



CITY OF FAIR OAKS RANCH
AGENDA - CITY COUNCIL REGULAR MEETING
July 7, 2016; 9:30 a.m.
Fair Oaks Ranch City Hall, 7286 Dietz Elkhorn

I. ROLL CALL - DECLARATION OF A QUORUM

II. OPEN MEETING

Pledge of Allegiance

III. 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

IV. 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 19, 2016 Regular City Council Meeting Minutes. **P1-P3**

V. CONSIDERATION/DISCUSSION ITEMS

A. Approval authorizing the Mayor to sign an amended agreement for solid waste collection services with BFI Waste Systems of Texas, LP, dba Republic Services of San Antonio for one year starting October 1, 2016. **- Deputy City Administrator P4-P6**

B. Approval of Ordinance repealing the Fair Oaks Ranch Code of Ordinance, chapter 2 "Animal Control" Sections 2.04.008 Entitled "Rental of Live Capture Traps" and Appendix A "Animal Fees" Article A1.000(E)(F)(G). **- Police Chief P7-P10**

C. Approval of Resolution Removing and Appointing Directors to the Fair Oaks Ranch Municipal Development District Board of Directors. **P11-P13**
- Mayor

D. Approval of Fair Oaks Ranch Municipal Development District's budget for fiscal year beginning October 1, 2016 and ending September 30, 2017. **P14-P16**
- Mayor

E. Discussion of creating an Employee Recognition Program. **P17-P19**
- Alderwoman Havard/Human Resources Specialist

REPORTS FROM STAFF / COMMITTEES / COUNCIL

- 1) City Administrator – Report Council on TML Employee Benefit Plan Coverage Increases.
- 2) Council – Requests for City topic needing additional information/research; or, potential consideration for a future agenda.

VI. CONVENE INTO EXECUTIVE SESSION

Pursuant to Section 551.101 of the Open Meetings Act, Texas Govt Code, a quorum of the governing body hereby convenes into closed session to discuss the following matters:

1. Section 551.071; Consultation with the City Attorney regarding Trio Residential Developers, Inc. application with Texas Commission on Environmental Quality in obtaining Permit No. WQ0015219001; SOAH Docket No. 582-16-0594 and TCEQ Docket No. 2015-0841-MWD
2. Section 551.071; Consultation with the City Attorney regarding Cause No. 2016-CI-05444; the City of Fair Oaks Ranch, Texas vs R.W. Pfeiffer Properties, LLC

VII. RECONVENE INTO OPEN SESSION

VIII. ADJOURNMENT

Signature of Agenda Approval: _____

Gary Manjar

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., July 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).

MINUTES, MAY 19, 2016; 7:00 PM
CITY OF FAIR OAKS RANCH
7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78015

I. ROLL CALL – DECLARATION OF A QUORUM

Council Members Present: Mayor Pro Tem Schmidt, Alderman Hartpence, Alderman Elizondo and Alderwoman Havard.

Having a quorum present, Mayor Manitzas called the Regular City Council meeting to order at 7:00 p.m.

II. OPEN MEETING

The Pledge of Allegiance was led by retired Col. Jim Havard, Fair Oaks Ranch Resident.

III. CITIZENS & GUEST FORUM / PRESENTATIONS

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

Tom Relf, 8609 Delta Dawn expressed concerns regarding drainage.

John Turquette, 8805 Jodhpur Drive dislikes the elevated crosswalk located on Battle Intense and would prefer a four way stop.

Steven Dean, Vice President of Pape Dawson Engineers presented the quarterly road reconstruction project report which covered the updated simplified schedule, opinion of probable construction cost, roads/drainage, contingency, design, community outreach & construction phase services, water system, construction contingency, design, work update, traffic control plan, water improvements, Intrepid/Robin Dale and The Fountains.

Presentation/Discussion by Dan Weisel and Jim Jeffery, Fair Oaks Ranch residents, regarding drainage issues on Jodhpur.

IV. DECLARATION OF CONFLICTS OF INTEREST

None

V. CONSENT AGENDA

MOTION: Made by Alderwoman Havard, seconded by Alderman Elizondo to approve the April 7, 2016 and April 21, 2016 Regular City Council Meeting Minutes; April 8, 2016 and April 9, 2016, and April 21, 2016 Special City Council Meeting Minutes; and April 19, 2016 Meet the Candidates Forum Minutes.

VOTE: 4-0; Motion Passed

VI. CONSIDERATION ITEMS

A. Approval of Mann-Blodgett Subdivision Plat located on old Dietz Elkhorn Road in the City's ETJ.

Adrian Garcia, Project Engineer stated January 26, 2016 a Preliminary Plat, creating the Mann-Blodgett Subdivision, was submitted to the Public Works Department by Civil

Engineering Consultants. This property formerly housed the Coyle Engineering Offices on Old Dietz Elkhorn Road. The Mann-Blodgett Subdivision is to consist of one 2.249 acre lot. After review and comments, CEC updated the Preliminary Plat and submitted a Final Plat on April 22, 2016 for consideration. As of April 29, 2016, CEC has fulfilled all of the Final Plat requirements in the Subdivision Ordinance.

MOTION: Made by Alderwoman Havard, seconded by Alderman Hartpence to approve the Mann-Blodgett Plat located on old Dietz Elkhorn Road in the City's ETJ.

DISCUSSION: None

VOTE: 4-0; Motion Passed

B. Approval of awarding the 2016 Street Maintenance and Repair Program Contract to Big Tex Paving, Inc.

Adrian Garcia, Project Engineer stated May 4, 2016 at 3:00 p.m. bids were opened for the 2016 Street Maintenance and Repair Program with the following Bid Tabulations:

COMPANY NAME	Bid Amount
Big Tex Paving, Inc.	\$156,347.93
Lone Star Paving	\$188,284.24
Austin Materials, LLC	\$308,992.50
Fuquay, Inc.	\$181,066.04

A total of 82,539 square yards has been targeted for seal coating, including the following streets: Ammann Road, Cantor Circle, No Le Hace Drive, Post Oak Trail, and Rolling Acres Trail. In addition to the above City streets, a bid was gathered for the Fountains Subdivision HOA in order to seal coat Tivoli Way in their gated subdivision. The Fountains HOA will contractually arrange separately with the low bidder to complete their neighborhood street.

MOTION: Made by Alderman Elizondo, seconded by Alderwoman Havard to approve awarding the 2016 Street Maintenance and Repair Program Contract to Big Tex Paving, Inc.

DISCUSSION: None

VOTE: 4-0; Motion Passed

C. Approval of determining Alderman, Place 5 vacancy to be filled by appointment or by special election and method thereof.

Carole Vanzant, Deputy City Administrator stated a Special Election costs approximately \$30,000 and can take place on the November 2016 ballot. Texas Local Government Code §22.010, Filling Vacancy on Governing Body states the person appointed to fill a vacancy serves until the next regular municipal election which in this case will be May 2017.

MOTION: Made by Alderman Hartpence, seconded by Alderwoman Havard to approve filling Alderman Place 5 vacancy by appointment.

DISCUSSION: None

VOTE: 4-0; Motion Passed

D. Consideration of electing an Alderman to serve as Mayor Pro Tem.

Mayor Manitzas stated according to Texas Local Government Code § 22.037, President Pro Tempore, at the new governing body's first meeting or as soon as practicable, the governing body shall elect one alderman to serve as president pro tempore for a term of one year. If the mayor fails, is unable, or refuses to act, the president pro tempore shall perform the mayor's duties. If the mayor and the president pro tempore are absent, any alderman may be appointed to preside at the meeting.

MOTION: Made by Mayor Pro Tem Schmidt, seconded by Alderwoman Havard to approve appointing Al Schmidt to serve as Mayor Pro Tem.

DISCUSSION: Al Schmidt volunteered to serve as Mayor Pro Tem for another year.

VOTE: 4-0; Motion Passed

REPORTS FROM STAFF / COMMITTEES / COUNCIL

- 1) Julio Colunga, Public Works Superintendent reported the loss of the current BISD "five acres" staging area will take effect July 1, 2016.
- 2) Linda Coones, Interim Finance Officer reported on the Quarterly Financial Report and Quarterly Investment Report as of March 31, 2016.
- 3) Carole Vanzant, Deputy City Administrator reported on the Home Rule Commission Status Update, and the Fair Oaks Ranch Utilities AquaHawk bill inserts, and number of users.
- 4) Council – Requests for City topic needing additional information/research; or, potential consideration for a future agenda.
 - a) Mayor Pro Tem Schmidt requested a drainage workshop and Street Bond Priority update.
 - b) Mayor Manitzas requested the June 2 City Council meeting focus on drainage locations, summary of problems, drainage map, and plats.

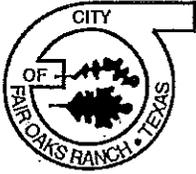
VII. ADJOURNMENT

Mayor Manitzas adjourned the meeting at 9:03 p.m.

Garry Manitzas, Mayor

ATTEST:

P. Abrego, City Secretary



CITY COUNCIL CONSIDERATION ITEM

CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Amended Agreement for Solid Waste Service Collection with BFI Waste Systems of Texas dba Republic Services of San Antonio

START/END DATE: October 1, 2016-September 30, 2017

DEPARTMENT: Administration

PRESENTED BY: Deputy City Administrator

INTRODUCTION/BACKGROUND:

In May 2015, the City Council executed an amendment to the Solid Waste Agreement with BFI Waste Systems of Texas dba Republic Services of San Antonio for a service period of one year. The one-year extension was recommended by staff as a stop gap to provide an opportunity to rebid the service agreement inclusive of newly annexed areas. The one year extension expires on September 30, 2016.

Unfortunately, initiating the bid process did not materialize. The Spring floods, construction of the new Public Safety Building, working numerous state, federal and city elections, and hiring a new City Administrator in June 2016 were contributing factors of the delay.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

The one-year option includes service as is with no cost increase in monthly rate and includes service to newly annexed areas.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

None – service is paid by the customers. Staff will ensure the service contract is bid out accordingly during FY2017.

LEGAL ANALYSIS:

City Attorney reviewed Amended Agreement and found no issues

RECOMMENDATION/PROPOSED MOTION:

Recommend a one-year extension, expiring September 30, 2017.

Proposed Motion: I move to authorize the Mayor to sign a one-year extension agreement for solid waste collection services with BFI Waste Systems of Texas starting October 1, 2016.

**THIRD AMENDED AGREEMENT FOR RESIDENTIAL SOLID WASTE
COLLECTION SERVICES BETWEEN THE CITY OF FAIR OAKS RANCH
AND BFI WASTE SYSTEMS OF TEXAS, LP, dba REPUBLIC SERVICES
OF SAN ANTONIO**

This Third Amended Agreement for Solid Waste Collection Services between the City of Fair Oaks Ranch and BFI Waste Systems of Texas, LP, dba Republic Services of San Antonio, is made and entered into by the City of Fair Oaks Ranch ("City") and BFI Waste Systems of Texas, LP, dba Republic Services of San Antonio ("Contractor")

RECITALS

WHEREAS, the City of Fair Oaks Ranch entered into a five (5) year agreement ("Agreement") with BFI Waste Systems of Texas, LP, on June 8th, 2005 for residential collection, removal and disposal of solid waste and recycling; and,

WHEREAS, the City entered into a second five (5) year agreement ("First Amended Agreement") with Contractor on August 19, 2010 for residential collection, removal and disposal of solid waste and recycling; and,

WHEREAS, the City entered into a one year (1) extension agreement ("Second Amended Agreement") with Contractor on May 21, 2015 for residential collection, removal and disposal of solid waste and recycling; and,

WHEREAS, the Second Amended Agreement between the City and the Contractor expires on September 30, 2016 and has a five (5) year renewal option upon mutual agreement of both parties; and,

WHEREAS, the City has determined that a one-year extension of the Agreement is in the best interest of the residents of Fair Oaks Ranch; and,

WHEREAS, the Contractor has determined that it is in their interest to continue providing services for an additional one year.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained or referred to herein, the receipt and sufficiency of which is hereby acknowledged by the City and the Contractor, the parties hereto agree as follows:

A. Amendment to Agreement:

1. The Agreement is extended for an additional one year expiring September 30, 2017 under the conditions of the Agreement dated June 8, 2005 with the summary of services described in Attachment II of said contract.
2. The monthly rate for the service will be \$27.00 which includes a 3% franchise fee, recycling of glass, and bulk and brush items being hauled to the land fill twice a year.

B. Incorporation of Provisions of Agreement. All terms of the Agreement and First Amended Agreement not expressly amended herein shall remain in full force and effect and shall apply to this Amendment.

City of Fair Oaks Ranch, Texas

Contractor

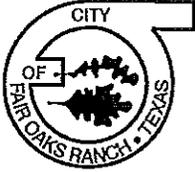
By: _____
Mayor

By: _____
Title:

Address: _____

Date: _____

Date: _____



CITY COUNCIL CONSIDERATION ITEM

CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Repealing the Fair Oaks Ranch Code Of Ordinances, Chapter 2 "Animal Control" Sections 2.04.008 Entitled "Rental Of Live Capture Traps" and Appendix A "Animal Fees" Article A1.000 (E)(F)(G) "Animal Trap Rental"

START/END DATE: July 7, 2016 Renting of Traps/ July 15, 2016 Transporting privately trapped animals.

DEPARTMENT: Police Department

PRESENTED BY: Police Chief

INTRODUCTION/BACKGROUND:

On May 19, 2011, City Council adopted Ordinance 2011-03 regulating and adopting animal control which provided, under Animal Control, Section 2.04.008, trapping of live animals. The City no longer has an adequate site for releasing trapped animals and has determined that no other usable site exists within the City and private companies offer this service.

Additionally, on February 19, 2009 City Council adopted Ordinance 2009-04 providing animal trap fees and now finds that Appendix A: Fee Schedule Article A1.000 (E)(F)(G) needs to be repealed.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

1. This simple process change allows for an easy elimination, of a section, in an already existing ordinance.
2. Since the ordinance was adopted the City has been authorized to utilize private property to humanly release trapped animals. As the City has developed it has become increasingly difficult to secure adequate release sites.
3. Provides an opportunity to reallocate limited human resources.
4. Demand for this service has shown a steady decline;

FY 12/13 \$1,340
FY 13/14 \$500
FY 14/15 \$550
FY 15/16 \$280

LONGTERM FINANCIAL & BUDGETARY IMPACT:

Minimal

LEGAL ANALYSIS:

Approved to Form by City Attorney.

RECOMMENDATION/PROPOSED MOTION:

Recommendation:

Approval of Ordinance eliminating Rentals of Live Capture Traps and repealing associated fees.

Proposed Motion:

Move to approve repealing the Fair Oaks Ranch Code Of Ordinances, Chapter 2 "Animal Control" Sections 2.04.008 Entitled "Rental Of Live Capture Traps" and Appendix A "Animal Fees" Article A1.000 (E)(F)(G) "Animal Trap Rental"

ORDINANCE 2016-XX
REPEALING THE FAIR OAKS RANCH CODE OF ORDINANCES, CHAPTER 2 "ANIMAL CONTROL"
SECTIONS 2.04.008 ENTITLED "RENTAL OF LIVE CAPTURE TRAPS" AND APPENDIX A "ANIMAL
FEES" ARTICLE A1.000 (E)(F)(G) "ANIMAL TRAP RENTAL"

WHEREAS, the City Council of the City of Fair Oaks Ranch adopted Ordinance 2011-03 regulating and adopting animal control in May 19, 2011 ; and

WHEREAS, said Ordinance provided, under Animal Control, Section 2.04.008 entitled "Rental of Live Capture Traps", for trapping of live animals; and

WHEREAS, the City no longer has an adequate site for releasing trapped animals and has determined that no other usable site exists within the City and private companies offer this service; and

WHEREAS, the City Council of the City of Fair Oaks Ranch adopted Ordinance 2009-04 to provide animal trap fees; and

WHEREAS, City Council hereby finds and determines that Chapter 2 "Animal Control" Section 2.04.008 entitled "Rental of Live Capture Traps", shall be repealed and Appendix A: Fee Schedule Article A1.000 (E)(F)(G) shall be repealed.

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

SECTION 1: REPEALED CLAUSE

1. The Code of Ordinances, Chapter 2 Section 2.04.008 entitled "Rental of Live Capture Traps", is repealed.
2. The Code of Ordinances, Appendix A: Fee Schedule Article A1.000 (E)(F)(G) are repealed.

SECTION 2: SEVERABILITY

It is hereby declared to be the intention of the city council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgement or decree of any court of competent Jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the city council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 3: SAVINGS CLAUSE

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.

SECTION 5: EFFECTIVE DATE

This Ordinance shall be effective upon passage and approval.

PASSED AND APPROVED this the 7th day of July, 2016

Garry Manitzas, Mayor

ATTEST:

APPROVED AS TO FORM:

P. Abrego, City Secretary

Charles Zech, City Attorney

Municipal Development District Report to City Council

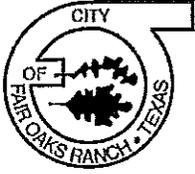
Good Morning,

I'm Al McDavid, President of the Fair Oaks Ranch Municipal Development District. Our MDD is a political subdivision of the State of Texas and the City of Fair Oaks Ranch in accordance with Chapter 377 of the Texas Local Government Code. It receives all proceeds from a ½ cent sales tax, approved in May 2011 by a vote of the citizens, for economic development in the City of Fair Oaks Ranch and the Bexar and Kendall County ETJ.

1. At the end of May 2016, total proceeds are **\$450,159.16**. Monthly deposits from the State Comptroller's Office are currently averaging just over \$12,000 per month, an increase of almost 20% compared to this time in 2015. All proceeds are held in a Frost Bank FDIC Insured Account with a collateralized security agreement with Frost Bank to protect all funds above the \$250,000 federally insured limit. I want to publically thank Linda Coones, the City Interim Financial Officer, for her initiative, advice, and assistance in ensuring our MDD bank account is now collateralized in the same manner as the city's funds, while remaining as a separate entity.
2. No funds have been utilized to date, except the normal operating expenses in accordance with the 2016 approved budget. An audit by Armstrong, Vaughn, and Associates has been conducted annually since the MDD was formed. The FY '15 audit noted that our funds above the \$250k FDIC insured limit were not properly collateralized. As reported a moment ago, this issue was fully corrected in early 2016, and this finding has been closed. No other findings or issues were reported.
3. Two MDD actions are on the agenda this morning. First, our by-laws require two members from City Council be appointed to serve as members of the MDD Board of Directors. We appreciate the previous service of Alderman Damstra and former Alderman Manitzas, and recommend this morning that Alderman Schmidt and Alderman Elizondo be approved. This has been discussed with all parties, and we look forward to Al and Roy joining the MDD board.
4. Secondly, Council approval of the upcoming MDD fiscal year budget is also required. The budget in your packet increases total revenue projections to \$150,000 for fiscal year 2017, while retaining expenditures at 2016 levels. As you know, the MDD budgets for both administrative and financial support from two members of the city staff as additional duties. Priscilla Abrego and Linda Coones provide excellent and timely support required for administration and financial operations. This budget reflects continued funding for this essential support. Thank you Priscilla and Linda for your great work to our MDD. We appreciate you.
5. Our Municipal Development District is in very sound financial condition. We will maintain conservative and secure investment of all funds while keeping expenses low. As the City Council continues due diligence relative to the growth of Fair Oaks Ranch, we encourage additional commercial development in accordance with city ordinances and local deed restrictions. Well planned commercial growth is win-win for all parties, including our residents.

Thank You,

Al McDavid, President
7 July 2016



CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Approval of Resolution Removing and Appointing Directors to the Fair Oaks Ranch Municipal Development District (MDD) Board of Directors

START/END DATE: Immediately effective

DEPARTMENT: City Council

PRESENTED BY: Mayor Garry Manitzas

INTRODUCTION/BACKGROUND:

Voters elected May 2011 to create the FOR MDD and City Council adopted an ordinance creating the District's Board of Directors and their appointment. Currently, the MDD needs two Council members added to the Board due to vacancies. Alderman Roy E. Elizondo and Alderman Al Schmidt have agreed to fulfill that requirement of two council members on the MDD Board.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

1. The two Council members fulfill the requirements of the Ordinance
2. The Board of Directors serving At-Large are in place
3. The MDD Board is complete with seven members

LONGTERM FINANCIAL & BUDGETARY IMPACT:

The MDD is a legal separate entity from the City and does not have direct impact on the City's financial or budget

LEGAL ANALYSIS:

This consideration item is complying with City Ordinance 2011-08.

RECOMMENDATION/PROPOSED MOTION:

Recommendation: To appoint to new City Council Directors to the Fair Oaks Ranch Municipal Development District as listed above.

Proposed Motion: To approve the Resolution Removing Glenn Damstra and Garry Manitzas from the City of Fair oaks Ranch Municipal Development District (MDD) Board of Directors and appointing Roy E. Elizondo and Al Schmidt as Directors to the Fair Oaks Ranch Municipal Development District (MDD) Board of Directors representing the City of Fair Oaks Ranch City Council.

RESOLUTION 2016-XX

REMOVING AND APPOINTING DIRECTORS TO THE CITY OF FAIR OAKS RANCH MUNICIPAL DEVELOPMENT DISTRICT BOARD OF DIRECTORS

WHEREAS, as authorized by Texas Local Government Code §377.021, and, upon the favorable results of the May 7, 2011 City of Fair Oaks Ranch election, the Fair Oaks Ranch Municipal Development District was created and the imposition of a sales and use tax of one-half of one-percent in the district's boundaries was approved; and,

WHEREAS, on August 8, 2011, the City Council of the City of Fair Oaks Ranch adopted Ordinance 2011-08 creating the District's Board of Directors and providing for the appointments of its' Directors; and

WHEREAS, on September 15, 2011, the City Council of the City of Fair Oaks Ranch adopted Resolution 2011-15 appointing it's Directors; and

WHEREAS, the Ordinance provides the Board shall consists of seven (7) Directors, each of whom shall be appointed by the City Council by resolution. Each of the Directors shall be a resident of the City of Fair Oaks Ranch or a resident of the City of Fair Oaks Ranch's Extraterritorial Jurisdiction. Two (2) Directors shall be persons who are members of the Fair Oaks Ranch City Council and one (1) Director shall be a person who is a member of the Fair Oaks Ranch Homeowner's Board of Directors; and,

WHEREAS, on July 16, 2015, the City Council of the City of Fair Oaks Ranch adopted Resolution 2015-07 appointing Garry Manitzas and Glenn Damstra as Directors to the Fair Oaks Ranch Municipal Development District ; and

WHEREAS, the Ordinance also provides that each Director shall be appointed for a two (2) year staggered term to begin on October 1st and end on September 30th of the second year.

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

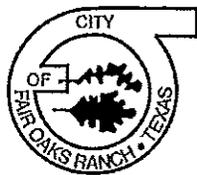
1. The City Council hereby removes Glenn Damstra and Garry Manitzas from the City of Fair Oaks Ranch Municipal Development District Board of Directors; and
2. The City Council hereby appoints Roy E. Elizondo and Al Schmidt to serve on the City of Fair Oaks Ranch Municipal Development District Board of Directors representing the City of Fair Oaks Ranch City Council.

PASSED, APPROVED AND ADOPTED THIS 7th DAY OF JULY, 2016.

Garry Manitzas, Mayor

ATTEST:

P. Abrego, City Secretary



CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Approval of Fair Oaks Ranch Municipal Development District’s budget for fiscal year beginning October 1, 2016 and ending September 30, 2017.

START/END DATE: Fiscal Year Oct. 1, 2016 – September 30, 2017

DEPARTMENT: City Council

PRESENTED BY: Mayor Garry Manitzas

INTRODUCTION/BACKGROUND:

Council also approves the FOR MDD’s annual budget as well as the Board of Directors. The budget revenues come from one-half of one-percent sales tax in the district’s boundaries. Budgeted revenue minus expenses provides approximately \$132,500 for the MDD’s this coming Fiscal Year.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

1. The Budget approval by Council keeps all informed of status and plans.
2. The MDD sales tax brings revenue from many sources such as non-resident purchases.
3. The MDD maintains a financially conservative budget.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

The MDD does pay the City for light administrative duties/professional services at \$6,000 annually.

LEGAL ANALYSIS:

City is following the Ordinance requirements for the MDD.

RECOMMENDATION/PROPOSED MOTION:

Approval of Fair Oaks Ranch Municipal Development District’s budget for fiscal year beginning October 1, 2016 and ending September 30, 2017 with revenue at \$150,000 and expenses \$17,500.

FAIR OAKS RANCH MUNICIPAL DEVELOPMENT DISTRICT
 FY 2016-17 PROPOSED BUDGET

	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 BUDGET	FY 2015-16 PROJECTED	FY 2016-17	
					PROPOSED BASE	PROPOSED BUDGET

ADMINISTRATION						
20-501-300	\$	-	\$ 600	\$ 150	\$ 600	\$ 600
Supplies						
20-501-307	\$	-	\$ 200	\$ 50	\$ 200	\$ 200
Postage						
20-501-315	\$	-	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Training/Seminars						
20-501-323	\$	-	\$ 200	\$ 100	\$ 200	\$ 200
Telephone						
20-501-390	\$ 75	\$ 123	\$ 500	\$ 300	\$ 500	\$ 500
Miscellaneous						
TOTAL GENERAL	\$ 75	\$ 123	\$ 2,500	\$ 1,600	\$ 2,500	\$ 2,500

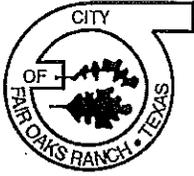
CONTRACTUAL SERVICES						
20-501-500	425	461	5,000	5,000	5,000	5,000
Attorney fees						
20-501-501	2200	1,800	3,000	3,000	3,000	3,000
Auditor Fees						
20-501-502	6466	6,821	6,600	6,600	6,600	6,600
Professional Services						
20-501-510	98	29	400	400	400	400
Insurance						
Total Contractual Services	\$ 9,189	\$ 9,111	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Total Expenditures	\$ 9,264	\$ 9,234	\$ 17,500	\$ 16,600	\$ 17,500	\$ 17,500

* I will correct the projected expenditures & revenues closer to actual just before the board meeting in April. Thank you.

FAIR OAKS RANCH MUNICIPAL DEVELOPMENT DISTRICT
 FY 2016-17 PROPOSED BUDGET

	*					
	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 BUDGET	FY 2015-16 PROJECTED	FY 2016-17	
					PROPOSED BASE	MODIFICATIONS BUDGET
TAXES						
20-400-121						
Local Sales Tax	\$ 112,275	\$ 143,086	\$ 90,000	\$ 132,000	\$ 150,000	\$ 150,000
20-400-900						
Miscellaneous Revenue	\$ 450				\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
TOTAL TAXES	\$ 112,725	\$ 143,086	\$ 90,000	\$ 132,000	\$ 150,000	\$ 150,000

* I will correct the projected expenditures & revenues closer to actual just before the board meeting in April. Thank you.



CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Discussion of creating an Employee Recognition Program.
START/END DATE: July 7, 2016
DEPARTMENT: Administration
PRESENTED BY: Alderman MaryAnne Havard/Kim Stahr-Human Resources Specialist

INTRODUCTION/BACKGROUND:

Employee Recognition has been shown to increase employee morale and help focus efforts on work habits that are important to the organization. Employees that feel valued are more engaged, and more likely to go above and beyond the daily responsibilities. Currently the City of Fair Oaks Ranch does not have a program to recognize outstanding employee performance, only years of service. The city recognizes employees for their years of service by providing Longevity Pay, and honoring employees when they reach 5, 10, and 15 years of service.

A proposed method to recognize employee contributions is through an "Employee of the Quarter" program. Human Resource Specialist, Kim Stahr developed a draft form for use to write up the contributions of candidates as well as a step-by step process to facilitate identification of a winner.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

A recognition program can create a culture where employees want to do their best, decrease absenteeism and turnover, and create a fun work environment; which in turn can increase productivity and customer satisfaction.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

If a proposed \$25 monetary award were presented quarterly, the cost amounts to approximately \$100.00 per year. Additionally, there would be a small cost associated with the in-house printing of a certificate.

LEGAL ANALYSIS:

None

RECOMMENDATION/PROPOSED MOTION:

Discussion only, no action required. Please provide direction.

	CITY OF FAIR OAKS RANCH POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE
	TITLE: EMPLOYEE RECOGNITION PROGRAM PROCEDURE

PROCEDURE: EMPLOYEE RECOGNITION PROGRAM

PURPOSE: To recognize employees for positive actions or actions above and beyond their job duties, in an effort to create a positive work culture.

Employee of the Quarter

Eligibility: All employees are eligible to receive the Employee of the Quarter Award.

Timeframe: The award will be given at the end of each calendar quarter (March, June, September, December). Nominations are due by the 20th of the month at the end of each quarter.

Nomination: Anyone may nominate an employee for the Employee of the Quarter Award, including residents and vendors. Nominations are made by completing the nomination form and submitting it to Human Resources. Nominations should be made in a timely manner. The activity(s) recognized should have occurred in the last 90 days.

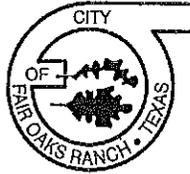
Recognition: Activities recognized should fall into three categories.

1. Accomplishments/contributions that were above and beyond the normal duties expected of the position.
2. Outstanding customer service (externally or internally).
3. Achievements that positively impact the department or city.

Selection: The award winner will be selected by a committee made up of five (5) volunteer employees; one employee from the Police Department, one employee from the Public Works Department, one employee from City Hall, Human Resources, and one representative from Administration. The committee will meet at the end of each quarter to review the nominations and select a winner. If no nominations are received, a winner will not be selected for that quarter.

Award: The winner will be recognized with a certificate, \$25 gift card, and have their picture posted in City Hall.

DRAFT



Employee of the Quarter

Name of Nominee: _____ Department: _____

Job Title: _____ Date: _____

Please check the appropriate area for which you are nominating the employee and provide specific details of the accomplishments, outstanding customer service, or achievements that you are recognizing. **These activities must have occurred within the last 90 days.**

Timeframe Activities Occurred: _____

Describe the employee's accomplishments/contributions that were above and beyond the normal duties expected of the position. Include as much specific information as possible:

Explain how the employee provided outstanding customer service (i.e. served as a role model and/or enhanced the reputation of the department/city, contributed to a positive work environment, etc.).

Describe the employee's recent achievement(s) that positively impacted the department or city (i.e. exhibited innovation which had an impact on priorities, contributed to established goals, promoted cost-conscious or cost-cutting measures, etc.).

Nominated by: _____ Date: _____

Nominee's Department Head/Supervisor: _____

I certify that within the 6 months prior to this nomination, the employee has had no formal corrective action.

Nominations are due by the 20th of the month at the end of each quarter.

(March, June, September, December)