

**AGENDA**  
**REGULAR CITY COUNCIL MEETING**  
**RONALD C. BOWMAN CITY COUNCIL CHAMBERS**  
**447 North Main Street**  
**Boerne, TX 78006**  
**October 12, 2021 – 6:00 PM**

A quorum of the City Council will be present during the meeting at: 447 N Main, Boerne, TX 78006.

During the meeting, the City Council may meet in executive session, as to the posted subject matter of this City Council meeting, under these exceptions of Chapter 551 of the Texas Government Code; sections 551.071 (Consultation with Attorney), 551.072 (Deliberation Regarding Real Property), 551.073 (Deliberation Regarding Gifts), 551.074 (Personnel/Officers), 551.076 (Deliberation Regarding Security Devices), and Section 551.087 (Deliberation Regarding Economic Development Negotiations).

1. CALL TO ORDER – 6:00 PM

INVOCATION

PLEDGE OF ALLEGIANCE TO THE UNITED STATES FLAG

PLEDGE OF ALLEGIANCE TO THE TEXAS FLAG

(Honor the Texas flag, I pledge allegiance to thee, Texas – one state under God, one and indivisible.)

2. CONFLICTS OF INTEREST

3. PUBLIC COMMENTS: This is the opportunity for visitors and guests to address the City Council on any issue, in compliance with LGC Section 551.007. City Council may not discuss any presented issue, nor may any action be taken on any issue at this time. (Attorney General opinion – JC-0169)

4.     [2021-876](#)             KENDALL COUNTY BOERNE FAIR OAKS TRANSPORTATION COMMITTEE UPDATE.

5. CONSENT AGENDA: All items listed below within the Consent Agenda are considered to be routine by the City Council and may be enacted with one motion. There will be no separate discussion of items unless a Council Member or citizen so requests, in which event the item may be moved to the general order of business and considered in its normal sequence.

A.     [2021-862](#)             CONSIDER THE APPROVAL OF THE MINUTES OF THE REGULAR

CALLED CITY COUNCIL MEETING OF SEPTEMBER 14, 2021.

**Attachments:** [Minutes.21.0928](#)

- B. [2021-873](#) CONSIDER RESOLUTION NO. 2021-R47; A RESOLUTION ADOPTING THE 2022 CITY OF BOERNE ROLLING TEN YEAR PLAN.

**Attachments:** [Rolling Ten Year Plan AIS Oct1221](#)  
[Resolution No. 2021-R47](#)  
[Rolling 10 Year Plan-Complete](#)

- C. [2021-832](#) CONSIDER RESOLUTION NO. 2021-R48; A RESOLUTION AUTHORIZING THE CLOSURE OF A PORTION OF MAIN STREET (HWY 87) DURING CERTAIN HOURS FOR DICKENS ON MAIN AND AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT FOR THE TEMPORARY CLOSURE OF STATE RIGHT-OF-WAY WITH THE TEXAS DEPARTMENT OF TRANSPORTATION. (Main Street closure for Dickens on Main event)

**Attachments:** [Dickens Street Closure AIS](#)  
[Resolution No. 2021-R48](#)  
[Dickens Detour Route Map](#)  
[Dickens 2021 - Permit+Street Closures](#)

- D. [2021-872](#) CONSIDER RESOLUTION NO. 2021-R49; A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF BOERNE, CITY OF FAIR OAKS RANCH, AND KENDALL COUNTY FOR PUBLIC SAFETY AND UTILITIES COMMUNICATION. (Annual agreement for dispatch services)

**Attachments:** [AIS Communications Interlocal](#)  
[Resolution No. 2021-R49](#)  
[Interlocal Agreement for Communications \(004\)](#)

6. ORDINANCES:

- A. [2021-871](#) CONSIDER ON FIRST READING ORDINANCE NO. 2021-33; AN ORDINANCE AUTHORIZING THE INSTALLATION OF STOP SIGNS AND YIELD SIGNS FOR THE FOLLOWING SUBDIVISIONS: SOUTHGLEN PHASE 5, CHAMPION HEIGHTS UNIT 3, SOUTHGLEN PHASE 9, SOUTHGLEN PHASE 4, OVERLOOK AT BOERNE, REGENT PARK UNIT 3, LEGACY AT CIBOLO UNIT 1, SOUTHGLEN PHASE 6A,



REGENT PARK UNIT 2, SOUTHGLEN PHASE 6 & 7, COMMONS AT MENDER CREEK UNIT 5, SOUTHGLEN PHASE 8, AND SOUTHGLEN PHASE 11A; PROVIDING FOR A PENALTY NOT TO EXCEED \$200 FOR EACH VIOLATION OF THIS ORDINANCE; AND PROVIDING FOR PUBLICATION. (Establishing new locations of stop signs and yield signs throughout the city)

**Attachments:**    [AIS-Stop & Yield Sign Approval](#)  
[Ordinance No. 2021-33](#)

7. PRESENTATIONS, PUBLIC HEARINGS, AND RESOLUTIONS:

- A.     [2021-864](#)        CONSIDER RESOLUTION NO. 2021-R50; A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE A CHAPTER 43 TEXAS LOCAL GOVERNMENT CODE DEVELOPMENT AGREEMENT (NON-ANNEXATION AGREEMENT) WITH WYATT JAMES L JR PROPERTY MANAGEMENT TRUST ON SAID PROPERTY DESCRIBED IN THE ATTACHED AGREEMENT AND METES AND BOUNDS LEGAL DESCRIPTION. (Wyatt James L Jr Property Management Trust, 36025 IH-10 West)

**Attachments:**    [Summary - 36025 IH 10W](#)  
[Resolution No. 2021-R50](#)  
[Att 1 - Location Map](#)  
[Att 2 - Aerial Map](#)  
[Att 3 - Non-Annexation Development Agreement](#)  
[Att 4 - Survey](#)  
[Att 5 - Metes and Bounds](#)  
[Att 6 - Site Plan](#)

- B.     [2021-865](#)        PROPOSED RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BOERNE, TEXAS SUPPORTING ROERS COMPANIES APPLICATION FOR HOUSING TAX CREDITS/PRIVATE ACTIVITY BOND APPLICATION TO THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS (TDHCA) FOR BLUFFVIEW APARTMENTS. (Wyatt James L Jr Property Management Trust, 36025 IH-10 West)

I. PRESENTATION

II. PUBLIC HEARING (one of one hearing)

III. CONSIDER RESOLUTION NO. 2021-R51; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BOERNE, TEXAS SUPPORTING ROERS COMPANIES APPLICATION FOR HOUSING TAX CREDITS/PRIVATE ACTIVITY BOND APPLICATION TO THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS (TDHCA) FOR BLUFFVIEW APARTMENTS.

**Attachments:** [Summary - TDHCA - 36025 IH 10W](#)  
[Resolution No. 2021-R51](#)  
[Att 1 - Location Map](#)  
[Att 2 - Aerial Map](#)  
[Att 3 - Site Plan](#)  
[Att 4 - Elevations](#)

- C. [2021-866](#) CONSIDER RESOLUTION NO. 2021-R52; A RESOLUTION OF THE CITY OF BOERNE ASSERTING ITS DESIRE TO BECOME A DARK SKY COMMUNITY.

**Attachments:** [Summary - Dark Sky](#)  
[Resolution No. 2021-R52](#)

- D. [2021-821](#) CONSIDER RESOLUTION NO. 2021-R53; A RESOLUTION OF THE CITY OF BOERNE, TEXAS, ADOPTING AN EMERGENCY OPERATIONS PLAN.

**Attachments:** [Emergency Operations Plan AIS](#)  
[Resolution No. 2021-R53](#)  
[Emergency Operations Plan 2021](#)

- E. [2021-875](#) CONSIDER RESOLUTION NO. 2021-R54; A RESOLUTION SETTING A PUBLIC HEARING UNDER SEC. 372.009 OF THE TEXAS LOCAL GOVERNMENT CODE FOR THE CREATION OF THE RANCHES AT CREEKSIDE PUBLIC IMPROVEMENT DISTRICT WITHIN THE CORPORATE LIMITS OF THE CITY OF BOERNE, TEXAS; AND AUTHORIZING THE ISSUANCE OF NOTICE BY THE CITY SECRETARY OF BOERNE, TEXAS REGARDING THE PUBLIC HEARING. (Accept the petition for creation of the Ranches at Creekside Public Improvement District and set a public hearing for November 9, 2021)

**Attachments:**     [Ranches at Creekside PID AIS Oct1221](#)  
[Resolution No. 2021-R54](#)  
[Letter](#)  
[Affidavit of Publication](#)  
[Ranches at Creekside PID Feasibility Study 10.07.21](#)  
[Ranches at Creekside PID](#)

- F.     [2021-822](#)     CONSIDER RESOLUTION NO. 2021-R55; A RESOLUTION AUTHORIZING THE CITY MANAGER TO ADVERTISE THE SALE OF 2.49 ACRES OF REAL PROPERTY LOCATED AT 402 E BLANCO RD., BOERNE, TEXAS (FORMERLY USED AS THE BOERNE CITY HALL), MORE FULLY DESCRIBED AS LOT 120A, BOERNE ORIGINAL TOWN, BY SEALED BID PROCESS, TO SET THE PROCEDURES FOR THE SEALED BID PROCESS, TO SET THE MINIMUM BID AMOUNT, AND TO PROVIDE FOR PUBLICATION OF NOTICE OF THE REQUEST FOR SEALED BIDS. (Establish process for sealed bids for sale of 402 E. Blanco)

**Attachments:**     [City Hall Sealed Bid AIS](#)  
[Resolution No. 2021-R55](#)  
[Notice of Sealed Bid for sale of 402 East Blanco Rd.](#)

8. OTHER ITEMS:

- A.     [2021-863](#)     DISCUSSION ON WATER WORKS TERRACE DESIGN AND FEASIBILITY STUDY.

**Attachments:**     [AIS - 10-12-2022 Waterworks Terrace Park Feasibility Study Results](#)

9. CITY MANAGER'S REPORT:

- A.     [2021-874](#)     INTRODUCTION OF FINANCE DIRECTOR, SARAH BUCKELEW.
- B.     [2021-867](#)     SEMI-ANNUAL STAFF UPDATE FROM THE CONVENTION AND VISITOR'S BUREAU.

10. COMMENTS FROM COUNCIL – No discussion or action may take place.

11. EXECUTIVE SESSION IN ACCORDANCE WITH THE TEXAS GOVERNMENT CODE:

- A.     [2021-868](#)     SECTION 551.071 - CONSULTATION WITH CITY'S ATTORNEY REGARDING PENDING OR CONTEMPLATED LITIGATION REGARDING DEVELOPMENT AGREEMENT WITH BOERNEBAK.

- B. [2021-869](#) SECTION 551.072 - DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS. (Project Hive)
- C. [2021-870](#) SECTION 551.072 - DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS. (Project Warren)

12. RECONVENE INTO OPEN SESSION AND TAKE ANY NECESSARY ACTION RELATING TO THE EXECUTIVE SESSION AS DESCRIBED ABOVE.

13. ADJOURNMENT

**CERTIFICATION**

**I hereby certify that the above notice of meeting was posted on the 8th day of  
October, 2021 at 4:30 p.m.**

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s/s Lori A. Carroll  
City Secretary

**NOTICE OF ASSISTANCE AT THE PUBLIC MEETINGS**

**The City Hall is wheelchair accessible. Access to the building and special parking is available at the northeast entrance of the building. Requests for auxiliary aides and special services must be received forty-eight (48) hours prior to the meeting time by calling the City Secretary at 830-249-9511.**

Pursuant to Section 30.06 Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun.

Pursuant to section 30.07 Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.

**MINUTES**  
**REGULAR CITY COUNCIL MEETING**  
**RONALD C. BOWMAN CITY COUNCIL CHAMBERS**  
**447 North Main Street**  
**Boerne, TX 78006**  
**September 28, 2021 – 6:00 PM**

Minutes of the Regular Called City Council meeting of September 28, 2021.

**Present:**       **6 -** Mayor Tim Handren, Mayor Pro Tem Ty Wolosin, Council Member Nina Woolard, Council Member Quinten Scott, Council Member Bryce Boddie, and Council Member Joseph Macaluso

**Staff Present:** Ben Thatcher, Val Anderson, Siria Arreola, Tori Bellos, Jeff Carroll, Lori Carroll, Laura Haning, Nick Montagno, Barbara Quirk, Mike Raute, Chris Shadrock, Kristy Stark, Jeanette Teague, Larry Woods, Mary Woods, and Danny Zincke.

**Recognized/Registered Guests:** Christina Ryrholm, Zachary Wright, Keira Luevano, Jamye Bunker, Ben Buncker, Duane Westerman, and Stephanie Liebe.

**1. CALL TO ORDER – 6:00 PM**

Mayor Handren called the City Council to order at 6:00 p.m.

**2. CONFLICTS OF INTEREST**

No conflicts were declared.

**3. BOERNE HIGH SCHOOL STUDENT RECOGNITION.**

Mayor Handren recognized the 10th grade English class from Boerne High School in regards to an exercise that was given to the students to write a letter to Mayor. Mayor Handren recognized Keira Luevano for her writing skills, her maturity, and the research she did in her letter addressing sidewalks in Boerne. He read the letter aloud to the council members and the audience.

**4. PUBLIC COMMENTS:**

No comments were received.

**5. CONSENT AGENDA:**

Council Member Macaluso commented on Consent Agenda item B. that Staff should work with the landowners on landscaping and on Consent Agenda E. that Council is asked to consider something that happened 20 years ago. Are we currently looking that far in the future when making decisions? Mayor Handren clarified that the comments are rhetorical and no discussion is necessary.

A MOTION WAS MADE BY MAYOR PRO TEM WOLOSIN, SECONDED BY COUNCIL MEMBER BODDIE, TO APPROVE THE CONSENT AGENDA AS PRESENTED. THE MOTION CARRIED BY THE FOLLOWING VOTE:

**Yeah:** 5 - Mayor Pro Tem Wolosin, Council Member Woolard, Council Member Scott, Council Member Boddie, and Council Member Macaluso

- A. CONSIDER APPROVAL OF THE MINUTES OF THE REGULAR CALLED CITY COUNCIL MEETING OF SEPTEMBER 14, 2021.**
- B. CONSIDER ON SECOND READING OF ORDINANCE NO. 2021-29; AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF BOERNE UNIFIED DEVELOPMENT CODE, BY AMENDING CHAPTER 3. ZONING, SECTION 3.2, ZONING MAP, REZONING 0.794 ACRES LOCATED AT 32884 INTERSTATE HIGHWAY 10 WEST (KAD NO. 26872) FROM I-2, LIGHT INDUSTRIAL, TO C-4, REGIONAL COMMERCIAL DISTRICT; REPEALING ALL ORDINANCES IN CONFLICT; CONTAINING A SEVERANCE CLAUSE; AND DECLARING AN EFFECTIVE DATE. (Rezoning 0.794 acres - 32884 IH-10 from I-2 to C-4 at the request of property owners)**
- C. CONSIDER ON SECOND READING OF ORDINANCE NO. 2021-30; AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF BOERNE UNIFIED DEVELOPMENT CODE, BY AMENDING**

CHAPTER 3. ZONING, SECTION 3.2, ZONING MAP, APPLYING A PLANNED UNIT DEVELOPMENT (PUD) OVERLAY DISTRICT TO 1.27 ACRES LOCATED BETWEEN STAHL AND NORTH PLANT STREETS (BETWEEN 115 STAHL STREET AND 400 ROSEWOOD - A PORTION OF KAD NO. 20028 AND ALL OF KAD NO. 63697); REPEALING ALL ORDINANCES IN CONFLICT; CONTAINING A SEVERANCE CLAUSE; AND DECLARING AN EFFECTIVE DATE. (applying a PUD to 1.27 acres - between 115 Stahl and 400 Rosewood)

- D. CONSIDER ON SECOND READING ORDINANCE NO. 2021-31; AN ORDINANCE ANNEXING THE HEREINAFTER DESCRIBED TERRITORY TO THE CITY OF BOERNE, KENDALL COUNTY, TEXAS, AND EXTENDING THE BOUNDARY LIMITS OF SAID CITY SO AS TO INCLUDE SAID HEREINAFTER DESCRIBED PROPERTY WITHIN SAID CITY LIMITS, AND GRANTING TO ALL THE INHABITANTS OF SAID PROPERTY ALL THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BINDING SAID INHABITANTS BY ALL OF THE ACTS, ORDINANCES, RESOLUTIONS, AND REGULATIONS OF SAID CITY. (Annexing 2.967 acres located at 6 North Star Road KAD 24324 and 0.651 acre of right of way on North Star Road at the request of property owner)
- E. CONSIDER RESOLUTION NO. 2021-R43; A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A DEED CONVEYING PROPERTY TO ALBANY INTERNATIONAL CORPORATION PREVIOUSLY LEASED FROM THE CITY OF BOERNE BY TEXAS COMPOSITES, INC. FOR LOT 1, PFEIFFER HERITAGE SUBDIVISION, IN THE CITY OF BOERNE, KENDALL COUNTY, TEXAS, ACCORDING TO THE PLAT RECORDED IN VOLUME 3, PAGE 128, PLAT RECORDS OF KENDALL COUNTY, TEXAS. (Convey property to Albany)

## REGULAR AGENDA

### 6. OTHER ITEMS:

- A. DISCUSSION OF 2022 CITY OF BOERNE ROLLING TEN YEAR PLAN.

Mayor Handren called on Mr. Nick Montagno, Assistant to the City Manager.

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Mr. Montagno stated after much discussion during meetings with the City Council, the objective of the Rolling Ten Year Plan is to consolidate and summarize all major strategic documents into one comprehensive resource for the community. Mr. Montagno asked that the City Council Members provide comments and sponsorship recommendations to him by October 7, 2021 so the Plan may be considered at the October 12, 2021 Council meeting.

## **7. CITY MANAGER'S REPORT:**

### **A. RECOGNITION OF LARRY WOODS FOR RECEIVING THE "2021 LIFETIME ACHIEVEMENT AWARD" FROM THE TEXAS TRAVEL ALLIANCE.**

Mayor Handren called on City Manager Ben Thatcher.

Mr. Thatcher recognized Mr. Larry Woods, Convention and Visitors Bureau (CVB) Director who received the 2021 Lifetime Achievement Award from Texas Travel Alliance. A short video was played acknowledging Mr. Woods past work experience. Mr. Woods expressed appreciation to the City Council and his staff at the CVB.

### **B. TRANSPORTATION COMMITTEE UPDATE.**

Mr. Thatcher asked Development Services Director Jeff Carroll to provide an update on the Transportation Committee. Mr. Carroll stated that the committee was established in July 2019. The meetings paused for a few months during the pandemic. There have been 13 meetings since resuming. Co-Chair Don Durden expects that there will be three or four more meetings in order to review the various projects. Minutes have been taken at the meetings and most of the meetings were recorded on Youtube. The meetings are held every other Tuesday and are open to the public. It is expected that a final report will be presented by the end of the year. Discussion ensued regarding funding, creating relief routes, reviewing the Gateway Study, past projects that were identified years ago but didn't move forward, taking steps to defeat the negative narratives in social media, and the need to study not only roads but drainage challenges as well.



**C. MONTHLY PROJECTS UPDATE.**

City Manager Thatcher provided an update on various projects. He stated that this is the last report for the fiscal year. The next presentation will include new projects.

**8. COMMENTS FROM COUNCIL – No discussion or action may take place.**

Council Member Macaluso mentioned that the Texas Native Plant Society has a Maple Tree adoption program. He complimented the leadership of the Society for the good work they do.

Council Member Boddie stated that Thursday, September 30, 2021 at 5:00 p.m. the Noise Committee will have an open house at the Patrick Heath Public Library. The results from the survey will be discussed and there will be an opportunity for public input.

Mayor Pro Tem Wolosin stated that he was invited to visit with a cub scout group, providing information on what it means to be a council member. He encouraged the scouts to keep engaged as they get older.

Mayor Handren stated on Saturday there was a ribbon cutting at the Nest. Thursday, he will give a presentation on conservation for the Hill Country Alliance. It will be broadcast on the city's website. The meeting will be in Dripping Springs.

**9. EXECUTIVE SESSION IN ACCORDANCE WITH THE TEXAS GOVERNMENT CODE:**

Mayor Handren convened the City Council into Executive Session at 7:00 p.m.

**A. SECTION 551.071 - CONSULTATION WITH CITY'S ATTORNEY REGARDING PENDING OR CONTEMPLATED LITIGATION REGARDING DEVELOPMENT AGREEMENT WITH BOERNEBAK.**

No action was taken.

- B. SECTION 551.071 - CONSULTATION WITH ATTORNEY REGARDING CREATION OF THE RANCHES OF CREEKSIDE PUBLIC IMPROVEMENT DISTRICT.**

No action was taken.

- C. SECTION 551.087 - DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS WITH CHUCKSON, LTD.**

No action was taken.

- D. SECTION 551.087 - DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS WITH DSL HOLDINGS, LLC.**

No action was taken.

- E. SECTION 551.074 - PERSONNEL MATTERS: CITY MANAGER'S ANNUAL EVALUATION AND POTENTIAL AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT.**

No action was taken.

- 10. RECONVENE INTO OPEN SESSION AND TAKE ANY NECESSARY ACTION RELATING TO THE EXECUTIVE SESSION AS DESCRIBED ABOVE.**

Mayor Handren reconvened the City Council into Open Session at 8:15 p.m.

- A. CONSIDER RESOLUTION NO. 2021-R44; A RESOLUTION OF THE CITY OF BOERNE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE AN ECONOMIC DEVELOPMENT INCENTIVE AGREEMENT BETWEEN THE CITY OF BOERNE AND CHUCKSON, LTD.**

Assistant to the City Manager Nick Montagno stated that the incentive agreement is for the expansion of a current facility in the Industrial Park.

A MOTION WAS MADE BY MAYOR PRO TEM WOLOSIN, SECONDED BY COUNCIL MEMBER MACALUSO, TO APPROVE RESOLUTION NO. 2021-R44; A RESOLUTION OF THE CITY OF BOERNE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE AN ECONOMIC DEVELOPMENT INCENTIVE AGREEMENT BETWEEN THE CITY OF BOERNE AND CHUCKSON, LTD. THE MOTION CARRIED BY THE FOLLOWING VOTE:

**Yeah:** 5 - Mayor Pro Tem Wolosin, Council Member Woolard, Council Member Scott, Council Member Boddie, and Council Member Macaluso

**B. CONSIDER RESOLUTION NO. 2021-R45; A RESOLUTION OF THE CITY OF BOERNE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE AN ECONOMIC DEVELOPMENT INCENTIVE AGREEMENT BETWEEN THE CITY OF BOERNE AND DSL HOLDINGS, LLC.**

Mr. Montagno continued explaining the incentive agreement is for a proposed medical use in the SOBO area which will be moving their business from McAllen, Texas.

A MOTION WAS MADE BY COUNCIL MEMBER MACALUSO, SECONDED BY MAYOR PRO TEM WOLOSIN, TO APPROVE RESOLUTION NO. 2021-R45; A RESOLUTION OF THE CITY OF BOERNE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE AN ECONOMIC DEVELOPMENT INCENTIVE AGREEMENT BETWEEN THE CITY OF BOERNE AND DSL HOLDINGS, LLC. THE MOTION CARRIED BY THE FOLLOWING VOTE:

**Yeah:** 5 - Mayor Pro Tem Wolosin, Council Member Woolard, Council Member Scott, Council Member Boddie, and Council Member Macaluso

**C. CONSIDER RESOLUTION NO. 2021-R46; A RESOLUTION OF THE CITY OF BOERNE, TEXAS, AUTHORIZING THE MAYOR TO EXECUTE AN AMENDMENT TO THE CITY MANAGER'S PROFESSIONAL SERVICES AGREEMENT.**

Mayor Handren stated that changes to the agreement include the statement that the City Manager will always abide by the code ethics as governed by the Texas City Managers Association, the evaluation will be completed annually

between September and December, and changing the terms of pay.

A MOTION WAS MADE BY MAYOR PRO TEM WOLOSIN, SECONDED BY COUNCIL MEMBER WOOLARD, TO APPROVE RESOLUTION NO. 2021-R46; A RESOLUTION OF THE CITY OF BOERNE, TEXAS, AUTHORIZING THE MAYOR TO EXECUTE AN AMENDMENT TO THE CITY MANAGER'S PROFESSIONAL SERVICES AGREEMENT. THE MOTION CARRIED BY THE FOLLOWING VOTE:

**Yeah:** 5 - Mayor Pro Tem Wolosin, Council Member Woolard, Council Member Scott, Council Member Boddie, and Council Member Macaluso

#### **11. ADJOURNMENT**

Mayor Handren expressed appreciation to the City Council for great commentary on the agenda items considered.


Mayor Handren adjourned the City Council at 8:19 p.m.

Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Secretary

	<h2 style="margin: 0;">AGENDA ITEM SUMMARY</h2> <div style="border: 1px dashed purple; padding: 5px; margin-top: 10px;"> <p style="margin: 0;"><b>District Impacted</b></p> <p><input type="checkbox"/> 1 = Wolosin</p> <p><input type="checkbox"/> 2 = Woolard</p> <p><input type="checkbox"/> 3 = Scott</p> <p><input type="checkbox"/> 4 = Boddie</p> <p><input type="checkbox"/> 5 = Macaluso</p> <p><input checked="" type="checkbox"/> All</p> </div>
<b>Agenda Date</b>	<i>October 12, 2021</i>
<b>Requested Action</b>	Approve Resolution N0. 2021-R47; Adopting The 2022 City Of Boerne Rolling Ten Year Plan
<b>Contact Person</b>	Nicholas Montagno, Assistant to the City Manager
<b>Background Information</b>	As presented at the September 28 <sup>th</sup> meeting, staff has received and implemented suggested changes from Council to the “2022 City of Boerne Rolling Ten Year Plan”. The plan, attached, is now ready for adoption by Council.
<b>Item Justification</b>	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p><input type="checkbox"/> Legal/Regulatory Obligation</p> <p><input type="checkbox"/> Reduce Costs</p> <p><input type="checkbox"/> Increase Revenue</p> <p><input type="checkbox"/> Mitigate Risk</p> <p><input type="checkbox"/> Master Plan Recommendation</p> </div> <div style="width: 48%;"> <p><input type="checkbox"/> Infrastructure Investment</p> <p><input type="checkbox"/> Customer Pull</p> <p><input type="checkbox"/> Service Enhancement</p> <p><input type="checkbox"/> Process Efficiency</p> <p><input checked="" type="checkbox"/> Other: Creation of strategic document</p> </div> </div>
<b>Financial Considerations</b>	N/A
<b>Citizen Input/Board Review</b>	N/A
<b>Legal Review</b>	N/A
<b>Alternative Options</b>	N/A
<b>Supporting Documents</b>	Rolling Ten Year Plan

**RESOLUTION NO. 2021-R47**

**A RESOLUTION ADOPTING THE 2022 CITY OF BOERNE  
ROLLING TEN YEAR PLAN**

**WHEREAS**, the Rolling Year Plan is an organizational document that brings together and highlights key components, recommendations, and implementation priorities of all the major planning documents for the City of Boerne; and

**WHEREAS**, the City Council finds that establishing and adopting the 2022 City of Boerne Rolling Ten Year Plan is in the best interest of the citizens of Boerne;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BOERNE, TEXAS, THAT:**

Section 1. The recitals contained in the preamble to this Resolution are hereby found to be true and are incorporated into this Resolution for all purposes.

Section 2. The 2022 City of Boerne Rolling Ten Year Plan attached hereto, is hereby adopted.

PASSED, APPROVED and ADOPTED on this the \_\_\_\_ day of October, 2021.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Secretary





# 2022 City of Boerne Rolling Ten Year Plan

Adopted October 12th, 2021

# Mayor's Foreword



The City of Boerne is a thriving and vibrant community that has been growing for the past 50 years. Natural byproducts of growth include increased demands on aging infrastructure, continued desire for quality of life amenities, and incorporation of fresh ideas in an ever evolving landscape. It is critical to have a long range plan for addressing all the needs of the community and keeping that plan alive and current. This 10 year rolling plan is an extremely important document for everyone in the community because it will always lay out the plan for what's coming next in terms of projects aimed at bettering our community. Additionally, this document will also serve as a historical reminder of all the projects that have been completed over the recent past, so that we don't lose sight of how we have progressed over time.

I'm very appreciative and thankful to our dedicated City Council for supporting a rolling 10 year plan. As your city government, we have discussed the value and importance of a single plan document for our citizens that encapsulates all our plans and projects. This will always be one of the best places to reference questions that may arise, such as, "What is planned for our parks and recreation? When will more sidewalks be added for walkability? What transportation projects are planned to relieve all the congestion?" City Council will update this plan annually, in coordination with our fiscal year budget process.

While the city does not have unlimited funding for all the projects in any given year, it is vital that City Council continually prioritizes projects, ensuring we all get the highest value for dollars spent. Sometimes large projects must be broken up into multiple smaller efforts so that some progress can be made within each budget year. Other times, we will look for assistance in funding from the State and/or County on very expensive projects such as transportation improvements. Regardless, this document will serve as the single source of truth for the City of Boerne's project priorities. I'm very excited that we have put this planning component in place for our great city.

Finally, success in local government is heavily dependent on community engagement. We are fortunate to have a fantastic city with highly engaged citizens that truly care about Boerne and the surrounding community. Together, we shall make great things happen in Boerne, TX.

Tim Handren

Mayor – Boerne, TX



# Mayor & City Council



**TIM HANDREN**  
Mayor



**Ty Wolosin**  
District 1 & Mayor ProTem



**Nina Woolard**  
District 2



**Quinten Scott**  
District 3



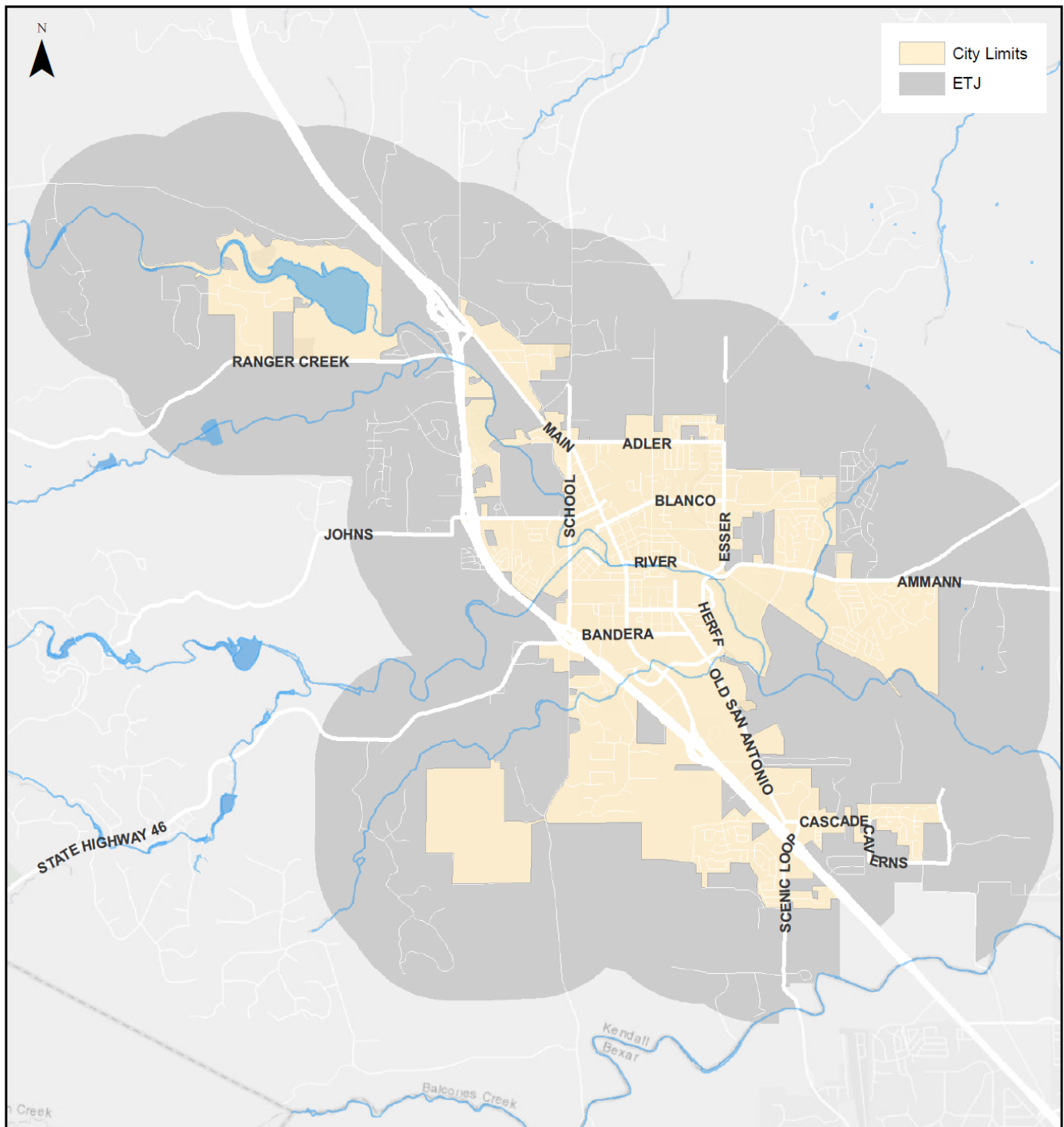
**Bryce Boddie**  
District 4



**Joseph Macaluso**  
District 5

# Boerne City Limits & Extraterritorial Jurisdiction (ETJ)

September 22, 2021



0 0.5 1 2 Miles



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# 1. INTRODUCTION & PURPOSE OF DOCUMENT



The City of Boerne, located in South Central Texas and nestled comfortably in the Texas Hill Country, is a burgeoning community of over 18,000 residents. Boerne was originally founded in 1852 by John James and Gustav Theissen and named after the German author and publicist Karl Ludwig Börne. Boerne, like many Hill Country towns in the area, lays claim to a strong German and Prussian influence and its charming and historic downtown/Main Street area reflect this influence. Boerne is the county seat of Kendall County and is located just 15 miles northwest of San Antonio. Stunning natural amenities, an unforgettable small town atmosphere, excellent parks and trail systems, and exemplary schools continue to contribute to an increase in growth and prosperity for Boerne.

As the City and larger region continue to expand, City leaders have recognized the importance of thoughtful and proactive strategic planning. The 2022 City of Boerne Rolling Ten Year Plan looks to centralize and summarize each of the strategic planning documents that the City adopts.

This introductory chapter gives context to the purpose of the Rolling Ten Year Plan, how the plan should be used, and the process by which the plan will be updated.





## Purpose of the Rolling Ten Year Plan

The Rolling Ten Year Plan is an organizational document that brings together and highlights key components, recommendations, and implementation priorities of all the major planning documents for the City of Boerne. It summarizes each of the individual documents and provides one source for elected officials and the community to go to look at key highlights and recommendations from each plan.

In 2017, the City of Boerne initiated an update to the 2006 Boerne Master Plan. The result, the Boerne 2018 Master Plan identified key challenges and opportunities, defined goals and objectives, developed a strategic vision, and established an implementation framework that each subsequent planning document listed in this Rolling Ten Year Plan will follow.



## Elements of the Rolling Ten Year Plan

The first Rolling Ten Year Plan is organized into five main chapters and an appendix that highlights the major action items from each plan chapter. The Rolling Ten Year Plan includes the following chapters:

### CHAPTER 1: INTRODUCTION & PURPOSE OF DOCUMENT

This chapter introduces and explains the purpose of the Rolling Ten Year Plan

### CHAPTER 2: COMMUNITY DEMOGRAPHICS

The second chapter presents a community profile of Boerne including the regional and historic context and a demographic snapshot.

### CHAPTER 3: GOALS

This chapter describes the overall goals and accompanying principles by which all of the following documents described in this plan form their basis.

### CHAPTER 4: BOERNE 2018 MASTER PLAN

The fourth chapter looks at the Boerne 2018 Master Plan that is the overall comprehensive planning document for the City of Boerne.

### CHAPTER 5: CITY OF BOERNE PARKS, RECREATION, AND OPEN SPACE MASTER PLAN

This chapter looks at the 2017 City of Boerne Parks, Recreation, and Open Space Master Plan.

### APPENDIX A: MASTER ACTION ITEM LIST

This list contains all major actionable items from every plan in this document that have budget implications as well as the most current 5-year capital improvement plan.

## How to use the Rolling Ten Year Plan

The Rolling Ten Year Plan, much like each of the plans summarized within it, is meant to provide guidance to elected officials, City staff, property owners, developers, and residents regarding decisions on policy making, the built environment, and priorities of expenditures. However, the Plan is only successful when the actions outlined in it are prioritized and implemented judiciously. Actions from each of the documents summarized in this plan include:

- Changes to regulatory tools used by cities to control development (i.e., zoning and subdivision ordinances);
- General budget or capital improvement program investments;
- Additional planning studies or efforts;
- Procedures or policies used to guide City decisions;
- New or changed programs, staffing, or operational procedures; and
- Partnerships or coordination activities within the City of Boerne and with external entities.



## Updating this Plan

Although each of the plans within this document was based on a detailed analysis of existing conditions and an intense public engagement process, it still reflects a snapshot in time. For each of the documents summarized in this plan to be achievable, implementation must continue to be flexible and allow adjustment to accommodate changes in the local, national, and social environment. Therefore, it is recommended that the Rolling Ten Year Plan be revisited on a yearly basis followed by warranted updates.

- **Annual Progress Report:** As a part of their work program, the City Council should evaluate progress on the Action Items contained on the Master Action Items List.
- **Annual Updates:** Led by the City Managers' office, and after the yearly progress report is prepared, the Master Action Items List should be updated as part of a yearly Plan amendment.





## 2. COMMUNITY DEMOGRAPHICS & EXISTING CONDITIONS

Boerne continues to grow and develop at a rapid pace. Understanding the past and the present help to facilitate plans and projections for the future. This chapter looks at key demographic data and gives a general overview of the utility systems and general operations within the City.

It provides an overview of:

- Community demographics
- Utility system growth and capacity
- Community facilities and services
- Existing Land Use & Development
- Mobility



## Community Demographics

**Figure 2.1: Historical Population Growth**

Year	Boerne (persons)	Percent Change	City Percent of County Population	Kendall County (persons)	Percent Change
1980	3,254		31%	10,635	
1990	4,274	31%	29%	14,589	37%
2000	6,178	45%	26%	23,743	63%
2010	10,471	69%	31%	33,410	41%
2019	18,232	71%	38%	47,431	42%

Source: U.S. Census Bureau 1970, 1980, 1990, 2000, 2010, Annual Estimates of the Resident Population: April 1, 2010 to July 1, 2019.

**Figure 2.2: Age Comparisons**

Age Range	Boerne			Kendall County		Texas		USA	
	2010	2019	% Change	2010	2019	2010	2019	2010	2019
Under 5 years	7.30%	6.70%	-8.2%	5.50%	4.80%	7.80%	7.10%	6.60%	5.90%
5 to 9 years	5.90%	6.10%	3.4%	5.90%	5.70%	0.10%	7.20%	6.60%	6.00%
10 to 14 years	7.20%	8.80%	22.2%	8.40%	8.30%	7.50%	7.40%	6.80%	6.50%
15 to 19 years	6.90%	7.00%	1.4%	6.90%	7.40%	7.60%	7.10%	7.30%	6.50%
20 to 24 years	3.20%	4.70%	46.9%	4.40%	5.30%	7.30%	7.10%	7.00%	6.50%
25 to 34 years	6.80%	5.60%	-17.6%	4.10%	4.40%	7.40%	7.40%	6.80%	7.10%
30 to 34 years	7.70%	6.20%	-19.5%	4.40%	5.00%	7.00%	7.30%	6.40%	6.80%
35 to 39 years	6.60%	7.20%	9.1%	5.80%	6.00%	7.20%	6.90%	6.80%	6.60%
40 to 44 years	6.60%	5.70%	-13.6%	7.40%	6.80%	6.90%	6.60%	7.10%	6.10%
45 to 49 years	6.90%	6.50%	-5.8%	8.80%	6.40%	7.10%	6.40%	7.50%	6.20%
50 to 54 years	5.50%	5.40%	-1.8%	7.70%	6.80%	6.50%	6.10%	7.10%	6.20%
55 to 59 years	7.50%	5.80%	-22.7%	7.50%	7.60%	5.50%	5.90%	6.20%	6.50%
60 to 64 years	5.20%	5.80%	11.5%	7.80%	6.40%	4.40%	5.30%	5.10%	6.40%
65 to 69 years	3.10%	4.10%	32.3%	4.90%	5.60%	3.20%	4.20%	3.80%	5.30%
70 to 74 years	3.70%	5.80%	56.8%	3.60%	5.30%	2.50%	3.10%	3.00%	4.30%
75 to 79 years	2.80%	3.90%	39.3%	2.30%	3.70%	1.90%	2.10%	2.40%	3.00%
80 to 84 years	2.90%	1.90%	-34.5%	2.00%	1.50%	1.40%	1.40%	1.90%	1.90%
85 years and over	4.40%	3.00%	-31.8%	2.50%	2.80%	1.20%	1.30%	1.70%	1.90%
Median Age	37.8	38.6	2.12%	43.3	41.4	33.4	34.6	36.9	38.1

Source: U.S. Census Bureau, 2011-2019 American Community Survey 5-Year Estimates, Age and Sex, Table S0101



**Figure 2.3: Race and Ethnicity**

Race & Ethnicity	Boerne	Kendall County	Texas	United States
White	87.10%	89.90%	74.00%	72.50%
Black or African American	0.90%	0.60%	12.10%	12.70%
American Indian & Alaska Native	0.30%	0.50%	0.50%	0.80%
Asian	0.20%	0.90%	4.80%	5.50%
Native Hawaiian & Other Pacific Islander	0.30%	0.10%	0.10%	0.20%
Other	7.30%	3.70%	5.80%	4.90%
Two or More Races	3.80%	4.30%	2.70%	3.30%
Hispanic or Latino Descent	27.00%	23.90%	39.30%	18.00%

Source: U.S. Census Bureau, 2014-2019 American Community Survey 5-Year Estimate, Table DP05: ACS Demographic and Housing Estimates.

**Figure 2.4: Educational Attainment**

Educational Attainment	Boerne	Kendall County	Texas	United States
High School or Higher	94.30%	92.80%	83.70%	88.00%
Bachelors Degree or Higher	41.60%	42.10%	29.90%	32.10%

Source: U.S. Census Bureau, 2014-2019 American Community Survey 5-Year Estimate, Table S1501: Educational Attainment.

**Figure 2.5: Median Household Income**

Household & Family Income	Boerne	Kendall County	Texas	United States
Median Household Income	\$70,745	\$84,747	\$61,874	\$62,843

Source: U.S. Census Bureau, 2014-2019 American Community Survey 5-Year Estimate, Table DP03: Selected Economic Characteristics.

**Figure 2.6: Poverty Level**

Poverty Level	Boerne			Kendall County	Texas	United States
	2010	2019	% Change			
Families below poverty level	5.40%	5.20%	-3.70%	3.90%	11.30%	9.50%
Individuals below poverty level	9.10%	7.20%	-20.88%	5.60%	14.70%	13.40%

Source: U.S. Census Bureau, 2014-2019 5-Year American Community Survey, DP03: Selected Economic Characteristics.

Figure 2.7: Median Household Income Comparison

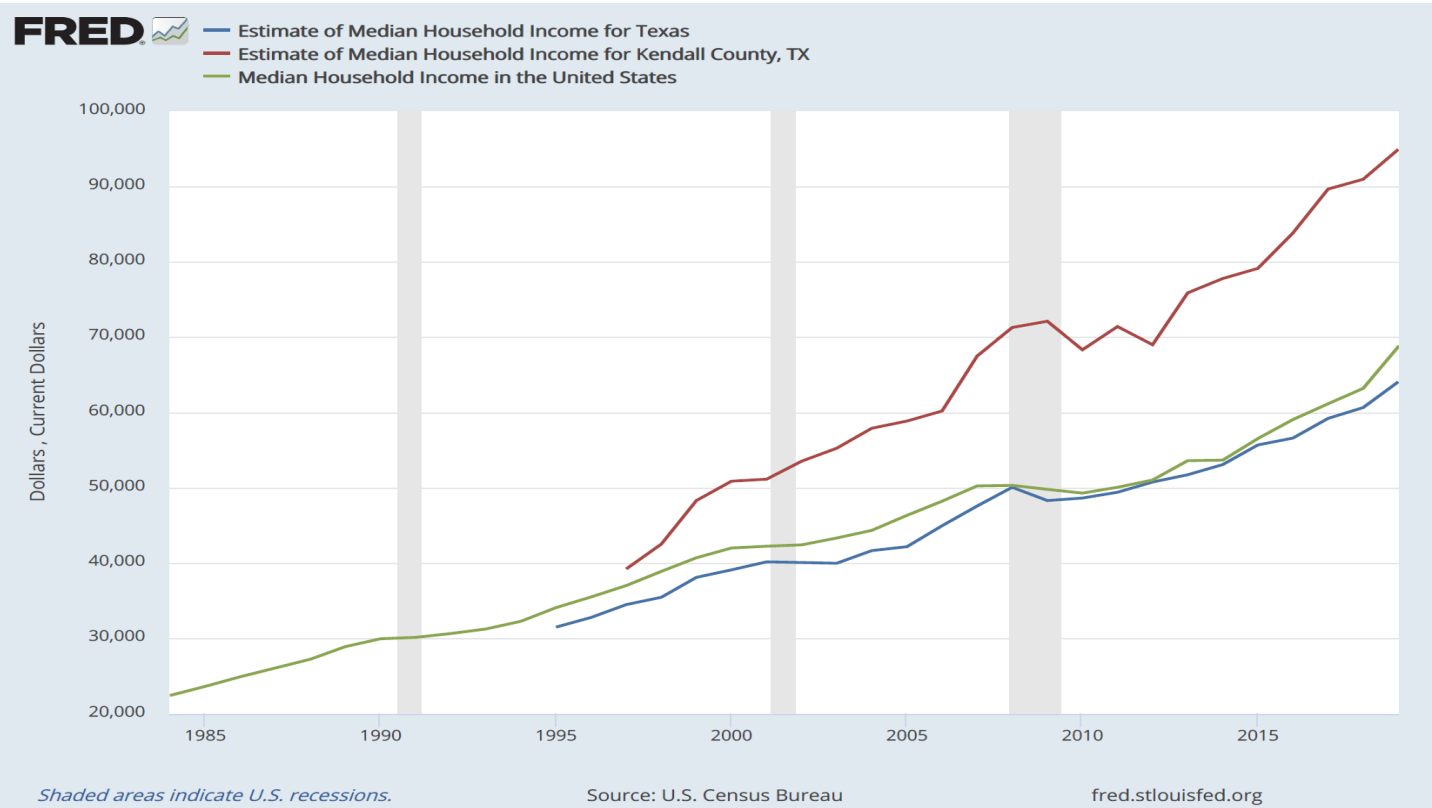
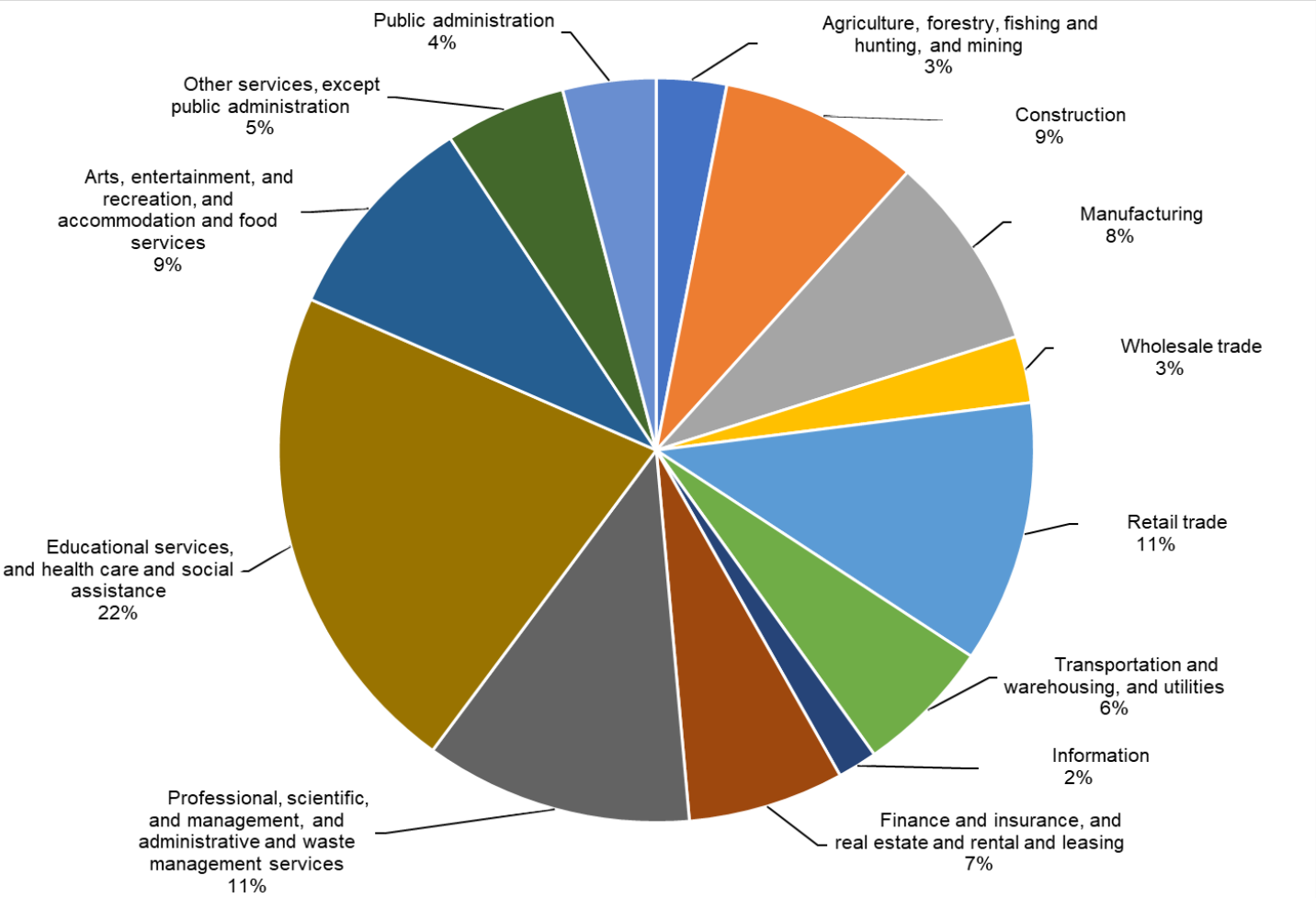
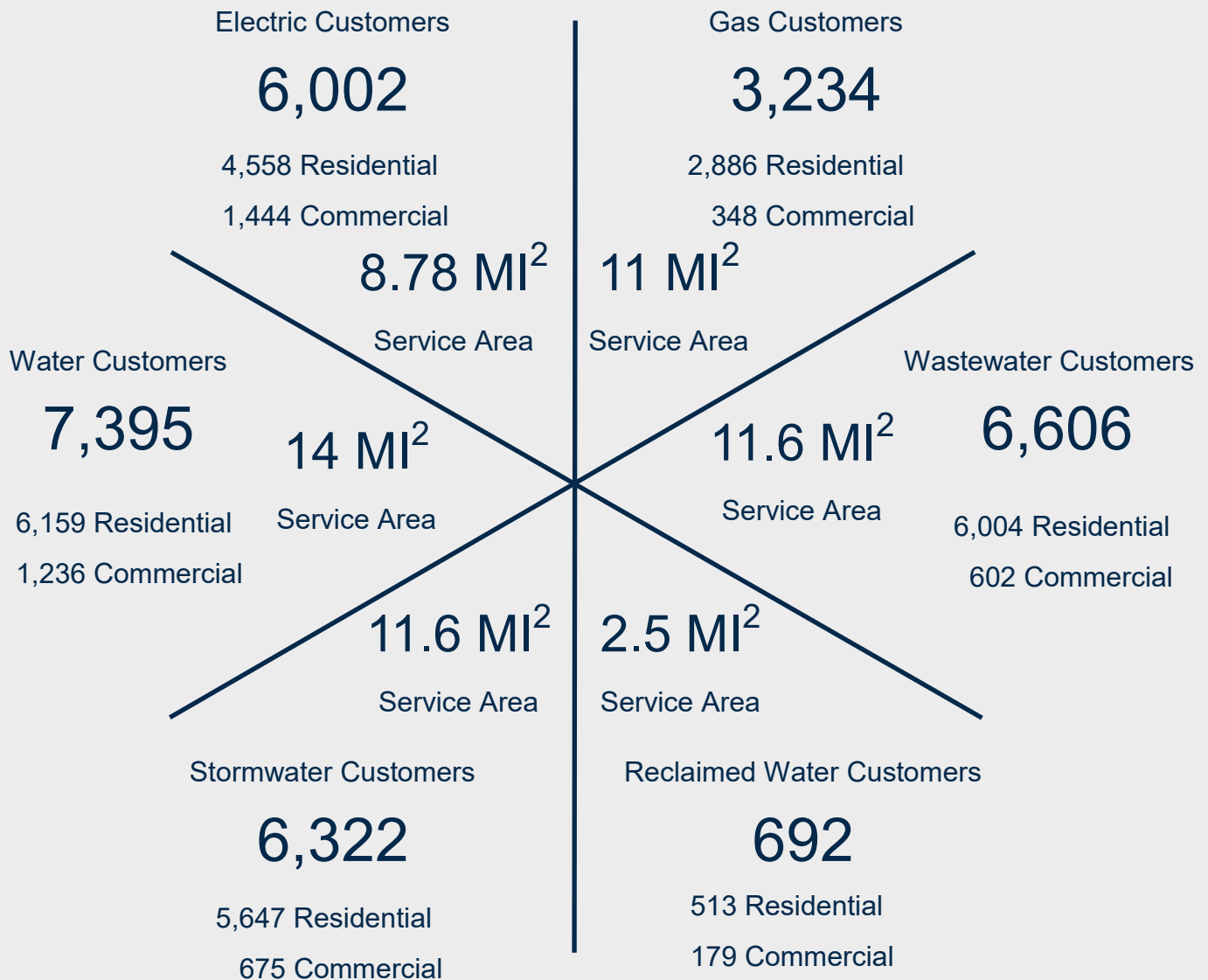


Figure 2.8: Local Industries



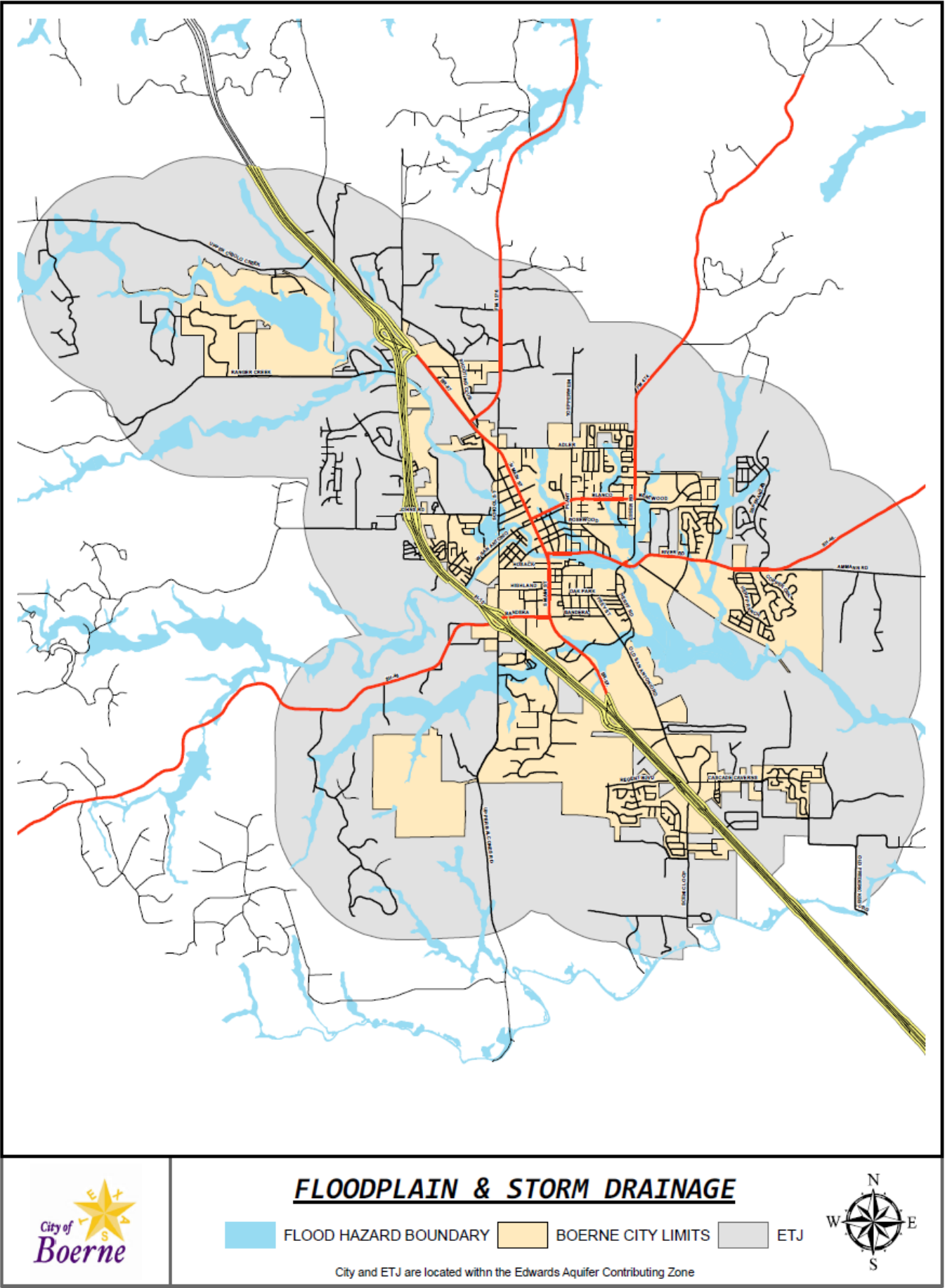
# Growth and Capacity

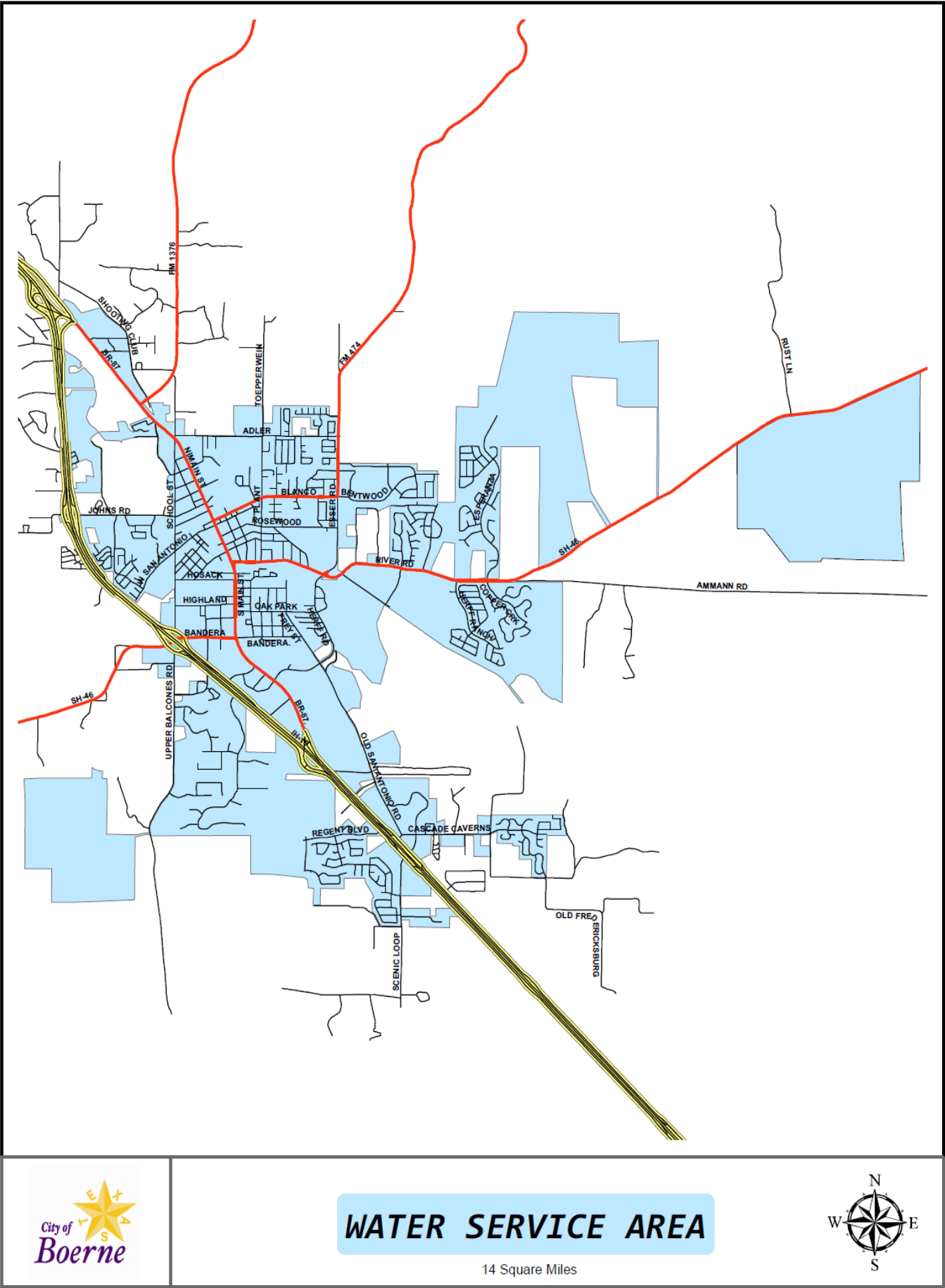


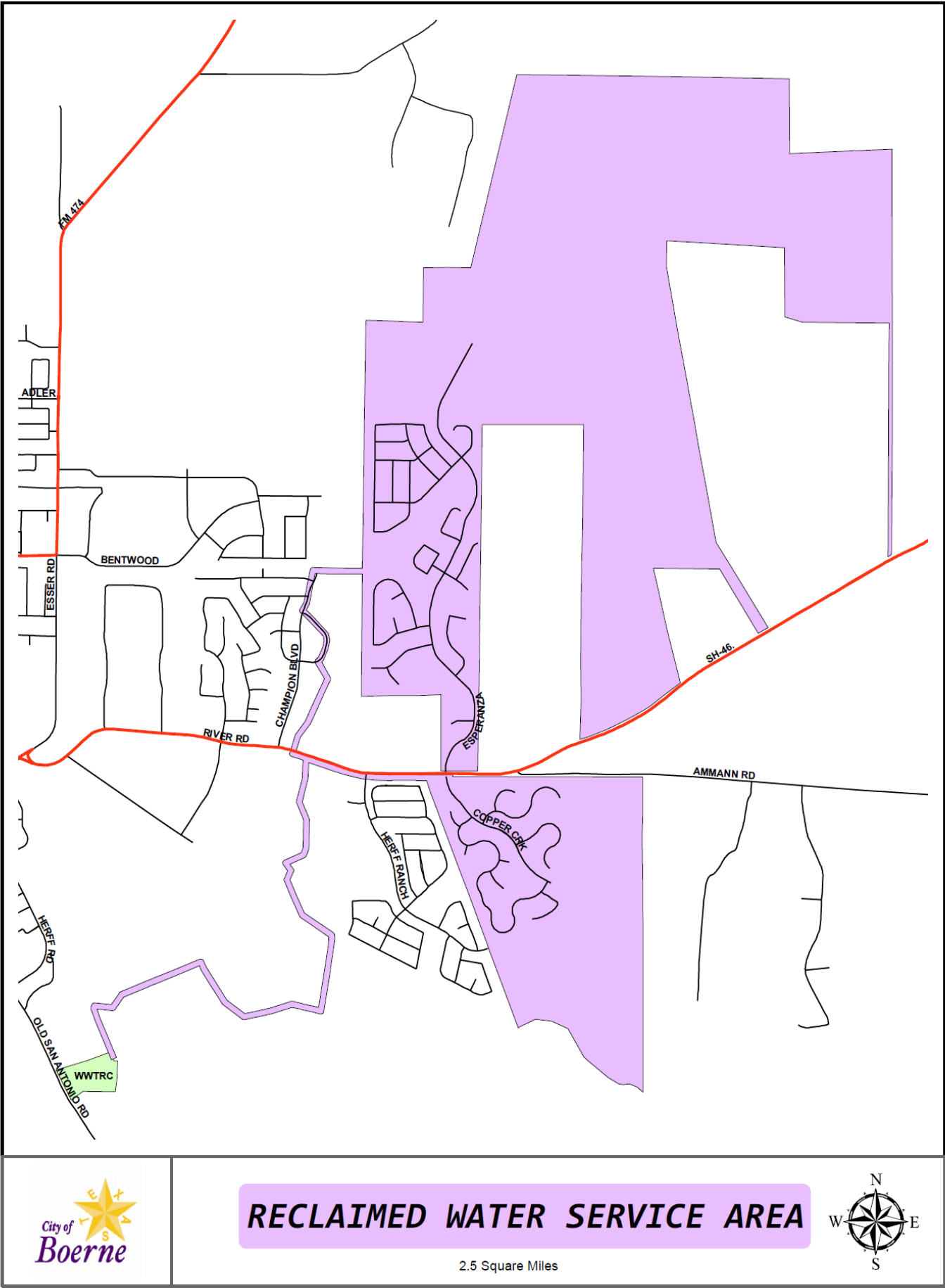
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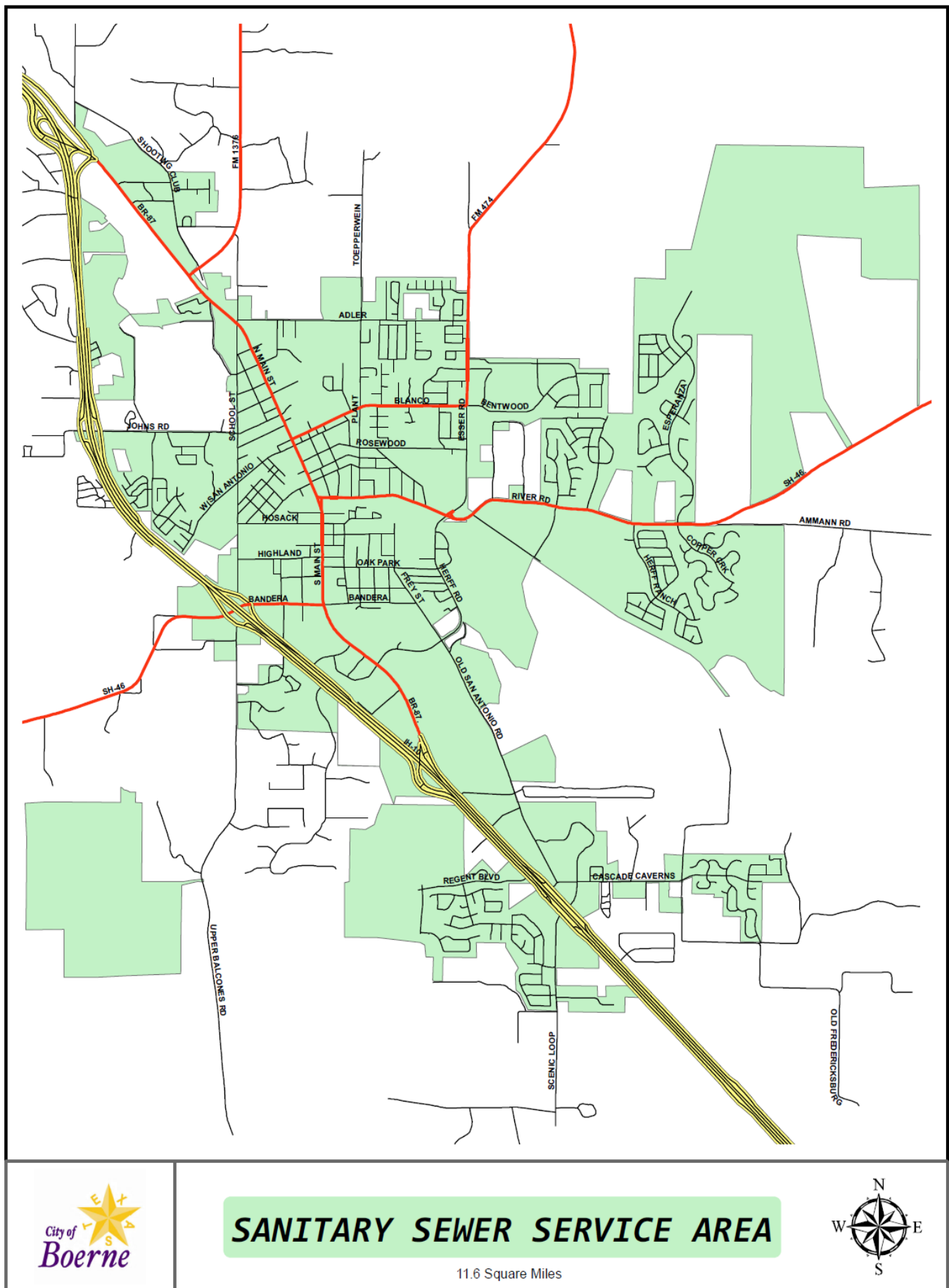
OF BOERNE IS IN THE 100-YEAR FLOODPLAIN



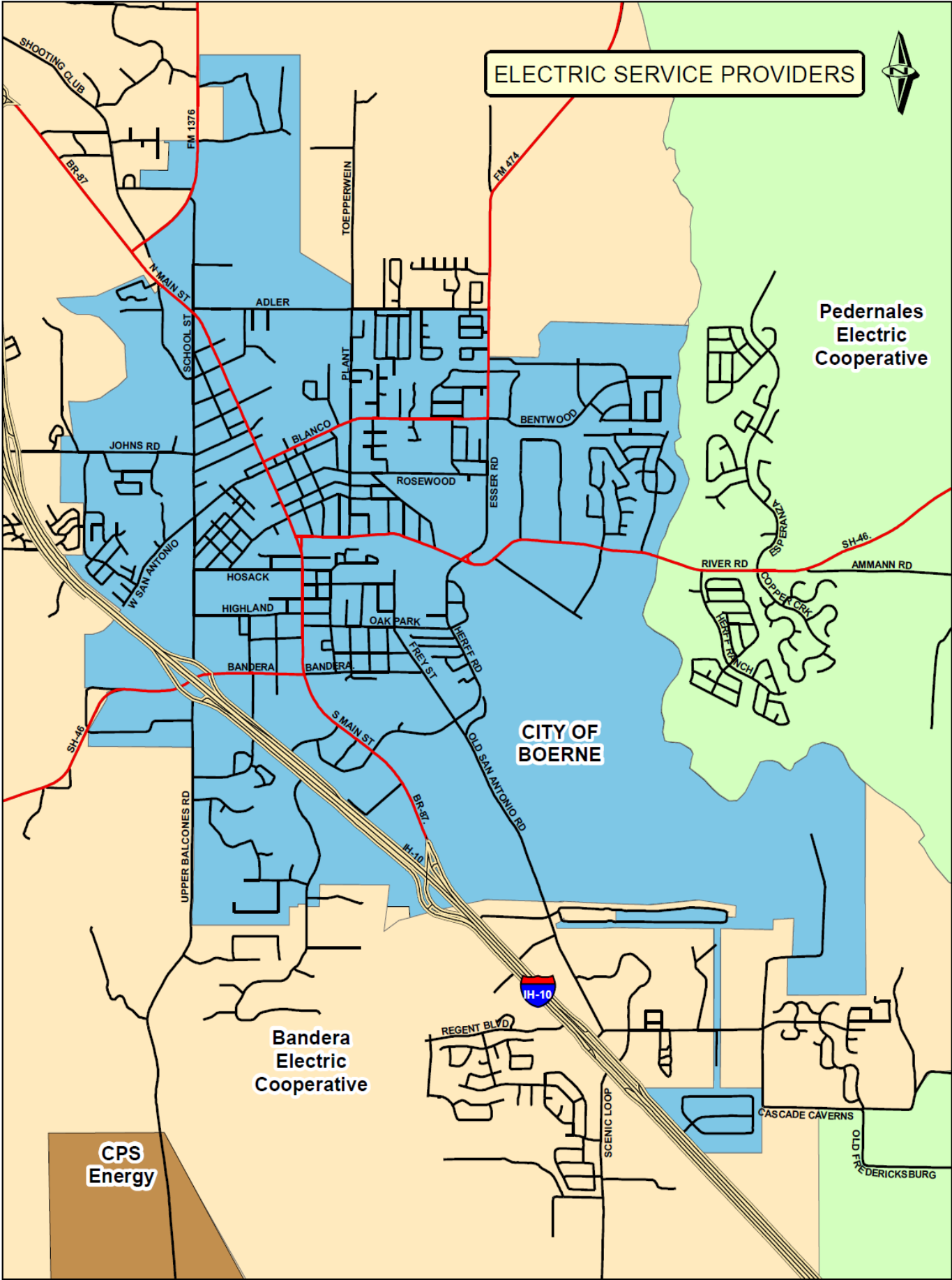




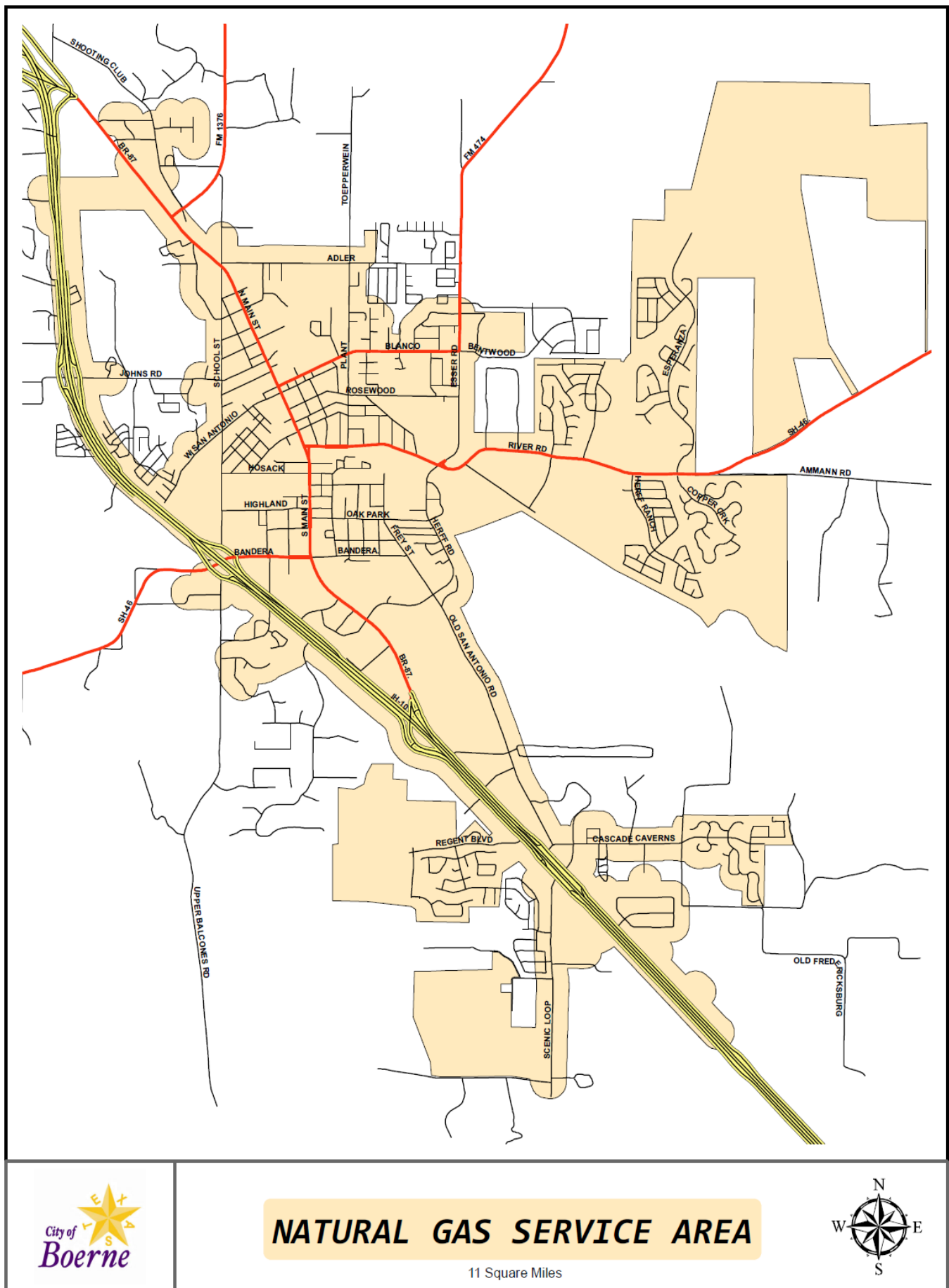














# Community Facilities & Services

## 431

ACRES OF PARKLAND

144,215



PEOPLE  
SERVED BY  
THE PATRICK  
HEATH PUBLIC  
LIBRARY

60 

POLICE DEPARTMENT STAFF



21

FIRE DEPARTMENT STAFF

193 SQUARE  
MILES



FIRE DEPARTMENT SERVICE AREA

10,000+

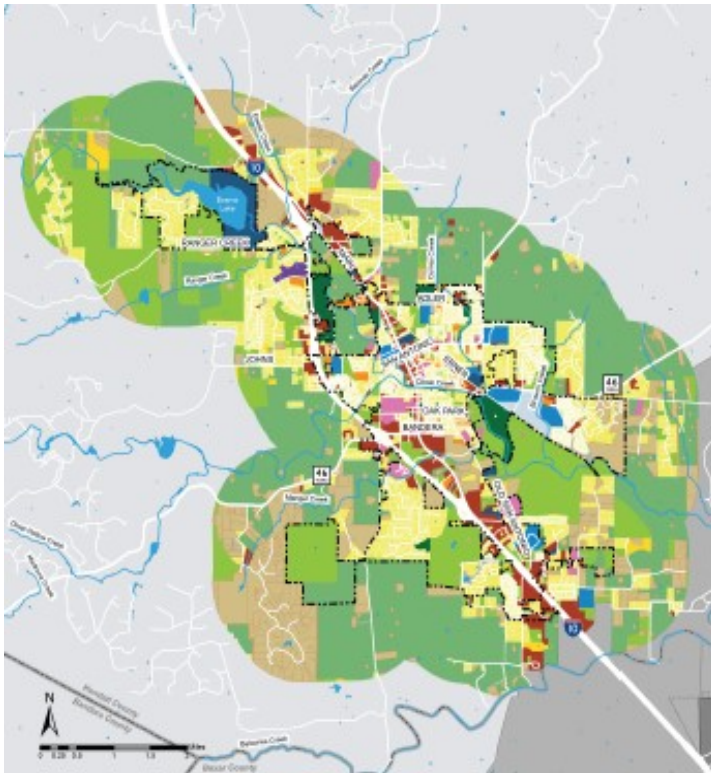
STUDENTS ENROLLED IN THE  
BOERNE INDEPENDENT  
SCHOOL DISTRICT





# Existing Land Use & Development

Within the current City limits, the existing land use in Boerne is a mixture of residential, commercial, institutional, and agricultural uses. Commercial uses are concentrated primarily on Interstate 10, Business 87, and the downtown area, and residential uses are scattered throughout the City.



**Figure 2.9: Existing Land Use**

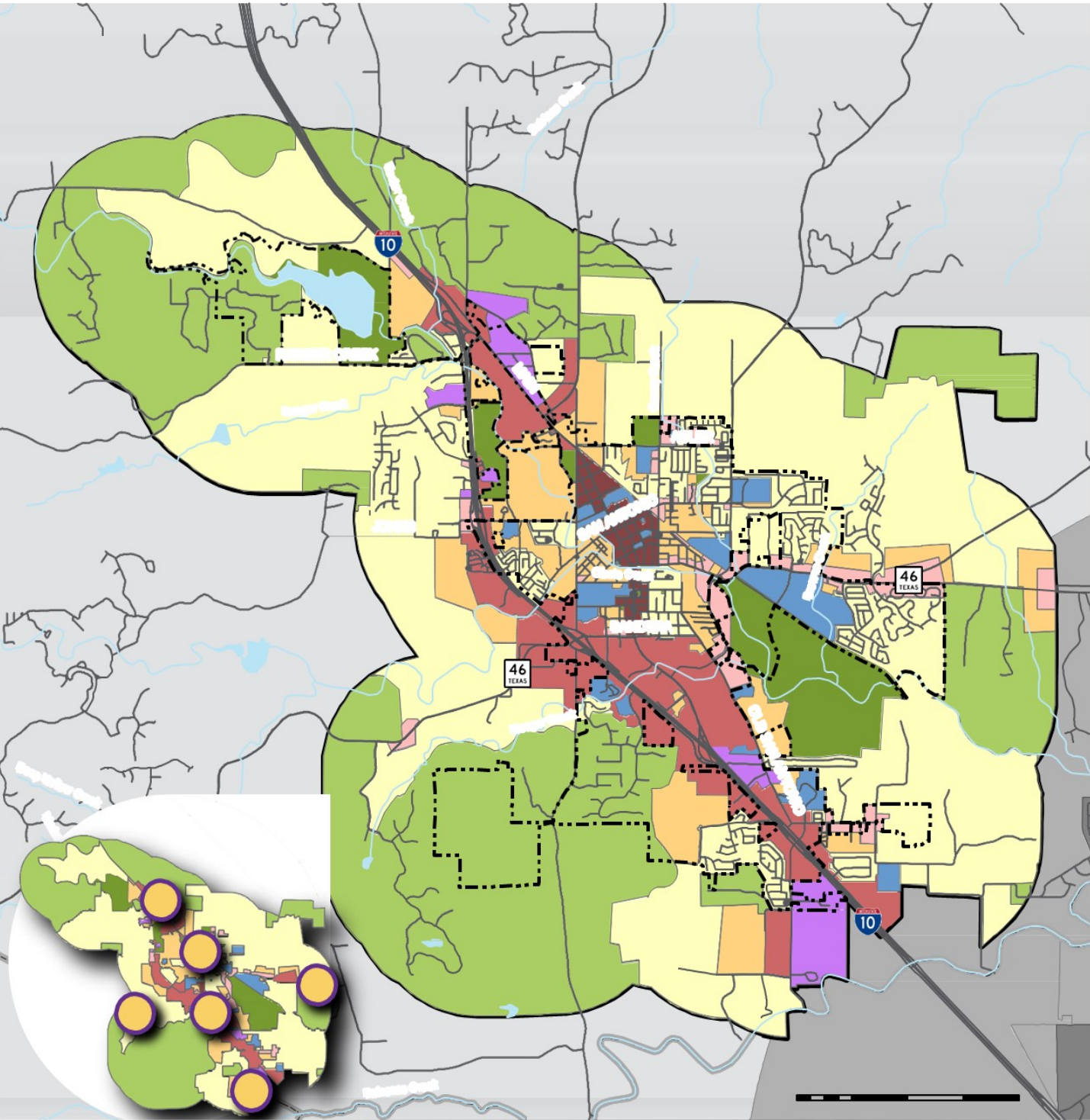
LAND USE	ACRES	%	PROPERTIES
SINGLE FAMILY & DUPLEX	3,680.56	50%	5,387
COMMERCIAL	1,256.74	17%	776
PUBLIC INSTITUTIONAL	1,225.74	17%	60
AGRICULTURAL & RURAL RESIDENTIAL	222.20	3%	14
INDUSTRIAL	180.74	2%	100
MULTIFAMILY	147.06	2%	59
OFFICE	11.13	0.15%	16
HOLDING	10.80	0.15%	3
TOTAL	6,734.97	91%	6,415

**Figure 2.10: Household Characteristics**

Household Characteristic	2010	2018/2019	% Change
Total Occupied Housing Units	4,085	5,452	33.5%
Population in Households	9,239	15,522	68.0%
Average Household Size	2.23	2.85	27.8%
Family Households	2,635	5,452	106.9%
Population in Family Households	7,513	12,441	65.6%
Average Family Household Size	3.1	3.43	10.6%
Non-Family Households	1,434	1,797	25.3%
Population in Non-Family Households	1,726	1,986	15.1%
Average Non-Family Household Size	1.20	1.11	-7.5%
Median Household Income	\$51,879	\$70,745	36.4%

Source: 2011-2019 ACS 5-Year Estimates Tables B09019, B11012, DP04, and S1101; 2006-2010 ACS 5-Year Estimates Table B09016; 2010 Census QT-P11.

# Future Land Use Plan

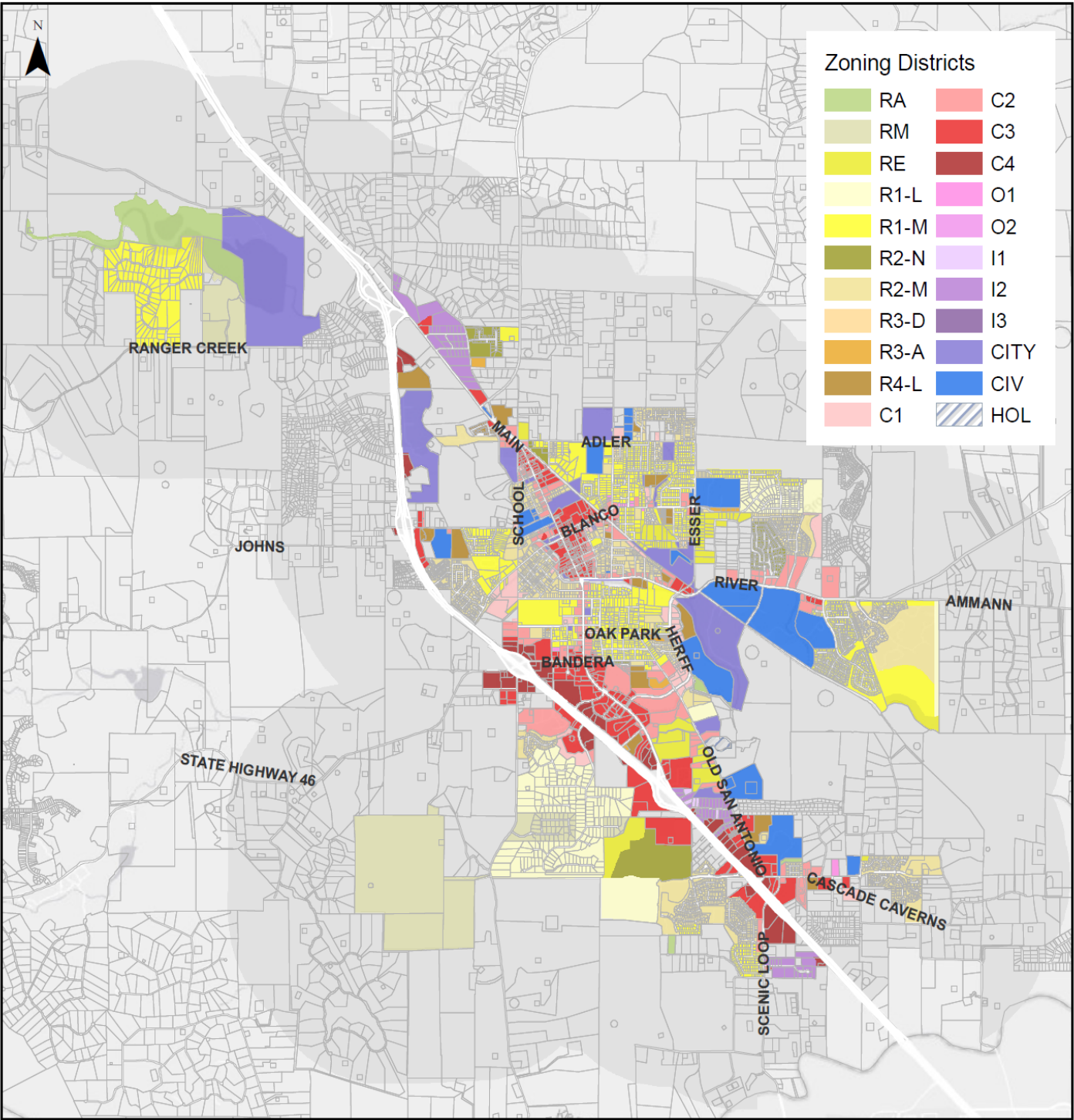


- |                                   |                          |                    |
|-----------------------------------|--------------------------|--------------------|
| <b>Activity Centers</b>           | Parks & Open Space       | Boerne City Limits |
| 1 Employment/Commercial           | Rural Estate             | Boerne ETJ         |
| 2 Downtown and Urban Neighborhood | Neighborhood Residential | Nearby Cities      |
| 3 Regional Commercial             | Transitional Residential | Nearby ETJs        |
| 4 Neighborhood Commercial         | Neighborhood Commercial  | Counties           |
|                                   | Auto-Oriented Commercial |                    |
|                                   | Business/Office Park     |                    |
|                                   | Downtown                 |                    |
|                                   | Public & Institutional   |                    |



# Zoning Map

September 21, 2021



0 0.5 1 2 Miles



For additional detail, see the online Zoning Map:  
<https://boerne.maps.arcgis.com/apps/webappviewer/index.html?id=a4d97a3040324dfe9614eb3d39b7df45>

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**Figure 2.11: Age of Housing Stock**

	Decade of Construction						
	Housing Units (Total)	1939 or Earlier	1940-1959	1960-1979	1980-1999	2000-2010	After 2010
All Housing Types	5,452	271	244	505	1,353	1,862	1217
Percentage	--	5%	4%	9%	25%	34%	22%

Source: 2011-2019 ACS 5-Year Estimates Table B25127: Tenure by Year Structure Built by Units in Structure.

**Figure 2.12: Occupancy Characteristics**

Occupancy Characteristic	2010	2019	% Change
Total Housing Units	4,400	5,862	33.23%
Occupied Housing Units	4,134	5,452	31.88%
Vacant Housing Units	266	410	54.14%
Vacancy Rate	6.00%	6.99%	16.50%
Owner Occupied	2,170	2,265	4.38%
Owner Occupancy Rate	52.50%	41.54%	-20.88%
Renter Occupied	1,964	3,187	62.27%
Renter Occupancy Rate	47.50%	58.46%	23.07%

Source: 2014-2019 and 2006-2010 ACS 5-Year Estimates Table DP04: Selected Housing Characteristics.

**Figure 2.13: Housing Type and Unit Breakdown**

Housing Types	2010	% Breakdown 2010	2019	% Breakdown 2019	% Change 2010-2019
Single Family, Detached	2,919	66%	3,980	70.05%	36%
Single Family, Attached	18	0%	215	3.78%	1094%
Duplex	179	4%	92	1.62%	-49%
Multi-Family (3+ units)	1,157	26%	1,485	26.14%	28%
Other	127	3%	90	1.58%	-29%
Total	4,400	--	5,862	--	33%

Source: 2014-2019 and 2006-2010 ACS 5-Year Estimates Table B25024: Units in Structure.

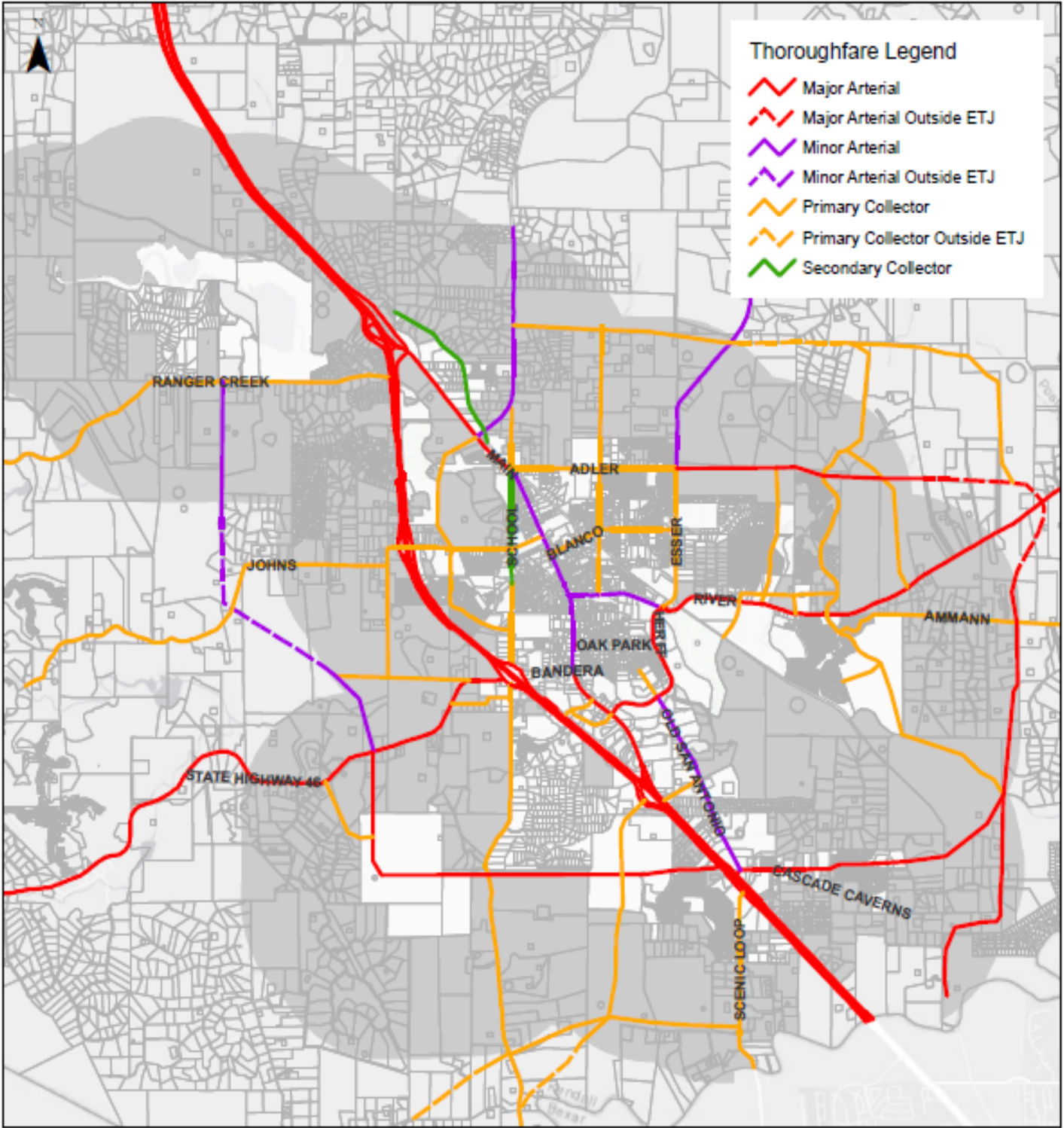
**Figure 2.14: Cost of Housing**

Cost Characteristic	2010	2015	% Change
Median Property Value	\$216,800	\$286,300	32.06%
Median Gross Rent	\$965	\$1,260	30.57%
Median Household Income	\$51,879	\$70,745	36.37%
Monthly Income	\$4,323	\$5,895	36.36%
Home Value: Income Ratio	4.18	4.05	-3.18%
Monthly Rent: Income Ratio	0.22	0.21	-4.55%

Source: 2014-2019 and 2006-2010 ACS 5-Year Estimates Tables DP03: Selected Economic Characteristics and B25064: Median Gross Rent.

# Thoroughfare Map

September 21, 2021



0 0.5 1 2 Miles



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# Mobility

## KEY TRAFFIC AREAS

Interstate	State Highway	Business
10	46	87

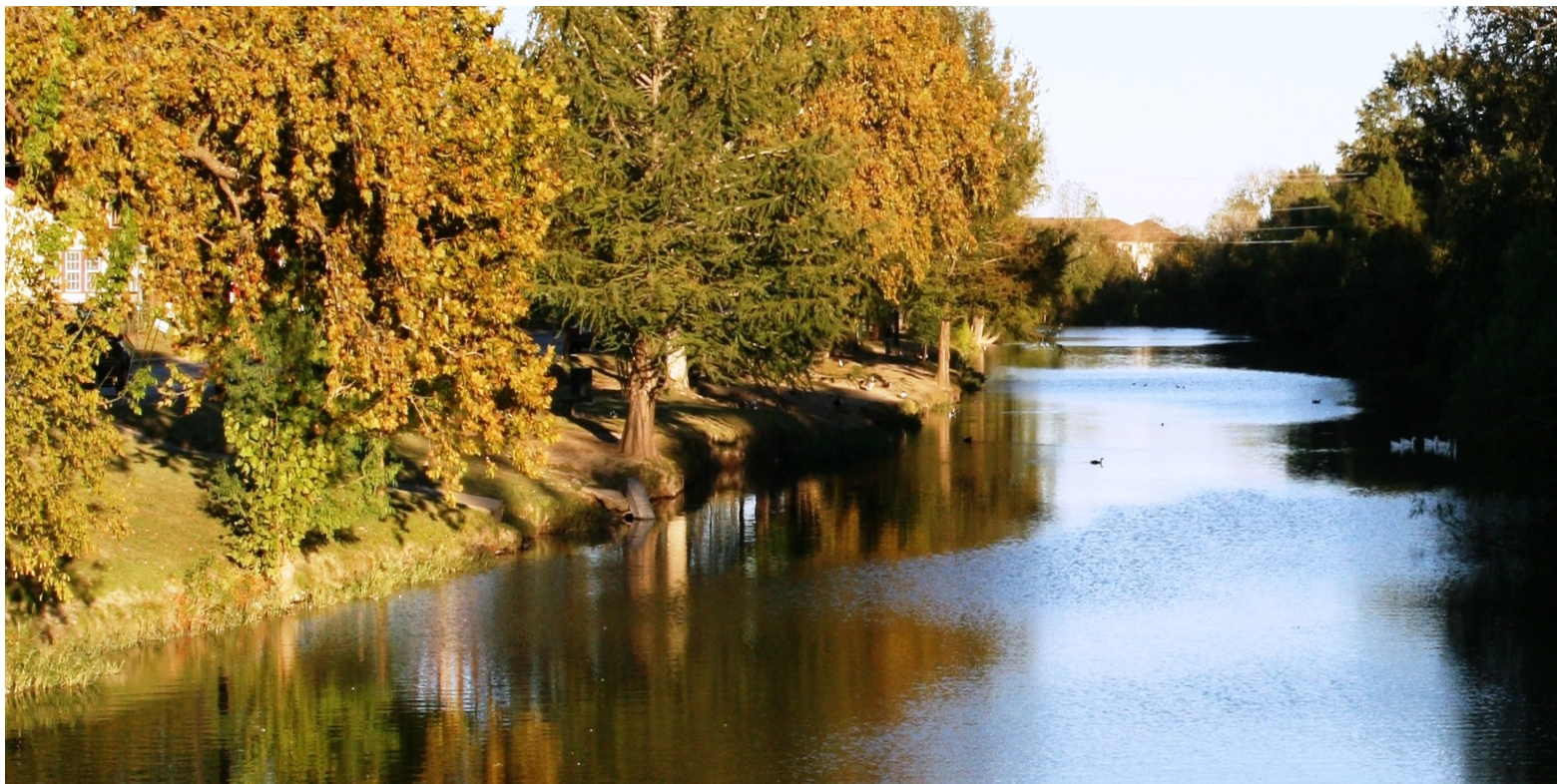


31.9 Miles of Major Arterials  
4.3 Miles of Minor Arterials

14.4 Miles of Primary Collector  
1.0 Miles of Secondary Collector







### 3. GOALS AND GUIDING PRINCIPLES

The goals and guiding principles laid out in the Boerne 2018 Master Plan serve as the guiding principles and focus areas by which all other documents in the City are formed. They give both foundation and structure to all City strategic planning efforts both now and in the future.

Those goals and principles, detailed below, shall serve to assist staff and governing bodies in future decision making regarding not only the large-scale efforts directed toward community wide improvement, but also the day-to-day decisions that affect the individual.



## THE GOALS:

### GOAL 1 – GROWTH & CAPACITY

Accommodate anticipated community growth through smart growth principles and strategic investments in utilities while protecting the natural resources and small-town character of Boerne.

#### Guiding Principles

- Promote growth that is balanced and diversified to create a sustainable and resilient economy.
- Consider the fiscal and social implications of annexation (or non-annexation) to understand its impacts on City capital investments, staffing, operations, maintenance, and debt.
- Ensure that there is well-planned and fiscally sustainable public utility infrastructure (e.g., drainage, water, and wastewater) to support community growth objectives.
- Proactively plan for the upgrade or expansion of infrastructure to create opportunities for growth in areas that have the potential for infill, revitalization, or redevelopment.
- Protect integrity of, and public access to, Boerne City Lake; Cibolo, Menger, and Currey Creeks; and all public parks and greenspaces.



### GOAL 2 – LAND USE & DEVELOPMENT

Diversify housing and employment opportunities through a focus on the character and quality of development and redevelopment around Boerne.

#### Guiding Principles

- Guide the types, patterns, and designs of different land uses using the Future Land Use Plan, zoning map, and associated development regulations.
- Promote changes in the built environment which embody real placemaking reflective of Boerne and the Hill Country character.



- Evaluate modifications to development regulations to create environmentally friendly and high-quality spaces that reflect Boerne's community pride, history, and Hill Country character.
- Promote public and/or private investment in downtown Boerne that maintains or creates an urban, walkable, mixed-use environment in a manner that enhances and grows this unique sense of place.
- Encourage new development and redevelopment where adequate public services and utilities are already in place and have adequate capacity (infill properties).
- Foster the development of new neighborhoods comprised of diverse and quality housing options (i.e., a range of price, size, and design preferences) to meet the needs of a growing workforce and multigenerational life-cycle community.

## GOAL 3 – MOBILITY

Proactively plan for a multimodal transportation system to reduce congestion, accommodate anticipated travel demand, and provide quality of life amenities.

### Guiding Principles

- Create a mobility network of interconnected activity centers, corridors, and neighborhoods through a well-connected street layout that provides multiple route options to external destinations. This includes protection and development of future rights-of-way designated on the City's Thoroughfare Plan.
- Consider adoption of "Complete Streets" principles, meaning new street and thoroughfare development or redevelopment provides for pedestrian, bicycle, and vehicular options for all users.
- Reduce truck traffic through downtown and encourage alternative routes outside of established neighborhoods.
- Develop and utilize street cross-sections using context sensitive design reflective of the character of the adjacent land uses.
- Consider changing needs for on and off street parking requirements in context of fiscal and economic sustainability.





## GOAL 4 – COMMUNITY FACILITIES & SERVICES

Provide high-quality facilities and services which create a healthy, safe, and well-educated community and include the residents in decision-making processes.

### Guiding Principles



- Continue to maintain and improve the City's facilities as appropriate.
- Consider locating new publicly accessible facilities in areas that contribute to Boerne's character and sense of community. This should include giving new community facilities accessible and prominent sites.
- Continue proactive and effective public safety services to ensure the public health, safety, and welfare.
- Consider increased collaboration with BISD as a means to support mutually beneficial programs offered by each entity and locating new schools as the center of neighborhoods within safe and easy walking distance from the areas they are intended to serve.
- Consider public facilities as economic development investments for the future. New public facilities should set the bar for what quality, durable development should look like within the City and should include an evaluation of both first and long-term costs to the City.

## GOAL 5 – ECONOMIC DEVELOPMENT

Foster a thriving and diverse economy through business attraction, retention, expansion, employment diversification and attraction of higher paying jobs, and destination amenities which maintain the overall financial viability of the City.

### Guiding Principles

- Encourage commercial redevelopment opportunities consistent with Land Use and Community Livability policies.
- Continue to promote Boerne as an excellent and desirable place to locate a business.

- Continue to support existing business development and expansion opportunities and initiatives.
- Continue to promote economic development opportunities both within downtown and along the City's arterial corridors and activity centers. This includes strengthening and diversifying downtown's economic base on equal footing as efforts along the City's arterial corridors.
- Ensure that the City is a well-governed, transparent, and ethical organization that provides excellent customer service.



## GOAL 6 – COMMUNITY LIVABILITY

Maintain Boerne's unique character through celebration of Boerne's culture, placemaking initiatives, vibrant community interaction, and a diversified event calendar.

### Guiding Principles

- Continue to prioritize revitalization and enhancement of downtown to create a historical, cultural, and governmental heart of Boerne.
- Protect and/or enhance areas and buildings of historic value in accordance with historic preservation guidelines and appropriate development standards.
- Continue to promote multigenerational events which encourage social interaction and cohesion.
- Encourage and consider incentives for vertical development in the downtown comprised of retail, restaurants, and other commercial activity.
- Encourage and consider incentives for new development and redevelopment that includes a mix of uses and live, work, play environment.
- Consider changing needs for on- and off-street parking requirements in context of fiscal and economic sustainability.
- Prioritize the development of sustainable recreational facilities to meet the needs of all users.





## 4. BOERNE 2018 MASTER PLAN



In 2017, the City of Boerne initiated an update to the 2006 Boerne Master Plan (also known as the comprehensive plan). The Boerne Master Plan identifies key challenges and opportunities, defines goals and objectives, develops a strategic vision, and establishes implementation strategies to be achieved over 10 years.

Community elements considered in this Plan include land use, mobility, community facilities and services, economic development, and livability. The resulting Plan is representative of input from residents and stakeholders and includes achievable actions to be enacted by the City and its partners. The Plan serves as a blueprint to guide future development and redevelopment in a community based on an established vision. It considers existing and future needs and determines actions that the community should pursue over time to realize the overall plan vision. City staff and decision makers use the community master plan to direct and enact changes to regulatory documents such as zoning and development regulations.



## Key Components of the Boerne 2018 Master Plan

- Analysis of Existing Conditions
- Community Input
- Community Vision
- Future Directions
- Goals, Objectives, and Action Recommendations
- Plan Implementation



The following pages summarize the goals and action items associated with them that were produced in the Boerne 2018 Master Plan. The goals and guiding principles that came from this original document provide the City and its elected officials the framework and measurement criteria for all other strategic planning documents that will come. The action items, summarized in the following pages, provided key initiatives and milestones for City officials and staff to strive to achieve. At the back of this document in the appendix, those action items with budget implications are listed, with timeframe for completion as well as other key information including Council sponsorship for items, potential budget cost, and current status.





# RECOMMENDED GROWTH & CAPACITY ACTIONS

**GOAL 1: Accommodate anticipated community growth through smart growth principles and strategic investments in utilities while protecting the natural resources and small-town character of Boerne.**

**Objective 1.1: Proactively pursue a smart growth and annexation strategy to facilitate measured and sustainable growth over the long-term.**

- Action 1.1.1, Proactively evaluate and implement Boerne's growth program in the context of smart growth principles.
- Action 1.1.2, Emphasize community growth strategies that maximize the use of existing City infrastructure.
- Action 1.1.3, Continue to evaluate opportunities for potential strategic annexation as part of the City's growth and expansion strategy.
- Action 1.1.4, Re-evaluate the City's Capital Improvement Program (CIP) and update it to incorporate consistent findings related to the Master Plan and changing priorities.
- Action 1.1.5, Ensure that all departments are open and transparent about their development related data.
- Action 1.1.6, Refine the fiscal impact analysis process to potentially include a tool used in the assessment of property annexation and planned unit development proposals.

**Objective 1.2: Continue to pursue drainage enhancements, program changes, and funding mechanisms to reduce future flood events and impacts to life and property.**

- Action 1.2.1, Coordinate with the San Antonio River Authority (SARA) and Guadalupe-Blanco River Authority (GBRA) partners to implement identified improvements on the Cibolo Creek watershed and other important drainage ways in the Boerne area.





- Action 1.2.2, Modify the City's drainage criteria manual and regulations stemming from recent updates to the frequency and intensity of rainfall events.
- Action 1.2.3, Develop a comprehensive Drainage Master Plan for Boerne.

**Objective 1.3: Continue to pursue utility improvements to ensure an efficient and sustainable infrastructure system for the future.**

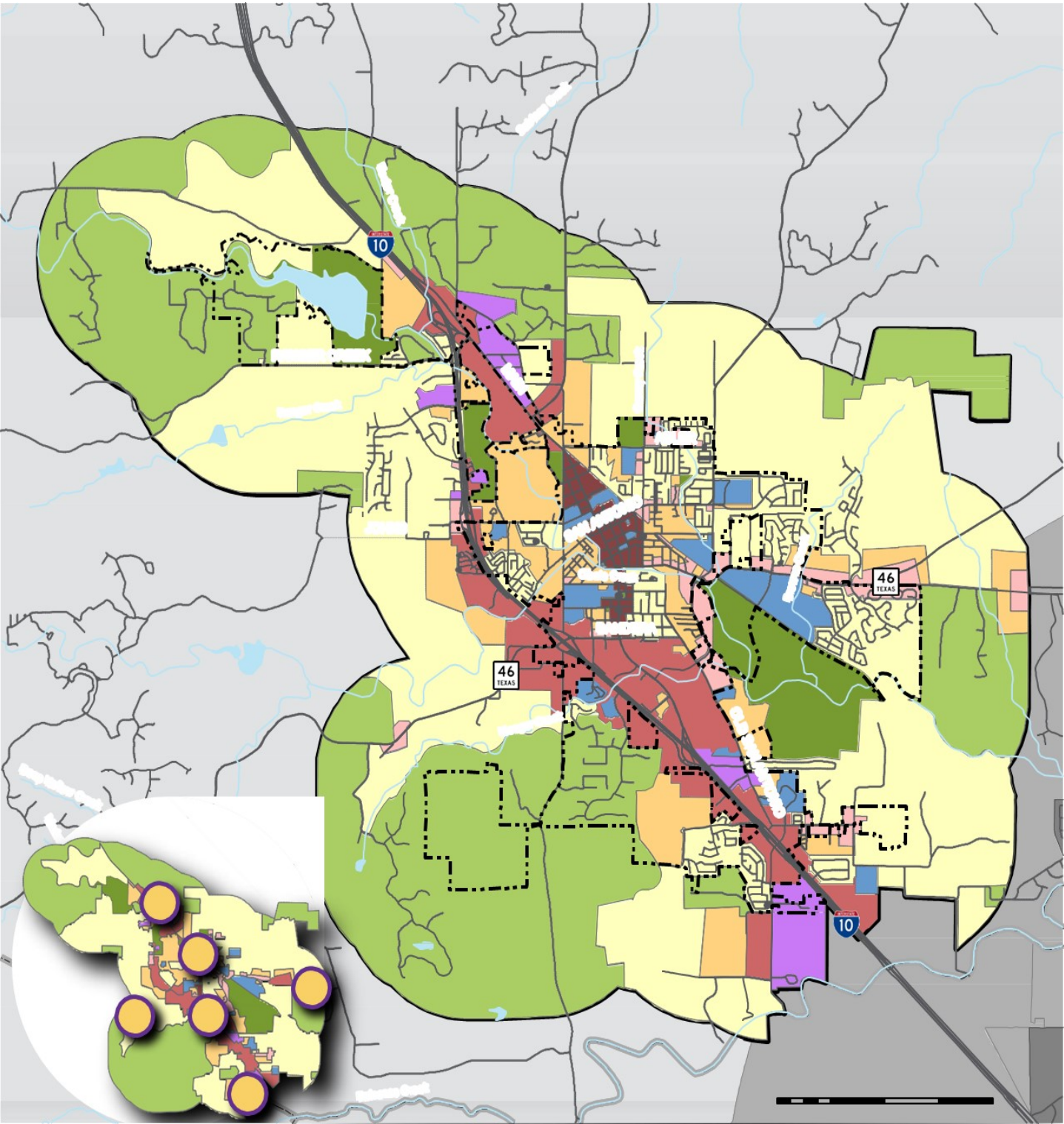
- Action 1.3.1, Develop a comprehensive water/wastewater Master Plan to help identify long-term water and wastewater infrastructure needs.
- Action 1.3.2, Evaluate and anticipate extensions of the water and wastewater Certificate of Convenience and Necessity (CCN) boundaries concurrent within the City's growth and annexation program.
- Action 1.3.3, Continue to monitor and communicate annual water demand to ensure the City does not exceed its reserved long-term water supply.
- Action 1.3.4, Continue to weigh the costs versus benefits and long-term effectiveness of allowing Kendall West Utility (KWU) and other utility suppliers to serve in-City utility needs before expanding to additional areas.
- Action 1.3.5, Continue to evaluate and anticipate the need for expansion of the City's water treatment to accommodate population growth projections.
- Action 1.3.6, Continue to evaluate and anticipate the need for expansion of the City's Wastewater Treatment and Recycling Center (WWTRC) to accommodate population growth projections.
- Action 1.3.7, Continue to identify opportunities to extend the reclaimed water supply to new private development.
- Action 1.3.8, Periodically evaluate and modify necessary utility rates and impact fees to ensure economically sustainable continuation of operations.
- Action 1.3.9, Continue to evaluate the costs versus benefits of providing public utility infrastructure to areas outside the City limits.
- Action 1.3.10, Evaluate the feasibility of a future partnership or consolidation of infrastructure services in the Boerne area.

- Action 1.3.11, Determine present conditions of downtown/North Main utility infrastructure; create a program for improvements to allow for economic development opportunities.

**Objective 1.4: Evaluate opportunities to increase the protection of Boerne's sensitive natural resources.**

- Action 1.4.1, Promote environmentally sensitive building and low impact development (LID) practices as part of new public and private development.
- Action 1.4.2, Continue to promote and foster increased use of water conservation practices throughout the City.
- Action 1.4.3, Continue to implement the urban waterfowl management recommendations as part of a broader effort to improve water quality.
- Action 1.4.4, Evaluate opportunities to improve riparian buffers on City-owned property.
- Action 1.4.5, Evaluate and implement modifications to the City's development ordinances to establish riparian buffers and low impact development as part of new development in sensitive areas.
- Action 1.4.6, Evaluate and implement modifications to the City's zoning, subdivision, and other development regulations to encourage or incentivize further protection of sensitive natural resources (e.g., stream or riparian corridors, steep slopes, mature trees, etc.) as part of new development.














- |  |   |  |
|--|---|--|
| <p><b>Activity Centers</b></p> <ul style="list-style-type: none"><li>1 Employment/Commercial</li><li>2 Downtown and Urban Neighborhood</li><li>3 Regional Commercial</li><li>4 Neighborhood Commercial</li></ul> | <ul style="list-style-type: none"><li>Parks &amp; Open Space</li><li>Rural Estate</li><li>Neighborhood Residential</li><li>Transitional Residential</li><li>Neighborhood Commercial</li><li>Auto-Oriented Commercial</li><li>Business/Office Park</li><li>Downtown</li><li>Public &amp; Institutional</li></ul> | <ul style="list-style-type: none"><li>Boerne City Limits</li><li>Boerne ETJ</li><li>Nearby Cities</li><li>Nearby ETJs</li><li>Counties</li></ul> |
|--|---|--|

# LAND USE CLASSIFICATIONS

As set out on the *Future Land Use Plan*, the City is separated in differing areas of land use and character. It is intended to guide growth in a manner that results in a balanced land use pattern, which is important for the health and long-term well-being of the community.

Future Land Use Category		Description	Map Color / Symbol	Acres	Percent
Parks & Open Space		This future land use category includes active and passive parkland, trails, and open spaces that have been designated for public purposes and recreational enjoyment. In some cases, it could include privately owned areas that are set aside for similar purposes.		1,377	4.8%
Rural Estate		This future land use category is intended for areas which will maintain a rural character. These areas are comprised of natural undeveloped areas, agriculture, and large, estate lots with large lot minimums and greater setbacks.		9,641	33.3%
Neighborhood Residential		This future land use category is intended for areas that will be primarily developed with new single-family detached residential subdivisions. Development reflects a suburban to auto-oriented character.		11,609	40.1%
Transitional Residential		This future land use category is intended for areas that will be primarily developed with a higher density and a variety of housing types. These areas are intended to be developed with an auto-oriented character.		2,129	7.4%
Neighborhood Commercial		This future land use category is intended for areas that will be developed primarily as nonresidential uses that are of a suburban character and an appropriate use, scale, and design that is compatible with abutting or nearby residential uses.		598	2.1%
Auto-Oriented Commercial		This future land use category is intended for areas that will be developed to support local and regional nonresidential businesses that rely on higher traffic volumes. While these areas will always be auto-oriented, there is room for higher quality development.		2,115	7.3%
Business/Office Park		This future land use category is intended to create opportunities for the proposed employment / commercial activity centers. These areas will be developed to support light manufacturing, light industrial, or warehousing uses, all primarily consisting of indoor uses.		572	2.0%
Downtown		This future land use category is intended for areas that include a mix of uses developed with an urban character situated in a higher density/intensity, pedestrian-friendly environment, and will extend further along north and south Main Street and to some of the abutting streets.		287	1.0%
Public & Institutional		The Public / Institutional future land use category is intended for areas that are for public and semi-public uses such as schools, government facilities and services, etc.		630	2.2%
Total				28,958	100.0%



# RECOMMENDED LAND USE & DEVELOPMENT ACTIONS

## GOAL 2: Diversify housing and employment opportunities through a focus on the character and quality of development and redevelopment around the community.

Objective 2.1: Evaluate opportunities to strengthen provisions to ensure quality development outcomes in Boerne.

- Action 2.1.1, Undertake a comprehensive analysis of the City's zoning, subdivision, and other zoning regulations, and evaluate and modify ordinances to accomplish quality development goals.
- Action 2.1.2, Undertake a comprehensive update to the City's zoning, subdivision, and other development regulations to implement the recommendations identified in the Boerne Master Plan and improve the quality and character of the built environment and the City's design criteria.
- Action 2.1.3, Review and amend the subdivision regulations as necessary to improve connectivity in and through new subdivisions.
- Action 2.1.4, Review and amend the zoning and subdivision regulations to allow a greater mix of housing types in neighborhoods.
- Action 2.1.5, Collaborate with Boerne ISD to establish joint goals for future school siting to ensure they are well-located and integrated into neighborhoods where possible

Objective 2.2: Utilize the Boerne Future Land Use Plan in conjunction with the rezoning process to create differing areas of character within the City.

- Action 2.2.1, Proactively evaluate opportunities to expand the unique urban character of downtown to adjacent areas designated on the Boerne Future Land Use Plan.
- Action 2.2.2, Identify opportunities to allow multi-family residential in transitional residential areas per market demand.
- Action 2.2.3, Review and amend the zoning and subdivision regulations to facilitate increased transition of existing single-family residential units to higher density transitional residential products or neighborhood commercial in and around the older established neighborhoods of downtown.
- Action 2.2.4, Develop character and context-sensitive street cross-sections as part of the next update to the City's Thoroughfare Master Plan.
- Action 2.2.5, Facilitate opportunities to implement the Cibolo Creek Catalytic Site in downtown Boerne.
- Action 2.2.6, Facilitate opportunities to implement the BISD Catalytic Site in downtown Boerne.
- Action 2.2.7, Consider expansion of efforts to increase protections for historic preservation in Boerne.

Objective 2.3: Evaluate opportunities to improve the development process to foster a mutually-beneficial partnership with the development community.

- Action 2.3.1, Continue to enhance the City's interactive website which contains all data and layers necessary to navigate the development process.
- Action 2.3.2, Continue to provide the What's Happening interactive website to improve interaction and transparency with citizens and the development community





- Action 2.3.3, Develop a comprehensive guidebook which clearly specifies the development process for citizens and the development community.
- Action 2.3.4, Establish of a zoning clearance permit to clarify development rights.
- Action 2.3.5, Establish a consistent process for codifying adopted City ordinances.
- Action 2.3.6, Evaluate opportunities to establish mixed-use development along Herff Road (i.e., mixed-product residential, commercial, medical and office development).
- Action 2.3.7, Continue to evaluate and make necessary improvements to the development review process as identified in the 2017 and 2018 Economic Development Work Plans.

Objective 2.4: Prioritize the revitalization and enhancement of downtown Boerne to further strengthen it as the historical, cultural, and governmental heart of Boerne.

- Action 2.4.1, Facilitate public streetscape improvements as catalyst projects in downtown.
- Action 2.4.2, Identify funding for additional gateways into downtown Boerne.
- Action 2.4.3, Continue to identify opportunities to add urban-character residential units in downtown and the surrounding area to create an increased nighttime and weekend market demand.
- Action 2.4.4, Coordinate with area property owners (and TxDOT) to improve access and the landscaping and visual appearance of properties along North Main Street





## RECOMMENDED MOBILITY ACTIONS

**GOAL 3: Proactively plan for a multimodal transportation system to reduce congestion, accommodate anticipated travel demand, and provide quality of life amenities.**

Objective 3.1: Partner with federal, state, Kendall County, and other local partners to enhance regional mobility options in the Boerne area.

- Action 3.1.1, Prepare an update to the City's Thoroughfare Master Plan.
- Action 3.1.2, Continue to actively participate in regional transportation planning efforts to promote funding and infrastructure improvements which benefit Boerne.
- Action 3.1.3, Continue to work in partnership with TxDOT, Kendall County, and other area partners to find solutions regarding regional transportation issues.
- Action 3.1.4, Evaluate the cost/benefit of acquiring the rights-of-way of Main Street/Highway 87 from TxDOT.

- Action 3.1.5, Determine and pursue available opportunities to establish a new truck route ordinance to reroute truck traffic away from Main Street.
- Action 3.1.6, Support longer-term efforts to establish a transit station in Boerne by 2032.

Objective 3.2: Identify funding and evaluate opportunities to increase the multi-modal transportation options with Boerne.

- Action 3.2.1, Adopt a Complete Streets policy to promote safer mobility for all users.
- Action 3.2.2, Obtain cost estimates and establish a long-term plan to implement the high priority on-street bicycle lane projects as set out in the Boerne Pedestrian & Bicycle Recommendations Study (AAMPO) (e.g., East Blanco Road/West San Antonio Ave.; Herff Road from Oak Park Drive to Old San Antonio Road; West Highland Drive; South Plant Street; and the secondary streets of Turner Avenue, West Hosack Street, Live Oak Street, and Rosewood Avenue).





- Action 3.2.3, Obtain cost estimates and establish a long-term plan to implement the high priority pedestrian sidewalk projects as set out in the Boerne Pedestrian & Bicycle Recommendations Study (AAMPO) (e.g., West San Antonio Avenue to Lattimore Boulevard; Rosewood Avenue to downtown Boerne; North right-of-way of River Road; East Bandera Road; Schweppe Street; Herff Road to Old San Antonio Road; West Bandera Road from I-10 frontage road to past Norris Lane).
- Action 3.2.4, Continue to work with TxDOT to establish additional pedestrian crosswalks with median refuges at additional locations on Main Street and River Road.
- Action 3.2.5, Fund the recommended improvements to key intersections to improve the safety of pedestrian crossings (e.g., Herff Road/ Esser Road/River Road; Bandera Road/Main Street, and the South Main Street/Crosspoint intersections).
- Action 3.2.6, Fund and establish the recommended shared use path improvements to improve pedestrian and bicycle connections throughout the City (e.g., along Esser Road and Johns Road, Champion Boulevard, and a connection between Johns Road and North Main Street).
- Action 3.2.7, Partner with the Alamo Area MPO and other jurisdictions to create consistent bicycle and pedestrian educational and promotional materials beneficial to the Boerne community.
- Action 3.2.8, Expand efforts to increase enforcement actions related to bicycle and pedestrian safety in Boerne



## RECOMMENDED COMMUNITY FACILITIES & SERVICES ACTIONS

**Goal 4: Provide high-quality facilities and services which create a healthy, safe, and well- educated community and include the residents in decision-making processes.**

**Objective 4.1: Continue to provide and enhance an open, transparent, and responsive City Hall and associated governmental operations for the Boerne community.**

- Action 4.1.1, Develop a community outreach and engagement strategy that fosters dialogue, builds community trust, and encourages informed civic participation.
- Action 4.1.2, Utilize the Boerne Master Plan as an integral part of daily, weekly, and monthly decision-making processes.
- Action 4.1.3, Develop specific benchmarking performance measures for each Master Plan element and use these to track plan implementation on a recurring basis.
- Action 4.1.4, Annually budget the necessary funds needed to implement identified projects set out in the Master Plan.
- Action 4.1.5, Develop additional downtown parking options.
- Action 4.1.6, Publish list of volunteer and donation opportunities to allow the public to help improve the public spaces in Boerne.

**Objective 4.2: Provide a high-quality and well-maintained parks and recreation system to support the quality of life in Boerne.**

- Action 4.2.1, Move forward with implementation of priority projects identified in the Boerne Parks, Recreation, and Open Space Master Plan.
- Action 4.2.2, Review and update the Open Space Systems requirements as a Parkland Dedication Ordinance to help meet the growing need for parks and recreation as development in the community continues.
- Action 4.2.3, Proactively address parkland needs in underserved areas identified in the Boerne Parks, Recreation, and Open Space Master Plan.
- Action 4.2.4, Pursue partnerships with Boerne ISD and Kendall County to best leverage City resources and maximize recreation opportunities.
- Action 4.2.5, Annually assess the need for parks and recreation project funding in the City's 5-Year Capital Improvement Plan.
- Action 4.2.6, Consider development of an aquatics facility or natatorium; plan to provide a variety of water-based recreation opportunities in Boerne.
- Action 4.2.7, Continue to perform Recreational Programming and Event Assessments to identify additional opportunities for multigenerational recreation.
- Action 4.2.8, Update the Boerne Parks, Recreation, and Open Space Master Plan by 2022-2023.

**Objective 4.3: Provide high-quality library services for Boerne and the general community.**

- Action 4.3.1, Develop an update to the library strategic plan by 2020.
- Action 4.3.2, Determine alternative funding options, including increased support from Kendall County, and collaborate and support efforts by the Boerne Public Library Foundation (BPLF) and the Friends of the Boerne Public Library (FOBPL) to raise funds to support library services.
- Action 4.3.3, Determine location and funding to meet the longer-term goal to establish public library services in other areas of Boerne.

- Action 4.3.4, Continue support for further expansion of traditional and innovative library resources and programs.

**Objective 4.4: Provide effective police services to protect the health, safety, and welfare of the community.**

- Action 4.4.1, Continue to support Police Department efforts to establish relationships to ensure efficient and effective provision of law enforcement in Boerne (e.g., dispatch, jail, and school resource officer (SRO) operations).
- Action 4.4.2, Continue to support Police Department efforts to offer community service and educational programs.
- Action 4.4.3, Support Police Department efforts in advancing the use of technology to improve the safety of the Boerne community.
- Action 4.4.4, Evaluate near-term needs to improve operations at the City's existing facility.
- Action 4.4.5, Continue to support Police Department staffing, training, and vehicle and equipment needs as part of the Department's budget and 5-year Plan.

**Objective 4.5: Provide effective fire services to protect the health, safety, and welfare of the community.**

- Action 4.5.1, Continue to identify and evaluate opportunities to better meet accepted national fire service response and staffing standards.
- Action 4.5.2, Evaluate opportunities to maintain or improve the City's Insurance Services Office (ISO) ratings.
- Action 4.5.3, Continue to support Fire Department efforts to offer community service and educational programs.
- Action 4.5.4, Expand the Fire Department's efforts to educate the public on wildland fire protection and awareness.
- Action 4.5.5, Support Fire Department efforts to obtain specialized response equipment (e.g., hazardous materials response, high and low angle rope rescue, confined space, swiftwater, vehicle extrication, and other specialized rescue needs).

- Action 4.5.6, Support Fire Department efforts to increase the amount of training for both paid and volunteer personnel (e.g., emergency response training, supervisory training, etc.).

- Action 4.5.7, Evaluate partnerships and financial opportunities to establish an emergency services training facility in Boerne.

- Action 4.5.8, Continue to support Fire Department efforts in advancing the use of technology to improve the safety of the Boerne community.

- Action 4.5.9, Continue to evaluate other Fire Department facilities, including future substations.

**Objective 4.6: Provide effective EMS response services to protect the health, safety, and welfare of the community.**

- Action 4.6.1, Evaluate the near- and long-term needs regarding Boerne's provision of EMS response.

**Objective 4.7, Continue to evaluate and identify opportunities to better meet the needs of the animal services facility.**

- Action 4.7.1, Continue to provide quality humane care of animals for the health, safety, and welfare of the community.

- Action 4.7.2, Increase partnership opportunities with area veterinarians, rescue groups, trainers, and volunteers to increase quality humane care and adoptions.

- **Objective 4.8, Encourage the provision of high-quality healthcare in Boerne.**

- Action 4.8.1, Evaluate the near and long term needs regarding healthcare facilities in Boerne.



# RECOMMENDED ECONOMIC DEVELOPMENT ACTIONS

**Goal 5: Foster a thriving and diverse economy through business attraction, retention, expansion, employment diversification and attraction of higher paying jobs, and destination amenities which maintain the overall financial viability of the City.**

**Objective 5.1: Foster sustainable, quality economic growth in Boerne.**

- Action 5.1.1, Continue to develop an annual budget, the CIP, and the Economic Development Work Plan to ensure a proactive and coordinated course of action for current and future economic development efforts.
- Action 5.1.2. Maintain and/or expand support for an effective and coordinated business attraction, retention, and expansion (BRE) program.
- Action 5.1.3, Seek out and evaluate opportunities to expand incentives and other assistance for residential and nonresidential property owners to reinvest in their properties.
- Action 5.1.4, Evaluate opportunities to increase entrepreneurship in Boerne.
- Action 5.1.5, Continue to support efforts to increase the establishment of place-based economic opportunities in Boerne.
- Action 5.1.6, Consider increased support for efforts to create destination amenities in Boerne.
- Action 5.1.7, Consider and/or expand support for the Boerne Convention and Visitors Bureau (CVB).
- Action 5.1.8, Create and pursue opportunities for partnering to attract a future community college or higher education institutional campus to the Boerne area.
- Action 5.1.9, Support the development of an economic development strategic analysis.
- Action 5.1.10, Seek economic development initiatives to expand and diversify employment opportunities including higher paying jobs.







## RECOMMENDED COMMUNITY LIVABILITY ACTIONS

**GOAL 6: Maintain Boerne's unique character through celebration of Boerne's culture, placemaking initiatives, vibrant community interaction, and a diversified event calendar.**

**Objective 6.1: Provide increased opportunities for public interaction.**

- Action 6.1.1, Develop additional park-based events to provide increased opportunities for diversified recreation and encourage greater use of the parks system.
- Action 6.1.2, Consider opportunities for additional publicly (e.g., plazas, greens) and privately (e.g., outdoor dining) developed gathering spaces to promote community interaction.
- Action 6.1.3, Following a Recreational Programming and Events Assessment, evaluate additional opportunities for community events.

**Objective 6.2: Enhance the appearance and character of the community through public and private sector actions.**

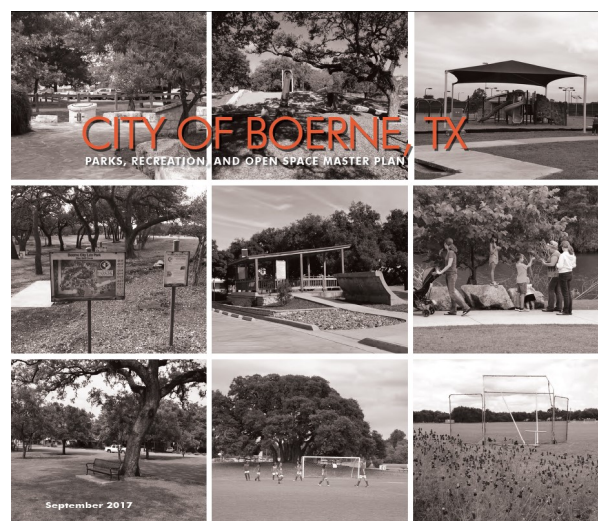
- Action 6.2.1, Expand and/or enhance the Hill Country Mile to increase its marketability
- Action 6.2.2, Continue to evaluate the effectiveness of the recently adopted lighting provisions as a means to further protect Boerne's nighttime skies.
- Action 6.2.3, Utilize scaled entrance monuments, signage, and landscaping to identify points of entry into Boerne.
- Action 6.2.4, Consider funding alternatives to provide for a greater variety of arts initiatives.
- Action 6.2.5, Consider replacing and enhancing street signage throughout Boerne to improve community identification.
- Action 6.2.6, Consider the addition of wayfinding signage at key points around the City.
- Action 6.2.7, Coordinate with TxDOT to improve the appearance of key interchanges along Interstate 10 (i.e., South Main Street, Bandera Road, Johns Road, North Main Street).





## 5. CITY OF BOERNE PARKS, RECREATION, AND OPEN SPACE MASTER PLAN

In 2017, The City of Boerne initiated a process of updating its Parks and Recreation Master Plan. The previous plan, adopted July 2012, paved the way for many park facility improvements which serve the community, such as the development of Cibolo Creek Trail (Main Plaza to City Park), the Old #9 Trail and River Road Park Renovations, Veterans Park Plaza and Kinder Park Renovation Projects and numerous other park amenity improvements. As a result of the success of the 2012 plan, an updated Parks and Recreation Master Plan was needed to provide City Council and staff the appropriate vision for continuing to enhance its Parks and Recreation facilities and programs for the next 5 to 10 years.



The parks planning effort aimed to evaluate existing parks and recreation facilities to determine opportunities for improvements and additions, such as identifying new park and facility opportunities to support the recreation needs of Boerne residents. Burditt Consultants, LLC was engaged by the City of Boerne to update the Parks and Recreation Master Plan to address current and future recreation needs and is influenced by stakeholder input. The following approaches were implemented in the development of the master plan:

- Standards-Based Approach – utilizing traditional park standards and evaluation of current trends.
- Demand-Based Approach - utilizing input from staff, Council, the Parks Master Plan Steering Committee, sports leagues, Boerne ISD, Kendall County, the Boerne YMCA, and the residents to identify current and future needs and desires.
- Resource-Based Approach - leveraging available land, natural features, rights-of-way, and city facilities to enhance park and recreation opportunities.



The following studies were undertaken in the development of the master plan:

- Inventory of existing parks and facilities
- Evaluation of available growth and demographic data, trends, and projections.
- Analysis of stakeholder input conducted by the City including survey input, public meeting results, focus group input.
- Identification of Priority Projects
- Development of concepts for new and renovated facilities
- Probable cost estimation for priority projects

## Community Values

Through the process of community engagement, certain common community values were expressed and opportunities for demonstrating these values through park development and recreation programming are woven into this planning document.

## Existing Parks and Facilities

The overall condition of parks and facilities in Boerne is excellent. A total of 12 developed parks and green space properties are maintained by the Parks and Recreation Department for a range of purposes including programmed activities such as league sports, community events and passive recreation.

The planning process combined stakeholder involvement with on-the-ground evaluation of conditions and sought to identify projects for further study that would maximize the amount of recreation and fulfill as many of the above intentions as feasible. The following projects were identified, and concept drawings were developed along with statements of probable cost:

## Priority Projects

The following Priority Projects have been identified in the City of Boerne Parks, Recreation, and Open Space Master Plan:



## Northside Community Park Expansion

### *Development of Sports Fields and other improvements*

Northside Community Park has the highest potential for immediate expansion of recreation opportunities in Boerne with approximately 36 acres of land available. The City has identified the renovation of this park as the highest priority, and plans to expand sports capacity through development of adult softball fields and multi-purpose fields for soccer, football and lacrosse. The site has the capacity to allow for relocation of the adult softball program to this site with 3 new fields, 4 large multi-purpose fields, and 1 small multi-purpose field. The City has expressed the intention to preserve the existing Live Oak Mott to the greatest extent possible with the given program, therefore fields were planned to work around this asset. Additional planned features include a basketball court, volleyball court, pavilions, concession stand, parking (234 spaces) and walking trails. The new fields will provide a home for the Boerne Lacrosse Team, TAAF Youth Football, adult flag football, and will expand capacity for soccer.

(This project would include the conversion of Fields 9-11 to Youth Baseball Fields at Northrup Park)



### AMENITIES

- Adult Softball Fields - 3
- Large Multi-Purpose Fields - 3
- Small Multi-Purpose Field - 1
- Covered Basketball Court - 1
- Volleyball Court - 1
- Playgrounds
- Dog Park
- Pavilions
- Restrooms
- Concessions
- Walking Trails
- Picnic Shelters
- Parking
- Bio-swailes
- Landscaping

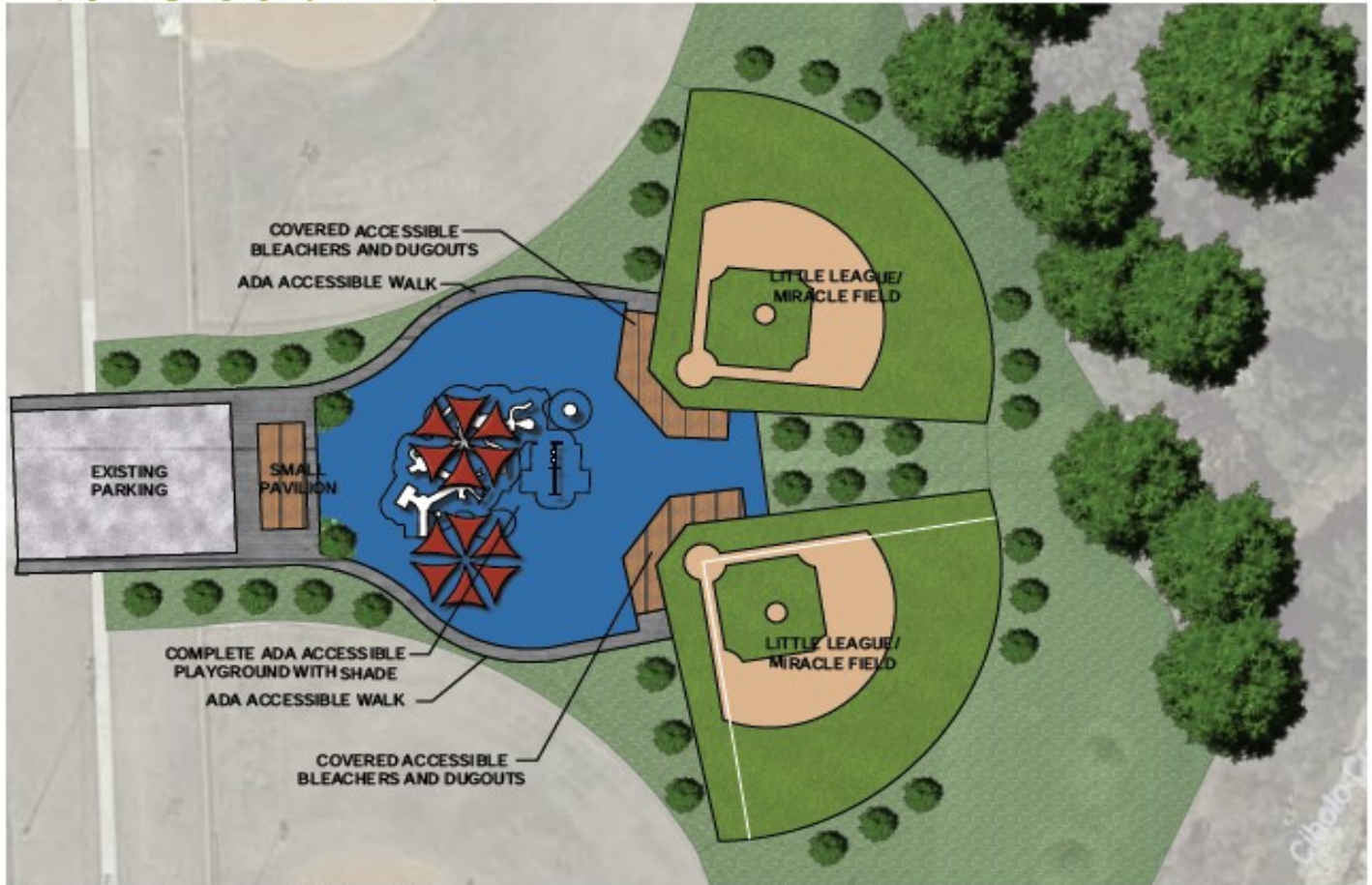
### Conceptual Site Plan

Not to Scale

Approximate Investment Per Household:  
\$108 to \$257 per year  
(depending on property valuation)



**Investment Per Household:**  
**\$42 to \$105 per year**  
 (depending on property valuation)



## Conceptual Site Plan

Not to Scale

### Northrup Park

#### *Miracle League fields and playground*

The existing T-Ball Fields at Northrup Park are due for renovation, which presents an opportunity for eliminating barriers to play for park visitors with disabilities. The two existing T-Ball fields, along with the surrounding under-utilized space, can be transformed into an all-access recreation area complete with two barrier-free baseball fields, playground, and surrounding circulation space. The City has already begun the process of seeking funding sources, with some public and private funds already secured. The concept on the left utilizes the same T-Ball fields, but incorporates poured-in-place play surfaces that eliminate barriers to use by players that use wheelchairs or have other mobility limitations. The surrounding spaces are conceived as an open plaza-like environment with barrier-free play structures for a variety of ages and abilities. Passive areas also utilize the rubberized play surfaces to provide a safe and inviting outdoor recreation environment.

The concept shown below shows the new fields oriented in a different direction than the existing T-Ball fields. This enhances the user experience by locating activity areas near the batter's boxes. An alternative approach using the existing field orientation could be implemented with some cost savings if existing components can be re-used such as fencing and lighting.

## Boerne Lake Park Improvements

*Additions including ADA accessible fishing pier and kayak launch, walking trails, shaded picnic areas, and landscape improvements*

Boerne Lake Park is an invaluable resource for the Boerne Parks and Trails System. Offering water access, open space and the capacity for large events makes this park a destination like no other. The online survey indicated that a significant number of residents (19.6% of responses) primarily visit the park on an infrequent basis for events. Taking advantage of the available space requires consideration of the nature of the site. As a flood control structure, the lake periodically overflows into park areas. The proposed amenities are intended to be resistant to occasional inundation.

The concept drawing below proposes an additional playground, picnic shelters, a monument sign, tree plantings landscaping, trails and improved overflow parking. The parking is planned as a grass-paver system that provides a solid surface for vehicle traffic while not increasing flood conditions. Tree islands are planned as mulched, contiguous beds that would assist with traffic control.

### Accessible Water Access

Providing access to the lake for visitors with disabilities can be achieved through the use of modern dock systems. Utilizing a combination floating dock with kayak launch would provide ADA-compliant access to the water when paired with a vehicle-pedestrian pathway from the parking lot to the dock.



## Conceptual Site Plan

Not to Scale

**Park Renovation**  
Investment Per Household:  
\$18 to \$44 per year  
(depending on property valuation)

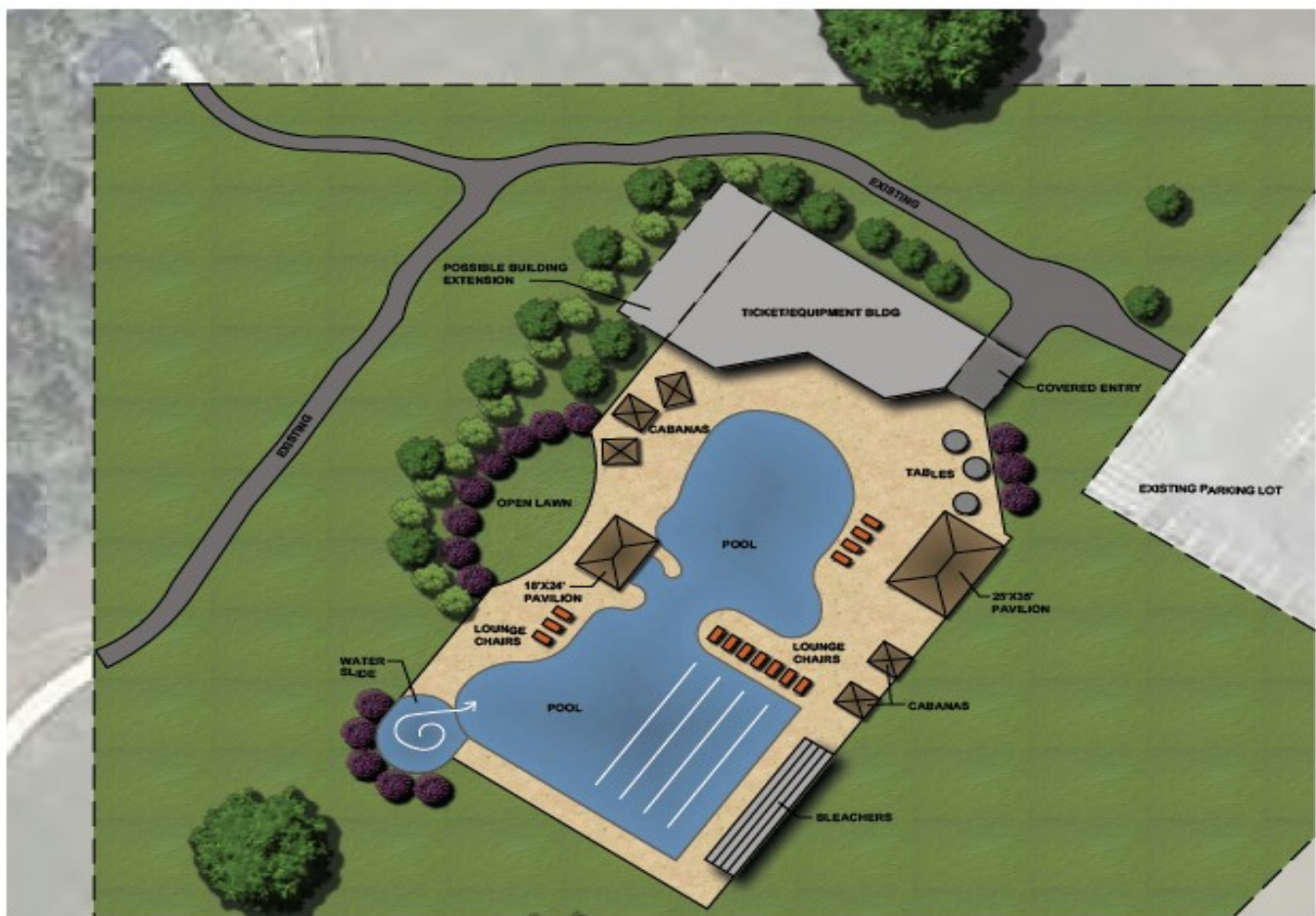


## Aquatics Opportunities at City Park

### Aquatics Option A

#### *City Park Improvements– Pool Complex Renovation*

A conceptual plan was developed for the complete renovation of the pool complex at City Park to provide new, modern facilities for all aquatics needs. With a wide range of user groups and needs, the facility would need to provide for competitive swimming and recreational swimming with modern features such as zero-depth entry and spray features. The proposed concept includes complete replacement of the pool and structures with Leisure and Lap Lanes, Zero-Depth Entry (beach) area, Cabanas, Pavilions, Pool House and landscape amenities.



**Conceptual Site Plan**

Not to Scale



Approximate Investment Per Household: \$75 to \$187 (pool complex option)  
(depending on property valuation)



- AMENITIES**
- Renovated Pool Facility
  - Renovated Pavilion
  - Cibolo Creek Themed Splash Pad
  - Seat Walls
  - Lawn
  - Seating Boulders



**Approximate Investment Per Household:**  
**\$7 to \$16 per year**  
 (depending on property valuation)

## Conceptual Site Plan

Not to scale

### Aquatics Opportunities at City Park

#### Aquatics Option B

##### *City Park Improvements– Splashpad/Sprayground Option*

The City and the Boerne YMCA have been working together on addressing future aquatics facilities through the planned redevelopment of the Civic Center property to become the home of the YMCA facilities including indoor and outdoor aquatics. The City would plan to let this new site served the aquatics needs for Boerne through a partnership that allow residents access to the pool at an agreed-upon rate. At such time that this facility is developed, the City would elect to close the pool at City Park rather than continue operating the dated facility.

Adaptive re-use of the existing pool site could work well for a large splash pad/sprayground facility that would provide an inviting, way for kids to cool off on hot summer days in an attractive landscape that draws inspiration from the nearby Cibolo Creek through selected spray features, orientation, and landscape elements.



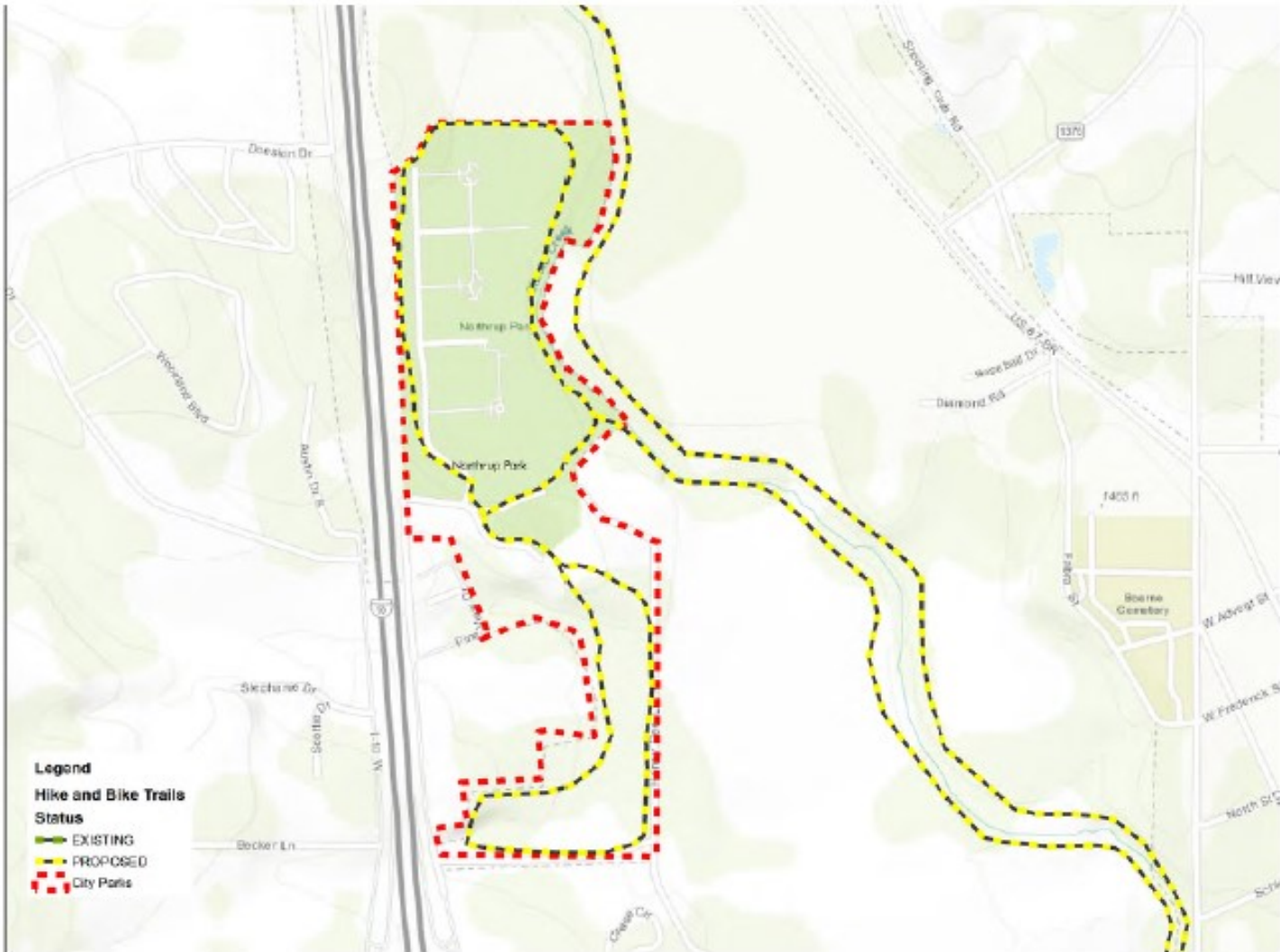
## Proposed Off-Street, Multi-Use Trails

### Curry Creek Trail Extension from Blanco Rd. to Old No. 9 Trail

The Curry Creek Trail has become a popular north-south route through a section of Boerne, providing a link between Blanco Road and Northside Neighborhood Park. This trail currently serves several subdivisions in the area, but could be maximized by completing the trail southward from Blanco Road to Old No. 9. This addition furthers the city-wide goal of developing a complete system of off-street trails that connect parks, neighborhoods and public spaces.



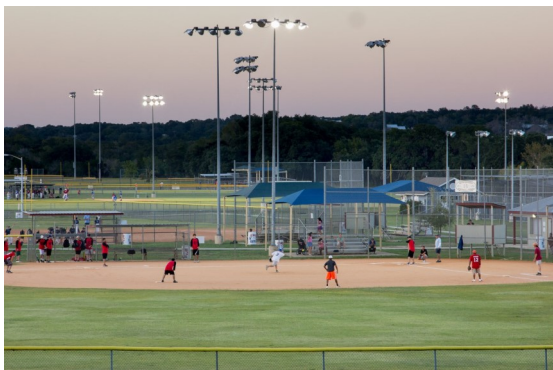
50.2% of survey participants would support additional off-street hike and bike trail development



## Proposed Off-Street, Multi-Use Trails

### Trails within Northrup Park

Northrup Park is the largest developed park within the system. The property has sidewalks between parking spaces and sports fields, but has no recreational pathways. Development of trails within Northrup Park provides additional draw to the facility and a recreational activity for visitors who are not participating in programmed sports activities. The proposed loop takes advantage of underutilized edges of the property and provides an approximate 2.36 miles of trails within the park.





## Waterworks Terrace & Main Plaza

*Enhancement to streetscape and landscape, including plaza elements, parking, and water feature*

### Waterworks Terrace

The Waterworks Terrace, built in 2012, restored the historic City Pool site to an attraction with the new stone masonry, restrooms, and landscaping that retained the original staircase leading down to Cibolo Creek. This proposed concept seeks to honour the traditional theme of “cooling off” at this site by offering additional landscape elements to create a plaza environment that has the capacity for water-play without detracting from the passive, formal nature of the site. This concept re-works the paving to guide visitors into the lawn area towards the creek. Walks within the terrace include a decorative paving feature with embedded spray nozzles that can be activated for visitors to cool off on a hot day. A pavilion is planned on the north side of the terrace for picnics, gatherings or other activities.

### Main Plaza

This concept on the left illustrates an approach to addressing parking needs around Main Plaza and the Waterworks Terrace. The conversion of W. Blanco Rd. to a one-way street allows for an increase from 42 existing parking spaces to a total of 72 spaces. Furthermore, the reduction in width of the roadway creates a more pedestrian-oriented site with accents to paving at the crosswalk leading to the Terrace.

The conceptual site plan below illustrates one way to increase parking in downtown and tying Main Plaza and Waterworks Terrace together into a unified plaza. The concept would convert W. Blanco into a single lane, one-way street, thereby increasing available parking space. This concept represents one of many possible approaches that could enhance the user experience in and around the park and Downtown.

**AMENITIES**  
 Pavilion  
 Enhanced Plaza  
 Shade Trees  
 Fountain Plaza (Splash Pad)  
 Seating  
 Parking Expansion  
 Streetscape Renovation



**Conceptual Site Plan**  
 Not to Scale

**Approximate Investment Per Household:**  
 \$\$ to \$\$ per year  
 (depending on property valuation)



AMENITIES

- Trails
- Pedestrian Bridge
- Picnic Shelters
- Parking

City of Boerne	
Northside Neighborhood Park Improvements	
Opinion of Probable Costs	
	Project Total
	\$186,500.00
Item / Description	Total Costs
Path	\$96,500.00
Trails - 1,330 LF	
Pedestrian Bridge	
Shelter	\$90,000.00
5 Picnic Shelters	
Total Opinion of Probable Costs	\$186,500.00



Park Renovation  
Investment Per Household:  
\$2 to \$6 per year  
(depending on property valuation)

Conceptual Site Plan

Not to Scale

Northside Neighborhood Park

*Pathway additions and park expansion to improve access*

Sited within Northside Neighborhood Park is the City’s Parks and Recreation Department in-cludes administrative offices and an out-building. While HOA easements bordering the park’s dedicated 8 acres are not delineated by boundaries on the ground, the park manages to function and be experienced as if it is a single park. The Department facilities provide administrative and program offices for staff as well as act as the clearing house for public interaction, bookings, and general information.

Recommendations include:

- Replace the dirt road with an improved surface and small parking area to be used either by staff or users wanting to access the western portion of the property;
- Install a footbridge or pedestrian bridge across the creek, replacing the existing at grade con-crete crossing in disrepair;
- Create a walking trail that utilizes natural materials such as mulch or decomposed granite; trail to circulate allowing for a small loop within the wildflower pasture as well as entry and exit at two ends of the loop;
- A number of well-placed small picnic facilities in the open pasture area;
- Educational signage relating to creek side ecosystems, native species of plants and trees, and wildlife habitat.

# City of Boerne

## Master Action Item List

Not Started

In-Progress

Complete

Item with no Budget Implication

Initiation Time Frame														
Goal 1: Accommodate anticipated community growth through smart growth principles and strategic investments in utilities while protecting the natural resources and small-town character of Boerne.														
Action #	Document	Action Recommendation	Short term (1-2 yrs.)	Mid term (3- 10 yrs.)	Long term (10+ yrs.)	Legal/Regulatory Obligation?	Vision Category	CM Report Category	Council Sponsor	Estimated Cost (\$)	Projected Start	Projected Completion	Current Status	Comments
1.3.18	CIP	WTP Generator		■		No	Safety & Security	Infrastructure		\$1,000,000	FY-22		Not Started	Proposed for FY21-22
1.2.6	CIP	Cascade Caverns/Old San Antonio Rd Drainage		■		No	Environmental Responsibility	Mobility		\$1,000,000	FY-22		Not Started	Proposed as Potential General Obligation Bond Project. Possibility of MPO funding up to \$500,000
1.3.30	CIP	Hwy 46E to Cascade Caverns Gas Distribution Loop		■		Yes-R	Safety & Security	Infrastructure		\$1,700,000	FY-22		Not Started	Proposed as Potential Utility Revenue Bond Project
1.3.31	CIP	Hwy 46E to Cascade Water Main Distribution Loop		■		Yes-R	Safety & Security	Infrastructure		\$2,000,000	FY-22		Not Started	Proposed for FY21-22
1.3.19	CIP	Carbon Filter at Buckskin Tank		■		Yes-R	Safety & Security	Infrastructure		\$500,000	FY-22		Not Started	Proposed for FY21-22
1.3.33	CIP	WCID #3A Main Replacement		■		Yes-L	Safety & Security	Infrastructure		\$1,000,000	FY-22		Not Started	Required as part of WCID#3A DA
1.3.1	MP	Develop a comprehensive water/wastewater master plan to help identify long-term water and wastewater infrastructure needs.		■		No	Safety & Security	Infrastructure	Tim Handren		FY-22		Not Started	Mayor created water planning committee. Staff will use recommendations from committee to help develop master plan
1.3.11	MP	Determine present conditions of downtown/ North Main utility infrastructure; create a program for improvements to allow for economic development opportunities.	■			No	Economic Stability	Development			FY-22		Not Started	Staff has had discussions on potential incentive program. Program would potentially include grant or reimbursement on utility bill for infrastructure upgrades.
1.3.27	CIP	Ranches at Creeksdie Reclaimed Water Loop		■		Yes-R	Safety & Security	Infrastructure		\$1,000,000	FY-23		Not Started	Proposed for FY22-23
1.3.28	CIP	WWTP/WWTRC South Cibolo Collector Main Design		■		Yes-R	Safety & Security	Infrastructure		\$6,400,000	FY-23		Not Started	Proposed as Potential Utility Revenue Bond Project. Will be able to use some of Wastewater Capital Reserve for funding as well.
1.2.1	MP	Coordinate with the San Antonio River Authority (SARA) and Guadalupe-Blanco River Authority (GBRA) partners to implement identified improvements on the Cibolo Creek watershed and other important drainageways in the Boerne area.		■		No	Environmental Responsibility	Infrastructure	Ty Wolosin/Bryce Boddie		FY-23		Not Started	Not started
1.3.29	CIP	School Lift Station Force Main & Gravity Main Improvements		■		Yes-R	Safety & Security	Infrastructure		\$2,000,000	FY-24		Not Started	Proposed as Potential Utility Revenue Bond Project
1.3.6a	CIP	WWTRC Expansion		■		Yes-R	Safety & Security	Infrastructure		\$12,000,000	FY-24		Not Started	Proposed as Potential Utility Revenue Bond Project. \$2,000,000 proposed to come from Wastewater Capital Reserve
1.2.7	CIP	Adler Drainage Culverts		■		No	Environmental Responsibility	Infrastructure		\$1,500,000	FY-24		Not Started	Proposed as Potential Utility Revenue Bond Project
1.3.22	CIP	WWTP/WWTRC South Cibolo Diversion Structure		■		Yes-R	Safety & Security	Infrastructure		\$6,500,000	FY-24		Not Started	Proposed for FY23-24
1.3.5a	CIP	Water Treatment Plant Expansion		■		Yes-R	Safety & Security	Infrastructure	Ty Wolosin	\$19,000,000	FY-26		Not Started	Proposed as Potential Utility Revenue Bond Project. \$2,000,000 proposed to come from Water Impact Fees
1.3.26	CIP	Reclaimed Water Elevated Storage at Hwy 46E		■		Yes-R	Safety & Security	Infrastructure	Ty Wolosin	\$1,600,000	FY-26		Not Started	Proposed for FY25-26
1.3.14	CIP	Renovation of Former Street/Mechanic Facility		■		No	Safety & Security	Infrastructure		\$250,000	FY-26		Not Started	Proposed for FY25-26

# City of Boerne

## Master Action Item List

Not Started

In-Progress

Complete

Item with no Budget Implication

Action #	Document	Action Recommendation	Short term (1-2 yrs.)	Mid term (3- 10 yrs.)	Long term (10+ yrs.)	Legal/Regulatory Obligation?	Vision Category	CM Report Category	Council Sponsor	Estimated Cost (\$)	Projected Start	Projected Completion	Current Status	Comments
1.3.21	CIP	School Lift Station Upgrade		■		Yes-R	Safety & Security	Infrastructure		\$600,000	FY-22		In-Progress	Required for future service of WCID #3A. \$600,000 allocated for wet well/pump replacement in FY-21. Total for Project was \$2,300,000.
1.3.32	CIP	WCID #4 Transmission Main Easement Acquisition		■		Yes-L	Safety & Security	Infrastructure		\$125,000	FY-21		In-Progress	Required as part of Kendall Ranch Agreement.
1.2.5	CIP	Calder Drainage Channel Improvement		■		Yes-L	Environmental Responsibility	Infrastructure		\$347,000	FY-21		In-Progress	completed, money to be allocated per agreement.
1.3.15	CIP	Ranches at Creekside Reclaimed Reimb		■		Yes-L	Safety & Security	Infrastructure		\$584,400	Mar-18		In-Progress	Ongoing reimbursement from DA- City has reimbursed for 2 of 8 total units
1.3.24	CIP	Ranches at Creekside Gas Main		■		Yes-L	Safety & Security	Infrastructure		\$989,400	Mar-18		In-Progress	Ongoing reimbursement from DA- City has reimbursed for 2 of 8 total units
1.3.23	CIP	Regent Park Gas Main		■		Yes-L	Safety & Security	Infrastructure		\$865,539	Apr-18		In-Progress	Ongoing Reimbursement from DA-City has reimbursed for 3 of 9 total phases
1.3.13	CIP	Buc-ee's Electric Extension		■		Yes-L	Safety & Security	Infrastructure		\$350,000	Oct-19		In-Progress	Required as part of Buc-ee's 380 agreement. In design phase. Probably on books for FY-22
1.3.17	CIP	Buc-ee's Water Extension		■		Yes-L	Safety & Security	Infrastructure		\$450,000	Oct-19		In-Progress	Required as part of Buc-ee's 380 agreement. In design phase
1.3.20	CIP	Suggs Creek/Buc'ees Sewer Extension		■		Yes-L	Safety & Security	Infrastructure		\$1,000,000	Oct-19		In-Progress	Required as part of Buc-ee's and Regent Park agreements. In design phase. \$800,000 allocated for FY21.
1.3.25	CIP	Buc-ee's Gas Extension		■		Yes-L	Safety & Security	Infrastructure		\$350,000	Oct-19		In-Progress	Required as part of Buc-ee's 380 agreement. In design phase
1.3.34	Other	Develop Business Plan for Utilities		■		No	Economic Stability	Infrastructure	Tim Handren		FY-21		In-Progress	Staff currently working on 1st draft
1.3.35	Other	Determine cost/benefit of potential Solar Electricity Program		■		No	Environmental Responsibility	Infrastructure	Ty Wolosin/Joseph Macaluso	\$50,000	FY-21		In-Progress	Staff has had preliminary discussion with BEC about a possilbe program
1.2.4	CIP	River Rd-Erosion control & bank stabilization		■		No	Environmental Responsibility	Infrastructure		\$720,000	FY-21		In-Progress	\$120,000 funded for first project
1.4.4	MP	Evaluate opportunities to improve riparian buffers on City-owned property.	■			No	Environmental Responsibility	Infrastructure	Ty Wolosin		FY-21		In-Progress	See 1.2.4. In-progress
1.3.16	CIP	Regent Park Standpipe Oversizing		■		No	Safety & Security	Infrastructure		\$250,000	FY-22		In-Progress	Contribution for construction proposed for FY21-22. Currently doing oversizing study to determine size and actual cost
1.3.12	CIP	Electric Feeder Re-Conductoring		■		No	Safety & Security	Infrastructure		\$610,000	Oct-19		In-Progress	Ongoing Project
1.2.3	MP	Develop a comprehensive Drainage Master Plan for Boerne.		■		No	Environmental Responsibility	Infrastructure	Ty Wolosin/Bryce Boddie	\$250,000	Mar-20	TBD	In-Progress	Phase 1 Wrapping up. Subsequent phases on hold due to COVID-19
1.2.2	MP	Modify the City's drainage criteria manual and regulations stemming from recent updates to the frequency and intensity of rainfall events.		■		Yes-R	Environmental Responsibility	Development	Bryce Boddie	N/A	Aug-19	Oct-19	Complete	Completed
1.1.6	MP	Establish a fiscal impact analysis tool used in the assessment of property annexation and planned unit development proposals	■			No	Economic Stability	Development		N/A	Feb-18	Apr-18	Complete	Developed as part of Annexation Strategy before change in state annexation law in 2018



# City of Boerne

## Master Action Item List

Not Started

In-Progress

Complete

Item with no Budget Implication

Action #	Document	Action Recommendation	Short term (1-2 yrs.)	Mid term (3- 10 yrs.)	Long term (10+ yrs.)	Legal/Regulatory Obligation?	Vision Category	CM Report Category	Council Sponsor	Estimated Cost (\$)	Projected Start	Projected Completion	Current Status	Comments
1.4.6	MP	Evaluate and implement modifications to the City's zoning, subdivision, and other development regulations to encourage or incentivize further protection of sensitive natural resources (e.g., stream or riparian corridors, steep slopes, mature trees, etc.) as part of new development.	<div></div>			No	Environmental Responsibility	Development	Ty Wolosin	\$300,450	Feb-19	Mar-21	Complete	Creation of Unified Development Code (UDC)
1.4.1	MP	Promote environmentally sensitive building and low impact development (LID) practices as part of new public and private development.	<div></div>			No	Environmental Responsibility	Development	Ty Wolosin	\$67,299	Sep-19	Feb-20	Complete	LID/Stormwater part of single project and ordinance update
1.4.5	MP	Evaluate and implement modifications to the City's development ordinances to establish riparian buffers and low impact development as part of new development in sensitive areas.	<div></div>			No	Environmental Responsibility	Development	Ty Wolosin	\$67,299	Sep-19	Feb-20	Complete	LID/Stormwater part of single project and ordinance update
1.3.5	MP	Continue to evaluate and anticipate the need for expansion of the City's water treatment to accommodate population growth projections.		<div></div>	<div></div>	Yes-R	Environmental Responsibility	Infrastructure			FY-19	Ongoing	In-Progress	Staff Continues to monitor growth
1.3.6	MP	Continue to evaluate and anticipate the need for expansion of the City's Wastewater Treatment and Recycling Center (WWTRC) to accommodate population growth projections.		<div></div>		Yes-R	Environmental Responsibility	Infrastructure			FY-19	Ongoing	In-Progress	Staff continues to monitor growth and has projects proposed in CIP to expand as necessary
1.1.1	MP	Proactively evaluate and implement Boerne's growth program in the context of smart growth principles.	<div></div>			No	Unique Community Charm	Development			FY-19	Ongoing	In-Progress	Staff utilizes community vision in master plan as well as smart growth principles in evaluation of projectss
1.1.2	MP	Implement community growth strategies that maximize the use of existing City infrastructure.	<div></div>			No	Fiscal Excellence	Development			FY-19	Ongoing	In-Progress	See 1.4.1. Staff has implemented ordinances that help to accomplish this goal.
1.1.4	MP	Re-evaluate the City's Capital Improvement Program (CIP) and update it to incorporate consistent findings related to the Master Plan and changing priorities.	<div></div>			No	Fiscal Excellence	Financial			FY-19	Ongoing	In-Progress	Development of Master Plan Action Item Spreadsheet
Goal 2: Diversify housing and employment opportunities through a focus on the character and quality of development and redevelopment around the community.														
Action #	Document	Action Recommendation	Short term (1-2 yrs.)	Mid term (3- 10 yrs.)	Long term (10+ yrs.)	Legal/Regulatory Obligation?	Vision Category	CM Report Category	Council Sponsor	Estimated Cost (\$)	Projected Start	Projected Completion	Current Status	Comments
2.4.1	MP	Facilitate public streetscape improvements as catalyst projects in downtown.		<div></div>		No	Unique Community Charm	Development	Bryce Boddie/Joseph Macaluso		FY-22		Not Started	Not started-No serious discussions about taking over ownership of Main Street.
2.4.2	MP	Identify funding for additional gateways into downtown Boerne.		<div></div>		No	Unique Community Charm	Mobility	Ty Wolosin/Bryce Boddie/Joseph Macaluso		FY-20		In-Progress	\$100,000 annually allocated in budget for potential items (5-year plan)

# City of Boerne

## Master Action Item List

Not Started

In-Progress

Complete

Item with no Budget Implication

Action #	Document	Action Recommendation	Short term (1-2 yrs.)	Mid term (3- 10 yrs.)	Long term (10+ yrs.)	Legal/Regulatory Obligation?	Vision Category	CM Report Category	Council Sponsor	Estimated Cost (\$)	Projected Start	Projected Completion	Current Status	Comments
2.4.4	MP	Coordinate with area property owners (and TxDOT) to improve access and the landscaping and visual appearance of properties along North Main Street.				No	Unique Community Charm	Development	Bryce Boddie/Joseph Macaluso		FY-21		In-Progress	Staff beginning to work with stakeholder groups.
2.3.3	MP	Develop a comprehensive guidebook which clearly specifies the development process for citizens and the development community.				No	Economic Stability	Development	Tim Handren	\$300,450	Feb-19	Mar-21	In-Progress	Being Developed in conjunction with new website refresh and new development software
2.2.4	MP	Develop character and context sensitive street cross-sections as part of the next update to the City's Thoroughfare Master Plan.				No	Historical Stewardship	Development	Tim Handren/Bryce Boddie	\$150,000	Jun-21	Feb-22	In-Progress	Budget for project approved. Part of City's Thoroughfare Master Plan
2.1.1	MP	Undertake a comprehensive analysis of the City's zoning, subdivision, and other zoning regulations, and evaluate and modify ordinacnes to accomplish quality development goals.				No	Economic Stability	Development	Tim Handren	\$300,450	Feb-19	Mar-21	Complete	Creation of Unified Development Code (UDC)
2.1.2	MP	Undertake a comprehensive update to the City's zoning, subdivision, and other development regulations to implement the recommendations identified in the Boerne Master Plan and improve the quality and character of the built environment and the City's design criteria.				No	Unique Community Charm	Development	Tim Handren	\$300,450	Feb-19	Mar-21	Complete	Creation of Unified Development Code (UDC)
2.1.3	MP	Review and amend the subdivision regulations as necessary to improve connectivity in and through new subdivisions.				No	Safety & Security	Development	Tim Handren	\$300,450	Feb-19	Mar-21	Complete	Creation of Unified Development Code (UDC)
2.1.4	MP	Review and amend the zoning and subdivision regulations to allow a greater mix of housing types in neighborhoods.				No	Economic Stability	Development	Tim Handren	\$300,450	Feb-19	Mar-21	Complete	Creation of Unified Development Code (UDC)
2.2.1	MP	Proactively evaluate opportunities to expand the unique urban character of downtown to adjacent areas designated on the Boerne Future Land Use Plan.				No	Economic Stability	Development	Tim Handren/Bryce Boddie	\$300,450	Feb-19	Mar-21	Complete	Creation of Unified Development Code (UDC)
2.2.2	MP	Identify opportunities to allow multi-family residential in transitional residential areas per market demand.				No	Economic Stability	Development	Tim Handren/Bryce Boddie	\$300,450	Feb-19	Mar-21	Complete	Creation of Unified Development Code (UDC)
2.2.3	MP	Review and amend the zoning and subdivision regulations to facilitate increased transition of existing single-family residential units to higher intensity transitional residential products or neighborhood commercial in and around the older established neighborhoods of downtown.				No	Historical Stewardship	Development	Tim Handren/Bryce Boddie	\$300,450	Feb-19	Mar-21	Complete	Creation of Unified Development Code (UDC)

# City of Boerne

## Master Action Item List

Not Started

In-Progress

Complete

Item with no Budget Implication

Action #	Document	Action Recommendation	Short term (1-2 yrs.)	Mid term (3- 10 yrs.)	Long term (10+ yrs.)	Legal/Regulatory Obligation?	Vision Category	CM Report Category	Council Sponsor	Estimated Cost (\$)	Projected Start	Projected Completion	Current Status	Comments
2.3.4	MP	Establish a zoning clearance permit to clarify development rights.	■			No	Economic Stability	Development	Tim Handren	\$300,450	Feb-19	Mar-21	Complete	Creation of Unified Development Code (UDC)
2.3.5	MP	Establish a consistent process for codifying adopted City ordinances.	■			No	Economic Stability	Development	Tim Handren	\$300,450	Feb-19	Mar-21	Complete	Creation of Unified Development Code (UDC)
2.3.6	MP	Evaluate opportunities to establish mixed-use development along Herff Road (i.e., mixed-product residential, commercial, medical and office development).	■			No	Economic Stability	Development	Tim Handren	\$300,450	Feb-19	Mar-21	Complete	Creation of Unified Development Code (UDC)
2.4.3	MP	Continue to identify opportunities to add urban-character residential units in downtown and the surrounding area to create an increased nighttime and weekend market demand.		■		No	Economic Stability	Development	Tim Handren/Bryce Boddie	\$300,450	Feb-19	Mar-21	Complete	Creation of Unified Development Code (UDC)
2.2.7	MP	Expand efforts to increase protections for historic preservation in Boerne.	■			No	Historical Stewardship	Development	Bryce Boddie	N/A	Oct-19	Nov-19	Complete	Updated Zoning Ordinance for Historic Structre Demolitions
2.2.6	MP	Facilitate opportunities to implement the BISD Catalytic Site in downtown Boerne.		■		No	Economic Stability	Development	Bryce Boddie/Nina Woolard		TBD		Not Started	BISD not selling property
2.1.5	MP	Collaborate with Boerne ISD to establish joint goals for future school siting to ensure they are well-located and integrated into neighborhoods where possible.	■			No	Economic Stability	Development	Bryce Boddie		FY-19	Ongoing	In-Progress	Staff has helped locate potential sites within WCID #3A
2.2.5	MP	Facilitate opportunities to implement the Cibolo Creek Catalytic Site in downtown Boerne.		■		No	Economic Stability	Development	Bryce Boddie/Nina Woolard		FY18-19		In-Progress	Staff continues to work with potential developers of parcels within area

Goal 3: Proactively plan for a multimodal transportation system to reduce congestion, accommodate anticipated travel demand, and provide quality of life amenities.														
Action #	Document	Action Recommendation	Short term (1-2 yrs.)	Mid term (3- 10 yrs.)	Long term (10+ yrs.)	Legal/Regulatory Obligation?	Vision Category	CM Report Category	Council Sponsor	Estimated Cost (\$)	Projected Start	Projected Completion	Current Status	Comments
3.1.5	MP	Determine and pursue available opportunities to establish new truck route ordinance to reroute truck traffic away from Main Street.	■			No	Safety & Security	Mobility	Ty Wolosin/Bryce Boddie/Nina Woolard		FY-22		Not Started	Not Started



# City of Boerne

## Master Action Item List

Not Started

In-Progress

Complete

Item with no Budget Implication

Action #	Document	Action Recommendation	Short term (1-2 yrs.)	Mid term (3- 10 yrs.)	Long term (10+ yrs.)	Legal/Regulatory Obligation?	Vision Category	CM Report Category	Council Sponsor	Estimated Cost (\$)	Projected Start	Projected Completion	Current Status	Comments
3.2.2	MP	Obtain cost estimates and establish a long term plan to implement the high priority on-street bicycle lane projects as set out in the Boerne Pedestrian & Bicycle Recommendations Study (AAMPO) (e.g., East Blanco Road/West San Antonio Ave.; Herff Road from Oak Park Drive to Old San Antonio Road; West Highland Drive; South Plant Street; and the secondary streets of Turner Avenue, West Hosack Street, Live Oak Street, and Rosewood Avenue).			■	No	Safety & Security	Mobility	Ty Wolosin/Bryce Boddie		FY-22		Not Started	Not started
3.2.14	CIP	Cascade Caverns Phase I-Frontage Rd to BISD School Entrance		■		No	Safety & Security	Mobility		\$3,780,000	FY-23		Not Started	Proposed as Potential General Obligation Bond Project. Possible MPO funding of up to \$1,750,000
3.2.20	CIP	Scenic Loop Rd between Cascade Caverns and IH 10 Frontage Rd		■		No	Safety & Security	Mobility		\$918,750	FY-23		Not Started	Proposed as Potential General Obligation Bond Project. Possible MPO funding of up to \$1,750,000
3.2.21	CIP	Scenic Loop Rd Improvements		■		No	Safety & Security	Mobility		\$690,000	FY-23		Not Started	Proposed as Potential General Obligation Bond Project. County project per Tansportation Committee findings
3.2.6	MP	Fund and establish the recommended shared use path improvements to improve pedestrian and bicycle connections throughout the City (e.g., along Esser Road and Johns Road, Champion Boulevard, and a connection between Johns Road and North Main Street).			■	No	Unique Community Charm	Mobility	Ty Wolosin		FY-23		Not Started	No current comments
3.2.7	MP	Partner with the Alamo Area MPO and other jurisdictions to create consistent bicycle and pedestrian educational and promotional materials beneficial to the Boerne community.		■		No	Unique Community Charm	Mobility	Ty Wolosin		FY-23		Not Started	Not started
3.2.23	CIP	Downtown Parking Garage				No	Safety & Security	Mobility	Nina Woolard	\$2,500,000	FY-24		Not Started	Proposed as Potential General Obligation Bond Project
3.2.19	CIP	Old San Antonio Bridge at Menger Creek		■		No	Safety & Security	Mobility		\$2,150,000	FY-24		Not Started	Proposed as Potential General Obligation Bond Project
3.2.22	CIP	5 Points Traffic Circle - Main St @ N. School		■		No	Safety & Security	Mobility	Ty Wolosin	\$2,800,000	FY-25		Not Started	Proposed as Potential General Obligation Bond Project
3.2.10	PMP	Curry Creek Trail Extension Blanco Road to Old No. 9 Trail	■			No	Unique Community Charm	Mobility	Ty Wolosin	\$176,880	FY-25		Not Started	Proposed as Potential Bond Project
3.2.11	PMP	Trails within Northrup Park		■		No	Unique Community Charm	Mobility		\$665,755	FY-26		Not Started	Proposed as Potential Bond Project
3.2.15	CIP	Cascade Caverns Rd to Southglen		■		No	Safety & Security	Mobility		\$3,675,000	FY-26		Not Started	Proposed as Potential General Obligation Bond Project
3.2.16	CIP	Enterprise Parkway at Scenic Loop Improvements		■		No	Safety & Security	Mobility		\$168,000	FY-26		Not Started	Proposed as Potential General Obligation Bond Project

# City of Boerne

## Master Action Item List

Not Started

In-Progress

Complete

Item with no Budget Implication

Action #	Document	Action Recommendation	Short term (1-2 yrs.)	Mid term (3- 10 yrs.)	Long term (10+ yrs.)	Legal/Regulatory Obligation?	Vision Category	CM Report Category	Council Sponsor	Estimated Cost (\$)	Projected Start	Projected Completion	Current Status	Comments
3.2.17	CIP	Enterprise Parkway Connection to IH 10 Frontage Rd		■		No	Safety & Security	Mobility		\$1,050,000	FY-26		Not Started	Proposed as Potential General Obligation Bond Project
3.2.18	CIP	Johns Road Improvements		■		No	Safety & Security	Mobility		\$2,000,000	FY-26		Not Started	Proposed as Potential General Obligation Bond Project
3.2.24	CIP	Possible AAMPO Project				No	Safety & Security	Mobility		\$5,000,000	FY-26		Not Started	Proposed as Potential General Obligation Bond Project
3.2.12	CIP	Buc-ee's Way Road Improvements		■		Yes-L	Safety & Security	Mobility		\$505,000	Oct-19		In-Progress	Required as part of Buc-ee's 380 agreement. In design phase
3.2.5	MP	Fund the recommended improvements to key intersections to improve the safety of pedestrian crossings (e.g., River Road; Main Street, and the South Main Street/Crosspoint intersections).	■		■	No	Safety & Security	Mobility	Ty Wolosin		FY-19		In-Progress	City working with TXDOT to determine locations. Staff is also determining if prjocet could be MPO project
3.2.3	MP	Obtain cost estimates and establish a long term plan to implement the high priority pedestrian sidewalk projects as set out in the Boerne Pedestrian & Bicycle Recommendations Study (AAMPO) (e.g., West San Antonio Avenue to Lattimore Boulevard; Rosewood Avenue to downtown Boerne; North right-of-way of River Road; East Bandera Road; Schweppe Street; Herff Road to Old San Antonio Road; West Bandera Road from I-10 frontage road to past Norris Lane).			■	No	Safety & Security	Mobility	Ty Wolosin		FY-20		In-Progress	West San Antonio Ave to Lattimore Complete
3.2.25	CIP	LCRA Parking Lot Purchase		■		No	Safety & Security	Mobility		TBD	FY-21		In-Progress	\$121,000 Funded for FY-20-21. Pending LCRA approval for sale.
3.2.4	MP	Continue to work with TxDOT to establish additional pedestrian crosswalks with median refuges at additional locations on Main Street and River Road.	■			No	Safety & Security	Mobility	Ty Wolosin	TBD	Sep-20	TBD	In-Progress	City working with TXDOT to determine locations. Also determining if prjocet could be MPO project
3.2.13	CIP	Corridor/Street Improvements		■		No	Safety & Security	Mobility	Ty Wolosin	\$400,000	Oct-20		In-Progress	FY20-21 \$100,000 Budgeted-Sidewalk Projects-Currently under Design
3.1.1	MP	Prepare an update to the City's Thoroughfare Master Plan.	■			No	Safety & Security	Mobility	Ty Wolosin/Bryce Boddie	\$150,000	Jun-21	Feb-22	In-Progress	Budget for project approved.
3.2.1	MP	Adopt a Complete Streets policy to promote safer mobility for all users.	■			No	Safety & Security	Mobility	Tim Handren/Ty Wolosin/Bryce Boddie	\$150,000	Jun-21	Feb-22	In-Progress	Budget for project approved. Part of City's Thoroughfare Master Plan
3.1.4	MP	Evaluate cost/benefit of acquiring the rights-of-way of Main Street/Highway 87 from TxDOT.	■			No	Safety & Security	Mobility	Bryce Boddie/Nina Woolard		TBD		Not Started	Not Started
3.2.9	PMP	Pedestrian Bridge across Cibolo Creek	■			No	Unique Community Charm	Mobility	Nina Woolard	\$360,000	N/A		Not Started	No longer viable- Nature Center School built in location required for easement.
3.2.8	PMP	Herff Rd to Boerne City Park Trail	■			No	Unique Community Charm	Mobility		\$53,275	N/A	N/A	Not Started	No longer viable- Nature Center School built in location required for easement.

# City of Boerne

## Master Action Item List

Not Started

In-Progress

Complete

Item with no Budget Implication

Action #	Document	Action Recommendation	Short term (1-2 yrs.)	Mid term (3- 10 yrs.)	Long term (10+ yrs.)	Legal/Regulatory Obligation?	Vision Category	CM Report Category	Council Sponsor	Estimated Cost (\$)	Projected Start	Projected Completion	Current Status	Comments
3.1.6	MP	Support longer-term efforts to establish a transit station in Boerne by 2032.				No	Economic Stability	Mobility	Ty Wolosin/Bryce Boddie		FY-19		In-Progress	N/A-Not currently viable through VIA or other entities. Staff, with the BKCEDC and Chamber has had several discussions with transit authorities.
3.1.3	MP	Continue to work in partnership with TxDOT, Kendall County, and other area partners to find solutions regarding regional transportation issues.				No	Safety & Security	Mobility	Ty Wolosin/Bryce Boddie	N/A	Ongoing-MPO	Ongoing	In-Progress	Staff meets monthly with AAMPO to determine needs. Call for Projects scheduled Oct 20-Apr 20.

Goal 4: Provide high quality facilities and services which create a healthy, safe, and well-educated community and incorporate the residents in decision-making processes.														
Action #	Document	Action Recommendation	Short term (1-2 yrs.)	Mid term (3- 10 yrs.)	Long term (10+ yrs.)	Legal/Regulatory Obligation?	Vision Category	CM Report Category	Council Sponsor	Estimated Cost (\$)	Projected Start	Projected Completion	Current Status	Comments
4.2.3a	PMP	Northside Community Park Improvements (Adult Softball Fields, Large Multi-Purpose Field, Small Multi-Purpose Field, Covered Basketball Court, Volleyball Court, Playgrounds, Dog Park, Pavilions, Restrooms, Concessions, Walking Trails, Picnic Shelters, Parking, Bio-swales, Landscaping)				No	Unique Community Charm	Infrastructure	Ty Wolosin	\$9,558,000	FY-22		Not Started	Proposed as Potential Bond Project
4.5.9a	CIP	Fire Station				No	Safety & Security	Infrastructure	Tim Handren	\$7,694,993	FY-22		Not Started	Proposed as Potential General Obligation Bond Project. Two sites located (Esperanza site and Regent Park site). Esperanza site has developer obligation to build station for a cost not to exceed 1.4M. Regent Park site will require City to build station.
4.9.1	CIP	Shop expansion				No	N/A	Infrastructure		\$200,000	FY-22		Not Started	Proposed for FY21-22
4.4.6	CIP	Emergency Vehicle Warehouse				No	Safety & Security	Infrastructure		\$100,000	FY-22		Not Started	Was not funded in FY21 budget.
4.2.8	MP	Update the Boerne Parks, Recreation, and Open Space Master Plan by 2022-2023.				No	Unique Community Charm	Infrastructure	Ty Wolosin		FY-23		Not Started	Plan to be updated in FY-23
4.2.6a	PMP	City Park Auqatics (Option A: Replacement of pool and structures with Leisure and Lap Lanes, Zero-Depth Entry (beach) area, Cabanas, Pavilions, Pool House and Landscape amenities. Option B: Renovated Pool Facility, Renovated Pavilion, Splash Pad, Seat Walls, Lawn, Seating Boulders)				No	Unique Community Charm	Infrastructure	Ty Wolosin/Quinten Scott	\$8,340,000	FY-23		Not Started	Proposed as Potential Bond Project
4.3.4	CIP	Kiosk/Canopy				No	Unique Community Charm	Infrastructure		\$150,000	FY-23		Not Started	Proposed for FY22-23
4.9.3	CIP	New Facility for Street Department				No	N/A	Infrastructure		\$3,400,000	FY-24		Not Started	Proposed as Potential General Obligation Bond Project
4.7.3	CIP	New Animal Control Facility				No	N/A	Infrastructure	Nina Woolard	\$2,470,000	FY-24		Not Started	Proposed as Potential General Obligation Bond Project. Possible partnernship with Kendall County for expanded facilities.
4.3.3a	CIP	Express Library				No	Unique Community Charm	Infrastructure	Nina Woolard	\$1,600,000	FY-25		Not Started	Proposed for FY24-25



# City of Boerne

## Master Action Item List

Not Started

In-Progress

Complete

Item with no Budget Implication

Action #	Document	Action Recommendation	Short term (1-2 yrs.)	Mid term (3- 10 yrs.)	Long term (10+ yrs.)	Legal/Regulatory Obligation?	Vision Category	CM Report Category	Council Sponsor	Estimated Cost (\$)	Projected Start	Projected Completion	Current Status	Comments
4.2.3c	PMP	Boerne Lake Park Improvements (Trails, Trail Head, Expanded Playgrounds, Picnic, Bio-Swales)		■		No	Unique Community Charm	Infrastructure	Ty Wolosin	\$1,642,200	FY-25		Not Started	Proposed as Potential Bond Project
4.2.3d	PMP	Northside Neighborhood Park Improvements (Trails, Pedestrian Bridge, Picnic Shelters, Parking)		■		No	Unique Community Charm	Mobility	Ty Wolosin	\$223,800	FY-25		Not Started	Proposed as Potential Bond Project
4.2.3b	PMP	Northrup Park Miracle League Fields (Re-orient fields, playground, and surrounding circulation space)	■			No	Unique Community Charm	Infrastructure	Tim Handren	\$3,924,000	FY-26		Not Started	Proposed as Potential Bond Project
4.5.7	MP	Evaluate partnerships and financial opportunities to establish an emergency services training facility in Boerne.		■		No	Safety & Security	Other			TBD		Not Started	Not started
4.6.1	MP	Evaluate the near- and long-term needs regarding Boerne’s provision of EMS response.	■			No	Safety & Security	Other			TBD		Not Started	Staff does adjust and allocate based on current interlocal agreement with Kendall County.
4.2.3	MP	Proactively address parkland needs in under- served areas identified in the Boerne Parks, Recreation, and Open Space Master Plan.			■	No	Unique Community Charm	Infrastructure	Ty Wolosin		FY-19		In-Progress	Projects currently proposed as potential Bond Projects
4.1.5	MP	Develop additional downtown parking options.		■		No	Economic Stability	Mobility	Ty Wolosin		FY-19	TBD	In-Progress	Stage 1- Lot on BISD-Church-City-Complete
4.5.5	MP	Support Fire Department efforts to obtain specialized response equipment (e.g., hazardous materials response, high and low angle rope rescue, confined space, swiftwater, vehicle extrication, and other specialized rescue needs).		■		No	Safety & Security	Infrastructure	Tim Handren		FY-19		In-Progress	Fire Department continues to obtain specialized response equipment including thermal image cameras, swiftwater equipment, ballistic gear, hazardous materials gear and SCUBA gear.
4.2.6	MP	Consider development of an aquatics facility or natatorium; plan to provide a variety of water- based recreation opportunities in Boerne.		■		No	Unique Community Charm	Infrastructure	Quinten Scott		FY-21		In-Progress	Projects currently proposed as potential Bond Projects
4.2.6b	PMP	Waterworks Terrace and Main Plaza Improvements (Pavilion, Enhanced Plaza, Shade Trees, Fountain Plaza Splash Pads, Seating Parking Expansion, Streetscape Renovation)		■		No	Unique Community Charm	Mobility	Ty Wolosin/Quinten Scott	\$313,340	FY-21		In-Progress	Proposed as Potential Bond Project-Splash pads have been discussed with \$100,000 budgeted in FY-21 for potential project.
4.4.7	Other	Develop additional resources or potentially add healthcare officer to work with mental health involved police calls		■		No	Safety & Security	Infrastructure	Ty Wolosin		TBD		In-Progress	Not Started
4.3.1	MP	Develop an update to the library strategic plan by 2020.	■			No	Unique Community Charm	Infrastructure		N/A	Jan-19	Sep-19	Complete	Completed

# City of Boerne

## Master Action Item List

Not Started

In-Progress

Complete

Item with no Budget Implication

Action #	Document	Action Recommendation	Short term (1-2 yrs.)	Mid term (3-10 yrs.)	Long term (10+ yrs.)	Legal/Regulatory Obligation?	Vision Category	CM Report Category	Council Sponsor	Estimated Cost (\$)	Projected Start	Projected Completion	Current Status	Comments
4.2.2	MP	Review and update the Open Space Systems requirements as a Parkland Dedication Ordinance to help meet the growing need for parks and recreation as development in the community continues.	<div></div>			No	Unique Community Charm	Infrastructure	Tim Handren	\$300,450	Feb-19	Mar-21	Complete	Creation of Unified Development Code (UDC)
4.5.9	MP	Continue to evaluate other Fire Department facilities, including future substations.		<div></div>	<div></div>	No	Safety & Security	Infrastructure	Tim Handren		FY-19		Not Started	Projects currently proposed in CIP Bond Projects (5.5.9a)
4.1.6	MP	Publish list of volunteer and donation opportunities to allow the public to help improve the public spaces in Boerne.	<div></div>			No	Unique Community Charm	Other			TBD		Not Started	Not Started
4.2.1	MP	Move forward with implementation of priority projects identified in the Boerne Parks, Recreation, and Open Space Master Plan.	<div></div>	<div></div>	<div></div>	No	Unique Community Charm	Infrastructure			TBD		Not Started	Projects currently proposed as potential Bond Projects
4.3.3	MP	Determine location and funding to meet the longer-term goal to establish public library services in other areas of Boerne.			<div></div>	No	Unique Community Charm	Infrastructure			Ongoing		Not Started	Projects currently proposed in 5 year CIP (Express Library and Kiosk)
4.1.1	MP	Develop a community outreach and engagement strategy that fosters dialogue, builds community trust, and encourages informed civic participation.	<div></div>			No	Safety & Security	Other	Ty Wolosin/Bryce Boddie		FY-19		In-Progress	Staff and Council continues to utilize all forms of communication to reach and engage community
4.1.2	MP	Utilize the Boerne Master Plan as an integral part in daily, weekly, and monthly decision- making processes.	<div></div>			No	Fiscal Excellence	Other		N/A	FY-19	Ongoing	In-Progress	Staff utilizes master plan in decision making processes
4.1.4	MP	Annually budget the necessary funds needed to implement identified projects set out in the Master Plan.	<div></div>			No	Unique Community Charm	Financial			FY-19	Ongoing	In-Progress	Staff and Council continue to move forward with projects. Master Plan Action Item Spreadsheet to assist in identifying, prioritizing, budgeting and implementing projects
4.3.2	MP	Determine alternative funding options, including increased support from Kendall County, and collaborate and support efforts by the Boerne Public Library Foundation (BPLF) and the Friends of the Boerne Public Library (FOBPL) to raise funds to support library services.	<div></div>			No	Unique Community Charm	Other			FY-19		In-Progress	Library staff continues to explore options
4.8.1	MP	Evaluate the near and longer term needs regarding healthcare facilities in Boerne.		<div></div>		No	Economic Stability	Development			FY-19		In-Progress	Staff continues to meet with potential prospects. After meeting with regional medical entities, larger size hospital not currently viable.
4.1.3	MP	Develop specific benchmarking performance measures for each Master Plan element and use these to track plan implementation on a recurring basis.	<div></div>			No	Fiscal Excellence	Other			FY21		In-Progress	Development of Master Plan Action Item Spreadsheet first step in being able to benchmark projects

# City of Boerne

## Master Action Item List

Not Started


In-Progress

Complete

Item with no Budget Implication

Action #	Document	Action Recommendation	Short term (1-2 yrs.)	Mid term (3- 10 yrs.)	Long term (10+ yrs.)	Legal/Regulatory Obligation?	Vision Category	CM Report Category	Council Sponsor	Estimated Cost (\$)	Projected Start	Projected Completion	Current Status	Comments
Goal 5: Foster a thriving and diverse economy through business attraction, retention, expansion, employment diversification and attraction of higher paying jobs, and destination amenities which maintain the overall financial viability of the City.														
Action #	Document	Action Recommendation	Short term (1-2 yrs.)	Mid term (3- 10 yrs.)	Long term (10+ yrs.)	Legal/Regulatory Obligation?	Vision Category	CM Report Category	Council Sponsor	Estimated Cost (\$)	Projected Start	Projected Completion	Current Status	Comments
5.1.3	MP	Seek out and evaluate opportunities to expand incentives and other assistance for residential and nonresidential property owners to reinvest in their properties.	■			No	Economic Stability	Development	Ty Wolosin/Bryce Boddie		FY21		In-Progress	Staff working with BKCEDC to enhance current incentive policy.
5.1.8	MP	Create and pursue opportunities for partnering to attract a future community college or higher education institutional campus to the Boerne area.	■			No	Economic Stability	Other		N/A	N/A	N/A	Complete	Complete
5.1.9	MP	Support the development of an economic development strategic analysis.	■			No	Economic Stability	Other		N/A	Dec-19	Oct-20	Complete	Complete
5.1.7	MP	Expand support for the Boerne Convention and Visitor Bureau (CVB).	■			No	Economic Stability	Other		N/A	N/A	N/A	In-Progress	CVB continues to promote City as a destination
5.1.10	MP	Seek economic development initiatives to expand and diversify employment opportunities including higher paying jobs.	■			No	Economic Stability	Development	Ty Wolosin	TBD	Jan-19	TBD	In-Progress	Staff will work with BKCEDC on targeted goals in new 5 year Economic Development Strategy Plan
Goal 6: Maintain Boerne's unique character through celebration of Boerne's culture, placemaking initiatives, vibrant community interaction, and a diversified event calendar.														
Action #	Document	Action Recommendation	Short term (1-2 yrs.)	Mid term (3- 10 yrs.)	Long term (10+ yrs.)	Legal/Regulatory Obligation?	Vision Category	CM Report Category	Council Sponsor	Estimated Cost (\$)	Projected Start	Projected Completion	Current Status	Comments
6.2.5	MP	Replace and enhance street signage throughout Boerne to improve community identification.	■			No	Safety & Security	Mobility	Nina Woolard		TBD		Not Started	Not Started
6.2.6	MP	Fund the addition of wayfinding signage at key points around the City.		■		No	Unique Community Charm	Mobility	Nina Woolard		TBD		Not Started	Not started
6.2.3	MP	Utilize scaled entrance monuments, signage, and landscaping to identify points of entry into Boerne.	■			No	Unique Community Charm	Mobility	Joseph Macaluso		FY-19		In-Progress	Staff exploring possiblity with TXDOT as part of Interstate expansion.
6.2.7	MP	Coordinate with TxDOT to improve the appearance of key interchanges along Interstate 10 (i.e. South Main Street, Bandera Road, Johns Road, North Main	■			No	Unique Community Charm	Other	Joseph Macaluso		FY-19		In-Progress	Staff exploring possiblity with TXDOT as part of Interstate expansion.
6.2.1	MP	Expand and/or enhance the Hill Country Mile to increase its marketability.	■			No	Economic Stability	Development			FY-19		In-Progress	Staff in preliminary internal discussions about possibility of expansion along River Road up to Elm St.
6.2.8	Other	Develop a comprehensive branding initiative for the City.		■		No	Unique Community Charm	Other	Tim Handren		TBD		In-Progress	Staff currently working to get quotes/proposals
6.2.4	MP	Determine funding alternatives to provide for a greater variety of arts initiatives.	■			No	Unique Community Charm	Other			FY-19		In-Progress	Staff continues to try and find alternative funding sources such as grants to help facilitate initiatives. Staff is currently working with an outside contractor to facilitate finding grants.



	<div style="text-align: center;"><b>AGENDA ITEM SUMMARY</b></div> <div style="border: 1px dashed purple; padding: 5px; float: right; margin-top: 10px;"> <b>District Impacted</b>  <input type="checkbox"/> 1 = Wolosin  <input type="checkbox"/> 2 = Woolard  <input type="checkbox"/> 3 = Scott  <input type="checkbox"/> 4 = Boddie  <input type="checkbox"/> 5 = Macaluso  <input checked="" type="checkbox"/> All         </div>
<b>Agenda Date</b>	October 12, 2021
<b>Requested Action</b>	APPROVE RESOLUTION NO. 2021-R48 ; AUTHORIZING THE CLOSURE OF A PORTION OF MAIN STREET (HWY 87) DURING CERTAIN HOURS FOR DICKENS ON MAIN AND AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT FOR THE TEMPORARY CLOSURE WITH TXDOT.
<b>Contact Person</b>	Captain Steve M. Perez
<b>Background Information</b>	Dickens on Main Road Closure (Main St) Schedule: FRI. 11/26/2021 4PM-10PM SAT. 11/27/2021 4PM-10PM
<b>Item Justification</b>	<div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Legal/Regulatory Obligation  <input type="checkbox"/> Reduce Costs  <input type="checkbox"/> Increase Revenue  <input type="checkbox"/> Drive Down Risk  <input type="checkbox"/> Master Plan            Recommendation         </div> <div> <input type="checkbox"/> Infrastructure Investment  <input type="checkbox"/> Customer Demand  <input type="checkbox"/> Service Enhancement  <input type="checkbox"/> Process Efficiency  <input type="checkbox"/> Other: _____         </div> </div>
<b>Financial Considerations</b>	Overtime paid to police officers
<b>Citizen Input/Board Review</b>	N/A
<b>Legal Review</b>	N/A
<b>Alternative Options</b>	N/A
<b>Supporting Documents</b>	Parade/Detour Map, Permit

**RESOLUTION NO. 2021-R48**

**A RESOLUTION AUTHORIZING THE CLOSURE OF A PORTION OF MAIN STREET (HWY 87) DURING CERTAIN HOURS FOR DICKENS ON MAIN AND AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT FOR THE TEMPORARY CLOSURE OF STATE RIGHT-OF-WAY WITH THE TEXAS DEPARTMENT OF TRANSPORTATION**

**WHEREAS**, the Boerne Police Department requests closure of a portion of Main Street during certain hours for Dickens on Main in the interest of public safety;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BOERNE, TEXAS, THAT:**

A designated section of Main Street (Hwy 87), from Blanco Road to River Road, shall be closed to through traffic during the hours of 1600 hours until 2200 hours on Friday, November, 27, 2021 and Saturday, November 28, 2021. The Mayor is hereby authorized to execute an agreement for the temporary closure of State right-of-way with the Texas Department of Transportation.

PASSED and APPROVED this the \_\_\_\_ day of October, 2021.

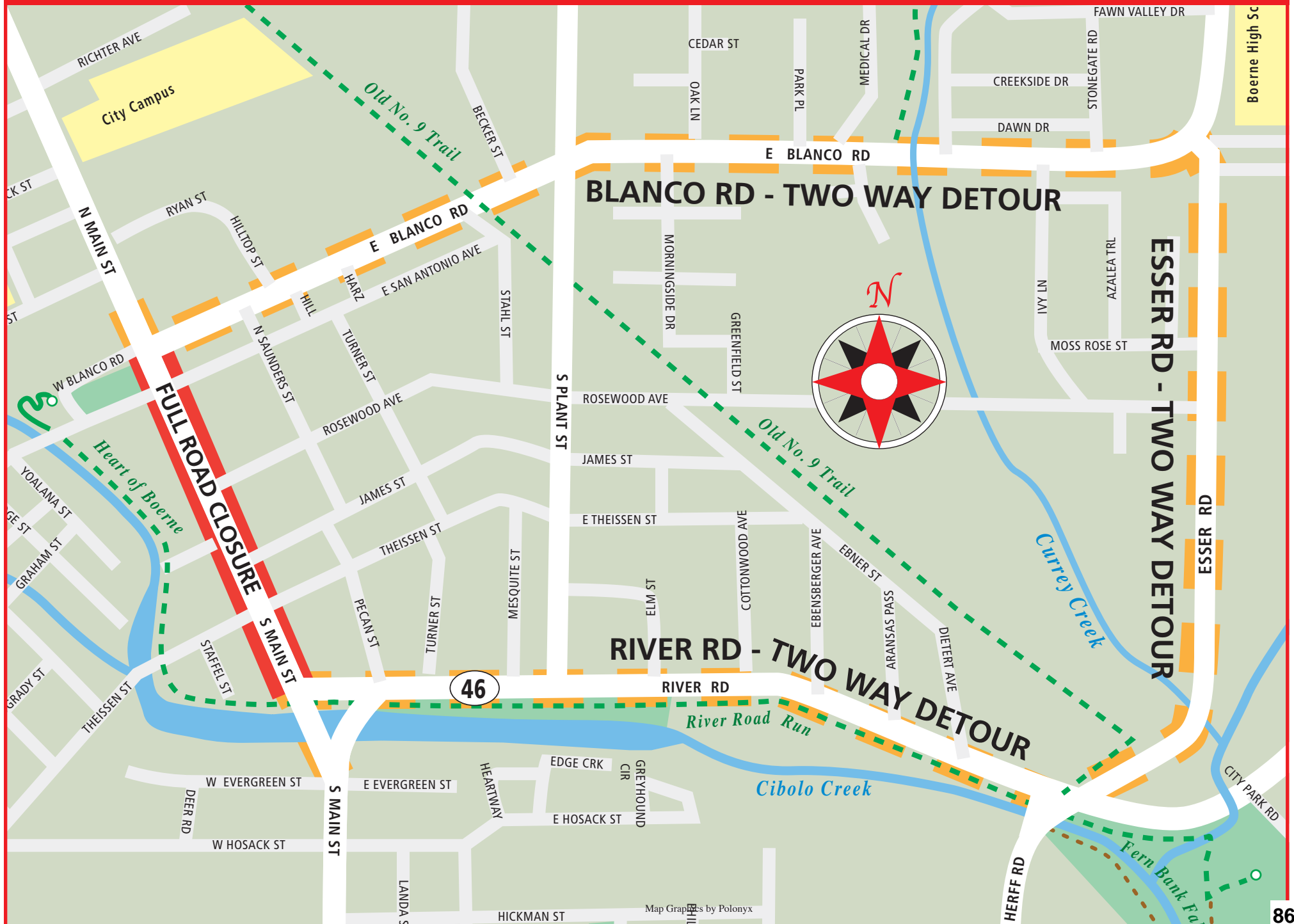
APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Secretary

# Dickens on Main Detour • BOERNE, TX







## THE CITY OF BOERNE SPECIAL EVENT PERMIT APPLICATION

Return **COMPLETED** permit applications (including all required signatures & fees as noted below) to the Parks and Recreation Department **no less than 30 business days prior to the first day of the event or no less than 90 business days for a Main Street Closure/Parade.** We cannot accept an incomplete permit application.

**Fax :** (830) 331-9652

**Mail to:** City of Boerne  
Attn: Parks and Recreation  
P.O. BOX 1677  
Boerne, TX 78006

**Drop-off:** Parks & Recreation Administration Office  
1017 Adler Rd.  
Boerne, TX 78006

The special event permit application will be reviewed by City of Boerne department heads and you will be contacted about your event's approval status.

**Approval of the permit is not guaranteed.**

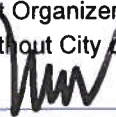
**THE CITY OF BOERNE ENCOURAGES MASKS WHEN YOU CANNOT SOCIALLY DISTANCE AS WELL AS PROVIDE HAND SANTIZER STATIONS FOR YOUR EVENT. REVIEW CDC AND GOV. ABBOTT WEBSITE FOR CURRENT PROTOCOLS.**

**You are required to obtain a signature from the indicated person in each department stating that you have met with that department and have taken the appropriate actions required by that department to approve your permit.**

*\*Some larger events may encompass multiple types of events. Permit information, fees and deposits may be required for each individual component of the event. Please submit all required information, fees & deposit along with your completed permit application form.*

## TERMS AND CONDITIONS: SPECIAL EVENTS AND/OR CITY FACILITIES

- **Please do not advertise your event prior to receiving your permit approval.**
- All groups wishing to rent/use city facilities must be in good standing with the city at the time of application. Good standing status means that the group or organization is current on all amounts owed to the city.
- Public events may require a special event permit to determine any impact to city infrastructure.
- All city parks uses are primarily intended for nonprofit, nonsectarian organizations for a maximum of twenty-four (24) hours. Uses longer than twenty-four (24) hours must have prior approval by the city manager or his/her designee and shall not be permitted more than 5 days in total length.
- The city reserves the right to close and/or cancel any scheduled event/rental due to inclement weather and/or in the case of poor facility conditions. If such closure occurs, the city will return on all monies paid by the group or organization for such event/rental. The City's liability for any cancellation due to inclement weather and/or in the case of poor facility conditions is limited to the amounts paid for such event/rental. The City of Boerne encourages events to explore event cancellation insurance.
- Reservations are made on a first come-first serve basis.
- All fees (rental and damage deposits) are due at the time of reservation and will be deposited by the City of Boerne. Checks should be made payable to the City of Boerne.
- The City of Boerne reserves the right to increase a deposit fee depending on event.
- **Facility Refund Policy:**
  - Cancellation >2 weeks prior to rental/full refund for rental less \$25 administrative fee;
  - Cancellation < 2 weeks prior to event/25% refund for rental plus \$25 administrative fee
  - No Show on date of rental loss of rental fee.
- Damages above the deposit amount will be charged at a rate of **\$40.00 per hour per staff** plus any out of pocket expense incurred. The individual, group or organization will be invoiced for any repairs made as a result of damages that occurred during the rental and/or trash that was left behind for which the deposit does not cover. Damage Deposit Refunds checks will be processed and mailed within 30 days after the date of the event
- Renter shall abide by all governmental laws, ordinances and any regulations established by the City of Boerne. See Ordinance online [www.ci.boerne.tx.us](http://www.ci.boerne.tx.us) under Municipal Code.
- Renters are responsible for cleaning the park and city facilities that are a result of their event. This includes restroom cleaning and restocking of all products, picking up all ground litter, emptying trash cans, disposal of trash and replacing trash can liners. Please leave the park in the same, if not better, condition that you found it.
- Renter acknowledges that he/she has fully inspected the premises and accepts them as suitable for leased purpose.
- Renter agrees not to make changes of any kind to the premises, or to display any signs in or about the premises without prior written consent from City of Boerne.
- Renter shall not permit premises to be used for any purpose which would render the insurance void or create hazards that increase insurance risk.
- The City of Boerne shall have unrestricted access and right of entry. City of Boerne shall endeavor, however, to abide by Renter's direction in respecting use of entrances and exits during the time period covered by this agreement.
- City of Boerne shall not be liable for any injury to person or damage to property on or about the premises due to any cause whatsoever, and Renter agrees to indemnify City of Boerne and hold it harmless from any loss, expense or claim arising from such injury or damage. If, due to any breach of default of Renter's contract agreement, it shall become necessary for City of Boerne to employ an attorney to enforce or defend its rights or remedies, Renter agrees to pay reasonable attorney's fees incurred by City of Boerne.
- Renter assumes all responsibility for the behavior of all persons admitted to the premises or any portions of the building or grounds by the Renter or its representatives or employees. Renter agrees to employ at its expense the number of policemen deemed necessary by City of Boerne for the protection of persons and property. City of Boerne reserves the right to remove or instruct removal of any person(s) whose behavior is objectionable. Renter waives any right, claim or cause of actions against City of Boerne arising from use of this authority and Renter further agrees to indemnify City of Boerne and hold it harmless from any loss, expense or claim arising as a result.
- Upon request by the City of Boerne, Event Organizer shall procure, at its own expense, general liability insurance with a minimum per occurrence limit of one million dollars (\$1,000,000.00), with a hold harmless clause naming the city as additional insured, which shall protect City of Boerne against all liability or claims due to injury to person or damage to property occurring in or about the premises during use by Event Organizer.
- Renter shall not sublet this lease or the premises or any part without City of Boerne's prior written consent.



- All advertisements in connection with Renter's use of the premises, including but not limited to admission tickets, window cards, radio and Television announcements and telephone solicitations are subject to City of Boerne prior approval of form and content.

## AMPHITHEATER

- All rental requests falling outside the set hours will be reviewed on a case by case basis.
- Open flames are strictly prohibited.
- The use of fireworks or pyrotechnics inside or outside of the building is strictly prohibited. Smoking (except where designated) is prohibited on Library Premises.
- Hazardous chemicals and materials are prohibited.
- Outside food/beverages are permitted at the amphitheater with prior approval.
- Displays may not be affixed directly to the walls of the amphitheater without prior consent. Fixtures may not be removed from the walls.
- Pins, tacks, nails or other puncturing devices are prohibited. Scotch, masking, duct tapes and glue are not allowed on any surface. All other adhesives must be approved.
- Glitter, confetti, sand, rice or any substance that causes litter or debris on the grounds is prohibited
- Glass containers are prohibited.
- City staff is not available for set up or takedown of any event.
- Renters are responsible for cleaning city facilities that are a result of their event. This includes restroom cleaning and restocking of all products, picking up all ground litter, emptying trash cans, disposal of trash and replacing trash can liners. Please leave the Amphitheater in the same, if not better, condition that you found it. All cleanup must be concluded at the end of your event.
- All personal materials, equipment and furnishings must be removed at the conclusion of the event.

### Use of Alcohol:

- The City does not have a liquor license. If Renter wants to sell alcohol at their event(s), Renter must contact the Kendall County Clerk's Office at 830-249-9343 to make appropriate arrangements. **Applicable permit/license to sell alcohol must be provided no later than FOURTEEN (14) DAYS prior to event(s).**
- The Boerne Police Department will determine if security officers are needed for events where alcoholic beverages will be permitted. The ratio of officers to guests will be determined by Boerne Police Department.
- The security costs will be paid by the Renter prior to the event. Fee will be paid directly to the officers. The Officers must stay until the event is over and all guests have left.
- Alcohol Consumption is not allowed in parking lots.

## LAKE

- Events at Boerne Lake Park require a pavilion rental.
- If utilizing the Water Treatment Plant at Ranger Creek Rd – A police officer is required to be present at the gate to the facility while it is open for any event
- Any group over 100 people will be required to use designated overflow parking.
- Any group over 200 people will be required to have 2 portable toilets, each additional 200 will require 2 additional portable toilets.

### Parade Rules: Event Coordinators must dismiss Violators from the parade immediately!

- All parades will begin at North Main and Fredrick St.
- Any parade entry that involves horses or other animals must have some sort of manure catcher attached to the animal.
- No alcoholic beverages will be allowed on any parade float and no alcoholic beverages of any kind will be disseminated to the crowd or spectators.
- No items will be thrown from any parade float, vehicles, or trailers. Those who wish to give items away to the spectators may do so by having volunteers walk along the parade route and hand out these items. This includes, candy, toys, beads, beverages etc... (NO FLYERS ALLOWED)
- The final parade clean-up crew will fall in directly behind the last float. The clean-up crew must maintain a reasonable distance behind the last float or group and not fall behind as to interfere with any of the road openings by police officers.





Type of Event	Requirements	Approval Signature
Parade or Main Street Closure Event	<p>*Completed Permit Application <b>90+ business days</b> in advance.</p> <p>*Liability Insurance</p> <p>*Staging and Parade Route Map</p> <p>*Street Closure Application &amp; *Supporting Documents</p> <p>*Event Cleanup Plan</p> <p><b>If Applicable:</b></p> <p>*Facility Rental</p> <p>*TABC Permit</p> <p>*Park Vendor Permit</p> <p>*Temporary Health Permit</p>	<p><b>Section I, II, III, IV &amp; V</b></p> <p><b>Section VI</b> (if utilizing any county roads or property)</p> <p><b>Additional Approval/Contact:</b></p> <p>*TXDOT -Chad Lux-(830)816-2430</p> <p>*City Council Approval - Through Police Department</p> <p>*TABC- 830-221-1175</p> <p>*Kendall County Health Inspector Brenda Bell-(830)249-9343 ext 214</p>
Festival/ Community Event	<p>*Completed Permit Application <b>30+ business days</b> in advance</p> <p>*Liability Insurance</p> <p>*Event Layout</p> <p>*Event Cleanup Plan</p> <p><b>If Applicable:</b></p> <p>*Facility Rental</p> <p>*TABC Permit</p> <p>*Park Vendor Permit</p> <p>*Temporary Health Permit</p> <p>*Street Closure Application</p>	<p><b>Section I, II, III, IV &amp; V</b></p> <p><b>Section VI</b> (if utilizing any county roads or property)</p> <p><b>Additional Approval/Contact:</b></p> <p>*TABC- 830-221-1175</p> <p>*Kendall County Health Inspector Brenda Bell-(830)249-9343,214</p>

Check List	
Date Submitted	
	<b>Event Layout Map-</b> Include information about: Restroom Placement, Parking, Vendor/Exhibitor Booths, Stages Tents, Trash Cans, Street Closures, Transition Areas and other programming or activities.
	<b>Special Event Liability Insurance-</b> Contact your insurance agent and request that the City of Boerne be an additional insured. They will need the City of Boerne's Address: 402 E. Blanco Boerne, TX 78006 and Phone Number: 830-249-9511. This is an easy process but if you have problems have your agent contact the Parks and Recreation Admin. Office 830-248-1635.
	<b>Facility Reservation Fees-</b> If you are renting a park or pavilion be sure that the space has been reserved in advance and fees and deposits have been paid in advance. Vendor fees and athlete special event fees can be paid after the event has concluded for an accurate count.
	<b>Special Event Permit Fees &amp; Deposits-</b> Refer to the top of page 1 of this permit application for permit fees. Other fees may be applicable depending on the event.
	<b>Street Closure Application-</b> After contacting the Boerne Police Department please include the APPROVED Street Closure forms & criteria with your Special Event Permit. Please pay appropriate Closure Fees in advance.
	<b>TABC Permit-</b> If you will be selling alcohol at your event you will need a permit from TABC. Please submit your TABC Permit with this application or as soon as you have received it.
	<b>List of Vendors/Exhibitors-</b> Please include what they will be selling and where they will be located at your event.
	<b>Additional Information- A.</b> On a separate sheet of paper (typed) please include plans for all that apply to your event: Clean Up, Parking, Security, Advertising, EMS, Port-O-Potties, &, Electrical. <b>B.</b> See additional restrictions information for special event permit.

Section I:

pg. 4 of 8

Event Coordinator signature: \_\_\_\_\_



**Police Department Approval**Rebecca Foley, [Rfoley@ci.boerne.tx.us](mailto:Rfoley@ci.boerne.tx.us)

IN ADDITION TO APPROVAL SIGNATURE YOU MUST NOTIFY BOERNE POLICE DEPARTMENT  
BY PHONE ONE WEEK PRIOR TO YOUR EVENT.

PHONE: (830) 249-8645

Boerne Police Department

124 Old San Antonio Rd.

Make appointments between 8:00am and 5:00pm

Street Closures, Carnival on City Property, Parade on City

Streets, Race on City Streets, Sale of Alcohol, Events requiring security

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

**Section II:****Public Works Department Approval**

Jeff Carroll, Director of Development Services

[jcarroll@boerne-tx.gov](mailto:jcarroll@boerne-tx.gov), 830-249-9511

447 N. Main St.

Make appointments between 8:00am and 5:00pm

Through Sherry Sanddal

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

**Section III:****Fire Marshal Approval**

Robert Lee, Deputy Fire Marshal

[rllee@boerne-tx.gov](mailto:rllee@boerne-tx.gov), 830-249-9511 ext. 61217

726 North Main St.

Make appointments between 8:00am and 5:00pm

**ALL PERMITS NEED TO BE APPROVED.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Does this event require an inspection? Yes or No?

☐

Yes

☐

No

If yes, Fire Permit must be attached.

**Section IV:****Community Services Department**

Donnie Bergmann, Parks Superintendent,

[dbergmann@boerne-tx.gov](mailto:dbergmann@boerne-tx.gov), 830-248-1635 1017 Adler St. Boerne Tx. 78006

Make appointments between 8:00am and 5:00pm

Tent on Main Plaza, Vendors/Exhibitors in a Park,

Sale of Alcohol in a Park, Amplified Sound in a Park,

Live Music in a Park, Non-Pet Animals in a Park

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

**Section V**

Victor Longoria, Streets Superintendent,

[vlongoria@boerne-tx.gov](mailto:vlongoria@boerne-tx.gov), 830-248-1538

1017 Adler St. Boerne, TX 78006

Street Closures, Carnival on City Property,

Parade on City Streets

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

**Section VI:****Kendall County Sheriff Department Approval**

Sgt. Kevin Klaener

[kevin.klaener@co.kendall.tx.us](mailto:kevin.klaener@co.kendall.tx.us), 830-249-9721

6 Staudt St. Boerne Tx. 78006

Make appointments between 8:00am and 5:00pm

Events &amp; Programs that will take place in part on Kendall

County roads and or property.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_



**PART I – APPLICANT INFORMATION**

Organization Name: CITY OF BOERNE - SPECIAL PROJECTS

Address: 447 N MAIN, STE 190 City: BOERNE State: TX Zip Code: 78006

Applicant's Name: MARY WOODS Title \_\_\_\_\_

Primary Contact: MARY WOODS Phone: 830 431 5833 Cell: 830 431 5833

Fax: \_\_\_\_\_ E-Mail: mwoods@ci.boerne.tx.us

Address: 447 N MAIN, STE 190 City: BOERNE State: TX Zip Code: 78006

Day of Event On-Site Contact Person (If different from above): \_\_\_\_\_

Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**PART II-EVENT GENERAL INFORMATION**

Official Name of Event: DICKENS ON MAIN 2021

Set Up Start (Date & Time): \_\_\_\_\_

Event Start (Date & Time): Fri, 11/26/2021, Noon Event End (Date & Time): Sat, 11/27/2021, 9:30 PM

Clean Up End (Date & Time): Sun, 11/28 Main Plaza; all other equipment & areas Mon, 11/29-Wed, 12/01  
***Please include a separate schedule if there are more complex details or sub events for your event.***

Event Type (check all that apply): Exhibition Musical Event Parade **Festival** Dance

Drama Carnival Trade Shows Fair Firework Display Other: \_\_\_\_\_

Facilities to be used (circle): Park Main Plaza & Water Street \_\_\_\_\_  
Works Terrace

Amphitheater Sidewalk Private Property Parking Lot Other \_\_\_\_\_

Briefly describe your event. Be sure to include the purpose of the event and other planned activities:

See attached 2019 Event Brochure for details. Dickens on Main is a Christmas Festival sponsored by the City of Boerne to encourage tourism, shopping, quality of life and to build a sense of community along Boerne's Hill Country Mile.

Does your entertainment involve any type of open flame? NO Theatrical Fire Permit required (located under permits)

Has this event been produced previously? No Yes

If yes, please list dates and locations: Yes, for past 20 consecutive years

**ATTENDANCE INFORMATION:**

Estimated Total Attendance: 10,000; 5,000 daily 20-25 (COB + Planning

Registered Participants: N/A Spectators: \_\_\_\_\_ Volunteers: 200+ Staff: Committee & Event Staff

Public Participation Fee: No Yes If yes, how much? \_\_\_\_\_

How will you collect the fee or admission? \_\_\_\_\_

**VENDOR & EXHIBITOR INFORMATION:**

Vendor Fees: \$100-\$400 Estimated Number of Vendors: 80-110 +/-

Exhibitor Fees: \$5,000 + Estimated Number of Exhibitors: 1-2

\*include a vendor list with location, description of items for sale, and State Sales Tax ID on a separate page.

\*note: Per the Mobile Food Vendor Ordinance. Vendors will no longer be able to remain overnight in the right of way.



### **Part III- MAIN STREET CLOSURE EVENTS**

An event requiring a Main Street closure must be an event where exhibits, booths and all other materials associated with the event must be able to be removed from the street for re-opening of Main Street at the end of each event day.

**Damage deposit is to be paid in full at the time of the requested closure to the Boerne Parks & Recreation Department. The event coordinator will be billed after the event for barricades and City staff time.**

**Additional Main Street Closure Requirements for new events:** Please submit supporting documents with the Street Closure Application to the Boerne Police Department at least 90 business days prior to the event.

- Proof of a positive history of the event:
  - Should include Budget Information, financial statements of previous event(s) held, letters of reference from City Administrators, Chamber of Commerce, Convention & Visitors Bureau, hotel industry, Merchants Association etc.
- Impact of the event on the local economy:
  - Impact Statement from: local hotels & Main Street merchants
- Impact of the event on the community:
  - Documentation that affected property owners, tenants, businesses, residents and specified organizations and agencies affected by the street closure have been made aware of and voiced their opinion regarding the street closure either pro or con. (Signature Sheet provided with Street Closure Application)
- Financial ability to pay for expenses associated with hosting the event.
  - Fees & deposits of the City
  - Liability Insurance (listing the City of Boerne as an additional insured)
  - Clean up expenses
  - Logistical expenses such as utilities, dumpsters, restroom facilities, security, supervision, event staff etc.

Once you have received approval from the Boerne Police Department and the City Manager for your Main Street Closure please submit the SIGNED Street Closure Application and the supporting documentation to the Parks & Recreation Department along with your Special Event Permit Application. Please remember that the Special Event Permit Application and other required documents are due to Boerne Parks & Recreation no later than 30 business days prior to the event.

### **Part IV-PARADE INFORMATION**

Parade Coordinator: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Assembly time for event participants: \_\_\_\_\_ Start time of event: \_\_\_\_\_ End time of event: \_\_\_\_\_

Parade staging area: (please list all streets) \_\_\_\_\_

Parade End: (please list intersection) \_\_\_\_\_

Entry fee: \_\_\_\_\_ Estimated # of entries: \_\_\_\_\_ Estimated # of spectators: \_\_\_\_\_

Any additional information that should be considered:

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### **Part IIV-IMPORTANT PHONE NUMBERS TO HAVE ON DAY OF EVENT**

**(210) 573-5262** Park On-call – use this number for any park related issues

**(830) 249-8645** Police Dispatch – use this number for all other non-emergency issues

## **PART V – FEES**

SPECIAL EVENT PERMIT FEES (Note: multiple permit fees may apply depending on your event)		
Class A	<500ppl:Non-Profit-\$25, For Profit-\$50	
Class B	500-1000ppl- Non-Profit-\$100, For Profit- \$200	
Class C	1000+:Non-Profit-\$150, For Profit-\$300	
Class D- Parade/ Street Closure	Non-Profit-\$250, For Profit-\$500	
FEES/DAMAGE DEPOSITS FOR THIS EVENT		
Facility Rental	Dependent on date of event	
Facility Damage Deposit	Dependent on size of event	
Special Event Damage Deposit Fee	\$300	
Main Street Closure Damage Deposit	\$1000 refundable	
Parking Lot Use Damage Deposit	\$600 refundable	
Special Event Permit Fee	Class _____ Event _____	
Street Closure Fees	Contact PD for barricade rental fees	Paid directly to Boerne PD
Police Officer and Park Staff	Contact PD for per man hour fees	Paid directly to Boerne PD
Police Vehicles	Contact the PD for fees	Paid directly to Boerne PD
Operational Fire Permit Fee	\$50	
	Total Fees for this Event	\$

**CHECKS CAN BE MADE PAYABLE TO:**      **THE CITY OF BOERNE**

## **PART VI – WAIVER OF LIABILITY**

I assume all risks associated with the use of the property identified in the permit. I do hereby, on behalf of myself, the Organization, any heirs, executors, administrators, successors and assigns, in consideration of being allowed to use the property identified herein, agree to indemnify the City of Boerne and the City of Boerne Parks and Recreation Department, its employees, elected officials, appointed officials, and agents from any and all damages, liabilities, actions, causes of actions, losses, costs, expenses, claims and demands arising out of the use of the property specified herein including, without limitation, death, personal injuries or loss of consortium, damage to or loss of use of property, which may be incurred as a result of the such use, I agree to abide by all City of Boerne rules and regulations formulated by the City Council for the use of buildings, property and athletic facilities and to adhere to all specifications and limits listed herein. I certify by my signature below that I am duly qualified representative of my organization, of legal age and authorized to sign this agreement. I further certify that I have read and understand all terms and conditions contained herein. Nothing herein shall be deemed as a waiver of Governmental immunity from liability.

**Applicant:**

Event Name: DICKENS ON MAIN      Event Date: FRI 11/26 & SAT 11/27/2021

Organization Name: CITY OF BOERNE, SPECIAL PROJECTS

Event Coordinator Name: MARY WOODS, SPECIAL PROJECTS MANAGER

Event Coordinator Signature:       Date: 09-24-2021

## Request for Street Closure Form (MAIN STREET / BLANCO TO RIVER ROAD)

Person(s) Requesting the Street Closure: MARY WOODS

Organization Name: CITY OF BOERNE - SPECIAL PROJECTS

Address: 447 N MAIN, STE 190, BOERNE, TX 78006

Phone Number: 830-431-5833 / CELL

E-Mail: mwoods@ci.boerne.tx.us

Name & Phone Number of Alternate Contact: PAUL BARWICK 210-845-3693 / CELL

Street to be closed: MAIN STREET, FROM BLANCO TO RIVER ROAD

Intersecting Streets: SAN ANTONIO, ROSEWOOD, JAMES, THEISSEN

Date & Time to be closed: FRI & SAT 11/27 & 11/28, 4:00 PM TO 10:00 PM

Reason for Closure: DICKENS ON MAIN (HOLIDAY FESTIVAL)

Signatures of affected property owners must accompany request. (Form Attached)

Please list the type of activities to be conducted during the event. **2019 BROCHURE ATTACHED**  
**CAR DEALERS SET-UP IN STREET, FOOD TRUCKS, VENDOR SET-UP & TEAR**  
**DOWN, FAMILIES ON STREET, ENTERTAINERS ON STREET, ETC.**

=====FOR STAFF USE ONLY=====

Police Recommendation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Police Chief / Designee

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Ben Thatcher, City Manager

\_\_\_\_\_  
Date

Request Requires:	YES	NO
City Council Approval		
Exception to the Noise Ordinance		
Special Event Permit		
Parade Permit		
Other Requirements:		



## Request for Street Closure Form (W BLANCO & W SAN ANTONIO)

Person(s) Requesting the Street Closure: MARY WOODS

Organization Name: CITY OF BOERNE - SPECIAL PROJECTS

Address: 447 MAIN STREET, STE 190, BOERNE, TX 78006

Phone Number: 830 431 5833 / CELL

E-Mail: mwoods@ci.boerne.tx.us

Name & Phone Number of Alternate Contact: PAUL BARWICK 210 845-3693 / CELL

W BLANCO (2 LANES AROUND MAIN PLAZA) AND W SAN ANTONIO Street  
to be closed: EAST OF BANK OF AMERICA'S ENTRANCE TO MAIN STREET, AND WEST OF BOA  
TO YOALANA STREET. WILL LEAVE 1 LANE OPEN AROUND MAIN PLAZA TO  
Intersecting Streets: ACCESS LOCAL BUSINESSES VIA 1-WAY TRAFFIC UNTIL 11:00 PM EACH DAY.

Date & Time to be closed: FRI & SAT, 11/26 & 11/27/2021 - 7:00 AM TO 11:00 PM

Reason for Closure: DICKENS ON MAIN (HOLIDAY FESTIVAL) - VENDOR SET-UP  
AND PUBLIC SAFETY

Signatures of affected property owners must accompany request. (Form Attached)

Please list the type of activities to be conducted during the event. 2019 BROCHURE ATTACHED  
FOOD TRUCKS IN STREET SURROUNDING PLAZA & IN FRONT OF BANK OF AMERICA,  
ENTERTAINMENT UNLOADING/LOADING, FAMILIES ON STREET, VENDOR SET-UP, TEAR  
DOWN, ETC.

=====FOR STAFF USE ONLY=====

Police Recommendation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Police Chief / Designee

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Ben Thatcher, City Manager

\_\_\_\_\_  
Date

Request Requires:	YES	NO
City Council Approval		
Exception to the Noise Ordinance		
Special Event Permit		
Parade Permit		
Other Requirements:		

## Request for Street Closure Form (ROSEWOOD AVENUE)

Person(s) Requesting the Street Closure MARY WOODS

Organization Name: CITY OF BOERNE - SPECIAL PROJECTS

Address: 447 N MAIN, STE 190, BOERNE, TX 78006

Phone Number: 830 431-5833 / CELL

E-Mail: mwoods@ci.boerne.tx.us

Name & Phone Number of Alternate Contact: PAUL BARWICK 210 845-3693 / CELL

Street to be closed: ROSEWOOD AVE (MAIN TO JUST PAST CARRIAGE HOUSE GALLERY)

Intersecting Streets SOUTH MAIN

Date & Time to be closed: FRI & SAT 11/26 & 11/27, 4:00 PM TO 10:00 PM

Reason for Closure: DICKENS ON MAIN (HOLIDAY FESTIVAL) - GALLERY REQUESTED  
FOR VISIBILITY TO THEIR BUSINESS (PD APPROVED FOR 2019)

Signatures of affected property owners must accompany request. (Form Attached)

Please list the type of activities to be conducted during the event. 2019 BROCHURE ATTACHED

\_\_\_\_\_

=====FOR STAFF USE ONLY=====

Police Recommendation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Police Chief / Designee

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Ben Thatcher, City Manager

\_\_\_\_\_  
Date

Request Requires:	YES	NO
City Council Approval		
Exception to the Noise Ordinance		
Special Event Permit		
Parade Permit		
Other Requirements:		

# Request for Street Closure Form (E THEISSEN STREET)

Person(s) Requesting the Street Closure: MARY WOODS

Organization Name: CITY OF BOERNE - SPECIAL PROJECTS

Address: 447 N MAIN, STE 190, BOERNE, TX 78006

Phone Number: 830 431-5833 / CELL

E-Mail: mwoods@ci.boerne.tx.us

Name & Phone Number of Alternate Contact: PAUL BARWICK 210 845-3693 / CELL

Street to be closed: E THEISSEN STREET (MAIN TO JUST PAST ALLEY BEHIND BEAR MOON BAKERY)

Intersecting Streets SOUTH MAIN

Date & Time to be closed: FRI & SAT, 11/26 & 11/27/2021 - 4 PM to 10 PM

Reason for Closure: DICKENS ON MAIN (HOLIDAY FESTIVAL) - BEAR MOON HAS GIVEN PERMISSION TO USE THEIR PARKING LOT AND/OR SIDEWALK FOR PORTABLE TOILETS & DUMPSTER

Signatures of affected property owners must accompany request. (Form Attached)

Please list the type of activities to be conducted during the event. 2019 BROCHURE ATTACHED  
SEE MAP ATTACHED

=====FOR STAFF USE ONLY=====

Police Recommendation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Police Chief / Designee

\_\_\_\_\_  
Date


Approved by:

\_\_\_\_\_  
Ben Thatcher, City Manager

\_\_\_\_\_  
Date

Request Requires:	YES	NO
City Council Approval		
Exception to the Noise Ordinance		
Special Event Permit		
Parade Permit		
Other Requirements:		



	<div style="text-align: center;"><b>AGENDA ITEM SUMMARY</b></div> <div style="border: 1px dashed purple; padding: 5px; float: right; margin-top: 10px;"> <b>District Impacted</b>  <input type="checkbox"/> 1 = Wolosin  <input type="checkbox"/> 2 = Woolard  <input type="checkbox"/> 3 = Scott  <input type="checkbox"/> 4 = Boddie  <input type="checkbox"/> 5 = Macaluso  <input checked="" type="checkbox"/> X All         </div>										
<b>Agenda Date</b>	October 12, 2021										
<b>Requested Action</b>	APPROVE RESOLUTION 2021-R49; AN INTERLOCAL AGREEMENT FOR PUBLIC SAFETY AND UTILITIES COMMUNICATION SERVICES, 2021-2024.										
<b>Contact Person</b>	Captain Steve M. Perez										
<b>Background Information</b>	<p>The Communications Board for Public Safety and Utilities that includes the City of Boerne, City of Fair Oaks Ranch, and Kendall County met regarding Communications shared Services.</p> <p><i>Cost per entity for FY 21-22</i></p> <table border="0"> <tr> <td>Kendall County</td> <td>42%</td> <td>\$620,621.40</td> </tr> <tr> <td>Boerne</td> <td>41%</td> <td>\$605,844.70</td> </tr> <tr> <td>Fair Oaks Ranch</td> <td>17%</td> <td>\$251,203.90</td> </tr> </table> <p>The overall FY 21-22 Communications budget is \$1,477,670.00</p>	Kendall County	42%	\$620,621.40	Boerne	41%	\$605,844.70	Fair Oaks Ranch	17%	\$251,203.90	
Kendall County	42%	\$620,621.40									
Boerne	41%	\$605,844.70									
Fair Oaks Ranch	17%	\$251,203.90									
<b>Item Justification</b>	<table border="0"> <tr> <td><input checked="" type="checkbox"/> Legal/Regulatory Obligation</td> <td><input type="checkbox"/> Infrastructure Investment</td> </tr> <tr> <td><input type="checkbox"/> Reduce Costs</td> <td><input type="checkbox"/> Customer Demand</td> </tr> <tr> <td><input type="checkbox"/> Increase Revenue</td> <td><input type="checkbox"/> Service Enhancement</td> </tr> <tr> <td><input type="checkbox"/> Drive Down Risk</td> <td><input type="checkbox"/> Process Efficiency</td> </tr> <tr> <td><input type="checkbox"/> Master Plan</td> <td><input type="checkbox"/> Other: _____</td> </tr> </table> <p style="text-align: center;">Recommendation _____</p>	<input checked="" type="checkbox"/> Legal/Regulatory Obligation	<input type="checkbox"/> Infrastructure Investment	<input type="checkbox"/> Reduce Costs	<input type="checkbox"/> Customer Demand	<input type="checkbox"/> Increase Revenue	<input type="checkbox"/> Service Enhancement	<input type="checkbox"/> Drive Down Risk	<input type="checkbox"/> Process Efficiency	<input type="checkbox"/> Master Plan	<input type="checkbox"/> Other: _____
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<input type="checkbox"/> Drive Down Risk	<input type="checkbox"/> Process Efficiency										
<input type="checkbox"/> Master Plan	<input type="checkbox"/> Other: _____										
<b>Financial Considerations</b>	COB General Fund, Kendall County, City of Fair Oaks Ranch										
<b>Citizen Input/Board Review</b>	N/A										
<b>Legal Review</b>	N/A										

<b>Alternative Options</b>	N/A
<b>Supporting Documents</b>	See attached contract

**RESOLUTION NO. 2021-R49**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF BOERNE, CITY OF FAIR OAKS RANCH AND KENDALL COUNTY FOR PUBLIC SAFETY AND UTILITIES COMMUNICATION SERVICES**

**WHEREAS**, the Interlocal Cooperation Act, Chapter 791, Texas Government Code gives counties and cities the authority to contract with other governmental entities concerning police protection and other related services; and

**WHEREAS**, the City of Boerne, City of Fair Oaks Ranch, and Kendall County desire that a centralized public safety and utilities communications office be provided; and

**WHEREAS**, the City Council finds it in the best interest of the citizens to enter into and manage an interlocal agreement with the City of Fair Oaks Ranch and Kendall County for public safety and utilities communication services;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BOERNE, TEXAS:**

that the City Council hereby authorizes the City Manager to enter into and manage an interlocal agreement with Kendall County, Texas and Fair Oaks Ranch, Texas for public safety and utilities communication services.

PASSED, APPROVED and ADOPTED on this the \_\_\_\_ day of October, 2021.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Secretary



**INTERLOCAL AGREEMENT FOR PUBLIC SAFETY  
AND UTILITIES COMMUNICATION SERVICES**

This Interlocal Agreement for Public Safety and Utilities Communication Services ("Agreement") is entered into by and between the CITY OF BOERNE ("Boerne"), FAIR OAKS RANCH ("Fair Oaks"), and KENDALL COUNTY ("County") (collectively referred to as the "Parties") acting pursuant to the authority granted by the Interlocal Cooperation Act, Chapter 791, Texas Government Code.

**WITNESSETH**

**WHEREAS**, the Interlocal Cooperation Act gives counties and cities the authority to contract with other governmental entities concerning police protection and other related services;

**WHEREAS**, the Parties desire that a centralized public safety and utilities communications office be provided;

**WHEREAS**, the Parties desire to form a Board of Directors to oversee the centralized public safety and utilities communications office;

**WHEREAS**, the Parties desire to share the costs and benefits of a centralized public safety and utilities communications office;

**WHEREAS**, the Parties find that their cooperation in the matters contained in this Agreement will increase the efficiency and effectiveness of these governmental functions and services and, by entering into this Agreement pursuant to the authority granted by Chapter 791 of the Texas Government Code (the Interlocal Cooperation Act), will be a benefit to all the citizens;

**NOW THEREFORE**, be it resolved that the Parties enter into this Agreement and agree as follows:

**Section 1. Term**

The Term of this Agreement is October 1, 2021 through September 30, 2024. It may be renewed by mutual orders or resolutions of the Parties for subsequent three-year terms beginning on October 1, 2024 and ending on September 30, 2027 of each subsequent contract period.

**Section 2. Renewal/Cancellation**

- A. To initiate acceptance, or subsequent renewal, of this Agreement, Fair Oaks and County shall forward a request to the City Manager of Boerne, seeking a statement of the proposed cost for the next budget year. If said statement of costs is acceptable, Fair Oaks and the County shall forward a signed copy of this Agreement to the City Manager of Boerne prior to August 1.
- B. Boerne shall either accept or decline the offer to enter into, or renew, this Agreement by formal resolution of the City Council of Boerne and shall forward a certified copy of said resolution to the Mayor or City Administrator of Fair Oaks and the County Judge on or before September 1.
- C. Any of the Parties may cancel its participation in this Agreement for any reason by notifying the other parties in writing at least one (1) year prior to the effective date of the cancellation. All amounts due and owing to Boerne pursuant to this Agreement on the effective date of cancellation shall be paid by the cancelling party within sixty (60) days of the receipt of any bill issued by Boerne or the date of cancellation, whichever is later.

### **Section 3. Funding Determination**

- A. To determine the amount of funding for the Term covered by this Agreement, or subsequent renewal, Boerne will count all service calls coming into Boerne dispatch from April 1 through March 31 of the prior year. In this Agreement, the term “service calls” means any and all calls into the Boerne centralized public safety and utilities communications. Service calls include, but are not limited to, traffic stops, utility calls (street, gas, electric, etcetera), and animal control calls.
- B. From the April 1 through March 31 service calls, Boerne will determine the percentage amount of service calls each Party required from the Boerne centralized public safety and utilities communications office. Such determination will be presented by Boerne to the Board of Directors (as established in Section 7 below).
- C. The budget for the Term of this Agreement, and any subsequent renewal, will be determined by Boerne and must be approved by a majority of the Board of Directors.
- D. Each Party will pay its percentage share as set forth in Section 6 below. The funding determination for the Term of this Agreement year is attached as Exhibit A and is incorporated as if set forth herein. The amount of funding for any subsequent renewal of this Agreement will be determined by using the methodology set forth in this Section.

### **Section 4. Funding Requirements**

- A. All Parties agree that all funds due under this Agreement shall be payable out of current revenues and that each Party shall set aside funds in an amount sufficient to satisfy any obligation created by this Agreement.
- B. Any resolution or order of a Party renewing this Agreement shall be deemed to be a certification that the obligations incurred by the terms of the Agreement shall be payable out of current revenues and that the Parties have, or will, set aside funds in an amount sufficient to satisfy any obligation created by this Agreement.
- C. The cost of public safety, public works, roads, bridges and the centralized public safety and utilities communications office operations shall be shared by each government entity based on such Parties percentage amount determined under the parameters set forth in Section 3 above and set forth in Exhibit A.
- D. The cost for maintenance of the dispatch consoles and related equipment housed in the centralized public safety and utilities communications office shall be shared on this same basis.

### **Section 5. Duties of the City of Boerne**

Boerne will provide public safety and utilities communications services to Fair Oaks and the County, twenty four (24) hours per day, three hundred sixty five (365) days per year, and said services shall include communications for public safety, public works, and utilities.

### **Section 6. Payments**

- A. Fair Oaks agrees to pay Boerne the amount set forth on Exhibit A for public safety and utilities communications services from October 1, 2021 through September 30, 2024.
- B. Kendall County agrees to pay Boerne the amount set forth on Exhibit A for public safety and utilities communications services from October 1, 2021 through September 30, 2024.

- C. Boerne agrees to set aside the amount set forth on Exhibit A for public safety and utilities communications services from October 1, 2021 through September 30, 2024.
- D. Payments by each entity shall be made quarterly and in advance, no later than the 10<sup>th</sup> day of the first month of the quarter, with the first payment due no later than October 10. Payments due under this Agreement shall be made payable to the City of Boerne (c/o Director of Finance), P. O. Box 1677, Boerne, Texas 78006.
- E. Should any of the funds from any of the Parties, including Boerne, remain at the end of the term of this Agreement, such funds shall be placed into a reserve fund which shall be set aside in a separate accounting line item.
- F. The funds placed into this reserve fund will be used solely for shared costs necessary for Boerne centralized public safety and utilities communications office. At the end of each Agreement year, Boerne will provide Fair Oaks and the County an accounting of the amounts in such reserve funds and any amounts spent out of the reserve funds during the Agreement year.

## **Section 7. Board of Directors**

- A. A Board of Directors shall be appointed to oversee the public safety, public works and utilities communications.
- B. The Board of Directors shall include the current Chief of Police for Boerne, the Chief of Police for Fair Oaks, and the County Sheriff. The Parties will appoint two additional members each. All members shall be employees or elected officials of the respective governmental entity. Volunteer firefighters shall be considered employees for the purpose of serving on this Board of Directors.
- C. Before hiring a Communications Supervisor the potential candidate will be interviewed by the Board. The Communications Supervisor will be hired by the Boerne Chief of Police and will be an employee of the City of Boerne. The Communications Supervisor will write policies and procedures and be responsible for hiring any additional staff as needed. The Communications Supervisor will work with the Board, but will come under the direct supervision of the Boerne Chief of Police.

## **Section 8. Miscellaneous**

- A. Any and all notices which may be required under the terms of this Agreement shall be mailed to the parties at the addresses indicated below, or at such address as any party may furnish in writing to the other parties named herein,

Darrell Lux  
Kendall County Judge  
201 E. San Antonio Ave.  
Boerne, Tx 78006

Ben Thatcher  
City Manager  
447 N Main St.  
Boerne, Tx 78006

Tobin Maples  
City Administrator  
7286 Dietz Elkhorn  
Fair Oaks Ranch, Tx 78015

- B. This Agreement constitutes the sole and only agreement of the parties with respect to the matters covered by this Agreement. No other agreement, statement or promise made by any party, or by any employee, officer, or agent of a party, which is not contained in this Agreement, shall be binding or valid.
- C. No amendment, modification, or alteration of the terms hereof shall be binding unless the same is in writing, dated subsequent to the date hereof and duly executed by the parties hereto.
- D. This Agreement shall be construed under and in accordance with the laws of the State of Texas.

The obligations and undertakings of each of the parties to this Agreement shall be performable in Kendall County, Texas.

- E. In case any one or more of the provisions contained in the Agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceable provision shall not affect any other provision thereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

EXECUTED IN TRIPLICATE ORIGINALS on the \_\_\_\_ day of \_\_\_\_\_, 2021.

Approved:

\_\_\_\_\_  
Ben Thatcher, City Manager

Attest:

\_\_\_\_\_  
City Secretary

Approved:

\_\_\_\_\_  
Tobin Maples, City Administrator

Attest:

\_\_\_\_\_  
City Secretary

Approved:

\_\_\_\_\_  
Darrel Lux, County Judge

Attest:

\_\_\_\_\_  
County Clerk



## **Exhibit A**

### **Cost per entity for FY 21-22**


Kendall County 42% \$620,621.40

City of Boerne 41% \$605,844.70

Fair Oaks Ranch 17% \$251,203.90

The overall FY 21-22 Communications budget is \$1,477,670.00

**The percentage of the budget payable for future years will depend on the percentage of calls for each respective entity for those future years.**

	<div style="text-align: center;"> <h2 style="margin: 0;">AGENDA ITEM SUMMARY</h2> </div> <div style="border: 1px dashed purple; padding: 5px; margin-top: 10px;"> <p style="margin: 0;"><b>District Impacted</b></p> <p style="margin: 0;"><input type="checkbox"/> 1 = Wolosin</p> <p style="margin: 0;"><input type="checkbox"/> 2 = Woolard</p> <p style="margin: 0;"><input type="checkbox"/> 3 = Scott</p> <p style="margin: 0;"><input type="checkbox"/> 4 = Boddie</p> <p style="margin: 0;"><input type="checkbox"/> 5 = Macaluso</p> <p style="margin: 0;"><input checked="" type="checkbox"/> All</p> </div>
<b>Agenda Date</b>	October 12, 2021
<b>Requested Action</b>	<p>APPROVE ORDINANCE NO. 2021-33; AUTHORIZING THE INSTALLATION OF STOP AND YIELD SIGNS FOR THE FOLLOWING SUBDIVISIONS: SOUTHGLEN PHASE 5, CHAMPION HEIGHTS UNIT 3, SOUTHGLEN PHASE 9, SOUTHGLEN PHASE 4, OVERLOOK AT BOERNE, REGENT PARK UNIT 3, LEGACY AT CIBOLO UNIT 1, SOUTHGLEN PHASE 6A, REGENT PARK UNIT 2, SOUTHGLEN PHASE 6 &amp; 7, COMMONS AT MENDER CREEK UNIT 5, SOUTHGLEN PHASE 8, AND SOUTHGLEN PHASE 11A; PROVIDING FOR A PENALTY NOT TO EXCEED \$200 FOR EACH VIOLATION; AND PROVIDING FOR PUBLICATION.</p>
<b>Contact Person</b>	Jeffrey Carroll – Development Services Director
<b>Background Information</b>	<p>Traffic control signs, including stop and yield signs, require approval from City Council during the development process. The plat for the following subdivisions listed above are recorded and the public infrastructure has been accepted by the City.</p> <p>Staff recommends Council approve placement of stop and yield signs at the following locations:</p> <p>Stops signs for Southglen Phase 5:</p> <ol style="list-style-type: none"> <li>1. Intersection of Edinburgh and Ayshire <ol style="list-style-type: none"> <li>a. Westbound on Ayshire</li> </ol> </li> <li>2. Intersection of Southglen Parkway and Edinburg <ol style="list-style-type: none"> <li>a. Southbound on Edinburg</li> </ol> </li> </ol> <p>Stops signs for Champion Heights Unit 3:</p> <ol style="list-style-type: none"> <li>1. Intersection of Champion Boulevard and Destiny Drive <ol style="list-style-type: none"> <li>a. Eastbound on Destiny Drive</li> </ol> </li> </ol> <p>Stops signs for Southglen Phase 9:</p> <ol style="list-style-type: none"> <li>1. Intersection of Wickersham and Bellgrove <ol style="list-style-type: none"> <li>a. Westbound on Bellgrove</li> </ol> </li> <li>2. Intersection of Wickersham and Southglen Parkway</li> </ol>

	<p>a. Northbound on Wickersham</p> <p>Stops signs for Southglen Phase 4:</p> <ol style="list-style-type: none"> <li>Intersection of Esslemont and Braeburn <ol style="list-style-type: none"> <li>Eastbound on Esslemont</li> </ol> </li> </ol> <p>Stops signs for Overlook at Boerne:</p> <ol style="list-style-type: none"> <li>Intersection of Magnolia Circle and Chaparral Hill Road <ol style="list-style-type: none"> <li>Southbound on Magnolia Circle (East entrance)</li> <li>Southbound on Magnolia Circle (West entrance)</li> </ol> </li> </ol> <p>Stops signs for Regent Park Unit 3:</p> <ol style="list-style-type: none"> <li>Intersection of Branson Falls and Indigo Bend <ol style="list-style-type: none"> <li>Northbound on Indigo Bend (East entrance)</li> <li>Northbound on Indigo Bend (West entrance)</li> </ol> </li> <li>Intersection of Branson Falls and Balmoral Place <ol style="list-style-type: none"> <li>Eastbound on Branson Falls</li> </ol> </li> </ol> <p>Stops signs for Legacy at Cibolo Unit 1:</p> <ol style="list-style-type: none"> <li>Intersection of Herff Road and Legacy Oak Lane <ol style="list-style-type: none"> <li>Westbound on Legacy Oak Lane</li> </ol> </li> <li>Intersection of Herff Road and Oak Park <ol style="list-style-type: none"> <li>Westbound on Oak Park Drive (North entrance)</li> <li>Westbound on Oak Park Drive (South entrance)</li> </ol> </li> </ol> <p>Stops signs for Southglen Phase 6A:</p> <ol style="list-style-type: none"> <li>Intersection of Aberdeen and Inverness <ol style="list-style-type: none"> <li>Northbound on Inverness</li> </ol> </li> </ol> <p>Stops signs for Regent Park Unit 2:</p> <ol style="list-style-type: none"> <li>Intersection of Cheslyn and Telford Way <ol style="list-style-type: none"> <li>Northbound on Cheslyn</li> </ol> </li> <li>Intersection of Giverny and Telford Way <ol style="list-style-type: none"> <li>Northbound on Giverny</li> </ol> </li> </ol> <p>Stops signs for Southglen Phase 6 &amp; 7:</p> <ol style="list-style-type: none"> <li>Intersection of Aberdeen, Old Fredericksburg Road, and Cascade Caverns <ol style="list-style-type: none"> <li>Southbound on Aberdeen</li> <li>Westbound on Cascade Caverns</li> <li>Eastbound on Cascade Caverns</li> </ol> </li> <li>Intersection of Aberdeen and Inverness <ol style="list-style-type: none"> <li>Eastbound on Inverness</li> </ol> </li> </ol> <p>Yield to Pedestrian signs for Southglen Phase 6 &amp; 7:</p> <ol style="list-style-type: none"> <li>On Aberdeen approximately 50 feet north of the intersection of</li> </ol>
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	<p>Aberdeen, Old Fredericksburg Road, and Cascade Caverns</p> <p>Stop signs for Commons at Menger Creek Unit 5:</p> <ol style="list-style-type: none"> <li>1. Intersection of Gallant Fox Lane and Herff Road <ol style="list-style-type: none"> <li>a. Southbound on Gallant Fox</li> </ol> </li> </ol> <p>Stop signs for Southglen Phase 8:</p> <ol style="list-style-type: none"> <li>1. Intersection of Wickersham and Southglen Parkway <ol style="list-style-type: none"> <li>a. Southbound on Wickersham</li> </ol> </li> </ol> <p>Stop signs for Southglen Phase 11A:</p> <ol style="list-style-type: none"> <li>1. Intersection of Kilmarnock and Wickersham (West intersection) <ol style="list-style-type: none"> <li>a. Westbound of Kilmarnock</li> </ol> </li> <li>2. Intersection of Kilmarnock and Wickersham (East intersection) <ol style="list-style-type: none"> <li>a. Southbound on Wickersham</li> </ol> </li> </ol>
<b>Item Justification</b>	<div> <div> <input type="checkbox"/> Legal/Regulatory Obligation  <input type="checkbox"/> Reduce Costs  <input type="checkbox"/> Increase Revenue  <input type="checkbox"/> Mitigate Risk  <input type="checkbox"/> Master Plan  Recommendation </div> <div> <input checked="" type="checkbox"/> Infrastructure Investment  <input checked="" type="checkbox"/> Customer Pull  <input type="checkbox"/> Service Enhancement  <input type="checkbox"/> Process Efficiency  <input type="checkbox"/> Other: _____  _____ </div> </div>
<b>Financial Considerations</b>	N/A
<b>Citizen Input/Board Review</b>	N/A
<b>Legal Review</b>	N/A
<b>Alternative Options</b>	N/A
<b>Supporting Documents</b>	None



## **ORDINANCE NO. 2021-33**

**AN ORDINANCE AUTHORIZING THE INSTALLATION OF STOP SIGNS AND YIELD SIGNS FOR THE FOLLOWING SUBDIVISIONS: SOUTHGLEN PHASE 5, CHAMPION HEIGHTS UNIT 3, SOUTHGLEN PHASE 9, SOUTHGLEN PHASE 4, OVERLOOK AT BOERNE, REGENT PARK UNIT 3, LEGACY AT CIBOLO UNIT 1, SOUTHGLEN PHASE 6A, REGENT PARK UNIT 2, SOUTHGLEN PHASE 6 & 7, COMMONS AT MENDER CREEK UNIT 5, SOUTHGLEN PHASE 8, AND SOUTHGLEN PHASE 11A; PROVIDING FOR A PENALTY NOT TO EXCEED \$200 FOR EACH VIOLATION OF THIS ORDINANCE; AND PROVIDING FOR PUBLICATION**

**WHEREAS**, pursuant to Texas Transportation Code Section 544.003, the City Council of the City of Boerne is authorized to designate an intersection on a highway under its jurisdiction as a stop and yield intersection and place a sign at one or more entrances to the intersection; and

**WHEREAS**, the City Council, after deliberation, deems it necessary to install stop and yield signs in certain areas of city streets to promote the public health, safety and general welfare of the citizens and visitors of the City of Boerne.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BOERNE, TEXAS:**

Section 1. Stop signs shall be installed for Southglen Phase 5:

1. Intersection of Edinburgh and Ayshire
  - a. Westbound on Ayshire
2. Intersection of Southglen Parkway and Edinburg
  - a. Southbound on Edinburg

Section 2. Stop signs shall be installed for Champion Heights Unit 3:

1. Intersection of Champion Boulevard and Destiny Drive
  - a. Eastbound on Destiny Drive

Section 3. Stop signs shall be installed for Southglen Phase 9:

1. Intersection of Wickersham and Bellgrove
  - a. Westbound on Bellgrove
2. Intersection of Wickersham and Southglen Parkway
  - a. Northbound on Wickersham

Section 4. Stop signs shall be installed for Southglen Phase 4:

1. Intersection of Esslemont and Braeburn
  - a. Eastbound on Esslemont

Section 5. Stop signs shall be installed for Overlook at Boerne:

1. Intersection of Magnolia Circle and Chaparral Hill Road
  - a. Southbound on Magnolia Circle (East entrance)
  - b. Southbound on Magnolia Circle (West entrance)

Section 6. Stop signs shall be installed for Regent Park Unit 3:

1. Intersection of Branson Falls and Indigo Bend
  - a. Northbound on Indigo Bend (East entrance)
  - b. Northbound on Indigo Bend (West entrance)
2. Intersection of Branson Falls and Balmoral Place
  - a. Eastbound on Branson Falls

Section 7. Stop signs shall be installed for Legacy at Cibolo Unit 1:

1. Intersection of Herff Road and Legacy Oak Lane
  - a. Westbound on Legacy Oak Lane
2. Intersection of Herff Road and Oak Park
  - a. Westbound on Oak Park Drive (North entrance)
  - b. Westbound on Oak Park Drive (South entrance)

Section 8. Stop signs shall be installed for Southglen Phase 6A:

1. Intersection of Aberdeen and Inverness
  - a. Northbound on Inverness

Section 9. Stop signs shall be installed for Regent Park Unit 2:

1. Intersection of Cheslyn and Telford Way
  - a. Northbound on Cheslyn
2. Intersection of Giverny and Telford Way
  - a. Northbound on Giverny

Section 10. Stop signs shall be installed for Southglen Phase 6 & 7:

1. Intersection of Aberdeen, Old Fredericksburg Road, and Cascade Caverns
  - a. Southbound on Aberdeen
  - b. Westbound on Cascade Caverns
  - c. Eastbound on Cascade Caverns
2. Intersection of Aberdeen and Inverness
  - a. Eastbound on Inverness

Section 11. Yield to Pedestrian signs shall be installed for Southglen Phase 6 & 7:

1. On Aberdeen approximately 50 feet north of the intersection of Aberdeen, Old Fredericksburg Road, and Cascade Caverns

Section 12. Stop signs shall be installed for Commons at Menger Creek Unit 5:

1. Intersection of Gallant Fox Lane and Herff Road
  - a. Southbound on Gallant Fox

Section 13. Stop signs shall be installed for Southglen Phase 8:

1. Intersection of Wickersham and Southglen Parkway
  - a. Southbound on Wickersham

Section 14. Stop signs shall be installed for Southglen Phase 11A:

1. Intersection of Kilmarnock and Wickersham (West intersection)
  - a. Westbound of Kilmarnock
2. Intersection of Kilmarnock and Wickersham (East intersection)
  - a. Southbound on Wickersham

Section 15. Violation of this ordinance shall be punishable with a maximum fine not to exceed \$200 for each violation.

Section 16. The City Secretary is hereby authorized and directed to publish the caption in the newspaper as provided by law.

PASSED and APPROVED on first reading this the \_\_\_\_ day of October, 2021.

PASSED, APPROVED and ADOPTED on second reading this the \_\_\_\_ day of November, 2021.

APPROVED:


ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

	<div style="text-align: center;"><b>AGENDA ITEM SUMMARY</b></div> <div style="border: 1px dashed purple; padding: 5px; float: right; margin-top: 10px;"> <b>District Impacted</b>  <input type="checkbox"/> 1 = Wolosin  <input type="checkbox"/> 2 = Woolard  <input type="checkbox"/> 3 = Scott  <input type="checkbox"/> 4 = Boddie  <input type="checkbox"/> 5 = Macaluso  <input checked="" type="checkbox"/> All </div>												
<b>Agenda Date</b>	October 12, 2021												
<b>Requested Action</b>	<p>CONSIDER RESOLUTION NO. 2021-R50; AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE A CHAPTER 43 TEXAS LOCAL GOVERNMENT CODE DEVELOPMENT AGREEMENT WITH WYATT JAMES L JR PROPERTY MANAGEMENT TRUST ON SAID PROPERTY DESCRIBED IN THE ATTACHED AGREEMENT AND METES AND BOUNDS LEGAL DESCRIPTION. <i>(Wyatt James L Jr Property Management Trust, 36025 IH-10 West)</i></p>												
<b>Contact Person</b>	Laura Haning, Planning and Community Development Director												
<b>Background Information</b>	<p>The property under consideration for a nonannexation agreement is located in the City's ETJ, west of IH-10 and north of Frederick Creek. The developer requesting support for the TDHCA tax credits this evening is interested in developing this property for apartments. As part of consideration for support of the TDHCA tax credits, staff has requested that the owner annex the property. They are interested in doing so, but only if the property is developed. The nonannexation agreement gives the owner some protection against annexation if the property is not purchased for development, but it gives the City an opportunity to annex the property if development occurs. Even though utilities in this area are provided by Kendall West Utility District (KWU), the annexation gives the city the authority to regulate design, landscaping and of course we can tax the property.</p> <p>With the recent State regulations placed on cities regarding limiting annexation, any nonannexation agreement provides opportunity for the city to expand our boundaries (and therefore our ETJ) regulate develop and have taxing authority.</p>												
<b>Item Justification</b>	<table border="0" style="width: 100%;"> <tr> <td><input checked="" type="checkbox"/> Legal/Regulatory Obligation</td> <td><input type="checkbox"/> Infrastructure Investment</td> </tr> <tr> <td><input type="checkbox"/> Reduce Costs</td> <td><input checked="" type="checkbox"/> Customer Demand</td> </tr> <tr> <td><input type="checkbox"/> Increase Revenue</td> <td><input type="checkbox"/> Service Enhancement</td> </tr> <tr> <td><input type="checkbox"/> Drive Down Risk</td> <td><input type="checkbox"/> Process Efficiency</td> </tr> <tr> <td><input type="checkbox"/> Master Plan</td> <td><input type="checkbox"/> Other: _____</td> </tr> <tr> <td colspan="2"> Recommendation _____ </td> </tr> </table>	<input checked="" type="checkbox"/> Legal/Regulatory Obligation	<input type="checkbox"/> Infrastructure Investment	<input type="checkbox"/> Reduce Costs	<input checked="" type="checkbox"/> Customer Demand	<input type="checkbox"/> Increase Revenue	<input type="checkbox"/> Service Enhancement	<input type="checkbox"/> Drive Down Risk	<input type="checkbox"/> Process Efficiency	<input type="checkbox"/> Master Plan	<input type="checkbox"/> Other: _____	Recommendation _____	
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<input type="checkbox"/> Master Plan	<input type="checkbox"/> Other: _____												
Recommendation _____													



<b>Financial Considerations</b>	Allows taxing authority
<b>Citizen Input/Board Review</b>	None. Met with two Council members and the developer to discuss the proposed development and the TDHCA tax credits.
<b>Legal Review</b>	Mick McKamie has reviewed the Agreement.
<b>Alternative Options</b>	
<b>Supporting Documents</b>	Supporting documentation is attached

**RESOLUTION NO. 2021-R50**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE A CHAPTER 43 TEXAS LOCAL GOVERNMENT CODE DEVELOPMENT AGREEMENT (NON-ANNEXATION AGREEMENT) WITH JAMES L. WYATT, JR. PROPERTY MANAGEMENT TRUST AND MILDRED M. WYATT PROPERTY MANAGEMENT TRUST, SAID PROPERTY DESCRIBED IN THE ATTACHED AGREEMENT AND METES AND BOUNDS LEGAL DESCRIPTION (36025 IH-10 West)**

**WHEREAS**, the City of Boerne finds it necessary to enter into and manage a Chapter 43 Development Agreement with the said property owners, James L. Wyatt, Jr. Property Management Trust and Mildred M. Wyatt Property Management Trust; and

**WHEREAS**, the City and the Property Owners listed in said agreement attached as Exhibit "A" desire to have the property described in the attached agreement to remain in the City's ETJ, in consideration for which the Property Owners agree to enter into this agreement with the City;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BOERNE, TEXAS:**

Section 1. The facts, findings, recitations contained in the preamble of this resolution hereby found and declared to be true and correct and are incorporated by reference herein and expressly made part hereof, as it copied herein verbatim.

Section 2. The City Council hereby authorizes the City Manager to enter into and manage a Chapter 43 Development Agreement (non-annexation agreement) between the City of Boerne, and James L. Wyatt, Jr. Property Management Trust and Mildred M. Wyatt Property Management Trust, Property Owners.

Section 3. The terms of the Agreement are set out in the Agreement attached as Exhibit "A" and incorporated herein for all intents and purposes.

Section 4. The property subject to this Agreement is described in the metes and bounds legal description attached as Exhibit "B."

Section 5. This Agreement shall be recorded in the Real Property Records of Kendall County, Texas.

Section 6. This Resolution shall become effective immediately upon its adoption.

PASSED, APPROVED, and ADOPTED on this the \_\_\_\_ day of October, 2021.

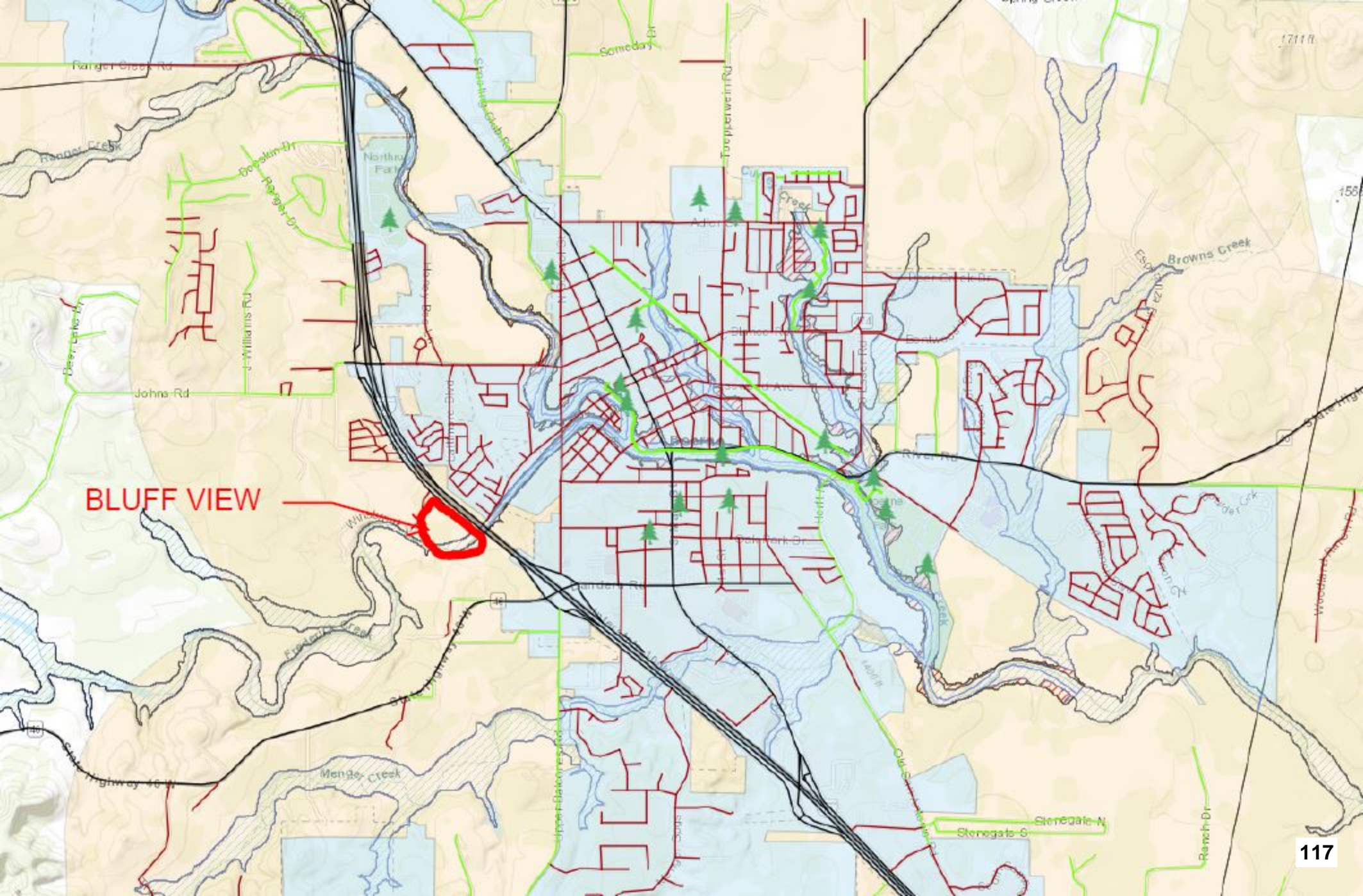
APPROVED:

\_\_\_\_\_  
Mayor

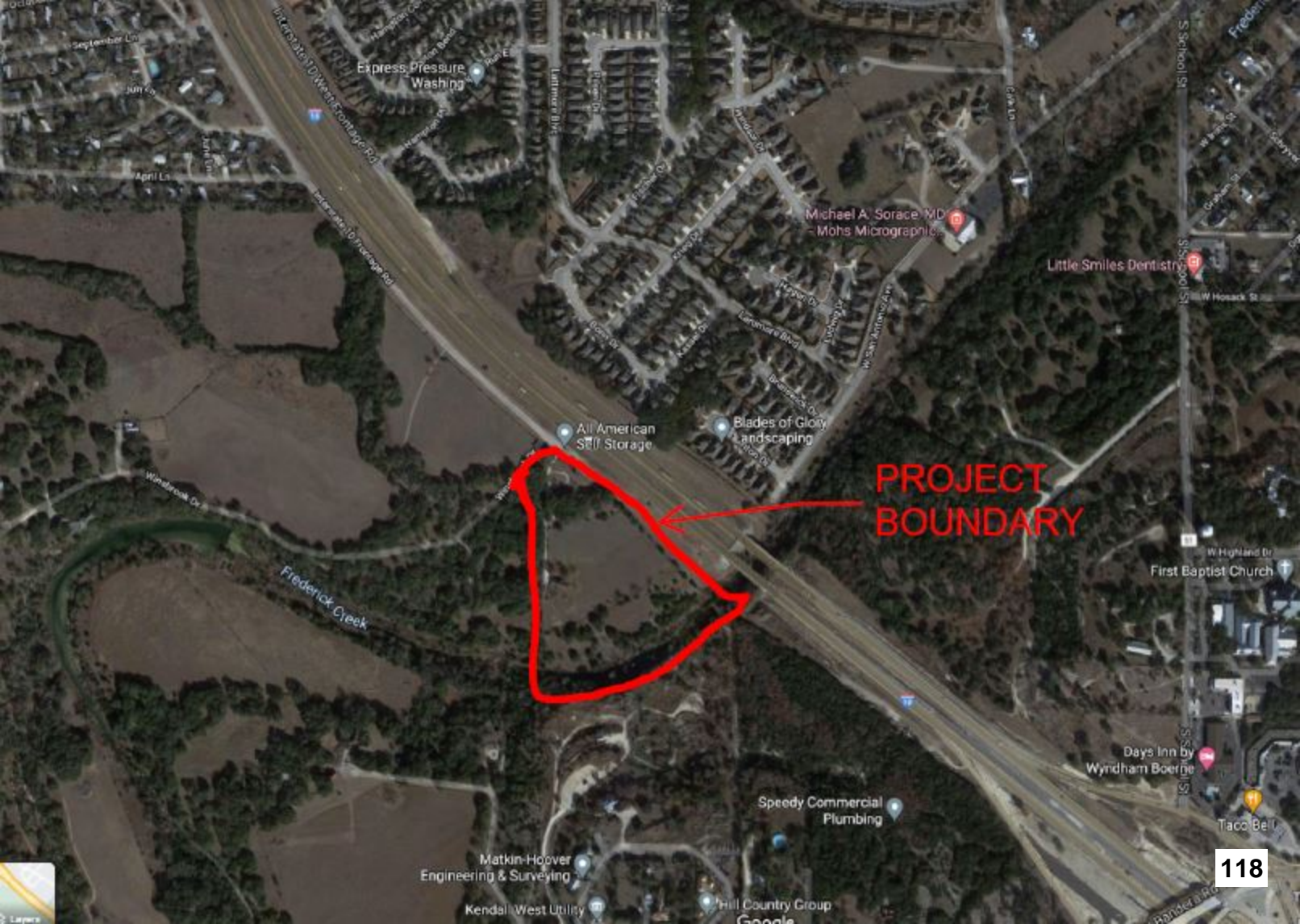
ATTEST:

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City Secretary







**PROJECT  
BOUNDARY**

STATE OF TEXAS                    )  
  )  
COUNTY OF KENDALL            )

**Property Owner:**               James L. Wyatt, Jr. Property Management Trust and Mildred  
  M. Wyatt Property Management Trust

**Property Description:**       See Attached Exhibit 1

**CHAPTER 43 TEXAS LOCAL GOVERNMENT CODE**  
**DEVELOPMENT AGREEMENT**

This Agreement is entered into pursuant to Sections 43.016 and 212.172 of the Texas Local Government Code by and between the City of Boerne, Texas (the “City”) and the undersigned property owners (the “Owner”). The term “Owner” includes all owners of the Property.

**WHEREAS**, the Owner owns a parcel of real property (the “Property”) in Kendall County, Texas, which is more particularly and separately described in the attached Exhibit 1; and

**WHEREAS**, the Owner desires to have the Property remain in the City’s extraterritorial jurisdiction, in consideration for which the Owner agrees to enter into this Agreement; and

**WHEREAS**, this Agreement is entered into pursuant to Sections 43.016 and 212.172 of the Texas Local Government Code, in order to address the desires of the Owner and the procedures of the City; and

**WHEREAS**, the Owner and the City acknowledge that this Agreement is binding upon the City and the Owner and their respective successors and assigns for the term (defined below) of this Agreement; and

**WHEREAS**, this Development Agreement is to be recorded in the Real Property Records of Kendall County.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

**Section 1.** The City guarantees the continuation of the extraterritorial status of the Owner’s Property, its immunity from annexation by the City, and its immunity from City property taxes, for the term of this Agreement, subject to the provisions of this Agreement. Except as provided in this Agreement, the City agrees not to annex the Property, and agrees not to involuntarily institute proceedings to annex the Property. However, if the Property is annexed pursuant to the terms of this Agreement, then the City may provide services as so agreed to the Property pursuant to Chapter 43 of the Texas Local Government Code.

**Section 2.** The Owner covenants and agrees not to use the Property for any use other than for agriculture, wildlife management, and/or timber land consistent with Chapter 23 of the Texas Tax Code, except for existing single-family residential use of the property, without the prior written consent of the City.

The Owner covenants and agrees that the Owner will not file any type of subdivision plat or related development document for the Property with Kendall County or the City until the Property has been annexed into, and zoned by, the City.

The Owner covenants and agrees not to construct, or allow to be constructed, any buildings on the Property that would require a building permit if the Property were in the city limits, until the Property has been annexed into, and zoned by, the City. The Owner also covenants and agrees that the City's most restrictive zoning, Residential-Agricultural zoning requirements apply to the Property, and that the Property shall be used only for Residential-Agricultural uses that exist on that Property at the time of the execution of this Agreement, unless otherwise provided in this Agreement. However, the Owner may construct an accessory structure to an existing single-family dwelling in compliance with all applicable City ordinances and codes.

The Owner acknowledges that each and every owner of the Property must sign this Agreement in order for the Agreement to take full effect, and the Owner who signs this Agreement covenants and agrees, jointly and severally, to indemnify, hold harmless, and defend the City against any and all legal claims, by any person claiming an ownership interest in the Property who has not signed the Agreement, arising in any way from the City's reliance on this Agreement.

**Section 3.** The Owner acknowledges that if any plat or related development document is filed in violation of this Agreement, or if the Owner commences development of the Property in violation of this Agreement, then in addition to the City's other remedies, such act will constitute a petition for voluntary annexation by the Owner, and the Property will be subject to annexation at the discretion of the City Council. The Owner agrees that such annexation shall be voluntary and the Owner hereby consents pursuant to Section 212.172(b)(7). Owner hereby waives any requirement in Chapter 43 related to procedures or service provision. Services will be provided to Owner's Property in accordance with existing city policy on the date of annexation, and as amended thereafter.

Furthermore, the Owner hereby waives any and all vested rights and claims that they may have under Section 43.002(a)(2) and Chapter 245 of the Texas Local Government Code that would otherwise exist by virtue of any actions Owner has taken in violation of Section 2 herein.

**Section 4.** Pursuant to Sections 43.016(b)(1)(B) of the Texas Local Government Code, the City is authorized to enforce all of the City's regulations and planning authority that do not materially interfere with the current use of the Property for residential, agriculture, wildlife management, or timber, in the same manner the regulations are enforced within the City's boundaries. The City states and specifically reserves its authority pursuant to Chapter 251 of the Texas Local Government Code to exercise eminent domain over property that is subject to a Chapter 43 and/or Chapter 212 development agreement.

**Section 5.** The term of this Agreement (the “Term”) is 10 years from the date that the City Manager’s signature to this Agreement is acknowledged by a public notary. Upon written request by Owner no later than one month prior to the Agreement’s expiration and written concurrence by the city, which shall not be unreasonably withheld, the term of this Agreement may be extended for successive ten (10 ) year terms. This Agreement may not extend past forty-five (45) years cumulatively.

The Owner, and all of the Owner’s heirs, successors and assigns shall be deemed to have filed a petition for voluntary annexation before the end of the Term, for annexation of the Property to be completed on or after the end of the Term. Prior to the end of the Term, the City may commence the voluntary annexation of the Property. The Owner agrees that such annexation shall be voluntary and the Owner hereby consents pursuant to Section 212.172(b)(7). Owner hereby waives any requirement in Chapter 43 related to procedures or service provision. Services will be provided to Owner’s Property in accordance with existing city policy on the date of annexation, and as amended thereafter.

Furthermore, the Owner hereby waives any and all vested rights and claims that they may have under Section 43.002(a)(2) and Chapter 245 of the Texas Local Government Code that would otherwise exist by virtue of any actions Owner has taken in violation of Section 2 herein.

In connection with annexation pursuant to this section, the Owners hereby waive any vested rights they may have under Section 43.002(a)(2) and Chapter 245 of the Texas Local Government Code that would otherwise exist by virtue of any plat or construction any of the owners may initiate during the time between the expiration of this Agreement and the institution of annexation proceedings by the City.

**Section 6.** Property annexed pursuant to this Agreement will initially be zoned a Holding zoning, pursuant to the City’s Code of Ordinances, pending determination of the property’s permanent zoning in accordance with the provisions of applicable law and the City’s Code of Ordinances.

**Section 7.** Any person who sells or conveys any portion of the Property shall, prior to such sale or conveyance, give written notice of this Agreement to the prospective purchaser or grantee, and shall give written notice of the sale or conveyance to the City. Furthermore, the Owner and the Owner’s heirs, successor, and assigns shall give the City written notice within 14 days of any change in the agricultural exemption status of the Property. A copy of either notice required by this section shall be forwarded to the City at the following address:

City of Boerne, Texas  
Attn: City Manager  
P.O. Box 1677 Boerne, Texas 78006

**Section 8.** This Agreement shall run with the Property and be recorded in the real property records of Kendall County, Texas.

**Section 9.** If a court of competent jurisdiction determines that any covenant of this Agreement is void or unenforceable, including the covenants regarding involuntary annexation, then the remainder of this Agreement shall remain in full force and effect.

**Section 10.** This Agreement may be enforced by any Owner or the City by any proceeding at law or in equity. Failure to do so shall not be deemed a waiver to enforce the provisions of this Agreement thereafter.



**Section 11.** No subsequent change in the law regarding annexation shall affect the enforceability of this Agreement or the City's ability to annex the properties covered herein pursuant to the terms of this Agreement.

**Section 12.** Venue for this Agreement shall be in Kendall County, Texas.

**Section 13.** This Agreement may be separately executed in individual counterparts and, upon execution, shall constitute one and same instrument.

**Section 14.** This Agreement shall survive its termination to the extent necessary for the implementation of the provisions of Sections 3, 4, and 5 herein.

Entered into this \_\_\_\_\_ day of September 2021.

**OWNER:**

**James L. Wyatt, Jr. Property Management Trust**

**Mildred M. Wyatt, Property Management Trust**

By: \_\_\_\_\_  
James Leslie Wyatt, III, Trustee

By: \_\_\_\_\_  
Roberta Belanger, Senior Vice  
President of Frost Bank, Trustee

By: \_\_\_\_\_  
Amy McFee, Trustee

THE STATE OF TEXAS        }

COUNTY OF                        }

This instrument was acknowledged before me on the \_\_\_\_ day of September 2021 by James Leslie Wyatt, III, Trustee of James L. Wyatt, Jr. Property Management Trust, an Owner.

\_\_\_\_\_  
Notary Public, State of Texas

THE STATE OF TEXAS        }

COUNTY OF                        }

This instrument was acknowledged before me on the \_\_\_\_ day of September 2021 by Amy McFee, Trustee of James L. Wyatt, Jr. Property Management Trust, an Owner.

\_\_\_\_\_  
Notary Public, State of Texas

THE STATE OF TEXAS        }

COUNTY OF KENDALL        }

This instrument was acknowledged before me on the \_\_\_\_ day of September 2021 by Roberta Belanger, Senior Vice President of Frost Bank, Trustee of Mildred M. Wyatt Property Management Trust, an Owner.

\_\_\_\_\_  
Notary Public, State of Texas

**CITY**

**Ben Thatcher, City Manager**

THE STATE OF TEXAS        }

COUNTY OF KENDALL        }

This instrument was acknowledged before me on the \_\_\_\_ day of September 2021, by Ben Thatcher, City Manager, City of Boerne, Texas.

\_\_\_\_\_  
Notary Public, State of Texas

## **EXHIBIT 1**

### **Description of Land**

An approximately 10-acre parcel of real property commonly known as 36025 I-10, Boerne, Texas 78006, more particularly described as set forth below and the attached Exhibit A and Exhibit B:

**Tract 1:**

**1.534 acre portion of that (called) 10.022 acre tract as described in Deed recorded in Volume 104, Page 824, Official Public Records, Kendall County, Texas; said 1.534 acres being more particularly described by metes and bounds on Exhibit "A" attached hereto and incorporated herein by reference.**

**Tract 2:**

**8.488 acre portion of that (called) 10.022 acre tract as described in Deed recorded in Volume 104, Page 824, Official Public Records, Kendall County, Texas; said 8.488 acres being more particularly described by metes and bounds on Exhibit "B" attached hereto and incorporated herein by reference.**

# EXHIBIT A

STATE OF TEXAS #  
COUNTY OF KENDALL #

Field notes of a 1.534 acre tract of land out of the A. Lockmar Survey No. 178, Kendall County, Texas located about 1.1 miles S 48° W of the county seat in Boerne, Texas, being the northern portion of a tract as described in Vol. 104, Page 824, Kendall County Deed Records and being more fully described as follows:

Beginning at an iron pin on the southwestern right-of-way line of Interstate Highway No. 10 for the north corner of this tract, said pin being N 51°07' E 3,501' from the southwest corner of the said Survey No. 178;

Thence, with fence S 0°51' W 225.4' and S 0°58' W 150.0' to a point for the southwest corner of this tract;

Thence, N 75°50' E 368.8' to an iron pin on the aforementioned southwestern right-of-way line of I.H. 10;

Thence, with said southwestern right-of-way line of I.H. 10 N 50°58' W 452.7' to the place of beginning and containing 1.534 acres of land.

I, Edgar Schwarz, Jr., a Registered Professional Civil Engineer, do hereby certify that the above field notes are of a survey made on the ground under my supervision and from records in my office.

This the 2nd day of March, 1974.

*Edgar Schwarz, Jr.*  
Edgar Schwarz, Jr.

THE STATE OF TEXAS  
COUNTY OF KENDALL

Before me, the undersigned authority, on this day personally appeared Edgar Schwarz, Jr. known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Witness my hand and seal of office on this the 2nd day of March, 1974.



*W. M. Schuchman*  
Notary Public in and for Kendall  
County, Texas



# EXHIBIT **B**

STATE OF TEXAS #

COUNTY OF KENDALL #

Field notes of a 8.488 acre tract of land out of the A. Lockmar Survey No. 178, Kendall County, Texas located about 1.2 miles S 48° W of the county seat in Boerne, Texas, being the southern portion of a tract as described in Vol. 104, Page 824, Kendall County Deed Records and being more fully described as follows:

Beginning at the point of intersection of the center of Fredericks Creek and the southwestern right-of-way line of Interstate Highway No. 10 for the southeast corner of this tract, said point being N 66°02' E 3,774' from the southwest corner of the said Survey No. 178;

Thence, with said southwestern right-of-way line of I.H. 10 N 50°28' W 128.4' and N 42°26' W 404.1' to an iron pin for the northeast corner of this tract;

Thence, S 75°50' W 368.8' to a point for corner;

Thence, with fence S 0°58' W 377.3', S 0°12' W 151.6' and S 0°38' E 84.3' to the center of Fredericks Creek for the southwest corner of this tract;

Thence, with said center of Creek S 85°27' E 134.4', N 81°23' E 265.0', N 58°48' E 163.5' and N 43°40' E 291.7' to the place of beginning and containing 8.488 acres of land.

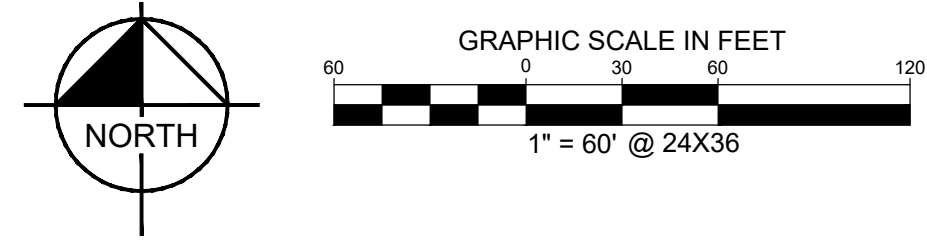
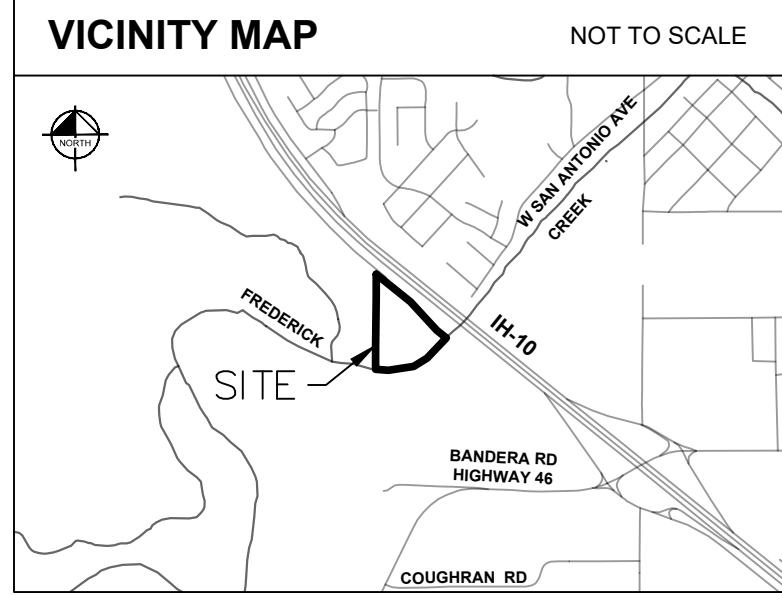
I, Edgar Schwarz, Jr., a Registered Professional Civil Engineer, do hereby certify that the above field notes are of a survey made on the ground under my supervision and from records in my office.

This the 2nd day of March, 1974.

*Edgar Schwarz, Jr.*  
Edgar Schwarz, Jr.







GENERAL NOTES:

- This survey was performed utilizing that certain title report prepared by First American Title Insurance Company, G.F. No. NCS-1058997-BOS1 (Issue Date: May 12, 2021, Effective Date: April 15, 2021) and reflects only those easements and encumbrances of record mentioned therein. Kimley-Horn did not abstract the public records. The surveyed tract may be subject to additional government regulations and restrictions prior to further site development. This survey is a Category 1B (TSPS) Boundary Improvements Survey for site improvement and design purposes only. This survey is not to be used for land title transactions. A current title report was not provided to Kimley-Horn and Associates, Inc. and the public records was not abstracted by the surveyor, therefore all matters of encumbrance may not be reflected by this drawing.
- According to Community Panel No. 48259C0415F, Dated: December 17, 2010 (Case No.: 18-06-3773P - Revised to Reflect LOMR Dated: September 23, 2019) of the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM), a portion of the subject tract is located within Zone "AE" which is defined by FEMA as "1% annual flood chance area with base flood elevations determined". The remainder of the property is within Zone "X" (un-shaded) defined by FEMA as "areas determined to be outside the 0.2% annual chance floodplain." All zone delineations shown hereon are approximate. This statement does not imply that any portion of the subject tract is totally free of potential flood hazard. Localized flooding can occur due to natural and/or man-made influences. This flood statement shall create no liability on the part of Kimley-Horn or the undersigned.
- GEODETIC BASIS STATEMENT:**

**HORIZONTAL CONTROL:** The bearings, distances, areas and coordinates shown hereon are the Texas State Plane Coordinate System GRID, South Central Zone (FIPS 4204) (NAD83), as determined by the Global Positioning System (GPS). All distances shown hereon are on the GRID. The unit of linear measurement is U.S. Survey Feet.

**VERTICAL CONTROL:** This drawing shows existing spot elevations and contour lines based upon a field survey conducted by survey personnel. The contour interval is 1 foot. All elevations shown hereon are tied to the North American Vertical Datum of 1988 (NAVD'88) based on GPS observations.
- Any underground utilities shown hereon are from Texas 811 markings located by survey crews, or record drawings obtained from utility companies representatives. Kimley-Horn cannot guarantee the locations of said utilities, except those that are observed and readily visible on the surface at the time of this survey. Kimley-Horn assumes no liability for poorly or improperly marked utility locations. Private interior service lines are not shown.
- ENCROACHMENTS:** Per ALTA/NSPS Survey Standards Item 5, Section C, Paragraph iii: The term "Encroachment" implies a legal opinion. "Evidence of potentially encroaching structural appearances and projections observed in the process of conducting fieldwork" relative to title lines, setbacks, adjoining properties, and rights-of-ways, will be shown, but the survey will make no judgment of "Encroachment" or "Non-encroachment".
- ZONING:** A Private Zoning Report was not provided by the owner or the insurer per ALTA/NSPS Optional Table A Items 6(a)(b). This survey does not reflect zoning status or restrictions.
- This survey does not provide any determination concerning wetlands, fault lines, toxic wastes (or any other environmental issue), archeological sites or obscured or poorly marked gravesites. An expert consultant should address such matters.
- The exterior "foot print" dimensions of all building shown hereon are used for square footage calculations.
- The surveyed property is the same as the land described in the Title Commitment.

NOTES ADDRESSING SCHEDULE B EXCEPTIONS:

(Pursuant to Commitment for Title Insurance listed in General Note 1.)

- The following restrictive covenants of record itemized below (We must either insert specific recording data or delete this exception):

**Item 1 of Schedule B is hereby deleted in its entirety.**
- The following matters and all terms of the documents creating or offering evidence of the matters (We must insert matters or delete this exception):
  - All leases, grants, exceptions or reservations of coal, lignite, oil, gas and other minerals, together with all rights, privileges, and immunities relating thereto, appearing in the Public Records whether listed in Schedule B or not. There may be leases, grants, exceptions or reservations of mineral interest that are not listed.
  - All encumbrances, violations, variations, or adverse circumstances affecting Title that would be disclosed by an accurate and complete land survey of the Land, including, without limitation, all visible and apparent easements or uses and all underground easements or uses, the existence of which may arise by unrecorded grant or by use. (May be amended or deleted upon approval of survey.)
  - Rights, if any, of third parties with respect to any portion of the subject property lying within the boundaries of a public or private road. (May be amended or deleted upon approval of survey.)
  - Rights of parties in possession and rights of tenants under any unrecorded leases or rental agreements. (May be amended or deleted upon execution of satisfactory affidavit with respect to parties in possession and tenants at closing.)
  - Denial of access to Interstate Highway 10 as set forth in Judgment recorded in Volume 88, Page 438, Deed Records, Kendall County, Texas. (SUBJECT TO AS SHOWN)
  - Affidavit regarding transfer of permit to operate a surface application system recorded in Volume 673, Page 205, Deed Records, Kendall County, Texas. (SUBJECT TO)
  - The liability on this policy covers only the Land stated herein, not the mobile home situated on subject property.

LEGAL DESCRIPTION OF LAND:

- See Exhibit "A" attached hereto and made a part hereof.

EXHIBIT "A"

Field notes of a 10.022 acre tract of land out of the A. Lockman Survey No. 178, Kendall County, Texas, located about 1.1 miles S 48 deg W of the county seat in Boerne, Texas and being more fully described as follows:

Beginning at the point of intersection of the corner of Fredericks Creek and the Southwestern right-of-way line of Interstate Highway No. 10 for the Southeast corner of this tract, said point being N 66 deg 02 minutes E 3.774' from the Southwest corner of the said Survey No. 178;

Thence, with said Southwestern right-of-way line of I.H. 10 N 50 deg 28 minutes W 128.4'; N 42 deg 26 minutes W 404.1' and N 50 deg 58 minutes W 452.7' to a fence corner for the North corner of this tract;

Thence, with fence S 0 deg 51 minutes W 225.4'; S 0 deg 58' W 527.3'; S 0 deg 12' W 151.6' and S 0 deg 38 minutes E 84.3' to the center of Fredericks Creek for the Southwest corner of this tract;

Thence, with said center of creek S 85 deg 27 minutes E 134.4'; N 81 deg 23 minutes East 265.0'; N 58 deg 48 minutes E 163.5' and N 43 deg 40 minutes E 291.7' to the place of beginning and containing 10.022 acres of land.

Note: The Company is prohibited from insuring the area or quantity of the land described herein. Any statement in the above legal description of the area or quantity of land is not a representation that such area or quantity is correct, but is made only for informational and/or identification purposes and does not override Item 2 of Schedule B hereof.

A METES AND BOUNDS DESCRIPTION OF A 10.054 ACRE TRACT OF LAND

BEING a 10.054 acre (437,968 square feet) tract of land situated in the A. Lockman Survey No. 178, Abstract No. 311, Kendall County, Texas, being all of that certain 10.02 acre tract of land described in instrument to "The James L. Wyatt Jr. Property Management Trust," recorded in Volume 1373, Page 340, and Document No. 00276408, and to "The Mildred M. Wyatt Property Management Trust," recorded in Volume 1373, Page 337, and Document No. 00276407, all in the Official Public Records of Kendall County, and being that same property described as 10.022 acres by metes and bounds recorded in Volume 104, Page 824, of the Deed Records of Kendall County; and being more particularly described as follows:

**BEGINNING**, at a 1/2-inch iron rod with a plastic cap stamped "KHA" set marking the northeast corner of that certain 121.816 acre tract of land in instrument to "Executrix's Deed Barbee Taylor Winn" recorded in Volume 984, Page 838, and Document No. 00207234 of the Official Public Records of Kendall County, and marking the north corner of the herein described tract, said set rod bares North 51°11'10" West, 0.40 feet to a found Type I concrete monument;

**THENCE**, along the southwesterly right-of-way line of said Interstate Highway 10 (variable width public right-of-way) the following three (3) courses and distances:

- South 51°11'34" East, 455.58 feet to a Type I concrete monument found for corner;
- South 42°38'22" East, 403.94 feet to a Type I concrete monument found for corner;
- South 51°13'39" East, 84.46 feet passing a 1/2-inch iron rod with a plastic cap stamped "PFEIFFER" found on line, continuing for a total distance of 127.76 feet to a 1/2-inch iron rod with a plastic cap stamped "KHA" set marking the most north corner of that certain 13.422 acre tract described in instrument to Matkin Properties, LP in Volume 1418, Page 664, and Document No. 00284420 of the Official Public Records of Kendall County;

**THENCE**, departing the southwesterly right-of-way line of said Interstate Highway 10, and along the approximate centerline of Fredericks Creek, same being the southeasterly line of the herein described tract the following four (4) courses and distances:

- South 43°21'45" West, 290.74 feet to a calculated point for corner;
- South S8°29'45" West, 163.50 feet to a calculated point for corner;
- South 81°04'45" West, 265.00 feet to a calculated point for corner;
- North 85°45'15" West, 134.40 feet to a 1/2-inch iron rod with a plastic cap stamped "KHA" set marking the northwest corner of said 13.422 acre tract, and a point on the easterly line of that certain 27.276 acre tract described in instrument to "Executrix's Deed Barbee Taylor Winn" in Volume 984, Page 838, and Document No. 00207234 of the Official Public Records of Kendall County, marking the southwest corner of the herein described tract;

**THENCE**, North 0°41'24" West, along the easterly line of said 27.276 acre tract; at 28.56 feet passing a 1/2-inch iron rod with a plastic cap stamped "PFEIFFER" found 0.87' feet off line to the west, continuing for a total distance of 86.11 feet to a 1/2-inch iron rod found for a corner;

**THENCE**, along the easterly common line of said 121.816 acre tract the following three (3) courses and distances:

- North 0°14'11" West, along the easterly line of said 27.276 acre tract; at 6.54 feet passing a 1/2-inch iron rod found for northeast corner of said 27.276 acre tract 0.66' feet off line to the west, and marking the southeast corner of said 121.816 acre tract, continuing for a total distance of 149.79 feet to a 1/2-inch iron rod found for corner;
- North 0°39'45" East, 530.13 feet to a 1/2-inch iron rod found for corner;
- North 0°32'39" East, 224.86 feet to the **POINT OF BEGINNING** and containing 10.054 acres of land in Kendall County, Texas. The basis of bearing for this description is the Texas State Plane Coordinate System Grid, South Central Zone (FIPS 4204) (NAD83). All distances are on the Grid and shown in U.S. Survey Feet. This document was prepared in the office of Kimley-Horn and Associates, Inc. in San Antonio, Texas.

LEGEND

[T]	TELEPHONE BOX	[O]	SANITARY SEWER CLEAN OUT
[E]	ELECTRIC BOX	[S]	SANITARY SEWER MANHOLE
[G]	GUY ANCHOR	[M]	STORM SEWER MANHOLE
[U]	UTILITY POLE	[B]	TRAFFIC BOLLARD
[T]	ELECTRIC TRANSFORMER	[F]	FIRE
[E]	ELECTRIC VALVE	[C]	FIRE DEPT. CONNECTION
[M]	ELECTRIC METER	[F]	FIRE HYDRANT
[S]	SIGN	[W]	WATER METER
[B]	BORER LOCATION	[V]	WATER VALVE
[G]	GAS VALVE	[R]	IRISC SW/ IRON ROD W/ "KHA" CAP SET
[O]	OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY	[R]	IRON ROD FOUND
[C]	CRK	[D]	DEED RECORDS OF KENDALL COUNTY

LINE TYPE LEGEND

=====	BOUNDARY LINE
-----	EASEMENT LINE
=====	BUILDING LINE
-----	WATER LINE
----- W -----	SANITARY SEWER LINE
----- SS -----	STORM DRAIN LINE
----- SD -----	UNDERGROUND GAS LINE
----- GAS -----	OVERHEAD UTILITY LINE
----- OHE -----	UNDERGROUND ELECTRIC LINE
----- UGE -----	UNDERGROUND TELEPHONE LINE
----- UGT -----	FENCE
---x---x---x---	

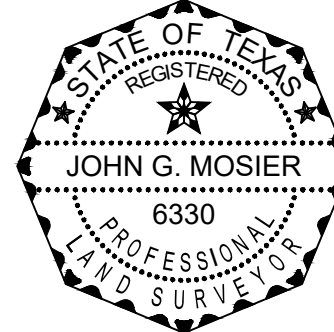
SURVEYORS CERTIFICATION:

To: Roers Investments LLC, a Minnesota Limited Liability Company;  
Roers Boerne Apartments Owner LLC, a Texas Limited Liability Company;  
First American Title Insurance Company;

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 1.3,4,8,9,13 and 16 of Table A thereof.

Field Work Date: 05-18-2021  
Survey Date: 06-01-2021

John G. Mosier  
Registered Professional Land Surveyor No. 6330  
Kimley-Horn and Associates, Inc.  
601 NW Loop 410, Suite 350  
San Antonio, Texas 78216  
Ph. 210-541-9166  
greg.mosier@kimley-horn.com



ALTA/NSPS LAND TITLE SURVEY

10.054 ACRES  
A. LOCKMAN SURVEY NO. 178  
ABSTRACT NO. 311  
CITY OF BOERNE, KENDALL COUNTY, TEXAS

**Kimley»Horn**

601 NW Loop 410, Suite 350  
San Antonio, Texas 78216  
FIRM # 10193973  
Tel. No. (210) 541-9166  
www.kimley-horn.com

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 60'	SAL	JGM	6/1/2021	069290301	1 OF 1

No.	DATE	REVISION DESCRIPTION
1		



**A METES AND BOUNDS  
DESCRIPTION OF A  
10.054 ACRE TRACT OF LAND**

**BEING** a 10.054 acre (437,968 square feet) tract of land situated in the A. Lockmar Survey No. 178, Abstract No. 311, Kendall County, Texas; being all of that certain 10.02 acre tract of land described in instrument to "The James L. Wyatt Jr. Property Management Trust", recorded in Volume 1373, Page 340, and Document No. 00276408, and to "The Mildred M. Wyatt Property Management Trust", recorded in Volume 1373, Page 337, and Document No. 00276407, all in the Official Public Records of Kendall County, and being that same property described as 10.022 acres by metes and bounds recorded in Volume 104, Page 824, of the Deed Records of Kendall County; and being more particularly described as follows:

**BEGINNING**, at a 1/2-inch iron rod with a plastic cap stamped "KHA" set marking the northeast corner of that certain 121.816 acre tract of land in instrument to "Executrix's Deed Barbee Taylor Winn" recorded in Volume 984, Page 838, and Document No. 00207234 of the Official Public Records of Kendall County, and marking the north corner of the herein described tract, said set rod bares North 51°11'10" West, 0.40 feet to a found Type I concrete monument;

**THENCE**, along the southwesterly right-of-way line of said Interstate Highway 10 (variable width public right-of-way) the following three (3) courses and distances:

1. South 51°11'34" East, 455.58 feet to a Type I concrete monument found for corner;
2. South 42°38'22" East, 403.94 feet to a Type I concrete monument found for corner;
3. South 51°13'39" East; 84.46 feet passing a 1/2-inch iron rod with a plastic cap stamped "PFEIFFER" found on line; continuing for a total distances of 127.76 feet to a 1/2-inch iron rod with a plastic cap stamped "KHA" set marking the most north corner of that certain 13.422 acre tract described in instrument to Matkin Properties, LP in Volume 1418, Page 664, and Document No. 00284420 of the Official Public Records of Kendall County;

**THENCE**, departing the southwesterly right-of-way line of said Interstate Highway 10, and along the approximate centerline of Fredericks Creek, same being the southeasterly line of the herein described tract the following four (4) courses and distances:

1. South 43°21'45" West, 290.74 feet to a calculated point for corner;
2. South 58°29'45" West, 163.50 feet to a calculated point for corner;
3. South 81°04'45" West, 265.00 feet to a calculated point for corner;
4. North 85°45'15" West, 134.40 feet to a 1/2-inch iron rod with a plastic cap stamped "KHA" set marking the northwest corner of said 13.422 acre tract, and a point on the easterly line of that certain 27.276 acre tract described in instrument to "Executrix's Deed Barbee Taylor Winn" in Volume 984, Page 838, and Document No. 00207234 of the Official Public Records of Kendall County, marking the southwest corner of the herein described tract;

**THENCE**, North 0°41'24" West; along the easterly line of said 27.276 acre tract; at 28.56 feet passing a 1/2-inch iron rod with a plastic cap stamped "PFEIFFER" found 0.87' feet off line to the west; continuing for a total distances of 86.11 feet to a 1/2-inch iron rod found for a corner;


**THENCE**, along the easterly common line of said 121.816 acre tract the following three (3) courses and distances:

1. North 0°14'11" West, along the easterly line of said 27.276 acre tract; at 6.54 feet passing a 1/2-inch iron rod found for northeast corner of said 27.276 acre tract 0.66' feet off line to the west, and marking the southeast corner of said 121.816 acre tract; continuing for a total distances of 149.78 feet to a 1/2-inch iron rod found for corner;
2. North 0°39'45" East, 530.13 feet to a 1/2-inch iron rod found for corner;
3. North 0°32'39" East, 224.66 feet to the **POINT OF BEGINNING** and containing 10.054 acres of land in Kendall County, Texas. The basis of bearing for this description is the Texas State Plane Coordinate System Grid, South Central Zone (FIPS 4204) (NAD'83). All distances are on the Grid and shown in U.S. Survey Feet. This document was prepared in the office of Kimley-Horn and Associates, Inc. in San Antonio, Texas.



PREVIOUS PARKING COUNT: 509  
CURRENT PARKING COUNT: 309



	<div style="text-align: center;"><b>AGENDA ITEM SUMMARY</b></div> <div style="border: 1px dashed purple; padding: 5px; margin-top: 10px;"> <b>District Impacted</b>  <input type="checkbox"/> 1 = Wolosin  <input type="checkbox"/> 2 = Woolard  <input type="checkbox"/> 3 = Scott  <input type="checkbox"/> 4 = Boddie  <input type="checkbox"/> 5 = Macaluso  <input checked="" type="checkbox"/> All </div>
<b>Agenda Date</b>	October 12, 2021
<b>Requested Action</b>	<p>PROPOSED RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BOERNE, TEXAS SUPPORTING ROERS COMPANIES APPLICATION FOR HOUSING TAX CREDITS/PRIVATE ACTIVITY BOND APPLICATION TO THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS (TDHCA) FOR BLUFFVIEW APARTMENTS. <i>(Wyatt James L Jr Property Management Trust, 36025 IH-10 West)</i></p> <p style="margin-left: 40px;">I. PRESENTATION</p> <p style="margin-left: 40px;">II. PUBLIC HEARING (one of one hearing)</p> <p style="margin-left: 40px;">III. CONSIDER RESOLUTION NO. 2021-R51; SUPPORTING ROERS COMPANIES APPLICATION FOR HOUSING TAX CREDITS/PRIVATE ACTIVITY BOND APPLICATION TO THE TDHCA FOR BLUFFVIEW APARTMENTS.</p>
<b>Contact Person</b>	Laura Haning, Planning and Community Development Director
<b>Background Information</b>	<p>Roers Boerne Apartments Owner LLC is making application for housing tax credits with the Texas Department of Housing and Community Affairs (TDHCA) to develop an apartment complex to be supported by tax credits. The project would construct 192 units that will allow for discounted rents for those whose income does not exceed 60% of the Kendall County Median Income. The development would be located on 10 acres at 36025 IH-10 West. This property is currently in the ETJ, but is proposing a nonannexation agreement which will require annexation upon development of the property.</p> <p>Pursuant to 10 TAC §11.3(c), for applications located in a municipality, or if located completely outside a municipality, the Applicant must obtain prior approval of the Development from the Governing Body of the appropriate municipality or county containing the Development. That approval must also contain a written expression of support in the form of a resolution from both the city and the county. Kendall County has already provided their resolution of support.</p> <p>Roers Boerne Apartments Owner LLC plan to own the apartments over</p>

	the long-term. They plan to construct 1-3 bedroom units with the majority of them being two and three bedroom units with rents ranging from \$1,168 to \$1,620 per month.
<b>Item Justification</b>	<div> <div> <input checked="" type="checkbox"/> Legal/Regulatory Obligation           <input type="checkbox"/> Reduce Costs           <input type="checkbox"/> Increase Revenue           <input type="checkbox"/> Drive Down Risk           <input type="checkbox"/> Master Plan           Recommendation         </div> <div> <input type="checkbox"/> Infrastructure Investment           <input checked="" type="checkbox"/> Customer Demand           <input type="checkbox"/> Service Enhancement           <input type="checkbox"/> Process Efficiency           <input type="checkbox"/> Other: _____         </div> </div>
<b>Financial Considerations</b>	No City contribution necessary
<b>Citizen Input/Board Review</b>	
<b>Legal Review</b>	Mick McKamie has reviewed the Resolution for Support
<b>Alternative Options</b>	
<b>Supporting Documents</b>	Supporting documentation is attached

**RESOLUTION NO. 2021-R51**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BOERNE, TEXAS  
SUPPORTING ROERS COMPANIES APPLICATION FOR HOUSING TAX  
CREDITS/PRIVATE ACTIVITY BOND APPLICATION TO THE TEXAS  
DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS (TDHCA) FOR  
BLUFFVIEW APARTMENTS (36025 IH-10 West)**

**WHEREAS**, Roers Companies has proposed a development for affordable rental housing at 36025 IH-10 West named Bluffview Apartments in the Boerne, Kendall County, Texas; and

**WHEREAS**, Roers Companies has communicated that it intends to submit an application to the Texas Department of Housing and Community Affairs ("TDHCA") for 2021 Housing Tax Credits and Private Activity Bond funds for Bluffview Apartments; and

**WHEREAS**, Roers Companies has proposed a development for affordable rental housing of 216 units that will be located at 36025 IH-10 West in the city Boerne, Kendall County, Texas; and

**WHEREAS**, Roers Companies has submitted an application to the Texas Department of Housing and Community Affairs for 2021 Housing Tax Credits for Bluffview Apartments.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BOERNE, TEXAS, THAT:**

The City Council of the City of Boerne, Texas, hereby adopts this resolution as evidence to its commitment of support of Roers Companies application for Housing Tax Credits.

**RESOLVED**, that as provided for in 10 TAC §11.3(c), it is expressly acknowledged and confirmed that the City of Boerne, Texas has more than twice the state average of units per capita supported by Housing Tax Credits or Private Activity Bonds; and

**FURTHER RESOLVED**, that the City of Boerne hereby supports the proposed Bluffview Apartments, and confirms that its governing body has voted specifically to approve the construction or rehabilitation of the Development and to authorize an allocation of Housing Tax Credits for the Development pursuant to Tex. Gov't Code §2306.6703(a)(4); and

**FURTHER RESOLVED** that the Mayor is hereby authorized, empowered, and directed to certify these resolutions to the Texas Department of Housing and Community Affairs; and

**FURTHER RESOLVED**, that in accordance with the requirements of Tex. Gov't Code §2306.67071 and 10 TAC §11.204(4), it is hereby found that:



1. Notice has been provided to the City Council in accordance with Tex. Gov't Code, §2306.67071(a); and
2. The City Council has had sufficient opportunity to obtain a response from the Roers Companies regarding any questions or concerns about the proposed Development; and
3. The City Council has held a hearing at which public comment may be made on the proposed Development in accordance with Tex. Gov't Code, §2306.67071(b); and
4. After due consideration of the information provided by the Roers Companies and public comment, the City Council does not object to the proposed Application; and

**FURTHER RESOLVED** that the Mayor is hereby authorized, empowered, and directed to certify these resolutions to the Texas Department of Housing and Community Affairs.

This resolution shall take effect immediately and upon passage.

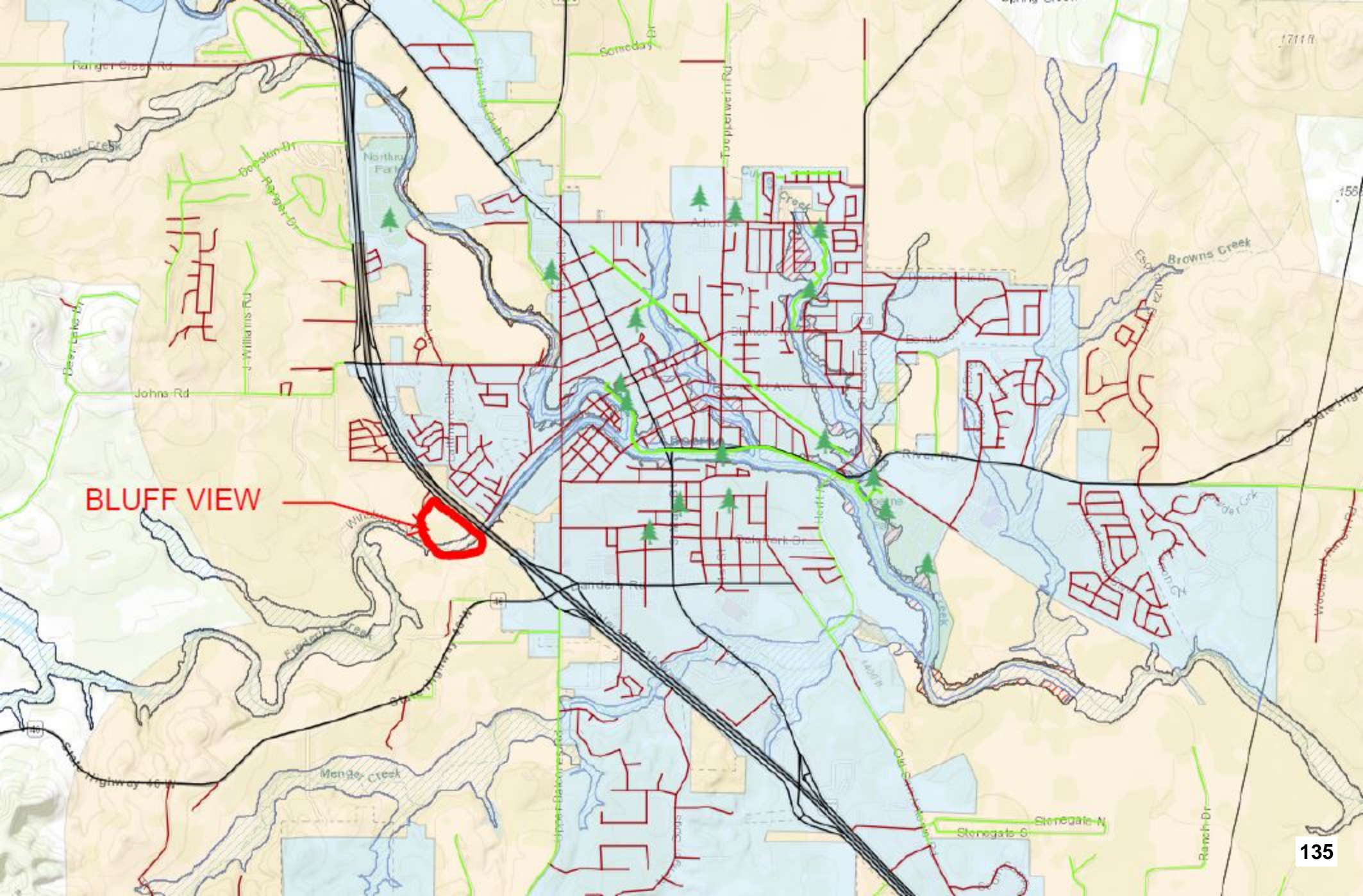
PASSED and APPROVED on this the \_\_\_\_ day of October, 2021.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Secretary



BLUFF VIEW






PREVIOUS PARKING COUNT: 509  
CURRENT PARKING COUNT: 309





# Building Exteriors and Elevations Examples



	<div style="text-align: center;"> <h2 style="margin: 0;">AGENDA ITEM SUMMARY</h2> </div> <div style="border: 1px dashed purple; padding: 5px; margin-top: 10px;"> <p style="text-align: center; margin: 0;"><b>District Impacted</b></p> <p><input type="checkbox"/> 1 = Wolosin</p> <p><input type="checkbox"/> 2 = Woolard</p> <p><input type="checkbox"/> 3 = Scott</p> <p><input type="checkbox"/> 4 = Boddie</p> <p><input type="checkbox"/> 5 = Macaluso</p> <p><input checked="" type="checkbox"/> All</p> </div>		
<b>Agenda Date</b>	<i>October 12, 2021</i>		
<b>Requested Action</b>	Approve RESOLUTION NO. 2021-R52; ASSERTING ITS DESIRE TO BECOME A DARK SKY COMMUNITY.		
<b>Contact Person</b>	Laura Haning, Planning and Community Development Director		
<b>Background Information</b>	<p>Several of the objectives in the 2018 Comprehensive Master Plan identified the need to evaluate opportunities to protect our natural environment. One of those action items identified night sky protection as a means to protect our environment. Our first step addressing the preservation of night skies was the inclusion of more restrictive lighting regulations in the Unified Development Code (UDC). The state has limited our ability to enforce the lighting regulations but are slowly allowing some opportunities to provide enforcement authority. Support of this Resolution is one of those opportunities.</p> <p>We are working in conjunction with the County to write regulations that are uniform so that once we are dark sky certified, the enforcement of dark skies will be uniform across the county.</p>		
<b>Item Justification</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Legal/Regulatory Obligation  <input type="checkbox"/> Reduce Costs  <input type="checkbox"/> Increase Revenue  <input type="checkbox"/> Drive Down Risk  <input type="checkbox"/> Master Plan            Recommendation         </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Infrastructure Investment  <input checked="" type="checkbox"/> Customer Demand  <input type="checkbox"/> Service Enhancement  <input type="checkbox"/> Process Efficiency  <input type="checkbox"/> Other: _____         </td> </tr> </table>	<input checked="" type="checkbox"/> Legal/Regulatory Obligation <input type="checkbox"/> Reduce Costs <input type="checkbox"/> Increase Revenue <input type="checkbox"/> Drive Down Risk <input type="checkbox"/> Master Plan Recommendation	<input type="checkbox"/> Infrastructure Investment <input checked="" type="checkbox"/> Customer Demand <input type="checkbox"/> Service Enhancement <input type="checkbox"/> Process Efficiency <input type="checkbox"/> Other: _____
<input checked="" type="checkbox"/> Legal/Regulatory Obligation <input type="checkbox"/> Reduce Costs <input type="checkbox"/> Increase Revenue <input type="checkbox"/> Drive Down Risk <input type="checkbox"/> Master Plan Recommendation	<input type="checkbox"/> Infrastructure Investment <input checked="" type="checkbox"/> Customer Demand <input type="checkbox"/> Service Enhancement <input type="checkbox"/> Process Efficiency <input type="checkbox"/> Other: _____		
<b>Financial Considerations</b>			
<b>Citizen Input/Board Review</b>			
<b>Legal Review</b>			
<b>Alternative Options</b>			

<b>Supporting Documents</b>	Supporting documentation is attached
-----------------------------	--------------------------------------

**RESOLUTION NO. 2021-R52**

**A RESOLUTION OF THE CITY OF BOERNE, TEXAS, ASSERTING ITS  
DESIRE TO BECOME A DARK SKY COMMUNITY**

**WHEREAS**, from the Longhorn Cavern to Utopia and on to the Devil's Backbone, the Texas Hill Country is quite a jewel among Texas regions. With its rough mountainous beauty and karst topography it has become a favorite stopping off place for fellow Texans and settlers; and

**WHEREAS**, Kendall County is recognized as one of the Hill Country's best places to live and one of the fastest growing counties in the nation; and

**WHEREAS**, to preserve the natural scenic beauty, native wildlife, as well as the local historical and cultural heritage of this unique region known as the Texas Hill Country, future growth must respect the unique local conditions and not sacrifice those institutions and natural resources that contribute so greatly to an enviable high quality of life.

**WHEREAS**, S.B. 1090, passed by the Texas Legislature in 2021, exempts lighting ordinances, as long as, a governmental entity adopts a resolution stating its intent to become a Dark Sky Community and regulates lighting in a manner that is not more restrictive than necessary to become a certified Dark Sky Community;

**WHEREAS**, the City of Boerne has entered into an Interlocal Agreement with Kendall County to regulate lighting in the extraterritorial jurisdiction; and

**WHEREAS**, the City of Boerne seeks to become a Dark Sky Community and regulate lighting in a manner that is not more restrictive than necessary to become a certified Dark Sky Community within the city limits of Boerne and the extraterritorial jurisdiction.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BOERNE, TEXAS, THAT:**

Will seek to become a Dark Sky Community, and

Will regulate lighting in a manner that is not more restrictive than necessary to become a certified Dark Sky Community within the city limits and its extraterritorial jurisdiction.

PASSED, APPROVED and ADOPTED on this the \_\_\_\_ day of October, 2021.


APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Secretary



	<div style="text-align: center;"> <h2 style="margin: 0;">AGENDA ITEM SUMMARY</h2> </div> <div style="border: 1px dashed purple; padding: 5px; margin-top: 10px;"> <p style="margin: 0;"><b>District Impacted</b></p> <p><input type="checkbox"/> 1 = Wolosin</p> <p><input type="checkbox"/> 2 = Woolard</p> <p><input type="checkbox"/> 3 = Scott</p> <p><input type="checkbox"/> 4 = Boddie</p> <p><input type="checkbox"/> 5 = Macaluso</p> <p><input checked="" type="checkbox"/> All</p> </div>		
<b>Agenda Date</b>	<i>October 12, 2021</i>		
<b>Requested Action</b>	CONSIDER RESOLUTION NO. 2021-R; A RESOLUTION OF THE CITY OF BOERNE, TEXAS, ADOPTING AN EMERGENCY OPERATIONS PLAN		
<b>Contact Person</b>	Captain Steve M. Perez		
<b>Background Information</b>	<p>As a requirement of the State of Texas Division of Emergency Management, it is now time to renew our City/County Emergency Operations Plan (EOP). The function of the EOP is to define the roles and responsibilities on internal and external stakeholders, before, during, an after an incident. The base plan includes planning assumptions, roles and responsibilities, concept of operations, incident management actions, and plan maintenance instructions.</p> <p>In addition to the base plan, the old EOP contained 23 annexes that provided additional guidance and described the functional process and administrative processes, as well as incident annexes that addressed situations requiring specialized applications of the plan. The new EOP will contain 15 Emergency Support Functions (ESF) and will allow for increased efficiency, detail, and ease of use over the old plan.</p> <p>Overall, the new EOP will allow for a more organized response during an emergency event.</p> <p>Kendall County Commissioner will also be considering adoption of the new EOP during their Regular Meeting on October 12, 2021.</p>		
<b>Item Justification</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Legal/Regulatory Obligation  <input type="checkbox"/> Reduce Costs  <input type="checkbox"/> Increase Revenue  <input checked="" type="checkbox"/> Mitigate Risk  <input type="checkbox"/> Master Plan  <input type="checkbox"/> Recommendation         </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Infrastructure Investment  <input type="checkbox"/> Customer Pull  <input type="checkbox"/> Service Enhancement  <input checked="" type="checkbox"/> Process Efficiency  <input type="checkbox"/> Other: _____         </td> </tr> </table>	<input type="checkbox"/> Legal/Regulatory Obligation <input type="checkbox"/> Reduce Costs <input type="checkbox"/> Increase Revenue <input checked="" type="checkbox"/> Mitigate Risk <input type="checkbox"/> Master Plan <input type="checkbox"/> Recommendation	<input type="checkbox"/> Infrastructure Investment <input type="checkbox"/> Customer Pull <input type="checkbox"/> Service Enhancement <input checked="" type="checkbox"/> Process Efficiency <input type="checkbox"/> Other: _____
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<b>Financial Considerations</b>	NONE
<b>Citizen Input/Board Review</b>	NONE
<b>Legal Review</b>	NONE
<b>Alternative Options</b>	N/A
<b>Supporting Documents</b>	See Attached Emergency Operations Plan

**RESOLUTION NO. 2021-R53**

**A RESOLUTION OF THE CITY OF BOERNE, TEXAS, ADOPTING THE  
KENDALL COUNTY/CITY OF BOERNE EMERGENCY OPERATIONS PLAN**

**WHEREAS**, the City of Boerne ("City") and Kendall County ("County") take a proactive role in mitigating, preparing, responding, and recovering from potential natural and technological hazards or terrorist events; and

**WHEREAS**, the City recognizes the importance of a unified and consistent system to prepare for, respond to and recover from disasters and emergencies; and

**WHEREAS**, an Emergency Operations Plan ("EOP") provides the framework for emergency response and emergency management during disasters; and

**WHEREAS**, the EOP delegates overall responsibility for plan development, maintenance, training, and exercise to Kendall County/Boerne Emergency Management; and

**WHEREAS**, the City of Boerne finds it in the best interest of the citizens to adopt the Kendall County/City of Boerne Emergency Operations Plan.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BOERNE, TEXAS, THAT:**

Section 1. The Kendall County/City of Boerne Emergency Operations Plan is hereby adopted.

Section 2. This Resolution will take effect immediately upon passage.

PASSED, APPROVED and ADOPTED on this the \_\_\_\_ day of October, 2021.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Secretary



## KENDALL COUNTY/CITY OF BOERNE

# EMERGENCY OPERATIONS PLAN



Developed and Published by  
Kendall County/City of Boerne  
Emergency Management  
Boerne, Texas 78006

Adopted: September 1, 2021



## **Resolution**

This resolution by the Kendall County Commissioners Court adopts the Kendall County/City of Boerne Emergency Operations Plan (EOP) and delegates overall responsibility for plan development, maintenance, training, and exercise to Kendall County/ Boerne Emergency Management. Furthermore, the Kendall County Commissioners/ directs all County/ City departments to offer assistance where needed with the development, maintenance, training, activation, and exercising of this plan.

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ year\_\_\_\_\_,  
by the Commissioners Court of Kendall County, TX.

\_\_\_\_\_  
Kendall County Commissioners Court

## Letter of Adoption

This order by the City of Boerne city adopts the Kendall County/City of Boerne Emergency Operations Plan (EOP) and delegates overall responsibility for plan development, maintenance, training, and exercise to Kendall County/Boerne Emergency Management. Furthermore, the Boerne City Council directs all City of Boerne departments to offer assistance where needed with the development, maintenance, training, activation, and exercising of this plan.

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_

year\_\_\_\_\_, by the City Council of Boerne, TX.



**City of Boerne Mayor**

**ATTEST:**

\_\_\_\_\_  
City Clerk



# Kendall COUNTY/City of Boerne EMERGENCY OPERATIONS PLAN



## Table of Contents

### Base Plan

I. Introduction	7
A. Purpose	9
B. Scope/Applicability	9
C. Incident Management Activities	10
D. Authorities	10
E. Key Concepts	11
II. Planning Assumptions and Considerations	11
III. Roles and Responsibilities	13
A. Federal Government	13
B. State Government	13
C. Kendall County/City of Boerne Elected Officials	13
D. Kendall County/Boerne Emergency Management	14
E. City/County Agencies	14
F. Volunteer and Private-sector Organizations	15
G. Citizens	15
IV. Concept of Operations	15
A. General	15
B. Concurrent Implementation of Other Plans	16
C. Organizational Structure	17
D. Principal Organizational Elements	20
V. Incident Management Actions	21
A. Kendall County Emergency Operations Center	21
B. ICS – Incident Command System	24
C. State Assistance	24
D. Federal and Other Assistance	24
E. Notification and Assessment	25
F. Incident Management Actions by Phase	25
VI. On-going Plan Management and Maintenance	27
A. Coordination	27
B. Plan Maintenance	28
C. Supporting Documents	28
D. Distribution	29

### Appendices

Appendix 1	Glossary	30
Appendix 2	Acronyms	39
Appendix 3	Applicable Laws, Regulations, and Statutes	41
Appendix 4	Overview of Initial Local Involvement under the Stafford Act	45
Appendix 5	Overview of Support in Non-Stafford Act Situations	46

### Emergency Support Functions

ESF #1 – Transportation Annex	53
ESF #2 – Communications Annex	55
ESF #3 – Public Works and Engineering Annex	57
ESF #4 – Firefighting Annex	59
ESF #5 – Emergency Management Annex	60

Appendix 1 – Notification /Warning	62
Appendix 2 – Evacuation	64
ESF #6 – Mass Care, Housing, and Human Services Annex	68
ESF #7 – Resource Support Annex	71
ESF #8 – Public Health and Medical Services Annex	73
ESF #9 – Urban Search and Rescue	75
ESF #10 – Hazardous Materials Response Annex ESF	76
ESF #11 – Agriculture and Natural Resources Annex	78
ESF #12 – Energy Annex	80
ESF #13 – Public Safety and Security Annex	81
ESF #14 – Long-Term Community Recovery and Mitigation Annex	83
ESF #15 – External Affairs Annex	85
Support Annexes	
Financial Management Support Annex	89
Logistics Management Support Annex	91
Private-Sector Coordination Support Annex	99
Public Affairs Support Annex	101
Volunteers and Donations Support Annex	103
Incident Annexes	
Catastrophic Incident Annex	
Biological Incident Annex	123
Food and Agriculture Incident Annex	127
Hazardous Materials Annex	130
Terrorism Incident Law Enforcement and Investigation Annex	131
Mass Casualty Incident Annex	133
Flood Incident Annex	137
	140



# BASE PLAN

# I. Introduction

Kendall County/City of Boerne takes a proactive role in mitigating, preparing for, responding to, and recovering from potential natural and technological hazards or terrorist events. All parts of the county are monitored to determine if an event has occurred or could occur resulting in a disaster or emergency. It is the intent of Kendall County/City of Boerne to act quickly to prevent emergencies as much as possible, and to facilitate an orderly and efficient response and recovery to all disasters.

The Kendall County/Boerne Emergency Operations Plan is modeled after the National Response Framework and consists of a base plan, appendixes, and three types of annexes: emergency support function(ESF), support, and incident. The Base Plan describes the structure and processes comprising a county wide approach to domestic incident management designed to integrate the efforts and resources of local, private sector, and nongovernmental organizations. The Base Plan includes planning assumptions, roles and responsibilities, concept of operations, incident management actions, and plan maintenance instructions.

Appendixes provide other relevant, more detailed supporting information, including terms, definitions, acronyms, authorities, and a compendium of local inter-agency plans. The Emergency Support Function (ESF) Annexes detail the missions, policies, structures, and responsibilities of local agencies for coordinating resource and programmatic support during large-scale incidents. The introduction to the ESF Annexes summarizes the functions of ESF coordinators and primary and support agencies. The chart on page 8 provides a summary of the scope of each ESF. The Support Annexes provide guidance and describe the functional processes and administrative requirements necessary to ensure efficient and effective implementation of KC/COB OP incident management objectives. The Support Annexes are described below:

## Support Annexes

- Financial Management provides guidance for KC/COB OP implementation to ensure that incident-related funds are provided expeditiously and that financial management activities are conducted in accordance with established law, policies, regulations, and standards.
- Logistics Management describes the framework within which the overall KC/COB OP logistics management function operates. It also outlines logistics management responsibilities and mechanisms for integrating regional, local, and nongovernmental resource providers.
- Private-Sector Coordination outlines processes to ensure effective incident management coordination and integration with the private sector.
- Public Affairs describes interagency incident communications procedures designed to enable the coordination and dissemination of timely public information during Large-scale incidents.
- Volunteer and Donations Management provides guidance on volunteer and donations management functions related to Large-scale incidents.

<u>ESF</u>	<u>SCOPE</u>
ESF #1 – Transportation	<ul style="list-style-type: none"> <li>■ Local transportation support</li> <li>■ Transportation safety</li> <li>■ Restoration/recovery of transportation infrastructure</li> <li>■ Movement restrictions</li> <li>■ Damage and impact assessment</li> </ul>
ESF #2 – Communications	<ul style="list-style-type: none"> <li>■ Coordination with telecommunications industry</li> <li>■ Restoration/repair of telecommunications infrastructure</li> <li>■ Protection, restoration, and sustainment of local cyber and information technology resources</li> </ul>
ESF #3 - Public Works and Engineering	<ul style="list-style-type: none"> <li>■ Infrastructure protection and emergency repair</li> <li>■ Infrastructure restoration</li> <li>■ Engineering services, construction management</li> <li>■ Critical infrastructure liaison</li> </ul>
ESF #4 – Firefighting	<ul style="list-style-type: none"> <li>■ Firefighting activities on city and county lands</li> <li>■ Resource support to firefighting operations</li> </ul>
ESF #5 - Emergency Management	<ul style="list-style-type: none"> <li>■ Coordination of incident management efforts</li> <li>■ Issuance of mission assignments</li> <li>■ Resource and human capital</li> <li>■ Incident action planning</li> <li>■ Financial management</li> </ul>
ESF #6 - Mass Care, Housing, and Human Services	<ul style="list-style-type: none"> <li>■ Mass care</li> <li>■ Disaster housing</li> <li>■ Human services</li> </ul>
ESF #7 - Resource Support	<ul style="list-style-type: none"> <li>■ Resource support (facility space, office equipment and supplies, contracting services, etc.)</li> </ul>
ESF #8 - Public Health and Medical Services	<ul style="list-style-type: none"> <li>■ Public health</li> <li>■ Medical</li> <li>■ Mental health services</li> <li>■ Mortuary services</li> </ul>
ESF #9 - Urban Search and Rescue	<ul style="list-style-type: none"> <li>■ Life-saving assistance</li> <li>■ Urban search and rescue</li> </ul>
ESF #10 - Hazardous Materials Response	<ul style="list-style-type: none"> <li>■ Hazardous materials (chemical, biological, radiological, etc.) response</li> <li>■ Environmental safety and short- and long-term cleanup</li> </ul>
ESF #11 - Agriculture and Natural Resources	<ul style="list-style-type: none"> <li>■ Nutrition assistance</li> <li>■ Animal and plant disease/pest response</li> <li>■ Food safety and security</li> <li>■ Natural and cultural resources and historic properties protection and restoration</li> </ul>
ESF #12 – Energy	<ul style="list-style-type: none"> <li>■ Energy infrastructure assessment, repair, and restoration</li> <li>■ Energy industry utilities coordination</li> <li>■ Energy forecast</li> </ul>
ESF #13 - Public Safety and Security	<ul style="list-style-type: none"> <li>■ Facility and resource security</li> <li>■ Security planning and technical and resource assistance</li> <li>■ Public safety/security support</li> <li>■ Support to access, traffic, and crowd control</li> </ul>
ESF #14 - Long-Term Community Recovery and Mitigation	<ul style="list-style-type: none"> <li>■ Social and economic community impact assessment</li> <li>■ Long-term community recovery assistance to States, local governments, and the private sector</li> <li>■ Mitigation analysis and program implementation</li> </ul>
ESF #15 - External Affairs	<ul style="list-style-type: none"> <li>■ Emergency public information and protective action guidance</li> <li>■ Media and community relations</li> <li>■ Congressional and international affairs</li> </ul>

The Incident Annexes address contingency or hazard situations requiring specialized application of the KC/COB OP. The Incident Annexes describe the missions, policies, responsibilities, and coordination processes that govern the interaction of public and private entities engaged in incident management and emergency response operations across a spectrum of potential hazards. These annexes are typically augmented by a variety of supporting plans and operational supplements. The Incident Annexes are described below:

#### Incident Annexes

- The Biological Incident Annex describes incident management activities related to a biological terrorism event, pandemic, emerging infectious disease, or novel pathogen outbreak.
- The Catastrophic Incident Annex establishes the strategy for implementing and coordinating an accelerated local response to an incident, or combination of incidents, that immediately overwhelms local resources.
- The Food and Agriculture Incident Annex describes incident management activities related to a terrorist attack, major disaster, or other emergency involving the county's agriculture and food systems.
- The Hazardous Materials Incident Annex describes incident management activities related to certain locally significant hazardous materials pollution incidents.
- The Terrorism Incident Law Enforcement and Investigation Annex describes law enforcement and criminal investigation coordinating structures and processes in response to a terrorist event.

Kendall County/City of Boerne Emergency Operations Plans have been worked to be NIMS and NRF compliant and incorporated into the Kendall County/City of Boerne Response Plan. Those plans include the Kendall County/Boerne all Hazards Response Plan.

#### A. Purpose.

The goal of the Kendall County/Boerne Emergency Operations Plan is to bring together a strong team of agency and department representatives whose early involvement in an event will expedite the coordination of county assistance to an impacted area. This team's coordinated efforts will serve to supply and re-supply the resources required to meet the urgent needs arising from a natural, technological, or terrorist incident and they will work to coordinate all crisis management functions essential to Kendall County's recovery and restoration.

#### B. Scope and Applicability.

The KC/COB OP covers the full range of complex and constantly changing requirements in anticipation of or in response to threats or acts of terrorism, major disasters, and other emergencies. The KC/COB OP also provides the basis to initiate long-term community recovery and mitigation activities. The KC/COB OP establishes inter-agency and multi-jurisdictional mechanisms for local government involvement in, and coordination of, domestic incident management operations. This includes coordinating structures and processes incidents requiring:

- State support to local (county and city) governments:
- Local-to-local support.
- The exercise of direct local authorities and responsibilities, as appropriate under the law; and
- Public and private sector domestic incident management integration.

This plan distinguishes between incidents that require extensive multi-agency and/or multi-jurisdictional coordination, and most incidents occurring each year that are handled by responsible jurisdictions or agencies through other established authorities and existing plans.

In addition, the KC/COB OP:

- Recognizes and incorporates the various jurisdictional and functional authorities of local departments and agencies; local governments; and private-sector organizations in domestic incident management.
- Details the specific domestic incident management roles and responsibilities of the Kendall County Commissioners Court, City of Boerne City Council, the Kendall County Emergency Management, City of Boerne Emergency Management office, Kendall County Sheriff's Office, Alamo Springs, Bergheim, Boerne,



Comfort, Kendalia, Sisterdale & Waring Fire, Kendall County EMS, Boerne Police Department, Kendall County Public Health, and other departments and agencies involved in domestic incident management as defined in HSPD-5, the Texas Homeland Security Act, and other relevant statutes and directives.

- Establishes the multi-agency organizational structures and processes required to implement the authorities, roles, and responsibilities for domestic incident management.

This plan is applicable to all local departments and agencies that may be requested to provide assistance or conduct operations in the context of actual or potential incidents. This includes the American Red Cross, which functions as an Emergency Support Function (ESF) primary organization in coordinating the use of mass care resources in a disaster or emergency.

#### C. Incident Management Activities.

This plan addresses the full spectrum of activities related to domestic incident management, including prevention, preparedness, response, and recovery actions. The KC/COB OP focuses on those activities that are directly related to an evolving incident or potential incident rather than steady-state preparedness or readiness activities conducted in the absence of a specific threat or hazard. Additionally, since large-scale incidents typically result in impacts far beyond the immediate or initial incident area, the KC/COB OP provides a framework to enable the management of cascading impacts and multiple incidents as well as the prevention of and preparation for subsequent events.

Examples of incident management actions from a local perspective include:

- Increasing public awareness.
- Assessing trends that point to potential terrorist activity.
- Increasing law enforcement countermeasures such as inspections, surveillance, security, counterintelligence, and infrastructure protection.
- Conducting public health surveillance and assessment processes and, where appropriate, conducting a wide range of prevention measures to include, but not be limited to, immunizations.
- Providing immediate and long-term public health and medical response assets.
- Providing strategies for coordination of Local resources required to handle subsequent events.
- Restoring public confidence after a terrorist attack; and
- Enabling immediate recovery activities, as well as addressing long-term consequences in the impacted area.

#### D. Authorities.

Various Federal, State, and local statutory authorities and policies provide the basis for local actions and activities in the context of domestic incident management. The KC/COB OP uses the foundation provided by the National Homeland Security Act, HSPD-5, the Stafford Act, and the Texas Homeland Security Act to provide a comprehensive, all-hazards approach to domestic incident management. Nothing in the KC/ COB OP alters the existing authorities of individual departments and agencies, nor does the KC/COB OP convey new authorities upon any local official.

Rather, this plan establishes the coordinating structures, processes, and protocols required to integrate the specific statutory and policy authorities of various departments and agencies in a collective framework for action to include prevention, preparedness, response, and recovery activities. Appendix 3 provides a summary of key statutes, Executive orders, and Presidential directives that provide additional authority and policy direction relevant to local incident management.

The KC/COB OP may be used in conjunction with other departmental incident management and emergency operations plans developed under these and other authorities as well as memorandums of understanding (MOUs) among various agencies.

#### E. Key Concepts.

The following summarizes the key concepts that are reflected throughout the KC/COB OP:

- Systematic and coordinated incident management, including protocols for:
  - Incident reporting.
  - Coordinated action.
  - Alert and notification.
  - Operating under differing threats or threat levels; and

- Integration of crisis and consequence management functions.
- Proactive notification and deployment of local resources in anticipation of or in response to catastrophic events.
- Organizing interagency efforts to minimize damage, restore impacted areas to pre-incident conditions if feasible, and/or implement programs to mitigate vulnerability to future events.
- Coordinating incident communication, worker safety and health, private-sector involvement, and other activities that are common to most incidents (see Support Annexes).
- Organizing ESFs to facilitate the delivery of critical resources, assets, and assistance. Departments and agencies are assigned to lead or support ESFs based on authorities, resources, and capabilities.
- Providing mechanisms for vertical and horizontal coordination, communications, and information sharing in response to threats or incidents. These mechanisms facilitate coordination among local entities and the State Government, as well as between the public and private sectors.
- Facilitating governmental support to departments and agencies acting under the requesting departments or agency's own authorities.
- Developing detailed supplemental operations, tactical, and hazard-specific contingency plans, and procedures.
- Providing the basis for coordination of interagency and intergovernmental planning, training, exercising, assessment, coordination, and information exchange.

## II. PLANNING ASSUMPTIONS & CONSIDERATIONS

The KC/COB OP is based on the following planning assumptions and considerations:

- Incidents are typically managed at the lowest possible geographic, organizational, and jurisdictional level.
- Incident management activities will be initiated and conducted using the principles contained in the NIMS.
- The combined expertise and capabilities of government at all levels, the private sector, and nongovernmental organizations will be required to prevent, prepare for, respond to, and recover from large-scale incidents.
- Large-scale incidents require the coordination of operations and/or resources, and may:
  - Occur at any time with little or no warning in the context of a general or specific threat or hazard.
  - Require significant information-sharing across multiple agencies and jurisdictions, and between the public and private sectors.
  - Involve single or multiple geographic areas.
  - Span the spectrum of incident management to include prevention, preparedness, response, and recovery.
  - Involve multiple, highly varied hazards or threats.
  - Result in numerous casualties; fatalities; displaced people; property loss; disruption of normal life support systems, essential public services, and basic infrastructure; and significant damage to the environment.
  - Impact critical infrastructures.
  - Overwhelm capabilities of local and private-sector infrastructure owners and operators.
  - Attract a sizeable influx of independent, spontaneous volunteers and supplies.
  - Require extremely short-notice asset coordination and response timelines; and
  - Require prolonged, sustained incident management operations and support activities.
- Top priorities for incident management are to:
  - Save lives and protect the health and safety of the public, responders, and recovery workers.
  - Ensure security of the county.
  - Prevent an imminent incident, including acts of terrorism, from occurring.
  - Protect and restore critical infrastructure and key resources.
  - Conduct law enforcement investigations to resolve the incident, apprehend the perpetrators, and collect and preserve evidence for prosecution and/or attribution, when appropriate.
  - Protect property and mitigate damages and impacts to individuals, communities, and the environment; and
  - Facilitate recovery of individuals, families, businesses, governments, and the environment.
- Deployment of resources and incident management actions during an actual or potential terrorist incident

- are conducted in coordination with the Department of Justice (DOJ).
- Departments and agencies, and certain NGOs such as the American Red Cross, may be required to deploy to incidents on short notice to provide timely and effective aid and/or assistance.
- The degree of involvement in incident operations depends largely upon specific authority or jurisdiction. Other factors that may be considered include:
  - Requests for external support, or ability to manage the incident.
  - The economic ability of the affected entity to recover from the incident.
  - The type or location of the incident.
  - The severity and magnitude of the incident; and
  - The need to protect the public health or welfare or the environment.
- Local departments and agencies provide support in accordance with national, state, and local authorities and guidance and are expected to provide:
  - Initial and/or ongoing response, when warranted, under their own authorities and funding.
  - Alert, notification, pre-positioning, and timely delivery of resources to enable the management of potential and actual incidents; and
  - Proactive support for catastrophic or potentially catastrophic incidents using protocols for expedited delivery of resources.
- For incidents that are State declared disasters or emergencies, State support is delivered in accordance with relevant provisions of the Texas Homeland Security Act (Note: While all declared disasters and emergencies under the Texas Homeland Security Act are considered significant, not all incidents necessarily result in disaster or emergency declarations under this Act.)
- Under provisions of the Texas Homeland Security Act and applicable regulations:
  - Local government officials may request the Governor to declare a disaster or emergency if they find that effective response to the event is beyond the combined response capabilities of local resources.
  - Based on the findings of a joint Federal-State-local Preliminary Damage Assessment (PDA) indicating the damages are of sufficient severity and magnitude to warrant assistance under the act, the President may grant a major disaster or emergency declaration. (Note: In a particularly fast-moving or clearly devastating disaster, the PDA process may be deferred until after the declaration.)
  - Federal and State assistance takes many forms—including the direct provision of goods and services, financial assistance (through insurance, grants, loans, and direct payments), and technical assistance—and can come from various sources.

- In a major disaster or emergency as defined in the Stafford Act, the President “may direct any Federal agency, with or without reimbursement, to utilize its authorities and the resources granted to it under Federal law (including personnel, equipment, supplies, facilities, and managerial, technical, and advisory services) in support of State and local assistance efforts...” [sections 402(a)(1) and 502(a)(1) of the Stafford Act, 42 U.S.C. § 5170a(1) and § 5192(a)(1)].
- In an actual or potential Incident of Significance that is not encompassed by the Stafford Act, the President may instruct a Federal department or agency, subject to any statutory limitations on the department or agency, to utilize the authorities and resources granted to it by Congress. In accordance with HSPD-5, Federal departments and agencies are expected to provide their full and prompt cooperation, available resources, and support, as appropriate and consistent with their own responsibilities for protecting national security.
- Local-to-local support refers to the circumstance in which local department or agency requests local resources support under the KC/COB OP. This support:
  - Is coordinated by using the multiagency coordination structures established in the KC/COB OP and in accordance with the NIMS.
  - Is facilitated by an interagency MOU for Mutual Aid and executed at the time of the incident through interagency agreements (see the Financial Management Support Annex for more information).
  - May include support to incident operations at sites under the control of the county or incorporated towns within the county.

### III. ROLES & RESPONSIBILITIES

This section discusses the roles and responsibilities of Federal, State, local, private sector, and nongovernmental organizations and citizens involved in support of domestic incident management. Most departments and agencies of local government have emergency functions in addition to their normal day-to-day duties. During emergency situations, our normal organizational arrangements are modified to facilitate emergency operations.

#### A. Federal Government.

The Federal Department of Homeland Security and Federal Emergency Management Agency (FEMA) have the responsibility for the coordination of federal crisis/disaster operations and resources in support of state and local government capabilities, and for directing and coordinating the delivery of federal disaster relief assistance programs. Assistance efforts are organized and coordinated according to the policies and procedures detailed in the National Response Framework (NRF).

#### B. State Government.

The Texas Division of Emergency Management (TDEM) has the responsibility for the coordination of state crisis/disaster operations and resources in support of local government capabilities, and for directing and coordinating the delivery of state disaster relief assistance programs. Assistance efforts are organized and coordinated according to the policies and procedures detailed in the Texas Response Plan.

#### C. Kendall County and City of Boerne Elected Officials.

Primary responsibility for response to an event rests with the local jurisdiction. Kendall County and the City of Boerne will develop, implement, and maintain the Kendall County Emergency Operations Plan and supporting procedures that address mitigation, preparedness, response, and recovery. This plan will be based upon the structure of the National Response Framework. In addition:

- Provide direction and control of event operations within the jurisdiction. Local governments are responsible under all applicable laws, executive orders, proclamations, rules, regulations, and ordinances for incident management within their respective jurisdictions.
- Follow the disaster assistance process as outlined by this plan and the State of Texas. With the assistance of the legal staff, declare a local state of disaster, request the Governor declare a state of emergency, or, if necessary, invoke the emergency powers of government.
- Request assistance from other local governments as provided by mutual aid agreements and memorandums of understanding, or from the State when necessary.



- Monitor the emergency response during disaster situations and provide policy direction where appropriate.
- With the assistance of the Joint Information System, keep the public informed during emergency situations.
- Direct activation of the EOC
- Provide for Continuity of Government

#### D. Kendall County/Boerne Emergency Management.

- Serve as the staff advisor to our Elected Officials on emergency management matters.
- Keep the Elected Officials apprised of our preparedness status and emergency management needs.
- Coordinate local planning and preparedness activities and the maintenance of this plan.
- Prepare and maintain a resource inventory.
- Arrange appropriate training for local emergency management personnel and emergency responders.
- Coordinate periodic emergency exercises to test our plan and training.
- Manage the EOC, develop procedures for its operation, and conduct training for those who staff it.
- Activate the EOC when required.
- Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.
- Coordinate with organized volunteer groups and businesses regarding emergency operations.

#### E. City/County Agencies.

- Emergency/Continuity of Operations Planning: Each agency is responsible for developing and maintaining an Emergency/Continuity of Operations (COOP) Plan, standard operating procedures and/or such other implementing instructions necessary for dealing with various types of natural, technological, or man-made emergencies/disasters that could result in the following:
  - Direct harm or impact to an agency's personnel, facilities, and equipment.
  - Interruption of critical functions of local government.
  - Requests for support to an impacted agency.
  - Loss or damage to vital records.
- Content of agency Emergency/Continuity of Operations Plans. An agency plan and supporting documents should include detailed instructions for the following:
  - Protection of personnel and property, including warning and evacuation, and accounting for whereabouts of personnel.
  - Swift assessment and reporting to the Elected Officials, through the Kendall County/Boerne Emergency Operations Center, of an event's direct impact on agency personnel and facilities, including injuries/deaths and property/systems damage.
  - Notification or recall of personnel.
  - Orderly succession (and authorization) of agency officials for all key or critical positions.
  - Protection, proper storage, safeguarding, recovery, and restoration of vital and important records and documents.
  - Review, exercise, evaluation, and update of the agency's continuity of operations plan.
  - Development and maintenance of a list of agency resources, or other outside resources, that might be needed to carry out assignments.
- Agencies will provide the Kendall County/Boerne Emergency Management Office with names, phone numbers and addresses of agency heads and a minimum of two alternates who have decision making authority and who are familiar with policies and procedures for coordinating event operations with emergency management and other agencies.
- Each agency will retain its identity through all phases of event operations.
- Contractors, under the management of the appropriate primary or support agency, may carry out responsibilities and tasks assigned in the annexes of the Kendall County Emergency Operations Plan.

#### F. Volunteer and Private-sector Organizations.

- Volunteer and private sector groups with assigned responsibilities detailed in the annexes of this plan should integrate their planning efforts with the development, maintenance, implementation, and testing of this plan and supporting procedures.

- All volunteer, non-profit, charitable and/or religious organizations providing disaster assistance are encouraged to coordinate their relief activities with the Kendall County/Boerne Emergency Management Coordinator.

#### G. Citizens.

- Private citizen preparedness is the bedrock of Kendall County's/Boerne's Emergency Management.
- Strong partnerships with citizen groups and organizations provide support for incident management prevention, preparedness, response, recovery, and mitigation. Local Citizen Corps implement Citizen Corps programs, which include Community Emergency Response Teams (CERT); provide opportunities for special skills and interests; develop targeted outreach for special-needs groups; and organize special projects and community events.
- Citizen Corps Programs expand the resources and materials available to the local community through partnerships with programs and organizations that offer resources for public education, outreach, and training; represent volunteers interested in helping to make their communities safer; or offer volunteer service opportunities to support first responders, disaster relief activities, and community safety efforts.

## IV. CONCEPT OF OPERATIONS

#### A. General.

Primary responsibility for response to an event rests with local government and measures taken by the county/city will be tailored to a given event and are dependent upon available resources. Kendall County/ City of Boerne agencies/departments have limited resources to commit to an event; therefore, direct financial assistance, supplies, equipment, personnel, or other resources are usually beyond the capability of individual agencies/departments. When resources are exhausted, including mutual aid, Kendall County/ Boerne will likely require additional state or federal assistance. Requests for State assistance and support should be channeled through the Kendall County/Boerne Emergency Operations Center (EOC) to the Texas Division of Emergency Management or to the Texas Emergency Operations Center (TDEMSOC), if it is activated. This includes requests for assessment, equipment, personnel, supplies, technical assistance, and military support. The primary role of state agencies will be to identify where resources can be obtained and to assist counties in obtaining them. If Kendall County/Boerne is unable to pay for the resources, policy makers will have to determine whether or not the resource will be provided and how it will be funded. Costs associated with an event are to be tracked using guidance provided in the Financial Management Support Annex of this plan. The State of Texas Response and Recovery Guide also provides guidance on procurement and recordkeeping, as well as intelligence and reports, local responsibilities and declarations, and damage assessments.

Situations requiring a coordinated effort by two or more agencies/departments are referred to as "*events*" in this plan. When a government entity makes an "*Emergency Declaration*" to request assistance that event is termed an "*emergency*." When a government entity makes a "*Disaster Declaration*" to request assistance that event is termed a "*disaster*." Since both types of declarations require similar actions by government, the term "*event*" will usually be used in lieu of "emergency" or "disaster."

The Kendall County/Boerne Emergency Operations Plan covers the full range of complex and constantly changing requirements in anticipation of or in response to threats or acts of terrorism, major disasters, and other emergencies. The plan also provides the basis to initiate long-term community recovery and mitigation activities and establishes inter-agency and multi-jurisdictional mechanisms for county and state government involvement in, and county coordination of, incident management operations. This includes coordinating structures and processes for incidents requiring:

- Coordination with state and federal agencies under the provisions of the National Response Framework.
- State and county support to local agencies/departments.
- County-to-County support.
- The exercise of the Kendall County Commissioner's/City of Boerne City Council direct authorities and responsibilities, as appropriate under the law; and

- Public and private sector domestic incident management integration.

This plan distinguishes between incidents that require county coordination and the majority of incidents occurring each year that are handled by local jurisdictions. In addition, the Kendall County/ Boerne Emergency Operations Plan:

- Recognizes and incorporates the various jurisdictional and functional authorities of local, state, and federal departments and agencies; local governments; and private-sector organizations in domestic incident management.
- Establishes the multiagency organizational structures and processes required to implement the authorities, roles, and responsibilities for local incident management.

The Kendall County/ Boerne Emergency Operations Plan interfaces with the following state command and coordination structures:

- Texas State Operation Center. The State of Texas Emergency Management Plan (TDEM) establishes the organizational structure and general guidelines for the State of Texas to facilitate development and implementation of crisis policies and procedures regarding crisis, stability, and recovery activities. The Governor or the Director of the Texas Division of Emergency Management (TDEM) will activate the State Operations Center for significant events. The Governor and key agency heads will staff it.
- Whenever the Texas Emergency Management Operations Center (TDEMSOC) is activated, TDEMSOC is a designated facility at which TDEM staff and state agency representatives may gather to coordinate and allocate state resources in response to a request from a local jurisdiction or another state agency.

An Emergency Support Function (ESF) leader will be appointed for each ESF needed during an event (see ESF Annexes). The leader or designee will be the primary communication link with or within the Kendall County/Boerne Emergency Operations Center. This approach will maintain the needed command structure between the command center(s) and agencies providing support to the ESF.

#### B. Concurrent Implementation of Other Plans.

The KC/COB OP is the core plan for managing local incidents and details the coordinating structures and processes used during incidents. Other supplemental agency and inter-agency plans provide details on authorities, response protocols, and technical guidance for responding to and managing specific contingency situations (such as hazardous materials spills, wildland fires, etc.).

In most cases, local agencies manage incidents under these plans using their own authorities without the need for coordination by the Kendall County/Boerne Emergency Management Office. In the context of larger incidents, these supplemental agency or inter-agency plans may be implemented concurrently with the KC/COB OP, but are subordinated to the overarching core coordinating structures, processes, and protocols detailed in the KC/COB OP. In this case, the department or agency with primary responsibility for execution of the supplemental agency or inter-agency plan is also responsible for ensuring that all ongoing activities conform to the processes and protocols prescribed in the KC/COB OP. This helps enable effective and coordinated incident management operations, consistent with individual department and agency authorities and responsibilities. A comprehensive listing and summary of representative agency and inter-agency plans is maintained at the Kendall County/Boerne Emergency Operations Center.

#### C. Organizational Structure.

The structure for incident management establishes a clear progression of coordination and communication from the local level, through the state, to national headquarters level. This structure is diagrammed in Figure 3 on page 13.

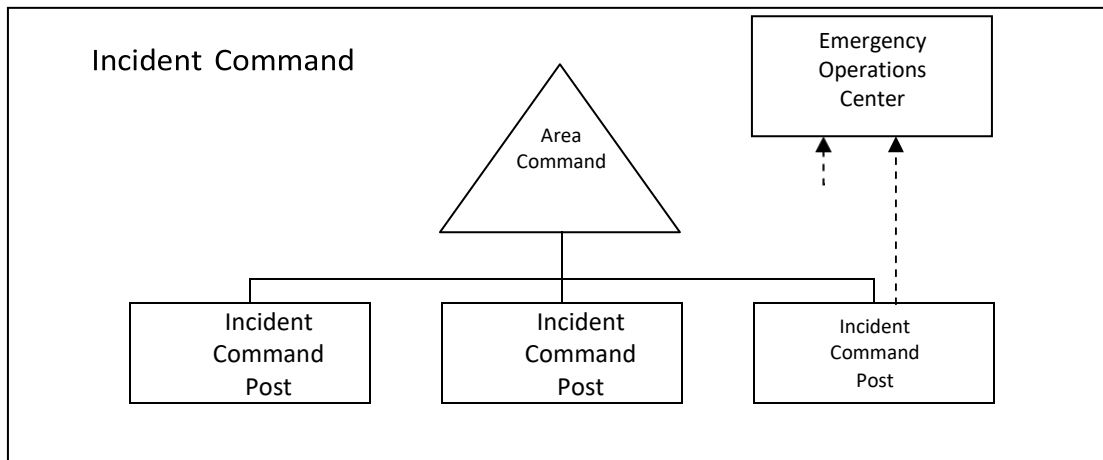
In accordance with NIMS processes, resource and policy issues are addressed at the lowest organizational level practical. If the issues cannot be resolved at that level, they are forwarded up to the next level for resolution. Reflecting the NIMS construct, the KC/COB OP includes the following command and coordination structures:

- Incident Command Post(s) on-scene using the Incident Command System (ICS)/Unified Command.

- Area Command (if needed).
- County, agency, and private sector EOCs.

As illustrated in Figure1 below, the local incident command structures (namely the ICP(s) and Area Command) are responsible for directing on-scene emergency management and maintaining command and control of on-scene incident operations.

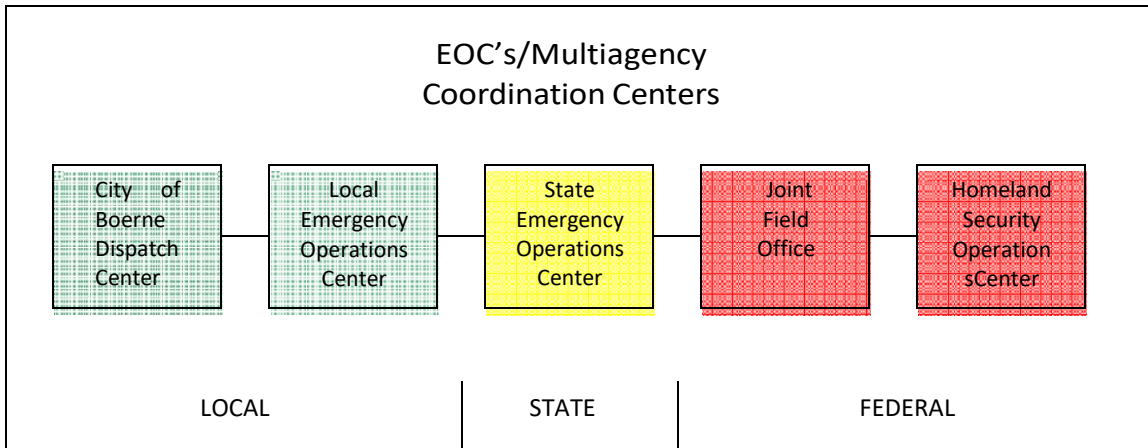
FIGURE 1





The Kendall County/Boerne support and coordination components consist of the Kendall County Dispatch Center and the Kendall County/Boerne EOC. These provide central locations for operational information-sharing and resource coordination in support of on-scene efforts (Figure 2).

FIGURE 2



The KC/COB OP organizational structure addresses both site-specific incident management activities and the broader regional or state issues related to the incident, such as impacts to the rest of the county, immediate regional or state actions required to avert or prepare for potential subsequent events, and the management of multiple threats or incidents (particularly those that are non-site specific, geographically dispersed, or evolve over a long period of time).

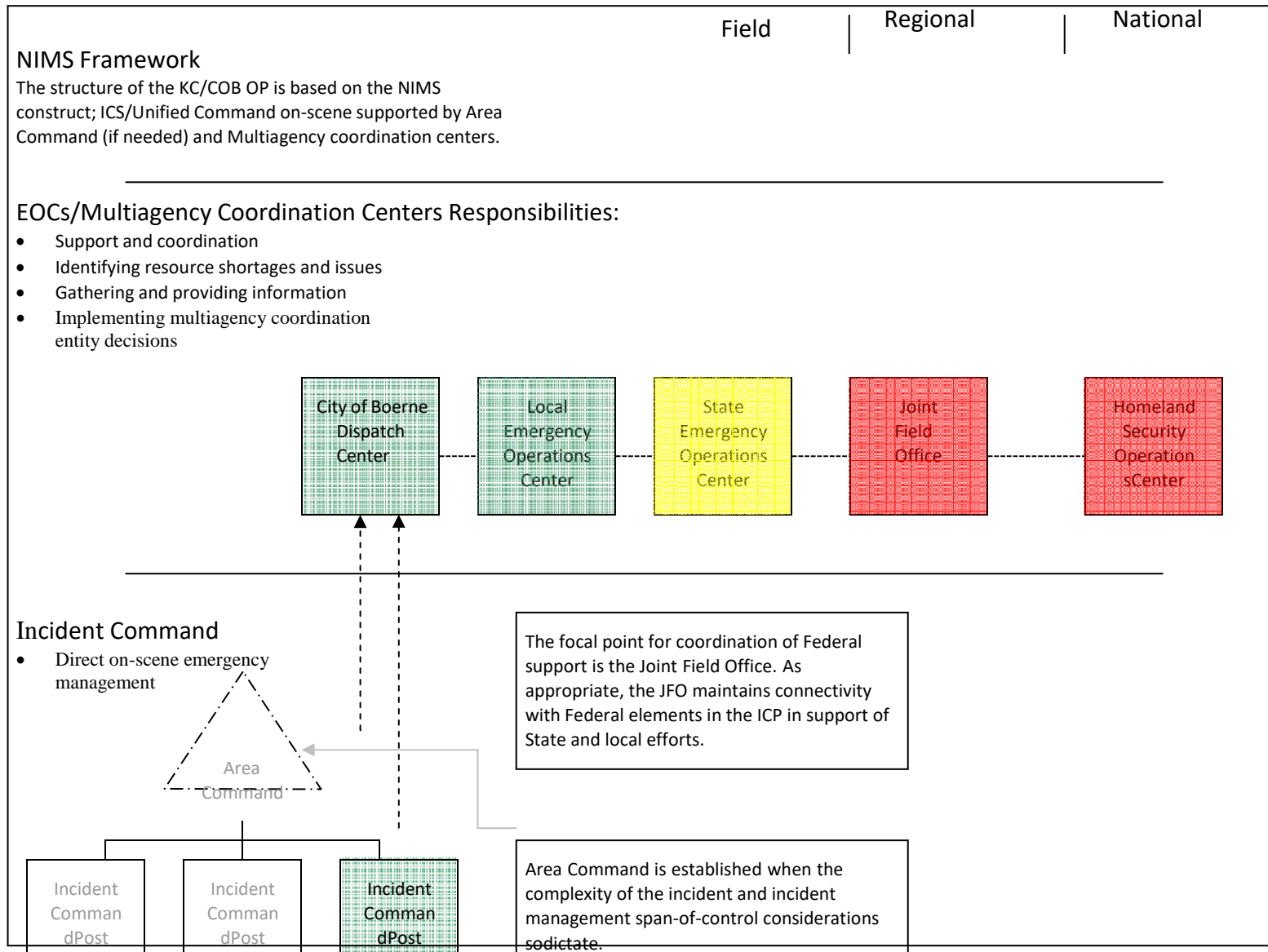


FIGURE 3

#### D. Principal Organizational Elements.

This section discusses the major organizational elements in the structure for local/State coordination diagrammed in Figure 3.

- **Incident Command Post (ICP)/Unified Command Post (UCP)** – The tactical-level, on-scene incident command and management organization are located at the ICP. It is typically comprised of designated incident management officials and responders from local agencies, as well as private-sector and nongovernmental organizations. When multiple command authorities are involved, a Unified Command may lead the ICP (under Unified Command referred to as the UCP), comprised of officials who have jurisdictional authority or functional responsibility for the incident under an appropriate law, ordinance, or agreement. The Unified Command provides direct, on-scene control of tactical operations and utilizes a NIMS ICS incident management team organization, typically including Operations, Planning, Logistics, and Finance/Administration Sections. The ICP/UCP is usually located at or in the immediate vicinity of the incident site. The location is selected by the Incident Commander/Unified Commanders, who typically represent the agency(ies) having primary jurisdictional authority for managing the incident at this level. Generally, there is one ICP established for each incident. Depending on the number and location of incidents, there may be multiple ICPs managed by an Area Command.
- **Area Command/Unified Area Command** – An Area Command is established to oversee the management of multiple incidents that are each being handled by a separate ICS organization or to oversee the management of a very large or complex incident that has multiple incident management teams engaged. The Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met, and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional.
- **State and Local Emergency Operations Centers** – State, county, and local EOCs represent the physical location at which the coordination of information and resources to support incident management activities normally takes place. EOCs are typically organized by major functional discipline (fire, law enforcement, medical services, and so on); by jurisdiction (city, county, region, and so on); or, more likely, by some combination thereof. State, county, and local EOCs facilitate the execution of local, State, and interstate mutual aid agreements to support on-scene operations.
- **Joint Field Office** – The JFO is a multi-agency coordination center established locally at the request of the Texas TDEM SOC. It provides a central location for coordination of Federal, State, local, tribal, nongovernmental, and private sector organizations with primary responsibility for threat response and incident support. The JFO enables the effective and efficient coordination of Federal incident-related prevention, preparedness, response, and recovery actions. The JFO utilizes the scalable organizational structure of the NIMS ICS in the context of both pre-incident and post-incident management activities. The JFO organization adapts to the magnitude and complexity of the situation at hand and incorporates the NIMS principles regarding span of control and organizational structure: management, operations, planning, logistics, and finance/administration. Although the JFO uses an ICS structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.
- **Texas Emergency Operations Center** – The SOC is the primary national hub for domestic incident management operational coordination and situational awareness. The HSOC is a standing 24/7 inter-agency organization fusing law enforcement, national intelligence, emergency response, and private sector reporting. The SOC facilitates homeland security information-sharing and operational coordination with other Federal, State, local, tribal, and nongovernmental EOCs. SOC roles and responsibilities include:
  - Establishing and maintaining real-time communications links to other Federal EOCs at the national level, as well as appropriate State, tribal, local, regional, and non-governmental EOCs and relevant elements of the private sector.
  - Maintaining communications with private-sector critical infrastructure and key resources information sharing entities.

- Maintaining communications with Federal incident management officials.
- Coordinating resources pertaining to domestic incident management, and the protection against and prevention of terrorists' attacks.
- Coordinating with the Terrorist Screening Center (TSC), FBI SIOC, National Counterterrorism Center (NCTC), and other Federal Government entities for terrorism-related threat analysis and incident response, consistent with applicable Executive orders.
- Providing general domestic situational awareness, common operational picture, and support to and acting upon requests for information from the IIMG and DHS leadership; and
- Acting as the primary conduit for the White House Situation Room and IIMG for domestic situational awareness.

The SOC consists of a 24/7 multiagency watch and operational coordination center and integrated elements of DHS Information Analysis and Infrastructure Protection/Office of the Assistant Secretary for Information Analysis (DHS/IAIP/OIA) and DHS Emergency Preparedness and Response/Federal Emergency Management Agency (HS/EPR/FEMA). These elements work in close coordination to address information/intelligence analysis and response coordination.

## V. INCIDENT MANAGEMENT ACTIONS

This section describes incident management actions ranging from initial threat notification to early coordination efforts to assess and disrupt the threat, to preparatory activation of the ESF structure, to deployment of local resources in support of incident response and recovery operations. These actions do not necessarily occur in sequential order; many may be undertaken concurrently in response to single or multiple threats or incidents. Figure V.1 depicts initial incident management actions. In situations where it is apparent that a significant incident may be imminent or has already occurred, assessment and pre-incident inter-agency coordination typically are compressed. In these instances, Kendall County Dispatch and Emergency Management move quickly to coordinate multiple activities to include the following: information sharing, inter-agency course of action development, alert and deployment of resources, operational coordination, and other assistance as required, in consultation and coordination with other departments and agencies and the affected jurisdiction(s).

### A. Kendall County/Boerne Emergency Operations Center.

The Kendall County/Boerne Emergency Operations Center (EOC) is a designated facility at which Kendall County/City of Boerne staff, county agency/department representatives, city representatives, state agency representatives, and federal representatives may gather to coordinate and allocate county, state, or federal resources in response to a request from a local jurisdiction or another state agency. Located at 124 Old San Antonio Rd, it houses communications and IT equipment needed to facilitate coordination activities. Should an alternate site be required, the Kendall County EMS or Boerne Fire Station will be used.

The facility is organized, equipped, supplied, and staffed to support the following activities: Damage assessment, resource identification and tracking, communications, cost accounting, event documentation, and preparation of formal requests to the Governor for crisis or disaster declarations.

Upon receiving notification or alert of an event, based on the severity of the event, the county coordinator will determine if the county's elected officials and TDEM should be notified and if a situation report should be issued. The Emergency Management Coordinator, or his/her representative, will also determine if and to what level the EOC should be activated. See ESF #5 and the Kendall County/Boerne Emergency Operations Center Standing Operating Procedures for more information.

WebEOC is an electronic operations center utilized by the State of Texas and Kendall County/Boerne to monitor and log all crisis activities and resources during any natural/man-made hazard or terrorist attack more effectively and efficiently. This software package has a depository for NIMS and a complete inventory of all state equipment and other necessary resources available to the incident commander and the governor for any catastrophic incident. For many small-to-moderate scale events, WebEOC may serve as the primary center of operations regarding communications and coordination.



- **Agency/Department Representatives**  
Upon partial or full activation of the Emergency Operations Center (EOC), the Kendall County/Boerne County EM coordinator will notify all appropriate county, local, and state agencies. At this time agencies/departments may be asked to place appropriate personnel on standby, log on to the WebEOC, or to have appropriate personnel report to the EOC. County, local, and state personnel assigned to the EOC should be individuals who are delegated full authority to make decisions on all matters effecting their agency's/department's participation in the event.
- **ICS – EOC Interface**  
For major emergencies and disasters, the Kendall County Commissioners Court/City of Boerne Elected Officials or Kendall County/Boerne Emergency Management will activate the Emergency Operations Center (EOC). When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.

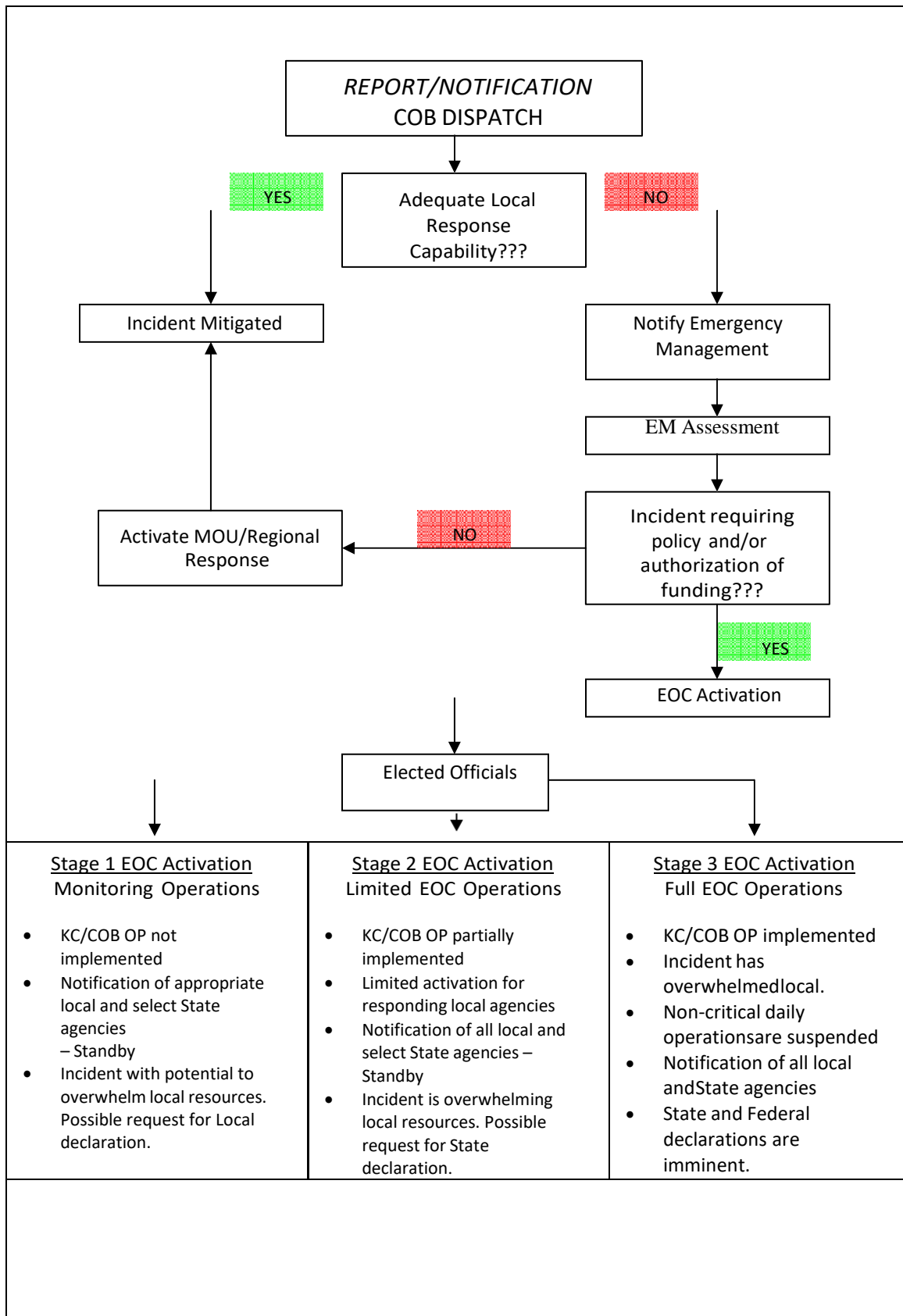
The Incident Commander is generally responsible for field operations, including:

- Isolating the scene.
- Directing and controlling the on-scene response to the emergency and managing the emergency resources committed there.
- Warning the population in the area of the incident and providing emergency instructions to them.
- Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for responders at the scene.
- Implementing traffic control arrangements in and around the incident scene.
- Conducting public information activities relating to the incident, and.
- Requesting additional resources from the EOC.

The EOC is generally responsible for:

- Providing resource support for the incident command operations.
- Issuing community-wide warning.
- Gathering and disseminating information in support of the response.
- Issuing instructions and providing information to the public.
- Organizing and implementing large-scale evacuation.
- Organizing and implementing shelter and mass arrangements for evacuees.
- Coordinating traffic control for large-scale evacuations; and
- Requesting assistance from the State and other external sources.

FIGURE V.1



## B. ICS – Incident Command System.

- Initial Response. Our emergency responders are likely to be the first on the scene of an emergency. They will normally take charge and remain in charge of the incident until it is resolved, or others who have legal authority to do so assume responsibility.
- Implementation of ICS
  - The first local emergency responder to arrive at the scene of an emergency will implement the Incident Command System and serve as the incident commander until relieved by a more senior or more qualified individual. The incident commander will establish an incident command post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
  - The incident commander is responsible for carrying out the ICS function of command -- managing the incident. The four other major management activities that form the basis of ICS are: operations, planning, logistics, and finance/administration. For small-scale incidents, the incident commander and one or two individuals may perform all these functions. For larger incidents, several individuals from different departments or agencies may be assigned to separate staff sections charged with those functions. These assignments are made by the Incident Commander.
  - In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified or Area Command structure. This arrangement helps to ensure all participating agencies are involved in developing objectives and strategies to deal with the emergency.

## C. State Assistance.

If local resources are inadequate to deal with an emergency, we will request assistance from the State. State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. Cities / towns must request assistance from the County before requesting State assistance.

- Requests for State assistance should be made to the Texas Division of Emergency Management located in Austin, Texas. See the Kendall County EOC SOPs for the form to be used to request State assistance. In essence, State emergency assistance to local governments begins at TDEM level and the key person to validate a request for, obtain, and provide that State assistance and support is the TDEM Director. Elected officials (County Commissioners or City Council) must make a request for State assistance; these requests may be made by telephone, fax, or e-mail. The TDEM Director has the authority to utilize all State resources to respond to a request for assistance, except for the National Guard. Use of National Guard resources requires approval of the Governor.

## D. Federal & Other Assistance.

- If resources required to control an emergency are not available within the State, the Governor may request assistance from other states pursuant to several interstate compacts from the federal government through the Federal Emergency Management Agency (FEMA).
- For major emergencies and disasters for which a Presidential declaration has been issued, Federal agencies may be mobilized to aid states and local governments. The *National Response Framework (NRF)* describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions.

- FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal disaster assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration. The Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration.
- The NRF applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, NRF implementation is possible under a greater range of incidents.

#### E. Notification and Assessment.

- 24-Hour Point of Contact. Requests from City/County or private citizens for county resources or assistance should be directed to the City of Boerne Dispatch Center. The Dispatch center maintains a list containing the names, addresses, and phone numbers of agency/department directors, deputy directors, and key division heads that are the 24-hour points-of-contact. Requests from local, state, or federal entities for state resources or assistance, including the National Guard, should be directed to the Texas Division of Emergency Management (TDEM) Duty Officer who is on call 24 hours a day, seven days a week. The Duty Officer can be contacted through the State Operations Center at (512)424-2208. The Texas Division of Emergency Management (TDEM) maintains a list containing the names, addresses, and phone numbers of agency directors, deputy directors, and key division heads that are the 24-hour points-of-contact for key state agencies, federal agencies, and private non-profit organizations.
- Local response agencies, private sector, and nongovernmental organizations are encouraged to communicate information regarding actual or potential incidents or threats to Kendall County/Boerne Emergency Management through City of Boerne dispatch or directly via telephone or e-mail.
- Kendall County/Boerne Emergency Management also monitors non-terrorist hazards and accidents and receives reports from various response agencies. When notified of a hazard or an incident with possible local-level implications, the Emergency Management Coordinator assesses the situation and notifies Texas Division of Emergency Management accordingly. Based on the information, the Chief of TDEM determines the need for activation of State elements. KC/COB EMC's coordinates with other departments and agencies regarding further investigation, as required.
- Dissemination of Warnings and Bulletins. Watches, warnings, and other emergency bulletins are issued by various agencies based on their statutory missions and authorities. For example, the National Weather Service issues weather-related notices to warn the public of impending storms and severe weather. Kendall County/Boerne utilizes a comprehensive EAS system (see ESF #5, Appendix that includes NOAA weather radio, local radio and television, and the internet. Warnings and bulletins may also be distributed to select groups (e.g., CERT, Weather Spotters) via the county's city's notification system.

#### F. Incident Management Actions by Phase.

- Mitigation actions. Hazard mitigation involves reducing or eliminating long-term risk to people and property from hazards and their side effects. The EOC is the central coordination point for beginning the process that leads to the delivery of mitigation assistance programs. The Kendall County/Boerne Emergency Management Team is responsible for coordinating the delivery of all mitigation programs within the affected area, including hazard mitigation for.
  - Grant programs for loss reduction measures (if available).
  - Delivery of loss reduction expertise.
  - Coordination of Federal flood insurance operations and integration of mitigation with other

- program efforts.
  - Conducting flood recovery mapping to permit expedited and accurate implementation of both recovery and mitigation programs.
  - Predictive modeling to protect critical assets.
  - Early documentation of losses avoided due to previous hazard mitigation measures; and
  - Community education and outreach necessary to foster loss reduction.
- Pre-Incident Actions. Kendall County/Boerne Emergency Management coordinates with appropriate agencies as required during developing situations to utilize agency resources and authorities to prevent an incident, as well as to initiate appropriate preparatory and mitigating measures to reduce vulnerabilities. Most initial actions in the threat or hazard area are taken by first responders and local government authorities, and include efforts to protect the public and minimize damage to property and the environment, as follows:
  - Public Health and Safety: Initial safety efforts focus on actions to detect, prevent, or reduce the impact to public health and safety. Such actions can include environmental analysis, plume modeling, evacuations, road closures, emergency sheltering, air monitoring, decontamination, emerging infectious disease tracking, emergency broadcasts, etc. These efforts may also include public health education; site and public health surveillance and testing procedures; and immunizations, prophylaxis, and isolation or quarantine for biological threats coordinated by DSHS and local public health officials. (See the ESF #8 Annex for additional information.)
  - Responder Health and Safety: The safety and health of responders is also a priority. Actions essential to limit their risks include integration of health and safety assets and expertise; risk assessments based upon timely and accurate data; and situational awareness that considers responder and recovery worker safety. A comprehensive safety and health plan is key to mitigating the hazards faced by responders. These efforts include incident hazard identification and characterization; implementation and monitoring of personal protective equipment selection, use, and decontamination; exposure sampling and analysis; worker health and safety risk analysis; health and safety monitoring; and development/ongoing evolution of the site-specific safety and health plan. (See the Worker Safety and Health Support Annex for additional information.)
  - Property and the Environment: Responders may also take incident mitigation actions to protect public and private property and the environment. Such actions may include sandbagging in anticipation of a flood or booming of environmentally sensitive areas in response to a potential gasoline spill.
- Response. Once an incident occurs, the priorities shift from prevention, preparedness, and incident mitigation to immediate and short-term response activities to preserve life, property, the environment, and the social, economic, and political structure of the community. Depending on the type of incident (e.g., terrorism), some State and/or Federal agencies may operate in the ICP and participate in the Unified Command structure. Depending upon the scope and magnitude of the incident, the EOC activates the appropriate ESFs, as needed, to mobilize assets and request additional resources (including state and federal) to support the incident. Other local response actions may include:
  - Immediate law enforcement, fire, ambulance, and emergency medical service actions.
  - Emergency flood fighting.
  - Evacuations.
  - Transportation system detours.
  - Emergency public information.
  - Actions taken to minimize additional damage.
  - Urban search and rescue.
  - The establishment of facilities for mass care.
  - The provision of public health and medical services, food, ice, water, and other emergency essentials.
  - Debris clearance/removal.



- The emergency restoration of critical infrastructure.
  - Control, containment, and removal of environmental contamination, and.
  - Protection of responder health and safety.
- During the response to a terrorist event, law enforcement actions to collect and preserve evidence and to apprehend perpetrators are critical. These actions take place simultaneously with response operations necessary to save lives and protect property and are closely coordinated with the law enforcement effort to facilitate the collection of evidence without impacting ongoing life-saving operations. In the context of a single incident, once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations and, if applicable, hazard mitigation.
  - Recovery Actions. Recovery involves actions needed to help individuals and communities return to normal when feasible. The EOC is the central coordination point among local and voluntary organizations for delivering recovery assistance programs. The EOC Planning Section assesses local recovery needs at the outset of an incident and develops relevant timeframes. Long-term environmental recovery may include cleanup and restoration of public facilities, businesses, and residences; re-establishment of habitats and prevention of subsequent damage to natural resources; protection of cultural sites; and protection of natural, cultural, and historical resources from intentional damage during other recovery operations.
  - Demobilization. When a centralized coordination presence is no longer required, the EOC implements the demobilization plan to transfer responsibilities and close out. After the closing of the EOC, long-term recovery program management and monitoring transitions to individual agencies' offices.
  - Remedial Actions. KC/COB EM formally convenes interagency meetings called "hotwashes" to identify critical issues requiring county-level attention, lessons learned, and best practices associated with the response to incidents. Hotwashes typically are conducted at major transition points over the course of incident management operations, and include local, private sector and NGO participation as appropriate. Identified issues are validated and promptly assigned to appropriate organizations for remediation.
  - Following an incident, Kendall County/Boerne Emergency Management will submit an after-action report to TDEM detailing operational successes, problems, and key issues affecting incident management. The report includes appropriate feedback from all Federal, State, local, non-governmental, and private sector partners participating in the incident. Each agency involved should keep records of its activity to assist in preparing its own after-action report. The NIMS Integration Center supports and contributes to this system.

## VI. ON-GOING PLAN MANAGEMENT AND MAINTENANCE

- A. Coordination. Kendall County/Boerne uses the "preparedness organization" concept described in the NIMS for the on-going management and maintenance of the KC/COB OP. These organizations include all agencies with a role in incident management and provide a forum for coordination of policy, planning, training, equipping, and other preparedness requirements.
- B. Plan Maintenance. The Kendall County/Boerne Emergency Management Coordinator annually provides each county/city agency/department and the State of Texas with updated electronic and/or hardcopies for review and comment. The electronic backup file of this plan allows for timely reproduction of copies upon request or at the onset of an event.
- C. Supporting Documents. The KC/COB OP, as the core plan for local incident management, provides the structures and processes for coordinating incident management activities for terrorist attacks, natural

disasters, and other emergencies. Following the guidance provided in the NRF and Texas EOP, the KC/COB OP incorporates existing emergency and incident management plans (with appropriate modifications and revisions) as integrated components, as supplements, or as supporting operational plans. Accordingly, local departments and agencies must incorporate key KC/COB OP concepts and procedures for working with KC/COB OP organizational elements when developing or updating incident management and emergency response plans. When an agency develops an interagency plan that involves events within the scope of incidents, these plans are coordinated with KC/COB EM to ensure consistency with the KC/COB OP, and are incorporated into the KC/COB OP, either by reference or KC/COB EM will maintain a complete set of all current interagency plans and provide ready public access to those plans via website or other appropriate means. Incident management and emergency response plans must include, to the extent authorized by law:

- Principles and terminology of the NIMS.
- Reporting requirements of the KC/COB OP.
- Linkages to key KC/COB OP organizational elements (such as the EOC); and
- Procedures for transitioning from localized incidents to large-scale incidents.

The broader range of KC/COB OP-supporting documents includes strategic, operational, tactical, and incident specific or hazard-specific contingency plans and procedures. Strategic plans are developed by headquarters-level entities based on long-range goals, objectives, and priorities. Operational-level plans merge the on-scene tactical concerns with overall strategic objectives. Tactical plans include detailed, specific actions and descriptions of resources required to manage an actual or potential incident. Contingency plans are based on specific scenarios and planning assumptions related to a geographic area or the projected impacts of an individual hazard. The following is a brief description of KC/COB OP-related documents:

<b>National Incident Management System</b>	The NIMS provides a core set of doctrine, concepts, terminology, and organizational processes to enable effective, efficient, and collaborative incident management at all levels.
<b>Agency-Specific Plans</b>	Agency-specific plans are created to manage single hazards or contingencies under the purview of the responsible department or agency.
<b>Regional Plans</b>	Regional plans typically are operational supplements to national plans and provide region-specific procedures and guidance. Examples of regional plans include AACOG's regional response team (RRT) plan.
<b>Texas and Kendall County Emergency Operations Plans</b>	Emergency operations plans are created to address a variety of hazards. Examples include: <ul style="list-style-type: none"> <li>■ Emergency operations plans designed to support emergency management functions.</li> <li>■ Contingency plans designed to prevent, prepare for, respond to, and recover from hazardous substance incidents.</li> <li>■ Local Emergency Operations Plans created to complement State Emergency Operations Plans.</li> </ul>
<b>Texas and Kendall County Multi-hazard Mitigation Plans</b>	Multi-hazard mitigation plans are developed to provide a framework for understanding vulnerability to and risk from hazards, and identifying the pre-disaster and post disaster mitigation measures to reduce the risk from those hazards.
<b>Private-Sector Plans</b>	Private-sector plans are developed by privately owned companies. Some planning efforts may be mandated by statute while others are developed to ensure business preservation and continuity.
<b>Volunteer and Nongovernmental Organization Plans</b>	Volunteer and nongovernmental organization plans are plans created to support local emergency preparedness, response, and recovery operations. Plans include a continuous process of assessment, evaluation, and preparation to ensure that the necessary authorities, organization, resources, coordination, and operation procedures exist to provide effective delivery of services to disaster clients as well as provide integration into planning efforts at all government levels.

<p><b>Procedures</b></p>	<p>Procedures provide operational guidance for use by emergency teams and other personnel involved in conducting or supporting incident management operations. These documents fall into five basic categories:</p> <ul style="list-style-type: none"> <li>■ Overviews that provide a brief concept summary of an incident management function, team, or capability.</li> <li>■ Standard operating procedures (SOPs), standard operating guidelines (SOGs), or operations manuals that provide a complete reference document.</li> <li>■ Field operations guides (FOGs) or handbooks that are produced as a durable pocket or desk guide, containing essential tactical information needed to perform specific assignments or functions.</li> <li>■ Point of contact (POC) lists; and</li> <li>■ Job aids such as checklists or other tools for job performance or job training.</li> </ul>
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D. Distribution. This Plan will be distributed electronically to all participating city and county agencies, selected state, and federal government agencies, selected private organizations, the American Red Cross and other volunteer organizations, and other interested individuals with the permission of Kendall County/ Boerne Emergency Management. Hard copies of the plan will be maintained at the Kendall County/Boerne Emergency Operations Center.

# Appendix 1

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## Glossary of Key Terms

For the purposes of the KC/COB OP, the following terms and definitions apply:

**Accountable Property.** Property that: 1) has an acquisition cost that is \$15,000 or more; 2) has a unique, identifiable serial number (e.g., computer or telecommunications equipment) ; and 3) is considered “sensitive” (i.e., easily pilferable) , such as cellular phones, pagers, and laptop computers.

**Agency.** A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

**Agency Representative.** A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agencies or organization’s participation in incident management activities following appropriate consultation with the leadership of that agency.

**Area Command (Unified Area Command).** An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met, and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an EOC facility or at some location other than an ICP.

**Available Resources.** Resources assigned to an incident, checked in, and available for use, normally located in a Staging Area.

**Awareness.** The continual process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react effectively.

**Casualty.** Any person who is declared dead or is missing, ill, or injured.

**Catastrophic Incident.** Any natural or manmade incident, or combination of incidents, which results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic event will result in sustained impacts over a prolonged period of time; immediately exceed resources normally available to State, local, tribal, and private-sector authorities in the impacted area; and significantly interrupt governmental operations and emergency services to such an extent that national security could be threatened.

**Chain of Command.** A series of command, control, executive, or management positions in hierarchical order of authority.

**Civil Transportation Capacity.** The total quantity of privately owned transportation services, equipment, facilities, and systems from all transportation modes nationally or in a prescribed area or region.

**Command Staff.** In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**Common Operating Picture (COP).** A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

**Community Recovery.** In the context of the KC/COB OP and its annexes, the process of assessing the effects of an incident, defining resources, and developing and implementing a course of action to restore and revitalize the socioeconomic and physical structure of a community.

**Consequence Management.** Predominantly an emergency management function and included measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. The requirements of consequence management and crisis management are combined in the KC/COB OP. See also Crisis Management.

**Credible Threat.** A potential terrorist threat that, based on a threat assessment, is credible and likely to involve WMD.

**Crisis Management.** Predominantly a law enforcement function and included measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. The requirements of consequence management and crisis management are combined in the KC/COB OP. See also Consequence Management.

**Critical Infrastructures.** Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

**Cultural Resources.** Cultural resources include historic and prehistoric structures, archeological sites, cultural landscapes, and museum collections.

**Cyber.** Pertaining to computers and their support systems, such as servers, routers, and switches that support critical infrastructure.

**Deputy.** A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

**Disaster.** See Major Disaster.

**Disaster Recovery Center (DRC).** A facility established in a centralized location within or near the disaster area at which disaster victims (individuals, families, or businesses) apply for disaster aid.

**Emergency.** As defined by the Stafford Act, an emergency is “any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.”

**Emergency Operations Center (EOC).** The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city), or by some combination thereof.

**Emergency Operations Plan (EOP).** The “steady-state” plan maintained by various jurisdictional levels for managing a wide variety of potential hazards.

**Emergency Public Information.** Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the public.



**Emergency Response Provider.** Includes Federal, State, and local emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. (See section 2(6), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).) Also known as “emergency responder.”

**Emergency Support Function (ESF).** A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility.

**Emerging Infectious Diseases.** New or recurring infectious diseases of people, domestic animals, and/or wildlife, including identification, etiology, pathogenesis, zoonotic potential, and ecological impact.

**Environment.** Natural and cultural resources and historic properties as those terms are defined in this glossary and in relevant laws.

**Evacuation.** Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Facility Management.** Facility selection and acquisition, building services, information systems, communications, safety and health, and physical security.

**Federal.** Of or pertaining to the Federal Government of the United States of America.

**First Responder.** Local and nongovernmental police, fire, and emergency personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as defined in section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) who provide immediate support services during prevention, response, and recovery operations. First responders may include personnel from Federal, State, local, tribal, or nongovernmental organizations.

**Hazard.** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Hazard Mitigation.** Any cost-effective measure which will reduce the potential for damage to a facility from a disaster event.

**Hazardous Material.** For the purposes of ESF #1, hazardous material is a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated (see 49 CFR 171.8). For the purposes of ESF #10 and the Hazardous Materials Incident Annex, the term is intended to mean hazardous substances, pollutants, and contaminants as defined by the NCP.

**Historic Property.** Any prehistoric or historic district, site, building, structure, or object included in or eligible for inclusion in the National Register of Historic Places, including artifacts, records, and remains which are related to such district, site, building, structure, or object [16 U.S.C. § 470(w)(5)].

**Incident.** An occurrence or event, natural or human caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Incident Action Plan.** An oral or written plan containing general objective reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**Incident Command Post (ICP).** The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

**Incident Command System (ICS).** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management operations.

**Incident Commander (IC).** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site. (See page 10 for discussion on DOD forces.)

**Incident Management Team (IMT).** The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

**Incident Mitigation.** Actions taken during an incident designed to minimize impacts or contain the damages to property or the environment.

**Information Officer.** See Public Information Officer.

**Infrastructure.** The manmade physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communications systems, dams, sewage systems, and roads.

**Initial Actions.** The actions taken by those responders first to arrive at an incident site.

**Initial Response.** Resources initially committed to an incident.

**Initial Response Resources (IRR).** Disaster support commodities that may be pre-staged, in anticipation of a catastrophic event, at a facility close to a disaster area for immediate application through an ESF operation. The initial response resources are provided to victims and all levels of government responders immediately after a disaster occurs. They are designed to augment State and local capabilities. The initial response resources include supplies (baby food, baby formula, blankets, cots, diapers, meals ready-to-eat, plastic sheeting, tents, and water) and equipment (emergency generators, industrial ice- makers, mobile kitchen kits, portable potties with service, portable showers, and refrigerated vans).

**In-Kind Donations.** Donations other than cash (usually materials or professional services) for disaster survivors.

**Joint Field Office (JFO).** A temporary Federal facility established locally to provide a central point for Federal, State, local, and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the JOC, the FEMA DFO, and the JIC within a single Federal facility.

**Joint Information Center (JIC).** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. .Public information officials from all participating agencies should collocate at the JIC.

**Joint Information System (JIS).** Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during a crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**Jurisdiction.** A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authorities. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

**Liaison Officer.** A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

**Local Government.** A county, municipality, city, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization (As defined in section 2(10) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

**Major Disaster.** As defined by the Stafford Act, any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Materiel Management.** Requisitioning and sourcing (requirements processing); acquisition, asset visibility (resource tracking), receipt, storage, and handling; security and accountability; inventory, deployment, issue, and distribution; and recovery, reuse, and disposition.

**Mitigation.** Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often developed in accordance with lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

**Mobilization.** The process and procedures used by all organizations—Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Mobilization Center.** An off-site temporary facility at which response personnel and equipment are received from the Point of Arrival and are pre-positioned for deployment to an incident logistics base, to a local Staging Area, or directly to an incident site, as required. A mobilization center also provides temporary support services, such as food and billeting, for response personnel prior to their assignment, release, or reassignment and serves as a place to out-process following demobilization while awaiting transportation.

**Multi-agency Coordination Entity.** Functions within a broader multiagency coordination system. It may establish priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

**Multi-agency Coordination System.** Provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications. The systems assist agencies and organizations to fully integrate the subsystems of NIMS.

**Multi-jurisdictional Incident.** An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

**Mutual Aid Agreement.** Written agreement between agencies, organizations, and/or jurisdictions that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.

**National.** Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and policy.

**National Incident Management System (NIMS).** A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**Natural Resources.** Natural resources include land, fish, wildlife, domesticated animals, plants, biota, and water. Water means salt and fresh water, surface, and ground water, including water used for drinking, irrigation, aquaculture, and recreational purposes, as well as in its capacity as fish and wildlife habitat, as defined in 16 U.S.C. 64501. Land means soil, surface and subsurface minerals, and other terrestrial features.

**Nongovernmental Organization (NGO).** A nonprofit entity that is based on interests of its members, individuals, or institutions and that is not created by a government but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

**Pollutant or Contaminant.** As defined in the NCP, includes, but is not limited to, any element, substance, compound, or mixture, including disease-causing agents, which after release into the environment and upon exposure, ingestion, inhalation, or assimilation into any organism, either directly from the environment or indirectly by ingestion through food chains, will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions, or physical deformations in such organisms or their offspring.

**Preparedness.** The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.

**Prevention.** Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property. It involves applying intelligence and other

information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Private Sector.** Organizations and entities that are not part of any governmental structure. Includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, private emergency response organizations, and private voluntary organizations.

**Public Assistance Program.** The program administered by FEMA that provides supplemental Federal disaster grant assistance for debris removal and disposal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain private nonprofit organizations.

**Public Health.** Protection, safety, improvement, and interconnections of health and disease prevention among people, domestic animals, and wildlife.

**Public Information Officer (PIO).** A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident related information requirements.

**Public Works.** Work, construction, physical facilities, and services provided by governments for the benefit and use of the public.

**Regional Emergency Response Teams (RERTs).** Teams provided by the Texas Division of Emergency Management or other organization to support and respond to hazardous materials or WMD incidents.

**Recovery.** The development, coordination, and execution of service- and site-restoration plans for impacted communities and the reconstitution of government operations and services through individual, private-sector, nongovernmental, and public assistance programs that: identify needs and define resources; provide housing and promote restoration; address long-term care and treatment of affected persons; implement additional measures for community restoration; incorporate mitigation measures and techniques, as feasible; evaluate the incident to identify lessons learned; and develop initiatives to mitigate the effects of future incidents.

**Regional Response Teams (RRTs).** Regional counterparts to the National Response Team, the RRTs comprise regional representatives of the Federal agencies on the NRT and representatives of each State within the region. The RRTs serve as planning and preparedness bodies before a response and provide coordination and advice to the Federal OSC during response actions.

**Resources.** Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Response.** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include: applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

**Situation Assessment.** The evaluation and interpretation of information gathered from a variety of sources



(including weather information and forecasts, computerized models, GIS data mapping, remote sensing sources, ground surveys, etc.) that, when communicated to emergency managers and decision makers, can provide a basis for incident management decision-making.

**State.** Any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. (As defined in section 2(14) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

**Strategic.** Strategic elements of incident management are characterized by continuous, long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

**Strategic Plan.** A plan that addresses long-term issues such as impact of weather forecasts, time-phased resource requirements, and problems such as permanent housing for displaced disaster victims, environmental pollution, and infrastructure restoration.

**Subject-Matter Expert (SME).** An individual who is a technical expert in a specific area or in performing a specialized job, task, or skill.

**Telecommunications.** The transmission, emission, or reception of voice and/or data through any medium by wire, radio, other electrical electromagnetic, or optical means. Telecommunications includes all aspects of transmitting information.

**Telecommunications Service Priority (TSP) Program.** The NS/EP TSP Program is the regulatory, administrative, and operational program authorizing and providing for priority treatment (i.e., provisioning and restoration) of NS/EP telecommunications services. As such, it establishes the framework for NS/EP telecommunications service vendors to provide, restore, or otherwise act on a priority basis to ensure effective NS/EP telecommunications services.

**Terrorism.** Any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping.

**Texas Division of Emergency Management (TDEM).** The State of Texas Division of Emergency Management serves the State of Texas by managing the all-hazards emergency management plan for the state. TDEM works closely with local jurisdictions, state agencies, and federal partners in ensuring Texas become more resilient for future disasters.

**Threat.** An indication of possible violence, harm, or danger.

**Transportation Management.** Transportation prioritizing, ordering, sourcing, and acquisition; time phasing plans; fleet management; and movement coordination and tracking.

**Unaffiliated Volunteer.** An individual who is not formally associated with a recognized voluntary disaster relief organization; also known as a “spontaneous” or “emergent” volunteer.

**Unified Command.** An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single ICP and to establish a common set of objectives and strategies and a single Incident Action Plan.

**United States.** The term “United States,” when used in a geographic sense, means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American  
Kendall County/City of Boerne EOP

Samoa, the Commonwealth of the Northern Mariana Islands, any possession of the United States, and any waters within the jurisdiction of the United States. (As defined in section 2(16) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

**Unsolicited Goods.** Donated items offered by and/or sent to the incident area by the public, the private sector, or other source, that have not been requested by government or nonprofit disaster relief coordinators.

**Urban Search and Rescue.** Operational activities that include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures.

**Volunteer.** Any individual accepted to perform services by an agency that has authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed. (See, for example, 16 U.S.C. § 742f(c) and 29 CFR § 553.101.)

**Volunteer and Donations Coordination Center.** Facility from which the Volunteer and Donations Coordination Team operates. It is best situated in or close by the State EOC for coordination purposes. Requirements may include space for a phone bank, meeting space, and space for a team of specialists to review and process offers.

**Weapon of Mass Destruction (WMD).** As defined in Title 18, U.S.C. § 2332a: (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device; (2) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

**Wireless Priority Service (WPS).** WPS allows authorized NS/EP personnel to gain priority access to the next available wireless radio channel to initiate calls during an emergency when carrier channels may be congested.

## APPENDIX 2

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### List of Acronyms

<b>CBO</b> Community-Based Organization	<b>DSHS</b> Department of Health and Human Services
<b>COB</b> City of Boerne	<b>HQ</b> Headquarters
<b>BPD</b> Boerne Police Department	<b>HSAS</b> Homeland Security Advisory System
<b>CERCLA</b> Comprehensive Environmental Response, Compensation, and Liability Act	<b>HSC</b> Homeland Security Council
<b>CERT</b> Community Emergency Response Team	<b>HSOC</b> Homeland Security Operations Center
<b>CFO</b> Chief Financial Officer	<b>HSPD</b> Homeland Security Presidential Directive
<b>CI/KR</b> Critical Infrastructure/Key Resources	<b>IC</b> Incident Command
<b>CMC</b> Crisis Management Coordinator	<b>ICP</b> Incident Command Post
<b>COB</b> City of Boerne	<b>ICS</b> Incident Command System
<b>DFO</b> Disaster Field Office	<b>IMT</b> Incident Management Team
<b>DHS</b> Department of Homeland Security	<b>JFO</b> Joint Field Office
<b>DSCA</b> Defense Support of Civil Authorities	<b>JIC</b> Joint Information Center
<b>EAS</b> Emergency Assistance Personnel or Emergency Alert System	<b>JIS</b> Joint Information System
<b>EOC</b> Emergency Operations Center	<b>JOC</b> Joint Operations Center
<b>EPA</b> Environmental Protection Agency	<b>JTF</b> Joint Task Force
<b>EPCRA</b> Emergency Planning and Community Right-to-Know Act	<b>KCCC</b> Kendall County Commissioners Court
<b>ERT</b> Environmental Response Team (EPA)	<b>KCSO</b> Kendall County Sheriff's Office
<b>ESF</b> Emergency Support Function	<b>KC/COB EM</b> Kendall County/Boerne Emergency Management
<b>ESFLG</b> Emergency Support Function Leaders Group	<b>MOA</b> Memorandum of Agreement
<b>EST</b> Emergency Support Team	<b>MOU</b> Memorandum of Understanding
<b>FBI</b> Federal Bureau of Investigation	<b>NGO</b> Nongovernmental Organization
<b>FEMA</b> Federal Emergency Management Agency	<b>NIMS</b> National Incident Management System
<b>FOG</b> Field Operations Guide	<b>NOAA</b> National Oceanic and Atmospheric Administration
<b>FRC</b> Federal Resource Coordinator	<b>NRC</b> Nuclear Regulatory Commission
<b>GIS</b> Geographical Information System	<b>NRF</b> National Response Framework

**NRT** National Response Team

**NSC** National Security Council

**NVOAD** National Voluntary Organizations  
Active in Disaster

**OSC** On-Scene Coordinator

**OSHA** Occupational Safety and Health  
Administration

**PDA** Preliminary Damage Assessment

**PDD** Presidential Decision Directive

**PFO** Principal Federal Official

**POC** Point of Contact

**RA** Reimbursable Agreement

**REPLO** Regional Emergency Preparedness  
Liaison Officer

**RFI** Request for Information

**RRCC** Regional Response Coordination Center

**RRT** Regional Response Team

**SAR** Search and Rescue

**SCO** State Coordinating Officer

**BMER** Methodist Boerne Emergency Room

**SOG** Standard Operating Guideline

**SOP** Standard Operating Procedure

**TDEM** Texas Division of Emergency Management

**TSA** Transportation Security Administration

**USAR** Urban Search and Rescue

**WMD** Weapons of Mass Destruction

## Appendix 3

### Applicable Laws, Regulations, and Statutes

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#### A. Federal.

- The Homeland Security Act of 2002, Pub. Law 107-296, 116 Stat. 2135 (2002) (codified predominantly at 6 U.S.C. §§ 101-557 and in other scattered sections of the U.S.C.), established the Department of Homeland Security with the mandate and legal authority to protect the American people from the continuing threat of terrorism.
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, 93 Pub. L. No. 288, 88 Stat. 143 (1974) (codified as amended at 42 U.S.C. §§ 5121- 5206, and scattered sections of 12 U.S.C., 16 U.S.C., 20 U.S.C., 26 U.S.C., 38 U.S.C. (2002)), establishes the programs and processes for the Federal Government to provide disaster and emergency assistance to States, local governments, tribal nations, individuals, and qualified private nonprofit organizations.
- The Public Health Security and Bioterrorism Preparedness and Response Act of 2002, Pub. L. No. 107-188, 116 Stat. 294 (2002) (codified in scattered sections of 7 U.S.C., 18 U.S.C., 21 U.S.C., 29 U.S.C., 38 U.S.C., 42 U.S.C., and 47 U.S.C. (2002)), is designed to improve the ability of the United States to prevent, prepare for, and respond to bioterrorism and other public health emergencies.
- The Defense Production Act of 1950, 64 Stat. 798 (1950) (codified as amended by the Defense Production Act Reauthorization of 2003, Pub. L. 108-195, 117 Stat. 2892 (2003) at 50 U.S.C. app. §§ 2061-2170 (2002)), is the primary authority to ensure the timely availability of resources for national defense and civil emergency preparedness and response.
- The Posse Comitatus Act, 18 U.S.C. § 1385 (2002), prohibits the use of the Army or the Air Force for law enforcement purposes, except as otherwise authorized by the Constitution or statute.
- The National Emergencies Act, 50 U.S.C. §§ 1601- 1651 (2003), establishes procedures for Presidential declaration and termination of national emergencies.
- The Comprehensive Environmental Response, Compensation, and Liability Act, 42 U.S.C. §§ 9601-9675 (2002), and the Federal Water Pollution Control Act (Clean Water Act), 33 U.S.C. 80 | National Response Framework December 2004 §§ 1251-1387 (2002), established broad Federal authority to respond to releases or threats of releases of hazardous substances and pollutants or contaminants that may present an imminent and substantial danger to public health or welfare and to discharges of oil.
- The Cooperative Forestry Assistance Act of 1978, 16 U.S.C. §§ 2101-2114 (2002), authorizes the Secretary of Agriculture to assist in the prevention and control of rural fires, and to provide prompt assistance whenever a rural fire emergency overwhelms, or threatens to overwhelm, the firefighting capabilities of the affected State or rural area.
- The Communications Act of 1934, 47 U.S.C. §§ 151-615b (2002), provides the authority to grant special temporary authority on an expedited basis to operate radio frequency devices.
- The Insurrection Act, 10 U.S.C. §§ 331-335 (2002). Recognizing that the primary responsibility for protecting life and property and maintaining law and order in the civilian community is vested in State and local governments, the Insurrection Statutes authorize the President to direct the armed forces to enforce the law to suppress insurrections and domestic violence. Military forces may be used to restore order, prevent looting, and engage in other law enforcement activities.
- The Defense Against Weapons of Mass Destruction Act, 50 U.S.C. §§ 2301-2368 (2003), is intended to enhance the capability of the Federal Government to prevent and respond to terrorist incidents involving WMD.
- Emergencies Involving Chemical or Biological Weapons. Pursuant to 10 U.S.C. § 382 (2002), in response to an emergency involving biological or chemical WMD that is beyond the capabilities of civilian authorities to handle, the Attorney General may request DOD assistance directly. Assistance that may be provided includes identifying, monitoring, containing, disabling, and disposing of the weapon.



- Volunteer Services. There are statutory exceptions to the general statutory prohibition against accepting voluntary services under 31 U.S.C. § 1342 (2002) December 2004 National Response Framework | 81 that can be used to accept the assistance of volunteer workers. Such services may be accepted in “emergencies involving the safety of human life or the protection of property.” Additionally, provisions of the Stafford Act, 42 U.S.C. §§ 5152(a), 5170a(2) (2002), authorize the President to, with their consent, use the personnel of private disaster relief organizations and to coordinate their activities.
- The Public Health Service Act, 42 U.S.C. §§ 201 et seq. Among other things, this act provides that the Secretary of HHS may declare a public health emergency under certain circumstances (see 42 U.S.C. § 247d), and that the Secretary is authorized to develop and take such action as may be necessary to implement a plan under which the personnel, equipment, medical supplies, and other resources of the Department may be effectively used to control epidemics of any disease or condition and to meet other health emergencies and problems.
- The Veterans Affairs Emergency Preparedness Act of 2002, Pub. L. No. 107-287, 116 Stat. 2024 (2002) (amending and codifying various sections of 38 U.S.C.). 38 U.S.C. § 1785 (2003), if funded, directs the VA and DOD to develop training programs for current health-care personnel and those emergency/medical personnel in training in the containment of nuclear, biological, and chemical attacks and treatment of casualties.
- The Resource Conservation and Recovery Act of 1976, 42 U.S.C. §§ 6901-6986 (2002), which was passed as an amendment of the Solid Waste Disposal Act of 1965, Pub. L. 89-272, 79 Stat. 997 (1965), gave the EPA the authority to control hazardous waste from “cradle to grave.”
- The Occupational Safety and Health Act, 29 U.S.C. §§ 651-678 (2002), among other things, assures safe and healthful working conditions for working men and women by authorizing enforcement of the standards developed under the act; by assisting and encouraging the States in their efforts to assure safe and healthful working conditions; and by providing for research, information, education, and training in the field of occupational safety and health.
- Flood Control and Coastal Emergencies, 33 U.S.C. § 701n (2002) (commonly referred to as Public Law 84-99), authorizes the USACE an emergency fund for preparation for emergency response to natural disasters, flood fighting and rescue operations, rehabilitation of flood control and hurricane protection structures, temporary restoration of essential public facilities and services, advance protective measures, and provision of emergency supplies of water. The USACE receives funding for such activities under this authority from the Energy and Water Development Appropriation.
- The Oil Pollution Act of 1990, Pub. L. No. 101-380, 104 Stat. 484 (1990) (codified as amended at 33 U.S.C. §§ 1203, 1223, 1321, 2701-2761 and various other sections of the U.S.C. (2002)), improves the Nation’s ability to prevent and respond to oil spills by establishing provisions that expand the Federal Government’s ability and provides the money and personnel necessary to respond to oil spills. The act also created the national Oil Spill Liability Trust Fund.
- The Clean Air Act, 42 U.S.C. §§ 7401-7671q (2002) and 40 CFR § 80.73 (2003). The EPA may temporarily permit a refiner, importer, or blender to distribute nonconforming gasoline in appropriate extreme or unusual circumstances (e.g., an Act of God) that could not have been avoided. EPA may seek DOE’s advice on fuel supply situations when deciding whether to grant a request to distribute nonconforming gasoline.
- The Public Utilities Regulatory Policies Act of 1978, Pub. L. No. 95-617, 92 Stat. 3117 (1978) (codified at scattered sections of 15 U.S.C., 16 U.S.C., 30 U.S.C., 42 U.S.C., 43 U.S.C. (2002)), and the Power plant and Industrial Fuel Use Act of 1978, Pub. L. No. 95-620, 92 Stat. 3289 (1978) (codified as amended at 42 U.S.C. §§ 8301-8484 (2002)). The President has authority to prohibit any power plant or major fuel burning installation from using natural gas or petroleum as a primary fuel during an emergency.
- The Federal Power Act, 16 U.S.C. §§ 791a-828c, 824a(c) (2002), 10 CFR § 205.370 (2003). The Secretary of Energy has authority in an emergency to order temporary interconnections of facilities and/or the generation and delivery of electric power.
- The Department of Energy Organization Act, Pub. L. No. 95-91, 91 Stat. 567 (1977) (codified predominantly at 42 U.S.C. §§ 7101-7385o (2002)), and the Federal Power Act, 16 U.S.C. §§

- 791a-828c (2002), 10 CFR §§ 205.350, 205.353 (2003). DOE has authority to obtain current information regarding emergency situations on the electric supply systems in the United States.
- The Department of Energy Organization Act, Pub. L. No. 95-91, 91 Stat. 567 (1977) (codified predominantly at 42 U.S.C. §§ 7101-7385o (2002)), 10 CFR §§ 205.350, 205.353 (2003), and the Federal Energy Administration Act of 1974, 15 U.S.C. §§ 761-790h (2002). DOE and the National Association of State Energy Officials (NASEO) have agreed that DOE will develop, maintain, and distribute a contact list of State and Federal individuals responsible for energy market assessment and energy emergency responses, and that the States will participate in the effort by providing timely assessments of energy markets to DOE and other States in the event of an energy supply disruption.
  - The Energy Policy and Conservation Act, 42 U.S.C. §§ 6201-6422 (2002), as amended by the Energy Policy Act of 1992, Pub. L. No. 102-486, 106 Stat. 2776 (1992) (as amended and codified in scattered sections of the U.S.C.). The President may, in emergency, order Federal buildings to close and/or conserve energy.
  - Transportation of Hazardous Material, 49 U.S.C. §§ 5101-5127 (2002). Improves the regulatory and enforcement authority of the Secretary of Transportation to provide adequate protection against the risks to life and property inherent in the transportation of hazardous material in commerce.
  - The Low-Income Home Energy Assistance Act of 1981, 42 U.S.C. §§ 8621-8629 (2002). HHS has discretionary funds available for distribution under the Low-Income Home Energy Assistance Program (LIHEAP), according to the criteria that relate to the type of emergency that precipitates their need. DOE may advise HHS on the fuel supply situation for such emergency funding.
  - The Small Business Act, 15 U.S.C. §§ 631-651e (2002). The mission of the Small Business Administration is to maintain and strengthen the Nation's economy by aiding, counseling, assisting, and protecting the interests of small businesses and by helping families and businesses recover from incidents such as major disasters, emergencies, and catastrophes.
  - The Immigration Emergency Fund (IEF) was created by section 404(b)(1) of the Immigration and Nationality Act. The IEF can be drawn upon to increase INS's enforcement activities, and to reimburse States and localities in providing assistance as requested by the Secretary of the DHS in meeting an immigration emergency declared by the President.
  - The Animal Health Protection Act of 2002, 7 U.S.C. 8310, consolidates all of the animal quarantine and related laws and replaces them with one flexible statutory framework. This act allows APHIS Veterinary Services to act swiftly and decisively to protect U.S. animal health from a foreign pest or disease.
  - 28 CFR § 0.85 designates the FBI as the agency with primary responsibility for investigating all crimes for which it has primary or concurrent jurisdiction, and which involve terrorist activities or acts in preparation of terrorist activities within the statutory jurisdiction of the United States. This would include the collection, coordination, analysis, management, and dissemination of intelligence and criminal information as appropriate.
  - Executive Order 12148, 44 Fed. Reg. 43239 (1979), as amended by Exec. Order 13286, 68 Fed. Reg. 10619 (2003), designates DHS as the primary agency for coordination of Federal disaster relief, emergency assistance, and emergency preparedness. The order also delegates the President's relief and assistance functions under the Stafford Act to the Secretary of Homeland Security, with the exception of the declaration of a major disaster or emergency.
  - Executive Order 12656, 53 Fed. Reg. 47491 (1988), Assignment of Emergency Preparedness Responsibilities, as amended by Exec. Order 13286, 68 Fed. Reg. 10619 (2003), assigns lead and support responsibilities to each of the Federal agencies for national security emergency preparedness. The amendment designates DHS as the principal agency for coordinating programs and plans among all Federal departments and agencies.
  - Executive Order 13354, 69 Fed. Reg. 53589 (2004), National Counterterrorism Center, establishes policy to enhance the interchange of terrorism information among agencies and create the National Counterterrorism Center to serve as the primary Federal organization in the U.S. Government for analyzing and integrating all intelligence information posed by the United States pertaining to terrorism and counterterrorism.
  - Executive Order 13356, 69 Fed. Reg. 53599 (2004), Strengthening the Sharing of Terrorism

- Information to Protect Americans, requires the Director of Central Intelligence, in consultation with the Attorney General and the other intelligence agency heads, to develop common standards for the sharing of terrorism information by agencies within the Intelligence Community with 1) other agencies within the Intelligence Community, 2) other agencies having counterterrorism functions, and 3) through or in coordination with the Department of Homeland Security, appropriate authorities of State and local governments.
- Executive Order 12580, 52 Fed. Reg. 2923 (1987), Superfund Implementation, as amended by numerous Executive orders, delegates to a number of Federal departments and agencies the authority and responsibility to implement certain provisions of CERCLA. The policy and procedures for implementing these provisions are spelled out in the NCP and are overseen by the NRT.
  - Executive Order 12382, 47 Fed. Reg. 40531 (1982), as amended by numerous Executive orders, President's National Security Telecommunications Advisory Committee (NSTAC). This order provides the President with technical information and advice on national security telecommunications policy. Up to 30 members from the telecommunications and information technology industries may hold seats on the NSTAC.
  - Executive Order 12472, 49 Fed. Reg. 13471 (1984), Assignment of National Security and Emergency Preparedness Telecommunications Functions, as amended by Exec. Order 13286, 68 Fed. Reg. 10619 (2003). This order consolidated several directives covering NSEP telecommunications into a comprehensive document explaining the assignment of responsibilities to Federal agencies for coordinating the planning and provision of NSEP telecommunications. The fundamental NSEP objective is to ensure that the Federal Government has telecommunications services that will function under all conditions, including emergency situations.
  - Executive Order 12742, 56 Fed. Reg. 1079 (1991), National Security Industrial Responsiveness, as amended by Exec. Order 13286, 68 Fed. Reg. 10619 (2003). This order states that the United States must have the capability to rapidly mobilize its resources in the interest of national security. Therefore, to achieve prompt delivery of articles, products, and materials to meet national security requirements, the Government may place orders and require priority performance of these orders.
  - Executive Order 13284, 68 Fed. Reg. 4075 (2003), Amendment of Executive Orders, and Other Actions, in Connection with the Establishment of the Department of Homeland Security. This order amended previous Executive orders to make provisions for the establishment of DHS.
  - Executive Order 13286, 68 Fed. Reg. 10619 (2003), Amendment of Executive Orders, and Other Actions, in Connection with the Transfer of Certain Functions to the Secretary of Homeland Security. This order reflects the transfer of certain functions to, and other responsibilities vested in, the Secretary of Homeland Security, as well as the transfer of certain agencies and agency components to DHS, and the delegation of appropriate responsibilities to the Secretary of Homeland Security.
  - Executive Order 12333, 46 Fed. Reg. 59941 (1981), United States Intelligence Activities, designates DOE as part of the Intelligence Community. It further defines counterintelligence as information gathered and activities conducted to protect against espionage, sabotage, or assassinations conducted for or on behalf of foreign powers, organizations or persons, or international terrorist activities. This order specifically excludes personnel, physical, document, or communications security programs from the definition of counterintelligence.
  - Executive Order 12919, 59 Fed. Reg. 29625 (1994), National Defense Industrial Resources Preparedness, as amended by Exec. Order 13286, 68 Fed. Reg. 10619 (2003). This order delegates authorities and addresses national defense industrial resource policies and programs under the Defense Production Act of 1950, as amended, except for the amendments to Title III of the act in the Energy Security Act of 1980 and telecommunication authorities under Exec. Order 12472, 49 Fed. Reg. 13471 (1984).
  - Executive Order 12777, 56 Fed. Reg. 54757 (1991), Implementation of Section 311 of the Federal Water Pollution Control Act of October 18, 1972, as amended, and the Oil Pollution Act of 1990, as amended by Exec. Order 13286, 68 Fed. Reg. 10619 (2003). Implemented section 311 of the FWPCA as amended by OPA 90.
  - Executive Order 13295, 68 Fed. Reg. 17255 (2003), Revised List of Quarantinable Communicable Diseases. Specifies certain communicable diseases for regulations providing for the apprehension, detention, or conditional release of individuals to prevent the introduction, transmission, or spread of suspected communicable diseases.

- Executive Order 12196, 45 Fed. Reg. 12769 (1980), Occupational Safety and Health Programs for Federal Employees. This order sets the OSHA program guidelines for all agencies in the Executive Branch except military personnel and uniquely military equipment, systems, and operations.
- Presidential Decision Directive 39: U.S. Policy on Counterterrorism, June 21, 1995, establishes policy to reduce the Nation's vulnerability to terrorism, deter and respond to terrorism, and strengthen capabilities to detect, prevent, defeat, and manage the consequences of terrorist use of WMD; and assigns agency responsibilities.
- Presidential Decision Directive 62: Combating Terrorism, May 22, 1998, reinforces the missions of Federal departments and agencies charged with roles in defeating terrorism.
- Homeland Security Presidential Directive-1: Organization and Operation of the Homeland Security Council, Oct. 29, 2001. This directive establishes policies for the creation of the HSC, which shall ensure the coordination of all homeland security-related activities among executive departments and agencies and promote the effective development and implementation of all homeland security policies.
- Homeland Security Presidential Directive-2: Combating Terrorism Through Immigration Policies, Oct. 29, 2001. This directive mandates that, by November 1, 2001, the Attorney General shall create the Foreign Terrorist Tracking Task Force, with assistance from the Secretary of State, the Director of Central Intelligence, and other officers of the Government, as appropriate. The Task Force shall ensure that, to the maximum extent permitted by law, Federal agencies coordinate programs to accomplish the following: 1) deny entry into the United States of aliens associated with, suspected of being engaged in, or supporting terrorist activity; and 2) locate, detain, prosecute, or deport any such aliens already present in the United States.
- Homeland Security Presidential Directive-3: Homeland Security Advisory System, Mar. 11, 2002. This directive establishes policy for the creation of a Homeland Security Advisory System, which shall provide a comprehensive and effective means to disseminate information regarding the risk of terrorist acts to Federal, State, and local authorities and to the American people. Such a system would provide warnings in the form of a set of graduated "Threat Conditions" that would increase as the risk of the threat increases. At each Threat Condition, Federal departments and agencies would implement a corresponding set of "Protective Measures" to further reduce vulnerability or increase response capability during a period of heightened alert.
- Homeland Security Presidential Directive-4: National Strategy to Combat Weapons of Mass Destruction, Dec. 2002. Sets forth the National Strategy to Combat Weapons of Mass Destruction based on three principal pillars: (1) Counterproliferation to Combat WMD Use, (2) Strengthened Nonproliferation to Combat WMD Proliferation, and (3) Consequence Management to Respond to WMD Use. The three pillars of the U.S. national strategy to combat WMD are seamless elements of a comprehensive approach. Serving to integrate the pillars are four crosscutting enabling functions that need to be pursued on a priority basis: intelligence collection and analysis on WMD, delivery systems, and related technologies; research and development to improve our ability to address evolving threats; bilateral and multilateral cooperation; and targeted strategies against hostile states and terrorists.
- Homeland Security Presidential Directive-5: Management of Domestic Incidents, February 28, 2003, is intended to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system. In HSPD-5 the President designates the Secretary of Homeland Security as the PFO for domestic incident management and empowers the Secretary to coordinate Federal resources used in response to or recovery from terrorist attacks, major disasters, or other emergencies in specific cases. The directive assigns specific responsibilities to the Attorney General, Secretary of Defense, Secretary of State, and the Assistants to the President for Homeland Security and National Security Affairs, and directs the heads of all Federal departments and agencies to provide their "full and prompt cooperation, resources, and support," as appropriate and consistent with their own responsibilities for protecting national security, to the Secretary of Homeland Security, Attorney General, Secretary of Defense, and Secretary of State in the exercise of leadership responsibilities and missions assigned in HSPD-5. The directive also notes that it does not alter, or impede the ability to carry out, the authorities of Federal departments and agencies to perform their responsibilities under law.
- Homeland Security Presidential Directive-6: Integration and Use of Screening Information, Sept.

- 16, 2003. In order to protect against terrorism, this directive establishes the national policy to: (1) develop, integrate, and maintain thorough, accurate, and current information about individuals known or appropriately suspected to be or have been engaged in conduct constituting, in preparation for, in aid of, or related to terrorism (Terrorist Information); and (2) use that information as appropriate and to the full extent permitted by law to support (a) Federal, State, local, territorial, tribal, foreign-government, and private-sector screening processes, and (b) diplomatic, military, intelligence, law enforcement, immigration, visa, and protective processes.
- Homeland Security Presidential Directive-7: Critical Infrastructure Identification, Prioritization, and Protection, Dec. 17, 2003. This directive establishes a national policy for Federal departments and agencies to identify and prioritize U.S. critical infrastructure and key resources and to protect them from terrorist attacks.
  - Homeland Security Presidential Directive-8: National Preparedness, Dec. 17, 2003. This directive establishes policies to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies by requiring a national domestic all-hazards preparedness goal, establishing mechanisms for improved delivery of Federal preparedness assistance to State and local governments, and outlining actions to strengthen preparedness capabilities of Federal, State, and local entities.
  - Homeland Security Presidential Directive-9: Defense of United States Agriculture and Food, Jan. 30, 2004. This directive establishes a national policy to defend the agriculture and food system against terrorist attacks, major disasters, and other emergencies.
  - Homeland Security Presidential Directive-10: Biodefense for the 21st Century, April 28, 2004. This directive provides a comprehensive framework for the Nation's biodefense and, among other things, delineates the roles and responsibilities of Federal agencies and departments in continuing their important work in this area.
  - National Security Directive 42: National Policy for the Security of National Security Telecommunications and Information Systems, July 5, 1990. This directive establishes initial objectives of policies, and an organizational structure to guide the conduct of activities to secure national security systems from exploitation; establishes a mechanism for policy development and dissemination; and assigns responsibilities for implementation.

#### B. State.

- Government Code, Chapter 4118 (Emergency Management)
- Government Code, Chapter 421 (Homeland Security)
- Government Code, Chapter 433 (State of emergency)
- Government Code, Chapter 791 (Inter-local Cooperation Contracts)
- Health & Safety Code, Chapter 778 (Emergency Management assistance Compact)
- Executive Order of the Governor Relating to Emergency Management
- Executive Order of the Governor Relating to the NIMS
- Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
- The Texas Homeland Security Strategic Plan, Parts I & II, December 15, 2003
- The Texas Homeland Security Strategic Plan, Part III, February 2004

#### C. Local.

- Commissioner's Court Order Dated September 9, 1985
- City Ordinance #85-17, dated August 26, 1985
- Joint Resolution between the County of Kendall and the City of Boerne dated August 13, 1985, city Resolution #85-R19
- Inter-local Agreements & Contracts



## Appendix 4

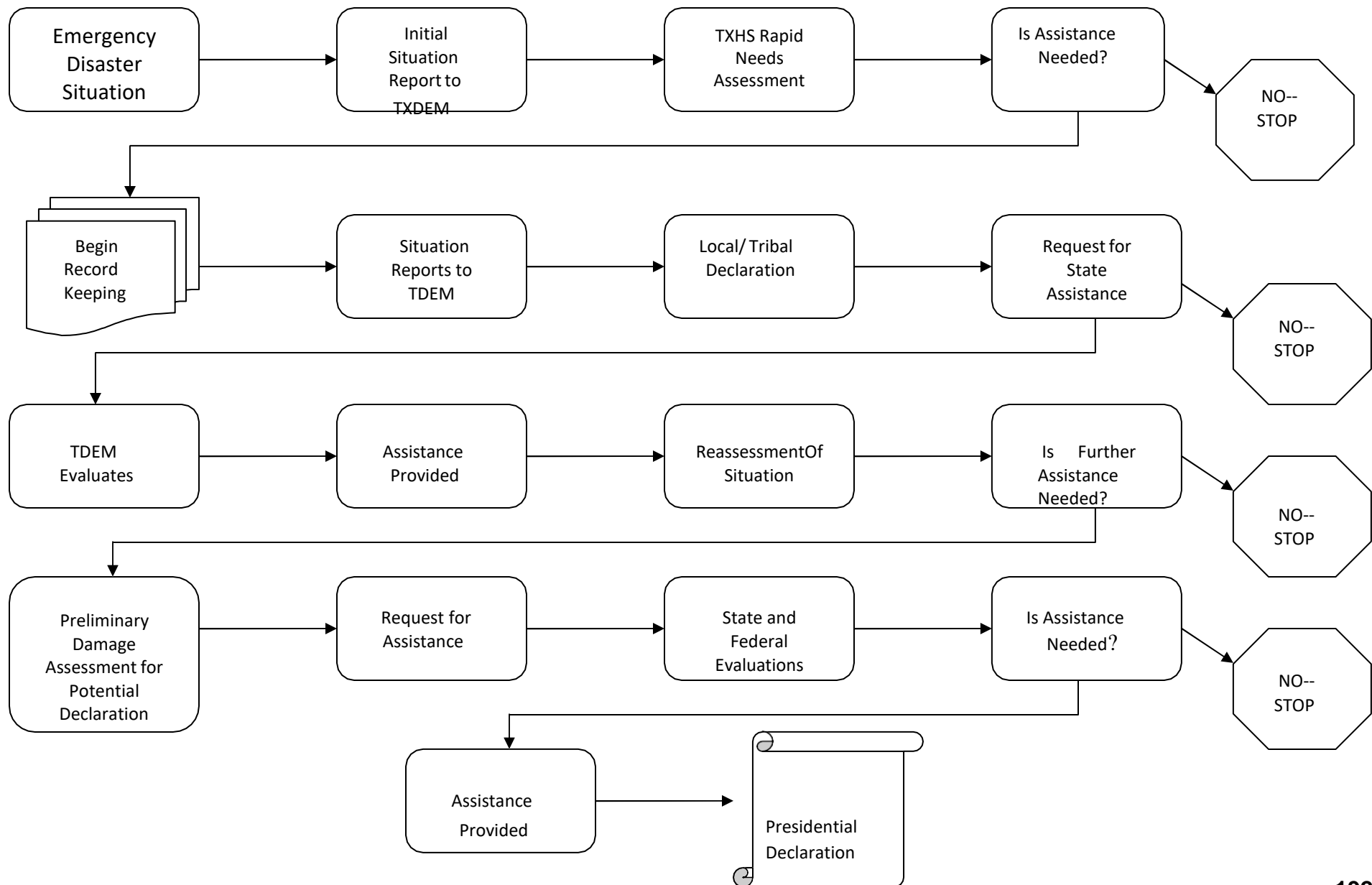
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### Overview of Initial Local Involvement under the Stafford Act

This overview illustrates actions local agencies likely will take during a major disaster or emergency. Key operational components that could be activated include the Kendall County EOC and the Region #6 RRT.

1. The Kendall County Emergency Management continually monitors potential disasters and emergencies. When advance warning is possible, KC/COB EM may request State agencies to deploy personnel to the Kendall County EOC. Other facilities, such as mobilization centers, may be established to accommodate personnel, equipment, and supplies.
2. Immediately after an incident, local agencies respond with available resources and regional/State response elements are notified. As information emerges, they also assess the situation and the need for State assistance. The State reviews the situation, mobilizes State resources, and informs the DHS/EPR/FEMA Regional Office of actions taken. The Governor activates the State emergency operations plan, proclaims, or declares a state of emergency, and requests a State/DHS joint Preliminary Damage Assessment (PDA) to determine if sufficient damage has occurred to justify a request for a Presidential declaration of a major disaster or emergency. Based upon the results of the PDA, the Governor may request a Presidential declaration and defines the kind of Federal assistance needed. At this point, an initial assessment is also conducted of losses avoided based on previous mitigation efforts.
3. After the major disaster or emergency declaration, an RRCC, staffed by regional personnel, coordinates initial regional and field activities such as deployment of an ERT-A. Depending on the scope and impact of the event, the NRCC, comprised of Emergency Support Function (ESF) representatives and DHS/EPR/FEMA support staff, carries out initial activation and mission assignment operations and supports the RRCC from DHS/EPR/FEMA.
4. A Federal Coordinating Officer (FCO), appointed by the Secretary of Homeland Security on behalf of the President, coordinates Federal support activities. The FCO works with the State Coordinating Officer (SCO) to identify requirements.
5. Tele registration activates a toll-free telephone number of individuals can call to apply for disaster assistance. A toll-free disaster helpline is established to answer common questions. One or more DRCs may be opened where individuals can obtain information about disaster assistance, advice, and counsel. Individual applicants are processed at the DHS/EPR/FEMA National Processing Center.
6. Inspectors verify losses and provide documentation used to determine the types of disaster assistance to be granted to individuals and families.
7. As immediate response priorities are met, recovery activities begin. Federal and State agencies assisting with recovery and mitigation activities convene to discuss State needs.
8. Public Assistance Applicant Briefings are conducted for local government officials and certain private nonprofit organizations to inform them of available assistance and how to apply. Applicants must first file a Request for Public Assistance. Eligible applicants will be notified and will define each project on a Project Worksheet, which details the scope of damage and a cost estimate for repair to a pre-disaster condition. The Project Worksheet is used as the basis for obligating funds to the State for eligible projects.

## DISASTER ASSISTANCE PROCESS FLOW CHART



## Appendix 5

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### Overview of Support in Non-Stafford Act Situations

This overview illustrates actions local agencies likely take to support a local agency/department that has requested KC/COB EM assistance to handle an incident. Key operational components that could be activated include the Kendall County/Boerne EOC and the Region RERT.

1. Local departments and agencies routinely manage the response to incidents that do not exhaust local resource levels. When a local entity with primary responsibility and statutory authority for handling an incident requires assistance beyond its normal operations that agency may request additional local resources through COB Dispatch. If Dispatch is overwhelmed, or if regional, state, or federal resources are required to support incident management efforts, KC/COB EM will be contacted. KC/COB EM coordinates assistance using the multiagency coordination structures in the Kendall County/Boerne Emergency Operations Plan (KC/COB OP). Generally, the requesting agency provides funding for the incident.
2. To initiate local-to-local support, requests for assistance are submitted to Dispatch or to the KC/COB EM Coordinator via the COB dispatch center. Requests should include a summary of the situation, types and number of resources needed, financial information, and any other appropriate information.
3. Upon receipt of the request, the KC/COB EM Coordinator coordinates the activation of the appropriate Emergency Support Functions (ESFs).
4. The requesting agency works in coordination with Dispatch or KC/COB EM to identify support requirements.
5. The Kendall County/Boerne EOC may be activated, fully or partially, to facilitate the deployment of resources. Facilities, such as mobilization centers, may be established to accommodate personnel, equipment, and supplies.
6. Agencies provide resources under inter-agency reimbursable agreements (RAs) or their own authority.
7. Once established, the EOC serves as the focal point for coordinating assistance to the requesting agency and incident command structures on-scene.
8. As needed, the Elected Officials convenes to provide strategic level coordination and frame courses of action regarding various operational and policy issues.
9. As the need for full time interagency coordination ceases, the EOC staff plan for selective release of resources, demobilization, and closeout.

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EMERGENCY  
SUPPORT  
FUNCTION (ESF)  
ANNEXES



## Emergency Support Function Annexes

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### **Purpose**

This section provides an overview of the Emergency Support Function (ESF) structure, common elements of each of the ESFs, and the basic content contained in each of the ESF Annexes.

### **Background**

The ESFs provide the structure for coordinating interagency support for large-scale incidents. The ESF structure includes mechanisms used for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents. The following section includes a series of annexes describing the roles and responsibilities of departments and agencies and the American Red Cross as ESF coordinators or as primary or support agencies. The ESF structure provides mechanisms for interagency coordination during all phases of incident management. Some departments and agencies provide resources for response, support, and program implementation during the early stage of an event, while others are more prominent in the recovery phase.

### **ESF Notification and Activation**

The Kendall County/Boerne Emergency Operations Center (EOC) activates individual ESFs based on the scope and magnitude of the threat or incident. ESF primary agencies are notified by the EOC. Figure 1 (page 58) shows a typical organization of the EOC and its relationship to the ESFs. ESF primary agencies notify and activate support agencies as required for the threat or incident, to include support to specialized teams. Each ESF is required to develop standard operating procedures (SOPs) and notification protocols and to maintain current rosters and contact information.

### **ESF Continuity of Operations**

Any emergency support function under this plan may be transferred from one governmental agency to another with the consent of the heads of agencies/departments involved and with the concurrence of appropriate governing body (County Commissioners or City Council). Any additional incident functional responsibility may be assigned to the head of a governmental agency by the County Commissioners and/or the City Council. If a part of this plan, including assigned responsibilities and tasks, is found to be invalid for any reason, all valid parts that are severable from the invalid part remain in effect.

### *ESF Roles and Responsibilities*

Each ESF Annex identifies the ESF coordinator and the primary and support agencies pertinent to the ESF. Several ESFs incorporate multiple components, with primary agencies designated for each component to ensure seamless integration of and transition between preparedness, prevention, response, recovery, and mitigation activities. ESFs with multiple primary agencies designate an ESF coordinator for the purposes of pre-incident planning and coordination. Following is a discussion of the roles and responsibilities of the ESF coordinator and the primary and support agencies:

### **ESF Coordinator**

The ESF coordinator has ongoing responsibilities throughout the prevention, preparedness, response, recovery, and mitigation phases of incident management. The role of the ESF coordinator is carried out through a “unified command” approach as agreed upon collectively by the designated primary agencies. Responsibilities of the ESF coordinator include:

- Pre-incident planning and coordination.
- Maintaining ongoing contact with ESF primary and support agencies.
- Conducting periodic ESF meetings and conference calls.
- Coordinating efforts with corresponding private-sector organizations; and
- Coordinating ESF activities relating to catastrophic incident planning and critical infrastructure preparedness as appropriate.

### **Primary Agencies**

An agency designated as an ESF primary agency serves to accomplish the ESF mission. When an ESF is activated in response to an Incident of Significance, the primary agency is responsible for:

- Orchestrating support within their functional area for the affected area.
- Providing staff for the operations functions at fixed and field facilities.

- Notifying and requesting assistance from support agencies.
- Managing mission assignments and coordinating with support agencies, as well as appropriate State agencies.
- Working with appropriate private-sector organizations to maximize use of all available resources.
- Supporting and keeping other ESFs and organizational elements informed of ESF operational priorities and activities.
- Executing contracts and procuring goods and services as needed.
- Ensuring financial and property accountability for ESF activities.
- Planning for short-term and long-term incident management and recovery operations; and
- Maintaining trained personnel to support interagency emergency response and support teams.

### **Support Agencies**

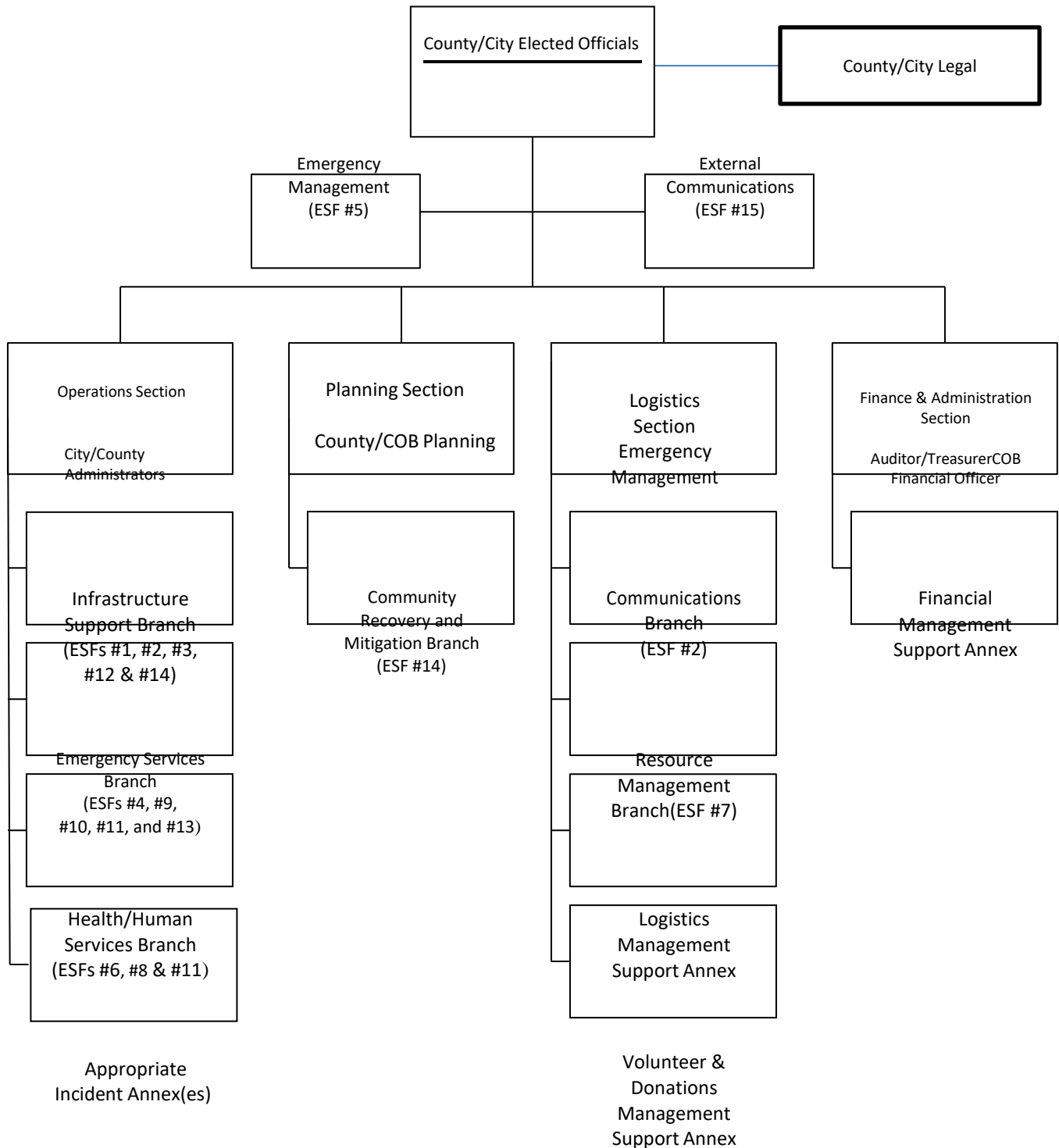
When an ESF is activated in response to an Incident of Significance, support agencies are responsible for:

- Conducting operations, when requested by KC/COB EM or the designated ESF primary agency, using their own authorities, subject-matter experts, capabilities, or resources.
- Participating in planning for short-term and long-term incident management and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first-responder standards.
- Assisting in the conduct of situational assessments.
- Furnishing available personnel, equipment, or other resource support as requested by the ESF coordinator or primary agency.
- Providing input to periodic readiness assessments.
- Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities.
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.
- Presenting new technologies to KC/COB EM for review and evaluation that have the potential to improve performance within or across functional areas; and
- Providing information or intelligence regarding their agency's area of expertise.

# KENDALL COUNTY/ BOERNE

## Sample EOC Organization

Figure 1



## Emergency Support Function #1 – Transportation Annex

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ESF Coordinator:	<b>Kendall County Road and Bridge City of Boerne Street Department</b>
Primary Agencies:	<b>Kendall County Road and Bridge City of Boerne Street Department</b>
Supporting Agencies:	<b>Kendall County Road and Bridge Texas Department of Transportation BISD &amp; CISD Bus Kendall County Elected Officials Kendall County Sheriff's Office Dispatch Boerne Dispatch Center Police Department Private Sector Agencies – AACOG, Taxi Services Texas Department Public Safety Kendall County Emergency Management</b>

### Purpose

The Emergency Support Function (ESF) #1 – Transportation Annex ensures the coordination of transportation route repair and restoration. In addition, it ensures transportation support for agencies requiring access to significant events.

### Scope

ESF #1 is designed to provide transportation support to assist in local incident management. Activities within the scope of ESF #1 include: Assess and report damage to transportation infrastructure because of the incident; coordinate alternate transportation services for responders; coordinate the restoration and recovery of the transportation infrastructure; and coordinate and support preparedness/mitigation measures among transportation infrastructure stakeholders at the local level.

### Key Tasks/Responsibilities

- Develop Emergency Transportation System (ETS) Plan
  - Kendall County Road and Bridge/City of Boerne Street Department
  - Kendall County Emergency Management
  - Texas Department of Transportation
- Damage Assessment
  - Kendall County Road and Bridge
  - City of Boerne Street Department
  - Texas Department of Transportation
- Maintain/Restore Essential Transportation Infrastructure
  - Kendall County Road and Bridge
  - City of Boerne Street Department
  - Texas Department of Transportation
- Perform Traffic Control and Maintain Flow on Essential Routes
  - Law Enforcement
- Vehicle Support for First Responders and First Responder Family Transport
  - Alamo Regional Transport
- Monitor predicted weather occurrences that may impair transportation efforts
  - Kendall County/Boerne Emergency Management
  - Dispatch

### Concept of Operations

- The Road and Bridge Superintendent and/or City of Boerne Street Superintendent provides direction for the ESF #1 mission locally and develops local ESF #1 organization, notification, deployment, and support operations.
- The ETS provides a structure for managing and coordinating the complex operations of the transportation system. This includes deployment of resources into and out of the incident area and the coordination of transportation recovery, restoration, and safety/security. It also provides a means of facilitating or restricting the movement of personnel and goods as necessary.
- Communications should be established and maintained with ESF #5 – Emergency Management to report and receive assessments and status information, and with ESF #7 – Resource Support (EOC).
- The Texas Department of Transportation (Texas Department of Transportation) and Texas Department Public Safety (DPS) are integral to this function; it is expected that these State agencies will actively support local efforts and that additional State assets will be made available by coordination between the Kendall County/City of Boerne Elected Officials and the Texas Division of Emergency Management, through Kendall County Emergency Management.



## Emergency Support Function #2 – Communications Annex

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ESF Coordinator:	<b>City of Boerne Office Communications</b>
Primary Agencies:	<b>Kendall County/COB/ Information Technology Kendall County/Boerne Emergency Management</b>
Supporting Agencies:	<b>Kendall County Elected Officials City of Boerne Communications Department RACES NOAA/NWS Private Sector Providers</b>

### Purpose

The Emergency Support Function #2 – Communications Annex ensures the availability and coordinated use of county communications systems for the dissemination of disaster information, for the exchange of information between decision-makers, and for the coordination of county support to local response agencies.

### Scope

ESF #2 coordinates county actions to provide for the restoration of the telecommunications interface between local government and outside organizations including the state government, private nonprofit organizations, and business/industry. This includes radio, telecommunications, broadcast cables, and electronic networks. The Texas Office of Homeland Security has the capability to provide alternate communications systems; requests for such assistance must be coordinated through Kendall County Emergency Management.

### Key Tasks/Responsibilities

- Develop a local communication plan.
  - City of Boerne Communications
  - Kendall County/COB/ Information Technology
  - Dispatch
  - Kendall County/Boerne Emergency Management
- Establish and maintain liaison with local response agencies, state agencies, commercial communications companies, and amateur radio organizations.
  - Kendall County Emergency Management
  - Kendall County Sheriff's Office Communications
  - Kendall County/COB/KC Information Technology
- Support communications equipment (radio, computer, fax, etc.) as needed.
  - City of Boerne Communications
  - Kendall County/COB/KC Information Technology
- Provide communications capability.
  - Kendall County/Boerne Emergency Management
  - Dispatch
  - RACES
  - NWS
  - Private Providers
- Maintain equipment inventory.
  - Kendall County/Boerne Emergency Management
  - City of Boerne Communications

### Concept of Operations

- The Kendall County/City of Boerne Elected Officials determines whether to activate ESF #2 based upon information from initial staff reports and local authorities. When activated, ESF #2 coordinates and supports emergency response/recovery telecommunications requirements.
- Immediately report communications degradation, interruption, or failure by alternate means (e.g., cellphone) to the EOC (if activated) or Dispatch.

- The local emergency communications plan will include:
  - Channel designations,
  - Contingency communications procedures, and training in back-up communications equipment.

## Emergency Support Function #3 – Public Works and Engineering Annex

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ESF Coordinator:	<b>Kendall County/Boerne Engineering</b>
Primary Agencies:	<b>Kendall County Engineering COB Public Works Kendall County Development Management COB Planning and Building</b>
Supporting Agencies:	<b>Kendall County Elected Officials Kendall County/City Facilities County Fire Departments Kendall County Emergency Management Kendall County EMS CERT Boerne Methodist Emergency Room Public Utilities Private Contractors</b>

### Purpose

The Emergency Support Function #3 – Public Works and Engineering Annex ensures coordination for pre-and post-incident assessments as well as repair and restoration of essential facilities, utilities, and other public works.

### Scope

ESF #3 is structured to provide public works and engineering-related support for the changing requirements of local incident management to include preparedness, prevention, response, recovery, and mitigation actions. Activities within the scope of this function include conducting pre-and post-incident assessments of public works and infrastructure; executing emergency contract support for life-saving and life-sustaining services; providing technical assistance to include engineering expertise, construction management, and contracting and real estate services; providing emergency repair of damaged infrastructure and critical facilities; and coordination with TDEM through Kendall County/Boerne Emergency Management in order to access DHS/Emergency Preparedness and Response/Federal Emergency Management Agency (DHS/EPR/FEMA) Public Assistance Program and other recovery programs.

### Key Tasks/Responsibilities

- **Develop a Structural Damage Assessment Plan(SDAP)**
  - Kendall County/Boerne Engineering
  - COB Public Works
  - Kendall County Development Management
  - COB Planning and Building
- **Conduct Damage Assessments**
  - COB Public Works
  - Kendall County Development Management
  - COB Planning and Building
  - County Fire Departments EMS

- CERT
  - Private Contractors
- Prioritize Restoration/Recovery of Essential Services
  - Kendall County Elected Officials
  - Kendall County Engineering
  - COB Planning and Building
  - COB Public Works
- Maintain/Restore Critical Infrastructure
  - COB Public Works
  - Kendall County Facilities
  - Public Utilities
  - Kendall County Public Health
  - Private Contractors
- Debris/Solid Waste Removal and Disposal
  - Private Contractors
  - Kendall County Development Management

#### Concept of Operations

- The Kendall County/Boerne Engineer provides local direction for ESF #3 including organization, notification, deployment, and support operations.
- Primary damage assessment reports should be provided to the Emergency Operations Center (if activated) or to Dispatch. Initial reports should focus on damage to response infrastructure and life-sustaining services, e.g., power outages, water shortages, and/or damage to the sewer/wastewater systems.
- All primary and supporting agencies will coordinate with the Kendall County/City of Boerne Elected Officials to obtain waivers and clearances for emergency repair/re-establishment of critical infrastructure.

## Emergency Support Function #4 – Firefighting Annex

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ESF Coordinator: **Boerne Fire Department**

Primary Agency: **Boerne Fire Department**

Supporting Agencies: **Alamo Springs, Bergheim, Comfort,  
Kendalia, Sisterdale, Waring Fire  
Departments  
Kendall County/Boerne Fire Marshal's  
Kendall County EMS  
Texas A&M Forest Service  
Kendall County Sheriff's Office  
Boerne Police Department  
City of Boerne Communication  
Kendall County Emergency Management**

### Purpose

The Emergency Support Function (ESF) #4 – Firefighting Annex enables the detection and suppression of wildland, rural, and urban fires. The function provides for a coordinated application of available resources.

### Scope

ESF #4 manages and coordinates firefighting activities, including the detection and suppression of fires, and provides personnel, equipment, and supplies in support of local entities involved in rural and urban firefighting operations. Surrounding departments may provide direct assistance in accordance with the provisions of active mutual aid agreements and annual operating plans.

### Key Tasks/Responsibilities

- Prevention/Investigation
  - Boerne /Kendall County Fire Marshal
- Coordinate fire suppression operations and area-wide assistance
  - Boerne Fire
- Provide traffic control and scene security.
  - Law Enforcement
- Monitor predicted weather occurrences that may impair transportation efforts.
  - Elected Officials
  - City/County Fire Marshal
  - Kendall County Emergency Management
  - Dispatch

### Concept of Operations

- Priority is given to public and firefighter safety and protecting property.
- ESF #4 manages and coordinates local firefighting activities. This function is accomplished by mobilizing firefighting resources in support of wild land, rural, and urban firefighting agencies. ESF#4 uses established firefighting and support organizations, processes, and procedures outlined in departmental SOPs and Inter-agency agreements.
- Responsibility for situation assessment and determination of resource needs lies primarily with the incident commander.
- Information dissemination regarding fire danger, activity, specific hazards, public alerts, and evacuations may be done through the Emergency Operations Center.



## Emergency Support Function #5 – Emergency Management Annex

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ESF Coordinator:	<b>Kendall County/Boerne Emergency Management</b>
Primary Agencies:	<b>Kendall County Commissioners Court City of Boerne City Council Kendall County/Boerne Emergency Management</b>
Supporting Agencies:	<b>All Kendall County Departments All City of Boerne Departments American Red Cross RACES Boerne Methodist Emergency Room Public Utilities Private Contractors Boerne Chamber of Commerce – Local Businesses Comfort Chamber of Commerce - Local Businesses</b>

### Purpose

The Emergency Support Function (ESF) #5 – Emergency Management Annex supports mitigation, preparedness, response, and recovery activities of the Kendall County government, and local incident management. ESF #5 provides the core management and administrative functions in support of the Kendall County/Boerne Emergency Operations Center and Joint Information Center.

### Scope

ESF #5 serves as the support for all Local departments and agencies across the spectrum of emergency management functions – from mitigation to recovery. ESF #5 facilitates information flow in the pre-incident phase in order to place assets on alert or to pre-position assets for quick response. During the post-incident response phase, ESF #5 transitions and is responsible for support and planning functions. ESF #5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination for operations. This includes alert and notification, incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for State assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required.

Emergency management is an on-going function that relies on the continued, coordinated efforts of all governmental agencies and elected officials. This annex should not be confused with Kendall County Emergency Management's internal SOGs (Standard Operating Guidelines), Kendall County/Boerne EOC SOPs (Standard Operating Procedures), or the Kendall County/Boerne Emergency Response Operational Guidelines.

### Key Tasks/Responsibilities

- Develop EOC Standard Operating Procedures and Conduct EOC Operations.
  - Kendall County Emergency Management
  - Kendall County Elected Officials
  - Any agency/organization tasked by the Kendall County/City of Boerne Elected Officials
    - Provide Public Information, Warning, and/or Notification.
      - Kendall County/City of Boerne Elected Officials
  - Kendall County Emergency Management
  - Dispatch
  - Any agency/organization tasked by the Kendall County Elected Officials

- Generate and Maintain Local Continuity of Operations Plans (COOP).
  - Kendall County Commissioners Court
  - City of Boerne City Council
  - All County and City Departments

#### Concept of Operations

- When an incident threatens to overwhelm local resources, the on-scene incident commander (IC) will notify, either directly or through dispatch, Kendall County/Boerne Emergency Management. The IC or his/her liaison will brief the Emergency Management Coordinator, or his/her Deputy, regarding the incident status and a decision will be made to activate the EOC.
- The EOC will be activated and staffed in accordance with the Kendall County EOC SOPs. This ESF#5, and the SOPs, are organized in accordance with the National Incident Management System (NIMS). This structure supports the general staff functions described in the NIMS at the EOC. It is the intention of this ESF and the SOPs to relieve the on-scene general staff as much as possible, e.g., the EOC Planning section may assume responsibility for both on-scene and policy making functions.
- All agencies will be represented in the EOC by a trained individual, capable of making policy decisions for his/her represented agency.
- All requests for outside assistance (e.g., MOU activation, State and/or Federal assistance, etc.) will be coordinated through the EOC and approved by the Kendall County/City of Boerne Elected Officials.
- All participating agencies having a role in disaster-related activities are responsible for providing accurate documentation and detailed financial reports to the EOC.

## Appendix 1 – Notification/Warning

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Coordinating Agency: **Kendall County/Boerne Emergency Management**

Cooperating Agencies: **City of Boerne Dispatch**  
**Kendall County Sheriff's Office**  
**Boerne Police Department**  
**County Fire Departments**  
**Kendall County EMS**  
**Community Emergency Response Teams**  
**Kendall County's Weather Spotter Network**  
**Private Sector Agencies – Local Media**  
**NWS/NOAA**  
**ARES/RACES**

### Purpose

The Notification/Warning Appendix outlines the actions necessary to ensure the timely warning of Kendall County's residents and visitors.

### Scope

This annex provides guidance for alerting elected officials and department heads, as well as the general public to impending or actual disaster, either natural or man-made.

### Key Tasks/Responsibilities

- Coordinating Agency
  - Develop mass notification/warning capabilities and conduct a public information campaign to educate Kendall County's residents and visitors.
  - When necessary, activate the early warning system and/or mass notification systems either directly or through Kendall County's warning point, i.e., dispatch.
  - In the event of a potential or actual event, establish and maintain communications with all coordinating agencies.
  - After activation, notify appropriate agencies immediately as to the potential for sheltering.
- Cooperating Agencies
  - Ensure warning point operators receive training on mass warning/notification procedures.
  - When warranted, activate the EWS without outside authorization.
  - Alert all personnel as soon as possible.
  - When necessary, disseminate information by use of PA systems, mobile sirens, etc.

### Concept of Operations

- The primary 24-hour Warning Point is the City of Boerne Dispatch Center.
- Kendall County relies on several redundant systems to notify/warn. These include:
  - NOAA Weather Radio
  - Local Radio and Television
  - Stationary Warning Sirens
  - Mobile Warning Sirens (Fire Apparatus, Police Cars)
  - E-mail messaging
- NOAA weather broadcasts can be issued by contacting NWS and requesting transmission of a NOAA message. If phone service between NWS and Boerne is severed, Kendall County Emergency Management also maintains this capability. The encoder is in the Kendall County Server Room, near the EOC.
- EWS Activation/Notification Procedures
  - Weather – Upon receipt of a weather warning, Warning Point operators may activate the EWS at their

own discretion. Activation of the EWS for weather watches require approval from the Warning Point supervisor, the Kendall County Sheriff, the Kendall County Emergency Management Coordinator, or their respective designates.

- Disaster – In the event of a confirmed disaster, i.e., witnessed, Warning Point operators may activate the EWS at their own discretion.
- Whenever the EWS is activated, notification will be made via i-info and/or \_\_\_\_\_. The back-up is telephone.
- Once notified, individual agency/department heads are responsible for notifying their respective departments. Therefore, it is incumbent that they establish notification procedures.

## Appendix 2 - Evacuation

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Coordinating Agency: **Kendall County Emergency Management**

Cooperating Agencies: **Law Enforcement (Kendall County SO/Boerne PD)**  
**City of Boerne Dispatch**  
**Kendall County Constables**  
**County Fire Departments**  
**Community Emergency Response Teams (CERT)**  
**Private Sector Agencies**

### Purpose

The Evacuation Appendix provides for the orderly and coordinated evacuation of county and/or city residents in the event of a natural, human caused or national security emergency/disaster.

### Scope

An emergency requiring evacuation may affect some, or all, of Kendall County's population, both indigent and transient. This appendix outlines three (3) classifications of evacuations:

- I. Limited - a natural or human caused disaster requiring the evacuation of a neighborhood, or the equivalent.
- II. Localized - a natural or human caused disaster requiring the evacuation of multiple neighborhoods, a large housing development, or isolated population center.
- III. Major - a natural or human caused disaster resulting in the general wide-spread destruction of property throughout the city and/or county with the concurrent need for a general, mass evacuation.

### Situation and Assumptions

- Situation:
  - o A local hazard analysis has identified several hazards significant enough to require the evacuation of some, or all, of the county's population. The hazards include: Earthquake, volcano, wildland/forest fire, landslide/avalanche, power failure, flood/flash flood, winter storm, air accident, tornado, an in-transit hazardous materials incident/accident, and/or terrorist act. Earthquakes, landslides, and severe weather may appear with little advance warning.
- Assumptions
  - o The public will receive and understand official information (warnings) related to evacuation.
  - o The public will act in its own interest and evacuate dangerous areas when there is sufficient warning of a threat. Between 5 and 20 percent of the people at risk will evacuate before being directed to do so.
  - o Some people will refuse to evacuate, regardless of the threat.
  - o Some owners of companion animals will refuse to evacuate unless arrangements have been made to care for their animals.
  - o Approximately 20 percent of the population at risk will require shelter in a mass care facility. Many evacuees will seek shelter with relatives, friends, or motels rather than use government provided mass care facilities.
  - o When available, military support (as approved by the Governor) will be available to support evacuation efforts.
  - o For some seasonal hazards, such as wildland fires, standard designated evacuation routes will be used to evacuate people.
  - o Evacuation of people at risk for emergency situations that occur with little, or no warning will be implemented on an *ad hoc* basis. The person responsible for implementing it would be the Incident Commander at the scene of the emergency, with support arranged through the EOC, as necessary. Evacuation instructions will be based on known or assumed health risks associated with the hazard.

### Concept of Operations



- The responsibility for ordering evacuation rests with Kendall County Judge or City of Boerne Mayor. In addition, the on-scene Incident Commander (IC) has statutory authority to order an evacuation.
- Evacuation will not require a disaster declaration. Mutual aid agreements may be activated that address the support (law enforcement personnel, vehicles to transport evacuees, mass care staff and facilities to shelter evacuees, etc.) needed to facilitate evacuation operations. In addition, support may be requested from various private and volunteer agencies.
- Special Needs Populations. The evacuation of “special needs” populations is specified in private facilities’ own emergency plans. These would include:
  - Rest homes, day care centers, and public and private schools.
  - The handicapped (hearing/sight/mentally/mobility impaired) are covered by ESF #8.
  - Prisoners are the responsibility of the Kendall County Sheriff’s Office.
  - The EOC will notify local motels and hotels in the affected area. Hotel guests are assumed to have their own transportation.
- The Joint Information Center is responsible for keeping the evacuees and the general population informed on evacuation activities. For more detailed information, see ESF #15 and the Public Affairs Annex.
- The primary method of transport during an evacuation will be personal vehicles. When ESF #1 is activated, city emergency vehicles (police cruisers, public works trucks, etc.) as well as ART (AACOG) and Boerne and Comfort ISD buses may be used.
- Limited Evacuation – a natural or human caused disaster requiring the evacuation of a neighborhood, or the equivalent.
  - A limited evacuation would normally be of short duration.
  - The Incident Commander at the scene of the incident most likely decides if evacuation is warranted.
  - The immediate area is secured by:
    - Police
    - Fire Personnel
    - Public Works
    - A combination of the above
  - As required the senior emergency responder may request:
    - Transportation for evacuees
    - Shelter for evacuees
  - Transportation and shelter needs will be coordinated through the Fire Departments or Kendall County Emergency Management.
  - The County Commissioners and City Council will be kept informed of the status of the operation via dispatch.
  - The IC will determine when it is safe to re-enter the evacuated area.
- Localized Evacuation – a natural or human caused disaster requiring the evacuation of multiple neighborhoods, large housing development, or isolated population center.
  - Execution of this Appendix is effective upon order of the Kendall County/City of Boerne Elected Officials, or a member of the Kendall County/Boerne Emergency Management.
  - When a localized evacuation is ordered, a limited activation of the Kendall County EOC will be initiated.
  - The evacuation will remain in effect until the Kendall County/City of Boerne Elected Officials declares the end of the emergency.
  - Emergency Management personnel will advise the Elected Officials when it is safe to return to the evacuated area.
  - Major Evacuation - a natural or human caused disaster resulting in the general wide-spread destruction of property throughout the city and/or county with the concurrent need for a general, mass evacuation.
  - A major evacuation order will come from the Kendall County/City of Boerne Elected Officials. Prior to ordering a mass evacuation, a full activation of the EOC will be initiated.
  - A major evacuation will require the coordinated efforts of all county and city departments.
  - A major evacuation will predicate Disaster Resolution and a request for a State Disaster Declaration.

#### Key Tasks/Responsibilities

- Coordinating Agency
  - Makes recommendations to the Elected Officials on the appropriate evacuation option to implement.
  - Ensures that functional coordinators are clear on location of mass care facilities outside of the risk area

- that will be used to house evacuees.
  - Maintains up-to-date evacuation route maps that depict designated primary and alternate evacuation routes.
  - Coordinate with Joint Information Center (JIC) staff on public service announcements, press releases, and other media-related support.
- Cooperating Agencies/Functional Coordinators
  - Evacuation Coordinator
    - Upon arrival at the EOC, reviews known information about the emergency situation and make recommendations on the appropriate evacuation options to implement.
    - Identifies evacuation routes.
    - The Evacuation Coordinator is responsible for maintaining complete records and reports associated with tracking the status of evacuation events including:
      - Evacuations notices.
      - The number evacuated.
      - The number of evacuees in mass care centers (in conjunction with the MassCare Coordinator).
    - The Evacuation Coordinator will make provisions to move from the area being evacuated those essential supplies and equipment items that are needed to sustain operations and to meet the needs of evacuees. Typical items include:
      - Food.
      - Water and water trailers.
      - Medical supplies.
      - Food, carriers, leashes, etc. for animals.
      - Sanitation devices.
      - Portable generators and lighting devices.
      - Gas and diesel fuel.
      - Public Works equipment and vehicles such as bulldozers, graders, dump trucks, snowplows, etc.
      - Police and fire fighting vehicles, etc.
    - Determines any scene(s) where IC(s) may have already evacuated. If so, identifies perimeters.
    - Identifies assembly areas for picking up people that do not have their own transportation.
    - Estimates the traffic capacity of each designated evacuation route.
    - Selects evacuation routes from risk area to designated mass care facility.
    - Examines access to evacuation from each part of the risk area.
    - Prepares the evacuation movement control plan.
    - Coordinates with law enforcement officials; and
    - Assists, as appropriate, the efforts to evacuate animals at risk during catastrophic emergency situations.
  - Law Enforcement
    - Provides traffic control during evacuation operations. Operational considerations include:
      - Route assignment departure scheduling.
      - Road capacity expansion.
      - Entry control for outbound routes.
      - Perimeter control on inbound routes.
      - Traffic flow, including dealing with breakdowns.
      - Establishment of rest areas.
    - Secures, protects, and houses those prisoners that must be evacuated.
    - Assists in the evacuation of the risk area, as necessary.
    - Protects property in the evacuated area.
    - Limits access to the evacuated area.
    - Coordinates the movement control plan with the Evacuation Coordinator.
  - Public Works Department
    - Verifies the structural safety of routes (roads, bridges, railways, waterways, etc.) that will be used to evacuate people.
  - Public Information Officer (PIO)
    - Disseminates the following types of instructional materials and information to evacuees.
      - Identification of the specific area(s) to be evacuated.

- List of items that evacuees should take with them (such as food, water, medicines, portable radio, fresh batteries, clothing, sleeping bags).
  - Departure times.
  - Pickup points for people requiring transportation assistance.
  - Evacuation routes. (Give easy to understand instructions using major roads, streets, highways, rivers, etc.).
  - Location of mass care facilities outside of the evacuation area.
- Keeps evacuees and the public informed on evacuation activities and the specifications they should take.
- Disseminates information on appropriate actions to protect and care for companion and farm animals that are to be evacuated or left behind.
- Mass Care Coordinator
  - Activates staff and opens mass care facilities outside the evacuation area when directed to do so by the appropriate authority.
- Health and Medical Coordinator
  - Ensures patient population is reduced in nursing homes, and other health care facilities, if evacuation becomes necessary.
  - Ensures transport and medical care are provided for the patients being evacuated.
  - Ensures continued medical care is provided for patients who cannot be moved when nursing homes, and other health care facilities are evacuated.
- Superintendent of Schools
  - Evacuates students from school buildings when the situation warrants or when directed to do so by appropriate authority.
  - Closes school facilities and releases students from school when directed to do so by appropriate authority.
  - Coordinates, where appropriate, the use of school buses/drivers to support the overall evacuation effort.
- Animal Care and Control Agency
  - Based on information from the Evacuation Coordinator on the high-hazard areas in the city or County makes an initial estimate of the numbers and types of animals that may need to be evacuated.
  - Coordinates with the Evacuation Coordinator to arrange travel routes and schedules the timing for evacuation of farm animals, animals in kennels, pet stores, animal shelters, etc. and wildlife (as appropriate) from the risk area.
  - As appropriate, mobilizes transportation vehicles (stock trailers, trucks equipped with animal cages, etc.) that may be used to evacuate the animals.
  - Implements evacuation by sending evacuation team(s) to load and transport the animals being evacuated.
  - As appropriate, dispatches search and rescue teams to look for animals left behind by their owners, stray animals, and others needing transport to a safe location.
- All Tasked Organizations
  - Make provisions to protect and secure facilities and equipment not taken out of the area to be evacuated.
  - Identify and make provisions to relocate organizational equipment and supplies that will be moved from the evacuation area.

## Emergency Support Function #6 – Mass Care, Housing, and Human Services Annex

ESF Coordinator: **Kendall County Emergency Management**

Primary Agencies: **Kendall County Public Health  
American Red Cross**

Supporting Agencies: **Boerne ISD  
Comfort ISD Local  
Businesses  
Local Non-profit Organizations  
Local Churches and Fraternal Organizations**

### Purpose

The Emergency Support Function (ESF) #6 – Mass Care, Housing, and Human Services Annex supports the county's efforts to address the non-medical mass care, housing, and human services needs of individuals and/or families impacted by disaster events.

### Scope

ESF #6 promotes the delivery of services and the implementation of programs to assist individuals, households, and families impacted by potential or actual incidents of local significance. ESF #6 includes three primary functions: Mass Care, Housing, and Human Services. Mass Care involves the coordination of non-medical mass care services to include sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting, and providing information on victims to family members, and coordinating bulk distribution of emergency relief items. Housing involves the provision of assistance for short- and long-term housing needs of victims. Human Services include providing victim-related recovery efforts such as counseling and identifying support for persons with special needs.

### Key Tasks/Responsibilities

- Develop a sheltering plan and establish MOUs for shelter sites.
  - American Red Cross
  - Kendall County Emergency Management
  - Kendall County Public Health
- Coordinate for adequately staffed shelter sites
  - American Red Cross
  - BISD
  - CISD
  - Kendall County Public Health
- Establish mutual support relationships with organizations that may provide assistance with sheltering and feeding services (e.g., distribution of food and water, supplies, clothing)
  - American Red Cross
  - Kendall County Public Health
  - Local Businesses
  - Local non-profit organizations
  - Local Churches and Fraternal organizations
  - Provide for emergency housing needs. Local non-profit organizations
  - Provide crisis counseling.
  - Boerne Community Counseling Center
  - Identify and oversee the support, care, and recovery needs of the county's special needs population.
  - Kendall County Public Health
  - Kendall County EMS

### Concept of Operations

- ESF #6 support may vary depending on an assessment of incident impact(s), the magnitude and type of event, and the stage of the response and recovery efforts. Initial response activities will focus on meeting urgent mass

care needs of victims.

- Kendall County supports mass care activities and providing services without regard to economic status or racial, religious, political, ethnic, or other affiliation.
- Personnel assigned to support ESF #6 functions will do so in accordance with the rules and regulations of their respective parent agencies.
- Recovery efforts are initiated concurrently with response activities. Agencies responsible for ESF #6 will coordinate with ESFs #1, #3, #5, and #14 regarding recovery and mitigation assistance, as appropriate to reduce duplication of effort and benefits, to the extent possible. This includes stream lining assistance as appropriate and identifying recovery and mitigation measures to support localefforts.
- ESF #6 functions are divided into three main areas. The principal activities for each functional area are described in the following:
  - Mass Care - includes overall coordination, shelter, feeding and other activities to support emergency needs of victims as described below:
    - Coordination: The coordination of non-medical mass care services, and gathering information related to sheltering and feeding operations.
    - Shelter: The use of pre-identified shelter sites in existing structures, creation of temporary facilities or the temporary construction of shelters, and use of similar facilities outside the incident area, should evacuation be necessary.
    - Feeding: Feeding is provided to victims through a combination of fixed sites, mobilefeeding units, and bulk distribution of food. Feeding operations are based on sound nutritional standards to include meeting requirements of victims with special dietary needs to the extent possible.
    - Emergency First Aid: Emergency first aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, is provided at mass care facilities and at designated sites.
    - Disaster Welfare Information (DWI): DWI collects and provides information regarding individuals residing within the affected area to immediate family members outside the affected area. The system also aids in reunification of family members within the affected area.
    - Bulk Distribution: Emergency relief items to meet urgent needs are distributed through sites established within the affected area. These sites are used to coordinate mass care food, water, and ice requirements, and distribution systems with Federal, State, local, and tribal governmental entities, and NGOs.
  - Housing - addresses needs of victims in the affected areas, and is accomplished through the implementation of programs and services designed to:
    - Provide assistance for the short- and long-term housing needs of victims.
    - Identify the various factors that could impact the incident-related housing needs and help develop a plan of action to provide housing assistance in the most effective, expedited, and efficient manner available at the time.
    - Identify solutions for short- and long-term housing for victims, as appropriate. Housing assistance provided to victims may include rental assistance, temporary housing, loans for the repair and/or replacement of primary residences, etc.
  - Human Services - implements programs and provides services to assist victims. Thisincludes:
    - Coordinating and assessing the situation and implementing an appropriate plan based on the resources available to assist all victims.
    - Supporting various services impacting individuals and households, including a coordinated system to address victims' incident related recovery efforts through crisis counseling and other supportive services.
    - Coordinating and identifying individuals with special needs within the impacted area, to include the elderly, people with disabilities, and people communicating in languages other than English (including sign language).
    - Supporting immediate, short-term assistance for individuals, households, and groups dealing with the anxieties, stress, and trauma associated with a disaster, act of terrorism, and/or incident of mass criminal violence.
    - Supporting local efforts to provide assistance and crime victim compensation in incidents resulting from terrorism or acts of mass criminal violence, as appropriate.



- Ensuring water, ice, and other emergency commodities and services requirements are delivered to appropriate entities.

## Emergency Support Function #7 – Resource Support Annex

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ESF Coordinator:	<b>Kendall County Emergency Management</b>
Primary Agencies:	<b>Kendall County Elected Officials City of Boerne Elected Officials</b>
Supporting Agencies:	<b>Kendall County Commissioners City of Boerne City Council All Kendall County DepartmentsAll City of Boerne Departments American Red Cross RACES BISD CISD CERT Public Utilities Local Businesses Local Non-profit Organizations Local Churches and Fraternal Organizations</b>

### Purpose

The Emergency Support Function (ESF) #7 – Resource Support Annex facilitates logistical and resourcesupport, other than funds, to local emergency recovery efforts, including personnel, equipment, supplies, and similar items not included in other ESFs.

### Scope

ESF #7 provides resource support to local government, consisting of facility space, office equipment and supplies, telecommunications, emergency relief supplies, personnel, transportation services (equipment, personnel, and supplies), contracting services, and logistical support. The Resource Support ESF does notstockpile supplies; it supports requirements not specifically identified in other ESFs.

### Key Tasks/Responsibilities

- Maintain a comprehensive resource list and provide an updated copy annually to the Kendall County/Boerne Emergency Management office.
  - Kendall County Emergency Management
  - Kendall County/City of Boerne Elected Officials
  - All supporting agencies
- Establish pre-incident arrangements for procurement of additional resources and coordinate activation of those arrangements with ESF #5
  - All affected agencies
- Establish and maintain a thorough knowledge of the legalities governing the emergency procurement/acquisition of resources, specifically those involving contracting and financial management.
  - Kendall County/Boerne Emergency Management
  - Kendall County/City of Boerne Attorney
  - Kendall County Treasurer/Auditor
  - City of Boerne Financial Director
- Liaisons with the Texas Division of Emergency Management for requests of State resources.
  - Kendall County/Boerne Emergency Management
- Activate Continuity of Operations Plans (COOP)
  - All affected agencies

### Concept of Operations

- Agencies/departments must assume responsibility for identifying resource shortfalls and locating and planning for the procurement of additional resources.
- Requests for additional resources will be made through the EOC/Emergency Management.
- Due to the county's geographic isolation, the Emergency Management should enact disaster resolutions and request State aid early in an incident, to allow for mobilization/travel time.

## Emergency Support Function #8 – Public Health and Medical Services Annex

ESF Coordinator:	<b>Kendall County Health Officer</b>
Primary Agencies:	<b>Kendall County Public Health</b>
Supporting Agencies:	<b>Kendall County Elected Officials Kendall County Board of Health Kendall County/Boerne Emergency Management County Fire Departments Community Counseling Center Law Enforcement Coroner American Red Cross Local Veterinarians Kendall County AG Extension Office Public Works Local Medical Clinics Private Providers</b>

### Purpose

The Emergency Support Function (ESF) #8 – Public Health and Medical Services Annex ensures the provision of comprehensive medical care to disaster victims (including veterinary and/or animal health issues), supplements and supports disrupted or overburdened local medical personnel and facilities and relieves personal suffering and trauma. It coordinates county/local health and medical resources in response to public health and medical care needs following a significant natural disaster or manmade event and is activated at the request of the Incident Commander through the Kendall County Emergency Operations Center.

### Scope

ESF #8 involves identifying and meeting the public health and medical needs of victims of a major emergency or disaster. This ESF encompasses the following core functional areas: Assessment of public health/medical needs; disease control/epidemiology; health/medical care personnel; health/medical equipment and supplies; patient evacuation; coordination of hospital care; food/drug safety; emergency responder health and safety; radiological/chemical/biological hazards; critical incident stress debriefing; public health information release; vector control/monitoring; availability of potable water; wastewater and solid waste disposal; victim identification and mortuary services with coordination through the County Justice of Peace's and local funeral homes for verification purposes; medical command and control; mental health services

### Key Tasks/Responsibilities

- Develop a comprehensive local disaster health and medical response program that includes coordination of emergency health and medical services (including mental health and veterinary services) and alert and deployment procedures for additional medical resources.
    - Kendall County Public Health
    - Boerne Methodist Emergency Center
    - Boerne Community Counseling Center
    - Local Veterinarians
  - Provide personnel, as requested, to the Emergency Operations Center and coordinate for the dissemination of medical-, health-, and environmental-related public information.
    - Kendall County Public Health
    - Plan and implement preventive health measures to reduce and/or prevent post-incident public health threats.
- COB Public Works

- Local Veterinarians
- Kendall County Coroner

### Concept of Operations

- Throughout the response period, ESF #8 will serve to evaluate and analyze medical and public health assistance requests and responses and develop and update assessments of medical and public health status. The ESF #8 will also assure that accurate logs are maintained to support after-action reports and other documentation of the disaster conditions.
- When activated, the Kendall County Health Officer, or his/her designee coordinates ESF #8. After initial briefing, the ESF #8 Coordinator will assess the situation and recommend the appropriate response actions.
- The ESF #8 will continue to acquire updated information involving the event and will continuously assess the situation. The staff of the ESF will work to identify the nature and extent of developing public health and medical problems and will establish interventions appropriate for monitoring and surveillance.
- Because of the potential complexity of the public health and medical response, conditions may require ESF #8 subject-matter experts to review public health and medical information and advise on specific strategies to manage and respond to a specific situation most appropriately. Some of those strategies may include: Activation of health/medical response teams; coordination of requests for medical transportation; coordination for obtaining, assembling, and delivering medical equipment and supplies to the incident scene; communications; information requests (See ESF #15); After-Action Reports.



## Emergency Support Function #9 – Urban Search and Rescue Annex

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ESF Coordinator: **Boerne Fire Department**

Primary Agency: **Boerne Fire Department**

Supporting Agencies: **Kendall County/Boerne Emergency Management  
Kendall County Engineering  
COB Planning and Building  
Kendall County Fire Departments  
Local Contractors**

### Purpose

The Emergency Support Function (ESF) #9 – Urban Search and Rescue Annex addresses activities including locating, extricating, and providing onsite medical treatment to victims trapped in collapsed structures.

### Scope

ESF #9 recognizes that if a structural collapse situation occurs within Kendall County, local resources will be relied upon to immediately coordinate all incoming assistance and perform actual urban search and rescue until Federal assistance arrives, if incident is eligible for Federal assistance. This annex addresses the organization of local resources to perform immediate action to locate, execute actual searches, perform extrication, and provide on-site medical treatment to victims trapped in collapsed structures.

### Key Tasks/Responsibilities

- Develop, maintain, and implement a USAR plan to coordinate the use of specialized resources, functions, and capabilities available within the County and annually verify with the availability of resources to include heavy equipment, search dogs, technology, and shoring materials, to include providers and contact numbers.
  - Boerne Fire Department
  - Alamo Springs, Bergheim, Comfort, Kendalia, Sisterdale and Waring Fire Departments
  - CERT
  - Local contractors
- Establish pre-incident coordination for requesting FEMA USAR teams through the Texas Division of Emergency Management
  - Kendall County/Boerne Emergency Management

### Concept of Operations

- For isolated structural collapse situations occurring within the County, local resources will be relied upon solely.
- In the event of a catastrophic structural collapse event (e.g., large multi-level structure, multiple collapsed dwellings, etc.) ESF #9 will coordinate with ESF #3 staff's Structural Damage Assessment Plan to prioritize rescue efforts from recovery efforts. The EOC, if activated or the Kendall County Emergency Management Coordinator will immediately request and coordinate incoming assistance.
- During catastrophic events, local USAR assets should be prepared to conduct operations for up to eight (8) hours.

## Emergency Support Function #10 – Hazardous Materials Response Annex

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ESF Coordinator:	<b>Boerne Fire Department</b>
Primary Agencies:	<b>Boerne Fire Department Kendall County/Boerne Emergency Management</b>
Supporting Agencies:	<b>Kendall County Elected Officials City of Boerne Elected Officials Kendall County EMS Kendall County Fire Departments Kendall County/COB Attorneys Dispatch Law Enforcement TDEM</b>

### Purpose

The Emergency Support Function (ESF) #10 – Hazardous Materials Response Annex provides support in response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials.

### Scope

ESF #10 provides for a coordinated response to actual or potential hazardous materials incidents. It includes the appropriate response and recovery actions to prepare for, prevent, minimize, or mitigate a threat to public health, welfare, or the environment caused by actual or potential oil and hazardous materials incidents. This ESF also pertains to certain chemical, biological, and radiological substances considered weapons of mass destruction (WMD).

ESF #10 describes the lead coordination roles, the division and specification of responsibilities between local agencies, and the regional/State response organizations, personnel, and resources that may be used to support local response actions. Appropriate response and recovery actions can include efforts to detect, identify, contain, clean up, or dispose of released oil and hazardous materials. Specific actions may include stabilizing the release through offensive or defensive measures: The use of berms, dikes, or impoundments; capping of contaminated soils or sludge; use of chemicals and other materials to contain or retard the spread of the release or to decontaminate or mitigate its effects; drainage controls; fences, warning signs, or other security or site-control precautions; removal of highly contaminated soils from drainage areas; removal of drums, barrels, tanks, or other bulk containers that contain oil or hazardous materials; and other measures as deemed necessary.

For terrorist incidents involving oil or hazardous materials, this ESF recognizes assistance, investigative support, and intelligence analysis for the response in coordination with law enforcement/criminal investigation activities. For incidents involving oil or hazardous materials that are determined to be intentional criminal acts or acts of terrorism, the response will be initiated in accordance with ESF #10; however, the appropriate law enforcement agency will assume overall responsibility.

### Key Tasks/Responsibilities

- Develop and manage the “Right-To-Know” Act of 1986; provide guidance to applicable hazardous materials storage facilities, conduct training and hazardous materials response planning.
  - Kendall County LEPC
- Address immediate on-scene needs – identification, notification, warning, decontamination, etc.
  - Boerne Fire Department
  - Other County Fire Departments
  - Law Enforcement
  - City of Boerne Dispatch
  - Kendall County/Boerne Emergency Management
- Coordinate public information, to include information regarding the effects on humans and animals.
  - Kendall County/Boerne Elected Officials
  - Kendall County Fire Departments

- Kendall County Public Health
- Coordinate with the appropriate regional, state, and/or federal (including private sector) agencies to ensure control, environmental monitoring and assessment, clean-up, and disposal of any hazardous waste complies with Kendall County/City of Boerne elected officials' obligation to protect the health and welfare of the population (human and animal) and environment.
  - Kendall County Public Health
  - Kendall County Fire Departments
  - Kendall County/Boerne Elected Officials
- Ensure a thorough procedure for documenting all local costs, immediate and long-term, associated with the response to, and recovery from, all effects of an oil or hazardous materials release. Oversee the release of the responsible party only upon determination that all response and recovery operations have been completed to the satisfaction of local elected officials, and with the understanding that the responsible party assumes financial responsibility for the release.
  - All local responding agencies
  - Kendall County/City of Boerne Attorneys
  - Kendall County/City of Boerne Elected Officials

#### Concept of Operations

- Due to mobilization/travel time, early consideration should be given to requesting a Regional Emergency Response Team and/or other State assets. Requests for State assistance should go through the EOC, if activated. Under exigent circumstances, the on-scene IC may request the RERT directly, or he/she may submit a request through Kendall County/Boerne Emergency Management.
- ESF #10 requires documentation of all response activities to support after-action requirements and justify actions taken by primary and support agencies.
- Following an initial situation assessment (size-up), the primary agency determines which support agencies are required during the emergency response period. ESF support agencies should have designated representatives available on a 24-hour basis. The primary agency provides administrative support to ESF #10 as appropriate unless a request is made to activate the Kendall County EOC. At that time ESF #5 and the Kendall County EOC SOPs outline actions to be taken by EOC staff.
- The Texas Division of Emergency Management and Texas Department of Transportation (TxDOT) are integral to this function; it is expected that these State agencies will actively support local efforts and that additional State assets will be made available by coordination between the Kendall County/Boerne Elected Officials and TDEM, through Kendall County Emergency Management

## Emergency Support Function #11 – Agriculture and Natural Resources Annex

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ESF Coordinator:	<b>Kendall County Extension Office</b>
Primary Agencies:	<b>Kendall County Extension Office Kendall County/Boerne Elected Officials</b>
Supporting Agencies:	<b>Kendall County Veterinarian Kendall County Public Health Kendall County/Boerne Emergency Management American Red Cross Kendall County Road &amp; Bridge City of Boerne Public Works Kendall County/COB Parks and Recreation Kendall County Historical Society Local businesses/Non-profit organizations</b>

### Purpose

The Emergency Support Function (ESF) #11 – Agriculture and Natural Resources Annex ensures an adequate and safe food supply; mitigates the loss of crops, livestock, and wildlife; and protects significant natural and cultural resources and historic properties.

### Scope

ESF #11 includes four primary functions:

1. Provision of food supply: Includes determining nutrition assistance needs, obtaining appropriate food supplies, arranging for delivery of the supplies, and authorizing disaster food stamps.
2. Animal, plant disease, and pest response: Includes implementing an integrated response to an outbreak of a highly contagious or economically devastating zoonotic disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant pest infestation. Ensures, in coordination with ESF #8 – Public Health and Medical Services, support for animal, veterinary, and wildlife issues in natural disasters.
3. Assurance of the safety and security of the commercial food supply: Includes the inspection and verification of food safety products in distribution and retail sites; laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; foodborne disease surveillance; and field investigations of foodborne illness (FBI) outbreaks.
4. Protection of natural, cultural, and historic (NCH) resources and properties: Includes appropriate response actions to conserve, rehabilitate, recover, and restore NCH resources.

### Key Tasks/Responsibilities

- Identify, obtain, and coordinate delivery/distribution of emergency food supplies.
  - Kendall County/Boerne Elected Officials
  - Kendall County Public Health
  - American Red Cross
- Assure the safety of emergency food supplies; conduct FBI investigations/surveillance.
  - Kendall County Public Health
- Coordinate local response to vector-borne and zoonotic disease outbreak; apprise local elected officials of the event's economic significance.
  - Kendall County Public Health
  - Kendall County Road & Bridge
  - City of Boerne Public Utilities

- Local Veterinarians
- Coordinate with ESF #15 to provide public information regarding nutrition, food safety, agricultural/animal safety, and emergency assistance programs.
  - Kendall County/Boerne Elected Officials
  - Kendall County Public Health
  - Local Veterinarian
- Identify and coordinate measures to protect and conserve local cultural/historic resources.
  - Kendall County Historical Society
  - Kendall County/COB Parks and Recreation Department

#### Concept of Operations

- Because of the complexity and importance of ESF #11 functions, Kendall County will rely heavily on regional, state, and federal resources to fulfill its requirements; it is expected that these agencies will actively support local efforts and that additional assets will be made available by coordination between the Kendall County/Boerne Elected Officials and the Texas Division of Emergency Management, through Kendall County Emergency Management
- Due to the possibility of becoming geographically/logistically isolated, significant efforts to educate and prepare the public to be self-sufficient/-sustaining for 72 hours will be made on a continual basis.

## Emergency Support Function #12 – Energy Annex

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ESF Coordinator: **City of Boerne Public Works**

Primary Agency: **City of Boerne Public Works**

Supporting Agencies: **Public/Private Utilities  
Kendall County Road & Bridge Kendall  
County Facilities Management**

### Purpose

The Emergency Support Function (ESF) #12 – Energy Annex is intended to restore damaged energysystems and components after a disaster. In addition, it guides the restoration of energy supply.

### Scope

ESF #12 leads to the collection, evaluation, and sharing of information on energy system damage and estimations on the impact of energy system outages within affected areas. The term “energy” includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy systems and system components. Additionally, ESF #12 provides information concerning the energy restoration process such as projected schedules, percent completion of restoration, geographic information on the restoration, and other information as appropriate.

### Key Tasks/Responsibilities

- Damage assessment.
  - Private Utilities
  - All affected agencies/facilities
- Prioritize and coordinate restoration of utilities.
  - Kendall County/Boerne Elected Officials
  - COB Public Works
  - Kendall County Facilities
  - Public/Private Utilities
- Identify critical infrastructure and assist with providing/developing emergency power plans.
  - Kendall County Emergency Management

### Concept of Operations

- ESF #12 addresses significant disruptions in energy supplies for any reason, whether caused by physical disruption of energy transmission and distribution systems or unexpected operational failure of such systems.
- Restoration of normal operations at energy facilities is the primary responsibility of the owners of those facilities; however, when feasible, the Kendall County/City of Boerne Elected Officials will provide supplemental local assistance and resources to enable restoration in a timely manner.
- Collectively, the primary and support agencies that comprise ESF #12:
  - Serve as the focal point for receipt of information on actual or potential damage to energy supply and distribution systems and requirements for system design and operations, and on procedures for preparedness, prevention, recovery, and restoration.
  - Advise local authorities on priorities for energy restoration, assistance, and supply.
  - Assist local authorities with requests for emergency response actions as they pertain to the County’s energy supply.
  - Assist local departments and agencies by locating fuel for transportation, communications, and emergency operations.
  - Recommend actions to conserve fuel and electric power; and
  - Provide energy supply information and guidance on the conservation and efficient use of energy to local government and to the public.



## Emergency Support Function #13 – Public Safety and Security Annex

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ESF Coordinators:	<b>Kendall County Sheriff's Office Boerne Police Department</b>
Primary Agencies:	<b>Kendall County Sheriff's Office Boerne Police Department</b>
Supporting Agencies:	<b>Dispatch Kendall County Constables Texas Game Warrens Texas Department Public Safety Private Security Companies Kendall County Fire Departments Kendall County/Boerne Emergency Management</b>

### Purpose

The Emergency Support Function (ESF) #13 – Public Safety and Security Annex integrates state public safety and security capabilities and resources to support the full range of incident management activities.

### Scope

ESF #13 provides a mechanism for coordinating and providing support to local law enforcement authorities to include non-investigative/ non-criminal law enforcement, public safety, and security capabilities and resources during incidents. ESF #13 capabilities support incident management requirements including force and critical infrastructure protection, security planning and technical assistance, technology support, and public safety in both pre-incident and post-incident situations. ESF #13 generally is activated in situations requiring extensive assistance to provide public safety and security.

### Key Tasks/Responsibilities

- Coordinate public safety and security support (including personnel and equipment) to any affected department/agency during preparation for, response to, and/or recovery from any real or potential incident.
  - Kendall County Sheriff's Office
  - Boerne Police Department
  - Other Law Enforcement Agencies
  - Private Security Companies
- Coordinate, with ESF #15, critical information dissemination regarding public safety/security through mass warning/notification.
  - Kendall County Sheriff's Office
  - Boerne Police Department
  - Dispatch
  - Kendall County/Boerne Emergency Management
- Facilitate multi-function public safety activities such as evacuation, traffic-, looting-, and riot-control.
  - Kendall County Sheriff's Office
  - Boerne Police Department
  - Other Law Enforcement Agencies
  - Kendall County Fire Departments

### Concept of Operations

- Local law enforcement authorities have the primary responsibility for public safety and security and are the first line of response and support in these functional areas, utilizing the Incident Command System on-scene. In

larger-scale incidents, additional resources should first be obtained through the activation of mutual aid agreements with neighboring jurisdictions and/or State authorities, which may require the management of incident operations through a Unified Command structure.

- Through ESF #13, outside resources supplement local resources when requested or required, as appropriate, and are integrated into the incident command structure using National Incident Management System principles and protocols.
- ESF #13 activities should not be confused with the activities described in the Terrorism Incident Annex or other criminal investigative law enforcement activities. As the lead law enforcement official in the United States, the Attorney General, generally acting through the Federal Bureau of Investigation (FBI), maintains the lead for criminal investigations of terrorist acts or terrorist threats by individuals or groups inside the United States. ESF #13 activities are separate and distinct and should be fully coordinated with other activities conducted as part of Kendall County/City of Boerne law enforcement's overall criminal investigation and law enforcement responsibilities.
- ESF #13 is activated when public safety and security capabilities and resources are needed to support incident operations. This includes threat or pre-incident as well as post-incident situations.
- When activated, the primary agencies assess public safety and security needs, and respond to requests for resources and planning/technical assistance from county agencies, or other ESFs.
- ESF #13 manages support by coordinating the implementation of authorities related to public safety and security and protection of property, including critical infrastructure, and security resources and technologies and other assistance to support incident management operations and security capabilities and resources are needed to support incident operations. This includes threat or pre-incident as well as post-incident situations.
- ESF #13 maintains close coordination with Federal, State, and local officials to determine public safety and security support requirements and to jointly determine resource priorities. The primary agencies maintain communications with supporting agencies to determine capabilities, assess the availability of resources, and track resources that have been deployed.

## Emergency Support Function #14 – Long-Term Community Recovery and Mitigation Annex

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ESF Coordinators:	<b>Kendall County Planning Department COB Planning and Building Department</b>
Primary Agencies:	<b>Kendall County Planning Department COB Planning and Building Department</b>
Supporting Agencies:	<b>Kendall County Commissioners City of Boerne City Council All Kendall County Department Heads All City of Boerne Departments Heads American Red Cross Public Utilities Private Contractors Local Businesses</b>

### Purpose

The Emergency Support Function (ESF) #14 – Long-Term Community Recovery and Mitigation Annex provides a framework for local government, nongovernmental organizations (NGOs), and the private sector designed to enable community recovery from the long-term consequences of a significant incident. During recovery efforts, this function seeks to simultaneously rebuild while reducing or eliminating (i.e. mitigating) the effects of future events.

### Scope

ESF #14 applies to appropriate departments and agencies following an incident with long-term effects on the community.

Based on an assessment of incident impacts, ESF #14's support may vary depending on the magnitude and type of incident and the potential for long-term and severe consequences. ESF #14 will most likely be activated for large-scale or catastrophic incidents that require State and/or Federal assistance to address significant long-term impacts in the affected area (e.g., impacts on housing, businesses and employment, community infrastructure, and social services).

### Key Tasks/Responsibilities

- Identity and assess short- and long-term recovery needs.
  - All affected agencies/departments, public and private
- Prioritize short- and long-term recovery goals.
  - Kendall County Elected Officials
  - City of Boerne City Council
  - Non-governmental and private organization leadership
- Liaise on behalf of the community to support and coordinate implementation of state and federal disaster assistance efforts.
  - Kendall County Commissioners
  - City of Boerne City Council
  - Kendall County/Boerne Emergency Management
- Ensure that recovery plans and activities addressed by local, state, and federal programs consider all mitigation opportunities.
- Kendall County Emergency Management
  - Kendall County Planning and Development
  - Kendall County Engineering
  - City of Boerne Planning and Building
  - Kendall County Fire Departments

### Concept of Operations

- Most recovery and mitigation programs are associated with federal assistance programs that must be accessed through the state. Federal recovery assistance is summarized in ESF #14 of the National Response Framework. Federal support is tailored based on the type, extent, and duration of the event, the expected recovery period, and the availability of federal resources.
- ESF #14 facilitates the application of loss reduction building science expertise to the rebuilding of critical infrastructure (e.g., in repairing hospitals or emergency operation centers to mitigate for future seismic risk).
- ESF #14 provides the coordination mechanisms to:
  - Assess the social and economic consequences in the impacted area and coordinate efforts to address long-term community recovery issues resulting from an incident.
  - Advise on the long-term recovery implications of response activities and coordinate the transition from response to recovery in field operations.
  - Work with local government; NGOs; and private-sector organizations to conduct comprehensive market disruption and loss analysis and develop a market-based comprehensive long-term recovery plan for the affected community.
  - Identify appropriate Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available.
  - Avoid duplication of assistance, coordinate to the extent possible program application processes and planning requirements to streamline assistance, and identify and coordinate resolution of policy and program issues; and
  - Determine/identify responsibilities for recovery activities and provide a vehicle to maintain continuity in program delivery between local departments and agencies, and with State and Federal governments and other involved parties, to ensure follow through of recovery and hazard mitigation efforts.

## Emergency Support Function #15 – External Affairs Annex

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ESF Coordinator: **City of Boerne Public Information Officer  
Kendall County Public Information Officer**

Primary Agencies: **Kendall County Commissioners Court  
City of Boerne City Council**

Supporting Agencies: **All Kendall County Departments  
All City of Boerne Departments  
American Red Cross  
School Districts  
Local media**

### Purpose

The Emergency Support Function (ESF) #15 – External Affairs Annex ensures that sufficient assets are deployed to the field during a potential or actual incident to provide accurate, coordinated, and timely information to affected audiences, including governments, media, the private sector, and the local populace.

### Scope

ESF #15 establishes the mechanisms to coordinate communication of information between local incident management elements and various audiences. ESF #15 is organized into the following functional components: 1) Public Affairs, 2) Community Relations, and 3) Multi-level Coordination. These primary functions require support throughout all phases of emergency management – mitigation, preparedness, response, and recovery.

### Key Tasks/Responsibilities

- Establish and maintain a multi-agency, multi-jurisdiction, NIMS-compliant Joint Information Center (JIC); prepare and deliver accurate, coordinated information in a timely manner.
  - Kendall County/City of Boerne Elected Officials
  - City of Boerne PIO
  - Kendall County PIO
- Strengthen community relations and preparedness pre- and post-incident by utilizing external affairs activities, e.g., press releases and public service announcements.
  - All emergency and disaster services departments; city and county elected officials
- Ensure all local emergency and disaster services organizations are familiar with proper external affairs/public information policies and procedures to include release authority, information security, and accessibility.
  - Kendall County PIO
  - COB PIO

### Concept of Operations

- The primary goal of ESF #15 is to provide a unified message in the event of an actual emergency, disaster, or imminent threat.
- Incident communications actions should be consistent with the template established in the National Incident Management System (NIMS).
- Descriptions of ESF #15 functions:
  - Public Affairs
    - Coordinating messages and establishing a Joint Information Center (JIC) .
    - Gathering information on the incident.
    - Providing incident-related information through the media and other sources to individuals, families, businesses, and industries directly or indirectly affected by the incident.
    - Using a broad range of resources to disseminate information.
    - Monitoring news coverage to ensure that accurate information is disseminated.

- Handling appropriate special projects such as news conferences and press operations for incident area tours by government officials and other dignitaries.
- Providing support and advice to the Kendall County/City of Boerne Elected Officials and/or on-scene Incident Commander.
- Providing basic services, such as communications and supplies, to assist the news media in disseminating information to the public.
- Overseeing the key function of media relations.
- Community Relations
  - Preparing the PIO portion of an initial action plan with incident-specific guidance and objectives, at the beginning of an actual or potential incident.
  - Conducting the external affairs function in a multi-agency, multi-jurisdictional manner, when applicable.
  - Coordinating closely to identify local leaders (e.g., homeowners association members) and neighborhood groups to assist in the rapid dissemination of information, identify unmet needs, establish an ongoing dialogue and information exchange, and facilitate collaborative planning and mutual support for disaster recovery.
- Multi-level Coordination
  - Promoting Local interaction with State and Federal governments.
  - Implementing a system of information-sharing between local, State, and Federal Governments.
  - Informing local elected and appointed officials on response efforts, protocols, and recovery programs.
  - Disseminating information with the assistance of public and private associations, departments, and agencies.



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# SUPPORT ANNEXES

## Support Annexes

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### Introduction

#### Purpose

This section provides an overview of the Support Annexes to the Kendall County/Boerne Emergency Operations Plan.

#### Background

The Support Annexes describe the framework through which departments and agencies; the private sector; volunteer organizations; and nongovernmental organizations (NGOs) such as the American Red Cross coordinate and execute the common functional processes and administrative requirements necessary to ensure efficient and effective incident management. During an incident, numerous procedures and administrative functions are required to support incident management. The actions described in the Support Annexes are not limited to types of events but are overarching in nature and applicable to nearly every type of incident. In addition, they may support several Emergency Support Functions (ESFs).

Examples include public affairs, international affairs, and worker safety and health. The following section includes a series of annexes describing the roles and responsibilities, when appropriate, of local departments and agencies, NGOs, and the private sector for those common activities that support many incidents. The annexes address the following areas:

- Financial Management
- Logistics Management
- Private-Sector Coordination
- Public Affairs
- Volunteer and Donations Management

#### Support Annex Roles and Responsibilities

Each Support Annex identifies a coordinating agency and cooperating agencies. In some instances, the responsibility of coordinating agency is a joint endeavor between two departments. The overarching nature of functions described in these annexes frequently involves either support to or cooperation of all the departments and agencies involved in incident management efforts. In some cases, actions detailed in the annex also incorporate various components of Kendall County/Boerne Emergency Management and other departments and agencies to ensure seamless integration of and transitions between preparedness, prevention, response, recovery, and mitigation activities. The responsibilities of the coordinating agency and cooperating agencies are identified below:

#### Coordinating Agency

Coordinating agencies described in the KC/COB OP annexes support the county's incident management mission by providing the leadership, expertise, and authorities to implement critical and specific aspects of the response. The Kendall County/Boerne Elected Officials and/or on-scene Incident Commander retain responsibility for overall local incident management. Agencies designated as coordinating agencies are responsible for implementation of processes detailed in the annexes. When the functions of a particular Support Annex are required to assist in the management of an incident, the agency serving as the coordinator is responsible for:

- Orchestrating a coordinated delivery of those functions and procedures identified in the annex.
- Providing staff for the operations functions at fixed and, if necessary, field facilities.
- Notifying and sub tasking cooperating agencies.
- Managing any tasks with cooperating agencies, as well as appropriate State agencies.
- Working with appropriate private-sector organizations to maximize use of all available resources.
- Supporting and keeping ESFs and other organizational elements informed of ongoing annex activities.
- Planning for short-term and long-term support to incident management and recovery operations; and
- Maintaining trained personnel to execute their appropriate support responsibilities.

### Cooperating Agencies

When the procedures within a Support Annex are needed to support elements of an incident, the coordinating agency will notify cooperating agencies of the circumstances. Cooperating agencies are responsible for:

- Conducting operations, when requested by the EOC, IC, or the coordinating agency, using their own authorities, subject-matter experts, capabilities, or resources.
- Participating in planning for short-term and long-term incident management and recovery operations and the development of supporting operational plans, standard operating procedures, checklists, or other job aids, in concert with existing first-responder standards.
- Furnishing available personnel, equipment, or other resource support as requested by the EOC, IC, or the Support Annex Coordinator.
- Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities; and
- Nominating new technologies or procedures that have the potential to improve performance within or across functional areas for review and evaluation.

## Financial Management Support Annex

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Coordinating Agencies: **Kendall County Auditor  
Kendall County Treasure  
City of Boerne Finance Director**

Cooperating Agencies: **All City & County Departments**

### Purpose

The Financial Management Support Annex provides basic financial management guidance for response and recovery activities. This includes guidance for all departments, agencies, and local entities aiding in response to major disasters.

### Scope

Disaster declarations may range from local to Presidential. If a local declaration is accepted by the State of Texas, state assistance and limited funding are available. The section below on “Procurement and Record Keeping” details procedures that should be followed for all local declarations and will also be useful for Presidential Declarations. The section below on Texas Disaster Fund Procedures details limited funds available to local jurisdictions, and perhaps state agencies, after approval of a local declaration. If a Presidential Declaration is issued, federal funding sources, as described in the National Response Framework (NRF) are available.

### Key Tasks/Responsibilities

- Coordinating Agencies
  - Providing advice on financial policy issues relative to the incident and use of funds.
  - Expeditious processing of all documented and approved requests for reimbursement and review of bills prior to processing payments to ensure that proper documentation supports the expenditures claimed.
  - Performing reviews of open obligations to ensure accuracy and timeliness and providing financial management reports.
  - Supervising the financial staff at the EOC, specifically the Finance Section (financial specialists, financial technicians, and contract specialists/contracting officers, including those activated under ESF #7 – Resource Support).
  - Overseeing contracting and acquisitions operations, including credit card purchases and grants management responsibilities, and coordinating acquisition management performed by the EOC’s Finance Section.
  - Providing policy guidance and necessary expertise and authority essential for effective fiscal management of expenditures to the Kendall County/City of Boerne Elected Officials.
  - Monitoring expenditures, including tracking of funds; tracking and reporting commitments, obligations, and disbursements; reviewing commitments to ensure proper expenditure of funds; and reporting funding activity to the Kendall County/Boerne Elected Officials on a regular basis; ensure adequate funding levels are maintained to meet anticipated obligations and expenditures.
- Cooperating Agencies
  - Responsible for maintaining documentation to support requests for reimbursement, submitting final reimbursement requests within the terms of the mission assignment or reimbursable agreement, and notifying requesting agencies when a task is completed and/or when additional time is required to complete work.
  - Cooperating agencies are expected to apply proper financial principles, policies, regulations, and management controls to ensure full accountability for the expenditure of funds.

## Concept of Operations

- Procurement and Record Keeping

### Overview

Per the TDEM EOP, each county is responsible for procuring necessary supplies and equipment for county agencies/departments during a disaster event and each municipality is responsible for the procurement of necessary supplies and equipment for its municipal agencies/departments during a disaster event.

For a disaster/emergency for which a Local Emergency Declaration is made:

- a. Proper documentation will be needed to justify local expenditures for which reimbursement will be requested.
- b. Work may be completed for disaster recovery by two methods:
  - i. Contracting with private businesses to do the work (Contract Work), ensuring that contractors have not been "debarred".
  - ii. Force Account, which is utilizing government personnel, equipment and supplies including extra hires (personnel hired to perform recovery work).

The County Auditor (or his/her designee) will ensure that the necessary record keeping for the county/City during a disaster situation is maintained. Each agency/department involved in the disaster situation will document its expenditures, as will private contractors involved in Contract Work.

The City Finance Director (or his/her designee) will ensure that the necessary record keeping for the municipality during a disaster situation is maintained. Each agency/department involved in the disaster situation will document its expenditures as will private contractors involved in Contract Work.

### Record Keeping

It is virtually impossible to complete the necessary record keeping accurately and properly after disaster emergency work has been done and a period of time has elapsed. Therefore, the importance of record keeping cannot be over-emphasized, i.e., you must plan. Designated record keepers must know what records to keep, how to keep them, and be familiar enough with the overall process to start keeping these records immediately upon starting any type of work to respond to the threat or recover from a disaster emergency.

If the situation develops into a major disaster declaration, proper documentation will be needed to justify local expenditures for which reimbursement will be requested. Without proper record keeping, you stand to lose considerable sums of money because claims for reimbursement cannot be justified. Accurate documentation will also be needed to justify expenditures for which reimbursement will not be requested. These dollars may be needed as soft match.

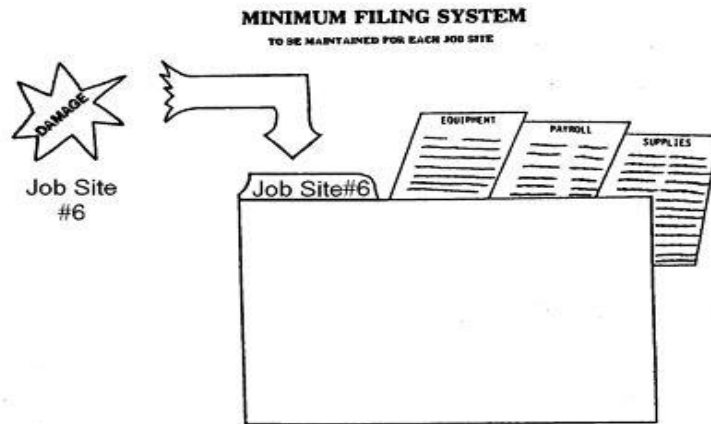
Procedures for proper documentation can be found on the following pages in this section. If questions arise within the establishment of proper records, refer to the Kendall County/City of Boerne EOC SOPs (Finance Section), or call the Texas Division of Emergency Management at 512-424-2208 (Administrative/Logistics Section).

### Organizing Disaster Documentation

When repair work starts, establish a separate folder for each work project that must be accomplished (as they become known, but no later than the second day after work begins on a particular job). For



example, if you have washout damage at five locations that must be repaired right away, establish a separate folder (one for each job site), not one folder for all job sites.



#### Contract Work

If the work is completed on a lump sum contract, an invoice and copy of the contract is needed. If a cost-type contract is used, the contractor must furnish, in addition to an invoice and copy of contract, a detailed breakdown of all costs, including equipment used, dates used, location of work, hourly rates and hours used. The requirement to furnish this detailed breakdown should be included in the contract. For either type work, the local government must show on each invoice the following:

1. Date and amount paid.
2. Check or warrant number or evidence of cost payment.

Evidence of the contract advertisement, bidders, and selection of the low-bid contractor should be retained. Cost-plus-percentage of cost contracts are not reimbursable.

#### Force Account Work

The documentation for this type of work is quite involved. So, immediately after the onset of any disaster or emergency, someone, preferably a county or city clerk, should start keeping proper records. This person needs to be designated and trained in advance. If a major disaster is declared, he/she should participate in the Public Assistance Program briefing for applicants.

If you use another county or city's resources, the same documentation is required as if the resources were your own. An invoice is required indicating that you have paid the county/city. This invoice must show the following:

1. Date and amount paid.
2. Check or warrant number, or evidence of cash payment.

#### Force Account Payroll

As a minimum, your payroll must show the following: pay period, name, job classification, number of hours worked each day, total hours worked for pay period, rate of pay, (regular and overtime), total earnings, and paycheck number. Only overtime pay (wages and payroll additives) of all regular employees are eligible for reimbursement. All wages and payroll additives of extra hires (additional

personnel hired to perform emergency work) are eligible for reimbursement. Your records must also indicate which job site the employee was working on each day and each hour if he/she worked on more than one job site in a single day. Indicate on the Payroll Record Form (Force Account Payroll Record) those persons who are extra hires (additional personnel hired to perform emergency work.)

A Payroll Record Form has been designed to enable you to show who did what and when and for how long on each job site. You may substitute your county form, so long as it gives the requested information.

It is important to know daily who (regular employees or extra hires) worked on what disaster emergency-related job, for how long, and what he/she did. These must be turned in daily by each employee or by the foreman to the EOC/Incident Finance Section. Any type of daily work report form may be used if it shows the date, hours worked, job classification, and job sites in a single day, he/she should turn in a separate work report for each.

If desired, you could transcribe the information from the daily reports to your payroll system, and then file the daily report in the proper job folder. Having done this, the Payroll Record Form could then be brought up to date every other day, but at least once each week.

#### Force Account Equipment

Equipment, both applicants owned and rented, used on each particular job site must be fully documented. Specifically, the documentation must show the following:

1. Type and description.
2. Date(s) used, hours used each day, total hours used.
3. Rate per hour (indicate with or without operator).
4. Total cost for each, and total cost of all equipment used.

If the equipment is rented, you must also show the date, amount paid and check number or evidence of cash payment. The rental agreement must specifically state who must pay for all equipment repairs and a copy of the agreement must be retained in the job site file.

Rates used on applicant-owned equipment must be no more than those approved on FEMA's "Schedule of Equipment Rates". A copy of these rates can be obtained through the Texas Office of Homeland Security.

The Equipment Record Form will be used to document the above information for equipment used on each specific job site. You should place an Equipment Record Form in each job folder immediately upon starting work, and record daily the use of any equipment on this form. A vendor invoice folder should also be established for vendor invoices and rental agreements if any rental equipment is used. Local governments may want to use daily written (form) reports or daily oral reports from foreman to record equipment usage.

#### Force Account Supplies

Materials and supplies, both purchased and from stock, used on each particular job site must be fully documented. Specifically, the documentation must show the unit price (may be averaged from stock cards), total cost, quantity, description, date purchased, date used, job used on, date paid for, and amount and check number or evidence of cash payment. Costs for transportation equipment utilized by an operating department and other employees whose duties do not change because of the disaster are ineligible for reimbursement. Costs of hand tools (shovels, handsaws, hammers, etc.) personal equipment and protective clothing used in performing eligible work are ineligible for reimbursement as are charges for insurance, storage, overhead and administrative costs. It is strongly suggested that you use the Supply Record Form to document daily the above information for materials and supplies used on each specific job site.

Immediately upon starting to work and establishing a folder for a particular job, place a Supply Record Form in the folder. Each time any materials are used on the job, record the information on the form.

A file separate from job folders should be established for vendor invoices on materials that are being, or will be, used on job sites. This will enable you to easily find the information needed when recording materials used on the Supply Record Form. You may use recently purchased materials or materials that have been in stock for some time for which the vendor's invoice has not yet been received or has been destroyed. If you have no invoice, confirm the needed information with the vendor and make up a city or county claim voucher for the vendor invoice file. You may want to use daily written (form) reports or daily oral reports from foremen to record expenditures of materials.

- **Texas Disaster Fund Procedures**

Purpose

The intent and orientation of the Texas Disaster Fund is for bona fide disasters requiring the State of Texas to initiate massive response in support of affected jurisdictions. The fund is intended to provide sufficient financial resources to be utilized until additional state and/or federal funding guarantees can be provided. Recognizing the relative unlikelihood of receiving a Presidential Declaration (federal), the fund manager also seeks to provide partial relief to affected jurisdictions for non-federal disasters. The procedures that follow outline the use of the fund in such events.

The Texas Disaster Fund is separate from and should not be confused with the Governor's Contingency Fund. It is intended for the following:

- **Disaster Response:** To partially reimburse Texas counties for costs incurred *outside normal operating expenses* in responding to disasters and emergency situations caused by natural and man-made events.
- **Disaster Mitigation:** To provide limited supplemental funding for post-disaster projects which mitigate recurrent damage.
- **Military Department Aid to Local Governments:** To provide limited financial means by which Texas Office of Homeland Security and the National Guard may assist local jurisdictions during emergencies/disasters.

General

- **Disaster Response:** Response is defined as the temporary or emergency actions necessary to save lives, protect property, preserve public health and safety, and temporarily restore essential public services at the time of an incident. The Texas Disaster Fund is established to supplement local resources expended during a disaster/emergency and is not intended to reimburse all expenses. Local applicants must seek available disaster assistance from other state and federal sources prior to requesting reimbursement from the Texas Disaster Fund. Costs covered by or eligible for insurance (including flood and earthquake insurance riders) are not eligible for reimbursement. The fund will not reimburse local applicants for expenditures where alternate funding sources exist (e.g., State Fire Suppression Fund, State Search and Rescue program, et al). The Texas Disaster Fund will not duplicate assistance but may be used to complement other assistance.

- **Disaster Mitigation:** Jurisdictions that receive Texas Disaster Fund assistance will be eligible to submit a proposal for a project designed to mitigate future damage from similar disasters. The fund manager may commit no more than 15 percent of the amount paid out for disaster response for approved mitigation projects directly related to the previously reimbursed disaster/ emergency. Project proposals should be submitted to the fund manager in the same reimbursement year as the occurring disaster or the reimbursement year immediately following the disaster. All projects will require a minimum of 50 percent hard match from the jurisdiction.

**A NOTE ABOUT TERMINOLOGY:** While the use of disaster phases such as response, recovery and mitigation provide a good heuristic device for grouping various disaster activities, it is important to note that the division between the phases can be somewhat arbitrary. In other words, disaster events are not discrete events which can be easily always distinguished between each other. The fund manager recognizes that the phases may not occur in neat, linear fashion. Therefore, costs associated with each disaster activity will be evaluated separately for reimbursement as opposed to setting a definite cutoff date when it is declared that the disaster response phase is complete, and a new phase has begun.

**Examples of Incidents Considered for Financial Assistance:** Floods, Winter Storms (excluding snow removal), Tornadoes, Earthquakes, Hazardous Material Spills (unrecoverable costs only), Other Disasters or Emergencies (without alternate funding sources)

**Jurisdictional Requirements:** A jurisdiction, for the purposes of this fund, shall be a county, plus each of the smaller political subdivisions located within its boundaries (e.g., cities, towns, water districts et al).

- **Local Government Responsibilities**

#### General

Kendall County is responsible for the planning, coordination, and management of the disaster/emergency response effort. Potential state financial assistance does not relieve local authorities of their responsibilities as the first line of response during and/or after an emergency or disaster. Decisions to respond in a certain fashion should not be made based on potential reimbursement from this fund. There is no guarantee from the fund manager that the jurisdiction will receive reimbursement in any event.

#### Eligible Claimants

Eligible claimants are counties, incorporated cities and towns and other political subdivisions (water districts, fire districts, etc.) within the affected areas. Kendall County/City of Boerne will make a single, consolidated request for each incident and any reimbursement will be sent to Kendall County/City of Boerne, which is responsible for disbursement of funds within its jurisdiction. All local requests for reimbursement will be processed through the county commissioners/ city council and their designated officials.

#### Submission Dates

Reimbursement requests, one for each incident, are to be submitted as soon as possible after an incident's financial matters are closed. The close of the incident is the date the last expense is paid by the applicant. All requests for reimbursement must arrive at the Texas Division of Emergency by the deadline date as posted for the disaster immediately following the reimbursement date to be considered for reimbursement.

### Required Documents

**FINANCIAL ASSISTANCE APPLICATION PACKAGE:** The Financial Assistance Application Package is due upon closure of the incident and must contain the following:

1. Cover letter from the County Commissioners/City Council which completely describes the incident(s).
2. Copy of signed local disaster declaration(s).
3. Completed DCF Form 1, Texas Disaster Fund/Request for Financial Assistance, and copies of all supporting source documents (time sheets, equipment logs, vouchers, invoices, contracts, etc.).
4. Verification that other available funding sources have been sought prior to submission of this claim.

All original source documents are to be maintained in the local office (s) routinely designated to maintain such documents.

### Procurement

**State and Local Statutes:** Each applicant shall ensure that work and services authorized for approved project applications comply with state and local statutes, regulations, resolutions, and ordinances.

**Contingency Payment:** Each applicant shall ensure that no contract entered into by the applicant contains a provision which makes payment contingent upon reimbursement from the Texas Disaster Fund.

**Cost Plus Contracting:** Cost-plus-percentage of cost contracts will not be considered for reimbursement.

### Claims Policy

Texas Constitution Articles 16-6 and 16-7 prohibit advances and donations. Hence, the Fund may only be used for reimbursement of eligible expenditures. Documentation will be required to verify that the expenses were paid by the claimant jurisdiction. All bills must be paid by the claimant before consideration for reimbursement from the Texas Disaster Fund. All contracts must be fully executed before any reimbursement claim is filed. The Associated General Contractor (AGC) rates, by area, are the maximum eligible rates for contract reimbursement as well as eligible force account work. Force account work which does not involve an actual cash outlay by the claimant will not be considered for reimbursement except where specifically listed under Allowable Costs. All disaster/emergency claims filed for reimbursement are subject to state review. As a rule, state auditors will examine all claims after approval for payment. Any claim can be audited; therefore, all supporting records and documentation should be maintained for at least three years after any reimbursement is made.

- Administration

#### Fund Manager

Responsibility for the administration of the Texas Disaster Fund, including providing information, guidance, advice, and assistance to local governments making application for disaster assistance funds rests with the **Texas** Division of Emergency Management.

Questions should be directed to the **TDEM** Disaster Recovery **Task Force Coordinator** **Region 6, (806) 0543-9407**.

- Allowable and Unallowable Costs

Allowable Costs

- Overtime salaries and wages and corresponding payroll additives for all regular employees directly engaged in the performance of eligible disaster work.
- Regular and overtime salaries and wages and corresponding payroll additives for all extra hires performing eligible disaster work.
- Eligible materials and supplies consumed in eligible disaster work (sand, sandbags, lumber, disposable personal protection equipment, etc.), including those procured by direct purchase or taken from claimant's stock.
- Costs incurred over and above normal forty-hour week in the operation of claimant- owned equipment or other publicly owned equipment used by the claimant, in eligible disaster work [Associated General Contractor (AGC) rates apply]
- Reasonable costs for work performed by private contractors on eligible projects contracted for in accordance with local statutes.
- Reasonable meal expenses for workers (and volunteers) directly engaged in eligible disaster work where it is not feasible for workers to leave the worksite to obtain meals on their own.

Unallowable Costs

- Regular salaries and wages and payroll additives for regular employees whether engaged in eligible disaster work or not.
- Cost of compensatory time given to employees in lieu of overtime pay.
- Salaries and wages and payroll additives of government officials who are responsible for directing regular government activities.
- Salaries, wages, fees and expenses of individuals or firms engaged in engineering analysis, project feasibility studies, preparation and processing of damage survey reports, project applications, claims for payment and support documentation.
- Legal fees
- Insurance
- Office supplies and equipment
- Overhead costs
- Rent expense.
- Storage expense
- Regular telephone and facsimile expenses
- Interest charges
- Late payment fees
- Sales tax
- Costs of hand tools (shovels, hammers, handsaws, etc.), reusable personal protective equipment (gloves, hats, coats, etc.)
- Force account equipment costs for equipment utilized during normal business hours.
- Cost-plus-percentage-of-cost contract work
- Costs incurred under contracts based on contingency clauses.
- All costs incurred for undeclared or ineligible disasters/emergencies.



## Logistics Management Support Annex

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Coordinating Agencies: **Kendall County/City of Boerne Elected Officials**  
**Kendall County/Boerne Emergency Management**

Cooperating Agencies: **All**

### Purpose

The Logistics Management Support Annex provides an overview of the framework through which the overall logistics management function operates for Kendall County/City of Boerne when the Kendall County/Boerne Emergency Operations Plan and/or Emergency Operations Center are activated. Logistics provides services and supplies in support of emergency and disaster operations. Responsibilities include providing for facilities, transportation, supplies, equipment maintenance and fueling, and feeding services for responding personnel and victims. This annex provides an overview of logistics management functions, roles, and responsibilities.

### Scope

This annex identifies the components of the resource delivery structure, provides a concept of operations for logistics management in support of the Kendall County/Boerne Emergency Operations Plan, and describes how Kendall County/Boerne will coordinate logistics management between local (public and private), state, and federal agencies. Effective logistics management contributes to mission success while ensuring all functions are executed in a unified manner to reduce costs, ensure appropriate support actions, and increase response capability.

### Key Tasks/Responsibilities

- Coordinating Agencies
  - Identify and develop, in conjunction with other ESFs, equipment caches and re-supply sources.
  - Maintain an updated compilation of all agency resource lists (see below).
  - Develop and maintain mechanisms, in conjunction with ESFs #5 and 7, for procuring additional resources through local, regional, state, federal, and private partners.
  - Facilitate communications between responders, ESFs, EOC staff, the Kendall County/Boerne Elected Officials, and TDEM.
- Cooperating Agencies
  - Provide logistical support in preparation and execution of applicable ESFs.
  - Maintain accountability of resources.
  - Assist with acquisition and delivery of resources (facilities, shelters, supplies, equipment, etc.)
  - Upon request, provide resource personnel to the Kendall County/Boerne Emergency Operations Center
  - Maintain and provide the Financial Management support function, i.e., Finance Section with necessary documentation.
  - Compile and maintain current lists of internal and external resources needed to carry out any Assigned Responsibilities/Tasks

### Concept of Operation

- Logistics support is provided during all phases of incident management – mitigation, preparedness, response, and recovery. Logistics management will often interface and require coordination with private sector, State and/or Federal logistics managers during an incident.
- County agencies will initially use their own resources when providing support to the Kendall County Emergency Operations Plan. Resources may be managed from the County EOC, which finances the resource (the agency paying for the use of the resource), including deployment, repairs and maintenance, replacement, timekeeping, etc. Depending upon the magnitude of the event, the State and/or Federal government may also finance resources.
- Typically, the Logistics Section will be located at the ICP; however, when the extent of the incident requires the activation of the Kendall County/Boerne EOC, the Logistics Section's functions will be assumed from the EOC to reduce confusion, maximize personnel and efficiency, and avoid duplication of effort (refer to Kendall

County/Boerne EOC SOPs).

- The Logistics Section closely coordinates with ESF #7 – Resource Support to implement the procedures of this annex. When activated, ESF #5 facilitates staffing of the EOC's Logistics Section, whose function is to manage the following:
  - Control and accountability of local supplies and equipment.
  - Resource ordering.
  - Delivery of equipment.
  - Supplies and services.
  - Resource tracking.
  - Facility location and operations.
  - Transportation coordination.
  - Information technology systems services.
  - Other administrative services.
- The Logistics Chief may designate an incident logistics base, a mobilization center and a mobilization center manager. The mobilization center remains under the oversight of the Logistics Section and brokers resources for the impacted area or community. It is the focal point for pre-positioning, receipt, and distribution of supplies.
- Movement of teams, supplies, and equipment is managed by the Logistics Section and coordinated with the Operations Section.
- Resources needed to mitigate the effects of, prepare for, respond, or recover from an incident may include equipment, personnel, supplies, relief to victims, or other services. The County attempts to fill the need from existing resources or through mutual aid or memorandums of understanding with other jurisdictions. Fiscal obligations and oversight are the responsibility of the Finance Section.
- To fill resource/logistics requirements, the Logistics Section may:
  - Fill the requirement from the resources located at the logistics base.
  - Fill the requirement by direct mission assignment to a local agency or organization.
  - Prepare a requisition and recommend commercial sources for goods services to the Finance / Administration Section, as applicable.
  - If the resource is still not available, the Logistics Section Chief passes a request through the Emergency Management Staff to the Kendall County/ Boerne Elected Officials for approval and submission to the State.
- Logistics staff eventually transition from the material management role of providing supplies and equipment or goods and services at the location and in the quantities required in the most timely and cost-effective manner as possible (and tracking all resources) to a property management role which accounts for personal property at all operational levels. This role involves maintaining property accountability on items stored at or issued from distribution, receiving, or mobilization center locations.
- County agencies and private sector entities are also responsible for maintaining accountability of their property throughout incident operations. In the event of a disaster declaration, property used for incident management operations which is lost, damaged, stolen, or consumed may be cost reimbursable. Local agencies must be able to provide the proper documentation to recover for loss, and in any case should not rely on financial reimbursement or equipment replacement by County, State, or federal sources.
- Contracts can be made with private non-profit organizations, private businesses, and industry for the provision of resources subject to normal rules or to exceptions approved by the County Commissioners/City Council or the Governor, in advance, depending upon the magnitude of the event.

## Private-Sector Coordination Support Annex

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Coordinating Agency: **Kendall County Emergency Management**

Cooperating Agencies: **All City/County Departments/Agencies**  
**All applicable Private-Sector Agencies**

### Purpose

The Private-Sector Coordination Support Annex describes the policies, responsibilities, and concept of operations for incident management activities involving the private sector during actual or potential incidents. The annex further describes the activities necessary to ensure effective coordination and integration with the private sector, including the County's critical infrastructure, key resources, and other business and industry components.

### Scope

This annex applies to all governmental agencies operating under the Kendall County/Boerne Emergency Operations Plan (KC/COB OP) during a potential or actual incident that involves the private sector in any of the following ways:

- Impacted organization or infrastructure.
- Response resource.
- Regulated and/or responsible party.
- Member of the Local Emergency Planning Committee.

Because the KC/COB OP provides an integrated framework that includes the private sector in incident management activities, this annex addresses only those aspects of incident management regarding the private sector that must be emphasized because of their uniqueness or importance. This annex does not alter existing private-sector responsibilities for emergency management under the law. Existing contractual or other legal relationships between local agencies and the private sector are not supplanted by this annex. The roles and interfaces of volunteer and nongovernmental organizations are detailed in the Volunteer and Donations Management Support Annex.

### Key Tasks/Responsibilities

- Coordinating Agency
  - Develop plans, frameworks, and relationships, and facilitates coordinated incident response planning with the private sector.
  - Share information, including threats and warnings, before, during, and after an incident.
  - Informs and orients the private sector on the contents of the KC/COB OP and encourages and facilitates the development and coordination of equivalent private-sector planning.
  - Develops, implements, and operates information-sharing and communications with local stakeholders.
- Cooperating Agencies
  - The primary agency(ies) for each ESF is responsible for developing and maintaining working relations with its associated private-sector counterpart(s) through partnership committees or other means (e.g., ESF #2, Communications – telecommunications industry).
  - Private-sector organizations support the KC/COB OP either through voluntary actions to help ensure business continuity or by complying with applicable laws and regulations.
  - Private-sector organizations accept an appropriate measure of responsibility for sharing information with the government, identifying risks, performing vulnerability assessments,

developing contingency and response plans, enhancing their overall readiness, implementing appropriate prevention and protection programs, and donating or otherwise providing goods and services through contractual arrangement or government purchases to assist in response and recovery from an incident.

- Certain organizations are required by existing law and regulation to bear the cost of planning and response to incidents, regardless of cause. In the case of a large-scale incident, these private-sector organizations are expected to mobilize and employ the resources necessary and available in accordance with their plans to address the consequences of incidents at their own facilities or incidents for which they are otherwise responsible.

### Concept of Operations

- Kendall County/Boerne Emergency Management encourages cooperative relations between private-sector organizations and local authorities regarding prevention, preparedness, mitigation, response, and recovery activities. It works cooperatively on incident planning, communication, and operational execution activities with these entities.
- Kendall County/City of Boerne encourages processes that support informed cooperative decision making. It takes actions that engage the private sector to ensure:
  - Effective and efficient use of private-sector and Local resources.
  - Timely exchange of information; and
  - Public confidence in times of crisis or catastrophe.
- Kendall County/City of Boerne encourages extensive two-way sharing between the public and private sectors of operational information and situational awareness relative to potential or actual incidents. The Local Government works to develop and apply processes, procedures, and communications protocols. Kendall County/City of Boerne encourages owners and operators of those infrastructure elements whose disruption may have significant local impact to develop appropriate emergency response plans and information-sharing processes and protocols tailored to the unique requirements of their respective businesses and mapped clearly to local emergency response plans and information-sharing networks.
- Kendall County/City of Boerne encourages private-sector organizations to develop and maintain capabilities needed to respond to and manage a complete spectrum of incidents and emergencies, except in cases where the capabilities are inherently governmental in nature. Kendall County/Boerne may direct private-sector response resources in some cases in which contractual relationships exist. The Kendall County/City of Boerne Elected Officials also retains its full authorities to oversee and control as appropriate infrastructure involved in an incident.
- The operational concept for incident management involving the private sector is the ICS concept specified in the KC/COB OP and the National Incident Management System. The on-scene incident command and management organization is located at the Incident Command Post. It is typically comprised of incident management officials and responders. In the event of a large-scale incident, the County's/City's Emergency Operations Center may be activated. It may include private-sector and non-governmental organizations when appropriate.
- Private entities such as businesses and industry associations develop, validate, exercise, and implement security and business continuity plans to ensure their capability to deliver goods and services to customers and as a responsibility to their owners. Assessments of and contingency plans for the disruption of a private entity's supply chain and other dependencies are usually included in this planning. Private-sector owners and operators coordinate their emergency management programs and continuity/contingency programs and plans with Kendall County's/Boerne's Emergency Operations Plan. A number of local businesses have developed information-sharing arrangements to facilitate coordination necessary to share disaster-related information.
- Private-sector organizations, like local and nongovernmental organizations, report threats, incidents, and potential incidents to Dispatch using the current 911 system. Dispatch receives threat and operational information regarding incidents or potential incidents and makes initial notifications to initiate the coordination of Local incident management activities.

## Public Affairs Support Annex

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Coordinating Agencies: **Kendall County PIO**  
**COB PIO**  
**Kendall County Elected Officials**  
**City of Boerne Elected Officials**

Cooperating Agencies: **All Agencies**

### Purpose

The Public Affairs Support Annex describes the interagency policies and procedures used to rapidly mobilize Public Information assets to prepare and deliver coordinated and sustained messages to the public in response to incidents and other major emergencies.

### Scope

This annex is applicable to all Local departments and agencies responding under the KC/COB OP. It establishes mechanisms to prepare and deliver coordinated and sustained messages regarding potential or actual incidents and provides for prompt acknowledgement of an incident and communication of emergency information to the public during incident management operations. Kendall County's Public Information is comprised of two components of the KC/COB OP: The Public Affairs Support Annex, which describes the interagency policies and procedures for incident and communications with the public, and the ESF #15 – External Affairs Annex, which outlines resources and capabilities for public affairs. Kendall County's EOP SOPs also contain supporting guidance and instructions for incident communications with the public.

The policies and procedures outlined in these documents are based on, and flow through, the NRF, the National Incident Management System (NIMS), the TDEM EOP, the Joint Information System (JIS), and the Incident Command System (ICS). All these elements are integrated with and supported through the ESF #15 resource management structure.

### Key Tasks/Responsibilities

- **Coordinating Agencies**
  - Plans, prepares, and execute leadership and ESF #15 resource management during incidents.
  - Coordinate plans, processes, and resource support to field operations for incident communications with the public through ESF #15, coordinate incident communications plans and processes utilizing the interagency core PIO group and JIC plans and processes.
  - Designate an EOC Public Information Officer to support the incident PIO.
  - Coordinate plans and processes for incident communications with Kendall County/COB Departments, the public, nongovernmental organizations; and
  - Disseminates information related to incidents to the public.
- **Cooperating Agencies**
  - Plan, prepare, and execute their respective processes for incident communications with the public during potential or actual incidents.
  - In conjunction with communications guidance from the Kendall County/Boerne EOC, assume certain primary agency responsibilities for incident communications with the public when assigned or consistent with departmental and agency authorities. For example, Kendall County Public Health may assume primary responsibility for public affairs issues during a potential or actual incident which involves a communicable disease outbreak.

- Prepare incident information for the public within their functional areas of responsibility; and
- Ensure that departmental and agency plans incorporate the provisions contained in the KC/COB OP for incident communications with the public.

### Concept of Operations

- Incident communications incorporates the following processes:
  - Control: Identification of incident communications coordinating, primary and supporting departments and agency roles, and authorities for release of information.
  - Coordination: Specification of interagency coordination and plans, notification, activation, and supporting protocols.
  - Communications: Development of message content such as incident facts, health risk concerns, pre-incident and post-incident preparedness recommendations, warning issues, incident information, messages, audiences, and strategies for when, where, how, and by whom the messages will be delivered.

### General

- During an incident, Local authorities have responsibility for communicating information regarding the incident to the public. These actions are a critical component of incident management and must be fully integrated with all other operational actions to ensure the following objectives are met:
  - Delivery of incident preparedness, health, response, and recovery instructions to those directly affected by the incident; and
  - Dissemination of incident information to the general public.
- The Joint Information Center (JIC) structure provides a supporting mechanism to develop, coordinate, and deliver messages; it supports the EOC, Incident Commander, Unified Command, and the associated elements of the ICS.
- A PIO core group develops, coordinates, and delivers information and instructions to the public related to:
  - Assistance to the incident-affected area.
  - Local departmental/agency response.
  - Local preparations.
  - Protective measures; and
  - Impact on non-affected areas.
- Assignment to this core group is determined by the coordinating agencies in accordance with jurisdictional and statutory responsibilities, operational tasks, areas of expertise and responsibility, and the nature and location of the incident.
- The coordinating agencies have the primary responsibility for coordinating the local incident communications effort by:
  - Identifying the department and agency participants in the core group and arranging activities necessary for coordination.
  - Providing a leadership role during local incidents when significant interagency coordination is required; and
  - Providing coordination with the Kendall County/City of Boerne Elected Officials and other applicable entities on matters related to dissemination of incident-related information to the public.
  - Effective and efficient use of private-sector and Local resources.
  - Timely exchange of information; and
  - Public confidence in times of crisis or catastrophe.

### Communications Team

Kendall County/City of Boerne operates as a team to ensure successful incident communications with the public. From initial notifications to final recovery actions, the team must operate and speak with a unified voice and consistent message that is coordinated with the different Local authorities involved in an incident. The organizational approach for public affairs and incident communications with the public relies on the following organizations and positions:

- **Kendall County/Boerne EOC PIO:** The EOC PIO is a dedicated position who functions as the press secretary,



coordinates media activities for the Kendall County/City of Boerne Elected Officials and provides communications guidance to the Elected Officials and the JIC. Serves as a dedicated spokesperson when directed by the Kendall County/Boerne Elected Officials.

- Core Group: Incident messages are developed, coordinated, and delivered by an interagency coregroup of the key departments and agencies involved in the incident.
- **Kendall County/Boerne Joint Information Center:** A JIC is a central point for coordination of incident information, public affairs activities, and media access to information regarding the latest developments. In the event of a potential or actual incident, JICs are established to coordinate Local and private-sector incident communications with the public. Major announcements, daily briefings, and incident updates from the JIC are coordinated through the EOC PIO, Kendall County/Boerne Elected Officials, and the interagency core group prior to release. This must be closely assessed and agreed upon in the early stages of an incident by all involved in incident communications with the public.
- **Incident JIC:** The incident JIC is the physical location on-scene from which public affairs professionals from organizations involved in the response work together to provide critical emergency information, media response, and public affairs functions. The JIC serves as a focal point for the coordination and dissemination of information to the public and media concerning incident prevention, preparedness, response, recovery, and mitigation.
- **JIC Staffing Components:** JIC organization and staffing components are based on the template established in the NIMS and the Kendall County/Boerne EOC SOPs
- **JIC Information Management:** The JIC develops, coordinates, and disseminates unified information.
- **Multiple JICs:** Procedures and processes specified in the NIMS and the Kendall County/Boerne EOC SOPs, in conjunction with guidance from the Kendall County Elected Officials, should be employed whenever multiple JICs are operating in support of the same incident. This ensures mutual awareness and consistency in messaging and public instructions between the on-scene Incident Commander and EOC.

#### Managing Incident Communications

When an actual or potential incident occurs, Local participants must immediately work together to manage incident communications with the public. This section describes incident communications control processes that delineate primary roles, primary agency functional areas, and authority for release of information.

- **Assignments:** Upon notification, the COB PIO coordinates Local activities related to incident communications with the public. Departments, agencies, and other authorities may retain primary incident communications responsibility for specific tasks. Primary assignments are confirmed during initial conference calls and may include the following:
  - Incident management
  - Law enforcement
  - Medical or health
  - Family assistance and victim issues
  - Technical or forensic matters
  - Environmental
  - Protective measures
  - Search and rescue
  - Preparedness
  - Recovery assistance
  - Personnel management
- **Core Group Participants:** Public affairs core group participation is flexible and scalable, depending on the nature and scope of the incident. As appropriate, the public affairs core group may consist of representatives from the following: Kendall County, City of Boerne.

- Initial Coordination: Establishing communications paths with participants is a primary objective during the first minutes of plan activation. These paths provide a streamlined process to ensure that appropriate participants and decision makers are linked together (by virtual or other means) to manage incident communications with the public.
- Incident Site: When an incident occurs within their jurisdiction, Local authorities take the lead to communicate public information regarding the incident. The on-scene PIO will make every reasonable attempt to establish contact with the EOC PIO (when activated) and participating communicators to gain incident facts, operational response updates, media coverage, and messages under consideration or already delivered.
- News Media: Contact with key news media to inform them about the incident and its status, provide initial information to counter speculation and rumors, and make available, where necessary or known, immediate health and safety guidance. Departments and agencies should closely coordinate media queries during this critical phase to ensure that an approved plan is being executed.
- Sustaining Coordination: Leadership for incident communications with the public uses the JIS and incident communications processes to organize and operate a sustained, integrated, and coordinated strategy ensuring the delivery of timely, accurate, and consistent information to the public. Resources for these activities are provided through ESF #15. This sustained coordination effort includes local, private-sector, and nongovernmental entities involved with incident communications with the public. The EOC PIO coordinates department and agency incident communications with the public as necessary throughout the incident, focusing on both the incident locale and non-affected areas to ensure continuity and synchronization incident communications teams.

#### Actions Supporting Incident Communications with the Public

Actions supporting incident communications with the public are keyed to the major components of incident management and incorporate special considerations as appropriate to the specific circumstances associated with the incident. Phasing of incident communications actions and special considerations that relate to incident communications with the public are detailed in the following subsections.

- Actions Relating to Incident Management Components
  - Preparedness: Preparedness for incident communications activities includes those measures taken before an incident to prepare for or mitigate the effects. Preparedness as it relates to incident communications with the public includes:
    - Evacuation, warning, or precautionary information to ensure public safety and health.
    - Public education and supporting documentation.
    - Local, and tribal incident communications.
    - Media education, including hazard information.
    - Exercises and training with risk communications.
    - Identifying subject-matter experts for availability during an incident.
    - Preparation and readiness to develop and deploy public service announcements and health advisory information; and
    - Testing and coordination of emergency broadcast and alerting systems.
  - Response: Response processes mitigate the effects of unanticipated problems and facilitate orderly management of an incident. Response activities for incident communications with the public include:
    - Rapid mobilization of incident communications resources to prepare and deliver coordinated and sustained messages according to a well-planned strategy. The on-scene PIO coordinates the incident communications response with the EOC PIO (when activated);
    - Immediate and continuing dissemination of health or safety instructions, if necessary. This may also include evacuation or decontamination instructions.
    - Coordination of initial announcements regarding an incident with authorities to ensure that the public is receiving a consistent message.
    - Activation of ESF #15 to support the incident communications effort with appropriate resources.
    - Making available pre-identified subject matter experts to the media to provide accurate scientific, medical, and technical response information.

- Establishment of a JIC to support the EOC and ICS.
- Upon activation of the EOC, designation of an EOC Public Information Officer (PIO) to coordinate public information and manage the JIC.
- Dissemination of information to the public on reassurance that authorities are implementing response and recovery actions to ensure the health, safety, and security of the public.
- Communications to other, non-affected areas about incident details, preparedness measures, and reassurance.
- Deployment of public affairs resources from other departments and agencies as required by the scope of the incident; and
- Development and implementation of a joint sustaining communications plan by local authorities.
- Recovery: Incident communications and public affairs efforts are sustained as long as necessary to continually reassure, inform, and respond to public information needs. Recovery programs include mitigation components designed to avoid damage from future incidents. Typical recovery actions for incident communications with the public may include:
  - Providing public information on incident response and progress in restoring normalcy. Emphasis is placed on mitigating or reducing social and emotional anxiety and concern.
  - Providing public information on disaster assistance and support resources; and
  - Recognition of the efforts of responders, citizens, and the private sector.

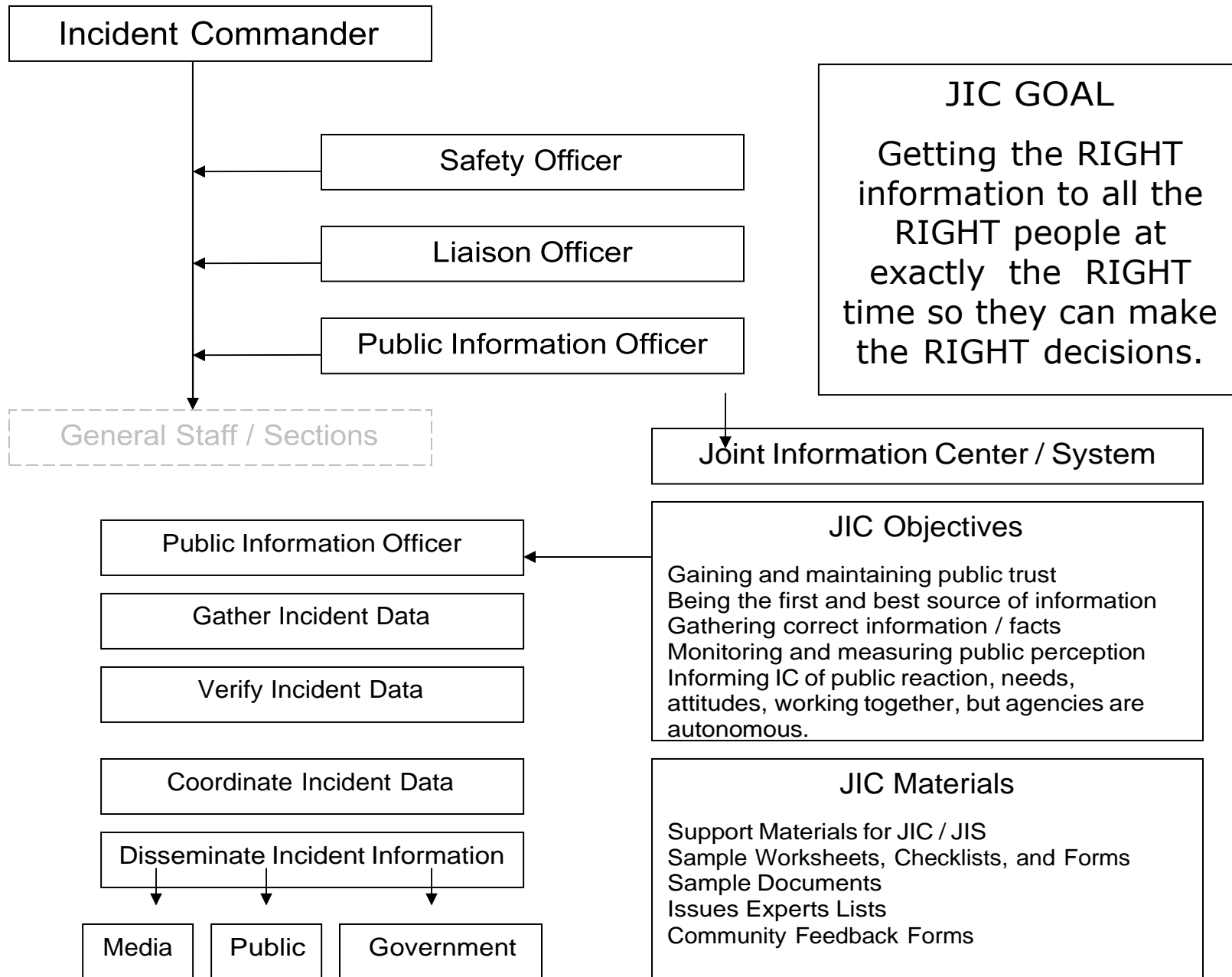
#### Incident Action Special Considerations

- **Objectives:** Communication objectives during an incident are focused on delivering information regarding incident facts, health and safety, preparedness, and response/recovery activity and instructions. Citizens are reassured that authorities are executing coordinated response plans and are provided with frequent updates on incident facts and important instructions. Throughout all phases of incident management, public confidence and credibility must be maintained, particularly if WMD are involved or threatened.
- **Coordination Strategy:** A critical element in building a successful strategy among local, private-sector, and non-governmental incident communications leaders is to reach consensus as soon as possible on the coordination and synchronization of incident communications with the public. The appropriate local authorities must take a lead incident communications role within their respective jurisdictions, while the core group coordinates communications covering assistance to the affected area, departmental/agency response, local preparations, protective measures, impact on non-affected areas, and law enforcement activities. Mutual agreement and maintenance of this relationship remains a high priority throughout the incident.
- **Messaging Considerations:** Incidents place a large demand on normal public affairs processes and organizations. Advance planning, pre-incident coordination and mutual awareness, and exercises all serve to mitigate this. However, public affairs professionals must consider the following:
  - Developing the Message: The nature of an incident and restrictions it may create could inhibit the ability of the local incident communications team to develop a communications strategy and message. This could include loss of communications or transportation restrictions. This could also be exacerbated if relocation by participating departments and agencies is required.
  - Delivering the Message: Message delivery during an incident may require use of all available communications media and resources. Development of aggressive and creative solutions when traditional tools of communication are not available should be assessed and planned for throughout the incident.
  - Receiving the Message: The public, especially those who require evacuation or other guidance, must have the capability to receive the message. This may be difficult if the affected area has suffered significant loss of normal power or personal and mass communications capability. The ability of the public to receive messages and instructions must be considered throughout an incident and be made known to incident management leadership on a recurrent basis so that appropriate delivery mechanisms and resources are implemented.
  - Risk Communications: Professionals who support this annex should be trained and conversant in risk communications and employ its major principles during incident management.
  - Information Security: An incident or other local emergency may involve sensitive information.

Public information and public education efforts in support of major local incidents must be conducted using the proper protocol and procedures for handling of classified or sensitive information. Operational leadership and the communications team must consider the security of classified and sensitive law enforcement information, together with the responsibility to provide the public with critical emergency information and protective action guidance.

- Rumors and Misinformation: The incident communication core group and JIC use media monitoring, community relations reports, and other techniques to identify rumors, misinformation, inaccurate reports, or other potential issues. The core group and JIC provide a rapid-response capability to research problems, develop an aggressive communications strategy, and ensure dissemination of accurate information to minimize the potential for release of conflicting information and potential for panic or loss of public confidence.
- Scientific/Medical Support and Messaging: Public information must be correct and consistent with scientific and medical recommendations. The core group and JIC must rapidly translate complex scientific and medical processes into public information, statements for senior officials, and instructions that can be readily absorbed by the media or acted on by the public. The immediate involvement of agency subject-matter experts is critical to ensure effective, accurate, and timely incident communications with the public.
- Non-affected Areas: Instructions are provided to non-affected areas to enhance preparedness and minimize the impact on health and safety of those in potentially threatened areas.
- Public Alerting and Mass Communications Systems: These systems provide near immediate capability to warn or instruct the public on natural, manmade, or terrorist incidents. Subject to the availability of power and normal utilities, they provide a key mass communications resource for national leadership to employ during an incident. They may employ tools to reach the broadest audience including mass communications media, Web, other electronic means, and nontraditional resources.
- Spokespersons: Spokespersons are identified as early in the incident response process as possible. Spokespersons may include incident management leadership and public affairs professionals. Local incident communications with the public must ensure that spokespersons are fully prepared with current information and incident facts, incident messages, and incident management roles and responsibilities. Scientific, technical, and medical experts should be identified and available for briefings and interviews throughout the incident. These experts are critical to ensuring that a message is clearly transmitted into common terms and is received by the audience with credibility.
- Multilanguage Communications: The incident communications team ensures that non-English-speaking populations in both affected and non-affected areas receive the same incident information and public instructions. This should be considered throughout the course of the incident. The ESF #15 coordination team, through community relations and other resources, has a prominent role in meeting this requirement.
- Web Site Coordination: Pre-incident development of incident-related Web pages expedites posting. It is essential that local incident communications staff frequently review Web site material to ensure consistency and accuracy in the unified message. Departments and agencies ensure that Web pages documenting incident activity are appropriately linked to the Kendall County/City of Boerne Web sites and posted language is consistent with approved public affairs guidance.
- Preparedness: Preparedness communications guidance and messaging support is provided through several resources, including:
  - Web Sites: Agency websites must provide authoritative and scientifically based information on threats, health preparedness, and recovery-phase actions.
  - Technical Experts: Interviews with subject-matter experts, technical experts, and nongovernmental authorities can summarize incident issues in layman's terms. These subject-matter experts are made available to the news media to provide fact-based information and objective analysis of an incident and related issues.
  - Public Service Announcements: Subject to the nature of the incident, Public Affairs may develop and distribute public service announcements to educate and reassure the public about an incident and related medical or preparedness concerns.
- Response: General planning guidance for incident communications with the public is contained in Table 1 at the end of this annex. This matrix reflects incident actions and commensurate incident communications response activities for a nonspecific incident. Key communications phase activities

- are summarized.
- Recovery: Incident communications with the public during recovery, which include the range of comprehensive local community relations efforts, are directed at assisting victims and their families, restoring the affected community, and instilling public confidence in their constitution of government operations and services.
  - Medical and Mental Health Support: Local resources, the American Red Cross, the Boerne/Kendall County Community Counseling Center, along with state and federal resources, may provide mental health assistance and support following an incident. This includes efforts to mitigate concerns, anxiety, and fear from new attacks or incidents, and to instill public confidence in the capabilities of responders, authorities, and plans.
  - Many incidents do not require the direct involvement of the Kendall County or COB PIO; however, either may be asked to assume responsibility or provide a major role during incidents when significant interagency coordination is required. Notification, activation, and response processes are discussed in preceding sections of this annex. Communications with the public during major incidents are based on the following activities:
    - The on-scene IC assesses the requirements for incident communications with the public in coordination with his/her designated on-scene PIO.
    - If the on-scene IC/PIO determines the communications requirements are beyond their capability, they will notify the EOC, if activated, or the Kendall County/Boerne PIO via Dispatch. The Kendall County/Boerne PIO contacts the on-scene PIO and through mutual agreement, confirms primary roles and plans.
    - The Kendall County/Boerne PIO, or his/her designee, identifies a core department and agency participant group (usually based on operational participation), and arranges coordination; and
    - In coordination with participating counterparts, the core departmental/agency group develops and delivers public information and instructions. Primary assignments are determined in accordance with jurisdictional and statutory responsibilities, operational tasks, areas of expertise and responsibility, and the nature and location of the incident.





## Volunteer and Donations Management Support Annex

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Coordinating Agency: **American Red Cross**

Cooperating Agencies: **Community Foundation**  
**Community Emergency Response Teams (CERT)**

### Purpose

The Volunteer and Donations Management Support Annex describes the coordinating processes used to ensure the most efficient and effective utilization of unaffiliated volunteers and unsolicited goods during a disaster.

### Scope

This annex provides guidance on the local role in volunteer and donations management. There are two levels to this annex: Walk-in volunteers / random donations and organized volunteer groups / targeted donations. This guidance applies to all agencies with direct and indirect volunteer and/or donations responsibilities under the Kendall County/Boerne Emergency Operations Plan.

### Key Tasks/Responsibilities

- Coordinating Agency
  - Serve as the EOC-level point of contact for the management of volunteers and donated goods.
  - Make early contact with the key Volunteer and Donations Coordinators from national voluntary organizations and the affected region regarding the issue of unaffiliated volunteers and unsolicited donated goods.
  - Set up a Volunteer and Donations Coordination Center, including a volunteer and donations hotline; and
  - Coordinate with Joint Information Center (JIC) staff on public service announcements, press releases, and other media-related support.
- Cooperating Agencies
  - Ensure the appropriate donations receiving and distribution facilities are established and operating effectively.
  - Provide equipment, supplies, and facilities as required.
  - Assist in providing information on affiliated volunteer and solicited donations management operations of member agencies.
  - Assist in providing information on unaffiliated volunteer and unsolicited donations management.
  - Provide technical assistance, as needed; and
  - Provide volunteer and donations management personnel as needed.

### Concept of Operations

- The donation management process must be organized and coordinated to ensure that Kendall County/ City of Boerne is able to take advantage of the appropriate types and amounts of donated goods and services in a manner that precludes interference with or hampering of incident management operations.
- Kendall County/ Boerne looks principally to those voluntary organizations with established volunteer and donations management structures to receive and ensure utilization of appropriate volunteers and donated goods.
- Kendall County/City of Boerne encourages cash donations to recognized nonprofit voluntary organizations with relevant experience.

- Kendall County/Boerne encourages individuals interested in volunteering personal services to participate through the local Citizen Corps Council and/or to affiliate with a recognized nonprofit voluntary organization.
- Full use of existing nongovernmental organizational volunteer and donations management resources is encouraged before seeking assistance of the Federal or State governments.
- Donations of blood products are referred to in the ESF #8 – Public Health and Medical Services Annex.

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# INCIDENT

# ANNEXES

## Incident Annexes

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### Introduction

#### Purpose

This section provides an overview of the annexes applicable to situations requiring specialized, incident-specific implementation of the Kendall County/Boerne Emergency Operations Plan (KC/COB OP).

#### Background

The Incident Annexes address contingency or hazard situations requiring specialized application of the KC/COB OP. The annexes in the sections that follow address the following situations:

- Biological Incident
- Catastrophic Incident
- Food and Agriculture Incident
- Hazardous Materials Incident
- Terrorism Incident Law Enforcement and Investigation

Incident Annexes are organized alphabetically. Policies and procedures in the Catastrophic Incident Annex are overarching and applicable for all hazards. Similarly, the mechanisms in the Terrorism Incident Law Enforcement and Investigation Annex apply when terrorism is associated with any incident.

#### Incident Annex Contents

The annexes describe the policies, situation, concept of operations, and responsibilities pertinent to the type of incident in question.

- Policies: Each annex explains unique authorities pertinent to that incident, the special actions or declarations that may result, and any special policies that may apply.
- Situation: Each annex describes the incident situation as well as the planning assumptions and outlines the approach that will be used if key assumptions do not hold (for example, how authorities will operate if they lose communication with senior decision makers).
- Concept of Operations: Each annex describes the concept of operations appropriate to the incident, integration of operations with KC/COB OP elements, unique aspects of the organizational approach, notification and activation processes, and specialized incident-related actions. Each annex also details the coordination structures and positions of authority that are unique to the type of incident, the specialized response teams or unique resources needed, and other special considerations.
- Responsibilities: Each Incident Annex identifies the coordinating and cooperating agencies involved in an incident-specific response; in some cases, this responsibility is held jointly by two or more departments.

The overarching nature of functions described in these annexes frequently involves either the support to, or the cooperation of, all departments and agencies involved in incident management efforts, in some cases to ensure seamless integration of and transitions between preparedness, prevention, response, recovery, and mitigation activities. The responsibilities of the coordinating agency and cooperating agencies are identified below:

#### Coordinating Agency

Coordinating agencies described in the incident annexes support the Kendall County/Boerne incident management mission by providing the leadership, expertise, and authorities to implement critical and specific aspects of the response. In accordance with Texas State Statutes and Kendall County Resolution, City of Boerne Ordinances the Kendall County/City of Boerne Elected Officials (Emergency Operations Center) retains responsibility for overall domestic incident management. Agencies designated as coordinating agencies are responsible for implementation of processes detailed in the annexes that follow. Some of the Incident Annexes, such as Cyber and Oil and Hazardous Materials, list multiple coordinating agencies. In these annexes, the responsibilities of the coordinating agency may be shared or delegated based on the nature or the location of the incident. The coordinating agency is responsible for:

- Orchestrating a coordinated delivery of those functions and procedures identified in the annex.
- Providing staff for operations functions at fixed and field facilities.
- Notifying and sub tasking cooperating agencies.

- Managing tasks with cooperating agencies, as well as appropriate State agencies.
- Working with appropriate private-sector organizations to maximize use of available resources.
- Supporting and keeping ESFs and other organizational elements informed of annex activities.
- Planning for short-term and long-term support to incident management and recovery operations; and
- Maintaining trained personnel to provide appropriate support.

#### Cooperating Agencies

The coordinating agency will notify cooperating agencies when their assistance is needed. Cooperating agencies are responsible for:

- Conducting operations, when requested by the EOC or the coordinating agency, using their own authorities, subject-matter experts, capabilities, or resources.
- Participating in planning for incident management and recovery operations and development of supporting operational plans, standard operating procedures, checklists, or other tools.
- Furnishing available personnel, equipment, or other resource support as requested by the EOC, on-scene IC, or the Incident Annex coordinator.
- Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities; and
- Nominating new procedures to improve performance.

When requested, and upon approval of the Governor, the Texas Division of Emergency Management provides support during incidents. Accordingly, TDEM is considered a cooperating agency to the majority of Incident Annexes. For additional information on TDEM, refer to the NRF Base Plan.



## Catastrophic Incident Annex

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Coordinating Agency: **Kendall County/Boerne Emergency Management**

Cooperating Agencies: **All Kendall County/City of Boerne Departments  
Private-sector Partners**

### Purpose

The Catastrophic Incident Annex to the Kendall County/Boerne Emergency Operations Plan establishes the context and overarching strategy for implementing and coordinating an accelerated, proactive local response to a catastrophic incident.

### Scope

A catastrophic incident, as defined by the KC/COB OP, is any natural or man-made incident, or any combination of natural or man-made incidents, which results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, and/or government functions. A catastrophic incident will result in sustained local impacts over a prolonged period of time; almost immediately exceeds resources normally, and significantly interrupts governmental operations and emergency services. These factors drive the urgency for coordinated local planning to ensure accelerated State/Federal assistance.

Recognizing that State and/or Federal resources are required to augment overwhelmed local response efforts, Kendall County/Boerne Emergency Management has identified resource shortfalls and developed protocols to request additional essential resources (e.g., medical teams, urban search and rescue teams, transportable shelters, medical and equipment caches, etc.) that are expected to be urgently needed/required to save lives and contain incidents.

Accordingly, upon designation by the Kendall County/Boerne Emergency Management Office as a catastrophic incident, State resources will be immediately requested and implemented into the local incident command structure.

### Policies

- The KC/COB OP strategy is consistent with the TDEM EOP, the NRF and National Incident Management System protocols, and Incident Command System conventions.
- Only the Kendall County/City of Boerne Elected Officials or a member of the Kendall County/Boerne Emergency Management may initiate implementation of this annex.
- All local resources remain under the control of their respective department or agency.
- Local, State, and Federal resources will remain at a designated staging area until requested by local incident commander, when they are integrated into the incident response effort.
- The occurrence or threat of multiple catastrophic incidents may significantly reduce the size, speed, and depth of State/Federal response. If deemed necessary, the State and/or Federal Government may reduce the availability or allocation of finite resources when multiple venues are competing for the same resources or hold certain resources in reserve in case of additional incidents.

### Situation

Incident Condition: Normal procedures for certain ESFs may be expedited or streamlined to address the magnitude of urgent requirements of the incident. All ESFs must explore economies of scale to maximize

utilization and efficiency of scarce resources. In the case of catastrophic incident, it is expected that the State and Federal Government will provide expedited assistance in one or more of the following areas:

- Mass Care, Housing, and Human Services (ESF #6): The ability to provide temporary shelter, food, emergency first aid, clothing, and other essential life support to people may be complicated by contaminated resources or facilities.
- Urban Search and Rescue (ESF #9): Resources and personnel to perform operational activities (e.g., locating, extricating, and providing onsite medical treatment to victims trapped in collapsed structures) are limited. If search and rescue operations are required in areas of contamination, the limited availability of properly equipped resources supports or underscores the need for prompt Federal response.
- Decontamination (ESFs #8 and #10): Incidents involving a weapon of mass destruction (WMD) may require decontamination of casualties, evacuees, animals, equipment, buildings, critical infrastructure, and other areas. Given the potentially large numbers of casualties and evacuees, resulting decontamination requirements will quickly outstrip local and State capabilities.
- Public Health and Medical Support (ESF #8): There is a significant need for public health and medical support, including mental health services. Medical support is required not only at medical facilities, but at casualty evacuation points, evacuee and refugee points and shelters, and at other locations to support field operations. In addition, any contamination requirement increases the requirement for technical assistance.
- Medical Equipment and Supplies (ESF #8): Shortages of available supplies of preventive and therapeutic pharmaceuticals and qualified medical personnel to administer available prophylaxis are likely. Timely distribution of prophylaxis may forestall additional illnesses and reduce the impact of disease among those already exposed.
- Casualty and Fatality Management and Transportation (ESF #8): Federal resources will be required to manage the transportation and storage of deceased, injured, and exposed victims if their numbers are extremely high. In addition, the immense numbers of casualties are likely to overwhelm the bed capacities of local and regional medical facilities.
- Public Information (ESF #15): When local public communications channels are overwhelmed during a catastrophic incident, the State and Federal Government must immediately provide resources to assist in delivering clear and coherent public information guidance and consistent messages to the affected areas.

#### Planning Assumptions

- A catastrophic incident will result in large numbers of casualties and/or displaced persons, possibly in the thousands.
- The Kendall County/City of Boerne Elected Officials or any member of the Kendall County/Boerne Emergency Management designate the event a Catastrophic Incident and directs implementation of this annex.
- A catastrophic mass casualty/mass evacuation incident immediately triggers a local disaster declaration and the request for a State Disaster Declaration.
- The nature and scope of the catastrophic incident may include chemical, biological, radiological, nuclear or high-yield explosive attacks, disease epidemics, and major natural or manmade hazards.
- Multiple incidents may occur simultaneously or sequentially in contiguous and/or noncontiguous areas. Some incidents, such as a biological WMD attack, may be dispersed over a large geographic area, and lack a defined incident site.
- A catastrophic incident may occur with little or no warning. Some incidents, such as rapid disease outbreaks, may be well underway before detection.
- The incident will cause significant disruption of the area's critical infrastructure, such as energy, transportation, telecommunications, and public health and medical systems.
- The response capabilities and resources of Kendall County/Boerne (to include mutual aid from surrounding jurisdictions and response support from the State) may be insufficient and quickly overwhelmed. Local emergency personnel who normally respond to incidents may be among those affected and unable to perform their duties.

- A detailed and credible common operating picture may not be achievable for 24 to 48 hours (or longer) after the incident. As a result, response activities must begin without the benefit of a detailed or complete situation and critical needs assessment.
- State and Federal support must be provided in a timely manner to save lives, prevent human suffering, and mitigate severe damage. This may require requesting assets to be pre-positioned.
- Large-scale evacuations, organized or self-directed, may occur. The health-related implications of an incident aggravate attempts to implement a coordinated evacuation management strategy.
- Large numbers of people may be left temporarily or permanently homeless and may require prolonged temporary housing.
- A catastrophic incident may produce environmental impacts (e.g., persistent chemical, biological, or radiological contamination) that severely challenge Kendall County's/Boerne's ability and capacity to achieve a timely recovery.
- A catastrophic incident has unique dimensions/characteristics requiring that agency response plans/strategies be flexible enough to effectively address emerging needs and requirements.
- A catastrophic incident may have significant inter-state dimensions. These include potential impacts on the health and welfare of transient/commuting populations, transit, law enforcement coordination, and other areas.
- If the catastrophic incident is the result of terrorism, the Homeland Security Advisory System (HSAS) level likely may be raised regionally, and perhaps nationally. Elevation of the HSAS level carries additional local, State, and Federal security enhancements that may affect the availability of certain response resources.

#### Concept of Operations

- Guiding principles for a proactive catastrophic incident response include the following:
  - The primary mission is to save lives, protect property and critical infrastructure, and contain the event.
  - Standard procedures outlined in the KC/COB OP and Kendall County's/Boerne's EOC SOPs regarding requests for assistance must be expedited in the immediate aftermath of an incident of catastrophic magnitude, pursuant to existing law.
  - Pre-identified response resources are mobilized and deployed, and, if required, begin emergency operations to commence life-safety activities; and
  - Notification and full coordination with the State occurs.
- Upon recognition that a catastrophic incident condition (e.g., involving mass casualties and/or mass evacuation) exists, the Kendall County Elected Officials immediately designates the event a Local Disaster and begins, potentially in advance of a formal State and/or Presidential disaster declaration, implementation of the KC/COB OP. Upon notification from the Emergency Operations Center that the KC/COB OP has been implemented, departments and agencies:
  - Take immediate actions to activate, mobilize, and deploy incident-specific resources.
  - Take immediate actions to protect life, property, and critical infrastructure under their jurisdiction, and provide assistance within the affected area.
  - Immediately commence those activities established under the appropriate and applicable KC/COB OP Annex(es), and their individual agency COOPs; and
- In response to a catastrophic incident, other activities/actions include:
  - All departments and agencies, including private-sector and non-governmental agencies, initiate actions to mobilize and deploy resources.
  - All departments, agencies, and organizations (e.g., the American Red Cross) assigned primary or supporting ESF responsibilities immediately begin implementation of those responsibilities, as appropriate or when directed by the EOC.
  - Incident-specific resources and capabilities (e.g., medical teams and equipment) are activated and prepare for deployment to a staging area near the incident site. The development of site-specific catastrophic incident response strategies that include the pre-identification of incident-specific critical resource requirements and corresponding deployment/employment strategies accelerate the timely provision of critically skilled resources and capabilities.

- Area hospitals and local health care facilities (e.g., Urgent Care) are notified and prepared to receive and treat casualties from the incident area. Facilities are asked to re-prioritize services until life-saving activities are concluded. The development of site-specific catastrophic incident response plans that include the pre-identification of projected casualty and mass care support requirements and potentially available facilities expands the response architecture and accelerates the availability of such resources.
- Supplementary support agreements with the private sector are activated; and
- Local departments and agencies may be asked to redirect efforts from their day-to-day responsibilities to support the response effort.
- See this annex's appendices for hazard-specific response guidelines.

### Responsibilities

This section summarizes coordinating and cooperating agency responsibilities specific to this annex. For additional department and agency responsibilities, refer to the individual ESF Annexes and other hazard-specific Incident Annexes.

- **Coordinating Agency**
  - Establish that a catastrophic incident has occurred and implement the KC/COB OP.
  - Notify TDEM and agencies to implement the KC/COB OP.
  - Activate the Kendall County/Boerne Emergency Operations Center in accordance with the KC/COB OP and the Kendall County EOC SOPs.
  - Establish and maintain communications with incident command authorities to ensure a common and current operating picture regarding critical resource requirements. As specific resource requirements are identified, advise the EOC Staff and TDEM to reprioritize and adjust; accordingly, and
  - Maintain contact with the TDEM to coordinate requests for State and Federal resources in support local incident management activities.
- **Cooperating Agencies**
  - When notified by Dispatch or the EOC that the KC/COB OP has been implemented, departments and agencies:
    - Activate and deploy (or prepare to deploy) agency- or ESF-managed teams, equipment, and other resources in accordance with the KC/COB OP.
    - Commence ESF responsibilities as appropriate.
    - Commence assessments of the probable consequences of the incident and projected resource requirements; and
    - Commence development of shorter- and longer-term response and recovery strategies.

## Biological Incident Annex

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Coordinating Agency: **Kendall County Public Health**

Cooperating Agencies: **Boerne Methodist Medical Center**  
**Kendall County Fire Departments**  
**Law EnforcementDispatch**  
**American Red Cross**  
**Kendall County/Boerne Emergency Management**

### Purpose

The purpose of the Biological Incident Annex is to provide guidance for detecting and responding to disease, pathogens, and pests of known or unknown origin that pose economic or health threats. This annex provides a general overview of the actions, roles and responsibilities of agencies for threat assessment, laboratory testing, joint investigative/response procedures, and actions related to recovery.

### Scope

The goals of Kendall County's/Boerne's response to biological incidences including biological terrorism events, pandemic influenza, emerging infectious disease, or novel pathogen outbreak are to:

- Detect the event as early as possible.
- Identify exposed populations and implement protection measures populations.
- Determine source of outbreak.
- Control and contain potential outbreaks.
- Coordinate resources to maximize local public health and medical service capability.
- Track and prevent potential resurgence or outbreaks.
- Assess extent of biological contamination and decontaminate, when possible

### Policies

- This annex supports policies and procedures outlined in the ESF #8 – Public Health and Medical Services Annex, the ESF #10 – Oil and Hazardous Materials Response Annex, and the Terrorism Incident Law Enforcement and Investigation Annex.
- Kendall County Public Health serves as the primary agency for the public health and medical preparation and planning for and response to a biological terrorism attack or naturally occurring outbreak that results from either a known or novel pathogen, including an emerging infectious disease.
- If any agency becomes aware of an overt threat involving biological agents or indications that instances of disease may not be the result of natural causes, the Federal Bureau of Investigation (FBI) must be notified via either the Kendall County Sheriff's Office or Boerne PD.
- The Laboratory Response Network (LRN) is used to test samples for the presence of biological threat agents.
- Once notified of a credible threat or natural disease outbreak, TCPH convenes a meeting of ESF #8 partners to assess the situation and determine appropriate public health and medical actions. The Kendall County/Boerne EOC, if activated, or Dispatch coordinate overall nonmedical support and response actions. DSHS coordinates overall public health and medical emergency response efforts across all local departments and agencies. Local Law Enforcement, in conjunction with the FBI, coordinates the investigation of criminal activities if such activities are suspected.
- DSHS provides guidance to local authorities and collaborates closely with Law Enforcement in the proper handling of any materials that may have evidentiary implications (e.g., LRN samples, etc.) associated with disease outbreaks suspected of being terrorist or criminal in nature.
- Other local departments and agencies may be called upon to support DSHS during the various stages of a disease outbreak response in the preparation, planning, and/or response processes.
- If there is potential for environmental contamination, DSHS collaborates with the Department of Environmental Quality (D EQ) and the Environmental Protection Agency (EPA) in developing sampling strategies and sharing results.

- Given the dynamic nature of a disease outbreak, DSHS, in collaboration with the Kendall County/ Boerne Elected Officials and other departments and agencies, determines the thresholds for a comprehensive public health and medical response. These thresholds are based on specific event information rather than predetermined risk levels. This includes developing thresholds for enacting quarantine.
- Any local public announcement, statement, or press release related to a threat or actual bioterrorism event must be coordinated with the JIC/Public Affairs Officer.

### Responsibilities

The procedures in this annex are built on the core coordinating structures of the KC/COB OP – the Kendall County/Boerne Emergency Operations Center and the on-scene Incident Command Post. The specific responsibilities of each department and agency are described in the respective ESFs and Incident Annexes, the Kendall County/Boerne EOC SOPs, and in individual agency Emergency Operations Plans/Continuity of Operations Plans.

### Concept of Operations

- Logistics support is provided during all phases of incident management – mitigation, preparedness, response, and recovery. Logistics management will often interface and require coordination with private sector, State and/or Federal logistics managers during an incident.
- County agencies will initially use their own resources when providing support to the Kendall County/Boerne Emergency Operations Plan. Resources may be managed from the County/City EOC, which finances the resource (the agency paying for the use of the resource), including deployment, repairs and maintenance, replacement, timekeeping, etc. Depending upon the magnitude of the event, the State and/or Federal government may also finance resources.
- Typically, the Logistics Section will be located at the ICP; however, when the extent of the incident requires the activation of the Kendall County/Boerne EOC, the Logistics Section's functions will be assumed from the EOC to reduce confusion, maximize personnel and efficiency, and avoid duplication of effort (refer to Kendall County/Boerne EOC SOPs).
- The Logistics Section closely coordinates with ESF #7 – Resource Support to implement the procedures of this annex. When activated, ESF #5 facilitates staffing of the EOC's Logistics Section, whose function is to manage the following:
  - Control and accountability of local supplies and equipment.
  - Resource ordering.
  - Delivery of equipment.
  - Supplies and services.
  - Resource tracking.
  - Facility location and operations.
  - Transportation coordination.
  - Information technology systems services.
  - Other administrative services.
- The Logistics Chief may designate an incident logistics base, a mobilization center and a mobilization center manager. The mobilization center remains under the oversight of the Logistics Section and brokers resources for the impacted area or community. It is the focal point for pre-positioning, receipt, and distribution of supplies.
- Movement of teams, supplies, and equipment is managed by the Logistics Section and coordinated with the Operations Section.
- Resources needed to mitigate the effects of, prepare for, respond, or recover from an incident may include equipment, personnel, supplies, relief to victims, or other services. The County/City attempts to fill the need from existing resources or through mutual aid or memorandums of understanding with other jurisdictions. Fiscal obligations and oversight are the responsibility of the Finance Section.
- To fill resource/logistics requirements, the Logistics Section may:
  - Fill the requirement from the resources located at the logistics base.
  - Fill the requirement by direct mission assignment to a local agency or organization.
  - Prepare a requisition and recommend commercial sources for goods services to the Finance /



- Administration Section, as applicable.
- If the resource is still not available, the Logistics Section Chief passes a request through the Emergency Management Staff to the Kendall County/Boerne Elected Officials for approval and submission to the State.
- Logistics staff eventually transition from the material management role of providing supplies and equipment or goods and services at the location and in the quantities required in the most timely and cost-effective manner as possible (and tracking all resources) to a property management role which accounts for personal property at all operational levels. This role involves maintaining property accountability on items stored at or issued from distribution, receiving, or mobilization center locations.
- County agencies and private sector entities are also responsible for maintaining accountability of their property throughout incident operations. In the event of a disaster declaration, property used for incident management operations which is lost, damaged, stolen, or consumed may be cost reimbursable. Local agencies must be able to provide the proper documentation to recover for loss, and in any case should not rely on financial reimbursement or equipment replacement by City, County, State, or federal sources.
- Contracts can be made with private non-profit organizations, private businesses, and industry for the provision of resources subject to normal rules or to exceptions approved by the County Commissioners, Boerne City Council or the Governor, in advance, depending upon the magnitude of the event.

## Food and Agriculture Incident Annex

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Coordinating Agencies: **Kendall County Public Health**  
**Kendall County Veterinarians**

Cooperating Agencies: **Kendall County Extension Office**  
**Local Veterinarians**

### Purpose

The purpose of the Food and Agricultural Incident Annex is to provide guidance for detecting and responding to events impacting the safety of food supplies and agricultural products. This annex identifies the actions, roles and responsibilities of state agencies for threat assessment, laboratory testing, joint investigative/response procedures, and actions related to recovery.

### Scope

The goals of the State of Wyoming's response to food and agricultural incidents are to:

- Conduct risk assessments and evaluate food system vulnerabilities.
- Detect the event through inspection and surveillance.
- Assess security risks in food and commodity transportation.
- Identify and protect at risk populations.
- Coordinate risk communication and response activities
- Determine source of threat.
- Control and contain suspected food and agricultural products.
- Decontaminate suspected locations, machinery, distribution centers, food establishments, transport vehicles etc....

### Concept of Operations

In the event of a food and agricultural incident the first level of control will reside within the local government of the affected jurisdiction. It is recognized that efforts to prevent and respond to potential deliberate contamination in the food system will require a highly coordinated response to public health and medical emergencies. The second level of control will be exercised through the TDEM SOC and the Texas Department of Health or Texas Department of Agriculture/Texas Livestock Board on behalf of the governor.

### Responsibilities

- Coordinating Agencies:
  - Surveillance and monitoring to detect intentional contamination of food or spread of disease among crops or livestock at critical nodes in food processing/production.
  - Assess need to screen food products and livestock traveling from affected locations.
  - Suspend operations of contaminated establishments.
  - Submit laboratory and analysis samples with tie-in to existing programs including Food Emergency Response Network (FERN)
  - Local identification and tracing.
  - Coordinate with Public Information Officer for information dissemination.
- Cooperating Agencies:
  - Identify and trace back animals, plants, commodities and food products to sites of production.
  - Initiate activities for confirmation/isolation and contact identification/tracing of contaminants.
  - Provide animal vaccines and other medicines to respond to potentially devastating animal disease outbreaks.
  - Coordination and technical assistance for disposal of animals, crops, or food.

## Hazardous Materials Incident Annex

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Coordinating Agency: **Boerne Fire Department**

Cooperating Agencies: **Kendall County Emergency Management  
Kendall County Fire Departments  
Public Health Law  
Enforcement**

### Purpose

The purpose of this annex is to describe roles, responsibilities, and coordinating mechanisms for managing certain hazardous materials<sup>1</sup> pollution incidents.

### Scope

This annex addresses hazardous materials incidents that are managed through implementation of the Kendall County/Boerne Emergency Operations Plan (KC/COB OP) but are not Emergency Support Function (ESF) #10 – Hazardous Materials Response activations.

### Policies

- It is expected that most significant incidents involving oil and hazardous materials are managed through an ESF #10 activation, but it is possible that an incident could occur for which ESF#10 would not be activated, e.g., an incident requiring the activation of the Regional Response Team (RERT).
- Some hazardous materials incident responses may be initiated under this annex, and then transition to ESF #10 after a disaster declaration is made.
- Hazardous materials addressed under this annex include radiological and certain biological substances. The Biological Incident Annex may therefore be implemented simultaneously with this annex for a serious incident. The Biological Incident Annex describes additional procedures and agency responsibilities for biological incidents that are not addressed in this annex and are used in conjunction with this annex when applicable.

### Concept of Operations

- Incidents covered by this annex will typically be handled by local resources, in conjunction with the RERT.
- Regional Emergency Response Team: Bexar County Emergency and the San Antonio Fire Department will assist with these responses. TDEM maintains several RERTs to coordinate assist with response at the regional level. Their presence does not relieve the on-scene IC of his/her responsibilities.
- In accordance with the Texas Emergency Responders Act, the RERT is activated by the Local Emergency Response Authority's (LERA) request to TDEM. Under exigent circumstances, the on-scene IC may contact the RERT directly.
- Depending on the size and severity of the incident, the EOC may be activated. Typically, this will not happen, i.e., if the EOC is activated, ESF #10 will be also.
- On-Scene Coordination: The RERT joins an ICP already established by local authorities and conducts activities from that ICP. RERT efforts are coordinated with other appropriate response mechanisms through Incident Command System mechanisms. Typically, the RERT communicates with the HazMat Group Leader, or is delegated that function. An Area Command(s) may also be established for multiple-site incidents, which would be a Unified Area Command for multijurisdictional responses. If established, agencies in the Area Command coordinate their activities with the EOC.
- Under this annex, response actions of discovery, notification, and preliminary assessment, continuing response actions include containment, countermeasures, decontamination, cleanup, and disposal; and documentation and cost recovery will be covered by agency policies/procedures.
- Planning and preparedness for hazardous materials incidents is covered by sections 301 and 303 of title III of the Emergency Planning and Community Right to Know Act of 1986. The SERC, appointed by the Governor, designates LEPCs, who supervise and coordinate these activities.

### Responsibilities

- Coordinating Agencies:
  - Cooperating agencies are to make available those resources that may be useful in a response situation, consistent with agency authorities and capabilities. During preparedness planning or in an actual response, various agencies may be called upon to provide assistance in their respective areas of expertise.
- Cooperating Agencies:
  - Assist with incident response as requested.
  - Provide subject matter expertise, as applicable.

## Terrorism Incident Law Enforcement and Investigation Annex

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Coordinating Agencies: **Kendall County Sheriff's Office**  
**Boerne Police Department**

Cooperating Agencies: **Kendall County Constables**  
**Texas Fish and Wildlife Service**  
**Texas Department of Public Safety**  
**Federal Bureau of Investigation**

### Purpose

The purpose of this annex is to facilitate an effective law enforcement and investigative response to all threats or acts of terrorism within Kendall County/City of Boerne, regardless of whether they are deemed credible and/or whether they escalate. To accomplish this, the annex establishes a structure for a systematic, coordinated, unified, timely, and effective local law enforcement and investigative response to threats or acts of terrorism.

### Scope

This annex is a strategic document that:

- Provides planning guidance and outlines operational concepts for local law enforcement and investigative response to a threatened or actual terrorist incident within Kendall County/City of Boerne; and
- Acknowledges and outlines the unique nature of each threat or incident, the capabilities and responsibilities of the local jurisdictions, and the law enforcement and investigative activities necessary to prevent or mitigate a specific threat or incident.

### Policies

- Kendall County/ City of Boerne regards terrorism as a potential threat, as well as a violent criminal act, and applies all appropriate means to combat this danger. In doing so, Kendall County/Boerne vigorously pursues efforts to deter and preempt these crimes and to apprehend and prosecute directly, individuals who perpetrate or plan terrorist attacks. This annex provides overall guidance concerning the law enforcement and investigative response to potential or actual terrorist threats or incidents, particularly those involving weapons of mass destruction (WMD), or chemical, biological, radiological, nuclear, or high-explosive (CBRNE) material.
- The law enforcement and investigative response to a terrorist threat or incident within the United States is a highly coordinated, multi-agency responsibility after a disaster declaration is made.

### Planning Assumptions

In addition to the considerations identified in the KC/COB OP Base Plan, the law enforcement and investigative response to terrorist threats or incidents, particularly those involving WMD and CBRNE material, are based on the following assumptions and considerations:

- A terrorist threat or incident may occur at any time of day with little or no warning, may involve single or multiple areas, and may result in mass casualties.
- The suspected or actual involvement of terrorists adds a complicating dimension to incident management.
- The response to a threat or actual incident involves FBI law enforcement and investigative activity as an integrated element.
- In the case of a threat, there may be no incident site, and no external consequences, and, therefore, there may be no need for establishment of traditional Incident Command System (ICS) elements such as an Incident Command Post (ICP).
- An act of terrorism, particularly an act involving nuclear, radiological, biological, or chemical materials, will have major consequences that will overwhelm local capabilities to respond and may even seriously challenge State and Federal response capabilities.
- In the case of a biological attack, the effect may be geographically dispersed, with no determined or defined "incident site." Response operations may be conducted over a multi-jurisdictional, multi-state region.
- A biological attack employing a contagious agent may require quarantine by local health officials to contain the disease outbreak.
- If appropriate personal protective equipment and capabilities are not available and the area is

contaminated with CBRNE or other hazardous materials, it is possible that response actions into a contaminated area may be delayed until the material has dissipated to a level that is safe for emergency response personnel to operate or until appropriate personal protective equipment and capabilities arrive, whichever is sooner.

### Situation

The complexity, scope, and potential consequences of a terrorist threat or incident require that there be a rapid and decisive capability to resolve the situation. The resolution to an act of terrorism demands an extraordinary level of coordination of law enforcement, criminal investigation, protective activities, emergency management functions, and technical expertise across all levels of government. The incident may affect a single location or multiple locations, each of which may be an incident scene, a hazardous scene, and/or a crime scene simultaneously.

### Concept of Operations

- Command and Control
  - The FBI is the lead agency for criminal investigations of terrorist acts or terrorist threats and intelligence collection activities within the United States. The FBI Special Agent in Charge (SAC) of the local Field Office establishes a command post to manage the threat based upon a graduated and flexible response. This command post structure generally consists of three functional groups: Command, Operations, and Operations Support, and is designed to accommodate participation of other agencies, as appropriate.
  - Joint Operations Center - The JOC is an interagency command and control center for managing multi-agency preparation for, and the law enforcement and investigative response to, a credible terrorist threat or incident. Similar to the Area Command concept within the ICS, the JOC also may be established to coordinate and organize multiple agencies and jurisdictions during critical incidents or special events. Following the basic principles established in the National Incident Management System (NIMS), the JOC is modular and scalable and may be tailored to meet the specific operational requirements needed to manage the threat, incident, or special event.
  - Law enforcement public safety functions, such as proactive patrol and traffic control, historically are managed through the Operations Section of the ICS. Criminal investigation and the collection, analysis, and dissemination of intelligence are sensitive law enforcement operations that require a secure environment and well-defined organizational management structure. The JOC is designed to coordinate this specialized law enforcement investigative and intelligence activity. It provides mechanisms for controlling access to and dissemination of sensitive or classified information. Management of crisis information and intelligence is recognized under the NIMS as a sixth functional area within ICS. The structure of the JOC supports this functional area and enhances the overall management of critical incidents and special events.
  - The NIMS provides the framework within which the ICS and JOC structures operate for a unified approach to domestic incident management.
  - The JOC is composed of four main groups: The Command Group, the Operations Group, the Operations Support Group, and the Consequence Management Group.
- The Response
  - Receipt of a terrorist threat may be through any source or medium and may be articulated or developed through intelligence sources. It is the responsibility of all local departments to notify the FBI when such a threat is received. The FBI evaluates the credibility of the terrorist threat.
  - A threat assessment is conducted to determine whether the potential threat is credible and confirm whether WMD or CBRNE materials are involved in the developing terrorist incident. If the threat is credible, the situation requires the tailoring of response actions to use State and Federal resources needed to anticipate, prevent, and/or resolve the situation. Response focuses on law enforcement/investigative actions taken in the interest of public safety and welfare and is predominantly concerned with preventing and resolving the threat. The threat increases in significance when the presence of a CBRNE device or WMD capable of causing a significant destructive event, prior to actual injury or loss, is confirmed or when intelligence and circumstances indicate a high probability that a device exists. In this case, the threat has developed into a WMD or CBRNE terrorist situation requiring an immediate process to identify, acquire, and plan the use of additional resources.
  - A threat assessment will also be conducted if an incident occurs without warning. In this case, the



assessment is focused on criminal intent, the extent of the threat, and the likelihood of secondary devices or locations.

- Upon determination of a credible threat, Law Enforcement, through Dispatch, activates the Kendall County EOC to coordinate and manage local-level support. A JOC is established by the FBI under the operational control of the FBI SAC, and acts as the focal point for the field coordination of criminal investigation, law enforcement, and intelligence activities related to the threat or incident.
- The FBI leads the criminal investigation related to the incident and is the focal point for all intelligence related to the investigative law enforcement response to the incident.
- Consistent with the KC/COB OP, affected local agencies initiate emergency operations, as necessary.
- Upon determination that applicable law enforcement/intelligence goals and objectives are met and no further immediate threat exists, the FBI SAC may deactivate the JOC and order a return to routine law enforcement/investigative operations in accordance with pre-event protocols.
- When an incident occurs and an ICP is established on-scene, FBI personnel integrate into the ICP to enhance the ability of the FBI to carry out its mandated mission (see Figure 1). Three specific positions within an ICP are provided:
  - The first FBI Special Agent (SA) or Joint Terrorism Task Force (JTTF) member responding receives an initial briefing from the Incident Commander or his/her designee and works closely with the Incident Commander as a member of the Unified Command. The FBI representative then informs the local Field Office of the current situation and, if necessary, requests additional assets. When a more senior FBI SA arrives on the scene, he/she assumes the role of the FBI representative in the Unified Command.
  - The first arriving SA or JTTF member moves to the Operations Section as the Deputy Chief of Operations. This position is responsible for managing the deployment and coordination of Federal law enforcement and investigative assets in support of the Incident Action Plan.
  - Additionally, an FBI SA assumes the position of Deputy Chief of Planning within the ICP. This position permits the FBI SA to remain updated on the situation and serve as a conduit for requests for additional law enforcement and investigative assets. The Agent also inputs Federal objectives into the developing incident action plan and performs other duties as appropriate. Also, FBI assets form a unit in the Operations Section. Throughout the incident, the actions and activities of the Unified Command at the incident scene and the Command Group of the JOC (and the JFO Coordination Group if established) are continuously and completely coordinated throughout the incident.

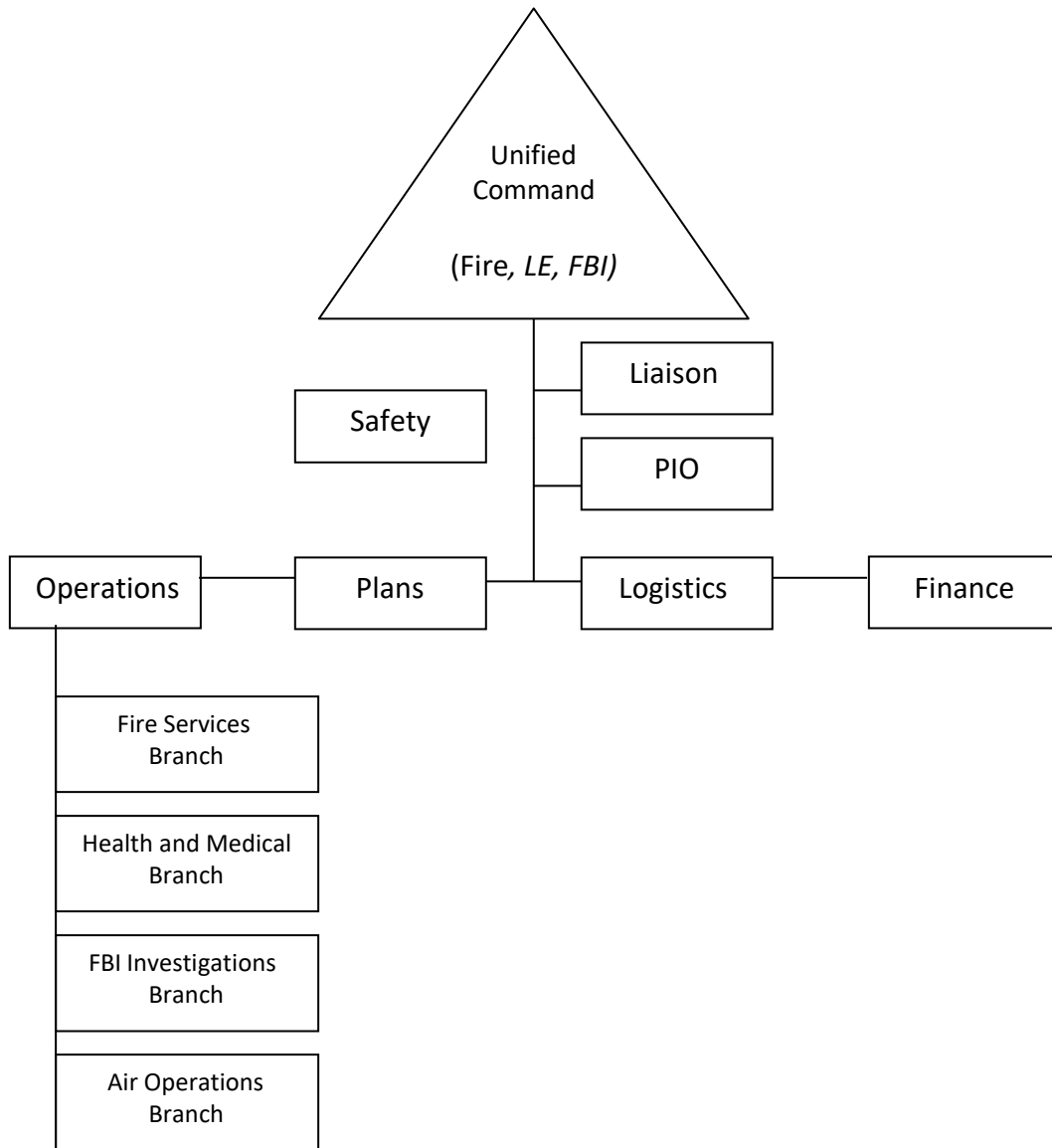


FIGURE 1

## Mass Casualty Incident Annex

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Coordinating Agency: **Kendall County EMS**  
**Kendall County Fire Departments**

Cooperating Agencies: **Law Enforcement**  
**Dispatch**  
**American Red Cross**  
**Kendall County/Boerne Emergency Management**  
**Kendall County Public Health**

### Purpose

This plan predetermines, to the extent possible, actions to be taken by the government of this county and its municipalities, and by cooperating public and private organizations, to establish capabilities for protecting citizens from the effects of Mass Casualty Disasters and to respond effectively to such disasters if, and when, they occur. This plan includes provisions for accomplishing those necessary actions related to lifesaving, transport, evacuation, and treatment of the injured, temporary disposition of dead, and limited public health activities during mass casualty response operations.

This plan is designed to supplement the Kendall County EMS Response Plan during mass casualty incidents as described above. The material in this plan is designed to provide general guidelines for response planning. Although the material has been compiled from reliable medical sources, it is not intended to provide any medical guidance for the treatment of individuals. Specific guidelines for response are the responsibility of the authority having jurisdiction for pre-hospital medical response.

### Scope

The Mass Casualty Incident Plan provides general guidelines, reference material, and generic procedures for incident command and the efficient utilization of County resources during a mass casualty incident. This plan does not provide guidelines for hospital operations. Plans for hospital operations should be reviewed by all agencies which may function within a Mass Casualty Incident.

The concept of a Mass Casualty Medical Incident is affected by two major factors: the resources available for response and the number of casualties. There are three general categories of Mass Casualty Incidents, each requiring different planning and responses:

- The Multi-Casualty Incident, such as a transportation accident, which will stress the community resources. These incidents can usually be handled by resources in the immediate area. Although these incidents place great strain upon the medical community, the essential framework of the system: facilities, equipment, and personnel are intact and unaffected by the incident itself.
- The Catastrophic Incident, such as a major earthquake, which overwhelms the community resources. This affects not only the medical, but also the fire, police, public works, and other essential services. These incidents usually require assistance from outside the immediate area. The major factor that differentiates between the Multi-Casualty Incident and the Mass Disaster is the damage to the medical community. In the Mass Disaster, medical personnel are among the victims, their families may require assistance, their facilities may be unusable, their equipment lost, or damaged and essential personnel injured or lost. Furthermore, the long-term consequences of such an event poses a very real public health component for which ESF #8 provides guidance.
- The Epidemic-Endemic Disaster, such as the combination of famine, epidemic, terrorism, war and refugees. We have not seen this type of disaster in the history of the State of Texas. In these circumstances, there is a complete breakdown in the structure of society. The medical

emergency is exacerbated by the lack of available outside assistance. Furthermore, the long-term consequences of such an event poses a very real public health component for which ESF #8 provides guidance.

This plan is concerned with community response to Multi-Casualty Incidents; however, it may be used for initial response in conjunction with the Biological or Catastrophic Incident Annexes. For the purposes of simplicity, this plan will refer to all of these incidents as "Mass Casualty Incidents" and will leave adaptations to the overall environment to local protocol and Standard Operating Procedures.

Within the context of the Multi-Casualty Incident and the Mass Disaster, the actual number of casualties is an important factor. A further consideration is the actual nature of the injuries, not just the number of individuals involved. There are three general categories of medical emergencies:

- Multi-Casualty Emergency. A general guideline for this type of incident is 5-15 casualties. Within the State of Texas, most Ambulance Services and supporting medical facilities would be unable to handle these casualties without assistance during a Mass Casualty Incident not directly affecting the medical facilities.
- Major Medical Emergency. A general guideline for this type of incident is 10 or more casualties. There are no communities within the State of Texas that could effectively handle a Major Medical Emergency during a Mass Casualty Incident without assistance.
- Medical Disaster. A general guideline for this type of incident is more than 10 casualties. As a Mass Casualty Incident, this type of incident would strain the combined resources of several communities.

#### Policies

The following laws, statutes, and resolutions are applicable to this annex:

- Federal:
  - Public Law 81-920 (Federal Civil Defense Act of 1950) as amended.
  - Public Law 93-288 (Disaster Relief Act of 1974) as amended.
- State and Local:
  - G.C. Chapter 418 (Texas Disaster & Civil Defense Act of 1975).
  - G.C. 433 (State of Emergency).
- Local:
  - Emergency Management Resolution
  - Emergency Management Ordinance

#### Concept of Operations

- All operations will be conducted within the Incident Command System.
- An emergency may require the use of all or part of the various EMS services, equipment and personnel in Kendall County.
- EMS is responsible for providing pre-hospital medical service functions for its jurisdictional area and for assisting in providing EMS service functions outside its jurisdictional area as per oral agreements/mutual aid agreements/letter of understanding, or as directed by Kendall County's Elected Officials.
- If the emergency extends beyond the jurisdictional boundaries or beyond the capability of the local EMS services, requests for assistance or for additional EMS resources will be coordinated through Incident Command to the Kendall County/Boerne Emergency Operations Center.
- The first arriving unit of any agency (law enforcement, fire or ambulance) may function as incident commander and rescue coordinator, implementing the necessary actions until the role can be relinquished to a more appropriate agency or individual. It is the responsibility of the first-in unit to relay information relating to the scope and location of the incident to COB Dispatch.
- The responsibility for requesting mass casualty plan implementation lies with the incident commander whenever the number of injured persons exceeds responding jurisdictional resources.

#### Incident Organization

- The first arriving support unit of any agency should report to the Incident Commander for a mission. Succeeding fire and law enforcement units should report to their own agency commander for a mission until

such time that a Medical Staging Area is established. At that time, they should report to the Medical Staging Unit Leader.

- All incoming units should assume support roles based on missions as signed by the Operations Section Chief.
- Responding mutual aid fire units and law enforcement cover units are to report to the Command Post until such time that a Incident Staging Area is established. At that time, they should report to the Incident Staging Officer.
- All responders should follow their agency chain of command and the chain of command established for the incident.
- All persons with rescue and/or emergency medical care expertise who arrive at the incident without being requested should be directed to the Medical Staging Unit Leader.
- The Incident Commander retains authority at the scene until all casual ties are removed. At that time authority at the scene should transition to fire, law enforcement or coroner personnel as appropriate.

#### Medical Care

- Medical Operations is responsible for coordinating medical care on the scene.
- Additional medical supplies required at the scene, such as dressings, bandages, and definitive care materials should be picked up from hospitals/clinics by designated ambulances on their return trip to the incident.
- The Disaster Medical Trailer must be dispatched early on to supplement necessary supplies on scene.
- Medical providers at the scene of the incident may treat victims based on predefined protocol without communicating to the base hospital.
- The START triage system is used by Kendall County EMS and will be implemented by first arriving units. Each patient will have a Triage Tag attached to their person. Patients will be categorized by the severity of injury as follows:
  - a. Red: Immediate – Airway following positioning, Respirations >30/min,
    - Radial pulse absent or Capillary refill >2 sec,
    - Cannot follow simple commands.
  - b. Yellow: Delayed – Airway present, Respirations <30/min,
    - Radial pulse present and Capillary refill <2 sec,
    - Can follow simple commands.
  - c. Green: Minor - All walking wounded.
  - d. Black: Deceased - Cardiac arrest, those obviously dead, catastrophically injured with little chance of survival with immediate medical care.

#### Transportation

- Helicopters may be used for medical transportation if requested by Medical Operations through the Operations Section Chief and authorized by the Incident Commander.
- Ambulance load capacity should be limited to two major injuries per ambulance unless the incident is of such magnitude that there should be insufficient resources to transport all victims properly.
- Whenever possible, mutual aid ambulances should be dispatched directly to the scene of the incident.
- Ambulance transporting victims should obtain victim destination (receiving medical facility) from the transportation coordinator at the TRIAGE area.
- Ambulances transporting patients should minimize communications with the receiving hospital by radio (radio traffic should be restricted to emergency traffic only during surge operations).
- Casualties should be identified by med tag number only at the scene and during TRIAGE and transportation. Victim names should not be used on any unsecured radio nets.

## Flooding Incident Annex

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**Coordinating Agencies:** **Kendall County Emergency Management**  
**Kendall County Road and Bridge**  
**Kendall County Development Management**  
**City of Boerne Planning Department**  
**City of Boerne Public Works Department**

**Cooperating Agencies:** **Kendall County Sheriff's Office**  
**Boerne Police Department**  
**City of Boerne Dispatch**  
**Kendall County Sheriff's Office**  
**County Fire Departments**  
**Kendall County EMS**  
**Kendall County Public Health**  
**Kendall County Parks and Recreation**  
**City of Boerne Parks and Recreation**  
**CERT**

### Purpose

The purpose of this annex is to describe roles, responsibilities, and coordinating mechanisms to protect the public's health and safety in the event of flooding.

### Scope

The scope of this annex is to provide guidance to essential departments to help predict flood hazards and effect the safe and timely evacuation of affected residents, to protect life and property.

### Policies

- Kendall County Fire Departments and Kendall County EMS will coordinate search, rescue, and evacuation of flooded areas.
- The Sheriff's Office and Police Department will coordinate and enforce evacuations, as declared by the County's/City Elected Officials.
- COB Dispatch and Kendall County/Boerne Emergency Management will direct voluntary evacuation notifications via EAS, alerting through the Emergency Communications Center, public service announcements, and Public Safety vehicle public address systems.
- Kendall County/Boerne Emergency Management will maintain a copy of the two dams the City is responsible for and the two Kendall County is responsible for.
- Extensive flooding may require evacuation and sheltering of many people, in which case this operation will be in coordination with ESF #6 – Mass Care, Housing, and Human Resources.
- The Kendall County/Boerne Emergency Operations Center will close temporary housing when areas have been declared safe for re-entry; and
- Kendall County's/City of Boerne Elected Officials or his/her designee will authorize re-entry.


### Concept of Operations

- Mitigation is the first line of defense. Kendall County's Development Department, Road and Bridge Departments, along with the City of Boerne's Planning Department act as the regulating agencies for Bridge maintenance and the regulation of new construction within the flood plain and special flood hazard zones.
- The National Weather Service, the USGS, and NRCS all produce products that provide information that is relative to determining flood threat. Kendall County/Boerne Emergency Management will monitor weather, stream level/flow, and snowpack information via internet and direct contact.
- Most flooding incidents within the county will be relatively isolated flash flooding type incidents. Significant flooding events will require the activation of numerous ESFs as well as early requests for outside resources.

### Responsibilities



- Coordinating Agencies:
  - Develop and enforce mitigation strategies in accordance with the National Flood Insurance Program.
  - Develop plans and procedures for monitoring and anticipating flooding.
  - When necessary, activate the EOC to an appropriate level.
  - Coordinate the mobilization/demobilization of shelters with ESF #6.
  - Coordinate public information, instructions, evacuation warnings, etc. with ESF #15.
- Cooperating Agencies:
  - Develop and maintain flood response procedures.
  - Assist with evacuation warnings and sheltering operations, as applicable.
  - Evacuate trapped and special needs populations.
  - Recommend evacuation routes, provide access control/traffic control along approved routes, and assist in debris removal of transportation routes.

	<div style="text-align: center;"> <b>AGENDA ITEM SUMMARY</b> </div> <div style="border: 1px dashed purple; padding: 5px; margin-top: 10px;"> <b>District Impacted</b>  <input type="checkbox"/> 1 = Wolosin  <input type="checkbox"/> 2 = Woolard  <input type="checkbox"/> 3 = Scott  <input type="checkbox"/> 4 = Boddie  <input type="checkbox"/> 5 = Macaluso  <input checked="" type="checkbox"/> All         </div>
<b>Agenda Date</b>	<i>October 12, 2021</i>
<b>Requested Action</b>	Consider Resolution No. 2021-R54; Accept the petition for creation of the Ranches at Creekside Public Improvement District and set a public hearing for November 9, 2021
<b>Contact Person</b>	Nicholas Montagno, Assistant to the City Manager
<b>Background Information</b>	<p>In April of 2020, staff met with the developers’ representation for the Ranches at Creekside development located on Hwy 46E at their request to discuss the possibility of creating a Public Improvement District (PID) for the remaining undeveloped land in the Ranches at Creekside subdivision.</p> <p>Public improvement districts are an economic development tool that are used to fund public improvement projects that promote the interests of a municipality or county. PIDs are designed to fund the costs of authorized public improvement projects through the collection and levy of assessments on the properties directly benefitted by such improvement projects, rather than through the use of broader taxes or other general revenues. PIDs are authorized by state statute, specifically Texas Local Government Code Chapter 372 (the “PID Act”). Under the PID Act, the City of Boerne (the “City”) is permitted to fund qualified public improvements which confer a special benefit on a definable part of the City, including its corporate limits and its extraterritorial jurisdiction (“ETJ”). A PID can finance capital costs and fund supplemental services – through the levy of assessments on the benefitted properties within the PID – to fund community needs which may not otherwise be constructed or provided without the PID. The costs of the capital improvements and/or supplemental services are paid entirely by property owners within the PID who receive special benefits from the capital improvements or services.</p> <p>A PID is a defined area of properties, whose owners have petitioned the City to form a PID. The City Council establishes a PID by adoption of a resolution after a public hearing. The public hearing is publicized per the PID Act and written notification of the hearing is published in a newspaper of general circulation and mailed to all property owners in the proposed PID. By petition, the owners understand that they will be paying an assessment to receive enhanced services and/or</p>

	<p>improvements within the PID. A PID must confer a special benefit to the properties within the PID at least equal to the amount of assessments levied on such properties, and a general benefit to the “public” which includes the City.</p> <p>Council, having created a PID policy in January of 2021, has received its first application for consideration to create a PID for the remaining portion of the Ranches at Creekside subdivision that has yet to be developed (See Attachment A). This remaining area would consent any future homeowner to a higher taxing rate in order for the developer to provide increased amenities as well as recouping cost of infrastructure installation, thereby allowing them to sell homes at a lower price point than they currently project selling them in the future. They estimate their current average home price increasing, without the PID, somewhere in the range of 10%-20% year over year given future market conditions and improvements proposed within the subdivision to create a more competitive product with the Esperanza subdivision across the street. With the PID, those estimated home prices would increase 3%-5% on average year over year with those same market conditions and proposed improvements.</p> <p>This PID proposal, if moved forward, would have implications regarding current development agreements with the developer related to natural gas and reclaimed water that would need to be addressed.</p> <p>The developer’s PID counsel will be presenting before Council Tuesday evening. Attached with this summary are the petition application and supporting documents.</p>
<b>Item Justification</b>	<div> <div> <input type="checkbox"/> Legal/Regulatory Obligation  <input type="checkbox"/> Reduce Costs  <input type="checkbox"/> Increase Revenue  <input type="checkbox"/> Mitigate Risk  <input type="checkbox"/> Master Plan  Recommendation </div> <div> <input type="checkbox"/> Infrastructure Investment  <input checked="" type="checkbox"/> Customer Pull  <input type="checkbox"/> Service Enhancement  <input type="checkbox"/> Process Efficiency  <input checked="" type="checkbox"/> Other: Possible creation of Public Improvement District (PID) </div> </div>
<b>Financial Considerations</b>	
<b>Citizen Input/Board Review</b>	N/A
<b>Legal Review</b>	Legal and legal consultant have been working on this project

<b>Alternative Options</b>	
<b>Supporting Documents</b>	Attachment A- Proposed PID Area Attachment B- PID application and supporting documents.

## RESOLUTION NO. 2021-R54

### **A RESOLUTION SETTING A PUBLIC HEARING UNDER SEC. 372.009 OF THE TEXAS LOCAL GOVERNMENT CODE FOR THE CREATION OF THE RANCHES AT CREEKSIDE PUBLIC IMPROVEMENT DISTRICT WITHIN THE CORPORATE LIMITS OF THE CITY OF BOERNE, TEXAS; AND AUTHORIZING THE ISSUANCE OF NOTICE BY THE CITY SECRETARY OF BOERNE, TEXAS REGARDING THE PUBLIC HEARING**

**WHEREAS**, the City of Boerne, Texas (the "City"), is authorized under Chapter 372 of the Texas Local Government Code (the "Act"), to create a public improvement district within its corporate limits; and

**WHEREAS**, on April 19, 2021, the owner of (1) taxable real property representing more than 50 percent of the appraised value of taxable real property liable for assessment under the proposal, as determined by the current roll of the appraisal district in which the property is located and (2) record owner of real property liable for assessment under the proposal who: (A) constitute more than 50 percent of all record owners of property that is liable for assessment under the proposal; or (B) own taxable real property that constitutes more than 50 percent of the area of all taxable real property that is liable for assessment under the proposal (the "Petitioner"), submitted and filed with the City Secretary of Boerne (the "City Secretary") a petition ("Petition"), attached as Exhibit A, requesting the establishment of a public improvement district for property within the corporate limits of the City: and

**WHEREAS**, the City Council of Boerne, Texas (the "City Council") will hold a public hearing in accordance with Section 372.009 of the Act regarding the establishment of a public improvement district in the corporate limits of the City in accordance with the Petition; and

**WHEREAS**, in order to hold a public hearing for the creation of a public improvement district, notice must be given in a newspaper of general circulation in the City before the 15th day before the date of the hearing, and written notice must be mailed to the current address of each owner, as reflected on the tax rolls, of property that would be subject to assessment under the proposed public improvement district; and

**WHEREAS**, both newspaper notice and mailed notice must contain the information required for notice as provided for in Section 372.009 of the Act; and

**WHEREAS**, the City Council has determined to hold a public hearing on November 9, 2021 on the creation of a public improvement district; and

**WHEREAS**, the City Council finds that the passage of this Resolution is in the best interest of the citizens of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BOERNE, TEXAS, THAT:**

Section 1. All of the above recitals are hereby found to be true and correct factual determinations of the City and are hereby approved and incorporated by reference as though fully set forth herein.

Section 2. City Staff reviewed the Petition and determined that the same complied with the requirements of the Act and the City Council accepts the Petition.

Section 3. That a public hearing is hereby called for November 9, 2021, at 6:00 p.m. in the Boerne City Hall, 447 North Main Street, Boerne, Texas 78006, for the purpose of hearing public testimony with respect to the creation of a public improvement district.

Section 4. At such time and place the City Council will hear testimony regarding the creation of the proposed public improvement district and consider the adoption of a resolution authorizing the creation of the public improvement district.

Section 5. Attached hereto as Exhibit A is the Petition for the Creation of a Public Improvement District within the City for the Ranches at Creekside Public Improvement District.

Section 6. Attached here to as Exhibit B is a form of the Notice of Public Hearing (the "Notice") the form and substance of which is here by adopted and approved.

Section 7. Attached here to as Exhibit C is a legal description of the approximately 195.790 acres of property to be included in the proposed public improvement district.

Section 8. The City Secretary is hereby authorized and directed to cause said Notice to be published in substantially the form attached hereto, in a newspaper of general circulation in the City, and to notify any affected landowners within the boundaries of the proposed public improvement district as required by law. The City Secretary shall provide notice on or before October 25, 2021, which is before the 15th day before the November 9, 2021 hearing.

Section 9. If any portion of this Resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the City Council hereby determines that it would have adopted this Resolution without the invalid provision.

Section 10. This Resolution shall be in full force and effect from and after its passage, and it is accordingly so resolved.



PASSED, APPROVED and ADOPTED on this the \_\_\_\_ day of October, 2021.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Secretary

**EXHIBIT A**

**Petition for the Creation of a Public Improvement District**

PETITION FOR THE CREATION OF A PUBLIC IMPROVEMENT DISTRICT TO FINANCE  
IMPROVEMENTS TO RANCHES AT CREEKSIDE DEVELOPMENT

THE STATE OF TEXAS     §  
                                      §  
CITY OF BOERNE         §

TO:   THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF BOERNE

The undersigned petitioners (the "*Petitioners*"), acting pursuant to the provisions of Chapter 372, Texas Local Government Code, as amended (the "*Act*"), request that the City of Boerne create a public improvement district (the "*District*") in the territory described in Exhibit A attached hereto (the "*Land*") within the City of Boerne, Texas (the "*City*"), and in support of this petition the Petitioners would present the following:

Section 1.     Standing of Petitioners. In compliance with the requirements of Texas Local Government Code, Section 372.005(b), as determined by the current tax roll of the Kendall Central Appraisal District, the Petitioners constitute: (i) the owners of taxable real property representing more than 50% of the appraised value of real property liable for assessment under the proposal described herein, and (ii) the record owners of taxable real property that constitutes more than 50% of the area of all taxable real property that is liable for assessment under such proposal. The Petitioners also include the intended successors in interest to certain owners of taxable real property within the area proposed for the District, and who will be responsible for the assessments against the property within the District. The Petitioners have read and understand the PID Policy of the City and will adhere to all language therein.

Section 2.     General Nature of the Proposed Construction and Maintenance of the Public Improvements. The general nature of the proposed public improvements are: (i) the establishment of parks and open space, together with the design, construction and maintenance of any ancillary structures, features or amenities such as trails, pavilions, community facilities, parking facilities, sidewalks, irrigation, walkways, lighting, benches, trash receptacles and any similar items located therein; (ii) landscaping; (iii) acquisition, construction, and improvement of water, wastewater and drainage facilities; (iv) acquisition, construction and improvement of streets, roadways, rights-of-way and related facilities; (v) entry monumentation and features; (vi) signage; (vii) projects similar to those listed in subsections (i) – (vi) above; and (viii) payment of costs associated with constructing and financing the public improvements listed in subparagraphs (i) – (vii) above, including costs of establishing, administering and operating the District.

Section 3.     Estimated Cost and Terms of the Proposed Construction of the Public Improvements. The estimated cost of the proposed construction is \$25,000,000.00 (including issuance and other financing costs).

Section 4.     Boundaries. The proposed boundaries of the District are described on Exhibit A attached hereto, generally located south of the intersection of State Highway 46 and Ammann Road.

Section 5. Method of Assessment. An assessment methodology will be prepared that will address: (i) how the costs of the public improvements financed with the assessments are assessed against the property in the District, (ii) the assessments to be collected each year, and (iii) reduction of the assessments for costs savings (pursuant to the annual review of the service plan for the District). Additionally, a report will be prepared showing the special benefits accruing to property in the District and how the costs of the public improvements are assessed to property on the basis of the special benefits. The result will be that equal shares of the costs will be imposed on property similarly benefited.

The assessment methodology will result in each parcel paying its fair share of the costs of the public improvements provided with the assessments based on the special benefits received by the property from the public improvements and property equally situated paying equal shares of the costs of the public improvements.

Section 6. Apportionment of Cost between the City and the District. Approval and creation of the PID will not obligate the City to provide any funds to finance the proposed public improvements. All of the costs of the proposed public improvements will be paid by assessments of the property within the District and from other sources of funds, if any, available to the owner of the Land.

Section 7. Management of the District. The City will manage the District, or, to the extent allowed by law, the City may contract with either a non-profit, or a for-profit organization including a Public Facilities Corporation created by the City pursuant to Chapter 303, Texas Local Government Code, to carry out all or a part of the responsibilities of managing the District, including the day-to-day management and administration of the District.

Section 8. Advisory Board. An advisory board may be established by the City Council of the City (the "*City Council*") and recommend an improvement plan to the City Council.

Section 9. Community Property. With respect to community property, the City may accept the signature of a spouse as a representation of both spouses that they support the creation or renewal of the PID, absent a separate property agreement. *However, if City staff is made aware of any disagreement among owners of community property, those signatures will not be counted.*

Section 10. Annual Update. Petitioners understand and acknowledge that the annual update, including any annual costs, for the District are subject to review by City staff with final approval by the City Council.

The signers of this petition request the establishment for the District and this petition will be filed with the City Secretary in support of the creation of the District by the City Council as herein provided.


[Signature on following page]



PETITIONER:

**GREEN LAND VENTURES, LTD.**  
a Texas limited partnership

By: D. Green Land Co.,  
a Texas corporation,  
its General Partner

By:   
Name: Dana Green  
Title: President

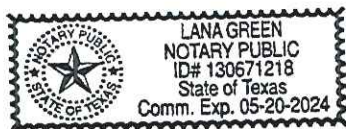
STATE OF TEXAS


COUNTY OF Kendall

§  
§  
§

The foregoing instrument was acknowledged before me this 19<sup>th</sup> Day of April, 2021,  
by Dana Green, as President of D. Green Land Co., a Texas corporation,  
general partner of Green Land Ventures, Ltd., a Texas limited partnership, on behalf of said  
entities.

[SEAL]



  
Notary Public  
Commission Expires: MAY 20, 2024

## EXHIBIT B

### City of Boerne, Texas Notice of Public Hearing Regarding the Creation of a Public Improvement District

#### CITY OF BOERNE, TEXAS NOTICE OF PUBLIC HEARING REGARDING THE CREATION OF A PUBLIC IMPROVEMENT DISTRICT

Pursuant to Section 372.009(c) and (d) of the Texas Local Government Code, as amended (the “Act”), notice is hereby given that the City Council of the City of Boerne, Texas (“City”), will hold a public hearing to accept public comments and discuss the petition (the “Petition”), filed by certain a property owner within the corporate limits of the City (the “Petitioner”), requesting that the City create the Ranches at Creekside Public Improvement District (the “District”) to include property owned by the Petitioner.

**Time and Place of the Hearing.** The public hearing will start at 6:00 p.m. on November 9, 2021, in the Boerne City Hall, 447 North Main Street, Boerne, Texas 78006.

**General Nature of the Proposed Authorized Improvements.** The general nature of the proposed public improvements (collectively, the “Authorized Improvements”) are: (i) the establishment of parks and open space, together with the design, construction and maintenance of any ancillary structures, features or amenities such as trails, pavilions, community facilities, parking facilities, sidewalks, irrigation, walkways, lighting, benches, trash receptacles and any similar items located therein; (ii) landscaping; (iii) acquisition, construction, and improvement of water, wastewater and drainage facilities; (iv) acquisition, construction and improvement of streets, roadways, rights-of-way and related facilities; (v) entry monumentation and features; (vi) signage; (vii) projects similar to those listed in subparagraphs (i) – (vi) above; and (viii) payment of costs associated with constructing and financing the public improvements listed in subparagraphs (i) – (vii) above, including costs of establishing, administering and operating the District. These Authorized Improvements shall promote the interests of the City and confer a special benefit upon the Property.

**Estimated Cost of the Authorized Improvements.** The estimated cost of the proposed construction is \$25,000,000 (including issuance and other financing costs).

**Proposed District Boundaries.** The proposed boundaries of the District are described on Exhibit A attached hereto, generally located south of the intersection of State Highway 46 and Ammann Road.

**Proposed Method of Assessment.** The City shall levy assessments on each parcel within the District in a manner that results in imposing equal shares of the costs on property similarly benefited. All assessments may be paid in full at any time (including interest and principal), and certain assessments may be paid in annual installments (including interest and principal). If an assessment is allowed to be paid in installments, then the installments must be paid in amounts necessary to meet annual costs for those Authorized Improvements financed by the assessment, and must continue for a period necessary to retire the indebtedness of those Authorized Improvements (including interest).

**Proposed Apportionment of Cost between the District and the City.** Approval and creation of the PID will not obligate the City to provide any funds to finance the proposed public improvements. All of the costs of the proposed public improvements will be paid by assessments of the property within the District and from other sources of funds, if any, available to the Petitioner.

During the public hearing, any interested person may speak for or against the establishment of the District and the advisability of the improvements to be made for the benefit of the property within the District.



## **EXHIBIT C**

**Legal Description of Property to be Included in the District (approximately 195.790 Acres)**



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San Antonio, Texas 78249  
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METES AND BOUNDS  
DESCRIPTION OF A  
195.790 ACRE TRACT OF LAND

A Metes and Bounds description of a 195.790 acre tract of land situated in the George W. Adams Survey Number 188, Abstract Number 5, City of Boerne, Kendall County, Texas; being a portion of that certain called 306.76 acre tract described in instrument to Green Land Ventures, Ltd. recorded in Volume 1344, Page 833 of the Kendall County Official Public Records (K.C.O.P.R.); and being more particularly described as follows:

BEGINNING at a 1/2-inch iron rod found situated in the southerly right-of-way line of Ammann Road (60' wide public right-of-way) and marking the northeastern-most corner of Lot 905, Block 4 of The Ranches at Creekside Unit 1 – Phase 2A, plat of which is recorded in Volume 8, Page 387 of the Kendall County Plat Records (K.C.P.R.);

THENCE, South 89°49'38" East, 1353.31 feet along the southerly right-of-way line of said Ammann Road to a 1/2-inch iron rod found marking the northern-most common corner of said 306.76 acre tract and that certain 7.8 acre tract described in instrument to David Poeske and Karyn K. Poeske recorded in Volume 1218, Page 581 K.C.O.P.R.;

THENCE, along the easterly line of said 306.76 acre tract the following twelve (12) courses and distances:

1. South 00°42'39" East, 425.61 feet to an angle point of said 7.8 acre tract;
2. South 00°11'56" East, 349.07 feet to an angle point of said 7.8 acre tract;
3. South 00°02'03" West, 410.71 feet to a 1/2-inch iron rod found marking the western-most common corner of said 7.8 acre tract and of Lot 3A of Woodland Ranch Estates, amending plat of which is recorded in Volume 6, Page 3 K.C.P.R.;
4. South 00°04'02" West, 666.59 feet to a 1/2-inch iron rod found marking an angle point of said Lot 3A;
5. South 00°40'02" East, 78.75 feet to a 1/2-inch iron rod found marking the western-most common corner of said Lot 3A and of that certain 13.685 acre tract described in instrument to Jane H. McGinley recorded in Volume 1596, Page 668 K.C.O.P.R.;
6. South 00°34'17" West, 510.56 feet to a 1/2-inch iron rod found marking the western-most common corner of said 13.685 acre tract and of Lot A-1 of Woodland Ranch Estates, revised plat of which is recorded in Volume 3, Page 67 K.C.P.R.;
7. South 00°08'47" East, 369.10 feet to a 1/2-inch iron rod found marking an angle point of said Lot A-1;
8. South 00°31'42" East, 393.25 feet to a 1/2-inch iron rod found marking the western-most common corner of said Lot A-1 and of Lot A-2 of aforesaid Woodland Ranch Estates revised plat;
9. South 00°12'54" East, 484.92 feet to a 1/2-inch iron rod found marking the western-most common corner of said Lot A-2 and of Lot B of Woodland Ranch Estates, plat of which is recorded in Volume 2, Page 123 K.C.P.R.;
10. South 00°04'00" East, 164.24 feet to a 1/2-inch iron rod found marking an angle point of said Lot B;
11. South 00°36'04" West, 589.27 feet to a 1/2-inch iron rod found marking an angle point of said Lot 3A;
12. South 00°11'15" West, 849.60 feet to a 1/2-inch iron rod found marking the southeast corner of aforesaid 306.76 acre tract and in the northerly line of that certain 419.190 acre tract described in instrument to Chester Pfeiffer and Eva Mae Pfeiffer recorded in Volume 95, Page 743 K.C.O.P.R.;

THENCE, along the common line of said 306.76 acre tract and said 419.190 acre tract the following six (6) courses and distances:

1. North 83°00'22" West, 121.05 feet to a 1/2-inch iron rod found marking an angle point;
2. North 70°18'36" West, 85.44 feet to a 1/2-inch iron rod found marking an angle point;
3. North 45°39'08" West, 20.56 feet to a 1/2-inch iron rod found marking an angle point;
4. North 67°43'49" West, 147.51 feet to a 1/2-inch iron rod found marking an angle point;
5. North 89°21'25" West, 80.63 feet to a 1/2-inch iron rod found marking an angle point;
6. South 58°30'51" West, 16.45 feet to a point marking the eastern-most corner of that certain 27 acre tract described in instrument to The Friends of the Cibola Wilderness recorded in Volume 902, Page 473 K.C.O.P.R.;

THENCE, along the common line of said 306.76 acre tract and said 27 acre tract the following seven (7) courses and distances:

1. North 58°23'43" West, 208.67 feet to an angle point;
2. North 49°30'30" West, 553.45 feet to an angle point;
3. North 28°38'38" West, 551.19 feet to an angle point;
4. North 64°12'00" West, 284.98 feet to an angle point;
5. North 81°53'46" West, 305.66 feet to an angle point;
6. South 58°36'55" West, 258.32 feet to an angle point;
7. South 24°32'57" West, 80.54 feet to the northern-most common corner of said 27 acre tract and Lot 1, Block 8 of Trails of Herff Ranch Unit 4, plat of which is recorded in Volume 5, Page 337 K.C.P.R.;

THENCE, North 20°56'52" West, at 99.51 feet passing a found cotton spindle, continuing along the northeasterly boundaries of said Trails of Herff Ranch Unit 4, Trails of Herff Ranch Unit 7, amending plat of which is recorded in Volume 6, Page 394 K.C.P.R., and Trails of Herff Ranch Unit 6, replat of which is recorded in Volume 5, Page 343 K.C.P.R. a total distance of 1520.90 feet to a point in the





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northwesterly right-of-way line of Herff Ranch Boulevard (70' wide public right-of-way) and marking the southwestern-most corner of Lot 913 of The Ranches at Creekside Unit 4A, plat of which is recorded in Volume 9, Page 253 K.C.P.R.;

THENCE, along the southeasterly boundary of said The Ranches at Creekside Unit 4A the following six (6) courses and distances:

1. North 69°03'08" East, 44.94 feet to a point of curvature;
2. northeasterly, along the arc of a tangent curve to the right having a radius of 835.00 feet, a central angle of 12°23'20", a long chord bearing of North 75°14'48" East, 180.20 feet, and a total arc length of 180.55 feet to a point of tangency;
3. North 81°26'28" East, 119.77 feet to a point of curvature;
4. northeasterly, along the arc of a tangent curve to the left having a radius of 365.00 feet, a central angle of 21°17'53", a long chord bearing of North 70°47'32" East, 134.90 feet, and a total arc length of 135.68 feet to a point of tangency;
5. North 60°08'35" East, 145.55 feet to a point of curvature;
6. northeasterly, along the arc of a tangent curve to the right having a radius of 635.00 feet, a central angle of 14°55'10", a long chord bearing of North 67°36'10" East, 164.88 feet, passing at an arc length of 87.73 the southern-most common corner of said The Ranches at Creekside Unit 4A and The Ranches at Creekside Unit 4B, plat of which is recorded as Document No. 349856 K.C.P.R., continuing for a total arc length of 165.35 feet to a point marking a southwesterly corner of Lot 914 of said The Ranches at Creekside Unit 4B;

THENCE, along the boundary of said Lot 914 the following seven (7) courses and distances:

1. North 75°03'45" East, 264.68 feet to a point of curvature;
2. northeasterly, along the arc of a tangent curve to the left having a radius of 565.00 feet, a central angle of 41°24'22", a long chord bearing of North 54°21'34" East, 399.48 feet, and a total arc length of 408.31 feet to a point of tangency;
3. North 33°39'23" East, 285.54 feet to a point for corner;
4. North 11°20'37" West, 64.50 feet to a point of curvature;
5. northwesterly, along the arc of a curve to the left having a radius of 603.00 feet, a central angle of 11°58'34", a long chord bearing of North 70°00'48" West, 125.81 feet, and a total arc length of 126.04 feet to a point of reverse curvature;
6. northwesterly, along the arc of a reverse curve to the right having a radius of 897.00 feet, a central angle of 13°30'29", a long chord bearing of North 69°14'50" West, 210.99 feet, and a total arc length of 211.48 feet to a point of tangency;
7. North 62°29'36" West, 97.89 feet to a point for corner in the southwesterly right-of-way line of Copper Creek (74' wide public right-of-way);

THENCE, North 27°30'24" East, 104.00 feet over and across said right-of-way and with the boundary of said The Ranches at Creekside Unit 4B to a point for corner in the northeasterly right-of-way line of said Cooper Creek;

THENCE, along the northeasterly right-of-way line of said Cooper Creek the following two (2) courses and distances:

1. North 62°29'36" West, 153.37 feet to a point of curvature;
2. northwesterly, along the arc of a tangent curve to the right having a radius of 843.00 feet, a central angle of 05°22'56", a long chord bearing of North 59°48'08" West, 79.16 feet, and a total arc length of 79.19 feet to a point marking the southern-most corner of Lot 909 of The Ranches at Creekside Unit 3A, plat of which is recorded in Volume 9, Page 224 K.C.P.R.;

THENCE, along the boundary of said The Ranches at Creekside Unit 3A the following eighteen (18) courses and distances:

1. North 38°37'10" East, 144.89 feet to a 1/2-inch iron rod found in the southwesterly right-of-way line of Cinnamon Creek (60' wide private right-of-way) for the northeast corner of Lot 45, Block 6;
2. southeasterly along said right-of-way line, along the arc of a curve to the left having a radius of 230.00 feet, a central angle of 16°51'39", a long chord bearing of South 48°21'27" East, 67.44 feet, and a total arc length of 67.68 feet to a 1/2-inch iron rod found for corner;
3. North 33°12'45" East, 60.00 feet over-and-across said right-of-way to a 1/2-inch iron rod found in the northeasterly right-of-way line of said Cinnamon Creek marking the southeast corner of Lot 15, Block 7;
4. North 21°09'51" East, 121.07 feet to a 1/2-inch iron rod found for an interior corner of said Lot 15;
5. North 79°09'37" East, 51.09 feet to a 1/2-inch iron rod found for a southeasterly corner of said Lot 15;
6. North 24°40'44" West, 31.83 feet to a 1/2-inch iron rod found for the eastern-most common corner of said Lot 15 and Lot 16;
7. North 50°35'48" East, 217.28 feet to a 1/2-inch iron rod found for an angle point of Lot 20;
8. North 33°15'38" East, 135.81 feet to a 1/2-inch iron rod found for an angle point of Lot 22;
9. North 59°46'31" East, 5.44 feet to a 1/2-inch iron rod found for the eastern-most corner of said Lot 22;
10. North 26°55'43" West, 25.19 feet to a 1/2-inch iron rod found for an angle point of Lot 22;
11. North 45°33'51" West, 145.51 feet to a point for corner in the easterly right-of-way of aforesaid Cinnamon Creek;
12. North 08°32'37" West, 60.06 feet to a point of curvature in the easterly right-of-way of said Cinnamon Creek;
13. northwesterly, along the arc of a curve to the right having a radius of 20.00 feet, a central angle of 80°06'24", a long chord bearing of North 61°18'22" West, 25.74 feet, and a total arc length of 27.96 feet to a point of compound curvature in the easterly right-of-way of said Cinnamon Creek;



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14. northwesterly, along the arc of a compound curve to the right having a radius of 227.00 feet, a central angle of 03°05'45", a long chord bearing of North 22°49'02" West, 12.33 feet, and a total arc length of 12.33 feet to a 1/2-inch iron rod found for the southeast corner of Lot 15, Block 6 of said The Ranches at Creekside Unit 3A Subdivision;
15. North 28°13'37" East, 165.06 feet to a 1/2-inch iron rod found for the northeast corner of said Lot 15;
16. North 72°00'02" West, 28.65 feet to a 1/2-inch iron rod found for an angle point of said Lot 15;
17. North 52°30'00" West, 350.99 feet to a 1/2-inch iron rod found for the northern-most common corner of Lot 10 and Lot 11;
18. South 73°40'23" West, 99.04 feet to a point marking the southeastern-most corner of Lot 15, Block 5 of The Ranches at Creekside Unit 1 – Phase 2B, plat of which is recorded in Volume 9, Page 54 K.C.P.R.;

THENCE, along the boundary of said The Ranches at Creekside Unit 1 – Phase 2B the following seven (7) courses and distances:

1. North 37°00'00" East, 91.33 feet to the eastern-most common corner of Lot 15 and 16;
2. North 22°27'46" East, 52.54 feet to the northeast corner of said Lot 16;
3. North 65°30'00" East, 210.76 feet along the southeasterly lines of Lots 20-22 to a 1/2-inch iron rod found in the southwesterly right-of-way line of Boulder Creek (54' wide private right-of-way);
4. southeasterly along said right-of-way line, along the arc of a curve to the right having a radius of 222.00 feet, a central angle of 06°04'13", a long chord bearing of South 21°34'28" East, 23.51 feet, and a total arc length of 23.52 feet to a 1/2-inch iron rod found for corner;
5. North 71°27'39" East, 54.00 feet over-and-across said right-of-way to a 1/2-inch iron rod found in the northeasterly right-of-way line of said Boulder Creek;
6. North 76°00'00" East, 138.16 feet to a cotton spindle found marking the southeast corner of Lot 42, Block 4;
7. North 16°00'00" West, at 283.03 feet passing the eastern-most common corner of aforementioned Lot 905, Block 4 of The Ranches at Creekside Unit 1 – Phase 2A, continuing for a total distance of 307.58 feet to an angle point of said Lot 905;

THENCE, North 00°10'47" East, 25.00 feet along the easterly line of said Lot 905 to the POINT OF BEGINNING, containing 195.790 acres of land in Kendall County, Texas as shown on Drawing No. 15719 filed under Job No. 16502-0001-00 in the office of JONES | CARTER, San Antonio, Texas.

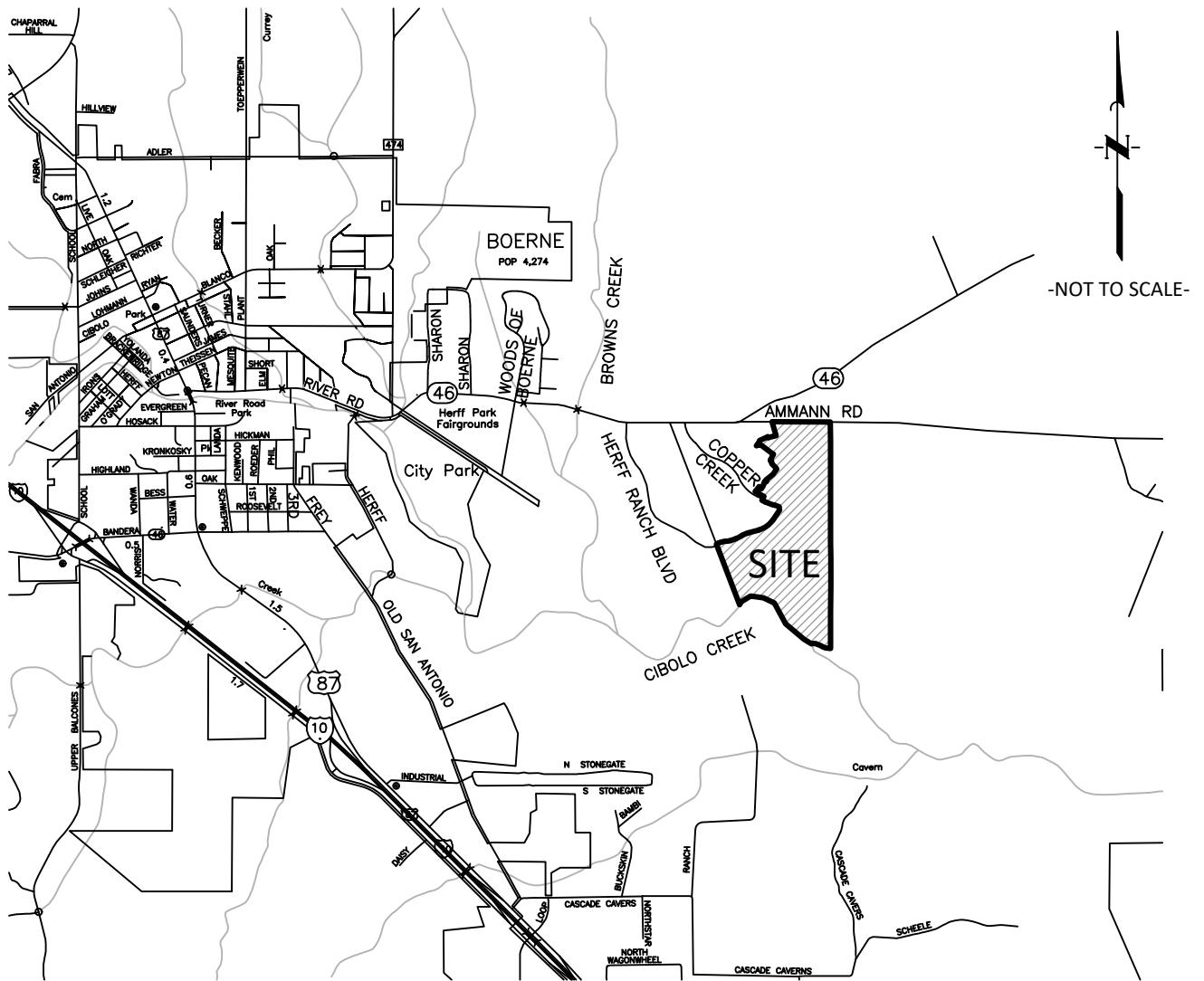
**Note:** The bearings, distances, and areas shown hereon are Texas State Coordinate System GRID, South Central Zone (NAD'83), as determined by Global Positioning System (GPS). The scale factor is 0.99982951. The unit of linear measurement is U.S. Survey Feet. Please review the record instruments cited herein to compare the survey bearings and distances with the record calls.



JONES | CARTER, INC.  
Texas Board of Professional Land Surveyors Registration No. 100461-05

*Troy A. Trobaugh*  
Troy A. Trobaugh  
Registered Professional Land Surveyor #6241  
Signature Date: April 9, 2021





## RANCHES AT CREEKSIDE PID BOUNDARY LOCATION MAP



**JONES | CARTER**

Texas Board of Professional Engineers Registration No. F-439  
6330 West Loop South, Suite 150 • Bellaire, TX 77401 • 713.777.5337

October 6, 2021

**Via Email And Federal Express**

Norton Rose Fulbright US LLP  
98 San Jacinto Boulevard, Suite 1100  
Austin, Texas 78701-4255  
United States

Ms. Lori Carroll  
City Secretary  
City of Boerne, Texas  
447 North Main Street  
Boerne, Texas 78006

**Stephanie V. Leibe**  
**Partner**  
Direct line +1 536 2420  
stephanie.leibe@nortonrosefulbright.com

Tel +1 512 474 5201  
Fax +1 512 536 4598  
nortonrosefulbright.com

Re: City of Boerne, Texas Public Hearing Resolution (Ranches at Creekside Public Improvement District)

Dear Ms. Carroll:

I enclose the following documents in connection with the captioned financing for execution at the October 12, 2021 regular meeting of the City Council of the City of Boerne, Texas:

1. Public Hearing Resolution (one copy and five signature pages); and
2. City Secretary's Certificate pertaining to the above Public Hearing Resolution (two copies and five signature pages).

Also enclosed is an Affidavit of Publication to be executed by The Boerne Star. Please coordinate with The Boerne Star five (5) original, executed Affidavits and have them sent to our attention.

Please return one completed copy of each of the City Secretary's Certificates and all executed signature pages to me as soon as possible. The completed copies of the aforementioned documents should be retained for City's files.

Thank you, in advance, for your prompt attention to this matter. If I can provide any additional assistance concerning this matter, please do not hesitate to contact me.

Sincerely,



Stephanie V. Leibe

SVL/rmw

Enclosures

cc: Mr. Ben Thatcher (City of Boerne, Texas)  
Ms. Sandra Mattick (City of Boerne, Texas)  
Mr. Jeff Carroll (City of Boerne, Texas)  
Mr. Jeff Thompson (City of Boerne, Texas)  
Ms. Barbara Quirk (City of Boerne, Texas)  
Mr. Nick Montagno (City of Boerne, Texas)  
Mr. Duane Westerman (SAMCO Capital Markets, Inc.)

Norton Rose Fulbright US LLP is a limited liability partnership registered under the laws of Texas.

103018995.2/1001131984

Norton Rose Fulbright US LLP, Norton Rose Fulbright LLP, Norton Rose Fulbright Australia, Norton Rose Fulbright Canada LLP and Norton Rose Fulbright South Africa Inc are separate legal entities and all of them are members of Norton Rose Fulbright Verein, a Swiss verein. Norton Rose Fulbright Verein helps coordinate the activities of the members but does not itself provide legal services to clients. Details of each entity, with certain regulatory information, are available at [nortonrosefulbright.com](http://nortonrosefulbright.com).

Mr. Allen Westerman (SAMCO Capital Markets, Inc.)  
Mr. Nick Westerman (SAMCO Capital Markets, Inc.)  
Mr. Matthew A. Lee (Firm)  
Mr. Chris Guevara (Firm)



AFFIDAVIT OF PUBLICATION

BEFORE ME, the undersigned authority on this day personally appeared \_\_\_\_\_, of the *The Boerne Star*, who, being by me duly sworn, upon oath deposes and says:

That the attached "NOTICE OF PUBLIC HEARING REGARDING CREATION OF A PUBLIC IMPROVEMENT DISTRICT" was published in *The Boerne Star*, a newspaper of general circulation in the City of Boerne Texas (the "City"), was published in said newspaper on \_\_\_\_\_, 2021; and said newspaper is a newspaper that complies with the provisions of Section 2051.044, Government Code, in that it:

- (1) devotes not less than twenty-five percent (25%) of its total column lineage to items of general interest,
- (2) is published not less frequently than once each week,
- (3) is entered as second-class postal matter in the county where published, and
- (4) has been published regularly and continuously for at least twelve (12) months before the date of the first publication of the "NOTICE OF PUBLIC HEARING REGARDING CREATION OF A PUBLIC IMPROVEMENT DISTRICT" referenced above.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

SWORN TO AND SUBSCRIBED BEFORE ME, this the \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Notary Public, State of Texas

(Notary Seal)

# Ranches at Creekside Public Improvement District

PID Feasibility Study

Development Planning & Financing Group, Inc.

Austin, TX

October 7, 2021

## 1. Introduction

This Public Improvement District Feasibility Study (“the Feasibility Study”) has been prepared in connection with the request by affiliates of Green Land Ventures (“the Developer”) to the City of Boerne (“the City”) to create the Ranches at Creekside Public Improvement District (“the PID”) and approve the future issuance of Special Assessment Revenue Bonds by the City to assist in funding the construction of a portion of the qualified public improvements associated with the planned Ranches at Creekside master planned community (“the Project”).

The Feasibility Study is intended to assist the City in evaluating the impact that the PID would have on facilitating the Project. The following analysis assumes the formation and operation of the PID in accordance with the Public Improvement District Assessment Act (“the Act”) as found in Chapter 372 (Section 372.007) of the State of Texas Local Government Code and the PID Policy as approved by the City Council for the City (“the Policy”).

## 2. Project Overview

The Project is the second portion of an existing master planned residential development to be developed on approximately 193.36 gross acres located at the intersection of Hwy 46 and Ammann Road, less than a mile east of Boerne-Champion High School within the corporate city limits of the City. The Project within the PID is anticipated to consist of 583 single-family detached homes built on lots ranging from 55’ to 80’. Home prices, assuming the presence of the PID, are expected to range from approximately \$460,000- \$624,000, creating a range of housing opportunities for the community.



### 3. Construction Timetable

Per the Developer, the Project's development is anticipated to commence in January 2022 and is expected to be last 12 months.

Upon completion of construction, 33 lots per quarter will be closed during the first phase and 24 lots per quarter during the second phase.

### 4. Anticipated Economic Benefits

The use of PID financing is expected to accelerate the development of the Project and provide additional enhanced benefits to the Project and the City as will be discussed in later portions of the Feasibility Study. Given the PID financing's ability to create a more efficient capital structure for the Project, its use is expected to provide for an accelerated construction schedule and a greater economic benefit to all the impacted taxing jurisdictions over the 30-year term of the PID. PID financing will also allow "growth to pay for itself." The funds used to finance the Project will be repaid through an assessment levied only on parcels located within the PID boundaries. PID funds will provide infrastructure necessary to support the Project and will also permit the Developer to expand and enhance the nearby infrastructure network. These improvements will forego the need for expensive (and sometimes disruptive) future water and wastewater capital improvement projects that would otherwise be needed to spur development, and which could end up being funded by all of the taxpayers within the City.

In addition, the Project is projected to generate significant direct economic benefits to the City and surrounding taxing jurisdictions from the incremental ad valorem tax revenues deriving from its development. The chart below presents the projected annual ad valorem tax revenues to be generated upon buildout of the Project. These figures do not include any additional revenues (sales tax, permit fees, utility revenues, etc.) that will be generated.

Tax Entity	Ad Valorem Tax Rate [a]		Estimated Annual Ad Valorem Revenues [b]
Kendall County	\$	0.4127	\$ 1,197,088
Cow Creek Groundwater	\$	0.0050	\$ 14,503
Boerne ISD	\$	1.2046	\$ 3,494,094
City of Boerne	\$	0.4720	\$ 1,369,096
<b>Total</b>	<b>\$</b>	<b>2.0943</b>	<b>\$ 6,074,781</b>

Footnotes:

[a] 2021 rates per Kendall Appraisal District

[b] Assumes an Estimated Buildout Value of \$290,062,622.

A more detailed description of the anticipated fiscal benefits to the City is presented in Section 8 below.

## **5. Key Assumptions**

The attached **Exhibit A** lists the key assumptions utilized in the preparation of the Feasibility Study, including the source of the information.

## **6. Value to Lien Requirements**

As included within the Policy, the underwriters for recent PID bond offerings completed in Texas have stated that a recommended value to lien requirement for an upfront construction funding bond issue is 3:1 being defined as:

- **Appraised Value** – Sum of the value of the land “as is” and “entitled” plus the costs of the public improvements being funded by the PID Bond or the land value based on contracted finished lot prices with homebuilders and other end users; and,
- **Lien Amount** – Gross bond amount.

The attached **Exhibit B** details the effective value to lien ratios for recent PID bond issues completed in Texas. The attached **Exhibit C** presents the projected value to lien ratio for the Project upon completion of its development.

In addition, the attached **Exhibit C** presents the projected bond capacity for the PID for the life of the Project, which is expected to include an initial PID bond focused on required upfront infrastructure for Neighborhood Improvement Area #1 (“NIA #1”) and a future bond for Neighborhood Improvement Area #2 (“NIA #2”). Included in these analyses are the anticipated gross bond amount, required debt service reserve, capitalized interest, underwriter’s discount, other costs of issuance, required prepayment and delinquency reserve accounts, and annual costs for administering the PID over the life of the PID bonds. At this time, the projected dates of future bond issues are merely estimates based on the expected development timetable for the Project. However, the City will have final approval over each bond issue requested and the Developer has agreed that no individual bond issue will occur for which the value to lien ratio is less than 3:1.

## **7. Estimated Assessed Value at Build Out**

The attached **Exhibit D** presents the projected future assessed value for the Project. These projections were based on assumptions provided by the Developer. The success to date of the existing portion of the Project provides significant assurance as to the reasonableness of the Developer’s assumptions and the agreement of the homebuilders within the existing portion of the Project to be the builders for the lots within the PID portion also provides significant evidence as to the economic viability of the Project and the PID.

## **8. PID Assessment by Land Use**

**Exhibit D** also presents the total PID assessment and annual installment payments by land use and lot type. As is typical with PID bonds, each anticipated bond issue will be issued with assessment revenues more than annual debt service requirements by an amount sufficient to fund the required administrative costs and additional interest reserve. All bond proceeds; however, will only benefit

the property receiving the benefit of the public improvements constructed with the PID bond proceeds.

## **9. Competitive Community Tax Rates**

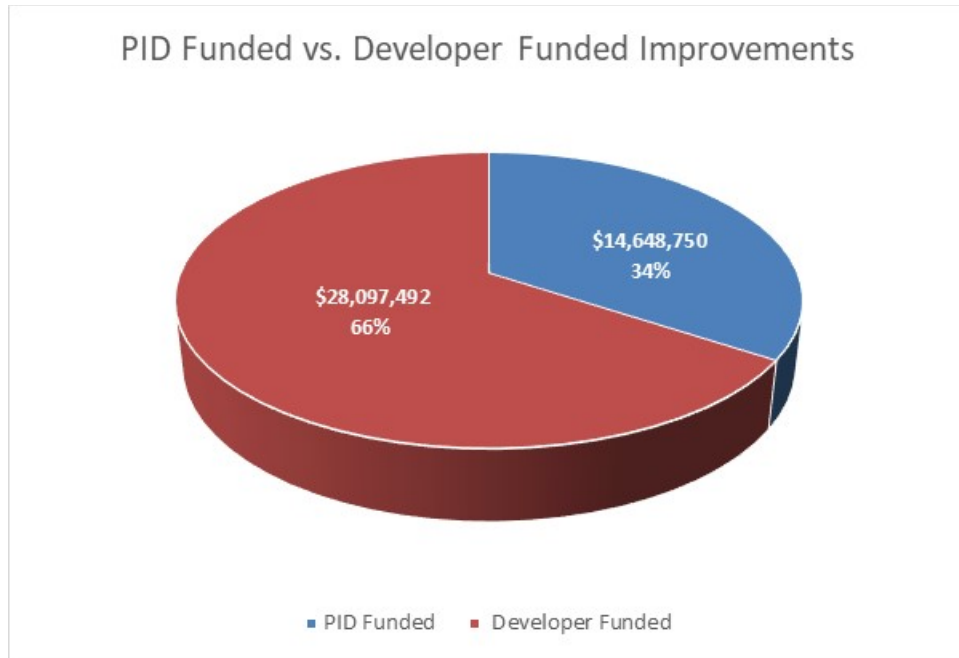
As shown on the attached **Exhibit G**, the proposed equivalent tax rate of approximately \$2.55 per \$100 of assessed value for the Project, assuming the use of the PID, is firmly within the competitive range of the marketplace of those projects located proximate to the Project and is less than its most direct competitor, Esperanza.

## **10. Total Project Development Costs**

The attached **Exhibit E** details the preliminary development budget estimates for the NIA #1 and NIA #2 Improvements. The costs listed in **Exhibit E** are the estimated total costs of the public improvements benefitting NIA #1 and NIA #2. The proposed PID bonds are anticipated to fund public infrastructure such as: public roadway improvements, water, reclaimed water and gas improvements. Non-PID funded construction costs include those PID qualified public infrastructure costs which are more than of the anticipated bonding capacity such as private streets, private amenities, and franchise utilities. The construction costs presented in **Exhibit E** are based on preliminary estimates from the Developer and its engineer. The following chart illustrates the total development costs. For a more detailed description of PID eligible costs, please refer to the detailed descriptions that will be included in the Service and Assessment Plan to be prepared prior to the levy of any assessments. All district improvements will follow good engineering practices and will meet or exceed all City of Boerne adopted building codes and ordinances. These cost estimates do not include other costs to be incurred by the Developer which are not PID-eligible such as select dry utilities and private amenities.

PID eligible costs not funded by the PID and all non-PID eligible costs will be funded by the Developer. The following chart illustrates that, for the life of the Project, approximately 34% of the PID eligible costs are expected to be funded by the PID, while the remaining PID and non-PID eligible costs will be funded by the Developer.





In addition to the PID eligible costs, the Developer and the homebuilders are expected to invest approximately \$18.7 million in additional costs for private improvements and amenities.

## **11. Special Benefits**

A more detailed description of certain components of the planned benefits to be generated from the Project follows:

### **Public Roadway Improvements**

The Public Roadway Improvements include the installation of all required City of Boerne owned public roadway improvements and other associated infrastructure contained within the Public ROW.

### **Sewer Improvements**

The Sewer Improvements include the installation of all required City of Boerne owned sewer improvements, which include mains, lot services and any required items.

### **Water Improvements**

The Water Improvements include the installation of all required City of Boerne owned water improvements, which include mains, lot services and any other required items.

## **Reclaimed Water Improvements**

The Reclaimed Water Improvements include the installation of all required City of Boerne owned reclaimed water improvements, which include mains, lot services and any other required items.

## **Gas Improvements**

The Gas Improvements include the installation of required City of Boerne owned gas improvements, which include mains, lot services and any other required items.

## **12. Compliance with City PID Policy**

The City has identified several key policy objectives that are to be achieved using PIDs as approved by the City, and they are outlined in the Policy. The Project achieves the goals and objectives as set forth in the Policy as described below:

1. *Generate economic development benefits to the City above and beyond the benefits generated by hiring short-term workers to construct the project supported by the PID:*
  - The Project is projected to generate future taxable assessed value greater than \$290 million for the City;
  - At build out, the Project is projected to generate annual ad valorem tax revenue for the City greater than \$1.37 million; and,
  - The Project is designed to provide high quality housing which will enhance the City's ongoing economic development efforts.
2. *Provide for improvements in the public right of way (e.g., entryways, landscaping, fountains, specialty lighting, art, decorative and landscaped streets and sidewalks, bike lanes, multi-use trails, signage):*
  - The Project's approved PDD provides for landscaping, reclaimed water irrigation systems, signage, lighting, sidewalks, bike lanes, rest areas and other amenities within the public right of way.
3. *Provide innovative or exceptional benefits to improve the transportation infrastructure in the City, including the construction of full street cross section during initial construction, roundabouts at the intersection of roadways on the major thoroughfare plan, and street designs which promote safe mobility for pedestrians and bicycles.*
  - The Project will have offsite and project-wide improvement costs more than \$23 million to fund needed offsite water and wastewater service lines, roadways, and other improvements;
  - Copper Creek and Herff Ranch Boulevard, the public roadways within the Project, will be designed at an enhanced level in accordance with the Planned Development District ("PDD");

- Will include extensive trails, parks, and open space (> 65 acres) more than City requirements (See Exhibit H for details); and,
4. *Meet community needs beyond those required for the PID development (e.g., enhanced stormwater detention and LID treatment, land, and infrastructure for re-irrigation of treated wastewater, pedestrian connectivity, community garden(s), and additional tree preservation requirements):*
    - The Developer's Development Agreement provides for the LID requirements as agreed upon by the Developer, its engineer, and the City of Boerne Staff.
  5. *Exceed development requirements of the City; in particular use of conservations subdivision layouts that cluster development area and maximizes open space, enhanced architectural standards, enhanced native, drought resistant landscaping (including the limiting turf grass and irrigation areas), rainwater harvesting, lighting which preserves dark skies, and which provide for a superior design of lots or buildings:*
    - The Developer's PDD with the City provide that the Project's architectural standards and other land planning components exceed the minimum required by the City as would be expected with a master planned community.
  6. *Provide for increased recreation and open space opportunities for public use, including public trails connectivity to the City's existing trail systems and park land dedication(s):*
    - The Community Benefit fee is planned to be put towards the construction and enhancement, outside of the Project, of additional public open spaces and associated connecting trails to current and planned City of Boerne owned open spaces, parks, or amenities, including Herff Ranch Boulevard, Copper Creek and The Old No. 9. The Developer is proposing to provide both the Community Benefit Fee as well as work towards meeting as many of the City PID Policy objectives as feasible.
  7. *Protect and preserve natural amenities and environmental assets such as the lakes, trees, creeks, ponds, floodplains, slopes, hills, viewscapes, and wildlife habitats:*
    - A key attraction for the development of the Project has been the ability to design it to fully take advantage of the unique characteristics of Boerne and the property.
  8. *Protect and preserve existing historical buildings, structures, features or places and preserve the rural and community amenities or features that further the look and feel of the hill country or would otherwise be of special benefit to the property users or community:*
    - Although the Project does not presently include any existing buildings or structures, the land plan for the community has been prepared to best take advantage of the unique nature of the Boerne area and the property.

9. *Additional stream buffers beyond minimum requirements in the Drainageway Protection Zone requirements:*

- Design and consideration will be given to coordinate any stream buffers with PID engineer and City of Boerne staff to minimize disturbance of drainage areas.

In addition to the Project's direct conformance with the community benefits and objectives as outlined in the City's PID Policy, the Developer is prepared to also ensure that the Project provides added benefits to the City as follows:

1. The Developer is prepared to use PID funds to fund the development costs associated with the Project's gas lines and reclaimed water improvements, improvements which have historically been funded directly by the City thereby relieving the City of this obligation; and,
2. The Developer is prepared to fund, from separate funding sources than the PID, the Community Benefit Fee, estimated to be ten percent (10%) of the net bond proceeds, per the PID Policy. Among the community-wide benefits which are expected to be funded by the Community Benefit Fee, outside of the PID, are the following:
  - a. Community Pavilion – Public Gardens & Outdoor Classrooms coordinated with Cibolo Nature Center
  - b. Cibolo Creek Bridge Crossing – Land Acquisition/Feasibility Preliminary Engineering
  - c. Herff Ranch Boulevard – Additional Open Space & School Bus Stop
  - d. Old No. 9 Trail – Improvements & Extension

The Developer is also prepared to work with the City Council to identify additional improvements which could be funded by the Community Benefit Fee.

### **13. Firm Profile**

DPFG ([www.dpfg.com](http://www.dpfg.com)) is a national real estate consulting firm with 7 offices in five states (California, Nevada, Texas, Florida, and North Carolina). Since its inception in 1991, it has focused on providing real estate and financial consulting services principally to residential and commercial real estate developers as well as lenders, public agencies, and other institutional investors. A key emphasis is identifying the lowest cost and the lowest risk manner of financing and funding public improvements and infrastructure such as roadways, utilities, etc. as well as the vertical improvements of a project. To accomplish this, DPFG typically provides, among others, the following services:

- Preparation of financial analyses and projections;
- Preparation of financial feasibility studies including compliance analyses with debt covenants;
- Identification of available and applicable public/private financing alternatives;
- Preparation of fiscal and economic impact studies;
- Negotiation of development agreements;

- Evaluation of development impact fee agreements;
- Tracking of reimbursable development costs; and,
- Structuring reimbursement agreements.

The financing programs that are involved usually include some type of public financing and/or public/private partnerships. These have included land secured financings such as MUDs, PIDs, TIRZs, CFDs as well as general obligation, revenue, and assessment bonds. The firm has been involved in the formation, structuring, feasibility analysis and issuance of more than \$16.0 billion of bonds for more than 2,500 special taxing districts (or their equivalents) since 1991. The firm's Texas Region has served as the consultant to developers for approximately \$650 million of PID bonds since 2011. Recent transactions completed by the firm's Texas Region are listed in the next section.

#### **14. Project References**

##### ***Completed Public Improvement District Financings***

**Project Name:** Lilyana NIA #4  
**Jurisdiction:** Celina, Texas  
**Client:** Hillwood Communities  
**Contact:** Brian Carlock  
 (972) 201-2932  
[Brian.Carlock@hillwood.com](mailto:Brian.Carlock@hillwood.com)  
**Date:** October 2021  
**Project Description:** Financial and investment analyses to fund qualified costs associated with the development of Neighborhood Improvement Area #4 within a 400-acre master planned community planned to include 1,300 single family residential lots (\$5.2 million PID, closed 10/21).

**Project Name:** Bluewood NIA #5  
**Jurisdiction:** Celina, Texas  
**Client:** Hillwood Communities  
**Contact:** Brian Carlock  
 (972) 201-2932  
[Brian.Carlock@hillwood.com](mailto:Brian.Carlock@hillwood.com)  
**Date:** June 2020  
**Project Description:** Financial and investment analyses to fund qualified costs associated with the development of Neighborhood Improvement Area #5 within a 244-acre master planned community planned to include 833 single family residential lots and 150,000 square feet of commercial space (\$1.9 million PID, closed 6/21).

**Project Name:** Trails at Cottonwood Creek NIA#1  
**Jurisdiction:** Rowlett, Texas  
**Client:** Warner Advisors  
**Contact:** Preston Walhood  
(469) 387-4407  
[pwalhood@warnergroupp.com](mailto:pwalhood@warnergroupp.com)  
**Date:** June 2021  
**Project Description:** Financial and investment analyses in connection with the Neighborhood Improvement Areas #1 associated with the development of a 226-acre master planned community planned to include 765 single family residential lots (\$2.5 million PID, closed 6/21).

**Project Name:** Trails at Cottonwood Creek MIA  
**Jurisdiction:** Rowlett, Texas  
**Client:** Warner Advisors  
**Contact:** Preston Walhood  
(469) 387-4407  
[pwalhood@warnergroupp.com](mailto:pwalhood@warnergroupp.com)  
**Date:** June 2021  
**Project Description:** Financial and investment analyses in connection with the Major Improvement Area associated with the development of a 226-acre master planned community planned to include 765 single family residential lots (\$5.1 million PID, closed 6/21).

**Project Name:** Painted Meadow Monetization  
**Jurisdiction:** La Marque, Texas  
**Client:** Texas PID Financing II, LLC  
**Contact:** Randy Hall  
(713) 213-1070  
[rmh@cm.land](mailto:rmh@cm.land)  
**Date:** May 2021  
**Project Description:** Financial advisory services in connection with the private monetization of existing Public Improvement District Special Assessments for the Painted Meadow Public Improvement District located in La Marque, Texas (\$4.5 million bank loan, closed 5/21).



**Project Name:** Manor Heights NIA#1-2  
**Jurisdiction:** Manor, Texas  
**Client:** Forestar  
**Contact:** John Maberry  
(214) 505-7854  
[JohnMaberry@forestargroup.com](mailto:JohnMaberry@forestargroup.com)  
**Date:** May 2021  
**Project Description:** Financial and investment analyses in connection with the Neighborhood Improvement Areas #1-2 associated with the development of a 603-acre mixed-use master planned community planned to include 1,620 single family residential lots and approximately 237,000 square feet of commercial space (\$7.3 million PID, closed 5/21).

**Project Name:** Manor Heights MIA  
**Jurisdiction:** Manor, Texas  
**Client:** Forestar  
**Contact:** John Maberry  
(214) 505-7854  
[JohnMaberry@forestargroup.com](mailto:JohnMaberry@forestargroup.com)  
**Date:** May 2021  
**Project Description:** Financial and investment analyses in connection with the Major Improvement Area associated with the development of a 603-acre mixed-use master planned community planned to include 1,620 single family residential lots and approximately 237,000 square feet of commercial space (\$8.1 million PID, closed 5/21).

**Project Name:** Emory Crossing NIA#1  
**Jurisdiction:** Hutto, Texas  
**Client:** Taylor Morrison  
**Contact:** Michael Slack  
(512) 568-7390  
[mslack@taylormorrison.com](mailto:mslack@taylormorrison.com)  
**Date:** April 2021  
**Project Description:** Financial and investment analyses in connection with Neighborhood Improvement Areas #1 associated with the development of a 315-acre master planned community planned to include 1,349 single family residential lots (\$6.5 million PID, closed 4/21).

**Project Name:** Redden Farms NIA#1-2  
**Jurisdiction:** Midlothian, Texas  
**Client:** Hines  
**Contact:** Jeff Kennemer  
(972) 716-2900  
[Jeff.kennemer@hines.com](mailto:Jeff.kennemer@hines.com)  
**Date:** April 2021  
**Project Description:** Financial and investment analyses in connection with Neighborhood Improvement Areas #1-2 associated with the development of a 253-acre master planned community planned to include 792 single family residential lots (\$10.4 million PID, closing 4/21).

**Project Name:** Redden Farms MIA  
**Jurisdiction:** Midlothian, Texas  
**Client:** Hines  
**Contact:** Jeff Kennemer  
(972) 716-2900  
[Jeff.kennemer@hines.com](mailto:Jeff.kennemer@hines.com)  
**Date:** April 2021  
**Project Description:** Financial and investment analyses in connection with the Major Improvement Area associated with the development of a 253-acre master planned community planned to include 792 single family residential lots (\$3.9 million PID, closing 4/21).

**Project Name:** The Woodlands at Medina Hills NIA#1  
**Jurisdiction:** Medina County, Texas  
**Client:** The Woodlands Group, LLC  
**Contact:** Lee Baker III  
(830) 660-4916  
[Leebaker3@gmail.com](mailto:Leebaker3@gmail.com)  
**Date:** April 2021  
**Project Description:** Financial and investment analyses in connection with Neighborhood Improvement Area #1 associated with the development of a 339-acre master planned community planned to include 1,227 single family residential lots (\$6.6 million PID, closing 4/21).

**Project Name:** The Woodlands at Medina Hills MIA  
**Jurisdiction:** Medina County, Texas  
**Client:** The Woodlands Group, LLC  
**Contact:** Lee Baker III  
(830) 660-4916  
[Leebaker3@gmail.com](mailto:Leebaker3@gmail.com)  
**Date:** April 2021  
**Project Description:** Financial and investment analyses in connection with the Major Improvement Area associated with the development of a 339-acre master planned community planned to include 1,227 single family residential lots (\$4.7 million PID, closing 4/21).

**Project Name:** Benson Portfolio Monetization  
**Jurisdiction:** Tomball & Angleton, Texas  
**Client:** Benson Development  
**Contact:** Will Benson  
(281) 932.7836  
[will@bensondev.com](mailto:will@bensondev.com)  
**Date:** March 2021  
**Project Description:** Financial advisory services in connection with the private monetization of existing Public Improvement District Special Assessments for five individual Public Improvement Districts located in Tomball and Angleton, Texas (\$4.4 million bank loan, closed 3/21).

## **15. Project Management**

All aspects of this engagement have been undertaken under the direction and management of Mr. J. Richard (Rick) Rosenberg, the Managing Principal for DPFG's Texas Region. In this capacity, Rick provides strategic planning, investment analysis, workout, and financing services at both the project and entity level with a particular focus on the use of public/private partnerships to efficiently and effectively finance the infrastructure and vertical improvements associated with residential, commercial, and mixed-use developments.

With a broad combination of analytical, strategic and communication skills, Rick has over 40 years of extensive real estate and finance experience, encompassing the investment analysis, acquisition; deal structuring, equity sourcing, asset management and financing of commercial and residential real estate investments (existing and under development) and operating companies, at both the entity and project level, located throughout the United States.

Rick has been both a direct participant in the investment and operating decisions in his senior manager role as a CFO for both the major divisions of public homebuilders and a large real estate operating company specializing in master planned community development and as a consultant and advisor to Fortune 500 companies, institutional investors such as pension funds, foundations, and endowments; developers and public agencies. Rick's unique range of experiences ensures that he understands the need for real world financially successful workable solutions supported by cutting edge thinking and analyses.

## **16. Conclusion**

Assuming the proposed PID bond offerings are structured in a similar manner to previously completed PID bond offerings for which DPFG served as consultant and assuming that each PID bond issued is sized with a marketable value to lien ratio, it is expected that the proposed Ranches at Creekside Public Improvement District Bond Offerings will be successfully underwritten.

## Exhibit A

### PID Feasibility Analysis - Assumptions

Project Specifics	Assumptions	Source
55' Lot Improved Value - IA #1	\$ 75,625	Client
65' Lot Improved Value - IA #1	\$ 89,375	Client
80' Lot Improved Value - IA #1	\$ 110,000	Client
55' Lot Improved Value - IA #2	\$ 84,365	Client
65' Lot Improved Value - IA #2	\$ 100,535	Client
80' Lot Improved Value - IA #2	\$ 123,753	Client
Estimated Marketing Price of Homes - 55'	\$ 460,000	Client
Estimated Marketing Price of Homes - 65'	\$ 509,500	Client
Estimated Marketing Price of Homes - 80'	\$ 624,000	Client
Soft Costs	15%	Client
Contingency	10%	Client
Project Management	4%	Client
Lot Price Inflation	2.0%	Client
Community Benefit Fee (to be paid outside of PID)	10.0%	Client
PID Bond	Assumptions	Source
Bond Term	30	DPFG
Improvement Area #1 Issuance Date	11/1/2021	Client
Improvement Area #2 Issuance Date	11/1/2024	Client
Interest Rate	4.50%	Underwriter
Capitalized Interest	12	Client
Costs of Issuance	6.0%	Market
Underwriter's Discount	3.0%	Underwriter
Reserve Fund Earnings	0.0%	Market
Debt Service Escalator	0.0%	Market
Additional Interest Reserve	0.5%	Market
Administrative Expenses Escalator	2.0%	Market
Administrative Expenses	\$ 45,000	Market
Denomination	\$ 5,000	DPFG

## Exhibit B

### Recent Texas PID Bond Offerings – Value to Lien Ratios at time of Issue

Metro Area	Jurisdiction	Project	Land Use	Developer/ Owner	Bond Size	Bond Type	Value to Lien	Final Maturity Yield	Closing Date
Dallas / Fort Worth	Celina	Lilyana IA#4*	Residential	Hillwood Communities	\$ 5,255,000	Construction	3.76	4.00%	Oct-21
Dallas / Fort Worth	Princeton	Winchester #3 & 4	Residential	DR Horton	\$ 5,088,000	Reimbursement	n/a	3.47%	Oct-21
Dallas / Fort Worth	Piano	Collion Creek West	Mixed-Use	Centurion American	\$ 14,687,000	Construction	4.41	3.85%	Sep-21
Dallas / Fort Worth	Piano	Collin Creek East	Mixed-Use	Centurion American	\$ 32,761,000	Construction	5.13	4.38%	Sep-21
Dallas / Fort Worth	Justin	Timberbrook IA #2	Residential	Bloomfield Homes	\$ 20,270,000	Construction	3.02	3.55%	Sep-21
San Antonio	Elmendorf	Hickory Ridge #1	Residential	McDonald Development	\$ 8,145,000	Construction	2.42	4.00%	Sep-21
Dallas / Fort Worth	Anna	Hurricane North MIA	Residential	Centurion American	\$ 2,896,000	Construction	3.00	5.00%	Aug-21
Dallas / Fort Worth	Anna	Hurricane North NIA #1	Residential	Centurion American	\$ 9,400,000	Construction	2.50	4.25%	Aug-21
Dallas / Fort Worth	Aubrey	Jackson Ridge #3	Residential	PulteGroup	\$ 3,644,000	Reimbursement	n/a	3.43%	Aug-21
Dallas / Fort Worth	Oak Point	Wildridge IA#4	Residential	Ashlar Development	\$ 4,190,000	Reimbursement	n/a	3.32%	Aug-21
Austin	Marble Falls	Thunder Rock MIA	Residential	Centurion American	\$ 5,345,000	Construction	3.00	5.13%	Aug-21
Austin	Marble Falls	Thunder Rock IA#1	Residential	Centurion American	\$ 12,115,000	Construction	2.02	4.38%	Aug-21
Dallas / Fort Worth	Crandall	Cartwright Ranch MIA	Residential	Centurion American	\$ 11,987,000	Construction		5.25%	Jun-21
Dallas / Fort Worth	Crandall	Cartwright Ranch IA#1	Residential	Centurion American	\$ 17,679,000	Construction	1.67	4.50%	Jun-21
Dallas / Fort Worth	Red Oak	The Oaks IA#1	Residential	Amalgamated Properties	\$ 5,657,000	Construction	3.32	3.64%	Jun-21
Dallas / Fort Worth	Celina	Bluewood #5*	Residential	Hillwood Communities	\$ 1,860,000	Reimbursement	4.07	3.25%	Jun-21
Dallas / Fort Worth	Princeton	Brookside Phase 2 and 3	Residential	Meritage Homes	\$ 3,123,000	Reimbursement	n/a	3.58%	Jun-21
Dallas / Fort Worth	Rowlett	Trails at Cottonwood Creek MIA*	Residential	Warner Advisors	\$ 5,065,000	Construction	2.21	4.34%	Jun-21
Dallas / Fort Worth	Rowlett	Trails at Cottonwood Creek NIA#1*	Residential	Warner Advisors	\$ 2,543,000	Construction	4.50	3.92%	May-21
Austin	Manor	Manor Heights MIA*	Residential	Forestar	\$ 8,080,000	Reimbursement/ Construction	3.00	4.38%	May-21
Austin	Manor	Manor Heights NIA#1-2*	Residential	Forestar	\$ 7,305,000	Reimbursement/ Construction	3.08	4.00%	May-21
Austin	Hutto	Emory Crossing NIA#1*	Residential	Taylor Morrison	\$ 6,470,000	Reimbursement/ Construction	2.57	4.00%	Apr-21
Dallas / Fort Worth	Midlothian	Redden Farms MIA*	Residential	Hines	\$ 3,925,000	Construction	4.22	4.75%	Apr-21
Dallas / Fort Worth	Midlothian	Redden Farms NIA#1-2*	Residential	Hines	\$ 10,410,000	Construction	2.49	4.13%	Apr-21
San Antonio	Medina County	Woodlands MIA*	Residential	The Woodlands Group	\$ 4,700,000	Construction	2.00	5.50%	Mar-21
San Antonio	Medina County	Woodlands NIA#1*	Residential	The Woodlands Group	\$ 6,625,000	Construction	2.77	4.75%	Mar-21
Dallas / Fort Worth	McLendon Chisolm	Sonoma Verde #3	Residential	Taylor-Duncan/Castelake	\$ 5,935,000	Construction	2.10	4.00%	Feb-21
Dallas / Fort Worth	Flower Mound	River Walk at Central Park No. 1	Mixed-Use	Centurion American	\$ 146,350,000	Refunding	n/a	3.75%	Feb-21
Dallas / Fort Worth	Kaufman	Kaufman No. 1 Phases 1A-2A**	Residential	Schuler Development	\$ 3,800,000	Reimbursement/ Construction	n/a	4.00%	Jan-21
Dallas / Fort Worth	Celina	Edgewood NIA#1	Residential	Centurion American	\$ 4,465,000	Construction	3.00	4.50%	Jan-21
Dallas / Fort Worth	Celina	Edgewood MIA	Residential	Centurion American	\$ 3,460,000	Construction	4.01	5.50%	Jan-21
Austin	Kyle	6 Creeks NIA #1	Residential	Hanna/Magee	\$ 4,420,000	Construction	n/a	3.55%	Dec-20
Austin	Kyle	6 Creeks NIA #2	Residential	Hanna/Magee	\$ 6,465,000	Construction	3.02	3.85%	Dec-20

### Exhibit C

#### Value to Lien Ratio/Projected Life of Project Bonding Capacity

		IA #1	IA #2	Total
Bond Summary				
Total Assessment	[1]	\$ 8,705,000	\$ 9,665,000	\$ 18,370,000
<i>Bond Issuance Costs</i>				
Reserve Fund		\$ 546,225	\$ 605,075	\$ 1,151,300
First Year Administrative Expense		\$ 45,000	\$ 45,000	\$ 90,000
Capitalized Interest		\$ 391,725	\$ 434,925	\$ 826,650
Underwriter's Discount (3.00%)		\$ 261,150	\$ 289,950	\$ 551,100
Cost of Issuance (6.00%)		\$ 522,300	\$ 579,900	\$ 1,102,200
	[2]	\$ 1,766,400	\$ 1,954,850	\$ 3,721,250
<b>Net Bond Proceeds</b>	<b>[3] = [1] - [2]</b>	<b>\$ 6,938,600</b>	<b>\$ 7,710,150</b>	<b>\$ 14,648,750</b>
<b>Community Benefit Fee**</b>	<b>[4] = 3 × 10%</b>	<b>\$ 693,860</b>	<b>\$ 771,015</b>	<b>\$ 1,464,875</b>
<b>Net Proceeds to Developer</b>	<b>[5] = [3] - [4]</b>	<b>\$ 6,244,740</b>	<b>\$ 6,939,135</b>	<b>\$ 13,183,875</b>
Total Improved Land Value	[6]	\$ 23,320,000	\$ 27,536,601	\$ 50,856,601
Total Assessment	[1]	\$ 8,705,000	\$ 9,665,000	\$ 18,370,000
<b>Value to Lien - Improved Land*</b>	<b>[7] = [6] ÷ [1]</b>	<b>2.68</b>	<b>2.85</b>	<b>2.77</b>
Value to Lien - 3:1	[7]	3.00	3.00	3.00
Total Assessment	[1]	\$ 8,705,000	\$ 9,665,000	\$ 18,370,000
<b>Total Value for 3:1 VTL</b>	<b>[8] = [7] × [1]</b>	<b>\$ 26,115,000</b>	<b>\$ 28,995,000</b>	<b>\$ 55,110,000</b>

\* - If VTL at time of bond issue is < 3:1, there will be a holdback of funds until such VTL is achieved.

\*\* - Community Benefit Fee will be paid by the Owner at the time of PID Bond Issuance from Non-PID Funds



## Exhibit D

### Estimated Assessed Value/Assessments at Build Out

Lot Size	Units	Improved Land Value per Unit	Improved Land Total Value	Assessed Value per Unit	Assessed Value	Total Assessment	Average Annual Installment	Assessment Per Unit	Annual Installment Per Unit	PID Equivalent Tax Rate
Improvement Area #1										
55'	183	\$ 75,625	\$ 13,839,375	\$ 460,000	\$ 84,180,000	\$ 5,303,958	\$ 385,783	\$ 28,983	\$ 2,108	\$ 0.4583
65'	79	\$ 89,375	\$ 7,060,625	\$ 509,500	\$ 40,250,500	\$ 2,536,077	\$ 184,461	\$ 32,102	\$ 2,335	\$ 0.4583
80'	22	\$ 110,000	\$ 2,420,000	\$ 624,000	\$ 13,728,000	\$ 864,965	\$ 62,913	\$ 39,317	\$ 2,860	\$ 0.4583
<b>IA #1 Total</b>	<b>284</b>		<b>\$ 23,320,000</b>		<b>\$ 138,158,500</b>	<b>\$ 8,705,000</b>	<b>\$ 633,158</b>			<b>\$ 0.4583</b>
Improvement Area #2										
55'	202	\$ 84,365	\$ 17,041,730	\$ 478,584	\$ 96,673,968	\$ 6,150,945	\$ 443,056	\$ 30,450	\$ 2,193	\$ 0.4583
65'	65	\$ 100,535	\$ 6,534,775	\$ 530,084	\$ 34,455,447	\$ 2,192,251	\$ 157,909	\$ 33,727	\$ 2,429	\$ 0.4583
80'	32	\$ 123,753	\$ 3,960,096	\$ 649,210	\$ 20,774,707	\$ 1,321,804	\$ 95,210	\$ 41,306	\$ 2,975	\$ 0.4583
<b>IA #2 Total</b>	<b>299</b>		<b>\$ 27,536,601</b>		<b>\$ 151,904,122</b>	<b>\$ 9,665,000</b>	<b>\$ 696,175</b>			<b>\$ 0.4583</b>
Total/Weighted Average										
55'	385		\$ 30,881,105		\$ 180,853,968	\$ 11,454,903	\$ 828,839			\$ 0.4583
65'	144		\$ 13,595,400		\$ 74,705,947	\$ 4,728,328	\$ 342,370			\$ 0.4583
80'	54		\$ 6,380,096		\$ 34,502,707	\$ 2,186,769	\$ 158,123			\$ 0.4583
<b>Total</b>	<b>583</b>		<b>\$ 50,856,601</b>		<b>\$ 290,062,622</b>	<b>\$ 18,370,000</b>	<b>\$ 1,329,333</b>			<b>\$ 0.4583</b>

## Exhibit E

### Total Development Costs – PID Qualified and Additional Improvements

PID Eligible Improvements [a]	IA #1	IA #2	Total
Public Streets	\$ 1,562,000	\$ 1,644,500	\$ 3,206,500
Drains	\$ 1,704,000	\$ 1,794,000	\$ 3,498,000
Sewer	\$ 1,988,000	\$ 2,093,000	\$ 4,081,000
Water	\$ 1,420,000	\$ 1,495,000	\$ 2,915,000
Reclaimed Water	\$ 1,278,000	\$ 1,345,500	\$ 2,623,500
Gas	\$ 1,136,000	\$ 1,196,000	\$ 2,332,000
Soft Costs (15%)	\$ 1,363,200	\$ 1,435,200	\$ 2,798,400
Contingency (10%)	\$ 908,800	\$ 956,800	\$ 1,865,600
Project Management (4%)	\$ 363,520	\$ 382,720	\$ 746,240
<b>Total PID Eligible Improvements</b>	<b>\$ 11,723,520</b>	<b>\$ 12,342,720</b>	<b>\$ 24,066,240</b>

Additional Improvements [a]	IA #1	IA #2	Total
Private Streets [b]	\$ 2,272,000	\$ 2,392,000	\$ 4,664,000
Electric	\$ 1,562,000	\$ 1,644,500	\$ 3,206,500
Miscellaneous Construction	\$ 1,562,000	\$ 1,644,500	\$ 3,206,500
Amenities	\$ 1,846,000	\$ 1,943,500	\$ 3,789,500
Future Amenities [c]	\$ 1,857,692	\$ 1,955,810	\$ 3,813,502
<b>Total Additional Improvements</b>	<b>\$ 9,099,692</b>	<b>\$ 9,580,310</b>	<b>\$ 18,680,002</b>

<b>Total Development Improvements</b>	<b>\$ 20,823,212</b>	<b>\$ 21,923,030</b>	<b>\$ 42,746,242</b>
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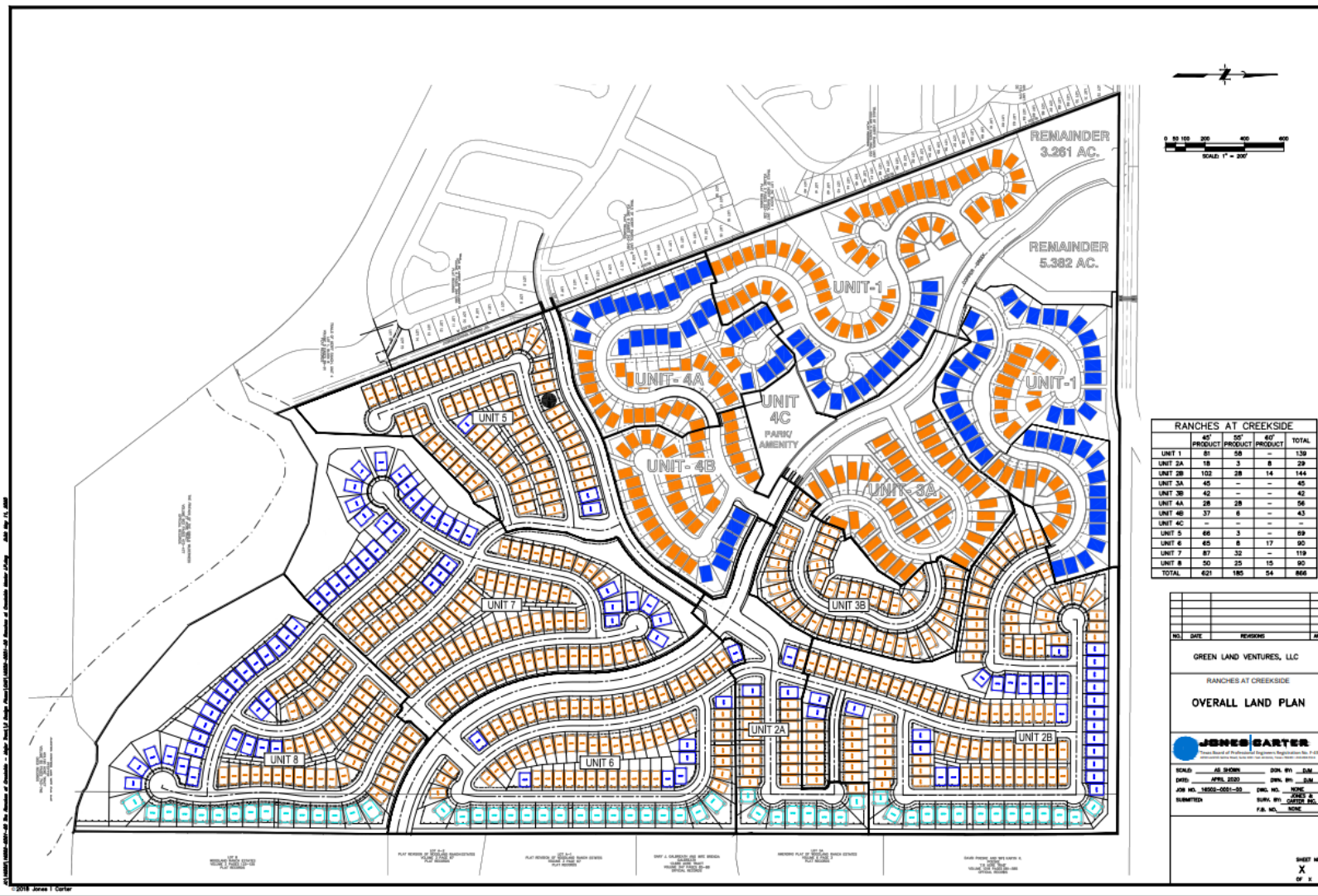
Footnotes:

[a] Costs per estimates received from client January 26, 2021

[b] Private Streets do not include any PID funded drainage or other improvements

[c] Future amenities include trails, pool, pavilion, clubhouse, playground, sports court and landscaping costs

## Proposed Project Phasing Plan



## Exhibit G

## Competitive Communities Tax Rate

[illegible]

Woods of Boerne		Esparanza		Southglen	
City of Boerne	0.4720	Kendall County	0.4127	City of Boerne	0.4720
Kendall County	0.4127	Boerne ISD	1.2046	Kendall County	0.4127
Boerne ISD	1.2046	Cow Creek Groundwater	0.0050	Boerne ISD	1.2046
Cow Creek Groundwater	0.0050	Esperanza MUD	0.9800	Cow Creek Groundwater	0.0050
	2.0943		2.6023		2.0943
<b>Total</b>	<b>2.0943</b>	<b>Total</b>	<b>2.6023</b>	<b>Total</b>	<b>2.0943</b>

Note: Tax rates shown are for Tax Year 2021.

## Exhibit H


### Open Space Map





# Attachment A- Proposed PID Area



	<div style="text-align: center;"><b>AGENDA ITEM SUMMARY</b></div> <div style="border: 1px dashed purple; padding: 5px; float: right; margin-top: 10px;"> <b>District Impacted</b>  <input type="checkbox"/> 1 = Wolosin  <input type="checkbox"/> 2 = Woolard  <input type="checkbox"/> 3 = Scott  <input type="checkbox"/> 4 = Boddie  <input type="checkbox"/> 5 = Macaluso  <input checked="" type="checkbox"/> All </div>
<b>Agenda Date</b>	October 12, 2021
<b>Requested Action</b>	Consider Resolution No. 2021-R55; establishing the process for acceptance of sealed bids for sale of 402 E. Blanco
<b>Contact Person</b>	Nicholas Montagno, Assistant to the City Manager
<b>Background Information</b>	<p>Staff will be presenting and outlining the sealed bid process for the disposition of the City Hall Property (402 E. Blanco). The overall process will take roughly 3 months to complete and will include the following key dates: the publication of notices to the public informing of intent to sell through sealed bid (October 19<sup>th</sup> and 26<sup>th</sup>), a date for inspection of the property by potential buyers (November 3<sup>rd</sup>), a deadline date for submission of any questions regarding the property (November 10<sup>th</sup>), and the actual deadline for sealed bids to be submitted (November 19<sup>th</sup>).</p> <p>Bids, as currently outlined in the attached bid packed titled “Notice of Sealed Bid for Sale of Real Property” (Attachment A), would be scheduled to be opened following receipt on November 19, 2021, with potential Council action to accept a bid, or reject all bids at either the scheduled meeting in December or potentially a meeting in January, should Council decide to wait.</p> <p>Staff is recommending setting the minimum bid amount for sealed bid in an amount equal to the appraised value of the property, which was \$2,538,000 established by the June 29<sup>th</sup>, 2021 appraisal of the property done by Stouffer &amp; Associates.</p>
<b>Item Justification</b>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Legal/Regulatory Obligation  <input type="checkbox"/> Reduce Costs  <input checked="" type="checkbox"/> Increase Revenue  <input type="checkbox"/> Mitigate Risk  <input type="checkbox"/> Master Plan  <input type="checkbox"/> Recommendation </div> <div style="width: 50%;"> <input type="checkbox"/> Infrastructure Investment  <input type="checkbox"/> Customer Pull  <input type="checkbox"/> Service Enhancement  <input type="checkbox"/> Process Efficiency  <input type="checkbox"/> Other: _____ </div> </div>
<b>Financial Considerations</b>	Potential one time increase in revenue from sale of 402 E. Blanco site in a minimum amount of \$2,538,000.



<b>Citizen Input/Board Review</b>	N/A
<b>Legal Review</b>	Legal has reviewed and approved all documentation associated with project.
<b>Alternative Options</b>	N/A
<b>Supporting Documents</b>	Attachment A- Notice of Sealed Bid for Sale of Real Property (Bid Packet for 402 E. Blanco site)

## **RESOLUTION NO. 2021-R55**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ADVERTISE THE SALE OF 2.49 ACRES OF REAL PROPERTY LOCATED AT 402 E BLANCO RD., BOERNE, TEXAS (FORMERLY USED AS THE BOERNE CITY HALL), MORE FULLY DESCRIBED AS LOT 120A, BOERNE ORIGINAL TOWN, BY SEALED BID PROCESS, TO SET THE PROCEDURES FOR THE SEALED BID PROCESS, TO SET THE MINIMUM BID AMOUNT, AND TO PROVIDE FOR PUBLICATION OF NOTICE OF THE REQUEST FOR SEALED BIDS**

**WHEREAS**, the Texas Local Government Code Chapter 272, permits cities to sell property owned by a municipality; and

**WHEREAS**, the City of Boerne owns certain real property located at 402 East Blanco Rd., Boerne, Texas, more fully described as Lot 120A, Boerne Original Town; and

**WHEREAS**, the City Council has found that the former City Hall located at 402 E Blanco Rd. is surplus property; and

**WHEREAS**, the City Council has determined to sell the property described above by sealed bid process and set procedures for the sealed bid process; and

**WHEREAS**, the City Council finds it in the best interest of the citizens to sell the former City Hall building located at 402 East Blanco Road by sealed bid, set the procedures for the sealed bid process, set the minimum bid amount, and provide for publication of notice of the request for sealed bids pursuant to the laws of the State of Texas.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BOERNE, TEXAS, THAT:**

Section 1. The recitals contained in the preamble to this Resolution are hereby found to be true and are incorporated into this Resolution for all purposes.

Section 2. City Council has determined the property located at 402 East Blanco Rd., Boerne, Texas, more fully described as Lot 120A, Boerne Original Town, should be sold by sealed bids and adopts procedures as set out in "Exhibit A. Notice of Sealed Bid for Sale of Real Property".

Section 3. The City Council sets the minimum bid amount to \$2,538,000.00 inclusive of price and value, as determined by the City. If in the judgement of the City Council the bids submitted do not represent the fair value of the Property, the Council reserves the right to reject any and all bids.

Section 4. The City Secretary is directed to publish notice of sale of land in a newspaper of general circulation in the county in which the land is located and in accordance to

Section 272.001 of the Texas Local Government Code. The notice must include a description of the land, including its location, and the procedure by which sealed bids to purchase the land or offers to exchange the land may be submitted. The notice must be published on two separate dates being October 19, 2021 and October 26, 2021.

Section 5. This resolution shall become effective upon its passage.

PASSED, APPROVED and ADOPTED on this the \_\_\_\_ day of October, 2021.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Secretary



## **NOTICE OF SEALED BID FOR SALE OF REAL PROPERTY**

The City of Boerne, Texas (the "City") is accepting sealed bids for the purchase of the following real property (the "Property") as described in this Notice of Bid Opening:

**The Property commonly known as 402 E. Blanco. consisting of approximately 2.49 acres of land, as more particularly described and depicted in Exhibit "A", attached hereto and incorporated herein.**

The sale of the Property shall be awarded, at the discretion of the City Council, to the bidder submitting a bid in accordance with the terms outlined below, and providing the best value to the City.

The minimum bid amount is \$2,538,000, inclusive of price and other value. It is the intention of the City to sell the Property based on the best value bid that is submitted. If in the judgment of the City Council the bids submitted do not represent the fair value of the Property, the Council reserves the right to reject any and all bids. Should any bid be accepted, payment shall be made by earnest money deposit, subject to closing, and shall be deposited with the City or designated escrow agent by, cashier's check or money order payable to the City of Boerne within three days of the award notice. Provisions of the sale of the Property shall include:

1. For the purchase of the real property in "as is" condition with no warranties or representations as to suitability for any particular use;
2. For the conveyance of the Property by special warranty deed;
3. For the Buyer to pay all fees, commissions and costs associated with closing the sale of the Property;
4. For the Buyer to assume all responsibility or liability for any environmental condition affecting the Property, or any clean-up or remediation that may be required by law, if any;
5. For construction, remodeling or updating of the building on the Property, purchaser agrees to comply with all City zoning, building and permitting regulations. Such construction may not encroach upon platted easements on the subject property.
6. Execute Contract for Sale and Purchase of Real Property.
7. A schedule for realization of added value from a public purpose, if any.

In addition to price, any bidder wishing to have additional value considered with regard to contributions to a public purpose such as education or economic development shall provide an estimate of the value added to the bid by the public purpose element.

By submitting a bid, each bidder agrees to waive and does hereby waive any claim the bidder has or may have against the City of Boerne, Texas, and the City's respective employees and representatives for the award of damages or attorney fees, arising out of or in connection with the administration, evaluation, or recommendation of any bid, waiver, deletion or amendment of any requirements under this Notice of Bid Opening, acceptance or rejection of any bids, and award of the bid. By submitting a bid, the bidder specifically waives any right to recover or be paid attorney fees from the City of Boerne, Texas, or any of the City's employees and representatives under any of the provisions of the Texas Uniform Declaratory Judgments Act (Texas Civil Practice and Remedies Code, Section 37.001, et. seq., as amended). The bidder acknowledges and agrees that this is the intentional relinquishment of a presently existing known right and that there is no disparity of bargaining power between the bidder and the City of Boerne, Texas.

By execution and submission of this bid, the bidder hereby represents and warrants to the City that the bidder has read and understands this Notice of Bid Opening and that the bid is made in accordance with the terms stated herein. Bidder acknowledges that it understands all terms herein, which include the waiver provisions, and that it had the right to consult with counsel regarding all applicable documents.

The City reserves the right to waive, delete or amend any of the requirements connected with this bid.

Bids shall be delivered in writing on the attached bid proposal form, signed by the bidder or an authorized representative, and enclosed in a sealed envelope to the City of Boerne, City Secretary, 447 N. Main Street, Boerne, Texas 78006. All bids shall be plainly marked "SEALED BID TO PURCHASE REAL PROPERTY." Bids must be received before 1:59 p.m. on Friday, November 19<sup>th</sup>, 2021, and any bid received after that time will not be considered.

Bidders may forward questions related to the bid process or the Property to the Assistant to the City Manager in writing at 447 N. Main, Boerne, TX 78006. Inquiries must be received on or before the 10<sup>th</sup> day of November, 2021. Responses will be made available on the City's website. Important information related to this bid process, including additional instructions, amendments, and other information will be made available on the City's website. Bidders are responsible for checking the website before submitting their bids. The Property will be available for inspection on the 3<sup>rd</sup> day of November, 2021. Interested parties should contact the following to register to view the Property on that date: Nicholas Montagno, Assistant to the City Manager at (830) 248-9511,

City staff will publicly open, read and tabulate the bids at 2:00 p.m. on Friday, November 19<sup>th</sup>, 2021, in the City Council Chambers, City of Boerne, 447 N. Main Street, Boerne, Texas 78006.

The City may enter into discussions with the high value bidder related to negotiating the Contract for Sale and Purchase of Real Property. In the event agreement is not reached on a contract, or earnest money is not deposited, the City reserves the right to reject this bidder and select the next highest value bidder.



## **BID PROPOSAL FORM**

I hereby submit my proposal for the purchase of the property at:

Property Address: 402 E. Blanco, Boerne, TX 78006

Legal Description: Lot 120A, Boerne Original Town

Minimum Bid Amount: \$2,538,000

Bid Amount (include payment amount plus estimated additional value, if any):

What part of this is Estimated Additional Value: \_\_\_\_\_

Proposed Use for Property (If claiming additional value include attachments showing public purpose):

\_\_\_\_\_  
\_\_\_\_\_

Name of and Type of Entity for which bid is submitted, if any: \_\_\_\_\_

\_\_\_\_\_

THE CITY OF BOERNE RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS AND/OR WAIVE ANY INFORMALITIES.

I understand that the property is purchased "as is, where is, with all faults." I further understand that that if my bid is accepted by the Boerne City Council, the bid amount shall be paid in full by cashier's check or money order, made payable to the City of Boerne within three calendar days of the award notification, see earnest money deposit. I hereby certify that I have read and understand the terms of this agreement as specified in the notice of sealed bid for sale of real property. I hereby approve and accept all of the conditions of this agreement.

\_\_\_\_\_  
(Bidder's Signature)

\_\_\_\_\_  
(Bidder's Name)

\_\_\_\_\_  
(Address)

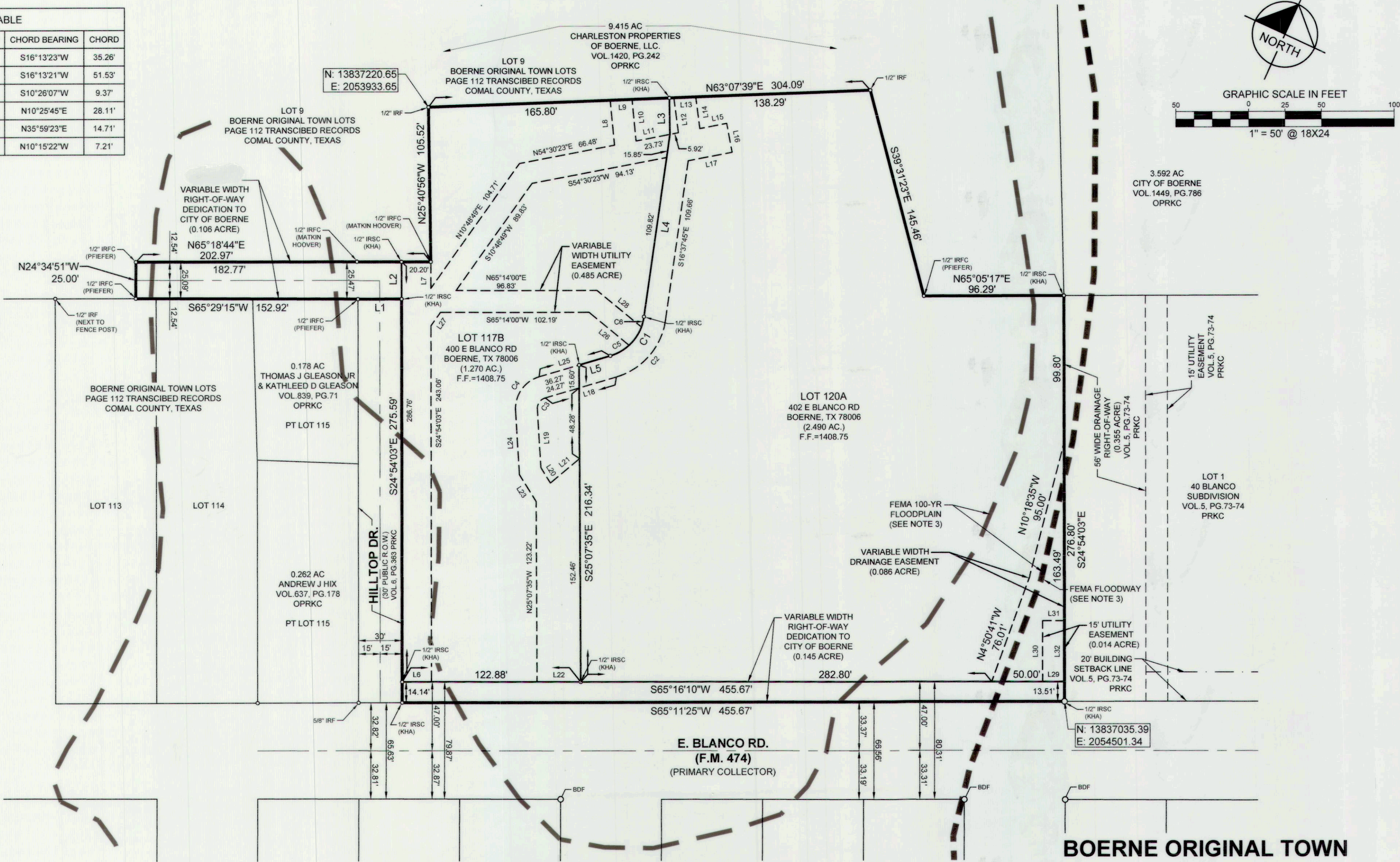
\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Date)



CURVE TABLE					
NO.	DELTA	RADIUS	LENGTH	CHORD BEARING	CHORD
C1	65°41'50"	32.50'	37.26'	S16°13'23"W	35.26'
C2	65°41'50"	47.50'	54.47'	S16°13'21"W	51.53'
C3	77°18'56"	7.50'	10.12'	S10°26'07"W	9.37'
C4	77°18'56"	22.50'	30.36'	N10°25'45"E	28.11'
C5	26°09'51"	32.50'	14.84'	N35°59'23"E	14.71'
C6	12°44'19"	32.50'	7.23'	N10°15'22"W	7.21'

LINE TABLE		
NO.	BEARING	LENGTH
L1	S65°01'27"W	30.00'
L2	N24°54'03"W	25.32'
L3	S25°40'56"E	24.84'
L4	S16°37'45"E	125.67'
L5	S49°04'28"W	22.38'
L6	S65°16'10"W	20.20'
L7	S24°54'03"E	17.99'
L8	N30°20'44"W	30.70'
L9	N63°07'39"E	15.03'
L10	S30°20'44"E	28.44'
L11	N54°30'23"E	29.65'
L12	N32°18'31"W	24.05'
L13	N63°07'39"E	15.07'
L14	S32°18'31"E	21.79'
L15	N54°30'23"E	18.81'
L16	S35°29'44"E	20.00'
L17	S54°30'23"W	30.73'
L18	S49°04'28"W	50.89'
L19	S28°12'14"E	40.10'
L20	S66°57'20"E	12.35'
L21	N25°34'16"E	26.02'
L22	S65°16'10"W	30.00'
L23	N56°57'20"W	21.66'
L24	N28°12'14"W	43.94'
L25	N49°04'28"E	50.89'
L26	N75°21'44"W	35.54'
L27	S10°48'49"W	11.29'
L28	S75°21'44"E	39.57'
L29	S65°16'10"W	15.00'
L30	N24°54'03"W	41.50'
L31	N65°16'10"E	15.00'
L32	S24°54'03"E	41.50'



"AS AMENDED"  
SCALE: 1" = 50'

**BOERNE ORIGINAL TOWN  
LOT 117B & LOT 120A  
AMENDING PLAT**

**General Notes:**

- The bearings, distances, areas and coordinates shown hereon are Texas State Coordinate System GRID, South Central Zone (FIPS 4204) (NAD'83), as determined by the Global Positioning System (GPS) post processing. The unit of linear measurement is U.S. Survey Feet.
- Property corners are monumented with a 1/2" iron rod with a plastic cap stamped "KHA", unless noted otherwise.
- According to Community Panel No. 48259C0415F, dated December 17, 2010 of the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) of Kendall County, Texas, a portion of the subject tract is located in Zone "AE" Floodway which is defined by FEMA as "the channel of a stream plus any adjacent floodplain areas that must be kept free of encroachment so that the 1% annual chance flood can be carried without substantial increase in flood heights", a portion of the subject tract is located within Zone "AE" which is defined by FEMA as "100-year flood hazard area with base flood elevations determined". A portion of the subject tract is located within Zone "X" (shaded) which is defined by FEMA as "Areas of 500-year flood; areas of 100-year flood with average depths of less than 1 foot or with drainage areas less than 1 square mile; and areas protected by levees from 100-year flood". The remainder of the subject tract is located within Zone "X" (un-shaded) which is defined by FEMA as "areas determined to be outside 500-year floodplain." All zone delineations shown hereon are approximate.
- The subject area is not upstream from a City water supply lake.
- All Public Right-Of-Way, Utility and Drainage easements to be dedicated to the City of Boerne.

BEING 4.011 ACRES OF LAND ESTABLISHING LOTS 117B AND 120A, BOERNE ORIGINAL TOWN, AND A 0.251 ACRE RIGHT-OF-WAY DEDICATION TO THE CITY OF BOERNE, KENDALL COUNTY, TEXAS

**SURVEYOR:**  
KIMLEY-HORN AND ASSOCIATES, INC.  
601 NW LOOP 410, SUITE 350  
SAN ANTONIO, TEXAS 78216  
PH: (210) 541-9166 FAX: (210) 541-8699  
CONTACT: JOHN G. MOSIER, R.P.L.S.  
TBPLS FIRM REGISTRATION NO. 6330

**CIVIL ENGINEER:**  
KIMLEY-HORN AND ASSOCIATES, INC.  
601 NW LOOP 410, SUITE 350  
SAN ANTONIO, TEXAS 78216  
PH: (210) 541-9166 FAX: (210) 541-8699  
CONTACT: JAVIER ALONZO, P.E.  
TBPE FIRM REGISTRATION NO. F-928

**OWNER/DEVELOPER:**  
CITY OF BOERNE  
447 N. MAIN STREET  
BOERNE, TEXAS 78006  
PH: (830) 249-9511  
CONTACT: LAURA TALLEY

BEING 4.011 ACRES OF LAND SITUATED IN THE MARIE IBNACIO LEAL SURVEY NO. 180, ABSTRACT NO. 298, THE CITY OF BOERNE, KENDALL COUNTY, TEXAS, AND CONTAINING ALL OF LOTS 119-122, BOERNE ORIGINAL TOWN PLAT, RECORDED ON PAGE 112 OF THE TRANSCRIBED RECORDS OF COMAL COUNTY; A PORTION OF LOT 9 OF SAID BOERNE ORIGINAL TOWN PLAT DESCRIBED AS SECOND TRACT TO THE CITY OF BOERNE UTILITIES, RECORDED IN VOLUME 71, PAGE 461, DEED RECORDS; AND ALL OF LOTS 116A AND 117A OF THE AMENDING PLAT - CITY OF BOERNE, KENDALL COUNTY, TEXAS RECORDED IN VOLUME 6, PAGE 36, PLAT RECORDS.

**Kimley»Horn**

601 NW Loop 410, Suite 350 San Antonio, Texas 78216 Tel. No. (210) 541-9166  
FIRM # 10193973 www.kimley-horn.com

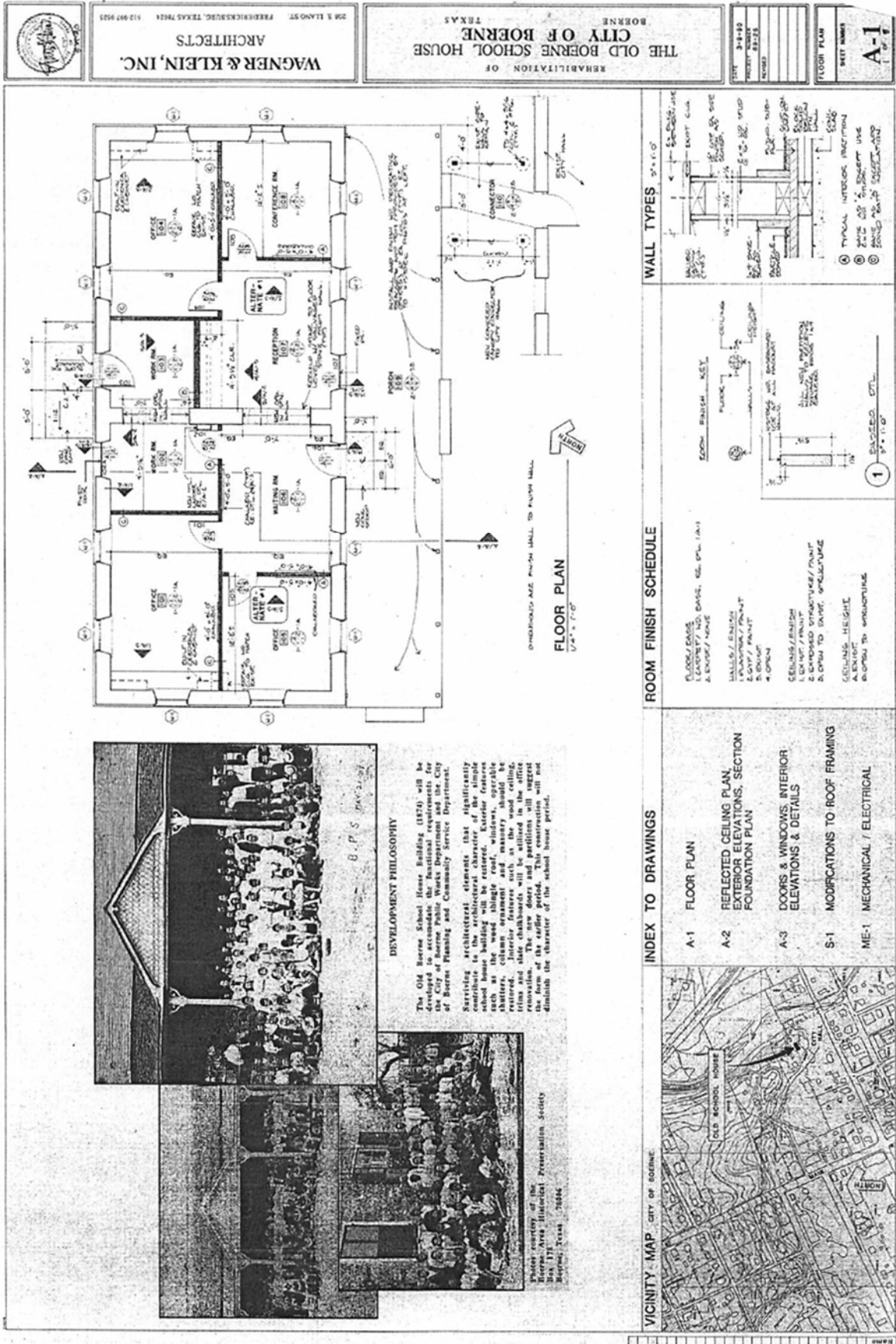
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1" = 50"	SAL	APS	3/11/2021	068657016	3 OF 3







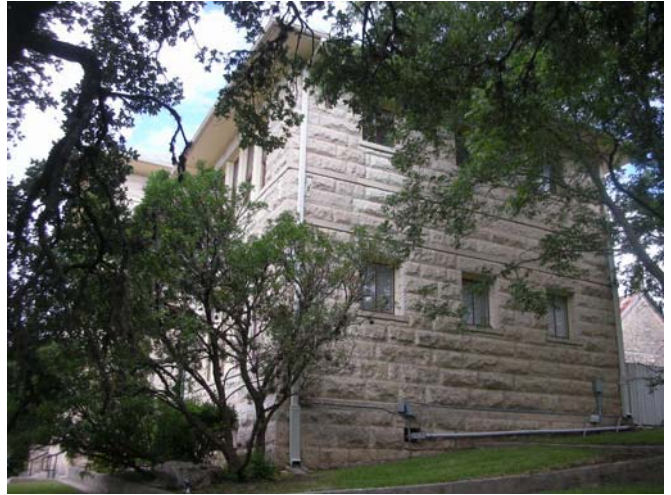








Front View of Subject – Main Bldg



Side View of Subject – Main Bldg



Side View of Subject – Main Bldg



Rear View of Subject – Main Bldg



Front View of Subject – Rear Bldg



Side View of Subject – Rear Bldg





Side View of Subject – Rear Bldg



Rear View of Subject – Rear Bldg



View of Parking Area



View of Parking Area



View of Signage



View of Ancillary Improvement – No CV





View of Ancillary Improvement – No CV



Former Modular Bldg Site – No CV



Former Modular Bldg Site – No CV



Interior View of Subject – Main Bldg



Interior View of Subject – Main Bldg



Interior View of Subject – Main Bldg





Interior View of Subject – Main Bldg



Interior View of Subject – Main Bldg



Interior View of Subject – Main Bldg



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Interior View of Subject – Main Bldg



Interior View of Subject – Main Bldg





Interior View of Subject – Main Bldg



Interior View of Subject – Main Bldg



Interior View of Subject – Rear Bldg



Interior View of Subject – Rear Bldg



Interior View of Subject – Rear Bldg




Interior View of Subject – Rear Bldg



Street Scene Along E Blanco Road



Street Scene Along E Blanco Road

	<div style="text-align: center;"><b>AGENDA ITEM SUMMARY</b></div> <div style="border: 1px dashed purple; padding: 5px; float: right; margin-top: 10px;"> <b>District Impacted</b>  <input type="checkbox"/> 1 = Wolosin  <input type="checkbox"/> 2 = Woolard  <input type="checkbox"/> 3 = Scott  <input type="checkbox"/> 4 = Boddie  <input type="checkbox"/> 5 = Macaluso  <input checked="" type="checkbox"/> All </div>
<b>Agenda Date</b>	October 12, 2021
<b>Requested Action</b>	UPDATE ON RESULTS OF WATERWORKS TERRACE DESIGN & FEASIBILITY STUDY AND CONCEPTUAL PLANS CONDUCTED BY LUCK DESIGN TEAM, LLC.
<b>Contact Person</b>	Paul Barwick, Special Projects Director
<b>Background Information</b>	<p>City Council approved a professional services contract with Luck Design Team (LDT) on 4/27/21 to prepare a feasibility study for Waterworks Terrace Park improvements and Main Plaza traffic circulation &amp; parking options. Presently there are no approved funds for any additional services such as preparation of construction plans/bid documents, and construction of improvements.</p> <p>A group of Boerne residents, Boerne Parks Association (BPA), originally approached former Councilman Brian Fowler offering private fundraising services to assist in developing park improvements at the west end of Main Plaza known as Waterworks Terrace. BPA has continued to work with current Councilman Quinten Scott on this project. One of the primary desires of the BPA is to fund an interactive waterplay element for this urban park space.</p> <p><u>Public Input - 3 Community Workshop Meetings</u>  Councilmember Scott &amp; Mayor Pro Tem Wolosin, Boerne Parks Association, adjacent property owners, consultants, and staff.  July 8, 2021, July 28, 2021, September 1, 2021</p> <p><u>LDT Feasibility Scope of Work included the following:</u></p> <ul style="list-style-type: none"> <li>• Archeological Background Study</li> <li>• Historical Background Study</li> <li>• Geotechnical Engineering Study</li> <li>• Environmental Soil Sampling</li> <li>• Pump House/Groundwater Wells Considerations</li> <li>• Conceptual Plan (3 concepts)</li> <li>• Main Plaza Traffic Circulation and Parking</li> </ul> <p><u>Results of Archeological &amp; Historical Background:</u>  <i>Archeological:</i> Per the "Archeological Site Assessment Desktop Study"</p>



	<p>completed in June 2021 by Raba Kistner, Inc., further archaeological investigations of the Project site area are not recommended.</p> <p>TAKEAWAY: Any alterations to the existing historic fabric will need to be reviewed and approved by the City of Boerne Historic Landmark Commission and be subject to any relevant ordinances and design guidelines.</p> <p><i>Historical:</i> The Waterworks Building was constructed in 1928. The pool was constructed in 1935 as part of the Works Progress Administration (WPA) public works project.</p> <p>TAKEAWAY: The improvements at the terrace are not currently listed on the National Register of Historic Places (NRHP) nor are they eligible per the "Historical Background Desktop Study and Field Report" completed in June 2021 by Raba Kistner, Inc. The current restroom was built in 2003; the pool was filled in 2011.</p> <p><u>Results of Geotechnical Engineering &amp; Environmental Soil Sampling:</u> TAKEAWAY: Collective assessment data do not indicate the presence of environmental conditions that would pose a concern with respect to future use or occupancy of the SITE. Considering the absence of affected soil (or shallow groundwater) conditions below the property, potentially harmful soil vapor migration to existing or proposed future buildings is considered to be unlikely.</p> <p>TAKEAWAY: Slightly elevated total lead levels do not deviate significantly from background conditions and are not considered to represent impacts that would pose a concern with respect to the excavation or management of soils as necessary to facilitate future improvements.</p> <p><u>Results of Pump House/Groundwater Wells Considerations:</u> <i>Pump Building:</i> The Waterworks Building houses two pumps that generate 12-16% of City's current water supply at peak use. These pumps draw from a shallow water table (approx. 20' below surface); pumped water is chlorinated and placed directly into the City's water system.</p> <p>There is a 150' Sanitary Control Easement around these pumps. City's PW Dept. has concern over potential "influence of groundwater."</p> <p>TAKEAWAY: Pressure rated pipe will need to be used for the drain lines and we would need to provide as-built documentation to TCEQ so they can file the information with the permit for the PWS. Does not appear that TCEQ needs to review or approve anything as long as TAC guidelines are followed.</p>
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	<p><u>Conceptual Plan (3 Concepts)</u>  Three concept plans were developed followed by a final preferred concept plan was developed which incorporated a variety of proposed improvements presented in the three original concept plans.</p> <p><u>Main Plaza Traffic Circulation and Parking</u>  A conceptual plan for addressing pedestrian safety and minimum impact to adjacent downtown parking was developed. Parking stalls were removed between Main Plaza and Waterworks Terrace which provides additional park land and much safer pedestrian crossing between both park areas. Reverse parking stalls are proposed on both the south and west sides of Main Plaza which create a net loss of only 2 parking stalls.</p> <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> <li>• Council feedback on concept preference</li> <li>• Amend Parks Master Plan to reflect desired concept</li> <li>• Work with BPA to provide design resources so they may begin fundraising</li> <li>• Project Design Phase</li> <li>• Construction Phase</li> </ul>
<b>Item Justification</b>	<div> <div> <input type="checkbox"/> Legal/Regulatory Obligation <input type="checkbox"/> Reduce Costs <input type="checkbox"/> Increase Revenue <input type="checkbox"/> Mitigate Risk <input type="checkbox"/> Master Plan </div> <div> <input checked="" type="checkbox"/> Infrastructure Investment <input type="checkbox"/> Customer Pull <input type="checkbox"/> Service Enhancement <input type="checkbox"/> Process Efficiency <input type="checkbox"/> Other: _____ </div> </div> <p>Recommendation _____</p>
<b>Financial Considerations</b>	The approved cost for the feasibility study for this project is \$47,800.
<b>Citizen Input/Board Review</b>	FYI, three (3) citizen input meetings were conducted to review feasibility findings and develop conceptual park plans.
<b>Legal Review</b>	
<b>Alternative Options</b>	
<b>Supporting Documents</b>	