CITY OF FAIR OAKS RANCH
AGENDA – CITY COUNCIL REGULAR MEETING
February 7, 2019 9:30 AM
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.

A. Citizens to be heard.

III. CONSENT AGENDA

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

A. Approval of January 17, 2019 Regular City Council Meeting Minutes. Pgs. 3-4

B. Approval of a Resolution ordering a General Election to be held May 4, 2019 for the election of Council Member Places 3, 4, and 5. Pgs. 5-8

C. Approval of a Resolution authorizing a Joint Election Agreement with Bexar County Elections relating to the May 4, 2019 election and authorizing the City Manager to execute all documents in connection therewith. Pgs. 9-14

D. Approval of Council Member Hartpence's absence for the January 3, 2019 Council Meeting. Pg. 15

IV. DISCUSSION/CONSIDERATION ITEMS

A. Discussion regarding the City's participation in the Texas Department of Transportation Highway Safety Improvement Program (HSIP) for improvements to the Fair Oaks Parkway/Dietz Elkhorn intersection and a portion of Ammann Road.
Adrian Garcia P.E., CFM, Manager of Engineering Services Pgs. 16-26

B. Discussion regarding safety concerns on FM 3351 (Ralph Fair Road).
Tobin Maples, City Manager Pgs. 27-28

C. Discussion regarding a future Elevated Water Storage Tank.
Ron Emmons P. E., Public Works Director Pgs. 29

D. Discussion regarding flooding on Keeneland Road. Tobin Maples, City Manager Pg. 30

E. Discussion regarding Section 7.15-Penalty Clause of the City Charter.
Charles Zech, City Attorney Pg. 31

V. REPORTS FROM STAFF/COMMITTEES/COUNCIL

A. Quarterly Financial & Investment Reports. Sarah Buckelew, Finance Director Pg. 32-66

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.

VII. RECONVENE INTO OPEN SESSION

Discussion and possible action on items discussed in Executive Session.

VIII. ADJOURNMENT

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

Signature of Agenda Approval: Tob E. Maples

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 9:30 AM, February 4, 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
January 17, 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 Havard
Council Members: Elizondo, Hartpence, Koerner, Maxton and Patel

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 and Planning & Zoning Vice Chairperson, Frank Trapasso.

II. CITIZENS and GUEST FORUM / PRESENTATIONS

A. Mayor Manitzas read a posthumous Proclamation honoring citizen Frank Williams for his years of portraying Santa Claus.

B. Police Chief Scott Rubin provided Oath of Office to Officer Matthew Drexler.

C. Police Chief Scott Rubin recognized Patrolman Griffin's promotion to Sergeant.

D. Mayor Manitzas presented a 10 year service award to Sergeant Michael Valdez.

E. There were no citizens to be heard.

III. CONSENT AGENDA

A. **Approval of November 30, 2018 Special City Council Meeting Minutes.**

B. **Approval of January 3, 2019 Regular City Council Meeting Minutes.**

C. **Approval of the Second Reading of an Ordinance amending the official zoning map by zoning 9120 Old Dietz Elkhorn Road, Mann-Blodgett Subdivision, CB 4101E, Block 1 Lot 1 Fair Oaks Ranch, Bexar County Texas from Existing Residential 3 (R-3) to Neighborhood commercial (NCC).City's Master Fee Schedule.**

MOTION: Made by Council Member Elizondo, seconded by Council Member Patel, to approve the Consent Agenda as written.

VOTE: 7-0; Motion Passed.

IV. DISCUSSION/CONSIDERATION ITEMS

A. **Discussion and possible action approving the preliminary replat and subdivision plat that establishes HPI Fair Oaks Self Storage.**

MOTION: Made by Council Member Elizondo, seconded by Mayor Pro Tem Havard to approve the preliminary replat and subdivision plat establishing HPI Fair Oaks Self Storage.

VOTE: 7-0; Motion Passed.

V. REPORTS FROM STAFF / COMMITTEES / COUNCIL

A. None.

VI. CONVENE INTO EXECUTIVE SESSION

City Council convened into closed session at 7:02 PM 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.

VII. RECONVENE INTO OPEN SESSION

Mayor Manitzas reconvened into open session at 7:22 PM. No action was taken.

VIII. ADJOURNMENT

Council Member Koerner requested a future discussion regarding safety on Ralph Fair Rd and communication efforts with Bexar County and TxDOT.

Council Member Patel requested an update regarding the future elevated water storage tank.

Mayor Manitzas adjourned the meeting at 7:24 PM.

ATTEST:

Garry Manitzas, Mayor

Christina Picioccio, City Secretary

CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
February 7, 2019

AGENDA TOPIC:	Approval of a Resolution ordering a General Election to be held May 4, 2019 for the election of Council Member Places 3, 4 and 5
DATE:	February 7, 2019
DEPARTMENT:	Administration
PRESENTED BY:	Consent Agenda – City Secretary

INTRODUCTION/BACKGROUND:

The Texas Election Code requires City Council to order the election no later than the 78th day (February 15, 2019) before Election Day, May 4, 2019. This year, Council Places 3, 4, and 5 are up for reelection.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

Affords the citizens the opportunity to elect their local government officials and complies with State Election Code and City Charter.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

Budgeted cost of election, including contract for conducting the election, is $6,000.

LEGAL ANALYSIS:

N/A

RECOMMENDATION/PROPOSED MOTION:

(Consent Agenda) I move to approve a Resolution ordering a General Election to be held May 4, 2019 for the election of Council Member Places 3, 4, and 5.

A RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH, TEXAS, CALLING FOR A GENERAL ELECTION TO BE HELD ON MAY 04, 2019 FOR THE ELECTION OF CERTAIN CITY OFFICERS; PROVIDING PROCEDURES AND DEADLINES FOR THE FILING OF CANDIDATE APPLICATIONS TO BE PLACED ON THE BALLOT; FOR THE LOCATION AND TIME FOR EARLY VOTING; AUTHORIZING CONTRACTS WITH THE ELECTION ADMINISTRATOR OF BEXAR COUNTY TO CONDUCT THE ELECTIONS; AUTHORIZING THE ELECTIONS TO BE HELD AS A JOINT ELECTION; AND FOR NOTICE OF SAID ELECTIONS TO THE PUBLIC AS REQUIRED BY LAW

WHEREAS, the laws of the State of Texas provide that on May 4, 2019, there shall be a general election for municipal officers; and,

WHEREAS, the City of Fair Oaks Ranch is a Home Rule municipality located in Bexar County, Comal County and Kendall County, adopted as authorized by Article XI, Section 5, of the Texas Constitution; and

WHEREAS, Section 4.01 of the City's Charter requires the City of Fair Oaks Ranch to conduct an election for city officers annually on an authorized uniform election date; and

WHEREAS, pursuant to Chapter 3 of the Texas Election Code, the City Council of the City of Fair Oaks Ranch, Texas hereby calls for the above general election for municipal officers and hereby sets forth the procedures and requirements for the conduct of said election as prescribed by the Texas Election Code; and

WHEREAS, pursuant to Chapter 271 of the Texas Election Code, the City will contract with the Bexar County Elections Administrator to conduct this election.

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

SECTION 1. The City of Fair Oaks Ranch hereby orders a Municipal General Election to be held on May 04, 2019, an authorized uniform election date, for the purpose of:

a. Electing a Council Member for Place(s) 3, 4, and 5.

i. The Council Member elected to Place(s) 3, 4 and 5, shall serve a term of 3 years, with their terms terminating in 2022, or when their successors are duly elected;

ii. That at said election each of the aforementioned named City Council positions shall be voted upon separately and that the candidate receiving the majority votes for each said City Council position shall be elected to that office;

iii. That qualified persons desiring to be candidates in the aforementioned City Council Places shall file applications for candidacy with the City Secretary beginning at 8 AM on the 16th day of January and not later than 5:00 PM on the 15th day of February, 2019.

SECTION 2. All qualified voters of the City of Fair Oaks Ranch shall be entitled to vote in said election.

SECTION 3. The polling place for the holding of said election shall be at the City of Fair Oaks Ranch City Hall, in the Council Chambers, 7286 Dietz Elkhorn, City of Fair Oaks Ranch, Texas; and the entire City of Fair Oaks Ranch, Texas, for the purpose of holding said election shall be and constitute one Municipal election precinct.

SECTION 4. Early voting in said elections shall be conducted at the Fair Oaks Ranch City Hall, in the Council Chambers, 7286 Dietz Elkhorn, City of Fair Oaks Ranch, Texas commencing April 22 through April 30, 2019. The Bexar County Election Administrator is hereby charged with the duty of conducting early voting in said election, as required by law. Applications for ballot by mail shall be mailed to:

J. Callanen, Elections Administrator
Bexar County Elections
1103 S. Frio, Suite 100
San Antonio TX 78207

SECTION 5. Early voting by personal appearance will be conducted in the City Hall Council Chambers, 7286 Dietz Elkhorn, Fair Oaks Ranch, Texas on the following dates and times:

Mon. April 22 – Thu. April 25 .... 8:00 AM to 6:00 PM
Fri. April 26 .... Closed
Sat. April 27 .... 8:00 AM to 6:00 PM
Sun. April 28 .... Closed
Mon. April 29 – Tue. April 30 .... 8:00 AM to 8:00 PM

SECTION 6. The polling place on Election Day shall be open from 7:00 AM to 7:00 PM.

SECTION 7. Pursuant to Section 61.012, Texas Election Code, as amended, the City shall provide at least one accessible voting system in each polling place used in the election. Such voting system shall comply with Texas and federal laws establishing the requirement for voting systems that permit voters with physical disabilities to cast a secret ballot. Touch screen machines may be used for early voting and Election Day voting by personal appearance. Certain early voting may be conducted by mail. The Elections Administrator shall also utilize a Central Counting Station (the "**Station**") as provided by Section 127.001, et seq., Texas Election Code, as amended. Bexar County Election Administrator Jacque Callanen, serving as the Elections Official Manager and Presiding Judge of the Stations, will appoint the Election Judges and Station Clerks for each Station location, and will establish a written plan for the orderly operation of the Station locations in accordance with the provisions of the Texas Election Code. The Elections Administrator will appoint the Tabulation Supervisors which will also serve as the Programmers for the Stations. Lastly, the Elections Administrator will publish notice and conduct testing on the automatic tabulation equipment relating to the Stations and conduct instruction for the officials and clerks for the Stations in accordance with the provisions of the Texas Election Code. Voting by Mail ballot and Provisional Voting shall be done on paper ballot.

SECTION 8. The City Secretary shall serve as the election officer of the May 04, 2019 General Election of the City of Fair Oaks Ranch as required and authorized by law.

SECTION 9. The City Secretary is hereby authorized and directed to post notice of said election, in both English and Spanish, on a bulletin board used for posting notices of the City Council meetings of the City of Fair Oaks Ranch at 7286 Dietz Elkhorn, City of Fair Oaks Ranch, Texas (the polling places for the holding of said election) not later than the twenty-first (21) day before Election Day. Said notice shall remain posted through the end of Election Day.

SECTION 10. The City Secretary is further authorized and directed to cause notice of said election to be published in a newspaper of general circulation in the City of Fair Oaks Ranch at least once, not earlier than the thirtieth (30th) day nor later than the tenth (10th) day before Election Day.

SECTION 11. The City Secretary shall send a copy of the notice of said election to the County Clerk and Voter Registrar of Bexar, Comal, and Kendall County no later than the 60th day before Election Day.

SECTION 12. The Council authorizes the City Manager to negotiate and enter into one or more joint election agreements with other governmental organizations in accordance with the provisions of the Texas Election Code in such form as shall be approved by the City Manager, or his/her designee, and the City Attorney.

SECTION 13. The Council authorizes the City Manager to negotiate and enter into contracts with the Elections Administrator to conduct the elections in accordance with the provisions of the Texas Election Code in such form as shall be approved by the City Manager and the City Attorney.

SECTION 14. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and this Council declares that this Resolution would have been enacted without such invalid provision.

APPROVED on this the 7th day of February, 2019.

Garry Manitzas, Mayor

ATTEST:

Christina Picioccio, City Secretary

CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
February 7, 2019

AGENDA TOPIC:	A Resolution approving a Joint Election Agreement with Bexar County Elections relating to the May 4, 2019 election and authorizing the City Manager to execute all documents in connection therewith.
DATE:	February 7, 2019
DEPARTMENT:	Administration
PRESENTED BY:	Consent Agenda – City Secretary

INTRODUCTION/BACKGROUND:

Texas Election Code Section 271.002 authorizes two or more political subdivisions to enter into an agreement to hold elections jointly. As such, the Federal and State Governments encourage entities such as cities, school districts, water districts, etc. to contract with their local County Elections Office to administer respective elections jointly with other entities. The intent of administering joint elections is to provide convenient, simple and cost effective elections. By way of background, the cost for Fair Oaks Ranch to hold a stand-alone election is approximately $30,000. As the poll site for city elections is located in Bexar County (City Hall), the City historically contracts with Bexar County Elections to be part of their joint ballot.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

Contracting with Bexar County Elections to be part of their joint ballot is convenient for our voters and less expensive than conducting a stand-alone city election:

1. City's portion of the joint ballot approximate cost is $5,500 (total cost to be determined after the candidate filing date and final day to order an election – February 15, 2019).
2. Provides for numerous early voting poll sites, experienced poll workers and efficient Election night results.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

Budgeted $6,000 for contract of election services.

LEGAL ANALYSIS:

N/A

RECOMMENDATION/PROPOSED MOTION:

(Consent Agenda) I move to approve a Resolution approving a Joint Election Agreement with Bexar County Elections and authorizing the City Manager to sign the Agreement.

A RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FAIR OAKS RANCH APPROVING A JOINT ELECTION AGREEMENT AMONG THE CITY OF FAIR OAKS RANCH, BEXAR COUNTY ELECTIONS, AND OTHER GOVERNMENTAL ENTITIES RELATING TO CONDUCTING A JOINT ELECTION ON MAY 4, 2019 AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL DOCUMENTS IN CONNECTION THEREWITH ON BEHALF OF THE CITY OF FAIR OAKS RANCH

WHEREAS, Section 271.002 of the Elections Code provides that if the elections ordered by the authorities of two or more political subdivisions are to be held on the same day in all or part of the same county, the governing bodies of the political subdivisions may enter into an agreement to hold the elections jointly in the election precincts that can be served by common polling places; and

WHEREAS, the City of Fair Oaks Ranch along with several other political subdivisions all located within Bexar County desire to enter in a joint election agreement setting forth each entity's individual obligations with respect to conducting their respective elections on May 4, 2019; and

WHEREAS, the City Council finds that entering into a Joint Election Agreement with these political subdivisions will provide a simple, convenient and cost saving election which will benefit the voters within the City of Fair Oaks Ranch and that the terms set forth in the Joint Election Agreement, attached hereto as *Exhibit A,* are in the city's best interest and should be adopted.

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

Section 1. **Approval of Joint Election Agreement**. The City Council hereby approves the Joint Election Agreement attached as *Exhibit A*.

Section 2. **Authority to Execute Agreement**. The City Manager is hereby authorized to execute the Joint Election Agreement on behalf of the City and any other documents in connection with said Agreement.

Section 3. This Resolution shall be in full force and effect from and after its passage by the City Council.

APPROVED by the City Council on February 7, 2019.

____
Garry Manitzas, Mayor

ATTEST:

____
Christina Picioccio, City Secretary

JOINT ELECTION AGREEMENT

This Agreement is entered into by and between Bexar County Elections Administrator (“ADMINISTRATOR”), acting on behalf of Bexar County; with City of San Antonio (“COSA”); Alamo Heights Independent School District (“AHISD”); Judson Independent School District (“JISD”); San Antonio Independent School District (“SAISD”); Harlandale Independent School District (“HISD”); Northside Independent School District (“NISD”); Southside Independent School District (“SSISD”); the City of Alamo Heights (“COAH”); the City of Balcones Heights (“COBH”); the City of Castle Hills (“COCH”); the City of Elmendorf (“COE”); the City of Fair Oaks Ranch (“FOR”); the City of Helotes (“COH”); the City of Kirby (“COK”); the City of Leon Valley (“COLV”); the City of Live Oak (“COLO”); the city of Olmos Park (“COOP”); the City of Sandy Oaks (“COSO”); the City of Shavano Park (“COSP”); the City of Somerset (“COS”); the City of Terrell Hills (COTH”); the City of Von Ormy (“COVO); BCESD #8 (“BCESD # 8”); the City of Universal City (“COUC”); the City of Windcrest (“COW”) and the Town of Hollywood Park (“TOHP”) and they may also be referred to, individually, as an “Entity” or, collectively, as the “Entities,” acting by and through their duly appointed and qualified representatives, pursuant to Texas Election Code Section 271.002(a), for the May 4, 2019 election.

WHEREAS, COSA will conduct a general election on Saturday, May 4, 2019; and

WHEREAS, AHISD will conduct a general election on Saturday, May 4, 2019; and

WHEREAS, HISD will conduct a general election on Saturday, May 4, 2019; and

WHEREAS, JISD will conduct a general election on Saturday, May 4, 2019; and

WHEREAS, NISD will conduct a general election on Saturday, May 4, 2019; and

WHEREAS, SAISD will conduct a general election on Saturday, May 4, 2019; and

WHEREAS, SSISD will conduct a general election on Saturday, May 4, 2019; and

WHEREAS, COAH will conduct a general election on Saturday, May 4, 2019; and

WHEREAS, COBH will conduct a general election on Saturday, May 4, 2019; and

WHEREAS, COCH will conduct a general election on Saturday, May 4, 2019; and

WHEREAS, COE will conduct a general election on Saturday, May 4, 2019; and

WHEREAS, COH will conduct a general and special election on Saturday, May 4, 2019; and

WHEREAS, FOR will conduct a general election on Saturday, May 4, 2019; and

WHEREAS, COK will conduct a general election on Saturday, May 4, 2019; and

WHEREAS, COLV will conduct a general election on Saturday, May 4, 2019; and

WHEREAS, COLO will conduct a general election on Saturday, May 4, 2019; and

WHEREAS, COOP will conduct a general election on Saturday, May 4, 2019; and

WHEREAS, COSO will conduct a special election on Saturday, May 4, 2019; and

WHEREAS, COSP will conduct a general election on Saturday, May 4, 2019; and

WHEREAS, COS will conduct a general election on Saturday, May 4, 2019; and

WHEREAS, COTH will conduct a general election on Saturday, May 4, 2019; and

WHEREAS, COVO will conduct a general election on Saturday, May 4, 2019; and

WHEREAS, COUC will conduct a general election on Saturday, May 4, 2019; and

WHEREAS, COW will conduct a charter election on Saturday, May 4, 2019; and

WHEREAS, BCESD#8 will conduct a special election on Saturday, May 4, 2019; and

WHEREAS, TOHP will conduct a general election on Saturday, May 4, 2019; and

WHEREAS, Section 271.002(a) of the Texas Election Code authorizes two or more political subdivisions to enter into an agreement to hold elections jointly in the election precincts that can be served by common polling places; and

WHEREAS, the Entities desire that a joint election be held in order to provide a convenient, simple, and cost-saving election to the voters in their respective jurisdictions; and

WHEREAS, the Entities desire to enter into an agreement setting out their respective duties and responsibilities for the May 4, 2019 election;

NOW THEREFORE, it is agreed that the Entities will hold a joint election on Saturday, May 4, 2019 (the "Joint Election") under the following terms and conditions:

I.

The Entities are each required to enter into their own separate contract with ADMINISTRATOR for election services and will hold elections jointly with other Entities in the election precincts that can be served by common polling places, using joint election officer and clerks as ADMINISTRATOR determines is necessary and appropriate.

II.

The Entities agree to conduct early voting jointly. ADMINISTRATOR will arrange for and handle early voting in person and by mail for the Joint Election in accordance with her contracts with those Entities.

III.

The Entities agree that a single ballot, containing all the measures and offices to be voted on at a particular polling place, shall be used in this Joint Election.

IV.

Each Entity is responsible for its own posting of public notices in connection with the Joint Election. ADMINISTRATOR shall be responsible for publishing a Notice of Election in a newspaper of general circulation in the territory as required of all the Entities under Section 4.003 of the Election Code, and each Entity shall pay ADMINISTRATOR its proportionate share of the publishing cost.

V.

Each Entity is responsible for paying ADMINISTRATOR for any and all other election costs, as applicable to the specific Entity and agreed upon by separate contract for election services between each Entity and ADMINISTRATOR.

VI.

ADMINISTRATOR will tabulate the ballots and provide a set of copies of the affidavit page of each return along with the returns of the election, as agreed upon by separate contract between each Entity and ADMINISTRATOR.

VII.

Each Entity will be responsible for canvassing its respective precinct returns for the Joint Election.

VIII.

The Entities agree to comply with any and all applicable state and federal record retention statutes. Each Entity shall be the custodian of its respective election records.

IX.

If an Entity determines not to participate in the Joint Election to be held on Saturday, May 4, 2019, because it has no contested positions, the nonparticipating Entity shall promptly notify ADMINISTRATOR and the other Entities, and this Agreement shall be automatically amended to delete the nonparticipating Entity as a party to the Agreement.

X.

The undersigned persons are the duly authorized signatories of their Entities, and their signatures represent acceptance of the terms and conditions of this Agreement, as passed and approved by their respective governing bodies.

XI.

This Agreement may be executed in two or more counterparts. Together the counterparts shall be deemed an executed original instrument. The Entities may execute this Agreement and exchange counterparts of the signature pages by means of facsimile transmission, and the receipt of executed counterparts by facsimile transmission shall be binding on the Entities. Following a facsimile exchange, the Entities shall promptly exchange original signature pages.

SIGNED and AGREED this __________ day of ____________________, 2019.

BEXAR COUNTY ELECTIONS ADMINISTRATOR

Jacquelyn F. Callanen
____
Jacquelyn F. Callanen

ENTITY: ___________________________________

BY: _______________________________________

TITLE: ____________________________________

ENTITY: ___________________________________

BY: _______________________________________

TITLE: ____________________________________

ENTITY: ___________________________________

BY: _______________________________________

TITLE: ____________________________________

CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
February 7, 2019

AGENDA TOPIC:	Approval of Council Member Hartpence's absence from the January 3, 2019 Council Meeting.
DATE:	February 7, 2019
DEPARTMENT:	City Council
PRESENTED BY:	Consent Agenda - Council Member Hartpence

INTRODUCTION/BACKGROUND:

Due to being out of town.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

Section 3.09 of the Home Rule Charter

LONGTERM FINANCIAL & BUDGETARY IMPACT:

N/A

LEGAL ANALYSIS:

N/A

RECOMMENDATION/PROPOSED MOTION:

(Consent Agenda) Approval of Council Member Hartpence's absence from the January 3, 2019 Council Meeting.

CITY COUNCIL CONSIDERATION ITEM

CITY OF FAIR OAKS RANCH, TEXAS

February 7, 2019

AGENDA TOPIC:	Discussion regarding the City's participation in the Texas Department of Transportation Highway Safety Improvement Program (HSIP) for improvements to the Fair Oaks Parkway/Dietz Elkhorn intersection and a portion of Ammann Road.
DATE:	February 7, 2019
DEPARTMENT:	Public Works
PRESENTED BY:	Adrian M. Garcia, P.E., CFM, Manager of Engineering Services

INTRODUCTION/BACKGROUND:

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) raised the stature of the highway safety program by establishing highway safety improvement as a core program tied to strategic safety planning and performance. SAFETEA-LU established the Highway Safety Improvement Program (HSIP) as a core program, separately funded for the first time, with flexibility provided to allow states to target funds to their most critical safety needs. The HSIP requires states to develop and implement a Strategic Highway Safety Plan (SHSP). The purpose of the SHSP is to identify and analyze highway safety problems and opportunities, include projects or strategies to address them, and evaluate the accuracy of data and the priority of proposed improvements. The goal is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads.

In July 2018, the local Texas Department of Transportation (TXDOT) San Antonio District office contacted the City of Fair Oaks Ranch to consider a couple of potential qualifying SHSP sites for funds within their Highway Safety Improvement Program (HSIP). After a brief introduction, TXDOT staff reviewed the SHSP sites and proposed improvements that will be classified under their Off-system project. The TXDOT staff believed that these Off-system projects met the requirements of the HSIP and would be extremely competitive for funding consideration.

City staff quickly assimilated the necessary data, with the assistance of Freese & Nichols, Inc., to develop the required documentation for project proposal. The application was delivered to TXDOT San Antonio district staff in August 2018. Several districts throughout the state submitted projects for consideration. In December 2018, the San Antonio district office was informed that they were awarded 145 safety improvement projects (1st in state) with a total funding of $36 million (2nd in state). This is a monumental achievement for the TXDOT San Antonio district office. Included in this award, the City of Fair Oaks Ranch was awarded nearly $1 million for two projects. This represents a significant accomplishment for City staff. The two projects are:

- The intersection of Fair Oaks Parkway and Dietz Elkhorn triggered a safety problem during the study timeline with two qualifying crashes. The most effective scored safety improvement is to convert an existing 4-way stop intersection into a low-speed one-lane roundabout.

- The Ammann Road triggered a safety problem during the study timeline with one qualifying crash at an existing 90-degree bend in the road. The most effective scored safety improvement is to convert the existing 90-degree bend into a 35 MPH curve.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

The health, safety, and welfare of Fair Oaks Ranch residents has always been a paramount objective of the Public Works Department. An opportunity to improve our existing road system at a fraction of the overall cost does not occur often. City staff recommends the use of remaining Bond funds in order to cover costs associated with this project, which could mean no additional costs to the residents above what they are currently paying on the overall property tax (including M&O and I&S).

LONG-TERM FINANCIAL & BUDGETARY IMPACT:

The HSIP is federally funded. Program funds are eligible to cover 90 percent of project construction costs. The remaining 10 percent of project construction costs must be covered by state or local participation. Authorization to receive federal funds is found in Title 23, United States Code (23 U.S.C.), Section 148. The federal requirements outlining the HSIP structure are found in the Code of Federal Regulations (CFR), Title 23, Section 924.7.

The City is required to pay for Engineering fees in full. City staff recommends the use of remaining Bond funds. Confirmation with Bond counsel will be necessary to confirm if these projects qualify for use of Bond funds.

LEGAL ANALYSIS:

The TXDOT will require a funding agreement to be signed by the municipality. This will be a future item for Council consideration. There will also be a Professional Services agreement brought forth for approval once a scope and fee has been established with an engineering firm.

RECOMMENDATION/PROPOSED MOTION:

Provide City staff with insight and general direction. No formal action is required and the City is not obligated to continue the grant process.

2018 HSIP Project Submission

Segment

District	SAT	County	Bexar	
Highway	Fair Oaks Parkway	Control-Section	RTE_NM: 298404	
Limits From	Fair Oaks Parkway intersection with		DFO	
Limits To	Dietz Elkhorn		DFO	
Length	0.2	Current AADT	5,479	
Comments	Convert 4-way stop intersection with no curb to roundabout.			

Intersection

Intersecting Road Name		Dietz Elkhorn (RTE_NM: 290336		
Beg DFO		End DFO		
Current AADT of Intersecting Road		2,523	Urban ■	Rural □

Project Information

Work Code(s)	209, 547							
Reduction Factor	60%			Service Life	20			
Maint. Cost	$0			SII	20.94			
Crashes	K		A	1	B	1		
Preferred Letting	FY19		FY20	√	FY21		FY22	
Submitted By	Mike Garza, P.E., TXDOT (Ron Emmons, P.E., City of Fair Oaks Ranch)							
File Name	SAT_FairOaksPkwy_FairOaksRanch							
Safety Plan	Install a low-speed, one-lane roundabout with curb on the approaches. Put stormwater ditch into underground pipe using SETs through the intersection.							

Estimate

Bid Items (not including 500 & 502) Attach Detailed Estimate	$339,340.15
ROW (if required)	$24,857.00
Mobilization and Barricades (≥ 8%)	$139,129.46
Safety (2-5%)	$25,166.33
Inflation (≥ 10%)	$52,849.29
Total	$581,342.23

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2018 SII Calculator (2015-2017 Crash Data, 2016 NSC Data)
Enter data in the shaded cells where applicable.

	Number of Crashes	Cost	Years of Data
Number of Fatal Crashes	0	$3,500,000	3
Number of Incapacitating Injury Crashes	1	$3,500,000	
Number of Non-Incapactitating Injury Crashes	1	$500,000	

Reduction Factor	60%
Service Life	20
Total ROW & Construction Cost	$581,342
Annual Maintenance Cost	$0
Present ADT	8002
Future ADT	14453
SII Calculation	**20.94**

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Fair Oaks Ranch Roundabout

Project Estimate

ITEM	SPEC NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL	TXDOT AVG UNIT PRICE
1	100 6002	PREPARING ROW	STA	9	$3,276.46	$29,488.16	3276.462
2	104 6009	REMOVING CONC (RIPRAP)	SY	225	$9.18	$2,065.91	9.18183
3	104 6021	REMOVING CONC (CURB)	LF	716	$3.34	$2,388.60	3.33603
4	105 6014	REMOVING STAB BASE & ASPH PAV (7"-12")	SY	3068	$5.00	$15,350.90	5.00279
5	110 6001	EXCAVATION (ROADWAY)	CY	1000	$7.95	$7,951.94	7.95194
6	132 6006	EMBANKMENT (FINAL)(DENS CONT)(TY C)	CY	500	$7.43	$3,715.36	7.43071
7	162 6002	BLOCK SODDING	SY	2581	$3.22	$8,310.22	3.21995
8	164 6035	DRILL SEEDING (PERM)(RURAL)(CLAY)	SY	2012	$0.14	$274.60	0.13648
9	168 6001	VEGETATIVE WATERING	MG	72	$10.56	$760.64	10.56446
10	260 6002	LIME (HYDRATED LIME (SLURRY))	TON	392	$139.77	$54,765.47	139.7653
11	260 6073	LIME TRT (SUBGRADE)(8")	SY	3186	$2.63	$8,388.26	2.63317
12	310 6009	PRIME COAT (MC-30)	GAL	638	$3.52	$2,248.72	3.52464
13	341 6010	D-GR HMA TY-B PG70-22	TON	501	$58.69	$29,379.43	58.6858
14	341 6042	D-GR HMA TY-D SAC-B PG70-22	TON	238	$61.66	$14,662.19	61.65954
15	432 6001	RIPRAP (CONC)(4 IN)	CY	38	$360.61	$13,703.01	360.60546
16	464 6005	RC PIPE (CL III)(24 IN)	LF	250	$66.56	$16,640.14	66.56055
17	465 6017	INLET (COMPL)(PCO)(4FT)(NONE)	EA	4	$4,713.50	$18,854.00	4713.5
18	467 6395	SET (TY II) (24 IN) (RCP) (6: 1) (P)	EA	2	$1,133.74	$2,267.48	1133.7384
19	496 6006	REMOV STR (HEADWALL)	EA	4	$1,053.13	$4,212.51	1053.12838
20	496 6007	REMOV STR (PIPE)	LF	80	$16.16	$1,293.05	16.16314
21	506 6001	ROCK FILTER DAMS (INSTALL) (TY 1)	LF	25	$27.53	$688.20	27.52812
22	506 6011	ROCK FILTER DAMS (REMOVE)	LF	25	$8.45	$211.21	8.44825
23	506 6038	TEMP SEDMT CONT FENCE (INSTALL)	LF	3133	$2.42	$7,572.52	2.41702
24	506 6039	TEMP SEDMT CONT FENCE (REMOVE)	LF	3133	$0.68	$2,143.91	0.6843
25	529 6007	CONC CURB & GUTTER (TY I)	LF	2425	$21.98	$53,305.89	21.98181
26	530 6008	CONC CURB & GUTTER (TY II)	LF	210	$35.16	$7,383.17	35.15796
27	610 6004	RELOCATE RD IL ASM (TRANS-BASE)	EA	2	$2,075.61	$4,151.22	2075.61
28	618 6046	CONDT (PVC)(SCH 80)(2")	LF	50	$9.07	$453.47	9.06944
29	628 6001	RELOCATE ELECTRICAL SERVICES	EA	1	$2,946.40	$2,946.40	2946.4
30	636 6001	ALUMINUM SIGNS (TY A)	SF	128	$27.93	$3,575.20	27.93123
31	644 6004	IN SM RD SN SUP&AM TY10BWG(1)SA(T)	EA	12	$600.65	$7,207.74	600.64513
32	644 6017	IN SM RD SN SUP&AM TY10BWG(2)SA(P)	EA	4	$1,356.26	$5,425.05	1356.26348
33	666 6168	REFL PAV MRK TY II (W) 4" (DOT)	LF	132	$0.66	$87.68	0.66421
34	666 6170	REFL PAV MRK TY II (W) 4" (SLD)	LF	92	$0.10	$9.28	0.10084
35	666 6178	REFL PAV MRK TY II (W) 8" (SLD)	LF	92	$0.37	$33.64	0.36561
36	666 6192	REFL PAV MRK TY II (W) (WORD)	EA	4	$67.87	$271.46	67.86513
37	666 6199	REFL PAV MRK TY II (W) 36" (YLD TRI)	EA	28	$18.37	$514.35	18.36958
38	666 6207	REFL PAV MRK TY II (Y) 4" (SLD)	LF	1060	$0.11	$112.87	0.10648
39	6185 6001	TMA (STATIONARY)	EA	1	$5,400.64	$5,400.64	5400.63702
40	7049 6074	SERVICE LINE (SHORT SIDE) (5/8" TO 1")	EA	1	$1,125.69	$1,125.69	1125.6875
					Subtotal	**$339,340.15**	

41	500 6001	MOBILIZATION	LS	1	$16,967.01	$16,967.01
42	502 6001	BARRICADES, SIGNS AND TRAFFIC HANDLING	MO	12	$10,180.20	$122,162.45

Bid Items (not including 500 & 502)	$339,340.15
ROW (if required)	$24,857.00
Mobilization and Barricades (≥ 8%)	$139,129.46
Safety (2-5%)	$25,166.33
Inflation (≥ 10%)	$52,849.29
Total Construction Cost	**$581,342.23**

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CITY OF FAIR OAKS RANCH

FREESE AND NICHOLS
9601 McAllister Freeway, Suite 1008
San Antonio, Texas 78216
Phone - (210) 298-3800
web - www.freese.com

FAIR OAKS RANCH

ROUNDABOUT LAYOUT

SHEET X OF X

DESIGN	FED.RD. DIV.NO.	STATE AID PROJECT NO.		HIGHWAY NO.
GRAPHICS	STATE	DISTRICT	COUNTY	SHEET NO.
CHECK				
CHECK	CONTROL	SECTION	JOB	

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2018 HSIP Project Submission

Segment			
District	SAT	County	Kendall
Highway	Ammann Road	Control-Section	RTE_NM: 131AA0564
Limits From	Approx. 3.6 mi east of SH46 on Ammann	DFO	
Limits To	Approx. 3.85 miles east of SH46	DFO	
Length	0.25 mi	Current AADT	1,205
Comments	Convert exist 90-bend into a curve , Crash 1425298		

Intersection			
Intersecting Road Name			
Beg DFO		End DFO	
Current AADT of Intersecting Road		Urban ■	Rural □

Project Information								
Work Code(s)	130, 137, 506, 507, 532, 541, 542							
Reduction Factor	57%			Service Life	20			
Maint. Cost	$0			SII	27.38			
Crashes	K			A	1	B		
Preferred Letting	FY19		FY20		FY21		FY22	√
Submitted By	Mike Garza, P.E., TXDOT (Ron Emmons, P.E., City of Fair Oaks Ranch)							
File Name	SAT_AmmannRd_FairOaksRanch							
Safety Plan	Improve existing horiz. align. into 35 mph curve with superelevation. Add warning signs, chevrons, and milled edgeline and centerline rumble strips. Widen existing pavement to 11' lanes with 4' shoulders. Consolidate 2 driveways into 1 access driveway.							

Estimate	
Bid Items (not including 500 & 502) Attach Detailed Estimate	$176,052.53
ROW (if required)	$68,582.90
Mobilization and Barricades (≥ 8%)	$51,055.23
Safety (2-5%)	$14,784.53
Inflation (≥ 10%)	$31,047.52
Total	$341,522.72

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2018 SII Calculator (2015-2017 Crash Data, 2016 NSC Data)
Enter data in the shaded cells where applicable.

	Number of Crashes	Cost	Years of Data
Number of Fatal Crashes	0	$3,500,000	3
Number of Incapacitating Injury Crashes	1	$3,500,000	
Number of Non-Incapactitating Injury Crashes	0	$500,000	

Reduction Factor	57%
Service Life	20
Total ROW & Construction Cost	$341,523
Annual Maintenance Cost	$0
Present ADT	1205
Future ADT	1877
SII Calculation	**27.38**

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Texas Department of Transportation

Ammann Road
Project Estimate

ITEM	SPEC NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL	TXDOT AVG UNIT PRICE
1	100 6002	PREPARING ROW	STA	8.5	$3,276.46	$27,849.93	3276.462
2	104 6017	REMOVING CONC (DRIVEWAYS)	SY	93	$11.60	$1,079.21	11.60445
3	105 6014	REMOVING STAB BASE & ASPH PAV (7"-12")	SY	1649	$5.00	$8,249.60	5.00279
4	106 6002	OBLITERATING ABANDONED ROAD	SY	1419	$2.21	$3,136.84	2.2106
5	110 6001	EXCAVATION (ROADWAY)	CY	750	$7.95	$5,963.96	7.95194
6	132 6006	EMBANKMENT (FINAL)(DENS CONT)(TY C)	CY	1000	$7.43	$7,430.71	7.43071
7	164 6035	DRILL SEEDING (PERM)(RURAL)(CLAY)	SY	4936	$7.95	$39,250.78	7.95194
8	168 6001	VEGETATIVE WATERING	MG	77	$7.43	$572.18	7.43071
9	260 6002	LIME (HYDRATED LIME (SLURRY))	TON	356	$7.95	$2,828.00	7.95194
10	260 6073	LIME TRT (SUBGRADE)(8")	SY	2892	$2.63	$7,615.13	2.63317
11	310 6009	PRIME COAT (MC-30)	GAL	578	$10.56	$6,110.48	10.56446
12	341 6010	D-GR HMA TY-B PG70-22	TON	224	$58.69	$13,145.62	58.6858
13	341 6042	D-GR HMA TY-D SAC-B PG70-22	TON	231	$61.66	$14,243.35	61.65954
14	432 6001	RIPRAP (CONC)(4 IN)	SY	50	$360.61	$18,030.27	360.60546
15	464 6003	RC PIPE (CL III)(18 IN)	LF	16	$50.84	$813.47	50.84187
16	467 6357	SET (TY II) (18 IN) (RCP) (3: 1) (P)	EA	2	$705.13	$1,410.27	705.13444
17	496 6050	REMOV STR (DRIVEWAY CULVERT)	EA	1	$300.34	$300.34	300.33537
18	506 6038	TEMP SEDMT CONT FENCE (INSTALL)	LF	1052	$2.42	$2,542.71	2.41702
19	506 6039	TEMP SEDMT CONT FENCE (REMOVE)	LF	1052	$0.68	$719.88	0.6843
20	530 6004	DRIVEWAYS (CONC)	SY	376	$67.43	$25,355.11	67.43379
21	533 6003	RUMBLE STRIPS (SHOULDER) ASPHALT	LF	1623	$0.11	$184.99	0.11398
22	533 6004	RUMBLE STRIPS (CENTERLINE) ASPHALT	LF	812	$0.18	$142.39	0.17536
23	636 6001	ALUMINUM SIGNS (TY A)	SF	81	$27.93	$2,262.43	27.93123
24	644 6004	IN SM RD SN SUP&AM TY10BWG(1)SA(T)	EA	14	$600.65	$8,409.03	600.64513
25	644 6068	RELOCATE SM RD SN SUP&AM TY 10BWG	EA	3	$362.75	$1,088.24	362.74529
26	644 6076	REMOVE SM RD SN SUP&AM	EA	6	$84.94	$509.65	84.94088
27	666 6170	REFL PAV MRK TY II (W) 4" (SLD)	LF	1623	$0.10	$163.66	0.10084
28	666 6207	REFL PAV MRK TY II (Y) 4" (SLD)	LF	1623	$0.11	$172.82	0.10648
29	6185 6001	TMA (STATIONARY)	EA	1	$5,400.64	$5,400.64	5400.63702
					Subtotal	**$176,052.53**	

30	500 6001	MOBILIZATION	LS	1	$8,802.63	$8,802.63
31	502 6001	BARRICADES, SIGNS AND TRAFFIC HANDLING	MO	8	$5,281.58	$42,252.61

Bid Items (not including 500 & 502)	$176,052.53
ROW (if required)	$68,582.90
Mobilization and Barricades (≥ 8%)	$51,055.23
Safety (2-5%)	$14,784.53
Inflation (≥ 10%)	$31,047.52
Total Construction Cost	**$341,522.72**

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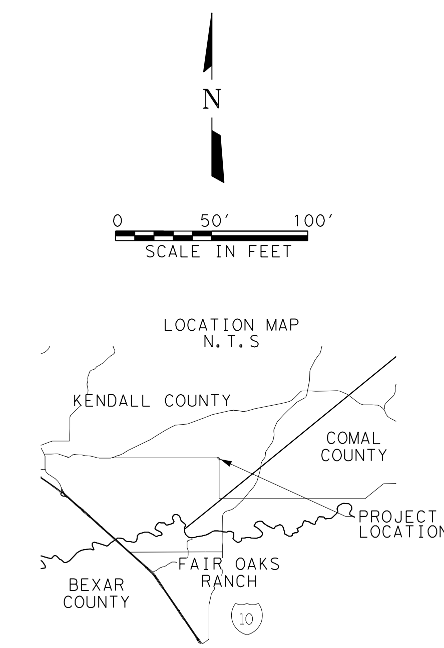

FREESE AND NICHOLS, INC.
TEXAS REGISTERED ENGINEERING FIRM F-2144

CITY OF FAIR OAKS RANCH

FREESE AND NICHOLS
9601 McAllister Freeway, Suite 1008
San Antonio, Texas 78216
Phone - (210) 298-3800
web - www.freese.com

FAIR OAKS RANCH

AMMANN ROAD LAYOUT

SHEET 1 OF 1

DESIGN	FED. RD. DIV. NO.	STATE AID PROJECT NO.		HIGHWAY NO.
GRAPHICS	STATE	DISTRICT	COUNTY	SHEET NO.
CHECK				
CHECK	CONTROL	SECTION	JOB	

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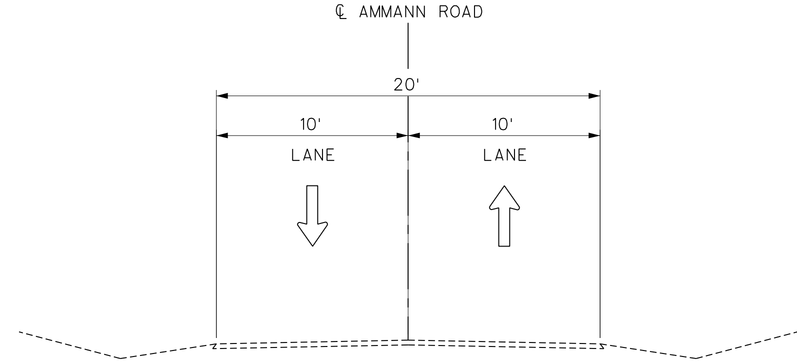
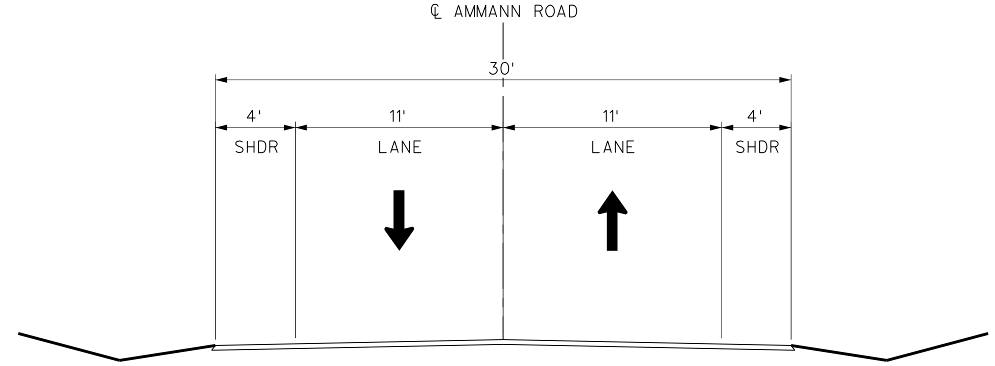


EXISTING TYPICAL SECTION



PROPOSED TYPICAL SECTION

FREESE AND NICHOLS, INC.
TEXAS REGISTERED ENGINEERING FIRM F-2144

CITY OF FAIR OAKS RANCH

FREESE AND NICHOLS
9601 McAllister Freeway, Suite 1008
San Antonio, Texas 78216
Phone - (210) 298-3800
web - www.freese.com

FAIR OAKS RANCH

TYPICAL SECTIONS

SHEET 1 OF 1

DESIGN	FED.RD. DIV.NO.	STATE AID PROJECT NO.		HIGHWAY NO.
GRAPHICS	STATE	DISTRICT	COUNTY	SHEET NO.
CHECK				
CHECK	CONTROL	SECTION	JOB	1

CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
February 7, 2019

AGENDA TOPIC:	Discussion regarding safety concerns on FM 3351 (Ralph Fair Road)
DATE:	February 7, 2019
DEPARTMENT:	Administration
PRESENTED BY:	Tobin Maples, City Manager

INTRODUCTION/BACKGROUND:

This item has been added to the agenda at the request of Council Member Koerner. The purpose of the agenda item is to discuss citizen concerns associated with the safety of FM 3351 (Ralph Fair Road).

Subsequent to Councilmember Koerner's agenda request, staff reached out to TxDOT to ensure they were aware of the community's concerns. TxDOT confirmed safety was top priority and stated they were already advancing action plans to address the situation. On January 24, 2019, TxDOT provided the following details:

- *Our short-term plan is to mill/texture the pavement from the I-10 vicinity to Pimlico. This will essentially increase the friction on the pavement surface and should help with the issues we've been having on this section of roadway. We hope to do this work starting next week (weather-dependent) and it will take a few days to complete (current estimate is 4 days).*
- *In the mid-term (in the next year or two – funding dependent) we plan to overlay this section (between I-10 and Dietz-Elkhorn). This project will provide a fresh/new asphalt riding surface for the roadway.*
- *Planning efforts for the long-term expansion of FM 3351 have started, inclusive of the City participation in the process. We look forward to continuing to work with FOR on these improvements.*

At the time of writing this consideration page, TxDOT was mobilized and implementing the above referenced short-term plan. Regarding the mid-term plan; TxDOT indicated their effort to secure funding may be enhanced if the City supported the plan. If the City Council agrees, approval of a resolution of support would be warranted. Regarding the long-term expansion plan; the City has engaged an outside consulting firm to assist with shaping the expansion of FM 3351 through Fair Oaks Ranch. Discussions regarding the expansion of FM 3351 are in their infancy, inclusive of framing and implementing a community outreach program as previously directed by City Council.

Staff will be prepared to answer questions and provide additional details at the meeting.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

Safety along FM 3351 is a top priority and mutual concern shared by the City and TxDOT.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

TBD

LEGAL ANALYSIS:

N/A at this time.

RECOMMENDATION/PROPOSED MOTION:

Provide City Staff with insight and general direction. No formal action is required.

CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
February 7, 2019

AGENDA TOPIC: Discussion regarding a future elevated water storage tank.

DATE: February 7, 2019

DEPARTMENT: Administration

PRESENTED BY: Ron Emmons P.E, Public Works Director

INTRODUCTION/BACKGROUND:

This item has been added to the agenda at the request of Council Member Patel. The City Manager and the Public Works Director will be prepared to answer questions and provide additional details at the meeting. Generally, staff will discuss the following:

- The City owns and operates a water utility (potable water system)
- Regulatory Compliance
  - The City's utility is subject to state law (TCEQ)
  - TCEQ requirements for elevated tanks based on number of existing connections to the utility, fire pressure, etc.
- The City has been planning for an elevated tank.
  - Impact fees, water agreements, etc.
- Ongoing process
  - The City understands the need for community engagement
  - The City will hire an engineering consultant/team to
    - Lead a location/site analysis, inclusive of community outreach and input
    - Design the elevated tank and applicable infrastructure
    - Prepare construction plans and bid documents
    - Keep the community updated throughout the process
    - Build and dedicate the elevated tank
    - The City will own and operate the elevated tank

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

Public health and Regulatory Compliance

LONGTERM FINANCIAL & BUDGETARY IMPACT:

Design services: Funded in FY 2018-19 budget

Construction: Proposed funding for FY 2019-2020

LEGAL ANALYSIS:

N/A

RECOMMENDATION/PROPOSED MOTION:

Provide City Staff with insight and general direction. No formal action is required.

CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
February 7, 2019

AGENDA TOPIC:	Discussion regarding flooding on Keeneland Road.
DATE:	February 7, 2019
DEPARTMENT:	Administration
PRESENTED BY:	Tobin Maples, City Manager

INTRODUCTION/BACKGROUND:

This item has been added to the agenda at the request of Council Member Hartpence. The purpose of the agenda item is to discuss citizen concerns associated with roadway flooding due to ongoing development along the corridor.

Staff will be prepared to answer questions and provide additional details regarding the sequence of events and the City's authority to advance corrective actions.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

Minimize public/private loss due to flood conditions.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

TBD

LEGAL ANALYSIS:

TBD

RECOMMENDATION/PROPOSED MOTION:

Provide City Staff with insight and general direction. No formal action is required.

CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
February 7, 2019

AGENDA TOPIC:	Discussion regarding Section 7.15 - Penalty Clause of the City Charter
DATE:	February 7, 2019
DEPARTMENT:	Legal
PRESENTED BY:	Charles Zech, City Attorney

INTRODUCTION/BACKGROUND:

This item has been added to the agenda at the request of Council Member Patel. The City Attorney will provide an update.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

City Charter, Section 7.15 enacting an ordinance enforcing a criminal penalty for violation of any provisions of the City Charter.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

TBD

LEGAL ANALYSIS:

The City Attorney will provide an update.

RECOMMENDATION/PROPOSED MOTION:

Provide City Staff with insight and general direction. No formal action is required.

CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
February 7, 2019

AGENDA TOPIC:	Presentation of Quarterly Financial and Investment Report- Q4 2018
DATE:	February 7, 2019
DEPARTMENT:	Finance
PRESENTED BY:	Sarah Buckelew, Finance Director

INTRODUCTION/BACKGROUND:

Pursuant to Texas Government Code Section 2256.023 and the City's Investment Policy Section 12, the Finance Director is required, on a quarterly basis, to prepare and submit to City Council a written report of investment transactions that have occurred since the previous report, and the market value of the current investments.

The attached presentation is being made to comply with the Q4 2018 reporting requirements.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

Frequent review and reporting of the city's assets and investment vehicles is both prudent and necessary to verify that the city's investment portfolio is being managed according to the investment policy.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

The investment portfolio shall be managed in accordance with the objectives specified in the investment policy (safety, liquidity, diversification, and yield). The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates.

LEGAL ANALYSIS:

Not applicable at this time.

RECOMMENDATION/PROPOSED MOTION:

This presentation is for informational purposes only and to comply with requirements under Texas Government Code Section 2256.023 and the City's Investment Policy.

December 2018

QUARTERLY FINANCIAL REPORT

CITY OF FAIR OAKS RANCH • TEXAS

About This Quarterly Financial Report

This report has been prepared by the City of Fair Oak Ranch's Finance Department. The Quarterly Financial Report is intended to provide our users (internal and external) with information regarding the City's financial position. This report includes information for the quarter ending December 31, 2018.

This report is presented in three sections.

1. The *Executive Dashboard* section contains a high level summary of the major operating funds using graphic illustrations and key economic indicators. Narrative disclosures are also included to highlight any significant changes or fluctuations.

2. The *Financial Summary* section reports the performance of the major operating funds of the City. In addition, the report provides financial reports on a departmental level.

3. The *Quarterly Investment Report* provides a summary of the City's investment portfolio, interest earnings and a brief market outlook.

The Quarterly Financial Report is intended to provide our users with timely and relevant information. Please provide us with any comments or suggestions you may have. If you would like additional information, feel free to contact me.

Sarah Buckelew

Sarah Buckelew
Director of Finance

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Fair Oaks Ranch, TX 78015
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Section 1

City of Fair Oaks Ranch
Quarterly Financial Report
December 2018

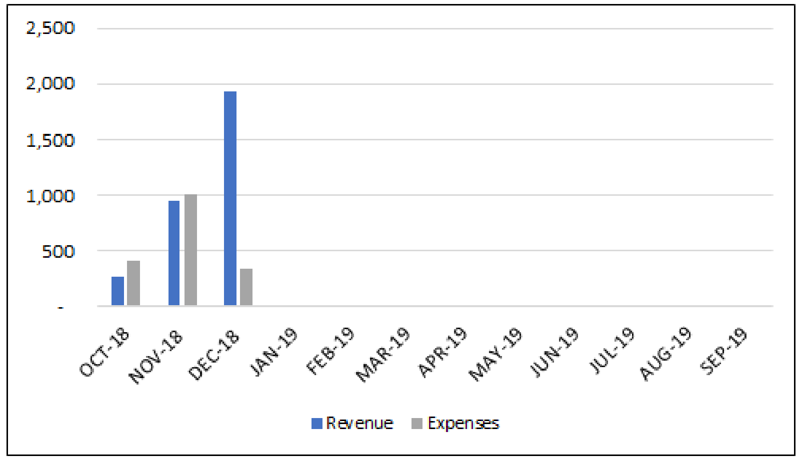
Executive Dashboards

City of Fair Oaks Ranch, Texas

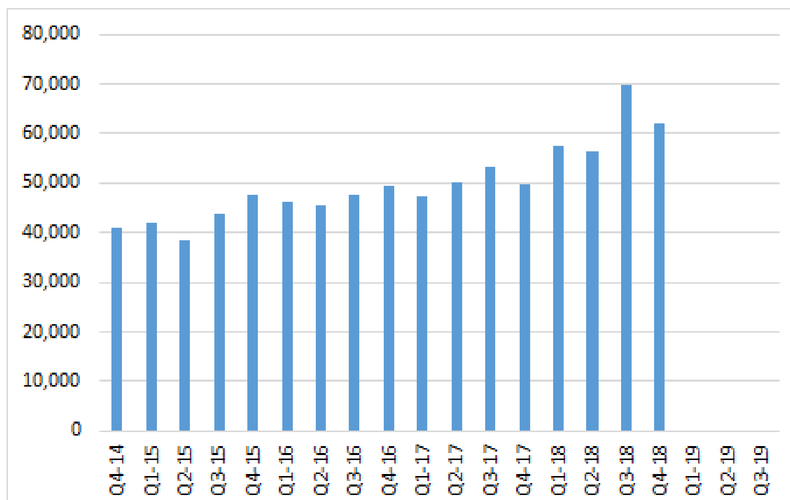
General Fund **Operations**
Executive Dashboard

	FY 18-19 Annual Budget	FY 18-19 Annual Projection	FY 18-19 % Variance
Beginning Fund Balance			
as of 9/30/2018	2,633,375	2,757,377	4.7%
Revenues:			
Taxes	5,739,835	5,739,835	0.0%
Franchise Fees	566,500	566,500	0.0%
Interest	63,500	63,500	0.0%
Permits	272,700	272,700	0.0%
Animal Control	3,400	3,400	0.0%
Fines & Forfeitures	127,570	127,570	0.0%
Fees & Services	230,034	230,034	0.0%
Miscellaneous Income	20,100	20,100	0.0%
Total Revenues	7,023,639	7,023,639	0.0%
Transfers in	111,750	111,750	0.0%
Total Revenues	7,135,389	7,135,389	0.0%
Expenditures:			
Personnel	4,210,327	4,117,170	-2.2%
Maintenance & Ops	717,064	717,064	0.0%
Professional Services	1,120,818	1,120,818	0.0%
Shared Services	337,592	337,592	0.0%
Capital Outlay	127,850	127,850	0.0%
Debt Service	-	-	0.0%
Transfers	621,738	621,738	0.0%
Total Expenditures	7,135,389	7,042,232	-2.2%
Net Income	0	93,157	2.2%
Ending Fund Balance	2,633,375	2,850,534	2.2%

Revenue & Expenses (in thousands)



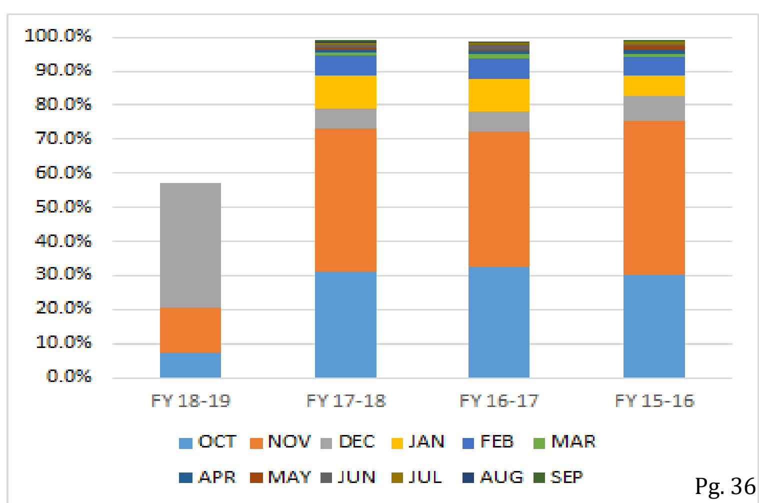
Sales Tax Monthly Average by Quarter



Key Trends

- The projection adjusts for anticipated hire date of March 1st for 10 of the 12 general fund new hires due to the delay in construction on city hall. This as well as other staff vacancies accounts for the majority of the projected savings in personnel.
- Expenses were high in November due to large 1-time annual recurring subscriptions renewing. The majority of revenue receipts will occur through January, and taper off for the remainder of the fiscal year.
- With the removal of the early pay discount, and the pay plan options, property tax receipts for Q4 have been about 57% as compared to the historical trend of about 80% by the same time in previous years. Receipts have been on pace in January to meet the historical trend of approximately 80% collection by the property tax deadline of January 31st.

Historical % of Property Tax Collected by Month



City of Fair Oaks Ranch, Texas

Capital Improvements Dashboard

	FY 18-19 Annual Budget	FY 18-19 Annual Projection	FY 18-19 % Variance
Beginning Fund Balance			
as of 9/30/2018	167,310	223,508	33.6%
Resources:			
Transfer from General Fund	310,000	310,000	0.0%
Total Resources	310,000	310,000	0.0%
Expenditures:			
Master Land Use Plan	60,000	60,000	0.0%
Bldg/Bldg Improvement	250,000	288,149	15.3%
Total Expenditures	310,000	348,149	15.3%
Net Income	-	(38,149)	
Ending Fund Balance	167,310	185,359	0.0%

	Project Allocation
Fund Balance	223,508
Professional and Contractual Services	
Supplies	-
Professional Services	-
Update Subdivision Regulations	-
Master Land Use Plan	-
Master Drainage Plan	-
Zoning Regulations	-
Development Handbook	-
Master Roadway	-
MS4 and SSO Permitting	-
Total Professional and Contractual Services Costs	-
Capital Improvement	
Land/Land Improvement	-
Bldg/Bldg Improvement	38,149
Infrastructure	-
Personal Property	-
Total Capital Improvement Costs	38,149
	-
Total Allocations	38,149
TOTAL NOT ALLOCATED TO A PROJECT	185,359

Key Trends

- $38,149 will be transferred from fund balance to the building improvement project for work not completed before year end of the previous fiscal year.
- Of the total Fund Balance for Capital Projects of $223,508, only the $38,149 related to the building improvement is allocated to a project. $185,359 is available for future capital projects.

Schedule of FY 18-19 Capital Improvement Projects

Project/Program	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	2019-20	2020-21+
Unified Development Code														
Subdivision Regulations														
Master Land Use Plan														
Development Handbook														
Building Improvements														
Architectural Design														
Out Bulding #1 - Construction														
City Hall - Construction														

Schedule of FY 18-19 Operational Projects

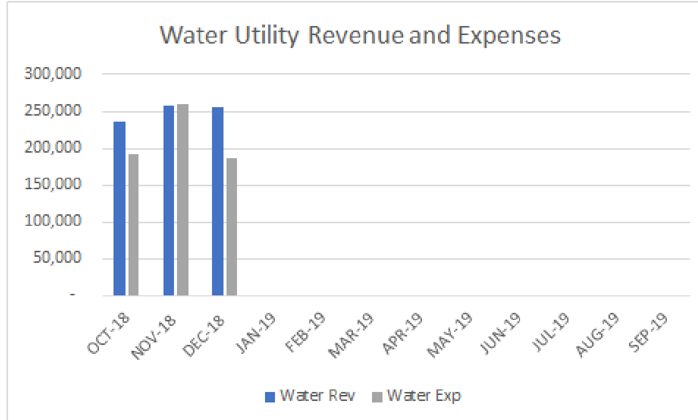
Project/Program	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	2019-20	2020-21+
FM 3351 Expansion														
Texdot Preliminary Planning & Design														
Texdot Construction														

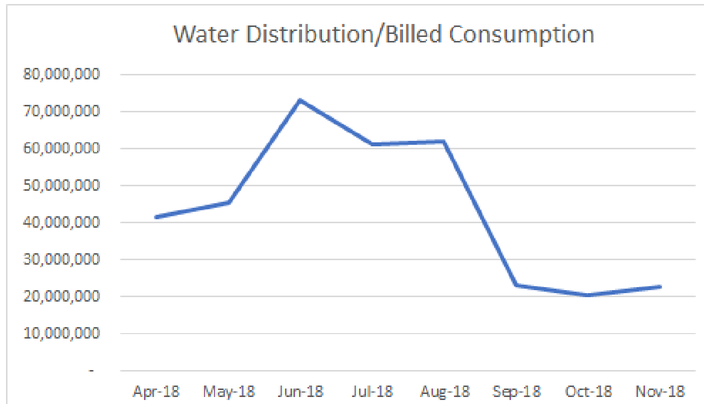
Staff Planning Phase
Execution Phase
Deliverable Expected

City of Fair Oaks Ranch, Texas

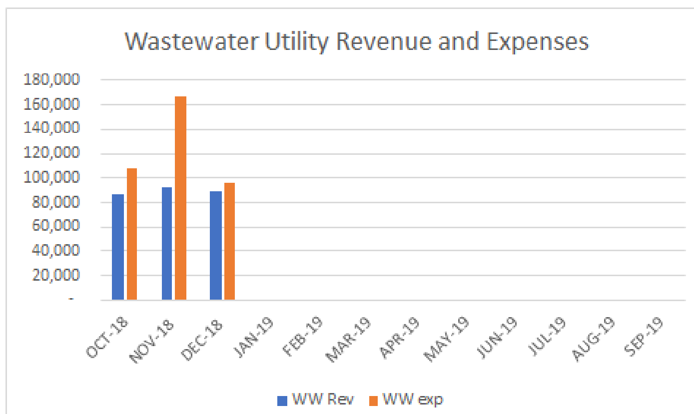
Utility Operations Dashboard

WATER OPERATIONS	FY 18-19 Annual Budget	FY 18-19 Annual Projection	FY 18-19 % Variance
Water Revenues	3,804,008	3,804,008	0.0%
Water Operating Expenses			
Personnel	717,398	702,619	-2.1%
Maintenance & Ops	2,277,581	2,277,581	0.0%
Services	47,081	47,081	0.0%
Total Ops Expense	3,042,060	3,027,281	-0.5%
Operating Income	761,948	776,727	1.9%
Capital Outlay	472,000	472,000	0.0%
Debt Service Costs	82,729	82,729	0.0%
Transfers & Non-Cash	(280,334)	(280,334)	0.0%
Net Income/(Loss)	487,553	502,332	3.0%



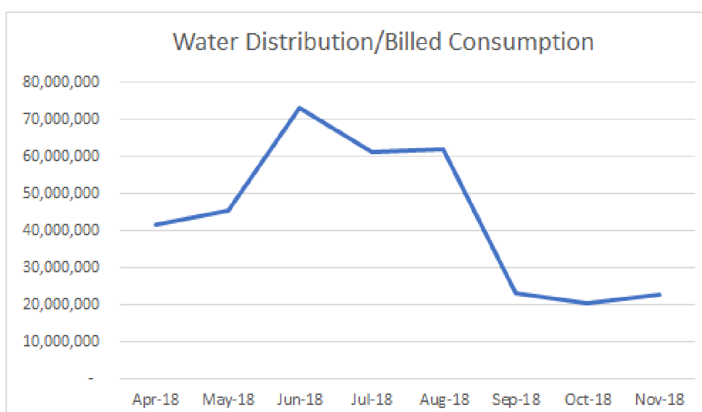


WASTEWATER OPERATIONS	FY 18-19 Annual Budget	FY 18-19 Annual Projection	FY 18-19 % Variance
Water Revenues	1,064,661	1,064,661	0.0%
Water Operating Expenses			
Personnel	611,820	597,041	-2.4%
Maintenance & Ops	1,015,943	1,015,943	0.0%
Services	1,162	1,162	0.0%
Total Ops Expense	1,628,925	1,614,146	-0.9%
Operating Income	(564,264)	(549,485)	-2.6%
Capital Outlay	420,000	320,000	-23.8%
Debt Service Costs	15,758	15,758	0.0%
Transfers & Non-Cash	(298,814)	(283,814)	-5.0%
Net Income/(Loss)	(701,208)	(601,429)	-14.2%



Key Trends

- Expenses were high in November for both Water and Wastewater due to large 1-time annual recurring subscriptions renewing.
- There is a forecasted underrun of $15,000 for Wastewater non-cash adjustments related to the Sludge dewatering box project which has been cancelled. We will monitor the sludge haul expense closely, and are still projecting wastewater to produce a deficit this year due to the cancellation of this project.



City of Fair Oaks Ranch, Texas

Utility Capital Projects Dashboard

Schedule of FY 18-19 Capital Improvement Projects														
Project/Program	**OCT**	**NOV**	**DEC**	**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUN**	**JUL**	**AUG**	**SEP**	**2019-20**	**2020-21+**
EPA program - Vaccum Jetter														
EPA program - Camera														
Replacement Generators														
Collection System														
Digester Planning														
Impact Rate Study														
Utility Rate Analysis														
SCADA Data Project	Project is being re-examined for viability													
Sludge Dewatering Box	Project was cancelled													
Customer Online Bill Viewer														
North Elevated Storage Tower														
Engineering Design Phase														
Construction Phase														

Planning/Design Phase
Execution Phase
Deliverable Expected

Utility Fund
Capitalizable Costs and Non-Recurring Projects

Council's Strategic Goals and Strategies		FY 18-19	Est. Life	Depreciation of New Capital			
		CASH OUTLAY		**FY 2018-19**	**FY 2019-20**	**FY 2020-21**	**2020 & beyond**
CP-3.1	North Elevated Storage Tower	247,000	15	16,467	16,467	16,467	197,600
CP-3.6	EPA required program - vacuum jetter	80,000	10	8,000	8,000	8,000	56,000
CP-3.6	EPA required program - camera	60,000	5	12,000	12,000	12,000	24,000
CP-3.9	Improve use of SCADA data	80,000	3	26,667	26,667	26,667	0
HT-1.25	Trailers to transport equipment	6,075	5	1,215	1,215	1,215	2,430
HT-1.26	Purchase new trucks for employees	80,000	5	16,000	16,000	16,000	32,000
Operational	Fix exposed water line	400,000	15	26,667	26,667	26,667	320,000
Operational	Sludge dewatering box	150,000	10	15,000	15,000	15,000	105,000
Operational	Replacement Generators	40,000	7	5,714	5,714	5,714	22,857
Operational	Collection System Repairs and Improvements	170,000	10	17,000	17,000	17,000	119,000
Operational	Digester Planning	100,000	10	10,000	10,000	10,000	70,000
CP-4.1	Implement master wastewater plan	125,000	1	125,000	0	0	0
CP-5.3	Utility Rate Analysis	200,000	1	200,000			
Operational	Impact Rate Study	50,000	1	50,000			
		$ 1,788,075		$ 529,729	$ 154,729	$ 154,729	$ 948,887

Section 2

City of Fair Oaks Ranch
Quarterly Financial Report
December 2018

This report is designed for internal use and does not include all the funds and accounts included in the City of Fair Oaks Ranch operations. The information provided is unaudited; for a complete audited report, please refer to the City of Fair Oaks Ranch Comprehensive Annual Financial Report, available through the City's Finance Department, City Secretary's Office, or on the City's website.

FINANCIAL SUMMARY

Governmental Funds Year-to-Date Summary
December 31, 2018
25% of Fiscal year

	Governmental Funds Total Budget	General Year-to Date	CIP Year-to Date	Equip Repl Year-to Date	Bond Capital Year-to Date	Governmental Funds Budget Balance	Debt Service Total Budget	Debt Service Year-to Date	Debt Service Budget Balance
Revenues:									
Taxes	5,739,835	2,926,292	-	-	-	2,813,544	556,909	313,481	243,428
Franchise Fees	566,500	41,378	-	-	-	525,122	-	-	-
Interest	63,500	26,445	-	-	1,742	35,313	1,000	34	966
Permits	272,700	47,800	-	-	-	224,900	-	-	-
Animal Control	3,400	940	-	-	-	2,460	-	-	-
Fines & Forfeitures	127,570	35,897	-	-	-	91,673	-	-	-
Fees & Services	230,034	66,086	-	-	-	163,948	-	-	-
Miscellaneous Income	20,100	1,856	-	-	-	18,244	-	-	-
Transfers	582,253	-	310,000	160,503	-	111,750	-	-	-
Total Available Resources	7,605,892	3,146,694	310,000	160,503	1,742	3,618,939	557,909	313,514	244,395
Expenditures:									
Personnel	4,210,327	888,341	-	-	-	3,321,986	-	-	-
Supplies, Maintenance & Operations	717,064	36,392	-	-	-	680,671	-	-	-
Professional Services	1,180,818	203,889	38,638	-	-	938,291	-	-	-
Shared Services	337,592	150,444	-	-	-	187,148	-	-	-
Capital Outlay	377,850	-	7,250	-	-	370,600	-	-	-
Debt Service	-	-	-	-	-	-	557,909	-	557,909
Transfers & Non-Cash Adjustments	782,241	470,503	-	-	-	311,738	-	-	-
Total Expenditures	7,605,892	1,749,569	45,888	-	-	1,795,457	557,909	-	557,909
Revenue Over / (Under) Expenditures	-	1,397,125	264,112	160,503	1,742	1,823,482	-	313,514	(313,514)

General Fund Year-to-Date Summary
December 31, 2018
25% of Fiscal year

	Budget	Year-to Date Actual	Percent of Budget	Budget Balance
Revenues:				
Taxes	5,739,835	2,926,292	51.0%	2,813,544
Franchise Fees	566,500	41,378	7.3%	525,122
Interest	63,500	26,445	41.6%	37,055
Permits	272,700	47,800	17.5%	224,900
Animal Control	3,400	940	27.6%	2,460
Fines & Forfeitures	127,570	35,897	28.1%	91,673
Fees & Services	230,034	66,086	28.7%	163,948
Miscellaneous Income	20,100	1,856	9.2%	18,244
Transfers	111,750	-	0.0%	111,750
Total Available Resources	7,135,389	3,146,694	44.10%	3,146,694
Expenditures:				
Personnel	4,210,327	888,341	21.10%	3,321,986
Supplies, Maintenance & Operations	717,064	36,392	5.08%	680,671
Professional Services	1,120,818	203,889	18.19%	916,929
Shared Services	337,592	150,444	44.56%	187,148
Capital Outlay	127,850	-	0.00%	127,850
Debt Service	-	-	0.00%	-
Transfers & Non-Cash Adjustments	621,738	470,503	75.68%	151,235
Total Expenditures	7,135,389	1,749,569	24.52%	1,749,569
Revenue Over / (Under) Expenditures	-	1,397,125		1,397,125

General Fund

Revenue Detail

Revenue Type	Budget	Year-to-Date Actual	Percent of Budget	Budget Balance	Comments
Taxes					
General Property	4,999,835	2,857,454	57.2%	2,142,381	Collections through December.
Delinquent Property	30,000	4,492	15.0%	25,508	
Penalty & Interest	15,000	1,516	10.1%	13,484	
Mixed Beverage	20,000	-	0.0%	20,000	Received quarterly.
Local Sales	450,000	41,677	9.3%	408,323	Collections through October received.
Street Maintenance	112,500	10,576	9.4%	101,924	Collections through October received.
Property Reduction	112,500	10,576	9.4%	101,924	Collections through October received.
Total Taxes	5,739,835	2,926,292		2,813,544	
Franchise Fees					
Time Warner Cable	62,000	-	0.0%	62,000	First quarterly payment expected in January.
GVTC Cable/Telephone	72,000	256	0.4%	71,744	First quarterly payment expected in January.
AT&T Cable/Telephone	21,000	-	0.0%	21,000	First quarterly payment expected in January.
Miscellaneous	1,500	-	0.0%	1,500	First quarterly payment expected in January.
City Public Service	330,000	40,622	12.3%	289,378	First quarterly payment expected in January.
Pedernales Electric Company	41,000	-	0.0%	41,000	First quarterly payment expected in January.
Grey Forest Utilities	10,500	-	0.0%	10,500	First quarterly payment expected in January.
Garbage Regular	27,000	77	0.3%	26,923	First quarterly payment expected in January.
Garbage Recycling	1,500	423	28.2%	1,077	
Total Franchise Fees	566,500	41,378		525,122	
Interest					
Bank/Investment Interest	63,500	26,445	41.6%	37,055	Interest will be split with Enterprise Fund at year-end.
Total Interest	63,500	26,445		37,055	
Permits					
New Residential Permits	200,200	36,464	18.2%	163,736	
New Commerical Permits	2,600	-	0.0%	2,600	
Remodeling/Additions	31,200	6,246	20.0%	24,954	
Other BC and Permits	26,000	1,966	7.6%	24,035	
Contractor Registration	10,000	1,800	18.0%	8,200	
Food/Health	2,700	1,325	49.1%	1,375	Due to overall increase in food permits.
Total Permits Costs	272,700	47,800		224,900	
Animal Control					
Pet Licenses	1,500	370	24.7%	1,130	
Pet Impount/Quarantine	1,900	570	30.0%	1,330	
Total Animal Control	3,400	940		2,460	
Fines & Forfeitures					
Municipal Court Fines	120,000	33,630	28.0%	86,370	
Municipal Court Security	3,200	965	30.2%	2,235	
Municipal Court Technology	4,300	1,287	29.9%	3,013	
Municipal Court Efficiency	70	14	20.3%	56	
Total Fines & Forfeitures	127,570	35,897		91,673	
Fees & Services					
FORU Management	194,884	37,261	19.1%	157,623	
Special Fees	4,900	963	19.7%	3,937	
FORMDD Management	26,750	26,750	100.0%	-	Annual management fee collected.
Credit Card Service Fee	3,500	1,112	31.8%	2,388	
Total Fees & Services	230,034	66,086		163,948	
MIscellaneous					
Miscellaneous	4,000	764	19.1%	3,236	
Sale of Assets	7,000	-	0.0%	7,000	Retired patrol car possibly being auctioned.
School Guard Crossing Fund	7,400	1,092	14.8%	6,308	
Leose Proceeds	1,700	-	0.0%	1,700	Expect to receive in Mar-19.
Total Miscellaneous	20,100	1,856		18,244	
Transfers					
Capital Replacement	111,750	-	0.0%	111,750	Will be transferred once capital is purchased.
Total Transfers	111,750	-		111,750	
Total Revenue	7,135,389	3,146,694	44.1%	3,988,695	

Mayor & Council Expenditures - 610
December 31, 2018
25% of Fiscal Year

	Expenditure Type	Budget	Year-to-Date Actual	Percent of Budget	Budget Balance	Comments
	Supplies, Maintenance & Operations					
01-610-200	Supplies and Consumables	200	-	0%	200	
01-610-256	Committees - Other	1,000	-	0%	1,000	
01-610-257	Committees - Planning & Zoning	1,000	-	0%	1,000	
01-610-258	Committee - Board of Adj	1,000	-	0%	1,000	
01-610-259	Urban Wildlife	1,500	60	4%	1,440	
01-610-260	Donations & Grants	-	-	0%	-	
	Total Supplies, Maintenance & Operations Costs	4,700	60		4,640	
	Services					
01-610-302	Training/Seminars & Related Travel	3,000	-	0%	3,000	
01-610-303	Meetings and Related Travel	5,800	42	1%	5,758	
01-610-354	Public Relations	3,500	-	0%	3,500	
	Total Services Costs	12,300	42		12,258	
	Total Departmental Budget	17,000	102	0.6%	16,898	

Administration - 611
December 31, 2018
25% of Fiscal Year

	Expenditure Type	Budget	Year-to-Date Actual	Percent of Budget	Budget Balance	Comments
	Personnel					
01-611-101	Salaries	301,306	61,317	20%	239,989	
01-611-100	Overtime	-	-	0%	-	
01-611-102	Taxes - Social Security	18,681	3,032	16%	15,649	
01-611-103	Taxes - Medicare	4,369	1,025	23%	3,344	
01-611-104	Taxes SUTA/FUTA	675	-	0%	675	Paid quarterly
01-611-105	Workmans' Compensation Insurance	1,356	590	44%	766	Annual premium pd; did not budget 20% fund discount
01-611-106	Retirement	35,976	7,671	21%	28,305	
01-611-107	Health Insurance	30,690	5,278	17%	25,412	
01-611-108	Uniform Allowance	-	-	0%	-	
01-611-109	Car Allowance	7,200	1,662	23%	5,538	
01-611-110	Relocation Allowance	-	-	0%	-	
	Total Personnel Costs	400,253	80,574		319,679	
	Supplies, Maintenance & Operations					
01-611-200	Supplies and Consumables	550	52	9%	498	
01-611-201	Minor Equipment and Furniture	4,790	-	0%	4,790	
01-611-202	Fuel	200	70	35%	130	
01-611-203	Uniforms	150	-	0%	150	
01-611-204	Miscellaneous	200	-	0%	200	
	Total Supplies, Maintenance & Operations Costs	5,890	122		5,768	
	Services					
01-611-300	Professional Services	128,199	17,651	14%	110,548	
01-611-301	Dues/Subscriptions	3,580	644	18%	2,937	
01-611-302	Training/Seminars & Related Travel	18,443	1,341	7%	17,102	
01-611-303	Meetings and Related Travel	1,475	438	30%	1,037	Top Workplace Luncheon $300.
	Total Services Costs	151,697	20,073		131,624	
	Total Departmental Budget	557,840	100,769	18.1%	457,071	

City Secretary - 612
December 31, 2018
25% of Fiscal Year

	Expenditure Type	Budget	Year-to-Date Actual	Percent of Budget	Budget Balance	Comments
	Personnel					
01-612-101	Salaries	129,490	22,488	17%	107,002	
01-612-100	Overtime	-	6	0%	(6)	
01-612-102	Taxes - Social Security	8,028	1,525	19%	6,503	
01-612-103	Taxes - Medicare	1,878	357	19%	1,521	
01-612-104	Taxes SUTA/FUTA	675	-	0%	675	Paid quarterly
01-612-105	Workmans' Compensation Insurance	583	254	44%	329	Annual premium pd; did not budget 20% fund discount
01-612-106	Retirement	15,461	2,740	18%	12,721	
01-612-107	Health Insurance	27,397	4,474	16%	22,923	
01-612-108	Uniform Allowance	-	-	0%	-	
01-612-109	Car Allowance	-	-	0%	-	
01-612-110	Relocation Allowance	-	-	0%	-	
	Total Personnel Costs	183,513	31,843		151,669	
	Supplies, Maintenance & Operations					
01-612-200	Supplies and Consumables	800	281	35%	519	Minutes Books $202.
01-612-201	Minor Equipment and Furniture	4,500	-	0%	4,500	
01-612-202	Fuel	-	-	0%	-	
01-612-203	Uniforms	200	-	0%	200	
01-612-204	Miscellaneous	250	-	0%	250	
	Total Supplies, Maintenance & Operations Costs	5,750	281		5,469	
	Services					
01-612-300	Professional Services	7,000	-	0%	7,000	
01-612-301	Dues/Subscriptions	2,940	2,366	80%	574	Annual TML, AACOG, and TMCA dues paid.
01-612-302	Training/Seminars & Related Travel	3,555	858	24%	2,697	
01-612-303	Meetings and Related Travel	1,676	39	2%	1,637	
01-612-350	Elections	19,500	-	0%	19,500	
01-612-357	Recording/Reporting/History	3,000	388	13%	2,612	
	Total Services Costs	37,671	3,651		34,020	
	Total Departmental Budget	226,934	35,775	15.8%	191,159	

HR & Communications - 613
December 31, 2018
25% of Fiscal Year

	Expenditure Type	Budget	Year-to-Date Actual	Percent of Budget	Budget Balance	Comments
	Personnel					
01-613-101	Salaries	88,276	13,335	15%	74,941	
01-613-100	Overtime	-	-	0%	-	
01-613-102	Taxes - Social Security	5,473	965	18%	4,508	
01-613-103	Taxes - Medicare	1,280	226	18%	1,054	
01-613-104	Taxes SUTA/FUTA	450	-	0%	450	
01-613-105	Workmans' Compensation Insurance	397	173	44%	224	Annual premium pd; did not budget 20% fund discount
01-613-106	Retirement	10,540	1,624	15%	8,916	
01-613-107	Health Insurance	15,056	1,327	9%	13,729	
01-613-108	Uniform Allowance	-	-	0%	-	
01-613-109	Car Allowance	-	-	0%	-	
01-613-110	Relocation Allowance	-	-	0%	-	
	Total Personnel Costs	121,472	17,650		103,822	
	Supplies, Maintenance & Operations					
01-613-200	Supplies and Consumables	1,118	124	11%	994	
01-613-201	Minor Equipment and Furniture	4,500	-	0%	4,500	
01-613-202	Fuel	-	-	0%	-	
01-613-203	Uniforms	100	-	0%	100	
01-613-204	Miscellaneous	-	-	0%	-	
	Total Supplies, Maintenance & Operations Costs	5,718	124		5,594	
	Services					
01-613-300	Professional Services	5,000	650	13%	4,350	
01-613-301	Dues/Subscriptions	275	-	0%	275	
01-613-302	Training/Seminars & Related Travel	14,025	-	0%	14,025	
01-613-303	Meetings and Related Travel	-	-	0%	-	
01-613-354	Public Relations	10,000	(26)	0%	10,026	Received a credit on City Celebration purchases from credit card
01-613-355	Employee Appreciation	4,750	3,454	73%	1,296	Holiday Party expenses
01-613-356	Employment Costs	1,100	205	19%	895	
	Total Services Costs	35,150	4,283		30,867	
	Total Departmental Budget	162,340	22,057	13.6%	140,283	

Finance - 614
December 31, 2018
25% of Fiscal Year

Account	Expenditure Type	Budget	Year-to-Date Actual	Percent of Budget	Budget Balance	Comments
	Personnel					
01-614-101	Salaries	200,964	28,261	14%	172,703	
01-614-100	Overtime	166	-	0%	166	
01-614-102	Taxes - Social Security	12,470	1,970	16%	10,500	
01-614-103	Taxes - Medicare	2,916	461	16%	2,456	
01-614-104	Taxes SUTA/FUTA	675	-	0%	675	Paid quarterly
01-614-105	Workmans' Compensation Insurance	905	394	44%	511	Annual premium pd; did not budget 20% fund discount
01-614-106	Retirement	24,015	3,442	14%	20,573	
01-614-107	Health Insurance	21,336	2,145	10%	19,191	
01-614-108	Uniform Allowance	-	-	0%	-	
01-614-109	Car Allowance	-	-	0%	-	
01-614-110	Relocation Allowance	-	-	0%	-	
	Total Personnel Costs	263,447	36,673		226,774	
	Supplies, Maintenance & Operations					
01-614-200	Supplies and Consumables	1,027	235	23%	792	
01-614-201	Minor Equipment and Furniture	7,520	-	0%	7,520	
01-614-202	Fuel	-	-	0%	-	
01-614-203	Uniforms	-	-	0%	-	
01-614-204	Miscellaneous	-	-	0%	-	
	Total Supplies, Maintenance & Operations Costs	8,547	235		8,312	
	Services					
01-614-300	Professional Services	109,845	34,438	31%	75,407	
01-614-301	Dues/Subscriptions	403	148	37%	255	Annual GFOAT membership paid.
01-614-302	Training/Seminars & Related Travel	6,200	244	4%	5,956	
01-614-303	Meetings and Related Travel	-	-	0%	-	
	Total Services Costs	116,448	34,830		81,618	
	Total Departmental Budget	388,442	71,738	18.5%	316,704	

Municipal Court - 620
December 31, 2018
25% of Fiscal Year

	Expenditure Type	Budget	Year-to-Date Actual	Percent of Budget	Budget Balance	Comments
	Personnel					
01-620-101	Salaries	97,552	19,257	20%	78,295	
01-620-100	Overtime	440	-	0%	440	
01-620-102	Taxes - Social Security	6,076	1,404	23%	4,672	
01-620-103	Taxes - Medicare	1,421	328	23%	1,093	
01-620-104	Taxes SUTA/FUTA	450	-	0%	450	Paid quarterly
01-620-105	Workmans' Compensation Insurance	441	192	44%	249	Annual premium pd; did not budget 20% fund discount
01-620-106	Retirement	11,700	2,345	20%	9,355	
01-620-107	Health Insurance	16,911	2,664	16%	14,247	
01-620-108	Uniform Allowance	-	-	0%	-	
01-620-109	Car Allowance	-	-	0%	-	
01-620-110	Relocation Allowance	-	-	0%	-	
	Total Personnel Costs	134,991	26,190		108,801	
	Supplies, Maintenance & Operations					
01-620-200	Supplies and Consumables	2,000	174	9%	1,826	
01-620-201	Minor Equipment and Furniture	-	-	0%	-	
01-620-202	Fuel	-	-	0%	-	
01-620-203	Uniforms	100	-	0%	100	
01-620-204	Miscellaneous	100	-	0%	100	
	Total Supplies, Maintenance & Operations Costs	2,200	174		2,026	
	Services					
01-620-300	Professional Services	62,500	3,240	5%	59,260	
01-620-301	Dues/Subscriptions	400	57	14%	343	
01-620-302	Training/Seminars & Related Travel	2,000	373	19%	1,627	
01-620-303	Meetings and Related Travel	-	-	0%	-	
	Total Services Costs	64,900	3,670		61,230	
	Total Departmental Budget	202,091	30,034	14.9%	172,057	

Public Safety/Emergency - 630
December 31, 2018
25% of Fiscal Year

	Expenditure Type	Budget	Year-to-Date Actual	Percent of Budget	Budget Balance	Comments
	Personnel					
01-630-101	Salaries	1,559,138	342,935	22%	1,216,203	
01-630-100	Overtime	10,246	5,025	49%	5,221	
01-630-102	Taxes - Social Security	97,302	24,928	26%	72,374	
01-630-103	Taxes - Medicare	22,756	5,830	26%	16,926	
01-630-104	Taxes SUTA/FUTA	6,300	-	0%	6,300	Paid quarterly
01-630-105	Workmans' Compensation Insurance	69,418	30,216	44%	39,203	Annual premium pd; did not budget 20% fund discount
01-630-106	Retirement	187,385	42,382	23%	145,003	
01-630-107	Health Insurance	238,031	48,746	20%	189,284	
01-630-108	Uniform Allowance	19,200	-	0%	19,200	
01-630-109	Car Allowance	-	-	0%	-	
01-630-110	Relocation Allowance	-	-	0%	-	
	Total Personnel Costs	2,209,776	500,062		1,709,714	
	Supplies, Maintenance & Operations					
01-630-200	Supplies and Consumables	3,100	1,422	46%	1,678	Business cards and various supplies.
01-630-201	Minor Equipment and Furniture	70,600	5,107	7%	65,493	
01-630-202	Fuel	30,000	9,493	32%	20,507	
01-630-203	Uniforms	12,025	1,972	16%	10,053	
01-630-204	Miscellaneous	2,000	668	33%	1,332	Defib pack and battery $513.
01-630-250	Vehicle Maintenance/Repairs	20,000	3,499	17%	16,501	
	Total Supplies, Maintenance & Operations Costs	137,725	22,161		115,564	
	Services					
01-630-300	Professional Services	509,816	129,188	25%	380,627	Paid annual Code Red and 1st quarter Fire Dep't.
01-630-301	Dues/Subscriptions	4,100	2,518	61%	1,582	Paid annual Leads Online and TCLEDS subscriptions.
01-630-302	Training/Seminars & Related Travel	14,000	109	1%	13,891	
01-630-303	Meetings and Related Travel	2,000	-	0%	2,000	
01-630-351	Investigations	7,000	1,597	23%	5,403	
01-630-352	Leose Training	7,600	-	0%	7,600	
01-630-353	Asset Forfeiture	-	-	0%	-	
01-630-354	Public Relations	6,000	24	0%	5,976	
	Total Services Costs	550,516	133,436		417,079	
	Capital Outlay					
01-630-800	Land/Land Improvement	-	-	0%	-	
01-630-801	Building/Building Improvement	-	-	0%	-	
01-630-802	Infrastructure	-	-	0%	-	
01-630-803	Furniture, Fixtures, Equipment & Vehicles	74,100	-	0%	74,100	
	Total Capital Outlay Costs	74,100	-		74,100	
	Total Departmental Budget	2,972,117	655,659	22.1%	2,316,457	

Maintenance - 640
December 31, 2018
25% of Fiscal Year

	Expenditure Type	Budget	Year-to-Date Actual	Percent of Budget	Budget Balance	Comments
	Personnel					
01-640-101	Salaries	257,876	52,015	20%	205,861	
01-640-100	Overtime	955	177	19%	777	
01-640-102	Taxes - Social Security	16,048	4,021	25%	12,026	
01-640-103	Taxes - Medicare	3,753	940	25%	2,813	
01-640-104	Taxes SUTA/FUTA	1,575	-	0%	1,575	Paid quarterly
01-640-105	Workmans' Compensation Insurance	22,956	9,992	44%	12,964	Annual premium pd; did not budget 20% fund discount
01-640-106	Retirement	30,904	6,357	21%	24,547	
01-640-107	Health Insurance	50,667	11,884	23%	38,783	
01-640-108	Uniform Allowance	-	-	0%	-	
01-640-109	Car Allowance	-	-	0%	-	
01-640-110	Relocation Allowance	-	-	0%	-	
	Total Personnel Costs	384,734	85,388		299,346	
	Supplies, Maintenance & Operations					
01-640-200	Supplies and Consumables	3,500	539	15%	2,961	
01-640-201	Minor Equipment and Furniture	13,560	1,007	7%	12,553	
01-640-202	Fuel	10,200	2,511	25%	7,689	
01-640-203	Uniforms	7,359	1,544	21%	5,815	
01-640-204	Miscellaneous	700	-	0%	700	
01-640-250	Vehicle Maintenance/Repairs	17,850	1,434	8%	16,416	
01-640-251	Equipment Maintenance/Repairs	6,580	526	8%	6,054	
01-640-252	Building Maintenance/Repairs	13,000	2,688	21%	10,312	
01-640-253	Landscaping & Greenspace Maintenance	-	-	0%	-	
01-640-254	Street Maintenance	80,000	233	0%	79,767	
01-640-255	Drainage Work	25,000	(4)	0%	25,004	Received a refund of sales tax from September.
	Total Supplies, Maintenance & Operations Costs	177,749	10,478		167,271	
	Services					
01-640-300	Professional Services	-	-	0%	-	
01-640-301	Dues/Subscriptions	600	-	0%	600	
01-640-302	Training/Seminars & Related Travel	8,541	1,037	12%	7,504	
01-640-303	Meetings and Related Travel	750	-	0%	750	
	Total Services Costs	9,891	1,037		8,854	
	Capital Outlay					
01-640-800	Land/Land Improvement	-	-	0%	-	
01-640-801	Building/Building Improvement	-	-	0%	-	
01-640-802	Infrastructure	-	-	0%	-	
01-640-803	Furniture, Fixtures, Equipment & Vehicles	53,750	-	0%	53,750	
	Total Capital Outlay Costs	53,750	-		53,750	
	Total Departmental Budget	626,124	96,902	15.5%	529,222	

Building Codes & Permits - 641
December 31, 2018
25% of Fiscal Year

	Expenditure Type	Budget	Year-to-Date Actual	Percent of Budget	Budget Balance	Comments
	Personnel					
01-641-101	Salaries	167,727	38,345	23%	129,382	
01-641-100	Overtime	171	-	0%	171	
01-641-102	Taxes - Social Security	10,410	2,674	26%	7,736	
01-641-103	Taxes - Medicare	2,435	625	26%	1,809	
01-641-104	Taxes SUTA/FUTA	675	-	0%	675	Paid quarterly
01-641-105	Workmans' Compensation Insurance	1,512	658	44%	854	Annual premium pd; did not budget 20% fund discount
01-641-106	Retirement	20,047	4,670	23%	15,377	
01-641-107	Health Insurance	24,337	5,701	23%	18,636	
01-641-108	Uniform Allowance	-	-	0%	-	
01-641-109	Car Allowance	-	-	0%	-	
01-641-110	Relocation Allowance	-	-	0%	-	
	Total Personnel Costs	227,313	52,674		174,639	
	Supplies, Maintenance & Operations					
01-641-200	Supplies and Consumables	600	30	5%	570	
01-641-201	Minor Equipment and Furniture	1,180	116	10%	1,064	
01-641-202	Fuel	1,300	372	29%	928	
01-641-203	Uniforms	280	-	0%	280	
01-641-204	Miscellaneous	150	35	23%	115	Health Inspection permits $35.
	Total Supplies, Maintenance & Operations Costs	3,510	552		2,958	
	Services					
01-641-300	Professional Services	9,200	2,100	23%	7,100	Paid bi-annual Health Inspector services.
01-641-301	Dues/Subscriptions	290	-	0%	290	
01-641-302	Training/Seminars & Related Travel	3,555	170	5%	3,385	
01-641-303	Meetings and Related Travel	200	-	0%	200	
	Total Services Costs	13,245	2,270		10,975	
	Total Departmental Budget	244,068	55,497	22.7%	188,571	

Engineering & Planning - 642
December 31, 2018
25% of Fiscal Year

	Expenditure Type	Budget	Year-to-Date Actual	Percent of Budget	Budget Balance	Comments
	Personnel					
01-642-101	Salaries	208,786	42,164	20%	166,622	
01-642-100	Overtime	-	-	0%	-	
01-642-102	Taxes - Social Security	12,945	2,548	20%	10,397	
01-642-103	Taxes - Medicare	3,027	596	20%	2,431	
01-642-104	Taxes SUTA/FUTA	788	-	0%	788	Paid quarterly
01-642-105	Workmans' Compensation Insurance	2,380	1,036	44%	1,344	Annual premium pd; did not budget 20% fund discount
01-642-106	Retirement	24,929	5,136	21%	19,793	
01-642-107	Health Insurance	31,973	5,808	18%	26,166	
01-642-108	Uniform Allowance	-	-	0%	-	
01-642-109	Car Allowance	-	-	0%	-	
01-642-110	Relocation Allowance	-	-	0%	-	
	Total Personnel Costs	284,828	57,288		227,541	
	Supplies, Maintenance & Operations					
01-642-200	Supplies and Consumables	4,654	64	1%	4,590	
01-642-201	Minor Equipment and Furniture	4,036	1,133	28%	2,903	
01-642-202	Fuel	1,859	41	2%	1,818	
01-642-203	Uniforms	815	162	20%	653	
01-642-204	Miscellaneous	200	-	0%	200	
01-642-254	Street Maintenance	347,711	-	0%	347,711	
	Total Supplies, Maintenance & Operations Costs	359,275	1,400		357,875	
	Services					
01-642-300	Professional Services	120,000	-	0%	120,000	
01-642-301	Dues/Subscriptions	363	140	39%	223	Paid annual TCEQ Stormwater Permit.
01-642-302	Training/Seminars & Related Travel	8,138	458	6%	7,679	
01-642-303	Meetings and Related Travel	500	-	0%	500	
	Total Services Costs	129,001	598		128,402	
	Total Departmental Budget	773,104	59,286	7.7%	713,818	

Non-Departmental - 690
December 31, 2018
25% of Fiscal Year

	Expenditure Type	Budget	Year-to-Date Actual	Percent of Budget	Budget Balance	Comments
	Supplies, Maintenance & Operations					
01-690-200	Supplies and Consumables	6,000	804	13%	5,196	
01-690-204	Miscellaneous	-	-	0%	-	
	Total Supplies, Maintenance & Operations Costs	6,000	804		5,196	
	Shared Services					
01-690-700	Facility Contracts & Services	20,739	11,200	54%	9,539	Paid annual elevator maintenance contract $3,562.
01-690-701	Tech/Internet/Software Maintenance	192,810	77,981	40%	114,830	Paid annual IWORQ, ArcGIS, and DIR Data Services.
01-690-702	Postage	7,500	988	13%	6,512	
01-690-703	General Liability Insurance	58,000	49,586	85%	8,414	Paid annual premium.
01-690-704	Electricity	32,700	5,199	16%	27,501	
01-690-705	Phone/Cable/Alarms	25,843	5,491	21%	20,352	
	Total Shared Services Costs	337,592	150,444		187,148	
	Capital Outlay					
01-690-805	Transfer to Cap Improv Fund 02	310,000	310,000	100%	-	
01-690-806	Transfer to GF Veh/Equip F 31	160,503	160,503	100%	-	
01-690-810	Fund Balance	151,235	-	0%	151,235	Fund Balance transfers to be completed at year-end.
	Total Capital Outlay Costs	621,738	470,503		151,235	
	Total Departmental Budget	965,330	621,751	64.4%	343,579	

Capital Improvement Fund
December 31, 2018
25% of Fiscal Year

	Budget	Year-to-Date Actual	Percent of Budget	Budget Balance	Comments
Revenues:					
Transfer from Fund Balance	-	-	0%	-	
Transfer from General Fund	310,000	310,000	100%	-	
Total Revenue	310,000	310,000		-	
Professional and Contractual Services					
Master Land Use Plan	60,000	24,000	40%	36,000	
Annexation Plan	-	-	0%	-	
Master Drainage Plan	-	6,754	0%	(6,754)	Oct-Nov invoice.
Zoning Regulations	-	-	0%	-	
Development Handbook	-	-	0%	-	
Master Roadway	-	-	0%	-	
MS4 and SSO Permitting	-	7,884	0%	(7,884)	Oct-Nov invoice.
Total Professional and Contractual Services Costs	60,000	38,638		21,362	
Capital Improvement					
Bldg/Bldg Improvement	250,000	7,250	3%	242,750	Add'l $38k will be transferred from Fund Balance for prior year work not completed.
Total Capital Improvement Costs	250,000	7,250		242,750	
Total Expenditures	310,000	45,888		264,112	
Revenue Over / (Under) Expenditures	-	264,112			

Street Bond Debt Service Fund
December 31, 2018
25% of Fiscal Year

	Budget	Year-to-Date Actual	Percent of Budget	Budget Balance	Comments
Revenues:					
General Property-I & S	552,409	312,712	57%	239,697	Collections through December.
Delinquent Property	3,000	594	20%	2,406	
Penalty & Interest	1,500	174	12%	1,326	
Interest Income on Investments	1,000	34	3%	966	
Total Revenue	557,909	313,514		244,395	
Expenditures:					
Bond Principal	435,000	-	0%	435,000	Next payment due in February
Bond Interest Payable	117,009	-	0%	117,009	Next payment due in February
Bond Agent Fees	400	-	0%	400	Next payment due in February
Transfer to Fund Balance	5,500	-		5,500	
Total Expenditures	557,909	-		557,909	
Revenue Over / (Under) Expenditures	-	313,514			

Equipment and Vehicle Replacement
December 31, 2018
25% of Fiscal Year

	Budget	Year-to-Date Actual	Percent of Budget	Budget Balance	Comments
Revenues:					
Transfer from General Fund	160,503	160,503	100%	-	
Total Revenue	160,503	160,503		-	
Professional and Contractual Services					
Transfer to General Fund for Purchases	111,750	-	0%	111,750	Transfer will post once capital is purchased.
Transfer to Fund Balance	48,753	-	0%	48,753	
Total Professional and Contractual Services Costs	160,503	-		160,503	
Total Expenditures	160,503	-		160,503	
Revenue Over / (Under) Expenditures	-	160,503			

Utility Fund Year-to-Date Summary
December 31, 2018
25% of Fiscal year

	Enterprise Fund Total Budget	Water Year-to-Date	Wastewater Year-to-Date	Equipment Repl Year-to-Date	Enterprise Fund Budget Balance
Utility Revenues	4,868,669	749,589	267,775	-	3,851,305
Utility Operating Expenses					
Personnel	1,329,218	157,474	125,124	-	1,046,620
Supplies, Maintenance & Operations	3,293,524	406,708	201,268	-	2,685,548
Services	48,243	13,890	712	-	33,641
Total Utility Operating Expenses	4,670,984	578,072	327,104	-	3,765,809
Operating Income/(Loss)	197,685	171,517	(59,329)	-	85,496
Capital Outlay	892,000	11,676	119,127	-	761,198
Debt Service Costs	98,487	21,345		-	77,142
Non Cash Adjustments	(657,994)	39,423	39,423	(78,846)	(657,994)
Net Income / (Loss)	(134,809)	99,073	(217,879)	78,846	(94,850)

Water Utility Fund
Summary

	Budget	Year-to-Date Actual	Percent of Budget	Budget Balance
Water Revenues	3,804,008	749,589	19.7%	3,054,419
Water Operating Expenses				
Personnel	717,398	157,474	22.0%	559,924
Supplies, Maintenance & Operations	2,277,581	406,708	17.9%	1,870,873
Services	47,081	13,890	29.5%	33,191
Total Water Operating Expenses	3,042,060	578,072		2,463,988
Operating Income	761,948	171,517		590,431
Capital Outlay	472,000	11,676	2.5%	460,324
Debt Service Costs	82,729	21,345	25.8%	61,384
Transfers & Non-Cash Adjustments	(280,334)	39,423	-14.1%	(319,757)
Net Income/(Loss)	487,553	99,074	20.3%	388,479

Water Utility Fund
Revenue Detail

		Budget	Year-to-Date Actual	Percent of Budget	Budget Balance	Comments
	Water Revenues					
05-401-110	Water Revenue Residential	2,766,817	467,716	16.90%	2,299,101	
05-401-111	Rebate Program	-	-	0.00%	-	
05-401-112	Water Debt Service	297,785	65,716	22.07%	232,069	
05-401-113	Water Capital	237,082	59,794	25.22%	177,288	
05-401-120	Water Revenue Commercial	135,475	40,399	29.82%	95,077	
05-401-125	Water Contract Commercial	158,268	39,567	25.00%	118,701	
05-401-130	Water Revenue Non Potable	10,960	3,944	35.98%	7,016	
05-401-140	Water Service Connect Fees	34,810	7,875	22.62%	26,935	
05-401-150	Water Penalties	28,440	8,055	28.32%	20,385	
05-401-160	Water Impact Fees	83,640	49,487	59.17%	34,153	
05-401-161	Water Impact Fee-Stone Creek	9,340	-	0.00%	9,340	
05-401-162	Water Impact Fee-S Bar Ranch	12,710	-	0.00%	12,710	
05-401-163	Water Impact Fee-Oak Bend	-	-	0.00%	-	
05-401-164	Water Impact Fee-Enclave	1,600	-	0.00%	1,600	
05-401-170	Water Interest Income	16,000	2,630	16.44%	13,370	
05-401-180	Water-Bad Debts	(3,000)	-	0.00%	(3,000)	
05-401-190	Water Grant Revenue	-	-	0.00%	-	
05-401-191	SECO EECBG	-	-	0.00%	-	
05-401-194	Misc./Special Requests	3,710	-	0.00%	3,710	
05-401-195	Developers Contributions	-	-	0.00%	-	
05-401-196	Third Party Reimbursement	-	1,719	0.00%	(1,719)	
05-401-197	Permits/Variances	370	25	6.76%	345	
05-401-910	Sale of Assets	-	-	0.00%	-	
05-401-900	Fund Balance Transfer In	-	-	0.00%	-	
	Total Water Revenues	3,804,008	749,589		3,054,419	

Operating Expense Detail

		Budget	Year-to-Date Actual	Percent of Budget	Budget Balance	Comments
	Operating Expenses					
05-501-101	Service Salaries	272,713	55,271	20.27%	217,442	
05-501-100	Service Overtime	1,929	2,376	123.17%	(447)	Overtime was budgeted conservatively.
05-501-102	Service Taxes - FICA	18,093	3,982	22.01%	14,111	
05-501-104	Service Workers' Comp	16,663	6,874	41.26%	9,789	Annual premium paid; did not budget 20% fund discount.
05-501-105	Service Texas Workforce Commission	1,490	-	0.00%	1,490	Paid quarterly
05-501-107	Total Miscellaneous	53,301	13,006	24.40%	40,296	
05-501-201	Administration Salaries	233,679	49,837	21.33%	183,842	
05-501-200	Administration Overtime	152	3	1.92%	149	
05-501-202	Administration Taxes - FICA	14,498	3,404	23.48%	11,094	
05-501-203	Administration Taxes - MEDICARE	3,391	796	23.48%	2,594	
05-501-204	Administration Workers' Comp	1,052	1,052	100.00%	-	
05-501-205	Administration Texas Workforce Commissio	911	-	0.00%	911	Paid quarterly
05-501-206	Administration Retirement	27,919	6,071	21.74%	21,849	
05-501-207	Administration Insurance	32,532	6,849	21.05%	25,683	
05-501-108	Uniforms	5,953	1,697	28.50%	4,256	
05-501-111	Power	126,050	12,257	9.72%	113,793	
05-501-112	Maintenance of Plants/Lines	135,140	20,182	14.93%	114,958	
05-501-114	Analysis Fees	5,750	1,256	21.84%	4,494	
05-501-115	Chemicals	5,090	451	8.87%	4,639	
05-501-116	City Management Fee	153,576	27,002	17.58%	126,574	
05-501-117	Equipment Maintenance	4,110	1,433	34.88%	2,677	Backhoe repairs $1,115.
05-501-118	Equipment Gas & Oil	11,010	4,135	37.56%	6,875	Refilled propane tanks at water plant.
05-501-121	GBRA Water Fees	1,097,699	248,345	22.62%	849,354	
05-501-122	Equipment Lease	690	-	0.00%	690	
05-501-123	Tools & Minor Equipment	18,663	9,727	52.12%	8,936	
05-501-124	Training	10,250	1,513	14.76%	8,737	
05-501-125	Utilities & Radio	19,389	4,519	23.31%	14,871	
05-501-126	Signal & Telemetry	162	41	25.00%	122	
05-501-127	Water Building Maintenance	10,000	2,160	21.60%	7,840	
05-501-128	Supplies & Consumables	1,340	200	14.93%	1,140	
05-501-129	Vehicle Maintenance/Repair	10,450	1,452	13.90%	8,998	
05-501-150	Capital	543,038	2,713	0.50%	540,325	
05-501-208	Utilities & Telephone	5,527	1,140	20.62%	4,387	
05-501-209	Dues & Publications	1,102	863	78.28%	239	Annual memberships paid.
05-501-210	Water Professional Services	47,081	13,890	29.50%	33,191	
05-501-211	Permit & Licenses	8,461	7,171	84.76%	1,290	TCEQ annual fee paid.
05-501-212	General Libility Insurance	12,320	11,917	96.73%	403	Annual premium paid
05-501-213	Office Supplies	5,814	1,310	22.54%	4,504	
05-501-214	Travel & Meetings	7,750	1,645	21.23%	6,105	
05-501-215	Software & Computer	56,627	38,984	68.84%	17,644	Annual Incode paid
05-501-217	Recording/Reporting	100	-	0.00%	100	
05-501-218	Postage	850	138	16.29%	712	
05-501-219	Building/Equip Maintenance	1,100	237	21.55%	863	
05-501-220	Conservation Ed & Newsletter	250	-	0.00%	250	
05-501-221	Billing Statement Charges	3,360	812	24.17%	2,548	
05-501-222	Billing Postage	8,100	1,950	24.07%	6,150	
05-501-290	Water Miscellaneous	600	-	0.00%	600	
05-501-298	Credit Card Service Fee	7,260	1,456	20.06%	5,804	
	Total Operating Expenses	3,042,060	578,072		2,463,988	

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

		Budget	Year-to-Date Actual	Percent of Budget	Budget Balance	Comments
	Capital Outlays					
22-526-400	Capital Improvement Plan	-	-	0.00%	-	
22-525-400	Master Water/Wastewater Plan	25,000	11,550	46.20%	13,450	
22-510-300	Intrepid/Silver Spur water Line	-	-	0.00%	-	
22-513-300	12" Meadow Creek Trail Connection	-	-	0.00%	-	
22-514-300	Water Distribution Interconnect	-	-	0.00%	-	
22-503-200	North Elevated Storage Tank	247,000	125	0.05%	246,875	
22-527-400	Utility Rate Analysis	200,000	-	0.00%	200,000	
	Total Capital Outlays	472,000	11,676		460,324	
	Debt Service Costs					
05-501-300	Bond Principal	-	-	0.00%	-	
05-501-310	Bond Water Issuance Fees	-	-	0.00%	-	
05-501-320	Bond Interest Cost	-	-	0.00%	-	
05-501-330	Tax Exempt Lease Interest	82,729	21,345	25.80%	61,384	
	Total Debt Service Costs	82,729	21,345		61,384	
	Non-Cash Adjustments					
05-501-989	Transfer to Vehicle/Equip Replacement Fun	39,423	39,423	100.00%	-	
05-501-120	Water Service Depreciation	(319,757)	-	0.00%	(319,757)	
05-501-120	Total Non-Cash Adjustments	(280,334)	39,423		(319,757)	
	Total Non-Operating Expenses	274,395	72,444		201,951	

Wastewater Utility Fund
Summary

	Budget	Year-to-Date Actual	Percent of Budget	Budget Balance
Wastewater Revenues	1,064,661	267,775	25.2%	796,886
Wastewater Operating Expenses				
Personnel	611,820	125,124	20.5%	486,696
Supplies, Maintenance & Operations	1,015,943	201,268	19.8%	814,675
Services	1,162	712	61.3%	450
Total Wastewater Operating Expenses	1,628,925	327,104		1,301,821
Operating Income	(564,264)	(59,329)		(504,935)
Capital Outlay	420,000	119,127	28.4%	300,873
Debt Service	15,758	4,066	25.8%	-
Non-Cash Adjustments	(298,814)	39,423	-13.2%	(338,237)
Net Income/(Loss)	(701,208)	(221,945)	31.7%	(467,571)

Wastewater Utility Fund
Revenue Detail

		Budget	Year-to-Date Actual	Percent of Budget	Budget Balance	Comments
	Wastewater Revenues					
05-402-110	Sewer Revenue Residential	822,004	204,140	24.83%	617,864	
05-402-112	Sewer Debt Service	56,721	12,592	22.20%	44,129	
05-402-113	Sewer Capital	88,250	22,130	25.08%	66,121	
05-402-120	Sewer Revenue Commercial	4,166	1,031	24.76%	3,134	
05-402-140	Sewer Service Connect Fee	23,670	7,000	29.57%	16,670	
05-402-150	Sewer Penalties	5,270	2,233	42.37%	3,037	
05-402-160	Sewer Impact Fee	45,710	15,885	34.75%	29,825	
05-402-162	Sewer Impact Fee-S Bar Ranch	6,710	-	0.00%	6,710	
05-402-168	Sewer Impact Fee-<2004	-	-	0.00%	-	
05-402-170	Sewer Interest Income	12,000	2,765	23.04%	9,235	
05-402-180	Sewer Bad Debt	(400)	-	0.00%	(400)	
05-402-190	Sewer Grant Revenue	-	-	0.00%	-	
05-402-191	SECO EECBG	560	-	0.00%	560	
05-402-194	Misc/Special Requests	-	-	0.00%	-	
05-402-900	Fund Balance Transfer In	-	-	0.00%	-	
	Total Wastewater Revenues	1,064,661	267,775		796,886	

Wastewater Utility Fund
Operating Expenses

		Budget	Actual	of Budget	Balance	Comments
	Operating Expenses					
05-502-101	Service Salaries	198,086	43,067	21.74%	155,019	
05-502-100	Service Overtime	1,414	1,011	71.51%	403	
05-502-102	Service Taxes - FICA	12,369	3,195	25.83%	9,174	
05-502-104	Service Workers' Comp	11,391	4,958	43.53%	6,433	Annual premium pd; did not budget 20% fund discount
05-502-105	Service Taxes - SUTA/FUTA	956	-	0.00%	956	Paid quarterly
05-502-106	Service Retirement	23,820	5,369	22.54%	18,452	
05-502-107	Service Insurance	29,864	6,530	21.86%	23,334	
05-502-201	Administration Salaries	245,170	44,530	18.16%	200,639	
05-502-200	Administration Overtime	152	3	1.92%	149	
05-502-202	Administration Taxes - FICA	15,210	3,015	19.82%	12,195	
05-502-204	Administration Workers' Comp	1,216	529	43.53%	687	Annual premium pd; did not budget 20% fund discount
05-502-205	Administration Taxes - SUTA/FUTA	956	-	0.00%	956	Paid quarterly
05-502-207	Total Miscellaneous	35,474	6,041	17.03%	29,433	
05-502-108	Uniforms	5,953	910	15.29%	5,043	
05-502-111	Power	35,140	6,445	18.34%	28,695	
05-502-112	Maintenance Of Plant/ Lines	50,280	12,765	25.39%	37,515	
05-502-113	Sludge Hauling	330,000	92,015	27.88%	237,985	
05-502-114	Analysis Fees	21,330	7,030	32.96%	14,300	
05-502-115	Chemicals	6,280	2,371	37.75%	3,909	
05-502-116	City Management Fee	41,308	10,259	24.83%	31,050	
05-502-117	Equipment Maintenance	2,860	1,362	47.63%	1,498	Backhoe repairs $1,115.
05-502-118	Equipment Gas & Oil	6,820	2,498	36.63%	4,322	
05-502-122	Equipment Lease	3,090	4,560	147.57%	(1,470)	E pump rental for two months.
05-502-123	Tools & Minor Equipment	16,123	3,041	18.86%	13,082	
05-502-124	Training	9,250	1,412	15.26%	7,839	
05-502-125	Utilities & Radios	18,127	4,311	23.78%	13,816	
05-502-126	Signal & Telemetry	461	115	25.00%	346	
05-502-127	Building Maintenance	10,330	992	9.60%	9,338	
05-502-128	Supplies & Consumables	1,120	181	16.12%	939	
05-502-129	Vehicle Maintenance & Repairs	2,500	544	21.77%	1,956	
05-502-150	Capital	353,038	2,713	0.77%	350,325	
05-502-208	Utilities/Telephone	5,006	1,326	26.48%	3,680	
05-502-209	Dues & Publications	1,162	712	61.26%	450	
05-502-210	Professional Fees	26,004	10,524	40.47%	15,480	
05-502-211	Permits & Licenses	1,718	1,303	75.84%	415	TCEQ annual fee paid.
05-502-212	Liability Insurance	12,320	11,917	96.73%	402	Annual premium paid
05-502-213	Office Supplies	4,194	1,176	28.04%	3,018	
05-502-214	Travel & Meetings	4,800	1,659	34.57%	3,141	
05-502-215	Software & Computers	34,193	16,701	48.84%	17,492	Annual Incode paid
05-502-217	Recording/Reporting	100	-	0.00%	100	

Wastewater Utility Fund
Operating Expenses Cont.

		Budget	Year-to-Date Actual	Percent of Budget	Budget Balance	Comments
05-502-218	Sewer Postage	438	138	31.61%	300	
05-502-219	Adm Bldg/Equip. Maintenance	1,100	237	21.55%	863	
05-502-221	Billing Statement Charges	3,360	812	24.17%	2,548	
05-502-222	Billing Postage	8,100	1,950	24.07%	6,150	
05-502-290	Miscellaneous	600	-	0.00%	600	
	Total Operating Expenses	1,628,925	327,104		1,301,821	

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

		Budget	Year-to-Date Actual	Percent of Budget	Budget Balance	Comments
	Capital Outlays					
25-529-400	Capital Improvement Plan	100,000	5,528	5.53%	94,472	
25-528-400	Master Water/Wastewater Plan	25,000	6,019	24.08%	18,981	
25-520-100	WWTP Planning	125,000	-	0.00%	125,000	
25-521-100	Collection System repairs	170,000	107,580	63.28%	62,420	
	Total Capital Outlays	420,000	119,127		300,873	
	Debt Service Costs					
05-502-300	Water Bond Principal	-	-	0.00%	-	
05-502-310	Bond Issuance Costs	-	-	0.00%	-	
05-502-320	OB Bond Interest Cost	-	-	0.00%	-	
05-502-330	Tax Exempt Lease Interest	15,758	4,066	25.80%	11,692	
	Total Debt Service Costs	15,758	4,066		11,692	
	Non-Cash Adjustments					
05-502-989	Transfer To Vechicle Repl. Fund	39,423	39,423	100.00%	-	
05-502-120	Sewer Service Depreciation	(338,237)	-	0.00%	(338,237)	
05-502-120	Total Non-Cash Adjustments	(298,814)	39,423		(338,237)	
	Total Capital, Debt, and Non-Cash	136,944	162,616		(25,671)	

Equipment and Vehicle Replacement

		Budget	Year-to-Date Actual	Percent of Budget	Budget Balance	Comments
	Revenues:					
30-400-388	Transfer from Water Division	39,423	39,423	100%	-	
30-400-389	Transfer from Wastewater Division	39,423	39,423	100%	-	
	Total Revenue	78,846	78,846		-	
	Professional and Contractual Services					
30-500-115	Maintenance Furniture	-	-	0%	-	
30-500-116	Maintenance Vehicles	-	-	0%	-	
30-500-120	Maintenance Equipment	-	-	0%	-	
	Total Professional and Contractual Services Costs	-	-		-	
	Total Expenditures	-	-		-	

Section 4

City of Fair Oaks Ranch
Quarterly Financial Report
December 2018

INVESTMENT REPORT

City of Fair Oaks Ranch

Investment Report
Q4 2018

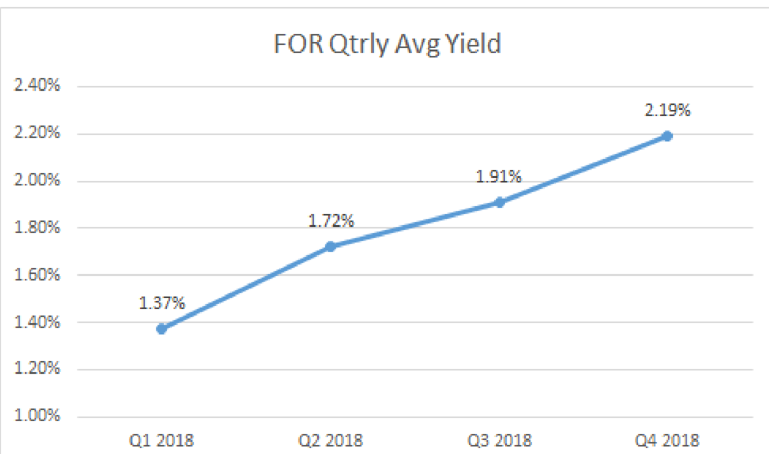
Investment Inventory
10/01/2018 - 12/31/2018

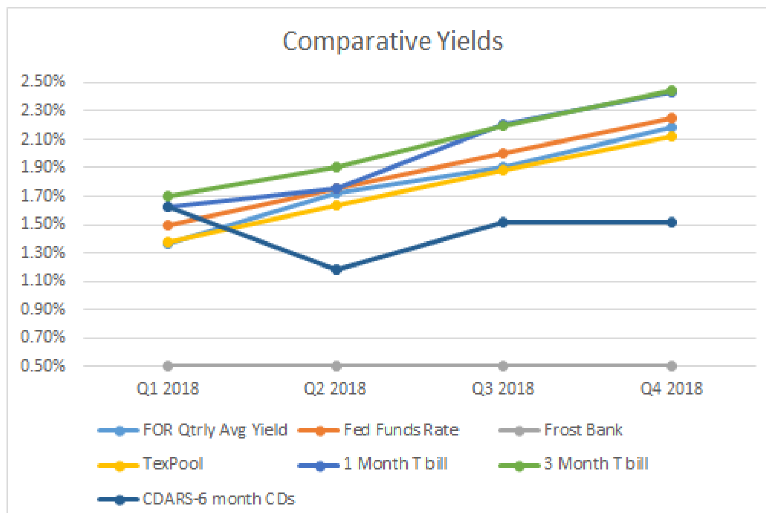
Governmental Fund Investments

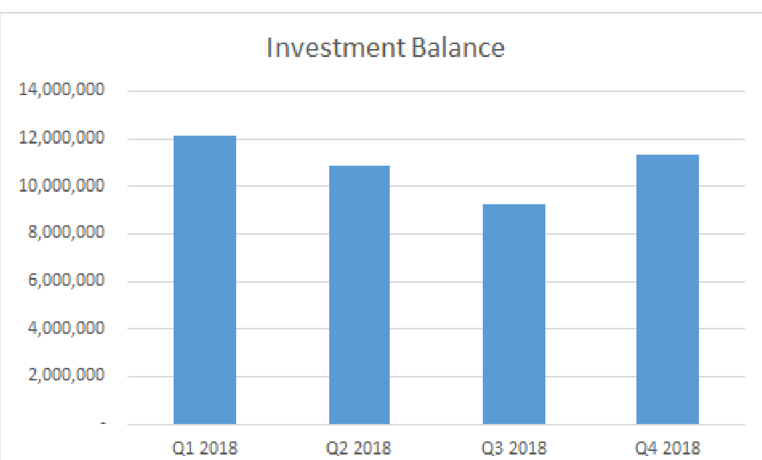
Security	Yield	Beg Bal	Transfers In/Out	Interest Earnings	Ending Bal	Ending Market	Weighted Avg Maturity	Maturity Date
Pool (Texpool 004) General	2.210%	6,678,387	2,445,439	39,290	9,163,116	9,163,116	31 days	-
Pool (Texpool 006) 2015 CIP Bonds	2.210%	959,184	(502,840)	4,278	460,622	460,622	31 days	-
Pool (Texpool 007) Debt Service	2.210%	7,201	114,387	189	121,777	121,777	31 days	-
Certificate of Deposit (711) Gen	0.55%	62,507			62,507	62,507	-	10/9/2018
Certificate of Deposit (254) Gen	0.55%	65,162			65,162	65,162	-	10/9/2018
TOTAL		7,772,442	2,056,986	43,756	9,873,184	9,873,184	-	

Utility Fund Investments

Security	Yield	Beg Bal	Transfers In/Out	Interest Earnings	Ending Bal	Ending Market	Weighted Avg Maturity	Maturity Date
Pool (Texpool 001) Utility	2.210%	1,091,429		6,095	1,097,524	1,097,524	31 days	-
Pool (Texpool 002) Water Cap	2.210%	176,624	(2,963)	971	174,632	174,632	31 days	-
Pool (Texpool 003) Sewer Cap	2.210%	211,100		1,179	212,279	212,279	31 days	-
Pool (Texpool 005) 1997 CO	2.210%	7,733		43	7,776	7,776	31 days	-
TOTAL		1,486,886	(2,963)	8,288	1,492,211	1,492,211	-	







Key Trends

* The Fed took no rate action in October and November, but did raise the rate on December 19 by 25 basis points to 2.5%. The Fed described the economic growth as “rising at a strong rate”, and projected only 2 rate hikes for 2019.

* The expectation is that interest rates and yields on the City’s investments will continue to rise in line with anticipated increases to the interest rate. As a public entity, the City is subject to investment activity regulation under the Public Funds Investment Act. These regulations restrict the City’s ability to invest in highly speculative or risky investments. The City’s portfolio is legally restricted to highly liquid and safe investments that protect the public’s funds.

* Transfers in and out of accounts represents vendor payments made, or funding of City operations by transferring funds into the City Operating cash account. Transfers into Texpool represent deposits of property tax revenue.