



**CITY OF FAIR OAKS RANCH**  
**AGENDA - CITY COUNCIL REGULAR MEETING**  
June 16, 2016; 7:00 p.m.  
Fair Oaks Ranch City Hall, 7286 Dietz Elkhorn

**I. ROLL CALL - DECLARATION OF A QUORUM**

**II. OPEN MEETING**

Pledge of Allegiance.

**III. CEREMONIAL EVENT**

- A. Police Achievement Award presented to Sgt M. Toussaint, Sgt R. Davila, and Officer E. Downey.
- B. Life Saving Award presented to Officer M. Shultz.

**IV. CITIZENS and GUEST FORUM / PRESENTATIONS**

To address the Council, please sign the Attendance Roster located on the table at the entrance of the Council Chamber. 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.

- A. Citizens to be Heard
- B. Presentation on Fair Oaks Ranch Water Policy Analysis by Dr. John Tracy, Director of Texas Water Resources Institute, Amy Uyen Truong, Extension Assistant of Texas Water Resources Institute, and Cheryl Landman, Former Mayor City of Fair Oaks Ranch. P1-P6

**V. 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.

- A. Approval of May 5, 2016 Regular City Council Meeting Minutes. P7-P8
- B. Approval of May 13, 2016 Special City Council Meeting Minutes. P9-P10

**VI. CONSIDERATION/DISCUSSION ITEMS**

- A. Approval of Inland Pipe Rehabilitation proposal for the rehabilitation of three corrugated metal culverts, below Sweetwind Circle, for a total sum of \$64,883 including a 10% contingency sum and authorizing the City Administrator to sign the contract. P11-P12

- Project Engineer

- B. Discussion on the prioritization of the Roadway Reconstruction Project.

- Public Works Director/Pape Dawson  
Engineers

- C. Approval of Resolution authorizing the submission of a grant application to the Texas Water Development Board for funding assistance in the amount of \$150,000. **P13-P16**  
 - Public Works Director
- D. Review and discussion of applicants desiring to serve on the Fair Oaks Ranch Home Rule Charter Commission and, possible adoption of a Resolution appointing members to the Commission. **P17-P20**  
 - Mayor/ Alderwoman Havard
- E. Discussion on work relationship with the Fair Oaks Ranch City Council, City Administrator and City Staff. **P21- P23**  
 - Mayor/City Administrator

**VII. CONVENE INTO CLOSED 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 to discuss the following matter:

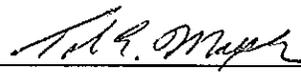
Section 551.072 Real Property of the Open Meetings Act, *Texas Gov't Code*, a quorum of the governing body hereby convenes into closed session to discuss the Fair Oaks Ranch Homeowners Association Memorandum of Understanding (MOU) regarding the Cibolo Preserve.

**VIII. RECONVENE INTO OPEN SESSION**

**IX. REPORTS FROM STAFF / COMMITTEES / COUNCIL**

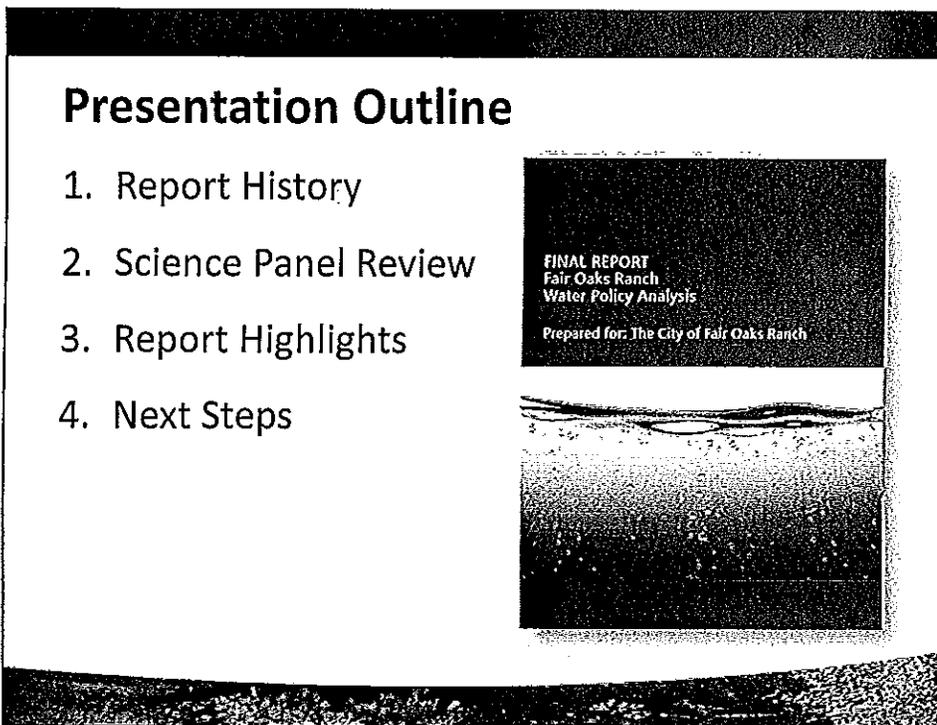
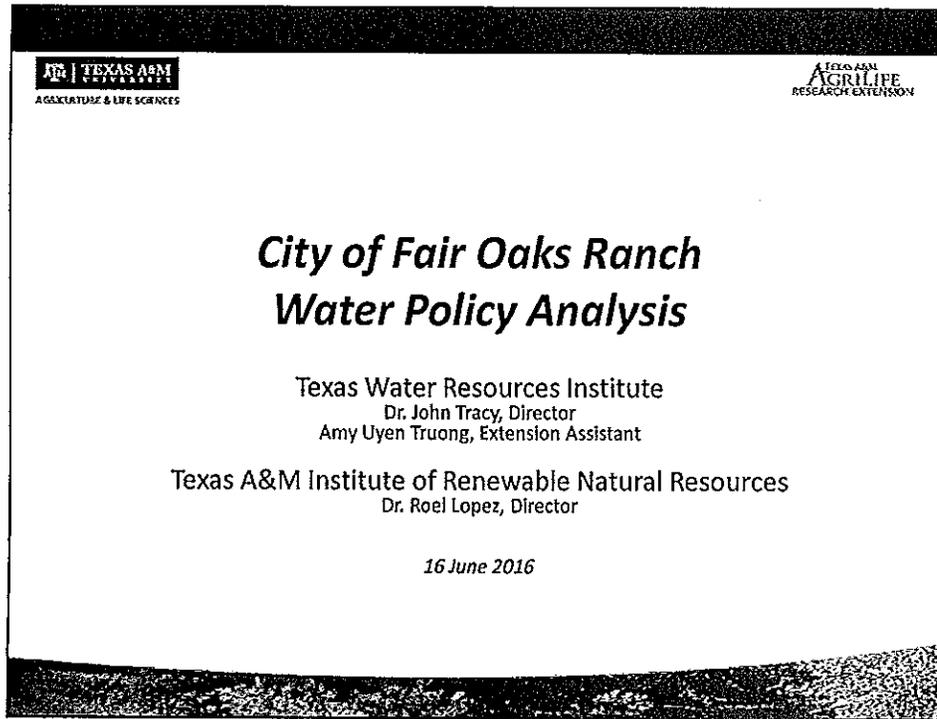
- 1) Finance Officer - Updated Budget Calendar. **P24**
- 2) Deputy City Administrator - Update on filling the City Council, Place 5 vacancy.
- 3) Council - Requests for City topic needing additional information/research; or, potential consideration for a future agenda.

**X. ADJOURNMENT**

Signature of Agenda Approval: 

I, Priscilla Abrego, City Secretary, certify that the above Notice of Meeting was posted on the outside bulletin board at the Fair Oaks Ranch City Hall, 7286 Dietz Elkhorn, Fair Oaks Ranch, Texas, and on the city's website [www.fairoaksranchtx.org](http://www.fairoaksranchtx.org), both places being convenient and readily accessible to the general public at all times. Said Notice was posted by 7:00 p.m., June 1, 2016 and remained so posted continuously for at least 72 hours before said meeting was convened.

The Fair Oaks Ranch City Hall is wheelchair accessible at the side 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 *Tex Gov't 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).



## Report History

- **Cheryl Landman (Historical)**
- **Scope of Work**
  - Project commissioned October 2014
  - Report purpose
    - 3 projects (risk values) – e.g., Canyon Lake, Trinity Aquifer, Recycled Water
    - 11 issues (grades) – e.g., climate, drought mgmt, population estimates
- **Process**
  - *First Draft* submitted in Summer 2015
  - *Final Draft* submitted to COSA in November 2015
  - Presentation to FOR on draft report in January 2016
  - Final version completed June 2016

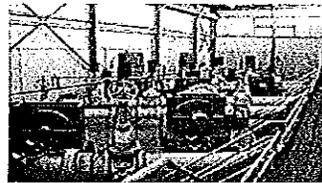
## Science Panel Review

- **Early Draft** – used Science Panel review
- **Process**
  - Commonly used in academia/research (i.e., “blind” review)
    - Encourages candid and objective review
    - Serves to enhance the report
- **Broad Representation**
  - 5 experts in water policy, water engineering, water economics, hydrology, and watershed planning
  - 20+ years of research experience
  - 50+ peer-reviewed articles

## Final Report – Highlights

- From the perspective of water supply reliability.

Water Project/Sources – Risk Values		
Canyon Lake Water	0.688	3
Recycled Water	0.250	2
Trinity Aquifer Water	0.188	1

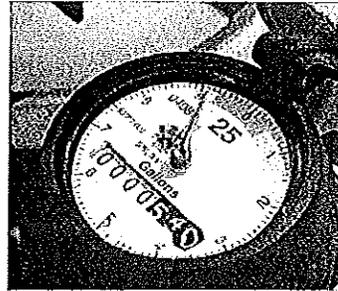


## Final Report – Highlights

Water Issues – Letter Grades		
Population Estimates	A	Water Planning
Climate Change	A	Water Planning
Lost/Non-revenue Water	A	Water Mgmt
Drought-of-Record Conditions	B	Water Planning
Trinity Glen Rose Groundwater Conservation District (TGRGCD)	B	Regulatory Agencies
Texas Water Development Board (TWDB)	B	Regulatory Agencies
Relationships with Neighboring Communities	B	Water Quality
Water Conservation	C	Water Mgmt
Drought Management	C	Water Mgmt
Residential & Commercial Rates/Impara Fees	C	Water Costs
Texas Commission on Environmental Quality (TCEQ) and EPA	N/A	Regulatory Agencies

## Key Recommendations

- **Population Estimates**
  - Continue to improve future population estimates.
  - Can determine whether future FOR water supplies will be sufficient in meeting goals.
- **Aggressive GPCD Goal**
  - Opportunity to improve water conservation efforts for FOR.
  - Achieve a 160 GPCD goal by 2040 rather than 2060 using BMPs from TWDB.
  - City well-positioned.



## Key Recommendations

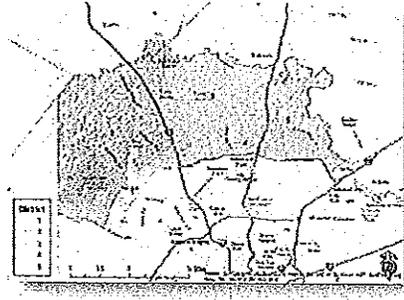
- **Climate Change Strategies**
  - Continue to assess climate change impacts on water demand, aquifer/surface recharge, evaporation rates, and anticipated rainfall patterns.
  - FOR forward-looking in this area.
- **Canyon Lake Water Reliance**
  - High "unreliability" value
  - Consider diversification via water-supply SAWS interconnection



## Key Recommendations

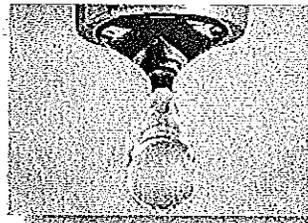
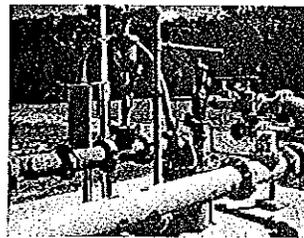
### Trinity Aquifer Recharge Zone Protection

- Manage population growth impacts over Trinity Aquifer from a water quality and water quantity perspective
- Expand formal collaborative efforts and policies among FOR, COSA, SAWS, the City of Boerne, Kendall County, Comal County, CCGCD



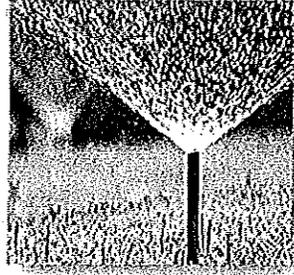
## Key Recommendations

- **Engagement with TGRGCD**
  - Strengthen Trinity Glen Rose Groundwater Conservation District's (TGRGCD) ability to represent FOR with stakeholders by increasing financial support and presence in the Hill Country Alliance of Groundwater Conservation Districts.
- **Water Rate Structure**
  - Reassess water structure to ensure city revenues cover water costs, wastewater, and water conservation expenses.



## Final Thoughts

- The final report provides:
  - Broad descriptions of 3 water projects/sources and 11 water issues
  - Review of *supply reliability* for city
  - Input and recommendation to key water issues
- Agenda Consideration
  - Acceptance of this report as the Final and Completed Analysis.



## Copies of Report

<http://irnr.tamu.edu/>

<http://twri.tamu.edu/>

**MINUTES, MAY 5, 2016; 9:30 AM  
CITY OF FAIR OAKS RANCH  
7286 Dietz Elkhorn  
Fair Oaks Ranch, TX 78015**

**I. ROLL CALL**

Council Members Present: Alderman Damstra, Alderman Manitzas, Mayor Pro Tem Schmidt, Alderman Hartpence, and Alderwoman Havard. Having a quorum present, Mayor Landman called the Regular City Council meeting to order at 9:30 a.m.

**II. OPEN SESSION**

The Pledge of Allegiance was led by Cheryl Deleranko, Fair Oaks Ranch Resident.

**III. CITIZENS and GUEST FORUM**

Daryl Kirchner, 30280 Robin Dale disbursed handouts/photos to Council and expressed concerns regarding drainage, sewage, and flooding on his property and requested Council consider a long term solution.

David Deleranko, 7710 Silver Spur Trail stated below his property is a 150-foot cave that was sealed approximately thirty years ago due to safety concerns and to protect the endangered albino salamanders. When sealing the cave, Mr. Deleranko expressed concerns to Mayor Boots Gaubatz about potential flooding risks. These concerns were never addressed and is now requesting assistance from Council to correct the current flooding situation.

Helena Ryan, 30841 Robin Dale Drive stated when she moved into Fair Oaks Ranch the property located at 30280 Robin Dale was basically a lake. She stated in the past her husband was almost caught in flooding at 7 a.m. on his way to work and was forced to take an alternate route. She requested that Council consider a solution for her neighbor Mr. Dale Kirchner.

Richard Trippe, 7721 Intrepid Drive stated that his property endures flooding when it rains and is concerned about potential health issues this may create.

Mayor Landman responded that this project is included in the seven million dollar bond project. The Engineering firm is currently in the design phase of this project with an approximate late winter 2016 date of construction.

**IV. CONVENE INTO CLOSED SESSION**

Pursuant to Section 551.101, Section 551.071 Consultation with Attorney and Section 551.074 Personnel Matters; of the Open Meetings Act, *Texas Gov't Code*, a quorum of the governing body convened into closed session at 9:58 a.m. to consult with the City Attorney regarding the employment of a City Administrator.

**V. RECONVENE INTO OPEN SESSION**

City Council reconvened into open session at 11:10 a.m.

Mayor Landman announced the City Attorney will be reviewing and updating various elements of the City Administrator employment contract.

**VI. ADJOURNMENT**

Mayor Landman adjourned the meeting at 11:11 a.m.

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Cheryl Landman, Mayor

ATTEST:

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P. Abrego, City Secretary

**MINUTES, MAY 13, 2016; 1:30 PM**  
**CITY OF FAIR OAKS RANCH**  
**7286 Dietz Elkhorn**  
**Fair Oaks Ranch, TX 78015**

**I. ROLL CALL - DECLARATION OF A QUORUM**

Council Members Present: Alderman Damstra, Alderman Manitzas, Mayor Pro Tem Schmidt, and Alderwoman Havard.

Council Members Absent: Alderman Hartpence.

Having a quorum present, Mayor Landman called the special City Council meeting to order at 1:30 p.m.

**II. OPEN MEETING**

Pledge of Allegiance was led by Peter Mendez, FOR Resident.

**III. CONSIDERATION ITEMS**

Discussion and possible approval of an employment agreement for the City Administrator position and authorization for the Mayor to sign.

**IV. CONVENE INTO CLOSED SESSION**

Pursuant to Section 551.071 of the Open Meetings Act, Texas Gov't Code, Consultation with Attorney, a quorum of the governing body convened into closed session at 1:03 p.m. to consult with Attorney on legal issues regarding Personnel Matters, Section 551.074, discussing the possible approval of an employment agreement for the City Administrator position and authorizing the Mayor to sign.

**V. RECONVENE INTO OPEN SESSION**

Council reconvened into open session at 1:48 p.m.

Motion: Made by Alderwoman Havard, seconded by Alderman Damstra to approve an employment agreement with Tobin Maples for the City Administrator position and authorize the Mayor to sign the agreement.

Vote: 4-0; Motion Passed

**VI. CANVASS OF SPECIAL AND GENERAL ELECTION**

Motion: Made by Alderman Damstra, seconded by Mayor Pro Tem Schmidt to approve Resolution 2016-10 canvassing the results of the Special and General Election held May 7, 2016.

Vote: 4-0; Motion Passed.

**VII. CEREMONIAL EVENTS**

Elected Councilmembers were issued Certificates of Election.

Elected Councilmembers signed their Statement of Elected Officer.

Mayor Landman provided Garry Manitzas, newly elected Mayor, with his Oath of Office.

Mayor Manitzas provided MaryAnne Havard, Place 1, and Roy E. Elizondo, Place 2, with their Oath of Office.

Mayor Manitzas acknowledged Glenn Damstra, with a gift (engraved pen) and Cheryl Landman (engraved gavel) for their public service.

Mayor Manitzas read and presented Cheryl Landman with a Proclamation for her 23 years of public service.

**VIII. ADJOURNMENT**

Mayor Manitzas adjourned the meeting at 2:14 p.m.

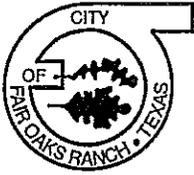
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Garry Manitzas, Mayor

ATTEST:

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P. Abrego, City Secretary



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

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AGENDA TOPIC: Sweetwind Circle Culvert Rehabilitation  
START/END DATE: March 2015 to Present  
DEPARTMENT: Public Works  
PRESENTED BY: Project Engineer

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**INTRODUCTION/BACKGROUND:**

In March 2015, City staff targeted a culvert at Sweetwind Circle as a candidate for rehabilitation. The corrugated metal culvert contains large amounts of corrosion. Large holes can be seen on the surface of the structure which has compromised its structural integrity. One company submitted a proposal, through a purchasing co-operative, to rehabilitate the three (3) culverts that run below Sweetwind Circle. The rehabilitation treatment will consist of a one inch geopolymer spray lining that will re-establish structural integrity and provide a corrosion resistant layer inside the existing pipe.

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

The rehabilitation treatment on the three (3) culverts will protect the conveyance system from collapse, which could ultimately lead to a damaged roadway.

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

The city budgeted \$94,096 for contract drainage work in the 2015-2016 General Budget under account 01-506-532. A proposal was gathered from Inland Pipe Rehabilitation (IPR) through the (Houston Galveston Area Council) HGAC-Buy purchasing Co-op and contained the following:

Company	Total Purchase Price
IPR (Inland Pipe Rehabilitation)	\$58,984

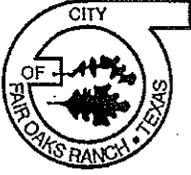
**LEGAL ANALYSIS:**

N/A

**RECOMMENDATION/PROPOSED MOTION:**

I move to accept the proposal furnished by Inland Pipe Rehabilitation for the rehabilitation of three (3) corrugated metal culverts that run below Sweetwind Circle, along with a 10% contingency sum, for a total of \$64,883 and authorize the City Administrator to sign the contract.





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## CITY COUNCIL CONSIDERATION ITEM

### CITY OF FAIR OAKS RANCH, TEXAS

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AGENDA TOPIC: Flood Protection Grants Resolution with the Texas Water Development Board  
START/END DATE: Fiscal Year 2016-2017  
DEPARTMENT: Public Works  
PRESENTED BY: Public Works Director

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

The Texas Water Development Board (TWDB) is accepting matching grant applications from political subdivisions in Texas that have the authority to plan for and implement projects related to flood protection. The purpose of this grant opportunity is to provide assistance to implement preventive and/or corrective measures for reducing loss of life and property.

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

This is a unique opportunity for the City to proactively enhance its high priority effort to assist our community with flood protection planning, responding to and recovering from floods, and alerting/protecting the community from loss of life.

Applicants (political subdivisions) must have the authority to plan for and implement projects related to flood protection and projects awarded grant funding must be completed before December 31, 2017. The City of Fair Oaks Ranch has that planning and implementation authority and Staff does not anticipate problems complying with the project completion stipulation.

City of Fair Oaks Ranch project types eligible for consideration under this specific TWDB request are as follows:

- Master Drainage Plan to develop flood protection strategies and identify solution to flooding problems
- Automated Flood Control Gates
- Flood Control Warning Devices (Illuminated Flashing Signs)
- Upstream Rainfall and/or Flood Level Gauges
- Information Technology for Flood Prediction
- Flood Hazard Analysis and Mitigation Activities

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

TWDB has been authorized up to \$2,000,000 for flood protection grants for local projects including a local match. However, this is a unique opportunity as the City's matching component can be achieved through in-kind services in lieu of a matching cash contribution. To the best of Staff's knowledge, in-kind services are undefined but may include salaries relative to in-house level of effort, construction phase services, inspections, etc. Applicants can be awarded grants up to 50% of their specific project cost.

Staff is recommending a total project cost of \$300,000 to the TWDB, with an in-kind local match as defined in Exhibit A. By way of background, Exhibit A will be provided to City Council prior to the Council meeting. Specifically, the call for grant applications was brought to Staff's attention late this week so we

are energetically framing our final application and supporting material (Exhibit A). We will disseminate it to City Council prior to the meeting with the goal of providing a day or two for your review.

If the TWDB rejects our request to match through in-kind services, Staff will advance a budget request for City Council consideration during the FY 2017 budget process. Should we have an opportunity to consider an awarded grant, the budget process will provide enough time to go/no go the grant award.

**LEGAL ANALYSIS:**

None.

**RECOMMENDATION/PROPOSED MOTION:**

Staff recommends approval of the attached Resolution granting authority to enter into a contract with the Texas Water Development Board regarding flood protection grants.

# WORKING DRAFT

## RESOLUTION 2016--XX

**A RESOLUTION AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE TEXAS WATER DEVELOPMENT BOARD FOR FUNDING ASSISTANCE IN THE AMOUNT OF \$150,000 FOR A TEXAS WATER DEVELOPMENT BOARD FLOOD PROTECTION PLANNING GRANT TO COMPLETE FLOOD PROTECTION PLANNING STUDIES AND PROJECT IMPROVEMENTS FOR THE CITY OF FAIR OAKS RANCH AND AUTHORIZING THE EXECUTION OF DOCUMENTS RELATIVE TO THE SUBMISSION, LATER ACCEPTANCE, AND ADMINISTRATION OF SUCH GRANT FUNDS**

**WHEREAS**, the City of Fair Oaks Ranch desires to develop a Flood Protection Planning Study and implement project improvements; and

**WHEREAS**, the City of Fair Oaks Ranch ensures that the proposed planning and projects improvements do not duplicate existing projects; and

**WHEREAS**, the City of Fair Oaks Ranch Flood Protection Planning Study effort and improvement projects are estimated to cost \$300,000 and desires to submit an application for a Texas Water Development Board Flood Protection Planning study; and

**WHEREAS**, the City of Fair Oaks Ranch matching component can be achieved through in-kind services in lieu of a matching cash contribution; and

**WHEREAS**, the City of Fair Oaks Ranch is currently participating in the National Flood Insurance Program making flood insurance available for all insurable structures in the City; and

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

I. Exhibit A details the scope of work.

← This attachment will be completed in the next few days.

II. That the City Administrator or his designee is hereby authorized to submit a grant application to the Texas Water Development Board for funding assistance in the amount of \$150,000 for a Texas Water Development Board Flood Protection Planning Grant to complete flood protection planning studies and projected improvements for the City of Fair Oaks Ranch. The total project cost is estimated to be \$300,000.

III. Further, the City Administrator or his designee is authorized to administer to all matters relating to such grant applications and to execute all necessary applications, assurances, certifications and other documents relative to the submission, later acceptance, and administration of such grant funds.

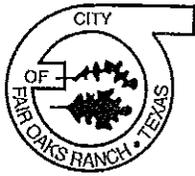
PASSED AND APPROVED this 16<sup>th</sup> day of June, 2016.

WORKING DRAFT

ATTEST:

\_\_\_\_\_  
Garry Manitzas, Mayor

\_\_\_\_\_  
P. Abrego, City Secretary



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

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**AGENDA TOPIC:** Review and discussion of applicants desiring to serve on the Fair Oaks Ranch Home Rule Charter Commission and, possible adoption of a Resolution appointing members to the Commission.

**START/END DATE:** Upon approval of Resolution

**DEPARTMENT:** City Council

**PRESENTED BY:** Mayor Manitzas and Alderwoman Havard

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**INTRODUCTION/BACKGROUND:** By Resolution 2016-09, (see attached) City Council determined to move forward with enacting a Home Rule Charter Commission for the purpose of drafting a home rule charter for citizen consideration at a future election. An announcement on Home Rule form of government, volunteer opportunity and providing for a volunteer application form were mailed to each residence in the City. City Council set June 15, 2016 as the deadline for submission of application.

Previous Council discussions included a desire to have at least an 11-member form of Commission and a preference of a period of 12 months to present a proposed Charter to City Council.

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

1. Mailer allowed for maximum citizen visibility and understanding of the process
2. Follows state law in enacting a Home Rule Charter Commission

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

Associated costs include the City Attorney's services during charter development, Commission supplies, and any Town Hall meetings held by the Commission.

**LEGAL ANALYSIS:**

Approved as to Form.

**RECOMMENDATION/PROPOSED MOTION:**

Move to approve Resolution appointing members to the Home Rule Charter Commission and establishing a time period to present a proposed Home Rule Charter to the City Council

RESOLUTION 2016-09

A RESOLUTION AUTHORIZING THE CITY TO ANNOUNCE A CITIZEN VOLUNTEER OPPORTUNITY TO SERVE ON THE CITY'S HOME RULE COMMISSION AND TO UTILIZE A VOLUNTEER APPLICATION FORM WITH A DEADLINE OF JUNE 15, 2016 FOR THE PURPOSE OF ATTRACTING AND SELECTION OF COMMISSION MEMBERS.

WHEREAS, the Council of Fair Oaks Ranch has determined to enact a Home Rule Commission to develop a home rule charter and upon completion bring it forward for a vote of citizens at a future date; and

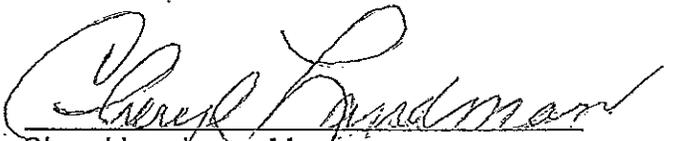
WHEREAS, the Council has determined the Commission will consist of resident volunteers who are not Council and will be advised by the City Attorney; and

WHEREAS, the Council has authorized the City to announce a citizen volunteer opportunity and to utilize a seven-question volunteer application form for the purpose of attracting and selection of commission members by Council.

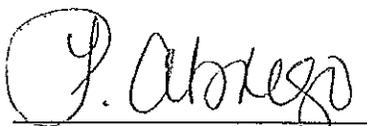
THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS:

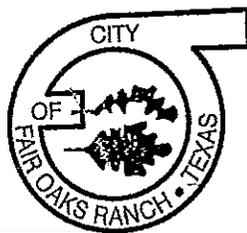
An announcement of the volunteer opportunity to serve on the City's Home Rule Commission and a volunteer application form shall be mailed to each residence in the City with a submission deadline of June 15, 2016.

PASSED AND APPROVED this 7<sup>th</sup> day April, 2016.

  
Cheryl Landman, Mayor

ATTEST:

  
P. Abrego, City Secretary



APPROVED AS TO FORM:

  
Charles Zech, City Attorney

**Resolution 2016-11**

A RESOLUTION CREATING A HOME RULE CHARTER COMMISSION AND APPOINTING INDIVIDUALS THERETO FOR THE PURPOSE OF DRAFTING A HOME RULE CHARTER TO BE BROUGHT BEFORE A VOTE OF CITIZENS AT A FUTURE DATE IN A CITY-WIDE ELECTION

**WHEREAS**, under Resolution 2016-09, the Council of Fair Oaks Ranch determined to enact a Home Rule Charter Commission to develop a home-rule charter and upon completion bring it forward for a vote of citizens at a future date; and,

**WHEREAS**, the Council authorized the announcement of a citizen volunteer opportunity by utilizing a volunteer application form for the purpose of attracting and selecting Commission members, and,

**WHEREAS**, citizen volunteer members have been selected by Council for appointment to the city's Home Rule Charter Commission who are not Council members and who will be advised by the City Attorney; and,

**WHEREAS**, the Council determined the Commission shall define the powers, duties and responsibilities of local government based on citizen preferences and desires and develop a Home Rule Charter for the City of Fair Oaks Ranch which shall define the local form of government and establish organizational requirements and constraints.

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

I.

A Home Rule Charter Commission (the "Commission") is hereby created whose duty shall be to develop a home rule charter to meet the objectives described above. The Commissions term shall be for a period of \_\_\_\_ months at which time, or earlier if their duties are discharged earlier, the Commission shall present a proposed Home Rule Charter the City Council for its consideration at an election.

II.

The following citizen volunteers are appointed to serve on the Commission:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

PASSED AND APPROVED this June 16, 2016.

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Garry Manitzas, Mayor

ATTEST:

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P. Abrego, City Secretary

APPROVED AS TO FORM:

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Charles Zech, City Attorney

**ORDINANCE NO. 2015-06**

**AN ORDINANCE OF THE CITY OF FAIR OAKS RANCH CREATING THE POSITION OF CITY ADMINISTRATOR FOR THE CITY OF FAIR OAKS RANCH, TEXAS, AND PROVIDING FOR THE APPOINTMENT AND TENURE FOR SAID OFFICE, COMPENSATION, POWERS AND DUTIES, AND PROVIDING A SEVERABILITY AND REPEALING CLAUSE**

**WHEREAS**, the final and ultimate responsibility for government of the City of Fair Oaks Ranch, Texas, and administration of its business is with the governing body of this City consisting of the Mayor and City Council; and,

**WHEREAS**, the governing body desires to employ a City Administrator and confer upon said Administrator the powers and duties as it desires; and,

**WHEREAS**, the City Council has determined that it is in the best interest of the City of Fair Oaks Ranch, Texas, that a City Administrator will provide an economical, effective and efficient administration for the City of Fair Oaks Ranch, Texas.

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

**1. Creation of City Administrator Position:**

- a. The municipal position of "City Administrator" is hereby created
- b. The City Administrator is the chief administrator of the City and shall be responsible for the proper and efficient administration of the affairs and day to day operations of the City. The City Administrator shall report to and shall receive policy direction from the whole of the City Council.

**2. Appointment and Removal:**

A majority of the City Council Alderman is required to appoint and remove the City Administrator. The City Administrator shall serve at the will of the governing body, as set forth in this paragraph, and the term of such City Administrator shall continue indefinitely unless terminated as stated herein or by resignation.

**3. Duties and Responsibilities:**

- a. The City Administrator is responsible for implementing the ordinances and policies adopted by the City Council and for upholding State and federal laws and regulations.
- b. The City Administrator attends and participates in City Council Meetings but has no vote.
- c. The City Administrator shall supervise the preparation of agendas for all meetings of the City Council. The agendas shall be prepared in accordance with Rules and Procedures adopted by the City Council.
- d. The City Administrator provides staff support services to the Mayor and Councilmembers.
- e. The City Administrator has a professional obligation to provide recommendations and advice to the City Council on City policy issues.
- f. The City Administrator conducts research and analyses to assist the City Council in the formulation of policy.
- g. The City Administrator shall initiate and/or assist the City Council in the development of long term goals for the City and assist in the formulation of strategies to implement such goals.
- h. The City Administrator shall assist the Mayor, who, in a General Law Type A city, is the statutory budget officer, in the preparation of the proposed annual budget.
- i. The City Administrator shall be responsible for the expenditure of all City funds and for administering and monitoring implementation of the annual budget as approved by the City Council.
- j. The City Administrator shall keep the City Council fully advised as to the financial condition of the City and future needs of the City.

- k. The City Administrator shall oversee the purchasing of all merchandise, materials, supplies and services as budgeted and shall put in place such rules and regulations governing contracts, requisitions and transactions of business between City departments and vendors of goods and service in compliance with all State procurement laws.
- l. The City Administrator is authorized to make all purchases on behalf of the City according to the City's financial policy.
- m. The City Administrator shall negotiate, sign, execute and monitor implementation of all contracts including franchise agreements entered into by the City in accordance with City Financial policy.
- n. The City Administrator assures risk management controls and assessments are in place to protect the City's liability and property concerns.
- o. The City Administrator is responsible for the coordination of City communication with the public and the news media including outreach initiatives to the citizens and general public through various media venues.
- p. The City Administrator shall make reports to the City Council and public on the affairs, finances and operations of the City as directed through Council policy.
- q. The City Administrator shall direct and supervise the administration of all departments, offices and public utilities of the City and shall investigate or cause to be investigated as appropriate any complaints concerning the administration of the City government and its public utilities.
- r. The City Administrator shall hire and remove or suspend all city employees other than statutory officers or may delegate and authorize any administrative employee subject to the Administrator's direction and supervision to exercise these powers in accordance with City personnel policies and procedures.
- s. The City Administrator shall publish and make personnel policies and procedures available to all City employees.
- t. The City Administrator shall promote cooperation and collaboration among the Mayor, Council members, staff, community groups and individual citizens in building a sense of community.
- u. The City Administrator shall encourage and provide staff support for regional and intergovernmental cooperation and collaboration.
- v. The City Administrator shall perform other duties as required by the City Council.

**4. Performance and Accountability:**

- a. The City Council shall meet with the City Administrator at least once annually to evaluate the performance, orally and in writing, of the City Administrator and establish performance goals for the upcoming year.
- b. The City Council shall provide for an outside independent audit of the City's finances and financial management.

**5. Compensation:**

The Administrator shall receive the compensation as provided and directed by the governing body.

**6. Severability:**

It is hereby declared to be the intention of the City Council that the selections, paragraphs, sentences, clauses and phrases of this Ordinance are separable and if any phrase, clause, sentence, paragraph or section shall be declared unconstitutional or invalid by valid judgment or decree unconstitutional or invalid by valid judgment or decree of the court of competent jurisdiction, such unconstitutionality or validity shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this Ordinance.

7. Repeal:

All Ordinances of the City prescribing duties of the other officers, heads of departments or employees shall remain in full force and effect except insofar as they conflict with the provisions of this Ordinance in which case this Ordinance shall govern.

PASSED, APPROVED and ADOPTED BY THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS, this 17th day of September, 2015.

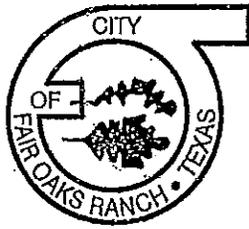


Cheryl Landman, Mayor

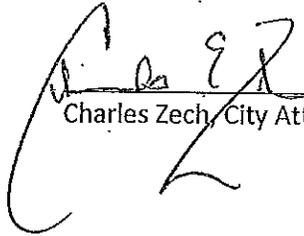
ATTEST:



P. Abrego, City Secretary



APPROVED AS TO FORM:



Charles Zech, City Attorney

## BUDGET CALENDAR

This is the listing of key dates observed in the Fiscal Year 2016-17 Budget Process for the City of Fair Oaks Ranch. They are as follows:

Monday	May 2	Budget Kickoff-Initial Discussion with Department Heads Begin Departmental Input of Estimates and Projections
Friday	May 13	Goals, Objectives and Performance Indicators to Finance
Mon-Fri	May 16-20	Meeting with Human Resources for Personnel Related Items
Wednesday	June 1	Proposed Budgets to Finance
Friday	June 20	Budget Review Completed by Finance
Tuesday	June 21	Budget meeting with City Administrator and Departments Heads
Friday	June 24	Final Proposed Budgets to Finance
Wednesday	June 29	Final Proposed Budgets to City Administrator Preliminary Revenue Estimates to City Administrator
Thursday	June 30	9:30 am First Budget Goals & Objectives Workshop with Council & Departments
Tuesday	July 5	City Administrator review with Departments Heads
Thursday	July 14	9:30 am 2 <sup>nd</sup> budget workshop - Preliminary Current Year Expenditure Projections Prepared
Wednesday	July 13	Final Revenue Estimates Prepared
Friday	July 15	Final Current Year Expenditure Projections Completed
Wednesday	July 20	9:30 am 3 <sup>rd</sup> & Final Budget Workshop with Council & Departments
Friday	July 22	Budget Review completed by City Administrator
Monday	July 25	City Administrator sends City Council Proposed Budget

- Dates are subject to change