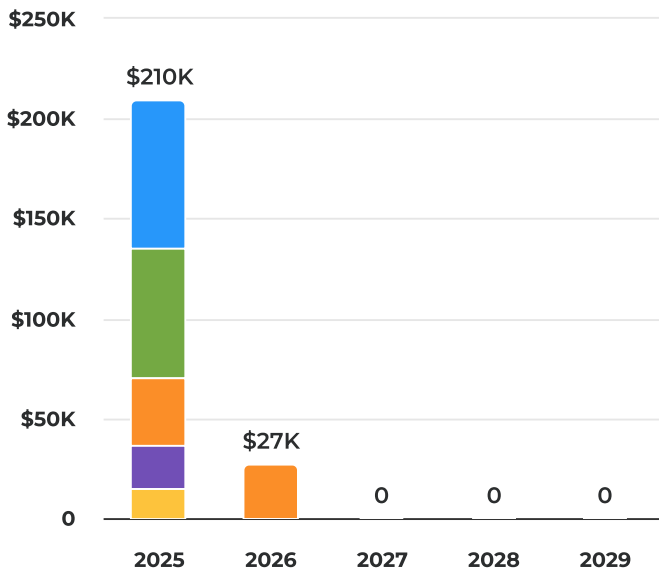


Public Safety & Emergency

FY25 Public Safety & Emergency Projects



●	Police Patrol Vehicle (251)	\$74,000	31.29%
●	Portable Handheld Radios - XL-95P	\$65,000	27.48%
●	Flock Safety Program	\$61,050	25.81%
●	Mass Casualty Care Kits	\$21,450	9.07%
●	RDS for Duty Weapons	\$15,000	6.34%

Summary of Requests

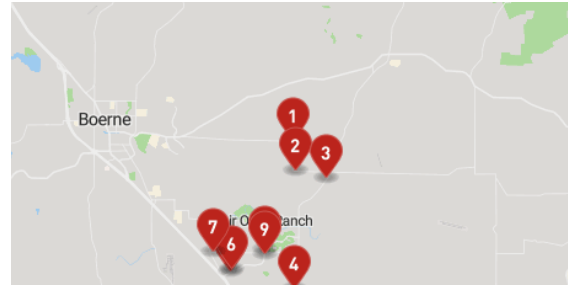
Category	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Police Patrol Vehicle (251)	\$74,000	\$0	\$0	\$0	\$0	\$74,000
Portable Handheld Radios - XL-95P	\$65,000	\$0	\$0	\$0	\$0	\$65,000
Flock Safety Program	\$34,050	\$27,000	\$0	\$0	\$0	\$61,050
Mass Casualty Care Kits	\$21,450	\$0	\$0	\$0	\$0	\$21,450
RDS for Duty Weapons	\$15,000	\$0	\$0	\$0	\$0	\$15,000
Total Summary of Requests	\$209,500	\$27,000	\$0	\$0	\$0	\$236,500

Flock Safety Program

Overview

Request Owner	Tim Moring, Chief of Police
Department	Public Safety & Emergency
Type	Capital Equipment
Estimated Start Date	10/1/2024
Estimated Completion Date	10/1/2026

Project Location



Request Description

Flock Safety program is currently being utilized by 3 gated communities within the City of Fair Oaks Ranch (Deer Meadows Estates, Stone Creek Ranch, The Woods of Fair Oaks). Additionally, the City of Boerne and Boerne Police Department have recently implemented the Flock Safety system throughout the City of Boerne. This system provides the ability to create a security net around the city that helps in the prevention of criminal activity. Specifically, the City has seen several burglaries and stolen vehicles over the past several years. The suspects in the majority of these incidents were utilizing stolen vehicles from other cities. By using stolen vehicles, the possibility of identifying suspects in the crimes is much more difficult. The City of Boerne has dealt with the same issue over the past several years. Since implementing the Flock Safety program within their City they have been able to intercept suspects prior to them committing additional crimes within the city.

Currently, the Boerne Police Department's Flock program is utilizing over 20 cameras throughout the City. If approved, the City of Fair Oaks Ranch would only need to utilize 9 cameras. With these 9 cameras strategically placed throughout the City, we would essentially create a net at every entry and exit point that would notify officers immediately if a stolen vehicle, registered sex offender, or wanted felon enters the city. With this immediate notification, officers would be able to flood the area of the city and potentially deter criminal acts from occurring or apprehend persons before they commit additional criminal acts.

Details

Explanation of Costs and Cost Savings

Current quote from Flock Safety shows initial set-up and installation costs for camera system will total \$7,050. Price for installation of the cameras located along Ralph Fair Rd. is slightly higher due to TxDOT requirement for break-away pole for camera.

The annual subscription for each MPR camera is \$3,000. With 9 cameras throughout the City, the annual subscription will be \$27,000.

Supplemental attachments

 [Flock Safety Quote](#)

Quote for installation and two year service agreement.

 [Flock Safety Overview](#)

Information on Flock Safety system.

Capital Cost

FY2025 Budget

\$34.1K

Total Budget (all years)

\$34.1K

Project Total

\$34.1K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Software	\$27,000	\$27,000
Hardware	\$7,050	\$7,050
Total	\$34,050	\$34,050

Funding Sources

FY2025 Budget

\$34.1K

Total Budget (all years)

\$61.1K

Project Total

\$61.1K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	FY2026 <i>Requested</i>	Total
GF Operations	\$34,050	\$27,000	\$61,050
Total	\$34,050	\$27,000	\$61,050

Operational Costs

FY2026 Budget

\$0

Total Budget (all years)

\$54K

Project Total

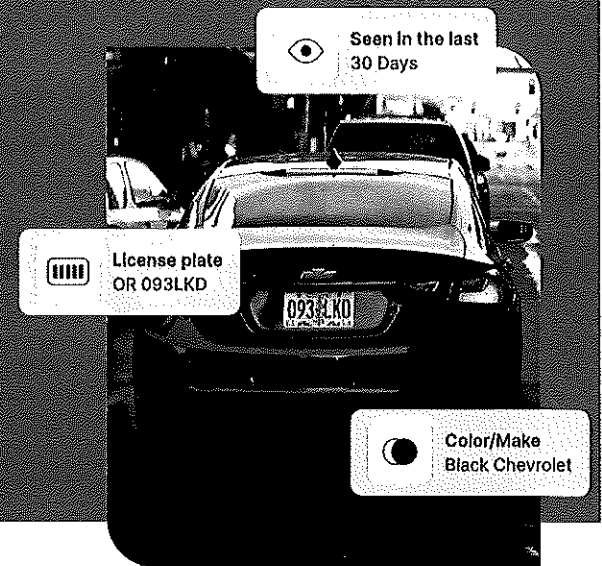
\$54K

Detailed Breakdown

Category	FY2026 <i>Requested</i>	FY2027 <i>Requested</i>	Total
Subscriptions	\$27,000	\$27,000	\$54,000
Total	\$27,000	\$27,000	\$54,000

flock safety

Flock Safety Falcon® LPR Suite



Without key evidence, like a license plate or vehicle description, many cases go unsolved. Flock Safety's suite of license plate recognition (LPR) cameras provides vehicle data, real-time alerts, searchable evidence, and analytics to improve police response and investigations 24/7.

Agencies employing Flock Safety Falcon® LPR see case clearances soar, with crime rates dropping by up to 60%.

1

NO MORE GAPS – JUST EVIDENCE

A license plate is just a start. Our Vehicle Fingerprint® tech turns footage into actionable evidence, pinpointing vehicles by make, color, type, and unique characteristics like decals, bumper stickers, and accessories.

2

INFRASTRUCTURE-LIGHT DESIGN

Solar-powered and LTE-connected, Flock Safety Falcon® avoids typical infrastructure hassles, ensuring swift setup, zero utility fees, and a rapid ROI.

3

HASSLE-FREE MAINTENANCE

Our commitment doesn't end with installation. We service, maintain, and take care of your cameras throughout your contract's lifespan, all bundled into one straightforward subscription fee.

4

UNPARALLELED NETWORK ACCESS

Crime doesn't respect jurisdictional lines. Access exponentially more investigative leads by linking into a local, state, and nationwide network of LPR cameras, with over 10 billion additional plate reads monthly.

5

PUBLIC-PRIVATE PARTNERSHIPS

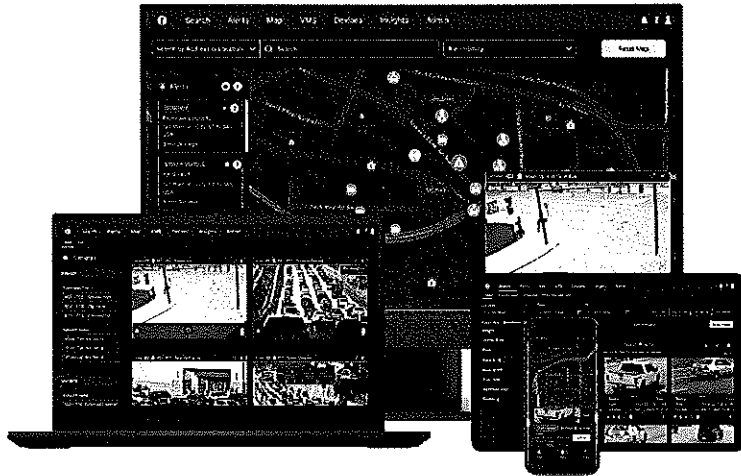
Flock Safety brings LPR to neighborhoods and businesses, providing agencies access to privately funded access to actionable evidence.

6

TRUSTED BY THOUSANDS OF LAW ENFORCEMENT AGENCIES

From vehicle theft to homicides, law enforcement agencies nationwide rely on Flock Safety Falcon® to enhance community safety through tech-enabled partnerships.

Harnesses the power of FlockOS®, an integrated public safety platform that synergizes data across video, LPR, and audio detection. FlockOS® offers real-time intelligence, situational awareness, and evidence with scalability that outpaces real-time crime centers.



Trusted by

Cobb County, GA
Police Dept

Fort Worth, TX
Police Dept

Wichita, KS
Police Dept

Riverside County, CA
Sheriff's Dept

Key LPR Features in FlockOS®

INTERACTIVE MAP

Melds AI analytics and real-time data on a clear map interface.

REAL-TIME ALERTS

Be notified instantly of notable vehicles, staying ahead of crime.

NCIC & NCMEC INTEGRATION

Get alerts for detected vehicles on established databases.

VEHICLE DESCRIPTION ALERTS

Missed a plate? Get alerts based on unique Vehicle Fingerprint® traits.

CUSTOM HOT LISTS

Easily alert other agencies about vehicles of interest.

INSIGHTS

Oversee camera performance and data from a unified platform.

VEHICLE STATS

Access vital data, such as traffic trends and vehicle classifications.

SEARCH AUDITING

Ensure ethical tech use with automated reports.

CAMERA MONITORING

Maintain a 24/7 watch on your camera network's performance.

TRANSPARENCY PORTAL

Share LPR policies, data, and search audits, fostering community trust.

NETWORK CONTROL

Manage feed access, control permissions, and oversee footage.

MOBILE APP

Equip officers with on-the-go intelligence.

flock safety

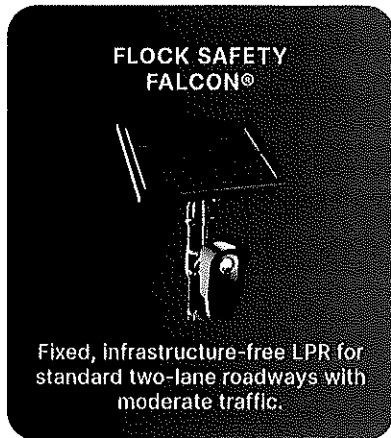
flocksafety.com
(866) 901-1781 | support@flocksafety.com

flock safety

Explore the Flock Safety Falcon® Family

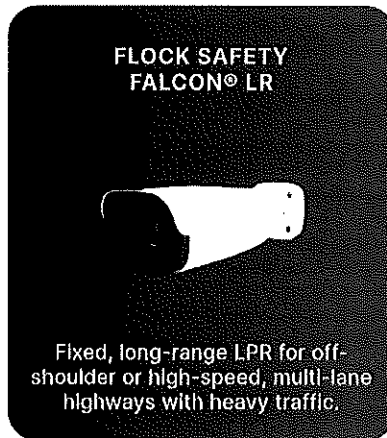


Improve incident response and accelerate investigations with fixed and location-flexible devices that cover every roadway and use case.



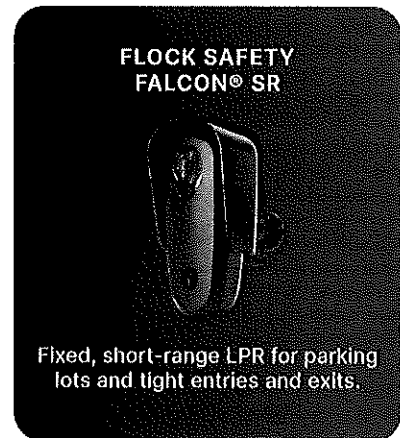
Fixed, infrastructure-free LPR for standard two-lane roadways with moderate traffic.

- 75 MPH / 65' Distance
- Solar Power + LTE Connectivity



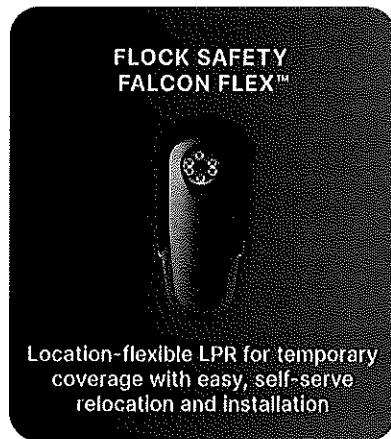
Fixed, long-range LPR for off-shoulder or high-speed, multi-lane highways with heavy traffic.

- 100 MPH / 150' Distance
- AC Power + LTE Connectivity



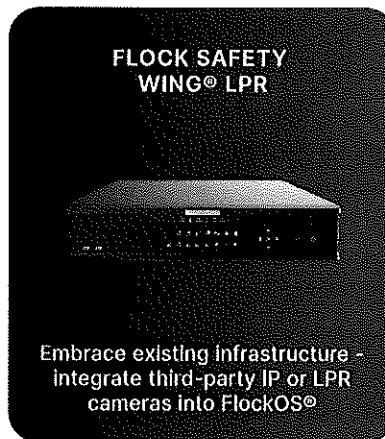
Fixed, short-range LPR for parking lots and tight entries and exits.

- 25 MPH / Wide FoV
- Solar + LTE Connectivity



Location-flexible LPR for temporary coverage with easy, self-serve relocation and installation

- 75 MPH / 65' Distance
- Rechargeable Battery + LTE



Embrace existing infrastructure - integrate third-party IP or LPR cameras into FlockOS®

flock safety

flocksafety.com
(866) 901-1781 | support@flocksafety.com

**Flock Safety + TX - Fair Oaks Ranch
PD**

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:
Mike Knight
mike.knight@flocksafety.com
4157980935

Created Date: 04/22/2024
Expiration Date: 05/15/2024
Quote Number: Q-78857
PO Number:



Budgetary Quote

This document is for informational purposes only. Pricing is subject to change.

Bill To: 7286 Dietz Elkhorn Rd Boerne, Texas 78015

Ship To: 7286 Dietz Elkhorn Rd Boerne, Texas 78015

Billing Company Name: TX - Fair Oaks Ranch PD
Billing Contact Name:
Billing Email Address:
Billing Phone:

Subscription Term: 24 Months
Payment Terms: Net 30
Retention Period: 30 Days
Billing Frequency: Annual Plan - First Year Invoiced at Signing.

Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$27,000.00
Flock Safety Flock OS			
FlockOS™ - Essentials	Included	1	Included
Flock Safety LPR Products			
Flock Safety Falcon®	Included	9	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Professional Services - MASH Tested Pole Implementation Fee - Non-Coastal Region	\$1,250.00	2	\$2,500.00
Professional Services - Standard Implementation Fee	\$650.00	7	\$4,550.00

Subtotal Year 1:	\$34,050.00
Annual Recurring Subtotal:	\$27,000.00
Estimated Tax:	\$0.00
Contract Total:	\$61,050.00

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This is not an invoice – this document is a non-binding proposal for informational purposes only. Pricing is subject to change.

Billing Schedule	Amount (USD)
Year 1	
At Contract Signing	\$34,050.00
Annual Recurring after Year 1	\$27,000.00
Contract Total	\$61,050.00

*Tax not included

Product and Services Description

Flock Safety Platform Items	Product Description
Flock Safety Falcon ®	An infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint® technology to capture vehicular attributes.

One-Time Fees	Service Description
Installation on existing infrastructure	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Advanced Implementation Fee	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.

FlockOS Features & Description

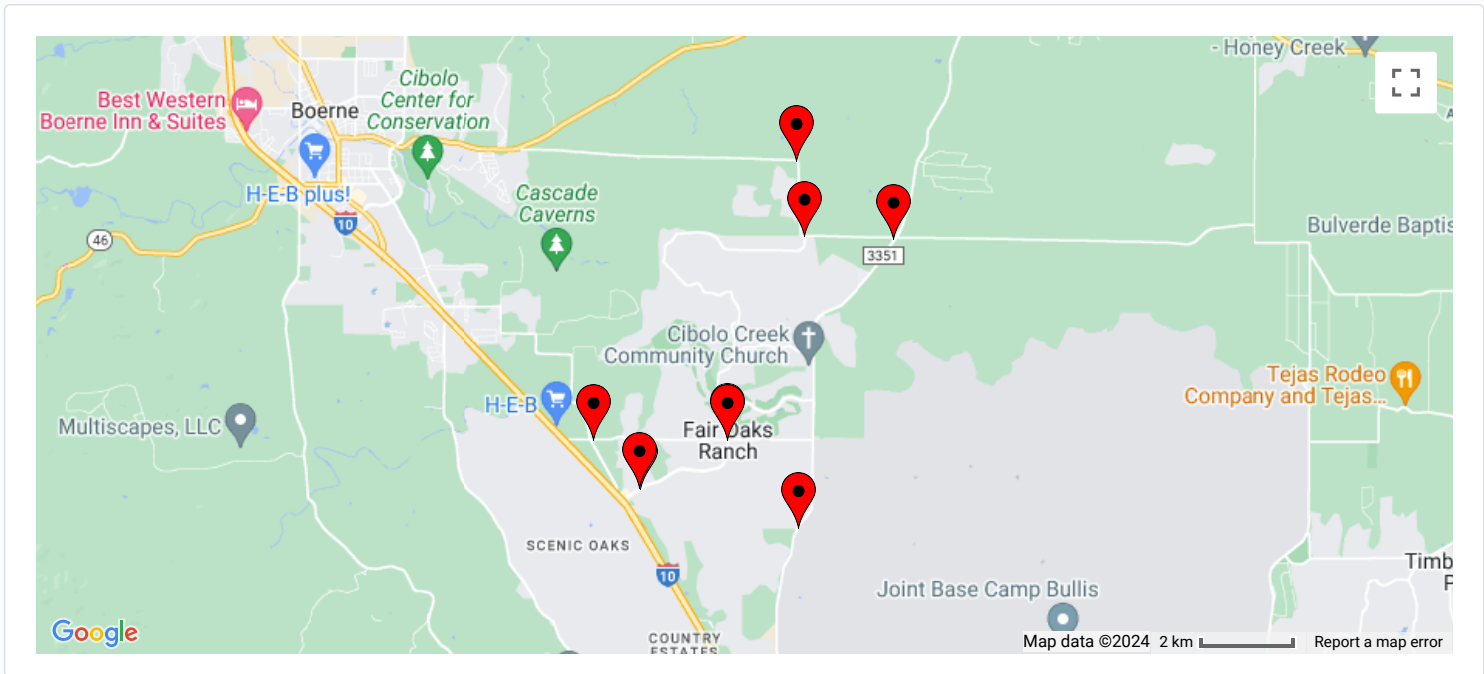
FlockOS Features	Description
Community Network Access	The ability to request direct access to feeds from privately owned Flock Safety Falcon® LPR cameras located in neighborhoods, schools, and businesses in your community, significantly increasing actionable evidence that clears cases.
Unlimited Users	Unlimited users for FlockOS
State Network (License Plate Lookup Only)	Allows agencies to look up license plates on all cameras opted into the Flock Safety network within your state.
Nationwide Network (License Plate Lookup Only)	With the vast Flock Safety sharing network, law enforcement agencies no longer have to rely on just their devices alone. Agencies can leverage a nationwide system boasting 10 billion additional plate reads per month to amplify the potential to collect vital evidence in otherwise dead-end investigations.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Insights & Analytics	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
ESRI Based Map Interface	Map-based interface that consolidates all data streams and the locations of each connected asset, enabling greater situational awareness and a common operating picture.
Real-Time NCIC Alerts on Flock ALPR Cameras	Receive automated alerts when vehicles entered into established databases for missing and wanted persons are detected, including the FBI's National Crime Information Center (NCIC) and National Center for Missing & Exploited Children (NCMEC) databases.
Unlimited Custom Hot Lists	Ability to add a suspect's license plate to a custom list and get alerted when it passes by a Flock camera
Law Enforcement Network Access	The ability to request direct access to evidence detection devices from Law Enforcement agencies outside of your jurisdiction.

TX - Fair Oaks Ranch PD - New Deal

[Go to Project Management](#)

Export ▾

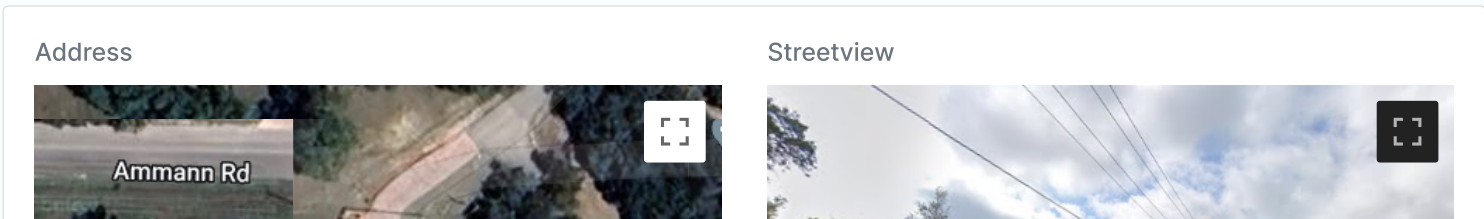
9 TOTAL LOCATIONS	9 PLANNING	0 PERMITTING	0 INSTALLING	0 OPTIMIZING
0 IN SERVICE	0 DECOMMISSIONED			



Cameras
—
Poles
• 9 flockPole
Power
• 9 Solar

Cameras

< > F#001 340 Amman Rd | ▾



Mass Casualty Care Kits

Overview

Request Owner	Tim Moring, Chief of Police
Department	Public Safety & Emergency
Type	Other

Request Description

Mass casualty care kits will be utilized in each police vehicle. Kits are essential in response to a critical incident in which multiple victims are in need of immediate trauma care to minimize injury and/or prevent death.

Individual unit price is listed at \$1,599 plus shipping costs. To outfit all police vehicles, a total of 13 kits will be needed for a total purchase of \$21,450.

Details

Equipment Status	This is a new addition
-------------------------	------------------------

Supplemental attachments

 [Mass Casualty Kits](#)

Trauma kit for critical incidents involving multiple victims.

Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
\$21.5K	\$21.5K	\$21.5K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Equipment Cost	\$21,450	\$21,450
Total	\$21,450	\$21,450

Funding Sources


FY2025 Budget	Total Budget (all years)	Project Total
\$21.5K	\$21.5K	\$21.5K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Governmental Operations	\$21,450	\$21,450
Total	\$21,450	\$21,450



10:53

5G+ 



NORTH AMERICAN RESCUE

North American Rescue MCI-WALK (Mass Casualty Incident Warrior Aid & Litter Kit)

SKU: NAR-80-0564

AVAILABILITY: Usually Ships in 7 Days

SHIPPING: Free Shipping

\$1,599.95 MSRP: ~~\$1,739.89~~
— You save **\$139.94**

BUY NOW

Police Patrol Vehicle (251)

Overview

Request Owner	Tim Moring, Chief of Police
Department	Public Safety & Emergency
Type	Other

Request Description

Vehicle is programmed in the vehicle replacement plan to replace aging/high-mileage patrol vehicle.

Details

Fleet Status Replacement of an existing vehicle - existing vehicle will be either repurposed to another department or auctioned

Replacement and Repurposing Information Unit 191

Capital Cost Detail

Total vehicle and outfitting costs increased from budgeted costs of \$59,000 in FY23/24 to the requested \$74,000 for FY24/25.

FY 23/24 vehicle cost from vendor was \$46,000/vehicle. The outfitting quote attached shows the total for outfitting the vehicle at \$21,551, but does not include the costs of the patrol car camera system, WatchGuard, which is an additional cost of \$6,000 per unit.

Supplemental attachments

 [Southwest Public Safety Quote](#)

Recent quote (April 2024) for price of outfitting patrol vehicles. Does not include cost of WatchGuard unit.

Capital Cost

FY2025 Budget

\$74K

Total Budget (all years)

\$74K

Project Total

\$74K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Vehicle Cost	\$46,000	\$46,000
Outfitting Cost	\$28,000	\$28,000
Total	\$74,000	\$74,000

Funding Sources

FY2025 Budget

\$74K

Total Budget (all years)

\$74K

Project Total

\$74K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Governmental Operations	\$74,000	\$74,000
General Fund ERF	\$0	\$0
Total	\$74,000	\$74,000

Portable Handheld Radios - XL-95P

Overview

Request Owner	Tim Moring, Chief of Police
Department	Public Safety & Emergency
Type	Other

Request Description

Current handheld radios (XG-75) will no longer be supported by service providers with a cut-off date in early 2025. New model Harris XL-95P handheld radios are available for purchase and will be needed once service is cut to the outdated model. Current pricing from LCRA, which is the service provider for our emergency communications, shows a unit price of \$3,100/radio. With current sworn staffing at 27, and with needed redundancy in case of damage or loss, the department will need a minimum of 30 radio units to adequately ensure communications across emergency platforms are uninterrupted and available to all essential personnel.

Department purchased 10 units for FY 23/24, and will need to purchase the remaining 20 units for FY 24/25.

Details

Equipment Status This will replace an existing piece of equipment (enter additional information below)


Information regarding equipment being replaced Current inventory of XG-75 portable handheld radios (27)

Capital Cost Details

With the need to replace radio units by early 2025, not all units will need to be purchased in the upcoming fiscal year. However, a large incurred cost of an estimated \$65,000 will need to be planned for the fiscal year of 2024/2025. This estimate is based on current pricing for the radio units and does not account for any potential price fluctuations in the future.

LCRA confirmed that support for XG-75 radios will not continue through entirety of FY 24/25.

Supplemental attachments

 [LCRA XL-95P Radio Quote](#)
Quote for radios with the buyback option built in.

 [LCRA Email Info](#)
Email with detailed quote information regarding pricing with and without buyback option

Capital Cost

FY2025 Budget

\$65K

Total Budget (all years)

\$65K

Project Total

\$65K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Equipment Cost	\$65,000	\$65,000
Total	\$65,000	\$65,000

Funding Sources

FY2025 Budget

\$65K

Total Budget (all years)

\$65K

Project Total

\$65K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Governmental Operations	\$65,000	\$65,000
Total	\$65,000	\$65,000



Proposal

Telecommunications Work Sheet

6641 E. Ben White Blvd., Austin TX 78744
 24 Hour Phone 1-877-527-2862 & Fax 1-512-356-6445
 Radio Shop Phone 1-512-730-6457 & Fax 1-512-482-6299
 Telecommunications

Customer:	CITY OF FAIROAKS RANCH	Work Order #:	00000006195837
Address:	7286 Dietz Elkhorn	*Date:	4/20/23
	Fair Oaks Ranch, Texas 78015		<i>Pricing is valid for 30 days from the date of this Proposal.</i>

Statement of Work: Fair Oaks Ranch: XL95P w/ Buy Back

Purchase Order #: PO:

Comments: Requested By: S. Love

Material

TASK ID	Item	Description	Qty	Unit Cost	Line Cost
91090		XL95P, 700/800, P25 Trunking, System, BLK, Single Key AES/DES, Encryp Lite, Phase 2 TDMA, OTAP, 3100 MAH Battery, Charger, Belt Clip, 5 YR Warranty	30	2,797.3330	83,919.9900
Material Sub Total:					\$83,919.99

Labor Total: \$0.00

Material Total: \$83,919.99

Job Total: \$83,919.99

This is not an invoice - Do not pay

If Proposal is accepted, work and equipment provided shall be subject to the Interlocal Cooperation Agreement for Mobile Radio Services and Equipment, or other applicable master agreement, between LCRA and Customer.

RDS for Duty Weapons

Overview

Request Owner Tim Moring, Chief of Police

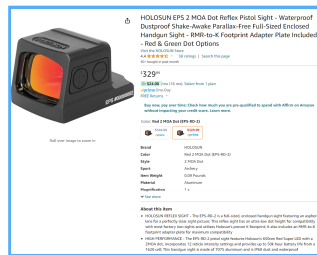
Department Public Safety & Emergency

Type Other

Request Description

RDS (Red Dot Sights) for duty weapons will enhance officer proficiency and accuracy. With the purchase of the updated duty weapons from FY 2023/2024, officers now have the ability to attach the RDS to their duty weapons. The RDS increases the officers ability to put effective and accurate fire down range which enhances officer safety and decrease liability upon the officer and the City.

Images



Details

Equipment Status This is a new addition

Capital Cost Details

After researching and utilizing several different types/brands of RDS available, the firearms proficiency officers have chosen 3 possible options for the department. Each option ranges between \$330/optic to \$370/optic. Utilizing these options, and the 30 weapons currently in the department's inventory, estimating \$400/optic for a total purchase price of \$12,000 will cover any additional costs such as shipping and handling.

The additional \$3,000, will be utilized to conduct proficiency training with the RDS systems that is required as part of the TPCA accreditation program.

Capital Cost

FY2025 Budget

\$15K

Total Budget (all years)

\$15K

Project Total

\$15K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Equipment Cost	\$12,000	\$12,000
Other	\$3,000	\$3,000
Total	\$15,000	\$15,000

Funding Sources

FY2025 Budget

\$15K

Total Budget (all years)

\$15K

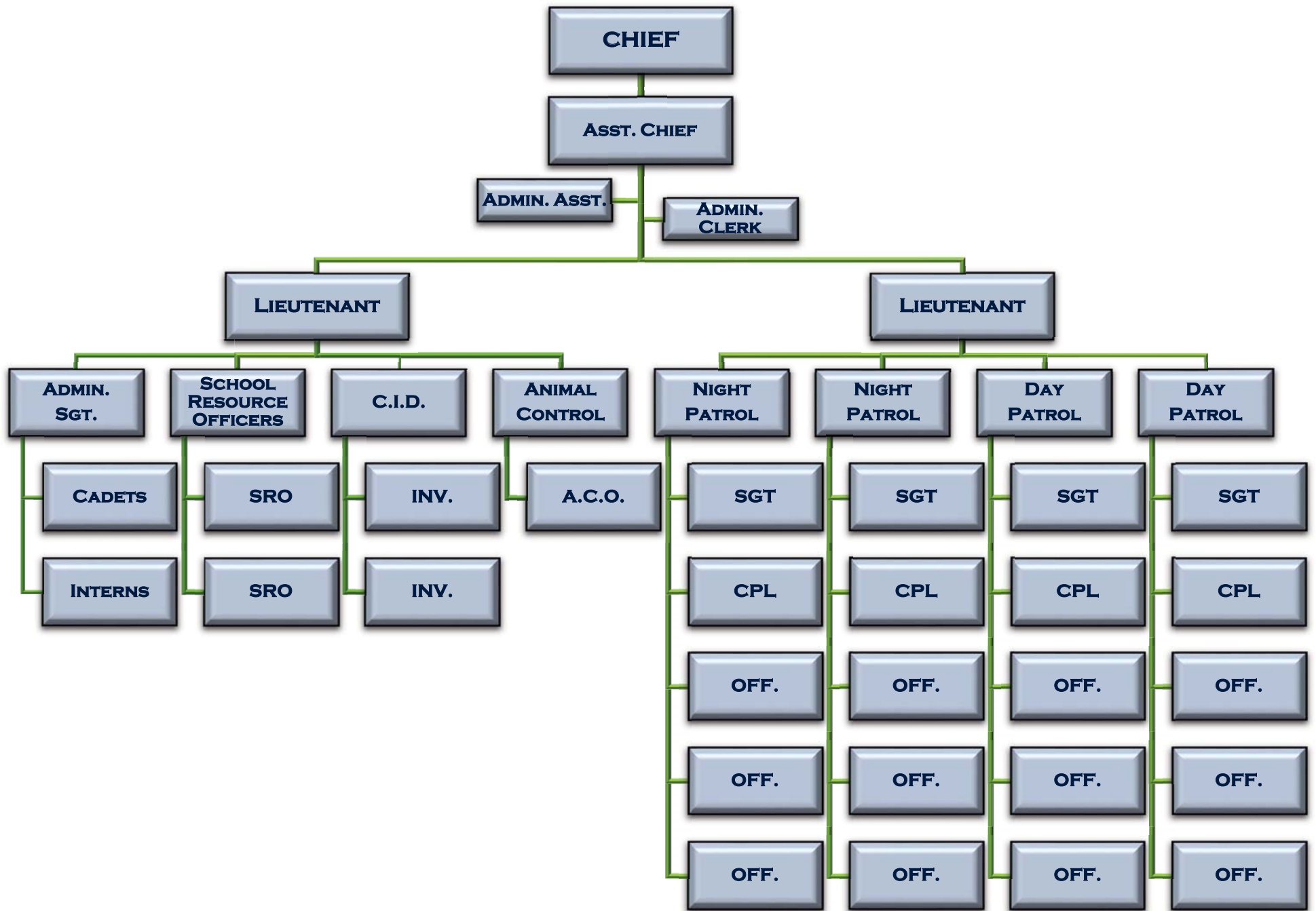
Project Total

\$15K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Governmental Operations	\$15,000	\$15,000
Total	\$15,000	\$15,000

Proposed FY 2024/2025





CITY OF FAIR OAKS RANCH POLICE DEPARTMENT

INTERNAL MEMORANDUM

TIM MORING, CHIEF OF POLICE

April 1, 2024

To: Scott Huizenga, City Manager

From: Tim Moring, Chief of Police

CC: Joanna Merrill, Director of Human Resources
Summer Fleming, Director of Finance

Subject: Justification of adding Police Cadet to Pay Schedule.

As part of the FY 2024-2025 budget process, The Police Department respectfully requests the approval a Police Cadet position. This position aims to attract and retain talented individuals committed to pursuing a career in law enforcement, ensuring a continuous pipeline of qualified and well-trained officers for the future.

What Circumstances have changed significantly since the previous budgets were finalized to justify a position change request?

The Fair Oaks Ranch Police Department has identified the need for a sustainable and effective recruitment strategy to address current and future staffing challenges. Law Enforcement agencies nationwide have reported increasingly lower numbers of qualified applicants being available to agencies with numerous openings.

Currently, the department is limited to their recruitment efforts as it requires all potential applicants to have either completed the basic police academy or are in the process of completing the academy. Department staff have reported that over the last several years, the number of available cadets that are not already sponsored by an agency, has become fewer and fewer with each academy class at both the Alamo Area Regional Law Enforcement Academy and the San Antonio College Law Enforcement Academy.

By approving this Cadet position, it will enhance our recruitment efforts and essentially broaden our ability to attract, hire, and retain qualified and quality candidates to the police department. Additionally, a sponsored position in the academy will alleviate the burden of recruits that must simultaneously work and attend the academy. This will allow the candidates selected and sponsored by the police department to devote their entire time and attention to their studies.

If this is a new position, please include a description of the location where the desk/work location will be.

The police cadet will not require any additional workspace outside the patrol room area.

Include any additional startup costs, if any. – Equipment, Furniture, Computer, Phone, Training, Vehicle, Supplies, Uniforms, etc.

Uniforms - \$800/cadet for uniforms as well as academy supplies..

Training/certifications - \$3,500/cadet, current average costs for regional academy certifications.

Describe why this position will, or will not, be needed in future budget years.

As staffing challenges continue across the law enforcement field, our department must be able to recruit and retain qualified individuals. Adding the cadet position to our current compensation and pay schedule will increase the departments outreach and recruiting ability. Recruiting high quality candidates ensures the department maintains the higher level of service to our community that has been the practice since its inception.

How do you plan to fund this position creation or reclassification increase in your budget? Salary savings from the previous budget year should not be used as justification for your department's ability to fund a new position or a reclassification increase.

This cadet position would be funded with the salary savings from vacancies within the department. No additional funds would need to be incurred by the City.

Respectfully,

A handwritten signature in black ink, appearing to read 'Tim Moring', written in a cursive style.

**Tim Moring
Chief of Police
Fair Oaks Ranch Police Department**



CITY OF FAIR OAKS RANCH

Position Description

Job Title:	Police Cadet
Department:	Police
Pay Grade:	
Reporting Manager:	Lieutenant/Chief
FLSA:	Non-Exempt

GENERAL PURPOSE

To attend and satisfactorily complete the Alamo Area Law Enforcement Academy qualifying for commissioning as a peace officer of the Fair Oaks Ranch Police Department.

Responsible for successfully fulfilling the academic, physical, and practical requirements of the Basic Police Officers Course at the Alamo Area Law Enforcement Academy which serves as a regional police academy in accordance with the Texas Commission on Law Enforcement.

SUPERVISION RECEIVED AND EXERCISED

Attends all required training under the supervision of the Police Lieutenant and Police Chief. No exercised supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attend classes and maintains comprehensive notebooks of subjects covered in classes.
- Prepare research papers.
- Complete homework assignments.
- Participate in the physical training program, firearms training, defensive tactics program and practical problems.
- Actively participate in classroom discussions and group projects.
- Comply with the established rules and regulations governing the Alamo Area Law Enforcement Academy.
- Comply with assignments and instructions given by Command Staff or by any member of the Academy staff.
- Comply with all policies and procedures set forth by the Fair Oaks Ranch Police Department and by the Alamo Area Law Enforcement Academy.
- Perform additional duties as assigned.

PERIPHERAL DUTIES

Performs departmental public relations activities, including speaking to schools, churches, and other civic organizations as needed. May act as representative of the Fair Oaks Ranch Police

Department on recruiting additional applicants from the police academy or other potential cadets. Be required to perform administrative duties as may be assigned.

MINIMUM EDUCATION & EXPERIENCE

Graduation from a high school or GED

KNOWLEDGE ABILITIES & SKILLS

- Must reach 21st birthday on or before the date of commissioning
- Must have a valid driver's license
- Be a citizen of the United States of America
- Must have never been convicted, pleaded guilty to (nolo contendere), nor have been court-ordered community service/probation or deferred adjudication for a Class A misdemeanor or a felony
- During the last ten (10) years, must not have been convicted, pleaded guilty to (nolo contendere), been on community service/probation or deferred adjudication for a Class B misdemeanor in this state, other state, or while serving in the military
- If applicable, must have received an honorable discharge from the armed forces of the United States after at least two years of active service
- Must pass the required physical agility test
- Must be examined by a licensed physician and a licensed psychiatrist or psychologist
- Must complete all the requirements of a thorough and comprehensive background investigation

SPECIAL REQUIREMENTS

Ability to pass and maintain physical agility standards as set by the department. Ability to qualify and maintain firearms qualifications.

EQUIPMENT

Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; employee has the responsibility to conform to those ranges and limitations. Equipment may include but is not limited to: Vehicles, Firearms, Intermediate Weapon, handcuffs, Breathalyzer, Radar Equipment, Computer, Calculator, Walkie Talkie, Multi-line telephone, Copier; Fax, scanner, and Digital Camera.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; and smell. Occasionally the employee may be required to carry, lift, drag, or restrain individuals/animals.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high, precarious places, and with explosives; is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate.

SPECIAL NOTES FOR APPLICANTS

Formal application, rating of education and experience; oral interview, extensive physical agility test, extensive background testing, reference check, and other job related tests may be required.

This position description is not intended to be construed as an exhaustive list of responsibilities, duties, and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an "at-will relationship".



Date: April 18, 2024
To: Scott Huizenga, City Manager
From: Chris Griffin, Sergeant – Criminal Investigations

Justification Memo: Administrative Sergeant

Summary Overview :

As part of the FY 2024-2025 budget process, The Police Department respectfully request the approval of an Administrative Sergeant. This request is for a new FTE position, which will strengthen administrative services within the department by properly defining specific responsibilities and duties currently being assigned to non-supervisory staff to a position with authority and supervision.

What Circumstances have changed significantly since the previous budget was finalized to justify a position change request? Amongst many of the challenges that police departments are facing today, one of them is retention of competent officers. According to an article in Police1, opportunity, is one of the top reasons why police officers will leave an agency and seek employment elsewhere. For many years, bigger agencies have effectively taken advantage of more internal openings to recruit outstanding officers from smaller departments. Training for police officers is at the highest importance now more than ever, effective training can help officers better understand and respond to the needs of the community, as well as ensure their own safety. Even though we are a smaller department, I believe that we can compete with the bigger agencies, by simply having that career progression and an opportunity to have our training solely overseen by an Administrative Sergeant. To maintain the higher level of service that our Fair Oaks Ranch residents deserve, I give credence to the notion that we must act proactively versus reactively and approve the creation of the Administrative Sergeant position.

If this is a new position, please include a description of the location where the desk/work location will be located? The location of the Administrative Sergeant's office will be Room 129, which is located in the South East corner of the police department.

Include any additional startup costs, if any (equipment, furniture, computer, phone, tablet, training, vehicles, supplies, uniforms, etc.): Uniforms - \$25.00 for rank insignia on uniforms for one (1) personnel. Training/certifications - \$800.00 cost of TCOLE required New Supervisor Training course. \$3500.00 cost of Law Enforcement Command Officer Program by the Texas Police Chiefs Association which is designed to encourage and provide comprehensive leadership development in Texas Law Enforcement's future leaders, through a 10-course program.

Describe Why this position will, or will not, be needed in future budget years?

The city population, accompanied with the number of officers needed to provide extraordinary service to the



residents, is projected to grow for the prospective future. Additionally, continuous rapid growth in the area surrounding the city will increase traffic, school attendance, and call for service in general. To remain proactive in providing a higher level of service to our residents, the need for the Administrative Sergeant position is now. Our department currently has a Chief of Police and a Lieutenant who are assigned as the command staff at the department. They are responsible for the department running efficiently from the administration side down to animal control department. They assign out time sensitive tasks to non-supervisory staff members as well as to the C.I.D Sergeant as well as the Patrol Sergeants, but in doing that, it takes those sergeants away from their daily responsibilities and provides undue stress. By approving the Administrative Sergeant position, the C.I.D Sergeant and Patrol Sergeants will not have to be taken away from their daily responsibilities and can give their full attention to them. Also, the Chief of Police can focus more on insuring that the officers continue to show courage and valor when faced with difficult situations, insure that every officer maintains the integrity and respect that the residents of Fair Oaks Ranch deserve and feel honor to serve this great community. It will allow the Lieutenant to focus on hiring and retention, which ultimately leads back to recruitment, and motivate the Lieutenant to do everything in their power to help reach our vision of "To be the safest city to live, work, and visit". Approving the Administrative Sergeant position will clearly define irregular duties that are currently being assigned nonstop to non-supervisory staff will allow for proper authority and supervision. These irregular duties will consist of but not be limited to arranging and scheduling all necessary department training, assisting criminal investigations department with investigating crimes, overseeing vehicle maintenance, conducting background investigations on applicants, oversees the internship program, overseeing the purchase of department equipment, issuing assigned gear to new hires, reviewing department policy and make recommendations to the Chief of Police to insure the department is staying with in TCOLE standards, and any other duties assigned by the Chief of Police.

How do you plan to fund this position creation or reclassification increases in your budget? (Salary savings from previous or current budget year should not be used as justification of your department's ability to fund a new position or a reclassification increase"

Upon approval of the Administrative Sergeant position, officers will be motivated because they will have another opportunity for growth within the department, and further enhancing directed leadership opportunities and essentially service to our community. The intent is to not create another pay group, and to use what we currently have established for Police Sergeant but increase the general fund to cover a new FTE. The Administrative Sergeant pay group Step 1 Salary would be estimated at \$79,164.80/annually under the 2080 hours (estimation is based on current pay schedule for FY 2023/2024).



CITY OF FAIR OAKS RANCH

Position Description

Job Title:	Police Administrative Sergeant
Department:	Police Department
Pay Grade:	PD-82080
Reporting Manager:	Lieutenant
FLSA:	Non-Exempt
Salary Range:	\$38.06 - \$ 42.01 per hour (DOQ)

Overview:

Under general supervision of the Police Lieutenant this position is responsible for managing, planning, organizing, and supervising Training of all Department Personnel (sworn and non-sworn); as well as supervise the day to day operations of the Animal Control Department; coordinates activities with other divisions and departments; provides highly complex staff assistance to the Chief of Police and their designee; performs a variety of technical tasks relative to assigned areas of responsibility; and does related work as required or assigned by the Chief or their designee. This position will also oversee the field training program for newly assigned officers on patrol. In the course of their role as a Police Administrative Sergeant they will also be expected to perform daily Police Sergeant tasks including but not limited to conducting investigations, processing files, inspecting reports to ensure proper procedures are being followed, and to ensure reports are completed for accuracy.

Essential Duties and Responsibilities:

- Administrative, technical, and supervisory work related to the operation of the police department in accordance with state and local statutes and regulations.
- Directs, plans, organizes, and supervises assigned law enforcement activities including the Training and Animal Control Divisions.
- Establish schedules for the police Department to facilitate the training of personnel (sworn and non-sworn), under direction from the chief of police or their designee.
- Maintains Department training equipment, updates current training curriculum, schedules new training courses for continued education by the Texas Commission on Law Enforcement (T.C.O.L.E) as necessary.
- Conduct in-service training and write reports of performance for Corporals actively on FTO.
- Participate in personnel management activities for recruitment, preparation of work schedules, timesheets, and disciplinary action records as needed.



- Arranges and schedules all necessary Department Training including the reservation of class space, lodging, meals, and preparation of the reports necessary for the expenditures.
- Oversees in the upkeep of all department assigned vehicles.
- Assists in developing, recommending, and implementing department goals and objectives.
- Serves as the Department liaison with the Texas Commission on Law Enforcement (T.C.O.L.E) to ensure compliance with legislative mandates and current law enforcement training needs and methods.
- Assist with criminal investigations including the questioning of witnesses, complainants, depositions, crime analysis reports, statistical reports, and record management as required by court.
- Recommend improvements and modifications.
- Investigate complaints on Patrol Officers and recommends corrective action.
- Participates in budget preparation and administration.
- Share information with, cooperate, and assist other law enforcement agencies, first responders, and animal control as directed and appropriate.
- Foster good police-community relations in every interaction and strives to uphold the mission, vision, and values of the City and Police Department.
- Works with employees to correct deficiencies.
- Perform public relations activities and may act as a specialist in relation to traffic, suspect apprehension, internal affairs, direct patrol, or other specialized assignments.
- Performs background investigations of prospective employees.
- Supervise, train, and evaluate new hires during their orientation week.
- Performs other duties as assigned.

Minimum Qualifications:

- Valid Texas Class C Driver's License
- Graduation from high school or GED equivalent is required.
- Two (2) years of experience as a sworn police officer in any jurisdiction.
- TCOLE Field Training Officer Certification or be able to obtain within 90 days of the start date in the position.
- Must complete TCOLE New Supervisor Training within 12 months of the start date in the position.
- Must successfully complete Managing Administrative Operations prior to or within 12 months of the start date in this position.

Preferred Qualifications:

- Four (4) year college degree in police science, law enforcement, criminal justice administration, public administration, or related field, from an accredited college or university.
- Intermediate Peace Office Proficiency Certification
- Supervisory experience, or experience leading a team.
- TCOLE Certified Field Training Officer



Knowledge, Skills & Abilities:

Knowledge of:

- Modern police methods and procedures including patrol, crime prevention, traffic control methods, investigations, and apprehension.
- Texas Penal Code, Texas Family Code, City ordinances, departmental regulations, TABC regulations, and law enforcement techniques.
- Principles and practices of law enforcement program development and administration
- Criminal law, with emphasis on apprehension, arrest, and custody of persons accused of misdemeanors and felonies.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in Court.
- Computer applications related to work.
- Principles of supervision and training.
- Use and care of firearms and specialized equipment.

Ability to:

- Work under general supervision; exercise initiative, professional judgement, decision making, time management, and organizations skills.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support department goals.
- Gather, assemble, analyze, and evaluate facts and evidence while drawing logical conclusions from information and make proper recommendations for action.
- Interpret, analyze, and apply laws, ordinances, departmental polices, and regulations quickly, accurately, and effectively during the course of work.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Meet and maintain established standards of physical endurance, agility, and vision requirements as set by the department.
- Meet and maintain established firearms qualification standards as set by the department.

Skilled in:

- Strong verbal and written communication skills using various tones to convey information clearly and concisely during the course of work.
- Collaborating with others to gain information, resolve problems, and garner support.
- Operating vehicles under emergency and adverse weather conditions.
- Performing with a high level of accuracy and attention to detail.
- Gaining cooperation through discussion and persuasion.



Physical Demands:

- Regularly requires sitting, talking, hearing, visual acuity to read print and digital sources, standing, walking, manual dexterity, use of hands to finger, handle, or feel objects, tools, and safety gear.
- Must be able to walk, stand, stretch, reach, climb, balance, run, bend, twist, stoop, kneel, crouch, crawl, and smell during the course of work.
- Hearing and speech to communicate in person and over the telephone, or radio.
- May require occasional lifting, carrying, dragging, or restraining individuals or animals in excess of 100lbs.
- Must have bodily mobility to make rapid transitions from rest to near maximal exertion without warm-up periods along with maintain stamina and endurance necessary in the apprehension of combative suspects.
- Able to distinguish hazardous odors.

Work Environment:

- 95% of work will be performed indoors at the office.
- 5% of work will be performed outdoors or in the field.
- Subject to outside weather conditions
- May be required to work outside of normal hours to accommodate workflow and emergency situations.
- May occasionally be exposed to wet/humid conditions, fumes, airborne particles, toxic or caustic chemicals, and other extreme conditions.

The City of Fair Oaks Ranch provides equal employment opportunities to applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

<http://www.dol.gov/ofcep/regs/compliance/posters/ofcepost.htm>.

Please note that job application deadlines will vary by position. The ability to enter and submit an application will not guarantee that the position is still open and that your application will be reviewed and considered. If you have questions regarding a specific job application deadline, please email hr@fairoaksranchtx.org (for internal candidates – contact the hiring manager).

Employee Signature

Date



CITY OF FAIR OAKS RANCH POLICE DEPARTMENT

INTERNAL MEMORANDUM

TIM MORING, CHIEF OF POLICE

April 1, 2024

To: Scott Huizenga, City Manager

From: Tim Moring, Chief of Police

**CC: Joanna Merrill, Director of Human Resources
Summer Fleming, Director of Finance**

Subject: Justification of additional Lieutenant position.

As part of the FY 2024-2025 budget process, The Police Department respectfully requests to approve a Police Lieutenant position. This addition is necessary to address several challenges and enhance the overall effectiveness and efficiency of our department is necessary in the on-going efforts to maintain the level of service we provide to the residents.

What Circumstances have changed significantly since the previous budgets were finalized to justify a position change request?

Currently, our police department operates with one Lieutenant who oversees all officers and sergeants. With the addition of a second Lieutenant, we can improve the span of control and provide more focused and effective supervision for our patrol, investigative, and administrative units. This structure will enable us to respond more quickly and decisively to critical incidents. The addition of a second Lieutenant will allow us to better distribute leadership responsibilities across different shifts and divisions. This helps to avoid overburdening one individual and ensures consistent oversight across all times of day and areas of responsibility.

Recent changes in laws and regulations related to policing require continuous training and updates. A second Lieutenant can help oversee these training programs and ensure our department remains compliant with legal and ethical standards. Our existing Lieutenant's workload has significantly increased due to these changing circumstances. This includes overseeing multiple units and managing complex administrative duties. An additional Lieutenant would help distribute responsibilities and prevent burnout.

Community expectations for police transparency and engagement have significantly increased. This includes the demand for community policing initiatives and more frequent interaction with residents. An additional Lieutenant would allow us to dedicate resources to community relations and public trust-building efforts. With an additional Lieutenant, our department will have more capacity to engage in proactive community policing and strategic planning. This includes developing relationships with community members, addressing neighborhood concerns, and creating initiatives that address both new and reoccurring issues within the City. Additionally, this position creates more opportunities for internal promotions and career development within our department. This can improve morale and motivation among officers, fostering a more engaged and committed team.

With an additional Lieutenant, we can allocate leadership more effectively during large-scale incidents, ensuring that resources are coordinated efficiently, and communication is clear. This leads to improved response times and outcomes in critical situations. A second Lieutenant will allow us to manage risk and ensure compliance with policies and regulations more effectively. This reduces liability for the city and enhances public trust in our department.

The addition of a second Lieutenant's position will bring numerous benefits to our police department and the community it serves. It will enhance our ability to provide professional, effective, and responsive law enforcement services, while also fostering the professional growth of our officers. I respectfully request your support in approving this vital addition to our department.

If this is a new position, please include a description of the location where the desk/work location will be.

The additional Lieutenant position will operate out of the currently unoccupied office next to the Sergeant's office.

Include any additional startup costs, if any. – Equipment, Furniture, Computer, Phone, Training, Vehicle, Supplies, Uniforms, etc.

Uniforms - \$400.00 for rank insignia on uniforms as well as office supplies..

Training/certifications - \$800/annually, current allocation per officer across the department.

Describe why this position will, or will not, be needed in future budget years.

As our city grows and evolves, so does the need for a strong and adaptable police department. Adding a second Lieutenant will enable us to better anticipate and address future challenges, positioning us for sustainable success, and ensuring we continue to provide a higher level of service to our residents.

How do you plan to fund this position creation or reclassification increase in your budget? Salary savings from the previous budget year should not be used as justification for your department's ability to fund a new position or a reclassification increase.

This additional Lieutenant position would be a new full-time position funded under the City's general fund.

Respectfully,



**Tim Moring
Chief of Police
Fair Oaks Ranch Police Department**



CITY OF FAIR OAKS RANCH

Position Description

Job Title:	Police Lieutenant
Department:	Police
Pay Grade:	PD-92080
Reporting Manager:	Police Chief
FLSA:	Exempt

GENERAL PURPOSE

Assists in the planning, organizing, coordinating and directing the City's comprehensive police services, to include emergency management, law enforcement, animal control, and code enforcement programs; provides expert professional assistance to Police Chief in areas of law enforcement; fosters cooperative working relationships with citizen groups and other agencies on police matters.

SUPERVISION RECEIVED AND EXERCISED

Works under the guidance and direction of the Police Chief. Exercises supervision over police staff directly through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in the development and implementation of departmental goals, objectives, policies, and priorities; Direct and coordinate the activities of the Police Department personnel in protecting life and property in the absence of the Police Chief; Makes interpretations of City Regulations and various ordinances, codes and applicable laws to ensure compliance; Works closely with other City departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve community and organization problems and address special enforcement issues, and assures effective implementation; Attends council and other meetings and makes presentations as required; Identify law enforcement and crime prevention needs and priorities. Receive citizens to hear complaints, recommendations and other law enforcement functions and promote community relations; Review and revise policies and procedures as may be necessary based on legislative changes, court decisions, and direction by the Police Chief. Assists in the coordination of departmental compliance with state and federal regulations; Assists in the selection, supervision, training, and evaluation of staff; Monitors developments related to police service matters, evaluates their impact on City operations, and recommends policy and procedural improvements; Coordinates with other City Department

Heads, and with outside agencies as directed; Monitor and review all departmental activities to assure maximum utilization of resources; Prepare written reports and provide staff assistance to Police Chief; Work with the public to answer questions and provide technical information; Responds to and assists in the management of emergency events leading up to and including Emergency Operations Center (EOC) activations and serves as EOC Coordinator in the absence of the Police Chief.

PERIPHERAL DUTIES

Participate in the planning for future growth and future service needs of the City. Identify and apply for grants in aid from outside sources to expand services, or meet unfunded needs. Conducts internal investigations when appropriate and recommends corrective action as needed. Performs the duties of subordinate personnel as needed. Analyzes and recommends improvements to equipment and facilities as needed. Performs such other related duties as need/assigned.

MINIMUM EDUCATION & EXPERIENCE

Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field; Five (5) years of experience in police work, Completion of FBI National Academy or Law Enforcement Management Institute of Texas (LEMIT), and advance peace officer training or higher; or an equivalent combination of education and experience.

KNOWLEDGE ABILITIES & SKILLS

Knowledge of:

- Principals, practices, and techniques of law enforcement, emergency management, investigations, patrol, traffic control, records management, care and custody of persons and property, community services animal control and related police services.
- Pertinent federal, state, and local law codes and regulations.
- Use and care of vehicles.
- Firearms, specialized equipment, and other modern police equipment.
- Principles and practices of organization, administration, budget development, administration, budget development, and personnel management.
- Computer applications related to work.

Ability to:

- Supervise, train, and evaluate assigned staff.
- Communicate clearly and concisely, orally and in writing.
- Attend and understand police officer training courses.
- Tolerate outside working conditions, including exposure to adverse weather conditions.
- Maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities and good driving record.
- Use firearms and specialized equipment.

- Establish and maintain effective working relationships with subordinates, peers and supervisors.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Give verbal and written instructions.

Skills:

- Operate a vehicle under emergency conditions.
- Establish and maintain effective working relations with other law enforcement agencies, judicial officials, and the general public.
- Analyze situations and adopt a quick, effective, and reasonable course of action.
- Handle stressful and possibly hazardous situations.

SPECIAL REQUIREMENTS

Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state. Ability to pass and maintain physical agility standards as set by the department. Ability to qualify and maintain firearms qualifications and basic law enforcement training certification or equivalent. Texas Commission on Law Enforcement Peace Officers License required.

EQUIPMENT

Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; employee has the responsibility to conform to those ranges and limitations. Equipment may include but is not limited to: Vehicles, Firearms, Intermediate Weapon, handcuffs, Breathalyzer, Radar Equipment, Computer, Calculator, Walkie Talkie, Multi-line telephone, Copier; Fax, scanner, and Digital Camera.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; and smell. Occasionally the employee may be required to carry, lift, drag, or restrain individuals/animals. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the

duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high, precarious places, and with explosives; is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate.

SPECIAL NOTES FOR APPLICANTS

Formal application, rating of education and experience; oral interview, extensive physical agility test, extensive background testing, reference check, and other job related tests may be required.

This position description is not intended to be construed as an exhaustive list of responsibilities, duties, and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an "at-will relationship".



Date: April 18, 2024
To: Scott Huizenga, City Manager
From: John Ojeda, Lieutenant

Justification Memo: Assistant Chief Position

Summary Overview:

Assistant Chief of Police occupies the second highest position within the Fair Oaks Ranch Police Department's command or structural hierarchy. The Assistant Chief shall report directly to the Chief of Police with accountability for various components and activities of the department as directed. The Assistant Chief shall also assist the Chief of Police in maintaining order and good discipline within the department through planning, organizing, and directing the department's programs, activities, and personnel under his command, and he will assume all the duties and responsibilities of the Chief of Police in his absence. The Assistant Chief will also provide to the Chief of Police prompt, timely and relevant reports regarding the operations of his command responsibilities to ensure the continuous and consistent application of the department's rules and values.

What Circumstances have changed significantly since the previous budget was finalized to justify a position change request?

As we all know we went through a bit of a rough time at the end of last year. The hiring and retention of qualified officers in one of the biggest personnel issues that police departments are now confronting. According to an article in the international Association of Chiefs of Police "Officers often cite limited opportunities to grow or "move up" as a reason for leaving their current position. This position would help tremendously with the workload that us administrators at the Police Department are starting to face daily.

If this is a new position, please include a description of the location where the desk/work location will be located?

The Assistant Police Chief position will not require an additional workspace.

Include any additional startup costs, if any (equipment, furniture, computer, phone, tablet, training, vehicles, supplies, uniforms, etc.):

New uniforms - \$280 for rank insignia on uniforms for three shirts, a class A uniform and new badge.

Training / Certification - \$800 cost of TCOLE required New Supervisor Training Course for Assistant Chiefs and above.



Describe Why this position will, or will not, be needed in future budget years?

The city population, in sync with the number of officers needed to provide exceptional services to the residents, is expected to continue to grow for the foreseeable future. Additionally, continuous rapid growth in the area surrounding the city will increase. This position will allow us to have a true second in command. It is hard to have just two administrators, one the Chief of Police and the other being the Lieutenant. This addition will ensure the public knows that if the Chief is out, they are in good hands with the Assistant Chief as a second in command.

How do you plan to fund this position creation or reclassification increases in your budget? (salary savings from previous or current budget year should not be used as justification of your department's ability to fund a new position or a reclassification increase)"

The funding for this position would be something that would have to come out of the General Fund. Grant money or a cancelled project could be a potential source of these funds. The department has been applying for more grants the past two years to get equipment to save in the funds spent by the city. These savings in equipment costs could pay for increases in salaries, Also, the City has just recently started receiving reimbursement money for the disabled veterans we have living here to help cover tax exemptions. These funds could also be used.

The study that was done two or three years ago stated that the administrators at the police department had a lot of work to do on a weekly basis. Employees could get burnt out trying to handle so many jobs. Current Administration at the Police Department are lucky to get a week off, and then come back to a back log of stuff that needs to get done. We max out our vacation time in a matter of two or three months and stop accruing leave hours for several months due to short staff and leaving one person to do two jobs for a week, let alone two weeks. An additional member of the administrative staff would lessen the workload burden on current employees, allow for reasonable time off for officers without the negative impact, and give staff members additional time to pursue other grant opportunities and training programs that will benefit the entire department.



CITY OF FAIR OAKS RANCH

Position Description

Job Title:	Assistant Chief of Police
Department:	Police Department
Pay Grade:	34
Reporting Manager:	Chief of Police
FLSA:	Exempt

Overview:

Assists the Chief of Police in management and supervision of the Boerne Police Department. Manages, plans, and coordinates the activities of the Patrol Division, Criminal Investigations Division, and Telecommunications Division and supervises the Police Captain, Lieutenant, and Sergeants.

Essential Duties and Responsibilities:

- Assists in the development and implementation of departmental goals, objectives, policies, and priorities.
- Direct and coordinate the activities of the Police Department personnel in protecting life and property.
- Makes interpretations of City regulations and various ordinances, codes, and applicable laws to ensure compliance.
- Works closely with the City Administrator, City Council, other City departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve community and organization problems and address special enforcement issues and assures effective implementation.
- Attends council and other meetings and makes presentations as required.
- Identify law enforcement and crime prevention needs and priorities. Establishes and maintains an effective community relations program, receive citizens to hear complaints, recommendations and other law enforcement functions and promote community relations.
- Reviews and revise policies and procedures as may be necessary based on legislative changes, court decisions, and direction by the Chief of Police, City Administrator and City Council.
- Coordinate departmental compliance with state and federal regulations.
- Select, supervise, train, and evaluate staff under their direct supervision or as directed by the Chief of Police.
- Monitors developments related to police service matters, evaluates their impact on City operations, and implements policy and procedural improvements.
- Coordinate with other City Departmental Heads, and with outside agencies.
- Monitor and review all departmental activities to assure maximum utilization of resources.



- Prepare and administer departmental budgets.
- Prepare written reports and provide staff assistance to City Administrator and City Council.
- Work with the public to answer questions and provide technical information.
- Maintain and implement emergency operations plan and coordinates the activities of other Emergency Services (Fire, EMS and Emergency Management). Responds to and assists in the management of emergency events leading up to and including Emergency Operations Center (EOC) activations and serves as EOC Coordinator as directed.
- Assumes the duties and responsibilities of the Chief of Police in the absence of the Chief.

Minimum Qualifications:

- Valid Texas Class C Driver's License
- Bachelor's Degree in police science, law enforcement, criminal justice, public administration, or a closely related field. Master's degree preferred.
- Five (5) years of experience in police work, three years of which must have been equivalent to police sergeant or higher.
- Completion of FBI National Academy or Law Enforcement Management Institute of Texas (LEMIT)
- Advance peace officers license or higher; or an equivalent combination of education and experience.

Preferred Qualifications:

- Master's degree in law enforcement, public administration, or related field.
- Certificate of completion from Texas Police Chief's Association Law Enforcement Command Officers Program
- Any work-related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the specified education and experience requirements.

Knowledge, Skills & Abilities:

Knowledge of:

- Principals, practices, and techniques of law enforcement, emergency management, investigations, patrol, traffic control, records management, care and custody of persons and property, community services, animal control and related police services.
- Pertinent federal, state, local law codes and regulations.
- Use and care of vehicles.
- Firearms, specialized equipment, and other modern police equipment.



- Principles and practices of organization, administration, budget development, administration, and personnel management.
- Computer applications related to work.

Ability to:

- Supervise, train, and evaluate assigned staff.
- Meet physical requirements necessary to perform the assigned duties safely and effectively.
- Communicate clearly and concisely, orally and in writing.
- Use firearms and other modern police equipment.
- Establish and maintain effective working relationships with subordinates, peers, and supervisors.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Give verbal and written instructions.
- Tolerate outside working conditions, including exposure to adverse weather conditions.
- Maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities.
- Prepare and administer departmental budget.

Skilled in:

- Operate a vehicle under emergency conditions.
- Establish and maintain effective working relations with other law enforcement agencies, judicial officials, and the general public.
- Analyze situations and adopt a quick, effective, and reasonable course of action.
- Handle stressful and possibly hazardous situations.

Physical Demands:

- Regularly requires sitting, talking, hearing, visual acuity to read print and digital sources, standing, walking, manual dexterity, use of hands to finger, handle, or feel objects, tools, and controls.
- Must be able to walk, stand, stretch, bend, twist, stoop, kneel, and operate equipment.
- Hearing and speech to communicate in person and over the telephone.
- May require frequent lifting, lowering, pushing, pulling, or moving 20-30 lbs. and occasionally up to 50 lbs.
- Occasionally the employee may be required to carry, lift, drag, or restrain individuals/animals.
- The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; and smell.



7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78015
Bus: 210-698-0900
www.fairoaksranchtx.org

Work Environment:

- 75% of work will be performed indoors at the office
- 25% of work will be performed outdoors or in the field.
- Subject to outside weather conditions
- The employee occasionally works near moving mechanical parts, in high, precarious places, and with explosives; is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The City of Fair Oaks Ranch provides equal employment opportunities to applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

<http://www.dol.gov/ofccp/regs/compliance/posters/ofccpost.htm>.

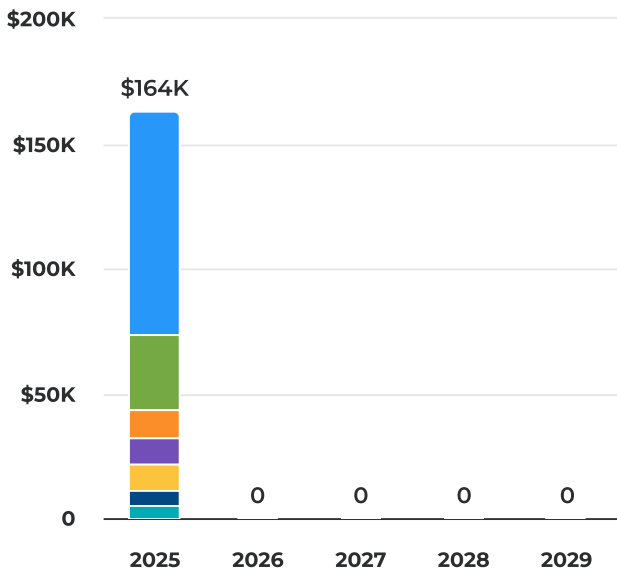
Please note that job application deadlines will vary by position. The ability to enter and submit an application will not guarantee that the position is still open and that your application will be reviewed and considered. If you have questions regarding a specific job application deadline, please email hr@fairoaksranchtx.org (for internal candidates – contact the hiring manager).

Employee Signature

Date

Maintenance

FY25 Maintenance Projects



2025 Ford F-350 Diesel 4x4 dually 4-door	\$90,000	55.05%
2025 Ford Explorer (Admin)	\$30,000	18.35%
Permanent Radar Signs (2)	\$11,000	6.73%
2025 PJ Tilt trailer (16')	\$11,000	6.73%
Walk In Cooler	\$10,000	6.12%
Temporary Radar Signs (2)	\$6,000	3.67%
Graco GrindLazer DC89	\$5,500	3.36%

Summary of Requests

Category	FY2025	FY2026	FY2027	FY2028	FY2029	Total
2025 Ford F-350 Diesel 4x4 dually 4-door	\$90,000	\$0	\$0	\$0	\$0	\$90,000
2025 Ford Explorer (Admin)	\$30,000	\$0	\$0	\$0	\$0	\$30,000
Permanent Radar Signs (2)	\$11,000	\$0	\$0	\$0	\$0	\$11,000
2025 PJ Tilt trailer (16')	\$11,000	\$0	\$0	\$0	\$0	\$11,000
Walk In Cooler	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Temporary Radar Signs (2)	\$6,000	\$0	\$0	\$0	\$0	\$6,000
Graco GrindLazer DC89	\$5,500	\$0	\$0	\$0	\$0	\$5,500
Total Summary of Requests	\$163,500	\$0	\$0	\$0	\$0	\$163,500

2025 Ford Explorer (Admin)

Overview

Request Owner	Jimmy Washer, Maintenance Supervisor
Department	Maintenance
Type	Other

Request Description

We need this vehicle for administration, so they can use it to go to conferences and meetings. The current one is no longer reliable, especially for long-distance trips.

Details

Fleet Status Replacement of an existing vehicle - existing vehicle will be either repurposed to another department or auctioned

Capital Cost Detail

NA

Operational Costs Detail

NA

Additional Information

NA

Capital Cost

FY2025 Budget

\$30K

Total Budget (all years)

\$30K

Project Total

\$30K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Vehicle Cost	\$30,000	\$30,000
Other	\$0	\$0
Add-on Equipment	\$0	\$0
Outfitting Cost	\$0	\$0
Total	\$30,000	\$30,000

Funding Sources

FY2025 Budget

\$30K

Total Budget (all years)

\$30K

Project Total

\$30K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
General Fund ERF	\$20,700	\$20,700
Governmental Operations	\$9,300	\$9,300
Total	\$30,000	\$30,000



2025 Ford F-350 Diesel 4x4 dually 4-door

Overview

Request Owner	Jimmy Washer, Maintenance Supervisor
Department	Maintenance
Type	Other

Request Description

The maintenance department has been growing and so has drainage. We are looking to add an F-350 to the fleet, mostly for the drainage crew to haul the heavy equipment around from job to job. Diesel is a must because the heavy equipment puts a strain on a gas truck. The 4-door is desired so the drainage crew can ride in one truck, freeing up another truck for other crews.

Details

Fleet Status	New addition to the fleet
---------------------	---------------------------

Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
\$90K	\$90K	\$90K

Detailed Breakdown

Category	FY2025 Requested	Total
Vehicle Cost	\$90,000	\$90,000
Total	\$90,000	\$90,000



Funding Sources

FY2025 Budget
\$90K

Total Budget (all years)
\$90K

Project Total
\$90K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Governmental Operations	\$90,000	\$90,000
Total	\$90,000	\$90,000



2025 PJ Tilt trailer (16')

Overview

Request Owner	Jimmy Washer, Maintenance Supervisor
Department	Maintenance
Type	Other

Request Description

This trailer will be used for streets to haul around the new fog seal machine. We currently have to drive this machine to the job and that is a lot of wear and tear on the equipment.

Details

Equipment Status	This is a new addition
-------------------------	------------------------

Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
\$11K	\$11K	\$11K

Detailed Breakdown

Category	FY2025 Requested	Total
Equipment Cost	\$11,000	\$11,000
Total	\$11,000	\$11,000



Funding Sources

FY2025 Budget

\$11K

Total Budget (all years)

\$11K

Project Total

\$11K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Governmental Operations	\$11,000	\$11,000
Total	\$11,000	\$11,000



Graco GrindLazer DC89

Overview

Request Owner	Jimmy Washer, Maintenance Supervisor
Department	Maintenance
Type	Other

Request Description

We need this piece of equipment to remove thermoplastic from the streets when we get ready to do a new treatment. This will improve the smoothness on the road and save time over using the skid steer. This machine does a better job than the milling head that we use now. The milling head digs too deep and scars up the road while the thermoplastic remover leaves a smooth finish and helps prep the road for the next road treatment. We could also use this machine for grinding and leveling spots in concrete that may cause a tripping hazard on sidewalks (rare) but we do see this sometimes.

Details

Equipment Status	This is a new addition
-------------------------	------------------------

Supplemental attachments

 [Quote](#)

Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
\$5.5K	\$5.5K	\$5.5K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Equipment Cost	\$5,500	\$5,500
Total	\$5,500	\$5,500



Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
\$5.5K	\$5.5K	\$5.5K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Governmental Operations	\$5,500	\$5,500
Total	\$5,500	\$5,500





Quote

Centerline Supply, Inc.
9484 Corporate Dr.
Selma, TX 78154
United States
P: (210) 224-4600

Quote Number: QTE0034767

Quote Date: 05/30/24

Prepared By: rreynosa

Sales Rep: RREYNOSA

BILL TO:

FAIR OAKS RANCH, CITY OF
7286 DIETZ ELKHORN
FAIR OAKS RANCH TX 78015

SHIP TO:

FAIR OAKS RANCH, CITY OF
7286 DIETZ ELKHORN
FAIR OAKS RANCH TX 78015

Notes: BUY BOARD #703-23

Customer P.O.	Ship VIA	Terms	Shipping Terms		
	CPU	NET30	CPU		
Item Number	Ordered	Unit	Price	Extended Price	
51 26A-590	1	EA	\$5,295.00	\$5,295.00	
50C [E] GRINDER- GRINDLAZER DC89 W/FINE FINISH TUNGSTEN DRUM					

Quotations are valid for 30 days from the date of quotation.

Signature: _____

Printed Name: _____

Net Order:	\$5,295.00
Discount %	0%
Less Discount:	\$0.00
Freight:	\$0.00
Sales Tax:	\$0.00
Order Total:	\$5,295.00

WE NOW OFFER CUSTOM VINYL DECALS, FLEET GRAPHICS, WINDOW PRINT FILMS, AND MORE!

1.5% FINANCE CHARGE FOR INVOICES OVER 30 DAYS. Terms & Conditions Apply.

CENTERLINE SUPPLY, INC. - PHONE (210) 224-4600 - SASALES@CLSUSA.COM

Permanent Radar Signs (2)

Overview

Request Owner	Jimmy Washer, Maintenance Supervisor
Department	Maintenance
Type	Other

Request Description

Two permanent radar signs for Keeneland Dr. This will help drivers slow down and keep the public safe.

Details

Equipment Status	This is a new addition
------------------	------------------------

Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
\$11K	\$11K	\$11K

Detailed Breakdown

Category	FY2025 Requested	Total
Equipment Cost	\$11,000	\$11,000
Total	\$11,000	\$11,000

Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
\$11K	\$11K	\$11K

Detailed Breakdown

Category	FY2025 Requested	Total
Governmental Operations	\$11,000	\$11,000
Total	\$11,000	\$11,000



Temporary Radar Signs (2)

Overview

Request Owner	Jimmy Washer, Maintenance Supervisor
Department	Maintenance
Type	Other

Request Description

Post Oak Trail was completely reconstructed. Now there are complaints about people speeding. These signs will hopefully help slow the traffic down and we will be able to use them in other problem areas around the city.

Details

Equipment Status This is a new addition

Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
\$6K	\$6K	\$6K

Detailed Breakdown

Category	FY2025 Requested	Total
Equipment Cost	\$6,000	\$6,000
Total	\$6,000	\$6,000



Funding Sources

FY2025 Budget
\$6K

Total Budget (all years)
\$6K

Project Total
\$6K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Governmental Operations	\$6,000	\$6,000
Total	\$6,000	\$6,000



Walk In Cooler

Overview

Request Owner Jimmy Washer, Maintenance Supervisor
Department Maintenance
Type Other

Request Description

A new walk-in cooler is needed. The current one requires constant maintenance to keep it running.

Details

Equipment Status This will replace an existing piece of equipment (enter additional information below)
Information regarding equipment being replaced The current walk in cooler

Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
\$10K	\$10K	\$10K

Detailed Breakdown

Category	FY2025 Requested	Total
Equipment Cost	\$10,000	\$10,000
Total	\$10,000	\$10,000



Funding Sources

FY2025 Budget
\$10K

Total Budget (all years)
\$10K

Project Total
\$10K

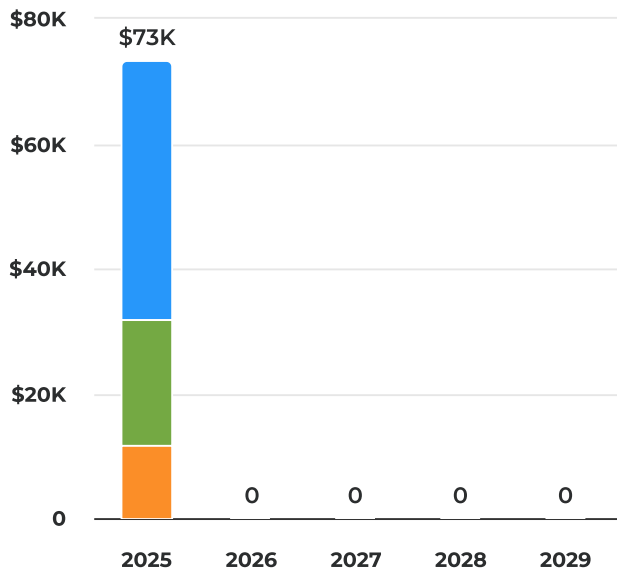
Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
General Fund ERF	\$6,000	\$6,000
Governmental Operations	\$4,000	\$4,000
Total	\$10,000	\$10,000



Public Works

FY25 Public Works Projects



●	Public Works Infrastructure Inspection Truck	\$41,600	56.71%
●	Message Board Trailer (split with Utility)	\$20,000	27.27%
●	Water Tanker Trailer (1025 Gallon)	\$11,750	16.02%

Summary of Requests

Category	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Public Works Infrastructure Inspection Truck	\$41,600	\$0	\$0	\$0	\$0	\$41,600
Message Board Trailer (split with Utility)	\$20,000	\$0	\$0	\$0	\$0	\$20,000
Water Tanker Trailer (1025 Gallon)	\$11,750	\$0	\$0	\$0	\$0	\$11,750
Total Summary of Requests	\$73,350	\$0	\$0	\$0	\$0	\$73,350

Message Board Trailer (split with Utility)

Overview

Request Owner	Steven Fried, Water Supervisor
Department	Public Works
Type	Other

Request Description

This message board will be used by multiple departments (Utilities, Maintenance, PD, HR and the City Secretary) for communication purposes. Primarily, the reason for my justification is alerting the public to water service interruptions and road closures. We have become reliant on the use of these to get information out to the public, which in turn minimizes complaints by keeping residents informed. They have proven to be very effective tools, and we often do not have enough of them when multiple projects are going on at the same time. Currently, we have two and we are seeking a third.

Examples of usage. Road closures, street repairs, water service interruptions, winter sewer averaging, city events, election information, no fireworks message, etc.

Details

Equipment Status	This is a new addition
-------------------------	------------------------

Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
\$20K	\$20K	\$20K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Equipment Cost	\$20,000	\$20,000
Total	\$20,000	\$20,000



Funding Sources

FY2025 Budget
\$20K

Total Budget (all years)
\$20K

Project Total
\$20K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Governmental Operations	\$10,000	\$10,000
Wastewater Operations	\$5,000	\$5,000
Water Operations	\$5,000	\$5,000
Total	\$20,000	\$20,000





All Traffic Solutions Inc.
 14201 Sullyfield Circle,
 Ste 300
 Chantilly, VA 20151
 Phone: 814-237-9005
 Fax: 814-237-9006
 DUNS #: 001225114
 Tax ID: 25-1887906
 CAGE Code: 34FQ5

QUOTE Q-60821

DATE: 01/19/2022

PAGE
 NO: 1

**Mail Purchase
 Orders to:**
 3100 Research Dr.
 State College, PA
 16801

**Questions contact:
 MANUFACTURER:
 All Traffic Solutions**
 Jim Fink
 7202339573
 x
 jfink@alltrafficsolutions.com

Independent Sales Rep:

Contract:
TX-BuyBoard608-20

BILL TO:

City of Fair Oaks Ranch PW-TX
 7286 Dietz Elkhorn
 Fair Oaks Ranch TX 78015

SHIP TO:

City of Fair Oaks Ranch PW-TX
 7286 Dietz Elkhorn
 Fair Oaks Ranch TX 78015
 Attn: Julio Colunga

Billing Contact:

**PAYMENT
 TERMS:**
 Net 30

CUSTOMER: City of
 Fair Oaks Ranch PW-TX

CONTACT:(210) 698-0900 ext, 0

ITEM NO:	DESCRIPTION:	QTY:	EACH:	EXT. PRICE:
4000745	SpeedAlert 24 Radar Message Sign (RMS); base unit (select mount separately)	1	\$9,135.00	\$9,135.00
4000647	App, Traffic Suite (12mo); Equip Mgmt, Reporting, Image Mgmt, Alerts, Mapping and PremierCare	1	\$1,500.00	\$1,500.00
4000874	All Options Activation: Bluetooth, Traffic Data, Violator Alert, Pictures, (\$3000 Value, requires Traffic or Message Suite)	1	\$0.00	\$0.00
4001622	ATS-5 Trailer for IA/SA24 includes: 470Ah Batteries & Trailer Certificate of Origin	1	\$5,260.00	\$5,260.00
4000879	Violator Strobe, Red and Blue for ATS-5 for use with SA24	1	\$800.00	\$800.00
4000838	Solar panel, 90W: includes bracket for ATS-5 trailer and harness	1	\$940.00	\$940.00
4000641	Shipping and Handling Common Carrier	1	\$1,600.00	\$1,600.00
4001192	Discount - Promotion	1	(\$1,410.80)	(\$1,410.80)

Special Notes:

SpeedAlert24 Radar/Message Trailer with 90-Watt Solar panel- All features activated perpetually (Bluetooth - Data - and Imaging) - 1 year of web services (TraffiCloud) to all 6 Apps (Remote Management - Imaging - Data - Alerts, Mapping and Premier Care warranty) - shipping and training. Red/Blue Strobe

**SALES
 AMOUNT:**

\$17,824.20

**TOTAL
 USD:**

\$17,824.20

Public Works Infrastructure Inspection Truck

Overview

Request Owner	Lee Muniz, Manager of Engineering Services
Department	Public Works
Type	Other

Request Description

Staff members are currently investigating infrastructure construction in a repurposed Police Ford Explorer. The investigations are frequently on un-constructed streets or undeveloped sites, which could require high clearance and off-road capability. After rain events, investigations are also required, but with the current vehicle, it is difficult to conduct investigations due to off-road limitations. The requested vehicle would eliminate the off-road limitations that are required on a daily basis and replace an aged vehicle.

Images



New 2024 Ford Ranger 4x4

Details

Fleet Status	Replacement of an existing vehicle - existing vehicle will be either repurposed to another department or auctioned
---------------------	--

Replacement and Repurposing Information	n/a
--	-----

Capital Cost Detail

Cost for vehicle is a 2024 Ford Ranger 4x4 with electronic-locking rear axle from ford dealership. Outfitting is for new 48-inch emergency light bar.

Supplemental attachments

 [Ford Ranger 4x4 Estimated Cost](#)

Ford Website estimated cost for a 2024 Ford Ranger 4x4

Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
\$41.6K	\$41.6K	\$41.6K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Vehicle Cost	\$41,000	\$41,000
Outfitting Cost	\$600	\$600
Total	\$41,600	\$41,600

Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
\$41.6K	\$41.6K	\$41.6K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
General Fund ERF	\$30,000	\$30,000
Governmental Operations	\$11,600	\$11,600
Total	\$41,600	\$41,600

Water Tanker Trailer (1025 Gallon)

Overview

Request Owner	Brandon Garrettson, Wastewater Supervisor
Department	Public Works
Type	Other

Request Description

The water tanker will be used by the wastewater, water and maintenance departments. This trailer has a pump and hose attachment that allows us to clean our sewer lift stations, and various tanks at the wastewater treatment plant. The water department uses this on almost every water main break to clean up and hose mud/dirt off the streets. Maintenance uses it often to irrigate newly groomed drainage ditches, and to clean spills, debris off streets.

Details

Equipment Status	This will replace an existing piece of equipment (enter additional information below)
Information regarding equipment being replaced	This water tank trailer will replace the current water trailer that has been in our fleet for 25 years. The chassis and axles are in poor condition, making it difficult to pull without putting stress on the towing vehicle. The tank is also in poor shape and has had several leaks repaired over the years.

Supplemental attachments



Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
\$11.8K	\$11.8K	\$11.8K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Equipment Cost	\$11,750	\$11,750
Total	\$11,750	\$11,750



Funding Sources

FY2025 Budget
\$11.8K

Total Budget (all years)
\$11.8K

Project Total
\$11.8K

Detailed Breakdown

Category	FY2025 <i>Requested</i>	Total
Governmental Operations	\$5,875	\$5,875
Wastewater Operations	\$2,938	\$2,938
Water Operations	\$2,938	\$2,938
Total	\$11,750	\$11,750



Express Water Wagon Systems



550 Gallons



800 Gallons

REFER TO PRICE LIST FOR CURRENT PRICING



1,025 Gallons



1,600 Gallons

Part No.	Complete Sprayer Assembly
EXP-550L-S	550 Gal. Express Water Wagon DOT approved trailer with elliptical baffled leg tank, 4 hp Honda engine and Tsurumi pump, galvanized suction and discharge manifold, suction hose, 25' fire hose and nozzle, anti-siphon fill, galvanized spray bar, surge brakes
EXP-550L-E	Same as above with electric brakes
EXP-550L-SDP	550 Gal. Express Water Wagon DOT approved trailer with elliptical baffled leg tank, 4 hp Honda engine and Tsurumi pump, galvanized suction and discharge manifold, suction hose, 25' fire hose and nozzle, anti-siphon fill, galvanized spray bar, surge brakes; 3,000 PSI triplex pressure washer pump and 5 hp Honda engine with trigger gun and 25' hose, hand crank hose reel on swivel mount
EXP-800-S	800 Gal. Express Water Wagon DOT approved trailer with 4 hp Honda engine and Tsurumi pump, galvanized suction and discharge manifold, suction hose, 25' fire hose and nozzle, anti-siphon fill, galvanized spray bar, surge brakes (does not require CDL in most states)
EXP-1025	1,025 Gal. Express Water Wagon DOT approved trailer with 4 hp Honda engine and Tsurumi pump, galvanized suction and discharge manifold, suction hose, 25' fire hose and nozzle, anti-siphon fill, galvanized spray bar, surge brakes
EXP-1025-PW	1,025 Gal. Express Potable Water Wagon DOT approved trailer with 2" Banjo poly pump and 5 hp Honda engine, black "algae resistant" poly tank. All hose and plumbing are FDA approved for potable water, anti-siphon fill, surge brakes
EXP-1600	1,600 Gal. Express Water Wagon DOT approved trailer with 4 hp Honda engine and Tsurumi pump, galvanized suction and discharge manifold, suction hose, 25' fire hose and nozzle, anti-siphon fill, galvanized spray bar, electric brakes, tandem axle.
EXP-2010	2,100 Gal. Express Water Wagon DOT approved trailer with 4 hp Honda engine and Tsurumi pump, galvanized suction and discharge manifold, suction hose, 25' fire hose and nozzle, anti-siphon fill, galvanized spray bar, electric brakes, tandem axle.

www.WylieSprayers.com

550 Gallon Express Water Wagon

For dust abatement, fire protection, landscape watering, concrete saws, etc.

Our best seller! The 550 gallon elliptical leg tank, with baffles, provides a wide stance, and lower center of gravity for safer towing. The Express Water Wagon is loaded with standard features such as galvanized suction and discharge manifold, galvanized spray bar, 20' fill hose, fire hose and nozzle, and side watering nozzle.



(Choose 1 item from each block)

Part No.	Trailer Assembly
W1245LWT-S	550 gallon leg tank, baffled, mounted on heavy duty trailer, tandem surge brakes, Diamond Tread fenders, lights (DOT approved)
W1245LWT-E	550 gallon leg tank, baffled, mounted on heavy duty trailer, tandem electric brakes, Diamond Tread fenders, lights (DOT approved)
W1245LWT	550 gallon leg tank, baffled, mounted on heavy duty trailer, no brakes (not DOT approved)
Part No.	Spray Bar
SPRAYBAR-EXP-500R2	25' swath spray bar w/ flood nozzles
Part No.	Pump
81570EP	2" x 4 hp Tsurumi aluminum pump w/ Honda engine, 140 gpm w/ Galv. fittings, inlet & outlet manifold kit
THP-4070HA	5.5 hp Honda, Tsurumi high pressure pump kit, 100 psi
Part No.	Options
EXP-500-FH	Fire Hose Reel Assembly - 50'x1" hose on hand crank hose reel, mounted on 180° swivel, with fire nozzle
W1245FILL3	Anti-Siphon Fill Kit for 550 Gal. Water Trailer (not available for W1245LWT)
81570-FILL	Fire hydrant and pond fill kit
W5307-FAN	Side Watering Kit - up to 15' swath
BMX25QC	25' Fire hose kit w/quick couplers
EXP-500-FH-100	Fire hose reel kit w/1" x 100' hose
84503	25', 3/4" hose with trigger gun
09557-81	3" ID Pintle ring hitch
15791-81	2 5/16" ball hitch
16825-95	2" ball hitch
EXP-HANDREMOTE	12 Volt EVX100FP electric valve with Hand Remote Kit

REFER TO PRICE LIST FOR CURRENT PRICING

Ind./Rental

Specifications:	
Tank.....	550 gallon elliptical leg tank
Frame.....	6" channel iron
Axles.....	tandem slipper spring
Wheels.....	15 x 6, 6 hole, 5 1/2" bolt circle
Tires.....	ST225/75D15
Wheel Track.....	72"
Height.....	58" (w/ fill kit - 66")
Length.....	161"
Width.....	79" (with fenders)
Weight.....	1,800 lb (empty)
Hitch.....	height adjustable, 2"
GVWR.....	6,000 lb

www.WylieSprayers.com

MEMORANDUM

Date: April 22, 2024

To: Scott Huizenga, City Manager

From: Grant Watanabe, Director of Public Works & Engineering Services

CC: Joanna Merrill, Director of Human Resources & Communications
Summer Fleming, Director of Finance
Carole Vanzant, Assistant City Manager

Subj: **Justification for New FTE Position – Project Manager**

As part of the FY2024-2025 budget process, the Public Works Department respectfully requests to add a new FTE position (Project Manager) to our organization. The position is necessary to support the large bond program and other CIP/SAP projects starting construction in FY2024-2025 and beyond.

• What circumstances have changed significantly since the previous budgets were finalized to justify a position change request?

In February of this year, the City Council authorized a bond election for up to \$16 million in road improvements. The City Council will also consider \$2.2 million in bonds for drainage improvements, \$13.9 million in bonds for water improvements and \$7.2 million in bonds for wastewater improvements during the budget cycle. While current staff have been able to manage many of the smaller projects recently completed or soon to be completed, the many large and complex projects exceed staff bandwidth and capability. These include Tivoli Way Drainage Improvements (\$1.3 million), Old Fredericksburg Waterline Replacement (\$468 thousand), Willow Wind/Red Bud Hill and Rolling Acres Trail Waterline Replacement (\$1.34 million), Dietz Elkhorn East Reconstruction (\$3.5 million), Plant 5 Ground Storage Tank (\$1.4 million), WWTP Phase 1 Expansion (\$5M), and the Community Center (\$2.5 million). In addition, many other projects are expected to start design in FY25, including the Ammann Rd. Reconstruction (\$6.4 million), and Cojak Circle Manhole and Sewer Upgrade (\$650 thousand).

A dedicated Project Manager is needed to manage these projects from design, construction, acceptance and project close-out. This includes assistance with consultant selection, design scope negotiation, reviewing construction plans and specifications, reviewing cost estimates, assisting the Procurement Manager during the bid phase, conducting kick-off and progress meetings with contractors, coordinating any outages or road closures, providing regular updates and notification to HR & Comm. for posting, negotiating change orders, routine inspections, managing project budgets and schedules, reviewing and/or approving invoices, handling complaints or citizen inquiries, bond program management and reporting, and ensuring the city gets what it paid for.

Poor or lack of contractor oversight is costly. For example, the City Hall Renovation was originally expected to take 6 months to complete but eventually took over 12 months. It cost the City

\$3,087.97 per month to continue leasing the doublewide. In another example, the Dewatering Press was originally expected to be completed in February 2023, but was delayed until May. Each month of delay costs the utility \$30,000 in sludge hauling costs. Extended delays also impact our residents and customers whenever road closures or utility outages are involved. The success of this bond program, and perhaps resident willingness to support future bond programs, is dependent upon the City delivering projects on-time, on-budget and with the least impact to residents as possible. And where there is unavoidable impact, clear and concise communication prior to and during construction activities will be imperative.

• If this is a new position, please include a description of the location where the desk/work location will be.

The new FTE would be located in the last vacant cubicle in Engineering.

• Include any additional startup costs, if any. o Equipment, Furniture, Computer, Phone, Training, Vehicle, Supplies, Uniforms, etc.

Computer-\$2500

Office Phone-\$300

Cell Phone-\$1000

Training/cert/conference-\$1000

Supplies/Uniform-\$300

• Describe why this position will, or will not, be needed in future budget years?

The position will be needed for the foreseeable future as bond funding is expected to be available over the next seven years. Three tranches are planned (2024, 2026, 2028) with debt proceeds available for expenditure for three years after each issuance. The need for the new position will not go away as our city grows and existing infrastructure ages. Future project needed in the next decade include the WWTP Phase 2 Expansion (\$11 million), Dietz Elkhorn West Reconstruction (\$7 million) and others identified in the Water, Wastewater and Reuse Master Plan as intermediate and long-term investments. City build-out is not expected to occur until the 2070 timeframe per staff projections.

• How do you plan to fund this position creation or reclassification increases in your budget? o Salary savings from the previous budget year should not be used as justification for your department's ability to fund a new position or a reclassification increase.

This position will be funded by bond proceeds. Each project cost estimate includes 5% for management and the Project Manager will charge his or her time to each project as appropriate.

If not supported, the City will need to leverage our General Engineering Consultant, On-Call Consultants or other Project Management firm to provide the necessary project management support. Based on On-Call Consultant rates approved in 2022, the labor rate for a Project Manager ranges from \$150-\$250 per hour depending on the consultant. In comparison, the rate for a new FTE is expected to be \$50-\$60 per hour, inclusive of pay and benefits. Another benefit of having an

in-house Project Manager is the ability to adjust their priorities as needed, provide access to the City network and other resources, and hold them directly accountable for project performance.

Position Description

Under the general direction of the Manager of the Engineering Services the primary responsibilities are to assist with managing Capital Improvement Program (CIP) and non-CIP projects such as infrastructure projects (roads, multimodal paths, drainage, facilities, water, wastewater, and other utilities). The position is responsible for the success of these projects by monitoring consultants, contractors, and all parties involved with each individual assignment. The individual assists with the reviews of design plans and specifications, project manuals, reports, and other documents pertaining to the jobs and in accordance with City Standards and Ordinances. This title also identifies and resolves issues on the job site in order to meet project goals and objectives which is achieved through allocating resources, facilitating project solutions, identifying and mitigating risk, and promoting team cohesion. Exercises no direct reports.

Minimum Qualifications:

- Bachelor's Degree from an accredited four-year college or university in Engineering, Construction Science, Construction Management or related field. Or, five (5) years of equivalent combination of training and work experience as a Project Manager in the same level of responsibility at a city of larger or similar size, may be substituted for required education.
- Three (3) years of work-related experience in capital projects or construction related experience public.
- Valid Class 'C' Texas Driver's License.

Preferred Qualifications:

- Project Management Professional (PMP) certification
- One (1) year of public engagement experience
- Two (2) years of municipal engineering or public works experience.

Essential Job Functions

- Delivers projects from pre-planning through close-out
- Provides project management and coordination of design and/or construction of CIP and non-CIP projects, to include, but not limited to, selecting consultants, assisting in contract negotiations, quality assurance, reviewing of construction plans and specifications, reviewing cost estimates, negotiating change orders, preparing and tracking schedules, managing project budgets, reviewing pay requisitions, etc.
- Assisting with development of City's 5-year CIP;
- Serves as a liaison for citizens, businesses, and construction company representatives to inform and facilitate solutions to problems.
- Prepares and distributes notices to citizens and businesses who will be impacted by project construction.

- Researches and recommends solutions to project related problems that may cause citizen inconvenience.
- Responds to citizen complaints and inquiries concerning capital projects.
- Visits construction sites on a regular basis to monitor project progress.
- Compiles and maintains project information and data, including current project status and construction design.
- Ensures deliverable meet Engineer Department's standards, regulatory compliance, and permitting requirements.
- Identify and address risk to schedule, budget or performance with parties involved and engage management as necessary to resolve issues and mitigate risks before impacting project delivery.
- Coordinate with inspectors, design engineers, consultants, and contractors to resolve issues found during construction.
- Coordinate with Engineering Department personnel to conduct pre-construction field walks, review plans, resolve design issues, utility conflicts, and other issues as required.
- Review and recommend approval of change orders for condition changes, quality changes, reasonable costs and appropriate solutions to issues found during project construction
- Plans, prepares, and conducts public meetings held during and after regular work hours.
- Assist with the QA/QC process of the plan review to promote a thorough review.
- Monitors time and dollar expenditures to ensure projects and budgets meet established targets.
- Reviews policies and procedures to ensure that City policies are followed.
- Reconciles conflicts within and between staff regarding resources, deadlines, and standards.
- Maintains responsibility for the overall success of assigned projects.
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Coordinates, reviews and monitors capital improvement projects as assigned, including completing the review designs prepared in-house, and/or prepared by private consultants, prioritize capital projects and establish appropriate deadlines;
- Reviews plans to identify design problems and compliance to standards, including reviewing and interpreting plans, specifications and proposals prepared by private consultants, engineers and contract workers, and when appropriate, make recommendations for changes to plans and specifications;
- Assists with the planning, organization, development, and implementation of the Department's capital projects to include managing budget and schedule projects for systematic construction, maintenance, upgrading and replacement of physical assets as well as for execution of environmental protection initiatives;
- Contributes to the administrative monitoring of projects to ensure adherence of projects assuring construction scheduled, budgets and grant mandated spend rates are met;
- Assists in administrative duties. Involves: Directs the review of engineering calculations, studies and reports. Coordinate with utility companies and/or contractors the relocation of utilities and new utility service requests. Enforce safety rules and regulations.

- Assists in supervising and inspecting assigned projects under contract, including developing and directing punch list inspections; preparing progress reports and presentations to management and staff; directing the inspection of all warranty items and manage the warranty period; manage, track and prepare closeout documents;
- Confers with consultants on capital projects to optimize labor and materials allocation and usage and minimize operating costs and disruption of work of facility occupants;
- Contributes to the drafting of grant proposals as assigned for specific tasks, program objectives, funding position statements and master plans; Verify funding for project scope changes during design phases;
- Audits project costs and schedules for adherence to funding and completion requirements;
- Engages in project cost tracking, as assigned by manager, ensuring projected project costs are within the approved budget and variances are identified, addressed and accurately reported;
- Coordinate all necessary project meetings including; pre-design, design, pre-construction, construction job progress meetings and others, as necessary.
- Prepares and presents projects to City Council, and City boards and commissions, when necessary;

Knowledge, Skills, and Abilities

- Knowledge of basic construction procedures, techniques, terminology, and engineering design.
- Knowledge of plan preparation and design.
- Highly competent in the use of Microsoft Office suite of programs including Word, Excel, and PowerPoint.
- Ability to plan, organize, coordinate, direct, review, and evaluate performance of multiple resources, consulting engineers, contractors, and others involved in CIP and non-CIP projects
- Ability to communicate clearly and effectively through written and oral communication skills.
- Ability to plan, prepare, and conduct presentations to large and small groups.
- Ability to establish and maintain effective working relationships with City staff and the general public.
- Excellent interpersonal and conflict resolution skills, and the ability to deal tactfully with a diverse group of people in a professional manner in a complex organization.
- Ability to read and comprehend construction plans, estimates, and specifications.
- Ability to exercise flexibility in accommodating shifting priorities, demands, and schedules.
- Ability to organize and monitor time and dollar expenditures for tasks performed.
- Ability to handle multiple assignments, meeting established deadlines.
- Ability to negotiate costs and proposals requested
- Ability to effectively collaborate with, and lead, stakeholders and construction team in the development, design, and implementation of construction projects.
- Strong understanding of construction industry contracting practices and processes.

MEMORANDUM

Date: April 21, 2024

To: Scott Huizenga, City Manager

From: Grant Watanabe, Director of Public Works & Engineering Services

CC: Joanna Merrill, Director of Human Resources & Communications
Summer Fleming, Director of Finance
Carole Vanzant, Assistant City Manager

Subj: **Justification for New FTE Position – Planner**

As part of the FY2024-2025 budget process, the Public Works Department respectfully requests to add a new FTE position (Planner) to our organization. The position is necessary to support increasing short and long-term planning requirements that current staff does not have the bandwidth to support. The alternative, although more costly, is to increase our planning consultant's budget for the foreseeable future.

• What circumstances have changed significantly since the previous budgets were finalized to justify a position change request?

On March 16, 2023 the City Council decided to conduct a yearly review of the City's major planning tools starting in October. These tools include our Comprehensive Plan, Major Thoroughfare Plan, UCD, Future Land Use Map and Zoning Map, Master Plans, 5-year CIPs, and the Strategic Action Plan. Each undertaking will require multiple Council workshops and presentations, special meetings, public meetings or townhalls, coordination with P&Z, CIAC or other advisory committees, public hearings and ordinance amendments to implement. While it is unlikely that an in-depth review of all tools would occur each year, any one of these will require months of effort. The UDC amendment alone may take one year to review and adopt the priority subjects/topics that the P&Z has or will be identifying. Current staff does not have the bandwidth to support these new requirements.

Without the one additional FTE, the city will need to increase our planning consultant's budget for the foreseeable future. We currently budget an average of \$100k/year for planning services and would likely need to increase this to \$200k/year. In addition, our planning consultant currently attends 1-2 in-person meetings per month (P&Z regular and special meetings) and would likely need to increase this to 3-4 in-person meetings per month (P&Z regular and special meetings, City Council regular and special meetings, public meetings and townhalls). The Public Works Department respectfully requests this new FTE be approved in the FY2024-2025 budget cycle, with the goal of minimizing future planning consultant costs (transition needed).

• If this is a new position, please include a description of the location where the desk/work location will be.

The new FTE would be located in the empty cubical in PW area.

- **Include any additional startup costs, if any. Equipment, Furniture, Computer, Phone, Training, Vehicle, Supplies, Uniforms, etc.**

Computer-\$2500

Office Phone-\$300

Cell Phone-\$1000

Training/cert/conference-\$2000

Supplies/Uniform-\$300

- **Describe why this position will, or will not, be needed in future budget years?**

The position will be needed for the foreseeable future as development is still occurring (build-out is still 10-20 years away) and review of planning tools will occur at more regular intervals. The need for the new position will not go away.

- **How do you plan to fund this position creation or reclassification increases in your budget? o Salary savings from the previous budget year should not be used as justification for your department's ability to fund a new position or a reclassification increase.**

New requirements are driving the need for this position. By establishing this new position, the cost for planner consultant services can be reduced to some degree initially. It will take some time for any new hire to become familiar with all of our planning and growth management tools, the city's vision and past history. As the in-house planner's knowledge and expertise grows, the cost for planner consultant services can be reduced further in future budget cycles. Establishing this new position is more economical than increasing our planning consultant's budget to \$200k/year.

The Planner is a standalone position within the Engineering Department that is primarily responsible for the City's long-term planning program which includes general oversight of the City's comprehensive and/or master plans, preliminary new development review, technical assistance for outside developers and City Staff. Additional, responsibilities are inclusive of, but not limited to, municipal planning, policy development, maintaining estimates of current and long-term demographic information, and budget development for the department. The employee must possess highly specialized knowledge, skills and abilities, including the ability to perform duties within a broad framework of general policy, requiring creativity and resourcefulness to accomplish goals and objectives by applying concepts, plans and strategies which may deviate from traditional methods and practices. The Planner will provide technical support to the City Planning and Zoning Commission, City Council, and the Zoning Board of Adjustments and operate as a liaison with developers, builders, engineers, local, state, and federal agencies. The Planner will perform related work as required and report to the City Engineer.

Job Summary

Under general direction, performs professional planning work with both administrative and technical responsibilities in comprehensive short- and long-range planning.

Essential Job Functions

- Performs long and short-range comprehensive studies, zoning and land use, population studies and socio- economic trends.
- Researches, collects, analyzes, and interprets data and summarizes data into report form.
- Responds to department requests for information, as well as from the general public.
- Reviews, monitors, and processes site plans, plats, annexation, permits, variance requests, development agreements, and zoning applications in accordance with applicable codes and department policies.
- Reviews and interprets requirements consistent with Planning Commission and Zoning Commission or other boards' direction and in conformity with applicable codes.
- Prepares maps, graphs, charts, and illustrations as required.
- Makes presentations to committees, boards, associations, and commissions.

Job Requirements

- Bachelor's Degree from an accredited college or university with major coursework in Urban Planning, Architecture, Geography or closely related field.
- Two (2) years of full-time work experience in municipal planning.
- OR Any equivalent combination of experience and training that provides the required knowledge, skills and abilities.
- Valid Class C Texas driver's license.

Preferred Qualifications

- American Institute of Certified Planners (A.I.C.P.) certification preferred.
- Experience with GIS.
- Experience working with Microsoft Office.
- Customer service experience.

Knowledge, Skills, and Abilities

- Knowledge of principles, practices, and methods of community and urban planning.
 - Knowledge of Federal, State, local laws, and regulations related to planning and urban development.
 - Knowledge of theories, principles, and practices of urban design and urban planning.
 - Skill in utilizing a personal computer and associated software programs.
 - Ability to perform research, collect data from various sources, apply statistical methodologies, and interpret and summarize results for reporting and/or development of recommendations and policies.
 - Ability to read and interpret reports, plans, legal documents, and memos, drawings, and field notes.
 - Ability to analyze and interpret zoning and subdivision maps.
 - Ability to prepare and conduct presentations.
 - Ability to communicate clearly and effectively, both orally and in writing.
 - Ability to perform mathematical calculations.
 - Ability to establish and maintain effective working relationships with co-workers, management, and the public.
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- Reviews, manages and processes current and / or long-range planning applications / studies in conformance with the Comprehensive Plan and other development codes / standards.
 - Interprets application of codes and ordinance to specific projects and responds to citizens' inquiries.
 - Conducts a detailed review of applications for compliance with all codes, past actions and approvals.
 - Coordinates communications with applicants and City and County departments for review, comment, and records management to ensure records are complete.
 - Prepares and composes a variety of correspondence, to include application responses, agendas for Planning & Zoning Commission, Zoning Board of Adjustment, and City Council meetings, Development Agreements, etc.
 - Prepares reports and makes presentations to the Boards, Commissions and City Council.
 - Reviews case files, Site Plans, Plats, Ordinances, Reports, Municipal and State codes of other municipalities and outside resources for reference research relating to code revisions.
 - Assists with special projects related to code revisions, manual updates, process review, or research, etc.
 - Conducts field evaluations and assessments
 - Attends regularly scheduled evening Commission, Subcommittee and Board meetings and special call meetings.

- Negotiating effectively with developers, citizens, appointed officials, and the public.
 - Writing reports, plans, resolutions, and ordinances.
 - Analyzing complex problems and developing positive courses of action.
 - Oversees the work of consultants
-
- Initiates actions necessary to correct deficiencies or violations of regulations
 - Assists with updates and maintenance of Comprehensive Plan and land development regulations
 - Develops long range plans for communities with common developmental issues
 - Develops strategies to promote economic and community development or efficient land use consistent with community goals
 - Ability to work independently or in a team environment as needed
 - Ability to attend to details while keeping big-picture goals in mind