



CITY OF FAIR OAKS RANCH

CITY COUNCIL SPECIAL MEETING

Monday, September 27, 2021 at 6:30 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 approving the second reading of an Ordinance adopting the City budget for fiscal year beginning October 1, 2021 and Ending September 30, 2022.

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

5. Consideration and possible action approving the second reading of an Ordinance levying a property tax rate of 35.18 CENTS per \$100 taxable valuation on property in the City of Fair Oaks Ranch for the tax year 2021; and determining due and delinquent dates.

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

6. Consideration and possible action approving a Resolution ratifying the property tax rate reflected in the FY 2021-22 general fund and debt service fund budgets.

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

CONSENT AGENDA

7. Approval of a Resolution amending Resolution 30.1 designating the program coordinator for the ICMA Retirement Corporation Deferred Compensation Plan.

Joanna Merrill, IPMA-SCP, Director of Human Resources & Communications

8. Approval of a Resolution amending the authorized representatives to TexPool, the City's investment pool.

Tobin E. Maples, AICP, City Manager
Summer Fleming, Interim Finance Director

9. Approval of a Resolution reappointing the City of Fair Oaks Ranch Municipal Court Judge and Alternate Judge for a two year term.

Tobin E. Maples, AICP, City Manager

10. Approval of a Professional Services Agreement for Auditing Services with ABIP, P.C. and to authorize the City Manager to execute the agreement.

Clayton Hoelscher, Procurement Manager
Sarah Buckelew, CPA, Finance Director

11. Approval of a Professional Services Agreement with Patti Engineering for Supervisory Control and Data Acquisition (SCADA) Contracted Services and to authorize the City Manager to execute the agreement.

Julio Colunga, Public Works Superintendent

12. Approval of a Sanitarian Services Agreement for sanitarian services and to authorize the City Manager to execute the agreement.

Jim Earl, Building Official

13. Approval of the Fire Inspector Services Renewal Agreement for fire inspection services and to authorize the City Manager to execute the agreement.

Jim Earl, Building Official

14. Approval of an Interlocal Agreement for Animal Control Services and to authorize the City Manager to execute the agreement.

Tim Moring, Police Chief

15. Approval of an Interlocal Agreement for Public Safety and Utilities Communication Services and to authorize the City Manager to execute the agreement.

Tim Moring, Police Chief

CONVENE INTO EXECUTIVE SESSION

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

Sec. 551.074 (Personnel Matters)

16. To perform annual evaluation of the City Manager and City Secretary.

RECONVENE INTO OPEN SESSION

Discussion and possible action on items discussed in Executive Session.

ADJOURNMENT

Signature of Agenda Approval: s/ Tobin E. Maples

Tobin E Maples, City Manager

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

As per Texas Government Code 551.045, said Notice was posted by **6:30 PM, September 24, 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
September 27, 2021

AGENDA TOPIC: Consideration and possible action approving the second reading of an Ordinance adopting the City budget for fiscal year beginning October 1, 2021 and ending September 30, 2022

DATE: September 27, 2021

DEPARTMENT: Finance

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

INTRODUCTION/BACKGROUND:

Texas Local Government Code Chapter 102 contains the requirements for adopting a municipal budget for home rule cities. Under this chapter, the City Manager serves as the budget officer and is responsible for preparing a municipal budget to cover the proposed expenditures of the municipal government for the succeeding year.

The proposed budget is required to be filed with the City Secretary before the 30th day before the date the Council makes its tax levy for the new fiscal year.

At the August 26, 2021 City Council meeting, Council voted to set September 16, 2021 as the Public Hearing date on the proposed budget and September 27, 2021 as the date to adopt the budget. The proposed budget was filed with the City Secretary August 27, all requirements of local government code have been met. The first reading of the Ordinance was approved by City Council at the September 16th Council Meeting.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

- Financial Integrity Strategic Plan Initiative 1.1 and 1.5, Develop and Maintain a Budget Process that links with the Strategic Action Plan and Ensures Continuity and Excellence of Financial Reporting.
- Provides the citizens, the government, and the City staff with a financial plan for utilizing the City's available funds during the upcoming fiscal year to accomplish the City's goals and objectives.
- Establishes priorities among City programs; defining the financial framework that will be used to periodically check the status of City operations.
- Determines the level of taxation necessary to finance City programs.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

See budget as presented.

LEGAL ANALYSIS:

Reviewed and approved as to form.

RECOMMENDATION/PROPOSED MOTION:

I move to approve the 2021/22 Fiscal Year Budget Ordinance.

LGC 102.007 mandates a vote to adopt the budget must be a Record Vote

AN ORDINANCE

ADOPTING THE CITY OF FAIR OAKS RANCH ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022; AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City Manager submitted to the City Council a proposed budget for the next ensuing budget year, and filed the proposed budget with the City Secretary for public review pursuant to LGC §102.005; and,

WHEREAS, on August 26, 2021, the Council set September 16, 2021 as the date for the public hearing thereon and caused notice of such public hearing to be posted on the City's website and published in the Boerne Star pursuant to LGC §102.006 and 102.0065; and,

WHEREAS, the public hearing was held on said date and all persons were then afforded an opportunity to appear and object to any or all items and estimates in the proposed budgets; and,

WHEREAS, pursuant to Local Government Code §102.007, the City Council, by passage of the Budget Ordinance shall adopt the budget for the ensuing fiscal year and appropriate such sums of money as the Council deems necessary to defray all expenditures of the City during the 2021-22 budget year.

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

SECTION 1. BUDGET.

- a. The City hereby approves and adopts the "Fiscal Year 2021-22 Municipal Budget", attached as **Exhibit A**, in all respects as the City's annual budget for the fiscal year beginning October 1, 2021 and ending September 30, 2022.
- b. The City Manager may reallocate budget amounts within and between departmental accounts, but reallocation of amounts between funds must be approved by the City Council by ordinance. For purposes of this section the term "fund" refers to the Governmental Accounting definition of a fund (i.e. "General Fund", "Utility Fund", and "Debt Service Fund").
- c. In accordance to LGC §102.008(a), the adopted budget shall be filed with the City Secretary; and a copy of the adopted budget including the cover page shall be posted on the City's website.

SECTION 2. SEVERABILITY.

If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

Section 3. CONFLICT OF ORDINANCES.

Ordinances or parts of ordinances in conflict herewith are hereby repealed, and are no longer of any force and effect.

Section 4. EFFECTIVE DATE.

This Ordinance shall take effect on the first day of October 2021.

PASSED on first reading this 16th day of September, 2021 and recorded as follows:

	FOR	AGAINST	ABSTAIN
Mayor Greg Maxton	✓		
Council Member Stroup	✓		
Council Member Elizondo	✓		
Council Member Bliss	ABSENT		
Mayor Pro Tem Koerner	✓		
Council Member Parker	✓		
Council Member Muenchow	✓		

PASSED, APPROVED and ADOPTED on second reading, this the 27th day of September, 2021 and recorded as follows:

	FOR	AGAINST	ABSTAIN
Mayor Greg Maxton			
Council Member Stroup			
Council Member Elizondo			
Council Member Bliss			
Mayor Pro Tem Koerner			
Council Member Parker			
Council Member Muenchow			

Gregory C. Maxton, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Picioccio, City Secretary

Denton Navarro Rocha Bernal & Zech, P.C.,
City Attorney



City of Fair Oaks Ranch Annual Budget FY 2021-22



Preliminary version

Last updated 09/21/21



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INTRODUCTION





Proposed Annual Budget

Fiscal Year October 1, 2021-September 30, 2022

This budget will raise less revenue from property taxes than last year's budget by an amount of \$79,753, which is a 1.26% decrease from last year's budget.

The property tax revenue to be raised from new property added to the tax roll this year is \$214,032.

City Council Record Vote

The record vote of each member of the governing body by name voting on the adoption of the budget is as follows:

Governing Body	Record Vote
Mayor Greg Maxton	
Emily Stroup	
Roy Elizondo	
Michelle Bliss	
Laura Koerner	
Scott Parker	
Chesley Muenchow	

The Governing Body voted on the proposed budget September 27, 2021.

Fiscal Year	Property Tax Rate	No-New-Revenue Rate	No-New-Revenue M&O Rate*	Voter Approval Rate	Debt Rate
2021-22	0.3518	0.3581	0.3283	0.3770	0.0295
2020-21	0.3735	0.3693	0.3472	0.3820	0.0326

*Unadjusted for sales tax

Municipal Debt Obligations as of October 1, 2021 - \$7,481,513

The above information is presented on the cover page of the City's FY 2021-22 proposed budget to comply with requirements of section 102.005 of the Texas Local Government Code



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Fair Oaks Ranch
Texas**

For the Fiscal Year Beginning

October 01, 2020

Christopher P. Morill

Executive Director

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Fair Oaks Ranch, Texas, for its Annual Budget for the fiscal year beginning October 1, 2020. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements and we are submitting it to GFOA to determine its eligibility for another award.

The Honorable

Mayor Greg Maxton

Council Members

Emily Stroup	Council Member, Place 1
Roy Elizondo	Council Member, Place 2
Michelle Bliss	Council Member, Place 3
Laura Koerner	Mayor Pro-Tem, Place 4
Scott Parker	Council Member, Place 5
Chesley Muenchow	Council Member, Place 6

City Manager

Tobin E. Maples, AICP

Assistant City Manager <i>Vacant</i>	Assistant City Manager Carole Vanzant, CPM, TRMC, MMC	Chief of Police Tim Moring
Director of Finance Sarah Buckelew, CPA	Director of HR & Communications Joanna Merrill	Director of Public Works & Engineering Services Grant Watanabe, P.E.
	City Secretary Christina Picioccio	

City of Fair Oaks Ranch City Council



Greg Maxton
Mayor



Emily Stroup
Council Member, Place 1



Roy Elizondo
Council Member, Place 2



Michelle Bliss
Council Member, Place 3



Laura Koerner, Mayor Pro-Tem
Council Member, Place 4



Scott Parker
Council Member, Place 5



Chesley Muenchow
Council Member, Place 6

Fair Oaks Ranch is a Home Rule city. City Council is elected at-large representing all residents within the City limits. Council members including the Mayor serve staggered three-year terms with City elections held each year.

The Mayor Pro-Tem is selected by the Council members each year after the election.

Truth in Taxation

Truth-in-taxation is a concept embodied in the Texas Constitution that requires local taxing units to make taxpayers aware of tax rate proposals and to afford taxpayers the opportunity to limit tax increases. Property owners have the right to know about increases in their properties' appraised value and to be notified of the estimated taxes that could result from the new value. For more information about this act and its impact on the budget and tax rate setting process, visit the Texas Comptroller's website and Truth in Taxation resources [↗](#).

Fair Oaks Ranch Governing Body Information can be found here:

Mayor [↗](#)

City Council [↗](#)

Comal Appraisal District: <http://www.comalad.org/> [↗](#)

Comal County Truth in Taxation Website: <https://comal.truthintaxation.com/> [↗](#)

Kendall Appraisal District: <https://www.kendallad.org/> [↗](#)

Bexar Appraisal District: <https://www.bcad.org/> [↗](#)

Bexar County Truth in Taxation Website: <https://www.bexar-taxes.org/property-search> [↗](#)

City of Fair Oaks Ranch Truth in Taxation [↗](#)

Fiscal Year 2021-22 Budget Calendar

Date	Budget Step	Links
May 19	Budget 101 Training	Workshop Documents ↗
June 9	Budget Work session with Council and Staff Focus: Fee impacting Capital Items (Water and Wastewater Infrastructure) and Utility Budget	Workshop Documents ↗
June 28	Budget Work session with Council and Staff Focus: Tax impacting Capital Items (Drainage and Streets) and Governmental Budget	Workshop Documents ↗
July 22	Budget Work session with Council and Staff Focus: Funding Plan and Follow-Up on Projects if necessary	Workshop Documents ↗
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)	Certified Rolls ↗
July 29	Calculation of No new revenue, Voter Approval, 8% Increase and De Minimis Rates.	Tax Calculations ↗
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))	2021 Tax Rate Notice ↗
August 5	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)).	See Council Meeting Agenda Packet ↗
August 26	City Council confirms maximum proposed tax rate and Council takes a record vote. (Tax Code Sec 26.061 (b)). City Council schedules one public hearing on the budget (LGC 102.006a-b) and a meeting to vote on the tax rate (Tax Code Sec. 26.05(d); (Tax Code Sec 26.06)	See Council Meeting Agenda Packet ↗
August 27	City Manager files budget with City Secretary (LGC 102.005a). City Secretary ensures the proposed budget is available on the website and available for inspection at City Hall (LGC 102.005c)	Proposed Budget Document ↗
September 3	Finance Director publishes <i>Notice of Meeting to Vote on Tax Rate</i> 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 <i>Notice of Public Hearing on the Proposed Budget</i> 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 Code Sec. 26.065), and Notice of Budget Hearing (LGC 102.006c) on the City's Website.	Notice of Meeting to Vote on Tax Rate ↗ Notice of Budget Hearing ↗
September 16	Public Hearing for Proposed budget. Council Meeting for the First Reading of Budget and Tax Rate Ordinances is held.	See Council Meeting Agenda Packet ↗
September 27	Second Reading and adoption of the Budget and Tax Rate ordinances	See Council Meeting Agenda Packet

Budget to Budget Comparison of Tax Rates and Values

Comparison of FY 20-21 to FY 21-22 Budgeted Property Tax Revenue			Yr over Yr
	2020-21 Amended Budget	PROPOSED 21-22	
Tax Rate/\$100 Valuation			<u>Yr over Yr</u>
General Fund (M&O)	0.3409	0.3223	-0.0186
Debt Service Fund (I&S)	0.0326	0.0295	-0.0031
Total Tax Rate	0.3735	0.3518	-0.0217
Estimated Assessed Valuation	1,726,007,037	1,788,951,840	62,944,803
M&O Tax Rate/\$100 Valuation	0.3409	0.3223	-0.0186
Total M&O Levy	5,883,958	5,765,792	(118,166)
Total Taxable Valuation	1,726,007,037	1,856,393,239	130,386,202
I&S Tax rate/\$100 Valuation	0.0326	0.0295	-0.0031
Total I&S Levy	562,533	547,544	(14,989)
Total Levy (100%) \$	6,446,491	\$ 6,313,336	\$ (133,156)
Yr. over Yr. increase (decrease)		<u>\$ (133,156)</u>	
Percent of Levy Collected	98.3%	99.1%	0.8%
DISTRIBUTION BY FUND			
General Fund	5,783,931	5,714,476	(69,454)
Debt Service Fund	552,969	542,671	(10,299)
Total Property Tax Collection \$	6,336,900	\$ 6,257,147	\$ (79,753)
Yr. over Yr. Increase (decrease) in collections		<u>\$ (79,753)</u>	
			<u>Yr over Yr</u>
Average Home	504,541	535,467	\$ 30,926
Average Tax Bill	1,884	1,884	\$ (1)



Message from the City Manager

Tobin E. Maples, AICP

August 27, 2021

Honorable Mayor Greg Maxton and Members of the City Council,

In accordance with Texas Statutes and the City of Fair Oaks Ranch City Charter, it is my honor to present the budget for the fiscal year beginning October 1, 2021 and ending September 30, 2022. This City Manager's Recommended Budget incorporates a \$.0217 reduction in the City's overall property tax rate and encompasses all of the service delivery and capital investment initiatives established by the City Council. Further, this recommended budget was developed through continued utilization of a Strategic Planning process that ties citizen-driven service expectations with available resources. The FY 21-22 budget is balanced and preserves the City's conservative position of financial strength and resiliency and serves as:

- The fiduciary policy position establishing service delivery expectations and accountability for the citizenry and staff;
- A plan of financial operations estimating proposed expenditures for the fiscal year and the proposed means of financing; and
- An operational plan for the programming and mobilization of human, material, and capital project resources during the fiscal year.

Since March 2020, our City, State, and Country have faced a global pandemic, social unrest, economic volatility, governmental distrust, and a historic winter storm. During challenging times like this, it is important to recognize the City's primary focus, to sustain and deliver essential services, remains unchanged. In this context, I am deeply inspired by City Council's servant leadership and the outstanding performance and commitment displayed by our employees on a daily basis. Because of the Council's insight and actions over the past five years, our efforts to ensure the City is poised to forecast, review, and manage uncertainty have been successful.

Within this framework, the City's Emergency Operation Center (EOC) has been activated twice (Covid and Winter Storm) since March 2020 and for some of our team members, this has been their first exposure to full scale crisis management. During both activations, the entire Team performed at a high level, often innovating in real time to ensure the wellbeing of the community and the safety of their teammates. A few examples of Team success include, but are not limited to, the following:

- Sustained the entire portfolio of City services without interruption.
- Our communication tools such as social media, telephones, and code red alerts remained operational even when managed from remote locations.
- Experienced minimal internal Covid outbreak due to adopted protocols and staff's willingness to participate (team culture). Knowing we have a small team with limited bench depth, this continues to be a key factor associated with our ability to sustain full City services.
- Proactively managed the budget to a desired outcome resulting in a surplus. Many of our peer cities were not as successful.
- The Public Works Team performed at another level and exceeded expectations.
- The utility operated without interruption during the winter storm. Only a handful of utilities in Texas can claim success of this nature.
- Our streets were sanded and salted early and throughout the winter event, inclusive of roadways operated by TxDOT.
- Our Police Department never missed a beat.
- We stood-up both potable and non-potable water distribution stations to provide humanitarian assistance to families.
- The Leon Springs Fire Department responded to every call and performed at the highest level.
- Accounts payable was processed in a timely manner and our employees never missed a paycheck.

From my perspective as the City Manager, there is no doubt that the Fair Oaks Ranch Team performed at a high level when compared and scaled to other cities and utilities across the state. This overarching success is a direct result of solid leadership that ensures power is centralized in the legislative body (City Council), empowers operational team members to perform, and produces an environment of trust, balanced decision making, and high-level execution. Truly it is a culture of dedicated public servants at all levels of the organization!



Within this framework of City Council leadership and insight, the FY 21-22 budget continues the City's rich history of financial stewardship tailored to offset the residential tax burden. A few key components of the proposed FY 21-22 budget are as follows:

- A \$.0217 reduction in the City's overall property tax rate.
- Enhancing the City's strong financial position through the allocation of funds (\$390,000) to sustain operating reserves per established financial guidelines.
- The creation of three new full-time positions within the General Fund. Two drainage maintenance positions in the Public Works Department and one communications position (title TBD) in the Human Resources and Communications Department. All three of these positions are dedicated to the provision of new services, such as maintenance of the public storm water conveyance system and enhanced communications. The proposed General Fund budget also includes a 2.5% cost of living adjustment (COLA), merit-based increases for eligible full-time employees, and certification/licensure stipends as approved by the City Council.
- The Water & Wastewater Fund is an enterprise fund which derives its revenues from water and wastewater rates, not property taxes. Annually, these revenues fund mandatory expenses and programs required to operate water and wastewater utilities. We will continue to address repairs associated with our aging infrastructure, so both water and wastewater rates will be evaluated through an extensive cost of business analysis. The budget does include the same COLA, merit-based, and stipend adjustments as the General Fund.
- Funds in the Debt Service Fund (I&S) are budgeted to cover the annual interest and principal payments on previously issued bonds and related costs approved by the voters. The total estimated debt service amount for FY 21-22 is \$877,137, with \$6,100,000 in total outstanding debt obligations. While no new debt is planned for FY 21-22, the City may initiate the process to define and frame a new bond program to fund infrastructure and facility related improvements. If this initiative is advanced, the City Council will form a Citizens Bond Advisory Committee to develop the program.
- Continued replacement of decommissioned equipment funded through the Utility Vehicle and Equipment Replacement Fund established in 2017.
- Enhanced Fire and Emergency Response services through a new Interlocal Agreement with Bexar County Emergency Services District No. 4.
- Funding to broadcast a livestream feed of City Council meetings.
- Design services for priority one drainage projects as prioritized in the City's Master Drainage Plan, Minor improvements to Dietz Elkhorn to mitigate ingress/egress related concerns at both elementary schools, enhanced maintenance of public streets, and continued implementation of the IT asset replacement program.

Final Comments

In closing, I would like to reiterate the staff's appreciation to the City Council for your volunteerism, leadership, and direction. As professional city administrators and dedicated public servants, we were particularly impressed with your responsiveness and the professionalism displayed in communicating your thoughts throughout the budget process. Knowing successful local governance is relationship driven, it is essential that we advance ideas and plans charged with addressing the concerns of the citizenry and ensuring the City is prepared to meet the many challenges associated with aging infrastructure, managing growth, and operating a maturing organization. The Council's leadership in this effort is a mark of professional respect by City staff and acknowledges your commitment to the citizens of Fair Oaks Ranch.

Because we are a people organization, I am confident that the City's thirty-three (33) year history as an organization that cares about the community and its members will continue to be an asset. Our purpose is only accomplished thanks to the talents and dedication of my colleagues. Accordingly, I would like to thank all of our city employees for the outstanding service they provide to the citizenry on a daily basis and give credit to department heads and managers for their effective contributions of time and energy toward the preparation of the FY 21-22 budget. These are the people we trust with life and death decisions, with maintenance and operations of essential systems, and with helping to make Fair Oaks Ranch the "City of Choice."

Mayor and Council, thank you again for your leadership. Please know your Team of dedicated public servants is energized to preserve and protect the unique quality of life that makes Fair Oaks Ranch the City of Choice. To the operational Team, I applaud your continued success. Please maintain your commitment to making a difference and always remember it is our honor and privilege to serve on The Ranch!

Respectfully,




Tobin E. Maples, AICP
City Manager



Community Profile



Overview

The City of Fair Oaks Ranch is located on the edge of the beautiful Texas Hill Country, 27 miles northwest of downtown San Antonio. The city spans over three separate counties, Bexar, Kendall and Comal and covers an area of 7,861 acres.

Fair Oaks Ranch is a Home Rule Charter City and operates under a Council/Manager form of government. A Mayor and six Council Members are elected by the citizens, and the City Manager is appointed by the Council.

The History of Fair Oaks Ranch

The City of Fair Oaks Ranch had its beginnings as a working ranch when several parcels of land were acquired by oil man Ralph Fair, Sr. during the 1930s. The ranch, which had a dairy and granary, was first a center for a racehorse operation. Later, Mr. Fair established a registered Hereford cattle operation. After the death of Mr. and Mrs. Fair, the remaining family decided to develop a 5,000 acre portion of the ranch as a residential community. A homeowner's association was formed in 1975 with Boots Gaubatz as the president.



In 1985, the Fair Oaks Ranch Homeowners Association began to consider incorporation as a Type A General Law Municipality. Boots, along with Bob Herring and Don King, lead the process, and are now known as the “founding fathers” of Fair Oaks Ranch. The City was eventually incorporated in 1988. Once the population of Fair Oaks Ranch reached 5,000, the city was eligible to become home rule. It wasn't until a decade later that the draft home rule charter was introduced. On May 2017, the home rule election was held with over 90% of voters supporting the change.

Fair Oaks Ranch was created by a group of visionaries who had both the foresight and the political courage to dream of a special community and make it a reality. The ability to make the city a reality was enhanced by having a single development company for many years and working with a family that had a desire for their ranch to become a unique community. This commonality of vision was the glue that held the development process together and created such a unique city.

Economy and Growth

Fair Oaks Ranch is located immediately northwest of the 7th largest U.S. city, San Antonio. Proximity to the Alamo City, with its vast retail, professional, and medical offerings, paired with a unique Hill Country lifestyle, support a growing commuter population. San Antonio is also home to Joint Base San Antonio, the largest joint base in the U.S. Department of Defense, which adds to the economy and diversity of the entire metro area. Fair Oaks Ranch serves as a popular retirement destination for many with its golf courses, walking trails and quiet hometown atmosphere. The City of Fair Oaks Ranch anticipates future growth as more people move into the area. San Antonio is among the fastest growing regions in the United States, and Texas one of the national leaders for domestic migration. Much of the housing demand for new residents falls in the hill country area, so it is anticipated that new home construction will increase in the coming years. San Antonio in particular has become a popular destination for startup and technology companies. Fair Oaks Ranch's plan for the future includes growth management tools charged with ensuring the community is prepared for this growth.

Culture and Recreation

Fair Oaks Ranch is the perfect destination for tranquility, with several miles of hike and bike trails that meander through the city. The City is home to an array of wildlife including white tailed deer, axis deer, Egyptian geese, foxes, ducks, hawks and many others. This proximity to diverse wildlife is one of the advantages to living in this community.



Golf carts are just as common to see on the roadways in Fair Oaks Ranch as cars, and the streets are also routinely full of cyclists and runners. The Fair Oaks Ranch Golf and Country Club offers two championship golf courses, swimming, tennis, a fitness club and fine dining.

Many other cultural and recreational facilities are within a short drive south in the San Antonio area. A 90 minute drive to the north will take you to Austin, the capital city and cultural hub of Texas. Fair Oaks Ranch is also close to New Braunfels, Canyon Lake and the Guadalupe River, all popular recreation areas, particularly in the summer months.

For a little main street charm and unique shopping experiences, the City of Boerne is less than 10 miles away. A getaway destination for many tourists, the historic downtown area is home to antique stores, bakeries, art galleries and specialty boutiques. There are also year round parades, festivals and cultural events. Boerne also sits next to Cibolo Creek and a nationally recognized nature center.

Education



Fair Oaks Ranch is part of Boerne and Comal ISDs, and is home to two elementary schools, Fair Oaks Ranch Elementary and Van Raub Elementary. The public school system is large enough to offer diverse programs, and small enough to allow teachers and administrators to cultivate a personal, active interest in each student. The City engages with the students at the schools and supports programs through its Wildlife Education Committee.



Location of Fair Oaks Ranch

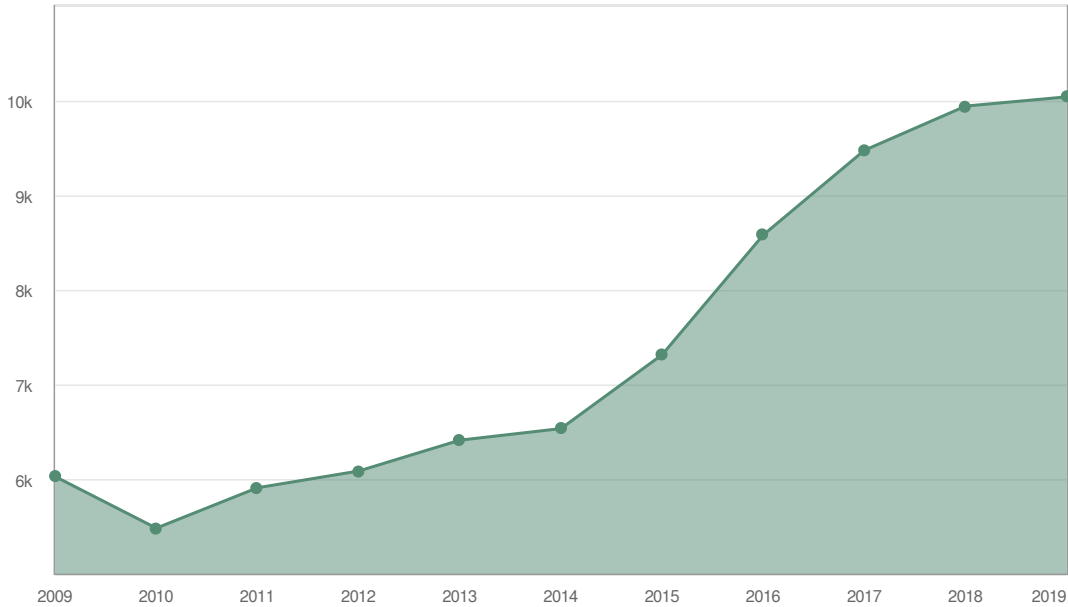


- SAN ANTONIO - 27 MILES
- AUSTIN - 65 MILES
- HOUSTON - 195 MILES
- DALLAS - 237 MILES
- CORPUS CHRISTI - 153 MILES

Population Overview

TOTAL POPULATION 10,042 → +1% vs. 2018

Growth Rank
503 OUT OF 1218
 Municipalities in Texas



* Data Source: Client entered data for year 2019

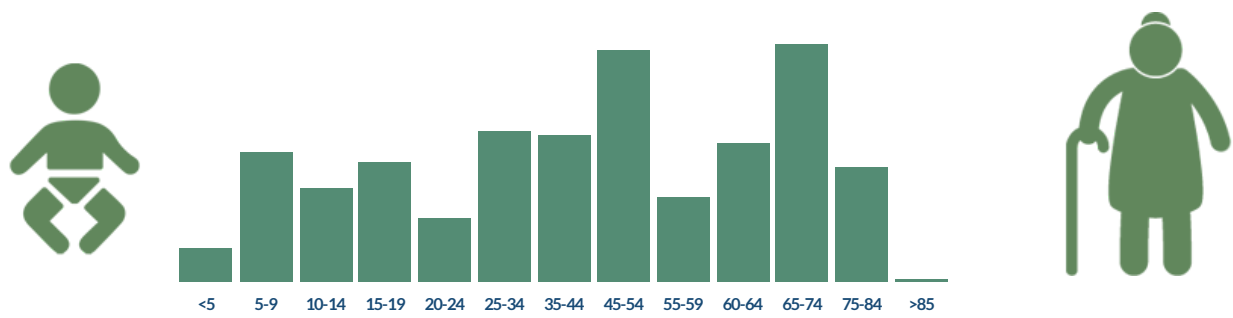


DAYTIME POPULATION
6,942

Daytime population represents the effect of persons coming into or leaving a community for work, entertainment, shopping, etc. during the typical workday. An increased daytime population puts greater demand on host community services which directly impacts operational costs.

* Data Source: American Community Survey, 2010 Census, 2000 US Census and 1990 US Census

POPULATION BY AGE GROUP



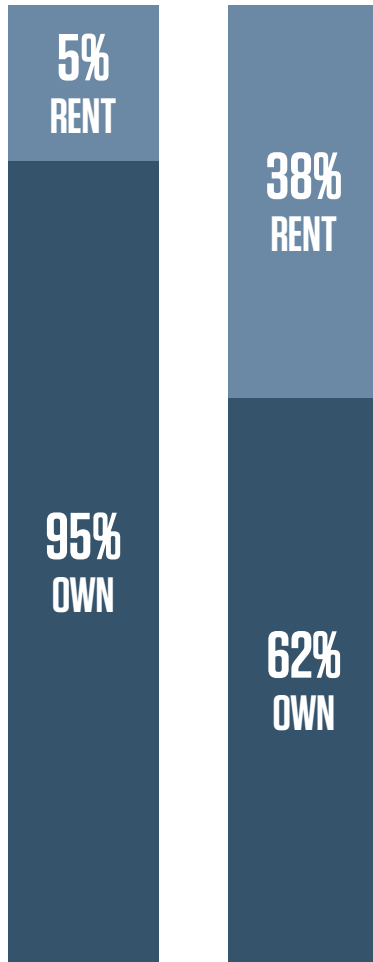
Aging affects the needs and lifestyle choices of residents. Municipalities must adjust and plan services accordingly.

** Data Source: American Community Survey, 2010 Census, 2000 US Census and 1990 US Census*

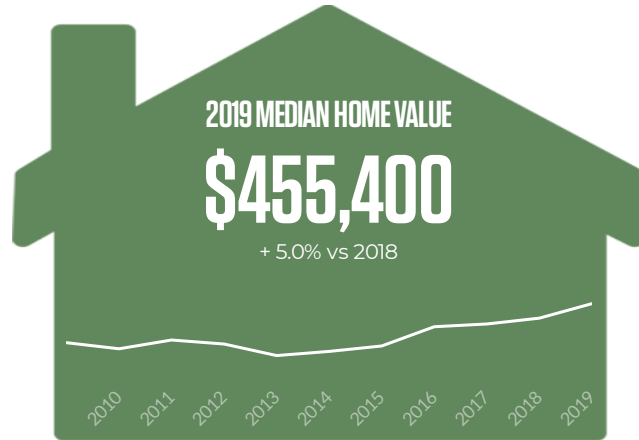
Housing Overview

HOME OWNERS VS RENTERS

Fair Oaks Ranch State Avg.

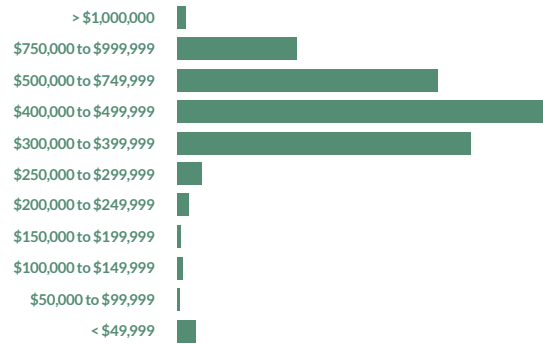


* Data Source: 2019 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.



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HOME VALUE DISTRIBUTION

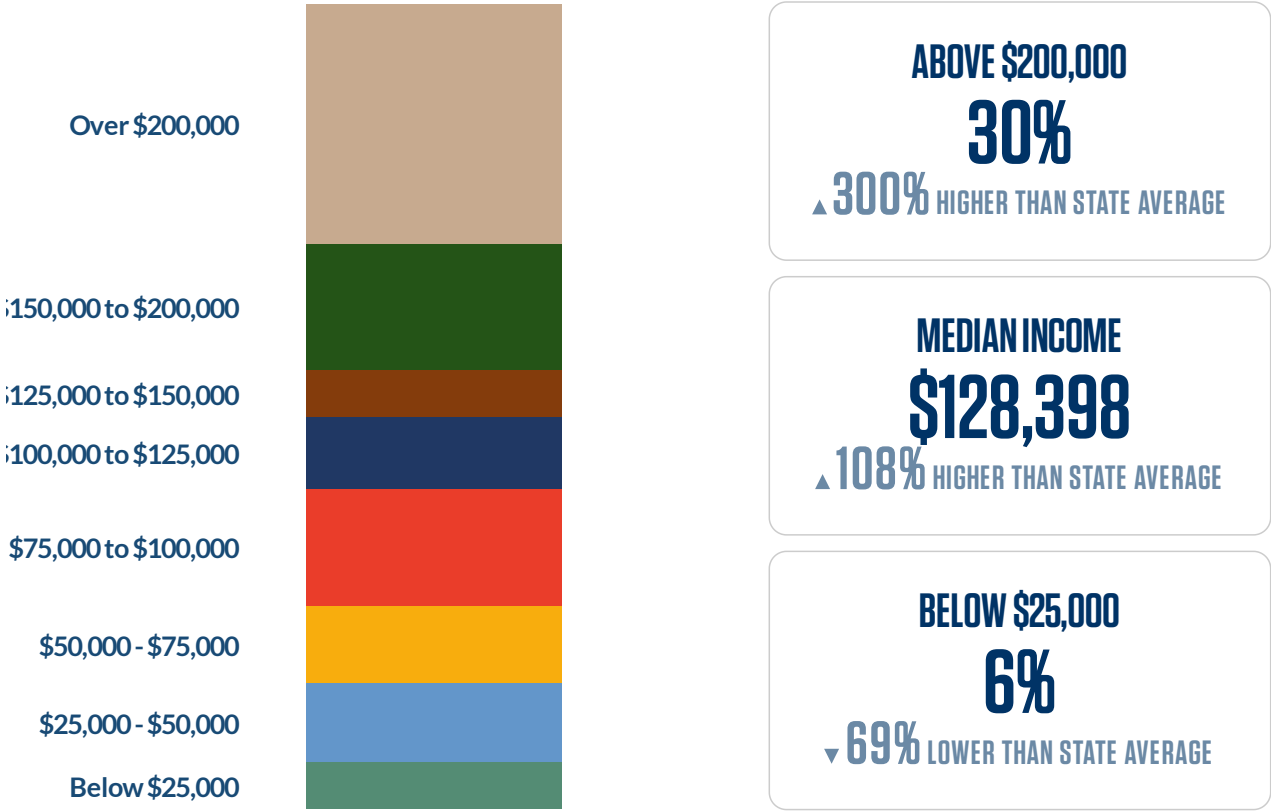


* Data Source: 2019 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.

Economic Analysis

Household income is a key data point in evaluating a community's wealth and spending power. Pay levels and earnings typically vary by geographic regions and should be looked at in context of the overall cost of living.

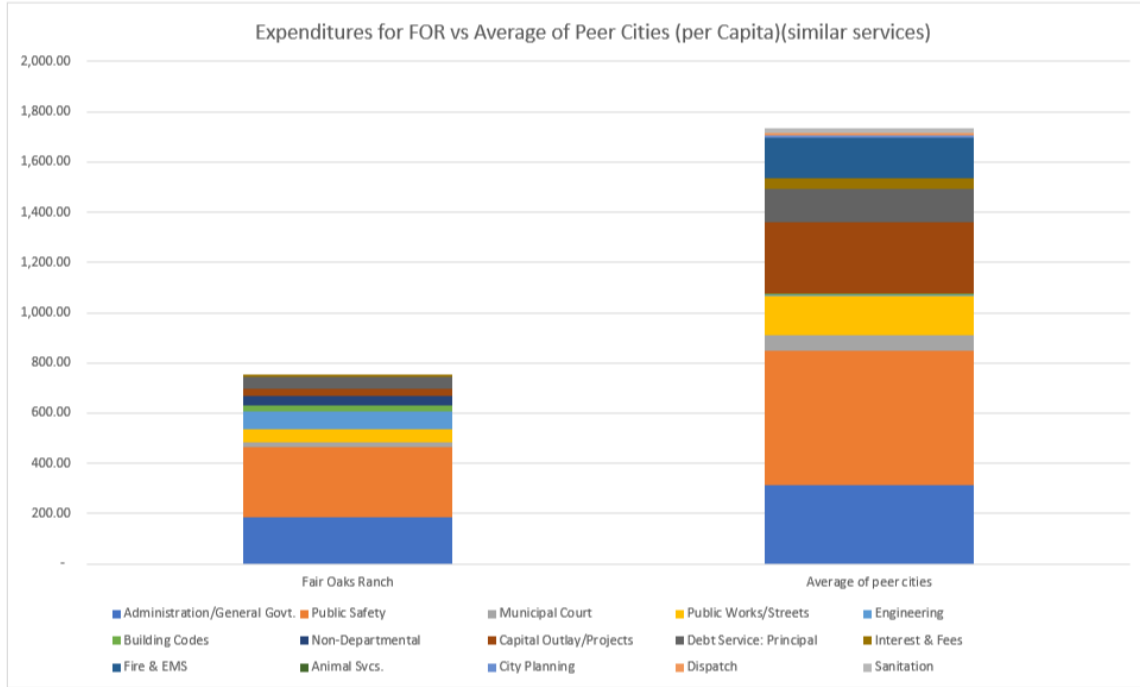
HOUSEHOLD INCOME



* Data Source: American Community Survey, 2010 Census, 2000 US Census and 1990 US Census

* Data Source: American Community Survey, 2010 Census, 2000 US Census and 1990 US Census

Expenditure Comparison-Fair Oaks Ranch versus Peer Cities (per capita)

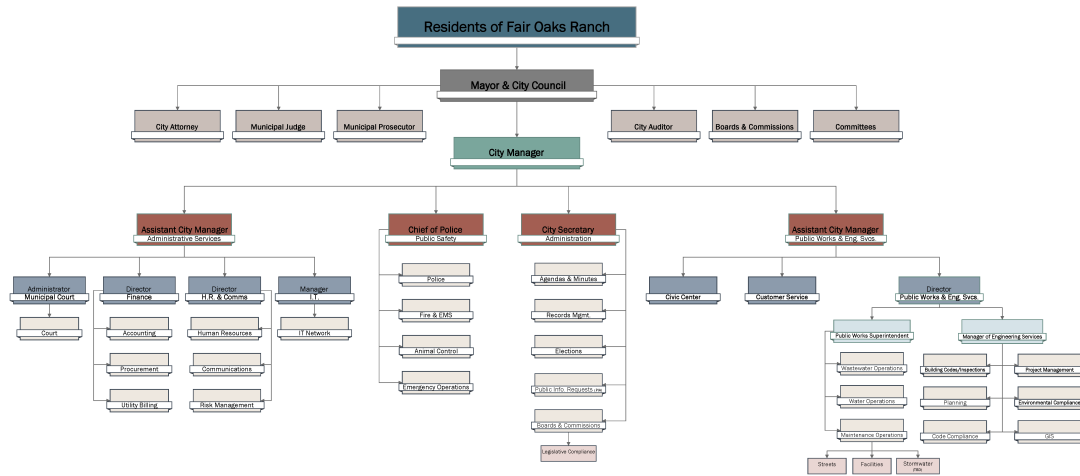


Peer cities include: Olmos Park, Hollywood Park, Shavano Park, Windcrest, Marble Falls, Alamo Heights, Fredericksburg, Leon Valley, Live Oak, Boerne, and Kerrville.

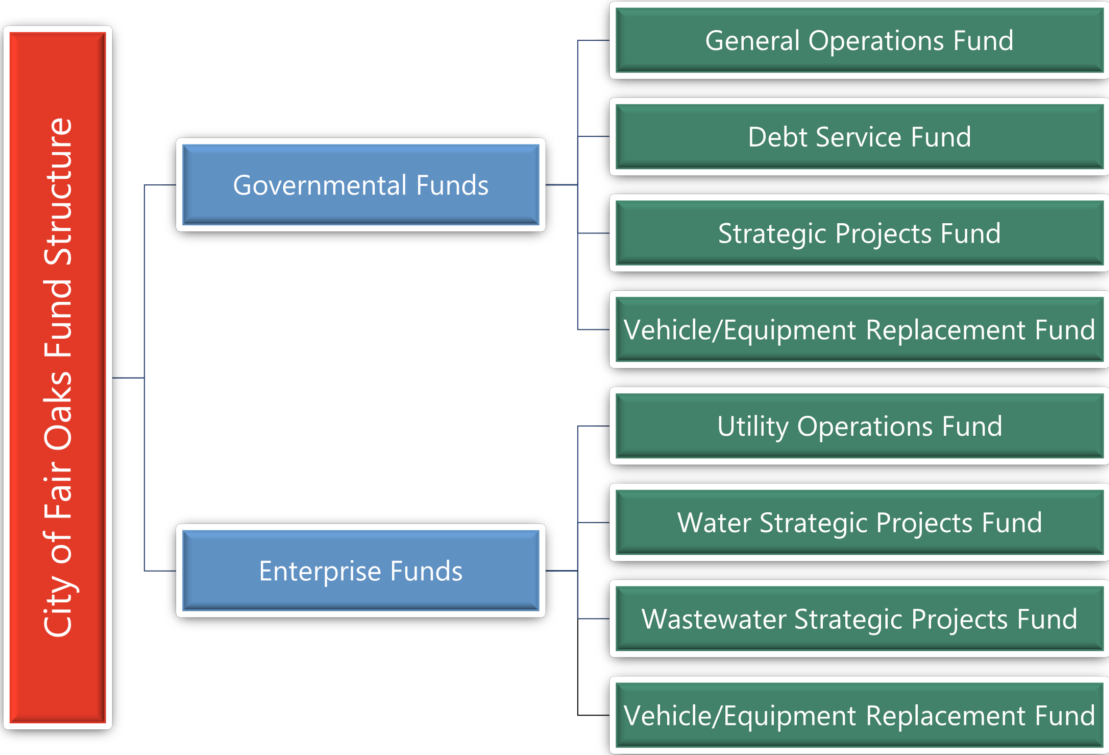
Data from 2019-20 ACFR

Organizational Chart of the City

Click on the attachment link to see a larger version of the Organizational Chart



Fund Structure of the City



Account Structure and Description of Funds

The City maintains budgetary control of its operating accounts through the use of various funds. A “fund” is a self-balancing set of accounts with identifiable revenue sources and expenditures. It is segregated for the purpose of measuring a specific activity. Additionally, these funds are further separated into either major funds or non-major funds based on criterion that compares the amount of assets, liabilities, revenues or expenditures they report in comparison to the total governmental funds or the combination of the governmental funds and the enterprise funds.

Governmental Funds

Most of the City’s government functions are financed through the governmental funds. These funds are generally used to account for tax-supported activities. Long-term liabilities and fixed assets are not accounted for through governmental funds. The measurement focus is to determine changes in financial position (fund balance) rather than to determine net income.

- **General Operations Fund**

The General Fund is a governmental fund type and the City’s primary operating fund. It accounts for all financial resources except those required to be accounted for in another fund. The General Fund includes expenditures for Administration, City Secretary, Human Resources, Finance, IT, Building Codes, Public Safety, Public Works, Engineering and Planning, and the Municipal Court.

- **Debt Service Fund**

The Debt Service Fund accounts for the accumulation of resources for, and the payment of, long-term debt principal and interest. These resources are funded through ad valorem property tax at the interest and sinking (I&S) tax rate.

- **Capital Project Funds**

Capital Project Funds account for the proceeds of debt issuance and internal funding for the completion of capital or strategic action plan projects outside the scope of general operations, and will generally span more than one fiscal year to complete. The City currently has one capital project fund: the Strategic Projects Fund, which is funded through internal transfers from the General Fund.

- **Vehicle/Equipment Replacement Fund**

The Equipment Replacement Fund is used to account for the replacement of all City-owned vehicles and equipment, except those assigned to the City’s enterprise funds. The City annually makes contributions into the fund to build up sufficient reserves to purchase replacement vehicles and equipment when scheduled.

Enterprise Funds

Enterprise funds are used to account for an activity for which a fee is charged to external users for goods and services. The City reports activities for a Utility Fund which includes water and wastewater services. The Utility Fund also provides funding for an Equipment Replacement Fund for the replacement of all vehicles and equipment assigned to the utility fund, as well as Capital Project Funds for capital improvement projects and Strategic Action Plan budgets.

- **Utility Operations Fund**

The Utility Operations Fund accounts for the revenues from water and wastewater operating activities. It includes expenditures for all operating and maintenance activities that support these services.

- **Water Strategic and Capital Project Fund**

The Water Strategic and Capital Project Fund is used to account for financial resources, usually through internal funding from the Utility Operations Fund, to be used for the acquisition or construction of major capital facilities and strategic action plan projects for the water utility. The purpose of this fund is to separate costs that are considered non-operational, typically associated with one-time projects that are not annually occurring, or large projects which may span over multiple budget years.

- **Wastewater Strategic and Capital Project Fund**

The Wastewater Strategic and Capital Project Fund is used to account for financial resources, usually through internal funding from the Utility Operations Fund, to be used for the acquisition or construction of major capital facilities and strategic action plan projects of the wastewater utility. The purpose of this fund is to separate costs that are considered non-operational, typically associated with one-time projects that are not annually occurring, or large projects which may span over multiple budget years.

- **Vehicle/Equipment Replacement Fund**

The Vehicle/Equipment Replacement Fund is used to account for the replacement of all City-owned vehicles and



equipment assigned to the City's enterprise funds. The City annually makes contributions into the fund to build up sufficient reserves to purchase replacement vehicles and equipment when scheduled.



Basis of Accounting & Budgeting

Governmental Funds

Governmental funds are accounted for using the current financial resources measurement focus and the modified accrual basis of accounting. This means that only current assets and current liabilities are generally included on the balance sheet. Revenues are recognized when susceptible to accrual (i.e. when they become measurable and available) and expenditures are recorded when the related fund liability is incurred.

Enterprise Funds

Enterprise or proprietary funds are accounted for using the accrual basis of accounting. Revenues are recognized when they are earned and expenses are recognized when they are incurred. These funds are accounted for on a flow of economic resources measurement focus whereby all assets and liabilities associated with the operation of these funds are included on the balance sheet.

The City's basis of budgeting essentially follows the basis of accounting (modified accrual for government funds and full accrual for proprietary funds); however, there are exceptions, which are described below.

- Only revenues expected to be received during the year or soon thereafter are included in revenue estimates (budget basis).
- Only amounts that will be spent or encumbered by the end of the fiscal year are recorded as expenditures (budget basis).
- Depreciation expense is not displayed and capital expenditures and bond principal payments are shown as utilized by each fund (budget basis).
- Compensated absences (accrued but unused leave) and employee benefits are not reflected in the budget.
- Transfers are classified as revenues and expenditures (budget basis) rather than as "other financing sources or uses" (accounting basis).

Budget Process

The fiscal year of the City of Fair Oaks Ranch begins on October 1 of each calendar year and ends on September 30 of the following calendar year. In accordance with Texas state law and generally accepted accounting standards, Fair Oaks Ranch adopts a balanced budget for each fiscal year. The budget process includes multiple phases, each of which requires a joint effort by government leaders and City staff. The budget is the financial plan and policy statement for the fiscal year of operations that matches all planned funding sources and expenditures with the program of services desired by residents of the City.

Strategic Action Plan (SAP)

- **Strategic Planning Workshops (January-March)**

Strategic planning workshops are held with senior staff and the City Council at the beginning of the calendar year. During this phase of the budgeting process, the Council focuses on the Strategic Action Plan (SAP) which outlines the vision, broad goals and priorities for the City. Some of these items require extensive capital, time and due diligence, while others are readily attainable. The City Council SAP along with the Comprehensive Plan provide a framework and guidance for the budget process. The Strategic Plan set forth by City Council contains 5 main pillars which are used as the starting point for all strategic project discussions and can be seen reflected throughout each department's SAP Budget.

- **Development of Departmental Strategic Plan Drafts (February)**

Based off of the goals set forth by the Council, each department head reviews and begins developing departmental Strategic Plans and operational program changes that support their strategic plan for the upcoming budget cycle. During this time, department heads review the programmed equipment replacement schedules, and meet with Human Resources to begin discussions of program changes for Full Time Equivalents.

- **Budget Workshop with City Staff (March)**

The Finance Department meets with each department head to answer questions, help define Strategic Goals for the department and determine how those goals fit into the overall SAP.

- **Department Heads Meet with the City Manager (April)**

Once the department heads have a working version of their strategic plan, they meet one-on-one with the City Manager to review their plans and goals for the upcoming fiscal year.

- **City Council Strategic Planning Sessions (June-July)**

Staff meets with the Mayor and City Council to obtain general direction and guidance in preparing the budget. During this session, staff discusses the Departmental Strategic Action plans for the coming year as well as various factors that may affect the ensuing budget cycle, such as economic climate, revenue outlook, community expectations and program requirements. Council addresses these concerns and identifies top priorities. An overview of the direction received from Council is presented, and the City Manager may give specific direction complying with organizational strategies.

Budget Estimates

- **City Manager and Finance Develop a Baseline Budget (March)**

- **Budget Orientation (March)**

The City Manager and Finance Department hold a budget orientation meeting with City staff to discuss the economic condition of the City and its effects on the budget. A review of the Strategic Action Plan occurs. The calendar and operations for the upcoming budget cycle are reviewed. Department Heads begin to draft Departmental budget requests for the upcoming year. A standardized approach for budgeting operational costs occurs. Operational Budgets for each department are defined separately from strategic projects. One-time expenditures are identified, and large one-time expenditures and Strategic Action Projects are budgeted in separate Capital Projects Funds.

Budget Development

- **Preliminary Tax Rolls Received (April)**

The City Manager along with the Finance Director determine the guidelines for the department heads to use in preparing their budgets.

- **Budget Requests Submitted & Reviewed (April)**

Each department aligns its Strategic Action Plan with operational and strategic project budget requests and submits these requests to the Finance Department for evaluation and compilation.

- **Budget Review Sessions with City Manager (May)**

Staff meets with the Finance Department and City Manager to evaluate progress on continuing priorities, discuss new programs to be included in the budget, and re-evaluate each department's operational and SAP budget requests for the upcoming fiscal year.



- **Council Budget Work Sessions (June)**

City Council holds a budget work session in order to discuss the draft budget. Citizens are invited, but no public testimony is allowed at the work session meetings.

- **Certified Tax Rolls Received (July)**

The Finance Department incorporates these numbers and delivers a proposed budget to City Manager for review. The final proposed budget is discussed, and any concerns are addressed.

Budget Presentation, Consideration and Adoption

Once the Council has completed its work sessions and review, the City Manager's proposed budget is filed with the City Secretary and made available to the public as required by State Law. Steps for the budget presentation, consideration, and adoption follow Texas Local Government Code as well as Truth in Taxation Laws.

- **Council Adopts the FY 2021-2022 Annual Budget and Tax Rate (September)**
- **FY 2021-22 Annual Budget is Published (September/October)**
- **Budget is Amended if Necessary (After fiscal year has begun)**

Supplemental Appropriations: If, during the fiscal year, the City Manager certifies that there are appropriation revenues in excess of those estimated in the budget, the Council may make supplemental appropriations for the year up to the amount of such excess.

Transfer of Appropriations: At any time during the fiscal year the City Manager may transfer part or all of any unencumbered appropriation balance among programs within a fund.

Upon written request by the City Manager, the Council may, by ordinance, transfer part or all of any unencumbered appropriation balance from one Fund to another, or make an adjustment to a restricted fund.

Advisory Boards and Commissions

Planning and Zoning Commission. The Planning and Zoning Commission (P&Z) acts as an advisory group to the City Council in required and discretionary land use matters associated with the following: Comprehensive Planning, Zoning, Subdivision Platting and other growth management initiatives related to the physical development of the City. Commission members serve three year staggered terms with no term limits. Members are appointed by the City Council.

Frank Trapasso, Chairperson	Lamberto "Bobby" Balli	David Horwath
Bobbe Barnes, Vice Chairperson	Douglas Leonard	Dale Pearson
Linda Tom		

Municipal Development District Board. The Fair Oaks Ranch Municipal Development District Board (MDD) was created by voters on May 7, 2011 in accordance with Chapter 377 of the Texas Local Government Code. It began receiving a 1/2 percent sales tax in 2011 on all items in the district that are subject to the local sales tax. As a result of the MDD formation our ad valorem tax rate did not increase but these funds can now directly benefit our City and residents.

The MDD's mission is to approve funding for economic development, retention and improvement of the district, and for improvement of short and long term property values. Priorities for expenditures of resources are aligned to the City's Comprehensive Plan and the MDD's adopted mission, goals and objectives. MDD boundaries include the City of Fair Oaks Ranch and portions of the ETJ within Bexar and Kendall Counties, but not Comal County.

Al McDavid, President	Mike Lovelace, Treasurer	Rene Gallegos
Laura Koerner, Vice President	Summer Fleming, Investment Officer	Nicholas DiCianni
Roy Elizondo, Secretary	Amanda Valdez, Deputy City Secretary	Brad Dutton

Board of Appeals. The role of the board is to hear and decide appeals of orders, decisions, or determinations made by the Building Official relative to the application and interpretation of the International Building Code, International Residential Code for One and Two Family Dwellings, International Energy Conservation Code, International Plumbing Code and National Electric Code.

Jenks Boston	Earl Hamilton	Walter Wong
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Zoning Board of Adjustments. The Zoning Board of Adjustment shall hear and decide appeals when error is alleged in any order, requirement, decision or determination made by an administrative official of the City in the enforcement of any zoning related decisions. The Zoning Board of Adjustment may reverse or affirm, in whole or in part, or modify the administrative official's order, requirement, decision, or determination from which an appeal is taken and make the correct order.

Craig Matson	Vacant	Shane Stolarczyk
John Wall, Vice Chairperson	Laurence Nichols	Vacant
Vacant		

Capital Improvements Advisory Committee. The Capital Improvements Advisory Committee (CIAC) was established to comply with the Section 395.058 Texas Local Government Code-Chapter 395. This committee is responsible for assisting the City in development of Land Use Assumptions, Capital Improvement Plans, and reviewing of impact fees.

John Merritt, Chairperson	Marcus Garcia	Paul Mebane
Harold Manning, Vice Chairperson	Dana Green	Ben Koerner
	Arthur Waterman	Christopher Weigand
City Representatives: Sandra Gorski		



Wildlife Education Committee. The Wildlife Education Committee (WEC) is responsible for developing a proactive program using educational materials to help us all better enjoy and coexist with the bounties of nature we are blessed to have in our community.

Bruce Nicholson, Chairperson	Teal Harris	Dedie Manitzas
Paul Mebane	Scott Russell	
Liaisons: Carole Vanzant		

Branding Committee. This committee is charged with enhancing the communication efforts of the City to the citizens. This includes recommending initiatives and tools for daily communications, publicizing city events, and marketing our city.

Melissa Castro	Laura Koerner	Vacant
Carole Vanzant	Chief Tim Moring	Jennifer Hudson
Liaison: Joanna Merrill		

Audit Committee. The Audit Committee has three goals. First, it must satisfy itself that management is maintaining a comprehensive framework of internal control. Second, it must ensure that management's financial reporting practices are assessed objectively. Third, it needs to determine that the financial statements are properly audited and that any problems disclosed in the course of the audit are resolved.

Roy Elizondo	Vacant	Greg Maxton
Liaison: Sarah Buckelew		

BUDGET OVERVIEW



Strategic Action Plan

Purpose of the Strategic Action Plan

The Strategic Action Plan acts as a planning and budgeting tool that guides the annual development of the City's budget. In support of the City's overall Vision and Mission, certain citizen driven service expectations and risk mitigation strategies were identified, some of which will span the next 5-7 years. The City of Fair Oaks Ranch is in a period of dynamic change as it matures to build-out over the next decade. The purpose of the Strategic Action Plan is to keep the City of Fair Oaks Ranch on the desired course during this time of change and beyond. Five (5) foundational focus areas called "Pillars" were first defined, and then were detailed into priority areas on which to focus for the next 5-7 years. City Council reviews progress towards initiatives, and analyzes specific projects for inclusion in the budget process on an annual basis. Performance measures were developed by Staff as a means to align operations with Council's Strategic Priorities.

Vision

To offer the ideal place to call home in the hill country, guided by strong community values and responsible growth, that provides residents of all ages a place to relax and reconnect.

Mission

To deliver exceptional public services, preserve the natural beauty of our City, protect and promote quality of life, and foster community engagement

The Strategic Action Planning Process

The Strategic Action Plan is reviewed each year as part of the budget process to reflect changing priorities and to provide a framework for identifying financial requirements in the upcoming budget cycle. Priority projects are identified; costs are estimated; and possible funding sources are acknowledged. Recommended projects are reviewed by the City Manager and presented to City Council for final approval along with the annual budget.

Costs included in the Strategic Projects

Both the Governmental and Enterprise Funds have Strategic and Capital Projects Funds. The Strategic Projects Funds qualify as Capital Improvement Project Funds for purposes of GASB reporting. The Funds include public physical improvements to be constructed with estimated resources available to finance the projected expenditures, as well as large expenditures for building foundational tools in the City's Growth Management, Operational Excellence and Risk Mitigation frameworks.

Capital and Strategic Projects coordinate directly with the Strategic Action plan and typically qualify as non-operational, or may span over multiple budget years. Non-Operational costs are typically associated with one-time projects that are not annually recurring, or meet the capitalization thresholds as defined by the City's financial management policy.

The Governmental Strategic Projects Fund includes non-utility, non-operational projects such as streets, drainage, master planning and general government facilities. Typically, these projects will be funded via general obligation bonds, certificates of obligation, tax revenue, or other financing methods. On the Enterprise Funds side there are 2 separate Strategic Projects Funds, 1 for Water, and 1 for Wastewater. These Enterprise Strategic Projects Funds include utility non-operational projects for water and wastewater infrastructure, capital planning, and Utility facilities. Typically, Enterprise Funds projects will be funded via user fees, certificates of obligation, long-term debt, or other financing methods.

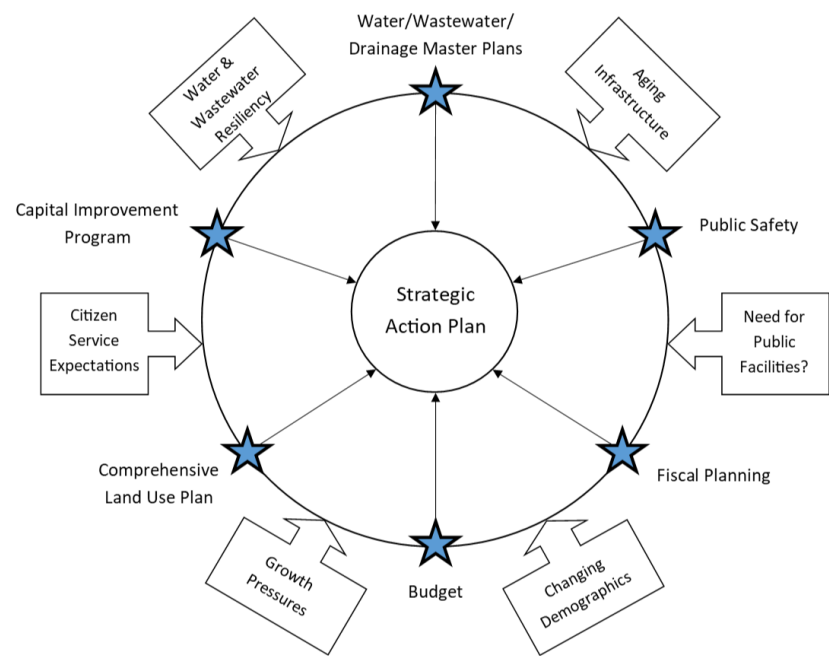
Coordination with Outside Entities

While the City of Fair Oaks Ranch installs and maintains a significant number of capital projects within its jurisdiction, there are numerous other entities responsible for infrastructure in the area. Bexar County, Kendall County, Comal County, the Texas Department of Transportation (TxDOT), San Antonio Water System (SAWS), the Guadalupe-Blanco River Authority (GBRA) are just a few of the other partners that play a critical role in building and maintaining the infrastructure in the area surrounding the City of Fair Oaks Ranch. This Plan is limited to projects the City contributes funding through the City's budget.



As part of the Strategic Action Plan development process, internal and external factors are considered when analyzing the overall planning environment. Long-term factors associated with the City's Growth Management, Operational, and Risk Mitigation frameworks are also considered.

Within the context of these long-term factors, Council identifies Pillars and Priorities to address over the next 5-7 years. Projects are then identified and funded on an annual basis as part of the annual budgeting process.



Strategic Pillars and Priorities



Short-term Factors

The Strategic Planning Process allows for multiple parties to discuss the needs of the City, issues, and long-term factors that should be acknowledged in building budgets and capital improvement projects for the next 5-7 years. Within that framework, the annual budget process allows for short-term factors to be addressed within the next 12 months.

Governmental Budget

In developing the Governmental budget for Fiscal Year 2021-22, the following primary factors were identified to be addressed through strategic investments:

- **Communication and Community Engagement Challenges**
- **Inadequate Drainage Infrastructure**
- **Insufficient Public Facilities**
- **Insufficient Operational Reserve Targets**
- **Financial/Capital Improvement Planning**

Enterprise Budget

In developing the Enterprise budget for Fiscal Year 2021-22, the following primary factors were identified to be addressed through strategic investments:

- **Communication and Community Engagement Challenges**
- **Aging Infrastructure**
- **Revenue Sufficiency and Stability**
- **Asset Management**

Strategic Priorities & Projects for the Upcoming Budget Year

Under the framework of the short-term factors considered for the upcoming budget year as well as the Strategic Action Plan, the following are the Strategic priorities and projects to be addressed within the next 12 months. Priorities are categorized as Strategic when they qualify as non-operational, or may span over multiple budget years. Non-operational costs are typically associated with one-time projects that are not annual recurring, or projects that meet the capitalization thresholds defined in the City's financial policy. Strategic Project costs are included within one of the City's three Strategic and Capital Funds (Governmental, Water, or Wastewater).

FINANCIAL INTEGRITY PRIORITY AREAS AND PROJECTS		FY 21-22
Develop a Risk Inventory and mitigation strategies		
Establish recurring assessment of internal controls adherence (operations budget)		65,000
Develop Sustainable Financing Strategies aligned with service delivery expectations		
Develop a sustainable and equitable Water Rate		22,079
Develop a sustainable and equitable Wastewater Rate		22,079
RELIABLE AND SUSTAINABLE INFRASTRUCTURE PRIORITY AREAS AND PROJECTS		
Enhance & Ensure Continuity of Reliable Water Resources in Accordance with CCN Obligations		
Plant 2 Hydropneumatic Tank and Variable Frequency Drives		946,816
Replace Existing Waterline - Creek Crossings West		220,433
Replace Willow Wind Drive/Red Bud Hill Water Line		65,370
Elevated Storage Tank Real Estate Acquisition		181,623
Replace Rolling Acres Trail Water Line Rehabilitation		61,754
Establish a Water Tank Maintenance and Repair Program (operations budget)		30,000
Implement Water System EPA Risk Assessment and Emergency Response Plan		7,000
Old Fredericksburg Waterline		50,000
Enhance & Ensure Continuity of Reliable Wastewater Treatment in Accordance with CCN Obligations		
Existing Wastewater Treatment Plant Improvements - Solids Handling Improvements		920,210
Finalize & Advance Wastewater Treatment Plant Study		200,000
Implement Wastewater System EPA Risk Assessment and Emergency Response Plan		7,500
Enhance & Ensure Continuity of Reliable Drainage Improvement Initiatives		
Drainage 7840 Silver Spur Trail (Drainage CIP # 17)		95,000
Drainage 29010 Tivoli Way (Drainage CIP #34)		50,000
Drainage 7715 Fair Oaks Parkway (Drainage CIP #35)		40,000
Drainage 7967 Turf Paradise Lane (Drainage CIP #37)		40,000
Drainage 7900 Fair Oaks Parkway (Drainage CIP #30)		10,000
Drainage 7820 Rolling Acres Trail (Drainage CIP #5)		65,000
Drainage Repairs at Rockinghorse Lane (Drainage CIP #61)		75,000
Enhance & Ensure Continuity of Reliable Roadway Improvement Initiatives		
Modify Chartwell and Dietz Elkhorn Rd. Intersection		175,000
Bond Development Program		200,000
Enhance & Ensure Continuity of Reliable City Facilities		
Repurpose and Renovate City Hall		439,415
PUBLIC HEALTH, SAFETY, AND WELFARE PRIORITY AREAS AND PROJECTS		
Enhance & Ensure Continuity of Police Services		
Develop a standards of cover and utilization study		5,000
Develop a Long-Term Strategy for Continuity of Fire Services		
Develop a standards of cover and utilization study		5,000
Develop a Long-Term Strategy for Continuity of Emergency Medical Services		
Develop a standards of cover and utilization study		5,000
OPERATIONAL EXCELLENCE PRIORITY AREAS AND PROJECTS		
Develop & Source a Communication and Community Engagement Strategy		
Live Stream and Video Capabilities for Council Meetings		50,000
Evaluate & Update Service Delivery Expectations & Best Practices		
Evaluate and implement Public Information Request software programs		30,000
Implement Fuel Station for City Fleet Vehicles		15,000

Operational Priorities for the Upcoming Budget Year

In addition to the Strategic Initiatives and Priorities identified by Council, the City Manager with guidance from the City Council provided current year priorities when establishing the Operations and Maintenance budgets. Operational Priority Costs are included within individual departmental budgets in either the Governmental Operational Fund or the Utility Operational Fund. This year's priorities differ from last year in that the primary focus of this year's budget is to increase external services and improve infrastructure and facilities, while last year's budget focused on expanding and refining internal processes and procedures while building foundational plans.

Governmental

- Enhanced Annual Street Maintenance Program
- Drainage Maintenance (new service, 2 New FTE's)
- Communications and Community Engagement Team (new service, 1 new FTE)
- Continuation of the City Hall renovation project
- 6-month extension on existing portable, and installation of second portable building
- New Equipment Requests
- Enhancement of City Planner's Contract
- Merit and Certification Pay for qualifying employees
- Updated Fire Services Contract

Utility

- Refine existing Water and Wastewater Capital improvement Plans
- Consideration and possible implementation of updated Utility Rate Structures
- Merit and Certification Pay for qualifying employees
- Tank Maintenance Program
- New Equipment Requests

City of Fair Oaks Ranch Budgeted Staffing

Department	FY 18-19	FY19-20	FY 20-21	FY 21-22
Administration	3	5	5	5
Public Works & Engineering Services	29	29	29	30
Public Safety	28	28	28	28
Finance	6	6	5	6
Information Technology	0	0	2	2
Municipal Court	2	2	2	2
HR & Communications	2	2	2	3
City Secretary	4	2	2	2
Total	74	74	75	78

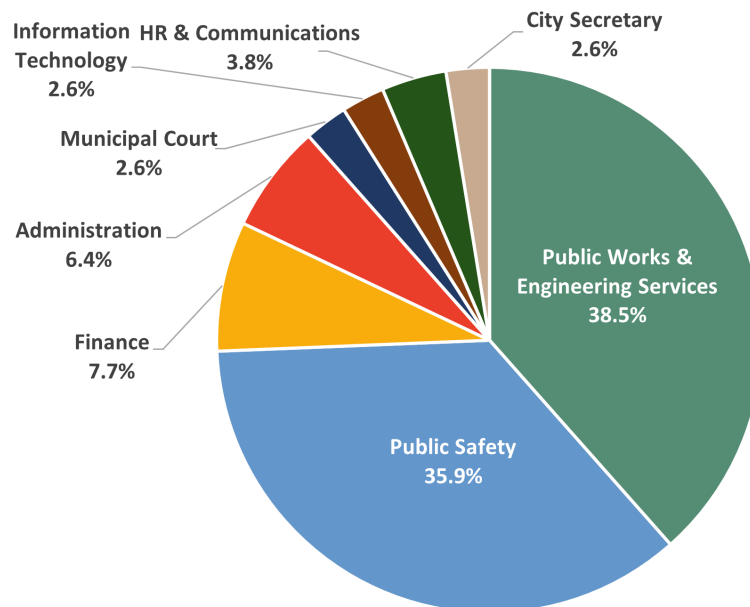
Explanation of Significant Position Changes for Fiscal Year 2021-22

HR & Communications: A new FTE was added to the Communications Department to develop and implement an enhanced communications and engagement program. Title TBD.

Public Works - Maintenance: Two FTE positions were added that will be dedicated to the maintenance and repair of the drainage infrastructure in the City.

Utility Billing: The Utility Billing Clerk position was moved from Public Works to the Finance Department.

Full Time Equivalents (FTE) by Department



OVERVIEW OF REVENUE ASSUMPTIONS



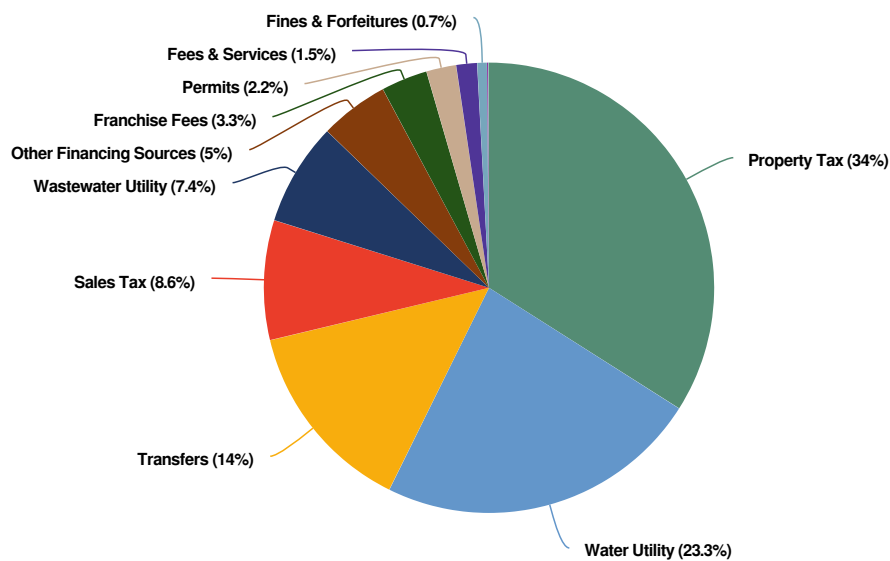
Overview of Revenue Sources and Assumptions

Revenue is estimated based upon historical data, current economic conditions and other demographic data. The City's revenue budget estimation takes into consideration many unique elements that respond to a variety of external factors such as population growth, development, inflation, and interest rates. The City of Fair Oaks Ranch applies a conservative philosophy that will produce a long-term goal of neither overstating revenues nor understating expenditures. During our revenue estimation process, the City tries to consider as many factors as possible that may contribute to changes in revenues. The City of Fair Oaks Ranch obtains revenue from several sources, but relies heavily on residential property tax.

\$18,573,101 **\$2,603,792**
(16.3% vs. prior year)

Total City Revenues by Source

Projected 2022 Total City Revenue Revenues by Source



Name	FY2019 Actual	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Revenue Source					
Property Tax	\$5,693,547	\$6,196,229	\$6,396,400	\$6,391,900	\$6,316,647
Sales Tax	\$877,315	\$1,191,455	\$745,997	\$1,452,288	\$1,595,018
Investment Income	\$140,607	\$71,953	\$70,000	\$21,000	\$9,000
Franchise Fees	\$618,758	\$605,103	\$632,700	\$627,700	\$618,200
Transfers	\$1,924,227	\$1,120,467	\$1,488,572	\$2,444,570	\$2,594,813
Permits	\$253,815	\$409,401	\$242,750	\$442,249	\$400,000
Animal Control	\$3,405	\$1,240	\$3,400	\$1,400	\$1,250
Fines & Forfeitures	\$137,176	\$101,409	\$100,263	\$110,263	\$129,923



Name	FY2019 Actual	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Fees & Services	\$241,869	\$290,347	\$268,711	\$255,296	\$278,251
Miscellaneous Income	\$44,260	\$206,728	\$618,400	\$222,605	\$13,400
Other Financing Sources					\$920,210
Water Utility	\$3,868,621	\$4,550,076	\$3,951,644	\$4,220,584	\$4,325,991
Wastewater Utility	\$1,127,937	\$1,339,560	\$1,168,461	\$1,281,562	\$1,370,398
Stormwater Utility			\$282,011		
Total Revenue Source:	\$14,931,536	\$16,083,968	\$15,969,309	\$17,471,417	\$18,573,101

Tax Revenue

Property Tax - 34% of Total City Revenue, 63.7% of General Fund Revenue)

The largest revenue source for the General Fund is the Residential Ad Valorem taxes, also known as residential property taxes. Through a rigorous 18-month comprehensive planning process, citizens overwhelmingly dictated that Fair Oaks Ranch should remain a bedroom community with few commercial areas. This plan, by design, leaves the City highly dependent on residential property taxes. The computation of the property taxes is based upon the assessed value of real and personal property. All property tax revenue is first applied to the debt service requirements. The remaining property tax revenue is used for the maintenance and operations of the General Governmental Fund.

For the Fiscal Year ending in 2022, the total property tax rate will decrease by 0.0217 per \$100 valuation from last year's total tax rate. The tax rate is determined based upon completion of the budget process, which entails projecting the expected revenue, determining the most efficient use of resources and expected levels of expenditures, while utilizing the tax rate required to balance the budget.

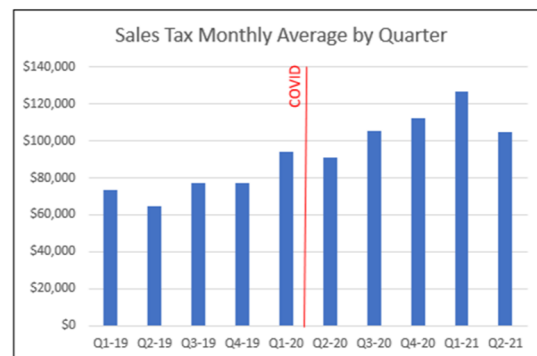
The City of Fair Oaks Ranch is situated in 3 counties - Bexar, Kendall and Comal. Based on the assessed valuation of appraised property provided to the City by the three appraisal districts, the 2021-22 budget reflects estimated total property tax collection for current taxes of \$6,257,147. This third party appraisal analysis is the major factor in projecting the Ad Valorem revenue. Property valuation increased by 7.55% from \$1.72B to \$1.86B in FY 2021-22.

Sales Tax - 8.6% of Total City Revenue, (17.6% of General Fund Revenue):

Another revenue source for the General Fund is the Sales Tax. Taxable sales have increased over the past few years primarily due to continued development and a shift to online purchasing, which generally sources sales tax to the purchaser's address. Online sales increased during the initial months of the pandemic, and are expected to remain high. The City is projecting sales tax to increase **118%** for 2021-2022 over last year's budgeted amount.

Comparison of FY 20-21 to FY 21-22 Budgeted Property Tax Revenue				Yr over Yr
	2020-21 Amended Budget	PROPOSED 21-22		
Tax Rate/\$100 Valuation				Yr over Yr
General Fund (M&O)	0.3409	0.3223		-0.0186
Debt Service Fund (I&S)	0.0326	0.0295		-0.0031
Total Tax Rate	0.3735	0.3518		-0.0217
Estimated Assessed Valuation	1,726,007,037	1,788,951,840	62,944,803	
M&O Tax Rate/\$100 Valuation	0.3409	0.3223	-0.0186	
Total M&O Levy	5,883,958	5,765,792	(118,166)	
Total Taxable Valuation	1,726,007,037	1,856,393,239	130,386,202	
I&S Tax rate/\$100 Valuation	0.0326	0.0295	-0.003	
Total I&S Levy	562,533	547,544	(14,989)	
Total Levy (100%) \$	6,446,491	\$ 6,313,336	\$ (133,156)	
Yr. over Yr. increase (decrease)		\$ (133,156)		
Percent of Levy Collected	98.3%	99.1%	0.8%	
DISTRIBUTION BY FUND				
General Fund	5,783,931	5,714,476	(69,454)	
Debt Service Fund	552,969	542,671	(10,299)	
Total Property Tax Collection \$	6,336,900	\$ 6,257,147	\$ (79,753)	
Yr. over Yr. Increase (decrease) in collections		\$ (79,753)		
Average Home	504,541	535,467	\$ 30,926	
Average Tax Bill	1,884	1,884	\$ (1)	

State	6.25%
City	1.50%
County/MDD	0.50%
Total	8.25%



Fee, Permit, and Miscellaneous Revenue

Utility Revenue - 30.7% of Total City revenues:

The City of Fair Oaks Ranch provides water and wastewater services to a portion of the residents. The City's overall customer base for its utility services has increased over the last few years due to new housing and commercial developments.

Franchise Fees - 3.3% of Total City revenues:

The City also receives revenue from franchise fees. Franchise fees are collected from both public and private utilities and assessed for the continued use of the public right-of-way. Among these fees are: cable TV, telephone, electric, solid waste, and gas. For FY 2021-22, the City is estimating to receive \$618,200 in Franchise Fees.

Municipal Court Fines and Fees - 0.7% of Total City revenues:

The projection for fines and fees is based on historical trends. The City estimates to collect \$129,923 for fines and fees in FY 2021-22. This projection is an increase of 29.6% over the prior year budget, but only a 17.8% increase over FY 2020-21 projected actual revenues. The municipal court budget was conservatively projected due to the uncertain economic conditions due to COVID-19, as well as the state mandate that Courts remained closed to the public until further notice. The City has transitioned to online court, and is expected to pick back on trend in this category for FY 2021-22.

Fees and Service Revenue - 1.5% of Total City revenues:

This section includes FORU Management, credit card service fees, plat, and other miscellaneous fees charged for direct services. The City estimates to receive \$278,251 for fees and services in the upcoming fiscal year.

Permits - 2.1% of Total City revenues

The source of this revenue includes fees charged by the City for new residential, general construction, and other miscellaneous permits. The City of Fair Oaks Ranch projects to receive \$400,000 for FY 2021-22, which is a 64.8% increase from the prior year budget, but is a 10% decrease from actual permit revenue projected to be received for FY 2020-21. The primary driver in the increase for FY 2020-21 over budgeted revenue is the real estate market in the Texas Hill Country combined with the low market borrowing rates. The City is expecting another strong real estate year, for FY 2021-22, but is projecting the growth to slow slightly due to the increase in building materials.

Interest Revenue - Less than 1% of Total City Revenues:

Interest revenue is a fractional part of the total revenue source for FY 2021-22 and is contingent on the total available cash balance of the City throughout the year. The City estimates to receive \$9,000 in interest in the upcoming fiscal year. This is an 87.1% decrease in projected revenue from the previous years budget due to the continued low interest rates following the COVID-19 pandemic. Further, because the City is a governmental entity, it is limited in the type and term of investment vehicles that it can legally invest in due to its required adherence with the Public Funds Investment Act.

Transfers - 13.97% of Total City Revenues:

This category of revenue includes transfers between Funds within the City (i.e. Capital projects Funds, Vehicle replacement Funds) used to fund programmed replacements and projects. The revenue in one fund will be offset by the corresponding expense in another fund.

OVERVIEW OF EXPENDITURE ASSUMPTIONS



Overview of Expenditure Assumptions

The City of Fair Oaks Ranch projects expenditures through a cost build-up approach based on historical data, economic data, and any other policy changes that might affect the expenditures for the fiscal year. The City's goal is to appropriate sufficient monies to provide quality services at a reasonable cost and within available financial resources.

Personnel Expenditures:

Personnel expenditures include the salaries, insurance, taxes, retirement, and workers' compensation for all departments.

Supplies, Maintenance & Operations Expenditures:

This category of expenditures includes in-house street maintenance, drainage work, vehicle maintenance and repairs, greenspace maintenance, building and equipment repairs, minor equipment purchases and supplies/consumables.

Capital Outlay:

Capital outlay includes the capital expenditures budgeted to be spent throughout all the funds.

Professional Services Expenditures:

Professional services expenditures include consulting expenses, legal fees, dispatch and jail services, audits, election fees, investigations, training, and reporting costs.

Debt Service Expenditures:

Debt Service expenditures include the debt obligations due in FY 2021-22.

Shared Services Expenditures:

Shared service expenditures include electricity, postage, phones, alarms and general liability insurance.

Transfers and Non-Cash Adjustments:

This includes transfers to other funds within the City and depreciation.

FUND SUMMARIES





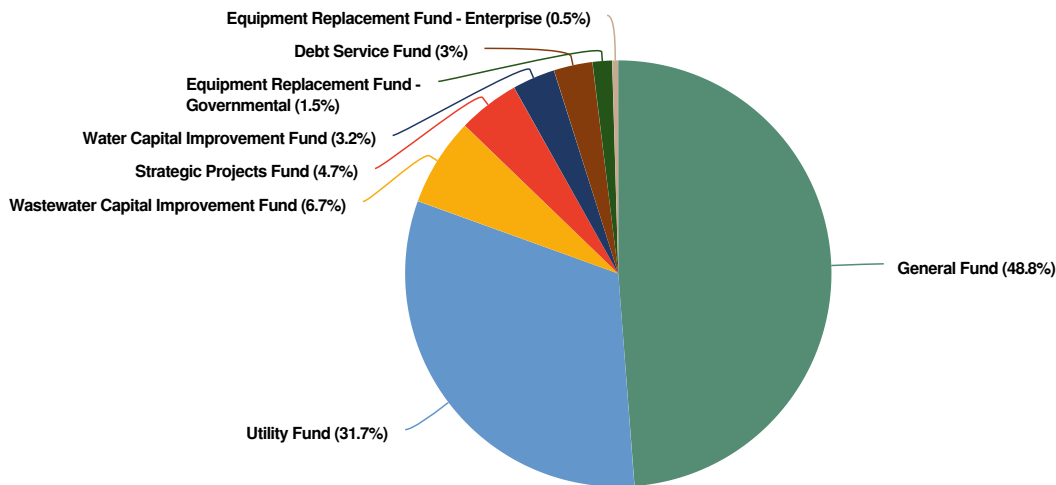
Consolidated Budget

This section includes all City funds, to provide an overall view of the finances for the City of Fair Oaks Ranch.

Summary

The City of Fair Oaks Ranch is projecting \$18.57M of revenue in FY2022, which represents a 16.3% increase over the prior year. Budgeted expenditures are projected to increase by 10.48% or \$1.18M to \$19.16M in FY2022.

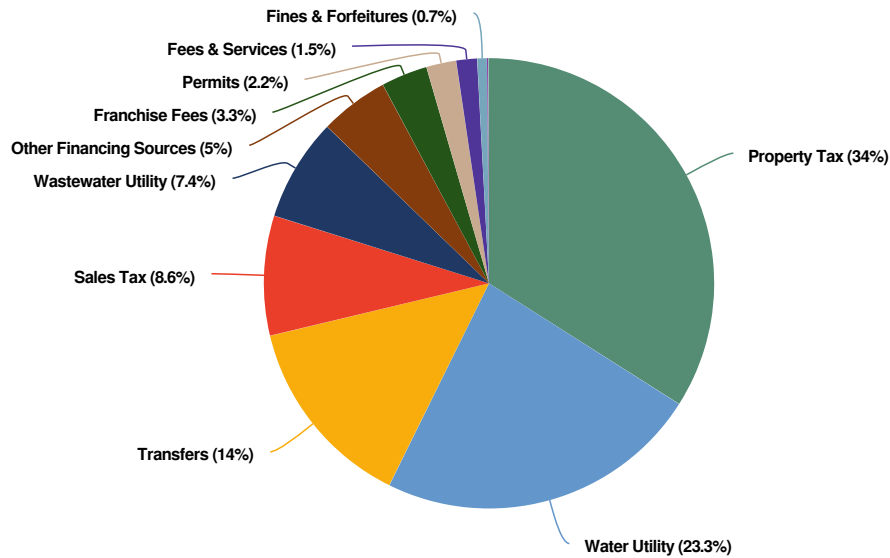
Total City Revenue by Fund



Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
General Fund	\$8,685,526	\$8,325,800	\$9,328,374	\$9,063,518
Total General Fund:	\$8,685,526	\$8,325,800	\$9,328,374	\$9,063,518
Strategic Projects Fund	\$599,525	\$767,500	\$167,500	\$865,000
Total Strategic Projects Fund:	\$599,525	\$767,500	\$167,500	\$865,000
Equipment Replacement Fund - Governmental	\$230,492	\$290,493	\$290,493	\$275,185
Total Equipment Replacement Fund - Governmental:	\$230,492	\$290,493	\$290,493	\$275,185
Debt Service Fund	\$565,611	\$558,469	\$558,969	\$548,171
Total Debt Service Fund:	\$565,611	\$558,469	\$558,969	\$548,171
Water Capital Improvement Fund	-\$651,236	\$432,158	\$675,207	\$602,403
Total Water Capital Improvement Fund:	-\$651,236	\$432,158	\$675,207	\$602,403
Wastewater Capital Improvement Fund	\$651,236	\$72,159	\$843,728	\$1,240,876

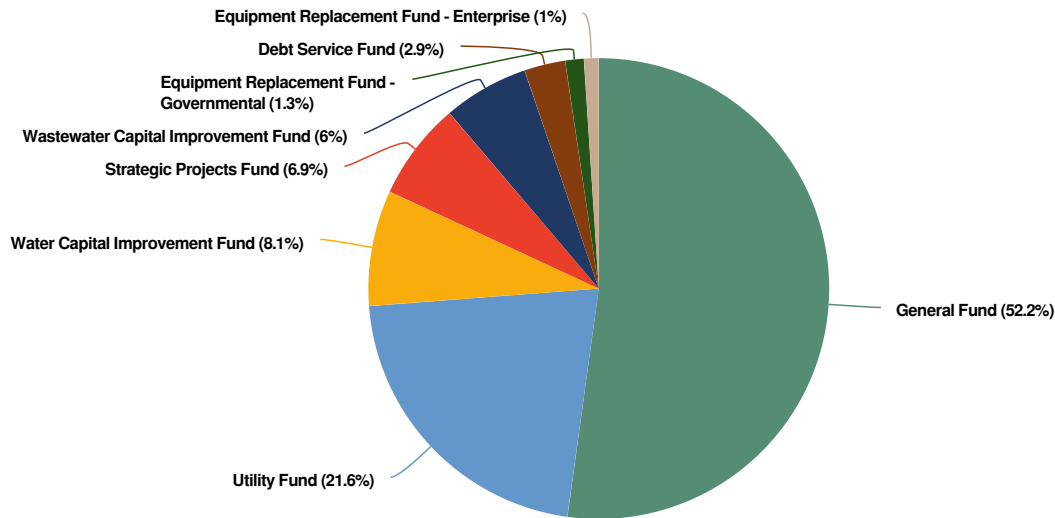
Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Total Wastewater Capital Improvement Fund:	\$651,236	\$72,159	\$843,728	\$1,240,876
Equipment Replacement Fund - Enterprise	\$75,000	\$105,614	\$90,000	\$83,739
Total Equipment Replacement Fund - Enterprise:	\$75,000	\$105,614	\$90,000	\$83,739
Utility Fund	\$5,927,814	\$5,417,116	\$5,517,146	\$5,894,209
Total Utility Fund:	\$5,927,814	\$5,417,116	\$5,517,146	\$5,894,209
Total:	\$16,083,968	\$15,969,309	\$17,471,417	\$18,573,101

Total City Projected Revenues by Source



Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Revenue Source				
Property Tax	\$6,196,229	\$6,396,400	\$6,391,900	\$6,316,647
Sales Tax	\$1,191,455	\$745,997	\$1,452,288	\$1,595,018
Investment Income	\$71,953	\$70,000	\$21,000	\$9,000
Franchise Fees	\$605,103	\$632,700	\$627,700	\$618,200
Transfers	\$1,120,467	\$1,488,572	\$2,444,570	\$2,594,813
Permits	\$409,401	\$242,750	\$442,249	\$400,000
Animal Control	\$1,240	\$3,400	\$1,400	\$1,250
Fines & Forfeitures	\$101,409	\$100,263	\$110,263	\$129,923
Fees & Services	\$290,347	\$268,711	\$255,296	\$278,251
Miscellaneous Income	\$206,728	\$618,400	\$222,605	\$13,400
Other Financing Sources	\$0	\$0		\$920,210
Water Utility	\$4,550,076	\$3,951,644	\$4,220,584	\$4,325,991
Wastewater Utility	\$1,339,560	\$1,168,461	\$1,281,562	\$1,370,398
Stormwater Utility		\$282,011		
Total Revenue Source:	\$16,083,968	\$15,969,309	\$17,471,417	\$18,573,101

Total City Expenditures by Fund

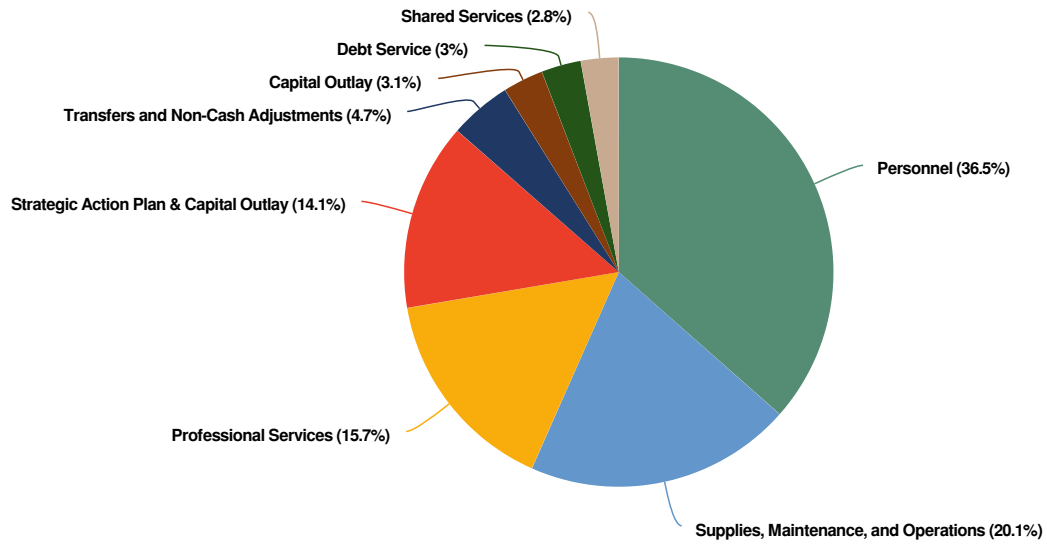


Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
General Fund	\$7,158,929	\$8,167,332	\$7,599,002	\$10,001,695
Total General Fund:	\$7,158,929	\$8,167,332	\$7,599,002	\$10,001,695
Strategic Projects Fund	\$555,360	\$1,827,020	\$422,498	\$1,319,416
Total Strategic Projects Fund:	\$555,360	\$1,827,020	\$422,498	\$1,319,416
Equipment Replacement Fund - Governmental	\$177,272	\$405,648	\$362,642	\$250,000
Total Equipment Replacement Fund - Governmental:	\$177,272	\$405,648	\$362,642	\$250,000
Debt Service Fund	\$551,940	\$551,075	\$551,075	\$549,585
Total Debt Service Fund:	\$551,940	\$551,075	\$551,075	\$549,585
Bond Capital Fund	\$128,362	\$0		
Total Bond Capital Fund:	\$128,362	\$0		
Water Capital Improvement Fund	\$300,194	\$1,373,378	\$414,609	\$1,555,074
Total Water Capital Improvement Fund:	\$300,194	\$1,373,378	\$414,609	\$1,555,074
Wastewater Capital Improvement Fund	\$152,656	\$331,250	\$301,598	\$1,149,789
Total Wastewater Capital Improvement Fund:	\$152,656	\$331,250	\$301,598	\$1,149,789
Equipment Replacement Fund - Enterprise	\$38,178	\$15,000	\$15,000	\$197,820
Total Equipment Replacement Fund - Enterprise:	\$38,178	\$15,000	\$15,000	\$197,820



Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Utility Fund	\$5,040,882	\$4,676,877	\$6,217,067	\$4,141,866
Total Utility Fund:	\$5,040,882	\$4,676,877	\$6,217,067	\$4,141,866
Total:	\$14,103,772	\$17,347,580	\$15,883,490	\$19,165,245

Total City Budgeted Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Expense Objects				
Transfers and Non-Cash Adjustments	\$1,433,785	\$1,183,503	\$2,904,680	\$894,799
Personnel	\$5,417,952	\$6,381,452	\$5,722,792	\$6,998,456
Supplies, Maintenance, and Operations	\$3,036,144	\$3,224,370	\$3,154,836	\$3,856,872
Professional Services	\$2,132,187	\$2,826,545	\$1,752,171	\$3,006,625
Shared Services	\$312,546	\$615,901	\$584,527	\$543,773
Capital Outlay	\$566,640	\$779,066	\$475,380	\$587,320
Debt Service	\$751,667	\$632,115	\$572,899	\$572,537
Strategic Action Plan & Capital Outlay	\$452,850	\$1,704,628	\$716,206	\$2,704,863
Total Expense Objects:	\$14,103,772	\$17,347,580	\$15,883,490	\$19,165,245



Consolidated Governmental Funds

CONSOLIDATED GOVERNMENTAL FUNDS

The General Fund is responsible for providing basic services to the residents of the City. These services include Public Safety, City Administration, Municipal Court, Public Works (Public Works, Streets, Building Maintenance, Fleet), Engineering Services (Development, Planning, Inspections), and Administrative Services (Finance, Purchasing, Human Resources, and Information Technology). The Governmental Funds also include three sub-funds: a Strategic and Capital Projects Fund, a Vehicle/Equipment Replacement Fund, and a Debt Service Fund.

The General Fund's primary revenue sources are Property Taxes, Sales Taxes, Franchise Fees and Charges for City Services. The City Council is responsible for establishing a property tax rate for Governmental Funds.

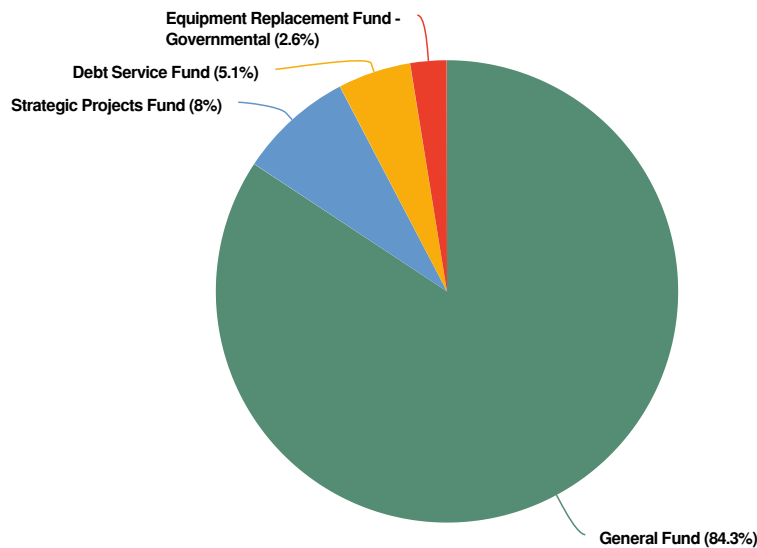
The total property tax rate is the combination of the Maintenance and Operating (M&O) rate and the Interest and Sinking Fund (I&S) rate. The I&S rate is determined based on debt amortization schedules for the indebtedness owed by the Governmental Funds. The M&O rate is established by City Council on an annual basis.

Summary

The City of Fair Oaks Ranch is projecting \$10.75M of Governmental revenue in FY2022, which represents an 8.2% increase over the prior year.

Budgeted expenditures are projected to increase by 10.7% or \$1.17M to \$12.1M in FY2022.

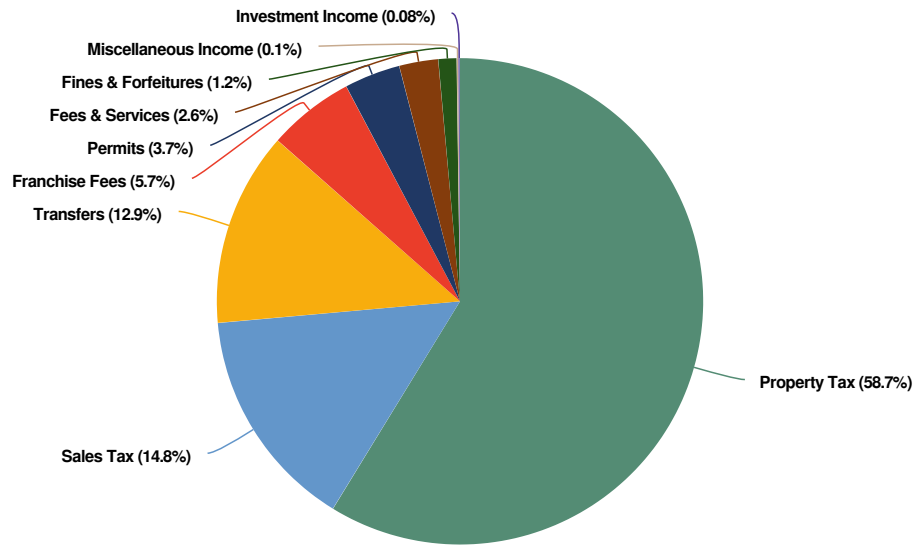
Consolidated Governmental Revenue by Fund



Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
General Fund	\$8,685,526	\$8,325,800	\$9,328,374	\$9,063,518
Total General Fund:	\$8,685,526	\$8,325,800	\$9,328,374	\$9,063,518
Strategic Projects Fund	\$599,525	\$767,500	\$167,500	\$865,000

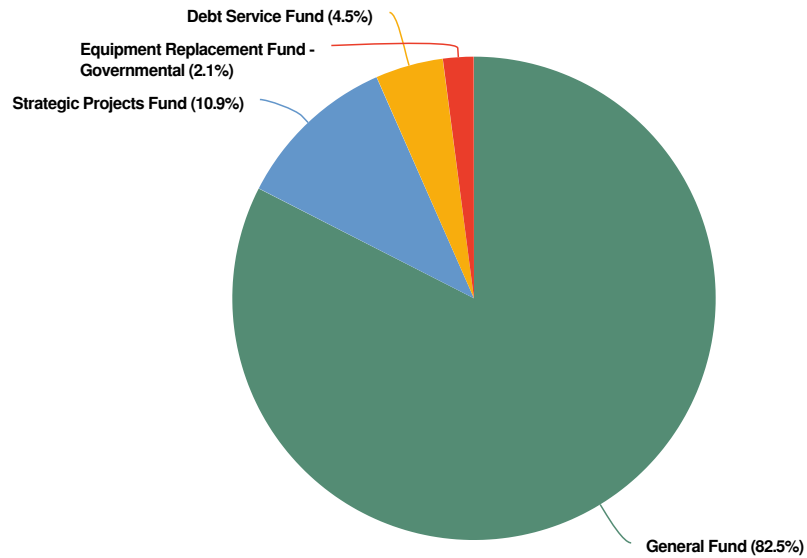
Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Total Strategic Projects Fund:	\$599,525	\$767,500	\$167,500	\$865,000
Equipment Replacement Fund - Governmental	\$230,492	\$290,493	\$290,493	\$275,185
Total Equipment Replacement Fund - Governmental:	\$230,492	\$290,493	\$290,493	\$275,185
Debt Service Fund	\$565,611	\$558,469	\$558,969	\$548,171
Total Debt Service Fund:	\$565,611	\$558,469	\$558,969	\$548,171
Total:	\$10,081,154	\$9,942,262	\$10,345,336	\$10,751,874

Consolidated Governmental Projected Revenues by Source



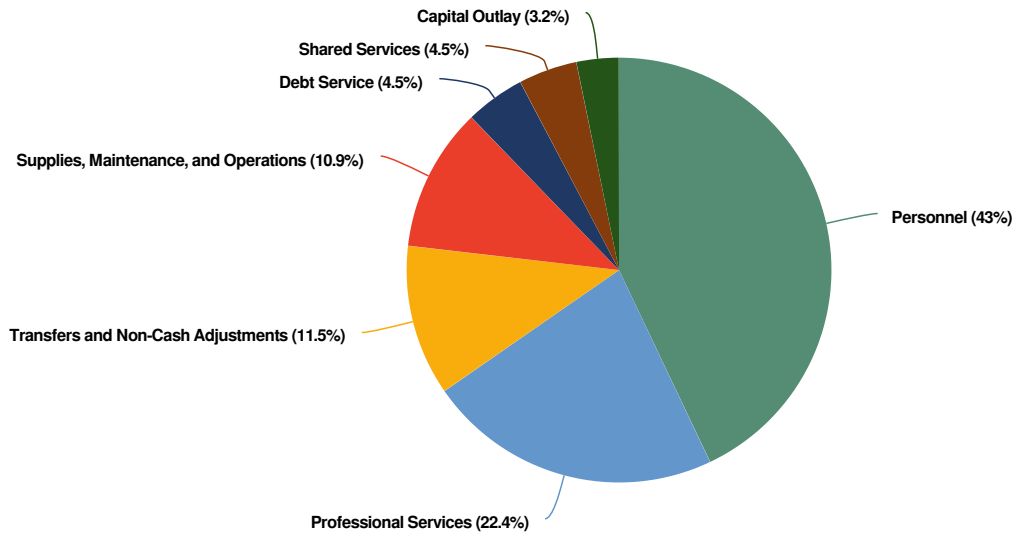
Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Revenue Source					
Property Tax		\$6,196,229	\$6,396,400	\$6,391,900	\$6,316,647
Sales Tax		\$1,191,455	\$745,997	\$1,452,288	\$1,595,018
Investment Income		\$71,953	\$70,000	\$21,000	\$9,000
Franchise Fees		\$605,103	\$632,700	\$627,700	\$618,200
Transfers		\$1,007,289	\$863,641	\$820,635	\$1,390,185
Permits		\$409,401	\$242,750	\$442,249	\$400,000
Animal Control		\$1,240	\$3,400	\$1,400	\$1,250
Fines & Forfeitures		\$101,409	\$100,263	\$110,263	\$129,923
Fees & Services		\$290,347	\$268,711	\$255,296	\$278,251
Miscellaneous Income		\$206,728	\$618,400	\$222,605	\$13,400
Total Revenue Source:		\$10,081,154	\$9,942,262	\$10,345,336	\$10,751,874

Consolidated Governmental Expenditures by Fund



Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
General Fund	\$7,158,929	\$8,167,332	\$7,599,002	\$10,001,695
Total General Fund:	\$7,158,929	\$8,167,332	\$7,599,002	\$10,001,695
Strategic Projects Fund	\$555,360	\$1,827,020	\$422,498	\$1,319,416
Total Strategic Projects Fund:	\$555,360	\$1,827,020	\$422,498	\$1,319,416
Equipment Replacement Fund - Governmental	\$177,272	\$405,648	\$362,642	\$250,000
Total Equipment Replacement Fund - Governmental:	\$177,272	\$405,648	\$362,642	\$250,000
Debt Service Fund	\$551,940	\$551,075	\$551,075	\$549,585
Total Debt Service Fund:	\$551,940	\$551,075	\$551,075	\$549,585
Total:	\$8,443,501	\$10,951,075	\$8,935,217	\$12,120,696

Consolidated Governmental Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Expense Objects				
Transfers and Non-Cash Adjustments	\$1,007,289	\$863,641	\$820,635	\$1,390,185
Personnel	\$4,141,924	\$4,847,069	\$4,342,749	\$5,205,922
Supplies, Maintenance, and Operations	\$748,352	\$747,789	\$788,692	\$1,325,097
Professional Services	\$1,254,173	\$2,626,534	\$1,452,160	\$2,716,634
Shared Services	\$312,546	\$615,901	\$584,527	\$543,773
Capital Outlay	\$427,277	\$699,066	\$395,380	\$389,500
Debt Service	\$551,940	\$551,075	\$551,075	\$549,585
Total Expense Objects:	\$8,443,501	\$10,951,075	\$8,935,217	\$12,120,696



General Fund (Governmental Operations)

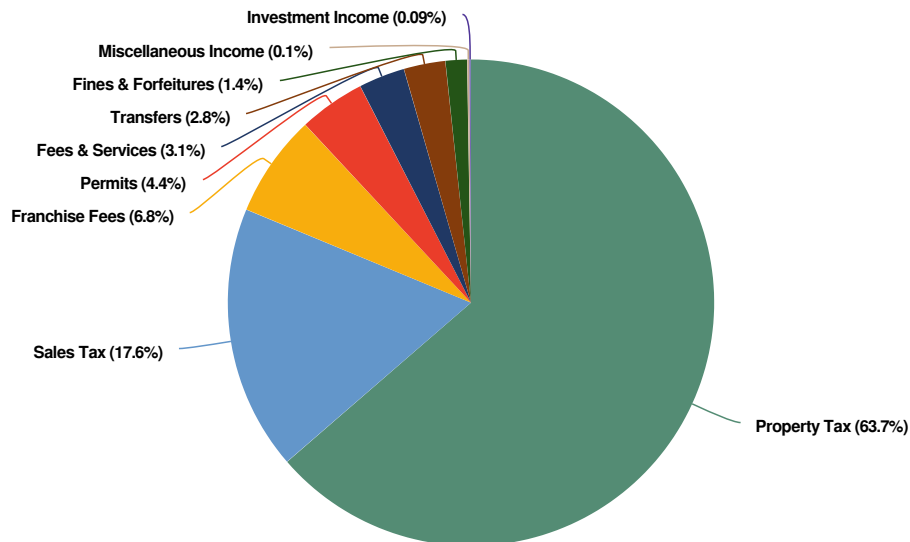
GENERAL FUND (GOVERNMENTAL OPERATIONS)

The General Fund is the primary operating fund of governmental activities for the City. It accounts for all financial resources except those required to be accounted for in another fund. The services provided within the Governmental Operations fund include Public Safety, City Administration, City Secretary, Municipal Court, Public Works (Public Works, Streets, Building Maintenance, Fleet), Engineering Services (Development, Planning, Inspections), and Administrative Services (Finance, Purchasing, Human Resources, and Information Technology).

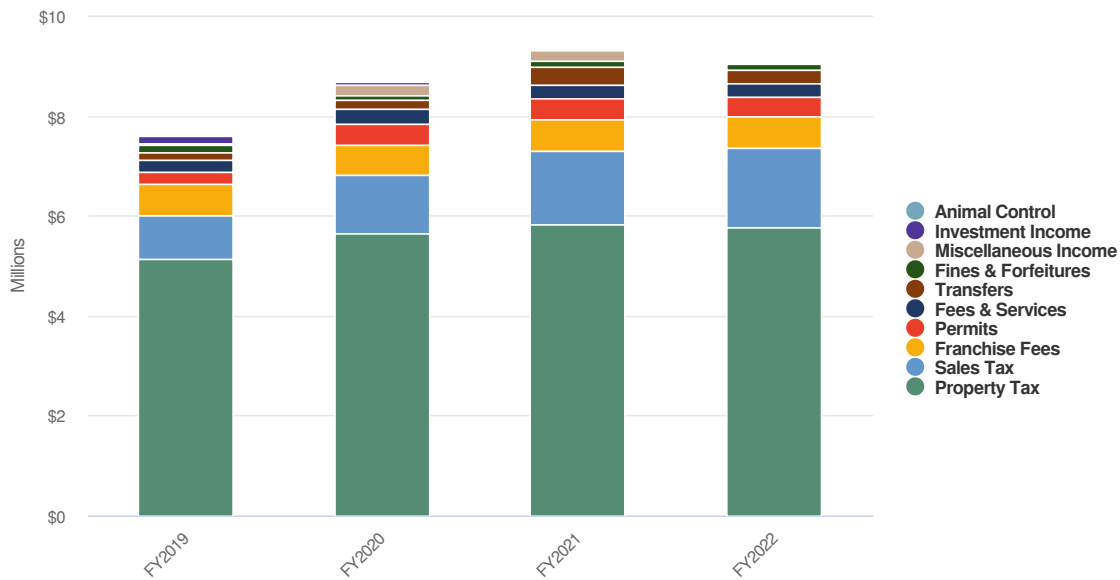
Summary

The City of Fair Oaks Ranch is projecting \$9.06M of revenue in FY2022, which represents an 8.9% increase over the prior year. Budgeted expenditures are projected to increase by 22.5% or \$1.83M to \$10.01M in FY2022.

General Fund (Governmental Operational) Revenues by Source



Budgeted and Historical Governmental Operations Revenues by Source



Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Revenue Source				
Property Tax				
GENERAL PROPERTY	\$5,559,608	\$5,783,931	\$5,783,931	\$5,714,476
DELINQUENT PROPERTY	\$45,434	\$30,000	\$25,000	\$30,000
PENALTY & INTEREST	\$26,582	\$25,000	\$25,000	\$25,000
Total Property Tax:	\$5,631,624	\$5,838,931	\$5,833,931	\$5,769,476
Sales Tax				
MIXED BEVERAGE	\$16,908	\$25,000	\$25,000	\$25,000
LOCAL SALES	\$783,031	\$480,665	\$951,526	\$1,046,679
STREET MAINTENANCE	\$195,758	\$120,166	\$237,881	\$261,669
PROPERTY REDUCTION	\$195,758	\$120,166	\$237,881	\$261,669
Total Sales Tax:	\$1,191,455	\$745,997	\$1,452,288	\$1,595,018
Investment Income				
BANK/INVESTMENT INTEREST	\$70,947	\$69,000	\$20,000	\$8,000
Total Investment Income:	\$70,947	\$69,000	\$20,000	\$8,000
Franchise Fees				
FR-TIME WARNER CABLE/TELE	\$61,556	\$62,000	\$62,000	\$62,000
FR-GVTC CABLE/TELEPHONE	\$65,408	\$63,000	\$63,000	\$63,000
FR-AT&T CABLE/TELEPHONE	\$7,167	\$10,500	\$6,500	\$3,500
FR-MISCELLANEOUS	\$726	\$1,500	\$500	\$1,000
FR-CITY PUBLIC SERVICE	\$364,189	\$370,000	\$370,000	\$370,000
FR-PEDERNALES ELECTRIC COOP	\$63,307	\$80,000	\$80,000	\$70,000
FR-GREY FOREST UTILITIES	\$12,204	\$16,500	\$16,500	\$16,500

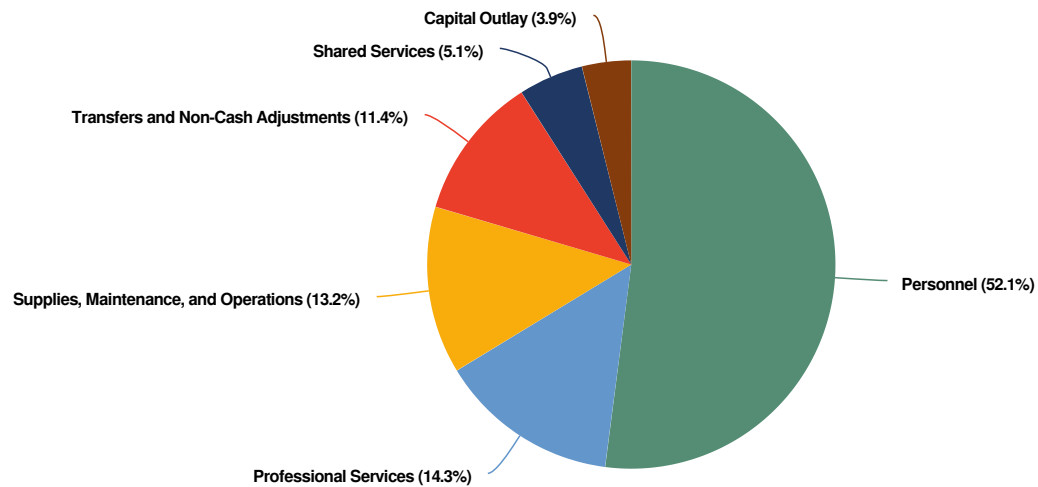


Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
FR-GARBAGE REGULAR	\$28,521	\$27,000	\$27,000	\$30,000
FR-GARBAGE RECYCLING	\$2,025	\$2,200	\$2,200	\$2,200
Total Franchise Fees:	\$605,103	\$632,700	\$627,700	\$618,200
Transfers				
CAPITAL REPLACEMENT	\$177,272	\$405,648	\$362,642	\$250,000
Total Transfers:	\$177,272	\$405,648	\$362,642	\$250,000
Permits				
NEW RESIDENTIAL PERMITS	\$258,434	\$180,000	\$350,000	\$310,000
NEW COMMERCIAL PERMITS	\$53,287	\$2,600	\$9,196	\$10,000
REMODELING/ADDITIONS	\$7,187	\$20,000	\$10,000	\$15,000
OTHER BC PERMITS AND FEES	\$74,162	\$26,000	\$62,904	\$51,000
CONTRACTOR REGISTRATION	\$12,160	\$10,000	\$10,000	\$10,000
FOOD/HEALTH	\$4,170	\$4,150	\$150	\$4,000
Total Permits:	\$409,401	\$242,750	\$442,249	\$400,000
Animal Control				
PET LICENSES	\$700	\$1,500	\$500	\$500
PET IMPOUND/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
MUNICIPAL COURT SEC BUILDING	\$3,196	\$3,200	\$3,200	\$3,500
MUNICIPAL COURT TECHNOLOGY	\$3,134	\$4,300	\$4,300	\$4,300
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
SPECIAL FEES	\$39,628	\$30,000	\$15,000	\$25,000
FORMDD MANAGEMENT	\$30,150	\$26,750	\$30,150	\$30,150
CIVIC CENTER RENTALS	\$0	\$5,100		\$0
CREDIT CARD SERVICE FEE	\$5,661	\$4,600	\$7,885	\$7,500
Total Fees & Services:	\$290,347	\$268,711	\$255,296	\$278,251
Miscellaneous Income				
MISCELLANEOUS	\$6,892	\$4,000	\$16,000	\$4,000
CITY EVENT SPONSORSHIPS	\$5,230	\$2,000		\$0
SALE OF ASSETS	\$128,721	\$0	\$13,500	\$0
DONATIONS/GRANTS	\$54,695	\$3,000	\$183,879	\$0
SCHOOL CROSSING GUARD	\$7,461	\$7,400	\$7,400	\$7,400



Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
LEOSE PROCEEDS	\$1,908	\$2,000	\$1,827	\$2,000
POLICE SEIZED PROCEEDS	\$1,820	\$0		\$0
Total Miscellaneous Income:	\$206,728	\$18,400	\$222,605	\$13,400
Total Revenue Source:	\$8,685,526	\$8,325,800	\$9,328,374	\$9,063,518

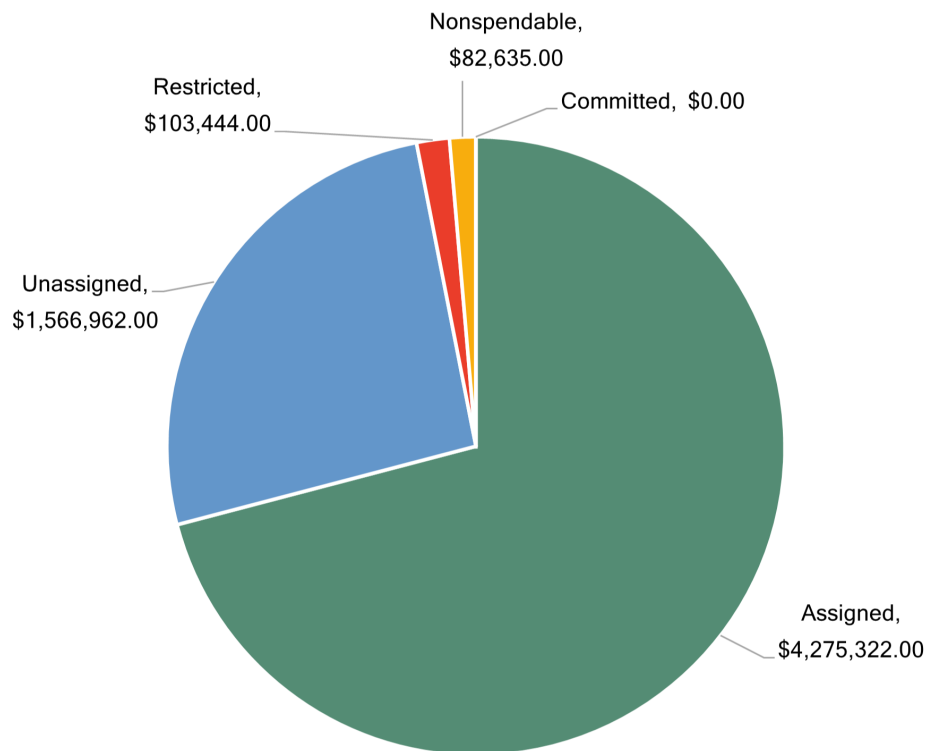
General Fund (Governmental Operations) Expenditures by Type



Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Expense Objects				
Transfers and Non-Cash Adjustments	\$830,017	\$457,993	\$457,993	\$1,140,185
Personnel	\$4,141,924	\$4,847,069	\$4,342,749	\$5,205,922
Supplies, Maintenance, and Operations	\$745,746	\$722,789	\$779,692	\$1,325,097
Professional Services	\$848,581	\$1,304,438	\$1,254,505	\$1,427,218
Shared Services	\$280,317	\$401,216	\$373,242	\$513,773
Capital Outlay	\$312,344	\$433,827	\$390,821	\$389,500
Total Expense Objects:	\$7,158,929	\$8,167,332	\$7,599,002	\$10,001,695

Fund Balance

GOVERNMENTAL OPERATIONS FUND BALANCES			
	FINAL 9/30/2020	9/30/2021 Projected Balance	9/30/2022 Projected Balance
Restricted			
Court Technology	14,520	18,820	23,120
Court Security Building	57,330	50,530	49,330
Court Efficiency	439	509	579
Court Truancy Prevention Fund	1,400	4,040	6,040
Court Jury Fund	28	81	135
Felony Forfeiture	10,774	10,774	10,774
Lease Training	11,820	9,647	9,147
PEG Fees	4,319	4,319	4,319
Encumbrances	16,823	-	-
	117,453	98,720	103,444
Non Spendable			
Prepaid Expenses	82,635	82,635	82,635
Assigned			
Operating Reserve	3,678,070	3,835,322	4,225,322
Legal Reserve	50,000	50,000	50,000
	3,728,070	3,885,322	4,275,322
Unassigned			
Unallocated	1,309,007	2,899,862	1,566,962
TOTAL	5,237,165	6,966,539	6,028,363





Governmental Strategic Projects Fund

The Strategic Projects Fund (SAP Fund) qualifies as a Capital Improvement Project Fund for purposes of GASB reporting. The Fund includes public physical improvements to be constructed with estimated resources available to finance the projected expenditures, as well as large expenditures for building foundational tools in the City's Growth Management, Operational Excellence and Risk Mitigation frameworks.

Capital Improvements are defined as any expenditure of public funds for the purchase, construction, rehabilitation, replacement or expansion of the physical assets of the community when the project is relatively large in size, expensive, long-term and permanent.

The Governmental Strategic Projects Fund represents non-utility projects such as streets, master planning and general government facilities. Typically, these projects will be funded via general obligation bonds, certificates of obligation, tax revenue, or other financing methods.

Summary

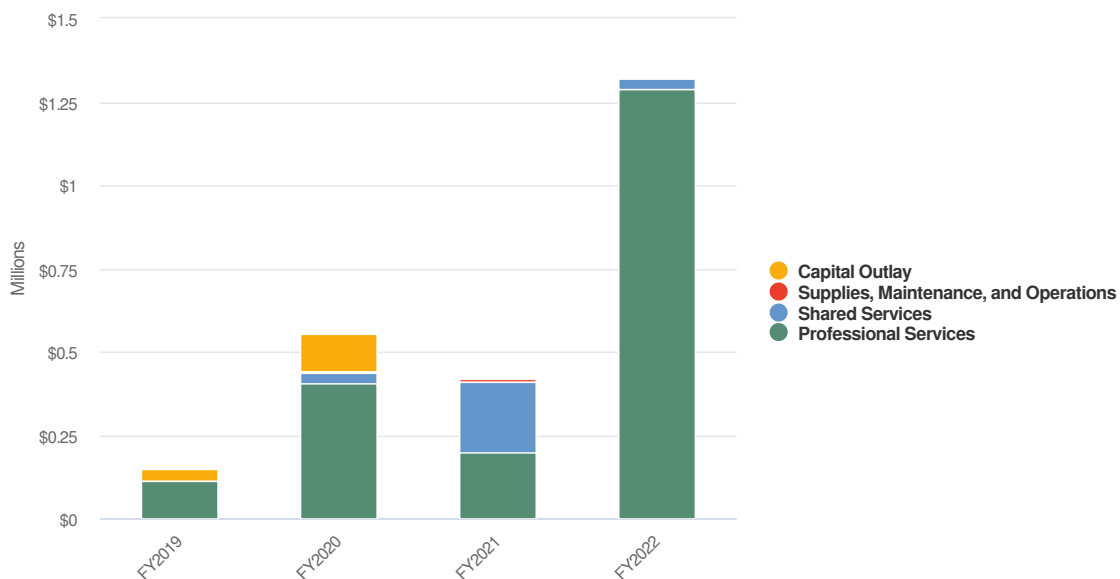
The City of Fair Oaks Ranch is projecting revenue of \$865K in FY2022, which represents a 12.7% increase over the prior year budget. Budgeted expenditures are projected to decrease by 27.8% or \$507.6K to \$1.32M in FY2022.

Revenues by Source

Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Revenue Source				
Transfers	\$599,525	\$167,500	\$167,500	\$865,000
Miscellaneous Income	\$0	\$600,000		
Total Revenue Source:	\$599,525	\$767,500	\$167,500	\$865,000

Expenditures by Expense Type

Budgeted and Historical SAP Expenditures by Type



Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Expense Objects				
Supplies, Maintenance, and Operations				
Strategic and Capital Projects				
MS4 PROGRAM	\$2,606	\$0		\$0
CITY ROW BEAUTIFICATION	\$0	\$10,000		\$0
TREE PRESERVATION & OAK WILT	\$0	\$15,000	\$9,000	\$0
Total Strategic and Capital Projects:	\$2,606	\$25,000	\$9,000	\$0
Total Supplies, Maintenance, and Operations:	\$2,606	\$25,000	\$9,000	\$0
Professional Services				
Strategic and Capital Projects				
STORMWATER FUNDING	\$107,271	\$77,729	\$42,225	\$0
LONG-TERM ROAD COND ANALYSIS	\$29,278	\$32,754	\$41,020	\$0
CITY CIVIC CENTER	\$0	\$600,000	\$713	\$0
CITY CAMPUS RENOVATION	\$8,500	\$436,729	\$13,814	\$439,416
CHARTWELL AND DIETZ INTERSECTION				\$175,000
ROLLING ACRES TRAIL PROJECT #5				\$85,000
SILVER SPUR TRAIL PROJECT #17				\$95,000
FAIR OAKS PKWY PROJECT #25				\$40,000
FAIR OAKS PKWY PROJECT #30				\$10,000
TIVOLI WAY PROJECT #34				\$50,000
TURF PARADISE LANE PROJECT #37				\$40,000
ROCKINGHORSE LANE PROJECT #61				\$75,000
BOND DEVELOPMENT PROGRAM				\$200,000
COMPREHENSIVE PLAN & UDC	\$70,125	\$0		\$0
FM 335I PROJECT	\$7,345	\$0		\$0
DRAINAGE PROJECT & FUNDING	\$47,503	\$0		\$0
INTERNAL CONTROLS FRAMEWORK	\$52,500	\$0		\$0
GRANTS & UTILITIES REPORTING	\$0	\$10,000		\$0
STORMWATER COST CENTER SET-UP	\$0	\$50,000		\$0
PS COMMAND STRUCTURE REVIEW	\$0	\$25,000	\$20,000	\$5,000
FIRE SERVICES PROGRAM REVIEW	\$0	\$25,000	\$20,000	\$5,000
EMS PROGRAM REVIEW	\$0	\$25,000	\$20,000	\$5,000
COMP & BENEFIT PLAN STUDY	\$45,000	\$0		\$0
EMPLOYEE HANDBOOK	\$1,967	\$3,034	\$3,034	\$0
HR TECHNOLOGY UPGRADE	\$31,954	\$0		\$0
COMMUNICATIONS & MKTG STRATEGY	\$0	\$29,000	\$29,000	\$50,000
RECORDS MANAGEMENT	\$4,150	\$7,850	\$7,850	\$0
CITY FLEET FUEL STATION				\$15,000
Total Strategic and Capital Projects:	\$405,592	\$1,322,096	\$197,655	\$1,289,416
Total Professional Services:	\$405,592	\$1,322,096	\$197,655	\$1,289,416



Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Shared Services				
Strategic and Capital Projects				
IT RISK ANALYSIS	\$32,229	\$166,185	\$166,185	\$0
CITY RECORDS DIGITIZATION	\$0	\$26,000	\$26,000	\$0
AGENDA & MINUTES SOFTWARE	\$0	\$10,000	\$6,600	\$0
TICKETING W/ GIS COMPATIBILITY	\$0	\$12,500	\$12,500	\$0
PIA REQUEST SOFTWARE				\$30,000
Total Strategic and Capital Projects:	\$32,229	\$214,685	\$211,285	\$30,000
Total Shared Services:	\$32,229	\$214,685	\$211,285	\$30,000
Capital Outlay				
Strategic and Capital Projects				
INFRASTRUCTURE	\$110,669	\$0		\$0
PERSONAL PROPERTY	\$4,264	\$265,239	\$4,559	\$0
Total Strategic and Capital Projects:	\$114,933	\$265,239	\$4,559	\$0
Total Capital Outlay:	\$114,933	\$265,239	\$4,559	\$0
Total Expense Objects:	\$555,360	\$1,827,020	\$422,498	\$1,319,416

Fund Balance

GOVERNMENTAL STRATEGIC PROJECTS FUND BALANCE			
	FINAL 9/30/2020	9/30/2021 Projected Balance	9/30/2022 Projected Balance
<u>Restricted</u>	-	-	-
<u>Non Spendable</u>			
Prepaid Expenses	-	-	-
<u>Assigned</u>			
Strategic Projects	1,154,394	907,695	453,279
	1,154,394	907,695	453,279
<u>Unassigned</u>			
Unallocated	-	-	-
TOTAL	1,154,394	907,695	453,279



Governmental Vehicle and Equipment Replacement Fund

The Governmental Vehicle/Equipment Replacement Fund (ERF) is dedicated for the replacement of Governmental Fund capital items such as fleet vehicles and heavy equipment. The purpose of the fund is to ensure that adequate funds are available to purchase vehicles and equipment, to stabilize budgeting for major purchases, and to provide a systematic approach to procurement and disposition of the fleet.

Summary

The City of Fair Oaks Ranch is projecting \$275K of revenue in FY2022, which represents a 5.3% decrease over the prior year. Budgeted expenditures are projected to decrease by 38.4% or \$156K to \$250K in FY2022.

Governmental ERF Revenues by Source

Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Revenue Source				
Transfers	\$230,492	\$290,493	\$290,493	\$275,185
Total Revenue Source:	\$230,492	\$290,493	\$290,493	\$275,185

Governmental ERF Expenditures by Expense Type

Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Expense Objects					
Transfers and Non-Cash Adjustments					
General Expense					
Transfer to Other Funds	31-500-123	\$177,272	\$405,648	\$362,642	\$250,000
<i>PD replacements</i>	<i>31-500-123</i>				<i>\$177,000</i>
<i>Maintenance replacements</i>	<i>31-500-123</i>				<i>\$73,000</i>
Total General Expense:		\$177,272	\$405,648	\$362,642	\$250,000
Total Transfers and Non-Cash Adjustments:		\$177,272	\$405,648	\$362,642	\$250,000
Total Expense Objects:		\$177,272	\$405,648	\$362,642	\$250,000

Fund Balance

The fund balance for the Governmental Equipment Replacement Fund is assigned for programmed replacements of existing capital equipment. The City systematically programs the replacement cost of existing assets over the useful life of those assets so that when equipment and vehicles are ready for replacement, the funds are available.

GOVERNMENTAL VEHICLE AND EQUIPMENT REPLACEMENT FUND BALANCE			
	FINAL 9/30/2020	9/30/2021 Projected Balance	9/30/2022 Projected Balance
<u>Restricted</u>	-	-	-
<u>Non Spendable</u>			
Prepaid Expenses	-	-	-
<u>Assigned</u>			
Capital equipment	869,615	797,466	822,651
	869,615	797,466	822,651
<u>Unassigned</u>			
Unallocated	-	-	-
TOTAL	869,615	797,466	822,651



Governmental Debt Service Fund

The I&S rate is set to pay debt service on general obligation bonds like the \$7 million the City issued to reconstruct its streets. When the citizens voted to issue these bonds, the city obligated itself to pay this debt through property taxes. The rate can move up or down a little each year depending on the amortization schedule and total property values. The I&S rate proposed for this year is \$.0295 per \$100 which is less than last year's rate of \$.0326 per \$100.

Debt Service Revenues by Source

Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Revenue Source				
Property Tax	\$564,605	\$557,469	\$557,969	\$547,171
Investment Income	\$1,005	\$1,000	\$1,000	\$1,000
Total Revenue Source:	\$565,611	\$558,469	\$558,969	\$548,171

Debt Service Expenditures by Type

Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Expense Objects				
Debt Service	\$551,940	\$551,075	\$551,075	\$549,585
Total Expense Objects:	\$551,940	\$551,075	\$551,075	\$549,585

Fund Balance

GOVERNMENTAL DEBT SERVICE FUND BALANCE			
	FINAL 9/30/2020	9/30/2021 Projected Balance	9/30/2022 Projected Balance
Restricted			
Debt Service	32,311	40,205	43,664
Non Spendable			
Prepaid Expenses	-	-	-
Assigned			
	-	-	-
Unassigned			
	-	-	-
TOTAL	32,311	40,205	43,664



Utility Operating Funds

The Utility Fund is an Enterprise Fund of the City. Enterprise Funds are used to account for those operations that are financed and operated in a manner similar to private business enterprises. The intent is that the costs of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges. Services provided by the Utility Fund include Utility Administration (utility billing and collection and customer service), meter reading, water treatment and distribution, and wastewater collection and treatment. The Fund's source of revenue is the charge for water and sewer services. Utility rates are set by the City Council.

Mission Statement

To maintain and administrate the utilities, and provide safe, uninterrupted water, and wastewater services, while providing exemplary customer assistance to its consumers.

Scope of Services Summary

The utility purchases the majority of its water from GBRA with other water sources provided from 40 ground water wells located throughout the City. The utility wastewater is transported and treated at the City's local wastewater treatment plant rated for 0.5 million gallons/day. Staff is responsible for maintaining 77 miles of water lines, 36 miles of sanitary sewer lines, 270 fire hydrants, 290 man-holes, 3,140 water service connections, 1,926 wastewater service connections, 5 water plants, 1 wastewater plant, and 6 wastewater lift stations.

Another major function of the utility administration is customer service, both in person and by phone. This office works closely with field operations handling all work orders pertaining to utility service accounts, including but not limited to: service connections, disconnections, transfers, collections and related duties. The Water Quality Department is responsible for producing safe and acceptable water in accordance with state and federal health standards. The water quality team also handles the daily field operations and maintenance of all water plants, distribution systems, water wells, and work orders. The Wastewater Department is responsible for treatment of all wastewater produced by its customers to meet all health and safety standards required by TCEQ for discharging of effluent as irrigation. The wastewater team handles the daily field operations and maintenance of the wastewater plant, collection systems, lift stations, and wastewater work orders.

Recent Accomplishments

- Updated impact fee study
- Implemented Backflow Program and residential education
- Implemented the rebuilding of water plant buildings
- Continued GPS asset tracking of utility valves and manholes
- Repaved wastewater treatment plant road
- Implemented the use of enzyme blocks to assist with fat and grease treatment
- Completed the wastewater sludge treatment study
- Completed the consideration study of a regional wastewater plant
- Implemented new lift station panels at the Falls lift station
- Completed yearly inspection and maintenance of all fire hydrants



Public Works Crew

Water Utility

Budgeted Staffing

Title	2018-19	2019-20	2020-21	2021-22
Water Distribution and Quality Supervisor	1	1	1	1
Water Operator III	-	-	2	-
Water Operator II	2	2	-	3
Water Operator I	-	-	1	-
Water Utility Tech	3	3	2	2
Total Funded Staffing	6	6	6	6

Title	2018-19	2019-20	2020-21	2021-22
Utility Billing Clerk*	1	1	1	-
Total Funded Staffing	1	1	1	-

*Starting FY 2021-22, the Utility Billing Clerk will be part of the Finance Department

Performance Measures

Strategic Pillar	Performance Measure	2018-19	2019-20	Projected 2020-21
Operational Excellence	# iWorQs Work Orders Completed	857	732	880
Reliable and Sustainable Infrastructure	# of Water Connections	3,042	3,118	3,210
Reliable and Sustainable Infrastructure	Water Production/Pumpage (gallons)	172,473,383	231,702,112	204,789,982
Reliable and Sustainable Infrastructure	Water Purchased (gallons)	318,044,000	329,693,000	329,260,926
Reliable and Sustainable Infrastructure	# Fire Hydrants Inspected/Repaired/Replaced	333	273	262
Operational Excellence	# Staff Training Hours (water and wastewater combined)	774	498	428

Wastewater Utility

Budgeted Staffing

Title	2018-19	2019-20	2020-21	2021-22
Wastewater Systems Supervisor	1	1	1	1
Wastewater Operator III	-	-	-	1
Wastewater Operator II	2	2	2	1
Wastewater Operator I	-	-	-	-
Wastewater Utility Tech	1	1	1	1
Total Funded Staffing	4	4	4	4

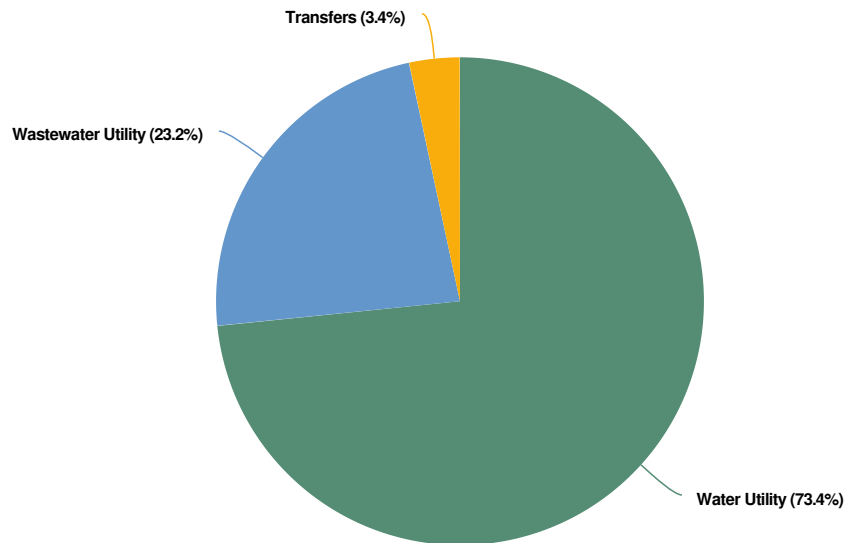
Performance Measures

Strategic Pillar	Performance Measure	2018-19	2019-20	Projected 2020-21
Operational Excellence	# iWorQs Work Orders Completed	82	87	79
Reliable and Sustainable Infrastructure	# of Wastewater Connections	1,840	1,901	1,970
Reliable and Sustainable Infrastructure	Solid Waste Hauled (gallons)	1,745,000	1,131,400	1,425,000
Reliable and Sustainable Infrastructure	Effluent Treated (gallons)	92,370,189	88,410,380	92,992,200
Reliable and Sustainable Infrastructure	# Manhole/Lift Station Maintenance Hours	333	1135	870
Operational Excellence	# Staff Training Hours (water and wastewater combined)	774	498	428

Summary

The City of Fair Oaks Ranch is projecting \$5.89M of revenue in FY2022, which represents a 8.1% increase over the prior year. Budgeted expenditures are projected to decrease by 12.9% or \$535K to \$4.14M in FY2022.

Projected Utility Fund Revenues by Source

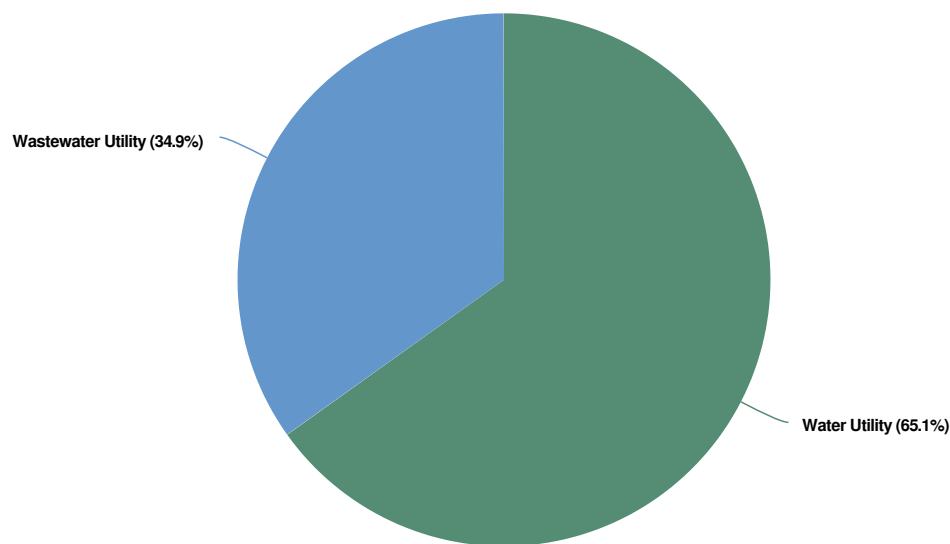


Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Revenue Source				
Transfers				
TRANSFER FROM EQUIP REPL FUND	\$19,089	\$15,000	\$15,000	\$152,820
TRANSFER FROM EQUIP REPL FUND	\$19,089	\$0		\$45,000
Total Transfers:	\$38,178	\$15,000	\$15,000	\$197,820
Water Utility				
WATER REVENUE RESIDENTIAL	\$3,015,679	\$2,855,194	\$2,855,194	\$2,981,775
WATER DEBT SERVICE	\$304,477	\$305,227	\$305,227	\$298,374
WATER CAPITAL	\$244,163	\$243,049	\$243,049	\$252,403
WATER REVENUE COMMERCIAL	\$232,825	\$159,446	\$159,446	\$163,841
WATER CONTRACT COMMERCIAL	\$158,357	\$158,268	\$158,268	\$158,268
WATER REVENUE NON POTABLE	\$36,628	\$10,960	\$10,960	\$18,430
WATER SERVICE CONNECT FEES	\$57,215	\$34,810	\$55,000	\$47,960
WATER PENALTIES	\$18,059	\$28,440	\$3,440	\$28,440
WATER IMPACT FEES	\$439,500	\$107,290	\$407,290	\$350,000
WATER INTEREST INCOME	\$25,303	\$35,000	\$5,000	\$10,000
WATER - BAD DEBTS	-\$562	-\$3,000	-\$3,000	-\$3,000
MISC./SPECIAL REQUESTS	\$50	\$3,710	\$2,460	\$2,500
THIRD PARTY REIMBURSEMENT	\$933	\$250	\$2,250	\$1,000



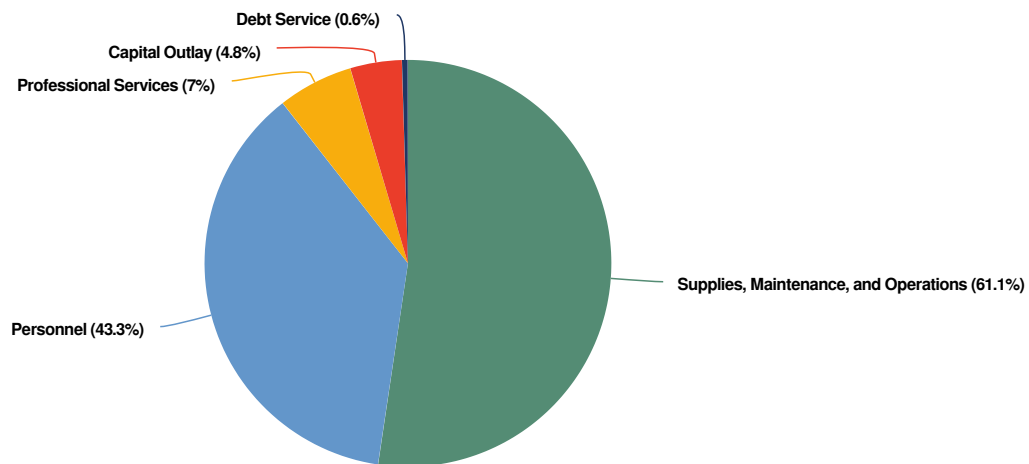
Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
PERMITS/VARIANCES	\$1,725	\$1,000	\$1,000	\$1,000
CREDIT CARD SERVICE FEE	\$15,725	\$12,000	\$15,000	\$15,000
Total Water Utility:	\$4,550,076	\$3,951,644	\$4,220,584	\$4,325,991
Wastewater Utility				
SEWER REVENUE RESIDENTIAL	\$850,500	\$857,180	\$857,180	\$945,512
SEWER DEBT SERVICE	\$58,943	\$111,897	\$40,536	\$56,776
SEWER CAPITAL	\$91,294	\$92,008	\$92,008	\$95,666
SEWER REVENUE COMMERCIAL	\$4,166	\$4,166	\$4,166	\$4,186
SEWER SERVICE CONNECT FEE	\$39,900	\$23,670	\$35,000	\$33,138
SEWER PENALTIES	\$3,322	\$5,270	\$270	\$5,270
SEWER IMPACT FEES	\$267,003	\$45,710	\$250,000	\$225,000
SEWER IMPACT FEE - S BAR RANCH	\$0	\$6,710		\$0
SEWER INTEREST INCOME	\$24,445	\$22,000	\$2,000	\$5,000
SEWER BAD DEBT	-\$207	-\$400	-\$400	-\$400
MISC/SPECIAL REQUESTS	\$0	\$0	\$552	\$0
THIRD PARTY REIMBURSEMENT	\$195	\$250	\$250	\$250
Total Wastewater Utility:	\$1,339,560	\$1,168,461	\$1,281,562	\$1,370,398
Stormwater Utility				
STORMWATER REVENUE RESIDENTIAL		\$282,011		
Total Stormwater Utility:		\$282,011		
Total Revenue Source:	\$5,927,814	\$5,417,116	\$5,517,146	\$5,894,209

Utility Fund Expenditures by Function



Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Expenditures				
Water Utility				
Transfers and Non-Cash Adjustments	\$216,139	\$10,112	\$1,018,340	-\$373,056
Personnel	\$684,869	\$824,447	\$693,360	\$894,232
Supplies, Maintenance, and Operations	\$1,715,444	\$1,733,967	\$1,737,848	\$1,826,497
Professional Services	\$720,775	\$117,908	\$217,908	\$178,048
Capital Outlay	\$66,132	\$20,000	\$20,000	\$152,820
Debt Service	\$167,771	\$68,074	\$18,332	\$19,280
Total Water Utility:	\$3,571,129	\$2,774,508	\$3,705,788	\$2,697,821
Wastewater Utility				
Transfers and Non-Cash Adjustments	\$172,179	\$279,136	\$1,050,705	-\$320,150
Personnel	\$591,160	\$709,936	\$686,683	\$898,302
Supplies, Maintenance, and Operations	\$572,349	\$673,994	\$628,297	\$705,278
Professional Services	\$28,877	\$82,103	\$82,103	\$111,943
Capital Outlay	\$73,232	\$60,000	\$60,000	\$45,000
Debt Service	\$31,956	\$12,966	\$3,492	\$3,672
Total Wastewater Utility:	\$1,469,753	\$1,818,135	\$2,511,279	\$1,444,045
Stormwater Utility				
Transfers and Non-Cash Adjustments		\$15,614		
Supplies, Maintenance, and Operations		\$68,620		
Total Stormwater Utility:		\$84,234		
Total Expenditures:	\$5,040,882	\$4,676,877	\$6,217,067	\$4,141,866

Utility Fund Budgeted Expenditures by Type



Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Expense Objects				
Transfers and Non-Cash Adjustments				
Water Utility				
WATER SERVICE DEPRECIATION	\$478,929	\$636,292	\$636,292	\$647,324
WATER ASSETS TRANSFER	-\$292,790	-\$1,103,338	-\$338,159	-\$1,678,815
Transfer to Water Cap Improvem	\$0	\$432,158	\$675,207	\$602,403
Transfer to Gen Veh/Equip Repl	\$30,000	\$45,000	\$45,000	\$56,032
Total Water Utility:	\$216,139	\$10,112	\$1,018,340	-\$373,056
Wastewater Utility				
SEWER SERVICE DEPRECIATION	\$264,907	\$221,977	\$221,977	\$226,477
WASTEWATER ASSETS TRANSFER	-\$137,728	-\$60,000	-\$60,000	-\$895,000
Transfer to WW Capital Improve	\$0	\$72,159	\$843,728	\$320,666
Transfer to Gen Veh/Equip Repl	\$45,000	\$45,000	\$45,000	\$27,707
Total Wastewater Utility:	\$172,179	\$279,136	\$1,050,705	-\$320,150
Stormwater Utility				
TRANSFER TO VEH/EQUIP REPL		\$15,614		
Total Stormwater Utility:		\$15,614		
Total Transfers and Non-Cash Adjustments:	\$388,318	\$304,862	\$2,069,045	-\$693,206
Personnel				
Water Utility				

Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
WATER SERVICE OVERTIME	\$5,615	\$2,766	\$12,616	\$2,763
WATER SERVICE SALARIES	\$218,837	\$270,706	\$205,972	\$233,139
WATER SERVICE TAXES FICA	\$13,282	\$16,955	\$12,971	\$14,626
WATER SERVICE MEDICARE TAX	\$3,106	\$3,965	\$3,965	\$3,421
WATER SVC WORKERS COMP INSURAN	\$7,849	\$8,333	\$7,105	\$7,488
WATER SER TAXES - FUTA/SUTA	\$721	\$1,350	\$1,350	\$1,069
WATER SERVICE RETIREMENT	\$26,082	\$32,126	\$25,922	\$27,890
WATER SERVICE INSURANCE	\$42,761	\$53,042	\$35,520	\$41,799
WATER SERVICE OPEB	\$0	\$1,000		\$0
WATER ADMIN OVERTIME	\$151	\$733	\$843	\$425
WATER ADMINISTRATIVE SALARIES	\$273,530	\$324,607	\$290,463	\$425,274
WATER ADMIN. TAXES FICA	\$16,667	\$20,171	\$17,507	\$26,393
ADMIN. TAXES MCARE	\$3,899	\$4,717	\$4,095	\$6,173
W ADMIN. WORKERS COMP INSURANC	\$1,535	\$2,796	\$1,421	\$2,637
WATER ADMIN TAXES - FUTA/SUTA	\$667	\$1,125	\$1,069	\$1,204
WATER ADMIN. RETIREMENT	\$31,783	\$38,219	\$34,653	\$50,328
WATER ADMIN. INSURANCE	\$38,384	\$40,935	\$37,887	\$49,603
WATER ADMIN OPEB	\$0	\$900		\$0
Total Water Utility:	\$684,869	\$824,447	\$693,360	\$894,232
Wastewater Utility				
WASTEWATER OVERTIME	\$5,775	\$2,515	\$15,577	\$3,057
SEWER SERVICE SALARIES	\$185,357	\$221,755	\$233,831	\$258,181
SEWER SERVICE TAXES FICA	\$11,882	\$13,905	\$15,125	\$16,197
SEWER SERVICE TAXES MCARE	\$2,779	\$3,252	\$3,537	\$3,788
SEWER SVC WORKERS COMP INSURAN	\$6,105	\$11,214	\$5,700	\$8,257
WW SERVICE TAXES - FUTA/SUTA	\$721	\$900	\$900	\$1,181
SEWER SERVICE RETIREMENT	\$18,543	\$26,346	\$29,592	\$30,885
SEWER SERVICE INSURANCE	\$28,539	\$30,934	\$32,643	\$38,894
SEWER SERVICE OPEB	\$0	\$800		\$0
WASTEWATER ADMIN OVERTIME	\$116	\$733	\$843	\$425
SEWER ADMINISTRATIVE SALARIES	\$248,694	\$298,867	\$263,207	\$408,016
SEWER ADMIN. TAXES FICA	\$15,169	\$18,575	\$15,884	\$25,323
SEWER ADMIN TAXES MCARE	\$3,547	\$4,344	\$3,714	\$5,922
WW ADMIN WORKERS COMP INSURANC	\$760	\$1,478	\$751	\$2,107
WW ADMIN TAXES - FUTA/SUTA	\$595	\$1,013	\$957	\$1,136
SEWER ADMIN. RETIREMENT	\$28,884	\$35,196	\$31,057	\$48,288
SEWER ADMIN INSURANCE	\$33,693	\$37,309	\$33,362	\$46,645
SEWER ADMIN OPEB	\$0	\$800		\$0
Total Wastewater Utility:	\$591,160	\$709,936	\$686,683	\$898,302
Total Personnel:	\$1,276,028	\$1,534,383	\$1,380,043	\$1,792,534
Supplies, Maintenance, and Operations				



Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Water Utility				
WATER SERVICE UNIFORMS	\$4,977	\$5,750	\$5,750	\$5,505
WATER POWER	\$141,462	\$135,000	\$135,000	\$135,000
MAINTENANCE OF PLANT/LINES	\$127,325	\$100,000	\$100,000	\$100,000
WATER ANALYSIS FEES	\$8,419	\$7,400	\$7,400	\$7,400
WATER CHEMICALS	\$2,848	\$5,090	\$5,090	\$5,090
WATER CITY MANAGEMENT FEE	\$172,174	\$159,193	\$159,193	\$166,116
WATER EQUIPMENT MAINTENANCE	\$7,950	\$12,910	\$12,910	\$12,910
WATER 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
WATER EQUIPMENT LEASE	\$0	\$690	\$690	\$690
WATER TOOLS & MINOR EQUIP	\$5,634	\$10,000	\$10,000	\$13,000
WATER SERVICE TRAINING	\$6,729	\$9,249	\$9,249	\$17,380
WATER UTILITIES & RADIO	\$23,400	\$21,005	\$21,005	\$24,335
WATER SIGNAL & TELEMETRY	\$162	\$162	\$162	\$0
WATER BUILDING MAINTENANCE	\$8,643	\$11,500	\$11,500	\$11,500
SUPPLIES & CONSUMABLES	\$1,401	\$1,340	\$1,340	\$1,400
VEHICLE MAINTENANCE/REPAIR	\$2,326	\$6,500	\$6,500	\$6,500
WATER INVENTORY ADJUSTMENT	\$493	\$0		\$0
WTR ADM UTILITIES/TELEPHONE	\$6,622	\$6,277	\$8,277	\$6,277
WATER DUES & PUBLICATIONS	\$722	\$1,128	\$1,128	\$1,419
WATER PERMITS & LICENSES	\$7,876	\$8,033	\$8,011	\$8,033
WATER GEN. LIABILITY INSURANCE	\$19,544	\$25,709	\$20,462	\$25,709
WATER OFFICE SUPPLIES	\$3,363	\$4,804	\$4,804	\$1,769
WATER TRAVEL & MEETINGS	\$2,997	\$7,000	\$7,000	\$4,000
WATER SOFTWARE & COMPUTER	\$68,712	\$59,955	\$71,455	\$95,306
RECORDING/REPORTING EXPENSES	\$0	\$100	\$250	\$500
WATER POSTAGE	\$1,010	\$938	\$938	\$938
WATER ADM BLDG/EQUIP MAINT	\$0	\$150	\$150	\$150
CONSERVATION EDUCATION	\$0	\$250	\$250	\$250
BILLING STATEMENT CHARGE	\$3,278	\$3,360	\$3,360	\$3,360
BILLING POSTAGE	\$8,175	\$8,100	\$8,100	\$8,100
Copier Lease	\$0	\$0		\$1,623
WATER MISCELLANEOUS	\$5,462	\$16,600	\$8,100	\$0
CREDIT CARD SERVICE FEE	\$11,828	\$11,500	\$15,500	\$13,800
Total Water Utility:	\$1,715,444	\$1,733,967	\$1,737,848	\$1,826,497
Wastewater Utility				
SEWER SERVICE UNIFORMS	\$3,610	\$4,150	\$4,150	\$4,505
SEWER POWER	\$36,334	\$36,350	\$36,350	\$36,350
MAINTENANCE OF PLANT/LINES	\$40,320	\$40,000	\$42,000	\$80,000
SLUDGE DISPOSAL	\$263,977	\$350,000	\$300,000	\$300,000
SEWER ANALYSIS FEES	\$25,120	\$26,000	\$26,000	\$26,000
SEWER CHEMICALS	\$7,132	\$7,240	\$8,740	\$7,240



Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
SEWER CITY MANAGEMENT FEE	\$42,733	\$43,067	\$43,067	\$49,485
SEWER EQUIPMENT MAINTENANCE	\$4,953	\$7,660	\$7,660	\$7,660
SEWER EQUIPMENT GAS & OIL	\$6,373	\$9,180	\$9,180	\$9,180
SEWER SVC EQUIPMENT LEASE	\$5,010	\$4,500	\$4,500	\$4,500
SEWER TOOLS & MINOR EQUIPMENT	\$4,526	\$5,500	\$5,500	\$7,500
SEWER SERVICE TRAINING	\$5,869	\$6,901	\$6,901	\$15,680
SEWER SVC UTILITIES & RADIO	\$20,938	\$18,131	\$18,131	\$22,521
SIGNAL & TELEMETRY	\$461	\$461	\$461	\$0
SEWER BUILDING MAINTENANCE	\$3,062	\$5,330	\$5,330	\$7,330
SUPPLIES & CONSUMABLES	\$1,307	\$1,120	\$1,120	\$1,300
VEHICLE MAINTENANCE/REPAIR	\$3,159	\$5,000	\$5,000	\$5,000
INVENTORY ADJUSTMENT	-\$12	\$0		\$0
SWR ADM UTILITIES/TELEPHONE	\$6,966	\$6,667	\$8,167	\$5,418
SEWER DUES & PUBLICATIONS	\$921	\$1,392	\$1,392	\$1,623
SEWER PERMITS & LICENSES	\$1,776	\$1,718	\$1,718	\$1,958
SEWER GEN. LIABILITY INSURANCE	\$19,544	\$25,709	\$19,462	\$25,709
SEWER OFFICE SUPPLIES	\$3,283	\$4,369	\$4,369	\$1,322
SEWER TRAVEL & MEETINGS	\$2,972	\$5,300	\$5,300	\$4,000
SEWER SOFTWARE & COMPUTER	\$46,086	\$31,376	\$45,376	\$66,726
RECORDING/REPORTING EXPENSE	\$0	\$100	\$150	\$100
SEWER POSTAGE	\$374	\$938	\$938	\$938
SWR ADM BLD/EQUIP MAINTENANCE	\$0	\$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	\$0	\$0		\$1,623
SEWER MISCELLANEOUS	\$4,101	\$14,225	\$5,725	\$0
Total Wastewater Utility:	\$572,349	\$673,994	\$628,297	\$705,278
Stormwater Utility				
MAINTENANCE OF PLANT/LINES		\$31,250		
STORMWATER CITY MANAGEMENT FEE		\$17,593		
SUPPLIES & CONSUMABLES		\$19,778		
Total Stormwater Utility:		\$68,620		
Total Supplies, Maintenance, and Operations:	\$2,287,792	\$2,476,581	\$2,366,144	\$2,531,775
Professional Services				
Water Utility				
WATER PROFESSIONAL FEES	\$720,775	\$117,908	\$217,908	\$168,828
PUBLIC RELATIONS				\$4,000
EMPLOYMENT COSTS				\$1,750
EMPLOYEE APPRECIATION				\$3,470
Total Water Utility:	\$720,775	\$117,908	\$217,908	\$178,048



Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Wastewater Utility				
SEWER PROFESSIONAL FEES	\$28,877	\$82,103	\$82,103	\$103,023
PUBLIC RELATIONS				\$4,000
EMPLOYMENT COSTS				\$1,750
EMPLOYEE APPRECIATION				\$3,170
Total Wastewater Utility:	\$28,877	\$82,103	\$82,103	\$111,943
Total Professional Services:	\$749,653	\$200,011	\$300,011	\$289,991
Capital Outlay				
Water Utility				
WATER OPERATIONAL CAPITAL	\$66,132	\$5,000	\$5,000	\$0
WATER EQUIPMENT PURCHASES	\$0	\$15,000	\$15,000	\$152,820
Total Water Utility:	\$66,132	\$20,000	\$20,000	\$152,820
Wastewater Utility				
WASTEWATER OPERATIONAL CAPITAL	\$73,232	\$60,000	\$60,000	\$0
WASTEWATER EQUIPMENT PURCHASES	\$0	\$0		\$45,000
Total Wastewater Utility:	\$73,232	\$60,000	\$60,000	\$45,000
Total Capital Outlay:	\$139,364	\$80,000	\$80,000	\$197,820
Debt Service				
Water Utility				
WATER BOND ISSUANCE FEES	\$49,405	\$0		\$0
OB BOND INTEREST COST	\$0	\$68,074	\$18,332	\$19,280
TAX EXEMPT LEASE INTEREST	\$118,365	\$0		\$0
Total Water Utility:	\$167,771	\$68,074	\$18,332	\$19,280
Wastewater Utility				
SEWER BOND ISSUANCE FEES	\$9,411	\$0		\$0
OB BOND INTEREST COST	\$0	\$12,966	\$3,492	\$3,672
TAX EXEMPT LEASE INTEREST	\$22,546	\$0		\$0
Total Wastewater Utility:	\$31,956	\$12,966	\$3,492	\$3,672
Total Debt Service:	\$199,727	\$81,040	\$21,824	\$22,952
Total Expense Objects:	\$5,040,882	\$4,676,877	\$6,217,067	\$4,141,866

Changes in Net Position

UTILITY OPERATIONS NET POSITION			
		Projected	Projected
	9/30/2020	9/30/2021	9/30/2022
Net Investment in Capital Assets	8,307,519	8,174,169	10,285,943
<u>Unrestricted Reserves</u>			
Operating Reserve	3,697,214	3,383,601	3,024,169
Unassigned	62,482	-	-
	3,759,696	3,383,601	3,024,169
Total Reserves	12,067,215	11,557,770	13,310,112



Water Strategic and Capital Fund

The Water Strategic and Capital Project Fund is used to account for financial resources, usually through internal funding from the Utility Operations Fund, to be used for the acquisition or construction of major capital facilities and strategic action plan projects for the water utility. The purpose of this fund is to separate costs that are considered non-operational, typically associated with one-time projects that are not annually occurring, or large projects which may span over multiple budget years.

Summary

The City of Fair Oaks Ranch is projecting \$602K of revenue in FY2022, which represents a 39.4% increase over the prior year. Budgeted expenditures are projected to increase by 13.2% or \$181.7K to \$1.56M in FY2022.

Revenues by Source

Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Revenue Source				
Transfers	-\$651,236	\$432,158	\$675,207	\$602,403
Total Revenue Source:	-\$651,236	\$432,158	\$675,207	\$602,403

Expenditures by Expense Type

Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Expense Objects				
Strategic Action Plan & Capital Outlay				
Water Utility				
ELEVATED STORAGE TANK	\$146,210	\$482,318	\$62,890	\$181,623
PLANT 2 HYDRO TANK & VARIABLE DRIVES	\$57,575	\$364,810	\$42,810	\$946,815
CREEK CROSSING WEST WATERLINE	\$22,873	\$245,000	\$52,659	\$220,433
SCADA SYSTEMS UPGRADE	\$0	\$159,800	\$159,800	\$0
GIS COMPATIBLE WORK ORDER SYSTEM	\$0	\$6,250	\$6,250	\$0
WILLOW WIND/RED BUD HILL				\$65,370
OLD FREDERICKSBURG RD				\$50,000
ROLLING ACRES TRAIL REHAB				\$61,754
WATER RATE STUDY	\$0	\$75,000	\$50,000	\$22,079
IMPACT RATE STUDY	\$30,076	\$0		\$0
PROJECT DEVELOPMENT	\$43,460	\$0		\$0
WATER SYSTEM EPA RISK ASSESSMENT	\$0	\$40,200	\$40,200	\$7,000
Total Water Utility:	\$300,194	\$1,373,378	\$414,609	\$1,555,074
Total Strategic Action Plan & Capital Outlay:	\$300,194	\$1,373,378	\$414,609	\$1,555,074
Total Expense Objects:	\$300,194	\$1,373,378	\$414,609	\$1,555,074

Change in Net Position

WATER STRATEGIC AND CAPITAL PROJECTS NET POSITION			
	9/30/2020	Projected 9/30/2021	Projected 9/30/2022
<u>Unrestricted Reserves</u>			
Contribution in Aid (Elevated Storage Tank)	437,518	392,992	211,369
Water Impact Fees	-	367,527	87,500
Water Capital	977,312	618,067	127,047
Unassigned	-	-	-
	1,414,830	1,378,586	425,916
Total Reserves	1,414,830	1,378,586	425,916



Wastewater Strategic and Capital Fund

The Wastewater Strategic and Capital Project Fund is used to account for financial resources, usually through internal funding from the Utility Operations Fund, to be used for the acquisition or construction of major capital facilities and strategic action plan projects of the wastewater utility. The purpose of this fund is to separate costs that are considered non-operational, typically associated with one-time projects that are not annually occurring, or large projects which may span over multiple budget years.

Summary

The City of Fair Oaks Ranch is projecting \$1.24M of revenue in FY2022, which represents a 1620% increase over the prior year. Budgeted expenditures are projected to increase by 247.1% or \$818.5K to \$1.15M in FY2022.

Revenues by Source

Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Revenue Source				
Transfers	\$651,236	\$72,159	\$843,728	\$320,666
Other Financing Sources				\$920,210
Total Revenue Source:	\$651,236	\$72,159	\$843,728	\$1,240,876

Expenditures by Expense Type

Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Expense Objects				
Strategic Action Plan & Capital Outlay				
Wastewater Utility				
SOLIDS HANDLING	\$64,496	\$0	\$145,348	\$920,210
FUTURE WW TREATMENT PLANT	\$14,624	\$200,000	\$50,000	\$200,000
GIS COMPATIBLE WORK ORDER SYSTEM	\$0	\$6,250	\$6,250	\$0
WASTEWATER RATE STUDY	\$0	\$75,000	\$50,000	\$22,079
IMPACT RATE STUDY	\$30,076	\$0		\$0
PROJECT DEVELOPMENT	\$43,460	\$0		\$0
WW SYSTEM EPA RISK ASSESSMENT	\$0	\$50,000	\$50,000	\$7,500
Total Wastewater Utility:	\$152,656	\$331,250	\$301,598	\$1,149,789
Total Strategic Action Plan & Capital Outlay:	\$152,656	\$331,250	\$301,598	\$1,149,789
Total Expense Objects:	\$152,656	\$331,250	\$301,598	\$1,149,789

Change in Net Position

WASTEWATER STRATEGIC AND CAPITAL PROJECTS NET POSITION			
	9/30/2020	Projected 9/30/2021	Projected 9/30/2022
<u>Unrestricted Reserves</u>			
Wastewater Impact Fees	-	542,710	767,710
Wastewater Capital	345,309	465,316	331,403
Unassigned	-	-	-
	345,309	1,008,026	1,099,113
Total Reserves	345,309	1,008,026	1,099,113



Utility Vehicle and Equipment Replacement Fund

The Utility Vehicle/Equipment Replacement Fund (ERF) is dedicated for the replacement of Utility Fund capital items such as fleet vehicles and heavy equipment for all of the utilities. The purpose of this fund is to ensure that adequate funds are available to purchase vehicles and equipment, to stabilize budgeting for major purchases, and to provide a systematic approach to procurement and disposition of the fleet.

Summary

The City of Fair Oaks Ranch is projecting \$83.74K of revenue in FY2022, which represents a 20.7% decrease over the prior year. Budgeted expenditures are projected to increase by 1219% or \$182.8K to \$197.8K in FY2022.

Utility ERF Revenues by Source

Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Revenue Source				
Transfers	\$75,000	\$105,614	\$90,000	\$83,739
Total Revenue Source:	\$75,000	\$105,614	\$90,000	\$83,739

Utility ERF Expenditures by Type

Name	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Expense Objects				
Transfers and Non-Cash Adjustments				
General Expense				
TRANSFER TO WATER DIVISIO	\$19,089	\$15,000	\$15,000	\$152,820
TRANSFER TO WASTEWATER DIV	\$19,089	\$0		\$45,000
Total General Expense:	\$38,178	\$15,000	\$15,000	\$197,820
Total Transfers and Non-Cash Adjustments:	\$38,178	\$15,000	\$15,000	\$197,820
Total Expense Objects:	\$38,178	\$15,000	\$15,000	\$197,820

Change in Net Position

UTILITY VEHICLE AND EQUIPMENT REPLACEMENT FUND NET POSITION			
	9/30/2020	Projected 9/30/2021	Projected 9/30/2022
<u>Unrestricted Reserves</u>			
Equipment Replacement	796,405	871,405	757,324
Unassigned	-	-	-
	796,405	871,405	757,324
Total Reserves	796,405	871,405	757,324

GOVERNMENTAL OPERATIONS DEPARTMENTS



Mayor & City Council



Mission Statement

To serve as the legislative and policy-making body of the City. The Mayor and Council provide community leadership, adopt ordinances, plans, budgets and capital improvement programs that encourage citizen awareness and involvement, guide the delivery of high-quality municipal services, and preserve and protect the City's unique quality of life.

Scope of Services Summary

Fair Oaks Ranch is a home-rule city. The City Council consists of six Council Members and a Mayor, all of which vote on the issues brought before Council. All members of the Council are elected at-large and are limited to two consecutive, three-year terms. The City Council operates under the City of Fair Oaks Ranch Home Rule Charter, City ordinances and State law. The City Manager, City Attorney, Municipal Judge, City Secretary and Investment Officer are appointed by the City Council and operate under its guidance.

The City Council is the policy-making arm of city government. It has a wide variety of tasks which include approving the yearly budget of the City, appointing citizen advisory board and commission members, ordering regular and special elections, and setting the Strategic Plan for the City.

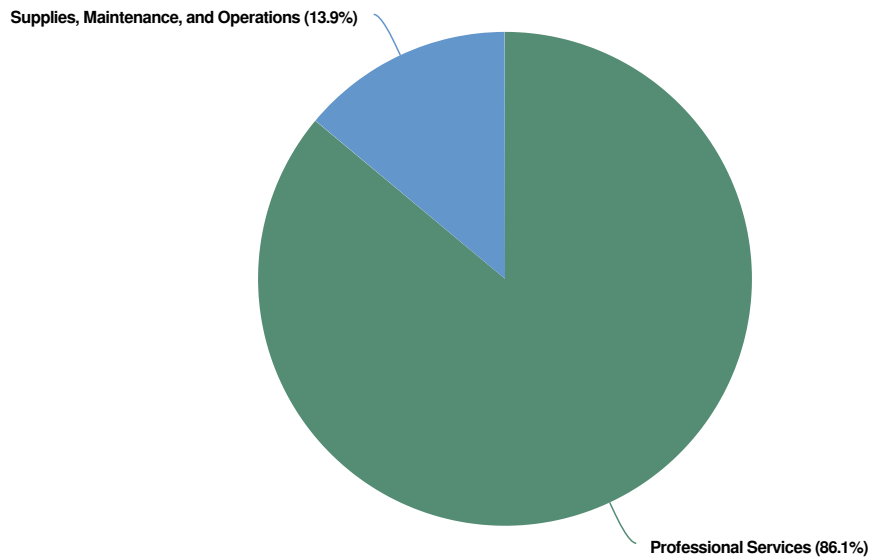
Recent Accomplishments

- Successfully navigated the ongoing COVID-19 Pandemic
- Navigated an unprecedented winter weather emergency
- Produced the very first Virtual State of the City
- Implemented a new formal standardized process for appointing/reappointing members on the City's Boards and Commissions
- Worked with TxDOT to add signage to the I-10 bridges denoting Fair Oaks Parkway
- Began work on a Council Code of Conduct and Code of Ethics
- Successfully retained ownership of the City's water supply
- Successfully held elections which resulted in a new Mayor and 4 new Council members
- Evaluated financial tools for funding storm drainage improvements
- 37 Regular and Special City Council Meetings Conducted
- 7 Ordinances Adopted and 21 Resolutions Adopted

Expenditures Summary

\$34,800 **\$4,100**
(13.36% vs. prior year)

Budgeted Expenditures by Expense Type



Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Expense Objects					
Supplies, Maintenance, and Operations					
General Government					
UNIFORMS	01-610-203	\$122	\$350	\$350	\$350
COMMITTEE - COMMUNICATIONS	01-610-256	\$0	\$1,000	\$1,000	\$1,000
COMMITTEE - PLANNING & ZONING	01-610-257	\$124	\$1,000	\$1,000	\$1,000
COMMITTEE - BOARD OF ADJ	01-610-258	\$34	\$1,000	\$1,000	\$1,000
URBAN WILDLIFE	01-610-259	\$886	\$1,000	\$1,000	\$500
DONATIONS	01-610-260	\$0	\$1,000	\$1,000	\$0
COMMITTEE - AUDIT	01-610-261	\$0	\$1,000	\$1,000	\$1,000
Total General Government:		\$1,165	\$6,350	\$6,350	\$4,850
Total Supplies, Maintenance, and Operations:		\$1,165	\$6,350	\$6,350	\$4,850

Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Professional Services					
General Government					
PROFESSIONAL SERVICES	01-610-300	\$8,100	\$8,100		\$8,100
DUES/SUBSCRIPTIONS	01-610-301	\$2,775	\$2,800	\$2,882	\$2,800
TRAINING/SEMINARS & TRAVEL	01-610-302	\$3,230	\$7,000	\$3,000	\$7,000
MEETINGS & RELATED TRAVEL	01-610-303	\$638	\$6,200	\$3,000	\$11,800
PUBLIC RELATIONS & EVENTS	01-610-354	\$7,660	\$250	\$250	\$250
Total General Government:		\$22,403	\$24,350	\$9,132	\$29,950
Total Professional Services:		\$22,403	\$24,350	\$9,132	\$29,950
Total Expense Objects:		\$23,568	\$30,700	\$15,482	\$34,800

Administration



Mission Statement

To preserve and continually improve the unique hill country quality of life for Fair Oaks Ranch residents and businesses through a proactive partnership approach that facilitates city management *with* the community rather than city management *for* the community.

Scope of Services Summary

As the top appointed official of Fair Oaks Ranch, the City Manager provides management of the day-to-day activities of the City, and is responsible for implementing and executing the policies established by the elected City Council. The City Manager provides executive leadership to the organization and staff and communicates organizational goals and values to the public. In addition, the City Manager ensures a strong financial condition for the City, provides strategic guidance, and promotes citizen engagement and governmental transparency.

The Assistant City Manager for Administrative Services is highly responsible for developing the City's strategic action plan, implementing and executing policies as established by the City Council, and overseeing the Finance, IT, Court and HR/Communications departments.

The Assistant City Manager for Public Works and Engineering Services portfolio includes planning and zoning, building permits, code compliance, engineering services, water and wastewater, street maintenance and other contract services.

The customer service clerks are the first point of contact for citizen information regarding city services, programs and events. They also collect fees, issue various permits and licenses, and offer free notary service to City residents for non-business documents.

The "Big Picture" opportunity for the City of Fair Oaks Ranch is, and will continue to be, managing growth and enhancing the quality of life for the citizenry. The focus of the City must be on developing and maintaining an "achievable" Strategic Plan that represents the interests of residents and business owners (current and future), while maintaining the integrity of an implementation strategy that is coordinated, equitable, predictable, and delivers the most "bang for the buck." City Management must be effective in communicating and soliciting service delivery expectations from the citizenry based on existing resource allocations.

As the City moves towards build-out, delivery of service challenges will evolve. These challenges encompass everything from infrastructure (water, wastewater, drainage, mobility, open space, etc.), to police and fire. It is essential for City Management to continue to be a proactive supporter of the City Council's ongoing effort to formulate and administer policies and controls that reflect the values of the community and maintain the integrity of the municipal service delivery function.

Recent Accomplishments

- Proactively managed the City's emergency operations during the unprecedented winter storm event
- Continued to navigate the uncertainties involving the COVID-19 pandemic
- Successfully retained ownership of the City's water supply
- Entered into a professional services agreement for a Water/Wastewater/Reuse Rate Update to the Fair Oaks Ranch Utility
- Entered into a professional services agreement for a Police and Fire Standards of Cover and Utilization Study
- Executed an interlocal agreement for fire and emergency response services

Budgeted Staffing

Title	2018-19	2019-20	2020-21	2021-22
City Manager	1	1	1	1
Assistant City Manager-Administrative Services	-	-	1	1
Assistant City Manager-Public Works & Engineering Services	1	1	1	1
Executive Assistant**	-	1	-	-
Customer Service Clerk*	-	-	2	2
Total Funded Staffing	2	3	5	5

*Prior to 2019-20, the Customer Service Clerks were in the City Secretary Department.

**The Executive Assistant was not hired in lieu of hiring an IT technician.



Tobin Maples, City Manager



Carole Vanzant, Assistant City Manager for Public Works and Engineering Services



Elizabeth, Eric and Rachel



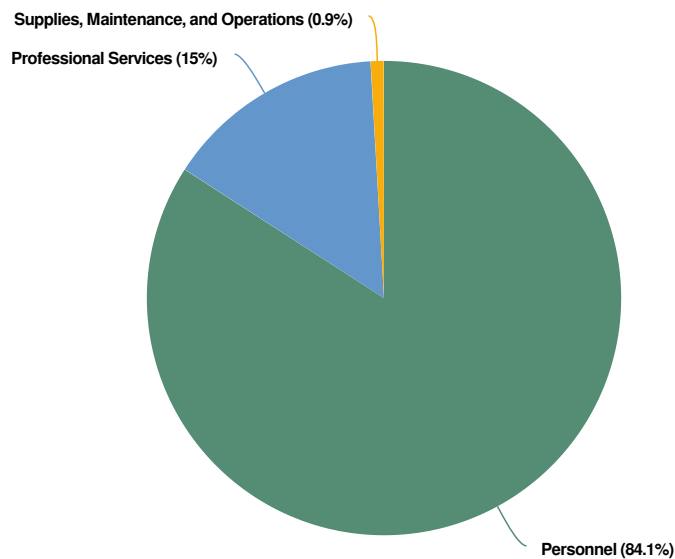
Operational Performance Measures

Performance Measure	2018-19	2019-20	Projected 2020-21
# City Meetings (Council, Staff, Attorney, P&Z)	410	369	380
# Meetings Held with Outside Entities	75	45	62
# of Citizen Interactions	742	410	500

Expenditures Summary

\$706,178 **-\$29,077**
 (-3.95% vs. prior year)

Budgeted Expenditures by Expense Type



Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Expense Objects					
Personnel					
General Government					
OVERTIME	01-611-100	\$44	\$323	\$323	\$142
SALARIES	01-611-101	\$329,659	\$458,361	\$352,086	\$462,925
TAXES - SOCIAL SECURITY	01-611-102	\$17,761	\$28,439	\$18,550	\$28,710
TAXES - MEDICARE	01-611-103	\$4,849	\$6,650	\$5,013	\$6,714
TAXES - FUTA/SUTA	01-611-104	\$432	\$900	\$900	\$765
WORKMANS' COMP INSURANCE	01-611-105	\$906	\$1,238	\$796	\$1,250
RETIREMENT	01-611-106	\$39,492	\$53,884	\$42,324	\$54,746
HEALTH INSURANCE	01-611-107	\$29,629	\$27,034	\$22,270	\$31,577
CAR ALLOWANCE	01-611-109	\$7,200	\$7,200	\$7,200	\$7,200
Total General Government:		\$429,972	\$584,030	\$449,463	\$594,029
Total Personnel:		\$429,972	\$584,030	\$449,463	\$594,029



Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Supplies, Maintenance, and Operations					
General Government					
SUPPLIES & CONSUMABLES	01-611-200	\$294	\$750	\$750	\$850
MINOR EQUIPMENT & FURNITURE	01-611-201	\$383	\$500	\$500	\$5,080
FUEL	01-611-202	\$63	\$300	\$300	\$100
UNIFORMS	01-611-203	\$121	\$250	\$250	\$350
Total General Government:		\$861	\$1,800	\$1,800	\$6,380
Total Supplies, Maintenance, and Operations:		\$861	\$1,800	\$1,800	\$6,380
Professional Services					
General Government					
PROFESSIONAL SERVICES	01-611-300	\$67,033	\$100,000	\$125,000	\$75,040
DUES/SUBSCRIPTIONS	01-611-301	\$2,270	\$2,310	\$2,310	\$2,929
TRAINING/SEMINARS & TRAVEL	01-611-302	\$3,508	\$17,270	\$17,270	\$20,870
MEETINGS & RELATED TRAVEL	01-611-303	\$949	\$5,595	\$5,595	\$6,680
EMPLOYEE APPRECIATION	01-611-355	\$204	\$250	\$250	\$250
Total General Government:		\$73,964	\$125,425	\$150,425	\$105,769
Total Professional Services:		\$73,964	\$125,425	\$150,425	\$105,769
Capital Outlay					
General Government					
FURNITURE, FIXTURES & EQUIP	01-611-803	\$0	\$24,000	\$24,000	\$0
Total General Government:		\$0	\$24,000	\$24,000	\$0
Total Capital Outlay:		\$0	\$24,000	\$24,000	\$0
Total Expense Objects:		\$504,797	\$735,255	\$625,688	\$706,178

City Secretary



Christina Picioccio
City Secretary

Mission Statement

To ensure transparent and responsive government through appropriate recording and preservation of the City's legislative history and official records, to enhance service to the public, and to conduct fair and impartial City elections.

Scope of Services Summary

The position of City Secretary is a statutory position required by state law, is appointed by the City Council, and falls under the supervision of the City Manager. The City Secretary prepares Council and other committee agendas and official minutes, prepares legal notices related to agendas and other city issues for publication and posting, serves as the custodian for the official city records (i.e. Code of Ordinances, Resolutions, and meeting minutes of City Council and various Boards and Commissions), maintains the city seal and attests all city documents, is responsible for oaths of office, and processes open records requests. The City Secretary serves as the Election Officer for City Elections and as the Records Manager.

Recent Accomplishments

- Managed three elections (General & Special in November 2020, General & Special in May 2021, and Special in July 2021) during the 2020/2021 Fiscal Year
- Implemented Agenda and Minutes software to facilitate improved internal agenda process and improved web-based citizen interaction
- Updating Records Management Plan inclusive of Vital Records Program and Records Disaster Prevention & Recovery Plan
- Managed 160 public information requests to date for the 2020/2021 Fiscal Year; this is an unprecedented number of requests
- Continued to maintain transparency and public involvement by providing videoconferencing capabilities for the following open meetings: Council, Municipal Development District (MDD), Planning and Zoning Commission (P&Z), and the Capital Improvement Advisory Committee (CIAC) during the COVID pandemic
- Managed boards and commissions; inclusive of communications, training, postings of new positions and meeting management
- Creating database of historical meeting information for agendas, packets and minutes
- Creating historical election information for posting on city website
- City Secretary elected Treasurer of the Texas Municipal Clerks Association, Alamo Area Chapter
- Deputy City Secretary graduated from the Texas Municipal Clerks Association certification program
- Deputy City Secretary elected Vice President of the Texas Municipal Clerks Association, Alamo Area Chapter

Budgeted Staffing

Title	2018-19	2019-20	2020-21	2021-22
City Secretary	1	1	1	1
Deputy City Secretary	1	1	1	1
Customer Service Clerk*	2	-	-	-
Total Funded Staffing	4	2	2	2

* The Customer Service Clerks have been moved to the Administration Department effective FY 2019-20



Christina Picioccio, City Secretary



Amanda Valdez, Deputy City Secretary

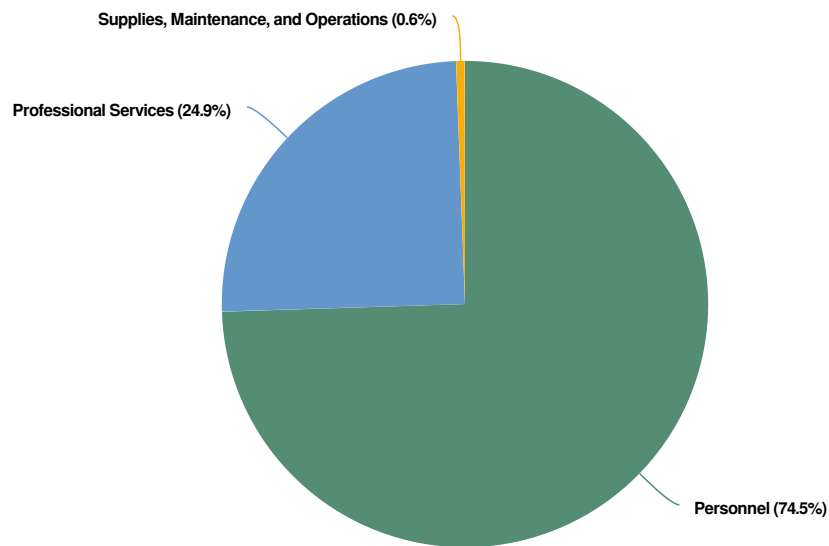
Operational Performance Measures

Strategic Pillar	Performance Measure	2018-19	2019-20	Projected 2020-21
Operational Excellence	# City Council Meetings/Agendas/Minutes	40	41	37
Operational Excellence	# CIAC, MDD, and P&Z Meetings/Agendas/Minutes	21	23	21
Operational Excellence	# Ordinances and Resolutions Passed	28	56	35
Operational Excellence	# Public Information Requests Processed	81	86	200

Expenditures Summary

\$227,114 **\$16,582**
(7.88% vs. prior year)

Budgeted Expenditures by Expense Type



Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Expense Objects					
Personnel					
General Government					
SALARIES	01-612-101	\$108,241	\$120,336	\$120,667	\$127,221
TAXES - SOCIAL SECURITY	01-612-102	\$6,642	\$7,461	\$7,281	\$7,888
TAXES - MEDICARE	01-612-103	\$1,553	\$1,745	\$1,703	\$1,845
TAXES - FUTA/SUTA	01-612-104	\$288	\$450	\$450	\$450
WORKMANS' COMP INSURANCE	01-612-105	\$287	\$325	\$285	\$343
RETIREMENT	01-612-106	\$12,667	\$14,137	\$14,328	\$15,041
HEALTH INSURANCE	01-612-107	\$15,874	\$16,450	\$15,661	\$16,452
Total General Government:		\$145,553	\$160,903	\$160,374	\$169,240
Total Personnel:		\$145,553	\$160,903	\$160,374	\$169,240
Supplies, Maintenance, and Operations					

Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
General Government					
SUPPLIES & CONSUMABLES	01-612-200	\$1,660	\$1,250	\$1,250	\$1,000
MINOR EQUIPMENT & FURNITURE	01-612-201	\$224	\$200	\$200	\$200
UNIFORMS	01-612-203	\$101	\$100	\$100	\$100
MISCELLANEOUS	01-612-204	\$323	\$494	\$494	\$0
Total General Government:		\$2,308	\$2,044	\$2,044	\$1,300
Total Supplies, Maintenance, and Operations:		\$2,308	\$2,044	\$2,044	\$1,300
Professional Services					
General Government					
PROFESSIONAL SERVICES	01-612-300	\$2,174	\$16,895	\$4,395	\$4,789
DUES/SUBSCRIPTIONS	01-612-301	\$580	\$512	\$512	\$563
TRAINING/SEMINARS & TRAVEL	01-612-302	\$3,107	\$5,550	\$5,550	\$5,700
MEETINGS & RELATED TRAVEL	01-612-303	\$77	\$1,528	\$1,528	\$1,200
ELECTIONS	01-612-350	\$1,801	\$20,000	\$20,000	\$38,222
EMPLOYEE APPRECIATION	01-612-355	\$29	\$100	\$100	\$100
RECORDING / REPORTING	01-612-357	\$2,995	\$3,000	\$3,750	\$6,000
Total General Government:		\$10,763	\$47,585	\$35,835	\$56,574
Total Professional Services:		\$10,763	\$47,585	\$35,835	\$56,574
Total Expense Objects:		\$158,624	\$210,532	\$198,253	\$227,114

HR & Communications



Joanna Merrill
HR & Communications Director

Mission Statement

The Human Resources and Communications Department is committed to supporting the City's goal of providing excellent services to the residents of Fair Oaks Ranch by attracting, developing, and retaining a highly qualified, diverse workforce. The department is focused on promoting a work environment that is characterized by mutual respect, open communication, opportunities for personal growth, personal accountability, and devotion to service.

Scope of Services Summary

Human Resource Management: This department plans, coordinates, and directs the administrative functions of the City's organizational/employee life cycle, such as partnering with other departments to provide workforce and management strategies in the areas of workforce planning, compensation, personnel management, benefits, and policy development. Human Resources also serves as the link between the City's management teams, and its employees as needed. The department also provides the functions of assisting with staff recruitment, interviews and the selection process, policy development and management, employment law compliance, employee recognition and development, and personnel records management.

Risk Management: This department also acts as the liaison for the management of the City's property and liability insurance coverage through the Texas Municipal Intergovernmental Risk Pool. Some of these coverage responsibilities include properties, cybersecurity, facilities, vehicles, equipment and worker's compensation insurance coverage for all City employees. The function of this area of the department is to work with other departments to promote a safe working environment, ensure safety training is available, and that proper procedures are in place including maintenance of claims files and monitoring of all claims filed from initial notice through the final resolution/outcome.

Communications: The department develops, recommends, implements, and coordinates the City's communication strategy with the citizens of Fair Oaks Ranch, staff, and Council. These functions are performed by maintaining the City's website and social media accounts. The department also plans, coordinates, markets, and promotes any community outreach events as needed, and serves as the staff liaison for the communications committee on projects such as branding and future strategies for a clear, concise, and strategic dissemination of information and messaging.

Recent Accomplishments

- Voted Top Workplace in 2020 for the third consecutive year
- Completed a Comprehensive Compensation and Benefits Analysis that brought the City of Fair Oaks Ranch in line with the competitive outside market
- Successfully completed module 1 of the new HRIS implementation project, which is housing the Core HR functions on the new technological platform that will create a more streamlined and productive process for staff along with enhancing the City's ability to recruit and retain top talent on a level that aligns with benchmark cities
- Generated new protocols, policies, and procedures for how to provide continuity of services in light of an ever-changing process regarding COVID-19 local, state, and federal requirements
- Created a new COVID-19 Resources page and coordinated with interlocal partners to ensure the page was as up-to-date as possible with the most recent information for residents
- Hosted the City's first ever "Reverse" Graduation Parade with over 40 participating graduates
- Created and produced the City's first ever "Virtual State of the City Event"
- Designed and launched an internal Employee Intranet page to enhance interdepartmental communications/messaging
- Increased communication strategies in an effort to continue encouraging the City mission of creating a transparent highway for residents to get information in a timely manner
- Initiated a Cost-Benefit Analysis of our current insurance carrier/services
- Successfully converted over to a new insurance carrier that provided a superior quality of services at a reduced rate from the previous carrier saving the City money on its employee benefit plans
- HR Director received Senior Certified Professional certification from IPMA
- HR/Communications Specialist received a Certified Professional certificate from IPMA

Budgeted Staffing



Title	2018-19	2019-20	2020-21	2021-22
Director of HR & Communications	1	1	1	1
HR & Communications Specialist	1	1	1	1
Communications Specialist	0	0	0	1
Total Funded Staffing	2	2	2	3



Joanna Merrill, HR and Communications
Director



Jennifer Hudson, HR and
Communications Specialist

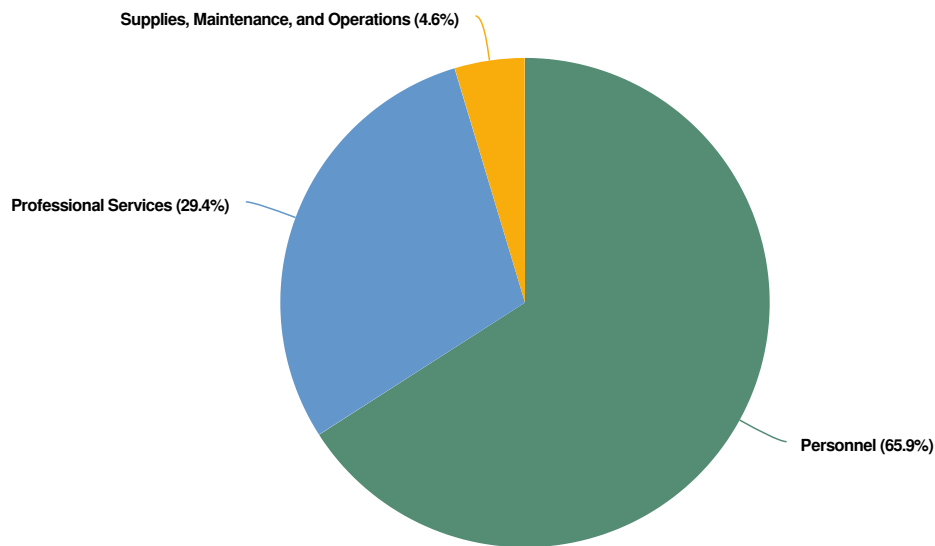
Operational Performance Measures

Strategic Pillar	Performance Measure	2018-19	2019-20	Projected 2020-21
Operational Excellence	# Applications Processed	1,193	846	1,100
Operational Excellence	# Interviews Conducted	58	31	55
Operational Excellence	FTE Filled/Funded Headcount	66/74	67/74	70/75
Operational Excellence	# Days Positions Vacant (avg.)	30	31	45
Operational Excellence	# Employee Recognition Events	21	18	12
Operational Excellence	# Social Media/Website Posts	77	178	600
Operational Excellence	Awarded Top Workplace	Yes	Yes	Yes

Expenditures Summary

\$233,702 **-\$58,890**
 (-20.13% vs. prior year)

Budgeted Expenditures by Expense Type



Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Expense Objects					
Personnel					
General Government					
SALARIES	01-613-101	\$106,174	\$152,537	\$150,045	\$121,887
TAXES - SOCIAL SECURITY	01-613-102	\$6,589	\$9,457	\$9,154	\$7,557
TAXES - MEDICARE	01-613-103	\$1,541	\$2,212	\$2,141	\$1,767
TAXES - FUTA/SUTA	01-613-104	\$288	\$450	\$450	\$338
WORKMANS' COMP INSURANCE	01-613-105	\$300	\$412	\$295	\$329
RETIREMENT	01-613-106	\$12,415	\$17,919	\$17,781	\$14,410
HEALTH INSURANCE	01-613-107	\$11,722	\$7,270	\$5,945	\$7,804
Total General Government:		\$139,030	\$190,257	\$185,811	\$154,092
Total Personnel:		\$139,030	\$190,257	\$185,811	\$154,092
Supplies, Maintenance, and Operations					



Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
General Government					
SUPPLIES & CONSUMABLES	01-613-200	\$1,803	\$2,200	\$2,200	\$3,500
MINOR EQUIPMENT & FURNITURE	01-613-201	\$409	\$1,200	\$1,200	\$7,130
UNIFORMS	01-613-203	\$114	\$100	\$100	\$200
Total General Government:		\$2,326	\$3,500	\$3,500	\$10,830
Total Supplies, Maintenance, and Operations:		\$2,326	\$3,500	\$3,500	\$10,830
Professional Services					
General Government					
DUES/SUBSCRIPTIONS	01-613-301	\$1,808	\$1,902	\$1,902	\$1,616
TRAINING/SEMINARS & TRAVEL	01-613-302	\$4,025	\$27,763	\$27,763	\$14,399
MEETINGS & RELATED TRAVEL	01-613-303	\$538	\$900	\$900	\$800
PUBLIC RELATIONS & EVENTS	01-613-354	\$2,251	\$38,450	\$8,450	\$38,450
EMPLOYEE APPRECIATION	01-613-355	\$16,705	\$9,370	\$9,370	\$10,015
EMPLOYMENT COSTS	01-613-356	\$1,375	\$4,450	\$4,450	\$3,500
Total General Government:		\$26,701	\$82,835	\$52,835	\$68,780
Total Professional Services:		\$26,701	\$82,835	\$52,835	\$68,780
Capital Outlay					
General Government					
FURNITURE, FIXTURES & EQUIP	01-613-803	\$0	\$16,000	\$16,000	\$0
Total General Government:		\$0	\$16,000	\$16,000	\$0
Total Capital Outlay:		\$0	\$16,000	\$16,000	\$0
Total Expense Objects:		\$168,057	\$292,592	\$258,146	\$233,702

Finance



Sarah Buckelew, CPA
Director of Finance

Mission Statement

The Finance Department is committed to ensuring and maintaining the financial integrity and stability of the City and to prepare for future growth by providing leadership and direction to City departments.

Scope of Services Summary

The Finance Department is responsible for financial operations, financial reporting, accounting, accounts payable, accounts receivable, payroll, fixed assets, financial planning, internal controls, procurement, debt management and utility billing. This office, working closely with other City departments, also develops the annual General Fund Budget, Utility Fund Budget and Strategic Action Plan. Further, the Finance Office is responsible for all cash management and investments.

The Finance Department is committed to providing timely, accurate, and complete information and support to other City departments, citizens, and the community at large while maintaining a high level of compliance with all pertinent Federal, State, and local rules and regulations. The Finance Director is the Council appointed Investment Officer, oversees the IT function, Municipal Court, and serves as the City liaison to the Municipal Development District. The Finance department is also responsible for the collection of payments for water and wastewater accounts.

Recent Accomplishments

- Received the City's 3rd GFOA Award for Excellence in Financial Reporting on the 2018-19 CAFR
- Received the GFOA Distinguished Budget Presentation Award for the second year in a row, for the City's 2020-21 budget
- Implemented the internal controls matrix throughout all City Departments
- Implemented new budgeting software to streamline processes and increase transparency
- Finalized a procurement policy and initiated a PO system
- Continued development of the Strategic Action Plan
- Navigated economic uncertainty of COVID-19
- Procurement Manager named Employee of the Quarter

Budgeted Staffing

Title	2018-19	2019-20	2020-21	2021-22
Finance Director	1	1	1	1
Accounting Manager	1	1	1	1
Accountant	1	1	1	1
Procurement Manager	1	1	1	1
IT Manager*	1	1	-	-
AP/Payroll Specialist	1	1	1	1
Utility Billing Clerk**	-	-	-	1
Total Funded Staffing	6	6	5	6

*Prior to 2020-21, the IT Manager was part of the Finance Department

** Prior to 2021-22, the Utility Billing Clerk was part of Public Works



Summer Fleming, Accounting Manager and
Sarah Buckelew, Finance Director



Clayton Hoelscher, Procurement Manager

Operational Performance Measures

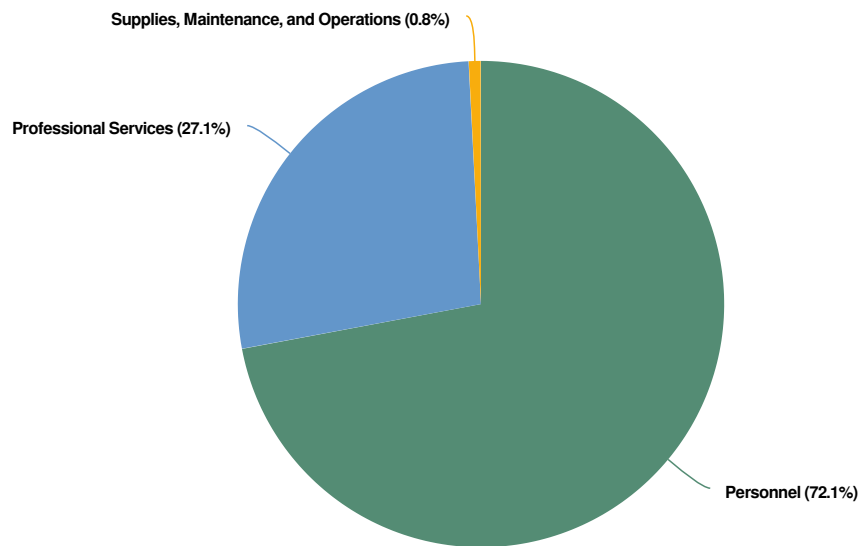
Strategic Pillar	Performance Measure	2018-19	2019-20	Projected 2020-21
Financial Integrity	# of Invoices Processed	2,368	2,287	2,275
Financial Integrity	# Journal Entries Processed	270	159	229
Financial Integrity	# Payrolls Processed	26	26	26
Financial Integrity	Compliance Filings	14	11	11
Financial Integrity	Receive GFOA CAFR Award	Yes	Yes	Yes
Financial Integrity	Receive GFOA Distinguished Budget Award	-	Yes*	Yes

* First year City applied for this award

Expenditures Summary

\$382,433 **\$29,976**
(8.5% vs. prior year)

Budgeted Expenditures by Expense Type



Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Expense Objects					
Personnel					
General Government					
OVERTIME	01-614-100	\$38	\$252	\$252	\$265
SALARIES	01-614-101	\$213,210	\$196,804	\$193,571	\$207,311
TAXES - SOCIAL SECURITY	01-614-102	\$13,162	\$12,218	\$11,720	\$12,870
TAXES - MEDICARE	01-614-103	\$3,078	\$2,857	\$2,741	\$3,010
TAXES - FUTA/SUTA	01-614-104	\$394	\$563	\$563	\$563
WORKMANS' COMP INSURANCE	01-614-105	\$587	\$532	\$457	\$560
RETIREMENT	01-614-106	\$24,951	\$23,150	\$23,060	\$24,541
HEALTH INSURANCE	01-614-107	\$19,780	\$25,191	\$22,604	\$26,449
Total General Government:		\$275,200	\$261,566	\$254,968	\$275,569

Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Total Personnel:		\$275,200	\$261,566	\$254,968	\$275,569
Supplies, Maintenance, and Operations					
General Government					
SUPPLIES & CONSUMABLES	01-614-200	\$1,175	\$1,325	\$1,325	\$1,325
MINOR EQUIPMENT & FURNITURE	01-614-201	\$335	\$500	\$500	\$1,500
UNIFORMS	01-614-203	\$0	\$250	\$250	\$250
Total General Government:		\$1,510	\$2,075	\$2,075	\$3,075
Total Supplies, Maintenance, and Operations:		\$1,510	\$2,075	\$2,075	\$3,075
Professional Services					
General Government					
PROFESSIONAL SERVICES	01-614-300	\$54,748	\$78,836	\$78,836	\$97,179
DUES/SUBSCRIPTIONS	01-614-301	\$1,298	\$1,430	\$1,430	\$1,160
TRAINING/SEMINARS & TRAVEL	01-614-302	\$4,689	\$7,900	\$7,900	\$4,800
MEETINGS & RELATED TRAVEL	01-614-303	\$74	\$400	\$400	\$400
EMPLOYEE APPRECIATION	01-614-355	\$296	\$250	\$250	\$250
Total General Government:		\$61,105	\$88,816	\$88,816	\$103,789
Total Professional Services:		\$61,105	\$88,816	\$88,816	\$103,789
Total Expense Objects:		\$337,815	\$352,457	\$345,859	\$382,433

Information Technology



Brian LeJeune
IT Manager

Mission Statement

Information Technology (IT) serves the City through a series of functions that include integrating software systems, providing cybersecurity and technology support, and negotiating and managing IT related contracts.

Scope of Services Summary

- Provide all network, software, hardware, and telecommunication support to the City.
- Develop an annual IT master plan which combines the information technology service plan and supports individual departmental plans.
- Create the technological environment that enables City employees to quickly access vital information using the most efficient and cost effective system hardware and software.
- Monitor industry standards, legislative rulings, and vendor recommendations to maintain a secure, current, and viable technological platform for all user's training and education.
- Maintain a continuous education and training schedule to stay current with the ever-changing and evolving field.

Recent Accomplishments

- IT Manager was awarded Co-Employee of the Year
- Continued work on an IT Master Plan
- Implemented across the board infrastructure improvements
- Hired an IT technician

Budgeted Staffing

Title	2018-19	2019-20	2020-21	2021-22
IT Manager	-	-	1	
IT Technician	-	-	1	
Total Funded Staffing	-	-	2	

* Prior to 2020-21, the IT Manager was part of the Finance Department

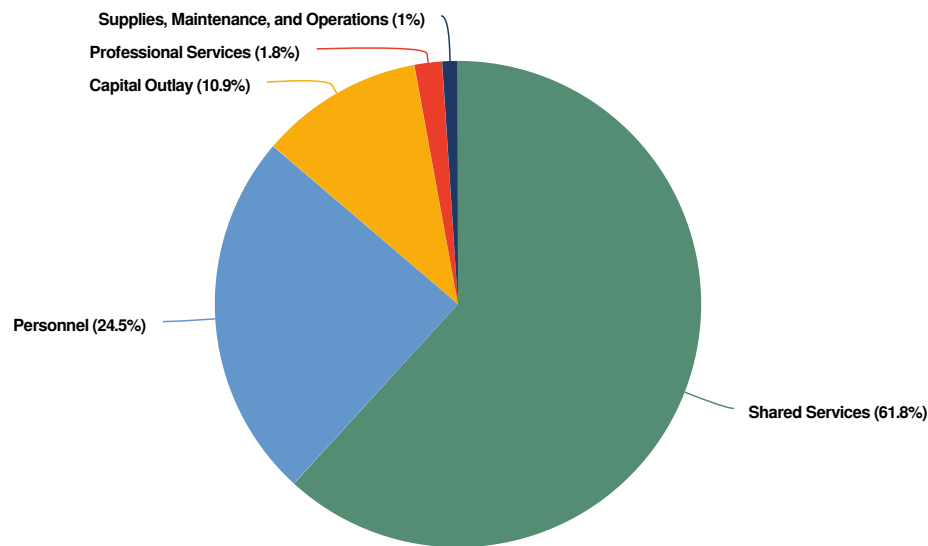


Brian LeJeune, IT Manager

Expenditures Summary

\$437,366 **\$78,869**
(22% vs. prior year)

Budgeted Expenditures by Expense Type



Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Expense Objects					
Personnel					
General Government					
SALARIES	01-615-101	\$0	\$78,149	\$65,183	\$81,015
TAXES - SOCIAL SECURITY	01-615-102	\$0	\$4,845	\$3,879	\$5,023
TAXES - MEDICARE	01-615-103	\$0	\$1,133	\$907	\$1,175
TAXES - FUTA/SUTA	01-615-104	\$0	\$225	\$225	\$225
WORKMANS' COMP INSURANCE	01-615-105	\$0	\$211	\$173	\$219
RETIREMENT	01-615-106	\$0	\$9,181	\$7,653	\$9,578
HEALTH INSURANCE	01-615-107	\$0	\$9,329	\$6,079	\$9,795
Total General Government:		\$0	\$103,073	\$84,099	\$107,030
Total Personnel:		\$0	\$103,073	\$84,099	\$107,030
Supplies, Maintenance, and Operations					



Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
General Government					
SUPPLIES & CONSUMABLES	01-615-200	\$0	\$200	\$200	\$200
MINOR EQUIPMENT & FURNITURE	01-615-201	\$0	\$200	\$200	\$4,250
UNIFORMS	01-615-203	\$0	\$100	\$100	\$100
Total General Government:		\$0	\$500	\$500	\$4,550
Total Supplies, Maintenance, and Operations:		\$0	\$500	\$500	\$4,550
Professional Services					
General Government					
PROFESSIONAL SERVICES	01-615-300	\$0	\$0	\$715	\$3,000
DUES/SUBSCRIPTIONS	01-615-301	\$0	\$0		\$175
TRAINING/SEMINARS & TRAVEL	01-615-302	\$0	\$11,300	\$10,585	\$4,650
MEETINGS & RELATED TRAVEL	01-615-303	\$0	\$100	\$100	\$100
EMPLOYEE APPRECIATION	01-615-355	\$0	\$100	\$100	\$100
Total General Government:		\$0	\$11,500	\$11,500	\$8,025
Total Professional Services:		\$0	\$11,500	\$11,500	\$8,025
Shared Services					
General Government					
FACILITY CONTRACTS & SERVICES	01-615-700	\$0	\$18,568	\$18,568	\$29,586
TECH/INTERNET/SOFTWARE MAINTEN	01-615-701	\$0	\$188,104	\$188,104	\$210,950
PHONE/CABLE/ALARMS	01-615-705	\$0	\$36,752	\$36,752	\$29,725
Total General Government:		\$0	\$243,424	\$243,424	\$270,261
Total Shared Services:		\$0	\$243,424	\$243,424	\$270,261
Capital Outlay					
General Government					
FURNITURE, FIXTURES & EQUIP	01-615-803	\$0	\$0	\$0	\$47,500
Total General Government:		\$0	\$0	\$0	\$47,500
Total Capital Outlay:		\$0	\$0	\$0	\$47,500
Total Expense Objects:		\$0	\$358,497	\$339,523	\$437,366

Municipal Court



Debbie Landrum
Court Administrator

Mission Statement

The mission of the Municipal Court is to provide effective and impartial administration of justice, as prescribed by the Texas Code of Criminal Procedure and the Code of Judicial Conduct, with exceptional customer service while building public trust and confidence. The Municipal Court presides over trials for all Class C misdemeanor Penal Code offenses, Transportation Code offenses, Health and Safety Code offenses, Alcoholic Beverage code offenses and City Ordinance offenses. Additionally, the Court presides over administrative and civil proceedings, as authorized by state law.

Scope of Services Summary

The Municipal Court is a Judicial Branch of city government. This Court and its officers are dedicated to the principles of impartiality, fairness, integrity, separation of powers, and judicial independence. These are the principles to which the Court is committed in its role as the Judicial Branch of our local government.

The Municipal Court handles the judicial processing of Class C misdemeanors that originate from traffic citations, citizen complaints, code violations and misdemeanor arrests occurring within the territorial limits of the City of Fair Oaks Ranch. The Municipal Court processing is predetermined by the Texas Code of Criminal Procedure and the Code of Judicial Conduct.

In addition to the judicial processing, the Court prepares dockets, schedules trials, processes juries, records and collects fine payments and issues warrants for Violation of Promise to Appear and Failure to Appear. The Municipal Court also processes code violations as part of the City-wide code enforcement effort. The Municipal Court Judge is appointed by the City Council. The Judge presides over trials and hearings, levies fines, sets bails, accepts bonds, issues arrest and search warrants, administers juvenile magistrate's warnings and arraigns prisoners.

Recent Accomplishments

- Court Administrator completed the Institute for Court Management Program through the National Center for State Courts achieving the status of Certified Court Manager
- Court Clerk certified as a Level II Court Clerk
- Improved efficiency in all aspects of the court process
- Transitioning court to paper-lite processes
- Substantive improvements made in internal controls

Budgeted Staffing

Title	2018-19	2019-20	2020-21	2021-22
Court Administrator	1	1	1	1
Court Clerk	1	1	1	1
Total Funded Staffing	2	2	2	2



Debbie Landrum, Court Administrator



Maria Pinedo, Court Clerk

Honorable Judge Kimberly S. Keller presides over the Municipal Court of Fair Oaks Ranch Texas and is appointed by the City Council.

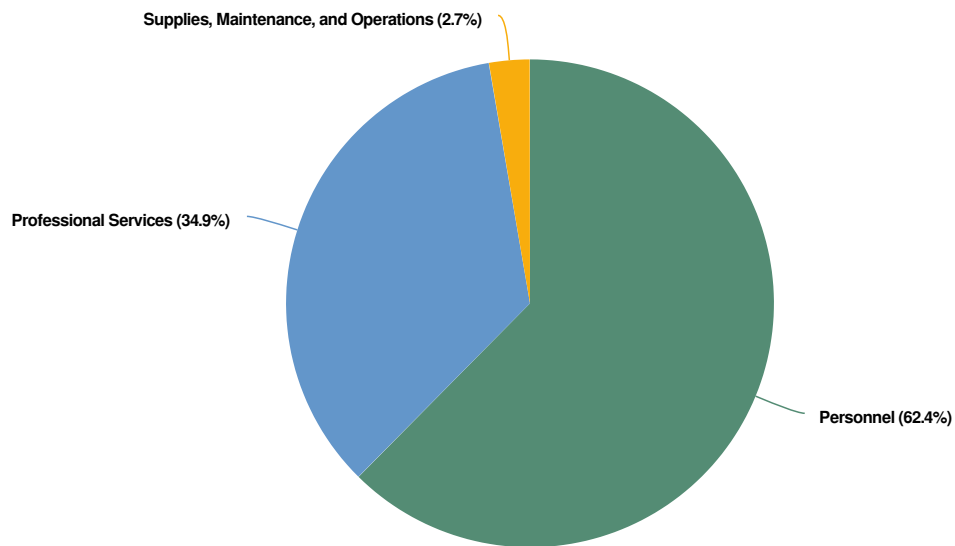
Operational Performance Measures

Strategic Pillar	Performance Measure	2018-19	2019-20	Projected 2020-21
Operational Excellence	# of Cases Filed	1,490	1,074	975
Operational Excellence	# of Warrants Cleared	753	945	0
Operational Excellence	# of Hours of Staff Training	740	252	317
Operational Excellence	# of Defendants Appearing Before the Judge	220	113	77
Operational Excellence	# of Outstanding Warrants	1,201	0	0

Expenditures Summary

\$248,516 **\$22,840**
(10.12% vs. prior year)

Budgeted Expenditures by Expense Type



Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Expense Objects					
Personnel					
General Government					
OVERTIME	01-620-100	\$0	\$486	\$0	\$510
SALARIES	01-620-101	\$100,784	\$108,804	\$106,693	\$117,045
TAXES - SOCIAL SECURITY	01-620-102	\$6,319	\$6,776	\$6,560	\$7,288
TAXES - MEDICARE	01-620-103	\$1,478	\$1,585	\$1,534	\$1,705
TAXES - FUTA/SUTA	01-620-104	\$288	\$450	\$450	\$450
WORKMANS' COMP INSURANCE	01-620-105	\$258	\$294	\$250	\$316
RETIREMENT	01-620-106	\$11,846	\$12,839	\$12,623	\$13,898

Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
HEALTH INSURANCE	01-620-107	\$13,691	\$13,262	\$12,618	\$13,924
Total General Government:		\$134,664	\$144,496	\$140,728	\$155,136
Total Personnel:		\$134,664	\$144,496	\$140,728	\$155,136
Supplies, Maintenance, and Operations					
General Government					
SUPPLIES & CONSUMABLES	01-620-200	\$1,518	\$2,200	\$2,200	\$1,700
MINOR EQUIPMENT & FURNITURE	01-620-201	\$1,003	\$200	\$200	\$200
UNIFORMS	01-620-203	\$83	\$100	\$100	\$100
COURT TECHNOLOGY	01-620-270	\$0	\$6,050	\$0	\$0
COURT SECURITY BUILDING	01-620-271	\$714	\$10,000	\$10,000	\$4,700
Total General Government:		\$3,318	\$18,550	\$12,500	\$6,700
Total Supplies, Maintenance, and Operations:		\$3,318	\$18,550	\$12,500	\$6,700
Professional Services					
General Government					
PROFESSIONAL SERVICES	01-620-300	\$45,113	\$58,230	\$43,230	\$82,230
DUES/SUBSCRIPTIONS	01-620-301	\$110	\$800	\$800	\$800
TRAINING/SEMINARS & TRAVEL	01-620-302	\$591	\$3,000	\$3,000	\$3,050
MEETINGS & RELATED TRAVEL	01-620-303	\$0	\$500	\$500	\$500
EMPLOYEE APPRECIATION	01-620-355	\$55	\$100	\$100	\$100
Total General Government:		\$45,869	\$62,630	\$47,630	\$86,680
Total Professional Services:		\$45,869	\$62,630	\$47,630	\$86,680
Total Expense Objects:		\$183,851	\$225,676	\$200,858	\$248,516

Public Safety



Tim Moring
Chief of Police

Mission Statement

The mission of the Fair Oaks Ranch Police Department is to be responsive to our community, through the proactive enforcement of laws, the protection of life and property and the maintaining of order while affording dignity and respect to those we serve. We will strive to meet the present and future needs of the public through community partnership and innovation.

Vision Statement

To be the safest city to live in, work and visit.

Scope of Services Summary

The Fair Oaks Ranch Police Department is currently authorized 25 commissioned Police Officers, 3 Civilian Staff, and 1 K-9 Unit. The department is comprised of 4 sections; Administration, Patrol, Investigations, and Animal Control. Each section has its own unique responsibilities within the department.

Administration is comprised of the Chief of Police, the Lieutenant, the department's administrative assistant and administrative clerk. Administrative staff is responsible for every function of the department including scheduling, training, records, complaints, budgeting, and implementing policies.

Criminal investigations is comprised of a CID Sergeant and 2 investigators that handle numerous functions including investigating criminal offenses, collection and securing of evidence, and court preparation. Investigators get called out depending on the nature of the incident that has occurred. However, our patrol officers are primarily responsible for completing the initial investigation and crime scene processing.

The patrol division is the largest division in the department with 20 officers. It is made up of 4 sections with day patrol consisting of 1 sergeant and 4 patrol officers per shift and night patrol consisting of 1 sergeant and 4 officers per shift. The patrol division conducts the day-to-day operations of the Police Department. They are the most visible aspect of the City and are responsible for maintaining public safety and answering calls for service.

The department currently has one Animal Services Officer. The Animal Services Officer is responsible for handling all calls regarding deer or other wildlife, as well as pets.

One major opportunity for the Fair Oaks Ranch Police department is to be recognized as a Best Practices Agency by the Texas Police Chiefs Association. The department reached recognized status for the first time in 2010 as the 35th department in the State of Texas to gain this prestigious recognition. The department was re-recognized in 2014 and 2019.

The department's K-9 program was initiated in the summer of 2018 with plans to help combat the influx of narcotics both within and around the City of Fair Oaks Ranch. By continuing to fully support this program, we hope to decrease the propensity of narcotics not only within the City but also to support neighboring agencies.

The department prides itself on being a true community-oriented Police Department through its numerous community outreach programs, such as their Junior Police Academy, Halloween Trunk or Treat event, Oakley the Easter Bunny, and many more. The department looks forward to having the events each year with plans for many more in the near future.

Recent Accomplishments

- Sgt. Griffin and Off. Gobeil graduated from the Texas Dept. of Public Safety Physical Fitness Institute
- 5 Officers received Letters of Commendation for their exceptional service to the City
- Fair Oaks Ranch named the 3rd Safest City in Texas
- Officer Willis, Officer Serold, Officer Gobeil, and Officer De Le Rosa received their 5 year service awards
- Added new community programs including Birthday Parades and COVID modified Holiday events
- Chief Tim Moring sworn in as the new Chief of Police for Fair Oaks Ranch



- John Ojeda promoted to Lieutenant
- Officers maintained staffing and call response times during the COVID pandemic.
- Officers adapted their community programs to bring joy and a sense of normalcy during the initial and secondary lock downs.

Budgeted Staffing

Title	2018-19	2019-20	2020-21	2021-22
Chief of Police	1	1	1	1
Lieutenant	1	1	1	1
Sergeant	5	5	5	5
Police Investigator	2	2	2	2
Patrol Officer	16	16	16	16
Animal Services Officer	1	1	1	1
PD Admin Assistant	1	1	1	1
PD Admin Clerk	1	1	1	1
K-9 Unit (Buddy)	1	1	1	1
Total Funded Staffing	29	29	29	29

Community Service

Birthday Parades: During the height of the COVID pandemic, Officers scheduled, coordinated, and participated in over 40 birthday parades for our residents. Birthday parades were celebrated for all ages throughout the summer.

National Night Out: In October 2020, the Police Department was forced to cancel their National Night out program due to the secondary COVID wave.

Trunk or Treat: In October 2020, the Police Dept. conducted a "modified" Trunk or Treat event at the Police Dept. parking lot. Officers decorated patrol cars and 10 foot shoots to deliver candy to all the kids that came to visit.

Citizens' Law Enforcement Academy: The 2020 Citizen's Law Enforcement Academy was cancelled due to the COVID Pandemic.

No-Shave November: The No-Shave Program began at Fair Oaks Ranch PD in 2016, to raise donations for an officer during his battle with cancer. Officers have donated a specific amount each year since in order to grow out their beards for the month. This year's recipient of the donations was a civilian employee of the City who was recovering from a major surgery. The total donation raised by officers this year was a few dollars shy of \$6,000. A special thanks to Rina Grona and Tri-County Meat Market for their help during our BBQ plate event.

Santa Drive-by Fun: Due to COVID restrictions, Officers planned and participated in 4 nights of escorting Santa around the City to say hi to everyone. Special thanks to Fair Oaks Ranch Homeowner's Association for lending us their Santa suit.

Annual Toy Drive: For many years the Police Department has participated in the annual Toy Drive during the Christmas holiday. In 2020, the pandemic caused a large need for families that were out of work and struggling to provide during the holidays. The Police Department collected and dropped off over \$15,000 worth of toys that were donated by the residents of Fair Oaks Ranch and the students of our two elementary schools. The toys were donated to Catholic Charities of San Antonio and Family Endeavors.

Oakley the Easter Bunny: Easter Sunday in 2020 fell at the onset of the pandemic and at a time when the nationwide lock downs were still in place. Officers, with the assistance of Mrs. Rina Grona, spent all day Easter Sunday driving Oakley around the City bringing some joy to everyone.



Tim Moring, Chief of Police



Lieutenant John Ojeda



K-9 Officer, Buddy

Operational Performance Measures

Strategic Pillar	Performance Measure	2018	2019	2020
Public Health, Safety and Welfare	# of Call for Service	3,716	3,913	3,482
Public Health, Safety and Welfare	# of Arrests Made	224	207	157
Public Health, Safety and Welfare	# of Traffic Stops	5,271	4,893	2,924
Public Health, Safety and Welfare	# of Calls for Animal Control	995	835	702
Public Health, Safety and Welfare	# of Home Watches	35,078	23,033	8,195

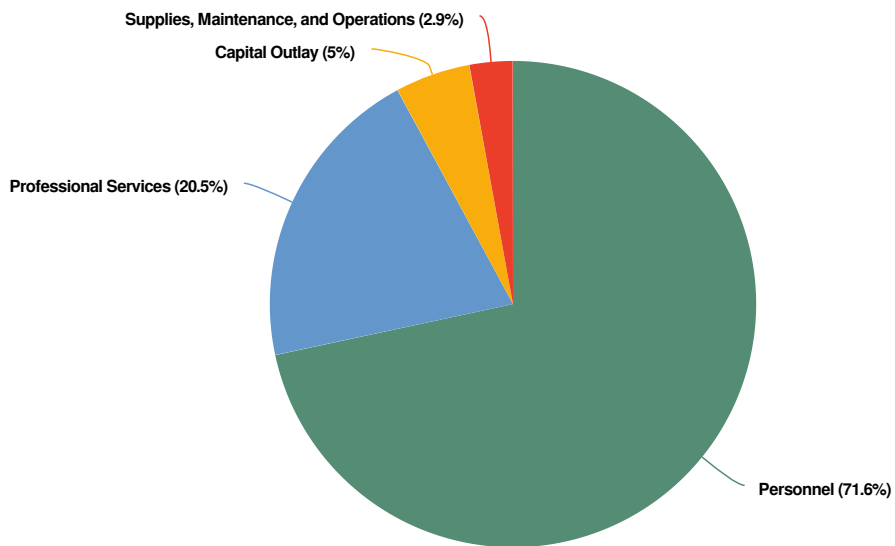
Performance measures for the PD are compiled by calendar year.

See all the department statistics here: [City of Fair Oaks Police Department Annual Report](#) 

Expenditures Summary

\$3,542,881 **\$103,732**
(3.02% vs. prior year)

Budgeted Expenditures by Expense Type



Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Expense Objects					
Personnel					
General Government					
OVERTIME	01-630-100	\$30,191	\$25,601	\$35,396	\$27,181
SALARIES	01-630-101	\$1,502,983	\$1,718,950	\$1,508,294	\$1,829,045
TAXES - SOCIAL SECURITY	01-630-102	\$96,543	\$108,162	\$93,146	\$115,086
TAXES - MEDICARE	01-630-103	\$22,579	\$25,296	\$22,028	\$26,915
TAXES - FUTA/SUTA	01-630-104	\$3,786	\$6,300	\$6,300	\$6,300
WORKMANS' COMP INSURANCE	01-630-105	\$40,683	\$41,870	\$37,176	\$44,594
RETIREMENT	01-630-106	\$181,820	\$204,941	\$184,379	\$219,452

Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
HEALTH INSURANCE	01-630-107	\$215,402	\$223,789	\$180,202	\$243,713
UNIFORM ALLOWANCE	01-630-108	\$16,800	\$26,000	\$23,000	\$26,000
Total General Government:		\$2,110,787	\$2,380,907	\$2,089,921	\$2,538,286
Total Personnel:		\$2,110,787	\$2,380,907	\$2,089,921	\$2,538,286
Supplies, Maintenance, and Operations					
General Government					
SUPPLIES & CONSUMABLES	01-630-200	\$3,424	\$4,000	\$4,000	\$5,000
MINOR EQUIPMENT & FURNITURE	01-630-201	\$29,074	\$27,960	\$27,960	\$25,510
FUEL	01-630-202	\$27,610	\$30,000	\$30,000	\$30,000
UNIFORMS	01-630-203	\$8,726	\$15,720	\$15,720	\$13,870
VEHICLE MAINTENANCE/REPAIRS	01-630-250	\$22,145	\$23,550	\$23,550	\$27,510
Total General Government:		\$90,979	\$101,230	\$101,230	\$101,890
Total Supplies, Maintenance, and Operations:		\$90,979	\$101,230	\$101,230	\$101,890
Professional Services					
General Government					
PROFESSIONAL SERVICES	01-630-300	\$559,475	\$521,887	\$521,887	\$683,321
DUES/SUBSCRIPTIONS	01-630-301	\$3,002	\$3,950	\$3,950	\$3,950
TRAINING/SEMINARS & TRAVEL	01-630-302	\$9,888	\$14,000	\$14,000	\$14,000
MEETINGS & RELATED TRAVEL	01-630-303	\$128	\$2,500	\$2,500	\$500
INVESTIGATIONS	01-630-351	\$4,968	\$15,000	\$15,000	\$13,500
LEOSE TRAINING	01-630-352	\$0	\$4,000	\$4,000	\$2,500
PUBLIC RELATIONS & EVENTS	01-630-354	\$1,271	\$8,627	\$8,627	\$6,534
EMPLOYEE APPRECIATION	01-630-355	\$1,078	\$1,400	\$1,400	\$1,400
Total General Government:		\$579,811	\$571,364	\$571,364	\$725,705
Total Professional Services:		\$579,811	\$571,364	\$571,364	\$725,705
Capital Outlay					
General Government					

Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
FURNITURE, FIXTURES & EQUIP	01-630-803	\$36,742	\$385,648	\$342,642	\$177,000
Total General Government:		\$36,742	\$385,648	\$342,642	\$177,000
Total Capital Outlay:		\$36,742	\$385,648	\$342,642	\$177,000
Total Expense Objects:		\$2,818,319	\$3,439,149	\$3,105,158	\$3,542,881

Maintenance



Mission Statement

To maintain a safe, clean, and attractive City appearance with the preservation of all City owned facilities, roads, rights-of-way, and drainage features that promote a welcoming environment for the residents and visitors of Fair Oaks Ranch.

Scope of Services Summary

The Maintenance Department is responsible for the maintenance and repairs of all city-owned property. City buildings include City Hall, the Public Safety Building, EMS station, 2 Fire stations, the Maintenance shop, and the HOA building. The Maintenance department is responsible for maintaining 60 miles of roads, 23 miles of sweeping, 31 miles of right-of-way mowing, vehicle/equipment maintenance/repairs and all City-owned drainage easements. The Maintenance Department seeks to improve the annual street maintenance operations by creating a Road Capital Improvements Program (CIP) which would identify future road maintenance needs. This program would assist the City with future budget planning and assure residential roads receive the proper treatment at the proper time to extend the life of the roads as an asset.

Recent Accomplishments

- Implemented the use of multiple road maintenance treatments
- Streets Maintenance— 292,086 sq. yards resurfaced, repaired and crack sealed
- Implemented the use of hot crack seal machine
- Improved GPS asset tracking of street signs
- Implemented the use of portable building for city hall renovation
- Implemented the use of messaging board for better communication
- Installed City Hall Directional Sign
- Enclosed remaining City Hall property to mitigate liability

Budgeted Staffing

Title	2018-19	2019-20	2020-21	2021-22
Public Works Superintendent	1	1	1	1
Maintenance Supervisor	1	1	1	1
Maintenance Lead	1	1	1	1
Maintenance Worker	4	4	4	4
Drainage Worker	-	-	-	2
Custodian	1	1	1	1
Total Funded Staffing	8	8	8	10



Julio Colunga, Public Works Superintendent

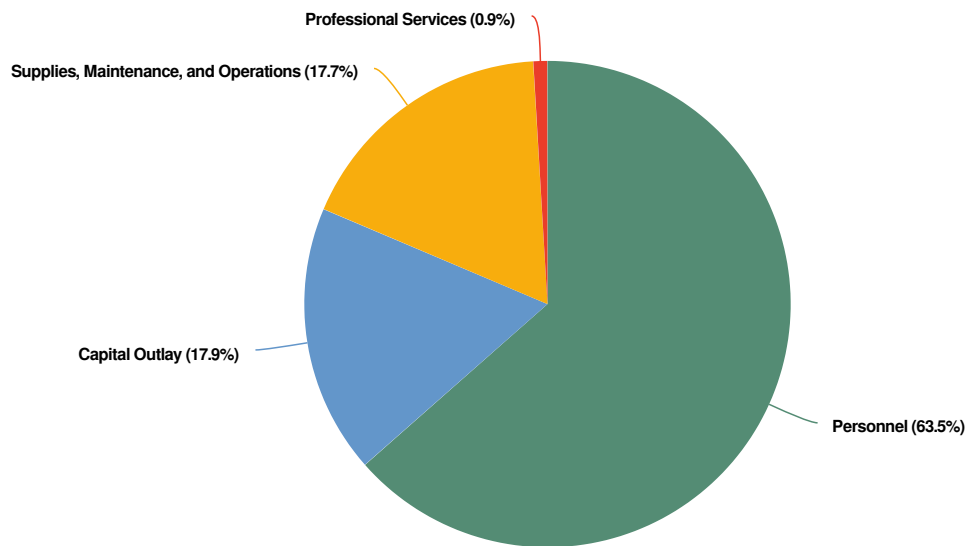
Operational Performance Measures

Strategic Pillar	Performance Measure	2018-19	2019-20	Projected 2020-21
Reliable and Sustainable Infrastructure	# iWorQs Work Orders Completed	133	174	124
Reliable and Sustainable Infrastructure	# Hours of Mechanic/Equipment Shop Activity	1,121	540	680
Reliable and Sustainable Infrastructure	# Street Signs Replaced	209	104	105
Reliable and Sustainable Infrastructure	# Miles Street Sweeping	348	140	300
Operational Excellence	# Staff Training Hours	284	303	235

Expenditures Summary

\$923,122 **\$316,951**
(52.29% vs. prior year)

Budgeted Expenditures by Expense Type



Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Expense Objects					
Personnel					
General Government					
OVERTIME	01-640-100	\$1,687	\$1,143	\$17,434	\$1,692
SALARIES	01-640-101	\$275,137	\$322,467	\$294,105	\$398,731
TAXES - SOCIAL SECURITY	01-640-102	\$16,602	\$20,064	\$18,952	\$24,826
TAXES - MEDICARE	01-640-103	\$3,883	\$4,693	\$4,755	\$5,806
TAXES - FUTA/SUTA	01-640-104	\$1,039	\$1,688	\$1,688	\$2,138
WORKMANS' COMP INSURANCE	01-640-105	\$13,830	\$14,367	\$11,215	\$18,280
RETIREMENT	01-640-106	\$32,419	\$38,016	\$36,959	\$47,340

Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
HEALTH INSURANCE	01-640-107	\$64,812	\$67,040	\$61,792	\$87,546
Total General Government:		\$409,409	\$469,477	\$446,900	\$586,359
Total Personnel:		\$409,409	\$469,477	\$446,900	\$586,359
Supplies, Maintenance, and Operations					
General Government					
SUPPLIES & CONSUMABLES	01-640-200	\$4,160	\$8,800	\$8,800	\$5,100
MINOR EQUIPMENT & FURNITURE	01-640-201	\$7,940	\$10,800	\$10,800	\$11,000
FUEL	01-640-202	\$8,418	\$10,200	\$10,200	\$10,200
UNIFORMS	01-640-203	\$6,161	\$6,275	\$6,275	\$8,091
MISCELLANEOUS	01-640-204	\$0	\$200	\$200	\$200
VEHICLE MAINTENANCE/REPAIRS	01-640-250	\$5,465	\$12,000	\$12,000	\$8,000
EQUIPMENT MAINTENANCE/REPAIRS	01-640-251	\$8,936	\$12,300	\$12,300	\$12,300
BUILDING MAINTENANCE/REPAIRS	01-640-252	\$26,558	\$15,300	\$15,300	\$15,300
LANDSCAPING & GREENSPACE MAINT	01-640-253	\$615	\$5,000	\$5,000	\$5,000
STREET MAINTENANCE	01-640-254	\$41,007	\$33,000	\$33,000	\$33,000
DRAINAGE WORK	01-640-255	\$1,354	\$5,000	\$5,000	\$55,000
Total General Government:		\$110,613	\$118,875	\$118,875	\$163,191
Total Supplies, Maintenance, and Operations:		\$110,613	\$118,875	\$118,875	\$163,191
Professional Services					
General Government					
PROFESSIONAL SERVICES	01-640-300	\$0	\$0		\$200
DUES/SUBSCRIPTIONS	01-640-301	\$106	\$600	\$600	\$432
TRAINING/SEMINARS & TRAVEL	01-640-302	\$782	\$8,540	\$7,000	\$7,340
MEETINGS & RELATED TRAVEL	01-640-303	\$5	\$100	\$100	\$100
EMPLOYEE APPRECIATION	01-640-355	\$479	\$400	\$400	\$500
Total General Government:		\$1,373	\$9,640	\$8,100	\$8,572

Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Total Professional Services:		\$1,373	\$9,640	\$8,100	\$8,572
Capital Outlay					
General Government					
FURNITURE, FIXTURES & EQUIP	01-640-803	\$275,602	\$8,179	\$8,179	\$165,000
Total General Government:		\$275,602	\$8,179	\$8,179	\$165,000
Total Capital Outlay:		\$275,602	\$8,179	\$8,179	\$165,000
Total Expense Objects:		\$796,998	\$606,171	\$582,054	\$923,122

Road CIP

Staff will work with our General Engineering Contractor (GEC) to create a Capital Improvements Program (CIP) for the roads. The road CIP will assist staff with planning future road rehabilitation, types of treatments, timings for treatments and predict future bond needs. Staff will incorporate any study recommendations into this program as well as equipment that could assist with treatment process such as a hot plate.



City Resilience

Improve city resiliency by introducing new ways to treat roads during winter weather events and on-site fuel station to avoid third party dependency. Implementation of salt spreaders, eco-friendly road treatments, on site fuel station, and possible building improvements.



Building Codes



Jim Earl
Building Codes Official

Mission Statement

To help ensure the health, safety and welfare of the citizens of the City of Fair Oaks Ranch through the effective enforcement of all building related codes duly adopted by the City Council. The Building Codes Department is committed to integrity, professionalism and consistency at all times.

Scope of Services Summary

The Building Official, supported by the Building Inspector and Administrative Assistant, is responsible for issuing permits and conducting inspections for all new construction, additions, remodels, pools, irrigation systems, fences, signs, building relocations and demolitions. Plan reviews are performed on all proposed construction projects prior to the issuance of permits to ensure compliance with all adopted codes and ordinances, as well as FEMA requirements.

Recent Accomplishments

- Conducted plan review and issued permit for 11,000 square foot Montessori School and 6,000 square foot Retail Building currently under construction and due to be completed in December 2021
- Continued to maintain plan reviews, building permitting and inspections throughout the ongoing COVID-19 crisis with no drop in level of service
- 956 permits issued for the period of April 23, 2020 through April 23, 2021 compared to 822 permits issued in the same time frame last year
- Established a contract to aid in addressing unsanitary structures

Budgeted Staffing

Title	2018-19	2019-20	2020-21	2021-22
Building Official	1	1	1	1
Building Codes Inspector	1	1	1	1
Admin Assistant	1	1	1	1
Total Funded Staffing	3	3	3	3



Jim Earl, Building Codes Official



Jim Earl and Scott Davis

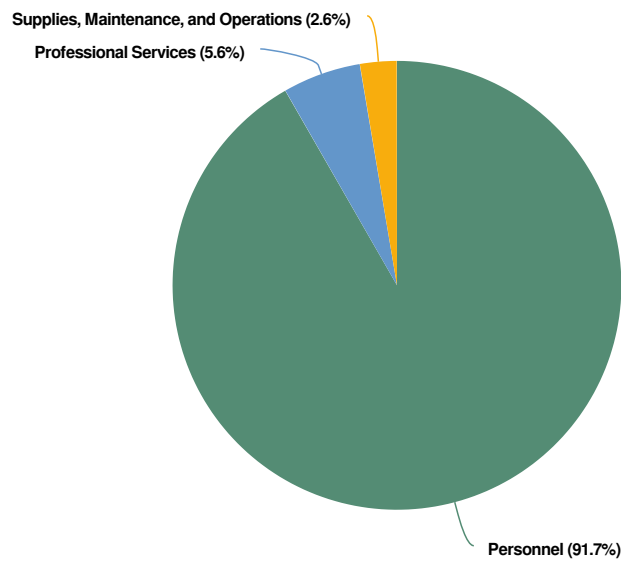
Operational Performance Measures

Strategic Pillar	Performance Measure	2018-19	2019-20	Projected 2020-21
Responsible Growth Management	# Contractor Registrations	89	132	89
Responsible Growth Management	# Total Building Permits Issued	613	748	994
Responsible Growth Management	# Total Inspection/Reinspection	1,845	1,858	2,755
Responsible Growth Management	# New Residential Properties	120	133	257
Responsible Growth Management	# New Commercial Properties	0	1	2
Public Health, Safety and Welfare	# Health and Sanitation Permits Issued	16	18	15
Operational Excellence	# Staff Training Hours	24	75	49

Expenditures Summary

\$273,518 **\$17,466**
(6.82% vs. prior year)

Budgeted Expenditures by Expense Type



Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Expense Objects					
Personnel					
General Government					
OVERTIME	01-641-100	\$0	\$191	\$191	\$201
SALARIES	01-641-101	\$173,438	\$178,967	\$179,366	\$187,933
TAXES - SOCIAL SECURITY	01-641-102	\$10,808	\$11,108	\$11,061	\$11,664
TAXES - MEDICARE	01-641-103	\$2,528	\$2,598	\$2,587	\$2,728
TAXES - FUTA/SUTA	01-641-104	\$432	\$675	\$675	\$675
WORKMANS' COMP INSURANCE	01-641-105	\$887	\$959	\$846	\$1,007
RETIREMENT	01-641-106	\$20,316	\$21,046	\$21,299	\$22,242
HEALTH INSURANCE	01-641-107	\$24,614	\$23,252	\$22,106	\$24,413
Total General Government:		\$233,023	\$238,797	\$238,129	\$250,863

Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Total Personnel:		\$233,023	\$238,797	\$238,129	\$250,863
Supplies, Maintenance, and Operations					
General Government					
SUPPLIES & CONSUMABLES	01-641-200	\$410	\$450	\$450	\$800
MINOR EQUIPMENT & FURNITURE	01-641-201	\$1,437	\$300	\$300	\$4,600
FUEL	01-641-202	\$1,122	\$1,300	\$1,300	\$1,300
UNIFORMS	01-641-203	\$300	\$530	\$530	\$530
Total General Government:		\$3,269	\$2,580	\$2,580	\$7,230
Total Supplies, Maintenance, and Operations:		\$3,269	\$2,580	\$2,580	\$7,230
Professional Services					
General Government					
PROFESSIONAL SERVICES	01-641-300	\$9,380	\$9,560	\$9,560	\$11,000
DUES/SUBSCRIPTIONS	01-641-301	\$265	\$290	\$365	\$300
TRAINING/SEMINARS & TRAVEL	01-641-302	\$1,186	\$4,075	\$2,575	\$3,575
MEETINGS & RELATED TRAVEL	01-641-303	\$0	\$600	\$600	\$400
EMPLOYEE APPRECIATION	01-641-355	\$86	\$150	\$150	\$150
Total General Government:		\$10,917	\$14,675	\$13,250	\$15,425
Total Professional Services:		\$10,917	\$14,675	\$13,250	\$15,425
Total Expense Objects:		\$247,208	\$256,052	\$253,959	\$273,518

Engineering Services



Grant Watanabe, P.E.
Director of Public Works

Mission Statement

We maintain the preservation of imperative services the City of Fair Oaks Ranch residents rely on while upholding the advantages of a small community. We achieve this by ensuring necessary infrastructure components are protected and improved by utilizing innovative ideas and solutions.

Scope of Services Summary

The City's Engineering Services department houses the Building Codes Department, the Environmental Compliance Manager, the GIS Technician, the Infrastructure Inspector, and the Code Compliance Officer. Each function provides services and support to all new development and capital improvement projects within the City limits. This department works with developers, contractors, engineers, home builders, and residents to ensure applicable regulations are followed during infrastructure and dwelling construction. Furthermore, this department provides vital support to preserve and protect City assets.

Recent Accomplishments

- Updated the City's Oak Wilt and Water Conservation Ordinances
- Initiated the City's first Code Compliance Program by educating and enforcing City Ordinances and Codes
- Increased infrastructure inspections to oversee projects for streets, water, wastewater, storm water, and other utilities
- Provided technical support in order to update the Unified Development Code
- Completed the design phase for the City's first Elevated Storage Tank
- Contributed to the City's initial Roadway Capital Improvement Plan
- Melissa Castro, Environmental Compliance Officer, named Employee of the Quarter

Budgeted Staffing

Title	2018-19	2019-20	2020-21	2021-22
Public Works Director	1	1	1	1
Manager of Engineering Services	1	1	1	1
Environmental Compliance Manager	1	1	1	1
GIS Technician	1	1	1	1
Infrastructure Inspector	1	1	1	1
Code Compliance	1	1	1	1
Administrative Assistant	1	1	1	1
Total Funded Staffing	7	7	7	7



Engineering Services Group: Katie, Amber, Ernie, Tom and Melissa

Operational Performance Measures

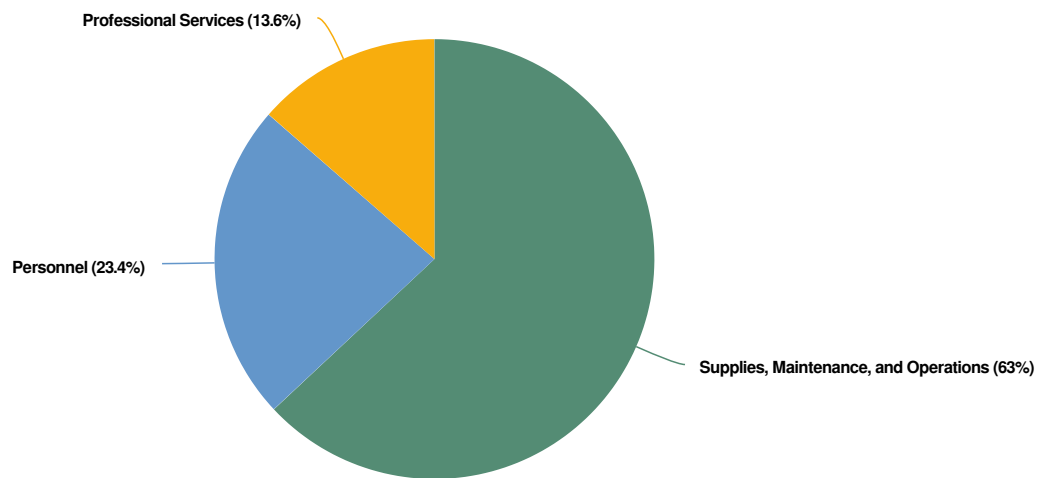
Strategic Pillar	Performance Measure	2018-19	2019-20	Projected 2020-21
Responsible Growth Management	# New Residential Lots Platted/Approved	153	154	351
Responsible Growth Management	# Maps/Exhibits Created	60	46	107
Reliable and Sustainable Infrastructure	# Infrastructure Inspection(Street, Water/WW,Other)	585	772	903
Responsible Growth Management	# Planning and Zoning Commission Meetings	13	9	11
Responsible Growth Management	Compliance Rate for Backflow Prevention	*	88%	96%
Operational Excellence	# Resident Correspondence/Calls	121	45	2008
Operational Excellence	# Code Compliance Cases Resolved	30	832	211
Operational Excellence	# Staff Training Hours	366	226	77.25

*Backflow prevention program had not started

Expenditures Summary

\$1,604,768 **\$580,267**
(56.64% vs. prior year)

Budgeted Expenditures by Expense Type



Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Expense Objects					
Personnel					
General Government					
OVERTIME	01-642-100	\$185	\$1,111	\$1,111	\$1,374
SALARIES	01-642-101	\$197,258	\$236,557	\$224,121	\$280,192
TAXES - SOCIAL SECURITY	01-642-102	\$12,441	\$14,736	\$12,229	\$17,457
TAXES - MEDICARE	01-642-103	\$2,910	\$3,446	\$2,860	\$4,083
TAXES - FUTA/SUTA	01-642-104	\$508	\$676	\$676	\$833
WORKMANS' COMP INSURANCE	01-642-105	\$1,438	\$1,505	\$1,274	\$4,061
RETIREMENT	01-642-106	\$23,101	\$27,920	\$26,616	\$33,288

Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
HEALTH INSURANCE	01-642-107	\$26,445	\$27,611	\$23,468	\$34,030
Total General Government:		\$264,285	\$313,562	\$292,356	\$375,318
Total Personnel:		\$264,285	\$313,562	\$292,356	\$375,318
Supplies, Maintenance, and Operations					
General Government					
SUPPLIES & CONSUMABLES	01-642-200	\$2,332	\$11,255	\$3,355	\$7,300
MINOR EQUIPMENT & FURNITURE	01-642-201	\$502	\$900	\$900	\$1,400
FUEL	01-642-202	\$734	\$1,301	\$1,301	\$1,301
UNIFORMS	01-642-203	\$1,078	\$1,865	\$1,865	\$1,500
STREET MAINTENANCE	01-642-254	\$432,403	\$430,000	\$484,817	\$1,000,000
Total General Government:		\$437,049	\$445,321	\$492,238	\$1,011,501
Total Supplies, Maintenance, and Operations:		\$437,049	\$445,321	\$492,238	\$1,011,501
Professional Services					
General Government					
PROFESSIONAL SERVICES	01-642-300	\$10,090	\$255,775	\$255,775	\$210,000
DUES/SUBSCRIPTIONS	01-642-301	\$442	\$570	\$570	\$555
TRAINING/SEMINARS & TRAVEL	01-642-302	\$5,025	\$8,023	\$8,023	\$6,644
MEETINGS & RELATED TRAVEL	01-642-303	\$28	\$900	\$900	\$400
EMPLOYEE APPRECIATION	01-642-355	\$91	\$350	\$350	\$350
Total General Government:		\$15,676	\$265,618	\$265,618	\$217,949
Total Professional Services:		\$15,676	\$265,618	\$265,618	\$217,949
Total Expense Objects:		\$717,010	\$1,024,501	\$1,050,212	\$1,604,768

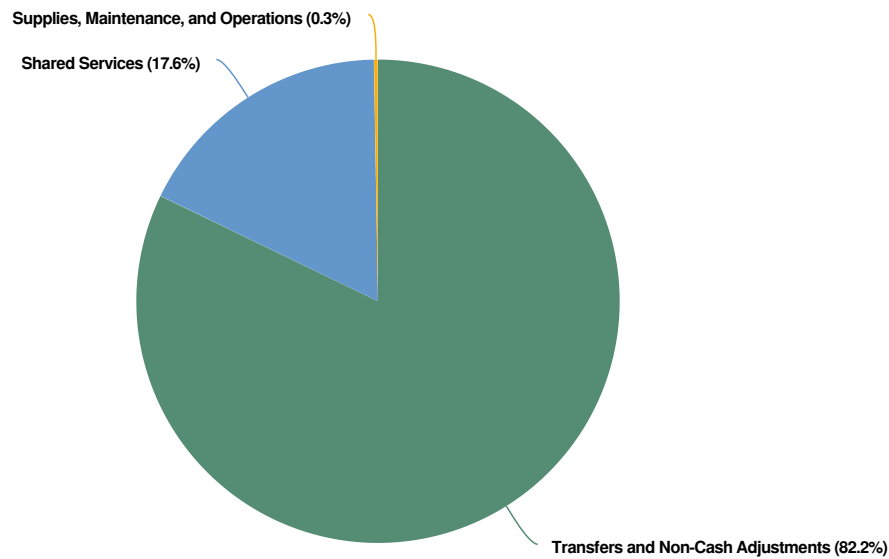
Non-Departmental and Shared



Expenditures Summary

\$1,387,297 **\$757,798**
(120.38% vs. prior year)

Budgeted Expenditures by Expense Type



Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Expense Objects					
Transfers and Non-Cash Adjustments					
General Government					
TRANSFER TO CAP IMP FUND 02	01-690-805	\$599,525	\$167,500	\$167,500	\$865,000
TRANSFER TO VEH/EQUIP FUND 31	01-690-806	\$230,492	\$290,493	\$290,493	\$275,185
Total General Government:		\$830,017	\$457,993	\$457,993	\$1,140,185

Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Projected Actuals	FY2022 Budgeted
Total Transfers and Non-Cash Adjustments:		\$830,017	\$457,993	\$457,993	\$1,140,185
Supplies, Maintenance, and Operations					
General Government					
SUPPLIES & CONSUMABLES	01-690-200	\$3,483	\$6,000	\$6,000	\$3,600
MISCELLANEOUS	01-690-204	\$88,865	\$11,464	\$30,000	\$0
Total General Government:		\$92,348	\$17,464	\$36,000	\$3,600
Total Supplies, Maintenance, and Operations:		\$92,348	\$17,464	\$36,000	\$3,600
Shared Services					
General Government					
FACILITY CONTRACTS & SERVICES	01-690-700	\$28,597	\$59,799	\$49,799	\$151,469
TECH/INTERNET/SOFTWARE MAINTEN	01-690-701	\$146,608	\$0	\$0	\$0
POSTAGE	01-690-702	\$4,181	\$10,125	\$6,125	\$5,625
GENERAL LIABILITY INSURANCE	01-690-703	\$39,207	\$51,418	\$41,194	\$51,418
ELECTRICITY	01-690-704	\$30,127	\$32,700	\$32,700	\$35,000
PHONE/CABLE/ALARMS	01-690-705	\$31,597	\$0		\$0
Total General Government:		\$280,317	\$154,042	\$129,818	\$243,512
Total Shared Services:		\$280,317	\$154,042	\$129,818	\$243,512
Total Expense Objects:		\$1,202,682	\$629,499	\$623,810	\$1,387,297

Civic Center



To achieve the City Council's Strategic Objective 3.5 under Reliable and Sustainable Infrastructure Pillar, city staff recognized the need for a civic center to bring together the City's public services and public spaces. To create a balance between meeting the community's service needs and providing a space for civic pride and engagement, and to ensure continuity of reliable city facilities, the former police station would be redesigned as a Civic Center. The proposed project's overall objective is to design and construct a functional and attractive building that provides space for the City's administrative and public meetings while simultaneously providing a welcoming environment for Fair Oaks Ranch residents to host their own meetings and events.

In 2019, city staff approached the Fair Oaks Ranch Municipal Development District (FORMDD) with the idea of utilizing MDD funding to construct a civic center. On April 16, 2020, the City Council authorized the City Manager to enter into a professional services agreement for the design of a civic center with Studio S Architekts. On July 2, 2020, the City Council approved Resolution 2020-09 authorizing the City Manager to submit a funding application to the MDD. The application was received, reviewed, and approved by FORMDD, and on September 16, 2020, the FORMDD Board approved a grant agreement to the City in the amount of \$600,000. The City Council approved and accepted the grant agreement on September 17, 2020.

In October 2020, a Request for Proposals for Construction Manager at Risk Services for construction of a Civic Center was released. On January 21, 2021, City Council authorized the City Manager to sign an agreement with Waterman Construction, LLC to work with Studio S Architekts in completing the design of the Civic Center and for construction of the Center.

The initial goal for the project was to break ground in the second quarter of fiscal year 2020-21 (January-April, 2021). Due to COVID-19 and the unexpected cost increase of materials throughout the Spring/Summer of 2021, construction was delayed while staff and the construction and design teams continued to work through the project within budget. Upon approval of the final design, construction is estimated to take six months with an anticipated project opening in the third quarter of fiscal year 2021-22 (July-September, 2022).

Objectives for Fiscal Year 2021-22

- Completion of a Civic Center at the former police station location on the City of Fair Oaks Ranch Municipal Complex
- Installation of Civic Center furniture, fixtures, and equipment
- Installation of IT infrastructure
- Staff training including Civic Center management, safety, and customer service
- Pursue local advertising opportunities to engage the public and educate them on the availability of the new facility
- Develop and implement performance measures for monitoring Civic Center utilization and activities inclusive of identification of target capacity goals
- Design maintenance plan for preservation of capital assets

Expenditures by Expense Type

Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Actual	FY2022 Budgeted
Expense Objects					
Supplies, Maintenance, and Operations					
General Government					
SUPPLIES & CONSUMABLES	01-650-200	\$0	\$2,500	\$0	\$0

Name	Account ID	FY2020 Actual	FY2021 Amended Budget	FY2021 Actual	FY2022 Budgeted
Total General Government:		\$0	\$2,500	\$0	\$0
Total Supplies, Maintenance, and Operations:		\$0	\$2,500	\$0	\$0
Shared Services					
General Government					
ELECTRICITY	01-650- 704	\$0	\$3,750	\$0	\$0
Total General Government:		\$0	\$3,750	\$0	\$0
Total Shared Services:		\$0	\$3,750	\$0	\$0
Total Expense Objects:		\$0	\$6,250	\$0	\$0

DEBT



Government-wide Debt Overview

Overview

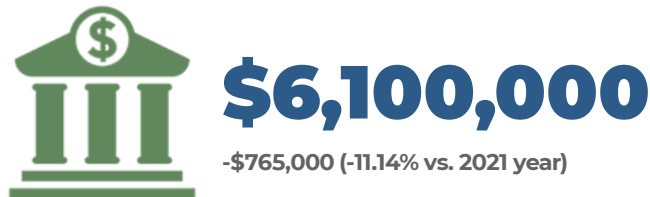
Major capital improvements such as streets, drainage, buildings, and other facilities are often financed by bonds. This funding mechanism allows payment for infrastructure improvements to be made over multiple years, usually over the life of the improvement.

Debt Service Policy

For large infrastructure projects or large pieces of equipment, debt financing is sometimes required. The City's debt management objective is to maintain a level of debt service that does not adversely impact tax or utility rates and does not hinder the City's ability to effectively operate the utility systems, street network, or other facilities. Debt Limit for the City is \$1.50 of total assessed value.

When the City of Fair Oaks Ranch utilizes long-term debt financing, it will ensure the debt is soundly financed by:

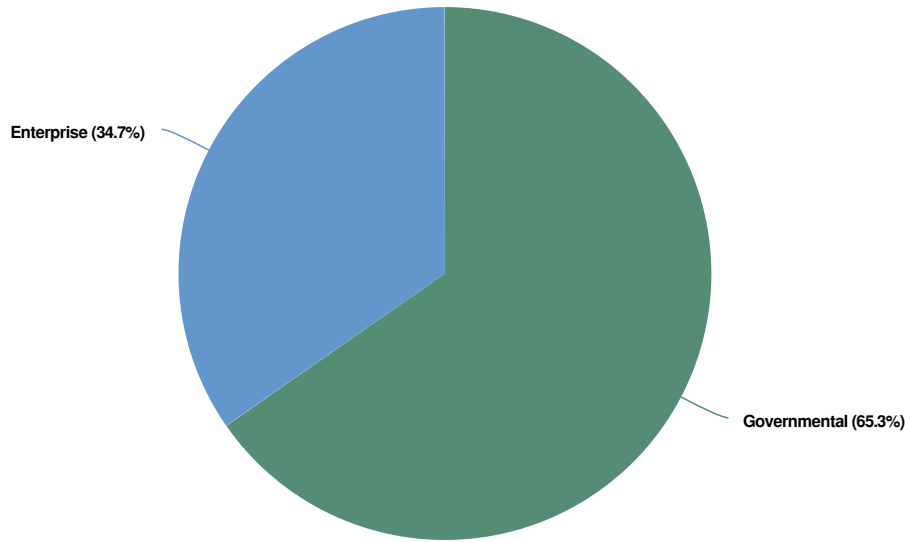
- Conservatively projecting the revenue sources that will be utilized to pay the debt.
- Financing the improvement over a period of time not greater than the useful life of the asset.



The total debt service requirement for the City of Fair Oaks Ranch in fiscal year 2021-22 is \$887,137. The chart below shows the Bond Principal and Interest requirements by fund.

	<u>Debt Service Fund</u>	<u>Utility Fund</u>	<u>Total</u>
Principal	\$450,000	\$315,000	\$765,000
<u>Interest</u>	<u>99,185</u>	<u>22,952</u>	<u>122,137</u>
Total Debt Service	\$549,185	\$337,952	\$887,137

Debt by Fund



	FY2021	FY2022	% Change
All Funds	Actual	Actual	
Governmental	\$4,435,000	\$3,985,000	-10.1%
Enterprise	\$2,430,000	\$2,115,000	-13%
Total All Funds:	\$6,865,000	\$6,100,000	-11.1%

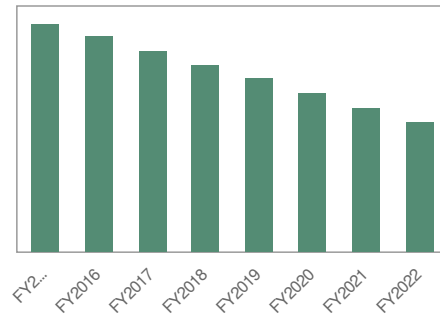
Governmental

General Obligation (GO) Interest and Sinking Fund

This fund derives its revenue from ad valorem taxes. The function of this fund is to retire bonded indebtedness and pay the interest on the indebtedness. The City currently has one general obligation bond, which was issued in 2015 for General Fund street reconstruction.

Street Bond Program:

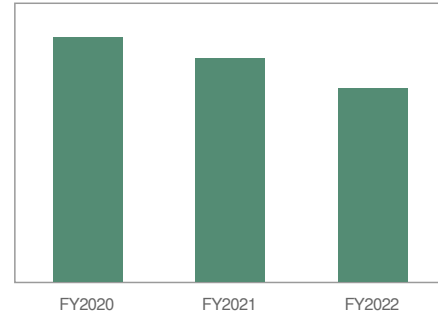
- Bond Election 11/4/14 passed
- \$7,000,000 bond issued for a Roadway Reconstruction Project
- Major thoroughfare roads were rehabilitated
- Construction project completed during 2019



	FY2021	FY2022	% Change
Governmental	Actual	Actual	
Debt Service Fund	\$4,435,000	\$3,985,000	-10.1%
Total Governmental:	\$4,435,000	\$3,985,000	-10.1%

Enterprise

In FY 2020, the City of Fair Oaks Ranch Utilities issued Certificates of Obligation related to the refinance of a capital lease. With historically low interest rates in the market, the City opted for early retirement of the lease, as allowed under the contract, at 102% of the unpaid principal. The interest rate was reduced from 3.31% to 1.25%, and a certificate of obligation would carry more favorable terms to the City than the existing capital lease agreement.



Water Utility SCADA system:

- Resolution 2020-10 passed and approved July 2, 2020
- \$2,660,000 Certificate of Obligation issued

	FY2021	FY2022	% Change
Enterprise	Actual	Actual	
Utility Fund	\$2,430,000	\$2,115,000	-13%
Total Enterprise:	\$2,430,000	\$2,115,000	-13%

CAPITAL IMPROVEMENTS



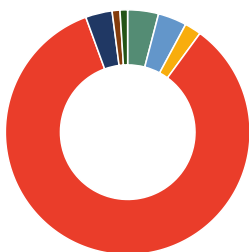
Capital Improvements: One-year Plan

Total Capital Requested

\$4,349,099

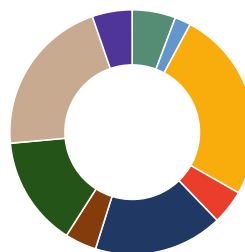
39 Capital Improvement Projects

Total Funding Requested by Department



Public Safety & Emergency (4%)	\$177,000.00
Maintenance (4%)	\$165,000.00
Operational Excellence (2%)	\$95,000.00
Reliable and Sustainable Infrastructure (84%)	\$3,670,121.00
Water (4%)	\$152,820.00
Wastewater (1%)	\$45,000.00
Financial Integrity (1%)	\$44,158.00
TOTAL	\$4,349,099.00

Total Funding Requested by Source



General Fund ERF (6%)	\$250,000.00
Governmental Operations (2%)	\$92,000.00
Governmental SAP Fund (25%)	\$1,104,416.00
Utility Fund ERF (5%)	\$197,820.00
Water SAP Fund (17%)	\$741,236.00
Contribution in Aid (4%)	\$181,623.00
Water Impact Fees (15%)	\$632,215.00
Grant (21%)	\$920,210.00
Wastewater SAP Fund (5%)	\$229,579.00
TOTAL	\$4,349,099.00

Public Safety & Emergency Requests

Itemized Requests for 2022

2022 Ford Interceptor SUV - PD (Replacement-Repurpose)	\$56,000
---	-----------------

Scheduled replacement under vehicle replacement fund. Old vehicle will be repurposed to CID.

2022 Ford Interceptor SUV - PD (Replacement-Repurpose)	\$56,000
---	-----------------

Scheduled replacement of vehicle from vehicle replacement fund. Replaces Units 161 and 172 172 was totaled. 161 will either be transferred to CID or auctioned. ;;Scheduled replacement of vehicle from vehicle replacement fund. ...

2022 Command Vehicle SUV/Truck (Replacement-Repurposed)	\$65,000
--	-----------------

Vehicle to be purchased with replacement funds from FY 2020-21 Animal Control Truck, and FY 2021-22 FOR Maintenance truck funds. PD's current 2018 Ford F-150 will be transferred to FOR Maintenance FOR...

Total: \$177,000

Maintenance Requests

Itemized Requests for 2022

2 City Hall HVAC Units \$30,000

2 new HVAC units for City Hall, \$15,000 per unit

Electric Message Board Trailer (New Equipment) \$14,000

Trailer mounted message board to assist with residential communication and notifications. Currently, the city owns one that assisted with the stop sign implementation on Dietz Elkhorn and Front Gate intersection. However, two would be...

Crafco Hot Plate (New Equipment) \$10,000

The HOT plate is used to repair cracking roads. The hot plate will allow staff to heat up damaged areas without having to cut the roads. The KM 4-48 is the largest infrared heater KM International offers. Like the KM 4-40, the KM...

Ford f250 tool box bed truck (Replacement) \$45,000

Ford f250 4X4 single cab with a toolbox, outfitter switches, headache rack, and lights.

2021 Fleet Ford Explorer (Replacement) \$28,000

This vehicle would be used to replace one of the current building codes explorer 202.

Road Striping Machine (new) \$18,000

We would like to purchase a striping machine to repaint faded lines on the road without having to hire a third party contractor (unless new lines are needed.) This is a two-piece unit. The sprayer and cart are sold individually,...

Wrap PD Truck (new fleet addition) \$5,000

Wrap the PD f-150 to be used by Maintenance.

Shop Heaters (New Equipment) \$15,000

During the winter, the maintenance shop becomes very cold as there is no insulation or heaters to warm the bay area. During the winter storm, the shop became so cold that supplies froze within the shop. Public works staff work in the shop during...

Total: \$165,000

Reliable and Sustainable Infrastructure Requests

Itemized Requests for 2022

Wastewater System EPA Risk Assessment and Emergency Response Plan **\$7,500**

Continuation of prior year project

City Hall Renovations **\$439,416**

Renovate and update the existing City Hall building

Old Fredericksburg Water Line - (New) **\$50,000**

Bexar County will be redoing Old Fredericksburg Road. The current plan would put our water line on the edge of the road with some areas currently under the road. Repairs on this line, along this road, are outside the city and...

Rolling Acres trail water line Rehabilitation (SAP 3.1.10) **\$61,754**

Current CIP list water line up for replacement

Replace Willow Wind Dr. and Red Bud Hill water line (SAP 3.1.5) **\$65,370**

Current CIP list water line up for replacement.

Elevated Storage Tank and water line (SAP 3.1.6) **\$181,623**

Current year project work for FY 2021-22 is the land acquisition for the Elevated Storage Tank. PRV is a part of CIP and EST project however if EST is stopped the PRV is still beneficial to tie in the current systems. 0.5 MG Zone A EST and...

Plant 2 Hydropneumatic Tank and Variable Frequency Drives (SAP 3.1.9, and 3.1.2) **\$946,815**

CIP project and TCEQ correction. Installing a hydro tank, Variable Frequency Drive and new pumps. A pressure issue was sited in 2017 due to insufficient pressure in zone C. The current master plan and SAP have a new 9000 gallon hydro...

Existing WWTP Improvements - Solids Handling Improvements (SAP 3.2.2) **\$920,210**

Solids handling equipment installation. The proposed equipment is based off of the recent solids handling sludge study that was completed in 2020. Council has approved the design phase and we are currently in the demo phase of the project.

Replace Existing Waterline - Creek Crossing West (SAP 3.1.4) **\$220,433**

Exposed line needing to be rerouted. Project started in FY 2019-20 and is in process FY 2020-21 but will not be completed. Project funds in Water Capital Fund 22 will need to roll over. This line is one of 3 main trunk lines feeding the south side...

Wastewater Treatment Plant Study (SAP 3.2.4) **\$200,000**

Wastewater treatment plant study new vs old, current SAP project in the RFQ review phase and should be out in the next two weeks.

Modify Chartwell and Dietz Elkhorn Rd. Intersection (SAP 3.4.7) **\$175,000**

Re-striping of Dietz Elkhorn and Chartwell intersection. The redesign would be based off of the recent Dietz Elkhorn study recommendations.

Water System EPA Risk Assessment and Emergency Response Plan **\$7,000**

Continuation of prior year project

Drainage 7820 Rolling Acres Trail (Drainage CIP #5) **\$85,000**

Low water crossing Road Closure gate deploys during large storm events Bridge/Culvert upgrades Emergency access is a concern during rain events Public project Criticality Score in the Drainage CIP =47



Drainage 7840 Silver Spur Trail (Drainage CIP # 17)**\$95,000**

Runoff collects from the north side of the city and passes this point before passing under Keeneland and then to Cibolo Creek. Post Oak Creek LWC. Bridge/Culvert upgrades Public Project Criticality Score 47 Priority 1

Drainage 29010 Tivoli Way (Drainage CIP #34)**\$50,000**

•Large amount of runoff from Windermere crosses Fair Oaks Parkway and is intercepted by homes. •Additional Analysis required
•Public Project •Criticality Score: 45.5

Drainage 7715 Fair Oaks Parkway (Drainage CIP #25)**\$40,000**

•Large amount of runoff passes under Fair Oaks Pkwy and is causing erosion through the easement. •Earthwork / Regrading
•Public Project •Criticality Score: 42 •Priority: 1

Drainage 7967 Turf Paradise Lane (Drainage CIP #37)**\$40,000**

•Large amount of runoff sheet flows down the street and across properties. •Channel improvements •Additional analysis required
•Public Project •Criticality Score: 40 •Priority: 1

Drainage 7900 Fair Oaks Parkway (Drainage CIP #30)**\$10,000**

Project may have been resolved, but more analysis is needed

Drainage Repairs at Rockinghorse Lane (Drainage CIP #61)**\$75,000**

The existing culvert is nearing the end of its useful life and is showing signs of failure. The invert of the culvert pipe has started to rust and has some visible holes throughout. This project was identified after the master planning effort....

Total: \$3,670,121

Wastewater Requests

Itemized Requests for 2022

Ford f250 tool box bed truck (Replacement) Util.**\$45,000**

Ford f250 4X4 single cab with a toolbox, outfitter switches, headache rack, and lights.

Total: \$45,000

Water Requests

Itemized Requests for 2022

Ford dump truck (Replacement) Util.	\$85,000
--	-----------------

Ford dump truck replacment.

Ford f350 tool box bed truck (Replacement) Util.	\$60,000
---	-----------------

Ford f350 4X4 single cab with a toolbox, outfitter switches, headache rack, and lights.

Trimble GIS TDC-150 (Replacement)	\$7,820
--	----------------

The tremble which is used to locate all GIS points has become outdated and in need of replacement. This equipment has been crucial to the development of our GIS department. The geo-location of city and utility assets has seen improvement to...

Total: \$152,820

Financial Integrity Requests

Itemized Requests for 2022

Water Rate Study	\$22,079
-------------------------	-----------------

SAP Water Rate Study

Wastewater Rate Study	\$22,079
------------------------------	-----------------

SAP Water Rate Study

Total: \$44,158

Operational Excellence Requests

Itemized Requests for 2022

Implement Fuel Station for City Fleet Vehicles (New)	\$15,000
---	-----------------

The request is for an on-site fuel station for equipment and vehicles. The fuel station would allow the city to control its vehicle and equipment fueling needs. The goal would be to install a 1000 gal. fuel tank, and 500 gal diesel tanks. In...

DataCove Public Information Act Request Software (SAP 5.3.11)	\$30,000
--	-----------------

The DataCove e-mail archiving appliance will provide us the ability to search for e-mails outside of our e-mail server. This will help with simplifying the configuration of our e-mail server and save on data storage costs. Currently...

Communications and Community Engagement - Video Capabilities for Council Meetings	\$50,000
--	-----------------

The purpose of this request is to fund equipment that would enable live-stream and video capabilities for public meetings, specifically Council Meetings.

Total: \$95,000



CAPITAL IMPROVEMENTS FUNDING

General Fund ERF (Governmental Vehicle and Equipment Replacement Fund)

The Governmental Vehicle/Equipment Replacement Fund (ERF) is dedicated for the replacement of Governmental Fund capital items such as fleet vehicles and heavy equipment. The purpose of the fund is to ensure that adequate funds are available to purchase vehicles and equipment, to stabilize budgeting for major purchases, and to provide a systematic approach to procurement and disposition of the fleet. Total funded for FY 2021-22 includes \$177,000 in vehicles for the Public Safety Department, and \$73,000 in equipment and vehicles for the Maintenance Department for a total of \$250,000.

Governmental Operations (General Fund)

The Governmental Operations (General Fund) budget includes \$92,000 in new capital equipment for Maintenance Department. The new capital equipment will be added to the strategic asset management program moving forward, which programs for systematic replacement through the Equipment Replacement Fund when the assets reach the end of their useful lives.

Governmental SAP Fund (Governmental Strategic and Capital Fund)

Of the \$1,319,416 of Governmental SAP projects funded for FY 2021-22, only \$1,104,416 are capital projects. The table below breaks out funding by capital project for the Governmental SAP Fund.

Utility Capital Funds

The following funding sources are utilized for Utility Capital projects:

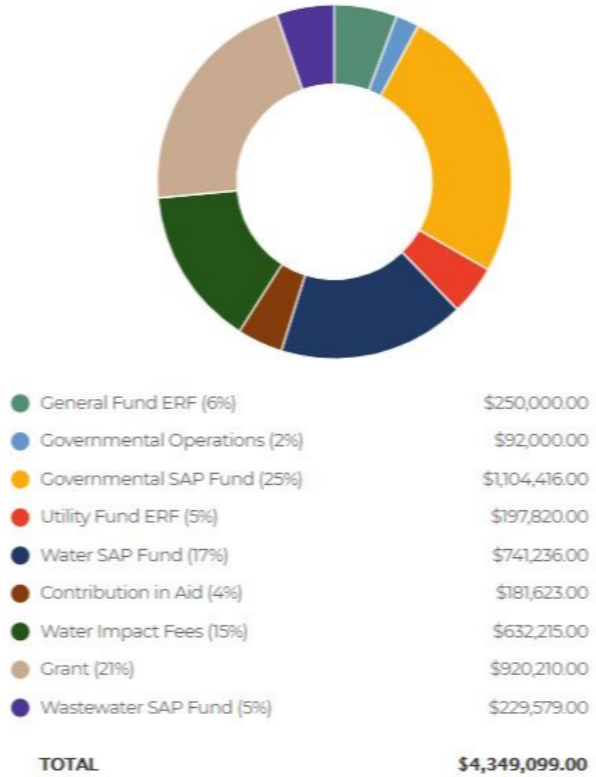
- Water SAP Fund (Water Strategic and Capital Fund)
- Wastewater SAP Fund (Water Strategic and Capital Fund)
- Contribution in Aid
- Impact Fees
- Grants

The total of all categories of funding for the Utility Capital projects is \$1,555,074 for Water Capital Projects and \$1,149,789 for Wastewater Capital projects for a total of \$2,704,863. The table below breaks out funding by capital project for both the Water SAP Fund and Wastewater SAP Funds.

Utility Fund ERF (Utility Vehicle and Equipment Replacement Fund)

The Utility Vehicle/Equipment Replacement Fund (ERF) is dedicated for the replacement of Utility Fund capital items such as fleet vehicles and heavy equipment. The purpose of the fund is to ensure that adequate funds are available to purchase vehicles and equipment, to stabilize budgeting for major purchases, and to provide a systematic approach to procurement and disposition of the fleet. Total funded for FY 2021-22 includes \$197,820 in Water and Wastewater Department vehicle and equipment replacements.

Total Funding Requested by Source



Enterprise Strategic and Capital Projects – Funding by Project

Water and Wastewater Strategic & Capital Projects							
Projected Available Resources 2021-22							
	Funding Sources						
	Contribution in Aid	2014 Impact Fees	2020 Impact Fees	Capital Revenue	From Operations	Grants	Total Projected Project Cost
Water Capital Projects							
Water Rate Study (not impact fee)	-	-	-	22,079	-	-	22,079
Plant 2 Hydrotank and Variable Drives (IMP 2020)	-	-	632,215	314,600	-	-	946,815
Elevated Storage Tank (CIA, IMP 2020, IMP 2014)	181,623	-	-	-	-	-	181,623
Water System EPA Risk Assessment (not impact fee)	-	-	-	7,000	-	-	7,000
Creek Crossing West Waterline (not impact fee)	-	-	-	220,433	-	-	220,433
Willow Wind/Red Bud Hill (not impact fee)	-	-	-	65,370	-	-	65,370
Rolling Acres Trail Rehab (not impact fee)	-	-	-	61,754	-	-	61,754
Old Fredericksburg Road (not impact fee)	-	-	-	50,000	-	-	50,000
Total Funding	181,623	-	632,215	741,236	-	-	1,555,074
Wastewater Capital Projects							
Wastewater Rate Study	-	-	-	22,079	-	-	22,079
Solids Handling Improvements	-	-	-	-	-	920,210	920,210
Wastewater Treatment Plant Study	-	-	-	200,000	-	-	200,000
Wastewater System EPA Risk Assessment	-	-	-	7,500	-	-	7,500
Total Funding	-	-	-	229,579	-	920,210	1,149,789

Governmental Strategic and Capital Projects – Funding by Project

	Capital or Professional Services	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	Capital	-	-	-	-	-
City Hall renovation	Capital	439,416	-	-	439,416	-
Chartwell and Dietz Intersection	Capital	-	175,000	-	175,000	-
Drainage CIP #5 Rolling Acres Trail	Capital	-	85,000	-	85,000	-
Drainage CIP #17 Silver Spur Trail	Capital	-	95,000	-	95,000	-
Drainage CIP #25 Fair Oaks Pkwy	Capital	-	40,000	-	40,000	-
Drainage CIP #30 Fair Oaks Pkwy	Capital	-	10,000	-	10,000	-
Drainage CIP #34 Tivoli Way	Capital	-	50,000	-	50,000	-
Drainage CIP #37 Turf Paradise Lane	Capital	-	40,000	-	40,000	-
Drainage CIP #61 Rockinghorse Lane	Capital	-	75,000	-	75,000	-
Bond Development Program	Professional Svc	-	200,000	-	200,000	-
Public Health, Safety & Welfare						
PS Command Structure Review	Professional Svc	5,000	-	-	5,000	-
Fire Services Program Review	Professional Svc	5,000	-	-	5,000	-
EMS Program Review	Professional Svc	5,000	-	-	5,000	-
Operational Excellence						
Communications and Community Engagement	Capital	-	50,000	-	50,000	-
Personal Property	Capital	260,680	-	-	-	260,680
PIA Request Software	Capital	-	30,000	-	30,000	-
City Fleet Fuel Station	Capital	-	15,000	-	15,000	-
Unallocated Fund Balance	unallocated	192,599	-	-	-	192,599
Total Fund Balance		907,695	865,000	-	1,319,416	453,279
Capital Only Fund Balance		700,096	665,000	-	1,104,416	260,680

Strategic Asset Management

What is strategic asset management?

Strategic asset management (SAM) is an established approach to asset management for long-term planning for maintenance and operations of existing assets.

Instead of managing assets according to available budgets or waiting until the point of failure to address issues, it's a way to leverage condition data to make strategic decisions based on the community's desired service levels now and into the future.

What Types of Asset Management Plans does the City have in Place?

- Roads
- Vehicles and Equipment

Council and Staff are working on the following SAM categories:

- Drainage
- Facilities
- Information Technology

The One year and Multi-year CIP plans include SAM projects.

DOCUMENTS



For 2021 Tax Rate Calculation Worksheets, please click on link.



APPENDIX



RELIABLE AND SUSTAINABLE INFRASTRUCTURE REQUESTS



Wastewater System EPA Risk Assessment and Emergency Response Plan

Continuation of prior year project

Request Owner	Julie Lovelace, Accountant
Est. Start Date	10/01/2021
Est. Completion Date	12/31/2021
Department	Reliable and Sustainable Infrastructure
Type	Other

Project Status

carry over

Capital Cost

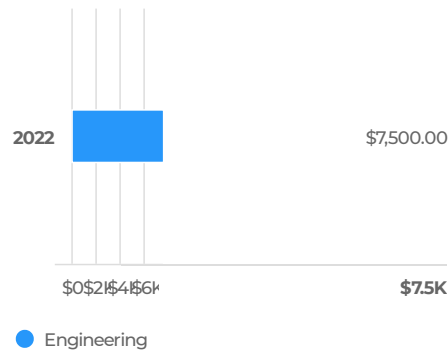
FY2022 Budget

\$7,500

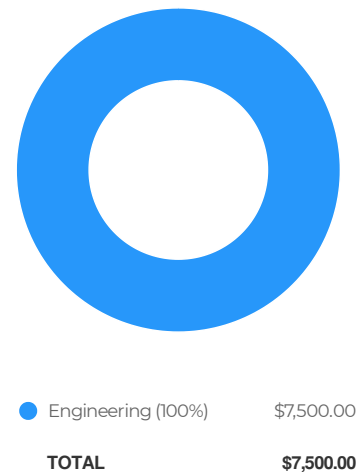
Total Budget (all years)

\$7.5K

Capital Cost by Year



Capital Cost for All Years



Capital Cost Breakdown

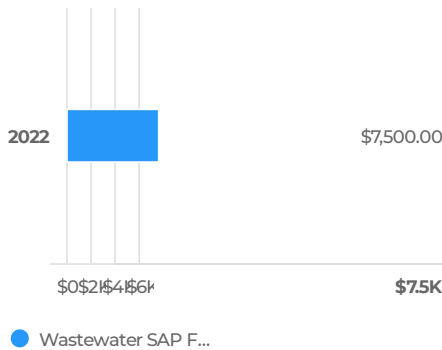
Capital Cost	FY2022
Engineering	\$7,500
Total	\$7,500

Funding Sources

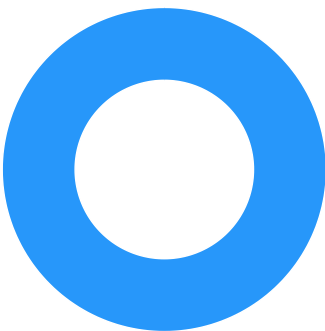
FY2022 Budget
\$7,500

Total Budget *(all years)*
\$7.5K

Funding Sources by Year



Funding Sources for All Years



● Wastewater SAP Fund (100%) \$7,500.

TOTAL **\$7,500.00**

Funding Sources Breakdown	
Funding Sources	FY2022
Wastewater SAP Fund	\$7,500
Total	\$7,500

City Hall Renovations

Renovate and update the existing City Hall building

Submitted By	Julie Lovelace, Accountant
Request Owner	Julie Lovelace, Accountant
Est. Start Date	10/01/2021
Est. Completion Date	09/30/2022
Department	Reliable and Sustainable Infrastructure
Type	Other

Project Status

Renovation of the existing City Hall building

Capital Cost

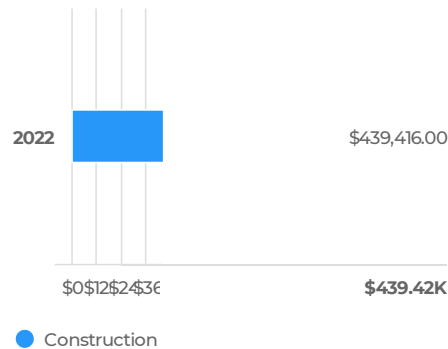
Capital Cost by Year

FY2022 Budget

\$439,416

Total Budget *(all years)*

\$439.416K



Capital Cost for All Years



Construction (100%)	\$439,416.00
TOTAL	\$439,416.00

Capital Cost Breakdown

Capital Cost	FY2022
Construction	\$439,416
Total	\$439,416

Funding Sources

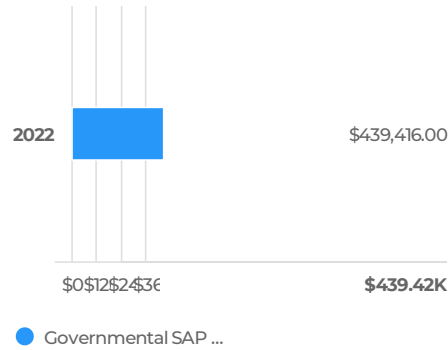
FY2022 Budget

\$439,416

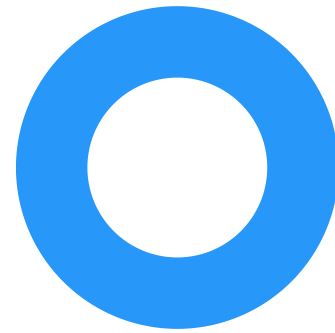
Total Budget *(all years)*

\$439.416K

Funding Sources by Year



Funding Sources for All Years



● Governmental SAP Fund (100%) \$439,416

TOTAL

\$439,416.00

Funding Sources Breakdown

Funding Sources	FY2022
Governmental SAP Fund	\$439,416
Total	\$439,416

Old Fredericksburg Water Line - (New)

Bexar County will be redoing Old Fredericksburg Road. The current plan would put our water line on the edge of the road with some areas currently under the road. Repairs on this line, along this road, are outside the city and repairing the road and permit requirements make this repair costly and unsafe. I would recommend bidding out the project with Bexar County to replace the water line, as this may be the only time we may be able to have a shared cost project, as Bexar County will have no more development on this road.

Project file location on K-drive: K:\Old Fred Expansion

Submitted By	Julio Colunga, Public Works Superintendent
Request Owner	Julio Colunga, Public Works Superintendent
Est. Start Date	01/01/2022
Est. Completion Date	12/31/2022
Department	Reliable and Sustainable Infrastructure
Type	Other



Capital Cost Detail

N/A

Project Status

New not on CIP.

Operational Cost Detail

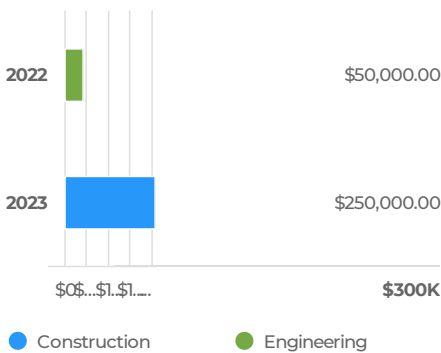
NONE

Capital Cost

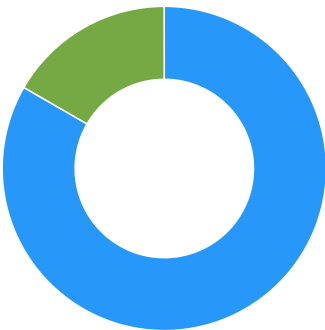
FY2022 Budget
\$50,000

Total Budget *(all years)*
\$300K

Capital Cost by Year



Capital Cost for All Years



Construction (83%)	\$250,000.00
Engineering (17%)	\$50,000.00
TOTAL	\$300,000.00

Capital Cost Breakdown		
Capital Cost	FY2022	FY2023
Engineering	\$50,000	
Construction		\$250,000
Total	\$50,000	\$250,000

Funding Sources

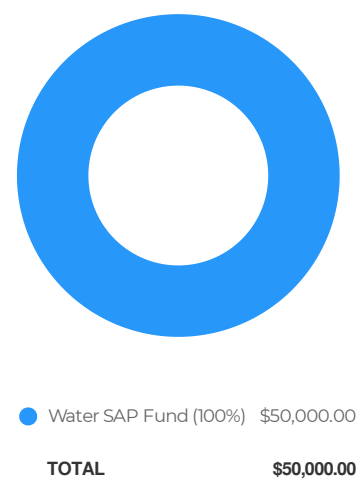
FY2022 Budget
\$50,000

Total Budget *(all years)*
\$50K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown									
Funding Sources	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
Water SAP Fund	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Rolling Acres trail water line Rehabilitation (SAP 3.1.10)

Current CIP list water line up for replacement

Submitted By	Julio Colunga, Public Works Superintendent
Request Owner	Julio Colunga, Public Works Superintendent
Est. Start Date	01/01/2023
Est. Completion Date	12/31/2023
Department	Reliable and Sustainable Infrastructure
Type	Other

Capital Cost Detail

N/A

Project Status

CIP.

Operational Cost Detail

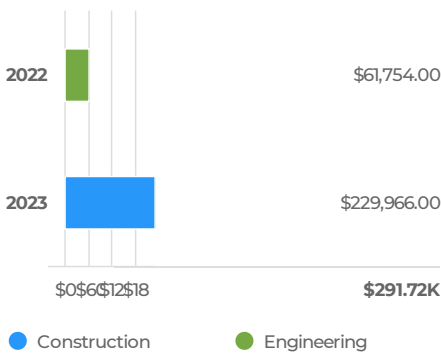
NONE

Capital Cost

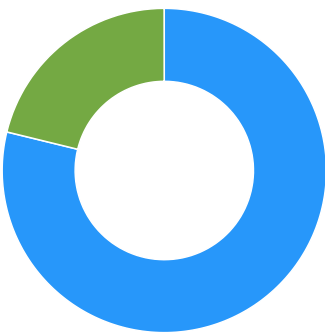
FY2022 Budget
\$61,754

Total Budget *(all years)*
\$291.72K

Capital Cost by Year



Capital Cost for All Years



Construction (79%)	\$229,966.00
Engineering (21%)	\$61,754.00
TOTAL	\$291,720.00

Capital Cost Breakdown		
Capital Cost	FY2022	FY2023
Engineering	\$61,754	
Construction		\$229,966
Total	\$61,754	\$229,966

Funding Sources

FY2022 Budget

\$61,754

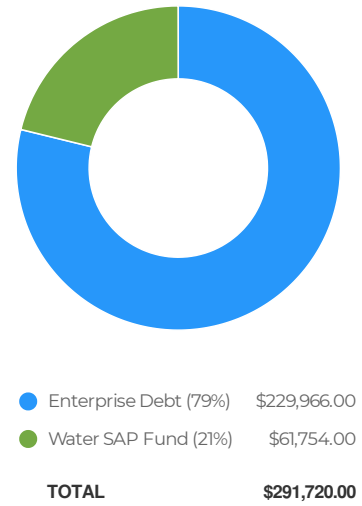
Total Budget (all years)

\$291.72K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown

Funding Sources	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
Water SAP Fund	\$61,754	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Enterprise Debt		\$229,966	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$61,754	\$229,966	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Replace Willow Wind Dr. and Red Bud Hill water line (SAP 3.1.5)

Current CIP list water line up for replacement.

Submitted By	Julio Colunga, Public Works Superintendent
Request Owner	Julio Colunga, Public Works Superintendent
Est. Start Date	01/01/2023
Est. Completion Date	12/31/2023
Department	Reliable and Sustainable Infrastructure
Type	Other

Capital Cost Detail

N/A

Project Status

CIP.

Operational Cost Detail

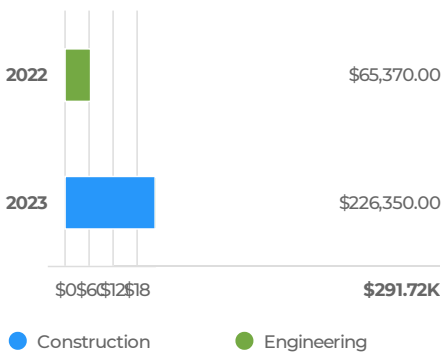
NONE

Capital Cost

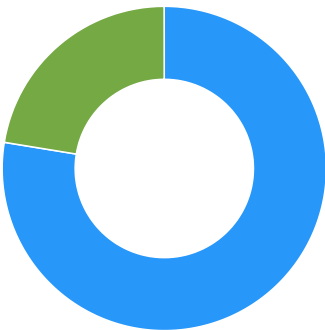
FY2022 Budget
\$65,370

Total Budget *(all years)*
\$291.72K

Capital Cost by Year



Capital Cost for All Years



Construction (78%)	\$226,350.00
Engineering (22%)	\$65,370.00
TOTAL	\$291,720.00

Capital Cost Breakdown		
Capital Cost	FY2022	FY2023
Engineering	\$65,370	
Construction		\$226,350
Total	\$65,370	\$226,350

Funding Sources

FY2022 Budget

\$65,370

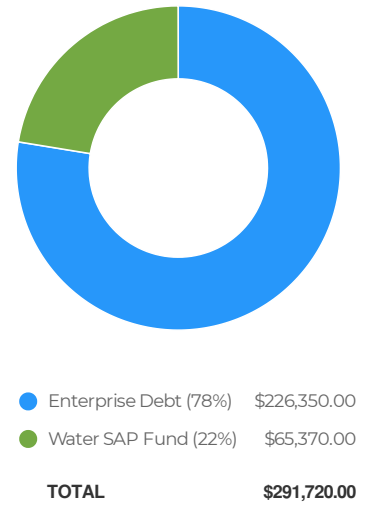
Total Budget (all years)

\$291.72K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown

Funding Sources	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
Water SAP Fund	\$65,370	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Enterprise Debt		\$226,350	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$65,370	\$226,350	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Elevated Storage Tank and water line (SAP 3.1.6)

Current year project work for FY 2021-22 is the land acquisition for the Elevated Storage Tank.

PRV is a part of CIP and EST project however if EST is stopped the PRV is still beneficial to tie in the current systems.

0.5 MG Zone A EST and ammann water line

Construction cost for elevated storage tank.

Submitted By	Julio Colunga, Public Works Superintendent
Request Owner	Julio Colunga, Public Works Superintendent
Est. Start Date	10/01/2021
Est. Completion Date	12/31/2022
Department	Reliable and Sustainable Infrastructure
Type	Other

Project Status

In 90% design.

Capital Cost

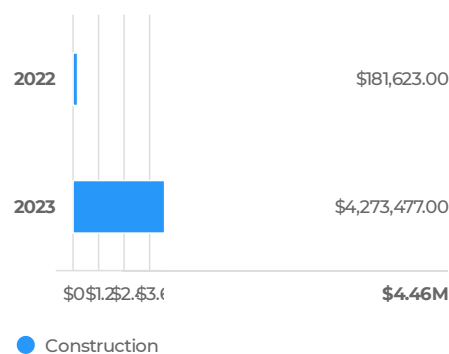
FY2022 Budget

\$181,623

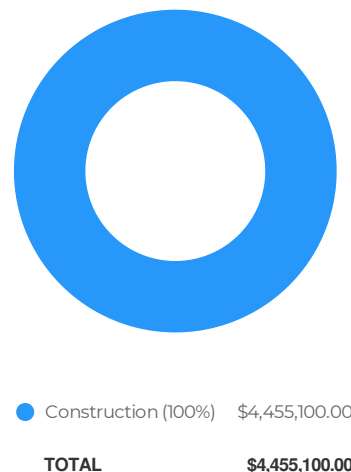
Total Budget *(all years)*

\$4.455M

Capital Cost by Year



Capital Cost for All Years



Capital Cost Breakdown

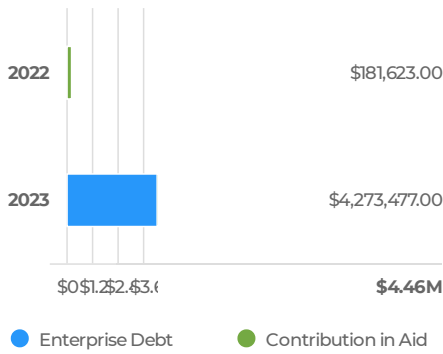
Capital Cost	FY2022	FY2023
Construction	\$181,623	\$4,273,477
Total	\$181,623	\$4,273,477

Funding Sources

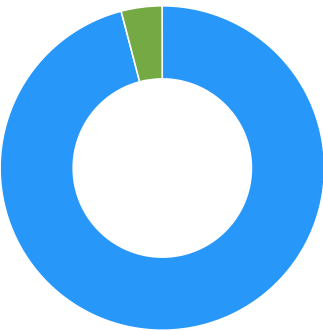
FY2022 Budget
\$181,623

Total Budget *(all years)*
\$4.455M

Funding Sources by Year



Funding Sources for All Years



Enterprise Debt (96%) \$4,273,477.00
Contribution in Aid (4%) \$181,623.00
TOTAL \$4,455,100.00

Funding Sources Breakdown		
Funding Sources	FY2022	FY2023
Enterprise Debt		\$4,273,477
Contribution in Aid	\$181,623	
Total	\$181,623	\$4,273,477

Plant 2 Hydropneumatic Tank and Variable Frequency Drives (SAP 3.1.9, and 3.1.2)

CIP project and TCEQ correction. Installing a hydro tank, Variable Frequency Drive and new pumps. A pressure issue was sited in 2017 due to insufficient pressure in zone C. The current master plan and SAP have a new 9000 gallon hydro tank being installed with new VFDs and pumps. This project is currently ongoing and will be moving into the bid phase.

Submitted By	Julio Colunga, Public Works Superintendent
Request Owner	Julio Colunga, Public Works Superintendent
Est. Start Date	11/01/2020
Est. Completion Date	12/31/2021
Department	Reliable and Sustainable Infrastructure
Type	Other



hydro tank

Project Status

Currently in the 100% and moving to Bid phase. Current schedule is 60 day bid and award and 6 months of construction.

Capital Cost

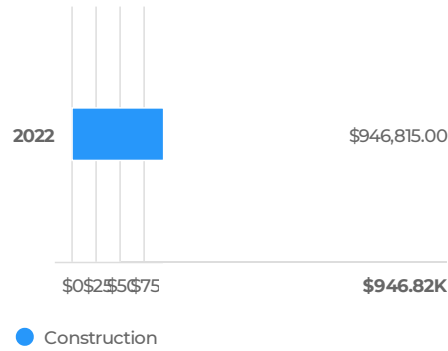
FY2022 Budget

\$946,815

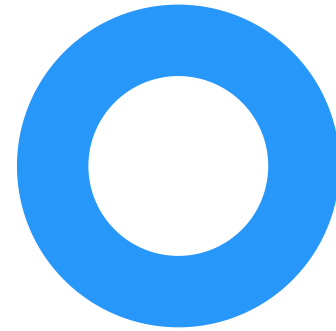
Total Budget *(all years)*

\$946.815K

Capital Cost by Year



Capital Cost for All Years



● Construction (100%) \$946,815.00

TOTAL \$946,815.00

Capital Cost Breakdown

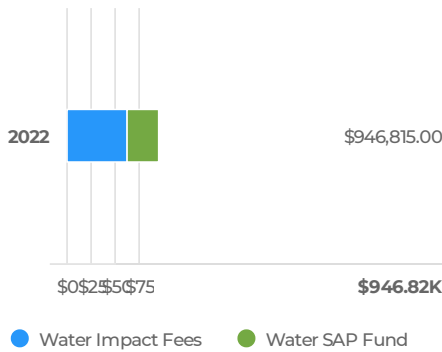
Capital Cost	FY2022
Construction	\$946,815
Total	\$946,815

Funding Sources

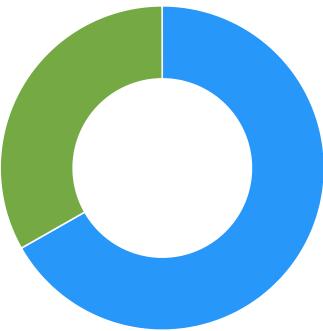
FY2022 Budget
\$946,815

Total Budget *(all years)*
\$946.815K

Funding Sources by Year



Funding Sources for All Years



Water Impact Fees (67%) \$632,215.00
Water SAP Fund (33%) \$314,600.00
TOTAL \$946,815.00

Funding Sources Breakdown	
Funding Sources	FY2022
Water SAP Fund	\$314,600
Water Impact Fees	\$632,215
Total	\$946,815

Existing WWTP Improvements – Solids Handling Improvements (SAP 3.2.2)

Solids handling equipment installation. The proposed equipment is based off of the recent solids handling sludge study that was completed in 2020. Council has approved the design phase and we are currently in the demo phase of the project.

Submitted By	Julio Colunga, Public Works Superintendent
Request Owner	Julio Colunga, Public Works Superintendent
Est. Start Date	04/26/2021
Est. Completion Date	09/30/2022
Department	Reliable and Sustainable Infrastructure
Type	Other



press

Supplemental Attachments

Agenda
Item
Documents

</resource/cleargov-prod/projects/documents/370d2c465d714c643145.pdf>

Capital Cost Detail

0

Project Status

new

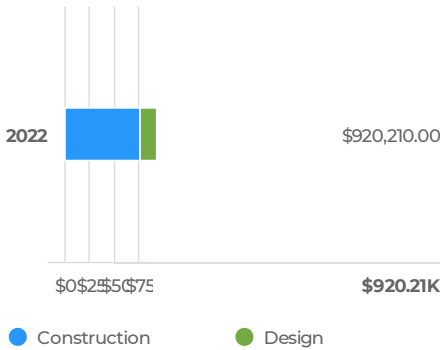


Capital Cost

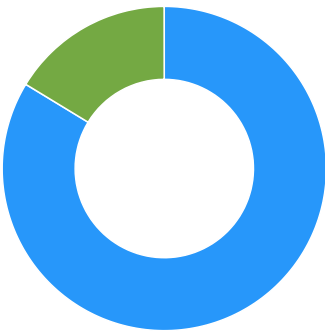
FY2022 Budget
\$920,210

Total Budget *(all years)*
\$920.21K

Capital Cost by Year



Capital Cost for All Years



Construction (84%)	\$770,210.00
Design (16%)	\$150,000.00
TOTAL	\$920,210.00

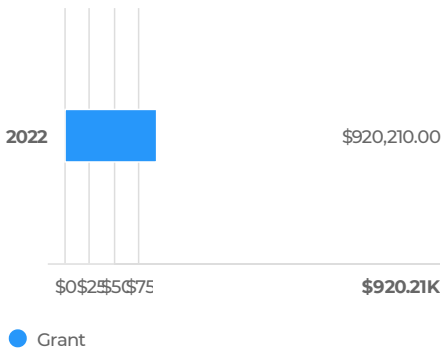
Capital Cost Breakdown	
Capital Cost	FY2022
Design	\$150,000
Construction	\$770,210
Total	\$920,210

Funding Sources

FY2022 Budget
\$920,210

Total Budget *(all years)*
\$920.21K

Funding Sources by Year



Funding Sources for All Years

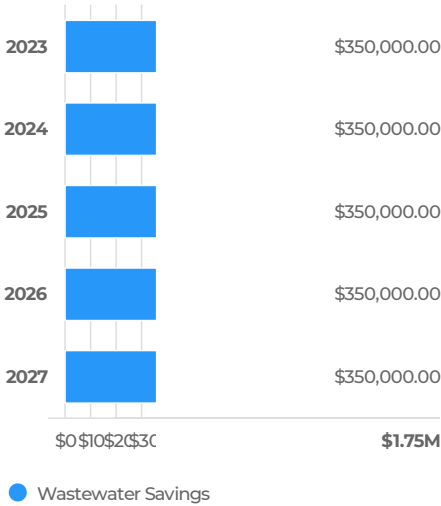


Funding Sources Breakdown	
Funding Sources	FY2022
Grant	\$920,210
Total	\$920,210

Cost Savings

Total Budget *(all years)*
\$1.75M

Cost Savings by Year



Cost Savings for All Years



Cost Savings Breakdown

Cost Savings	FY2023	FY2024	FY2025	FY2026	FY2027
Wastewater Savings	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000
Total	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000

Replace Existing Waterline - Creek Crossing West (SAP 3.1.4)

Exposed line needing to be rerouted. Project started in FY 2019-20 and is in process FY 2020-21 but will not be completed. Project funds in Water Capital Fund 22 will need to roll over. This line is one of 3 main trunk lines feeding the south side of the city and needs to be rerouted for safety and distribution concerns.

Submitted By	Julio Colunga, Public Works Superintendent
Request Owner	Julio Colunga, Public Works Superintendent
Est. Start Date	10/01/2020
Est. Completion Date	06/30/2022
Department	Reliable and Sustainable Infrastructure
Type	Other



Capital Cost Detail

N/A

Project Status

60% design working to acquire property easements.

Operational Cost Detail

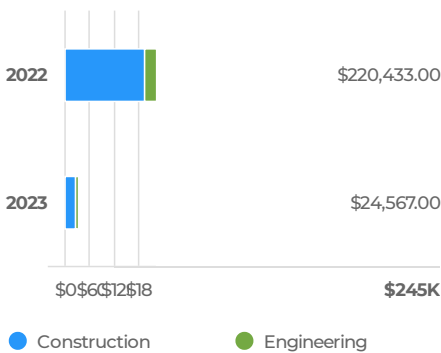
N/A

Capital Cost

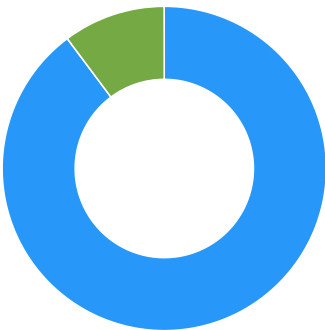
FY2022 Budget
\$220,433

Total Budget *(all years)*
\$245K

Capital Cost by Year



Capital Cost for All Years



Construction (90%)	\$220,000.00
Engineering (10%)	\$25,000.00
TOTAL	\$245,000.00

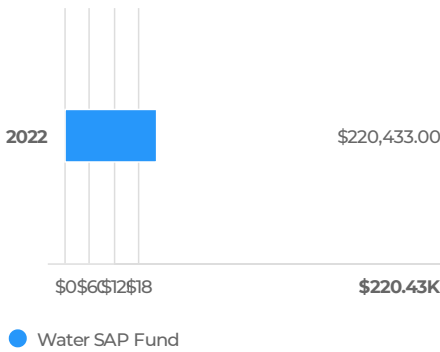
Capital Cost Breakdown		
Capital Cost	FY2022	FY2023
Engineering	\$25,000	
Construction	\$195,433	\$24,567
Total	\$220,433	\$24,567

Funding Sources

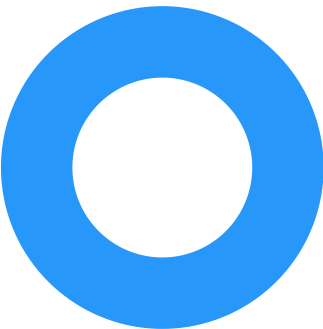
FY2022 Budget
\$220,433

Total Budget *(all years)*
\$220.433K

Funding Sources by Year



Funding Sources for All Years



● Water SAP Fund (100%) \$220,433.00

TOTAL \$220,433.00

Funding Sources Breakdown	
Funding Sources	FY2022
Water SAP Fund	\$220,433
Total	\$220,433

Wastewater Treatment Plant Study (SAP 3.2.4)

Wastewater treatment plant study new vs old, current SAP project in the RFQ review phase and should be out in the next two weeks.

Submitted By	Julio Colunga, Public Works Superintendent
Request Owner	Julio Colunga, Public Works Superintendent
Est. Start Date	10/01/2020
Est. Completion Date	06/30/2022
Department	Reliable and Sustainable Infrastructure
Type	Other

Capital Cost Detail

N/A

Project Status

Should have bid out by June and starting project i see this project carrying over in to next year. Currently have \$200k budget i think we will use \$50k this year and should carry over \$150k

Operational Cost Detail

N/A

Capital Cost

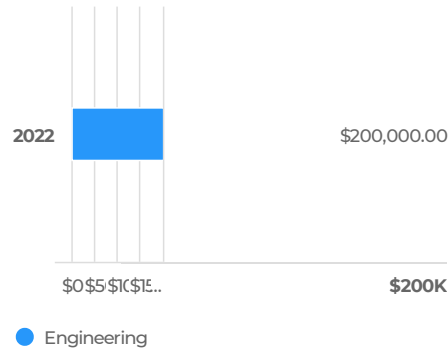
FY2022 Budget

\$200,000

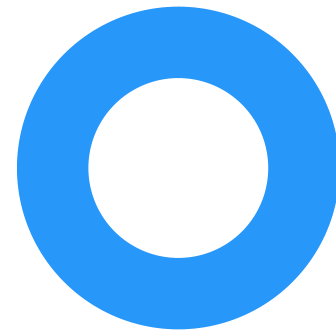
Total Budget *(all years)*

\$200K

Capital Cost by Year



Capital Cost for All Years



● Engineering (100%) \$200,000.00

TOTAL \$200,000.00

Capital Cost Breakdown

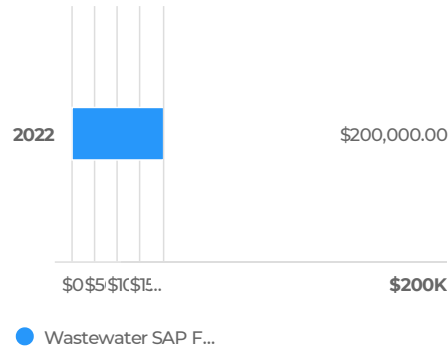
Capital Cost	FY2022
Engineering	\$200,000
Total	\$200,000

Funding Sources

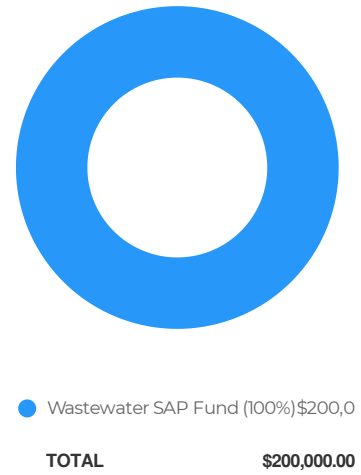
FY2022 Budget
\$200,000

Total Budget *(all years)*
\$200K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown

Funding Sources	FY2022
Wastewater SAP Fund	\$200,000
Total	\$200,000

Modify Chartwell and Dietz Elkhorn Rd. Intersection (SAP 3.4.7)

Re-striping of Dietz Elkhorn and Chartwell intersection. The redesign would be based off of the recent Dietz Elkhorn study recommendations.

Submitted By	Julio Colunga, Public Works Superintendent
Request Owner	Julio Colunga, Public Works Superintendent
Est. Start Date	10/01/2022
Est. Completion Date	12/31/2022
Department	Reliable and Sustainable Infrastructure
Type	Other

Supplemental Attachments

Dietz and chartwell
</resource/cleargov-prod/projects/documents/712000aeeee6d26d583a9.pdf>

Project Status

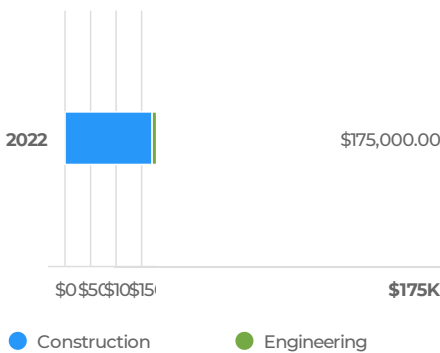
new.

Capital Cost

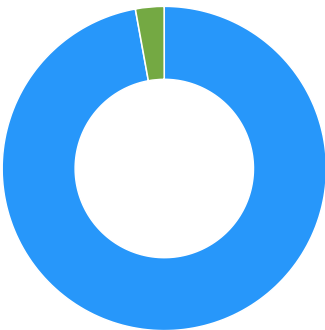
FY2022 Budget
\$175,000

Total Budget *(all years)*
\$175K

Capital Cost by Year



Capital Cost for All Years



Construction (97%)	\$170,000.00
Engineering (3%)	\$5,000.00
TOTAL	\$175,000.00

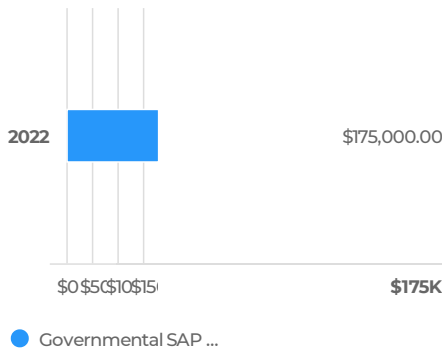
Capital Cost Breakdown	
Capital Cost	FY2022
Engineering	\$5,000
Construction	\$170,000
Total	\$175,000

Funding Sources

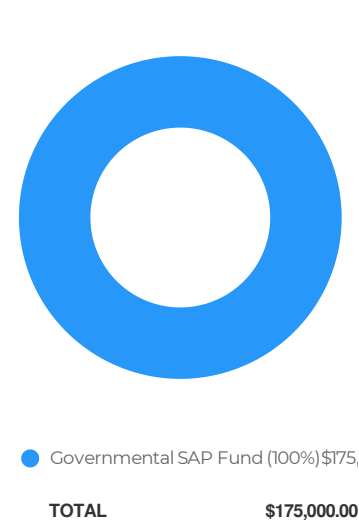
FY2022 Budget
\$175,000

Total Budget *(all years)*
\$175K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
Governmental SAP Fund	\$175,000
Total	\$175,000

Water System EPA Risk Assessment and Emergency Response Plan

Continuation of prior year project

Submitted By	Julio Colunga, Public Works Superintendent
Request Owner	Julio Colunga, Public Works Superintendent
Est. Start Date	10/01/2021
Est. Completion Date	12/31/2021
Department	Reliable and Sustainable Infrastructure
Type	Other

Project Status

carry over

Capital Cost

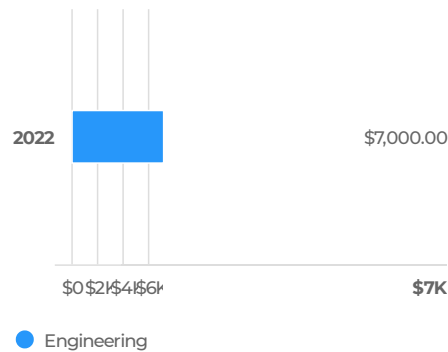
FY2022 Budget

\$7,000

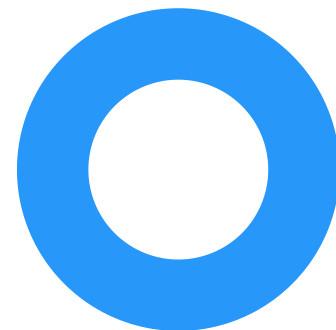
Total Budget (all years)

\$7K

Capital Cost by Year



Capital Cost for All Years



● Engineering (100%)	\$7,000.00
TOTAL	\$7,000.00

Capital Cost Breakdown

Capital Cost	FY2022
Engineering	\$7,000
Total	\$7,000

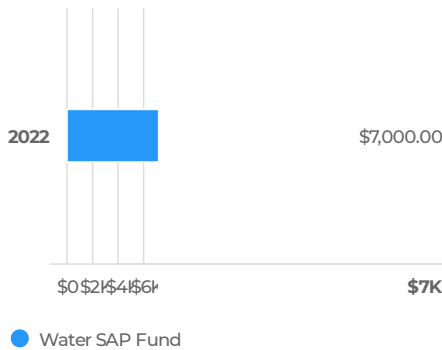


Funding Sources

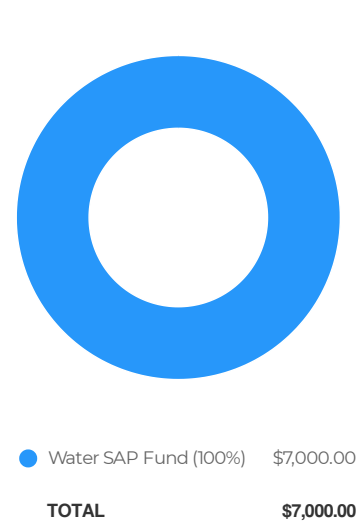
FY2022 Budget
\$7,000

Total Budget *(all years)*
\$7K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
Water SAP Fund	\$7,000
Total	\$7,000

Drainage 7820 Rolling Acres Trail (Drainage CIP #5)

- Low water crossing
- Road Closure gate deploys during large storm events
- Bridge/Culvert upgrades
- Emergency access is a concern during rain events
- Public project
- Criticality Score in the Drainage CIP =47

Est. Start Date	11/01/2021
Est. Completion Date	11/01/2023
Department	Reliable and Sustainable Infrastructure
Type	Other



Project 5	
Item	Score
Estimated Cost	2
Source/Destination	15
Public Infrastructure at Risk	15
Number of Houses Impacted	0
Erosion Issue	0
Green Infrastructure Applicable	0
City Priority	15
Total Score	47

Project Status

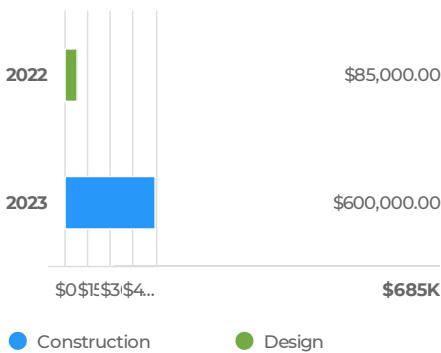
This project has been preliminarily scoped, however an engineering design has not yet been completed.

Capital Cost

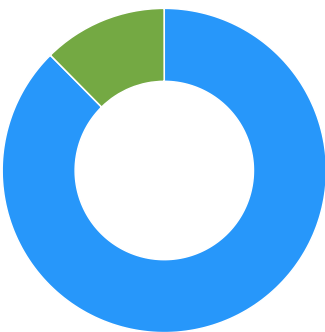
FY2022 Budget
\$85,000

Total Budget *(all years)*
\$685K

Capital Cost by Year



Capital Cost for All Years



Construction (88%)	\$600,000.00
Design (12%)	\$85,000.00
TOTAL	\$685,000.00

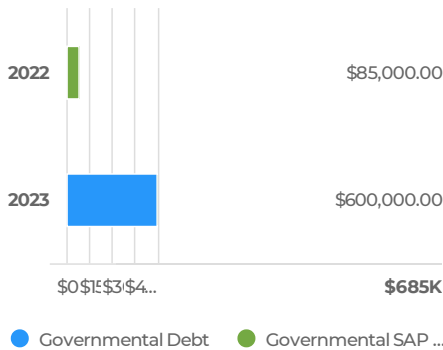
Capital Cost Breakdown		
Capital Cost	FY2022	FY2023
Design	\$85,000	
Construction		\$600,000
Total	\$85,000	\$600,000

Funding Sources

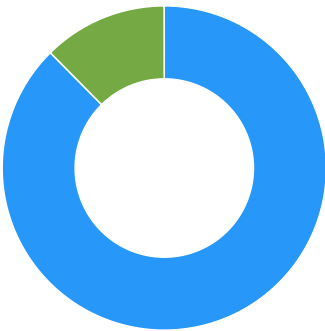
FY2022 Budget
\$85,000

Total Budget *(all years)*
\$685K

Funding Sources by Year



Funding Sources for All Years



● Governmental Debt (88%)\$600,000.
● Governmental SAP Fund (12%)\$85,000

TOTAL **\$685,000.00**

Funding Sources Breakdown		
Funding Sources	FY2022	FY2023
Governmental SAP Fund	\$85,000	
Governmental Debt		\$600,000
Total	\$85,000	\$600,000

Drainage 7840 Silver Spur Trail (Drainage CIP # 17)

Runoff collects from the north side of the city and passes this point before passing under Keeneland and then to Cibolo Creek. Post Oak Creek LWC.

- Bridge/Culvert upgrades
- Public Project
- Criticality Score 47
- Priority 1

Est. Start Date	10/01/2021
Est. Completion Date	10/01/2023
Department	Reliable and Sustainable Infrastructure
Type	Other

Project 17	
Item	Score
Estimated Cost	2
Source/Destination	15
Public Infrastructure at Risk	15
Number of Houses Impacted	0
Erosion Issue	0
Green Infrastructure Applicable	0
City Priority	15
Total Score	47

#17 score



#17 picture

Project Status

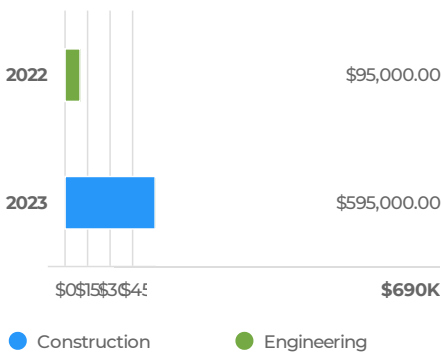
Project has not yet begun

Capital Cost

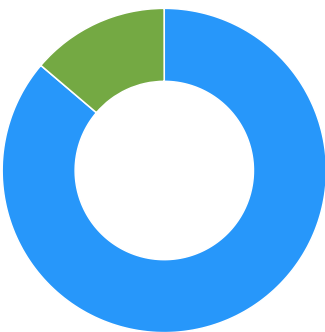
FY2022 Budget
\$95,000

Total Budget *(all years)*
\$690K

Capital Cost by Year



Capital Cost for All Years



Construction (86%)	\$595,000.00
Engineering (14%)	\$95,000.00
TOTAL	\$690,000.00

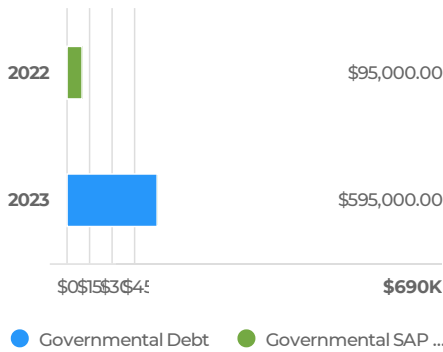
Capital Cost Breakdown		
Capital Cost	FY2022	FY2023
Engineering	\$95,000	
Construction		\$595,000
Total	\$95,000	\$595,000

Funding Sources

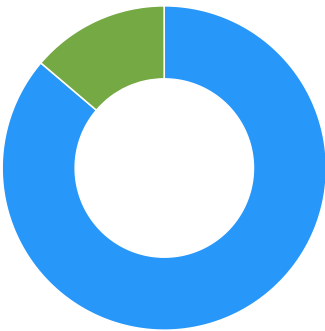
FY2022 Budget
\$95,000

Total Budget *(all years)*
\$690K

Funding Sources by Year



Funding Sources for All Years



● Governmental Debt (86%) \$595,000.00
● Governmental SAP Fund (14%) \$95,000.00
TOTAL \$690,000.00

Funding Sources Breakdown		
Funding Sources	FY2022	FY2023
Governmental SAP Fund	\$95,000	
Governmental Debt		\$595,000
Total	\$95,000	\$595,000

Drainage 29010 Tivoli Way (Drainage CIP #34)

- Large amount of runoff from Windermere crosses Fair Oaks Parkway and is intercepted by homes.
- Additional Analysis required
- Public Project
- Criticality Score: 45.5

Est. Start Date	10/01/2021
Est. Completion Date	11/01/2023
Department	Reliable and Sustainable Infrastructure
Type	Other

Project 34	
Item	Score
Estimated Cost	10
Source/Destination	15
Public Infrastructure at Risk	15
Number of Houses Impacted	3
Erosion Issue	0
Green Infrastructure Applicable	2.5
City Priority	0
Total Score	45.5

Tivoli Score



Tivoli Picture 1



Tivoli Picture 2

Project Status

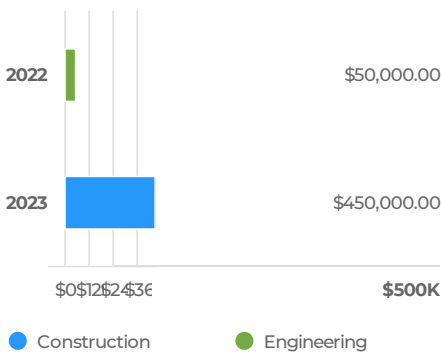
Project not yet started

Capital Cost

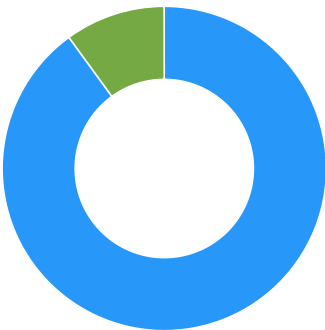
FY2022 Budget
\$50,000

Total Budget *(all years)*
\$500K

Capital Cost by Year



Capital Cost for All Years



Construction (90%)	\$450,000.00
Engineering (10%)	\$50,000.00
TOTAL	\$500,000.00

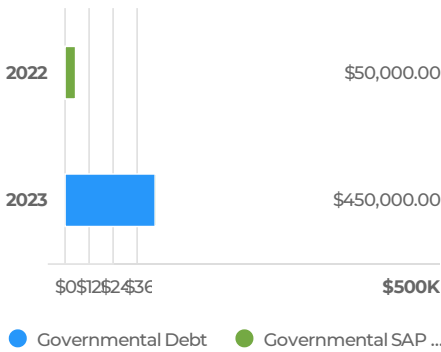
Capital Cost Breakdown		
Capital Cost	FY2022	FY2023
Engineering	\$50,000	
Construction		\$450,000
Total	\$50,000	\$450,000

Funding Sources

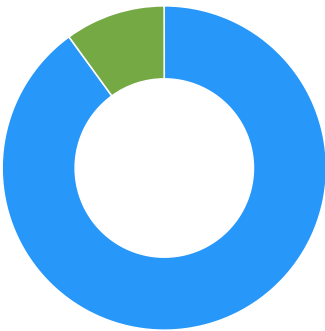
FY2022 Budget
\$50,000

Total Budget *(all years)*
\$500K

Funding Sources by Year



Funding Sources for All Years



● Governmental Debt (90%) \$450,000.00
● Governmental SAP Fund (10%) \$50,000.00

TOTAL **\$500,000.00**

Funding Sources Breakdown		
Funding Sources	FY2022	FY2023
Governmental SAP Fund	\$50,000	
Governmental Debt		\$450,000
Total	\$50,000	\$450,000

Drainage 7715 Fair Oaks Parkway (Drainage CIP #25)

- Large amount of runoff passes under Fair Oaks Pkwy and is causing erosion through the easement.
- Earthwork / Regrading
- Public Project
- Criticality Score: 42
- Priority: 1

Est. Start Date	10/01/2021
Est. Completion Date	11/01/2023
Department	Reliable and Sustainable Infrastructure
Type	Other



FO parkway 1



FO Parkway 2

Project 25	
Item	Score
Estimated Cost	6
Source/Destination	15
Public Infrastructure at Risk	15
Number of Houses Impacted	1
Erosion Issue	2.5
Green Infrastructure Applicable	2.5
City Priority	0
Total Score	42

Project 25 score

Project Status

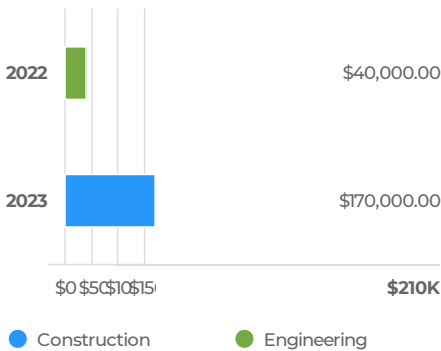
not started

Capital Cost

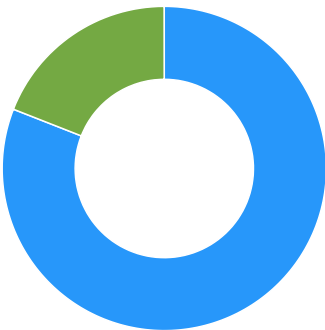
FY2022 Budget
\$40,000

Total Budget *(all years)*
\$210K

Capital Cost by Year



Capital Cost for All Years



Construction (81%)	\$170,000.00
Engineering (19%)	\$40,000.00
TOTAL	\$210,000.00

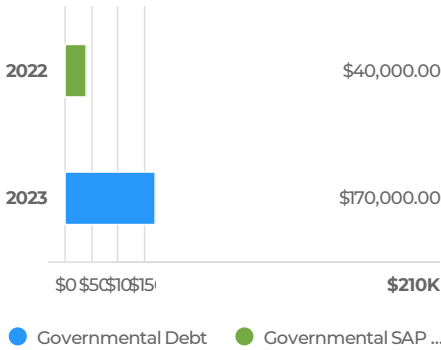
Capital Cost Breakdown		
Capital Cost	FY2022	FY2023
Engineering	\$40,000	
Construction		\$170,000
Total	\$40,000	\$170,000

Funding Sources

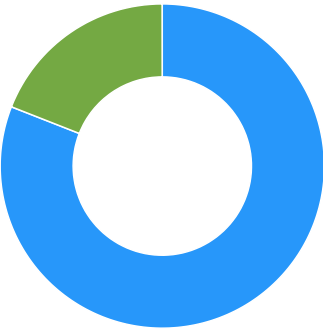
FY2022 Budget
\$40,000

Total Budget *(all years)*
\$210K

Funding Sources by Year



Funding Sources for All Years



● Governmental Debt (81%) \$170,000.00
● Governmental SAP Fund (19%) \$40,000.00

TOTAL **\$210,000.00**

Funding Sources Breakdown		
Funding Sources	FY2022	FY2023
Governmental SAP Fund	\$40,000	
Governmental Debt		\$170,000
Total	\$40,000	\$170,000

Drainage 8410 Noble Lark Dr (Drainage CIP #36)

- Runoff flows in a channel next to the right-of-way and has caused erosion in this area.
- Project has been completed by city staff
- Public Project
- Criticality Score: 42
- Priority: 1

Est. Start Date	10/01/2021
Est. Completion Date	11/01/2023
Department	Reliable and Sustainable Infrastructure
Type	Other



noble lark 1

Project 36	
Item	Score
Estimated Cost	6
Source/Destination	15
Public Infrastructure at Risk	15
Number of Houses Impacted	1
Erosion Issue	2.5
Green Infrastructure Applicable	2.5
City Priority	0
Total Score	42

noble lark score

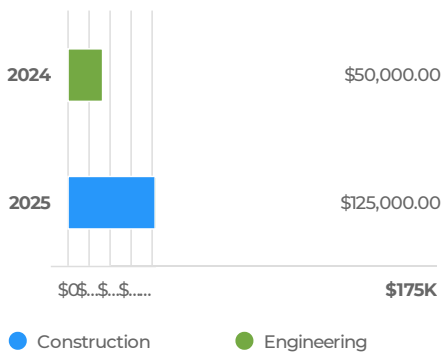
Project Status

Not started

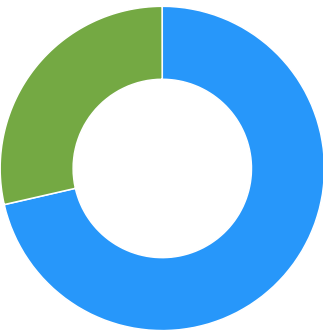
Capital Cost

Total Budget *(all years)*
\$175K

Capital Cost by Year



Capital Cost for All Years



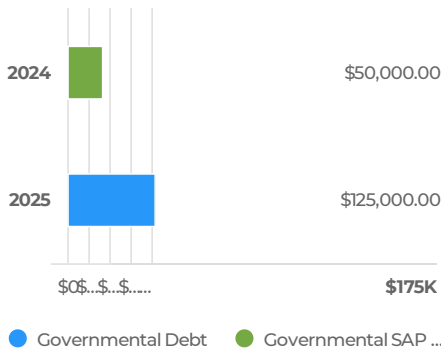
Construction (71%)	\$125,000.00
Engineering (29%)	\$50,000.00
TOTAL	\$175,000.00

Capital Cost Breakdown		
Capital Cost	FY2024	FY2025
Engineering	\$50,000	
Construction		\$125,000
Total	\$50,000	\$125,000

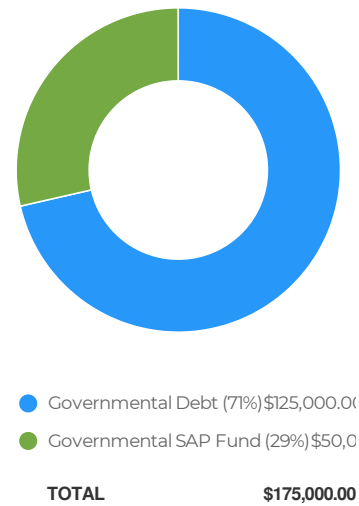
Funding Sources

Total Budget *(all years)*
\$175K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown		
Funding Sources	FY2024	FY2025
Governmental SAP Fund	\$50,000	
Governmental Debt		\$125,000
Total	\$50,000	\$125,000

Drainage 29314 Sumpter Drive (Drainage CIP #32)

- Runoff flows from Nooner's Store and is intercepted by the homes across Ralph Fair Road. Severe slope accelerates runoff towards homes.
- Additional Analysis required
- TxDOT project resolves issue
- Public Project
- Criticality Score: 40.5
- Priority: 1

Est. Start Date	10/01/2021
Est. Completion Date	11/01/2023
Department	Reliable and Sustainable Infrastructure
Type	Other

Project 32	
Item	Score
Estimated Cost	6
Source/Destination	15
Public Infrastructure at Risk	15
Number of Houses Impacted	2
Erosion Issue	0
Green Infrastructure Applicable	2.5
City Priority	0
Total Score	40.5



sumpter score

sumpter picture 1

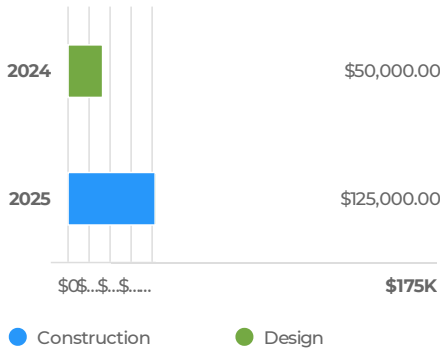
Project Status

- Texdot project may resolve this issue
- Runoff flows from Nooner's Store and is intercepted by the homes across Ralph Fair Road. Severe slope accelerates runoff towards homes.
- Additional Analysis required
 - TxDOT project resolves issue
 - Public Project
 - Criticality Score: 40.5
 - Priority: 1

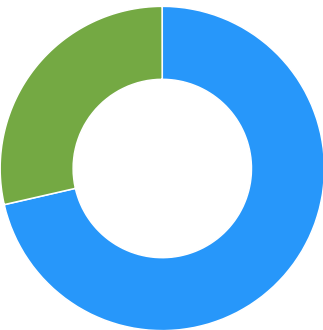
Capital Cost

Total Budget *(all years)*
\$175K

Capital Cost by Year



Capital Cost for All Years



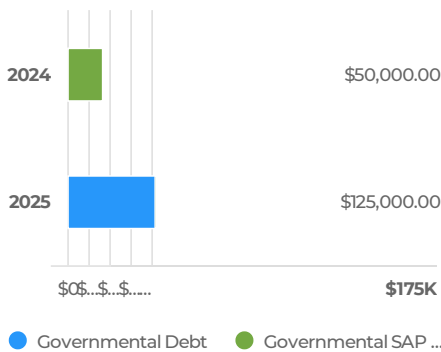
Construction (71%)	\$125,000.00
Design (29%)	\$50,000.00
TOTAL	\$175,000.00

Capital Cost Breakdown		
Capital Cost	FY2024	FY2025
Design	\$50,000	
Construction		\$125,000
Total	\$50,000	\$125,000

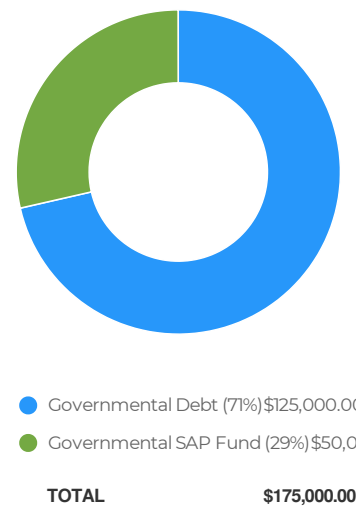
Funding Sources

Total Budget *(all years)*
\$175K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown		
Funding Sources	FY2024	FY2025
Governmental SAP Fund	\$50,000	
Governmental Debt		\$125,000
Total	\$50,000	\$125,000

Drainage 7967 Turf Paradise Lane (Drainage CIP #37)

- Large amount of runoff sheet flows down the street and across properties.
- Channel improvements
- Additional analysis required
- Public Project
- Criticality Score: 40
- Priority: 1

Est. Start Date	10/01/2021
Est. Completion Date	11/01/2023
Department	Reliable and Sustainable Infrastructure
Type	Other

Project 37	
Item	Score
Estimated Cost	10
Source/Destination	15
Public Infrastructure at Risk	6
Number of Houses Impacted	4
Erosion Issue	2.5
Green Infrastructure Applicable	2.5
City Priority	0
Total Score	40

project 37 score



Turf paradise 1



turf paradise 2



turf paradise 3

Project Status

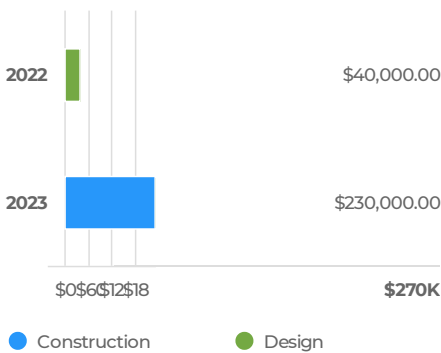
not started

Capital Cost

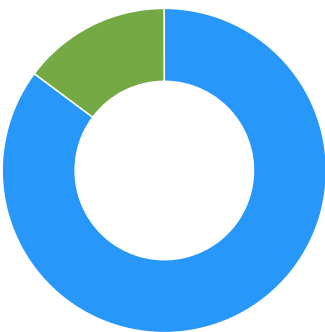
FY2022 Budget
\$40,000

Total Budget *(all years)*
\$270K

Capital Cost by Year



Capital Cost for All Years



Construction (85%)	\$230,000.00
Design (15%)	\$40,000.00
TOTAL	\$270,000.00

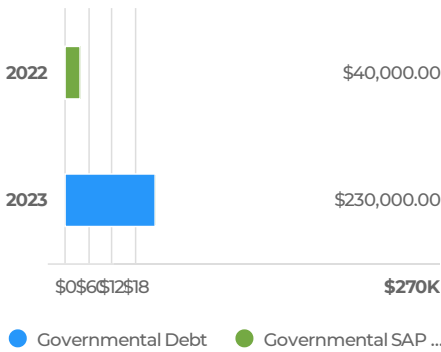
Capital Cost Breakdown		
Capital Cost	FY2022	FY2023
Design	\$40,000	
Construction		\$230,000
Total	\$40,000	\$230,000

Funding Sources

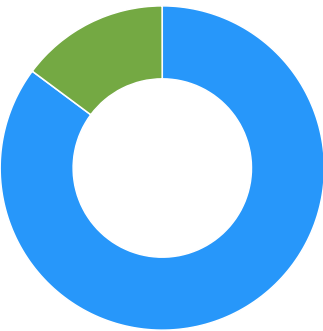
FY2022 Budget
\$40,000

Total Budget *(all years)*
\$270K

Funding Sources by Year



Funding Sources for All Years



● Governmental Debt (85%) \$230,000.00
● Governmental SAP Fund (15%) \$40,000.00
TOTAL \$270,000.00

Funding Sources Breakdown		
Funding Sources	FY2022	FY2023
Governmental SAP Fund	\$40,000	
Governmental Debt		\$230,000
Total	\$40,000	\$230,000

Drainage 7900 Fair Oaks Parkway (Drainage CIP #30)

Project may have been resolved, but more analysis is needed

Est. Start Date	10/01/2021
Est. Completion Date	11/01/2023
Department	Reliable and Sustainable Infrastructure
Type	Other

Supplemental Attachments

project
30 (/resource/cleargov-
score prod/projects/documents/3cde397dd144bb6e9b8c.PNG)

project (/resource/cleargov-
30 prod/projects/documents/fc0f1aff6f1d97255458.png)

Project Status

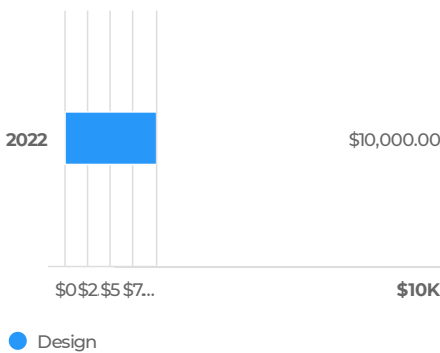
Project may have been resolved, but more analysis is needed

Capital Cost

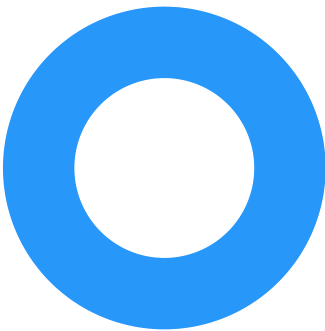
FY2022 Budget
\$10,000

Total Budget *(all years)*
\$10K

Capital Cost by Year



Capital Cost for All Years



● Design (100%) \$10,000.00
TOTAL \$10,000.00

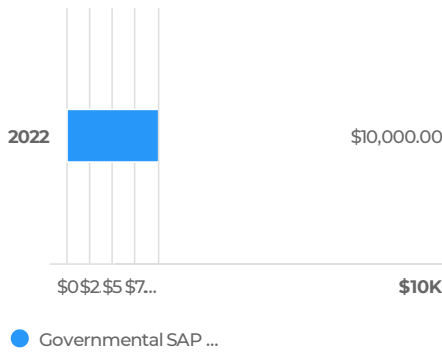
Capital Cost Breakdown	
Capital Cost	FY2022
Design	\$10,000
Total	\$10,000

Funding Sources

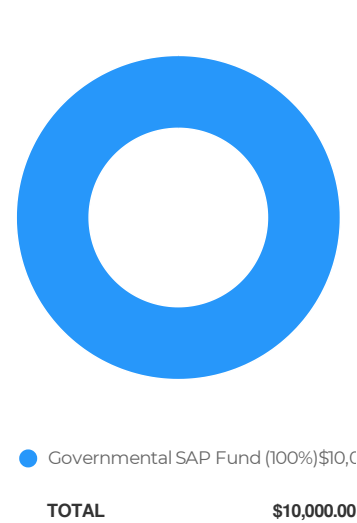
FY2022 Budget
\$10,000

Total Budget *(all years)*
\$10K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
Governmental SAP Fund	\$10,000
Total	\$10,000

Drainage Repairs at Rockinghorse Lane (Drainage CIP #61)

The existing culvert is nearing the end of its useful life and is showing signs of failure. The invert of the culvert pipe has started to rust and has some visible holes throughout. This project was identified after the master planning effort. This project will address the failing culvert pipe by replacing both upstream and downstream headwalls and culvert pipe. The pipe has a number of holes due to the pipe continuing to rust which exposed the bedding envelope. If this culvert is not replaced, water will continue to erode the pipe and will begin to wash out the bedding around the culvert causing the potential for the roadway to fail.

Est. Start Date	10/01/2021
Est. Completion Date	09/30/2022
Department	Reliable and Sustainable Infrastructure
Type	Other

Project Status

This project will begin and end within the Fiscal Year 2021-22

Capital Cost

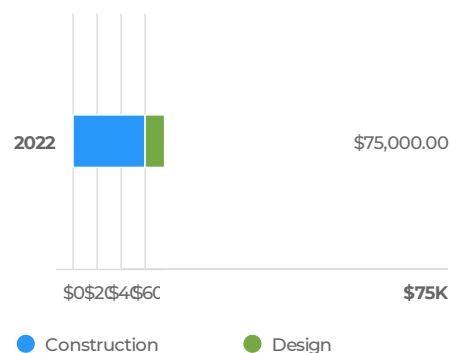
FY2022 Budget

\$75,000

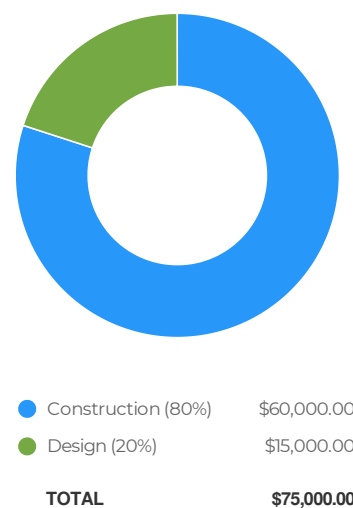
Total Budget (all years)

\$75K

Capital Cost by Year



Capital Cost for All Years



Capital Cost Breakdown

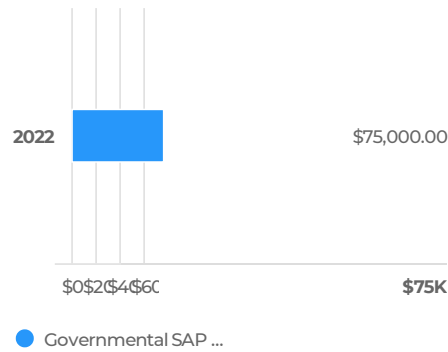
Capital Cost	FY2022
Design	\$15,000
Construction	\$60,000
Total	\$75,000

Funding Sources

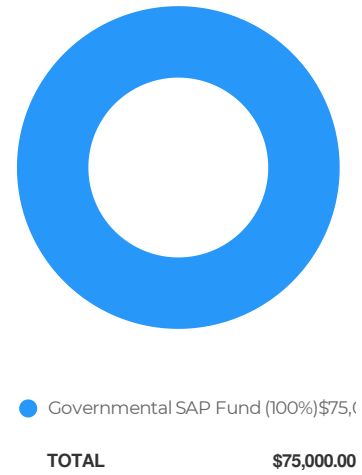
FY2022 Budget
\$75,000

Total Budget *(all years)*
\$75K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown

Funding Sources	FY2022
Governmental SAP Fund	\$75,000
Total	\$75,000

FINANCIAL INTEGRITY REQUESTS



Water Rate Study

SAP Water Rate Study

Submitted By	Julie Lovelace, Accountant
Request Owner	Julie Lovelace, Accountant
Est. Start Date	10/01/2021
Est. Completion Date	12/31/2021
Department	Financial Integrity
Type	Other

Capital Cost

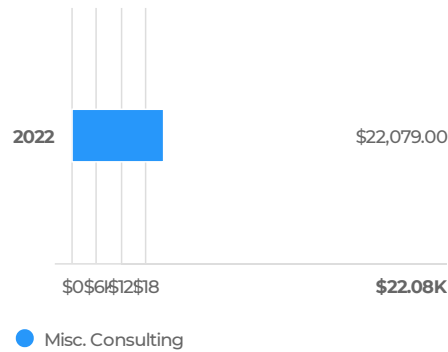
FY2022 Budget

\$22,079

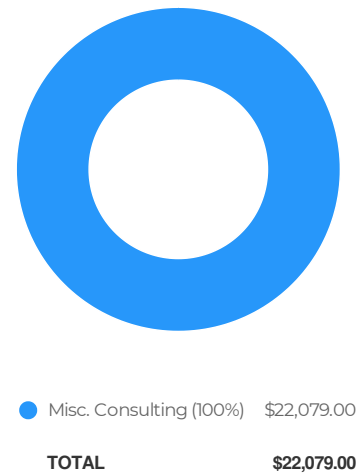
Total Budget *(all years)*

\$22.079K

Capital Cost by Year



Capital Cost for All Years



Capital Cost Breakdown

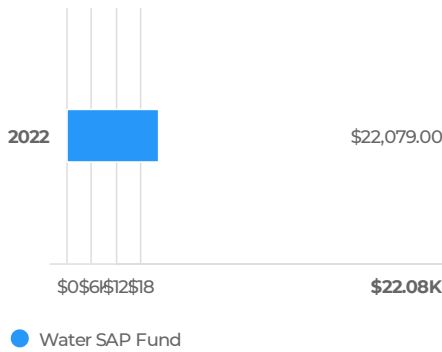
Capital Cost	FY2022
Misc. Consulting	\$22,079
Total	\$22,079

Funding Sources

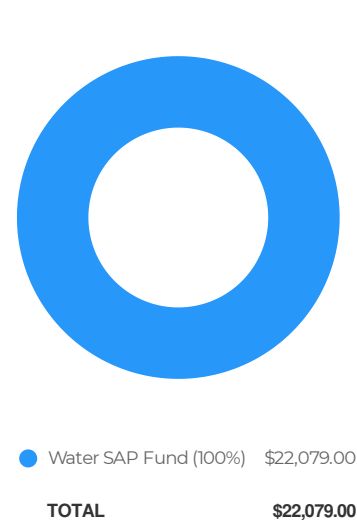
FY2022 Budget
\$22,079

Total Budget *(all years)*
\$22.079K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
Water SAP Fund	\$22,079
Total	\$22,079

Wastewater Rate Study

SAP Water Rate Study

Request Owner	Julie Lovelace, Accountant
Est. Start Date	10/01/2021
Est. Completion Date	12/31/2021
Department	Financial Integrity
Type	Other

Capital Cost

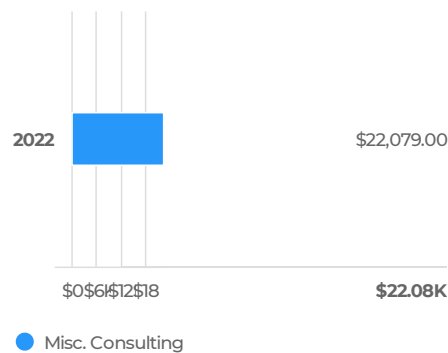
FY2022 Budget

\$22,079

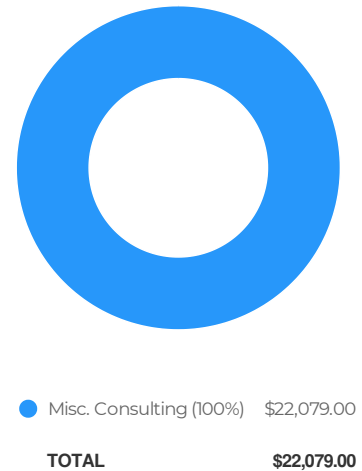
Total Budget *(all years)*

\$22.079K

Capital Cost by Year



Capital Cost for All Years



Capital Cost Breakdown

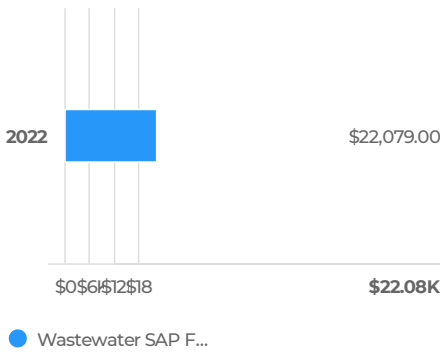
Capital Cost	FY2022
Misc. Consulting	\$22,079
Total	\$22,079

Funding Sources

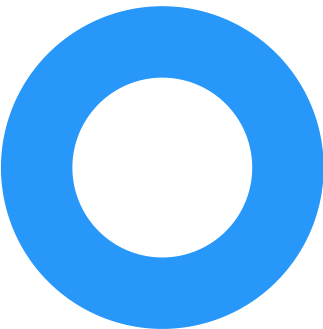
FY2022 Budget
\$22,079

Total Budget *(all years)*
\$22.079K

Funding Sources by Year



Funding Sources for All Years



● Wastewater SAP Fund (100%) \$22,079.00

TOTAL **\$22,079.00**

Funding Sources Breakdown	
Funding Sources	FY2022
Wastewater SAP Fund	\$22,079
Total	\$22,079

MAINTENANCE REQUESTS



2 City Hall HVAC Units

2 new HVAC units for City Hall, \$15,000 per unit

Submitted By	Julie Lovelace, Accountant
Request Owner	Julie Lovelace, Accountant
Department	Maintenance
Type	Other

Request Details

Information regarding ...	2 City Hall HVAC Units	Equipment Status	This will replace an existing piece of equipment (enter additional information below)
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Capital Cost

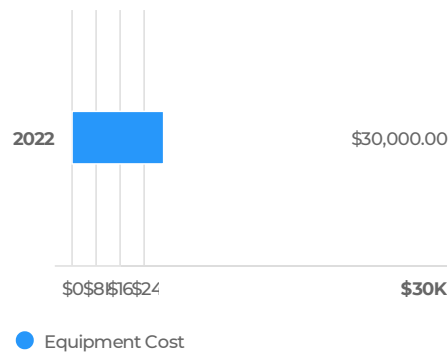
Capital Cost by Year

FY2022 Budget

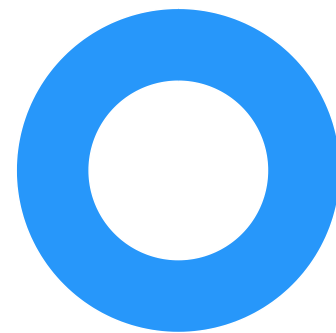
\$30,000

Total Budget (all years)

\$30K



Capital Cost for All Years



Capital Cost Breakdown

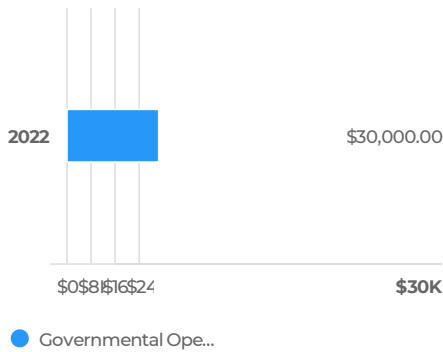
Capital Cost	FY2022
Equipment Cost	\$30,000
Total	\$30,000

Funding Sources

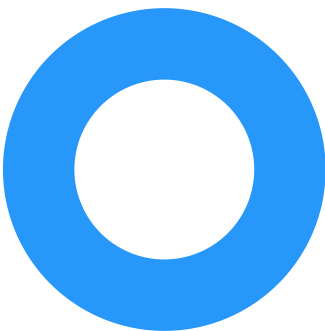
FY2022 Budget
\$30,000

Total Budget *(all years)*
\$30K

Funding Sources by Year



Funding Sources for All Years



● Governmental Operations (100%)\$30,000.00

TOTAL \$30,000.00

Funding Sources Breakdown	
Funding Sources	FY2022
Governmental Operations	\$30,000
Total	\$30,000

Electric Message Board Trailer (New Equipment)

Trailer mounted message board to assist with residential communication and notifications. Currently, the city owns one that assisted with the stop sign implementation on Dietz Elkhorn and Front Gate intersection. However, two would be better as we could have one facing each side of the street.

Submitted By	Julio Colunga, Public Works Superintendent
Request Owner	Julio Colunga, Public Works Superintendent
Department	Maintenance
Type	Other



Trailer sign

Supplemental Attachments

specs [\(/resource/cleargov-prod/projects/documents/085dacf62dc39a320f2c.pdf\)](https://resource.cleargov-prod/projects/documents/085dacf62dc39a320f2c.pdf)

Request Details

Information regarding...	N/A
Equipment Status	This is a new addition

Capital Cost Details

Traffic support for sign and online traffic control 36-month plan.

Operational Costs Details

If we choose to continue the traffic app, it will need to be renewed after 36 months.

Capital Cost

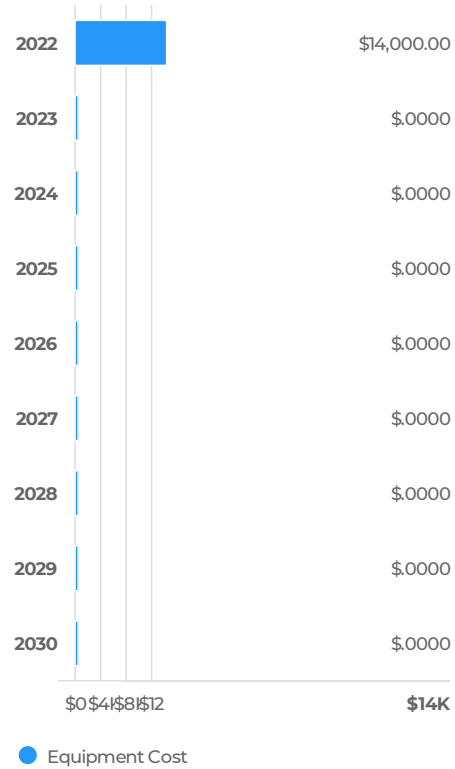
FY2022 Budget

\$14,000

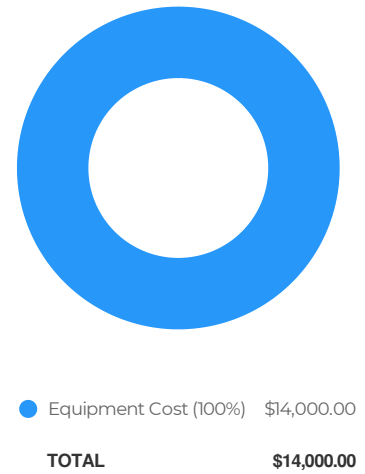
Total Budget *(all years)*

\$14K

Capital Cost by Year



Capital Cost for All Years



Capital Cost Breakdown

Capital Cost	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
Equipment Cost	\$14,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$14,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Funding Sources

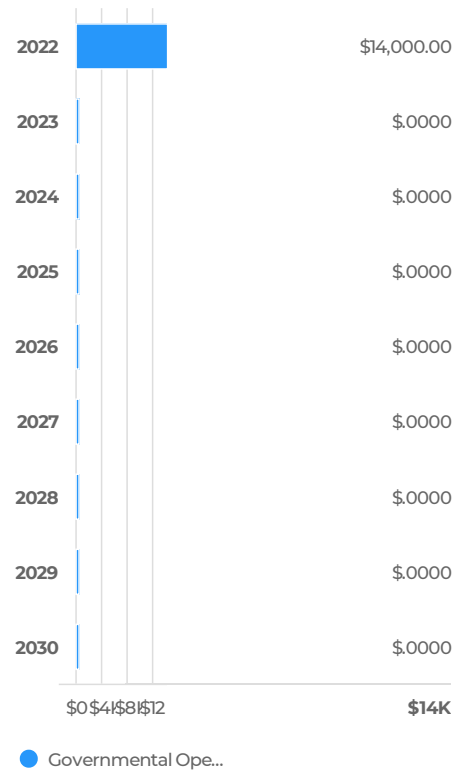
FY2022 Budget

\$14,000

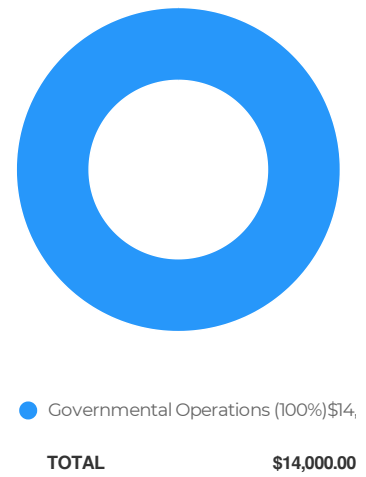
Total Budget *(all years)*

\$14K

Funding Sources by Year



Funding Sources for All Years



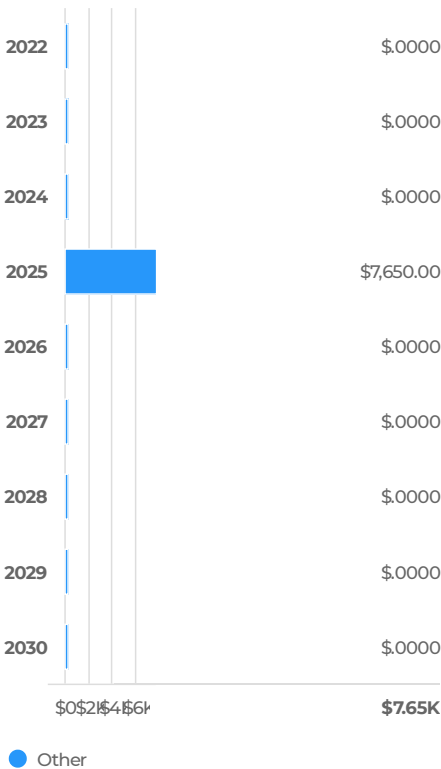
Funding Sources Breakdown

Funding Sources	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
Governmental Operations	\$14,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$14,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Operational Costs

Total Budget *(all years)*
\$7.65K

Operational Costs by Year



Operational Costs for All Years



Operational Costs Breakdown									
Operational Costs	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
Other		\$0	\$0	\$7,650	\$0	\$0	\$0	\$0	\$0
Total		\$0	\$0	\$7,650	\$0	\$0	\$0	\$0	\$0

Crafco Hot Plate (New Equipment)

The HOT plate is used to repair cracking roads. The hot plate will allow staff to heat up damaged areas without having to cut the roads.

The KM 4-48 is the largest infrared heater KM International offers. Like the KM 4-40, the KM 4-48 is a versatile and cost-efficient option with 48 Sq. Ft of heating area giving the user the opportunity to tackle any asphalt repair they come across.

Submitted By	Julio Colunga, Public Works Superintendent
Request Owner	Julio Colunga, Public Works Superintendent
Department	Maintenance
Type	Other

Purpose

The main purpose of using an in-place infrared pavement heater, is to recycle existing asphalt without cutting out the old, by raising it to the temperature that is required for proper hot mix asphalt. (usually around 350° F)

By raising the temperature of the existing asphalt and softening the existing binder, it allows the old asphalt to be re-used, rejuvenated and mixed with new patch to create "like new" repairs, without the overhead of cutting out the entire asphalt section and filling it back in with all new hot asphalt patch. In reality, if you have an infrared asphalt heater, the only time a full cut and replacement is necessary is when the sub-grade needs fixing. Why go to the trouble of cutting and removing the old when you can simply just re-use it in place?

Benefit

What you get with a BIG A KM 4-48 Infrared Pavement Heater is a unique trailer design that folds up and allows you to transport it with a regular pick-up truck. Throw a hot box reclaimer ready with hot mix asphalt in the bed of the pickup truck and you are ready to do some serious asphalt patch work.

Only costing several thousand more than our smaller BIG A KM 4-40 (<https://www.asphaltsealcoatingdirect.com/products/big-a-km-4-40-in-place-infrared-asphalt-recycling-heater-trailer-40-sq-ft>), this 48 sq ft in-place pavement heater is perfect for city maintenance and contractors who need the biggest unit they can get.

Usage

The benefit to owning a BIG A KM 4-40 In-Place Infrared Asphalt Recycling Heater is the unique trailer design that folds up and allows you to transport it with a regular pick-up truck. Throw a hot box reclaimer ready with hot mix asphalt in the bed of the pickup truck and you are ready to do some serious asphalt patch work.

Costing several thousand less than our larger 48 sq ft model (<https://www.asphaltsealcoatingdirect.com/products/big-a-km-4-48-infrared-pavement-heater-trailer-48-sq-ft>), this 40 sq ft in-place infrared recycling heater is perfect for city maintenance and contracting professionals on a very strict budget who need something larger or more convenient than a 22 sq ft model.



Hot Plate

Request Details

Information regarding ...	None	Equipment Status	This is a new addition
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Capital Cost Details

N/A

Operational Costs Details

N/A

Capital Cost

FY2022 Budget

\$10,000

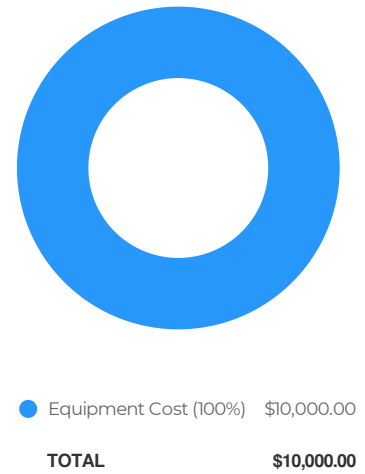
Total Budget *(all years)*

\$10K

Capital Cost by Year



Capital Cost for All Years



Capital Cost Breakdown

Capital Cost	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
Equipment Cost	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Funding Sources

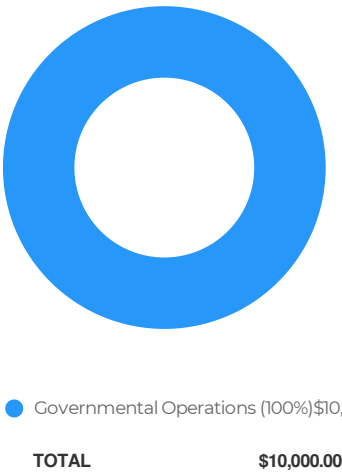
FY2022 Budget
\$10,000

Total Budget *(all years)*
\$10K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown									
Funding Sources	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
Governmental Operations	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Ford f250 tool box bed truck (Replacement)

Ford f250 4X4 single cab with a toolbox, outfitter switches, headache rack, and lights.

Submitted By	Julio Colunga, Public Works Superintendent
Request Owner	Julio Colunga, Public Works Superintendent
Department	Maintenance
Type	Other

Request Details

Replacement and Rep...	truck 123	Fleet Status	Replacement of an existing vehicle - existing vehicle will be either repurposed to another department or auctioned
------------------------	-----------	--------------	--

Operational Costs Detail

already budgeted.

Capital Cost Detail

n/a

Additional Information

n/a

Capital Cost

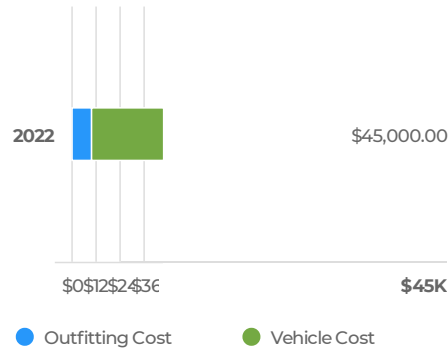
FY2022 Budget

\$45,000

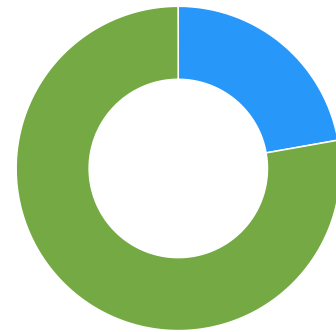
Total Budget *(all years)*

\$45K

Capital Cost by Year



Capital Cost for All Years



● Outfitting Cost (22%)	\$10,000.00
● Vehicle Cost (78%)	\$35,000.00
TOTAL	\$45,000.00

Capital Cost Breakdown

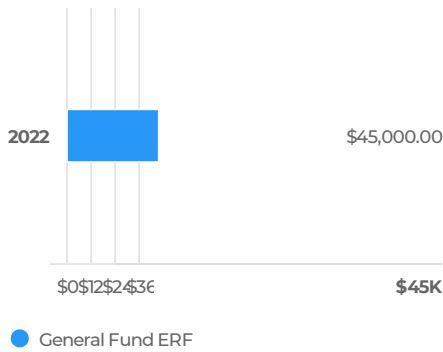
Capital Cost	FY2022
Vehicle Cost	\$35,000
Outfitting Cost	\$10,000
Total	\$45,000

Funding Sources

FY2022 Budget
\$45,000

Total Budget *(all years)*
\$45K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
General Fund ERF	\$45,000
Total	\$45,000

2021 Fleet Ford Explorer (Replacement)

This vehicle would be used to replace one of the current building codes explorer 202.

Submitted By	Julio Colunga, Public Works Superintendent
Request Owner	Julio Colunga, Public Works Superintendent
Department	Maintenance
Type	Other

Request Details

Replacement and Rep...	replacing 202	Fleet Status	Replacement of an existing vehicle - existing vehicle will be either repurposed to another department or auctioned
------------------------	---------------	--------------	--

Operational Costs Detail

N/A

Capital Cost Detail

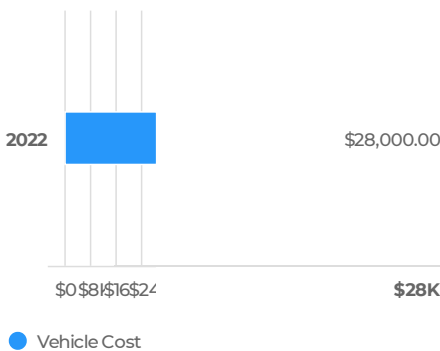
N/A

Capital Cost

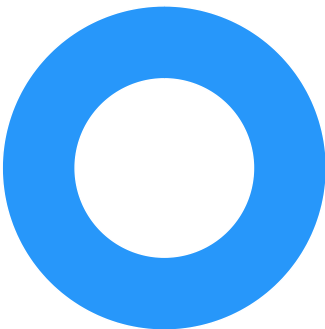
FY2022 Budget
\$28,000

Total Budget *(all years)*
\$28K

Capital Cost by Year



Capital Cost for All Years



● Vehicle Cost (100%) \$28,000.00
TOTAL \$28,000.00

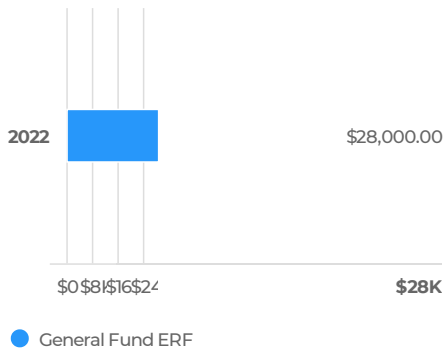
Capital Cost Breakdown	
Capital Cost	FY2022
Vehicle Cost	\$28,000
Total	\$28,000

Funding Sources

FY2022 Budget
\$28,000

Total Budget *(all years)*
\$28K

Funding Sources by Year



Funding Sources for All Years

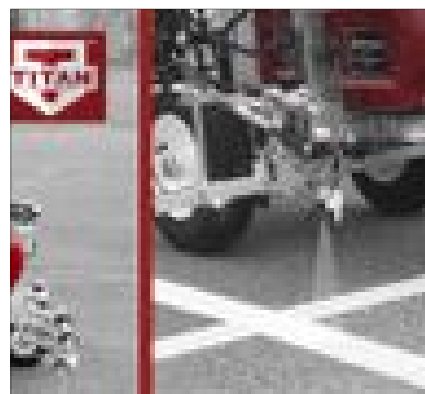


Funding Sources Breakdown	
Funding Sources	FY2022
General Fund ERF	\$28,000
Total	\$28,000

Road Striping Machine (new)

We would like to purchase a striping machine to repaint faded lines on the road without having to hire a third party contractor (unless new lines are needed.) This is a two-piece unit. The sprayer and cart are sold individually, and we could consider buying the sprayer first and budgeting the cart next year if needed.

Submitted By	Julio Colunga, Public Works Superintendent
Request Owner	Julio Colunga, Public Works Superintendent
Department	Maintenance
Type	Other



Cart for striping machine

PowrDriver™ Features • 6 H.P. Subaru (169 cc) electric start engine • Hydrostatic Drive – no transaxle • 0-10 mph (forward and reverse options) • Attaches nicely to PL4950 and larger line strippers, as well as competitor's models

Request Details

Information regarding ... new not owned Equipment Status This is a new addition

Capital Cost Details

N/A

Operational Costs Details

N/A

Additional Information

N/A

Capital Cost

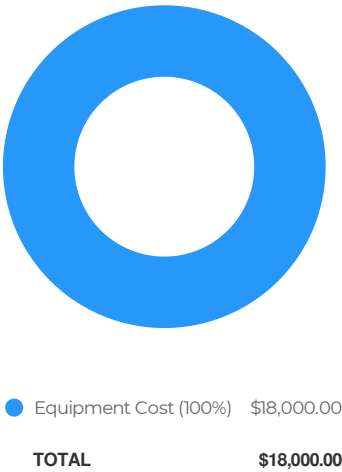
FY2022 Budget
\$18,000

Total Budget *(all years)*
\$18K

Capital Cost by Year



Capital Cost for All Years



Capital Cost Breakdown									
Capital Cost	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
Equipment Cost	\$18,000		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$18,000		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Funding Sources

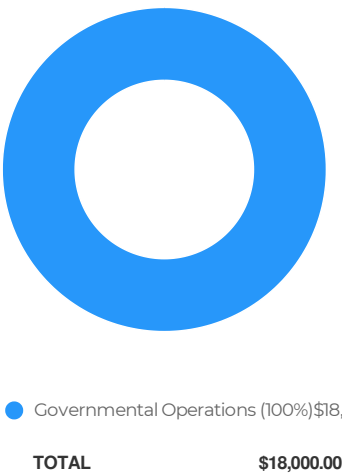
FY2022 Budget
\$18,000

Total Budget *(all years)*
\$18K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown									
Funding Sources	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
Governmental Operations	\$18,000		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$18,000		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Wrap PD Truck (new fleet addition)

Wrap the PD f-150 to be used by Maintenance.

Submitted By	Julio Colunga, Public Works Superintendent
Request Owner	Julio Colunga, Public Works Superintendent
Department	Maintenance
Type	Other

Request Details

Replacement and Rep...	None	Fleet Status	New addition to the fleet
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Capital Cost

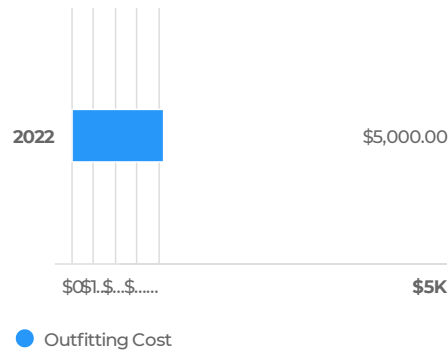
Capital Cost by Year

FY2022 Budget

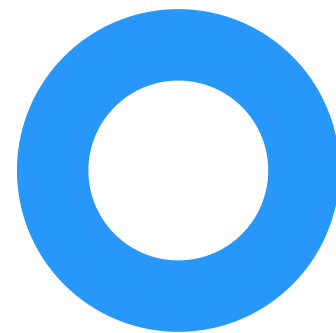
\$5,000

Total Budget (all years)

\$5K



Capital Cost for All Years



● Outfitting Cost (100%)	\$5,000.00
TOTAL	\$5,000.00

Capital Cost Breakdown

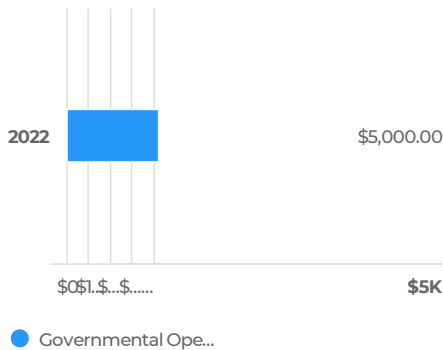
Capital Cost	FY2022
Outfitting Cost	\$5,000
Total	\$5,000

Funding Sources

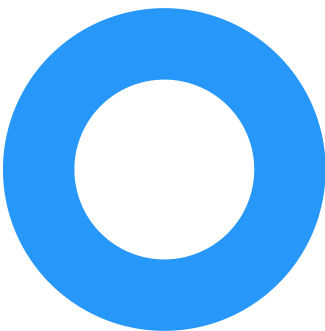
FY2022 Budget
\$5,000

Total Budget *(all years)*
\$5K

Funding Sources by Year



Funding Sources for All Years



● Governmental Operations (100%) \$5,000.00

TOTAL \$5,000.00

Funding Sources Breakdown	
Funding Sources	FY2022
Governmental Operations	\$5,000
Total	\$5,000

Shop Heaters (New Equipment)

During the winter, the maintenance shop becomes very cold as there is no insulation or heaters to warm the bay area. During the winter storm, the shop became so cold that supplies froze within the shop. Public works staff work in the shop during this time and currently use a diesel-driven heater to warm the shop. However, the fumes from this unit are not the best in a work area. Staff is recommending installing electrical heaters in the shop. We would like funds to purchase the heaters and to hire an electrician to wire the selected units into the shop. This would be a \$15,000 project.

Submitted By	Julio Colunga, Public Works Superintendent
Request Owner	Julio Colunga, Public Works Superintendent
Department	Maintenance
Type	Other

Request Details

Information regarding ...	None	Equipment Status	This is a new addition
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Capital Cost

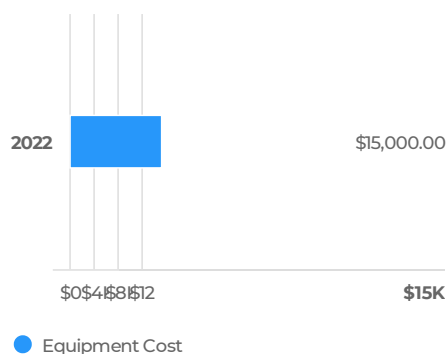
Capital Cost by Year

FY2022 Budget

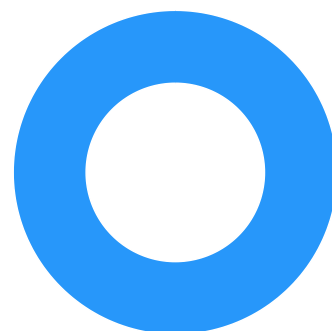
\$15,000

Total Budget (all years)

\$15K



Capital Cost for All Years



● Equipment Cost (100%)	\$15,000.00
TOTAL	\$15,000.00

Capital Cost Breakdown

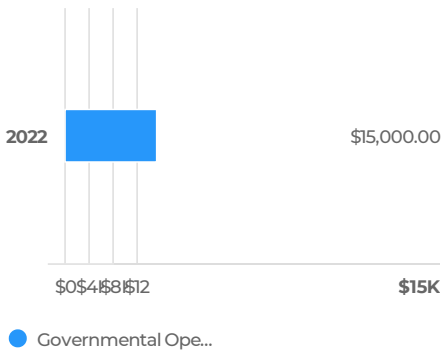
Capital Cost	FY2022
Equipment Cost	\$15,000
Total	\$15,000

Funding Sources

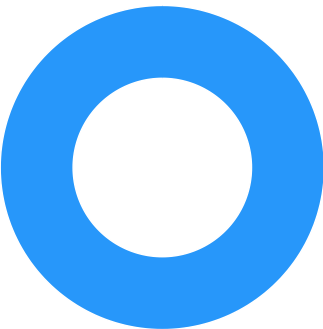
FY2022 Budget
\$15,000

Total Budget *(all years)*
\$15K

Funding Sources by Year



Funding Sources for All Years



TOTAL **\$15,000.00**

Funding Sources Breakdown	
Funding Sources	FY2022
Governmental Operations	\$15,000
Total	\$15,000

PUBLIC SAFETY & EMERGENCY REQUESTS



2022 Ford Interceptor SUV - PD (Replacement-Repurpose)

Scheduled replacement under vehicle replacement fund.

Old vehicle will be repurposed to CID.

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

Request Details

Replacement and Rep...	2016 Ford SUV - 162	Fleet Status	Replacement of an existing vehicle - existing vehicle will be either repurposed to another department or auctioned
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Operational Costs Detail

No additional costs due to replacement of 162

Capital Cost Detail

N/A

Additional Information

N/A

Capital Cost

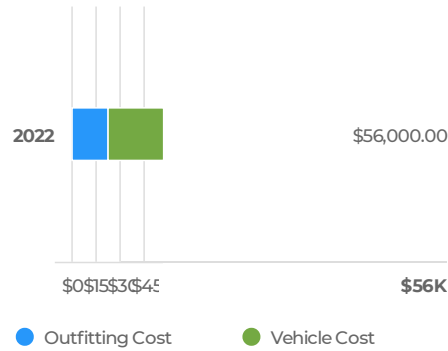
FY2022 Budget

\$56,000

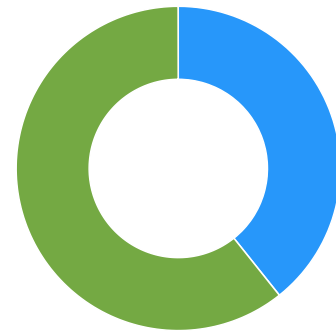
Total Budget *(all years)*

\$56K

Capital Cost by Year



Capital Cost for All Years



● Outfitting Cost (39%)	\$22,000.00
● Vehicle Cost (61%)	\$34,000.00
TOTAL	\$56,000.00

Capital Cost Breakdown

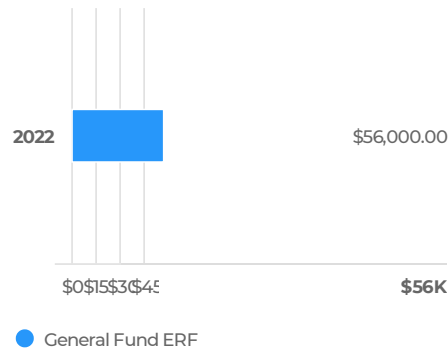
Capital Cost	FY2022
Vehicle Cost	\$34,000
Outfitting Cost	\$22,000
Total	\$56,000

Funding Sources

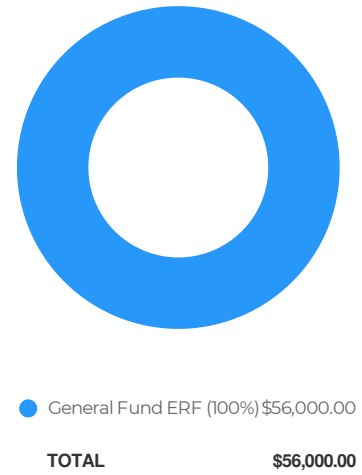
FY2022 Budget
\$56,000

Total Budget *(all years)*
\$56K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown

Funding Sources	FY2022
General Fund ERF	\$56,000
Total	\$56,000

2022 Ford Interceptor SUV - PD (Replacement-Repurpose)

Scheduled replacement of vehicle from vehicle replacement fund. Replaces Units 161 and 172

172 was totaled. 161 will either be transferred to CID or auctioned.

...

Scheduled replacement of vehicle from vehicle replacement fund. Replaces Units 161 and 172

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

Request Details

Replacement and Rep...

161 & 172

Fleet Status

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

Operational Costs Detail

N/A

Capital Cost Detail

N/A

Additional Information

N/A

Capital Cost

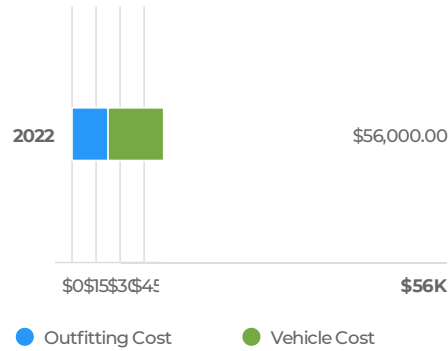
FY2022 Budget

\$56,000

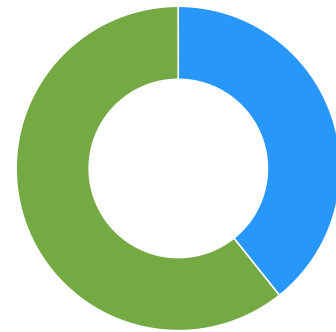
Total Budget *(all years)*

\$56K

Capital Cost by Year



Capital Cost for All Years



● Outfitting Cost (39%)	\$22,000.00
● Vehicle Cost (61%)	\$34,000.00
TOTAL	\$56,000.00

Capital Cost Breakdown

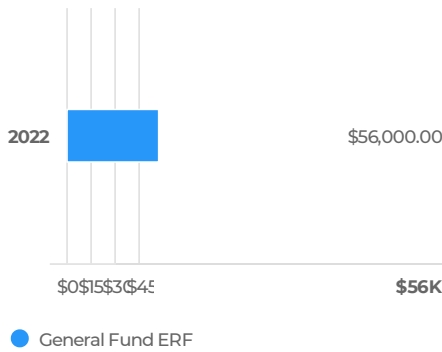
Capital Cost	FY2022
Vehicle Cost	\$34,000
Outfitting Cost	\$22,000
Total	\$56,000

Funding Sources

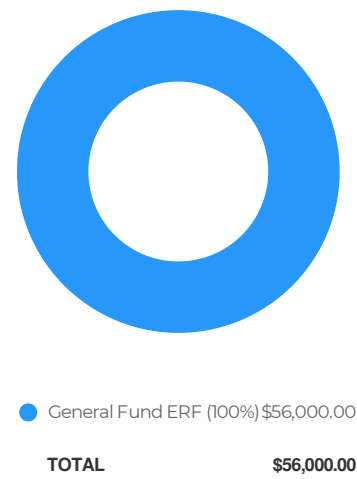
FY2022 Budget
\$56,000

Total Budget *(all years)*
\$56K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
General Fund ERF	\$56,000
Total	\$56,000

2022 Command Vehicle SUV/Truck (Replacement-Repurposed)

Vehicle to be purchased with replacement funds from FY 2020-21 Animal Control Truck, and FY 2021-22 FOR Maintenance truck funds.

PD's current 2018 Ford F-150 will be transferred to FOR Maintenance

FOR Utility truck (Maintenance) Unit 131 transferred to PD for ACO purposes.

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

Request Details

Replacement and Rep...	Transferring 2018 F-150 to FOR Maintenance, unit will replace current command vehicle	Fleet Status	New addition to the fleet
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Operational Costs Detail

Estimated fuel costs per year based on current administrative staff usage is \$200 per month

Estimated service costs per year based on past servicing of current command unit is \$2000/yr

Capital Cost Detail

Vehicle purchase price from BuyBoard = \$40,000

Outfitting Emergency Command Vehicle = \$25,000

Additional Information

N/A

Capital Cost

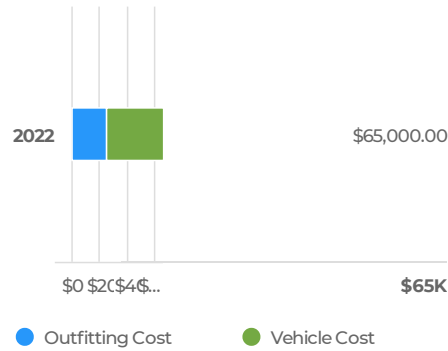
FY2022 Budget

\$65,000

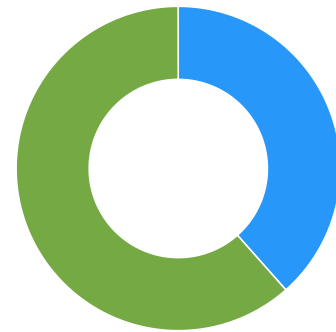
Total Budget *(all years)*

\$65K

Capital Cost by Year



Capital Cost for All Years



● Outfitting Cost (38%)	\$25,000.00
● Vehicle Cost (62%)	\$40,000.00
TOTAL	\$65,000.00

Capital Cost Breakdown

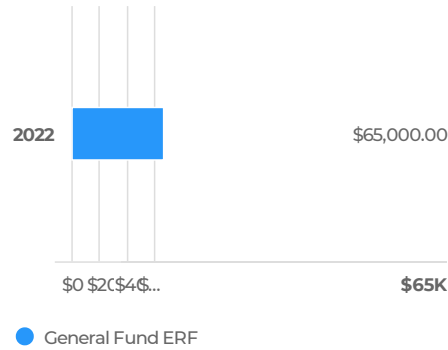
Capital Cost	FY2022
Vehicle Cost	\$40,000
Outfitting Cost	\$25,000
Total	\$65,000

Funding Sources

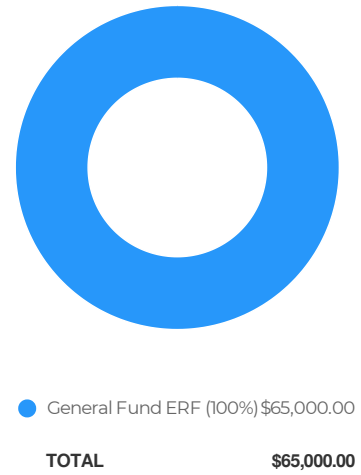
FY2022 Budget
\$65,000

Total Budget *(all years)*
\$65K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown

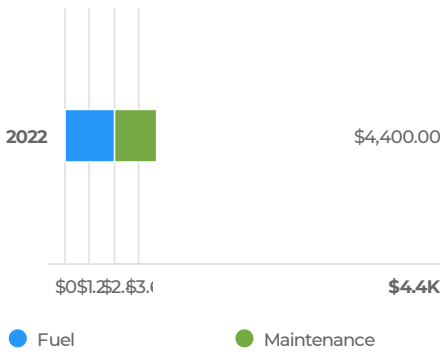
Funding Sources	FY2022
General Fund ERF	\$65,000
Total	\$65,000

Operational Costs

FY2022 Budget
\$4,400

Total Budget *(all years)*
\$4.4K

Operational Costs by Year



Operational Costs for All Years



Fuel (55%)	\$2,400.00
Maintenance (45%)	\$2,000.00
TOTAL	\$4,400.00

Operational Costs Breakdown	
Operational Costs	FY2022
Maintenance	\$2,000
Fuel	\$2,400
Total	\$4,400

OPERATIONAL EXCELLENCE REQUESTS



Implement Fuel Station for City Fleet Vehicles (New)

The request is for an on-site fuel station for equipment and vehicles. The fuel station would allow the city to control its vehicle and equipment fueling needs. The goal would be to install a 1000 gal. fuel tank, and 500 gal diesel tanks. In the past three years there have been a few gas shortages due to natural disasters and pandemics which could have resulted in the city fleet being grounded from operations due to a lack of fuel. The current cost savings is unknown as we still need to work with consultants/ vendors. In previous meetings, vendors offered to provide the needed supplies for a fuel site as long as we purchased fuel from them. I would need to work with Procurement to secure purchasing.

Submitted By	Julio Colunga, Public Works Superintendent
Request Owner	Julio Colunga, Public Works Superintendent
Est. Start Date	10/01/2021
Est. Completion Date	09/30/2022
Department	Operational Excellence
Type	Other



Project Status

This would be a new project.

Operational Cost Detail

n/a

Capital Cost Detail

The cost would be to install two tanks on sight one for a 1000 gal regular fuel tank and one 500 gal diesel fuel tank. These tanks would be contained within a leak-proof container, double-walled tank, cement balers, and covered to protect them from rain. The total cost would be \$15000.

Additional Details

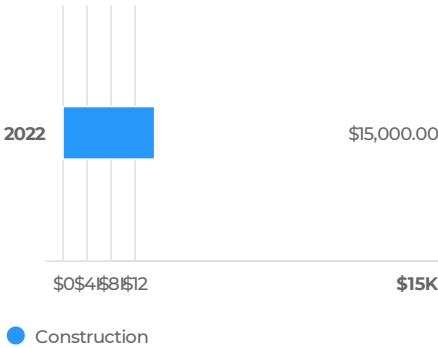
Procurement will be reaching out to various vendors and may be able to work out a deal in which tanks are included with fuel purchases from the supplier.

Capital Cost

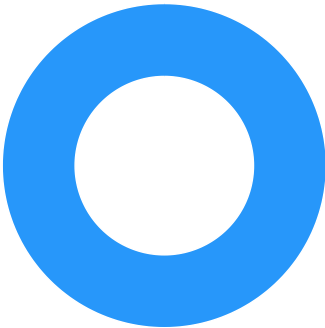
FY2022 Budget
\$15,000

Total Budget *(all years)*
\$15K

Capital Cost by Year



Capital Cost for All Years



Construction (100%)	\$15,000.00
TOTAL	\$15,000.00

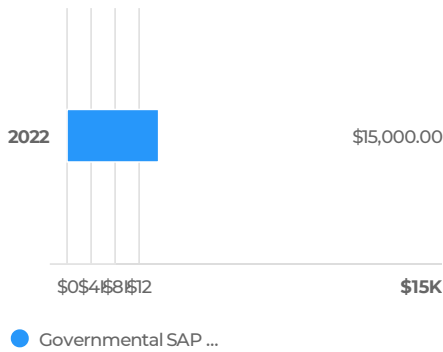
Capital Cost Breakdown	
Capital Cost	FY2022
Construction	\$15,000
Total	\$15,000

Funding Sources

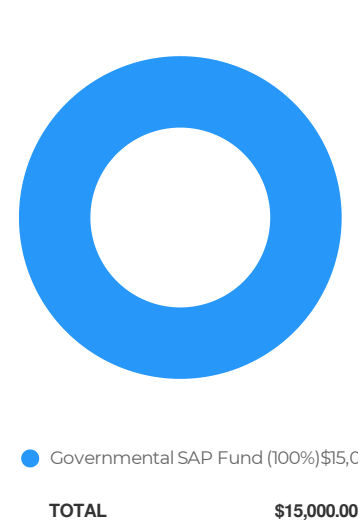
FY2022 Budget
\$15,000

Total Budget *(all years)*
\$15K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
Governmental SAP Fund	\$15,000
Total	\$15,000

DataCove Public Information Act Request Software (SAP 5.3.11)

The DataCove e-mail archiving appliance will provide us the ability to search for e-mails outside of our e-mail server. This will help with simplifying the configuration of our e-mail server and save on data storage costs. Currently our e-mail server has an archiving feature enabled to ensure that e-mails are available for search, but this also duplicates the e-mail so it is available for search. This causes increases in logging required to handle this function on the same system as our e-mail server. Implementing the Tangent DataCove appliance would allow us to offload that data storage and retention requirements from our e-mail server. This way if someone deletes an e-mail from their inbox or sent items it will always be held on the DataCove appliance.

Submitted By	Brian LeJeune, IT Manager
Request Owner	Brian LeJeune, IT Manager
Est. Start Date	11/01/2021
Est. Completion Date	11/30/2021
Department	Operational Excellence
Type	Capital Equipment

With the increase in PIA (Public Information Act) Requests this appliance will assist with handling those e-mail searches and reducing the resources our e-mail server requires to stay operational.

The risks associated with not funding this would be reconfiguring the e-mail server to increase the amount of available resources sooner than planned.

...

The DataCove e-mail archiving appliance will provide us the ability to search for e-mails outside of our e-mail server. This will help with simplifying the configuration of our e-mail server and save on data storage costs. Currently our e-mail server has an archiving feature enabled to ensure that e-mails are available for search, but this also duplicates the e-mail so it is available for search. This causes increases in logging required to handle this function on the same system as our e-mail server. Implementing the Tangent DataCove appliance would allow us to offload that data storage and retention requirements from our e-mail server. This way if someone deletes an e-mail from their inbox or sent items it will always be held on the DataCove appliance.

With the increase in PIA (Public Information Act) Requests this appliance will assist with handling those e-mail searches and reducing the resources our e-mail server requires to stay operational.

The risks associated with not funding this would be reconfiguring the e-mail server to increase the amount of available resources sooner than planned.

Supplemental Attachments

DataCove
4TB
Appliance

</resource/cleargov-prod/projects/documents/1a6466e97b5802910117.pdf>

DataCove

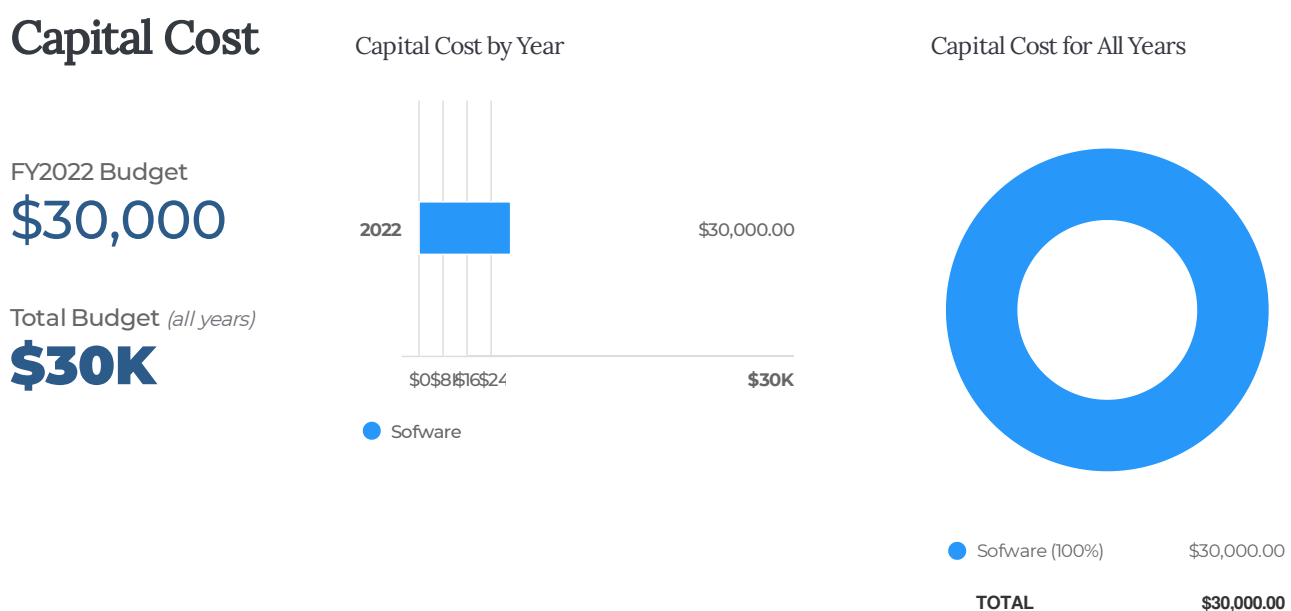


4TB (/resource/cleargov-
Cloud prod/projects/documents/13be8ec50dd871f4bafa.pdf)
Backup

Explanation of Costs and Cost Savings

It is recommended that we go with the 5-year warranty/support option for the appliance as it has discounts included in it over the 1-year or 3-year options. The additional system for the cloud backup will allow for us to handle disaster recovery in a more cost effective manner. Should a disaster occur with City Hall that impacted the Server Room, this cloud backup would allow us to get a virtual server started at City Hall once normal IT operations resumed and connect to the cloud backup to retrieve all of our data. This was the more cost effective solution over a fully hosted cloud solution that would increase the costs by double since it would be a fully functional appliance that we could cut over to.

Capital Cost



Capital Cost Breakdown

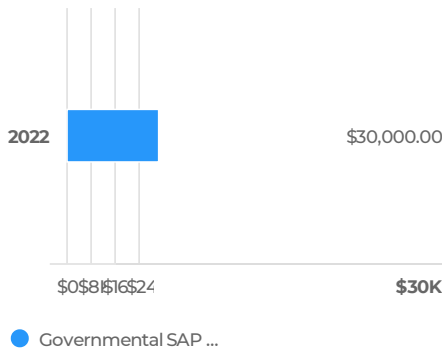
Capital Cost	FY2022
Software	\$30,000
Total	\$30,000

Funding Sources

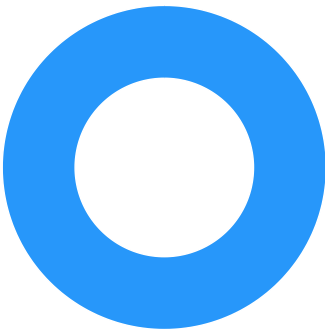
FY2022 Budget
\$30,000

Total Budget *(all years)*
\$30K

Funding Sources by Year



Funding Sources for All Years



● Governmental SAP Fund (100%) \$30,000.00

TOTAL \$30,000.00

Funding Sources Breakdown	
Funding Sources	FY2022
Governmental SAP Fund	\$30,000
Total	\$30,000

Communications and Community Engagement - Video Capabilities for Council Meetings

The purpose of this request is to fund equipment that would enable live-stream and video capabilities for public meetings, specifically Council Meetings.

Est. Start Date	10/01/2021
Est. Completion Date	09/30/2022
Department	Operational Excellence
Type	Other

Project Status

This is a new project

Capital Cost

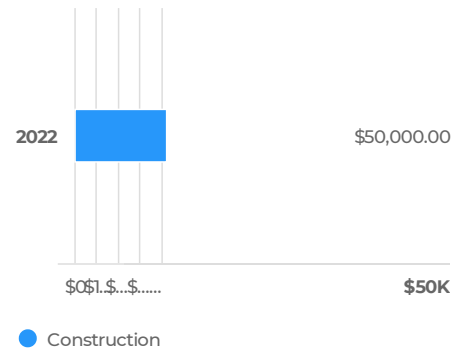
FY2022 Budget

\$50,000

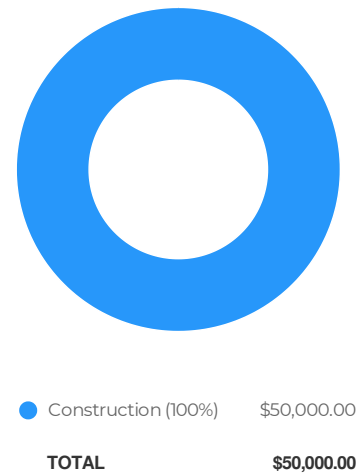
Total Budget (all years)

\$50K

Capital Cost by Year



Capital Cost for All Years



Capital Cost Breakdown

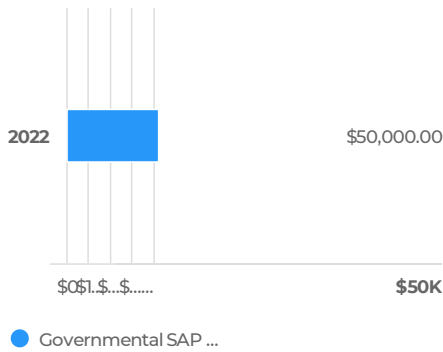
Capital Cost	FY2022
Construction	\$50,000
Total	\$50,000

Funding Sources

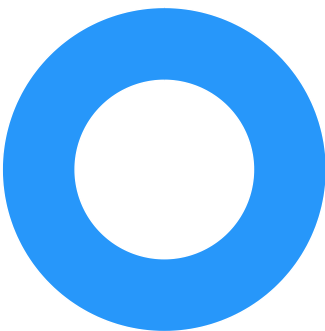
FY2022 Budget
\$50,000

Total Budget *(all years)*
\$50K

Funding Sources by Year



Funding Sources for All Years



● Governmental SAP Fund (100%)\$50,000.00

TOTAL	\$50,000.00
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Funding Sources Breakdown	
Funding Sources	FY2022
Governmental SAP Fund	\$50,000
Total	\$50,000

WATER REQUESTS



Ford dump truck (Replacement) Util.

Ford dump truck replacment.

Submitted By	Julio Colunga, Public Works Superintendent
Request Owner	Julio Colunga, Public Works Superintendent
Department	Water
Type	Other

Request Details

Replacement and Rep...	truck 133	Fleet Status	Replacement of an existing vehicle - existing vehicle will be either repurposed to another department or auctioned
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Operational Costs Detail

already budgeted.

Capital Cost Detail

n/a

Additional Information

n/a

Capital Cost

FY2022 Budget

\$85,000

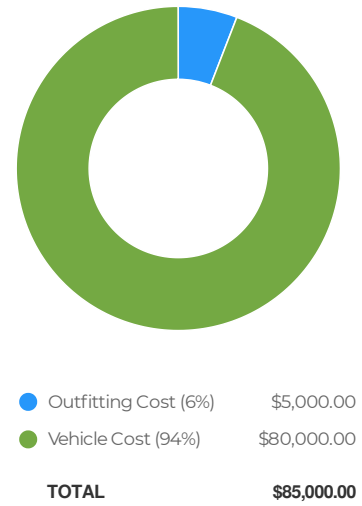
Total Budget (all years)

\$85K

Capital Cost by Year



Capital Cost for All Years



Capital Cost Breakdown

Capital Cost	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
Vehicle Cost	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Outfitting Cost	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$85,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Funding Sources

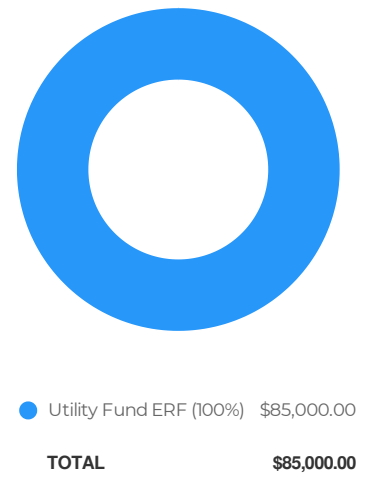
FY2022 Budget
\$85,000

Total Budget *(all years)*
\$85K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown

Funding Sources	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
Utility Fund ERF	\$85,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$85,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Ford f350 tool box bed truck (Replacement) Util.

Ford f350 4X4 single cab with a toolbox, outfitter switches, headache rack, and lights.

Submitted By	Julio Colunga, Public Works Superintendent
Request Owner	Julio Colunga, Public Works Superintendent
Department	Water
Type	Other

Request Details

Replacement and Rep...	truck 135	Fleet Status	Replacement of an existing vehicle - existing vehicle will be either repurposed to another department or auctioned
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Operational Costs Detail

Already budgeted.

Capital Cost Detail

n/a

Additional Information

n/a

Capital Cost

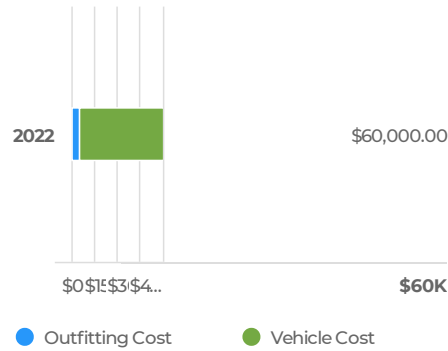
FY2022 Budget

\$60,000

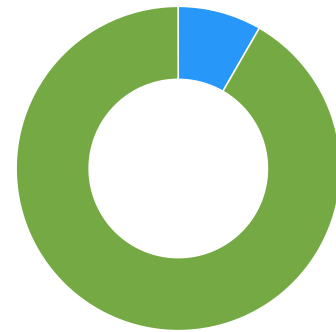
Total Budget *(all years)*

\$60K

Capital Cost by Year



Capital Cost for All Years



● Outfitting Cost (8%)	\$5,000.00
● Vehicle Cost (92%)	\$55,000.00
TOTAL	\$60,000.00

Capital Cost Breakdown

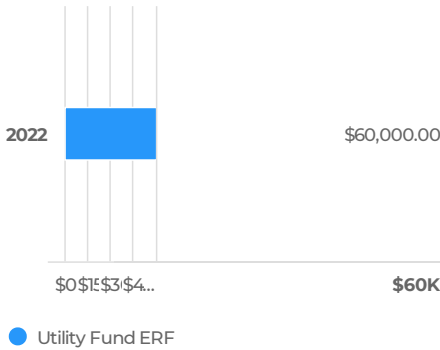
Capital Cost	FY2022
Vehicle Cost	\$55,000
Outfitting Cost	\$5,000
Total	\$60,000

Funding Sources

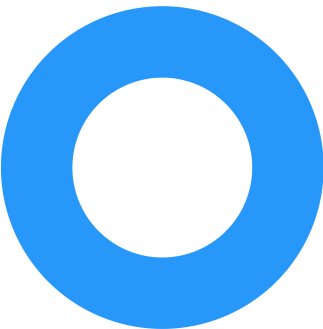
FY2022 Budget
\$60,000

Total Budget *(all years)*
\$60K

Funding Sources by Year



Funding Sources for All Years



● Utility Fund ERF (100%) \$60,000.00

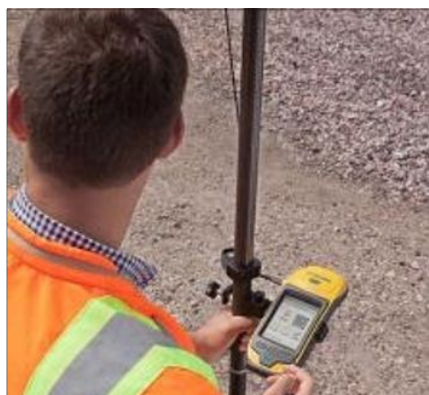
TOTAL **\$60,000.00**

Funding Sources Breakdown	
Funding Sources	FY2022
Utility Fund ERF	\$60,000
Total	\$60,000

Trimble GIS TDC-150 (Replacement)

The tremble which is used to locate all GIS points has become outdated and in need of replacement. This equipment has been crucial to the development of our GIS department. The geo-location of city and utility assets has seen improvement to line location, street signs, culverts, facilities and many other assets.

Submitted By	Julio Colunga, Public Works Superintendent
Request Owner	Julio Colunga, Public Works Superintendent
Department	Water
Type	Other



Request Details

Information regarding ...	Trimble GEO 7X	Equipment Status	This will replace an existing piece of equipment (enter additional information below)
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Capital Cost Details

The cost for the add-on is the harness and pole needed for the equipment. The network needed and software to operate the unit is also included with the price.

Operational Costs Details

The operational cost is due to a yearly subscription needed for the unit.

Additional Information

There is a \$1000 trade in value for swapping in our older unit.

Capital Cost

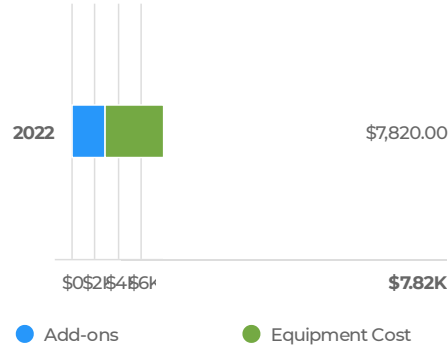
FY2022 Budget

\$7,820

Total Budget *(all years)*

\$7.82K

Capital Cost by Year



Capital Cost for All Years



● Add-ons (36%)	\$2,825.00
● Equipment Cost (64%)	\$4,995.00
TOTAL	\$7,820.00

Capital Cost Breakdown

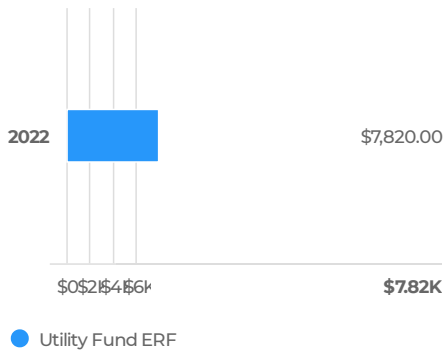
Capital Cost	FY2022
Equipment Cost	\$4,995
Add-ons	\$2,825
Total	\$7,820

Funding Sources

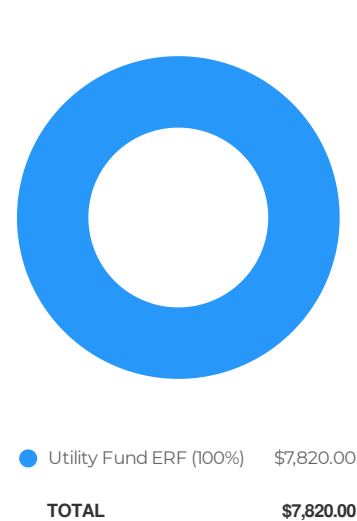
FY2022 Budget
\$7,820

Total Budget *(all years)*
\$7.82K

Funding Sources by Year



Funding Sources for All Years

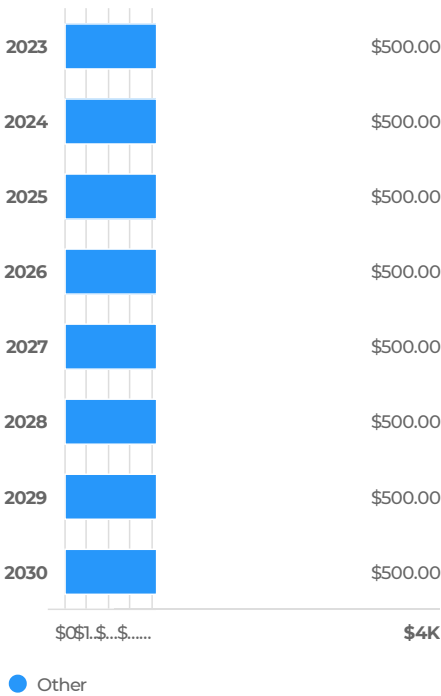


Funding Sources Breakdown	
Funding Sources	FY2022
Utility Fund ERF	\$7,820
Total	\$7,820

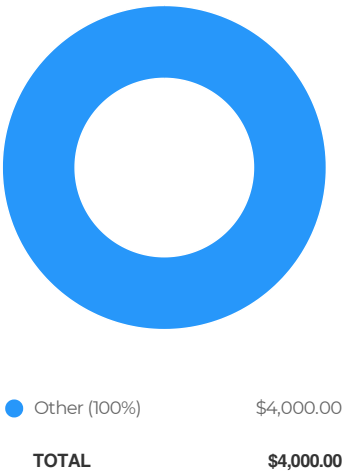
Operational Costs

Total Budget *(all years)*
\$4K

Operational Costs by Year



Operational Costs for All Years



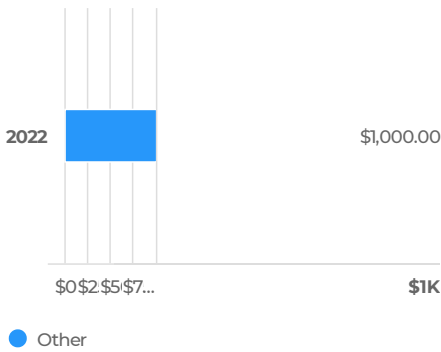
Operational Costs Breakdown								
Operational Costs	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
Other	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500
Total	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500

Operating Revenue

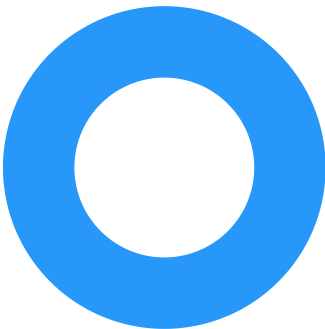
FY2022 Budget
\$1,000

Total Budget *(all years)*
\$1K

Operating Revenue by Year



Operating Revenue for All Years



Other (100%)	\$1,000.00
TOTAL	\$1,000.00

Operating Revenue Breakdown	
Operating Revenue	FY2022
Other	\$1,000
Total	\$1,000

WASTEWATER REQUESTS



Ford f250 tool box bed truck (Replacement) Util.

Ford f250 4X4 single cab with a toolbox, outfitter switches, headache rack, and lights.

Submitted By	Julio Colunga, Public Works Superintendent
Request Owner	Julio Colunga, Public Works Superintendent
Department	Wastewater
Type	Other

Request Details

Replacement and Rep...	truck 125	Fleet Status	Replacement of an existing vehicle - existing vehicle will be either repurposed to another department or auctioned
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Operational Costs Detail

Already budgeted.

Capital Cost Detail

n/a

Additional Information

n/a

Capital Cost

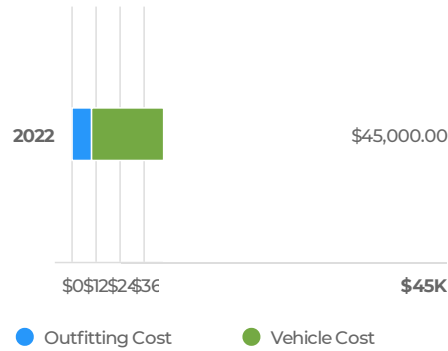
FY2022 Budget

\$45,000

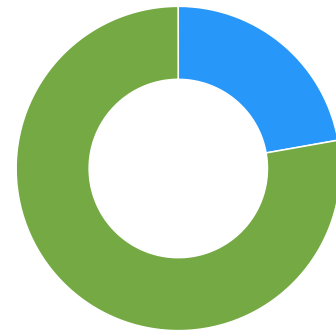
Total Budget *(all years)*

\$45K

Capital Cost by Year



Capital Cost for All Years



● Outfitting Cost (22%)	\$10,000.00
● Vehicle Cost (78%)	\$35,000.00
TOTAL	\$45,000.00

Capital Cost Breakdown

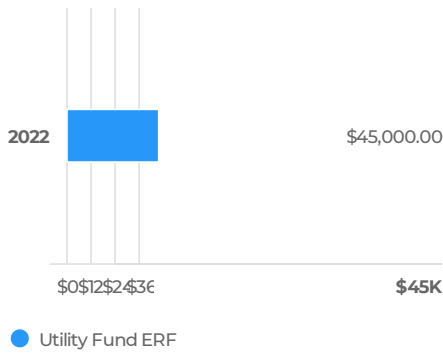
Capital Cost	FY2022
Vehicle Cost	\$35,000
Outfitting Cost	\$10,000
Total	\$45,000

Funding Sources

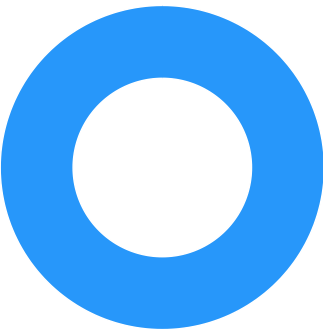
FY2022 Budget
\$45,000

Total Budget *(all years)*
\$45K

Funding Sources by Year



Funding Sources for All Years



● Utility Fund ERF (100%) \$45,000.00

TOTAL \$45,000.00

Funding Sources Breakdown	
Funding Sources	FY2022
Utility Fund ERF	\$45,000
Total	\$45,000

Glossary

Abatement: A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed by a governmental unit. Granted only on application of the person seeking the abatement and only by the committing governmental unit.

Account: A term used to identify an individual asset, liability, expenditure, revenue, encumbrance, or fund balance.

Accounting Standards: The generally accepted accounting principles (GAAP) promulgated by the Governmental Accounting Standards Board (GASB), which guides the recording and reporting of financial information by state and local governments. The standards establish such guidelines as when transactions are recognized, the types and purposes of funds, and the content and organization of the annual financial report.

Accounting System: The total structure of records and procedures that identify record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, account groups, and organizational components.

Accrued Interest: The amount of interest that has accumulated on the debt since the date of the last interest payment, and on the sale of a bond, the amount accrued up to but not including the date of delivery (settlement date). (See Interest)

Activity: A specific and distinguishable line of work performed by one or more organizational components of a governmental unit for the purpose of accomplishing a function for which the governmental unit is responsible. See also **Function**.

Adopted Budget: An annual spending plan that is adopted by the City Council.

Ad Valorem Taxes: Taxes levied on real property according to the property's valuation and the tax rate. See **Property Taxes**.

Amended Budget: Includes the adopted budget for a fiscal year, plus any budget amendments or budget transfers.

Amortization: The gradual repayment of an obligation over time and in accordance with a predetermined payment schedule.

Appropriation: A legal authorization from the community's legislative body to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended.

Arbitrage: As applied to municipal debt, the investment of tax-exempt bonds or note proceeds in higher yielding, taxable securities. Section 103 of the Internal Revenue Service (IRS) Code restricts this practice and requires (beyond certain limits) that earnings be rebated (paid) to the IRS.

Assessed Valuation: A value assigned to real estate or other property by a government as the basis for levying taxes.

Audit: An examination of a community's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool in evaluating the fiscal performance of a community.

Audit Report: Prepared by an independent auditor, an audit report includes: (a) a statement of the scope of the audit; (b) explanatory comments as to application of auditing procedures; (c) findings and opinions. It is almost always accompanied by a management letter which contains supplementary comments and recommendations.

Available Funds: Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one-time costs.

Balance Sheet: A statement that discloses the assets, liabilities, reserves and equities of a fund or governmental unit at a specified date.

Balanced Budget: A budget with total expenditures not exceeding total revenues and monies available in the fund balance within an individual fund.

Base Budget: Cost of continuing the existing levels of service in the current budget year.

Bexar County Appraisal District: An entity established by the State of Texas to insure uniform property appraisals for all taxing entities in Bexar County.



Bond: A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year. (See Note)

Bond and Interest Record: (Bond Register) – The permanent and complete record maintained by a treasurer for each bond issue. It shows the amount of interest and principal coming due each date and all other pertinent information concerning the bond issue.

Bonds Authorized and Unissued: Balance of a bond authorization not yet sold. Upon completion or abandonment of a project, any remaining balance of authorized and unissued bonds may not be used for other purposes, but must be rescinded by the community's legislative body to be removed from community's books.

Bond Issue: Generally, the sale of a certain number of bonds at one time by a governmental unit.

Bond Rating (Municipal): A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. Stated otherwise, a rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Rating agencies, such as Moody's and Standard and Poors, use rating systems, which designate a letter or a combination of letters and numerals where AAA is the highest rating and C1 is a very low rating.

Budget: A plan for allocating resources to support particular services, purposes and functions over a specified period of time. (See Performance Budget, Program Budget)

Budget Amendment: The budget may be formally amended after it has been approved.

Budget Calendar: The schedule of key dates which the City follows in the preparation and adoption of the budget.

Budget Document: The instrument used by the budget-making authority to present a comprehensive financial plan of operations to the City Council.

Budget Ordinance: The official enactment, by the City Council, to legally authorize the City Staff to obligate and expend the resources of the City.

Budget Year: The fiscal year of the City which begins October 1 and ends September 30.

CAFR: see *Comprehensive Annual Financial Report*

Capital Assets: All real and tangible property used in the operation of government, which is not easily converted into cash, and has an initial useful life extending beyond a single financial reporting period. Capital assets include land and land improvements; infrastructure such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. Communities typically define capital assets in terms of a minimum useful life and a minimum initial cost. (See Fixed Assets)

Capital Budget: An appropriation or spending plan that uses borrowing or direct outlay for capital or fixed asset improvements. Among other information, a capital budget should identify the method of financing each recommended expenditure, i.e., tax levy or rates, and identify those items that were not recommended. (See Capital Assets, Fixed Assets)

Capital Expenditures Defined as the charges for the acquisition at the delivered price including transportation, costs of equipment, land, buildings, or improvements of land or buildings, fixtures, and other permanent improvements with a value in excess of \$5,000 and a useful life expectancy of greater than 1 year.

Capital Improvement Program (CIP): A long-range plan for providing the capital outlays necessary to insure that adequate services are provided to the residents of the City. The plan includes improvements, or the acquisition of structural improvements, and major equipment purchases.

Capital Projects Fund: A fund created to account for financial resources to be used for the acquisition and/or the construction of major capital facilities or equipment.

Cash: Currency, coin, checks, postal and express money orders and bankers' drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.



Cash Management: The process of monitoring the ebb and flow of money in an out of municipal accounts to ensure cash availability to pay bills and to facilitate decisions on the need for short- term borrowing and investment of idle cash.

Certificate of Deposit (CD): A bank deposit evidenced by a negotiable or non-negotiable instrument, which provides on its face that the amount of such deposit plus a specified interest payable to a bearer or to any specified person on a certain specified date, at the expiration of a certain specified time, or upon notice in writing.

Chart of Accounts: A way of recording revenues and expenditures that includes all transactions and that fits the organizational structure. A chart of accounts assigns a unique number to each type of transaction and to each budgetary unit in the organization.

City Charter: The document that establishes the City as an incorporated political subdivision (municipal government) in accordance with the statutes of the State of Texas.

Classification of Real Property: Assessors are required to classify all real property according to use into one of four classes: residential, open space, commercial, and industrial. Having classified its real properties, local officials are permitted to determine locally, within limitations established by statute and the Commissioner of Revenue, what percentage of the tax burden is to be borne by each class of real property and by personal property owners.

Comal County Appraisal District: An entity established by the State of Texas to insure uniform property appraisals for all taxing entities in Comal County.

Comprehensive Annual Financial Report (CAFR): This report summarizes financial data for the previous fiscal year in a standardized format.

Consumer Price Index: The statistical measure of changes, if any, in the overall price level of consumer goods and services. The index is often called the "cost-of-living index."

Cost-Benefit Analysis: A decision-making tool that allows a comparison of options based on the level of benefit derived and the cost to achieve the benefit from different alternatives.

Debt Burden: The amount of debt carried by an issuer usually expressed as a measure of value (i.e., debt as a percentage of assessed value, debt per capita, etc.). Sometimes debt burden refers to debt service costs as a percentage of the total annual budget.

Debt Service: The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

Debt Service Fund: The fund used to account for accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs other than debt serviced by Proprietary Fund Types. The revenue source is principally ad valorem taxes levied by the City.

Deficit: The excess of expenditures over revenues during an accounting period.

Delinquent Taxes: Real or personal property taxes that remain unpaid on or after February 1st of each year upon which penalties and interest are assessed.

Department: A major administrative organizational unit of the City, which indicates overall management responsibility of one or more activities.

Depreciation: The process of estimating and recording the expired useful life of a fixed asset which is used to distribute its cost over its revenue producing years.

Encumbrance: A reservation of funds to cover obligations arising from purchase orders, contracts, or salary commitments that are chargeable to, but not yet paid from, a specific appropriation account.

Enterprise Funds: An enterprise fund is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery—direct, indirect, and capital costs—are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or net assets unrestricted



generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services.

Estimated Receipts: A term that typically refers to anticipated local revenues often based on the previous year's receipts and represent funding sources necessary to support a community's annual budget. (See Local Receipts)

Exemptions: A discharge, established by statute, from the obligation to pay all or a portion of a property tax. The exemption is available to particular categories of property or persons upon the timely submission and approval of an application to the assessors. Properties exempt from taxation include hospitals, schools, houses of worship, and cultural institutions. Persons who may qualify for exemptions include disabled veterans, blind individuals, surviving spouses, and seniors.

Expenditure: An outlay of money made by municipalities to provide the programs and services within their approved budget.

Fiduciary Funds: Repository of money held by a municipality in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and other funds. These include pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

Fiscal Year: A 12-month period to which the annual operating budget applies. (The City of Fair Oaks Ranch has established October 1 through September 30 as its fiscal year.)

Fixed Assets: Long-lived, assets such as buildings, equipment and land obtained or controlled as a result of past transactions or circumstances.

Fixed Costs: Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service costs or interest on loans.

Float: The difference between the bank balance for a local government's account and its book balance at the end of the day. The primary factor creating float is clearing time on checks and deposits. Delays in receiving deposit and withdrawal information also influence float.

Full Faith and Credit: A pledge of the general taxing powers for the payment of governmental obligations. Bonds carrying such pledges are usually referred to as general obligation or full faith and credit bonds.

Fund: An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

Fund Accounting: Organizing financial records into multiple, segregated locations for money. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues, and expenditures) are accounted for independently in accordance with specific regulations, restrictions or limitations. Examples of funds include the general fund and enterprise funds. Communities whose accounting records are organized according to the Uniform Municipal Accounting System (UMAS) use multiple funds.

GASB 34: A major pronouncement of the Governmental Accounting Standards Board that establishes new criteria on the form and content of governmental financial statements. GASB 34 requires a report on overall financial health, not just on individual funds. It requires more complete information on the cost of delivering value estimates on public infrastructure assets, such as bridges, road, sewers, etc. It also requires the presentation of a narrative statement the government's financial performance, trends and prospects for the future.

GASB 45: This is another Governmental Accounting Standards Board major pronouncement that each public entity account for and report other postemployment benefits in its accounting statements. Through actuarial analysis, municipalities must identify the true costs of the OPEB earned by employees over their estimated years of actual service.

General Fund: The fund used to account for most financial resources and activities governed by the normal appropriation process.

General Obligation Bonds: Bonds issued by a municipality for purposes allowed by statute that are backed by the full faith and credit of its taxing authority.

Governing Body: A board, committee, commission, or other executive or policymaking body of a municipality or school district.



Indirect Cost: Costs of a service not reflected in the operating budget of the entity providing the service. An example of an indirect cost of providing water service would be the value of time spent by non-water department employees processing water bills. A determination of these costs is necessary to analyze the total cost of service delivery. The matter of indirect costs arises most often in the context of enterprise funds.

Interest: Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan is made. In the case of municipal bonds, interest payments accrue on a day-to-day basis, but are paid every six months.

Interest Rate: The interest payable, expressed as a percentage of the principal available for use during a specified period of time. It is always expressed in annual terms.

Investments: Securities and real estate held for the production of income in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in governmental operations.

Line Item Budget: A budget that separates spending into categories, or greater detail, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.

Local Aid: Revenue allocated by the state or counties to municipalities and school districts.

Maturity Date: The date that the principal of a bond becomes due and payable in full.

Municipal(s): (As used in the bond trade) "Municipal" refers to any state or subordinate governmental unit. "Municipals" (i.e., municipal bonds) include not only the bonds of all political subdivisions, such as cities, towns, school districts, special districts, counties but also bonds of the state and agencies of the state.

Note: A short-term loan, typically with a maturity date of a year or less.

Objects of Expenditures: A classification of expenditures that is used for coding any department disbursement, such as "personal services," "expenses," or "capital outlay."

Official Statement: A document prepared for potential investors that contains information about a prospective bond or note issue and the issuer. The official statement is typically published with the notice of sale. It is sometimes called an offering circular or prospectus.

Operating Budget: A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.

Overlapping Debt: A community's proportionate share of the debt incurred by an overlapping government entity, such as a regional school district, regional transit authority, etc.

Performance Budget: A budget that stresses output both in terms of economy and efficiency.

Principal: The face amount of a bond, exclusive of accrued interest.

Program: A combination of activities to accomplish an end.

Program Budget: A budget that relates expenditures to the programs they fund. The emphasis of a program budget is on output.

Purchased Services: The cost of services that are provided by a vendor.

Refunding of Debt: Transaction where one bond issue is redeemed and replaced by a new bond issue under conditions generally more favorable to the issuer.

Reserve Fund: An amount set aside annually within the budget of a town to provide a funding source for extraordinary or unforeseen expenditures.

Revaluation: The assessors of each community are responsible for developing a reasonable and realistic program to achieve the fair cash valuation of property in accordance with constitutional and statutory requirements. The nature and extent of that program will depend on the assessors' analysis and consideration of many factors, including, but not limited to, the status of the existing valuation system, the results of an in-depth sales ratio study, and the accuracy of existing property record information.

Revenue Anticipation Note (RAN): A short-term loan issued to be paid off by revenues, such as tax collections and state aid. RANs are full faith and credit obligations.

Revenue Bond: A bond payable from and secured solely by specific revenues and thereby not a full faith and credit obligation.

Revolving Fund: Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service.

Sale of Real Estate Fund: A fund established to account for the proceeds of the sale of municipal real estate other than proceeds acquired through tax title foreclosure.

Stabilization Fund: A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose.

Surplus Revenue: The amount by which cash, accounts receivable, and other assets exceed liabilities and reserves.

Tax Rate: The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.

Tax Title Foreclosure: The procedure initiated by a municipality to obtain legal title to real property already in tax title and on which property taxes are overdue.

Trust Fund: In general, a fund for money donated or transferred to a municipality with specific instructions on its use. As custodian of trust funds, the treasurer invests and expends such funds as stipulated by trust agreements, as directed by the commissioners of trust funds or by the community's legislative body. Both principal and interest may be used if the trust is established as an expendable trust. For nonexpendable trust funds, only interest (not principal) may be expended as directed.

Uncollected Funds: Recently deposited checks included in an account's balance but drawn on other banks and not yet credited by the Federal Reserve Bank or local clearinghouse to the bank cashing the checks. (These funds may not be loaned or used as part of the bank's reserves and they are not available for disbursement.)

Undesignated Fund Balance: Monies in the various government funds as of the end of the fiscal year that are neither encumbered nor reserved, and are therefore available for expenditure once certified as part of free cash.

Unreserved Fund Balance (Surplus Revenue Account): The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to a "stockholders' equity" account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected. (See Free Cash)

Valuation (100 Percent): The legal requirement that a community's assessed value on property must reflect its market, or full and fair cash value.



CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
September 27, 2021

AGENDA TOPIC: Consideration and possible action approving the second reading of an Ordinance levying a property tax rate of 35.18 cents per \$100 taxable valuation on property in the City of Fair Oaks Ranch for tax year 2021; and determining due and delinquent dates.

DATE: September 27, 2021

DEPARTMENT: Finance

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

INTRODUCTION/BACKGROUND:

State law requires City Council to adopt a tax rate to fund the adopted general fund and the debt service fund budgets. At the August 26th City Council meeting, Council authorized using 32.23 cents as the proposed M&O 2021 tax rate and a 2.95 cents I&S 2021 tax rate for a combined property tax rate of 35.18 cents per \$100 taxable valuation. All required notices were published in the newspaper and on City's website.

We are proposing a tax rate lower than the no-new-revenue rate and voter approval rate.

The first reading of the Ordinance was approved by City Council at the September 16th Council Meeting.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

- Financial Integrity Strategic Plan Initiative 1.1 and 1.5, Develop and Maintain a Budget Process that links with the Strategic Action Plan and Ensures Continuity and Excellence of Financial Reporting.
- Complies with state laws in setting the 2021 property tax rate
- Establishes the level of taxation necessary to finance City programs and pay for City debt approved in the fiscal year budget.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

The total tax rate of 35.18 cents per \$100 valuation has decreased from the prior year tax rate. Budgetary implications in terms of dollars are outlined in the Budget Document.

LEGAL ANALYSIS:

Reviewed and approved as to form.

RECOMMENDATION/PROPOSED MOTION:

I move that the property tax rate be decreased by the adoption of a tax rate 35.18 cents per \$100 taxable valuation, which is effectively a 1.76% decrease in the tax rate.

Must be a Record Vote

AN ORDINANCE

AN ORDINANCE LEVYING AD VALOREM TAXES FOR USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF FAIR OAKS RANCH, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022; PROVIDING WHEN TAXES SHALL BECOME DUE AND WHEN SAME SHALL BECOME DELINQUENT; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, on August 26, 2021, the City Council established a proposed ad valorem tax rate to support the proposed FY 2021-22 budget and, set September 27, 2021 as the date for the meeting to vote on the tax rate and caused notice of such meeting to be posted pursuant to Local Government Code §140.010(e)(f)and (g); and,

WHEREAS, the public meeting was held on said date and all persons were then afforded an opportunity to appear and object to the proposed ad valorem tax rate; and,

WHEREAS, on September 27, by ordinance, the Council approved the municipal budget for the fiscal year beginning October 1, 2021 and ending September 30, 2022; and

WHEREAS, it is necessary that an ordinance be passed levying an ad valorem tax on all property, both real and personal, within the corporate limits of the City of Fair Oaks Ranch, Texas in accordance with said budget and Texas Property Tax Code, §26.05(b).

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

SECTION 1. TAX LEVY.

- a. That there is hereby levied and there shall be collected for the use and support of the municipal government of the City of Fair Oaks Ranch (herein the "City"), upon all property, real, personal, and mixed, in the corporate limits of said City subject to taxation, a tax rate of **\$.3223** on each \$100 taxable valuation of property, said tax being so levied for the maintenance and operations of the General Fund of the municipal government for the 2021-22 Fiscal Year.
- b. That there is hereby levied and there shall be collected for the use and support of the municipal government of the City of Fair Oaks Ranch (herein the "City"), upon all property, real, personal, and mixed, in the corporate limits of said City subject to taxation, a tax rate of **\$.0295** on each \$100 taxable valuation of property, said tax being so levied for the debt service principal and interest of the Debt Service Fund of the municipal government for the 2021-22 Fiscal Year.
- c. **THIS TAX RATE WILL RAISE LESS TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE LOWERED BY 1.76% AND WILL LOWER TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$18.60.**

SECTION 2. TAX PAYMENT DUE DATE AND DELINQUENT EFFECTIVE DATE.

- a. Taxes assessed and levied under this ordinance shall be due on October 1, 2021.
- b. Taxes not paid on or before January 31, 2022 shall immediately become delinquent.
- c. Taxes shall become a lien upon the property against which assessed, and the Bexar County Tax

Office as the collector of property taxes is hereby authorized and empowered to enforce the collection of such taxes according to the Constitution and laws of the State of Texas and ordinances of the City and shall, by virtue of the tax rolls, fix and establish a lien by levying upon such property, whether real or personal, for the payment of said taxes, penalty and interest, and, the interest and penalty collected from such delinquent taxes shall be apportioned to the general fund of the City. All delinquent taxes shall bear interest from date of delinquency at the rate as prescribed by state law.

SECTION 3. SEVERABILITY.

If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

SECTION 4. EFFECTIVE DATE

This ordinance shall take effect and be in force from the date after its passage.

PASSED and APPROVED on first reading this 16th day of September 2021 and recorded as follows:

	FOR	AGAINST	ABSTAIN
Mayor Greg Maxton	✓		
Council Member Stroup	✓		
Council Member Elizondo	✓		
Council Member Bliss	ABSENT		
Mayor Pro Tem Koerner	✓		
Council Member Parker	✓		
Council Member Muenchow	✓		

PASSED, APPROVED, AND ADOPTED on second reading this 27th day of September 2021 and recorded as follows:

	FOR	AGAINST	ABSTAIN
Mayor Greg Maxton			
Council Member Stroup			
Council Member Elizondo			
Council Member Bliss			
Mayor Pro Tem Koerner			
Council Member Parker			
Council Member Muenchow			

Gregory C. Maxton, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Picioccio, City Secretary

Denton Navarro Rocha Bernal & Zech, P.C.,
City Attorney



CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
September 27, 2021

AGENDA TOPIC: Consideration and possible action approving a Resolution ratifying the property tax rate reflected in the FY 2021-22 general fund and debt service fund budgets.

DATE: September 27, 2021

DEPARTMENT: Finance

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

INTRODUCTION/BACKGROUND:

The Fiscal Year 2021-22 general fund and debt service fund budgets of the City of Fair Oaks Ranch raises less revenue from property taxes than in the 2020/21 fiscal year. The total tax rate of 35.18 cents per \$100 valuation is a decrease from the 2020-2021 fiscal year.

Pursuant to LGC §102.007c, the City Council must *vote to ratify the property tax increase reflected in the budgets*. This vote is *in addition to and separate from* the vote to adopt the budget or to set the property tax rate.

With the current version of the budget that is being adopted, this ratification vote is not required, however, the City anticipates that outstanding protests will be resolved by the time the levy roll is received, and although it is unlikely that more property taxes will be levied than last year, it is possible.

After consultation with the City's legal counsel, it was decided to take this ratification vote anticipating that we might amend the budget with more property tax revenue at a later date.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

- Financial Integrity Strategic Plan Initiative 1.1 and 1.5, Develop and Maintain a Budget Process that links with the Strategic Action Plan and Ensures Continuity and Excellence of Financial Reporting.
- Compliance with local government code chapter 102.007c

LONGTERM FINANCIAL & BUDGETARY IMPACT:

Refer to attached budget ordinance. (*Agenda Item 4*)

LEGAL ANALYSIS:

Reviewed and approved as to form.

RECOMMENDATION/PROPOSED MOTION:

I move to ratify the property tax rate reflected in the fiscal year 2021/22 budget.

A RESOLUTION**A RESOLUTION RATIFYING THE RECENTLY ADOPTED BUDGET THAT CONTAINS A PROPERTY TAX RATE THAT RAISES MORE TOTAL PROPERTY TAXES THAN THE PREVIOUS YEAR**

WHEREAS, the City of Fair Oaks Ranch has adopted its Budget for fiscal year 2021-2022; and

WHEREAS, the Budget as adopted raises less revenue from property taxes than was raised from property taxes in the previous year; and

WHEREAS, the Budget may be amended in at future date after property taxes are levied that may raise more revenue from property taxes than was raised from property taxes in the previous year; and

WHEREAS, Local Government Code 102.007 requires the City ratify the Budget by a separate vote.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS: that in compliance with the requirements of Section 102.007(c), Texas Local Government Code, the City Council of the City of Fair Oaks Ranch does hereby in all things ratify the property tax increase reflected in the Fiscal Year 2021-2022 Budget which will require raising more revenue from property taxes than in the Fiscal Year 2020-2021 Budget.

PASSED, APPROVED and ADOPTED this 27th day of September, 2021.

Gregory C. Maxton, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Picioccio, City Secretary

Denton Navarro Rocha Bernal & Zech, P.C.,
City Attorney



CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
September 27, 2021

AGENDA TOPIC: Approval of a Resolution amending Resolution 30.1 designating the program coordinator for the ICMA Retirement Corporation Deferred Compensation Plan

DATE: September 27, 2021

DEPARTMENT: Human Resources & Communications

PRESENTED BY: (Consent Agenda) Joanna Merrill, IPMA-SCP, Director of Human Resources & Communications

INTRODUCTION/BACKGROUND:

On January 15, 2014, the City Council approved a resolution establishing a deferred compensation plan for the City of Fair Oaks Ranch to be administered by the ICMA Retirement Corporation. As part of that resolution the City of Fair Oaks Ranch appointed the City Accountant to be the coordinator for this plan.

Since that time the city has created a Human Resources department that is now responsible for managing all of the city's employee benefit plans. As such the Human Resources Director recently conducted a review of the plans current contacts and discovered that several roles needed to be updated based on current roles and responsibilities.

In order to make this change, ICMA requires that the City Council make changes to the title of the plan coordinator via resolution, which is why this item is being brought before the City Council today.

As plan coordinator, the Human Resources Director will be able to manage operational functions of the plan including administrative duties to carry out the plan design and to assign functional access to appropriate departs as authorized.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

- Operational Excellence Strategic Plan Initiative 5.3, Evaluate and Update Service Delivery Expectations and Best Practice
- Provides staff with the appropriate access to properly manage the city's employee benefit program.

LONG-TERM FINANCIAL & BUDGETARY IMPACT:

There will be no impact to the budget.

LEGAL ANALYSIS:

N/A

RECOMMENDATION/PROPOSED MOTION:

(Consent Agenda) I move to approve a Resolution amending Resolution 30.1 designating City of Fair Oaks Ranch Human Resources Director as the program coordinator for the ICMA Retirement Corporation Deferred Compensation Plan.

A RESOLUTION

A RESOLUTION OF THE CITY OF FAIR OAKS RANCH AMENDING RESOLUTION 30.1 DESIGNATING THE PROGRAM COORDINATOR FOR THE ICMA RETIREMENT CORPORATION DEFERRED COMPENSATION PLAN

WHEREAS, on January 15, 2004, Resolution 30.1 was approved by the City Council of the City of Fair Oaks Ranch adopting the ICMA Retirement Deferred Compensation Plan and trust for its' employees; and

WHEREAS, the Resolution designated the City Accountant to be the coordinator for the program; and

WHEREAS, the Human Resources department is now responsible for employee benefits including retirement plans; and

WHEREAS, the City Council of the City of Fair Oaks Ranch deems it necessary to designate the City of Fair Oaks Ranch Human Resources Director as the program coordinator for the ICMA Retirement Corporation Deferred Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS, HEREBY AMENDS RESOLUTION 30.1 AS FOLLOWS:

1. Re-designate the ICMA Retirement Deferred Compensation Plan program coordinator from the City of Fair Oaks Ranch City Accountant to the City of Fair Oaks Ranch Human Resources Director.
2. The amendment shall take effect immediately upon passage and approval.

PASSED, APPROVED and ADOPTED this 27th day of September, 2021.

Gregory C. Maxton, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Picioccio, City Secretary

Denton Navarro Rocha Bernal & Zech, P.C.,
City Attorney



CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
September 27, 2021

AGENDA TOPIC: Approval of a Resolution amending the authorized representatives to TexPool, the City's investment pool

DATE: September 27, 2021

DEPARTMENT: Finance

PRESENTED BY: (Consent Agenda) Tobin E. Maples, AICP City Manager
 Summer Fleming, Interim Finance Director

INTRODUCTION/BACKGROUND:

TexPool, the City's investment fund pool, requires representatives of the City to perform fund transactions, receive confirmations and statements, and to have inquiry rights. Current authorizations for fund transactions include the former Finance Director, former Mayor, City Manager and Asst. City Manager. Current authorization for inquiry rights only is the Finance Assistant.

With the departure of the Finance Director, authorizations need to be updated; to do so, TexPool requires an amending Resolution. The proposed Resolution amends Resolution 2017-04 by removing the Finance Director, Sarah Buckelew, adding the Interim Finance Director, Summer Fleming, and removing prior Mayor Garry Manitzas. As the City has matured in its processes and has transitioned to a home-rule form of government with a charter assigning operational duties under the City Manager, it is no longer appropriate to include elected officials in the Treasury function of the City, therefore the current Mayor is not being added as an authorized representative.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

- Financial Integrity Strategic Plan Initiative 1.5, Ensure Continuity and Excellence of Financial Reporting.
- For ongoing security of funds, updated authorized representatives is warranted.
- Adequate authorizations designated to ensure special wire transfers, which require two signatures, can be efficiently processed.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

None

LEGAL ANALYSIS:

The amending Resolution is provided by TexPool. The resolution has been reviewed by the City Attorney.

RECOMMENDATION/PROPOSED MOTION:

(Consent Agenda) I move to approve a Resolution updating authorized representatives to the City's investment pool.

A RESOLUTION**A RESOLUTION AMENDING RESOLUTION 2017-04; AUTHORIZING REPRESENTATIVES TO THE CITY'S INVESTMENT POOL**

WHEREAS, the City of Fair Oaks Ranch, Texas, ("City") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the City to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("TexPool"), a public funds investment pool, was created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, TexPool requires a Resolution amending Authorized Representatives; and

WHEREAS, the former Finance Officer, an authorized representative of the City, is no longer with the City of Fair Oaks Ranch and as such, shall be removed as an authorized representative.

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

- A. That Tobin Maples, City Manager; Carole Vanzant, Asst City Manager and Summer Fleming, Interim Finance Director, are authorized representatives of the City of Fair Oaks Ranch and are hereby authorized to transmit funds for investment in TexPool and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.
- B. That an Authorized Representative of the City of Fair Oaks Ranch may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the City's Texpool account or (2) is no longer employed by the City; and,
- C. That Summer Fleming, Interim Finance Director, hereby has the primary responsibility for performing transactions and receiving confirmations and monthly statements under Texpool's Participation Agreement.
- D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the City of Fair Oaks Ranch, and until TexPool receives a copy of any such amendment or revocation.

PASSED, APPROVED and ADOPTED this 27th day of September, 2021.

Gregory C. Maxton, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Picioccio, City Secretary

Denton Navarro Rocha Bernal & Zech, P.C.,
City Attorney



CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
September 27, 2021

AGENDA TOPIC: Approval of a Resolution reappointing the City of Fair Oaks Ranch Municipal Court Judge and Alternate Judge for a two-year term

DATE: September 27, 2021

DEPARTMENT: Administration

PRESENTED BY: (Consent Agenda) Tobin E. Maples, AICP, City Manager

INTRODUCTION/BACKGROUND:

Section 5.03 of City Charter mandates the City Council shall establish and cause to be maintained a Municipal Court and shall appoint, by the affirmative vote of a majority of the voting membership of the Council, Municipal Judges of the Municipal Court, as may be necessary. Judges shall be competent, duly qualified attorneys licensed and practicing for at least two (2) years in the State of Texas.

In lieu of employing a full time, in-house Judge, the city has historically contracted for judicial services. Although not required by law, City Council directed staff to develop and publish a Request for Qualifications (RFQ) in 2019 seeking firms and individuals interested in providing judicial services. The decision to seek qualifications in 2019 was centered on the fact it had been over a decade since the City last evaluated judicial options. Accordingly, City Council chose to utilize the RFQ process in the interest of promoting transparency.

Subsequent to the interviews, City Council announced Ms. Kimberly Keller as the Presiding Municipal Court Judge and Ms. Melanie Ann Castillo as the Alternate Municipal Court Judge.

The purpose of this agenda item is to seek approval of a Resolution officially reappointing The Honorable Judge Kim Keller as the Presiding Municipal Court Judge and Ms. Melanie Ann Castillo as the Alternate Municipal Court Judge. Further, the Resolution authorizes the City Manager to execute a Letter of Engagement with each appointee.

By way of background, the Fair Oaks Ranch Municipal Court employs one (1) Court Administrator and one (1) Court Clerk. Traditionally, the Court Administrator and Court Clerk were supervised by the Director of Finance who reports directly to the City Manager. Until a new Finance Director is hired, the Court Administrator will report directly to the City Manager. The Municipal Court Judge and the City Manager report to directly to the City Council.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

1. Complies with state statute and city charter
2. Ensures criminal and civil offenses are addressed

LONGTERM FINANCIAL & BUDGETARY IMPACT:

The Fiscal Year 21-22 budget allocates funding for third party Municipal Court judicial services.

LEGAL ANALYSIS:

Approved as to form.

RECOMMENDATION/PROPOSED MOTION:

(Consent Agenda) I move to approve a Resolution appointing the Fair Oaks Ranch Municipal Court Judge and Alternate Judge for judicial services for two years beginning October 1, 2021 and ending September 30, 2023 and authorize the City Manager to sign a letter of Engagement with each appointee.

A RESOLUTION

A RESOLUTION PROVIDING FOR THE REAPPOINTMENT OF KIMBERLY S. KELLER AS MUNICIPAL COURT JUDGE AND MELANIE ANN CASTILLO AS ALTERNATE MUNICIPAL COURT JUDGE; AND PROVIDING FOR OTHER MATTERS THERETO

WHEREAS, The judge of a municipal court serves for a term of office of two years unless the municipality provides for a longer term pursuant to Article XI, Section 11, of the Texas Constitution; and,

WHEREAS, The City Charter of the City of Fair Oaks Ranch provides that the City Council shall appoint, by the affirmative vote of a majority of the voting membership of the City Council, such Municipal Judges of the Municipal Court, as may be necessary, all of whom shall be competent, duly qualified attorneys licensed and practicing for at least two (2) years in the State of Texas; and,

WHEREAS, The City Charter of the City of Fair Oaks Ranch provides that the City Council shall appoint all municipal judges for a term of two (2) years: and,

WHEREAS, the City Council of the City of Fair Oaks Ranch endorses and supports the necessity for one full-day court session per calendar month; and,

WHEREAS, Kimberly S. Keller desires to continue providing judicial services to the City of Fair Oaks Ranch; Melanie Ann Castillo desires to provide alternate judicial services to the City of Fair Oaks Ranch; and,

WHEREAS, the City Council hereby finds and determines that the appointees herein are duly qualified attorney licensed and practicing for at least two (2) years in the State of Texas.

NOW THEREFORE, be it resolved by the City Council of Fair Oaks Ranch that:

1. Court Session. That the City Council of the City of Fair Oaks Ranch establishes one full-day court session per calendar month.
2. Appointment. Kimberly S. Keller is hereby appointed as Municipal Court Judge and Melanie Ann Castillo is hereby appointed as Alternate Municipal Court Judge. Appointees shall perform all legally permissible and proper judicial duties and functions of the Municipal Court Judge for a term of two (2) years.
3. Letter of Engagement. The City Manager is authorized to sign a Letter of Engagement with each appointee in compliance with the annually approved Fiscal Year budget. **(Exhibit A)**
4. If any provision or portion thereof contained in this Resolution is held unconstitutional, invalid, or unenforceable, the remainder of this resolution, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in force and effect.

PASSED, APPROVED and ADOPTED this 27th day of September, 2021.

Gregory C. Maxton, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Picioccio, City Secretary

Denton Navarro Rocha Bernal & Zech, P.C.,
City Attorney



Exhibit A

7286 Dietz Elkhorn · Fair Oaks Ranch, Texas 78015 · (210) 698-0900 · (866) 258-2505

September 27, 2021

The Honorable Kimberly S. Keller
 Presiding Judge, City of Fair Oaks Ranch Municipal Court
 Keller Stolarczyk
 234 West Bandera Road, No. 120
 Boerne, Texas 78006

Via E-Mail: kim@kellsto.com

Re: Municipal Court Presiding Judge Engagement Letter

Dear Judge:

Please allow me this opportunity to express my deep appreciation for your willingness to continue your service as the City of Fair Oaks Ranch Presiding Municipal Court Judge. A resolution officially reappointing you to a two-year term beginning October 1, 2021 is scheduled for City Council consideration at their September 27, 2021 Special Called meeting. The meeting will be held in the City Hall Council Chambers at 6:30 p.m. You and your family are welcome to attend. Our City Secretary, Christina Picioccio, will be contacting you to schedule time to administer your oath of office.

Per our conversation earlier this week, this Engagement Letter is being provided to establish a formal agreement for your services as the Presiding Judge of the City of Fair Oaks Ranch Municipal Court. This **AGREEMENT**, effective as of the 1st day of October, 2021, between the City of Fair Oaks Ranch and having its principal place of business at 7286 Dietz Elkhorn, Fair Oaks Ranch, TX 78015 (the "City"); and Kimberly S. Keller, doing her principal place of business at 234 West Bandera Road, No. 120, Boerne, Texas 78006 (the "Contractor") (collectively referred to as the "Parties").

In consideration of the promises and other good and valuable consideration (the sufficiency and receipt of which are hereby acknowledged) the Parties agree as follows:

Services

- Preside over all sessions of Municipal Court, including all docket calls, hearings, pre-trial conferences, initial appearances, show cause hearings, non-jury and jury trials and any and all matters before the Court pertaining to Class C Misdemeanor violations. The Judge will also preside over other violations and matters within the jurisdiction of the Court. A General Docket is typically held on the first Wednesday of every month from 9:00 a.m. until complete.



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- Issue and sign capias, capias pro fines, judgments, orders, and other related administrative paperwork prepared by Municipal Court staff.
- Availability to come to the Municipal Court on a weekly / as need basis to sign documents and meet with Court staff.
- Availability to perform magistrate duties at the Kendall County Jail on Class C Misdemeanor offenses occurring in Fair Oaks Ranch.
- Availability to accept and review blood warrant applications from the City of Fair Oaks Ranch Police Department for any offense occurring in Fair Oaks Ranch, inclusive of mandatory/discretionary request associated with applicable accident/fatality cases.
- In partnership with Municipal Court staff, annually review and if warranted, recommend changes to City operations associated with the Judicial Administration of the Court.
- Adhere to all applicable local, state, and federal laws and canons of judicial conduct.
- Alternate Judge will be called to preside over any court session in the absence of the Presiding Judge. While sitting for the Presiding Judge, the Alternate Judge shall have all powers and duties of the office.

Compensation and Term

- As full compensation for services provided, the Contractor shall be paid at the rate of \$4,500 per month. Should after-hour services be needed in furtherance of magistrate duties or blood warrant analysis after normal business hours, the City agrees to pay Contractor's hourly rate (\$300 p/hour) for said additional services rendered after hours. Payment will be made upon receipt of invoice at acctspayable@fairoaksranchtx.org. Contractor acknowledges that Contractor is an independent contractor of the City and is not an employee, agent, official or representative of the City. Contractor shall not represent, either expressly or through implication, that Contractor is an employee, agent, official or representative of the City. Income taxes, self-employment taxes, social security taxes and the like are the sole responsibility of the Contractor.
- The City agrees, at its discretion, to budget and pay for the reasonable travel and subsistence for professional and official travel, meetings and occasions adequate to continue the professional development of Contractor. The City further agrees to budget for and pay for the travel and subsistence expenses for Contractor for short courses, institutes and seminars that are necessary for her professional development and for the good of the City and as reasonably necessary and within budget limitations. The City



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reserves the right to limit such attendance in the event of budget limitations or other priorities it identifies if in the best interests of the City.

- The Term of this Agreement is for a two-year period beginning October 1, 2021 (the “Commencement Date”) and ending at the close of the City’s normal business hours on September 30, 2023. Subject to approval by the City Council, the term of this Agreement may be extended.
- Termination- (a) The City Council may terminate this Agreement as prescribed in Section 5.03 of the City of Fair Oaks Ranch Home Rule Charter. (b) If Contractor terminates this Agreement by voluntary resignation, Contractor shall give the City Council no less than 90 days' notice in writing in advance unless the Council agrees otherwise.
- Entire Agreement-This Agreement contains the entire agreement between the parties, superseding in all respects any and all prior oral or written agreements or understandings pertaining to the services of the Contractor by the City and shall be amended or modified only by written instrument signed by both of the parties hereto.

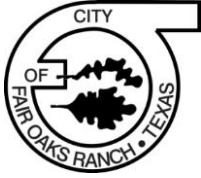
In conclusion, I would like to reiterate my appreciation for your willingness to serve as an extension of our team.

Respectfully,

Tobin E. Maples, AICP
City Manager

Ms. Kimberly S. Keller
Keller Stolarczyk

Cc: Christina Picioccio, City Secretary



CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
September 27, 2021

AGENDA TOPIC: Approval of a Professional Services Agreement for Auditing Services with ABIP, P.C. and to authorize the City Manager to execute the agreement.

DATE: September 27, 2021

DEPARTMENT: Finance

PRESENTED BY: (Consent Agenda) Clayton Hoelscher, Procurement Manager
 Sarah Buckelew, CPA Finance Director

INTRODUCTION/BACKGROUND:

Financial Integrity is a top priority in the City's strategic plan, which includes reliable and materially accurate financial statements.

The City budget for 2020-21 audit services is \$21,424, split between the General Fund and Enterprise Funds. Fees per the engagement letter are stated at \$22,900.00 plus any out-of-pocket costs (such as report production, postage and travel). A budget adjustment primarily utilizing funds from Training/Seminars & Travel is required for this engagement.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

Obtaining an independent audit of the financial statements plays a vital role by helping to preserve the integrity of the finance functions and by maintaining citizens' confidence in their elected leaders.

- Financial Integrity Strategic Plan Initiative 1.5, Ensure Continuity and Excellence of Financial Reporting.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

N/A

LEGAL ANALYSIS:

ABIP, P.C. has agreed to all terms of the City's Professional Service Agreement (**Exhibit A**).

RECOMMENDATION/PROPOSED MOTION:

(Consent Agenda) I move to authorize the City Manager to sign the Professional Services Agreement ("Engagement Letter") with ABIP, P.C. for the FY 2020-2021 audit at a cost of \$22,900.00 plus out of pocket expenses.

Exhibit A

CITY OF FAIR OAKS RANCH
STANDARD PROFESSIONAL SERVICES AGREEMENT

THE STATE OF TEXAS §
 §
 KENDALL COUNTY §

This Professional Services Agreement ("Agreement") is made and entered by and between the City of Fair Oaks Ranch, Texas, (the "City") a Texas municipality, and ABIP Advisors, LLC ("Professional").

Section 1. Duration. This Agreement shall become effective upon execution by the City and shall remain in effect until satisfactory completion of the Scope of Work unless terminated as provided for in this Agreement.

Section 2. Scope of Work.

(A) Professional shall perform the Services as more particularly described in the Scope of Work attached hereto as Exhibit "A". The work as described in the Scope of Work constitutes the "Project". Unless otherwise provided in the Scope of Work, the anticipated submittal of all Project deliverables is immediately upon completion of the Project.

(B) The Quality of Services provided under this Agreement shall be performed with the professional skill and care ordinarily provided by competent Professionals practicing in the same or similar locality and under the same or similar circumstances and professional license, and as expeditiously as is prudent considering the ordinary professional skill and care of a competent Professional holding the same professional license.

(C) The Professional shall perform its Services for the Project in compliance with all statutory, regulatory and contractual requirements now or hereafter in effect as may be applicable to the rights and obligations set forth in the Agreement.

(D) The Professional may rely upon the accuracy of reports and surveys provided to it by the City except when defects should have been apparent to a reasonably competent professional or when it has actual notice of any defects in the reports and surveys.

Section 3. Compensation.

(A) The Professional shall be paid in the manner as provided herein.

(B) *Billing Period:* The Professional may submit monthly, or less frequently, an invoice for

payment based on the estimated completion of the described tasks and approved work schedule. Subject to Chapter 2251, Texas Government Code (the "Prompt Payment Act"), payment is due within thirty (30) days of the City's receipt of the Professional's invoice. Interest on overdue payments shall be calculated in accordance with the Prompt Payment Act.

(C) *Reimbursable Expenses:* Any and all reimbursable expenses related to the Project shall be included in the scope of services (Exhibit A). If these items are not specifically accounted for in Exhibit A they shall be considered subsidiary to the total contract amount.

Section 4. Changes to the Project Work: Additional Work.

(A) *Changes to Work:* Professional shall make such revisions to any work that has been completed as are necessary to correct any errors or omissions as may appear in such work. If the City finds it necessary to make changes to previously satisfactorily completed work or parts thereof, the Professional shall make such revisions if requested and as directed by the City and such services will be considered as additional work and paid for as specified under following paragraph.

(B) *Additional Work:* The City retains the right to make changes to the Scope of Work at any time by a written order. Work that is clearly not within the general description of the Scope of Work and does not otherwise constitute special services under this Agreement must be approved in writing by the City by supplemental agreement before the additional work is undertaken by the Professional. If the Professional is of the opinion that any work is beyond that contemplated in this Agreement and the Scope of Work governing the project and therefore constitutes additional work, the Professional shall promptly notify the City of that opinion, in writing. If the City agrees that such work does constitute additional work, then the City and the Professional shall execute a supplemental agreement for the additional work and the City shall compensate the Professional for the additional work on the basis of the rates contained in the Scope of Work. If the changes deduct from the extent of the Scope of Work, the contract sum shall be adjusted accordingly. All such changes shall be executed under the conditions of the original Agreement. Any work undertaken by Professional not previously approved as additional work shall be at risk of the Professional.

Section 5. Time of Completion.

The prompt completion of the services under the Scope of Work is critical to the City. Unnecessary delays in providing services under a Scope of Work shall be grounds for dismissal of the Professional and termination of this Agreement without any or further liability to the City other than a prorated payment for necessary, timely, and conforming work done by Professional prior to the time of termination. The Scope of Work shall provide, in either calendar days or by providing a final date, a time of completion prior to which the Professional shall have completed all tasks and services described in the Scope of Work.

Section 6. Insurance.

Before commencing work under this Agreement, Professional shall obtain and maintain the liability insurance provided for in attached Exhibit B throughout the term of this Agreement and thereafter as required herein.

In addition to the insurance provided for in Exhibit B, Professional shall maintain the following limits and types of insurance:

Professional Liability Insurance: professional errors and omissions liability insurance with limits of liability not less than \$1,000,000 per occurrence covering all work performed by the Professional, its employees, sub-contractors, or independent contractors. If this coverage can only be obtained on a "claims made" basis, the certificate of insurance must clearly state coverage is on a "claims made" basis and coverage must remain in effect for at least two years after final payment with the Professional continuing to furnish the City certificates of insurance.

Workers Compensation Insurance: The Professional shall carry and maintain during the term of this Agreement, workers compensation and employers liability insurance meeting the requirements of the State of Texas on all the Professional's employees carrying out the work involved in this contract.

General Liability Insurance: The Professional shall carry and maintain during the term of this Agreement, general liability insurance on a per occurrence basis with limits of liability not less than \$1,000,000 for each occurrence and for fire damage. For Bodily Injury and Property Damage, coverage shall be no less than \$1,000,000. As a minimum, coverage for Premises, Operations, Products and Completed Operations shall be \$2,000,000. This coverage shall protect the public or any person from injury or property damages sustained by reason of the Professional or its employees carrying out the work involved in this Agreement. The general aggregate shall be no less than \$2,000,000.

Automobile Liability Insurance: Professional shall carry and maintain during the term of this Agreement, automobile liability insurance with either a combined limit of at least \$1,000,000 per occurrence for bodily injury and property damage or split limits of at least \$1,000,000 for bodily injury per person per occurrence and \$1,000,000 for property damage per occurrence. Coverage shall include all owned, hired, and non-owned motor vehicles used in the performance of this contract by the Professional or its employees.

Subcontractor: In the case of any work sublet, the Professional shall require subcontractor and independent contractors working under the direction of either the Professional or a

subcontractor to carry and maintain the same workers compensation and liability insurance required of the Professional.

Qualifying Insurance: The insurance required by this Agreement shall be written by non-assessable insurance company licensed to do business in the State of Texas and currently rated "B+" or better by the A.M. Best Companies. All policies shall be written on a "per occurrence basis" and not a "claims made" form.

Evidence of such insurance shall be attached as Exhibit "B".

Section 7. Miscellaneous Provisions.

(A) *Subletting.* The Professional shall not sublet or transfer any portion of the work under this Agreement or any Scope of Work issued pursuant to this Agreement unless specifically approved in writing by the City, which approval shall not be unreasonably withheld. Subcontractors shall comply with all provisions of this Agreement and the applicable Scope of Work. The approval or acquiescence of the City in the subletting of any work shall not relieve the Professional of any responsibility for work done by such subcontractor.

(B) *Ownership of Documents.* Upon completion or termination of this Agreement, all documents prepared by the Professional or furnished to the Professional by the City shall be delivered to and become the property of the City. All drawings, charts, calculations, plans, specifications and other data, including electronic files and raw data, prepared under or pursuant to this Agreement shall be made available, upon request, to the City without restriction or limitation on the further use of such materials PROVIDED, HOWEVER, THAT SUCH MATERIALS ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY THE CITY OR OTHERS. ANY REUSE WITHOUT PRIOR VERIFICATION OR ADAPTATION BY THE PROFESSIONAL FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT THE CITY'S SOLE RISK AND WITHOUT LIABILITY TO THE PROFESSIONAL. Where applicable, Professional shall retain all pre-existing proprietary rights in the materials provided to the City but shall grant to the City a non-exclusive, perpetual, royalty-free license to use such proprietary information solely for the purposes for which the information was provided. The Professional may, at Professional's expense, have copies made of the documents or any other data furnished to the City under or pursuant to this Agreement.

(C) *Professional's Seal.* To the extent that the Professional has a professional seal it shall placed on all documents and data furnished by the Professional to the City. All work and services provided under this Agreement will be performed in a good and workmanlike fashion and shall conform to the accepted standards and practices of the Professional's industry. The plans, specifications and data provided by Professional shall be adequate and sufficient to enable those performing the actual work to perform the work as and within the time

contemplated by the City and Professional. The City acknowledges that Professional has no control over the methods or means of work nor the costs of labor, materials or equipment. Unless otherwise agreed in writing, any estimates of costs by the Professional are for informational purposes only and are not guarantees.

(D) *Compliance with Laws.* The Professional shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts, administrative, or regulatory bodies in any matter affecting the performance of this Agreement, including, without limitation, worker's compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. When required, the Professional shall furnish the City with satisfactory proof of compliance.

(E) *Independent Contractor.* Professional acknowledges that Professional is an independent contractor of the City and is not an employee, agent, official or representative of the City. Professional shall not represent, either expressly or through implication, that Professional is an employee, agent, official or representative of the City. Income taxes, self-employment taxes, social security taxes and the like are the sole responsibility of the Professional.

(F) *Non-Collusion.* Professional represents and warrants that Professional has not given, made, promised or paid, nor offered to give, make, promise or pay any gift, bonus, commission, money or other consideration to any person as an inducement to or in order to obtain the work to be provided to the City under this Agreement. Professional further agrees that Professional shall not accept any gift, bonus, commission, money, or other consideration from any person (other than from the City pursuant to this Agreement) for any of the services performed by Professional under or related to this Agreement. If any such gift, bonus, commission, money, or other consideration is received by or offered to Professional, Professional shall immediately report that fact to the City and, at the sole option of the City, the City may elect to accept the consideration for itself or to take the value of such consideration as a credit against the compensation otherwise owing to Professional under or pursuant to this Agreement.

(G) *Force Majeure.* If the performance of any covenant or obligation to be performed hereunder by any party is delayed as a result of circumstances which are beyond the reasonable control of such party (which circumstances may include, without limitation, pending litigation, acts of God, war, acts of civil disobedience, fire or other casualty, shortage of materials, adverse weather conditions [such as, by way of illustration and not of limitation, severe rain storms or below freezing temperatures, or tornados] labor action, strikes or similar acts, moratoriums or regulations or actions by governmental authorities), the time for such performance shall be extended by the amount of time of such delay, but no longer than the amount of time reasonably occasioned by the delay. The party claiming delay of performance

as a result of any of the foregoing force majeure events shall deliver written notice of the commencement of any such delay resulting from such force majeure event not later than seven (7) days after the claiming party becomes aware of the same, and if the claiming party fails to so notify the other party of the occurrence of a force majeure event causing such delay and the other party shall not otherwise be aware of such force majeure event, the claiming party shall not be entitled to avail itself of the provisions for the extension of performance contained in this subsection.

(H) In the case of any conflicts between the terms of this Agreement and wording contained within the Scope of Services, this Agreement shall govern. The Scope of Services is intended to detail the technical scope of services, fee schedule, and contract time only and shall not dictate Agreement terms.

Section 8. Termination.

(A) This Agreement may be terminated:

(1) By the mutual agreement and consent of both Professional and City;

(2) By either party, upon the failure of the other party to fulfill its obligations as set forth in either this Agreement or a Scope of Work issued under this Agreement;

(3) By the City, immediately upon notice in writing to the Professional, as consequence of the failure of Professional to perform the services contemplated by this Agreement in a timely or satisfactory manner;

(4) By the City, at will and without cause upon not less than thirty (30) days written notice to the Professional.

(B) If the City terminates this Agreement pursuant to Section 5 or subsection 8(A)(2) or (3), above, the Professional shall not be entitled to any fees or reimbursable expenses other than the fees and reimbursable expenses then due and payable as of the time of termination and only then for those services that have been timely and adequately performed by the Professional considering the actual costs incurred by the Professional in performing work to date of termination, the value of the work that is nonetheless usable to the City, the cost to the City of employing another Professional to complete the work required and the time required to do so, and other factors that affect the value to the City of the work performed at time of termination. In the event of termination that is not the fault of the Professional, the Professional shall be compensated for all basic, special, and additional services actually performed prior to termination, together with any reimbursable expenses then due.

Section 9. Indemnification. Professional shall indemnify, defend and hold harmless the City of Fair Oaks Ranch, Texas and its officials, employees and agents (collectively referred to as “Indemnitees”) and each of them from and against all loss, costs, penalties, fines, damages, claims, expenses (including reasonable attorney’s fees) or liabilities (collectively referred to as “Liabilities”) by reason of any injury to or death of any person or damage to or destruction or loss of any property arising out of, resulting from, or in connection with (i) the performance or non-performance of Services contemplated by this Agreement but only to the extent caused by the negligent acts, errors or omissions, intentional torts, intellectual property infringement, or a failure to pay a sub-contractor or supplier committed by Professional or Professional’s agent, consultant under contract, or another entity over which Professional exercises control (whether active or passive) of Professional or its employees, agents or sub-contractors (collectively referred to as “Professional”) (ii) the failure of Professional to comply with any of the paragraphs herein or the failure of Professional to conform to statutes, ordinances, or other regulations or requirements of any governmental authority, federal, state or local, in connection with the performance of this Agreement. Professional expressly agrees to indemnify and hold harmless the Indemnitees, or any one of them, from and against all liabilities which may be asserted by an employee or former employee of Professional, or any of its sub-contractors, as provided above, for which Professional’s liability to such employee or former employee would otherwise be limited to payments under State Workers’ Compensation or similar laws. Nothing herein shall require Professional to indemnify, defend, or hold harmless any Indemnitee for the Indemnitee’s own negligence or willful misconduct. Any and all indemnity provided for in this Agreement shall survive the expiration of this Agreement and the discharge of all other obligations owed by the parties to each other hereunder and shall apply prospectively not only during the term of this Agreement but thereafter so long as any liability could be asserted in regard to any acts or omissions of Professional in performing Services under this Agreement.

For Professional Liability Claims, Professional shall be liable for reasonable defense costs incurred by Indemnitees but only after final adjudication and to the extent and percent that Professional or Professional’s agents are found negligent or otherwise at fault. As used in this Agreement, final adjudication includes any negotiated settlement and release of claims, without limitation as to when a negotiated settlement and release of claims occurs.

Section 10. Notices. Any notice required or desired to be given from one party to the other party to this Agreement shall be in writing and shall be given and shall be deemed to have been served and received (whether actually received or not) if (i) delivered in person to the address set forth below; (ii) deposited in an official depository under the regular care and custody of the United States Postal Service located within the confines of the United States of

America and sent by certified mail, return receipt requested, and addressed to such party at the address hereinafter specified; or (iii) delivered to such party by courier receipted delivery. Either party may designate another address within the confines of the continental United States of America for notice, but until written notice of such change is actually received by the other party, the last address of such party designated for notice shall remain such party's address for notice.

Section 11. No Assignment. Neither party shall have the right to assign that party's interest in this Agreement without the prior written consent of the other party.

Section 12. Severability. If any term or provision of this Agreement is held to be illegal, invalid or unenforceable, the legality, validity or enforceability of the remaining terms or provisions of this Agreement shall not be affected thereby, and in lieu of each such illegal, invalid or unenforceable term or provision, there shall be added automatically to this Agreement a legal, valid or enforceable term or provision as similar as possible to the term or provision declared illegal, invalid or unenforceable.

Section 13. Waiver. Either City or the Professional shall have the right to waive any requirement contained in this Agreement that is intended for the waiving party's benefit, but, except as otherwise provided herein, such waiver shall be effective only if in writing executed by the party for whose benefit such requirement is intended. No waiver of any breach or violation of any term of this Agreement shall be deemed or construed to constitute a waiver of any other breach or violation, whether concurrent or subsequent, and whether of the same or of a different type of breach or violation.

Section 14. Governing Law: Venue. This Agreement and all of the transactions contemplated herein shall be governed by and construed in accordance with the laws of the State of Texas. The provisions and obligations of this Agreement are performable in Kendall County, Texas such that exclusive venue for any action arising out of this Agreement shall be in Kendall County, Texas.

Section 15. Paragraph Headings: Construction. The paragraph headings contained in this Agreement are for convenience only and shall in no way enlarge or limit the scope or meaning of the various and several paragraphs hereof. Both parties have participated in the negotiation and preparation of this Agreement and this Agreement shall not be construed either more or less strongly against or for either party.

Section 16. Binding Effect. Except as limited herein, the terms and provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, devisees, personal and legal representatives, successors and assigns.

Section 17. Gender. Within this Agreement, words of any gender shall be held and construed to include any other gender, and words in the singular number shall be held and construed to include the plural, unless the context otherwise requires.

Section 18. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.

Section 19. Exhibits. All exhibits to this Agreement are incorporated herein by reference for all purposes wherever reference is made to the same.

Section 20. Entire Agreement. It is understood and agreed that this Agreement contains the entire agreement between the parties and supersedes any and all prior agreements, arrangements or understandings between the parties relating to the subject matter. No oral understandings, statements, promises or inducements contrary to the terms of this Agreement exist. This Agreement cannot be changed or terminated orally.

Section 21. Relationship of Parties. Nothing contained in this Agreement shall be deemed or construed by the parties hereto or by any third party to create the relationship of principal and agent or of partnership or of joint venture or of any association whatsoever between the parties, it being expressly understood and agreed that no provision contained in this Agreement nor any act or acts of the parties hereto shall be deemed to create any relationship between the parties other than the relationship of independent parties contracting with each other solely for the purpose of effecting the provisions of this Agreement.

Section 22. Right To Audit. City shall have the right to examine and audit the books and records of Professional with regards to the work described in Exhibit A, or any subsequent changes, at any reasonable time. Such books and records will be maintained in accordance with generally accepted principles of accounting and will be adequate to enable determination of: (1) the substantiation and accuracy of any payments required to be made under this Agreement; and (2) compliance with the provisions of this Agreement.

23. Dispute Resolution. In accordance with the provisions of Subchapter I, Chapter 271, TEX. LOCAL GOV'T CODE, the parties agree that, prior to instituting any lawsuit or other proceeding arising from a dispute under this agreement, the parties will first attempt to resolve the dispute by taking the following steps: (1) A written notice substantially describing the nature of the dispute shall be delivered by the dissatisfied party to the other party, which notice shall request a written response to be delivered to the dissatisfied party not less than 5 days after receipt of the notice of dispute. (2) If the response does not reasonably resolve the dispute, in the opinion of the dissatisfied party, the dissatisfied party shall give notice to that effect to the other party whereupon each party shall appoint a person having authority over the

activities of the respective parties who shall promptly meet, in person, in an effort to resolve the dispute. (3) If those persons cannot or do not resolve the dispute, then the parties shall each appoint a person from the highest tier of managerial responsibility within each respective party, who shall then promptly meet, in person, in an effort to resolve the dispute.

24. Disclosure of Business Relationships/Affiliations: Conflict of Interest Questionnaire. Professional represents that it is in compliance with the applicable filing and disclosure requirements of Chapter 176 of the Texas Local Government Code.

25. Boycott Israel. The City may not enter into a contract with a company for goods and services unless the contract contains a written verification from the company; (i) it does not Boycott Israel; and (ii) will not Boycott Israel during the term of the contract. (Texas government code chapter 2270) by entering this agreement, Professional verifies that it does not Boycott Israel, and agrees that during the term of the agreement will not Boycott Israel as that term is defined in the Texas Government Code Section 808.001, as amended.

EXECUTED, by the City on _____.

CITY:

By: _____

Name: Tobin Maples

Title: City Manager

ADDRESS FOR NOTICE:

CITY

City of Fair Oaks Ranch
Attn: City Secretary
7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78015

PROFESSIONAL:

By:  _____

Name: Michael Del Toro

Title: Partner _____

PROFESSIONAL

ABIP Advisors, LLC
Attn: Michael Del Toro
7330 San Pedro Ave, Suite 901
San Antonio, TX 78216

EXHIBIT A
SCOPE OF SERVICES

July 9, 2021

To the City Council and Mayor
City of Fair Oaks Ranch, Texas
7286 Dietz Elkhorn
Fair Oaks Ranch, Texas 78015

We are pleased to confirm our understanding of the services we are to provide the City of Fair Oaks Ranch, Texas (the City) for the year ended September 30, 2021. We will audit the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City as of and for the year ended September 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedule – General Fund
- 3) Schedule of Changes – Net Pension Liability and Related Ratios
- 4) Schedule of Contributions - Pension
- 5) Schedule of Changes – OPEB Liability and Related Ratios
- 6) Schedule of Contributions - OPEB

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Nonmajor Fund Combining Statements
- 2) Budgetary Comparison Schedule – Debt Service Fund
- 3) Budgetary Comparison Schedule – 2015 GO Bond Fund
- 4) Budgetary Comparison Schedule – Strategic Projects Fund
- 5) Budgetary Comparison Schedule – Equipment Replacement Fund

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

- 1) Introductory Section
- 2) Statistical Section

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the city council and management of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent

financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements and related notes of the City in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related party relationships and transactions (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to ABIP, PC, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

With regard to an exempt offering document with which ABIP, PC, is not involved, you agree to clearly indicate in the exempt offering document that ABIP, PC, is not involved with the contents of such offering document.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon.

Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of ABIP, PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of Texas or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of ABIP, PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audit in August 2021 and expect to deliver a report draft to the City for review by January 14, 2022. We will present a final report to the audit committee on February 10, 2022 and to the city council on February 17th. Michael Del Toro is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be at our standard hourly rates. We estimate that our fees for these services are not to exceed \$22,900, plus any out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, etc.). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

The above fee is based on an expected level of control risk, anticipated cooperation, and preparation of requested items from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Scheduling for the audit fieldwork dates are as follows:

Year-end field visit:	November 1, 2021 to November 5, 2021
	November 15, 2021 to November 19, 2021
Audit Committee meeting:	February 10, 2022
City Council meeting:	February 17, 2022

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,
ABIP, PC



San Antonio, Texas

RESPONSE:

This letter correctly sets forth the understanding of the City of Fair Oaks Ranch, Texas.

By: _____

Title: _____

EXHIBIT B EVIDENCE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/10/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Frost Insurance - Houston 6750 West Loop South, Suite 250 Bellaire TX 77401	CONTACT NAME: Ladarsha Carter PHONE (A/C, No, Ext): 713-388-1311 FAX (A/C, No): E-MAIL ADDRESS: ladarsha.carter@frostinsurance.com														
INSURED ABIP, PC; ABIP Advisors, LLC & ABIP 1717 Saint James PL Houston TX 77056	INSURER(S) AFFORDING COVERAGE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A : Twin City Fire</td> <td>29459</td> </tr> <tr> <td>INSURER B : Texas Mutual Insurance Co.</td> <td>22945</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER	NAIC #	INSURER A : Twin City Fire	29459	INSURER B : Texas Mutual Insurance Co.	22945	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER D :															
INSURER E :															
INSURER F :															

 License#: 7298
 ABIPPC0-01

COVERAGES

CERTIFICATE NUMBER: 1495746052

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ LOC OTHER:			65SBAAB5593	6/25/2021	6/25/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			65SBAAB5593	6/25/2021	6/25/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 10,000			65SBAAB5593	6/25/2021	6/25/2022	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	0002063494	6/25/2021	6/25/2022	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

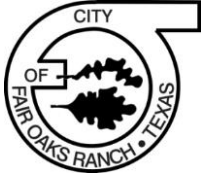
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Amanda K. Lewis</i>
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CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
September 27, 2021

AGENDA TOPIC: Approval of a Professional Services Agreement with Patti Engineering for Supervisory Control and Data Acquisition (SCADA) Contracted Services and to authorize the City Manager to execute the agreement.

DATE: September 27, 2021

DEPARTMENT: Public Works

PRESENTED BY: (Consent Agenda) Julio Colunga, Public Works Superintendent

INTRODUCTION/BACKGROUND:

In 2014, the City of Fair Oaks Ranch entered into a performance contract with Siemens Industries to upgrade to an automatic water reading system, updated billing system, and water and wastewater plant upgrades. One of the critical upgrades included redesigning the operations of the Utilities Supervising Control and Data Acquisition (SCADA) system, which significantly improved the utilities monitoring and operation capabilities. Since these upgrades were implemented, the utility has retained Patti Engineering on an annual contract to provide 24-hour assistance in a technical emergency and routine maintenance.

This year the proposed contract has been priced at \$45,780.00 to be paid in monthly installments of \$3,815.00. The contract includes 60 hours of Remote services, 24 hours on-call hotline with a response time of 1 to 4 hours, and 35 hours of on-site assistance. Provide up to 36 hours (about 3 hours per month) to facilitate Windows updates on the Panel PCs at each plant and the central server at City Hall through the contract period. Provide one year of "basic care" support option for the Ignition SCADA platform, including license upgrades as new versions are available. Provides one year of Siemens Step 7 Professional "Software Update Service," which includes license upgrades as new versions are available. The proposed agreement (**Exhibit A**) is for the fiscal year 2021-2022, which began October 1, 2021.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

Retaining Patti Engineering as the utility's SCADA contractor has proven beneficial when issues are out of the scope of the utility operator's technical skills. This past year, they have assisted with various water and wastewater plants problems such as VFD controls, pump issues, and generator issues and worked with the IT consultant during network upgrades.

- Reliable and Sustainable Infrastructure Strategic Plan Initiative 3.1 and 3.2, Enhance and ensure continuity of reliable water resources and wastewater treatment.

LONG-TERM FINANCIAL & BUDGETARY IMPACT:

The utility budgets \$45,780.00 under contract services to cover the cost of the contract.

LEGAL ANALYSIS:

The contractor will be required to sign and adhere to the City's Standard Professional Services Agreement before the commencement of work.

RECOMMENDATION/PROPOSED MOTION:

(Consent Agenda) I move to approve a Professional Service Agreement with Patti Engineering for SCADA servicing in the amount of \$45,780.00 and authorize the City Manager to execute the agreement.

Exhibit A

CITY OF FAIR OAKS RANCH
STANDARD PROFESSIONAL SERVICES AGREEMENT

THE STATE OF TEXAS §
 §
 KENDALL COUNTY §

This Professional Services Agreement ("Agreement") is made and entered by and between the City of Fair Oaks Ranch, Texas, (the "City") a Texas municipality, and Patti Engineering, Inc. ("Professional").

Section 1. Duration. This Agreement shall become effective upon execution by the City and shall remain in effect until satisfactory completion of the Scope of Work unless terminated as provided for in this Agreement.

Section 2. Scope of Work.

(A) Professional shall perform the Services as more particularly described in the Scope of Work attached hereto as Exhibit "A". The work as described in the Scope of Work constitutes the "Project". Unless otherwise provided in the Scope of Work, the anticipated submittal of all Project deliverables is immediately upon completion of the Project.

(B) The Quality of Services provided under this Agreement shall be performed with the professional skill and care ordinarily provided by competent Professionals practicing in the same or similar locality and under the same or similar circumstances and professional license, and as expeditiously as is prudent considering the ordinary professional skill and care of a competent Professional holding the same professional license.

(C) The Professional shall perform its Services for the Project in compliance with all statutory, regulatory and contractual requirements now or hereafter in effect as may be applicable to the rights and obligations set forth in the Agreement.

(D) The Professional may rely upon the accuracy of reports and surveys provided to it by the City except when defects should have been apparent to a reasonably competent professional or when it has actual notice of any defects in the reports and surveys.

Section 3. Compensation.

(A) The Professional shall be paid in the manner as provided herein.

(B) *Billing Period:* The Professional may submit monthly, or less frequently, an invoice for payment based on the estimated completion of the described tasks and approved work schedule. Subject to Chapter 2251, Texas Government Code (the "Prompt Payment Act"), payment is due within thirty (30) days of the City's receipt of the Professional's invoice. Interest on overdue payments shall be calculated in accordance with the Prompt Payment Act.

(C) *Reimbursable Expenses:* Any and all reimbursable expenses related to the Project shall be included in the scope of services (Exhibit A). If these items are not specifically accounted for in Exhibit A they shall be considered subsidiary to the total contract amount.

Section 4. Changes to the Project Work; Additional Work.

(A) *Changes to Work:* Professional shall make such revisions to any work that has been completed as are necessary to correct any errors or omissions as may appear in such work. If the City finds it necessary to make changes to previously satisfactorily completed work or parts thereof, the Professional shall make such revisions if requested and as directed by the City and such services will be considered as additional work and paid for as specified under following paragraph.

(B) *Additional Work:* The City retains the right to make changes to the Scope of Work at any time by a written order. Work that is clearly not within the general description of the Scope of Work and does not otherwise constitute special services under this Agreement must be approved in writing by the City by supplemental agreement before the additional work is undertaken by the Professional. If the Professional is of the opinion that any work is beyond that contemplated in this Agreement and the Scope of Work governing the project and therefore constitutes additional work, the Professional shall promptly notify the City of that opinion, in writing. If the City agrees that such work does constitute additional work, then the City and the Professional shall execute a supplemental agreement for the additional work and the City shall compensate the Professional for the additional work on the basis of the rates contained in the Scope of Work. If the changes deduct from the extent of the Scope of Work, the contract sum shall be adjusted accordingly. All such changes shall be executed under the conditions of the original Agreement. Any work undertaken by Professional not previously approved as additional work shall be at risk of the Professional.

Section 5. Time of Completion.

The prompt completion of the services under the Scope of Work is critical to the City. Unnecessary delays in providing services under a Scope of Work shall be grounds for dismissal of the Professional and termination of this Agreement without any or further liability to the City other than a prorated payment for necessary, timely, and conforming work done by Professional prior to the time of termination. The Scope of Work shall provide, in either

calendar days or by providing a final date, a time of completion prior to which the Professional shall have completed all tasks and services described in the Scope of Work.

Section 6. Insurance.

Before commencing work under this Agreement, Professional shall obtain and maintain the liability insurance provided for in attached Exhibit B throughout the term of this Agreement and thereafter as required herein.

In addition to the insurance provided for in Exhibit B, Professional shall maintain the following limits and types of insurance:

Professional Liability Insurance: professional errors and omissions liability insurance with limits of liability not less than \$1,000,000 per occurrence covering all work performed by the Professional, its employees, sub-contractors, or independent contractors. If this coverage can only be obtained on a "claims made" basis, the certificate of insurance must clearly state coverage is on a "claims made" basis and coverage must remain in effect for at least two years after final payment with the Professional continuing to furnish the City certificates of insurance.

Workers Compensation Insurance: The Professional shall carry and maintain during the term of this Agreement, workers compensation and employers liability insurance meeting the requirements of the State of Texas on all the Professional's employees carrying out the work involved in this contract.

General Liability Insurance: The Professional shall carry and maintain during the term of this Agreement, general liability insurance on a per occurrence basis with limits of liability not less than \$1,000,000 for each occurrence and for fire damage. For Bodily Injury and Property Damage, coverage shall be no less than \$1,000,000. As a minimum, coverage for Premises, Operations, Products and Completed Operations shall be \$2,000,000. This coverage shall protect the public or any person from injury or property damages sustained by reason of the Professional or its employees carrying out the work involved in this Agreement. The general aggregate shall be no less than \$2,000,000.

Automobile Liability Insurance: Professional shall carry and maintain during the term of this Agreement, automobile liability insurance with either a combined limit of at least \$1,000,000 per occurrence for bodily injury and property damage or split limits of at least \$1,000,000 for bodily injury per person per occurrence and \$1,000,000 for property damage per occurrence. Coverage shall include all owned, hired, and non-owned motor vehicles used in the performance of this contract by the Professional or its employees.

Subcontractor: In the case of any work sublet, the Professional shall require subcontractor and independent contractors working under the direction of either the Professional or a subcontractor to carry and maintain the same workers compensation and liability insurance required of the Professional.

Qualifying Insurance: The insurance required by this Agreement shall be written by non-assessable insurance company licensed to do business in the State of Texas and currently rated "B+" or better by the A.M. Best Companies. All policies shall be written on a "per occurrence basis" and not a "claims made" form.

Evidence of such insurance shall be attached as Exhibit "B".

Section 7. Miscellaneous Provisions.

(A) *Subletting.* The Professional shall not sublet or transfer any portion of the work under this Agreement or any Scope of Work issued pursuant to this Agreement unless specifically approved in writing by the City, which approval shall not be unreasonably withheld. Subcontractors shall comply with all provisions of this Agreement and the applicable Scope of Work. The approval or acquiescence of the City in the subletting of any work shall not relieve the Professional of any responsibility for work done by such subcontractor.

(B) *Ownership of Documents.* Upon completion or termination of this Agreement, all documents prepared by the Professional or furnished to the Professional by the City shall be delivered to and become the property of the City. All drawings, charts, calculations, plans, specifications and other data, including electronic files and raw data, prepared under or pursuant to this Agreement shall be made available, upon request, to the City without restriction or limitation on the further use of such materials PROVIDED, HOWEVER, THAT SUCH MATERIALS ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY THE CITY OR OTHERS. ANY REUSE WITHOUT PRIOR VERIFICATION OR ADAPTATION BY THE PROFESSIONAL FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT THE CITY'S SOLE RISK AND WITHOUT LIABILITY TO THE PROFESSIONAL. Where applicable, Professional shall retain all pre-existing proprietary rights in the materials provided to the City but shall grant to the City a non-exclusive, perpetual, royalty-free license to use such proprietary information solely for the purposes for which the information was provided. The Professional may, at Professional's expense, have copies made of the documents or any other data furnished to the City under or pursuant to this Agreement.

(C) *Professional's Seal.* To the extent that the Professional has a professional seal it shall be placed on all documents and data furnished by the Professional to the City. All work and services provided under this Agreement will be performed in a good and workmanlike fashion and shall conform to the accepted standards and practices of the Professional's industry. The

plans, specifications and data provided by Professional shall be adequate and sufficient to enable those performing the actual work to perform the work as and within the time contemplated by the City and Professional. The City acknowledges that Professional has no control over the methods or means of work nor the costs of labor, materials or equipment. Unless otherwise agreed in writing, any estimates of costs by the Professional are for informational purposes only and are not guarantees.

(D) *Compliance with Laws.* The Professional shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts, administrative, or regulatory bodies in any matter affecting the performance of this Agreement, including, without limitation, worker's compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. When required, the Professional shall furnish the City with satisfactory proof of compliance.

(E) *Independent Contractor.* Professional acknowledges that Professional is an independent contractor of the City and is not an employee, agent, official or representative of the City. Professional shall not represent, either expressly or through implication, that Professional is an employee, agent, official or representative of the City. Income taxes, self-employment taxes, social security taxes and the like are the sole responsibility of the Professional.

(F) *Non-Collusion.* Professional represents and warrants that Professional has not given, made, promised or paid, nor offered to give, make, promise or pay any gift, bonus, commission, money or other consideration to any person as an inducement to or in order to obtain the work to be provided to the City under this Agreement. Professional further agrees that Professional shall not accept any gift, bonus, commission, money, or other consideration from any person (other than from the City pursuant to this Agreement) for any of the services performed by Professional under or related to this Agreement. If any such gift, bonus, commission, money, or other consideration is received by or offered to Professional, Professional shall immediately report that fact to the City and, at the sole option of the City, the City may elect to accept the consideration for itself or to take the value of such consideration as a credit against the compensation otherwise owing to Professional under or pursuant to this Agreement.

(G) *Force Majeure.* If the performance of any covenant or obligation to be performed hereunder by any party is delayed as a result of circumstances which are beyond the reasonable control of such party (which circumstances may include, without limitation, pending litigation, acts of God, war, acts of civil disobedience, fire or other casualty, shortage of materials, adverse weather conditions [such as, by way of illustration and not of limitation, severe rain storms or below freezing temperatures, or tornados] labor action, strikes or similar acts, moratoriums or regulations or actions by governmental authorities), the time for such

performance shall be extended by the amount of time of such delay, but no longer than the amount of time reasonably occasioned by the delay. The party claiming delay of performance as a result of any of the foregoing force majeure events shall deliver written notice of the commencement of any such delay resulting from such force majeure event not later than seven (7) days after the claiming party becomes aware of the same, and if the claiming party fails to so notify the other party of the occurrence of a force majeure event causing such delay and the other party shall not otherwise be aware of such force majeure event, the claiming party shall not be entitled to avail itself of the provisions for the extension of performance contained in this subsection.

(H) In the case of any conflicts between the terms of this Agreement and wording contained within the Scope of Services, this Agreement shall govern. The Scope of Services is intended to detail the technical scope of services, fee schedule, and contract time only and shall not dictate Agreement terms.

Section 8. Termination.

(A) This Agreement may be terminated:

- (1) By the mutual agreement and consent of both Professional and City;
- (2) By either party, upon the failure of the other party to fulfill its obligations as set forth in either this Agreement or a Scope of Work issued under this Agreement;
- (3) By the City, immediately upon notice in writing to the Professional, as consequence of the failure of Professional to perform the services contemplated by this Agreement in a timely or satisfactory manner;
- (4) By the City, at will and without cause upon not less than thirty (30) days written notice to the Professional.

(B) If the City terminates this Agreement pursuant to Section 5 or subsection 8(A)(2) or (3), above, the Professional shall not be entitled to any fees or reimbursable expenses other than the fees and reimbursable expenses then due and payable as of the time of termination and only then for those services that have been timely and adequately performed by the Professional considering the actual costs incurred by the Professional in performing work to date of termination, the value of the work that is nonetheless usable to the City, the cost to the City of employing another Professional to complete the work required and the time required to do so, and other factors that affect the value to the City of the work performed at time of termination. In the event of termination that is not the fault of the Professional, the Professional shall be compensated for all basic, special, and additional services actually performed prior to termination, together with any reimbursable expenses then due.

Section 9. Indemnification. Professional shall indemnify, defend and hold harmless the City of Fair Oaks Ranch, Texas and its officials, employees and agents (collectively referred to as “Indemnitees”) and each of them from and against all loss, costs, penalties, fines, damages, claims, expenses (including reasonable attorney’s fees) or liabilities (collectively referred to as “Liabilities”) by reason of any injury to or death of any person or damage to or destruction or loss of any property arising out of, resulting from, or in connection with (i) the performance or non-performance of Services contemplated by this Agreement but only to the extent caused by the negligent acts, errors or omissions, intentional torts, intellectual property infringement, or a failure to pay a sub-contractor or supplier committed by Professional or Professional’s agent, consultant under contract, or another entity over which Professional exercises control (whether active or passive) of Professional or its employees, agents or sub-contractors (collectively referred to as “Professional”) (ii) the failure of Professional to comply with any of the paragraphs herein or the failure of Professional to conform to statutes, ordinances, or other regulations or requirements of any governmental authority, federal, state or local, in connection with the performance of this Agreement. Professional expressly agrees to indemnify and hold harmless the Indemnitees, or any one of them, from and against all liabilities which may be asserted by an employee or former employee of Professional, or any of its sub-contractors, as provided above, for which Professional’s liability to such employee or former employee would otherwise be limited to payments under State Workers’ Compensation or similar laws. Nothing herein shall require Professional to indemnify, defend, or hold harmless any Indemnitee for the Indemnitee’s own negligence or willful misconduct. Any and all indemnity provided for in this Agreement shall survive the expiration of this Agreement and the discharge of all other obligations owed by the parties to each other hereunder and shall apply prospectively not only during the term of this Agreement but thereafter so long as any liability could be asserted in regard to any acts or omissions of Professional in performing Services under this Agreement.

For Professional Liability Claims, Professional shall be liable for reasonable defense costs incurred by Indemnitees but only after final adjudication and to the extent and percent that Professional or Professional’s agents are found negligent or otherwise at fault. As used in this Agreement, final adjudication includes any negotiated settlement and release of claims, without limitation as to when a negotiated settlement and release of claims occurs.

Section 10. Notices. Any notice required or desired to be given from one party to the other party to this Agreement shall be in writing and shall be given and shall be deemed to have been served and received (whether actually received or not) if (i) delivered in person to the address set forth below; (ii) deposited in an official depository under the regular care and

custody of the United States Postal Service located within the confines of the United States of America and sent by certified mail, return receipt requested, and addressed to such party at the address hereinafter specified; or (iii) delivered to such party by courier receipted delivery. Either party may designate another address within the confines of the continental United States of America for notice, but until written notice of such change is actually received by the other party, the last address of such party designated for notice shall remain such party's address for notice.

Section 11. No Assignment. Neither party shall have the right to assign that party's interest in this Agreement without the prior written consent of the other party.

Section 12. Severability. If any term or provision of this Agreement is held to be illegal, invalid or unenforceable, the legality, validity or enforceability of the remaining terms or provisions of this Agreement shall not be affected thereby, and in lieu of each such illegal, invalid or unenforceable term or provision, there shall be added automatically to this Agreement a legal, valid or enforceable term or provision as similar as possible to the term or provision declared illegal, invalid or unenforceable.

Section 13. Waiver. Either City or the Professional shall have the right to waive any requirement contained in this Agreement that is intended for the waiving party's benefit, but, except as otherwise provided herein, such waiver shall be effective only if in writing executed by the party for whose benefit such requirement is intended. No waiver of any breach or violation of any term of this Agreement shall be deemed or construed to constitute a waiver of any other breach or violation, whether concurrent or subsequent, and whether of the same or of a different type of breach or violation.

Section 14. Governing Law; Venue. This Agreement and all of the transactions contemplated herein shall be governed by and construed in accordance with the laws of the State of Texas. The provisions and obligations of this Agreement are performable in Kendall County, Texas such that exclusive venue for any action arising out of this Agreement shall be in Kendall County, Texas.

Section 15. Paragraph Headings; Construction. The paragraph headings contained in this Agreement are for convenience only and shall in no way enlarge or limit the scope or meaning of the various and several paragraphs hereof. Both parties have participated in the negotiation and preparation of this Agreement and this Agreement shall not be construed either more or less strongly against or for either party.

Section 16. Binding Effect. Except as limited herein, the terms and provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, devisees, personal and legal representatives, successors and assigns.

Section 17. Gender. Within this Agreement, words of any gender shall be held and construed to include any other gender, and words in the singular number shall be held and construed to include the plural, unless the context otherwise requires.

Section 18. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.

Section 19. Exhibits. All exhibits to this Agreement are incorporated herein by reference for all purposes wherever reference is made to the same.

Section 20. Entire Agreement. It is understood and agreed that this Agreement contains the entire agreement between the parties and supersedes any and all prior agreements, arrangements or understandings between the parties relating to the subject matter. No oral understandings, statements, promises or inducements contrary to the terms of this Agreement exist. This Agreement cannot be changed or terminated orally.

Section 21. Relationship of Parties. Nothing contained in this Agreement shall be deemed or construed by the parties hereto or by any third party to create the relationship of principal and agent or of partnership or of joint venture or of any association whatsoever between the parties, it being expressly understood and agreed that no provision contained in this Agreement nor any act or acts of the parties hereto shall be deemed to create any relationship between the parties other than the relationship of independent parties contracting with each other solely for the purpose of effecting the provisions of this Agreement.

Section 22. Right To Audit. City shall have the right to examine and audit the books and records of Professional with regards to the work described in Exhibit A, or any subsequent changes, at any reasonable time. Such books and records will be maintained in accordance with generally accepted principles of accounting and will be adequate to enable determination of: (1) the substantiation and accuracy of any payments required to be made under this Agreement; and (2) compliance with the provisions of this Agreement.

23. Dispute Resolution. In accordance with the provisions of Subchapter I, Chapter 271, TEX. LOCAL GOV'T CODE, the parties agree that, prior to instituting any lawsuit or other proceeding arising from a dispute under this agreement, the parties will first attempt to resolve the dispute by taking the following steps: (1) A written notice substantially describing the nature of the dispute shall be delivered by the dissatisfied party to the other party, which notice shall request a written response to be delivered to the dissatisfied party not less than 5 days after receipt of the notice of dispute. (2) If the response does not reasonably resolve the dispute, in the opinion of the dissatisfied party, the dissatisfied party shall give notice to that

effect to the other party whereupon each party shall appoint a person having authority over the activities of the respective parties who shall promptly meet, in person, in an effort to resolve the dispute. (3) If those persons cannot or do not resolve the dispute, then the parties shall each appoint a person from the highest tier of managerial responsibility within each respective party, who shall then promptly meet, in person, in an effort to resolve the dispute.

24. Disclosure of Business Relationships/Affiliations; Conflict of Interest Questionnaire. Professional represents that it is in compliance with the applicable filing and disclosure requirements of Chapter 176 of the Texas Local Government Code.

25. Boycott Israel. The City may not enter into a contract with a company for goods and services unless the contract contains a written verification from the company; (i) it does not Boycott Israel; and (ii) will not Boycott Israel during the term of the contract. (Texas government code chapter 2270) by entering this agreement, Professional verifies that it does not Boycott Israel, and agrees that during the term of the agreement will not Boycott Israel as that term is defined in the Texas Government Code Section 808.001, as amended.

EXECUTED, by the City on _____.

CITY:

By: _____

Name: Tobin Maples, AICP

Title: City Manager

ADDRESS FOR NOTICE:

CITY

City of Fair Oaks Ranch
Attn: City Secretary
7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78015

PROFESSIONAL:

By: _____

Name: Nicholas Hitchcock, PE

Title: Director of Texas Operations

PROFESSIONAL

Patti Engineering, Inc.
Nicholas Hitchcock, PE
7601 S Congress Ave, Suite 400
Austin, TX 78745

EXHIBIT A SCOPE OF SERVICES

Professional's Responsibilities:

1. Provide up to 60 hours (9/30/2021 thru 9/29/2022) of remote connection service (*VPN connection preferred*) from the Professional's Austin, TX facility (*Customer to supply internet/VPN connection on-site*):
 - a. **24 Hour Hotline: 512-355-4199 (hit "0")**
 - b. Within (1) hour of receiving a phone call from a representative of the purchaser or the customer during normal business hours (9:00-5:00 PM Central Time), Professional will respond and be ready to remotely troubleshoot the problem
 - c. Within (4) hours of receiving a phone call from a representative of the purchaser or the customer during non-business hours, Professional will respond and be ready to remotely troubleshoot the problem.
2. The phone support hours and all other engineering support provided locally from the Professional facility is included under this contract without additional charges. *This contract includes support for keeping the supported system in working order per the applicable Functional Specification, or the project proposal document. Software development for new functionality is not included under this service contract.* (Please contact Nicholas Hitchcock, for any additional functionality needed at 512-354-4731 or nhitchcock@pattieng.com).
3. A representative of the purchaser or the customer will be able to contact the Professional business development manager, vice-president of engineering, and vice-president of operations, as well as the on-call engineer via the Professional 24-hour hotline.
4. Provide up to 35 hours of onsite engineering support during contract period with 4 trips to the installation site. Any Onsite Engineering Support required at the customer's facility in excess of the above listed hours will be billed at Professional's standard rates as provided for herein.
 - a. The customer will never pay Professional's Emergency service rate. When applicable, Professional will submit monthly invoices to the customer at the discounted rates for the additional materials or onsite services.
 - b. If the above on-site time and trip allocation is not utilized by the end of the current year service contract, Professional will send an engineer to the facility for a single day to evaluate any non-reported issues and overall system performance.
5. Professional will keep a log of the service reports for all reported incidents at the customer's facility. The log will be available for review when requested by a representative of the purchaser or the customer.
6. Provide software update services to ensure that the latest version of 3rd party software is available
 - a. Provide up to 36 hours (about 3 hours per month) to facilitate Windows updates on the Panel PCs at each plant and the central server at City Hall through the contract period
 - b. Provide 1 year of "BasicCare" support option for the Ignition SCADA platform, which includes license upgrades as new versions are available
 - c. Provide 1 year of Siemens Step 7 Professional "Software Update Service", which includes license upgrades as new versions are available

COMPENSATION

Professional shall be paid an amount of **\$45,780** for the services provided (9/30/2021 thru 9/29/2022). Said amount to be paid by City in 12 equal monthly payments of **\$3,815**. Please reference our project 221232 and provide an email address to which we may send invoices on your PO.

Standard Rates for Professional

Standard Scheduled Services:

Standard Engineering Time	\$150/hr
Senior Engineering Time	\$170/hr
Principal Engineering Time	\$200/hr

Off-Shift & Weekend Services:

Standard Engineering Time	\$210/hr
Senior Engineering Time	\$240/hr
Principal Engineering Time	\$275/hr

Emergency Services (Less than 48 hours' notice):	\$350/hr
Professional Engineering (PE) Services:	\$400/hr

* Important Notes:

1. Off-Shift Services include all scheduled services that occur predominately after 5pm or before 8am Monday to Friday or any work on Saturday and Sunday.
2. \$2,000 minimum charge for any Time and Material Purchase Orders or Service calls.
3. The Emergency Service rate applies to any and all work (CAD, In-house Engineering, Onsite Engineering, and Travel Time) for any work scheduled within 2 standard business days of official request.
4. All services provided under a Time and Expense Purchase Order or a Service Contract to be charged in minimum one-half hour increments.
5. 10% premium will be added to the Onsite Startup/Installation Support that is required in foreign nations outside of North America.
6. Material Procurement markup of 75%
7. 9.5% administration fee will be added to all expenses including Mileage and other expenses.
8. Mileage to be billed per the current IRS Standard Mileage Rates:
<http://www.irs.gov/taxpros/article/0,,id=156624,00.html>
9. Patti Engineering reserves the right to modify this rate schedule based on project requirements and/or market conditions - For latest update please contact Patti Engineering directly.

Exhibit "B"

EVIDENCE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
10/27/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CIA Insurance & Risk Management 45600 Village Blvd. Shelby Twp MI 48315		CONTACT NAME PHONE (A/C No. Ext): 586-799-8000 FAX (A/C No.): E-MAIL ADDRESS: certificates@ciainsurance.com	
INSURED Patti Engineering Law Enforcement Intelligent Devices LLC dba LEID Products 2110 E. Walton Blvd, Suite A Auburn Hills MI 48326		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Insurance Co 18058 INSURER B: ACE American Insurance Company 22667 INSURER C: Accident Fund Insurance Co. 10166 INSURER D: INSURER E: INSURER F:	

COVERAGES		CERTIFICATE NUMBER: 479137663		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADOL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☒ OTHER: Foreign	Y	Y	PHPK2199202 PHFD36292547008	11/1/2020 11/1/2020	11/1/2021 11/1/2021	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPIOP AGG \$2,000,000 \$
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY	Y	Y	PHPK2199202	11/1/2020	11/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☐ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$10,000			PHUB743948	11/1/2020	11/1/2021	EACH OCCURRENCE \$4,000,000 AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y	N/A	WCV6154996	11/1/2020	11/1/2021	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Professional Liability			PHPK2199193	11/1/2020	11/1/2021	Per Claim 2,000,000 Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 This certificate of insurance neither affirmatively nor negatively amends, extends or alters the coverage afforded by the above captioned policies.
 General liability coverage includes Contractual Liability as broad as ISO Form CG0001.

CERTIFICATE HOLDER City of Fair Oaks Ranch Tobin Maples City Manager 7286 Dietz Elkhorn Fair Oaks Ranch TX 78015	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

ACORD 25 (2016/03)

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CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
September 27, 2021

AGENDA TOPIC: Approval of a Sanitarian Services Agreement for sanitarian services and to authorize the City Manager to execute the agreement

DATE: September 27, 2021

DEPARTMENT: Building Codes

PRESENTED BY: (Consent Agenda) Jim Earl, Building Official

INTRODUCTION/BACKGROUND:

The City of Fair Oaks Ranch operates under the Texas Food Establishment Rules (TFER) establishing the minimum requirements consistent with state recognized good practice for providing safe, unadulterated food to consumers with the goal of preventing foodborne illness.

The Texas Food Establishment Rules along with the attached professional services agreement are the governing documents that guide the function of the city's Sanitarian. The Sanitarian reports directly to the city's Building Official.

The Sanitarian Services Agreement (**Exhibit A**) includes:

1. Inspections to be performed twice each fiscal year, six months apart.
2. Provide inspection reports to the City within 48 hours of issuance.
3. Auto-renew, if deemed advisable, yearly.
4. Sanitarian, while serving in that capacity, will be insured by the City.
5. Issuance of identification badge and business cards to Sanitarian

In September 2021 the city exercised its right to not renew with its current sanitarian. Accordingly, staff interviewed two candidates and recommends Mr. Carrizales who has 5 years' experience working with municipalities. See **Exhibit B**.

Mr. Carrizales accepted the terms of the contract.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

By maintaining an agreement with a state licensed Sanitarian for inspections on new food service establishments as well as yearly inspections on existing food service establishments, the City's ability to ensure the health, safety and welfare of its citizens will continue to be greatly enhanced.

- Public Health Safety and Welfare Strategic Plan Initiative 4.4, Enhance and Maintain Public Safety and Community Outreach.
- Operational Excellence Strategic Plan Initiative 5.3, Evaluate and Update Service Delivery Expectations and Best Practices

LONGTERM FINANCIAL & BUDGETARY IMPACT:

The sum of \$5,000 dollars is budgeted for FY 2021-22 to accomplish the goal of establishing a Sanitarian contractor.

LEGAL ANALYSIS:

Reviewed and approved as to form.

RECOMMENDATION/PROPOSED MOTION:

(Consent Agenda) I move to approve the Sanitarian Services Agreement for sanitarian services and authorize the City Manager to execute the agreement with a commencement date of October 1, 2021.

Exhibit A

SANITARIAN SERVICES AGREEMENT

This Services Agreement is made and entered into, by and between Jeffrey Carrizales ("SANITARIAN"), and the City Fair Oaks Ranch ("CITY"). Sanitarian and City are each a "Party" and are together referred to as the "Parties"

WHEREAS, the CITY is responsible for enforcing applicable laws, regulations, ordinances and orders in the city limits of Fair Oaks Ranch to protect the public health, safety and welfare; and,

WHEREAS, SANITARIAN is agreeable to providing the services of a Professional Sanitarian to inspect all food service establishments in the city and be responsible for enforcing applicable rules in accordance with the Texas Food Establishment Rules; and,

WHEREAS, the Parties agree that fair and reasonable compensation from the CITY for provision of such services will be given to the SANITARIAN.

ARTICLE I. PURPOSE

- 1.01 The purpose of this Agreement is to provide health and sanitation services in the City of Fair Oaks Ranch.

ARTICLE II. TERM

- 2.01 The term of this Agreement shall be for a one-year term beginning October 1, 2021 and ending September 30, 2022, unless earlier terminated.
- 2.02 **TERMINATION:** Either Party may terminate this Agreement, with or without cause, by giving the other Party 90 days written notice of its intention to do so. The Notice shall be delivered by mail or in person to the other Party. In such event, the Agreement will terminate 90 days following receipt of such notice with no further obligation on either Party, provided that all amounts due and owing to SANITARIAN by CITY be timely paid. The CITY shall have the right to immediately terminate this agreement if SANITARIAN is found to have violated any terms of the Agreement or any violations of the State as they pertain to the SANITARIAN duties under this Agreement.
- 2.03 **RENEWAL:** At the end of the stated one-year term, the Agreement will automatically renew for a one-year term absent a 90-day written notice from one party to the other of the termination or change of terms of the Agreement.
- 2.04 The SANITARIAN agrees and understands that the CITY is a governmental entity that has projected costs for this Agreement and the CITY expects to pay all obligations of this Agreement from projected revenue sources, but all obligations of the CITY are subject to annual appropriation by the CITY in future years. In the event the CITY does not appropriate funds in any fiscal year for payments due under this Agreement, then this Agreement shall be terminated with the CITY providing written notice of any non-appropriation to the SANITARIAN as soon as reasonably practical.

ARTICLE III. SANITARIAN'S RESPONSIBILITIES

- 3.01 Inspect all food service establishments and all establishments that provide food services to the public within the jurisdiction of the City. Inspections will be twice each fiscal year, six months apart.
- 3.02 Enforce all applicable laws, regulations, rules, ordinances, and orders concerning food service establishments and all establishments that provide food services to the public within the jurisdiction of the CITY.

- 3.03 Direct the closure of any food service establishment and all establishments that provides food services to the public and other entities subject to regulation by the CITY that are not in compliance with applicable laws, regulations, rules, ordinances and orders.
- 3.04 Require the destruction of any food items intended for human consumption that are not in compliance with applicable laws, regulations, rules, ordinances, and orders.
- 3.05 Provide inspection reports, to the Building Department, within 48 hours of issuance.
- 3.06 Oversee and manage the permitting guidelines for food service establishments and all establishments that provide food services to the public within the jurisdiction of the City.
- 3.07 Provide and maintain own office space, furnishing, equipment and supplies, including a motor vehicle, as necessary to perform the applicable services.
- 3.08 Provide a copy of professional license issued by the State of Texas and attached as Exhibit A to this Agreement
- 3.09 The SANITARIAN shall comply, and upon request, shall submit evidence of continued compliance, with all State and Federal certifications, regulations, and license requirements pertaining to the services provided hereunder.

ARTICLE IV. CITY'S RESPONSIBILITIES

- 4.01 Pay SANITARIAN the sum of five thousand dollars and zero cents (\$5,000.00) in quarterly payments of one thousand two hundred fifty dollars and zero cents (\$1,250.00) to be paid in January, April, July and October upon the rendering of services and receipt of invoice.
- 4.02 For additional food service establishments, above the existing establishments at the time of Agreement signing, pay SANITARIAN \$60 annually for each new food service establishment during the fiscal year. SANITARIAN shall follow inspection requirements in 3.01.
- 4.03 The Building Official will be responsible for administering this agreement. The Sanitarian will report to the Building Official.
- 4.03 Co-operate with SANITARIAN in adopting applicable ordinances, imposing and collecting applicable fees, and providing assistance to the SANITARIAN as necessary so that all required inspections can be timely conducted and all applicable laws, regulations and ordinances can be enforced within the jurisdiction of CITY.
- 4.04 Issue permits/licenses to all food service establishments and collect fees and any other assessments related to permits and/or licenses in accordance with applicable law, regulations and ordinances.
- 4.05 Provide SANITARIAN with general liability insurance on a per occurrence basis with limits of liability not less than \$1,000,000 for each occurrence. For Bodily Injury and Property Damage, coverage shall be no less than \$1,000,000. As a minimum, coverage for Premises, Operations, Products and Completed Operations shall be \$2,000,000. This coverage shall protect the public or any person from injury or property damages sustained by reason of the SANITARIAN. The general aggregate shall be no less than \$2,000,000.
- 4.06 Provide SANITARIAN with identification badge and business cards.

ARTICLE V. MISCELLANEOUS PROVISIONS

- 5.01 In the performance of service by the SANITARIAN to the CITY under the terms of this Agreement, it is mutually understood and agreed that the SANITARIAN at all times shall be an independent contractor. Nothing herein shall be construed as giving a degree of control on the part of the CITY that creates an employer-employee relationship between the CITY and the SANITARIAN.
- 5.02 This Agreement does not create an employment relationship, partnership, or joint venture between the SANITARIAN and the CITY.
- 5.03 This is the sole and only agreement between the Parties concerning the subject matter set out herein. No other agreement, statement or promise made by any party or any officer, agent or employee of any Party, which is not set out herein, shall be binding or enforceable against either Party.
- 5.04 No amendment, modification or alteration to this Agreement shall be binding unless it is set out in writing, approved by the Parties and signed by the Parties or their duly authorized representative.
- 5.05 All notices by the Parties shall be deemed given when either delivered in person or deposited in the U.S. Mail, postage prepaid, certified mail, return receipt requested, addressed to the appropriate party at the following addresses:
- If to CITY: City Manager's Office
 City of Fair Oaks Ranch
 7286 Dietz Elkhorn
 Fair Oaks Ranch, TX 78015
- If to SANITARIAN: Jeffrey Carrizales, R.S.
 6823 King Louis Dr.
 San Antonio, TX 78229
- 5.06 If any provision of this Agreement is determined to be invalid or unenforceable by a court of competent jurisdiction, this Agreement shall be reformed to the extent necessary to make the offending provision valid and enforceable, or if the offending provision cannot be modified so as to be made valid and enforceable, the invalidity or unenforceability of such provision shall not affect the remaining terms of this Agreement.
- 5.07 This Agreement shall be construed in accordance with the laws of the State of Texas. Exclusive venue for any legal action arising from this Agreement shall be in Kendall County, Texas.

EXECUTED IN DUPLICATE THIS 1st DAY OF October, 2021

 JEFFEY CARRIZALES
 PROFESSIONAL SANITARIAN

 TOBIN E. MAPLES
 CITY MANAGER

Exhibit A

(INSERT) Professional License of Sanitarian

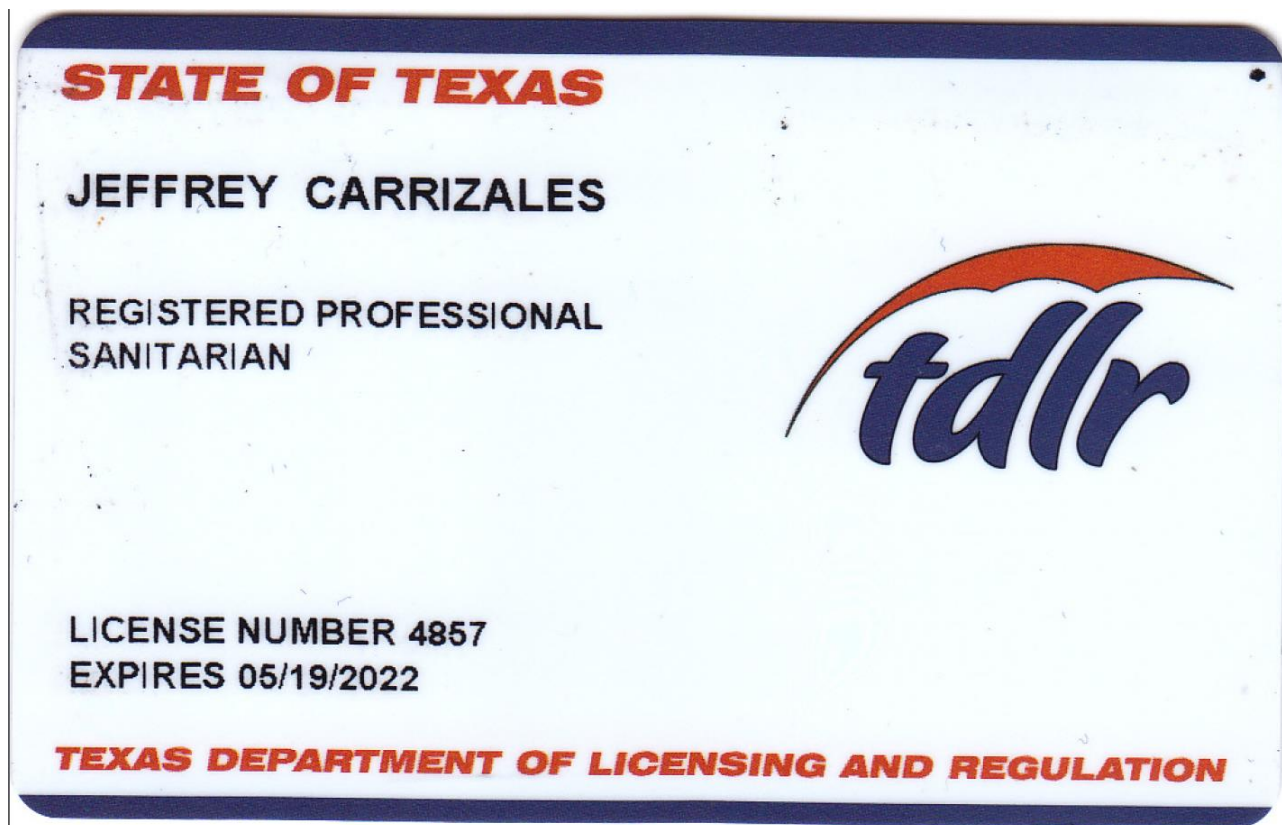


Exhibit B**Jeffrey Carrizales Biography**

For the past 5 years, Jeffrey Carrizales, Sanitarian 1 has helped to regulate, improve, educate, and inspect food establishments for the City of San Antonio. In his current role, Jeffrey investigates complaints and possible food borne illnesses, along with licensing new food establishments. Prior to his position with the City of San Antonio, Jeffrey worked for Food Safety Net Services, conducting lab-controlled tests for food born bacteria prior to public consumption.

Mr. Carrizales strives to bridge the gap of regulatory requirements and enforcement through open communication with all businesses. He believes that improved safety and health consumption can be achieved through educating food establishments on City requirements in the proper preparation and handling of food.

Mr. Carrizales holds a BS in Kinesiology from the University of Texas at San Antonio and is pursuing an additional BS in Biology from the same university. In addition, he holds both an Associate of Liberal Arts degree and an Associate of Science degree in Biology from San Antonio College, as well as a Business Diploma from the National Education Center.



CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
September 27, 2021

AGENDA TOPIC: Approval of the Fire Inspector Services Renewal Agreement for fire inspection services and to authorize the City Manager to execute the agreement

DATE: September 27, 2021

DEPARTMENT: Building Codes

PRESENTED BY: (Consent Agenda) Jim Earl, Building Official

INTRODUCTION/BACKGROUND:

The City of Fair Oaks Ranch currently has an agreement with Lyle Mattick, a state licensed Fire Inspector, to conduct plan reviews, inspect new commercial construction, and to conduct yearly inspections on existing commercial establishments for the purpose of helping maintain the general health, safety and welfare of its citizens. The current Agreement ends September 30, 2021, and therefore is up for renewal.

The City of Fair Oaks Ranch operates under the International Fire Code, 2018 edition establishing “the minimum requirements consistent with nationally recognized good practice for providing a reasonable level of life safety and property protection from the hazards of fire, explosion or dangerous conditions in new and existing buildings, structures, and premises, and to provide a reasonable level of safety to fire fighters and emergency responders during emergency operations.

The International Fire Code along with the attached professional services agreement (**Exhibit A**), are the governing documents that guide the function of the city’s Fire Inspector. This Inspector reports directly to the city’s Building Official. Enhancements and amendments to the original Agreement (**Exhibit B**) include:

1. An effective period of October 1, 2021 – September 30, 2022; and, to be renewed, if deemed advisable, annually.
2. Either party with or without cause may terminate the Agreement with a 90 day notice.
3. Fire Inspector, while serving in that capacity, will be covered for General Liability through the city’s insurance provider.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

By maintaining an agreement with a state licensed Fire Inspector calling for plan reviews and inspections on new commercial construction as well as yearly inspections on existing commercial establishments, the City’s ability to ensure the health, safety and welfare of its citizens will continue to be met.

- Public Health Safety and Welfare Strategic Plan Initiative 4.4, Enhance and Maintain Public Safety and Community Outreach.

- Operational Excellence Strategic Plan Initiative 5.3, Evaluate and Update Service Delivery Expectations and Best Practices

LONGTERM FINANCIAL & BUDGETARY IMPACT:

The sum of \$6,000 dollars is budgeted for FY 2019-202 to accomplish the goal of retaining a Fire Inspector. This sum comes from the Professional Services line (01-641-300) in the Building Codes and Permits budget.

LEGAL ANALYSIS:

Reviewed and approved as to form.

RECOMMENDATION/PROPOSED MOTION:

(Consent Agenda) I move to approve the Fire Inspector Service Agreement and authorize the City Manager to execute the Agreement with a commencement date of October 1, 2022.

FIRE INSPECTOR SERVICES RENEWAL AGREEMENT

The initial Fire Inspector Services Agreement was made and entered into by and between Lyle Mattick ("FIRE INSPECTOR"), and the City Fair Oaks Ranch ("CITY"). A renewal notice was provided by the city to the Fire inspector expressing interest to renew and extend the term of the current agreement dated September 19, 2019.

ARTICLE III. TERM

3.01 The terms of this agreement shall be for the period beginning October 1, 2021 and ending September 30, 2022, unless earlier terminated.

ARTICLE V. CITY'S RESPONSIBILITIES

5.01 Pay FIRE INSPECTOR the sum of six thousand dollars and zero cents (\$6,000.00) annually 4 quarterly payments of one thousand five hundred dollars and zero cents (\$1,500.00) to be paid in January, April, July, and October upon the rendering of services and receipt of invoice. Contract renewals subject to Article III, Section 3.03 will prescribe quarterly payments on or before January, April, July and October.

EXECUTED THIS _____ DAY OF _____, 2021

 LYLE MATTICK
 FIRE INSPECTOR

 TOBIN E. MAPLES
 CITY MANAGER

FIRE INSPECTOR SERVICES AGREEMENT

This Services Agreement is made and entered into by and between Lyle Mattick ("FIRE INSPECTOR"), and the City Fair Oaks Ranch ("CITY"). Fire Inspector and City are each a "Party" and are together referred to as the "Parties"

WHEREAS, the CITY is responsible for enforcing applicable laws, regulations, ordinances and orders in the city limits of Fair Oaks Ranch to protect the public health, safety and welfare; and,

WHEREAS, FIRE INSPECTOR is agreeable to providing the services of a Professional Fire Inspector to inspect all commercial establishments open to the public in the city and be responsible for enforcing applicable rules in accordance with the International Fire Code; and,

WHEREAS, the Parties agree that fair and reasonable compensation from the CITY for provision of such services will be given to the FIRE INSPECTOR.

NOW, THEREFORE, in consideration of the mutual covenants and agreement stated herein, the parties agree as follows:

ARTICLE I. PURPOSE

- 1.01 The purpose of this Agreement is to acquire contracted personnel to provide fire prevention inspections, fire protection systems plan reviews, and fire protection systems acceptance testing services in the incorporated area of the City of Fair Oaks Ranch.

ARTICLE II. DEFINITIONS

- 2.01 For purposes of this agreement, the following terms shall have the meanings set forth below:
- a. FIRE INSPECTOR means Lyle Mattick who has been tested and licensed by the Texas Commission on Fire Protection as a Basic Fire Inspector or greater.
 - b. COMMERCIAL ESTABLISHMENT means a place where goods and commodities or services are provided, displayed, exchanged, sold or bought.
 - c. PUBLIC BUILDING means a place in which the possession and/or use, as well as the property in it, gives members of the of the public free access or use, and includes buildings in which the public may enter or gather for the purposes of civic, social, religious, or recreational functions, the consumption of food or drink, including where an entry fee is charged, or otherwise classified in Section 302.1 of the 2015 International Building Code. Exception: Properties regulated by the 2015 International Residential Code for One- and Two - family Dwellings.
 - d. FIRE PREVENTION INSPECTION means the examination of the interior, and when necessary the exterior, of a commercial establishment or public building to ensure the occupancy or building complies with the fire safety requirements of the locally adopted fire code.

- e. FIRE PROTECTION SYSTEM PLAN REVIEW means the examination and evaluation of the technical drawings and associated design calculations for fire protection systems and associated design calculations for fire protection systems installed in a building as required by the locally adopted Building and Fire Codes. The review is to ensure compliance with nationally accepted standards and practices.
- f. FIRE PROTECTION SYSTEM ACCEPTANCE TESTING means the witnessing of a fire protection system performance test, conducted by a licensed fire protection system installer, to ensure operational compliance with appropriate National Fire Protection Association minimum standards.
- g. FIRE CODE means the 2015 edition of the International Fire Code as adopted by both City, and any future adopted editions of the International Fire Code.
- h. BUILDING CODE means the 2015 edition of the International Building Code as adopted by the City, and any future adopted editions of the International Building Code
- i. INSPECTION REPORT means a hand written or computer generated document detailing any fire safety deficiencies found during a fire prevention inspection. The inspection report may also include corrective action information as well as fire code violation references.
- j. CITY BUILDING OFFICIAL means the officer or other designated authority charged with the administration and enforcement of the locally adopted codes, or a duly authorized representative of the City.
- k. OWNER'S AGENT means the architect, engineer, contractor, manager, or other person who has the owner's consent to act on his/her behalf in regards to the construction, maintenance and code compliance of a commercial establishment or public building.
- l. CERTIFICATE OF OCCUPANCY means a certificate or document issued by the City, indicating the building, structure, or occupied area within a structure, has been inspected and is found to be in compliance with locally adopted codes and state laws.
- m. CHANGE OF OCCUPANCY means a change in the purpose or level of activity within a building that involves a change in application of the requirements of the Fire Code.
- n. CLIENT means the individual, owner, owner's agent, occupant, contractor, or other person in responsible charge or control of and occupied public building, commercial establishment, or construction related project.
- o. NOTICE OF VIOLATION means a written document issued by a fire inspector upon finding that a serious violation of the Fire Code exists. The Notice of Violation identifies the violation, the fire code or state law reference, and information relative to correcting the violation and establishes a minimum timeline in which the violation must be corrected.

ARTICLE III. TERM

- 3.01 The term of this Agreement shall be for the period beginning March 8, 2019 and ending September 30, 2019, unless earlier terminated.

- 3.02 TERMINATION: Either Party may terminate this Agreement, with or without cause, by giving the other Party 90 day's written notice of its intention to do so. The Notice shall be delivered by mail or in person to the other Party. In such event, the Agreement will terminate 90 days following receipt of such notice with no further obligation on either Party, provided that all amounts due and owing to FIRE INSPECTOR by CITY be timely paid.

- 3.03 RENEWAL, EXTENSION: On or before July 1 of ending agreement year, CITY shall notify FIRE INSPECTOR whether or not CITY desires to continue this Agreement for another year or any term of less than one year. By written agreement executed at any time before the expiration date stated herein or such subsequent expiration date as agreed to by the Parties, the Parties may renew this Agreement for a one year term or extend the term of the Agreement for any period of less than 12 months. On an annual basis it is the city's intent to execute a Fire Inspector Services Agreement that coincides with the city's fiscal year beginning October 1 and ending September 30 each year.

- 3.04 The FIRE INSPECTOR agrees and understands that the CITY is a governmental entity that has projected costs for this Agreement and the CITY expects to pay all obligations of this Agreement from projected revenue sources, but all obligations of the CITY are subject to annual appropriation by the CITY in future years. In the event the CITY does not appropriate funds in any fiscal year for payments due under this Agreement, then this Agreement shall terminate with the CITY providing written notice of any non-appropriation to the FIRE INSPECTOR as soon as reasonably practical.

ARTICLE IV. FIRE INSPECTOR'S RESPONSIBILITIES

- 4.01 Inspect all commercial establishments open to the public within the jurisdiction of the City, at a minimum of once per year.

- 4.02 Conduct plan reviews in conjunction with all new commercial buildings within 10 business days of date of permit application.

- 4.03 Conduct at least two Fire Inspections to include a "rough" and a "final" on all newly permitted commercial buildings.

- 4.04 Perform other inspections as may be required to ensure enforcement of the CITY adopted International Fire Code within the city.

- 4.05 Enforce all applicable laws, regulations, rules, ordinances, and orders concerning fire safety in commercial establishments open to the public.

- 4.06 Represent the city at planning or pre-development meetings as necessary.

- 4.07 Direct the closure of any commercial establishment open to the public that are not in compliance with applicable fire safety laws, regulations, rules, ordinances and orders.

- 4.08 Require the correction of any code violations related to fire safety in accordance with applicable laws, regulations, rules, ordinances, and orders.
- 4.09 Provide digital inspection Copies of all Fire Protection Inspection reports and all Fire Protection Systems Permits Issued for commercial establishments or public accessible buildings within the incorporated city limits of the CITY, within 48 hours of issuance.
- 4.10 Provide and maintain own office space, furnishing, equipment and supplies, including a motor vehicle, as necessary to perform the applicable services at the cost to the individual and not the City Of Fair Oaks Ranch.
- 4.11 Provide proof of certified Fire Inspector with the Texas Commission on Fire Protection and attach as Exhibit A to this Agreement. Upon request, submit evidence of continued compliance, with all State and Federal certifications, regulations, and license requirements pertaining to the services provided hereunder.
- 4.12 Provide professional recommendations and advice to the city regarding fire code or policy issues including consultation services, to the City Building Official, related to fire-resistive rated construction requirements identified in the Building Code. These services may be provided by phone, e-mail, mail, or when necessary by on-site visits.
- 4.13 Plan reviews for installed fire protection systems required in commercial establishments or public accessible buildings, as required by the Building Code, including:
 - (1) Automatic Fire Sprinkler Systems
 - (2) Alternative Automatic Fire-Extinguishing Systems (Vent/Hood System)
 - (3) Standpipe Systems
 - (4) Fire Alarm and Detection Systems
 - (5) Emergency Alarm Systems
 - (6) Smoke Control Systems
 - (7) Smoke and Heat Vent Systems
 - (8) Fire Command Centers
- 4.14 Comply with all City procurement procedures including, but not limited to:
 - (1) Provide the City with a current W-9
 - (2) Provide quarterly invoices within 30 days subsequent to the rendering of services to the City for payment.

ARTICLE V. CITY'S RESPONSIBILITIES

- 5.01 Pay FIRE INSPECTOR the sum of one thousand two hundred dollars per quarter for the remainder of the Fiscal Year 2018-19. One initial payment of three hundred twelve dollars and fifty cents (\$312.50) will be paid upon the rendering of services and receipt of invoice for the partial quarter ended March 2019. Two quarterly payments each of one thousand two hundred fifty dollars and zero cents (\$1,250.00) to be paid subsequent to rendering of services and receipt of invoice by the City. Contract renewal or extensions subject to Article II, Section 2.03 and 2.04.
- 5.02 The Building Official will be responsible for administering this agreement. The Fire Inspector will report to the Building Official.

- 5.03 Co-operate with FIRE INSPECTOR in adopting applicable ordinances and providing assistance to the FIRE INSPECTOR as necessary so that all required inspections can be conducted in a timely manner and all applicable laws, regulations and ordinances can be enforced within the jurisdiction of CITY.
- 5.04 Provide FIRE INSPECTOR with business cards as necessary.
- 5.05 Provide FIRE INSPECTOR with identification badge.
- 5.06 Provide FIRE INSPECTOR with general liability insurance on a per occurrence basis with limits of liability not less than \$1,000,000 for each occurrence and for fire damage. For Bodily Injury and Property Damage, coverage shall be no less than \$1,000,000. As a minimum, coverage for Premises, Operations, Products and Completed Operations shall be \$2,000,000. This coverage shall protect the public or any person from injury or property damages sustained by reason of the FIRE INSPECTOR. The general aggregate shall be no less than \$2,000,000.
- 5.07 When it is determined by the City Building Official that a fire protection system, as defined in Article IV, section 401(b) (1-8), is required in a commercial establishment or public building, the City Building Official will refer the building owner or owner's agent to the FIRE INSPECTOR to obtain the necessary Fire Protection System Plan Reviews, Permits, Inspections and Acceptance Testing.
- 5.08 When a new commercial establishment or public building that does not require a fire protection system is constructed within the incorporated city limits, the City Building Official will notify the FIRE INSPECTOR to schedule a joint fire safety/final inspection prior to the issuance of a Certificate of Occupancy. This will allow both the City and FIRE INSPECTOR the opportunity to discuss and determine the minimum level of Fire Safety for the given structure.
- 5.09 When a Change in Occupancy occurs in an existing commercial establishment or public building, the City Building Official will notify FIRE INSPECTOR to schedule a joint fire safety/occupancy inspection prior to the issuance of a Certificate of Occupancy. This will allow both the City and FIRE INSPECTOR the opportunity to discuss and determine the minimum level of Fire Safety for the altered occupancy.

ARTICLE VI. MISCELLANEOUS PROVISIONS

- 6.01 In the performance of service by the FIRE INSPECTOR to the CITY under the terms of this Agreement, it is mutually understood and agreed that the FIRE INSPECTOR at all times shall be an independent contractor. Nothing herein shall be construed as giving a degree of control on the part of the CITY that creates an employer-employee relationship between the CITY and the FIRE INSPECTOR.
- 6.02 This Agreement does not create an employment relationship, partnership, or joint venture between the FIRE INSPECTOR and the CITY.
- 6.03 This is the sole and only agreement between the Parties concerning the subject matter set out herein. No other agreement, statement or promise made by any party or any officer, agent or employee of any Party, which is not set out herein, shall be binding or enforceable against either Party.

- 6.04 No amendment, modification or alteration to this Agreement shall be binding unless it is set out in writing, approved by the Parties and signed by the Parties or their duly authorized representative.
- 6.05 All notices by the Parties shall be deemed given when either delivered in person or deposited in the U.S. Mail, postage prepaid, certified mail, return receipt requested, addressed to the appropriate party at the following addresses:

If to CITY: City Manager's Office
City of Fair Oaks Ranch
7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78015

If to FIRE INSPECTOR: Lyle Mattick
123 Cypress Lane
Boerne, TX 78006

- 6.06 If any provision of this Agreement is determined to be invalid or unenforceable by a court of competent jurisdiction, this Agreement shall be reformed to the extent necessary to make the offending provision valid and enforceable, or if the offending provision cannot be modified so as to be made valid and enforceable, the invalidity or unenforceability of such provision shall not affect the remaining terms of this Agreement.
- 6.07 This Agreement shall be construed in accordance with the laws of the State of Texas. Exclusive venue for any legal action arising from this Agreement shall be in Kendall County, Texas.

EXECUTED IN DUPLICATE THIS 7th DAY OF March, 2019.


LYLE MATTICK
FIRE INSPECTOR


TOBIN E. MAPLES
CITY MANAGER

Exhibit A

Fire Inspector Certificate (Texas Commission on Fire Protection)

Texas Commission on Fire Protection



In the interest of protecting the citizens of Texas,
the commission awards this certificate to

Lyle W Mattick

In recognition of completion of the requirements for

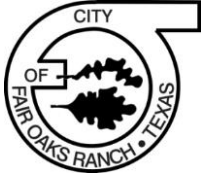
Advanced Fire Inspector

01/24/2019

Certificate Number - 116868



R. L. Moore
Chairperson
J. L. Smith
Executive Director



CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
September 27, 2021

AGENDA TOPIC: Approval of an Interlocal Agreement for Animal Control Services and authorization for the City Manager to execute the agreement.

DATE: September 27, 2021

DEPARTMENT: Police Department/Animal Control

PRESENTED BY: (Consent Agenda) Tim Moring, Chief of Police

INTRODUCTION/BACKGROUND:

In lieu of funding a full-service Animal Control facility, the City contracts with the City of Boerne for Animal Control Facility services. Facility use is limited to the boarding, releasing, and adoption services for all domestic animals (dog and cats) that are found within the jurisdiction of the City. Specifically, FOR does not operate a kennel facility that is capable of housing domestic animals overnight. If FOR cannot locate the owner by the end of the day, animals are housed accordingly at the City of Boerne Animal Services Facility. The Boerne facility is a State approved and the animals are kenneled until the owner is located or released for adoption.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

- Public Health Safety and Welfare Strategic Plan Initiative 4.4, Enhance and Maintain Public Safety and Community Outreach.
- Operational Excellence Strategic Plan Initiative 5.3, Evaluate and Update Service Delivery Expectations and Best Practices
- Delivery of high-quality animal control services to our residents at a reduced cost through well-established intergovernmental relationships.

LONG-TERM FINANCIAL & BUDGETARY IMPACT:

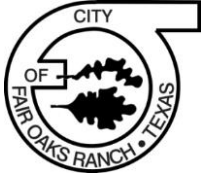
Contract costs vary and is determined each year from May 1st to April 30th on the number of animals brought into Boerne Animal facility by Fair Oaks Ranch employees. The percentage calculated by City of Boerne Animal Services staff is 10% of total budgetary costs which equals \$14,313.02 for FY 2021-2022.

LEGAL ANALYSIS:

Approved as to Form

RECOMMENDATION/PROPOSED MOTION:

(Consent Agenda) I move to approve the Interlocal Agreement for Animal Control Services and authorize the City Manager to execute the agreement.



CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
September 27, 2021

AGENDA TOPIC: Approval of an Interlocal Agreement for Public Safety and Utilities Communication Services and authorization for the City Manager to execute the agreement.

DATE: September 27, 2021

DEPARTMENT: Police Department / Utility Department

PRESENTED BY: (Consent Agenda) Tim Moring, Chief of Police

INTRODUCTION/BACKGROUND:

In 1999, members of the City of Fair Oaks Ranch, City of Boerne, and Kendall County agreed to the creation of a Communications Board that oversees and funds emergency and utility communications for all law enforcement, fire, EMS, and utility services dispatching.

Upon creation of the board, it was determined that costs for dispatch services would be calculated based on the percentage of calls for service associated with the individual agencies. Calls for Service are tabulated for each fiscal year between April 1st and March 31st of the previous year. While percentages vary from year to year, Fair Oaks Ranch usually ranges between 15% and 20%.

By way of background, the Board meets annually to develop the operational budget and determine if any new capital costs for emergency communications or if any additional FTE's are needed to maintain staffing at adequate and effective levels. For FY 21022, the Board approved 1 new FTE (dispatcher) and no new capital costs. Based on calculations for April 1, 2020, through March 31, 2021, calls for service coupled with the additional FTE (dispatcher), cost share projections for Fair Oaks Ranch will be 17%. This is an increase of 1% from FY2020-21 of 16%.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

- Public Health Safety and Welfare Strategic Plan Initiative 4.4, Enhance and Maintain Public Safety and Community Outreach.
- Operational Excellence Strategic Plan Initiative 5.3, Evaluate and Update Service Delivery Expectations and Best Practices
- Delivery of high-quality dispatch services to our residents at a reduced cost through well-established intergovernmental relationships.

LONG-TERM FINANCIAL & BUDGETARY IMPACT:

Calculations for Fair Oaks Ranch calls for service for upcoming fiscal year 2021-2021 are 17% of the total calls to Boerne Communications which equates to \$251,203.90 of the total costs for emergency communications of \$1,477,677.00.

LEGAL ANALYSIS:

Approved as to Form

RECOMMENDATION/PROPOSED MOTION:

(Consent Agenda) I move to approve the Interlocal Agreement for Public Safety and Utilities Communication Services and authorize the City Manager to execute the agreement.