

**CITY OF FAIR OAKS RANCH
AMENDED AGENDA – CITY COUNCIL REGULAR MEETING**

September 19, 2019 6:30 PM
City Hall Council Chambers
7286 Dietz Elkhorn, Fair Oaks Ranch

I. OPEN MEETING

- A. Roll Call – Declaration of a Quorum.
- B. Pledge of Allegiance.

II. CITIZENS and GUEST FORUM / PRESENTATIONS

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

- A. Citizens to be heard.
- B. Swearing in of newly hired Police Officers: Jake Hurlock and Amanda Piña.
- C. Special Employee Recognition.

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 August 6, 2019 Special City Council Meeting Minutes. Pg. 4
- B. Approval of September 5, 2019 Regular City Council Meeting Minutes. Pgs. 5-8
- C. Approval of September 10, 2019 Town Hall Meeting Minutes. Pg. 9
- D. Approval of September 12, 2019 Special City Council Meeting Minutes. Pgs. 10-11
- E. Approval of the second reading of an Ordinance Amending Chapter 12 “Traffic & Vehicle” Article 12.03 “Trucks” for the City of Fair Oaks Ranch Code of Ordinances regulating the weight load of vehicles traveling on city streets. Pgs. 12-17

IV. CONSIDERATION/DISCUSSION ITEMS

- A. Consideration and possible action approving the second reading of an Ordinance adopting the City Budget for fiscal year beginning October 1, 2019 and ending September 30, 2020. Sarah Buckelew, Director of Finance Pgs. 18-56
- B. Consideration and possible action ratifying the 2019 property tax rate increase reflected in the Fiscal Year 2019-2020 general fund and debt service fund budgets. Sarah Buckelew, Director of Finance Pg. 57
- C. Consideration and possible action approving 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 2019; and determining due and delinquent dates. Sarah Buckelew, Director of Finance Pgs. 58-60

- D. Consideration and possible action to approve a Resolution appointing the Municipal Judge and Alternate Municipal Judge and to authorize the City Manager to execute the Agreements. Tobin Maples, City Manager Pgs. 61-63
- E. Consideration and possible action to approve a Resolution appointing the City Prosecutor and Alternate City Prosecutor and to authorize the City Manager to execute the Agreements. Tobin Maples, City Manager Pgs. 64-66
- F. Consideration and possible action to approve a Sanitarian Agreement and to authorize the City Manager to execute the Agreement. Jim Earl, Building Inspector Pgs. 67-73
- G. Consideration and possible action to approve a Fire Inspector Agreement Renewal and to authorize the City Manager to execute the Agreement. Jim Earl, Building Inspector Pgs. 74-76
- H. Consideration and possible action to approve a 3 month extension of a 2014 Bank Depository Agreement. Sarah Buckelew, Finance Director Pgs. 77-78
- I. Consideration and possible action authorizing the City Manager to sign the First Amendment of the Memorandum of Understanding (MOU) to evaluate Regional Wastewater Treatment Options between the City of Boerne, the City of Fair Oaks Ranch, and the Guadalupe-Blanco River Authority. Ron Emmons P.E., Director of Public Works Pgs. 79-147
- J. Consideration and possible action to approve authorizing the City manager to sign an Interlocal Participation Agreement to be a member of the Public Employee Benefits Alliance. Joanna Merrill, Director of Human Resources & Communications. Pgs. 148-153
- K. Consideration and possible action to approve the preliminary plat that establishes Elkhorn Ridge Unit 8. Adrian Garcia, P.E., Manager of Engineering Services Pgs. 154-156
- L. Discussion regarding transient equipment and material storage on city owned property (Fire Station) located 30955 Meadow Creek Trail, generally the southwest corner of FM 3351 and Meadow Creek Trail. Council Member Hartpence Pg. 157

V. REPORTS FROM STAFF/COMMITTEES/COUNCIL

- A. Update on Home Rule City Charter Amendment Election Process. Carole Vanzant, Assistant City Manager

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. 551.071 (Consultation with Attorney) - Cause No. 2018-CI-00202; the City of Fair Oaks Ranch, Texas vs Edward I. Hill, Robert E. Heckendorn, Craig M. Luitjen, Roger Fuentes, Wesley A. Pieper, Esther W. Hicks, William A. McDowell, Yolanda D. Ayala, PG Pfeiffer Ranches LLC, Maureen Pfeiffer Stevenson Family Trust.

- B. 551.071 (Consultation with Attorney) - to receive legal advice regarding claims made on behalf of a real property owner against the City's operation of the K-3 Trinity Glen Rose Water Well.
- C. 551.071 (Consultation with Attorney) - to receive legal advice from Special Counsel and the City Attorney regarding the City's ground water rights.
- D. 551.071 (Consultation with Attorney) - to receive legal advice from City Attorney and Consultant regarding performance assessment and information collection.

VII. RECONVENE INTO OPEN SESSION

- A. Consideration 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: _____



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. Said Notice was posted by 5:00 PM September 16, 2019 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 OF FAIR OAKS RANCH
CITY COUNCIL MEETING MINUTES
August 6, 2019
7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78015**

I. OPEN MEETING

A. Roll Call – Declaration of a Quorum

Present: Mayor Manitzas and Mayor Pro Tem Elizondo
Council Members: Hartpence, Havard, Koerner, Maxton, and Patel

Absent: Council Member Koerner

With a quorum present, the Mayor called the City Council meeting to order at 9:00 AM.

B. The Pledge of Allegiance was led by citizen, Wes Pieper.

II. CITIZENS and GUEST FORUM / PRESENTATIONS

A. There were no citizens to be heard.

III. CONVENE INTO EXECUTIVE SESSION

City Council convened into Executive Session at 9:02 AM regarding:

A. 551.071 (Consultation with Attorney) – for possible collaboration with a consultant to assist the City Attorney with performance assessment and information collection.

IV. RECONVENE INTO OPEN SESSION

Mayor Manitzas reconvened into open session at 9:25 AM.

MOTION: Made by Mayor Pro Tem Elizondo, seconded by Council Member Hartpence to authorize the City Attorney to engage a consultant to assist the City Attorney with performance assessment and information collection.

VOTE: 6-0; Motion Passed.

V. ADJOURNMENT

Mayor Manitzas adjourned the meeting at 9:26 AM.

Garry Manitzas, Mayor

ATTEST:

Christina Picioccio, City Secretary

**CITY OF FAIR OAKS RANCH
CITY COUNCIL MEETING MINUTES
September 5, 2019
7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78015**

I. OPEN MEETING

A. Roll Call – Declaration of a Quorum

Present: Mayor Manitzas, Mayor Pro Tem Elizondo
Council Members: Hartpence, Havard, Koerner, Maxton, and Patel

With a quorum present, the City Council meeting was called to order at 9:31 AM.

- B. The Pledge of Allegiance was led by The American Legion Captain Mark ‘Tyler’ Voss Post 313 dignitaries: Commander Charles Cecchini, Vice Commander Don Gray, Post Historian Bob Imler, and Chairman of the American Legion Dave Judson.

II. CONVENE INTO EXECUTIVE SESSION

City Council did not convene into Executive Session regarding:

- A. 551.071 (Consultation with Attorney) - Cause No. 2018-CI-00202; the City of Fair Oaks Ranch, Texas vs Edward I. Hill, Robert E. Heckendorn, Craig M. Luitjen, Roger Fuentes, Wesley A. Pieper, Esther W. Hicks, William A. McDowell, Yolanda D. Ayala, PG Pfeiffer Ranches LLC, Maureen Pfeiffer Stevenson Family Trust.

City Council convened into Executive Session at 9:33 AM regarding:

- B. 551.071 (Consultation with Attorney) - to receive legal advice regarding claims made on behalf of a real property owner against the City’s operation of the K-3 Trinity Glen Rose Water Well.
C. 551.071 (Consultation with Attorney) – to receive legal advice from Special Counsel and the City Attorney regarding the City’s ground water rights.

III. RECONVENE INTO OPEN SESSION

The Mayor reconvened into Open Session at 10:18 AM. No action was taken.

In courtesy of the recipients of the American Legion Centennial Day Proclamation, the Mayor moved the reading up in the schedule.

V. CITIZENS and GUEST FORUM / PRESENTATIONS

- B. The Mayor read a Proclamation designating September 16, 2019 as American Legion Centennial Day. Receiving the Proclamation were Commander Charles Cecchini, Vice Commander Don Gray, Post Historian Bob Imler, and Chairman of the American Legion Dave Judson.

IV. PUBLIC HEARING

- A. The City Council conducted the first Public Hearing on the Fiscal Year 2019-2020 Proposed Budget and 2019-2020 Tax Rate.
1. Mayor Manitzas opened the Public Hearing at 10:23 AM and provided opening comments.

2. Finance Director, Sarah Buckelew provided a presentation of the Proposed Budget and Tax Rate.
3. The City Council received citizen testimony for/against the Proposed Budget and Tax Rate:
 - a. Tom Jaster, resident, spoke in support of the tax rate increase noting that the tax rate was kept low for years and now the city has to play “catch-up”. He also commented that this was a no-frills budget which was leanly run, with no layers and no redundancies.
 - b. Rich Nichols, resident, spoke in support of the tax rate increase calling previous council history of not raising taxes as “short-sighted” in planning for the future. He maintained that roads, infrastructure, etc., are showing signs of middle age. He reminded all present that the city receives limited tax from commercial properties, based on resident’s desire to keep Fair Oaks Ranch a residential community, therefore any tax increase is funded by its’ citizens.
 - c. John Dewey, resident, spoke against the tax rate increase recommending that City Council maintain the existing tax rate as revenue will still be higher due to increase in appraisals and taxes generated from new properties. He personally noted a 39.4 % property tax increase over the past 4 years due to appraisal increases and increased tax rate. He expressed concerns with what he calculated to be a 47% increase in expenditures in 2 years as well as a 20% increase in staff (2017/2018 – 2019/2020 timeframe) and 44% increase (2016/2017 – 2019-2020 timeframe).
 - d. Frank Trapasso, resident, spoke in support of the tax rate increase. He noted the city’s history of keeping taxes low without thinking of long term asset maintenance needs.
 - e. Deborah Doyle, resident, spoke regarding flooding issues in her neighborhood. She expressed hope that tax increase money will be used to mitigate drainage issues and to clean culverts as her area is inaccessible by emergency vehicles during flooding situations.
 - f. Wes Pieper, resident, spoke in opposition to the tax rate increases.
 - g. Brett Mussey, resident, expressed concern with the lack of maintenance of culverts in the city and questioned whose responsibility it was in maintaining them.

City Manager Maples answered that maintenance of the culverts have not historically been funded and that the city is preparing an engineered solution based on criticality of the drainage problems. Funding options for drainage improvements will be presented to citizens in the coming months.
4. The Mayor closed the public hearing at 11:22 AM. The Mayor announced the next Public Hearing to be held on September 12, 2019
5. Council discussed the Proposed Budget and Tax Rate inclusive of culvert maintenance and drainage.

V. CITIZENS and GUEST FORUM / PRESENTATIONS

- A. There were no citizens to be heard on general matters.
- C. Director of Human Resources & Communications, Joanna Merrill, introduced the city’s newest maintenance worker, Jarrett Lee, to council and residents.
- D. City Attorney Dan Santee provided a Legislative Update on the 2019 Legislative Session.

VI. CONSENT AGENDA

- A. Approval of August 1, 2019 Regular City Council Meeting Minutes.
- B. Approval of August 14, 2019 Special Joint City Council and P&Z Meeting Minutes.
- C. Approval of August 14, 2019 Special City Council Meeting Minutes.
- D. Approval of August 15, 2019 Regular City Council Meeting Minutes.
- E. Approval of August 29, 2019 Special City Council Meeting Minutes.
- F. Approval of the second reading of an Ordinance approving FY 2018-19 budget amendments
- G. Approval of the second reading of an Ordinance amending the City of Fair Oaks Ranch Code of Ordinances Chapter 8 "Offenses and Nuisance" by creating an Article for violations of the City Charter.

The Mayor presented the Consent Agenda for approval. Council Member Patel requested that Item G of the Consent Agenda be pulled for discussion.

MOTION: Made by Council Member Havard, seconded by Mayor Pro Tem Elizondo to accept items A-F of the Consent Agenda as written.

VOTE: 7-0; Motion Passed.

VII. DISCUSSION/CONSIDERATION ITEMS

Consent Agenda G

Approval of the second reading of an Ordinance amending the City of Fair Oaks Ranch Code of Ordinances Chapter 8 "Offenses and Nuisance" by creating an Article for violations of the City Charter.

Council Member Patel requested that the language in the Ordinance be amended to match the language in the Home Rule Charter, exactly.

MOTION: Made by Council Member Patel, seconded by Mayor Pro Tem Elizondo to approve and amend the language in section 8.04.002, 1, 2, 3 to match exactly with Section 3.10 of the Home Rule Charter.

VOTE: 7-0; Motion Passed.

A. Consideration and possible action to approve a Professional Services Agreement for New Internal Controls – R.S.M.

MOTION: Made by Mayor Pro Tem Elizondo, seconded by Council Member Havard to authorize the City manager to sign the Professional Services Agreement ("Engagement Letter") with RSM US LLP for internal control services at a cost not to exceed \$50,000.

VOTE: 7-0; Motion Passed

B. Consideration and possible action approving the first reading of an Ordinance Amending Chapter 4 "Business Regulations", Article 4.02 "Solicitors" of the City of Fair Oaks Ranch Code of Ordinances..

MOTION: Made by Council Member Hartpence, seconded by Council Member Koerner to approve the first reading of an Ordinance amending the City's Code of Ordinances Article 4.02 "Solicitors".

City Council discussed the Ordinance, specifically the proposed language regarding canvassing.

AMENDED MOTION:

Made by Council Member Koerner, seconded by Council Member Patel to remove the main motion to allow staff and City Attorney to research questions posed.

VOTE: 7-0; Motion Passed.

C. Consideration and possible action approving the first reading of an Ordinance amending Chapter 12 "Traffic & Vehicle" Article 12.3 "Trucks" of the City of Fair Oaks Ranch Code of Ordinances regulating the weight load of vehicles on city streets.

MOTION: Made by Mayor Pro Tem Elizondo, seconded by Council Member Havard to approve the first reading of an Ordinance amending Chapter 12 "Traffic & Vehicles", Article 12.03 "Trucks".

VOTE: 7-0; Motion Passed.

D. Consideration and possible action on determining method on amending the Home Rule Charter.

MOTION: Made by Council Member Hartpence, seconded by Council Member Koerner to have the Home Rule Charter amendments be proposed by City Council.

VOTE: 7-0; Motion Passed.

E. Discussion regarding transient equipment and material storage on City owned property (Fire Station) located at 30955 Meadow Creek Trail, generally the southwest corner of Meadow Creek Trail at FM 3351..

Council Member Hartpence, in consideration of time, suggested that this discussion item be postponed until the next Council Meeting.

III. REPORTS FROM STAFF/COMMITTEES/COUNCIL

- A. Ron Emmons P.E., Public Works Director, provided an update on the Elevated Storage Tank and reminded citizens that the next town hall meeting will be held 6:30 PM, September 10, 2019 at the Cibolo Creek Community Church.

VIII. ADJOURNMENT

Mayor Manitzas adjourned the meeting at 1:36 PM.

ATTEST:

Garry Manitzas, Mayor

Christina Picioccio, City Secretary

**CITY OF FAIR OAKS RANCH
TOWN HALL MINUTES
September 10, 2019, 6:30 PM
Cibolo Creek Community Church
30395 Ralph Fair Road
Fair Oaks Ranch, TX 78015**

An Elevated Storage Tank Town Hall was held at the Cibolo Creek Community Church. The following Council Members were present: Mayor Manitzas, and Council Members: Hartpence, Havard, Koerner, Maxton and Patel. No discussion or action occurred.

Garry Manitzas, Mayor

ATTEST:

Christina Picioccio, City Secretary

**CITY OF FAIR OAKS RANCH
CITY COUNCIL MEETING MINUTES
September 12, 2019
7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78015**

I. OPEN MEETING

A. Roll Call – Declaration of a Quorum

Present: Mayor Manitzas

Council Members: Hartpence, Havard, Koerner, Maxton, and Patel

Absent: Mayor Pro Tem Elizondo

With a quorum present, the Mayor called the City Council meeting to order at 6:30 PM.

B. The Pledge of Allegiance was led by citizen, Seth Mitchell.

II. CITIZENS and GUEST FORUM/PRESENTATIONS

A. Dr. Vincent Caldarola, citizen, addressed the City Council regarding water rights associated with well K-3 and various wells within the City.

III. PURPOSE OF THE JOINT PUBLIC HEARING

A. The City Council conducted the second Public Hearing on the Fiscal Year 2019-2020 Proposed Budget and 2019-2020 Tax Rate.

1. Mayor Manitzas opened the Public Hearing at 6:37 PM and provided opening comments.
2. Finance Director, Sarah Buckelew, provided a presentation of the Proposed Budget and Tax Rate.
3. The City Council received citizen testimony for/against the Proposed Budget and Tax Rate:
 - a. Dr. Vincent Caldarola, citizen, claimed that the City is subsidizing the wastewater budget with the water that is purchased and resold. He noted that the city is taking 110 million dollars of “landowner’s water” and reselling it which he claims “you cannot resell water”. He indicated that the residents will fight this.
 - b. John Dewey, citizen, spoke of proposal made at last week’s council meeting to maintain the existing tax rate. He noted that his appraisal increases alone equaled a 14.2% increase in four years, even with protesting, which is higher than the inflation rate. He noted the tax rate increase of approximate \$108,000 is attributable to the rate increase itself on existing properties, which is roughly 1% of expenses. He requested that Council withhold the tax rate increase by adjusting priorities to keep the tax rate as it was.
4. The Mayor closed the Public Hearing at 6:57 PM.
5. There was no discussion between Council and staff.

III. DISCUSSION/CONSIDERATION ITEMS

- A. **Consideration and possible action approving the first reading of an Ordinance adopting the City Budget for fiscal year beginning October 1, 2019 and ending September 30, 2020.** MOTION: Made by Council Member Havard, seconded by Council Member Hartpence to approve the 2019-2020 Fiscal Year Budget Ordinance.

VOTE: 6-0; Motion Passed as recorded:

Mayor Manitzas – For; Council Member Hartpence – For; Council Member Havard – For; council Member Koerner – For; council Member Maxton – For; and Council Member Patel – For.

- B. **Consideration and possible action approving the first 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 2019; and determining due and delinquent dates.**

MOTION: Made by Council Member Maxton, seconded by Council Member Patel to approve that the property tax rate be increased by the adoption of a tax rate of \$.3735, which is effectively a 5.6 percent increase in the tax rate, as prescribed in the property tax rate ordinance.

VOTE: 6-0; Motion Passed as recorded:

Mayor Manitzas – For; Council Member Hartpence – For; Council Member Havard – For; council Member Koerner – For; council Member Maxton – For; and Council Member Patel – For.

IV. ADJOURNMENT

Mayor Manitzas adjourned the meeting at 7:02 PM.

Garry Manitzas, Mayor

ATTEST:

Christina Picioccio, City Secretary



CITY COUNCIL CONSIDERATION ITEM

CITY OF FAIR OAKS RANCH, TEXAS

September 19, 2019

AGENDA TOPIC: Approval of the second reading of an ordinance amending Chapter 12 "Traffic & Vehicle", Article 12.03 "Trucks" for the City of Fair Oaks Ranch Code of Ordinances regulating the weight load of vehicles traveling on city streets

START DATE: September 19, 2019

DEPARTMENT: Police

PRESENTED BY: Chief Rubin

INTRODUCTION/BACKGROUND:

In 1988 the Fair Oaks Ranch City Council approved an ordinance (codified in the code of ordinances in Chapter 12 "Traffic & Vehicles", Article 12.03 "Trucks") ordering the prohibition of through truck traffic in the City of Fair Oaks Ranch.

The prohibition did not include Dietz Elkhorn or Amman Road and was effective on all vehicles with a rating of one and a half tons or heavier. With the increase of heavy vehicle traffic utilizing city streets and potential safety issues and damage to city streets, staff believes it is appropriate to amend the ordinance to include all streets maintained by the city and to establish weight load limits of vehicles by classes of vehicles (see attached).

The first reading of this Ordinance was approved at the September 5, 2019 Council Meeting

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

1. It is in the best interest of the public health, safety and welfare of our citizens and the public to establish weight load limits of vehicles utilizing City streets by class of vehicles.
2. A reduction in the amount of heavy vehicles utilizing City streets will provide increased safety for non-heavy vehicle and pedestrian traffic.
3. Will reduce noise created by heavy vehicle traffic and will reduce damage to city streets.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

Positive long-term financial impact is anticipated due to less maintenance required on City streets due to decrease of heavy vehicle traffic.

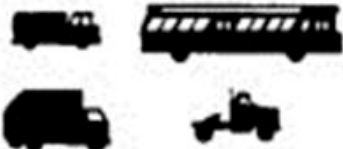
LEGAL ANALYSIS:

Reviewed by Legal and approved as to form.

RECOMMENDATION/PROPOSED MOTION:

Consent Agenda - I move to approve the first reading of an ordinance amending Chapter 12 "Traffic & Vehicles", Article 12.03 "Trucks".

This ordinance will prohibit Class 7 and 8 vehicles from traveling through the City.

 CLASS 1 6,000 lbs or less	 CLASS 5 16,001–19,500 lbs
 CLASS 2 6,001– 10,000 lbs	 CLASS 6 19,501–26,000 lbs
 CLASS 3 10,001–14,000 lbs	 CLASS 7 26,001–33,000 lbs
 CLASS 4 14,001–16,000 lbs	 CLASS 8 33,000 lbs or more

ORDINANCE

AN ORDINANCE AMENDING CHAPTER 12 “TRAFFIC & VEHICLE”, ARTICLE 12.03 “TRUCKS” OF THE CITY OF FAIR OAKS RANCH CODE OF ORDINANCES OF THE CITY OF FAIR OAKS RANCH, TEXAS; REGULATING THE WEIGHT LOAD OF VEHICLES TRAVELING ON CITY STREETS AND PUBLIC HIGHWAYS; MAKING FINDINGS OF FACT; PROHIBITING TRAVEL THROUGH CITY STREETS OF VEHICLES HAVING A COMBINED GROSS WEIGHT EXCEEDING 26,000 POUNDS; PROVIDING FOR EXCEPTIONS AND CONDITIONS TO SAME; PROVIDING A CRIMINAL FINE NOT TO EXCEED \$500 PER VIOLATION; PROVIDING FOR ENACTMENT, REPEALER, AND SEVERABILITY CLAUSE; PROVIDING FOR EFFECTIVE DATE AND POSTING OF SIGNS; FINDING PROPER NOTICE & MEETING.

WHEREAS, the City of Fair Oaks Ranch is a Home Rule City in the State of Texas; and

WHEREAS, pursuant to Texas Transportation Code Section 311.001, the City of Fair Oaks Ranch (“City”) has exclusive control over and under the streets, alleys and public highways of the municipality (hereinafter, “streets”); and,

WHEREAS, pursuant to Texas Local Government Code Section 51.012, the City has general authority to adopt an ordinance not inconsistent with state law, that is necessary for the government, interest, welfare, or good order of the municipality; and,

WHEREAS, the City Council finds it necessary and proper for the government, interest, welfare, and good order of the City to regulate the streets within the City’s boundaries by preventing heavy vehicles from disturbing communities and excessively damaging the City’s streets; and,

WHEREAS, the City Council wishes to prevent vehicles, and other weighted items having a combined gross weight of more than 26,000 pounds (hereinafter, “Heavy Vehicles”) from traveling through the City of Fair Oaks Ranch; and,

WHEREAS, having carefully evaluated the streets and traffic situation in Fair Oaks Ranch, the City Council finds that there are reasonably available alternate routes outside the City limits for Heavy Vehicles; and,

WHEREAS, pursuant to Texas Local Government Code Section 54.001, the City has general authority to impose a fine or penalty of up to \$500 for violation of an ordinance,

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

PART 1. Chapter 12 “Traffic & Vehicles”, Article 12.03 “Trucks” is hereby repealed and replaced as set forth in the attached Exhibit A.

PART 2. That the recitals contained in the preamble hereto are hereby found to be true and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

PART 3. The City Manager is hereby authorized to procure and have erected appropriate traffic control signs as required by the law of the State of Texas, providing notice of the restrictions imposed by this Ordinance.

PART 4. It shall be unlawful for any person, firm, or corporation to operate a vehicle in violation of this ordinance. Any person, firm or corporation violating any provision of this Ordinance of failing to observe any provision hereof shall upon conviction be guilty of a misdemeanor and shall be fined a sum not more than Five Hundred Dollars (\$500) and each and every day or fraction of a day in which this Ordinance or any part thereof shall be violated shall be deemed a separate offense and punished as such.

PART 5. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance be severable, and, if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared invalid by judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this ordinance and the remainder of this ordinance shall be enforced as written.

PART 6. That 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 7. This ordinance shall take effect immediately from and after its second reading, passage and publication as may be required by governing law.

PART 8. The repeal or amendment of any ordinance or part of ordinances effectuated by the enactment of this ordinance shall not be construed as abandoning any action now pending under or by virtue of such ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue or as affecting any rights of the City of Fair Oaks Ranch under any section or provisions of any ordinances in effect at the time of passage of this ordinance.

PART 9. The provisions of this ordinance shall be cumulative of all ordinances not repealed by this ordinance and ordinances governing or regulating the same subject matter as that covered herein.

PASSED on first reading this 5th day of September, 2019.

PASSED, APPROVED, and ADOPTED on second reading this 19th day of September, 2019.

Garry Manitzas, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Picioccio, City Secretary

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

Exhibit A

Chapter 12 “Traffic & Vehicles”; Article 12.03 “Trucks” is hereby repealed and replaced as follows:

[Deletions shown as strikethrough and additions shown as underscore]

Sec. 12.03.001 Through truck traffic prohibited

~~(a) Heavy through truck traffic is damaging the streets of the city and creating noise and disturbances to residents.~~

~~(b) There are alternate routes available to through truck traffic.~~

~~(c) It shall be unlawful for any person, firm or corporation, directly or through an agent, servant or employee, to use or permit the use for through truck traffic on all existing and future streets in the city with the exception of:~~

~~(1) Ralph Fair Road;~~

~~(2) Ammann Road;~~

~~(3) Dietz Elkhorn.~~

~~(d) “Truck” is defined for the purpose of this section as any and every vehicle used or maintained primarily for the transportation of property, rating one and a half tons or heavier weight.~~

~~(e) “Through truck traffic” is defined for the purpose of this section, and with reference to the streets mentioned, as the driving or entry of a truck onto the same at any point and the proceeding of such truck onto the same at any point and leaving of the same by such truck at any point unless the person driving or operating such truck has occasion to and does bring such truck to a stop at the same point, place or location upon the purpose of loading such truck, or for the purpose of rendering a service at such point, place or location in connection with the business for which such truck is used.~~

~~(f) This section shall include the provision of a penalty for violations of this section. The penalty will consist of a fine as provided in [section 1.01.009](#) of this code.~~

- A. Vehicles having a combined gross weight over 26,000 pounds (“Heavy Vehicles”) shall not travel within the municipal boundaries of the City of Fair Oaks Ranch, except as may be allowed under the terms of this Ordinance.
- B. A vehicle subject to this Ordinance shall be equipped and maintained as required by Texas Transportation Code Sec. 725.021 to prevent loose material from escaping by blowing or spilling.
- C. The limitations prescribed by this Ordinance shall not apply to:
 - 1) Heavy Vehicles traveling or operating upon any street designated as a United States or state highway;
 - 2) Heavy Vehicles making delivery of goods and services within the City;

- 3) Fire trucks or other emergency vehicles or vehicles on emergency business involved in the saving of life or property;
 - 4) Implements of husbandry incidentally moved upon a road;
 - 5) Road repair, construction, or maintenance vehicles while involved in the repair, construction, or maintenance of roads within the City, or
 - 6) Garbage service vehicles while involved in the provision of services to residents of the City.
- D. A Heavy Vehicle which would otherwise be restricted, is permitted to make pick-ups, deliveries, or service calls in the City but shall restrict its' traveling through City streets to a minimum. Said vehicle shall be driven in such a manner as to proceed to its destination or destinations in the City by the most direct route. Upon completion of the pick-ups, deliveries, or service calls, the vehicle shall leave the City by the most direct route. The section shall not be interpreted as permitting a vehicle otherwise restricted from entering or leaving the City.



CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
September 19, 2019

AGENDA TOPIC: Consideration and possible action approving the second reading of an Ordinance adopting the City Budget for fiscal year beginning October 1, 2019 and ending September 30, 2020

DATE: September 19, 2019

DEPARTMENT: Finance

PRESENTED BY: Sarah Buckelew, 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 15, 2019 City Council meeting, Council voted to set September 5, 2019 and September 12, 2019 as Public Hearing dates on the proposed budget and September 19, 2019 as the date to adopt the budget. The proposed budget was filed with the City Secretary August 19, all requirements of state statute have been met.

The first reading of the Ordinance was approved by Council at the September 12th 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 budgets as presented during the Public Hearing.

LEGAL ANALYSIS:

Reviewed and approved as to form

RECOMMENDATION/PROPOSED MOTION:

I move to approve the 2019/20 Fiscal Year Budget Ordinance

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

ORDINANCE

AN ORDINANCE ADOPTING THE CITY OF FAIR OAKS RANCH ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020; 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 15, 2019, the Council set September 5, 2019 and September 12, 2019 as the dates for the public hearings thereon and caused notice of such public hearings 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 hearings were held on said dates 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 2019-20 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 2019-20 Municipal Budget", attached as **Exhibit A**, in all respects as the city's annual budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020.
- 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 2019.

PASSED and APPROVED on first reading this 12th day of September, 2019 and recorded as follows:

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

PASSED, APPROVED and ADOPTED on second reading, this the 19th day of September, 2019 and recorded as follows:

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

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**

**ANNUAL PROPOSED BUDGET
FY 2019-2020**

City of **FAIR OAKS RANCH**

ANNUAL PROPOSED BUDGET FY 2019-2020

This budget will raise more total property taxes than last year's budget by \$460,556 (8.1%), and of that amount \$162,692 is tax revenue to be raised from new property added to the tax roll this year.

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:

<u>Governing Body</u>	<u>Record Vote</u>
Mayor Garry Manitzas	
MaryAnne Havard	
Roy Elizondo	
Steve Hartpence	
Laura Koerner	
Snehal Patel	
Greg Maxton	

The Governing Body voted on the proposed budget September 19, 2019.

Tax Rate					
Fiscal Year	Property Tax	Effective Tax	Effective M&O	Rollback	Debt Rate
2019-20	0.3735	0.3536	0.3269	0.3791	0.0340
2018-19	0.3668	0.3222	0.2860	0.3444	0.0362

Municipal Debt Obligations as of October 1, 2019 - \$6,060,505

ANNUAL PROPOSED OPERATING BUDGET

City of Fair Oaks Ranch, Texas

FISCAL YEAR

October 1, 2019 through September 30, 2020

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

Scott Rubin

DIRECTOR OF PUBLIC WORKS

Ron Emmons, P.E.

DIRECTOR OF FINANCE

Sarah Buckelew, CPA

**DIRECTOR OF HR &
COMMUNICATIONS**

Joanna Merrill

CITY SECRETARY

Christina Picioccio

Operating Budget

document prepared by the

FINANCE DEPARTMENT



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CONSOLIDATED BUDGET SUMMARY

By Division and Fund

	Government Operations	Government SAP	Government Equip Repl	Government Total	Debt Service	Bond Street Improvements	TOTAL GOVERNMENTAL	Utility Water	Utility Wastewater	Utility Total	GRAND TOTAL
Beginning Fund Balance Projected	3,495,382	955,378	796,396	5,247,156	18,560	181,345	5,447,061			13,749,166	19,196,227
Revenues:											
Taxes	6,277,653			6,277,653	555,431		6,833,084				6,833,084
Franchise Fees	529,700			529,700			529,700				529,700
Interest	115,000			115,000	1,000		116,000	35,000	12,000	47,000	163,000
Permits	252,500			252,500			252,500				252,500
Animal Control	3,400			3,400			3,400				3,400
Fines & Forfeitures	127,570			127,570			127,570				127,570
Fees & Services	243,847			243,847			243,847	3,936,147	1,063,001	4,999,147	5,242,994
Miscellaneous Income	15,100			15,100			15,100				15,100
Transfers from other Funds	154,000	1,199,525	230,492	1,584,017			1,584,017				1,584,017
Total Revenues	7,718,770	1,199,525	230,492	9,148,787	556,431	-	9,705,218	3,971,147	1,075,001	5,046,147	14,751,365
Expenditures:											
Personnel	4,536,909			4,536,909	-		4,536,909	783,911	644,490	1,428,402	5,965,311
Supplies, Maintenance & Operations	644,358			644,358	-		644,358	1,760,076	709,223	2,469,300	3,113,657
Professional Services	994,002	734,000		1,728,002	-		1,728,002	66,138	1,320	67,458	1,795,460
Shared Services	327,617			327,617			327,617			-	327,617
Capital Outlay	216,000	1,050,000		1,266,000	-	181,345	1,447,345	1,181,028	298,978	1,480,006	2,927,351
Debt Service	-			-	551,940		551,940	75,522	14,385	89,907	641,847
Transfers & Non-Cash Adjustments	1,430,017		154,000	1,584,017	-		1,584,017	(555,580)	171,334	(384,246)	1,199,771
Total Expenditures	8,148,903	1,784,000	154,000	10,086,903	551,940	181,345	10,820,188	3,311,096	1,839,731	5,150,827	15,971,015
Transfer to 6 month Reserve	160,597	-	-	160,597			160,597			140,079	300,676
Allocated Fund Balance	-	(584,475)	76,492	(507,983)			(507,983)			75,000	(432,983)
Restricted Fund Balance	9,270			9,270	4,491	(181,345)	(167,584)			(622,528)	(790,112)
Use of Fund Balance	(600,000)			(600,000)			(600,000)			-	(600,000)
Net investment in Capital Assets	-			-			-			648,845	648,845
Change in Unallocated Fund Balance	(0)			(0)		-	(0)	660,051	(764,730)	(346,076)	(346,076)
Total change in Fund Balance	(430,133)	(584,475)	76,492	(938,116)	4,491	(181,345)	(1,114,970)	660,051	(764,730)	(104,678)	(1,219,650)
Ending Fund Balance	3,065,249	370,903	872,888	4,309,040	23,051	-	4,332,091	660,051	(764,730)	13,644,488	17,976,577

CONSOLIDATED GOVERNMENTAL BUDGET SUMMARY

BY DIVISION AND FUND

	General Operations	General SAP	General Equip Repl	General Fund Total	Debt Service	Street Bond Improvements	TOTAL GOVERNMENTAL
Beginning Fund Balance Projected	3,495,382	955,378	796,396	5,247,156	18,560	181,345	5,447,061
<u>Revenues:</u>							
Taxes	6,277,653			6,277,653	555,431		6,833,084
Franchise Fees	529,700			529,700			529,700
Interest	115,000			115,000	1,000		116,000
Permits	252,500			252,500			252,500
Animal Control	3,400			3,400			3,400
Fines & Forfeitures	127,570			127,570			127,570
Fees & Services	243,847			243,847			243,847
Miscellaneous Income	15,100			15,100			15,100
Transfers from other Funds	154,000	1,199,525	230,492	1,584,017			1,584,017
Total Revenues	7,718,770	1,199,525	230,492	9,148,787	556,431	-	9,705,218
<u>Expenditures:</u>							
Personnel	4,536,909			4,536,909	-		4,536,909
Supplies, Maintenance & Operations	644,358			644,358	-		644,358
Professional Services	994,002	734,000		1,728,002	-		1,728,002
Shared Services	327,617			327,617			327,617
Capital Outlay	216,000	1,050,000		1,266,000	-	181,345	1,447,345
Debt Service	-			-	551,940		551,940
Transfers & Non-Cash Adjustments	1,430,017		154,000	1,584,017	-		1,584,017
Total Expenditures	8,148,903	1,784,000	154,000	10,086,903	551,940	181,345	10,820,188
Transfer to 6 month Reserve	160,597	-	-	160,597			160,597
Allocated Fund Balance	-	(584,475)	76,492	(507,983)			(507,983)
Restricted Fund Balance	9,270			9,270	4,491	(181,345)	(167,584)
Use of Fund Balance	(600,000)			(600,000)			(600,000)
Change in Unallocated Fund Balance	(0)			(0)		-	(0)
Total change in Fund Balance	(430,133)	(584,475)	76,492	(938,116)	4,491	(181,345)	(1,114,970)
Ending Fund Balance	3,065,249	370,903	872,888	4,309,040	23,051	-	4,332,091

GENERAL FUND REVENUES (DETAIL)

General Fund Revenue Detail				
Revenue Type	Actual 2017-18	Budget 2018-19	Estimated 2018-19	Budget 2019-20
Taxes				
General Property	4,109,977 -	4,999,835	5,084,835	5,452,281
Delinquent Property	37,759	30,000	10,394	30,000
Penalty & Interest	21,267	15,000	39,500	25,000
Mixed Beverage	23,814	20,000	21,800	25,000
Local Sales	485,691	450,000	500,000	505,000
Street Maintenance	121,266	112,500	125,000	120,186
Property Reduction	121,266	112,500	125,000	120,186
Total Taxes	4,921,041	5,739,835	5,906,530	6,277,653
Franchise Fees				
Time Warner Cable	65,618	62,000	66,000	31,000
GVTC Cable/Telephone	71,040	72,000	74,000	36,000
AT&T Cable/Telephone	20,138	21,000	21,000	10,500
Miscellaneous	979	1,500	500	1,500
City Public Service	336,432	330,000	350,000	370,000
Pedernales Electric Company	42,597	41,000	39,500	41,000
Grey Forest Utilities	12,216	10,500	14,500	10,500
Garbage Regular	24,822	27,000	26,000	27,000
Garbage Recycling	2,339	1,500	2,500	2,200
Total Franchise Fees	576,181	566,500	594,000	529,700
Interest				
Bank/Investment Interest	73,833	63,500	113,500	115,000
Total Interest	73,833	63,500	113,500	115,000
Permits				
New Residential Permits	151,033	200,200	187,700	180,000
New Commerical Permits	3,803	2,600	-	2,600
Remodeling/Additions	30,454	31,200	31,200	31,200
Other BC and Permits	21,836	26,000	26,000	26,000
Contractor Registration	9,450	10,000	10,000	10,000
Food/Health	2,415	2,700	4,145	2,700
Total Permits Costs	218,990	272,700	259,045	252,500

Revenue Type	Actual 2017-18	Budget 2018-19	Estimated 2018-19	Budget 2019-20
Animal Control				
Pet Licenses	2,595	1,500	2,100	1,500
Pet Impound/Quarantine	2,295	1,900	1,500	1,900
Animal Traps	-	-	-	-
Total Animal Control	4,890	3,400	3,600	3,400
Fines & Forfeitures				
Municipal Court Fines	118,822	120,000	129,000	120,000
Municipal Court Security	3,123	3,200	3,456	3,200
Municipal Court Technology	4,166	4,300	4,644	4,300
Municipal Court Efficiency	41	70	76	70
Total Fines & Forfeitures	126,152	127,570	137,176	127,570
Fees & Services				
FORU Management	205,959	194,884	182,402	202,017
Special Fees	8,645	4,900	18,000	10,480
FORMDD Management	10,000	26,750	26,750	26,750
Credit Card Service Fee	3,177	3,500	4,600	4,600
Total Fees & Services	227,782	230,034	231,752	243,847
Miscellaneous				
Miscellaneous	8,225	4,000	5,626	4,000
City Event Sponsorships	19,720	-	2,230	2,000
Street Bond Reimbursements	-	-	-	-
Sale of Assets	28,197	7,000	7,000	-
Donations/Grants	29,108	-	500	-
School Guard Crossing Fund	7,752	7,400	7,800	7,400
Lease Proceeds	1,785	1,700	1,825	1,700
Police Seized Proceeds	5,136	-	638	-
Total Miscellaneous	94,787	20,100	25,620	15,100
Total Revenue	6,243,656	7,023,639	7,271,221	7,564,770
Transfers				
Fund Balance	-	-	-	-
Court Technology	-	11,500	-	-
Court Security Building	-	-	-	-
Capital Replacement	-	256,750	152,706	154,000
Court Efficiency	-	-	-	-
Lease Training Funds	-	-	-	-
Committed Contracts	-	-	-	-
Total Transfers	-	268,250	152,706	154,000
Total Resources	6,243,656	7,291,889	7,423,927	7,718,770

GENERAL FUND EXPENDITURES (DETAIL)

General Fund Budget by Department									
	Mayor & Council	City Administration	City Secretary	HR & Communications	Finance	Municipal Court	Public Safety and Emergency	Maintenance	Building Codes and Permits
Personnel									
Salaries	-	375,002	113,389	117,603	231,250	103,468	1,625,186	286,552	174,828
Overtime	-	235	-	-	231	458	24,722	1,002	173
Taxes - Social Security	-	23,265	7,030	7,291	14,352	6,443	102,294	17,828	10,850
Taxes - Medicare	-	5,441	1,644	1,705	3,356	1,507	23,924	4,170	2,538
Taxes SUTA/FUTA	-	900	450	450	675	450	6,300	1,688	675
Retirement	-	1,544	489	512	1,000	439	69,329	23,518	1,511
Health Insurance	-	44,475	13,439	13,939	27,436	12,318	195,555	34,082	20,742
Workmans' Compensation	-	39,969	18,841	16,385	21,693	14,447	243,435	62,677	25,290
Uniform Allowance	-	-	-	-	-	-	20,800	-	-
Car Allowance	-	7,200	-	-	-	-	-	-	-
Relocation Allowance	-	-	-	-	-	-	-	-	-
Total Personnel Costs	-	498,031	155,283	157,885	299,993	139,531	2,311,545	431,517	236,608
Supplies, Maintenance & Operations									
Supplies and Consumables	-	650	1,150	1,700	1,425	2,200	4,000	6,100	450
Minor Equipment and Furniture	-	2,900	200	200	600	1,400	22,950	10,800	2,200
Fuel	-	300	-	-	-	-	30,000	10,200	1,300
Uniforms	350	250	100	100	300	100	12,000	6,275	530
Miscellaneous	-	-	481	-	-	-	-	200	-
Vehicle Maintenance/Repairs	-	-	-	-	-	-	17,000	12,000	-
Equipment Maintenance/Repairs	-	-	-	-	-	-	-	5,580	-
Building Maintenance/Repairs	-	-	-	-	-	-	-	15,480	-
Landscaping & Greenspace Maintenance	-	-	-	-	-	-	-	5,000	-
Street Maintenance	-	-	-	-	-	-	-	31,000	-
Drainage Work	-	-	-	-	-	-	-	5,000	-
Committees - Other	2,000	-	-	-	-	-	-	-	-
Committees - Planning & Zoning	1,000	-	-	-	-	-	-	-	-
Committee - Board of Adj	1,000	-	-	-	-	-	-	-	-
Urban Wildlife	1,000	-	-	-	-	-	-	-	-
Donations & Grants	1,000	-	-	-	-	-	-	-	-
Total Supplies, Maintenance & Operations Costs	6,350	4,100	1,931	2,000	2,325	3,700	85,950	107,635	4,480
Services									
Professional Services	-	100,000	5,000	-	78,835	58,230	518,767	-	9,560
Dues/Subscriptions	2,800	2,390	912	1,755	1,430	800	4,100	600	290
Training/Seminars & Related Travel	7,000	15,320	6,789	13,663	10,900	2,000	14,000	8,541	4,075
Elections	-	-	10,000	-	-	-	-	-	-
Investigations	-	-	-	-	-	-	12,000	-	-
Lease Training	-	-	-	-	-	-	1,700	-	-
K-9 Program	-	-	-	-	-	-	-	-	-
Public Relations	8,000	-	-	30,200	-	-	6,000	-	-
Employee Appreciation	-	250	100	8,370	300	100	1,400	400	150
Employment Costs	-	-	-	3,000	-	-	-	-	-
Recording/Reporting/History	-	-	3,000	-	-	-	-	-	-
Meetings and Related Travel	6,200	5,345	1,326	300	500	500	2,500	100	600
Total Services Costs	24,000	123,305	27,127	57,288	91,965	61,630	560,467	9,641	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									
Land/Land Improvement	-	-	-	-	-	-	-	-	-
Building/Building Improvement	-	-	-	-	-	-	-	-	-
Infrastructure	-	-	-	-	-	-	-	-	-
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-	-	-	216,000	-	-
Capital Projects	-	-	-	-	-	-	-	-	-
Total Capital Outlay Costs	-	-	-	-	-	-	216,000	-	-
Transfers									
Transfer to Intergov Fund 06	-	-	-	-	-	-	-	-	-
Transfer to Cap Improv Fund 02	-	-	-	-	-	-	-	-	-
Transfer to GF Veh/Equip F 31	-	-	-	-	-	-	-	-	-
Total Transfers Costs	-	-	-	-	-	-	-	-	-
Total General Fund Budget by Department	30,350	625,436	184,341	217,172	394,284	204,861	3,173,962	548,793	255,763

GENERAL FUND EXPENDITURES (DETAIL)

General Fund Budget by Department						
	Engineering and Planning	Non-Departmental & Shared	Total General Operations	SAP	Equip Replacement	Grand Total
Personnel						
Salaries	226,787	-	3,254,065	-	-	3,254,065
Overtime	1,058	-	27,881	-	-	27,881
Taxes - Social Security	14,126	-	203,481	-	-	203,481
Taxes - Medicare	3,304	-	47,588	-	-	47,588
Taxes SUTA/FUTA	788	-	12,375	-	-	12,375
Retirement	2,451	-	100,793	-	-	100,793
Health Insurance	27,005	-	388,993	-	-	388,993
Workmans' Compensation	30,998	-	473,734	-	-	473,734
Uniform Allowance	-	-	20,800	-	-	20,800
Car Allowance	-	-	7,200	-	-	7,200
Relocation Allowance	-	-	-	-	-	-
Total Personnel Costs	306,516	-	4,536,909	-	-	4,536,909
Supplies, Maintenance & Operations						
Supplies and Consumables	6,495	6,000	30,170	-	-	30,170
Minor Equipment and Furniture	950	-	42,200	-	-	42,200
Fuel	1,301	-	43,101	-	-	43,101
Uniforms	1,140	-	21,145	-	-	21,145
Miscellaneous	-	-	681	-	-	681
Vehicle Maintenance/Repairs	-	-	29,000	-	-	29,000
Equipment Maintenance/Repairs	-	-	5,580	-	-	5,580
Building Maintenance/Repairs	-	-	15,480	-	-	15,480
Landscaping & Greenspace Maintenance	-	-	5,000	-	-	5,000
Street Maintenance	410,000	-	441,000	-	-	441,000
Drainage Work	-	-	5,000	-	-	5,000
Committees - Other	-	-	2,000	-	-	2,000
Committees - Planning & Zoning	-	-	1,000	-	-	1,000
Committee - Board of Adj	-	-	1,000	-	-	1,000
Urban Wildlife	-	-	1,000	-	-	1,000
Donations & Grants	-	-	1,000	-	-	1,000
Total Supplies, Maintenance & Operations Costs	419,887	6,000	644,358	-	-	644,358
Services						
Professional Services	15,000	-	785,392	734,000	-	1,519,392
Dues/Subscriptions	333	-	15,410	-	-	15,410
Training/Seminars & Related Travel	7,323	-	89,610	-	-	89,610
Elections	-	-	10,000	-	-	10,000
Investigations	-	-	12,000	-	-	12,000
Lease Training	-	-	1,700	-	-	1,700
K-9 Program	-	-	-	-	-	-
Public Relations	-	-	44,200	-	-	44,200
Employee Appreciation	350	-	11,420	-	-	11,420
Employment Costs	-	-	3,000	-	-	3,000
Recording/Reporting/History	-	-	3,000	-	-	3,000
Meetings and Related Travel	900	-	18,271	-	-	18,271
Total Services Costs	23,905	-	994,002	734,000	-	1,728,002
Shared Services						
Facility Contracts & Services	-	50,777	50,777	-	-	50,777
Tech/Internet/Software Maintenance	-	156,481	156,481	-	-	156,481
Postage	-	9,500	9,500	-	-	9,500
General Liability Insurance	-	51,418	51,418	-	-	51,418
Electricity	-	32,700	32,700	-	-	32,700
Phone/Cable/Alarms	-	26,742	26,742	-	-	26,742
Total Shared Services Costs	-	327,617	327,617	-	-	327,617
Capital Outlay						
Land/Land Improvement	-	-	-	-	-	-
Building/Building Improvement	-	-	-	-	-	-
Infrastructure	-	-	-	-	-	-
Furniture, Fixtures, Equipment & Vehicles	-	-	216,000	-	-	216,000
Capital Projects	-	-	-	1,050,000	-	1,050,000
Total Capital Outlay Costs	-	-	216,000	1,050,000	-	1,266,000
Transfers						
Transfer to Intergov Fund 06	-	-	-	-	-	-
Transfer to Cap Improv Fund 02	-	1,199,525	1,199,525	-	-	1,199,525
Transfer to GF Veh/Equip F 31	-	230,492	230,492	-	154,000	384,492
Total Transfers Costs	-	1,430,017	1,430,017	-	154,000	1,584,017
Total General Fund Budget by Department	750,308	1,763,634	8,148,903	1,784,000	154,000	10,086,903

MAYOR & CITY COUNCIL OPERATIONAL BUDGET

Expenditure Type	Actual 2017-18	Budget 2018-19	Estimated 2018-19	Budget 2019-20
Personnel				
Salaries	-	-	-	-
Overtime	-	-	-	-
Taxes - Social Security	-	-	-	-
Taxes - Medicare	-	-	-	-
Taxes SUTA/FUTA	-	-	-	-
Retirement	-	-	-	-
Health Insurance	-	-	-	-
Workmans' Compensation	-	-	-	-
Uniform Allowance	-	-	-	-
Car Allowance	-	-	-	-
Relocation Allowance	-	-	-	-
Total Personnel Costs	-	-	-	-
Supplies, Maintenance & Operations				
Supplies and Consumables	-	200	200	-
Minor Equipment and Furniture	-	-	-	-
Fuel	-	-	-	-
Uniforms	-	-	225	350
Miscellaneous	-	-	-	-
Vehicle Maintenance/Repairs	-	-	-	-
Equipment Maintenance/Repairs	-	-	-	-
Building Maintenance/Repairs	-	-	-	-
Landscaping & Greenspace Maintenance	-	-	-	-
Street Maintenance	-	-	-	-
Drainage Work	-	-	-	-
Committees - Other	4,909	1,000	500	2,000
Committees - Planning & Zoning	94	1,000	1,000	1,000
Committee - Board of Adj	-	1,000	500	1,000
Urban Wildlife	17,402	1,500	1,050	1,000
Donations & Grants	-	-	-	1,000
Court Technology	-	-	-	-
Total Supplies, Maintenance & Operations Costs	22,405	4,700	3,475	6,350
Services				
Professional Services	-	-	-	-
Dues/Subscriptions	-	-	-	2,800
Training/Seminars & Related Travel	-	3,000	1,500	7,000
Meetings and Related Travel	-	4,796	3,000	6,200
Elections	-	-	-	-
Investigations	-	-	-	-
Lease Training	-	-	-	-
Asset Forfeiture	-	-	-	-
Public Relations	-	4,504	6,758	8,000
Employee Appreciation	-	-	-	-
Employment Costs	-	-	-	-
Recording/Reporting/History	-	-	-	-
Total Services Costs	-	12,300	11,258	24,000
Shared Services				
Facility Contracts & Services	-	-	-	-
Tech/Internet/Software Maintenance	-	-	-	-
Postage	-	-	-	-
General Liability Insurance	-	-	-	-
Electricity	-	-	-	-
Phone/Cable/Alarms	-	-	-	-
Total Shared Services Costs	-	-	-	-
Capital Outlay				
Land/Land Improvement	-	-	-	-
Building/Building Improvement	-	-	-	-
Infrastructure	-	-	-	-
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-
Transfer to Intergov Fund 06	-	-	-	-
Transfer to Cap Improv Fund 02	-	-	-	-
Transfer to GF Veh/Equip F 31	-	-	-	-
Fund Balance	-	-	-	-
Total Capital Outlay Costs	-	-	-	-
Total Departmental Budget	22,405 *	17,000	14,733	30,350
* See Appendix A regarding prior year budget amounts				

ADMINISTRATION OPERATIONAL BUDGET

Expenditure Type	Actual 2017-18	Budget 2018-19	Estimated 2018-19	Budget 2019-20
Personnel				
Salaries	511,106	271,306	265,704	375,002
Overtime	849	-	-	235
Taxes - Social Security	29,965	18,681	15,723	23,265
Taxes - Medicare	7,165	4,369	3,993	5,441
Taxes SUTA/FUTA	1,097	675	27	900
Retirement	765	1,356	791	1,544
Health Insurance	63,511	35,976	32,568	44,475
Workmans' Compensation	59,806	30,690	22,176	39,969
Uniform Allowance	-	-	-	-
Car Allowance	-	7,200	7,200	7,200
Relocation Allowance	-	-	-	-
Total Personnel Costs	674,264	370,253	348,182	498,031
Supplies, Maintenance & Operations				
Supplies and Consumables	6,152	550	550	650
Minor Equipment and Furniture	12,224	2,290	2,290	2,900
Fuel	281	200	200	300
Uniforms	557	150	150	250
Miscellaneous	1,754	200	200	-
Vehicle Maintenance/Repairs	-	-	-	-
Equipment Maintenance/Repairs	-	-	-	-
Building Maintenance/Repairs	-	-	-	-
Landscaping & Greenspace Maintenance	-	-	-	-
Street Maintenance	-	-	-	-
Drainage Work	-	-	-	-
Committees - Other	-	-	-	-
Committees - Planning & Zoning	-	-	-	-
Committee - Board of Adj	-	-	-	-
Urban Wildlife	-	-	-	-
Donations & Grants	-	-	-	-
Court Technology	-	-	-	-
Total Supplies, Maintenance & Operations Costs	20,968	3,390	3,390	4,100
Services				
Professional Services	252,020	128,199	128,199	100,000
Dues/Subscriptions	6,423	3,580	3,580	2,390
Training/Seminars & Related Travel	15,806	18,443	3,500	15,320
Meetings and Related Travel	1,412	1,475	1,475	5,345
Elections	-	-	-	-
Investigations	-	-	-	-
Lease Training	-	-	-	-
Asset Forfeiture	-	-	-	-
Public Relations	-	-	-	-
Employee Appreciation	-	-	-	250
Employment Costs	-	-	-	-
Recording/Reporting/History	-	-	-	-
Total Services Costs	275,661	151,697	136,754	123,305
Shared Services				
Facility Contracts & Services	-	-	-	-
Tech/Internet/Software Maintenance	-	-	-	-
Postage	-	-	-	-
General Liability Insurance	-	-	-	-
Electricity	-	-	-	-
Phone/Cable/Alarms	-	-	-	-
Total Shared Services Costs	-	-	-	-
Capital Outlay				
Land/Land Improvement	-	-	-	-
Building/Building Improvement	-	-	-	-
Infrastructure	-	-	-	-
Furniture, Fixtures, Equipment & Vehicles	15,908	-	-	-
Transfer to Intergov Fund 06	-	-	-	-
Transfer to Cap Improv Fund 02	-	-	-	-
Transfer to GF Veh/Equip F 31	-	-	-	-
Fund Balance	15,908	-	-	-
Total Capital Outlay Costs	15,908	-	-	-
Total Departmental Budget	986,801 *	525,340	488,326	625,436

* See Appendix A regarding prior year budget amounts

CITY SECRETARY OPERATIONAL BUDGET

Expenditure Type	Actual 2017-18	Budget 2018-19	Estimated 2018-19	Budget 2019-20
Personnel				
Salaries	-	129,390	93,226	113,389
Overtime	-	100	100	-
Taxes - Social Security	-	8,028	5,605	7,030
Taxes - Medicare	-	1,878	1,311	1,644
Taxes SUTA/FUTA	-	675	27	450
Retirement	-	583	337	489
Health Insurance	-	15,461	11,136	13,439
Workmans' Compensation	-	27,397	18,260	18,841
Uniform Allowance	-	-	-	-
Car Allowance	-	-	-	-
Relocation Allowance	-	-	-	-
Total Personnel Costs	-	183,513	130,003	155,283
Supplies, Maintenance & Operations				
Supplies and Consumables	-	1,000	1,000	1,150
Minor Equipment and Furniture	-	2,000	2,000	200
Fuel	-	-	-	-
Uniforms	-	200	130	100
Miscellaneous	-	250	250	481
Vehicle Maintenance/Repairs	-	-	-	-
Equipment Maintenance/Repairs	-	-	-	-
Building Maintenance/Repairs	-	-	-	-
Landscaping & Greenspace Maintenance	-	-	-	-
Street Maintenance	-	-	-	-
Drainage Work	-	-	-	-
Committees - Other	-	-	-	-
Committees - Planning & Zoning	-	-	-	-
Committee - Board of Adj	-	-	-	-
Urban Wildlife	-	-	-	-
Donations & Grants	-	-	-	-
Court Technology	-	-	-	-
Total Supplies, Maintenance & Operations Costs	-	3,450	3,380	1,931
Services				
Professional Services	-	7,000	7,000	5,000
Dues/Subscriptions	-	2,940	2,940	912
Training/Seminars & Related Travel	-	3,555	2,425	6,789
Meetings and Related Travel	-	1,676	323	1,326
Elections	3,038	19,300	2,000	10,000
Investigations	-	-	-	-
Lease Training	-	-	-	-
Asset Forfeiture	-	-	-	-
Public Relations	-	-	-	-
Employee Appreciation	-	-	-	100
Employment Costs	-	-	-	-
Recording/Reporting/History	4,159	3,000	3,000	3,000
Total Services Costs	7,198	37,471	17,688	27,127
Shared Services				
Facility Contracts & Services	-	-	-	-
Tech/Internet/Software Maintenance	-	-	-	-
Postage	-	-	-	-
General Liability Insurance	-	-	-	-
Electricity	-	-	-	-
Phone/Cable/Alarms	-	-	-	-
Total Shared Services Costs	-	-	-	-
Capital Outlay				
Land/Land Improvement	-	-	-	-
Building/Building Improvement	-	-	-	-
Infrastructure	-	-	-	-
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-
Transfer to Intergov Fund 06	-	-	-	-
Transfer to Cap Improv Fund 02	-	-	-	-
Transfer to GF Veh/Equip F 31	-	-	-	-
Fund Balance	-	-	-	-
Total Capital Outlay Costs	-	-	-	-
Total Departmental Budget	7,198 *	224,434	151,071	184,341

* See Appendix A regarding prior year budget amounts

HUMAN RESOURCES AND COMMUNICATIONS OPERATIONAL BUDGET

Expenditure Type	Actual 2017-18	Budget 2018-19	Estimated 2018-19	Budget 2019-20
Personnel				
Salaries	-	78,376	55,662	117,603
Overtime	-	-	-	-
Taxes - Social Security	-	5,473	3,528	7,291
Taxes - Medicare	-	1,280	825	1,705
Taxes SUTA/FUTA	-	450	18	450
Retirement	-	397	230	512
Health Insurance	-	10,540	6,644	13,939
Workmans' Compensation	-	15,056	5,841	16,385
Uniform Allowance	-	-	-	-
Car Allowance	-	-	-	-
Relocation Allowance	-	-	-	-
Total Personnel Costs	-	111,572	72,747	157,885
Supplies, Maintenance & Operations				
Supplies and Consumables	-	1,118	1,118	1,700
Minor Equipment and Furniture	-	3,400	3,400	200
Fuel	-	-	-	-
Uniforms	-	100	100	100
Miscellaneous	-	-	-	-
Vehicle Maintenance/Repairs	-	-	-	-
Equipment Maintenance/Repairs	-	-	-	-
Building Maintenance/Repairs	-	-	-	-
Landscaping & Greenspace Maintenance	-	-	-	-
Street Maintenance	-	-	-	-
Drainage Work	-	-	-	-
Committees - Other	-	-	-	-
Committees - Planning & Zoning	-	-	-	-
Committee - Board of Adj	-	-	-	-
Urban Wildlife	-	-	-	-
Donations & Grants	-	-	-	-
Court Technology	-	-	-	-
Total Supplies, Maintenance & Operations Costs	-	4,618	4,618	2,000
Services				
Professional Services	-	13,000	10,252	-
Dues/Subscriptions	-	275	1,044	1,755
Training/Seminars & Related Travel	-	14,025	14,025	13,663
Meetings and Related Travel	-	-	-	300
Elections	-	-	-	-
Investigations	-	-	-	-
Lease Training	-	-	-	-
Asset Forfeiture	-	-	-	-
Public Relations	55,689	10,000	11,042	30,200
Employee Appreciation	6,262	4,750	4,750	8,370
Employment Costs	-	1,600	1,600	3,000
Recording/Reporting/History	-	-	-	-
Total Services Costs	61,950	43,650	42,713	57,288
Shared Services				
Facility Contracts & Services	-	-	-	-
Tech/Internet/Software Maintenance	-	-	-	-
Postage	-	-	-	-
General Liability Insurance	-	-	-	-
Electricity	-	-	-	-
Phone/Cable/Alarms	-	-	-	-
Total Shared Services Costs	-	-	-	-
Capital Outlay				
Land/Land Improvement	-	-	-	-
Building/Building Improvement	-	-	-	-
Infrastructure	-	-	-	-
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-
Transfer to Intergov Fund 06	-	-	-	-
Transfer to Cap Improv Fund 02	-	-	-	-
Transfer to GF Veh/Equip F 31	-	-	-	-
Fund Balance	-	-	-	-
Total Capital Outlay Costs	-	-	-	-
Total Departmental Budget	61,950 *	159,840	120,079	217,172

* See Appendix A regarding prior year budget amounts

FINANCE OPERATIONAL BUDGET

Expenditure Type	Actual 2017-18	Budget 2018-19	Estimated 2018-19	Budget 2019-20
Personnel				
Salaries	-	150,964	146,009	231,250
Overtime	-	166	43	231
Taxes - Social Security	-	12,470	9,084	14,352
Taxes - Medicare	-	2,916	2,124	3,356
Taxes SUTA/FUTA	-	675	27	675
Retirement	-	905	524	1,000
Health Insurance	-	24,015	17,233	27,436
Workmans' Compensation	-	21,336	10,633	21,693
Uniform Allowance	-	-	-	-
Car Allowance	-	-	-	-
Relocation Allowance	-	-	-	-
Total Personnel Costs	-	213,447	185,677	299,993
Supplies, Maintenance & Operations				
Supplies and Consumables	-	1,027	1,027	1,425
Minor Equipment and Furniture	-	3,520	3,520	600
Fuel	-	-	-	-
Uniforms	-	-	105	300
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 Adj	-	-	-	-
Urban Wildlife	-	-	-	-
Donations & Grants	-	-	-	-
Court Technology	-	-	-	-
Total Supplies, Maintenance & Operations Costs	-	4,547	4,652	2,325
Services				
Professional Services	-	109,845	109,845	78,835
Dues/Subscriptions	-	403	653	1,430
Training/Seminars & Related Travel	-	6,200	5,700	10,900
Meetings and Related Travel	-	-	-	500
Elections	-	-	-	-
Investigations	-	-	-	-
Lease Training	-	-	-	-
Asset Forfeiture	-	-	-	-
Public Relations	-	-	-	-
Employee Appreciation	-	-	-	300
Employment Costs	-	-	-	-
Recording/Reporting/History	-	-	-	-
Total Services Costs	-	116,448	116,198	91,965
Shared Services				
Facility Contracts & Services	-	-	-	-
Tech/Internet/Software Maintenance	-	-	-	-
Postage	-	-	-	-
General Liability Insurance	-	-	-	-
Electricity	-	-	-	-
Phone/Cable/Alarms	-	-	-	-
Total Shared Services Costs	-	-	-	-
Capital Outlay				
Land/Land Improvement	-	-	-	-
Building/Building Improvement	-	-	-	-
Infrastructure	-	-	-	-
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-
Transfer to Intergov Fund 06	-	-	-	-
Transfer to Cap Improv Fund 02	-	-	-	-
Transfer to GF Veh/Equip F 31	-	-	-	-
Fund Balance	-	-	-	-
Total Capital Outlay Costs	-	-	-	-
Total Departmental Budget	- *	334,442	306,527	394,284

* See Appendix A regarding prior year budget amounts

MUNICIPAL COURT OPERATIONAL BUDGET

Expenditure Type	Actual 2017-18	Budget 2018-19	Estimated 2018-19	Budget 2019-20
Personnel				
Salaries	56,470	97,552	93,045	103,468
Overtime	33	440	-	458
Taxes - Social Security	3,378	6,076	5,901	6,443
Taxes - Medicare	790	1,421	1,380	1,507
Taxes SUTA/FUTA	333	450	18	450
Retirement	225	441	326	439
Health Insurance	7,017	11,700	11,097	12,318
Workmans' Compensation	7,584	16,911	12,801	14,447
Uniform Allowance	-	-	-	-
Car Allowance	-	-	-	-
Relocation Allowance	-	-	-	-
Total Personnel Costs	<u>75,830</u>	<u>134,991</u>	<u>124,568</u>	<u>139,531</u>
Supplies, Maintenance & Operations				
Supplies and Consumables	1,899	2,000	2,000	2,200
Minor Equipment and Furniture	1,836	-	-	1,400
Fuel	-	-	-	-
Uniforms	88	100	96	100
Miscellaneous	128	100	100	-
Vehicle Maintenance/Repairs	-	-	-	-
Equipment Maintenance/Repairs	-	-	-	-
Building Maintenance/Repairs	-	-	-	-
Landscaping & Greenspace Maintenance	-	-	-	-
Street Maintenance	-	-	-	-
Drainage Work	-	-	-	-
Committees - Other	-	-	-	-
Committees - Planning & Zoning	-	-	-	-
Committee - Board of Adj	-	-	-	-
Urban Wildlife	-	-	-	-
Donations & Grants	-	-	-	-
Court Technology	-	11,500	11,500	-
Total Supplies, Maintenance & Operations Costs	<u>3,951</u>	<u>13,700</u>	<u>13,696</u>	<u>3,700</u>
Services				
Professional Services	30,636	61,000	20,000	58,230
Dues/Subscriptions	1,653	400	200	800
Training/Seminars & Related Travel	2,770	2,000	2,073	2,000
Meetings and Related Travel	-	-	-	500
Elections	-	-	-	-
Investigations	-	-	-	-
Lease Training	-	-	-	-
Asset Forfeiture	-	-	-	-
Public Relations	-	-	-	-
Employee Appreciation	-	-	-	100
Employment Costs	-	-	-	-
Recording/Reporting/History	-	-	-	-
Total Services Costs	<u>35,058</u>	<u>63,400</u>	<u>22,273</u>	<u>61,630</u>
Shared Services				
Facility Contracts & Services	-	-	-	-
Tech/Internet/Software Maintenance	-	-	-	-
Postage	-	-	-	-
General Liability Insurance	-	-	-	-
Electricity	-	-	-	-
Phone/Cable/Alarms	-	-	-	-
Total Shared Services Costs	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Capital Outlay				
Land/Land Improvement	-	-	-	-
Building/Building Improvement	-	-	-	-
Infrastructure	-	-	-	-
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-
Transfer to Intergov Fund 06	-	-	-	-
Transfer to Cap Improv Fund 02	-	-	-	-
Transfer to GF Veh/Equip F 31	-	-	-	-
Fund Balance	-	-	-	-
Total Capital Outlay Costs	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Departmental Budget	114,839	212,091	160,537	204,861

PUBLIC SAFETY OPERATIONAL BUDGET

Expenditure Type	Actual 2017-18	Budget 2018-19	Estimated 2018-19	Budget 2019-20
Personnel				
Salaries	1,330,442	1,493,278	1,479,355	1,625,186
Overtime	16,360	10,246	28,207	24,722
Taxes - Social Security	81,312	97,302	94,995	102,294
Taxes - Medicare	19,016	22,756	22,217	23,924
Taxes SUTA/FUTA	3,917	6,300	252	6,300
Retirement	27,700	69,418	41,100	69,329
Health Insurance	169,492	187,385	180,004	195,555
Workmans' Compensation	203,533	238,031	211,268	243,435
Uniform Allowance	16,000	19,200	16,400	20,800
Car Allowance	-	-	-	-
Relocation Allowance	-	-	-	-
Total Personnel Costs	1,867,772	2,143,916	2,073,797	2,311,545
Supplies, Maintenance & Operations				
Supplies and Consumables	3,276	3,100	3,700	4,000
Minor Equipment and Furniture	74,429	70,600	40,600	22,950
Fuel	33,862	30,000	35,000	30,000
Uniforms	8,614	12,025	12,025	12,000
Miscellaneous	2,667	2,000	2,000	-
Vehicle Maintenance/Repairs	11,861	20,000	17,500	17,000
Equipment Maintenance/Repairs	-	-	-	-
Building Maintenance/Repairs	-	-	-	-
Landscaping & Greenspace Maintenance	-	-	-	-
Street Maintenance	-	-	-	-
Drainage Work	-	-	-	-
Committees - Other	-	-	-	-
Committees - Planning & Zoning	-	-	-	-
Committee - Board of Adj	-	-	-	-
Urban Wildlife	-	-	-	-
Donations & Grants	-	-	-	-
Court Technology	-	-	-	-
Total Supplies, Maintenance & Operations Costs	134,708	137,725	110,825	85,950
Services				
Professional Services	452,534	514,816	514,816	518,767
Dues/Subscriptions	1,171	4,100	4,100	4,100
Training/Seminars & Related Travel	26,780	14,000	14,000	14,000
Meetings and Related Travel	-	2,000	2,000	2,500
Elections	-	-	-	-
Investigations	10,218	7,000	9,000	12,000
Lease Training	-	7,600	-	1,700
Asset Forfeiture	-	-	-	-
Public Relations	-	6,000	4,500	6,000
Employee Appreciation	-	-	-	1,400
Employment Costs	-	-	-	-
Recording/Reporting/History	-	-	-	-
Total Services Costs	490,702	555,516	548,416	560,467
Shared Services				
Facility Contracts & Services	-	-	-	-
Tech/Internet/Software Maintenance	-	-	-	-
Postage	-	-	-	-
General Liability Insurance	-	-	-	-
Electricity	-	-	-	-
Phone/Cable/Alarms	-	-	-	-
Total Shared Services Costs	-	-	-	-
Capital Outlay				
Land/Land Improvement	-	-	-	-
Building/Building Improvement	-	-	-	-
Infrastructure	-	-	-	-
Furniture, Fixtures, Equipment & Vehicles	-	74,100	56,792	216,000
Transfer to Intergov Fund 06	-	-	-	-
Transfer to Cap Improv Fund 02	-	-	-	-
Transfer to GF Veh/Equip F 31	-	-	-	-
Fund Balance	-	-	-	-
Total Capital Outlay Costs	-	74,100	56,792	216,000
Total Departmental Budget	2,493,183 *	2,911,257	2,789,830	3,173,962

* See Appendix A regarding prior year budget amounts

MAINTENANCE OPERATIONAL BUDGET

Expenditure Type	Actual 2017-18	Budget 2018-19	Estimated 2018-19	Budget 2019-20
Personnel				
Salaries	371,339	257,876	230,664	286,552
Overtime	5,437	955	1,555	1,002
Taxes - Social Security	22,344	16,048	14,395	17,828
Taxes - Medicare	5,226	3,753	3,367	4,170
Taxes SUTA/FUTA	1,635	1,575	64	1,688
Retirement	9,707	22,956	15,066	23,518
Health Insurance	46,717	30,904	27,031	34,082
Workmans' Compensation	69,300	50,667	50,826	62,677
Uniform Allowance	-	-	-	-
Car Allowance	-	-	-	-
Relocation Allowance	-	-	-	-
Total Personnel Costs	531,705	384,734	342,966	431,517
Supplies, Maintenance & Operations				
Supplies and Consumables	4,213	3,500	3,500	6,100
Minor Equipment and Furniture	12,622	8,560	8,560	10,800
Fuel	10,124	10,200	10,200	10,200
Uniforms	4,681	7,359	7,359	6,275
Miscellaneous	484	700	-	200
Vehicle Maintenance/Repairs	11,811	7,159	7,159	12,000
Equipment Maintenance/Repairs	12,408	6,580	19,580	5,580
Building Maintenance/Repairs	14,550	14,500	14,500	15,480
Landscaping & Greenspace Maintenance	3,505	1,000	2,096	5,000
Street Maintenance	255,291	-	-	31,000
Drainage Work	3,256	213	213	5,000
Committees - Other	-	-	-	-
Committees - Planning & Zoning	-	-	-	-
Committee - Board of Adj	-	-	-	-
Urban Wildlife	-	-	-	-
Donations & Grants	-	-	-	-
Court Technology	-	-	-	-
Total Supplies, Maintenance & Operations Costs	332,946	59,772	73,167	107,635
Services				
Professional Services	-	-	-	-
Dues/Subscriptions	494	600	-	600
Training/Seminars & Related Travel	8,699	4,509	4,509	8,541
Meetings and Related Travel	-	750	400	100
Elections	-	-	-	-
Investigations	-	-	-	-
Lease Training	-	-	-	-
Asset Forfeiture	-	-	-	-
Public Relations	-	-	-	-
Employee Appreciation	-	-	-	400
Employment Costs	-	-	-	-
Recording/Reporting/History	-	-	-	-
Total Services Costs	9,192	5,859	4,909	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				
Land/Land Improvement	-	-	-	-
Building/Building Improvement	-	-	-	-
Infrastructure	-	-	-	-
Furniture, Fixtures, Equipment & Vehicles	-	218,473	147,681	-
Transfer to Intergov Fund 06	-	-	-	-
Transfer to Cap Improv Fund 02	-	-	-	-
Transfer to GF Veh/Equip F 31	-	-	-	-
Fund Balance	-	-	-	-
Total Capital Outlay Costs	-	218,473	147,681	-
Total Departmental Budget	873,843 *	668,837	568,723	548,793

* See Appendix A regarding prior year budget amounts

BUILDING CODES OPERATIONAL BUDGET

Expenditure Type	Actual 2017-18	Budget 2018-19	Estimated 2018-19	Budget 2019-20
Personnel				
Salaries	136,665	167,727	163,168	174,828
Overtime	233	171	248	173
Taxes - Social Security	8,257	10,410	10,265	10,850
Taxes - Medicare	1,931	2,435	2,401	2,538
Taxes SUTA/FUTA	491	675	27	675
Retirement	635	1,512	915	1,511
Health Insurance	17,073	20,047	19,504	20,742
Workmans' Compensation	16,853	24,337	24,238	25,290
Uniform Allowance	-	-	-	-
Car Allowance	-	-	-	-
Relocation Allowance	-	-	-	-
Total Personnel Costs	<u>182,137</u>	<u>227,313</u>	<u>220,767</u>	<u>236,608</u>
Supplies, Maintenance & Operations				
Supplies and Consumables	1,270	600	619	450
Minor Equipment and Furniture	1,248	1,180	1,180	2,200
Fuel	1,127	1,300	1,300	1,300
Uniforms	66	280	280	530
Miscellaneous	102	150	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 Adj	-	-	-	-
Urban Wildlife	-	-	-	-
Donations & Grants	-	-	-	-
Court Technology	-	-	-	-
Total Supplies, Maintenance & Operations Costs	<u>3,813</u>	<u>3,510</u>	<u>3,506</u>	<u>4,480</u>
Services				
Professional Services	-	9,200	8,130	9,560
Dues/Subscriptions	405	290	265	290
Training/Seminars & Related Travel	2,223	3,555	3,555	4,075
Meetings and Related Travel	-	200	200	600
Elections	-	-	-	-
Investigations	-	-	-	-
Lease Training	-	-	-	-
Asset Forfeiture	-	-	-	-
Public Relations	-	-	-	-
Employee Appreciation	-	-	-	150
Employment Costs	-	-	-	-
Recording/Reporting/History	-	-	-	-
Total Services Costs	<u>2,628</u>	<u>13,245</u>	<u>12,150</u>	<u>14,675</u>
Shared Services				
Facility Contracts & Services	-	-	-	-
Tech/Internet/Software Maintenance	-	-	-	-
Postage	-	-	-	-
General Liability Insurance	-	-	-	-
Electricity	-	-	-	-
Phone/Cable/Alarms	-	-	-	-
Total Shared Services Costs	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Capital Outlay				
Land/Land Improvement	-	-	-	-
Building/Building Improvement	-	-	-	-
Infrastructure	-	-	-	-
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-
Transfer to Intergov Fund 06	-	-	-	-
Transfer to Cap Improv Fund 02	-	-	-	-
Transfer to GF Veh/Equip F 31	-	-	-	-
Fund Balance	-	-	-	-
Total Capital Outlay Costs	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Departmental Budget	188,578	244,068	236,423	255,763

ENGINEERING SERVICES OPERATIONAL BUDGET

Expenditure Type	Actual 2017-18	Budget 2018-19	Estimated 2018-19	Budget 2019-20
Personnel				
Salaries	-	198,573	186,098	226,787
Overtime	-	-	72	1,058
Taxes - Social Security	-	12,945	11,263	14,126
Taxes - Medicare	-	3,027	2,635	3,304
Taxes SUTA/FUTA	-	788	32	788
Retirement	-	2,380	1,420	2,451
Health Insurance	-	24,929	22,215	27,005
Workmans' Compensation	-	31,973	25,103	30,998
Uniform Allowance	-	-	-	-
Car Allowance	-	-	-	-
Relocation Allowance	-	-	-	-
Total Personnel Costs	-	274,615	248,836	306,516
Supplies, Maintenance & Operations				
Supplies and Consumables	-	4,654	4,654	6,495
Minor Equipment and Furniture	-	2,786	2,786	950
Fuel	-	1,859	1,859	1,301
Uniforms	-	815	815	1,140
Miscellaneous	-	200	200	-
Vehicle Maintenance/Repairs	-	-	-	-
Equipment Maintenance/Repairs	-	-	-	-
Building Maintenance/Repairs	-	-	-	-
Landscaping & Greenspace Maintenance	-	-	-	-
Street Maintenance	-	-	-	410,000
Drainage Work	-	-	-	-
Committees - Other	-	-	-	-
Committees - Planning & Zoning	-	-	-	-
Committee - Board of Adj	-	-	-	-
Urban Wildlife	-	-	-	-
Donations & Grants	-	-	-	-
Court Technology	-	-	-	-
Total Supplies, Maintenance & Operations Costs	-	10,314	10,314	419,887
Services				
Professional Services	-	-	-	15,000
Dues/Subscriptions	-	363	885	333
Training/Seminars & Related Travel	-	8,138	8,138	7,323
Meetings and Related Travel	-	500	500	900
Elections	-	-	-	-
Investigations	-	-	-	-
Lease Training	-	-	-	-
Asset Forfeiture	-	-	-	-
Public Relations	-	-	-	-
Employee Appreciation	-	-	-	350
Employment Costs	-	-	-	-
Recording/Reporting/History	-	-	-	-
Total Services Costs	-	9,001	9,523	23,905
Shared Services				
Facility Contracts & Services	-	-	-	-
Tech/Internet/Software Maintenance	-	-	-	-
Postage	-	-	-	-
General Liability Insurance	-	-	-	-
Electricity	-	-	-	-
Phone/Cable/Alarms	-	-	-	-
Total Shared Services Costs	-	-	-	-
Capital Outlay				
Land/Land Improvement	-	-	-	-
Building/Building Improvement	-	-	-	-
Infrastructure	-	-	-	-
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-
Transfer to Intergov Fund 06	-	-	-	-
Transfer to Cap Improv Fund 02	-	-	-	-
Transfer to GF Veh/Equip F 31	-	-	-	-
Fund Balance	-	-	-	-
Total Capital Outlay Costs	-	-	-	-
Total Departmental Budget	- *	293,930	268,673	750,308

* See Appendix A regarding prior year budget amounts

NON-DEPARTMENTAL OPERATIONAL BUDGET

Expenditure Type	Actual 2017-18	Budget 2018-19	Estimated 2018-19	Budget 2019-20
Personnel				
Salaries	-	-	-	-
Overtime	-	-	-	-
Taxes - Social Security	-	-	-	-
Taxes - Medicare	-	-	-	-
Taxes SUTA/FUTA	-	-	-	-
Retirement	-	-	-	-
Health Insurance	-	-	-	-
Workmans' Compensation	-	-	-	-
Uniform Allowance	-	-	-	-
Car Allowance	-	-	-	-
Relocation Allowance	-	-	-	-
Total Personnel Costs	-	-	-	-
Supplies, Maintenance & Operations				
Supplies and Consumables	-	6,000	6,000	6,000
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 Adj	-	-	-	-
Urban Wildlife	-	-	-	-
Donations & Grants	-	-	-	-
Court Technology	-	-	-	-
Total Supplies, Maintenance & Operations Costs	-	6,000	6,000	6,000
Services				
Professional Services	-	-	-	-
Dues/Subscriptions	-	-	-	-
Training/Seminars & Related Travel	-	-	-	-
Meetings and Related Travel	-	-	-	-
Elections	-	-	-	-
Investigations	-	-	-	-
Lease Training	-	-	-	-
Asset Forfeiture	-	-	-	-
Public Relations	-	-	-	-
Employee Appreciation	-	-	-	-
Employment Costs	-	-	-	-
Recording/Reporting/History	-	-	-	-
Total Services Costs	-	-	-	-
Shared Services				
Facility Contracts & Services	33,264	28,839	28,839	50,777
Tech/Internet/Software Maintenance	140,327	252,810	252,810	156,481
Postage	5,354	7,500	5,500	9,500
General Liability Insurance	48,838	51,000	49,586	51,418
Electricity	31,135	32,700	32,700	32,700
Phone/Cable/Alarms	21,547	24,743	24,743	26,742
Total Shared Services Costs	280,465	397,592	394,178	327,617
Capital Outlay				
Land/Land Improvement	-	-	-	-
Building/Building Improvement	-	-	-	-
Infrastructure	-	-	-	-
Furniture, Fixtures, Equipment & Vehicles	-	12,750	12,750	-
Transfer to Intergov Fund 06	-	-	-	-
Transfer to Cap Improv Fund 02	527,890	972,571	972,571	1,199,525
Transfer to GF Veh/Equip F 31	703,781	160,503	195,503	230,492
Fund Balance	-	-	-	-
Total Capital Outlay Costs	1,231,671	1,145,824	1,180,824	1,430,017
Total Departmental Budget	1,512,136 *	1,549,416	1,581,002	1,763,634

* See Appendix A regarding prior year budget amounts

Strategic Projects Fund				
	Actual 2017-18	Budget 2018-19	Estimated 2018-19	Budget 2019-20
Beginning Fund Balance	-	223,508	223,508	955,378
<u>Revenues:</u>				
Transfer from General Fund	527,890	979,571	979,571	1,199,525
Total Revenue	527,890	979,571	979,571	1,199,525
<u>Financial Integrity</u>				
Revenue Projections	-	-	-	10,000
Internal Controls Framework	-	-	-	20,000
Stormwater Funding	-	120,000	-	120,000
Debt Review and Policy Implementation	-	-	-	15,000
Grants and Utilities Reporting Requirements	-	-	-	10,000
Financial Mangement Policy Review	-	-	-	15,000
Stormwater Utility cost center set-up	-	-	-	50,000
<u>Responsible Growth Mangement</u>				
Comprehensive Plan and Unified Development Code	-	-	-	50,000
FM 3351 Owners Representative and Project Manager	-	-	-	75,000
Project Development and Funding Plan for Drainage	-	-	-	50,000
Municipal Separate Storm Sewer System (MS4)	-	-	-	5,000
<u>Reliable and Sustainable Infrastructure</u>				
City Hall Building Renovation	-	-	-	600,000
City Campus Outbuilding Renovation	-	-	-	450,000
Long-term road condition analysis (traffic studies and PCI, etc)	-	-	-	80,000
<u>Public Health, Safety, and Welfare</u>				
Public Safety Command Structure Program Review	-	-	-	25,000
Fire Services Program Review	-	-	-	25,000
Emergency Medical Services Program Review	-	-	-	25,000
<u>Operational Excellence</u>				
Compensation and Benefit Plan Study	-	-	-	50,000
Employee Handbook	-	-	-	5,000
HR Technology Upgrade	-	-	-	32,000
Learning and Development Training Program	-	-	-	5,000
Communications and Marketing Strategy	-	-	-	5,000
Records Management	-	-	-	12,000
IT Risk Analysis and Vulnerability Assessment	-	-	-	50,000
<u>Prior Year Projects</u>				
Professional Services	-	-	-	-
Update Subdivision Regulations	1,782	-	-	-
Master Land Use Plan	34,706	60,000	60,000	-
Annexation Plan	29,805	-	-	-
Master Drainage Plan	89,177	-	7,679	-
Zoning Regulations	29,805	-	-	-
Development Handbook	12,919	-	-	-
Master Roadway	587	-	-	-
MS4 and SSO Permitting	43,745	-	34,492	-
<u>Capital Improvement</u>				
Land/Land Improvement	-	-	-	-
Bldg/Bldg Improvement	61,855	488,149	23,670	-
Infrastructure	-	121,860	121,860	-
Personal Property	-	-	-	-
Total Expenditures	304,383	790,009	247,701	1,784,000
Use of Fund Balance	-	(38,149)	-	584,475
Ending Fund Balance	223,508	374,921	955,378	370,903

GENERAL VEHICLE/EQUIPMENT REPLACEMENT FUNDS

Equipment and Vehicle Replacement				
	Actual 2017-18	Budget 2018-19	Estimated 2018-19	Budget 2019-20
<u>Revenues:</u>				
Transfer from General Fund	380,701	160,503	195,503	230,492
Transfer from Capital Improvement Fund	-	-	-	-
Transfer from other General Fund Departments	323,080	-	-	-
Interest Income on Investments	-	-	-	-
Total Revenue	703,781	160,503	195,503	230,492
<u>Professional and Contractual Services</u>				
Maintenance Furniture	9,176	-	-	-
Maintenance Equipment	201,430	-	-	-
Patrol Vehicle	86,498	-	-	-
Transfer to General Fund for Purchases	-	263,750	159,706	154,000
Fund Balance	-	-	-	-
Total Professional and Contractual Services Costs	<u>297,104</u>	<u>263,750</u>	<u>159,706</u>	<u>154,000</u>
Net Budget	406,677	(103,247)	35,797	76,492

Programmed Replacements Funded by Equipment Replacement Fund

Programmed Purchase or Replacement	Funded From	Cost
Public Safety Vehicle replacement	Public Safety	32,000
Public Safety Vehicle replacement	Public Safety	32,000
Public Safety new fleet vehicle and outfit	Public Safety	54,000
Costs to Salvage Vehicle for Building Codes	Maintenance	4,000
		<u>154,000</u>

STREET BOND DEBT SERVICE FUND

Street Bond Debt Service Fund				
	Actual 2017-18	Budget 2018-19	Estimated 2018-19	Budget 2019-20
<u>Revenues:</u>				
General Property-I & S	545,358	552,409	554,703	550,931
Delinquent Property	4,010	3,000	2,000	3,000
Penalty & Interest	2,578	1,500	4,361	1,500
Interest Income on Investments	1,691	1,000	1,300	1,000
Miscellaneous Income	-	-	-	-
Total Revenue	553,637	557,909	562,364	556,431
<u>Expenditures:</u>				
Bond Principal	430,000	435,000	435,000	440,000
Bond Interest Payable	121,878	117,009	117,009	111,540
Bond Agent Fees	400	400	400	400
Transfer to Fund Balance	-	-	-	-
Total Departmental Budget	552,278	552,409	552,409	551,940

2015 GENERAL OBLIGATION BOND FUND

Street Bond Program				
	Actual 2017-18	Budget 2018-19	Estimated 2018-19	Budget 2019-20
<u>Revenues:</u>				
Interest Income on Investments	19,033	-	9,000	-
Transfer from Equipment Replacement Fund	-	-	-	-
Transfer from Fund Balance	-	456,344	463,344	-
Total Revenue	19,033	456,344	472,344	-
<u>Expenditures:</u>				
Professional Services	36,253	-	-	-
Land/Land Improvement	-	-	-	-
Construction Costs	1,846,305	456,344	283,999	181,345
Total Departmental Budget	1,882,558	456,344	283,999	181,345

Street Bond Program Amortization of Bond Proceeds							
	Actual 2014-15	Actual 2015-16	Actual 2016-17	Actual 2017-18	Estimated 2018-19	Budget 2019-20	Cumulative 5-year total
<u>Revenues:</u>							
Bond Proceeds	7,000,000	-	-	-	-	-	7,000,000
Bond Premium	100,090	-	-	-	-	-	100,090
Miscellaneous	90	-	-	-	-	-	90
Interest Income on Investments	17,250	19,126	30,437	19,033	9,000	-	94,846
Transfer from Equipment Replacement Fund	-	-	-	-	-	-	-
Total Revenue	7,117,430	19,126	30,437	19,033	9,000	-	7,195,026
<u>Expenditures:</u>							
Bond Issuance Costs	100,090	-	-	-	-	-	100,090
Professional Services	98,147	685,378	172,794	36,253	-	-	992,572
Land/Land Improvement	-	-	17,000	-	-	-	17,000
Construction Costs	-	-	3,773,714	1,846,305	283,999	181,345	6,085,363
Total Expenditures	198,237	685,378	3,963,508	1,882,558	283,999	181,345	7,195,025
Net Budget	6,919,193	(666,252)	(3,933,071)	(1,863,525)	(274,999)	(181,345)	0

CONSOLIDATED UTILITY FUND BUDGET

Consolidated Utility Fund Budget Summary			
	Water	Wastewater	Utility Fund Total
Utility Revenues	3,971,147	1,075,001	5,046,147
Utility Operating Expenses			
Personnel	783,911	644,490	1,428,402
Supplies, Maintenance & Operations	1,760,076	709,223	2,469,300
Services	66,138	1,320	67,458
Debt Service Costs	75,522	14,385	89,907
Total Utility Operating Expenses	2,685,648	1,369,418	4,055,067
Operating Income/(Loss)	1,285,499	(294,417)	991,080
Capital Outlay	1,181,028	298,978	1,480,006
Non Cash Adjustments	(555,580)	171,334	(384,246)
Net Income/(Loss)	660,051	(764,730)	(104,679)

Water Utility Fund Summary

	Actual 2017-18	Budget 2018-19	Estimated 2018-19	Budget 2019-20
Water Revenues	3,966,868	3,804,008	3,619,922	3,971,147
Water Operating Expenses				
Personnel	551,327	717,398	648,919	783,911
Supplies, Maintenance & Operations	1,647,703	1,734,543	1,641,836	1,760,076
Services	58,241	47,081	161,036	66,138
Total Water Operating Expenses	2,257,271	2,499,022	2,451,791	2,610,126
Operating Income	1,709,597	1,304,986	1,168,131	1,361,021
Lease Interest Expense	89,776	82,729	82,729	75,522
Capital Outlay	426,534	1,015,038	172,102	1,181,028
Non Cash Adjustments	123,282	(319,757)	307,649	(555,580)
Net Income/(Loss)	1,070,004	526,976	605,650	660,050

Wastewater Utility Fund Summary

	Actual 2017-18	Budget 2018-19	Estimated 2018-19	Budget 2019-20
Wastewater Revenues	1,020,293	1,064,661	1,102,617	1,075,001
Wastewater Operating Expenses				
Personnel	471,238	611,820	539,015	644,490
Supplies, Maintenance & Operations	597,410	662,906	678,653	709,223
Services	1,032	1,162	1,162	1,320
Total Wastewater Operating Expenses	1,069,680	1,275,887	1,218,830	1,355,033
Operating Income	(49,387)	(211,226)	(116,213)	(280,032)
Lease Interest Expense	16,471	15,758	15,758	14,385
Capital Outlay	77,310	773,038	519,479	298,978
Non-Cash Adjustments	279,003	(338,237)	(225,928)	171,334
Net Income/(Loss)	(422,170)	(661,785)	(425,522)	(764,730)

UTILITY FUND WATER REVENUES

(DETAIL)

Water Utility Operations Revenue Detail				
	Actual 2017-18	Budget 2018-19	Estimated 2018-19	Budget 2019-20
Water Revenues				
Water Revenue Residential	2,972,996	2,766,817	2,477,164	2,883,483
Rebate Program	-	-	-	-
Water Debt Service	189,735	297,785	297,785	304,738
Water Capital	236,492	237,082	237,082	244,420
Water Revenue Commercial	168,772	135,475	175,475	152,657
Water Contract Commercial	152,653	158,268	158,268	158,268
Water Revenue Non Potable	29,660	10,960	10,960	10,960
Water Service Connect Fees	25,150	34,810	34,810	34,810
Water Penalties	34,997	28,440	34,235	28,440
Water Impact Fees	105,830	83,640	129,960	107,290
Water Impact Fees - Stone Creek	-	9,340	-	-
Water Impact Fee-S Bar Ranch	-	12,710	-	-
Water Impact Fee-Oak Bend	-	-	-	-
Water Impact Fee-Enclave	-	1,600	-	-
Water Interest Income	39,982	16,000	45,904	35,000
Water-Bad Debts	(1,494)	(3,000)	(945)	(3,000)
Water Grant Revenue	-	-	-	-
SECO EECBG	-	-	-	-
Misc./Special Requests	629	3,710	2,460	3,710
Developers Contributions	-	-	-	-
Third Party Reimbursement	-	-	5,484	-
Permits/Variances	375	370	780	370
Credit Card Service Fee	11,092	10,000	10,500	10,000
Sale of Assets	-	-	-	-
Fund Balance Transfer In	-	-	-	-
Total Water Revenues	3,966,868	3,804,008	3,619,922	3,971,147

UTILITY FUND WATER EXPENDITURES (DETAIL)

Water Utility Fund Operating Expense Detail				
	Actual 2017-18	Budget 2018-19	Estimated 2018-19	Budget 2019-20
Operating Expenses				
Service Salaries	233,405	272,713	230,616	265,777
Service Overtime	9,391	1,929	7,874	2,627
Service Taxes - FICA	14,035	18,093	14,369	16,641
Service Taxes - MEDICARE	3,282	4,231	3,361	3,892
Service Workers' Comp	5,083	16,663	10,446	13,376
Service Texas Workforce Commission	794	1,490	56	1,350
Service Retirement	24,165	34,843	28,355	31,813
Service Insurance	45,282	53,301	53,435	52,649
Water Service OPEB	722	-	-	-
Administration Salaries	162,067	233,679	225,462	294,818
Administration Overtime	147	152	82	762
Administration Taxes - FICA	9,632	14,498	14,008	18,326
Administration Taxes - MEDICARE	2,253	3,391	3,276	4,286
Administration Workers' Comp	380	1,052	1,052	2,616
Administration Texas Workforce Commission	507	911	64	1,069
Administration Retirement	16,379	27,919	26,910	35,034
Administration Insurance	23,315	32,532	29,553	38,875
Water Admin OPEB	489	-	-	-
Uniforms	4,764	5,953	5,953	5,750
Power	135,083	126,050	126,050	135,000
Maintenance of Plants/Lines	100,941	135,140	100,000	115,000
Cost of Meters	6,300	-	-	-
Analysis Fees	4,540	5,750	5,750	7,400
Chemicals	5,250	5,090	2,590	5,090
City Management Fee	166,204	153,576	141,093	160,268
Equipment Maintenance	9,805	4,110	10,628	12,110
Equipment Gas & Oil	9,822	11,010	11,010	11,010
GBRA Water Fees	1,044,497	1,097,699	1,047,699	1,097,699
Equipment Lease	6	690	690	690

UTILITY FUND WATER EXPENDITURES

	Actual 2017-18	Budget 2018-19	Estimated 2018-19	Budget 2019-20
Tools & Minor Equipment	9,889	23,457	23,457	10,000
Training	7,798	10,250	10,250	9,460
Utilities & Radio	15,425	19,389	19,389	19,328
Signal & Telemetry	162	162	162	162
Water Building Maintenance	9,799	10,000	10,000	12,250
Supplies & Consumables	1,631	1,340	1,340	1,340
Vehicle Maintenance/Repair	4,092	5,656	6,156	6,500
Water Inventory Adjustment	2,402	-	-	-
Utilities & Telephone	4,924	5,527	5,527	6,309
Dues & Publications	775	1,102	1,402	1,056
Water Professional Services	58,241	47,081	161,036	66,138
Permits & Licenses	7,992	8,461	8,461	8,741
General Liability Insurance	11,733	12,320	11,917	25,709
Office Supplies	3,292	5,814	5,814	4,616
Travel & Meetings	3,140	7,750	7,750	6,500
Software & Computer	54,230	56,627	57,127	70,218
Recording/Reporting	71	100	100	100
Mileage	206	-	-	-
Copier Lease	1,322	-	-	-
Postage	353	850	850	850
Building/Equip Maintenance	1,088	1,100	1,100	150
Conservation Ed & Newsletter	840	250	250	250
Billing Statement Charges	3,548	3,360	3,360	3,360
Billing Postage	7,867	8,100	8,100	8,100
Water Miscellaneous	273	600	600	7,800
Credit Card Service Fee	7,638	7,260	7,260	7,260
Total Operating Expenses	2,257,271	2,499,022	2,451,791	2,610,126

Water Utility Fund

Capital, Debt and Non-Operating Detail

	Actual 2017-18	Budget 2018-19	Estimated 2018-19	Budget 2019-20
Operational Capital Outlays				
Water Operational Capital Outlays	96,703	143,038	53,029	5,000
Water Equipment Replacement Purchases	-	-	-	15,000
Total Operational Capital Outlays	96,703	143,038	53,029	20,000
Strategic Action Plan Capital Outlays				
Elevated Storage Tower	-	247,000	99,296	628,528
Master Water Plan	33,209	-	19,777	-
Project Development	-	-	-	50,000
Plant 2 Hydro Tank	-	-	-	45,000
Water Rate Study	-	200,000	-	-
Impact Rate Study	-	25,000	-	37,500
Capital Improvement Plan	33,209	-	-	-
Intrepid/Silver Spur Water line	53,799	-	-	-
Meadow Creek water line	160,728	-	-	-
Water Distribution Interconnect	48,886	-	-	-
Creek Crossing West Water Line	-	400,000	-	400,000
				-
				-
Total Strategic Action Plan Capital Outlays	329,831	872,000	119,073	1,161,028
Total Capital Outlays	426,534	1,015,038	172,102	1,181,028
Lease Interest Expense				
Bond Principal	-	-	-	-
Bond Water Issuance Fees	-	-	-	-
Bond Interest Cost	-	-	-	-
Tax Exempt Lease Interest	89,776	82,729	82,729	75,522
Total Lease Interest Expense	89,776	82,729	82,729	75,522
Non-Cash Adjustments				
Transfer to Vehicle/Equip Replacement Fund	63,081	39,423	39,423	30,000
Transfer from Water Operations	-	(39,423)	(39,423)	(30,000)
Water Service Depreciation	420,317	470,281	469,974	532,948
Transfer of Assets to Balance Sheet	(360,116)	(790,038)	(162,325)	(1,088,528)
Transfer to Water CIP	89,303	400,000	390,000	-
Transfer from Water Operations	(89,303)	(400,000)	(390,000)	-
Total Non-Cash Adjustments	123,282	(319,757)	307,649	(555,580)
Total Non-Operating Expenses	639,592	778,010	562,481	700,970

UTILITY FUND WASTEWATER REVENUES

(DETAIL)

Wastewater Utility Fund Revenue Detail				
	Actual 2017-18	Budget 2018-19	Estimated 2018-19	Budget 2019-20
Wastewater Revenues				
Sewer Revenue Residential	791,058	822,004	822,004	830,798
Sewer Debt Service	36,298	56,721	56,721	57,327
Sewer Capital	87,472	88,250	88,250	89,190
Sewer Revenue Commercial	4,045	4,166	4,166	4,166
Sewer Service Connect Fee	17,000	23,670	23,670	23,670
Sewer Penalties	7,644	5,270	8,470	5,270
Sewer Impact Fee	38,760	45,710	52,420	45,710
Sewer Impact Fee-S Bar Ranch	-	6,710	-	6,710
Sewer Impact Fee-<2004	-	-	-	-
Sewer Interest Income	38,254	12,000	47,116	12,000
Sewer Bad Debt	(238)	(400)	(200)	(400)
Sewer Grant Revenue	-	-	-	-
SECO EECBG	-	560	-	560
Misc/Special Requests	-	-	-	-
Fund Balance Transfer In	-	-	-	-
Total Wastewater Revenues	1,020,293	1,064,661	1,102,617	1,075,001

UTILITY FUND WASTEWATER EXPENDITURES (DETAIL)

Wastewater Utility Fund Operating Expense Detail				
	Actual 2017-18	Budget 2018-19	Estimated 2018-19	Budget 2019-20
Operating Expenses				
Service Salaries	195,955	198,086	189,747	199,331
Service Overtime	5,020	1,414	3,179	2,392
Service Taxes - FICA	11,943	12,369	12,311	12,507
Service Taxes - Medicare	2,793	2,893	2,879	2,925
Service Workers' Comp	3,913	11,391	7,432	10,404
Service Taxes - SUTA/FUTA	745	956	39	900
Service Retirement	20,088	23,820	23,022	23,909
Service Insurance	34,483	29,864	28,475	30,566
Service OPEB	599	-	-	-
Administration Salaries	147,385	245,170	204,654	270,387
Administration Overtime	45	152	82	762
Administration Taxes - FICA	8,785	15,210	12,657	16,811
Administration Taxes - Medicare	2,054	3,557	2,959	3,932
Administration Workers' Comp	324	1,216	704	1,295
Administration Taxes - SUTA/FUTA	426	956	59	956
Administration Retirement	14,924	29,291	24,423	32,138
Administration OPEB	445	-	-	-
Administration Insurance	21,309	35,474	26,393	35,276
Uniforms	4,333	5,953	5,953	4,150
Power	35,938	35,140	35,140	36,350
Maintenance Of Plant/ Lines	39,161	50,280	50,280	40,000
Sludge Hauling	282,734	330,000	330,000	350,000
Analysis Fees	26,910	21,330	23,330	26,000
Chemicals	5,740	6,280	7,680	7,240
City Management Fee	39,755	41,308	41,308	41,748
Equipment Maintenance	5,273	2,860	7,860	6,860
Equipment Gas & Oil	9,738	6,820	8,320	9,180
Equipment Lease	8,306	3,090	6,240	4,500

UTILITY FUND WASTEWATER EXPENDITURES

(DETAIL) CONT'D.

	Actual 2017-18	Budget 2018-19	Estimated 2018-19	Budget 2019-20
Tools & Minor Equipment	6,508	16,123	16,123	5,500
Training	6,576	9,250	9,250	8,380
Utilities & Radios	14,331	18,127	18,127	18,056
Signal & Telemetry	461	461	461	461
Building Maintenance	6,577	10,330	10,330	9,080
Supplies & Consumables	1,409	1,120	1,120	1,120
Vehicle Maintenance & Repairs	2,913	2,500	2,600	5,000
Inventory Adjustment	(759)	-	-	-
Utilities/Telephone	5,308	5,006	5,006	6,098
Dues & Publications	1,032	1,162	1,162	1,320
Professional Fees	26,625	26,004	29,004	30,804
Permits & Licenses	3,286	1,718	1,718	1,718
Liability Insurance	11,733	12,320	11,917	25,709
Office Supplies	3,001	4,194	4,194	4,181
Travel & Meetings	2,589	4,800	4,800	4,800
Software & Computers	34,690	34,193	34,193	44,640
Recording/Reporting	25	100	100	100
Sewer Postage	307	438	438	438
Adm Bldg/Equip. Maintenance	1,088	1,100	1,100	150
Billing Statement Charges	3,796	3,360	3,360	3,360
Billing Postage	7,567	8,100	8,100	8,100
Copier Lease	1,322	-	-	-
Miscellaneous	169	600	600	5,500
Total Operating Expenses	<u>1,069,680</u>	<u>1,275,887</u>	<u>1,218,830</u>	<u>1,355,033</u>

Wastewater Utility Fund Capital, Debt and Non-Operating Detail

	Actual 2017-18	Budget 2018-19	Estimated 2018-19	Budget 2019-20
Operational Capital Outlays				
Wastewater Operational Capital Outlays	10,910	353,038	306,802	30,000
Wastewater Equipment Purchases				
	10,910	353,038	306,802	30,000
Strategic Action Plan Capital Outlays				
Solids Handling and Digester Planning	-	100,000	-	100,000
Impact Fee Study	-	25,000	-	37,500
Project Development	-	-	-	50,000
Future Wastewater Treatment Plant	-	-	-	81,478
Master Wastewater Plan	66,400	125,000	19,805	-
Collection Systems repairs	-	170,000	192,872	-
Utility Rate Analysis	-	-	-	-
	66,400	420,000	212,677	268,978
Total Capital Outlays	77,310	773,038	519,479	298,978
Lease Interest Expense				
Water Bond Principal	-	-	-	-
Bond Issuance Costs	-	-	-	-
OB Bond Interest Cost	-	-	-	-
Tax Exempt Lease Interest	16,471	15,758	15,758	14,385
Total Lease Interest Expense	16,471	15,758	15,758	14,385
Non-Cash Adjustments				
Transfer To Vehicle Repl. Fund	63,081	39,423	39,423	45,000
Transfer from Wastewater Operations	-	(39,423)	(39,423)	(45,000)
Sewer Service Depreciation	226,831	284,801	273,746	301,334
Asset Transfer to Balance Sheet	(10,910)	(623,038)	(499,674)	(130,000)
Transfer to Wastewater CIP	21,723	-	-	-
Transfer from Wastewater Operations	(21,723)	-	-	-
Total Non-Cash Adjustments	279,003	(338,237)	(225,928)	171,334
Total Capital, Debt, and Non-Cash	372,783	450,558	309,309	484,698

APPENDIX A

Effective Fiscal Year 2018-19 the City has changed the Departmental Structure of the General Fund by splitting the Administration Department into the following new departments: Mayor and City Council, City Administration, City Secretary, HR & Communications, and Finance. The City has also added the Engineering Services Department which was previously reported in Maintenance, and Non-Departmental & Shared Services which was previously allocated across multiple departments. The Public Safety department now includes both police and fire, which were previously two separate departments. Comparability of budgets between fiscal years prior to 2018-19 and those after might be challenging for the newly created departments, or those affected by the Accounting change.



CITY COUNCIL CONSIDERATION ITEM

CITY OF FAIR OAKS RANCH, TEXAS

September 19, 2019

AGENDA TOPIC: Consideration and possible action on ratifying the property tax increase reflected in the Fiscal Year 2019-20 general fund and debt service fund budgets

DATE: September 19, 2019

DEPARTMENT: Finance

PRESENTED BY: Sarah Buckelew, Finance Director

INTRODUCTION/BACKGROUND:

The Fiscal Year 2019-20 general fund and debt service fund budgets of the City of Fair Oaks Ranch raises more revenue from property taxes than in the 2018/19 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.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

Compliance with local government code chapter 102.007c

LONGTERM FINANCIAL & BUDGETARY IMPACT:

See budgets as presented during the Public Hearing.

LEGAL ANALYSIS:

Reviewed and approved as to form

RECOMMENDATION/PROPOSED MOTION:

City staff recommends the following motion:

I move to ratify the property tax increase reflected in the fiscal year 2019/20 budget



CITY COUNCIL CONSIDERATION ITEM

CITY OF FAIR OAKS RANCH, TEXAS

September 19, 2019

AGENDA TOPIC: Consideration and possible action approving 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 2019; and determining due and delinquent dates.

DATE: September 19, 2019

DEPARTMENT: Finance

PRESENTED BY: Sarah Buckelew, 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 15th City Council meeting, Council authorized using \$.3395 as the proposed M&O 2019 tax rate and a \$.0340 I&S 2019 tax rate for a combined property tax rate of \$.3735. Public Hearings were held September 5 and September 12, 2019 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 effective tax rate or rollback rate *must be a record vote*, and further mandates that a motion to adopt an ordinance, setting a tax rate that exceeds the effective 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 of .3735, which is effectively a 5.6 percent increase in the tax rate"*. As we are proposing a tax rate higher than the lower of the effective or rollback 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 Council at the September 12th Council Meeting.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

1. Complies with state laws in setting the 2019 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 property tax rate will raise more revenue than last year by an amount of \$460,556 of which \$162,692 is raised from new property.

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 of \$.3735, which is effectively a 5.6 percent increase in the tax rate, as prescribed in the property tax rate ordinance.

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, 2019 AND ENDING SEPTEMBER 30, 2020; PROVIDING WHEN TAXES SHALL BECOME DUE AND WHEN SAME SHALL BECOME DELINQUENT; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, on August 15, 2019, the City Council established a proposed ad valorem tax rate to support the proposed FY2019-20 budget and, set September 5, 2019 and September 12, 2019 as dates for the public hearings thereon and caused notice of such public hearings to be posted pursuant to Local Government Code §140.010(e)(f) and (g); and,

WHEREAS, the public hearings were held on said dates and all persons were then afforded an opportunity to appear and object to the proposed ad valorem tax rate; and,

WHEREAS, on September 19, by ordinance, the Council approved the municipal budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020; 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 **\$.3395** 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 2019-20 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 **\$.0340** 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 2019-20 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 5.6% ON EACH \$100 TAXABLE VALUATION OF PROPERTY AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$8.90.

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

- a. Taxes assessed and levied under this ordinance shall be due on October 1, 2019.
- b. Taxes not paid on or before January 31, 2020 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 12th day of September 2019 and recorded as follows:

	FOR	AGAINST	ABSTAIN
Mayor Garry Manitzas	✓		
Mayor Pro Tem Elizondo	Not Present		
Council Member Hartpence	✓		
Council Member Havard	✓		
Council Member Koerner	✓		
Council Member Maxton	✓		
Council Member Patel	✓		

PASSED, APPROVED, AND ADOPTED on second reading this 19th day of September 2019 and recorded as follows:

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

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 19, 2019

AGENDA TOPIC: Consideration and possible action to approve a Resolution appointing the City of Fair Oaks Ranch Municipal Court Judge and Alternate Judge for a two-year term

DATE: September 19, 2019

DEPARTMENT: Administration

PRESENTED BY: Tobin Maples, City Manager

INTRODUCTION/BACKGROUND:

Section 5.03 of City Charter mandates the City Council *shall establish and cause to be maintained a Municipal Court and shall appoint, by the affirmative vote of a majority of the voting membership of the Council, Municipal Judges of the Municipal Court, as may be necessary. Judges shall be competent, duly qualified attorneys licensed and practicing for at least two (2) years in the State of Texas.*

In lieu of employing a full time, in-house Judge, the city has historically contracted for judicial services, with the existing contract expiring September 30, 2019. Although not required by law, City Council directed staff to develop and publish a Request for Qualifications (RFQ) seeking firms and individuals interested in providing judicial services. Recognizing it had been over a decade since the City last evaluated judicial options for the court, City Council chose to utilize the RFQ process in the interest of promoting transparency.

At a Special Called meeting on August 29, 2019, City Council individually interviewed Ms. Kimberly Keller and Ms. Melanie Ann Castillo as the two-finalist selected from a pool of seven total responders. Subsequent to the interviews, City Council announced Ms. Kimberly Keller as the new Presiding Municipal Court Judge and Ms. Melanie Ann Castillo as the new Alternate Municipal Court Judge.

The purpose of this agenda item is to seek approval of a Resolution officially appointing Ms. Kimberly Keller as the new Presiding Municipal Court Judge and Ms. Melanie Ann Castillo as the new Alternate Municipal Court Judge. Further, the Resolution authorize the City Manager to execute a Letter of Engagement with each appointee.

By way of background, the Fair Oaks Ranch Municipal Court employs one (1) Court Administrator and one (1) Court Clerk. The Court Administrator and Court Clerk are supervised by the Director of Finance who reports directly to the City Manager. The Municipal Court Judge and the City Manger report to directly to the City Council.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

1. Complies with state statute and city charter
2. Ensures criminal and civil offenses are addressed

LONGTERM FINANCIAL & BUDGETARY IMPACT:

The Fiscal Year 2019-2020 budget allocates \$30,000

LEGAL ANALYSIS:

Approved as to form.

RECOMMENDATION/PROPOSED MOTION:

I move to approve a Resolution appointing the Fair Oaks Ranch Municipal Court Judge and Alternate Judge for judicial services for two years beginning October 1, 2019 and ending September 30, 2021 and authorize the City Manager to sign a letter of Engagement with each appointee.

RESOLUTION

A RESOLUTION PROVIDING FOR THE APPOINTMENT OF KIMBERLY S. KELLER AS MUNICIPAL COURT JUDGE AND MELANIE ANN CASTILLO AS ALTERNATE MUNICIPAL COURT JUDGE; AND PROVIDING FOR OTHER MATTERS THERETO

WHEREAS, The judge of a municipal court serves for a term of office of two years unless the municipality provides for a longer term pursuant to Article XI, Section 11, of the Texas Constitution; and,

WHEREAS, The City Charter of the City of Fair Oaks Ranch provides that the City Council shall appoint, by the affirmative vote of a majority of the voting membership of the City Council, such Municipal Judges of the Municipal Court, as may be necessary, all of whom shall be competent, duly qualified attorneys licensed and practicing for at least two (2) years in the State of Texas; and,

WHEREAS, The City Charter of the City of Fair Oaks Ranch provides that the City Council shall appoint all municipal judges for a term of two (2) years; and,

WHEREAS, the City Council of the City of Fair Oaks Ranch endorses and supports the necessity for one full-day court session per calendar month; and,

WHEREAS, Kimberly S. Keller desires to provide judicial services to the City of Fair Oaks Ranch; Melanie Ann Castillo desires to provide alternate judicial services to the City of Fair Oaks Ranch; and,

WHEREAS, the City Council hereby finds and determines that the appointees herein are duly qualified attorneys licensed and practicing for at least two (2) years in the State of Texas.

NOW THEREFORE, be it resolved by the City Council of Fair Oaks Ranch that:

1. Court Session. That the City Council of the City of Fair Oaks Ranch establishes one full-day court session per calendar month.
2. Appointment. Kimberly S. Keller is hereby appointed as Municipal Court Judge and Melanie Ann Castillo is hereby appointed as Alternate Municipal Court Judge. Appointees shall perform all legally permissible and proper judicial duties and functions of each respective position for a term of two (2) years.
3. Letter of Engagement. The City Manager is authorized to sign Letters of Engagement with each appointee in compliance with Fiscal Year budget.
4. If any provision or portion thereof contained in this Resolution is held unconstitutional, invalid, or unenforceable, the remainder of this resolution, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in force and effect.

PASSED and APPROVED by the City Council of the City of Fair Oaks Ranch, Texas on this 19th day of September, 2019.

Attest:

Garry Manitzas, Mayor

Christina Picioccio, City Secretary



CITY COUNCIL CONSIDERATION ITEM

CITY OF FAIR OAKS RANCH, TEXAS

September 19, 2019

AGENDA TOPIC: Consideration and possible action to approve a Resolution appointing the City of Fair Oaks Ranch Municipal Court Prosecutor and Alternate Prosecutor for a two-year term

DATE: September 19, 2019

DEPARTMENT: Administration

PRESENTED BY: Tobin Maples, City Manager

INTRODUCTION/BACKGROUND:

Section 5.02 states the City Council *shall have the right to retain special counsel at any time that it may deem necessary and appropriate*. Special Counsel includes Municipal Court Prosecutors.

In lieu of employing a full time, in-house Prosecutor, the City has historically contracted for prosecutorial services, with the existing agreement expiring September 30, 2019. Although not required by law, City Council directed staff to develop and publish a Request for Qualifications (RFQ) seeking firms and individuals interested in providing prosecutorial services. Recognizing it had been over a decade since the City last evaluated prosecutorial options for the court, the City Council chose to utilize the RFQ process in the interest of promoting transparency.

At a Special Called meeting on August 29, 2019, City Council individually interviewed individuals with the firm of Denton Navarro Rocha Bernal & Zech and Ms. Roxann Pais Cotroneo as the two-finalist selected from a pool of three total responders. Subsequent to the interviews, City Council announced Denton Navarro Rocha Bernal & Zech as the new Municipal Court Prosecutor and Ms. Roxann Pais Cotroneo as the new Alternate Municipal Court Prosecutor.

The purpose of this agenda item is to seek approval of a Resolution officially appointing Denton Navarro Rocha Bernal & Zech as the new Municipal Court Prosecutor and Ms. Roxann Pais Cotroneo as the new Alternate Municipal Court Prosecutor. Further, the Resolution authorize the City Manager to execute a Letter of Engagement with each appointee.

By way of background, the Fair Oaks Ranch Municipal Court employs one (1) Court Administrator and one (1) Court Clerk. The Court Administrator and Court Clerk are supervised by the Director of Finance who reports directly to the City Manager. The Municipal Court Prosecutor and the City Manager report to directly to the City Council.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

1. Complies with state statute and city charter
2. Ensures criminal and civil offenses are addressed

LONGTERM FINANCIAL & BUDGETARY IMPACT:

The Fiscal Year 2019-2020 budget allocates \$25,000

LEGAL ANALYSIS:

Approved as to form.

RECOMMENDATION/PROPOSED MOTION:

I move to approve a Resolution appointing the Fair Oaks Ranch Municipal Court Prosecutor and Alternate Prosecutor for prosecutorial services.

RESOLUTION

A RESOLUTION PROVIDING FOR THE APPOINTMENT OF DENTON NAVARRO ROCHA BERNAL & ZECH AS CITY PROSECUTOR AND ROXANN PAIS COTRONEO AS ALTERNATE CITY PROSECUTOR; AND PROVIDING FOR OTHER MATTERS THERETO

WHEREAS, The City Charter of the City of Fair Oaks Ranch provides that the City Council may retain special counsel at any time that it may deem necessary and appropriate; and,

WHEREAS, the City Council of the City of Fair Oaks Ranch desires to retain the services of special counsel for the purposes of provided municipal court prosecution services; and,

WHEREAS, the City Council hereby finds and determines it to be necessary and appropriate to retain special counsel for the purpose of providing municipal court prosecution services.

NOW THEREFORE, be it resolved by the City Council of Fair Oaks Ranch that:

1. Appointment. Denton Navarro Rocha Bernal & Zech is hereby appointed and retained as City Prosecutor, and Roxann Pais Cotroneo is hereby appointed and retained as Alternate City Prosecutor.
2. Letter of Engagement. The City Manager is authorized to sign Letters of Engagement with each appointee in compliance with Fiscal Year budget.
3. If any provision or portion thereof contained in this Resolution is held unconstitutional, invalid, or unenforceable, the remainder of this Resolution, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in force and effect.

PASSED and APPROVED by the City Council of the City of Fair Oaks Ranch, Texas on this 19th day of September, 2019.

Attest:

Garry Manitzas, Mayor

Christina Picioccio, City Secretary



CITY COUNCIL CONSIDERATION ITEM

CITY OF FAIR OAKS RANCH, TEXAS

September 19, 2019

AGENDA TOPIC: Consideration and possible action authorizing the City Manager to sign a Sanitarian Services Agreement for sanitarian services

DATE: September 19, 2019

DEPARTMENT: Building Codes

PRESENTED BY: Jim Earl, Building Official

INTRODUCTION/BACKGROUND:

In August the City received written notice of non-renewal from its current Sanitarian, effective October 1, 2019. Accordingly, staff interviewed three contractors and recommends Lori Calzoncit who has over 20 years of experience working with municipalities. See Exhibit A.

The City of Fair Oaks Ranch operates under the Texas Food Establishment Rules (TFER) establishing the minimum requirements consistent with state recognized good practice for providing safe, unadulterated food to consumers with the goal of preventing foodborne illness.

The Texas Food Establishment Rules along with the attached professional services agreement are the governing documents that guide the function of the city's Sanitarian. The Sanitarian reports directly to the city's Building Official.

As the original Sanitarian Services Agreement was established in 2010, staff amended the Agreement which now includes enhancements, such as:

1. Issuance of identification badge to Sanitarian
2. Inspections to be performed twice each fiscal year, six months apart.
3. Provide inspection reports to the City within 48 hours of issuance.
4. Auto-renew, if deemed advisable, yearly.
5. Sanitarian, while serving in that capacity, will be insured by the City.

Ms. Calzoncit accepted the terms of the contract.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

By maintaining an agreement with a state licensed Sanitarian for inspections on new food service establishments as well as yearly inspections on existing food service establishments, the City's ability to ensure the health, safety and welfare of its citizens will continue to be greatly enhanced.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

The sum of \$4,380 dollars is budgeted for FY 2019-20 to accomplish the goal of establishing a Sanitarian contractor.

LEGAL ANALYSIS:

The City's legal team has reviewed and approved the contract.

RECOMMENDATION/PROPOSED MOTION:

I move to approve the Sanitarian Services Agreement for sanitarian services and authorize the City Manager to execute the agreement with a commencement date of October 1, 2019.

Exhibit A

Lori Calzoncit Biography

Lori Calzoncit has worked in the Food and Environmental Safety field for 25 years. After receiving her Bachelor's degree in Biology from the University of Texas at San Antonio, Lori began work at the City of San Antonio Metropolitan Health District as a Sanitarian I. She inspected restaurants, retail stores, bars, day cares, schools, hospitals, food trucks, and temporary booths at events like Fiesta. She also worked in the Environmental Section inspecting swimming pools, mobile living parks, and conducting water and soil sampling. Lori was promoted to Sanitarian II after only 3 years and supervised the Environmental team. Lori eventually worked her way up the ranks to a Senior Sanitarian and then to the Sanitarian Services Manager. In this role, she led the Food and Environmental Health Division of Metro Health. With 52 employees and a \$3.8 million dollar budget, the Division was tasked with inspected all establishments in San Antonio. The Division also oversaw the Vector control needs for the City, treating public areas and educating the public on mosquitoes and other vectors. After 24 years with the City of San Antonio, Lori was offered a position as the Director of Quality Assurance with Bill Miller BBQ. In this role, she inspects 76 stores from Austin to Corpus Christi and ensures that all locations follow State and local Health codes.

In addition to her full time position, Lori serves as the contract Sanitarian for Helotes, Alamo Heights, and Grey Forest. When she isn't working, she can usually be found in the bleachers with her husband, watching their two teenage daughters play volleyball.

SANITARIAN SERVICES AGREEMENT

This Services Agreement is made and entered into, by and between Lori Calzoncit ("SANITARIAN"), and the City Fair Oaks Ranch ("CITY"). Sanitarian and City are each a "Party" and are together referred to as the "Parties"

WHEREAS, the CITY is responsible for enforcing applicable laws, regulations, ordinances and orders in the city limits of Fair Oaks Ranch to protect the public health, safety and welfare; and,

WHEREAS, SANITARIAN is agreeable to providing the services of a Professional Sanitarian to inspect all food service establishments in the city and be responsible for enforcing applicable rules in accordance with the Texas Food Establishment Rules; and,

WHEREAS, the Parties agree that fair and reasonable compensation from the CITY for provision of such services will be given to the SANITARIAN.

ARTICLE I. PURPOSE

- 1.01 The purpose of this Agreement is to provide health and sanitation services in the City of Fair Oaks Ranch.

ARTICLE II. TERM

- 2.01 The term of this Agreement shall be for a one-year term beginning October 1, 2019 and ending September 30, 2020, unless earlier terminated.
- 2.02 **TERMINATION:** Either Party may terminate this Agreement, with or without cause, by giving the other Party 90 days written notice of its intention to do so. The Notice shall be delivered by mail or in person to the other Party. In such event, the Agreement will terminate 90 days following receipt of such notice with no further obligation on either Party, provided that all amounts due and owing to SANITARIAN by CITY be timely paid. The CITY shall have the right to immediately terminate this agreement if SANITARIAN is found to have violated any terms of the Agreement or any violations of the State as they pertain to the SANITARIAN duties under this Agreement.
- 2.03 **RENEWAL:** At the end of the stated one-year term, the Agreement will automatically renew for a one-year term absent a 90-day written notice from one party to the other of the termination or change of terms of the Agreement.
- 2.04 The SANITARIAN agrees and understands that the CITY is a governmental entity that has projected costs for this Agreement and the CITY expects to pay all obligations of this Agreement from projected revenue sources, but all obligations of the CITY are subject to annual appropriation by the CITY in future years. In the event the CITY does not appropriate funds in any fiscal year for payments due under this Agreement, then this Agreement shall be terminated with the CITY providing written notice of any non-appropriation to the SANITARIAN as soon as reasonably practical.

ARTICLE III. SANITARIAN'S RESPONSIBILITIES

- 3.01 Inspect all food service establishments and all establishments that provide food services to the public within the jurisdiction of the City. Inspections will be twice each fiscal year, six months apart.
- 3.02 Enforce all applicable laws, regulations, rules, ordinances, and orders concerning food service establishments and all establishments that provide food services to the public within the jurisdiction of the CITY.

- 3.03 Direct the closure of any food service establishment and all establishments that provides food services to the public and other entities subject to regulation by the CITY that are not in compliance with applicable laws, regulations, rules, ordinances and orders.
- 3.04 Require the destruction of any food items intended for human consumption that are not in compliance with applicable laws, regulations, rules, ordinances, and orders.
- 3.05 Provide inspection reports, to the Building Department, within 48 hours of issuance.
- 3.06 Oversee and manage the permitting guidelines for food service establishments and all establishments that provide food services to the public within the jurisdiction of the City.
- 3.07 Provide and maintain own office space, furnishing, equipment and supplies, including a motor vehicle, as necessary to perform the applicable services.
- 3.08 Provide a copy of professional license issued by the State of Texas and attached as Exhibit A to this Agreement
- 3.09 The SANITARIAN shall comply, and upon request, shall submit evidence of continued compliance, with all State and Federal certifications, regulations, and license requirements pertaining to the services provided hereunder.

ARTICLE IV. CITY'S RESPONSIBILITIES

- 4.01 Pay SANITARIAN the sum of four thousand three hundred eighty dollars and zero cents (\$4,380.00) in quarterly payments of one thousand ninety five dollars and zero cents (\$1,095.00) to be paid in January, April, July and October upon the rendering of services and receipt of invoice.
- 4.02 For additional food service establishments, above the existing establishments at the time of Agreement signing, pay SANITARIAN \$60 annually for each new food service establishment during the fiscal year. SANITARIAN shall follow inspection requirements in 3.01.
- 4.03 The Building Official will be responsible for administering this agreement. The Sanitarian will report to the Building Official.
- 4.03 Co-operate with SANITARIAN in adopting applicable ordinances, imposing and collecting applicable fees, and providing assistance to the SANITARIAN as necessary so that all required inspections can be timely conducted and all applicable laws, regulations and ordinances can be enforced within the jurisdiction of CITY.
- 4.04 Issue permits/licenses to all food service establishments and collect fees and any other assessments related to permits and/or licenses in accordance with applicable law, regulations and ordinances.
- 4.05 Provide SANITARIAN with general liability insurance on a per occurrence basis with limits of liability not less than \$1,000,000 for each occurrence. For Bodily Injury and Property Damage, coverage shall be no less than \$1,000,000. As a minimum, coverage for Premises, Operations, Products and Completed Operations shall be \$2,000,000. This coverage shall protect the public or any person from injury or property damages sustained by reason of the SANITARIAN. The general aggregate shall be no less than \$2,000,000.
- 4.06 Provide SANITARIAN with identification badge.

ARTICLE V. MISCELLANEOUS PROVISIONS

- 5.01 In the performance of service by the SANITARIAN to the CITY under the terms of this Agreement, it is mutually understood and agreed that the SANITARIAN at all times shall be an independent contractor. Nothing herein shall be construed as giving a degree of control on the part of the CITY that creates an employer-employee relationship between the CITY and the SANITARIAN.
- 5.02 This Agreement does not create an employment relationship, partnership, or joint venture between the SANITARIAN and the CITY.
- 5.03 This is the sole and only agreement between the Parties concerning the subject matter set out herein. No other agreement, statement or promise made by any party or any officer, agent or employee of any Party, which is not set out herein, shall be binding or enforceable against either Party.
- 5.04 No amendment, modification or alteration to this Agreement shall be binding unless it is set out in writing, approved by the Parties and signed by the Parties or their duly authorized representative.
- 5.05 All notices by the Parties shall be deemed given when either delivered in person or deposited in the U.S. Mail, postage prepaid, certified mail, return receipt requested, addressed to the appropriate party at the following addresses:
- If to CITY: City Manager's Office
 City of Fair Oaks Ranch
 7286 Dietz Elkhorn
 Fair Oaks Ranch, TX 78015
- If to SANITARIAN: Lori Calzoncit
 5401 Timber Post
 San Antonio, TX 78250
- 5.06 If any provision of this Agreement is determined to be invalid or unenforceable by a court of competent jurisdiction, this Agreement shall be reformed to the extent necessary to make the offending provision valid and enforceable, or if the offending provision cannot be modified so as to be made valid and enforceable, the invalidity or unenforceability of such provision shall not affect the remaining terms of this Agreement.
- 5.07 This Agreement shall be construed in accordance with the laws of the State of Texas. Exclusive venue for any legal action arising from this Agreement shall be in Kendall County, Texas.

EXECUTED IN DUPLICATE THIS 1st DAY OF October, 2019

LORI CALZONCIT
PROFESSIONAL SANITARIAN

TOBIN E. MAPLES
CITY MANAGER

**License Details**

"License" means a license, certificate, registration, permit, or other form of authorization, including a renewal of the authorization, that: a person must obtain to practice or engage in a particular business, occupation, or profession; or a facility must obtain before a particular business, occupation, or profession is practiced or engaged in within the facility. A "License Rank" is the level of license; a "License Modifier" provides additional information on the scope of the license.

A license may have one or two statuses. The first status is normally "Current" which means the license is in good standing. If the first status is "Expired" or "Null and Void", or if either status shows "Inactive", the licensee may not practice in the profession and/or operate as a licensed business.

For more information regarding this license, including any disciplinary information displayed below, please contact the appropriate board or program office. A list of TDLR licensing board and programs may be found at: <http://www.tdlr.texas.gov> or click the link at the bottom of this page.

Press "Previous Record" to display the previous license.

Press "Next Record" to display the next license.

Press "Search Results" to return to the Search Results list.

Press "New Search Criteria" to do another search of this type.

Press "New Search" to start a new search.

License Number: 3235**Current Date: 09/11/2019 09:42 AM**

Name:	CALZONCIT, LORI GAYLE
License Type:	Registered Professional Sanitarian (RS)
License Status:	Current
Expiry Date:	07/31/2020
Effective Rank Date:	04/18/1996

Addresses

Main Address	Address	SAN ANTONIO , TX BEXAR 78250 US
Mailing Address	Address	SAN ANTONIO , TX BEXAR 78250 US

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The Texas Department of Licensing and Regulation certifies that it maintains the information for the license verification function of this website, performs daily updates to the information, and considers the website to be a secure, primary source for license verification.

Last Updated Jan 01, 2017



CITY COUNCIL CONSIDERATION ITEM

CITY OF FAIR OAKS RANCH, TEXAS

September 19, 2019

AGENDA TOPIC: Consideration and possible action authorizing the City Manager to sign a Fire Inspector Services Renewal Agreement for fire inspection services.

DATE: September 19, 2019

DEPARTMENT: Building Codes

PRESENTED BY: Jim Earl, Building Official

INTRODUCTION/BACKGROUND:

The City of Fair Oaks Ranch currently has an agreement with Lyle Mattick, a state licensed Fire Inspector, to conduct plan reviews, inspect new commercial construction, and to conduct yearly inspections on existing commercial establishments for the purpose of helping maintain the general health, safety and welfare of its citizens. The current Agreement ends September 30, 2019, and therefore is up for renewal.

The City of Fair Oaks Ranch operates under the International Fire Code, 2018 edition establishing “the minimum requirements consistent with nationally recognized good practice for providing a reasonable level of life safety and property protection from the hazards of fire, explosion or dangerous conditions in new and existing buildings, structures, and premises, and to provide a reasonable level of safety to fire fighters and emergency responders during emergency operations.

The International Fire Code along with the attached professional services agreement, are the governing documents that guide the function of the city’s Fire Inspector. This Inspector reports directly to the city’s Building Official. Enhancements and amendments to the original Agreement include:

1. An effective period of October 1, 2019 – September 30, 2020; and, to be renewed, if deemed advisable, annually.
2. Either party with or without cause may terminate the Agreement with a 90 day notice.
3. Fire Inspector, while serving in that capacity, will be covered for General Liability through the city’s insurance provider.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

By maintaining an agreement with a state licensed Fire Inspector calling for plan reviews and inspections on new commercial construction as well as yearly inspections on existing commercial establishments, the City’s ability to ensure the health, safety and welfare of its citizens will continue to be met.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

The sum of \$5,000 dollars is budgeted for FY 2019-202 to accomplish the goal of retaining a Fire Inspector. This sum comes from the Professional Services line (01-641-300) in the Building Codes and Permits budget.

LEGAL ANALYSIS:

The City's legal team has reviewed and approved the extension agreement.

RECOMMENDATION/PROPOSED MOTION:

I move to approve the renewal of the Fire Inspector Service Agreement and authorize the City Manager to execute the Agreement with a commencement date of October 1, 2019.

FIRE INSPECTOR SERVICES RENEWAL AGREEMENT

The initial Fire Inspector Services Agreement was made and entered into by and between Lyle Mattick ("FIRE INSPECTOR"), and the City Fair Oaks Ranch ("CITY"). A renewal notice was provided by the city to the Fire inspector expressing interest to renew and extend the term of the current agreement dated March 7th, 2019.

ARTICLE III. TERM

- 3.02 **TERMINATION:** Either Party may terminate this Agreement, with or without cause, by giving the other Party 90 days written notice of its intention to do so. The Notice shall be delivered by mail or in person to the other Party. In such event, the Agreement will terminate 90 days following receipt of such notice with no further obligation on either Party, provided that all amounts due and owing to FIRE INSPECTOR by CITY be timely paid. The CITY shall have the right to immediately terminate this agreement if FIRE INSPECTOR is found to have violated any terms of the Agreement or any violations of the State as they pertain to the FIRE INSPECTOR duties under this Agreement.
- 3.03 **RENEWAL:** At the end of the stated one-year term, the Agreement will automatically renew for a one-year term absent a 90-day written notice from on one party to the other of the termination or change of terms of the Agreement.

ARTICLE IV. FIRE INSPECTOR'S RESPONSIBILITIES

- 4.01 Inspect all commercial establishments open to the public within the jurisdiction of the City, at a minimum of once per fiscal year.

ARTICLE V. CITY'S RESPONSIBILITIES

- 5.01 Pay FIRE INSPECTOR the sum of five thousand dollars and zero cents (\$5,000.00) annually 4 quarterly payments of one thousand two hundred fifty dollars and zero cents (\$1,250.00) to be paid in January, April, July, and October upon the rendering of services and receipt of invoice. Contract renewals subject to Article III, Section 3.03 will prescribe quarterly payments on or before January, April, July and October.

EXECUTED THIS _____ DAY OF _____, 2019.

LYLE MATTICK
FIRE INSPECTOR

TOBIN E. MAPLES
CITY MANAGER



CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
September 19, 2019

AGENDA TOPIC: Consideration and possible action to approve a 3 month extension of a 2014 Bank Depository Agreement

DATE: September 19, 2019

DEPARTMENT: Finance

PRESENTED BY: Sarah Buckelew, Finance Director

INTRODUCTION/BACKGROUND:

The City's Depository agreement with Frost Bank dated October 1, 2014 is set to expire on September 30, 2019. The Finance Director has been working on the updated depository agreement, and both parties have agreed to an extension of time on the current depository agreement to allow for more time to work through the details.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

Additional time allows for a more thorough review of the contract terms.

LONG-TERM FINANCIAL & BUDGETARY IMPACT:

N/A

LEGAL ANALYSIS:

N/A

RECOMMENDATION/PROPOSED MOTION:

I move to authorize the City Manager to sign the Three (3) month extension of the 2014 Bank Depository Agreement with Frost Bank.

September 10, 2019

Ms. Sarah Buckelew, CPA
Director of Finance
City of Fair Oaks Ranch
7286 Dietz Elkhorn Road
Fair Oaks Ranch, Texas 78015

Re: Three (3) month Extension of 2014 Bank Depository Agreement

Dear Ms. Buckelew:

Pursuant to the Bank Depository Agreement dated October 1, 2014 between Frost Bank and City of Fair Oaks Ranch, both parties agree to extend said contract for Three (3) months, for the period October 1, 2019 to December 31, 2019.

Both parties agree that all pricing, terms and conditions of the original proposal package and subsequently executed Security Agreement addendum shall remain the same until the extended contract expiration date.

Agreed to by:

CITY OF FAIR OAKS RANCH

FROST BANK

Tobin Maples
City Manager

Jerry Yost
Senior Vice President

Date

Date



CITY COUNCIL CONSIDERATION ITEM

CITY OF FAIR OAKS RANCH, TEXAS

September 19, 2019

AGENDA TOPIC: Consideration and possible action authorizing the City Manager to sign the First Amendment of the Memorandum of Understanding to evaluate Regional Wastewater Treatment Options between the City of Boerne, the City of Fair Oaks Ranch, and the Guadalupe-Blanco River Authority

DATE: September 19, 2019

DEPARTMENT: Public Works and Engineering Services

PRESENTED BY: Ronald C. Emmons, P.E., Public Works Director

INTRODUCTION/BACKGROUND:

City Council authorized staff to enter into a Memorandum of Understanding with the City of Boerne and Guadalupe-Blanco River Authority (GBRA) in October 2018 to evaluate various permitting scenarios associated with a potential Regional Wastewater Treatment Facility (WWTF). GBRA hired Alan Plummer Associates, Inc to complete this study, which was finalized in August 2019. The “Phase I” report confirms the viability for a potential regional WWTF to meet permitting standards. The potential treatment options evaluated include land application under the Texas Land Application Permit (TLAP), surface discharge under a Texas Pollutant Discharge Elimination System (TPDES) permit, and Reuse alternatives under the TCEQ Chapter 210 authorization. The completed Phase I report is attached.

A “Phase II” study is recommended to understand various potential sites for the WWTF and begin preliminary engineering of the appropriate treatment system, which will provide the City a concept of anticipated costs for this regional facility. The attached First Amendment of the MOU and Scope of Services provides the ability for City staff to continue to explore the participation with a regional facility. As before, a City representative will be actively involved throughout the study. And it is noteworthy that the MOU does not commit the City to any further action or participation on a regional facility beyond the feasibility study.

The Phase II report will examine several tasks that will help clarify the area’s potential for wastewater treatment and how the City may participate:

- Evaluate potential sites – task involves a criteria matrix, minimum tract size, identify tracts, understand pipeline routes, and deliver evaluation report;
- Develop site master plan – task includes capacity confirmation, potential discharge limits, alternative treatment processes, environmental assessment, proposed site plan, and deliver master plan report;
- Develop preliminary engineering – task introduces a hydraulic profile, preliminary P&ID plans, consider alternative process equipment, update site plan, begin pipeline design layout, develop preliminary opinions of probable costs, and deliver a preliminary engineering report.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

Wastewater treatment will always be a necessity for Fair Oaks Ranch to manage effectively. There are many options to explore and ultimately the City will need to take steps to move in a frugally manageable direction. The option with GBRA provides the City at least one option to partner regionally and participate with other systems in a meaningful and tangible way that provides the greatest benefit for all parties involved. Ultimately, the feasibility study may help pave a path to provide sustainable wastewater treatment for residents of Fair Oaks Ranch well into the future.

LONG-TERM FINANCIAL & BUDGETARY IMPACT:

The project can be funded, beginning October 1, 2019, under Fund 25 that has budgeted \$81,478 for WWTP Planning during fiscal year 2019-2020. The City will be responsible for one-third of the anticipated study cost. Note that approval of this MOU 1st amendment is contingent on the adoption of the budget.

LEGAL ANALYSIS:

City Attorney has reviewed and approved the Memorandum of Understanding to form.

RECOMMENDATION/PROPOSED MOTION:

I move to authorize the City Manager to sign the First Amendment of the Memorandum of Understanding to Evaluate Regional Wastewater Treatment Options between the City of Boerne, the City of Fair Oaks Ranch, and the Guadalupe-Blanco River Authority.

**FIRST AMENDMENT TO THE
MEMORANDUM OF UNDERSTANDING TO EVALUATE REGIONAL
WASTEWATER TREATMENT OPTIONS
BETWEEN THE CITY OF BOERNE, THE CITY OF FAIR OAKS RANCH, AND
THE GUADALUPE-BLANCO RIVER AUTHORITY**

THIS FIRST AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING TO EVALUATE WASTEWATER TREATMENT OPTIONS BETWEEN THE CITY OF BOERNE, THE CITY OF FAIR OAKS RANCH, AND THE GUADALUPE-BLANCO RIVER AUTHORITY (“First Amendment”) is entered into effective on the _____ day of _____, 2019 (the “Effective Date”) by and between the City of Boerne (“Boerne”), a Texas Home Rule Municipality operating under Article XI, Section 5, Texas Constitution, the City of Fair Oaks Ranch (“Fair Oaks Ranch”), a Texas Home Rule Municipality operating under Article XI, Section 5, Texas Constitution, and the Guadalupe-Blanco River Authority (“GBRA”), a Texas Conservation and Reclamation District Operating under Article XVI, Section 59, Texas Constitution. Collectively, Boerne and Fair Oaks Ranch may be referred to herein as the “Cities.” All of the contracting entities may be collectively referred to as the “Parties.”

I. Recitals

A. Effective on the 25th day of October, 2018, the Parties entered into a memorandum of understanding to evaluate wastewater treatment options (the “MOU”).

B. The MOU contemplated the performance of various engineering tasks to evaluate permitting considerations, provided for joint input by the Parties and provided for the sharing of costs.

C. The tasks as contemplated have been completed with the joint input of the Parties and the costs have been fully paid as of the Effective Date of this First Amendment.

D. Each Party to the MOU now desires to continue the feasibility evaluation of the project.

II. Terms of the First Amendment

A. The Parties agree to share the cost of the deliverable identified in Section II.B hereof (the “First Amendment Deliverable”). The Parties further agree that the First Amendment Deliverable will be produced in accordance with the MOU, as modified by this First Amendment.

B. The First Amendment Deliverable shall include preliminary engineering work, as described more fully in Attachment A, ("Scope of Work, Guadalupe-Blanco River Authority Kendall County Regional Wastewater Treatment Plant, Preliminary Engineering") attached hereto and incorporated fully herein by reference.

C. The Parties agree that GBRA will contract for the services necessary to produce the First Amendment Deliverable. GBRA agrees that it will provide the Cities an opportunity to review and comment on the Scope of Work for the First Amendment Deliverable before GBRA authorizes the commencement of work on the First Amendment Deliverable.

D. GBRA agrees to require that the First Amendment Deliverable as described in Attachment A be completed within the timetable indicated in Attachment B attached hereto and incorporated herein fully by reference.

E. The parties agree that each will pay a 1/3 share of the total costs of the First Amendment Deliverable. The costs for the First Amendment Deliverable shall not exceed a total of \$244,435.00. A budget for the First Amendment Deliverable is attached as Attachment C hereto and incorporated herein fully by reference. Billing, payment and any cost reductions shall be addressed as provided in Section II.G. of the MOU.

F. Section II.J. of the Original MOU is rescinded and is replaced by a new Section II.J., which reads as follows:

J. This MOU shall be subject to, and construed under the laws of the State of Texas.

III. Original MOU to Remain in Full Force and Effect

The Parties agree that the MOU remains in full force and effect, except to the extent this First Amendment addresses the First Amendment Deliverable or to the extent that this First Amendment specifically modifies terms or timetables in the MOU. Without limitation, provisions in the MOU relating to general matters, cooperation of the Parties, sharing of information, use of the Deliverable shall apply to this First Amendment and to the First Amendment Deliverable unless otherwise indicated in this First Amendment.

CITY OF FAIR OAKS RANCH

By:_____

Tobin Maples

City Manager

City of Fair Oaks Ranch

CITY OF BOERNE

By:_____

GUADALUPE-BLANCO RIVER AUTHORITY

By:_____

Kevin Patteson

General Manager/CEO

ATTACHMENT A

Scope of Work

Attachment A

Scope of Work

Guadalupe-Blanco River Authority Kendall County Regional Wastewater Treatment Plant

Preliminary Engineering

BACKGROUND

The Guadalupe-Blanco River Authority (CLIENT) is working cooperatively with the cities of Boerne and Fair Oaks Ranch (CITIES) to evaluate the feasibility of developing a regional wastewater treatment plant to serve portions of each of their service areas. CLIENT and CITIES previously retained the services of Alan Plummer Associates, Inc. (ENGINEER) to complete an analysis of potential disposal alternatives and the associated permitting considerations within the general vicinity. Based on the results of that Study and the continued needs in the area, CLIENT and CITIES desire that ENGINEER completes a Preliminary Engineering Study to identify potential sites for a regional wastewater treatment plant, the conveyance facilities that would be needed to get the raw wastewater to the site, the conveyance that would be needed to convey reclaimed water to potential users (including the existing disposal site), the potential discharge location, the potential phasing for the treatment plant, and to provide a preliminary layout for the proposed facility.

ENGINEER shall complete the following tasks for the CLIENT's Project:

SCOPE OF WORK

Three major tasks must be completed in support of this effort. The following Scope of Work is divided into two parts:

- Basic Engineering Services
 - Site Selection
 - Site Master Plan
 - Preliminary Engineering
- Additional Engineering Services
 - Permit Processing
 - Other services (not yet defined)

BASIC ENGINEERING SERVICES

The Basic Engineering Services will include engineering and planning services for the initial phase of the CLIENT's Project. The principal components include the following:

- Site Selection Evaluation
- Master Plan of Selected Site
- Preliminary Engineering for an Initial 1 MGD Phase

TASK 1. SITE SELECTION EVALUATION

Under this Task, an evaluation of alternative sites will be completed and a recommendation for a site to be acquired will be produced.

A. Determine Minimum Tract Size

Based on previous work and consultation with CLIENT and CITIES, ENGINEER will determine a minimum size of tract required to meet the current and projected future needs of a regional wastewater treatment plant based on anticipated quality limits and disposal alternatives.

B. Develop Site Criteria Matrix

ENGINEER will develop a list of minimum requirements and evaluation criteria for alternative sites. The minimum criteria may include a minimum size of tract needed, maximum slope characteristics, and other criteria. Other criteria may include items such as availability of power, accessibility to major roadway, proximity to an acceptable discharge location, proximity to neighbors including but not limited to medical facilities, schools and residential areas, accommodation of reclaimed water facilities, and accommodation of solids management facilities, among other criteria. The evaluation criteria prepared by ENGINEER will also include a high-level environmental review of each site based on readily available documents and maps. The intent is to identify environmental issues (jurisdictional wetlands, threatened and endangered species, identified cultural resources sites) that may limit the use of the site.

ENGINEER will develop an evaluation matrix based on the above criteria. Relative weights will be assigned to the various criteria based on discussions with the CLIENT.

C. Alternative Site Identification

ENGINEER will review the Wastewater Master Plans for CITIES, tax maps, topographic maps, and other resources to identify up to three specific locations that meet the minimum

requirements identified in Task 1B. In addition, ENGINEER will identify alternative discharge locations that would be associated with the alternative sites. The discharge locations will be based on a review of topographic maps and observations of the receiving stream from available road crossings or other public access points.

D. Evaluate Alternative Sites

ENGINEER will evaluate up to three sites based on the criteria identified in Task 1B. ENGINEER will utilize available maps and other readily available information for this Task. ENGINEER will perform drive-by reconnaissance of the sites to get a perspective of the site and surrounding area but will not enter the sites at this phase of the project. The evaluation of the sites will consider how well they fit with the Wastewater Master Plans for CITIES.

E. Evaluate Alternative Pipeline Routs

ENGINEER will evaluate the pipelines that would be needed to convey raw wastewater to each site, consistent with the existing collection system and Master Plans of CITIES, as well as pipelines necessary to convey reclaimed water to the Fair Oaks Ranch Golf Course as well as other potential reclaimed water customers.

F. Prepare Site Evaluation Report

ENGINEER will document the Site Evaluation efforts in a Site Evaluation Report. The report will include a summary of ENGINEER'S findings for all sites evaluated and provide a final recommendation for the PLANT site and discharge location which will be used to support the acquisition of the site.

TASK 2. SITE MASTER PLAN

The PLANT site is intended to serve as a regional facility that will require expansions over the years. ENGINEER will perform preliminary engineering for the Plant site to develop a plan (Master Plan) for the PLANT which considers the ultimate capacity and treatment requirements of the population which will be served by CLIENT.

A. Confirm Ultimate Capacity

ENGINEER shall review previous studies conducted for the area, including CITIES Wastewater Master Plans and reconfirm the ultimate capacity required to serve the identified service area.

B. Identify Likely Discharge Limits

ENGINEER will utilize previously developed models and readily available information on current and proposed nearby discharges to conduct screening level water quality modeling to identify the anticipated quality requirements for the ultimate discharge to the recommended receiving stream. Consideration will be given to the likelihood that nutrient and dissolved solids (eg. Chlorides etc.) limits might be added in the future.

C. Evaluate Alternative Liquid Treatment Processes

ENGINEER will evaluate alternative liquid treatment train processes designed to meet the future anticipated discharge quality requirements, including development of a reclaimed water system. Up to three treatment strategies will be explored and discussed with the CLIENT in a workshop setting. Based on input from the CLIENT and an evaluation of the alternatives, ENGINEER will make a recommendation as to the treatment processes to be incorporated into the ultimate plan for the PLANT site. ENGINEER will develop a process flow diagram.

D. Evaluate Solids Handling Alternatives

ENGINEER will evaluate alternative methods of handling and ultimate disposal of solids from the recommended treatment process. Up to three alternatives will be considered and may include both on-site and off-site treatment of solids. Any impact that the solids handling facilities might have on the liquid treatment streams due to return flows will also be evaluated. The solids handling alternatives will be discussed with the CLIENT in a workshop setting. Based on input from the CLIENT and an evaluation of the alternatives, ENGINEER will make a recommendation as to the treatment processes and disposal methods to be incorporated into the ultimate plan for the site. ENGINEER will develop a process flow diagram.

E. Conduct Preliminary Environmental Assessment

ENGINEER will conduct a limited environmental assessment of the selected site to identify possible environmental constraints such as wetlands, endangered species, and archeological deposits. This assessment is intended to serve as a fatal flaw evaluation for use of the property as a site for a water reclamation plant. The results of the environmental assessment will be documented in a report. This effort will build on the environmental review performed in Task 1B, for the selected site and will require site access.

F. Develop Ultimate Site Plan

ENGINEER will develop a Master Plan for the ultimate site selected for the PLANT by CLIENT. The Master Plan will incorporate the treatment processes identified in Tasks 2C and 2D.

Individual basins will be sized to accommodate logical expansions of the facilities to meet anticipated growth. An initial phase of 1 MGD will also be identified on the Master Plan. The Master Plan shall give consideration to site constraints such as flood plain/ floodways, known environmental constraints, topographic features, accessibility, and the proximity of neighbors, including but not limited to medical facilities, schools and residential areas.

G. Develop Master Plan Report

ENGINEER will prepare a Draft and Final Report documenting the results of the Master Plan process. This document will form the blueprint for the future development of the site and will include the necessary site layout and basin sizing calculations needed to support an application for a TPDES permit. CLIENT comments and concerns identified in reviewing the Draft Report will be addressed in the Final Report.

TASK 3 PRELIMINARY ENGINEERING FOR INITIAL PHASE

The ENGINEER shall complete the following Preliminary Engineering tasks for the initial phase of the PLANT with a capacity of 1 MGD (Initial Phase).

A. Develop Hydraulic Profile

The ENGINEER shall develop a hydraulic profile for the PLANT based on the treatment processes and site plan developed in Task 2. The profile will identify design water surface elevations for the Initial Phase, as well as expansion to the Ultimate Capacity (Ultimate Phase).

B. Develop Process and Instrumentation Diagrams

The ENGINEER will develop preliminary Process and Instrumentation Diagrams (P&IDs) for the PLANT as a whole, as well as detailed P&IDs for individual process areas. The P&IDs will show PLANT functionality to be incorporated into the final design, including the level of automation desired.

C. Evaluate Alternative Process Equipment

The ENGINEER will evaluate alternative equipment for the various process units. For example, the evaluation of grit removal will identify the advantages and disadvantages of including the process, aerated grit removal, and cyclonic type grit removal units. Different types of screens will also be evaluated, including step screens, perforated plate, and bar and rake screens. Each of the process units will receive similar evaluations. These evaluations will be discussed with

the CLIENT in a workshop setting. Based on CLIENT input and the evaluations, recommendations for the various process equipment pieces will be made.

D. Revise Site Plan Layout

A revised Site Plan will be developed based on any modifications needed to accommodate the type of equipment that is recommended and to address CLIENT's input and concerns.

E. Conduct Preliminary Engineering for Pipelines

ENGINEER will review the proposed pipeline alignments to both convey raw wastewater to the site and convey reclaimed water to users in coordination with the Master Plans of the CITIES. The ENGINEER will evaluate potential conflicts with other utilities, roadways, and environmental considerations. In addition, ENGINEER will identify the number and size of easements required. The ENGINEER will determine the extent that flow can be conveyed via gravity versus the need to have a lift station and force main.

F. Opinion of Probable Construction Cost

The ENGINEER will develop a preliminary Opinion of Probable Construction Costs for the Initial Phase which shall include, but is not limited to:

1. Treatment units to be constructed as part of the initial phase—equipment, piping, basins, influent lift station, reclaimed water storage, reclaimed water pump station, effluent pump station (if needed) and installation.
2. Pipelines to convey raw wastewater, including any necessary lift stations.
3. Pipelines to convey reclaimed water as well as the reclaimed water pump station and storage.
4. Estimates of mobilization, demobilization, contractor overhead, and profit.
5. Engineering and other professional services related to design and construction phases.
6. In conjunction with CLIENT and CITIES, ENGINEER will identify an anticipated cost allocation for the capital expenditures.

G. Opinion of Probable Operation & Maintenance Costs

The ENGINEER will develop a preliminary Opinion of Probable Operation & Maintenance Costs for the Initial Phase which shall include, but is not limited to:

1. Staffing requirements for the plant, regional collection, and reclaimed water systems.
2. Power and chemical costs associated with the plant, regional collection system, and reclaimed water system.

3. Appropriate levels of maintenance and replacement fund contributions.
4. Debt retirement requirements.

H. Opinion of Probable Cost per 1,000 Gallons Treated/Delivered

The ENGINEER will develop a preliminary Opinion of Probable Costs per 1,000 gallons treated, as well as an Opinion of Probable Costs per 1,000 gallons of reclaimed water delivered.

I. Prepare Preliminary Engineering Report

The ENGINEER will document the results of the work completed in Task 3 and incorporate the completed work in the Draft and Final Preliminary Engineering Reports which ENGINEER will deliver to CLIENT. CLIENT comments and concerns identified in reviewing the Draft Report will be addressed in the Final Report.

TASK 4 PROJECT MANAGEMENT

The ENGINEER shall provide management and oversight for the project that will include monthly invoices and review of the work, quality control reviews, attendance at up to five meetings with CLIENT and CITIES (includes a Project Kickoff Meeting) to provide status updates and seek input.

ADDITIONAL ENGINEERING SERVICES

Additional Services will be provided, as necessary and approved by the CLIENT through a separate, written authorization. In order to facilitate the provision of Additional Services that may include the specific tasks identified in this section, but may also include other engineering or environmental services identified by CLIENT, a budget of \$25,000 has been included in the contract. Additional Services will be performed at the hourly rates stated in this Agreement, and only at the written direction of CLIENT

- Prepare for and attend additional meetings to discuss the project.
- Prepare TCEQ discharge permit application
- Conduct field reconnaissance to collect data or information not provided by CLIENT or otherwise identified in Basic Services.
- Other Engineering & Environmental Services as requested by CLIENT

ATTACHMENT B

Schedule

**Guadalupe-Blanco River Authority
Kendall County Regional Wastewater System Development**

[illegible]

ATTACHMENT C

Budget

Guadalupe-Blanco River Authority (GBRA)
On-Call Professional Engineering Services
Kendall County Regional WW Preliminary Engineering
Work Order 5

Level 2 (Phase) No. and Description Level 3 (Task) No. and Description	Principal (hrs)	Sr. Proj Mgr (hrs)	Sr. Elec. Engr (hrs)	Proj Engr (hrs)	EIT (hrs)	Technician (hrs)	Clerical (hrs)	QC (hrs)	Total Labor		Percent of Total Fee
									Hours	Fee (\$\$)	
Kendall County Regional WW Preliminary Engineering	44	196	0	376	532	186	32	20	1,386	\$ 209,970	100.0%
1 Site Selection Evaluation	8	30	0	70	86	36	8	0	238	\$ 35,050	16.7%
A Determine Minimum Tract Size		2		8					10	\$ 1,600	0.8%
B Develop Site Criteria Matrix	2	4		6					12	\$ 2,410	1.1%
C Alternative Site Identification		2		8	16				26	\$ 3,600	1.7%
D Evaluate Alternative Sites	2	6		12	24	12			56	\$ 8,110	3.9%
E Evaluate Alternative Pipeline Routes	2	10		20	30	16			78	\$ 11,400	5.4%
F Prepare Site Evaluation Report	2	6		16	16	8	8		56	\$ 7,930	3.8%
2 Site Master Plan	10	48	0	106	134	62	8	0	368	\$ 54,010	25.7%
A Confirm Ultimate Capacity		2		6					8	\$ 1,320	0.6%
B Identify Likely Discharge Limits	2	10		12					24	\$ 4,690	2.2%
C Evaluate Alternative Liquid Treatment Processes	2	12		24	40	12			90	\$ 13,230	6.3%
D Evaluate Solids Handling Alternatives	2	6		12	24	6			50	\$ 7,420	3.5%
E Conduct Preliminary Environmental Assessment		4		20	30	16			70	\$ 9,350	4.5%
F Develop Ultimate Site Plan	2	8		16	24	20			70	\$ 10,070	4.8%
G Develop Master Plan Report	2	6		16	16	8	8		56	\$ 7,930	3.8%
3 Preliminary Engineering for Initial Phase	16	74	0	176	282	88	12	0	648	\$ 93,730	44.6%
A Develop Hydraulic Profile		2		10	16	8			36	\$ 4,800	2.3%
B Develop Process and Instrumentation Diagrams	2	8		16	30	16			72	\$ 10,360	4.9%
C Evaluate Alternative Process Equipment	2	10		24	40				76	\$ 11,370	5.4%
D Revise Site Plan Layout	2	6		10	16	8			42	\$ 6,370	3.0%
E Conduct Preliminary Engineering for Pipelines	2	12		32	60	40			146	\$ 20,070	9.6%
F Develop Opinion of Probable Construction Costs	2	8		20	32				62	\$ 9,330	4.4%
G Develop Opinion of Probable O&M Costs	2	8		20	32				62	\$ 9,330	4.4%
H Develop Opinion of Cost per 1,000 gallons	2	8		20	32				62	\$ 9,330	4.4%
I Prepare Preliminary Engineering Report	2	12		24	24	16	12		90	\$ 12,770	6.1%
4 ADMINISTRATIVE/QC TASKS	10	44	0	24	30	0	4	20	132	\$ 27,180	12.9%
1 Quality Control								20	20	\$ 6,100	2.9%
2 Kick-Off Meeting/ Status Meetings	6	12		24	30		4		76	\$ 12,180	5.8%
3 Project Management	4	32							36	\$ 8,900	4.2%
TOTAL LABOR	44	196	0	376	532	186	32	20	1,386	\$ 209,970	100.0%
Labor Rates per Hour	\$305	\$240	\$280	\$140	\$125	\$115	\$90	\$305			
Total Amounts by Labor Category	\$ 13,420	\$ 47,040	\$ -	\$ 52,640	\$ 66,500	\$ 21,390	\$ 2,880	\$ 6,100	\$ 209,970		
Labor Category Percent of Total Labor	6.4%	22.4%	0.0%	25.1%	31.7%	10.2%	1.4%	2.9%			100.0%
TOTAL EXPENSES (see breakdown below)											
Additional Services Allowance									\$ 25,000		
Total Reimbursables									\$ 9,465		
Total Expenses									\$ 34,465		
GRAND TOTAL - Kendall County Regional WW Preliminary Engineering									\$ 244,435		

SUBCONSULTANT EXPENSES

Code	Description	Budget (\$\$)	Markup	Fee (\$\$\$)
CA	Architect Consultant	\$ -	1.15	\$ -
CC	Civil Engr Consultant	\$ -	1.15	\$ -
CE	Electrical Consultant	\$ -	1.15	\$ -
CG	Geotechnical Consultant	\$ -	1.15	\$ -
CM	Mechanical Consultant	\$ -	1.15	\$ -
CO	Other Consultant	\$ -	1.15	\$ -
CS	Structural Consultant	\$ -	1.15	\$ -
CY	Surveying Consultant	\$ -	1.15	\$ -
C1		\$ -	1.15	\$ -
C2		\$ -	1.15	\$ -
C3		\$ -	1.15	\$ -
C4		\$ -	1.15	\$ -
C5		\$ -	1.15	\$ -
C6		\$ -	1.15	\$ -
TOTAL SUBCONSULTANT EXPENSES		\$ -	-	\$ -

REIMBURSABLE EXPENSES

Code	Description	Budget (\$\$)	Markup	Fee (\$\$\$)
RA	Laboratory Analysis	\$ -	1.15	\$ -
RC	Computer	\$ 6,930	1.15	\$ 7,970
RH	Historical	\$ -	1.15	\$ -
RI	In-House Reproduction	\$ -	1.15	\$ -
RL	Long Distance Telephone	\$ -	1.15	\$ -
RM	Employee Mileage	\$ 900	1.15	\$ 1,035
RO	Other Expenses	\$ -	1.15	\$ -
RP	Purchased Services	\$ -	1.15	\$ -
RR	Reproduction	\$ 400	1.15	\$ 460
RS	Shipping, Delivery, Postage	\$ -	1.15	\$ -
RT	Travel, Meals, Lodging	\$ -	1.15	\$ -
RU	Telecommunications	\$ -	1.00	\$ -
R1		\$ -	1.15	\$ -
R2		\$ -	1.15	\$ -
TOTAL REIMBURSABLE EXPENSES		\$ 8,230	-	\$ 9,465

**MEMORANDUM OF UNDERSTANDING TO EVALUATE REGIONAL
WASTEWATER TREATMENT OPTIONS
BETWEEN THE CITY OF BOERNE, THE CITY OF FAIR OAKS RANCH, AND
THE GUADALUPE-BLANCO RIVER AUTHORITY**

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is entered into effective on the 25th day of October, 2018 (the "Effective Date") by and between the City of Boerne ("Boerne"), a Texas Home Rule Municipality operating under Article XI, Section 5, Texas Constitution, the City of Fair Oaks Ranch ("Fair Oaks Ranch"), a Texas Home Rule Municipality operating under Article XI, Section 5, Texas Constitution, and the Guadalupe-Blanco River Authority ("GBRA"), a Texas Conservation and Reclamation District Operating under Article XVI, Section 59, Texas Constitution. Collectively, Boerne and Fair Oaks Ranch may be referred to herein as the "Cities." All of the contracting entities may be collectively referred to as the "Parties."

I. Recitals

A. The purpose of this MOU is to jointly evaluate the options for a regional wastewater treatment system that would be capable of providing sewage treatment and disposal services to the City of Fair Oaks Ranch, the City of Boerne, and possibly nearby areas.

B. The Parties have determined that a feasibility study would be a public benefit to the residents of both Cities and to the area, and that mutual cooperation would also benefit the Parties.

C. This MOU is entered into by the Parties under their general contracting authority and under the authority of the Interlocal Cooperation Act, Tex. Govt. Code, ch. 791. Each party to this MOU represents that it has the Authority to perform the functions contemplated herein.

II. Terms of the MOU

A. The Parties agree to share the cost of the deliverable identified in Section II.B. hereof (the "Deliverable"). The Parties further agree that the Deliverable will be produced in accordance with the terms identified in this Article II.

B. The Deliverable shall be a report to determine if a regional wastewater plant capable of providing sewage treatment and disposal services to the Cities and to nearby areas would be feasible for the Parties to undertake. The study would include evaluation of disposal options, wastewater treatment options, water quality and permitting requirements, and facility siting criteria.

C. GBRA represents that it has contracted for engineering services to perform certain water quality studies and wastewater analyses to be used as part of the Deliverable. GBRA agrees that it will provide the Cities an opportunity to review and comment on the Scope of Services and project schedule prior to GBRA's authorizing the commencement date for the study.

D. The Parties agree that the development of the Deliverable shall be a cooperative effort. To that end, the Parties agree to designate at least one contact to represent them with the other Parties and to discuss and participate in the study as the work progresses. GBRA agrees that any communication it has with Fair Oaks Ranch Country Club regarding the Deliverable shall be made through the City of Fair Oaks Ranch.

E. The Cities agree to provide GBRA relevant information on current and future sewage treatment needs and other information relevant to the study as may be requested by GBRA.

F. GBRA agrees to require that the study be completed within twelve (12) weeks of GBRA's authorization for the engineering consultant to proceed. The Parties understand and agree that this authorization will come following review and comment on the Scope of Services and Project Schedule by the Cities, as contemplated under Section II.C. The Parties agree that they will cooperate to ensure that the comment period and the subsequent study can be completed before the end of the Parties' 2018-19 fiscal years.

G. The Parties agree that each will pay a 1/3 share of the costs of the study. GBRA shall forward each invoice to the Cities and each agrees to reimburse GBRA for 1/3 of the total cost of each invoice within thirty (30) days of receipt. If GBRA secures a reduction in any invoice, it will notify the Cities and the Parties agree to make adjustments to the amount reimbursed to GBRA. The maximum total cost of the Deliverable, to be divided equally among the Parties, shall not exceed \$45,000.00. The Scope of Services relating to the Deliverable is attached as Exhibit A. The Fee Schedule is attached as Exhibit B. The Parties agree that each Party's approval shall be required to approve any additional services not included in the basic Scope of Services contained in Exhibit A.

H. GBRA agrees to provide final copies of the Deliverable to each City upon completion of the Deliverable.

I. Each Party shall have equal rights to any lawful use of the Deliverable or other information developed under this MOU, provided that rights described in this Subsection for each City first arises when they have paid GBRA for the full share of costs as provided in Section II.G. hereof.

J. The Parties stipulate that this MOU is considered to be contract for goods and services under Tex. Local Govt. Code Sec. 271.151, *et seq.* in which each Party is providing a good or service to the other.

K. The Parties stipulate that this MOU is performable in Kendall County, Texas and venue for any disputes arising hereunder shall be in Kendall County, Texas.

CITY OF FAIR OAKS RANCH

CITY OF BOERNE

By: 
Tobin Maples
City Manager
City of Fair Oaks Ranch

By: _____

GUADALUPE-BLANCO RIVER AUTHORITY

By: _____
Kevin Patteson
General Manager/CEO

J. The Parties stipulate that this MOU is considered to be contract for goods and services under Tex. Local Govt. Code Sec. 271.151, *et seq.* in which each Party is providing a good or service to the other.

K. The Parties stipulate that this MOU is performable in Kendall County, Texas and venue for any disputes arising hereunder shall be in Kendall County, Texas.

CITY OF FAIR OAKS RANCH

CITY OF BOERNE

By: _____
Tobin Maples
City Manager
City of Fair Oaks Ranch

By: Rachel Bauman
City Manager

GUADALUPE-BLANCO RIVER AUTHORITY

By: _____
Kevin Patteson
General Manager/CEO

J. The Parties stipulate that this MOU is considered to be contract for goods and services under Tex. Local Govt. Code Sec. 271.151, *et seq.* in which each Party is providing a good or service to the other.

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CITY OF FAIR OAKS RANCH

CITY OF BOERNE

By: _____
Tobin Maples
City Manager
City of Fair Oaks Ranch

By: _____

GUADALUPE-BLANCO RIVER AUTHORITY

By:  _____
Kevin Patteson
General Manager/CEO

EXHIBIT A

Scope of Services

Exhibit A**2018-162-00****Evaluation of Potential Regional Wastewater Treatment for Kendall County****Scope of Work and Schedule**

The Guadalupe Blanco River Authority (OWNER) has requested Alan Plummer Associates, Inc., (ENGINEER) to evaluate water quality/regulatory issues associated with a potential regional wastewater treatment plant (Regional WWTP) for a portion of Kendall County near the Cities of Boerne and Fair Oaks Ranch (PARTICIPANTS). The primary objective of the project is to establish the viability of options for permitting such a facility through either a Texas Land Application Permit (TLAP) or through a Texas Pollutant Discharge Elimination System (TPDES) permit to discharge treated wastewater to Surface Water in the State. The following scope of work identifies the types of services to be provided pursuant to this project.

BASIC SERVICES

Basic Services includes the following tasks.

Task 1. Evaluate Existing Information

ENGINEER will evaluate information relevant to the project including, but not limited to, the following:

- Texas Commission on Environmental Quality (TCEQ) data and information regarding stream quality, stream flows, and stream standards for Cibolo Creek, Balcones Creek, Menger Creek, and related tributaries within the potential location for the Regional WWTP.
- Water quality models, as available, from the TCEQ or others, for water bodies within the potential location for the Regional WWTP.
- Soils information for the general vicinity within the potential location for the Regional WWTP.

- Existing TPDES permits for Boerne and Fair Oaks Ranch, as well as other TPDES Permits or TLAPs operating in the Menger-Balcones-Cibolo watershed.
- Water-use information for the golf course currently provided effluent by the Fair Oaks Ranch WWTP.
- Growth projections or other projections of future wastewater flows as provided by the OWNER and/or PARTICIPANTS.
- Map showing the current Certificates of Convenience and Necessity (CCN) boundaries in the area.

The purpose of the evaluation is to establish the basis for the identification of permitting scenarios (Task 2).

Task 2. Identify Permitting Scenarios for Evaluation

ENGINEER will identify the following potential options for managing treated wastewater from the Regional WWTP:

- TLAP, or land disposal option, with identification of any potential properties within the study area that could be suitable from a technical standpoint
- Up to 3 potential discharge locations for a TPDES permit
- Reuse alternative uses under Title 30 Texas Administrative Code (30TAC) Chapter 210 rules (210 authorization), in addition to golf course irrigation

Preliminary descriptions of these potential scenarios will be provided in a brief technical memorandum to the OWNER. A conference call between ENGINEER, OWNER, and PARTICIPANTS will be held to discuss the scenarios prior to beginning work on Task 3.

Task 3. Evaluate Selected Scenarios

ENGINEER will evaluate the scenarios selected by OWNER and PARTICIPANTS. The evaluation may include, but is not limited to review of the following regulatory issues:

- Land application:
 - Are there suitable soils application of treated wastewater in the general vicinity of the potential location for a Regional WWTP?
 - If so, how can the application rates be optimized?
 - How much land would be required to provide for disposal of effluent by application?
 - What is the process for obtaining a TLAP permit and what are the potential issues associated with obtaining a land application permit?
- Discharge
 - Is there sufficient assimilative capacity in area streams to accept the necessary amount of treated wastewater? Preliminary modeling may be necessary to answer this question.
 - If so, what are the most favorable potential discharge locations in the area?
 - What would be likely effluent limits for a proposed discharge at these locations?
 - What is the process for obtaining a TPDES permit and what are the potential regulatory issues associated with obtaining a TPDES permit?
 - How will the proximity to the Edwards Aquifer Recharge Zone effect the permitting process and/or the proposed treatment process.
- Reuse Alternatives
 - What treatment is necessary to provide effluent to a variety of uses?
 - What are some potential reuse alternatives available for the Boerne/Fair Oaks Ranch area?
 - What is the maximum amount of treated wastewater that could be provided to the Golf Course currently supplied by the Fair Oaks Ranch WWTP?
 - What is the process for obtaining a 210 authorization and what are the potential regulatory issues associated with obtaining a 210 authorization?

- Permitting Issues
 - How would permitting for disposal (TLAP or TPDES) and obtaining a 210 authorization be coordinated together?
 - What are the potential water quality pitfalls to consider for a discharge in this area?

Task 4. Develop Siting Criteria for a Regional Wastewater Treatment Plant

The ENGINEER will develop a list of criteria that could be used to assist with siting a regional wastewater treatment plant. The criteria will consider factors such as size of tract, surrounding development, prevailing wind, proximity to acceptable discharge locations, topographic features of the site, floodplains, and geologic/soils. The criteria list will be discussed with the OWNER and included in the Technical Memorandum.

Task 5. Meet with OWNER and PARTICIPANTS to Discuss Results

ENGINEER will meet with OWNER and PARTICIPANTS to discuss the evaluation results and strategies for permitting associated with the Regional WWTP.

Task 6. Documentation

ENGINEER will summarize evaluation findings and recommendations in a technical memorandum. The technical memorandum will also provide an assessment of next steps in the planning process. A draft of the memorandum will be provided to OWNER and PARTICIPANTS for review. The memorandum will be finalized after receipt of comments from OWNER and PARTICIPANTS.

ADDITIONAL SERVICES

Additional Services are those that are not included in the BASIC SERVICES scope or budget. These Additional Services are not anticipated at this time to be necessary to accomplish the objectives of the project. However, depending on results of Basic Services, authorization of Additional Services by OWNER may become desirable. If Additional Services are requested, ENGINEER will prepare a scope and budget for such services and will not perform Additional

Services unless authorized to do so by OWNER. Additional Services may include, but are not limited to, the following:

- Meetings with the TCEQ, OWNER, or PARTICIPANTS beyond those addressed in Basic Services
- Meetings with other stakeholders
- Participation in public meetings
- Collection of field data such as stream transects, bathymetry, or water quality data
- Development of water quality models or additional modeling beyond that described in Basic Services
- Evaluation of additional scenarios beyond those identified in Basic Services
- Evaluation of actual WWTP sites.

BUDGET AND SCHEDULE

The project is anticipated to take 8 weeks, as follows:

T a s k	Description	Week1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Cost
1	Evaluate Existing Information										\$3,000
2	Identify Scenarios										\$10,500
3	Evaluate Selected Scenarios										\$9,200
4	Develop Siting Criteria (Optional Task)										\$5,000
5	Meet with OWNER							X			\$2,600
6	Technical Memorandum										\$14,650
Total											\$44,950

The project will be performed on a time and material basis with a not-to-exceed budget of \$44,950. Invoices will be submitted monthly. Labor will be billed at rates shown in Exhibit B. Expenses will be billed at cost plus 15%. Mileage will be billed at the rate customarily allowed by the Internal Revenue Service.

EXHIBIT B

Fee Schedule

EXHIBIT B
ALAN PLUMMER ASSOCIATES, INC.
HOURLY FEE SCHEDULE
2018

Staff Description	Staff Code	2018 Rate
Admin Staff	A1-A3	\$ 90.00
Senior Admin Staff	A4	\$ 120.00
Designer/Technician	C1-C2	\$ 90.00
Designer/Technician	C3	\$ 115.00
Senior Designer/Technician	C4	\$ 140.00
Electrical Engineer	EE1	\$ 145.00
Senior Electrical Engineer	EE2	\$ 270.00
Engineer/Scientist Intern	ES0	\$ 60.00
Engineer-in-Training/Scientist-in-Training	ES1-ES2	\$ 110.00
Engineer-in-Training/Scientist-in-Training III	ES3	\$ 125.00
Project Engineer/Scientist	ES4	\$ 140.00
Senior Project Engineer/Scientist	ES5	\$ 170.00
Project Manager	ES6	\$ 195.00
Senior Project Manager	ES7	\$ 240.00
Principal	ES8-ES9	\$ 290.00

Billing rates may be adjusted by up to 4 percent annually (at the beginning of each calendar year) during the term of this agreement.

A multiplier of 1.15 will be applied to all direct expenses

A technology charge will be billed at \$5 per labor hour.



GUADALUPE-BLANCO RIVER AUTHORITY

GUADALUPE BLANCO RIVER AUTHORITY

EVALUATION OF PERMITTING SCENARIOS FOR POTENTIAL REGIONAL WASTEWATER TREATMENT FACILITY FOR KENDALL COUNTY

**AUGUST
2019**



0663-009-02

Guadalupe Blanco River Authority
Evaluation of Permitting Scenarios for Potential Regional Wastewater
Treatment Facility for Kendall County

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LIST OF ABBREVIATIONS

ac-ft	acre-feet
ac-ft/ac/yr	acre-feet per acre per year
APAI	Alan Plummer Associates, Inc.
BOD ₅	five-day biochemical oxygen demand
°C	degrees Celsius
CCN	Certificate of Convenience and Necessity
CBOD ₅	five-Day carbonaceous biochemical oxygen demand
DO	dissolved oxygen
E. coli	Escherichia coli
EPA	U.S. Environmental Protection Agency
FORWWTP	Fair Oaks Ranch Wastewater Treatment Plant
ft	feet
gpcd	gallons per capita per day
GBRA	Guadalupe Blanco River Authority
m	meter
MGD	million gallons per day
mg/L	milligrams per liter
NH ₃ -N	ammonia-nitrogen
TCEQ	Texas Commission on Environmental Quality
TLAP	Texas Land Application Permit
TP	Total Phosphorus
TPDES	Texas Pollutant Discharge Elimination System
TSS	total suspended solids
TWDB	Texas Water Development Board

UTSA	University of Texas at San Antonio
WWTP #1	City of Boerne Wastewater Treatment Plant
WWTP #2	City of Boerne's Wastewater Treatment and Recycling Center

1 Executive Summary

At the request of Guadalupe Blanco River Authority (GBRA), Alan Plummer Associates, Inc. (APAI) studied permitting scenarios for a potential regional wastewater treatment plant (Regional WWTP) to serve a portion of Kendall County near the Cities of Boerne and Fair Oaks Ranch ("Study Area") (see Figure 1). The primary objective of the project is to study the viability of managing treated wastewater by one or a multiple of the following three scenarios:

- Disposal via land application under Texas Land Application Permit (TLAP);
- Disposal via surface discharge to Waters of the State under a Texas Pollutant Discharge Elimination System (TPDES) permit; and,
- Reuse Alternatives under a "Chapter 210" authorization.

The Regional WWTP is expected to treat the wastewater generated in the following areas:

- City of Fair Oaks Ranch ("Fair Oaks Ranch")
- Portion of City of Boerne ("Boerne Southside") that does not gravity flow to (i.e. not in the sewersheds of) the two City of Boerne wastewater treatment facilities ("WWTP#1" and "WWTP#2"); and,
- Intervening areas between the two Cities ("Intervening Areas").

To estimate the treatment capacity of the Regional WWTP, wastewater projections in the Study Area were calculated based on population projections. The estimation of treatment capacity also considered the future closing of the Fair Oaks Ranch Wastewater Treatment Plant ("FORWWTP") and relocating treatment to the Regional WWTP. Based on these factors, the needed Regional WWTP treatment capacity was estimated to be approximately 1.9 million gallons per day (MGD) in 2040 and 3.1 MGD in 2070.

In evaluating permitting scenarios for the Regional WWTP, a key consideration was the TCEQ-defined Edwards Aquifer Recharge Zone ("Recharge Zone"). Because the Study Area is within 5 miles the Recharge Zone, Edwards Aquifer Rules (30 TAC 213) apply to new dischargers. For the TPDES scenario, new surface discharges are prohibited within Recharge Zone; while new surface discharges outside but within 5 miles of the Recharge Zone are required to satisfy very stringent effluent limits. For TLAP, land application systems that rely on percolation for wastewater disposal are prohibited on the recharge zone. Systems for disposal of wastewater on the recharge zone utilizing land application methods, such as evaporation or irrigation, will be considered on a case-by-case basis. At a minimum, those systems must attain secondary treatment. Effluent quality limits stated in the regulations indicate that limits for the TPDES scenario are more stringent than those for TLAP.

For the TLAP permitting scenario, APAI reviewed the existing TLAP permit for FORWWTP, which currently authorizes surface irrigation of effluent up to 0.5 MGD in the Fair Oaks Ranch Golf and Country Club. Because golf course area is limited to 280 acres, increasing the flow beyond 0.5 MGD will require revising the land application rate. This means revisiting the water balance calculations in the original TLAP permit applications to determine if any parameters may be updated. Other potential options for consideration of land application include other large parcels (each >100 acres) of private land in the Study Area. However, the availability of other large parcels has not been established at this time. Therefore, it is not yet apparent that entire estimated treatment capacity of 1.9 MGD for 2040 and 3.1 MGD 2070 from the Regional WWTP can be permitted through TLAP. Nonetheless, TLAP may still be a possible option as land application rates in Kendall County for other permitted facilities do vary.

For the TPDES permitting scenario, dissolved oxygen (DO) modeling was first performed to evaluate how much effluent from the Regional WWTP can be assimilated in Cibolo Creek without violating DO standards in the creek. The model was used to investigate the possibility of discharging into either Upper Cibolo Creek or two of its tributaries (Post Oak Creek and an unnamed tributary) at the effluent quality limits stated in the Edwards Aquifer Rules (30 TAC 213). Three possible conditions pertaining to the operation of the two City of Boerne wastewater treatment facilities upstream were also evaluated. Based on DO modeling alone, at least 3.4 MGD of Regional WWTP discharge could be assimilated without violating DO standards. Therefore, the model shows some potential for the entire estimated capacity of 1.9 MGD for 2040 and 3.1 MGD 2070 from the Regional WWTP to be permitted under TPDES scenario.

However, nutrient screening is needed to confirm this conclusion because total phosphorus (TP) limits also have the potential to constrain discharge. APAI reviewed how TCEQ had developed TP limits for the two City of Boerne WWTPs. Although Edwards Aquifer Rules require a TP limit of 1 mg/L, more stringent limits have been identified in or near the Study Area. For example, one of the City of Boerne facilities has a TP limit of 0.5 mg/L due to nutrient enrichment/algae accumulation concerns identified by the TCEQ in 2008. In the Texas hill country, TCEQ has proposed even more stringent TP limits (i.e. as low as 0.15 mg/L) for some WWTPs. If requested, TCEQ will perform a preliminary TP screening for the Regional WWTP. To do so, GBRA and its participants would need to provide TCEQ with potential outfall locations and discharge rates.

For reuse alternatives, several parks and schools have been identified in the Study Area as potential recipients for effluent irrigation. Because the effluent is likely to be used for irrigation of green spaces, their use is considered Type I Reuse under TCEQ Regulations (30 TAC 210.33). The Type I Reuse effluent quality limits of BOD₅ < 5 milligrams per liter (mg/L), Turbidity < 3 NTU, Escherichia coli (E. coli) (geometric mean) < 20 CFU/100 ml, E. coli (maximum single grab) < 75 CFU/100 ml. These limits are comparable to those required for surface discharge under Edwards Aquifer Rules. As such, the treatment processes that would be implemented to satisfy requirements in the TPDES scenario are likely also

capable of producing effluent that is suitable for Type I Reuse. Therefore, Type I reuse alternatives may also be open for the Regional WWTP under TPDES permitting scenario.

The TPDES scenario appears to have a greater potential than TLAP for accommodating the projected capacity of 1.9 MGD for 2040 and 3.1 MGD 2070 from the Regional WWTP. However, further investigation into TP limits is needed to confirm this conclusion. Treating wastewater to the TPDES limits that would be required for a discharge subject to Edwards Aquifer rules can also make Type I Reuse alternatives available for additional effluent management. On the other hand, it is not yet apparent if the entire estimated discharge for a regional facility can be permitted solely under TLAP. This is due to the uncertainty in the availability of additional land parcels in the Study Area and whether land application rate at the Fair Oaks Ranch Golf Course can be increased.

2 Project Background and Report Outline

The Guadalupe-Blanco River Authority (GBRA) has requested Alan Plummer Associates, Inc., (APAI) to evaluate water quality/regulatory issues associated with a potential regional wastewater treatment plant (Regional WWTP) for a portion of Kendall County near the Cities of Boerne and Fair Oaks Ranch (Study Area). The Study Area is located along the IH-10 corridor north of San Antonio and has experienced substantial population growth and development in recent decades. Significant growth is expected to continue.

The primary objective of the project is to evaluate the viability of permitting the Regional WWTP through one or a multiple of three scenarios listed as follows:

- Land application via Texas Land Application Permit (TLAP) from the Texas Commission on Environmental Quality (TCEQ);
- Surface discharge to Waters of the State via Texas Pollutant Discharge Elimination System (TPDES) permit from the TCEQ; and,
- Reuse Alternatives via a Chapter 210 Authorization from the TCEQ.

The participants in this study are GBRA, the City of Boerne and City of Fair Oaks Ranch.

This report discusses the approach and findings associated with each step of the permitting scenario evaluation. The steps are listed below:

1. Perform wastewater projections and estimate wastewater treatment capacity needed at Regional WWTP;
2. Evaluate and compare water quality requirements for effluent under TLAP, TPDES, and reuse alternative scenarios;
3. Perform assessment of TLAP options to evaluate potential to accommodate effluent from Regional WWTP;
4. Perform dissolved oxygen (DO) modeling to evaluate amount of effluent that can be permitted under TPDES;
5. Enquire with TCEQ staff about potential TP limits for Regional WWTP and nutrient screening methodologies;
6. Identify potential reuse alternatives and treatment requirements; and,
7. Summarize findings and identify suitable permitting scenario(s).

This report is not intended to determine a final location for the WWTP or discharge point.

3 Study Area

The Study Area for Kendall County Wastewater Regionalization Study is located primarily in southern Kendall County near the Cities of Boerne and Fair Oaks Ranch. It also encompasses small portions of Comal County to the east and Bexar County to the south. The approximate Study Area is outlined by the blue-dashed line in Figure 1.

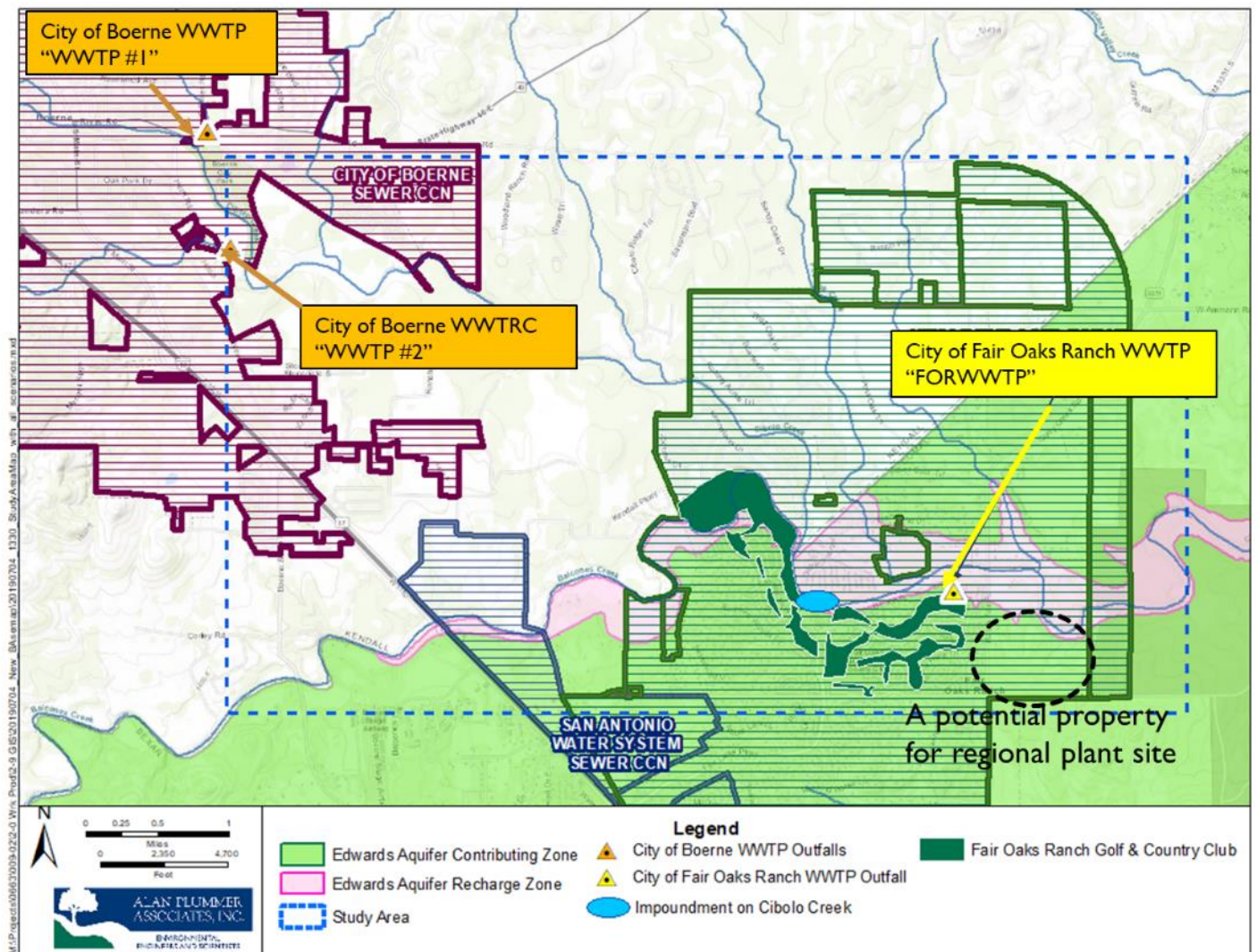


Figure 1. Kendall County Study Area

The Study Area is drained by Upper Cibolo Creek and its tributaries (e.g. Balcones Creek, Post Oak Creek, Currey Creek, etc.). A portion of the Edwards Aquifer Recharge Zone ("Recharge Zone") is present in the Study Area (see region colored in pink in Figure 1). The presence of the Recharge Zone

impacts allowable effluent quality limits and disposal options and will be discussed in further detail in the next section.

This section describes the current available treatment capacity in the vicinity of the Study Area and discusses the estimation of future wastewater projections based on population projections. Finally, the needed treatment capacities for the Regional WWTP for the 20-year (2040) and 50-year (2070) horizons are presented.

3.1 EXISTING WASTEWATER TREATMENT CAPACITY IN VICINITY OF STUDY AREA

As of 2019, the Study Area is served by three wastewater treatment facilities described as follows:

- City of Boerne Wastewater Treatment Plant (WWTP #1)
- City of Boerne Wastewater Treatment and Recycling Center (WWTP #2)
- City of Fair Oaks Ranch Wastewater Treatment Plant (FORWWTP)

The total wastewater treatment capacity by the three plants is 3.1 MGD. The permit limits of each facility are listed in Table 2 (TCEQ 2014, 2015a, 2019).

Table 1. Summary of Permit Limits for Wastewater Treatment Facilities in vicinity of Study Area

Permittee	Permit Type	Expiration Date	Avg Daily Flow (MGD)	BOD ₅ ¹ or CBOD ₅ ² (mg/L)	TSS ³ (mg/L)	NH ₃ ⁴ (mg/L)	DO ⁵ (mg/L)	TP ⁶ (mg/L)
City of Boerne WWTP #1 (WQ0010066001)	Discharge Permit	Mar 1, 2020.	1.2	10	15	3	5	(No limit)
City of Boerne WWTP #2 (WQ0010066002)	Discharge Permit	Jan 5, 2021.	1.4	5	12	2	6	0.5
City of Fair Oaks Ranch WWTP (WQ0011867001)	Surface Irrigation	Mar 25, 2029.	0.5	20	20	(No limit)	(No limit)	(No limit)
Notes: 1. BOD ₅ : Biochemical Oxygen Demand 2. CBOD ₅ : Carbonaceous Biochemical Oxygen Demand 3. TSS: Total Suspended Solids				4. NH ₃ : Ammonia Nitrogen 5. DO: Dissolved Oxygen 6. TP: Total Phosphorus				

City of Boerne WWTP #1 and WWTP #2 are both permitted under TPDES for discharge into tributaries of Upper Cibolo Creek. The City of Fair Oaks Ranch WWTP is permitted under TLAP and disposes effluent via irrigation of the Fair Oaks Ranch Golf and Country Club. No discharge into surface waters in the state is authorized for the Fair Oaks Ranch WWTP.

3.2 WASTEWATER PROJECTIONS FOR STUDY AREA

The City of Boerne is planning to consolidate wastewater treatment at WWTP#2 while expanding its capacity to 5.2 MGD to accommodate future growth in City of Boerne. The Regional WWTP would, therefore, serve parts of the Study Area not in the service area of WWTP#1 and #2. These include the following:

1. City of Fair Oaks Ranch ("Fair Oaks Ranch");
2. Intervening areas between the Cities of Boerne and Fair Oaks Ranch ("Intervening Areas"); and,
3. Portion of Boerne, TX that will be served by a pump station that sends the wastewater to the potential Regional Plant instead to either "WWTP#1" or WWTP#2 ("Boerne Southside")

Projections of wastewater to be treated by the Regional WWTP were developed by the methodology described below.

3.2.1 Wastewater Projections

3.2.1.1 Fair Oaks Ranch

Wastewater projections for Fair Oaks Ranch were derived from the 2019 City of Fair Oaks Ranch Water, Wastewater and Reuse Master Report ("FOR Master Report") (FNI, 2019) and the Fair Oaks Ranch Comprehensive Plan ("FOR Comprehensive Plan", 2018). The report provided projections based on estimated wastewater connections for, 2018, 2023, 2028 and buildout (which is expected in 2033). By performing interpolation, wastewater projections were estimated for 2020 and 2030.

For years 2040, 2050, 2060, and 2070, wastewater was projected by prorating the number of wastewater connections based on projected populations. Population projections for 2020 to 2070 for Fair Oaks Ranch were adapted from the FOR Master Report and FOR Comprehensive Plan. In the FOR Master Report, the City is projected to have a population of 8,700 in 2018, 10,200 by 2023, 12,700 by 2028, and 13,900 by Buildout. APAI projected a population of 17,000 for 2070 based on the population estimated in the FOR Comprehensive Plan for an unconstrained growth scenario. Hence APAI conservatively estimated a growth from 8,700 in 2020 to 17,000 in 2070 for Fair Oaks Ranch. These numbers were used to extrapolate the wastewater projections for each decade between 2033 and 2070. Table 2 shows a summary of the population and wastewater projections for the City of Fair Oaks Ranch.

Table 2. Population and Wastewater Projections for City of Fair Oaks Ranch.

Year	Projected Population	Projected Wastewater Connections	Wastewater per connection (GPCD)	Projected Wastewater (MGD)	Estimation Method
2018	8700	1740	160	0.28	<i>FOR Master Report</i>
2020	9700	2026	160	0.32	<i>Linear Interpolation</i>
2023	10200	2455	160	0.39	<i>FOR Master Report</i>
2028	12700	3169	160	0.51	<i>FOR Master Report</i>
2030	13700	3306	160	0.53	<i>Linear Interpolation</i>
2033 (buildout)	13900	3512	160	0.56	<i>FOR Master Report</i>
2040	14500	3660	160	0.59	<i>Linear Interpolation</i>
2050	15330	3871	160	0.62	<i>Linear Interpolation</i>
2060	16170	4082	160	0.65	<i>Linear Interpolation</i>
2070	17000	4295	160	0.69	<i>FOR Comprehensive Plan (population under unconstrained growth scenario)</i>

3.2.1.2 Boerne Southside

Projections for Boerne Southside were received from City of Boerne. City of Boerne had been planning upgrades to a lift station to serve the southern portion of the City. Currently the lift station pumps 0.216 MGD (daily average) and 0.483 MGD (peak flow). City of Boerne staff anticipates sending those flows to a new plant downstream if it was available. The ultimate anticipated flows are 1.442 MGD (daily average and 4.686 MGD (peak). By assuming current flows for year 2020 and ultimate flows for year 2070, the projected wastewater flows for 2030, 2040, 2050, 2060 and 2070 are estimated to rise linearly to 0.46, 0.71, 0.95, 1.20 and 1.44 MGD, respectively.

3.2.1.3 Intervening Areas

Specific projections for Intervening Areas are not available. Using best professional judgment, it is estimated that the population of the area would rise from 1,000 in 2020 to 4,000 in 2070, wastewater projections were calculated from the population projections using the following equation:

Wastewater Projection

$$= \text{Population Projection} * \text{Per Capita Generation Rate} * \text{Wastewater Capture Rate}$$

Based on consultation with staff from Cities of Boerne and Fair Oaks Ranch during a conference call on 12/13/2018, the per capita wastewater generation rate was assumed to be 60 gpcd and the wastewater capture rate was assumed to be 65% for the current population. For future population increases over current, the rate was assumed to be 60 gpcd and the wastewater capture rate was assumed to be 100%. Thus, the projected wastewater was estimated to rise from 0.04 MGD in 2020 to 0.22 MGD in 2070 for the Intervening Areas.

3.2.1.4 Summary of Wastewater Projections

The resulting wastewater projections are provided in Figure 2.

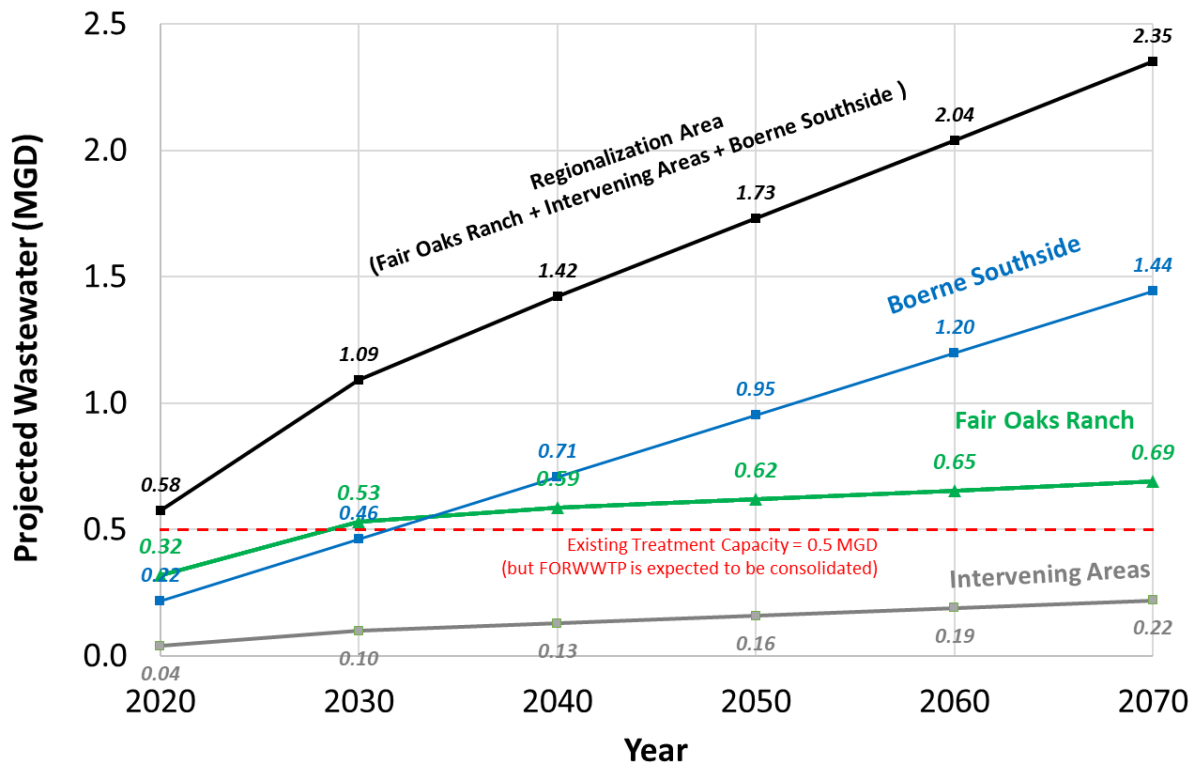


Figure 2. Wastewater Projections for Fair Oaks Ranch, Intervening Areas, Boerne Southside and Study Area (Total)

3.2.2 Estimated Treatment Capacity for Regional WWTP

Total wastewater projections for the study area are 1.42 MGD for the 20-yr horizon (2040) and 2.35 MGD for the 50-yr horizon (2070) (see Figure 2). For purposes of this study, the recommended treatment capacities for the Regional WWTP for 2040 and 2070 are 1.9 MGD and 3.1 MGD, respectively. These capacities provide needed buffer above the projected flows, as required by the TCEQ (30 TAC 305.126), to ensure adequate planning of treatment needs for the communities served.

3.3 SIGNIFICANCE OF EDWARDS AQUIFER RECHARGE ZONE

In evaluating permitting scenarios for the Regional WWTP, a key consideration is the TCEQ-defined Edwards Aquifer Recharge Zone ("Recharge Zone"). Because the Study Area is within 5 miles the Recharge Zone, Edwards Aquifer Rules (30 TAC 213) apply. Edwards Aquifer Rules regulate what types of discharge can be conducted whether through a TPDES or TLAP permit. It also regulates the water quality of the effluent. The next section provides a detailed description of EA Rules and comparison of effluent water quality limits under TPDES, TLAP and Reuse Alternatives scenarios.

3.4 STUDY AREA CONCLUSION

In this section, the current available treatment capacity in the vicinity of the Study Area and the projected additional treatment capacity needed over the 20-year (2040) and 50-year (2070) horizon were discussed. Based on analysis, the treatment capacity for the Regional WWTP was estimated to be 1.9 MGD in 2040 and 3.1 MGD in 2070.

4 Effluent Quality Requirements for Permitting

As indicated previously, because the Study Area is within 5 miles of the Recharge Zone, Edwards Aquifer Rules (30 TAC 213) apply. Under these rules and for the TPDES scenario, new surface discharges are prohibited within Recharge Zone; while new surface discharges outside but within 5 miles of the Recharge Zone are required to meet, at the minimum, effluent limits of the following:

- Five-Day Carbonaceous Biological Oxygen Demand (CBOD₅) < 5 mg/L;
- Total Suspended Solids (TSS) < 5 mg/L;
- Ammonia as Nitrogen NH₃ -N < 2 mg/L; and,
- Total Phosphorus (TP) < 1 mg/L

More stringent limits than the above may be imposed if TCEQ believes that water quality standards in the receiving water body are not sufficiently protected by the Edwards Aquifer Rules effluent limits. For instance, TCEQ may recommend lower limits for CBOD₅ and NH₃-N if DO modeling demonstrates that such limits are needed to protect the DO standard in Cibolo Creek.

According to the 2014 TCEQ Integrated Report, there are currently no impairments for DO for Upper Cibolo Creek on the 303(d) list. The report lists Assessment Unit 1908_02 for bacteria. This assessment unit is the section of Upper Cibolo Creek from approximately 2 mi. upstream of Hwy 87 in Boerne to the upper end of the creek and is therefore outside our study area.

Apart from DO, TCEQ could also recommend more stringent TP limits to prevent eutrophication downstream of potential outfall. The City of Boerne WWTP #2 has a TP limit of 0.5 mg/L due to algae concerns in Menger Creek (TCEQ, 2008). Cases of proposed TP limits as low as 0.15 mg/L have been found in some WWTPs in the Texas hill country (e.g. City of Dripping Springs wastewater treatment plant – TPDES #14488-003). Therefore, more stringent TP limits may be possible. The TCEQ will, if requested to do so, prepare a preliminary screening of a proposed outfall using screening protocols found in their water quality guidance document Implementation Procedures for the Texas Surface Water Quality Standards - 2010 (IPs). These protocols would yield a preliminary TP limit for the given outfall.

Even though Edwards Aquifer Rules do not specify bacteria limits, E. coli limits for primary contact recreation use under 30 TAC 307.7 (see below) are considered applicable for TPDES discharge:

- Daily Mean E. coli < 126 CFU/100 mL
- Daily Maximum E. coli < 399 CFU/100 mL

The above bacteria limits are also stated in the current permit for WWTP#2. Permit limits for the TPDES scenario are summarized and compared with those required under TLAP and reuse regulations in Table 3.

For TLAP, land application systems that rely on percolation for wastewater disposal are prohibited on the recharge zone. According to 30 TAC 216.3, wastewater disposal systems for disposal of wastewater on the recharge zone utilizing land application methods, such as evaporation or irrigation, will be considered on a case-by-case basis. At a minimum, those systems must attain secondary treatment. The TLAP effluent quality limits are governed by 30 TAC 309.4 and are summarized in Table 3. Even though no numerical limits are defined for bacteria for TLAP, disinfection is required. TLAP regulations require maintaining a minimum residual chlorine concentration of 0.5 mg/L.

For reuse alternatives, effluent quality limits depend on whether reuse is considered Type I or Type II. Type I Reuse includes irrigation or other uses in areas where the public may be present during the time when irrigation takes place or other uses where the public may come in contact with the reclaimed water. Type II Reuse includes irrigation or other uses in areas where the public is not present during the time when irrigation activities occur or other uses where the public would not come in contact with the reclaimed water. A summary of the permit limits for Reuse Alternatives is provided in Table 3.

4.1 OBSERVATIONS FROM EFFLUENT QUALITY REQUIREMENTS

Table 3 effluent quality limits for the TLAP are less stringent than TPDES. On the surface, it would be preferable to permit the Regional WWTP through TLAP. However, irrigation tends to be very land intensive and subject to land availability. In addition, operation during periods of significant rainfall requires large-scale effluent storage, which also consumes land. In the next sections, the amount of effluent that can be potentially permitted under the TPDES and TLAP scenarios will be further evaluated.

For Reuse Alternatives, water quality limits for TPDES and Type I Reuse are similar. This suggests that effluent treated to TPDES requirements may potentially be adapted for Type I Reuse. However, Type I reuse has slightly more stringent TSS and bacteria limits than TPDES (see Table 1). Despite this, additional treatment may not be needed because of the following:

- Typical TSS removal and disinfection processes that satisfy Edwards Aquifer rules can meet Type I reuse requirements most of the time;
- Type I limits only need to be met when wastewater is delivered for reuse purposes;
- Monitoring can be used to determine when effluent quality is suitable for delivery; and,
- Most potential recipients in the study area will likely use water for irrigation. Such usage does not require steady delivery of reuse water and can receive only when monitoring requirements are met.

Type II Reuse may not be an attractive option in Study Area because it cannot readily use TLAP effluent without additional disinfection to satisfy stricter bacteria limits. Furthermore, Type II Reuse is an

alternative rather than a permanent solution for managing effluent. Therefore, if land is available for Type II reuse, it would be more prudent to permit it for TLAP to ensure a reliable recipient of effluent.

Table 3. Comparison of Effluent Quality Requirements for Permitting Scenarios

		TPDES		TLAP		Reuse Alternatives		
						Type I	Type II	
Reference		30 TAC 213.6 and 30 TAC 307.7		30 TAC 309.4		30 TAC 210.33	30 TAC 210.33	
Parameter	Statistic	Effluent Limit	Description	Effluent Limit	Description	Effluent Limit	Effluent Limit	Description
Biochemical Oxygen Demand	30-Day Average	CBOD5 < 5 mg/L	Discharge near (< 5 miles from) Edwards Aquifer Recharge Zone. Reference: 30 TAC 213.6	BOD5 < 20 mg/L	Irrigation (public exposure); or, Subsurface area drip dispersal system (public contact)	BOD5 < 5 mg/L; or, CBOD5 < 5 mg/L	BOD5 < 20 mg/L; or, CBOD5 < 15 mg/L	For a system other than pond system
				BOD5 < 30 mg/L	w/ Stabilization Ponds		BOD5 < 30 mg/L	For a pond system
Total Suspended Solids/ Turbidity	30-Day Average	TSS < 5 mg/L		TSS < 20 mg/L	Irrigation (public exposure); or, Subsurface area drip dispersal system (public contact)	Turbidity < 3 NTU	-	-
				TSS < 90 mg/L	w/ Stabilization Ponds			
Ammonia/ Total Nitrogen	30-Day Average	NH3-N < 2 mg/L		-	(No established total nitrogen limits, however effluent total nitrogen concentrations can restrict application rates, see 30 TAC 309.20)	-	-	-
Total Phosphorus	30-Day Average	TP < 1 mg/L (expect 0.5 mg/L or lower)		-	-	-	-	-
E. coli	Mean	126 CFU/100 mL (Daily Mean)	Reference: City of Boerne WWTRC permit. See 30 TAC 307.7 - Primary Contact Recreation	-	(No defined bacteria limits, but disinfection requirements apply, see 30 TAC 309.3)	20 CFU/100 ml (Geometric Mean)	200 CFU/100 ml (Geometric Mean)	-
	Max	399 CFU/100 mL (Daily Max)	Reference: City of Boerne WWTRC permit. See 30 TAC 307.7 - Primary Contact Recreation	-	(No defined bacteria limits, but disinfection requirements apply, see 30 TAC 309.3)	75 CFU/100 ml (Max single grab)	800 CFU/100 ml (Max single grab)	-

5 TLAP Permitting Scenario

This section evaluates the TLAP permitting scenario for the Regional WWTP. The following TLAP options were investigated:

1. Existing site: Fair Oaks Ranch Golf & Country Club ("Golf Course")

The irrigated area of this site is 280 acres according to the FORWWTP TLAP permit (see area highlighted in dark green in Figure 3).

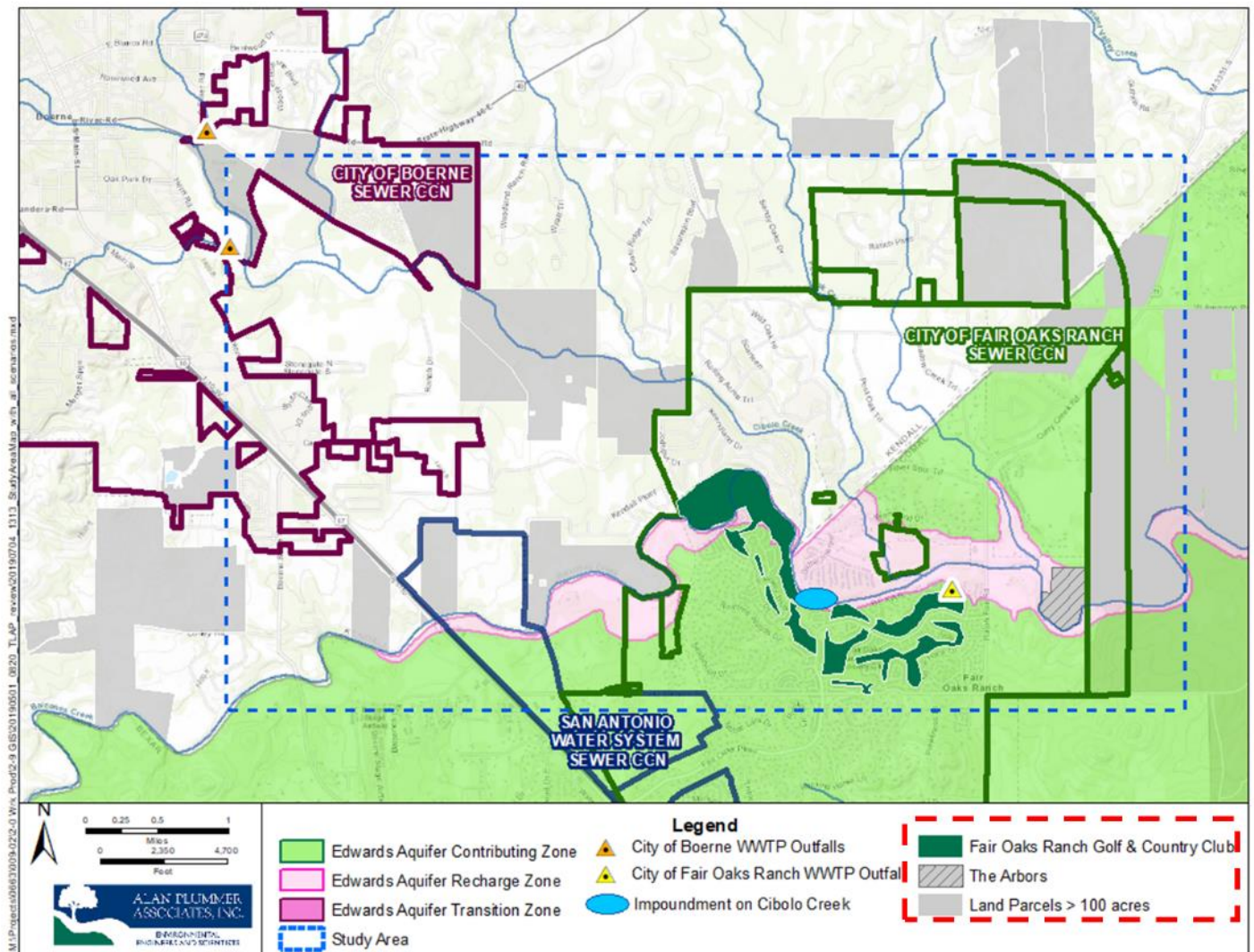


Figure 3. Existing and Potential Sites for TLAP in the vicinity of the Study Area.

2. Other potential sites: Various large land parcels near Study Area

Large land parcels that are larger than 100 acres that are located within or near the Study Area were identified as potential sites (see areas highlight in grey in Figure 5). The combined potential area is approximately 5,000 acres. This acreage does not include the Fair Oaks Ranch Golf Course.

5.1 EVALUATION OF EXISTING SITE: FAIR OAKS RANCH GOLF & COUNTRY CLUB.

According to the FORWWTP TLAP permit, FORWWTP is permitted to dispose of up to 0.5 MGD through surface irrigation to the Golf Course. This corresponds to a land application rate of 2 acre-feet per acre per year (ac-ft/ac/yr). Land application rates are generally calculated based on water balance and nitrogen loading and can be impacted by underlying parameters such as soil type, vegetation, etc. Since Golf Course acreage is limited, increasing the effluent irrigation volume will require increasing the land application rate and upgrading golf course infrastructure and storage capabilities. Review and revision of various parameters associated with the calculations, such as precipitation and evaporation rates, runoff, plant uptake, etc. would be necessary to justify an increase in land application rates (see 30 TAC 309.20)

Performing revisions would first require obtaining and reviewing the original engineering calculations of the land application rate. GBRA staff visited the TCEQ central registry in Feb 2019, for permit application records, however, the original TLAP application was not available in the TCEQ's archives. As such, the original engineering calculations would need to be located from other sources.

APAI also reviewed other TLAP permits in Kendall County and found land application rate values ranging from 1.68 ac-ft/yr [Tapatio Springs (Permit#: 12404-001) (TCEQ, 2015b)] to 4.5 ac-ft/ac/yr [Voss Middle School (Permit#: 15583-001) (TCEQ, 2018)]. Table 4 indicates the acreage that would be required to accommodate the projected effluent for the Regional WWTP in 2040 and 2070 for assumed rates under within the identified range (1.5 to 4.5 ac-ft/ac/yr).

Table 4. Acreage require to irrigate projected effluent for Regional WWTP.

Land Application Rate (ac-ft/ac/yr)	Acreage (ac) needed to irrigate 1.9 MGD of effluent (2040 projection)	Acreage (ac) needed to irrigate 3.1 MGD of effluent (2070 projection)	Remarks
1.5	1420	2320	Land application rate at Tapatio Springs (Permit#: 12404-001) is 1.68 ac-ft/ac/yr
2	1070	1740	Land application rate at Fair Oaks Ranch Golf Course (Permit#:11867-001) is 2 ac-ft/ac/yr
2.5	850	1390	
3	710	1160	
3.5	610	990	
4	530	870	
4.5	470	770	Land application rate at Voss Middle School (Permit#: 15583-001) is 4.5 ac-ft/ac/yr

Under the current land application rate of 2 ac-ft/ac/yr for FORWWTP, the total acreage needed to accommodate the 3.1 MGD of projected effluent in 2070 would be 1740 acres. This is an additional 1460 acres of irrigated land over the current 280 acres at the golf course. Even with the highest land application rate of 4.5 ac-ft/yr, a total of 770 acres will be needed to accommodate the entire projected effluent of 3.1 MGD. Because this still exceeds the current golf course irrigated, more land would still be needed to accommodate the effluent.

5.2 EVALUATION OF OTHER POTENTIAL SITES: VARIOUS LARGE LAND PARCELS NEAR STUDY AREA

Several other large land parcels identified near the Study Area may be potential sites for TLAP. These parcels are currently privately-owned, and landowners have not yet been approached. The advantage of these sites is that they comprise a substantial amount of land that could potentially be used to accommodate the projected Regional WWTP effluent. One attractive parcel may be the open spaces within The Arbors Development (see area with thatched lines in Figure 5) due to its proximity to the existing FORWWTP.

The disadvantages of other potential sites are the unknown availability of the land parcels; and, potential competition from developers for building housing residential communities. Yet, even if residential communities are no longer available for TLAP, they may become potential recipients for reclaimed water.

5.3 CONCLUSIONS FROM TLAP SCENARIO EVALUATION

Table 5 provides a summary of advantages and disadvantages for managing effluent through TLAP and its underlying options. Because of limited knowledge of land availability and the potential of increasing the land application rate at the Golf Course, it is not yet apparent that the entire 1.9 MGD in 2040 and 3.1 MGD in 2070 of Regional WWTP effluent can be permitted through TLAP. This should be evaluated further if a recommendation to move forward with a Regional facility is made.

Table 5. Summary of Pros and Cons for Managing Effluent through TLAP and its underlying options

		Pros	Cons
General TLAP		Less stringent effluent limits than TPDES and Type I Reuse.	Land intensive. As point of reference, 280 acres are required to land apply 0.5 MGD for FORWWTP.
Option 1	Fair Oaks Ranch Golf Course	Irrigation and storage system already exist for land application. Demand for reclaimed water likely to continue.	Capacity is limited. To increase capacity, application rate will need to be increased and improved infrastructure and additional storage will be required
Option 2	Other Land Parcels in Study Area	Large combined acreage (> 4500 acres)	Availability is uncertain. Competition with land developers.

6 Evaluation of TPDES Permitting Scenario

6.1 INTRODUCTION AND OVERVIEW OF TPDES DISCHARGE OPTIONS

In this section, the TPDES permitting scenario for the Regional WWTP was evaluated by 1) modeling the impacts of Regional WWTP discharge on dissolved oxygen (DO) in Upper Cibolo Creek and its tributaries, 2) investigating potential TP limit by reviewing the history of nutrient screening of other WWTPs in the area

In accordance with Edwards Aquifer Rules (30 TAC 213.6), new discharges into the Recharge Zone are prohibited. Thus, any potential outfalls in the Study Area would need to be located outside the Recharge Zone and meet the effluent quality limits of 5 CBOD₅/ 2 NH₃/ 4 DO under the Edwards Aquifer Rules (see Section 4).

three example sites for TPDES discharge were evaluated. They are listed as follows:

- Example Site 1: Upper Cibolo Creek
- Example Site 2: Post Oak Creek
- Example Site 3: Unnamed Tributary of Cibolo Creek

The goal of the modeling evaluation is to assess the maximum discharge that can be assimilated by the receiving waterbodies for each of the above options without violating prevailing DO standards.

6.2 PREVAILING DO STANDARDS

Cibolo Creek is a TCEQ-classified water quality segment with a DO standard of 5 mg/L. Tributaries, such as Post Oak Creek and the Unnamed Tributary, are not classified segments and do not have site-specific DO standards. However, USGS topo maps indicate that these are intermittent creeks. Therefore, for purpose of DO modeling evaluations, they were assigned the default DO standard of 3 mg/L which is typical for intermittent creeks with perennial pools. During the modeling evaluation, it was found that the tributary DO standard of 3 mg/L was not a constraining factor in any of the simulations¹. Therefore, the discussion in this section will only focus on the meeting of the DO standard of 5 mg/L in Upper Cibolo Creek.

For each option, the model simulated the discharge of the effluent at the point where the creek crosses the Recharge Zone (see yellow ovals along each creek in Figure 4). These locations represent limiting cases, that is, where the effluent does not undergo any natural attenuation before entering the Recharge

¹ In the event that TCEQ sets a higher DO standard (e.g. 5 mg/L) for the tributaries, the standard may potentially be met by a corresponding increase in the effluent DO limit to 5 mg/L (or 6 mg/L) while keeping the BOD and NH₃ limits the same. The modeling showed that very little DO depletion happens within the tributaries because of short lengths and short travel times. Therefore sufficient DO should remain to meet higher DO standards in the tributaries before being depleted in Upper Cibolo Creek.

Zone. If a given discharge at the modeled location is demonstrated to be protective of DO standards, then discharging to locations further upstream would generally be protective as well.

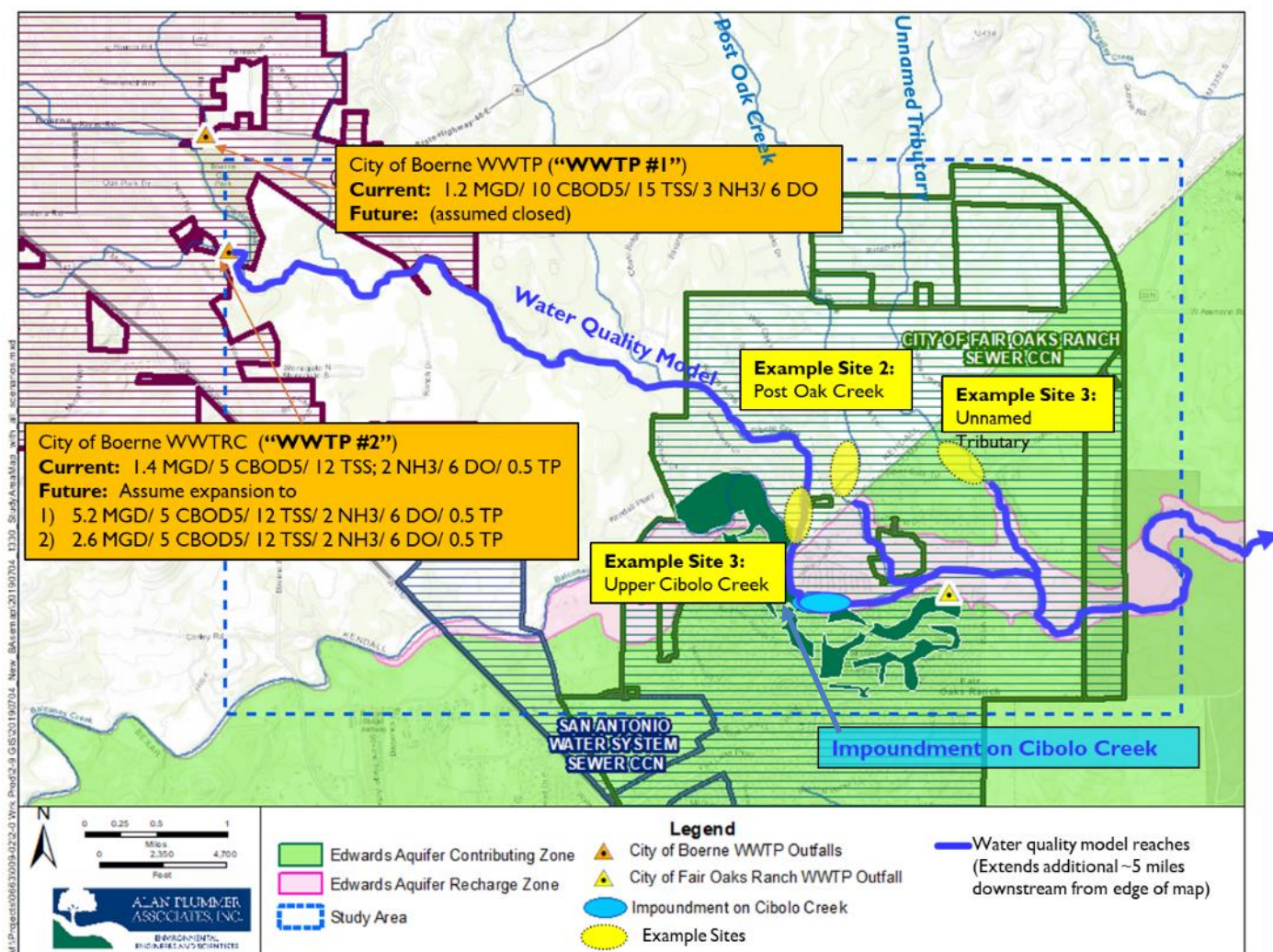


Figure 4. TPDES Discharge Example Sites

6.3 DISSOLVED OXYGEN MODELING APPROACH

APAI received the TCEQ QUAL-TX model for Upper Cibolo Creek from TCEQ Staff on November 8, 2018. The original Upper Cibolo Creek model covered only less than half the length of the Upper Cibolo Creek in the Study Area and only simulated the DO impacts from discharge from WWTP#1 and WWTP#2. To evaluate the Regional WWTP discharge, APAI extended model further to a location 5 miles downstream the Study Area. The purpose of extending it to this point is to simulate the attenuation of oxygen-consuming constituents to background levels.

The model extension also considered an impoundment along Cibolo Creek. This impoundment is situated next to the Golf Course (see Figure 4). Transition zones from free-flowing rivers to impoundments (pond, reservoir and lakes) tend to be critical areas where DO can drop to lower levels and thus have higher risk of causing violations of DO standards. Flow velocity often decreases significantly in these areas, which leads to lower reaeration and higher exertion of oxygen demand by pollutants in the effluent. Because of the potential for the impoundment to constrain the maximum allowable flow from the Regional WWTP, the model accounted for the dimensions of the impoundment in the model segmentation. The dimensions of the impoundment were estimated from aerial and surface photos and are shown in Figure 5.

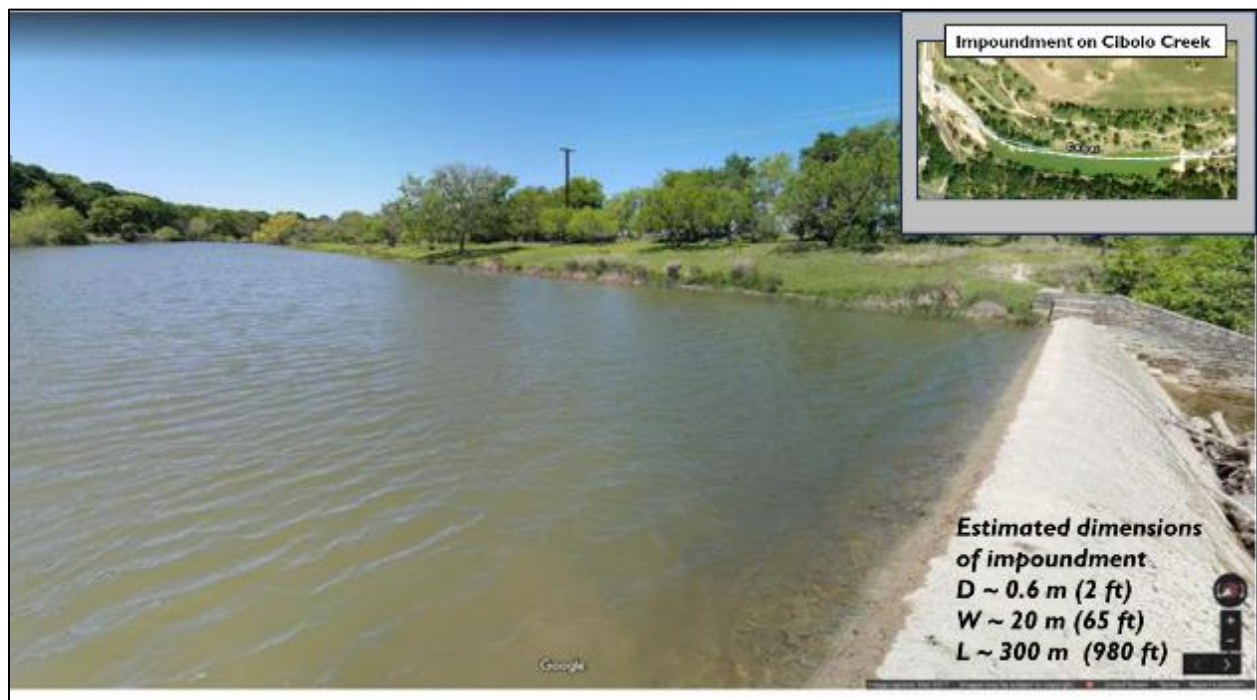


Figure 5. Estimation of Dimensions for Impoundment on Upper Cibolo Creek from Aerial and Surface Photos.

After the model was extended, it was initialized according to TCEQ modeling standard operating procedures (SOPs) (TCEQ, 2012).

6.4 FUTURE CONDITIONS ASSUMPTIONS

When simulating the impacts of the Regional WWTP effluent, potential future changes in wasteloads from other plants (i.e. WWTP#1 and WWTP#2) were considered. City of Boerne staff have indicated the potential closing of WWTP#1 and expansion of WWTP#2 to 5.2 MGD in the future. As such two future

conditions were considered when simulating discharges under TPDES Options 1, 2 and 3. They are described as follows:

- **Future Condition 1**

WWTP#1 is closed (no discharge) while WWTP#2 discharges at 2.6 MGD. 2.6 MGD is the sum of current WWTP #1 and #2 permitted discharges. The model simulated effluent quality limits for WWTP#2 that are the same as the current permit, which are: CBOD₅ = 5 mg/L; NH₃ = 2 mg/L; DO = 6 mg/L. This future condition represents the scenario where consolidation of the two Boerne plants has just occurred and expansion of WWTP#2 has not happened yet.

- **Future Condition 2**

WWTP#1 is closed (no discharge) while WWTP#2 is discharging at 5.2 MGD. The model simulated effluent quality limits for WWTP#2 that are the same as the current permit, which are: CBOD₅ = 5 mg/L; NH₃ = 2 mg/L; DO = 6 mg/L. This future condition represents a scenario further in the future where consolidation of the two Boerne plants has occurred and WWTP#2 has been expanded to 5.2 MGD.

6.5 DISSOLVED OXYGEN MODELING RESULTS

Modeling was performed for the three TPDES discharge options and two future conditions – which totals six combinations. For each discharge option/future condition combination, the Regional WWTP discharge rate was increased gradually from 1 MGD to the point where the critical DO drops below the prevailing DO standard (with a TCEQ-sanctioned tolerance of 0.2 mg/L under the DO standard). The final discharge rate was recorded as the maximum allowable discharge for the combination. The results for each combination are summarized in Table 6.

As an illustration, the water quality profile for TPDES Discharge Option 1 (discharge into Upper Cibolo Creek) under Future Condition 1 is provided in Figure 6. The maximum allowable flow in this scenario is 3.4 MGD and the DO sag occurs in the impoundment at River Kilometer 15.7 (or River Mile 9.8). The critical DO at the sag is 4.81 mg/L which satisfies the DO standard of 5.0 mg/L in Upper Cibolo Creek.

Table 6 that the combination of TPDES Option 1 and Future Condition 1 yielded the smallest maximum allowable discharge of 3.4 MGD. On the other hand, the combination of TPDES Option 3 and Future Condition 2 yielded the largest maximum allowable discharge of 9.1 MGD.

Table 6. Summary of Maximum Allowable Discharge for each TPDES Discharge Option

TPDES Discharge Option	Description	Future Condition	Description	Maximum Allowable Discharge from Regional WWTP	Regional WWTP Effluent Set
1	Regional WWTP discharges to Upper Cibolo Creek	1	WWTP#2 discharges at 2.6 MGD. No discharge at WWTP#1.	3.4 MGD	5 CBOD ₅ / 2 NH ₃ / 4 DO
		2	WWTP#2 discharges at 5.2 MGD. No discharge at WWTP#1.	4.6 MGD	5 CBOD ₅ / 2 NH ₃ / 4 DO
2	Regional WWTP discharges to Post Oak Creek	1	WWTP#2 discharges at 2.6 MGD. No discharge at WWTP#1.	6.8 MGD	5 CBOD ₅ / 2 NH ₃ / 4 DO
		2	WWTP#2 discharges at 5.2 MGD. No discharge at WWTP#1.	8.4 MGD	5 CBOD ₅ / 2 NH ₃ / 4 DO
3	Regional WWTP discharges to Unnamed Tributary	1	WWTP#2 discharges at 2.6 MGD. No discharge at WWTP#1.	7.3 MGD	5 CBOD ₅ / 2 NH ₃ / 4 DO
		2	WWTP#2 discharges at 5.2 MGD. No discharge at WWTP#1.	9.1 MGD	5 CBOD ₅ / 2 NH ₃ / 4 DO

The wide range in maximum allowable discharges is a result of the following:

1. TPDES Discharge Option 1 discharges upstream of the impoundment and therefore the maximum allowable flow is constrained by the impoundment. The other discharge options discharge downstream of the impoundment and are not likewise constrained. Therefore, TPDES Discharge Option 1 is the most stringent option among the three.
2. Future Condition 2 includes a larger flow from WWTP#2. Although this results in a large wasteload, much of it is attenuated over the long distance (9 -11 km or 5.7 to 6.9 mi) between WWTP#1 and the potential Regional WWTP discharge locations. Therefore, Future Condition 2 results in more background flow to dilute the wasteload from the Regional WWTP than Future Condition 1.

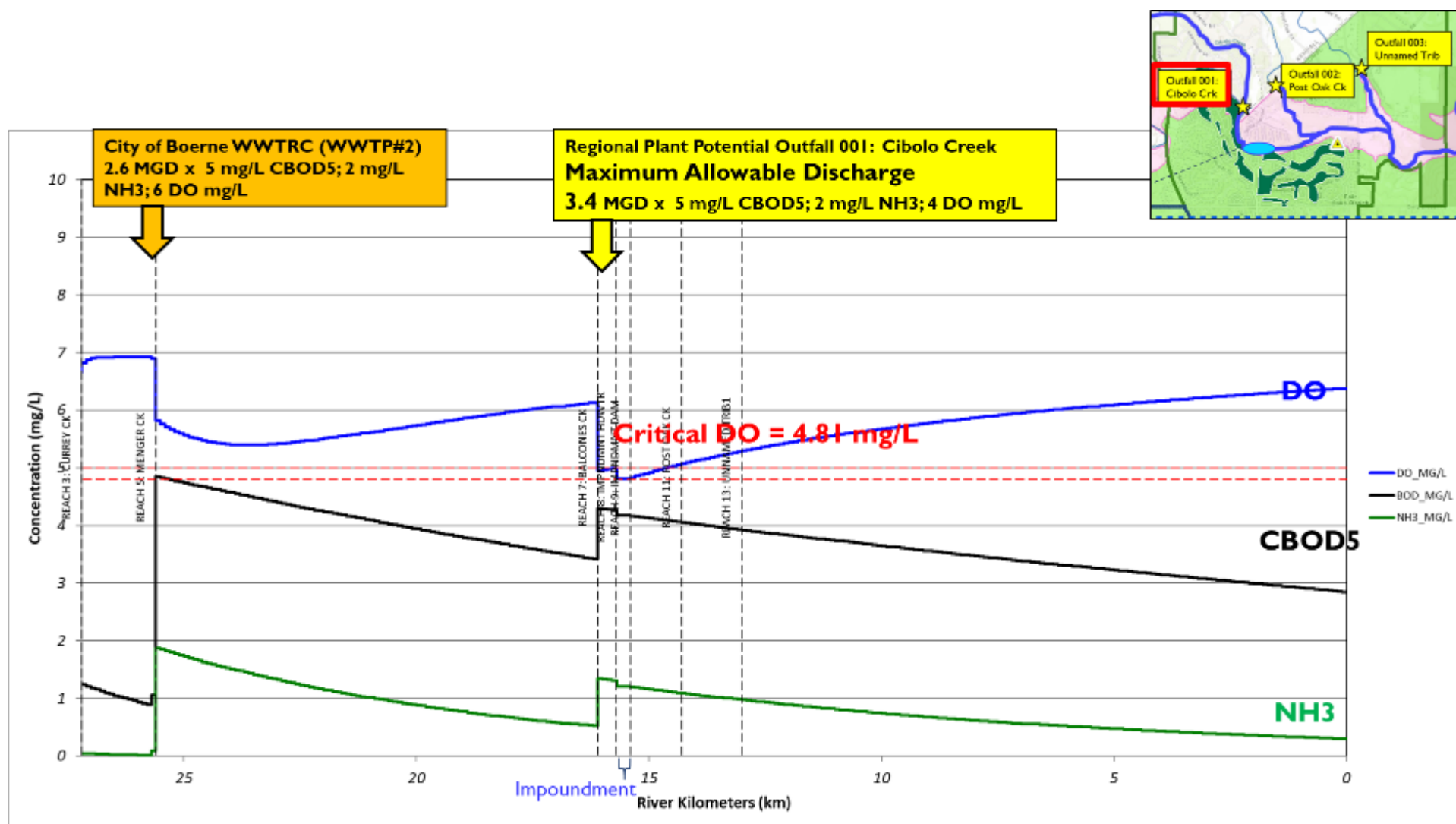


Figure 6. Water Quality Profiles for TPDES Discharge Option 1: Discharge into Upper Cibolo Creek under Future Conditions 2

6.6 TP LIMIT INVESTIGATION

APAI investigated potential TP permit limits for the Regional WWTP by reviewing the rationale behind the TP limits for City of Boerne's facilities. Currently, City of Boerne WWTP#1 has no TP limit, while WWTP#2 has a TP limit of 0.5 mg/L. APAI contacted TCEQ staff (Lili Murphy of the Water Quality Standards Team) who had performed the nutrient evaluation for both Boerne WWTP#1 and #2 in previous permitting renewals. The following is a summary of the history of evaluation efforts at the two plants.

WWTP #1: 10066-001: In 2005, the City of Boerne requested a permit amendment to increase their discharge volume from 1.2 to 2.4 MGD. Initially, TCEQ recommended a 1.0 mg/L total phosphorus limit. This was based on the fact that the 2002 Integrated Report of Surface Water Quality (Integrated Report) had listed the segment, Upper Cibolo Creek, for nutrient enrichment concerns due to orthophosphorus (OPO_4) and impaired for depressed DO, but no longer listed for either constituent latest adopted Integrated Report dated 2014. In a field study on the Upper Cibolo Creek conducted by TCEQ during that period, excessive accumulations of algae were observed. Thereafter, the TP limit was reduced to 0.5 mg/L. Consequently, the City withdrew the permit application and the facility remained at its current discharge volume of 1.2 MGD without a TP limit. TCEQ determined that this facility is 6.3 mi. upstream of the recharge zone and appears not to be within the control of Edwards Aquifer Rules.

WWTP#2: 10066-002: A TP limit of 0.5 mg/L was recommended for this facility in 2008. The discharge flows into Menger Creek, which is intermittent with pools, prior to entering the Upper Cibolo Creek segment 250 feet downstream. The TP limit was recommended to prevent excessive algal accumulation in the pools of Menger Creek as well as in Upper Cibolo Creek. TCEQ staff also noted that the City had requested the TP limit of 0.5 mg/L in their permit application. WWTP#2 was determined by TCEQ to be approximately 5.7 miles upstream of the recharge zone and thus appears not to be within jurisdiction of Edwards Aquifer Rules.

In the two permitting efforts described above, nutrient screening procedures had not yet been established for streams in Texas. It was not until 2010, when the Procedures to Implement the Texas Surface Water Quality Standards included specific nutrient screening protocols or procedures. Even so, the procedures do not contain numeric nutrient criteria for streams. Instead, narrative criteria are provided to minimize the potential for eutrophication. The nutrient screening procedure entails a certain degree of professional judgment by TCEQ staff. Hence, the most reliable way to evaluate potential TP limits for the Regional WWTP is to allow the TCEQ perform preliminary nutrient screening. This would require GBRA and participants to provide potential discharge locations and flows to the TCEQ.

In terms of the likely TP limits, although the value 0.5 mg/L seems to be prevalent in the study area, TCEQ has been known to recommend TP limits as low as 0.15 mg/L in some WWTPs in the Texas hill country (e.g. City of Dripping Springs wastewater treatment plant – TPDES #14488-003). Therefore, it may be advisable to request the preliminary evaluation by the TCEQ as the next step of this study. Because the TP screening procedure considers nutrient assimilative capacities in the receiving waterbodies, it may impact the maximum allowable discharge rates predicted by the DO modeling.

6.7 SECTION CONCLUSIONS

From the DO modeling, it can be observed that at least 3.4 MGD of discharge from the Regional WWTP can potentially be permitted under TPDES. However, this flow may be further constrained by nutrient screening. Nonetheless, TPDES scenario appears to have a better potential for accommodating the projected treatment capacity of 1.9 MGD in 2040 and 3.1 MGD in 2070 than TLAP. It is necessary to note that the Regional WWTP needs to be treated to Edwards Aquifer Rules limits of **at least** 5 CBOD₅/ 2 NH₃/ 4 DO/ 1 TP under the TPDES permitting scenario. More stringent TP limits of 0.5 mg/L or lower may be possible. To get a more reliable estimate, a request can be made to the TCEQ to perform a preliminary nutrient screening for potential outfall locations and flows for the Regional WWTP.

7 Reuse Alternatives

For reuse alternatives, several parks and schools have been identified in the Study Area as potential recipients for effluent. The effluent is likely to be used for irrigation of green spaces. Due to potential public exposure, the use is considered Type I Reuse under TCEQ Regulations (30 TAC 210.33) and is subjected to effluent quality limits mentioned in Table 3.

The list of potential recipients is provided in Table 7. A map of these recipients is provided in Figure 7.

Table 7. List of Potential Recipients of Reclaimed Water

Name	Category	Type of Reclaimed Water Use	Latitude	Longitude	Information
Norman F Vestal Park	Parks	I	29.72107	-98.64064	https://forha.org/parks-and-trails/
Fair Oaks Ranch Homeowners	Parks	I	29.73021	-98.62569	https://forha.org/parks-and-trails/
Boots Gaubatz Park	Parks	I	29.74943	-98.64595	https://www.facebook.com/pages/Boots-Gaubatz-Park/2022747891279948
Setterfeld Estates-Dog Park	Parks	I	29.75506	-98.62014	-
The Arbors – Open Spaces	Parks	I	29.74044	-98.61509	-
Oak Bend Estates - Open Spces	Parks	I	29.76013	-98.61901	-
Cibolo Creek Church	Church	I	29.74653	-98.62612	-
Fair Oaks Ranch Elementary	Schools	I	29.72806	-98.62394	https://www.boerneisd.net/FORES
Van Raub Elementary School	Schools	I	29.73032	-98.65843	https://www.boerneisd.net/VRES
Geneva School of Boerne	Schools	I	29.7498	-98.69104	http://www.genevaschooltx.org/

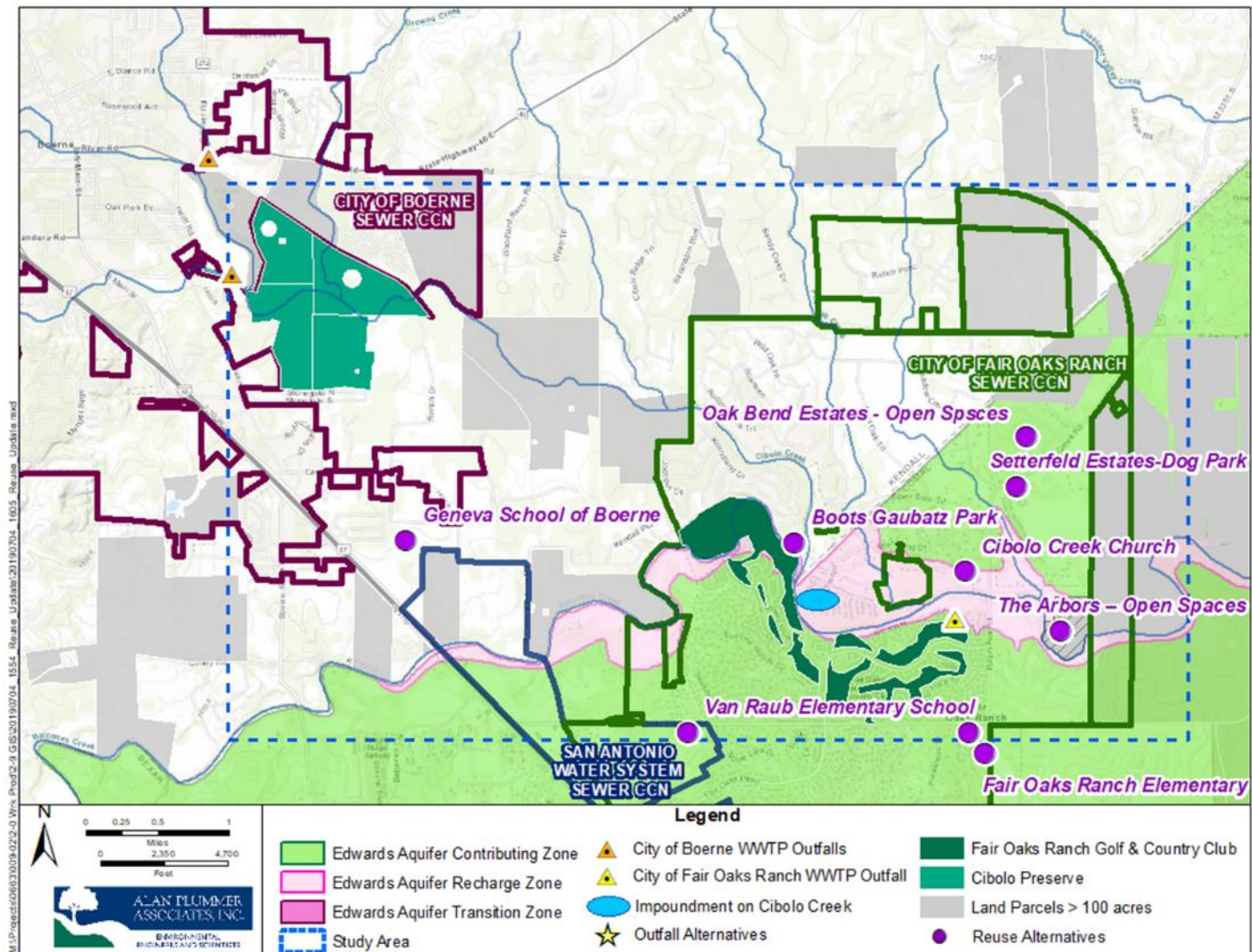


Figure 7. Reuse Alternatives in Study Area

In addition to the recipients in Table 7, various large land parcels in the Study Area may also become potential recipients if they become new housing developments and need water for irrigating green spaces. As mentioned earlier in this report, Type I Reuse Alternatives are only available if effluent is treated to TPDES requirements or better. Therefore, the identified recipients are only available if the TPDES permitting scenario is pursued.

8 Project Conclusion

At the request of Guadalupe Blanco River Authority (GBRA), Alan Plummer Associates, Inc. (APAI) conducted a study to evaluate water quality and regulatory issues associated with a potential regional wastewater treatment plant (Regional WWTP) for a portion of Kendall County near the Cities of Boerne and Fair Oaks Ranch ("Study Area") (see Figure 1). The primary objective of the project has been to study the viability of managing treated wastewater by one or a multiple of the following three scenarios:

- Irrigation via Texas Land Application Permit (TLAP);
- Surface discharge to Waters of the State via Texas Pollutant Discharge Elimination System (TPDES) permit; and,
- Reuse Alternatives.

The Regional WWTP is expected to treat the wastewater generated in the following areas:

- City of Fair Oaks Ranch ("Fair Oaks Ranch")
- Portion of City of Boerne ("Boerne Southside") that does not gravity flow to the two City of Boerne wastewater treatment facilities ("WWTP#1" and "WWTP#2"); and,
- Intervening areas between the two Cities ("Intervening Areas").

To estimate the treatment capacity of the Regional WWTP, wastewater projections in the Study Area were calculated based on population projections. The treatment capacity also considered the future consolidation of the Fair Oaks Ranch Wastewater Treatment Plant ("FORWWTP"). Based on these factors, the Regional WWTP treatment capacity was estimated to be 1.9 MGD in 2040 and 3.1 MGD in 2070.

In evaluating permitting scenarios for the Regional WWTP, a key point of consideration was the TCEQ-defined Edwards Aquifer Recharge Zone ("Recharge Zone"). Because the Study Area is within 5 miles of the Recharge Zone, Edwards Aquifer Rules (30 TAC 213) apply. For the TPDES scenario, new surface discharges are prohibited within Recharge Zone; while new surface discharges outside but within 5 miles of the Recharge Zone must at least meet effluent limits of $\text{CBOD}_5 < 5 \text{ mg/L}$, $\text{TSS} < 5 \text{ mg/L}$, $\text{NH}_3 < 2 \text{ mg/L}$ as N and $\text{TP} < 1 \text{ mg/L}$. For TLAP, only land application systems that rely on irrigation can be considered while systems that rely on percolation are prohibited on the recharge zone. The effluent quality limits for TLAP are $\text{BOD}_5 < 20 \text{ mg/L}$ and $\text{TSS} < 20 \text{ mg/L}$. Thus, effluent quality limits for the TPDES scenario are more stringent than TLAP.

For the TLAP permitting scenario, the existing available option is the Fair Oaks Ranch Golf & Country Club – which is currently permitted to receive up to 0.50 MGD of effluent from FORWWTP under the existing TLAP permit. Increasing this flow will require further study to investigate whether the land application rate can be increased. Other potential options have been identified the Cibolo Preserve (461

acres) which is located near City of Boerne; and other large parcels (each >100 acres) of private land in the Study Area. However, the availability of these parcels is yet to be determined. Therefore, it is not yet apparent that entire estimated treatment capacity of 1.9 MGD for 2040 and 3.1 MGD 2070 from the Regional WWTP can be permitted through TLAP.

For the TPDES permitting scenario, dissolved oxygen (DO) modeling was performed to evaluate how much effluent from the Regional WWTP can be assimilated in the Cibolo Creek without violating DO standards. The model was used to investigate discharging into either Upper Cibolo Creek or two of its tributaries (Post Oak Creek and an unnamed tributary) at the effluent quality limits stated in the Edwards Aquifer Rules (30 TAC 213). Three possible conditions pertaining to the operation of the two City of Boerne wastewater treatment facilities upstream were also evaluated. In all cases, it was found that at least 3.4 MGD can be assimilated by the Upper Cibolo Creek. Therefore, the entire estimated treatment capacity of 1.9 MGD for 2040 and 3.1 MGD 2070 from the Regional WWTP may potentially be permitted under TPDES.

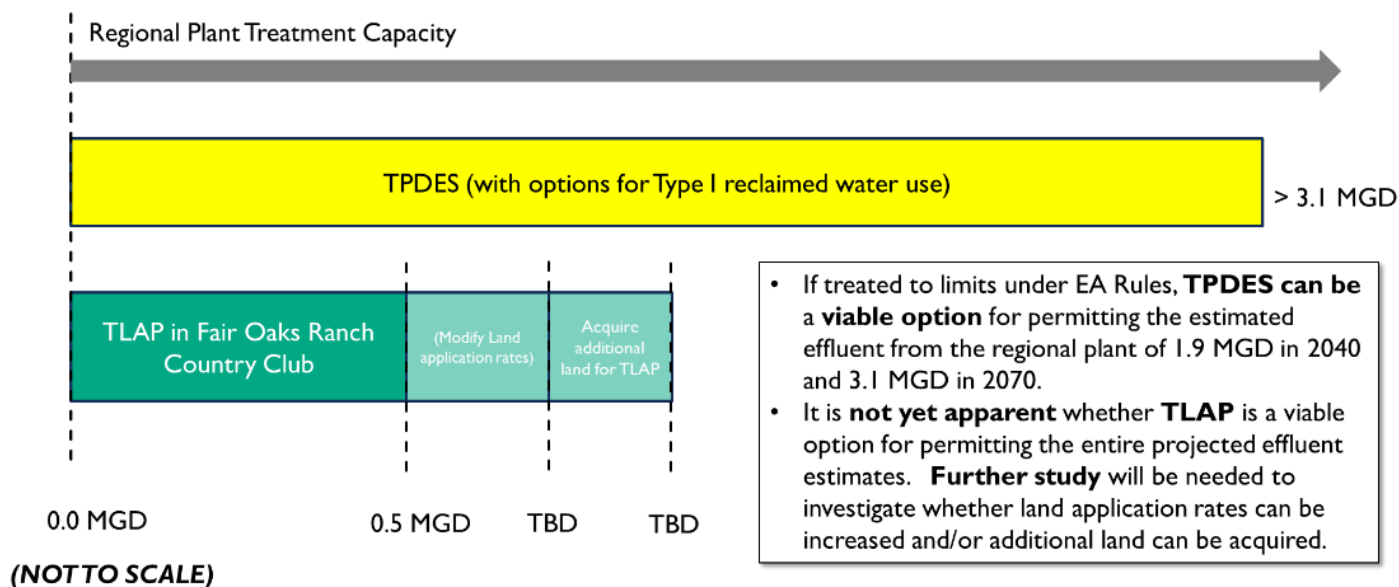


Figure 8. Illustration of Permitting Scenario Evaluation Findings for Regional WWTP.

However, nutrient screening is needed to confirm this conclusion because total phosphorus (TP) limits also have the potential to constrain discharge. APAI reviewed how TCEQ had developed TP limits for the two City of Boerne WWTPs. Although Edwards Aquifer Rules require a TP limit of 1 mg/L, more stringent limits have been identified in or near the Study Area. For example, one of the City of Boerne facilities has a TP limit of 0.5 mg/L due to nutrient enrichment/algae accumulation concerns identified by the TCEQ in 2008. In the Texas hill country, TCEQ has proposed even more stringent TP limits (i.e. as low as 0.15 mg/L) for some WWTPs. If requested, TCEQ will perform a preliminary TP screening for the Regional

WWTP. To do so, GBRA and its participants would need to provide TCEQ with potential outfall locations and discharge rates.

For reuse alternatives, several parks and schools have been identified in the Study Area as potential recipients for effluent. Since the effluent is likely to be used for irrigation of green spaces, their use is considered Type I Reuse under TCEQ Regulations (30 TAC 210.33). The Type I Reuse effluent quality limits of $BOD_5 < 5 \text{ mg/L}$, Turbidity $< 3 \text{ NTU}$, E. coli (geometric mean) $< 20 \text{ CFU/100 ml}$, E. coli (maximum single grab) $< 75 \text{ CFU/100 ml}$. These limits are comparable to those under Edwards Aquifer Rules. As such, the treatment technology needed for treating wastewater to Edwards Aquifer Rules are likely also capable of producing effluent that is suitable for Type I Reuse. Therefore, Type I reuse alternatives can also be open for the Regional WWTP under TPDES permitting scenario.

In conclusion, based on the evaluation of permitting scenarios, TPDES scenario has the best potential for accommodating the projected treatment capacity of 1.9 MGD for 2040 and 3.1 MGD 2070 from the Regional WWTP. Type I Reuse alternatives can also be available for effluent treated to TPDES requirements. It is not yet apparent if the entire estimated discharge can be accommodated under TLAP due to uncertainty in increasing land application rate at the Fair Oaks Ranch Golf Course and availability of additional land parcels in the Study Area.

9 References

Fair Oaks Ranch, 2018, A Comprehensive Plan for City of Fair Oaks Ranch, (Accessed 2019 from: <https://www.fairoaksranchtx.org/DocumentCenter/View/1963/Ord-2018-06---Complete-Comp-Plan>).

Freese & Nichols (FNI), 2019, City of Fair Oaks Ranch Final Draft Water, Wastewater, & Reuse Master Report

TWDB, 2016, Region L Water Plan, <http://www.twdb.texas.gov/waterplanning/rwp/plans/2016/index.asp#region-l> (Accessed December, 2018)

TCEQ, 2008, Permit Review for Unclassified Waters by Standards Team for TPDES permit #10066-002

TCEQ, 2019, TPDES Permit No. WQ0011867001 (City of Fair Oaks Ranch Wastewater Treatment Plant)

TCEQ, 2012, "Evaluating TPDES Permit Applications Using a Continuously Stirred Tank Reactor (CSTR) Model"

TCEQ, 2014, TPDES Permit No. WQ0010066002 (City of Boerne Wastewater Treatment & Recycling Center Wastewater Treatment Facility)

TCEQ, 2015a, TPDES Permit No. WQ0010066001 (City of Boerne Wastewater Treatment Facility)

TCEQ, 2015b, TPDES Permit No. WQ0012404001 (Tapatio Springs Wastewater Treatment Facility)

TCEQ, 2018, TPDES Permit No. WQ0015583001 (Voss Middle School Wastewater Treatment Facility)

UTSA, Cibolo Creek Preserve Website, <http://research.utsa.edu/research-funding/opportunities/cibolo-preserve/> (Accessed 2019)



CITY COUNCIL CONSIDERATION ITEM

CITY OF FAIR OAKS RANCH, TEXAS

September 19, 2019

AGENDA TOPIC: Consideration and possible action authorizing the City Manager to sign an Interlocal Participation Agreement to be a member of the Public Employee Benefits Alliance

DATE: September 19, 2019

DEPARTMENT: Human Resources

PRESENTED BY: Joanna Merrill, Director of Human Resources & Communications

INTRODUCTION/BACKGROUND:

Employee Assistance Program services include assessments, counseling, and referrals for additional services to employees with personal and/or work-related concerns, such as stress, financial issues, legal issues, family problems, office conflicts, and alcohol/substance abuse.

As discussed in the City Council/Staff strategic planning workshops and as programmed in the FY 19-20 budget by the City Council, the City's employee benefit package is being enhanced with the addition of an employee assistance program, effective October 1, 2019. When reaching out to our current health insurance provider (TML) to discuss the addition of this program, they notified us of the need to become members of the Public Employee Benefits Alliance in order to participate in the pool of available vendors as authorized by the Texas Interlocal Cooperation Act.

The benefits of being a member in the Alliance include:

- Discounted services
- Wide array of providers at our disposal
- Multiple benefits and services available for employee usage

We are currently seeking the City Council's approval of authorizing the City Manager to execute the Interlocal Participation Agreement.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

1. Meets the Council's directive, through their Strategic Plan, for operational excellence relative to Human Resources programs.
2. Helps combat employee absenteeism and maintain productivity.
3. Reduction in disability related claims.
4. Increases employee engagement resulting in reduced turnover.
5. Competitive recruiting tool.

LONG-TERM FINANCIAL & BUDGETARY IMPACT:

The minimal program cost is included in the FY2019/20 budget.

LEGAL ANALYSIS:

N/A

RECOMMENDATION/PROPOSED MOTION:

I move to authorize the City Manager to sign an Interlocal Participation Agreement with Public Employee Benefits Alliance with a commencement date of October 1, 2019.

Public Employee Benefits Alliance

INTERLOCAL PARTICIPATION AGREEMENT

This Interlocal Participation Agreement (the "Agreement") is made by and between the _____ (the "Member"), a local government of the State of Texas, acting through its [COMMISSIONERS' COURT, CITY COUNCIL, BOARD OF TRUSTEES OR OTHER GOVERNING BODY], and the Public Employee Benefits Alliance ("PEBA"), as authorized by the Texas Interlocal Cooperation Act, Texas. Gov't Code, Chapter 791.

1. RECITALS

- 1.1 The Member is a local government as "local government" is defined in Section 791.003 of the Texas Government Code.
- 1.2 As a local government, the Member performs certain governmental functions and services as those terms are defined in Section 791.003 of the Texas Government Code.
- 1.3 The Member desires to join PEBA in order to cooperatively purchase goods, services and other items to be used in the Member's provision of employee benefits.
- 1.4 The Member acknowledges that this Agreement is a contract with PEBA and that PEBA at its discretion, may contract with other local governments.
- 1.5 Legality of contract. Member represents and warrants that (a) this agreement fully complies with the laws of the state of its principal place of business and (b) Member has full legal authority to enter into this agreement.
- 1.6 The Member's governing body has agreed to the terms and conditions of this Agreement and has acted by majority vote, at a duly called and posted public meeting, to authorize the execution of this Agreement and participation in PEBA.

2. AGREEMENT

- 2.1 Entry into PEBA. For and in consideration of the premises and the mutual agreements set forth in this Agreement, and other good and valuable consideration, the Member enters into this Agreement for the purpose of joining PEBA.
- 2.2 PEBA Not an Insurer. PEBA is not an insurer. All benefits and related services purchased through PEBA are authorized pursuant to the Interlocal Cooperation Act (Chapter 791, Texas Government Code) and other applicable provisions of Texas law.

- 2.3 Administrative Contract with TML Health and HEBP. PEBA may contract with the TML Health Benefits Pool ("TML Health"), the Texas Association of Counties Health and Employee Benefits Pool ("HEBP") or other entity to aid in the performance of the Agreement and the operation of PEBA.

3. TERMS AND CONDITIONS

- 3.1 Term and Termination. This term of this Agreement shall be for one year, commencing as of the date of execution by the second party to sign the Agreement. This Agreement shall be automatically renewed annually for an additional one-year term without the necessity of any action by the parties other than payment of the appropriate dues or contribution. Either party may elect not to renew this Agreement by giving written notice at least thirty (30) days prior to the end of the original term or any renewal term.
- 3.2 Agreement Binds Members. Member agrees to be bound by this Agreement and the Bylaws, policies and procedures of PEBA (as they are currently in force or hereafter may be adopted or amended), which collectively establish the conditions for membership in PEBA. The Bylaws of PEBA are incorporated herein by reference and made a part of this Agreement for all purposes as if fully set out herein. Any amendment to the Bylaws shall become binding on the Member immediately upon its adoption.
- 3.3 PEBA's Services. PEBA shall provide the administrative and support services, including drafting bid or request for proposal ("RFP") documents, and conducting negotiations with vendors, to allow Members to cooperatively purchase goods, services and other items to be used in the Members' provision of employee benefits.
- 3.4 PEBA Procedures and Bylaws. Member shall furnish all the information that PEBA deems necessary and useful for the purposes of this Agreement and shall abide by the procedures and Bylaws adopted for the administration of PEBA.
- 3.5 Payments and Conditions. Payments and contributions shall be made by the Member to PEBA at Austin, Travis County, Texas on the dates and in such amounts as PEBA requires. Interest, beginning the first day after the due date and continuing until paid, shall accrue at the maximum rate allowed by law on the balance of any payment or contribution not paid when due. Contributions and other payments received by PEBA from Member will be held and managed for the benefit of the several Members, not the individual officials, employees, retirees of the Member, or the dependents of these officials, employees or retirees. All payments by Member under this Agreement shall be from funds currently available to Member.
- 3.6 Coordinators. Member hereby designates and appoints, as indicated in the space provided below, a PEBA Coordinator of department head rank or above and agrees that PEBA shall not be required to contact or provide notices to any other person. Further, any notice to, or agreement by, Member's PEBA Coordinator, with respect to services hereunder, shall be binding on the Member. Member reserves the right to change its PEBA Coordinator from time to time by giving written notice to PEBA. For purposes of this Agreement, the change of PEBA Coordinator becomes effective when PEBA receives notice of the new coordinator.

- 3.7 Plan Administrator. PEBA is not a plan administrator of any employee benefits plan. Member will serve as its own plan administrator, or designate another entity to carry out the functions of Plan Administrator. Each Member retains the rights, duties and privileges of the Plan Administrator and acknowledges it has all responsibility for compliance with all state and federal laws applicable to employee benefits for its employees and Plan participants.
- 3.8 Member Responsible. Member acknowledges that it may choose which goods or services or items (if any) it wishes to purchase collectively through PEBA and that there is no obligation to participate in any bid or RFP issued through PEBA. Member further acknowledges that when goods or services or items are purchased through PEBA, the Member, and not PEBA, is responsible for the payment for these goods or services or items. This Agreement shall not be exclusive, and each Member shall be free to make any Interlocal Agreement for services with any other Member or nonmember local government.

4. ADMINISTRATIVE PROVISIONS

- 4.1 Amendment. This Agreement shall represent the complete understanding of the parties and may not be amended or modified other than in a written agreement signed by the parties, or as otherwise provided under this Agreement.
- 4.2 Applicable Law. This Agreement is entered into, is executed and is performable in the State of Texas, County of Travis, and all questions pertaining to its validity or construction shall be determined in accordance with the laws of the State of Texas.
- 4.3 Acts of Forbearance. No act of forbearance on the part of either party to enforce any of the provisions of this Agreement shall be construed as a modification of this Agreement, nor shall the failure of any party to exercise any right or privilege herein granted be considered as a waiver of such right or privilege.
- 4.4 Notices. Any notice required to be given or payment required to be made to PEBA shall be deemed properly sent if addressed to:
- (for counties and related entities)
Public Employee Benefits Alliance
c/o Texas Association of Counties Health and Employee Benefits Pool
Attention: HEBP Manager
1210 San Antonio Street
Austin, Texas 78701
- (For cities, school boards and related entities)
Public Employee Benefits Alliance
c/o TML Health Benefits Pool
PO Box 149190
Austin, TX 78714-1337

and deposited in the United States mail with proper postage. PEBA may change its address by giving notice to the Members.

- 4.5 Effect of Partial Invalidity; Venue. If any part of this Agreement is declared invalid, void or unenforceable, the remaining parts and provisions shall continue in full force and effect. It is further agreed that venue for any dispute arising under the terms of this Agreement shall be in Austin, Travis County, Texas.
- 4.6 Exclusive Right to Enforce. PEBA and the Member have the exclusive right to bring suit to enforce this Agreement, and no other party may bring suit, as a third-party beneficiary or otherwise, to enforce this Agreement.

EXECUTION

IN WITNESS WHEREOF, we hereunto affix our signatures as of the date indicated below.

Public Employee Benefits Alliance

(Member)

By: _____

By: _____

Date: _____

Date: _____

Member's PEBA Coordinator (Fund Contact)

Name: _____

Address: _____

Phone Number: _____

Email: _____



CITY COUNCIL CONSIDERATION ITEM

CITY OF FAIR OAKS RANCH, TEXAS

September 19, 2019

AGENDA TOPIC: Consideration and possible action to approve a preliminary plat that establishes Elkhorn Ridge Unit 8

DATE: September 19, 2019

DEPARTMENT: Public Works

PRESENTED BY: Adrian Garcia, P.E., Manager of Engineering Services

INTRODUCTION/BACKGROUND:

In August 2019, a Preliminary Plat, establishing Elkhorn Ridge Unit 8, was submitted to the Public Works Department by Vickrey and Associates, Inc. This tract of land is generally located in the north part of the Elkhorn Ridge private subdivision. This subdivision is the sixth unit in the Elkhorn Ridge subdivision. Pertinent information regarding the progress of the subdivision can be found in the table below:

Elkhorn Ridge Unit	Final Plat Approval Date	Total Area (ac)	Residential Lots
1	11/16/2015	30.10	61
2	4/4/2017	4.54	18
3	6/20/19	4.62	15
6A	5/17/2018	4.62	15
8	-	8.51	37
9	5/17/2018	23.93	43
4, 5, 6B, 7	-	31.68	122
*Total	-	108	311

*All values are based on the original master plan and may be subject to change.

In January 2014, the City of Fair Oaks Ranch entered into a development agreement with Elkhorn Ridge SA, LLC for the development of 311 single family residential lots as part of the Elkhorn Ridge subdivision. The referenced agreement stated the following regarding lot size dimensions: "In general all lots are approximately one hundred twenty feet (120 ft) in depth at a minimum with 148 lots being approximately fifty-five (55 ft) wide, 91 lots being approximately sixty-five (65ft) wide and 72 lots being approximately eighty feet (80 ft) wide as measured from the front building setback line."

After two rounds of review and comments, Vickrey and Associates submitted an updated preliminary plat and applicable supporting documentation. The updated preliminary plat has satisfied all of the requirements of the City's Subdivision Ordinance.

On September 12, 2019, the Planning & Zoning Commission considered and recommended approval of the preliminary plat to the City Council.

The Public Works Department recommends approval of the preliminary plat that establishes Elkhorn Ridge Unit 8.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

Article II, Section 2 of the City Subdivision Ordinance titled, Processing of the Preliminary Plat contains the following:

A. Staff Review.

City Staff will inspect the preliminary plat to verify that it conforms to all of the requirements of this ordinance. The Subdivider will be informed in writing by the City Administrator of any deficiencies in the preliminary plat.

B. Recommendation by the Fair Oaks Ranch Public Works Department.

The Fair Oaks Ranch Public Works Department shall conditionally recommend approval or disapproval of the preliminary plat at their next scheduled meeting on which a complete plat submission is received by the City Administrator. The Public Works Department's recommendation of approval of the preliminary plat shall not constitute final acceptance of the final plat but is authority to proceed with the preparation of the final plat. If any major changes are required by the Public Works Department, the Public Works Department may require submission of another preliminary plat.

C. Expiration of Plat Approval Recommendation.

The approval recommendation of the preliminary plat shall expire one year from the date of the initial recommendation

LONGTERM FINANCIAL & BUDGETARY IMPACT:

N/A

LEGAL ANALYSIS:

Sec. 212.006 (a) of the Texas Local Government Code titled, Authority Responsible for Approval Generally, states the following:

"The municipal authority responsible for approving plats under this subchapter is the municipal planning commission or, if the municipality has no planning commission, the governing body of the municipality. The governing body by ordinance may require the approval of the governing body in addition to that of the municipal planning commission."

RECOMMENDATION/PROPOSED MOTION:

I move to approve the preliminary plat that establishes Elkhorn Ridge Unit 8.



CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
September 19, 2019

AGENDA TOPIC: Discussion regarding transient equipment and material storage on City owned property (Fire Station) located at 30955 Meadow Creek Trail, generally the southwest corner of Meadow Creek Trail at FM 3351.

DATE: September 19, 2019

DEPARTMENT: City Council

PRESENTED BY: Councilmember Hartpence, Place 3

INTRODUCTION/BACKGROUND:

Councilmember Hartpence requested this agenda item.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

TBD

LONGTERM FINANCIAL & BUDGETARY IMPACT:

TBD

LEGAL ANALYSIS:

N/A

RECOMMENDATION/PROPOSED MOTION:

No formal action is required but the City Manager would appreciate receiving general direction and insight from Council prior to allocating staff resources to this cause.