**VIA TELEPHONE CONFERENCE**

**CITY OF FAIR OAKS RANCH**
**AGENDA – CITY COUNCIL TELECONFERENCE**
September 24, 2020 1:00 PM
Via Teleconference
7286 Dietz Elkhorn, Fair Oaks Ranch

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

**You can dial in using your phone:**

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

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

*****Due to costs incurred by the city for each minute for each caller using the Toll Free line please consider using the Toll Number if your phone plan covers long distance calls.***

**Conference ID: 2443302 #**

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

## I. OPEN MEETING

A. Roll Call – Declaration of a Quorum.

## II. CITIZENS and GUEST FORUM / PRESENTATIONS

If you wish to address the Council, please raise your hand on your computer or if calling in select *3 on your phone; this will place you in a queue for speaking. At the appropriate time the City Secretary will call upon each individual separately. In accordance with the Open Meetings Act, Council may not discuss or take action on any item which has not been posted on the agenda.

A. Citizens to be heard.

## III. CONSENT AGENDA

All of the following items are considered to be routine by the City Council, there will be no separate discussion on these items and will be enacted with one motion. Items may be removed by any Council Member by making such request prior to a motion and vote.

A. Approval of the second reading of an Ordinance amending the Fair Oaks Ranch Code of Ordinances Chapter 3 Article 3.16.04 Membership of Board.

Laura Koerner, Council Member — Pgs. 4-7

B. Approval of the second reading of an Ordinance amending the City's Code of Ordinances, Chapter 13, "Utilities", Article 13.08 Water and Wastewater Impact Fees, Division 1, Section 13.08.004 “Definitions” and Section 13.08.018 “Functions of Advisory Committee” – 120 “Exemption from Ordinance”.

Laura Koerner, Council Member Pgs. 8-13

## IV. CONSIDERATION/DISCUSSION ITEMS

A. Approval of the second reading of an Ordinance adopting the City budget for fiscal year beginning October 1, 2020 and ending September 30, 2021.

Sarah Buckelew, CPA, Finance Director Pgs. 14-55

B. Approval of the second reading of an Ordinance levying a property tax rate of $.3735 per $100 taxable valuation on property in the City of Fair Oaks Ranch for tax year 2020; and determining due and delinquent dates.

Sarah Buckelew, CPA, Finance Director Pgs. 56-59

C. Consideration and possible action approving a Resolution ratifying the property tax increase reflected in the FY 2020-21 general fund and debt service fund budgets.

Sarah Buckelew, CPA, Finance Director Pgs. 60-100

D. Consideration and possible action adopting a resolution authorizing the creation of an employee benefits trust and designating all City Council Members as Trustees of said Trust.

Sarah Buckelew, CPA, Finance Director Pgs. 101-119
Dan Santee, Legal Counsel

E. Consideration and possible action authorizing the City Manager to sign a Professional Services Agreement for City Planning Consultant Services.

Katherine Schweitzer, P.E., Manager of Engineering Services Pgs. 120-135

F. Consideration and possible action authorizing the City Manager to sign a Professional Services Agreement for General Engineering Consultant Services.

Katherine Schweitzer, P.E., Manager of Engineering Services Pgs. 136-160

## V. REPORTS FROM STAFF/COMMITTEES/COUNCIL

A. None

## VI. CONVENE INTO EXECUTIVE SESSION

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

A. Sec. 551.071 (Consultation with Attorney) the City Council will meet in private consultation with legal counsel to seek the advice of its attorneys about pending or contemplated litigation, a settlement offer, and/or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflicts with Chapter 551 of the Government Code; to wit:

1. Claims made on behalf of a real property owner against the City’s operation of the K-3 Trinity Glen Rose Water Well.

2. To receive legal advice from Special Counsel and the City Attorney regarding the City's ground water rights.
3. To receive legal advice and to receive and deliberate an offer of settlement for claims made on behalf of a real property owner against the City's operation of well K-2.
4. Cause No. 2018-CI-00202; the City of Fair Oaks Ranch, Texas vs. Edward I. Hill, Robert E. Heckendorn, Craig M. Kuitjen, Roger Fuentes, Wesley A. Pieper, Esther W. Hicks, William A. McDowell, Yolanda D. Ayala, PG Pfeiffer Ranches LLC, Maureen Pfeiffer Stevenson Family Trust.
5. Cause No. 2020CI15746; Boerne Ranch Estates, LLC vs. the City of Fair Oaks Ranch, Texas.

**VII. RECONVENE INTO OPEN SESSION**

Discussion and possible action on items discussed in Executive Session.

**VIII. ADJOURNMENT**

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

---

Signature of Agenda Approval: C. Vanzant

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 1:00 PM, September 21, 2020 and remained so posted continuously for at least 72 hours before said meeting was convened.

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

# CITY COUNCIL CONSIDERATION ITEM
## CITY OF FAIR OAKS RANCH, TEXAS
### September 24, 2020

| | |
|---|---|
| AGENDA TOPIC: | Approval of the second reading of an Ordinance amending the Fair Oaks Ranch Code of Ordinances Chapter 3 Article 3.16.04 Membership of Board |
| DATE: | September 24, 2020 |
| DEPARTMENT: | City Council |
| PRESENTED BY: | Consent Agenda (Laura Koerner, Council Member) |

**INTRODUCTION/BACKGROUND:**

At the June 4, 2020 City Council Meeting, the Mayor created a Boards and Commissions Subcommittee to review and make recommendations regarding the city's process of appointing/reappointing members of the City's Boards and Commissions. The subcommittee was tasked with working with City Staff to implement a consistent formal process that includes among other things:

- Standardized appointment process
- Standardized term start corresponding with fiscal year
- Staggered terms
- Possible standard term limits

While the MDD and the Zoning Board of Adjustment have statutory requirements of two year terms it was determined that there are benefits to standardizing the other boards and commissions to match the Planning and Zoning Commissions' 3 year staggered terms. All terms will coincide with the start of the fiscal year.

At the September 3, 2020 City Council Meeting, Council Member Koerner's recommendations included amending the Board of Appeals and Capital Improvements Advisory Committee Ordinances to include 3 year staggered terms.

The first reading of this Ordinance was approved at the September 17, 2020 City Council meeting.

**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

- Consistency between various boards and commissions
- Staggered terms minimizes disruption to committees while maintaining knowledge and experience base

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

N/A

**LEGAL ANALYSIS:**

Approved as to form.

**RECOMMENDATION/PROPOSED MOTION:**

Consent (I move to approve the second reading of an Ordinance amending the Fair Oaks Ranch Code of Ordinances Chapter 3 Article 3.16.04 Membership of Board.)

**AN ORDINANCE**

**OF THE CITY OF FAIR OAKS RANCH AMENDING THE FAIR OAKS RANCH CODE OF ORDINANCES CHAPTER 3 BUILDING REGULATIONS, ARTICLE 3.16 BOARD OF APPEALS, SECTION 3.16.004 - MEMBERSHIP OF BOARD; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS,** in November 2015 under Ordinance 2015-11, the Fair Oaks Ranch Board of Appeals was created to hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretations of the International Building Code, International Residential Code, International Energy Code, International Mechanical Code, International Fuel Gas Code, International Fire Code, International Energy Conservation Code, International Plumbing Code and the National Electric Code; and,

**WHEREAS,** on June 4, 2020 a Council Subcommittee was created to evaluate the process of appointing/reappointing members to Boards and Commission as well as standardizing terms coinciding with each fiscal year and the possible staggering of terms; and,

**WHEREAS,** the Subcommittee determined that it would be in the best interest of the city to initiate standard, staggered terms for Boards and Commissions beginning October 1 of each fiscal year; and,

**WHEREAS,** on September 3, 2020 the City Council concurred with the subcommittee recommendation,

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

Part 1: The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

Part 2: That the City of Fair Oaks Ranch Code of Ordinances Chapter 3 Building Regulations, Article 3.16.004 Board of Appeals is hereby amended as set forth in the attached Exhibit A

Part 3: The provisions of this ordinance are declared to be severable. If any section, subsection, sentence, clause, phrase, or portion of this ordinance shall for any reason is found to be held invalid or unconstitutional by any court of competent jurisdiction, such decisions shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this ordinance, but they shall remain in effect; it being the legislative intent that this ordinance shall remain in effect notwithstanding the validity of any part.

Part 4 All ordinances and codes, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein.

Part 5 This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Part 6 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.

Part 7 It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

Part 8 This Ordinance shall take effect October 1, 2020.

**PASSED AND APPROVED** on the first reading, this 17th day of September, 2020.

**PASSED, APPROVED, AND ADOPTED** on the second reading, this 24th day of September 2020.

______________________________

Garry Manitzas, Mayor

ATTEST:

______________________________

Christina Picioccio, City Secretary

APPROVED AS TO FORM:

______________________________

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

**Exhibit A**

Chapter 3 “Building Regulations”; Article 3.004 “Membership of board” is hereby amended as follows:

[Deletions shown as strikethrough and additions shown as underscore]

**Sec. 3.16.004 Membership of board**

(a) ~~The board of appeals shall consist of three persons appointed by the city council, by resolution, to serve at the will of the city council or until a successor has been appointed.~~ The Board shall consist of three (3) regular members and one alternate, each of whom shall be appointed by the City Council of the City by resolution. Each Board Member shall be a resident of the City of Fair Oaks Ranch.

(b) Each member of the Board shall be appointed for a three (3) year staggered term to begin on October 1 and end on September 30 of the third year. A Board Member may be appointed to a shorter term in order to create staggered terms, as necessary.

(c) A Board Member shall serve at the will of the City Council or until either reappointed or a successor is appointed.

(~~b~~) (d)The building official shall be an ex officio member of said board but shall have no vote on any matter before the board.

> (1) Alternate members. The ~~city council, by resolution, shall appoint one~~ alternate member ~~who~~ shall be called by the board chairperson to hear appeals during the absence or disqualification of a member. The alternate member shall possess the qualifications required for board membership. ~~and shall serve at the will of the city council or until a successor has been appointed~~.
>
> (2) Qualifications. The board shall consist of members who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction.
>
> (3) Rules and procedures. The board is authorized to establish policies and procedures necessary to carry out its duties.
>
> (4) Chairperson. The board shall select one of its members to serve as chairperson. The chairperson shall serve at the will of the board.
>
> (5) Disqualification of member. A member shall not hear an appeal in which that member has a personal, professional or financial interest.
>
> (6) Secretary. A building codes administrative employee shall be designated as the board of appeals secretary. The secretary shall file a detailed record of all proceedings in the office of the city secretary.

# CITY COUNCIL CONSIDERATION ITEM

## CITY OF FAIR OAKS RANCH, TEXAS

**September 24, 2020**

| | |
|---|---|
| AGENDA TOPIC: | Approval of the second reading of an Ordinance amending the City's Code Of Ordinances, Chapter 13, 'Utilities", Article 13.08 Water and Wastewater Impact Fees, Division 1, Section 13.08.004 "Definitions" and Section 13.08.018 "Functions of Advisory Committee" – 120 "Exemption from Ordinance" |
| DATE: | September 24, 2020 |
| DEPARTMENT: | City Council |
| PRESENTED BY: | Consent Agenda (Laura Koerner, Council Member) |

**INTRODUCTION/BACKGROUND:**

At the June 4, 2020 City Council Meeting, the Mayor created a Boards and Commissions Subcommittee to review and make recommendations regarding the city's process of appointing/reappointing members of the City's Boards and Commissions. The subcommittee was tasked with working with City Staff to implement a consistent formal process that includes among other things:

- Standardized appointment process
- Standardized term start corresponding with fiscal year
- Staggered terms
- Possible standard term limits

While the MDD and the Zoning Board of Adjustment have statutory requirements of two year terms it was determined that there are benefits to standardizing the other boards and commissions to match the Planning and Zoning Commissions' 3 year staggered terms. All terms will coincide with the start of the fiscal year.

At the September 3, 2020 City Council Meeting, Council Member Koerner's recommendations included amending the Board of Appeals and Capital Improvements Advisory Committee Ordinances to include 3 year staggered terms.

The first reading of this Ordinance was approved at the September 17, 2020 City Council meeting.

**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

- Consistency between various boards and commissions
- Staggered terms minimizes disruption to committees while maintaining knowledge and experience base

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

N/A

**LEGAL ANALYSIS:**

Approved as to form.

**RECOMMENDATION/PROPOSED MOTION:**

Consent (I move to approve the the second reading of an Ordinance amending the City's Code Of Ordinances, Chapter 13, 'Utilities", Article 13.08 Water and Wastewater Impact Fees, Division 1, Section 13.08.004 "Definitions" and Section 13.08.018 "Functions of Advisory Committee" – 120 "Exemption from Ordinance".)

**AN ORDINANCE**

**OF THE CITY OF FAIR OAKS RANCH AMENDING THE CITY OF FAIR OAKS RANCH CODE OF ORDINANCES CHAPTER 13 "UTILITIES", ARTICLE 13.08 WATER AND WASTEWATER IMPACT FEES, DIVISION 1, SECTION 13.08.004 "DEFINITIONS" AND SECTION 13.08.018 "FUNCTIONS OF ADVISORY COMMITTEE", 13.08.019 "RELIEF PROCEDURES" AND 13.08.20 "EXEMPTION FROM ORDINANCE"; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS,** on January 15, 2004 Council amended Ordinance 131.0 and Ordinance 134.0 to create one Ordinance to establish Impact Fees for Wastewater and Water Utilities; and

**WHEREAS,** Ordinance 145.0 addressed the advisory committee definition and functions; and

**WHEREAS,** on June 4, 2020 a Council Subcommittee was created to evaluate the process of appointing/reappointing members to Boards and Commission as well as standardizing terms coinciding with each fiscal year and the possible staggering of terms; and,

**WHEREAS,** the Subcommittee determined that it would be in the best interest of the city to initiate standard, staggered terms for Boards and Commissions beginning October 1 of each fiscal year; and,

**WHEREAS,** on September 3, 2020 the City Council concurred with the subcommittee recommendation,

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

Part 1: The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

Part 2: That the City of Fair Oaks Ranch Ordinance 145, "Article 1, "General Provisions"; Section 1.4 (5) "Definitions" and Section 1.18 "Functions of Advisory Committee" –1.20 "Exemption from Ordinance" is hereby amended as set forth in the attached Exhibit A

Part 3: The provisions of this ordinance are declared to be severable. If any section, subsection, sentence, clause, phrase, or portion of this ordinance shall for any reason is found to be held invalid or unconstitutional by any court of competent jurisdiction, such decisions shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this ordinance, but they shall remain in effect; it being the legislative intent that this ordinance shall remain in effect notwithstanding the validity of any part.

Part 4 All ordinances and codes, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein.

Part 5 This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Part 6 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.

Part 7 It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

Part 8 This Ordinance shall take effect October 1, 2020.

**PASSED AND APPROVED** on the first reading, this 17th day of September, 2020.

**PASSED, APPROVED, AND ADOPTED** on the second reading, this 24th day of September 2020.

Garry Manitzas, Mayor

ATTEST:

Christina Picioccio, City Secretary

APPROVED AS TO FORM:

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

**Exhibit A**

Chapter 13, "Utilities", Article 13.08 Water and Wastewater Impact Fees, Division 1, Section 13.08.004 "Definitions" and Section 13.08.018 "Functions of Advisory Committee", 13.08.019 "Relief Procedures", and 13.08.20 "Exemption from Ordinance" is hereby amended as follows:

[Deletions shown as strikethrough and additions shown as underscore]

Section 13.08.004 Definitions

(1) ~~Impact Fee~~ Capital Improvement Advisory Committee ~~—~~(Advisory Committee) - Advisory committee, appointed by the City Council, consisting of at least five members which are not employees of the City, not less than 40 percent of which shall be representatives of the real estate, development, or building industries, which is appointed to regularly review and update the Capital Improvements Program in accordance with the requirements of Texas Local Government Code Chapter 395, and it successors.

Section 13.08.018 Membership of Advisory Committee

(1) The Advisory Committee shall consist of at least five members which are not employees of the City, not less than 40 percent of which shall be representatives of the real estate, development, or building industries, each of whom shall be appointed by the City Council of the City by Resolution. Each Committee Member shall be a resident of the City of Fair Oaks Ranch.

(2) Each member of the Committee shall be appointed for a three (3) year staggered term to begin on October 1 and end on September 30 of the third year. A Committee Member may be appointed to a shorter term in order to create staggered terms, as necessary

(3) A Committee Member shall serve at the will of the City Council or until either reappointed or a successor is appointed.

Section ~~13.08.018~~ 13.08.019 Functions of Advisory Committee

A. The functions of the Advisory Committee are those set forth in Texas Local Government Code Chapter 395, or any successor statute, and shall include the following:

1. Advise and assist the City in adopting Land Use Assumptions Plan;

2. Review the Capital Improvements Plan regarding water and wastewater capital improvements and file written comments thereon;

3. Monitor and evaluate implementation of the Capital Improvements Program;

4. Advise the City of the need to update or revise the Land Use Assumptions Plan, Capital Improvements Program, and Impact Fees; and

5. File a semiannual report evaluating the progress of the City in achieving the Capital Improvements Plans and identifying any problems in implementing the plans or administering the Impact Fees.

B. The City shall make available to the Advisory Committee any professional reports prepared in the development or implementation of the Capital Improvements Plan.

C. The Council shall adopt procedural rules for the committee to follow in carrying out its duties.

Section ~~13.08.019~~ 13.08.020 Relief Procedures

A. The Council may grant a variance or waiver from any requirement of this ordinance, upon written request by a developer or owner of property subject to the ordinance, following a public hearing, and only upon finding that a strict application of such requirement would, when regarded as a whole, result in confiscation of the property.

B. If the Council grants a variance or waiver to the amount of the Impact Fees due for a new development under this Section, it shall cause to be appropriated from other City funds the amount of the reduction in the Impact Fees to the account in which the fees would have been deposited.

Section ~~13.08.020~~ 13.08.021 Exemption from Ordinance

No exemptions will be granted from payment of applicable water and wastewater Impact Fees, except as provided for in Section 1.19.

# CITY COUNCIL CONSIDERATION ITEM
## CITY OF FAIR OAKS RANCH, TEXAS
### September 24, 2020

| | |
|---|---|
| AGENDA TOPIC: | Approval of the second reading of an Ordinance adopting the City budget for fiscal year beginning October 1, 2020 and ending September 30, 2021 |
| DATE: | September 24, 2020 |
| DEPARTMENT: | Finance |
| PRESENTED BY: | Sarah Buckelew, CPA, Finance Director |

**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 20, 2020 City Council meeting, Council voted to set September 17, 2020 as the Public Hearing date on the proposed budget and September 24, 2020 as the date to adopt the budget. The proposed budget was filed with the City Secretary August 24, all requirements of state statute have been met.

The first reading of the Ordinance was approved by City Council at the September 17th Council Meeting.

**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

1. 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.
2. Establishes priorities among City programs; defining the financial framework that will be used to periodically check the status of City operations.
3. Determines the level of taxation necessary to finance City programs.

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

See attached budget.

**LEGAL ANALYSIS:**

Reviewed and approved as to form.

**RECOMMENDATION/PROPOSED MOTION:**

I move to approve the 2020/21 Fiscal Year Budget Ordinance.

***LGC 102.007 mandates <u>a vote to adopt the budget must be a Record Vote</u>)***

**AN ORDINANCE**

**ADOPTING THE CITY OF FAIR OAKS RANCH ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; AND OTHER MATTERS IN CONNECTION THEREWITH**

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

**WHEREAS,** on August 6, 2020, the Council set September 17, 2020 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 2020-21 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 2020-21 Municipal Budget", attached as **Exhibit A**, in all respects as the city's annual budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021.

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 2020.

**PASSED and APPROVED on first reading this 17th day of September, 2020 and recorded as follows:**

| | FOR | AGAINST | ABSTAIN |
|---|---|---|---|
| **Mayor Garry Manitzas** | ✓ | | |
| **Mayor Pro Tem Elizondo** | ✓ | | |
| **Council Member Havard** | ✓ | | |
| **Council Member Hartpence** | ✓ | | |
| **Council Member Koerner** | ✓ | | |
| **Council Member Patel** | ✓ | | |
| **Council Member Maxton** | ✓ | | |

**PASSED, APPROVED and ADOPTED on second reading, this the 24th day of September, 2020 and recorded as follows:**

| | FOR | AGAINST | ABSTAIN |
|---|---|---|---|
| **Mayor Garry Manitzas** | | | |
| **Mayor Pro Tem Elizondo** | | | |
| **Council Member Havard** | | | |
| **Council Member Hartpence** | | | |
| **Council Member Koerner** | | | |
| **Council Member Patel** | | | |
| **Council Member Maxton** | | | |

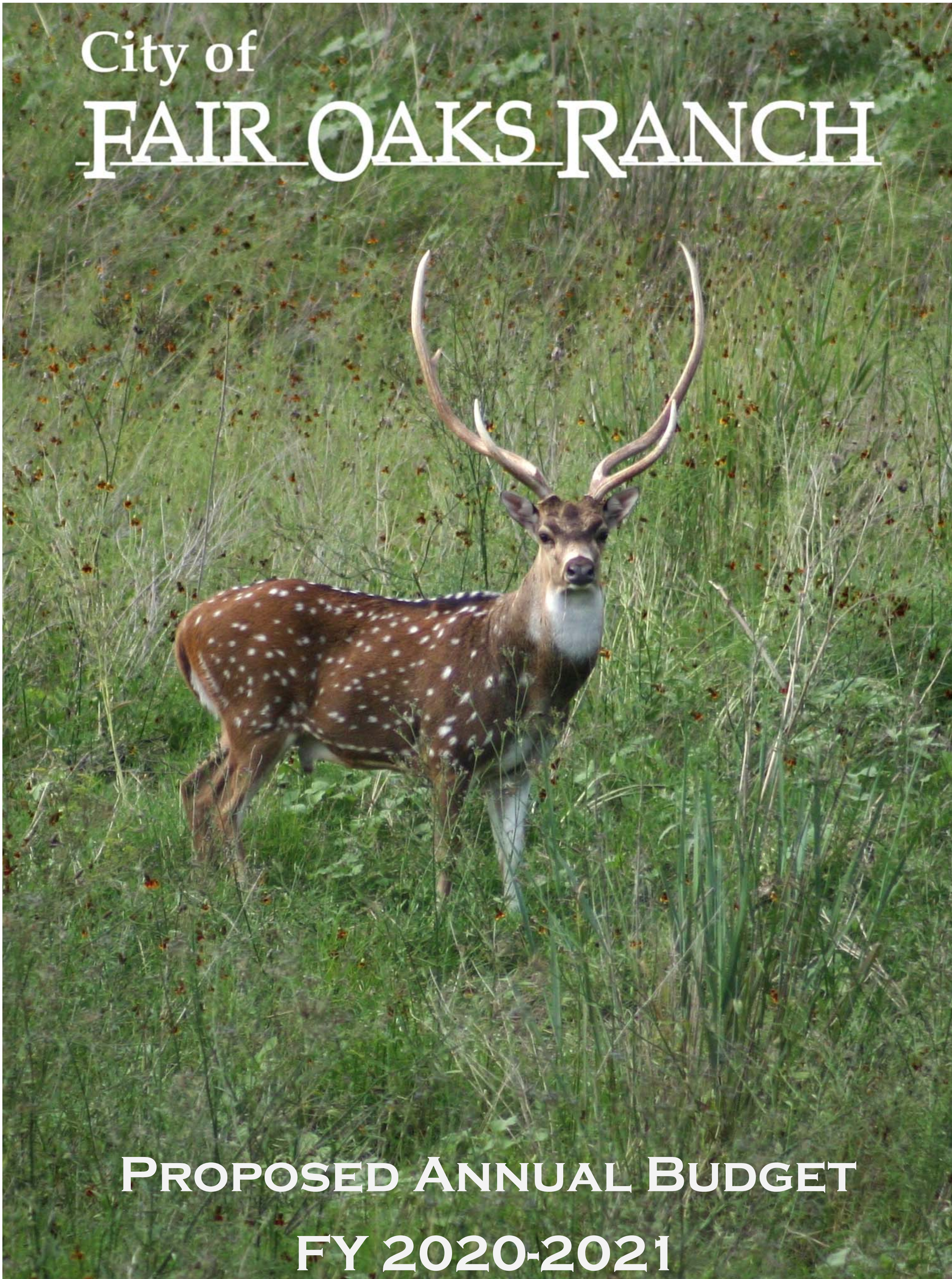
Garry Manitzas, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Picioccio, City Secretary

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


City of
Fair Oaks Ranch
Proposed Annual Budget
FY 2020-2021

City of FAIR OAKS RANCH

# PROPOSED ANNUAL BUDGET

## Fiscal Year October 1, 2020-September 30,2021

This budget will raise less total property taxes than last year's budget by $93,865 which is a 1.56% decrease.

### 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 Garry Manitzas | |
| MaryAnne Havard | |
| Roy Elizondo | |
| Steve Hartpence | |
| Laura Koerner | |
| Snehal Patel | |
| Greg Maxton | |

The Governing Body will vote on the proposed budget September 24, 2020.

| Tax Rate Information | | | | | |
|---|---|---|---|---|---|
| Fiscal Year | Property Tax Rate | No-New-Revenue Rate | No-New-Revenue M&O Rate* | Voter Approval Rate | Debt Rate |
| 2020-21 | 0.3735 | 0.3693 | 0.3472 | 0.3820 | 0.0326 |
| 2019-20 | 0.3735 | 0.3536 | 0.3269 | 0.3791 | 0.0340 |

* Unadjusted for sales tax

Municipal Debt Obligations as of October 1, 2020 - $5,508,965

The above information is presented on the cover page of the City's FY 2020-21 proposed budget to comply with requirements of section 102.005 of the Texas Local Government Code

# Proposed Annual Budget

# Fiscal Year 2020-21

## The Honorable Garry Manitzas

**Mayor**

## Council Members

| | |
|---|---|
| MaryAnne Havard | Council Member, Place 1 |
| Roy Elizondo | Mayor Pro-Tem, Place 2 |
| Steve Hartpence | Council Member, Place 3 |
| Laura Koerner | Council Member, Place 4 |
| Snehal Patel | Council Member, Place 5 |
| Greg Maxton | Council Member, Place 6 |

## City Manager

**Tobin Maples, AICP**

**Assistant City Manager**
Carole Vanzant, CPM, TRMC, MMC

**Chief of Police**
Tim Moring

**Director of Public Works**
Ron Emmons, P.E.

**Director of Finance**
Sarah Buckelew, CPA

**Director of HR & Communications**
Joanna Merrill

**City Secretary**
Christina Picioccio

# TABLE OF CONTENTS

## Consolidated Budget

By Fund

| | Government Operations | Government SAP | Government Equip Repl | Government Debt Service | TOTAL GOVERNMENTAL | Water Operations | Wastewater Operations | Stormwater Operations | Enterprise SAP | Enterprise Equip Repl | TOTAL ENTERPRISE | GRAND TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Beginning Fund Balance Projected | 4,819,885 | 1,006,190 | 758,655 | 21,213 | 6,605,943 | | | | | | 14,260,382 | 20,866,325 |
| Revenues: | | | | | | | | | | | | |
| Taxes | 6,161,691 | | | 553,153 | 6,714,844 | | | | | | - | 6,714,844 |
| Franchise Fees | 632,700 | | | | 632,700 | | | | | | - | 632,700 |
| Interest | 69,000 | | | 1,000 | 70,000 | | | | | | - | 70,000 |
| Permits | 242,750 | | | | 242,750 | | | | | | - | 242,750 |
| Animal Control | 3,400 | | | | 3,400 | | | | | | - | 3,400 |
| Fines & Forfeitures | 100,263 | | | | 100,263 | | | | | | - | 100,263 |
| Fees & Services | 268,711 | | | | 268,711 | | | | | | - | 268,711 |
| Miscellaneous Income | 18,400 | 600,000 | | | 618,400 | | | | | | - | 618,400 |
| Utility Revenues | | | | | - | 3,951,644 | 1,168,461 | 282,011 | - | - | 5,402,116 | 5,402,116 |
| Transfers from other Funds | 240,000 | 152,500 | 290,493 | | 682,993 | | | | | | - | 682,993 |
| Total Revenues | 7,736,915 | 752,500 | 290,493 | 554,153 | 9,334,061 | 3,951,644 | 1,168,461 | 282,011 | - | - | 5,402,116 | 14,736,177 |
| Expenditures: | | | | | | | | | | | | |
| Personnel | 4,751,988 | | | - | 4,751,988 | 836,075 | 709,935 | - | - | - | 1,546,010 | 6,297,998 |
| Supplies, Maintenance & Operations | 702,325 | | | - | 702,325 | 1,733,967 | 673,994 | 51,028 | - | - | 2,458,988 | 3,161,313 |
| Professional Services | 1,243,318 | | | - | 1,243,318 | 117,908 | 82,103 | 17,593 | - | - | 217,603 | 1,460,920 |
| Shared Services | 371,466 | | | | 371,466 | | | | | | - | 371,466 |
| Capital Outlay | 240,000 | 1,701,414 | | - | 1,941,414 | 5,000 | 60,000 | - | 1,545,838 | - | 1,610,838 | 3,552,252 |
| Debt Service | - | | | 551,075 | 551,075 | 68,074 | 12,966 | - | - | - | 81,040 | 632,115 |
| Transfers & Non-Cash Adjustments | 442,993 | | 240,000 | - | 682,993 | (44,996) | 349,243 | 15,614 | (504,317) | (105,614) | (290,069) | 392,924 |
| Total Expenditures | 7,752,090 | 1,701,414 | 240,000 | 551,075 | 10,244,579 | 2,716,027 | 1,888,241 | 84,234 | 1,041,522 | (105,614) | 5,624,410 | 15,868,989 |
| Operating Reserve | 157,251 | - | - | | 157,251 | 80,000 | 80,000 | | | | 160,000 | 317,251 |
| Allocated Fund Balance | (184,539) | (948,914) | 50,493 | | (1,082,960) | | | | (1,041,520) | 105,614 | (935,905) | (2,018,865) |
| Restricted Fund Balance | 12,113 | | | 3,078 | 15,191 | - | | | | | - | 15,191 |
| Unallocated Fund Balance | - | | | | - | 403,750 | (611,450) | 197,777 | | | (9,923) | (9,923) |
| Net investment in Capital Assets | - | | | | - | 681,758 | (118,222) | | | | 563,536 | 563,536 |
| Savings/(Use of) Fund Balance | (15,175) | (948,914) | 50,493 | 3,078 | (910,517) | | | | | | | (1,132,811) |
| Surplus/Deficit | - | - | - | - | - | 1,165,507 | (649,672) | 197,777 | (1,041,520) | 105,614 | (222,293) | - |
| Ending Fund Balance | 4,804,710 | 57,276 | 809,148 | 24,291 | 5,695,424 | | | | | | 14,038,089 | 19,733,514 |

# Consolidated Governmental Budget
## By Fund

| | Governmental Operations | Governmental SAP | Governmental Equip Repl | Governmental Debt Service | TOTAL GOVERNMENTAL |
|---|---|---|---|---|---|
| Beginning Fund Balance Projected | 4,819,885 | 1,006,190 | 758,655 | 21,213 | 6,605,943 |
| Revenues: | | | | | |
| Taxes | 6,161,691 | | | 553,153 | 6,714,844 |
| Franchise Fees | 632,700 | | | | 632,700 |
| Interest | 69,000 | | | 1,000 | 70,000 |
| Permits | 242,750 | | | | 242,750 |
| Animal Control | 3,400 | | | | 3,400 |
| Fines & Forfeitures | 100,263 | | | | 100,263 |
| Fees & Services | 268,711 | | | | 268,711 |
| Miscellaneous Income | 18,400 | 600,000 | | | 618,400 |
| Transfers from other Funds | 240,000 | 152,500 | 290,493 | | 682,993 |
| Total Resources | 7,736,915 | 752,500 | 290,493 | 554,153 | 9,334,061 |
| Expenditures: | | | | | |
| Personnel | 4,751,988 | | | - | 4,751,988 |
| Supplies, Maintenance & Operations | 702,325 | | | - | 702,325 |
| Professional Services | 1,243,318 | | | - | 1,243,318 |
| Shared Services | 371,466 | | | | 371,466 |
| Capital Outlay | 240,000 | 1,701,414 | | - | 1,941,414 |
| Debt Service | - | | | 551,075 | 551,075 |
| Transfers & Non-Cash Adjustments | 442,993 | | 240,000 | - | 682,993 |
| Total Expenditures | 7,752,090 | 1,701,414 | 240,000 | 551,075 | 10,244,579 |
| Operating Reserve | 157,251 | - | - | | 157,251 |
| (Use) Allocated Fund Balance | (184,539) | (948,914) | 50,493 | | (1,082,960) |
| Restricted Fund Balance | 12,113 | | | 3,078 | 15,191 |
| (Use) of Unallocated Fund Balance | - | | | | - |
| Savings/(Use of) Fund Balances | (15,175) | (948,914) | 50,493 | 3,078 | (910,517) |
| Suplus/(Deficit) | - | - | - | - | - |
| Ending Fund Balance | 4,804,710 | 57,276 | 809,148 | 24,291 | 5,695,424 |

# Governmental Operations Fund

## Revenue Detail

| Revenue Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Taxes | | | | |
| General Property | 5,079,045 | 5,452,281 | 5,479,372 | 5,360,694 |
| Delinquent Property | 11,963 | 30,000 | 24,036 | 30,000 |
| Penalty & Interest | 40,885 | 25,000 | 20,168 | 25,000 |
| Mixed Beverage | 22,734 | 25,000 | 16,000 | 25,000 |
| Local Sales | 569,512 | 505,000 | 686,664 | 480,665 |
| Street Maintenance | 142,535 | 120,186 | 171,666 | 120,166 |
| Property Reduction | 142,534 | 120,186 | 171,666 | 120,166 |
| Total Taxes | 6,009,208 | 6,277,653 | 6,569,572 | 6,161,691 |
| Franchise Fees | | | | |
| Time Warner Cable | 66,081 | 31,000 | 61,000 | 62,000 |
| GVTC Cable/Telephone | 74,788 | 36,000 | 63,000 | 63,000 |
| AT&T Cable/Telephone | 20,500 | 10,500 | 10,500 | 10,500 |
| Miscellaneous | 672 | 1,500 | 750 | 1,500 |
| City Public Service | 375,070 | 370,000 | 370,000 | 370,000 |
| Pedernales Electric Company | 42,479 | 41,000 | 46,000 | 80,000 |
| Grey Forest Utilities | 10,156 | 10,500 | 16,500 | 16,500 |
| Garbage Regular | 26,528 | 27,000 | 27,000 | 27,000 |
| Garbage Recycling | 2,484 | 2,200 | 2,200 | 2,200 |
| Total Franchise Fees | 618,758 | 529,700 | 596,950 | 632,700 |
| Interest | | | | |
| Bank/Investment Interest | 139,817 | 115,000 | 77,024 | 69,000 |
| Total Interest | 139,817 | 115,000 | 77,024 | 69,000 |
| Permits | | | | |
| New Residential Permits | 182,487 | 180,000 | 225,000 | 180,000 |
| New Commerical Permits | - | 2,600 | 53,287 | 2,600 |
| Remodeling/Additions | 28,309 | 31,200 | 8,808 | 20,000 |
| Other BC and Permits | 29,499 | 26,000 | 58,851 | 26,000 |
| Contractor Registration | 9,375 | 10,000 | 9,975 | 10,000 |
| Food/Health | 4,145 | 2,700 | 4,150 | 4,150 |
| Total Permits Costs | 253,815 | 252,500 | 360,071 | 242,750 |

# Governmental Operations Fund

## Revenue Detail

| Revenue Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Animal Control | | | | |
| Pet Licenses | 2,095 | 1,500 | 1,000 | 1,500 |
| Pet Impount/Quarantine | 1,310 | 1,900 | 900 | 1,900 |
| Animal Traps | - | - | - | - |
| Total Animal Control | 3,405 | 3,400 | 1,900 | 3,400 |
| Fines & Forfeitures | | | | |
| Municipal Court Fines | 129,049 | 120,000 | 80,000 | 90,000 |
| Municipal Court Security | 3,454 | 3,200 | 3,200 | 3,200 |
| Municipal Court Technology | 4,605 | 4,300 | 3,300 | 4,300 |
| Municipal Court Efficiency | 68 | 70 | 70 | 70 |
| Court Truancy Prevention Fund | - | - | 1,185 | 2,640 |
| Municipal Court Jury Fund | - | - | 24 | 53 |
| Total Fines & Forfeitures | 137,176 | 127,570 | 87,779 | 100,263 |
| Fees & Services | | | | |
| FORU Management | 192,808 | 202,017 | 202,017 | 202,261 |
| Special Fees | 17,635 | 10,480 | 40,480 | 30,000 |
| FORMDD Management | 26,750 | 26,750 | 30,150 | 26,750 |
| Community Center Rentals | - | - | - | 5,100 |
| Credit Card Service Fee | 4,676 | 4,600 | 5,300 | 4,600 |
| Total Fees & Services | 241,869 | 243,847 | 277,947 | 268,711 |
| Miscellaneous | | | | |
| Miscellaneous | 5,035 | 4,000 | 4,000 | 4,000 |
| City Event Sponsorships | 2,230 | 2,000 | 5,230 | 2,000 |
| Street Bond Reimbursements | - | - | - | - |
| Sale of Assets | 20,206 | - | 128,721 | - |
| Donations/Grants | 3,685 | - | 4,350 | 3,000 |
| School Guard Crossing Fund | 7,839 | 7,400 | 7,400 | 7,400 |
| Leose Proceeds | 1,825 | 1,700 | 1,908 | 2,000 |
| Police Seized Proceeds | 3,440 | - | 1,820 | - |
| Total Miscellaneous | 44,260 | 15,100 | 153,429 | 18,400 |
| Total Revenue | 7,448,307 | 7,564,770 | 8,124,672 | 7,496,915 |
| Transfers | | | | |
| Equipment Replacement | 152,707 | 292,000 | 288,232 | 240,000 |
| Total Transfers | 152,707 | 292,000 | 288,232 | 240,000 |
| Total Resources | 7,601,013 | 7,856,770 | 8,412,903 | 7,736,915 |

## Governmental Fund Budget by Department

| | Mayor & Council | City Administration | City Secretary | HR and Communications | Finance | Information Technology *NEW* | Municipal Court | Public Safety and Emergency |
|---|---|---|---|---|---|---|---|---|
| **Personnel** | | | | | | | | |
| Salaries | - | 348,051 | 124,622 | 128,794 | 199,715 | 75,852 | 109,096 | 1,733,121 |
| Overtime | - | 235 | - | - | 231 | - | 458 | 22,395 |
| Taxes - Social Security | - | 21,594 | 7,727 | 7,985 | 12,397 | 4,703 | 6,792 | 108,842 |
| Taxes - Medicare | - | 5,050 | 1,807 | 1,868 | 2,899 | 1,100 | 1,589 | 25,455 |
| Taxes SUTA/FUTA | - | 675 | 450 | 450 | 563 | 225 | 450 | 6,300 |
| Workmans' Compensation | - | 1,566 | 561 | 580 | 899 | 341 | 491 | 73,137 |
| Retirement | - | 40,915 | 14,640 | 15,130 | 23,489 | 8,911 | 12,870 | 206,229 |
| Health Insurance | - | 31,819 | 19,005 | 16,533 | 18,054 | 7,469 | 14,565 | 244,951 |
| Uniform Allowance | - | - | - | - | - | - | - | 26,000 |
| Car Allowance | - | 7,200 | - | - | - | - | - | - |
| Relocation Allowance | - | - | - | - | - | - | - | - |
| Total Personnel Costs | - | 457,105 | 168,811 | 171,340 | 258,246 | 98,601 | 146,311 | 2,446,431 |
| **Supplies, Maintenance & Operations** | | | | | | | | |
| Supplies and Consumables | - | 750 | 1,250 | 2,200 | 1,325 | 200 | 2,200 | 4,000 |
| Minor Equipment and Furniture | - | 500 | 200 | 1,200 | 500 | 200 | 200 | 27,960 |
| Fuel | - | 300 | - | - | - | - | - | 30,000 |
| Uniforms | 350 | 250 | 100 | 100 | 250 | 100 | 100 | 15,720 |
| Miscellaneous | - | - | 494 | - | - | - | - | - |
| Vehicle Maintenance/Repairs | - | - | - | - | - | - | - | 23,550 |
| Equipment Maintenance/Repairs | - | - | - | - | - | - | - | - |
| Building Maintenance/Repairs | - | - | - | - | - | - | - | - |
| Landscaping & Greenspace Maintenance | - | - | - | - | - | - | - | - |
| Street Maintenance | - | - | - | - | - | - | - | - |
| Drainage Work | - | - | - | - | - | - | - | - |
| Committees - Communications | 1,000 | - | - | - | - | - | - | - |
| Committees - Planning & Zoning | 1,000 | - | - | - | - | - | - | - |
| Committee - Board of Adj | 1,000 | - | - | - | - | - | - | - |
| Committee - Audit | 1,000 | - | - | - | - | - | - | - |
| Urban Wildlife | 1,000 | - | - | - | - | - | - | - |
| Donations & Grants | 1,000 | - | - | - | - | - | - | - |
| Court Technology | - | - | - | - | - | - | 6,050 | - |
| Court Security | - | - | - | - | - | - | 10,000 | - |
| Total Supplies, Maintenance & Operations Costs | 6,350 | 1,800 | 2,044 | 3,500 | 2,075 | 500 | 18,550 | 101,230 |
| **Services** | | | | | | | | |
| Professional Services | 8,100 | 100,000 | 16,895 | - | 78,836 | - | 58,230 | 521,887 |
| Dues/Subscriptions | 2,800 | 2,310 | 512 | 1,902 | 1,430 | - | 800 | 3,950 |
| Training/Seminars & Related Travel | 7,000 | 17,270 | 5,550 | 27,763 | 7,900 | 11,300 | 3,000 | 14,000 |
| Elections | - | - | 20,000 | - | - | - | - | - |
| Investigations | - | - | - | - | - | - | - | 15,000 |
| Leose Training | - | - | - | - | - | - | - | 4,000 |
| K-9 Program | - | - | - | - | - | - | - | - |
| Public Relations | 250 | - | - | 38,450 | - | - | - | 7,507 |
| Employee Appreciation | - | 250 | 100 | 9,370 | 250 | 100 | 100 | 1,400 |
| Employment Costs | - | - | - | 4,450 | - | - | - | - |
| Recording/Reporting/History | - | - | 3,000 | - | - | - | - | - |
| Meetings and Related Travel | 6,200 | 5,595 | 1,528 | 900 | 400 | 100 | 500 | 2,500 |
| Total Services Costs | 24,350 | 125,425 | 47,585 | 82,835 | 88,816 | 11,500 | 62,630 | 570,244 |
| **Shared Services** | | | | | | | | |
| Facility Contracts & Services | - | - | - | - | - | 18,568 | - | - |
| Tech/Internet/Software Maintenance | - | - | - | - | - | 178,355 | - | - |
| Postage | - | - | - | - | - | - | - | - |
| General Liability Insurance | - | - | - | - | - | - | - | - |
| Electricity | - | - | - | - | - | - | - | - |
| Phone/Cable/Alarms | - | - | - | - | - | 36,752 | - | - |
| Total Shared Services Costs | - | - | - | - | - | 233,675 | - | - |
| **Capital Outlay** | | | | | | | | |
| Land/Land Improvement | - | - | - | - | - | - | - | - |
| Building/Building Improvement | - | - | - | - | - | - | - | - |
| Infrastructure | - | - | - | - | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | - | 24,000 | - | - | - | - | - | 216,000 |
| Capital Projects | - | - | - | - | - | - | - | - |
| Total Capital Outlay Costs | - | 24,000 | - | - | - | - | - | 216,000 |
| **Transfers & Debt Service** | | | | | | | | |
| Debt Service | - | - | - | - | - | - | - | - |
| Transfer to Strategic & Capital Fund | - | - | - | - | - | - | - | - |
| Transfer to Gov Veh/Equip Repl Fund | - | - | - | - | - | - | - | - |
| Total Transfers & Debt Service Costs | - | - | - | - | - | - | - | - |
| Total Governmental Fund Budget by Departmen | 30,700 | 608,330 | 218,440 | 257,674 | 349,137 | 344,275 | 227,491 | 3,333,905 |

## Governmental Fund Budget by Department

| | Maintenance | Building Codes and Permits | Engineering and Planning | Civic Center *NEW* | Non-Departmental & Shared | Total Governmental Operations | Strategic and Capital Projects | Equip Replacement | Debt Service | Governmental Fund Grand Total |
|---|---|---|---|---|---|---|---|---|---|---|
| **Personnel** | | | | | | | | | | |
| Salaries | 299,617 | 184,642 | 230,742 | - | - | 3,434,252 | - | - | - | 3,434,252 |
| Overtime | 975 | 173 | 1,000 | - | - | 25,467 | - | - | - | 25,467 |
| Taxes - Social Security | 18,637 | 11,459 | 14,368 | - | - | 214,503 | - | - | - | 214,503 |
| Taxes - Medicare | 4,359 | 2,680 | 3,360 | - | - | 50,166 | - | - | - | 50,166 |
| Taxes SUTA/FUTA | 1,688 | 675 | 788 | - | - | 12,263 | - | - | - | 12,263 |
| Workmans' Compensation | 22,063 | 1,663 | 2,507 | - | - | 103,808 | - | - | - | 103,808 |
| Retirement | 35,312 | 21,711 | 27,224 | - | - | 406,431 | - | - | - | 406,431 |
| Health Insurance | 62,943 | 25,442 | 31,118 | - | - | 471,898 | - | - | - | 471,898 |
| Uniform Allowance | - | - | - | - | - | 26,000 | - | - | - | 26,000 |
| Car Allowance | - | - | - | - | - | 7,200 | - | - | - | 7,200 |
| Relocation Allowance | - | - | - | - | - | - | - | - | - | - |
| Total Personnel Costs | 445,592 | 248,445 | 311,106 | - | - | 4,751,988 | - | - | - | 4,751,988 |
| **Supplies, Maintenance & Operations** | | | | | | | | | | |
| Supplies and Consumables | 3,800 | 450 | 11,255 | 2,500 | 6,000 | 35,930 | - | - | - | 35,930 |
| Minor Equipment and Furniture | 10,800 | 300 | 900 | - | - | 42,760 | - | - | - | 42,760 |
| Fuel | 10,200 | 1,300 | 1,301 | - | - | 43,101 | - | - | - | 43,101 |
| Uniforms | 6,275 | 530 | 1,865 | - | - | 25,640 | - | - | - | 25,640 |
| Miscellaneous | 200 | - | - | - | - | 694 | - | - | - | 694 |
| Vehicle Maintenance/Repairs | 8,000 | - | - | - | - | 31,550 | - | - | - | 31,550 |
| Equipment Maintenance/Repairs | 12,300 | - | - | - | - | 12,300 | - | - | - | 12,300 |
| Building Maintenance/Repairs | 15,300 | - | - | - | - | 15,300 | - | - | - | 15,300 |
| Landscaping & Greenspace Maintenance | 5,000 | - | - | - | - | 5,000 | - | - | - | 5,000 |
| Street Maintenance | 33,000 | - | 430,000 | - | - | 463,000 | - | - | - | 463,000 |
| Drainage Work | 5,000 | - | - | - | - | 5,000 | - | - | - | 5,000 |
| Committees - Communications | - | - | - | - | - | 1,000 | - | - | - | 1,000 |
| Committees - Planning & Zoning | - | - | - | - | - | 1,000 | - | - | - | 1,000 |
| Committee - Board of Adj | - | - | - | - | - | 1,000 | - | - | - | 1,000 |
| Committee - Audit | - | - | - | - | - | 1,000 | - | - | - | 1,000 |
| Urban Wildlife | - | - | - | - | - | 1,000 | - | - | - | 1,000 |
| Donations & Grants | - | - | - | - | - | 1,000 | - | - | - | 1,000 |
| Court Technology | - | - | - | - | - | 6,050 | - | - | - | 6,050 |
| Court Security | - | - | - | - | - | 10,000 | - | - | - | 10,000 |
| Total Supplies, Maintenance & Operations Costs | 109,875 | 2,580 | 445,321 | 2,500 | 6,000 | 702,325 | - | - | - | 702,325 |
| **Services** | | | | | | | | | | |
| Professional Services | - | 9,560 | 195,775 | - | - | 989,283 | - | - | - | 989,283 |
| Dues/Subscriptions | 600 | 290 | 570 | - | - | 15,164 | - | - | - | 15,164 |
| Training/Seminars & Related Travel | 8,541 | 4,075 | 8,023 | - | - | 114,421 | - | - | - | 114,421 |
| Elections | - | - | - | - | - | 20,000 | - | - | - | 20,000 |
| Investigations | - | - | - | - | - | 15,000 | - | - | - | 15,000 |
| Leose Training | - | - | - | - | - | 4,000 | - | - | - | 4,000 |
| K-9 Program | - | - | - | - | - | - | - | - | - | - |
| Public Relations | - | - | - | - | - | 46,207 | - | - | - | 46,207 |
| Employee Appreciation | 400 | 150 | 350 | - | - | 12,470 | - | - | - | 12,470 |
| Employment Costs | - | - | - | - | - | 4,450 | - | - | - | 4,450 |
| Recording/Reporting/History | - | - | - | - | - | 3,000 | - | - | - | 3,000 |
| Meetings and Related Travel | 100 | 600 | 900 | - | - | 19,323 | - | - | - | 19,323 |
| Total Services Costs | 9,641 | 14,675 | 205,618 | - | - | 1,243,318 | - | - | - | 1,243,318 |
| **Shared Services** | | | | | | | | | | |
| Facility Contracts & Services | - | - | - | - | 39,799 | 58,367 | - | - | - | 58,367 |
| Tech/Internet/Software Maintenance | - | - | - | - | - | 178,355 | - | - | - | 178,355 |
| Postage | - | - | - | - | 10,125 | 10,125 | - | - | - | 10,125 |
| General Liability Insurance | - | - | - | - | 51,418 | 51,418 | - | - | - | 51,418 |
| Electricity | - | - | - | 3,750 | 32,700 | 36,450 | - | - | - | 36,450 |
| Phone/Cable/Alarms | - | - | - | - | - | 36,752 | - | - | - | 36,752 |
| Total Shared Services Costs | - | - | - | 3,750 | 134,042 | 371,466 | - | - | - | 371,466 |
| **Capital Outlay** | | | | | | | | | | |
| Land/Land Improvement | - | - | - | - | - | - | - | - | - | - |
| Building/Building Improvement | - | - | - | - | - | - | - | - | - | - |
| Infrastructure | - | - | - | - | - | - | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | - | - | - | - | - | 240,000 | - | - | - | 240,000 |
| Capital Projects | - | - | - | - | - | - | 1,701,414 | - | - | 1,701,414 |
| Total Capital Outlay Costs | - | - | - | - | - | 240,000 | 1,701,414 | - | - | 1,941,414 |
| **Transfers & Debt Service** | | | | | | | | | | |
| Debt Service | - | - | - | - | - | - | - | - | 551,075 | 551,075 |
| Transfer to Strategic & Capital Fund | - | - | - | - | 152,500 | 152,500 | - | - | - | 152,500 |
| Transfer to Gov Veh/Equip Repl Fund | - | - | - | - | 290,493 | 290,493 | - | 240,000 | - | 530,493 |
| Total Transfers & Debt Service Costs | - | - | - | - | 442,993 | 442,993 | - | 240,000 | 551,075 | 1,234,068 |
| Total Governmental Fund Budget by Departmen | 565,108 | 265,700 | 962,045 | 6,250 | 583,035 | 7,752,090 | 1,701,414 | 240,000 | 551,075 | 10,244,579 |

Pg. 26

# MAYOR & CITY COUNCIL OPERATIONAL BUDGET FY 2020-21

| Expenditure Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Personnel | | | | |
| Salaries | - | - | - | - |
| Overtime | - | - | - | - |
| Taxes - Social Security | - | - | - | - |
| Taxes - Medicare | - | - | - | - |
| Taxes SUTA/FUTA | - | - | - | - |
| Workmans' Compensation | - | - | - | - |
| Retirement | - | - | - | - |
| Health Insurance | - | - | - | - |
| Uniform Allowance | - | - | - | - |
| Car Allowance | - | - | - | - |
| Relocation Allowance | - | - | - | - |
| Total Personnel Costs | - | - | - | - |
| | | | | |
| Supplies, Maintenance & Operations | | | | |
| Supplies and Consumables | 315 | - | - | - |
| Minor Equipment and Furniture | - | - | - | - |
| Fuel | - | - | - | - |
| Uniforms | 225 | 350 | 350 | 350 |
| Miscellaneous | - | - | - | - |
| Vehicle Maintenance/Repairs | - | - | - | - |
| Equipment Maintenance/Repairs | - | - | - | - |
| Building Maintenance/Repairs | - | - | - | - |
| Landscaping & Greenspace Maintenance | - | - | - | - |
| Street Maintenance | - | - | - | - |
| Drainage Work | - | - | - | - |
| Committees - Communications | 62 | 2,000 | 500 | 1,000 |
| Committees - Planning & Zoning | 595 | 1,000 | 250 | 1,000 |
| Committee - Board of Adjustments | 172 | 1,000 | 200 | 1,000 |
| Committee - Audit | - | - | - | 1,000 |
| Urban Wildlife | 961 | 1,000 | 891 | 1,000 |
| Donations & Grants | - | 1,000 | - | 1,000 |
| Court Technology | - | - | - | - |
| Total Supplies, Maintenance & Operations Costs | 2,329 | 6,350 | 2,191 | 6,350 |
| | | | | |
| Services | | | | |
| Professional Services | - | - | 8,100 | 8,100 |
| Dues/Subscriptions | - | 2,800 | 2,775 | 2,800 |
| Training/Seminars & Related Travel | 432 | 7,000 | 4,250 | 7,000 |
| Meetings and Related Travel | 1,862 | 6,200 | 1,450 | 6,200 |
| Elections | - | - | - | - |
| Investigations | - | - | - | - |
| Leose Training | - | - | - | - |
| Asset Forfeiture | - | - | - | - |
| Public Relations | 6,758 | 8,000 | 7,285 | 250 |
| Employee Appreciation | - | - | - | - |
| Employment Costs | - | - | - | - |
| Recording/Reporting/History | - | - | - | - |
| Total Services Costs | 9,052 | 24,000 | 23,860 | 24,350 |
| | | | | |
| Shared Services | | | | |
| Facility Contracts & Services | - | - | - | - |
| Tech/Internet/Software Maintenance | - | - | - | - |
| Postage | - | - | - | - |
| General Liability Insurance | - | - | - | - |
| Electricity | - | - | - | - |
| Phone/Cable/Alarms | - | - | - | - |
| Total Shared Services Costs | - | - | - | - |
| | | | | |
| Capital Outlay & Transfers | | | | |
| Land/Land Improvement | - | - | - | - |
| Building/Building Improvement | - | - | - | - |
| Infrastructure | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | - | - | - | - |
| Transfer to Cap Improv Fund 02 | - | - | - | - |
| Transfer to GF Veh/Equip F 31 | - | - | - | - |
| Total Capital Outlay & Transfers Costs | - | - | - | - |
| | | | | |
| Total Departmental Budget | 11,382 | 30,350 | 26,050 | 30,700 |

# ADMINISTRATION OPERATIONAL BUDGET FY 2020-21

| Expenditure Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Personnel | | | | |
| Salaries | 265,705 | 375,002 | 326,781 | 348,051 |
| Overtime | - | 235 | 144 | 235 |
| Taxes - Social Security | 15,089 | 23,265 | 18,391 | 21,594 |
| Taxes - Medicare | 3,845 | 5,441 | 4,859 | 5,050 |
| Taxes SUTA/FUTA | 18 | 900 | 447 | 675 |
| Workmans' Compensation | 791 | 1,544 | 906 | 1,566 |
| Retirement | 32,568 | 44,475 | 39,590 | 40,915 |
| Health Insurance | 22,536 | 39,969 | 29,573 | 31,819 |
| Uniform Allowance | - | - | - | - |
| Car Allowance | 7,200 | 7,200 | 7,200 | 7,200 |
| Relocation Allowance | - | - | - | - |
| Total Personnel Costs | 347,752 | 498,031 | 427,890 | 457,105 |
| | | | | |
| Supplies, Maintenance & Operations | | | | |
| Supplies and Consumables | 398 | 650 | 650 | 750 |
| Minor Equipment and Furniture | 3,072 | 2,900 | 500 | 500 |
| Fuel | 88 | 300 | 300 | 300 |
| Uniforms | 69 | 250 | 250 | 250 |
| Miscellaneous | - | - | - | - |
| Vehicle Maintenance/Repairs | - | - | - | - |
| Equipment Maintenance/Repairs | - | - | - | - |
| Building Maintenance/Repairs | - | - | - | - |
| Landscaping & Greenspace Maintenance | - | - | - | - |
| Street Maintenance | - | - | - | - |
| Drainage Work | - | - | - | - |
| Committees - Other | - | - | - | - |
| Committees - Planning & Zoning | - | - | - | - |
| Committee - Board of Adjustments | - | - | - | - |
| Urban Wildlife | - | - | - | - |
| Donations & Grants | - | - | - | - |
| Court Technology | - | - | - | - |
| Total Supplies, Maintenance & Operations Costs | 3,627 | 4,100 | 1,700 | 1,800 |
| | | | | |
| Services | | | | |
| Professional Services | 135,290 | 100,000 | 100,000 | 100,000 |
| Dues/Subscriptions | 3,495 | 2,390 | 2,390 | 2,310 |
| Training/Seminars & Related Travel | 2,650 | 15,320 | 6,320 | 17,270 |
| Meetings and Related Travel | 1,218 | 5,345 | 1,345 | 5,595 |
| Elections | - | - | - | - |
| Investigations | - | - | - | - |
| Leose Training | - | - | - | - |
| Asset Forfeiture | - | - | - | - |
| Public Relations | - | - | - | - |
| Employee Appreciation | - | 250 | 190 | 250 |
| Employment Costs | - | - | - | - |
| Recording/Reporting/History | - | - | - | - |
| Total Services Costs | 142,652 | 123,305 | 110,245 | 125,425 |
| | | | | |
| Shared Services | | | | |
| Facility Contracts & Services | - | - | - | - |
| Tech/Internet/Software Maintenance | - | - | - | - |
| Postage | - | - | - | - |
| General Liability Insurance | - | - | - | - |
| Electricity | - | - | - | - |
| Phone/Cable/Alarms | - | - | - | - |
| Total Shared Services Costs | - | - | - | - |
| | | | | |
| Capital Outlay & Transfers | | | | |
| Land/Land Improvement | - | - | - | - |
| Building/Building Improvement | - | - | - | - |
| Infrastructure | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | - | - | - | 24,000 |
| Transfer to Cap Improv Fund 02 | - | - | - | - |
| Transfer to GF Veh/Equip F 31 | - | - | - | - |
| Total Capital Outlay & Transfers Costs | - | - | - | 24,000 |
| | | | | |
| Total Departmental Budget | 494,031 | 625,436 | 539,835 | 608,330 |

# City Secretary Operational Budget FY 2020-21

| Expenditure Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Personnel | | | | |
| Salaries | 93,226 | 113,389 | 106,881 | 124,622 |
| Overtime | 64 | - | - | - |
| Taxes - Social Security | 5,392 | 7,030 | 6,642 | 7,727 |
| Taxes - Medicare | 1,261 | 1,644 | 1,553 | 1,807 |
| Taxes SUTA/FUTA | 18 | 450 | 288 | 450 |
| Workmans' Compensation | 337 | 489 | 287 | 561 |
| Retirement | 11,136 | 13,439 | 12,667 | 14,640 |
| Health Insurance | 18,535 | 18,841 | 15,720 | 19,005 |
| Uniform Allowance | - | - | - | - |
| Car Allowance | - | - | - | - |
| Relocation Allowance | - | - | - | - |
| Total Personnel Costs | 129,970 | 155,283 | 144,039 | 168,811 |
| | | | | |
| Supplies, Maintenance & Operations | | | | |
| Supplies and Consumables | 923 | 1,150 | 1,150 | 1,250 |
| Minor Equipment and Furniture | 2,980 | 200 | 224 | 200 |
| Fuel | - | - | - | - |
| Uniforms | 126 | 100 | 100 | 100 |
| Miscellaneous | 23 | 481 | 481 | 494 |
| Vehicle Maintenance/Repairs | - | - | - | - |
| Equipment Maintenance/Repairs | - | - | - | - |
| Building Maintenance/Repairs | - | - | - | - |
| Landscaping & Greenspace Maintenance | - | - | - | - |
| Street Maintenance | - | - | - | - |
| Drainage Work | - | - | - | - |
| Committees - Other | - | - | - | - |
| Committees - Planning & Zoning | - | - | - | - |
| Committee - Board of Adjustments | - | - | - | - |
| Urban Wildlife | - | - | - | - |
| Donations & Grants | - | - | - | - |
| Court Technology | - | - | - | - |
| Total Supplies, Maintenance & Operations Costs | 4,053 | 1,931 | 1,955 | 2,044 |
| | | | | |
| Services | | | | |
| Professional Services | 6,991 | 5,000 | 3,000 | 16,895 |
| Dues/Subscriptions | 2,826 | 912 | 715 | 512 |
| Training/Seminars & Related Travel | 2,766 | 6,789 | 4,041 | 5,550 |
| Meetings and Related Travel | 219 | 1,326 | 226 | 1,528 |
| Elections | 1,028 | 10,000 | - | 20,000 |
| Investigations | - | - | - | - |
| Leose Training | - | - | - | - |
| Asset Forfeiture | - | - | - | - |
| Public Relations | - | - | - | - |
| Employee Appreciation | - | 100 | 100 | 100 |
| Employment Costs | - | - | - | - |
| Recording/Reporting/History | 2,993 | 3,000 | 2,500 | 3,000 |
| Total Services Costs | 16,822 | 27,127 | 10,582 | 47,585 |
| | | | | |
| Shared Services | | | | |
| Facility Contracts & Services | - | - | - | - |
| Tech/Internet/Software Maintenance | - | - | - | - |
| Postage | - | - | - | - |
| General Liability Insurance | - | - | - | - |
| Electricity | - | - | - | - |
| Phone/Cable/Alarms | - | - | - | - |
| Total Shared Services Costs | - | - | - | - |
| | | | | |
| Capital Outlay & Transfers | | | | |
| Land/Land Improvement | - | - | - | - |
| Building/Building Improvement | - | - | - | - |
| Infrastructure | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | - | - | - | - |
| Transfer to Cap Improv Fund 02 | - | - | - | - |
| Transfer to GF Veh/Equip F 31 | - | - | - | - |
| Total Capital Outlay & Transfers Costs | - | - | - | - |
| | | | | |
| Total Departmental Budget | 150,844 | 184,341 | 156,576 | 218,440 |

# HUMAN RESOURCES AND COMMUNICATIONS OPERATIONAL BUDGET FY 2020-21

| Expenditure Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Personnel | | | | |
| Salaries | 55,662 | 117,603 | 104,757 | 128,794 |
| Overtime | - | - | - | - |
| Taxes - Social Security | 3,363 | 7,291 | 6,589 | 7,985 |
| Taxes - Medicare | 787 | 1,705 | 1,541 | 1,868 |
| Taxes SUTA/FUTA | 9 | 450 | 288 | 450 |
| Workmans' Compensation | 230 | 512 | 300 | 580 |
| Retirement | 6,644 | 13,939 | 12,415 | 15,130 |
| Health Insurance | 5,924 | 16,385 | 11,748 | 16,533 |
| Uniform Allowance | - | - | - | - |
| Car Allowance | - | - | - | - |
| Relocation Allowance | - | - | - | - |
| Total Personnel Costs | 72,618 | 157,885 | 137,639 | 171,340 |
| | | | | |
| Supplies, Maintenance & Operations | | | | |
| Supplies and Consumables | 719 | 1,700 | 1,700 | 2,200 |
| Minor Equipment and Furniture | 3,285 | 3,700 | 3,700 | 1,200 |
| Fuel | - | - | - | - |
| Uniforms | 57 | 100 | 114 | 100 |
| Miscellaneous | - | - | - | - |
| Vehicle Maintenance/Repairs | - | - | - | - |
| Equipment Maintenance/Repairs | - | - | - | - |
| Building Maintenance/Repairs | - | - | - | - |
| Landscaping & Greenspace Maintenance | - | - | - | - |
| Street Maintenance | - | - | - | - |
| Drainage Work | - | - | - | - |
| Committees - Other | - | - | - | - |
| Committees - Planning & Zoning | - | - | - | - |
| Committee - Board of Adjustments | - | - | - | - |
| Urban Wildlife | - | - | - | - |
| Donations & Grants | - | - | - | - |
| Court Technology | - | - | - | - |
| Total Supplies, Maintenance & Operations Costs | 4,060 | 5,500 | 5,514 | 3,500 |
| | | | | |
| Services | | | | |
| Professional Services | 8,752 | - | - | - |
| Dues/Subscriptions | 1,044 | 1,755 | 1,708 | 1,902 |
| Training/Seminars & Related Travel | 9,309 | 3,663 | 3,980 | 27,763 |
| Meetings and Related Travel | - | 300 | 494 | 900 |
| Elections | - | - | - | - |
| Investigations | - | - | - | - |
| Leose Training | - | - | - | - |
| Asset Forfeiture | - | - | - | - |
| Public Relations | 11,042 | 32,700 | 2,251 | 38,450 |
| Employee Appreciation | 4,022 | 12,370 | 12,370 | 9,370 |
| Employment Costs | 1,950 | 3,000 | 3,000 | 4,450 |
| Recording/Reporting/History | - | - | - | - |
| Total Services Costs | 36,119 | 53,788 | 23,803 | 82,835 |
| | | | | |
| Shared Services | | | | |
| Facility Contracts & Services | - | - | - | - |
| Tech/Internet/Software Maintenance | - | - | - | - |
| Postage | - | - | - | - |
| General Liability Insurance | - | - | - | - |
| Electricity | - | - | - | - |
| Phone/Cable/Alarms | - | - | - | - |
| Total Shared Services Costs | - | - | - | - |
| | | | | |
| Capital Outlay & Transfers | | | | |
| Land/Land Improvement | - | - | - | - |
| Building/Building Improvement | - | - | - | - |
| Infrastructure | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | - | - | - | - |
| Transfer to Cap Improv Fund 02 | - | - | - | - |
| Transfer to GF Veh/Equip F 31 | - | - | - | - |
| Total Capital Outlay & Transfers Costs | - | - | - | - |
| | | | | |
| Total Departmental Budget | 112,798 | 217,172 | 166,956 | 257,674 |

# FINANCE OPERATIONAL BUDGET FY 2020-21

| Expenditure Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Personnel | | | | |
| Salaries | 144,575 | 231,250 | 212,182 | 199,715 |
| Overtime | 28 | 231 | 200 | 231 |
| Taxes - Social Security | 8,696 | 14,352 | 12,995 | 12,397 |
| Taxes - Medicare | 2,034 | 3,356 | 3,039 | 2,899 |
| Taxes SUTA/FUTA | 18 | 675 | 409 | 563 |
| Workmans' Compensation | 524 | 1,000 | 587 | 899 |
| Retirement | 17,240 | 27,436 | 24,632 | 23,489 |
| Health Insurance | 10,786 | 21,693 | 19,879 | 18,054 |
| Uniform Allowance | - | - | - | - |
| Car Allowance | - | - | - | - |
| Relocation Allowance | - | - | - | - |
| Total Personnel Costs | 183,901 | 299,993 | 273,923 | 258,246 |
| | | | | |
| Supplies, Maintenance & Operations | | | | |
| Supplies and Consumables | 1,000 | 1,425 | 1,425 | 1,325 |
| Minor Equipment and Furniture | 4,496 | 600 | 600 | 500 |
| Fuel | - | - | - | - |
| Uniforms | 105 | 300 | 300 | 250 |
| Miscellaneous | - | - | - | - |
| Vehicle Maintenance/Repairs | - | - | - | - |
| Equipment Maintenance/Repairs | - | - | - | - |
| Building Maintenance/Repairs | - | - | - | - |
| Landscaping & Greenspace Maintenance | - | - | - | - |
| Street Maintenance | - | - | - | - |
| Drainage Work | - | - | - | - |
| Committees - Other | - | - | - | - |
| Committees - Planning & Zoning | - | - | - | - |
| Committee - Board of Adjustments | - | - | - | - |
| Urban Wildlife | - | - | - | - |
| Donations & Grants | - | - | - | - |
| Court Technology | - | - | - | - |
| Total Supplies, Maintenance & Operations Costs | 5,601 | 2,325 | 2,325 | 2,075 |
| | | | | |
| Services | | | | |
| Professional Services | 72,005 | 78,835 | 79,174 | 78,836 |
| Dues/Subscriptions | 610 | 1,430 | 1,430 | 1,430 |
| Training/Seminars & Related Travel | 4,329 | 10,900 | 8,700 | 7,900 |
| Meetings and Related Travel | - | 500 | 500 | 400 |
| Elections | - | - | - | - |
| Investigations | - | - | - | - |
| Leose Training | - | - | - | - |
| Asset Forfeiture | - | - | - | - |
| Public Relations | - | - | - | - |
| Employee Appreciation | - | 300 | 300 | 250 |
| Employment Costs | - | - | - | - |
| Recording/Reporting/History | - | - | - | - |
| Total Services Costs | 76,943 | 91,965 | 90,104 | 88,816 |
| | | | | |
| Shared Services | | | | |
| Facility Contracts & Services | - | - | - | - |
| Tech/Internet/Software Maintenance | - | - | - | - |
| Postage | - | - | - | - |
| General Liability Insurance | - | - | - | - |
| Electricity | - | - | - | - |
| Phone/Cable/Alarms | - | - | - | - |
| Total Shared Services Costs | - | - | - | - |
| | | | | |
| Capital Outlay & Transfers | | | | |
| Land/Land Improvement | - | - | - | - |
| Building/Building Improvement | - | - | - | - |
| Infrastructure | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | - | - | - | - |
| Transfer to Cap Improv Fund 02 | - | - | - | - |
| Transfer to GF Veh/Equip F 31 | - | - | - | - |
| Total Capital Outlay & Transfers Costs | - | - | - | - |
| | | | | |
| Total Departmental Budget | 266,445 | 394,283 | 366,352 | 349,137 |

# INFORMATION TECHNOLOGY OPERATIONAL BUDGET FY 2020-21

| Expenditure Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Personnel | | | | |
| Salaries | - | - | - | 75,852 |
| Overtime | - | - | - | - |
| Taxes - Social Security | - | - | - | 4,703 |
| Taxes - Medicare | - | - | - | 1,100 |
| Taxes SUTA/FUTA | - | - | - | 225 |
| Workmans' Compensation | - | - | - | 341 |
| Retirement | - | - | - | 8,911 |
| Health Insurance | - | - | - | 7,469 |
| Uniform Allowance | - | - | - | - |
| Car Allowance | - | - | - | - |
| Relocation Allowance | - | - | - | - |
| Total Personnel Costs | - | - | - | 98,601 |
| | | | | |
| Supplies, Maintenance & Operations | | | | |
| Supplies and Consumables | - | - | - | 200 |
| Minor Equipment and Furniture | - | - | - | 200 |
| Fuel | - | - | - | - |
| Uniforms | - | - | - | 100 |
| Miscellaneous | - | - | - | - |
| Vehicle Maintenance/Repairs | - | - | - | - |
| Equipment Maintenance/Repairs | - | - | - | - |
| Building Maintenance/Repairs | - | - | - | - |
| Landscaping & Greenspace Maintenance | - | - | - | - |
| Street Maintenance | - | - | - | - |
| Drainage Work | - | - | - | - |
| Committees - Other | - | - | - | - |
| Committees - Planning & Zoning | - | - | - | - |
| Committee - Board of Adjustments | - | - | - | - |
| Urban Wildlife | - | - | - | - |
| Donations & Grants | - | - | - | - |
| Court Technology | - | - | - | - |
| Total Supplies, Maintenance & Operations Costs | - | - | - | 500 |
| | | | | |
| Services | | | | |
| Professional Services | - | - | - | - |
| Dues/Subscriptions | - | - | - | - |
| Training/Seminars & Related Travel | - | - | - | 11,300 |
| Meetings and Related Travel | - | - | - | 100 |
| Elections | - | - | - | - |
| Investigations | - | - | - | - |
| Leose Training | - | - | - | - |
| Asset Forfeiture | - | - | - | - |
| Public Relations | - | - | - | - |
| Employee Appreciation | - | - | - | 100 |
| Employment Costs | - | - | - | - |
| Recording/Reporting/History | - | - | - | - |
| Total Services Costs | - | - | - | 11,500 |
| | | | | |
| Shared Services | | | | |
| Facility Contracts & Services | - | - | - | 18,568 |
| Tech/Internet/Software Maintenance | - | - | - | 178,355 |
| Postage | - | - | - | - |
| General Liability Insurance | - | - | - | - |
| Electricity | - | - | - | - |
| Phone/Cable/Alarms | - | - | - | 36,752 |
| Total Shared Services Costs | - | - | - | 233,675 |
| | | | | |
| Capital Outlay & Transfers | | | | |
| Land/Land Improvement | - | - | - | - |
| Building/Building Improvement | - | - | - | - |
| Infrastructure | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | - | - | - | - |
| Transfer to Cap Improv Fund 02 | - | - | - | - |
| Transfer to GF Veh/Equip F 31 | - | - | - | - |
| Total Capital Outlay & Transfers Costs | - | - | - | - |
| | | | | |
| Total Departmental Budget | - | - | - | 344,275 |

# MUNICIPAL COURT OPERATIONAL BUDGET FY 2020-21

| Expenditure Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Personnel | | | | |
| Salaries | 93,045 | 103,468 | 103,459 | 109,096 |
| Overtime | - | 458 | 200 | 458 |
| Taxes - Social Security | 5,673 | 6,443 | 6,537 | 6,792 |
| Taxes - Medicare | 1,327 | 1,507 | 1,529 | 1,589 |
| Taxes SUTA/FUTA | 18 | 450 | 289 | 450 |
| Workmans' Compensation | 326 | 439 | 258 | 491 |
| Retirement | 11,097 | 12,318 | 12,262 | 12,870 |
| Health Insurance | 12,946 | 14,447 | 13,641 | 14,565 |
| Uniform Allowance | - | - | - | - |
| Car Allowance | - | - | - | - |
| Relocation Allowance | - | - | - | - |
| Total Personnel Costs | 124,431 | 139,531 | 138,175 | 146,311 |
| Supplies, Maintenance & Operations | | | | |
| Supplies and Consumables | 1,490 | 2,200 | 1,800 | 2,200 |
| Minor Equipment and Furniture | - | 1,400 | 1,003 | 200 |
| Fuel | - | - | - | - |
| Uniforms | 96 | 100 | 100 | 100 |
| Miscellaneous | - | - | - | - |
| Vehicle Maintenance/Repairs | - | - | - | - |
| Equipment Maintenance/Repairs | - | - | - | - |
| Building Maintenance/Repairs | - | - | - | - |
| Landscaping & Greenspace Maintenance | - | - | - | - |
| Street Maintenance | - | - | - | - |
| Drainage Work | - | - | - | - |
| Committees - Other | - | - | - | - |
| Committees - Planning & Zoning | - | - | - | - |
| Committee - Board of Adjustments | - | - | - | - |
| Urban Wildlife | - | - | - | - |
| Donations & Grants | - | - | - | - |
| Court Technology | 8,919 | - | 1,399 | 6,050 |
| Court Security | 1,601 | - | - | 10,000 |
| Total Supplies, Maintenance & Operations Costs | 12,106 | 3,700 | 4,302 | 18,550 |
| Services | | | | |
| Professional Services | 19,396 | 58,230 | 46,000 | 58,230 |
| Dues/Subscriptions | 190 | 800 | 110 | 800 |
| Training/Seminars & Related Travel | 2,199 | 2,000 | 841 | 3,000 |
| Meetings and Related Travel | - | 500 | 100 | 500 |
| Elections | - | - | - | - |
| Investigations | - | - | - | - |
| Leose Training | - | - | - | - |
| Asset Forfeiture | - | - | - | - |
| Public Relations | - | - | - | - |
| Employee Appreciation | - | 100 | 60 | 100 |
| Employment Costs | - | - | - | - |
| Recording/Reporting/History | - | - | - | - |
| Total Services Costs | 21,785 | 61,630 | 47,111 | 62,630 |
| Shared Services | | | | |
| Facility Contracts & Services | - | - | - | - |
| Tech/Internet/Software Maintenance | - | - | - | - |
| Postage | - | - | - | - |
| General Liability Insurance | - | - | - | - |
| Electricity | - | - | - | - |
| Phone/Cable/Alarms | - | - | - | - |
| Total Shared Services Costs | - | - | - | - |
| Capital Outlay & Transfers | | | | |
| Land/Land Improvement | - | - | - | - |
| Building/Building Improvement | - | - | - | - |
| Infrastructure | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | - | - | - | - |
| Transfer to Cap Improv Fund 02 | - | - | - | - |
| Transfer to GF Veh/Equip F 31 | - | - | - | - |
| Total Capital Outlay & Transfers Costs | - | - | - | - |
| Total Departmental Budget | 158,322 | 204,861 | 189,588 | 227,491 |

# PUBLIC SAFETY OPERATIONAL BUDGET FY 2020-21

| Expenditure Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Personnel | | | | |
| Salaries | 1,474,609 | 1,625,186 | 1,459,428 | 1,733,121 |
| Overtime | 27,650 | 24,722 | 25,982 | 22,395 |
| Taxes - Social Security | 92,333 | 102,294 | 94,490 | 108,842 |
| Taxes - Medicare | 21,594 | 23,924 | 22,099 | 25,455 |
| Taxes SUTA/FUTA | 251 | 6,300 | 3,851 | 6,300 |
| Workmans' Compensation | 41,100 | 69,329 | 40,683 | 73,137 |
| Retirement | 181,464 | 195,555 | 177,121 | 206,229 |
| Health Insurance | 215,560 | 243,435 | 212,777 | 244,951 |
| Uniform Allowance | 16,800 | 20,800 | 20,800 | 26,000 |
| Car Allowance | - | - | - | - |
| Relocation Allowance | - | - | - | - |
| Total Personnel Costs | 2,071,361 | 2,311,546 | 2,057,232 | 2,446,431 |
| | | | | |
| Supplies, Maintenance & Operations | | | | |
| Supplies and Consumables | 4,022 | 4,000 | 4,000 | 4,000 |
| Minor Equipment and Furniture | 11,523 | 30,950 | 30,950 | 27,960 |
| Fuel | 36,000 | 30,000 | 30,000 | 30,000 |
| Uniforms | 8,798 | 12,000 | 12,000 | 15,720 |
| Miscellaneous | 1,605 | - | - | - |
| Vehicle Maintenance/Repairs | 17,531 | 17,000 | 19,983 | 23,550 |
| Equipment Maintenance/Repairs | - | - | - | - |
| Building Maintenance/Repairs | - | - | - | - |
| Landscaping & Greenspace Maintenance | - | - | - | - |
| Street Maintenance | - | - | - | - |
| Drainage Work | - | - | - | - |
| Committees - Other | - | - | - | - |
| Committees - Planning & Zoning | - | - | - | - |
| Committee - Board of Adjustments | - | - | - | - |
| Urban Wildlife | - | - | - | - |
| Donations & Grants | - | - | - | - |
| Court Technology | - | - | - | - |
| Total Supplies, Maintenance & Operations Costs | 79,479 | 93,950 | 96,933 | 101,230 |
| | | | | |
| Services | | | | |
| Professional Services | 516,870 | 518,767 | 519,821 | 521,887 |
| Dues/Subscriptions | 2,883 | 5,200 | 3,850 | 3,950 |
| Training/Seminars & Related Travel | 9,881 | 10,850 | 10,850 | 14,000 |
| Meetings and Related Travel | 683 | 2,500 | 500 | 2,500 |
| Elections | - | - | - | - |
| Investigations | 10,805 | 8,900 | 8,900 | 15,000 |
| Leose Training | - | 1,700 | - | 4,000 |
| Asset Forfeiture | - | - | - | - |
| Public Relations | 4,372 | 5,454 | 3,454 | 7,507 |
| Employee Appreciation | - | 1,400 | 1,400 | 1,400 |
| Employment Costs | - | - | - | - |
| Recording/Reporting/History | - | - | - | - |
| Total Services Costs | 545,494 | 554,771 | 548,775 | 570,244 |
| | | | | |
| Shared Services | | | | |
| Facility Contracts & Services | - | - | - | - |
| Tech/Internet/Software Maintenance | - | - | - | - |
| Postage | - | - | - | - |
| General Liability Insurance | - | - | - | - |
| Electricity | - | - | - | - |
| Phone/Cable/Alarms | - | - | - | - |
| Total Shared Services Costs | - | - | - | - |
| | | | | |
| Capital Outlay & Transfers | | | | |
| Land/Land Improvement | - | - | - | - |
| Building/Building Improvement | - | - | - | - |
| Infrastructure | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | 75,142 | 177,806 | 183,389 | 216,000 |
| Transfer to Cap Improv Fund 02 | - | - | - | - |
| Transfer to GF Veh/Equip F 31 | - | - | - | - |
| Total Capital Outlay & Transfers Costs | 75,142 | 177,806 | 183,389 | 216,000 |
| | | | | |
| Total Departmental Budget | 2,771,476 | 3,138,072 | 2,886,329 | 3,333,905 |

# MAINTENANCE OPERATIONAL BUDGET FY 2020-21

| Expenditure Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Personnel | | | | |
| Salaries | 226,563 | 286,552 | 269,770 | 299,617 |
| Overtime | 1,526 | 1,002 | 1,514 | 975 |
| Taxes - Social Security | 13,946 | 17,828 | 16,775 | 18,637 |
| Taxes - Medicare | 3,262 | 4,170 | 3,924 | 4,359 |
| Taxes SUTA/FUTA | 68 | 1,688 | 1,110 | 1,688 |
| Workmans' Compensation | 15,066 | 23,518 | 13,830 | 22,063 |
| Retirement | 27,218 | 34,082 | 32,731 | 35,312 |
| Health Insurance | 51,846 | 62,677 | 64,558 | 62,943 |
| Uniform Allowance | - | - | - | - |
| Car Allowance | - | - | - | - |
| Relocation Allowance | - | - | - | - |
| Total Personnel Costs | 339,495 | 431,517 | 404,212 | 445,592 |
| | | | | |
| Supplies, Maintenance & Operations | | | | |
| Supplies and Consumables | 2,422 | 6,100 | 6,100 | 3,800 |
| Minor Equipment and Furniture | 10,520 | 10,800 | 10,800 | 10,800 |
| Fuel | 9,335 | 10,200 | 10,200 | 10,200 |
| Uniforms | 5,873 | 6,275 | 6,275 | 6,275 |
| Miscellaneous | - | 200 | 200 | 200 |
| Vehicle Maintenance/Repairs | 5,955 | 12,000 | 12,000 | 8,000 |
| Equipment Maintenance/Repairs | 18,434 | 5,580 | 8,288 | 12,300 |
| Building Maintenance/Repairs | 15,214 | 15,480 | 21,168 | 15,300 |
| Landscaping & Greenspace Maintenance | 2,128 | 5,000 | 3,000 | 5,000 |
| Street Maintenance | - | 31,000 | 27,000 | 33,000 |
| Drainage Work | 213 | 5,000 | 2,905 | 5,000 |
| Committees - Other | - | - | - | - |
| Committees - Planning & Zoning | - | - | - | - |
| Committee - Board of Adjustments | - | - | - | - |
| Urban Wildlife | - | - | - | - |
| Donations & Grants | - | - | - | - |
| Court Technology | - | - | - | - |
| Total Supplies, Maintenance & Operations Costs | 70,094 | 107,635 | 107,936 | 109,875 |
| | | | | |
| Services | | | | |
| Professional Services | - | - | - | - |
| Dues/Subscriptions | 14 | 600 | 600 | 600 |
| Training/Seminars & Related Travel | 3,076 | 8,541 | 3,541 | 8,541 |
| Meetings and Related Travel | 362 | 100 | 100 | 100 |
| Elections | - | - | - | - |
| Investigations | - | - | - | - |
| Leose Training | - | - | - | - |
| Asset Forfeiture | - | - | - | - |
| Public Relations | - | - | - | - |
| Employee Appreciation | - | 400 | 400 | 400 |
| Employment Costs | - | - | - | - |
| Recording/Reporting/History | - | - | - | - |
| Total Services Costs | 3,452 | 9,641 | 4,641 | 9,641 |
| | | | | |
| Shared Services | | | | |
| Facility Contracts & Services | - | - | - | - |
| Tech/Internet/Software Maintenance | - | - | - | - |
| Postage | - | - | - | - |
| General Liability Insurance | - | - | - | - |
| Electricity | - | - | - | - |
| Phone/Cable/Alarms | - | - | - | - |
| Total Shared Services Costs | - | - | - | - |
| | | | | |
| Capital Outlay & Transfers | | | | |
| Land/Land Improvement | - | - | - | - |
| Building/Building Improvement | - | - | - | - |
| Infrastructure | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | 148,233 | 173,890 | 292,259 | - |
| Transfer to Cap Improv Fund 02 | - | - | - | - |
| Transfer to GF Veh/Equip F 31 | - | - | - | - |
| Total Capital Outlay & Transfers Costs | 148,233 | 173,890 | 292,259 | - |
| | | | | |
| Total Departmental Budget | 561,274 | 722,683 | 809,048 | 565,108 |

# Building Codes Operational Budget FY 2020-21

| Expenditure Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Personnel | | | | |
| Salaries | 163,542 | 174,828 | 171,407 | 184,642 |
| Overtime | 248 | 173 | 100 | 173 |
| Taxes - Social Security | 9,915 | 10,850 | 10,808 | 11,459 |
| Taxes - Medicare | 2,319 | 2,538 | 2,528 | 2,680 |
| Taxes SUTA/FUTA | 27 | 675 | 432 | 675 |
| Workmans' Compensation | 915 | 1,511 | 887 | 1,663 |
| Retirement | 19,548 | 20,742 | 20,316 | 21,711 |
| Health Insurance | 24,637 | 25,290 | 24,507 | 25,442 |
| Uniform Allowance | - | - | - | - |
| Car Allowance | - | - | - | - |
| Relocation Allowance | - | - | - | - |
| Total Personnel Costs | 221,151 | 236,608 | 230,984 | 248,445 |
| Supplies, Maintenance & Operations | | | | |
| Supplies and Consumables | 619 | 450 | 450 | 450 |
| Minor Equipment and Furniture | 1,369 | 2,200 | 1,600 | 300 |
| Fuel | 1,225 | 1,300 | 1,300 | 1,300 |
| Uniforms | 119 | 530 | 300 | 530 |
| Miscellaneous | 128 | - | - | - |
| Vehicle Maintenance/Repairs | - | - | - | - |
| Equipment Maintenance/Repairs | - | - | - | - |
| Building Maintenance/Repairs | - | - | - | - |
| Landscaping & Greenspace Maintenance | - | - | - | - |
| Street Maintenance | - | - | - | - |
| Drainage Work | - | - | - | - |
| Committees - Other | - | - | - | - |
| Committees - Planning & Zoning | - | - | - | - |
| Committee - Board of Adjustments | - | - | - | - |
| Urban Wildlife | - | - | - | - |
| Donations & Grants | - | - | - | - |
| Court Technology | - | - | - | - |
| Total Supplies, Maintenance & Operations Costs | 3,460 | 4,480 | 3,650 | 2,580 |
| Services | | | | |
| Professional Services | 8,130 | 9,560 | 9,560 | 9,560 |
| Dues/Subscriptions | 265 | 290 | 290 | 290 |
| Training/Seminars & Related Travel | 2,397 | 4,075 | 1,307 | 4,075 |
| Meetings and Related Travel | 200 | 600 | 100 | 600 |
| Elections | - | - | - | - |
| Investigations | - | - | - | - |
| Leose Training | - | - | - | - |
| Asset Forfeiture | - | - | - | - |
| Public Relations | - | - | - | - |
| Employee Appreciation | - | 150 | 150 | 150 |
| Employment Costs | - | - | - | - |
| Recording/Reporting/History | - | - | - | - |
| Total Services Costs | 10,992 | 14,675 | 11,407 | 14,675 |
| Shared Services | | | | |
| Facility Contracts & Services | - | - | - | - |
| Tech/Internet/Software Maintenance | - | - | - | - |
| Postage | - | - | - | - |
| General Liability Insurance | - | - | - | - |
| Electricity | - | - | - | - |
| Phone/Cable/Alarms | - | - | - | - |
| Total Shared Services Costs | - | - | - | - |
| Capital Outlay & Transfers | | | | |
| Land/Land Improvement | - | - | - | - |
| Building/Building Improvement | - | - | - | - |
| Infrastructure | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | - | - | - | - |
| Transfer to Cap Improv Fund 02 | - | - | - | - |
| Transfer to GF Veh/Equip F 31 | - | - | - | - |
| Total Capital Outlay & Transfers Costs | - | - | - | - |
| Total Departmental Budget | 235,603 | 255,763 | 246,041 | 265,700 |

# ENGINEERING SERVICES OPERATIONAL BUDGET FY 2020-21

| Expenditure Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Personnel | | | | |
| Salaries | 186,977 | 226,787 | 194,736 | 230,742 |
| Overtime | 288 | 1,058 | 360 | 1,000 |
| Taxes - Social Security | 10,744 | 14,126 | 12,440 | 14,368 |
| Taxes - Medicare | 2,513 | 3,304 | 2,910 | 3,360 |
| Taxes SUTA/FUTA | 27 | 788 | 508 | 788 |
| Workmans' Compensation | 1,420 | 2,451 | 1,438 | 2,507 |
| Retirement | 22,345 | 27,005 | 23,100 | 27,224 |
| Health Insurance | 25,266 | 30,998 | 25,606 | 31,118 |
| Uniform Allowance | - | - | - | - |
| Car Allowance | - | - | - | - |
| Relocation Allowance | - | - | - | - |
| Total Personnel Costs | 249,578 | 306,516 | 261,099 | 311,106 |
| | | | | |
| Supplies, Maintenance & Operations | | | | |
| Supplies and Consumables | 2,804 | 6,495 | 5,295 | 11,255 |
| Minor Equipment and Furniture | 3,812 | 950 | 950 | 900 |
| Fuel | 1,403 | 1,301 | 1,301 | 1,301 |
| Uniforms | 715 | 1,140 | 1,140 | 1,865 |
| Miscellaneous | 183 | - | - | - |
| Vehicle Maintenance/Repairs | - | - | - | - |
| Equipment Maintenance/Repairs | - | - | - | - |
| Building Maintenance/Repairs | - | - | - | - |
| Landscaping & Greenspace Maintenance | - | - | - | - |
| Street Maintenance | - | 410,000 | 443,095 | 430,000 |
| Drainage Work | - | - | - | - |
| Committees - Other | - | - | - | - |
| Committees - Planning & Zoning | - | - | - | - |
| Committee - Board of Adjustments | - | - | - | - |
| Urban Wildlife | - | - | - | - |
| Donations & Grants | - | - | - | - |
| Court Technology | - | - | - | - |
| Total Supplies, Maintenance & Operations Costs | 8,916 | 419,887 | 451,782 | 445,321 |
| | | | | |
| Services | | | | |
| Professional Services | - | 15,000 | 15,000 | 195,775 |
| Dues/Subscriptions | 1,043 | 333 | 333 | 570 |
| Training/Seminars & Related Travel | 4,351 | 7,323 | 7,323 | 8,023 |
| Meetings and Related Travel | 241 | 900 | 900 | 900 |
| Elections | - | - | - | - |
| Investigations | - | - | - | - |
| Leose Training | - | - | - | - |
| Asset Forfeiture | - | - | - | - |
| Public Relations | - | - | - | - |
| Employee Appreciation | - | 350 | 350 | 350 |
| Employment Costs | - | - | - | - |
| Recording/Reporting/History | - | - | - | - |
| Total Services Costs | 5,634 | 23,905 | 23,905 | 205,618 |
| | | | | |
| Shared Services | | | | |
| Facility Contracts & Services | - | - | - | - |
| Tech/Internet/Software Maintenance | - | - | - | - |
| Postage | - | - | - | - |
| General Liability Insurance | - | - | - | - |
| Electricity | - | - | - | - |
| Phone/Cable/Alarms | - | - | - | - |
| Total Shared Services Costs | - | - | - | - |
| | | | | |
| Capital Outlay & Transfers | | | | |
| Land/Land Improvement | - | - | - | - |
| Building/Building Improvement | - | - | - | - |
| Infrastructure | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | - | - | - | - |
| Transfer to Cap Improv Fund 02 | - | - | - | - |
| Transfer to GF Veh/Equip F 31 | - | - | - | - |
| Total Capital Outlay & Transfers Costs | - | - | - | - |
| | | | | |
| Total Departmental Budget | 264,129 | 750,308 | 736,786 | 962,045 |

# CIVIC CENTER OPERATIONAL BUDGET FY 2020-21

| Expenditure Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Personnel | | | | |
| Salaries | - | - | - | - |
| Overtime | - | - | - | - |
| Taxes - Social Security | - | - | - | - |
| Taxes - Medicare | - | - | - | - |
| Taxes SUTA/FUTA | - | - | - | - |
| Workmans' Compensation | - | - | - | - |
| Retirement | - | - | - | - |
| Health Insurance | - | - | - | - |
| Uniform Allowance | - | - | - | - |
| Car Allowance | - | - | - | - |
| Relocation Allowance | - | - | - | - |
| Total Personnel Costs | - | - | - | - |
| | | | | |
| Supplies, Maintenance & Operations | | | | |
| Supplies and Consumables | - | - | - | 2,500 |
| Minor Equipment and Furniture | - | - | - | - |
| Fuel | - | - | - | - |
| Uniforms | - | - | - | - |
| Miscellaneous | - | - | - | - |
| Vehicle Maintenance/Repairs | - | - | - | - |
| Equipment Maintenance/Repairs | - | - | - | - |
| Building Maintenance/Repairs | - | - | - | - |
| Landscaping & Greenspace Maintenance | - | - | - | - |
| Street Maintenance | - | - | - | - |
| Drainage Work | - | - | - | - |
| Committees - Other | - | - | - | - |
| Committees - Planning & Zoning | - | - | - | - |
| Committee - Board of Adjustments | - | - | - | - |
| Urban Wildlife | - | - | - | - |
| Donations & Grants | - | - | - | - |
| Court Technology | - | - | - | - |
| Total Supplies, Maintenance & Operations Costs | - | - | - | 2,500 |
| | | | | |
| Services | | | | |
| Professional Services | - | - | - | - |
| Dues/Subscriptions | - | - | - | - |
| Training/Seminars & Related Travel | - | - | - | - |
| Meetings and Related Travel | - | - | - | - |
| Elections | - | - | - | - |
| Investigations | - | - | - | - |
| Leose Training | - | - | - | - |
| Asset Forfeiture | - | - | - | - |
| Public Relations | - | - | - | - |
| Employee Appreciation | - | - | - | - |
| Employment Costs | - | - | - | - |
| Recording/Reporting/History | - | - | - | - |
| Total Services Costs | - | - | - | - |
| | | | | |
| Shared Services | | | | |
| Facility Contracts & Services | - | - | - | - |
| Tech/Internet/Software Maintenance | - | - | - | - |
| Postage | - | - | - | - |
| General Liability Insurance | - | - | - | - |
| Electricity | - | - | - | 3,750 |
| Phone/Cable/Alarms | - | - | - | - |
| Total Shared Services Costs | - | - | - | 3,750 |
| | | | | |
| Capital Outlay & Transfers | | | | |
| Land/Land Improvement | - | - | - | - |
| Building/Building Improvement | - | - | - | - |
| Infrastructure | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | - | - | - | - |
| Transfer to Cap Improv Fund 02 | - | - | - | - |
| Transfer to GF Veh/Equip F 31 | - | - | - | - |
| Total Capital Outlay & Transfers Costs | - | - | - | - |
| | | | | |
| Total Departmental Budget | - | - | - | 6,250 |

# NON-DEPARTMENTAL AND SHARED OPERATIONAL BUDGET FY 2020-21

| Expenditure Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Personnel | | | | |
| Salaries | - | - | - | - |
| Overtime | - | - | - | - |
| Taxes - Social Security | - | - | - | - |
| Taxes - Medicare | - | - | - | - |
| Taxes SUTA/FUTA | - | - | - | - |
| Workmans' Compensation | - | - | - | - |
| Retirement | - | - | - | - |
| Health Insurance | - | - | - | - |
| Uniform Allowance | - | - | - | - |
| Car Allowance | - | - | - | - |
| Relocation Allowance | - | - | - | - |
| Total Personnel Costs | - | - | - | - |
| | | | | |
| Supplies, Maintenance & Operations | | | | |
| Supplies and Consumables | 6,184 | 6,000 | 6,000 | 6,000 |
| Minor Equipment and Furniture | - | - | - | - |
| Fuel | - | - | - | - |
| Uniforms | - | - | - | - |
| Miscellaneous | - | - | 30,000 | - |
| Vehicle Maintenance/Repairs | - | - | - | - |
| Equipment Maintenance/Repairs | - | - | - | - |
| Building Maintenance/Repairs | - | - | - | - |
| Landscaping & Greenspace Maintenance | - | - | - | - |
| Street Maintenance | - | - | - | - |
| Drainage Work | - | - | - | - |
| Committees - Other | - | - | - | - |
| Committees - Planning & Zoning | - | - | - | - |
| Committee - Board of Adjustments | - | - | - | - |
| Urban Wildlife | - | - | - | - |
| Donations & Grants | - | - | - | - |
| Court Technology | - | - | - | - |
| Total Supplies, Maintenance & Operations Costs | 6,184 | 6,000 | 36,000 | 6,000 |
| | | | | |
| Services | | | | |
| Professional Services | - | - | - | - |
| Dues/Subscriptions | - | - | - | - |
| Training/Seminars & Related Travel | - | - | - | - |
| Meetings and Related Travel | - | - | - | - |
| Elections | - | - | - | - |
| Investigations | - | - | - | - |
| Leose Training | - | - | - | - |
| Asset Forfeiture | - | - | - | - |
| Public Relations | - | - | - | - |
| Employee Appreciation | - | - | - | - |
| Employment Costs | - | - | - | - |
| Recording/Reporting/History | - | - | - | - |
| Total Services Costs | - | - | - | - |
| | | | | |
| Shared Services | | | | |
| Facility Contracts & Services | 28,694 | 50,777 | 50,777 | 39,799 |
| Tech/Internet/Software Maintenance | 153,992 | 156,481 | 156,481 | - |
| Postage | 3,095 | 9,500 | 5,000 | 10,125 |
| General Liability Insurance | 49,586 | 51,418 | 39,207 | 51,418 |
| Electricity | 34,981 | 32,700 | 31,000 | 32,700 |
| Phone/Cable/Alarms | 25,454 | 26,742 | 31,542 | - |
| Total Shared Services Costs | 295,801 | 327,617 | 314,007 | 134,042 |
| | | | | |
| Capital Outlay & Transfers | | | | |
| Land/Land Improvement | - | - | - | - |
| Building/Building Improvement | - | - | - | - |
| Infrastructure | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | 83,712 | - | - | - |
| Transfer to Cap Improv Fund 02 | 1,020,321 | 1,199,525 | 599,525 | 152,500 |
| Transfer to GF Veh/Equip F 31 | 215,503 | 230,492 | 230,492 | 290,493 |
| Total Capital Outlay & Transfers Costs | 1,319,536 | 1,430,017 | 830,017 | 442,993 |
| | | | | |
| Total Departmental Budget | 1,621,521 | 1,763,634 | 1,180,024 | 583,035 |

## Governmental Strategic Projects Fund

| | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Beginning Fund Balance | 223,508 | 955,378 | 1,110,229 | 1,006,190 |
| Revenues: | | | | |
| Grant Revenue | | | | 600,000 |
| Transfer from General Fund | 1,037,171 | 1,199,525 | 599,525 | 152,500 |
| Transfer from Bond Fund | | | | - |
| Total Revenue | 1,037,171 | 1,199,525 | 599,525 | 752,500 |
| | | | | |
| Financial Integrity | | | | |
| Revenue Projections | - | 10,000 | - | - |
| Internal Controls Framework | - | 55,000 | 55,000 | - |
| Stormwater Funding | - | 120,000 | 170,000 | - |
| Debt Review and Policy Implementation | - | 15,000 | - | - |
| Grants and Utilities Reporting Requirements | - | 10,000 | - | 10,000 |
| Financial Mangement Policy Review | - | 15,000 | - | - |
| Stormwater Utility cost center set-up | - | 50,000 | - | 50,000 |
| | | | | |
| Responsible Growth Mangement | | | | |
| Comprehensive Plan and Unified Development Code | - | 50,000 | 75,000 | - |
| FM 3351 Owners Representative and Project Manager | - | 75,000 | 12,340 | - |
| Project Development and Funding Plan for Drainage | - | 50,000 | 50,000 | - |
| Municipal Separate Storm Sewer Systm (MS4) | - | 5,000 | 5,000 | - |
| City Right of Way Beautification | - | - | - | 10,000 |
| Tree Preservation and Oak Wilt Program | - | - | - | 15,000 |
| | | | | |
| Reliable and Sustainable Infrastructure | | | | |
| City Civic Center | - | 600,000 | - | 600,000 |
| City Campus Renovation | - | 450,000 | 25,000 | 436,729 |
| Long-term road condition analysis (traffic studies and PCI, etc) | - | 80,000 | 35,000 | - |
| Amman Road | - | - | - | - |
| Roundabout | - | - | - | - |
| | | | | |
| Public Health, Safety, and Welfare | | | | |
| Public Safety Command Structure Program Review | - | 25,000 | - | 25,000 |
| Fire Services Program Review | - | 25,000 | - | 25,000 |
| Emergency Medical Services Program Review | - | 25,000 | - | 25,000 |
| | | | | |
| Operational Excellence | | | | |
| Compensation and Benefit Plan Study | - | 50,000 | 50,000 | - |
| Employee Handbook | - | 5,000 | 5,000 | - |
| HR Technology Upgrade | - | 32,000 | 31,954 | - |
| Learning and Development Training Program | - | 5,000 | 5,000 | - |
| Communications and Marketing Strategy | - | 5,000 | 5,000 | 29,000 |
| Records Management | - | 12,000 | 12,000 | - |
| IT Infrastruture projects | - | 50,000 | 50,000 | 166,185 |
| Public Communications Technology | - | - | - | - |
| City Records Digitization Program | - | - | - | 26,000 |
| Agenda and Minutes Software program | - | - | - | 10,000 |
| Ticketing with GIS compatibility | - | - | - | 12,500 |
| | | | | |
| Completed Projects | | | | |
| Master Land Use Plan | 60,000 | - | - | - |
| Master Drainage Plan | 14,164 | - | - | - |
| MS4 and SSO Permitting | 39,419 | - | - | - |
| | | | | |
| Capital Improvement | | | - | |
| Land/Land Improvement | - | - | - | - |
| Bldg/Bldg Improvement | 26,415 | - | - | - |
| Infrastructure | 10,451 | 110,669 | 110,669 | - |
| Furniture and Equipment (City Hall Renovation) | - | 22,600 | 6,600 | 261,000 |
| | | | | |
| Total Expenditures | 150,450 | 1,952,269 | 703,563 | 1,701,414 |
| Total Change in Fund Balance | 886,721 | (752,744) | (104,038) | (948,914) |
| Transfer to/(from) Allocated Fund Balance | - | - | - | (948,914) |
| Transfer to/(from) Unallocated Fund Balance | - | - | - | - |
| Total Change in Fund Balance | - | - | - | (948,914) |
| Ending Fund Balance | 1,110,229 | 202,634 | 1,006,191 | 57,276 |

# GOVERNMENTAL VEHICLE/EQUIPMENT REPLACEMENT FUND

The Governmental Vehicle/Equipment Replacement Fund is dedicated for the replacement of General 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.

## Equipment and Vehicle Replacement

| | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Revenues: | | | | |
| Transfer from General Fund | 215,503 | 230,492 | 230,492 | 290,493 |
| Transfer from Capital Improvement Fund | - | - | - | - |
| Transfer from other General Fund Departments | - | - | - | - |
| Interest Income on Investments | - | - | - | - |
| Total Revenue | 215,503 | 230,492 | 230,492 | 290,493 |
| Professional and Contractual Services | | | | |
| Maintenance Furniture | - | - | - | - |
| Maintenance Equipment | - | - | - | - |
| Patrol Vehicle | - | - | - | - |
| Transfer to General Fund for Purchases | 159,707 | 292,000 | 288,232 | 240,000 |
| Fund Balance | - | - | - | - |
| Total Professional and Contractual Services Costs | 159,707 | 292,000 | 288,232 | 240,000 |
| Net Budget | 55,796 | (61,508) | (57,740) | 50,493 |

**Programmed Replacements Funded by Equipment Replacement Fund**

| Programmed Purchase or Replacement | Funded From | Cost |
|---|---|---|
| Public Safety Vehicle replacement | Public Safety | 34,000 |
| Public Safety Vehicle replacement | Public Safety | 34,000 |
| Public Safety Vehicle outfitting | Public Safety | 22,000 |
| Public Safety Vehicle outfitting | Public Safety | 22,000 |
| Public Safety Building-Evidence Room HVAC | Public Safety | 70,000 |
| Animal Control Truck | Public Safety | 34,000 |
| Admin Vehicle | Administration | 24,000 |
| | | 240,000 |

## Governmental Debt Service Fund

| | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Revenues: | | | | |
| General Property-I & S | 555,837 | 550,931 | 548,962 | 548,653 |
| Delinquent Property | 1,341 | 3,000 | 2,590 | 3,000 |
| Penalty & Interest | 4,476 | 1,500 | 2,020 | 1,500 |
| Interest Income on Investments | 790 | 1,000 | 941 | 1,000 |
| Miscellaneous Income | - | - | - | - |
| Total Revenue | 562,444 | 556,431 | 554,513 | 554,153 |
| Expenditures: | | | | |
| Bond Principal | 435,000 | 440,000 | 440,000 | 445,000 |
| Bond Interest Payable | 117,009 | 111,540 | 111,540 | 105,675 |
| Bond Agent Fees | 400 | 400 | 400 | 400 |
| Transfer to Fund Balance | - | - | - | - |
| Total Departmental Budget | 552,409 | 551,940 | 551,940 | 551,075 |

## Consolidated Enterprise Fund Budget
### Summary

| | Water | Wastewater | Stormwater | Utility Fund Total |
|---|---|---|---|---|
| Utility Revenues | 3,951,644 | 1,168,461 | 282,011 | 5,402,116 |
| Utility Operating Expenses | | | | |
| Personnel | 836,075 | 709,935 | - | 1,546,010 |
| Supplies, Maintenance & Operations | 1,733,967 | 673,994 | 51,028 | 2,458,988 |
| Services | 117,908 | 82,103 | 17,593 | 217,603 |
| Debt Service Costs | 68,074 | 12,966 | - | 81,040 |
| Total Utility Operating Expenses | 2,756,023 | 1,478,998 | 68,620 | 4,303,641 |
| Operating Income/(Loss) | 1,195,621 | (310,537) | 213,391 | 1,098,475 |
| Capital Outlay | 1,219,588 | 391,250 | - | 1,610,838 |
| Transfer to Debt Service | - | - | - | - |
| Non Cash Adjustments | (452,046) | 161,977 | - | (290,069) |
| Net Income/(Loss) | 428,079 | (863,764) | 213,391 | (222,293) |

# Water Utility Fund
## Summary

| | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Water Revenues | 3,868,621 | 3,971,147 | 4,205,976 | 3,951,644 |
| Water Operating Expenses | | | | |
| Personnel | 666,415 | 783,911 | 674,812 | 836,075 |
| Supplies, Maintenance & Operations | 1,590,667 | 1,760,076 | 1,706,234 | 1,733,967 |
| Services | 188,708 | 66,138 | 566,138 | 117,908 |
| Total Water Operating Expenses | 2,445,790 | 2,610,126 | 2,947,184 | 2,687,949 |
| Operating Income | 1,422,831 | 1,361,021 | 1,258,793 | 1,263,695 |
| Lease Interest Expense | 82,729 | 75,522 | 75,522 | 68,074 |
| Capital Outlay | 200,381 | 1,200,117 | 553,512 | 1,219,588 |
| Non Cash Adjustments | 300,954 | (574,669) | 657,791 | (452,046) |
| Net Income/(Loss) | 838,767 | 660,051 | (28,032) | 428,079 |

# Wastewater Utility Operations

| | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Wastewater Revenues | 1,127,937 | 1,075,001 | 1,217,051 | 1,168,461 |
| Wastewater Operating Expenses | | | | |
| Personnel | 556,212 | 644,490 | 589,622 | 709,935 |
| Supplies, Maintenance & Operations | 634,933 | 679,738 | 643,573 | 673,994 |
| Services | 32,346 | 30,804 | 30,804 | 82,103 |
| Total Wastewater Operating Expenses | 1,223,492 | 1,355,033 | 1,264,000 | 1,466,032 |
| Operating Income | (95,555) | (280,032) | (46,949) | (297,571) |
| Lease Interest Expense | 15,758 | 14,385 | 14,385 | 12,966 |
| Capital Outlay | 525,387 | 318,067 | 305,510 | 391,250 |
| Non-Cash Adjustments | (37,794) | 152,245 | (502,406) | 161,977 |
| Net Income/(Loss) | (598,905) | (764,729) | 135,562 | (863,763) |

# Water Utility Operations
## Revenue Detail

| | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Water Revenues | | | | |
| Water Revenue Residential | 2,651,312 | 2,883,483 | 2,883,483 | 2,855,194 |
| Rebate Program | - | - | - | - |
| Water Debt Service | 291,140 | 304,738 | 304,738 | 305,227 |
| Water Capital | 240,564 | 244,420 | 244,420 | 243,049 |
| Water Revenue Commercial | 200,572 | 152,657 | 188,657 | 159,446 |
| Water Contract Commercial | 158,335 | 158,268 | 158,268 | 158,268 |
| Water Revenue Non Potable | 11,438 | 10,960 | 15,960 | 10,960 |
| Water Service Connect Fees | 36,515 | 34,810 | 44,810 | 34,810 |
| Water Penalties | 36,845 | 28,440 | 17,919 | 28,440 |
| Water Impact Fees | 162,360 | 107,290 | 298,645 | 107,290 |
| Water Impact Fees - Stone Creek | - | - | - | - |
| Water Impact Fee-S Bar Ranch | - | - | - | - |
| Water Impact Fee-Oak Bend | - | - | - | - |
| Water Impact Fee-Enclave | - | - | - | - |
| Water Interest Income | 60,026 | 35,000 | 35,000 | 35,000 |
| Water-Bad Debts | (235) | (3,000) | (3,000) | (3,000) |
| Water Grant Revenue | - | - | - | - |
| SECO EECBG | - | - | - | - |
| Misc./Special Requests | 1,538 | 3,710 | 710 | 3,710 |
| Developers Contributions | - | - | - | - |
| Third Party Reimbursement | 5,761 | - | 715 | 250 |
| Permits/Variances | 550 | 370 | 1,650 | 1,000 |
| Credit Card Service Fee | 11,901 | 10,000 | 14,000 | 12,000 |
| Sale of Assets | - | - | - | - |
| Bond Proceeds | - | - | - | - |
| Total Water Revenues | 3,868,621 | 3,971,147 | 4,205,976 | 3,951,644 |

# Water Utility Operations
## Operating Expense Detail

| | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Operating Expenses | | | | |
| Service Salaries | 230,663 | 265,777 | 213,307 | 275,728 |
| Service Overtime | 7,893 | 2,627 | 4,605 | 2,755 |
| Service Taxes - FICA | 13,934 | 16,641 | 13,131 | 17,266 |
| Service Taxes - MEDICARE | 3,259 | 3,892 | 3,071 | 4,038 |
| Service Workers' Comp | 10,200 | 13,376 | 7,849 | 13,978 |
| Service Texas Workforce Commission | 54 | 1,350 | 670 | 1,350 |
| Service Retirement | 36,893 | 31,813 | 25,472 | 32,715 |
| Service Insurance | 54,224 | 52,649 | 43,358 | 53,042 |
| Water Service OPEB | 916 | - | 1,000 | 1,000 |
| Administration Salaries | 224,940 | 294,818 | 269,274 | 324,607 |
| Administration Overtime | 190 | 762 | 120 | 733 |
| Administration Taxes - FICA | 13,356 | 18,326 | 16,605 | 20,171 |
| Administration Taxes - MEDICARE | 3,124 | 4,286 | 3,884 | 4,717 |
| Administration Workers' Comp | 1,052 | 2,616 | 1,535 | 2,796 |
| Administration Texas Workforce Commission | 65 | 1,069 | 658 | 1,125 |
| Administration Retirement | 34,784 | 35,034 | 31,672 | 38,219 |
| Administration Insurance | 30,004 | 38,875 | 37,701 | 40,935 |
| Water Admin OPEB | 863 | - | 900 | 900 |
| Uniforms | 5,688 | 5,750 | 5,750 | 5,750 |
| Power | 106,196 | 135,000 | 135,000 | 135,000 |
| Maintenance of Plants/Lines | 98,059 | 115,000 | 115,000 | 100,000 |
| Cost of Meters | - | - | - | - |
| Analysis Fees | 6,742 | 7,400 | 9,700 | 7,400 |
| Chemicals | 2,582 | 5,090 | 3,090 | 5,090 |
| City Management Fee | 151,083 | 160,268 | 160,268 | 159,193 |
| Equipment Maintenance | 10,165 | 12,110 | 12,110 | 12,910 |
| Equipment Gas & Oil | 9,921 | 11,010 | 11,010 | 11,010 |
| GBRA Water Fees | 1,021,530 | 1,097,699 | 1,048,199 | 1,083,264 |

# Water Utility Operations
## Operating Expense Detail continued

| | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Equipment Lease | - | 690 | 690 | 690 |
| Tools & Minor Equipment | 22,192 | 10,000 | 10,000 | 10,000 |
| Training | 8,915 | 9,460 | 9,460 | 9,249 |
| Utilities & Radio | 19,399 | 19,328 | 19,328 | 21,005 |
| Signal & Telemetry | 155 | 162 | 162 | 162 |
| Water Building Maintenance | 5,795 | 12,250 | 12,250 | 11,500 |
| Supplies & Consumables | 1,286 | 1,340 | 1,340 | 1,340 |
| Vehicle Maintenance/Repair | 6,800 | 6,500 | 6,500 | 6,500 |
| Water Inventory Adjustment | (179) | - | - | - |
| Utilities & Telephone | 5,232 | 6,309 | 6,309 | 6,277 |
| Dues & Publications | 1,461 | 1,056 | 1,056 | 1,128 |
| Water Professional Services | 188,708 | 66,138 | 566,138 | 117,908 |
| Permit & Licenses | 7,724 | 8,741 | 8,741 | 8,033 |
| General Libility Insurance | 11,917 | 25,709 | 19,544 | 25,709 |
| Office Supplies | 5,051 | 4,616 | 4,616 | 4,804 |
| Travel & Meetings | 5,243 | 6,500 | 6,500 | 7,000 |
| Software & Computer | 57,190 | 70,218 | 70,218 | 59,955 |
| Recording/Reporting | 56 | 100 | 100 | 100 |
| Mileage | - | - | - | - |
| Copier Lease | - | - | - | - |
| Postage | 361 | 850 | 872 | 938 |
| Building/Equip Maintenance | 632 | 150 | 150 | 150 |
| Conservation Ed & Newsletter | - | 250 | 250 | 250 |
| Billing Statement Charges | 3,373 | 3,360 | 3,360 | 3,360 |
| Billing Postage | 7,900 | 8,100 | 8,100 | 8,100 |
| Water Miscellaneous | 576 | 7,800 | 7,800 | 16,600 |
| Credit Card Service Fee | 7,623 | 7,260 | 8,760 | 11,500 |
| Total Operating Expenses | 2,445,790 | 2,610,126 | 2,947,184 | 2,687,949 |

# Water Utility Fund
## Capital, Debt and Non-Operating Detail

| | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Operational Capital Outlays | | | | |
| Water Operational Capital Outlays | 60,414 | 24,089 | 40,436 | 5,000 |
| Water Equipment Replacement Purchases | - | 15,000 | 18,000 | - |
| Total Operational Capital Outlays | 60,414 | 39,089 | 58,436 | 5,000 |
| | | | | |
| Strategic Action Plan & Capital Outlays | | | | |
| Elevated Strorage Tower | 106,226 | 628,528 | 305,000 | 323,528 |
| Master Water Plan | 19,777 | - | - | - |
| Project Development | - | 50,000 | 50,000 | - |
| Plant 2 Hydro Tank | - | 45,000 | 45,000 | 364,810 |
| Water Rate Study | - | - | - | 75,000 |
| Impact Rate Study | 5,924 | 37,500 | 30,076 | - |
| EPA Risk Assessment | - | - | - | 50,000 |
| Improve use of SCADA data | - | - | - | 150,000 |
| GIS compatible work order system | - | - | - | 6,250 |
| Creek Crossing West Water Line | 8,040 | 400,000 | 65,000 | 245,000 |
| Total Strategic Action Plan & Capital Outlays | 139,968 | 1,161,028 | 495,076 | 1,214,588 |
| | | | | |
| Total Capital Outlays | 200,381 | 1,200,117 | 553,512 | 1,219,588 |
| | | | | |
| Lease Interest Expense | | | | |
| Bond Principal | - | - | - | - |
| Bond Water Issuance Fees | - | - | - | - |
| Bond Interest Cost | - | - | - | 68,074 |
| Tax Exempt Lease Interest | 82,729 | 75,522 | 75,522 | - |
| Total Lease Interest Expense | 82,729 | 75,522 | 75,522 | 68,074 |
| | | | | |
| Non-Cash Adjustments | | | | |
| Transfer to Vehicle/Equip Replacement Fund | 59,423 | 30,000 | 30,000 | 45,000 |
| Transfer from Water Operations | (59,423) | (30,000) | (30,000) | (45,000) |
| Transfer from Vehicle/Equip Replacement Fund | - | (19,089) | (19,089) | - |
| Transfer to Water Operations | - | 19,089 | 19,089 | - |
| Water Service Depreciation | 470,709 | 532,948 | 479,991 | 636,292 |
| Transfer of Assets to Balance Sheet | (174,680) | (1,107,617) | (473,436) | (1,088,338) |
| Transfer to Water CIP | 404,925 | - | - | 432,158 |
| Transfer from Water Operations | (400,000) | - | 651,236 | (432,158) |
| Transfer to Debt Service Fund | - | - | - | - |
| Total Non-Cash Adjustments | 300,954 | (574,669) | 657,791 | (452,046) |
| | | | | |
| Total Non-Operating Expenses | 584,064 | 700,970 | 1,286,825 | 835,616 |

# Wastewater Utility Operations
## Revenue Detail

| | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Wastewater Revenues | | | | |
| Sewer Revenue Residential | 830,346 | 830,798 | 830,798 | 857,180 |
| Sewer Debt Service | 55,994 | 57,327 | 57,327 | 111,897 |
| Sewer Capital | 89,354 | 89,190 | 89,190 | 92,008 |
| Sewer Revenue Commercial | 4,155 | 4,166 | 4,166 | 4,166 |
| Sewer Service Connect Fee | 26,900 | 23,670 | 30,870 | 23,670 |
| Sewer Penalties | 8,476 | 5,270 | 3,322 | 5,270 |
| Sewer Impact Fee | 52,080 | 45,710 | 179,583 | 45,710 |
| Sewer Impact Fee-S Bar Ranch | - | 6,710 | - | 6,710 |
| Sewer Impact Fee-<2004 | - | - | - | - |
| Sewer Interest Income | 60,751 | 12,000 | 22,000 | 22,000 |
| Sewer Bad Debt | (120) | (400) | (400) | (400) |
| Sewer Grant Revenue | - | - | - | - |
| SECO EECBG | - | 560 | - | - |
| Misc/Special Requests | - | - | - | - |
| Third Party Reimbursement | - | - | 195 | 250 |
| Bond Proceeds | - | - | - | - |
| Total Wastewater Revenues | 1,127,937 | 1,075,001 | 1,217,051 | 1,168,461 |

# Wastewater Utility Operations
## Operating Expenses

| | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Operating Expenses | | | | |
| Service Salaries | 189,517 | 199,331 | 181,772 | 221,755 |
| Service Overtime | 3,769 | 2,392 | 4,412 | 2,515 |
| Service Taxes - FICA | 11,848 | 12,507 | 15,154 | 13,905 |
| Service Taxes - Medicare | 2,771 | 2,925 | 2,692 | 3,252 |
| Service Workers' Comp | 7,432 | 10,404 | 6,105 | 11,214 |
| Service Taxes - SUTA/FUTA | 41 | 900 | 640 | 900 |
| Service Retirement | 29,894 | 23,909 | 21,499 | 26,346 |
| Service Insurance | 28,908 | 30,566 | 28,853 | 30,934 |
| Service OPEB | 743 | - | 800 | 800 |
| Administration Salaries | 206,091 | 270,387 | 244,867 | 298,867 |
| Administration Overtime | 190 | 762 | 285 | 733 |
| Administration Taxes - FICA | 12,171 | 16,811 | 15,107 | 18,575 |
| Administration Taxes - Medicare | 2,846 | 3,932 | 3,532 | 4,344 |
| Administration Workers' Comp | 704 | 1,295 | 760 | 1,478 |
| Administration Taxes - SUTA/FUTA | 60 | 956 | 586 | 1,013 |
| Administration Retirement | 31,876 | 32,138 | 28,773 | 35,196 |
| Administration Insurance | 26,561 | 35,276 | 32,986 | 37,309 |
| Administration OPEB | 792 | - | 800 | 800 |
| Uniforms | 5,210 | 4,150 | 4,150 | 4,150 |
| Power | 35,934 | 36,350 | 36,350 | 36,350 |
| Maintenance Of Plant/ Lines | 37,192 | 40,000 | 40,000 | 40,000 |
| Sludge Hauling | 331,140 | 350,000 | 320,000 | 350,000 |
| Analysis Fees | 27,346 | 26,000 | 26,000 | 26,000 |
| Chemicals | 8,937 | 7,240 | 7,240 | 7,240 |
| City Management Fee | 41,725 | 41,748 | 41,748 | 43,067 |
| Equipment Maintenance | 7,408 | 6,860 | 6,860 | 7,660 |
| Equipment Gas & Oil | 8,271 | 9,180 | 9,180 | 9,180 |
| Equipment Lease | 6,240 | 4,500 | 4,500 | 4,500 |
| Tools & Minor Equipment | 13,090 | 5,500 | 5,500 | 5,500 |
| Training | 9,020 | 8,380 | 8,380 | 6,901 |

# Wastewater Utility Operations
## Operating Expense Detail continued

| | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Utilities & Radios | 18,080 | 18,056 | 18,056 | 18,131 |
| Signal & Telemetry | 455 | 461 | 461 | 461 |
| Building Maintenance | 6,172 | 9,080 | 9,080 | 5,330 |
| Supplies & Consumables | 1,084 | 1,120 | 1,120 | 1,120 |
| Vehicle Maintenance & Repairs | 2,757 | 5,000 | 5,000 | 5,000 |
| Inventory Adjustment | 485 | - | - | - |
| Utilities/Telephone | 5,699 | 6,098 | 6,098 | 6,667 |
| Dues & Publications | 1,092 | 1,320 | 1,320 | 1,392 |
| Professional Fees | 32,346 | 30,804 | 30,804 | 82,103 |
| Permits & Licenses | 1,646 | 1,718 | 1,718 | 1,718 |
| Liability Insurance | 11,917 | 25,709 | 19,544 | 25,709 |
| Office Supplies | 3,322 | 4,181 | 4,181 | 4,369 |
| Travel & Meetings | 5,431 | 4,800 | 4,800 | 5,300 |
| Software & Computers | 32,628 | 44,640 | 44,640 | 31,376 |
| Recording/Reporting | 25 | 100 | 100 | 100 |
| Sewer Postage | 354 | 438 | 438 | 938 |
| Adm Bldg/Equip. Maintenance | 632 | 150 | 150 | 150 |
| Billing Statement Charges | 3,373 | 3,360 | 3,360 | 3,360 |
| Billing Postage | 7,900 | 8,100 | 8,100 | 8,100 |
| Copier Lease | - | - | - | - |
| Miscellaneous | 371 | 5,500 | 5,500 | 14,225 |
| Total Operating Expenses | 1,223,492 | 1,355,033 | 1,264,000 | 1,466,032 |

# Wastewater Utility Operations
## Capital, Debt and Non-Operating Detail

| | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Operational Capital Outlays | | | | |
| Wastewater Operational Capital Outlays | 291,801 | 49,089 | 66,636 | 60,000 |
| Wastewater Equipment Purchases | - | - | - | - |
| Total Operational Capital Outlays | 291,801 | 49,089 | 66,636 | 60,000 |
| Strategic Action Plan & Capital Outlays | | | | |
| Solids Handling and Digester Planning | - | 100,000 | 77,320 | - |
| Impact Fee Study | 5,924 | 37,500 | 30,076 | - |
| Project Development | - | 50,000 | 50,000 | - |
| Future Wastewater Treatment Plant | 14,983 | 81,478 | 81,478 | 200,000 |
| Master Wastewater Plan | 19,805 | - | - | - |
| Collection Systems repairs | 192,872 | - | - | - |
| GIS compatible work order system | - | - | - | 6,250 |
| Utility Rate Analysis | - | - | - | 75,000 |
| EPA Risk Assessment | - | - | - | 50,000 |
| Total Strategic Action Plan & Capital Outlays | 233,585 | 268,978 | 238,874 | 331,250 |
| Total Capital Outlays | 525,387 | 318,067 | 305,510 | 391,250 |
| Lease Interest Expense | | | | |
| Water Bond Principal | - | - | - | - |
| Bond Issuance Costs | - | - | - | - |
| OB Bond Interest Cost | - | - | - | 12,966 |
| Tax Exempt Lease Interest | 15,758 | 14,385 | 14,385 | - |
| Total Lease Interest Expense | 15,758 | 14,385 | 14,385 | 12,966 |
| Non-Cash Adjustments | | | | |
| Transfer To Vechicle Repl. Fund | 59,423 | 45,000 | 45,000 | 45,000 |
| Transfer from Wastewater Operations | (59,423) | (45,000) | (45,000) | (45,000) |
| Transfer to Wastewater Operations | - | 19,089 | 19,089 | - |
| Transfer from Vehicle Repl Fund | - | (19,089) | (19,089) | - |
| Sewer Service Depreciation | 249,082 | 301,334 | 262,786 | 221,977 |
| Asset Transfer to Balance Sheet | (291,801) | (149,089) | (113,956) | (60,000) |
| Transfer to Wastewater CIP | 4,925 | - | - | 72,159 |
| Transfer from Wastewater Operations | - | - | (651,236) | (72,159) |
| Transfer to debt Service Fund | - | - | - | - |
| Total Non-Cash Adjustments | (37,794) | 152,245 | (502,406) | 161,977 |
| Total Capital, Debt, and Non-Cash | 503,350 | 484,697 | (182,511) | 566,193 |

## Stormwater Utility Department
### Summary

| | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Stormwater Revenues | - | - | - | 282,011 |
| Stormwater Operating Expenses | | | | |
| Personnel | - | - | - | - |
| Supplies, Maintenance & Operations | - | - | - | 51,028 |
| Services | - | - | - | 17,593 |
| Debt Service | | | | - |
| Total Stormwater Operating Expenses | - | - | - | 68,620 |
| Operating Income | - | - | - | 213,391 |
| Capital Outlay | - | - | - | - |
| Non-Cash Adjustments | - | - | - | (15,614) |
| Transfer to General Fund | - | - | - | - |
| Transfer to Equipment Replacent Fund | - | - | - | 15,614 |
| Total Non-Operating Costs | - | - | - | - |
| Net Income/(Loss) | - | - | - | 213,391 |

# ENTERPRISE VEHICLE/EQUIPMENT REPLACEMENT FUNDS

The Enterprise Vehicle/Equipment Replacement Fund is dedicated for the replacement of Enterprise Fund capital items such as fleet vehicles and heavy equipment. 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.

**Budgeted Utility Vehicle & Equipment Purchases**

| Programmed Purchase or Replacement | Fund | Funded by | Cost |
|---|---|---|---|
| Replacement L/S Pumps (3 @ $5k) | Wastewater | Operations | 15,000 |
| Utility Lights | Water | Operations | 5,000 |
| Pump | Wastewater | Operations | 45,000 |
| | | | 65,000 |

# Appendix A

Effective Fiscal Year 2020-21 the City has added the Information Technology Department, the expenses of which were previously reported in Finance and Shared Services. Comparability of budgets between fiscal years prior to 2020-21 and those after might be challenging for the newly created department.

The City has also added the Civic Center Department, which is a new cost center and was not previously reported in prior budgets.

# CITY COUNCIL CONSIDERATION ITEM
## CITY OF FAIR OAKS RANCH, TEXAS
## September 24, 2020

| | |
|---|---|
| AGENDA TOPIC: | Approval of the second reading of an Ordinance levying a property tax rate of $.3735 per $100 taxable valuation on property in the City of Fair Oaks Ranch for tax year 2020; and determining due and delinquent dates. |
| DATE: | September 24, 2020 |
| DEPARTMENT: | Finance |
| PRESENTED BY: | Sarah Buckelew, CPA, Finance Director |

**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 20th City Council meeting, Council authorized using $.3409 as the proposed M&O 2020 tax rate and a $.0326 I&S 2020 tax rate for a combined property tax rate of $.3735. A Public Hearing was held September 17, 2020 to afford all citizens the opportunity to be heard on the proposed tax rate. All required notices were published in the newspaper and on City's website.

Texas Tax Code Chapter 26 requires the vote on the ordinance setting a tax rate that exceeds the lower of the no-new-revenue tax rate or voter-approval rate *must be a record vote*, and further mandates that a motion to adopt an ordinance, setting a tax rate that exceeds the no-new-revenue tax rate, must be made in the following form: *"I move that the property tax rate be increased by the adoption of a tax rate 0.3735, which is effectively a 1.14% increase in the tax rate".*

As we are proposing a tax rate higher than the lower of the no-new-revenue rate or voter approval rate, the motion to adopt the ordinance must be a **record vote and the above motion made as stated above**.

The first reading of the Ordinance was approved by City Council at the September 17th Council Meeting.

**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

1. Complies with state laws in setting the 2020 property tax rate
2. Establishes the level of taxation necessary to finance City programs and pay for City debt (Roadway Reconstruction Bond) approved in the fiscal year budget.

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

The total tax rate of 0.3735 per $100 valuation has not changed 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 increased by the adoption of a tax rate 0.3735, which is effectively a 1.14% increase in the tax rate.

## 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, 2020 AND ENDING SEPTEMBER 30, 2021; PROVIDING WHEN TAXES SHALL BECOME DUE AND WHEN SAME SHALL BECOME DELINQUENT; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS,** on August 20, 2020, the City Council established a proposed ad valorem tax rate to support the proposed FY 2020-21 budget and, set September 17, 2020 as the date for the public hearing thereon and caused notice of such public hearing to be posted pursuant to Local Government Code §140.010(e)(f)and (g); and,

**WHEREAS**, the public hearing 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 24, by ordinance, the Council approved the municipal budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021; 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 **$.3409** 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 2020-21 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 **$.0326** 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 2020-21 Fiscal Year.

c. THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 1.14% AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A $100,000 HOME BY APPROXIMATELY $1.40.

SECTION 2. TAX PAYMENT DUE DATE AND DELINQUENT EFFECTIVE DATE.

a. Taxes assessed and levied under this ordinance shall be due on October 1, 2020.

b. Taxes not paid on or before January 31, 2021 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 17th day of September 2020 and recorded as follows:**

| | **FOR** | **AGAINST** | **ABSTAIN** |
|---|---|---|---|
| **Mayor Garry Manitzas** | ✓ | | |
| **Mayor Pro Tem Elizondo** | ✓ | | |
| **Council Member Havard** | ✓ | | |
| **Council Member Hartpence** | ✓ | | |
| **Council Member Koerner** | ✓ | | |
| **Council Member Patel** | ✓ | | |
| **Council Member Maxton** | ✓ | | |

**PASSED, APPROVED, AND ADOPTED on second reading this 24th day of September 2020 and recorded as follows:**

| | **FOR** | **AGAINST** | **ABSTAIN** |
|---|---|---|---|
| **Mayor Garry Manitzas** | | | |
| **Mayor Pro Tem Elizondo** | | | |
| **Council Member Havard** | | | |
| **Council Member Hartpence** | | | |
| **Council Member Koerner** | | | |
| **Council Member Patel** | | | |
| **Council Member Maxton** | | | |

Garry Manitzas, 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 24, 2020**

| | |
|---|---|
| AGENDA TOPIC: | Consideration and possible action approving a Resolution ratifying the property tax increase reflected in the FY 2020-21 general fund and debt service fund budgets |
| DATE: | September 24, 2020 |
| DEPARTMENT: | Finance |
| PRESENTED BY: | Sarah Buckelew, CPA, Finance Director |

**INTRODUCTION/BACKGROUND:**

The Fiscal Year 2020-21 general fund and debt service fund budgets of the City of Fair Oaks Ranch raises less revenue from property taxes than in the 2019/20 fiscal year. The reason for the decrease is due to the amount of property tax value still under protest at the time the tax rolls were certified. The total tax rate of 0.3735 per $100 valuation remains unchanged from the 2019-2020 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 a significant portion of the outstanding protests will be resolved by the time the levy roll is received, and also anticipates that it will bring forward an amended budget that will raise more property tax revenue from the 2019-20 year.

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:**

Compliance with local government code chapter 102.007c.

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

Refer to attached budget.

**LEGAL ANALYSIS:**

Reviewed and approved as to form.

**RECOMMENDATION/PROPOSED MOTION:**

I move to approve a Resolution ratifying the property tax increase reflected in the fiscal year 2020/21 budget general fund and debt service fund budgets.

**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 2020-2021; and

**WHEREAS**, the Budget as adopted raises 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**:

**SECTION ONE.** 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 2020-2021 Budget which will require raising more revenue from property taxes than in the Fiscal Year 2019-2020 Budget.

**PASSED, APPROVED, AND ADOPTED** on this 24th day of September, 2020.

____________________________________

Garry Manitzas, Mayor

ATTEST:

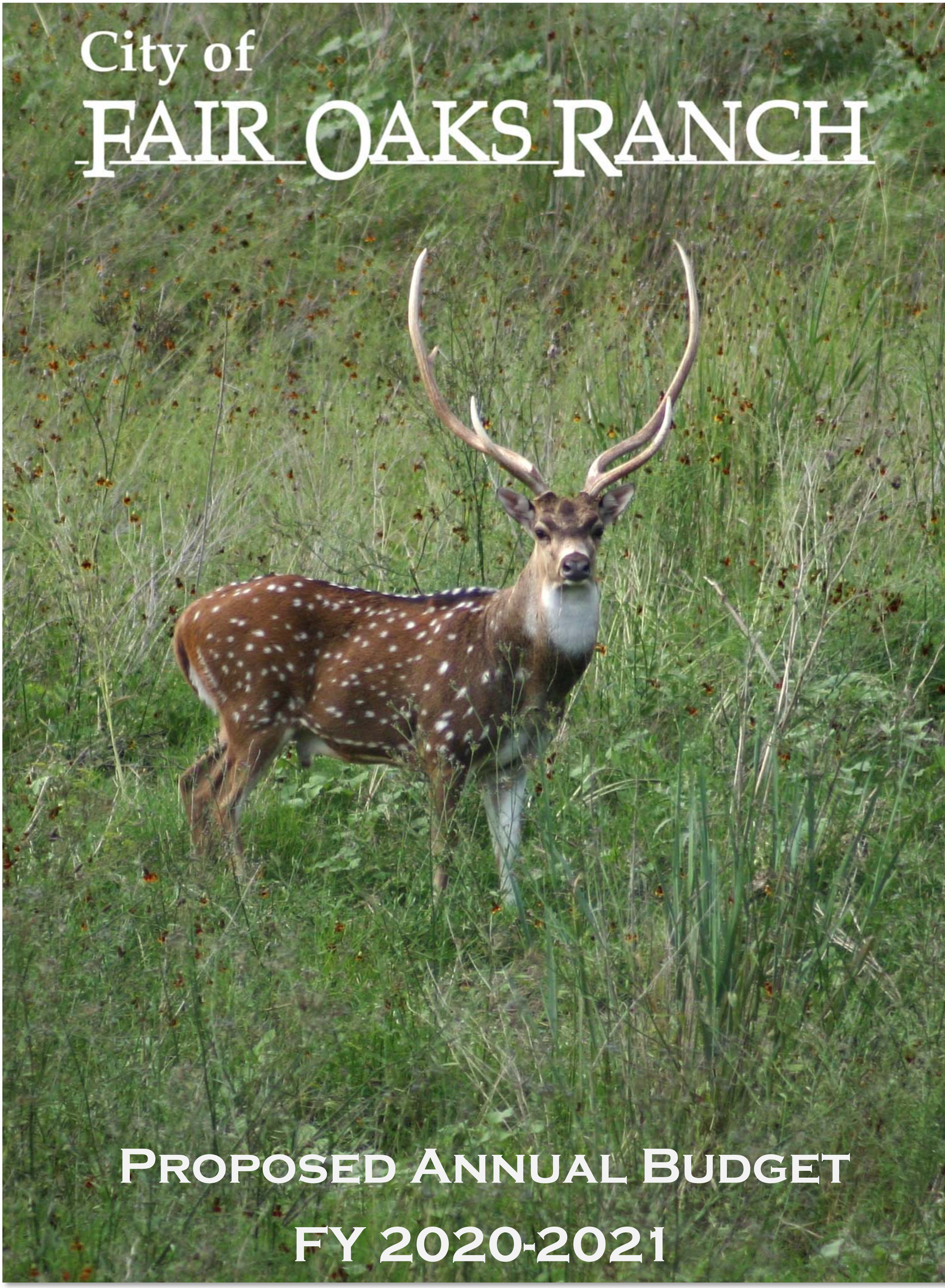
____________________________________

Christina Picioccio, City Secretary

APPROVED AS TO FORM:

____________________________________

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


City of
FAIR OAKS RANCH
PROPOSED ANNUAL BUDGET
FY 2020-2021

City of FAIR OAKS RANCH

# PROPOSED ANNUAL BUDGET

## Fiscal Year October 1, 2020-September 30,2021

This budget will raise less total property taxes than last year's budget by $93,865 which is a 1.56% decrease.

### 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 Garry Manitzas | |
| MaryAnne Havard | |
| Roy Elizondo | |
| Steve Hartpence | |
| Laura Koerner | |
| Snehal Patel | |
| Greg Maxton | |

The Governing Body will vote on the proposed budget September 24, 2020.

| Tax Rate Information | | | | | |
|---|---|---|---|---|---|
| Fiscal Year | Property Tax Rate | No-New-Revenue Rate | No-New-Revenue M&O Rate* | Voter Approval Rate | Debt Rate |
| 2020-21 | 0.3735 | 0.3693 | 0.3472 | 0.3820 | 0.0326 |
| 2019-20 | 0.3735 | 0.3536 | 0.3269 | 0.3791 | 0.0340 |

* Unadjusted for sales tax

Municipal Debt Obligations as of October 1, 2020 - $5,508,965

The above information is presented on the cover page of the City's FY 2020-21 proposed budget to comply with requirements of section 102.005 of the Texas Local Government Code

# PROPOSED ANNUAL BUDGET

# FISCAL YEAR 2020-21

## THE HONORABLE GARRY MANITZAS

**Mayor**

## COUNCIL MEMBERS

| | |
|---|---|
| **MaryAnne Havard** | **Council Member, Place 1** |
| **Roy Elizondo** | **Mayor Pro-Tem, Place 2** |
| **Steve Hartpence** | **Council Member, Place 3** |
| **Laura Koerner** | **Council Member, Place 4** |
| **Snehal Patel** | **Council Member, Place 5** |
| **Greg Maxton** | **Council Member, Place 6** |

## CITY MANAGER

**Tobin Maples, AICP**

**ASSISTANT CITY MANAGER**
Carole Vanzant, CPM, TRMC, MMC

**CHIEF OF POLICE**
Tim Moring

**DIRECTOR OF PUBLIC WORKS**
Ron Emmons, P.E.

**DIRECTOR OF FINANCE**
Sarah Buckelew, CPA

**DIRECTOR OF HR & COMMUNICATIONS**
Joanna Merrill

**CITY SECRETARY**
Christina Picioccio

# TABLE OF CONTENTS

## Consolidated Budget

By Fund

| | Government Operations | Government SAP | Government Equip Repl | Government Debt Service | TOTAL GOVERNMENTAL | Water Operations | Wastewater Operations | Stormwater Operations | Enterprise SAP | Enterprise Equip Repl | TOTAL ENTERPRISE | GRAND TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Beginning Fund Balance Projected | 4,819,885 | 1,006,190 | 758,655 | 21,213 | 6,605,943 | | | | | | 14,260,382 | 20,866,325 |
| Revenues: | | | | | | | | | | | | |
| Taxes | 6,161,691 | | | 553,153 | 6,714,844 | | | | | | - | 6,714,844 |
| Franchise Fees | 632,700 | | | | 632,700 | | | | | | - | 632,700 |
| Interest | 69,000 | | | 1,000 | 70,000 | | | | | | - | 70,000 |
| Permits | 242,750 | | | | 242,750 | | | | | | - | 242,750 |
| Animal Control | 3,400 | | | | 3,400 | | | | | | - | 3,400 |
| Fines & Forfeitures | 100,263 | | | | 100,263 | | | | | | - | 100,263 |
| Fees & Services | 268,711 | | | | 268,711 | | | | | | - | 268,711 |
| Miscellaneous Income | 18,400 | 600,000 | | | 618,400 | | | | | | - | 618,400 |
| Utility Revenues | | | | | - | 3,951,644 | 1,168,461 | 282,011 | - | - | 5,402,116 | 5,402,116 |
| Transfers from other Funds | 240,000 | 152,500 | 290,493 | | 682,993 | | | | | | - | 682,993 |
| Total Revenues | 7,736,915 | 752,500 | 290,493 | 554,153 | 9,334,061 | 3,951,644 | 1,168,461 | 282,011 | - | - | 5,402,116 | 14,736,177 |
| Expenditures: | | | | | | | | | | | | |
| Personnel | 4,751,988 | | | - | 4,751,988 | 836,075 | 709,935 | - | - | - | 1,546,010 | 6,297,998 |
| Supplies, Maintenance & Operations | 702,325 | | | - | 702,325 | 1,733,967 | 673,994 | 51,028 | - | - | 2,458,988 | 3,161,313 |
| Professional Services | 1,243,318 | | | - | 1,243,318 | 117,908 | 82,103 | 17,593 | - | - | 217,603 | 1,460,920 |
| Shared Services | 371,466 | | | | 371,466 | | | | | | - | 371,466 |
| Capital Outlay | 240,000 | 1,701,414 | | - | 1,941,414 | 5,000 | 60,000 | - | 1,545,838 | - | 1,610,838 | 3,552,252 |
| Debt Service | - | | | 551,075 | 551,075 | 68,074 | 12,966 | - | - | - | 81,040 | 632,115 |
| Transfers & Non-Cash Adjustments | 442,993 | | 240,000 | - | 682,993 | (44,996) | 349,243 | 15,614 | (504,317) | (105,614) | (290,069) | 392,924 |
| Total Expenditures | 7,752,090 | 1,701,414 | 240,000 | 551,075 | 10,244,579 | 2,716,027 | 1,888,241 | 84,234 | 1,041,522 | (105,614) | 5,624,410 | 15,868,989 |
| Operating Reserve | 157,251 | - | - | | 157,251 | 80,000 | 80,000 | | | | 160,000 | 317,251 |
| Allocated Fund Balance | (184,539) | (948,914) | 50,493 | | (1,082,960) | | | | (1,041,520) | 105,614 | (935,905) | (2,018,865) |
| Restricted Fund Balance | 12,113 | | | 3,078 | 15,191 | - | | | | | - | 15,191 |
| Unallocated Fund Balance | - | | | | - | 403,750 | (611,450) | 197,777 | | | (9,923) | (9,923) |
| Net investment in Capital Assets | - | | | | - | 681,758 | (118,222) | | | | 563,536 | 563,536 |
| Savings/(Use of) Fund Balance | (15,175) | (948,914) | 50,493 | 3,078 | (910,517) | | | | | | | (1,132,811) |
| Surplus/Deficit | - | - | - | - | - | 1,165,507 | (649,672) | 197,777 | (1,041,520) | 105,614 | (222,293) | - |
| Ending Fund Balance | 4,804,710 | 57,276 | 809,148 | 24,291 | 5,695,424 | | | | | | 14,038,089 | 19,733,514 |

# Consolidated Governmental Budget
## By Fund

| | Governmental Operations | Governmental SAP | Governmental Equip Repl | Governmental Debt Service | TOTAL GOVERNMENTAL |
|---|---|---|---|---|---|
| Beginning Fund Balance Projected | 4,819,885 | 1,006,190 | 758,655 | 21,213 | 6,605,943 |
| Revenues: | | | | | |
| Taxes | 6,161,691 | | | 553,153 | 6,714,844 |
| Franchise Fees | 632,700 | | | | 632,700 |
| Interest | 69,000 | | | 1,000 | 70,000 |
| Permits | 242,750 | | | | 242,750 |
| Animal Control | 3,400 | | | | 3,400 |
| Fines & Forfeitures | 100,263 | | | | 100,263 |
| Fees & Services | 268,711 | | | | 268,711 |
| Miscellaneous Income | 18,400 | 600,000 | | | 618,400 |
| Transfers from other Funds | 240,000 | 152,500 | 290,493 | | 682,993 |
| Total Resources | 7,736,915 | 752,500 | 290,493 | 554,153 | 9,334,061 |
| Expenditures: | | | | | |
| Personnel | 4,751,988 | | | - | 4,751,988 |
| Supplies, Maintenance & Operations | 702,325 | | | - | 702,325 |
| Professional Services | 1,243,318 | | | - | 1,243,318 |
| Shared Services | 371,466 | | | | 371,466 |
| Capital Outlay | 240,000 | 1,701,414 | | - | 1,941,414 |
| Debt Service | - | | | 551,075 | 551,075 |
| Transfers & Non-Cash Adjustments | 442,993 | | 240,000 | - | 682,993 |
| Total Expenditures | 7,752,090 | 1,701,414 | 240,000 | 551,075 | 10,244,579 |
| Operating Reserve | 157,251 | - | - | | 157,251 |
| (Use) Allocated Fund Balance | (184,539) | (948,914) | 50,493 | | (1,082,960) |
| Restricted Fund Balance | 12,113 | | | 3,078 | 15,191 |
| (Use) of Unallocated Fund Balance | - | | | | - |
| Savings/(Use of) Fund Balances | (15,175) | (948,914) | 50,493 | 3,078 | (910,517) |
| Suplus/(Deficit) | - | - | - | - | - |
| Ending Fund Balance | 4,804,710 | 57,276 | 809,148 | 24,291 | 5,695,424 |

## Governmental Operations Fund
### Revenue Detail

| Revenue Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Taxes | | | | |
| General Property | 5,079,045 | 5,452,281 | 5,479,372 | 5,360,694 |
| Delinquent Property | 11,963 | 30,000 | 24,036 | 30,000 |
| Penalty & Interest | 40,885 | 25,000 | 20,168 | 25,000 |
| Mixed Beverage | 22,734 | 25,000 | 16,000 | 25,000 |
| Local Sales | 569,512 | 505,000 | 686,664 | 480,665 |
| Street Maintenance | 142,535 | 120,186 | 171,666 | 120,166 |
| Property Reduction | 142,534 | 120,186 | 171,666 | 120,166 |
| Total Taxes | 6,009,208 | 6,277,653 | 6,569,572 | 6,161,691 |
| Franchise Fees | | | | |
| Time Warner Cable | 66,081 | 31,000 | 61,000 | 62,000 |
| GVTC Cable/Telephone | 74,788 | 36,000 | 63,000 | 63,000 |
| AT&T Cable/Telephone | 20,500 | 10,500 | 10,500 | 10,500 |
| Miscellaneous | 672 | 1,500 | 750 | 1,500 |
| City Public Service | 375,070 | 370,000 | 370,000 | 370,000 |
| Pedernales Electric Company | 42,479 | 41,000 | 46,000 | 80,000 |
| Grey Forest Utilities | 10,156 | 10,500 | 16,500 | 16,500 |
| Garbage Regular | 26,528 | 27,000 | 27,000 | 27,000 |
| Garbage Recycling | 2,484 | 2,200 | 2,200 | 2,200 |
| Total Franchise Fees | 618,758 | 529,700 | 596,950 | 632,700 |
| Interest | | | | |
| Bank/Investment Interest | 139,817 | 115,000 | 77,024 | 69,000 |
| Total Interest | 139,817 | 115,000 | 77,024 | 69,000 |
| Permits | | | | |
| New Residential Permits | 182,487 | 180,000 | 225,000 | 180,000 |
| New Commerical Permits | - | 2,600 | 53,287 | 2,600 |
| Remodeling/Additions | 28,309 | 31,200 | 8,808 | 20,000 |
| Other BC and Permits | 29,499 | 26,000 | 58,851 | 26,000 |
| Contractor Registration | 9,375 | 10,000 | 9,975 | 10,000 |
| Food/Health | 4,145 | 2,700 | 4,150 | 4,150 |
| Total Permits Costs | 253,815 | 252,500 | 360,071 | 242,750 |

# Governmental Operations Fund

## Revenue Detail

| Revenue Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Animal Control | | | | |
| Pet Licenses | 2,095 | 1,500 | 1,000 | 1,500 |
| Pet Impound/Quarantine | 1,310 | 1,900 | 900 | 1,900 |
| Animal Traps | - | - | - | - |
| Total Animal Control | 3,405 | 3,400 | 1,900 | 3,400 |
| Fines & Forfeitures | | | | |
| Municipal Court Fines | 129,049 | 120,000 | 80,000 | 90,000 |
| Municipal Court Security | 3,454 | 3,200 | 3,200 | 3,200 |
| Municipal Court Technology | 4,605 | 4,300 | 3,300 | 4,300 |
| Municipal Court Efficiency | 68 | 70 | 70 | 70 |
| Court Truancy Prevention Fund | - | - | 1,185 | 2,640 |
| Municipal Court Jury Fund | - | - | 24 | 53 |
| Total Fines & Forfeitures | 137,176 | 127,570 | 87,779 | 100,263 |
| Fees & Services | | | | |
| FORU Management | 192,808 | 202,017 | 202,017 | 202,261 |
| Special Fees | 17,635 | 10,480 | 40,480 | 30,000 |
| FORMDD Management | 26,750 | 26,750 | 30,150 | 26,750 |
| Community Center Rentals | - | - | - | 5,100 |
| Credit Card Service Fee | 4,676 | 4,600 | 5,300 | 4,600 |
| Total Fees & Services | 241,869 | 243,847 | 277,947 | 268,711 |
| Miscellaneous | | | | |
| Miscellaneous | 5,035 | 4,000 | 4,000 | 4,000 |
| City Event Sponsorships | 2,230 | 2,000 | 5,230 | 2,000 |
| Street Bond Reimbursements | - | - | - | - |
| Sale of Assets | 20,206 | - | 128,721 | - |
| Donations/Grants | 3,685 | - | 4,350 | 3,000 |
| School Guard Crossing Fund | 7,839 | 7,400 | 7,400 | 7,400 |
| Leose Proceeds | 1,825 | 1,700 | 1,908 | 2,000 |
| Police Seized Proceeds | 3,440 | - | 1,820 | - |
| Total Miscellaneous | 44,260 | 15,100 | 153,429 | 18,400 |
| Total Revenue | 7,448,307 | 7,564,770 | 8,124,672 | 7,496,915 |
| Transfers | | | | |
| Equipment Replacement | 152,707 | 292,000 | 288,232 | 240,000 |
| Total Transfers | 152,707 | 292,000 | 288,232 | 240,000 |
| Total Resources | 7,601,013 | 7,856,770 | 8,412,903 | 7,736,915 |

# Governmental Fund Budget by Department

| | Mayor & Council | City Administration | City Secretary | HR and Communications | Finance | Information Technology *NEW* | Municipal Court | Public Safety and Emergency |
|---|---|---|---|---|---|---|---|---|
| **Personnel** | | | | | | | | |
| Salaries | - | 348,051 | 124,622 | 128,794 | 199,715 | 75,852 | 109,096 | 1,733,121 |
| Overtime | - | 235 | - | - | 231 | - | 458 | 22,395 |
| Taxes - Social Security | - | 21,594 | 7,727 | 7,985 | 12,397 | 4,703 | 6,792 | 108,842 |
| Taxes - Medicare | - | 5,050 | 1,807 | 1,868 | 2,899 | 1,100 | 1,589 | 25,455 |
| Taxes SUTA/FUTA | - | 675 | 450 | 450 | 563 | 225 | 450 | 6,300 |
| Workmans' Compensation | - | 1,566 | 561 | 580 | 899 | 341 | 491 | 73,137 |
| Retirement | - | 40,915 | 14,640 | 15,130 | 23,489 | 8,911 | 12,870 | 206,229 |
| Health Insurance | - | 31,819 | 19,005 | 16,533 | 18,054 | 7,469 | 14,565 | 244,951 |
| Uniform Allowance | - | - | - | - | - | - | - | 26,000 |
| Car Allowance | - | 7,200 | - | - | - | - | - | - |
| Relocation Allowance | - | - | - | - | - | - | - | - |
| Total Personnel Costs | - | 457,105 | 168,811 | 171,340 | 258,246 | 98,601 | 146,311 | 2,446,431 |
| **Supplies, Maintenance & Operations** | | | | | | | | |
| Supplies and Consumables | - | 750 | 1,250 | 2,200 | 1,325 | 200 | 2,200 | 4,000 |
| Minor Equipment and Furniture | - | 500 | 200 | 1,200 | 500 | 200 | 200 | 27,960 |
| Fuel | - | 300 | - | - | - | - | - | 30,000 |
| Uniforms | 350 | 250 | 100 | 100 | 250 | 100 | 100 | 15,720 |
| Miscellaneous | - | - | 494 | - | - | - | - | - |
| Vehicle Maintenance/Repairs | - | - | - | - | - | - | - | 23,550 |
| Equipment Maintenance/Repairs | - | - | - | - | - | - | - | - |
| Building Maintenance/Repairs | - | - | - | - | - | - | - | - |
| Landscaping & Greenspace Maintenance | - | - | - | - | - | - | - | - |
| Street Maintenance | - | - | - | - | - | - | - | - |
| Drainage Work | - | - | - | - | - | - | - | - |
| Committees - Communications | 1,000 | - | - | - | - | - | - | - |
| Committees - Planning & Zoning | 1,000 | - | - | - | - | - | - | - |
| Committee - Board of Adj | 1,000 | - | - | - | - | - | - | - |
| Committee - Audit | 1,000 | - | - | - | - | - | - | - |
| Urban Wildlife | 1,000 | - | - | - | - | - | - | - |
| Donations & Grants | 1,000 | - | - | - | - | - | - | - |
| Court Technology | - | - | - | - | - | - | 6,050 | - |
| Court Security | - | - | - | - | - | - | 10,000 | - |
| Total Supplies, Maintenance & Operations Costs | 6,350 | 1,800 | 2,044 | 3,500 | 2,075 | 500 | 18,550 | 101,230 |
| **Services** | | | | | | | | |
| Professional Services | 8,100 | 100,000 | 16,895 | - | 78,836 | - | 58,230 | 521,887 |
| Dues/Subscriptions | 2,800 | 2,310 | 512 | 1,902 | 1,430 | - | 800 | 3,950 |
| Training/Seminars & Related Travel | 7,000 | 17,270 | 5,550 | 27,763 | 7,900 | 11,300 | 3,000 | 14,000 |
| Elections | - | - | 20,000 | - | - | - | - | - |
| Investigations | - | - | - | - | - | - | - | 15,000 |
| Leose Training | - | - | - | - | - | - | - | 4,000 |
| K-9 Program | - | - | - | - | - | - | - | - |
| Public Relations | 250 | - | - | 38,450 | - | - | - | 7,507 |
| Employee Appreciation | - | 250 | 100 | 9,370 | 250 | 100 | 100 | 1,400 |
| Employment Costs | - | - | - | 4,450 | - | - | - | - |
| Recording/Reporting/History | - | - | 3,000 | - | - | - | - | - |
| Meetings and Related Travel | 6,200 | 5,595 | 1,528 | 900 | 400 | 100 | 500 | 2,500 |
| Total Services Costs | 24,350 | 125,425 | 47,585 | 82,835 | 88,816 | 11,500 | 62,630 | 570,244 |
| **Shared Services** | | | | | | | | |
| Facility Contracts & Services | - | - | - | - | - | 18,568 | - | - |
| Tech/Internet/Software Maintenance | - | - | - | - | - | 178,355 | - | - |
| Postage | - | - | - | - | - | - | - | - |
| General Liability Insurance | - | - | - | - | - | - | - | - |
| Electricity | - | - | - | - | - | - | - | - |
| Phone/Cable/Alarms | - | - | - | - | - | 36,752 | - | - |
| Total Shared Services Costs | - | - | - | - | - | 233,675 | - | - |
| **Capital Outlay** | | | | | | | | |
| Land/Land Improvement | - | - | - | - | - | - | - | - |
| Building/Building Improvement | - | - | - | - | - | - | - | - |
| Infrastructure | - | - | - | - | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | - | 24,000 | - | - | - | - | - | 216,000 |
| Capital Projects | - | - | - | - | - | - | - | - |
| Total Capital Outlay Costs | - | 24,000 | - | - | - | - | - | 216,000 |
| **Transfers & Debt Service** | | | | | | | | |
| Debt Service | - | - | - | - | - | - | - | - |
| Transfer to Strategic & Capital Fund | - | - | - | - | - | - | - | - |
| Transfer to Gov Veh/Equip Repl Fund | - | - | - | - | - | - | - | - |
| Total Transfers & Debt Service Costs | - | - | - | - | - | - | - | - |
| Total Governmental Fund Budget by Departmen | 30,700 | 608,330 | 218,440 | 257,674 | 349,137 | 344,275 | 227,491 | 3,333,905 |

## Governmental Fund Budget by Department

| | Maintenance | Building Codes and Permits | Engineering and Planning | Civic Center *NEW* | Non-Departmental & Shared | Total Governmental Operations | Strategic and Capital Projects | Equip Replacement | Debt Service | Governmental Fund Grand Total |
|---|---|---|---|---|---|---|---|---|---|---|
| **Personnel** | | | | | | | | | | |
| Salaries | 299,617 | 184,642 | 230,742 | - | - | 3,434,252 | - | - | - | 3,434,252 |
| Overtime | 975 | 173 | 1,000 | - | - | 25,467 | - | - | - | 25,467 |
| Taxes - Social Security | 18,637 | 11,459 | 14,368 | - | - | 214,503 | - | - | - | 214,503 |
| Taxes - Medicare | 4,359 | 2,680 | 3,360 | - | - | 50,166 | - | - | - | 50,166 |
| Taxes SUTA/FUTA | 1,688 | 675 | 788 | - | - | 12,263 | - | - | - | 12,263 |
| Workmans' Compensation | 22,063 | 1,663 | 2,507 | - | - | 103,808 | - | - | - | 103,808 |
| Retirement | 35,312 | 21,711 | 27,224 | - | - | 406,431 | - | - | - | 406,431 |
| Health Insurance | 62,943 | 25,442 | 31,118 | - | - | 471,898 | - | - | - | 471,898 |
| Uniform Allowance | - | - | - | - | - | 26,000 | - | - | - | 26,000 |
| Car Allowance | - | - | - | - | - | 7,200 | - | - | - | 7,200 |
| Relocation Allowance | - | - | - | - | - | - | - | - | - | - |
| Total Personnel Costs | 445,592 | 248,445 | 311,106 | - | - | 4,751,988 | - | - | - | 4,751,988 |
| **Supplies, Maintenance & Operations** | | | | | | | | | | |
| Supplies and Consumables | 3,800 | 450 | 11,255 | 2,500 | 6,000 | 35,930 | - | - | - | 35,930 |
| Minor Equipment and Furniture | 10,800 | 300 | 900 | - | - | 42,760 | - | - | - | 42,760 |
| Fuel | 10,200 | 1,300 | 1,301 | - | - | 43,101 | - | - | - | 43,101 |
| Uniforms | 6,275 | 530 | 1,865 | - | - | 25,640 | - | - | - | 25,640 |
| Miscellaneous | 200 | - | - | - | - | 694 | - | - | - | 694 |
| Vehicle Maintenance/Repairs | 8,000 | - | - | - | - | 31,550 | - | - | - | 31,550 |
| Equipment Maintenance/Repairs | 12,300 | - | - | - | - | 12,300 | - | - | - | 12,300 |
| Building Maintenance/Repairs | 15,300 | - | - | - | - | 15,300 | - | - | - | 15,300 |
| Landscaping & Greenspace Maintenance | 5,000 | - | - | - | - | 5,000 | - | - | - | 5,000 |
| Street Maintenance | 33,000 | - | 430,000 | - | - | 463,000 | - | - | - | 463,000 |
| Drainage Work | 5,000 | - | - | - | - | 5,000 | - | - | - | 5,000 |
| Committees - Communications | - | - | - | - | - | 1,000 | - | - | - | 1,000 |
| Committees - Planning & Zoning | - | - | - | - | - | 1,000 | - | - | - | 1,000 |
| Committee - Board of Adj | - | - | - | - | - | 1,000 | - | - | - | 1,000 |
| Committee - Audit | - | - | - | - | - | 1,000 | - | - | - | 1,000 |
| Urban Wildlife | - | - | - | - | - | 1,000 | - | - | - | 1,000 |
| Donations & Grants | - | - | - | - | - | 1,000 | - | - | - | 1,000 |
| Court Technology | - | - | - | - | - | 6,050 | - | - | - | 6,050 |
| Court Security | - | - | - | - | - | 10,000 | - | - | - | 10,000 |
| Total Supplies, Maintenance & Operations Costs | 109,875 | 2,580 | 445,321 | 2,500 | 6,000 | 702,325 | - | - | - | 702,325 |
| **Services** | | | | | | | | | | |
| Professional Services | - | 9,560 | 195,775 | - | - | 989,283 | - | - | - | 989,283 |
| Dues/Subscriptions | 600 | 290 | 570 | - | - | 15,164 | - | - | - | 15,164 |
| Training/Seminars & Related Travel | 8,541 | 4,075 | 8,023 | - | - | 114,421 | - | - | - | 114,421 |
| Elections | - | - | - | - | - | 20,000 | - | - | - | 20,000 |
| Investigations | - | - | - | - | - | 15,000 | - | - | - | 15,000 |
| Leose Training | - | - | - | - | - | 4,000 | - | - | - | 4,000 |
| K-9 Program | - | - | - | - | - | - | - | - | - | - |
| Public Relations | - | - | - | - | - | 46,207 | - | - | - | 46,207 |
| Employee Appreciation | 400 | 150 | 350 | - | - | 12,470 | - | - | - | 12,470 |
| Employment Costs | - | - | - | - | - | 4,450 | - | - | - | 4,450 |
| Recording/Reporting/History | - | - | - | - | - | 3,000 | - | - | - | 3,000 |
| Meetings and Related Travel | 100 | 600 | 900 | - | - | 19,323 | - | - | - | 19,323 |
| Total Services Costs | 9,641 | 14,675 | 205,618 | - | - | 1,243,318 | - | - | - | 1,243,318 |
| **Shared Services** | | | | | | | | | | |
| Facility Contracts & Services | - | - | - | - | 39,799 | 58,367 | - | - | - | 58,367 |
| Tech/Internet/Software Maintenance | - | - | - | - | - | 178,355 | - | - | - | 178,355 |
| Postage | - | - | - | - | 10,125 | 10,125 | - | - | - | 10,125 |
| General Liability Insurance | - | - | - | - | 51,418 | 51,418 | - | - | - | 51,418 |
| Electricity | - | - | - | 3,750 | 32,700 | 36,450 | - | - | - | 36,450 |
| Phone/Cable/Alarms | - | - | - | - | - | 36,752 | - | - | - | 36,752 |
| Total Shared Services Costs | - | - | - | 3,750 | 134,042 | 371,466 | - | - | - | 371,466 |
| **Capital Outlay** | | | | | | | | | | |
| Land/Land Improvement | - | - | - | - | - | - | - | - | - | - |
| Building/Building Improvement | - | - | - | - | - | - | - | - | - | - |
| Infrastructure | - | - | - | - | - | - | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | - | - | - | - | - | 240,000 | - | - | - | 240,000 |
| Capital Projects | - | - | - | - | - | - | 1,701,414 | - | - | 1,701,414 |
| Total Capital Outlay Costs | - | - | - | - | - | 240,000 | 1,701,414 | - | - | 1,941,414 |
| **Transfers & Debt Service** | | | | | | | | | | |
| Debt Service | - | - | - | - | - | - | - | - | 551,075 | 551,075 |
| Transfer to Strategic & Capital Fund | - | - | - | - | 152,500 | 152,500 | - | - | - | 152,500 |
| Transfer to Gov Veh/Equip Repl Fund | - | - | - | - | 290,493 | 290,493 | - | 240,000 | - | 530,493 |
| Total Transfers & Debt Service Costs | - | - | - | - | 442,993 | 442,993 | - | 240,000 | 551,075 | 1,234,068 |
| Total Governmental Fund Budget by Departmen | 565,108 | 265,700 | 962,045 | 6,250 | 583,035 | 7,752,090 | 1,701,414 | 240,000 | 551,075 | 10,244,579 |

# MAYOR & CITY COUNCIL OPERATIONAL BUDGET FY 2020-21

| Expenditure Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Personnel | | | | |
| Salaries | - | - | - | - |
| Overtime | - | - | - | - |
| Taxes - Social Security | - | - | - | - |
| Taxes - Medicare | - | - | - | - |
| Taxes SUTA/FUTA | - | - | - | - |
| Workmans' Compensation | - | - | - | - |
| Retirement | - | - | - | - |
| Health Insurance | - | - | - | - |
| Uniform Allowance | - | - | - | - |
| Car Allowance | - | - | - | - |
| Relocation Allowance | - | - | - | - |
| Total Personnel Costs | - | - | - | - |
| Supplies, Maintenance & Operations | | | | |
| Supplies and Consumables | 315 | - | - | - |
| Minor Equipment and Furniture | - | - | - | - |
| Fuel | - | - | - | - |
| Uniforms | 225 | 350 | 350 | 350 |
| Miscellaneous | - | - | - | - |
| Vehicle Maintenance/Repairs | - | - | - | - |
| Equipment Maintenance/Repairs | - | - | - | - |
| Building Maintenance/Repairs | - | - | - | - |
| Landscaping & Greenspace Maintenance | - | - | - | - |
| Street Maintenance | - | - | - | - |
| Drainage Work | - | - | - | - |
| Committees - Communications | 62 | 2,000 | 500 | 1,000 |
| Committees - Planning & Zoning | 595 | 1,000 | 250 | 1,000 |
| Committee - Board of Adjustments | 172 | 1,000 | 200 | 1,000 |
| Committee - Audit | - | - | - | 1,000 |
| Urban Wildlife | 961 | 1,000 | 891 | 1,000 |
| Donations & Grants | - | 1,000 | - | 1,000 |
| Court Technology | - | - | - | - |
| Total Supplies, Maintenance & Operations Costs | 2,329 | 6,350 | 2,191 | 6,350 |
| Services | | | | |
| Professional Services | - | - | 8,100 | 8,100 |
| Dues/Subscriptions | - | 2,800 | 2,775 | 2,800 |
| Training/Seminars & Related Travel | 432 | 7,000 | 4,250 | 7,000 |
| Meetings and Related Travel | 1,862 | 6,200 | 1,450 | 6,200 |
| Elections | - | - | - | - |
| Investigations | - | - | - | - |
| Leose Training | - | - | - | - |
| Asset Forfeiture | - | - | - | - |
| Public Relations | 6,758 | 8,000 | 7,285 | 250 |
| Employee Appreciation | - | - | - | - |
| Employment Costs | - | - | - | - |
| Recording/Reporting/History | - | - | - | - |
| Total Services Costs | 9,052 | 24,000 | 23,860 | 24,350 |
| Shared Services | | | | |
| Facility Contracts & Services | - | - | - | - |
| Tech/Internet/Software Maintenance | - | - | - | - |
| Postage | - | - | - | - |
| General Liability Insurance | - | - | - | - |
| Electricity | - | - | - | - |
| Phone/Cable/Alarms | - | - | - | - |
| Total Shared Services Costs | - | - | - | - |
| Capital Outlay & Transfers | | | | |
| Land/Land Improvement | - | - | - | - |
| Building/Building Improvement | - | - | - | - |
| Infrastructure | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | - | - | - | - |
| Transfer to Cap Improv Fund 02 | - | - | - | - |
| Transfer to GF Veh/Equip F 31 | - | - | - | - |
| Total Capital Outlay & Transfers Costs | - | - | - | - |
| Total Departmental Budget | 11,382 | 30,350 | 26,050 | 30,700 |

# ADMINISTRATION OPERATIONAL BUDGET FY 2020-21

| Expenditure Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Personnel | | | | |
| Salaries | 265,705 | 375,002 | 326,781 | 348,051 |
| Overtime | - | 235 | 144 | 235 |
| Taxes - Social Security | 15,089 | 23,265 | 18,391 | 21,594 |
| Taxes - Medicare | 3,845 | 5,441 | 4,859 | 5,050 |
| Taxes SUTA/FUTA | 18 | 900 | 447 | 675 |
| Workmans' Compensation | 791 | 1,544 | 906 | 1,566 |
| Retirement | 32,568 | 44,475 | 39,590 | 40,915 |
| Health Insurance | 22,536 | 39,969 | 29,573 | 31,819 |
| Uniform Allowance | - | - | - | - |
| Car Allowance | 7,200 | 7,200 | 7,200 | 7,200 |
| Relocation Allowance | - | - | - | - |
| Total Personnel Costs | 347,752 | 498,031 | 427,890 | 457,105 |
| | | | | |
| Supplies, Maintenance & Operations | | | | |
| Supplies and Consumables | 398 | 650 | 650 | 750 |
| Minor Equipment and Furniture | 3,072 | 2,900 | 500 | 500 |
| Fuel | 88 | 300 | 300 | 300 |
| Uniforms | 69 | 250 | 250 | 250 |
| Miscellaneous | - | - | - | - |
| Vehicle Maintenance/Repairs | - | - | - | - |
| Equipment Maintenance/Repairs | - | - | - | - |
| Building Maintenance/Repairs | - | - | - | - |
| Landscaping & Greenspace Maintenance | - | - | - | - |
| Street Maintenance | - | - | - | - |
| Drainage Work | - | - | - | - |
| Committees - Other | - | - | - | - |
| Committees - Planning & Zoning | - | - | - | - |
| Committee - Board of Adjustments | - | - | - | - |
| Urban Wildlife | - | - | - | - |
| Donations & Grants | - | - | - | - |
| Court Technology | - | - | - | - |
| Total Supplies, Maintenance & Operations Costs | 3,627 | 4,100 | 1,700 | 1,800 |
| | | | | |
| Services | | | | |
| Professional Services | 135,290 | 100,000 | 100,000 | 100,000 |
| Dues/Subscriptions | 3,495 | 2,390 | 2,390 | 2,310 |
| Training/Seminars & Related Travel | 2,650 | 15,320 | 6,320 | 17,270 |
| Meetings and Related Travel | 1,218 | 5,345 | 1,345 | 5,595 |
| Elections | - | - | - | - |
| Investigations | - | - | - | - |
| Leose Training | - | - | - | - |
| Asset Forfeiture | - | - | - | - |
| Public Relations | - | - | - | - |
| Employee Appreciation | - | 250 | 190 | 250 |
| Employment Costs | - | - | - | - |
| Recording/Reporting/History | - | - | - | - |
| Total Services Costs | 142,652 | 123,305 | 110,245 | 125,425 |
| | | | | |
| Shared Services | | | | |
| Facility Contracts & Services | - | - | - | - |
| Tech/Internet/Software Maintenance | - | - | - | - |
| Postage | - | - | - | - |
| General Liability Insurance | - | - | - | - |
| Electricity | - | - | - | - |
| Phone/Cable/Alarms | - | - | - | - |
| Total Shared Services Costs | - | - | - | - |
| | | | | |
| Capital Outlay & Transfers | | | | |
| Land/Land Improvement | - | - | - | - |
| Building/Building Improvement | - | - | - | - |
| Infrastructure | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | - | - | - | 24,000 |
| Transfer to Cap Improv Fund 02 | - | - | - | - |
| Transfer to GF Veh/Equip F 31 | - | - | - | - |
| Total Capital Outlay & Transfers Costs | - | - | - | 24,000 |
| | | | | |
| Total Departmental Budget | 494,031 | 625,436 | 539,835 | 608,330 |

# City Secretary Operational Budget FY 2020-21

| Expenditure Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Personnel | | | | |
| Salaries | 93,226 | 113,389 | 106,881 | 124,622 |
| Overtime | 64 | - | - | - |
| Taxes - Social Security | 5,392 | 7,030 | 6,642 | 7,727 |
| Taxes - Medicare | 1,261 | 1,644 | 1,553 | 1,807 |
| Taxes SUTA/FUTA | 18 | 450 | 288 | 450 |
| Workmans' Compensation | 337 | 489 | 287 | 561 |
| Retirement | 11,136 | 13,439 | 12,667 | 14,640 |
| Health Insurance | 18,535 | 18,841 | 15,720 | 19,005 |
| Uniform Allowance | - | - | - | - |
| Car Allowance | - | - | - | - |
| Relocation Allowance | - | - | - | - |
| Total Personnel Costs | 129,970 | 155,283 | 144,039 | 168,811 |
| | | | | |
| Supplies, Maintenance & Operations | | | | |
| Supplies and Consumables | 923 | 1,150 | 1,150 | 1,250 |
| Minor Equipment and Furniture | 2,980 | 200 | 224 | 200 |
| Fuel | - | - | - | - |
| Uniforms | 126 | 100 | 100 | 100 |
| Miscellaneous | 23 | 481 | 481 | 494 |
| Vehicle Maintenance/Repairs | - | - | - | - |
| Equipment Maintenance/Repairs | - | - | - | - |
| Building Maintenance/Repairs | - | - | - | - |
| Landscaping & Greenspace Maintenance | - | - | - | - |
| Street Maintenance | - | - | - | - |
| Drainage Work | - | - | - | - |
| Committees - Other | - | - | - | - |
| Committees - Planning & Zoning | - | - | - | - |
| Committee - Board of Adjustments | - | - | - | - |
| Urban Wildlife | - | - | - | - |
| Donations & Grants | - | - | - | - |
| Court Technology | - | - | - | - |
| Total Supplies, Maintenance & Operations Costs | 4,053 | 1,931 | 1,955 | 2,044 |
| | | | | |
| Services | | | | |
| Professional Services | 6,991 | 5,000 | 3,000 | 16,895 |
| Dues/Subscriptions | 2,826 | 912 | 715 | 512 |
| Training/Seminars & Related Travel | 2,766 | 6,789 | 4,041 | 5,550 |
| Meetings and Related Travel | 219 | 1,326 | 226 | 1,528 |
| Elections | 1,028 | 10,000 | - | 20,000 |
| Investigations | - | - | - | - |
| Leose Training | - | - | - | - |
| Asset Forfeiture | - | - | - | - |
| Public Relations | - | - | - | - |
| Employee Appreciation | - | 100 | 100 | 100 |
| Employment Costs | - | - | - | - |
| Recording/Reporting/History | 2,993 | 3,000 | 2,500 | 3,000 |
| Total Services Costs | 16,822 | 27,127 | 10,582 | 47,585 |
| | | | | |
| Shared Services | | | | |
| Facility Contracts & Services | - | - | - | - |
| Tech/Internet/Software Maintenance | - | - | - | - |
| Postage | - | - | - | - |
| General Liability Insurance | - | - | - | - |
| Electricity | - | - | - | - |
| Phone/Cable/Alarms | - | - | - | - |
| Total Shared Services Costs | - | - | - | - |
| | | | | |
| Capital Outlay & Transfers | | | | |
| Land/Land Improvement | - | - | - | - |
| Building/Building Improvement | - | - | - | - |
| Infrastructure | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | - | - | - | - |
| Transfer to Cap Improv Fund 02 | - | - | - | - |
| Transfer to GF Veh/Equip F 31 | - | - | - | - |
| Total Capital Outlay & Transfers Costs | - | - | - | - |
| | | | | |
| Total Departmental Budget | 150,844 | 184,341 | 156,576 | 218,440 |

# HUMAN RESOURCES AND COMMUNICATIONS OPERATIONAL BUDGET FY 2020-21

| Expenditure Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Personnel | | | | |
| Salaries | 55,662 | 117,603 | 104,757 | 128,794 |
| Overtime | - | - | - | - |
| Taxes - Social Security | 3,363 | 7,291 | 6,589 | 7,985 |
| Taxes - Medicare | 787 | 1,705 | 1,541 | 1,868 |
| Taxes SUTA/FUTA | 9 | 450 | 288 | 450 |
| Workmans' Compensation | 230 | 512 | 300 | 580 |
| Retirement | 6,644 | 13,939 | 12,415 | 15,130 |
| Health Insurance | 5,924 | 16,385 | 11,748 | 16,533 |
| Uniform Allowance | - | - | - | - |
| Car Allowance | - | - | - | - |
| Relocation Allowance | - | - | - | - |
| Total Personnel Costs | 72,618 | 157,885 | 137,639 | 171,340 |
| | | | | |
| Supplies, Maintenance & Operations | | | | |
| Supplies and Consumables | 719 | 1,700 | 1,700 | 2,200 |
| Minor Equipment and Furniture | 3,285 | 3,700 | 3,700 | 1,200 |
| Fuel | - | - | - | - |
| Uniforms | 57 | 100 | 114 | 100 |
| Miscellaneous | - | - | - | - |
| Vehicle Maintenance/Repairs | - | - | - | - |
| Equipment Maintenance/Repairs | - | - | - | - |
| Building Maintenance/Repairs | - | - | - | - |
| Landscaping & Greenspace Maintenance | - | - | - | - |
| Street Maintenance | - | - | - | - |
| Drainage Work | - | - | - | - |
| Committees - Other | - | - | - | - |
| Committees - Planning & Zoning | - | - | - | - |
| Committee - Board of Adjustments | - | - | - | - |
| Urban Wildlife | - | - | - | - |
| Donations & Grants | - | - | - | - |
| Court Technology | - | - | - | - |
| Total Supplies, Maintenance & Operations Costs | 4,060 | 5,500 | 5,514 | 3,500 |
| | | | | |
| Services | | | | |
| Professional Services | 8,752 | - | - | - |
| Dues/Subscriptions | 1,044 | 1,755 | 1,708 | 1,902 |
| Training/Seminars & Related Travel | 9,309 | 3,663 | 3,980 | 27,763 |
| Meetings and Related Travel | - | 300 | 494 | 900 |
| Elections | - | - | - | - |
| Investigations | - | - | - | - |
| Leose Training | - | - | - | - |
| Asset Forfeiture | - | - | - | - |
| Public Relations | 11,042 | 32,700 | 2,251 | 38,450 |
| Employee Appreciation | 4,022 | 12,370 | 12,370 | 9,370 |
| Employment Costs | 1,950 | 3,000 | 3,000 | 4,450 |
| Recording/Reporting/History | - | - | - | - |
| Total Services Costs | 36,119 | 53,788 | 23,803 | 82,835 |
| | | | | |
| Shared Services | | | | |
| Facility Contracts & Services | - | - | - | - |
| Tech/Internet/Software Maintenance | - | - | - | - |
| Postage | - | - | - | - |
| General Liability Insurance | - | - | - | - |
| Electricity | - | - | - | - |
| Phone/Cable/Alarms | - | - | - | - |
| Total Shared Services Costs | - | - | - | - |
| | | | | |
| Capital Outlay & Transfers | | | | |
| Land/Land Improvement | - | - | - | - |
| Building/Building Improvement | - | - | - | - |
| Infrastructure | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | - | - | - | - |
| Transfer to Cap Improv Fund 02 | - | - | - | - |
| Transfer to GF Veh/Equip F 31 | - | - | - | - |
| Total Capital Outlay & Transfers Costs | - | - | - | - |
| | | | | |
| Total Departmental Budget | 112,798 | 217,172 | 166,956 | 257,674 |

# FINANCE OPERATIONAL BUDGET FY 2020-21

| Expenditure Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Personnel | | | | |
| Salaries | 144,575 | 231,250 | 212,182 | 199,715 |
| Overtime | 28 | 231 | 200 | 231 |
| Taxes - Social Security | 8,696 | 14,352 | 12,995 | 12,397 |
| Taxes - Medicare | 2,034 | 3,356 | 3,039 | 2,899 |
| Taxes SUTA/FUTA | 18 | 675 | 409 | 563 |
| Workmans' Compensation | 524 | 1,000 | 587 | 899 |
| Retirement | 17,240 | 27,436 | 24,632 | 23,489 |
| Health Insurance | 10,786 | 21,693 | 19,879 | 18,054 |
| Uniform Allowance | - | - | - | - |
| Car Allowance | - | - | - | - |
| Relocation Allowance | - | - | - | - |
| Total Personnel Costs | 183,901 | 299,993 | 273,923 | 258,246 |
| | | | | |
| Supplies, Maintenance & Operations | | | | |
| Supplies and Consumables | 1,000 | 1,425 | 1,425 | 1,325 |
| Minor Equipment and Furniture | 4,496 | 600 | 600 | 500 |
| Fuel | - | - | - | - |
| Uniforms | 105 | 300 | 300 | 250 |
| Miscellaneous | - | - | - | - |
| Vehicle Maintenance/Repairs | - | - | - | - |
| Equipment Maintenance/Repairs | - | - | - | - |
| Building Maintenance/Repairs | - | - | - | - |
| Landscaping & Greenspace Maintenance | - | - | - | - |
| Street Maintenance | - | - | - | - |
| Drainage Work | - | - | - | - |
| Committees - Other | - | - | - | - |
| Committees - Planning & Zoning | - | - | - | - |
| Committee - Board of Adjustments | - | - | - | - |
| Urban Wildlife | - | - | - | - |
| Donations & Grants | - | - | - | - |
| Court Technology | - | - | - | - |
| Total Supplies, Maintenance & Operations Costs | 5,601 | 2,325 | 2,325 | 2,075 |
| | | | | |
| Services | | | | |
| Professional Services | 72,005 | 78,835 | 79,174 | 78,836 |
| Dues/Subscriptions | 610 | 1,430 | 1,430 | 1,430 |
| Training/Seminars & Related Travel | 4,329 | 10,900 | 8,700 | 7,900 |
| Meetings and Related Travel | - | 500 | 500 | 400 |
| Elections | - | - | - | - |
| Investigations | - | - | - | - |
| Leose Training | - | - | - | - |
| Asset Forfeiture | - | - | - | - |
| Public Relations | - | - | - | - |
| Employee Appreciation | - | 300 | 300 | 250 |
| Employment Costs | - | - | - | - |
| Recording/Reporting/History | - | - | - | - |
| Total Services Costs | 76,943 | 91,965 | 90,104 | 88,816 |
| | | | | |
| Shared Services | | | | |
| Facility Contracts & Services | - | - | - | - |
| Tech/Internet/Software Maintenance | - | - | - | - |
| Postage | - | - | - | - |
| General Liability Insurance | - | - | - | - |
| Electricity | - | - | - | - |
| Phone/Cable/Alarms | - | - | - | - |
| Total Shared Services Costs | - | - | - | - |
| | | | | |
| Capital Outlay & Transfers | | | | |
| Land/Land Improvement | - | - | - | - |
| Building/Building Improvement | - | - | - | - |
| Infrastructure | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | - | - | - | - |
| Transfer to Cap Improv Fund 02 | - | - | - | - |
| Transfer to GF Veh/Equip F 31 | - | - | - | - |
| Total Capital Outlay & Transfers Costs | - | - | - | - |
| | | | | |
| Total Departmental Budget | 266,445 | 394,283 | 366,352 | 349,137 |

# INFORMATION TECHNOLOGY OPERATIONAL BUDGET FY 2020-21

| Expenditure Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Personnel | | | | |
| Salaries | - | - | - | 75,852 |
| Overtime | - | - | - | - |
| Taxes - Social Security | - | - | - | 4,703 |
| Taxes - Medicare | - | - | - | 1,100 |
| Taxes SUTA/FUTA | - | - | - | 225 |
| Workmans' Compensation | - | - | - | 341 |
| Retirement | - | - | - | 8,911 |
| Health Insurance | - | - | - | 7,469 |
| Uniform Allowance | - | - | - | - |
| Car Allowance | - | - | - | - |
| Relocation Allowance | - | - | - | - |
| Total Personnel Costs | - | - | - | 98,601 |
| | | | | |
| Supplies, Maintenance & Operations | | | | |
| Supplies and Consumables | - | - | - | 200 |
| Minor Equipment and Furniture | - | - | - | 200 |
| Fuel | - | - | - | - |
| Uniforms | - | - | - | 100 |
| Miscellaneous | - | - | - | - |
| Vehicle Maintenance/Repairs | - | - | - | - |
| Equipment Maintenance/Repairs | - | - | - | - |
| Building Maintenance/Repairs | - | - | - | - |
| Landscaping & Greenspace Maintenance | - | - | - | - |
| Street Maintenance | - | - | - | - |
| Drainage Work | - | - | - | - |
| Committees - Other | - | - | - | - |
| Committees - Planning & Zoning | - | - | - | - |
| Committee - Board of Adjustments | - | - | - | - |
| Urban Wildlife | - | - | - | - |
| Donations & Grants | - | - | - | - |
| Court Technology | - | - | - | - |
| Total Supplies, Maintenance & Operations Costs | - | - | - | 500 |
| | | | | |
| Services | | | | |
| Professional Services | - | - | - | - |
| Dues/Subscriptions | - | - | - | - |
| Training/Seminars & Related Travel | - | - | - | 11,300 |
| Meetings and Related Travel | - | - | - | 100 |
| Elections | - | - | - | - |
| Investigations | - | - | - | - |
| Leose Training | - | - | - | - |
| Asset Forfeiture | - | - | - | - |
| Public Relations | - | - | - | - |
| Employee Appreciation | - | - | - | 100 |
| Employment Costs | - | - | - | - |
| Recording/Reporting/History | - | - | - | - |
| Total Services Costs | - | - | - | 11,500 |
| | | | | |
| Shared Services | | | | |
| Facility Contracts & Services | - | - | - | 18,568 |
| Tech/Internet/Software Maintenance | - | - | - | 178,355 |
| Postage | - | - | - | - |
| General Liability Insurance | - | - | - | - |
| Electricity | - | - | - | - |
| Phone/Cable/Alarms | - | - | - | 36,752 |
| Total Shared Services Costs | - | - | - | 233,675 |
| | | | | |
| Capital Outlay & Transfers | | | | |
| Land/Land Improvement | - | - | - | - |
| Building/Building Improvement | - | - | - | - |
| Infrastructure | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | - | - | - | - |
| Transfer to Cap Improv Fund 02 | - | - | - | - |
| Transfer to GF Veh/Equip F 31 | - | - | - | - |
| Total Capital Outlay & Transfers Costs | - | - | - | - |
| | | | | |
| Total Departmental Budget | - | - | - | 344,275 |

# MUNICIPAL COURT OPERATIONAL BUDGET FY 2020-21

| Expenditure Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Personnel | | | | |
| Salaries | 93,045 | 103,468 | 103,459 | 109,096 |
| Overtime | - | 458 | 200 | 458 |
| Taxes - Social Security | 5,673 | 6,443 | 6,537 | 6,792 |
| Taxes - Medicare | 1,327 | 1,507 | 1,529 | 1,589 |
| Taxes SUTA/FUTA | 18 | 450 | 289 | 450 |
| Workmans' Compensation | 326 | 439 | 258 | 491 |
| Retirement | 11,097 | 12,318 | 12,262 | 12,870 |
| Health Insurance | 12,946 | 14,447 | 13,641 | 14,565 |
| Uniform Allowance | - | - | - | - |
| Car Allowance | - | - | - | - |
| Relocation Allowance | - | - | - | - |
| Total Personnel Costs | 124,431 | 139,531 | 138,175 | 146,311 |
| | | | | |
| Supplies, Maintenance & Operations | | | | |
| Supplies and Consumables | 1,490 | 2,200 | 1,800 | 2,200 |
| Minor Equipment and Furniture | - | 1,400 | 1,003 | 200 |
| Fuel | - | - | - | - |
| Uniforms | 96 | 100 | 100 | 100 |
| Miscellaneous | - | - | - | - |
| Vehicle Maintenance/Repairs | - | - | - | - |
| Equipment Maintenance/Repairs | - | - | - | - |
| Building Maintenance/Repairs | - | - | - | - |
| Landscaping & Greenspace Maintenance | - | - | - | - |
| Street Maintenance | - | - | - | - |
| Drainage Work | - | - | - | - |
| Committees - Other | - | - | - | - |
| Committees - Planning & Zoning | - | - | - | - |
| Committee - Board of Adjustments | - | - | - | - |
| Urban Wildlife | - | - | - | - |
| Donations & Grants | - | - | - | - |
| Court Technology | 8,919 | - | 1,399 | 6,050 |
| Court Security | 1,601 | - | - | 10,000 |
| Total Supplies, Maintenance & Operations Costs | 12,106 | 3,700 | 4,302 | 18,550 |
| | | | | |
| Services | | | | |
| Professional Services | 19,396 | 58,230 | 46,000 | 58,230 |
| Dues/Subscriptions | 190 | 800 | 110 | 800 |
| Training/Seminars & Related Travel | 2,199 | 2,000 | 841 | 3,000 |
| Meetings and Related Travel | - | 500 | 100 | 500 |
| Elections | - | - | - | - |
| Investigations | - | - | - | - |
| Leose Training | - | - | - | - |
| Asset Forfeiture | - | - | - | - |
| Public Relations | - | - | - | - |
| Employee Appreciation | - | 100 | 60 | 100 |
| Employment Costs | - | - | - | - |
| Recording/Reporting/History | - | - | - | - |
| Total Services Costs | 21,785 | 61,630 | 47,111 | 62,630 |
| | | | | |
| Shared Services | | | | |
| Facility Contracts & Services | - | - | - | - |
| Tech/Internet/Software Maintenance | - | - | - | - |
| Postage | - | - | - | - |
| General Liability Insurance | - | - | - | - |
| Electricity | - | - | - | - |
| Phone/Cable/Alarms | - | - | - | - |
| Total Shared Services Costs | - | - | - | - |
| | | | | |
| Capital Outlay & Transfers | | | | |
| Land/Land Improvement | - | - | - | - |
| Building/Building Improvement | - | - | - | - |
| Infrastructure | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | - | - | - | - |
| Transfer to Cap Improv Fund 02 | - | - | - | - |
| Transfer to GF Veh/Equip F 31 | - | - | - | - |
| Total Capital Outlay & Transfers Costs | - | - | - | - |
| | | | | |
| Total Departmental Budget | 158,322 | 204,861 | 189,588 | 227,491 |

# PUBLIC SAFETY OPERATIONAL BUDGET FY 2020-21

| Expenditure Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Personnel | | | | |
| Salaries | 1,474,609 | 1,625,186 | 1,459,428 | 1,733,121 |
| Overtime | 27,650 | 24,722 | 25,982 | 22,395 |
| Taxes - Social Security | 92,333 | 102,294 | 94,490 | 108,842 |
| Taxes - Medicare | 21,594 | 23,924 | 22,099 | 25,455 |
| Taxes SUTA/FUTA | 251 | 6,300 | 3,851 | 6,300 |
| Workmans' Compensation | 41,100 | 69,329 | 40,683 | 73,137 |
| Retirement | 181,464 | 195,555 | 177,121 | 206,229 |
| Health Insurance | 215,560 | 243,435 | 212,777 | 244,951 |
| Uniform Allowance | 16,800 | 20,800 | 20,800 | 26,000 |
| Car Allowance | - | - | - | - |
| Relocation Allowance | - | - | - | - |
| Total Personnel Costs | 2,071,361 | 2,311,546 | 2,057,232 | 2,446,431 |
| | | | | |
| Supplies, Maintenance & Operations | | | | |
| Supplies and Consumables | 4,022 | 4,000 | 4,000 | 4,000 |
| Minor Equipment and Furniture | 11,523 | 30,950 | 30,950 | 27,960 |
| Fuel | 36,000 | 30,000 | 30,000 | 30,000 |
| Uniforms | 8,798 | 12,000 | 12,000 | 15,720 |
| Miscellaneous | 1,605 | - | - | - |
| Vehicle Maintenance/Repairs | 17,531 | 17,000 | 19,983 | 23,550 |
| Equipment Maintenance/Repairs | - | - | - | - |
| Building Maintenance/Repairs | - | - | - | - |
| Landscaping & Greenspace Maintenance | - | - | - | - |
| Street Maintenance | - | - | - | - |
| Drainage Work | - | - | - | - |
| Committees - Other | - | - | - | - |
| Committees - Planning & Zoning | - | - | - | - |
| Committee - Board of Adjustments | - | - | - | - |
| Urban Wildlife | - | - | - | - |
| Donations & Grants | - | - | - | - |
| Court Technology | - | - | - | - |
| Total Supplies, Maintenance & Operations Costs | 79,479 | 93,950 | 96,933 | 101,230 |
| | | | | |
| Services | | | | |
| Professional Services | 516,870 | 518,767 | 519,821 | 521,887 |
| Dues/Subscriptions | 2,883 | 5,200 | 3,850 | 3,950 |
| Training/Seminars & Related Travel | 9,881 | 10,850 | 10,850 | 14,000 |
| Meetings and Related Travel | 683 | 2,500 | 500 | 2,500 |
| Elections | - | - | - | - |
| Investigations | 10,805 | 8,900 | 8,900 | 15,000 |
| Leose Training | - | 1,700 | - | 4,000 |
| Asset Forfeiture | - | - | - | - |
| Public Relations | 4,372 | 5,454 | 3,454 | 7,507 |
| Employee Appreciation | - | 1,400 | 1,400 | 1,400 |
| Employment Costs | - | - | - | - |
| Recording/Reporting/History | - | - | - | - |
| Total Services Costs | 545,494 | 554,771 | 548,775 | 570,244 |
| | | | | |
| Shared Services | | | | |
| Facility Contracts & Services | - | - | - | - |
| Tech/Internet/Software Maintenance | - | - | - | - |
| Postage | - | - | - | - |
| General Liability Insurance | - | - | - | - |
| Electricity | - | - | - | - |
| Phone/Cable/Alarms | - | - | - | - |
| Total Shared Services Costs | - | - | - | - |
| | | | | |
| Capital Outlay & Transfers | | | | |
| Land/Land Improvement | - | - | - | - |
| Building/Building Improvement | - | - | - | - |
| Infrastructure | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | 75,142 | 177,806 | 183,389 | 216,000 |
| Transfer to Cap Improv Fund 02 | - | - | - | - |
| Transfer to GF Veh/Equip F 31 | - | - | - | - |
| Total Capital Outlay & Transfers Costs | 75,142 | 177,806 | 183,389 | 216,000 |
| | | | | |
| Total Departmental Budget | 2,771,476 | 3,138,072 | 2,886,329 | 3,333,905 |

# MAINTENANCE OPERATIONAL BUDGET FY 2020-21

| Expenditure Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Personnel | | | | |
| Salaries | 226,563 | 286,552 | 269,770 | 299,617 |
| Overtime | 1,526 | 1,002 | 1,514 | 975 |
| Taxes - Social Security | 13,946 | 17,828 | 16,775 | 18,637 |
| Taxes - Medicare | 3,262 | 4,170 | 3,924 | 4,359 |
| Taxes SUTA/FUTA | 68 | 1,688 | 1,110 | 1,688 |
| Workmans' Compensation | 15,066 | 23,518 | 13,830 | 22,063 |
| Retirement | 27,218 | 34,082 | 32,731 | 35,312 |
| Health Insurance | 51,846 | 62,677 | 64,558 | 62,943 |
| Uniform Allowance | - | - | - | - |
| Car Allowance | - | - | - | - |
| Relocation Allowance | - | - | - | - |
| Total Personnel Costs | 339,495 | 431,517 | 404,212 | 445,592 |
| | | | | |
| Supplies, Maintenance & Operations | | | | |
| Supplies and Consumables | 2,422 | 6,100 | 6,100 | 3,800 |
| Minor Equipment and Furniture | 10,520 | 10,800 | 10,800 | 10,800 |
| Fuel | 9,335 | 10,200 | 10,200 | 10,200 |
| Uniforms | 5,873 | 6,275 | 6,275 | 6,275 |
| Miscellaneous | - | 200 | 200 | 200 |
| Vehicle Maintenance/Repairs | 5,955 | 12,000 | 12,000 | 8,000 |
| Equipment Maintenance/Repairs | 18,434 | 5,580 | 8,288 | 12,300 |
| Building Maintenance/Repairs | 15,214 | 15,480 | 21,168 | 15,300 |
| Landscaping & Greenspace Maintenance | 2,128 | 5,000 | 3,000 | 5,000 |
| Street Maintenance | - | 31,000 | 27,000 | 33,000 |
| Drainage Work | 213 | 5,000 | 2,905 | 5,000 |
| Committees - Other | - | - | - | - |
| Committees - Planning & Zoning | - | - | - | - |
| Committee - Board of Adjustments | - | - | - | - |
| Urban Wildlife | - | - | - | - |
| Donations & Grants | - | - | - | - |
| Court Technology | - | - | - | - |
| Total Supplies, Maintenance & Operations Costs | 70,094 | 107,635 | 107,936 | 109,875 |
| | | | | |
| Services | | | | |
| Professional Services | - | - | - | - |
| Dues/Subscriptions | 14 | 600 | 600 | 600 |
| Training/Seminars & Related Travel | 3,076 | 8,541 | 3,541 | 8,541 |
| Meetings and Related Travel | 362 | 100 | 100 | 100 |
| Elections | - | - | - | - |
| Investigations | - | - | - | - |
| Leose Training | - | - | - | - |
| Asset Forfeiture | - | - | - | - |
| Public Relations | - | - | - | - |
| Employee Appreciation | - | 400 | 400 | 400 |
| Employment Costs | - | - | - | - |
| Recording/Reporting/History | - | - | - | - |
| Total Services Costs | 3,452 | 9,641 | 4,641 | 9,641 |
| | | | | |
| Shared Services | | | | |
| Facility Contracts & Services | - | - | - | - |
| Tech/Internet/Software Maintenance | - | - | - | - |
| Postage | - | - | - | - |
| General Liability Insurance | - | - | - | - |
| Electricity | - | - | - | - |
| Phone/Cable/Alarms | - | - | - | - |
| Total Shared Services Costs | - | - | - | - |
| | | | | |
| Capital Outlay & Transfers | | | | |
| Land/Land Improvement | - | - | - | - |
| Building/Building Improvement | - | - | - | - |
| Infrastructure | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | 148,233 | 173,890 | 292,259 | - |
| Transfer to Cap Improv Fund 02 | - | - | - | - |
| Transfer to GF Veh/Equip F 31 | - | - | - | - |
| Total Capital Outlay & Transfers Costs | 148,233 | 173,890 | 292,259 | - |
| | | | | |
| Total Departmental Budget | 561,274 | 722,683 | 809,048 | 565,108 |

# BUILDING CODES OPERATIONAL BUDGET FY 2020-21

| Expenditure Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Personnel | | | | |
| Salaries | 163,542 | 174,828 | 171,407 | 184,642 |
| Overtime | 248 | 173 | 100 | 173 |
| Taxes - Social Security | 9,915 | 10,850 | 10,808 | 11,459 |
| Taxes - Medicare | 2,319 | 2,538 | 2,528 | 2,680 |
| Taxes SUTA/FUTA | 27 | 675 | 432 | 675 |
| Workmans' Compensation | 915 | 1,511 | 887 | 1,663 |
| Retirement | 19,548 | 20,742 | 20,316 | 21,711 |
| Health Insurance | 24,637 | 25,290 | 24,507 | 25,442 |
| Uniform Allowance | - | - | - | - |
| Car Allowance | - | - | - | - |
| Relocation Allowance | - | - | - | - |
| Total Personnel Costs | 221,151 | 236,608 | 230,984 | 248,445 |
| | | | | |
| Supplies, Maintenance & Operations | | | | |
| Supplies and Consumables | 619 | 450 | 450 | 450 |
| Minor Equipment and Furniture | 1,369 | 2,200 | 1,600 | 300 |
| Fuel | 1,225 | 1,300 | 1,300 | 1,300 |
| Uniforms | 119 | 530 | 300 | 530 |
| Miscellaneous | 128 | - | - | - |
| Vehicle Maintenance/Repairs | - | - | - | - |
| Equipment Maintenance/Repairs | - | - | - | - |
| Building Maintenance/Repairs | - | - | - | - |
| Landscaping & Greenspace Maintenance | - | - | - | - |
| Street Maintenance | - | - | - | - |
| Drainage Work | - | - | - | - |
| Committees - Other | - | - | - | - |
| Committees - Planning & Zoning | - | - | - | - |
| Committee - Board of Adjustments | - | - | - | - |
| Urban Wildlife | - | - | - | - |
| Donations & Grants | - | - | - | - |
| Court Technology | - | - | - | - |
| Total Supplies, Maintenance & Operations Costs | 3,460 | 4,480 | 3,650 | 2,580 |
| | | | | |
| Services | | | | |
| Professional Services | 8,130 | 9,560 | 9,560 | 9,560 |
| Dues/Subscriptions | 265 | 290 | 290 | 290 |
| Training/Seminars & Related Travel | 2,397 | 4,075 | 1,307 | 4,075 |
| Meetings and Related Travel | 200 | 600 | 100 | 600 |
| Elections | - | - | - | - |
| Investigations | - | - | - | - |
| Leose Training | - | - | - | - |
| Asset Forfeiture | - | - | - | - |
| Public Relations | - | - | - | - |
| Employee Appreciation | - | 150 | 150 | 150 |
| Employment Costs | - | - | - | - |
| Recording/Reporting/History | - | - | - | - |
| Total Services Costs | 10,992 | 14,675 | 11,407 | 14,675 |
| | | | | |
| Shared Services | | | | |
| Facility Contracts & Services | - | - | - | - |
| Tech/Internet/Software Maintenance | - | - | - | - |
| Postage | - | - | - | - |
| General Liability Insurance | - | - | - | - |
| Electricity | - | - | - | - |
| Phone/Cable/Alarms | - | - | - | - |
| Total Shared Services Costs | - | - | - | - |
| | | | | |
| Capital Outlay & Transfers | | | | |
| Land/Land Improvement | - | - | - | - |
| Building/Building Improvement | - | - | - | - |
| Infrastructure | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | - | - | - | - |
| Transfer to Cap Improv Fund 02 | - | - | - | - |
| Transfer to GF Veh/Equip F 31 | - | - | - | - |
| Total Capital Outlay & Transfers Costs | - | - | - | - |
| | | | | |
| Total Departmental Budget | 235,603 | 255,763 | 246,041 | 265,700 |

# ENGINEERING SERVICES OPERATIONAL BUDGET FY 2020-21

| Expenditure Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Personnel | | | | |
| Salaries | 186,977 | 226,787 | 194,736 | 230,742 |
| Overtime | 288 | 1,058 | 360 | 1,000 |
| Taxes - Social Security | 10,744 | 14,126 | 12,440 | 14,368 |
| Taxes - Medicare | 2,513 | 3,304 | 2,910 | 3,360 |
| Taxes SUTA/FUTA | 27 | 788 | 508 | 788 |
| Workmans' Compensation | 1,420 | 2,451 | 1,438 | 2,507 |
| Retirement | 22,345 | 27,005 | 23,100 | 27,224 |
| Health Insurance | 25,266 | 30,998 | 25,606 | 31,118 |
| Uniform Allowance | - | - | - | - |
| Car Allowance | - | - | - | - |
| Relocation Allowance | - | - | - | - |
| Total Personnel Costs | 249,578 | 306,516 | 261,099 | 311,106 |
| | | | | |
| Supplies, Maintenance & Operations | | | | |
| Supplies and Consumables | 2,804 | 6,495 | 5,295 | 11,255 |
| Minor Equipment and Furniture | 3,812 | 950 | 950 | 900 |
| Fuel | 1,403 | 1,301 | 1,301 | 1,301 |
| Uniforms | 715 | 1,140 | 1,140 | 1,865 |
| Miscellaneous | 183 | - | - | - |
| Vehicle Maintenance/Repairs | - | - | - | - |
| Equipment Maintenance/Repairs | - | - | - | - |
| Building Maintenance/Repairs | - | - | - | - |
| Landscaping & Greenspace Maintenance | - | - | - | - |
| Street Maintenance | - | 410,000 | 443,095 | 430,000 |
| Drainage Work | - | - | - | - |
| Committees - Other | - | - | - | - |
| Committees - Planning & Zoning | - | - | - | - |
| Committee - Board of Adjustments | - | - | - | - |
| Urban Wildlife | - | - | - | - |
| Donations & Grants | - | - | - | - |
| Court Technology | - | - | - | - |
| Total Supplies, Maintenance & Operations Costs | 8,916 | 419,887 | 451,782 | 445,321 |
| | | | | |
| Services | | | | |
| Professional Services | - | 15,000 | 15,000 | 195,775 |
| Dues/Subscriptions | 1,043 | 333 | 333 | 570 |
| Training/Seminars & Related Travel | 4,351 | 7,323 | 7,323 | 8,023 |
| Meetings and Related Travel | 241 | 900 | 900 | 900 |
| Elections | - | - | - | - |
| Investigations | - | - | - | - |
| Leose Training | - | - | - | - |
| Asset Forfeiture | - | - | - | - |
| Public Relations | - | - | - | - |
| Employee Appreciation | - | 350 | 350 | 350 |
| Employment Costs | - | - | - | - |
| Recording/Reporting/History | - | - | - | - |
| Total Services Costs | 5,634 | 23,905 | 23,905 | 205,618 |
| | | | | |
| Shared Services | | | | |
| Facility Contracts & Services | - | - | - | - |
| Tech/Internet/Software Maintenance | - | - | - | - |
| Postage | - | - | - | - |
| General Liability Insurance | - | - | - | - |
| Electricity | - | - | - | - |
| Phone/Cable/Alarms | - | - | - | - |
| Total Shared Services Costs | - | - | - | - |
| | | | | |
| Capital Outlay & Transfers | | | | |
| Land/Land Improvement | - | - | - | - |
| Building/Building Improvement | - | - | - | - |
| Infrastructure | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | - | - | - | - |
| Transfer to Cap Improv Fund 02 | - | - | - | - |
| Transfer to GF Veh/Equip F 31 | - | - | - | - |
| Total Capital Outlay & Transfers Costs | - | - | - | - |
| | | | | |
| Total Departmental Budget | 264,129 | 750,308 | 736,786 | 962,045 |

# CIVIC CENTER OPERATIONAL BUDGET FY 2020-21

| Expenditure Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Personnel | | | | |
| Salaries | - | - | - | - |
| Overtime | - | - | - | - |
| Taxes - Social Security | - | - | - | - |
| Taxes - Medicare | - | - | - | - |
| Taxes SUTA/FUTA | - | - | - | - |
| Workmans' Compensation | - | - | - | - |
| Retirement | - | - | - | - |
| Health Insurance | - | - | - | - |
| Uniform Allowance | - | - | - | - |
| Car Allowance | - | - | - | - |
| Relocation Allowance | - | - | - | - |
| Total Personnel Costs | - | - | - | - |
| | | | | |
| Supplies, Maintenance & Operations | | | | |
| Supplies and Consumables | - | - | - | 2,500 |
| Minor Equipment and Furniture | - | - | - | - |
| Fuel | - | - | - | - |
| Uniforms | - | - | - | - |
| Miscellaneous | - | - | - | - |
| Vehicle Maintenance/Repairs | - | - | - | - |
| Equipment Maintenance/Repairs | - | - | - | - |
| Building Maintenance/Repairs | - | - | - | - |
| Landscaping & Greenspace Maintenance | - | - | - | - |
| Street Maintenance | - | - | - | - |
| Drainage Work | - | - | - | - |
| Committees - Other | - | - | - | - |
| Committees - Planning & Zoning | - | - | - | - |
| Committee - Board of Adjustments | - | - | - | - |
| Urban Wildlife | - | - | - | - |
| Donations & Grants | - | - | - | - |
| Court Technology | - | - | - | - |
| Total Supplies, Maintenance & Operations Costs | - | - | - | 2,500 |
| | | | | |
| Services | | | | |
| Professional Services | - | - | - | - |
| Dues/Subscriptions | - | - | - | - |
| Training/Seminars & Related Travel | - | - | - | - |
| Meetings and Related Travel | - | - | - | - |
| Elections | - | - | - | - |
| Investigations | - | - | - | - |
| Leose Training | - | - | - | - |
| Asset Forfeiture | - | - | - | - |
| Public Relations | - | - | - | - |
| Employee Appreciation | - | - | - | - |
| Employment Costs | - | - | - | - |
| Recording/Reporting/History | - | - | - | - |
| Total Services Costs | - | - | - | - |
| | | | | |
| Shared Services | | | | |
| Facility Contracts & Services | - | - | - | - |
| Tech/Internet/Software Maintenance | - | - | - | - |
| Postage | - | - | - | - |
| General Liability Insurance | - | - | - | - |
| Electricity | - | - | - | 3,750 |
| Phone/Cable/Alarms | - | - | - | - |
| Total Shared Services Costs | - | - | - | 3,750 |
| | | | | |
| Capital Outlay & Transfers | | | | |
| Land/Land Improvement | - | - | - | - |
| Building/Building Improvement | - | - | - | - |
| Infrastructure | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | - | - | - | - |
| Transfer to Cap Improv Fund 02 | - | - | - | - |
| Transfer to GF Veh/Equip F 31 | - | - | - | - |
| Total Capital Outlay & Transfers Costs | - | - | - | - |
| | | | | |
| Total Departmental Budget | - | - | - | 6,250 |

# NON-DEPARTMENTAL AND SHARED OPERATIONAL BUDGET FY 2020-21

| Expenditure Type | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Personnel | | | | |
| Salaries | - | - | - | - |
| Overtime | - | - | - | - |
| Taxes - Social Security | - | - | - | - |
| Taxes - Medicare | - | - | - | - |
| Taxes SUTA/FUTA | - | - | - | - |
| Workmans' Compensation | - | - | - | - |
| Retirement | - | - | - | - |
| Health Insurance | - | - | - | - |
| Uniform Allowance | - | - | - | - |
| Car Allowance | - | - | - | - |
| Relocation Allowance | - | - | - | - |
| Total Personnel Costs | - | - | - | - |
| | | | | |
| Supplies, Maintenance & Operations | | | | |
| Supplies and Consumables | 6,184 | 6,000 | 6,000 | 6,000 |
| Minor Equipment and Furniture | - | - | - | - |
| Fuel | - | - | - | - |
| Uniforms | - | - | - | - |
| Miscellaneous | - | - | 30,000 | - |
| Vehicle Maintenance/Repairs | - | - | - | - |
| Equipment Maintenance/Repairs | - | - | - | - |
| Building Maintenance/Repairs | - | - | - | - |
| Landscaping & Greenspace Maintenance | - | - | - | - |
| Street Maintenance | - | - | - | - |
| Drainage Work | - | - | - | - |
| Committees - Other | - | - | - | - |
| Committees - Planning & Zoning | - | - | - | - |
| Committee - Board of Adjustments | - | - | - | - |
| Urban Wildlife | - | - | - | - |
| Donations & Grants | - | - | - | - |
| Court Technology | - | - | - | - |
| Total Supplies, Maintenance & Operations Costs | 6,184 | 6,000 | 36,000 | 6,000 |
| | | | | |
| Services | | | | |
| Professional Services | - | - | - | - |
| Dues/Subscriptions | - | - | - | - |
| Training/Seminars & Related Travel | - | - | - | - |
| Meetings and Related Travel | - | - | - | - |
| Elections | - | - | - | - |
| Investigations | - | - | - | - |
| Leose Training | - | - | - | - |
| Asset Forfeiture | - | - | - | - |
| Public Relations | - | - | - | - |
| Employee Appreciation | - | - | - | - |
| Employment Costs | - | - | - | - |
| Recording/Reporting/History | - | - | - | - |
| Total Services Costs | - | - | - | - |
| | | | | |
| Shared Services | | | | |
| Facility Contracts & Services | 28,694 | 50,777 | 50,777 | 39,799 |
| Tech/Internet/Software Maintenance | 153,992 | 156,481 | 156,481 | - |
| Postage | 3,095 | 9,500 | 5,000 | 10,125 |
| General Liability Insurance | 49,586 | 51,418 | 39,207 | 51,418 |
| Electricity | 34,981 | 32,700 | 31,000 | 32,700 |
| Phone/Cable/Alarms | 25,454 | 26,742 | 31,542 | - |
| Total Shared Services Costs | 295,801 | 327,617 | 314,007 | 134,042 |
| | | | | |
| Capital Outlay & Transfers | | | | |
| Land/Land Improvement | - | - | - | - |
| Building/Building Improvement | - | - | - | - |
| Infrastructure | - | - | - | - |
| Furniture, Fixtures, Equipment & Vehicles | 83,712 | - | - | - |
| Transfer to Cap Improv Fund 02 | 1,020,321 | 1,199,525 | 599,525 | 152,500 |
| Transfer to GF Veh/Equip F 31 | 215,503 | 230,492 | 230,492 | 290,493 |
| Total Capital Outlay & Transfers Costs | 1,319,536 | 1,430,017 | 830,017 | 442,993 |
| | | | | |
| Total Departmental Budget | 1,621,521 | 1,763,634 | 1,180,024 | 583,035 |

## Governmental Strategic Projects Fund

| | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Beginning Fund Balance | 223,508 | 955,378 | 1,110,229 | 1,006,190 |
| Revenues: | | | | |
| Grant Revenue | | | | 600,000 |
| Transfer from General Fund | 1,037,171 | 1,199,525 | 599,525 | 152,500 |
| Transfer from Bond Fund | | | | - |
| Total Revenue | 1,037,171 | 1,199,525 | 599,525 | 752,500 |
| Financial Integrity | | | | |
| Revenue Projections | - | 10,000 | - | - |
| Internal Controls Framework | - | 55,000 | 55,000 | - |
| Stormwater Funding | - | 120,000 | 170,000 | - |
| Debt Review and Policy Implementation | - | 15,000 | - | - |
| Grants and Utilities Reporting Requirements | - | 10,000 | - | 10,000 |
| Financial Mangement Policy Review | - | 15,000 | - | - |
| Stormwater Utility cost center set-up | - | 50,000 | - | 50,000 |
| Responsible Growth Mangement | | | | |
| Comprehensive Plan and Unified Development Code | - | 50,000 | 75,000 | - |
| FM 3351 Owners Representative and Project Manager | - | 75,000 | 12,340 | - |
| Project Development and Funding Plan for Drainage | - | 50,000 | 50,000 | - |
| Municipal Separate Storm Sewer Systm (MS4) | - | 5,000 | 5,000 | - |
| City Right of Way Beautification | - | - | - | 10,000 |
| Tree Preservation and Oak Wilt Program | - | - | - | 15,000 |
| Reliable and Sustainable Infrastructure | | | | |
| City Civic Center | - | 600,000 | - | 600,000 |
| City Campus Renovation | - | 450,000 | 25,000 | 436,729 |
| Long-term road condition analysis (traffic studies and PCI, etc) | - | 80,000 | 35,000 | - |
| Amman Road | - | - | - | - |
| Roundabout | - | - | - | - |
| Public Health, Safety, and Welfare | | | | |
| Public Safety Command Structure Program Review | - | 25,000 | - | 25,000 |
| Fire Services Program Review | - | 25,000 | - | 25,000 |
| Emergency Medical Services Program Review | - | 25,000 | - | 25,000 |
| Operational Excellence | | | | |
| Compensation and Benefit Plan Study | - | 50,000 | 50,000 | - |
| Employee Handbook | - | 5,000 | 5,000 | - |
| HR Technology Upgrade | - | 32,000 | 31,954 | - |
| Learning and Development Training Program | - | 5,000 | 5,000 | - |
| Communications and Marketing Strategy | - | 5,000 | 5,000 | 29,000 |
| Records Management | - | 12,000 | 12,000 | - |
| IT Infrastruture projects | - | 50,000 | 50,000 | 166,185 |
| Public Communications Technology | - | - | - | - |
| City Records Digitization Program | - | - | - | 26,000 |
| Agenda and Minutes Software program | - | - | - | 10,000 |
| Ticketing with GIS compatibility | - | - | - | 12,500 |
| Completed Projects | | | | |
| Master Land Use Plan | 60,000 | - | - | - |
| Master Drainage Plan | 14,164 | - | - | - |
| MS4 and SSO Permitting | 39,419 | - | - | - |
| Capital Improvement | | | - | |
| Land/Land Improvement | - | - | - | - |
| Bldg/Bldg Improvement | 26,415 | - | - | - |
| Infrastructure | 10,451 | 110,669 | 110,669 | - |
| Furniture and Equipment (City Hall Renovation) | - | 22,600 | 6,600 | 261,000 |
| Total Expenditures | 150,450 | 1,952,269 | 703,563 | 1,701,414 |
| Total Change in Fund Balance | 886,721 | (752,744) | (104,038) | (948,914) |
| Transfer to/(from) Allocated Fund Balance | - | - | - | (948,914) |
| Transfer to/(from) Unallocated Fund Balance | - | - | - | - |
| Total Change in Fund Balance | - | - | - | (948,914) |
| Ending Fund Balance | 1,110,229 | 202,634 | 1,006,191 | 57,276 |

# Governmental Vehicle/Equipment Replacement Fund

The Governmental Vehicle/Equipment Replacement Fund is dedicated for the replacement of General 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.

## Equipment and Vehicle Replacement

| | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Revenues: | | | | |
| Transfer from General Fund | 215,503 | 230,492 | 230,492 | 290,493 |
| Transfer from Capital Improvement Fund | - | - | - | - |
| Transfer from other General Fund Departments | - | - | - | - |
| Interest Income on Investments | - | - | - | - |
| Total Revenue | 215,503 | 230,492 | 230,492 | 290,493 |
| Professional and Contractual Services | | | | |
| Maintenance Furniture | - | - | - | - |
| Maintenance Equipment | - | - | - | - |
| Patrol Vehicle | - | - | - | - |
| Transfer to General Fund for Purchases | 159,707 | 292,000 | 288,232 | 240,000 |
| Fund Balance | - | - | - | - |
| Total Professional and Contractual Services Costs | 159,707 | 292,000 | 288,232 | 240,000 |
| Net Budget | 55,796 | (61,508) | (57,740) | 50,493 |

## Programmed Replacements Funded by Equipment Replacement Fund

| Programmed Purchase or Replacement | Funded From | Cost |
|---|---|---|
| Public Safety Vehicle replacement | Public Safety | 34,000 |
| Public Safety Vehicle replacement | Public Safety | 34,000 |
| Public Safety Vehicle outfitting | Public Safety | 22,000 |
| Public Safety Vehicle outfitting | Public Safety | 22,000 |
| Public Safety Building-Evidence Room HVAC | Public Safety | 70,000 |
| Animal Control Truck | Public Safety | 34,000 |
| Admin Vehicle | Administration | 24,000 |
| | | 240,000 |

## Governmental Debt Service Fund

| | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Revenues: | | | | |
| General Property-I & S | 555,837 | 550,931 | 548,962 | 548,653 |
| Delinquent Property | 1,341 | 3,000 | 2,590 | 3,000 |
| Penalty & Interest | 4,476 | 1,500 | 2,020 | 1,500 |
| Interest Income on Investments | 790 | 1,000 | 941 | 1,000 |
| Miscellaneous Income | - | - | - | - |
| Total Revenue | 562,444 | 556,431 | 554,513 | 554,153 |
| Expenditures: | | | | |
| Bond Principal | 435,000 | 440,000 | 440,000 | 445,000 |
| Bond Interest Payable | 117,009 | 111,540 | 111,540 | 105,675 |
| Bond Agent Fees | 400 | 400 | 400 | 400 |
| Transfer to Fund Balance | - | - | - | - |
| Total Departmental Budget | 552,409 | 551,940 | 551,940 | 551,075 |

# Consolidated Enterprise Fund Budget
## Summary

| | Water | Wastewater | Stormwater | Utility Fund Total |
|---|---|---|---|---|
| Utility Revenues | 3,951,644 | 1,168,461 | 282,011 | 5,402,116 |
| Utility Operating Expenses | | | | |
| Personnel | 836,075 | 709,935 | - | 1,546,010 |
| Supplies, Maintenance & Operations | 1,733,967 | 673,994 | 51,028 | 2,458,988 |
| Services | 117,908 | 82,103 | 17,593 | 217,603 |
| Debt Service Costs | 68,074 | 12,966 | - | 81,040 |
| Total Utility Operating Expenses | 2,756,023 | 1,478,998 | 68,620 | 4,303,641 |
| Operating Income/(Loss) | 1,195,621 | (310,537) | 213,391 | 1,098,475 |
| Capital Outlay | 1,219,588 | 391,250 | - | 1,610,838 |
| Transfer to Debt Service | - | - | - | - |
| Non Cash Adjustments | (452,046) | 161,977 | - | (290,069) |
| Net Income/(Loss) | 428,079 | (863,764) | 213,391 | (222,293) |

## Water Utility Fund
### Summary

| | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Water Revenues | 3,868,621 | 3,971,147 | 4,205,976 | 3,951,644 |
| Water Operating Expenses | | | | |
| Personnel | 666,415 | 783,911 | 674,812 | 836,075 |
| Supplies, Maintenance & Operations | 1,590,667 | 1,760,076 | 1,706,234 | 1,733,967 |
| Services | 188,708 | 66,138 | 566,138 | 117,908 |
| Total Water Operating Expenses | 2,445,790 | 2,610,126 | 2,947,184 | 2,687,949 |
| Operating Income | 1,422,831 | 1,361,021 | 1,258,793 | 1,263,695 |
| Lease Interest Expense | 82,729 | 75,522 | 75,522 | 68,074 |
| Capital Outlay | 200,381 | 1,200,117 | 553,512 | 1,219,588 |
| Non Cash Adjustments | 300,954 | (574,669) | 657,791 | (452,046) |
| Net Income/(Loss) | 838,767 | 660,051 | (28,032) | 428,079 |

## Wastewater Utility Operations

| | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Wastewater Revenues | 1,127,937 | 1,075,001 | 1,217,051 | 1,168,461 |
| Wastewater Operating Expenses | | | | |
| Personnel | 556,212 | 644,490 | 589,622 | 709,935 |
| Supplies, Maintenance & Operations | 634,933 | 679,738 | 643,573 | 673,994 |
| Services | 32,346 | 30,804 | 30,804 | 82,103 |
| Total Wastewater Operating Expenses | 1,223,492 | 1,355,033 | 1,264,000 | 1,466,032 |
| Operating Income | (95,555) | (280,032) | (46,949) | (297,571) |
| Lease Interest Expense | 15,758 | 14,385 | 14,385 | 12,966 |
| Capital Outlay | 525,387 | 318,067 | 305,510 | 391,250 |
| Non-Cash Adjustments | (37,794) | 152,245 | (502,406) | 161,977 |
| Net Income/(Loss) | (598,905) | (764,729) | 135,562 | (863,763) |

# Water Utility Operations
## Revenue Detail

| | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Water Revenues | | | | |
| Water Revenue Residential | 2,651,312 | 2,883,483 | 2,883,483 | 2,855,194 |
| Rebate Program | - | - | - | - |
| Water Debt Service | 291,140 | 304,738 | 304,738 | 305,227 |
| Water Capital | 240,564 | 244,420 | 244,420 | 243,049 |
| Water Revenue Commercial | 200,572 | 152,657 | 188,657 | 159,446 |
| Water Contract Commercial | 158,335 | 158,268 | 158,268 | 158,268 |
| Water Revenue Non Potable | 11,438 | 10,960 | 15,960 | 10,960 |
| Water Service Connect Fees | 36,515 | 34,810 | 44,810 | 34,810 |
| Water Penalties | 36,845 | 28,440 | 17,919 | 28,440 |
| Water Impact Fees | 162,360 | 107,290 | 298,645 | 107,290 |
| Water Impact Fees - Stone Creek | - | - | - | - |
| Water Impact Fee-S Bar Ranch | - | - | - | - |
| Water Impact Fee-Oak Bend | - | - | - | - |
| Water Impact Fee-Enclave | - | - | - | - |
| Water Interest Income | 60,026 | 35,000 | 35,000 | 35,000 |
| Water-Bad Debts | (235) | (3,000) | (3,000) | (3,000) |
| Water Grant Revenue | - | - | - | - |
| SECO EECBG | - | - | - | - |
| Misc./Special Requests | 1,538 | 3,710 | 710 | 3,710 |
| Developers Contributions | - | - | - | - |
| Third Party Reimbursement | 5,761 | - | 715 | 250 |
| Permits/Variances | 550 | 370 | 1,650 | 1,000 |
| Credit Card Service Fee | 11,901 | 10,000 | 14,000 | 12,000 |
| Sale of Assets | - | - | - | - |
| Bond Proceeds | - | - | - | - |
| Total Water Revenues | 3,868,621 | 3,971,147 | 4,205,976 | 3,951,644 |

# Water Utility Operations
## Operating Expense Detail

| | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Operating Expenses | | | | |
| Service Salaries | 230,663 | 265,777 | 213,307 | 275,728 |
| Service Overtime | 7,893 | 2,627 | 4,605 | 2,755 |
| Service Taxes - FICA | 13,934 | 16,641 | 13,131 | 17,266 |
| Service Taxes - MEDICARE | 3,259 | 3,892 | 3,071 | 4,038 |
| Service Workers' Comp | 10,200 | 13,376 | 7,849 | 13,978 |
| Service Texas Workforce Commission | 54 | 1,350 | 670 | 1,350 |
| Service Retirement | 36,893 | 31,813 | 25,472 | 32,715 |
| Service Insurance | 54,224 | 52,649 | 43,358 | 53,042 |
| Water Service OPEB | 916 | - | 1,000 | 1,000 |
| Administration Salaries | 224,940 | 294,818 | 269,274 | 324,607 |
| Administration Overtime | 190 | 762 | 120 | 733 |
| Administration Taxes - FICA | 13,356 | 18,326 | 16,605 | 20,171 |
| Administration Taxes - MEDICARE | 3,124 | 4,286 | 3,884 | 4,717 |
| Administration Workers' Comp | 1,052 | 2,616 | 1,535 | 2,796 |
| Administration Texas Workforce Commission | 65 | 1,069 | 658 | 1,125 |
| Administration Retirement | 34,784 | 35,034 | 31,672 | 38,219 |
| Administration Insurance | 30,004 | 38,875 | 37,701 | 40,935 |
| Water Admin OPEB | 863 | - | 900 | 900 |
| Uniforms | 5,688 | 5,750 | 5,750 | 5,750 |
| Power | 106,196 | 135,000 | 135,000 | 135,000 |
| Maintenance of Plants/Lines | 98,059 | 115,000 | 115,000 | 100,000 |
| Cost of Meters | - | - | - | - |
| Analysis Fees | 6,742 | 7,400 | 9,700 | 7,400 |
| Chemicals | 2,582 | 5,090 | 3,090 | 5,090 |
| City Management Fee | 151,083 | 160,268 | 160,268 | 159,193 |
| Equipment Maintenance | 10,165 | 12,110 | 12,110 | 12,910 |
| Equipment Gas & Oil | 9,921 | 11,010 | 11,010 | 11,010 |
| GBRA Water Fees | 1,021,530 | 1,097,699 | 1,048,199 | 1,083,264 |

# Water Utility Operations
## Operating Expense Detail continued

| | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Equipment Lease | - | 690 | 690 | 690 |
| Tools & Minor Equipment | 22,192 | 10,000 | 10,000 | 10,000 |
| Training | 8,915 | 9,460 | 9,460 | 9,249 |
| Utilities & Radio | 19,399 | 19,328 | 19,328 | 21,005 |
| Signal & Telemetry | 155 | 162 | 162 | 162 |
| Water Building Maintenance | 5,795 | 12,250 | 12,250 | 11,500 |
| Supplies & Consumables | 1,286 | 1,340 | 1,340 | 1,340 |
| Vehicle Maintenance/Repair | 6,800 | 6,500 | 6,500 | 6,500 |
| Water Inventory Adjustment | (179) | - | - | - |
| Utilities & Telephone | 5,232 | 6,309 | 6,309 | 6,277 |
| Dues & Publications | 1,461 | 1,056 | 1,056 | 1,128 |
| Water Professional Services | 188,708 | 66,138 | 566,138 | 117,908 |
| Permit & Licenses | 7,724 | 8,741 | 8,741 | 8,033 |
| General Libility Insurance | 11,917 | 25,709 | 19,544 | 25,709 |
| Office Supplies | 5,051 | 4,616 | 4,616 | 4,804 |
| Travel & Meetings | 5,243 | 6,500 | 6,500 | 7,000 |
| Software & Computer | 57,190 | 70,218 | 70,218 | 59,955 |
| Recording/Reporting | 56 | 100 | 100 | 100 |
| Mileage | - | - | - | - |
| Copier Lease | - | - | - | - |
| Postage | 361 | 850 | 872 | 938 |
| Building/Equip Maintenance | 632 | 150 | 150 | 150 |
| Conservation Ed & Newsletter | - | 250 | 250 | 250 |
| Billing Statement Charges | 3,373 | 3,360 | 3,360 | 3,360 |
| Billing Postage | 7,900 | 8,100 | 8,100 | 8,100 |
| Water Miscellaneous | 576 | 7,800 | 7,800 | 16,600 |
| Credit Card Service Fee | 7,623 | 7,260 | 8,760 | 11,500 |
| Total Operating Expenses | 2,445,790 | 2,610,126 | 2,947,184 | 2,687,949 |

# Water Utility Fund
## Capital, Debt and Non-Operating Detail

| | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Operational Capital Outlays | | | | |
| Water Operational Capital Outlays | 60,414 | 24,089 | 40,436 | 5,000 |
| Water Equipment Replacement Purchases | - | 15,000 | 18,000 | - |
| Total Operational Capital Outlays | 60,414 | 39,089 | 58,436 | 5,000 |
| Strategic Action Plan & Capital Outlays | | | | |
| Elevated Strorage Tower | 106,226 | 628,528 | 305,000 | 323,528 |
| Master Water Plan | 19,777 | - | - | - |
| Project Development | - | 50,000 | 50,000 | - |
| Plant 2 Hydro Tank | - | 45,000 | 45,000 | 364,810 |
| Water Rate Study | - | - | - | 75,000 |
| Impact Rate Study | 5,924 | 37,500 | 30,076 | - |
| EPA Risk Assessment | - | - | - | 50,000 |
| Improve use of SCADA data | - | - | - | 150,000 |
| GIS compatible work order system | - | - | - | 6,250 |
| Creek Crossing West Water Line | 8,040 | 400,000 | 65,000 | 245,000 |
| Total Strategic Action Plan & Capital Outlays | 139,968 | 1,161,028 | 495,076 | 1,214,588 |
| Total Capital Outlays | 200,381 | 1,200,117 | 553,512 | 1,219,588 |
| Lease Interest Expense | | | | |
| Bond Principal | - | - | - | - |
| Bond Water Issuance Fees | - | - | - | - |
| Bond Interest Cost | - | - | - | 68,074 |
| Tax Exempt Lease Interest | 82,729 | 75,522 | 75,522 | - |
| Total Lease Interest Expense | 82,729 | 75,522 | 75,522 | 68,074 |
| Non-Cash Adjustments | | | | |
| Transfer to Vehicle/Equip Replacement Fund | 59,423 | 30,000 | 30,000 | 45,000 |
| Transfer from Water Operations | (59,423) | (30,000) | (30,000) | (45,000) |
| Transfer from Vehicle/Equip Replacement Fund | - | (19,089) | (19,089) | - |
| Transfer to Water Operations | - | 19,089 | 19,089 | - |
| Water Service Depreciation | 470,709 | 532,948 | 479,991 | 636,292 |
| Transfer of Assets to Balance Sheet | (174,680) | (1,107,617) | (473,436) | (1,088,338) |
| Transfer to Water CIP | 404,925 | - | - | 432,158 |
| Transfer from Water Operations | (400,000) | - | 651,236 | (432,158) |
| Transfer to Debt Service Fund | - | - | - | - |
| Total Non-Cash Adjustments | 300,954 | (574,669) | 657,791 | (452,046) |
| Total Non-Operating Expenses | 584,064 | 700,970 | 1,286,825 | 835,616 |

## Wastewater Utility Operations
### Revenue Detail

| | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Wastewater Revenues | | | | |
| Sewer Revenue Residential | 830,346 | 830,798 | 830,798 | 857,180 |
| Sewer Debt Service | 55,994 | 57,327 | 57,327 | 111,897 |
| Sewer Capital | 89,354 | 89,190 | 89,190 | 92,008 |
| Sewer Revenue Commercial | 4,155 | 4,166 | 4,166 | 4,166 |
| Sewer Service Connect Fee | 26,900 | 23,670 | 30,870 | 23,670 |
| Sewer Penalties | 8,476 | 5,270 | 3,322 | 5,270 |
| Sewer Impact Fee | 52,080 | 45,710 | 179,583 | 45,710 |
| Sewer Impact Fee-S Bar Ranch | - | 6,710 | - | 6,710 |
| Sewer Impact Fee-<2004 | - | - | - | - |
| Sewer Interest Income | 60,751 | 12,000 | 22,000 | 22,000 |
| Sewer Bad Debt | (120) | (400) | (400) | (400) |
| Sewer Grant Revenue | - | - | - | - |
| SECO EECBG | - | 560 | - | - |
| Misc/Special Requests | - | - | - | - |
| Third Party Reimbursement | - | - | 195 | 250 |
| Bond Proceeds | - | - | - | - |
| Total Wastewater Revenues | 1,127,937 | 1,075,001 | 1,217,051 | 1,168,461 |

# Wastewater Utility Operations
## Operating Expenses

| | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Operating Expenses | | | | |
| Service Salaries | 189,517 | 199,331 | 181,772 | 221,755 |
| Service Overtime | 3,769 | 2,392 | 4,412 | 2,515 |
| Service Taxes - FICA | 11,848 | 12,507 | 15,154 | 13,905 |
| Service Taxes - Medicare | 2,771 | 2,925 | 2,692 | 3,252 |
| Service Workers' Comp | 7,432 | 10,404 | 6,105 | 11,214 |
| Service Taxes - SUTA/FUTA | 41 | 900 | 640 | 900 |
| Service Retirement | 29,894 | 23,909 | 21,499 | 26,346 |
| Service Insurance | 28,908 | 30,566 | 28,853 | 30,934 |
| Service OPEB | 743 | - | 800 | 800 |
| Administration Salaries | 206,091 | 270,387 | 244,867 | 298,867 |
| Administration Overtime | 190 | 762 | 285 | 733 |
| Administration Taxes - FICA | 12,171 | 16,811 | 15,107 | 18,575 |
| Administration Taxes - Medicare | 2,846 | 3,932 | 3,532 | 4,344 |
| Administration Workers' Comp | 704 | 1,295 | 760 | 1,478 |
| Administration Taxes - SUTA/FUTA | 60 | 956 | 586 | 1,013 |
| Administration Retirement | 31,876 | 32,138 | 28,773 | 35,196 |
| Administration Insurance | 26,561 | 35,276 | 32,986 | 37,309 |
| Administration OPEB | 792 | - | 800 | 800 |
| Uniforms | 5,210 | 4,150 | 4,150 | 4,150 |
| Power | 35,934 | 36,350 | 36,350 | 36,350 |
| Maintenance Of Plant/ Lines | 37,192 | 40,000 | 40,000 | 40,000 |
| Sludge Hauling | 331,140 | 350,000 | 320,000 | 350,000 |
| Analysis Fees | 27,346 | 26,000 | 26,000 | 26,000 |
| Chemicals | 8,937 | 7,240 | 7,240 | 7,240 |
| City Management Fee | 41,725 | 41,748 | 41,748 | 43,067 |
| Equipment Maintenance | 7,408 | 6,860 | 6,860 | 7,660 |
| Equipment Gas & Oil | 8,271 | 9,180 | 9,180 | 9,180 |
| Equipment Lease | 6,240 | 4,500 | 4,500 | 4,500 |
| Tools & Minor Equipment | 13,090 | 5,500 | 5,500 | 5,500 |
| Training | 9,020 | 8,380 | 8,380 | 6,901 |

## Wastewater Utility Operations
## Operating Expense Detail continued

| | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Utilities & Radios | 18,080 | 18,056 | 18,056 | 18,131 |
| Signal & Telemetry | 455 | 461 | 461 | 461 |
| Building Maintenance | 6,172 | 9,080 | 9,080 | 5,330 |
| Supplies & Consumables | 1,084 | 1,120 | 1,120 | 1,120 |
| Vehicle Maintenance & Repairs | 2,757 | 5,000 | 5,000 | 5,000 |
| Inventory Adjustment | 485 | - | - | - |
| Utilities/Telephone | 5,699 | 6,098 | 6,098 | 6,667 |
| Dues & Publications | 1,092 | 1,320 | 1,320 | 1,392 |
| Professional Fees | 32,346 | 30,804 | 30,804 | 82,103 |
| Permits & Licenses | 1,646 | 1,718 | 1,718 | 1,718 |
| Liability Insurance | 11,917 | 25,709 | 19,544 | 25,709 |
| Office Supplies | 3,322 | 4,181 | 4,181 | 4,369 |
| Travel & Meetings | 5,431 | 4,800 | 4,800 | 5,300 |
| Software & Computers | 32,628 | 44,640 | 44,640 | 31,376 |
| Recording/Reporting | 25 | 100 | 100 | 100 |
| Sewer Postage | 354 | 438 | 438 | 938 |
| Adm Bldg/Equip. Maintenance | 632 | 150 | 150 | 150 |
| Billing Statement Charges | 3,373 | 3,360 | 3,360 | 3,360 |
| Billing Postage | 7,900 | 8,100 | 8,100 | 8,100 |
| Copier Lease | - | - | - | - |
| Miscellaneous | 371 | 5,500 | 5,500 | 14,225 |
| Total Operating Expenses | 1,223,492 | 1,355,033 | 1,264,000 | 1,466,032 |

## Wastewater Utility Operations
### Capital, Debt and Non-Operating Detail

| | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Operational Capital Outlays | | | | |
| Wastewater Operational Capital Outlays | 291,801 | 49,089 | 66,636 | 60,000 |
| Wastewater Equipment Purchases | - | - | - | - |
| Total Operational Capital Outlays | 291,801 | 49,089 | 66,636 | 60,000 |
| Strategic Action Plan & Capital Outlays | | | | |
| Solids Handling and Digester Planning | - | 100,000 | 77,320 | - |
| Impact Fee Study | 5,924 | 37,500 | 30,076 | - |
| Project Development | - | 50,000 | 50,000 | - |
| Future Wastewater Treatment Plant | 14,983 | 81,478 | 81,478 | 200,000 |
| Master Wastewater Plan | 19,805 | - | - | - |
| Collection Systems repairs | 192,872 | - | - | - |
| GIS compatible work order system | - | - | - | 6,250 |
| Utility Rate Analysis | - | - | - | 75,000 |
| EPA Risk Assessment | - | - | - | 50,000 |
| Total Strategic Action Plan & Capital Outlays | 233,585 | 268,978 | 238,874 | 331,250 |
| Total Capital Outlays | 525,387 | 318,067 | 305,510 | 391,250 |
| Lease Interest Expense | | | | |
| Water Bond Principal | - | - | - | - |
| Bond Issuance Costs | - | - | - | - |
| OB Bond Interest Cost | - | - | - | 12,966 |
| Tax Exempt Lease Interest | 15,758 | 14,385 | 14,385 | - |
| Total Lease Interest Expense | 15,758 | 14,385 | 14,385 | 12,966 |
| Non-Cash Adjustments | | | | |
| Transfer To Vechicle Repl. Fund | 59,423 | 45,000 | 45,000 | 45,000 |
| Transfer from Wastewater Operations | (59,423) | (45,000) | (45,000) | (45,000) |
| Transfer to Wastewater Operations | - | 19,089 | 19,089 | - |
| Transfer from Vehicle Repl Fund | - | (19,089) | (19,089) | - |
| Sewer Service Depreciation | 249,082 | 301,334 | 262,786 | 221,977 |
| Asset Transfer to Balance Sheet | (291,801) | (149,089) | (113,956) | (60,000) |
| Transfer to Wastewater CIP | 4,925 | - | - | 72,159 |
| Transfer from Wastewater Operations | - | - | (651,236) | (72,159) |
| Transfer to debt Service Fund | - | - | - | - |
| Total Non-Cash Adjustments | (37,794) | 152,245 | (502,406) | 161,977 |
| Total Capital, Debt, and Non-Cash | 503,350 | 484,697 | (182,511) | 566,193 |

Pg. 97

# Stormwater Utility Department
## Summary

| | Actual 2018-19 | Budget 2019-20 | Estimated 2019-20 | Budget 2020-21 |
|---|---|---|---|---|
| Stormwater Revenues | - | - | - | 282,011 |
| Stormwater Operating Expenses | | | | |
| Personnel | - | - | - | - |
| Supplies, Maintenance & Operations | - | - | - | 51,028 |
| Services | - | - | - | 17,593 |
| Debt Service | | | | - |
| Total Stormwater Operating Expenses | - | - | - | 68,620 |
| Operating Income | - | - | - | 213,391 |
| Capital Outlay | - | - | - | - |
| Non-Cash Adjustments | - | - | - | (15,614) |
| Transfer to General Fund | - | - | - | - |
| Transfer to Equipment Replacent Fund | - | - | - | 15,614 |
| Total Non-Operating Costs | - | - | - | - |
| Net Income/(Loss) | - | - | - | 213,391 |

# ENTERPRISE VEHICLE/EQUIPMENT REPLACEMENT FUNDS

The Enterprise Vehicle/Equipment Replacement Fund is dedicated for the replacement of Enterprise Fund capital items such as fleet vehicles and heavy equipment. 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.

**Budgeted Utility Vehicle & Equipment Purchases**

| Programmed Purchase or Replacement | Fund | Funded by | Cost |
|---|---|---|---|
| Replacement L/S Pumps (3 @ $5k) | Wastewater | Operations | 15,000 |
| Utility Lights | Water | Operations | 5,000 |
| Pump | Wastewater | Operations | 45,000 |
| | | | 65,000 |

# APPENDIX A

Effective Fiscal Year 2020-21 the City has added the Information Technology Department, the expenses of which were previously reported in Finance and Shared Services. Comparability of budgets between fiscal years prior to 2020-21 and those after might be challenging for the newly created department.

The City has also added the Civic Center Department, which is a new cost center and was not previously reported in prior budgets.

# CITY COUNCIL CONSIDERATION ITEM
## CITY OF FAIR OAKS RANCH, TEXAS
**September 24, 2020**

| | |
|---|---|
| AGENDA TOPIC: | Consideration and possible action adopting a Resolution authorizing the creation of an employee benefits trust and designating all City Council Members as Trustees of said Trust. |
| DATE: | September 24, 2020 |
| DEPARTMENT: | Finance |
| PRESENTED BY: | Sarah Buckelew, CPA, Finance Director; Dan Santee, Legal Counsel |

**INTRODUCTION/BACKGROUND:**

The City provides or offers various benefits to its employees, including health, dental, and vision benefits. In evaluating the City's current provider of said benefits, the City is considering switching providers from TML to United Healthcare in order to deliver better coverage to its employees.

Subsection 222.002(c )(5)(A) of the Insurance Code creates a tax exemption for certain premiums paid on group health, accident, and life insurance policies by single nonprofit trust established to provide coverage for employees of municipalities, counties, or hospital districts. Because of this tax benefit, United Healthcare is able to provide competitive rates provided that the City create a single nonprofit employee benefits trust.

This proposed resolution that would authorize the creation of an employee benefits trust and would designate all City Council members as Trustees of said Trust.

On September 17, 2020 Council was briefed on the purpose of the Trust and discussed whether or not City Council members should be named as Trustees. At that meeting, City Council made the determination to designate all members of City Council as Trustees of the Employee Benefits Trust.

**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

Creating an employee benefits trust would allow the City to choose United Healthcare as its new health benefits provider, offering better health coverage at a lower premium than our current provider. This savings would directly affect the General Fund budgeted expenditure for health benefits, and employees' personal contribution amount deducted from each paycheck.

**LONG-TERM FINANCIAL & BUDGETARY IMPACT:**

The non-profit trust would be created for the purpose of providing or offering, whether now or possibly in the future, City employees and their dependents with

**LEGAL ANALYSIS:**

Legal analysis will be provided by the City's Legal Counsel

**RECOMMENDATION/PROPOSED MOTION:**

I move to approve a Resolution of the City Council of the City of Fair Oaks Ranch, Texas Authorizing creation of an employee benefits trust; designating all members of City Council to be Trustees of said Trust; and authorizing the Trust to purchase various forms of insurance for the benefit of City Officers, employees, and their dependents.

**A RESOLUTION**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS AUTHORIZING CREATION OF AN EMPLOYEE BENEFITS TRUST; DESIGNATING ALL MEMBERS OF THE CITY COUNCIL TO BE TRUSTEES OF SAID TRUST; AND AUTHORIZING THE TRUST TO PURCHASE VARIOUS FORMS OF INSURANCE FOR THE BENEFIT OF CITY OFFICERS, EMPLOYEES, AND THEIR DEPENDENTS.**

**WHEREAS**, the City of Fair Oaks Ranch, Texas (the "City") provides or offers various employee benefits to its employees, including health, dental and life insurance, and disability benefits; and

**WHEREAS**, Subsection 222.002 of the Texas Insurance Code imposes a tax upon the receipt of gross premiums and revenues associated with such benefits; and

**WHEREAS**, Subsection 222.002(c)(5)(A) of the Insurance Code creates a tax exemption for certain premiums paid on group health, accident, and life insurance policies by a single nonprofit trust established to provide coverage for employees of municipalities, counties, or hospital districts; and

**WHEREAS,** Attorney General Greg Abbott in GA-0739 opined that as long as the trust funds are used to further the purpose of providing insurance coverage for employees and their dependents their use is not contrary to the limitations placed on a trust created under subsection 222.002(c)(5)(A); and

**WHEREAS**, 26 U.S. Code § 115 states that gross income does not include income derived from the exercise of any essential governmental function and accruing to a State or any political subdivision thereof; and,

**WHEREAS**, the City Council of the City of Fair Oaks Ranch, Texas, finds it to be in the public interest to authorize the creation of an Employee Benefits Trust to exercise the essential governmental function of providing insurance coverage and benefits for the employees of the City of Fair Oaks Ranch.

**NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS, THAT:**

**SECTION 1.** The City Council hereby authorizes creation of an Employee Benefits Trust, designating all members of the City Council to be Trustees of said Trust, and authorizing the Trust to purchase various forms of insurance for the benefit of City officers, employees, and their dependents, all of which is pursuant to the Declaration of Trust attached as Exhibit "A".

**PASSED, APPROVED, and ADOPTED on this 24th day of September, 2020.**

Garry Manitzas, Mayor

ATTEST:

Christina Picioccio, City Secretary

APPROVED AS TO FORM:

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

**EXHIBIT "A"**
**DECLARATION OF TRUST**

**I.**

**CREATION OF TRUST**

The City of Fair Oaks Ranch ("City"), as Settlor or creator of the trust, designates the members of the City of Fair Oaks Ranch Council to be Trustees and declares that the City holds in trust the funds described in Schedule A attached hereto and incorporated herein by reference, which is the property of the City, and all substitutions and additions to such funds, for the purpose of providing or offering, whether now or possibly in the future, life, disability, sick, accident, and other health benefits to the City's officers, employees, and qualified retirees and their dependents.

**II.**

**PURPOSE**

This is a nonprofit trust created for the purpose of providing or offering, whether now or possibly in the future, City officers, employees, and qualified retirees and their dependents with life, disability, sickness, accident, and other health benefits either directly or through the purchase of insurance and to perform operations in furtherance thereof. The Trust is intended to qualify as a tax-exempt trust performing an essential governmental function within the meaning of Section 115 of the Internal Revenue Code (the "Code").

**III.**

**DURATION**

The Trust shall continue until terminated by operation of law or by majority vote of the Trustees.

**IV.**

**TRUSTEES: COMPOSITION, OFFICERS, COMPENSATION, AND MEETINGS**

A. <u>Composition.</u> The Trustees are the members of the City Council, and each Trustee's term is contemporaneous with his or her term of office as a Member of the City Council. Whenever a Trustee ceases to be a member of the City Council, the person succeeding him or her in office will automatically be appointed to serve as a successor Trustee of the Trust.

B. <u>Officers.</u> The Mayor shall serve as Chairman and shall preside at meetings of the Trustees and shall have all such other powers as are conferred herein or by majority vote of the Trustees at a duly called meeting at which a quorum is present. The Mayor Pro Tem shall serve as Vice Chairman and shall preside at meetings of the Trustees whenever the Chairman is absent. The Secretary shall rotate, coinciding with the City's Fiscal Year, between the Council members based upon their designated places, skipping the Mayor Pro Tem and beginning with the Councilmember for Place 1. The Secretary will oversee the preparation of meeting agendas, giving notice of meetings to the Trustees, and the minutes of the meetings of the Trustees.

C. Compensation. The Trustees shall be reimbursed for all reasonable and necessary expenses incurred by them in the performance of the duties and will otherwise receive no compensation for their service as Trustees.

D. Meetings. A meeting of the Trustees may be called by the Chairman or on written request to the Chairman by two or more Trustees. Trustees shall have at least three days written notice of any meeting. For purposes of this section, electronic mail notice is written notice.

## V.

## RIGHTS, POWERS, AND DUTIES OF TRUSTEES; QUORUM AND VOTING

A. Rights, Powers, and Duties. In addition to all other powers and duties conferred on them by this Trust document and imposed or authorized by law, the Trustees shall have the following powers and duties, but only to the extent permissible for a single purpose non-profit trust under Section 222.002 c.) (5) of the Texas Insurance Code:

1. The Trustees shall carry out all of the duties necessary for the proper operation and administration of the Trust on behalf of the covered persons and shall have all the powers necessary and desirable for the effective administration of the affairs of the Trust.

2. The Trustees have the general power to make and enter into all contracts, leases, and agreements necessary or convenient to carry out any of the powers granted by this Trust document or by law or to effectuate the purpose of the Trust. All such contracts, leases, and agreements or any other legal documents herein authorized shall be approved by the Trustees by majority vote at a duly called meeting at which a quorum is present and signed by the Chairman on behalf of the Trust. The Trustees may also designate another Trustee to sign such documents.

3. The Trustees shall use the Trust's funds to accomplish the purpose of the Trust, as described in Section II herein, and to operate and administer the Trust solely in the interest of the covered City officers, employees, and qualified retirees and dependents thereof and for the exclusive purpose of providing or offering benefits to such persons and defraying the reasonable expenses of administration of the Trust. To this end, the Trustees may purchase life, disability, or accident and health insurance to provide or offer coverage for participating City officers, employees, and qualified retirees and their dependents. The Trustees may also adopt a health benefits plan that covers eligible City officers, employees, and qualified retirees, and their dependents.

4. The Trustees may accept contributions to the Trust funds from any source including contributions from covered persons receiving benefits from the Trust.

5. The Trustees shall be authorized to contract with any qualified organization to perform any of the functions necessary for providing or offering life, disability, sick, accident, and other health benefits, including but not limited to excess loss insurance, stop loss insurance, claims administration, administrative services, and any other services that the Trustees shall deem expedient for the proper operation of the Trust. When required by law or desired by the Trustees, the Trustees shall seek sealed

competitive bids of sealed competitive proposals with respect to contracts required to carry out the operations of the Trust and to affect the purpose of the Trust.

6. The Trustees shall arrange for the investing of the funds of the Trust so as to keep the same invested according to law and at the best interest rates obtainable for the benefit of the covered persons. The Trustees may hire money managers and shall adopt an investment policy for its own use and that of its agents in making investments. The Trustees shall select a depository for the Trust's funds and provide for the proper security of any and all investments. The Trustees shall designate signatories for the Trust's depository accounts.

7. The Trustees may purchase insurance for the Trustees and any other fiduciaries appointed by the Trustees and for the Trust itself to cover liability or losses occurring by reason of the act or omission of any one or more of the Trustees or any other fiduciary appointed by them. Any insurance purchased by the Trustees must give the insurer recourse against the Trustees or other fiduciaries concerned for breach of any fiduciary obligation or fiduciary duty owed to the Trust.

8. The Trustees shall arrange for proper accounting and reporting procedures for the Trust's funds and shall also provide for an annual audit of the Trust's financial affairs by a certified public accountant.

9. The Trustees may retain legal counsel to represent the Trust and the Trustees in all legal proceedings as well as to advise the Trust and the Trustees on all matters pertaining to the operation and administration of the Trust.

10. The Trustees have the authority to terminate the Trust at any time.

11. Upon termination of the Trust, the Trustees shall provide for the payment of Trust obligations, debts, losses, and other liabilities and shall provide for the disposition of the remaining Trust funds in accordance with Section IX herein.

12. The Trustees shall have the power to acquire, by purchase or otherwise; retain, invest, reinvest, and manage, temporarily or permanently; any interest (including an undivided interest) in any realty or personalty; to alter, improve, repair, replace, abandon, and demolish assets; to sell, exchange, encumber, lease for any period, or otherwise dispose of any asset of the Trust, publicly or privately, with or without notice, wholly or partly for cash or credit, without appraisal, and to give options for those purpose; to abandon, compromise, contest, and arbitrate claims; to hold title in the name of nominee; to adopt policies and regulations for the efficient operation of the Trust; to determine all matters of trust accounting as established by controlling law or customary practices; to set up and maintain reasonable reserves for taxes, assessments, insurance premiums, repairs, improvements, depreciation, depletion, amortization, obsolescence, general maintenance of buildings or other property, and any other purpose; to employ agents, accountants, brokers, attorneys-in-fact, attorneys-at-law, tax specialists, realtors, investment counsel, and other assistants and advisers; and to delegate powers and duties to other persons, partnerships, corporations and financial or business organizations.

B. Quorum and Voting. A majority of the Trustees shall constitute a quorum for the transaction of business at any meeting of the Trustees and the vote of a majority of the Trustees present shall be required for approval of any action at such meeting. The vote of such majority of the Trustees at such meeting shall constitute action of the Trustees as a group. The Trustees must follow the guidelines as established by the Texas Open Meetings Act, Government Code Chapter 551 et. seq.

**VI.**

**BENEFICIARIES**

The beneficiaries of the Trust are the City officers, employees, and qualified retirees and their dependents who are covered by a life, disability, sick, accident, or other health benefits plan purchased or adopted by the Trust (also called "covered persons" herein). Beneficiaries may make contributions to the Trust for use by the Trustees in fulfilling the purposes of the Trust. No beneficiary shall have any claim against the funds or any other property of the Trust. The rights and interests of the beneficiaries are limited to the insurance or health benefits specified in any policy purchased or plan adopted by the Trustees.

**VII.**

**TRUST FUNDS**

The Trust funds consist of the funds described in Schedule A hereto as provided by the Settlor to institute this Trust, future contributions by the Settlor, beneficiary contributions investment income, and any other money or property which shall come into the hands of the Trustees in connection with the administration of the Trust. The funds of the Trust shall not inure to the benefit of, or be distributed to, any private person, except for the payment of necessary costs and benefits described below. The Trustees may use the Trust's funds as follows:

1. to pay premiums on group health, accident and life policies or contracts;

2. to make authorized investments and paying fund management fees from the proceeds of the investment;

3. to pay all expenses which the Trustees consider necessary in establishing the Trust and in administering the Trust and all reasonable senses incurred by the Trustees in the performance of their duties;

4. to pay premiums on any insurance policies purchased by the Trust;

5. to make authorized investments;

6. to pay claims under any health benefits plan adopted by the Trustees;

7. to pay for all necessary professional services, property, and equipment required for the proper operation of the Trust;

8. to pay all legal obligations of the Trust; and

9. to pay any judgment entered against the Trust or to compromise and settle litigation in which the Trust is a party.

## VIII.

## LIABILITY OF TRUSTEES AND OFFICERS

The Trustees shall use ordinary care and reasonable diligence in the exercise of their powers and the performance of their duties hereunder; and they shall not be liable for any mistake of judgment or other action made, taken or omitted by them in good faith, nor for any action taken or omitted by any agent, employee or independent contractor selected with reasonable care; nor for loss incurred through investment of the Trust funds or failure to invest. No Trustee shall be liable for any action taken or omitted by any other Trustee. No Trustee shall be required to give a bond or other security to guarantee the faithful performance of his or her duties hereunder. To the fullest extent permitted by law: (a) the City shall indemnify each Trustee who was, is, or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding ("Proceeding"), any appeal therein, or any inquiry or investigation preliminary thereto, by reason of the fact that the Trustee is or was a Trustee' (b) the City shall pay or reimburse a Trustee for expenses incurred (i) in advance of the final disposition of a Proceeding to which such Trustee was, is or is threatened to be made a party, and (ii) in connection with such Trustee's appearance as a witness or other participation in any Proceeding.

## IX.

## AMENDMENT, REVOCATION AND TERMINATION

This Declaration of Trust and the Trust herein shall terminate when and if required by operation of law. The Trustees shall have the power to amend, modify, terminate or revoke, in whole or in part, this Declaration of Trust and the Trust created herein by majority vote at a duly called meeting at which a quorum is present. Notwithstanding the foregoing, the Trustees shall have no power to amend Section II of the Declaration of Trust. Beneficiaries of the Trust shall have no right to amend this Declaration of Trust, and their approval shall not be a condition or requirement for an authorized amendment by the Trustees.

Upon termination of the Trust, the Trustees shall pay all obligations, debts, losses, and other liabilities of the Trust. Thereafter, the Trustees shall first use the remaining trust funds to pay covered claims of persons covered under the City's health plan that may be in effect at the time of termination of the Trust and then, either apply any remaining balance of the funds to provide the benefits described herein or transfer such funds to a successor whose income is excluded under Section 115(1) of the Code.

Notwithstanding the foregoing, the Trustees, upon termination of the Trust and payment of all Trust obligations may, by vote of a majority of the Trustees, transfer the remaining funds or any portion thereof to the trustees of any trust or trusts established by the City for a substantially similar purpose to be applied for uses substantially similar to those set forth in Section II herein.

## X.

## GOVERNING LAW

This Declaration of Trust and Trust created herein shall be construed and governed by the laws of the State of Texas in force from time to time.

## XI.

## MISCELLANEOUS

Whenever the context so admits and such treatment is necessary to interpret this Declaration of Trust in accordance with its apparent intent, the use herein of the singular shall include the plural, and vice versa, and the use of the feminine, masculine, or neuter gender shall be deemed to include the other genders.

The captions or headings above the various Sections of the Declaration of Trust have been included only to facilitate the location of the subjects covered by each Section but shall not be used in construing this Declaration Trust.

If any clause or provision of this Declaration of Trust proves to be or is adjudged invalid or void for any reason, such invalid or void clause, provision, or portion shall not affect the whole, but the balance of the provisions hereof shall remain operative and shall be carried into effect insofar as is legally possible.

[REMAINDER OF PAGE INTENTIONALLY BLANK; SIGNATURE PAGE FOLLOWS.]

**IN WITNESS HEREOF**, the undersigned parties have executed this Declaration of Trust consisting of eight (8) pages and Schedule A attached hereto, on the dates of their respective acknowledgments below. By joining in the execution of this Declaration of Trust, the Trustees acknowledge receipt of the property described in Schedule A, signify acceptance of the Trust created hereunder, and covenant that the Trust will be executed with all due fidelity. This Trust is effective as of the last date of signature below.

| | |
|---|---|
| Mayor Gary Manitzas | Date |
| MaryAnne Havard, Trustee | Date |
| Roy Elizondo, Trustee | Date |
| Steve Hartpence, Trustee | Date |
| Laura Koerner, Trustee | Date |
| Snehal Patel, Trustee | Date |
| Greg Maxton, Trustee | Date |

**ACKNOWLEDGMENTS**

THE STATE OF TEXAS

COUNTY OF BEXAR

This instrument was acknowledged before me on this _____day of September 2020, by Garry Manitzas, Mayor of the City of Fair Oaks Ranch on behalf of the City

_________________________________________
Notary Public In and For the State of Texas

(SEAL)

THE STATE OF TEXAS

COUNTY OF BEXAR

This instrument was acknowledged before me on this _____day of September 2020, by MaryAnne Havard, Councilmember, City of Fair Oaks Ranch on behalf of the City.

_________________________________________
Notary Public In and For the State of Texas

(SEAL)

THE STATE OF TEXAS

COUNTY OF BEXAR

This instrument was acknowledged before me on this _______day of September 2020, by Roy Elizondo, Councilmember, City of Fair Oaks Ranch on behalf of the City.

_________________________________________
Notary Public In and For the State of Texas

(SEAL)

THE STATE OF TEXAS

COUNTY OF BEXAR

This instrument was acknowledged before me on this ______day of September 2020, by Steve Hartpence, Councilmember, City of Fair Oaks Ranch on behalf of the City.

_______________________________________
Notary Public In and For the State of Texas

(SEAL)

THE STATE OF TEXAS

COUNTY OF BEXAR

This instrument was acknowledged before me on this ______day of September 2020, by Laura Koerner, Councilmember, City of Fair Oaks Ranch on behalf of the City.

_______________________________________
Notary Public In and For the State of Texas

(SEAL)

THE STATE OF TEXAS

COUNTY OF BEXAR

This instrument was acknowledged before me on this ______day of September 2020, by Snehal Patel, Councilmember, City of Fair Oaks Ranch on behalf of the City.

_______________________________________
Notary Public In and For the State of Texas

(SEAL)

THE STATE OF TEXAS

COUNTY OF BEXAR

This instrument was acknowledged before me on this _____day of September 2020, by Greg Maxton, Councilmember of the City of Fair Oaks Ranch on behalf of the City

______________________________________
Notary Public In and For the State of Texas

(SEAL)

**SCHEDULE A**

The following is a list of the assets initially transferred by the City of Fair Oaks Ranch, Texas, to the Trust:

City of Fair Oaks Ranch's first month of __________contributions for Employee and Dependents Medical/Pharmacy Benefits, Dental Benefits, Life Insurance Benefits, and Long-Term Disability Benefits.

City of Fair Oaks Ranch's Employee and Dependents first month of _________________________ of Plan Year's payroll deductions or contributions for Medical/Pharmacy Benefits, Dental Benefits, Life Insurance Benefits, and Long-Term Disability Insurance Benefits.

ATTORNEY GENERAL OF TEXAS
GREG ABBOTT

September 8, 2009

The Honorable Richard R. Hicks III
Caldwell County Criminal District Attorney
Post Office Box 869
Lockhart, Texas 78644

Opinion No. GA-0739

Re: Whether premiums paid for group health insurance by the Caldwell County Employee Benefit Trust are subject to insurance premium taxes under section 222.002 of the Insurance Code (RQ-0787-GA)

Dear Mr. Hicks:

You ask whether "premiums paid for group health insurance by the Caldwell County Employee Benefit Trust (the "Trust") [are] subject to insurance premium taxes under Texas Insurance Code section 222.002."[1] Section 222.002 requires insurers to pay an annual tax on the gross premiums they receive on life, accident, or health insurance policies. *See* TEX. INS. CODE ANN. § 222.002(a)–(b) (Vernon 2009). In determining an insurer's taxable gross premiums, the Legislature has exempted "premiums or revenues paid on group health, accident, and life policies or contracts in which the group covered by the policy or contract consists of a single nonprofit trust established to provide coverage primarily for employees of . . . a municipality, county, or hospital district in this state." *Id.* at § 222.002(c)(5)(A).

The Legislature has expressly authorized commissioners courts to establish a single nonprofit trust to "pay for the group health and related benefits." TEX. LOC. GOV'T CODE ANN. § 157.102 (Vernon 2008). You explain that pursuant to section 157.102, Caldwell County has "created a fund in the form of a single nonprofit trust" and that "[i]n negotiating with the health insurance company . . . for rates for health insurance benefits, the Trust advised the health insurance company that it was not necessary for the Company to pass through the cost of premium taxes" to the Trust because the exemption in subsection 222.002(c)(5)(A) would apply. Request Letter at 1. However, the insurance company separately requested advice from the Texas Comptroller of Public Accounts ("Comptroller") regarding whether the exemption would apply and was informally advised that it would not likely apply in this case. *Id.* at 1–2. You therefore ask us to provide an opinion on whether the Trust qualifies as a single nonprofit trust under subsection 222.002(c)(5)(A) such that an insurance company would not be taxed on premiums the Trust pays for health, accident, and life insurance. *Id.* at 1.

[1]Request Letter at 1 (*available at* http://www.texasattorneygeneral.gov).

The Legislature has directed the Comptroller to "administer and enforce the provisions of [the Insurance Code] and other insurance laws of this state that relate to the administration, collection, and reporting of taxes and certain fees and assessments imposed" thereunder. TEX. INS. CODE ANN. § 201.051(a) (Vernon 2009). Construing the subsection 222.002(c)(5)(A) exemption, the Comptroller's office interprets the phrase "single nonprofit trust" as "requiring a trust established for the single purpose of paying premiums and one that does not inure to the benefit of any individual."[2] In response to the insurance company's inquiry about whether the Trust would qualify for the subsection 222.002(c)(5)(A) exemption, the Comptroller's office concluded that the Trust "does not appear to meet the qualifications necessary to exclude the premiums paid out of this trust from the premium tax base." *See* Request Letter, Attachment C at 2. The Comptroller's office further explained that "[s]ome of the trust's provisions exceed the single purpose necessary to qualify for exemption from the premium tax." *Id.* Specifically, it pointed to provisions that provide errors and omissions coverage for trustees, authorize trustees to acquire and manage property, and make Trust funds available for professional services and judgments or settlements arising out of litigation against the Trust. *Id.*

The Legislature has not defined single nonprofit trust, and we have not found any Texas case law or administrative rules interpreting the phrase. As the Comptroller's office recognizes, "there is no good guidance on how this provision . . . should be interpreted." Comptroller's Brief at 2. It is unclear what the Legislature meant by using the word single to modify the word trust. Single, when used as an adjective, can have multiple meanings, including "unaccompanied by others," or "consisting of or having only one part, feature, or portion." MERRIAM-WEBSTER'S COLLEGIATE DICTIONARY 1163 (11th ed. 2004); *see* TEX. GOV'T CODE ANN. § 311.011(a) (Vernon 2005) (phrases construed according to common usage). Thus, the Legislature may have meant that each municipality, county, and hospital district may create one single trust to pay for the insurance of all employees, or it may have intended for the trust to have one single purpose, providing insurance coverage for employees and their dependents. Although the phrase single nonprofit trust could have multiple meanings, we conclude that the Comptroller's interpretation, requiring that the Trust be used for a single purpose, is a reasonable one.

Whether the Comptroller too narrowly applies that interpretation to mean that Trust funds may be used only for paying premiums is a separate question. While the Legislature made it clear that, in order to receive the premium tax exemption, the trust must be "established to provide coverage primarily for employees," nothing in the statute limits the use of the trust funds solely for paying insurance premiums.[3] TEX. INS. CODE ANN. § 222.002(c)(5) (Vernon 2009). The features of the Trust that the Comptroller challenges are statutorily-recognized powers of a trustee. Chapter

---

[2]Brief from Martin Cherry, General Counsel, Texas Comptroller of Public Accounts, at 3 (Apr. 27, 2009) (on file with the Opinion Committee) [hereinafter "Comptroller's Brief"].

[3]Letters from the Comptroller's office have advised that "[o]ther than the payment of trust fees *and expenses* related to the funding of group benefits for employees and retirees, no other expenses may be paid from such a trust." Comptroller's Brief, Attachment B at 6 (emphasis added). However, those letters have also advised local governments "to make all payments for taxes and administration expenses from outside of the trust." *Id.* at 5.

113, Subchapter A of the Texas Property Code specifically authorizes a trustee to: "purchase insurance of any nature, form, or amount to protect the trust property and the trustee"; "invest and reinvest in property of any character"; "employ attorneys [and other agents] reasonably necessary in the administration of the trust estate"; and "reimburse himself from trust principal or income or partly from both for . . . expenses incurred while administering or protecting the trust." TEX. PROP. CODE ANN. §§ 113.013 (Vernon 2007) (insurance); 113.006 (general authority to manage and invest trust property); 113.018 (employment of agents); 114.063 (general right to reimbursement). While these powers can be revoked by "the instrument creating the trust, a subsequent court order, or another" statute, we find nothing to indicate that the Legislature intended to limit these powers in a trust created under section 222.002. *See id.* § 113.001 (powers of trustee can be limited by trust document, court order, or statute). As long as these powers are used to further the purpose of paying insurance premiums for employees and their dependents, they are not contrary to the limitations placed on a trust created under subsection 222.002(c)(5).

Furthermore, in adopting section 222.002, the Legislature noted that local governments "are exempt from the state sales tax, franchise tax, and motor vehicle tax, and there is no reason they should pay a premium tax on municipal employees' insurance policies." HOUSE STUDY GROUP, BILL ANALYSIS, Tex. H.B. 1785, 67th Leg., R.S. (1981). The Comptroller's narrow application of the phrase single nonprofit trust to include only those trusts solely used to pay insurance premiums is at odds with the Legislature's intent to exempt local governments from payment of the premium tax.[4] *See In re Am. Homestar of Lancaster, Inc.*, 50 S.W.3d 480, 490–91 (Tex. 2001) (orig. proceeding) (courts do not defer to an agency's interpretation of a statute if the interpretation is unreasonable or at odds with the plain language of the statute).

Thus, to the extent that the challenged powers of the Caldwell County Trust are generally recognized powers of a trustee that are necessary to protect and operate the Trust and are used to further the purpose of providing insurance coverage for employees and their dependents, we believe a court would find the Trust complies with subsection 222.002(c)(5)(A) and should be subject to the premium tax exemption.

---

[4]Although the Comptroller's Brief argues that the Legislature's intent in enacting section 222.002 was "to maximize fund assets to pay for certain types of insurance," it does not direct us towards any authority that supports that intent, nor have we been able to find any. *See* Comptroller's Brief at 3.

**S U M M A R Y**

Subsection 222.002(c)(5)(A) of the Insurance Code creates a tax exemption for certain premiums paid on group health, accident, and life insurance policies by a single nonprofit trust established to provide coverage for employees of municipalities, counties, or hospital districts. The Legislature has not defined the term single nonprofit trust, and the Comptroller of Public Accounts, as the agency charged with administering and enforcing the premium tax statute, has interpreted the term to mean a trust established for the single purpose of paying insurance premiums. Although the Comptroller's construction of this ambiguous phrase is reasonable, the Comptroller is too narrowly defining single purpose such that the trust can only pay insurance premiums. As long as the trust funds are used to further the purpose of providing insurance coverage for employees and their dependents, their use is not contrary to the limitations placed on a trust created under subsection 222.002(c)(5)(A).

Very truly yours,

GREG ABBOTT
Attorney General of Texas

ANDREW WEBER
First Assistant Attorney General

JONATHAN K. FRELS
Deputy Attorney General for Legal Counsel

NANCY S. FULLER
Chair, Opinion Committee

Virginia K. Hoelscher
Assistant Attorney General, Opinion Committee

# CITY COUNCIL CONSIDERATION ITEM
## CITY OF FAIR OAKS RANCH, TEXAS
### September 24, 2020

| | |
|---|---|
| AGENDA TOPIC: | Consideration and possible action authorizing the City Manager to sign a Professional Services Agreement for City Planning Consultant Services. |
| DATE: | September 24, 2020 |
| DEPARTMENT: | Public Works Department |
| PRESENTED BY: | Katherine Schweitzer, P.E., Manager of Engineering Services |

**INTRODUCTION/BACKGROUND:**

The City Council has stated that Responsible Growth Management is a top priority in the City's Strategic Plan. Specifically, effective administration of the comprehensive plan and the unified development code are key elements when it comes to managing the growth and physical development of the community over a defined planning horizon. To address this risk, Council programed funding in the FY 20-21 budget for City Planning Consultant Services. The Professional Services Agreement attached is for continuing engagement with Gunda Corporation.

As the Planning Consultant (PLNG), Gunda Corporation will report directly to the City Manager or his/her designee and will oversee and coordinate the City's development review process, inclusive of predevelopment meetings, platting, zoning, site plan, sign permit applications, administration of the comprehensive plan, and preparation and presentation of communication reports for the Zoning Board of Adjustment, Planning and Zoning Commission, and City Council.

**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

Provides the City with the tools necessary to make informed policy decisions relative to the physical development of the City and the scheduled programming necessary to proactively plan, finance, and maintain reliable and efficient public services.

**LONG-TERM FINANCIAL & BUDGETARY IMPACT:**

Funding for the attached scope of services is dependent on the approval of the FY 2020-2021 budget for $75,000 as well as future approved budgets.

**LEGAL ANALYSIS:**

The Professional Services Agreement was reviewed by the City Attorney's office and is the on demand contract utilized by the City for contracting professional services with consultants.

**RECOMMENDATION/PROPOSED MOTION:**

I move to authorize the City Manager to sign a Professional Services Agreement with Gunda Corporation for City Planning Consultant services.

**CITY OF FAIR OAKS RANCH**
**PROFESSIONAL SERVICES AGREEMENT**
**ON-CALL PLANNING SERVICES**

**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 Gunda Corporation ("Professional").

**Section 1. Duration.** This Agreement shall become effective upon execution by the City and shall remain in effect until 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.

(E) The Professional shall be required to execute a project scope of work with estimated fees for each assigned project.

**Section 3. <u>Compensation</u>.**

(A) The Professional shall be paid in the manner set forth in Exhibit “B” and as provided herein, however, it is understood by the Parties that Exhibit “B” reflects the current firm rates and a specific fee schedule will be prepared for each project entered.

(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) and accounted for in the total contract amount in Exhibit “B”. If these items are not specifically accounted for in Exhibit A they shall be considered subsidiary to the total contract amount.

**Section 4. <u>Changes to the Project Work; Additional Work</u>.**

(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 C throughout the term of this Agreement and thereafter as required herein.

In addition to the insurance provided for in Exhibit C, 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 “C”.

**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.

**Section 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.

**Section 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, Chapter 2252 of the Texas Government Code, and Form 1295, Certificate of Interested Parties, online filing with the Texas Ethics Commission.

**Section 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.

**Section 26. Multiyear contract**. "The Parties acknowledge and agree that Article 11, Sections 5 and 7 of the Texas Constitution prohibits municipalities from incurring debt beyond its current budget year without first providing for a 2% percent sinking fund. As this Agreement provides for payment not to exceed the City's fiscal year budget, the Parties hereby agree that: **notwithstanding any provision of this Agreement to the contrary the City's obligation to make payment on this Agreement shall terminate according to Section 8 of this agreement. Should City Council fail to provide such funding, the City shall have no further financial obligation under this agreement after September 30th of the required year, and the Professional shall have no further obligation under this Agreement save and except its obligation to complete all work for which payment was made by City**. It is City Council's intent to use its best efforts to obtain and appropriate funds for payment.

**EXECUTED,** by the City on this the ______ day of _________________, 20____.

**CITY:**

By:___________________________
Name: Tobin Maples
Title: City Manager

**PROFESSIONAL:**

By:____________________________
Name: Ramesh Gunda
Title: President

**ADDRESS FOR NOTICE:**

**CITY**

City of Fair Oaks Ranch
Attn: City Secretary
7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78015

**PROFESSIONAL**

Ramesh Gunda
President
Gunda Corporation
11750 Katy Freeway, Suite 300
Houston, Texas 77079

with a copy to:

City Attorney
City of Fair Oaks Ranch, Texas
Attn: Dan Santee
2517 N. Main Avenue
San Antonio, Texas 78212

Exhibit “A”

Scope of Services

**General Description**

As the Planning Consultant (PLNG) for the City of Fair Oaks Ranch (FOR), the Professional will report directly to the City Manager or his/her designee and will coordinate the City’s development process, inclusive of predevelopment meetings, platting, zoning, site plan, and sign permit applications, administration of the comprehensive plan, and preparation and presentation of communication reports for the Zoning Board of Adjustment, Planning and Zoning Commission, and City Council. Unless specifically authorized by the City, the PLNG is excluded from serving as a Planner or Engineer of Record (Prime Firm) or as a sub-consultant to a professional service design firm (Prime Firm) contracted by the City or a private sector client. The intent is for the PLNG to serve as the City’s owners’ representative on planning related matters.

The Professional will perform overall program management and administration of the Agreement and invoicing. The basis of compensation will be as defined in the Agreement or amended by specific Work Authorizations.

**Scope of Services**

• Provide planning review of development related applications, such as plats and subdivisions, site plans, zone changes, annexations, variances, and others. Prepare review comments, staff reports, presentations for meetings, and recommendations as applicable.
• Update the Administrative Procedure Manual and coordinate and chair all preapplication conferences.
• Create the Universal Application and update with submittal checklists.
• Perform periodic diagnostic of adopted development regulations, inclusive of the Unified Development Code.
• Formulate standard operating procedures for processing applications.
• Prepare zoning interpretations and zoning verification letters.
• Review sign permit and other permit applications for compliance with the City's Unified Development Code
and development regulations. Provide review comments to City staff and/or the applicant as instructed by the Client.
• Assist with formulation of new codes and/or amendments to the existing zoning codes, subdivision regulations, comprehensive plan, and other land development related codes and ordinances, inclusive of the Unified Development Code.
• Assist City staff with special planning projects.
• Provide management and direction to the overall operations of the Planning Function, including budget proposals.
• Make presentations to the City Council, Planning & Zoning Commission, Zoning Board of Adjustment, and other boards and commissions as required.
• Manage and coordinate long range projects and perform related work as required.
• Augment staff in the City offices as needed.
• Other work as mutually agreed upon.
• Professional will assist the City with efforts to identify and secure project funding.

Exhibit “B”

Compensation

**RATE SCHEDULE**

**PLANNING SERVICES**

| Category | Hourly Rate |
|---|---|
| Senior Project Manager | $175.00 |
| Project Manager | $150.00 |
| Senior Planner | $120.00 |
| Planner | $85.00 |
| Graduate Planner | $75.00 |
| GIS/CADD Operator | $65.00 |
| Clerical | $50.00 |

Expenses will be billed at cost.

Exhibit “C”

Evidence of Insurance

(See Attached)

Client#: 53340 GUNDCORP

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2/14/2020

**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 any rights to the certificate holder in lieu of such endorsement(s).**

| PRODUCER | | |
|---|---|---|
| Greyling Ins. Brokerage/EPIC<br>3780 Mansell Rd. Suite 370<br>Alpharetta, GA 30022 | CONTACT NAME: Trudy Henry<br>PHONE (A/C, No, Ext): 770.552.4225 FAX (A/C, No): 866.550.4082<br>E-MAIL ADDRESS: trudy.henry@greyling.com | |
| | INSURER(S) AFFORDING COVERAGE | NAIC # |
| | INSURER A : Hartford Accident & Indemnity Company | 22357 |
| INSURED | INSURER B : Hartford Underwriters | 30104 |
| Gunda Corporation, LLC<br>11750 Katy Freeway, Suite 300<br>Houston, TX 77079 | INSURER C : Aspen American Insurance Company | 43460 |
| | INSURER D : | |
| | INSURER E : | |
| | INSURER F : | |

**COVERAGES** CERTIFICATE NUMBER: 20-21 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 INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|---|---|---|---|---|---|---|---|---|
| A | X COMMERCIAL GENERAL LIABILITY<br>CLAIMS-MADE [X] OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [X] PRO-JECT LOC<br>OTHER: | | | 20SBWRS7899 | 02/27/2020 | 02/27/2021 | EACH OCCURRENCE | $2,000,000 |
| | | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | $2,000,000 |
| | | | | | | | MED EXP (Any one person) | $10,000 |
| | | | | | | | PERSONAL & ADV INJURY | $2,000,000 |
| | | | | | | | GENERAL AGGREGATE | $4,000,000 |
| | | | | | | | PRODUCTS - COMP/OP AGG | $4,000,000 |
| | | | | | | | | $ |
| A | AUTOMOBILE LIABILITY<br>ANY AUTO<br>OWNED AUTOS ONLY / SCHEDULED AUTOS<br>X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY | | | 20SBWRS7899 | 02/27/2020 | 02/27/2021 | COMBINED SINGLE LIMIT (Ea accident) | $2,000,000 |
| | | | | | | | BODILY INJURY (Per person) | $ |
| | | | | | | | BODILY INJURY (Per accident) | $ |
| | | | | | | | PROPERTY DAMAGE (Per accident) | $ |
| | | | | | | | | $ |
| A | X UMBRELLA LIAB [X] OCCUR<br>EXCESS LIAB CLAIMS-MADE<br>DED [X] RETENTION $10000 | | | 20SBWRS7899 | 02/27/2020 | 02/27/2021 | EACH OCCURRENCE | $2,000,000 |
| | | | | | | | AGGREGATE | $2,000,000 |
| | | | | | | | | $ |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y<br>(Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below | N / A | | 20WEGCC3834 | 02/27/2020 | 02/27/2021 | X PER STATUTE / OTH-ER | |
| | | | | | | | E.L. EACH ACCIDENT | $1,000,000 |
| | | | | | | | E.L. DISEASE - EA EMPLOYEE | $1,000,000 |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | $1,000,000 |
| C | Professional Liability | | | AAAE10045801 | 02/27/2020 | 02/27/2021 | Per Claim $2,000,000<br>Aggregate $2,000,000 | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**Project Name: Fair Oaks Ranch On-Call Planning Services**

| CERTIFICATE HOLDER | CANCELLATION |
|---|---|
| City of Fair Oaks Ranch<br>Attn: Tobin E. Maples, AICP<br>7286 Dietz Elkhorn<br>Fair Oaks Ranch, TX 78015 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE |

**CITY COUNCIL CONSIDERATION ITEM**
**CITY OF FAIR OAKS RANCH, TEXAS**
**September 24, 2020**

| | |
|---|---|
| AGENDA TOPIC: | Consideration and possible action authorizing the City Manager to sign a Professional Services Agreement for General Engineering Consultant Services. |
| DATE: | September 24, 2020 |
| DEPARTMENT: | Public Works Department |
| PRESENTED BY: | Katie Schweitzer, P.E., Manager of Engineering Services |

## INTRODUCTION/BACKGROUND:

City Council has stated that Responsible Growth Management and Reliable and Sustainable Infrastructure are top priorities in the City's Strategic Plan. Beginning in FY 2019-2020, the City retained Legacy Engineering Group as a General Engineering Consultant (GEC) with a specific focus on the effective planning, prioritization, design, and construction of the City's Capital Improvement Program (CIP) and other specialty projects. The GEC has been serving as an extension of City staff with the established goal of managing the growth and physical development of the community over a defined planning horizon.

Council has programed funding in the FY 2020-2021 budget to continue working with the GEC in the development of the planning, design, and construction of the adopted Capital Improvement Program and other specialty projects as assigned by the City. Further, the GEC will continue to perform overall program management and administration of the agreement and invoicing for projects as assigned. Projects included in the scope of this agreement will be based on the issuance of work authorizations by the City to authorize the GEC to perform the services described in the work authorization. The basis of compensation will be as defined in the agreement or amended by specific work authorizations.

## POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

Provides the City with the tools necessary to make informed policy decisions relative to the physical development of the City and the scheduled programming necessary to proactively plan, finance, and maintain reliable and efficient public services.

## LONG-TERM FINANCIAL & BUDGETARY IMPACT:

Funding for the attached scope of services is dependent on the approval of the FY 2020-2021 budget for $100,000 in the General Fund Professional Services and $100,000 in the Water/Wastewater Fund Professional Services as well as future approved budgets.

## LEGAL ANALYSIS:

The Professional Services Agreement was reviewed by the City Attorney's office and is the on demand contract utilized by the City for contracting professional services with consultants.

**RECOMMENDATION/PROPOSED MOTION:**

I move to authorize the City Manager to sign a Professional Services Agreement with Legacy Engineering Group for GEC services.

**CITY OF FAIR OAKS RANCH**
**PROFESSIONAL SERVICES AGREEMENT**
**ON-CALL PLANNING SERVICES**

**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 Legacy Engineering Group ("Professional").

**Section 1. Duration.** This Agreement shall become effective upon execution by the City and shall remain in effect until 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.

(E) The Professional shall be required to execute a project scope of work with estimated fees for each assigned project.

**Section 3. Compensation.**

(A) The Professional shall be paid in the manner set forth in Exhibit "B" and as provided herein, however, it is understood by the Parties that Exhibit "B" reflects the current firm rates and a specific fee schedule will be prepared for each project entered.

(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) and accounted for in the total contract amount in Exhibit "B". 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 C throughout the term of this Agreement and thereafter as required herein.

In addition to the insurance provided for in Exhibit C, 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 “C”.

**Section 7. <u>Miscellaneous Provisions</u>.**

(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. <u>Indemnification</u>. 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. <u>Notices</u>.** 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.

**Section 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.

**Section 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, Chapter 2252 of the Texas Government Code, and Form 1295, Certificate of Interested Parties, online filing with the Texas Ethics Commission.

**Section 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.

**Section 26. Multiyear contract**. "The Parties acknowledge and agree that Article 11, Sections 5 and 7 of the Texas Constitution prohibits municipalities from incurring debt beyond its current budget year without first providing for a 2% percent sinking fund. As this Agreement provides for payment not to exceed the City's fiscal year budget, the Parties hereby agree that: **notwithstanding any provision of this Agreement to the contrary the City's obligation to make payment on this Agreement shall terminate according to Section 8 of this agreement. Should City Council fail to provide such funding, the City shall have no further financial obligation under this agreement after September 30th of the required year, and the Professional shall have no further obligation under this Agreement save and except its obligation to complete all work for which payment was made by City**. It is City Council's intent to use its best efforts to obtain and appropriate funds for payment.

**EXECUTED,** by the City on this the ______ day of _________________, 20____.

**CITY:**

By:_________________________
Name: Tobin Maples
Title: City Manager

**PROFESSIONAL:**

By:_________________________
Name: Oscar Michael Garza
Title: President

**ADDRESS FOR NOTICE:**

**CITY**

City of Fair Oaks Ranch
Attn: City Secretary
7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78015

**PROFESSIONAL**

Oscar Michael Garza, PE, PTOE, RSP$_1$
President - Legacy Engineering Group
14603 Huebner Rd, Bldg 11
San Antonio, TX 78230

with a copy to:

City Attorney
City of Fair Oaks Ranch, Texas
Attn: Dan Santee
2517 N. Main Avenue
San Antonio, Texas 78212

# Exhibit “A”

## Scope of Services

Exhibit A
Fair Oaks Ranch
General Engineering Consultant Services

Scope of Work

General Description

As the General Engineering Consultant (GEC) for the City of Fair Oaks Ranch (FOR), the Professional will report directly to the Director of Public Works and will oversee the planning, design, and construction of the City's Capital Improvement Program (CIP) and other specialty projects as assigned by the City. The work to be performed under this Agreement includes managing, directing, and coordinating engineering, construction, and specialty firms selected by the City for individual projects within the program. Unless specifically authorized by the City, the GEC is excluded from serving as the Engineer of Record (Prime Firm) or as a sub-consultant to a professional service design firm (Prime Firm) contracted by the City. The intent is for the GEC to serve as the City's owners' representative.

The Professional will perform overall program management and administration of the Agreement and invoicing. Projects included in the scope of this Agreement will be based on the issuance of Work Authorizations by the City to authorize the Professional to perform the services described in the Work Authorization. The basis of compensation will be as defined in the Agreement or amended by specific Work Authorizations.

Scope of Services

I. Program Administration (As Directed by the City)

a. Professional will participate in planning and defining projects (criticality & sequencing), which are deemed appropriate to meet City project needs over the life of the Agreement. Professional will work with City staff in preparation of project scopes, estimated project costs, including soft costs such as easements, licenses and other miscellaneous fees.

b. Professional will assist the City with efforts to identify and secure project funding, inclusive of qualifying projects for Federal, State, and Local funding programs.

c. Professional will prepare and maintain an overall project schedule (including planning, preliminary design, final design, and construction activities) of all assigned projects/work authorizations. The schedule will be interfaced with other City Department (Finance, Purchasing, Communications, etc.) project schedules as deemed necessary for total coordination of CIP activities.

d. Professional will prepare and maintain an overall Project Budget Tracker for all assigned projects/work authorizations to track project costs for budget purposes. The Budget Tracker will be used to forecast budgetary requirements to provide assurance that funds are available at specified times to cover project cost.

e. Professional will assist in the recommendation of professional service firms.

f. Professional will participate in Community meetings to provide clarifications and details regarding specific CIP projects.

g. Professional will attend a monthly City Council meeting to report on project specifics such as budget forecast, timing, status, and other pertinent matters.

h. Professional will coordinate with the City's Communications Director to provide project specific information to the citizens and other interested parties regarding project status, potential disruptions to traffic, service, and other information.

i. Professional will participate in the assessment of Alternative Project Delivery methods, which may be considered appropriate for specific projects.

j. Professional will make recommendations to the City regarding Value Engineering concepts by assessing all projects before design assignment to determine the viability of combining similar projects and during the design phase to assess construction methods and materials which may result in reduced over-all cost to the City.

II. Management of Design Consultants (As Directed by the City)

a. Professional will receive and review design consultant proposals and make recommendations to the City as appropriate. The review shall include adequacy of the proposal to meet the needs of the project, including but not limited to Preliminary and Final Engineering, Geotechnical, Environmental, Survey, and other areas deemed necessary for competent project definition, design, implementation, and other ancillary services.

b. Professional will coordinate and manage the preparation of design plans, specifications and project cost estimates prepared by professional service firms retained by the City, inclusive of review for compliance with established City design criteria.

c. Professional will provide review of reports submitted by professional service firms and respective sub-consultants.

d. Professional will coordinate survey and legal description activities necessary for the City to evaluate and obtain easements, rights-of-way and other properties required to advance/construct projects.

e. Professional will assist the City in preparing each project for advertising, bidding and award.

III. Coordination with Agencies, Utilities, Pipelines, Railroads, Military, etc. (As Directed by the City)

a. Professional will coordinate with applicable entities on behalf of the City to provide appropriate information to assigned professional service firms to provide consistency among designs which are similarly impacted by the above entities.

IV. Construction Administration Services (As Directed by the City)

a. Professional will provide overall construction Administration Services on assigned projects/work authorizations. These services shall include overseeing construction management and observations services provided by assigned City personnel or a professional service firm. These services shall include, but are not limited to the following:

   i. Coordination of project management status reporting
   ii. Coordination of field observation daily reporting methods and procedures
   iii. Coordination of on-site and off-site laboratory activities by independent laboratories placed under contract.
   iv. Review and make recommendations to the City regarding change orders
   v. Review and make recommendation to the City regarding contractor pay estimates, make assessments on contractor performance and progress toward milestones, and submit recommend remedial measures to the City for underperforming projects, contractors, and professional service teams.
   vi. Coordination of shop drawing submittal logs and as-built review, warranty items, final job documents, final pay applications through the appropriate professional service firm
   vii. Provide consultation to the City Regarding contractor claims associated with the project.

V. Traffic and Transportation (As Directed by the City)

a. Professional will review Traffic Impact Analysis (TIA's) submitted to the City during the development process. The City's Unified Development Code (UDC) prescribes the components required in all TIA's. The Professional shall review and make recommendations relative to compliance with established TIA standards adopted by the City.

b. As requested by the City, the Professional will provide traffic and transportation engineering services to City. Traffic and transportation engineering services include but are not limited to City initiated traffic counts, warrant studies, Master Thoroughfare Planning, road geometry research, sidewalk and crosswalk improvements, traffic signs, traffic lights, road surface markings, and development of complete street and multimodal concepts and opportunities.

VI. FM 3351 - Ralph Fair Road (As Directed by the City)

<u>Project:</u>

- TxDOT has initiated a process for input under its delegated authority from the Federal Highway Administration to redesign and reconstruct FM 3351 to serve both regional mobility needs as well as local traffic management and safety needs. The process has included encouraging comprehensive and ongoing input from Fair Oaks Ranch and the Department of the Army in coordination with Joint Base San Antonio. The designed outcome of the initiative is dependent on securing right-of-way through fiscal participation by Fair Oaks Ranch and a transfer of right-of-way from the United States.

- Fair Oaks Ranch seeks to support a design and reconstruction of FM 3351 through its city limits that reduces traffic accidents and encourages quality, limited growth that is context sensitive and likely results in village-like commercial rather than "strip" box retail typically resulting after capacity improvements on state farm-to-market and state highway facilities in high growth areas.

- The project partners have acknowledged the need for and will jointly initiate the development of Context Sensitive design concepts for the Corridor within the city limits to refine input for the FM 3351 project that provides additional effective input for the design concept options that ultimately will result in a schematic design for environmental clearance, final design and funding.

Owner's Representative:

- The Professional shall serve as the City's Owner's Representative and undertake the tasks and provide the deliverables as directed by the City including but not limited to the following:

    a. Meeting with the City to receive general insight and direction and to provide professional recommendations and advice to Staff and the City Council.

    b. Representing the City at TxDOT meetings or other meetings as necessary, facilitating the City's position on the reinvention of the TxDOT facility so that it is context sensitive and facilitates multimodal transportation and community linkages.

    c. Developing and reviewing proposed design options for the Corridor and the TxDOT facility.

    d. Representing the City during the NEPA environmental/design process.

    e. Develop and frame funding partnerships.

    f. Facilitating engagement with community stakeholders.

    g. Other tasks as directed

Exhibit “B”

Compensation

September 9, 2020

Tobin E. Maples, AICP
City Manager
City of Fair Oaks Ranch
7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78015

SUB: Legacy Engineering Group Proposed 2021 Billing Rate Schedule

Dear Mr. Maples:

Per your request, please see our proposed 2021 Billing Rate Schedule for Legacy Engineering Group as the General Engineering Consultant (GEC) for the City of Fair Oaks Ranch. Also, here within attached is the proposed 2021 Billing Rate Schedule for our sub-consultant, K-Friese & Associates.

***Billing Rates***
*Personnel labor is billed at the following hourly rates:*

| ***Rate Category*** | |
|---|---|
| *Principal* | *$205.00* |
| *Senior Project Manager* | *$155.00 - $205.00* |
| *Project Manager* | *$150.00 - $190.00* |
| *Senior Engineer I* | *$130.00 - $180.00* |
| *Engineer II* | *$125.00 - $155.00* |
| *Engineer I* | *$105.00 - $125.00* |
| *Engineer in Training* | *$90.00 - $115.00* |
| *Senior CADD Technician* | *$90.00 - $105.00* |
| *CADD Technician* | *$70.00 - $85.00* |
| *Administrative Assistant* | *$50.00 - $70.00* |
| *Contract Specialist* | *$80.00 - $100.00* |

***Sub-Consultants***
*Sub-consultants are billed at cost with no mark-up applied.*

***Travel and Subsistence***
*Mileage will be charged at the current rate/mile issued by the IRS.*

***Reimbursable Costs***
*Reimbursable costs include "out of pocket" expenses, the cost of which shall be charged at actual costs plus any administrative charge, as described in the contract, and shall be itemized and included in the invoice.*

We greatly appreciate your time in reviewing our proposed Billing Rate Schedule. Please do not hesitate to contact our office should you have any questions or comments.

Sincerely,

Oscar Michael Garza, PE, PTOE, RSP$_1$
Legacy Engineering Group

September 9, 2020

Oscar Michael Garza, PE, PTOE, RSP
Legacy Engineering Group
14603 Huebner Road, Building 11
San Antonio, TX 78230

Re: City of Fair Oaks Ranch General Engineering Consultant (GEC) Contract
2021 Billing Rate Schedule

Dear Mr. Garza:

K Friese & Associates, Inc. (KFA) respectfully submits the following rates for the 2021 GEC contract as requested.

## Billing Rates

Personnel labor is billed at the following hourly rates:

| Rate Category | |
|---|---|
| Principal | $250 |
| Senior Project Manager | $200 - $225 |
| Project Manager | $185 - $215 |
| Senior Engineer II | $215 - $235 |
| Senior Engineer I | $185 - $215 |
| Engineer II | $140 - $170 |
| Engineer I | $125 - $145 |
| Engineer in Training | $105 - $125 |
| Senior CADD Technician | $115 - $135 |
| CADD Technician | $95 - $105 |
| GIS Analysist | $115 - $125 |
| Administrative Assistant | $60 - $70 |
| Contract Specialist | $85 - $95 |

## Sub-Consultants

Sub-consultants are billed at cost with no mark-up applied.

## Travel and Subsistence

Mileage will be charged at the current rate/mile issued by the IRS.

## Reimbursable Costs

Reimbursable costs include “out of pocket” expenses, the cost of which shall be charged at actual costs plus any administrative charge, as described in the contract, and shall be itemized and included in the invoice.

Thank you very much for the opportunity to continue to serve Legacy Engineering and the City of Fair Oaks Ranch. Please do not hesitate to contact me with any questions or comments.

Sincerely,
K Friese & Associates, Inc.

Michael Persyn, P.E.
Senior Project Manager

Exhibit “C”

Evidence of Insurance

Client#: 1733142 LEGACENG1

**ACORD™**

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 7/22/2020

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 any rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**
USI Southwest
9811 Katy Freeway, Suite 500
Houston, TX 77024
713 490-4600

CONTACT NAME:
PHONE (A/C, No, Ext): 713 490-4600 FAX (A/C, No): 713-490-4700
E-MAIL ADDRESS:

| INSURER(S) AFFORDING COVERAGE | NAIC # |
|---|---|
| INSURER A : Twin City Fire Insurance Company | 29459 |
| INSURER B : Trumbull Insurance Company | 27120 |
| INSURER C : Berkley Insurance Company | 32603 |
| INSURER D : | |
| INSURER E : | |
| INSURER F : | |

**INSURED**
Legacy Engineering Group,PLLC
14603 Huebner Rd., Bldg 11
San Antonio, TX 78230

**COVERAGES** CERTIFICATE NUMBER: 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 INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|---|---|---|---|---|---|---|---|---|
| A | X COMMERCIAL GENERAL LIABILITY | | | 61SBABE3578 | 03/12/2020 | 03/12/2021 | EACH OCCURRENCE | $1,000,000 |
| | CLAIMS-MADE X OCCUR | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | $1,000,000 |
| | | | | | | | MED EXP (Any one person) | $10,000 |
| | | | | | | | PERSONAL & ADV INJURY | $1,000,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | GENERAL AGGREGATE | $2,000,000 |
| | POLICY PRO-JECT LOC | | | | | | PRODUCTS - COMP/OP AGG | $2,000,000 |
| | OTHER: | | | | | | | $ |
| A | AUTOMOBILE LIABILITY | | | 61SBABE3578 | 03/12/2020 | 03/12/2021 | COMBINED SINGLE LIMIT (Ea accident) | $1,000,000 |
| | ANY AUTO | | | | | | BODILY INJURY (Per person) | $ |
| | OWNED AUTOS ONLY; SCHEDULED AUTOS | | | | | | BODILY INJURY (Per accident) | $ |
| | X HIRED AUTOS ONLY; X NON-OWNED AUTOS ONLY | | | | | | PROPERTY DAMAGE (Per accident) | $ |
| | | | | | | | | $ |
| A | X UMBRELLA LIAB X OCCUR | | | 61SBABE3578 | 03/12/2020 | 03/12/2021 | EACH OCCURRENCE | $3,000,000 |
| | EXCESS LIAB CLAIMS-MADE | | | | | | AGGREGATE | $3,000,000 |
| | DED X RETENTION $10000 | | | | | | | $ |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N | | | 61WECAD5PWZ | 06/27/2020 | 06/27/2021 | X PER STATUTE OTH-ER | |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N (Mandatory in NH) | N/A | | | | | E.L. EACH ACCIDENT | $500,000 |
| | | | | | | | E.L. DISEASE - EA EMPLOYEE | $500,000 |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | E.L. DISEASE - POLICY LIMIT | $500,000 |
| C | Professional Liab Claims Made Pol | | | AEC903672901 Retro: 05/16/19 | 05/16/2020 | 05/16/2021 | $2,000,000 per claim $2,000,000 annl aggr. | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: The General Liability and Auto Liability policy(s) includes an automatic Additional Insured endorsement that provides Additional Insured status to the Certificate Holder only when there is a written contract that requires such status, and only with regard to work performed on behalf of the named insured. All policies provide a Blanket Waiver of Subrogation when required by written contract, except as prohibited by law.
(See Attached Descriptions)

**CERTIFICATE HOLDER**

City of Fair Oaks Ranch
7286 Dietz Elkhorn Road
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

James E. Jimmerson

## DESCRIPTIONS (Continued from Page 1)