CITY OF FAIR OAKS RANCH

CITY COUNCIL SPECIAL MEETING

Thursday, July 22, 2021 at 6:00 PM

City Hall Council Chambers, 7286 Dietz Elkhorn, Fair Oaks Ranch

AGENDA

OPEN MEETING

1. Roll Call - Declaration of a Quorum.
2. Pledge of Allegiance

CITIZENS and GUEST FORUM

To address the Council, please sign the Attendance Roster located on the table at the entrance of the Council Chambers. In accordance with the Open Meetings Act, Council may not discuss or take action on any item which has not been posted on the agenda. Speakers shall limit their comments to five (5) minutes each.

3. Citizens to be heard.

CONSIDERATION/DISCUSSION ITEMS

4. Consideration and possible action ratifying the City Manager's appointment of a Director of Public Works and Engineering Services for the City of Fair Oaks Ranch.

Tobin E. Maples, AICP, City Manager

5. Consideration and possible action authorizing the advancement of Phase Two of the solids handling volute dewatering press system.

Julio Colunga, Public Works Superintendent

WORKSHOP

6. Presentation and discussion of the draft FY 2021-22 General Fund and Enterprise Fund Budgets.

Tobin E. Maples, AICP, City Manager
Sarah Buckelew, CPA, Finance Director

ADJOURNMENT

Signature of Agenda Approval: s/ Tobin E. Maples

Tobin E. Maples, City Manager

I, Amanda Valdez, Deputy City Secretary, certify that the above Notice of Meeting was posted on the outside bulletin board at the Fair Oaks Ranch City Hall, 7286 Dietz Elkhorn, Fair Oaks Ranch, Texas, and on the city's website www.fairoaksranchtx.org, both places being convenient and readily accessible to the general public at all times.

As per Texas Government Code 551.045, said Notice was posted by **6:00 PM, July 19, 2021** and remained so posted continuously for at least 72 hours before said meeting was convened.

The Fair Oaks Ranch City Hall is wheelchair accessible at the side entrance of the building from the parking lot. Requests for special services must be received forty-eight (48) hours prior to the meeting time by calling the City Secretary's office at (210) 698-0900. Braille is not available. The City Council reserves the right to convene into Executive Session at any time regarding an issue on the agenda for which it is legally permissible; pursuant to Texas Government Code Chapter 551. Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development).

CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
July 22, 2021

AGENDA TOPIC:	Consideration and possible action ratifying the City Manager's appointment of a Director of Public Works and Engineering Services for the City of Fair Oaks Ranch.
DATE:	July 22, 2021
DEPARTMENT:	Administration
PRESENTED BY:	Tobin E. Maples, AICP, City Manager

INTRODUCTION/BACKGROUND:

The purpose of this agenda item is to respectfully request that City Council ratify the City Manager's appointment of Grant Watanabe, P.E., to the position of Director of Public Works and Engineering Services. In this position, Mr. Watanabe will report directly to the Assistant City Manager of Public Works and Engineering Services and is responsible for overseeing and managing all functions of the department, including utility operations, street maintenance, building codes, engineering, code enforcement, environmental compliance, capital improvement programing, and planning and zoning.

As authorized by Section 5.01 C 17 of the City's Home Rule Charter, it is the City Manager's responsibility and honor to appoint an individual to serve in this position. Knowing however, that all functions of the Public Works and Engineering Services department need to reflect the values of the community and maintain the integrity of critical infrastructure systems, it was essential for the City Council to participate in the process.

In this vein, I would like to express my deep appreciation to the City Council for your leadership and insight as staff framed and traversed the process. The City Council's participation was invaluable and will prove to be an asset, as there is a tremendous amount of ownership at both the governing body and staff level.

Mr. Watanabe brings over 15 years of progressive experience directing government public works organizations, including service as the Director of Public Works, Naval Air Station, in Patuxent River, Maryland. Mr. Watanabe is a licensed professional engineer and holds both a Bachelor of Science and Master of Science in Civil Engineering.

Speaking on behalf of all city employees, we are very excited about the strength and versatility Mr. Watanabe brings to this challenging opportunity. We hope that the community views his appointment as an indication of our confidence in his ability to lead this critical service grouping.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

N/A

LONG-TERM FINANCIAL & BUDGETARY IMPACT:

This position is fully funded.

LEGAL ANALYSIS:

N/A

RECOMMENDATION/PROPOSED MOTION:

I move to ratify the City Manager's appointment of Mr. Grant Watanabe, P.E., to the position of Director of Public Works and Engineering Services.

CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
July 22, 2021

AGENDA TOPIC:	Consideration and possible action authorizing the advancement of Phase Two of the solids handling volute dewatering press system
DATE:	July 22, 2021
DEPARTMENT:	Public Works Department
PRESENTED BY:	Julio Colunga, Public Works Superintendent

INTRODUCTION/BACKGROUND:

The Fair Oaks Ranch Utilities wastewater treatment (WWTP) plant was built and put into operation in 1978 utilizing fundamental sludge treatment technology to service the existing and the then-planned developments. The plant has four (4) sludge drying beds separating solids from the waste stream via a sand filtration operation.

In 1994, the WWTP was expanded without regard to the additional load on the sludge drying beds or without consideration of an improved method of handling wasted sludge in place. Consequently, as the number of customer connections increased, the solids handling system began exceeding its capacity to dry the sludge in optimal time allowing for the potential of odor to emanate from the drying beds. In April 2015, Texas Commission on Environmental Quality (TCEQ) issued the City a nuisance odor violation. As new customer connections continued, the ability for operations to maintain a stable wastewater biological operation became further impacted.

Currently, the WWTP continues to process solids via the four existing sludge drying beds. As the sludge cannot be processed sufficiently, FORU pays an outside contractor to liquid haul the sludge offsite at an upwards cost of $300,000 annually. This operational process keeps the WWTP biological system operating as designed. In addition to capacity constraints, the open-air drying process produces significant odors and due to the plant's location within a residential subdivision, nuisance odor complaints. Accordingly, City Council authorized an evaluation of the solids handling process, inclusive of producing a report that analyzed alternatives for effectively improving solids management. To ensure a viable solution with a qualifiable return on FORU's investment, the following steps have been taken:

- April 16, 2020 – City Council approved a Professional Services Agreement with Murfee Engineering Company, Inc. to provide an evaluation of the WWTP solids handling process and provide a recommended approach in improving the process.
- November 5, 2020 – City Council was presented with a preliminary engineering report (Exhibit A) that analyzed alternatives for improving solids management and made a recommendation to install a volute dewatering press system to reduce the volume of the sludge effectively and consistently, while simultaneously reducing odor production associated with the open-air process currently in use. The report also analyzed the financial performance of installing an improved dewatering process equipment. The results indicated that the installation met the City's requirements for advancing with the project. Accordingly, City Council authorized staff to advance with a plan utilizing a volute dewatering press system.

- April 1, 2021 - City Council approved a two-phase Professional Service Agreement with Malone & Wheeler for the design, permitting, and installation of a volute dewatering press at a cost not to exceed $156,486 including 10% contingency:

    1. *Phase 1* - a three-to-four-month pilot study inclusive of project management and site visits to develop construction plans and to perform a demonstration of the equipment in operation verifying performance of the designed technology.
    2. *Phase 2* – Development of civil, mechanical, electrical, structural, and instrumentation and control design documents and an Engineer's Opinion of Probable Cost. Submission of specs to TCEQ for construction approval. Procurement through award followed by construction administration.

- June 16, 2021 - Pilot study verified testing of the volute dewatering press was successful, reducing the volume of sludge by up to 94% while producing cake solids of 19.1%. Construction cost estimate is $920,210 with a yearly operating cost of $11,823 and a return of investment (ROI) of 3.04 years.

As the study recommends a viable solution with a qualifiable return on FORU's investment, staff recommends the City move forward with the approval of Phase Two of the Professional Service Agreement with Malone & Wheeler for the engineering design and construction phase.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

1. The current WWTP liquid solids hauling service costs upwards of $300,000 annually. The proposed solution will reduce the annual cost for the wastewater operation eventually lessening the customers' impact.
2. Is a component of the city's Strategic Objective 3.2.2 "Existing Wastewater Treatment Plant Improvements".

LONG-TERM FINANCIAL & BUDGETARY IMPACT:

This project is eligible under the American Rescue Plan Act or through issuance of short-term debt. The $920,210 construction cost is budgeted FY2021/22.

LEGAL ANALYSIS:

N/A

RECOMMENDATION/PROPOSED MOTION:

I move to authorize the advancement of Phase Two of the solids handling volute dewatering press system project with the understanding the construction of this project will paid through the American Rescue Plan Act funds or issuance of short-term debt.

MALONE ★ WHEELER
SINCE INC. 1995
CIVIL ENGINEERING ★ DEVELOPMENT CONSULTING ★ PROJECT MANAGEMENT

M E M O R A N D U M

TO:	Julio Colunga – City of Fair Oaks Ranch
FROM:	Dennis Lozano, P.E.
DATE:	June 16, 2021
RE:	**Financial Analysis Update**
	Wastewater Treatment Plant Solids Dewatering Improvements
CC:	Katie Schweitzer – City of Fair Oaks Ranch
	Tyler Kierstead – KFA

THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW UNDER THE AUTHORITY OF DENNIS LOZANO, P.E. 106147, ON 06/16/2021. IT IS NOT TO BE USED FOR CONSTRUCTION, BIDDING OR PERMIT PURPOSES.

Purpose

The purpose of this memorandum is to present the results of the full-scale pilot study of the volute dewatering press at the Fair Oaks Ranch Wastewater Treatment Plant (WWTP) and update the financial analysis from the Preliminary Engineering Report to reflect the operating data obtained from the pilot. The pilot study phase was integrated into the design process to confirm that the proposed processing unit could perform in the field as predicted from the bench scale testing that formed the basis of the preliminary engineering analysis.

The test unit used for the pilot performed favorably compared to the analysis presented in the preliminary engineering report and we recommend that the project move forward to design and procurement.

Background

The current permit allows the City of Fair Oaks Ranch WWTP to dispose of treated domestic wastewater effluent as a daily average flow not to exceed 0.5 MGD via surface irrigation of 280 acres of Fair Oaks Ranch Golf and Country Club land. The plant's solids handling capacity via existing sludge drying beds is limited. The contingency strategy of liquid hauling sludge from the WWTP comes at a significant cost, accounting for $300,000 annually. Additionally, though drying capacity is sufficient in the summer months, the open-air nature of the process produces significant odors and, owing to the plant's location within a residential subdivision, nuisance odor complaints. A preliminary engineering study was completed in 2020 to analyze the financial performance of installation of improved dewatering process equipment, and the results indicated that the installation met the City's requirements for proceeding with the project. The preliminary engineering analysis was based on bench-scale testing of sludge samples collected from the WWTP. As a gateway for project execution, the city elected to include an onsite pilot study as a part of the design process to confirm performance of an operating unit in the field over several days' time.

Pilot Testing Protocol

A PWTech, model ES-201, trailer-mounted Volute Dewatering Press (VDP) was mobilized to the WWTP site and configured to be fed via submersible pump drawing from a return activated sludge (RAS) sump that is part of Clarifier No. 2. Operation of the clarifier was modified to fill and maintain a level of sludge in the sump, rather than feeding the RAS pump suction directly, as normal. Two submersible pumps were placed in the sump; one pump was used for mixing, and a second pump supplied sludge to the pilot unit. 480V power was provided by a generator, and potable water was supplied from a nearby connection. A tractor was used to collect and transport cake solids to a dumpster, and the pressate was discharged into the influent lift station. The unit was mobilized on April 26th and demobilized on April 30th, providing approximately three full days of input variation and data collection across 22 runs.

Pilot Test Results

Following the pilot study, a summary report was delivered by South Western Environmental Equipment Technicians (SWEET) that provided operating data and analysis results from the pilot study. The key findings of the report are the focus of this summary memo, and the complete report is attached for reference. A summary of key operating data is shown in Table 1, below.

Table 1: Pilot Study Results Summary

<table>
<tr><th>Percentage of Hydraulic Capacity (%)</th><th>Average Sludge Volume Reduced (%)</th><th>Polymer Name</th><th>Average Polymer Dose (lbs./ton)</th><th>Cake Solids (%)</th><th>Solid Capture Rate (%)</th></tr>
<tr><td rowspan="2">73</td><td rowspan="2">93</td><td>K279</td><td>32.75</td><td>16.1</td><td rowspan="2">96.6</td></tr>
<tr><td>K275</td><td>23.20</td><td>14.9</td></tr>
<tr><td>100</td><td>92</td><td>K279</td><td>31.9</td><td>14.8</td><td>96.7</td></tr>
</table>

Financial Analysis

A cursory review of key analysis results and assumptions forming the basis of the Preliminary Engineering Report (PER) compared to the pilot study operating data reveals favorable performance of the full-scale pilot. However, presentation of comparative financial analysis will provide a quantitative apples-to-apples summary of the bottom line incorporating all relevant factors. Table 2 provides a summary of the factors forming the basis of the financial analysis.

Table 2: Comparison of Financial Variables Between PER and Pilot Test

Parameter	PER Basis	Pilot Study Result
Feed Sludge Solids	0.80%	1.16%
Cake Sludge Thickness	11%	14.9%
Polymer Name	8848FS	K275
Polymer Manufacturer	Solenis Zetag	Praestol
Polymer Use (lbs./year)	2,134	2,078
Polymer Dose (lbs./ton)	20.2	23.2
Polymer Cost per lbs.	$1.65	$1.50
Polymer Cost per year	$3,521	$3,117
Solids Dewatering Capacity (gal./min. drum)	20-30	20.6
Inflation	3.00%	3.00%

As can be seen in Table 2, several factors differed slightly between the PER and pilot study results. In all cases the pilot unit performed better than the PER basis— the most significant variations are the polymer usage and cost. The increased feed sludge and cake thickness are ancillary benefits that will make operating the unit and hauling the sludge easier, however since the financial analysis uses dry tons of sludge to normalize costs, these factors did not drive bottom line differences in the pro forma.

Table 3 provides an updated calculation of the return-on-investment (ROI) period, incorporating owner options not originally included in the cost analysis as well as actual contract amounts (engineering) and revised annual operating cost based on pilot-derived data.

Table 3: Comparative Cost Analysis - Return on Investment

	Cost	
Description	**PER**	**Updated**
Equipment Cost	$275,000	$290,000
Owner Options		
Canopy		$80,000
Clarifier No. 1 Feed		$20,000
3-Point Conveyor		$40,000
Electrical, Mechanical, Civil, and other Accessories	$281,500	$284,500
Engineering Fee	$139,125	$134,260
Contingency	$139,125	$71,450
Total Capital Cost	$834,750	$920,210
Operational Cost	$13,873	$11,823
Return of Investment Period (years)	2.76	3.04
Savings After 3 Years	**$75,900**	**($11,674)**
Savings After 4 Years	**N/A**	**$312,577**

Figure 1 provides a visualization of the total cost over time of installing the dewatering improvements as described here vs. the "no action" option.

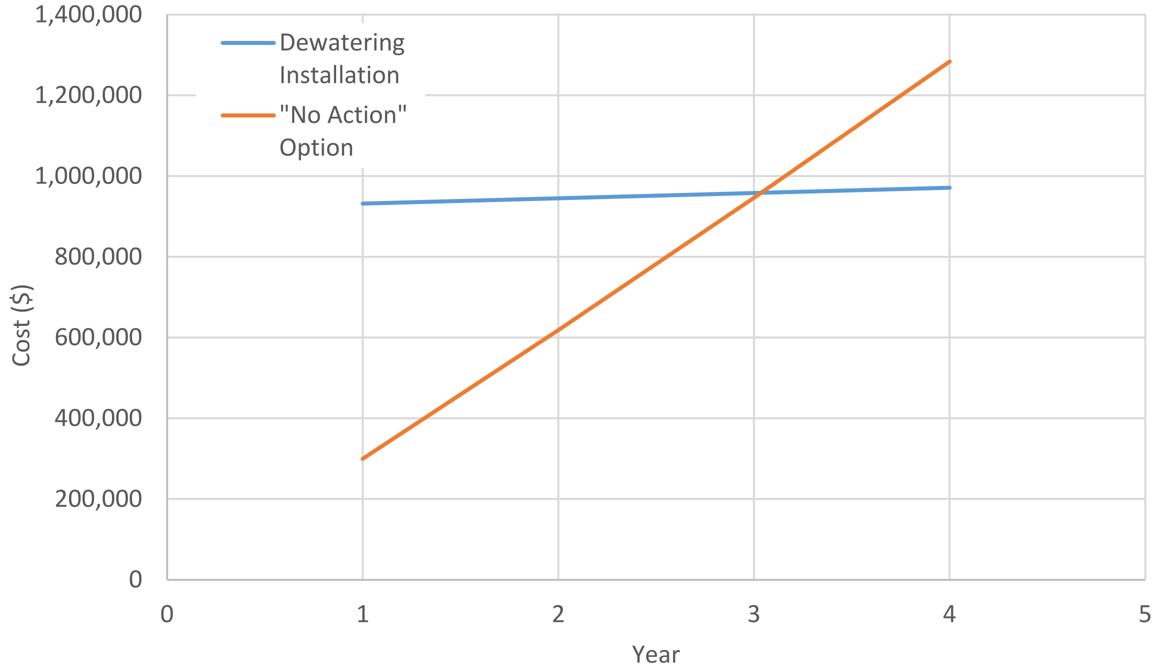

Figure 1: Cost Comparison Over Time

The capital cost increases associated with owner options including the canopy, clarifier no. 1 feed, and 3-point conveyor, as well as inflation and some associated increases in electrical costs are offset by a reduction in contingency, slightly lower engineering costs, and operating costs based on the pilot results to yield net savings after four years of $312,577. The ROI period is extended to just beyond the three-year mark, however the project still meets the original performance criteria established by the City. The improvements in the installation attributable to the options included will realize long-term benefits for operations and maintenance costs by protecting the equipment and reducing operations hours.

Conclusion

The full scale, in situ pilot study confirmed satisfactory performance to move the project forward. City staff asked for inclusion of several options not originally considered in the financial analysis, and favorable performance of the unit indicates that these capital items can be accommodated within the original performance parameters established for the project.

PWTech Volute Dewatering Press Pilot Report

City of Fair Oaks Ranch, TX – Wastewater Treatment Plant

April 26th – 29th, 2021

PROCESS WASTEWATER TECHNOLOGIES LLC
Process Wastewater Technologies, LLC.
9004 Yellow Brick Road, Suite D, Rosedale, MD21237
Phone: 410-238-7977, Fax: 410-238-7559

Pilot Operator / Report Author: Nathan Hovorka
Manufacturer's Representative: Chris Cortez, South Western Environmental Equipment Technicians (SWEET)

Summary

- The Volute Dewatering Press, model ES-201, was piloted on waste activated sludge at the Fair Oaks Ranch Wastewater Plant
- Cake solids as high as 19.1% were produced
- Praestol K279 averaged 16.1% cake solids between 30.5-35.0 lbs/ton
- Praestol K275 averaged 14.9% cake solids between 20.5-25.9 lbs/ton
- Solids capture rates averaged 96.6% during the study

Contents

1. Introduction

The Volute Dewatering Press was piloted at the wastewater plant in Fair Oaks Ranch, Texas during the week of April 26th, 2021. During the study, the pilot unit dewatered waste activated sludge (WAS) from one of the clarifiers.

The wastewater plant is located within a residential area and treats 0.25 MGD on average, beginning the treatment process with a raked bar screen to remove large debris. Biological treatment occurs inside an oxidation ditch, and the solids are removed in a clarifier before the effluent is chlorinated and discharged. **Figure 1** outlines the treatment process at the wastewater plant in Fair Oaks Ranch, along with the location of the pilot unit.

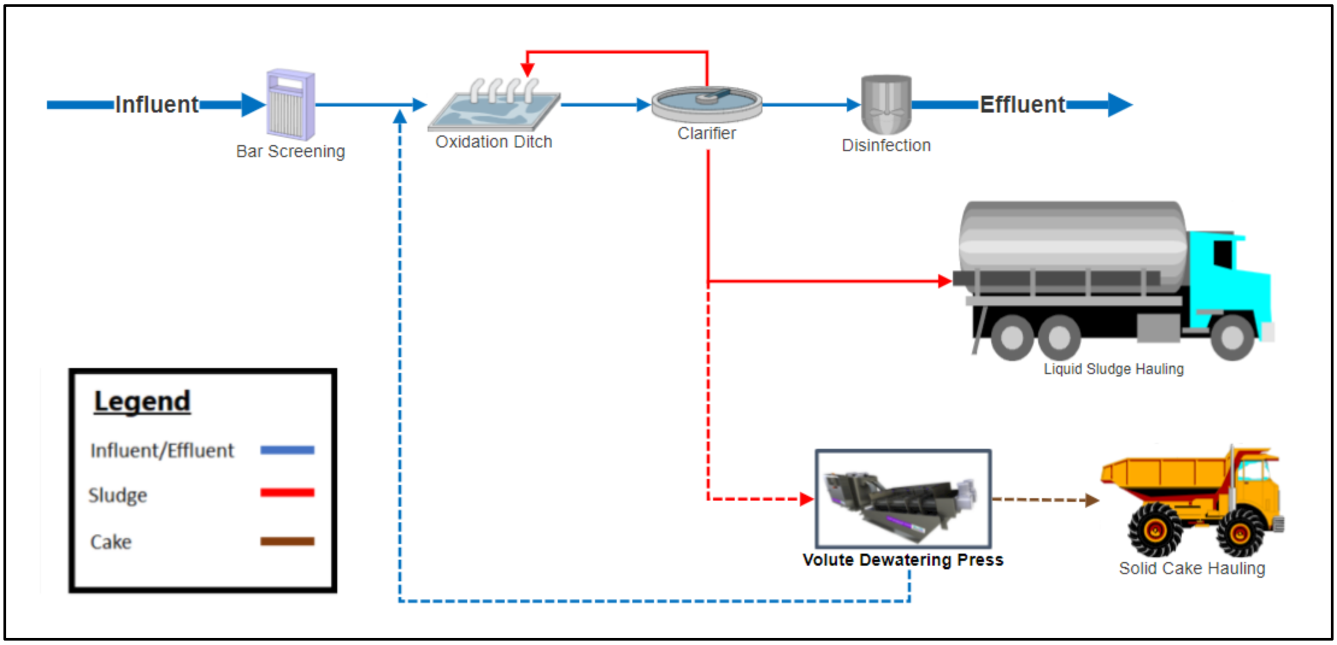

Figure 1: Fair Oaks Ranch's treatment process and the location of the pilot unit

Sludge from the clarifier is returned to the oxidation ditch, and 42,000 gallons of wasted sludge is hauled off via tanker trucks every week. The plant has drying beds onsite, but has received multiple odor complaints, making it difficult to thicken the sludge before hauling. At the time of the pilot, the plant did not use the drying beds due to the previous odor complaints, so the sludge was hauled off at 1% solids.

This method of sludge hauling is expensive because the plant has to pay to haul off 99% water. PWTech conducted pilot testing in order to demonstrate the Volute Press' potential to reduce the volume of sludge for hauling. This report discusses the testing methods used and the results of the pilot study.

2. Objective

This pilot aimed to demonstrate the operation and performance of the Volute Press to the plant staff. Data was gathered during the study to give insights on the relationship between polymer use, throughput, and cake solids production with the plant's sludge.

3. Pilot Set-Up

The trailer-mounted Volute, model ES-201, was parked near one of the clarifiers. The gates for a small tank next to the clarifier were configured to fill and maintain a level of sludge, and two submersible pumps were placed in the tank; one pump was used for mixing, and a second pump supplied sludge to the pilot unit. 480V power was provided by a generator, and potable water was supplied from a nearby connection. A tractor was used to collect and transport cake solids to a dumpster, and the pressate was discharged into a sump pit which returned to the oxidation ditch.

The ES-201 has one 8-inch diameter drum with a maximum solids throughput capacity of 120 dry lbs/hour for thick sludge (>3% solids) and a maximum hydraulic capacity of 15 GPM for thin sludge (<1% solids).

4. Testing and Sample Analysis

Following the start-up of the unit, different variables were isolated and altered in order to understand the impact on dewatering. The controlled variables were:

- Feed sludge flow rate (and the resulting screw speed)
- Polymer type
- Polymer dose

In order to determine the effectiveness of the unit, samples were taken for each run. Types of samples taken include:

- Influent sludge- measured as total residual solids (TS) in weight percent, temperature in Fahrenheit, and pH
- Cake solids- measured as total residual solids (TS) in weight percent
- Pressate solids- measured as total suspended solids (TSS) in mg/L

Influent sludge samples were gathered directly from the tank feeding the pilot unit, cake solids were collected from the cake chute, and pressate samples were collected at the end of the discharge hose.

TS for each influent and cake solids sample were tested using a moisture analyzer made by Sartorius, which is accurate up to 0.1%. The machine works by recording the initial weight of the sample and heating it at 105 ˚C until the weight of the sample changes less than 1 mg per minute. The total residual solids are calculated as a percent using the equation below:

$$Total\ \%\ Solids = 100 * \left(\frac{A}{B}\right)$$

Where A is the weight of the dry sample and B is the weight of the wet sample.

Other influent sludge samples were collected 1-2 times per day to test:
- Settleability measured in mL/L
- Total suspended solids (TSS) measured in mg/L
- Total dissolved solids (TDS) measured in mg/L

This data was used to calculate the Sludge Volume Index and give more insight to the sludge characteristics.

Pollution Control Services performed all of the TSS and TDS analyses for respective samples because these procedures are best performed in a lab instead of a trailer due to vibrations, wind, and other factors which affect the accuracy of these tests.

Current and voltage readings were recorded from each motor VFD and used to calculate the overall power use of the pilot unit, as well as the power use directly related to dewatering.

The polymer system in the trailer was fed the liquid polymer, which was then activated by introducing water. After mixing appropriately, the activated polymer was introduced to the influent sludge inside the mixing tank in order to achieve flocculation.

The polymers tested were:
- Praestol K279
- Praestol K275

5. Results and Discussion

22 runs were conducted in order to understand how certain methods of operation affect dewatering of the plant's sludge, and the following sections discuss the key findings. A comprehensive table of pilot data is located in the appendix, showing each sample result and calculated parameter for each run.

5.1. Influent Sludge

The sludge tank provided a relatively consistent sludge (averaging 1.16% solids) to the pilot unit, with minor fluctuations while pulling new sludge from the clarifier. These fluctuations did not affect the operation of the Volute Press, and the sludge remained consistent enough to gather accurate data. **Figure 2** shows the TS results for the influent sludge during each run.

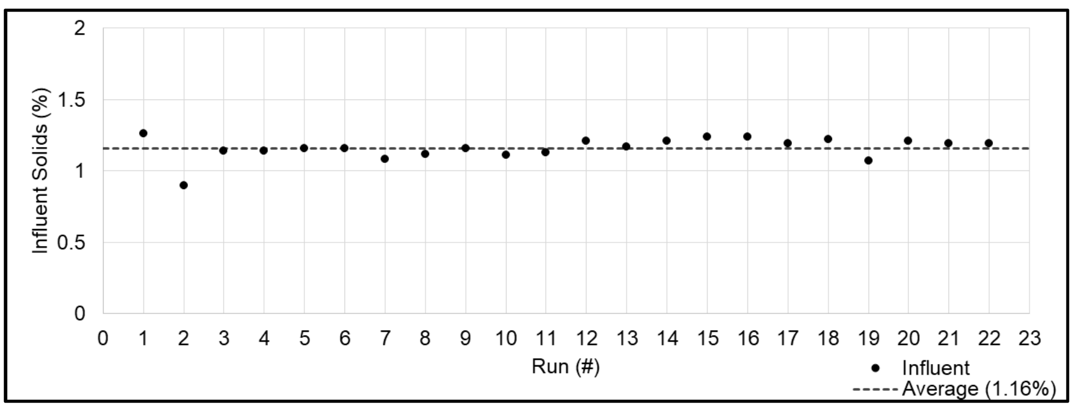

Figure 2: Total solids of influent sludge for each run

Several other parameters were also measured from the influent sludge (shown in **Table 1**). Each measurement remained consistent throughout the week, with SVI ranging from 91-99 mL/mg. The temperature ranged from 67-71˚*F* and pH ranged from 6.46-6.91, which allowed the polymer to be effective since extreme temperatures and pH's will affect the polymers' ability to flocculate. The temperatures and pH's shown below are displayed as daily averages.

Influent Charateristics	27-Apr		28-Apr		29-Apr
TSS (mg/L)	10440	10660	10240	10920	9980
TDS (mg/L)	1390	1350	1370	1270	1365
Settled Sludge Volume (mL/L)	990	990	990	990	990
SVI (mL/mg)	95	93	97	91	99
Temperature (˚F)	69.2		70.4		68.6
pH	6.8		6.6		6.6

Table 1: Influent sludge characteristics for each day

5.2. Cake Solids Overview

Cake solids as high as 19.1% were achieved, reducing the volume of sludge by 94%. Overall, cake solids averaged 15.6% (93% reduction in volume) excluding runs conducted at low polymer doses. The TS results for each cake sample is shown below in **Figure 3**.

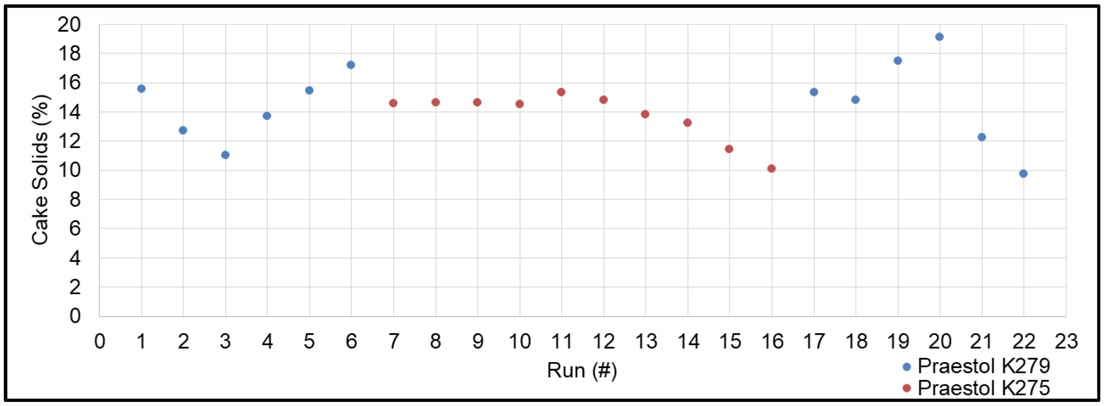

Figure 3: Cake solids results for each run

During the demonstrations, multiple staff members noted the lack of odor compared to using the drying beds. This is likely due to the weeks/months that the sludge must sit in the drying beds compared to the rapid dewatering with the Volute. Even after a rain event, the cake solids in the dumpster produced significantly less odor than the drying beds and maintained acceptable characteristics for disposal (see **Figure 4**).

Figure 4: Cake solids after rain event

5.3. Polymer Dosing

Two types of polymer were tested:
- Praestol K279
- Praestol K275

Both polymers were tested across a range of doses in order to understand the relationship between polymer dose and cake solids (shown in **Figure 5)**. During these runs, the pilot unit was continuously operated at 73% of the rated maximum hydraulic throughput to ensure that changes in cake solids were the direct result of changes in polymer type/dose.

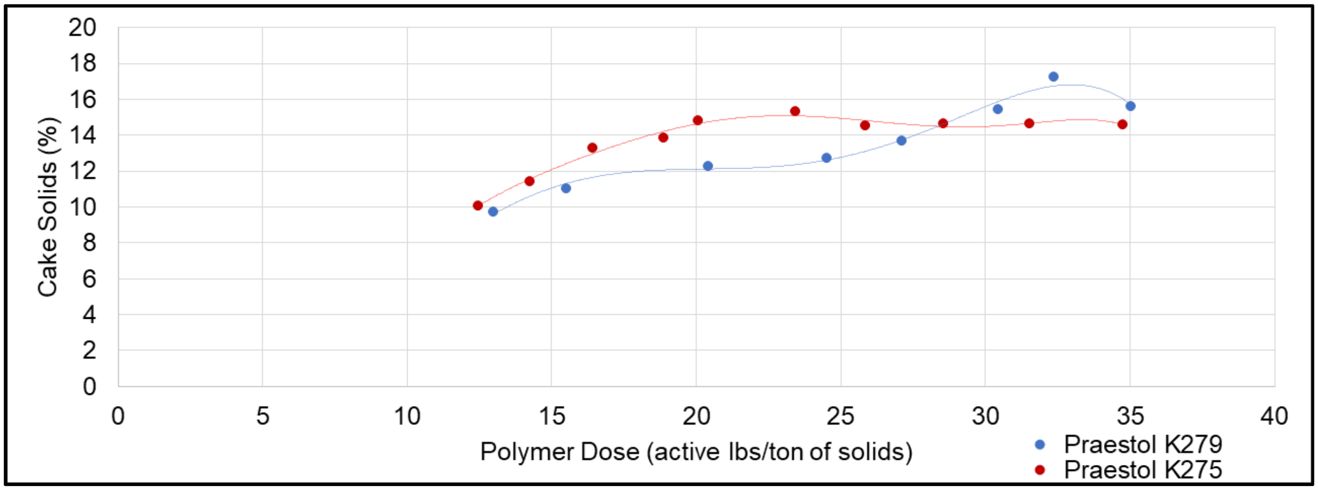

Figure 5: Cake solids produced with different polymer types/doses

Praestol K279 produced the highest cake solids (17.2%) during this test while dosing at 32.4 lbs/ton. The most optimal range for this polymer was 30.5-35.0 lbs/ton; however, excess polymer in the filtrate indicated a slight overdose at 35 lbs/ton. Below this range at 27.1 lbs/ton, cake solids decreased to 13.7% and continued to decrease with lower doses until no effective floc was produced at 13.0 lbs/ton.

Praestol K275 produced higher cake solids at lower doses compared to K279, averaging 14.9% solids between 20.1-25.9 lbs/ton. Above this range, cake solids did not improve and overdosing was noticeable at 28.6 lbs/ton from the excessive foaming inside the floc tank. Cake solids began decreasing below this dosing range, and only a pin floc was produced at 12.5 lbs/ton.

Both of these polymers produced exceptional solids capture rates at the proper doses. **Figure 6** shows the solids capture rates for the same runs as above, relative to polymer dose.

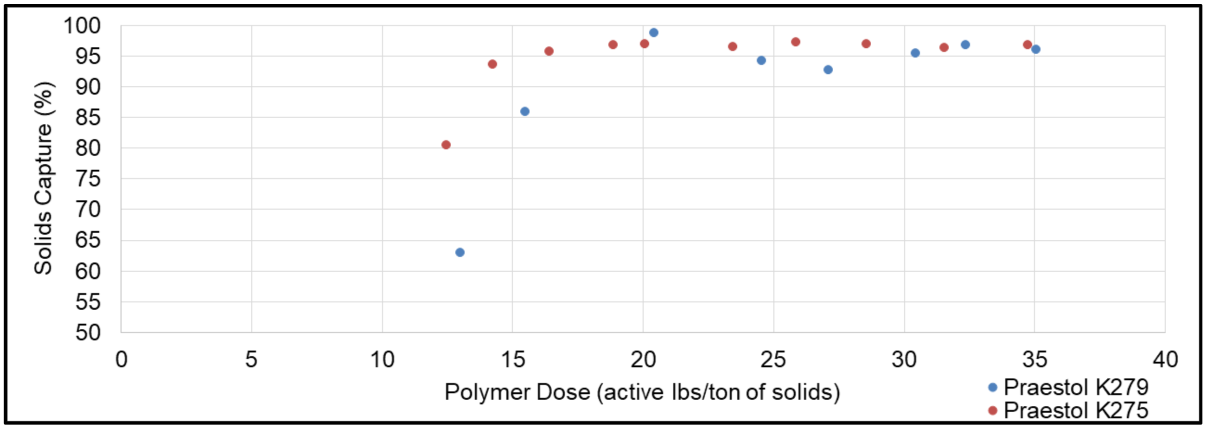

Figure 6: Solids capture rates with different polymer types/doses

Praestol K279 averaged a solids capture rate of 96.1% between 30.5-35.0 lbs/ton, and maintained capture rates >90% until dosed at 15.5 lbs/ton. Praestol K275 averaged 96.9% capture between 20.1-25.9 lbs/ton, and capture rates >90% were observed until the dose decreased to 12.5 lbs/ton.

Figure 6 also shows that Praestol K275 consistently captured >95% of solids between 16.4-34.8 lbs/ton, suggesting that K275 may have a wider working range than K279, even though K279 produced higher cake solids at higher doses.

5.4. Solids Throughput

Another test was conducted to understand the effect of throughput on cake solids. During this test, the feed sludge flow rate was varied while dosing Praestol K279 between 30-35 lbs/ton (shown in **Figure 7**). By maintaining a consistent polymer dose, this ensured that changes in cake solids were the direct result of the different throughputs.

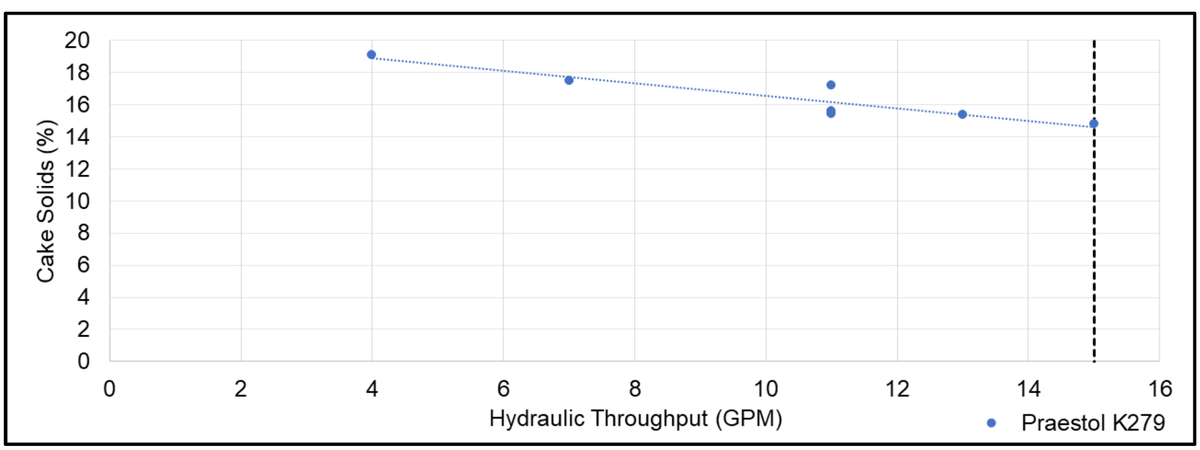

Figure 7: Cake solids results at varying throughput

As throughput increases, the screw inside the drum must rotate faster in order to dewater more sludge, reducing the time for water to leave the drum. This leads to lower cake solids at higher throughputs, as shown above. The cake solids results at each throughput are displayed in **Table 2**.

Throughput Capacity	Cake Solids
27%	19.1%
47%	17.5%
73%	16.1% (average)
87%	15.3%
100%	14.8%

Table 2: Cake solids results at different throughputs (relative to max capacity)

Cake solids of 19.1% were produced while running at 4 GPM (27% capacity), which reduced the volume of sludge by 94%. Even while operating at full capacity, the pilot unit reduced the sludge volume by 92% by producing 14.8% cake solids.

5.5. Solids Capture Performance

Over the entire pilot, solids capture rates averaged 96.6% excluding runs conducted at low polymer doses. Both polymers maintained exceptional capture rates, although Praestol K275 outperformed K279 for nearly every run between 12.5-28.6 lbs/ton. The solids capture rates for each run are shown below in **Figure 8**.

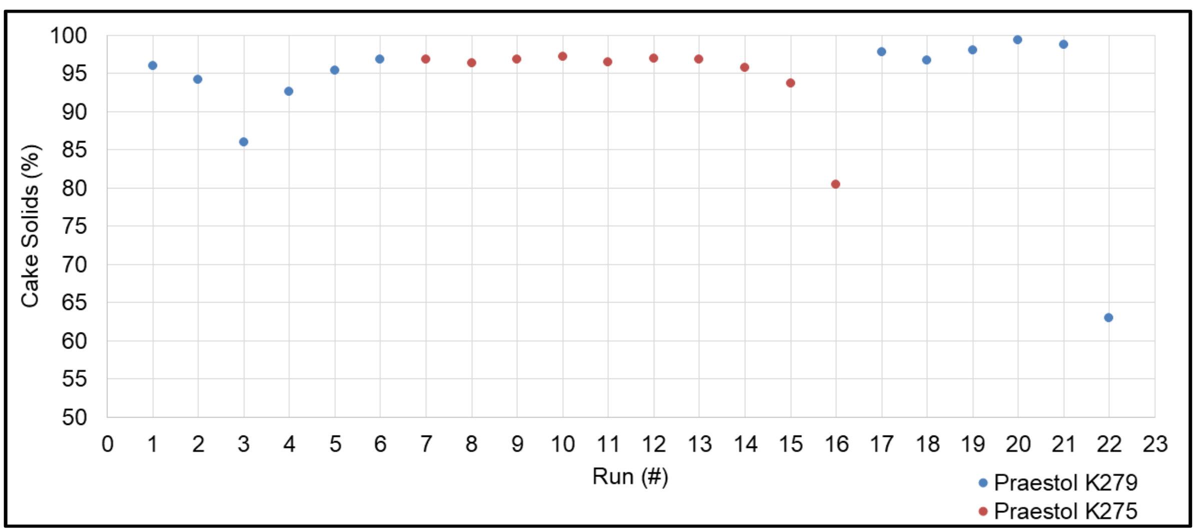

Figure 8: Solids capture rates for each run

5.6. Power Consumption Analysis

The Volute power use was recorded using current and voltage readings from motor VFD's within the control panel. Dewatering power use is referred to as the average power used by the dewatering drum, and the total power use is reported in the appendix. Power use is made scalable to larger Volutes as it is related to the dry tons of solids processed within a run (kWh/DT). **Figure 9** shows the dewatering power use vs. the hydraulic throughput capacity.

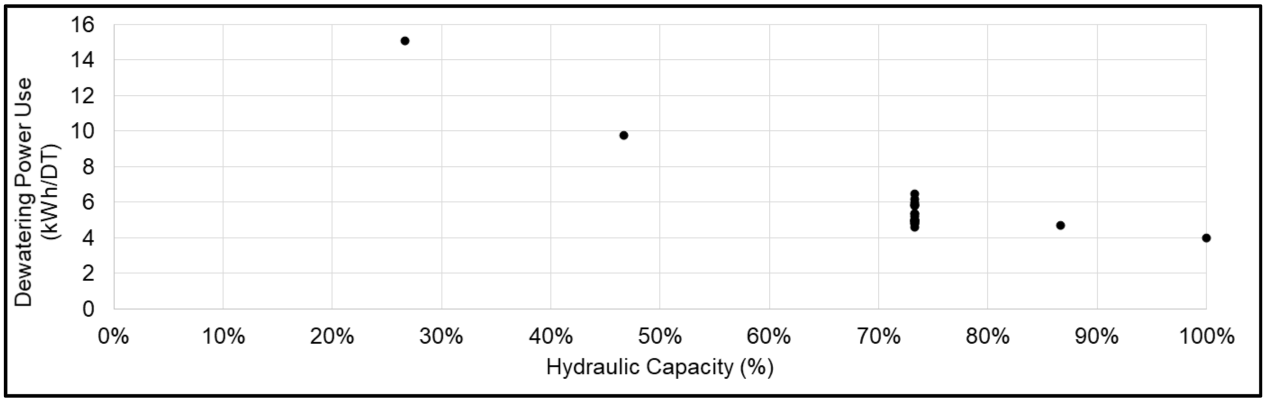

Figure 9: Dewatering power use vs. Hydraulic throughput capacity

Power use does not increase proportionally as throughput is increased; therefore, higher throughput typically results in lower power use per dry ton of solids processed. Dewatering power use averaged 5.9 kWh/DT over the pilot study.

6. Conclusion

Pilot testing of the Volute Dewatering Press was successful at the Fair Oaks Ranch Wastewater Plant, reducing the volume of sludge by up to 94% while producing cake solids of 19.1%. Of the two polymers tested, Praestol K279 produced higher cake solids, averaging 16.1% between 30.5-35.0 lbs/ton; however, Praestol K275 was more effective at lower doses, averaging 14.9% solids between 20.5-25.9 lbs/ton. Both polymers produced exceptional solids capture rates, which averaged 96.6% over the entire study (excluding runs at low polymer doses). While operating at the hydraulic capacity of the pilot unit, cake solids of 14.8% were produced, resulting in a 92% reduction in sludge volume.

7. Acknowledgements

PWTech would like to thank the Wastewater Supervisor, Brandon Garrettson, and the plant staff for expressing interest in the Volute and providing all of the utilities needed for piloting.

Appendix- All Results

Table 3: Pilot testing run data

Run		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Date		4/26/2021	4/27/2021					4/28/2021												4/29/2021			
Unit Parameters																							
Endplate gap	**[mm]**	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Drum Screw Speed	**[Hz]**	72.0	69.0	100.0	90.0	80.0	70.0	70.0	70.0	75.0	75.0	71.0	65.0	65.0	70.0	90.0	90.0	85.0	90.0	45.0	22.0	70.0	90.0
Flocculation Mixer Speed	**[RPM]**	28	28	28	28	28	28	28	28	28	28	28	28	28	28	28	28	28	28	28	28	28	28
Flow	**[gpm]**	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	13	15	7	4	11	11
Chemical Dosing																							
Polymer		Praestol K279						Praestol K275										Praestol K279					
Raw Polymer Flow	**[mL/min]**	20	10	8	14	16	17	17	16	15	13	12	11	10	9	8	7	20	24	10	7	11	7
Percent Active	**[%]**	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46
Cost Per pound	**[$]**	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50
Solids Concentration																							
Influent Solids	**[%]**	1.3	0.9	1.1	1.1	1.2	1.2	1.1	1.1	1.2	1.1	1.1	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.1	1.2	1.2	1.2
Cake Solids	**[%]**	15.6	12.7	11.0	13.7	15.4	17.2	14.6	14.6	14.6	14.5	15.3	14.8	13.8	13.3	11.4	10.1	15.3	14.8	17.5	19.1	12.3	9.7
Pressate Solids	**[mg/L]**	500	524	1600	835	530	364	340	405	360	310	393	372	366	520	780	2424	266	398	212	70	152	4400
Calculated Parameters																							
Solids Throughput	**[#/hour]**	69	49	63	63	64	64	59	62	64	61	62	67	64	67	68	68	77	91	37	24	65	65
Volume Reduction	**[%]**	92	93	90	92	92	93	93	92	92	92	93	92	92	91	89	88	92	92	94	94	90	88
Solids Capture	**[%]**	96.0	94.2	86.0	92.7	95.4	96.9	96.9	96.4	96.9	97.2	96.5	96.9	96.9	95.7	93.7	80.5	97.8	96.7	98.0	99.4	98.7	63.0
Active Polymer Use	**[lbs/ton]**	35.0	24.5	15.5	27.1	30.5	32.4	34.8	31.5	28.6	25.9	23.4	20.1	18.9	16.4	14.2	12.5	31.4	31.9	32.4	35.1	20.4	13.0
Dewatering Energy Use	**[kWh/DT]**	4.6	6.5	5.8	5.8	5.0	5.0	6.2	5.2	5.0	6.0	5.9	4.8	5.0	4.8	5.3	5.4	4.7	4.0	9.8	15.1	4.9	4.9
Total Energy Use	**[kWh/DT]**	38	55	43	44	45	45	49	46	46	48	48	44	46	44	44	44	39	33	79	121	44	45
Polymer Cost per Ton	**[$]**	114	80	51	88	99	106	113	103	93	84	76	65	62	54	46	41	102	104	106	115	67	42
Influent Sludge Characteristics																							
Influent Temperature	**[◦F]**	71.6	67.3	68.0	69.2	70.2	71.1	68.7	69.4	69.0	69.4	70.4	70.9	71.1	71.4	71.3	71.3	70.9	71.1	67.9	68.3	68.9	69.3
Influent pH		6.6	6.7	6.9	6.9	6.9	6.8	6.5	6.6	6.6	6.5	6.6	6.7	6.6	6.8	6.6	6.7	6.6	6.7	6.5	6.6	6.5	6.8

Appendix- Table 2 Calculations expanded

Active Polymer Use relates polymer used to solids generated. It is the ratio of active polymer used to solids throughput and is commonly calculated as pounds of active polymer per dry ton of solids. In order to show this calculation, solids throughput and active polymer flowrate are calculated first. Sludge is assumed to have a specific gravity of 1.

Solids Throughput: calculated for one hour.

$$Sludge\ Flowrate\ (gpm) * 60\ \frac{min}{hour} * 8.35\ \frac{lb}{gallon} = pounds\ of\ sludge\ per\ hour$$

$$\frac{influent\ solids\ \%}{100} * \frac{lbs\ of\ sludge}{hour} = lbs\ of\ solids\ per\ hour$$

Active Polymer Flow for one hour is calculated from Raw Polymer Flow:

$$\frac{mLs\ of\ raw\ polymer}{minute} * 60\ \frac{min}{hr} * \frac{\%\ active}{100} * .0022\ \frac{lbs}{mL} = lbs\ of\ active\ polymer\ per\ hour$$

Active Polymer Use is the ratio of Active Polymer Flow to Solids Throughput:

$$\frac{lbs\ of\ active\ polymer\ per\ hour}{lbs\ of\ solids\ per\ hour} * 2000\frac{lbs}{ton} = lbs\ of\ active\ polymer\ per\ dry\ ton\ of\ solids$$

Polymer Cost per Ton of Solids is calculated from Active Polymer Use and Solids Throughput:

$$\frac{lbs\ of\ active\ polymer}{dry\ ton\ of\ solids} / \frac{\%\ active}{100} = lbs\ of\ raw\ polymer\ per\ dry\ ton\ of\ solids$$

$$\frac{lbs\ of\ raw\ polymer}{dry\ ton\ of\ solids} * \frac{\$}{lbs\ of\ raw\ polymer} = \$\ per\ dry\ ton\ of\ solids$$

The total and dewatering energy consumption in kilowatt-hours (kWh) of the Volute pilot unit can be calculated using the current and voltage obtained from the drum, flash tank mixer, and flocculation tank mixer motor VFDs within the Volute control panel. Amperage and Voltage readings are obtained during each hour-long run. The energy consumption can be scaled to larger production models by relating this value to the calculated solids throughput (dry lbs/hour) the unit was operating at.

Power use of each component (drum motors, flash tank mixer motor, flocculation tank mixer motor, feed pump) of the Volute:

$$Motor\ Amperage\ (A) \times Motor\ Voltage\ (V) \times \frac{1\ kW}{1000\ W} = Motor\ Power\ Usage\ (kW)$$

Total Energy Consumption (kW) is obtained by adding all Volute component motor power usages:

$$Total\ kW = [Feed\ Pump\ Motor\ Power\ (kW) + Drum\ Motors\ Power\ (kW) + Flash\ Mixer\ Motor\ Power\ (kW) + Floc\ Mixer\ Motor\ Power\ (kW)]$$

Total Energy Use (kWh/dry ton) is obtained by dividing the total power by the Solids Throughput per hour:

$$\frac{kWh}{ton} = [Total\ kW/(\frac{lbs\ of\ solids}{hour} \times \frac{1\ ton}{2000\ lbs})]$$

The Dewatering Energy Use is similarly calculated using the Drum Power:

$$\frac{kWh}{ton} = [Total\ Drums\ kW/(\frac{lbs\ of\ solids}{hour} \times \frac{1\ ton}{2000\ lbs})]$$

Example calculations for Sample # 11:

Note: Numbers in the spreadsheet are rounded to the nearest tenth place and nearest integer to keep it neat and easily readable. Numbers may vary slightly from the example calculations below.

Solids throughput:

$$11\ gpm\ *\ 60\ \frac{min}{hr}\ *\ 8.35\ \frac{lb}{gallon} = 5{,}511\ lbs\ of\ sludge\ per\ hour$$

$$\frac{1.13\%}{100} * \frac{5{,}511\ lbs}{hour} = 62.3\ lbs\ of\ solids\ per\ hour$$

Active Polymer Flow for one hour is calculated from Raw Polymer Flow:

$$\frac{12\ mLs}{minute} * 60\ \frac{min}{hr} * \frac{46\%}{100} * .0022\ \frac{lbs}{mL} = 0.73\ lbs\ per\ hour$$

Active Polymer Use is the ratio of Active Polymer Flow to Solids Throughput:

$$\frac{0.73\ lbs\ polymer}{62.3\ lbs\ solids} * 2000\frac{lbs}{ton} = 23.4\ lbs\ of\ active\ polymer\ per\ dry\ ton\ of\ solids$$

Polymer Cost per Ton of Solids is calculated from Active Polymer Use and Solids Throughput:

$$\frac{23.4\ lbs}{dry\ ton\ of\ solids} * \frac{100}{46\%} = 50.9\ lbs\ of\ raw\ polymer\ per\ dry\ ton\ of\ solids$$

$$\frac{50.9\ lbs\ of\ raw\ polymer}{dry\ ton\ of\ solids} * \frac{\$\ 1.5}{lbs\ of\ raw\ polymer} = \$76.35\ per\ dry\ ton\ of\ solids$$

Power use of each component (drum motors, flash tank mixer motor, flocculation tank mixer motor, feed pump) of the Volute:

$$Drum\ 1\ Motor\ Power\ = 0.8A * 228.6V * \frac{1kW}{1000W} = 0.18\ kW$$

$$Floc\ Tank\ Mixer\ Motor\ Power\ = 0.8A * 228.8V * \frac{1kW}{1000W} = 0.18\ kW$$

$$Flash\ Tank\ Mixer\ Motor\ Power\ = 0.8A * 233.4V * \frac{1kW}{1000W} = 0.19\ kW$$

$$Feed\ Pump\ Motor\ Power\ = 4.1A * 230.2V * \frac{1kW}{1000W} = 0.94\ kW$$

Total Energy Consumption (kW) is obtained by adding all Volute component motor power usages:

$$Total\ Energy\ Consumption\ (kW) = 0.18kW + 0.18kW + 0.19kW + 0.94kW = 1.49\ kW$$

Total Energy Use (kWh/dry ton) is obtained by dividing the Total Energy Consumption by the Solids Throughput per hour:

$$\frac{1.49\ kW}{\left(\frac{62.3\ dry\ lbs}{hour} * \frac{1\ ton}{2000\ lbs}\right)} = \frac{47.8\ kWh}{dry\ ton}$$

Dewatering Energy use (kWh/dry ton) is obtained by dividing the Total Drum Power by the Solids Throughput per hour:

$$\frac{0.19\ kW}{\left(\frac{62.3\ dry\ lbs}{hour} * \frac{1\ ton}{2000\ lbs}\right)} = \frac{6.1\ kWh}{dry\ ton}$$

Budget Workshop

Fiscal Year 2021-22

Council and Staff Budget Workshop

July 22, 2021

Review of Draft General Fund Budget

Prior Year Budget compared to Draft Budget for 2021-22

	Draft Budget FY 2021-22	Prior Year Budget	Year over Year Change	Notes
Beginning Fund Balance Projected	**6,966,539**	**4,819,885**	**2,146,654**	
Revenues:				
Taxes	7,433,949	6,584,928	849,021	Projected increase in sales tax receipts. No increase to property tax revenue.
Franchise Fees	618,200	632,700	(14,500)	Redution is primarily pedernales electric Co Franchise fee expected
Interest	8,000	69,000	(61,000)	Reduction in Fed Funds rate from prior budget year
Permits	400,000	242,750	157,250	130k residential starts (170 new), Montesorri school and other non-
Animal Control	1,250	3,400	(2,150)	
Fines & Forfeitures	129,923	100,263	29,660	Updates to fines and fee schedule, increase in court appearances
Fees & Services	278,251	268,711	9,540	
Miscellaneous Income	13,400	18,400	(5,000)	
Utility Revenues	-	-	-	
Transfers from other Funds	250,000	405,648	(155,648)	Fewer Equipment replacements
Total Revenues	**9,132,973**	**8,325,800**	**807,173**	
Expenditures:				
Personnel	5,205,922	4,847,069	358,853	2.5% COLA and updating splits with Utility Fund to align with Comp study
Supplies, Maintenance & Operations	1,325,097	722,789	602,308	47.5k Annual Computer Replacement operational,
Professional Services	1,511,948	1,304,438	207,510	Increase in Fire, dispatch, and Judge's contract
Shared Services	483,498	401,216	82,282	Additional portable building + 6 additional months for existing portable
Capital Outlay	404,500	433,827	(29,327)	New equipment plus replacement equipment
Debt Service	-	-	-	
Transfers & Non-Cash Adjustments	1,105,185	457,993	647,192	$930k transferred to SAP for projects, $275k to Equip. Fund for annual savings
Total Expenditures	**10,036,150**	**8,167,333**	**1,868,817**	
Operating Reserve	160,000	157,251	2,749	Annual savings to maintain operating reserve
Allocated Fund Balance	-	(184,539)	184,539	No use of unallocated surplus in this budget
Restricted Fund Balance	4,723	12,113	(7,390)	
Unallocated Fund Balance	(1,067,900)	-	(1,067,900)	Use of Prior Year Surplus
Net investment in Capital Assets	-	-	-	
Savings/(Use of) Fund Balance	**(903,177)**	**(15,175)**	**(888,002)**	
Surplus/Deficit	**-**	**-**	**-**	
Ending Fund Balance	**6,063,362**	**4,804,710**	**1,258,652**	

What has changed since the last workshop?

These have been added to the budget

	Potential Funding Source	
	Unallocated Budget	PY Surplus
	$ 896,321	2,899,862
Item for Discussion		
Merit and Certification Pay	122,000	
Annual Street Maintenance	500,000	
Dietz Elkhorn/Chartwell		$ 175,000
Phase 1 Stormwater Projects		$ 395,000
Drainage Maintenance (new service) Silt removal and ditch reshaping Tree/Brush removal Inlet, Pipe, & Culvert repair/replacement Drainage Basins Watershed Management	105,476	$ 50,000
Communications & Community Engagement Team (new service) Media Relations Digitial Content & Graphics Audio & Video	110,845	
Portable Building, City Hall/Civic Center		
6 months of existing Portable Building	-	13,800
Additional portable building - install and 12 months		$ 67,100
Requested General Fund Equipment + 2 HVAC	-	107,000
Internal Controls Assessment	33,000	
Public information software	-	60,000
Gunda Contract	25,000	
Bond Development Program - streets	-	200,000
	$ 896,321	$ 1,067,900
Total Funded		$ 1,964,221
Remaining Surplus	$ -	$ 1,831,962

Major Movers Budget vs. Budget General Fund Revenue

Item #6.

Increases/(Decreases) in Revenue from Prior Year Budget

Property Taxes	$0
Sales Taxes	$849,021
Permits- Residential	$130,000
Permits – Commercial	$7,400
Permits – Other	$20,000
Fewer Equip Replacements	($156,000)
Court Fines	$30,300
Franchise Fees	($14,500)
Interest	($61,000)
Other Revenue	$1,952
Total Revenue Increase	$807,173

(there was no change in above revenue lines)

*Added since last workshop:

Use of Prior Year Surplus $1,067,900

(Shown in the use of fund balance section)

	Potential Funding Source	
	Unallocated Budget	PY Surplus
	$ 896,321	2,899,862
Item for Discussion		
Merit and Certification Pay	122,000	
Annual Street Maintenance	500,000	
Dietz Elkhorn/Chartwell		$ 175,000
Phase 1 Stormwater Projects		$ 395,000
Drainage Maintenance (new service) Silt removal and ditch reshaping Tree/Brush removal Inlet, Pipe, & Culvert repair/replacement Drainage Basins Watershed Management	105,476	$ 50,000
Communications & Community Engagement Team (new service) Media Relations Digitial Content & Graphics Audio & Video	110,845	
Portable Building, City Hall/Civic Center		
6 months of existing Portable Building	-	13,800
Additional portable building - install and 12 months		$ 67,100
Requested General Fund Equipment + 2 HVAC	-	107,000
Internal Controls Assessment	33,000	
Public information software	-	60,000
Gunda Contract	25,000	
Bond Development Program - streets	-	200,000
	$ 896,321	$ 1,067,900
Total Funded		$ 1,964,221
Remaining Surplus	$ -	$ 1,83

Major Movers Budget vs. Budget General Fund Expenses

	Potential Funding Source	
	Unallocated Budget	PY Surplus
	$ 896,321	2,899,862
Item for Discussion		
Merit and Certification Pay	122,000	
Annual Street Maintenance	500,000	
Dietz Elkhorn/Chartwell		$ 175,000
Phase 1 Stormwater Projects		$ 395,000
Drainage Maintenance (new service) Silt removal and ditch reshaping Tree/Brush removal Inlet, Pipe, & Culvert repair/replacement Drainage Basins Watershed Management	105,476	$ 50,000
Communications & Community Engagement Team (new service) Media Relations Digitial Content & Graphics Audio & Video	110,845	
Portable Building, City Hall/Civic Center		
6 months of existing Portable Building	-	13,800
Additional portable building - install and 12 months		$ 67,100
Requested General Fund Equipment + 2 HVAC	-	107,000
Internal Controls Assessment	33,000	
Public information software	-	60,000
Gunda Contract	25,000	
Bond Development Program - streets	-	200,000
	$ 896,321	$ 1,067,900
Total Funded		$ 1,964,221
Remaining Surplus	$ -	$ 1,831,962

Increases (Decreases) In Expense from Prior Year Budget

Item #6.

Personnel Costs	$15,445
Annual Computer Replacement	$47,500
New Fire Contract	$225,000
Judge Contract	$24,000
Bond Counsel Costs	($25,000)
Codification Provider	($12,000)
Elections Costs	$18,000
Dietz Corridor Completed	($20,000)
Drainage Criticality Complete	($50,000)
MS4 Savings Operational	($10,000)
Rollover SAP/Capital only	($167,500)
Fewer Equipment Purchases	($183,000)
Annual Street Maintenance	$70,000
Decreased COVID Expenses	($25,000)
Training and Travel Expense	($24,000)
Other Savings	(3,339)
Total through prior workshop	($119,894)

***NEW Changes since last workshop*:**

Additional Dispatch Contract cost	$23,507
Annual increase in TMRS Contribution	$5,706
Removed Civic Center dept costs	($4,723)
Funded from Last Workshop	$1,964,221
Total Budget to Budget change	$1,8

Strategic and Capital Fund Projects

	9/30/2021 Rollforward Fund Balance	2021-22 Transfer from Gen Fund	2021-22 Transfer from I&S Fund	2021-22 Budgeted Spend	9/30/2022 Projected Fund Balance	
Reliable & Sustainable Infrastructure						
City Civic Center	-	-	-	-	-	Note 1
City Hall renovation	439,416	-	-	-	439,416	Note 2
Chartwell and Dietz Intersection	-	175,000	-	175,000	-	
Rolling Acres Trail Project #5	-	85,000	-	85,000	-	
Silver Spur Trail Project #17	-	95,000	-	95,000	-	
Fair Oaks Pkwy Project #25	-	40,000	-	40,000	-	
Fair Oaks Pkwy Project #30	-	10,000	-	10,000	-	
Tivoli Way Project #34	-	50,000	-	50,000	-	
Turf Paradise Lane Project #37	-	40,000	-	40,000	-	
Rockinghorse Lane Project #61	-	75,000	-	75,000	-	
Bond Development Program	-	200,000	-	200,000	-	
Public Health, Safety & Welfare						
PS Command Structure Review	5,000	-	-	5,000	-	Note 3
Fire Services Program Review	5,000	-	-	5,000	-	Note 3
EMS Program Review	5,000	-	-	5,000	-	Note 3
Operational Excellence						
Personal Property	260,680	-	-	-	260,680	Note 4
PIA Request Software	-	60,000	-	60,000	-	
Unallocated Fund Balance	192,599	-	-	-	192,599	
Total Fund Balance	**907,695**	**830,000**	**-**	**845,000**	**892,695**	

Note 1 - Funding from MDD would not become available until certificate of occupancy has been issued on the Civic Center.
Note 2 - Status of this project is pending
Note 3 - These studies are underway in FY 2020-21, and this is the expected rollover balance and activity for budget year 2021-22
Note 4 - Personal property is allocated for funiture and equipment as part facility renovations

Review of Projected Fund Balances

Item #6.

GOVERNMENTAL PROJECTED FUND BALANCES					
Estimation of where Fund balances would be at 9/30/2022					
	FINAL 9/30/2020	2020-21 Projected closeout	9/30/2021 Projected Balance	FY 2021-22 Budget Closeout	9/30/2022 Projected Balance
Non-spendable	82,635	-	82,635	-	82,635
Restricted					
Court Technology	14,520	4,300	18,820	4,300	23,120
Court Security Building	57,330	(6,800)	50,530	(1,200)	49,330
Court Efficiency	439	70	509	70	579
Court Truancy Prevention Fund	1,400	2,640	4,040	2,000	6,040
Court Jury Fund	28	53	81	54	135
Felony Forfeiture	10,774	-	10,774	-	10,774
Leose Training	11,820	(2,173)	9,647	(500)	9,147
PEG Fees	4,319	-	4,319	-	4,319
Debt Service	32,311	7,894	40,205	1,000	41,205
Encumbrances	16,823	(16,823)	(0)	-	(0)
Total Restricted	149,764	(10,840)	138,924	5,724	144,648
Committed	-	-	-		
Assigned			-		
Strategic Projects Fund	1,154,394	(246,699)	907,695	(15,000)	892,695
Equipment Replacement	869,615	(72,149)	797,466	25,185	822,651
Legal Reserve	50,000	-	50,000	-	50,000
Operating Reserve	3,678,070	157,251	3,835,322	160,000	3,995,322
	5,752,079	(161,597)	5,590,483	170,185	5,760,668
Unassigned					
Allocated	-	-	-	-	-
Unallocated	1,309,007	1,590,855	2,899,862	(1,067,900)	1,831,962
	1,309,007	1,590,855	2,899,862	(1,067,900)	1,831,962
Governmental Fund Balances	**7,293,485**	**1,418,418**	**8,711,904**	**(891,991)**	**7,819,913**

Dedicated Operating Reserve in Months	
9/30/2021	9/30/2022
5.40	5.62

Total Unrestricted Reserve in Months	
9/30/2021	9/30/2022
11.95	10.83

Financial Mgmt Policy Target is at lea

Review of Draft Utility Fund Budget

Item #6.

What has changed since the last workshop?

- Funded $1,555,074 of Water Capital projects
- Funded $1,079,579 of Wastewater Capital projects
- Assumption is ARPA Grant Funding for $920k Solids Handling
- Funded Merit, Certs, and Stipends
- New Communications FTE (split with Utility)

Water and Wastewater Strategic & Capital Projects

Projected Available Resources 2021-22

	Contribution in Aid	2014 Impact Fees	2020 Impact Fees	Capital Revenue	From Operations	Grants	Available Resources FY 2021-22	Projected Spend FY 21-22	Potential Funding not established/Available Funds
Water Rate Study (not impact fee)					22,079		22,079	22,079	-
Plant 2 Hydrotank and Variable Drives (IMP 2020)			632,215	314,600			946,815	946,815	-
Elevated Storage Tank (CIA, IMP 2020, IMP 2014)	181,623						181,623	181,623	-
Water System EPA Risk Assessment (not impact fee)					7,000		7,000	7,000	-
Creek Crossing West Waterline (not impact fee)				220,433			220,433	220,433	-
Willow Wind/Red Bud Hill (not impact fee)				65,370			65,370	65,370	-
Rolling Acres Trail Rehab (not impact fee)				61,754			61,754	61,754	-
Old Fredericksburg Road (not impact fee)				50,000			50,000	50,000	-
Unallocated - Capital				99,938			99,938		99,938
Unallocated Impact Fees -2014		87,500					87,500		87,500
Unallocated Impact Fees - 2020			-	-			-		-
Unallocated CIA	211,369						211,369		211,369
Unallocated - from operations					27,109		27,109		27,109
Total Water CIP Fund Balance	392,992	87,500	632,215	812,095	56,188		1,980,990	1,555,074	425,916
Wastewater Rate Study	-	-	-	-	22,079		22,079	22,079	-
Solids Handling Improvements	-	-	-	-	-	920,210	920,210	920,210	-
Wastewater Treatment Plant Study	-	-	-	200,000	-		200,000	200,000	-
Wastewater System EPA Risk Assessment	-	-	-	-	7,500		7,500	7,500	-
Unallocated - Capital	-		-	165,460			165,460		165,460
Unallocated Impact Fees -2014	-	166,656	-				166,656		166,656
Unallocated Impact Fees - 2020	-		601,054				601,054		601,054
Unallocated - from operations	-				165,943		165,943		[illegible]5,943
									-
Total WW CIP Fund Balance	-	166,656	601,054	365,460	195,522		2,248,902	1,149,789	1,[illegible]9,113
Total Enterprise Fund	392,992	254,156	1,233,269	1,177,555	251,710		4,229,892	2,704,863	1,525,029

What has changed since the last workshop?

Utility Consolidated Net Income	
Net Income at Last workshop	333,548
Water Capital	(1,555,074)
Wastewater Capital	(1,079,579)
Transfer Assets to Balance Sheet	2,375,995
Internal Controls Review share	(24,000)
Increased share of M&O costs	(18,722)
ARPA Grant Proceeds	850,000
Merit, Certs, Stipends	(105,490)
Net Income - Current Draft	776,678

	9/30/2020	Projected close-out	9/30/2021	Budget Close Out	9/30/2022
Net investment in Capital Assets	8,307,519	(133,350)	8,174,169	2,111,774	10,285,943
Unrestricted Reserves					
Contribution In Aid (Elevated S.T.)	437,518	(44,526)	392,992	(181,623)	211,369
Water Impact Fees		367,527	367,527	(280,027)	87,500
Water Capital	977,312	(359,245)	618,067	(491,020)	127,047
Wastewater Impact Fees		542,710	542,710	225,000	767,710
Wastewater Capital	345,309	120,007	465,316	(133,913)	331,403
Equipment Replacement Fund	796,405	75,000	871,405	(114,081)	757,324
Operating Reserve	3,697,214	(313,613)	3,383,601	(359,432)	3,024,169
Unassigned	62,482	(62,482)	-	-	-
Total Unrestricted	6,316,240	325,378	6,641,618	(1,335,096)	5,306,522
Total Reserves	14,623,759	192,028	14,815,787	776,678	15,592,465

Total Available Water Capital
425,916

Total Available WW Capital
1,099,113

7.86 Months of operating expense reserve. Target is 9-12 Months

13.80 Months of total unrestricted expense
Financial Policy requires 12 months

Item #6.

What has changed since the last workshop?

Consolidated Utility Budget by Fund
Summary

	Water Operations	Wastewater Operations	Water SAP	Wastewater SAP	Utility Equip. Repl	Utility Fund Total
Utility Revenues	4,325,991	1,370,398	-	920,210	-	6,616,599
Utility Operating Expenses						
Personnel	894,232	898,302	-	-	-	1,792,534
Supplies, Maintenance & Operations	1,826,497	705,278	-	-	-	2,531,775
Services	178,048	111,943	-	-	-	289,991
Total Utility Operating Expenses	2,898,777	1,715,523	-	-	-	4,614,300
Operating Income/(Loss)	1,427,214	(345,125)	-	920,210	-	2,002,299
Capital Outlay	152,820	45,000	1,555,074	1,149,789	-	2,902,683
Debt Service Costs	19,280	3,672	-	-	-	22,952
Non Cash Adjustments	(525,876)	(365,150)	(602,403)	(320,666)	114,081	(1,700,014)
Net Income/(Loss)	1,780,990	(28,647)	(952,671)	91,087	(114,081)	776,678

Budget Calendar

Date	Budget Step
June 9 1:00-4:00pm	***COUNCIL*** Utility Funds SAP and Budget work session with Council and Staff Focus: Fee impacting Capital Items (Water and Wastewater Infrastructure) and Utility Budget
June 15 1:00-4:00pm	***COUNCIL*** Governmental Funds SAP and Budget work session with Council and Staff Focus: Tax impacting Capital Items (Drainage and Streets) and Governmental Budget
June 28 5:00-9:00pm	***COUNCIL*** Budget and SAP Work session with Council and Staff Focus: Funding Plan and Follow-up on Projects if necessary
July 22	*COUNCIL* Final Budget Workshop
July 25 (Sunday)	Deadline for **Chief Appraisers** to deliver certify rolls or certified estimates to taxing units and certification of anticipated collection rate by tax collector. (Tax Code Sec. 26.01 a-1)
July 29	Calculation of No new revenue, Voter Approval, 8% Increase and De Minimis Rates.
July 29	**Finance Director** posts the calculated no-new-revenue tax rate and voter approval tax rate, along with certain debt information on the home page of the City's website using form prescribed by comptroller (Tax Code Sec 26.04 (e))
August 5 (Regularly Scheduled Council Meeting)	**Finance Director** submits the No-New Revenue and Voter Approval rates to City Council. (Tax Code Sec 26.04(e)). **Finance Director** posts the calculated no-new-revenue tax rate and voter approval tax rate, along with certain debt information on the home page of the City's website using form prescribed by comptroller (Tax Code Sec 26.04(e)). **City Council** schedules one public hearing on the budget (LGC 102.006a-b) and one public hearing on the tax rate (Tax Code Sec. 26.05(d); (Tax Code Sec 26.06) **City Council confirms proposed tax rate (if proposed tax rate exceeds the voter approval rate).** If the proposed rate exceeds the voter approval rate or the No-New Revenue Rate (whichever is lower), Council takes a
August 16	**Final Day** to order an election if the proposed tax rate exceeds the voter-approval rate. Would not be necessary in
August 17, 18, 19, or 20th	Final Budget workshop with **Council (date pending)**
August 23	**City Manager** files budget with **City Secretary** (LGC 102.005a). **City Secretary** ensures the proposed budget is available on the website and available for inspection at City Hall
September 3	**Finance Director** publishes *Notice of Tax Public Hearing* in the **Friday, September 3rd** edition of Boerne Star and posts on the City's website (Tax Code Sec. 26.06(c)) **Finance Director** publishes *Notice of Public Hearing on the Proposed Budget* in the **Friday, September 3rd** edition of Boerne Star and posts the budget on city's website. (LGC 102.005c) **Finance Director/Communications** posts the Tax Notice (Tax Code Sec 26.04(e)), Notice of Tax Hearing (Tax
September 16 (Special Meeting)	Special Council Meeting for the **First Reading of Budget and Tax Rate Ordinances** is held. **Public Hearing for Proposed budget and tax rate.**
September 23	**Second Reading** and adoption of the Budget and Tax Rate ordinances

Governmental Funds

	Government Operations	Government SAP	Government Equip Repl	Government Debt Service	TOTAL GOVERNMENTAL
Beginning Fund Balance Projected	6,966,539	907,695	797,466	40,205	8,711,905
Revenues:					
Taxes	7,433,949			549,585	7,983,534
Franchise Fees	618,200				618,200
Interest	8,000			1,000	9,000
Permits	400,000				400,000
Animal Control	1,250				1,250
Fines & Forfeitures	129,923				129,923
Fees & Services	278,251				278,251
Miscellaneous Income	13,400	-			13,400
Utility Revenues					-
Transfers from other Funds	250,000	830,000	275,185		1,355,185
Total Revenues	9,132,973	830,000	275,185	550,585	10,788,743
Expenditures:					
Personnel	5,205,922			-	5,205,922
Supplies, Maintenance & Operations	1,325,097			-	1,325,097
Professional Services	1,511,948	845,000		-	2,356,948
Shared Services	483,498				483,498
Capital Outlay	404,500	-		-	404,500
Debt Service	-			549,585	549,585
Transfers & Non-Cash Adjustments	1,105,185		250,000	-	1,355,185
Total Expenditures	10,036,150	845,000	250,000	549,585	11,680,735
Operating Reserve	160,000	-	-		160,000
Allocated Fund Balance	-	(15,000)	25,185		10,185
Restricted Fund Balance	4,723			1,000	5,723
Unallocated Fund Balance	(1,067,900)				(1,067,900)
Net investment in Capital Assets	-				-
Savings/(Use of) Fund Balance	(903,177)	(15,000)	25,185	1,000	(891,991)
Surplus/Deficit	-	-	-	-	-
Ending Fund Balance	6,063,362	892,695	822,651	41,205	7,819,913

GOVERNMENTAL PROJECTED FUND BALANCES

Estimation of where Fund balances would be at 9/30/2022

	FINAL 9/30/2020	2020-21 Projected closeout	9/30/2021 Projected Balance	FY 2021-22 Budget Closeout	9/30/2022 Projected Balance
Non-spendable	82,635	-	82,635	-	82,635
Restricted					
Court Technology	14,520	4,300	18,820	4,300	23,120
Court Security Building	57,330	(6,800)	50,530	(1,200)	49,330
Court Efficiency	439	70	509	70	579
Court Truancy Prevention Fund	1,400	2,640	4,040	2,000	6,040
Court Jury Fund	28	53	81	54	135
Felony Forfeiture	10,774	-	10,774	-	10,774
Leose Training	11,820	(2,173)	9,647	(500)	9,147
PEG Fees	4,319	-	4,319	-	4,319
Debt Service	32,311	7,894	40,205	1,000	41,205
Encumbrances	16,823	(16,823)	(0)	-	(0)
Total Restricted	149,764	(10,840)	138,924	5,724	144,648
Committed	-	-	-		
Assigned			-		
Strategic Projects Fund	1,154,394	(246,699)	907,695	(15,000)	892,695
Equipment Replacement	869,615	(72,149)	797,466	25,185	822,651
Legal Reserve	50,000	-	50,000	-	50,000
Operating Reserve	3,678,070	157,251	3,835,322	160,000	3,995,322
	5,752,079	(161,597)	5,590,483	170,185	5,760,668
Unassigned					
Allocated	-	-	-	-	-
Unallocated	1,309,007	1,590,855	2,899,862	(1,067,900)	1,831,962
	1,309,007	1,590,855	2,899,862	(1,067,900)	1,831,962
Governmental Fund Balances	**7,293,485**	**1,418,418**	**8,711,904**	**(891,991)**	**7,819,913**

DRAFT BUDGET
BUDGET WORKSHOP JULY 22, 2O21

Governmental General Operations Fund

Revenue Detail

Revenue Type	Actual 2019-20	Amended 2020-21	Estimated 2020-21	DRAFT 2021-22	NOTES
Taxes					
General Property	5,559,608	5,783,931	5,783,931	5,783,931	Assumes an Effective tax rate - 1.75-2 cent reduction
Delinquent Property	45,434	30,000	25,000	30,000	Assumes an Effective tax rate - 1.75-2 cent reduction
Penalty & Interest	26,582	25,000	25,000	25,000	Assumes an Effective tax rate - 1.75-2 cent reduction
Mixed Beverage	16,908	25,000	25,000	25,000	Consistent with historical trend.
Local Sales	783,031	480,665	951,526	1,046,679	Estimating 10% growth from FY 2020-21 projection
Street Maintenance	195,758	120,166	237,881	261,669	Estimating 10% growth from FY 2020-21 projection
Property Reduction	195,758	120,166	237,881	261,669	Estimating 10% growth from FY 2020-21 projection
Total Taxes	6,823,079	6,584,928	7,286,219	7,433,949	
Franchise Fees					
Time Warner Cable	61,556	62,000	62,000	62,000	Estimate is in line with pre-pandemic trends as well as current year actuals
GVTC Cable/Telephone	65,408	63,000	63,000	63,000	Estimate is in line with pre-pandemic trends as well as current year actuals
AT&T Cable/Telephone	7,167	10,500	6,500	3,500	Per SB 1152, pays only ROW fees, not video franchise fees. This is roughly $800/quarter
Miscellaneous	726	1,500	500	1,000	The miscellaneous telecom fees have been trending down. Decreased in line with prior year and current actuals
City Public Service	364,189	370,000	370,000	370,000	Estimate is in line with pre-pandemic trends as well as current year actuals
Pedernales Electric Company	63,307	80,000	80,000	70,000	Decreased in line with prior year and current actuals. 20-19 actuals were $63k, we are uncertain if we will meet the current year budget of $80k
Grey Forest Utilities	12,204	16,500	16,500	16,500	Estimate is in line with pre-pandemic trends as well as current year actuals
Garbage Regular	28,521	27,000	27,000	30,000	Increased slightly to trend with current year annualized actuals
Garbage Recycling	2,025	2,200	2,200	2,200	Estimate is in line with pre-pandemic trends as well as current year actuals
Total Franchise Fees	605,103	632,700	627,700	618,200	
Interest					
Bank/Investment Interest	70,947	69,000	20,000	8,000	Decreased 50% based on current market trends and unknown rate changes. Could possibly decrease more. Market expectations is that the rate will not increase next year. This is estimated based on the annualized actuals for current year.
Total Interest	70,947	69,000	20,000	8,000	
Permits					
New Residential Permits	258,434	180,000	350,000	310,000	This represents about 170 new starts at average permit cost of $1800. Frontgate V, Elkhorn Ridge V, Frontgate VI, Arbors II< Elkhorn Ridge II, Elkhorn Ridge V
New Commerical Permits	53,287	2,600	9,196	10,000	3rd building at montesorri school, other non-residential
Remodeling/Additions	7,187	20,000	10,000	15,000	
Other BC and Permits	74,162	26,000	62,904	51,000	Estimate is in line with FY 2021 actuals, expecting to taper off slightly with cost of building materials
Contractor Registration	12,160	10,000	10,000	10,000	Estimate is in line with pre-pandemic trends as well as current year actuals
Food/Health	4,170	4,150	150	4,000	Estimate is in line with pre-pandemic trends as well as current year actuals
Total Permits Costs	409,401	242,750	442,249	400,000	
Animal Control					
Pet Licenses	700	1,500	500	500	
Pet Impount/Quarantine	540	1,900	900	750	
Total Animal Control	1,240	3,400	1,400	1,250	
Fines & Forfeitures					
Municipal Court Fines	93,614	90,000	100,000	120,000	Updated fines and fees schedule. Increasing revenue to pre-pandemic levels, court will resume in person during 2021.
Municipal Court Security	3,196	3,200	3,200	3,500	Increasing revenue to pre-pandemic levels, court will resume in person during 2021. So far in this fiscal year, court revenues are exceeding budget without in person proceedings.
Municipal Court Technology	3,134	4,300	4,300	4,300	Increasing revenue to pre-pandemic levels, court will resume in person during 2021. So far in this fiscal year, court revenues are exceeding budget without in person proceedings.
Municipal Court Efficiency	38	70	70	70	
Court Truancy Prevention Fund	1,400	2,640	2,640	2,000	
Municipal Court Jury Fund	28	53	53	53	
Total Fines & Forfeitures	101,409	100,263	110,263	129,923	
Fees & Services					
FORU Management	214,908	202,261	202,261	215,601	Contingent on budgeted Utility Revenue.
Special Fees	39,628	30,000	15,000	25,000	Any fee charged per ordinance (PIA fees,). Fiscal year 2019-20 had one large storage unit replat fee, otherwise, current year, with large PIA requests, is trending lower than budget.
FORMDD Management	30,150	26,750	30,150	30,150	This is the contracted amount from FY 2020-21, dependent on MDD budget
Civic Center Rentals	-	5,100	-	-	Not expecting any rental income for the first year
Credit Card Service Fee	5,661	4,600	7,885	7,500	Increased in line with prior year and current actuals. Averages $725/month.
Total Fees & Services	290,347	268,711	255,296	278,251	
Miscellaneous					
Miscellaneous	6,892	4,000	16,000	4,000	Historical items: City restitution from Bexar County, or savings on County Budgets. Current year amount includes one-time webex refund
City Event Sponsorships	5,230	2,000	-	-	
Sale of Assets	128,721	-	13,500	-	
Donations/Grants	54,695	3,000	183,879	-	Current year includes Covid relief funds.
School Guard Crossing Fund	7,461	7,400	7,400	7,400	Dependent on how many vehicles are registered with Bexar County (we do not receive school guard crossing from BISD)
Leose Proceeds	1,908	2,000	1,827	2,000	
Police Seized Proceeds	1,820	-	-	-	
Total Miscellaneous	206,728	18,400	222,605	13,400	
Total Revenue	**8,508,254**	**7,920,152**	**8,965,732**	**8,882,973**	
Transfers					
Capital Replacement	177,272	405,648	362,642	250,000	Ties to the capital purchase requests (equipment and vehicles).
Fund Balance	-	-	-	-	
Total Transfers	177,272	405,648	362,642	250,000	
Total Resources	**8,685,526**	**8,325,800**	**9,328,374**	**9,132,973**	

DRAFT BUDGET

BUDGET WORKSHOP JULY 22, 2O21

General Operations
Expenditure Summary

Expenditure Type	Actual 2019-20	Amended Budget 2020-21	Projected 2020-21	Draft Budget 2021-22	Budget v Budget	NOTES
Personnel						
Salaries	3,006,883	3,571,932	3,194,131	3,813,305	241,373	New Communications FTE, and 2 drainage maintenance FTE's, COLA, Merit
Overtime	32,145	29,107	54,707	31,365	2,258	2 drainage maintenance FTE's, COLA, Merit
Taxes - Social Security	186,868	223,267	192,533	238,369	15,102	New Communications FTE, and 2 drainage maintenance FTE's, COLA, Merit
Taxes - Medicare	44,399	52,216	46,270	55,748	3,532	New Communications FTE, and 2 drainage maintenance FTE's, COLA, Merit
Taxes SUTA/FUTA	7,456	12,377	12,377	12,737	361	New Communications FTE, and 2 drainage maintenance FTE's, COLA, Merit
Workmans' Compensation	59,176	61,711	52,766	70,959	9,248	New Communications FTE, and 2 drainage maintenance FTE's, COLA, Merit
Retirement	359,027	423,033	387,022	454,536	31,503	New Communications FTE, and 2 drainage maintenance FTE's, COLA, Merit
Health Insurance	421,969	440,227	372,744	495,703	55,476	New Communications FTE, and 2 drainage maintenance FTE's, COLA, Merit
Uniform Allowance	16,800	26,000	23,000	26,000	-	
Car Allowance	7,200	7,200	7,200	7,200	-	
Relocation Allowance	-	-	-	-	-	
Total Personnel Costs	4,141,924	4,847,069	4,342,749	5,205,922	358,853	7.40%
Supplies, Maintenance & Operations						
Supplies and Consumables	20,260	40,930	30,530	30,375	(10,555)	Removed COVID PPE $3.8k, Geological Fetaures Map $4k and shared supplies $2.5k
Minor Equipment and Furniture	41,306	42,760	42,760	60,870	18,110	Added office furniture for new office spaces
Fuel	37,947	43,101	43,101	42,901	(200)	
Uniforms	16,804	25,640	25,640	25,441	(199)	Decreased number of Public Safety body armor replacements
Miscellaneous	89,188	12,158	30,694	200	(11,958)	Removed COVID expenses
Vehicle Maintenance/Repairs	27,610	35,550	35,550	35,510	(40)	
Equipment Maintenance/Repairs	8,936	12,300	12,300	12,300	-	
Building Maintenance/Repairs	26,558	15,300	15,300	15,300	-	
Landscaping & Greenspace Maintenance	615	5,000	5,000	5,000	-	
Street Maintenance	473,410	463,000	517,817	1,033,000	570,000	Increased scope for annual street maintenance program
Drainage Work	1,354	5,000	5,000	55,000	50,000	
Committees - Communications	-	1,000	1,000	1,000	-	
Committees - Planning & Zoning	124	1,000	1,000	1,000	-	
Committee - Board of Adjustments	34	1,000	1,000	1,000	-	
Committee - Audit	-	1,000	1,000	1,000	-	
Urban Wildlife	886	1,000	1,000	500	(500)	
Donations & Grants	-	1,000	1,000	-	(1,000)	Removed school donations
Court Technology	-	6,050	-	-	(6,050)	No Court Technology Requests this year
Court Security	714	10,000	10,000	4,700	(5,300)	Court Security requests per Court Security Committee
Total Supplies, Maintenance & Operations Costs	745,746	722,789	779,692	1,325,097	602,308	83.3%
Services						
Professional Services	756,113	1,049,283	1,039,398	1,259,589	210,306	Increase in Fire, Dispatch, and Judge's Contract over prior year
Dues/Subscriptions	12,655	15,164	15,321	15,280	116	
Training/Seminars & Related Travel	36,031	114,421	106,666	92,028	(22,393)	Reduction in Trainings due to fewer being held in person
Meetings and Related Travel	2,437	19,323	16,123	22,880	3,557	
Elections	1,801	20,000	20,000	38,222	18,222	Cost increase for Kendall County and estimate for bond election.
Investigations	4,968	15,000	15,000	13,500	(1,500)	Decreased costs due to Bexar County not prosecuting smaller quantities of narcotics
Leose Training	-	4,000	4,000	2,500	(1,500)	Reduced the amount of training funded by LEOSE proceeds
Asset Forfeiture	-	-	-	-	-	
Public Relations	11,182	47,327	17,327	45,234	(2,093)	Decreased costs for Public Safety events based on historical trend
Employee Appreciation	19,023	12,470	12,470	13,215	745	
Employment Costs	1,375	4,450	4,450	3,500	(950)	
Recording/Reporting/History	2,995	3,000	3,750	6,000	3,000	Increased costs for regulatory newspaper postings.
Total Services Costs	848,581	1,304,438	1,254,505	1,511,948	207,510	15.9%
Shared Services						
Facility Contracts & Services	28,597	78,367	68,367	167,780	89,413	Increase for annual lease of copier in portable building and additional copier for City Hall.
Tech/Internet/Software Maintenance	146,608	188,104	188,104	193,950	5,846	Reclassed MobileIron from Phone/Cable/Alarms account
Postage	4,181	10,125	6,125	5,625	(4,500)	Decreased costs for postage meter refill based on historical trend
General Liability Insurance	39,207	51,418	41,194	51,418	-	
Electricity	30,127	36,450	32,700	35,000	(1,450)	Included increase for variability
Phone/Cable/Alarms	31,597	36,752	36,752	29,725	(7,027)	Reclassed MobileIron to Tech/Internet/Software account in addition to an added split with Enterprise Fund
Total Shared Services Costs	280,317	401,216	373,242	483,498	82,282	20.5%
Capital Outlay & Transfers						
Land/Land Improvement	-	-	-	-	-	
Building/Building Improvement	-	-	-	-	-	
Infrastructure	-	-	-	-	-	
Furniture, Fixtures, Equipment & Vehicles	312,344	433,827	390,821	404,500	(29,327)	Fewer capital requests this year
Transfer to Operating Fund Balance	-	-	-	-	-	
Transfer to Debt Service Fund 06	-	-	-	-	-	
Transfer to SAP Fund 02	599,525	167,500	167,500	830,000	662,500	Transfer to SAP fund for usage of prior year surplus for budgeted projects
Transfer to Equip Repl Fund 31	230,492	290,493	290,493	275,185	(15,308)	Annual savings for equipment purchases
Total Capital Outlay & Transfers Costs	1,142,361	891,820	848,814	1,509,685	617,865	69.3%
					-	
Total Departmental Budget	**7,158,929**	**8,167,333**	**7,599,002**	**10,036,150**	**1,868,817**	22.9%
					14.3%	ops only

DRAFT BUDGET

BUDGET WORKSHOP JULY 22, 2O21

Mayor & Council

Expenditure Type	Actual 2019-20	Amended Budget 2020-21	Projected 2020-21	Draft Budget 2021-22	Budget v Budget	NOTES
Personnel						
Salaries	-	-	-	-	-	
Overtime	-	-	-	-	-	
Taxes - Social Security	-	-	-	-	-	
Taxes - Medicare	-	-	-	-	-	
Taxes SUTA/FUTA	-	-	-	-	-	
Workmans' Compensation	-	-	-	-	-	
Retirement	-	-	-	-	-	
Health Insurance	-	-	-	-	-	
Uniform Allowance	-	-	-	-	-	
Car Allowance	-	-	-	-	-	
Relocation Allowance	-	-	-	-	-	
Total Personnel Costs	-	-	-	-	-	
					-	
Supplies, Maintenance & Operations					-	
Supplies and Consumables	-	-	-	-	-	
Minor Equipment and Furniture	-	-	-	-	-	
Fuel	-	-	-	-	-	
Uniforms	122	350	350	350	-	
Miscellaneous	-	-	-	-	-	
Vehicle Maintenance/Repairs	-	-	-	-	-	
Equipment Maintenance/Repairs	-	-	-	-	-	
Building Maintenance/Repairs	-	-	-	-	-	
Landscaping & Greenspace Maintenance	-	-	-	-	-	
Street Maintenance	-	-	-	-	-	
Drainage Work	-	-	-	-	-	
Committees - Communications	-	1,000	1,000	1,000	-	
Committees - Planning & Zoning	124	1,000	1,000	1,000	-	
Committee - Board of Adjustments	34	1,000	1,000	1,000	-	
Committee - Audit	-	1,000	1,000	1,000	-	
Urban Wildlife	886	1,000	1,000	500	(500)	
Donations & Grants	-	1,000	1,000	-	(1,000)	Decrease for school donations.
Court Technology	-	-	-	-	-	
Total Supplies, Maintenance & Operations Costs	1,165	6,350	6,350	4,850	(1,500)	-23.6%
Services						
Professional Services	8,100	8,100	-	8,100	-	Feral hog removal.
Dues/Subscriptions	2,775	2,800	2,882	2,800	-	
Training/Seminars & Related Travel	3,230	7,000	3,000	7,000	-	
Meetings and Related Travel	638	6,200	3,000	11,800	5,600	Increase for Annual Strategic Planning Workshop $6k.
Elections	-	-	-	-	-	
Investigations	-	-	-	-	-	
Leose Training	-	-	-	-	-	
Asset Forfeiture	-	-	-	-	-	
Public Relations	7,660	250	250	250	-	
Employee Appreciation	-	-	-	-	-	
Employment Costs	-	-	-	-	-	
Recording/Reporting/History	-	-	-	-	-	
Total Services Costs	22,403	24,350	9,132	29,950	5,600	23.0%
Shared Services						
Facility Contracts & Services	-	-	-	-	-	
Tech/Internet/Software Maintenance	-	-	-	-	-	
Postage	-	-	-	-	-	
General Liability Insurance	-	-	-	-	-	
Electricity	-	-	-	-	-	
Phone/Cable/Alarms	-	-	-	-	-	
Total Shared Services Costs	-	-	-	-	-	
Capital Outlay & Transfers						
Land/Land Improvement	-	-	-	-	-	
Building/Building Improvement	-	-	-	-	-	
Infrastructure	-	-	-	-	-	
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-	-	
Transfer to Cap Improv Fund 02	-	-	-	-	-	
Transfer to GF Veh/Equip F 31	-	-	-	-	-	
Total Capital Outlay & Transfers Costs	-	-	-	-	-	
					-	
Total Departmental Budget	**23,568**	**30,700**	**15,482**	**34,800**	**4,100**	13.4%

DRAFT BUDGET
BUDGET WORKSHOP JULY 22, 2O21

City Administration

Expenditure Type	Actual 2019-20	Amended Budget 2020-21	Projected 2020-21	Draft Budget 2021-22	Budget v Budget	NOTES
Personnel						
Salaries	329,659	458,361	352,086	462,925	4,564	COLA, Merit, Splits updated based on compensation study results
Overtime	44	323	323	142	(181)	COLA, Merit, Splits updated based on compensation study results
Taxes - Social Security	17,761	28,439	18,550	28,710	271	COLA, Merit, Splits updated based on compensation study results
Taxes - Medicare	4,849	6,650	5,013	6,714	64	COLA, Merit, Splits updated based on compensation study results
Taxes SUTA/FUTA	432	900	900	765	(135)	COLA, Merit, Splits updated based on compensation study results
Workmans' Compensation	906	1,238	796	1,250	12	COLA, Merit, Splits updated based on compensation study results
Retirement	39,492	53,884	42,324	54,746	862	COLA, Merit, Splits updated based on compensation study results
Health Insurance	29,629	27,034	22,270	31,577	4,543	COLA, Merit, Splits updated based on compensation study results
Uniform Allowance	-	-	-	-	-	COLA, Merit, Splits updated based on compensation study results
Car Allowance	7,200	7,200	7,200	7,200	-	COLA, Merit, Splits updated based on compensation study results
Relocation Allowance	-	-	-	-	-	COLA, Merit, Splits updated based on compensation study results
Total Personnel Costs	429,972	584,030	449,463	594,029	9,999	1.7%
Supplies, Maintenance & Operations						
Supplies and Consumables	294	750	750	850	100	Standard per employee allowance
Minor Equipment and Furniture	383	500	500	5,080	4,580	Furniture for Deputy City Manager and Asst City Manager.
Fuel	63	300	300	100	(200)	
Uniforms	121	250	250	350	100	Standard per employee allowance
Miscellaneous	-	-	-	-	-	
Vehicle Maintenance/Repairs	-	-	-	-	-	`
Equipment Maintenance/Repairs	-	-	-	-	-	
Building Maintenance/Repairs	-	-	-	-	-	
Landscaping & Greenspace Maintenance	-	-	-	-	-	
Street Maintenance	-	-	-	-	-	
Drainage Work	-	-	-	-	-	
Committees - Other	-	-	-	-	-	
Committees - Planning & Zoning	-	-	-	-	-	
Committee - Board of Adjustments	-	-	-	-	-	
Urban Wildlife	-	-	-	-	-	
Donations & Grants	-	-	-	-	-	
Court Technology	-	-	-	-	-	
Total Supplies, Maintenance & Operations Costs	861	1,800	1,800	6,380	4,580	254.4%
Services						
Professional Services	67,033	100,000	125,000	75,040	(24,960)	Removed Bond Counsel Costs, these are wrapped up in cost of issuance
Dues/Subscriptions	2,270	2,310	2,310	2,929	619	Increase for Deputy City Manager dues
Training/Seminars & Related Travel	3,508	17,270	17,270	20,870	3,600	Increase for training for Deputy City Manager.
Meetings and Related Travel	949	5,595	5,595	6,680	1,085	Increase for Deputy City Manager association meetings
Elections	-	-	-	-	-	
Investigations	-	-	-	-	-	
Leose Training	-	-	-	-	-	
Asset Forfeiture	-	-	-	-	-	
Public Relations	-	-	-	-	-	
Employee Appreciation	204	250	250	250	-	
Employment Costs	-	-	-	-	-	
Recording/Reporting/History	-	-	-	-	-	
Total Services Costs	73,964	125,425	150,425	105,769	(19,656)	-15.7%
Shared Services						
Facility Contracts & Services	-	-	-	-	-	
Tech/Internet/Software Maintenance	-	-	-	-	-	
Postage	-	-	-	-	-	
General Liability Insurance	-	-	-	-	-	
Electricity	-	-	-	-	-	
Phone/Cable/Alarms	-	-	-	-	-	
Total Shared Services Costs	-	-	-	-	-	0.0%
Capital Outlay & Transfers						
Land/Land Improvement	-	-	-	-	-	
Building/Building Improvement	-	-	-	-	-	
Infrastructure	-	-	-	-	-	
Furniture, Fixtures, Equipment & Vehicles	-	24,000	24,000	-	(24,000)	No capital requests this year
Transfer to Cap Improv Fund 02	-	-	-	-	-	
Transfer to GF Veh/Equip F 31	-	-	-	-	-	
Total Capital Outlay & Transfers Costs	-	24,000	24,000	-	(24,000)	0.0%
					-	
Total Departmental Budget	**504,797**	**735,255**	**625,688**	**706,178**	**(29,077)**	-4.0%

DRAFT BUDGET
BUDGET WORKSHOP JULY 22, 2O21

City Secretary

Expenditure Type	Actual 2019-20	Amended Budget 2020-21	Projected 2020-21	Draft Budget 2021-22	Budget v Budget	NOTES
Personnel						
Salaries	108,241	120,336	120,667	127,221	6,885	COLA, Merit
Overtime	-	-	-	-	-	COLA, Merit
Taxes - Social Security	6,642	7,461	7,281	7,888	427	COLA, Merit
Taxes - Medicare	1,553	1,745	1,703	1,845	100	COLA, Merit
Taxes SUTA/FUTA	288	450	450	450	-	COLA, Merit
Workmans' Compensation	287	325	285	343	18	COLA, Merit
Retirement	12,667	14,137	14,328	15,041	904	COLA, Merit
Health Insurance	15,874	16,450	15,661	16,452	2	COLA, Merit
Uniform Allowance	-	-	-	-	-	COLA, Merit
Car Allowance	-	-	-	-	-	COLA, Merit
Relocation Allowance	-	-	-	-	-	COLA, Merit
Total Personnel Costs	145,553	160,903	160,374	169,240	8,337	5.2%
Supplies, Maintenance & Operations						
Supplies and Consumables	1,660	1,250	1,250	1,000	(250)	
Minor Equipment and Furniture	224	200	200	200	-	
Fuel	-	-	-	-	-	
Uniforms	101	100	100	100	-	
Miscellaneous	323	494	494	-	(494)	Moved costs of solicitor background checks to Professional Fees.
Vehicle Maintenance/Repairs	-	-	-	-	-	
Equipment Maintenance/Repairs	-	-	-	-	-	
Building Maintenance/Repairs	-	-	-	-	-	
Landscaping & Greenspace Maintenance	-	-	-	-	-	
Street Maintenance	-	-	-	-	-	
Drainage Work	-	-	-	-	-	
Committees - Other	-	-	-	-	-	
Committees - Planning & Zoning	-	-	-	-	-	
Committee - Board of Adjustments	-	-	-	-	-	
Urban Wildlife	-	-	-	-	-	
Donations & Grants	-	-	-	-	-	
Court Technology	-	-	-	-	-	
Total Supplies, Maintenance & Operations Costs	2,308	2,044	2,044	1,300	(744)	-36.4%
Services						
Professional Services	2,174	16,895	4,395	4,789	(12,106)	Savings from changing Codification service provider
Dues/Subscriptions	580	512	512	563	51	
Training/Seminars & Related Travel	3,107	5,550	5,550	5,700	150	
Meetings and Related Travel	77	1,528	1,528	1,200	(328)	
Elections	1,801	20,000	20,000	38,222	18,222	Cost increase for Kendall County and estimate for bond election.
Investigations	-	-	-	-	-	
Leose Training	-	-	-	-	-	
Asset Forfeiture	-	-	-	-	-	
Public Relations	-	-	-	-	-	
Employee Appreciation	29	100	100	100	-	
Employment Costs	-	-	-	-	-	
Recording/Reporting/History	2,995	3,000	3,750	6,000	3,000	Increased costs for regulatory newspaper postings (elections, RFQ's, etc)
Total Services Costs	10,763	47,585	35,835	56,574	8,989	18.9%
Shared Services						
Facility Contracts & Services	-	-	-	-	-	
Tech/Internet/Software Maintenance	-	-	-	-	-	
Postage	-	-	-	-	-	
General Liability Insurance	-	-	-	-	-	
Electricity	-	-	-	-	-	
Phone/Cable/Alarms	-	-	-	-	-	
Total Shared Services Costs	-	-	-	-	-	0.0%
					-	
Capital Outlay & Transfers					-	
Land/Land Improvement	-	-	-	-	-	
Building/Building Improvement	-	-	-	-	-	
Infrastructure	-	-	-	-	-	
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-	-	
Transfer to Cap Improv Fund 02	-	-	-	-	-	
Transfer to GF Veh/Equip F 31	-	-	-	-	-	
Total Capital Outlay & Transfers Costs	-	-	-	-	-	0.0%
					-	
Total Departmental Budget	**158,624**	**210,532**	**198,253**	**227,114**	**16,582**	7.9%

DRAFT BUDGET
BUDGET WORKSHOP JULY 22, 2O21

Human Resources and Communications

Expenditure Type	Actual 2019-20	Amended Budget 2020-21	Projected 2020-21	Draft Budget 2021-22	Budget v Budget	NOTES
Personnel						
Salaries	106,174	152,537	150,045	121,887	(30,650)	COLA, Merit, Updated splits, and new Communications FTE
Overtime	-	-	-	-	-	
Taxes - Social Security	6,589	9,457	9,154	7,557	(1,900)	COLA, Merit, Updated splits, and new Communications FTE
Taxes - Medicare	1,541	2,212	2,141	1,767	(445)	COLA, Merit, Updated splits, and new Communications FTE
Taxes SUTA/FUTA	288	450	450	338	(112)	COLA, Merit, Updated splits, and new Communications FTE
Workmans' Compensation	300	412	295	329	(83)	COLA, Merit, Updated splits, and new Communications FTE
Retirement	12,415	17,919	17,781	14,410	(3,509)	COLA, Merit, Updated splits, and new Communications FTE
Health Insurance	11,722	7,270	5,945	7,804	534	COLA, Merit, Updated splits, and new Communications FTE
Uniform Allowance	-	-	-	-	-	COLA, Merit, Updated splits, and new Communications FTE
Car Allowance	-	-	-	-	-	COLA, Merit, Updated splits, and new Communications FTE
Relocation Allowance	-	-	-	-	-	COLA, Merit, Updated splits, and new Communications FTE
Total Personnel Costs	139,030	190,257	185,811	154,092	(36,165)	-19.0%
Supplies, Maintenance & Operations						
Supplies and Consumables	1,803	2,200	2,200	3,500	1,300	
Minor Equipment and Furniture	409	1,200	1,200	7,130	5,930	Added costs of furniture for new office space.
Fuel	-	-	-	-	-	
Uniforms	114	100	100	200	100	
Miscellaneous	-	-	-	-	-	
Vehicle Maintenance/Repairs	-	-	-	-	-	
Equipment Maintenance/Repairs	-	-	-	-	-	
Building Maintenance/Repairs	-	-	-	-	-	
Landscaping & Greenspace Maintenance	-	-	-	-	-	
Street Maintenance	-	-	-	-	-	
Drainage Work	-	-	-	-	-	
Committees - Other	-	-	-	-	-	
Committees - Planning & Zoning	-	-	-	-	-	
Committee - Board of Adjustments	-	-	-	-	-	
Urban Wildlife	-	-	-	-	-	
Donations & Grants	-	-	-	-	-	
Court Technology	-	-	-	-	-	
Total Supplies, Maintenance & Operations Costs	2,326	3,500	3,500	10,830	7,330	209.4%
Services						
Professional Services	-	-	-	-	-	
Dues/Subscriptions	1,808	1,902	1,902	1,616	(286)	
Training/Seminars & Related Travel	4,025	27,763	27,763	14,399	(13,364)	Due to splits with Enterprise Fund.
Meetings and Related Travel	538	900	900	800	(100)	
Elections	-	-	-	-	-	
Investigations	-	-	-	-	-	
Leose Training	-	-	-	-	-	
Asset Forfeiture	-	-	-	-	-	
Public Relations	2,251	38,450	8,450	38,450	-	
Employee Appreciation	16,705	9,370	9,370	10,015	645	
Employment Costs	1,375	4,450	4,450	3,500	(950)	
Recording/Reporting/History	-	-	-	-	-	
Total Services Costs	26,701	82,835	52,835	68,780	(14,055)	-17.0%
Shared Services						
Facility Contracts & Services	-	-	-	-	-	
Tech/Internet/Software Maintenance	-	-	-	-	-	
Postage	-	-	-	-	-	
General Liability Insurance	-	-	-	-	-	
Electricity	-	-	-	-	-	
Phone/Cable/Alarms	-	-	-	-	-	
Total Shared Services Costs	-	-	-	-	-	0.0%
Capital Outlay & Transfers						
Land/Land Improvement	-	-	-	-	-	
Building/Building Improvement	-	-	-	-	-	
Infrastructure	-	-	-	-	-	
Furniture, Fixtures, Equipment & Vehicles	-	16,000	16,000	-	(16,000)	No capital requests this year
Transfer to Cap Improv Fund 02	-	-	-	-	-	
Transfer to GF Veh/Equip F 31	-	-	-	-	-	
Total Capital Outlay & Transfers Costs	-	16,000	16,000	-	(16,000)	0.0%
					-	
Total Departmental Budget	**168,057**	**292,592**	**258,146**	**233,702**	**(58,890)**	-20.1%

DRAFT BUDGET
BUDGET WORKSHOP JULY 22, 2O21

Finance

Expenditure Type	Actual 2019-20	Amended Budget 2020-21	Projected 2020-21	Draft Budget 2021-22	Budget v Budget	NOTES
Personnel						
Salaries	213,210	196,804	193,571	207,311	10,507	COLA, Merit
Overtime	38	252	252	265	13	COLA, Merit
Taxes - Social Security	13,162	12,218	11,720	12,870	652	COLA, Merit
Taxes - Medicare	3,078	2,857	2,741	3,010	153	COLA, Merit
Taxes SUTA/FUTA	394	563	563	563	-	COLA, Merit
Workmans' Compensation	587	532	457	560	28	COLA, Merit
Retirement	24,951	23,150	23,060	24,541	1,391	COLA, Merit
Health Insurance	19,780	25,191	22,604	26,449	1,258	COLA, Merit
Uniform Allowance	-	-	-	-	-	
Car Allowance	-	-	-	-	-	
Relocation Allowance	-	-	-	-	-	
Total Personnel Costs	275,200	261,566	254,968	275,569	14,003	5.4%
Supplies, Maintenance & Operations						
Supplies and Consumables	1,175	1,325	1,325	1,325	-	
Minor Equipment and Furniture	335	500	500	1,500	1,000	Added storage furniture for Procurement Manager.
Fuel	-	-	-	-	-	
Uniforms	-	250	250	250	-	
Miscellaneous	-	-	-	-	-	
Vehicle Maintenance/Repairs	-	-	-	-	-	
Equipment Maintenance/Repairs	-	-	-	-	-	
Building Maintenance/Repairs	-	-	-	-	-	
Landscaping & Greenspace Maintenance	-	-	-	-	-	
Street Maintenance	-	-	-	-	-	
Drainage Work	-	-	-	-	-	
Committees - Other	-	-	-	-	-	
Committees - Planning & Zoning	-	-	-	-	-	
Committee - Board of Adjustments	-	-	-	-	-	
Urban Wildlife	-	-	-	-	-	
Donations & Grants	-	-	-	-	-	
Court Technology	-	-	-	-	-	
Total Supplies, Maintenance & Operations Costs	1,510	2,075	2,075	3,075	1,000	48.2%
Services						
Professional Services	54,748	78,836	78,836	94,836	16,000	Decrease $15k for Internal Control project completed offset with increase $7k for Federal Funds single audit, and internal controls annual assessment
Dues/Subscriptions	1,298	1,430	1,430	1,160	(270)	
Training/Seminars & Related Travel	4,689	7,900	7,900	4,800	(3,100)	
Meetings and Related Travel	74	400	400	400	-	
Elections	-	-	-	-	-	
Investigations	-	-	-	-	-	
Leose Training	-	-	-	-	-	
Asset Forfeiture	-	-	-	-	-	
Public Relations	-	-	-	-	-	
Employee Appreciation	296	250	250	250	-	
Employment Costs	-	-	-	-	-	
Recording/Reporting/History	-	-	-	-	-	
Total Services Costs	61,105	88,816	88,816	101,446	12,630	14.2%
Shared Services						
Facility Contracts & Services	-	-	-	-	-	
Tech/Internet/Software Maintenance	-	-	-	-	-	
Postage	-	-	-	-	-	
General Liability Insurance	-	-	-	-	-	
Electricity	-	-	-	-	-	
Phone/Cable/Alarms	-	-	-	-	-	
Total Shared Services Costs	-	-	-	-	-	0.0%
Capital Outlay & Transfers						
Land/Land Improvement	-	-	-	-	-	
Building/Building Improvement	-	-	-	-	-	
Infrastructure	-	-	-	-	-	
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-	-	
Transfer to Cap Improv Fund 02	-	-	-	-	-	
Transfer to GF Veh/Equip F 31	-	-	-	-	-	
Total Capital Outlay & Transfers Costs	-	-	-	-	-	0.0%
					-	
Total Departmental Budget	**337,815**	**352,457**	**345,859**	**380,090**	**27,633**	7.8%

DRAFT BUDGET
BUDGET WORKSHOP JULY 22, 2O21

Information Technology

Expenditure Type	Actual 2019-20	Amended Budget 2020-21	Projected 2020-21	Draft Budget 2021-22	Budget v Budget	NOTES
Personnel						
Salaries	-	78,149	65,183	81,015	2,866	COLA, Merit
Overtime	-	-	-	-	-	COLA, Merit
Taxes - Social Security	-	4,845	3,879	5,023	178	COLA, Merit
Taxes - Medicare	-	1,133	907	1,175	42	COLA, Merit
Taxes SUTA/FUTA	-	225	225	225	-	COLA, Merit
Workmans' Compensation	-	211	173	219	8	COLA, Merit
Retirement	-	9,181	7,653	9,578	397	COLA, Merit
Health Insurance	-	9,329	6,079	9,795	466	COLA, Merit
Uniform Allowance	-	-	-	-	-	
Car Allowance	-	-	-	-	-	
Relocation Allowance	-	-	-	-	-	
Total Personnel Costs	-	103,073	84,099	107,030	3,957	3.8%
Supplies, Maintenance & Operations						
Supplies and Consumables	-	200	200	200	-	
Minor Equipment and Furniture	-	200	200	4,250	4,050	Furniture for IT Manager.
Fuel	-	-	-	-	-	
Uniforms	-	100	100	100	-	
Miscellaneous	-	-	-	-	-	
Vehicle Maintenance/Repairs	-	-	-	-	-	
Equipment Maintenance/Repairs	-	-	-	-	-	
Building Maintenance/Repairs	-	-	-	-	-	
Landscaping & Greenspace Maintenance	-	-	-	-	-	
Street Maintenance	-	-	-	-	-	
Drainage Work	-	-	-	-	-	
Committees - Other	-	-	-	-	-	
Committees - Planning & Zoning	-	-	-	-	-	
Committee - Board of Adjustments	-	-	-	-	-	
Urban Wildlife	-	-	-	-	-	
Donations & Grants	-	-	-	-	-	
Court Technology	-	-	-	-	-	
Total Supplies, Maintenance & Operations Costs	-	500	500	4,550	4,050	810.0%
Services						
Professional Services	-	-	715	3,000	3,000	Added costs for Microsoft support.
Dues/Subscriptions	-	-	-	175	175	TAG ITM dues
Training/Seminars & Related Travel	-	11,300	10,585	4,650	(6,650)	Decreased costs of TAGIT conferences.
Meetings and Related Travel	-	100	100	100	-	
Elections	-	-	-	-	-	
Investigations	-	-	-	-	-	
Leose Training	-	-	-	-	-	
Asset Forfeiture	-	-	-	-	-	
Public Relations	-	-	-	-	-	
Employee Appreciation	-	100	100	100	-	
Employment Costs	-	-	-	-	-	
Recording/Reporting/History	-	-	-	-	-	
Total Services Costs	-	11,500	11,500	8,025	(3,475)	-30.2%
Shared Services						
Facility Contracts & Services	-	18,568	18,568	29,586	11,018	Increase for annual lease of copier in the portable building and additional copier for City Hall.
Tech/Internet/Software Maintenance	-	188,104	188,104	193,950	5,846	Moved MobileIron from Phone/Cable/Alarms account.
Postage	-	-	-	-	-	
General Liability Insurance	-	-	-	-	-	
Electricity	-	-	-	-	-	
Phone/Cable/Alarms	-	36,752	36,752	29,725	(7,027)	Moved MobileIron to Tech/Internet/Software account.
Total Shared Services Costs	-	243,424	243,424	253,261	9,837	4.0%
Capital Outlay & Transfers						
Land/Land Improvement	-	-	-	-	-	
Building/Building Improvement	-	-	-	-	-	
Infrastructure	-	-	-	-	-	
Furniture, Fixtures, Equipment & Vehicles	-	-	-	47,500	47,500	Annual computer hardware replacement is now operational, not a SAP item
Transfer to Cap Improv Fund 02	-	-	-	-	-	
Transfer to GF Veh/Equip F 31	-	-	-	-	-	
Total Capital Outlay & Transfers Costs	-	-	-	47,500	47,500	0.0%
					-	
Total Departmental Budget	**-**	**358,497**	**339,523**	**420,366**	**61,869**	17.3%

DRAFT BUDGET
BUDGET WORKSHOP JULY 22, 2O21

Municipal Court

Expenditure Type	Actual 2019-20	Amended Budget 2020-21	Projected 2020-21	Draft Budget 2021-22	Budget v Budget	NOTES
Personnel						
Salaries	100,784	108,804	106,693	117,045	8,241	COLA, Merit
Overtime	-	486	-	510	24	COLA, Merit
Taxes - Social Security	6,319	6,776	6,560	7,288	512	COLA, Merit
Taxes - Medicare	1,478	1,585	1,534	1,705	120	COLA, Merit
Taxes SUTA/FUTA	288	450	450	450	-	COLA, Merit
Workmans' Compensation	258	294	250	316	22	COLA, Merit
Retirement	11,846	12,839	12,623	13,898	1,059	COLA, Merit
Health Insurance	13,691	13,262	12,618	13,924	662	COLA, Merit
Uniform Allowance	-	-	-	-	-	
Car Allowance	-	-	-	-	-	
Relocation Allowance	-	-	-	-	-	
Total Personnel Costs	134,664	144,496	140,728	155,136	10,640	7.4%
Supplies, Maintenance & Operations						
Supplies and Consumables	1,518	2,200	2,200	1,700	(500)	
Minor Equipment and Furniture	1,003	200	200	200	-	
Fuel	-	-	-	-	-	
Uniforms	83	100	100	100	-	
Miscellaneous	-	-	-	-	-	
Vehicle Maintenance/Repairs	-	-	-	-	-	
Equipment Maintenance/Repairs	-	-	-	-	-	
Building Maintenance/Repairs	-	-	-	-	-	
Landscaping & Greenspace Maintenance	-	-	-	-	-	
Street Maintenance	-	-	-	-	-	
Drainage Work	-	-	-	-	-	
Committees - Other	-	-	-	-	-	
Committees - Planning & Zoning	-	-	-	-	-	
Committee - Board of Adjustments	-	-	-	-	-	
Urban Wildlife	-	-	-	-	-	
Donations & Grants	-	-	-	-	-	
Court Technology	-	6,050	-	-	(6,050)	No requested Court Technology.
Court Security	714	10,000	10,000	4,700	(5,300)	Includes Security Committee requests. Security Committee will be conducting a security study, which may result in additional budget adjustments mid-year.
Total Supplies, Maintenance & Operations Costs	3,318	18,550	12,500	6,700	(11,850)	-63.9%
Services						
Professional Services	45,113	58,230	43,230	82,230	24,000	Increase in Judge's annual contract
Dues/Subscriptions	110	800	800	800	-	
Training/Seminars & Related Travel	591	3,000	3,000	3,050	50	
Meetings and Related Travel	-	500	500	500	-	
Elections	-	-	-	-	-	
Investigations	-	-	-	-	-	
Leose Training	-	-	-	-	-	
Asset Forfeiture	-	-	-	-	-	
Public Relations	-	-	-	-	-	
Employee Appreciation	55	100	100	100	-	
Employment Costs	-	-	-	-	-	
Recording/Reporting/History	-	-	-	-	-	
Total Services Costs	45,869	62,630	47,630	86,680	24,050	38.4%
Shared Services						
Facility Contracts & Services	-	-	-	-	-	
Tech/Internet/Software Maintenance	-	-	-	-	-	
Postage	-	-	-	-	-	
General Liability Insurance	-	-	-	-	-	
Electricity	-	-	-	-	-	
Phone/Cable/Alarms	-	-	-	-	-	
Total Shared Services Costs	-	-	-	-	-	0.0%
Capital Outlay & Transfers						
Land/Land Improvement	-	-	-	-	-	
Building/Building Improvement	-	-	-	-	-	
Infrastructure	-	-	-	-	-	
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-	-	
Transfer to Cap Improv Fund 02	-	-	-	-	-	
Transfer to GF Veh/Equip F 31	-	-	-	-	-	
Total Capital Outlay & Transfers Costs	-	-	-	-	-	0.0%
					-	
Total Departmental Budget	**183,851**	**225,676**	**200,858**	**248,516**	**22,840**	10.1%

DRAFT BUDGET
BUDGET WORKSHOP JULY 22, 2O21

Public Safety and Emergency Services

Expenditure Type	Actual 2019-20	Amended Budget 2020-21	Projected 2020-21	Draft Budget 2021-22	Budget v Budget	NOTES
Personnel						
Salaries	1,502,983	1,718,950	1,508,294	1,829,045	110,095	COLA, Merit
Overtime	30,191	25,601	35,396	27,181	1,580	COLA, Merit
Taxes - Social Security	96,543	108,162	93,146	115,086	6,924	COLA, Merit
Taxes - Medicare	22,579	25,296	22,028	26,915	1,619	COLA, Merit
Taxes SUTA/FUTA	3,786	6,300	6,300	6,300	-	COLA, Merit
Workmans' Compensation	40,683	41,870	37,176	44,594	2,724	COLA, Merit
Retirement	181,820	204,941	184,379	219,452	14,511	COLA, Merit
Health Insurance	215,402	223,789	180,202	243,713	19,924	COLA, Merit
Uniform Allowance	16,800	26,000	23,000	26,000	-	
Car Allowance	-	-	-	-	-	
Relocation Allowance	-	-	-	-	-	
Total Personnel Costs	2,110,787	2,380,907	2,089,921	2,538,286	157,379	6.6%
Supplies, Maintenance & Operations						
Supplies and Consumables	3,424	4,000	4,000	5,000	1,000	Increased for costs of City Employee ID badges
Minor Equipment and Furniture	29,074	27,960	27,960	25,510	(2,450)	
Fuel	27,610	30,000	30,000	30,000	-	
Uniforms	8,726	15,720	15,720	13,870	(1,850)	Decreased number of body armor replacements needed
Miscellaneous	-	-	-	-	-	
Vehicle Maintenance/Repairs	22,145	23,550	23,550	27,510	3,960	Increased costs of replacement tires and routine maintenance on patrol vehicles
Equipment Maintenance/Repairs	-	-	-	-	-	
Building Maintenance/Repairs	-	-	-	-	-	
Landscaping & Greenspace Maintenance	-	-	-	-	-	
Street Maintenance	-	-	-	-	-	
Drainage Work	-	-	-	-	-	
Committees - Other	-	-	-	-	-	
Committees - Planning & Zoning	-	-	-	-	-	
Committee - Board of Adjustments	-	-	-	-	-	
Urban Wildlife	-	-	-	-	-	
Donations & Grants	-	-	-	-	-	
Court Technology	-	-	-	-	-	
Total Supplies, Maintenance & Operations Costs	90,979	101,230	101,230	101,890	660	0.7%
Services						
Professional Services	559,475	521,887	521,887	770,394	248,507	Increase in Fire and Dispatch contracts
Dues/Subscriptions	3,002	3,950	3,950	3,950	-	
Training/Seminars & Related Travel	9,888	14,000	14,000	14,000	-	
Meetings and Related Travel	128	2,500	2,500	500	(2,000)	Removed Rotary Club meeting costs
Elections	-	-	-	-	-	
Investigations	4,968	15,000	15,000	13,500	(1,500)	Decreased costs due to Bexar County not prosecuting smaller quantities of narcotics
Leose Training	-	4,000	4,000	2,500	(1,500)	Reduced the amount of training funded by LEOSE proceeds
Asset Forfeiture	-	-	-	-	-	
Public Relations	1,271	8,627	8,627	6,534	(2,093)	Decreased costs for Public Safety events based on historical trend
Employee Appreciation	1,078	1,400	1,400	1,400	-	
Employment Costs	-	-	-	-	-	
Recording/Reporting/History	-	-	-	-	-	
Total Services Costs	579,811	571,364	571,364	812,778	241,414	42.3%
Shared Services						
Facility Contracts & Services	-	-	-	-	-	
Tech/Internet/Software Maintenance	-	-	-	-	-	
Postage	-	-	-	-	-	
General Liability Insurance	-	-	-	-	-	
Electricity	-	-	-	-	-	
Phone/Cable/Alarms	-	-	-	-	-	
Total Shared Services Costs	-	-	-	-	-	0.0%
Capital Outlay & Transfers						
Land/Land Improvement	-	-	-	-	-	
Building/Building Improvement	-	-	-	-	-	
Infrastructure	-	-	-	-	-	
Furniture, Fixtures, Equipment & Vehicles	36,742	385,648	342,642	177,000	(208,648)	Replacing 2 patrol vehicles and Command vehicle.
Transfer to Cap Improv Fund 02	-	-	-	-	-	
Transfer to GF Veh/Equip F 31	-	-	-	-	-	
Total Capital Outlay & Transfers Costs	36,742	385,648	342,642	177,000	(208,648)	-54.1%
					-	
Total Departmental Budget	**2,818,319**	**3,439,150**	**3,105,158**	**3,629,954**	**190,804**	5.5%
					0	

DRAFT BUDGET
BUDGET WORKSHOP JULY 22, 2O21

Maintenance

Expenditure Type	Actual 2019-20	Amended Budget 2020-21	Projected 2020-21	Draft Budget 2021-22	Budget v Budget	NOTES
Personnel						
Salaries	275,137	322,467	294,105	398,731	76,264	COLA, Merit
Overtime	1,687	1,143	17,434	1,692	549	COLA, Merit
Taxes - Social Security	16,602	20,064	18,952	24,826	4,762	COLA, Merit
Taxes - Medicare	3,883	4,693	4,755	5,806	1,113	COLA, Merit
Taxes SUTA/FUTA	1,039	1,688	1,688	2,138	450	COLA, Merit
Workmans' Compensation	13,830	14,367	11,215	18,280	3,913	COLA, Merit
Retirement	32,419	38,016	36,959	47,340	9,324	COLA, Merit
Health Insurance	64,812	67,040	61,792	87,546	20,506	COLA, Merit
Uniform Allowance	-	-	-	-	-	
Car Allowance	-	-	-	-	-	
Relocation Allowance	-	-	-	-	-	
Total Personnel Costs	409,409	469,477	446,900	586,359	116,882	24.9%
Supplies, Maintenance & Operations						
Supplies and Consumables	4,160	8,800	8,800	5,100	(3,700)	1 time expense in prior year not necessary this year
Minor Equipment and Furniture	7,940	10,800	10,800	11,000	200	
Fuel	8,418	10,200	10,200	10,200	-	
Uniforms	6,161	6,275	6,275	8,091	1,816	
Miscellaneous	-	200	200	200	-	
Vehicle Maintenance/Repairs	5,465	12,000	12,000	8,000	(4,000)	Removed repurpose of PD vehicle
Equipment Maintenance/Repairs	8,936	12,300	12,300	12,300	-	
Building Maintenance/Repairs	26,558	15,300	15,300	15,300	-	
Landscaping & Greenspace Maintenance	615	5,000	5,000	5,000	-	
Street Maintenance	41,007	33,000	33,000	33,000	-	
Drainage Work	1,354	5,000	5,000	55,000	50,000	
Committees - Other	-	-	-	-	-	
Committees - Planning & Zoning	-	-	-	-	-	
Committee - Board of Adjustments	-	-	-	-	-	
Urban Wildlife	-	-	-	-	-	
Donations & Grants	-	-	-	-	-	
Court Technology	-	-	-	-	-	
Total Supplies, Maintenance & Operations Costs	110,613	118,875	118,875	163,191	44,316	37.3%
Services						
Professional Services	-	-	-	200	200	
Dues/Subscriptions	106	600	600	432	(168)	
Training/Seminars & Related Travel	782	8,540	7,000	7,340	(1,200)	Removed electrical class
Meetings and Related Travel	5	100	100	100	-	
Elections	-	-	-	-	-	
Investigations	-	-	-	-	-	
Leose Training	-	-	-	-	-	
Asset Forfeiture	-	-	-	-	-	
Public Relations	-	-	-	-	-	
Employee Appreciation	479	400	400	500	100	
Employment Costs	-	-	-	-	-	
Recording/Reporting/History	-	-	-	-	-	
Total Services Costs	1,373	9,640	8,100	8,572	(1,068)	-11.1%
Shared Services						
Facility Contracts & Services	-	-	-	-	-	
Tech/Internet/Software Maintenance	-	-	-	-	-	
Postage	-	-	-	-	-	
General Liability Insurance	-	-	-	-	-	
Electricity	-	-	-	-	-	
Phone/Cable/Alarms	-	-	-	-	-	
Total Shared Services Costs	-	-	-	-	-	0.0%
Capital Outlay & Transfers						
Land/Land Improvement	-	-	-	-	-	
Building/Building Improvement	-	-	-	-	-	
Infrastructure	-	-	-	-	-	
Furniture, Fixtures, Equipment & Vehicles	275,602	8,179	8,179	180,000	171,821	Replacing Ford F250 truck and Ford Explorer
Transfer to Cap Improv Fund 02	-	-	-	-	-	
Transfer to GF Veh/Equip F 31	-	-	-	-	-	
Total Capital Outlay & Transfers Costs	275,602	8,179	8,179	180,000	171,821	2100.8%
					-	
Total Departmental Budget	**796,998**	**606,171**	**582,054**	**938,122**	**331,951**	54.8%

DRAFT BUDGET
BUDGET WORKSHOP JULY 22, 2O21

Building Codes and Permits

Expenditure Type	Actual 2019-20	Amended Budget 2020-21	Projected 2020-21	Draft Budget 2021-22	Budget v Budget	NOTES
Personnel						
Salaries	173,438	178,967	179,366	187,933	8,966	COLA, Merit
Overtime	-	191	191	201	10	COLA, Merit
Taxes - Social Security	10,808	11,108	11,061	11,664	556	COLA, Merit
Taxes - Medicare	2,528	2,598	2,587	2,728	130	COLA, Merit
Taxes SUTA/FUTA	432	675	675	675	-	COLA, Merit
Workmans' Compensation	887	959	846	1,007	48	COLA, Merit
Retirement	20,316	21,046	21,299	22,242	1,196	COLA, Merit
Health Insurance	24,614	23,252	22,106	24,413	1,161	COLA, Merit
Uniform Allowance	-	-	-	-	-	
Car Allowance	-	-	-	-	-	
Relocation Allowance	-	-	-	-	-	
Total Personnel Costs	233,023	238,797	238,129	250,863	12,066	5.1%
Supplies, Maintenance & Operations						
Supplies and Consumables	410	450	450	800	350	
Minor Equipment and Furniture	1,437	300	300	4,600	4,300	Added office furniture for new office space and 2021 Code Books.
Fuel	1,122	1,300	1,300	1,300	-	
Uniforms	300	530	530	530	-	
Miscellaneous	-	-	-	-	-	
Vehicle Maintenance/Repairs	-	-	-	-	-	
Equipment Maintenance/Repairs	-	-	-	-	-	
Building Maintenance/Repairs	-	-	-	-	-	
Landscaping & Greenspace Maintenance	-	-	-	-	-	
Street Maintenance	-	-	-	-	-	
Drainage Work	-	-	-	-	-	
Committees - Other	-	-	-	-	-	
Committees - Planning & Zoning	-	-	-	-	-	
Committee - Board of Adjustments	-	-	-	-	-	
Urban Wildlife	-	-	-	-	-	
Donations & Grants	-	-	-	-	-	
Court Technology	-	-	-	-	-	
Total Supplies, Maintenance & Operations Costs	3,269	2,580	2,580	7,230	4,650	180.2%
Services						
Professional Services	9,380	9,560	9,560	11,000	1,440	Increase in Fire Inspector annual contract.
Dues/Subscriptions	265	290	365	300	10	
Training/Seminars & Related Travel	1,186	4,075	2,575	3,575	(500)	
Meetings and Related Travel	-	600	600	400	(200)	
Elections	-	-	-	-	-	
Investigations	-	-	-	-	-	
Leose Training	-	-	-	-	-	
Asset Forfeiture	-	-	-	-	-	
Public Relations	-	-	-	-	-	
Employee Appreciation	86	150	150	150	-	
Employment Costs	-	-	-	-	-	
Recording/Reporting/History	-	-	-	-	-	
Total Services Costs	10,917	14,675	13,250	15,425	750	5.1%
Shared Services						
Facility Contracts & Services	-	-	-	-	-	
Tech/Internet/Software Maintenance	-	-	-	-	-	
Postage	-	-	-	-	-	
General Liability Insurance	-	-	-	-	-	
Electricity	-	-	-	-	-	
Phone/Cable/Alarms	-	-	-	-	-	
Total Shared Services Costs	-	-	-	-	-	0.0%
Capital Outlay & Transfers						
Land/Land Improvement	-	-	-	-	-	
Building/Building Improvement	-	-	-	-	-	
Infrastructure	-	-	-	-	-	
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-	-	
Transfer to Cap Improv Fund 02	-	-	-	-	-	
Transfer to GF Veh/Equip F 31	-	-	-	-	-	
Total Capital Outlay & Transfers Costs	-	-	-	-	-	0.0%
					-	
Total Departmental Budget	**247,208**	**256,052**	**253,959**	**273,518**	**17,466**	6.8%

DRAFT BUDGET
BUDGET WORKSHOP JULY 22, 2O21

Engineering and Planning

Expenditure Type	Actual 2019-20	Amended Budget 2020-21	Projected 2020-21	Draft Budget 2021-22	Budget v Budget	NOTES
Personnel						
Salaries	197,258	236,557	224,121	280,192	43,635	COLA, Merit, Employee Splits updated based on compensation study results
Overtime	185	1,111	1,111	1,374	263	COLA, Merit, Employee Splits updated based on compensation study results
Taxes - Social Security	12,441	14,736	12,229	17,457	2,721	COLA, Merit, Employee Splits updated based on compensation study results
Taxes - Medicare	2,910	3,446	2,860	4,083	637	COLA, Merit, Employee Splits updated based on compensation study results
Taxes SUTA/FUTA	508	676	676	833	158	COLA, Merit, Employee Splits updated based on compensation study results
Workmans' Compensation	1,438	1,505	1,274	4,061	2,556	COLA, Merit, Employee Splits updated based on compensation study results
Retirement	23,101	27,920	26,616	33,288	5,368	COLA, Merit, Employee Splits updated based on compensation study results
Health Insurance	26,445	27,611	23,468	34,030	6,419	COLA, Merit, Employee Splits updated based on compensation study results
Uniform Allowance	-	-	-	-	-	
Car Allowance	-	-	-	-	-	
Relocation Allowance	-	-	-	-	-	
Total Personnel Costs	264,285	313,562	292,356	375,318	61,756	19.7%
Supplies, Maintenance & Operations						
Supplies and Consumables	2,332	11,255	3,355	7,300	(3,955)	Removed 1x cost for Geological Features Map and Drought Bill Inserts.
Minor Equipment and Furniture	502	900	900	1,400	500	
Fuel	734	1,301	1,301	1,301	-	
Uniforms	1,078	1,865	1,865	1,500	(365)	
Miscellaneous	-	-	-	-	-	
Vehicle Maintenance/Repairs	-	-	-	-	-	
Equipment Maintenance/Repairs	-	-	-	-	-	
Building Maintenance/Repairs	-	-	-	-	-	
Landscaping & Greenspace Maintenance	-	-	-	-	-	
Street Maintenance	432,403	430,000	484,817	1,000,000	570,000	Increased amount for annual street maintenance program
Drainage Work	-	-	-	-	-	
Committees - Other	-	-	-	-	-	
Committees - Planning & Zoning	-	-	-	-	-	
Committee - Board of Adjustments	-	-	-	-	-	
Urban Wildlife	-	-	-	-	-	
Donations & Grants	-	-	-	-	-	
Court Technology	-	-	-	-	-	
Total Supplies, Maintenance & Operations Costs	437,049	445,321	492,238	1,011,501	566,180	127.1%
Services						
Professional Services	10,090	255,775	255,775	210,000	(45,775)	Reduced for one-time Dietz study and Drainage Criticality
Dues/Subscriptions	442	570	570	555	(15)	
Training/Seminars & Related Travel	5,025	8,023	8,023	6,644	(1,379)	
Meetings and Related Travel	28	900	900	400	(500)	
Elections	-	-	-	-	-	
Investigations	-	-	-	-	-	
Leose Training	-	-	-	-	-	
Asset Forfeiture	-	-	-	-	-	
Public Relations	-	-	-	-	-	
Employee Appreciation	91	350	350	350	-	
Employment Costs	-	-	-	-	-	
Recording/Reporting/History	-	-	-	-	-	
Total Services Costs	15,676	265,618	265,618	217,949	(47,669)	-17.9%
Shared Services						
Facility Contracts & Services	-	-	-	-	-	
Tech/Internet/Software Maintenance	-	-	-	-	-	
Postage	-	-	-	-	-	
General Liability Insurance	-	-	-	-	-	
Electricity	-	-	-	-	-	
Phone/Cable/Alarms	-	-	-	-	-	
Total Shared Services Costs	-	-	-	-	-	0.0%
Capital Outlay & Transfers						
Land/Land Improvement	-	-	-	-	-	
Building/Building Improvement	-	-	-	-	-	
Infrastructure	-	-	-	-	-	
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-	-	
Transfer to Cap Improv Fund 02	-	-	-	-	-	
Transfer to GF Veh/Equip F 31	-	-	-	-	-	
Total Capital Outlay & Transfers Costs	-	-	-	-	-	0.0%
					-	
Total Departmental Budget	**717,010**	**1,024,501**	**1,050,212**	**1,604,768**	**580,267**	56.6%

DRAFT BUDGET
BUDGET WORKSHOP JULY 22, 2O21

Civic Center

Expenditure Type	Actual 2019-20	Amended Budget 2020-21	Projected 2020-21	Draft Budget 2021-22	Budget v Budget	NOTES
Personnel						
Salaries	-	-	-	-	-	
Overtime	-	-	-	-	-	
Taxes - Social Security	-	-	-	-	-	
Taxes - Medicare	-	-	-	-	-	
Taxes SUTA/FUTA	-	-	-	-	-	
Workmans' Compensation	-	-	-	-	-	
Retirement	-	-	-	-	-	
Health Insurance	-	-	-	-	-	
Uniform Allowance	-	-	-	-	-	
Car Allowance	-	-	-	-	-	
Relocation Allowance	-	-	-	-	-	
Total Personnel Costs	-	-	-	-	-	0.0%
Supplies, Maintenance & Operations						
Supplies and Consumables	-	2,500	-	-	(2,500)	Do not anticipate costs for Civic Center operations.
Minor Equipment and Furniture	-	-	-	-	-	
Fuel	-	-	-	-	-	
Uniforms	-	-	-	-	-	
Miscellaneous	-	-	-	-	-	
Vehicle Maintenance/Repairs	-	-	-	-	-	
Equipment Maintenance/Repairs	-	-	-	-	-	
Building Maintenance/Repairs	-	-	-	-	-	
Landscaping & Greenspace Maintenance	-	-	-	-	-	
Street Maintenance	-	-	-	-	-	
Drainage Work	-	-	-	-	-	
Committees - Other	-	-	-	-	-	
Committees - Planning & Zoning	-	-	-	-	-	
Committee - Board of Adjustments	-	-	-	-	-	
Urban Wildlife	-	-	-	-	-	
Donations & Grants	-	-	-	-	-	
Court Technology	-	-	-	-	-	
Total Supplies, Maintenance & Operations Costs	-	2,500	-	-	(2,500)	-100.0%
Services						
Professional Services	-	-	-	-	-	
Dues/Subscriptions	-	-	-	-	-	
Training/Seminars & Related Travel	-	-	-	-	-	
Meetings and Related Travel	-	-	-	-	-	
Elections	-	-	-	-	-	
Investigations	-	-	-	-	-	
Leose Training	-	-	-	-	-	
Asset Forfeiture	-	-	-	-	-	
Public Relations	-	-	-	-	-	
Employee Appreciation	-	-	-	-	-	
Employment Costs	-	-	-	-	-	
Recording/Reporting/History	-	-	-	-	-	
Total Services Costs	-	-	-	-	-	0.0%
Shared Services						
Facility Contracts & Services	-	-	-	-	-	
Tech/Internet/Software Maintenance	-	-	-	-	-	
Postage	-	-	-	-	-	
General Liability Insurance	-	-	-	-	-	
Electricity	-	3,750	-	-	(3,750)	Do not anticipate costs for Civic Center operations.
Phone/Cable/Alarms	-	-	-	-	-	
Total Shared Services Costs	-	3,750	-	-	(3,750)	-100.0%
Capital Outlay & Transfers						
Land/Land Improvement	-	-	-	-	-	
Building/Building Improvement	-	-	-	-	-	
Infrastructure	-	-	-	-	-	
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-	-	
Transfer to Cap Improv Fund 02	-	-	-	-	-	
Transfer to GF Veh/Equip F 31	-	-	-	-	-	
Total Capital Outlay & Transfers Costs	-	-	-	-	-	0.0%
					-	
Total Departmental Budget	**-**	**6,250**	**-**	**-**	**(6,250)**	-100.0%

DRAFT BUDGET
BUDGET WORKSHOP JULY 22, 2O21

Non-Departmental and Shared

Expenditure Type	Actual 2019-20	Amended Budget 2020-21	Projected 2020-21	Draft Budget 2021-22	Budget v Budget	NOTES
Personnel						
Salaries	-	-	-	-	-	
Overtime	-	-	-	-	-	
Taxes - Social Security	-	-	-	-	-	
Taxes - Medicare	-	-	-	-	-	
Taxes SUTA/FUTA	-	-	-	-	-	
Workmans' Compensation	-	-	-	-	-	
Retirement	-	-	-	-	-	
Health Insurance	-	-	-	-	-	
Uniform Allowance	-	-	-	-	-	
Car Allowance	-	-	-	-	-	
Relocation Allowance	-	-	-	-	-	
Total Personnel Costs	-	-	-	-	-	0.0%
Supplies, Maintenance & Operations						
Supplies and Consumables	3,483	6,000	6,000	3,600	(2,400)	Decreased costs of shared supplies to individual departments.
Minor Equipment and Furniture	-	-	-	-	-	
Fuel	-	-	-	-	-	
Uniforms	-	-	-	-	-	
Miscellaneous	88,865	11,464	30,000	-	(11,464)	Removed costs of Miscellaneous expenses.
Vehicle Maintenance/Repairs	-	-	-	-	-	
Equipment Maintenance/Repairs	-	-	-	-	-	
Building Maintenance/Repairs	-	-	-	-	-	
Landscaping & Greenspace Maintenance	-	-	-	-	-	
Street Maintenance	-	-	-	-	-	
Drainage Work	-	-	-	-	-	
Committees - Other	-	-	-	-	-	
Committees - Planning & Zoning	-	-	-	-	-	
Committee - Board of Adjustments	-	-	-	-	-	
Urban Wildlife	-	-	-	-	-	
Donations & Grants	-	-	-	-	-	
Court Technology	-	-	-	-	-	
Total Supplies, Maintenance & Operations Costs	92,348	17,464	36,000	3,600	(13,864)	-79.4%
Services						
Professional Services	-	-	-	-	-	
Dues/Subscriptions	-	-	-	-	-	
Training/Seminars & Related Travel	-	-	-	-	-	
Meetings and Related Travel	-	-	-	-	-	
Elections	-	-	-	-	-	
Investigations	-	-	-	-	-	
Leose Training	-	-	-	-	-	
Asset Forfeiture	-	-	-	-	-	
Public Relations	-	-	-	-	-	
Employee Appreciation	-	-	-	-	-	
Employment Costs	-	-	-	-	-	
Recording/Reporting/History	-	-	-	-	-	
Total Services Costs	-	-	-	-	-	0.0%
Shared Services						
Facility Contracts & Services	28,597	59,799	49,799	138,194	78,395	6 additional months on existing portable plus 12 months for additional portable
Tech/Internet/Software Maintenance	146,608	-	-	-	-	
Postage	4,181	10,125	6,125	5,625	(4,500)	Decreased costs for postage meter refills.
General Liability Insurance	39,207	51,418	41,194	51,418	-	
Electricity	30,127	32,700	32,700	35,000	2,300	
Phone/Cable/Alarms	31,597	-	-	-	-	
Total Shared Services Costs	280,317	154,042	129,818	230,237	76,195	49.5%
Capital Outlay & Transfers						
Land/Land Improvement	-	-	-	-	-	
Building/Building Improvement	-	-	-	-	-	
Infrastructure	-	-	-	-	-	
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-	-	
Transfer to Operating Fund Balance	-	-	-	-	-	
Transfer to Debt Service Fund 06	-	-	-	-	-	
Transfer to SAP Fund 02	599,525	167,500	167,500	830,000	662,500	Transfer to SAP fund of prior year surplus for budgeted projecgts
Transfer to Equip Repl Fund 31	230,492	290,493	290,493	275,185	(15,308)	245k Equip savings, 30k inhouse street repair savings
Total Capital Outlay & Transfers Costs	830,017	457,993	457,993	1,105,185	647,192	141.3%
					-	
Total Departmental Budget	**1,202,682**	**629,499**	**623,810**	**1,339,022**	**709,523**	112.7%

DRAFT BUDGET
BUDGET WORKSHOP JULY 22, 2O21

Equipment and Vehicle Replacement Fund

	Actual 2019-20	Amended Budget 2020-21	Projected 2020-21	Draft Budget 2021-22	Budget v Budget
Beginning Fund Balance	**816,395**	**869,615**	**869,615**	**797,466**	
Revenues:					
Transfer from General Fund	230,492	290,493	290,493	275,185	(15,308)
Total Revenue	**230,492**	**290,493**	**290,493**	**275,185**	**(15,308)**
Transfers					
Transfer to General Fund for Purchases	177,272	405,648	362,642	250,000	(155,648)
Total Expenditures	**177,272**	**405,648**	**362,642**	**250,000**	**(155,648)**
Revenue Over / (Under) Expenditures	**53,220**	**(115,155)**	**(72,149)**	**25,185**	**140,340**
Transfer To/(From) Fund Balance	53,220	(115,155)	(72,149)	25,185	140,340
Ending Fund Balance	**869,615**	**754,460**	**797,466**	**822,651**	

Scheduled Vehicle/Equipment Replacements

Public Safety	
Patrol vehicle SUV	56,000
Patrol vehicle SUV	56,000
Command vehicle	65,000
Total Public Safety	177,000
Maintenance	
Ford F250 Truck	45,000
Ford Explorer	28,000
Total Maintenance	73,000
Total Capital requested	250,000

Street Bond Debt Service

	Actual 2019-20	Amended Budget 2020-21	Projected 2020-21	Draft Budget 2021-22	Budget v Budget
Beginning Fund Balance	18,640	32,311	32,311	40,205	
Revenues:					
General Property-I & S	556,779	552,969	552,969	545,085	(7,884)
Delinquent Property	5,067	3,000	3,000	3,000	-
Penalty & Interest	2,759	1,500	2,000	1,500	-
Interest Income on Investments	1,005	1,000	1,000	1,000	-
Total Revenue	565,611	558,469	558,969	550,585	(7,884)
Expenditures:					
Bond Principal	440,000	445,000	445,000	450,000	5,000
Bond Interest Payable	111,540	105,675	105,675	99,185	(6,490)
Bond Agent Fees	400	400	400	400	-
Total Expenditures	551,940	551,075	551,075	549,585	(1,490)
Revenue Over / (Under) Expenditures	13,671	7,394	7,894	1,000	(6,394)
Transfer To/(From) Fund Balance	13,671	7,394	7,894	1,000	(6,394)
Ending Fund Balance	32,311	39,705	40,205	41,205	

DRAFT BUDGET
BUDGET WORKSHOP JULY 22, 2O21

Consolidated Utility Budget by Fund
Summary

	Water Operations	Wastewater Operations	Water SAP	Wastewater SAP	Utility Equip. Repl	Utility Fund Total
Utility Revenues	4,325,991	1,370,398	-	920,210	-	6,616,599
Utility Operating Expenses						
Personnel	894,232	898,302	-	-	-	1,792,534
Supplies, Maintenance & Operations	1,826,497	705,278	-	-	-	2,531,775
Services	178,048	111,943	-	-	-	289,991
Total Utility Operating Expenses	2,898,777	1,715,523	-	-	-	4,614,300
Operating Income/(Loss)	1,427,214	(345,125)	-	920,210	-	2,002,299
Capital Outlay	152,820	45,000	1,555,074	1,149,789	-	2,902,683
Debt Service Costs	19,280	3,672	-	-	-	22,952
Non Cash Adjustments	(525,876)	(365,150)	(602,403)	(320,666)	114,081	(1,700,014)
Net Income/(Loss)	1,780,990	(28,647)	(952,671)	91,087	(114,081)	776,678

	9/30/2020	Projected close-out	9/30/2021	Budget Close Out	9/30/2022	
Net investment in Capital Assets	8,307,519	(133,350)	8,174,169	2,111,774	10,285,943	
Unrestricted Reserves						Total Available Water Capital
Contribution In Aid (Elevated S.T.)	437,518	(44,526)	392,992	(181,623)	211,369	425,916
Water Impact Fees		367,527	367,527	(280,027)	87,500	
Water Capital	977,312	(359,245)	618,067	(491,020)	127,047	
Wastewater Impact Fees		542,710	542,710	225,000	767,710	Total Available WW Capital
Wastewater Capital	345,309	120,007	465,316	(133,913)	331,403	1,099,113
Equipment Replacement Fund	796,405	75,000	871,405	(114,081)	757,324	
Operating Reserve	3,697,214	(313,613)	3,383,601	(359,432)	3,024,169	7.86 Months of operating expense reserve. Target is 9-12 Months
Unassigned	62,482	(62,482)	-	-	-	
Total Unrestricted	6,316,240	325,378	6,641,618	(1,335,096)	5,306,522	13.80 Months of total unrestricted Financial Policy requires 12 months
Total Reserves	14,623,759	192,028	14,815,787	776,678	15,592,465	

DRAFT BUDGET
BUDGET WORKSHOP JULY 22, 2O21

Water Utility Fund Summary
Draft Budget

	Actual 2019-20	Budget 2020-21	Projected 2020-21	Budget 2021-22	Budget v Budget	Comments
Water Revenues	4,550,076	3,951,644	4,220,584	4,325,991	374,347	Increase in Residential and Impact Fees due to increased development and Impact Fee rate.
Water Operating Expenses						
Personnel	684,869	841,355	693,360	894,232	52,877	COLA, Merit, and aligned splits with compensation study.
Supplies, Maintenance & Operations	1,715,444	1,733,967	1,737,848	1,826,497	92,530	$54k GBRA fees, $35k Technology splits w/ Gen Fund
Services	720,775	117,908	217,908	178,048	60,140	$30k tank cleaning/inspection, $8k SCADA monitoring
Total Water Operating Expenses	3,121,088	2,687,950	2,649,116	2,898,777	205,547	
Operating Income	1,428,988	1,263,694	1,571,468	1,427,214	168,800	
Capital Outlay	366,326	1,393,378	434,609	1,707,894	314,516	Capital projects
Debt Service Expense	167,771	68,074	18,332	19,280	(48,794)	Savings due to refinance of debt in prior year
Transfers & Non-Cash	216,139	10,112	328,133	(1,128,279)	(1,138,391)	Capital projects transferred to balance sheet
Net Income/(Loss)	**678,753**	**(207,870)**	**790,394**	**828,319**	**1,041,469**	

	Actual 2019-20	Budget 2020-21	Projected 2020-21	Budget 2021-22	Budget v Budget	Comments
Water CIP						
Elevated Storage Tank	146,210	482,318	62,890	181,623	(300,695)	Rollover project from FY20-21.
Project Development	43,460				-	
Creek Crossings West Waterline	22,873	245,000	52,659	220,433	(24,567)	Rollover project from FY20-21.
Plant 2 HydroTank and Variable Drives	57,575	364,810	42,810	946,815	582,005	Rollover project from FY20-21.
Willow Wind/Red Bud Hill	-	-	-	65,370		
Old Fredericksburg Road	-	-	-	50,000		
Rolling Acres Trail Rehab	-	-	-	61,754		
SCADA System Upgrades	-	159,800	159,800	-	(159,800)	Project completed in FY20-21.
GIS Compatible Work Order System	-	6,250	6,250	-	(6,250)	Project completed in FY20-21.
Water Rate Study	-	75,000	50,000	22,079	(52,921)	Rollover project from FY20-21.
Impact Fee Analysis	30,076				-	
Water System EPA Risk Assessment	-	40,200	40,200	7,000	(33,200)	Rollover project from FY20-21.
	300,194	1,373,378	414,609	1,555,074	4,572	
Water Operations						
Vehicle/Equip Replacements	-	-	-	152,820	152,820	Vehicle and equipment replacements budgeted.
Utility lights	-	5,000	5,000	-	(5,000)	
Towable Manlift	-	15,000	15,000	-	(15,000)	
Well Pumps	47,043	-	-	-	-	
E-pump	19,089	-	-	-	-	
	66,132	20,000	20,000	152,820	132,820	
Total Capital Outlay	366,326	1,393,378	434,609	1,707,894	137,392	
	-	-	-	-		

Water Utility Fund Revenue
Draft Budget

	Actual 2019-20	Budget 2020-21	Projected 2020-21	Budget 2021-22	Budget v Budget	Comments
Water Revenues						
Water Revenue Residential	3,015,679	2,855,194	2,855,194	2,981,775	126,581	Increased development anticipated
Water Debt Service	304,477	305,227	305,227	298,374	(6,853)	Decreased charge to customer based on refinance
Water Capital	244,163	243,049	243,049	252,403	9,354	Increased development anticipated
Water Revenue Commercial	232,825	159,446	159,446	163,841	4,395	Increased development anticipated
Water Contract Commercial	158,357	158,268	158,268	158,268	-	
Water Revenue Non Potable	36,628	10,960	10,960	18,430	7,470	Increased development anticipated
Water Service Connect Fees	57,215	34,810	55,000	47,960	13,150	Increased development anticipated
Water Penalties	18,059	28,440	3,440	28,440	-	
Water Impact Fees	439,500	107,290	407,290	350,000	242,710	Increased development anticipated
Water Interest Income	25,303	35,000	5,000	10,000	(25,000)	Fed Fund interest rate has been reduced from Prior year
Water-Bad Debts	(562)	(3,000)	(3,000)	(3,000)	-	
Misc./Special Requests	50	3,710	2,460	2,500	(1,210)	
Third Party Reimbursement	933	250	2,250	1,000	750	
Permits/Variances	1,725	1,000	1,000	1,000	-	
Credit Card Service Fee	15,725	12,000	15,000	15,000	3,000	Based on prior year actuals; more consumer credit card usage.
Sale of Assets	-	-	-	-	-	
Total Water Revenues	4,550,076	3,951,644	4,220,584	4,325,991	374,347	

Water Utility Fund Operating Expense
Draft Budget

	Actual 2019-20	Budget 2020-21	Projected 2020-21	Budget 2021-22	Budget v Budget	Comments
Operating Expenses						
Service Salaries	218,837	270,706	205,972	233,139	(37,567)	COLA, Merit, and aligned splits with compensation study.
Service Overtime	5,615	2,766	12,616	2,763	(3)	
Service Taxes - FICA	13,282	16,955	12,971	14,626	(2,329)	
Service Taxes - MEDICARE	3,106	3,965	3,965	3,421	(544)	
Service Workers' Comp	7,849	8,333	7,105	7,488	(845)	
Service Taxes - SUTA/FUTA	721	1,350	1,350	1,069	(281)	
Service Retirement	26,082	32,126	25,922	27,890	(4,236)	
Service Insurance	42,761	51,580	35,520	41,799	(9,781)	Anticipated decrease in insurance costs
Water Service OPEB	-	1,000	-	-	(1,000)	
Administration Salaries	273,530	337,010	290,463	425,274	88,264	2.5% Cost of Living Adjustment (COLA) and aligned splits with compensation study.
Administration Overtime	151	843	843	425	(418)	
Administration Taxes - FICA	16,667	20,947	17,507	26,393	5,446	
Administration Taxes - MEDICARE	3,899	4,898	4,095	6,173	1,275	
Administration Workers' Comp	1,535	1,693	1,421	2,637	944	
Administration Taxes - SUTA/FUTA	667	1,069	1,069	1,204	135	
Administration Retirement	31,783	39,689	34,653	50,328	10,639	
Administration Insurance	38,384	45,524	37,887	49,603	4,079	
Administration OPEB	-	900	-	-	(900)	
Uniforms	4,977	5,750	5,750	5,505	(245)	
Power	141,462	135,000	135,000	135,000	-	
Maintenance of Plants/Lines	127,325	100,000	100,000	100,000	-	
Analysis Fees	8,419	7,400	7,400	7,400	-	
Chemicals	2,848	5,090	5,090	5,090	-	
City Management Fee	172,174	159,193	159,193	166,116	6,923	Fee is based on revenue, which is anticipated to increase
Equipment Maintenance	7,950	12,910	12,910	12,910	-	
Equipment Gas & Oil	7,288	11,010	11,010	11,010	-	
GBRA Water Fees	1,054,623	1,083,264	1,083,264	1,137,427	54,163	Included a 5% increase based on history.
Equipment Lease	-	690	690	690	-	
Tools & Minor Equipment	5,634	10,000	10,000	13,000	3,000	iPads for field.
Training	6,729	9,249	9,249	17,380	8,131	Development Training from HR, new EE splits
Utilities & Radio	23,400	21,005	21,005	24,335	3,330	
Signal & Telemetry	162	162	162	-	(162)	Removed cost of autodialers.
Water Building Maintenance	8,643	11,500	11,500	11,500	-	
Supplies & Consumables	1,401	1,340	1,340	1,400	60	
Vehicle Maintenance/Repair	2,326	6,500	6,500	6,500	-	
Water Inventory Adjustment	493	-	-	-	-	
Utilities & Telephone	6,622	6,277	8,277	6,277	-	
Dues & Publications	722	1,128	1,128	1,419	291	Increased costs based on new EE splits
Water Professional Services	720,775	117,908	217,908	168,828	50,920	Added $30k tank inspection and cleaning, and increased cost of SCADA monitoring.
Permit & Licenses	7,876	8,033	8,011	8,033	-	
General Libility Insurance	19,544	25,709	20,462	25,709	-	
Office Supplies	3,363	4,804	4,804	1,769	(3,035)	Moved costs to Employee Appreciation and Copier Lease accounts.
Travel & Meetings	2,997	7,000	7,000	4,000	(3,000)	Moved holiday party to Employee Appreciation.
Software & Computer	68,712	59,955	71,455	95,306	35,351	Increased costs with General Fund
Recording/Reporting	-	100	250	500	400	Added for costs of posting RFQ's, etc.
Postage	1,010	938	938	938	-	
Building/Equip Maintenance	-	150	150	150	-	
Conservation Ed & Newsletter	-	250	250	250	-	
Billing Statement Charges	3,278	3,360	3,360	3,360	-	
Billing Postage	8,175	8,100	8,100	8,100	-	
Copier Lease	-	-	-	1,623	1,623	New account; moved costs from supplies.
Public Relations	-	-	-	4,000	4,000	New account; moved costs from miscellaneous.
Employment Costs	-	-	-	1,750	1,750	New account; moved costs from miscellaneous.
Employee Appreciation	-	-	-	3,470	3,470	New account; moved costs from supplies and meetings.
Water Miscellaneous	5,462	16,600	8,100	-	(16,600)	Removed facility disinfection costs and moved other costs to new accounts.
Credit Card Service Fee	11,828	11,500	15,500	13,800	2,300	Based on prior year actuals; more consumer credit card usage.
Total Operating Expenses	3,121,088	2,693,230	2,649,116	2,898,777	205,547	

DRAFT BUDGET
BUDGET WORKSHOP JULY 22, 2O21

Water Utility Fund
Capital Outlays, Debt and Non-Operating Detail
Draft Budget

	Actual 2019-20	Budget 2020-21	Projected 2020-21	Budget 2021-22	Budget v Budget	Comments
Capital Outlays						
Operational Capital	66,132	5,000	5,000	-	(5,000)	No non-replacement purchases budgeted this year
Water Vehicle and Equipment Purchases	-	15,000	15,000	152,820	137,820	Programmed Replacement purchases.
Master Water/Wastewater Plan	-	-	-	-	-	
Elevated Storage Tank	146,210	482,318	62,890	181,623	(300,695)	Rollover project from FY20-21.
Creek Crossings West Waterline	22,873	245,000	52,659	220,433	(24,567)	Rollover project from FY20-21.
Plant 2 HydroTank and Variable Drives	57,575	364,810	42,810	946,815	582,005	Rollover project from FY20-21.
SCADA System Upgrades	-	159,800	159,800	-	(159,800)	Project completed in FY20-21.
GIS Compatible Work Order System	-	6,250	6,250	-	(6,250)	Project completed in FY20-21.
Willow Wind/Red Bud Hill	-	-	-	65,370		
Old Fredericksburg Road	-	-	-	50,000		
Rolling Acres Trail Rehab	-	-	-	61,754		
Water Rate Study	-	75,000	50,000	22,079	(52,921)	Rollover project from FY20-21.
Impact Rate Study	30,076	-	-	-	-	
Project Development	43,460	-	-	-	-	
Water System EPA Risk Assessment	-	40,200	40,200	7,000	(33,200)	Rollover project from FY20-21.
Total Capital Outlays	366,326	1,393,378	434,609	1,707,894	137,392	
Debt Service						
Bond Water Issuance Fees	49,405	-	-	-	-	
Bond Interest Cost	-	68,074	18,332	19,280	(48,794)	Savings due to refinance of debt in prior year
Tax Exempt Lease Interest	118,365	-	-	-	-	
Total Debt Service	167,771	68,074	18,332	19,280	(48,794)	
Non-Cash Adjustments						
Transfer to Veh/Equip Replace Fund	30,000	45,000	45,000	56,032	11,032	Savings for future replacement of capital
Water Service Depreciation	478,929	636,292	636,292	647,324	11,032	Increased depreciation for new assets.
Transfer to Water Capital Fund	-	432,158	675,207	602,403	170,245	Increase in impact fee and capital revenue
Transfer of Assets to Balance Sheet	(292,790)	(1,103,338)	(338,159)	(1,678,815)	(575,477)	Capital projects transferred to balance sheet
Transfer from ERF	(19,089)	(15,000)	(15,000)	(152,820)	(137,820)	Funds transfer for replacement capital
Transfer from Utility Fund	651,236	(432,158)	(675,207)	(602,403)	(170,245)	Increase in impact fee and capital revenue
	-	-	-	-	-	
Total Non-Cash Adjustments	216,139	10,112	328,133	(1,128,279)	(691,233)	
Total Non-Operating Expenses	**750,236**	**1,024,406**	**781,074**	**598,895**	**(602,635)**	

DRAFT BUDGET
BUDGET WORKSHOP JULY 22, 2O21

Wastewater Utility Fund Summary
Draft Budget

	Actual 2019-20	Budget 2020-21	Projected 2020-21	Budget 2021-22	Budget v Budget	Comments
Wastewater Revenues	1,339,560	1,168,461	1,281,562	2,290,608	1,122,147	Increase in Residential and Impact Fees due to increased development and Impact Fee rate.
Wastewater Operating Expenses						
Personnel	591,160	686,447	686,683	898,302	211,855	COLA, Merit and aligned splits with compensation study.
Supplies, Maintenance & Operations	572,349	673,994	628,297	705,278	31,284	$35k Technology splits w/ Gen Fund, $40k Maint of Lines, ($50k) decrease in sludge hauling.
Services	28,877	82,103	82,103	111,943	29,840	$9k SCADA monitoring increase
Total Wastewater Operating Expenses	1,192,386	1,442,544	1,397,082	1,715,523	272,979	
Operating Income	147,175	(274,083)	(115,521)	575,085	849,168	
Capital Outlay	225,887	391,250	361,598	1,194,789	803,539	Capital projects
Debt Service Expense	31,956	12,966	3,492	3,672	(9,294)	Savings due to refinance of debt in prior year
Transfers & Non-Cash	842,504	351,295	535,311	(685,816)	(1,037,111)	Capital projects transferred to balance sheet
Net Income/(Loss)	**(953,173)**	**(1,029,594)**	**(1,015,921)**	**62,440**	**1,092,034**	

	Actual 2019-20	Budget 2020-21	Projected 2020-21	Budget 2021-22	Budget v Budget	Comments
Wastewater CIP Fund						
Project Development	43,460	-	-	-	-	
Impact Fee Study	30,076	-	-	-	-	
Solids Handling Improvements	64,496	-	145,348	920,210	920,210	
Wastewater Treatment Plant Options	14,624	200,000	50,000	200,000	-	
GIS Compatible Work Order System	-	6,250	6,250	-	(6,250)	Project completed FY20-21.
Wastewater Rate Study	-	75,000	50,000	22,079	(52,921)	Rollover project from FY20-21.
Wastewater System EPA Risk Assessment	-	50,000	50,000	7,500	(42,500)	Rollover project from FY20-21.
	152,656	331,250	301,598	1,149,789	818,539	
Wastewater Operations						
Vehicle/Equip Replacements	-	-	-	45,000	45,000	Replacement vehicles/equipment budgeted.
Replacement Pumps	36,636	60,000	60,000	-	(60,000)	No replacement pumps budgeted.
Rework WWTP Road	36,596	-	-	-	-	
	73,232	60,000	60,000	45,000	(15,000)	
Total budgeted purchases	225,887	391,250	361,598	1,194,789	803,539	
	-	-	-	-		

Wastewater Utility Fund Revenue
Draft Budget

	Actual 2019-20	Budget 2020-21	Projected 2020-21	Budget 2021-22	Budget v Budget	Comments
Wastewater Revenues						
Sewer Revenue Residential	850,500	857,180	857,180	945,512	88,332	Increased development anticipated
Sewer Debt Service	58,943	111,897	40,536	56,776	(55,121)	Decreased charge to customer based on refinance
Sewer Capital	91,294	92,008	92,008	95,666	3,658	Increased development anticipated
Sewer Revenue Commercial	4,166	4,166	4,166	4,186	20	Increased development anticipated
Sewer Service Connect Fee	39,900	23,670	35,000	33,138	9,468	Increased development anticipated
Sewer Penalties	3,322	5,270	270	5,270	-	
Sewer Impact Fee	267,003	45,710	250,000	225,000	179,290	Increase in development and rate from prior year budget
Sewer Impact Fee-S Bar Ranch	-	6,710	-	-	(6,710)	All impact fees are reported in account 160
Sewer Interest Income	24,445	22,000	2,000	5,000	(17,000)	Fed Fund interest rate has been reduced from Prior year
Sewer Bad Debt	(207)	(400)	(400)	(400)	-	
Sewer Grant Revenue	-	-	-	-	-	
SECO EECBG	-	-	-	-	-	
Misc/Special Requests	-	-	552	-	-	
Third Party Reimbursement	195	250	250	250	-	
Sale of Assets	-	-	-	-	-	
Grant Revenue	-	-	-	920,210	920,210	Anticipation of ARPA Grant Funding
Total Wastewater Revenues	1,339,560	1,168,461	1,281,562	2,290,608	1,122,147	

DRAFT BUDGET
BUDGET WORKSHOP JULY 22, 2O21

Wastewater Utility Fund Operating Expense
Draft Budget

	Actual 2019-20	Budget 2020-21	Projected 2020-21	Budget 2021-22	Budget v Budget	Comments
Operating Expenses						
Service Salaries	185,357	192,205	233,831	258,181	65,976	COLA, Merit, and aligned splits with compensation study.
Service Overtime	5,775	2,393	15,577	3,057	664	
Service Taxes - FICA	11,882	12,065	15,125	16,197	4,132	
Service Taxes - Medicare	2,779	2,822	3,537	3,788	966	
Service Workers' Comp	6,105	5,917	5,700	8,257	2,340	
Service Taxes - SUTA/FUTA	721	900	900	1,181	281	
Service Retirement	18,543	22,860	29,592	30,885	8,025	
Service Insurance	28,539	29,210	32,643	38,894	9,684	
Sewer Service OPEB	-	800	-	-	(800)	
Administration Salaries	248,694	312,193	263,207	408,016	95,823	2.5% Cost of Living Adjustment (COLA) and aligned splits with compensation study.
Administration Overtime	116	843	843	425	(418)	
Administration Taxes - FICA	15,169	19,408	15,884	25,323	5,915	
Administration Taxes - Medicare	3,547	4,539	3,714	5,922	1,383	
Administration Workers' Comp	760	931	751	2,107	1,176	
Administration Taxes - SUTA/FUTA	595	957	957	1,136	179	
Administration Retirement	28,884	36,774	31,057	48,288	11,514	
Sewer Admin Insurance	33,693	40,828	33,362	46,645	5,817	
Sewer Admin OPEB	-	800	-	-	(800)	
Uniforms	3,610	4,150	4,150	4,505	355	
Power	36,334	36,350	36,350	36,350	-	
Maintenance Of Plant/ Lines	40,320	40,000	42,000	80,000	40,000	Electrical repairs to DM1, DM2 and generator tie-in $25k; Inyard repair $15k
Sludge Hauling	263,977	350,000	300,000	300,000	(50,000)	Updated based on FY 2021 actuals
Analysis Fees	25,120	26,000	26,000	26,000	-	
Chemicals	7,132	7,240	8,740	7,240	-	
City Management Fee	42,733	43,067	43,067	49,485	6,418	Fee is based on revenue, which is anticipated to increase
Equipment Maintenance	4,953	7,660	7,660	7,660	-	
Equipment Gas & Oil	6,373	9,180	9,180	9,180	-	
Equipment Lease	5,010	4,500	4,500	4,500	-	
Tools & Minor Equipment	4,526	5,500	5,500	7,500	2,000	iPads for the field
Training	5,869	6,901	6,901	15,680	8,779	Development Training from HR, new EE splits
Utilities & Radios	20,938	18,131	18,131	22,521	4,390	
Signal & Telemetry	461	461	461	-	(461)	Removed cost of autodialers.
Building Maintenance	3,062	5,330	5,330	7,330	2,000	Pump house rebuild
Supplies & Consumables	1,307	1,120	1,120	1,300	180	
Vehicle Maintenance & Repairs	3,159	5,000	5,000	5,000	-	
Inventory Adjustment	(12)	-	-	-	-	
Utilities/Telephone	6,966	6,667	8,167	5,418	(1,249)	Removed costs of GVTC.
Dues & Publications	921	1,392	1,392	1,623	231	Increased costs based on new EE splits
Professional Fees	28,877	82,103	82,103	103,023	20,920	SCADA monitoring increase
Permits & Licenses	1,776	1,718	1,718	1,958	240	
Liability Insurance	19,544	25,709	19,462	25,709	-	
Office Supplies	3,283	4,369	4,369	1,322	(3,047)	Moved costs to Employee Appreciation and Copier Lease accounts.
Travel & Meetings	2,972	5,300	5,300	4,000	(1,300)	Moved holiday party to Employee Appreciation.
Software & Computers	46,086	31,376	45,376	66,726	35,350	General Fund cost share increased.
Recording/Reporting	-	100	150	100	-	

Wastewater Utility Fund Operating Expense Cont.
Draft Budget

	Actual 2019-20	Budget 2020-21	Projected 2020-21	Budget 2021-22	Budget v Budget	Comments
Sewer Postage	374	938	938	938	-	
Adm Bldg/Equip. Maintenance	-	150	150	150	-	
Billing Statement Charges	3,278	3,360	3,360	3,360	-	
Billing Postage	8,175	8,100	8,100	8,100	-	
Copier Lease	-	-	-	1,623	1,623	New account; moved costs from supplies.
Public Relations	-	-	-	4,000	4,000	New account; moved costs from miscellaneous.
Employment Costs	-	-	-	1,750	1,750	New account; moved costs from miscellaneous.
Employee Appreciation	-	-	-	3,170	3,170	New account; moved costs from supplies and meetings.
Miscellaneous	4,101	14,225	5,725	-	(14,225)	Removed facility disinfection costs and moved other costs to new accounts.
Total Operating Expenses	1,192,386	1,442,544	1,397,082	1,715,523	272,979	

Wastewater Utility Fund
Capital, Debt, and Non-Cash Expenditures
Draft Budget

	Actual 2019-20	Budget 2020-21	Projected 2020-21	Budget 2021-22	Budget v Budget	Comments
Capital Outlays						
Operational Capital	73,232	60,000	60,000	-	(60,000)	No non-replacement purchases budgeted this year
Wastewater Equipment Purchases	-	-	-	45,000	45,000	Replacement purchases budgeted.
Solids Handling	64,496	-	145,348	920,210	920,210	
Impact fee study	30,076	-	-	-	-	
Wastewater Treatment Plant Options	14,624	200,000	50,000	200,000	-	
GIS Compatible Work Order System	-	6,250	6,250	-	(6,250)	Project completed in FY20-21.
Utility Rate Analysis	-	75,000	50,000	22,079	(52,921)	Rollover project from FY20-21.
Project Development	43,460	-	-	-	-	
EPA Risk Assessment	-	50,000	50,000	7,500	(42,500)	Rollover project from FY20-21.
Total Capital Outlays	225,887	391,250	361,598	1,194,789	803,539	
Debt Service						
Bond Water Issuance Fees	9,411	-	-	-	-	
Bond Interest Cost	-	12,966	3,492	3,672	(9,294)	Savings due to refinance of debt in prior year
Tax Exempt Lease Interest	22,546	-	-	-	-	
Total Debt Service	31,956	12,966	3,492	3,672	(9,294)	
Non-Cash Adjustments						
Transfer To Vechicle Repl. Fund	45,000	45,000	45,000	27,707	(17,293)	Savings for future replacement of capital
Sewer Service Depreciation	264,907	221,977	221,977	226,477	4,500	Increased depreciation for new assets.
Transfer to Wastewater Capital Fund	-	72,159	164,167	320,666	248,507	Increase in impact fee and capital revenue
Asset Transfers to Balance Sheet	(137,728)	(60,000)	(60,000)	(895,000)	(835,000)	Capital projects transferred to balance sheet
Transfer from ERF	19,089	-	-	(45,000)	(45,000)	Funds transfer for replacement capital
Transfer from Utility Fund	651,236	72,159	164,167	(320,666)	(392,825)	Increase in impact fee and capital revenue
Total Non-Cash Adjustments	842,504	351,295	535,311	(685,816)	(1,037,111)	
Total Capital, Debt, and Non-Cash	**1,100,348**	**755,511**	**900,401**	**512,645**	**(242,866)**	

Utility Equipment and Vehicle Replacement Fund
Draft Budget

	Actual 2019-20	Budget 2020-21	Projected 2020-21	Budget 2021-22
Revenues:				
Transfer from Water Division	30,000	45,000	45,000	56,032
Transfer from Wastewater Division	45,000	45,000	45,000	27,707
Transfer from Stormwater Utility	-	15,614	-	-
Total Revenue	**75,000**	**105,614**	**90,000**	**83,739**
Transfers				
Transfer to Water for Purchases	19,089	15,000	15,000	152,820
Transfer to Wastewater for Purchases	19,089	-	-	45,000
Total Transfers Costs	38,178	15,000	15,000	197,820
Total Expenditures	**38,178**	**15,000**	**15,000**	**197,820**
Net Income (Loss)	**36,822**	**90,614**	**75,000**	**(114,081)**

Scheduled Vehicle/Equipment Replacements

Ford Dumptruck (replaces Fleet #133)	85,000
Ford F350 Truck (replaces Fleet #135)	60,000
Trimble GIS TDC-150 (replacement)	7,820
Ford F250 Truck (replaces Fleet #125)	45,000
	197,820