



**CITY OF FAIR OAKS RANCH
AGENDA – CITY COUNCIL SPECIAL MEETING**

September 13, 2018, 6:30 PM
City Hall Council Chambers
7286 Dietz Elkhorn, Fair Oaks Ranch

I. OPEN MEETING

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

II. CITIZENS and GUEST FORUM / PRESENTATIONS

To address the Council, please sign the Attendance Roster located on the table at the entrance of the Council Chamber. In accordance with the Open Meetings Act, Council may not discuss or take action on any item which has not been posted on the agenda.

- A. Citizens to be heard

III. CONSENT AGENDA

- A. Approval of the Second Reading of an Ordinance to amend the General Fund Budget for Fiscal Year 2017-2018.

Pgs. 3-5

IV. PUBLIC HEARING

Conduct the 2nd Public Hearing on the Fiscal Year 2018-2019 Proposed Budget and 2018-2019 Tax Rate.

Pgs. 6-8

V. DISCUSSION/CONSIDERATION ITEMS

- A. Consideration and possible action approving the First Reading of an Ordinance adopting the City Budget for fiscal year beginning October 1, 2018 and ending September 30, 2019.

Director of Finance, Sarah Buckelew

Pgs. 9-46

- B. Consideration and possible action approving the First Reading of an Ordinance levying a property tax rate of \$.36678 per \$100 taxable valuation on property in the City of Fair Oaks Ranch for tax year 2018; and determining due and delinquent dates.

Director of Finance, Sarah Buckelew

Pgs. 47-50

- C. Consideration and possible action authorizing the City Manager to sign a Construction Services Agreement with Studio Contractors LLC for Maintenance Building Renovations.

City Manager, Tobin Maples

Pgs. 51-67

VI. ADJOURNMENT

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

Signature of Agenda Approval: _____

Tobin 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 5:00 PM, September 10, 2018 and remained so posted continuously for at least 72 hours before said meeting was convened.

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



CITY COUNCIL CONSIDERATION ITEM

CITY OF FAIR OAKS RANCH, TEXAS

September 13, 2018

AGENDA TOPIC: Approval of the Second Reading of an Ordinance to approve amending the General Fund Budget for Fiscal Year 2017-2018.

DATE: September 13, 2018

DEPARTMENT: Finance

PRESENTED BY: Sarah Buckelew, Finance Director

INTRODUCTION/BACKGROUND:

The City of Fair Oaks Finance Department has worked diligently over the last year to more accurately forecast current year anticipated surpluses and deficits. Accurate financial reporting allows for financial decisions to be made timely and, specifically, prior to the end-of-year close. For the Fiscal Year ended 9/30/2018 the Finance Department is projecting a surplus in the General Fund of approximately \$200,000 due to unforeseen increases in certain categories of revenues, and employee vacancies, which cannot be reasonably estimated during the budget process.

As part of the Strategic Planning Process, Staff and City Council identified several items of risk and opportunity that were not included in the FY 2018-19 budget. Staff is recommending purchasing these items, totaling \$178,600, rather than deferring the costs until FY 2019-20 or later.

The first reading of the Ordinance was approved by Council at the September 6, 2018 Council Meeting.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

As part of the analysis for the surplus, two options were considered by staff; to either roll the entire surplus into the General Fund unrestricted fund balance or approve the expenditures totaling \$178,600. Below is analysis of each option.

Option #1 - Rolling the Surplus into the General Fund Unrestricted Fund Balance

ANALYSIS ON RESERVE BALANCE					
	FY 16-17 FINAL Balance	Option # 1 - Save it all		Option #2 - no additional savings	
		FY 17-18 Estimated	FY 18-19 Estimated	FY 17-18 Estimated	FY 18-19 Estimated
CIP & ERF (ASSIGNED)	906,196	1,018,359	1,067,112	1,018,359	1,067,112
Legal Issues (ASSIGNED)	50,000	50,000	50,000	50,000	50,000
General (UNASSIGNED)	2,066,719	2,477,567	2,628,802	2,209,719	2,360,954
Total Non-Restricted	3,022,915	3,545,926	3,745,914	3,278,078	3,478,066
	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 18-19</u>	<u>FY 19-20</u>
Forecasted Op Expense	6,086,676	7,135,389	7,135,389	7,135,389	7,135,389
Non-restricted Months of Op Expense	5.96	5.96	6.30	5.51	5.85
Unassigned only Months of Op Expense	4.07	4.17	4.42	3.72	3.97

Based on prior guidance from bond counsel, and governmental finance best practices, a municipal government should maintain a general non-restricted fund balance (a “contingency reserve”) representing of 6-18 months of operating expenses. The purpose of the fund balance is for emergency situations such as natural disasters, or economic downturns, when the City may not receive income, but must still provide critical services. The City has been saving \$.01 per \$100 valuation in property taxes per year to build its contingency reserve balance to the minimum target of 6 months of operating expenses. A longer-term Fund Balance Strategy is scheduled to be defined and implemented during FY 18-19.

The FY 17-18 forecasted surplus takes into account the \$.01 savings target set in the budget for fund balance savings and budgeted savings to the Equipment Replacement Fund. Based on the FY 18-19 Budget, the City’s 6-month reserve target should be \$3.57M. The projected contingency reserves at the end of FY 17-18 will be \$3.3M (representing 5.5 months of operating expense) if the City puts no additional savings towards the fund balance. If expenses remain flat, the City is projecting to reach the minimum of its contingency reserve balance target, having \$3.7M in non-restricted reserves before the start of FY 19-20. Should the City save all of the FY 17-18 surplus, the city would almost reach the minimum non-restricted target balance heading into FY 18-19.

Although saving the entire FY 17-18 surplus towards the City’s contingency reserve target could potentially accelerate the savings target by 1 year, Staff has analyzed the options from a risk/cost/benefit perspective, and believes that meeting the target one year earlier would not outweigh the risks addressed and benefits received in purchasing the proposed items.

Option #2 - Immediately purchase and/or set aside funds to purchase during FY 18-19

After discussing risk and opportunity of items that were not included in either the FY 17-18 or FY 18-19 budget, staff recommends purchasing certain items prior to September 30, 2018, or putting funds into the equipment replacement and/or CIP fund balance for specific purchases to be made during FY 18-19. The two largest expenditures totaling \$150k of the \$178k expenditures are the Emergency Generator, and the replacement of a Street Repair Machine that has become dangerous to operate.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

City Staff recommends posting the budget adjustments for FY 2017-18 as detailed in the attachment. Additionally, the listed surpluses will be used to offset the expenditures. Detailed benefit analysis for items are attached within the documentation of this packet for each. For amounts being transferred to either the Equipment Replacement Fund Balance, or Capital Improvement Fund Balance, there will be a zero net effect to the budget for FY 18-19 when the items are received.

LEGAL ANALYSIS:

Because there are movements of amounts between departments and/or funds, the adjustments are required to be approved by a Budget Adjustment through a City Council ordinance.

RECOMMENDATION/PROPOSED MOTION:

I move to approve an Ordinance Amending the General Fund Budget of the City of Fair Oaks Ranch, Texas for the Fiscal Year beginning October 1, 2017 and ending September 30, 2018 – (Consent Agenda).

AN ORDINANCE

**AMENDING THE GENERAL FUND BUDGET OF THE CITY OF FAIR OAKS RANCH, TEXAS
FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017 AND ENDING SEPTEMBER 30, 2018**

WHEREAS, the General Fund budget for the City of Fair Oaks Ranch, Texas for Fiscal Year 2017-2018 has heretofore been approved as provided by law and filed with the City Secretary under Ordinance 2017-09; and,

WHEREAS, per above said Ordinance 2017-09 the City Manager may move funds within departmental accounts but budget amendments between departmental accounts and funds must be approved by the City Council by ordinance; and,

WHEREAS, pursuant to Texas LGC §102.010, budget amendments shall be passed and approved by City Council; and,

WHEREAS, staff recommends making the attached budget amendments; and,

WHEREAS, the City Council finds the budget amendments as detailed in the attachment are warranted

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

1. That the City Secretary is hereby directed to file this ordinance as an amendment to the original Fiscal Year 2017-2018 General Fund budget.
2. That the Finance Director is hereby directed to amend the original Fiscal Year 2017-2018 General Fund budget with the amendments listed in the attachment.

PASSED AND APPROVED on the first reading this 6th day of September, 2018.

PASSED, APPROVED, AND ADOPTED on the second reading, this 13th day of September, 2018.

Garry Manitzas, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Picioccio, City Secretary

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



CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
September 13, 2018

AGENDA TOPIC: 2nd Public Hearing on the FY 2018 – 2019 Proposed Budget and 2018-2019 Tax Rate

DATE: September 13, 2018

DEPARTMENT: Finance

PRESENTED BY: Honorable Mayor and City Council

INTRODUCTION/BACKGROUND:

Conduct the second of two public hearings on the FY 2018-2019 Proposed Budget and Tax Rate.

Sequence for the agenda item is as follows:

- Opening comments from the Mayor
- Presentation of the Proposed Budget and Tax Rate from the Finance Director
- Open the Public Hearing and receive citizen testimony
- Close the Public Hearing and announce 2nd Public Hearing date and Adoption date of budget and tax rate.
- Receive Comments from the Mayor and City Council

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

See attachments:

- Proposed FY 18-19 Budget (See V5)
- FY 18-19 Tax Notice
- FY 18-19 Budget/Tax Rate Calendar

NOTICE OF 2018 TAX YEAR PROPOSED PROPERTY TAX RATE FOR CITY OF FAIR OAKS RANCH

A tax rate of \$0.366784 per \$100 valuation has been proposed for adoption by the governing body of the City of Fair Oaks Ranch. This rate exceeds the lower of the effective or rollback tax rate, and state law requires that two public hearings be held by the governing body before adopting the proposed tax rate.

The governing body of the City of Fair Oaks Ranch proposes to use revenue attributable to the tax rate increase for the purpose of hiring 12 new City personnel, progressing certain foundational projects, campus renovations, advancing City Council's policy to adequately fund reserves, continuing the street maintenance program, replacing aging IT components, Public Safety equipment, and Public Works equipment.

PROPOSED TAX RATE	\$0.366784 per \$100
PRECEDING YEAR'S TAX RATE	\$0.329500 per \$100
EFFECTIVE TAX RATE	\$0.322214 per \$100
ROLLBACK TAX RATE	\$0.344361 per \$100

The effective tax rate is the total tax rate needed to raise the same amount of property tax revenue for the City of Fair Oaks Ranch from the same properties in both the 2017 tax year and the 2018 tax year.

The rollback tax rate is the highest tax rate that the City of Fair Oaks Ranch may adopt before voters are entitled to petition for an election to limit the rate that may be approved to the rollback rate.

YOUR TAXES OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED AS
FOLLOWS:

$$\text{property tax amount} = (\text{rate}) \times (\text{taxable value of your property}) / 100$$

For assistance or detailed information about tax calculations, please contact:
The Office of the Bexar County Tax Assessor-Collector Albert Uresti, MPA, PCC

Carlos Gutierrez, PCC
Property Tax Division Director
233 N. Pecos-La Trinidad, San Antonio, TX 78207
210-335-6600
taxoffice@bexar.org
home.bexar.org/tax

You are urged to attend and express your views at the following public hearings on the proposed tax rate:

First Hearing: September 6, 2018 at 9:30 AM at Fair Oaks Ranch City Hall, 7286 Dietz Elkhorn, Fair Oaks Ranch, TX

Second Hearing: September 13, 2018 at 6:30 PM at Fair Oaks Ranch City Hall, 7286 Dietz Elkhorn, Fair Oaks Ranch, TX

2018-2019 Budget/Tax Rate Planning Calendar

City of Fair Oaks Ranch

Date	Activity
April-May	Mailing of notices of appraised value by chief appraiser.
April 30	The chief appraiser prepares and certifies to the tax assessor for each county, municipality, and school district participating in the appraisal district an estimate of the taxable value.
May 15	Deadline for submitting appraisal records to ARB.
July 20	Deadline for ARB to approve appraisal records.
July 25	Deadline for chief appraiser to certify rolls to taxing units and certification of anticipated collection rate by tax collector.
July 27	Calculation of effective and rollback tax rates.
August 6	City Council Workshop to present proposed budget; submit effective and rollback tax rates; and to propose tax rate to use to support budget.
August 16	At regular City Council meeting, City Council confirms proposed tax rate. If exceeds the rollback rate or the effective tax rate (whichever is lower), Council takes record vote and schedules two public hearings (September 6 and 13) and adoption date (September 20).
August 20	City Manager files budget with City Secretary (LGC102.005).
August 21	Finance Officer publishes <i>Notice of Proposed Property Tax Rate</i> in August 21st edition of Boerne Star and posts on the city's website (LGC 140.010e). City Secretary publishes <i>Notice of Budget Availability</i> in the August 21st edition of Boerne Star and posts on city's website (LGC 102.0065 and Tax Code)
September 6	City Council holds 1 st Public Hearing on proposed Budget and Tax Rate and announces September 13 th as 2 nd Public Hearing date and September 20 th as adoption date of Budget and Tax Rate ordinances (LGC 102.007).
September 13	City Council holds 2nd Public Hearing (may not be earlier than 3 days after first public hearing) on proposed Budget and Tax Rate. First reading of Budget and Tax Rate ordinances are held. City Council announces September 20 as adoption date of Budget and Tax Rate ordinances (LGC 102.007 - must be 3-14 days from this date)
September 20	Second reading and adoption of Budget and Tax Rate ordinances are held. (Adopt tax rate before the later of September 30 or the 60 th day after the date the certified appraisal roll was received (Tax Code 26.05)).

August 29, 2018



CITY COUNCIL CONSIDERATION ITEM

CITY OF FAIR OAKS RANCH, TEXAS

September 13, 2018

AGENDA TOPIC: Consideration and possible action approving the First Reading of an Ordinance adopting the city budget for fiscal year beginning October 1, 2018 and ending September 30, 2019

DATE: October 1, 2018 – September 30, 2019

DEPARTMENT: Finance

PRESENTED BY: Sarah Buckelew

INTRODUCTION/BACKGROUND:

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

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

At the August 16, 2018 City Council meeting, Council voted to set September 6, 2018 and September 13, 2018 as Public Hearing dates on the proposed budget and September 20, 2018 as the date to adopt the budget. The proposed budget was filed with the City Secretary August 20, all requirements of state statute have been met.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

Provides the citizens, the government, and the city staff with a financial plan for utilizing the city's available funds during the upcoming fiscal year to accomplish the city's goals and objectives

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

LONGTERM FINANCIAL & BUDGETARY IMPACT:

See budgets as presented during the Public Hearing.

LEGAL ANALYSIS:

Reviewed and approved as to form

RECOMMENDATION/PROPOSED MOTION:

I move to approve the 2018/19 Fiscal Year Budget Ordinance

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

AN ORDINANCE

ADOPTING THE CITY OF FAIR OAKS RANCH ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018 AND ENDING SEPTEMBER 30, 2019; AND OTHER MATTERS IN CONNECTION THEREWITH

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

WHEREAS, the Council set September 6, 2019 and September 13, 2019 as the dates for the public hearings thereon and caused notice of such public hearings to be posted on the City's website and published in the Boerne Star pursuant to LGC §102.006 and 102.0065; and,

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

WHEREAS, pursuant to Local Government Code §102.007, the City Council, by passage of the Budget Ordinance shall adopt the budget for the ensuing fiscal year and appropriate such sums of money as the Council deems necessary to defray all expenditures of the City during the 2018-19 budget year.

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

SECTION 1. BUDGET.

- a. The City hereby approves and adopts the "FY2018-19 Municipal Budget", attached as **Exhibit A**, in all respects as the city's annual budget for the fiscal year beginning October 1, 2018 and ending September 30, 2019.
- b. The City Manager may reallocate budget amounts within and between departmental accounts, but reallocation of amounts between funds must be approved by the City Council by ordinance. For purposes of this section the term "fund" refers to the Governmental Accounting definition of a fund (i.e. "General Fund", "Utility Fund", and "Debt Service Fund").
- c. In accordance to LGC §102.008(a), the adopted budget shall be filed with the City Secretary; and a copy of the adopted budget including the cover page shall be posted on the city's website.

SECTION 2. SEVERABILITY.

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

Section 3. CONFLICT OF ORDINANCES.

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

Section 4. EFFECTIVE DATE.

This Ordinance shall take effect on the first day of October 2018.

PASSED on first reading this 13th day of September, 2018 and recorded as follows:

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

PASSED, APPROVED and ADOPTED on second reading, this the 20th day of September, 2018 and recorded as follows:

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

Garry Manitzas, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Picioccio, City Secretary

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

City of
FAIR OAKS RANCH

ANNUAL PROPOSED BUDGET
FY 2018-2019



ANNUAL PROPOSED BUDGET SUMMARY FY 2018-2019

This budget will raise more revenue from property taxes than last year's budget by an amount of \$839,371 which is an 17.8 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$251,309.

CITY COUNCIL RECORD VOTE

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

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

The Governing Body voted on the proposed budget September 20, 2018.

Tax Rate					
Fiscal Year	Property Tax Rate	Effective Tax Rate	Effective M&O Tax Rate	Rollback Tax Rate	Debt Rate
2018-19	0.366784	0.322214	0.286030	0.344361	0.036184
2017-18	0.329500	0.308600	0.270000	0.329600	0.038600

Municipal Debt Obligations as of October 1, 2018 - \$6,612,513.75

ANNUAL PROPOSED OPERATING BUDGET

City of Fair Oaks Ranch, Texas

FISCAL YEAR

October 1, 2018 through September 30, 2019

THE HONORABLE GARRY MANITZAS

Mayor

COUNCIL MEMBERS

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

CITY MANAGER

Tobin Maples, AICP

ASSISTANT CITY MANAGER

Carole Vanzant, CPM, TRMC, MMC

CHIEF OF POLICE

Scott Rubin, MPA

DIRECTOR OF PUBLIC WORKS

Ron Emmons, P.E.

DIRECTOR OF FINANCE

Sarah Buckelew, CPA

DIRECTOR OF HR &

COMMUNICATIONS

Kim Stahr

CITY SECRETARY

Christina Picioccio

Operating Budget

document prepared by the

FINANCE DEPARTMENT



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CONSOLIDATED BUDGET SUMMARY

By Division and Fund

Consolidated Budget Summary By Division and Fund											
	General Admin	General CIP	General Equip Repl	General TOTAL	Utility Water	Utility Wastewater	Utility Equip Repl	Utility TOTAL	Debt Service	Bond Street Improvements	Grand TOTAL
Revenues:											
Taxes	5,739,835			5,739,835					556,909		6,296,744
Franchise Fees	566,500			566,500							566,500
Interest	63,500			63,500					1,000		64,500
Permits	272,700			272,700							272,700
Animal Control	3,400			3,400							3,400
Fines & Forfeitures	127,570			127,570							127,570
Fees & Services	230,034			230,034	3,804,008	1,064,661		4,868,669			5,098,703
Miscellaneous Income	20,100			20,100							20,100
Transfers	111,750	310,000	160,503	582,253							582,253
Total Available Resources	7,135,389	310,000	160,503	7,605,892	3,804,008	1,064,661	-	4,868,669	557,909	-	13,032,470
Expenditures:											
Personnel	4,210,327			4,210,327	717,398	611,820		1,329,218	-		5,539,545
Supplies, Maintenance & Operation	717,064			717,064	2,277,581	1,015,943		3,293,524	-		4,010,588
Professional Services	1,120,818	60,000		1,180,818	47,081	1,162		48,243	-		1,229,061
Shared Services	337,592			337,592				-			337,592
Capital Outlay	127,850	250,000		377,850	472,000	420,000		892,000	-		1,269,850
Debt Service	-			-	82,729	15,758		98,487	557,909		656,396
Transfers & Non-Cash Adjustments	621,738		160,503	782,241	(280,334)	(298,814)	(78,846)	(657,994)			124,247
Total Expenditures	7,135,389	310,000	160,503	7,605,892	3,316,455	1,765,869	(78,846)	5,003,477	557,909	-	13,167,278
Net Budget Surplus/(Deficit)	0	-	-	0	487,553	(701,208)	78,846	(134,809)	-	-	(134,808)

General Fund Budget Summary

	M&O Tax Rate				I&S Tax Rate	Total Tax Rate
	General Admin	General CIP	General Equip Repl	General TOTAL	Debt Service	Grand TOTAL
Revenues:						
Taxes	5,739,835			5,739,835	556,909	6,296,744
Franchise Fees	566,500			566,500		566,500
Interest	63,500			63,500	1,000	64,500
Permits	272,700			272,700		272,700
Animal Control	3,400			3,400		3,400
Fines & Forfeitures	127,570			127,570		127,570
Fees & Services	230,034			230,034		230,034
Miscellaneous Income	20,100			20,100		20,100
Transfers	111,750	310,000	160,503	582,253		582,253
Total Available Resources	7,135,389	310,000	160,503	7,605,892	557,909	8,163,801
Expenditures:						
Personnel	4,210,327			4,210,327	-	4,210,327
Supplies, Maintenance & Operatior	717,064			717,064	-	717,064
Professional Services	1,120,818	60,000		1,180,818	-	1,180,818
Shared Services	337,592			337,592	-	337,592
Capital Outlay	127,850	250,000		377,850	-	377,850
Debt Service	-			-	557,909	557,909
Transfers & Non-Cash Adjustments	621,738		160,503	782,241	-	782,241
Total Expenditures	7,135,389	310,000	160,503	7,605,892	557,909	8,163,801
Net Budget Surplus/(Deficit)	0	-	-	0	-	0

General Fund Revenue Summary

	Actual	Budget	Estimated	Proposed
Revenue Type	2016-17	2017-18	2017-18	2018-19
Taxes	4,357,745	4,820,201	4,753,507	5,739,835
Franchise Fees	540,605	546,700	573,295	566,500
Interest	25,394	9,000	62,540	63,500
Permits	276,579	275,400	232,504	272,700
Animal Control	3,715	4,050	4,225	3,400
Fines & Forfeitures	129,260	181,625	118,228	127,570
Fees & Services	208,872	199,800	195,292	230,034
Miscellaneous	57,297	49,900	69,302	20,100
Transfers	-	-	-	111,750
Total Revenue	5,599,467	6,086,676	6,008,893	7,135,389

GENERAL FUND REVENUES (DETAIL)

General Fund Revenue Detail				
Revenue Type	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Proposed Budget 2018-19
Taxes				
General Property	3,653,157	4,156,201	4,075,520	4,999,835
Delinquent Property	34,545	30,000	27,101	30,000
Penalty & Interest	17,874	15,000	15,642	15,000
Mixed Beverage	20,139	19,000	22,556	20,000
Local Sales	422,068	400,000	408,459	450,000
Street Maintenance	104,981	100,000	102,115	112,500
Property Reduction	104,981	100,000	102,115	112,500
Total Taxes	4,357,745	4,820,201	4,753,507	5,739,835
Franchise Fees				
Time Warner Cable	63,957	64,000	65,467	62,000
GVTC Cable/Telephone	72,371	75,000	71,682	72,000
AT&T Cable/Telephone	22,775	24,000	21,629	21,000
Miscellaneous	1,546	1,200	1,494	1,500
City Public Service	301,693	292,000	328,954	330,000
Pedernales Electric Company	38,943	46,000	40,894	41,000
Grey Forest Utilities	8,223	10,000	15,892	10,500
Garbage Regular	29,846	33,000	24,777	27,000
Garbage Recycling	1,251	1,500	2,506	1,500
Total Franchise Fees	540,605	546,700	573,295	566,500
Interest				
Bank/Investment Interest	25,394	9,000	62,540	63,500
Total Interest	25,394	9,000	62,540	63,500
Permits				
New Residential Permits	203,501	205,000	167,057	200,200
New Commerical Permits	6,962	6,000	-	2,600
Remodeling/Additions	21,138	23,900	31,080	31,200
Other BC and Permits	25,003	20,000	20,927	26,000
Contractor Registration	17,475	18,000	10,725	10,000
Food/Health	2,500	2,500	2,715	2,700
Total Permits Costs	276,579	275,400	232,504	272,700

GENERAL FUND REVENUES (DETAIL) CONT.

Revenue Type	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Proposed Budget 2018-19
Animal Control				
Pet Licenses	1,115	1,200	1,650	1,500
Pet Impound/Quarantine	2,600	2,850	2,575	1,900
Animal Traps	-	-	-	-
Total Animal Control	3,715	4,050	4,225	3,400
Fines & Forfeitures				
Municipal Court Fines	121,609	170,000	111,110	120,000
Municipal Court Security	3,258	5,000	3,032	3,200
Municipal Court Technology	4,345	6,500	4,040	4,300
Municipal Court Efficiency	48	125	45	70
Total Fines & Forfeitures	129,260	181,625	118,228	127,570
Fees & Services				
FORU Management	195,334	178,000	175,700	194,884
Special Fees	4,188	8,600	6,585	4,900
FORMDD Management	6,000	10,000	10,000	26,750
Credit Card Service Fee	3,349	3,200	3,008	3,500
Total Fees & Services	208,872	199,800	195,292	230,034
Miscellaneous				
Miscellaneous	24,316	4,000	8,043	4,000
City Event Sponsorships	-	25,000	16,500	-
Street Bond Reimbursements	-	-	-	-
Sale of Assets	23,874	7,000	6,018	7,000
Donations/Grants	-	5,000	28,908	-
School Guard Crossing Fund	7,482	7,250	8,047	7,400
Lease Proceeds	1,625	1,650	1,785	1,700
Total Miscellaneous	57,297	49,900	69,302	20,100
Transfers				
Fund Balance	-	-	-	-
Court Technology	-	-	-	-
Court Security Building	-	-	-	-
Capital Replacement	-	-	-	111,750
Court Efficiency	-	-	-	-
Lease Training Funds	-	-	-	-
Committed Contracts	-	-	-	-
Total Transfers	-	-	-	111,750
Total Revenue	5,599,467	6,086,676	6,008,893	7,135,389

GENERAL FUND EXPENDITURES (DETAIL)

General Fund Budget by Department													
	Mayor & Council	City Administration	City Secretary	HR and Communications	Finance	Municipal Court	Public Safety and Emergency	Maintenance	Building Codes and Permits	Engineering and Planning	Non-Departmental & Shared	Total General Operations	Grand Total
Personnel													
Salaries	-	301,306	129,490	88,276	200,964	97,552	1,559,138	257,876	167,727	208,786	-	3,011,116	3,011,116
Overtime	-	-	-	-	166	440	10,246	955	171	-	-	11,978	11,978
Taxes - Social Security	-	18,681	8,028	5,473	12,470	6,076	97,302	16,048	10,410	12,945	-	187,432	187,432
Taxes - Medicare	-	4,369	1,878	1,280	2,916	1,421	22,756	3,753	2,435	3,027	-	43,835	43,835
Taxes SUTA/FUTA	-	675	675	450	675	450	6,300	1,575	675	788	-	12,263	12,263
Retirement	-	35,976	15,461	10,540	24,015	11,700	187,385	30,904	20,047	24,929	-	360,957	360,957
Health Insurance	-	30,690	27,397	15,056	21,336	16,911	238,031	50,667	24,337	31,973	-	456,398	456,398
Workmans' Comensation	-	1,356	583	397	905	441	69,418	22,956	1,512	2,380	-	99,948	99,948
Uniform Allowance	-	-	-	-	-	-	19,200	-	-	-	-	19,200	19,200
Car Allowance	-	7,200	-	-	-	-	-	-	-	-	-	7,200	7,200
Relocation Allowance	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Personnel Costs	-	400,253	183,513	121,472	263,447	134,991	2,209,776	384,734	227,313	284,828	-	4,210,327	4,210,327
Supplies, Maintenance & Operations													
Supplies and Consumables	200	550	800	1,118	1,027	2,000	3,100	3,500	600	4,654	6,000	23,549	23,549
Minor Equipment and Furniture	-	4,790	4,500	4,500	7,520	-	70,600	13,560	1,180	4,036	-	110,686	110,686
Fuel	-	200	-	-	-	-	30,000	10,200	1,300	1,859	-	43,559	43,559
Uniforms	-	150	200	100	-	100	12,025	7,359	280	815	-	21,029	21,029
Miscellaneous	-	200	250	-	-	100	2,000	700	150	200	-	3,600	3,600
Vehicle Maintenance/Repairs	-	-	-	-	-	-	20,000	17,850	-	-	-	37,850	37,850
Equipment Maintenance/Repairs	-	-	-	-	-	-	-	6,580	-	-	-	6,580	6,580
Building Maintenance/Repairs	-	-	-	-	-	-	-	13,000	-	-	-	13,000	13,000
Landscaping & Greenspace Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Street Maintenance	-	-	-	-	-	-	-	80,000	347,711	-	-	427,711	427,711
Drainage Work	-	-	-	-	-	-	-	25,000	-	-	-	25,000	25,000
Committees - Other	1,000	-	-	-	-	-	-	-	-	-	-	1,000	1,000
Committees - Planning & Zoning	1,000	-	-	-	-	-	-	-	-	-	-	1,000	1,000
Committee - Board of Adj	1,000	-	-	-	-	-	-	-	-	-	-	1,000	1,000
Urban Wildlife	1,500	-	-	-	-	-	-	-	-	-	-	1,500	1,500
Donations & Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Supplies, Maintenance & Operations Costs	4,700	5,890	5,750	5,718	8,547	2,200	137,725	177,749	3,510	359,275	6,000	717,064	717,064
Services													
Professional Services	-	128,199	7,000	5,000	109,845	62,500	509,816	-	9,200	120,000	-	951,560	1,011,560
Dues/Subscriptions	-	3,580	2,940	275	403	400	4,100	600	290	363	-	12,951	12,951
Training/Seminars & Related Travel	3,000	18,443	3,555	14,025	6,200	2,000	14,000	8,541	3,555	8,138	-	81,457	81,457
Elections	-	-	19,500	-	-	-	-	-	-	-	-	19,500	19,500
Investigations	-	-	-	-	-	-	7,000	-	-	-	-	7,000	7,000
Lease Training	-	-	-	-	-	-	7,600	-	-	-	-	7,600	7,600
K-9 Program	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Relations	3,500	-	-	10,000	-	-	6,000	-	-	-	-	19,500	19,500
Employee Appreciation	-	-	-	4,750	-	-	-	-	-	-	-	4,750	4,750
Employment Costs	-	-	-	1,100	-	-	-	-	-	-	-	1,100	1,100
Recording/Reporting/History	-	-	3,000	-	-	-	-	-	-	-	-	3,000	3,000
Meetings	5,800	1,475	1,676	-	-	-	2,000	750	200	500	-	12,401	12,401
Total Services Costs	12,300	151,697	37,671	35,150	116,448	64,900	550,516	9,891	13,245	129,001	-	1,120,818	1,180,818
Shared Services													
Facility Contracts & Services	-	-	-	-	-	-	-	-	-	20,739	20,739	-	20,739
Tech/Internet/Software Maintenance	-	-	-	-	-	-	-	-	-	192,810	192,810	-	192,810
Postage	-	-	-	-	-	-	-	-	-	7,500	7,500	-	7,500
General Liability Insurance	-	-	-	-	-	-	-	-	-	58,000	58,000	-	58,000
Electricity	-	-	-	-	-	-	-	-	-	32,700	32,700	-	32,700
Phone/Cable/Alarms	-	-	-	-	-	-	-	-	-	25,843	25,843	-	25,843
Total Shared Services Costs	-	-	-	-	-	-	-	-	-	337,592	337,592	-	337,592
Capital Outlay													
Land/Land Improvement	-	-	-	-	-	-	-	-	-	-	-	-	-
Building/Building Improvement	-	-	-	-	-	-	-	-	-	-	-	250,000	250,000
Infrastructure	-	-	-	-	-	-	-	-	-	-	-	-	-
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-	-	-	74,100	53,750	-	-	-	127,850	127,850
Transfer to Intergov Fund 06	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer to Cap Improv Fund 02	-	-	-	-	-	-	-	-	-	310,000	310,000	-	310,000
Transfer to GF Veh/Equip F 31	-	-	-	-	-	-	-	-	-	160,503	160,503	111,750	272,253
Fund Balance	-	-	-	-	-	-	-	-	-	151,235	151,235	48,753	199,988
Total Capital Outlay Costs	-	-	-	-	-	-	74,100	53,750	-	621,738	749,588	250,000	1,605,091
Total General Fund Budget by Department	17,000	557,840	226,934	162,340	388,442	202,091	2,972,117	626,124	244,068	773,104	965,330	7,135,389	7,605,892

*See note in Appendix A regarding prior year amounts

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MAYOR & CITY COUNCIL EXPENDITURES

Expenditure Type	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Proposed Budget 2018-19
Personnel				
Salaries	-	-	-	-
Overtime	-	-	-	-
Taxes - Social Security	-	-	-	-
Taxes - Medicare	-	-	-	-
Taxes SUTA/FUTA	-	-	-	-
Retirement	-	-	-	-
Health Insurance	-	-	-	-
Workmans' Compensation	-	-	-	-
Uniform Allowance	-	-	-	-
Car Allowance	-	-	-	-
Relocation Allowance	-	-	-	-
Total Personnel Costs	-	-	-	-
Supplies, Maintenance & Operations				
Supplies and Consumables	-	-	-	200
Minor Equipment and Furniture	-	-	-	-
Fuel	-	-	-	-
Uniforms	-	-	-	-
Miscellaneous	-	-	-	-
Vehicle Maintenance/Repairs	-	-	-	-
Equipment Maintenance/Repairs	-	-	-	-
Building Maintenance/Repairs	-	-	-	-
Landscaping & Greenspace Maintenance	-	-	-	-
Street Maintenance	-	-	-	-
Drainage Work	-	-	-	-
Committees - Other	20,425	5,000	4,909	1,000
Committees - Planning & Zoning	-	2,000	205	1,000
Committee - Board of Adj	-	1,000	-	1,000
Urban Wildlife	14,364	35,000	19,661	1,500
Donations & Grants	-	-	-	-
Total Supplies, Maintenance & Operations Costs	34,788	43,001	24,774	4,700
Services				
Professional Services	-	-	-	-
Dues/Subscriptions	-	-	-	-
Training/Seminars & Related Travel	-	-	-	3,000
Meetings and Related Travel	-	2,980	-	5,800
Elections	-	-	-	-
Investigations	-	-	-	-
Lease Training	-	-	-	-
Asset Forfeiture	-	-	-	-
Public Relations	-	-	-	3,500
Employee Appreciation	-	-	-	-
Employment Costs	-	-	-	-
Recording/Reporting/History	-	-	-	-
Meetings	-	-	-	-
Total Services Costs	-	2,980	-	12,300
Shared Services				
Facility Contracts & Services	-	-	-	-
Tech/Internet/Software Maintenance	-	-	-	-
Postage	-	-	-	-
General Liability Insurance	-	-	-	-
Electricity	-	-	-	-
Phone/Cable/Alarms	-	-	-	-
Total Shared Services Costs	-	-	-	-
Capital Outlay				
Land/Land Improvement	-	-	-	-
Building/Building Improvement	-	-	-	-
Infrastructure	-	-	-	-
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-
Transfer to Intergov Fund 06	-	-	-	-
Transfer to Cap Improv Fund 02	-	-	-	-
Transfer to GF Veh/Equip F 31	-	-	-	-
Fund Balance	-	-	-	-
Total Capital Outlay Costs	-	-	-	-
Total Departmental Budget	34,788 *	45,981 *	24,774 *	17,000
* See Appendix A regarding prior year budget amounts				

ADMINISTRATION EXPENDITURES

Expenditure Type	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Proposed Budget 2018-19
Personnel				
Salaries	408,458	504,587	510,867	301,306
Overtime	349	751	762	-
Taxes - Social Security	25,147	31,331	31,085	18,681
Taxes - Medicare	5,903	7,327	7,427	4,369
Taxes SUTA/FUTA	248	2,274	1,117	675
Retirement	47,585	1,744	63,454	35,976
Health Insurance	48,246	60,792	61,195	30,690
Workmans' Compensation	1,318	69,403	765	1,356
Uniform Allowance	-	-	-	-
Car Allowance	9,415	-	-	7,200
Relocation Allowance	-	-	-	-
Total Personnel Costs	546,669	678,209	676,672	400,253
Supplies, Maintenance & Operations				
Supplies and Consumables	5,346	-	6,325	550
Minor Equipment and Furniture	9,352	595	11,288	4,790
Fuel	162	400	302	200
Uniforms	718	850	800	150
Miscellaneous	879	1,000	2,149	200
Vehicle Maintenance/Repairs	-	-	-	-
Equipment Maintenance/Repairs	-	-	-	-
Building Maintenance/Repairs	-	-	-	-
Landscaping & Greenspace Maintenance	-	-	-	-
Street Maintenance	-	-	-	-
Drainage Work	-	-	-	-
Committees - Other	-	-	-	-
Committees - Planning & Zoning	-	-	-	-
Committee - Board of Adj	-	-	-	-
Urban Wildlife	-	-	-	-
Donations & Grants	-	-	-	-
Total Supplies, Maintenance & Operations Costs	16,457	2,845	20,865	5,890
Services				
Professional Services	163,654	168,175	249,703	128,199
Dues/Subscriptions	3,980	3,040	6,353	3,580
Training/Seminars & Related Travel	8,744	21,100	29,657	18,443
Meetings and Related Travel	1,674	795	1,332	1,475
Elections	-	-	-	-
Investigations	-	-	-	-
Lease Training	-	-	-	-
Asset Forfeiture	-	-	-	-
Public Relations	-	-	-	-
Employee Appreciation	-	-	-	-
Employment Costs	-	-	-	-
Recording/Reporting/History	-	-	-	-
Meetings	-	-	-	-
Total Services Costs	178,052	193,110	287,045	151,697
Shared Services				
Facility Contracts & Services	-	-	-	-
Tech/Internet/Software Maintenance	-	-	-	-
Postage	-	-	-	-
General Liability Insurance	-	-	-	-
Electricity	-	-	-	-
Phone/Cable/Alarms	-	-	-	-
Total Shared Services Costs	-	-	-	-
Capital Outlay				
Land/Land Improvement	-	-	-	-
Building/Building Improvement	7,400	-	-	-
Infrastructure	-	-	-	-
Furniture, Fixtures, Equipment & Vehicles	10,000	-	15,908	-
Transfer to Intergov Fund 06	-	-	-	-
Transfer to Cap Improv Fund 02	-	-	-	-
Transfer to GF Veh/Equip F 31	-	-	-	-
Fund Balance	-	-	-	-
Total Capital Outlay Costs	17,400	-	15,908	-
Total Departmental Budget	758,578 *	874,164 *	1,000,490 *	557,840
* See Appendix A regarding prior year budget amounts				

CITY SECRETARY EXPENDITURES

Expenditure Type	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Proposed Budget 2018-19
Personnel				
Salaries	-	-	-	129,490
Overtime	-	-	-	-
Taxes - Social Security	-	-	-	8,028
Taxes - Medicare	-	-	-	1,878
Taxes SUTA/FUTA	-	-	-	675
Retirement	-	-	-	15,461
Health Insurance	-	-	-	27,397
Workmans' Compensation	-	-	-	583
Uniform Allowance	-	-	-	-
Car Allowance	-	-	-	-
Relocation Allowance	-	-	-	-
Total Personnel Costs	-	-	-	183,513
Supplies, Maintenance & Operations				
Supplies and Consumables	-	-	-	800
Minor Equipment and Furniture	-	15,722	-	4,500
Fuel	-	-	-	-
Uniforms	-	-	-	200
Miscellaneous	-	-	-	250
Vehicle Maintenance/Repairs	-	-	-	-
Equipment Maintenance/Repairs	-	-	-	-
Building Maintenance/Repairs	-	-	-	-
Landscaping & Greenspace Maintenance	-	-	-	-
Street Maintenance	-	-	-	-
Drainage Work	-	-	-	-
Committees - Other	-	-	-	-
Committees - Planning & Zoning	-	-	-	-
Committee - Board of Adj	-	-	-	-
Urban Wildlife	-	-	-	-
Donations & Grants	-	-	-	-
Total Supplies, Maintenance & Operations Costs	-	15,722	-	5,750
Services				
Professional Services	-	1,700	-	7,000
Dues/Subscriptions	-	2,795	-	2,940
Training/Seminars & Related Travel	-	3,030	-	3,555
Meetings and Related Travel	-	750	-	1,676
Elections	22,437	6,000	4,040	19,500
Investigations	-	-	-	-
Lease Training	-	-	-	-
Asset Forfeiture	-	-	-	-
Public Relations	-	-	-	-
Employee Appreciation	-	-	-	-
Employment Costs	-	-	-	-
Recording/Reporting/History	1,622	5,000	4,939	3,000
Meetings	-	-	-	-
Total Services Costs	24,059	19,275	8,979	37,671
Shared Services				
Facility Contracts & Services	-	-	-	-
Tech/Internet/Software Maintenance	-	-	-	-
Postage	-	-	-	-
General Liability Insurance	-	-	-	-
Electricity	-	-	-	-
Phone/Cable/Alarms	-	-	-	-
Total Shared Services Costs	-	-	-	-
Capital Outlay				
Land/Land Improvement	-	-	-	-
Building/Building Improvement	-	-	-	-
Infrastructure	-	-	-	-
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-
Transfer to Intergov Fund 06	-	-	-	-
Transfer to Cap Improv Fund 02	-	-	-	-
Transfer to GF Veh/Equip F 31	-	-	-	-
Fund Balance	-	-	-	-
Total Capital Outlay Costs	-	-	-	-
Total Departmental Budget	24,059 *	34,997 *	8,979 *	226,934
* See Appendix A regarding prior year budget amounts				

FINANCE EXPENDITURES

Expenditure Type	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Proposed Budget 2018-19
Personnel				
Salaries	-	-	-	200,964
Overtime	-	-	-	166
Taxes - Social Security	-	-	-	12,470
Taxes - Medicare	-	-	-	2,916
Taxes SUTA/FUTA	-	-	-	675
Retirement	-	-	-	24,015
Health Insurance	-	-	-	21,336
Workmans' Compensation	-	-	-	905
Uniform Allowance	-	-	-	-
Car Allowance	-	-	-	-
Relocation Allowance	-	-	-	-
Total Personnel Costs	-	-	-	263,447
Supplies, Maintenance & Operations				
Supplies and Consumables	-	1,233	-	1,027
Minor Equipment and Furniture	-	5,879	-	7,520
Fuel	-	-	-	-
Uniforms	-	-	-	-
Miscellaneous	-	-	-	-
Vehicle Maintenance/Repairs	-	-	-	-
Equipment Maintenance/Repairs	-	-	-	-
Building Maintenance/Repairs	-	-	-	-
Landscaping & Greenspace Maintenance	-	-	-	-
Street Maintenance	-	-	-	-
Drainage Work	-	-	-	-
Committees - Other	-	-	-	-
Committees - Planning & Zoning	-	-	-	-
Committee - Board of Adj	-	-	-	-
Urban Wildlife	-	-	-	-
Donations & Grants	-	-	-	-
Total Supplies, Maintenance & Operations Costs	-	7,112	-	8,547
Services				
Professional Services	-	52,090	-	109,845
Dues/Subscriptions	-	253	-	403
Training/Seminars & Related Travel	-	8,484	-	6,200
Meetings and Related Travel	-	-	-	-
Elections	-	-	-	-
Investigations	-	-	-	-
Lease Training	-	-	-	-
Asset Forfeiture	-	-	-	-
Public Relations	-	-	-	-
Employee Appreciation	-	-	-	-
Employment Costs	-	-	-	-
Recording/Reporting/History	-	-	-	-
Meetings	-	-	-	-
Total Services Costs	-	60,827	-	116,448
Shared Services				
Facility Contracts & Services	-	-	-	-
Tech/Internet/Software Maintenance	-	-	-	-
Postage	-	-	-	-
General Liability Insurance	-	-	-	-
Electricity	-	-	-	-
Phone/Cable/Alarms	-	-	-	-
Total Shared Services Costs	-	-	-	-
Capital Outlay				
Land/Land Improvement	-	-	-	-
Building/Building Improvement	-	-	-	-
Infrastructure	-	-	-	-
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-
Transfer to Intergov Fund 06	-	-	-	-
Transfer to Cap Improv Fund 02	-	-	-	-
Transfer to GF Veh/Equip F 31	-	-	-	-
Fund Balance	-	-	-	-
Total Capital Outlay Costs	-	-	-	-
Total Departmental Budget	- *	67,938 *	- *	388,442
* See Appendix A regarding prior year budget amounts				

HUMAN RESOURCES AND COMMUNICATIONS EXPENDITURES

Expenditure Type	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Proposed Budget 2018-19
Personnel				
Salaries	-	-	-	88,276
Overtime	-	-	-	-
Taxes - Social Security	-	-	-	5,473
Taxes - Medicare	-	-	-	1,280
Taxes SUTA/FUTA	-	-	-	450
Retirement	-	-	-	10,540
Health Insurance	-	-	-	15,056
Workmans' Compensation	-	-	-	397
Uniform Allowance	-	-	-	-
Car Allowance	-	-	-	-
Relocation Allowance	-	-	-	-
Total Personnel Costs	-	-	-	121,472
Supplies, Maintenance & Operations				
Supplies and Consumables	-	38	-	1,118
Minor Equipment and Furniture	-	1,200	-	4,500
Fuel	-	-	-	-
Uniforms	-	-	-	100
Miscellaneous	-	-	-	-
Vehicle Maintenance/Repairs	-	-	-	-
Equipment Maintenance/Repairs	-	-	-	-
Building Maintenance/Repairs	-	-	-	-
Landscaping & Greenspace Maintenance	-	-	-	-
Street Maintenance	-	-	-	-
Drainage Work	-	-	-	-
Committees - Other	-	-	-	-
Committees - Planning & Zoning	-	-	-	-
Committee - Board of Adj	-	-	-	-
Urban Wildlife	-	-	-	-
Donations & Grants	-	-	-	-
Total Supplies, Maintenance & Operations Costs	-	1,238	-	5,718
Services				
Professional Services	-	11,404	-	5,000
Dues/Subscriptions	-	275	-	275
Training/Seminars & Related Travel	-	3,889	-	14,025
Meetings and Related Travel	-	-	-	-
Elections	-	-	-	-
Investigations	-	-	-	-
Lease Training	-	-	-	-
Asset Forfeiture	-	-	-	-
Public Relations	4,049	33,500	58,185	10,000
Employee Appreciation	2,457	6,500	6,235	4,750
Employment Costs	-	1,100	-	1,100
Recording/Reporting/History	-	-	-	-
Meetings	-	-	-	-
Total Services Costs	6,507	56,668	64,420	35,150
Shared Services				
Facility Contracts & Services	-	-	-	-
Tech/Internet/Software Maintenance	-	-	-	-
Postage	-	-	-	-
General Liability Insurance	-	-	-	-
Electricity	-	-	-	-
Phone/Cable/Alarms	-	-	-	-
Total Shared Services Costs	-	-	-	-
Capital Outlay				
Land/Land Improvement	-	-	-	-
Building/Building Improvement	-	-	-	-
Infrastructure	-	-	-	-
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-
Transfer to Intergov Fund 06	-	-	-	-
Transfer to Cap Improv Fund 02	-	-	-	-
Transfer to GF Veh/Equip F 31	-	-	-	-
Fund Balance	-	-	-	-
Total Capital Outlay Costs	-	-	-	-
Total Departmental Budget	6,507 *	57,906 *	64,420 *	162,340

* See Appendix A regarding prior year budget amounts

MUNICIPAL COURT EXPENDITURES

Expenditure Type	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Proposed Budget 2018-19
Personnel				
Salaries	42,929	69,374	67,078	97,552
Overtime	-	176	133	440
Taxes - Social Security	2,745	5,784	4,238	6,076
Taxes - Medicare	646	1,008	991	1,421
Taxes SUTA/FUTA	24	450	182	450
Retirement	5,134	313	8,309	11,700
Health Insurance	6,194	8,367	12,387	16,911
Workmans' Compensation	784	13,904	225	441
Uniform Allowance	-	-	-	-
Car Allowance	-	-	-	-
Relocation Allowance	-	-	-	-
Total Personnel Costs	58,455	99,376	93,545	134,991
Supplies, Maintenance & Operations				
Supplies and Consumables	1,843	2,000	1,853	2,000
Minor Equipment and Furniture	254	2,700	2,700	-
Fuel	-	-	-	-
Uniforms	-	100	100	100
Miscellaneous	15	100	100	100
Vehicle Maintenance/Repairs	-	-	-	-
Equipment Maintenance/Repairs	-	-	-	-
Building Maintenance/Repairs	-	-	-	-
Landscaping & Greenspace Maintenance	-	-	-	-
Street Maintenance	-	-	-	-
Drainage Work	-	-	-	-
Committees - Other	-	-	-	-
Committees - Planning & Zoning	-	-	-	-
Committee - Board of Adj	-	-	-	-
Urban Wildlife	-	-	-	-
Donations & Grants	-	-	-	-
Total Supplies, Maintenance & Operations Costs	2,112	4,900	4,753	2,200
Services				
Professional Services	14,432	43,215	29,276	62,500
Dues/Subscriptions	1,480	1,500	1,653	400
Training/Seminars & Related Travel	1,994	2,649	1,679	2,000
Meetings and Related Travel	-	-	-	-
Elections	-	-	-	-
Investigations	-	-	-	-
Lease Training	-	-	-	-
Asset Forfeiture	-	-	-	-
Public Relations	-	-	-	-
Employee Appreciation	-	-	-	-
Employment Costs	-	-	-	-
Recording/Reporting/History	-	-	-	-
Meetings	-	-	-	-
Total Services Costs	17,906	47,364	32,607	64,900
Shared Services				
Facility Contracts & Services	-	-	-	-
Tech/Internet/Software Maintenance	-	-	-	-
Postage	-	-	-	-
General Liability Insurance	-	-	-	-
Electricity	-	-	-	-
Phone/Cable/Alarms	-	-	-	-
Total Shared Services Costs	-	-	-	-
Capital Outlay				
Land/Land Improvement	-	-	-	-
Building/Building Improvement	-	-	-	-
Infrastructure	-	-	-	-
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-
Transfer to Intergov Fund 06	-	-	-	-
Transfer to Cap Improv Fund 02	-	-	-	-
Transfer to GF Veh/Equip F 31	-	-	-	-
Fund Balance	-	-	-	-
Total Capital Outlay Costs	-	-	-	-
Total Departmental Budget	78,473	151,640	130,905	202,091

PUBLIC SAFETY EXPENDITURES

Expenditure Type	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Proposed Budget 2018-19
Personnel				
Salaries	1,100,905	1,342,498	1,322,967	1,559,138
Overtime	14,742	11,787	11,923	10,246
Taxes - Social Security	70,350	85,043	84,046	97,302
Taxes - Medicare	16,532	19,637	19,656	22,756
Taxes SUTA/FUTA	536	6,075	4,000	6,300
Retirement	134,339	57,931	167,140	187,385
Health Insurance	166,775	162,920	193,593	238,031
Workmans' Compensation	27,421	208,288	27,700	69,418
Uniform Allowance	11,052	16,000	15,200	19,200
Car Allowance	-	-	-	-
Relocation Allowance	-	-	-	-
Total Personnel Costs	1,542,651	1,910,179	1,846,225	2,209,776
Supplies, Maintenance & Operations				
Supplies and Consumables	3,696	3,000	3,277	3,100
Minor Equipment and Furniture	47,052	58,800	58,800	70,600
Fuel	24,744	30,000	31,073	30,000
Uniforms	8,332	10,500	10,500	12,025
Miscellaneous	2,904	1,500	1,630	2,000
Vehicle Maintenance/Repairs	15,898	17,350	17,350	20,000
Equipment Maintenance/Repairs	-	-	-	-
Building Maintenance/Repairs	-	-	-	-
Landscaping & Greenspace Maintenance	-	-	-	-
Street Maintenance	-	-	-	-
Drainage Work	-	-	-	-
Committees - Other	-	-	-	-
Committees - Planning & Zoning	-	-	-	-
Committee - Board of Adj	-	-	-	-
Urban Wildlife	-	-	-	-
Donations & Grants	-	-	-	-
Total Supplies, Maintenance & Operations Costs	102,626	121,150	122,630	137,725
Services				
Professional Services	472,729	453,971	452,479	509,816
Dues/Subscriptions	1,097	1,500	1,171	4,100
Training/Seminars & Related Travel	7,419	12,000	24,000	14,000
Meetings and Related Travel	-	-	-	2,000
Elections	-	-	-	-
Investigations	4,194	5,200	7,880	7,000
Lease Training	521	6,100	6,100	7,600
Asset Forfeiture	-	-	-	-
Public Relations	-	5,500	-	6,000
Employee Appreciation	-	-	-	-
Employment Costs	-	-	-	-
Recording/Reporting/History	-	-	-	-
Meetings	-	-	-	-
Total Services Costs	485,961	484,271	491,630	550,516
Shared Services				
Facility Contracts & Services	-	-	-	-
Tech/Internet/Software Maintenance	-	-	-	-
Postage	-	-	-	-
General Liability Insurance	-	-	-	-
Electricity	-	-	-	-
Phone/Cable/Alarms	-	-	-	-
Total Shared Services Costs	-	-	-	-
Capital Outlay				
Land/Land Improvement	-	-	-	-
Building/Building Improvement	-	-	-	-
Infrastructure	-	-	-	-
Furniture, Fixtures, Equipment & Vehicles	-	-	-	74,100
Transfer to Intergov Fund 06	-	-	-	-
Transfer to Cap Improv Fund 02	-	-	-	-
Transfer to GF Veh/Equip F 31	-	-	-	-
Fund Balance	-	-	-	-
Total Capital Outlay Costs	-	-	-	74,100
Total Departmental Budget	2,131,238 *	2,515,601 *	2,460,485 *	2,972,117
* See Appendix A regarding prior year budget amounts				

ENGINEERING SERVICES EXPENDITURES

Expenditure Type	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Proposed Budget 2018-19
Personnel				
Salaries	-	-	-	208,786
Overtime	-	-	-	-
Taxes - Social Security	-	-	-	12,945
Taxes - Medicare	-	-	-	3,027
Taxes SUTA/FUTA	-	-	-	788
Retirement	-	-	-	24,929
Health Insurance	-	-	-	31,973
Workmans' Compensation	-	-	-	2,380
Uniform Allowance	-	-	-	-
Car Allowance	-	-	-	-
Relocation Allowance	-	-	-	-
Total Personnel Costs	-	-	-	284,828
Supplies, Maintenance & Operations				
Supplies and Consumables	-	-	-	4,654
Minor Equipment and Furniture	-	-	-	4,036
Fuel	-	-	-	1,859
Uniforms	-	-	-	815
Miscellaneous	-	-	-	200
Vehicle Maintenance/Repairs	-	-	-	-
Equipment Maintenance/Repairs	-	-	-	-
Building Maintenance/Repairs	-	-	-	-
Landscaping & Greenspace Maintenance	-	-	-	-
Street Maintenance	-	-	-	347,711
Drainage Work	-	-	-	-
Committees - Other	-	-	-	-
Committees - Planning & Zoning	-	-	-	-
Committee - Board of Adj	-	-	-	-
Urban Wildlife	-	-	-	-
Donations & Grants	-	-	-	-
Total Supplies, Maintenance & Operations Costs	-	-	-	359,275
Services				
Professional Services	-	-	-	120,000
Dues/Subscriptions	-	-	-	363
Training/Seminars & Related Travel	-	-	-	8,138
Meetings and Related Travel	-	-	-	500
Elections	-	-	-	-
Investigations	-	-	-	-
Lease Training	-	-	-	-
Asset Forfeiture	-	-	-	-
Public Relations	-	-	-	-
Employee Appreciation	-	-	-	-
Employment Costs	-	-	-	-
Recording/Reporting/History	-	-	-	-
Meetings	-	-	-	-
Total Services Costs	-	-	-	129,001
Shared Services				
Facility Contracts & Services	-	-	-	-
Tech/Internet/Software Maintenance	-	-	-	-
Postage	-	-	-	-
General Liability Insurance	-	-	-	-
Electricity	-	-	-	-
Phone/Cable/Alarms	-	-	-	-
Total Shared Services Costs	-	-	-	-
Capital Outlay				
Land/Land Improvement	-	-	-	-
Building/Building Improvement	-	-	-	-
Infrastructure	-	-	-	-
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-
Transfer to Intergov Fund 06	-	-	-	-
Transfer to Cap Improv Fund 02	-	-	-	-
Transfer to GF Veh/Equip F 31	-	-	-	-
Fund Balance	-	-	-	-
Total Capital Outlay Costs	-	-	-	-
Total Departmental Budget	- *	- *	- *	773,104
* See Appendix A regarding prior year budget amounts				

BUILDING CODES EXPENDITURES

Expenditure Type	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Proposed Budget 2018-19
Personnel				
Salaries	124,107	138,095	135,831	167,727
Overtime	177	639	53	171
Taxes - Social Security	7,964	8,601	8,548	10,410
Taxes - Medicare	1,870	2,011	1,999	2,435
Taxes SUTA/FUTA	89	900	510	675
Retirement	14,869	1,208	16,966	20,047
Health Insurance	12,434	16,690	16,800	24,337
Workmans' Compensation	1,001	13,701	635	1,512
Uniform Allowance	-	-	-	-
Car Allowance	-	-	-	-
Relocation Allowance	-	-	-	-
Total Personnel Costs	162,511	181,846	181,341	227,313
Supplies, Maintenance & Operations				
Supplies and Consumables	1,102	2,500	1,136	600
Minor Equipment and Furniture	1,433	3,694	1,797	1,180
Fuel	1,071	1,200	1,103	1,300
Uniforms	44	75	66	280
Miscellaneous	-	150	102	150
Vehicle Maintenance/Repairs	-	-	-	-
Equipment Maintenance/Repairs	-	-	-	-
Building Maintenance/Repairs	-	-	-	-
Landscaping & Greenspace Maintenance	-	-	-	-
Street Maintenance	-	-	-	-
Drainage Work	-	-	-	-
Committees - Other	-	-	-	-
Committees - Planning & Zoning	-	-	-	-
Committee - Board of Adj	-	-	-	-
Urban Wildlife	-	-	-	-
Donations & Grants	-	-	-	-
Total Supplies, Maintenance & Operations Costs	3,650	7,619	4,203	3,510
Services				
Professional Services	-	-	-	9,200
Dues/Subscriptions	265	500	500	290
Training/Seminars & Related Travel	2,680	6,270	5,350	3,555
Meetings and Related Travel	-	-	-	200
Elections	-	-	-	-
Investigations	-	-	-	-
Lease Training	-	-	-	-
Asset Forfeiture	-	-	-	-
Public Relations	-	-	-	-
Employee Appreciation	-	-	-	-
Employment Costs	-	-	-	-
Recording/Reporting/History	-	-	-	-
Meetings	-	-	-	-
Total Services Costs	2,945	6,770	5,850	13,245
Shared Services				
Facility Contracts & Services	-	-	-	-
Tech/Internet/Software Maintenance	-	-	-	-
Postage	-	-	-	-
General Liability Insurance	-	-	-	-
Electricity	-	-	-	-
Phone/Cable/Alarms	-	-	-	-
Total Shared Services Costs	-	-	-	-
Capital Outlay				
Land/Land Improvement	-	-	-	-
Building/Building Improvement	-	-	-	-
Infrastructure	-	-	-	-
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-
Transfer to Intergov Fund 06	-	-	-	-
Transfer to Cap Improv Fund 02	-	-	-	-
Transfer to GF Veh/Equip F 31	-	-	-	-
Fund Balance	-	-	-	-
Total Capital Outlay Costs	-	-	-	-
Total Departmental Budget	169,107	196,235	191,394	244,068

MAINTENANCE EXPENDITURES

Expenditure Type	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Proposed Budget 2018-19
Personnel				
Salaries	261,377	376,446	373,108	257,876
Overtime	1,870	3,666	5,111	955
Taxes - Social Security	16,313	24,817	23,372	16,048
Taxes - Medicare	3,841	5,512	5,466	3,753
Taxes SUTA/FUTA	225	2,250	1,453	1,575
Retirement	31,436	20,879	46,836	30,904
Health Insurance	46,775	45,727	68,970	50,667
Workmans' Compensation	10,009	73,553	9,707	22,956
Uniform Allowance	-	-	-	-
Car Allowance	-	-	-	-
Relocation Allowance	-	-	-	-
Total Personnel Costs	371,848	552,850	534,024	384,734
Supplies, Maintenance & Operations				
Supplies and Consumables	2,819	3,453	3,967	3,500
Minor Equipment and Furniture	8,102	12,800	11,092	13,560
Fuel	6,596	10,200	9,484	10,200
Uniforms	6,753	8,826	5,083	7,359
Miscellaneous	656	500	484	700
Vehicle Maintenance/Repairs	6,064	12,100	14,238	17,850
Equipment Maintenance/Repairs	5,032	11,713	8,961	6,580
Building Maintenance/Repairs	8,654	12,850	6,576	13,000
Landscaping & Greenspace Maintenance	34,777	7,250	5,976	-
Street Maintenance	346,573	337,260	328,828	80,000
Drainage Work	27,452	29,000	1,759	25,000
Committees - Other	-	-	-	-
Committees - Planning & Zoning	-	-	-	-
Committee - Board of Adj	-	-	-	-
Urban Wildlife	-	-	-	-
Donations & Grants	-	-	-	-
Total Supplies, Maintenance & Operations Costs	453,477	445,952	396,447	177,749
Services				
Professional Services	10,784	200	-	-
Dues/Subscriptions	494	888	610	600
Training/Seminars & Related Travel	3,593	11,324	9,415	8,541
Meetings and Related Travel	-	-	-	750
Elections	-	-	-	-
Investigations	-	-	-	-
Lease Training	-	-	-	-
Asset Forfeiture	-	-	-	-
Public Relations	-	-	-	-
Employee Appreciation	-	-	-	-
Employment Costs	-	-	-	-
Recording/Reporting/History	-	-	-	-
Meetings	-	-	-	-
Total Services Costs	14,871	12,411	10,025	9,891
Shared Services				
Facility Contracts & Services	-	-	-	-
Tech/Internet/Software Maintenance	-	-	-	-
Postage	-	-	-	-
General Liability Insurance	-	-	-	-
Electricity	-	-	-	-
Phone/Cable/Alarms	-	-	-	-
Total Shared Services Costs	-	-	-	-
Capital Outlay				
Land/Land Improvement	-	-	-	-
Building/Building Improvement	-	-	-	-
Infrastructure	-	-	-	-
Furniture, Fixtures, Equipment & Vehicles	-	-	-	53,750
Transfer to Intergov Fund 06	-	-	-	-
Transfer to Cap Improv Fund 02	-	-	-	-
Transfer to GF Veh/Equip F 31	-	-	-	-
Fund Balance	-	-	-	-
Total Capital Outlay Costs	-	-	-	53,750
Total Departmental Budget	840,196 *	1,011,212 *	940,495 *	626,124
* See Appendix A regarding prior year budget amounts				

NON-DEPARTMENTAL AND SHARED EXPENSES

Expenditure Type	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Proposed Budget 2018-19
Personnel				
Salaries	-	-	-	-
Overtime	-	-	-	-
Taxes - Social Security	-	-	-	-
Taxes - Medicare	-	-	-	-
Taxes SUTA/FUTA	-	-	-	-
Retirement	-	-	-	-
Health Insurance	-	-	-	-
Workmans' Compensation	-	-	-	-
Uniform Allowance	-	-	-	-
Car Allowance	-	-	-	-
Relocation Allowance	-	-	-	-
Total Personnel Costs	-	-	-	-
Supplies, Maintenance & Operations				
Supplies and Consumables	-	-	-	6,000
Minor Equipment and Furniture	-	-	-	-
Fuel	-	-	-	-
Uniforms	-	-	-	-
Miscellaneous	-	-	-	-
Vehicle Maintenance/Repairs	-	-	-	-
Equipment Maintenance/Repairs	-	-	-	-
Building Maintenance/Repairs	-	-	-	-
Landscaping & Greenspace Maintenance	-	-	-	-
Street Maintenance	-	-	-	-
Drainage Work	-	-	-	-
Committees - Other	-	-	-	-
Committees - Planning & Zoning	-	-	-	-
Committee - Board of Adj	-	-	-	-
Urban Wildlife	-	-	-	-
Donations & Grants	-	-	-	-
Total Supplies, Maintenance & Operations Costs	-	-	-	6,000
Services				
Professional Services	-	-	-	-
Dues/Subscriptions	-	-	-	-
Training/Seminars & Related Travel	-	-	-	-
Meetings and Related Travel	-	-	-	-
Elections	-	-	-	-
Investigations	-	-	-	-
Lease Training	-	-	-	-
Asset Forfeiture	-	-	-	-
Public Relations	-	-	-	-
Employee Appreciation	-	-	-	-
Employment Costs	-	-	-	-
Recording/Reporting/History	-	-	-	-
Meetings	-	-	-	-
Total Services Costs	-	-	-	-
Shared Services				
Facility Contracts & Services	27,670	33,805	31,241	20,739
Tech/Internet/Software Maintenance	113,925	131,623	136,818	192,810
Postage	3,339	11,000	5,005	7,500
General Liability Insurance	40,752	60,000	48,192	58,000
Electricity	31,459	36,200	32,528	32,700
Phone/Cable/Alarms	25,665	26,666	22,613	25,843
Total Shared Services Costs	242,809	299,295	276,397	337,592
Capital Outlay				
Land/Land Improvement	-	-	-	-
Building/Building Improvement	-	-	-	-
Infrastructure	-	-	-	-
Furniture, Fixtures, Equipment & Vehicles	-	-	-	-
Transfer to Intergov Fund 06	-	-	-	-
Transfer to Cap Improv Fund 02	462,579	330,411	330,411	310,000
Transfer to GF Veh/Equip F 31	587,737	358,296	376,581	160,503
Fund Balance	-	143,000	143,000	151,235
Total Capital Outlay Costs	1,050,316	831,707	849,992	621,738
Total Departmental Budget	1,293,126 *	1,131,002 *	1,126,389 *	965,330
* See Appendix A regarding prior year budget amounts				

GENERAL CAPITAL IMPROVEMENT FUND

Capital Improvement Fund				
	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Proposed 2018-19
<u>Revenues:</u>				
Transfer from General Fund	-	-	-	-
Transfer from General Fund	462,579	330,411	326,411	310,000
Total Revenue	462,579	330,411	326,411	310,000
<u>Professional and Contractual Services</u>				
Professional Services	-	-	-	-
Update Subdivision Regulations	20,861	9,167	9,167	-
Master Land Use Plan	223,386	9,167	9,167	60,000
Annexation Plan	13,266	9,167	9,167	-
Master Drainage Plan	175,719	128,141	108,141	-
Zoning Regulations	13,266	9,167	9,167	-
Development Handbook	698	9,167	9,167	-
Master Roadway	-	9,167	25,167	-
MS4 and SSO Permitting	15,383	47,270	47,270	-
Total Professional and Contractual Services Costs	462,579	230,411	226,411	60,000
<u>Capital Improvement</u>				
Land/Land Improvement	-	-	-	-
Bldg/Bldg Improvement	-	100,000	100,000	250,000
Infrastructure	-	-	-	-
Personal Property	-	-	-	-
Total Capital Improvement Costs	-	100,000	100,000	250,000
Total Expenditures	462,579	330,411	326,411	310,000

Capital Improvement Fund by Year						
	Actual 2014-15	Actual 2015-16	Actual 2016-17	Estimated 2017-18	Proposed 2018-19	Cumulative Est. Fund Balance
<u>Revenues:</u>						
Transfer from General Fund	2,260,000	482,140	-	-	-	2,742,140
Transfer from General Fund	-	-	462,579	326,411	310,000	1,098,990
Total Revenue	2,260,000	482,140	462,579	326,411	310,000	3,841,130
<u>Professional and Contractual Services</u>						
Professional Services	-	18,578	-	-	-	18,578
Update Subdivision Regulations	-	-	20,861	9,167	-	30,028
Master Land Use Plan	-	-	223,386	9,167	60,000	292,552
Annexation Plan	-	-	13,266	9,167	-	22,433
Master Drainage Plan	-	-	175,719	108,141	-	283,860
Zoning Regulations	-	-	13,266	9,167	-	22,433
Development Handbook	-	-	698	9,167	-	9,864
Master Roadway	-	-	-	25,167	-	25,167
MS4 and SSO Permitting	-	-	15,383	47,270	-	62,653
Total Professional and Contractual Services Costs	-	18,578	462,579	226,411	60,000	767,569
<u>Capital Improvement</u>						
Land/Land Improvement	-	127,816	-	-	-	127,816
Bldg/Bldg Improvement	312,519	1,956,573	-	100,000	250,000	2,619,092
Infrastructure	51,642	-	-	-	-	51,642
Personal Property	-	220,029	-	-	-	220,029
Total Capital Improvement Costs	364,162	2,304,419	-	100,000	250,000	3,018,580
Total Expenditures	364,162	2,322,997	462,579	326,411	310,000	3,786,149

GENERAL VEHICLE/EQUIPMENT REPLACEMENT FUNDS

Equipment and Vehicle Replacement				
	Actual	Budget	Estimated	Proposed
	2016-17	2017-18	2017-18	2018-19
<u>Revenues:</u>				
Transfer from General Fund	353,286	217,101	217,101	160,503
Transfer from Capital Improvement Fund	-	-	-	-
Transfer from other General Fund Departments	234,451	141,195	159,480	-
Interest Income on Investments	-	208	208	-
Total Revenue	587,737	358,504	376,789	160,503
<u>Professional and Contractual Services</u>				
Maintenance Furniture	-	-	-	-
Maintenance Vehicles	109,881	-	-	-
Maintenance Equipment	40,593	223,195	202,730	-
Police Equipment	-	-	-	-
Police Package/Incode Software	-	-	-	-
Patrol Vehicle	83,342	62,000	57,308	-
Computer Equipment	-	-	-	-
Electronic Equipment Maint.	-	-	-	-
Transfer to General Fund for Purchases	-	-	-	111,750
Fund Balance	-	-	-	48,753
Total Professional and Contractual Services Costs	233,816	285,195	260,038	160,503
Net Budget	353,921	73,309	116,751	-

General Fund Equipment Replacement by Year						
	Actual 2014-15	Actual 2015-16	Actual 2016-17	Estimated 2017-18	Proposed 2018-19	Cumulative Est. Fund Balance
<u>Revenues:</u>						
Transfer from General Fund	-	-	353,286	217,101	160,503	730,890
Transfer from Capital Improvement Fund	-	-	-	-	-	-
Transfer in from Gen. Fund Depts.	-	-	234,451	159,480	-	393,931
Transfer from WWW Equip Repl Fund	-	-	-	-	-	-
Transfer from Enterprise Fund	-	-	-	-	-	-
Interest Income	-	-	-	208	-	208
Total Revenue	-	-	587,737	376,789	160,503	1,125,029
<u>Expenditures:</u>						
Maintenance Furniture	-	-	-	-	-	-
Maintenance Vehicles	-	-	109,881	-	-	109,881
Maintenance Equipment	-	-	40,593	202,730	-	243,323
Police Equipment	-	-	-	-	-	-
Police Package/Incode Software	-	-	-	-	-	-
Patrol Vehicle	-	-	83,342	57,308	-	140,650
Computer Equipment	-	-	-	-	111,750	111,750
Electronic Equipment Maint.	-	-	-	-	48,753	48,753
Total Expenditures	-	-	233,816	260,038	160,503	654,357

STREET BOND DEBT SERVICE FUND

Street Bond Debt Service Fund				
	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Proposed 2018-19
<u>Revenues:</u>				
General Property-I & S	543,530	552,278	543,513	552,409
Delinquent Property	3,489	3,000	3,237	3,000
Penalty & Interest	2,604	2,000	2,122	1,500
Interest Income on Investments	713	900	2,164	1,000
Miscellaneous Income	-	-	-	-
Total Revenue	550,335	558,178	551,036	557,909
<u>Expenditures:</u>				
Bond Principal	425,000	430,000	430,000	435,000
Bond Interest Payable	126,153	121,878	121,878	117,009
Bond Agent Fees	400	400	400	400
Transfer to Fund Balance	(1,218)	5,901	(1,242)	5,500
Total Departmental Budget	550,335	558,179	551,036	557,909

STREET BOND CAPITAL FUND

Street Bond Program				
	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Proposed 2018-19
<u>Revenues:</u>				
Interest Income on Investments	30,437	15,000	30,714	-
Transfer from Fund Balance	-	1,115,538	-	-
Total Revenue	30,437	1,130,538	30,714	-
<u>Expenditures:</u>				
Professional Services	172,794	64,944	28,554	-
Land/Land Improvement	17,000	-	-	-
Construction Costs	3,773,714	1,065,594	1,890,090	-
Total Departmental Budget	3,963,508	1,130,538	1,918,644	-

Street Bond Program Amortization of Bond Proceeds						
	Actual 2014-15	Actual 2015-16	Actual 2016-17	Estimated 2017-18	Proposed 2018-19	Cumulative 5-year total
<u>Revenues:</u>						
Bond Proceeds	7,000,000	-	-	-	-	7,000,000
Bond Premium	100,090	-	-	-	-	100,090
Miscellaneous	90	-	-	-	-	90
Interest Income on Investments	17,250	19,126	30,437	15,578	-	82,391
Transfer	-	-	-	-	-	-
Total Revenue	7,117,430	19,126	30,437	15,578		7,182,571
<u>Expenditures:</u>						
Professional Services	98,147	685,378	172,794	28,554	-	984,873
Land/Land Improvement	-	-	17,000	-	-	17,000
Construction Costs	-	-	3,773,714	1,890,090	-	5,663,804
Total Expenditures	98,147	685,378	3,963,508	1,918,644		6,665,677

CONSOLIDATED UTILITY FUND BUDGET

Consolidated Utility Fund Budget Summary				
	Water	Wastewater	Equipment Repl	Utility Fund Total
Utility Revenues	3,804,008	1,064,661	-	4,868,669
Utility Operating Expenses				
Personnel	717,398	611,820	-	1,329,218
Supplies, Maintenance & Operations	2,277,581	1,015,943	-	3,293,524
Services	47,081	1,162	-	48,243
Debt Service Costs	82,729	15,758	-	98,487
Total Utility Operating Expenses	3,124,789	1,644,683	-	4,769,472
Operating Income/(Loss)	679,219	(580,022)	-	99,197
Capital Outlay	472,000	420,000	-	892,000
Non Cash Adjustments	(280,334)	(298,814)	(78,846)	(657,994)
Net Income/(Loss)	487,553	(701,208)	78,846	(134,809)

UTILITY FUND WATER REVENUES

(DETAIL)

Water Utility Fund Revenue Detail				
	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Proposed 2018-19
Water Revenues				
Water Revenue Residential	2,855,848	2,701,673	2,729,778	2,766,817
Rebate Program	-	-	-	-
Water Debt Service	356,971	186,693	204,762	297,785
Water Capital	115,589	232,646	255,200	237,082
Water Revenue Commercial	116,889	134,306	154,095	135,475
Water Contract Commercial	135,805	135,805	171,251	158,268
Water Revenue Non Potable	25,384	16,690	5,277	10,960
Water Service Connect Fees	39,525	39,600	29,443	34,810
Water Penalties	27,959	28,160	33,881	28,440
Water Impact Fees	141,601	59,570	143,544	83,640
Water Impact Fee-Stone Creek	-	23,040	-	9,340
Water Impact Fee-S Bar Ranch	28,670	23,370	-	12,710
Water Impact Fee-Oak Bend	-	-	-	-
Water Impact Fee-Enclave	-	1,600	-	1,600
Water Interest Income	17,983	3,500	12,505	16,000
Water-Bad Debts	592	(3,000)	(2,034)	(3,000)
Water Grant Revenue	-	-	-	-
SECO EECBG	-	-	-	-
Misc./Special Requests	(30)	3,290	1,129	3,710
Developers Contributions	-	-	-	-
Third Party Reimbursement	1,513	-	-	-
Permits/Variations	425	530	429	370
Credit Card Service Fee	9,272	4,000	10,534	10,000
Sale of Assets	25,883	-	-	-
Fund Balance Transfer In	-	157,885	-	-
Total Water Revenues	<u>3,899,879</u>	<u>3,749,358</u>	<u>3,749,794</u>	<u>3,804,008</u>

UTILITY FUND WATER EXPENDITURES (DETAIL)

Water Utility Fund Operating Expense Detail				
	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Proposed Budget 2018-19
Operating Expenses				
Service Salaries	190,021	261,166	230,428	272,713
Service Overtime	5,794	6,527	7,014	1,929
Service Taxes - FICA	12,124	17,217	14,546	18,093
Service Taxes - MEDICARE	2,737	3,882	3,402	4,231
Service Workers' Comp	2,148	13,065	5,083	16,663
Service Texas Workforce Commission	134	1,888	830	1,490
Service Retirement	26,981	32,203	27,005	34,843
Service Insurance	33,351	61,793	34,598	53,301
Administration Salaries	143,682	165,126	160,428	233,679
Administration Overtime	-	540	111	152
Administration Taxes - FICA	8,445	10,620	10,031	14,498
Administration Taxes - MEDICARE	1,983	2,402	2,346	3,391
Administration Workers' Comp	2,602	746	380	1,052
Administration Texas Workforce Commission	112	703	529	911
Administration Retirement	19,831	19,930	20,019	27,919
Administration Insurance	21,477	28,376	23,445	32,532
Uniforms	4,700	5,000	4,976	5,953
Power	134,115	127,530	100,367	126,050
Maintenance of Plants/Lines	109,767	131,680	116,884	135,140
Cost of Meters	-	25,000	-	-
Analysis Fees	7,509	10,310	4,045	5,750
Chemicals	8,780	6,150	4,499	5,090
City Management Fee	157,943	153,644	153,020	153,576
Equipment Maintenance	1,981	10,618	10,389	4,110
Equipment Gas & Oil	7,870	10,010	9,181	11,010
GBRA Water Fees	1,032,227	1,044,170	1,049,460	1,097,699
Equipment Lease	-	850	6	690

UTILITY FUND WATER EXPENDITURES

(DETAIL) CONT.

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Proposed Budget 2018-19
Tools & Minor Equipment	8,216	10,767	11,526	18,663
Training	5,768	7,552	7,669	10,250
Utilities & Radio	18,356	14,891	16,408	19,389
Signal & Telemetry	261	7,720	162	162
Water Building Maintenance	6,013	9,160	9,569	10,000
Supplies & Consumables	1,120	1,450	1,685	1,340
Vehicle Maintenance/Repair	4,117	5,010	4,757	10,450
Capital	-	-	-	543,038
Water Inventory Adjustment	(1,512)	-	-	-
Utilities & Telephone	5,322	4,590	5,355	5,527
Dues & Publications	1,045	860	835	1,102
Water Professional Services	71,417	93,310	45,297	47,081
Permits & Licenses	6,827	7,360	7,843	8,461
General Liability Insurance	10,441	10,353	11,733	12,320
Office Supplies	3,718	4,166	2,800	5,814
Travel & Meetings	4,668	7,800	4,744	7,750
Software & Computer	51,094	69,768	69,264	56,627
Recording/Reporting	25	100	91	100
Postage	2,861	1,120	301	850
Building/Equip Maintenance	1,041	1,220	1,222	1,100
Conservation Ed & Newsletter	169	280	840	250
Billing Statement Charges	3,178	5,020	3,362	3,360
Billing Postage	8,948	8,060	8,527	8,100
Water Miscellaneous	35,273	1,850	431	600
Credit Card Service Fee	5,856	2,952	7,259	7,260
Total Operating Expenses	<u>2,190,537</u>	<u>2,426,505</u>	<u>2,214,704</u>	<u>3,042,060</u>

UTILITY FUND WASTEWATER REVENUES (DETAIL)

Wastewater Utility Fund Revenue Detail				
	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Proposed 2018-19
Wastewater Revenues				
Sewer Revenue Residential	743,924	777,013	900,799	822,004
Sewer Debt Service	155,403	35,561	41,331	56,721
Sewer Capital	42,370	85,927	99,608	88,250
Sewer Revenue Commercial	3,927	4,045	4,622	4,166
Sewer Service Connect Fee	31,000	26,800	21,429	23,670
Sewer Penalties	6,108	4,940	8,487	5,270
Sewer Impact Fee	57,871	36,970	51,589	45,710
Sewer Impact Fee-S Bar Ranch	7,750	14,090	-	6,710
Sewer Impact Fee-<2004	-	-	-	-
Sewer Interest Income	14,917	1,100	10,438	12,000
Sewer Bad Debt	98	(400)	(645)	(400)
Sewer Grant Revenue	-	-	-	-
SECO EECBG	-	-	-	-
Misc/Special Requests	-	610	-	560
Fund Balance Transfer In	-	217,587	-	-
Total Wastewater Revenues	1,063,369	1,204,243	1,137,658	1,064,661

UTILITY FUND WASTEWATER EXPENDITURES (DETAIL)

Wastewater Utility Fund Operating Expense Detail				
	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Proposed Budget 2018-19
Operating Expenses				
Service Salaries	190,318	209,939	193,077	198,086
Service Overtime	5,794	5,125	3,974	1,414
Service Taxes - FICA	11,334	13,954	12,350	12,369
Service Taxes - Medicare	2,670	3,118	2,888	2,893
Service Workers' Comp	2,148	10,329	3,913	11,391
Service Taxes - SUTA/FUTA	134	1,600	715	956
Service Retirement	26,345	25,872	24,417	23,820
Service Insurance	32,305	42,346	34,594	29,864
Administration Salaries	143,682	148,251	145,906	245,170
Administration Overtime	-	540	111	152
Administration Taxes - FICA	8,252	9,225	9,130	15,210
Administration Taxes - Medicare	1,938	2,157	2,134	3,557
Administration Workers' Comp	2,602	670	324	1,216
Administration Taxes - SUTA/FUTA	112	591	485	956
Administration Retirement	19,381	17,900	18,250	29,291
Administration Insurance	21,442	22,939	21,420	35,474
Uniforms	4,062	5,000	4,454	5,953
Power	34,872	34,390	32,985	35,140
Maintenance Of Plant/ Lines	34,205	66,810	33,424	50,280
Sludge Hauling	149,853	116,180	328,409	330,000
Analysis Fees	24,224	16,350	22,593	21,330
Chemicals	5,699	6,690	5,084	6,280
City Management Fee	37,391	37,916	39,565	41,308
Equipment Maintenance	1,466	4,460	1,340	2,860
Equipment Gas & Oil	8,073	6,580	9,143	6,820
Equipment Lease	5,945	2,590	3,069	3,090

UTILITY FUND WASTEWATER EXPENDITURES (DETAIL) CONT.

	Actual 2016-17	Budget 2017-18	Estimated 2017-18	Proposed Budget 2018-19
Tools & Minor Equipment	6,454	8,247	7,359	16,123
Training	2,951	6,360	6,403	9,250
Utilities & Radios	18,356	14,891	15,503	18,127
Signal & Telemetry	508	4,520	461	461
Building Maintenance	2,192	10,360	2,144	10,330
Supplies & Consumables	1,175	1,070	1,403	1,120
Vehicle Maintenance & Repairs	4,327	2,700	2,445	2,500
Capital	-	-	-	353,038
Inventory Adjustment	422	-	-	-
Utilities/Telephone	5,440	3,940	5,863	5,006
Dues & Publications	1,014	760	925	1,162
Professional Fees	27,366	107,530	24,596	26,004
Permits & Licenses	1,616	2,090	2,033	1,718
Liability Insurance	10,441	5,099	11,733	12,320
Office Supplies	3,697	2,156	2,092	4,194
Travel & Meetings	3,944	3,710	2,791	4,800
Software & Computers	24,380	37,803	37,639	34,193
Recording/Reporting	25	100	50	100
Sewer Postage	420	660	174	438
Adm Bldg/Equip. Maintenance	1,041	710	1,158	1,100
Billing Statement Charges	2,384	3,540	2,944	3,360
Billing Postage	8,485	3,970	8,076	8,100
Miscellaneous	655	1,680	276	600
Total Operating Expenses	<u>901,541</u>	<u>1,033,419</u>	<u>1,089,823</u>	<u>1,628,925</u>

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

Consolidated
Capital Outlays Detail

		FY 18-19 Cash Outlay			FY 18-19 Depreciation Adjustment			Net FY 17-18 Budget		
		Water	Wastewater	Capital Outlay	Water	Wastewater	Total	Water	Wastewater	Total
Capital Improvement Projects (CIP Fund)										
Operational	Digester Planning		100,000	100,000		(90,000)	(90,000)	-	10,000	10,000
CP-3.1	North Elevated Storage Tower	247,000		247,000	(230,533)		(230,533)	16,467	-	16,467
CP-4.1	Implement master wastewater plan		125,000	125,000		0	0	-	125,000	125,000
Operational	Collection System Repairs and Improvements		170,000	170,000		(153,000)	(153,000)	-	17,000	17,000
CP-5.3	Utility Rate Analysis	200,000		200,000	-	-	0	200,000	-	200,000
Operational	Impact Rate Study	25,000	25,000	50,000	-	-	0	25,000	25,000	50,000
		472,000	420,000	892,000	(230,533)	(243,000)	(473,533)	241,467	177,000	418,467
Operational Capital Outlays (Operations Fund)										
CP-3.6	EPA required program - vacuum jetter		80,000	80,000		(72,000)	(72,000)	-	8,000	8,000
CP-3.6	EPA required program - camera		60,000	60,000		(48,000)	(48,000)	-	12,000	12,000
CP-3.9	Improve use of SCADA data	80,000		80,000	(53,333)		(53,333)	26,667	-	26,667
HT-1.25	Trailers to transport equipment	3,038	3,038	6,075	(2,430)	(2,430)	(4,860)	608	608	1,215
HT-1.26	Purchase new trucks for employees	40,000	40,000	80,000	(32,000)	(32,000)	(64,000)	8,000	8,000	16,000
Operational	Fix exposed water line	400,000		400,000	(373,333)		(373,333)	26,667	-	26,667
Operational	Sludge dewatering box		150,000	150,000		(135,000)	(135,000)	-	15,000	15,000
Operational	Replacement Generators	20,000	20,000	40,000	(17,143)	(17,143)	(34,286)	2,857	2,857	5,714
		543,038	353,038	896,075	(478,240)	(306,573)	(784,812)	64,798	46,465	111,263
Utility Fund Total		543,038	353,038	1,788,075	(708,773)	(549,573)	(1,258,346)	306,265	223,465	529,729

APPENDIX A

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



CITY COUNCIL CONSIDERATION ITEM

CITY OF FAIR OAKS RANCH, TEXAS

September 13, 2018

AGENDA TOPIC: Consideration and possible action approving the First Reading of an Ordinance levying a property tax rate of \$.36678 per \$100 taxable valuation on property in the City of Fair Oaks Ranch for tax year 2018; and determining due and delinquent dates.

START/END DATE: October 1, 2018 - September 30, 2019

DEPARTMENT: Finance

PRESENTED BY: Sarah Buckelew, Finance Director

INTRODUCTION/BACKGROUND:

State law requires City Council to adopt a tax rate to fund the adopted general fund and the debt service fund budgets. At the August 24th Special City Council meeting, Council authorized using \$.3306 as the proposed M&O 2018 tax rate and a \$.03618 I&S 2018 tax rate for a combined property tax rate of \$.36678. Public Hearings were held September 6 and September 13, 2018 to afford all citizens the opportunity to be heard on the proposed tax rate. All required notices were published in the newspaper and on city's website.

Texas Tax Code Chapter 26 requires the vote on the ordinance setting a tax rate that exceeds the lower of the effective tax rate or rollback rate *must be a record vote*, and further mandates that a motion to adopt an ordinance, setting a tax rate that exceeds the effective tax rate, must be made in the following form: *"I move that the property tax rate be increased by the adoption of a tax rate of .36678, which is effectively a 17.8 percent increase in the tax rate"*. As we are proposing a tax rate higher than the lower of the effective or rollback rate, the motion to adopt the ordinance must be **a record vote and the above motion made as stated above.**

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

1. Complies with state laws in setting the 2018 property tax rate
2. Establishes the level of taxation necessary to finance city programs and pay for city debt (Roadway Reconstruction Bond) approved in the fiscal year budget.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

The total property tax rate will raise more revenue than last year by an amount of \$839,371 of which \$251,309 is raised from new property.

LEGAL ANALYSIS:

Reviewed and approved as to form.

RECOMMENDATION/PROPOSED MOTION:

I move that the property tax rate be increased by the adoption of a tax rate of \$.36678, which is effectively a 17.8 percent increase in the tax rate, as prescribed in the property tax rate ordinance.

AN ORDINANCE

LEVYING AD VALOREM TAXES FOR USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF FAIR OAKS RANCH, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018 AND ENDING SEPTEMBER 30, 2019; PROVIDING WHEN TAXES SHALL BECOME DUE AND WHEN SAME SHALL BECOME DELINQUENT; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, on August 16, 2018, the City Council established a proposed ad valorem tax rate to support the proposed FY2018-19 budget and, set September 6, 2018 and September 13, 2018 as dates for the public hearings thereon and caused notice of such public hearings to be posted pursuant to Local Government Code §140.010(e)(f)and (g); and,

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

WHEREAS, on September 20, by ordinance, the Council approved the municipal budget for the fiscal year beginning October 1, 2018 and ending September 30, 2019; and

WHEREAS, it is necessary that an ordinance be passed levying an ad valorem tax on all property, both real and personal, within the corporate limits of the City of Fair Oaks Ranch, Texas in accordance with said budget and Texas Property Tax Code, §26.05(b).

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

SECTION 1. TAX LEVY.

- a. That there is hereby levied and there shall be collected for the use and support of the municipal government of the City of Fair Oaks Ranch (herein the "City"), upon all property, real, personal, and mixed, in the corporate limits of said City subject to taxation, a tax rate of **\$.3306** on each \$100 taxable valuation of property, said tax being so levied for the maintenance and operations of the General Fund of the municipal government for the 2018-19 Fiscal Year.
- b. That there is hereby levied and there shall be collected for the use and support of the municipal government of the City of Fair Oaks Ranch (herein the "City"), upon all property, real, personal, and mixed, in the corporate limits of said City subject to taxation, a tax rate of **\$.03618** on each \$100 taxable valuation of property, said tax being so levied for the debt service principal and interest of the Debt Service Fund of the municipal government for the 2018-19 Fiscal Year.
- c. THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 17.8% ON EACH \$100 TAXABLE VALUATION OF PROPERTY AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$39.70.

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

- a. Taxes assessed and levied under this ordinance shall be due on October 1, 2018.
- b. Taxes not paid on or before January 31, 2019 shall immediately become delinquent.
- c. Taxes shall become a lien upon the property against which assessed, and the Bexar County Tax Office as the collector of property taxes is hereby authorized and empowered to enforce the

collection of such taxes according to the Constitution and laws of the State of Texas and ordinances of the City and shall, by virtue of the tax rolls, fix and establish a lien by levying upon such property, whether real or personal, for the payment of said taxes, penalty and interest, and, the interest and penalty collected from such delinquent taxes shall be apportioned to the general fund of the City. All delinquent taxes shall bear interest from date of delinquency at the rate as prescribed by state law.

SECTION 3. SEVERABILITY.

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

SECTION 4. EFFECTIVE DATE

This ordinance shall take effect and be in force from the date after its passage.

PASSED and APPROVED on first reading this 13th day of September 2018 and recorded as follows:

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

PASSED, APPROVED, AND ADOPTED on second reading this 20th day of September 2018 and recorded as follows:

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

Garry Manitzas, Mayor

ATTEST:

APPROVED AS TO FORM:

Christina Picioccio, City Secretary

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



CITY COUNCIL CONSIDERATION ITEM

CITY OF FAIR OAKS RANCH, TEXAS

September 13, 2018

AGENDA TOPIC: Discussion and possible action authorizing the City Manager to sign a Construction Services Agreement with Studio Contractors LLC for Maintenance Building Renovation

DATE: September 13, 2018

DEPARTMENT: Administration

PRESENTED BY: City Manager

INTRODUCTION/BACKGROUND:

The current fiscal year budget (FY 17-18) allocates \$100,000 for a City Hall/City Complex renovation project. The original intent of the project was to renovate portions of City Hall and the Public Works Maintenance building collectively with an end goal of optimizing work space for staff and city council, improving building security, and enhancing the customer service experience for our citizenry.

On June 21, 2018, City Council authorized staff to engage in Professional Services with Studio S Architekts for customary design and construction phase services for several buildings in the City Complex. The scope of the approved professional service contract includes Architectural, Structural, and MEP engineering design services to design, bid, and construct proposed renovations. Design and construction oversight phases are a lump sum of \$46,450.

The first site to implement improvements are in the Maintenance Building where additional office space can be developed within available open space. Studio Contractors LLC has proposed construction services at a lump sum of \$45,407. The work will begin immediately with the goal to install key structural components, framing, insulation, deck, floor joists, doors, hardware, glazing, flooring, HVAC ductwork, and electrical, all by September 30, 2018. The finish work will be handled by the City's Maintenance department following the contractors work.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

This renovation project is in keeping with the Council Strategic Objective of enhancing delivery of services while strategically planning for future conditions. The proposed renovation project, provides for additional work/office space for the Public Works Department increased staff. Within the next few years, staff anticipates the need to commission a facility and space planning feasibility study as existing city facilities are not programmed for build-out conditions as prescribed in the updated comprehensive plan.

LONG-TERM FINANCIAL & BUDGETARY IMPACT:

Account No. 02-509-301, Building Improvements, budgeted \$100,000 in FY 2017-2018 in an effort to accomplish some office capacity improvements within the City owned property at 7286 Dietz Elkhorn. City Council previously authorized professional services with Studio S Architekts to

develop architectural drawings and concepts for City Complex improvements at an approved lump sum of \$46,450.

Of the \$53,550 remaining programmed for FY 2017-2018, Studio Contractors LLC will accomplish construction services for the Maintenance Building Renovation at a lump sum of \$45,407. Staff advises for additional contingency funding approval at 10% (\$4,541) of the contractors proposed fee. Therefore, authorization will be requested at an amount not to exceed \$49,948. Note that there remains in the proposed budget for FY 2018-2019, monies to complete construction improvements in City Hall and renovate the old Police Building for additional office space.

LEGAL ANALYSIS:

The attached Construction Services Agreement was written by the City Attorney's office and is the standard contract utilized by the City for contracting small project services with contractors. The procurement of this work does not require bidding since the proposed work is less than statutory limits of \$50,000.

RECOMMENDATION/PROPOSED MOTION:

I move to authorize the City Manager to sign the Construction Services Agreement with Studio Contractors LLC at a cost not to exceed \$49,948 for Maintenance Building Renovations.

CITY OF FAIR OAKS RANCH
CONSTRUCTION AGREEMENT

THE STATE OF TEXAS §
 §
BEXAR COUNTY §

This Construction Agreement ("Agreement") is made and entered by and between the City of Fair Oaks Ranch, Texas, (the "City") a Texas municipality, and Studio Contractors LLC. ("Contractor").

Section 1. Duration. This Agreement shall become effective upon the date of the final signature affixed hereto and shall remain in effect until satisfactory completion of the Scope of Work unless terminated as provided for in this Agreement.

Section 2. Scope of Work.

(A) Contractor shall perform the Work as more particularly described in the Scope of Work attached hereto as Exhibit "A". The work as described in the Scope of Work constitutes the "Project".

(B) The Quality of Work provided under this Agreement shall be of the level of quality performed by Contractors regularly rendering this type of service.

(C) The Contractor shall perform its Work for the Project in compliance with all statutory, regulatory and contractual requirements now or hereafter in effect as may be applicable to the rights and obligations set forth in the Agreement.

(D) The Contractor may rely upon the accuracy of reports and surveys provided to it by the City except when defects should have been apparent to a reasonably competent Contractor or when it has actual notice of any defects in the reports and surveys.

Section 3. Compensation.

(A) The Contractor shall be paid in the manner set forth in Exhibit "A" and as provided herein.

(B) *Billing Period:* The Contractor may submit monthly, or less frequently, an invoice for payment based on the estimated completion of the described tasks and approved work schedule. Subject to Chapter 2251, Texas Government Code (the "Prompt Payment Act"), payment is due within thirty (30) days of the City's receipt of the Contractor's invoice. Interest on overdue payments shall be calculated in accordance with the Prompt Payment Act.

(C) *Reimbursable Expenses:* Any and all reimbursable expenses related to the Project shall be included in the scope of Work (Exhibit A) and accounted for in the total contract amount.

Section 4. Time of Completion.

The prompt completion of the Work under the Scope of Work relates is critical to the City. Unnecessary delays in providing Work under a Scope of Work shall be grounds for dismissal of the Contractor and termination of this Agreement without any or further liability to the City other

than a prorated payment for necessary, timely, and conforming work done by Contractor prior to the time of termination. The Project shall be completed for inspection and acceptance by the City on or before August 20, 2018.

Section 5. Insurance.

Before commencing work under this Agreement, Contractor shall obtain and maintain the liability insurance provided for below throughout the term of the Project plus an additional two years. Contractor shall provide evidence of such insurance to the City. Such documentation shall meet the requirements noted in Exhibit B.

Contractor shall maintain the following limits and types of insurance:

Workers Compensation Insurance: Contractor shall carry and maintain during the term of this Agreement, workers compensation and employers liability insurance meeting the requirements of the State of Texas on all the Contractor's employees carrying out the work involved in this contract.

General Liability Insurance: Contractor shall carry and maintain during the term of this Agreement, general liability insurance on a per occurrence basis with limits of liability not less than \$1,000,000 for each occurrence and for fire damage. For Bodily Injury and Property Damage, coverage shall be no less than \$1,000,000. As a minimum, coverage for Premises, Operations, Products and Completed Operations shall be \$2,000,000. This coverage shall protect the public or any person from injury or property damages sustained by reason of the Contractor or its employees carrying out the work involved in this Agreement. The general aggregate shall be no less than \$2,000,000.

Automobile Liability Insurance: Contractor shall carry and maintain during the term of this Agreement, automobile liability insurance with either a combined limit of at least \$1,000,000 per occurrence for bodily injury and property damage or split limits of at least \$1,000,000 for bodily injury per person per occurrence and \$1,000,000 for property damage per occurrence. Coverage shall include all owned, hired, and non-owned motor vehicles used in the performance of this contract by the Contractor or its employees.

Subcontractor: In the case of any work sublet, the Contractor shall require subcontractor and independent contractors working under the direction of either the Contractor or a subcontractor to carry and maintain the same workers compensation and liability insurance required of the Contractor.

Qualifying Insurance: The insurance required by this Agreement shall be written by non-assessable insurance company licensed to do business in the State of Texas and currently rated "B+" or better by the A.M. Best Companies. All policies shall be written on a "per occurrence basis" and not a "claims made" form.

Evidence of such insurance shall be attached as Exhibit "C".

Section 6. Miscellaneous Provisions.

(A) *Subletting.* The Contractor shall not sublet or transfer any portion of the work under this

Agreement or any Scope of Work issued pursuant to this Agreement unless specifically approved in writing by the City, which approval shall not be unreasonably withheld. Subcontractors shall comply with all provisions of this Agreement and the applicable Scope of Work. The approval or acquiescence of the City in the subletting of any work shall not relieve the Contractor of any responsibility for work done by such subcontractor.

(B) *Compliance with Laws.* The Contractor shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts, administrative, or regulatory bodies in any matter affecting the performance of this Agreement, including, without limitation, worker's compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. When required, the Contractor shall furnish the City with satisfactory proof of compliance.

(C) *Independent Contractor.* Contractor acknowledges that Contractor is an independent contractor of the City and is not an employee, agent, official or representative of the City. Contractor shall not represent, either expressly or through implication, that Contractor is an employee, agent, official or representative of the City. Income taxes, self-employment taxes, social security taxes and the like are the sole responsibility of the Contractor.

(D) *Non-Collusion.* Contractor represents and warrants that Contractor has not given, made, promised or paid, nor offered to give, make, promise or pay any gift, bonus, commission, money or other consideration to any person as an inducement to or in order to obtain the work to be provided to the City under this Agreement. Contractor further agrees that Contractor shall not accept any gift, bonus, commission, money, or other consideration from any person (other than from the City pursuant to this Agreement) for any of the Work performed by Contractor under or related to this Agreement. If any such gift, bonus, commission, money, or other consideration is received by or offered to Contractor, Contractor shall immediately report that fact to the City and, at the sole option of the City, the City may elect to accept the consideration for itself or to take the value of such consideration as a credit against the compensation otherwise owing to Contractor under or pursuant to this Agreement.

(E) *Force Majeure.* If the performance of any covenant or obligation to be performed hereunder by any party is delayed as a result of circumstances which are beyond the reasonable control of such party (which circumstances may include, without limitation, pending litigation, acts of God, war, acts of civil disobedience, fire or other casualty, shortage of materials, adverse weather conditions [such as, by way of illustration and not of limitation, severe rain storms or below freezing temperatures, or tornados] labor action, strikes or similar acts, moratoriums or regulations or actions by governmental authorities), the time for such performance shall be extended by the amount of time of such delay, but no longer than the amount of time reasonably occasioned by the delay. The party claiming delay of performance as a result of any of the foregoing force majeure events shall deliver written notice of the commencement of any such delay resulting from such force majeure event not later than seven (7) days after the claiming party becomes aware of the same, and if the claiming party fails to so notify the other party of the occurrence of a force majeure event causing such delay and the other party shall not otherwise be aware of such force majeure event, the claiming party shall not be entitled to avail itself of the provisions for the extension of performance contained in this subsection.

(F) In the case of any conflicts between the terms of this Agreement and wording contained within the Scope of Work, this Agreement shall govern. The Scope of Work is intended to detail

the technical scope of Work, fee schedule, and contract time only and shall not dictate Agreement terms.

Section 7. Termination.

(A) This Agreement may be terminated:

(1) By the mutual agreement and consent of both Contractor and City;

(2) By either party, upon the failure of the other party to fulfill its obligations as set forth in either this Agreement or a Scope of Work issued under this Agreement;

(3) By the City, immediately upon notice in writing to the Contractor, as consequence of the failure of Contractor to perform the Work contemplated by this Agreement in a timely or satisfactory manner;

(4) By the City, at will and without cause upon not less than thirty (30) days written notice to the Contractor.

(B) If the City terminates this Agreement pursuant to subsection 7(A)(2) or (3), above, the Contractor shall not be entitled to any fees or reimbursable expenses other than the fees and reimbursable expenses then due and payable as of the time of termination and only then for those Work that have been timely and adequately performed by the Contractor considering the actual costs incurred by the Contractor in performing work to date of termination, the value of the work that is nonetheless usable to the City, the cost to the City of employing another Contractor to complete the work required and the time required to do so, and other factors that affect the value to the City of the work performed at time of termination. In the event of termination not the fault of the Contractor, the Contractor shall be compensated for all basic, special, and additional Work actually performed prior to termination, together with any reimbursable expenses then due.

Section 8. Indemnification. Contractor agrees to indemnify and hold the City of Fair Oaks Ranch, Texas and all of its present, future and former agents, employees, officials and representatives harmless in their official, individual and representative capacities from any and all claims, demands, causes of action, judgments, liens and expenses (including attorney's fees, whether contractual or statutory), costs and damages (whether common law or statutory), costs and damages (whether common law or statutory, and whether actual, punitive, consequential or incidental), of any conceivable character, for injuries to persons (including death) or to property (both real and personal) created by, arising from or in any manner relating to the Work or goods performed or provided by Contractor – expressly including those arising through strict liability or under the constitutions of the United States.

Section 9. Notices. Any notice required or desired to be given from one party to the other party to this Agreement shall be in writing and shall be given and shall be deemed to have been served and received (whether actually received or not) if (i) delivered in person to the address set forth below; (ii) deposited in an official depository under the regular care and custody of the United States Postal Service located within the confines of the United States of America and sent by certified mail, return receipt requested, and addressed to such party at the address hereinafter specified; or (iii) delivered to such party by courier receipted delivery. Either party may designate

another address within the confines of the continental United States of America for notice, but until written notice of such change is actually received by the other party, the last address of such party designated for notice shall remain such party's address for notice.

Section 10. No Assignment. Neither party shall have the right to assign that party's interest in this Agreement without the prior written consent of the other party.

Section 11. Severability. If any term or provision of this Agreement is held to be illegal, invalid or unenforceable, the legality, validity or enforceability of the remaining terms or provisions of this Agreement shall not be affected thereby, and in lieu of each such illegal, invalid or unenforceable term or provision, there shall be added automatically to this Agreement a legal, valid or enforceable term or provision as similar as possible to the term or provision declared illegal, invalid or unenforceable.

Section 12. Waiver. Either City or the Contractor shall have the right to waive any requirement contained in this Agreement that is intended for the waiving party's benefit, but, except as otherwise provided herein, such waiver shall be effective only if in writing executed by the party for whose benefit such requirement is intended. No waiver of any breach or violation of any term of this Agreement shall be deemed or construed to constitute a waiver of any other breach or violation, whether concurrent or subsequent, and whether of the same or of a different type of breach or violation.

Section 13. Governing Law; Venue. This Agreement and all of the transactions contemplated herein shall be governed by and construed in accordance with the laws of the State of Texas. The provisions and obligations of this Agreement are performable in Bexar County, Texas such that exclusive venue for any action arising out of this Agreement shall be in Bexar County, Texas.

Section 14. Paragraph Headings; Construction. The paragraph headings contained in this Agreement are for convenience only and shall in no way enlarge or limit the scope or meaning of the various and several paragraphs hereof. Both parties have participated in the negotiation and preparation of this Agreement and this Agreement shall not be construed either more or less strongly against or for either party.

Section 15. Binding Effect. Except as limited herein, the terms and provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, devisees, personal and legal representatives, successors and assigns.

Section 16. Gender. Within this Agreement, words of any gender shall be held and construed to include any other gender, and words in the singular number shall be held and construed to include the plural, unless the context otherwise requires.

Section 17. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.

Section 18. Exhibits. All exhibits to this Agreement are incorporated herein by reference for all purposes wherever reference is made to the same.

Section 19. Entire Agreement. It is understood and agreed that this Agreement contains the

entire agreement between the parties and supersedes any and all prior agreements, arrangements or understandings between the parties relating to the subject matter. No oral understandings, statements, promises or inducements contrary to the terms of this Agreement exist. This Agreement cannot be changed or terminated orally.

Section 20. Relationship of Parties. Nothing contained in this Agreement shall be deemed or construed by the parties hereto or by any third party to create the relationship of principal and agent or of partnership or of joint venture or of any association whatsoever between the parties, it being expressly understood and agreed that no provision contained in this Agreement nor any act or acts of the parties hereto shall be deemed to create any relationship between the parties other than the relationship of independent parties contracting with each other solely for the purpose of effecting the provisions of this Agreement.

Section 21. Right To Audit. City shall have the right to examine and audit the books and records of Contractor with regards to the work described in Exhibit A, or any subsequent changes, at any reasonable time. Such books and records will be maintained in accordance with generally accepted principles of accounting and will be adequate to enable determination of: (1) the substantiation and accuracy of any payments required to be made under this Agreement; and (2) compliance with the provisions of this Agreement.

22. Dispute Resolution. In accordance with the provisions of Subchapter I, Chapter 271, TEX. LOCAL GOV'T CODE, the parties agree that, prior to instituting any lawsuit or other proceeding arising from a dispute under this agreement, the parties will first attempt to resolve the dispute by taking the following steps: (1) A written notice substantially describing the nature of the dispute shall be delivered by the dissatisfied party to the other party, which notice shall request a written response to be delivered to the dissatisfied party not less than 5 days after receipt of the notice of dispute. (2) If the response does not reasonably resolve the dispute, in the opinion of the dissatisfied party, the dissatisfied party shall give notice to that effect to the other party whereupon each party shall appoint a person having authority over the activities of the respective parties who shall promptly meet, in person, in an effort to resolve the dispute. (3) If those persons cannot or do not resolve the dispute, then the parties shall each appoint a person from the highest tier of managerial responsibility within each respective party, who shall then promptly meet, in person, in an effort to resolve the dispute.

23. Disclosure of Business Relationships/Affiliations; Conflict of Interest Questionnaire. Contractor represents that it is in compliance with the applicable filing and disclosure requirements of Chapter 176 of the Texas Local Government Code.

EXECUTED on this the _____ day of _____, 2018.

CITY:

By: _____

Name: Tobin Maples

Title: City Manager

CONTRACTOR:

By: _____

Name: _____

Title: _____

ADDRESS FOR NOTICE:

CITY

City of Fair Oaks Ranch
Attn: Tobin Maples, City Manager
7286 Dietz Elkhorn
Fair Oaks Ranch, Texas 78015

CONTRACTOR

Studio Contractors LLC
1580 S. Main St.
Suite 102
Boerne, TX 78006

Exhibit “A”



**City of Fair Oaks Ranch
Maintenance Shop
Estimate - v00**

**Studio Contractors LLC
9/4/2018**

Item	Description	Sub	TOTAL	Cost/SF
1	Supervision/ Procurement/ Safety/ etc.	Self Perform	\$ 1,650	\$ 2.75
2	Scaffolding/ Equipment	Self Perform	\$ 1,350	\$ 2.25
3	Progress Clean/ Temp Protection	Self Perform	\$ 300	\$ 0.50
4	Construction Trailer/ Connex/ Temp Utilities	Excluded	N/A	\$ -
5	Trash Haul/ Dumpsters (1 pull)	Self Perform	\$ 650	\$ 1.08
6	Temp Toilets/ Temp Hand Wash Station	Excluded	N/A	\$ -
7	Temp Signage	Excluded	N/A	\$ -
8	Structural Steel (Structural, Misc)	Hill Country Steel	\$ 8,356	\$ 13.93
9	Steel Railing @ 2nd Floor Platform	Hill Country Steel	\$ 3,250	\$ 5.42
10	Framing, Insulation & Deck	84 Lumber/ Self Perform	\$ 6,664	\$ 11.11
11	18" Floor Joists; 2x8 Ceiling Joists & Misc attachment accessories	Self Perform	\$ 6,590	\$ 10.98
12	Millwork (Cabinetry)	Excluded	N/A	\$ -
13	Doors, Frames and Hardware (Dbl door)	Self Perform	\$ 1,000	\$ 1.67
14	Glazing (Windows @ Ext Wall)	Self Perform	\$ 800	\$ 1.33
15	Gyp. Board Assemblies Walls & Ceilings	Self Perform	\$ 5,843	\$ 9.74
16	Flooring (Carpet tiles/ Base etc.) Material ONLY	Self Perform	\$ 1,465	\$ 2.44
17	Painting	Excluded	\$ -	\$ -
18	HVAC (Tap-into existing supply)	Fronrunner AC	\$ 1,500	\$ 2.50
19	Electrical & Data Rough (LED 2x4 fixtures,	Snyder Electric	\$ 3,500	\$ 5.83
Cost of Work Subtotal			\$ 42,918	\$ -
	Project Contingency	1.00%	\$ 429	\$ 0.72
	Building Permit	By Owner	\$ -	\$ -
	Sales Tax	0.00%	Excluded	\$ -
	Data Processing (Accounting/ IT)	0.00%	\$ -	\$ -
Construction Costs Subtotal			\$ 43,347	\$ -
	CGL & Umbrella Insurance	0.80%	\$ 343	\$ 0.57
	Builders Risk	1.00%	\$ 429	\$ 0.72
	Payment & Performance Bond	0.00%	Excluded	\$ -
Construction Costs & Insurance Subtotal			\$ 44,120	\$ -
	Fee	3.00%	\$ 1,288	\$ 2.15
GRAND TOTAL			\$ 45,407	\$ 75.68

600.00 Bldg SF

Qualifications

\$600 ADD for Carpet Tile & Rubber Base installation - Not complete by 09.31.2018

\$5,000 ADD Tape, Float, Paint @ all Drywall Conditions (Texture on walls excluded, walls to be level 3 finish) - Not complete by 09.31.201

Schedule based on completion in 3 weeks NTP & Executed Contract

See attached Qualifications



Qualification and Clarifications FOR Maintenance Bldg

1580 S. Main St.
Suite 102
Boerne, Tx 78006
Phone: (830).331.2099

General Conditions:	
1	A Contractor's Construction Contingency of 1.0% is included in this estimate, and is intended for construction use only. Owner contingency is excluded from this estimate.
2	A construction fee of 3% is included on the cost summary, and is based upon the total construction cost.
3	Building Risk Insurance is included, and based upon the total cost.
4	CGL & Umbrella insurance is included, and based upon the total cost.
5	Payment and Performance bonds for Studio Contractors LLC have been excluded on the cost summary, and are based upon the total cost.
6	Dividends will not be provided for scopes of work that require a bond.
7	All costs associated with approvals, easements, assessments, fees, deposits, charges, permits, studies, impact fees, tap fees, services fees, or similar, required by any governing agency to include County, City, State, or federal entities, in addition to any and all entities are specifically excluded.
8	Building permit cost is excluded.
9	Testing Lab services for materials, mock-ups, or delegated engineering components are to be provided by Owner, and are excluded.
10	Testing of building components for water or air intrusion is not included and is to be provided by the Owner.
11	Testing and Balance of the building system is to be provided by the Owner.
12	Commissioning Agent and Services are to be provided by the Owner.
13	The General Conditions included in this estimate are based upon approximately 1 months to substantial completion. Overall project completion is TBD.
14	Design Fees or services are not included. Where required in the specifications, the Construction Manager will provide design calculations and information provided by the Trade Contractors to the Architect and Engineer for approval and acceptance of the design.
15	The CM does not warrant a guarantee of functionality of the design with the Owner's requirements. The CM relies upon the designers to provide and implement the Owner's requirements into the design documents.
16	The CM will provide oversight and review of submittals for compliance with the contract documents, however, the design team shall bear the full responsibility for acceptance and approval of all submittals.
17	Temporary Utilities has been excluded. Electrical, Water, and Gas
18	Estimate excludes SWPPP installation, and maintenance.
19	This budget is to be reviewed as a whole, not as individual line items.
20	Owner to provide adequate access to construction space. Relocation of installed tools/ equipment/ electrical/ low voltage items in conflict with work. Studio C to work with facilities personnel to identify items with enough time to remove items before scheduling conflict with install scope.
Temporary Construction Cost of Work Items:	
1	Sales tax is excluded.
2	This budget is based upon electronic design document files and models being available to all subcontractors at no additional cost.
3	All FF&E, OFE, and furnishings are excluded from this budget, unless specifically noted in the budget detail.
4	All hazardous or contaminated material and soil testing, remediation, and investigation, is excluded.
5	Site is assumed to be free of any contaminants, unencumbered and ready to begin excavation work.
Division 2 - Existing Conditions	
1	N/A
Division 3 - Concrete	
1	N/A



Qualification and Clarifications FOR Maintenance Bldg

1580 S. Main St.
Suite 102
Boerne, Tx 78006
Phone: (830).331.2099

Division 4 - Masonry	
1	N/A
Division 5 - Metals	
1	Structural Steel framing is included per Structural documents.
2	Steel pipe railing to match existing is included.
3	Excludes all galvanizing.
4	Note: Due to President Trump's tariff updates, steel & metal items may increase significantly if project is delayed.
Division 6 - Wood, Plastics and Composites:	
1	18" Wood open web floor trusses included.
2	(1) 3/4" T&G deck included at Lvl 2 deck
3	2x8 ceiling joists included Lvl 2 ceiling
3	2x6 walls included @ all partitions
Division 7 - Thermal and Moisture Protection:	
1	N/A
Division 8 - Openings:	
1	Residential grade - solid core double door included
2	Door hardware and installation is included
3	Residential grade -- vinyl windows included
Division 9 - Finishes:	
1	Assumed carpet allowance of \$18/SY for area floors; material ONLY, delivered to owner. Paint should proceed first and the install was pushed due to lack of time.
2	Assumed rubber base allowance of \$1/LF at area floors. Paint should proceed first and the install was pushed due to lack of time.
3	Exclude painting all railing steel or existing rails/ steel.
4	Exclude including tape, float, painting @ all drywall locations due to lack of time for quality product.
5	Exclude touch-up/ paint of adjacent existing surfaces.
Division 10 - Specialties:	
1	N/A
Division 11 - Equipment:	
1	N/A
Division 12 - Furnishings:	
1	N/A
Division 13 - Special Construction:	
1	N/A
Division 21 - Fire Suppression:	
1	N/A
Division 22 - Plumbing:	
1	N/A
Division 23 - HVAC:	
1	Exclude new split system due to schedule and budget.
2	Included tapping into the existing HVAC system above ceiling w/ supply duct.
3	NOTE: If AC system does not perform long term, suggest upgrading existing system to provide upgraded cooling for less money than additional split system.
Division 26 - Electrical:	



Qualification and Clarifications FOR Maintenance Bldg

1580 S. Main St.
Suite 102
Boerne, Tx 78006
Phone: (830).331.2099

1	Exclude make safe/ removal/ salvage of conflicting conduit, plugs, equipment, etc. at the existing walls/ ceiling/ steel.
2	Include power, switch, 2x4 LED lighting and occupancy sensor.
Division 28 - Electronic Safety and Security:	
1	Include rough-in w/ string & rings for data drops.
2	Estimate includes pull system, stopper cover, smoke detector, duct smoke detector, control relay module, dual input module.
3	Estimate excludes security system, cameras, and card readers.
4	Estimate excludes a wireless or ip communicator.
Division 31 - Earthwork:	
1	N/A
Division 32 - Exterior improvements:	
1	N/A
Division 33 - Utilities:	
1	N/A

Exhibit "B"

REQUIREMENTS FOR ALL INSURANCE DOCUMENTS

The Contractor shall comply with each and every condition contained herein. The Contractor shall provide and maintain the minimum insurance coverage set forth below during the term of its agreement with the City. Any Subcontractor(s) hired by the Contractor shall maintain insurance coverage equal to that required of the Contractor. It is the responsibility of the Contractor to assure compliance with this provision. The City of Fair Oaks Ranch accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor.

INSTRUCTIONS FOR COMPLETION OF INSURANCE DOCUMENT

With reference to the foregoing insurance requirements, Contractor shall specifically endorse applicable insurance policies as follows:

1. The City of Fair Oaks Ranch shall be named as an additional insured with respect to General Liability and Automobile Liability **on a separate endorsement.**
2. A waiver of subrogation in favor of The City of Fair Oaks Ranch shall be contained in the Workers Compensation and all liability policies and must be provided **on a separate endorsement.**
3. All insurance policies shall be endorsed to the effect that The City of Fair Oaks Ranch will receive at least thirty (30) days written notice prior to cancellation or non-renewal of the insurance.
4. All insurance policies, which name The City of Fair Oaks Ranch as an additional insured, must be endorsed to read as primary and non-contributory coverage regardless of the application of other insurance.
5. **Chapter 1811 of the Texas Insurance Code, Senate Bill 425 82(R) of 2011, states that the above endorsements cannot be on the certificate of insurance. Separate endorsements must be provided for each of the above.**
6. All insurance policies shall be endorsed to require the insurer to immediately notify The City of Fair Oaks Ranch of any material change in the insurance coverage.
7. All liability policies shall contain no cross liability exclusions or insured versus insured restrictions.
8. Required limits may be satisfied by any combination of primary and umbrella liability insurances.
9. Contractor may maintain reasonable and customary deductibles, subject to approval by The City of Fair Oaks Ranch.
10. Insurance must be purchased from insurers having a minimum AmBest rating of B+.
11. All insurance must be written on forms filed with and approved by the Texas Department of Insurance. (ACORD 25 2010/05). Coverage must be written on an occurrence form.
12. Contractual Liability must be maintained covering the Contractors obligations contained in the contract. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting all endorsements and insurance coverages according to requirements and instructions contained herein.
13. Upon request, Contractor shall furnish The City of Fair Oaks Ranch with certified copies of all insurance policies.
14. A valid certificate of insurance verifying each of the coverages required above shall be issued directly to the City of Fair Oaks Ranch within ten (10) business days after contract award and prior to starting any work by the successful Contractor's insurance agent of record or insurance company. Also, prior to the start of any work and at the same time that the Certificate of Insurance is issued and sent to the City of Fair Oaks Ranch, all required endorsements identified in sections A, B, C and D, above shall be sent to the City of Fair Oaks Ranch. The certificate of insurance and endorsements shall be sent to:
City Manager, City of Fair Oaks Ranch, 7286 Dietz Elkhorn, Fair Oaks Ranch, TX 78015.

Exhibit "C"

Evidence of Insurance

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/07/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Holmes Murphy & Associates 2727 Grand Prairie Pkwy Waukegan, IA 50263	CONTACT NAME: Sherri Garrels PHONE (A/C, No, Ext): 515 223-6819 FAX (A/C, No): E-MAIL ADDRESS: sgarrels@holmesmurphy.com INSURER(S) AFFORDING COVERAGE INSURER A : FCCI Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
INSURED Studio Contractors LLC 1580 South Main Street Suite 102 Boerne, TX 78006	NAIC #

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			CPP0023008	08/25/2018	08/25/2019	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY			CA100005317	08/25/2018	08/25/2019	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☐ DED ☒ RETENTION \$10000			UMB0024193	08/25/2018	08/25/2019	EACH OCCURRENCE \$3,000,000 AGGREGATE \$3,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ Y ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC00003989	08/25/2018	08/25/2019	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

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

Project: Fair Oaks Ranch Maintenance Shop

The City of Fair Oaks Ranch is an Additional Insured on the General Liability and Auto on a primary and non contributory basis as required by written contract with the insured, per policy terms and conditions. The (CGL, WC and Auto) includes a Waiver of Subrogation in favor of The City of Fair Oaks Ranch as required by written contract with the insured, per policy terms and conditions.

CERTIFICATE HOLDER

CANCELLATION

The City of Fair Oaks Ranch
 7286 Dietz Elkhorn
 Fair Oaks Ranch, TX 78015

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Christa Hansen

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