

VIA TELECONFERENCE



**CITY OF FAIR OAKS RANCH
AGENDA – CITY COUNCIL TELECONFERENCE**

August 20, 2020 6:30 PM
Via Teleconference
7286 Dietz Elkhorn, Fair Oaks Ranch

THERE EXISTS A PUBLIC HEALTH EMERGENCY RELATED TO THE COVID-19 VIRUS THAT NECESSITATES A MEETING OF THE CITY COUNCIL TO TAKE PLACE VIA TELECONFERENCE PURSUANT TO GOVERNMENT CODE CHAPTER 551.125, AS MODIFIED BY EXECUTIVE ORDER OF THE GOVERNOR

You can dial in using your phone: **

United States (Local #): 210-714-4201

(Toll-Free #): 1-800-717-4201

Conference ID: 2443302 #

If you wish to address the Council, please select *5 on your phone; this will place you in a queue for speaking. At the appropriate time the City Secretary will call upon each individual separately.

I. OPEN MEETING

- A. Roll Call – Declaration of a Quorum.

II. CITIZENS and GUEST FORUM / PRESENTATIONS

To address the Council, please select *5 on your phone; this will place you in a queue for speaking. At the appropriate time the City Secretary will call upon each individual separately. 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.

III. 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 the August 6, 2020 Regular City Council meeting minutes. Pgs. 4-6

IV. CONSIDERATION/DISCUSSION ITEMS

- A. Consideration and possible action regarding the selection of new carriers for the City's Benefit Package currently offered to employees and their dependents.

Joanna Merrill, Director of Human Resources & Communications &

Brett Bowers, MBA – HUB International

Pgs. 7-26

- B. Consideration and possible action confirming the proposed maximum Fiscal Year 2020-21 ad valorem tax rate, and setting the date to hold the proposed Fiscal Year 2020-21 budget public hearing and 2020 tax rate public hearing as September 17, 2020 at 6:30 PM and setting the date to adopt said budget and tax rate on September 24, 2020. Sarah Buckelew, CPA, Finance Director Pgs. 27-30
- C. Consideration and possible action authorizing the job posting for an IT Specialist in lieu of an executive assistant. Sarah Buckelew, CPA, Finance Director and Tobin Maples, City Manager Pgs. 31-32
- D. Discussion of Code Compliance Strategic Business Plan. Amber Little, Code Compliance Officer Pgs. 33-50

V. REPORTS FROM STAFF/COMMITTEES/COUNCIL

- A. None.

VI. CONVENE INTO EXECUTIVE SESSION

Pursuant to Section 551.101 of the Open Meetings Act, Texas Gov't Code, a quorum of the governing body hereby convenes into closed session:

- A. Sec. 551.071 (Consultation with Attorney) The City Council will meet in private consultation with legal counsel to seek the advice of its attorneys about pending or contemplated litigation, a settlement offer, and/or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflicts with Chapter 551 of the Government Code; to wit:
 - 1. Claims made on behalf of a real property owner against the City's operation of the K-3 Trinity Glen Rose Water Well.
 - 2. To receive legal advice from Special Counsel and the City Attorney regarding the City's ground water rights.
 - 3. To receive legal advice and to receive and deliberate an offer of settlement for claims made on behalf of a real property owner against the City's operation of well K-2.
 - 4. Cause No. 2018-CI-00202; the City of Fair Oaks Ranch, Texas vs. Edward I. Hill, Robert E. Heckendorn, Craig M. Kuitjen, Roger Fuentes, Wesley A. Pieper, Esther W. Hicks, William A. McDowell, Yolanda D. Ayala, PG Pfeiffer Ranches LLC, Maureen Pfeiffer Stevenson Family Trust.
 - 5. To receive legal advice and to deliberate an offer of settlement for claims made on behalf of a real property owner against the City.
- B. 551.074 (Personnel Matters)
 - 1. To perform annual evaluations of the City Manager and the City Secretary.

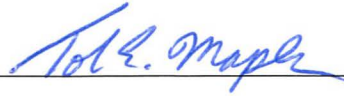
VII. RECONVENE INTO OPEN SESSION

Discussion and possible action on items discussed in Executive Session.

VIII. ADJOURNMENT

Requests for City topic needing additional information/research; or, potential consideration for a future agenda.

Signature of Agenda Approval:



I, Christina Picioccio, City Secretary, certify that the above Notice of Meeting was posted on the outside bulletin board at the Fair Oaks Ranch City Hall, 7286 Dietz Elkhorn, Fair Oaks Ranch, Texas, and on the city's website www.fairoaksranchtx.org, both places being convenient and readily accessible to the general public at all times. As per Texas Government Code 551.045, said Notice was posted by 5:00 PM, August 17, 2020 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 *Texas Government Code* Chapter 551. Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development).

**CITY OF FAIR OAKS RANCH
CITY COUNCIL VIDEOCONFERENCE MEETING MINUTES
AUGUST 6, 2020
7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78015**

I. OPEN MEETING

A. Roll Call – Declaration of a Quorum

Present: Mayor Manitzas and Mayor Pro Tem Elizondo
Council Members: Havard, Koerner, Patel and Maxton.

Absent: Council Member Hartpence

With a quorum present, the City Council meeting was called to order at 9:36 AM.

II. CITIZENS and GUEST FORUM / PRESENTATIONS

A. Citizens to be heard.

1. Rich Nichols spoke in favor of contractor registration and fees regarding the proposed amendment to the Oak Wilt Control Ordinance however he believed that having a contractor purchase a permit for each job was unreasonable. He recommended a distinction between fines for the contractor and the property owner as well as incorporating an educational component to aid resident compliance.
2. Dave Deleranko spoke regarding the Oak Wilt presentation and how it may affect his property. He expressed alarm at untrained contractors that have spread the oak wilt and recommended issuing 30-day permits and requiring contractors to be certified arborists. He expressed that he is against home-owner tree maintenance permits and instead is in favor of permits by contractors.

Council Member Hartpence joined the meeting at 9:47 AM.

III. CONSENT AGENDA

- A. Approval of the June 12, 2020 Special City Council meeting minutes.**
- B. Approval of the July 16, 2020 Regular City Council meeting minutes.**
- C. Affirmation modifying a declaration of local disaster; establishing rules and regulations for the duration of the disaster and restricting certain activities.**
- D. Approval of the second reading of an Ordinance regarding Fat, Oil and Grease Management.**
- E. Approval of Mayor Manitzas' absence from the July 16, 2020 City Council Meeting.**

MOTION: Made by Council Havard, seconded by Mayor Pro Tem Elizondo to approve the Consent Agenda as written.

VOTE: 7-0; Motion passed.

IV. CONSIDERATION/DISCUSSION ITEMS

- A. Discussion and possible action accepting the Board and Commission Subcommittee recommendations.**

MOTION: Made by Mayor Pro Tem Elizondo, seconded by Council Member Maxton to accept the Boards and Commissions Subcommittee recommendation to:

- Accept the request of all incumbents that have expressed a willingness to serve an additional term (formal reappointment for a term starting on October 1 and details on term length will be presented for vote at a September City Council meeting)
- Post remaining open or vacant positions on the City's Boards and Commission webpage, with the standardized application, encouraging citizens to apply, with a deadline of Aug 24, 2020. The City Communications Team will assist with outreach to city residents
- Have the subcommittee meet again the week of Aug 24th-Aug 28th to review the applications and determine recommendations to City Council including recommended term lengths to create staggers, as needed/possible.
- Have the subcommittee present recommendations to Council at the Sept 3rd City Council, seeking guidance on whether interviews are desired or needed.
- Present proposed appointments and reappointments for consideration and possible action to Council at the Sept 17th City Council meeting, for terms start on October 1, 2020.

VOTE: 6-1; Motion passed. Council Member Patel - Nay.

B. Discussion regarding a potential amendment to the Oak Wilt Control Ordinance.

Melissa Castro, Environmental Compliance Manager, led a discussion and presentation to the Council regarding Oak Wilt Control and answered questions.

Council Member Snehal left the meeting at 11:00 AM.

V. REPORTS FROM STAFF/COMMITTEES/COUNCIL

- A. Sarah Buckelew, Finance Director, presented to Council the Quarterly Finance and Investment Reports.

VI. CONVENE INTO EXECUTIVE SESSION

Pursuant to Section 551.101 of the Open Meetings Act, Texas Gov't Code, a quorum of the governing body convened into Executive Session at 11:55 AM regarding:

- A. Sec. 551.071 (Consultation with Attorney) the City Council will meet in private consultation with legal counsel to seek the advice of its attorneys about pending or contemplated litigation, a settlement offer, and/or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflicts with Chapter 551 of the Government Code; to wit:
1. Claims made on behalf of a real property owner against the City's operation of the K-3 Trinity Glen Rose Water Well.
 2. To receive legal advice from Special Counsel and the City Attorney regarding the City's ground water rights.

City Council did not convene into Executive Session regarding:

- A. 3. To receive legal advice and to receive and deliberate an offer of settlement for claims made on behalf of a real property owner against the City's operation of well K-2.
- 4. Cause No. 2018-CI-00202; the City of Fair Oaks Ranch, Texas vs. Edward I. Hill, Robert E. Heckendorn, Craig M. Kuitjen, Roger Fuentes, Wesley A. Pieper, Esther W. Hicks, William A. McDowell, Yolanda D. Ayala, PG Pfeiffer Ranches LLC, Maureen Pfeiffer Stevenson Family Trust.

VII. RECONVENE INTO OPEN SESSION

The Mayor reconvened into open session at 12:17 PM.

A roll call reestablishing a quorum was taken:

Present: Mayor Manitzas and Mayor Pro Tem Elizondo

Council Members: Havard, Koerner, and Maxton.

Absent: Council Members Hartpence and Patel.

No action was taken.

VIII. ADJOURNMENT

Mayor Manitzas adjourned the meeting at 12:18 PM.

Garry Manitzas, Mayor

ATTEST:

Christina Picioccio, City Secretary



CITY COUNCIL CONSIDERATION ITEM

CITY OF FAIR OAKS RANCH, TEXAS

August 20, 2020

AGENDA TOPIC: Consideration and possible action regarding the selection of new carriers for the City's Benefit Package currently offered to employees and their dependents.

DATE: August 20, 2020

DEPARTMENT: Human Resources & Communications

PRESENTED BY: Joanna Merrill, Director of Human Resources & Communications
 Brett Bowers, MBA – HUB International

INTRODUCTION/BACKGROUND:

The City of Fair Oaks Ranch desired to do a comprehensive review and evaluation of benefits offered to employees. As part of that process, the City authorized HUB International (HUB) to solicit proposals on behalf of the City. HUB is an industry leader for insurance brokerage services, with over 10,000 employees serving over 1 million clients, ranking as the 5th largest insurance broker/consultant in the world. The Texas Division has approximately 230 employees serving over 10,000 clients. HUB solicits proposals and negotiates with insurance providers to obtain the best value for clients.

Proposals were competitively solicited and were received for the following coverages:

- Medical, Dental, Vision, Basic Life, Voluntary Life, Short-Term Disability and Long-Term Disability.

During the course of staff working with HUB to vet all viable options, it was discovered that any change away from TML would result in a 24-month window in which we would not be able to return to TML should any transition occur. The City would also be subject to a re-start of our years of service discount once the 24-month period concluded.

As a result of this process HUB also notified us that the City would have the option to reduce the billed medical premiums by 1.75% by establishing a benefit trust. The creation of this benefit trust allows municipalities to exercise our option to be exempt from paying premium tax. This creation of this trust will only need to occur if the decision to move away from TML occurs since TML is not considered an insurance company, whereas all other vendors we have researched during the course of this process are insurance companies.

Overall, through the RFP process, HUB evaluated proposals and solicited best and final offers from multiple carriers/providers. HUB was able to negotiate on behalf of the City a reduction in total compensation costs for each of the lines of coverages noted above and, in many instances, was also able to improve the benefits thereby reducing the out of pocket costs for employees as an added benefit to the outcomes.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

- Meets Strategic Action Plan item 5.1.1 – Evaluate and Update Compensation and Benefit Plans inclusive of Exempt/Non-Exempt status
- Will align our current benefit package with the market with consideration to improving employee benefits while reducing costs.
- Meets procurement guidelines.

LONG-TERM FINANCIAL & BUDGETARY IMPACT:

Overall costs for the employee benefit package will decrease \$102,563 for 2020/21 FY Budget.

LEGAL ANALYSIS:

None needed at this time.

RECOMMENDATION/PROPOSED MOTION:

I move to authorize the City Council to approve the recommendations from city staff and HUB International regarding the selection of United Healthcare to replace the City's existing Insurance Carrier and provide coverage for Medical, Dental, Vision, Basic Life, Voluntary Life, Short Term Disability and Long Term Disability.



RFP Analysis & Recommendations

City of Fair Oaks Ranch

August 20, 2020

Presented by:

Brett Bowers, MBA
Employee Benefits Specialist

Nickie Bischoff
Public Sector Marketing Assistant

HUB Public Sector Experience



RFP Overview



REQUEST FOR PROPOSALS

Fair Oaks Ranch

RFP Data

Proposal Number: #FOR-2020
 Title: Employee Benefits - Request for Proposal
 Issue Date: Friday, June 26, 2020

Proposal Due

Date: Friday, July 24, 2020
 Time: 2:00 p.m. CST

VENDOR SELECTION CRITERIA (INSURANCE COMPANY – ALL COVERAGES)

The objective of the evaluation for proposals will be to select the provider whose proposal is most responsive to the City's relating importance, price, and other factors considered:

- I. **Cost (30%)**
 - a) Fixed Costs: includes insurance costs and administrative costs
 - b) Variable Costs: costs stated as a percentage of paid claims, cost management (i.e., shifting of more/less workload to City of Saginaw's staff)
 - c) Ability to reduce claims expense
- II. **Claims Processing (20%)**
 - a) Turnaround time excluding review of claims
 - b) Pended claims procedures
 - c) Statistical accuracy
 - d) General service procedures
 - e) Willingness to contractually establish performance criteria
- III. **Financial Stability (20%)**
 - a) Insurance Company, AM Best Rating
 - b) Financial Platform/Administration
- IV. **Claims Management Reports (10%)**
 Frequency and format of claims reports are the utmost importance.
- V. **Integrated Systems / Technology Initiative (10%)**
 Integrated systems linked to database are integral to the provider selection. The following components make up the whole of an integrated system:
 - a) Eligibility
 - b) Utilization review
 - c) Claims function
 - d) Claims payment
 - e) Electronic claims inquiry
 - f) Internet based enrollment/eligibility/wellness/links to PPO or EPO networks
- VI. **Communication (5%)**
 - a) Educational material for employees
 - b) Summary Plan Description capabilities
 - c) Administrative kits for locations
 - d) Bilingual capability
- VII. **References (5%)**
 - a) Active and terminated references
 - b) Past relationship with the City
 - c) Recognition/reputation of proposer

RFP Vendor Response List

CARRIER	MEDICAL	DENTAL	VISION	LIFE	VLIFE	STD	LTD	NO RESP	DECLINE
AETNA	X	X							
AFLAC								X	
AVESIS			X						
BCBS	X	X							
CIGNA				X	X	X	X		
DAVIS/VERSANT			X						
DELTA DENTAL								X	
DENTAL SELECT		X	X						
EYEMED		X							
FIRST FINANCIAL								X	
GUARDIAN								X	
HARTFORD								X	
HUMANA									X
LINCOLN								X	
METLIFE		X	X	X	X				
MUTUAL OF OMAHA		X	X	X	X	X	X		
OCHS				X	X	X	X		
PRINCIPAL		X							
STANDARD		X	X	X		X	X		
SUNLIFE		X	X	X		X	X		
TML	X	X	X			X			
UHC	X	X	X	X		X	X		
UNUM		X	X	X	X	X	X		
VSP								X	

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Analysis – Life Benefits

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Analysis - Disability

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Recommendations & Summary

Medical Benefits

Medical Benefits		TML Health Pool P96-75-375 CURRENT	TML Health Pool P85-75-300 REVISED RENEWAL	United Healthcare BMDE (Premier) Rx: IU PROPOSED
Deductible				
In-Network		\$750 Ind. / \$1,500 Fam.	\$750 Ind. / \$1,500 Fam.	\$750 Ind. / \$1,500 Fam.
Non-Network		\$1,000 Ind. / \$2,000 Fam.	\$1,000 Ind. / \$2,000 Fam.	\$5,000 Ind. / \$10,000 Fam.
Out Of Pocket Max				
In-Network		Includes Deductible, Copay, Coinsurance \$3,750 Ind. / \$7,500 Fam.	Includes Deductible, Copay, Coinsurance \$3,000 Ind. / \$6,000 Fam.	Includes Deductible, Copay, Coinsurance \$2,500 Ind. / \$5,000 Fam.
Non-Network		Unlimited	Unlimited	\$10,000 Ind. / \$20,000 Fam.
Coinsurance				
In-Network		10%	20%	0%
Non-Network		40%	50%	30%
Telemedicine		\$10	\$0	\$0
Physician Office Visit				
In-Network		\$30	\$30	\$0 Copay for children >18 \$25
Non-Network		Ded./ 40%	Ded./ 50%	Ded./ 30%
Specialist Office Visit				
In-Network		\$30	\$45	\$25/\$50
Non-Network		Ded./ 40%	Ded./ 50%	Ded./ 30%
Outpatient Lab, X-ray				
In-Network		Ded./ 10%	0%- Covered in OV Copay	0%- Covered in OV Copay
Non-Network		Ded./ 40%	Ded./ 50%	Ded./ 30%
RehabTherapy PT / OT / ST				
In-Network		\$30	\$30	\$25/\$50
Non-Network		Ded./ 40%	Ded./ 50%	Ded./ 30%
Emergency Room				
In-Network		\$100 Fee + Ded./ 10%	\$250 (Facility) + Ded. / 20% (Physician + Lab / Imaging)	\$300
Non-Network				
Urgent Care				
In-Network		Ded./ 10%	\$75	\$75
Non-Network		Ded./ 40%	Ded./ 50%	Ded./ 30%
Outpatient Surgery / Hospitalization				
In-Network		Ded./ 10%	Ded./ 20%	Ded./ 10%
Non-Network		Ded./ 40%	Ded./ 50%	Ded./ 30%
Prescriptions				
Network Pharmacy		\$0/\$10/\$40/\$70/\$150	\$0/\$10/\$40/\$70/\$150	\$15/\$40/\$75
Network Mail Order		3X	3X	2.5X
Mac A/ ST / QL / PA		Included	Included	Included

Medical Benefits- Financial

MEDICAL BENEFITS	Enrolled	TML HP	TML HP	TML HP	United Healthcare
		2019-2020	2020-2021 Renewal	2020-2021 <u>Revised</u> Renewal	2020-2021 New Quote \$750 Deductible
FINANCIALS	EE's	CURRENT	RENEWAL	REVISED RENEWAL	PROPOSED
Employee Only	38	\$500.20	\$530.22	\$499.58	\$472.79
Employee & Spouse	6	\$1,015.40	\$1,076.34	\$1,014.16	\$959.77
Employee & Child(ren)	15	\$880.34	\$933.18	\$879.26	\$832.11
Employee & Family	7	\$1,475.58	\$1,564.12	\$1,473.74	\$1,394.71
	66				
Monthly Premium		\$48,634	\$51,553	\$48,574	\$45,969
Annual Months		\$583,610	\$618,635	\$582,889	\$551,631
\$ Change from Current			\$35,025	-\$721	-\$31,979
% Change from Current			6.0%	-0.1%	-5.5%
		(-) Renewal Credit: \$36,869 New Annual: \$581,766 \$ Change from Current: (\$1,844) % Change from Current: -0.3%		(-) Renewal Credit: \$36,869 Annual: \$546,020 (+) HUB Consulting Fee: \$17,873 New Annual: \$563,893 \$ Change from Current: (\$19,717) % Change from Current: -3.4%	
				(-) Premium Credit: \$45,969 New Annual: \$505,662 \$ Change from Current: (\$77,948) % Change from Current: -13.4% Assumes City will establish a Benefit Trust to eliminate 1.75% Premium Tax	

Establishing a Benefit Trust

Insurance companies are required to bill/pay premium taxes on behalf of their customers. Establishing a benefit trust allows municipalities to exercise their option to NOT pay premium tax on their medical premiums (-1.75%).

The City will need set up a Benefit Trust and assign the Trustees. Typically it is the City Manager and one or two other department level employees (Finance Director/ HR Director). Council will approve the Trust Document and that will be provided to the bank and the account will be implemented.

This all needs to happen before the effective date of the plan (10/1/2020). United Healthcare will need to have that Trust Document in hand to implement the net rates. The City will then fund the account and pay their medical premiums as billed. Most set up a zero balance account (funds in and funds out).

- HUB has provided the City of Fair Oaks Ranch with the template to create a Benefit Trust

Dental Benefits

DENTAL BENEFITS		TML Health Pool	UHC
		Dental III	X4887
		CURRENT/RENEWAL	Proposed
<u>Type I – Preventive Services</u>		No Waiting Period	No Waiting Period
Deductible		None	None
(2) Oral Exams per calendar year		No Cost	No Cost
(2) Fluoride treatments-children		No Cost	No Cost
(2) Cleanings per calendar year		No Cost	No Cost
Sealants for children		No Cost	No Cost
Full mouth X-ray 1 series		No Cost	No Cost
Periapical and Intraoral X-rays		No Cost	No Cost
Bitewings X-rays once per calendar year		No Cost	No Cost
Space Maintainers- for lost teeth for children		No Cost	No Cost
<u>Type II – Basic Services</u>		No Waiting Period	No Waiting Period
Coinsurance		20%	20%
Emergency Exams		20%	20%
Non-preventive X-rays		20%	20%
Amalgam and resin-based composite fillings		20%	20%
Stainless Steel Crowns		20%	20%
X Rays		20%	20%
Anesthesia		20%	20%
Oral Surgery		20%	20%
Periodontics / Endodontics		20%	20%
<u>Type III – Major Services</u>		No Waiting Period	No Waiting Period
Coinsurance		50%	50%
Onlays/Inlays replacement		50%	50%
Crowns and Crown Build-ups		50%	50%
Replacement of Crowns and Bridges >5 yrs		50%	50%
Removable / fixed bridge-work		50%	50%
Dental Implants / Dentures / Bridges		50%	50%
<u>Type IV – Orthodontia</u>		No Waiting Period	No Waiting Period
Coinsurance		100%	50%
Orthodontia Eligibility		Child under 19	Child under 19
Orthodontia Lifetime Maximum		\$3,000 per lifetime	\$2,000 per lifetime
<u>Calendar Year Deductible</u>		II, III	II, III
Individual		\$50	\$50
Family		\$150	\$150
Dental Annual Maximum		\$2,000	\$2,000
UCR Out of Network Percentile		90th Percentile	90th Percentile

Vision Benefits

VISION BENEFITS		TML Health Pool	United Healthcare
		Indemnity Plan - Vision B	SH418
Eye Exam	Network	N/A	\$10
	Non-Network	\$85 Allowance	\$40
Frames/ Lenses, and/or Contacts		Current	
Single Vision	Network	<u>Indemnity Plan:</u> Calendar Year Combined Maximum Payment Allowable for: Prescribed Frames, Lenses, and/or Contact Lenses \$225 per Calendar Year	\$25 copay
	Non-Network		\$40 max
Bifocal Lenses	Network		\$25 copay
	Non-Network		\$60 max
Trifocal Lenses	Network		\$25 copay
	Non-Network		\$80 max
Frames	Network		\$25 Copay- \$170 allowance +30%
	Non-Network		\$45 allowance
Medically Necessary Contacts- 1 year supply	Network		\$0 copay
	Non-Network		\$210 allowance
Elective Contacts-1 year supply	Network		\$25 Copay- \$175 allowance
	Non-Network		\$150 allowance
Exam Frequency		12 Months	12 Months
Lens Frequency		12 Months	12 Months
Frames / Contacts Frequency		12 Months	12 Months
Network		NONE	United Healthcare
CURRENT RATES		EE's	
Employee Only	42	\$9.00	\$7.92
Employee + Spouse	0	\$0.00	\$15.03
Employee + Child	0	\$0.00	\$17.63
Employee & Family	25	\$27.00	\$24.82
FINANCIALS			
Employer Contribution Requirements		0%	100%
Monthly Premium		\$1,053.00	\$953.14
Annual Premium		\$12,636.00	\$11,437.68
\$ Change from Current		N/A	-\$1,198.32
% Change from Current		N/A	-9%
Participation requirement		100%	none
Rate Guarantee		n/a	2 years
Network Website		NONE	www.uhc.com

Note: This is a brief summary and not intended to be a contract.

Packaged Savings = \$1,584

Basic Life Coverage

BASIC LIFE BENEFITS	The Standard	UHC
	Renewal	Proposed
Class Description	All Active Full time Employees	All Active Full time Employees
Definition of Earnings	Base Annual Earnings	Base Annual Earnings
Basic Life Schedule	\$50,000	\$50,000
Maximum Benefit	\$50,000	\$50,000
Guarantee Issue Amount	All Amounts are Guaranteed	All Amounts are Guaranteed
Age Reduction Schedule	65-79, 65% 70-74, 50% 75+, 35% Rounded to next higher \$1,000	65-70, 65% 70+, 50% Rounded to next higher \$1,000
Terminates at Retirement	Yes	Yes
Waiver of Premium	Yes	Yes
Accelerated Death Benefit	75%	Yes
Conversion	Included	Included
Portability	Included	Included
BASIC AD&D BENEFITS		
Class Description	All Active Full time Employees	All Active Full time Employees
Definition of Earnings	Base Annual Earnings	Base Annual Earnings
Basic AD&D Schedule	Matches Basic Life	Matches Basic Life
Maximum Benefit	Matches Basic Life	Matches Basic Life
Retiree AD&D	Matches Basic Life	Matches Basic Life
Age Reduction Schedule	Matches Basic Life	Matches Basic Life
Travel Assistance	Included	Included
Seatbelt	Included	Included
Childcare	Included	Included
FINANCIALS- Basic + AD&D		
Volume	\$3,317,500	\$3,317,500
EE Rate (per \$1,000) - Life	\$0.243	\$0.190
EE Rate (per \$1,000) - AD&D	\$0.035	\$0.020
Monthly Premium	\$922.27	\$696.68
Annual Premium	\$11,067.18	\$8,360.10
\$ Change from Current	\$0.00	-\$2,707.08
% Change from Current	0%	-24%
Employer Contribution	100%	100%
Effective Date	10/1/2020	10/1/2020
Participation Requirement	100%	100%
Actively at Work	Waived	Not Waived
Rate Guarantee	3 Yrs	2 years
AM Best Rating	N/A	A

Note: This is a brief summary and not intended to be a contract.

Packaged Savings = \$792

Short Term Disability

STD BENEFITS	The Standard CURRENT/RENEWAL	UHC ST0001ST0AACIP
Class Description	All Eligible	All Active Full Time Employees (30 Hours)
Definition of Earnings	BAE	BAE
Weekly Percentage	66.67%	66.67%
Weekly Maximum	\$1,000	\$1,000
Minimum Weekly	\$15	\$10
Accident Benefits Begin Day	8	8
Sickness Benefits Begin Day	8	8
Maximum Duration from Date of Disability	90 days	90 days
Definition of Disability during Elim Period	Loss of Duties and 20% Loss of Earnings	Non-Occ
Pre-existing Condition	None	None
Maternity Coverage	Yes	Yes
C-Section Benefit Duration	8 weeks	Yes
Taxable Benefit	Yes	No
FICA Match	No	N/A
W2 Preparation	No	Unknown
FINANCIALS		
Volume	\$45,099	\$45,099
Rate per \$10	\$0.285	\$0.270
Estimated Monthly Premium	\$1,285	\$1,218
Annual Premium	\$15,423.86	\$14,612
\$ Change from Current		(\$812)
% Change from Current		-5%
OTHER		
What is the minimum participation requirement?	N/A	N/A
Will you waive Actively at Work?	No: Not Waived	Unknown
Will Employees be required to use all of their accrued leave prior to accessing STD benefits?	No	Yes
Can Employees receive pay from accrued leave, to make them whole? (i.e. City would use leave to pay the loss of income)	No	No
Effective Date		10/1/2020
Rate Guarantee	N/A	2 Years
AM Best Rating	A	A
Note: This is a brief summary and not intended to be a contract.		Packaged Savings = \$2,376

LTD is 120 days

Long Term Disability

LTD BENEFITS	Lincoln Financial	United Healthcare
	Current	
Class Description	All Full Time Employees	All full time Civilian Employees
Definition of Earnings	BAE	BAE
Monthly Percentage	60%	60%
Monthly Maximum	\$6,000	\$6,000
Guarantee Issue	\$6,000	\$6,000
Minimum Benefit	\$50	None
Elimination Period	120 Days	90 Days
Maximum Benefit Duration	RBD or SS retirement age	ADEA I w/ NRA
Definition of Own Occ/Any Occ	2 Year Own Occupation / Any Occ thereafter	Unable to perform duties of regular occupation, has a 20% or more loss in earnings.
Pre-existing Limitations	3/12	3/12
Mental/Nervous Limits	2 Years per Lifetime	2 Years per Lifetime
Substance Abuse Limits	2 Years per Lifetime	2 Years per Lifetime
FINANCIALS		
Covered Monthly Payroll	\$308,694.00	\$308,694.00
Rate per \$100	\$0.559	\$0.320
Monthly Premium	\$1,725.60	\$987.82
Annual Premium	\$20,707.19	\$11,853.85
\$ Change from Current	n/a	-\$8,853.34
% Change from Current	n/a	-42.75%
Number of Employees	65	61
Effective Date	10/1/20	10/1/20
Employer/ Employee Contribution	100%/0%	100%/0%
Participation Requirement	100%	100%
Actively at Work	Must work 30 hours per week	Required
Rate Guarantee	n/a	2 years
AM Best Rating	n/a	A

Note: This is a brief summary and not intended to be a contract.

Ancillary Coverage Cost Analysis by Carrier

Increase / Savings	TML HP	United Healthcare
DENTAL BENEFITS	\$0.00	(\$3,930)
VISION BENEFITS	\$0.00	(\$1,185)
LIFE BENEFITS	\$0.00	(\$2,707)
STD BENEFITS	\$0.00	(\$812)
LTD BENEFITS	\$0.00	(\$8,853)
Packaged Savings	\$0.00	(\$7,128)
Total Savings:	\$0.00	(\$24,615.21)

Financial Summary: Medical + Ancillary

MEDICAL BENEFITS	Enrolled	TML HP	TML HP	TML HP	United Healthcare
		2019-2020	2020-2021 Renewal	2020-2021 <u>Revised</u> Renewal	2020-2021 New Quote \$750 Deductible
FINANCIALS	EE's	CURRENT	RENEWAL	REVISED RENEWAL	PROPOSED
Employee Only	38	\$500.20	\$530.22	\$499.58	\$472.79
Employee & Spouse	6	\$1,015.40	\$1,076.34	\$1,014.16	\$959.77
Employee & Child(ren)	15	\$880.34	\$933.18	\$879.26	\$832.11
Employee & Family	7	\$1,475.58	\$1,564.12	\$1,473.74	\$1,394.71
	66				
Monthly Premium		\$48,634	\$51,553	\$48,574	\$45,969
Annual Months		\$583,610	\$618,635	\$582,889	\$551,631
\$ Change from Current			\$35,025	-\$721	-\$31,979
% Change from Current			6.0%	-0.1%	-5.5%
			(-) Renewal Credit: \$36,869 New Annual: \$581,766 \$ Change from Current: (\$1,844) % Change from Current: -0.3%	(-) Renewal Credit: \$36,869 Annual: \$546,020 (+) HUB Consulting Fee: \$17,873 New Annual: \$563,893 \$ Change from Current: (\$19,717) % Change from Current: -3.4%	(-) Premium Credit: \$45,969 New Annual: \$505,662 \$ Change from Current: (\$77,948) % Change from Current: -13.4%
			Assumes City will establish a Benefit Trust to eliminate 1.75% Premium Tax		
Ancillary Coverages		Increase / Savings	TML HP	United Healthcare	
		DENTAL BENEFITS	\$0.00	(\$3,930)	
		VISION BENEFITS	\$0.00	(\$1,185)	
		LIFE BENEFITS	\$0.00	(\$2,707)	
		STD BENEFITS	\$0.00	(\$812)	
		LTD BENEFITS	\$0.00	(\$8,853)	
		Packaged Savings	\$0.00	(\$7,128)	
		Total Savings:	\$0.00	(\$24,615.21)	

Recommendations

2020-21 Basic Life- United Healthcare

United Healthcare's offer is a decrease of **-24% under** current for comparable life benefits and includes a **2-Year** rate guarantee to October 2022.

2020-21 Voluntary Life – United Healthcare

**United Healthcare is in the process of providing a quote for this new coverage.*

2020-21 Disability– United Healthcare

STD: United Healthcare's offer is a decrease of **-5% under** current for comparable long term disability benefits and includes a 2-year rate guarantee to October 2022.

LTD: United Healthcare's offer is a decrease of **-42.75% under** current for comparable long term disability benefits and includes a 2-year rate guarantee to October 2022.

2020-21 Vision – United Healthcare

United Healthcare's offer is a decrease of **-9% under** current and includes a **2-Year** rate guarantee to October 2022. ***NEW:** The vision plan is a PPO that includes a network of vision providers that will allow employees to eliminate balance billing and paying out of pocket to, later be reimbursed. 4-tier rates are available and recommended. The offer includes a **2-Year** rate guarantee to October 2022.

Recommendations

2020-21 Dental – United Healthcare

United Healthcare's offer is a decrease of **-13% under** current for Dental benefits. United Healthcare is unable to offer a \$3,000 orthodontia benefit (due to State filing requirements). The Orthodontia benefit will be lower [\$2,000 vs. \$3,000].

The dental plan is a PPO that includes a network of dentists that will allow employees to eliminate balance billing and paying out of pocket to, later be reimbursed.

2020-21 Medical - United Healthcare

United Healthcare's offer is a decrease of **-13.4% under** current for a much better plan of benefits. The proposed benefit plan will **reduce out of pocket costs for employees**. The plan of benefits includes a lower copays for physician visits that **include Lab and X ray** and copays for urgent care and ER visits. The PPO plan offered thru UHC has the same deductible, lower coinsurance [0% vs. 10%] and a lower maximum out of pocket [\$2,500 vs. \$3,750].

***NEW:** In addition to the PPO plan, employees can also have an option to enroll in a less expensive **HDHP Plan** with a Health Savings Account. The City of Fair Oaks Ranch would establish a defined contribution that is equal to the PPO Plan. Employees electing the lower cost HDHP plan will have more affordable coverage but a higher out of pocket costs..



HUB

Advocacy | Tailored Insurance Solutions | Peace of Mind



CITY COUNCIL CONSIDERATION ITEM

CITY OF FAIR OAKS RANCH, TEXAS

August 20, 2020

AGENDA TOPIC: Consideration and possible action confirming the proposed maximum Fiscal Year 2020-21 ad valorem tax rate, and setting the date to hold the proposed Fiscal Year 2020-21 budget public hearing and 2020 tax rate public hearing as September 17, 2020 at 6:30 PM and setting the date to adopt said budget and tax rate on September 24, 2020.

DATE: August 20, 2020

DEPARTMENT: Administration

PRESENTED BY: Tobin Maples, City Manager

INTRODUCTION/BACKGROUND:

Pursuant to Tax Code Sec. 26.04(e), By August 7th or as soon thereafter as practicable, the designated officer or employee shall submit the voter approval and no new revenue rates to the governing body. The City received its tax rate calculation from Bexar County Tax Assessor Collector on August 7th, and therefore the next available council meeting is today, August 20, 2020, so this first step in the Truth in Taxation requirements has been met.

The 2020 No-New Revenue rate is: \$0.369287

The 2020 Voter-approval tax rate is: \$0.381982

The 2020 maximum Proposed Fiscal Year 2020-21 tax rate is: \$0.3735

The receipt of the certified tax rolls and tax rate calculation kicks off the formal budget and tax-rate setting process as follows:

Budget: City Charter Section 5.01 C8 mandates the City Manager shall prepare and administer the municipal budget in accordance with state law. Local Government Code Chapter 102 states the budget officer shall prepare, each year, a municipal budget to cover the proposed expenditures of the City for the succeeding year and to file the proposed budget with the City Secretary before the 30th day before the date the City Council adopts the tax levy for the succeeding year.

City Council shall set a public hearing on the proposed budget for a date occurring after the 15th day after the date the proposed budget is filed with the City Secretary. (LGC 102.006).

Tax Rate: Truth-in-taxation is a concept embodied in the Texas Constitution (art VIII § 21a) that requires taxing units to make taxpayers aware of property tax rate proposals. Additionally, Senate Bill 2, also known as the Texas Property Tax Reform and Transparency Act of 2019, was passed by the Texas Legislature in 2019, and is effective for the Fiscal Year 2020-2021 budget process. Pursuant to this and state law, the following steps are required in adopting a property tax rate that exceeds the No New Revenue Rate, but does not exceed the Voter Approval Rate:

1. City Council must propose, by **record vote**, a maximum ad valorem tax rate to be used to support the upcoming fiscal year general fund and debt fund budgets.

2. City Council must schedule one public hearing on the proposed tax rate, and schedule the tax rate adoption date.
3. City Council must adopt a property tax rate before September 30 or by the 60th day after the City received the certified appraisal roll, whichever is later.

Following is the Fiscal Year 2019-20 Budget and Tax Rate calendar that complies with the requirements of adopting a tax rate that exceeds the no-new revenue rate, but does not exceed the voter approval rate.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

1. Follows state statute on proposing a property tax rate higher than the No-New-Revenue Rate, but not higher than the Voter Approval Rate.

LONG TERM FINANCIAL & BUDGETARY IMPACT:

N/A

LEGAL ANALYSIS:

N/A

RECOMMENDATION/PROPOSED MOTION:

I move to propose that the maximum total ad valorem tax rate Council will consider for Fiscal Year 2020-21 is 37.35 cents per \$100 taxable value; and to hold the proposed Fiscal Year 2020-21 budget public hearing and 2020 tax rate public hearing on September 17, 2020 at 6:30 PM and to adopt said budget and tax rate on September 24, 2020.

RECORD VOTE IS REQUIRED – EACH COUNCIL MEMBER SHALL STATE AYE OR NAY

Fiscal Year 2020-21

Budget and Tax Rate Adoption Calendar

✓	<u>Date</u>	<u>Budget Step</u>
✓	<u>July 25</u>	Deadline for Chief Appraisers to deliver certify rolls or certified estimates to taxing units and certification of anticipated collection rate by tax collector. (Tax Code Sec. 26.01 a-1)
✓	<u>August 6</u>	Calculation of no new revenue and voter approval rates
✓	<u>August 10</u>	Finance Director posts the calculated no-new-revenue tax rate and voter approval tax rate, along with certain debt information on the home page of the City's website using form prescribed by comptroller (Tax Code Sec 26.04(e)).
✓	<u>August 19</u>	Final Budget workshop with Council
	<u>August 20</u>	Finance Director submits the No-New Revenue and Voter Approval rates to City Council. (Tax Code Sec 26.04(e)). City Council confirms proposed tax rate if the proposed rate exceeds the voter approval rate or the No-New Revenue Rate (whichever is lower), Council takes a record vote. (Tax Code Sec 26.06 (b-2)). City Council schedules one public hearing on the budget (LGC 102.006a-b) and one public hearing on the tax rate (Tax Code Sec. 26.05(d); (Tax Code Sec 26.06)).
	<u>August 24</u>	City Manager files budget with City Secretary (LGC 102.005a). City Secretary ensures the proposed budget is available on the website and available for inspection at City Hall (LGC 102.005c)
	<u>September 4</u>	Finance Director/Communications publishes <i>Notice of Tax Public Hearing</i> in the Friday, September 4th edition of Boerne Star and posts on the City's website (Tax Code Sec. 26.06(c)) Finance Director/Communications posts the Tax Notice (Tax Code Sec 26.04(e)), Notice of Tax Hearing (Tax Code Sec. 26.065), and Notice of Budget Hearing (LGC 102.006c) on the City's Website.
	<u>September 17</u>	First Reading of Budget and Tax Rate Ordinances is held at a regularly scheduled City Council Meeting. Public Hearing for Proposed budget and tax rate.
	<u>September 24</u> <u>(Special Meeting)</u>	Second Reading and adoption of the Budget and Tax Rate ordinances. (City Charter requires two readings of any ordinance)

NOTICE ABOUT 2020 TAX RATES

Property Tax Rates in Fair Oaks Ranch. This notice concerns the 2020 property tax rates for Fair Oaks Ranch. This notice provides information about two tax rates. The no-new-revenue tax rate would impose the same amount of taxes as last year if you compare properties taxed in both years. The voter-approval tax rate is the highest tax rate a taxing unit can adopt without holding an election. In each case, these rates are calculated by dividing the total amount of taxes by the current taxable value with adjustments as required by state law. The rates are given per \$100 of property value.

This year's no-new-revenue tax rate: \$0.369287

This year's voter-approval tax rate: \$0.381982

To see the full calculations please visit The Office of the Bexar County Tax Assessor-Collector Albert Uresti, MPA, PCC for a copy of the Tax Rate.

Unencumbered Fund Balances

The following estimated balances will be left in the taxing unit's accounts at the end of the fiscal year. These balances are not encumbered by corresponding debt obligation.

Type of Fund	Balance
M&O	6,585,004
I&S	21,213

Current Year Debt Service

The unit plans to pay the following amounts for long-term debts that are secured by property taxes. These amounts will be paid from upcoming property tax revenues (or additional sales tax revenues, if applicable).

Description of Debt	Principal or Contract Payment to be Paid from Property Taxes	Interest to be Paid from Property Taxes	Other Amounts to be Paid	Total Payment
Street Bond Debt	445,000	105,675	400	551,075
Total required for 2020 debt service				551,075
- Amount (if any) paid from Schedule A				0
- Amount (if any) paid from other resources				0
- Excess collections last year				2,422
= Total to be paid from taxes in 2020				548,653
collect only 98.34% of its taxes in 2020				9,261
=Total debt levy				557,914

This notice contains a summary of the no-new-revenue and voter-approval calculations as certified on 8/5/20 by:

The Office of the Bexar County Tax Assessor-Collector Albert Uresti, MPA, PCC

Carlos Gutierrez, PCC

Property Tax Division Director

233 N. Pecos-La Trinidad, San Antonio, TX 78207

210-335-6600

taxoffice@bexar.org

home.bexar.org/tax



CITY COUNCIL CONSIDERATION ITEM

CITY OF FAIR OAKS RANCH, TEXAS

August 20, 2020

AGENDA TOPIC: Consideration and possible action authorizing the job posting for an IT Specialist in lieu of an executive assistant.

DATE: August 20, 2020

DEPARTMENT: Finance, IT and Administration

PRESENTED BY: Sarah Buckelew, CPA, Finance Director and Tobin Maples, City Manager

INTRODUCTION/BACKGROUND:

The City's Information Technology (IT) needs continue to be a high priority on the City's Strategic Action Plan (SAP). Included within the SAP, as well as the IT master plan, was to hire another IT professional within the next 3 years in order to serve helpdesk and network specialist roles that are currently being performed by an external consultant, RRGP. On June 2, 2020, the City was notified by RRGP that they would not be renewing a contract with the City of Fair Oaks Ranch set to expire on September 30, 2020. The City is in the process of decoupling with the services provided by RRGP, which includes the need to hire the IT Specialist sooner than originally programmed in the IT master plan. Additionally, the helpdesk and infrastructure support portion of the RRGP contract only included 1-2 days per week of onsite time, which the City has determined is insufficient to support its current needs. The new position would be a full-time position, which meets the current demand.

Although this is an unprogrammed position, the City currently has a vacancy in the Administrative department for an executive assistant. Staff recommends that in lieu of adding an unprogrammed position to the City, the opening for an Executive Assistant should be substituted for the position of IT Specialist that would report to the IT Manager.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

IT security and infrastructure has become, and will continue to be a high priority in the City's risk profile and Strategic Plan. Hiring an IT Specialist in lieu of an executive assistant will allow the IT Manager to continue advancing the IT Master Plan, and ensure that infrastructure and IT services will continue to function properly.

LONG-TERM FINANCIAL & BUDGETARY IMPACT:

The programmed budget for services with RRGP for Fiscal Year 2019-20 was in the amount of \$79,765 to the General Fund and \$56,350 to the Enterprise Fund for a total of \$136,115 per year. This total included helpdesk and network infrastructure support services as well as software as a service (SAS) products including backup services. The Executive Assistant was programmed salary in the pay range of \$35,152-\$52,749 per year

The IT Specialist position would have a salary pay range of \$44,283 - \$66,373 per year. The estimated cost to replace other services provided by RRGP is approximately \$104,300 per year. The IT Specialist position would be able to provide better response time to IT issues and incidents than RRGP would be able to provide. Their vested interest in the continuity of city operations

would ensure a more agile reaction than RRGP who must deal with emergency issues from many other clients on a constant basis.

Finance estimates that the cost to bring all services in house, including hiring the IT Specialist in lieu of the executive assistant, will not cost more than the original programmed cost to contract with RRGP. Additionally, the IT Specialist will be a full time, rather than a part-time shared position, and therefore offer more value and services.

LEGAL ANALYSIS:

Not applicable.

RECOMMENDATION/PROPOSED MOTION:

I move to authorize the job posting for an IT Specialist in lieu of an executive assistant position.



CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
August 20, 2020

AGENDA TOPIC: Discussion of Code Compliance Strategic Business Plan
DATE: August 20, 2020
DEPARTMENT: Public Works
PRESENTED BY: Amber Little, Code Compliance Officer

INTRODUCTION/BACKGROUND:

In September 2019, The Code Compliance Officer position was filled with the purpose to perform, research, investigate, enforce, and follow-up duties on various code, ordinance, nuisance, and permit violations for the City.

This presentation is to update City Council on the improved processes of this position.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

Code Compliance will not only promote health and safety, it will also increase awareness throughout the community.

LONG-TERM FINANCIAL & BUDGETARY IMPACT:

N/A

LEGAL ANALYSIS:

N/A

RECOMMENDATION/PROPOSED MOTION:

This presentation is for informational purposes and no formal action is required.



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Code Compliance Strategic Business Plan

Presented by Amber Little, Code Compliance Officer
August 20, 2020 City Council Meeting

Code Compliance will not only promote health and safety, but it will also increase awareness

- City Ordinances and Codes
- City Website
- Citizen Problem Reporter
- Follow Up Process



City Ordinances and Codes



- Post messages on website and social media
- Highlight Ordinances on Utility Bill
- Present at HOA Meetings
- “Meet the Code Compliance Officer” gathering
- Have an educational trifold
- Speak with realtors and model home personnel

City Ordinances and Codes



Maintaining and preventing blockage of drainage easements owned by the City



Illegal Dumping



Illegal Home Business



Building Code Violations



Planting/Developing in City ROW or Easement



Mobile Food Vendors

City Ordinances and Codes:



High Grass and Weeds



Illegal Burning



Temporary Signs



Illegal Signs



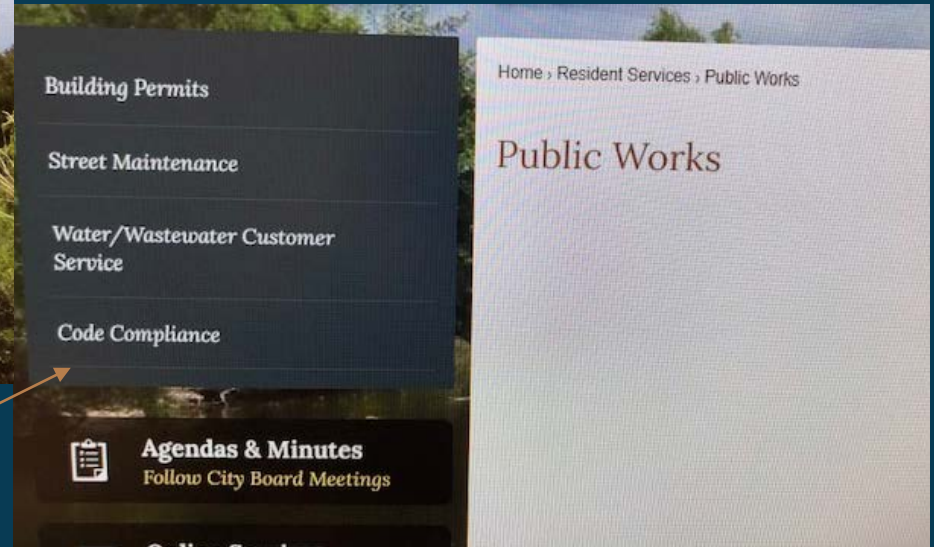
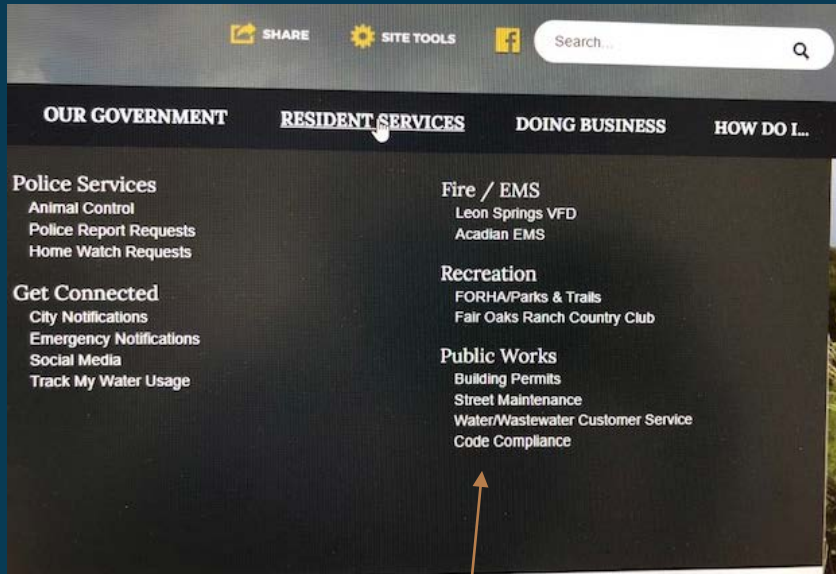
Debris on Lots



Illegal Watering



City Website



Added Code Compliance under
Resident Services/ Public Works



City Website

Forms

Administration

- [Public Information Request Form](#)

Building Permits

- [Contractor Registration Application](#)
- [Building Permit Applications](#)

Water/Wastewater Utilities

- [Connect Form](#) - Water-Wastewater Service Application
- [Bulk Water Service Application](#)
- [Disconnect Form](#)
- [Authorization Agreement for Pre-Authorized Payments - Bank Draft](#)
- [Water Permit Application](#)
- [Leak Appeal Request Form](#)

Code Compliance

- [Temporary Sign Permit](#)
- [Citizen Problem Reporter](#)

Added Code Compliance to Forms

- Temporary Sign Permit Application
- Citizen Problem Reporter



City Website

[Home](#) / [Resident Services](#) / [Public Works](#) / [Code Compliance](#)

Code Compliance

Mission

Our mission is to ensure the people of Fair Oaks Ranch are abiding by the City's ordinances and codes as determined by City Council. These regulations have been enacted to maintain health, safety, order, to ensure property rights and values, and to maintain the aesthetics that exist in Fair Oaks Ranch.

Code Compliance is the inspection, improvement, and rehabilitation of public and private premises. This is done by reviewing ordinances and codes and conducting routine field visits to identify violations concerning fire and health hazards, nuisance violations, or unsafe building conditions. The City enforces its standards and requirements through the Fair Oaks Ranch Code of Ordinances and the Unified Development Code.

Compliance Corner: A message from your Code Compliance Officer

- Due to the lack of replenishment to the Trinity Glen Aquaphor, the City of Fair Oaks Ranch has entered into a Drought Contingency Plan. Please review the [Drought Contingency Plan](#) and make sure you are in compliance.
- Bulk/ Brush Pickup is upon us August 10 – August 28, 2020. There are new guidelines to follow. You should have received a flyer in the mail. If not, please take a moment to look at some [friendly reminders](#).
- There is a new reporting program for residents and business owners to submit non-emergency problems they see within the community. It is called the [Citizen Problem Reporter](#).

FAQs

- [What if I want to put a temporary sign up?](#)
- [Can I put signs anywhere?](#)
- [What is my day to water?](#)
- [How do I file a complaint against a neighbor or business?](#)
- [What does it mean if I receive an Ordinance or Code Violation Notice?](#)

[View All](#)

Contact Us



Amber Little
Code Compliance Officer
[Email](#)

7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78015

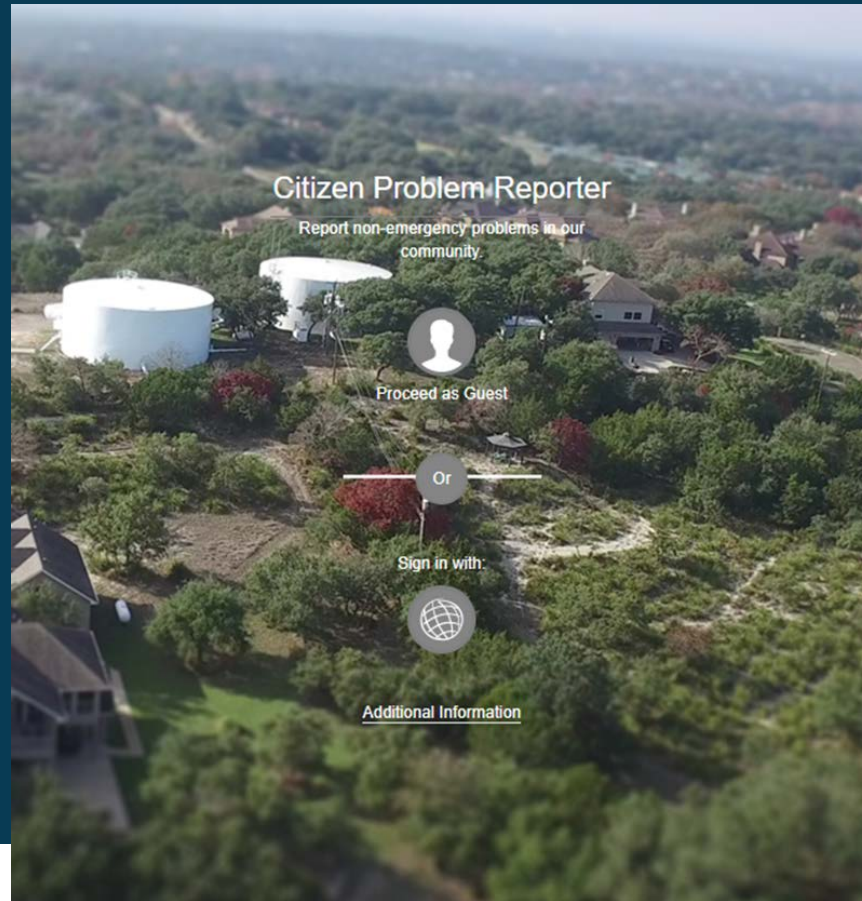
Ph: (210) 698-0900 ext. 205
Cell: (210) 551-1443
Fx: (210) 698-3565

Hours
Monday-Friday
8:00 am - 5:00 am

Helpful Links

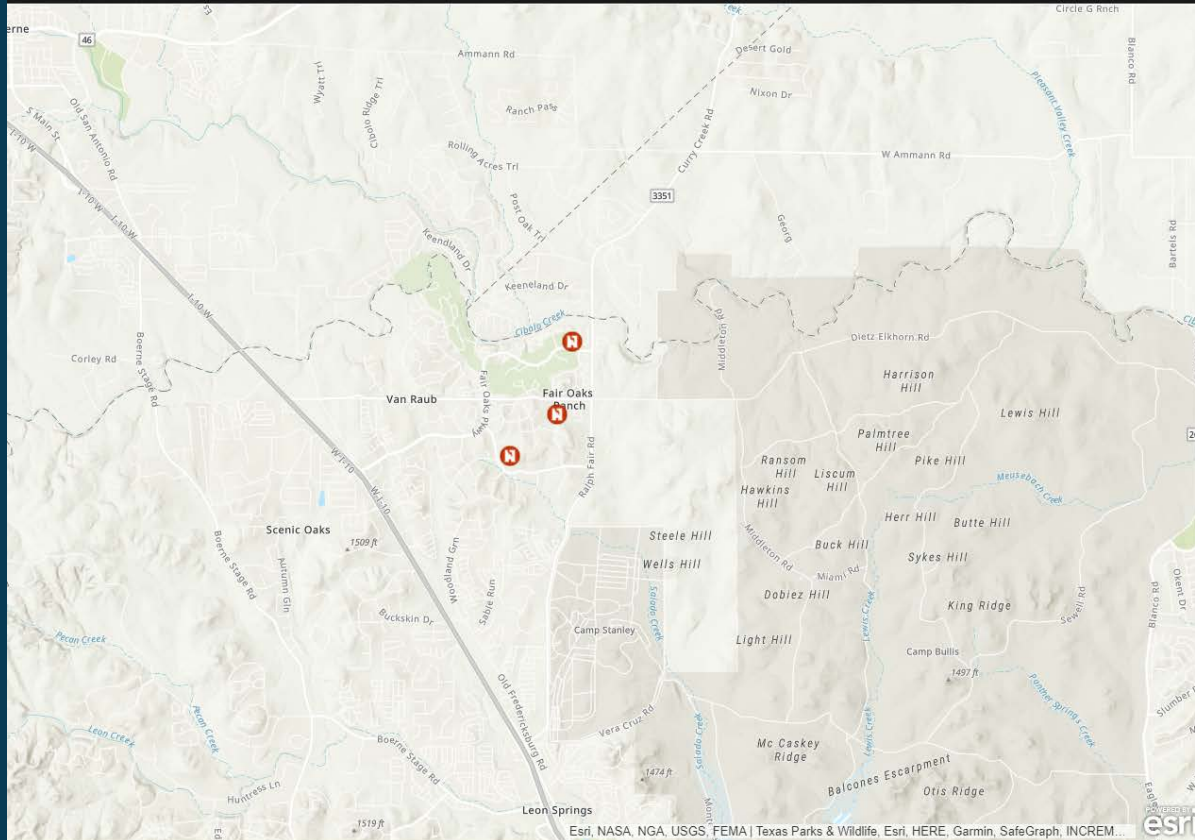
- [Report a violation](#)
- [Watering Schedules](#)
- [Temporary Sign Permit Application](#)
- [Brush/Bulk Pick-Up Info.](#)
- [Fair Oaks Ranch Ordinances](#)
- [Fair Oaks Ranch Unified Development Code](#)

Citizen Problem Reporter



Citizen Problem Reporter

Citizen Problem Reporter



Builder Issue Problems



High Grass, Weeds, or Debris



Illegal Watering



Illegal Dumping



Illegal Sign



Oak Wilt



Bulk Brush Item Problems



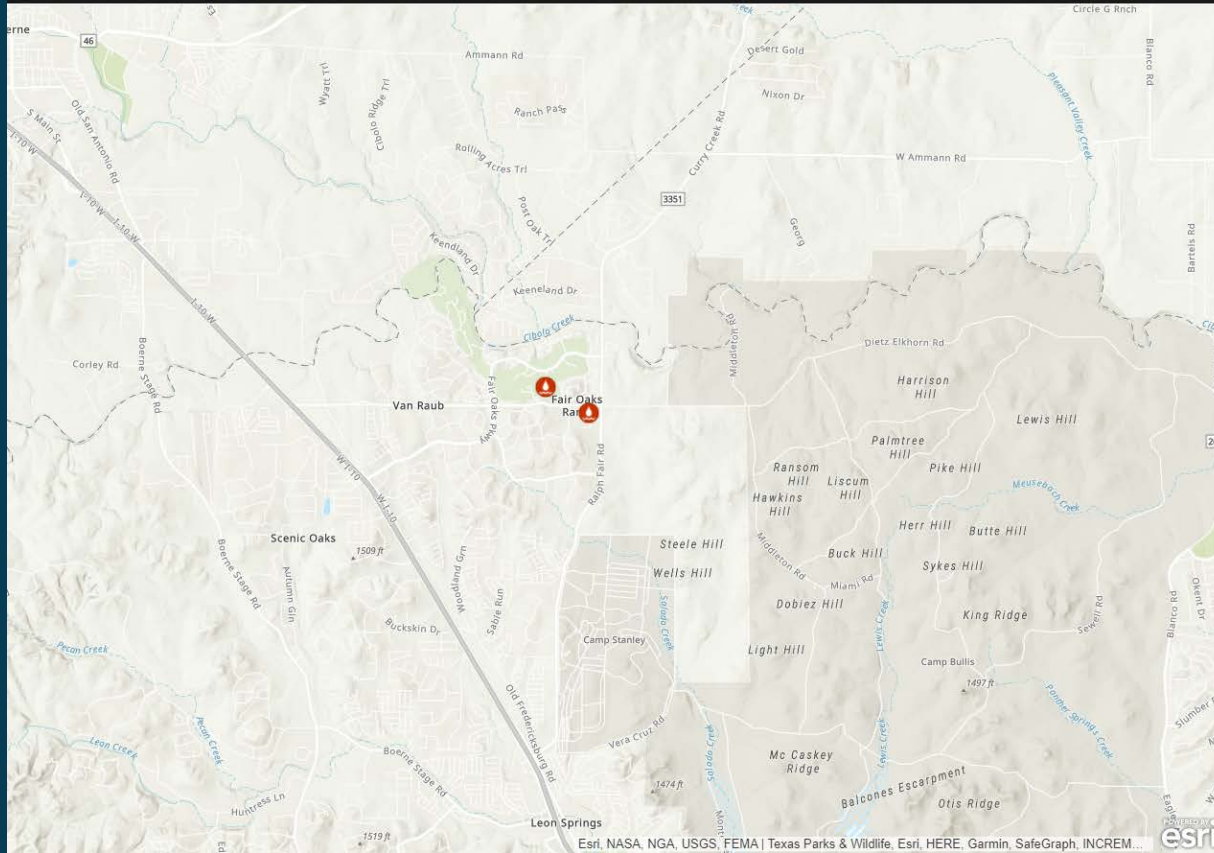
Other Problems



Drainage Issues / Roadway Sediment



Citizen Problem Reporter



< Illegal Watering

Incorrect Hours

Incorrect Hours

+ Next



Citizen Problem Reporter

Citizen Problem Reporter

Sign In

Click to add a point

Illegal Watering

Report a problem.

Type of Problem:
Incorrect Hours

Problem Details:
I saw the irrigation running at 1pm in the afternoon.

Full Name:
Ron Williams

Phone Number:
210-859-6050

Email:
rwilliams@yahoo.com

Where is the problem located?
Click the map to draw the location.
7286 Dietz Elkhorn

Would you like to add a photo?
Browse

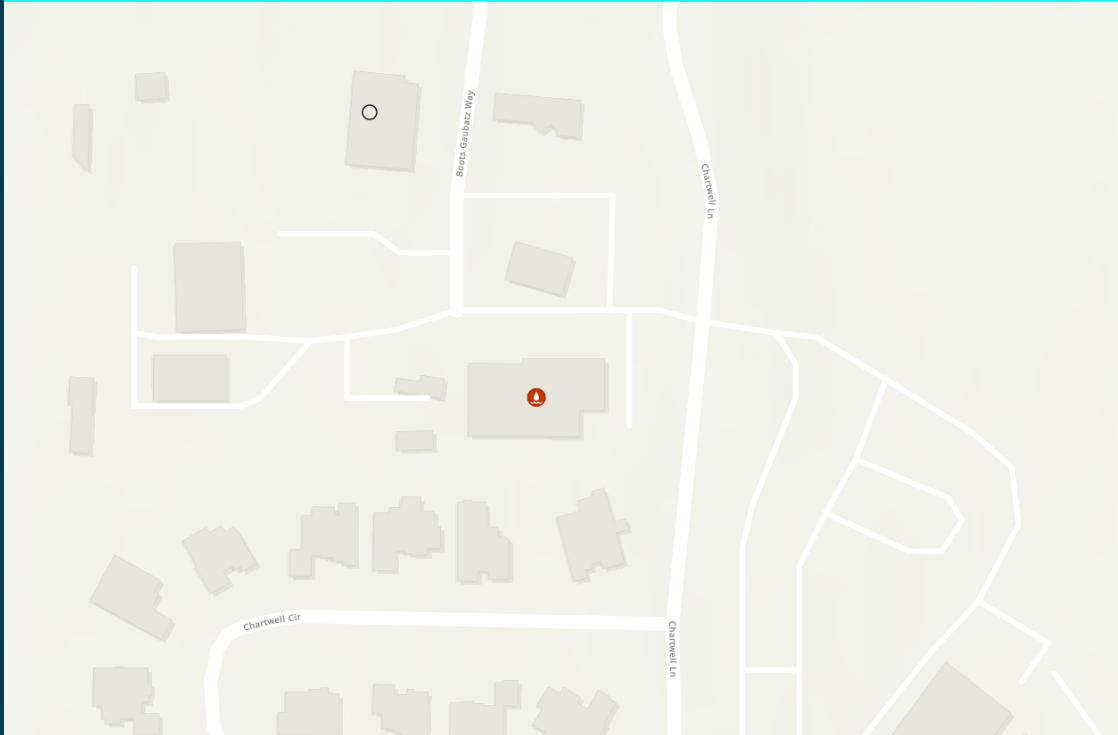
Report It Cancel



Citizen Problem Reporter

Citizen Problem Reporter

Sign In ?



< Illegal Watering

Thank you. Your report has been submitted.

Report a problem:

Type of Problem:

Select...

Problem Details:

Full Name:

Phone Number:

Email:

Where is the problem located?

Click the map to draw the location.

Fair Oaks Ranch City Hall

Would you like to add a photo?

Browse

Report It

Cancel

Follow Up Process



- Review Report



- Explore problem first hand



Follow Up Process

Warning Notice
Fair Oaks Ranch Municipal Code Violation:

Date: _____

Address: _____

Dear Resident:

While conducting a code compliance check through the City, I noted the following checked item(s) on your property. Please take the necessary steps to address these items so that your property will be in compliance with the City's ordinances. We know our residents are good neighbors and would not knowingly violate any of our ordinances. We hope that you will work with us to maintain a positive community environment.

☐ Illegal Signs - UDC Section 10.4
☐ Temporary Signs - UDC Section 10.5
☐ Building Code Violations - Ord. Article 3
☐ Illegal Dumping - Ord. Article 8.01
☐ Illegal Watering - Ord. Article 13.06.005
☐ High Grass and Weeds - Ord. Article 6.02
☐ Debris on lots - Ord. Article 6.02
☐ Other: _____

Action(s) Required: _____

Please contact the Code Compliance Officer or complete the necessary improvements by _____ (within 10 business days).

Code Compliance Officer _____

For questions regarding this notice, please contact Amber Little at 210-698-0900 ext. 205, alittle@fairoaksranchtx.org.

Visit our City website to find out more about Code Compliance.
<https://www.fairoaksranchtx.org/codecompliance>

- Discuss Report with required parties
- Delivery of a Warning Notice



Follow Up Process

- Municipal Court Affidavit

2nd & FINAL Notice
Fair Oaks Ranch Municipal Code Violation

Date: _____

Address: _____

Dear Resident:

The City of Fair Oaks Ranch is committed to maintaining quality neighborhoods and an excellent community environment. We know that this can only be achieved through the cooperation of everyone involved.

On: ____/____/____ a "Warning Notice" was:
[] Sent by mail
[] Left on door knob (door hanger)

On this Warning Notice we asked that you address the items listed so that your property would be in compliance with the City's ordinances or contact the Code Compliance Officer by ____ (date).

On ____ (date) it was observed that your property was still not in compliance with all City ordinances nor has contact been made with the Code Compliance Officer. This letter serves as a second and **final notice**. If the problem is not resolved or contact made with the Code Compliance Officer by ____ (deadline date) a citation will be issued which will result in fines being assessed.

We hope that you will work with us to maintain a safe and quality neighborhood for all residents. Your cooperation is greatly appreciated.

Code Compliance Officer

For questions regarding this notice, please contact Amber Little at 210-688-0600 ext. 205, alittle@fairoaksranchtx.org.

Visit our City website to find out more about Code Compliance:
<https://www.fairoaksranchtx.org/codecompliance>

- Delivery of a 2nd and Final Notice

PROBABLE CAUSE AFFIDAVIT

STATE OF TEXAS	§	IN THE MUNICIPAL COURT
VS.	§	CITY OF FAIR OAKS RANCH
_____	§	BEXAR COUNTY, TEXAS

Before me, the undersigned authority, on this day personally appeared the undersigned affiant, a person known to me and who after being duly sworn on oath swears as follows:

My name is _____. I am the Code Enforcement Officer for the City of Fair Oaks Ranch. I am over the age of 18, have personal knowledge of the facts asserted below and am competent to testify to the following facts:

- Give description of property, property owner and how you came by that information;
- Give chronology of events;
- Give reasons you believe property in violation of code

[Sample language: I inspected the property located at 123 Main Street for a reported violation and saw that the property is overgrown with high weeds and grass. A door hanger was placed on the door of the residence on 07/01/2019 advising of the violation. A notice of violation letter was mailed to the property owner on 07/11/2019. I inspected the property again and as of 07/22/2019 the property has not been moved. I believe the property owner is in violation of section 123.45 of the City's Code of Ordinance.]

Affiant

BEFORE ME, the undersigned authority, on this the _____ day of _____, 2020, personally appeared _____, known to me to be the person whose name is subscribed to the above statement, and after being sworn by me, duly stated that the statements contained herein are true and correct to the best of his knowledge.

Notary Public in and for the State of Texas

Upon review of this affidavit and its supporting documentation, I hereby find that Affiant has probable cause for the belief he/she expresses herein, and establishes existence of proper grounds for the issuance of a summons, warrant or other writ needed to compel the appearance of the Defendant.

Signed this the ____ day of _____, 20____.

Kimberly S. Keller, Municipal Court Judge
City of Fair Oaks Ranch
_____, County, Texas

Questions ?

