000	0.0%	15,000
Tree and Landscape Protection	-	-	-	-	29,750	29,750	0.0%	29,750
City Approved Events	-	-	-	-	4,850	4,850	0.0%	4,850
Emergency Response	-	436,482	500	500	500	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	1,217,258	1,631,694	1,159,111	1,279,366	1,273,836	114,725	9.90%	(5,531)
Services								
Professional Services	1,213,859	1,298,848	1,457,175	1,495,395	1,456,539	(636)	0.0%	(38,856)
Dues/Subscriptions	14,834	16,482	18,996	21,596	19,323	327	1.7%	(2,273)
Training/Seminars & Related Travel	48,238	56,455	114,005	114,505	120,615	6,610	5.8%	6,110
Meetings and Related Travel	5,621	7,738	22,000	22,000	22,590	590	2.7%	590
Elections	-	21,306	32,000	32,000	32,000	-	0.0%	-
Investigations	11,519	4,677	7,000	7,000	6,000	(1,000)	-14.3%	(1,000)
Lease Training	-	-	3,000	3,000	3,000	-	0.0%	-
Asset Forfeiture	-	22,954	-	-	-	-	0.0%	-
Public Relations	24,928	50,927	64,100	64,791	84,100	20,000	31.2%	19,309
Employee Appreciation	12,801	14,420	15,340	15,340	14,760	(580)	-3.8%	(580)
Employment Costs	2,467	2,738	2,675	2,675	2,675	-	0.0%	-
Recording/Reporting/History	5,571	8,651	10,000	10,000	10,000	-	0.0%	-
Tech/Internet/Software	174,317	150,471	309,812	310,975	361,604	51,792	16.7%	50,629
Total Services Costs	1,514,155	1,655,667	2,056,103	2,099,277	2,133,206	77,103	3.75%	33,929
Shared Services								
Facility Contracts & Services	80,087	67,745	176,555	143,592	102,470	(74,085)	-42.0%	(41,122)
Postage	3,176	2,434	5,625	5,625	4,125	(1,500)	-26.7%	(1,500)
General Liability Insurance	51,940	58,066	65,000	86,378	90,000	25,000	38.5%	3,622
Electricity	44,754	41,173	44,000	44,000	44,000	-	0.0%	-
Phone/Cable/Alarms	33,947	33,334	41,648	41,648	32,912	(8,736)	-21.0%	(8,736)
Total Shared Services Costs	213,904	202,752	332,828	321,243	273,507	(59,321)	-17.82%	(47,736)

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Capital Outlay & Transfers								
Furniture, Fixtures, Equipment & Vehicles	150,182	519,820	514,111	719,832	272,600	(241,511)	-47.0%	(447,232)
Leases and SBITA's	-	86,078	-	-	-	-	0.0%	-
Transfer to Debt Service Fund 06	-	-	-	-	-	-	0.0%	-
Transfer to SAP Fund 02	1,236,222	3,442,995	813,526	813,526	60,000	(753,526)	-92.6%	(753,526)
Transfer to Equip Repl Fund 31	275,185	354,495	301,945	301,945	373,138	71,193	23.6%	71,193
Total Capital Outlay & Transfers Costs	1,661,589	4,403,388	1,629,582	1,835,303	705,738	(923,844)	-56.69%	(1,129,565)
Total Departmental Budget	9,317,323	13,396,006	11,224,588	11,356,222	10,659,642	(564,946)	-5.03%	(696,581)

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Mayor & Council								
Supplies, Maintenance & Operations								
Supplies and Consumables	-	-	-	-	-	-	0.0%	-
Minor Equipment and Furniture	-	-	-	-	-	-	0.0%	-
Fuel	-	-	-	-	-	-	0.0%	-
Uniforms	-	266	350	350	350	-	0.0%	-
Miscellaneous	-	-	-	-	-	-	0.0%	-
Committees - Communications	199	82	500	500	500	-	0.0%	-
Committees - Planning & Zoning	58	-	500	500	500	-	0.0%	-
Committee - Board of Adjustments	203	-	500	500	500	-	0.0%	-
Committee - Audit	-	-	500	500	500	-	0.0%	-
Urban Wildlife	-	-	500	500	500	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	460	348	2,850	2,850	2,850	-	0.0%	-
Services								
Professional Services	-	-	-	-	-	-	0.0%	-
Dues/Subscriptions	2,944	3,068	3,200	3,200	3,245	45	1.4%	45
Training/Seminars & Related Travel	-	-	7,000	7,000	7,000	-	0.0%	-
Meetings and Related Travel	3,415	3,642	11,800	11,800	11,800	-	0.0%	-
Public Relations	449	586	5,250	5,250	5,250	-	0.0%	-
Total Services Costs	6,808	7,295	27,250	27,250	27,295	45	0.2%	45
Total Departmental Budget	7,268	7,643	30,100	30,100	30,145	45	0.1%	45

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
City Administration								
Personnel								
Salaries	400,189	414,704	472,019	339,582	448,531	(23,488)	-5.0%	108,949
Overtime	47	85	119	261	125	6	5.0%	(136)
Taxes - Social Security	21,509	23,236	26,986	20,336	26,294	(692)	-2.6%	5,958
Taxes - Medicare	5,731	6,061	6,846	4,946	6,506	(340)	-5.0%	1,560
Taxes SUTA/FUTA	241	35	306	306	398	92	30.1%	92
Workers Compensation	703	1,462	1,424	1,260	971	(453)	-31.8%	(289)
Retirement	47,595	50,596	58,274	42,774	57,226	(1,048)	-1.8%	14,452
Health Insurance	35,507	29,177	33,807	22,490	33,427	(380)	-1.1%	10,937
Car Allowance	7,200	7,200	7,200	7,477	7,200	-	0.0%	(277)
Allowance for Vacancies	-	-	(2,918.00)	-	(6,086)	(3,168)	108.6%	(6,086)
Total Personnel Costs	518,723	532,557	604,063	439,431	574,592	(29,471)	-4.9%	135,161
Supplies, Maintenance & Operations								
Supplies and Consumables	651	375	650	650	850	200	30.8%	200
Minor Equipment and Furniture	497	417	1,600	1,789	1,250	(350)	-21.9%	(539)
Fuel	25	25	100	100	150	50	50.0%	50
Uniforms	137	131	250	250	360	110	44.0%	110
Total Supplies, Maintenance & Operations Costs	1,309	948	2,600	2,789	2,610	10	0.4%	(179)
Services								
Professional Services	107,817	116,236	85,040	110,040	105,000	19,960	23.5%	(5,040)
Dues/Subscriptions	4,073	4,607	3,995	3,995	4,318	323	8.1%	323
Training/Seminars & Related Travel	7,914	3,475	17,220	17,220	16,375	(845)	-4.9%	(845)
Meetings and Related Travel	1,093	2,056	5,300	5,300	5,840	540	10.2%	540
Employee Appreciation	54	575	250	250	300	50	20.0%	50
Total Services Costs	120,951	126,948	111,805	136,805	131,833	20,028	17.9%	(4,973)
Capital Outlay & Transfers								
Furniture, Fixtures, Equipment & Vehicles	27,360	-	-	-	-	-	0.0%	-
Total Capital Outlay & Transfers Costs	27,360	-	-	-	-	-	0.0%	-
Total Departmental Budget	668,343	660,453	718,468	579,025	709,035	(9,434)	-1.3%	130,009

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
City Secretary								
Personnel								
Salaries	139,469	152,779	160,347	166,955	171,626	11,279	7.0%	4,671
Taxes - Social Security	8,098	8,928	9,942	9,992	10,641	699	7.0%	649
Taxes - Medicare	1,894	2,088	2,325	2,337	2,489	164	7.1%	152
Taxes SUTA/FUTA	18	18	180	180	234	54	30.0%	54
Workers Compensation	369	478	484	428	372	(112)	-23.1%	(56)
Retirement	16,337	18,202	19,791	20,167	21,891	2,100	10.6%	1,724
Health Insurance	19,401	19,738	21,360	15,875	18,343	(3,017)	-14.1%	2,468
Allowance for Vacancies	-	-	-	-	-	-	0.0%	-
Total Personnel Costs	185,587	202,231	214,429	215,934	225,596	11,167	5.2%	9,662
Supplies, Maintenance & Operations								
Supplies and Consumables	912	1,162	1,200	1,200	950	(250)	-20.8%	(250)
Minor Equipment and Furniture	95	267	400	1,164	200	(200)	-50.0%	(964)
Uniforms	-	87	100	100	100	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	1,007	1,516	1,700	2,464	1,250	(450)	-26.5%	(1,214)
Services								
Professional Services	3,249	2,807	10,889	10,889	11,039	150	1.4%	150
Dues/Subscriptions	671	708	960	960	1,000	40	4.2%	40
Training/Seminars & Related Travel	3,209	6,052	6,180	6,180	6,400	220	3.6%	220
Meetings and Related Travel	178	432	1,500	1,500	1,500	-	0.0%	-
Elections	-	21,306	32,000	32,000	32,000	-	0.0%	-
Employee Appreciation	35	129	100	100	100	-	0.0%	-
Recording/Reporting/History	5,571	8,651	10,000	10,000	10,000	-	0.0%	-
Tech/Internet/Software	-	-	10,930	10,930	10,930	-	0.0%	-
Total Services Costs	12,914	40,085	72,559	72,559	72,969	410	0.6%	410
Total Departmental Budget	199,507	243,831	288,688	290,957	299,815	11,127	3.9%	8,858

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Human Resources and Communications								
Personnel								
Salaries	94,621	117,752	129,503	137,601	180,878	51,375	39.7%	43,277
Taxes - Social Security	5,594	6,996	8,029	8,165	11,214	3,185	39.7%	3,049
Taxes - Medicare	1,308	1,636	1,878	1,910	2,623	745	39.7%	713
Taxes SUTA/FUTA	14	14	135	135	234	99	73.3%	99
Workers Compensation	277	384	391	346	392	1	0.3%	46
Retirement	11,029	14,022	15,984	16,618	23,071	7,087	44.3%	6,453
Health Insurance	8,016	10,083	10,927	10,698	15,404	4,477	41.0%	4,706
Allowance for Vacancies	-	-	-	-	-	-	0.0%	-
Total Personnel Costs	120,858	150,887	166,847	175,473	233,816	66,969	40.1%	58,343
Supplies, Maintenance & Operations								
Supplies and Consumables	4,123	1,330	1,600	1,600	1,900	300	18.8%	300
Minor Equipment and Furniture	5,082	1,414	1,600	1,600	6,400	4,800	300.0%	4,800
Uniforms	178	143	150	150	250	100	66.7%	100
Total Supplies, Maintenance & Operations Costs	9,384	2,887	3,350	3,350	8,550	5,200	155.2%	5,200
Services								
Professional Services	2,795	520	550	550	1,625	1,075	195.5%	1,075
Dues/Subscriptions	1,440	2,269	2,280	4,880	2,175	(105)	-4.6%	(2,705)
Training/Seminars & Related Travel	2,933	3,874	8,875	8,875	10,775	1,900	21.4%	1,900
Meetings and Related Travel	724	826	950	950	1,000	50	5.3%	50
Public Relations	17,912	43,667	50,750	51,441	66,250	15,500	30.5%	14,809
Employee Appreciation	10,343	10,822	12,040	12,040	11,310	(730)	-6.1%	(730)
Employment Costs	2,467	2,738	2,675	2,675	2,675	-	0.0%	-
Tech/Internet/Software	-	150	31,915	34,470	17,809	(14,106)	-44.2%	(16,661)
Total Services Costs	38,614	64,867	110,035	115,881	113,619	3,584	3.3%	(2,262)
Total Departmental Budget	168,855	218,641	280,232	294,704	355,985	75,753	27.0%	61,281

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Finance								
Personnel								
Salaries	150,934	185,120	217,514	197,232	221,550	4,036	1.9%	24,318
Overtime	79	184	157	150	167	10	6.4%	17
Taxes - Social Security	8,658	10,797	13,496	11,295	13,746	250	1.9%	2,451
Taxes - Medicare	2,025	2,525	3,156	2,642	3,215	59	1.9%	573
Taxes SUTA/FUTA	20	26	225	225	293	68	30.2%	68
Workers Compensation	461	699	656	580	480	(176)	-26.8%	(100)
Retirement	17,894	22,183	26,866	23,722	28,280	1,414	5.3%	4,558
Health Insurance	29,012	30,166	37,043	28,715	35,084	(1,959)	-5.3%	6,369
Allowance for Vacancies	-	-	(4,025)	-	-	4,025	-100.0%	-
Total Personnel Costs	209,084	251,701	295,088	264,562	302,815	7,727	2.6%	38,253
Supplies, Maintenance & Operations								
Supplies and Consumables	1,044	714	1,300	1,300	1,300	-	0.0%	-
Minor Equipment and Furniture	106	661	500	500	500	-	0.0%	-
Uniforms	86	96	250	250	250	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	1,235	1,471	2,050	2,050	2,050	-	0.0%	-
Services								
Professional Services	85,399	71,584	75,735	78,905	85,785	10,050	13.3%	6,880
Dues/Subscriptions	1,525	673	410	410	462	52	12.7%	52
Training/Seminars & Related Travel	1,795	4,096	6,100	6,600	6,350	250	4.1%	(250)
Meetings and Related Travel	-	12	400	400	400	-	0.0%	-
Employee Appreciation	156	200	250	250	250	-	0.0%	-
Tech/Internet/Software	-	-	9,740	9,440	10,083	343	3.5%	643
Total Services Costs	88,875	76,565	92,635	96,005	103,330	10,695	11.5%	7,325
Total Departmental Budget	299,194	329,737	389,773	362,617	408,195	18,422	4.7%	45,578

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Information Technology								
Personnel								
Salaries	80,330	86,779	91,101	94,858	97,680	6,579	7.2%	2,822
Taxes - Social Security	4,613	5,039	5,648	5,451	6,056	408	7.2%	605
Taxes - Medicare	1,079	1,179	1,321	1,275	1,416	95	7.2%	141
Taxes SUTA/FUTA	9	9	90	90	117	27	30.0%	27
Workers Compensation	184	274	275	243	211	(64)	-23.3%	(32)
Retirement	9,414	10,339	11,244	11,458	12,459	1,215	10.8%	1,001
Health Insurance	12,312	12,725	13,187	14,834	15,095	1,908	14.5%	261
Total Personnel Costs	107,942	116,344	122,866	128,210	133,034	10,168	8.3%	4,824
Supplies, Maintenance & Operations								
Supplies and Consumables	195	87	200	200	200	-	0.0%	-
Minor Equipment and Furniture	244	247	200	578	200	-	0.0%	(378)
Uniforms	79	92	100	100	100	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	518	426	500	878	500	-	0.0%	(378)
Services								
Professional Services	2,732	909	114,000	114,000	2,000	(112,000)	-98.2%	(112,000)
Dues/Subscriptions	88	88	175	175	388	213	121.4%	213
Training/Seminars & Related Travel	1,367	1,364	4,750	4,750	6,250	1,500	31.6%	1,500
Meetings and Related Travel	-	180	350	350	350	-	0.0%	-
Employee Appreciation	109	109	100	100	100	-	0.0%	-
Tech/Internet/Software	174,317	150,321	184,728	184,728	246,180	61,452	33.3%	61,452
Total Services Costs	178,612	152,970	304,103	304,103	255,268	(48,835)	-16.1%	(48,835)
Shared Services								
Facility Contracts & Services	25,184	18,397	17,461	17,461	18,991	1,530	8.8%	1,530
Phone/Cable/Alarms	33,947	33,334	41,648	41,648	32,912	(8,736)	-21.0%	(8,736)
Total Shared Services Costs	59,132	51,731	59,109	59,109	51,903	(7,206)	-12.2%	(7,206)

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Capital Outlay & Transfers								
Furniture, Fixtures, Equipment & Vehicles	41,066	207,564	20,626	20,048	25,000	4,374	21.2%	4,952
Lease Principal	-	19,213	-	-	-	-	0.0%	-
Lease Interest	-	2,682	-	-	-	-	0.0%	-
SBITA Principal	-	59,762	-	-	-	-	0.0%	-
SBITA Interest	-	3,485	-	-	-	-	0.0%	-
Total Capital Outlay & Transfers Costs	<u>41,066</u>	<u>292,706</u>	<u>20,626</u>	<u>20,048</u>	<u>25,000</u>	<u>4,374</u>	<u>21.2%</u>	<u>4,952</u>
Total Departmental Budget	387,269	614,176	507,204	512,348	465,705	(41,499)	-8.2%	(46,643)

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Municipal Court								
Personnel								
Salaries	86,985	102,498	107,605	112,032	115,418	7,813	7.3%	3,386
Overtime	2,177	-	344	300	369	25	7.3%	69
Taxes - Social Security	5,170	5,615	6,693	6,160	7,179	486	7.3%	1,019
Taxes - Medicare	1,209	1,314	1,565	1,441	1,679	114	7.3%	238
Taxes SUTA/FUTA	18	18	180	180	234	54	30.0%	54
Workers Compensation	369	319	325	288	250	(75)	-23.1%	(38)
Retirement	10,487	12,212	13,324	13,556	14,769	1,445	10.8%	1,213
Health Insurance	18,991	27,723	29,433	28,402	29,510	77	0.3%	1,108
Total Personnel Costs	125,407	149,698	159,469	162,359	169,408	9,939	6.2%	7,049
Supplies, Maintenance & Operations								
Supplies and Consumables	1,493	1,516	1,700	1,700	1,700	-	0.0%	-
Minor Equipment and Furniture	291	2,546	1,400	1,778	200	(1,200)	-85.7%	(1,578)
Fuel	-	-	-	-	-	-	0.0%	-
Uniforms	217	32	150	150	150	-	0.0%	-
Court Technology	8,360	-	2,823	2,823	7,823	5,000	177.1%	5,000
Court Security	2,008	-	6,000	51,338	4,500	(1,500)	-25.0%	(46,838)
Total Supplies, Maintenance & Operations Costs	12,369	4,094	12,073	57,789	14,373	2,300	19.1%	(43,416)
Services								
Professional Services	78,478	94,197	74,590	74,590	73,040	(1,550)	-2.1%	(1,550)
Dues/Subscriptions	70	155	800	800	800	-	0.0%	-
Training/Seminars & Related Travel	2,550	2,513	3,550	3,550	6,650	3,100	87.3%	3,100
Meetings and Related Travel	46	96	300	300	300	-	0.0%	-
Employee Appreciation	-	50	100	100	100	-	0.0%	-
Tech/Internet/Software	-	-	1,092	-	-	(1,092)	-100.0%	-
Total Services Costs	81,144	97,012	80,432	79,340	80,890	458	0.6%	1,550
Total Departmental Budget	218,920	250,804	251,974	299,488	270,671	18,697	7.4%	(28,817)

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Public Safety and Emergency Services								
Personnel								
Salaries	1,665,671	2,015,402	2,231,540	2,147,139	2,373,776	142,236	6.4%	226,637
Overtime	74,082	84,341	36,430	85,147	36,846	416	1.1%	(48,301)
Taxes - Social Security	105,650	128,063	140,614	135,025	149,459	8,845	6.3%	14,434
Taxes - Medicare	24,708	29,950	32,886	31,579	34,954	2,068	6.3%	3,375
Taxes SUTA/FUTA	604	281	2,700	2,700	3,510	810	30.0%	810
Workers Compensation	54,276	80,113	82,732	80,098	56,686	(26,046)	-31.5%	(23,412)
Retirement	206,310	252,956	279,794	270,772	307,440	27,646	9.9%	36,668
Health Insurance	247,223	286,570	329,966	269,129	336,200	6,234	1.9%	67,071
Uniform Allowance	21,000	23,500	27,000	24,000	28,000	1,000	3.7%	4,000
Allowance for Vacancies	-	-	(103,920)	-	(209,473)	(105,553)	101.6%	(209,473)
Total Personnel Costs	2,399,524	2,901,175	3,059,742	3,045,589	3,117,398	57,656	1.9%	71,809
Supplies, Maintenance & Operations								
Supplies and Consumables	3,657	3,267	5,000	5,000	4,500	(500)	-10.0%	(500)
Minor Equipment and Furniture	28,511	14,684	26,550	27,683	18,700	(7,850)	-29.6%	(8,983)
Fuel	46,970	51,124	43,000	43,000	43,000	-	0.0%	-
Uniforms	13,350	20,383	11,550	11,550	18,750	7,200	62.3%	7,200
Vehicle Maintenance/Repairs	25,475	20,114	20,880	20,880	20,880	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	117,963	109,572	106,980	108,113	105,830	(1,150)	-1.1%	(2,283)
Services								
Professional Services	674,484	715,345	850,171	859,771	945,850	95,679	11.3%	86,079
Dues/Subscriptions	3,076	3,059	4,275	4,275	4,025	(250)	-5.8%	(250)
Training/Seminars & Related Travel	21,399	21,098	24,250	24,250	27,300	3,050	12.6%	3,050
Meetings and Related Travel	-	-	500	500	500	-	0.0%	-
Investigations	11,519	4,677	7,000	7,000	6,000	(1,000)	-14.3%	(1,000)
Lease Training	-	-	3,000	3,000	3,000	-	0.0%	-
Asset Forfeiture	-	22,954	-	-	-	-	0.0%	-
Public Relations	6,567	6,674	8,100	8,100	12,600	4,500	55.6%	4,500
Employee Appreciation	1,149	1,507	1,500	1,500	1,500	-	0.0%	-
Tech/Internet/Software	-	-	43,550	43,550	40,108	(3,442)	-7.9%	(3,442)
Total Services Costs	718,194	775,314	942,346	951,946	1,040,883	98,537	10.5%	88,937

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Capital Outlay & Transfers								
Furniture, Fixtures, Equipment & Vehicles	-	256,926	247,985	384,542	139,000	(108,985)	-43.9%	(245,542)
Total Capital Outlay & Transfers Costs	-	256,926	247,985	384,542	139,000	(108,985)	-43.9%	(245,542)
Total Departmental Budget	3,235,681	4,042,987	4,357,053	4,490,190	4,403,111	46,058	1.1%	(87,079)

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Maintenance								
Personnel								
Salaries	303,898	390,621	517,301	506,512	595,142	77,841	15.0%	88,630
Overtime	13,197	14,745	6,004	8,062	7,136	1,132	18.9%	(926)
Taxes - Social Security	18,623	23,847	32,445	30,446	37,341	4,896	15.1%	6,895
Taxes - Medicare	4,355	5,577	7,588	7,120	8,733	1,145	15.1%	1,613
Taxes SUTA/FUTA	402	90	990	990	1,404	414	41.8%	414
Workers Compensation	14,295	22,176	25,552	21,015	20,575	(4,977)	-19.5%	(440)
Retirement	37,039	48,287	64,589	61,932	76,821	12,232	18.9%	14,889
Health Insurance	70,394	90,832	114,337	88,090	114,242	(95)	-0.1%	26,152
Allowance for Vacancies	-	-	(34,749)	-	(50,537)	(15,788)	45.4%	(50,537)
Total Personnel Costs	462,203	596,174	734,057	724,167	810,857	76,800	10.5%	86,690
Supplies, Maintenance & Operations								
Supplies and Consumables	6,933	6,985	6,000	6,000	8,250	2,250	37.5%	2,250
Minor Equipment and Furniture	12,499	14,613	12,250	13,194	12,850	600	4.9%	(344)
Fuel	14,931	17,451	15,000	15,000	15,000	-	0.0%	-
Uniforms	5,028	8,082	7,900	7,900	9,225	1,325	16.8%	1,325
Vehicle Maintenance/Repairs	13,927	7,713	15,000	15,000	15,000	-	0.0%	-
Equipment Maintenance/Repairs	13,968	17,632	15,500	15,500	15,500	-	0.0%	-
Building Maintenance/Repairs	26,973	76,344	23,063	52,063	28,063	5,000	21.7%	(24,001)
Landscaping & Greenspace Maintenance	6,373	1,712	15,500	15,500	5,500	(10,000)	-64.5%	(10,000)
Street Maintenance	19,530	26,527	30,000	30,000	30,000	-	0.0%	-
Drainage	1,076	4,940	20,000	20,000	20,000	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	121,238	181,999	160,213	190,157	159,388	(826)	-0.5%	(30,770)
Services								
Professional Services	4,963	543	200	10,650	200	-	0.0%	(10,450)
Dues/Subscriptions	100	189	932	932	932	-	0.0%	-
Training/Seminars & Related Travel	5,489	6,463	12,700	12,700	15,075	2,375	18.7%	2,375
Meetings and Related Travel	-	249	400	400	400	-	0.0%	-
Employee Appreciation	521	506	500	500	600	100	20.0%	100
Tech/Internet/Software	-	-	21,548	21,548	24,821	3,273	15.2%	3,273
Total Services Costs	11,072	7,951	36,280	46,730	42,028	5,748	15.8%	(4,702)

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Capital Outlay & Transfers								
Furniture, Fixtures, Equipment & Vehicles	81,756	49,300	233,000	306,742	102,600	(130,400)	-56.0%	(204,142)
Total Capital Outlay & Transfers Costs	81,756	49,300	233,000	306,742	102,600	(130,400)	-56.0%	(204,142)
Total Departmental Budget	676,270	835,424	1,163,550	1,267,796	1,114,873	(48,677)	-4.2%	(152,924)

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Building Codes and Permits								
Personnel								
Salaries	192,229	157,700	188,147	174,584	244,734	56,587	30.1%	70,150
Overtime	-	-	278	278	462	184	66.2%	184
Taxes - Social Security	11,673	9,417	11,682	10,248	15,202	3,520	30.1%	4,954
Taxes - Medicare	2,730	2,202	2,732	2,397	3,555	823	30.1%	1,158
Taxes SUTA/FUTA	27	36	270	270	468	198	73.3%	198
Workers Compensation	941	1,228	1,042	928	999	(43)	-4.1%	71
Retirement	22,617	18,844	23,256	21,099	31,275	8,019	34.5%	10,176
Health Insurance	27,749	27,385	38,906	34,633	38,898	(8)	0.0%	4,265
Total Personnel Costs	257,965	216,812	266,313	244,436	335,593	69,280	26.0%	91,157
Supplies, Maintenance & Operations								
Supplies and Consumables	528	476	575	575	675	100	17.4%	100
Minor Equipment and Furniture	1,974	328	750	1,883	2,300	1,550	206.7%	417
Fuel	2,368	1,182	3,900	3,900	5,175	1,275	32.7%	1,275
Uniforms	150	213	530	530	770	240	45.3%	240
Total Supplies, Maintenance & Operations Costs	5,020	2,200	5,755	6,888	8,920	3,165	55.0%	2,032
Services								
Professional Services	16,651	56,687	46,000	36,000	22,000	(24,000)	-52.2%	(14,000)
Dues/Subscriptions	165	1,053	590	590	515	(75)	-12.7%	(75)
Training/Seminars & Related Travel	1,098	2,317	11,100	11,100	6,200	(4,900)	-44.1%	(4,900)
Meetings and Related Travel	-	-	100	100	100	-	0.0%	-
Employee Appreciation	133	111	150	150	200	50	33.3%	50
Tech/Internet/Software	-	-	144	144	155	11	7.6%	11
Total Services Costs	18,047	60,168	58,084	48,084	29,170	(28,914)	-49.8%	(18,914)
Total Departmental Budget	281,031	279,180	330,152	299,408	373,683	43,531	13.2%	74,275

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Engineering and Planning								
Personnel								
Salaries	244,441	292,464	320,441	326,072	285,204	(35,237)	-11.0%	(40,868)
Overtime	68	1,089	249	573	103	(146)	-58.6%	(470)
Taxes - Social Security	14,644	17,763	19,883	19,631	17,584	(2,299)	-11.6%	(2,047)
Taxes - Medicare	3,425	4,155	4,650	4,591	4,137	(513)	-11.0%	(454)
Taxes SUTA/FUTA	38	42	378	378	374	(4)	-1.1%	(4)
Workers Compensation	2,937	1,252	1,259	1,114	704	(555)	-44.1%	(410)
Retirement	28,582	35,088	39,581	39,342	36,391	(3,190)	-8.1%	(2,951)
Health Insurance	28,989	33,074	37,649	29,172	25,749	(11,900)	-31.6%	(3,423)
Total Personnel Costs	323,125	384,926	424,090	420,872	370,246	(53,844)	-12.7%	(50,626)
Supplies, Maintenance & Operations								
Supplies and Consumables	4,348	10,060	11,000	11,000	9,350	(1,650)	-15.0%	(1,650)
Minor Equipment and Furniture	441	2,564	1,090	1,657	990	(100)	-9.2%	(667)
Fuel	3,666	4,419	3,450	3,450	2,175	(1,275)	-37.0%	(1,275)
Uniforms	931	488	1,400	1,400	1,300	(100)	-7.1%	(100)
Street Maintenance	932,348	867,826	840,000	880,431	900,000	60,000	7.1%	19,569
Oak Wilt Program	-	-	-	-	15,000	15,000	0.0%	15,000
Tree and Landscape Protection	-	-	-	-	29,750	29,750	0.0%	29,750
City Approved Events	-	-	-	-	4,850	4,850	0.0%	4,850
Total Supplies, Maintenance & Operations Costs	941,734	885,358	856,940	897,938	963,415	56,875	6.6%	15,877
Services								
Professional Services	237,292	240,020	200,000	200,000	210,000	10,000	5.0%	10,000
Dues/Subscriptions	683	615	1,379	1,379	1,464	85	6.2%	85
Training/Seminars & Related Travel	485	5,201	12,280	12,280	12,240	(40)	-0.3%	(40)
Meetings and Related Travel	165	244	400	400	400	-	0.0%	-
Employee Appreciation	301	411	350	350	300	(50)	-14.3%	(50)
Tech/Internet/Software	-	-	6,165	6,165	11,518	5,353	86.8%	5,353
Total Services Costs	238,926	246,492	220,574	220,574	235,922	15,348	7.0%	15,348

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Capital Outlay & Transfers								
Furniture, Fixtures, Equipment & Vehicles	-	6,030	12,500	8,500	-	(12,500)	-100.0%	(8,500)
Total Capital Outlay & Transfers Costs	-	6,030	12,500	8,500	-	(12,500)	-100.0%	(8,500)
Total Departmental Budget	1,503,785	1,522,806	1,514,104	1,547,884	1,569,583	5,879	0.4%	(27,901)

Expenditure Type	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25	Budget v Adopted	Budget v Budget %	Budget v PY Projected
Non-Departmental and Shared								
Supplies, Maintenance & Operations								
Supplies and Consumables	4,490	4,395	3,600	3,600	3,600	-	0.0%	-
Emergency Response	-	436,482	500	500	500	-	0.0%	-
Total Supplies, Maintenance & Operations Costs	5,021	440,877	4,100	4,100	4,100	-	0.0%	-
Shared Services								
Facility Contracts & Services	54,902	49,348	159,094	126,131	83,479	(75,615)	-47.5%	(42,652)
Postage	3,176	2,434	5,625	5,625	4,125	(1,500)	-26.7%	(1,500)
General Liability Insurance	51,940	58,066	65,000	86,378	90,000	25,000	38.5%	3,622
Electricity	44,754	41,173	44,000	44,000	44,000	-	0.0%	-
Total Shared Services Costs	154,772	151,021	273,719	262,134	221,604	(52,115)	-19.0%	(40,530)
Capital Outlay & Transfers								
Transfer to SAP Fund 02	1,236,222	3,442,995	813,526	813,526	60,000	(753,526)	-92.6%	(753,526)
Transfer to Equip Repl Fund 31	275,185	354,495	301,945	301,945	373,138	71,193	23.6%	71,193
Lease Principal	-	812	-	-	-	-	0.0%	-
Lease Interest	-	124	-	-	-	-	0.0%	-
Total Capital Outlay & Transfers Costs	1,511,407	3,798,426	1,115,471	1,115,471	433,138	(682,333)	-61.2%	(682,333)
Total Departmental Budget	1,671,201	4,390,324	1,393,290	1,381,705	658,842	(734,448)	-52.7%	(722,863)

Governmental Strategic Projects Fund

	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25
Beginning Fund Balance	1,073,184	1,407,555	3,269,573	3,269,573	14,498
<u>Revenues:</u>					
Transfer from General Fund	1,236,222	3,442,995	813,526	813,526	60,000
Total Revenue	1,236,222	3,442,995	813,526	813,526	60,000
<u>Reliable and Sustainable Infrastructure</u>					
City Civic Center	-	17,748	-	395,067	-
City Hall Renovation	376,825	321,403	-	340,416	-
Chartwell and Dietz Intersection	352,393	98,126	-	-	-
Post Oak Trail Widening	-	664,506	-	210,494	-
Dietz Elkhorn Reconstruction	-	100,721	309,235	509,429	-
Dietz Elkhorn Sidewalk	-	14,770	300,000	435,230	-
Battle Intense Sidewalk	-	48,912	-	-	-
Drainage CIP #5 Rolling Acres Trail	14,262	48,833	-	222,905	-
Drainage CIP #17 Silver Spur Trail	12,841	28,796	-	-	-
Drainage CIP #34 Tivoli Way	23,428	88,747	-	1,111,253	-
Drainage CIP #37 Turf Paradise Lane	-	93,770	-	-	-
Drainage CIP #61 Rockinghorse Lane	-	29,609	-	-	-
Bond Development Program	52,031	-	-	147,969	-
Drainage CIP #35 Chartwell Lane	-	-	64,829	64,829	-
Drainage CIP #15 Delta Dawn	-	-	245,000	245,000	-
<u>Public Health, Safety, and Welfare</u>					
Public Safety Command Structure Program Review	895	-	-	-	-
Fire Services Program Review	1,128	-	-	73,775	-
Emergency Medical Services Program Review	1,128	-	-	-	-
Fire Station #3 Upgrades	-	-	150,000	150,000	-

	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25
<u>Operational Excellence</u>					
Compensation and Benefit Plan Study	-	-	-	-	50,000
Employee Handbook	-	-	-	-	10,000
Communications and Marketing Strategy	27,471	2,068	-	40,071	-
Records Management	3,591	-	-	-	-
IT Infrastructure projects	24,835	-	-	-	-
City Records Digitization Program	-	22,967	-	-	-
Ticketing with GIS compatibility	10,498	-	-	-	-
Fuel Station	-	-	-	82,163	-
3rd Party Scanning	-	-	-	40,000	-
<u>Capital Improvement</u>					
Infrastructure	-	-	-	-	-
Furniture and Equipment (City Hall Renovation)	524	-	-	-	-
Total Expenditures	901,851	1,580,977	1,069,064	4,068,601	60,000
Total Change in Fund Balance	334,371	1,862,018	(255,538)	(3,255,075)	-
Ending Fund Balance	1,407,555	3,269,573	3,014,035	14,498	14,498

Vehicle and Equipment Replacement Fund

	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25
Beginning Fund Balance	872,769	1,089,047	1,140,475	1,140,475	1,182,420
<u>Revenues:</u>					
Transfer from General Fund	275,185	354,495	301,945	301,945	373,138
Total Revenue	275,185	354,495	301,945	301,945	373,138
<u>Transfers</u>					
Transfer to General Fund for Purchases	58,907	303,067	260,000	260,000	56,700
Total Expenditures	58,907	303,067	260,000	260,000	56,700
Revenue Over / (Under) Expenditures	216,278	51,428	41,945	41,945	316,438
Beginning Fund Balance	1,089,047	1,140,475	1,182,420	1,182,420	1,498,858

Scheduled Replacements:	
2025 Ford Explorer	20,700
2024 Ford Ranger 4x4	30,000
Walk In Cooler	6,000
	56,700
	56,700

Debt Service Fund					
	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25
Beginning Fund Balance	44,337	52,658	77,976	77,976	87,492
<u>Revenues:</u>					
General Property-I & S	545,404	568,287	539,997	552,579	1,201,300
Delinquent Property	8,161	2,728	3,500	3,500	3,500
Penalty & Interest	3,932	2,003	2,500	2,500	2,500
Interest Income on Investments	409	4,829	3,500	4,500	7,000
Total Revenue	557,906	577,848	549,497	563,079	1,214,300
<u>Expenditures:</u>					
Bond Principal	450,000	460,000	470,000	470,000	1,140,000
Bond Interest Payable	99,185	92,130	83,163	83,163	145,900
Bond Agent Fees	400	400	400	400	400
Total Expenditures	549,585	552,530	553,563	553,563	1,286,300
Revenue Over / (Under) Expenditures	8,321	25,318	(4,066)	9,516	(72,000)
Ending Fund Balance	52,658	77,976	73,910	87,492	15,492

Bond Capital Fund					
	Actual 2021-22	Actual 2022-23	Adopted Budget 2023-24	Projected 2023-24	Proposed 2024-25
Beginning Fund Balance	-	-	-	-	-
<u>Revenues:</u>					
Bond Proceeds	-	-	-	-	4,425,000
Bond Premium	-	-	-	-	-
Interest Income	-	-	-	-	17,000
Total Revenue	-	-	-	-	4,442,000
<u>Expenditures:</u>					
Dietz Elkhorn Rdwy Incidentals	-	-	-	-	-
Dietz Elkhorn Rdwy Construction	-	-	-	-	2,093,922
Rolling Acres Rdwy Incidentals	-	-	-	-	-
Rolling Acres Rdwy Construction	-	-	-	-	-
Ammann Rdwy Incidentals	-	-	-	-	-
Ammann Rdwy Construction	-	-	-	-	439,699
Battle Intense Rdwy Incidentals	-	-	-	-	-
Battle Intense Rdwy Construction	-	-	-	-	420,000
Drainage CIP #35 Chartwell Lane	-	-	-	-	270,400
Drainage CIP #2 8472 Rolling Acres Trail	-	-	-	-	67,600
Drainage CIP #4 8040 Rolling Acres Trail	-	-	-	-	67,600
Drainage CIP #42 Vestal Park Culvert	-	-	-	-	113,844
Total Expenditures	-	-	-	-	3,473,065
Revenue Over / (Under) Expenditures	-	-	-	-	968,935
Ending Fund Balance	-	-	-	-	968,935



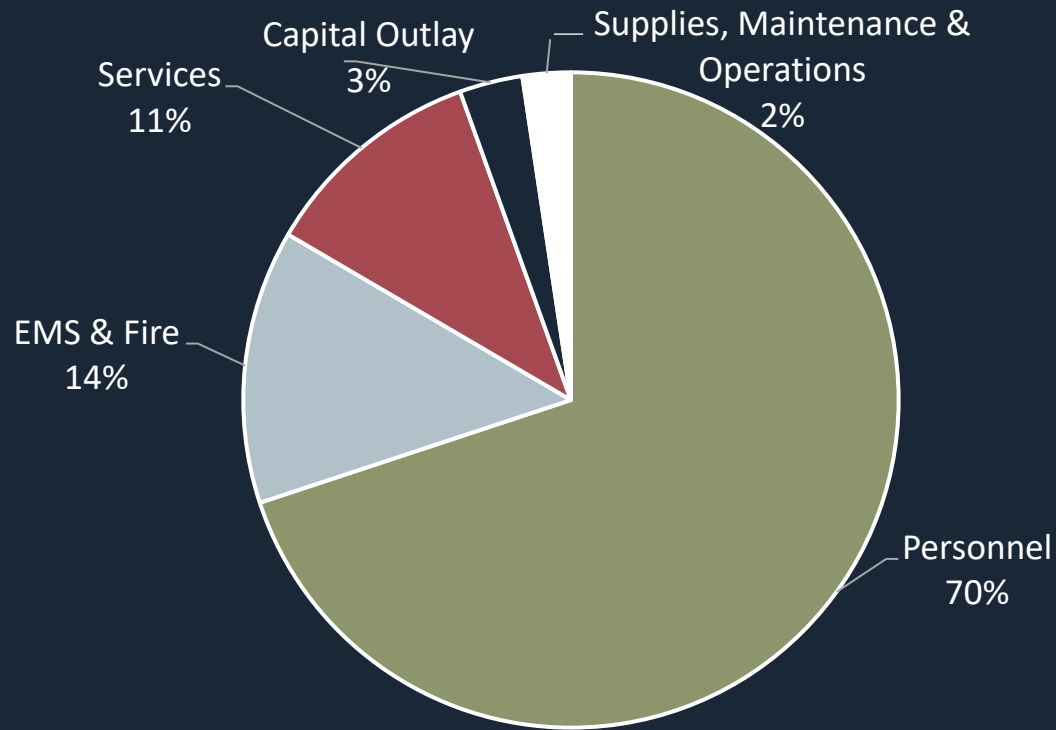
Public Safety

FY 2024-25 Proposed Budget

Proposed FY 2024-25 Budget: \$4,458,334

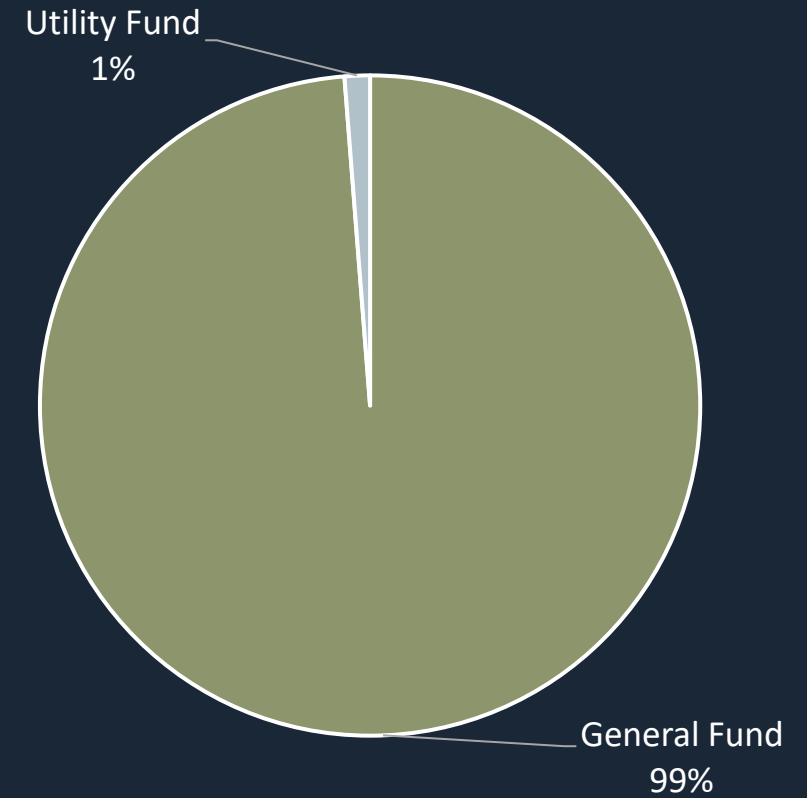


Budget by Category



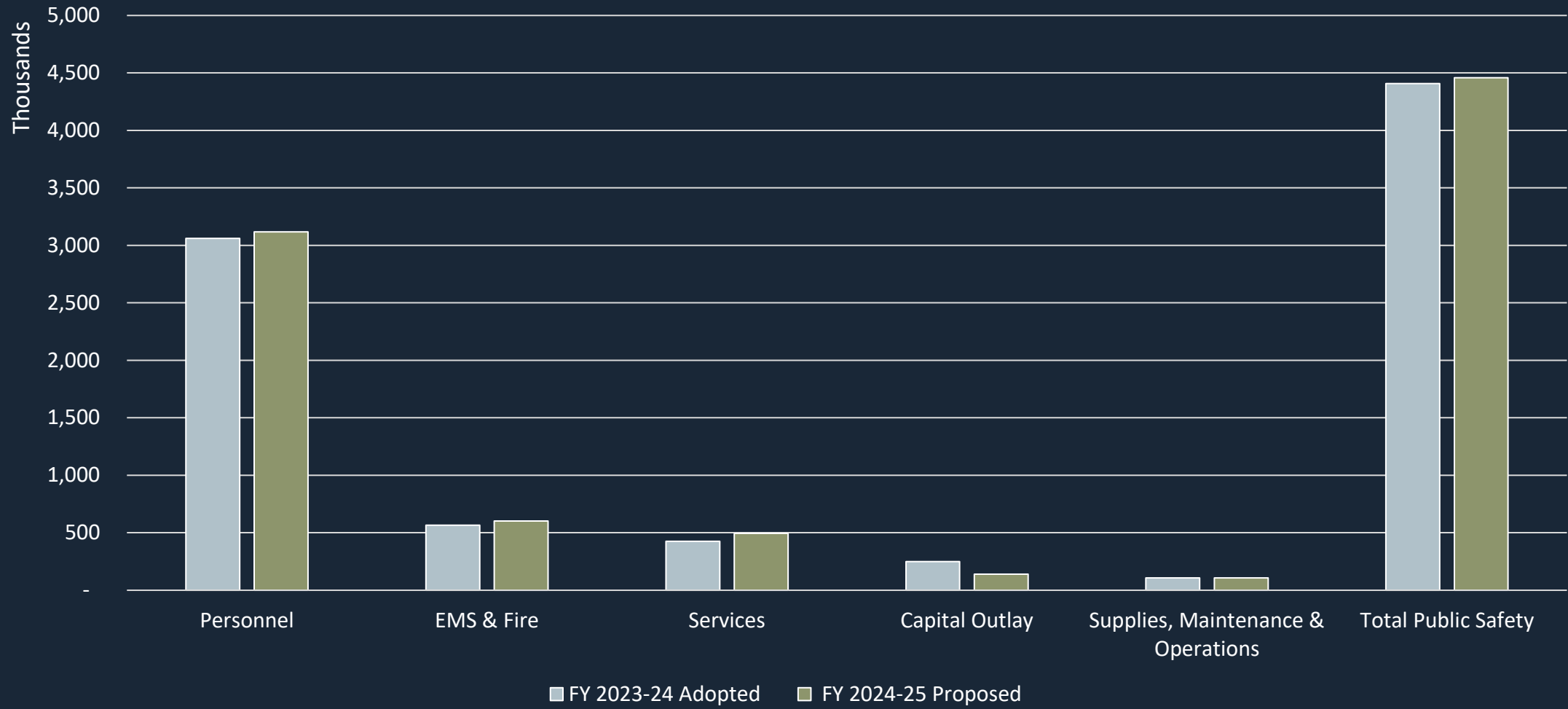
30 positions
4 vacancies

Budget by Fund





Changes to the Budget





Budget Highlights

- Professional Services includes an increase of \$36,500 in fire services, and an increase of \$58,000 in dispatch services.
- Includes \$143,200 in new capital and minor equipment:
 - Additional patrol vehicle fully outfitted (\$74,000)
 - Portable Handheld Radios (\$65,000)
 - Taser Accessories (cartridges and batteries) (\$2,000)
 - Animal Services Equipment (\$1,000)
 - Portable Generator (\$1,200)
- Includes \$5,000 in new public relations supplies
 - Recruitment supplies (\$3,500)
 - 5K Dog Fun Run Event supplies (\$1,500)



Equipment Requests Not Yet Funded

- Flock Safety Program (\$34,050 for year 1, \$27,000 each subsequent year)
- Mass Casualty Care Kits (\$21,450)
- Red Dot Sights for Duty Weapons (\$15,000)



Personnel Requests Not Yet Funded

- Reclass CID Sergeant to Administrative Sergeant (no budgetary impact)
- Addition of a new grade in the Public Safety pay schedule for the position of Police Cadet

- New FTE Request – Assistant Chief
 - Salary \$108,000
 - Taxes & Benefits \$35,700
 - Supplies & Computer \$2,500

- New FTE Request – Lieutenant
 - Salary \$91,000
 - Taxes & Benefits \$32,400
 - Supplies & Computer \$2,500

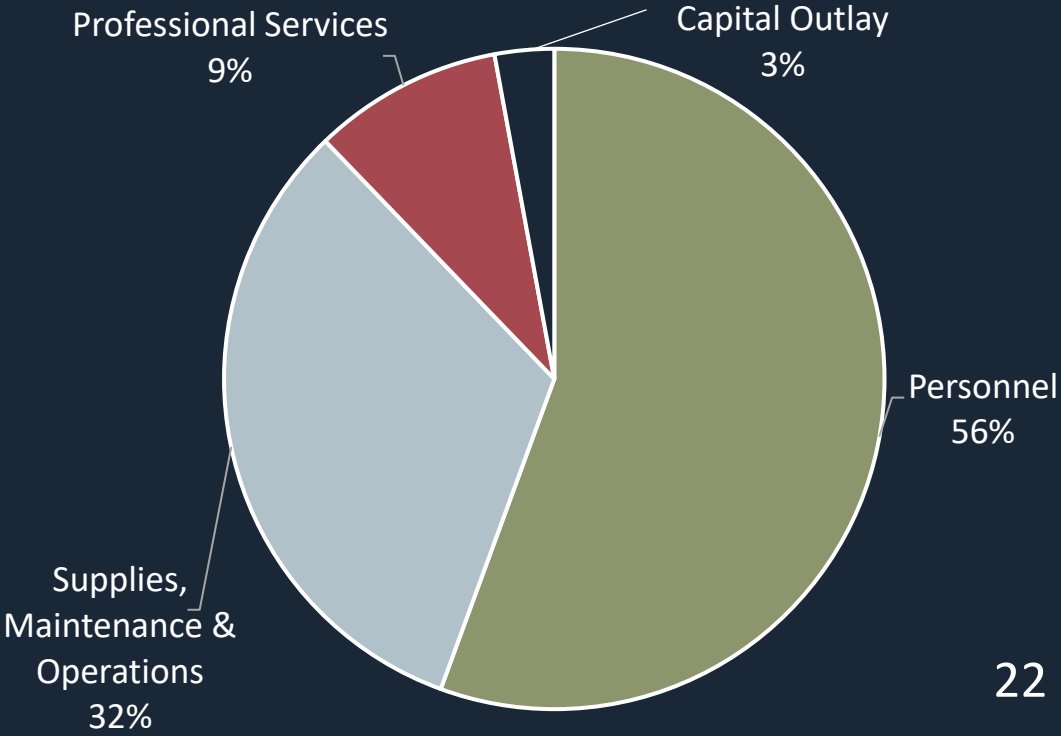


Public Works (Maintenance, Building Codes and Engineering/Planning)

FY 2024-25 Proposed Budget

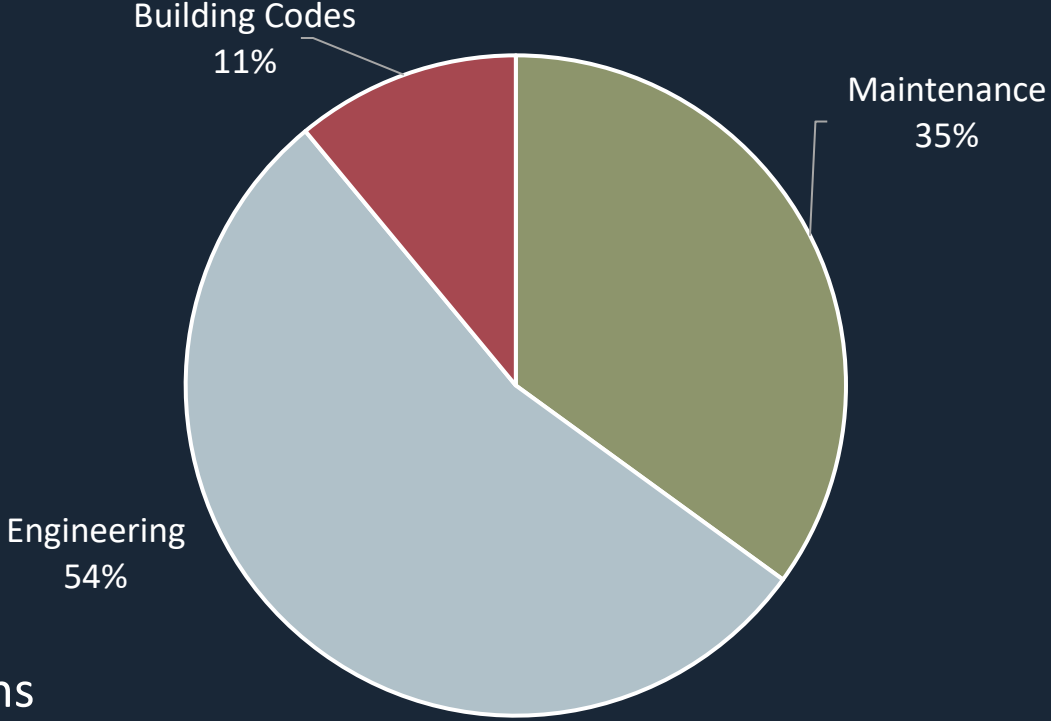
Proposed FY 2024-25 Budget: \$3,533,606

Budget by Category



22 positions
2 vacancies

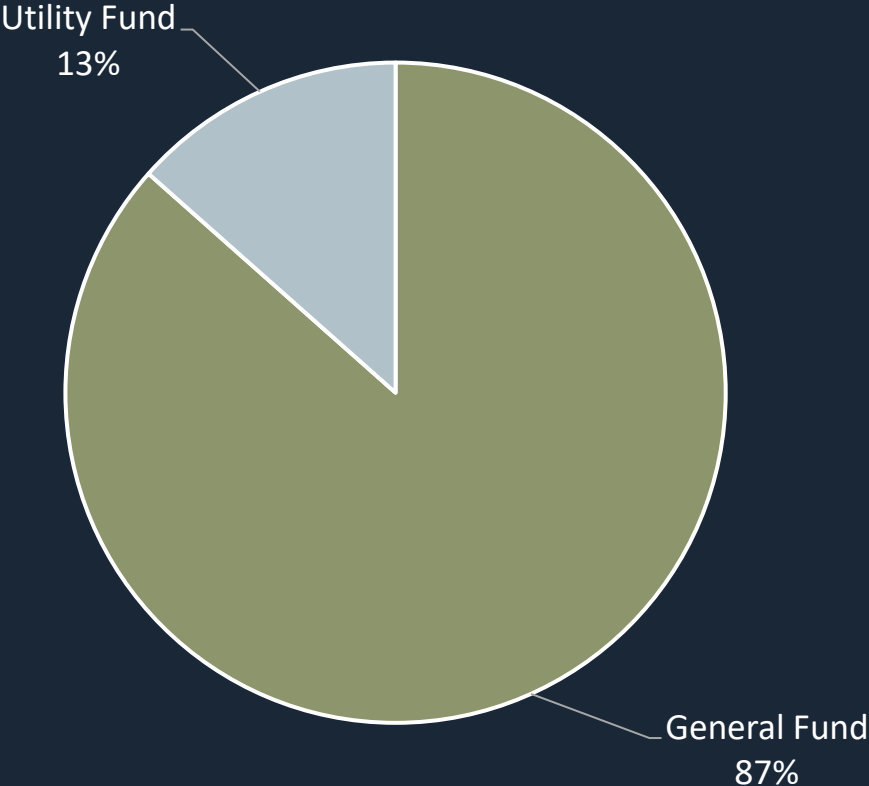
Budget by Division



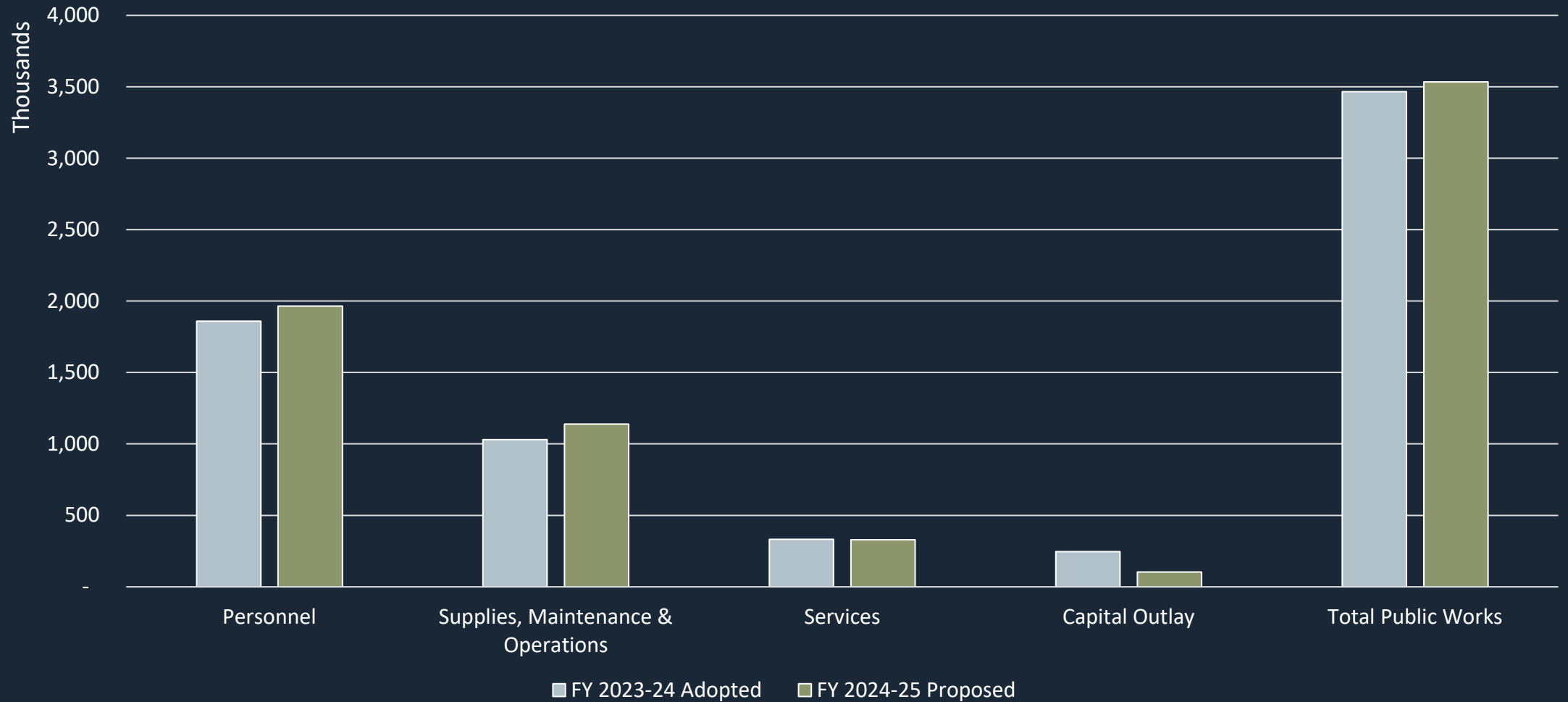


Proposed FY 2024-25 Budget: \$3,533,606

Budget by Fund



Changes to the Budget



Budget Highlights



- Personnel costs include a new FTE: Drainage Maintenance Lead
- Includes a \$60,000 increase in street maintenance
- Includes \$102,600 in capital items (\$56,700 funded by the ERF):
 - 2025 Ford Explorer (\$30,000)
 - 2025 Ford Ranger 4x4 (\$41,600)
 - Tilt Trailer for the Fog Seal machine (\$11,000)
 - Walk-In Cooler (\$10,000)
 - Garage Door Openers (\$5,000)
 - 2 new desktop computers for Maintenance (\$5,000)
- Includes 3 new expenditure lines funded by tree mitigation fees: Oak Wilt Program, Tree and Landscape Protection, and City Approved Events (total of the three \$49,600)



Equipment Requests Not Yet Funded

- 2025 Ford F-350 Diesel Dually (\$90,000) (new fleet vehicle)
- Two permanent radar signs (\$11,000)
- Two moveable radar signs (\$6,000)
- Thermoplastic Remover (\$5,500)
- Water tank trailer (\$11,750*)
- Message board trailer (\$20,000*)

*Amount represents full cost and will be split with the Enterprise Fund



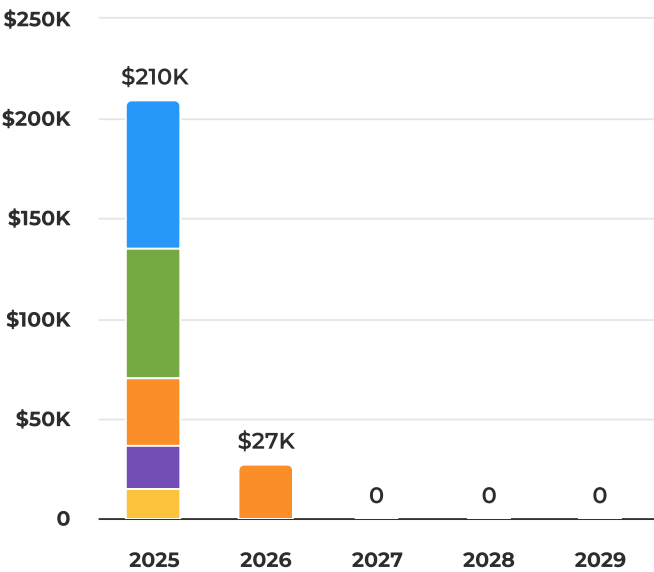
Personnel Requests Not Yet Funded

- **New FTE - Project Manager** (costs split with Utility 50/50)
 - Salary \$82,000
 - Taxes & Benefits \$26,000
 - Supplies & Computer \$4,200
 - Training \$1,000

- **New FTE – City Planner** (costs split with Utility 75/25)
 - Salary \$74,500
 - Taxes and Benefits \$24,500
 - Supplies & Computer \$4,200
 - Training \$2,000

Public Safety & Emergency

FY25 Public Safety & Emergency Projects



●	Police Patrol Vehicle (251)	\$74,000	31.29%
●	Portable Handheld Radios - XL-95P	\$65,000	27.48%
●	Flock Safety Program	\$61,050	25.81%
●	Mass Casualty Care Kits	\$21,450	9.07%
●	RDS for Duty Weapons	\$15,000	6.34%

Summary of Requests

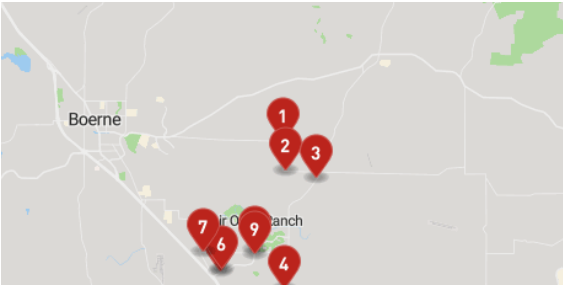
Category	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Police Patrol Vehicle (251)	\$74,000	\$0	\$0	\$0	\$0	\$74,000
Portable Handheld Radios - XL-95P	\$65,000	\$0	\$0	\$0	\$0	\$65,000
Flock Safety Program	\$34,050	\$27,000	\$0	\$0	\$0	\$61,050
Mass Casualty Care Kits	\$21,450	\$0	\$0	\$0	\$0	\$21,450
RDS for Duty Weapons	\$15,000	\$0	\$0	\$0	\$0	\$15,000
Total Summary of Requests	\$209,500	\$27,000	\$0	\$0	\$0	\$236,500

Flock Safety Program

Overview

Request Owner	Tim Moring, Chief of Police
Department	Public Safety & Emergency
Type	Capital Equipment
Estimated Start Date	10/1/2024
Estimated Completion Date	10/1/2026

Project Location



Request Description

Flock Safety program is currently being utilized by 3 gated communities within the City of Fair Oaks Ranch (Deer Meadows Estates, Stone Creek Ranch, The Woods of Fair Oaks). Additionally, the City of Boerne and Boerne Police Department have recently implemented the Flock Safety system throughout the City of Boerne. This system provides the ability to create a security net around the city that helps in the prevention of criminal activity. Specifically, the City has seen several burglaries and stolen vehicles over the past several years. The suspects in the majority of these incidents were utilizing stolen vehicles from other cities. By using stolen vehicles, the possibility of identifying suspects in the crimes is much more difficult. The City of Boerne has dealt with the same issue over the past several years. Since implementing the Flock Safety program within their City they have been able to intercept suspects prior to them committing additional crimes within the city. Currently, the Boerne Police Department's Flock program is utilizing over 20 cameras throughout the City. If approved, the City of Fair Oaks Ranch would only need to utilize 9 cameras. With these 9 cameras strategically placed throughout the City, we would essentially create a net at every entry and exit point that would notify officers immediately if a stolen vehicle, registered sex offender, or wanted felon enters the city. With this immediate notification, officers would be able to flood the area of the city and potentially deter criminal acts from occurring or apprehend persons before they commit additional criminal acts.


Details

Explanation of Costs and Cost Savings

Current quote from Flock Safety shows initial set-up and installation costs for camera system will total \$7,050. Price for installation of the cameras located along Ralph Fair Rd. is slightly higher due to TxDOT requirement for break-away pole for camera.

The annual subscription for each MPR camera is \$3,000. With 9 cameras throughout the City, the annual subscription will be \$27,000.

Supplemental attachments

 [Flock Safety Quote](#)
Quote for installation and two year service agreement.

 [Flock Safety Overview](#)
Information on Flock Safety system.

Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
\$34.1K	\$34.1K	\$34.1K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Software	\$27,000	\$27,000
Hardware	\$7,050	\$7,050
Total	\$34,050	\$34,050

Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
\$34.1K	\$61.1K	\$61.1K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	FY2026 <i>Requested</i>	Total
GF Operations	\$34,050	\$27,000	\$61,050
Total	\$34,050	\$27,000	\$61,050

Operational Costs

FY2026 Budget
\$0

Total Budget (all years)
\$54K

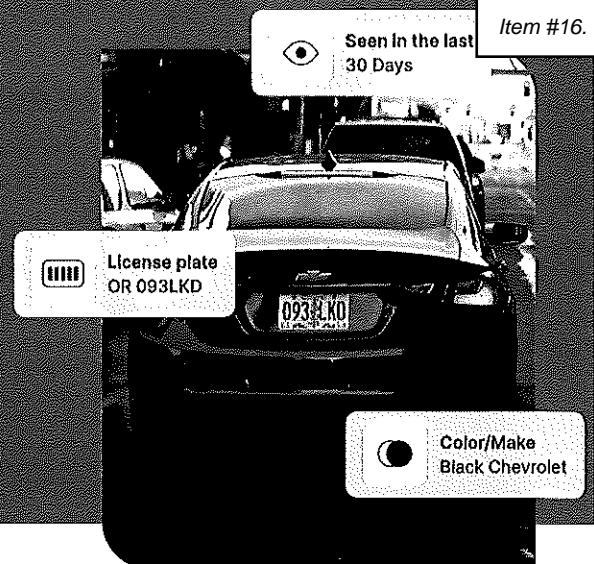
Project Total
\$54K

Detailed Breakdown

Category	FY2026 <i>Requested</i>	FY2027 <i>Requested</i>	Total
Subscriptions	\$27,000	\$27,000	\$54,000
Total	\$27,000	\$27,000	\$54,000

flock safety

Flock Safety Falcon® LPR Suite



Without key evidence, like a license plate or vehicle description, many cases go unsolved. Flock Safety's suite of license plate recognition (LPR) cameras provides vehicle data, real-time alerts, searchable evidence, and analytics to improve police response and investigations 24/7.

Agencies employing Flock Safety Falcon® LPR see case clearances soar, with crime rates dropping by up to 60%.

1

NO MORE GAPS – JUST EVIDENCE

A license plate is just a start. Our Vehicle Fingerprint® tech turns footage into actionable evidence, pinpointing vehicles by make, color, type, and unique characteristics like decals, bumper stickers, and accessories.

2

INFRASTRUCTURE-LIGHT DESIGN

Solar-powered and LTE-connected, Flock Safety Falcon® avoids typical infrastructure hassles, ensuring swift setup, zero utility fees, and a rapid ROI.

3

HASSLE-FREE MAINTENANCE

Our commitment doesn't end with installation. We service, maintain, and take care of your cameras throughout your contract's lifespan, all bundled into one straightforward subscription fee.

4

UNPARALLELED NETWORK ACCESS

Crime doesn't respect jurisdictional lines. Access exponentially more investigative leads by linking into a local, state, and nationwide network of LPR cameras, with over 10 billion additional plate reads monthly.

5

PUBLIC-PRIVATE PARTNERSHIPS

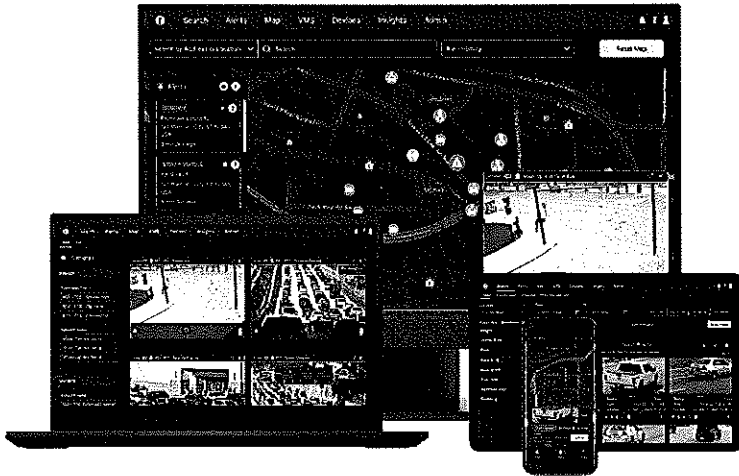
Flock Safety brings LPR to neighborhoods and businesses, providing agencies access to privately funded access to actionable evidence.

6

TRUSTED BY THOUSANDS OF LAW ENFORCEMENT AGENCIES

From vehicle theft to homicides, law enforcement agencies nationwide rely on Flock Safety Falcon® to enhance community safety through tech-enabled partnerships.

Harnesses the power of FlockOS®, an integrated public safety platform that synergizes data across video, LPR, and audio detection. FlockOS® offers real-time intelligence, situational awareness, and evidence with scalability that outpaces real-time crime centers.



Trusted by

Cobb County, GA
Police Dept

Fort Worth, TX
Police Dept

Wichita, KS
Police Dept

Riverside County, CA
Sheriff's Dept

Key LPR Features in FlockOS®

INTERACTIVE MAP

Melds AI analytics and real-time data on a clear map interface.

REAL-TIME ALERTS

Be notified instantly of notable vehicles, staying ahead of crime.

NCIC & NCMEC INTEGRATION

Get alerts for detected vehicles on established databases.

VEHICLE DESCRIPTION ALERTS

Missed a plate? Get alerts based on unique Vehicle Fingerprint® traits.

CUSTOM HOT LISTS

Easily alert other agencies about vehicles of interest.

INSIGHTS

Oversee camera performance and data from a unified platform.

VEHICLE STATS

Access vital data, such as traffic trends and vehicle classifications.

SEARCH AUDITING

Ensure ethical tech use with automated reports.

CAMERA MONITORING

Maintain a 24/7 watch on your camera network's performance.

TRANSPARENCY PORTAL

Share LPR policies, data, and search audits, fostering community trust.

NETWORK CONTROL

Manage feed access, control permissions, and oversee footage.

MOBILE APP

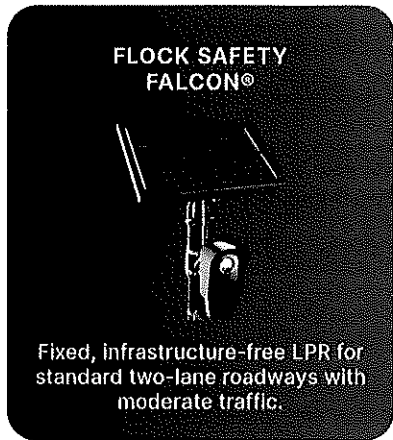
Equip officers with on-the-go intelligence.

flock safety

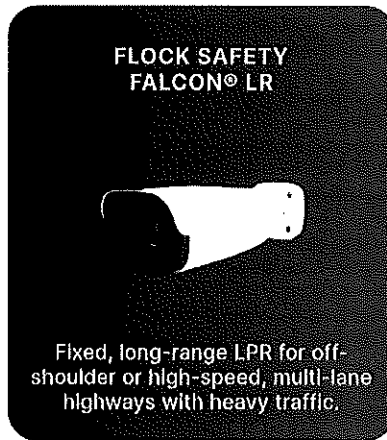
Explore the Flock Safety Falcon® Family



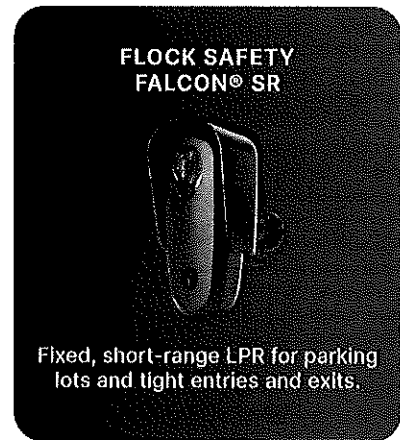
Improve incident response and accelerate investigations with fixed and location-flexible devices that cover every roadway and use case.



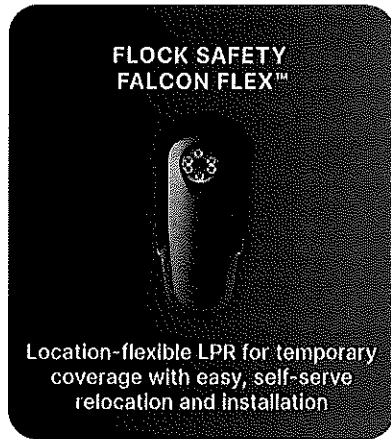
- 75 MPH / 65' Distance
- Solar Power + LTE Connectivity



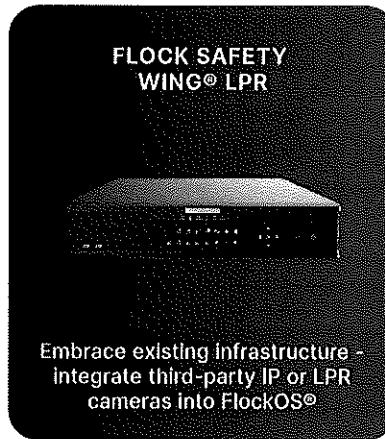
- 100 MPH / 150' Distance
- AC Power + LTE Connectivity



- 25 MPH / Wide FoV
- Solar + LTE Connectivity



- 75 MPH / 65' Distance
- Rechargeable Battery + LTE



flock safety

flocksafety.com
(866) 901-1781 | support@flocksafety.com

**Flock Safety + TX - Fair Oaks Ranch
PD**

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:
Mike Knight
mike.knight@flocksafety.com
4157980935

Created Date: 04/22/2024
Expiration Date: 05/15/2024
Quote Number: Q-78857
PO Number:



Budgetary Quote

This document is for informational purposes only. Pricing is subject to change.

Bill To: 7286 Dietz Elkhorn Rd Boerne, Texas 78015

Ship To: 7286 Dietz Elkhorn Rd Boerne, Texas 78015

Billing Company Name: TX - Fair Oaks Ranch PD
Billing Contact Name:
Billing Email Address:
Billing Phone:

Subscription Term: 24 Months
Payment Terms: Net 30
Retention Period: 30 Days
Billing Frequency: Annual Plan - First Year Invoiced at Signing.

Hardware and Software Products

Annual recurring amounts over subscription term

Table with 4 columns: Item, Cost, Quantity, Total. Rows include Flock Safety Platform (\$27,000.00), Flock Safety Flock OS (FlockOS - Essentials), and Flock Safety LPR Products (Flock Safety Falcon).

Professional Services and One Time Purchases

Table with 4 columns: Item, Cost, Quantity, Total. Rows include One Time Fees and Flock Safety Professional Services (MASH Tested Pole Implementation Fee, Standard Implementation Fee).

Summary table with 2 columns: Description, Amount. Rows: Subtotal Year 1 (\$34,050.00), Annual Recurring Subtotal (\$27,000.00), Estimated Tax (\$0.00), Contract Total (\$61,050.00).

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This is not an invoice - this document is a non-binding proposal for informational purposes only. Pricing is subject to change.

Billing Schedule	Amount (USD)
Year 1	
At Contract Signing	\$34,050.00
Annual Recurring after Year 1	\$27,000.00
Contract Total	\$61,050.00

*Tax not included

Product and Services Description

Flock Safety Platform Items	Product Description
Flock Safety Falcon ®	An infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint® technology to capture vehicular attributes.

One-Time Fees	Service Description
Installation on existing infrastructure	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Advanced Implementation Fee	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.

FlockOS Features & Description

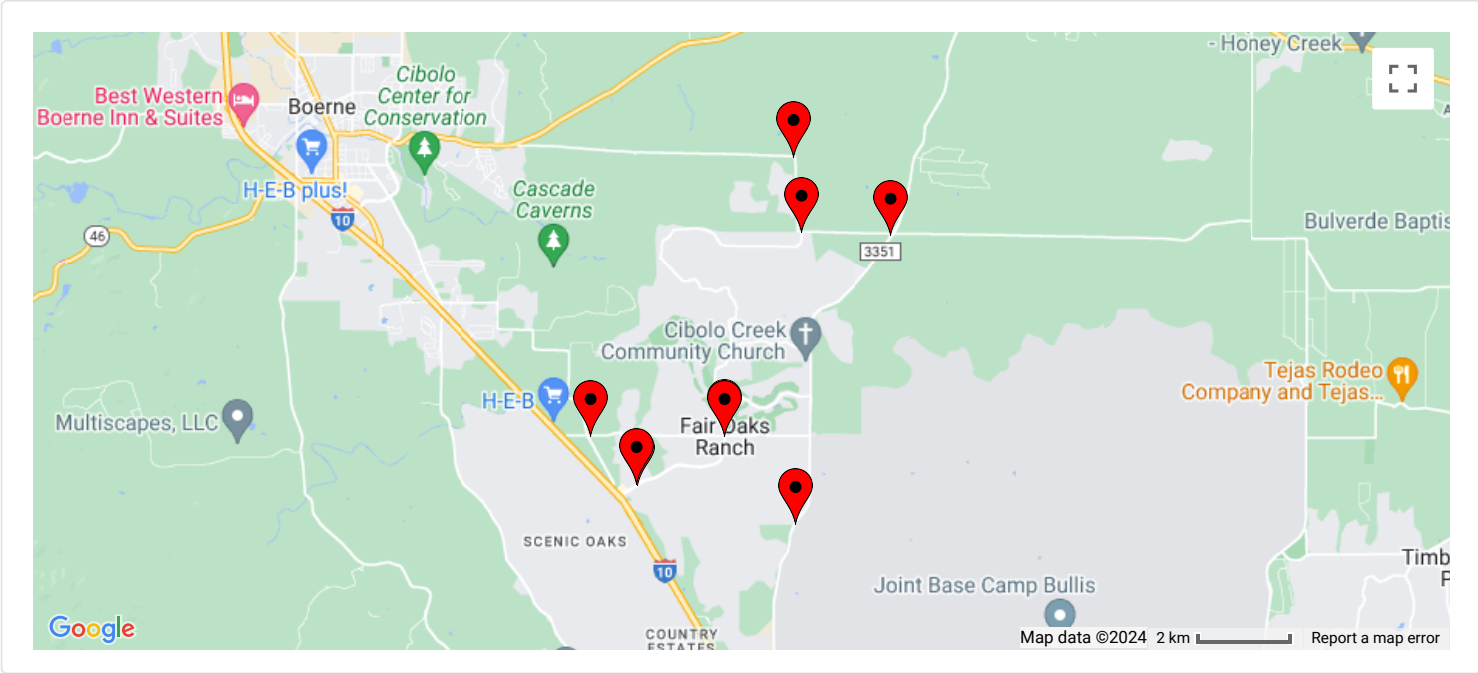
FlockOS Features	Description
Community Network Access	The ability to request direct access to feeds from privately owned Flock Safety Falcon® LPR cameras located in neighborhoods, schools, and businesses in your community, significantly increasing actionable evidence that clears cases.
Unlimited Users	Unlimited users for FlockOS
State Network (License Plate Lookup Only)	Allows agencies to look up license plates on all cameras opted into the Flock Safety network within your state.
Nationwide Network (License Plate Lookup Only)	With the vast Flock Safety sharing network, law enforcement agencies no longer have to rely on just their devices alone. Agencies can leverage a nationwide system boasting 10 billion additional plate reads per month to amplify the potential to collect vital evidence in otherwise dead-end investigations.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Insights & Analytics	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
ESRI Based Map Interface	Map-based interface that consolidates all data streams and the locations of each connected asset, enabling greater situational awareness and a common operating picture.
Real-Time NCIC Alerts on Flock ALPR Cameras	Receive automated alerts when vehicles entered into established databases for missing and wanted persons are detected, including the FBI's National Crime Information Center (NCIC) and National Center for Missing & Exploited Children (NCMEC) databases.
Unlimited Custom Hot Lists	Ability to add a suspect's license plate to a custom list and get alerted when it passes by a Flock camera
Law Enforcement Network Access	The ability to request direct access to evidence detection devices from Law Enforcement agencies outside of your jurisdiction.

TX - Fair Oaks Ranch PD - New Deal

[Go to Project Management](#)

Export ▾

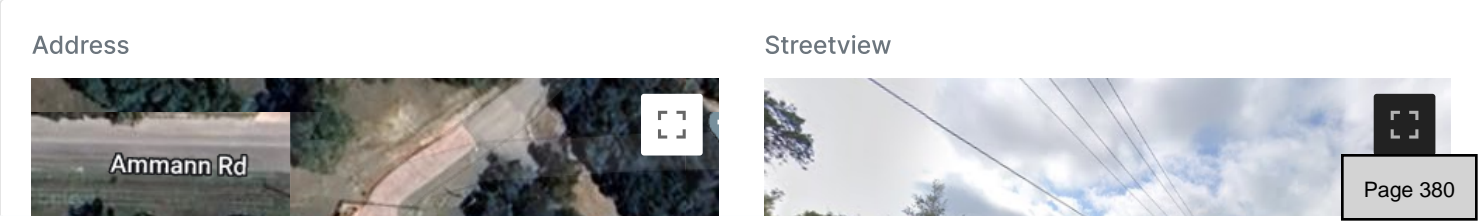
9 TOTAL LOCATIONS	9 PLANNING	0 PERMITTING	0 INSTALLING	0 OPTIMIZING
0 IN SERVICE	0 DECOMMISSIONED			



- Cameras**
-
- Poles**
- 9 flockPole
- Power**
- 9 Solar

Cameras

< > F#001 340 Amman Rd ▾



Mass Casualty Care Kits

Overview

Request Owner Tim Moring, Chief of Police
Department Public Safety & Emergency
Type Other

Request Description

Mass casualty care kits will be utilized in each police vehicle. Kits are essential in response to a critical incident in which multiple victims are in need of immediate trauma care to minimize injury and/or prevent death.

Individual unit price is listed at \$1,599 plus shipping costs. To outfit all police vehicles, a total of 13 kits will be needed for a total purchase of \$21,450.

Details

Equipment Status This is a new addition

Supplemental attachments

 [Mass Casualty Kits](#)
 Trauma kit for critical incidents involving multiple victims.

Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
\$21.5K	\$21.5K	\$21.5K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Equipment Cost	\$21,450	\$21,450
Total	\$21,450	\$21,450

Funding Sources

FY2025 Budget Total Budget (all years) Project Total
\$21.5K **\$21.5K** **\$21.5K**

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Governmental Operations	\$21,450	\$21,450
Total	\$21,450	\$21,450

10:53

5G+



NORTH AMERICAN RESCUE

North American Rescue MCI-WALK (Mass Casualty Incident Warrior Aid & Litter Kit)

SKU: NAR-80-0564

AVAILABILITY: Usually Ships in 7 Days

SHIPPING: Free Shipping

\$1,599.95 MSRP: ~~\$1,739.89~~
 — You save **\$139.94**

BUY NOW

Police Patrol Vehicle (251)

Overview

Request Owner	Tim Moring, Chief of Police
Department	Public Safety & Emergency
Type	Other

Request Description

Vehicle is programmed in the vehicle replacement plan to replace aging/high-mileage patrol vehicle.

Details

Fleet Status Replacement of an existing vehicle - existing vehicle will be either repurposed to another department or auctioned

Replacement and Repurposing Information Unit 191

Capital Cost Detail

Total vehicle and outfitting costs increased from budgeted costs of \$59,000 in FY23/24 to the requested \$74,000 for FY24/25.

FY 23/24 vehicle cost from vendor was \$46,000/vehicle. The outfitting quote attached shows the total for outfitting the vehicle at \$21,551, but does not include the costs of the patrol car camera system, WatchGuard, which is an additional cost of \$6,000 per unit.

Supplemental attachments

-  [Southwest Public Safety Quote](#)
Recent quote (April 2024) for price of outfitting patrol vehicles. Does not include cost of WatchGuard unit.

Capital Cost

FY2025 Budget **\$74K** Total Budget (all years) **\$74K** Project Total **\$74K**

Detailed Breakdown

Category	FY2025 Requested	Total
Vehicle Cost	\$46,000	\$46,000
Outfitting Cost	\$28,000	\$28,000
Total	\$74,000	\$74,000

Funding Sources

FY2025 Budget **\$74K** Total Budget (all years) **\$74K** Project Total **\$74K**

Detailed Breakdown

Category	FY2025 Requested	Total
Governmental Operations	\$74,000	\$74,000
General Fund ERF	\$0	\$0
Total	\$74,000	\$74,000



Portable Handheld Radios - XL-95P

Overview

Request Owner	Tim Moring, Chief of Police
Department	Public Safety & Emergency
Type	Other

Request Description

Current handheld radios (XG-75) will no longer be supported by service providers with a cut-off date in early 2025. New model Harris XL-95P handheld radios are available for purchase and will be needed once service is cut to the outdated model. Current pricing from LCRA, which is the service provider for our emergency communications, shows a unit price of \$3,100/radio. With current sworn staffing at 27, and with needed redundancy in case of damage or loss, the department will need a minimum of 30 radio units to adequately ensure communications across emergency platforms are uninterrupted and available to all essential personnel.

Department purchased 10 units for FY 23/24, and will need to purchase the remaining 20 units for FY 24/25.

Details

Equipment Status This will replace an existing piece of equipment (enter additional information below)


Information regarding equipment being replaced Current inventory of XG-75 portable handheld radios (27)

Capital Cost Details

With the need to replace radio units by early 2025, not all units will need to be purchased in the upcoming fiscal year. However, a large incurred cost of an estimated \$65,000 will need to be planned for the fiscal year of 2024/2025. This estimate is based on current pricing for the radio units and does not account for any potential price fluctuations in the future.

LCRA confirmed that support for XG-75 radios will not continue through entirety of FY 24/25.

Supplemental attachments

 [LCRA XL-95P Radio Quote](#)
Quote for radios with the buyback option built in.

 [LCRA Email Info](#)
Email with detailed quote information regarding pricing with and without buyback option

Capital Cost

FY2025 Budget Total Budget (all years) Project Total
\$65K **\$65K** **\$65K**

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Equipment Cost	\$65,000	\$65,000
Total	\$65,000	\$65,000

Funding Sources

FY2025 Budget Total Budget (all years) Project Total
\$65K **\$65K** **\$65K**

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Governmental Operations	\$65,000	\$65,000
Total	\$65,000	\$65,000



Proposal

Telecommunications Work Sheet

6641 E. Ben White Blvd., Austin TX 78744
24 Hour Phone 1-877-527-2862 & Fax 1-512-356-6445
Radio Shop Phone 1-512-730-6457 & Fax 1-512-482-6299
Telecommunications

Customer: CITY OF FAIROAKS RANCH
Address: 7286 Dietz Elkhorn
Fair Oaks Ranch, Texas 78015

Work Order #: 000000006195837
***Date:** 4/20/23

Pricing is valid for 30 days from the date of this Proposal.

Statement of Work: Fair Oaks Ranch: XL95P w/ Buy Back

Purchase Order #: PO:

Comments: Requested By: S. Love

Material

TASK ID	Item	Description	Qty	Unit Cost	Line Cost
91090		XL95P, 700/800, P25 Trunking, System, BLK, Single Key AES/DES, Encryp Lite, Phase 2 TDMA, OTAP, 3100 MAH Battery, Charger, Belt Clip, 5 YR Warranty	30	2,797.3330	83,919.9900
Material Sub Total:					\$83,919.99

Labor Total: \$0.00

Material Total: \$83,919.99

Job Total: \$83,919.99

This is not an invoice - Do not pay

If Proposal is accepted, work and equipment provided shall be subject to the Interlocal Cooperation Agreement for Mobile Radio Services and Equipment, or other applicable master agreement, between LCRA and Customer.

RDS for Duty Weapons

Overview

Request Owner	Tim Moring, Chief of Police
Department	Public Safety & Emergency
Type	Other

Request Description

RDS (Red Dot Sights) for duty weapons will enhance officer proficiency and accuracy. With the purchase of the updated duty weapons from FY 2023/2024, officers now have the ability to attach the RDS to their duty weapons. The RDS increases the officers ability to put effective and accurate fire down range which enhances officer safety and decrease liability upon the officer and the City.

Images



1 of 2 approved sights



2 of 2 approved sights

Details

Equipment Status This is a new addition

Capital Cost Details

After researching and utilizing several different types/brands of RDS available, the firearms proficiency officers have chosen 3 possible options for the department. Each option ranges between \$330/optic to \$370/optic. Utilizing these options, and the 30 weapons currently in the department's inventory, estimating \$400/optic for a total purchase price of \$12,000 will cover any additional costs such as shipping and handling.

The additional \$3,000, will be utilized to conduct proficiency training with the RDS systems that is required as part of the TPCA accreditation program.

Capital Cost

FY2025 Budget **\$15K** Total Budget (all years) **\$15K** Project Total **\$15K**

Detailed Breakdown

Category	FY2025 Requested	Total
Equipment Cost	\$12,000	\$12,000
Other	\$3,000	\$3,000
Total	\$15,000	\$15,000

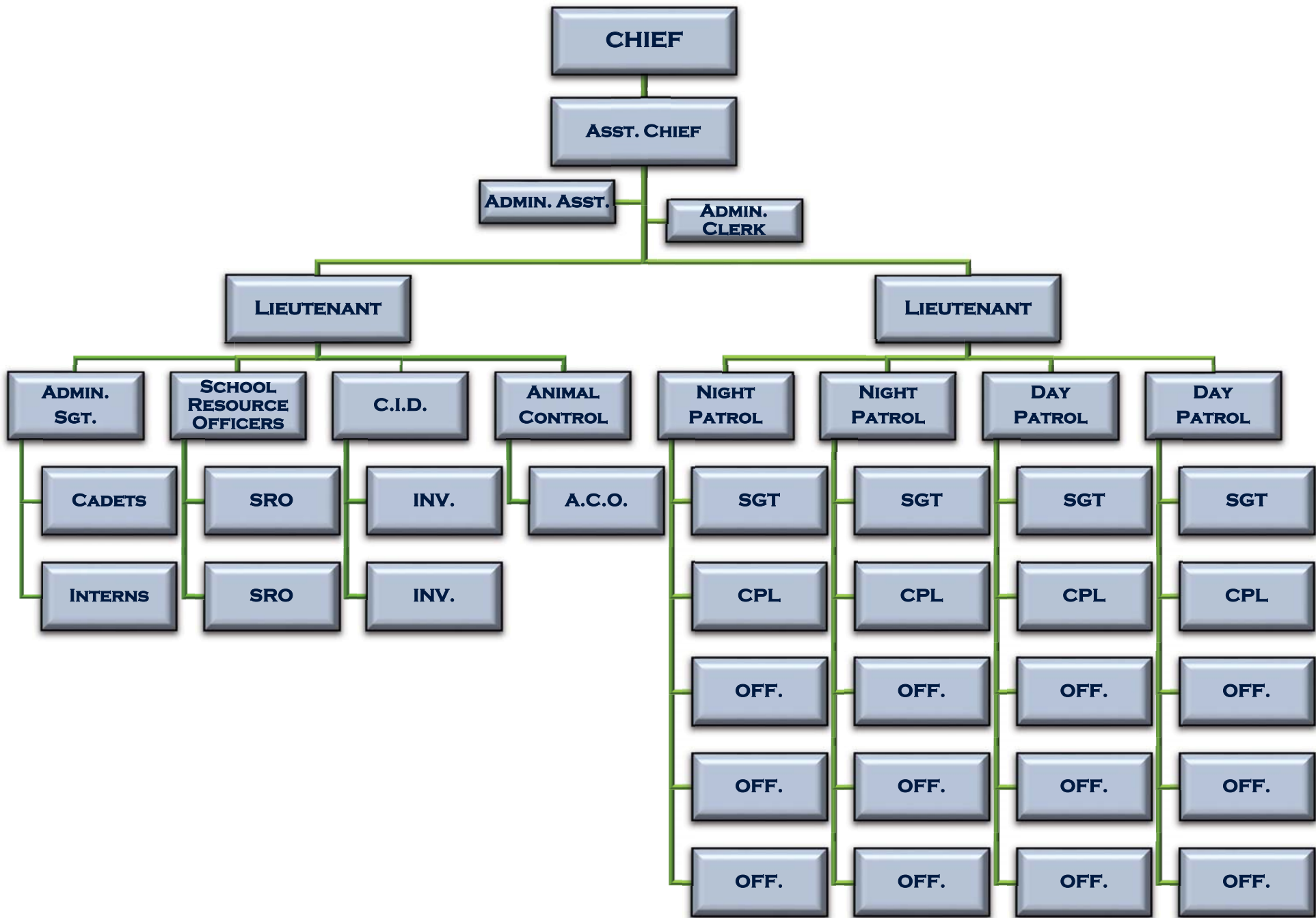
Funding Sources

FY2025 Budget **\$15K** Total Budget (all years) **\$15K** Project Total **\$15K**

Detailed Breakdown

Category	FY2025 Requested	Total
Governmental Operations	\$15,000	\$15,000
Total	\$15,000	\$15,000

Proposed FY 2024/2025





CITY OF FAIR OAKS RANCH POLICE DEPARTMENT

Item #16.

INTERNAL MEMORANDUM

TIM MORING, CHIEF OF POLICE

April 1, 2024

To: Scott Huizenga, City Manager

From: Tim Moring, Chief of Police

**CC: Joanna Merrill, Director of Human Resources
Summer Fleming, Director of Finance**

Subject: Justification of adding Police Cadet to Pay Schedule.

As part of the FY 2024-2025 budget process, The Police Department respectfully requests the approval a Police Cadet position. This position aims to attract and retain talented individuals committed to pursuing a career in law enforcement, ensuring a continuous pipeline of qualified and well-trained officers for the future.

What Circumstances have changed significantly since the previous budgets were finalized to justify a position change request?

The Fair Oaks Ranch Police Department has identified the need for a sustainable and effective recruitment strategy to address current and future staffing challenges. Law Enforcement agencies nationwide have reported increasingly lower numbers of qualified applicants being available to agencies with numerous openings.

Currently, the department is limited to their recruitment efforts as it requires all potential applicants to have either completed the basic police academy or are in the process of completing the academy. Department staff have reported that over the last several years, the number of available cadets that are not already sponsored by an agency, has become fewer and fewer with each academy class at both the Alamo Area Regional Law Enforcement Academy and the San Antonio College Law Enforcement Academy.

By approving this Cadet position, it will enhance our recruitment efforts and essentially broaden our ability to attract, hire, and retain qualified and quality candidates to the police department. Additionally, a sponsored position in the academy will alleviate the burden of recruits that must simultaneously work and attend the academy. This will allow the candidates selected and sponsored by the police department to devote their entire time and attention to their studies.

If this is a new position, please include a description of the location where the desk/work location will be.

The police cadet will not require any additional workspace outside the patrol room area.

Include any additional startup costs, if any. – Equipment, Furniture, Computer, Phone, Training, Vehicle, Supplies, Uniforms, etc.

Uniforms - \$800/cadet for uniforms as well as academy supplies..

Training/certifications - \$3,500/cadet, current average costs for regional academy certifications.

Describe why this position will, or will not, be needed in future budget years.

As staffing challenges continue across the law enforcement field, our department must be able to recruit and retain qualified individuals. Adding the cadet position to our current compensation and pay schedule will increase the departments outreach and recruiting ability. Recruiting high quality candidates ensures the department maintains the higher level of service to our community that has been the practice since its inception.

How do you plan to fund this position creation or reclassification increase in your budget? Salary savings from the previous budget year should not be used as justification for your department's ability to fund a new position or a reclassification increase.

This cadet position would be funded with the salary savings from vacancies within the department. No additional funds would need to be incurred by the City.

Respectfully,



**Tim Moring
Chief of Police
Fair Oaks Ranch Police Department**



CITY OF FAIR OAKS RANCH

Position Description

Job Title:	Police Cadet
Department:	Police
Pay Grade:	
Reporting Manager:	Lieutenant/Chief
FLSA:	Non-Exempt

GENERAL PURPOSE

To attend and satisfactorily complete the Alamo Area Law Enforcement Academy qualifying for commissioning as a peace officer of the Fair Oaks Ranch Police Department.

Responsible for successfully fulfilling the academic, physical, and practical requirements of the Basic Police Officers Course at the Alamo Area Law Enforcement Academy which serves as a regional police academy in accordance with the Texas Commission on Law Enforcement.

SUPERVISION RECEIVED AND EXERCISED

Attends all required training under the supervision of the Police Lieutenant and Police Chief. No exercised supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attend classes and maintains comprehensive notebooks of subjects covered in classes.
- Prepare research papers.
- Complete homework assignments.
- Participate in the physical training program, firearms training, defensive tactics program and practical problems.
- Actively participate in classroom discussions and group projects.
- Comply with the established rules and regulations governing the Alamo Area Law Enforcement Academy.
- Comply with assignments and instructions given by Command Staff or by any member of the Academy staff.
- Comply with all policies and procedures set forth by the Fair Oaks Ranch Police Department and by the Alamo Area Law Enforcement Academy.
- Perform additional duties as assigned.

PERIPHERAL DUTIES

Performs departmental public relations activities, including speaking to schools, churches, and other civic organizations as needed. May act as representative of the Fair Oaks Ranch Police

Department on recruiting additional applicants from the police academy or other potential cadets. Be required to perform administrative duties as may be assigned.

MINIMUM EDUCATION & EXPERIENCE

Graduation from a high school or GED

KNOWLEDGE ABILITIES & SKILLS

- Must reach 21st birthday on or before the date of commissioning
- Must have a valid driver's license
- Be a citizen of the United States of America
- Must have never been convicted, pleaded guilty to (nolo contendere), nor have been court-ordered community service/probation or deferred adjudication for a Class A misdemeanor or a felony
- During the last ten (10) years, must not have been convicted, pleaded guilty to (nolo contendere), been on community service/probation or deferred adjudication for a Class B misdemeanor in this state, other state, or while serving in the military
- If applicable, must have received an honorable discharge from the armed forces of the United States after at least two years of active service
- Must pass the required physical agility test
- Must be examined by a licensed physician and a licensed psychiatrist or psychologist
- Must complete all the requirements of a thorough and comprehensive background investigation

SPECIAL REQUIREMENTS

Ability to pass and maintain physical agility standards as set by the department. Ability to qualify and maintain firearms qualifications.

EQUIPMENT

Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; employee has the responsibility to conform to those ranges and limitations. Equipment may include but is not limited to: Vehicles, Firearms, Intermediate Weapon, handcuffs, Breathalyzer, Radar Equipment, Computer, Calculator, Walkie Talkie, Multi-line telephone, Copier; Fax, scanner, and Digital Camera.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; and smell. Occasionally the employee may be required to carry, lift, drag, or restrain individuals/animals.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high, precarious places, and with explosives; is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate.

SPECIAL NOTES FOR APPLICANTS

Formal application, rating of education and experience; oral interview, extensive physical agility test, extensive background testing, reference check, and other job related tests may be required.

This position description is not intended to be construed as an exhaustive list of responsibilities, duties, and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an “at-will relationship”.



Date: April 18, 2024
To: Scott Huizenga, City Manager
From: Chris Griffin, Sergeant – Criminal Investigations

Justification Memo: Administrative Sergeant

Summary Overview :

As part of the FY 2024-2025 budget process, The Police Department respectfully request the approval of an Administrative Sergeant. This request is for a new FTE position, which will strengthen administrative services within the department by properly defining specific responsibilities and duties currently being assigned to non-supervisory staff to a position with authority and supervision.

What Circumstances have changed significantly since the previous budget was finalized to justify a position change request? Amongst many of the challenges that police departments are facing today, one of them is retention of competent officers. According to an article in Police1, opportunity, is one of the top reasons why police officers will leave an agency and seek employment elsewhere. For many years, bigger agencies have effectively taken advantage of more internal openings to recruit outstanding officers from smaller departments. Training for police officers is at the highest importance now more than ever, effective training can help officers better understand and respond to the needs of the community, as well as ensure their own safety. Even though we are a smaller department, I believe that we can compete with the bigger agencies, by simply having that career progression and an opportunity to have our training solely overseen by an Administrative Sergeant. To maintain the higher level of service that our Fair Oaks Ranch residents deserve, I give credence to the notion that we must act proactively versus reactively and approve the creation of the Administrative Sergeant position.

If this is a new position, please include a description of the location where the desk/work location will be located? The location of the Administrative Sergeant’s office will be Room 129, which is located in the South East corner of the police department.

Include any additional startup costs, if any (equipment, furniture, computer, phone, tablet, training, vehicles, supplies, uniforms, etc.): Uniforms - \$25.00 for rank insignia on uniforms for one (1) personnel. Training/certifications - \$800.00 cost of TCOLE required New Supervisor Training course. \$3500.00 cost of Law Enforcement Command Officer Program by the Texas Police Chiefs Association which is designed to encourage and provide comprehensive leadership development in Texas Law Enforcement’s future leaders, through a 10-course program.

Describe Why this position will, or will not, be needed in future budget years?

The city population, accompanied with the number of officers needed to provide extraordinary service to the



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Fair Oaks Ranch, TX 78015
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www.fairoaksranchtx.org

residents, is projected to grow for the prospective future. Additionally, continuous rapid growth in the area surrounding the city will increase traffic, school attendance, and call for service in general. To remain proactive in providing a higher level of service to our residents, the need for the Administrative Sergeant position is now. Our department currently has a Chief of Police and a Lieutenant who are assigned as the command staff at the department. They are responsible for the department running efficiently from the administration side down to animal control department. They assign out time sensitive tasks to non-supervisory staff members as well as to the C.I.D Sergeant as well as the Patrol Sergeants, but in doing that, it takes those sergeants away from their daily responsibilities and provides undue stress. By approving the Administrative Sergeant position, the C.I.D Sergeant and Patrol Sergeants will not have to be taken away from their daily responsibilities and can give their full attention to them. Also, the Chief of Police can focus more on insuring that the officers continue to show courage and valor when faced with difficult situations, insure that every officer maintains the integrity and respect that the residents of Fair Oaks Ranch deserve and feel honor to serve this great community. It will allow the Lieutenant to focus on hiring and retention, which ultimately leads back to recruitment, and motivate the Lieutenant to do everything in their power to help reach our vision of "To be the safest city to live, work, and visit". Approving the Administrative Sergeant position will clearly define irregular duties that are currently being assigned nonstop to non-supervisory staff will allow for proper authority and supervision. These irregular duties will consist of but not be limited to arranging and scheduling all necessary department training, assisting criminal investigations department with investigating crimes, overseeing vehicle maintenance, conducting background investigations on applicants, oversees the internship program, overseeing the purchase of department equipment, issuing assigned gear to new hires, reviewing department policy and make recommendations to the Chief of Police to insure the department is staying with in TCOLE standards, and any other duties assigned by the Chief of Police.

How do you plan to fund this position creation or reclassification increases in your budget? (Salary savings from previous or current budget year should not be used as justification of your department’s ability to fund a new position or a reclassification increase”

Upon approval of the Administrative Sergeant position, officers will be motivated because they will have another opportunity for growth within the department, and further enhancing directed leadership opportunities and essentially service to our community. The intent is to not create another pay group, and to use what we currently have established for Police Sergeant but increase the general fund to cover a new FTE. The Administrative Sergeant pay group Step 1 Salary would be estimated at \$79,164.80/annually under the 2080 hours (estimation is based on current pay schedule for FY 2023/2024).



CITY OF FAIR OAKS RANCH Position Description

Job Title:	Police Administrative Sergeant
Department:	Police Department
Pay Grade:	PD-82080
Reporting Manager:	Lieutenant
FLSA:	Non-Exempt
Salary Range:	\$38.06 - \$ 42.01 per hour (DOQ)

Overview:

Under general supervision of the Police Lieutenant this position is responsible for managing, planning, organizing, and supervising Training of all Department Personnel (sworn and non-sworn); as well as supervise the day to day operations of the Animal Control Department; coordinates activities with other divisions and departments; provides highly complex staff assistance to the Chief of Police and their designee; performs a variety of technical tasks relative to assigned areas of responsibility; and does related work as required or assigned by the Chief or their designee. This position will also oversee the field training program for newly assigned officers on patrol. In the course of their role as a Police Administrative Sergeant they will also be expected to perform daily Police Sergeant tasks including but not limited to conducting investigations, processing files, inspecting reports to ensure proper procedures are being followed, and to ensure reports are completed for accuracy.

Essential Duties and Responsibilities:

- Administrative, technical, and supervisory work related to the operation of the police department in accordance with state and local statutes and regulations.
- Directs, plans, organizes, and supervises assigned law enforcement activities including the Training and Animal Control Divisions.
- Establish schedules for the police Department to facilitate the training of personnel (sworn and non-sworn), under direction from the chief of police or their designee.
- Maintains Department training equipment, updates current training curriculum, schedules new training courses for continued education by the Texas Commission on Law Enforcement (T.C.O.L.E) as necessary.
- Conduct in-service training and write reports of performance for Corporals actively on FTO.
- Participate in personnel management activities for recruitment, preparation of work schedules, timesheets, and disciplinary action records as needed.



- Arranges and schedules all necessary Department Training including the reservation of class space, lodging, meals, and preparation of the reports necessary for the expenditures.
- Oversees in the upkeep of all department assigned vehicles.
- Assists in developing, recommending, and implementing department goals and objectives.
- Serves as the Department liaison with the Texas Commission on Law Enforcement (T.C.O.L.E) to ensure compliance with legislative mandates and current law enforcement training needs and methods.
- Assist with criminal investigations including the questioning of witnesses, complainants, depositions, crime analysis reports, statistical reports, and record management as required by court.
- Recommend improvements and modifications.
- Investigate complaints on Patrol Officers and recommends corrective action.
- Participates in budget preparation and administration.
- Share information with, cooperate, and assist other law enforcement agencies, first responders, and animal control as directed and appropriate.
- Foster good police-community relations in every interaction and strives to uphold the mission, vision, and values of the City and Police Department.
- Works with employees to correct deficiencies.
- Perform public relations activities and may act as a specialist in relation to traffic, suspect apprehension, internal affairs, direct patrol, or other specialized assignments.
- Performs background investigations of prospective employees.
- Supervise, train, and evaluate new hires during their orientation week.
- Performs other duties as assigned.

Minimum Qualifications:

- Valid Texas Class C Driver’s License
- Graduation from high school or GED equivalent is required.
- Two (2) years of experience as a sworn police officer in any jurisdiction.
- TCOLE Field Training Officer Certification or be able to obtain within 90 days of the start date in the position.
- Must complete TCOLE New Supervisor Training within 12 months of the start date in the position.
- Must successfully complete Managing Administrative Operations prior to or within 12 months of the start date in this position.

Preferred Qualifications:

- Four (4) year college degree in police science, law enforcement, criminal justice administration, public administration, or related field, from an accredited college or university.
- Intermediate Peace Office Proficiency Certification
- Supervisory experience, or experience leading a team.
- TCOLE Certified Field Training Officer



Knowledge, Skills & Abilities:

Knowledge of:

- Modern police methods and procedures including patrol, crime prevention, traffic control methods, investigations, and apprehension.
- Texas Penal Code, Texas Family Code, City ordinances, departmental regulations, TABC regulations, and law enforcement techniques.
- Principles and practices of law enforcement program development and administration
- Criminal law, with emphasis on apprehension, arrest, and custody of persons accused of misdemeanors and felonies.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in Court.
- Computer applications related to work.
- Principles of supervision and training.
- Use and care of firearms and specialized equipment.

Ability to:

- Work under general supervision; exercise initiative, professional judgement, decision making, time management, and organizations skills.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support department goals.
- Gather, assemble, analyze, and evaluate facts and evidence while drawing logical conclusions from information and make proper recommendations for action.
- Interpret, analyze, and apply laws, ordinances, departmental polices, and regulations quickly, accurately, and effectively during the course of work.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Meet and maintain established standards of physical endurance, agility, and vision requirements as set by the department.
- Meet and maintain established firearms qualification standards as set by the department.

Skilled in:

- Strong verbal and written communication skills using various tones to convey information clearly and concisely during the course of work.
- Collaborating with others to gain information, resolve problems, and garner support.
- Operating vehicles under emergency and adverse weather conditions.
- Performing with a high level of accuracy and attention to detail.
- Gaining cooperation through discussion and persuasion.



Physical Demands:

- Regularly requires sitting, talking, hearing, visual acuity to read print and digital sources, standing, walking, manual dexterity, use of hands to finger, handle, or feel objects, tools, and safety gear.
- Must be able to walk, stand, stretch, reach, climb, balance, run, bend, twist, stoop, kneel, crouch, crawl, and smell during the course of work.
- Hearing and speech to communicate in person and over the telephone, or radio.
- May require occasional lifting, carrying, dragging, or restraining individuals or animals in excess of 100lbs.
- Must have bodily mobility to make rapid transitions from rest to near maximal exertion without warm-up periods along with maintain stamina and endurance necessary in the apprehension of combative suspects.
- Able to distinguish hazardous odors.

Work Environment:

- 95% of work will be performed indoors at the office.
- 5% of work will be performed outdoors or in the field.
- Subject to outside weather conditions
- May be required to work outside of normal hours to accommodate workflow and emergency situations.
- May occasionally be exposed to wet/humid conditions, fumes, airborne particles, toxic or caustic chemicals, and other extreme conditions.

The City of Fair Oaks Ranch provides equal employment opportunities to applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

<http://www.dol.gov/ofcep/regs/compliance/posters/ofcepost.htm>.

Please note that job application deadlines will vary by position. The ability to enter and submit an application will not guarantee that the position is still open and that your application will be reviewed and considered. If you have questions regarding a specific job application deadline, please email hr@fairoaksranchtx.org (for internal candidates – contact the hiring manager).

Employee Signature

Date



CITY OF FAIR OAKS RANCH POLICE DEPARTMENT

Item #16.

INTERNAL MEMORANDUM

TIM MORING, CHIEF OF POLICE

April 1, 2024

To: Scott Huizenga, City Manager

From: Tim Moring, Chief of Police

**CC: Joanna Merrill, Director of Human Resources
Summer Fleming, Director of Finance**

Subject: Justification of additional Lieutenant position.

As part of the FY 2024-2025 budget process, The Police Department respectfully requests to approve a Police Lieutenant position. This addition is necessary to address several challenges and enhance the overall effectiveness and efficiency of our department is necessary in the on-going efforts to maintain the level of service we provide to the residents.

What Circumstances have changed significantly since the previous budgets were finalized to justify a position change request?

Currently, our police department operates with one Lieutenant who oversees all officers and sergeants. With the addition of a second Lieutenant, we can improve the span of control and provide more focused and effective supervision for our patrol, investigative, and administrative units. This structure will enable us to respond more quickly and decisively to critical incidents. The addition of a second Lieutenant will allow us to better distribute leadership responsibilities across different shifts and divisions. This helps to avoid overburdening one individual and ensures consistent oversight across all times of day and areas of responsibility.

Recent changes in laws and regulations related to policing require continuous training and updates. A second Lieutenant can help oversee these training programs and ensure our department remains compliant with legal and ethical standards. Our existing Lieutenant's workload has significantly increased due to these changing circumstances. This includes overseeing multiple units and managing complex administrative duties. An additional Lieutenant would help distribute responsibilities and prevent burnout.

Community expectations for police transparency and engagement have significantly increased. This includes the demand for community policing initiatives and more frequent interaction with residents. An additional Lieutenant would allow us to dedicate resources to community relations and public trust-building efforts. With an additional Lieutenant, our department will have more capacity to engage in proactive community policing and strategic planning. This includes developing relationships with community members, addressing neighborhood concerns, and creating initiatives that address both new and reoccurring issues within the City. Additionally, this position creates more opportunities for internal promotions and career development within our department. This can improve morale and motivation among officers, fostering a more engaged and committed team.

With an additional Lieutenant, we can allocate leadership more effectively during large-scale incidents, ensuring that resources are coordinated efficiently, and communication is clear. This leads to improved response times and outcomes in critical situations. A second Lieutenant will allow us to manage risk and ensure compliance with policies and regulations more effectively. This reduces liability for the city and enhances public trust in our department.

The addition of a second Lieutenant's position will bring numerous benefits to our police department and the community it serves. It will enhance our ability to provide professional, effective, and responsive law enforcement services, while also fostering the professional growth of our officers. I respectfully request your support in approving this vital addition to our department.

If this is a new position, please include a description of the location where the desk/work location will be.

The additional Lieutenant position will operate out of the currently unoccupied office next to the Sergeant's office.

Include any additional startup costs, if any. – Equipment, Furniture, Computer, Phone, Training, Vehicle, Supplies, Uniforms, etc.

Uniforms - \$400.00 for rank insignia on uniforms as well as office supplies..

Training/certifications - \$800/annually, current allocation per officer across the department.

Describe why this position will, or will not, be needed in future budget years.

As our city grows and evolves, so does the need for a strong and adaptable police department. Adding a second Lieutenant will enable us to better anticipate and address future challenges, positioning us for sustainable success, and ensuring we continue to provide a higher level of service to our residents.

How do you plan to fund this position creation or reclassification increase in your budget? Salary savings from the previous budget year should not be used as justification for your department's ability to fund a new position or a reclassification increase.

This additional Lieutenant position would be a new full-time position funded under the City's general fund.

Respectfully,



**Tim Moring
Chief of Police
Fair Oaks Ranch Police Department**



CITY OF FAIR OAKS RANCH

Position Description

Job Title:	Police Lieutenant
Department:	Police
Pay Grade:	PD-92080
Reporting Manager:	Police Chief
FLSA:	Exempt

GENERAL PURPOSE

Assists in the planning, organizing, coordinating and directing the City’s comprehensive police services, to include emergency management, law enforcement, animal control, and code enforcement programs; provides expert professional assistance to Police Chief in areas of law enforcement; fosters cooperative working relationships with citizen groups and other agencies on police matters.

SUPERVISION RECEIVED AND EXERCISED

Works under the guidance and direction of the Police Chief. Exercises supervision over police staff directly through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in the development and implementation of departmental goals, objectives, policies, and priorities; Direct and coordinate the activities of the Police Department personnel in protecting life and property in the absence of the Police Chief; Makes interpretations of City Regulations and various ordinances, codes and applicable laws to ensure compliance; Works closely with other City departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve community and organization problems and address special enforcement issues, and assures effective implementation; Attends council and other meetings and makes presentations as required; Identify law enforcement and crime prevention needs and priorities. Receive citizens to hear complaints, recommendations and other law enforcement functions and promote community relations; Review and revise policies and procedures as may be necessary based on legislative changes, court decisions, and direction by the Police Chief. Assists in the coordination of departmental compliance with state and federal regulations; Assists in the selection, supervision, training, and evaluation of staff; Monitors developments related to police service matters, evaluates their impact on City operations, and recommends policy and procedural improvements; Coordinates with other City Department

Heads, and with outside agencies as directed; Monitor and review all departmental activities to assure maximum utilization of resources; Prepare written reports and provide staff assistance to Police Chief; Work with the public to answer questions and provide technical information; Responds to and assists in the management of emergency events leading up to and including Emergency Operations Center (EOC) activations and serves as EOC Coordinator in the absence of the Police Chief.

PERIPHERAL DUTIES

Participate in the planning for future growth and future service needs of the City. Identify and apply for grants in aid from outside sources to expand services, or meet unfunded needs. Conducts internal investigations when appropriate and recommends corrective action as needed. Performs the duties of subordinate personnel as needed. Analyzes and recommends improvements to equipment and facilities as needed. Performs such other related duties as need/assigned.

MINIMUM EDUCATION & EXPERIENCE

Graduation from a college or university with a bachelor’s degree in police science, law enforcement, criminal justice, public administration or a closely related field; Five (5) years of experience in police work, Completion of FBI National Academy or Law Enforcement Management Institute of Texas (LEMIT), and advance peace officer training or higher; or an equivalent combination of education and experience.

KNOWLEDGE ABILITIES & SKILLS

Knowledge of:

- Principals, practices, and techniques of law enforcement, emergency management, investigations, patrol, traffic control, records management, care and custody of persons and property, community services animal control and related police services.
- Pertinent federal, state, and local law codes and regulations.
- Use and care of vehicles.
- Firearms, specialized equipment, and other modern police equipment.
- Principles and practices of organization, administration, budget development, administration, budget development, and personnel management.
- Computer applications related to work.

Ability to:

- Supervise, train, and evaluate assigned staff.
- Communicate clearly and concisely, orally and in writing.
- Attend and understand police officer training courses.
- Tolerate outside working conditions, including exposure to adverse weather conditions.
- Maintain appropriate necessary certifications, Texas driver’s license applicable to job responsibilities and good driving record.
- Use firearms and specialized equipment.

- Establish and maintain effective working relationships with subordinates, peers and supervisors.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Give verbal and written instructions.

Skills:

- Operate a vehicle under emergency conditions.
- Establish and maintain effective working relations with other law enforcement agencies, judicial officials, and the general public.
- Analyze situations and adopt a quick, effective, and reasonable course of action.
- Handle stressful and possibly hazardous situations.

SPECIAL REQUIREMENTS

Must possess, or be able to obtain by time of hire, a valid State Driver’s License without record of suspension or revocation in any state. Ability to pass and maintain physical agility standards as set by the department. Ability to qualify and maintain firearms qualifications and basic law enforcement training certification or equivalent. Texas Commission on Law Enforcement Peace Officers License required.

EQUIPMENT

Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; employee has the responsibility to conform to those ranges and limitations. Equipment may include but is not limited to: Vehicles, Firearms, Intermediate Weapon, handcuffs, Breathalyzer, Radar Equipment, Computer, Calculator, Walkie Talkie, Multi-line telephone, Copier; Fax, scanner, and Digital Camera.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; and smell. Occasionally the employee may be required to carry, lift, drag, or restrain individuals/animals. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the

duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high, precarious places, and with explosives; is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate.

SPECIAL NOTES FOR APPLICANTS

Formal application, rating of education and experience; oral interview, extensive physical agility test, extensive background testing, reference check, and other job related tests may be required.

This position description is not intended to be construed as an exhaustive list of responsibilities, duties, and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an "at-will relationship".



Date: April 18, 2024
To: Scott Huizenga, City Manager
From: John Ojeda, Lieutenant

Justification Memo: Assistant Chief Position

Summary Overview:

Assistant Chief of Police occupies the second highest position within the Fair Oaks Ranch Police Department’s command or structural hierarchy. The Assistant Chief shall report directly to the Chief of Police with accountability for various components and activities of the department as directed. The Assistant Chief shall also assist the Chief of Police in maintaining order and good discipline within the department through planning, organizing, and directing the department’s programs, activities, and personnel under his command, and he will assume all the duties and responsibilities of the Chief of Police in his absence. The Assistant Chief will also provide to the Chief of Police prompt, timely and relevant reports regarding the operations of his command responsibilities to ensure the continuous and consistent application of the department’s rules and values.

What Circumstances have changed significantly since the previous budget was finalized to justify a position change request?

As we all know we went through a bit of a rough time at the end of last year. The hiring and retention of qualified officers in one of the biggest personnel issues that police departments are now confronting. According to an article in the international Association of Chiefs of Police “Officers often cite limited opportunities to grow or “move up” as a reason for leaving their current position. This position would help tremendously with the workload that us administrators at the Police Department are starting to face daily.

If this is a new position, please include a description of the location where the desk/work location will be located?

The Assistant Police Chief position will not require an additional workspace.

Include any additional startup costs, if any (equipment, furniture, computer, phone, tablet, training, vehicles, supplies, uniforms, etc.):

New uniforms - \$280 for rank insignia on uniforms for three shirts, a class A uniform and new badge.

Training / Certification - \$800 cost of TCOLE required New Supervisor Training Course for Assistant Chiefs and above.



Describe Why this position will, or will not, be needed in future budget years?

The city population, in sync with the number of officers needed to provide exceptional services to the residents, is expected to continue to grow for the foreseeable future. Additionally, continuous rapid growth in the area surrounding the city will increase. This position will allow us to have a true second in command. It is hard to have just two administrators, one the Chief of Police and the other being the Lieutenant. This addition will ensure the public knows that if the Chief is out, they are in good hands with the Assistant Chief as a second in command.

How do you plan to fund this position creation or reclassification increases in your budget? (salary savings from previous or current budget year should not be used as justification of your department’s ability to fund a new position or a reclassification increase”

The funding for this position would be something that would have to come out of the General Fund. Grant money or a cancelled project could be a potential source of these funds. The department has been applying for more grants the past two years to get equipment to save in the funds spent by the city. These savings in equipment costs could pay for increases in salaries, Also, the City has just recently started receiving reimbursement money for the disabled veterans we have living here to help cover tax exemptions. These funds could also be used.

The study that was done two or three years ago stated that the administrators at the police department had a lot of work to do on a weekly basis. Employees could get burnt out trying to handle so many jobs. Current Administration at the Police Department are lucky to get a week off, and then come back to a back log of stuff that needs to get done. We max out our vacation time in a matter of two or three months and stop accruing leave hours for several months due to short staff and leaving one person to do two jobs for a week, let alone two weeks. An additional member of the administrative staff would lessen the workload burden on current employees, allow for reasonable time off for officers without the negative impact, and give staff members additional time to pursue other grant opportunities and training programs that will benefit the entire department.



CITY OF FAIR OAKS RANCH

Position Description

Job Title:	Assistant Chief of Police
Department:	Police Department
Pay Grade:	34
Reporting Manager:	Chief of Police
FLSA:	Exempt

Overview:

Assists the Chief of Police in management and supervision of the Boerne Police Department. Manages, plans, and coordinates the activities of the Patrol Division, Criminal Investigations Division, and Telecommunications Division and supervises the Police Captain, Lieutenant, and Sergeants.

Essential Duties and Responsibilities:

- Assists in the development and implementation of departmental goals, objectives, policies, and priorities.
- Direct and coordinate the activities of the Police Department personnel in protecting life and property.
- Makes interpretations of City regulations and various ordinances, codes, and applicable laws to ensure compliance.
- Works closely with the City Administrator, City Council, other City departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve community and organization problems and address special enforcement issues and assures effective implementation.
- Attends council and other meetings and makes presentations as required.
- Identify law enforcement and crime prevention needs and priorities. Establishes and maintains an effective community relations program, receive citizens to hear complaints, recommendations and other law enforcement functions and promote community relations.
- Reviews and revise policies and procedures as may be necessary based on legislative changes, court decisions, and direction by the Chief of Police, City Administrator and City Council.
- Coordinate departmental compliance with state and federal regulations.
- Select, supervise, train, and evaluate staff under their direct supervision or as directed by the Chief of Police.
- Monitors developments related to police service matters, evaluates their impact on City operations, and implements policy and procedural improvements.
- Coordinate with other City Departmental Heads, and with outside agencies.
- Monitor and review all departmental activities to assure maximum utilization of resources.



- Prepare and administer departmental budgets.
- Prepare written reports and provide staff assistance to City Administrator and City Council.
- Work with the public to answer questions and provide technical information.
- Maintain and implement emergency operations plan and coordinates the activities of other Emergency Services (Fire, EMS and Emergency Management). Responds to and assists in the management of emergency events leading up to and including Emergency Operations Center (EOC) activations and serves as EOC Coordinator as directed.
- Assumes the duties and responsibilities of the Chief of Police in the absence of the Chief.

Minimum Qualifications:

- Valid Texas Class C Driver’s License
- Bachelor’s Degree in police science, law enforcement, criminal justice, public administration, or a closely related field. Master’s degree preferred.
- Five (5) years of experience in police work, three years of which must have been equivalent to police sergeant or higher.
- Completion of FBI National Academy or Law Enforcement Management Institute of Texas (LEMIT)
- Advance peace officers license or higher; or an equivalent combination of education and experience.

Preferred Qualifications:

- Master’s degree in law enforcement, public administration, or related field.
- Certificate of completion from Texas Police Chief’s Association Law Enforcement Command Officers Program
- Any work-related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the specified education and experience requirements.

Knowledge, Skills & Abilities:

Knowledge of:

- Principals, practices, and techniques of law enforcement, emergency management, investigations, patrol, traffic control, records management, care and custody of persons and property, community services, animal control and related police services.
- Pertinent federal, state, local law codes and regulations.
- Use and care of vehicles.
- Firearms, specialized equipment, and other modern police equipment.



- Principles and practices of organization, administration, budget development, administration, and personnel management.
- Computer applications related to work.

Ability to:

- Supervise, train, and evaluate assigned staff.
- Meet physical requirements necessary to perform the assigned duties safely and effectively.
- Communicate clearly and concisely, orally and in writing.
- Use firearms and other modern police equipment.
- Establish and maintain effective working relationships with subordinates, peers, and supervisors.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Give verbal and written instructions.
- Tolerate outside working conditions, including exposure to adverse weather conditions.
- Maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities.
- Prepare and administer departmental budget.

Skilled in:

- Operate a vehicle under emergency conditions.
- Establish and maintain effective working relations with other law enforcement agencies, judicial officials, and the general public.
- Analyze situations and adopt a quick, effective, and reasonable course of action.
- Handle stressful and possibly hazardous situations.

Physical Demands:

- Regularly requires sitting, talking, hearing, visual acuity to read print and digital sources, standing, walking, manual dexterity, use of hands to finger, handle, or feel objects, tools, and controls.
- Must be able to walk, stand, stretch, bend, twist, stoop, kneel, and operate equipment.
- Hearing and speech to communicate in person and over the telephone.
- May require frequent lifting, lowering, pushing, pulling, or moving 20-30 lbs. and occasionally up to 50 lbs.
- Occasionally the employee may be required to carry, lift, drag, or restrain individuals/animals.
- The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; and smell.



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

Item #16.

Work Environment:

- 75% of work will be performed indoors at the office
- 25% of work will be performed outdoors or in the field.
- Subject to outside weather conditions
- The employee occasionally works near moving mechanical parts, in high, precarious places, and with explosives; is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The City of Fair Oaks Ranch provides equal employment opportunities to applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

<http://www.dol.gov/ofccp/regs/compliance/posters/ofccpost.htm>.

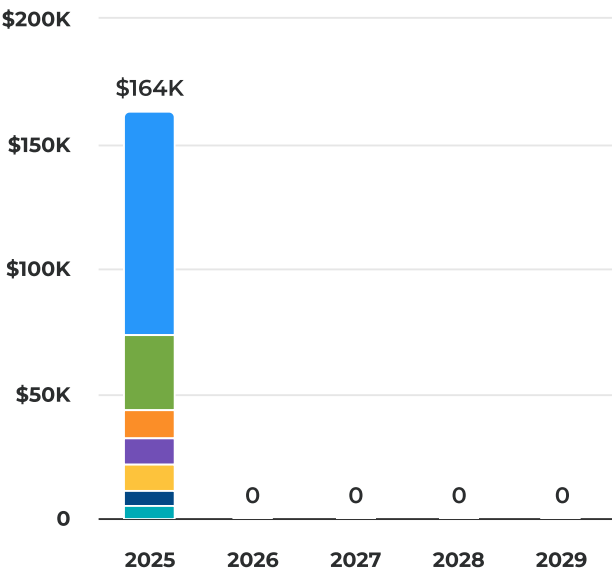
Please note that job application deadlines will vary by position. The ability to enter and submit an application will not guarantee that the position is still open and that your application will be reviewed and considered. If you have questions regarding a specific job application deadline, please email hr@fairoaksranchtx.org (for internal candidates – contact the hiring manager).

Employee Signature

Date

Maintenance

FY25 Maintenance Projects



2025 Ford F-350 Diesel 4x4 dually 4-door	\$90,000	55.05%
2025 Ford Explorer (Admin)	\$30,000	18.35%
Permanent Radar Signs (2)	\$11,000	6.73%
2025 PJ Tilt trailer (16')	\$11,000	6.73%
Walk In Cooler	\$10,000	6.12%
Temporary Radar Signs (2)	\$6,000	3.67%
Graco GrindLazer DC89	\$5,500	3.36%

Summary of Requests

Category	FY2025	FY2026	FY2027	FY2028	FY2029	Total
2025 Ford F-350 Diesel 4x4 dually 4-door	\$90,000	\$0	\$0	\$0	\$0	\$90,000
2025 Ford Explorer (Admin)	\$30,000	\$0	\$0	\$0	\$0	\$30,000
Permanent Radar Signs (2)	\$11,000	\$0	\$0	\$0	\$0	\$11,000
2025 PJ Tilt trailer (16')	\$11,000	\$0	\$0	\$0	\$0	\$11,000
Walk In Cooler	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Temporary Radar Signs (2)	\$6,000	\$0	\$0	\$0	\$0	\$6,000
Graco GrindLazer DC89	\$5,500	\$0	\$0	\$0	\$0	\$5,500
Total Summary of Requests	\$163,500	\$0	\$0	\$0	\$0	\$163,500

2025 Ford Explorer (Admin)

Overview

Request Owner	Jimmy Washer, Maintenance Supervisor
Department	Maintenance
Type	Other

Request Description

We need this vehicle for administration, so they can use it to go to conferences and meetings. The current one is no longer reliable, especially for long-distance trips.

Details

Fleet Status Replacement of an existing vehicle - existing vehicle will be either repurposed to another department or auctioned

Capital Cost Detail
NA

Operational Costs Detail
NA

Additional Information
NA

Capital Cost

FY2025 Budget **\$30K** Total Budget (all years) **\$30K** Project Total **\$30K**

Detailed Breakdown

Category	FY2025 Requested	Total
Vehicle Cost	\$30,000	\$30,000
Other	\$0	\$0
Add-on Equipment	\$0	\$0
Outfitting Cost	\$0	\$0
Total	\$30,000	\$30,000

Funding Sources

FY2025 Budget **\$30K** Total Budget (all years) **\$30K** Project Total **\$30K**

Detailed Breakdown

Category	FY2025 Requested	Total
General Fund ERF	\$20,700	\$20,700
Governmental Operations	\$9,300	\$9,300
Total	\$30,000	\$30,000

2025 Ford F-350 Diesel 4x4 dually 4-door

Overview

Request Owner Jimmy Washer, Maintenance Supervisor

Department Maintenance

Type Other

Request Description

The maintenance department has been growing and so has drainage. We are looking to add an F-350 to the fleet, mostly for the drainage crew to haul the heavy equipment around from job to job. Diesel is a must because the heavy equipment puts a strain on a gas truck. The 4-door is desired so the drainage crew can ride in one truck, freeing up another truck for other crews.

Details

Fleet Status New addition to the fleet

Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
\$90K	\$90K	\$90K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Vehicle Cost	\$90,000	\$90,000
Total	\$90,000	\$90,000

Funding Sources

FY2025 Budget **\$90K** Total Budget (all years) **\$90K** Project Total **\$90K**

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Governmental Operations	\$90,000	\$90,000
Total	\$90,000	\$90,000

2025 PJ Tilt trailer (16')

Overview

Request Owner Jimmy Washer, Maintenance Supervisor

Department Maintenance

Type Other

Request Description

This trailer will be used for streets to haul around the new fog seal machine. We currently have to drive this machine to the job and that is alot of wear and tear on the equipment.

Details

Equipment Status This is a new addition

Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
\$11K	\$11K	\$11K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Equipment Cost	\$11,000	\$11,000
Total	\$11,000	\$11,000

Funding Sources

FY2025 Budget **\$11K** Total Budget (all years) **\$11K** Project Total **\$11K**

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Governmental Operations	\$11,000	\$11,000
Total	\$11,000	\$11,000

Graco GrindLazer DC89

Overview

Request Owner Jimmy Washer, Maintenance Supervisor

Department Maintenance

Type Other

Request Description

We need this piece of equipment to remove thermoplastic from the streets when we get ready to do a new treatment. This will improve the smoothness on the road and save time over using the skid steer. This machine does a better job than the milling head that we use now. The milling head digs too deep and scars up the road while the thermoplastic remover leaves a smooth finish and helps prep the road for the next road treatment. We could also use this machine for grinding and leveling spots in concrete that may cause a tripping hazard on sidewalks (rare) but we do see this sometimes.

Details

Equipment Status This is a new addition

Supplemental attachments

 [Quote](#)

Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
\$5.5K	\$5.5K	\$5.5K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Equipment Cost	\$5,500	\$5,500
Total	\$5,500	\$5,500

Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
\$5.5K	\$5.5K	\$5.5K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Governmental Operations	\$5,500	\$5,500
Total	\$5,500	\$5,500



Quote

Centerline Supply, Inc.
9484 Corporate Dr.
Selma, TX 78154
United States
P: (210) 224-4600

Quote Number: QTE0034767

Quote Date: 05/30/24

Prepared By: rreynosa

Sales Rep: RREYNOSA

BILL TO:

FAIR OAKS RANCH, CITY OF
7286 DIETZ ELKHORN
FAIR OAKS RANCH TX 78015

SHIP TO:

FAIR OAKS RANCH, CITY OF
7286 DIETZ ELKHORN
FAIR OAKS RANCH TX 78015

Notes: BUY BOARD #703-23

Customer P.O.	Ship VIA	Terms	Shipping Terms		
	CPU	NET30	CPU		
Item Number	Ordered	Unit	Price	Extended Price	
51 26A-590	1	EA	\$5,295.00	\$5,295.00	
50C [E] GRINDER- GRINDLAZER DC89 W/FINE FINISH TUNGSTEN DRUM					

Quotations are valid for 30 days from the date of quotation.

Signature: _____

Printed Name: _____

Net Order:	\$5,295.00
Discount %	0%
Less Discount:	\$0.00
Freight:	\$0.00
Sales Tax:	\$0.00
Order Total:	\$5,295.00

WE NOW OFFER CUSTOM VINYL DECALS, FLEET GRAPHICS, WINDOW PRINT FILMS, AND MORE!

1.5% FINANCE CHARGE FOR INVOICES OVER 30 DAYS. Terms & Conditions Apply.

CENTERLINE SUPPLY, INC. - PHONE (210) 224-4600 - SASALES@CLSUSA.COM

Permanent Radar Signs (2)

Overview

Request Owner Jimmy Washer, Maintenance Supervisor

Department Maintenance

Type Other

Request Description

Two permanent radar signs for Keeneland Dr. This will help drivers slow down and keep the public safe.

Details

Equipment Status This is a new addition

Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
\$11K	\$11K	\$11K

Detailed Breakdown

Category	FY2025 Requested	Total
Equipment Cost	\$11,000	\$11,000
Total	\$11,000	\$11,000

Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
\$11K	\$11K	\$11K

Detailed Breakdown

Category	FY2025 Requested	Total
Governmental Operations	\$11,000	\$11,000
Total	\$11,000	\$11,000



Temporary Radar Signs (2)

Overview

Request Owner Jimmy Washer, Maintenance Supervisor

Department Maintenance

Type Other

Request Description

Post Oak Trail was completely reconstructed. Now there are complaints about people speeding. These signs will hopefully help slow the traffic down and we will be able to use them in other problem areas around the city.

Details

Equipment Status This is a new addition

Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
\$6K	\$6K	\$6K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Equipment Cost	\$6,000	\$6,000
Total	\$6,000	\$6,000

Funding Sources

FY2025 Budget **\$6K** Total Budget (all years) **\$6K** Project Total **\$6K**

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Governmental Operations	\$6,000	\$6,000
Total	\$6,000	\$6,000

Walk In Cooler

Overview

Request Owner Jimmy Washer, Maintenance Supervisor

Department Maintenance

Type Other

Request Description

A new walk-in cooler is needed. The current one requires constant maintenance to keep it running.

Details

Equipment Status This will replace an existing piece of equipment (enter additional information below)

Information regarding equipment being replaced The current walk in cooler

Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
\$10K	\$10K	\$10K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Equipment Cost	\$10,000	\$10,000
Total	\$10,000	\$10,000

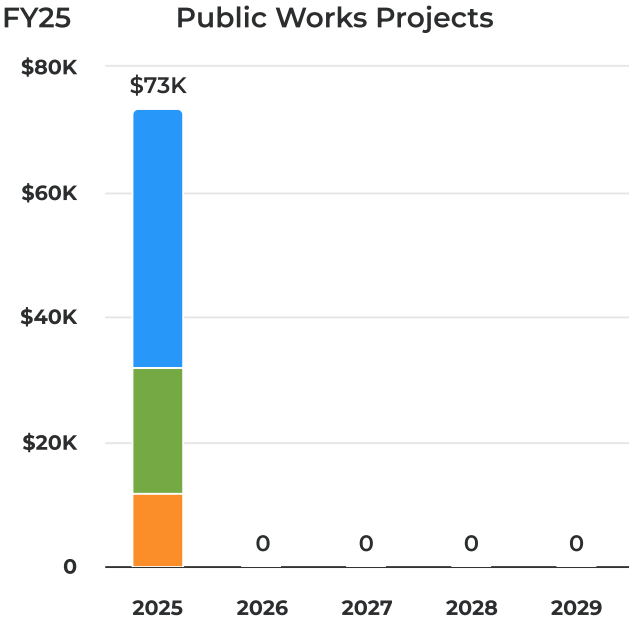
Funding Sources

FY2025 Budget **\$10K** Total Budget (all years) **\$10K** Project Total **\$10K**

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
General Fund ERF	\$6,000	\$6,000
Governmental Operations	\$4,000	\$4,000
Total	\$10,000	\$10,000

Public Works



- Public Works Infrastructure Inspection Truck **\$41,600** 56.71%
- Message Board Trailer (split with Utility) **\$20,000** 27.27%
- Water Tanker Trailer (1025 Gallon) **\$11,750** 16.02%

Summary of Requests

Category	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Public Works Infrastructure Inspection Truck	\$41,600	\$0	\$0	\$0	\$0	\$41,600
Message Board Trailer (split with Utility)	\$20,000	\$0	\$0	\$0	\$0	\$20,000
Water Tanker Trailer (1025 Gallon)	\$11,750	\$0	\$0	\$0	\$0	\$11,750
Total Summary of Requests	\$73,350	\$0	\$0	\$0	\$0	\$73,350

Message Board Trailer (split with Utility)

Overview

Request Owner Steven Fried, Water Supervisor
Department Public Works
Type Other

Request Description

This message board will be used by multiple departments (Utilities, Maintenance, PD, HR and the City Secretary) for communication purposes. Primarily, the reason for my justification is alerting the public to water service interruptions and road closures. We have become reliant on the use of these to get information out to the public, which in turn minimizes complaints by keeping residents informed. They have proven to be very effective tools, and we often do not have enough of them when multiple projects are going on at the same time. Currently, we have two and we are seeking a third.

Examples of usage. Road closures, street repairs, water service interruptions, winter sewer averaging, city events, election information, no fireworks message, etc.

Details

Equipment Status This is a new addition

Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
\$20K	\$20K	\$20K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Equipment Cost	\$20,000	\$20,000
Total	\$20,000	\$20,000

Funding Sources

FY2025 Budget **\$20K** Total Budget (all years) **\$20K** Project Total **\$20K**

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Governmental Operations	\$10,000	\$10,000
Wastewater Operations	\$5,000	\$5,000
Water Operations	\$5,000	\$5,000
Total	\$20,000	\$20,000



All Traffic Solutions Inc.
14201 Sullyfield Circle,
Ste 300
Chantilly, VA 20151
Phone: 814-237-9005
Fax: 814-237-9006
DUNS #: 001225114
Tax ID: 25-1887906
CAGE Code: 34FQ5

QUOTE Q-60821

DATE: 01/19/2022

PAGE NO: 1

Mail Purchase Orders to:
3100 Research Dr.
State College, PA
16801

Questions contact:
MANUFACTURER:
All Traffic Solutions
Jim Fink
7202339573
x
jfink@alltrafficsolutions.com

Independent Sales Rep:

Contract:
TX-BuyBoard608-20

BILL TO:

City of Fair Oaks Ranch PW-TX
7286 Dietz Elkhorn
Fair Oaks Ranch TX 78015

SHIP TO:

City of Fair Oaks Ranch PW-TX
7286 Dietz Elkhorn
Fair Oaks Ranch TX 78015
Attn: Julio Colunga

Billing Contact:

PAYMENT TERMS:
Net 30

CUSTOMER: City of
Fair Oaks Ranch PW-TX

CONTACT:(210) 698-0900 ext, 0

Table with 5 columns: ITEM NO, DESCRIPTION, QTY, EACH, EXT. PRICE. Contains 8 rows of item details including SpeedAlert 24 Radar Message Sign, Traffic Suite, and various trailers and strobes.

Special Notes:

SpeedAlert24 Radar/Message Trailer with 90-Watt Solar panel- All features activated perpetually (Bluetooth - Data - and Imaging) - 1 year of web services (TraffiCloud) to all 6 Apps (Remote Management - Imaging - Data - Alerts, Mapping and Premier Care warranty) - shipping and training. Red/Blue Strobe

SALES AMOUNT: \$17,824.20

TOTAL USD: \$17,824.20

Public Works Infrastructure Inspection Truck

Overview

Request Owner	Lee Muniz, Manager of Engineering Services
Department	Public Works
Type	Other

Request Description

Staff members are currently investigating infrastructure construction in a repurposed Police Ford Explorer. The investigations are frequently on un-constructed streets or undeveloped sites, which could require high clearance and off-road capability. After rain events, investigations are also required, but with the current vehicle, it is difficult to conduct investigations due to off-road limitations. The requested vehicle would eliminate the off-road limitations that are required on a daily basis and replace an aged vehicle.

Images



New 2024 Ford Ranger 4x4

Details

Fleet Status Replacement of an existing vehicle - existing vehicle will be either repurposed to another department or auctioned

Replacement and Repurposing Information n/a

Capital Cost Detail
 Cost for vehicle is a 2024 Ford Ranger 4x4 with electronic-locking rear axle from ford dealership. Outfitting is for new 48-inch emergency light bar.

Supplemental attachments



Ford Ranger 4x4 Estimated Cost

Ford Website estimated cost for a 2024 Ford Ranger 4x4

Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
\$41.6K	\$41.6K	\$41.6K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Vehicle Cost	\$41,000	\$41,000
Outfitting Cost	\$600	\$600
Total	\$41,600	\$41,600

Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
\$41.6K	\$41.6K	\$41.6K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
General Fund ERF	\$30,000	\$30,000
Governmental Operations	\$11,600	\$11,600
Total	\$41,600	\$41,600

Water Tanker Trailer (1025 Gallon)

Overview

Request Owner Brandon Garrettson, Wastewater Supervisor

Department Public Works

Type Other

Request Description

The water tanker will be used by the wastewater, water and maintenance departments. This trailer has a pump and hose attachment that allows us to clean our sewer lift stations, and various tanks at the wastewater treatment plant. The water department uses this on almost every water main break to clean up and hose mud/dirt off the streets. Maintenance uses it often to irrigate newly groomed drainage ditches, and to clean spills, debris off streets.

Details

Equipment Status This will replace an existing piece of equipment (enter additional information below)

Information regarding equipment being replaced This water tank trailer will replace the current water trailer that has been in our fleet for 25 years. The chassis and axles are in poor condition, making it difficult to pull without putting stress on the towing vehicle. The tank is also in poor shape and has had several leaks repaired over the years.

Supplemental attachments



Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
\$11.8K	\$11.8K	\$11.8K

Detailed Breakdown

Category	FY2025 Requested	Total
Equipment Cost	\$11,750	\$11,750
Total	\$11,750	\$11,750

Funding Sources

FY2025 Budget Total Budget (all years) Project Total
\$11.8K **\$11.8K** **\$11.8K**

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Governmental Operations	\$5,875	\$5,875
Wastewater Operations	\$2,938	\$2,938
Water Operations	\$2,938	\$2,938
Total	\$11,750	\$11,750

Express Water Wagon Systems



550 Gallons



800 Gallons

REFER TO PRICE LIST FOR CURRENT PRICING



1,025 Gallons



1,600 Gallons

Part No.	Complete Sprayer Assembly
EXP-550L-S	550 Gal. Express Water Wagon DOT approved trailer with elliptical baffled leg tank, 4 hp Honda engine and Tsurumi pump, galvanized suction and discharge manifold, suction hose, 25' fire hose and nozzle, anti-siphon fill, galvanized spray bar, surge brakes
EXP-550L-E	Same as above with electric brakes
EXP-550L-SDP	550 Gal. Express Water Wagon DOT approved trailer with elliptical baffled leg tank, 4 hp Honda engine and Tsurumi pump, galvanized suction and discharge manifold, suction hose, 25' fire hose and nozzle, anti-siphon fill, galvanized spray bar, surge brakes; 3,000 PSI triplex pressure washer pump and 5 hp Honda engine with trigger gun and 25' hose, hand crank hose reel on swivel mount
EXP-800-S	800 Gal. Express Water Wagon DOT approved trailer with 4 hp Honda engine and Tsurumi pump, galvanized suction and discharge manifold, suction hose, 25' fire hose and nozzle, anti-siphon fill, galvanized spray bar, surge brakes (does not require CDL in most states)
EXP-1025	1,025 Gal. Express Water Wagon DOT approved trailer with 4 hp Honda engine and Tsurumi pump, galvanized suction and discharge manifold, suction hose, 25' fire hose and nozzle, anti-siphon fill, galvanized spray bar, surge brakes
EXP-1025-PW	1,025 Gal. Express Potable Water Wagon DOT approved trailer with 2" Banjo poly pump and 5 hp Honda engine, black "algae resistant" poly tank. All hose and plumbing are FDA approved for potable water, anti-siphon fill, surge brakes
EXP-1600	1,600 Gal. Express Water Wagon DOT approved trailer with 4 hp Honda engine and Tsurumi pump, galvanized suction and discharge manifold, suction hose, 25' fire hose and nozzle, anti-siphon fill, galvanized spray bar, electric brakes, tandem axle.
EXP-2010	2,100 Gal. Express Water Wagon DOT approved trailer with 4 hp Honda engine and Tsurumi pump, galvanized suction and discharge manifold, suction hose, 25' fire hose and nozzle, anti-siphon fill, galvanized spray bar, electric brakes, tandem axle.

www.WylieSprayers.com

550 Gallon Express Water Wagon

For dust abatement, fire protection, landscape watering, concrete saws, etc.

Our best seller! The 550 gallon elliptical leg tank, with baffles, provides a wide stance, and lower center of gravity for safer towing. The Express Water Wagon is loaded with standard features such as galvanized suction and discharge manifold, galvanized spray bar, 20' fill hose, fire hose and nozzle, and side watering nozzle.



(Choose 1 item from each block)

Part No.	Trailer Assembly
W1245LWT-S	550 gallon leg tank, baffled, mounted on heavy duty trailer, tandem surge brakes, Diamond Tread fenders, lights (DOT approved)
W1245LWT-E	550 gallon leg tank, baffled, mounted on heavy duty trailer, tandem electric brakes, Diamond Tread fenders, lights (DOT approved)
W1245LWT	550 gallon leg tank, baffled, mounted on heavy duty trailer, no brakes (not DOT approved)
Part No.	Spray Bar
SPRAYBAR-EXP-500R2	25' swath spray bar w/ flood nozzles
Part No.	Pump
81570EP	2" x 4 hp Tsurumi aluminum pump w/ Honda engine, 140 gpm w/ Galv. fittings, inlet & outlet manifold kit
THP-4070HA	5.5 hp Honda, Tsurumi high pressure pump kit, 100 psi
Part No.	Options
EXP-500-FH	Fire Hose Reel Assembly - 50'x1" hose on hand crank hose reel, mounted on 180° swivel, with fire nozzle
W1245FILL3	Anti-Siphon Fill Kit for 550 Gal. Water Trailer (not available for W1245LWT)
81570-FILL	Fire hydrant and pond fill kit
W5307-FAN	Side Watering Kit - up to 15' swath
BMX25QC	25' Fire hose kit w/quick couplers
EXP-500-FH-100	Fire hose reel kit w/1" x 100' hose
84503	25', 3/4" hose with trigger gun
09557-81	3" ID Pintle ring hitch
15791-81	2 5/16" ball hitch
16825-95	2" ball hitch
EXP-HANDREMOTE	12 Volt EVX100FP electric valve with Hand Remote Kit

REFER TO PRICE LIST FOR CURRENT PRICING

Ind./Rental

Specifications:	
Tank.....	550 gallon elliptical leg tank
Frame.....	6" channel iron
Axles.....	tandem slipper spring
Wheels.....	15 x 6, 6 hole, 5 1/2" bolt circle
Tires.....	ST225/75D15
Wheel Track.....	72"
Height.....	58" (w/ fill kit - 66")
Length.....	161"
Width.....	79" (with fenders)
Weight.....	1,800 lb (empty)
Hitch.....	height adjustable, 2"
GVWR.....	6,000 lb

www.WylieSprayers.com

MEMORANDUM

Date: April 22, 2024

To: Scott Huizenga, City Manager

From: Grant Watanabe, Director of Public Works & Engineering Services

CC: Joanna Merrill, Director of Human Resources & Communications
 Summer Fleming, Director of Finance
 Carole Vanzant, Assistant City Manager

Subj: **Justification for New FTE Position – Project Manager**

As part of the FY2024-2025 budget process, the Public Works Department respectfully requests to add a new FTE position (Project Manager) to our organization. The position is necessary to support the large bond program and other CIP/SAP projects starting construction in FY2024-2025 and beyond.

• What circumstances have changed significantly since the previous budgets were finalized to justify a position change request?

In February of this year, the City Council authorized a bond election for up to \$16 million in road improvements. The City Council will also consider \$2.2 million in bonds for drainage improvements, \$13.9 million in bonds for water improvements and \$7.2 million in bonds for wastewater improvements during the budget cycle. While current staff have been able to manage many of the smaller projects recently completed or soon to be completed, the many large and complex projects exceed staff bandwidth and capability. These include Tivoli Way Drainage Improvements (\$1.3 million), Old Fredericksburg Waterline Replacement (\$468 thousand), Willow Wind/Red Bud Hill and Rolling Acres Trail Waterline Replacement (\$1.34 million), Dietz Elkhorn East Reconstruction (\$3.5 million), Plant 5 Ground Storage Tank (\$1.4 million), WWTP Phase 1 Expansion (\$5M), and the Community Center (\$2.5 million). In addition, many other projects are expected to start design in FY25, including the Ammann Rd. Reconstruction (\$6.4 million), and Cojak Circle Manhole and Sewer Upgrade (\$650 thousand).

A dedicated Project Manger is needed to manage these projects from design, construction, acceptance and project close-out. This includes assistance with consultant selection, design scope negotiation, reviewing construction plans and specifications, reviewing cost estimates, assisting the Procurement Manager during the bid phase, conducting kick-off and progress meetings with contractors, coordinating any outages or road closures, providing regular updates and notification to HR & Comm. for posting, negotiating change orders, routine inspections, managing project budgets and schedules, reviewing and/or approving invoices, handling complaints or citizen inquiries, bond program management and reporting, and ensuring the city gets what it paid for.

Poor or lack of contractor oversight is costly. For example, the City Hall Renovation was originally expected to take 6 months to complete but eventually took over 12 months. It cost the City

\$3,087.97 per month to continue leasing the doublewide. In another example, the Dewatering Press was originally expected to be completed in February 2023, but was delayed until May. Each month of delay costs the utility \$30,000 in sludge hauling costs. Extended delays also impact our residents and customers whenever road closures or utility outages are involved. The success of this bond program, and perhaps resident willingness to support future bond programs, is dependent upon the City delivering projects on-time, on-budget and with the least impact to residents as possible. And where there is unavoidable impact, clear and concise communication prior to and during construction activities will be imperative.

• If this is a new position, please include a description of the location where the desk/work location will be.

The new FTE would be located in the last vacant cubicle in Engineering.

• Include any additional startup costs, if any. o Equipment, Furniture, Computer, Phone, Training, Vehicle, Supplies, Uniforms, etc.

Computer-\$2500

Office Phone-\$300

Cell Phone-\$1000

Training/cert/conference-\$1000

Supplies/Uniform-\$300

• Describe why this position will, or will not, be needed in future budget years?

The position will be needed for the foreseeable future as bond funding is expected to be available over the next seven years. Three tranches are planned (2024, 2026, 2028) with debt proceeds available for expenditure for three years after each issuance. The need for the new position will not go away as our city grows and existing infrastructure ages. Future project needed in the next decade include the WWTP Phase 2 Expansion (\$11 million), Dietz Elkhorn West Reconstruction (\$7 million) and others identified in the Water, Wastewater and Reuse Master Plan as intermediate and long-term investments. City build-out is not expected to occur until the 2070 timeframe per staff projections.

• How do you plan to fund this position creation or reclassification increases in your budget? o Salary savings from the previous budget year should not be used as justification for your department’s ability to fund a new position or a reclassification increase.

This position will be funded by bond proceeds. Each project cost estimate includes 5% for management and the Project Manager will charge his or her time to each project as appropriate.

If not supported, the City will need to leverage our General Engineering Consultant, On-Call Consultants or other Project Management firm to provide the necessary project management support. Based on On-Call Consultant rates approved in 2022, the labor rate for a Project Manager ranges from \$150-\$250 per hour depending on the consultant. In comparison, the rate for a new FTE is expected to be \$50-\$60 per hour, inclusive of pay and benefits. Another benefit of having an

in-house Project Manager is the ability to adjust their priorities as needed, provide access to the City network and other resources, and hold them directly accountable for project performance.

Position Description

Under the general direction of the Manager of the Engineering Services the primary responsibilities are to assist with managing Capital Improvement Program (CIP) and non-CIP projects such as infrastructure projects (roads, multimodal paths, drainage, facilities, water, wastewater, and other utilities). The position is responsible for the success of these projects by monitoring consultants, contractors, and all parties involved with each individual assignment. The individual assists with the reviews of design plans and specifications, project manuals, reports, and other documents pertaining to the jobs and in accordance with City Standards and Ordinances. This title also identifies and resolves issues on the job site in order to meet project goals and objectives which is achieved through allocating resources, facilitating project solutions, identifying and mitigating risk, and promoting team cohesion. Exercises no direct reports.

Minimum Qualifications:

- Bachelor's Degree from an accredited four-year college or university in Engineering, Construction Science, Construction Management or related field. Or, five (5) years of equivalent combination of training and work experience as a Project Manager in the same level of responsibility at a city of larger or similar size, may be substituted for required education.
- Three (3) years of work-related experience in capital projects or construction related experience public.
- Valid Class 'C' Texas Driver's License.

Preferred Qualifications:

- Project Management Professional (PMP) certification
- One (1) year of public engagement experience
- Two (2) years of municipal engineering or public works experience.

Essential Job Functions

- Delivers projects from pre-planning through close-out
- Provides project management and coordination of design and/or construction of CIP and non-CIP projects, to include, but not limited to, selecting consultants, assisting in contract negotiations, quality assurance, reviewing of construction plans and specifications, reviewing cost estimates, negotiating change orders, preparing and tracking schedules, managing project budgets, reviewing pay requisitions, etc.
- Assisting with development of City's 5-year CIP;
- Serves as a liaison for citizens, businesses, and construction company representatives to inform and facilitate solutions to problems.
- Prepares and distributes notices to citizens and businesses who will be impacted by project construction.

- Researches and recommends solutions to project related problems that may cause citizen inconvenience.
- Responds to citizen complaints and inquiries concerning capital projects.
- Visits construction sites on a regular basis to monitor project progress.
- Compiles and maintains project information and data, including current project status and construction design.
- Ensures deliverable meet Engineer Department's standards, regulatory compliance, and permitting requirements.
- Identify and address risk to schedule, budget or performance with parties involved and engage management as necessary to resolve issues and mitigate risks before impacting project delivery.
- Coordinate with inspectors, design engineers, consultants, and contractors to resolve issues found during construction.
- Coordinate with Engineering Department personnel to conduct pre-construction field walks, review plans, resolve design issues, utility conflicts, and other issues as required.
- Review and recommend approval of change orders for condition changes, quality changes, reasonable costs and appropriate solutions to issues found during project construction
- Plans, prepares, and conducts public meetings held during and after regular work hours.
- Assist with the QA/QC process of the plan review to promote a thorough review.
- Monitors time and dollar expenditures to ensure projects and budgets meet established targets.
- Reviews policies and procedures to ensure that City policies are followed.
- Reconciles conflicts within and between staff regarding resources, deadlines, and standards.
- Maintains responsibility for the overall success of assigned projects.
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Coordinates, reviews and monitors capital improvement projects as assigned, including completing the review designs prepared in-house, and/or prepared by private consultants, prioritize capital projects and establish appropriate deadlines;
- Reviews plans to identify design problems and compliance to standards, including reviewing and interpreting plans, specifications and proposals prepared by private consultants, engineers and contract workers, and when appropriate, make recommendations for changes to plans and specifications;
- Assists with the planning, organization, development, and implementation of the Department's capital projects to include managing budget and schedule projects for systematic construction, maintenance, upgrading and replacement of physical assets as well as for execution of environmental protection initiatives;
- Contributes to the administrative monitoring of projects to ensure adherence of projects assuring construction scheduled, budgets and grant mandated spend rates are met;
- Assists in administrative duties. Involves: Directs the review of engineering calculations, studies and reports. Coordinate with utility companies and/or contractors the relocation of utilities and new utility service requests. Enforce safety rules and regulations.

- Assists in supervising and inspecting assigned projects under contract, including developing and directing punch list inspections; preparing progress reports and presentations to management and staff; directing the inspection of all warranty items and manage the warranty period; manage, track and prepare closeout documents;
- Confers with consultants on capital projects to optimize labor and materials allocation and usage and minimize operating costs and disruption of work of facility occupants;
- Contributes to the drafting of grant proposals as assigned for specific tasks, program objectives, funding position statements and master plans; Verify funding for project scope changes during design phases;
- Audits project costs and schedules for adherence to funding and completion requirements;
- Engages in project cost tracking, as assigned by manager, ensuring projected project costs are within the approved budget and variances are identified, addressed and accurately reported;
- Coordinate all necessary project meetings including; pre-design, design, pre-construction, construction job progress meetings and others, as necessary.
- Prepares and presents projects to City Council, and City boards and commissions, when necessary;

Knowledge, Skills, and Abilities

- Knowledge of basic construction procedures, techniques, terminology, and engineering design.
- Knowledge of plan preparation and design.
- Highly competent in the use of Microsoft Office suite of programs including Word, Excel, and PowerPoint.
- Ability to plan, organize, coordinate, direct, review, and evaluate performance of multiple resources, consulting engineers, contractors, and others involved in CIP and non-CIP projects
- Ability to communicate clearly and effectively through written and oral communication skills.
- Ability to plan, prepare, and conduct presentations to large and small groups.
- Ability to establish and maintain effective working relationships with City staff and the general public.
- Excellent interpersonal and conflict resolution skills, and the ability to deal tactfully with a diverse group of people in a professional manner in a complex organization.
- Ability to read and comprehend construction plans, estimates, and specifications.
- Ability to exercise flexibility in accommodating shifting priorities, demands, and schedules.
- Ability to organize and monitor time and dollar expenditures for tasks performed.
- Ability to handle multiple assignments, meeting established deadlines.
- Ability to negotiate costs and proposals requested
- Ability to effectively collaborate with, and lead, stakeholders and construction team in the development, design, and implementation of construction projects.
- Strong understanding of construction industry contracting practices and processes.

MEMORANDUM

Date: April 21, 2024

To: Scott Huizenga, City Manager

From: Grant Watanabe, Director of Public Works & Engineering Services

CC: Joanna Merrill, Director of Human Resources & Communications
 Summer Fleming, Director of Finance
 Carole Vanzant, Assistant City Manager

Subj: **Justification for New FTE Position – Planner**

As part of the FY2024-2025 budget process, the Public Works Department respectfully requests to add a new FTE position (Planner) to our organization. The position is necessary to support increasing short and long-term planning requirements that current staff does not have the bandwidth to support. The alternative, although more costly, is to increase our planning consultant's budget for the foreseeable future.

• What circumstances have changed significantly since the previous budgets were finalized to justify a position change request?

On March 16, 2023 the City Council decided to conduct a yearly review of the City's major planning tools starting in October. These tools include our Comprehensive Plan, Major Thoroughfare Plan, UCD, Future Land Use Map and Zoning Map, Master Plans, 5-year CIPs, and the Strategic Action Plan. Each undertaking will require multiple Council workshops and presentations, special meetings, public meetings or townhalls, coordination with P&Z, CIAC or other advisory committees, public hearings and ordinance amendments to implement. While it is unlikely that an in-depth review of all tools would occur each year, any one of these will require months of effort. The UDC amendment alone may take one year to review and adopt the priority subjects/topics that the P&Z has or will be identifying. Current staff does not have the bandwidth to support these new requirements.

Without the one additional FTE, the city will need to increase our planning consultant's budget for the foreseeable future. We currently budget an average of \$100k/year for planning services and would likely need to increase this to \$200k/year. In addition, our planning consultant currently attends 1-2 in-person meetings per month (P&Z regular and special meetings) and would likely need to increase this to 3-4 in-person meetings per month (P&Z regular and special meetings, City Council regular and special meetings, public meetings and townhalls). The Public Works Department respectfully requests this new FTE be approved in the FY2024-2025 budget cycle, with the goal of minimizing future planning consultant costs (transition needed).

• If this is a new position, please include a description of the location where the desk/work location will be.

The new FTE would be located in the empty cubical in PW area.

• **Include any additional startup costs, if any. Equipment, Furniture, Computer, Phone, Training, Vehicle, Supplies, Uniforms, etc.**

Computer-\$2500

Office Phone-\$300

Cell Phone-\$1000

Training/cert/conference-\$2000

Supplies/Uniform-\$300

• **Describe why this position will, or will not, be needed in future budget years?**

The position will be needed for the foreseeable future as development is still occurring (build-out is still 10-20 years away) and review of planning tools will occur at more regular intervals. The need for the new position will not go away.

• **How do you plan to fund this position creation or reclassification increases in your budget? o Salary savings from the previous budget year should not be used as justification for your department's ability to fund a new position or a reclassification increase.**

New requirements are driving the need for this position. By establishing this new position, the cost for planner consultant services can be reduced to some degree initially. It will take some time for any new hire to become familiar with all of our planning and growth management tools, the city's vision and past history. As the in-house planner's knowledge and expertise grows, the cost for planner consultant services can be reduced further in future budget cycles. Establishing this new position is more economical than increasing our planning consultant's budget to \$200k/year.

The Planner is a standalone position within the Engineering Department that is primarily responsible for the City's long-term planning program which includes general oversight of the City's comprehensive and/or master plans, preliminary new development review, technical assistance for outside developers and City Staff. Additional, responsibilities are inclusive of, but not limited to, municipal planning, policy development, maintaining estimates of current and long-term demographic information, and budget development for the department. The employee must possess highly specialized knowledge, skills and abilities, including the ability to perform duties within a broad framework of general policy, requiring creativity and resourcefulness to accomplish goals and objectives by applying concepts, plans and strategies which may deviate from traditional methods and practices. The Planner will provide technical support to the City Planning and Zoning Commission, City Council, and the Zoning Board of Adjustments and operate as a liaison with developers, builders, engineers, local, state, and federal agencies. The Planner will perform related work as required and report to the City Engineer.

Job Summary

Under general direction, performs professional planning work with both administrative and technical responsibilities in comprehensive short- and long-range planning.

Essential Job Functions

- Performs long and short-range comprehensive studies, zoning and land use, population studies and socio- economic trends.
- Researches, collects, analyzes, and interprets data and summarizes data into report form.
- Responds to department requests for information, as well as from the general public.
- Reviews, monitors, and processes site plans, plats, annexation, permits, variance requests, development agreements, and zoning applications in accordance with applicable codes and department policies.
- Reviews and interprets requirements consistent with Planning Commission and Zoning Commission or other boards' direction and in conformity with applicable codes.
- Prepares maps, graphs, charts, and illustrations as required.
- Makes presentations to committees, boards, associations, and commissions.

Job Requirements

- Bachelor's Degree from an accredited college or university with major coursework in Urban Planning, Architecture, Geography or closely related field.
- Two (2) years of full-time work experience in municipal planning.
- OR Any equivalent combination of experience and training that provides the required knowledge, skills and abilities.
- Valid Class C Texas driver's license.

Preferred Qualifications

- American Institute of Certified Planners (A.I.C.P.) certification preferred.
- Experience with GIS.
- Experience working with Microsoft Office.
- Customer service experience.

Knowledge, Skills, and Abilities

- Knowledge of principles, practices, and methods of community and urban planning.
 - Knowledge of Federal, State, local laws, and regulations related to planning and urban development.
 - Knowledge of theories, principles, and practices of urban design and urban planning.
 - Skill in utilizing a personal computer and associated software programs.
 - Ability to perform research, collect data from various sources, apply statistical methodologies, and interpret and summarize results for reporting and/or development of recommendations and policies.
 - Ability to read and interpret reports, plans, legal documents, and memos, drawings, and field notes.
 - Ability to analyze and interpret zoning and subdivision maps.
 - Ability to prepare and conduct presentations.
 - Ability to communicate clearly and effectively, both orally and in writing.
 - Ability to perform mathematical calculations.
 - Ability to establish and maintain effective working relationships with co-workers, management, and the public.
-
- Reviews, manages and processes current and / or long-range planning applications / studies in conformance with the Comprehensive Plan and other development codes / standards.
 - Interprets application of codes and ordinance to specific projects and responds to citizens' inquiries.
 - Conducts a detailed review of applications for compliance with all codes, past actions and approvals.
 - Coordinates communications with applicants and City and County departments for review, comment, and records management to ensure records are complete.
 - Prepares and composes a variety of correspondence, to include application responses, agendas for Planning & Zoning Commission, Zoning Board of Adjustment, and City Council meetings, Development Agreements, etc.
 - Prepares reports and makes presentations to the Boards, Commissions and City Council.
 - Reviews case files, Site Plans, Plats, Ordinances, Reports, Municipal and State codes of other municipalities and outside resources for reference research relating to code revisions.
 - Assists with special projects related to code revisions, manual updates, process review, or research, etc.
 - Conducts field evaluations and assessments
 - Attends regularly scheduled evening Commission, Subcommittee and Board meetings and special call meetings.

- Negotiating effectively with developers, citizens, appointed officials, and the public.
- Writing reports, plans, resolutions, and ordinances.
- Analyzing complex problems and developing positive courses of action.
- Oversees the work of consultants

- Initiates actions necessary to correct deficiencies or violations of regulations
- Assists with updates and maintenance of Comprehensive Plan and land development regulations
- Develops long range plans for communities with common developmental issues
- Develops strategies to promote economic and community development or efficient land use consistent with community goals
- Ability to work independently or in a team environment as needed
- Ability to attend to details while keeping big-picture goals in mind