



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

June 30, 2016; 9:30 a.m.
City Hall Council Chambers
7286 Dietz Elkhorn, Fair Oaks Ranch

I. ESTABLISH A QUORUM OF 4 COUNCIL MEMBERS

II. ACTION ITEM

- A. Approval of Resolution 2016-13 authorizing the intent of the City of Fair Oaks Ranch to join and participate in the Pace Purchasing Cooperative and authorizing the City Administrator to sign interlocal agreement.

III. DISCUSSION ITEMS

- A. Discussion of prioritizing FY 2017 City Council goals and objectives.
B. Reconfirm Calendar Budget Dates.

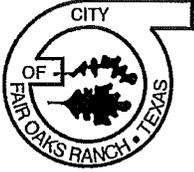
IV. ADJOURNMENT

Signature of Agenda Approval: _____

Harry Manjaras

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, both places being convenient and readily accessible to the general public at all times. Said Notice was posted by 5:00 p.m., Friday June 24, 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).



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

AGENDA TOPIC: Authorizing the City Administrator to sign an Interlocal Agreement between the City of Fair Oaks Ranch and Education Service Center, Region 20 PACE Coop

START/END DATE: June 30, 2016

DEPARTMENT: Police

PRESENTED BY: Chief Rubin

INTRODUCTION/BACKGROUND:

It is the intent of the City of Fair Oaks Ranch to join and participate in the PACE Purchasing Cooperative, being organized and administered by the Education Service Center, Region 20; and, authority for this commitment is authorized by Article 791.011 Texas Interlocal Cooperation Act as amended and would allow for substantial savings to be realized by volume purchasing of specific commodity items.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

1. Provides an additional source of procurement.
2. Initial savings of \$4,848 in furnishing Public Safety Building
- 3.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

No negative impact

LEGAL ANALYSIS:

RECOMMENDATION/PROPOSED MOTION:

Authorizing the City Administrator to sign an Interlocal Agreement between the City of Fair Oaks Ranch and Education Service Center, Region 20 PACE Coop

RESOLUTION NO. 2016-13
AUTHORIZING THE INTENT OF THE CITY OF FAIR OAKS RANCH TO
JOIN AND PARTICIPATE IN THE PACE PURCHASING COOPERATIVE

WHEREAS, it is the intent of the City of Fair Oaks Ranch to join and participate in the PACE Purchasing Cooperative, being organized and administered by the Education Service Center, Region 20; and,

WHEREAS, authority for this commitment is authorized by Article 791.011 Texas Interlocal Cooperation Act as amended and would allow for substantial savings to be realized by volume purchasing of specific commodity items.

NOW, THEREFORE, BE IT RESOLVED, by the CITY COUNCIL of CITY OF FAIR OAKS RANCH that it hereby joins in and elects to participate in the PACE Purchasing Cooperative being organized and administered by the Education Service Center, Region 20 and recognizes that there will be no fee for participation and;

BE IT FURTHER RESOLVED, that the City Council of the City of Fair Oaks Ranch hereby authorizes its City Administrator to execute such documents as are appropriate and necessary to implement the City of Fair Oaks Ranch's participation in said PACE Purchasing Cooperative.

PASSED, APPROVED and ADOPTED by the City Council of the City of Fair Oaks Ranch, Texas this 30th day June 2016.

Garry Manitzas, Mayor

Priscilla Abrego, City Secretary

PACE PURCHASING COOPERATIVE

INTERLOCAL AGREEMENT

Member Name: _____ County District Number: _____

Education Service Center, Region 20 (Coop) and the above named agency (member) enter into the following cooperative service arrangement.

This agreement is effective _____ (date) and shall automatically renew unless either party gives ninety (90) days prior notice of non-renewal. This agreement may be terminated with or without cause by either party upon thirty (30) days written notice.

The Coop will:

- Handle bidding procedures
- Abide by all bid laws in the State of Texas
- Enter proposals for tabulation and evaluation
- Arrange for an Award Committee to test, evaluate and award proposals
- Develop award information forms for member use
- Send award information to vendors
- Develop system for gathering evaluation information from members on vendor performance and product quality
- Provide comparison information with previous awards to evaluate effectiveness of proposals

The Member will:

- Designate a member employee to serve as a liaison with Coop
- Identify delivery location within Member on purchase orders
- Prepare purchase orders for items awarded on proposals
- Ensure timely payments to vendors who receive proposal awards
- Provide Coop with evaluation forms regarding vendor and product concerns
- Ensure a Resolution is properly executed if required

Authorization:

Education Service Center, Region 20 and the PACE Purchasing Cooperative executed a contract to provide cooperative purchasing services to government entities.

PACE PURCHASING COOPERATIVE

INTERLOCAL AGREEMENT

Member Name: _____ County District Number: _____

Please send a signed Interlocal Agreement to (or fax to 210-370-5776 or e-mail to jim.metzger@esc20.net):

Education Service Center, Region 20
Attn: PACE Coop
1314 Hines Ave
San Antonio, TX 78208.

Public Entity

Education Service Center, Region 20

BY: _____
Authorized Signature

BY: _____
Authorized Signature

Title

Purchasing Coordinator

Title

Date

Date

Contact Person

Jim Metzger

Contact Person

Title of Contact Person

Purchasing Coordinator

Title of Contact Person

Street Address

210-370-5204

Phone Number

City, State, Zip

210-370-5776

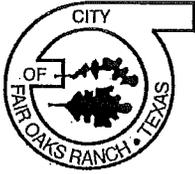
Fax Number

Phone/Fax Number

jim.metzger@esc20.net

E-mail Address

E-mail Address



CITY COUNCIL CONSIDERATION ITEM

CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Discussion of prioritizing FY 2017 City Council Goals and Objectives.
START/END DATE: June 30, 2016
DEPARTMENT: Administration
PRESENTED BY: Tobin E, Maples, AICP, City Administrator

INTRODUCTION/BACKGROUND:

The development, presentation, and management of the City budget are the City Administrator's most important responsibilities. Accordingly, it is critical the annual budget process follow a well-defined strategic planning calendar (see attached). Furthermore, it is essential that the City formulate and administer policies and controls that reflect the values of the community and maintain the integrity of the service delivery function. Specifically, the effectiveness of the budget will be a direct result of solid leadership and communication between citizens, elected officials, and staff.

The purpose of this workshop is to identify and discuss City Council goals and objectives for Fiscal Year 2017 (FY 17). The end goal of the workshop is for City Council to provide direction to Staff regarding strategic priorities based on City Council goals, long term strategic planning and input from citizens. Staff will utilize strategic direction from the workshop to develop departmental budgets charged with advancing prioritized activities. *Sample* and *blank* worksheets are provided to help frame your goals and objectives and assign responsibility (Departmental Ownership/Council Liaison). Feel free to modify/expand the worksheets and note Council submittals received to date are enclosed.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

The budget serves the following four primary purposes:

1. **Policy Tool:** Allows the City Council to comprehensively review the direction of the City (programs, projects, risk and reward, etc.), establish goals and objectives, and direct activities through the allocation of financial resources.
2. **Operational Guide:** Sets the legislative and administrative guidance for City Staff relative to the defined scope and purpose of departmental activities.
3. **Finance/Business Plan:** Establishes a clear understanding of the allocation of resources for both the current fiscal year and long term service delivery challenges.
4. **Communication:** Through a comprehensive tabulation of information regarding City activities, it communicates policy at a usable level of detail to constituents.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

To be determined

LEGAL ANALYSIS:

Not applicable

RECOMMENDATION/PROPOSED MOTION:

Conduct a workshop to define and prioritize FY 17 City Council goals and objectives.

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
Mon-Fri	May 16-20	Meeting with Human Resources for Personnel Related Items
Friday	June 24	Proposed Budgets to Finance
Wednesday	June 29	Proposed Budgets to City Administrator Preliminary Revenue Estimates to City Administrator
Thursday	June 30	9:30 am 1 st budget workshop - Goals & Objectives with Council & Departments
Tues-Wed	July 5-6	City Administrator budget review with Departments Heads
Thursday	July 14	9:30 am 2 nd budget workshop - Preliminary Budget Presentation by Staff
Friday	July 22	Final proposed budget due to City Administrator
Tuesday	July 26	Budget Review completed by City Administrator sends City Council Proposed Budget
Thursday	July 28	9:30 am 3 rd & Final Budget Workshop with Council & Departments
Thursday	August 18	Council votes to place a proposed date to adopt the tax rate at a Future Meeting (September 19, 2016)
Friday	August 19	Filing date
Tuesday	August 23	Post Notice in paper of First and Second Public Hearing
Friday	August 26	Publication date
Thursday	Sept. 1	9:30 a.m. First Public Hearing and First Reading of Budget and Tax Rate
Thursday	Sept. 15	7:00 p.m. Second Public Hearing of Budget and Tax Rate
Monday	Sept. 19	City Council Adopts Budget and Tax Rate

- Dates are subject to change

SAMPLE WORKSHEET

PART I: TOP 3 PRIORITIES

(Part I Objectives are listed in Ranked Order, as prioritized at the City Council Workshop)

Goal #1	Bond Program Implementation	Responsibility
Objective 1	Expediently implement the 2001 Bond Program by adhering to the City Council adopted schedule.	Deputy City Manager, Projects Dir.
Objective 2	Develop traffic plan for the widening of Dixie Farm Road during Construction.	Projects Dir.

Goal #2	Flooding and Drainage	Responsibility
Objective 1	Continue lobbying for Clear Creek improvements through a coalition with the City of Friendswood, BDD#4, and GCCDD.	City Manager
Objective 2	Evaluate detention and other requirements for new development to determine if additional provisions should be added, or if current requirements should be modified.	Deputy City Manager, City Engineer
Objective 3	Determine causes and evaluate solutions for new drainage problems in areas that did not previously experience drainage difficulties.	Deputy City Manager, City Engineer
Objective 4	Improve maintenance of detention ponds and City-controlled secondary ditches. Work with BDD#4 to clearly define maintenance responsibilities of each entity for drainage facilities in the City.	Dir. of Public Works, City Engineer, Code Enforcement Officers
Objective 5	Evaluate the feasibility of drainage impact fees to fund additional detention and drainage facilities.	Deputy City Manager, City Engineer

Goal #3	Managing Growth	Responsibility
Objective 1	Develop a Unified Development Code that incorporates all development-related ordinances of the City.	Exec. Dir. of Comm. Svcs.
Objective 2	Maintain a vision for the City's growth, and ensure that the comprehensive plan reflects Council goals.	Exec. Dir. of Comm. Svcs.
Objective 3	Employ a consultant to update the land use ordinance and subdivision regulations to reflect the current wishes of the community.	Exec. Dir. of Comm. Svcs.
Objective 4	Identify areas suitable for commercial and industrial development, especially medical and biomedical industry.	Exec. Dir. of Comm. Svcs., Exec. Dir. of PEDC.
Objective 5	Consider stricter development and maintenance requirements to improve the appearance of the SH35 Corridor.	Exec. Dir. of Comm. Svcs.

Objective 6	Continue training for Boards and Commissions to increase members' knowledge of their specific fields of responsibility.	Exec. Dir. of Comm. Svcs.
Objective 7	Pursue City of Houston disannexation of areas south of Beltway 8.	Deputy City Manager

PART II: PRIORITIES 4-8

(Part II objectives were not ranked by City Council, and are listed in subjective order)

Goal #4	Fiscal Responsibility	
Objective 1	Monitor revenues and expenditures throughout year to ensure fiscal integrity of the City.	City Manager, Dir. of Finance
Objective 2	Diagnose and correct the causes of contract overages relative to estimates on capital projects.	Deputy City Manager, Projects Dir., City Engineer
Objective 3	Evaluate and consider outsourcing routine financial functions to free personnel for other duties.	Dir. of Finance
Objective 4	In order to ensure financial integrity, carefully evaluate requests to expand staff.	City Manager
Objective 5	Consider department heads giving budget presentations to Council for their respective areas of responsibility.	City Manager

Goal #5	Codes and Ordinances	
Objective 1	Review all City Ordinances for timeliness, relevance, and enforceability.	City Attorney
Objective 2	Improve code enforcement, especially for the sign ordinance, including follow-up to ensure compliance.	Exec. Dir. of Comm. Svcs.

Goal #6	Infrastructure	
Objective 1	Protect the City's investment through appropriate maintenance of public infrastructure.	Dir. of Public Works, Dir. of Parks and Recreation
Objective 2	Continue long-term water supply planning efforts w/Gulf Coast Water Authority and other alternative sources.	Deputy City Manager
Objective 3	Keep up street appearances, signs, parks, streetlights, and other details.	Dir. of Public Works, Dir. of Parks and Recreation
Objective 4	Continue and expand upon Old Town Site improvements, including sidewalks, drainage, and streets.	Dir. of Public Works, Exec. Dir. of Comm. Svcs.

Objective 5	Add a GPS/GIS layer for streetlights.	GIS Coordinator
Objective 6	Develop a plan to extend services (water, sewer, other improvements) to annexed areas not currently served.	Deputy City Manager, Projects Dir., City Engineer
Objective 7	Consider a separate building for the Municipal Court department.	City Manager

Goal #7	Additional Mobility	
Objective 1	Continue working with the Bay Area Transportation Partnership to improve transportation opportunities, in conjunction with other impacted cities.	Exec. Dir. Of Comm. Svcs.
Objective 2	Monitor and provide input into the to TxDOT FM518 corridor study (stoplight interconnects, etc).	Deputy City Manager
Objective 3	Improve connecting and intra-city roadways; provide more alternatives to FM518.	City Manager, Deputy City Manager
Objective 4	Develop a plan to extend McHard Road from Mykawa to Hatfield.	City Manager, Deputy City Manager
Objective 5	Improve mobility west of Hwy 288 by extending and expanding existing roadways (e.g., Broadway).	City Manager, Deputy City Manager
Objective 6	Improve Mykawa Rd south of the already planned project.	Deputy City Manager, Projects Dir.

Goal #8	Communications	
Objective 1	Develop an "Eyes for Pearland" program, training City employees and the interested public to note and report code violations, infrastructure problems, and other items requiring City attention.	Exec. Dir. Of Comm. Svcs., Dir. of Public Works
Objective 2	Communicate with the Chamber of Commerce and PEDC and cultivate mutual support with both entities.	Exec. Dir. Of PEDC, City Manager
Objective 3	Improve communication with MUDs in the ETJ; work toward better knowledge of their plans/installations to better coordinate City and MUD facilities and activities.	City Manager
Objective 4	Continue to explore televising City Council meetings.	Public Affairs Manager

FY 2017
City of Fair Oaks Ranch
City Council Goals and Objectives

PART I: TOP 3 PRIORITIES

(Part I Objectives are listed in Ranked Order, as prioritized at the June 30, 2016 Council Workshop)

Goal #1		Departmental Responsibility	Council Liaison
Objective 1			
Objective 2			
Objective 3			
Objective 4			

Goal #2		Departmental Responsibility	Council Liaison
Objective 1			
Objective 2			
Objective 3			
Objective 4			

Goal #3		Departmental Responsibility	Council Liaison
Objective 1			
Objective 2			
Objective 3			
Objective 4			

PART II: PRIORITIES 4-8

(Part II objectives were not ranked by City Council, and are listed in subjective order)

Goal #4		Departmental Responsibility	Council Liaison
Objective 1			
Objective 2			
Objective 3			
Objective 4			

Goal #5		Departmental Responsibility	Council Liaison
Objective 1			
Objective 2			
Objective 3			
Objective 4			

Goal #6		Departmental Responsibility	Council Liaison
Objective 1			
Objective 2			
Objective 3			
Objective 4			

Goal #7		Departmental Responsibility	Council Liaison
Objective 1			
Objective 2			
Objective 3			
Objective 4			

Goal #8		Departmental Responsibility	Council Liaison
Objective 1			
Objective 2			
Objective 3			
Objective 4			

FY 2016-17 Budget

Consideration Items

Garry Manitzas

Category	Title and Description	Strategic Impact
Communication	Develop comprehensive strategy to provide the city with appropriate communication tools to inform and engage citizens without having to use outside parties like FORHA or Save Fair Oaks Ranch for contacting citizens. The project should consider the controlled use of social media tools as well as website upgrades and collaboration with community publications.	Improved transparency; increased citizen awareness; community engagement
Financial	Develop and deliver comprehensive reserve studies for both General Fund and Enterprise Fund assets. The methodology should consider cyclical replacement of assets, determination of current reserve levels needed and a strategy to provide for the replacement of assets as envisioned in our Mission Statement. Requires outside consulting expertise.	Provides underpinning for proper strategic planning and long range forecast.
Strategic Planning/Vision	Develop a comprehensive long range vision for the city. This would encompass long range planning of land use and infrastructure requirements. Valid demographic data should be used to develop population estimates. Citizen input should be solicited as appropriate.	Provides community accepted goal to work toward.
Drainage Issues	Develop standard policies and procedures for evaluating resolution of drainage issues. Incorporate both legal and procedural aspects. Likely will require some consulting assistance.	Consistency in approach to property owners.
Wildlife Education Program	Support implementation of education program envisioned in recent resolutions. Should support residents learning to live effectively with wildlife.	Improve social carrying capacity.
Planning/Zoning Strategy	In conjunction with strategic vision, develop strategy for zoning to support new comprehensive plan. Will require outside assistance.	Enforces agreed upon land use.
Financial - Enhanced budget preparation tools	Move toward more standardized approach to budgeting. Ensure consistency in account structure and estimate development. Update budget cycle to ensure better council/citizen input in defining priorities.	Improved efficiency and transparency in budgeting.

FY2016-17 Budget
Consideration Items
(SubMITTED by Roy E. Elizondo)

Category	Title & Description	Strategic Impact(s)
Financial Integrity	Capital Investment Plan Consulting & staff augmentation for development of a Capital Investment/Reinvestment Plan (CIP) and Finance/Reserve Analysis: Fund a project to develop a CIP and associated funding plan. Use consultants for additional expertise and other resources to back fill assigned staff, if needed.	Financial stability Credit ratings Tax rates Utility rates
Public Safety/Quality of Life	Storm Water Strategy Consulting & staff augmentation to perform an assessment of storm water issues, including water quality mandates and to develop a strategy for remediation, upgrades and new requirements, and develop a funding plan. Use consultants for additional expertise and other resources to back fill assigned staff, if needed.	Citizen & employee safety Preservation of property values City image
Work Force Excellence	Safety Training Program Develop and implement an ongoing program for employee safety training. Training should be role based (Public Works, First Responders, Administrative). This program may be able to take advantage of partnering with other communities and entities.	Citizen & employee safety
Community Engagement	Community Policing Initiative Enhance and expand the ongoing community outreach program to improve public awareness of personal safety and property protection measures and available services, and to build & strengthen relationships with community members.	Citizen safety Community relationships
Community Engagement	Web Site Upgrade Consulting, staff augmentation and volunteer contributions to modernize City web site and better enable two-way communication, interaction with business partners, etc.	City image

**FY2016-17 Budget
Consideration Items
(Submitted by Al Schmidt)**

1 -- Consider expanded EMS in terms of # of ambulances close to the city or require an ambulance in the city. We need data on # of calls, locations, time calls received, response times, etc. Also recognizing the Police and LSVFD respond. An EMS service increase would be expensive, however it needs evaluation.

2-- Beautification/Maintenance.... We must keep up and enhance our city looks, landscaping, etc. This includes new and replacement landscaping such as Parkway trees. Also need to enhance all city entrances off Ralph Fair and Dietz Elkhorn.

3-- Public Relations/ Communications... I think we all are in agreement we must continue to improve our PR. This can include improving /using our website, flash notices, newsletters, FORHA, local publications and Town Hall mtgs. I don't think we can only rely on the Gazette and not many residents are signed up for the city flash notices.

Looking forward to our discussions on these.

Al

Al Schmidt
Alderman, Fair Oaks Ranch
210-698-0900